

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

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

CITY COUNCIL SPECIAL MEETING Monday, May 5, 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/81991221369 Webinar ID: 819 9122 1369 Passcode: 055985 Dial in: (253) 215-8782

HOW TO OFFER PUBLIC COMMENT

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

PUBLIC COMMENT GUIDELINES FOR SPECIAL MEETINGS - During Special City Council Meetings, public comments are permitted for items listed on the agenda. After each item on the agenda is introduced, the Mayor will invite public comment on that item. Each speaker has 3 minutes to speak unless otherwise adjusted by the Mayor. While stating your name is optional, it helps to identify speakers in the meeting minutes. Remote or in-person participants who do not comply with the requirements of the Brown Act will be muted.

CALL TO ORDER AND ROLL CALL

CONSENT AGENDA

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

to adopt all recommended actions.

- 1. March 24, 27, and 31, 2025, Special Meeting Minutes and April 1, 2025, Regular Meeting Minutes
- 2. March 2025 Monthly Reports
- 3. March 2025 Check Register Summary
- **4.** Adopt Resolution 2025-038, authorizing the City Administrator to execute an Agreement for Contractor Services with QOVO Solutions Inc. for Police Department Access Control and Door upgrade, with a not-to-exceed budget of \$81,082.42
- 5. Receive the Carmel Police Department's 2024 Military Equipment Annual Report per AB 481
- **6.** Resolution 2025-039 amending the Professional Services Agreement with Conti, LLC, and Purchase Order with OuttaTheWoods, to increase total project costs by \$36,963 from \$110,543 to \$147,506, to complete Audio/Visual upgrades to the Council Chambers

ORDERS OF BUSINESS

Orders of Business are agenda items that require City Council, Board or Commission discussion, debate, direction to staff, and/or action.

- 7. Consideration and recommendation of FY 2025-2026 Council Discretionary Grant Funds and provide direction for the disbursement of the funds to various organizations (Estimated time 30 min)
- 8. Discuss proposed changes to the Budget Policies and Financial Guidelines for inclusion in the FY 2025-2026 Operating Budget Book and provide direction to staff (Estimated time 30 min)
- 9. Receive a presentation on street addresses public vote options; presentation will include a brief overview of the street addresses work group and election costs and timeline requirements for a ballot measure in a 2025 Special Election and a 2026 Election. Staff recommends City Council action and direction on (1) whether to proceed in preparation for a ballot measure and election, and (2) which, if any, election year. (Estimated time 90 min)
- **10.** Receive a report and provide direction to staff on the allocation of 14-acre feet of water received by the Monterey Peninsula Water Management District (Estimated time 45 min)
- 11. Receive a presentation and provide direction on the 2025 Fire Hazard Severity Zone map, Wildland-Urban Interface areas and associated Carmel-by-the-Sea Municipal Code modifications (Estimated time 60 min)

ADJOURNMENT

- 1. Correspondence Received After Agenda Posting
- 2. Presentations 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

May 5, 2025 CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Nova Romero, City Clerk

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: March 24, 27, and 31, 2025, Special Meeting Minutes and April 1, 2025, Regular

Meeting Minutes

RECOMMENDATION:

Approve Draft Minutes.

BACKGROUND/SUMMARY:

The City Council routinely approves minutes of its meetings.

FISCAL IMPACT:

None.

PRIOR CITY COUNCIL ACTION:

None

ATTACHMENTS:

Attachment 1) March 24, 2025, Special Meeting Minutes

Attachment 2) March 27, 2025, Special Meeting Minutes

Attachment 3) March 31, 2025 Special Meeting Minutes

Attachment 4) April 1, 2025, Regular Meeting Minutes

CITY OF CARMEL-BY-THE-SEA CITY COUNCIL

SPECIAL MEETING MINUTES

Monday, March 24, 2025

CALL TO ORDER AND ROLL CALL

Mayor Byrne called the meeting to order at 4:35 p.m.

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

ORDERS OF BUSINESS

Item 1 - Receive a recap of the February Council Priorities Workshop and Provide Direction on the Project List

Assistant City Administrator Brandon Swanson gave a brief presentation on the item, summarizing the direction received during the February 27th Council Priorities Workshop, and requesting clarification on the official council priorities list to include in the list and confirming the proposed strategic categories.

Public Comment: Nancy Twomey Maria Ruess

Councilmember Baron suggested that the current list of 40 strategic priorities is too detailed and hard to manage. He recommended simplifying the current list by grouping maintenance tasks under broader categories and separating strategic goals from operational tasks. Councilmember Buder and Mayor Pro Tem Delves agreed, and said they like the staff's refreshed 5 priority goals with detailed action items listed under each. Councilmember Buder favored assigning a priority level to each item to provide more direction. Mr. Swanson proposed reorganizing the list into three tiers: priority categories, actionable items, and responsible departments.

The Council discussed items they would like added to the list such as: the Library Renovation Project, tree maintenance, and residential street improvements. Mayor Byrne also suggested including City Support Group utilization and revisiting the Charter City topic. Councilmember Baron advocated for reinstating the Design Review Board, separating design review responsibilities from the Planning Commission. Councilmember Dramov proposed adding long-term plans for downtown beautification, beach infrastructure maintenance, and a 20–40 year infrastructure plan. Mayor Pro Tem Delves requested regular updates on priority project progress and a plan for identifying new revenue sources.

The Council agreed that more public workshops are needed on street addressing before any public vote. Council directed staff to return at the May meeting with a reorganized list, structured by category, with actionable items under each. Council suggested changing the name of the "hygiene" list to "Day to day" or "routine", and changing the name of the "parking lot list" to "inactive" to avoid confusion.

Item 2 - Receive a presentation on the Five-Year Financial Forecast and provide direction to staff

Finance Manager Jayme Fields presented a five-year financial forecast to the Council, emphasizing anticipated yearly deficits due to decreasing revenues and escalating expenditures. Ms. Fields requested initial guidance from the Council on prioritizing capital projects for the upcoming fiscal year. She noted that around 30% of projected revenue is currently designated for capital outlay, which aligns with financial policy. However, Ms. Fields cautioned that any adjustments to the capital outlay allocation should consider potential impacts on service levels and pension liabilities.

Public Comment: Donna Jett Maria Ruess

The Council discussed presenting a budget that more accurately reflects actual spending and suggested that the CIP budget exclude the Police Department Building project, as its high value distorts the overall CIP budget picture. The Council acknowledged that the City has a history of conservative revenue estimates and high budget allocations, resulting in excess funds at the end of the year that can be carried over.

Recess:

Council took a 10-minute recess at 6:39 p.m. and returned to the dais at 6:52 p.m.

Item 3 - Receive a presentation on the proposed Fiscal Year (FY) 2025/26 Capital Improvement Program (CIP) and Five-Year Capital Improvement Plan, and provide direction to staff

Acting Public Works Director Mary Bilse presented an update on the Capital Improvement Plan (CIP) for fiscal year 2025–2026 and introduced the updated five-year CIP covering FY 2025–26 through 2029–30. She reported that of the 25 current CIP projects:

- 11 are completed,
- 7 are expected to be completed by June 2025,
- 5 are in progress and scheduled for completion in FY 2025–26, and
- 2 have undetermined completion timelines.

She also reviewed projects to be carried over into FY 2025–26 and discussed potential new projects eligible for funding through the Vehicle and Equipment Fund and the CIP Fund. Director

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Bilse requested the Council's input on the number of projects to fund in FY 2025–26 and on setting funding priorities for future CIP projects.

Public Comment: Donna Jett Maria Ruess

Council discussion followed and staff responded to Council questions.

Item 4 - Receive a presentation on revisions to the Financial Policies

Finance Manager Jayme Fields presented proposed updates to the city's financial policies to clarify existing policies and aid in policy compliance. She highlighted proposed changes which include:

- Separating budget guidelines from fiscal policies
- 10% revenue minimum for capital projects
- Carrying forward uncompleted capital project budgets
- 15% reserve target for General and Hostelry Funds
- Eliminating the 20% general capital reserve target

Public Comment: Nancy Twomey Donna Ruess Maria Ruess

Councilmember Baron emphasized the importance of keeping policies flexible for future Councils and requested a redlined version of the current policy showing proposed changes. Council directed staff to revise the financial policies to make them less restrictive and return with draft policy updates for further review

ADJOURNMENT

Dale Byrne, Mayor	Nova Romero, MMC, City Clerk	-
APPROVED:	ATTEST:	
Council adjourned the meeting at 9:17 p	o.m.	

CITY OF CARMEL-BY-THE-SEA CITY COUNCIL

SPECIAL MEETING MINUTES Monday, March 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.

PUBLIC APPEARANCES

None.

ORDERS OF BUSINESS

Item 1 - Status Report and Policy Guidance on Carmel Police and Public Works Building Project

City Administrator Chip Rerig introduced the presentation, emphasizing the need for additional time for the project architect and encouraging Council and public feedback.

Presentation and Discussion:

Project Architect, John Hammond, presented prior Council direction, design considerations, and operational needs. He outlined the project plan and discussed possible reductions in the two buildings. He summarized future steps include refining the Conceptual Program and Building Design.

Councilmember Dramov asked about the need for the Community Room and gym, and if the space is too large given Carme's current reduced policing model. Chief Tomasi said the Community Room, which would double as an Emergency Operations Center (EOC), could be removed if needed, and the option of having a gym is up for discussion. He also noted that staffing levels could grow and that volunteers also use the space. Mayor Byrne asked about relocating the Public Works corporation yard to Rio Park. Mr. Hammond said it wasn't necessary but noted it could impact the Junipero site's appearance. Mayor Byrne also suggested a shared EOC with nearby cities, which Chief Tomasi confirmed was possible, citing Pacific Grove's partnership with Monterey. Councilmember Buder asked if the reduced space plan would meet long term needs. Mr. Hammond responded that future needs were hard to predict due to changing operations.

Chief Tomasi detailed potential safety and security upgrades for the current buildings, estimating costs between \$215,000 and \$240,000, excluding essential infrastructure repairs. City Administrator Rerig emphasized that while upgrades address safety, fundamental operational issues remain, raising concerns about investing in a suboptimal building.

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Public Comment: Ian Martin Andi Carr Nancy Twomey Mel Ahlborn Karyl Hall Donna Jet

Council discussion resumed. Councilmember Dramov opposed continuing with Indigo or Mr. Murer, advocating for a community-driven, budget-conscious design. Councilmember Delves raised fiscal concerns, prioritizing salaries and benefits over facilities, and opposed the current project cost and suggested repairing critical elements instead.

Councilmember Buder favored a broader conversation about the long-term need for a police department before finalizing any building plans. Councilmember Baron highlighted the importance of reviewing the requirements list before altering the building size and suggested relocating some department functions to other public buildings.

The Council reached a consensus to reevaluate the facility's needs and financial feasibility and directed the following steps:

- Form an ad hoc committee (Mayor Byrne and Councilmember Baron) to review community input and project needs.
- Have Chip Rerig compile a summary of police department requirements and legal obligations.
- Extend consultant support for an additional 60 days for further analysis.
- Plan to revisit the project discussion by late May or early June.

ADJOURNMENT

Council adjourned at 12:03 p.m.

APPROVED:	ATTEST:	
Dale Byrne Mayor	Shelby Gorman Recording Secretary	_

CITY OF CARMEL-BY-THE-SEA CITY COUNCIL

SPECIAL MEETING MINUTES

Monday, March 31, 2025

TOUR OF INSPECTION - 3:30 PM

The Council conducted an on-site tour of inspection of the properties listed below:

- A. Casanova Street 2 Southeast Palou Ave, Carmel (APP 25038, Lim)
- B. Scenic Avenue 3 Southeast of 12th Avenue, Carmel (APP 25031, Brown)
- C. Northeast Corner of Torres and 2nd Ave, Carmel (APP 25034, Faia

CALL TO ORDER AND ROLL CALL

Mayor Byrne called the meeting to order at 4:40 p.m.

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

CONSENT AGENDA

Consent agenda items #2 and #9 were pulled for discussion by Mayor Byrne and Councilmember Dramov.

Motion by Mayor Pro Tem Delves to approve consent agenda items #1, and #3-8, 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 - February 27 & March 3, 2025, Special Meeting Minutes and March 4, 2025, Regular Meeting Minutes. *Approved 5-0-0-0*

- **Item 3** February 2025 Check Register Summary. *Approved 5-0-0-0*
- **Item 4** Second Reading and Adoption of Ordinance No. 2025-001 Amending Section 1.04.010 (Definitions) and Adding Sections to Chapter 12.36 (Camping on Public Lands). **Approved 5-0-0-0**
- **Item 5** Adopt Resolution 2025-029 granting partial approval of Permanent Encroachment Application (PERM EN 250005, Salehi) allowing the legalization and maintenance of perimeter

retaining walls bordering the 1st Avenue and Santa Rita property lines; a Carmel stone walkway between 1st Avenue and the primary entry; and a planter-style retaining wall within the public right-of-way east of and adjacent to the driveway fronting 1st Avenue, and denying the legalization and maintenance of non-conforming planter curbs, and a concrete step landing in the public right-of-way located at the southwest corner of Santa Rita Street and 1st Avenue in the Single-Family Residential (R-1) District. APN: 010-027-001-000. *Approved 5-0-0-0*

Item 6 - Adopt Resolution 2025-030 Approving the Appeal (APP 25032) by Mary & John Jensen, upholding the Planning Commission's approval of the Track 1 Design Study (DS 24321, Jensen) and associated Coastal Development Permit to allow the replacement of the wood shake roof of a two-story single-family residence located on Santa Lucia 2 NE of Scenic (Planning Commission Resolution 2025-003-PC), and deleting Condition of Approval No. 20 requiring the applicant to submit revised plans identifying an alternate roofing material. **Approved 5-0-0-0**

Item 7 - Resolution 2025-031, Adopting Policy 2025-01 "Social Media Policy" establishing guidelines and procedures for the City's participation in social media and authorizing the City Administrator to administer the City's social media program. **Approved 5-0-0-0**

Item 8 - Resolution 2025-032 Authorizing one (1) free use day of the Sunset Cultural Center theater and lobby for the Monterey Symphony's Harmony on the Move benefit "Overlapping Halos", on May 19, 2025. **Approved 5-0-0-0**

ITEMS PULLED FROM CONSENT

Item 2 - February 2025 Monthly Reports

Mayor Byrne asked Chief Tomasi for clarification on the response times for fire and ambulance. Chief Tomasi explained that 911 calls in Carmel for police go directly through Carmel PD dispatchers, while fire and ambulance calls go to Carmel dispatchers first for address verification and then are transferred to Monterey County regional 911 after. He said this process is necessary because the county system doesn't recognize Carmel's address system. He also noted that inaccurate addresses provided by residents can hinder emergency response.

Public Comment:

Karen Ferlito

Item 9 - Receive and file Staff Report regarding the designation of Mary Wagner as Assistant City Attorney.

City Attorney Pierik introduced Mary Wagner as the designated Assistant City Attorney. In response to Councilmember Dramov's inquiry, City Attorney Pierik explained that Wagner was selected by the city's contracted law firm, Burke, Williams and Sorensen (BWS), to assist with workload management.

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Public comment: Nancy Twomey

Motion by Mayor Pro Tem Delves to approve consent items #2 and #9, 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

ORDERS OF BUSINESS

Item 10 - Discuss City Policy C89-02: City Council Meetings, Orders of Council, Agenda Packets, Minutes of Meeting and Agenda Distribution, and provide direction to the City Administrator

Mayor Byrne and City Attorney Pierik presented proposed updates to City Policy C89-02 regarding Council meeting procedures and public participation. City Attorney Pierik outlined a potential change to the policy making staff presentations optional, noting that agenda packets are available to both Council and the public 72 hours in advance, to streamline meetings. He also outlined proposed changes to the public comment section of the policy. Mayor Byrne suggested aligning public comment procedures with models used by other legislative bodies, such as the City of Monterey or Coastal Commission.

Public comment:
Nancy Twomey
Donna Jett
Karen Ferlito
Maria Ruess
Kevin Ruess
Charles Najarian
Cindy Lloyd

Council discussion resumed. Councilmembers generally opposed making staff presentations optional, noting their value in providing context beyond the staff report and recognizing staff effort. Council discussed other possible changes to the policy, such as:

- Agenda Preparation the Mayor and Mayor Pro Tem will look 3-6 months ahead when planning the Council agenda
- Extraordinary Business Items Keep to 3 min per item
- Meeting Procedures Requiring presentation slides to be made available to Council and the public by 5 pm on the Friday before meetings.
- Curfew Implement a 9:30 pm meeting curfew. Council must vote to continue the meeting past 9:30 pm.

- Adding a special meeting on the third Wednesday of the month, or start meetings earlier in the day, such as 3 pm.
- Consider the Monterey meeting model, with an afternoon session general public comment, a dinner break/closed session, and an evening session with another general public comment period.
- Set specific start times for items likely to draw high public interest (e.g. street addresses).
- Hold appeal hearings on a separate meeting date during the day, if possible.
- Acknowledge receipt of written public comments (emails/letters).
- Include general public comment on Regular Meeting agendas, but not Special Meeting Agendas.
- Consider a time limit for the general public comment period.
- The Mayor will ask for the number of people who wish to speak on a particular item and may adjust the public comment time accordingly.
- Ask speakers to avoid repeating prior comments and instead express agreement with the previous comment.
- Consider ordering public comments by duration: 1-minute speakers first, followed by 2-minute and then 3-minute speakers.
- Brown Act Requirements: general public comments must be on matters related to matters
 of the legislative bodies jurisdiction. Comments on agenda items must relate to that
 agenda item. Anyone who does not follow these requirements of the Brown Act in person
 or via teleconference will be muted.

Council directed staff to return with a draft of the revised meeting procedures policy incorporating the proposed changes that were discussed.

RECESS

Council took a recess at 7:04 p.m. and resumed the meeting at 7:20 p.m.

Item 11 - General Plan and Housing Element Annual Progress Reports for Calendar Year 2024

Principal Planner Marnie Waffle gave an oral presentation on the 2024 Annual Housing Element Report, summarizing the City Council's actions in 2024 on housing, such as the issuance of building permits, and the development of market-rate, low-income, and accessory dwelling units (ADUs), and answered questions from Council.

Public comment: Nancy Twomey Maria Ruess

Council requested that staff come back in May with a brief presentation on the numbers reported to the

Motion by Mayor Pro Tem Delves to approve the report, 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

CLOSED SESSION

City Attorney read the closed session titles.

Public comment on closed session:

None

A. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54957.6:

Agency Designated Representatives: City Administrator Chip Rerig, Assistant City Administrator Brandon Swanson, City Attorney Brian Pierik, Senior HR Analyst Marisa Bermudez, Police Chief Paul Tomasi, Police Commander Todd Trayer

Employee Organization: Carmel Fire Ambulance Association

B. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54957.6

Agency Designated Representatives: City Administrator Chip Rerig Assistant City Administrator Brandon Swanson City Attorney Brian Pierik Senior HR Analyst Marisa Bermudez Police Chief Paul Tomasi Police Commander Todd Trayer

Employee Organization: Police Officers Association (POA)

ADJOURNMENT

Dale Byrne, Mayor	Nova Romero, MMC, City Clerk
APPROVED:	ATTEST:
Council moved to closed session at 7:33 p.m.	

CITY OF CARMEL-BY-THE-SEA CITY COUNCIL

REGULAR MEETING MINUTES

Tuesday, April 1, 2025

CALL TO ORDER AND ROLL CALL

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

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

PLEDGE OF ALLEGIANCE

Mayor Pro Tem Delves led the pledge of allegiance.

EXTRAORDINARY BUSINESS

- **A. Carmel High School Report Out -** Juliette Norman, CHS Associate Student Body President, updated on events and happenings at the high school.
- **B. Non-Profit Spotlight Project Healing Waters** Brian Steckler presented his organization's goals, mission, and how people can get involved or give support.

PUBLIC APPEARANCES

Cindy Lloyd Hugo Ferlito Donna Jett

ANNOUNCEMENTS

- **A. City Administrator** Cautioned residents to be wary of people coming to their house saying they are with the census bureau, and to contact the Police Department if they seem suspicious.
- **B. City Attorney** Announced that there is no reportable action from closed session yesterday.

C. Councilmembers -

Councilmember Dramov - Announced that the Tor House will hold its Annual Garden Party on May 4th and welcomed everyone to attend.

Mayor Byrne - Reported that he met with Michael Kovak, a resident who volunteered to do work at the post office and Youth Center and has worked with PW staff. The Mayor also reported on the ReGen meeting he attended.

ORDERS OF BUSINESS

Council moved to hear item #3 first.

Item 3 - Receive the Fiscal Year 2025-2026 Fee Schedule for Administrative Services, Community Planning and Building, Public Safety, Public Works, Community Activities and Library services

Finance Manager Jayme Fields presented the proposed updates to the citywide fee schedule, which includes Community Activities and Library Fees, to align them with the consumer price index (CPI). She also clarified that the ambulance fees are included in the city's proposed fee schedule to match those published by the County of Monterey. She said that the proposed fee schedule will come back to Council on May 5th during a public hearing for further discussion and adoption, with an effective date 60 days after adoption.

Public comment:

None

Councilmember Buder suggested hourly billing for Design Track 1 fees instead of a flat rate. Councilmember Dramov inquired about tree permit fees, and Councilmember Baron requested a column showing lowered fees in the May report.

Council gave consensus direction to approve the proposed fee schedule update and to bring it back on May 5th for a public hearing and adoption.

Item 1 - Draft Agreement with Carmel Public Library Foundation Regarding Harrison Memorial Library Centennial Restoration Project and Draft Agreement with Architectural firm Moore Ruble Yudell

City Attorney Pierik presented the item to Council highlighting the changes that were made to the agreement between the City and CPLF based on the Council's direction at the last meeting. He summarized the changes address the concerns of the Council and the CPLF and were mutually agreed upon through the City and the CPLF.

Public Comment:

Marci Meaux

Pam Nyman

Susan Prest

Dan (man in a suit)

Ken Cranstone

Erik Dyar

Cynthia McCoy

Valera Loyals

Gail Sheridan

Cindy Lloyd

Mayor Pro Tem Delves reported that the City and the Carmel Public Library Foundation (CPLF) successfully negotiated a fair contract with the City. He noted that the revised agreement establishes a two-person Council ad hoc committee in place of the five-member executive committee, and that it includes contractor payment and indemnification of the CPLF.

Councilmember Dramov proposed adding a plaque to the Harrison Memorial Library (HML) to acknowledge MJ Murphy as the building's designer. She noted that Exhibit A of the draft agreement contains inaccurate information about the designer and requested that it be removed and replaced. City Attorney Pierik said the CPLF would need to agree to an amendment to the agreement to change Exhibit A. Mayor Byrne suggested that the plaque approval be considered separately from the approval of the agreement with the CPLF. Councilmember Baron expressed support for Councilmember Dramov's proposal and concern about the inaccurate information in the contract.

The Council expressed gratitude to the City Attorney for his effective negotiations with the CPLF Board members and attorney, resulting in a contract that addresses all concerns. The Council's appreciation was also extended to current and future donors to the project, as well as all staff involved in moving this contract forward.

Motion by Councilmember Buder to adopt Resolution 2025-033 approving the agreement with Carmel Public Library Foundation Regarding Harrison Memorial Library Centennial Restoration Project, and authorize the Mayor to execute the agreement, seconded by Mayor Pro Tem Delves, 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 2 - Receive Staff presentation regarding street addresses; the presentation will include an overview of a draft street address system implementation plan and a draft community engagement plan, a legal analysis by the City Attorney regarding street identification and City Options, and estimated costs and timelines for elections (ballot measure); Discussion item only and no action by City Council is proposed at this meeting.

Mayor Pro Tem Delves introduced the item and posed key questions for Council consideration regarding street addresses. Administrative Analyst Emily Garay presented staff research, including historical context, Council directives, current knowledge, and remaining questions. City Attorney Pierik provided a legal analysis of street address identification requirements. Ms. Garay and Mr. Pierik then responded to Council questions. Assistant Fire Chief Moore confirmed that the Monterey Fire Department can enforce street addresses in alignment with Council policy direction.

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Public Comment:

Hugo Ferlito

No name

No name

Linda Califiore

Donna Jett

Kevin Ruess

Carrie White

Joe DiNucci

Andi Carr

Connie Hess

Harvey Billig

Maria Ruess

Todd Muck

Karen Ferlito

Ole Pedersen

Betty Kullas

Cindy Lloyd

Randall

Melanie Billig

Shirley Moon

Karyl Hall

Lindamarie Rosier

Council discussion resumed. Mayor Pro Tem Delves proposed several questions for Council consideration:

- Election timing? (2025 or 2026)
- Formation of a citizen advisory group (such as the AHA group for housing alternatives), for street address alternatives that are AMS compatible?
- What address scheme would be appropriate for Carmel?
- What are the different numbering options? Pros and cons of each?
- What would the cost and process of assigning addresses and notifying utilities be?
- What role does the County play in this process?
- Would it be possible for residents to "opt-in" to addresses?
- Do we need a city code to prevent future encroachments for the installation of mailboxes?

Councilmember Dramov said that if we did go to a vote, it makes more sense to do it in November 2026 during a regularly scheduled election for cost reasons. Councilmember Baron disagreed with waiting and advocated for making a decision and moving forward with street address implementation, emphasizing the Council's responsibility to act in the public's interest. He noted strong resident support for addresses based on his campaign and several meetings of public input. He argued that after three years of discussion, further delay is unnecessary. Councilmember Buder also noted strong resident support for street addresses due to public safety, findability, and insurance concerns.

Mayor Byrne expressed support for creating a citizen advisory group with diverse views and research experience on street addresses, similar to the AHA group. He suggested that the group should aim to develop a "Carmel-style" AMS-compatible address plan by the end of the year.

The Council agreed to revisit the discussion in May to decide whether or not to hold a special election in 2025 regarding street addresses. Mayor Pro Tem Delves stated he would meet with City Staff, City Administrator, and few select residents in the meantime to conduct further research on the proposed questions and provide an update to the Council by July.

RECESS

Council took a recess at 7:56 pm and returned to the dais at 8:16 pm.

PUBLIC HEARINGS

Item 4 - Consideration of an Appeal (APP 25034 (Faia) of the Planning Commission's decision to Approve a Track 1 Design Study referral (DS 24203, 24216, 24217 (Faia)) with conditions for the replacement of the wood shake roof of a two-story single-family residence located on the Northeast corner of Torres and 2 nd Avenue in the Single-Family Residential (R-1) District. APN: 010-101-021, 010-101-020, & 010- 101-012. CEQAAction: Find denying the Appeal and upholding the Planning Commission's approval of a Track 1 Design Study categorically exempt from environmental review pursuant to CEQA Guidelines Section 15301 and no exceptions listed under Section 15300.2 can be made in this case.

City Planner Jacob Olander presented Ms. Faia's appeal (APP 25034), challenging the Planning Commission's denial of her request for a metal roof. He summarized that Ms. Faia's appeal seeks Council approval to overturn the decision and allow her to install a metal roof. Mr. Olander then answered Council questions regarding the appeal.

Public comment:

Brandi Faia, appellant and homeowner, addressed the council with reasons why her appeal should be granted

Andi Carr

Maria Ruess

Kevin Ruess

Nathan Smith

Council discussion resumed. Mayor Pro Tem Delves noted that the Planning Commission lacks clear guidelines on approving metal roofs, and that fire concerns and insurance coverage issues have increased over the last few months. Council gave consensus support for the appeal after considering the appellant's arguments supporting approval for her metal roof. Councilmember Buder reiterated that adopting a clear policy on metal roofs or roof materials is necessary to prevent future appeals.

Motion by Mayor Pro Tem Delves to approve the appeal by Faia, overturning the Planning Commission's decision, and allowing the applicant to get her metal roof, seconded by Councilmember Buder.

Mayor Byrne made a friendly amendment to the Motion on the floor, to include the addition of a refund to Faia for the appeal fee. Motion amendment was accepted by Mayor Pro Tem Delves.

Motion by Mayor Pro Tem Delves to approve the appeal by Faia, overturning the Planning Commission's decision to deny the metal roof, and therefore allow the metal roof, and to refund Faia's appeal fee, 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 5 - Consideration of an Appeal (APP 25038, Brown) by Dorothy Jernstedt, for the Approval of a Combined Concept and Final Design Study (DS 24164, Brown), and associated Coastal Development Permit for substantial alterations to an existing single-family residence, and Variance (VA 24263, Brown) for modifications to maximum site coverage regulations located at Scenic Road 3 southeast of 12th Avenue located in the Single Family Residential (R-1) Zoning District, Beach and Riparian (BR) Overlay, and Park (P) Overlay (APN: 010-292-011).

Mayor Byrne recused himself from this item due to the proximity of his home to the project and left the dais at 9:03 p.m.

City Planner Evan Kort presented the appeal, summarizing the project, the Planning Commission's approval and rationale, and the appellant's arguments, along with an analysis of their validity.

Public comment:
Krista Ostoich, attorney for the appellant
Dorothy Jernstedt, appellant
Anthony Lombardo, attorney for the project applicant (Brown)
Eric Miller, project architect
Steve Brown, property owner

Councilmember Dramov left the dais and the meeting at 9:35 p.m.

Councilmembers Baron and Buder found the appellant's view and privacy concerns to be unsubstantiated, and their primary concern was the variance request for the deck due to its disproportionate scale and inconsistent materials.

Councilmember Buder proposed remanding the variance decision back to the Planning Commission for further design review. Assistant City Administrator Swanson said that this action would only result in a design study on the merits of the design and wouldn't address the variance concerns. Councilmember Baron preferred a compromise that would satisfy the appellant and the project applicant by partially granting the appeal.

Motion by Councilmember Baron to partially grant the appeal, by approving the variance just to accommodate a deck that is 4 ft less wide from the house, as well as a special condition that the variance doesn't run with the land but runs with the house, seconded by Mayor Pro Tem Delves, and approved 2-1-1-1

AYES: Councilmembers Baron, and Mayor Pro Tem Delves

NOES: Councilmember Buder ABSENT: Councilmember Dramov ABSTAIN: Mayor Byrne (recused)

Item 6 - APP 25038 (Lim): Consideration of an Appeal (APP 25038, Lim) by Hastings Construction on behalf of Liyoong Lim, for the Denial of a Track 2 Design Study and associated Coastal Development Permit, DS 22-057 (Lim) for the demolition of an existing 1,053 square-foot, one-story single-family residence, inclusive of a 205 square-foot detached garage, and the construction of a 1,793 square-foot, two-story single-family residence, inclusive of a 288 square-foot attached garage, located at Casanova Street 2 southeast of Palou Avenue in the Single-Family Residential (R-1) District, Archaeological Significance (AS) Overlay, and Beach/Riparian (BR) Overlay. APN: 010-225-003-000

Mayor Byrne returned to the dais at 10:26 p.m.

Mayor Pro Tem Delves recused himself from the item due to proximity of his home to the project and left the dais at and the meeting at 10:26 p.m.

City Planner Evan Kort presented the appeal, summarizing the project, the Planning Commission's denial and rationale, and the appellant's arguments that they have met design guidelines and the direction of the Planning Commission. Mr. Kort presented the applicant's initial design, revised plan 1, and revised plan 2, and the analysis of the appeal's merits, and outlined the Council's options: uphold the Planning Commission's decision, overturn it, or modify it with amended findings or conditions.

Public Comment:
Anthony Lombardo, attorney for the applicant
Liyoong Lim, applicant/appellant
Adam Jesselnick
Angie Ferris, designer
Mike McCall
Ace Construction
Peter Blatman

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Gwen McCall Ian Martin Greg Meissner

Council discussion resumed. Council raised concerns about the second-story massing and noted that the applicant's revised plans do not appear to be significantly different from the original. Mr. Kort responded that the massing on the second level had been noticeably shifted to the south to help mitigate impacts on neighbors' light and views. Councilmember Baron recommended that the Lim's return to the Planning Commission with a full redesign of the second story, and work with the neighbors to address the view and light concerns as the Planning Commission requested after the first hearing.

Motion by Councilmember Baron to deny the appeal, and remand the applicant back to the Planning Commission with a full redesign of the project, directing the applicant (Lim) to work with staff and the neighbors to mitigate view and light impacts, following the direction given at the first Planning Commission hearing, seconded by Mayor Byrne, and approved 3-0-1-1 by the following roll call vote:

AYES: Councilmembers Baron, Buder, and Mayor Byrne

NOES: None

ABSENT: Councilmember Dramov

ABSTAIN: Mayor Pro Tem Delves (recused)

FUTURE AGENDA ITEMS

None

ADJOURNMENT

Council adjourned the meeting at 11:51 p.m.								
APPROVED:	ATTEST:							
Dale Byrne, Mayor	Nova Romero, MMC, City Clerk							



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

May 5, 2025 CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Nova Romero, City Clerk

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: March 2025 Monthly Reports

RECOMMENDATION:

Review and receive monthly reports.

BACKGROUND/SUMMARY:

This is a monthly series of reports:

- City Administrator Contract Log (no contracts unders \$60k in March)
- Community Planning and Building Department Reports
- Police, Fire, and Ambulance Reports
- Public Records Act Requests
- Public Works Department Reports

FISCAL IMPACT:

N/A

PRIOR CITY COUNCIL ACTION:

N/A

ATTACHMENTS:

Attachment 1) Community Planning & Building Report

Attachment 2) Police, Fire, and Ambulance Reports

Attachment 3) Public Records Act Requests

Attachment 4) Public Works Department Reports



CITY OF CARMEL-BY-THE-SEA Monthly Report

Community Planning and Building Department

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Shelby Gorman, Administrative Coordinator

SUBMITTED ON: April 1, 2025

APPROVED BY: Anna Ginette, Director of Community Planning and Building

MARCH 2025 - DEPARTMENT ACTIVITY REPORT

I. PLANNING PERMIT APPLICATIONS:

In March 2025, **37** planning permit applications were received.

II. BUSINESS LICENSE APPLICATIONS:

In March 2025, **7** business license applications were received.

III. BUILDING PERMIT APPLICATIONS:

In March 2025, 46 building permit applications were received.

IV. CODE COMPLIANCE CASES:

In March 2025, 30 new code compliance cases were created.

V. TRANSIENT RENTAL COMPLIANCE CASES:

In March 2025, **3** new transient rental compliance cases were created.

VI. ENCROACHMENT PERMIT APPLICATIONS:

In March 2025, 23 encroachment permit applications were received.

VII. TREE PERMIT APPLICATIONS:

In March 2025, **31** tree permit applications were received.

Table 1 includes the following March 2025 totals:

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

March 2025 totals are provided alongside March 2024 totals for comparison. Compared to the same time period in the year 2024, Table 1 denotes percentage changes in the year 2025.

Table 1
Permit Application Totals and YTD Percentage Changes

	PLANNING	BUSINESS LICENSES	BUILDING	CODE COMPLIANCE	TRANSIENT RENTAL COMPLIANCE	ENCROACH- MENTS	TREE REMOVAL & PRUNING	
2024 YTD Totals	86	22	137	57	10	59	105	
2025 YTD Totals	98	14	136	45	6	72	103	
YTD % Difference	+13.95%	- 36.36%	-0.73%	- 21.05%	-40.00%	+22.03%	-1.90%	



Planning Permit Report

03/01/2025 - 03/31/2025

Permit #	Permit Type	Permit Identifier	Track	Project Description	Address/Location	Date Received	Date Approved	Status
25098	Preliminary Review - Planning Commission			Addition of Detached One Car Garage	Casanova 4 NW of 13th			Pending Assignment
25097	Design Study			Replace all windows size for size with new wood windows. Remove 2 doors and 1 window. build new 172 sf 1st floor wood deck.	Mountainview 2 SE of Guadalupe			Pending Assignment
25096		SI 25096 (Stationaery Restaurant)				3/31/2025		Pending Assignment
25095		DS 25095 (DCV Enterprise Partners II, LLC)		DEMO (E) SFR AND BUILD NEW SFR	Camino Real 2 SW of 7th			Pending Assignment
25094	Sign	SI 25094 (Owl & Kittycat)		Single sided sign for storefront. 30.875" x 19.75"	SE Corner of San Carlos and 7th	3/26/2025		In Review
25093		PSA 25093 (Palco Land & RE Group LLC)		REMODEL: Remodel of existing SFR: Remodel of existing single-family residence, demolition of existing garage and pivot to new footprint, reconfiguration of off-street parking, minor structural reinforcement of portions of foundation, replacement of exterior materials, lower ridgeline/pitch, updates to existing landscape and hardscape, reconstruction of existing trash and recycling enclosure and addition of new ADU	SAN ANTONIO 5 NE OF 4TH CARMEL			In Review
25092		DS 25092 (Pike Brothers LLC)		Residential Remodel - Raise Roof 9", Plate Height Stays Same; Replace Full Mech, Elect, Plumbing; Replace Windows, Doors, Exterior Siding, Insulation and New Exterior Colors. New Flooring, Remodel Interior, Reconfigure Primary Suite & Laundry, Reconfigure Kitchen, Bedrooms 1 &2, Closets and Bathrooms; Repaint (E) Deck, Lattice, Fence, House. No Change to Footprint, No Exterior Site Changes.		3/26/2025		In Review

25091	Lot Line Adjustment	LLA 25091 (Esperanza Carmel, LLC)		Lot Line Adjustment shall be between Parcel A (APN 010-302-019 and Lot 6A (APNOS. 010-302-011 & 010). The New Parcels created will be Parcel A-1 (APN 101-302-019 & 010-302-011) and Parcel A-2 (APN 010-302-010).	Scenic Road 2-4 SE of 9th Avenue	3/26/2025		In Review
25090	Use Permit	UP 25090 (Sea Shack Candy Co)		Sea Shack Candy Co. will introduce a one-of-a- kind retail candy store experience specializing in imported Scandinavian sweets, with a focus on pre-packaged candies from Sweden	San Carlos btw Ocean and 7th	3/26/2025		In Review
25089	Design Study	DS 25089 (Hunter)	One	Amendment to a previously approved Design Study (DS 23-208) for amendments to the tree protection and planting plan including the removal of one Monterey Pine previously proposed to remain	Casanova 2 NW 13th			In Review
25088	Design Study	DS 25088 (Borden)	One	I need a track one design review streamlined application permit. I would like to put a 4 foot grape steak fence along my front property line extending approximately 25 feet with a 7 foot arbor and gate to match existing side fences	Mission 4 NE Vista			Pending Assignment
25087	Design Study	DS 25087 (Lecomte)	One	Replacement of clay tile roof + new window upfront	Lincoln 5 NE of 13th			In Review
25086	Authorized Work	AW 25086 (Westphal)		This approval is for new landscaping throughout the property as shown on the landscape plan stamped approved by the Planning Division and on file in the Community Planning & Building Department.	SWC Santa Fe & Mountain View	3/10/2025	3/21/2025	Approved
25085	Historic Evaluation	HE 25085 (Tietgens)		Historic Evaluation	Santa Fe 6 SE Ocean	3/19/2025		In Review
25084		DS 25084 (Bozzo)	One	37 S.F. ADDITION TO SINGLE STORY 1568 S.F. SINGLE FAMILY RESIDENCE. REMODEL OF APPROXIMATELY 700 S.F. AND EXTERIOR CHANGES THAT INCLUDE NEW ALUMINUM CLAD FRAME WINDOWS AND DOORS AND NEW PAINT.	JUNIPERO 4 SE 8TH	3/20/2025		In Review
25083	Historic Evaluation	HE 25083 (Savoj- Faulhaber)		ASSOCIATED APPLICATION: DS 25081. PROPOSED PROJECT: Remove three (3) windows with "prairie grids" at NE corner of second floor; install Pella wood windows to match existing.	SE Corner of Carmelo & 2nd	3/19/2025		In Review

25082	Design Study	DS 25082 (Bellingham)	One	ASSOCIATED APPLICATION: BP 240401. PROPOSED WORK (See "Plan Check Correction" dated 12-16-2024 & 03-17-2025 from Evan Kort.): Retaining walls (#4), new walkway, stair steps, (#6) windows (#10), and exterior lights (#11), as part of application for separate ADU to existing residential building.	Santa Rita Street 1 NE of 4th Avenue			Pending Assignment
25081	Design Study	DS 25081 (Savoj- Faulhaber)	One	Remove three (3) windows with "prairie grids" at NE corner of second floor; install Pella wood windows to match existing.	SE Corner of Carmelo & 2nd	3/13/2025		Pending Assignment
25080	Design Study	DS 25080 (Kadar)	One	Upgrade kitchen, add second bathroom, update electrical, upgrade windows, upgrade garage door.	Forest 5 SW of Ocean	3/17/2025		In Review
25079	Sign	SI 25079 (Amy Carman Design)		ASSOCIATED APPLICATION: BL 25008. NEW SIGN, 1 QTY: "Amy Carman Design" SIGN SPECS: Exterior signage - Black composite sign with white vinyl die-cut lettering, powder coated steel mounting post and hardware. Sign dimensions 16"H x 2 7"W (3 SF) with 3"H logo and 31"L post. Bottom of	Mission Street between 5th & 6th Avenues	3/12/2025		In Review
25078	Design Study	DS 25078 (Casanova All the Way LLC)	One	Rebuild garage / Guest Room and add attached ADU	NE Corner of Casanova & 13th Ave	3/14/2025		In Review
25077	Design Study	DS 25077 (Cosmero)	One	RETROACTIVE PERMIT. ASSOCIATED CASE 25017. PROPOSED PROJECT: REMOVE EXISTING HARDSCAPE; ADD NEW HARDSCAPE, 556 SQ FT MAX.	SANTA FE 7 SW OF 8TH	3/14/2025		In Review
25076	Banners	BA 25076 (Carmel Bach Festival)		Installation of 30"x72" banners for the Carmel Bach Festival to be installed on 10 banner poles at Ocean Avenue on both sides, and two banner poles at Sunset Center from July 12, 2025 through July 26, 2025.	Ocean Ave from Junipero to Monte Verde	3/14/2025	3/17/2025	Approved
25075	Historic Evaluation	HE 25075 (Sonik)		HISTORIC EVALUATION - INITIAL. ASSOCIATED APPLICATION: DS 25033. PROPOSED PROJECT: Remove old single pane window and upgrading with new double pane window and paint to match existing. Window size shall remain the same as existing.	Dolores 3 SE of 11th			In Review

25074	Design Study	DS 25074 (Ahmed)	Two	Create a 2nd floor entry door from street level, build entryway gable roof overhang, extend car bridge for entry walkway, change exterior building color, renovate a bathroom, relocate inside walls for the creating the new entry way, and replace wood shingle roof covering with composite materials.	Santa Fe 3 SW of 4th Avenue	3/12/2025	In Review
25073	Landscape Plan Check/Inspec tion	LD 25073 (Slater-Polizzi)		RETROACTIVE PERMIT. ASSOCIATED CASE 25020. Landscape work performed in the public right-of-way.	NW Corner of 10th & Dolores	3/10/2025	In Review
25072	Design Study	DS 25072 (Grigsby- Winfrey)	One	REPAIR/REPLACE: exterior wall shingles with same type/grade, Medium #1 Western Red Cedar; building wrap behind existing, as needed; facia with same type/grade lumber.	Palou 5 NW of Casanova	3/5/2025	In Review
25071	Design Study	DS 25071 (Morsello)	One	Replacing 8 windows with retrofit Fibrex windows. 2 in living room, 3 in bedroom, 2 in bathroom, 1 in kitchen.	NE Corner of 8th Ave. & Santa Fe St.	3/7/2025	In Review
25070	Design Study	DS 25070 (Le-Barktow)	One	Replace (e) attached aluminum greenhouse structure with wood solarium structure. Remodel two existing bathrooms.	Junipero 5 SE of Eighth	3/15/2025	In Review
25069	Design Study	DS 25069 (Arabaci)	One	RETROACTIVE PERMIT. A new fence was constructed without permits. See Code Compliance Case 25039. Replace the old rotten 6' fence with a new one. On the north side of the house. Both neighbors agreed to replace due to safety hazard and ivy damage to oak trees. Neighboring house is Lincoln St. 6 NE of 5th	Lincoln Street 5 NE of 5th Avenue	3/6/2025	In Review
25068	Design Study	DS 25068 (Pimentel)	One	Repair deck; add 12 x 12 section of tile; install fire pit; repair driveway and extend small deck outside of "cottage."	SW Corner of Monte Verde & 7th		In Review
25067	Historic Evaluation	HE 25067 (Ohana)		HISTORIC EVALUATION - INITIAL.	Casanova 3 NE of Ocean	3/4/2025	In Review
25066	Sign	SI 25066 (Carmel Modern)		NEW SIGN, 1 QTY: "Carmel Modern" SPECS: 24"W x 16"H x 1.75"D; double-sided wood (orange); v-groove routed lettering (white and black); sign to hang from eave of building with eye hooks, link chain, and Shooks.	6th Ave between Dolores and Lincoln	3/4/2025	In Review
25065	Historic Evaluation	HE 25065 (Pine Terrace HOA)		HISTORIC EVALUATION - PHASE 1 INTENSIVE	SWC of Mission and 3rd	3/4/2025	In Review

25064	Design Review	DR 25064 (Brunello Cucinelli)		Business Space: Brunello Cucinelli. New tenant improvement within existing retail space. No change to use or occupancy. Improvements to include revised storefront.	SW Corner of Ocean & Junipero, Carmel Plaza, Suite 204	2/19/2025	In Review
25063	Design Study	DS 25063 (Coria)	One	Proposing to add new 36" x 36" window on North side house (outside landing leading to lower floor)	Mission 3 NE of 10th	3/3/2025	In Review
25062	Sign	SI 25062 (Carmel's Christmas Magic)		NEW SIGN, 1 QTY: "Carmel's Christmas Magic" SPECS: 18"L x 18"W x 1 3/4 D	Ocean Ave between San Carlos & Dolores	2/11/2025	In Review

Total Records: 37 4/1/2025



Business License Report

03/01/2025 - 03/31/2025

Entity #	Application	Business Name	Business Description	Location	Date	Date	Status
	Туре				Received	Approved	
25014	New Business	Lighthouse Wellness Studio	Wellness studio and office for individuals and	San Carlos 2 NW of 8th, Unit	3/28/2025		In Review
			small group wellness classes/workshops	210			
25013	New Business	Jeremy Carter Agency Farmers	Insurance Agency	Mission St 2 NE of 5th Ave	3/27/2025		In Review
		Insurance					
25012	New Business	Carmel Cottage Studio	Fused Glass Artist	2nd 2SW of Carpenter	3/26/2025		In Review
		_		·			
25011	Business	Cypress Grove Winery	Wine tasting and sales	SW Corner of San Carlos & 7th	3/17/2025		In Review
	Name Change		_				
	_						
25010	New Business	TEST Business Name:	Business Description:	Business Address:	3/14/2025		
25009	New Business	JayBird Unlimited, LLC	Conference, video, or in-person meetings	SW Corner of Ocean & Mission	3/7/2025		In Review
			_				
25008	New Business	Amy Carman Design	Interior design consulting	Mission Street BTW 5th & 6th	2/22/2025		In Review
		_		Avenues			

Total Records: 7 4/1/2025



Building Permit Report

03/01/2025 - 03/31/2025

Permit #	Date Submitted	Date Approved	Project Description	Valuation	Permit Type	Property Location
250136	3/31/2025		Add Awning, Fire Table, and Elec. patio heaters (2) to (E) patio/deck	12,000	Building	Torres Street 1 NE of Tenth Ave.
250135	3/31/2025		Add new sink	1,000	Plumbing	SW corner of 6th Avenue and Dolores
250134	3/28/2025	3/28/2025	Reroofing: Detached Garage only - remove and replace existing composition roofing with CertainTeed Brand, Landmark TL, replace with same color as house, Moire Black	19,960	Roofing	NE Corner of Monte Verde & 13th
250133	3/28/2025		Update exterior lighting per use permit 23-385 Will no longer be installing wall lights on South side of alleyway, no aditional wire to be run. Update to current lighting only	2,500	Electrical	San Carlos 2 SE of 5th
250132	3/27/2025	3/28/2025	Remove cedar wood shakes and replace with 7/16 OSB. Install Duration Max shingle in the color Sycamore.	31,000	Roofing	SE Corner of San Carlos and 12th
250131	3/27/2025		Re-roof wood shake to comp.	25,900	Roofing	SE Corner of Monte Verde & 4th
250130	3/26/2025	3/27/2025	Replace flat roof deck section to include new floor drain, flashing, and downspouts. Repair siding and stucco as necessary.	25,000	Plumbing	SW Corner of Ocean & Mission
250129	3/26/2025	3/26/2025	Remove loose pavers, recompact base and reinstall pavers to flatten/smooth walking surface. No additional square footage to be added or removed.	0	·	Junipero 2 SW of 5th
250128	3/26/2025	3/26/2025	Replacement of bathroom tile and cabinets in two bathrooms. Paint interior of both bathrooms. No plumbing or electrical work to take place.	0	1 -	NE Corner of Torres & 6th

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250127	3/26/2025		Installation of Energy Storage Batteries - ESS - no solar	32,000	Electrical	Lopez 3 NW of 4th, Carmel By The Sea CA 93921
250126	3/26/2025	3/26/2025	Tear off existing wood shake roof and install new underlayment on entire roof. Install 33 squares of new comp shingle, CertainTeed Presidential TL, in the color "Autumn Blend".	113,930	Roofing	Forest 3 SE of 8th
250125	3/26/2025	3/27/2025	1) Primary Bathroom remodel (125 s.f.) / 2) Existing Deck Repairs (308 s.f.) - replace existing decking boards	48,000	Building	Torres 2 SE of Mountain View
250124	3/25/2025		Install EC-5 Water Treatment System	9,150	Plumbing	Camino Real 3 NW of 4th
250123	3/25/2025	3/25/2025	Exploratory demolition of deck over living space to locate water intrusion. CONDITION: WORK TO BE EXPLORATORY ONLY, LIMITED TO 100SF OR LESS OF REMOVAL. NO CONSTRUCTION OR REPAIR AUTHORIZED UNTIL BUILDING DEPARTMENT	1,500		SE Corner of Carmelo & 7th
250122	3/25/2025		HAS BEEN CONTACTED. Solar PV - Roof-mounted -10 Solar Panels AC - Total system size 4.25 kW	29,985	Electrical	San Antonio 3 NE of 4th
250121	3/25/2025	3/26/2025	212 sf kitchen remodel and window replacement of kitchen and dining room windows.	75,000	Building	SW Corner of Lincoln & 10th
250120	3/21/2025	3/21/2025	Paint exterior of house. EXTERIOR COLOR: Sherwin-Williams, Greek Villa. FRONT DOOR: Sherwin-Williams, Sea Salt.	0	Exempt Work	Torres 4 SW of 10th
250119	3/20/2025	3/25/2025	New range requires moving gas and electrical outlet from right side of opening to the left side-approximately 20"	400	Electrical	Carpenter 2 NW of 4th
250118	3/20/2025	3/25/2025	Remove existing shingle roof and install new 50-year Ownes Corning shingle in color "Chestnut".	28,700	Roofing	Casanova 3 SW of 7th

250117	3/19/2025	3/19/2025	Replacement of two cracked window panes at the front elevation of Barmel.	0	Exempt Work	San Carlos 2 NE of 7th
250116	3/19/2025	3/27/2025	Installation of 17 Replacement Lights of 3 different varieties at the Pine Inn parking lot. All New/Replacement light fixtures are proposed to be shielded and downward facing and shall comply with the lighting requirements for the single-family (R-1) zoning district. The project shall be consistent with the plans approved by Community Planning and Building Department on 02/27/2025 unless modified by the conditions of approval contained herein.	3,500	Building	NE Corner of Monte Verde & 6th
250115	3/17/2025	3/19/2025	Exploratory demolition of approximately 2'x16" exterior element to access drainage system behind.	3,500	Plumbing	SW Corner of Ocean & Mission
250114	3/17/2025		ESS System and rapid shutdown	18,078	Electrical	San Carlos 8 SW of 13th
250113	3/17/2025	3/27/2025	Tenant improvements and kitchen remodel.	200,000	Building	Lincoln 7 SW of 13th
250112	3/14/2025	3/14/2025	Remove and replace water heater. Install Bradford White BRG250T6N 50 gallon natural gas heater.	2,000	Plumbing	San Carlos 3 NW of Santa Lucia
250111	3/13/2025	3/14/2025	Remove existing gray cedar shake roof and replace with new CertainTeed Presidential TL composition shingles in color "Country Gray".	33,940	Roofing	Camino Real 3 SE of 8th
250110	3/13/2025	3/13/2025	Upgrade electrical panel from 100 amp to 200 amp. Move from lower level to upper level.	4,000	Electrical	Lincoln 5 NE of 2nd
250109	3/13/2025	3/13/2025	Reroof: Remove the existing roofing shingles on the house and detached garage. Replace with a Class A, CertainTeed Landmark TL Composition Shingle, Color: Shenandoah.	52,980	Roofing	25940 JUNIPERO ST
250108	3/13/2025	3/13/2025	Remove and replace 100K BTU furnace.	9,608	Mechanical	25979 MISSION ST

250107	3/13/2025	3/13/2025	Re-roof: Remove the existing roofing materials and replace with Class A, CertainTeed Landmark TL, Country Grey color.	55,960	Roofing	San Antonio 3 NE of 4th
250106	3/12/2025	3/12/2025	Paint exterior of house. Body and trim color to be the same color, "Sea Haze."	0	Exempt Work	SW Corner of San Carlos & 2nd
250105	3/11/2025		Installation of a new 7.2 kW PV system and 28.6 kWh ESS. Installation of new 200amp main service panel.	25,000	Electrical	SE Corner of Torres & 5th
250104	3/7/2025		Creation of a new 360sf JADU addition/conversion located beside the existing garage in the inner courtyard.	60,000	Building	SE Corner of Camino Real & 8th
250103	3/7/2025	3/7/2025	Abandon underground leaking gas line by installing a new line from meter to point of connection at branch line under building. CONDITION: An engraved copper tag will be required to be placed in the immediate vicinity	9,000	Plumbing	NE Corner of Monte Verde & 13th
			of the gas meter stating 'there is an abandoned disconnected gas pipe located under the driveway - do not reuse or reconnect. To be removed at such time the driveway is replaced			
250102	3/6/2025	3/26/2025	Existing exterior railings to be brought up to 42" to meet current code requirements.	10,000	Building	NE Corner of Monte Verde & 13th
250101	3/5/2025	3/5/2025	Replace WH in Outside Closet with new RG240T6N. Install Pan and run T&P and Pan to Daylight. Replace Existing Recirculating Pump.	3,000	Plumbing	SW Corner Perry Newberry & 5th
250100	3/5/2025		Construction of a new 1900 SF 2-story residence with attached garage.	978,500	Building	Santa Fe 4 SE of 2nd
250099	3/5/2025	3/5/2025	Replace existing furnace. Like for like.	14,800	Mechanical	Carmelo 2 SE of 10th
250098	3/4/2025	3/28/2025	New roof-mounted PV system with energy storage system.	46,971	Electrical	NE Corner of Torres & 8th
250097	3/4/2025	3/4/2025	Emergency repair of gas line leak	1,500	Plumbing	NW Corner of Mission & 8th

250096	3/4/2025		Demo riser, wood flooring, ceiling tiles, and request after-the-fact permit for old electrical work. Partial removal of non-structural wall to remove equipment, patch and repair wall to current state, and further patching/painting of interior walls.	4,000	Building	San Carlos 2 NE of 7th #6
250095	3/3/2025	3/26/2025	Replace flooring throughout, replace cabinetry in kitchen, bath one and two, and retile bath two. Update electrical throughout.	150,000	Building	San Antonio 2 SE of 7th
250094	3/3/2025		Redemize and tenant improvement of existing retail space to include new non-load bearing walls, MEP, finishes, and furnishings. No change to storefront.	1,500,000	Building	Carmel Plaza STE 204
250093	3/3/2025	3/3/2025	R&R 70K BTU FURNACE	8,297	Mechanical	Vizcaino 4 SE of Mountain View
250092	3/3/2025		Construction of a new mixed use three-story structure include an underground podium structure consisting of 27 parking stalls and utility rooms, a 9,000sf commercial space on the first floor, and a total of 13,317sf for twelve residential apartments on the first, second, and mezzanine levels.	11,900,000	Building	SW Corner of Dolores & 5th
250091	3/3/2025	3/7/2025	Repair four of the thirteen sections of one driveway as well as the wood separating the sections. All materials will be mating the existing driveway.	0	Exempt Work	San Antonio 2 NW of 4th

Total Records: 46 4/1/2025



Code Compliance Report

03/01/2025 - 03/31/2025

Case #	se # Case Date Status Location Problem Description		Date	Date Closed		
					Received	
25066	3/28/2025	Open	SWC Mission and 3rd	New downspouts installed	3/28/2025	
25065	3/28/2025	Potential STR identified	Torres 2 SE of 1st	Transient Rental	3/26/2025	
25064	3/25/2025	Open	Ocean SE of Casanova	Unrepaired roof creating a public safety hazard	3/25/2025	
25063	3/24/2025	Potential STR identified	Torres 7 SW of Mountain View	Transient Rental	3/24/2025	
25062	3/21/2025	Closed	NE Corner of Santa Fe & 1st	Possible tree work in public right-of-way without a permit	3/20/2025	3/21/2025
25061	3/19/2025	Open		Foot massages offered during wine tasting.	3/18/2025	
25060	3/19/2025	Closed	Monte Verde 3 NW of 7th			
25059	3/14/2025	Open	SWC Ocean and Mission	Demolition and site drainage changes without a permit	3/14/2025	
25058	3/13/2025	Closed	SEC Ocean and Lincoln	Prohibited water discharge	3/13/2025	3/14/2025
25057	3/6/2025	Closed	NWC Lincoln and 12th	Landscaping in the public right-of-way	3/6/2025	3/6/2025
25056	3/6/2025	Closed	NEC Monte Verde and 10th	Cone in public right-of-way	3/6/2025	3/6/2025
25055	3/6/2025	Open	NEC Guadalupe and 6th	Sign in public right-of-way	3/6/2025	
25054	3/5/2025	Open	Guadalupe 2 NW of 7th	Rocks in public right-of-way	3/5/2025	
25053	3/14/2025	Closed	·	Gas leaf blowers; landscaping crew trespassing	3/14/2025	3/14/2025
25052	2/4/2025	Classic	NEC Marcha Vanda and 10th	on neighboring property.	2/4/2025	2/4/2025
25052	3/4/2025	Closed	NEC Monte Verde and 10th	Cone and stake in public right-of-way	3/4/2025	3/4/2025
25051	3/4/2025	Open	Junipero 8 SW of 8th (NWC Junipero and 9th)	Tall weeds and dilapidated structures	2/25/2025	
25050	3/4/2025	Open	Junipero 2 SW of 8th	Rodent harborage and dilapidated fence	2/25/2025	
25049	3/4/2025	Open	SEC Mission and 8th	Tall weeds	2/25/2025	

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25048	3/4/2025	Open	Mission 2 SE of 8th	Tarp on roof and tall weeds	2/25/2025	
25047	3/4/2025	Open	Mission 3 SE of 8th Abandoned vehicles and weeds 2		2/25/2025	
25046	3/3/2025	Open	Lincoln 6 NE of 5th	Fence construction without a permit	3/3/2025	
25045	3/3/2025	Closed	San Carlos 3 SE of 4th	Signage on roof	3/3/2025	3/6/2025
25044	3/3/2025	Open	Lincoln 3 SE of Ocean	Unpermitted exterior lighting	2/24/2025	
25043	3/3/2025	Open	NEC San Carlos and 7th	Unpermitted exterior lighting	2/24/2025	
25040	3/3/2025	Closed	San Carlos 3 NW of 7th	San Carlos 3 NW of 7th Unpermitted exterior lighting		2/28/2025
25039	3/5/2025	Open	Lincoln 5 NE of 5th	Fence construction without a permit	3/3/2025	
25038	3/3/2025	Open	5th 2 SW of Mission	Unpermitted exterior lighting	2/24/2025	
25037	3/3/2025	Open	San Carlos 2 SE of 5th	Unpermitted exterior lighting	2/24/2025	
25030	3/4/2025	Open	San Carlos 3 NW of 7th	Unpermitted exterior lighting; string lights around seating area.	2/22/2025	
25029	3/3/2025	Open	NW Corner of Carpenter & 4th	Construction fencing blocking visibility. TEMP EN 250057 (Nute).	3/3/2025	

Total Records: 30 4/1/2025



Transient Rental Report

01/01/2025 - 03/31/2025

Case #	Street	Status	Date Received	Last Status Date	Date Closed
25067	Junipero	1st NOV sent	3/28/2025	3/28/2025	
25065	Torres	Potential STR identified	3/26/2025	3/26/2025	
25063	Torres	Potential STR identified	3/24/2025	3/24/2025	
25016	Casanova	Closed	1/21/2025	3/3/2025	3/3/2025
25014	Lobos	Closed	1/16/2025	2/17/2025	2/17/2025
25006	San Antonio	1st NOV sent	1/6/2025	3/31/2025	

Total Records: 6 4/3/2025



Encroachment Permit Report

03/01/2025 - 03/31/2025

Permit #	Permit Type	Date Submitted	Project Description	Property Location	Date Issued	Status
250072	Temp Ench	3/27/2025	Increase and relocated service for fire protection. Increase from a 3/4" service to a 1" service.	Carmelo 2 NW of 12th		In Review
250071	Temp Ench	3/26/2025	Installation of storm drains, repair of potholes, manhole maintenance, and trench restoration.	San Antonio & 11th; Santa Fe & 8th; Lincoln & 2nd; Lincoln & 1st	3/26/2025	Issued
250070	Temp Ench	3/25/2025	3'x5' asphalt for CalAm job #0886.	NE Corner of Monte Verde & 3rd	3/26/2025	Issued
250069	Temp Ench	3/25/2025	Placement of storage pod infront of garage in the public right of way.	San Antonio 2 SE of 7th	3/25/2025	Approved
250068	Temp Ench	3/25/2025	PG&E to install underground service and replace riser. Tree trimming required. PM# 35605827	Mission 5 NW of Santa Lucia	3/25/2025	Approved
250067	Temp Ench	3/21/2025	Full sewer replacement	Alta 2 SW of Mission		Issued
250066	Temp Ench	3/20/2025	Replace sewer lateral using pipe bursting.	Carmelo 2 NW of Ocean	3/25/2025	Issued
250065	Temp Ench	3/18/2025	Connect new sewer lateral from new house to city main.	Mission 3 NE of 10th	3/19/2025	Issued
250064	Temp Ench	3/18/2025	Dig from meter panel to splice box location. Backfill and repair asphalt.	Camino Real 3 SW of 4th	3/25/2025	Issued
250063	Temp Ench	3/17/2025	Reserve four parking spots in front of Girl Boy Girl for a flat bed truck to unload materials.	SW Corner of Mission & 7th	3/17/2025	Issued
250062	Temp Ench	3/14/2025	Trench across the street from property for new electric and gas service.	Carmelo 2 SW of 11th	3/17/2025	Issued
250061	Temp Ench	3/13/2025	5'x20' asphalt patch for CalAm job #1921.	Mission 2 NE of 10th	3/17/2025	Issued
250060	Temp Ench	3/13/2025	PG&E to perform gas maintenance with a 4'x4' bellhole. PM# 47082399	NE Corner of Lincoln & 7th		In Review
250059	Perm Ench	3/13/2025	Existing Drainage line to overflow into the public right of way	Santa Fe 5 SW of 6th		In Review

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250058	Temp Ench	3/11/2025	Increase and relocate service for fire protection. Increase from 3/4" service to a 1" service.	Carmelo 2 NW of 12th		In Review
250057	Temp Ench	3/7/2025	Install temporary construction fencing 42" from property line in tow ROW on 4th and 15' down driveway towards 4th. Install portable toilet in ROW behind fence. Install crushed rock at vehicle egress.	NW Corner of Carpenter & 4th	3/13/2025	Issued
			CONDITION: If visibility becomes an issue, the			
250056	POD	3/6/2025	Placement of storage pod in the public right of way for storing personal belongings.	Lobos 5 NE of 2nd	3/7/2025	Issued
250055	Temp Ench	3/5/2025	Closure of sidewalk and reservation of parking stalls to facilitate window replacement project.	NW Corner of San Carlos & 8th	3/6/2025	Approved
250054	Temp Ench	3/5/2025	Full replacement of sewer line to main.	SW Corner of Vista & San Carlos	3/6/2025	In Review
250053	Temp Ench	3/4/2025	Closure of sidewalk and parking stalls to facilitate display case replacement.	NE Corner of Ocean & Dolores	3/5/2025	Issued
250052	Temp Ench	3/3/2025	Replace sewer lateral using pipe bursting.	24728 San Carlos St	3/4/2025	Issued
250051	Temp Ench	3/3/2025	PG&E to trench and backfill a 5'x5' bellhole, 4'x4' bellhole, and 14' trench to abandon existing gas service and install new gas service. PM#s 35613986 & 35616098.	Scenic 3 SW of Ocean		In Review
250050	Temp Ench	3/3/2025	PG&E to trench and backfill a 5'x5' bellhole to abandon existing gas service. PM# 35614212.	Casanova 4 SW of 4th	3/4/2025	Issued

Total Records: 23 4/1/2025



Tree Permit Report

03/01/2025 - 03/31/2025

Permit #	Permit Date	Permit Type	Location of Property	Description	Status	Approved Date
25073	3/1/2025	1. Tree Evaluation	Front, Southeast corner	Oak tree	Approved	3/13/2025
25074	3/3/2025	2. Tree Removal/Pruning	25987 Mission St	PRUNING: Remove large limb on oak tree touching cottage	In Review	
25075	3/3/2025	2. Tree Removal/Pruning	25981 Ridgewood Rd, Carmel	Tree Trimming	Approved	3/6/2025
25076	3/4/2025	2. Tree Removal/Pruning	Left Side of the Property	Dead Oak Removal	Approved	3/21/2025
25077	3/5/2025	1. Tree Evaluation	back yard	Emergency Tree Branch Removal	Approved	3/21/2025
25078	3/6/2025	2. Tree Removal/Pruning	3 Trail View (SE of Flanders Way)	2 Large Oaks, 2 Medium to Small Oaks (1 wind damaged, 3 close to house wildfire risk) REMOVAL: 1 Large Oak (through deck)	Approved	3/10/2025
25079	3/10/2025	2. Tree Removal/Pruning	Dolores 3 SW of 13th	Tree removal	In Review	
25080	3/10/2025	2. Tree Removal/Pruning	Torres 3 NE of 8th	Oak oak tree, Approximately 16" diameter, 20+ ft tall	In Review	
25081	3/10/2025	1. Tree Evaluation	Oak Knoll Way 4 SE of Forest Rd.	See details attached	In Review	
25082	3/11/2025	1. Tree Evaluation	Monte Verde 4 NE of 3rd	Inspection for tree going over house	In Review	
25083	3/11/2025	2. Tree Removal/Pruning	SE Corner of Lincoln and 13th	1 pine tree, 40 foot tall	Approved	3/11/2025
25084	3/12/2025	2. Tree Removal/Pruning	Perry Newberry Way 3 NW of 6th	1 40' Acacia Tree on NE Corner of lot; seeking permit to remove tree entirely	Approved	3/13/2025
25085	3/13/2025	2. Tree Removal/Pruning	Carmelo 4 SW of 2nd	Oak tree	Approved	3/14/2025

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25086	3/14/2025	1. Tree Evaluation	SW Corner of Dolores & 9th	EVALUATION: See attached	In Review	
25087	3/18/2025	2. Tree Removal/Pruning	2601 Fraser Way	REMOVAL: 1 Coast Live Oak 30"	Approved	3/18/2025
25088	3/18/2025	2. Tree Removal/Pruning	Carmelo 2 SW of 13th	Tree is hazardous because it is leaning towards the properties. Last night a branch fail & cause the power out. (wire damage) 911 was called.	In Review	
25089	3/19/2025	1. Tree Evaluation	Torres 4 NE of 6th	One (probably 60 foot tall) Monterey pine	Approved	3/25/2025
25090	3/19/2025	2. Tree Removal/Pruning	Santa Lucia 2 NW of Rio	Tree Removal	In Review	
25091	3/19/2025	1. Tree Evaluation	Lincoln 4 NE of Santa Lucia	Remove one tree and evaluate the other for removal	In Review	
25092	3/21/2025	1. Tree Evaluation	SE Corner of 3rd Ave and Lobos St.	Combination of private tree removal (1) and city tree removal (4). 5 Monterey Pines approximately 50 to 100 ft tall.	Approved	3/26/2025
25093	3/21/2025	2. Tree Removal/Pruning	back yard	Emergency Tree Branch Removal	Approved	3/25/2025
25094	3/25/2025	2. Tree Removal/Pruning	Torres 4 NE of 6th	One (probably 60 foot tall) Monterey pine	In Review	
25095	3/26/2025	2. Tree Removal/Pruning	Dolores Street, 2 SE of 9th	Oak Tree Pruning	In Review	
25096	3/26/2025	2. Tree Removal/Pruning	SE Corner of 3rd Ave and Lobos St.	Combination of private tree removal (1) and city tree removal (4). 5 Monterey Pines approximately 50 to 100 ft tall.	In Review	
25097	3/27/2025	1. Tree Evaluation	Casanova 3SW of 10th Ave	Tree evaluation for removal	In Review	

25098	3/27/2025	2. Tree Removal/Pruning	Santa Fe 3 NE of 5th, Santa Fe 2 NE of 5th	PRUNING: 1 Multi Oak on private property, one multi oak & 1 pine on City property	In Review	
25099	3/27/2025	1. Tree Evaluation	Monte Verde 5SW of 5th, Carmel By The Sea	Remove one eucalyptus tree on the left in the backyard	In Review	
25100	3/28/2025	1. Tree Evaluation	25955 Junipero Ave.	1 (one) approximately 100' Monterey pine on private property	In Review	
25101	3/31/2025	2. Tree Removal/Pruning	Lobos 2 SE of 3rd-Rear southeast corner of property along fence line.	Tree removal - tree diseased with Rust - danger of falling on adjacent homes.	In Review	
25102	3/31/2025	1. Tree Evaluation	South side of property against home	Evaluate monterey pine growing into home and roof, with leaning and weak spot	In Review	
25103	3/31/2025	2. Tree Removal/Pruning	Monte Verde 3 SW of 2nd	1- pine approx 80' Height 18" BH, 1 Cypress 10" BH growing next to Redwood	In Review	

Total Records: 31 4/1/2025



CITY OF CARMEL-BY-THE-SEA Monthly Report

Public Safety

March 2025

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Paul Tomasi, Director of Public Safety

APPROVED BY: Chip Rerig, City Administrator

AMBULANCE REPORT

Summary of Carmel Fire Ambulance March 2025 Calls for Service.

AMBULANCE PERFORMANCE MEASURE

The performance goal for Code-3 (life threatening emergency-lights & siren) ambulance calls with a response time of 5 minutes or less from dispatch to arrival is 95%. For the month of March 2025, the ambulance was unable to meet the performance measure. The response was 83% with (8) code-3 calls over 5 minutes.

52 Calls for service in CBTS Average response time: 4:09 min.

47 Code 3 calls for service –Three calls over 5:00 min.

51 Calls for service outside CBTS

3/4/25; 3:14am; Monte Verde & 9th; (6:06 min)-

3/11/25; 9:42am; Dolores & 4th; (6:06 min)-

3/17/25; 1:02am; Scenic & 11th; (5:35 min)-

3/21/25; 6:02am; San Antonio & 10th; (5:33 min)-

3/13/25; 10:50am; Lincoln & 1st; (5:14 min)-

3/17/25; 8:04pm; Carmelo & Santa Lucia; (5:10 min)-

3/4/25; 11:57am; Lasuen Dr.; (5:14 min)-

3/21/25: 4:29pm: San Antonio & 13th: (5:09 min)-

MONTEREY FIRE REPORT

Summary of Monterey Fire March Calls for Service

FIRE PERFORMANCE MEASURE

The performance goal for Code-3 (life threatening emergency-lights & siren) fire calls with a response time of 5 minutes or less from dispatch to arrival is 95%. For the month of March 2025 the fire

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

department was unable to meet the performance measure. The response was 88% with (2) toole-31 call over 5 minutes.

69 total calls for service in CBTS Average response time: 4:10 min.

60 total Code-3 calls

3/4/25; 3:31am; Monte Verde & 9th; (5:43 min)- time of day

3/17/25; 1:01am; Scenic & 11th; (5:14 min)- time of day/ distance

3/25/25; 2:16pm; Ridgewood Dr.; (11;17 min)- Multiple response in CBTS- Engine from another station

3/15/25; 1:40pm; San Antonio & 11^{th} ; (5:42 min)-Delayed due to traffic 3/27/25; 6:23pm; Guadalupe & 2^{nd} ; (7:18 min)-Distance to call

3/26/25; 4:27am; Casanova & 13th; (7:05 min)-Distance to call

3/4/25; 2:10pm; San Antonio & 10th; (10:12 min)- Multiple response in CBTS- Engine from another station

BEACH FIRES

There were no illegal beach fires recorded during the month of March.

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



RESPONSE SUMMARY REPORT BY INCIDENT TYPE 27060 CARMEL-BY-THE-SEA

Alarm Date From: 03/01/2025 To: 03/31/2025



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
300-321 Series (EMS)						
Medical assist, assist EMS crew	3/4/2025 3:13 AM	250304-MNT01748	0:05:43	MONTE VERDE ST	9TH AVE	3
Medical assist, assist EMS crew	3/14/2025 4:30 PM	250314-MNT02033	0:04:59	CARPENTER ST	4TH AVE	3
Medical assist, assist EMS crew	3/17/2025 1:01 AM	250317-MNT02099	0:05:14	SCENIC RD	11TH AVE	3
Medical assist, assist EMS crew	3/19/2025 4:09 PM	250319-MNT02189	0:00:54	MISSION ST	6TH AVE	3
Medical assist, assist EMS crew	3/21/2025 6:02 AM	250321-MNT02230	0:04:58	SAN ANTONIO AVE	10TH AVE	3
Medical assist, assist EMS crew	3/25/2025 6:29 PM	250325-MNT02348	0:03:49	CAMINO REAL ST	8TH AVE	3
Medical assist, assist EMS crew	3/29/2025 2:47 PM	250329-MNT02448	0:02:53	7TH AVE	LINCOLN ST	3
EMS call, excluding vehicle accident with injury	3/4/2025 2:04 PM	250304-MNT01763	0:02:51	MISSION ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	3/11/2025 9:40 AM	250311-MNT01942	0:04:16	DOLORES ST	4TH AVE	3
EMS call, excluding vehicle accident with injury	3/11/2025 12:11 PM	250311-MNT01951	0:02:11	SAN CARLOS ST	OCEAN AVE	3
EMS call, excluding vehicle accident with injury	3/11/2025 1:14 PM	250311-MNT01953	0:04:17	LOBOS ST	4TH AVE	2
EMS call, excluding vehicle accident with injury	3/12/2025 12:13 PM	250312-MNT01974	0:03:00	JUNIPERO AVE	4TH AVE	3
EMS call, excluding vehicle accident with injury	3/16/2025 10:22 AM	250316-MNT02076	0:02:50	JUNIPERO AVE	S MOUNTAIN VIEW AVE	3
EMS call, excluding vehicle accident with injury	3/18/2025 5:33 PM	250318-MNT02155	0:02:35	JUNIPERO AVE	3RD AVE	3
EMS call, excluding vehicle accident with injury	3/19/2025 4:28 PM	250319-MNT02190	0:03:51	SANTA RITA ST	5TH AVE	3
EMS call, excluding vehicle accident with injury	3/21/2025 9:44 PM	250321-MNT02251	0:02:56	SAN CARLOS ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	3/22/2025 11:33 AM	250322-MNT02260	0:02:17	SAN CARLOS ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	3/24/2025 11:58 AM	250324-MNT02307	0:02:12	TORRES ST	5TH AVE	3
EMS call, excluding vehicle accident with injury	3/24/2025 1:44 PM	250324-MNT02313	0:01:23	DOLORES ST	5TH AVE	3
EMS call, excluding vehicle accident with injury	3/24/2025 3:11 PM	250324-MNT02318	0:02:37	5TH AVE	DOLORES ST	3
EMS call, excluding vehicle accident with injury	3/24/2025 4:10 PM	250324-MNT02319	0:03:51	JUNIPERO AVE	4TH AVE	2
EMS call, excluding vehicle accident with injury	3/25/2025 7:05 AM	250325-MNT02332	0:00:27	6TH AVE	MISSION ST	3
EMS call, excluding vehicle accident with injury	3/25/2025 2:16 PM	250325-MNT02341	0:11:17	26010 RIDGEWOOD RD		3
EMS call, excluding vehicle accident with injury	3/27/2025 1:29 PM	250327-MNT02394	0:04:15	13TH AVE	LINCOLN ST	3
EMS call, excluding vehicle accident with injury	3/29/2025 7:32 PM	250329-MNT02458	0:02:05	OCEAN AVE	LINCOLN ST	3
EMS call, excluding vehicle accident with injury	3/31/2025 12:56 AM	250331-MNT02496	0:04:43	9TH AVE	TORRES ST	3
		26	0:03:33			
400 Series (Hazardous Material)						
Gas leak (natural gas or LPG)	3/3/2025 8:50 PM	250303-MNT01742	0:03:40	8TH AVE	MISSION ST	3
Gas leak (natural gas or LPG)	3/15/2025 1:40 PM	250315-MNT02055	0:05:42	SAN ANTONIO AVE	11TH AVE	3
Gas leak (natural gas or LPG)	3/20/2025 8:59 AM	250320-MNT02202	0:03:59	OCEAN AVE	LINCOLN ST	3

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
400 Series (Hazardous Material) cont.						
Carbon monoxide incident	3/9/2025 6:18 AM	250309-MNT01888	0:03:36	MISSION ST	7TH AVE	3
Electrical wiring/equipment problem, other	3/27/2025 6:23 PM	250327-MNT02403	0:07:18	GUADALUPE ST	2ND AVE	3
Power line down	3/17/2025 8:03 PM	250317-MNT02135	0:04:59	CARMELO ST	SANTA LUCIA AVE	3
Arcing, shorted electrical equipment	3/3/2025 3:36 PM	250303-MNT01735	0:04:56	LINCOLN ST	8TH AVE	3
Arcing, shorted electrical equipment	3/5/2025 9:23 AM	250305-MNT01791	0:02:08	TORRES ST	5TH AVE	3
Accident, potential accident, other	3/18/2025 3:59 PM	250318-MNT02154	0:04:48	SAN CARLOS ST	9TH AVE	2
		9	0:04:34			
500 & 600 Series (Service Calls)						
Water problem, other	3/16/2025 1:54 PM	250316-MNT02082	0:02:54	S MOUNTAIN VIEW AVE	SANTA FE ST	3
Water or steam leak	3/11/2025 3:05 PM	250311-MNT01959	0:03:48	GUADALUPE ST	OCEAN AVE	2
Smoke or odor removal	3/7/2025 7:17 PM	250307-MNT01844	0:03:35	2ND AVE	SANTA RITA ST	3
Public service	3/4/2025 3:54 PM	250304-MNT01768	0:02:29	MISSION ST	3RD AVE	3
Public service	3/12/2025 2:41 PM	250312-MNT01977	0:03:53	MISSION ST	3RD AVE	3
Public service	3/16/2025 7:39 AM	250316-MNT02073	0:05:10	3RD AVE	SANTA FE ST	2
Public service	3/16/2025 10:07 PM	250316-MNT02097	0:04:32	25905 JUNIPERO ST		2
Public service	3/24/2025 12:10 PM	250324-MNT02308	0:03:16	3RD AVE	SANTA FE ST	3
Assist invalid	3/11/2025 5:46 AM	250311-MNT01937	0:03:43	DOLORES ST	4TH AVE	3
Assist invalid	3/18/2025 7:18 AM	250318-MNT02143	0:05:04	26010 RIDGEWOOD RD		2
Assist invalid	3/25/2025 8:51 PM	250325-MNT02351	0:04:49	CARMELO ST	11TH AVE	3
No incident found on arrival at dispatch address	3/8/2025 4:09 PM	250308-MNT01870	0:02:50	DOLORES ST	4TH AVE	3
No incident found on arrival at dispatch address	3/11/2025 4:38 PM	250311-MNT01963	0:03:23	SCENIC RD	10TH AVE	3
No incident found on arrival at dispatch address	3/12/2025 12:11 PM	250312-MNT01975	0:11:36	MONTE VERDE ST	7TH AVE	2
No incident found on arrival at dispatch address	3/16/2025 12:54 PM	250316-MNT02081	0:02:23	JUNIPERO AVE	S MOUNTAIN VIEW AVE	3
No incident found on arrival at dispatch address	3/25/2025 2:14 PM	250325-MNT02340	0:04:44	SAN ANTONIO AVE	13TH AVE	3
		16	0:04:16			
700 Series (False Alarms)						
System malfunction, other	3/14/2025 6:16 AM	250314-MNT02018	0:03:56	4TH AVE	JUNIPERO AVE	3
Smoke detector activation due to malfunction	3/16/2025 1:59 AM	250316-MNT02070	0:04:20	SANTA FE ST	5TH AVE	3
Smoke detector activation due to malfunction	3/23/2025 1:39 AM	250323-MNT02277	0:04:28	LINCOLN ST	7TH AVE	3
Alarm system sounded due to malfunction	3/8/2025 12:25 AM	250308-MNT01848	0:03:32	5TH AVE	MISSION ST	3
Alarm system sounded due to malfunction	3/17/2025 6:44 AM	250317-MNT02108	0:04:18	4TH AVE	JUNIPERO AVE	3
Alarm system sounded due to malfunction	3/17/2025 5:20 PM	250317-MNT02130	0:03:16	JUNIPERO AVE	4TH AVE	3
Alarm system sounded due to malfunction	3/19/2025 8:00 AM	250319-MNT02173	0:04:29	LINCOLN ST	7TH AVE	3
Alarm system sounded due to malfunction	3/19/2025 1:06 PM	250319-MNT02181	0:04:58	4TH AVE	JUNIPERO AVE	3
Alarm system sounded due to malfunction	3/19/2025 2:20 PM	250319-MNT02188	0:00:54	JUNIPERO AVE	4TH AVE	3
Alarm system sounded due to malfunction	3/19/2025 11:46 PM	250319-MNT02198	0:04:08	LINCOLN ST	OCEAN AVE	3
Unintentional transmission of alarm, other	3/26/2025 4:27 AM	250326-MNT02357	0:07:05	CASANOVA ST	13TH AVE	3

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
700 Series (False Alarms) cont.						
Smoke detector activation, no fire - unintentional	3/4/2025 11:56 AM	250304-MNT01757	0:04:57	2992 LASUEN DR		3
Detector activation, no fire - unintentional	3/4/2025 3:14 PM	250304-MNT01767	0:04:51	LINCOLN 3 NE SANTA LUC	CI SANTA LUCIA AVE	3
Detector activation, no fire - unintentional	3/26/2025 10:06 AM	250326-MNT02361	0:03:28	SANTA FE ST	8TH AVE	3
Alarm system activation, no fire - unintentional	3/3/2025 5:53 PM	250303-MNT01739	0:03:31	10TH AVE	DOLORES ST	3
Alarm system activation, no fire - unintentional	3/4/2025 2:10 PM	250304-MNT01764	0:10:42	SAN ANTONIO AVE	10TH AVE	3
Alarm system activation, no fire - unintentional	3/5/2025 9:14 AM	250305-MNT01790	0:00:10	MISSION ST	6TH AVE	2
Medical Alarm Device Activation - unintentional	3/10/2025 5:32 PM	250310-MNT01920	0:03:55	DOLORES ST	5TH AVE	3

18 0:04:17

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

250304-MNT01748 Delay due to time of day.

250317-MNT02099 Delay due to distance.

250325-MNT02341 Simultaneous incidents in Carmel. Response from 2nd unit.

250315-MNT02055 Delay due to traffic.

250327-MNT02403 Delay due to distance.

250326-MNT02357 Delay due to distance.

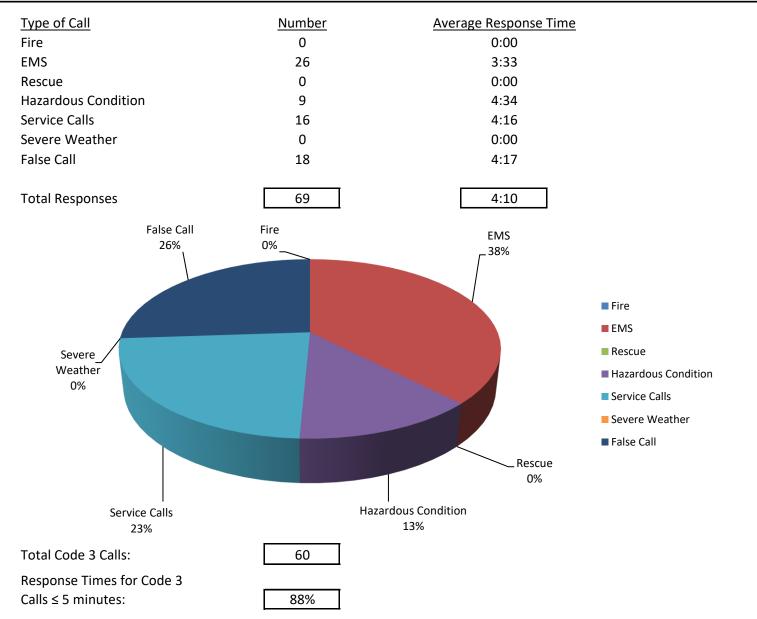
250304-MNT01764 Simultaneous incidents in Carmel. Response from 2nd unit.

Code 2 Calls	9
Code 3 Calls	60
Total # of Incidents	69
% Under 5 Minute Response Time	88%



CARMEL-BY-THE-SEA MARCH 2025 Response Summary Report by Incident Type







RESPONSE SUMMARY REPORT BY INCIDENT TYPE 27015 CARMEL-BY-THE-SEA FIRE AMBULANCE Alarm Date From: 03/01/2025 To: 03/31/2025



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
100 Series (Fires)						
Fire, other	03/16/2025 02:00 AM	250316-CFA00297	00:04:44	SANTA FE ST	5TH AVE	3
		1	0:04:44			
300-321 Series (EMS)						
Medical assist, assist EMS crew	03/10/2025 05:33 PM	250310-CFA00272	00:02:36	DOLORES ST	5TH AVE	3
Medical assist, assist EMS crew	03/11/2025 05:47 AM	250311-CFA00275	00:02:35	DOLORES ST	4TH AVE	3
EMS call, excluding vehicle accident with injury	03/01/2025 07:41 AM	250301-CFA00239	00:04:30	ACACIA WAY	FLANDERS WAY	3
EMS call, excluding vehicle accident with injury	03/01/2025 01:19 PM	250301-CFA00240	00:01:49	OCEAN AVE	MISSION ST	3
EMS call, excluding vehicle accident with injury	03/02/2025 01:08 PM	250302-CFA00242	00:03:48	SCENIC RD	11TH AVE	3
EMS call, excluding vehicle accident with injury	03/03/2025 06:06 AM	250303-CFA00244	00:04:12	4TH AVE	DOLORES ST	3
EMS call, excluding vehicle accident with injury	03/04/2025 03:14 AM	250304-CFA00250	00:05:47	MONTE VERDE ST	9TH AVE	3
EMS call, excluding vehicle accident with injury	03/04/2025 02:05 PM	250303-CFA00253	00:02:57	8TH AVE	MISSION ST	3
EMS call, excluding vehicle accident with injury	03/11/2025 09:42 AM	250311-CFA00277	00:06:06	DOLORES ST	4TH AVE	3
EMS call, excluding vehicle accident with injury	03/11/2025 12:12 PM	250311-CFA00278	00:02:02	SAN CARLOS ST	OCEAN AVE	3
EMS call, excluding vehicle accident with injury	03/11/2025 01:14 PM	250311-CFA00279	00:05:02	LOBOS ST	4TH AVE	2
EMS call, excluding vehicle accident with injury	03/12/2025 12:13 PM	250312-CFA00287	00:01:00	SW CORNER JUNIPERO	4TH AVE	3
EMS call, excluding vehicle accident with injury	03/14/2025 04:30 PM	250314-CFA00294	00:04:33	CARPENTER ST 4 SW	4TH AVE	3
EMS call, excluding vehicle accident with injury	03/17/2025 01:02 AM	250317-CFA00306	00:05:35	SCENIC RD	11TH AVE	3
EMS call, excluding vehicle accident with injury	03/18/2025 05:33 PM	250318-CFA00314	00:02:46	JUNIPERO AVE	3RD AVE	3
EMS call, excluding vehicle accident with injury	03/19/2025 02:21 PM	250319-CFA00320	00:02:15	JUNIPERO AVE	4TH AVE	2
EMS call, excluding vehicle accident with injury	03/19/2025 11:46 PM	250319-CFA00322	00:03:51	LINCOLN ST	OCEAN AVE	3
EMS call, excluding vehicle accident with injury	03/21/2025 06:02 AM	250321-CFA00327	00:05:33	SAN ANTONIO AVE	10TH AVE	3
EMS call, excluding vehicle accident with injury	03/21/2025 09:45 PM	250321-CFA00331	00:02:54	SAN CARLOS ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	03/22/2025 11:34 AM	250322-CFA00332	00:02:30	SAN CARLOS ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	03/25/2025 02:14 PM	250325-CFA00343	00:02:40	SAN ANTONIO AVE	13TH AVE	3
EMS call, excluding vehicle accident with injury	03/25/2025 06:31 PM	250325-CFA00345	00:02:13	CAMINO REAL ST	8TH AVE	3
EMS call, excluding vehicle accident with injury	03/27/2025 03:27 AM	250327-CFA00351	00:03:17	5TH AVE	DOLORES ST	3
EMS call, excluding vehicle accident with injury	03/27/2025 01:30 PM	250327-CFA00353	00:03:56	13TH AVE	LINCOLN ST	3
EMS call, excluding vehicle accident with injury	03/29/2025 02:49 PM	250329-CFA00363	00:01:14	7TH AVE	LINCOLN ST	3
EMS call, excluding vehicle accident with injury	03/29/2025 07:33 PM	250329-CFA00364	00:01:40	OCEAN AVE	LINCOLN ST	3
EMS call, excluding vehicle accident with injury	03/31/2025 12:57 AM	250331-CFA00366	00:04:49	9TH AVE	TORRES ST	3

27 0:03:25

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
400 Series (Hazardous Material)						
Hazardous condition, other	03/20/2025 08:59 AM	250320-CFA00324	00:04:01	OCEAN AVE	LINCOLN ST	3
Gas leak (natural gas or LPG)	03/15/2025 01:41 PM	250315-CFA00296	00:04:10	SAN ANTONIO AVE	11TH AVE	3
Electrical wiring/equipment problem, other	03/05/2025 09:25 AM	250305-CFA00258	00:01:03	TORRES ST	5TH AVE	3
Electrical wiring/equipment problem, other	03/13/2025 10:50 AM	250313-CFA00289	00:05:14	LINCOLN ST	1ST AVE	3
Electrical wiring/equipment problem, other	03/17/2025 08:04 PM	250317-CFA00310	00:05:10	CARMELO ST	SANTA LUCIA AVE	3
		5	0:03:56			
500 & 600 Series (Service Calls)						
Service Call, other	03/25/2025 08:52 PM	250325-CFA00346	00:06:02	CARMELO ST	11TH AVE	2
Water or steam leak	03/16/2025 01:55 PM	250316-CFA00303	00:02:55	S MOUNTAIN VIEW AVE	SANTA FE ST	3
Smoke or odor removal	03/07/2025 07:18 PM	250307-CFA00263	00:03:55	2ND AVE	SANTA RITA ST	3
Assist invalid	03/16/2025 07:40 AM	250316-CFA00298	00:04:31	3RD AVE	SANTA FE ST	2
Assist invalid	03/18/2025 07:19 AM	250318-CFA00311	00:05:18	26010 RIDGEWOOD RD		2
HazMat release investigation w/no HazMat	03/09/2025 06:19 AM	250309-CFA00271	00:02:05	MISSION ST	7TH AVE	3
		6	0:04:08			
700 Series (False Alarms)						
False alarm or false call, other	03/03/2025 03:36 PM	250303-CFA00246	00:03:45	LINCOLN ST	8TH AVE	3
False alarm or false call, other	03/03/2025 05:57 PM	250303-CFA00248	00:01:42	10TH AVE	DOLORES ST	3
False alarm or false call, other	03/04/2025 11:57 AM	250304-CFA00252	00:05:14	2992 LASUEN DR		3
False alarm or false call, other	03/08/2025 04:10 PM	250308-CFA00269	00:02:16	DOLORES ST	4TH AVE	3
False alarm or false call, other	03/16/2025 12:55 PM	250316-CFA00301	00:02:30	JUNIPERO AVE	S MOUNTAIN VIEW AVE	3
False alarm or false call, other	03/16/2025 10:08 PM	250316-CFA00305	00:04:32	25905 JUNIPERO ST		3
False alarm or false call, other	03/17/2025 06:45 AM	250317-CFA00307	00:04:25	4TH AVE	JUNIPERO AVE	3
False alarm or false call, other	03/21/2025 04:29 PM	250321-CFA00329	00:05:09	13TH AVE	SAN ANTONIO AVE	3
Alarm system sounded due to malfunction	03/14/2025 06:17 AM	250314-CFA00291	00:03:43	4TH AVE	JUNIPERO AVE	3
Alarm system sounded due to malfunction	03/17/2025 05:21 PM	250317-CFA00309	00:03:11	JUNIPERO AVE	4TH AVE	3
Alarm system activation, no fire - unintentional	03/05/2025 09:15 AM	250305-CFA00257	00:01:31	MISSION ST	6TH AVE	3
Alarm system activation, no fire - unintentional	03/18/2025 03:30 PM	250318-CFA00312	00:04:25	2992 LASUEN DR		3
Alarm system activation, no fire - unintentional	03/26/2025 10:07 AM	250326-CFA00348	00:03:49	SANTA FE ST	8TH AVE	3
		13	0:03:33			

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

250304-CFA00250 Delayed due to time of day

250311-CFA00277 Delayed due to distance

250317-CFA00306 Delayed due to distance

250321-CFA00327 Delayed due to distance

250313-CFA00289 Delayed due to time of day

250317-CFA00310 Delayed due to distance

250304-CFA00252 Delayed due to distance

250321-CFA00329 Delayed due to distance

Code 2 Calls	5
Code 3 Calls	47
Total # of Incidents	52
% Under 5 Minute Response Time	83%
Total Average Response Time	0:03:57



RESPONSE SUMMARY REPORT BY DISTRICT 27015 CARMEL-BY-THE-SEA FIRE AMBULANCE Alarm Date From: 03/01/2025 To: 03/31/2025



- Amusia						
Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
CARMEL HIGHLAND						
Emergency medical service incident, other	3/20/2025	250320-CFA00326	00:09:52	HWY 1	PETER PAN RD	3
EMS call, excluding vehicle accident with injury	3/18/2025	250318-CFA00316	00:14:40	18 MENTONE RD		3
EMS call, excluding vehicle accident with injury	3/29/2025	250329-CFA00361	00:07:01	2830 RIBERA RD		3
		3	0:10:31			
CARMEL VALLEY						
EMS call, excluding vehicle accident with injury	3/28/2025	250328-CFA00356	00:04:40	211 HACIENDA CARMEL		3
		1	0:04:40			
CYPRESS						
EMS call, excluding vehicle accident with injury	3/2/2025	250302-CFA00241	00:11:44	2830 RIBERA RD		3
EMS call, excluding vehicle accident with injury	3/3/2025	250303-CFA00247	00:06:19	26265 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	3/4/2025	250304-CFA00251	00:04:40	24777 SANTA RITA ST		3
EMS call, excluding vehicle accident with injury	3/7/2025	250307-CFA00262	00:04:49	HWY 1	MORSE DR	3
EMS call, excluding vehicle accident with injury	3/8/2025	250308-CFA00267	00:07:25	4860 CARMEL VALLEY RD		3
EMS call, excluding vehicle accident with injury	3/9/2025	250309-CFA00270	00:07:58	26207 VALLEY VIEW AVE		3
EMS call, excluding vehicle accident with injury	3/10/2025	250310-CFA00273	00:06:31	3665 RIO RD		3
EMS call, excluding vehicle accident with injury	3/11/2025	250311-CFA00274	00:03:36	3665 RIO RD		3
EMS call, excluding vehicle accident with injury	3/11/2025	250311-CFA00280	00:08:05	5 CROSSROADS MALL		3
EMS call, excluding vehicle accident with injury	3/11/2025	250311-CFA00283	00:05:52	24520 OUTLOOK DR		3
EMS call, excluding vehicle accident with injury	3/11/2025	250311-CFA00285	00:07:32	24525 OUTLOOK DR		3
EMS call, excluding vehicle accident with injury	3/12/2025	250312-CFA00286	00:07:04	24777 SANTA RITA ST		2
EMS call, excluding vehicle accident with injury	3/14/2025	250314-CFA00290	00:06:55	6 CROSSROADS MALL		3
EMS call, excluding vehicle accident with injury	3/14/2025	250314-CFA00293	00:04:23	7 CARMEL CENTER PL		3
EMS call, excluding vehicle accident with injury	3/14/2025	250314-CFA00295	00:06:04	6 CROSS ROADS MALL		3
EMS call, excluding vehicle accident with injury	3/16/2025	250316-CFA00299	00:06:49	26245 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	3/16/2025	250316-CFA00302	00:05:06	4380 CARMEL VALLEY RD		3
EMS call, excluding vehicle accident with injury	3/17/2025	250317-CFA00308	00:05:19	3771 RIO RD		3
EMS call, excluding vehicle accident with injury	3/18/2025	250318-CFA00317	00:06:12	3472 LAZARRO DR		3
EMS call, excluding vehicle accident with injury	3/20/2025	250320-CFA00325	00:07:35	3626 THE BARNYARD		3
EMS call, excluding vehicle accident with injury	3/21/2025	250321-CFA00328	00:05:51	26265 CARMELO ST		3
EMS call, excluding vehicle accident with injury	3/23/2025	250323-CFA00337	00:05:41	3645 RIO RD		2
EMS call, excluding vehicle accident with injury	3/23/2025	250323-CFA00334	00:08:17	3645 RIO RD		2
EMS call, excluding vehicle accident with injury	3/24/2025	250324-CFA00338	00:07:25	5315 CARMEL VALLEY RD		3
EMS call, excluding vehicle accident with injury	3/25/2025	250325-CFA00344	00:08:35	275 CROSSROADS BLVD		3
EMS call, excluding vehicle accident with injury	3/26/2025	250326-CFA00349	00:07:07	26135		3

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
CYPRESS cont.						
EMS call, excluding vehicle accident with injury	3/27/2025	250327-CFA00350	00:10:59	5315 CARMEL VALLEY RD		3
EMS call, excluding vehicle accident with injury	3/27/2025	250327-CFA00352	00:05:54	3370 OCEAN AVE		3
EMS call, excluding vehicle accident with injury	3/28/2025	250328-CFA00357	00:06:06	26245 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	3/28/2025	250328-CFA00359	00:05:16	26600 OLIVER RD		3
EMS call, excluding vehicle accident with injury	3/30/2025	250330-CFA00365	00:08:08	3772 THE BARNYARD		2
Motor vehicle accident with injuries	3/27/2025	250327-CFA00354	00:04:58	CARMEL RANCHO SHOPPING C	E CARMEL RANCHO BLVD	3
		32	0:06:42			
MONTEREY						
EMS call, excluding vehicle accident with injury	3/3/2025	250303-CFA00245	00:08:36	200 GLENWOOD CIR		3
EMS call, excluding vehicle accident with injury	3/8/2025	250308-CFA00268	00:09:24	1164 6TH ST		3
EMS call, excluding vehicle accident with injury	3/11/2025	250311-CFA00276	00:13:32	800 SCOTT ST		2
EMS call, excluding vehicle accident with injury	3/16/2025	250316-CFA00304	00:07:00	SLOAT AVE	9TH ST	3
		4	0:09:38			
PACIFIC GROVE						
EMS call, excluding vehicle accident with injury	3/2/2025	250302-CFA00243	00:15:19	324 PRESCOTT LN		3
EMS call, excluding vehicle accident with injury	3/4/2025	250304-CFA00256	00:09:20	390 LIGHTHOUSE AVE		3
		2	0:12:19			
PEBBLE BEACH						
Rescue, EMS incident, other	3/26/2025	250326-CFA00347	00:12:25	1576 CYPRESS DR		3
EMS call, excluding vehicle accident with injury	3/11/2025	250311-CFA00282	00:09:13	1411 CANTERA CT		3
EMS call, excluding vehicle accident with injury	3/11/2025	250311-CFA00284	00:07:31	1683 CRESPI LN		3
EMS call, excluding vehicle accident with injury	3/25/2025	250325-CFA00341	00:07:58	SEVENTEEN MILE DR	CARMEL WAY	3
EMS call, excluding vehicle accident with injury	3/29/2025	250329-CFA00362	00:07:23	3260 STEVENSON DR		3
EMS call, excluding vehicle accident with injury	3/31/2025	250331-CFA00367	00:09:11	1439 OLEADA RD		3
Accident, potential accident, other	3/23/2025	250323-CFA00335	00:10:41	SUNSET POINT	SEVENTEEN MILE DR	3
		7	0:09:12			
SEASIDE						
EMS call, excluding vehicle accident with injury	3/12/2025	250312-CFA00288	00:12:21	30 LOS ENCINOS DR		3
EMS call, excluding vehicle accident with injury	3/25/2025	250325-CFA00342	00:16:43	1237 LUXTON ST		2
		2	0:14:32			

Code 2 Calls	6			
Code 3 Calls	45			
Total # of Incidents				
Total Average Response Time	0:10:29			

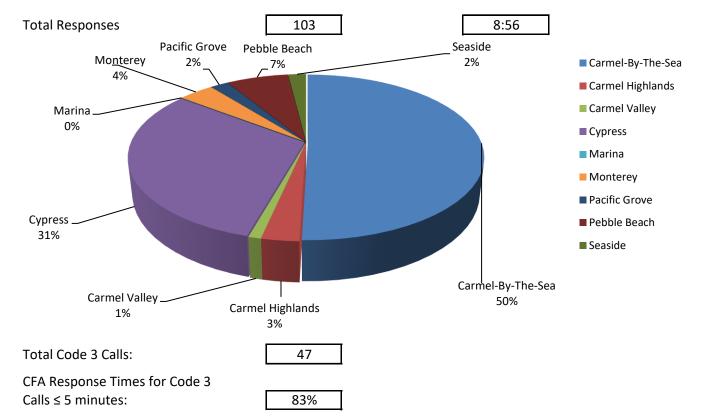


CITY OF CARMEL - FIRE AMBULANCE DEPARTMENT MARCH 2025



Response Summary Report by District Type

District Response	Number	Average Response Time
Carmel-By-The-Sea	 52	3:57
Carmel Highlands	3	10:31
Carmel Valley	1	4:40
Cypress	32	6:42
Marina	0	0:00
Monterey	4	9:38
Pacific Grove	2	12:19
Pebble Beach	7	9:12
Seaside	2	14:32



City Clerk PRA Log

March, 2025

Request Number	Request Date	10-day response date	14-day extension due date	Records Requested	Requester Name	Date Completed	Notes
25-23	3/7/2025	3/17/2025		documents pertaining to the San Antonio Pathway Reconstruction project, DIR 20240554441. The construction contract/agreement documents including any side agreements, addenda, or agreements between your agency and Sharp Engineering and Construction, Inc. All subcontractor listings Inspection logs/work logs and inspector's photos of work performed on the project Daily work site sign-in sheets for this project All photos and videos of work performed in addition to the inspector's photos All invoices submitted to your agency for this project by Sharp Engineering and Construction, Inc. The Notice of Completion for this project and the date the Notice of Completion was filed Unredacted certified payroll records for Sharp Engineering and Construction, Inc. Statement of Employer Payments (DIR Form PW 26)	J. Atencio, NorCal Construction Industry Compliance - NCIC	4/4/2025	records sent on 3/14, 3/17, and 4/4
25-23.5	3/7/2025	3/17/2025		Council meeting minutes of 7-8-1931	Doug Schmitz	3/12/2025	records sent
25-24	3/11/2025	3/21/2025		Can you please verify that the current owner of 157 Spindrift Road, Carmel, California 93923 is Highlands Big Sur Gateway LLC?	Vincent Costantino	3/14/2025	no records. Location is in Monterey County. Requester was notified
25-25	3/13/2025	3/24/2025	all documents and information regarding		Raffi Sulahain	ongoing	records sent on 3/17, and 4/15. Additional records will be sent on a rolling basis with next production on 5/1
25-26	3/14/2025	5 3/24/2025		A copy of the city's "equivalency matrix, comparing general plan use designation to implementing zone districts", which is usually found in the city's general plan or zoning	lly Sherri Rains 3/14/2025		records mailed on 3-14-2025
25-27	3/14/202	3/24/2025		Requesting copies for all building/planning/permit records for APN# 009-202-018-000	Melissa Radowicz	3/19/2025	link to online records sent

Attachment 3

Request Number	Request Date	10-day response date	14-day extension due date	Records Requested	Requester Name	Date Completed	Notes
25-28	3/17/2025	3/27/2025		all City records related to APNs 010042009000 & 010042011000. These are Lots 20 and 24 in Vol. 11 "Parcel Maps" P112 in the Official Records, County of Monterey.	Alex Lorca	3/19/2025	link to online records sent
25-29	3/19/2025	3/31/2025		This is a request from Caltrans to all cities and counties asking for verification of Ownership and Mileage of their roadway networks that are in our Statewide Linear Referencing System. This request is part of our effort in having city and county-maintained roads correctly reported on State and FHWA maintained mileage system for safety analysis and funding allocation purposes. shapefiles or	Venkata Pillarisetty, Caltrans	3/24/2025	records sent
25-30	3/31/2025	4/10/2025		Phase I Environmental assessment on several properties in Carmel: 1) 8940 CARMEL VALLEY RD, CARMEL, CA 93923, 2) 8990 CARMEL VALLEY RD, CARMEL, CA 93923	Emma Hoffman	4/4/2025	no records. Location is in Monterey County. Requester was notified

Police Records Request Log March, 2025

Request No.	Request Date & Received By	10-Day Due Date	Info Requested	Requestor	Date Completed by PSO	Status
2025-001	03/04/2025 ALI	3/14/2025	CG2500030	LexisNexis	mw 03/05/2025	mailed
2025-002	03/07/2025 Mw	3/17/2025	CG2400611	Dept of Real Estate	03/10/2025 mw	mailed
2025-003	3/6/2025	3/16/2025	CG2500111	Janet Dahle	03/11/25 mw	Picked up
2025-004	03/12/2025 mw	3/22/2025	CG2500123	LexisNexis	03/12/25 mw	mailed
2025-005	03/14/2025 ALI	3/24/2025	CQ2100527	Eman Rezai	03/17/25 mw	mailed
2025-006	03/18/2025 ALI	3/28/2025	CG2500133	US Immigration and Customs Enforcement	03/19/2025 mw	emailed
2025-007	03/24/25 mw	4/3/2025	CQ2500026	DMV Duces Tecum	04/02/2025 jk	Picked up
2025-008	03/24/2025 MS	4/3/2025	CG2500111	Janet Dahle	03/24/2025 MS	Picked up
2025-009	03/25/2025 MS	4/9/2025	CG2300091	Maria Alonso Cruz	03/29/25 mw	Denial ltr
2025-010	03/25/2025 MS	4/9/2025	CQ2500146	DMV Drivers Safety	04/02/25 jk	Picked up
2025-011	3/25/2025 JK	4/9/2025	CG2500131	Ellen Williams	4/7/2025 mw	mailed
2025-012	3/25/2025 AI	4/9/2025	CG2500054	LexisNexis	03/29/25 mw	mailed
2025-013	03/27/2025 JK	4/11/2025	CA2500158	Metropolitan Reporting Bureau	3/27/2025	mailed
2025-014	3/27/2025 JK	4/11/2025	CG0900147	CA Dept of Real Estate	04/07/2025 mw	mailed
2025-015	3/27/2025	4/11/2025	CG2500030	LexisNexis	03/29/25 mw	Denial ltr
2025-016	3/31/2025 MS	4/10/2025	CA2500156	Marlies Hammer	04/06/2025 DA	Picked up
2025-017	3/31/2025	4/10/2025	CG2500162	Metropolitan Reporting Bureau	03/31/2025 ALI	mailed
2025-018	3/31/2025 MS	4/10/2025	CG2500131	LexisNexis	04/07/2025 mw	mailed
2025-019	3/28/2025	4/7/2025	CG2500145	Jaret Phillips	04/07/2025 mw	Picked up



CITY OF CARMEL-BY-THE-SEA

Public Works Department March 2025 Report

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Mary Bilse, Acting Public Works Director

SUBMITTED ON: April 10, 2025

APPROVED BY: Chip Rerig, City Administrator

City Council Meeting of March 3, 4, 24, 27, and 31, 2025

- Council received a presentation from the Carmel Area Wastewater District on the Scenic Road Pipeline Replacement Project and authorized issuance of an Encroachment Permit with special conditions of approval.
- Council approved a Professional Services Agreement with Moffatt & Nichol, Inc. for coastal
 engineering and environmental services, including the beach access ramp related to the
 Carmel Beach Coastal Protection and Access Improvement Projects, with a not-to-exceed fee
 of \$399,013.
- Council approved an amendment to the Professional Services Agreement with Advance Design Consultants, Inc. for electric panel upgrades and electric vehicle charging-related projects, for a not-to-exceed fee of \$58,020.
- Council received a recap of the February Council priorities workshop, five-year financial forecast, proposed Fiscal Year 2025/26 Capital Improvement Program, Capital Improvement Plan and revisions to Financial Policies.
- Council received a status report on the Carmel Police Department/Public Works Department Project.

Forest and Beach Commission Meeting of March 13, 2025

- Friends of Mission Trail Nature Preserve presented their Work Effort Overview to the Forest & Beach Commission.
- The Transportation Agency for Monterey County (TAMC) made a presentation on E-Bikes and E-Bike regulations.
- The Carmel Beach Pick Up Posse presented their efforts to clean up trash at Carmel Beach.
- The Commission received a presentation by Integral Consulting/EMC Planning Group on adaptation strategies to protect the beach, coastal infrastructure, and minimizing coastal erosion from storm events and sea level rise.
- The Commission recommended approval to the City Council regarding an ordinance to balance pickleball and tennis activities at Forest Hill Park.

Volunteer Groups

 The Garden Club is working to maintain and beautify the Picadilly Park, Harrison Memorial Library, and North Dunes gardens.

Environmental Programs

 Worked with Integral and EMC Planning on the Coastal Engineering Study Adaptation Strategies to present in the March Forest & Beach and Planning Commission meetings.

- Continued to distribute the Community Survey on Sea Level Rise and coordinate dia white the for May 15, 2025.
- Set up an Environmental Purchasing program on with staff from various City departments.
- Reviewed and conducted final stormwater plan checks for private construction sites.
- Researched grant opportunities for projects within Mission Trails Nature Preserve and electric vehicle chargers for Vista Lobos and Sunset Center parking lots.
- Attended regional agency meetings (Monterey Regional Stormwater Management Program and ReGen Monterey).
- Issued new waivers in accordance with SB 1383 for recycling/organics program collection services.
- Continued to coordinate with vendors for the Earth/Arbor Day on April 26, 2025.

Facility Maintenance

- Managed the project for the Norton Court roll-up door replacement.
- Completed training on the Brivo security access system for the Norton Parking Garage.
- Coordinated the replacement of the Sunset Center facility-wide emergency lighting system.
- Assisted with the waterline repair at the Lester Rountree Plant Garden.
- Assisted with building racks at the Local History Vault.
- Completed city-wide belt and filter replacements.
- Replaced all faulty hand dryers at public restroom facilities.
- Conducted roof leak repairs and preventative maintenance at the Public Works administrative office facility.
- Restored a window at the City Hall Planning Department.
- Painted the custom wood gutters on the City Hall Council Chambers roof.
- Replaced the failing motor at the Public Works rear access gate.
- Completed environmental air testing at the Carmel Police Department.
- Topped off fuel levels in the Fire Station's emergency generator.
- Replaced faucets in the Fire Station kitchen and lower restroom.
- Repaired the Fire Station's dishwasher leak.
- Coordinated backflow prevention replacement due to a fallen tree at Forest Hill Park.
- Coordinated quotes for several Public Works/Police Department projects.
- Hydro-jetted plumbing lines at all public restroom facilities.
- Successfully eliminated rodents at Flanders Mansion and Public Works.
- Continuing assistance with Pickleball-related items.

Project Management for the Capital Improvement Program

4 Leaf Projects:

 For the Police Building Project, the Council received a report on the Police/Public Works Department Project.

Ausonio, Inc. Projects:

- For the City Hall Roof Replacement Project, contract was awarded to California Constructors in the amount of \$175,340, which includes a 10% contingency, is complete. Construction is 100% complete and Contractor completed their final punch list items.
- The Sunset Center Cottage Window Repairs Project contract in the amount of \$161,040, which
 includes a 10% contingency, to Pro-Ex Construction was awarded at the August City Council
 Meeting. Construction is 100% complete. The Notice of Completion has been filed with the
 County of Monterey.
- For the San Antonio Pathway Repair Project, Second to Fourth Avenues, contract was awarded at the October 2024 City Council meeting to Sharp Engineering and Construction in the amount of \$503,470. Construction was completed in February 2025. The Notice of Completion will be filed with the County this week.

For the Sunset Center Retaining Walls Repair Project, ZFA submitted 100% plans and technical specifications. Additional funding is on hold pending Council direction at upcoming CIP meetings.

Wallace Group Projects:

- For the FY 2023/2024 City-wide Paving Project, bidding is anticipated in spring 2025.
- For the Shoreline Infrastructure Repair Project, the Request for Proposal was issued seeking
 coastal engineering and environmental firms to design and acquire environmental permitting
 for the repair of two structurally-damaged beach access stairs, reconstruction of the Fourth
 Avenue seawall/outfall, and to assess, prioritize, and provide cost estimates for all other
 shoreline infrastructure identified in the Coastal Engineering Study, Phase 1 Condition
 Assessment Report. The city selected Moffat & Nichol and staff if working through their
 Professional Services Agreement.

Additional Capital Improvement Projects:

 For the four City-wide Drainage Improvement Projects, Coastal Paving & Excavation began construction in February 2025. Construction is anticipated to be completed by the end of May 2025.

Street Maintenance

- Implemented changes approved during the Traffic Safety Committee's February meeting.
- Rented a compact track loader to redistribute sand at the Del Mar and volleyball dunes.
- Fabricated and installed four permanent farmers market signs on Mission Street, between 6th and Ocean.
- Installed a new aluminum gate at the entrance to Rio Park.
- Removed approximately 10 yards of overgrown poison oak from Mission Trail Nature Preserve.
- Assisted Local History at the Library Park Branch by removing and installing new shelving.
- Installed 125 feet of grape stake fencing on the San Antonio walkway, between 2nd and 4th.
- Fabricated and installed six new "No Parking Anytime" signs for the San Antonio walkway.
- Repaired the wooden boardwalk at Del Mar.
- Continued working on the sidewalk repair list.
- Conducted the annual safety inspection of the Forestry Division's Hi-Ranger bucket truck.
- Contracted the repair of a failed storm drain at the intersection of Mission Street and 2nd Avenue.
- Continued with in-house vehicle services.

Forestry, Parks, and Beach

Refer to City Forester's Report.



CITY OF CARMEL-BY-THE-SEA Monthly Report

City Forester's Report

TO: Forest and Beach Commissioners

FROM: Justin Ono, City Forester

SUBJECT: March 2025 Forester's Report

Forestry, Parks, and Beach Highlights:

Carmel Forest Master Plan (CFMP):

• Biological consultant Nikki Nedeff is working with F&BC and staff to finalize edits to CFMP arising from the previous public meeting in October 2024.

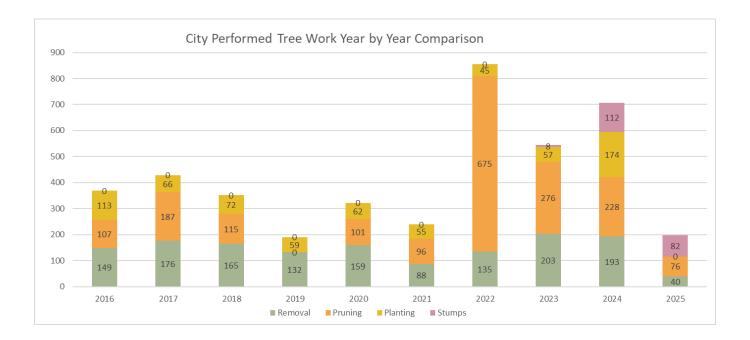
Contractors:

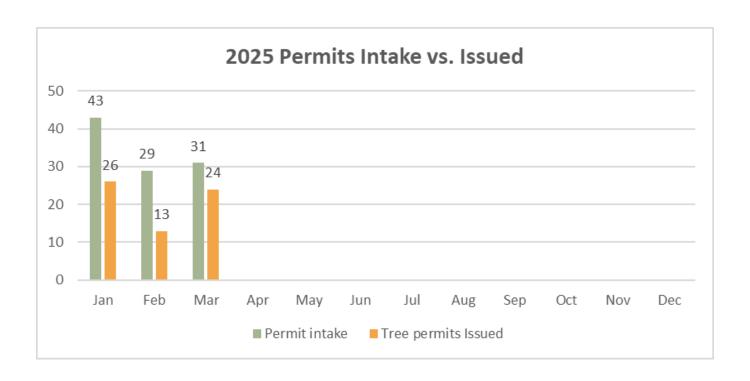
- West Coast Arborists hauled away logs from Rio Park and completed a clean-up project at Forest Theater including the removal of 2 large trees and the pruning of 12 trees.
- Tope Tree Service finishing task order for 40 dead, dying, and poor trees. Tope's also responded to 2 after-hours emergency tree calls.
- Community Tree Service completed a task order for 15 trees including pruning/removal of 11 dead or poor conditions trees and the removal of 4 large stumps previously used as Utility Poles.
- Community Tree Service was issued a Task order to grind all the stumps in the downtown business district with 60 stumps being ground and backfilled with new soil to be replanted with new trees.

City Staff and Crews:

- City Forestry Crew removed 10 dead, dying, or dangerous trees, removed one stump, and pruned 27 trees providing clearance for roads and stop signs, as well as maintaining tree health.
- City Tree Crew picked up logs in the right of way that were left from several large PG&E tree removals.

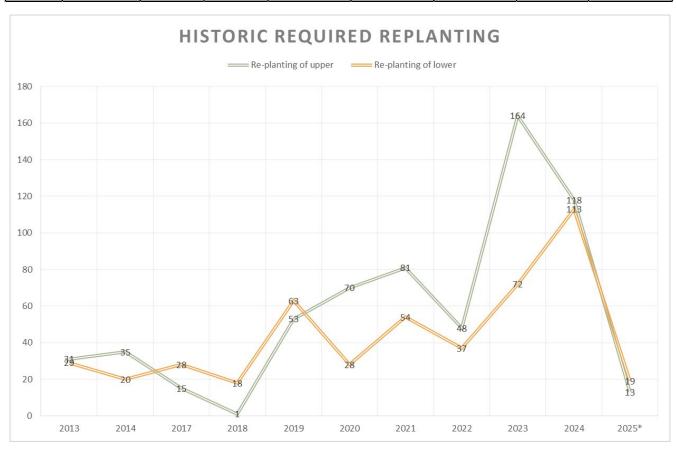
Permit Information



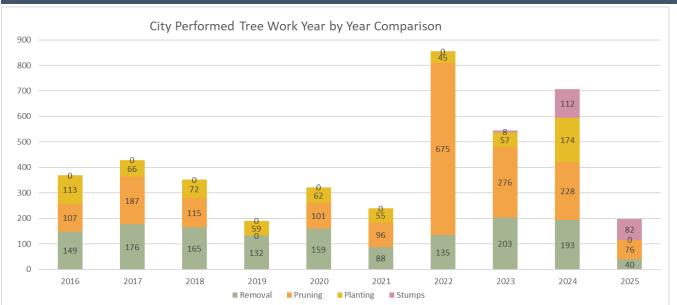


Historic permitted removals and required planting									
	Re-planting of upper	Re-planting of lower							
2013	31	29							
2014	35	20							
2017	15	28							
2018	1	18							
2019	53	63							
2020	70	28							
2021	81	54							
2022	48	37							
2023	164	72							
2024	118	113							
2025*	13	19							
*Year to d	ate								

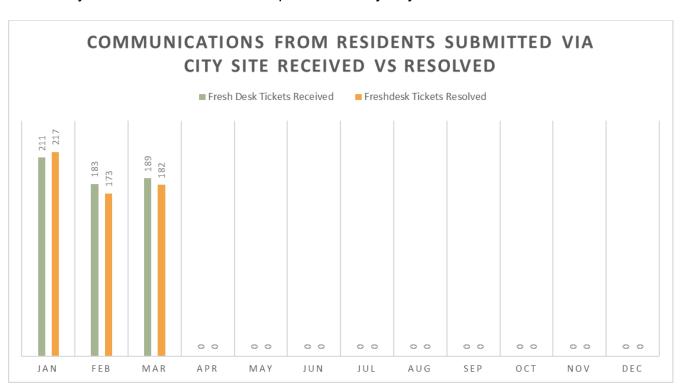
Historic permitted removals and required planting								
	Permitted	Removal	Removal	Replanting	Replanting	Replanting	Replanting	Applications
Year	removals	of upper	of lower	Required	of upper	of lower	%	processed
2021	204	81	123	135	81	54	66.18%	213
2022	149	82	67	85	48	37	57.05%	155
2023	324	211	113	223	164	72	68.83%	336
2024	231	110	121	231	118	113	100.00%	391
2025	42	24	18	32	13	19	76.19%	103







Calendar year to date – Includes stumps removed by City crew as well as on call tree contractors.



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

Master Plan Inventory Catch up

Monthly catch up info	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Very Poor</u>	<u>Dead</u>	<u>Stumps</u>
Beginning of Fiscal Year 24/25	136	5082	5094	750	133	191	664
Mar-25	136	5074	5076	731	125	82	536
(Trees and Stumps Removed)	0	8	18	19	8	109	128

Catch-up Plan Goals

Goal: Remove 128 trees this Fiscal Year Total Trees Removed as of 3/31/25: 162

Goal: Remove 221 stumps this Fiscal Year Total Stumps Removed as of 3/31/25: 128

---> Stumps Expected to be removed this FY: 300

Change in Condition of City Tree Crew	Removals (TK = X, Tim	e of Rem	oval = Y)	
	Excellent	Good	Fair	Poor	Very Poor	Dead
Excellent						
Good			2	1		3
Fair			1			1
Poor						
Very Poor				1		1
Dead						

^{*}X-axis represents condition at time of removal, Y-axis represents condition at time of inventory.



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

May 5, 2025 CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Jane Hogan, Accountant

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: March 2025 Check Register Summary

RECOMMENDATION:

Approve the check register for March 2025.

BACKGROUND/SUMMARY:

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

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

As a supplement to the check register, staff have included information about the contract balances for vendors who received payments during the month of **March 2025**. This data can be found on the last page of the report.

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

FISCAL IMPACT:

The check register summary for March 2025, totals \$1,576,525.76.

PRIOR CITY COUNCIL ACTION:

Council ratified the February 2025 check register at the March 31, 2025 special council meeting.

ATTACHMENTS:

Attachment 1) March 2025 Check Register

			Attachme	nt 1
Check N	o. Vendor/Employee	Transaction Description	Date	Amount
Departme				
55240	County of Monterey-Treasury Division	Citation revenue Feb 2025	03/07/2025	2,300.00
55359	Visit Carmel	CRID Contributions Oct-Dec 2024	03/21/2025	72,800.34
20250321	CALPERS	Health Premuim Statement - PERS	03/21/2025	151,484.67
		Total for Department: 000		226,585.01
Departme 55316	ent: 110 City Council US Bank	Safeway: PD installment ceremony expenses	03/14/2025	178.14
55316	US Bank	Costco: Council meeting snacks	03/14/2025	118.17
55377	Mayon Capital, Inc	Mail delivery service	03/28/2025	5,500.00
		Total for Department: 110 City Council		5,796.31
Departme	ent: 111 City Administration	1		.,
55229	Amazon Capitol Services	IT Supplies and Equipment	03/07/2025	21.54
55230	Amazon Web Services Inc	Data and cloud storage fees	03/07/2025	464.67
55232	AT&T	Telephone service citywide	03/07/2025	4,602.18
55235	Carmel Pine Cone	Legal noticing	03/07/2025	1,706.50
55237	Chavan and Associates, LLC	Financial auditing services	03/07/2025	5,950.00
55243	DocuSign, Inc	eSignature Entreprise Pro Edition renewal	03/07/2025	8,849.88
55248	IAMP Pro Audio/Anthony J. Nocita	Set-up, live production, associated support of city meetings and	03/07/2025	3,360.00
55249	Image Sales	Employee ID Badges	03/07/2025	24.16
55251	Iron Mountain	Records storage and management services	03/07/2025	339.12
55259	MOGO Urgent Care-PD	HR Substance testing services-10057	03/07/2025	81.00
55269	Softchoice Corporation	SLG Enterprise billing icenses	03/07/2025	33,373.48
55272	T-Mobile	Monthly cell service, usage and purchases	03/07/2025	778.91
55275	Xerox Financial Services	Xerox copier leases citywide	03/07/2025	2,905.06
55282	AT&T	Telephone service citywide	03/14/2025	2,106.18
55288	Digital Deployment	Website support agreement: Maint, training, security and updates	03/14/2025	700.00
55293	GovInvest Inc	Annual subscription fee Costing Module	03/14/2025	10,000.00
55295	IAMP Pro Audio/Anthony J. Nocita	Set-up, live production, associated support of city meetings and	03/14/2025	3,456.38
55298	Minuteman Press	Business cards - Buder	03/14/2025	957.50
55303	Office Depot, Inc.	Office supplies Admin	03/14/2025	64.24
55308	Potter's Electronics	Equipment expense	03/14/2025	131.03
55316	US Bank	League of Ca Cities: City Clerk	03/14/2025	35.00
55316	US Bank	Canva.com: Canva Teams Subscription	03/14/2025	300.00
55317	Verizon Wireless	Telephone sales and usage	03/14/2025	4,441.06
55327 55335	AT&T	Telephone service Citywide Cable service PD	03/21/2025	1,025.70 41.43
55336	Comcast Business	NonNGEN internet and recurring charges	03/21/2025	644.40
55337	Copies By-The-Sea	Agenda printing services	03/21/2025	288.68
55339	General Code	Municipal Code updates:Web, paper and electronic	03/21/2025	94.00
55342	Image Sales	Employee ID Badges	03/21/2025	47.91
55347	Office Depot, Inc.	Office supplies Admin	03/21/2025	126.07
55358	US Bank	Alvarado Street Brewery: Employee Appreciation	03/21/2025	61.92
55361	Alhambra	Water service-City Hall	03/28/2025	182.37
55362	AT&T	Telephone service citywide	03/28/2025	2,070.92
55367	Comcast	Cable service PD	03/28/2025	555.08
55371	Image Sales	Employee ID Badges	03/28/2025	37.80
55376	Marisa Bermudez	Travel expenses 3/19-3/21/2025 NorCal Regional HR Conf	03/28/2025	244.80
55380	MOGO Urgent Care-HR	Testing:Marzano	03/28/2025	81.00
55381	MRC	Xerox copier usage citywide	03/28/2025	1,002.65
55387	US Bank	NYT: Subscription	03/28/2025	23.00
55387	US Bank	Monterey Peninsula Chamber	03/28/2025	125.00
55387	US Bank	Il Fornaio: Employee Appreciation	03/28/2025	136.63
55387	US Bank	Pebble Beach: gate annual fee	03/28/2025	120.00
55387	US Bank	US Bank: Finance charges	03/28/2025	392.70
55387	US Bank	Carmel Drug Store: Employee Appreciation	03/28/2025	49.00
55387	US Bank	Metrofax: HR Subscription	03/28/2025	11.95
55387	US Bank	Microsoft: IT Subscription	03/28/2025	858.38
55387	US Bank	Junction Networks: Telephone expense	03/28/2025	853.17
55387	US Bank	Bitwarden: IT Subscription	03/28/2025	30.00
55387	US Bank	Freshworks: IT Subscription	03/28/2025	750.00
55387	US Bank	Junction Networks: Telephone expense	03/28/2025	388.80
55387	US Bank	Zoom: IT Subscription	03/28/2025	667.84
55387	US Bank	Adobe: IT Subscription	03/28/2025	875.68
	-			

55387	US Bank	BackBlaze: IT Subscription	03/28/2025	87.30
55387	US Bank	Google: Cloud expense	03/28/2025 Attachment 03/28/2025	1 2.39
55387	US Bank	Junction Networks: Telephone expense		
20250321	CALPERS	Health Premuim Statement - PERS	03/21/2025	467.63
		Total for Department: 111 City Administration		97,373.89
	nt: 112 City Attorney			
55284	Burke, Williams & Sorensen, LLP	City Attorney services	03/14/2025	20,890.50
55330	Burke, Williams & Sorensen, LLP	City Attorney services	03/21/2025	34,419.00
		Total for Department: 112 City Attorney		55,309.50
Departme	nt: 115 Community Planning & Building			· · · · · · · · · · · · · · · · · · ·
55254	Leah Young	CACEO Training March 24-28, 2025 - per diem	03/07/2025	430.00
55261	National Fire Protection Assoc	Annual Membership - Jermel Laurie ID #1111486361	03/07/2025	225.00
55290 55303	Engineered Fire Systems Office Depot, Inc.	Plan Review - February 2025 CP&B Office Supplies - Anna Ginette	03/14/2025	810.00 94.35
55315	Total Industries Pacheco	CP&B Vehicle	03/14/2025	298.50
55347	Office Depot, Inc.	CP&B Office Supplies	03/21/2025	298.30
55358	US Bank	ESRI: ArcGIS for Evan Kort	03/21/2025	720.45
55369	EMC Planning Group, Inc	FY 23-24: LEAP Grant - 6th Cycle Housing Element	03/28/2025	296.80
55370	FedEx	Leah Young to Maura Siciensky, Coastal Program Analyst	03/28/2025	22.02
55383	Past Consultants LLC	HCS Additional Consultation Tasks	03/28/2025	1,000.00
55387	US Bank	ACEC: 2025 CEQA Guideline for Jake Olander	03/28/2025	108.10
55387	US Bank	Airtable.com: Affordable Housing project	03/28/2025	224.17
55387	US Bank	ESRI: ArcGIS for Evan Kort	03/28/2025	100.00
55387	US Bank	Mad Dogs & Englishmen: meeting re: Afforable Housing	03/28/2025	27.89
55387	US Bank	Little Swiss Café: Director onboarding	03/28/2025	45.29
55387	US Bank	International Code Council: Membership for Sullivan Carey-Lang	03/28/2025	215.00
		Total for Department: 115 Community Planning & Bu		4,826.01
Departme	nt: 116 Police	, ,		
55239	County of Monterey, Dept of Emerg Communications	Inform Mobile License	03/07/2025	10,404.00
55242	Department of Justice/Accounting Office	PD:Fingerprinting services	03/07/2025	66.00
55250	Intoximeters	Blood test kits	03/07/2025	258.71
55252	Jacob Clifford	Travel and training exp J Clifford	03/07/2025	904.89
55259	MOGO Urgent Care-PD	PD Substance testing services Jan 2025	03/07/2025	150.00
55270	Swift Car Wash	Car washes Police Dept	03/07/2025	160.00
55271 55273	T2 Systems Canada Inc. When to Work	Digital Iris Scanner Service On line scheduling service PD Inv8058998020-12-PRO-25	03/07/2025	75.00 412.00
55278	Alhambra	Water service-Police Dept	03/14/2025	189.40
55292	Evident	Safety tests and supplies	03/14/2025	275.58
55310	Quality Print & Copy	Stationary:Envelopes, letterhead, business cards	03/14/2025	151.04
55313	T2 Systems Canada Inc.	Digital Iris Scanner Service	03/14/2025	150.00
55314	T2 Systems, Inc	MobilePay subscription monthly fee	03/14/2025	339.25
55328	Better Impact USA Inc	Volunteer Impact Standard Edition-Annual subscription up to 50 v	03/21/2025	308.00
55333	Carmel Towing & Garage	PD Fuel charges	03/21/2025	969.18
55338	Department of Justice/Accounting Office	PD:Fingerprinting services	03/21/2025	32.00
55354	Rapid Assault Tools	Safety equipment	03/21/2025	1,650.59
55357	Tracnet Corporation	Reconfigure Tracnet applications 3 phases Externally linked file	03/21/2025	6,100.00
55358	US Bank	Stickershop: PD Safety expense	03/21/2025	303.50
55358	US Bank	CA Animal Welfare: membership and handbook	03/21/2025	199.12
55358 55358	US Bank US Bank	Taste of Thai Fusion: New hire lunch Brophy's: PD Incident expense	03/21/2025 03/21/2025	46.08 78.03
55358	US Bank	Zoro Tools: VIPS rain gear	03/21/2025	247.31
55358	US Bank	Crossroads BBQ: PD training	03/21/2025	100.85
55358	US Bank	Safeway: CERT response expense	03/21/2025	137.47
55368	Department of Justice/Accounting Office	PD:Fingerprinting services	03/28/2025	123.00
55373	Lexipol LLC	Annual Law Enforcement Daily Training/Policy Update and Training	03/28/2025	2,849.05
55384	Swift Car Wash	Car washes Police Dept	03/28/2025	160.00
55386	Transunion Risk & Alterna	PD: Monthly fee for information services	03/28/2025	150.00
		Total for Department: 116 Police		26,990.05
Departme	nt: 117 Fire			
55228	Alhambra	Water service - Fire Station	03/07/2025	178.76
55238	City Of Monterey	FY 24-25 Monthly fee Interim Fire Admin/Emerg Incident Mgmt		271,133.00
55239	County of Monterey, Dept of Emerg Communications	Dispatch Service	03/07/2025	6,556.00
55253	JD Repairs, Inc	Fire Dept vehicle repairs	03/07/2025	18,620.99
55258	Mission Linen Service	Fire Dept laundry service	03/07/2025	266.28
55299	Mission Linen Service	Fire Dept laundry service	03/14/2025	266.28

55333	Carmel Towing & Garage	Fire Dept. Gas Expense	03/21/2025	560.0
55361	Alhambra	Water service - Fire Station	03/28/2025 Attachme 03/28/2025	nt 1 232.0
55365 55379	City Of Monterey Mission Linen Service	FY 24-25 Monthly fee Interim Fire Admin/Emerg Incident Mgmt Fire Dept laundry service	03/28/2025	271,133.0 256.2
)33/9	Mission Emen Service	The Dept laundry service	03/26/2023	230.2
		Total for Department: 117 Fire		569,202.6
	ent: 118 Ambulance	Audustana Administration Co.	02/07/2025	26.256.0
55238 55255	City Of Monterey LogRx	Ambulance Administration fee Annual subscription - Drug tracking software	03/07/2025	26,256.9 1,080.0
55263	Peninsula Welding & Medical Supply, inc.	Amb Dept:Oxygen/hazardous materials transport service	03/07/2025	1,080.0
55281	American Supply Company	Janitorial Supplies-Amb Dept	03/14/2025	186.5
55283	Bound Tree Medical LLC	Medical supplies	03/14/2025	1,119.2
55297	Jonathan Moulton	Reimburse for Paramedic license 1/30/2025	03/14/2025	250.0
55305	Peninsula Welding & Medical Supply, inc.	Amb Dept:Oxygen/hazardous materials transport service	03/14/2025	34.8
55318	Wittman Enterprises, LLC	Ambulance billing service	03/14/2025	2,600.0
55329	Bound Tree Medical LLC	Medical supplies	03/21/2025	444.1
55333	Carmel Towing & Garage	Amb Dept. Gas Expense	03/21/2025	1,234.8
55363	Bound Tree Medical LLC	Medical supplies	03/28/2025	100.2
55365	City Of Monterey	Ambulance Administration fee	03/28/2025	2,268.5
		Total for Department: 118 Ambulance		35,756.2
_	ent: 119 Public Works	T 1 20 2	02/05/2025	
55231	American Lock & Key	Locksmith services	03/07/2025	291.9
55233 55267	Ausonio, Inc R & S Frection of Monterey Ray Inc	On Call PM and Construction Services FM Misc services	03/07/2025	2,302.1 1,986.9
55267 55277	R & S Erection of Monterey Bay Inc Ailing House Pest Control	FM Misc services FM Pest control services Citywide	03/07/2025	514.0
55278	Alhambra	Water for PW	03/14/2025	331.4
55279	Always Under Pressure	Service call 2/28/25 #103079	03/14/2025	355.0
55280	American Lock & Key	Supplies for Facilities Maint.	03/14/2025	46.3
55286	Chargepoint, Inc.	Annual renewal for City EV charging stations.	03/14/2025	4,600.0
55287	Cintas Corporation	Uniform Services	03/14/2025	649.6
55291	Eric Miller	Fuel reinbursement travel for Arborist Test- EM120624	03/14/2025	76.0
55294	Hayward Lumber	Public Works Streets supplies	03/14/2025	3,812.6
55300	Monterey Bay Telecomm, Inc	Flanders phone line for fire panel trouble shooting. 2/24/25 #25	03/14/2025	165.0
55301	Monty Everett	Work boot Reinbursement 3/1/25	03/14/2025	300.0
55302	Napa Auto Parts	Belts for SFD belts exhaust system 114228 2/20/25, 114226 2/20/2	03/14/2025	71.0
55307	Poe's Plumbing & Backflow	FM Plumbing services Citywide	03/14/2025	165.0
55309	PSTS, Inc.	Oil - Water separator	03/14/2025	960.0
55311	Scarborough Lumber & Building	Public Works Streets supplies	03/14/2025	78.9
55312	Signworks Inc	MTNP signs 1/13/25 #15936	03/14/2025	1,337.8
55316	US Bank	APWA: AI Summit 2 tickets	03/14/2025	350.0
55316	US Bank	CVS: Staff meeting refreshments	03/14/2025	13.1
55316	US Bank	APWA: Membership dues	03/14/2025	238.0
55316	US Bank	Panera Bread: Staff meeting refreshments	03/14/2025	37.9
55316	US Bank	Staples: Office chair	03/14/2025	251.2
55316	US Bank	Lemos 76: Propane	03/14/2025	44.0
55316	US Bank	Amazon: Mirror unit 6	03/14/2025	71.0
55316	US Bank	Amazon: Vehicle decal remover	03/14/2025	32.7
55332	Cal-Line Equipment Inc	Yoke lift assembly for the chipper	03/21/2025	724.6
55333	Carmel Towing & Garage	Fuel for PW vehicles	03/21/2025	2,089.7
55334 55341	Cintas Corporation	Uniform Services	03/21/2025	258.6
55343	Granite Rock Company James Comer	Supplies for PW Streets Reimburse for log removal and stump grinding Gates inv 3/17/2025	03/21/2025	715.3 850.0
55343 55344	M3 Environmental Consulting	FM HAZ Mat testing	03/21/2025	1,950.0
55346	Napa Auto Parts	PW vehicle supplies	03/21/2025	1,950.0
55348	Pacific Lift and Equipment Co., Inc	Repairs and service or vehicle lift	03/21/2025	8,881.7
55349	Pape's Machinery Inc	2000 hour serivce on the backhoe	03/21/2025	4,179.9
55350	Poe's Plumbing & Backflow	FM Plumbing services Citywide	03/21/2025	343.6
55351	Pureserve Building Service	FM Janitiorial services Citywide	03/21/2025	22,428.8
55352	Quinn Company Inc	Service for the loader	03/21/2025	3,704.0
55353	R & S Erection of Monterey Bay Inc	Replace the commercial rollup door and motor at Norton Court par	03/21/2025	20,560.0
55356	Scarborough Lumber & Building	FM Materials and Supplies	03/21/2025	79.6
55360	West Coast Door & Gates	PW rear gate motor replacement	03/21/2025	4,975.0
		Total for Department: 119 Public Works		90,965.1
	ent: 120 Library			
55304	Pacific Grove Self Storage	Storage Unit - Document storage	03/14/2025	407.0
55372	Joe Shabram	clean & varnish - oil portrait man w/cigarette and red Eagle	03/28/2025	345.0

		Total for Department: 120 Library		752.00
Departme	nt: 121 Community Activities		Attachme	nt 1
55236	Carmel Woman's Club, Inc	rental agreement cleaning fee - Homecrafters' jury 8.27.25	03/07/2025	200.0
55340	Good Roots Events, Inc.	Farmers' Market management & Third Thursday events 2nd half FY 2	03/21/2025	20,700.0
		Total for Department: 121 Community Activities		20,900.0
Departmen	nt: 130 Non-Departmental			
55264	PG&E	Citywide gas and electric services	03/07/2025	19,167.1
55306	PG&E	Citywide gas and electric services	03/14/2025	3,979.8
55364	Cal-Am Water Company	Water service citywide	03/28/2025	12,938.7
20250321	CALPERS	Health Premuim Statement - PERS	03/21/2025	7,110.0
Departme	nt: 311 Capital Projects	Total for Department: 130 Non-Departmental		43,195.7
		Total for Department: 130 Non-Departmental		43,195.7
		*	03/07/2025	
55233	Ausonio, Inc	Lincoln & 4th Street Footbridge	03/07/2025	1,396.5
55233 55260	Ausonio, Inc Moore Twining Assoc, Inc	Lincoln & 4th Street Footbridge San Antonio Ave. Walkway repairs	03/07/2025	1,396.5 3,153.4
55233 55260 55266	Ausonio, Inc Moore Twining Assoc, Inc Pro-Ex Construction, Inc	Lincoln & 4th Street Footbridge San Antonio Ave. Walkway repairs CIP Sunset Center Cottage Window replacement project per contrac	03/07/2025 03/07/2025	1,396 3,153 7,709
55233 55260 55266 55268	Ausonio, Inc Moore Twining Assoc, Inc Pro-Ex Construction, Inc Sharp Engineering and Construction, Inc	Lincoln & 4th Street Footbridge San Antonio Ave. Walkway repairs CIP Sunset Center Cottage Window replacement project per contrac Construction services:San Antonio Ave Walkway repairs per contra	03/07/2025 03/07/2025 03/07/2025	1,396 3,153 7,709 227,686
55233 55260 55266 55268 55276	Ausonio, Inc Moore Twining Assoc, Inc Pro-Ex Construction, Inc Sharp Engineering and Construction, Inc 4Leaf, Inc	Lincoln & 4th Street Footbridge San Antonio Ave. Walkway repairs CIP Sunset Center Cottage Window replacement project per contrac Construction services:San Antonio Ave Walkway repairs per contra Project Management Services:PD/PW Building projects per contract	03/07/2025 03/07/2025 03/07/2025 03/14/2025	1,396.: 3,153.: 7,709.: 227,686.: 7,395.9
55233 55260 55266 55268 55276 55289	Ausonio, Inc Moore Twining Assoc, Inc Pro-Ex Construction, Inc Sharp Engineering and Construction, Inc 4Leaf, Inc EMC Planning Group, Inc	Lincoln & 4th Street Footbridge San Antonio Ave. Walkway repairs CIP Sunset Center Cottage Window replacement project per contrac Construction services:San Antonio Ave Walkway repairs per contra Project Management Services:PD/PW Building projects per contract Outreach Adaptation Pathway Development	03/07/2025 03/07/2025 03/07/2025 03/14/2025 03/14/2025	1,396 3,153 7,709 227,686 7,395 26,960.
55233 55260 55266 55268 55276	Ausonio, Inc Moore Twining Assoc, Inc Pro-Ex Construction, Inc Sharp Engineering and Construction, Inc 4Leaf, Inc EMC Planning Group, Inc Indigo/Hammon & Playle Architects, LLP	Lincoln & 4th Street Footbridge San Antonio Ave. Walkway repairs CIP Sunset Center Cottage Window replacement project per contrac Construction services:San Antonio Ave Walkway repairs per contra Project Management Services:PD/PW Building projects per contract Outreach Adaptation Pathway Development Prep functional program report, concept drawings and cost estima	03/07/2025 03/07/2025 03/07/2025 03/14/2025	1,396.: 3,153.: 7,709.: 227,686.: 7,395.: 26,960.: 62,583.:
55233 55260 55266 55268 55276 55289 55296	Ausonio, Inc Moore Twining Assoc, Inc Pro-Ex Construction, Inc Sharp Engineering and Construction, Inc 4Leaf, Inc EMC Planning Group, Inc	Lincoln & 4th Street Footbridge San Antonio Ave. Walkway repairs CIP Sunset Center Cottage Window replacement project per contrac Construction services:San Antonio Ave Walkway repairs per contra Project Management Services:PD/PW Building projects per contract Outreach Adaptation Pathway Development	03/07/2025 03/07/2025 03/07/2025 03/14/2025 03/14/2025 03/14/2025	1,396.5 3,153.4 7,709.2 227,686.5 7,395.9 26,960.7 62,583.3
55233 55260 55266 55268 55276 55289 55296	Ausonio, Inc Moore Twining Assoc, Inc Pro-Ex Construction, Inc Sharp Engineering and Construction, Inc 4Leaf, Inc EMC Planning Group, Inc Indigo/Hammon & Playle Architects, LLP	Lincoln & 4th Street Footbridge San Antonio Ave. Walkway repairs CIP Sunset Center Cottage Window replacement project per contrac Construction services:San Antonio Ave Walkway repairs per contra Project Management Services:PD/PW Building projects per contract Outreach Adaptation Pathway Development Prep functional program report, concept drawings and cost estima	03/07/2025 03/07/2025 03/07/2025 03/14/2025 03/14/2025 03/14/2025	43,195.1 1,396.3 3,153.4 7,709.2 227,686.3 26,960.1 62,583.3 61,987.3 398,873.2



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

May 5, 2025 CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Javier Hernandez, Project Manager

APPROVED BY: Chip Rerig, City Administrator

Adopt Resolution 2025-038, authorizing the City Administrator to execute an

SUBJECT: Agreement for Contractor Services with QOVO Solutions Inc. for Police Department

Access Control and Door upgrade, with a not-to-exceed budget of \$81,082.42

RECOMMENDATION:

Adopt Resolution 2025-038 authorizing the City Administrator to execute an Agreement for Contractor Services with QOVO Solutions, Inc. in the amount of \$81,082.42 for Police Department Access Control and Door upgrade.

BACKGROUND/SUMMARY:

At the City Council Meeting on February 10, 2025, the City Council received a status update on the Police and Public Works Building Project. During the meeting, both the Council and members of the public raised several questions directed staff to proceed with immediate safety and security improvements to the Police and Public Works Building, as outlined below:

1. Door Access and Security Upgrade

The existing doorways providing access to the Police Department are inefficient and no longer meet the operational needs of modern policing standards.

Staff contacted multiple vendors and obtained bids to replace eight (8) doors—six (6) within the Police Department and two (2) within the Public Works area of the building—with solid core doors equipped with proximity reader access. The project will also include the installation of security cameras in the property room and evidence processing areas.

The total cost for this renovation is \$81,082.42. In accordance with City policy, staff must obtain City Council approval for any Professional Services Agreement exceeding \$59,999. Such approval must be granted through the adoption of a Resolution by the City Council.

2. Lobby Interview Room

The need for a private interview room adjacent to the lobby is critical for both privacy and compliance with

legal requirements.

Staff has obtained bids for the construction of a small interview room off the existing lobby. The estimated cost to complete this renovation is \$23,000.

3. Evidence Storage Improvements

To enhance security and ventilation in the evidence storage area, the City will convert the existing Emergency Operations Center (EOC) into the new Property/Evidence Room. The estimated cost for this renovation is \$15,000.

4. Evidence Processing Enhancements

A designated evidence processing area will be established in the entry room to the current EOC. This conversion will include the removal of obsolete equipment and the installation of proper ventilation and secure storage systems for the handling of hazardous substances and to maintain chain-of-custody compliance. The estimated cost for this renovation is \$25,000.

Relocating the EOC is necessary to accommodate the evidence room. Staff has identified the Vista Lobos facility as a suitable location. The estimated cost to establish an EOC at Vista Lobos is \$45,000, which includes required ADA accessibility upgrades and the installation of a generator for backup power. Staff notes that retaining the EOC at the current site may prove to be more cost-effective, and a comparative cost analysis is underway.

5.Secure Rear Parking Lot Access

To improve officer safety and secure detainee handling, the rear parking lot of the Police Department requires a retractable gate. Staff has received a cost estimate of \$25,000 for its installation.

The total estimated cost of these preliminary safety and security improvements is between \$215,000 and \$240,000.

Even with the completion of these improvements, the Police/Public Works Building will still require significant additional repairs, as identified in the 2023 Assessment Report. These include:

- Site-wide ADA accessibility improvements
- · Site drainage and repair of water intrusion from roofs and patio areas
- Earthquake retrofitting
- · Replacement of the boiler and HVAC systems
- · Replacement of the fire alarm system
- Upgrades to aging plumbing infrastructure
- · Replacement of electrical systems affected by water damage

These capital improvements are expected to involve significant costs and should be considered in Council's broader evaluation of whether to renovate or rebuild the facility.

At this time, staff recommends that the City Council adopt Resolution 2025-038 (**Attachment 1**), authorizing the City Administrator to execute an Agreement for Contractor Services with QOVO Solutions Inc. for the Police Department Access Control and Door Upgrade Project, in an amount not to exceed **\$81,082.42**. This matter is before the City Council because the contract amount exceeds the City Administrator's contracting authority, in spite of the fact that the City Council previously provided direction to make necessary health and safety

improvements to the facility.

FISCAL IMPACT:

In June 2024, Council adopted the CIP Budget for FY 2024/2025 which included \$3,239,000 for this Project in CIP Account Number 301-311-43008.

PRIOR CITY COUNCIL ACTION:

December 2022, City Council appointed Police Building AD Hoc Committee.

June 2023, City Council approved a Professional Service Agreement with Indigo Architects to assess the current building systems and develop recommended program for an adequate police facility.

January 2024, City Council study session received public comments and direct moving forward on developing schematic designs.

February 2025, City Council received an updated report on the Police and Public Works Building Project.

ATTACHMENTS:

Attachment 1) Resolution 2025-038 Attachment 2) QOVO Solutions Inc. Contractor Agreement

CITY OF CARMEL-BY-THE-SEA CITY COUNCIL

RESOLUTION NO. 2025-038

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACTOR SERVICES AGREEMENT WITH QOVO SOLUTIONS, INC., FOR ACCESS CONTROL AND DOOR UPGRADES AT THE POLICE AND PUBLIC WORKS BUILDING, WITH A NOT-TO-EXCEED BUDGET OF \$81,082.42

WHEREAS, on February 10, 2025, the City Council received a project update regarding the Police and Public Works Building; and

WHEREAS, at that meeting, the City Council directed staff to implement immediate facility enhancements aimed at improving operational efficiency and access management within the building; and

WHEREAS, the existing door systems within the Police Department and adjacent Public Works areas require modernization to align with current technology standards and to support the evolving needs of departmental operations; and

WHEREAS, staff solicited quotes from multiple qualified vendors for the replacement of eight (8) doors—six (6) in the Police Department and two (2) in the Public Works section—with upgraded solid core doors featuring proximity reader access; and

WHEREAS, the proposed upgrades also include the installation of security cameras in designated operational areas, such as the property room and evidence processing facilities, to further support department procedures and integrity; and

WHEREAS, the total cost of the project is \$81,082.42, and pursuant to the City's procurement policy, expenditures exceeding \$59,999 require City Council approval via resolution.

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

 Authorize the City Administrator to execute a contractor services agreement with QOVO Solutions, Inc. for a not-to-exceed amount of \$81,082.42 to implement access control and door system upgrades, along with the installation of security equipment at the Police and Public Works Building.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 5th day of May, 2025, by the following vote:

AYES:	
NOES:	
ABSENT:	
ABSTAIN:	
APPROVED:	ATTEST:
Dale Byrne, Mayor	Nova Romero, MMC, City Clerk

CITY OF CARMEL-BY-THE-SEA AGREEMENT FOR CONTRACTOR SERVICES QOVO Solutions Inc. Police Department Project 02542-07PDBLD

THIS AGREEMENT FOR CONTRACTOR SERVICES is made and effective as of _______, 2025, between the City of Carmel-by-the-Sea, a municipal corporation ("City") and **QOVO Solutions Inc.**, a Partnership, ("Contractor") whose current and valid Contractor's License #1058025, as duly issued by the California Department of Consumer Affairs. In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. TERM

This Agreement will commence on April 21, 2025 and will remain and continue in effect until tasks described herein are completed, but in no event later than June 30, 2025, unless sooner terminated pursuant to the provisions of this Agreement.

2. SERVICES

Contractor must perform the tasks described and set forth in Exhibit "A," attached hereto and incorporated herein as though set forth in full. Contractor must complete the tasks according to the schedule of performance which is also set forth in Exhibit "A." Exhibit "A" may include any Scope of Work, Plans, Specifications and other related documents specific to the services to be provided by Contractor. ("Contract Documents".)

3. PERFORMANCE

- (a) Contractor must at all times faithfully, competently and to the best of his/her ability, experience, and talent, perform all tasks described herein. Contractor must employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Contractor hereunder in meeting its obligations under this Agreement.
- (b) Contractor must conform to the rules and regulations pertaining to safety established by the California Division of Industrial Safety. Contractor further agrees to take all necessary precautions for the safety of employees and must comply with all applicable provisions of federal, state and local regulations, ordinances and codes. The Contractor will be responsible for erecting and properly maintaining at all times as required by the conditions and progress of the work, all necessary safeguards for the protection of workers and the public and must post danger signs warning against known or reasonably foreseeable or unusual hazards.
- (c) Contractor acknowledges that it is familiar with City's policies for the protection of trees and agrees to take all reasonable precautions to protect trees not subject to trimming or removal from damage which might be cause during the work to be performed. (See Carmel-by-the-Sea Municipal Code Chapter 12.28).
- (d) At all times during the term of this Agreement, Contractor must have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement.
- (e) The Contractor will obtain a valid City Business License and must maintain said Business License for the term of this Agreement and any extensions thereof.
- (f) Contractor will keep itself informed of State and Federal laws and regulations which in any manner affect those employed by Contractor or in any way affect the performance of its service pursuant to this Agreement. Contractor must at all times observe and comply with all such laws and regulations. City, its officers and employees, will not be liable at law or in equity occasioned by failure of Contractor to comply with this Section. Contractor further agrees to indemnify and hold City, its officers and employees harmless for any such violation of law or regulation, as further set out under paragraph 11 of this agreement.
- (g) Contractor agrees to comply with all of the applicable provisions of Sections 1777.5 and 1777.6 of the Labor Code, which Sections are hereby specifically referred to, incorporated herein by reference and made a part hereof as though set forth at length herein.

- (h) Contractor agrees that in the performance of this Agreement or any sub-agreement hereunder, neither Contractor nor any person acting on Contractors behalf may refuse to employ or refuse to continue in any employment any person on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sexual preference, sex or age. Contractor acknowledges that harassment in the workplace is not permitted in any form, and will take all necessary actions to prevent such conduct. Contractor further agrees to comply with all laws with respect to employment when performing this Agreement.
- (i) Contractor must maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit "A" attached to and part of this agreement. To insure performance, Contractor and any subcontractor must provide Faithful Performance and Labor and Material Bonds in favor of City, each in the amount of one hundred percent (100%) of the value of the Contract.
- (j) Contractor declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of the City of Carmel-by-the-Sea in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial agreement or financial inducement. No officer or employee of the City of Carmel-by-the-Sea will receive compensation, directly or indirectly, from Contractor, or from any officer, employee or agent of Contractor, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section will be a material breach of this Agreement entitling City to any and all remedies at law or in equity.

4. CONTENTS OF REQUEST FOR PROPOSAL AND PROPOSAL

Contractor is bound by the contents of City's Request for Proposal, Exhibit "A" hereto and incorporated herein by this reference, and the contents of the proposal submitted by the Contractor, Exhibit "A" hereto. In the event of conflict, the requirements of City's Request for Proposals and this Agreement will take precedence over those contained in the Contractor's proposals.

5. CITY MANAGEMENT

The Public Works Director or Project Manager will represent City in all matters pertaining to the administration of this Agreement, review and approve of all products submitted by Contractor. However, the Public Works Director nor the Project Manager will not have the authority to enlarge the Tasks to Be Performed or change the compensation due to Contractor. City's City Administrator or his designee, will be authorized to act on City's behalf and to execute all necessary change order documents which enlarge the Tasks to Be Performed, or change Contractor's compensation subject to Section 6 hereof.

6. PAYMENT

- (a) City agrees to pay Contractor monthly, in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit "A", attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. This amount may not exceed Eighty-one thousand eighty-two dollars and forty-two cents (\$81,082.42) which sum will include all costs, if any, for the total term of the Agreement unless additional payment is approved as provided in this Agreement.
- (b) The City Administrator's Contract authority is limited to a total threshold of \$59,999.00 which includes all costs. Contracts, including any Contract amendments that exceed the total threshold, require City Council approval. Any Contracts, including Contract amendments that exceed the total threshold, which have not received prior City Council approval, will be void.
- (c) Contractor will submit invoices monthly for actual services performed. Invoices must be submitted on or about the first business day of each month, or as soon thereafter as practical, for services provided in the previous month. Payment will be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Contractor's fees it will give written notice to Contractor within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice.

7. INSPECTION

City may at all times have the right to inspect the work and materials supplied by Contractor. Contractor will furnish all reasonable aid and assistance required by City for the proper examination of the work, materials and parts

thereof. Such inspection will not relieve Contractor from any obligation to perform said work strictly in accordance with the specifications of the Contract or any modifications thereof and in compliance with the law.

8. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE

- (a) The City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the Contractor at least ten (10) days prior written notice of intention to terminate. Upon receipt of said notice, the Contractor must immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement such suspension or termination will not make void or invalidate the remainder of this Agreement.
- (b) In the event this Agreement is terminated pursuant to this Section, the City will pay to Contractor the actual value of the work performed up to the time of termination, provided that the work performed is consistent with the provisions of the Contract Documents. Upon termination of the Agreement pursuant to this Section, the Contractor will submit an invoice to the City pursuant to Section 6(c).

9. DEFAULT OF CONTRACTOR

- (a) Contractor's failure to comply with the provisions of this Agreement will constitute a default. In the event that Contractor is in default for cause under the terms of this Agreement, City will have no obligation or duty to continue compensating Contractor for any work performed after the date of default and can terminate this Agreement immediately by written notice to Contractor. If such failure by Contractor to make progress in the performance of work hereunder arises out of causes beyond Contractor's control, and without fault or negligence of Contractor, it will not be considered a default.
- (b) In the event that the City Administrator or his/her delegate determines that Contractor is in default in the performance of any of the terms or conditions of this Agreement, he/she may cause to be served upon Contractor a written notice of the default. Contractor will have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that Contractor fails to cure its default within such period of time, City will have the right, but not the obligation, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

10. OWNERSHIP OF DOCUMENTS

- (a) Contractor must maintain complete and accurate records with respect to costs, expenses, receipts, and other such information required by City that relate to the performance of services under this Agreement. Contractor must maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records must be maintained in accordance with generally accepted accounting principles and must be clearly identified and readily accessible. Contractor must provide free access to the representatives of City or its designees at reasonable times to such books and records; must give City the right to examine and audit said books and records at Contractor's Office; will permit City to make copies and transcripts there from as necessary; and must allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, will be maintained at the City of Carmel-by-the-Sea City Hall for a minimum period of three (3) years after receipt of final payment.
- (b) Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement will become the sole property of City and may be used, reused, or otherwise disposed of by City without the permission of Contractor. With respect to computer files, Contractor will make available to City, at City's office and upon reasonable written request by City, the necessary computer software and hardware for purposes of accessing, compiling, transferring, and printing computer files.

11. INDEMNIFICATION

(a) <u>Indemnification for Professional Liability</u>. Contractor must indemnify, protect, defend and hold harmless City and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs and expenses, including attorney's fees and costs to the extent same are actually caused in whole or in part by any negligent or wrongful act, error or omission of Contractor, its officers,

agents, employees or sub-contractors (or any entity or individual that Contractor will bear the legal liability thereof) in the performance of professional services under this Agreement. With respect to the design of public improvements, the Contractor will not be liable for any injuries or property damage resulting from the reuse of the design at a location other than that specified in Exhibit "A" without the written consent of the Contractor.

- (b) Indemnification for Other Than Professional Liability. Contractor must indemnify, defend, and hold harmless City, and any and all of its employees, officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys' fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Contractor or by any individual or entity for which Contractor is legally liable, including but not limited to officers, agents, employees or subcontractors of Contractor.
- (c) <u>General Indemnification Provisions</u>. Contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this section from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Contractor in the performance of this Agreement. In the event Contractor fails to obtain such indemnity obligations from others as required here, Contractor agrees to be fully responsible according to the terms of this section. Failure of City to monitor compliance with these requirements imposes no additional obligations on City and will in no way act as a waiver of any rights hereunder. This obligation to indemnify and defend City as set forth here is binding on the successors, assigns or heirs of Contractor and will survive the termination of this Agreement or this section.
- (d) <u>Indemnity Provisions for Contracts Related to Construction.</u> Without affecting the rights of City under any provision of this Agreement, Contractor will not be required to indemnify and hold harmless City for liability attributable to the active negligence of City, provided such active negligence is determined by agreement between the parties or by the findings of a court of competent jurisdiction. In instances where City is shown to have been actively negligent and where City's active negligence accounts for only a percentage of the liability involved, the obligation of Contractor will be for that entire portion or percentage of liability not attributable to the active negligence of City.

12. WARRANTIES

Contractor agrees that it will warrant all work performed and equipment supplied hereunder for a period of one year or, in the case of equipment, for the period of the manufacturer's warranty if such warranty be for a period longer than one year. Contractor must immediately correct all defective workmanship discovered within one year after acceptance of final payment by it and must indemnify and defend City against all loss and damage occasioned by any such defect, discovered within said year, even though the damage or loss may not be ascertained until after the expiration thereof. Nothing herein constitutes a waiver of City's rights or any statute of limitations.

13. INSURANCE

(a) Contractor must submit and maintain prior to the beginning of and for the duration of this Agreement insurance coverage covering the Contractor and designating the City, its officers, officials, and employees as additional insureds under an ISO CG 20 10 07 04 and ISO 20 37 07 04 or their equivalent against any and all claims resulting in injury or damage to persons or property (both real and personal) caused by any aspect of the Contractor's work, in amounts no less than the following and with such deductibles as are ordinary and reasonable in keeping with industry standards. It must be stated, in the Additional Insured Endorsement, that Contractor's insurance policies will be primary as respects any claims related to or as the result of Contractor's work. Any insurance, pooled coverage, or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants will be non-contributory. The Additional Insured Endorsement will not apply to the Professional Liability Insurance.

General Liability:

a.	General Aggregate	\$2,000,000
b.	Products Comp/Op Aggregate	\$2,000,000
C.	Personal & Advertising Injury	\$1,000,000
d.	Each Occurrence	\$1,000,000

e.	Fire Damage (any one fire)	\$ 50,000
f.	Medical Expense (any one person)	\$ 5,000

Workers' Compensation:

a.	Workers' Compensation	Statutory Limits
b.	EL Each Accident	\$1,000,000
C.	EL Disease - Policy Limit	\$1,000,000
d.	EL Disease - Each Employee	\$1,000,000

Automobile Liability

a. Any vehicle, combined single limit \$2,000,000

- (b) Other Insurance Requirements
- (1) All insurance required under this Agreement must be written by an insurance company admitted to do business in California with a current A.M. Best rating of no less that A: VII. Exception may be made for the State Compensation Insurance Fund when not specifically rated.
- (2) Each insurance policy required by this Agreement must be endorsed to state that CITY must be given notice in writing at least thirty (30) days in advance of any cancellation thereof, except CITY must be given TEN (10) days' notice for nonpayment of the premium.
 - (3) The general liability and auto policies must:
 - (a) Provide an endorsement naming CITY, its officers, officials, and employees as additional insureds under an ISO CG 20 10 07 04 and ISO 20 37 07 04 or their equivalent.
 - (b) Provide that such insurance is primary and non-contributing insurance to any insurance or self-insurance maintained by CITY.
 - (c) Contain a "Separation of Insureds" provision substantially equivalent to that used in the ISO form CG 00 01 10 01 or their equivalent.
 - (d) Provide for a waiver of any subrogation rights against CITY via an ISO CG 24 01 10 93 or its equivalent.
 - (e) Prior to the start of work under this Agreement Contractor must file certificates of insurance and endorsements evidencing the coverage required by this Agreement with the City Administrator. Contractor must file a new or amended certificate of insurance promptly after any change is made in any insurance policy which would alter the information on the certificate then on file.
 - (f) The Contractor must immediately advise the City of any litigation and/or open claims that may affect these insurance policies.

14. INDEPENDENT CONTRACTOR

- (a) Contractor is and will at all times remain as to City a wholly independent Contractor. The personnel performing the services under this Agreement on behalf of Contractor will at all times be under Contractor's exclusive direction and control. Neither City nor any of its officers, employees, or agents may have control over the conduct of Contractor or any of Contractor's officers, employees, or agents, except as set forth in this Agreement. Contractor may not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the City. Contractor may not incur or have the power to incur any debt, obligation, or liability whatever against City, or bind City in any manner.
- (b) No employee benefits will be available to Contractor in connection with the performance of this Agreement. Except for the fees paid to Contractor as provided in the Agreement, City will not pay salaries, wages, or other compensation to Contractor for performing services hereunder for City. City will not be liable for compensation or indemnification to Contractor for injury or sickness arising out of performing services hereunder.
- (c) Any and all employees or subcontractors of Contractor under this Agreement, while engaged in the performance of any work or services required by Contractor under this Agreement, will be considered employees or subcontractors of Contractor only and not of City. Any and all claims that may arise under the Workers' Compensation Act on behalf of said employees or subcontractors, while so engaged and all claims made by a third party as a consequence of any negligent act or omission on the part of the Contractor's employees or subcontractors, while so engaged in any of the work or services provided for or rendered herein will not be City's obligation.

15. PREVAILING WAGE

- (a) Contractor agrees to comply with the requirements of California Labor Code sections 1810 through 1815. Eight hours of labor constitutes a legal day's work per Labor Code section 1810. Contractor will forfeit the statutory penalty to City for each worker employed in the execution of this Contract by Contractor or any subcontractor for each calendar day during which such worker is required or permitted to work more than eight hours in any one calendar day and 40 hours in any one calendar week in violation of the provisions of Labor Code sections 1810 through 1815.
- (b) Copies of the determination of the Director of the Department of Industrial Relations of the prevailing rate of per diem wages for each craft, classification or type of worker needed to execute this Contract are available for download from the State website: http://www.dir.ca.gov/OPRL/dprewagedetermination.htm.
- (c) Contractor must post at the work site, or if there is no regular work site then at its principal office, for the duration of the Contract, a copy of the determination by the Director of the Department of Industrial Relations of the specified prevailing rate of per diem wages. (Labor Code § 1773.2.) When applicable, copies of the prevailing rate of per diem wages will be on file at City's Department of Public Works and available to Contractor and any other interested party upon request.
- (d) Contractor, and any subcontractor engaged by Contractor, may pay not less than the specified prevailing rate of per diem wages to all workers employed in the execution of the contract. (Labor Code § 1774.) Contractor is responsible for compliance with Labor Code section 1776 relative to the retention and inspection of payroll records.
- (e) Contractor must comply with all provisions of Labor Code section 1775. Under Section 1775, Contractor will forfeit the statutory penalty to City for each worker employed in the execution of the Contract by Contractor or any subcontractor for each calendar day, or portion thereof, in which the worker is paid less than the prevailing rates. Contractor may also be liable to pay the difference between the prevailing wage rates and the amount paid to each worker for each calendar day, or portion thereof, for which each worker was paid less than the prevailing wage rate.
- (f) Nothing in this Contract prevents Contractor or any subcontractor from employing properly registered apprentices in the execution of the Contract. Contractor is responsible for compliance with Labor Code section 1777.5 for all apprenticeable occupations. This statute requires that contractors and subcontractors must submit contract award information to the applicable joint apprenticeship committee, must employ apprentices in apprenticeable occupations in a ratio of not less than one hour of apprentice's work for every five hours of labor performed by a journeyman (unless an exception is granted under § 1777.5), must contribute to the fund or funds in each craft or trade or a like amount to the California Apprenticeship Council, and that contractors and subcontractors must not discriminate among otherwise qualified employees as apprentices solely on the ground of sex, race, religion, creed, national origin, ancestry or color. Only apprentices defined in Labor Code section 3077, who are in training under apprenticeship standards and who have written apprentice contracts, may be employed on public works in apprenticeable occupations.
- (g) Contractor has reviewed and agrees to comply with any applicable provisions for any public work subject to Department of Industrial Relations (DIR) Monitoring and Enforcement of prevailing wages, including the registration requirements of Labor Code Section 1771.1(a) and the payroll record keeping requirements of Labor Code Section 1776. City hereby notifies Contractor that Contractor is responsible for submitting certified payroll records directly to the State Compliance Monitoring Unit (CMU). For further information concerning compliance monitoring please visit the website location at: http://www.dir.ca.gov/dlse/cmu/cmu.html.
- (h) Contractor must comply with Labor Code section 1771.1(a), which provides that Contractor may award any contracts and subcontracts for work that qualifies as a "public work" only to subcontractors which are at that time registered and qualified to perform public work pursuant to Labor Code section 1725.5. Contractor must obtain proof of such registration from all such subcontractors."
- (i) If federal funds are used to pay for the Work, Contractor and any subcontractor agree to comply, as applicable, with the labor and reporting requirements of the Davis-Bacon Act (40 USC § 276a-7), the Copeland Act (40 USC § 276c and 18 USC §874), and the Contract Work Hours and Safety Standards Act (40 USC § 327 and following).

16. NO BENEFIT TO ARISE TO LOCAL EMPLOYEES

No member, officer, or employee of City, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the Project during his/her tenure or for one year thereafter, may have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the Project performed under this Agreement.

17. CONFLICT OF INTEREST

- (a) Contractor must at all times avoid conflicts of interest, or the appearance of conflicts of interest, in the performance of this Contract.
- (b) Contractor covenants that neither he/she nor any officer or principal of their firm have any interest in, or may acquire any interest, directly nor indirectly, which will conflict in any manner or degree with the performance of their services hereunder. Contractor further covenants that in the performance of this Agreement, no person having such interest may be employed by them as an officer, employee, agent, or subcontractor. Contractor further covenants that Contractor has not Contracted with nor is performing any services, directly or indirectly, with any developer(s) and/or property owner(s) and/or firm(s) and/or partnership(s) owning property in the City or the study area and further covenants and agrees that Contractor and/or its subcontractors will provide no service or enter into any agreement or agreements with a/any developer(s) and/or property owner(s) and/or firm(s) and/or partnership(s) owning property in the City or the study area prior to the completion of the work under this Agreement.
- (c) If City determines Contractor comes within the definition of Consultant under the Political Reform Act (Government Code §87100 et seq.) Contractor must complete and file and must require any other person doing work under this Agreement to complete and file a "Statement of Economic Interest" with City disclosing Contractor's and/or such other person's financial interests.

18. NO WAIVER OF BREACH/TIME

The waiver by City of any breach of any term or promise contained in this Agreement will not be deemed to be a waiver of such term or provision or any subsequent breach of the same or any other term or promise contained in this Agreement. Time is of the essence in carrying out the duties hereunder.

19. CONFIDENTIAL INFORMATION/RELEASE OF INFORMATION

- (a) All information gained by Contractor in performance of this Agreement will be considered confidential and may not be released by Contractor without City's prior written authorization. Contractor, its officers, employees, agents, or subcontractors, may not without written authorization from the City Administrator or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order will not be considered "voluntary" provided Contractor gives City notice of such court order or subpoena.
- (b) Contractor must promptly notify City, though the City Attorney's office, should Contractor, its officers, employees, agents, or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request, court order, or subpoena from any person or party regarding this Agreement and the work performed there under or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent Contractor and/or be present at any deposition, hearing, or similar proceeding. Contractor agrees to cooperate fully with the City and City Attorney's office and to provide the opportunity to review any response to discovery requests provided by Contractor. However, City's right to review any such response does not imply or mean the right by City or the City Attorney's office to control, direct, or rewrite said response.

20. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To City: Javier Hernandez

Project Manager

PO Box CC, Carmel-by-the-Sea, CA 93921 (831) 427-7665(o);(831) 975-7939(c) jhernandez@ci.carmel.ca.us

To Contractor: Garth Gilmour

President

16060 Caputo Drive. Suite 120,

Morgan Hill Ce 95037 408-420-5501 garth@govoinc.com

21. THIRD PARTY BENEFICIARIES

Nothing contained in this Agreement may be construed to create, and the parties do not intend to create, any rights in third parties.

22. ASSIGNMENT

Contractor may not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City. Subject to the foregoing, all terms of the Agreement will be binding upon, enforceable by and inure to the benefit of the parties and their successors and assigns.

23. GOVERNING LAW

City and Contractor understand and agree that the laws of the State of California will govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement will take place in Monterey County, or the federal district court with jurisdiction over the City. Contractor agrees not to commence or prosecute any dispute arising out of or in connection with this Agreement other than in the aforementioned courts and irrevocably consents to the exclusive persona and in rem jurisdiction and venue of the aforementioned courts.

24. ATTORNEY'S FEES AND COURT VENUE

Should either party to this Agreement bring legal action against the other (formal judicial proceeding, mediation or arbitration) the party prevailing in such action may be entitled to a reasonable attorney's fee which may be fixed by the judge, mediator or arbitrator hearing the case, and such fee will be included in the judgment together with all costs.

25. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this Agreement on behalf of Contractor warrants and represents that he/she has the authority to execute this Agreement on behalf of the Contractor and has the authority to bind Contractor to the performance of its obligations hereunder.

26. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written, are merged into this Agreement and will be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

27. CLAYTON AND CARTWRIGHT ACT ASSIGNMENTS.

In entering into this Contract or a contract with a subcontractor to supply goods, services, or materials pursuant to this Contract for the Project, Contractor and any subcontractor will be deemed to have offered and agreed to assign to City all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700 of Part 2 of Division 7 of the California Business and Professions Code), arising from purchases of goods, services, or materials for the Project. This assignment will be deemed made and will become effective at the time City tenders final payment to Contractor, without further acknowledgement by the Parties.

28. AGREEMENT CONTAINS ALL UNDERSTANDINGS: AMENDMENT

- (a) This document represents the entire and integrated Agreement between City and Contractor, and supersedes all prior negotiations, representations and agreements, either written or oral.
 - (b) Any modification or amendment to this Agreement must be in writing.
- (c) Neither City nor Contractor will be deemed to have waived any obligation of the other, or to have agreed to any modification to this Agreement unless it is in writing, and signed by the party giving the waiver.

29. SEVERABILITY

If any term of this Agreement is held invalid by a court of competent jurisdiction or arbitrator the remainder of this Agreement will remain in effect.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

CITY	OF CARMEL-BY-THE-SEA:	CONTRACTOR:	
Ву:	City Administrator	Ву:	
Date:		(Printed Name)	
		Date:	
ATTE	EST:		
Ву:	Nova Romero, MMC, City Clerk		
Date:	·		
APRI	ROVED AS TO FORM:		
Ву:	Brian A. Pierik, City Attorney		
Date:			



We have prepared a quote for you

Carmel by the Sea - Police Department Access Control and Door upgrade

Quote # Q-NK006688 Version 3

Prepared for:

Carmel By the Sea

Joel Staker jstaker@ci.carmel.ca.us - MANAGED SERVICES

- VIDEO SURVEILLANCE



Wednesday, March 19, 2025

Carmel By the Sea Joel Staker Junipero Ave & 4th Ave Carmel by the sea, CA 93923 jstaker@ci.carmel.ca.us

Dear Joel,

We are thrilled to present this comprehensive proposal. At QOVO, we firmly believe that our customers are the driving force behind our success, and we take immense pride in serving their needs.

Project Overview: Installation of Verkada Access Control and Intercom at the Carmel by the Sea Police Station.

Replacement doors with Access control:

- 1. Interior Lobby Doors
- 2. Door at Stair Well
- 3. Dutch Door in the basement on the new Evidence room
- 4. Interior Evidence Dutch door replacement

Access Control Doors:

Additionally we will be replacing existing lock hardware and adding intercoms to the two doors listed below:

- 1. All doors mentioned above in replacement
- 2. Front Double glass lobby door
- 3. Back parking lot door

Cameras:

- 1. Add a CM42 Mini dome 5 MP Camera in interrogation room
- 2. Add a CM42 Mini dome 5 MP Camera in back Evidence room
- 3. Move the existing CD series camera in the evidence room to the new evidence room

Additional Requests:

Move existing Environmental sensor and camera from existing evidence room to new evidence room.

This proposal includes 5-year Verkada licensing for all Verkada Hardware and cabling installation to all doors.

As an approved CMAS vendor, QOVO Solutions, Inc. offers CMAS-approved hardware and services. All pricing will be at the agreed CMAS rates, ensuring cost-effectiveness and transparency.

We appreciate the opportunity to present this proposal and demonstrate our commitment to meeting your security needs. QOVO Solutions, Inc. looks forward to delivering a cutting-edge security solution backed by our expertise, professionalism, and dedication to customer satisfaction

- WIRELESS
- MANAGED SERVICES
- VIDEO SURVEILLANCE





Please do not hesitate to contact us if you have any questions or require further clarification.

Sincerely,

All work products included in this proposal and any related documents, diagrams, or communications are confidential and are considered the work product of QOVO Solutions, Inc, as such that cannot be distributed outside of the intended organization without the explicit approval of the executive management team at QOVO Solutions, Inc. Any use of our work product will result in an immediate reimbursement to QOVO Solutions, Inc. of no less than \$3,500.00 and not to exceed \$10,000.00.

Nick Kygar Sales

QOVO Solutions, Inc.

- MANAGED SERVICES
- VIDEO SURVEILLANCE



VERKADA CAMERA HARDWARE

Line#	Qty	Description	
1.1	2	CM42-256-HW	Verkada CM42 Indoor Mini Dome Camera, 5MP, Fixed Lens, 256GB of Storage, Maximum 30 Days of Retention
1.2	1	Misc Material	Velcro, zip ties, pulling lubricant, string, chains, j-hooks, rod hanger, threaded rod , unistrut, screws, consumables
1.3	2	IC1078F6WH	ICC Cat 6 HD Modular Connector, White ICC Cat 6 HD Modular Connector, White - 1 x RJ-45 Female - Black
1.4	2	PCSL04-black	Cat 6 Molded Patch Cord 4' Category 6 for Network Device - Patch Cable - 3 ft - 25 Pack - 1 x RJ-45 Male Network - 1 x RJ-45 Male Network - Gold Plated Contact - Blue
1.5	2	202010J	RJ45 Pass through Connector
1.6	2	0E-CAT6PWH	Plenum - Cat6 4 pair UTP ethernet cable WHT BOX 23/4 C6 CMP/FT6 WHT 1M RL/BOX

Subtotal:

\$2,015.04

Estimated Tax:

\$150.35

VERKADA ACCESS CONTROL HARDWARE

Line#	Qty	Description	
2.1	2	AC42-HW	Verkada AC42 4-Door controller 4-Door controller

- MANAGED SERVICES
- VIDEO SURVEILLANCE



VERKADA ACCESS CONTROL HARDWARE

Line#	Qty	Description	
2.2	4	AD34-HW	Verkada AD34 Access Control Door Reader Verkada AD34 Access Control Door Reader
2.3	1	TD33-HW	TD33 Video Intercom TD33 Video Intercom
2.4	1	TD53-HW	TD53 Video Intercom Reader TD53 Video Intercom Reader
2.5	1	ACC-INT-SURF	Intercom Surface Mount Intercom Surface Mount
2.6	1	ACCX-TBL-1	10.2 inch iPad 64Gb
2.7	1	ACCX-TBL-STD-1	iPad Stand
2.8	1	ACC-EV3-1	100 Verkada Encrypted Cards 100 Verkada Encrypted Cards
2.9	6	0E-RXDST	Wbox Request-to-Exit Sensor with Sequential Triggering, Gray Wbox Request-to-Exit Sensor with Sequential Triggering, Gray

- MANAGED SERVICES
- VIDEO SURVEILLANCE



VERKADA ACCESS CONTROL HARDWARE

Line#	Qty	Description	
2.10	1	0E-DC1651W10	3/8" Stubby Press Fit Contact w/Magnet 10pk
2.11	3	31965002	Genesis Plenum Composite Access Control Cable, 500'
2.12	1	Misc Material	Velcro, zip ties, pulling lubricant, string, chains, j-hooks, rod hanger, threaded rod , unistrut, screws, consumables
2.13	1	Conduit	Conduit, bell boxes, J-Boxes, Fittings, elbows, and mounting straps Conduit, Mounting Boxes, Velcro, zip ties. Mounting screws and unistrut.
2.14	2	ACC-BAT-4AH	Verkada 4AH Backup Battery for AC41
2.15	2	NP7-12	Yuasa General Purpose Battery - For Multipurpose - Battery Rechargeable - 12 V DC - 7000 mAh - Sealed Lead Acid (SLA)
2.16	2	AL600ULACM	6AMP 12/24VDC PS W/ACM8 8 OTPT
2.17	4	IC1078F6WH	ICC Cat 6 HD Modular Connector, White ICC Cat 6 HD Modular Connector, White - 1 x RJ-45 Female - Black

- WIRELESS
- MANAGED SERVICES
- VIDEO SURVEILLANCE



VERKADA ACCESS CONTROL HARDWARE

Line#	Qty	Description	
2.18	4	PCSL04-black	Cat 6 Molded Patch Cord 4' Category 6 for Network Device - Patch Cable - 3 ft - 25 Pack - 1 x RJ-45 Male Network - 1 x RJ-45 Male Network - Gold Plated Contact - Blue
2.19	4	202010J	RJ45 Pass through Connector

Subtotal: \$12,839.10

Estimated Tax: \$964.42

VERKADA LICENSING 2024

Line#	Qty	Description	
3.1	2	LIC-CAM-5Y	Verkada 5-Year Camera License
		5 YR CLOUD LICENSE	
3.2	6	LIC-AC-5Y	Verkada 5-Year Access Control License
		5 YR CLOUD LICENSE	
3.3	2	LIC-TD-5Y	Verkada 5-Year Intercom License
		5 YR CLOUD LICENSE	
3.4	1	LIC-TX-5Y	Verkada 5-Year Desk Station App License
		5 YR CLOUD LICENSE	

Subtotal: \$8,631.20

- WIRELESS
- MANAGED SERVICES
- VIDEO SURVEILLANCE



QOVO PROFESSIONAL SERVICES

Line#	Qty	Description	
4.1	1	PS-MGMT	QOVO Solutions Project management Project management

- WIRELESS
- MANAGED SERVICES
- VIDEO SURVEILLANCE



QOVO PROFESSIONAL SERVICES

Line#	Qty	Description	
4.2 1		PS-FIELD-TEAM	Field Service Technician
4.2	1	PS-FIELD-TEAM	Field Service Technician Wiring for 3 - Cameras, 2 - Intercoms, and 6 - Doors Pulling of CAT6 network cable or Access Control Wire from nearest MDF/IDF to camera maximum run length 330ft following BICSI and TIA standards and practices Installation of j-Hooks and mounting cable above drop tile ceiling Run Wire above ceiling tile, crawl space, open ceilings, or trough single open bay Termination of cable ends into Keystones/RJ45 Patch cords run from patch panel to network switch Punch down cable into patch panel Wire concealment including clean and tidy cable dressings and fixings Penetrate interior wall or ceilings Install fire caulk and proper penetration on fire rated walls Labeling of all cabling Camera Mounting and Configuration of 3 - Cameras Mounting of cameras Mounting of arm mounts, L-brackets, and all required hardware for cameras Work with the client to adjust cameras to desired FOV and final placement (Sales Team will have assisted with this in the mapping phase of quoting) Cross referenced camera information into all documentation (Serial Number, and Location) Weatherproofing of all cabling and hardware Camera naming in dashboard Configure and assist with required alerts such as motion detection
			Access Control Mounting and Configuration of 2 Access Control Units Mounting of (2) Access Control Units (ACU) Remove existing ACU (When Applicable) Wire concealment including clean and tidy cable dressings and fixings Punch down and label all cabling into new ACU Access control accessory installation (Readers, Door Contacts, Requests to Exit) Check Accessory functionality (Readers, Door Contacts, Requests to Exit) Cross referenced Access control information into all documentation (Serial Number, and Location) Installation and wiring of additional power supply (AL400/AL600) (When Requires and Sold) Installation of 2 Verkada Intercom and configuration This includes all cabling mentioned above in wiring Mounting and Set up of (2) Verkada Intercoms

- MANAGED SERVICES
- VIDEO SURVEILLANCE



QOVO PROFESSIONAL SERVICES

Line#	Qty	Description	
4.3	1	PS-TRIP	Truck roll and gas Costs for travel expenses of the Network specialist.
4.4	1	PS-LOCKSMITH	Installation of door and lock and hardware Replacement of three doors: Interior Lobby Doors 3' x 6' 8" RH door with 12" x 12" vision lite. ND80LD RHO 626 lock, Von Duprin 6211 EL strike and LCN 1461 closer. Door at Stair Well 3' x 6' 8" LH door with 12" x 12" vision lite. ND80LD RHO 626 lock, Von Duprin 6211 EL strike and LCN 1461 closer. New Evidence room doors to replace dutch doors 3' x 6' 8" LH door ND80LD RHO 626 lock, Von Duprin 6211 EL strike and LCN 1461 closer. Cut in slot and reinstall evidence box. Provide and Install new lock hardware on: Back Entrance Door Front Glass Double Doors

Subtotal: \$56,482.31

SHIPPING

Line#	Qty	Description			
5.1	1	SHIPPING	SHIPPING		
			SHIPPING		

NOTES

Line#	Qty	Description	
6.1	1	Note	Terms and Conditions Taxes, shipping, handling and other fee
			Terms and Conditions Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors. All orders paid by Credit Card will incur and 3% handling and convenience fee.

- WIRELESS
- MANAGED SERVICES
- VIDEO SURVEILLANCE



NOTES

Line#	Qty	Description	
6.2	1	Note	Please note that the proposed system needs to have a Basic High Speed Internet to configure, control to be functional. This allows for remote monitoring and visibility to the camera system. The cloud model is to remove the need for a local DVR/Machine that draws power and requires maintenance and updates. The High Speed internet can be shared with other facility uses such as Access Control Systems and other shared services.
6.3	1	Note	Pricing in this proposal is based on the proposed quantity and scope of work. In the event that the proposed quantities change the proposed pricing will be adjusted to reflect the revised quantities and scope of work. Discounts in this proposal as based on the proposed hardware and licensing quantities. QOVO retains the right to adjust discounts as quantities on hardware and licensing items change.
6.4	1	Exclusion	Qovo Solutions Inc is not providing high speed internet or managed services unless otherwise noted with in this quote.
6.5	6	Note - IDF Power	Each MDF/IDF location will need access to 1 power outlet
6.6	1	Exclusion 110volt Pwr	All 110volt power in each MPOE closets are to be provided by electrical contractor.
6.7	1	Note	This proposal including all elements, diagrams, documents, and communications are considered the proprietary work product of QOVO Solutions, Inc. Any dissemination of these documents beyond the intended recipients and related entities will be considered a violation of a confidentiality agreement and any items related to this proposal cannot be disclosed to any third party without the express written permission of QOVO Solutions, inc.
6.8	1	Note	QOVO Solutions will use existing cabling pathways. If pathwa QOVO Solutions will use existing cabling pathways. If pathways are unusable there may be additional cost to the customer.
6.9	1	Note	The client is responsible for providing network switch ports with PoE and DHCP

- WIRELESS
- MANAGED SERVICES
- VIDEO SURVEILLANCE



- MANAGED SERVICES
- VIDEO SURVEILLANCE



Carmel by the Sea - Police Department Access Control and Door upgrade



Prepared by: QOVO Solutions, Inc. Nick Kygar 844-768-6462 Fax 408-877-1606 nick@qovoinc.com

Prepared for: Carmel By the Sea

Junipero Ave & 4th Ave Carmel by the sea, CA 93923 Joel Staker 831-620-2025 jstaker@ci.carmel.ca.us

Quote Information:

Quote #: Q-NK006688

Version: 3

Delivery Date: 03/19/2025 Expiration Date: 03/31/2025

Quote Summary

Description	Amount
VERKADA CAMERA HARDWARE	\$2,015.04
VERKADA ACCESS CONTROL HARDWARE	\$12,839.10
VERKADA LICENSING 2024	\$8,631.20
QOVO PROFESSIONAL SERVICES	\$56,482.31

Subtotal: \$79,967.65

Estimated Tax: \$1,114.77

Total: \$81,082.42

Page: 13 of 14

Payment Details

Description	Payments	Interval	Amount
Hardware / Licensing			
Hardware / Licensing Billed Upon Deliver	1	One-Time	\$22,434.72
Progress Billing			
Progress Billing @ 100% Completion	1	One-Time	\$56,482.31

- VIDEO SURVEILLANCE



TERMS AND CONDITIONS

PRICING:

Quote is valid for 30 days from issuance.

PAYMENT TERMS: Net 30

Taxes, shipping, handling and other fees may apply, actual amounts will be provided upon invoicing. Unless otherwise agreed in writing by QOVO Solutions Inc. all invoices are payable with twenty-one (21) days of the date of invoice. All hardware, software, and/or manufacturer related services will be invoiced upon shipment from the manufacturer. We reserve the right to cancel orders arising from pricing or other errors.

LATE PAYMENT POLICY:

Penalties will be applied to all late payment of 3% of the outstanding value.

PURCHASE ORDERS:

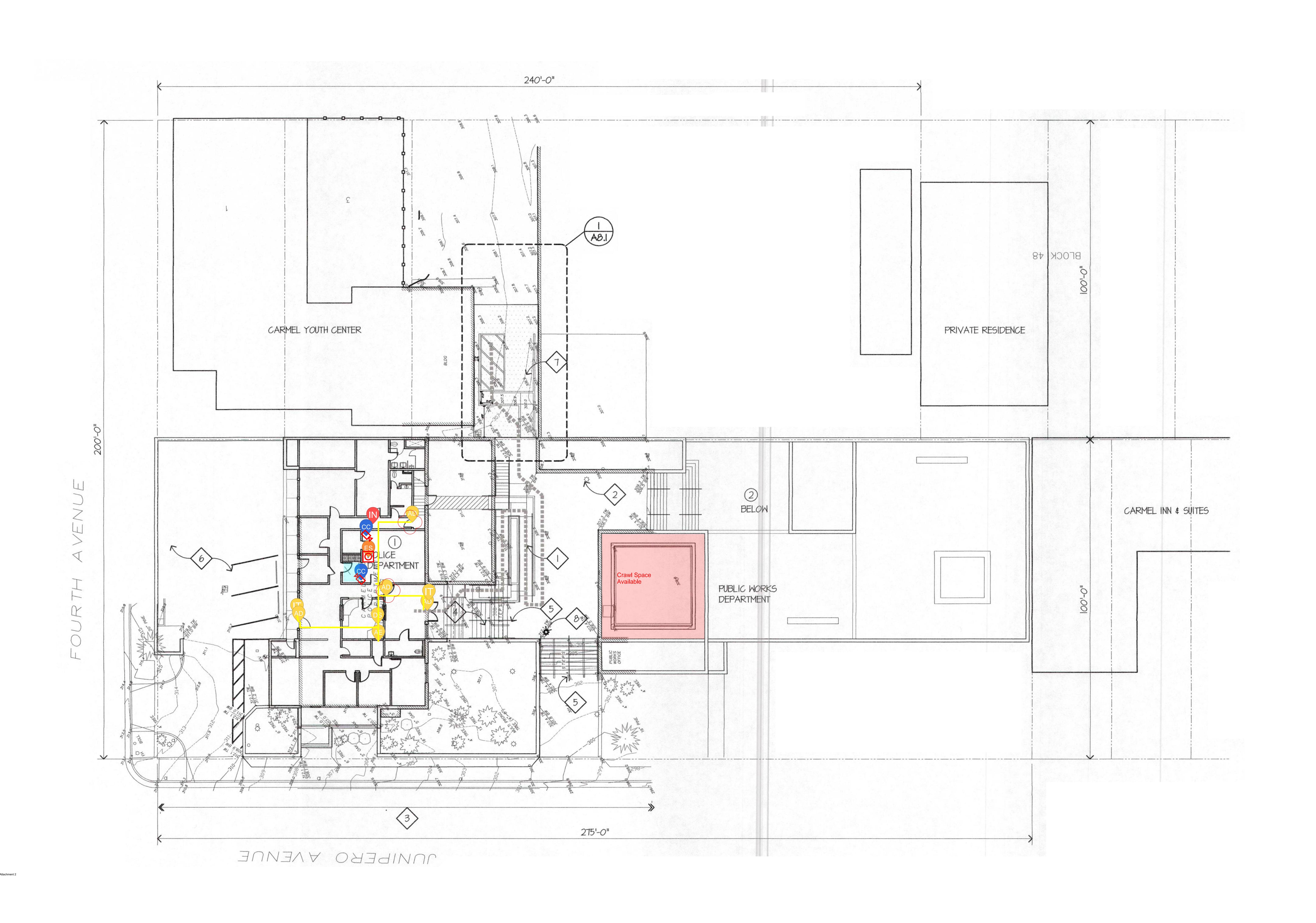
In the event your company does not issue Purchase Orders (PO), please utilize the signature option below. Your signature below is considered equivalent to your signed Purchase Order. With your acceptance, you are also signing and agreeing to the purchase of the products and services included and the terms and conditions of this quote. If you have any questions, please contact your sales representative directly. COMMUNICATIONS:

The information contained in this transmission may be confidential. Any disclosure, copying, or further distribution of confidential information is not permitted unless such privilege is explicitly granted in writing by QOVO Solutions, Inc.(QSI). QSI reserves the right to have electronic communications, including email and attachments, sent across its networks filtered through anti-virus and spam software programs and retain such messages in order to comply with applicable data security and retention requirements. QSI is not responsible for the proper and complete transmission of the substance of this communication or for any delay in its receipt.

QOVO Solutions, Inc.

Carmel By the Sea

Signature:	Michaeled Kypor	Signature:	
Name:	Nick Kygar	Name:	Joel Staker
Title:	Sales	Date:	-
Date:	03/19/2025		



Doors Circles in Red are being fully replaced.
 The front door and back door will both receive Verkada Intercoms.

SHEET KEYED NOTES:





CONSULTING ARCHITECT/ENGINEER



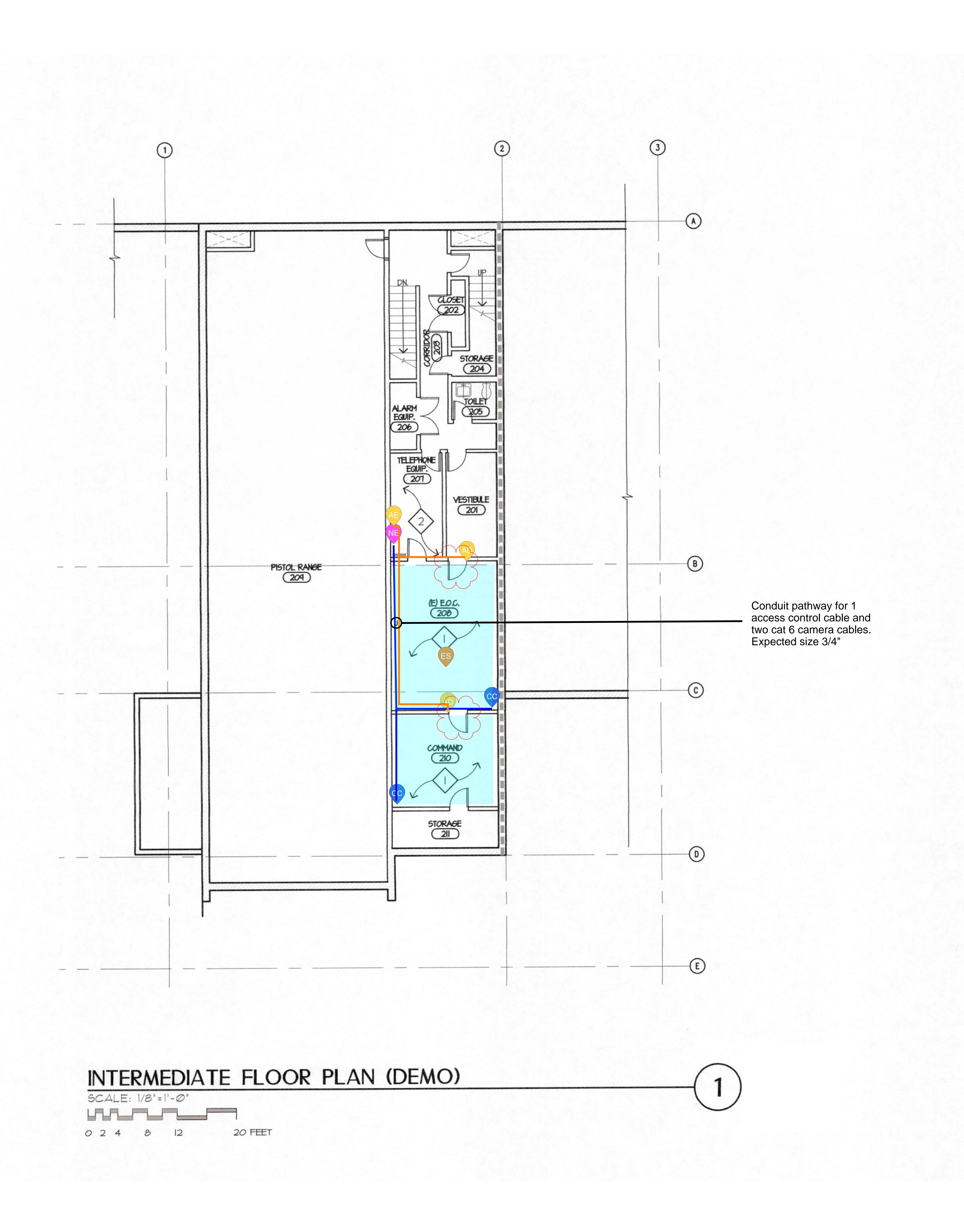
INFORMATION CONTAINED HEREIN IS CONSIDERED CONFIDENTIAL. THIS DOCUMENT IS NOT TO BE USED, REPRODUCED, OR DISCLOSED IN WHOLE OR PART WITHOUT PRIOR WRITTEN PERMISSION OF QOVO SOLUTIONS, INC

PROJ. NO.
SCALE:
SHEET SIZE: DESIGNED BY: NSK
CHECKED BY:
APPROVED BY:

General Security Floor Plan



A1.2



Attachment 2

GENERAL NOTES:

1) Doors Circles in Red are being fully replaced.

SHEET KEYED NOTES:

TRADE PARTNER



CLIENT



CONSULTING ARCHITECT/ENGINEER

PROJECT TITLE

BY DATE DESCRIPTION

LICENS



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PROJ. NO.

SCALE:

CHECKED BY:

SHEET SIZE:

APPROVED BY:

DRAWING TITLE

General Security Floor Plan



MBER A A



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

May 5, 2025 CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Todd Trayer, Police Commander

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Receive the Carmel Police Department's 2024 Military Equipment Annual Report

per AB 481

RECOMMENDATION:

Receive the Carmel Police Department's 2024 Military Equipment Annual Report per AB 481

BACKGROUND/SUMMARY:

Background on Assembly Bill 481 (AB 481)

On September 30, 2021, California enacted Assembly Bill 481 (AB 481) to increase transparency, oversight, and community involvement regarding the use of military equipment by law enforcement agencies. The law requires agencies to publicly disclose, justify, and report on the acquisition and use of military equipment. The full text of AB 481 is included as **Attachment 1**.

Key Requirements of AB 481

AB 481 requires the governing body of each law enforcement agency to:

- Adopt a publicly reviewed and approved Military Equipment Use Policy through ordinance.
- Prepare and submit an Annual Military Equipment Report for all approved equipment, which must be made available online.
- Hold at least one public community engagement meeting within 30 days of releasing the annual report.

Carmel-by-the-Sea Police Department's Implementation

In compliance with AB 481, the Carmel City Council adopted Ordinance No. 2024-001 on July 9, 2024. This ordinance established Carmel Police Department's (CPD) Policy 701 (**Attachment 2**), which outlines the department's rules for acquiring and using military equipment. The policy is also available on the City's website: https://ci.carmel.ca.us/post/police-standard-policies-and-practices

CPD published its first Annual Military Equipment Report (**Attachment 3**) on April 14, 2025, which includes required data such as:

- Types of military equipment in use.
- Authorized purposes and usage.
- Frequency of use and any associated incidents.
- Fiscal impacts and equipment lifespan.

Public Engagement

To encourage transparency and public input, CPD held a community meeting on April 16, 2025, at the Council Chambers. The purpose was to present and discuss the 2024 Military Equipment Use Report and answer questions from the public. The community meeting presentation slides are included as **Attachment 4**.

Definition of Military Equipment under AB 481

AB 481 defines 15 categories of military equipment subject to regulation. These include, but are not limited to the following categories:

- 1. Unmanned, remotely piloted, powered aerial or ground vehicles.
- 2. Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
- 3. High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.
- 4. Tracked armored vehicles that provide ballistic protection to their occupants.
- 5. Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- 6. Weaponized aircraft, vessels, or vehicles of any kind.
- 7. Battering rams, slugs, and breaching apparatuses that are explosive in nature.
- 8. Firearms of .50 caliber or greater, excluding standard-issue shotguns.
- 9. Ammunition of .50 caliber or greater, excluding standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code § 30510 and Penal Code §30515, excluding standardissue service weapons.
- 11. Any firearm or firearm accessory that is designed to launch explosive projectiles.
- 12. Noise-flash diversionary devices (flashbangs), explosive breaching tools, tear gas, and pepper balls.
- 13. TASER® Shockwave, microwave weapons, water cannons, and long-range acoustic devices.
- 14. Kinetic energy weapons and munitions.
- 15. Any other equipment as determined by a governing body or a state agency to require additional oversight.

CPD's Current Inventory

CPD currently maintains equipment under two categories:

Category 10: Specialized firearms and ammunition (under .50 caliber but designated as assault weapons per Penal Code §§ 30510 and 30515).

The CPD has 6 (six) Colt M4-AR15 Style Semi-Automatic Rifles.

Category 15: Other equipment identified by the City as needing oversight.

• The CPD has 4 (four) Keltec KSG Shotguns - Converted for Less Lethal Applications

Annual Report Summary

Uses:

1) In October 2024, CPD utilized the Keltec KSG less-lethal launcher. It was deployed in attempt to avoid lethal options during what became an Officer Involved Shooting.

This was the only deployment for this tool in 2024. It was a one-item deployment.

2) The Colt M4-AR15 Style Semi-Automatic rifle deployments were for qualification and training purposes only in 2024.

Monterey Peninsula Regional Special Response Unit (MPSRU):

- CPD Participates
- MPSRU Uses Military Equipment
- CPD does not own any Military Equipment in use by SRU

Equipment Maintenance:

Costs to maintain current items:

Annual costs for ammunition: \$2527.50 for rifle rounds.

CPD anticipates spending approximately \$1500 in less-lethal rounds for training and use.

The full inventory, including purpose, authorized use, fiscal cost, and expected lifespan of the CPD owned Military Equipment is detailed in **Attachment 3**.

Ongoing Transparency and Accountability

CPD is committed to annual reporting and public transparency. Each yearly report will document:

- Use and deployment of military equipment.
- Public complaints and internal investigations.

- Costs and effectiveness of the equipment.
- Compliance with Policy 701.

These reports will remain available on the department's website as long as the equipment is in use.

FISCAL IMPACT:

None for this action

PRIOR CITY COUNCIL ACTION:

On July 9, 2024, City Council adopted Ordinance No. 2024-001, adopting a Military Equipment Use Policy.

ATTACHMENTS:

Attachment 1) AB 481 Text

Attachment 2) CPD Military Equipment Policy 701

Attachment 3) CPD Military Equipment List - April 2025

Attachment 4) April 16, 2025, CPD Community Meeting Presentation Slides

Assembly Bill No. 481

CHAPTER 406

An act to add Chapter 12.8 (commencing with Section 7070) to Division 7 of Title 1 of the Government Code, relating to military equipment.

[Approved by Governor September 30, 2021. Filed with Secretary of State September 30, 2021.]

LEGISLATIVE COUNSEL'S DIGEST

AB 481, Chiu. Law enforcement and state agencies: military equipment: funding, acquisition, and use.

Existing law designates the Department of General Services as the agency for the State of California responsible for distribution of federal surplus personal property, excepting food commodities, and requires the department to, among other things, do all things necessary to the execution of its powers and duties as the state agency for the distribution of federal personal surplus property, excepting food commodities, in accordance with specified federal law. Existing law, the Federal Surplus Property Acquisition Law of 1945, authorizes a local agency, as defined, to acquire surplus federal property without regard to any law which requires posting of notices or advertising for bids, inviting or receiving bids, or delivery of purchases before payment, or which prevents the local agency from bidding on federal surplus property. Existing federal law authorizes the Department of Defense to transfer surplus personal property, including arms and ammunition, to federal or state agencies for use in law enforcement activities, subject to specified conditions, at no cost to the acquiring agency.

This bill would require a law enforcement agency, defined to include specified entities, to obtain approval of the applicable governing body, by adoption of a military equipment use policy, as specified, by ordinance at a regular meeting held pursuant to specified open meeting laws, prior to taking certain actions relating to the funding, acquisition, or use of military equipment, as defined. The bill would also require similar approval for the continued use of military equipment acquired prior to January 1, 2022. The bill would allow the governing body to approve the funding, acquisition, or use of military equipment within its jurisdiction only if it determines that the military equipment meets specified standards. The bill would require the governing body to annually review the ordinance and to either disapprove a renewal of the authorization for a type, as defined, of military equipment or amend the military equipment use policy if it determines, based on an annual military equipment report prepared by the law enforcement agency, as provided, that the military equipment does not comply with the above-described standards for approval. The bill would specify these provisions do not preclude a county or local municipality from implementing Ch. 406 — 2—

additional requirements and standards related to the purchase, use, and reporting of military equipment by local law enforcement agencies.

This bill would also require a state agency, as defined, to create a military equipment use policy before engaging in certain activities, publish the policy on the agency's internet website, and provide a copy of the policy to the Governor or the Governor's designee, as specified. The bill would also require a state agency that seeks to continue use of military equipment acquired prior to January 1, 2022, to create a military equipment use policy.

This bill would also include findings that the changes proposed by this bill address a matter of statewide concern rather than a municipal affair and, therefore, apply to all cities, including charter cities.

By adding to the duties of local officials with respect to the funding, acquisition, and use of military equipment, this bill would impose a state-mandated local program.

The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

This bill would make legislative findings to that effect.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement is required by this act for a specified reason.

The people of the State of California do enact as follows:

SECTION 1. The Legislature finds and declares all of the following:

- (a) The acquisition of military equipment and its deployment in our communities adversely impacts the public's safety and welfare, including increased risk of civilian deaths, significant risks to civil rights, civil liberties, and physical and psychological well-being, and incurrent of significant financial costs. Military equipment is more frequently deployed in low-income Black and Brown communities, meaning the risks and impacts of police militarization are experienced most acutely in marginalized communities.
- (b) The public has a right to know about any funding, acquisition, or use of military equipment by state or local government officials, as well as a right to participate in any government agency's decision to fund, acquire, or use such equipment.
- (c) Decisions regarding whether and how military equipment is funded, acquired, or used should give strong consideration to the public's welfare, safety, civil rights, and civil liberties, and should be based on meaningful public input.

Attachment 1

-3-

- (d) Legally enforceable safeguards, including transparency, oversight, and accountability measures, must be in place to protect the public's welfare, safety, civil rights, and civil liberties before military equipment is funded, acquired, or used.
- (e) The lack of a public forum to discuss the acquisition of military equipment jeopardizes the relationship police have with the community, which can be undermined when law enforcement is seen as an occupying force rather than a public safety service.
- SEC. 2. Chapter 12.8 (commencing with Section 7070) is added to Division 7 of Title 1 of the Government Code, to read:

CHAPTER 12.8. FUNDING, ACQUISITION, AND USE OF MILITARY **EOUIPMENT**

7070. For purposes of this chapter, the following definitions shall apply:

- (a) "Governing body" means the elected body that oversees a law enforcement agency or, if there is no elected body that directly oversees the law enforcement agency, the appointed body that oversees a law enforcement agency. In the case of a law enforcement agency of a county, including a sheriff's department or a district attorney's office, "governing body" means the board of supervisors of the county.
 - (b) "Law enforcement agency" means any of the following:
- (1) A police department, including the police department of a transit agency, school district, or any campus of the University of California, the California State University, or California Community Colleges.
 - (2) A sheriff's department.
 - (3) A district attorney's office.
 - (4) A county probation department.
 - (c) "Military equipment" means the following:
 - (1) Unmanned, remotely piloted, powered aerial or ground vehicles.
- (2) Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers. However, police versions of standard consumer vehicles are specifically excluded from this subdivision.
- (3) High mobility multipurpose wheeled vehicles (HMMWV), commonly referred to as Humvees, two and one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached. However, unarmored all-terrain vehicles (ATVs) and motorized dirt bikes are specifically excluded from this subdivision.
- (4) Tracked armored vehicles that provide ballistic protection to their occupants and utilize a tracked system instead of wheels for forward motion.
- (5) Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
 - (6) Weaponized aircraft, vessels, or vehicles of any kind.
- (7) Battering rams, slugs, and breaching apparatuses that are explosive in nature. However, items designed to remove a lock, such as bolt cutters,

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or a handheld ram designed to be operated by one person, are specifically excluded from this subdivision.

- (8) Firearms of .50 caliber or greater. However, standard issue shotguns are specifically excluded from this subdivision.
- (9) Ammunition of .50 caliber or greater. However, standard issue shotgun ammunition is specifically excluded from this subdivision.
- (10) Specialized firearms and ammunition of less than .50 caliber, including assault weapons as defined in Sections 30510 and 30515 of the Penal Code, with the exception of standard issue service weapons and ammunition of less than .50 caliber that are issued to officers, agents, or employees of a law enforcement agency or a state agency.
- (11) Any firearm or firearm accessory that is designed to launch explosive projectiles.
- (12) "Flashbang" grenades and explosive breaching tools, "tear gas," and "pepper balls," excluding standard, service-issued handheld pepper spray.
- (13) Taser Shockwave, microwave weapons, water cannons, and the Long Range Acoustic Device (LRAD).
- (14) The following projectile launch platforms and their associated munitions: 40mm projectile launchers, "bean bag," rubber bullet, and specialty impact munition (SIM) weapons.
- (15) Any other equipment as determined by a governing body or a state agency to require additional oversight.
- (16) Notwithstanding paragraphs (1) through (15), "military equipment" does not include general equipment not designated as prohibited or controlled by the federal Defense Logistics Agency.
- (d) "Military equipment use policy" means a publicly released, written document governing the use of military equipment by a law enforcement agency or a state agency that addresses, at a minimum, all of the following:
- (1) A description of each type of military equipment, the quantity sought, its capabilities, expected lifespan, and product descriptions from the manufacturer of the military equipment.
- (2) The purposes and authorized uses for which the law enforcement agency or the state agency proposes to use each type of military equipment.
- (3) The fiscal impact of each type of military equipment, including the initial costs of obtaining the equipment and estimated annual costs of maintaining the equipment.
 - (4) The legal and procedural rules that govern each authorized use.
- (5) The training, including any course required by the Commission on Peace Officer Standards and Training, that must be completed before any officer, agent, or employee of the law enforcement agency or the state agency is allowed to use each specific type of military equipment to ensure the full protection of the public's welfare, safety, civil rights, and civil liberties and full adherence to the military equipment use policy.
- (6) The mechanisms to ensure compliance with the military equipment use policy, including which independent persons or entities have oversight

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Attachment 1

authority, and, if applicable, what legally enforceable sanctions are put in place for violations of the policy.

- (7) For a law enforcement agency, the procedures by which members of the public may register complaints or concerns or submit questions about the use of each specific type of military equipment, and how the law enforcement agency will ensure that each complaint, concern, or question receives a response in a timely manner.
- (e) "State agency" means the law enforcement division of every state office, officer, department, division, bureau, board, and commission or other state body or agency, except those agencies provided for in Article IV (except Section 20 thereof) or Article VI of the California Constitution.
- (f) "Type" means each item that shares the same manufacturer model number.
- 7071. (a) (1) A law enforcement agency shall obtain approval of the governing body, by an ordinance adopting a military equipment use policy at a regular meeting of the governing body held pursuant to the Bagley-Keene Open Meeting Act (Article 9 (commencing with Section 11120) of Chapter 1 of Part 1 of Division 3 of Title 2) or the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5), as applicable, prior to engaging in any of the following:
- (A) Requesting military equipment made available pursuant to Section 2576a of Title 10 of the United States Code.
- (B) Seeking funds for military equipment, including, but not limited to, applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.
- (C) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.
- (D) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the territorial jurisdiction of the governing body.
- (E) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body pursuant to this chapter.
- (F) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of, military equipment.
- (G) Acquiring military equipment through any means not provided by this paragraph.
- (2) No later than May 1, 2022, a law enforcement agency seeking to continue the use of any military equipment that was acquired prior to January 1, 2022, shall commence a governing body approval process in accordance with this section. If the governing body does not approve the continuing use of military equipment, including by adoption pursuant to this subdivision of a military equipment use policy submitted pursuant to subdivision (b), within 180 days of submission of the proposed military equipment use policy to the governing body, the law enforcement agency shall cease its use of

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the military equipment until it receives the approval of the governing body in accordance with this section.

- (b) In seeking the approval of the governing body pursuant to subdivision (a), a law enforcement agency shall submit a proposed military equipment use policy to the governing body and make those documents available on the law enforcement agency's internet website at least 30 days prior to any public hearing concerning the military equipment at issue.
- (c) The governing body shall consider a proposed military equipment use policy as an agenda item for an open session of a regular meeting and provide for public comment in accordance with the Bagley-Keene Open Meeting Act (Article 9 (commencing with Section 11120) of Chapter 1 of Part 1 of Division 3 of Title 2) or the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5), as applicable.
- (d) (1) The governing body shall only approve a military equipment use policy pursuant to this chapter if it determines all of the following:
- (A) The military equipment is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety.
- (B) The proposed military equipment use policy will safeguard the public's welfare, safety, civil rights, and civil liberties.
- (C) If purchasing the equipment, the equipment is reasonably cost effective compared to available alternatives that can achieve the same objective of officer and civilian safety.
- (D) Prior military equipment use complied with the military equipment use policy that was in effect at the time, or if prior uses did not comply with the accompanying military equipment use policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance.
- (2) In order to facilitate public participation, any proposed or final military equipment use policy shall be made publicly available on the internet website of the relevant law enforcement agency for as long as the military equipment is available for use.
- (e) (1) The governing body shall review any ordinance that it has adopted pursuant to this section approving the funding, acquisition, or use of military equipment at least annually and, subject to paragraph (2), vote on whether to renew the ordinance at a regular meeting held pursuant to the Bagley-Keene Open Meeting Act (Article 9 (commencing with Section 11120) of Chapter 1 of Part 1 of Division 3 of Title 2) or the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5), as applicable.
- (2) The governing body shall determine, based on the annual military equipment report submitted pursuant to Section 7072, whether each type of military equipment identified in that report has complied with the standards for approval set forth in subdivision (d). If the governing body determines that a type of military equipment identified in that annual military equipment report has not complied with the standards for approval set forth in subdivision (d), the governing body shall either disapprove a renewal of the authorization for that type of military equipment or require modifications

Attachment 1

to the military equipment use policy in a manner that will resolve the lack of compliance.

- (f) Notwithstanding subdivisions (a) to (e), inclusive, if a city contracts with another entity for law enforcement services, the city shall have the authority to adopt a military equipment use policy based on local community needs.
- 7072. (a) A law enforcement agency that receives approval for a military equipment use policy pursuant to Section 7071 shall submit to the governing body an annual military equipment report for each type of military equipment approved by the governing body within one year of approval, and annually thereafter for as long as the military equipment is available for use. The law enforcement agency shall also make each annual military equipment report required by this section publicly available on its internet website for as long as the military equipment is available for use. The annual military equipment report shall, at a minimum, include the following information for the immediately preceding calendar year for each type of military equipment:
- (1) A summary of how the military equipment was used and the purpose of its use.
- (2) A summary of any complaints or concerns received concerning the military equipment.
- (3) The results of any internal audits, any information about violations of the military equipment use policy, and any actions taken in response.
- (4) The total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing costs, and from what source funds will be provided for the military equipment in the calendar year following submission of the annual military equipment report.
 - (5) The quantity possessed for each type of military equipment.
- (6) If the law enforcement agency intends to acquire additional military equipment in the next year, the quantity sought for each type of military equipment.
- (b) Within 30 days of submitting and publicly releasing an annual military equipment report pursuant to this section, the law enforcement agency shall hold at least one well-publicized and conveniently located community engagement meeting, at which the general public may discuss and ask questions regarding the annual military equipment report and the law enforcement agency's funding, acquisition, or use of military equipment.
- 7073. (a) A state agency shall create a military equipment use policy prior to engaging in any of the following:
- (1) Requesting military equipment made available pursuant to Section 2576a of Title 10 of the United States Code.
- (2) Seeking funds for military equipment, including, but not limited to, applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.
- (3) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.

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- (4) Collaborating with a law enforcement agency or another state agency in the deployment or other use of military equipment within the territorial jurisdiction of the governing body.
- (5) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body pursuant to this chapter.
- (6) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, or to apply to receive, acquire, use, or collaborate in the use of, military equipment.
- (7) Acquiring military equipment through any means not provided by this subdivision.
- (b) No later than May 1, 2022, a state agency seeking to continue the use of any military equipment that was acquired prior to January 1, 2022, shall create a military equipment use policy.
- (c) A state agency that is required to create a military equipment use policy pursuant to this section shall do both of the following within 180 days of completing the policy:
- (1) Publish the military equipment use policy on the agency's internet website.
- (2) Provide a copy of the military equipment use policy to the Governor or the Governor's designee.
- 7074. The Legislature finds and declares that ensuring adequate oversight of the acquisition and use of military equipment is a matter of statewide concern rather than a municipal affair as that term is used in Section 5 of Article XI of the California Constitution. Therefore, this chapter applies to all cities, including charter cities and shall supersede any inconsistent provisions in the charter of any city, county, or city and county.
- 7075. Nothing in this chapter shall preclude a county or local municipality from implementing additional requirements and standards related to the purchase, use, and reporting of military equipment by local law enforcement agencies.
- SEC. 3. The Legislature finds and declares that Section 1 of this act, which adds Chapter 12.8 (commencing with Section 7070) to Division 7 of Title 1 of the Government Code, furthers, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

Requiring local agencies to hold public meetings prior to the acquisition of military equipment further exposes that activity to public scrutiny and enhances public access to information concerning the conduct of the people's business.

SEC. 4. No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because the only costs that may be incurred by a local agency or school district under this act would

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result from a legislative mandate that is within the scope of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution.

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Carmel PD Policy Manual

701 Military Equipment

701.1 PURPOSE AND SCOPE

This policy governs the use of military equipment, as defined in Government Code § 7070, as may be amended. The Carmel-by-the-Sea Police Department (CPD) and its members will comply with provisions of Government Code §§ 7071, 7072, and with otherwise applicable department policies, with respect to military equipment.

701.1.1 DEFINITIONS

This policy adopts the following definitions set forth in Government Code § 7070 (c)(1) through § 7070 (e)(16) as may be amended or superseded:

Governing body – The elected or appointed body that oversees the Department.

Military equipment -

- 1. Unmanned, remotely piloted, powered aerial or ground vehicles.
- 2. Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers. However, police versions of standard consumer vehicles are specifically excluded from this subdivision.
- 3. High mobility multipurpose wheeled vehicles (HMMWV), commonly referred to as Humvees, two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.
- 4. Tracked armored vehicles that provide ballistic protection to their occupants and utilize a tracked system instead of wheels for forward motion.
- 5. Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- 6. Weaponized aircraft, vessels, or vehicles of any kind.
- 7. Battering rams, slugs, and breaching apparatuses that are explosive in nature. However, items designed to remove a lock, such as bolt cutters, or a handheld ram designed to be operated by one person, are specifically excluded from this subdivision. 8. Firearms of 50 caliber or greater. However, standard issue shotguns are specifically excluded from this subdivision.
- 9. Ammunition of 50 caliber or greater. However, standard issue shotgun ammunition is specifically excluded from this subdivision.

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- 10. Specialized firearms and ammunition of less than_.50 caliber, including assault weapons as defined in sections § 30510 and § 30515 of the Penal Code, with the exception of standard issue service weapons and ammunition of less than.50 caliber that are issued to officers, agents, or employees of a law enforcement agency or a state agency.
- 11. Any firearm or firearm accessory that is designed to launch explosive projectiles.
- 12. "Flashbang" grenades and explosive breaching tools, "tear gas," and "pepper balls," excluding standard, service issued handheld pepper spray.
- 13. TASER® Shockwave, microwave weapons, water cannons, and the Long-Range Acoustic Device (LRAD).
- 14. The following projectile launch platforms and their associated munitions: 40mm projectile launchers, "bean bag", rubber bullet, and specialty impact munition (SIM) weapons.
- 15. Any other equipment as determined by a governing body or a state agency to require additional oversight.
- 16. Notwithstanding paragraphs (1) through (15), "Military Equipment" does not include general equipment not designated as prohibited or controlled by the Federal Defense Logistics Agency.

701.2 POLICY

It is the policy of the Carmel-by-the-Sea Police Department that members of this department comply with the provisions of Government Code § 7071 with respect to military equipment. Use of military equipment should safeguard public welfare, safety, civil rights, and civil liberties.

701.3 MILITARY EQUIPMENT COORDINATOR

The Chief of Police designates the Police Commander to act as the military equipment coordinator. The responsibilities of the military equipment coordinator include but are not limited to:

(a) Acting as liaison to the governing body for matters related to the requirements of this policy.

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- (b) Identifying department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by the governing body.
- (c) Conducting an inventory of all military equipment at least annually.
- (d) Collaborating with any allied agency that may use military equipment within the jurisdiction of Carmel-by-the-Sea Police Department (Government Code § 7071).
- (e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:
 - 1. Publicizing the details of the meeting.
 - 2. Preparing for public questions regarding the department's funding, acquisition, and use of equipment.
- (f) Preparing the annual military equipment report for submission to the Chief of Police and ensuring that the report is made available on the department website (Government Code § 7072).
- (g) Coordinating the process for a person to register a complaint, concern, or question about the use of a type of military equipment. The Department will respond in a timely manner.

A complaint, concern or question related to Military Equipment utilization by the Carmelby-the-Sea Police Department can be made through any of the below listed methods:

Email: PoliceDept@ci.carmel.ca.us

By phone: (831) 624-6403

By mail: Carmel-by-the-Sea Police Department

Attn: Military Equipment Use Coordinator

P.O Box 600

Carmel-by-the-Sea, CA 93921

In person: At the address list above

701.4 APPROVAL

This policy, and any subsequent amendments, will be available on the department website at least 30 days prior to any public hearing concerning the military equipment at

Carmel PD Policy Manual

issue. This policy will be submitted to the City Council for approval and will remain in effect only if it is approved within 180 days of submission. Approval of this policy or any subsequent amendments requires adoption by ordinance at an open session of a regular meeting providing for public comment. The department will cease use of any military equipment if its use, or the policy for its use, is not approved. An approved military equipment use policy is required prior to engaging in any of the following (Government Code § 7071):

- (a) Requesting military equipment made available pursuant to 10 USC § 2576a.
- (b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting, or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.
- (c) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.
- (d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the jurisdiction of this department.
- (e) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body.
- (f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.
- (g) Acquiring military equipment through any means not provided above.

701.5 COORDINATION WITH OTHER JURISDICTIONS

Military equipment used by other jurisdictions providing aid to CPD shall comply with their respective military equipment use policies. CPD is a participating member of the Monterey Peninsula Regional Special Response Unit (MPRSRU) in collaboration with other law enforcement agencies on the Monterey Peninsula. MPRSRU provides capabilities to address specific law enforcement issues, such as active shooter incidents, hostage situations, barricaded subject incidents, etc. CPD also collaborates and works with the Monterey County Sheriff's Department and other local, state and federal law enforcement agencies that may provide aid to CPD. Military equipment owned by other jurisdictions that may be used by MPRSRU inside the City of Carmelby-the-Sea's jurisdiction is listed in Section Two of the Military Equipment Inventory.

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CPD is authorized to use that military equipment in connection with MPRSRU activities/responses.

701.6 ANNUAL REPORT

Within one year of approval of the military equipment use policy, and annually thereafter, the Chief of Police or the authorized designee will submit a military equipment report for each type of approved military equipment for as long as the military equipment is available for use. The annual military equipment report will be publicly available on the department website for as long as the military equipment is available for use. The report shall include all information required by Government Code § 7072 for the preceding calendar year for each type of military equipment.

701.7 COMMUNITY ENGAGEMENT

Within 30 days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the public may discuss and ask questions regarding the funding, acquisition, or use of military equipment.

701.8 MILITARY EQUIPMENT INVENTORY

The following constitutes a list of qualifying equipment owned and/or utilized by the Carmel-by-the-Sea Police Department.

See attachment: CPD 706, CPD Equip Owned Oper.pdf

Carmel-by-the-Sea Police Department Carmel PD Policy Manual

Attachment 2

Attachments

Carmel PD Policy Manual

CPD 701 CPD Equip Owned Oper.pdf

Carmel-by-the-Sea Police Department Military Equipment List

Туре	Section 14 - Less lethal shotguns and kinetic energy munitions						
Description	Kel-Tec KSG patrol shotguns converted to less lethal The shotguns have orange colored stock and foregrip to signify a less-lethal device						
Quantity	Four (4)						
Capabilities The less lethal shotgun platform utilizes kinetic energy munitions (aka "bean bag" or Super-S which are shot filled ballistic fiber, weighing approximately 40 grams, and resembling a smal bag or sock. The bag travels at a lower velocity than a regular shotgun projectile to reduce a potential penetration and an advertised maximum effective range of 75 feet.							
Expected Lifespan	20 + years						
Manufacturer's Description	The state of the s						
Purpose and Authorized Use	This platform and munitions are utilized as a less-lethal force option by officers who have successfully completed the required training.						
Fiscal Impact	The initial cost to purchase the (4) shotguns was \$3,146.30 in 2019; however, the cost of conversion was approximately \$350.00 per shotgun. On-going: approximately \$200.00 for ammunition per year for practice and qualification.						
Legal, Procedural, and Compliance	CA Commission on Peace Officer Standards and Training (POST) Reg: 1005 (Minimum training standards), Reg 1081 (Shotgun) CPD Policies – 300 (Use of Force), 308 (Control Devices and Techniques), 312 (Firearms)						
Training Requirements	The initial training for the shotgun platform: POST Reg 1005 (Minimum training standards),1081 (16 hours for shotgun), 1082 (Minimum Content – Less Lethal Instructors) Less lethal training: POST certified less lethal device course 2- or 4-hour course						

Carmel-by-the-Sea Police Department Military Equipment List

Туре	Section 10 - Patrol rifle/carbine, semi-automatic							
Description	Colt M4/AR15 (6); Patrol rifles are fitted with EOTECH holographic sights							
Quantity	Six (6)							
Capabilities	Colt M4/AR15 fire a .223 cal./5.56 mm rifle ammunition which offer more power, range, and							
	accuracy at longer distance than the issued service handgun.							
Expected Lifespan	15+ years							
Manufacturer's Description	"The combat proven M4 platform takes a tactical turn with the release of the Colt® Law Enforcement M4 Carbine Semi-Auto Rifle. The 6-position collapsible stock offers custom adjustment from 35.5" down to 32" for increased maneuverability in tight quarters. This fast-aiming, and reliable carbine comes equipped with muzzle compensator and Magpul MBUS folding backup sight ready when you need it. The 16.1" M4 chrome-lined barrel has 1:7 rate-of-twist rifling*."							
Purpose and Authorized Use	The patrol rifle/carbine enables officers to address short to long distance threats, and/or those threats who are heavily armed, armored, or both. In both short and long-distance deployments, patrol rifles provide officers with a platform that can assist in a more precise shot placement reducing the risk to officers and innocent by-standers.							
Fiscal Impact	Initial: Approximately \$1,500/rifle at the time of purchase (between 2005 and 2016) Ongoing: approximately \$2,000.00 in ammunition cost annually for training and qualification							
Legal, Procedural,	Penal Code 33220(b) - Authorization and requisite POST training requirements							
and Compliance	POST Reg: 1005 (Minimum training standards), 1070 (Certified instruction), 1081(Rifle)							
	CPD Policies: 300 (Use of Force), 312 (Firearms)							
Training	16-hour POST certified patrol rifle course taught by POST certified instructors; annual training and							
Requirements	qualification							
t December to a constitution of								

^{*}Description for specific models owned by CPD are no longer available on the current Colt website. Description taken from Cabelas.com for Colt LE Carbine.





AB 481 Community Meeting

April 2025 Commander Trayer The purposes of this meeting are to:

- Provide an overview of the specialized equipment possessed and used by the Carmel-By-the-Sea Police Department;
- Increase transparency and oversight of equipment

Allow Community questions and input



Background

September 30, 2021: Assembly Bill 481 signed into Law

- The Law Enforcement and State Agencies: Military equipment, funding, acquisition, and use Act.
- Public's right to know about any funding, acquisition, or use of military equipment by state or local government officials.
 - Increase Transparency
 - Accountability
 - Oversight



AB 481 Requirements

- Law Enforcement agency must obtain approval from governing body for use, funding, or purchase of military equipment
 - Policy Development
 - Ordinance Adoption
 - Regular Public Meetings

GC: 7070,7071, and 7072; adopted to codify requirements of AB481



AB 481 Requirements

Other requirements:

- ✓ Draft a Military Use Policy- CPD Policy 701
- ✓ Post proposed policy: 30 days prior to any Public Hearing
- ✓ Submit annual equipment and use reports
- ✓ Seek Council approval prior to any acquisition of Military Equipment
- ✓ Post annual report
- ✓ Disclose any complaints, policy violations
- ✓ Hold a public meeting w/in 30-days of reports submission



Military Equipment

GC 7070: 16 Categories "Military Equipment"

The items already in possession and use by CPD when law was enacted.

- #10; Specialized firearms and ammunition of less than
 .50 caliber, including assault weapons.
- #15; Any other equipment as determined by a governing body or a state agency to require additional oversight.



#10- Assault Weapons

6- Colt M4-AR15 Style Semi-Automatic rifles





#15-Other Equipment

4- Keltec KSG Shotguns - Converted for Less Lethal Applications





2024 Annual Report Summary

Uses:

1) In October 2024, we utilized the Keltec KSG less-lethal launcher. It was deployed in attempt to avoid lethal options during what became an Officer Involved Shooting.

This was the only deployment for this tool in 2024. It was a oneitem deployment.

2) The Colt M4-AR15 Style Semi-Automatic rifle deployments were for qualification and training purposes only in 2024.

Equipment Usage

Monterey Peninsula Regional Special Response Unit (MPSRU)

- CPD Participates
- MPSRU Uses Military Equipment
- CPD does not own any Military Equipment in use by SRU



Equipment Maintenance

Costs to maintain current items:

Annual costs for ammunition: \$2527.50 for rifle rounds

Any additional costs? We anticipate spending approximately \$1500 in less-lethal rounds for training and use.



Questions?



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

May 5, 2025 CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Brandon Swanson, Assistant City Administrator

APPROVED BY: Chip Rerig, City Administrator

Resolution 2025-039 amending the Professional Services Agreement with Conti,

SUBJECT: LLC, and Purchase Order with OuttaTheWoods, to increase total project costs by

\$36,963 from \$110,543 to \$147,506, to complete Audio/Visual upgrades to the

Council Chambers

RECOMMENDATION:

Adopt Resolution 2025-039 amending the Professional Services Agreement with Conti, LLC, and Purchase Order with OuttaTheWoods, to increase total project costs by \$36,963 from \$110,543 to \$147,506, to complete Audio/Visual upgrades to the Council Chambers (**Attachment 1**) authorizing the City Administrator to execute the following:

- 1. A Professional Services Agreement with Conti LLC for the proposed upgrades to the Council Chambers AV systems, in the amount of \$144,604.
- 2. A Purchase Order with OuttaTheWoods Custom Woodworking for the installation of flush-mount monitors and construction of a new Clerk's station, in the amount of \$2,920.

BACKGROUND/SUMMARY:

EXECUTIVE SUMMARY

On February 3, 2025, the City Council adopted Resolution 2025-014, approving a contract with Conti LLC for \$103,333 to upgrade the Council Chambers' audio-visual (AV) systems. The goal of these upgrades is to modernize AV technology, improving meeting functionality, accessibility, and the overall public experience. The Council also approved a \$7,210 purchase order with Outta the Woods Custom Woodworking for related carpentry work to construct a new Clerk's station off of the dais.

Following the contract approval, Conti identified the need for additional equipment and labor during the final layout, increasing their total cost. The updated scope of work is included as **Attachment 2**, with the updated total of \$144,604. However, Outta the Woods' cost decreased from \$7,210 to \$2,920 because the City chose not to proceed with mounting flush screen monitors under the tabletop.

The total cost of the project, is increasing by \$36,963 from \$110,543 to \$147,506

BACKGROUND/SUMMARY

The Council Chambers AV system is critical for conducting accessible and transparent public meetings. Over time, the existing equipment has become outdated. The COVID-19 pandemic further emphasized the need for modern technology to support virtual and hybrid meetings.

Conti LLC, the original installer of the AV system, submitted an updated scope of work (**Attachment 2**), which includes:

- Enhanced audio processing and sound quality
- Overhead microphone arrays for floor-level discussion
- Upgraded assistive listening systems
- New monitors and a height-adjustable podium microphone
- Two-way communication between the Chambers and City Hall production desk
- · Replacement of outdated cameras
- High-definition laser projector for presentations
- Improved AV transmission, including to the City Hall lobby
- Upgraded touch panels and presentation capabilities

Outta the Woods also submitted a revised proposal (**Attachment 3**) to construct a new off-dais Clerk's station for \$2,920. This work is under the City Administrator's purchasing authority, but is included in the overall project for Council's consideration.

STAFF RECOMMENDATION

Staff recommends Council adopt the attached Resolution (Attachment 1) to:

- Approve the revised not-to-exceed contract amount of \$144,604 with Conti LLC
- Approve the updated \$2,920 purchase order for Outta the Woods Custom Woodworking

SOLE-SOURCE JUSTIFICATION

Staff recommends awarding the AV contract to Conti LLC as a sole-source provider under Carmel Municipal Code Section 3.12.180(C), which permits sole-source procurement when:

- Only one vendor can meet the City's needs, or
- It is in the City's best interest to work with a uniquely qualified vendor

Conti's familiarity with the existing AV system makes them the most qualified and cost-effective choice, ensuring efficiency, reducing disruption, and minimizing potential integration issues with a new vendor.

FISCAL IMPACT:

The total cost of the project, including Conti's AV upgrades (\$144,604) and OuttaTheWoods' work on the Clerk's station and dais monitors (\$2,920), is \$147,524. The approved budget for this project had an allocation of \$80,000; however, a budget transfer within the IT budget will be executed to cover the full cost. This ensures no additional funding outside of the approved fiscal year budget will be required.

PRIOR CITY COUNCIL ACTION:

Council approved Resolution 2025-014 approving a contract with Conti LLC for A/V upgrades in February 2025.

ATTACHMENTS:

Attachment 1) Resolution 2025-039

Attachment 2) Updated Proposal and Quote for Conti, LLC

Attachment 3) Updated Outtathewoods Proposal

CITY OF CARMEL-BY-THE-SEA CITY COUNCIL

RESOLUTION NO. 2025-039

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA RESCINDING AND REPLACING RESOLUTION NO. 2025-014, AND HEREBY AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AN UPDATED PROFESSIONAL SERVICES AGREEMENTS WITH CONTI LLC AND A PURCHASE ORDER WITH OUTTA THE WOODS CUSTOM WOODWORKING TO COMPLETE UPGRADES TO THE COUNCIL CHAMBERS FOR A TOTAL NOT TO EXCEED AMOUNT OF \$147,524

WHEREAS, the City Council Chambers serve as the hub for public meetings, fostering transparency, accessibility, and engagement with the community; and

WHEREAS, the existing audio-visual (AV) systems in the Council Chambers have become outdated and insufficient to meet modern technological needs, including virtual and hybrid meeting capabilities; and

WHEREAS, the City Council previously approved Resolution No. 2025-014 on February 3, 2025, authorizing a contract with Conti LLC for audio-visual (AV) system upgrades in the Council Chambers in the amount of \$103,333; and

WHEREAS, the Council also approved a purchase order with Outta the Woods Custom Woodworking in the amount of \$7,210 for related carpentry upgrades including the installation of flush-mount monitors and the construction of a new Clerk's station; and

WHEREAS, during final layout planning and site preparation, Conti LLC identified the need for additional AV equipment and labor necessary to properly implement the upgrades, resulting in a revised total contract amount of \$144,604; and

WHEREAS, the scope of work with Outta the Woods was reduced due to the City's decision not to proceed with mounting the monitors under the dais, resulting in a revised total cost of \$2,920; and

WHEREAS, Conti LLC is the original installer of the Council Chambers' AV systems and possesses unique knowledge of the existing infrastructure, qualifying them as a sole-source provider under Carmel Municipal Code Section 3.12.180(C); and

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

- 1. Authorize the City Administrator to execute a professional services agreement with Conti LLC for Council Chambers AV upgrades for a revised not-to-exceed amount of \$144,604.
- 2. Authorize the City Administrator to execute a Purchase Order with OuttaTheWoods Custom Woodworking for a not-to-exceed amount of \$2,920 to construct a new Clerk's station.

3. Adoption of this Resolution hereby rescinds and replaces Resolution 2025-014.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this

5" day of May, 2025, by the following v	ote:
AYES:	
NOES:	
ABSENT:	
ABSTAIN:	
APPROVED:	ATTEST:
Dale Byrne Mayor	Nova Romero MMC City Clerk



920 Stillwater Road Suite 180 West Sacramento, CA 95605 Tel:(916) 900-8111

March 13, 2025

Joel Staker To:

IT Manager Monte Verde St.

City of Carmel-By-The-Sea, Ca 93923

Phone: 831-620-2025

Re:

Carmel Council Chambers Upgrade

Description:

Audio System

1.Replace DSP with QSYS Core 110F.

2.Replace Amplifier with QSC QSYS MP-A40V.

3.Re-aim speakers.
4.Install two ceiling microphones (use case TBD). 5.Install Vaddio Bridge Mini in Council Chambers. 6.Install Barco ClickShare for wireless presentation.

7.Demo & rewire system.

Video System

Niceo System

1. Replace cameras with PTZ NDI cameras with camera controller

2. Replace switcher with a 4K video switcher

3. Install 8K Laser Projector

4. Replace projection screen with motorized version.

5.Upgrade network switch with a POE+ switch. 6.Install Vaddio AV Bridge for video conferencing.

7.Provide necessary parts & accessories. 8.Program & commission system.

Conti Job #:

Attention:

Thank you for the opportunity to submit this pricing for the work as outlined below.

Item Number	Tota	Total Charge					
Material/Tax	\$	113,390.61					
Labor	\$	31,212.50					
Lift Rental							
Total	\$	144,603.11					

Please feel free to contact us if you have any questions or concerns.

Regards,

TECHNOLOGY DIVISION MANAGER- NORTHERN CALIFORNIA

Job Name / Description	: City of	Carmel-By-The-Sea - AV Upgrade								
Customer	r: Joel Sta	ılker								
	s: Monte									
	Carmel	-By-The-Sea, Ca 93923								
Description	· City of	Carmel-By-The-Sea - AV Upgrade								
Description	r. City or	Carmer-By-The-Sea - Av Opgrade							<u> </u>	
A)		Labor								
A)	165.7	U Labor Rate \$125.00 Tech		\$	20,712.	50				
		0 Labor Rate \$123.00 Programming		<u> </u>						
	70.0	C Labor Rate \$150.00 Frogramming			10,300.	00_				
			TOTAI	. JOB PRI	EPARATION	ſ			\$	31,212.50
C)		MATERIAL								
		Material		\$	99,247.	80				
		Shipping			4,962.	39				
		Incidental labor		_						
		Labor Factoring/Lost Time		_						
		Sales Tax @9.25		\$	9,180.	42				
			TOTAL	MATER	IAL COST				\$	113,390.61
			Total O	n Site Ope	ening Cost				\$	144,603.11
D)		SUBCONTRACTORS								
		1:0								
		Lift rental								
			_							
		TOTAL SUBCONTRACTORS	\$							
			Ψ							
<u>Uni</u>	its	Total On Site Cost							\$	144,603.11
			•							
	0	Sub-Contractors	\$	-	@			D. 11	\$	-
	0	Unit Prices - Each Delivery			@	\$	-	Delivery	\$	-
		TOTAL AMOUNT OF THIS CHARGE							s	144,603.00
		TOTAL AMOUNT OF THIS CHARGE							ð	144,003.00

CONTI LLC

Materials

Date March 13, 2025

			Matl Unit	U		Matl Ext	Labor Unit	U	Labor Ext
AUDIO			CIIIC			LAt	Onic		DAt
QSC QSYS Core110f	1	\$	3,031.20		\$	3,031.20	2.00		2.0
QSC Scripting License SLQSE-8N-P	1	\$	168.00		\$	168.00	0.25		0.3
QSC UCI Deployment Feature License SLQUD-8N-P	1	\$	83.52		\$	83.52	0.25		0.3
QSC QIO-ML4i Network Mic/Line Input	2	\$	525.60		\$	1,051.20	2.00		4.0
QSC QIO-GP8x8 Q-SYS Network I/O Expander	2	\$	327.60		\$	655.20	2.00		4.0
QSC MP-A40V Multi-Channel Amplifier	1	\$	1,375.20		\$	1,375.20	1.00		1.0
QSC Q-SYS NM-T1 Network tabletop microphone for Q-SYS	1	\$	858.00		\$	858.00	1.00		1.0
QSC AC-C4T 4" commercial in-ceiling speakers	2	\$	84.00		\$	168.00	1.00		1.0
Listen Technologies Everywhere Wi-Fi Audio Server LW-100P-02	1	\$	1,004.40		\$	1,004.40	2.00		2.0
Shure MXA920 Ceiling Array Microphone	2	\$	3,781.20		\$	7,562.40	2.00		4.0
Shure MX418D	1	\$	352.80		\$	352.80	2.00		2.0
Demo/Rewire new to old system	1	\$	1,860.00		\$	1,860.00	32.00		32.0
VIDEO		Ψ	1,000.00		Ψ	1,000.00	02.00		02.0
Crestron CP4N Control Processor	1	\$	1,848.00		\$	1,848.00	1.00		1.0
Crestron DM-NVX-E20 Encoder	5	\$	594.00		\$	2,970.00	0.50		2.5
Crestron DM-NVX-D20 Decoder	6	\$	594.00		\$	3,564.00	0.50		3.0
Crestron DM-NVX-C30C Encoder Card	4	\$	858.00		\$	3,432.00	0.50		2.0
Crestron DM-NVX-D30C Decoder Card	4	\$	858.00		\$	3,432.00	0.50		2.0
Crestron DMF-CI-8 DM Card Chassis	1	\$	1.320.00		\$	1,320.00	2.00		2.0
OREI 4K 1x8 4k Video Distribution Amp	1	\$	82.80		\$	82.80	2.00		2.0
Crestron TSD-2220-B Touch Panel (Tech and Clerk)	2	\$	1,320.00		\$	2,640.00	1.00		2.0
Crestron TSW-770-B-S Touch Panel (Lectern)	1	\$	1,320.00		\$	1,320.00	1.00		1.0
Crestron DGE-200-C Graphics Engine (Tech, Clerk, and Graphics)	3	\$	1,800.00		\$	5,400.00	0.50		1.5
Vaddio AV Bridge Mini Audio/Video Encoder 999-8240-000	1	\$	2.005.16		\$	2,005.16	1.00		
Barco/R9861622USB2 CX-50 GEN2 Set. ClickShare Base + 2	- 1	Ф	2,005.16		Þ	2,005.16	1.00		1.0
Buttons, TAA Compliant - Black	4	\$	2 105 60		¢.	2 105 60	2.00		2.0
Barco USB-C Button	2	\$	3,105.60		\$	3,105.60 489.60	3.00		3.0
PTZ Optics Move 4K 30x-4K-XX-G3 PT30X4KWHG3			244.80		\$		0.10		0.2
PTZ Optics Niove 4K 30x-4K-XX-G3 F 130X4KWNG3	4	\$	2,112.00		\$	8,448.00 580.80	2.00 1.00		8.0 4.0
·		\$	145.20						
PTZ Optics SuperJoy, a PTZ camera joystick controller	1	\$	864.00		\$	864.00	1.00		1.0
Blacmagic Design ATEM Television Studio 4K8	1	\$	5,040.00		\$	5,040.00	2.00		2.0
Blackmagic Design HDMI to SDI Converters	8	\$	82.80		\$	662.40	0.25		2.0
Panasonic/PT-MZ880WU7	1	\$	8,011.20		\$	8,011.20	4.00		4.0
WUXGA 8000 4K Lmns LCD Laser Projector - White Dalite Projection Screen 50x80 34456L	1	\$	1.298.40		\$	1.298.40	16.00		16.0
Crestron USB-EXT-2-LOCAL-1G-W	- 1	Φ	1,290.40		φ	1,290.40	10.00		10.0
USB over Category Cable Extender Wall Plate, Local, White	1	\$	396.00		\$	396.00	2.00		2.0
Crestron USB-EXT-2-REMOTE		Ψ	000.00		Ψ	000.00	2.00		2.0
USB over Category Cable Extender, Remote	1	\$	330.00		\$	330.00	2.00		2.0
Extron SMP 401 12G-SDI 4K/60 Multi-Recording and Streaming	•	Ψ	000.00		Ψ	000.00	2.00		2.0
w/12G-SDI 60-1825-02	1	8	3262.000		\$	8,262.00	2.00		2.0
15.6" Dais Monitor	8	\$	202.80		\$	1,622.40	1.00		8.0
Demo/Rewire new to old system	1	\$	1.800.00		\$	1,800.00	32.00		32.0
MISC	•	Ť	1,000.00		Ť	1,000.00	02.00		02.0
Netgear AV Line m4250 GSM4248PX 40-Port Switch	1	\$	3,358.80		\$	3,358.80	2.00		2.0
APC by Schneider Electric Smart-UPS 3000VA LCD RM 2U 120V with	-	Ť	.,		Ė	.,			
SmartConnect SMT3000RM2UC	2	\$	2,052.00		\$	4,104.00	2.00		4.0
	0	\$	_,		\$	-	0.00		0.0
	0	\$			\$	_	0.00		0.0
Travel	1	\$	1,800.00	1	\$	1,800.00	0.00		0.0
Material Sub Total	0	Ψ	1,000.00	Е	\$	96,357.08	0.00		0.0
Miscellaneous Materials 3%	0	\$	2,890.71	E	\$	2,890.71	0.00		0.0
Missonariosus Materials 070	9	Ψ	2,000.1 I	_	\$	99,247.80	0.00		165.70

OuttaTheWoods

25777 Tierra Grande Drive

Carmel, CA 93923

831.402.1584 - brian@steckler.com

Business Proposal and Quote

Date: 3/19/2025

To: City of Carmel-by-the-Sea

Attn: City Administrator

From: OuttaTheWoods Custom Woodworking

Department of Industrial Relations Number: PW-LR-1001172172

Subject: Proposal for City Hall Dais Room Council Work Area Shelf Modification and a Custom Recorder Desk

Dear City Administrator,

OuttaTheWoods is pleased to provide this proposal for the work under discussion in the City Hall Dias Chamber. Project grand total is \$2,920 for all labor and materials. We would be happy to answer any questions. Proposal details are as follows.

Scope of Work

- 1. Dais half-round city council stations top shelf modifications.
 - o Trim 5 inches off of the council member station front side of the 10 inch top shelf
 - Install a redwood trim piece around the half-round shelf face and make best effort to match adjacent trim pieces

2. Custom L-Shaped Recorder Desk Construction:

- Build a custom portable L-shaped desk for the recorder's station just the top and base, no drawers.
- Integrate repurposed oak material from existing City Hall recorder desk and new oak materials with best effort.
- Design will prioritize functionality and ergonomic accessibility while incorporating the repurposed oak materials.
- o Finish all with best effort to match surrounding materials.

Materials and Labor

Dais city council work space area:

- Materials: redwood trim piece of 1 x 6 x approximately 30'total.
- Labor:
 - o trim top shelf above city council work area.
 - o Remove old front trim strip and replace with new clear redwood trim strip.

Recorder Desk:

- Materials:
 - Repurposed oak from existing City Hall recorder desk as much as practical.
 - o Supplemental oak as needed to maintain structural integrity and aesthetic consistency.
 - o Durable hardware and finishings to enhance longevity.
- Labor:
 - o Skilled craftsmanship for woodworking and assembly.
 - Final sanding and finishing.

Estimated Costs

- 1. Dais shelf trimming:
 - Materials: clear high quality redwood 1 x 6 x 30 feet: \$300
 - Labor (installation): ~10 hours at \$76/hourly prevailing wage rate: \$760
 - **Subtotal:** \$1,060

2. Custom Moveable Recorder Desk:

- Materials (repurposed City owned oak + supplemental materials): \$300
- Labor (construction, finishing): ~10 hours at \$76/hourly prevailing wage rate: \$760
- Subtotal: \$1,060

3. General & Administrative Costs:

Miscellaneous materials, documentation, reporting, and project coordination: \$800

4. Total Project Cost:

Grand Total: \$2,920 (not to exceed without prior approval)

Timeline

- Project Start Date: To be determined following approval
- Recorder Desk Completion: 3 weeks after project start
- **Project Completion Date:** To be determined following approval.

Deliverables

- 1. Smaller top shelf for dais with redwood trim.
- 2. Completed and installed custom moveable L-shaped recorder desk.
- 3. Weekly progress reports.

Terms and Conditions

- 1. Full payment is due upon completion.
- 2. Any changes to the scope of work may result in additional costs, which will require prior written approval.
- 3. OuttaTheWoods is committed to maintaining clean and safe workspaces throughout the project duration.

Authorization

To accept this proposal, please sign and return a copy. Thank you for the opportunity to contribute to the enhancement of City Hall's facilities.

Authorized Representative:

Brandon Swanson
City Administrator
Date:

Very respectfully,

Brian Steckler, OuttaTheWoods



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

May 5, 2025 ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Nova Romero, City Clerk

APPROVED BY: Chip Rerig, City Administrator

Consideration and recommendation of FY 2025-2026 Council Discretionary Grant

Funds and provide direction for the disbursement of the funds to various

SUBJECT: organizations (Estimated time - 30 min)

RECOMMENDATION:

Consider applications submitted as part of the Fiscal Year 2025-2026 Council Discretionary Grant Program and provide funding recommendations to staff:

- 1. Provide direction regarding the total amount of funding to allocate for FY 2025-2026 Council Discretionary Grants to include in the budget for adoption in June; and
- 2. Provide direction regarding how to distribute the funds allocated to the eligible applicants who applied for a FY 2025-2026 Discretionary Grant.

BACKGROUND/SUMMARY:

Background

The City of Carmel-by-the-Sea recognizes the important role that local nonprofit organizations and Carmel schools play in enhancing the well-being of the community. In support of these efforts, the City historically allocates funding for Discretionary Grants as part of the annual budget process.

In 2017, the City Council adopted the City Council Discretionary Funds Grant Program Policy ("Grant Policy," **Attachment 1**) to establish a clear and consistent framework for organizations seeking support, and to assist the Council in making funding decisions that prioritize public benefit.

To be eligible for funding, applicants must:

- Be located within or serve the Carmel-by-the-Sea community;
- Be a nonprofit 501(c) organization or Carmel school;
- Directly provide the services for which funding is sought;
- Have no outstanding debt owed to the City; and
- Not be financially dependent on City funding for operational needs.

The Grant Policy also outlines specific exclusions, such as scholarships, political activities, debt payments, and general operating expenses like salaries and utilities.

Executive Summary

The Council Discretionary Grant Program operates on an annual cycle, with the overall funding amount determined by Council during the budget process. Although not all applications are guaranteed funding, applications are evaluated for eligibility, completeness, and the positive impact on the community.

For the FY 2025–2026 Grant Cycle:

- The application period ran from February 5 to March 21, 2025.
- Outreach efforts included postings on the City's website, the Friday Letter, the Pine Cone newspaper, and targeted email notifications.
- Staff received 19 applications requesting a total of \$53,600 a higher volume than usual.
- A preliminary budget of \$36,000 is proposed for grant funding, subject to Council's final decision.

Application Review Process

The City Clerk conducted an initial eligibility review of each application based on the Grant Policy criteria. All 19 applicants met the eligibility requirements, and a summary of the grant applications received is included as **Attachment 2**. Due to the large volume of grant applications received, the applications are included as **Attachment 3**, and the supporting documents submitted with each application (IRS Letter, Current Operating Budget, Past 2 Years of Financial Statements) are available from the City Clerk's office upon request.

Staff evaluated applications based on the number of Carmel-by-the-Sea residents served, the level of community need addressed, and alignment with Council priorities. Staff recommends awarding partial funding to all eligible applicants, grouped by service or priority category.

Funding Recommendation

The table below summarizes staff's recommended funding allocations by category:

	Category	Applicant Name	Grant Amount
1		Carmel High Padre Parents	\$1,000
2	Youth Programs and	Carmel High School Mock Trial	\$1,000
3	Education	Carmel High School Interact Club	\$1,000
4	\$6,000	Carmel Little League	\$1,000
5	Ψ3,300	Carmel Youth Center	\$1,000
6		Pacific Repertory Theatre	\$1,000
7	Community Safety and	CERT	\$2,000
8	Emergency Services	Carmel Cares	\$2,000
9	\$6,000	SPCA Monterey County	\$2,000
10	Housing and Social Services	Community Human Services	\$3,000
	Sei vices		

11	\$6,000	Food Bank for Monterey County	\$3,000
12	Community Engagement	Carmel Woman's Club	\$2,000
13	\$4,000	Carmel Resident's Association	\$2,000
14		Monterey Symphony	\$1,000
15	Art and Cultural Programs	Carmel Dance Festival	\$1,000
16	\$4,000	Monterey Peninsula Ballet Theatre	\$1,000
17		New Canon Theatre Co.	\$1,000
18	Veterans and Seniors	American Legion Post 512 Carmel Patriots	\$2,000
19	\$4,000	Leadership Carmel, a program of the Carmel Chamber of Commerce	\$2,000
		\$30,000	

Fiscal Impact

A preliminary allocation of \$36,000 has been identified in the FY 2025–2026 budget for the Council Discretionary Grant Program. The staff's recommended allocation total of \$30,000, providing flexibility for any Council-directed adjustments, as well as reserving funding for likely off-cycle funding requests after budget adoption.

Recommendation:

Staff requests that the City Council:

- 1. Confirm the total funding allocation for the FY 2025–2026 Council Discretionary Grants; and
- 2. Provide direction on the distribution of grant awards to eligible applicants, either by approving staff's proposed funding amounts, or providing alternative direction.

FISCAL IMPACT:

None for this action. A preliminary \$36,000 is allocated for FY 2025-2026 Council Discretionary Grants, subject to change upon direction from Council. Funds will be disbursed post-budget adoption, after July 1, 2025.

PRIOR CITY COUNCIL ACTION:

In June 2024, City Council allocated \$36,000 for Discretionary Grant Funds for the FY 2024-2025 Budget.

ATTACHMENTS:

Attachment 1) Policy C17-01 Council Discretionary Funds Grant Program Attachment 2) Summary of FY 25-26 Grant Applications

Attachment 3) Grant Applications Received for FY 25-26 (reduced size)

City of Carmel-by-the-Sea

CITY COUNCIL DISCRETIONARY FUNDS GRANT PROGRAM

POLICY 2017-01



GENERAL

INTRODUCTION

The City of Carmel-by-the-Sea recognizes and appreciates the value of local organizations that provide community, environmental and social services that benefit the City's community and enhance the well-being of its citizens. Community service is defined as voluntary work performed that supports the wellbeing of the citizens of Carmel-by-the-Sea and serves a public purpose. As such, each year, the City Council may set aside discretionary funds to support a City Council Discretionary Funds Grant Program that supports such purposes. Organizations that serve the community of Carmel-by-the-Sea are eligible to apply. The functions or services to be provided should be of such a nature that the interests of the City are better served by an agreement with a private nonprofit organization than by the performance of the services or functions by the City. Every organization that applies will be considered, but not all groups may receive funding.

PROGRAM PURPOSE AND DESCRIPTION

The City Council Discretionary Funds Grant Program serves as a funding resource to nonprofit organizations or schools that provide programs or services that benefit the Carmel-by-the-Sea community. With clearly defined goals, criteria, and evaluation measures, the program will result in a granting process that:

- Provides equal opportunity for all interested community service providers to be considered for funding
- Aligns funding requests with the City's budget process
- Identifies the community benefit associated with funded programs or services
- Establishes a reporting process that demonstrates transparency and accountability for public funds

The City Council Discretionary Funds Grant Program is discretionary, meaning that it is up to the Council as to whether or not to accept applications for this program each year. Due to limited funds, Council has the option to not accept applications or limit the amount of funding to be allocated under such a program in any given fiscal year. If the City decides to administer the program in any given year, requests for funding received from organizations will be considered only during a specified time period. It is not the City's intention to fund each request received, but rather to evaluate each proposal and provide funding to those organizations that most effectively serve the needs and improve the well-being of the community of Carmel-by-the-Sea.

The City encourages a goal of self-sufficiency for all local organizations and discourages an over-reliance on its financial assistance to maintain such programs on an ongoing basis. Therefore, all organizations requesting funds from the City should continue efforts to develop stable private funding sources.

ELIGIBILITY STANDARDS

ELIGIBILITY

To be eligible for funding, an organization:

- Must be located within the City of Carmel-by-the-Sea or provide community, environmental or social services to the community of Carmel-by-the-Sea
- Must be a nonprofit community based 501(c) organization or a Carmel school
- Must directly provide the community service(s) for which City funds are sought
- Must have no outstanding debt due to the City
- Must not be financially dependent upon receiving City support to meet the organization's annual budget and operational requirements

INELIGIBILITY

The City will not provide support to:

- Individuals
- For-profit enterprises
- Special events (special event organizers are encouraged to review the City's special event grant funding application guidelines and apply for grants under that process)

PUBLIC PURPOSE

By law, all public funds, however awarded, must be used for a public purpose. In general, a public purpose is defined as an activity or service that is open and accessible to all members of the public regardless of race, creed, gender, sexual orientation, religious affiliation, etc., without restriction, and which does not promote a particular religion. It is therefore imperative for the organizations requesting funding through this program to clearly demonstrate the benefit that funded programs or services will have on the community of Carmel-by-the-Sea.

City grant funds may **not** be used for any of the following activities:

- To support political activities (including, but not limited to, lobbying, campaigns, or endorsements) and/or private interests
- Scholarships to high-school or college students
- The payment of outstanding debts
- The purchase of alcoholic beverages
- Travel, meals, lodging, or entertainment expenses
- Services which are primarily commercial, religious or political in nature
- Permanent improvements to any non City owned structure or property so that it becomes an integral part of the real property and its removal would do harm to the building or land, including those improvements that are bolted, nailed, screwed or wired into the wall, ceiling or floor

 General operating expenses or expenses to support on-going operation of the applicant, including, but not limited to, salaries, utilities, and rent expenses

DEMONSTRATING PUBLIC BENEFIT

Circumstances under which it is appropriate for the City to grant public funds include the following:

- When an organization provides a service that complements or enhances a service that the City also provides
- When there is an identifiable secondary, or indirect, benefit to the City
- When the organization provides a service the City could provide, but chooses not to

The following chart contains examples that illustrate public benefit:

Relationship to City Programs	Example	Benefit
Complementary service	Donation to the Tree Foundation in return for agreement to replace trees that have been removed by the City due to disease	The Tree Foundation has specialized knowledge about planting trees suitable for the area. New trees will enhance property values. The service will also increase the number of planted trees beyond that which the City would be able to plant.
Demonstrable benefit	Youth organization's after-school program	After-school programs can boost academic performance, reduce risky behaviors, promote physical health, and provide a safe, structured environment for the children of working parents.
Service the City could provide, but does not	Homeless shelter and placement programs	Programs such as this help end the cycle of homelessness.

APPLICATION PROCEDURE

All eligible entities seeking funding shall complete an application. Eligible entities include any Carmel school, or any nonprofit agency/organization either located within the City of Carmel-by-the-Sea or providing services to City of Carmel-by-the-Sea residents. The application must include a full explanation of the proposed used of the money and include a detailed budget and be submitted to the City by the specified deadline. City staff will then review the application for completeness and compliance with the evaluation criteria. Deadlines for funding requests correspond to the City's budgeting cycle. The application process for an upcoming fiscal year will open early in February and close in March so as to give the City Council sufficient time to include the funding in the fiscal year budget, if it so chooses to administer the program that year.

Grants are limited to schools, or organizations that are designated a 501(c) nonprofit organization by the Internal Revenue Service (IRS). Formal nonprofit status must be up

to date and submitted as requested on the application. 501(c) organizations must be in good standing with the IRS. Nonprofit organizations may apply for funding only if the Project/Program serves a public purpose and follows the laws governing use of public funds.

PROCESS

All interested nonprofit organizations must complete an application form, which will include the following information:

- Name and address of the nonprofit organization (applicant is required to list the local branch if it represents a national or statewide organization)
- Description of the community project/program/service provided and the benefit to the community that will be provided, including the number of Carmel-by-the-Sea community members served by both the organization and the specific project/program/service for which grant funds are sought
- Amount of funds requested
- Proposed project and budget plan for the use of the grant funds
- A current, detailed operating budget that includes information on the organization's annual sources of revenue received
- Proof of 501(c) status with a copy of the letter from the IRS as applicable
- The past two year's financial statements, including the current year, with balance sheets, sources of revenues, profit/loss statements and indicating the percentage of revenue that is used for administration, salaries and program costs
- Applicant(s) receiving City grant funds in the past must indicate when the funds were received, the amount received, and document how the funds were utilized
- The application must be completed by an officer or employee of the organization that is applying for funding and authorized by the organization to complete the application

Incomplete applications and applications not submitted by the deadline will not be considered.

EVALUATION OF APPLICATIONS

Following the application deadline, the City will review proposals from applicants. Applicants will be asked to send one representative to attend a public meeting to address the City Discretionary Funds Grant subcommittee, answer questions, and demonstrate the public benefit of the funds requested. All proposals will be evaluated to ascertain which nonprofit organizations will best serve the community of Carmel. Factors considered include, but are not limited to:

- The organization's documentation of its current nonprofit status
- The extent to which the organization provides a benefit to the Carmel-by-the-Sea community, including demonstrating the number of residents or businesses served
- The organization's history of providing satisfactory services to the community of Carmel-by-the-Sea as applicable
- The organization's submittal of financial statements prepared using an appropriate method of accounting that demonstrates sound financial management practices
- The organization's approach to monitoring and evaluate the success of the project/program/service provided

EXECUTION OF AGREEMENT

Nonprofit organizations selected to receive funds will be required to sign and execute an agreement with the City of Carmel-by-the-Sea. If an award of funds is made, a recipient nonprofit organization will be required to expend grant monies prior to the close of the fiscal year (June 30) in which it received the funding.

COMPLIANCE

Each awarded entity shall submit a report and proper backup documentation to substantiate that funds were expended appropriately. The report shall be submitted within 30 days of the end of the project or no later than June 30 of the fiscal year in which funds were awarded. Such documentation shall include the following:

- Invoices/receipts documenting the expenditure of funds
- A brief summary that explains all expenditures, including how they specifically benefitted Carmel-by-the-Sea residents, that may also include pictures or other documentation illustrating the use of the grant funds
- The organization's progress towards meeting the goals and objectives outlined in the application, and a schedule of the Project/Program's revenues/expenditures

If funds are not expended in accordance with the City's approved purpose, the organization may be required to refund the granted funds. The City reserves the right to require additional back-up information to substantiate how funds received from the City were expended. Failure to spend the funds in a timely manner, to provide proper documentation and/or to utilize the funds for the intended purpose may jeopardize future funding.

Applicant	Proposed Grant Use	Proposed Grant Budget	Benefit	Meets Policy Requirements	Grant request amount
Carmel High School Padre Parents	Carmel High School is requesting funding to support Sober Grad Night, a safe, alcohol-free celebration for graduating seniors held at the Santa Cruz Beach Boardwalk, as well as Minute Parties, monthly events that promote safe driving habits and raise awareness about the dangers of impaired driving. These initiatives aim to foster a culture of safety and responsibility among all students throughout the school year.	Sober Grad Night expenses towards \$8000 for transportation to the Santa Cruz Boardwalk, \$2,150 minute parties (where we display Sobriety info to Seniors), \$3,000 pre-party in the gym before loading kids on busses, \$1900 for a hypnotist and other misc expenses to keep kids entertained the entire night before returning them home sober and safe at 5:00am the morning after graduation!	Sober Grad Night events provide graduating seniors with a safe, fun, and substance-free environment to celebrate their achievements. It helps prevent underage drinking and risky behavior on graduation night, promoting student safety and giving families peace of mind.	yes	\$ 3,000.00
Carmel High School Mock Trial	Carmel Mock Trial is applying for funding to offset costs associated with their participation in regional, state, and international competitions. This would help reduce the financial burden on students and allow broader participation.	Funding to offset students costs for participating in the World Championship Mock Trial Competition in the fall and spring of the 2025-2026 school year.	Carmel High School's Mock Trial team cultivates critical thinking, public speaking, and teamwork, providing legal system understanding. Participants gain confidence and future preparation through competition and legal mentorship.	yes	\$ 3,000.00
Carmel High School Interact Club	The Interact Club at Carmel High School seeks funding to provide branded warm clothing (jackets and t-shirts) for its student volunteers. These uniforms will help members be easily recognized and foster team identity at community service events.	\$400 for t shirts \$700 for windbreakers \$500 promotion and recruitment	The CHS Interact Club fosters leadership, integrity, and social responsibility through community and international service projects. It provides students opportunities for personal and civic growth by connecting them with peers and community leaders.	yes	\$ 1,600.00
Carmel Woman's Club	We would utilize the City Grant to produce and mail our quarterly newsletters to our 457 members. Additionally, we post the newsletters on our website to provide access to the general public worldwide. We regularly have new residents review the website and then become new members to be part of the Carmel community.	We would use the \$3,000 to offset printing and postage costs for the four newsletters we send out each year.	The Carmel Woman's Club provides members with personal development, community involvement, and social interaction through philanthropy supporting local nonprofits and scholarships for women returning to college. They also offer educational programs, luncheons, and fundraisers for fellowship and learning.	yes	\$ 3,000.00

Applicant	Proposed Grant Use	Proposed Grant Budget	Benefit	Meets Policy Requirements	Grant request amount
Carmel Resident's Association	The Association is requesting funding to expand the distribution of The VOICE newsletter, a professional publication that fosters civic engagement, community awareness, and local participation. The grant will cover graphic design, printing, and mailing costs to send the newsletter to all 3,200 residents of Carmelby-the-Sea.	Carmel Residents Association is requesting \$3,000 to help offset expenses for increasing production of the "VOICE Newsletter" and provide an issue to every resident of Carmel-by-the-Sea: \$2,300 for graphic design, printing, and stitching of the VOICE Newsletter (3,200 qty) - \$700 for postage and mailing of the VOICE Newsletter (3,200 qty)	The CRA is dedicated to preserving and enriching the quality of life in Carmel-by-the-Sea. Members benefit from community advocacy, educational programs, and social events that foster civic engagement and neighborhood pride. The newsletter will be mailed to all residents, not only members.	yes	\$ 3,000.00
Carmel Little League	Carmel Youth Baseball respectfully requests grant funding to purchase a new scoreboard, a Gator utility vehicle, and backstop netting for our local baseball fields. These essential upgrades will directly benefit the youth athletes, families, and residents of Carmel-by-the-Sea by enhancing safety, improving field maintenance, and elevating the overall game experience.	We would allocate \$1,000 to the scoreboard, \$1,000 to the gator utility vehicle and \$1,000 to the backstop netting.	Youth Little League baseball promotes physical fitness, teamwork, discipline, and confidence in a fun, supportive environment. It also fosters friendships and community involvement, helping kids grow both on and off the field.	yes	\$ 3,000.00
Monterey Symphony	The Symphony seeks funding to support in-school music education visits and demonstrations for Carmel students in advance of their youth concerts. These interactive sessions aim to teach students about orchestral instruments and concert etiquette, enriching their concert experience and musical knowledge.	\$1,000 for the musicians to visit schools; \$1,000 for music educators to prepare the materials for the visits; \$1,000 to subsidize tickets for students and families living in 93921	Access to the symphony and music education exposes students to high-quality artistic experiences, enhancing their cultural awareness and appreciation for the arts. Helps to build a lifelong love of music, especially for students who might not otherwise have access.	yes, except that \$ cannot be used for salaries.	\$ 2,000.00
CERV of the Monterey Peninsula- Carmel CERT	Carmel CERT is requesting funds for emergency medical supplies, training materials, uniforms, and tactical equipment to enhance their capacity to respond to community emergencies and participate in training and outreach events. This includes outfitting their new CERT trailer with essential safety and extraction tools.	- \$700.00 Emergency Medical Supplies- - \$600.00 Training Materials- Communications - \$1000.00 Uniforms - Safety Helmets. - \$700.00 Tactical Emergency Equipment	Enhances community emergency response capacity, provides essential medical supplies, training, uniforms, and tactical equipment, and equips a new CERT trailer with safety and extraction tools.	yes	\$ 3,000.00
Food Bank for Monterey County	The Food Bank requests funding to provide fresh produce, dairy, eggs, lean proteins, and other nutritious food items to Carmel residents in need. These distributions occur twice monthly at St. Philip's Lutheran Church and serve residents of all ages.	\$3000 would be used to purchase fresh produce, eggs, dairy, lean proteins, and other healthful staple foods to provide to City of Carmel residents in need.	Provides nutritious food items to Carmel residents in need through twice-monthly distributions, serving residents of all ages.	yes	\$ 3,000.00

Applicant	Proposed Grant Use	Proposed Grant Budget	Benefit	Meets Policy Requirements	Grant request amount
Carmel Dance Festival	Carmel Dance Festival seeks funding for the Terpsichore Project, which brings youth-led live dance performances to residential care facilities, hospitals, and community spaces. The initiative promotes emotional healing, cognitive stimulation, and intergenerational connection while fostering artistic growth in young dancers.	Carmel Dance Festival is requesting \$3,000 for the Terpsichore Project, and if awarded, the funds will be used as follows: \$1,600 for professional choreography and coaching \$600 for costumes and dance shoes for youth performers \$500 for photography and videography \$300 for a portable, high-quality sound system	Brings youth-led live dance performances to care facilities, hospitals, and community spaces, promoting emotional healing, cognitive stimulation, and intergenerational connection, and fostering artistic growth in young dancers.	yes	\$ 3,000.00
New Canon Theatre Co.	New Canon Theatre Co. is requesting funding to support their 2025 production of Othello at the Forest Theatre in Carmelby-the-Sea. Grant funds will cover production costs, artist compensation, and community outreach programs aimed at making Shakespeare accessible to a wider audience.	We are requesting \$3,000 to support our production of Othello: \$1,000 – Pay What You Will Night (subsidized tickets, making theatre accessible to Carmel-by-the-Sea residents) \$800 – Set Construction - wood, paint, and scenic elements \$500 – Costumes \$400 – Lighting Design - rental and setup of professional lighting equipment \$300 – Sound Design - microphones, speakers	Supports a 2025 production of Othello at Carmel's Forest Theatre, offering low- price tickets to make Shakespeare accessible to a wider audience.	yes	\$ 3,000.00
SPCA Monterey County	SPCA Monterey County seeks \$3,000 to support the rescue and rehabilitation of 150–200 injured and orphaned wild animals from Carmel. The funds will help provide expert care, shelter, and treatment, promoting local biodiversity and reducing environmental strain on city resources.	SPCA Monterey County is requesting a \$3,000 grant to support its Wildlife Rescue and Rehabilitation Program for animals rescued from Carmel-by-the-Sea. Each wildlife patient (including squirrels, songbirds, raccoons, owls, and more) requires an average of \$360.42 in care, including rescue, food, medicine, and veterinary treatment. With over 150 animals annually from Carmel, the SPCA invests \$54,063 in total, and this grant would help offset those costs.	Supports the rescue and rehabilitation of injured and orphaned wild animals from Carmel, promoting local biodiversity and reducing environmental strain on city resources.	yes	\$ 3,000.00
Carmel Youth Center	The Carmel Youth Center requests funding to continue providing free, nutritious snacks for youth in their after-school program. These snacks support physical health and enhance learning and focus for participating students.	CYC spends an average of \$1.50 - \$2.00 per child per snack. With an average of 45 - 65 kids per day, this costs CYC approximately \$16,900 a year. We supplement 30% of those costs through inkind donations from the Monterey county food bank and All In Monterey County. The \$3,000 requested for this grant will cover 1,500 snacks for the 475 children CYC serves annually.	Provides free, nutritious snacks for youth in their after- school program, supporting physical health and enhancing learning and focus.	yes	\$ 3,000.00

Applicant	Proposed Grant Use	Proposed Grant Budget	Benefit	Meets Policy Requirements	Grant request amount
Pacific Repertory Theatre	Pacific Repertory Theatre is seeking support for its School of Dramatic Arts (SoDA), which offers affordable theater arts education for youth through classes and camps. The grant would enable students to engage in live theater as performers or behind-the-scenes crew, fostering creativity, confidence, and critical thinking.	We are requesting \$3,000 for our School of Dramatic Arts (SoDA). If awarded, funds will be used to subsidize—Teacher Salaries (\$1000), Marketing (\$1000) and Educational Materials (\$1000).	Offers affordable theater arts education for youth through classes and camps, enabling students to engage in live theater and fostering creativity, confidence, and critical thinking.	Yes, except that \$ cannot be used for salaries.	\$ 2,000.00
Community Human Services	Community Human Services requests funding for operational support of Shuman HeartHouse, an emergency shelter for unaccompanied women and families with children. Funds will cover housing, case management, meals, and rapid rehousing services to help guests transition into permanent housing.	A \$3,000 grant from the City of Carmel-by-the-Sea would be used to fund general operating support of the Shuman HeartHouse emergency shelter for homeless women and families with children. This includes providing case management and rapid rehousing services to guests during their stays, as well as meals, internet and computer access, and assistance accessing employment, health services, education, and permanent housing.	Provides emergency shelter, case management, meals, and rapid rehousing services for unaccompanied women and families with children.	yes	\$ 3,000.00
American Legion Post 512 Carmel Patriots	Carmel Patriots request funding to purchase outdoor furniture for the American Legion, improving its aesthetics and usability for veterans, military personnel, and community events. This beautification also supports property values and community pride in honoring veterans.	We are requesting \$3000 for the American Legion Post 512 Carmel Patriots: -\$1400 for 8 Polywood outdoor chairs -\$800 for 2 Polywood outdoor tables -\$770 for 2 outdoor umbrellas and 2 stands -\$30 towards shipping costs	Improves the aesthetics and usability of the American Legion for veterans, military personnel, and community events, supporting property values and community pride.	yes	\$ 3,000.00
Carmel Cares	Carmel Cares seeks funding to purchase safety vests, T-shirts, and litter pickup equipment for 50 additional volunteers. This gear will enhance the visibility, safety, and effectiveness of their beautification efforts throughout the community.	We are requesting \$3,000 to properly outfit 50 additional volunteers for purposes of safety and functionality. Safety vests - Logo'd mesh - \$500 Safety vests - Logo'd fleece - \$1,500 Buckets for Pick Up Posse - \$500 (branding is done by volunteers at no cost) Pickers for Pick Up Posse - \$250 T-shirts - Logo'd long sleeve - \$250	Enhances the visibility, safety, and effectiveness of community beautification efforts through the purchase of safety vests, T-shirts, and litter pickup equipment for volunteers.	yes	\$ 3,000.00

Applicant	Proposed Grant Use	Proposed Grant Budget	Benefit	Meets Policy Requirements	Grant request amount
Monterey Peninsula Ballet Theatre	MPBT is requesting a grant to help fund its Free Youth Arts Community Outreach Program, which provides free access to The Nutcracker for students from Salinas City Elementary School District. The program introduces students to ballet and theater while offering MPBT youth performers additional performance experience.	We are requesting \$3000 for the "Free Youth Arts Outreach Community Program," and if awarded, the funds will be used as follows: - \$2,585 for Sunset Center light, sound, dance floor rental - \$415 for guest technology fees (a portion of the \$3000 for guest technology fees for this youth arts program only)	Provides free access to The Nutcracker for students from Salinas City Elementary School District, introduces students to ballet and theater, and offers MPBT youth performers additional performance experience.	yes	\$ 3,000.00
Leadership Carmel, a program of the Carmel Chamber of Commerce Foundation	Leadership Carmel requests funding to purchase senior-friendly fitness equipment for The Carmel Foundation's new wellness studio. The project promotes successful aging and provides accessible fitness opportunities for the city's large senior population.	We are requesting \$3,000 to be used towards the purchase of: 3 Recumbent Bikes (\$7,485 to \$11,385), 1 Stationary Bike (\$1,599 to \$5,189) Weight Machines (\$6,000 to \$10,000)	Promotes successful aging and provides accessible fitness opportunities for seniors by purchasing senior-friendly fitness equipment for a new wellness studio.	yes	\$ 3,000.00
		Total Grants Eligible for fun	ding:	19	
		Total Grants Requested:			\$ 53,600.00

Welcome to the FY 25-26 Council **Discretionary Grant Application**

The City of Carmel-by-the-Sea recognizes and appreciates the value of local nonprofit organizations and schools that provide services benefiting the community. Each year, the City Council offers a **Discretionary** Funds Grant Program to provide support to various organizations, in alignment with the City's annual budget process. Every organization that submits an application and the required documentation by the deadline will be considered, however, please note that funding is limited and not all applicants may receive a grant.

Before applying, please review the eligibility requirements and evaluation process outlined in Policy 2017-01: City Council Discretionary Funds Grant Program.

 $To \ complete \ your \ application, submit \ this \ online \ form \ \underline{and} \ email \ the \ following \ documents \ to \ the \ \underline{City} \ \underline{Clerk}$ by the application deadline, Friday, March 14, 2025, at 5:00 PM:

- Proof of 501(c) status or school documentation
- Current annual operating budget
 Past two years' financial statements

For questions, contact the City Clerk at cityclerk@ci.carmel.ca.us or call 831-620-2016.

Email * ALPost512@gmail.com
Non-profit Organization Name (or name of Carmel School): * Enter the name of the Non-Profit or School applying for this grant American Legion Post 512 Carmel Patriots
American Legion Fost 912 cannel Faurous
Organization Mailing Address: *
P.O. Box 512. Carmel-by-the-Sea. CA 93921

4/16/25, 3:07 PM Welcome to the FY 25-26 Council Discretionary Grant Application Is your organization located with the City of Carmel-by-the-Sea, or does it provide services to its *

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We are located in Carmel-by-the-Sea

We are located outside of Carmel-by-the-Sea, but we provide services to its residents

We do not provide services to Carmel-by-the-Sea (Your organization is not eligible for this grant)

Does your organization have any outstanding debt to the City? *

Yes (Your organization is not eligible for this grant)

Is your organization finanically dependent on receiving City funding for its annual budget and operational requirements?

Yes (Your organization is not eligible for this grant)

Does your organization's project/program that you are requesting a grant for meet the criteria for * public purpose as outlined in the City's Discretionary Grant Policy?

Yes (Provide a detailed description in the next section)

No (Your organization is not eligible for this grant)

Section 2: Project/Program Purpose for Grant

All public funds must, by law, be used for activities that serve a public purpose. A public purpose generally means providing an "activity or service that is open and accessible to all members of the public regardless of race, creed, gender, sexual orientation, religious affiliation, etc., without restriction, and which does not

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6/25, 3:07 PM	Welcome to the FY 25-26 Counci	Il Discretionary Grant Application
-	Contact Name and Title: *	Attachment 3
(Name of person the City	y should contact if they have questions	about this application)
Gerry Paratore		
Organization's Contac	t Email: *	
ALPOST512@gmail.com		
Organization's Phone	Number: *	
(831)624-9941		
Section 1: Eligibility	Information	
To be eligible for funding,	an organization:	
services to the com	munity of Carmel-by-the-Sea.	ovide community, environmental, or social
 Must be a nonprofit 	community based 501(c) organization	n or a Carmel school. City funds are sought.

Is your organization a 501(c) nonprofit or a Carmel school?*

We are a 501(c) nonprofit

We are a Carmel School

We are not a 501(c) nonprofit or a Carmel School (Your organization is not eligible for this grant)

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Welcome to the FY 25-26 Council Discretionary Grant Application

 $promote\ a\ particular\ religion".\ Therefore,\ organizations\ applying\ for\ grant\ funding\ through\ this\ program$ must clearly show how their programs or services will benefit the community of Carmel-by-the-Sea. **Demonstrating Public Benefit**

The City may grant public funds under the following conditions:

- The organization offers a service that complements or enhances a service the City already provides.
- · The service creates an indirect or secondary benefit for the City. • The organization provides a service that the City could provide but has chosen not to.

The following chart contains examples that illustrate public benefit:

Relationship to City Programs	Example	Benefit
Complementary service	Donation to the Tree Foundation in return for agreement to replace trees that have been removed by the City due to disease	The Tree Foundation has specialized knowledge about planting trees suitable for the area. New trees will enhance property values. The service will also increase the number of planted trees beyond that which the City would be able to plant.
Demonstrable benefit	Youth organization's after-school program	After-school programs can boost academic performance, reduce risky behaviors, promote physical health, and provide a safe, structured environment for the children of working parents.
Service the City could provide, but does not	Homeless shelter and placement programs	Programs such as this help end the cycle of homelessness.

Other: Provide a Detailed Proposed Project/Program Budget, indicating how the grant funding requested will be utilized if awarded. For example: "We are requesting \$3,000 for the "Kids Zone After School Drama Club Program", and if awarded the funds will be used as follows: - \$300 for costumes - \$700 for printing scripts and programs - \$400 for paint and wood to create a portable and moveable scenery backdrop - \$600 for props - \$1,000 for stage lighting and audio equipment We are requesting \$3000 for the American Legion Post 512 Carmel Patriots, and if awarded, the funds will be used as follows: -\$1400 for 8 Polywood outdoor chairs -\$800 for 2 Polywood outdoor tables -\$770 for 2 outdoor umbrellas and 2 stands -\$30 towards shipping costs Section 4: Organization's Financial History Along with submitting an online grant application, applicants must also email the following documentation Please indicate the estimated number of Carmel-by-the-Sea (93921) residents that will benefit to the City Clerk at cityclerk@ci.carmel.ca.us by Friday, March 14, 2025, at 5:00 PM for the application to be considered complete: from the specific service, project, or program for which grant funds are being sought: 1. A current, detailed operating budget that includes information on the organization's annual sources of revenue received. 2. Proof of 501(c) status with a copy of the letter from the IRS as applicable Section 3: Funding Request Amount and Budget https://docs.google.com/forms/d/112qeC_pNqA0zgCFL7aUp6qnJ408DFBFYs26u9VI1X14/edit#response=ACYDBNg9d-_WWeHece3UO0a3Ofii0kfhP... https://docs.google.com/forms/d/112qeC_pNqA0zgCFL7aUp6qnJ408DFBFYs26u9V11XI4/edit#response=ACYDBNg9d-_WWeHece3UO0a3Ofii0kfhP...

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4/16/25 3:07 PM

4/16/25, 3:07 PM Welcome to the FY 25-26 Council Discretionary Grant Application 3. The past two year's financial statements, including the current year, with balance sheets, sources of revenues, profit/loss statements and indicating the percentage of revenue that isused for administration, salaries and program costs. I understand that in order for my application to be considered complete, I must also email the following three (3) documents to cityclerk@ci.carmel.ca.us by grant application deadline of Friday, March 14, 2025, at 5:00 PM: 1) A current, detailed operating budget that includes information on the organization's annual sources of revenue received. 2) Proof of 501(c) status (copy of the letter from the IRS) or documentation as a school as applicable. 3) The past two year's financial statements, including the current year, with balance sheets. sources of revenues, profit/loss statements and indicating the percentage of revenue that is used for administration, salaries and program costs.

Section 6: Declaration

I understand this requirement

I hereby certify that the information provided in this application is true and correct to the best of my knowledge and that I am authorized by the organization to complete this applicatio

I understand that in addition to submitting this application form, I must also email the required financial documents to the City Clerk at cityclerk@ci.carmel.ca.us by Friday, March 14, 2025, at 5:00 PM in order for my grant application to be considered complete.

I further acknowledge that if selected, a grant agreement between the City and my organization is required, and once signed, grant funding awareded to my organization must be utilitzed for the specific service, project, or program outlined in this application between July 1, 2025 and June 30, 2026.

Gerry Paratore	Commander of the American Legion Post 512	
Organization	name *	
American Legi	n Post 512 Carmel Patriots	
Date Submitt	d:*	
MM DD YYY	1	
	5	

Welcome to the FY 25-26 Council Discretionary Grant Application

Welcome to the FY 25-26 Council Discretionary Grant Applicatio

Please indicate if you are requesting the maximum grant funding of \$3,000 for your

organization, or another amount less than the maximum:

We are requesting a \$3,000 grant

Google Forms

Welcome to the FY 25-26 Council **Discretionary Grant Application**

The City of Carmel-by-the-Sea recognizes and appreciates the value of local nonprofit organizations and schools that provide services benefiting the community. Each year, the City Council offers a **Discretionary** Funds Grant Program to provide support to various organizations, in alignment with the City's annual budget process. Every organization that submits an application and the required documentation by the deadline will be considered, however, please note that funding is limited and not all applicants may receive a grant.

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 $To \ complete \ your \ application, submit \ this \ online \ form \ \underline{and} \ email \ the \ following \ documents \ to \ the \ \underline{City} \ \underline{Clerk}$ by the application deadline, Friday, March 14, 2025, at 5:00 PM:

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For questions, contact the City Clerk at cityclerk@ci.carmel.ca.us or call 831-620-2016.

Email *	
nreilly@montereysymphony.org	
No. of Control of the New York of Control of	
Non-profit Organization Name (or name of Carmel School): *	
Enter the name of the Non-Profit or School applying for this grant	
Monterey Symphony	
Organization Mailing Address: *	
PO BOX 7130 Carmel-by-the-Sea, CA 93921	

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		Attachment 3
-	f Contact Name and Title: *	
(Name of person the Ci	ty should contact if they have questio	ns about this application)
Nicola Reilly, President	and CEO	
Organization's Contac	ct Email: *	
nreilly@montereysymph	nony.org	
Organization's Phone	Number: *	
831-645-1131		
 services to the cor Must be a nonprof Must directly provi Must have no outs Must not be finance 	g, an organization: within the City of Carmel-by-the-Sea or mmunity of Carmel-by-the-Sea. It community based 501(c) organization ide the community service(s) for whice standing debt due to the City.	
ls your organization a	s 501(c) nonprofit or a Carmel scho	pol?*
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We are a 501(c) no	onprofit	
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We are a 501(c) no We are a Carmel S	chool	organization is not eligible for this grant)

25, 11:59 AM	Welcome to the FY 25-26 Council Discretionary Grant Application
Is your organization I residents?	ocated with the City of Carmel-by-the-Sea, or does it provide services to its
We are located in	Carmel-by-the-Sea
We are located ou	tside of Carmel-by-the-Sea, but we provide services to its residents
We do not provide	services to Carmel-by-the-Sea (Your organization is not eligible for this grant)
Does your organizati	on have any outstanding debt to the City? *
Yes (Your organiz	ation is not eligible for this grant)
✓ No	
I	The size like the second and the second size of the first like for the second business and
Is your organization to	inanically dependent on receiving City funding for its annual budget and ents?
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operational requirem Yes (Your organiz No Does your organizati public purpose as ou	ents? ation is not eligible for this grant) on's project/program that you are requesting a grant for meet the criteria for

4/11/25, 11:59 AM Welcome to the FY 25-26 Council Discretionary Grant Application promote a particular religion". Therefore, organizations applying for grant funding through this program must clearly show how their programs or services will benefit the community of Carmel-by-the-Sea. **Demonstrating Public Benefit**

The City may grant public funds under the following conditions:

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- · The service creates an indirect or secondary benefit for the City.
- The organization provides a service that the City could provide but has chosen not to.

The following chart contains examples that illustrate public benefit:

Relationship to City Programs	Example	Benefit
Complementary service	Donation to the Tree Foundation in return for agreement to replace trees that have been removed by the City due to disease	The Tree Foundation has specialized knowledge about planting trees suitable for the area. New trees will enhance property values. The service will also increase the number of planted trees beyond that which the City would be able to plant.
Demonstrable benefit	Youth organization's after-school program	After-school programs can boost academic performance, reduce risky behaviors, promote physical health, and provide a safe, structured environment for the children of working parents.
Service the City could provide, but does not	Homeless shelter and placement programs	Programs such as this help end the cycle of homelessness.

All public funds must, by law, be used for activities that serve a public purpose. A public purpose generally means providing an "activity or service that is open and accessible to all members of the public regardless $of \ race, \ creed, \ gender, \ sexual \ or ientation, \ religious \ affiliation, \ etc., \ without \ restriction, \ and \ which \ does \ not$

Section 2: Project/Program Purpose for Grant

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Please indicate if you are requesting the maximum grant funding of \$3,000 for your organization, or another amount less than the maximum: We are requesting a \$3,000 grant Other: Provide a Detailed Proposed Project/Program Budget, indicating how the grant funding requested will be utilized if awarded. For example: "We are requesting \$3,000 for the "Kids Zone After School Drama Club Program", and if awarded the funds will be used as follows: - \$300 for costumes - \$700 for printing scripts and programs - \$400 for paint and wood to create a portable and moveable scenery backdrop - \$600 for props - \$1,000 for stage lighting and audio equipment \$1,000 for the musicians to visit schools; \$1,000 for music educators to prepare the materials for the visits; \$1,000 to subsidize tickets for students and families living in 93921 Section 4: Organization's Financial History Along with submitting an online grant application, applicants must also email the following documentation to the City Clerk at cityclerk@ci.carmel.ca.us by Friday, March 14, 2025, at 5:00 PM for the application to be considered complete 1. A current, detailed operating budget that includes information on the organization's annual sources of 2. Proof of 501(c) status with a copy of the letter from the IRS as applicable. 3. The past two year's financial statements, including the current year, with balance sheets, sources of revenues, profit/loss statements and indicating the percentage of revenue that issued for administration, salaries and program costs. https://docs.google.com/forms/d/112qeC_pNqA0zgCFL7aUp6qnJ408DFBFYs26u9V11XI4/edit#response=ACYDBNio5fTCf0ibTZsBNC8yz9IC2QRre7g... 6/8

Welcome to the FY 25-26 Council Discretionary Grant Application

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4/11/25, 11-59 AM

Welcome to the FY 25-26 Council Discretionary Grant Application

I understand that in order for my application to be considered complete, I must also email the following three (3) documents to cityclerk@ci.carmel.ca.us by grant application deadline of Friday, March 14, 2025, at 5:00 PM:

1) A current, detailed operating budget that includes information on the organization's annual sources of revenue received.

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I understand this requirement

Section 6: Declaration

I hereby certify that the information provided in this

I hereby certify that the information provided in this application is true and correct to the best of my knowledge and that I am authorized by the organization to complete this application.

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I further acknowledge that if selected, a grant agreement between the City and my organization is required, and once signed, grant funding awareded to my organization must be utilitzed for the specific service, project, or program outlined in this application between July 1, 2025 and June 30, 2026.

Name and Title of staff applying on behalf of the Organization: *
Nicola Reilly, President and CEO

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Google Forms

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Organization Mailing Address: *
3845 Vía Nona Marie #22181, Carmel CA 93923

Organization Point of Contact Name and Tit	
(Name of person the City should contact if they have been been been been been been been be	ave questions about tins application)
Organization's Contact Email: *	
Lillian@CarmelDanceFestival.org	
Organization's Phone Number: *	
(310) 923-2766	
Section 1: Eligibility Information	
Must be located within the City of Carmel-by-	-the-Sea or provide community, environmental, or social
Must be located within the City of Carmel-by services to the community of Carmel-by-the Must be a nonprofit community based 501(c Must directly provide the community service Must have no outstanding debt due to the Ci	Sea.) organization or a Carmel school. (s) for which City funds are sought.
Must be located within the City of Carmel-by services to the community of Carmel-by-the. Must be a nonprofit community based 501(c Must directly provide the community service Must have no outstanding debt due to the Ci Must not be financially dependent upon rece budget and operational requirements.	Sea.) organization or a Carmel school. (s) for which City funds are sought. ty. iving City support to meet the organization's annual
Must be located within the City of Carmel-by services to the community of Carmel-by-the- Must be a nonprofit community based 501(c) Must directly provide the community service Must have no outstanding debt due to the Ci Must not be financially dependent upon rece budget and operational requirements. Is your organization a 501(c) nonprofit or a Ca	Sea.) organization or a Carmel school. (s) for which City funds are sought. ty. iving City support to meet the organization's annual
services to the community of Carmel-by-the • Must be a nonprofit community based 501(c • Must directly provide the community service • Must have no outstanding debt due to the Ci • Must not be financially dependent upon recebudget and operational requirements. Is your organization a 501(c) nonprofit or a Ca We are a 501(c) nonprofit We are a Carmel School	Sea.) organization or a Carmel school. (s) for which City funds are sought. ty. iving City support to meet the organization's annual
Must be located within the City of Carmel-by services to the community of Carmel-by-the- Must be a nonprofit community based 501(c Must directly provide the community service Must have no outstanding debt due to the Ci Must not be financially dependent upon rece budget and operational requirements. Is your organization a 501(c) nonprofit or a Ca We are a 501(c) nonprofit We are a Carmel School We are not a 501(c) nonprofit or a Carmel Sc	Sea.) organization or a Carmel school. (s) for which City funds are sought. ty. iving City support to meet the organization's annual

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4/11/25, 12:04 PM

Demonstrating Public Benefit

The City may grant public funds under the following conditions:

organization located with the City of Carmel-by-the-Sea, or does it provide services to its nts? e are located in Carmel-by-the-Sea e are located outside of Carmel-by-the-Sea, but we provide services to its residents e do not provide services to Carmel-by-the-Sea (Your organization is not eligible for this grant) your organization have any outstanding debt to the City? *
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es (Your organization is not eligible for this grant)
organization finanically dependent on receiving City funding for its annual budget and ional requirements?
es (Your organization is not eligible for this grant)
vour organization's project/program that you are requesting a grant for meet the criteria for purpose as outlined in the City's Discretionary Grant Policy ?
es (Provide a detailed description in the next section)
(Your organization is not eligible for this grant)

All public funds must, by law, be used for activities that serve a public purpose. A public purpose generally means providing an "activity or service that is open and accessible to all members of the public regardless of race, creed, gender, sexual orientation, religious affiliation, etc., without restriction, and which does not

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· The service creates an indirect or secondary benefit for the City. • The organization provides a service that the City could provide but has chosen not to. The following chart contains examples that illustrate public benefit: Relationship to City Programs Benefit Example Donation to the Tree The Tree Foundation has Complementary service Foundation in return for specialized knowledge about planting trees suitable for the agreement to replace trees that have been area. New trees will enhance removed by the City due property values. The service will to disease also increase the number of planted trees beyond that which the City would be able to plant. Demonstrable benefit After-school programs can boost Youth organization's academic performance, reduce risky behaviors, promote physical health, and provide a safe, structured environment for the children of working parents. Programs such as this help end Service the City could provide, but Homeless shelter and placement programs the cycle of homelessness.

Welcome to the FY 25-26 Council Discretionary Grant Application

promote a particular religion". Therefore, organizations applying for grant funding through this program must clearly show how their programs or services will benefit the community of Carmel-by-the-Sea.

• The organization offers a service that complements or enhances a service the City already provides.

PLEASE NOTE: City grant funds may not be used for any of the following activities:

- General operating expenses such as salaries, utilities, and rent expenses
- To support political activities
- Scholarships to high-school or college students
- The payment of outstanding debts
- The purchase of alcoholic beverages
- Travel, meals, lodging, or entertainment expenses
- Services which are primarily commercial, religious or political in nature
- Permanent improvements to any non City owned structure or property so that it becomes integral to the real reporty and removal would do harm to the building or land including those improvements that are bolted, nailed, screwed or wired into the wall, ceiling or floor



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In 500 words or less, please describe the specific proposed use of the grant by your organization. This must be a specific service, project, or program provided by your organization which demonstrates a benefit to residents of Carmel-by-the-Sea.

Carmel Dance Festival (CDF) seeks funding to support the Terpsichore Project, a transformative dance initiative for youth ages 12-17 that fosters artistic growth while bringing the healing power of dance to vulnerable communities. Through this project, young dancers will perform in residential care facilities, community spaces, and hospitals, creating meaningful connections with individuals facing isolation, health challenges, or emotional distress.

The project will serve residents in residential care facilities, where many individuals experience dementia, depression, loneliness, and discomfort. Dance offers a powerful way to engage these individuals, providing both a mental and physical outlet. For those with dementia, dance can stimulate cognitive function and $create\ moments\ of\ joy.\ For\ those\ battling\ depression,\ live\ performances\ uplift\ spirits\ and\ foster\ a\ sense\ of$ community. Dance provides an emotional release and a unique form of expression for individuals experiencing discomfort or isolation.

These live performances also invite optional participation, allowing individuals to engage in the experience, whether through simple movement or interactive elements. This participation fosters a sense of belonging, helping to break down emotional barriers and create shared moments of joy and connection.

Live dance performances in care facilities help alleviate loneliness and emotional distress, providing a space for engagement and uplifting the spirit. By offering visually and emotionally stimulating performances, dance offers not only entertainment but also an opportunity for connection, purpose, and

The Terpsichore Project provides emotional healing and well-being for those experiencing the challenges of aging and illness. Youth dancers will grow in their artistic abilities while contributing to their community in a meaningful way, bringing light and joy to those who need it most.

In addition to reaching seniors in care facilities and hospital patients, the project will offer free performances at The Carmel Foundation and The Carmel Women's Club, enriching the cultural fabric of Carmel-by-the-Sea and making live dance accessible to all.

Through intergenerational connections and the power of artistic expression, the Terpsichore Project demonstrates CDF's commitment to using dance as a source of healing, joy, and inclusion

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4/11/25, 12:04 PM

Welcome to the FY 25-26 Council Discretionary Grant Application

Please indicate the estimated number of Carmel-by-the-Sea (93921) residents that will benefit * from the specific service, project, or program for which grant funds are being sought:

The Terpsichore Project will directly benefit an estimated 320 residents of Carmel-by-the-Sea (93921) through free, live dance performances in community spaces, care facilities, and hospitals: 6 youth performers and their families and friends (approx. 30 individuals) 90 audience members at The Carmel Women's Club 40 audience members at The Carmel Foundation 100 audience members across three residential care facilities (90 residents + 10 caregivers/doctors) 20 patients and their families and caregivers at Carmel's CHOMP and an adjacent facility (approx. 60 individuals) These performances will bring joy, connection, and emotional relief to individuals who may otherwise lack access to live arts

Section 3: Funding Request Amount and Budget

Please indicate if you are requesting the maximum grant funding of \$3,000 for your organization, or another amount less than the maximum:

We are requesting a \$3,000 grant

Other:

4/11/25, 12:04 PM

4/11/25. 12:04 PM

Welcome to the FY 25-26 Council Discretionary Grant Application

Provide a Detailed Proposed Project/Program Budget, indicating how the grant funding requested will be utilized if awarded.

For example: "We are requesting \$3,000 for the "Kids Zone After School Drama Club Program", and if awarded the funds will be used as follows:

- \$700 for printing scripts and programs
- \$400 for paint and wood to create a portable and moveable scenery backdrop
- \$600 for props
- \$1,000 for stage lighting and audio equipment

Carmel Dance Festival is requesting \$3,000 for the Terpsichore Project, and if awarded, the funds will be

\$1,600 for professional choreography and coaching, ensuring high-quality artistic direction and creative development for youth dancers

\$600 for costumes and dance shoes for youth performers, enhancing the visual storytelling and

\$500 for photography and videography to document the performances and share the project's impact with the community.

\$300 for a portable, high-quality sound system, ensuring clear and impactful performances in non-

These funds will enable the project to reach 320+ individuals across Carmel-by-the-Sea, including free performances by youth dancers for those in need at three residential care facilities, as well as The Carmel Women's Club and The Carmel Foundation.

Section 4: Organization's Financial History

Along with submitting an online grant application, applicants must also email the following documentation to the City Clerk at cityclerk@ci.carmel.ca.us by Friday, March 14, 2025, at 5:00 PM for the application to be considered complete:

- 1. A current, detailed operating budget that includes information on the organization's annual sources of
- 2. Proof of 501(c) status with a copy of the letter from the IRS as applicable.

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I understand that in addition to submitting this application form, I must also email the required financial documents to the City Clerk at cityclerk@ci.carmel.ca.us by Friday, March 14, 2025, at $5.00 \, \text{PM}$ in order for

I further acknowledge that if selected, a grant agreement between the City and my organization is required, and once signed, grant funding awareded to my organization must be utilitzed for the specific service, project, or program outlined in this application between July 1, 2025 and June 30, 2026.

my grant application to be considered complete.

Name and Title of staff applying on behalf of the Organization:

**Attachment 3*

Lillian Barbeito

Organization name *

Carmel Dance Festival

Date Submitted: *

MM DD YYYY

03 / 07 / 2025

This form was created inside of Carmel-by-the-Sea.

Google Forms

Attachment 3

Name and Title of staff applying on behalf of the Organization: *

Attachment 3

Lillian Barbeito

Organization name *

Carmel Dance Festival

Date Submitted: *

MM DD YYYY

03 / 07 / 2025

This form was created inside of Carmel-by-the-Sea.

Google Forms

4/16/25, 3:22 PM Welcome to the FY 25-26 Council Discretionary Grant Application Welcome to the FY 25-26 Council **Discretionary Grant Application** The City of Carmel-by-the-Sea recognizes and appreciates the value of local nonprofit organizations and schools that provide services benefiting the community. Each year, the City Council offers a Discretionary Funds Grant Program to provide support to various organizations, in alignment with the City's annual budget process. Every organization that submits an application and the required documentation by the deadline will be considered, however, please note that funding is limited and not all applicants may receive Before applying, please review the eligibility requirements and evaluation process outlined in Policy 2017-01: City Council Discretionary Funds Grant Program. To complete your application, submit this online form and email the following documents to the City Clerk by the application deadline, Friday, March 14, 2025, at 5:00 PM: · Proof of 501(c) status or school documentation Current annual operating budget · Past two years' financial statements For questions, contact the City Clerk at cityclerk@ci.carmel.ca.us or call 831-620-2016. bdini@carmelunified.org Non-profit Organization Name (or name of Carmel School): * Enter the name of the Non-Profit or School applying for this grant Carmel High School Interact Club Organization Mailing Address: * 3600 Ocean Avenue, Carmel, CA 93923 $https://docs.google.com/forms/d/112qeC_pNqA0zgCFL7aUp6qnJ408DFBFYs26u9V11Xi4/edit\#response=ACYDBNgI2HBUY-tPKHiLM5FZ2-YHcvlu71...\\$

	ne of person the City should contact if they have questions about this application)
Bruc	e Dini
Org	anization's Contact Email: *
bdin	@carmelunified.org
Org	anization's Phone Number: *
624-	1821
Sec	ion 1: Eligibility Information
To be	eligible for funding, an organization:
•	Must be located within the City of Carmel-by-the-Sea or provide community, environmental, or socia services to the community of Carmel-by-the-Sea.
	Must be a nonprofit community based 501(c) organization or a Carmel school. Must directly provide the community service(s) for which City funds are sought.
•	Must have no outstanding debt due to the City.
•	Must not be financially dependent upon receiving City support to meet the organization's annual budget and operational requirements.
	sauget und operational requirements.
Is yo	our organization a 501(c) nonprofit or a Carmel school? *
Is yo	
	our organization a 501(c) nonprofit or a Carmel school?*

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Welcome to the FY 25-26 Council Discretionary Grant Application

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4/16/25. 3:22 PM Welcome to the FY 25-26 Council Discretionary Grant Application Is your organization located with the City of Carmel-by-the-Sea, or does it provide services to its * We are located in Carmel-by-the-Sea We are located outside of Carmel-by-the-Sea, but we provide services to its residents We do not provide services to Carmel-by-the-Sea (Your organization is not eligible for this grant) Does your organization have any outstanding debt to the City? * Yes (Your organization is not eligible for this grant) ✓ No Is your organization finanically dependent on receiving City funding for its annual budget and operational requirements? Yes (Your organization is not eligible for this grant) ✓ No Does your organization's project/program that you are requesting a grant for meet the criteria for * public purpose as outlined in the City's Discretionary Grant Policy? Yes (Provide a detailed description in the next section) No (Your organization is not eligible for this grant) Section 2: Project/Program Purpose for Grant All public funds must, by law, be used for activities that serve a public purpose. A public purpose generally means providing an "activity or service that is open and accessible to all members of the public regardless of race, creed, gender, sexual orientation, religious affiliation, etc., without restriction, and which does not https://docs.google.com/forms/d/112qeC_pNqA0zgCFL7aUp6qnJ408DFBFYs26u9V11Xl4/edit#response=ACYDBNgl2HBUY-tPKHiLM5FZ2-YHcvlu7I...

promote a particular religion". Therefore, organizations applying for grant funding through this program must clearly show how their programs or services will benefit the community of carrie by the services. **Demonstrating Public Benefit** The City may grant public funds under the following conditions: · The organization offers a service that complements or enhances a service the City already provides. The service creates an indirect or secondary benefit for the City.
The organization provides a service that the City could provide but has chosen not to. The following chart contains examples that illustrate public benefit: Relationship to City Programs Example Benefit Complementary service Donation to the Tree The Tree Foundation has Foundation in return for specialized knowledge about planting trees suitable for the agreement to replace trees that have been area. New trees will enhance property values. The service will removed by the City due also increase the number of to disease planted trees beyond that which the City would be able to plant. Demonstrable benefit Youth organization's After-school programs can boost after-school program academic performance, reduce risky behaviors, promote physical health, and provide a safe, structured environment for the children of working parents. Homeless shelter and Programs such as this help end Service the City could provide, but does not placement programs the cycle of homelessness https://docs.google.com/forms/d/112qeC_pNqA0zgCFL7aUp6qnJ408DFBFYs26u9VI1XI4/edit#response=ACYDBNgl2HBUY-tPKHiLM5FZ2-YHcvlu71...

Welcome to the FY 25-26 Council Discr

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4/16/25, 3:22 PM Welcome to the FY 25-26 Council Discretionary Grant Application PLEASE NOTE: City grant funds may not be used for any of the following activities: - General operating expenses such as salaries, utilities, and rent expenses - To support political activities - Scholarships to high-school or college students - The payment of outstanding debts - The purchase of alcoholic beverages - Travel, meals, lodging, or entertainment expenses - Services which are primarily commercial, religious or political in nature - Permanent improvements to any non – City owned structure or property so that it becomes integral to the real reporty and removal would do harm to the building or land including those improvements that are bolted, nailed, screwed or wired into the wall, ceiling or floor I understand In 500 words or less, please describe the specific proposed use of the grant by your organization. This must be a specific service, project, or program provided by your organization which demonstrates a benefit to residents of Carmel-by-the-Sea. To provided branded warm clothing for CHS Interact club members. Student volunteers have worked aside various members of the community over the last sevaral years and it would be nice to have some sort of matching t-shirts and jackets in order to be easily identified going forward with our growing club.

Provide a Detailed Proposed Project/Program Budget, indicating how the grant funding requested will be utilized if awarded.

For example: "We are requesting \$3,000 for the "Kids Zone After School Drama Club Program", and if awarded the funds will be used as follows:
- \$300 for costumes
- \$700 for printing scripts and programs
- \$400 for paint and wood to create a portable and moveable scenery backdrop
- \$600 for props
- \$1,000 for stage lighting and audio equipment

\$400 for t shirts
\$700 for windbreakers
\$500 promotion and recruitment

Welcome to the FY 25-26 Council Discretionary Grant Application

Please indicate if you are requesting the maximum grant funding of \$3,000 for your

organization, or another amount less than the maximum:

We are requesting a \$3,000 grant

① Other: \$1,600

Along with submitting an online grant application, applicants must also email the following documentation to the City Clerk at cityclerk@ci.carmel.ca.us by Friday, March 14, 2025, at 5:00 PM for the application to be considered complete:

- A current, detailed operating budget that includes information on the organization's annual sources of revenue received.
- 2. Proof of 501(c) status with a copy of the letter from the IRS as applicable.
- 3. The past two year's financial statements, including the current year, with balance sheets, sources of revenues, profit/loss statements and indicating the percentage of revenue that is used for administration, salaries and program costs.

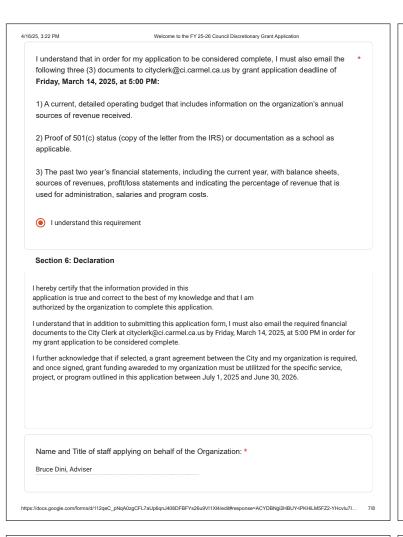
Please indicate the estimated number of Carmel-by-the-Sea (93921) residents that will benefit *

It's hard to tell the exact amount, but many residents walk or drive by cleaner beaches, sidewalks as a result

from the specific service, project, or program for which grant funds are being sought:

our students community service.

Section 3: Funding Request Amount and Budget



Organization name *
Carmel High School Interact Club

Date Submitted: *
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03 / 13 / 2025

This form was created inside of Carmel-by-the-Sea.

Google Forms

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3/5/25, 4:37 PM Welcome to the FY 25-26 Council Discretionary Grant Application Welcome to the FY 25-26 Council **Discretionary Grant Application** The City of Carmel-by-the-Sea recognizes and appreciates the value of local nonprofit organizations and schools that provide services benefiting the community. Each year, the City Council offers a Discretionary Funds Grant Program to provide support to various organizations, in alignment with the City's annual budget process. Every organization that submits an application and the required documentation by the deadline will be considered, however, please note that funding is limited and not all applicants may receive Before applying, please review the eligibility requirements and evaluation process outlined in Policy 2017-01: City Council Discretionary Funds Grant Program. To complete your application, submit this online form and email the following documents to the City Clerk by the application deadline, Friday, March 14, 2025, at 5:00 PM: · Proof of 501(c) status or school documentation Current annual operating budget · Past two years' financial statements For questions, contact the City Clerk at cityclerk@ci.carmel.ca.us or call 831-620-2016. kristintorrice@hotmail.com Non-profit Organization Name (or name of Carmel School): * Enter the name of the Non-Profit or School applying for this grant Carmel Little League Organization Mailing Address: * P.O. Box 222895, Carmel, CA 93922 $https://docs.google.com/forms/d/112qeC_pNqA0zgCFL7aUp6qnJ408DFBFYs26u9V11XI4/edit\#response=ACYDBNhRB4ov3XEIMGBpC03TPhWjqFb...\\$

orrice
tation's Contact Email: *
rrice@hotmail.com
zation's Phone Number: *
5770
gible for funding, an organization: Ist be located within the City of Carmel-by-the-Sea or provide community, environmental, or social vices to the community of Carmel-by-the-Sea. Is to the community of Carmel-by-the-Sea or provide community, environmental, or social vices to the community based 501(c) organization or a Carmel school. Is directly provide the community service(s) for which City funds are sought. Is thave no outstanding debt due to the City. Is not be financially dependent upon receiving City support to meet the organization's annual diget and operational requirements.
organization a 501(c) nonprofit or a Carmel school? *
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are a Carmel School

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Welcome to the FY 25-26 Council Discretionary Grant Application

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3/5/25. 4:37 PM Welcome to the FY 25-26 Council Discretionary Grant Application Is your organization located with the City of Carmel-by-the-Sea, or does it provide services to its * We are located in Carmel-by-the-Sea We are located outside of Carmel-by-the-Sea, but we provide services to its residents We do not provide services to Carmel-by-the-Sea (Your organization is not eligible for this grant) Does your organization have any outstanding debt to the City? * Yes (Your organization is not eligible for this grant) ✓ No Is your organization finanically dependent on receiving City funding for its annual budget and Yes (Your organization is not eligible for this grant) ✓ No Does your organization's project/program that you are requesting a grant for meet the criteria for * public purpose as outlined in the City's Discretionary Grant Policy? Yes (Provide a detailed description in the next section) No (Your organization is not eligible for this grant) Section 2: Project/Program Purpose for Grant All public funds must, by law, be used for activities that serve a public purpose. A public purpose generally means providing an "activity or service that is open and accessible to all members of the public regardless of race, creed, gender, sexual orientation, religious affiliation, etc., without restriction, and which does not https://docs.google.com/forms/d/112qeC_pNqA0zgCFL7aUp6qnJ408DFBFYs26u9VI1XI4/edit#response=ACYDBNhRB4ov3XEIMGBpC03TPhWjqFb... 3/10

Welcome to the FY 25-26 Council Discretionary Grant Application promote a particular religion". Therefore, organizations applying for grant functing through this program must clearly show how their programs or services will benefit the community the armed by the state of the s **Demonstrating Public Benefit** The City may grant public funds under the following conditions: · The organization offers a service that complements or enhances a service the City already provides. The service creates an indirect or secondary benefit for the City.
The organization provides a service that the City could provide but has chosen not to.

The following chart contains examples that illustrate public benefit:

Relationship to City Programs	Example	Benefit
Complementary service	Donation to the Tree Foundation in return for agreement to replace trees that have been removed by the City due to disease	The Tree Foundation has specialized knowledge about planting trees suitable for the area. New trees will enhance property values. The service will also increase the number of planted trees beyond that which the City would be able to plant.
Demonstrable benefit	Youth organization's after-school program	After-school programs can boost academic performance, reduce risky behaviors, promote physical health, and provide a safe, structured environment for the children of working parents.
Service the City could provide, but does not	Homeless shelter and placement programs	Programs such as this help end the cycle of homelessness.

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Welcome to the FY 25-26 Council Discretionary Grant Application

PLEASE NOTE: City grant funds may not be used for any of the following activities:

- General operating expenses such as salaries, utilities, and rent expenses
- To support political activities
- Scholarships to high-school or college students
- The payment of outstanding debts
- The purchase of alcoholic beverages
- Travel, meals, lodging, or entertainment expenses
- Services which are primarily commercial, religious or political in nature
- Permanent improvements to any non City owned structure or property so that it becomes integral to the real reporty and removal would do harm to the building or land including those improvements that are bolted, nailed, screwed or wired into the wall, ceiling or floor

I understand

3/5/25, 4:37 PM

Welcome to the FY 25-26 Council Discretionary Grant Application

In 500 words or less, please describe the specific proposed use of the grant by your organization. This must be a specific service, project, or program provided by your organization which demonstrates a benefit to residents of Carmel-by-the-Sea.

Carmel Youth Baseball respectfully requests grant funding to purchase a new scoreboard, a Gator utility vehicle, and backstop netting for our local baseball fields. These essential upgrades will directly benefit the youth athletes, families, and residents of Carmel-by-the-Sea by enhancing safety, improving field maintenance, and elevating the overall game experience

Community Benefits

1. Enhancing the Game Experience with a New Scoreboard

A modern scoreboard will increase engagement and excitement for players and spectators, making games more enjoyable and competitive. It will allow families and fans to easily follow the score and game progress, creating a more professional atmosphere. Additionally, a high-quality scoreboard can attract regional tournaments and sponsorships, bringing visitors to Carmel-by-the-Sea and supporting local businesses.

2. Improving Field Maintenance and Efficiency with a Gator Utility Vehicle

A Gator utility vehicle will significantly improve the efficiency of field maintenance. Currently, volunteers and coaches manually transport equipment, field chalk, and repair tools, which is time-consuming and physically demanding. A Gator will enable quicker field preparation, easier transportation of injured players, and improved upkeep of the playing surface, ensuring a safe and well-maintained facility for the entire community.

3. Increasing Safety with New Backstop Netting

New backstop netting is crucial for protecting spectators, players, and coaches from errant foul balls. Many families, including young children and seniors, attend games and need reliable safety measures to prevent injuries. Upgraded netting will also reduce game interruptions and enhance the overall experience by n/forms/d/112qeC_pNqA0zgCFL7aUp6qnJ408DFBFYs26u9V11XI4/edit#response=ACYDBNhRB4ov3XEIMGBpC03TPhWjqFb... 6/10

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come to the FY 25-26 Council Discre ionary Grant Applic allowing players to focus on the game while ensuring that the surrounding area remains secure. A Lasting Impact on the Community Baseball has long been a beloved tradition in Carmel-by-the-Sea, bringing together residents of all ages to celebrate youth sports, teamwork, and community spirit. These investments will ensure that future generations have a safe, well-maintained, and enjoyable place to play, fostering a lifelong love for the game. By supporting this grant request, the City of Carmel-by-the-Sea will be making a meaningful investment in the health, safety, and enjoyment of its residents, ensuring that youth sports continue to thrive in our beautiful coastal community. Thank you for your consideration Please indicate the estimated number of Carmel-by-the-Sea (93921) residents that will benefit * from the specific service, project, or program for which grant funds are being sought: Section 3: Funding Request Amount and Budget Please indicate if you are requesting the maximum grant funding of \$3,000 for your organization, or another amount less than the maximum: We are requesting a \$3,000 grant Other: https://docs.google.com/forms/d/112qeC_pNqA0zgCFL7aUp6qnJ408DFBFYs26u9V11Xl4/edit#response=ACYDBNhRB4ov3XEIMGBpC03TPhWjqFb... 7/10 3/5/25, 4:37 PM Welcome to the FY 25-26 Council Discretionary Grant Application

Welcome to the FY 25-26 Council Discretionary Grant Application Provide a **Detailed Proposed Project/Program Budget**, indicating how the grant funding requested will be defined in requested will be utilized if awarded. For example: "We are requesting \$3,000 for the "Kids Zone After School Drama Club Program", and if awarded the funds will be used as follows: - \$300 for costumes - \$700 for printing scripts and programs - \$400 for paint and wood to create a portable and moveable scenery backdrop - \$600 for props - \$1,000 for stage lighting and audio equipment We are requesting \$3,000. We would allocate \$1,000 to the scoreboard, \$1,000 to the gator utility vehicle and \$1,000 to the backstop netting. Section 4: Organization's Financial History Along with submitting an online grant application, applicants must also email the following documentation to the City Clerk at cityclerk@ci.carmel.ca.us by Friday, March 14, 2025, at 5:00 PM for the application to be considered complete: 1. A current, detailed operating budget that includes information on the organization's annual sources of revenue received. 2. Proof of 501(c) status with a copy of the letter from the IRS as applicable 3. The past two year's financial statements, including the current year, with balance sheets, sources of revenues, profit/loss statements and indicating the percentage of revenue that isused for administration, salaries and program costs. https://docs.google.com/forms/d/112qeC_pNqA0zgCFL7aUp6qnJ408DFBFYs26u9VI1XI4/edit#response=ACYDBNhRB4ov3XEIMGBpC03TPhWjqFb... 8/10 3/5/25, 4:37 PM Welcome to the FY 25-26 Council Discretionary Grant Application

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I understand that in order for my application to be considered complete, I must also email the following three (3) documents to cityclerk@ci.carmel.ca.us by grant application deadline of Friday, March 14, 2025, at 5:00 PM: 1) A current, detailed operating budget that includes information on the organization's annual sources of revenue received. 2) Proof of 501(c) status (copy of the letter from the IRS) or documentation as a school as applicable 3) The past two year's financial statements, including the current year, with balance sheets, sources of revenues, profit/loss statements and indicating the percentage of revenue that is used for administration, salaries and program costs. I understand this requirement Section 6: Declaration I hereby certify that the information provided in this

application is true and correct to the best of my knowledge and that I am authorized by the organization to complete this application.

I understand that in addition to submitting this application form, I must also email the required financial documents to the City Clerk at cityclerk@ci.carmel.ca.us by Friday, March 14, 2025, at 5:00 PM in order for my grant application to be considered complete.

I further acknowledge that if selected, a grant agreement between the City and my organization is required, and once signed, grant funding awareded to my organization must be utilitzed for the specific service, project, or program outlined in this application between July 1, 2025 and June 30, 2026.

Name and Title of staff applying on behalf of the Organization: *
Kristin Marie Torrice

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Organization name * Carmel Little League Date Submitted: * MM DD YYYY 03 / 05 / 2025

This form was created inside of Carmel-by-the-Sea.

Google Forms

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Welcome to the FY 25-26 Council **Discretionary Grant Application**

The City of Carmel-by-the-Sea recognizes and appreciates the value of local nonprofit organizations and schools that provide services benefiting the community. Each year, the City Council offers a **Discretionary** Funds Grant Program to provide support to various organizations, in alignment with the City's annual budget process. Every organization that submits an application and the required documentation by the deadline will be considered, however, please note that funding is limited and not all applicants may receive a grant.

Before applying, please review the eligibility requirements and evaluation process outlined in Policy 2017-01: City Council Discretionary Funds Grant Program.

 $To \ complete \ your \ application, submit \ this \ online \ form \ \underline{and} \ email \ the \ following \ documents \ to \ the \ \underline{City} \ \underline{Clerk}$ by the application deadline, Friday, March 14, 2025, at 5:00 PM:

- Proof of 501(c) status or school documentation
- Current annual operating budget
 Past two years' financial statements

For questions, contact the City Clerk at cityclerk@ci.carmel.ca.us or call 831-620-2016.

Email *
Email *
heidifn@aol.com
Non-profit Organization Name (or name of Carmel School): *
Enter the name of the Non-Profit or School applying for this grant
Carmel Woman's Club
Organization Mailing Address: *

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•	Point of Contact Name and Title: * on the City should contact if they have questions about this application)
Heidi Mozingo	President
Organization'	s Contact Email: *
carmelwoman	sclub@gmail.com
Organization'	s Phone Number: *
(831) 624-286	5
 Must be I 	ocated within the City of Carmel-by-the-Sea or provide community, environmental, or social
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We are located o	utside of Carmel-by-the-Sea, but we provide services to its residents
We do not provid	le services to Carmel-by-the-Sea (Your organization is not eligible for this grant)
Does your organiza	tion have any outstanding debt to the City? *
Yes (Your organi	zation is not eligible for this grant)
✓ No	
Is your organization operational requiren	finanically dependent on receiving City funding for its annual budget and nents?
Yes (Your organi	zation is not eligible for this grant)
✓ No	
, ,	tion's project/program that you are requesting a grant for meet the criteria for utilined in the City's Discretionary Grant Policy?
_	etailed description in the next section)
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No (Your organiz	ation is not eligible for this grant)

Section 2: Project/Program Purpose for Grant

All public funds must, by law, be used for activities that serve a public purpose. A public purpose generally means providing an "activity or service that is open and accessible to all members of the public regardless $of \ race, \ creed, \ gender, \ sexual \ or ientation, \ religious \ affiliation, \ etc., \ without \ restriction, \ and \ which \ does \ not$

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Welcome to the EY 25-26 Council Discretionary Grant Application promote a particular religion". Therefore, organizations applying for grant funding through this program must clearly show how their programs or services will benefit the community of Carmel-by-the-Sea. **Demonstrating Public Benefit**

The City may grant public funds under the following conditions:

- The organization offers a service that complements or enhances a service the City already provides.
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Relationship to City Programs	Example	Benefit
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Service the City could provide, but does not	Homeless shelter and placement programs	Programs such as this help end the cycle of homelessness.

Please indicate if you are requesting the maximum grant funding of \$3,000 for your organization, or another amount less than the maximum: We are requesting a \$3,000 grant Other: Provide a Detailed Proposed Project/Program Budget, indicating how the grant funding requested will be utilized if awarded. For example: "We are requesting \$3,000 for the "Kids Zone After School Drama Club Program", and if awarded the funds will be used as follows: - \$300 for costumes - \$700 for printing scripts and programs - \$400 for paint and wood to create a portable and moveable scenery backdrop - \$600 for props - \$1,000 for stage lighting and audio equipment We would use the \$3,000 to offset printing and postage costs for the four newsletters we send out each Section 4: Organization's Financial History Along with submitting an online grant application, applicants must also email the following documentation to the City Clerk at cityclerk@ci.carmel.ca.us by Friday, March 14, 2025, at 5:00 PM for the application to be considered complete 1. A current, detailed operating budget that includes information on the organization's annual sources of 2. Proof of 501(c) status with a copy of the letter from the IRS as applicable. 3. The past two year's financial statements, including the current year, with balance sheets, sources of revenues, profit/loss statements and indicating the percentage of revenue that issued for administration, salaries and program costs. https://docs.google.com/forms/d/112qeC_pNqA0zgCFL7aUp6qnJ408DFBFYs26u9VI1XI4/edit#response=ACYDBNjdk9WecZnM5yIDb0vakQTaSsYCD... 6/8

Welcome to the FY 25-26 Council Discretionary Grant Application

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I understand that in order for my application to be considered complete, I must also email the following three (3) documents to cityclerk@ci.carmel.ca.us by grant application deadline of Friday, March 14, 2025, at 5:00 PM:

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• I understand this requirement

Section 6: Declaration

I hereby certify that the information provided in this

I hereby certify that the information provided in this application is true and correct to the best of my knowledge and that I am authorized by the organization to complete this application.

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Name and Title of staff applying on behalf of the Organization: *
Heidi Mozingo, President

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/25, 4:36 PM	Welcome to the FY 25-26 Council Discretionary Grant Application
Organization name *	
Carmel Woman's Club	
Date Submitted: *	
MM DD YYYY	
02 / 27 / 2025	

This form was created inside of Carmel-by-the-Sea.

Google Forms

Organization Mailing Address: *
P.o. box: 222780 Carmel 93923

Organization Point of Contact Name and Title	9. ^
(Name of person the City should contact if they have	
Bill Schrier, Coach	
Organization's Contact Email: *	
bschrier@carmelunified.org	
Organization's Phone Number: *	
8319154804	
Section 1: Eligibility Information	
Must be located within the City of Carmel-by-the-services to the community of Carmel-by-the-Se Must be a nonprofit community based 501(c).	
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Welcome to the FY 25-26 Council Discretionary Grant Application

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is not eligible for this grant)
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4/11/25, 12:34 PM Welcome to the FY 25-26 Council Discretionary Grant Application promote a particular religion". Therefore, organizations applying for grant funding through this program must clearly show how their programs or services will benefit the community of Carmel-by-the-Sea.

Demonstrating Public Benefit

The City may grant public funds under the following conditions:

4/11/25, 12:34 PM

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Section 3: Funding Request Amount and Budget

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4/11/25. 12:34 PM Welcome to the FY 25-26 Council Discretionary Grant Application Please indicate if you are requesting the maximum grant funding of \$3,000 for your organization, or another amount less than the maximum: We are requesting a \$3,000 grant Other: Provide a Detailed Proposed Project/Program Budget, indicating how the grant funding requested will be utilized if awarded. For example: "We are requesting \$3,000 for the "Kids Zone After School Drama Club Program", and if awarded the funds will be used as follows: - \$300 for costumes - \$700 for printing scripts and programs - \$400 for paint and wood to create a portable and moveable scenery backdrop - \$600 for props - \$1,000 for stage lighting and audio equipment We request \$5,000 for the funding of travel, lodging, and food for competitions Carmel Mock Trial will attend in the fall and spring of the 2025-2026 school year. We do not yet have the exact break down of these costs. Section 4: Organization's Financial History Along with submitting an online grant application, applicants must also email the following documentation to the City Clerk at cityclerk@ci.carmel.ca.us by Friday, March 14, 2025, at 5:00 PM for the application to be considered complete 1. A current, detailed operating budget that includes information on the organization's annual sources of 2. Proof of 501(c) status with a copy of the letter from the IRS as applicable. 3. The past two year's financial statements, including the current year, with balance sheets, sources of revenues, profit/loss statements and indicating the percentage of revenue that issued for administration, salaries and program costs.

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I understand this requirement

Section 6: Declaration

I hereby certify that the information provided in this application is true and correct to the best of my knowledge and that I am authorized by the organization to complete this application.

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Name and Title of staff applying on behalf of the Organization: *
Bill Schrier, Coach

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4/11/25, 12:34 PM Welcome to the FY 25-26 Council Discretionary Grant Application Organization name * Carmel Mock Trial Date Submitted: * MM DD YYYY 03 / 13 / 25

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Google Forms

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Welcome to the FY 25-26 Council **Discretionary Grant Application**

The City of Carmel-by-the-Sea recognizes and appreciates the value of local nonprofit organizations and schools that provide services benefiting the community. Each year, the City Council offers a **Discretionary** Funds Grant Program to provide support to various organizations, in alignment with the City's annual budget process. Every organization that submits an application and the required documentation by the deadline will be considered, however, please note that funding is limited and not all applicants may receive a grant.

Before applying, please review the eligibility requirements and evaluation process outlined in Policy 2017-01: City Council Discretionary Funds Grant Program.

 $To \ complete \ your \ application, submit \ this \ online \ form \ \underline{and} \ email \ the \ following \ documents \ to \ the \ \underline{City} \ \underline{Clerk}$ by the application deadline, Friday, March 14, 2025, at 5:00 PM:

- Proof of 501(c) status or school documentation
- Current annual operating budget
 Past two years' financial statements

For questions, contact the City Clerk at cityclerk@ci.carmel.ca.us or call 831-620-2016.

Email *	
Lfalkel@gmail.com	
Non-profit Organization Name (or name of Carmel School): *	
Enter the name of the Non-Profit or School applying for this grant	
CARMEL HIGH SCHOOL PADRE PARENTS, SOBER GRAD NIGHT	
Organization Mailing Address: *	
P 0 BOX 222780 CARMEL CA 93922	

Organization's Contact Email: * carmelpadreparents@gmail.com Organization's Phone Number: * 8312773461 Section 1: Eligibility Information To be eligible for funding, an organization: • Must be located within the City of Carmel-by-the-Sea or provide community, environmental, or social services to the community of Carmel-by-the-Sea. • Must be a nonprofit community based 501(c) organization or a Carmel school. Must directly provide the community service(s) for which City funds are sought. Must have no outstanding debt due to the City. • Must not be financially dependent upon receiving City support to meet the organization's annual budget and operational requirements. Is your organization a 501(c) nonprofit or a Carmel school?* We are a 501(c) nonprofit We are a Carmel School We are not a 501(c) nonprofit or a Carmel School (Your organization is not eligible for this grant) https://docs.google.com/forms/d/112qeC_pNqA0zgCFL7aUp6qnJ408DFBFYs26u9VI1Xl4/edit#response=ACYDBNjJwXaujwAEIOiBr9ZD33YpVa-BBw.. https://docs.google.com/forms/d/112qeC_pNqA0zgCFL7aUp6qnJ408DFBFYs26u9V11XI4/edit#response=ACYDBNjJwXaujwAEIOiBr9ZD33YpVa-BBw... 2/9 Welcome to the FY 25-26 Council Discretionary Grant Application **Demonstrating Public Benefit** The City may grant public funds under the following conditions: · The service creates an indirect or secondary benefit for the City. $\bullet\,\,$ The organization provides a service that the City could provide but has chosen not to. The following chart contains examples that illustrate public benefit:

3/5/25, 4:33 PM

Organization Point of Contact Name and Title: *

LISA FALKEL, VOLUNTEER, TREASURER

(Name of person the City should contact if they have questions about this application)

3/5/25, 4:33 PM	Welcome to the FY 25-26 Council Discretionary Grant Application
Is your organization located residents?	I with the City of Carmel-by-the-Sea, or does it provide services to its *
We are located in Carmel	-by-the-Sea
We are located outside or	f Carmel-by-the-Sea, but we provide services to its residents
We do not provide service	es to Carmel-by-the-Sea (Your organization is not eligible for this grant)
Does your organization hav	re any outstanding debt to the City? *
Yes (Your organization is	not eligible for this grant)
☑ No	
operational requirements?	ally dependent on receiving City funding for its annual budget and * not eligible for this grant)
	oject/program that you are requesting a grant for meet the criteria for * n the City's Discretionary Grant Policy?
Yes (Provide a detailed d	escription in the next section)
No (Your organization is	not eligible for this grant)

Section 2: Project/Program Purpose for Grant

All public funds must, by law, be used for activities that serve a public purpose. A public purpose generally means providing an "activity or service that is open and accessible to all members of the public regardless of race, creed, gender, sexual orientation, religious affiliation, etc., without restriction, and which does not

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promote a particular religion". Therefore, organizations applying for grant funding through this program must clearly show how their programs or services will benefit the community of Carmel-by-the-Sea.

• The organization offers a service that complements or enhances a service the City already provides.

Welcome to the FY 25-26 Council Discretionary Grant Application

Attachment 3

Relationship to City Programs	Example	Benefit
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Welcome to the FY 25-26 Council Discretionary Grant Application

PLEASE NOTE: City grant funds may not be used for any of the following activities:

- General operating expenses such as salaries, utilities, and rent expenses
- To support political activities
- Scholarships to high-school or college students
- The payment of outstanding debts
- The purchase of alcoholic beverages
- Travel, meals, lodging, or entertainment expenses
- Services which are primarily commercial, religious or political in nature
- Permanent improvements to any non City owned structure or property so that it becomes integral to the real reporty and removal would do harm to the building or land including those improvements that are bolted, nailed, screwed or wired into the wall, ceiling or floor



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Welcome to the FY 25-26 Council Discretionary Grant Applica

In 500 words or less, please describe the specific proposed use of the grant by your organization. This must be a specific service, project, or program provided by your organization which demonstrates a benefit to residents of Carmel-by-the-Sea.

Sober Grad Night (SGN) is a safe, alcohol-free graduation celebration for high school seniors that takes place after graduation. The event is organized by parents, community members, and volunteers to provide an alternative to drinking and driving. The California Highway Patrol (CHP) established Sober Grad Night in 1985 to reduce the number of alcohol-related crashes, injuries, and deaths that occur during graduation season. Since then, the number of young drivers involved in alcohol-related collisions during June has

Carmel High participates in this by hosting SGN on graduation night for seniors at The Santa Cruz Beach Boardwalk. It is a very fun, safe and celebratory event, totally free for all seniors

CHS takes the SGN concept one step further, to promote healthy habits and safe driving all year long, and for all drivers in the form of Minute Parties. A monthly Minute Party celebrates seniors with small snacks at the morning break and serves to get the message out that every minute someone is in a drunk driving $\frac{1}{2}$ accident, and we don't want any of those minutes to involve our students or community. While the snacks celebrate seniors, the message is for all students.

We hope that the messaging and theme of the Minute Parties and SGN inspire our CHS community to never drive while under the influence, and to never get in the car with someone under the influence. It takes funds to put these on, and through the year you will see some requests for donations. We humbly ask for your participation. We also invite any parents of all grade levels to participate in the SGN committee, which meets Wednesdays 8am once a month.

Please indicate the estimated number of Carmel-by-the-Sea (93921) residents that will benefit from the specific service, project, or program for which grant funds are being sought:

Section 3: Funding Request Amount and Budget

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3/5/25, 4:33 PM

Welcome to the FY 25-26 Council Discretionary Grant Application

Please indicate if you are requesting the maximum grant funding of \$3,000 for your organization, or another amount less than the maximum

We are requesting a \$3,000 grant

Other:

Provide a Detailed Proposed Project/Program Budget, indicating how the grant funding requested will be utilized if awarded.

For example: "We are requesting \$3,000 for the "Kids Zone After School Drama Club Program", and if awarded the funds will be used as follows:

- \$300 for costumes
- \$700 for printing scripts and programs
- \$400 for paint and wood to create a portable and moveable scenery backdrop
- \$600 for props
- \$1,000 for stage lighting and audio equipment

We are requesting \$3,000 for the Sober Grad Night which includes expenses of \$8000 for transportation to the Santa Cruz Boardwalk, \$2,150 minute parties (where we display Sobriety info to Seniors), \$3,000 preparty in the gym before loading kids on busses, \$1900 for a hypnotist and other misc expenses to keep kids entertained the entire night before returning them home sober and safe at 5:00am the morning after graduation!

Section 4: Organization's Financial History

Along with submitting an online grant application, applicants must also email the following documentation to the City Clerk at cityclerk@ci.carmel.ca.us by Friday, March 14, 2025, at 5:00 PM for the application to be considered complete:

- 1. A current, detailed operating budget that includes information on the organization's annual sources of
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Welcome to the FY 25-26 Council Discretionary Grant Application

3. The past two year's financial statements, including the current year, with balance sheets, sources of revenues, profit/loss statements and indicating the percentage of revenue that isused for administration, salaries and program costs.

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Name and Title of staff applying on behalf of the Organization: *

Lisa Falkel, Treasurer & Volunteer

Organization name *

Carmel High School Padre Parents, Sober Grad Night

Date Submitted: *

MM DD YYYY

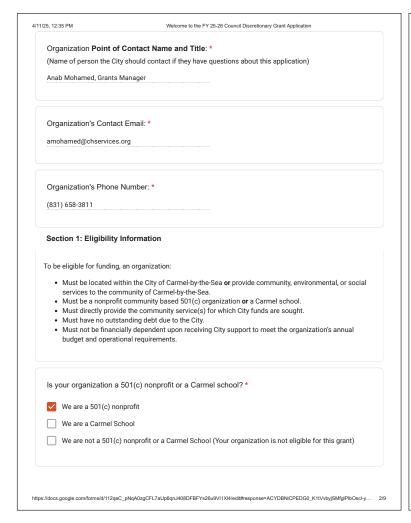
02 / 10 / 2025

This form was created inside of Carmel-by-the-Sea.

Google Forms

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4/11/25, 12:35 PM Welcome to the FY 25-26 Council Discretionary Grant Applicatio Attachment 3 Welcome to the FY 25-26 Council **Discretionary Grant Application** The City of Carmel-by-the-Sea recognizes and appreciates the value of local nonprofit organizations and schools that provide services benefiting the community. Each year, the City Council offers a **Discretionary** Funds Grant Program to provide support to various organizations, in alignment with the City's annual budget process. Every organization that submits an application and the required documentation by the deadline will be considered, however, please note that funding is limited and not all applicants may receive a grant. Before applying, please review the eligibility requirements and evaluation process outlined in Policy 2017-01: City Council Discretionary Funds Grant Program. $To \ complete \ your \ application, \ submit\ this\ online\ form\ \underline{and}\ email\ the\ following\ documents\ to\ the\ \underline{City}\ \underline{Clerk}$ by the application deadline, Friday, March 14, 2025, at 5:00 PM: · Proof of 501(c) status or school documentation • Current annual operating budget · Past two years' financial statements For questions, contact the City Clerk at cityclerk@ci.carmel.ca.us or call 831-620-2016. Email * amohamed@chservices.org Non-profit Organization Name (or name of Carmel School): * Enter the name of the Non-Profit or School applying for this grant Organization Mailing Address: * P.O. Box 3076 Monterey CA 93942 https://docs.google.com/forms/d/112qeC_pNqA0zgCFL7aUp6qnJ408DFBFYs26u9VI1XI4/edit#response=ACYDBNiCPEDG0_K1tVvbyjSMfglPlbOscl-y...



_	n Carmel-by-the-Sea	
We are located outside of Carmel-by-the-Sea, but we provide services to its residents		
We do not provi	de services to Carmel-by-the-Sea (Your organization is not eligible for this grant)	
Does your organiza	tion have any outstanding debt to the City? *	
Yes (Your organ	ization is not eligible for this grant)	
✓ No		
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Welcome to the FY 25-26 Council Discretionary Grant Applica

promote a particular religion". Therefore, organizations applying for grant funding through this program must clearly show how their programs or services will benefit the community of Carmel-by-the-Sea **Demonstrating Public Benefit**

The City may grant public funds under the following conditions:

- The organization offers a service that complements or enhances a service the City already provides.
- The service creates an indirect or secondary benefit for the City.
 The organization provides a service that the City could provide but has chosen not to.

The following chart contains examples that illustrate public benefit:

Relationship to City Programs	Example	Benefit
Complementary service	Donation to the Tree Foundation in return for agreement to replace trees that have been removed by the City due to disease	The Tree Foundation has specialized knowledge about planting trees suitable for the area. New trees will enhance property values. The service will also increase the number of planted trees beyond that which the City would be able to plant.
Demonstrable benefit	Youth organization's after-school program	After-school programs can boost academic performance, reduce risky behaviors, promote physical health, and provide a safe, structured environment for the children of working parents.
Service the City could provide, but does not	Homeless shelter and placement programs	Programs such as this help end the cycle of homelessness.

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4/11/25. 12:35 PM Welcome to the FY 25-26 Council Discretionary Grant Application

Attachment 3 PLEASE NOTE: City grant funds <u>may not be used</u> for any of the following activities:

- General operating expenses such as salaries, utilities, and rent expenses
- To support political activities
- Scholarships to high-school or college students
- The payment of outstanding debts
- The purchase of alcoholic beverages
- Travel, meals, lodging, or entertainment expenses
- Services which are primarily commercial, religious or political in nature
- Permanent improvements to any non City owned structure or property so that it becomes integral to the real reporty and removal would do harm to the building or land including those improvements that are bolted, nailed, screwed or wired into the wall, ceiling or floor

O	understand
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the cycle of homelessness once and for all

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that homeless women and families with children can find a safe place to begin rebuilding their lives and exit

Welcome to the FY 25-26 Council Discretionary Grant Application

4/11/25, 12:35 PM Welcome to the FY 25-26 Council Discretionary Grant Application In 500 words or less, please describe the specific proposed use of the grant by your organization. This must be a specific service, project, or program provided by your

organization which demonstrates a benefit to residents of Carmel-by-the-Sea.

The grant funds will be used for general program operating support for Shuman HeartHouse (SHH), an emergency shelter for homeless women and families with children. This includes providing case $\,$ management to guests; meals; assistance accessing employment, health services, education, and permanent housing; food; program materials and supplies, and access to Rapid Rehousing funds that assist shelter guests with rent, deposits, applications, moving expenses, basic household items, etc. SHH is the first shelter in Monterey to exclusively serve unaccompanied women and families with children, serving all Monterey County residents, including those from the city of Carmel-by-the-Sea.

In Monterey County, 14,038 low-income renters lack affordable housing, and many experiencing homelessness face barriers to stable housing. The 2024 PIT Count found 2,436 individuals are experiencing homelessness in Monterey County, a 19% increase from last count. The count showed 79% struggle with rent, 60% lack jobs/income, and many don't apply for aid due to eligibility concerns or documentation issues, highlighting the need for supportive services.

SHH is staffed with dedicated Case Manager/Housing Navigators who work with guests to provide supportive services; assess immediate and ongoing needs; create person-centered plans focused on securing permanent housing, employment, income, educational resources, mainstream benefits; and provide information and referrals to other community services. They meet with clients where they are, work with them to set individual goals, provide counseling as needed, and monitor their progress towards their goals throughout their stay at SHH.

An important aspect of the work that our Case Manager/Housing Navigators do at the shelter is providing Rapid Rehousing services. These services include assisting with housing searches; rental applications, and housing youcher applications; arranging for and providing financial assistance for housing application fees; rental assistance; utility costs; security deposits and moving expenses that are paid directly to the vendor or landlord to facilitate a quick move into a home and out of homelessness. Additionally, staff also coordinate and connect clients with community resources needed to help them move into their new home and sustain

SHH has a capacity of up to 35 beds of shelter to women and families, depending on the size of the families and ages of the children. Amenities include meals, full baths, laundry room, mail service, computers, and internet access. The length of stay is determined by the guests' individual progress towards their goals for housing, income, and employment.

Once clients are placed in our shelter, we ensure their basic and immediate needs are met (i.e. food and housing), then work with them to stabilize and identify other needs and any critical personal documents that are absent. We support them in getting those essential documents such as identification, birth certificates,

Our shelter is a Housing First shelter, which means eligibility requirements such as income, employment, sobriety, and mandatory program participation sobriety are not prerequisites for program participation, so https://docs.google.com/forms/d/112qeC_pNqA0zgCFL7aUp6qnJ408DFBFYs26u9VI1XI4/e e=ACYDBNiCPEDG0_K1tVvbyjSMfglPlbOscl-y...

from the spec	e the estimated number of Carmel-by-the-Sea (93921) residents that will benefi fic service, project, or program for which grant funds are being sought:
In FY23-24, we and 93924 zip o	served 16 Carmel-by-the-Sea residents (93921 zip code), and another 34 in 93922, 93923 codes.
Section 3: Fu	nding Request Amount and Budget
	e if you are requesting the maximum grant funding of \$3,000 for your or another amount less than the maximum:
We are rec	uesting a \$3,000 grant

requested will be utilized if awarded. For example: "We are requesting \$3,000 for the "Kids Zone After School Drama Club Program",

and if awarded the funds will be used as follows:

- \$300 for costumes
- \$700 for printing scripts and programs
- \$400 for paint and wood to create a portable and moveable scenery backdrop
- \$1,000 for stage lighting and audio equipment

A \$3,000 grant from the City of Carmel-by-the-Sea would be used to fund general operating support of the Shuman HeartHouse emergency shelter for homeless women and families with children. This includes providing case management and rapid rehousing services to guests during their stays, as well as meals, internet and computer access, and assistance accessing employment, health services, education, and permanent housing.

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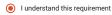
Section 4: Organization's Financial History

Along with submitting an online grant application, applicants must also email the following documentation to the City Clerk at cityclerk@ci.carmel.ca.us by Friday, March 14, 2025, at 5:00 PM for the application to be considered complete:

- 1. A current, detailed operating budget that includes information on the organization's annual sources of
- 2. Proof of 501(c) status with a copy of the letter from the IRS as applicable.
- 3. The past two year's financial statements, including the current year, with balance sheets, sources of revenues, profit/loss statements and indicating the percentage of revenue that is used for administration, salaries and program costs.

I understand that in order for my application to be considered complete, I must also email the following three (3) documents to cityclerk@ci.carmel.ca.us by grant application deadline of Friday, March 14, 2025, at 5:00 PM:

- 1) A current, detailed operating budget that includes information on the organization's annual sources of revenue received.
- 2) Proof of 501(c) status (copy of the letter from the IRS) or documentation as a school as applicable.
- 3) The past two year's financial statements, including the current year, with balance sheets, sources of revenues, profit/loss statements and indicating the percentage of revenue that is used for administration, salaries and program costs.



Section 6: Declaration

I hereby certify that the information provided in this application is true and correct to the best of my knowledge and that I am authorized by the organization to complete this application.

I understand that in addition to submitting this application form, I must also email the required financial documents to the City Clerk at cityclerk@ci.carmel.ca.us by Friday, March 14, 2025, at 5:00 PM in order for my grant application to be considered complete.

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Welcome to the FY 25-26 Council Discretionary Grant Application

I further acknowledge that if selected, a grant agreement between the City and my organization is required, and once signed, grant funding awareded to my organization must be utilitized the City and my organization is required, and once signed, grant funding awareded to my organization must be utilitized the City and my organization is required, and once signed, grant funding awareded to my organization must be utilitized the City and my organization is required, and once signed, grant supplication between July 1, 2025 and June 30, 2026.

Name and Title of staff applying on behalf of the Organization: *

Anab Mohamed, Grants Manager

Organization name *

Community Human Services

Date Submitted: *

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This form was created inside of Carmel-by-the-Sea.

Google Forms

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3/5/25, 4:36 PM

Welcome to the FY 25-26 Council Discretionary Grant Application

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The City of Carmel-by-the-Sea recognizes and appreciates the value of local nonprofit organizations and schools that provide services benefiting the community. Each year, the City Council offers a **Discretionary Funds Grant Program** to provide support to various organizations, in alignment with the City's annual budget process. Every organization that submits an application and the required documentation by the deadline will be considered, however, please note that funding is limited and not all applicants may receive

Before applying, please review the eligibility requirements and evaluation process outlined in <u>Policy 2017-</u> 01: City Council Discretionary Funds Grant Program.

To complete your application, submit this online form <u>and email the following documents to the City Clerk by the application deadline, Friday, March 14, 2025, at 5:00 PM:</u>

Proof of 501(c) status or school documentation Current annual operating budget Past two years' financial statements	
For questions, contact the City Clerk at cityclerk@ci.carmel.ca.us or call 831-620-2016.	
Email *	
timtwomey@aol.com	
Non-profit Organization Name (or name of Carmel School): *	
Enter the name of the Non-Profit or School applying for this grant	
Carmel Residents Association	
Organization Mailing Address: *	
PO Box 13, Carmel-by-the-Sea, CA 93921	

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, 4:36 PM	Welcome to the FY 25-26 Council Discretionary Grant Application
Organization Poi	nt of Contact Name and Title: *
(Name of person th	ne City should contact if they have questions about this application)
Tim Twomey, Treas	urer
Organization's Co	ontact Email: *
info@carmelreside	nts.org
Organization's Ph	none Number: *
916-335-3399	
Section 1: Eligib	ility Information
Section 1: Eligib To be eligible for fur Must be locat services to the Must be a nor Must directly Must have no Must not be fi	illity Information Inding, an organization: ed within the City of Carmel-by-the-Sea or provide community, environmental, or social e community of Carmel-by-the-Sea. Inprofit community based 501(c) organization or a Carmel school. Inprovide the community service(s) for which City funds are sought. Outstanding debt due to the City. Inancially dependent upon receiving City support to meet the organization's annual Details or a community service.
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3/5/25. 4:36 PM Welcome to the FY 25-26 Council Discretionary Grant Application Is your organization located with the City of Carmel-by-the-Sea, or does it provide services to its * We are located in Carmel-by-the-Sea We are located outside of Carmel-by-the-Sea, but we provide services to its residents We do not provide services to Carmel-by-the-Sea (Your organization is not eligible for this grant) Does your organization have any outstanding debt to the City? * Yes (Your organization is not eligible for this grant) ✓ No Is your organization finanically dependent on receiving City funding for its annual budget and operational requirements? Yes (Your organization is not eligible for this grant) ✓ No Does your organization's project/program that you are requesting a grant for meet the criteria for * public purpose as outlined in the City's Discretionary Grant Policy? Yes (Provide a detailed description in the next section) No (Your organization is not eligible for this grant) Section 2: Project/Program Purpose for Grant All public funds must, by law, be used for activities that serve a public purpose. A public purpose generally means providing an "activity or service that is open and accessible to all members of the public regardless of race, creed, gender, sexual orientation, religious affiliation, etc., without restriction, and which does not https://docs.google.com/forms/d/112qeC_pNqA0zgCFL7aUp6qnJ408DFBFYs26u9VI1XI4/edit#response=ACYDBNgrhbMNnzvvrb5g4N5on9xf3s2yxu9...

Welcome to the FY 25-26 Council Discretionary Grant Application promote a particular religion". Therefore, organizations applying for grant functing through this program must clearly show how their programs or services will benefit the community the armed by the state of the s **Demonstrating Public Benefit** The City may grant public funds under the following conditions: · The organization offers a service that complements or enhances a service the City already provides. The service creates an indirect or secondary benefit for the City.
The organization provides a service that the City could provide but has chosen not to.

The following chart contains examples that illustrate public benefit:

Relationship to City Programs	Example	Benefit
Complementary service	Donation to the Tree Foundation in return for agreement to replace trees that have been removed by the City due to disease	The Tree Foundation has specialized knowledge about planting trees suitable for the area. New trees will enhance property values. The service will also increase the number of planted trees beyond that which the City would be able to plant.
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Service the City could provide, but does not	Homeless shelter and placement programs	Programs such as this help end the cycle of homelessness.

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3/5/25, 4:36 PM Welcome to the FY 25-26 Council Discretionary Grant Application

PLEASE NOTE: City grant funds may not be used for any of the following activities:

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3/5/25 4:36 PM

Welcome to the FY 25-26 Council Discretionary Grant Application

In 500 words or less, please describe the specific proposed use of the grant by your organization. This must be a specific service, project, or program provided by your organization which demonstrates a benefit to residents of Carmel-by-the-Sea.

Specific proposed use of the grant by our organization:

The Carmel Residents Association publishes and provides The VOICE Newsletter five times/year to our 950 $\,$ members. This grant will allow us to increase production and provide an issue of this 8-page professional publication to every resident of Carmel-by-the-Sea. The funding awarded will be used to cover graphic design, printing, and postage for distribution of an issue of the VOICE newsletter to all residents of Carmelby-the-Sea

Benefit to residents of Carmel-by-the-Sea:

Our publication stimulates full and part time residents of Carmel-by-the Sea to get involved in subjects that they care about and activities that fit their schedules, skills and interests. With this professional newsletter, citizens are encouraged to speak up, participate in City Commissions and Boards and volunteer and connect with fellow community members. The number of community members that will be served is 3,200. This publication's goal and purpose is to inform residents and businesses and motivate participation on/in civic topics, activities, and programs. More specifically this publication's content:

- Fosters engagement in civic topics and advances our sense of community.
- Informs on recent results and upcoming meetings critical to the future of our Village.
- Provides new insights into our Village history, our people, and our resources.

 Encourages socializing and participating in our community events and programs - Promotes events and programs hosted by the City and other local nonprofit organizations.

Please indicate the estimated number of Carmel-by-the-Sea (93921) residents that will benefit * from the specific service, project, or program for which grant funds are being sought:

3.200

Section 3: Funding Request Amount and Budget

5, 4:36 PM	Welcome to the FY 25-26 Council Discretionary Grant Application
•	u are requesting the maximum grant funding of \$3,000 for your ther amount less than the maximum:
We are requesting	g a \$3,000 grant
Other:	
Provide a Detailed I	Proposed Project/Program Budget, indicating how the grant funding *
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- \$400 for paint and - \$600 for props	wood to create a portable and moveable scenery backdrop
- \$1,000 for stage lig	thting and audio equipment
	ociation is requesting \$3,000 to help offset expenses for increasing production of the d provide an issue to every resident of Carmel-by-the-Sea. If awarded, the funds will
	sign, printing, and stitching of the VOICE Newsletter (3,200 qty) mailing of the VOICE Newsletter (3,200 qty)
Section 4: Organiza	ation's Financial History
	on online grant application, applicants must also email the following documentation clerk@ci.carmel.ca.us by Friday, March 14, 2025, at 5:00 PM for the application to be:
A current, detaile revenue received	d operating budget that includes information on the organization's annual sources of
	tatus with a copy of the letter from the IRS as applicable.

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3/5/25, 4:36 PM Welcome to the FY25-26 Council Discretionary Grant Application

Name and Title of staff applying on behalf of the Organization: *

Tim Twomey, Treasurer

Organization name *

Carmel Residents Association

Date Submitted: *

MM DD YYYY

03 / 05 / 2025

This form was created inside of Carmel-by-the-Sea.

Google Forms

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Welcome to the FY 25-26 Council Discretionary Grant Application

3. The past two year's financial statements, including the current year, with balance sheets sources of revenues, profit/loss statements and indicating the percentage of revenue that is a statement of the percentage of revenue that is a statement of the percentage of revenue that is a statement of the percentage of revenue that is a statement of the percentage of the p

I understand that in order for my application to be considered complete, I must also email the following three (3) documents to cityclerk@ci.carmel.ca.us by grant application deadline of Friday, March 14, 2025, at 5:00 PM:

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- 3) The past two year's financial statements, including the current year, with balance sheets, sources of revenues, profit/loss statements and indicating the percentage of revenue that is used for administration, salaries and program costs.
- I understand this requirement

Section 6: Declaration

I hereby certify that the information provided in this application is true and correct to the best of my knowledge and that I am authorized by the organization to complete this application.

I understand that in addition to submitting this application form, I must also email the required financial documents to the City Clerk at cityclerk@ci.carmel.ca.us by Friday, March 14, 2025, at 5:00 PM in order for my grant application to be considered complete.

I further acknowledge that if selected, a grant agreement between the City and my organization is required, and once signed, grant funding awareded to my organization must be utilitzed for the specific service, project, or program outlined in this application between July 1, 2025 and June 30, 2026.

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Carmel Residents Association Budget Plan For Use of Carmel-by-the-Sea City Grant Fund

	Carmel-by-the-Sea
	Fiscal Year
	2025-2026
	(7-01-2025 to 6-30-2026)
INCOME	
City Grant Fund	3,000
TOTAL INCOME	3,000
EXPENSES	
VOICE Newsletter - Graphic Design, Printing & Stitching (3,200 qty)	2,300
VOICE Newsletter - Postage & Mailing (3,200 qty)	700
TOTAL EXPENSES	3,000
NET INCOME	0

Confidentia

To be used only for the Carmel-by-the-Sea City Council Discretionary Funds Grant Program Application process.

Welcome to the FY 25-26 Council **Discretionary Grant Application**

The City of Carmel-by-the-Sea recognizes and appreciates the value of local nonprofit organizations and schools that provide services benefiting the community. Each year, the City Council offers a **Discretionary** Funds Grant Program to provide support to various organizations, in alignment with the City's annual budget process. Every organization that submits an application and the required documentation by the deadline will be considered, however, please note that funding is limited and not all applicants may receive a grant.

Before applying, please review the eligibility requirements and evaluation process outlined in Policy 2017-01: City Council Discretionary Funds Grant Program.

 $To \ complete \ your \ application, submit \ this \ online \ form \ \underline{and} \ email \ the \ following \ documents \ to \ the \ \underline{City} \ \underline{Clerk}$ by the application deadline, Friday, March 14, 2025, at 5:00 PM:

- Proof of 501(c) status or school documentation
- Current annual operating budget
 Past two years' financial statements

For questions, contact the City Clerk at cityclerk@ci.carmel.ca.us or call 831-620-2016.

Email *	
grants@carmelyouth.org	
Non-profit Organization Name (or name of Carmel School): *	
Enter the name of the Non-Profit or School applying for this grant	
Carmel Youth Center	
Organization Mailing Address: *	
Torres St. and 4th Ave., P.O. Box 2399, Carmel, CA 93921	

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4/11/25, 12:23 PM	Welcome to the FY 25-26 Council Discretionary Grant Application
Is your organization residents?	located with the City of Carmel-by-the-Sea, or does it provide services to its *
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We are located o	utside of Carmel-by-the-Sea, but we provide services to its residents
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public purpose as o	tion's project/program that you are requesting a grant for meet the criteria for * utlined in the <u>City's Discretionary Grant Policy</u> ? etailed description in the next section) ration is not eligible for this grant)

Section 2: Project/Program Purpose for Grant

All public funds must, by law, be used for activities that serve a public purpose. A public purpose generally means providing an "activity or service that is open and accessible to all members of the public regardless $of \ race, \ creed, \ gender, \ sexual \ or ientation, \ religious \ affiliation, \ etc., \ without \ restriction, \ and \ which \ does \ not$

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Welcome to the EY 25-26 Council Discretionary Grant Application promote a particular religion". Therefore, organizations applying for grant funding through this program must clearly show how their programs or services will benefit the community of Carmel-by-the-Sea. **Demonstrating Public Benefit**

The City may grant public funds under the following conditions:

- The organization offers a service that complements or enhances a service the City already provides.
- · The service creates an indirect or secondary benefit for the City. • The organization provides a service that the City could provide but has chosen not to.
- The following chart contains examples that illustrate public benefit:

Relationship to City Programs	Example	Benefit
Complementary service	Donation to the Tree Foundation in return for agreement to replace trees that have been removed by the City due to disease	The Tree Foundation has specialized knowledge about planting trees suitable for the area. New trees will enhance property values. The service will also increase the number of planted trees beyond that which the City would be able to plant.
Demonstrable benefit	Youth organization's after-school program	After-school programs can boost academic performance, reduce risky behaviors, promote physical health, and provide a safe, structured environment for the children of working parents.
Service the City could provide, but does not	Homeless shelter and placement programs	Programs such as this help end the cycle of homelessness.

Section 3: Funding Request Amount and Budget

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Welcome to the FY 25-26 Council Discretionary Grant Application

Aftiachment 3

Please indicate if you are requesting the maximum grant funding of \$3,000 for your organization, or another amount less than the maximum:

We are requesting a \$3,000 grant

Other:

Provide a **Detailed Proposed Project/Program Budget**, indicating how the grant funding requested will be utilized if awarded.

For example: "We are requesting \$3,000 for the "Kids Zone After School Drama Club Program", and if awarded the funds will be used as follows:

- \$300 for costumes
- \$700 for printing scripts and programs
- \$400 for paint and wood to create a portable and moveable scenery backdrop
- \$600 for props
- \$1,000 for stage lighting and audio equipment

CYC spends an average of \$1.50 - \$2.00 per child per snack. With an average of 45 - 65 kids per day, this costs CYC approximately \$16,900 a year. We supplement 30% of those costs through in-kind donations from the Monterey county food bank and All In Monterey County. The \$3,000 requested for this grant will cover 1,500 snacks for the 475 children CYC serves annually.

Section 4: Organization's Financial History

Along with submitting an online grant application, applicants must also email the following documentation to the City Clerk at cityclerk@ci.carmel.ca.us by Friday, March 14, 2025, at 5:00 PM for the application to be considered complete:

- A current, detailed operating budget that includes information on the organization's annual sources of revenue received.
- 2. Proof of 501(c) status with a copy of the letter from the IRS as applicable.
- 3. The past two year's financial statements, including the current year, with balance sheets, sources of revenues, profit/loss statements and indicating the percentage of revenue that is used for administration, salaries and program costs.

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4/11/25, 12:23 PM

Welcome to the FY 25-26 Council Discretionary Grant Application

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I understand this requirement

Section 6: Declaration

I hereby certify that the information provided in this application is true and correct to the best of my knowledge and that I am authorized by the organization to complete this application.

I understand that in addition to submitting this application form, I must also email the required financial documents to the City Clerk at cityclerk@ci.carmel.ca.us by Friday, March 14, 2025, at 5:00 PM in order for my grant application to be considered complete.

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Name and Title of staff applying on behalf of the Organization: *
Ann Madsen, Grant Writer

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4/11/25, 12:23 PM Welcome to the FY 25-26 Council Discretionary Grant Application

Organization name *

Carmel Youth Center

Date Submitted: *

MM DD YYYY

03 / 13 / 2025

This form was created inside of Carmel-by-the-Sea.

Google Forms

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Welcome to the FY 25-26 Council **Discretionary Grant Application**

The City of Carmel-by-the-Sea recognizes and appreciates the value of local nonprofit organizations and schools that provide services benefiting the community. Each year, the City Council offers a **Discretionary** Funds Grant Program to provide support to various organizations, in alignment with the City's annual budget process. Every organization that submits an application and the required documentation by the deadline will be considered, however, please note that funding is limited and not all applicants may receive a grant.

Welcome to the FY 25-26 Council Discretionary Grant Application

Before applying, please review the eligibility requirements and evaluation process outlined in Policy 2017-01: City Council Discretionary Funds Grant Program.

 $To \ complete \ your \ application, \ submit\ this\ online\ form\ \underline{and}\ email\ the\ following\ documents\ to\ the\ City\ Clerk$ by the application deadline, Friday, March 14, 2025, at 5:00 PM:

- Proof of 501(c) status or school documentation
- Current annual operating budget
 Past two years' financial statements

For questions, contact the City Clerk at cityclerk@ci.carmel.ca.us or call 831-620-2016.

Email * sedwards@food4hungry.org
Non-profit Organization Name (or name of Carmel School): * Enter the name of the Non-Profit or School applying for this grant Food Bank for Monterey County
Organization Mailing Address: *
353 West Rossi Street, Salinas, CA 93907

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Organization Poin	t of Contact Name and Title: * Attachment 3
(Name of person the	e City should contact if they have questions about this application)
Melissa Kendrick, Ex	ecutive Director
Organization's Co	ntact Email: *
mkendrick@food4hu	ungry.org
Organization's Pho	one Number: *
831-758-1523	
o be eligible for fund	lity Information Jing, an organization: d within the City of Carmel-by-the-Sea or provide community, environmental, or socia
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We do not provide	services to Carmel-by-the-Sea (Your organization is not eligible for this grant)
Does your organization	on have any outstanding debt to the City? *
Yes (Your organiza	ation is not eligible for this grant)
✓ No	
operational requireme	inanically dependent on receiving City funding for its annual budget and ents?
public purpose as out Yes (Provide a det	on's project/program that you are requesting a grant for meet the criteria for thined in the City's Discretionary Grant Policy? ailed description in the next section) tion is not eligible for this grant)

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All public funds must, by law, be used for activities that serve a public purpose. A public purpose generally means providing an "activity or service that is open and accessible to all members of the public regardless of race, creed, gender, sexual orientation, religious affiliation, etc., without restriction, and which does not

https://docs.google.com/forms/d/112qeC_pNqA0zgCFL7aUp6qnJ408DFBFYs26u9VI1XI4/e

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Relationship to City Programs Benefit Example Complementary service Donation to the Tree The Tree Foundation has Foundation in return for specialized knowledge about planting trees suitable for the agreement to replace area. New trees will enhance trees that have been removed by the City due property values. The service will to disease also increase the number of planted trees beyond that which the City would be able to plant. Demonstrable benefit After-school programs can boost Youth organization's academic performance, reduce risky behaviors, promote physical health, and provide a safe, structured environment for the children of working parents. Programs such as this help end Service the City could provide, but Homeless shelter and the cycle of homelessness. placement programs

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Name and Title of staff applying on behalf of the Organization: *
Melissa Kendrick, Executive Director

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Organization name *	
Food Bank for Monterey County	
Date Submitted: *	
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Google Forms

Welcome to the FY 25-26 Council **Discretionary Grant Application**

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Email *	
membership@carmelchamber.org	
Non-profit Organization Name (or name of Carmel School): *	
Enter the name of the Non-Profit or School applying for this grant	
Leadership Carmel, a program of the Carmel Chamber of Commerce Foundation	
Organization Mailing Address: *	
Organization Mailing Address.	
PO Box 4444 Carmel-hy-the-Sea CA 93921	

Organization Point of Contact Name and Title: * (Name of person the City should contact if they have questions about this application) Kimberlie Guerrieri, Director of Communications & Membership Organization's Contact Email: * membership@carmelchamber.org Organization's Phone Number: * 831-624-3876 Section 1: Eligibility Information To be eligible for funding, an organization: • Must be located within the City of Carmel-by-the-Sea or provide community, environmental, or social services to the community of Carmel-by-the-Sea. . Must be a nonprofit community based 501(c) organization or a Carmel school. Must directly provide the community service(s) for which City funds are sought. Must have no outstanding debt due to the City. • Must not be financially dependent upon receiving City support to meet the organization's annual budget and operational requirements. Is your organization a 501(c) nonprofit or a Carmel school?* We are a 501(c) nonprofit We are a Carmel School We are not a 501(c) nonprofit or a Carmel School (Your organization is not eligible for this grant) https://docs.google.com/forms/d/112qeC_pNqA0zgCFL7aUp6qnJ408DFBFYs26u9V11XI4/edit#response=ACYDBNjVXs0LU8oH4v-C5jnWJpML-vf8gr... 2/10

4/16/25. 3:32 PM

4/16/25, 3:32 PM Welcome to the FY 25-26 Council Discretionary Grant Application Is your organization located with the City of Carmel-by-the-Sea, or does it provide services to its * We are located in Carmel-by-the-Sea We are located outside of Carmel-by-the-Sea, but we provide services to its residents We do not provide services to Carmel-by-the-Sea (Your organization is not eligible for this grant) Does your organization have any outstanding debt to the City? * Yes (Your organization is not eligible for this grant)

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Is your organization finanically dependent on receiving City funding for its annual budget and operational requirements?

Yes (Your organization is not eligible for this grant)

Does your organization's project/program that you are requesting a grant for meet the criteria for * public purpose as outlined in the City's Discretionary Grant Policy?

Yes (Provide a detailed description in the next section)

No (Your organization is not eligible for this grant)

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Welcome to the EY 25-26 Council Discretionary Grant Application

Welcome to the FY 25-26 Council Discretionary Grant Application

Attachment 3

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Service the City could provide, but does not	Homeless shelter and placement programs	Programs such as this help end the cycle of homelessness.

organization. This must be a specific service, project, or program provided by your

organization which demonstrates a benefit to residents of Carmel-by-the-Sea.

In 500 words or less, please describe the specific proposed use of the grant by your

PLEASE NOTE: City grant funds may not be used for any of the following activities:

- General operating expenses such as salaries, utilities, and rent expenses
- To support political activities
- Scholarships to high-school or college students
- The payment of outstanding debts
- The purchase of alcoholic beverages
- Travel, meals, lodging, or entertainment expenses
- Services which are primarily commercial, religious or political in nature
- Permanent improvements to any non City owned structure or property so that it becomes integral to the real reporty and removal would do harm to the building or land including those improvements that are bolted, nailed, screwed or wired into the wall, ceiling or floor

I understand

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Leadership Carmel, a program of the Carmel Chamber of Commerce Foundation, is dedicated to developing and inspiring community-minded business and civic leaders. Through a 9-month professional development program, participants gain a behind-the-scenes understanding of regional issues impacting the economy, culminating in a collaborative community betterment project that drives meaningful change

The Leadership Carmel Class of 2025 has chosen The Carmel Foundation as its community service project, supporting its mission to promote successful aging. Currently, at The Carmel Foundation there is no dedicated space for wellness classes or fitness equipment. Our class project focuses on renovating space to create a new wellness studio for classes and purchasing senior-friendly fitness equipment to enhance mobility, strength, and well-being.

The Leadership Carmel Class of 2025 is requesting City Discretionary grant funding to purchase high quality senior-friendly fitness equipment for this project. This center will serve as a community-wide resource for The Carmel Foundation members, promoting physical health, mobility, and social engagement for Carmel by-the-Sea residents aged 55 and older. (According to the 2020 census, 77% of city's residents are over 55.)

- The grant would specifically help fund the purchase of:

 Three Recumbent Bikes and One Stationary Bike Providing safe, low-impact cardio workouts to support heart health and joint mobility.
- Weight Machines Designed for safe and effective strength training, helping seniors maintain muscle mass, mobility, and independence.

These additions will enhance The Carmel Foundations capacity to serve the growing senior population, offering a low-cost fitness option for older adults looking to stay active and engaged. The cardio and weight-training equipment complements the City of Carmel's ongoing efforts to support active lifestyles and

By providing a safe, accessible, and inclusive space for fitness and wellness programs, this project:

- Addresses a critical need for senior health services The City recognizes the importance of active aging, and this facility will help prevent falls, reduce chronic disease risk, and promote mental well-being.
- Provides an alternative to City-operated programs While the City offers some recreation programs, a dedicated senior-focused fitness space is currently unavailable. This project ensures that residents can access specialized wellness classes and programs that the City could provide but has chosen not to.
- Supports community-wide wellness & engagement The Carmel Foundation Wellness center and exercise equipment will be open to all members, regardless of income, background, or fitness level. It provides a welcoming and supportive space where seniors can connect, exercise, and stay independent

By funding this equipment, the City of Carmel will help ensure that local seniors have access to critical equipment for successful aging. This project is a true community investment, as it will improve the wellbeing of residents, reduce strain on public health services, and create a vibrant, active aging environment.

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4/16/25, 3:32 PM Welcome to the EY 25-26 Council Discretionary Grant Application We appreciate your consideration and look forward to partnering with the City to make Carmel-by-the-Sea an even healthier and more inclusive place for all.

Please indicate the estimated number of Carmel-by-the-Sea (93921) residents that will benefit * from the specific service, project, or program for which grant funds are being sought:

2337, 77% of City's population over 55 years old

Section 3: Funding Request Amount and Budget

Please indicate if you are requesting the maximum grant funding of \$3,000 for your organization, or another amount less than the maximum

We are requesting a \$3,000 grant

Other:

4/16/25, 3:32 PM Welcome to the FY 25-26 Council Discretionary Grant Application

Provide a Detailed Proposed Project/Program Budget, indicating how the grant funding requested will be utilized if awarded.

For example: "We are requesting \$3,000 for the "Kids Zone After School Drama Club Program", and if awarded the funds will be used as follows:

- \$700 for printing scripts and programs
- \$400 for paint and wood to create a portable and moveable scenery backdrop
- \$600 for props
- \$1,000 for stage lighting and audio equipment

We are requesting \$3,000. If awarded, the money will be used for towards the purchase of:

1. Recumbent Bikes (Quantity: 3)

Recumbent bikes are ideal for seniors, offering low-impact cardio workouts that support heart health and joint mobility. Commercial-grade options include:

- HCI Fitness PhysioStep LXT Approximately \$3,795 each Star Trac 4RB Recumbent Bike Approximately \$2,495 each
- TRUE Fitness C400 Commercial Recumbent Bike Pricing varies; contact for details Estimated Total for 3 Recumbent Bikes: \$7,485 to \$11,385
- 2. Stationary Bike (Quantity: 1)

Stationary bikes enhance endurance, balance, and cardiovascular health, Options include:

- Life Fitness Club Series+ Upright Lifecycle Approximately \$5,189
- NordicTrack Commercial VU 19 Upright Bike Approximately \$1,599

Estimated Total for 1 Stationary Bike: \$1,599 to \$5,189

Weight machines are essential for safe and effective strength training, helping seniors maintain muscle mass, mobility, and independence. The cost varies based on type and functionality:

- Single-Function Machines Approximately \$2,000 to \$4,000 each
- Multi-Station Machines Approximately \$5,000 to \$10,000 each Estimated Total for Weight Machines: \$6,000 to \$10,000

Summary of Estimated Budget Equipment Quantity Estimated Cost Range Recumbent Bikes 3 \$7,485 - \$11,385 Stationary Bike 1 \$1,599 - \$5,189

Varies \$6,000 - \$10,000 Weight Machines Total Estimated Budget \$15,084 - \$26,574

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Section 4: Organization's Financial History

Along with submitting an online grant application, applicants must also email the following documentation to the City Clerk at cityclerk@ci.carmel.ca.us by Friday, March 14, 2025, at 5:00 PM for the application to be considered complete:

- 1. A current, detailed operating budget that includes information on the organization's annual sources of
- 2. Proof of 501(c) status with a copy of the letter from the IRS as applicable.
- 3. The past two year's financial statements, including the current year, with balance sheets, sources of revenues, profit/loss statements and indicating the percentage of revenue that isused for administration, salaries and program costs.

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- 3) The past two year's financial statements, including the current year, with balance sheets, sources of revenues, profit/loss statements and indicating the percentage of revenue that is used for administration, salaries and program costs.



Section 6: Declaration

I hereby certify that the information provided in this application is true and correct to the best of my knowledge and that I am authorized by the organization to complete this application

I understand that in addition to submitting this application form, I must also email the required financial documents to the City Clerk at cityclerk@ci.carmel.ca.us by Friday, March 14, 2025, at 5:00 PM in order for my grant application to be considered complete.

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Welcome to the FY 25-26 Council Discr nary Grant Application I further acknowledge that if selected, a grant agreement between the City and my organization is required, and once signed, grant funding awareded to my organization must be utilitized to the selected service. project, or program outlined in this application between July 1, 2025 and June 30, 2026 Name and Title of staff applying on behalf of the Organization: * Kimberlie Guerrieri, Director of Communications & Membership Organization name * Carmel Chamber of Commerce Foundation, Leadership Carmel Date Submitted: * MM DD YYYY 03 / 14 / 2025

This form was created inside of Carmel-by-the-Sea.

Google Forms

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3/5/25, 4:38 PM

Welcome to the FY 25-26 Council Discretionary Grant Application

Welcome to the FY 25-26 Council **Discretionary Grant Application**

The City of Carmel-by-the-Sea recognizes and appreciates the value of local nonprofit organizations and schools that provide services benefiting the community. Each year, the City Council offers a Discretionary Funds Grant Program to provide support to various organizations, in alignment with the City's annual budget process. Every organization that submits an application and the required documentation by the deadline will be considered, however, please note that funding is limited and not all applicants may receive

Before applying, please review the eligibility requirements and evaluation process outlined in Policy 2017-01: City Council Discretionary Funds Grant Program.

To complete your application, submit this online form and email the following documents to the City Clerk by the application deadline, Friday, March 14, 2025, at 5:00 PM:

- Proof of 501(c) status or school documentation
- · Current annual operating budget

For questions, contact th	ne City Clerk at cityclerk@ci.carmel.ca.us or call 831-620-2016 .
Email *	
nreilly@montereysympho	ony.org
Non mostit Omercinet	ion Name (or name of Carmel School): *
Non-profit Organizati	on Name (or name or Garmer Gongor).
	on-Profit or School applying for this grant
	·
Enter the name of the No	on-Profit or School applying for this grant

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0	
Orga	anization Point of Contact Name and Title: *
(Nar	ne of person the City should contact if they have questions about this application)
Nico	la Reilly, President and CEO
Org	anization's Contact Email: *
nreil	y@montereysymphony.org
Org	anization's Phone Number: *
831-	645-1131
:	eligible for funding, an organization: Must be located within the City of Carmel-by-the-Sea or provide community, environmental, or social services to the community of Carmel-by-the-Sea. Must be a nonprofit community based 501(c) organization or a Carmel school. Must directly provide the community service(s) for which City funds are sought.
	Must have no outstanding debt due to the City. Must not be financially dependent upon receiving City support to meet the organization's annual budget and operational requirements.
•	Must have no outstanding debt due to the City. Must not be financially dependent upon receiving City support to meet the organization's annual
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•	Must have no outstanding debt due to the City. Must not be financially dependent upon receiving City support to meet the organization's annual budget and operational requirements. bur organization a 501(c) nonprofit or a Carmel school? *

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3/5/25. 4:38 PM Welcome to the FY 25-26 Council Discretionary Grant Application Is your organization located with the City of Carmel-by-the-Sea, or does it provide services to its * We are located in Carmel-by-the-Sea We are located outside of Carmel-by-the-Sea, but we provide services to its residents We do not provide services to Carmel-by-the-Sea (Your organization is not eligible for this grant) Does your organization have any outstanding debt to the City? * Yes (Your organization is not eligible for this grant) ✓ No Is your organization finanically dependent on receiving City funding for its annual budget and Yes (Your organization is not eligible for this grant) ✓ No Does your organization's project/program that you are requesting a grant for meet the criteria for * public purpose as outlined in the City's Discretionary Grant Policy? Yes (Provide a detailed description in the next section) No (Your organization is not eligible for this grant) Section 2: Project/Program Purpose for Grant All public funds must, by law, be used for activities that serve a public purpose. A public purpose generally means providing an "activity or service that is open and accessible to all members of the public regardless of race, creed, gender, sexual orientation, religious affiliation, etc., without restriction, and which does not $https://docs.google.com/forms/d/112qeC_pNqA0zgCFL7aUp6qnJ408DFBFYs26u9V11XI4/edit\#response=ACYDBNio5fTCf0ibTZsBNC8yz9lC2QRre7g...\\$

promote a particular religion. Therefore, organizations applying for grant funding through this program must clearly show how their programs or services will benefit the community of the commun **Demonstrating Public Benefit** The City may grant public funds under the following conditions: · The organization offers a service that complements or enhances a service the City already provides. The service creates an indirect or secondary benefit for the City.
The organization provides a service that the City could provide but has chosen not to. The following chart contains examples that illustrate public benefit: Relationship to City Programs Example Benefit Complementary service Donation to the Tree The Tree Foundation has Foundation in return for specialized knowledge about planting trees suitable for the agreement to replace trees that have been area. New trees will enhance property values. The service will removed by the City due to disease also increase the number of planted trees beyond that which the City would be able to plant. Demonstrable benefit Youth organization's After-school programs can boost after-school program academic performance, reduce risky behaviors, promote physical health, and provide a safe, structured environment for the children of working parents. Homeless shelter and Programs such as this help end Service the City could provide, but does not placement programs the cycle of homelessness https://docs.google.com/forms/d/112qeC_pNqA0zgCFL7aUp6qnJ408DFBFYs26u9V11XI4/edit#response=ACYDBNio5fTCf0ibTZsBNC8yz9IC2QRre7g... 4/8

Welcome to the FY 25-26 Council Discretionary Grant Application

3/5/25 4:38 PM Welcome to the FY 25-26 Council Discretionary Grant Application PLEASE NOTE: City grant funds may not be used for any of the following activities: - General operating expenses such as salaries, utilities, and rent expenses - To support political activities - Scholarships to high-school or college students - The payment of outstanding debts - The purchase of alcoholic beverages - Travel, meals, lodging, or entertainment expenses - Services which are primarily commercial, religious or political in nature - Permanent improvements to any non - City owned structure or property so that it becomes integral to the real reporty and removal would do harm to the building or land including those improvements that are bolted, nailed, screwed or wired into the wall, ceiling or floor I understand In 500 words or less, please describe the specific proposed use of the grant by your organization. This must be a specific service, project, or program provided by your organization which demonstrates a benefit to residents of Carmel-by-the-Sea. Funding from the city of Carmel-by-the-Sea would support the in school visits and demonstrations to students in Carmel schools, prior to attending the Symphony's youth concerts. During the 25/26 season, the Symphony will present youth concerts in September and May and every student will attend an in-class demonstration or assembly to learn about the instruments in the orchestra and how to be a good audience

Please indicate the estimated number of Carmel-by-the-Sea (93921) residents that will benefit *

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from the specific service, project, or program for which grant funds are being sought:

Section 3: Funding Request Amount and Budget

500

We are requesting a \$3,000 grant Other:	
	Detailed Proposed Project/Program Budget , indicating how the grant funding will be utilized if awarded.
	le: "We are requesting \$3,000 for the "Kids Zone After School Drama Club Prograr ded the funds will be used as follows: postumes
- \$700 for p	printing scripts and programs
	paint and wood to create a portable and moveable scenery backdrop
- \$600 for p	
- \$1,000 10	r stage lighting and audio equipment
	ne musicians to visit schools; \$1,000 for music educators to prepare the materials for the vi bsidize tickets for students and families living in 93921
Section 4:	Organization's Financial History

Please indicate if you are requesting the maximum grant funding of \$3,000 for your

organization, or another amount less than the maximum:

Welcome to the EY 25-26 Council Discretionary Grant Application

3/5/25, 4:38 PM

be considered complete

revenue received.

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Along with submitting an online grant application, applicants must also email the following documentation to the City Clerk at cityclerk@ci.carmel.ca.us by Friday, March 14, 2025, at 5:00 PM for the application to

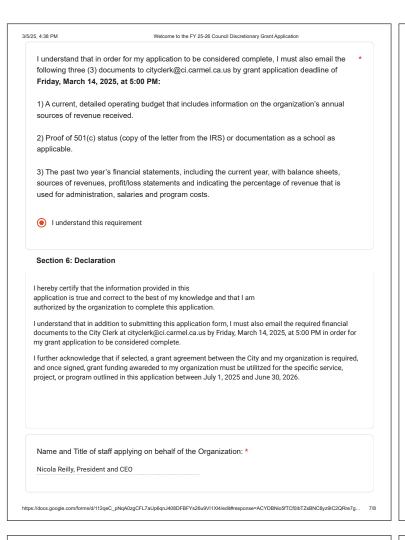
1. A current, detailed operating budget that includes information on the organization's annual sources of

3. The past two year's financial statements, including the current year, with balance sheets sources of

revenues, profit/loss statements and indicating the percentage of revenue that isused for

2. Proof of 501(c) status with a copy of the letter from the IRS as applicable

administration, salaries and program costs.



5, 4:38 PM	Welcome to the FY 25-26 Council Discretionary Grant Application
Organization name *	Attachment 3
Monterey Symphony	
Monterey Symphony	
Date Submitted: *	
MM DD YYYY	
03 / 05 / 2025	
This for	m was created inside of Carmel-by-the-Sea.
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4/16/25, 3:30 PM Welcome to the FY 25-26 Council Discretionary Grant Application Welcome to the FY 25-26 Council **Discretionary Grant Application** The City of Carmel-by-the-Sea recognizes and appreciates the value of local nonprofit organizations and schools that provide services benefiting the community. Each year, the City Council offers a Discretionary Funds Grant Program to provide support to various organizations, in alignment with the City's annual budget process. Every organization that submits an application and the required documentation by the deadline will be considered, however, please note that funding is limited and not all applicants may receive Before applying, please review the eligibility requirements and evaluation process outlined in Policy 2017-01: City Council Discretionary Funds Grant Program. To complete your application, submit this online form and email the following documents to the City Clerk by the application deadline, Friday, March 14, 2025, at 5:00 PM: · Proof of 501(c) status or school documentation Current annual operating budget · Past two years' financial statements For questions, contact the City Clerk at cityclerk@ci.carmel.ca.us or call 831-620-2016. directors@mpballettheatre.org Non-profit Organization Name (or name of Carmel School): * Enter the name of the Non-Profit or School applying for this grant Monterey Peninsula Ballet Theatre Organization Mailing Address: * 225 The Crossroads Blvd. #253 $https://docs.google.com/forms/d/112qeC_pNqA0zgCFL7aUp6qnJ408DFBFYs26u9V11XI4/edit\#response=ACYDBNhYEUzC3EG86Rt8Eda3M0jq9QW...\\$

5, 3:30 PM	Welcome to the FY 25-26 Council Discretionary Grant Application
Organization Point of C	Contact Name and Title: *
(Name of person the City	should contact if they have questions about this application)
Jennifer Watts, President,	Board of Directors
Organization's Contact	Email: *
grants@mpballettheatre.o	rg
Organization's Phone N	umber: *
8319980793	
 Must be a nonprofit Must directly provide Must have no outsta 	in the City of Carmel-by-the-Sea or provide community, environmental, or social nunity of Carmel-by-the-Sea. community based 501(c) organization or a Carmel school. the community service(s) for which City funds are sought. nding debt due to the City. Illy dependent upon receiving City support to meet the organization's annual
ls your organization a 5	01(c) nonprofit or a Carmel school? *
We are a 501(c) nonp	profit
We are a Carmel Sch	ool
We are a Carrier Scri	
	nonprofit or a Carmel School (Your organization is not eligible for this grant)

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Welcome to the FY 25-26 Council Discr nary Grant Applicatio

promote a particular religion*. Therefore, organizations applying for grant function through this program must clearly show how their programs or services will benefit the community breaking the services. **Demonstrating Public Benefit**

The City may grant public funds under the following conditions:

- · The organization offers a service that complements or enhances a service the City already provides.
- The service creates an indirect or secondary benefit for the City.
 The organization provides a service that the City could provide but has chosen not to.

The following chart contains examples that illustrate public benefit:

Relationship to City Programs	Example	Benefit
Complementary service	Donation to the Tree Foundation in return for agreement to replace trees that have been removed by the City due to disease	The Tree Foundation has specialized knowledge about planting trees suitable for the area. New trees will enhance property values. The service will also increase the number of planted trees beyond that which the City would be able to plant.
Demonstrable benefit	Youth organization's after-school program	After-school programs can boost academic performance, reduce risky behaviors, promote physical health, and provide a safe, structured environment for the children of working parents.
Service the City could provide, but does not	Homeless shelter and placement programs	Programs such as this help end the cycle of homelessness.

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4/16/25 3:30 PM

Welcome to the FY 25-26 Council Discretionary Grant Application

PLEASE NOTE: City grant funds may not be used for any of the following activities:

- General operating expenses such as salaries, utilities, and rent expenses
- To support political activities
- Scholarships to high-school or college students
- The payment of outstanding debts
- The purchase of alcoholic beverages
- Travel, meals, lodging, or entertainment expenses
- Services which are primarily commercial, religious or political in nature
- Permanent improvements to any non City owned structure or property so that it becomes integral to the real reporty and removal would do harm to the building or land including those improvements that are bolted, nailed, screwed or wired into the wall, ceiling or floor

I understand

4/16/25, 3:30 PM

Welcome to the FY 25-26 Council Discretionary Grant Application

In 500 words or less, please describe the specific proposed use of the grant by your organization. This must be a specific service, project, or program provided by your organization which demonstrates a benefit to residents of Carmel-by-the-Sea.

Each year since its inception in 2017, MPBT offers a Free Youth Arts Community Outreach Program for the youth of Monterey County who may not otherwise attend such a performance due to prohibitive costs. This program allows students from the Salinas City Elementary School District ("SCESD") to experience a preprofessional show – The Nutcracker - at no cost to them (no ticket fees) in Carmel's premier performing arts center – Sunset Center. To stage this free program, MPBT incurs incremental costs: Sunset Center labor & equipment, third-party technology, guest artist fees, etc. MPBT is seeking this grant to help defray a portion of the expenses for this free youth arts program.

MPBT's youth arts program mirrors various components of Sunset Center's "Classroom Connections" arts education program and goals. (Please note MPBT is not an official "Sunset Presents" artist in their Arts Education program. However, MPBT's free program complements Sunset Center arts education programming.) SCESD students witness the entirety of The Nutcracker, listening to Tchaikovsky's beautiful score while watching their peers from around the Monterey peninsula perform on stage. Approximately 70% of MPBT's 120 student performers in 2024 attended Tularcitos Elementary, River School, Carmel Middle &High Schools, and Stevenson's Lower & Middle Divisions, as well as home schooled children living in Carmel. During "intermission," MPBT's Artistic Director engages SCESD students in arts education, $\ discussing \ the \ various \ components \ required \ to \ bring \ The \ Nutcracker \ to \ life \ (sound, lights, props, backstage$ crew, etc.). After our 2024 performance, Esabel Cervantes Babione, Director of Curriculum and Instruction at SCESD, provided this impact statement about MPBT's free program. "The 5th grade [SCESD] students .. are very fortunate. They are exposed to a style of art that the majority of them have never been able to experience. They learn about ballet, theater, and music all while making connections to the literature and story that they have read. They are surprised when they realize that the show is put on by kids, many of which are their own age. After the show you hear many students talk about wanting to dance, sing, perform, etc. Their education is enhanced because they are able to connect to a fine art that they realize they could

For our 120 youth dancers, this free program allows them one more opportunity to practice their craft and share their gifts with peers prior to the three ticketed performances for the entirety of the Carmel-by-the-Sea and Monterey Peninsula community. MPBT's dancers hone their performance skills while developing confidence and self-esteem, enhancing their on-stage presence skills, and bringing joy to their fellow students. The free program is a win-win for Carmel-based and other Monterey Peninsula students. MPBT greatly appreciates Carmel City Council's consideration of our grant application.

4/16/25, 3:30 PM Welcome to the EY 25-26 Council Discretionary Grant Application project, or program outlined in this application between July 1, 2025 and June 30, 2026. Name and Title of staff applying on behalf of the Organization: * Jennifer Watts, President, Board of Directors Organization name * Monterey Peninsula Ballet Theatre Date Submitted: * MM DD YYYY 03 / 14 / 2025 This form was created inside of Carmel-by-the-Sea. Google Forms

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4/16/25. 3:30 PM

Welcome to the FY 25-26 Council Discretionary Grant Applica

to the City Clerk at cityclerk@ci.carmel.ca.us by Friday, March 14, 2025, at 5:00 PM for the application to be considered complete:

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- I understand this requirement

Section 6: Declaration

I hereby certify that the information provided in this application is true and correct to the best of my knowledge and that I am authorized by the organization to complete this application

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Welcome to the FY 25-26 Council Discretionary Grant Application

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- Proof of 501(c) status or school documentation
- Current annual operating budget
- · Past two years' financial statements

For questions, contact the City Clerk at cityclerk@ci.carmel.ca.us or call 831-620-2016.

Non-profit Organization Name (or name of Carmel School): *
jstock@newcanontheatre.org
Email *

New Canon Theatre Co.

Enter the name of the Non-Profit or School applying for this grant

Organization Mailing Address: * PO Box 1955 Seaside, CA 93955

 $https://docs.google.com/forms/d/112qeC_pNqA0zgCFL7aUp6qnJ408DFBFYs26u9V11XI4/edit\#response=ACYDBNivYuGP-67S_sMl3y7DQlZpkUxVxq...\\$

Point of Contact Name and Title: * on the City should contact if they have questions about this application)
s Contact Email: *
s Contact Email: *
ontheatre.org
s Phone Number: *
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501(c) nonprofit
Carmel School
li ti

4/11/25, 12:04 PM Welcome to the FY 25-26 Council Discretionary Grant Application Is your organization located with the City of Carmel-by-the-Sea, or does it provide services to its * We are located in Carmel-by-the-Sea We are located outside of Carmel-by-the-Sea, but we provide services to its residents We do not provide services to Carmel-by-the-Sea (Your organization is not eligible for this grant) Does your organization have any outstanding debt to the City? * Yes (Your organization is not eligible for this grant) ✓ No Is your organization finanically dependent on receiving City funding for its annual budget and operational requirements? Yes (Your organization is not eligible for this grant) ✓ No Does your organization's project/program that you are requesting a grant for meet the criteria for * public purpose as outlined in the City's Discretionary Grant Policy? Yes (Provide a detailed description in the next section) No (Your organization is not eligible for this grant) Section 2: Project/Program Purpose for Grant All public funds must, by law, be used for activities that serve a public purpose. A public purpose generally means providing an "activity or service that is open and accessible to all members of the public regardless of race, creed, gender, sexual orientation, religious affiliation, etc., without restriction, and which does not https://docs.google.com/forms/d/112qeC_pNqA0zgCFL7aUp6qnJ408DFBFYs26u9V11Xl4/edit#response=ACYDBNivYuGP-67S_sMl3y7DQlZpkUxVxq... 3/9

4/11/25, 12:04 PM Welcome to the FY 25-26 Council Discretionary Grant Application promote a particular religion". Therefore, organizations applying for grant funding through this program must clearly show how their programs or services will benefit the community of Carmel-by-the-Sea.

Demonstrating Public Benefit

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Demonstrable benefit	Youth organization's after-school program	After-school programs can boost academic performance, reduce risky behaviors, promote physical health, and provide a safe, structured environment for the children of working parents.
Service the City could provide, but does not	Homeless shelter and placement programs	Programs such as this help end the cycle of homelessness.

Welcome to the FY 25-28 Council Discretionary Grant Application

PLEASE NOTE: City grant funds may not be used for any of the following activities:

- General operating expenses such as salaries, utilities, and rent expenses
- To support political activities
- Scholarships to high-school or college students
- The payment of outstanding debts

- Services which are primarily commercial, religious or political in nature
- Permanent improvements to any non – City owned structure or property so that it becomes
integral to the real reporty and removal would do harm to the building or land including those
improvements that are bolted, nailed, screwed or wired into the wall, ceiling or floor

I understand

- The purchase of alcoholic beverages - Travel, meals, lodging, or entertainment expenses In 500 words or less, please **describe the specific proposed use of the grant by your organization**. This must be a specific service, project, or program provided by your

New Canon Theatre Company is proud to present Othello at the historic Forest Theatre June 12th-29th, 2025, in Carmel-by-the-Sea. This production represents a vital opportunity to bring high-quality, thought-provoking theatre to local audiences while fostering cultural engagement and education. With the support of this grant, we will ensure that Othello is an accessible, artistically rich, and impactful experience for the Carmel community.

organization which demonstrates a benefit to residents of Carmel-by-the-Sea.

Grant funds will be used to support key aspects of the production, including artist compensation, production design, and community engagement initiatives. Our goal is to create a visually stunning and emotionally resonant performance that speaks to both contemporary and classical audiences. This funding will directly

Production Costs: We will use funds for set construction, costumes, lighting, and sound design, ensuring a professional-quality production that enhances the immersive storytelling experience at the Forest Theatte. Educational and Community Outreach: Othello presents important themes of race, power, and jealousy, making it an excellent piece for community dialogue. We will be doing a "Pay What You" Will" Night so you can pay \$5 or \$50 per ticket, no one should be denied the access of great theatre at this historic venue. By making Shakespeare's work more accessible, we aim to inspire the next generation of theatergoers and artists.

Bringing Othello to the Forest Theatre is not just about staging a play—it's about enriching the cultural landscape of Carmel-by-the-Sea. This production will provide a shared artistic experience that sparks conversation, brings people together, and honors the rich tradition of live theatre in this historic venue. With this grant, we can uphold our mission to create bold, inclusive, and meaningful theatre that resonates with our community.

Please indicate the estimated number of Carmel-by-the-Sea (93921) residents that will benefit from the specific service, project, or program for which grant funds are being sought:

1 000-1 80

Section 3: Funding Request Amount and Budget

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4/11/25, 12:04 PM

Welcome to the FY 25-26 Council Discretionary Grant Application

Attachment 3

Please indicate if you are requesting the maximum grant funding of \$3,000 for your organization, or another amount less than the maximum:

Provide a **Detailed Proposed Project/Program Budget**, indicating how the grant funding requested will be utilized if awarded.

For example: "We are requesting \$3,000 for the "Kids Zone After School Drama Club Program", and if awarded the funds will be used as follows:

- \$300 for costumes

Other:

- \$700 for printing scripts and programs
- \$400 for paint and wood to create a portable and moveable scenery backdrop
- \$600 for props

4/11/25 12:04 PM

- \$1,000 for stage lighting and audio equipment

We are requesting \$3,000 to support our production of Othello, specifically funding a Pay What You Will night to ensure accessibility and key production elements for a high-quality theatrical experience. If awarded, the funds will be allocated as follows:

\$1,000 – Pay What You Will Night (covering production costs for one performance with subsidized tickets, making theatre accessible to Carmel-by-the-Sea residents)

\$800 - Set Construction (materials such as wood, paint, and scenic elements to bring the world of Othello to life)

\$500 - Costumes (historically inspired costumes, fabric, and accessories to enhance the visual storytelling) \$400 - Lighting Design (rental and setup of professional lighting equipment to create a dynamic and immersive stage environment)

\$300 - Sound Design (microphones, speakers, and sound effects to ensure clarity and impact for audiences)

Section 4: Organization's Financial History

Along with submitting an online grant application, applicants must also email the following documentation to the City Clerk at cityclerk@ci.carmel.ca.us by Friday, March 14, 2025, at 5:00 PM for the application to be considered complete:

Welcome to the FY 25-26 Council Discretionary Grant Application

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4/11/25, 12:04 PM

Welcome to the FY 25-26 Council Discretionary Grant Application

- A current, detailed operating budget that includes information on the organization's annual sources of revenue received.
- Proof of 501(c) status with a copy of the letter from the IRS as applicable.
- 3. The past two year's financial statements, including the current year, with balance sheets, sources of revenues, profit/loss statements and indicating the percentage of revenue that is used for administration, salaries and program costs.

I understand that in order for my application to be considered complete, I must also email the following three (3) documents to cityclerk@ci.carmel.ca.us by grant application deadline of Friday, March 14, 2025, at 5:00 PM:

- 1) A current, detailed operating budget that includes information on the organization's annual sources of revenue received.
- 2) Proof of 501(c) status (copy of the letter from the IRS) or documentation as a school as applicable.
- 3) The past two year's financial statements, including the current year, with balance sheets, sources of revenues, profit/loss statements and indicating the percentage of revenue that is used for administration, salaries and program costs.

I understand this requirement

Section 6: Declaration

I hereby certify that the information provided in this application is true and correct to the best of my knowledge and that I am authorized by the organization to complete this application.

I understand that in addition to submitting this application form, I must also email the required financial documents to the City Clerk at cityclerk@ci.carmel.ca.us by Friday, March 14, 2025, at 5:00 PM in order for my grant application to be considered complete.

I further acknowledge that if selected, a grant agreement between the City and my organization is required, and once signed, grant funding awareded to my organization must be utilitzed for the specific service, project, or program outlined in this application between July 1, 2025 and June 30, 2026.

Name a	nd Title of staff applying on behalf of the Organization: *
Justine	Stock- Managing Director & Co-Founder
Organiz	ation name *
New Car	oon Theatre Co.
Date Si	ubmitted: *
MM DD	YYYY
03 / 09	/ 2025

This form was created inside of Carmel-by-the-Sea.

Google Forms

Welcome to the FY 25-26 Council **Discretionary Grant Application**

The City of Carmel-by-the-Sea recognizes and appreciates the value of local nonprofit organizations and schools that provide services benefiting the community. Each year, the City Council offers a **Discretionary** Funds Grant Program to provide support to various organizations, in alignment with the City's annual budget process. Every organization that submits an application and the required documentation by the deadline will be considered, however, please note that funding is limited and not all applicants may receive a grant.

Before applying, please review the eligibility requirements and evaluation process outlined in Policy 2017-01: City Council Discretionary Funds Grant Program.

 $To \ complete \ your \ application, submit \ this \ online \ form \ \underline{and} \ email \ the \ following \ documents \ to \ the \ \underline{City} \ \underline{Clerk}$ by the application deadline, Friday, March 14, 2025, at 5:00 PM:

- Proof of 501(c) status or school documentation
- Current annual operating budget
 Past two years' financial statements

For questions, contact the City Clerk at cityclerk@ci.carmel.ca.us or call 831-620-2016.

Email *	
	
johnnewkirk@pacrep.org	
Non-profit Organization Name (or name of Carmel School): *	
Enter the name of the Non-Profit or School applying for this grant	
Pacific Repertory Theatre	
Organization Mailing Address: *	
PO Box 222035, Carmel 93922	

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		Attachment 3
Organization Point of 0	Contact Name and Title: *	Attachment
(Name of person the City	should contact if they have questi	ions about this application)
John Newkirk - Developm	ent Executive	
Organization's Contact	Email: *	
johnnewkirk@pacrep.org		
Organization's Phone N	Number: *	
8316220700		
services to the comMust be a nonprofitMust directly provideMust have no outsta	hin the City of Carmel-by-the-Sea o munity of Carmel-by-the-Sea. community based 501(c) organiza e the community service(s) for wh anding debt due to the City. Illy dependent upon receiving City	
ls your organization a 5	501(c) nonprofit or a Carmel sch	nool?*
We are a 501(c) non	profit	
We are a Carmel Sch	nool	

25, 12:31 PM	Welcome to the FY 25-26 Council Discretionary Grant Application
Is your organization I residents?	located with the City of Carmel-by-the-Sea, or does it provide services to its
We are located in	Carmel-by-the-Sea
We are located ou	utside of Carmel-by-the-Sea, but we provide services to its residents
We do not provide	e services to Carmel-by-the-Sea (Your organization is not eligible for this grant)
Does your organizati	ion have any outstanding debt to the City? *
Yes (Your organiz	ation is not eligible for this grant)
✓ No	
operational requirem	finanically dependent on receiving City funding for its annual budget and ents? ation is not eligible for this grant)
No No	audi is not engure for this granty
	ion's project/program that you are requesting a grant for meet the criteria for tilined in the City's Discretionary Grant Policy?
Van (Provide a dat	tailed description in the next section)
res (Flovide a del	

All public funds must, by law, be used for activities that serve a public purpose. A public purpose generally means providing an "activity or service that is open and accessible to all members of the public regardless $of \ race, \ creed, \ gender, \ sexual \ or ientation, \ religious \ affiliation, \ etc., \ without \ restriction, \ and \ which \ does \ not$ https://docs.google.com/forms/d/112qeC_pNqA0zgCFL7aUp6qnJ408DFBFYs26u9V11Xl4/edit#response=ACYDBNhwPi9Asy6d5m2q7nlVAKptUmWW...

Section 2: Project/Program Purpose for Grant

4/11/25, 12:31 PM Welcome to the FY 25-26 Council Discretionary Grant Application promote a particular religion". Therefore, organizations applying for grant funding through this program must clearly show how their programs or services will benefit the community of Carmel-by-the-Sea. **Demonstrating Public Benefit**

The City may grant public funds under the following conditions:

• The organization offers a service that complements or enhances a service the City already provides.

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- · The service creates an indirect or secondary benefit for the City. • The organization provides a service that the City could provide but has chosen not to.

The following chart contains examples that illustrate public benefit:

Relationship to City Programs	Example	Benefit
Complementary service	Donation to the Tree Foundation in return for agreement to replace trees that have been removed by the City due to disease	The Tree Foundation has specialized knowledge about planting trees suitable for the area. New trees will enhance property values. The service will also increase the number of planted trees beyond that which the City would be able to plant.
Demonstrable benefit	Youth organization's after-school program	After-school programs can boost academic performance, reduce risky behaviors, promote physical health, and provide a safe, structured environment for the children of working parents.
Service the City could provide, but does not	Homeless shelter and placement programs	Programs such as this help end the cycle of homelessness.

In 500 words or less, please describe the specific proposed use of the grant by your organization. This must be a specific service, project, or program provided by your organization which demonstrates a benefit to residents of Carmel-by-the-Sea.

The City Council Discretionary Grant will support PacRep's School of Dramatic Arts (SoDA), which has programs for Monterey Peninsula youth, offering low-cost after-school classes, summer camps, and the Saturday Academy. It is generally accepted by educators and others that the arts are a powerful vehicle for reaching, motivating, and teaching a student. Without the arts to shape imaginations, young people becomeculturally deprived as they mature into adulthood. SoDA students are able to shape their imaginations, explore new techniques, think "critically" in new ways that expand their interest in learning, as well as develop verbal skills, self-esteem, teamwork, confidence and self-motivation. The more students live up to the expectations of the SoDA program, the more empowered they become. Helping students grow in the arts is one of the best investments that can be made in the future citizens of our community

The problem is that many people don't have access to live theatre, whether as a participant or an observer. PacRep believes there are great benefits to be had from either perspective. Our suite of children's programs is designed to provide such opportunities for young people.

We are constantly striving to offer curricula that meet the needs of the children we serve, and we vary our class offerings accordingly. At the same time, we are eager for students to receive a well-rounded theater arts education to prepare them for continued training and to strengthen their ability to succeed in college, business and in the community. To that end, we have placed a renewed emphasis on offering our SoDA students chances to perform in fully staged productions. Our Spring 2025 classes offered through SoDA's premiere educational program, the Saturday Academy, include a Play Production Class, in which all class time will be spent rehearsing, working on sets, costumes and props, and going through the rehearsal and production process. All students will either be in the play or have a job working on the play, such as designer, assistant director, stage manager, and lighting and sound operators. The course's instructor has more than twenty-five years of experience teaching theatre in Monterey County public schools.

In the 25 years of SoDA activities, the staff has seen some of the participants finding their niche outside of school by continuing their higher education by either majoring in theatre arts or taking theatre classes in college. We have had a number of students who have graduated from college and have returned to the area and are now participating as teachers, directors and actors in our programs. The staff has seen children mature into adults, and many continue to perform and/or become patrons of the arts and PacRep. The staff has been told many times that SoDA helps students build life-long friendships and memories.

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PLEASE NOTE: City grant funds <u>may not be used</u> for any of the following activities:

- General operating expenses such as salaries, utilities, and rent expenses
- To support political activities
- Scholarships to high-school or college students
- The payment of outstanding debts
- The purchase of alcoholic beverages
- Travel, meals, lodging, or entertainment expenses
- Services which are primarily commercial, religious or political in nature
- Permanent improvements to any non City owned structure or property so that it becomes

integral to the real reporty and removal would do harm to the building or land including those improvements that are bolted, nailed, screwed or wired into the wall, ceiling or floor

I understand

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Welcome to the FY 25-26 Council Discretionary Grant Application

Please indicate the estimated number of Carmel-by-the-Sea (93921) residents that will benefit * from the specific service, project, or program for which grant funds are being sought:

SoDA Classes, Camps and SoDAonStage productions include children and young people throughout Monterey County, with the majority of the participants residing in the Carmel area and on the Monterey Peninsula. SoDA activities are available to any child who has the time, interest and discipline to participate Based upon a 5-year average, we anticipate that 200-250 unduplicated students will participate in SoDA classes and summer camps over the next twelve months. In addition to enrollment numbers, we continue to conduct surveys of SoDA participants and their parents, assessing how students have progressed in the SoDA programs, if students are improving their communication skills, their ability to work as a member of a team, and if SoDA has made a difference in their traditional schoolwork, as well.

Section 3: Funding Request Amount and Budget

Please indicate if you are requesting the maximum grant funding of \$3,000 for your organization, or another amount less than the maximum

We are requesting a \$3,000 grant

Other:

Provide a **Detailed Proposed Project/Program Budget**, indicating how the grant funding requested will be utilized if awarded.

For example: "We are requesting \$3,000 for the "Kids Zone After School Drama Club Program", and if awarded the funds will be used as follows:

- \$700 for printing scripts and programs
- \$400 for paint and wood to create a portable and moveable scenery backdrop
- \$600 for props
- \$1,000 for stage lighting and audio equipment

We are requesting \$3,000 for our School of Dramatic Arts (SoDA). If awarded, funds will be used to subsidize Teacher Salaries (\$1000), Marketing (\$1000) and Educational Materials (\$1000).

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Welcome to the FY 25-26 Council Discretionary Grant Application

Section 4: Organization's Financial History

Along with submitting an online grant application, applicants must also email the following documentation to the City Clerk at cityclerk@ci.carmel.ca.us by Friday, March 14, 2025, at 5:00 PM for the application to be considered complete:

- 1. A current, detailed operating budget that includes information on the organization's annual sources of
- 2. Proof of 501(c) status with a copy of the letter from the IRS as applicable
- 3. The past two year's financial statements, including the current year, with balance sheets, sources of revenues, profit/loss statements and indicating the percentage of revenue that isused for administration, salaries and program costs.

I understand that in order for my application to be considered complete, I must also email the following three (3) documents to cityclerk@ci.carmel.ca.us by grant application deadline of Friday, March 14, 2025, at 5:00 PM:

- 1) A current, detailed operating budget that includes information on the organization's annual sources of revenue received.
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I understand this requirement

Section 6: Declaration

I hereby certify that the information provided in this application is true and correct to the best of my knowledge and that I am authorized by the organization to complete this application

I understand that in addition to submitting this application form, I must also email the required financial documents to the City Clerk at cityclerk@ci.carmel.ca.us by Friday, March 14, 2025, at 5:00 PM in order for my grant application to be considered complete

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and once signed, grant fur	Welcome to the FY 25-26 Council Discretionary Grant Application if selected, a grant agreement between the City and my organization is required, ding awareded to my organization must be utilitzed for the specific service, d in this application between July 1, 2025 and June 30, 2026.
Name and Title of staff John Newkirk	applying on behalf of the Organization: *
Organization name * Pacific Repertory Theatre	
Date Submitted: * MM DD YYYY	
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Google Forms

Attachment 3



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

May 5, 2025 ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Jayme Fields, Finance Manager

APPROVED BY: Chip Rerig, City Administrator

Discuss proposed changes to the Budget Policies and Financial Guidelines for

SUBJECT: inclusion in the FY 2025-2026 Operating Budget Book and provide direction to staff

(Estimated time 30 min)

RECOMMENDATION:

It is recommended:

- 1. That the City Council discuss and provide direction to staff regarding the proposed changes to the Budget Policies and Financial Guidelines section of the FY 2025-2026 Operating Budget Book; and
- 2. Provide direction to staff on proposed changes to Policy C94-01: Finance Policies of the City of Carmelby-the-Sea to be adopted by Resolution at a future meeting date.

BACKGROUND/SUMMARY:

BACKGROUND

The purpose of this agenda item is to present a draft of potential revisions to the Budget Policies and Financial Guidelines (hereafter referred to as "Budget Policies") which are routinely included in the annual operating budget book. These policies were part of discussions with the Council appointed Financial Stewardship Workgroup (FSW). The proposed revisions are intended to organize and clarify existing Financial Policies. The proposed changes are also designed to enhance budgeting and fiscal management practices by simplifying and clarifying fiscal guidelines, encouraging the limitation of operating expenses and the increase of spending on Capital Improvement Projects. The proposed revisions were informed by meetings with the FSW, reviewing the policies of other similar cities and discussions with external auditors.

The Budget Policies are included in the operating budget book originate from the City's Policy C94-01: Financial Policies for the City of Carmel-by-the-Sea which is included for reference as **Attachment 3**. This policy was adopted in 1994, revised over the years, and last revised by Resolution 2020. This policy can be amended to include the proposed revisions by Resolution at a future meeting at the Council's direction.

EXECUTIVE SUMMARY

Proposed immediate revisions to Budget Policies include:

- Organize Policy into a Budget Section and a Financial section, eliminating duplication between sections (see green edits) and clarifying titles.
- Deleted duplicate policy statements.
- Clarify the definition of Capital Improvement Project ("CIP Project")
- Increased Capital Budget Guideline 1 requirement for CIP expenditures to be 10% of revenue instead of 3.5% of revenue.
- Added Operating Budget Guideline 1 requirement that Operating Expenditures be no more that 90% of revenues, replacing the requirement that the budget surplus be 5% of expenditures.
- Change Capital Project Policy to allow approved capital projects to carried over and stay open until completed or closed, instead of automatically closing at the fiscal year end.
- Eliminated Fund Balance Guideline 6 requiring a capital reserve target balance of 20% of the estimated total five-year capital improvement plan expenditures, replacing it with the above 90% reserve target.
- Eliminated reference to minimum reserve level chart.

The redlined version of the existing Budget Policy is included as **Attachment 1**. The clean version of these proposed changes is included as **Attachment 2**.

Next Steps

Following direction regarding the proposed changes to the Budget Policy (Attachment 2) staff will return at the June meeting with a Resolution to formally adopt a revised Policy C94-01 and to include any amended policies in the FY 2025-2026 Annual Operating Budget Book.

FISCAL IMPACT:

No direct fiscal impact for this action.

PRIOR CITY COUNCIL ACTION:

Council received a presentation on the proposed financial policy revisions at their Special Meeting held on March 24, 2025, and provided direction to staff.

On July 13, 1994, the City Council adopted Resolution 94-96, establishing Policy C94-01: *Financial Policies for the City of Carmel-by-the-Sea*. The policy has been revised periodically since its adoption, with the most recent update approved in 2020 through Resolution 2020-055. A portion of this Policy is included in the Annual Operating Budget Book each year.

ATTACHMENTS:

Attachment 1) REDLINE - Proposed Revisions to Budget Policy

Attachment 2) CLEAN VERSION - Revised Budget Policy

Attachment 3) Policy C94-01: Financial Policies of CBTS

City of Carmel By The Sea

Changes to Budget Policies and Guidelines and to Financial Policies and Guidelines

As of May 6, 2025

The following changes to the policy statements are recommended in order to better organize the Budget and Financial Policies so that they may be more clearly implemented and reported upon. Definitions are clarifieded and policy limits are consolidated.

"Track changes" are used to highlight the edits that have been made, Green colored edits represent the move of policy statements (withough change) and the elimination of duplicate statements. In general, "budget" policies have been taken out of the Financial section and added to the Budget section, with duplicate policies being eliminated.

Red track changes indicate changes to policy statements.

Policy Change Overview

- Organize Policy into a Budget Section and a Financial section, eliminating duplication between sections (see green edits) and clarifying titles.
- Deleted duplicate policy statements.
- Clarify the definition of Capital Improvement Project ("CIP Project")
- Increased Capital Budget Guideline 1 requirement for CIP expenditures to be 10% of revenue instead of 3.5% of revenue.
- Added Operating Budget Guideline 1 requirement that Operating Expenditures be no more that 90% of revenues, replacing the requirement that the budget surplus be 5% of expenditures.
- Change Capital Project Policy to allow approved capital projects to carried over and stay open until completed or closed, instead of automatically closing at the fiscal year end.
- Eliminated Fund Balance Guideline 6 requiring a capital reserve target balance of 20% of the estimated total five-year capital improvement plan expenditures, replacing it with the above 90% reserve target.
- Eliminated reference to minimum reserve level chart.

BUDGET POLICIES, AND PROCEDURES GUIDELINES

The budget process for the City of Carmel-by-the-Sea involves the citizens, City Council, and staff. Each person plays a critical role in the development of the budget for the upcoming year. The annual budget and operating plan balances the public service demands of the community with the fiscal resources of the City. It is intended to achieve the goals and objectives established by the City Council.

The goal of the City Administrator is to present a balanced budget to the City Council for review and adoption. A balanced budget is a budget in which revenue sources meet or exceed expected revenue use. Available funding sources shall be at least equal to recommended appropriations. As a general rule, the year-end Undesignated General Fund Balance should only be used for one-time costs, not to fund ongoing operations such as full-time employees.

As set forth in the Carmel Municipal Code, prior to the beginning of each fiscal year the City Council shall adopt a budget for expenditures and anticipated revenues. On or before February 15th of each year, the City Administrator will present to the City Council a proposed budget schedule. The City Administrator prepares and submits to the City Council a proposed operating and capital budget for the forthcoming fiscal year. The City Council shall adopt the budget by July 1st.

The City Administrator shall have the right to approve the transfer of appropriations within a departmental budget; however, no additional positions shall be created without the authorization of the City Council. All transfers of appropriations between departments or in regards to capital items or projects shall be approved by the City Council. The City Administrator shall be charged with the responsibility of controlling the expenditures for all departments in accordance with the approved budget. A report on current year revenues, expenditures and fund balances shall be maintained.

The accounts of the City are organized on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balanced set of accounts. The minimum number of funds is maintained consistent with legal and managerial requirements. Annually appropriated budgets are legally adopted on a budgetary basis for the governmental fund types (General Fund, Special Revenue Fund, Debt Service Fund, and Capital Projects Fund) and are controlled on a fund and departmental level. These funds are used to account for most of the City's general government activities. Governmental fund types use the flow of current financial resources measurement focus and the modified-accrual basis of accounting and budgeting. Expenditures are recognized as encumbrances when a commitment is made. Unencumbered appropriations lapse at year-end.

CAPITAL BUDGET POLICY

The City develops an annual five-year plan for capital improvements; it includes project design, development, implementation, and operating and maintenance costs. Each project in the 5-year Capital Improvement Plan (CIP) shows the estimated capital and on-going maintenance costs, known and potential funding sources and a design/development schedule. A capital improvement project is typically a permanent structural change to a property or asset to prolong its life, increase its value, or enhance its capabilities. As used in the CIP, projects include land acquisition, buildings and facilities construction, asset upgrades or large-scale maintenance work and the planning needed to facilitate plans and implementation for infrastructure (for example, the Housing Element). T; these projects do not have a cost threshold. A capital outlay (fixed asset) purchase is any single item or piece of equipment that costs more than \$5±0,000 and has an expected useful life exceeding one year. The development of the CIP is coordinated with the development of the operating budget. The CIP is a planning document; the City Council appropriates funding for capital projects in the annual operating budget. Costs for professional services needed to implement the CIP are to be included in the appropriate year's operating budget.

Annual operating budgets should provide adequate funds for maintenance of the City's buildings and maintenance and replacement of the City's capital equipment. The City will make all capital improvements in accordance with an adopted and funded capital improvement program. Prior to ratification of the capital budget for the forthcoming year by the City Council, the Planning Commission shall review the capital improvement plan and shall advise the City Council as to its recommendations regarding the proposed capital projects conformity with the City's General Plan in accordance with the Government Code.

Capital expenditures shall be effectively planned and controlled.

- 1. The level of capital improvement expenditures, excluding road maintenance program expenditures and lease payments, is established at a minimum of ten percent (10%) three and one half percent (3.5%) of total revenues.
- Funding for the road maintenance program should improve the pavement condition index.
- 3. The City shall maintain a Five-Year Capital Improvement Program (CIP), which shall be updated at least annually as part of the budget review process.
- 4. The City shall annually establish a phasing calendar for capital improvement expenditures.
- 5. At least ten percent (10%) of the unrestricted funds designated for capital project expenditures shall be set aside for unanticipated expenditures.
- 6. The City shall conduct periodic reviews of property and facilities to determine the appropriate use and disposition of said property and facilities.

- 7. The City shall consider the ongoing impact of operations and maintenance expenses before undertaking any capital improvement expenditure.
- 8. The City shall maintain a capital reserve policy as described in the Reserve Capital Project Policy.
- 9. Public participation in the Capital Improvement Program is a priority concern for the City.
- 10. All projects included in the Capital Improvement Plan shall be consistent with the City's General Plan.
- Capital projects that are not encumbered or completed during the fiscal year are required to be re-budgeted to the next fiscal year and subsequently approved by the City Council. All re-budgeted capital projects should be so noted in the proposed budget

OPERATING BUDGET POLICY

Operating revenues shall exceed operating expenditures.

- 1. Total Expenditures, excluding CIP, shall not exceed 90% of budgeted Revenue.

 The annual operating budget shall contain a current surplus (or "revenue buffer") of at least five percent (5%) of projected expenditures (excluding CIP).
- 2. A balanced budget is a budget in which total funding sources meet or exceed uses.
- An appropriated City Discretionary Account of at least one half of one percent (0.5%) of total projected General Fund expenditures shall be maintained (excluding CIP).
- 3. Ongoing expenses shall not be funded with one-time revenues.
- 4. The City shall establish salary adjustments in conjunction with the budget process.
- 5. The City will seek to comply with suggested criteria of the Government Finance Officer's Association in producing a budget document that meets the Distinguished Budget Presentation criteria.

FINANCIAL POLICIES AND PROCEDURES GUIDELINES

The City of Carmel-by-the-Sea has strong financial policies, based on City Council direction, which guide staff toward carryingy out sound fiscal planning and continued management of fiscal integrity. The financial policies are divided into five categories: Capital Budget Project Policyies, Operating Management, Fund Balance Policy, Debt Policies, and Investment Policies. The City has financial policies that are adopted by the City Council with review every two years during the budget development process. The financial policies help ensure that the City maintains a healthy financial foundation into the future.

The goal of these policies is to promote:

- An extended financial planning horizon to increase awareness of future potential challenges and opportunities;
- Setting aside reserves for contingencies, replacement of capital equipment, and other similar needs;
- Maintaining the effective buying power of fees and charges and increasing cost recovery where directed to do so;
- Accountability for meeting standards for financial management and efficiency in providing services;
- Planning for the capital needs of the City;
- Maintaining manageable levels of debt while furthering quality bond ratings; and,
- Communication to residents and customers on how the community goals are being addressed.

CAPITAL PROJECT POLICY

Capital expenditures shall be effectively planned and controlled. Capital projects that have not been completed by the fiscal year-end will be carried over into the subsequent fiscal year. Fund balance equal to the remaining balance of the uncompleted projects will be reserved.

CAPITAL BUDGET POLICY

The City develops an annual five-year plan for capital improvements; it includes project design, development, implementation, and operating and maintenance costs. Each project in the 5-year Capital Improvement Plan (CIP) shows the estimated capital and on-going maintenance costs, known and potential funding sources and a design/development schedule. As used in the CIP, projects include land acquisition, buildings and facilities construction; these projects do not have a cost threshold. A capital outlay (fixed asset) purchase is any single item or piece of equipment that costs more than \$10,000 and has an

expected useful life exceeding one year. The development of the CIP is coordinated with the development of the operating budget. The CIP is a planning document; the City Council appropriates funding for capital projects in the annual operating budget. Costs for professional services needed to implement the CIP are to be included in the appropriate year's operating budget.

Annual operating budgets should provide adequate funds for maintenance of the City's buildings and maintenance and replacement of the City's capital equipment. The City will make all capital improvements in accordance with an adopted and funded capital improvement program. Prior to ratification of the capital budget for the forthcoming year by the City Council, the Planning Commission shall review the capital improvement plan and shall advise the City Council as to its recommendations regarding the proposed capital projects conformity with the City's General Plan in accordance with the Government Code.

Capital expenditures shall be effectively planned and controlled.

- 1. The level of capital improvement expenditures, excluding road maintenance program expenditures and lease payments, is established at three and one-half percent (3.5%) of total revenues.
- 2.1. Funding for the road maintenance program should improve the pavement condition index.
- 3.1. The City shall maintain a Five-Year Capital Improvement Program (CIP), which shall be updated at least annually as part of the budget review process.
- 4.1. The City shall annually establish a phasing calendar for capital improvement expenditures.
- 5.1. At least ten percent (10%) of the unrestricted funds designated for capital project expenditures shall be set aside for unanticipated expenditures.
- 6.1. The City shall conduct periodic reviews of property and facilities to determine the appropriate use and disposition of said property and facilities.
- 7.1. The City shall consider the ongoing impact of operations and maintenance expenses before undertaking any capital improvement expenditure.
- 8.1. The City shall maintain a capital reserve policy as described in the Reserve Policy.
- 9.1. Public participation in the Capital Improvement Program is a priority concern for the City.
- 10.1. All projects included in the Capital Improvement Plan shall be consistent with the City's General Plan.
- 11.1. Capital projects that are not encumbered or completed during the fiscal year are required to be re-budgeted to the next fiscal year and subsequently approved by the City Council. All re-budgeted capital projects should be so noted in the proposed budget

OPERATING MANAGEMENT POLICY

Operating revenues shall exceed operating expenditures.

- 1. The annual operating budget shall contain a current surplus (or "revenue buffer") of at least five percent (5%) of projected expenditures.
- 2.1. A balanced budget is a budget in which total funding sources meet or exceed uses.
- 3.1. An appropriated City Discretionary Account of at least one-half of one percent (0.5%) of total projected General Fund expenditures shall be maintained.
- 4.1. Ongoing expenses shall not be funded with one time revenues.
- 1. The City shall establish internal service funds for the repair, operation, and replacement of rolling stock and data processing equipment.
- 5. The level of capital outlay expenditures is established at three percent (3%) of total revenues.[*** see Capital Budget Policy above]
- 6. The City shall annually establish a phasing calendar for capital outlay expenditures. [*** see Capital Budget Policy above]
- 7. The City shall develop a five-year forecast of operating revenue and expenditures. [*** see Capital Budget Policy above]
- 8. The City shall establish salary adjustments in conjunction with the budget process.
- <u>2.</u> The City shall review the relationship between fees/charges and the cost of providing services at least every three years.
- <u>3.</u> The City's fees and charges for services shall be adjusted annually, based upon the San Francisco-Oakland Consumer Price Index.
- 9. The City will seek to comply with suggested criteria of the Government Finance Officer's Association in producing a budget document that meets the Distinguished Budget Presentation criteria. [*** see Operating Budget Policy above]

FUND BALANCE POLICY

The Fund Balance Policy is designed to develop standards for setting reserve levels for various, significant City funds. Adequate fund balance and reserve levels are a necessary component of the City's overall financial management strategy and a key factor in external agencies' measurement of the City's financial strength. The City shall maintain reserves at a prudent level and shall use reserves appropriately with a focus on contributing to the reserves in good times and drawing on the reserves in times of difficult budget periods to maintain a consistent level of service and quality operations. Use of reserves is meant to supplement the annual budget.

- 1. General Fund and Hostelry Fund reserves shall be maintained at no less than ten-fifty percent (5010%) of their annual projected operating revenues expenditures.
- 2. The City shall maintain prudent reserves for identified operating liabilities and debt service.
- 3. A Vehicle Replacement reserve will be maintained sufficient to replace vehicles and heavy equipment at the end of their useful lives, with the target being 10% of the total City fleet replacement value.
- 4. Technology equipment replacement reserves will be maintained sufficient to repair covered equipment and for replacement at the end of its useful life.
- 5. The City will maintain a long-term budget stability reserve consisting of any Unassigned General Fund Balance. When available, the year-end General Fund operating surplus will be dedicated to the long-term budget stability reserve.
- 6. A general capital reserve fund will be maintained with a targeted balance of 20% of the estimated total five-year capital improvement plan project expenditure.

 Net proceeds from the sale of City owned property will be dedicated to the general capital reserve. Funds in the general capital reserve will be allocated through the budget process for capital projects.
- 7. Reserves shall be used only for established purposes.
- 8. Depleted reserves shall be restored as soon as possible.
- 9. A minimum level for each of the reserve funds shall be established (see chart below).
- 10.9. The City shall maintain reserves required by law, ordinance and/or bond covenants.

BUDGET POLICIES AND GUIDELINES

The budget process for the City of Carmel-by-the-Sea involves the citizens, City Council, and staff. Each person plays a critical role in the development of the budget for the upcoming year. The annual budget and operating plan balance the public service demands of the community with the fiscal resources of the City. It is intended to achieve the goals and objectives established by the City Council.

The goal of the City Administrator is to present a balanced budget to the City Council for review and adoption. A balanced budget is a budget in which revenue sources meet or exceed expected revenue use. Available funding sources shall be at least equal to recommended appropriations. As a general rule, the year-end Undesignated General Fund Balance should only be used for one-time costs, not to fund ongoing operations such as full-time employees.

As set forth in the Carmel Municipal Code, prior to the beginning of each fiscal year the City Council shall adopt a budget for expenditures and anticipated revenues. On or before February 15th of each year, the City Administrator will present to the City Council a proposed budget schedule. The City Administrator prepares and submits to the City Council a proposed operating and capital budget for the forthcoming fiscal year. The City Council shall adopt the budget by July 1st.

The City Administrator shall have the right to approve the transfer of appropriations within a departmental budget; however, no additional positions shall be created without the authorization of the City Council. All transfers of appropriations between departments or in regards to capital items or projects shall be approved by the City Council. The City Administrator shall be charged with the responsibility of controlling the expenditures for all departments in accordance with the approved budget. A report on current year revenues, expenditures and fund balances shall be maintained.

The accounts of the City are organized on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balanced set of accounts. The minimum number of funds is maintained consistent with legal and managerial requirements. Annually appropriated budgets are legally adopted on a budgetary basis for the governmental fund types (General Fund, Special Revenue Fund, Debt Service Fund, and Capital Projects Fund) and are controlled on a fund and departmental level. These funds are used to account for most of the City's general government activities. Governmental fund types use the flow of current financial resources measurement focus and the modified-accrual basis of accounting and budgeting. Expenditures are recognized as encumbrances when a commitment is made. Unencumbered appropriations lapse at year-end.

CAPITAL BUDGET POLICY

The City develops an annual five-year plan for capital improvements; it includes project design, development, implementation, and operating and maintenance costs. Each project in the 5-year Capital Improvement Plan (CIP) shows the estimated capital and on-going maintenance costs, known and potential funding sources and a design/development schedule. A capital improvement project is typically a permanent structural change to a property or asset to prolong its life, increase its value, or enhance its capabilities. As used in the CIP, projects include land acquisition, buildings and facilities construction, asset upgrades or large-scale maintenance work and the planning needed to facilitate plans and implementation for infrastructure (for example, the Housing Element). These projects do not have a cost threshold. A capital outlay (fixed asset) purchase is any single item or piece of equipment that costs more than \$50,000 and has an expected useful life exceeding one year. The development of the CIP is coordinated with the development of the operating budget. The CIP is a planning document; the City Council appropriates funding for capital projects in the annual operating budget.

Annual operating budgets should provide adequate funds for maintenance of the City's buildings and maintenance and replacement of the City's capital equipment. The City will make all capital improvements in accordance with an adopted and funded capital improvement program. Prior to ratification of the capital budget for the forthcoming year by the City Council, the Planning Commission shall review the capital improvement plan and shall advise the City Council as to its recommendations regarding the proposed capital projects conformity with the City's General Plan in accordance with the Government Code.

Capital expenditures shall be effectively planned and controlled.

- 1. The level of capital improvement expenditures, excluding road maintenance program expenditures and lease payments, is established at a minimum of ten percent (10%) of total revenues.
- 2. Funding for the road maintenance program should improve the pavement condition index.
- 3. The City shall maintain a Five-Year Capital Improvement Program (CIP), which shall be updated at least annually as part of the budget review process.
- 4. The City shall annually establish a phasing calendar for capital improvement expenditures.
- 5. At least ten percent (10%) of the unrestricted funds designated for capital project expenditures shall be set aside for unanticipated expenditures.
- 6. The City shall conduct periodic reviews of property and facilities to determine the appropriate use and disposition of said property and facilities.
- 7. The City shall consider the ongoing impact of operations and maintenance expenses before undertaking any capital improvement expenditure.

- 8. The City shall maintain a capital reserve policy as described in the Capital Project Policy.
- 9. Public participation in the Capital Improvement Program is a priority concern for the City.
- 10. All projects included in the Capital Improvement Plan shall be consistent with the City's General Plan.

OPERATING BUDGET POLICY

Operating revenues shall exceed operating expenditures.

- 1. Total Expenditures, excluding CIP, shall not exceed 90% of budgeted Revenue.
- 2. A balanced budget is a budget in which total funding sources meet or exceed uses.
- 3. Ongoing expenses shall not be funded with one-time revenues.
- 4. The City shall establish salary adjustments in conjunction with the budget process.
- 5. The City will seek to comply with suggested criteria of the Government Finance Officer's Association in producing a budget document that meets the Distinguished Budget Presentation criteria.

FINANCIAL POLICIES AND GUIDELINES

The City of Carmel-by-the-Sea has strong financial policies, based on City Council direction, which guide staff toward carrying out sound fiscal planning and continued management of fiscal integrity. The financial policies are divided into five categories: Capital Project Policy, Operating Management, Fund Balance Policy, Debt Policies, and Investment Policies. The City has financial policies that are adopted by the City Council with review every two years during the budget development process. The financial policies help ensure that the City maintains a healthy financial foundation into the future.

The goal of these policies is to promote:

- An extended financial planning horizon to increase awareness of future potential challenges and opportunities;
- Setting aside reserves for contingencies, replacement of capital equipment, and other similar needs;
- Maintaining the effective buying power of fees and charges and increasing cost recovery where directed to do so;
- Accountability for meeting standards for financial management and efficiency in providing services;
- Planning for the capital needs of the City;
- Maintaining manageable levels of debt while furthering quality bond ratings; and,
- Communication to residents and customers on how the community goals are being addressed.

CAPITAL PROJECT POLICY

Capital expenditures shall be effectively planned and controlled. Capital projects that have not been completed by the fiscal year-end will be carried over into the subsequent fiscal year. Fund balance equal to the remaining balance of the uncompleted projects will be reserved.

OPERATING MANAGEMENT POLICY

Operating revenues shall exceed operating expenditures.

- 1. The City shall establish internal service funds for the repair, operation, and replacement of rolling stock and data processing equipment.
- 2. The City shall review the relationship between fees/charges and the cost of providing services at least every three years.

3. The City's fees and charges for services shall be adjusted annually, based upon the San Francisco-Oakland Consumer Price Index.

FUND BALANCE POLICY

The Fund Balance Policy is designed to develop standards for setting reserve levels for various, significant City funds. Adequate fund balance and reserve levels are a necessary component of the City's overall financial management strategy and a key factor in external agencies' measurement of the City's financial strength. The City shall maintain reserves at a prudent level and shall use reserves appropriately with a focus on contributing to the reserves in good times and drawing on the reserves in times of difficult budget periods to maintain a consistent level of service and quality operations. Use of reserves is meant to supplement the annual budget.

- 1. General Fund reserves shall be maintained at no less than fifty percent (50%) of annual projected operating expenditures.
- 2. The City shall maintain prudent reserves for operating liabilities and debt service.
- 3. A Vehicle Replacement reserve will be maintained sufficient to replace vehicles and heavy equipment at the end of their useful lives, with the target being 10% of the total City fleet replacement value.
- 4. Technology equipment replacement reserves will be maintained sufficient to repair covered equipment and for replacement at the end of its useful life.
- 5. The City will maintain a long-term budget stability reserve consisting of any Unassigned General Fund Balance. When available, the year-end General Fund operating surplus will be dedicated to the long-term budget stability reserve.
- 6. Net proceeds from the sale of City owned property will be dedicated to the general capital reserve. Funds in the general capital reserve will be allocated through the budget process for capital projects.
- 7. Reserves shall be used only for established purposes.
- 8. Depleted reserves shall be restored as soon as possible.
- 9. The City shall maintain reserves required by law, ordinance and/or bond covenants.

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

Subject: Financial Policies for the City of Carmel-by-the-Sea	Policy/Procedure No: C94-01
by-the-sea	

Effective Date: 13 July 1994	Authority: Resolution No. 94-96
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Purpose:

To establish financial policies for the City of Carmel-by-the-Sea

Policy/Procedure:

As fully set forth in the policy document, attached.

Responsible Party:

City Administrator

Department of Origin:

Administrative Services

Revision Dates:

- 2 February 1997 (Resolution No. 97-10)
- 1 June 2000 (Resolution No. 2000-72)
- 15 August 2000 (Resolution No. 2000-100)
- 19 June 2001 (Resolution No. 2001-69)
- 2 February 2002 (Resolution No. 2002-17)
- 13 June 2006 (Resolution No. 2006-35)
- 5 February 2013 (Resolution No. 2013-8)
- 5 March 2013 (Resolution No. 2013-10)
- 1 September 2020 (Resolution No. 2020-055)

Rescinded Date:

The City of Carmel-by-the-Sea has strong financial policies that provide City Council direction to allow staff to provide sound fiscal planning and continued management of fiscal integrity. The financial policies are divided into five categories: Capital Budget Policies, Operating Management, Reserve Policy, Debt Policies, and Investment Policies. The City has financial policies that are adopted by the City Council with review every two years during the budget development process. The financial policies help ensure that the City maintains a healthy financial foundation into the future.

The goal of these policies is to promote:

- An extended financial planning horizon to increase awareness of future potential challenges and opportunities.
- Setting aside reserves for contingencies, replacement of capital equipment, and other similar needs.
- Maintaining the effective buying power of fees and charges and increasing cost recovery where directed to do so.
- Accountability for meeting standards for financial management and efficiency in providing services.
- Planning for the capital needs of the City.
- Maintaining manageable levels of debt while furthering quality bond ratings.
- Communication to residents and customers on how the community goals are being addressed.

CAPITAL BUDGET POLICIES

The City develops an annual five-year plan for capital improvements; it includes project design, development, implementation, and operating and maintenance costs. Each project in the Capital Improvement Plan (CIP) shows the estimated capital and on-going maintenance costs, known and potential funding sources, and a design and development schedule. As used in the CIP, projects include land acquisition, buildings and facilities construction; these projects do not have a cost threshold. A capital outlay (fixed asset) purchase is any single item or piece of equipment that costs more than \$10,000 and has an expected useful life exceeding one year. The development of the capital improvement plan is coordinated with the development of the operating budget. The CIP is a planning document; the City Council appropriates funding for capital projects in the annual operating budget. Costs for professional services needed to implement the CIP are to be included in the appropriate year's operating budget.

Annual operating budgets should provide adequate funds for maintenance of the City's buildings and maintenance and replacement of the City's capital equipment. The City will make all capital improvements in accordance with an adopted and funded capital improvement program. Prior to ratification of the capital budget for the forthcoming year by the City Council, the Planning Commission shall review the capital improvement plan and shall advise the City Council as to its recommendations regarding the proposed capital projects in accordance with the Government Code.

Capital (Policy No. C94-01)

Capital expenditures shall be effectively planned and controlled.

Guidelines:

- 1. The level of capital improvement expenditures, excluding road maintenance program expenditures and lease payments, is established at three and one-half percent (3.5%) of total revenues.
- 2. Funding for the road maintenance program should improve the pavement condition index.
- 3. The City shall maintain a Five-Year Capital Improvement Program (CIP), which shall be updated at least annually as part of the budget review process.
- 4. The City shall annually establish a phasing calendar for capital improvement expenditures.
- 5. At least ten percent (10%) of the unrestricted funds designated for capital project expenditures shall be set aside for unanticipated expenditures.
- 6. The City shall conduct periodic reviews of property and facilities to determine the appropriate use and disposition of said property and facilities.
- 7. The City shall consider the ongoing impact of operations and maintenance expenses before undertaking any capital improvement expenditure.
- 8. The City shall maintain a capital reserve policy as described in the Reserve Policy.
- 9. Public participation in the Capital Improvement Program is a priority concern for the City.
- 10. All projects included in the Capital Improvement Plan shall be consistent with the City's General Plan.
- 11. Capital projects that are not encumbered or completed during the fiscal year are required to be re-budgeted to the next fiscal year and subsequently approved by the City Council. All re-budgeted capital projects should be so noted in the proposed budget.

OPERATING MANAGEMENT (Policy No. C94-01)

Operating revenues shall exceed operating expenditures.

Guidelines:

- 1. The annual operating budget shall contain a current surplus (or "revenue buffer") of at least five percent (5%) of projected expenditures.
- 2. A balanced budget is a budget in which total sources meet or exceed uses.
- 3. An appropriated City Discretionary Account of at least one-half of one percent (0.5%) of total projected General Fund expenditures shall be maintained.
- 4. Ongoing expenses shall not be funded with one-time revenues.
- 5. The City shall establish internal service funds for the repair, operation, and replacement of rolling stock and data processing equipment.
- 6. The level of capital outlay expenditures is established at three percent (3%) of total revenues.
- 7. The City shall annually establish a phasing calendar for capital outlay expenditures.
- 8. The City shall develop a five-year forecast of operating revenue and expenditures.
- 9. The City shall establish salary adjustments in conjunction with the budget process.
- 10. The City shall review the relationship between fees/charges and the cost of providing services at least every three years.
- 11. The City's fees and charges for services shall be adjusted annually, based upon the San Francisco-Oakland Consumer Price Index.
- 12. The City will seek to comply with suggested criteria of the Government Finance Officers Association in producing a budget document that meets the Distinguished Budget Presentation criteria.

RESERVE POLICY (Policy No. C94-01)

The Reserve Policy is designed to develop standards for setting reserve levels for various, significant City funds. Adequate fund balance and reserve levels are a necessary component of the City's overall financial management strategy and a key factor in external agencies' measurement of the City's financial strength. The City shall maintain reserves at a prudent level, and shall use reserves appropriately.

Guidelines:

- 1. General Fund and Hostelry Fund reserves shall be maintained at no less than ten percent (10%) of their annual projected revenues.
- 2. The City shall maintain prudent reserves for identified liabilities
 - A Vehicle Replacement reserve will be maintained sufficient to replace vehicles and heavy equipment at the end of their useful lives with the target being 10% of the total City fleet replacement value.
 - Technology equipment replacement reserves will be maintained sufficient to repair covered equipment and for replacement at the end of its useful life.
 - A litigation reserve will be maintained to cover potential liability for tort claims or other litigation settlements. The target reserve balance is based on all the known claims against the City and those claims that might have occurred, but are not yet reported. The reserve balance shall be appropriated on an annual basis for immediate access as authorized.
- 3. A general capital reserve fund will be maintained with a targeted balance of 20% of the total five-year capital improvement plan project expenditure estimate. When available the annual General Fund operating surplus will be dedicated to the general capital reserve. In addition, net proceeds from the sale of City owned property will be dedicated to the general capital reserve. Funds in the general capital reserve will be allocated through the budget process for capital projects.
- 4. Reserves shall be used only for established purposes.
- 5. Depleted reserves shall be restored as soon as possible.
- 6. A maximum level for each of the reserve funds shall be established.
- 7. The City shall maintain reserves required by law, ordinance and/or bond covenants.
- 8. The City will maintain a pension obligation bond repayment reserve funded from Measure D proceeds in an amount of \$70,000 annually contributed to the reserve.

DEBT POLICIES (Policy No. C94-01)

Purpose of Policies

The purpose of the debt management policies is to establish guidelines for the effective governance, management and administration of City debt. Debt management is an integral part of the City's fiscal stability. Decisions regarding the issuance of debt impact both the short and long term availability of resources. As such, these debt management policies are intended to assist in making decisions regarding long-term financial commitments that align with other financial policies and planning; that are affordable and do not cause an undue risk or financial burden to the City and its taxpayers; and help achieve other citywide objectives pertaining to capital projects and improvements to the City's built and "green" infrastructure.

I. Purpose and Use of Debt

A. General Capital Financing Guidelines

- 1. The City considers the use of debt financing for one-time capital improvements that benefit the residents of Carmel-by-the-Sea when:
 - a. Capital improvements cannot be financed from current annual revenues

- b. The term of the financing is no longer than the project's useful life
- c. Specific revenues are found to be sufficient to service the long-term debt
- 2. The City will consider the use of debt financing for one-time capital improvement projects and specific nonrecurring equipment purchases or refunding of existing liabilities under the following circumstances:
 - a. When the project is included in the City's adopted capital improvement program (CIP) and is in conformance with the City's adopted General Plan.
 - b. When the project is not included in the City's adopted CIP, but the project is an emerging critical need whose timing was not anticipated or it is a project mandated by State or Federal requirements.
 - c. When the project's useful life, or the projected service life of the equipment, will be equal to or exceed the term of the financing.
 - d. When there are designated General Fund revenues sufficient to service the debt, whether from project revenues, other specified and/or reserved resources, or infrastructure cost- sharing revenues.
- 3. The City will use the following criteria to evaluate pay-as-you-go versus long-term financing in funding capital improvements.
 - a. Pay-As-You- Go factors
 - i. Current revenues and adequate fund balances are available and project phasing can be accomplished
 - ii. Existing debt levels adversely affect the City's credit rating
 - iii. Market conditions are unstable or present difficulties in marketing
 - b. Long-term Financing Factors
 - i. Revenues available for debt service are deemed sufficient and reliable so that long-term financings can be marketed with investment grade ratings
 - ii. The project securing the financing is of the type which will support an investment grade rating
 - iii. Market conditions present favorable interest rates and demand for City findings
- 4. Debt financing (other than tax and revenue anticipation notes) is not considered appropriate for any recurring purpose such as current operating and maintenance expenditures.
- 5. The City shall continually review outstanding obligations for opportunities to achieve debt service savings through refunding and shall pursue refinancing when economically feasible and advantageous.

B. General Practices for Debt Management

- 1. The City will not obligate its General Fund to support long-term financings except when marketability can be significantly enhanced.
- 2. Bond issue proposals are to be accompanied by an analysis defining how the new issue, combined with current debt, impacts the City's debt capacity and conformance with City debt policies. Such analysis shall include identification of the funding source, an assessment of the ability to repay the obligation, the impact on the current budget, commitments to future budgets, maintenance and operational impact of the facility or asset and the impact on the City's credit rating, if any.
- 3. City Council must review such analysis, including existing debt level, ability to pay debt service, impact on City services, and make a finding that use of debt is appropriate.
- 4. Debt service costs (COP, Lease Purchase Agreements and other contractual debt that are backed by General Fund Operating Revenues) are not to exceed 25% of the City's General Fund operating revenues.
- 5. Bonds will be sold on a competitive basis unless it is in the best interest of the City to conduct a negotiated sale. Competitive sales will be the preferred method. Negotiated sales may occur when selling bonds for a defeasance of existing debt, for current or advanced refunding of debt, or for other appropriate reasons.
- 6. Costs incurred by the City, such as bond counsel and financial advisor fees, printing, underwriter's discount, and project design and construction costs, will be charged to the bond issue to the extent allowable by law.

- 7. In general, debt should be structured with fixed interest rates. Variable rate bonds may be considered if the variable rate would be cost effective for the City. Debt will be structured with the goal of distributing the payments for the asset over its useful life so that benefits more closely match costs for both current and future residents. Borrowings by the City should be of a duration that does not exceed the useful life of the improvement that it finances. The standard term of long-term borrowing is typically 15-30 years.
- 8. The City will monitor all forms of debt annually when the City Budget is prepared and will report any concerns and remedies to City Council.
- 9. The City will strive to maintain good relations with credit rating agencies, investors of the City's long-term financial obligations and those in the financial community that participate in the City's financings and demonstrate City officials are following a prescribed financial plan. The City also will strive to maintain and, if possible, improve its current AA- bond rating in order to minimize borrowing costs and preserve access to credit. The City will follow a policy of full disclosure by communicating with bond rating agencies to inform them of the City's financial condition.
- 10. The City will follow all State and Federal regulations and requirements related to bonds and debt financing instruments regarding bond provisions, issuance, taxation and disclosure.
- 11. The City will monitor compliance with bond covenants and adhere to federal arbitrage and disclosure regulations.
- 12. The City recognizes that it is of the utmost importance that elected and appointed City officials, and all others associated with the issuance of City debt, not only avoid the reality of a conflict of interest, but the appearance thereof as well. City officials must conduct themselves in a fashion consistent with the best interests of the City and taxpayers.

C. Debt Limit

The City will keep outstanding debt within the limits prescribed by State of California statutes and at levels consistent with credit objectives. California Government Code provides that "a city may incur indebtedness for any municipal improvement requiring an expenditure greater than the amount allowed for it by the annual tax levy" (43602). A "city shall not incur an indebtedness for public improvements which exceeds in the aggregate 15 percent of the assessed value of all real and personal property of the city. Within the meaning of this section "indebtedness" means bonded indebtedness of the city payable from the proceeds of taxes levied upon taxable property in the city" (43605). The limit is relative to the principal amount of bonds sold and delivered (43606). The City of Carmel-by-the-Sea, Policy No C94-01 establishes "the City's debt shall not exceed predetermined levels." The guideline in that policy is that "the City's debt service level shall not exceed eight and one-fourth percent (8.25%) of total expenditures.

II. Types of Debt

The City may issue all such types of debt as are permitted by the State of California Constitution and applicable State statutes. Due diligence review is required in evaluating these financing structures including examining the potential risks and benefits and impacts to the City's creditworthiness, debt affordability and debt capacity. The issuance of debt may include, but is not limited to, the following:

- 1. General obligation (GO) bonds. GO bonds are secured by a new tax revenue, which is the levy of an ad valorem property tax to pay debt service, Issuance of a GO Bond requires approval by ⅓ of the majority voting on the bond proposition.
- 2. Lease obligations including lease revenue bonds (LRB) and certificates of participation (COP). Lease financings are obligations secured by a lease-back arrangement between the City and a counterparty such as the City of Carmel-by-the-Sea Public Improvement Authority, a joint powers authority. The lease payments are obligations to the City's General Fund, although other revenues may be actually used to make the payments. The lease payments are then used to pay debt service on the LRB or COP.
- 3. Revenue bonds. Obligations are paid from specific revenue generated by an enterprise fund or, on occasion, a non-enterprise special fund.

- 4. Assessment and special tax bonds. The City may form, with approval of a majority of property owners, assessment districts that provide specific benefits to the property and the owners within a defined assessment district. The City may also form, with approval of a majority of property owners, Mello-Roos community facilities districts ("CFD") to fund public services and improvements within the CFD.
- 5. Alternative debt structures. These include installment sale agreements, financing agreements and lease-purchase agreements, and lines of credit.
- 6. Conduit financing. Issuance of tax-exempt securities by a government agency to finance a project of a third party.
- 7. Inter-fund borrowing. This involves borrowing from funds with temporary surplus cash to meet short term needs in lieu of issuing long-term debt. Funds from which money is borrowed shall be paid back with interest occurring monthly based upon the average earning rates of the City's investment pool. If the borrowing is for bond anticipation financing, City Council shall adopt a resolution of intent to repay the funds from the tax-exempt bond proceeds as applicable by law.
- 8. State Revolving Loan Funds. Low interest loans from the State of California from agencies such as the State Water Resources Control Board.
- 9. Bank Loans. Financing directly through a variable or fixed loan from a bank.
- 10. Refunding Obligations. Existing debt may be refunded, or refinanced, based on the guidelines listed below.

Refunding Obligations Guidelines

The City shall continually review outstanding obligations for opportunities to achieve debt service savings through refunding and shall pursue refinancing when economically feasible and advantageous. In general, the City will seek to achieve debt service savings which, on a net present value basis, are at least 5% of the principal amount of the debt being refinanced. The net present value determination shall factor in all costs, including issuance, escrow, and foregone interest earnings of any contributed funds on hand.

III. Relationship of Debt to Capital Improvement Program (CIP) and Budget

The City shall integrate its debt issuances with the goals of its capital improvement program and annual operating budget. The City's capital improvement program identifies immediate and long-term capital improvements and projects while the annual budget includes funding for specific capital projects for the upcoming fiscal year. The City's financial policies include guidelines regarding funding to implement the capital improvement plan. The use of debt guidelines include recommendations that the capital projects subject to long-term financing be included within the capital improvement plan when feasible and that debt issuance for capital projects should be incorporated into the capital improvement plan recommended to Council for approval. The City will time the issuance of debt to ensure that funding for projects is available when needed and is in furtherance of the City's public purpose.

IV. Policy Goals Related to Financing Planning Goals and Objectives

Debt management policies are one aspect of the City's overall financial management policies. The other financial policies include capital expenditures, operating budget, fund balance and maintaining of reserves and investments, all of which work in tandem with the issuance and management of debt to ensure the City's financial stability. Financial forecasting and long-term financial planning should include existing debt obligations as well as analyze projected revenue assumptions and expenditure trends as a part of the review of the City's capacity to absorb additional debt in the future.

V. Internal Controls and Disclosure Policies and Procedures

The Disclosure Policies and Procedures listed below are intended to ensure that the City is in compliance with all applicable federal and state securities laws and that appropriate internal controls are in place to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

A. Disclosure Coordinator

The Finance Manager of the City shall be the disclosure coordinator of the City (the "Disclosure Coordinator").

B. Review and Approval of Official Statements

- 1. The Disclosure Coordinator of the City shall review any Official Statement prepared in connection with any debt issuance by the City in order to ensure there are no misstatements or omissions of material information in any sections that contain descriptions of information prepared by the City.
- 2. In connection with its review of the Official Statement, the Disclosure Coordinator shall consult with third parties, including outside professionals assisting the City, and all members of City staff, to the extent that the Disclosure Coordinator concludes they should be consulted so that the Official Statement will include all "material" information (as defined for purposes of federal securities law).
- 3. As part of the review process, the Disclosure Coordinator shall submit all Official Statements to the City Council for approval. The approval of an Official Statement by the City Council shall be docketed as a new business matter and shall not be approved as a consent item. The City Council shall undertake such review as deemed necessary by the City Council, following consultation with the Disclosure Coordinator, to fulfill the City Council's responsibilities under applicable federal and state securities laws. In this regard, the Disclosure Coordinator shall consult with the City's disclosure counsel to the extent the Disclosure Coordinator considers appropriate.

C. Continuing Disclosure Filings

- 1. As part of the continuing disclosures undertakings that the City has entered into in connection with its debt offerings, the City is required to file annual reports with the Municipal Securities Rulemaking Board's Electronic Municipal Market Access ("EMMA") system in accordance with such undertakings that contain certain updated financial and operating information and the City's audited financial statements. In addition, the City is required to file notices of certain events with EMMA.
 - a. The Disclosure Coordinator will establish a system, which may involve the retention of one or more consultants, to ensure the City's annual audited financial statements are completed in a timely manner;
 - b. that the annual filings required by its counting disclosure undertakings are completed on a timely basis;
 - c. the notices of enumerated events are filed on a timely basis.

D. Public Statements Regarding Financial information

Whenever the City makes statements or releases information related to its finances to the public that are reasonably expected to reach investors and the trading markets, the City is obligated to ensure that such statements and information are complete, true and accurate in all material respects.

E. Training

- 1. The Disclosure Coordinator shall ensure that the members of the City staff involved in the initial or continuing disclosure process and the City Council are properly trained to understand and perform their responsibilities.
- 2. The Disclosure Coordinator shall arrange for disclosure training sessions conducted by the City's disclosure counsel. Such training sessions shall include education on these Disclosure Procedures, the City's disclosure obligations under applicable federal and state securities laws and the disclosure responsibilities and potential liabilities of members of the City's staff and members of the City Council. Such training sessions may be conducted using a recorded presentation.

F. Proceeds and Investments

- 1. When reasonably possible, the proceeds of debt issuance will be held by a third-party trustee and the City will submit written requisitions for release of proceeds only after obtaining the signature of the City Administrator or his or her designee.
- 2. All investments of bond proceeds shall adhere to the City's Investment Policy.

INVESTMENT POLICIES

Municipal moneys not required for immediate expenditure will be invested. The City will maintain adequate cash availability and maximum yield on invested idle funds while insuring that invested moneys are protected. The Carmel Municipal Code requires the City Administrator to prepare investment policies and guidelines for adoption by the City Council. The adopted investment policy follows.

INVESTMENT POLICY AND GUIDELINES C89-27

Policy

In accordance with the Municipal Code of the City of Carmel-by-the-Sea and under authority granted by the City Council, the City Treasurer is responsible for investing the unexpended cash in the City Treasury.

The investment of the City of Carmel-by-the-Sea funds is directed to the goals of safety, liquidity and yield, in that order. The authority governing investments for municipal government is set forth in the California Government Code, Sections 53601 through 53659.

The primary objective of the investment policy of the City of Carmel-by-the-Sea is SAFETY OF PRINCIPAL. Investments shall be placed in those securities as outlined by type and maturity sector in this document. Effective cash flow management and resulting cash investment practices are recognized as essential to good fiscal management and control. The City's portfolio shall be designed and managed in a manner responsive to the public trust and consistent with state and local law. Portfolio management requires continual analysis and as a result the balance between the various investments and maturities may change in order to give the City of Carmel-by-the-Sea the optimum combination of necessary liquidity and optimal yield based on cash flow projections.

Scope

The investment policy applies to all financial assets of the City of Carmel-by-the-Sea as accounted for in the Annual Financial Report. Policy statements outlined in this document focus on the City of Carmel-by-the-Sea's pooled funds, but will also apply to all funds under the City Treasurer's control unless specifically exempted by statute or ordinance.

Prudence

The standard to be used by investment officials shall be that of a "prudent person" and shall be applied in the context of managing all aspects of the overall portfolio. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, direction and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

It is the City's full intent, at the time of purchase, to hold all investments until maturity to insure the return of all invested principal dollars.

Safety

Safety of principal is the foremost objective of the City. Each investment transaction shall seek to ensure that capital losses are avoided, whether from securities default, broker-dealer default, or from erosion of the market value.

Liquidity

Historical cash flow trends are compared to current cash flow requirements on an ongoing basis in an effort to ensure that the City's investment portfolio will remain sufficiently liquid to enable the City to meet all reasonably anticipated operating requirements.

Yield

The investment portfolio should be designed to attain a market average rate of return through budgetary and economic cycles, consistent with the risk limitations, prudent investment principles and cash flow characteristics identified within the financial statements.

Performance Evaluation

Investment performance is continually monitored and evaluated by the City Treasurer. Investment performance statistics and activity reports are generated on a monthly basis for presentation to the City Administrator and City Council.

Delegation of Authority

For short-term investments, the Administrative Services Director has authority to make transfers to and from the City's Local Agency Investment Funds (LAIF) account in order to maximize interest earned. The transfers are made from the City's general checking account to the LAIF account, with a minimum balance maintained in the general checking account to meet daily cash requirements.

The City Treasurer is responsible for investment of all unexpended City funds as per California Government Code section 41000 et seq. The City Treasurer makes long-term investments after review and approval by the Administrative Services Director and the City Administrator.

Ethics and Conflict of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that conflicts with the proper execution of the investment program, or impairs their ability to make impartial investment decisions. Additionally, the City Treasurer and the members of the investment committee are required to annually file applicable financial disclosures as required by the Fair Political Practices Commission (FPPC).

Safekeeping of Securities

To protect against fraud, embezzlement, or losses caused by a collapse of an individual securities dealer, all securities owned by the City shall be held in safekeeping by a third party bank trust department, acting as an agent of the city under the terms of a custody agreement or PSA agreement (repurchase agreement collateral). All trades executed by a dealer will settle Delivery vs. Payment (DVP) through the City's safekeeping agent. Securities held in custody for the City shall be independently audited on an annual basis to verify investment holdings.

All exceptions to this safekeeping policy must be approved by the City Treasurer in written form and included in quarterly reporting to the City Council.

Internal Control

Separation of functions between the City Treasurer's Office and the Administrative Services Department would be an ideal situation. Time and necessity, however, dictate a different approach. Due to the lack of personnel dedicated to the investment function alone, a proper balance must be maintained between Treasury activities and Administrative Services Department functions. The City Treasurer will make the appropriate arrangements to buy and sell securities, which are deemed permissible by the Laws of the State of California as time permits. The Administrative Services Director and/or City Administrator will have the power as granted under the section titled Delegation of Authority in the absence of the City Treasurer. The Administrative Services Director will have the authority to enter into agreements on securities so long as written policies set by the City Treasurer and State Legislature are followed.

The investment portfolio and all related transactions are reviewed and balanced to appropriate general ledger accounts by the Administrative Services Director on a monthly basis. An independent analysis by an external auditor shall be conducted annually to review internal control, account activity, and compliance with government policies and procedures.

Reporting

The City Treasurer shall review and render monthly reports to the City Administrator and the City Council which shall include the face amount of the cash investment, the classification of the investment, the name of the institution or entity, the rate of interest, the maturity date, and the current market value and accrued interest to date due for all securities.

Qualified Broker/Dealers

The City shall transact business only with banks and broker/dealers that are properly licensed and in good standing. The Administrative Services Director and the City Treasurer shall investigate dealers who wish to do business with the City to determine if they are adequately capitalized and if they market securities appropriate to the City's needs.

The City Treasurer shall annually send a copy of the current investment policy to all broker/dealers approved to do business with the City. Confirmation of receipt of the City's policy by the broker/dealer shall be considered evidence that the broker/dealer understands the City's investment policies and intends to sell the City only appropriate investments authorized by this investment policy.

Collateral Requirements

Collateral is required for investments in certificates of deposit. In order to reduce market risk, the collateral level will be at least 110% of market value of principal and accrued interest.

In order to conform with the provisions of the Federal Bankruptcy Code which provides for liquidation of securities held as collateral, the only securities acceptable as collateral shall be certificates of deposit, commercial paper, eligible banker's acceptances, medium term notes or securities that are the direct obligations of, or are fully guaranteed as to principal and interest by, the United States or any agency of the United States.

Authorized Investments

Investment of City funds is governed by the California Government Code Sections 53600 et seq. Within the context of the limitations, the following investments are authorized as further limited herein:

- 1) United States Treasury Bills, Bonds, and Notes or those for which the full faith and credit of the United States are pledged for payment of principal and interest. There is no percentage limitation of the portfolio which can be invested in this category, although a five-year maturity limitation is applicable.
- 2) United States agency bonds or obligations issued by the Government National Mortgage Association (GNMA), the Federal Farm Credit Bank (FFCB), the Federal Home Loan Bank (FHLB), the Federal
- 3) National Mortgage Association (FNMA), the Student Loan Marketing Association (SLMA), and the Federal Home Loan Mortgage Company (FHLMC). There is no percentage limitation of the portfolio which can be invested in this category, although a five-year maturity limitation is applicable.
- 4) Local Agency Investment Fund (LAIF) which is a State of California managed investment pool may be used up to the maximum permitted by the California State Law. LAIF is a demand account so no maturity limitation is required.

Investments detailed in items 4 through 10 are further restricted to percentage of the cost value of the portfolio in any one-issuer name to a maximum percentage of 15%. The total value invested in any one issuer shall not exceed 5% of the issuer's net worth. Again, a five-year maximum maturity is applicable unless further restricted by this policy.

- 5) Bills of exchange or time drafts drawn on and accepted by commercial banks, otherwise known as bankers acceptances. Bankers acceptances purchased may not exceed 270 days to maturity or 40% of the cost value of the portfolio.
- 6) Commercial paper rated P1 by Moody's Investor Services, A1 by Standard and Poor's or F1 by Fitch, and issued by domestic corporations having assets in excess of \$500,000,000.00 and having an AA or better rating on its long term debentures as provided by Moody's or Standard and Poor's. Purchases of eligible commercial paper may not exceed 180 days to maturity nor represent more than 10% of the outstanding paper of the issuing corporation. Purchases of commercial paper may not exceed 15% of the cost value of the portfolio.
- 7) Negotiable certificates of deposit issued by nationally or state chartered bank or state or federal savings institutions. Negotiable certificates of deposit shall be rated in a category of "A" or its equivalent or better by two Nationally Recognized Statistical Rating Organizations. Purchases of negotiable certificates of deposit may not exceed 30% of the total portfolio. A maturity limitation of five years is applicable.
- 8) Repurchase agreements, which specify terms and conditions, may be transacted with banks and broker dealers. The maturity of repurchase agreements shall not exceed 90 days. The market value of the securities used as collateral for the repurchase agreements shall be monitored by the investment staff and shall not be allowed to fall below 102% of the value of the repurchase agreement. A Public Securities Agreement Master Repurchase Agreement is required between the City of Carmel-by-the-Sea and the broker dealer or financial institution for all repurchase agreements transacted.
- 9) Reverse repurchase agreements which specify terms and conditions may be transacted with broker dealers and financial institutions but cannot exceed 20% of the portfolio value on the date entered into. The City may enter into a reverse repurchase agreement only to fund short term liquidity needs. The term of reverse repurchase agreements may not exceed 90 days.
- 10) Time deposits, non-negotiable and collateralized in accordance with the California Government Code, may be purchased through banks or savings and loan associations. Since time deposits are not liquid, no more that 25% of the investment portfolio may be invested in this type of investment.
- 11) Medium Term Corporate Notes, with a maximum maturity of five years may be purchased. Securities eligible for investment shall be rated A or higher by Moody's or Standard and Poor's rating services. Purchase of medium term notes may not exceed 30% of the market value of the portfolio and not more than 15% of the market value may be invested in notes issued by one corporation. Commercial paper holdings should also be included when calculating the 15% limitation.

Ineligible investments are those that are not described herein, including, but not limited to: common stocks and long term (over five years maturity) notes and bonds are prohibited from use in this portfolio unless specifically allowed both by state law and City Council approval. It is noted that special circumstances may arise where these methods of investment may become necessary. When this becomes necessary, the City Council will be asked to take the appropriate action to ratify the means of investment necessary, provided that it is allowable by California Code.

Legislative Changes

Any State of California legislative actions that further restrict allowable maturities, investment type, or percentage allocations will supersede any of the material presented herein. In this case, the applicable law will become part and parcel of this investment policy.

Interest Earnings

All moneys earned and collected from investments authorized in this policy shall be allocated monthly to the General Fund and various special funds of the City which legally require interest proration or when City Council action dictates such proration. This distribution will be based on the cash balance in the fund as a percentage of the entire pooled portfolio.

Policy Review

The City of Carmel-by-the-Sea's investment policy shall be approved by resolution of the City Council. This investment policy shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity and yield, and its relevance to current law and financial and economic trends. Any amendments to the policy, other than State and Federal laws, which automatically supersede the relevant sections, shall be forwarded to the City Council for approval by resolution.



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

May 5, 2025 ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Emily Garay, Administrative Analyst

APPROVED BY: Chip Rerig, City Administrator

Receive a presentation on street addresses public vote options; presentation will include a brief overview of the street addresses work group and election costs and timeline requirements for a ballot measure in a 2025 Special Election and a 2026 Election. Staff recommends City Council action and direction on (1) whether to

SUBJECT: Election. Staff recommends City Council action and direction on (1) whether to

proceed in preparation for a ballot measure and election, and (2) which, if any,

election year. (Estimated time - 90 min)

RECOMMENDATION:

Due to timing requirements, staff recommends action by City Council in deciding whether the City will put a ballot measure in an election and, if so, identify the election year.

BACKGROUND/SUMMARY:

On September 10, 2024, staff submitted a staff report with eight attachments to the City Council (Attachment 1) regarding street addresses systems research, implementation, community engagement, a legal analysis of street address identification requirements, and the City's options for a public vote. The City Council approved a Motion to hold a public vote on street addresses in November 2025, with the type of vote to be determined, and hold more special council meetings for additional public input.

On February 27, 2025, at the City Council Strategic Priorities Workshop (Special Meeting), the City Council requested that staff return at a future date with a presentation on street addresses. The request to staff included a presentation consisting of a proposed street address system implementation plan, proposed community engagement plan, vote options, and estimated timeline and costs of a standalone election and consolidated (county/statewide) election.

On April 1, 2025, a staff report was submitted to City Council (Attachment 2). Administrative Analyst, Emily Garay, presented staff research, including historical context, Council directives, processes and guidelines for street addresses systems development, and remaining questions. City Attorney Pierik provided a legal analysis of street address identification requirements, City options for a public vote, and timelines and costs for a Special Election in November 2025 and a regular Election in November 2026. The topic of street addresses was identified as a discussion item only, with no City Council direction proposed.

During the April 1, 2025 meeting, City Council discussed and proposed that a community work group be formed to further research remaining questions and exploration of street address systems. City Council's guidance for the formation of a street address work group included that it comprises community members, Mayor Pro Tem Delves, and staff.

Street Addresses Work Group

At the April 1, 2025 City Council meeting, Mayor Pro Tem Delves mentioned that a small group of citizens had approached him, volunteering to do more work to fully explore the address topic, and that he intended to join and sponsor that group. He sought a reaction (unofficial since this was not an agendized topic), from each City Council member and the majority of responses were positive. Since then, the Address Work Group has formed and meets weekly; the Group includes Kevin Ruess, Nancy Twomey, Paula Hazdavac, Administrative Analyst Emily Garay, and Mayor Pro Tem Bob Delves. Mayor Pro Tem Delves will be prepared to provide a brief verbal update on the progress and plans of the Group and the Group Members will be in attendance and available for questions or specific suggestions from City Council.

Elections Timelines and Costs

City Council asked staff for more information on elections timelines and costs based on the proposed election dates considered by City Council on September 10, 2024. The information below was acquired by the City Clerk and explains the timing requirements of the County of Monterey Elections Department. Staff developed estimated timelines and costs based on communication with the County of Monterey Elections Department to enable City Council and staff to work within the appropriate deadlines (Attachment 3).

Table 1 shows the timing requirements for a November 2025 Special Election and Table 2 shows the timing requirements for a November 2026 General Election.

Table 1 - November 2025 Special Election

Table 1 - November 2023 Special Election		
August 6, 2025	City adopts a Resolution calling for a special municipal election on November 4, 2025, for a street address ballot measure, requests that the Monterey County Elections Office conduct the election. The Resolution would contain the ballot measure language for the voters.	
August 7, 2025	The Resolution is sent to the Monterey County Elections Office and County Board of Supervisors for approval. The election will be scheduled for 88-103 days from August 6th.	
October 2025	The County will mail out ballots to Carmel-by-the-Sea registered voters.	
November 4, 2025	Election day	
December 4, 2025	Election results certified by the County	

<u>Table 2 – November 2026 General Election</u>

June 2, 2026	Adopt a Resolution calling for a general municipal election for Mayor, Councilmembers, and ballot measure, and requesting
	consolidation with the County.

August 9, 2026	Last date to withdraw a ballot measure.
October 2026	County of Monterey will mail out ballots.
November 3, 2026	Election day
December 3, 2026	Election results certified by the County

November 2025 Special Election Cost

The County of Monterey Elections office estimated the cost of a standalone election in an odd numbered year would be \$16.00-\$24.00 per registered voter. Carmel-by-the-Sea has approximately 2,500 registered voters, bringing the estimated cost to hold an election in 2025 to the range of \$40,000 - \$60,000.

November 2026 General Election Cost

When the City holds a general election consolidated with a county/statewide election, during an even numbered year without a ballot measure (Mayor and City Council election only), the estimated cost is \$4.00-\$6.00 per registered voter with a total cost in the range of \$10,000 - \$15,000. Adding a ballot measure to the 2026 election is estimated to be an additional \$8,000 - \$10,000.

Staff's Recommendation

Staff recommends City Council action on an election date and guidance on continued exploration, development, and research on the topic of street addresses.

Options presented to City Council regarding a public vote:

- 1. Direct staff to draft necessary language to meet timeline requirements for a ballot measure in a November 2025 Special Election.
- 2. Direct staff to prepare necessary language and develop an appropriate timeline for a ballot measure in the November 2026 General Election.
- 3. Change direction to staff staff will notify County of Monterey Elections that the City will not hold a Special Election in 2025 for a ballot measure on street addresses and will not add a ballot measure to the General Election in 2026

FISCAL IMPACT:

Fiscal impact depends on City Council's direction. Election costs for a 2025 Special Election could range between \$40,00-\$60,000. For a ballot measure on the 2026 General Election, the additional costs could range between \$8,000-\$10,000 (the additional cost would be added to the standard estimated cost of \$10,000-\$15,000 to hold the election).

PRIOR CITY COUNCIL ACTION:

September 10, 2024: The City Council approved a Motion to hold a public vote on street addresses in November 2025, with the type of vote to be determined, and hold more special council meeting for additional public input.

February 27, 2025: At the City Council Strategic Priorities Workshop (Special Meeting), the City Council requested that staff return at a future date with a presentation on street addresses.

ATTACHMENTS:

Attachment 1) September 2024 Staff Report Attachment 2) April 1 2025 Staff Report Attachment 3) Elections Timelines and Costs

Attachment 1



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

September 10, 2024 ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Emily Garay, Administrative Analyst

APPROVED BY: Chip Rerig, City Administrator

Staff presents overview for proposed street address system implementation plan and a community engagement plan; City Attorney will provide a legal analysis for street address identification discussing

State and City codes, a draft Ordinance, public vote and City options, and related matters, for City Council

consideration and direction.

RECOMMENDATION:

SUBJECT:

Receive staff presentation for an overview of the proposed street address system implementation plan, a community engagement plan, and the City Attorney's legal analysis on the subject of address identification, to include a discussion of the following: California Health & Safety Code, Title 24 of the California Code of Regulations, the City Municipal Code, a draft Ordinance, public voting and City options, for City Council's consideration and provide staff with direction.

BACKGROUND/SUMMARY:

On July 9, 2024, the City Council received a staff presentation explaining research, findings, communication with the USPS, review of the State Fire and Building Code, and critical elements considered during the street address exploration phase.

The street address exploration phase included communicating to residents and community members:

- The City's intentions in exploring street addresses while not compelling at-home mail delivery and its intention on keeping the downtown USPS Post Office operational.
- Researching and defining at-home mail delivery and street address assignment as two separate issues.
- Street addresses/address assignments will not compel at-home mail delivery; curbside mail boxes or Cluster Box Units (CBU's) will not be installed.
- Staff's research into the USPS established processes for mail delivery to PO Boxes (centralized delivery); confirmation from USPS that delivery to PO Boxes will continue to be the delivery method/system for Carmel-by-the-Sea (**Attachment 1**).
- Continued mail service through the established system of PO Box mail delivery means that USPS mail delivery vehicles will not be deployed into neighborhoods for at-home mail delivery, operation of USPS vehicles will remain in the established routes of regular operation for PO Box delivery to the 5th Ave. USPS Post Office.
- Ad Hoc Committee and staff's direct communication with USPS representatives.
- · Questions and concerns received from residents.
- Overview of inconveniences reported by residents caused by the absence of the standard street addresses, including difficulties
 with financial institutions, government agencies, package delivery failures, frustration and confusion attempting to activate
 essential utilities.
- Research and review of the California Fire Code and Building Code compliance requirements.
- Interdepartmental review and discussion of the absence of standard street addresses, including the Fire Chief, Police Chief, Planning Director/Assistant City Administrator, City Administrator, City Attorney, and Administration staff.
- Public Safety concerns and recommendation from Fire Chief Miller and Police Chief Tomasi.

The extensive research during the exploration phase aligned with the City's Council direction to research the standard street address assignment system, explore other addressing/GPS systems, and engage with the USPS Growth Manager and USPS Address Management Systems Manager for direct information on how the USPS's systems and processes would apply to Carmel-by-the-Sea, should the City move forward implementation. Staff's research and breadth of considerations incorporated community input and questions from City Council Meetings, Strategic Priority Meetings, emails, letters, and phone calls to staff.

City Council Direction to Staff

Attachment 1

On July 9, 2024, staff and the Ad Hoc Committee asked the City Council to provide direction on whether to maintain the status quo and conclude its research and/or consider the Ad Hoc Committee's recommendation to move forward with the assignment of street addresses in the City of Carmel-by-the-Sea and direct staff to create an implementation plan and return to City Council no later than September 2024. The City Council directed staff to return on September 10, 2024 with an implementation plan, community engagement plan, and for the City Attorney to return in September with an Ordinance to amend the municipal code removing the provision allowing directional addresses.

August 6, 2024 following City Attorney announcements, City Council directed staff to return in September with a discussion on whether street addresses should be put to the voters to decide on, and provide an analysis on the process to do so, in addition to the direction to staff that was given during the July 9, 2024 meeting.

The proposed implementation plan and community engagement plans work in synchrony to encourage community involvement and input as the process moves along. The goal of the proposed plans is to promote community participation, community education on the implementation and development of the street address system program, and City Council's guidance and direction throughout the process. The street address system program development is based in producing a street address identification system that adheres to CA Fire Code, CA Residential Code, and CA Building Code; "approved address identification". Approved Address Identification for CA Fire Code, CA Residential Code, and CA Building Code are defined as "acceptable to the fire code official," "acceptable to the chief of the fire authority or building official of the city" and "acceptable to the building official or enforcing agency", respectively.

The process begins with an introduction to the City staff that will work with community members through a series of workshops, community meetings, surveys, farmers market booth, and website resources and updates. Staff will explain the benchmarks for street address assignments by the Carmel-by-the-Sea Planning and Building Department, and how staff plans to reach those benchmarks with community input and City Council guidance to develop and implement a street address system program that meets standard street address identification requirements and the meets the community's expectations of a system representative of the City of Carmel-by-the-Sea.

Staff's presentation to City Council will include an overview of the multi-phased approach for an implementation plan (Attachment 2) and community engagement plan (Attachment 3), should the City Council decide to implement a standard street addressing system in the City of Carmel-by-the-Sea, following the City Attorney's explanation of his legal analysis.

City Attorney's Legal Analysis

A. <u>OVERVIEW</u>

In this portion of the Staff Report, the City Attorney provides a legal analysis with regard to the subject of address identification which includes a discussion of the following: California Health & Safety Code (B); Title 24 of the California Code of Regulations (C); History Regarding Section 502.1 Address Identification (D); Amendments to the California Code of Regulations (E); City Municipal Code (F); Draft Ordinance (G); Public Vote (H); Limitations on Initiative and Referendum (I); Cost and Timing of Election on an Advisory Vote Ballot Measure (J); Public Comment on the Building Standards Commission's Current Rulemaking Cycle for Title 24 (K) and City Options (L).

The City Options discussion (Section K) provides the City Council with options that are available in regard to the subject of address identification. The options include direction on a proposed Ordinance and public vote options (Initiative, Referendum and Advisory Vote).

The Health and Safety Code directs the California Building Standards Commission to adopt, revise, and maintain Title 24, which provides for statewide building standards ("California Building Standards Code"). Three different parts of Title 24, the Building Code (Part 2), the Residential Code (Part 2.5) and the Fire Code (Part 9) all include identical requirements for address identification for new and existing buildings which are numbered here for reference:

- (1) The address identification shall be legible and placed in a position that is visible from the street or road fronting the property.
- (2) Address identification characters shall contrast with their background.
- (3) Address numbers shall be Arabic numbers or alphabetical letters.
- (4) Numbers shall not be spelled out. Each character shall be not less than 4 inches (102 mm) high with a minimum stroke width of 1/2 inch (12.7 mm).
- (5) Where required by the fire code official, address identification shall be provided in additional approved locations to facilitate emergency response.
- (6) Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure.

(7) Address identification shall be maintained.

Attachment 1

The current City Municipal Code (Section 15.55.100 (16) provides in the first sentence the following amendment to the California Fire Code: "505.1 Address identification. Buildings and parcels shall be identified by a description of Parcel location relative to the nearest cross-street intersection as determined by the Community Planning and Building Department."

B. CALIFORNIA HEALTH & SAFETY CODE

There are many sections in the California Health & Safety Code which cover the subject of building standards including sections found in Division 13 "Housing", Part 1.5 "Regulation of Buildings Use for Human Habitation" and Part 2.5 "State Building Standards".

Health & Safety Code Section 17922 references building standards included in Part 2.5 and other rules and regulations in Title 24 of the California Code of Regulations.

Health & Safety Code Section 17958 provides that the provisions of the California Building Standards Code (Part 2.5) and other regulations shall become effective 180 days after the publication by the California Building Standards Commission subject to the ability of a City to make amendments under certain circumstances as provided by the Health & Safety Code.

C. CALIFORNIA CODE OF REGULATIONS – TITLE 24

California Health and Safety Code Section 18902 provides that all references to the State Building Standards Code, Title 24 of the California Code of Regulations shall mean the California Building Standards Code.

California Health and Safety Code Section 18931 provides that the duties of the California Building Standards Commission include the approval of building standards.

The International Code Council (ICC) is an organization that proposes model building standards codes. Every 3 years, the California Building Standards Commission reviews the ICC's codes, undertakes a rulemaking process to amend the ICC's model code for California-specific issues, and adopts the amended ICC model codes, which are Title 24 in the California Code of Regulations.

There are three locations in California Code of Regulations which relate to the requirement for address identification: California Building Code, California Residential Code and the California Fire Code.

The California Building Code set forth in the California Code of Regulations Title 24, Part 2, Section 502.1 reads as follows:

"502.1 Address identification. New and existing buildings shall be provided with approved address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be not less than 4 inches (102 mm) high with a minimum stroke width of 1/2 inch (12.7 mm). Where required by the fire code official, address identification shall be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address identification shall be maintained."

The California Residential Code set forth in California Code of Regulations Title 24, Part 2.5, Section R319.1 reads as follows:

"SECTION R319 SITE ADDRESS

R319.1 Address identification. Buildings shall be provided with approved address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be not less than 4 inches (102 mm) in height with a stroke width of not less than 0.5 inch (12.7 mm). Where required by the fire code official, address identification shall be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road and the building address cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address identification shall be maintained."

The California Fire Code set forth in the California Code of Regulations Title 24, Part 9, Section 505.1 reads as follows:

"PREMISES IDENTIFICATION

505.1 Address identification. New and existing buildings shall be provided with approved address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be not less than 4 inches (102 mm) high with a minimum stroke width of 1/2 inch (12.7 mm). Where required by the fire code official, address identification shall be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road and the building cannot be viewed from

the public way, a monument, pole or other sign or means shall be used to identify the structure. Address identification shall be maintained."

D. HISTORY REGARDING SECTION 502.1 – ADDRESS IDENTIFICATION

There is the following 2018 Version and Commentary on the International Building Code regarding the history of Section 502.1 on address identification:

"International Building Code (IBC) 2018 Version and Commentary

2018 Version and Commentary

SECTION 502 BUILDING ADDRESS

[F] 502.1 Address identification.

New and existing buildings shall be provided with approved address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be a minimum of 4 inches (102 mm) high with a minimum stroke width of 1/2 inch (12.7 mm). Where required by the fire code official, address identification shall be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road and the building address cannot be viewed from the public way, a monument, pole or other approved sign or means shall be used to identify the structure. Address identification shall be maintained.

• The ability of fire, police and other emergency response personnel to identify both new and existing buildings is greatly aided by the proper placement of address identification. The size and color criteria are intended to aid visibility from the street. Where several structures are remotely located on a site or set back into a property, or at locations where multiple addresses are provided (e.g., strip malls) and the address is not readily visible from the public way, an approved method of identification will also be required, which will have characters posted in a location that will help in an emergency. The fire code official has the authority to require that address numbers be placed in all locations deemed necessary to properly identify the building by street address. The primary concern is for emergency personnel to find the building without going through a lengthy search procedure. In the case of a strip mall, identification could be provided for the backs of buildings that face alleys or roads since the emergency response unit may often be directed to the back entrance. The address numbers must be maintained in a readily visible condition to provide for continuous identification. This would include the repainting of faded numbers or the trimming of trees or other vegetation that may be obscuring visibility of the address.

2018 Notes Code Change Details

2018 International Building Code (IBC)

[F] 502.1 Address identification.

Comprehensive background on each change including the original proposal, committee action, and final action documentation. Serves to simplify researching the history of a new, revised or deleted code section between cycles by showing approved changes in legislative format helping the understanding, interpretation and intent of the I-Code provisions."

E. AMENDMENTS TO CALIFORNIA BUILDING CODES

Health & Safety Code Section 17958.5 provides that a city may make changes or modifications to the California Building Standards Code (Part 2.5) and other regulations which are "reasonably necessary because of local climatic, geological, or topographical conditions."

Health & Safety Code Section 17958.7 provides that before making changes pursuant to Section 17958.5 that the City "shall make an express finding that such modifications or changes are reasonably necessary because of local climatic, geological or topographical conditions. These findings must be available as a public record and submitted to the California Building Standards Commission.

In addition to the changes or modifications referenced in Health & Safety Code Section 17958.5, there is Health & Safety Code Section 18941.5 (located in Part 2.5) which reads as follows:

Section 18941.5. Amendments, additions, deletions to standards; effective date; publication date; more restrictive standards

"(a)(1) Amendments, additions, and deletions to the California Building Standards Code, including, but not limited to, green building standards, adopted by a city, county, or city and county pursuant to Section 18941.5 or pursuant to Section 17958.7,

together with all applicable portions of the California Building Standards Code, shall become effective 180 days after publication of the California Building Standards Code by the commission, or at a later date after publication established by the commission.

- (2) The publication date established by the commission shall be no earlier than the date the California Building Standards Code is available for purchase by the public.
- (b) Neither the State Building Standards Law contained in this part, nor the application of building standards contained in this section, shall limit the authority of a city, county, or city and county to establish more restrictive building standards, including, but not limited to, green building standards, reasonably necessary because of local climatic, geological, or topographical conditions. The governing body shall make the finding required by Section 17958.7 and the other requirements imposed by Section 17958.7 shall apply to that finding. Nothing in this section shall limit the authority of fire protection districts pursuant to subdivision (a) of Section 13869.7. Further, nothing in this section shall require findings required by Section 17958.7 beyond those currently required for more restrictive building standards related to housing."

Thus, there are two Sections in the Health and Safety Code which make reference to the ability for a city to make changes or modifications to the Standard Building Code and regulations. Section 17958.7 refers to findings that the changes or modifications are "reasonably necessary because of local climatic, geological or topographical conditions." Section 18941.5 refers to "the authority of a city, county, or city and county to establish more restrictive building standards, including, but not limited to, green building standards, reasonably necessary because of local climatic, geological, or topographical conditions."

According to the Preface to the 2022 California Building Code (California Code of Regulations, Title 24, Volume 1 of Part 2 July 2022), the California Legislature delegated authority to the various state agencies, boards, commissions and departments to create building regulations to implement the State's statutes and these building regulations have the same force of law. The Preface also states that a city "may establish a more restrictive building standard reasonably necessary because of local climatic, geological or topographical conditions."

An example of a city which adopted an amendment to the California Building Code is the City of Fremont which adopted Ordinance Nos. 2339 and 2344 on June 22, 1999 to require that apartment buildings of a certain size be retrofitted with automatic fire sprinklers. In the case of <u>California Apartments Association v. City of Fremont</u> (2002) 97 Cal. App. 4th 693, 697, the Court states:

"In enacting the fire sprinkler ordinances, the City made express findings that more stringent fire protection measures were required because of local conditions, such as the City's proximity to the active Hayward earthquake fault, the high fire hazard exposure, and certain topographic features of the City."

F. <u>CITY MUNICIPAL CODE</u>

Section 15.55.100 subsection (16) of the City of Carmel-by-the-Sea Municipal Code reads as follows:

- "16. Section 505.1 is amended to read as follows:
- 505.1 Address identification. Buildings and parcels shall be identified by a description of Parcel location relative to the nearest cross-street intersection as determined by the Community Planning and Building Department. For multi-tenant buildings, unit identifiers shall be provided as follows:
- 1. Multi-family dwelling units (apartments, condominiums) shall be designated using alphabetic characters (i.e. A, B, C...). When the building contains multiple floors, the floor number shall precede the alphabetic unit designator (i.e. 1-A, 2-B, etc.)
- 2. Non-residential, multi-tenant buildings individual tenant spaces shall be assigned numeric identification (i.e. 1, 2, 3, etc.)

 When the building contains multiple floors, the floor number shall precede the numeric unit designator and shall be separated by the number "0" (i.e. first floor units: 10x; second floor units: 20x).
- 3. Mixed Use buildings Residential units shall be designated as described in 1 above. Nonresidential units shall be designated as described in 2." (Emphasis added)

The underlined text from City Municipal Code Section 15.55.100 subsection (16) is a codification of the portion of Ordinance No. 2018-003. Pertinent pages of this 69 page Ordinance are **Attachment "4"** which includes the Recitals and the text of the change to Section 505.1 of the California Fire Code.

The Recitals in Ordinance No. 2018-003 include this statement at the bottom of page 1: "The Findings of Fact contained herein shall address each of these situations and shall present the local situation, which either singularly or in combination causes the established amendments to be adopted." However, it should be noted that:

- (1) None of the "Findings of Fact" appear to relate to the amendment to the California Fire Code to replace address identification as described in the Fire Code Section 505.1 with the identification by a description of Parcel location relative to the nearest cross-street intersection as determined by the Community Planning and Building Department;
- (2) It is not clear how the change to the California Fire Code in Ordinance No. 2018-003 is a more restrictive building standard reasonably necessary because of local climatic, geological or topographical conditions; and

(3) Ordinance No. 2018-003 is limited to a proposed amendment to the Fire Code and does not appear to amend the address identification requirements in the Building Code or the Residential Code. (See Municipal Code § 15.08.010(Å) and (D) [adopting California Building and Residential Codes, unless amended by Chapter 15.04]; § 15.10.010 [adopting the 2022 California Residential Code].)

(4) Ordinance No. 2018-003 was emailed by the City to the California Building Standards Commission on October 29, 2018. However, the California Building Standards Commission has no record of receiving Ordinance No. 2018-003. Amendments to the California Building Standards Code are not effective until they have been filed with the California Building Standards Commission.

G. <u>DRAFT ORDINANCE</u>

If the City Council direction is for the City to use address identification as described in the California Building Standards Code, then the City would need to adopt an ordinance to amend Section15.55.100 subsection (16) of the City of Carmel-by-the-Sea Municipal Code delete the first sentence which reads: "Address identification. Buildings and parcels shall be identified by a description of Parcel location relative to the nearest cross-street intersection as determined by the Community Planning and Building Department."

By removing this sentence from Section15.55.100 subsection (16) the City would then be governed by the provisions of the California Building Standards Code in regard to address identification.

Attachment "5" is a draft Ordinance which, if adopted, would remove the referenced sentence from the City Municipal Code regarding a description of Parcel location relative to the nearest cross-street intersection and then the address identification provisions of California Fire Code Section 505.1, and elsewhere in the California Building Standards Code, would apply to the City.

H. PUBLIC VOTE

There are three types of public votes which are noted here: Initiative, Referendum and Advisory Vote. The following is a summary of some, but not all, of the laws pertaining to initiative, referendum and advisory votes.

This summary is not intended to provide legal advice to the public. If any voter is considering pursuing an initiative or referendum, then it is recommended that the voter seek legal advice from an attorney of their choice.

1. INITIATIVE

Initiative is "the power of the electors to propose statutes and amendments to the Constitution and to adopt or reject them." California Constitution Article II, Section 8 (a).

The statutory procedures for city initiatives are found in <u>Sections 9200–9226</u> (**Attachment 6**) which include filing a notice of intent to circulate a petition, circulation of petition for signatures and filing the petition with the City with the required number of voter signatures.

The following are some, but not all, of the Sections in the Elections Code regarding initiatives.

Elections Code Section 9215. Petition signatures equal to 10 percent of vote; adoption of ordinance; submission to voters

"If the initiative petition is signed by not less than 10 percent of the voters of the city, according to the last report of registration by the county elections official to the Secretary of State pursuant to Section 2187, effective at the time the notice specified in Section 9202 was published, or, in a city with 1,000 or less registered voters, by 25 percent of the voters or 100 voters of the city, whichever is the lesser number, the legislative body shall do one of the following:

- (a) Adopt the ordinance, without alteration, at the regular meeting at which the certification of the petition is presented, or within 10 days after it is presented.
- (b) Submit the ordinance, without alteration, to the voters pursuant to Section 1405.
- (c) Order a report pursuant to Section 9212 at the regular meeting at which the certification of the petition is presented. When the report is presented to the legislative body, the legislative body shall either adopt the ordinance within 10 days or order an election pursuant to subdivision (b)."

Elections Code Section 1405. County, municipal or district initiatives

- "(a) Except as provided in subdivision (b), the election for a county initiative that qualifies pursuant to Section 9118 shall be held at the next statewide election occurring not less than 88 days after the date of the order of election. The election for a municipal or district initiative that qualifies pursuant to Section 9215 or 9310 shall be held at the jurisdiction's next regular election occurring not less than 88 days after the date of the order of election.
- (b) The governing body of a county, city, or district may call a special election for the purpose of submitting an initiative measure to the voters before the date on which the initiative measure would appear on the ballot pursuant to subdivision (a). If the

governing body calls a special election pursuant to this subdivision, the election shall be held not less than 88 days nor more than 103 days after the order of the election."

Elections Code Section 9222. Submission of proposition without petition

"The legislative body of the city may submit to the voters, without a petition therefor, a proposition for the repeal, amendment, or enactment of any ordinance, to be voted upon at any succeeding regular or special city election, and if the proposition submitted receives a majority of the votes cast on it at the election, the ordinance shall be repealed, amended, or enacted accordingly. A proposition may be submitted, or a special election may be called for the purpose of voting on a proposition, by ordinance or resolution. The election shall be held not less than 88 days after the date of the order of election."

2. REFERENDUM

Referendum is "the power of the electors to approve or reject statutes or parts of statutes except urgency statutes, statutes calling elections, and statutes providing for tax levies or appropriations for usual current expenses of the State." California Constitution Article II, Section 9 (a).

The statutory procedures for city initiatives are found in Sections 9235 to 9247 (**Attachment 7**) which include circulation of petition for signatures and filing the petition with the City with the required number of voter signatures.

The following are some, but not all, of the Sections in the Elections Code regarding referendum.

Elections Code Section 9237. Petition signed by 10 percent of voters

"If a petition protesting the adoption of an ordinance, and circulated by a person who meets the requirements of Section 102, is submitted to the elections official of the legislative body of the city in his or her office during normal office hours, as posted, within 30 days of the date the adopted ordinance is attested by the city clerk or secretary to the legislative body, and is signed by not less than 10 percent of the voters of the city according to the county elections official's last official report of registration to the Secretary of State, or, in a city with 1,000 or less registered voters, is signed by not less than 25 percent of the voters or 100 voters of the city, whichever is the lesser, the effective date of the ordinance shall be suspended and the legislative body shall reconsider the ordinance."

Elections Code Section 9241. Submission to voters; time for holding election; effect of adverse vote

"If the legislative body does not entirely repeal the ordinance against which the petition is filed, the legislative body shall submit the ordinance to the voters, either at the next regular municipal election occurring not less than 88 days after the order of the legislative body, or at a special election called for the purpose, not less than 88 days after the order of the legislative body. The ordinance shall not become effective until a majority of the voters voting on the ordinance vote in favor of it. If the legislative body repeals the ordinance or submits the ordinance to the voters, and a majority of the voters voting on the ordinance do not vote in favor of it, the ordinance shall not again be enacted by the legislative body for a period of one year after the date of its repeal by the legislative body or disapproval by the voters."

Elections Code Section 9242. Circulation time limit

"Signatures upon petitions, and sections thereof, shall be secured, and the petition, together with all sections thereof, shall be filed, within 30 days from the date of the adoption of the ordinance to which it relates. Petitions and sections thereof shall be filed with the elections official of the legislative body of the city in his or her office during normal office hours as posted. Petitions which are not filed within the time permitted by this section shall be void for all purposes."

3. ADVISORY VOTE

Elections Code Section 9603 authorizes the City to set an election on by use of an advisory vote.

Elections Code Section 9603. Advisory elections; local legislative bodies; advisory vote; indication and description on ballot; elections in territories outside local entity's jurisdiction; conditions; consolidation with other elections

- "(a) Each city, county, school district, community college district, county board of education, and special district may hold, at its discretion, an advisory election on any date on which that jurisdiction is currently permitted to hold a regular or special election for the purpose of allowing voters within the jurisdiction, or a portion thereof, to voice their opinions on substantive issues, or to indicate to the local legislative body approval or disapproval of the ballot proposal.
- (b) An advisory vote will be indicated as a ballot heading, above the ballot proposal, and by only the following description: "Advisory Vote Only."
- (c) As used in this section, "advisory vote" means an indication of general voter opinion regarding the ballot proposal. The results of the advisory vote will in no manner be controlling on the sponsoring legislative body.

(d) An advisory election may be held in territory outside of the jurisdiction of the local entity calling the advisory election if the ballot proposal affects the residents of the territory. The sponsoring legislative body shall determine the territory in which the advisory election shall be held. However, the conduct of an advisory election in territory outside of the jurisdiction of the local entity shall only be held if all of the following conditions are met:

- (1) A regular election or special election is to be held in that territory.
- (2) The advisory election can be consolidated with it.
- (3) The board of supervisors of the county in which the outside territory is located approves the consolidation.
- (e) An advisory election shall not be consolidated with an election if the ballot's capacity will be exceeded because of the addition of the advisory election."

I. LIMITATIONS ON USE OF INITIATIVE AND REFERENDUM

There are several limitations on the use of an initiative and referendum. One of those limitations is that the subject of the initiative and referendum cannot regulate matters preempted by state law.

As noted in the above-mentioned Preface to the 2022 California Building Standards Code (California Code of Regulations, Title 24, Volume 1 of Part 2 July 2022), and Health and Safety Code section 18941.5(b), a city may establish a more restrictive building standard reasonably necessary because of local climatic, geological or topographical conditions.

CMC Section 15.55.100 subsection (16) on address identification by a description of Parcel location relative to the nearest crossstreet intersection is in conflict with the address identification requirements of the California Building Code, California Residential Code and California Fire Code set forth in the California Building Standards Code.

CMC Section 15.55.100 subsection (16) on address identification by a description of Parcel location relative to the nearest cross-street intersection is preempted by state law because CMC Section 15.55.100 subsection (16) in conflict with the California Building Code, California Residential Code and California Fire Code as set forth in the California Building Standards Code. California Constitution Article 11, Section 7 provides: "A county or city may make and enforce within its limits all local, police, sanitary, and other ordinances and regulations not in conflict with general laws."

Due to the issue of preemption by state law, and the law on amendments to the California Building Standards Code, the use of either an Initiative or a referendum raises legal issues. However, the use of an advisory vote as described below under City Options would not necessarily present these same legal issues.

J. COST AND TIMING OF ELECTION ON ADVISORY VOTE BALLOT MEASURE

City Clerk Nova Romero has checked with the County of Monterey for estimates on the cost of a special election on an advisory vote ballot measure. The cost for adding an advisory vote ballot measure to the ballot for a general regular election is estimated at \$8000. The cost for putting an advisory vote ballot measure on a ballot for special election is estimated to be \$39,000 to \$59,000.

In regard to timing for an election on an advisory vote, the next general regular election is scheduled for November 3, 2026. City Clerk Nova Romero checked with the County of Monterey and was informed that earliest date that a special election can be held for an advisory vote is March 4, 2025 if the City the City Council adopts a Resolution at the October 1, 2024 Council meeting to call for an election to be held March 4, 2025 for an advisory ballot measure and request the that the County provide the elections services. Then, there will be enough time for the City to request the County Board of Supervisors to add to their October 22, 2024 agenda to adopt a Resolution authorizing the County to call a special election in Carmel for March 4, 2025 and provide the services for a standalone election for an advisory vote.

Elections Code Section 1500 allows for the use of a mailed ballot election. However, this option is only available if there are no more than 1,000 registered voters eligible to participate in the election. The City of Carmel has 2,472 registered voters so the mailed ballot election is not an option.

K. PUBLIC COMMENT ON THE BUILDING STANDARDS COMMISSION'S CURRENT RULEMAKING CYCLE FOR TITLE 24.

The California Building Standards Commission is currently in the rulemaking process for the 2025 version of Title 24. The State Fire Marshal, the agency responsible for reviewing and updating the address identification requirements, has not proposed any amendments to the numerical address identification requirements in the Building Code, the Residential Code, and the Fire Code. Thus, the current address identification requirements will be carried over into the 2025 version of Title 24 unless, in response to public comments, the Fire Marshal to propose amendments to the address identification sections for the Building Standards Commissions' final approval and adoption.

The public comment period for Parts 2, 2.5, and 9 begins on September 6, 2024 and ends on October 24, 2024. There is no requirement that the Building Standards Commission or the Fire Marshal take any action (or even respond to) any public comments.

Additional information regarding the method and manner of submitting public comment will be found at the following link on September 6, 2024 when the public comment period opens:

L. <u>CITY OPTIONS</u>

Based upon the discussion above, the City options include the following:

1. Ordinance.

Direct the City Administrator to return to the City Council with an Ordinance for a First Reading (Introduction) that would delete the first sentence in CMC Section 15.55.100 (16). This would mean that the City would be required to comply with the address identification requirements of the California Fire Code and other State Codes. A copy of a Draft Ordinance to delete the first sentence in CMC Section 15.55.100 (16) is **Attachment "5"**.

If the City Council gives direction to return to the Council with an ordinance to delete the first sentence in CMC Section 15.55.100 (16), then the Staff Report at that time will provide a discussion in regard to the California Environmental Quality Act.

2. Initiative Petition.

There could be an initiative petition by the voters who are opposed to the California Fire Code address identification requirements that would present an ordinance to the City Council for consideration. However, it is not clear how such an ordinance would read since the current CMC Section 15.55.100 (16) already amends the California Fire Code. Further, as noted, there is the issue of state preemption that would raise legal issues with such an initiative.

Referendum.

If the City Council votes to approve the Draft Ordinance, then voters could seek to challenge that Ordinance by a Referendum Petition. However, as with an Initiative, there is the issue of state preemption that would raise legal issues regarding a referendum petition.

4. Advisory Ballot Measure

As mentioned, Election Code Section 9603 allows for an advisory vote to obtain an indication of general voter opinion regarding the ballot proposal. A possible ballot proposal could read something like or following or whatever other wording the City Council may choose:

Should the City Council of the City of Carmel-by-the-Sea adopt an Ordinance for address identification as described in the California Fire Code?

The vote on an advisory measure is not binding on the City Council. The advisory measure could be placed on the ballot by a Resolution adopted by the City Council and would include the opportunity for arguments for and against the ballot measure to be submitted. The following could be the next steps in this process:

- (1) Yes. If a majority vote on the ballot proposal is yes, then the City Council can then adopt an Ordinance (such as the Draft Ordinance) for address identification as required in the California Fire Code and other State Building Codes.
- (2) No. If the majority vote on the ballot proposal is no, then there could be submitted to the City's State Assembly Member and/or State Senator a request to sponsor legislation to provide an exception for the City of Carmel-by-the-Sea in regard to the address identification requirements in the California Building Standards Code and to allow buildings and parcels to be identified by a description of Parcel location relative to the nearest cross-street intersection.
 - (a) Approved. If the Legislature amends State law to exempt Carmel-by-the-Sea from the address identification requirement within the California Building Standards Code, then the City would be in compliance with California law by the provisions of the current language in CMC Section 15.55.100 (16).
 - (b) Not Approved. If the state legislature does not change State law to exempt the City from the address requirement in the California Building Standards Code, then the City Council can consider at that time the Draft Ordinance for address identification as described in the California Fire Code.

Note: There is a procedure to request an amendment to the California Building Standards Code from the California Building Commission. However, one of the requirements is that the amendment be based on a statewide concern. See **Attachment "8"** for Petition to the California Building Standards Commission (DGS BSC-30).

5. Other Action.

The City Council can provide other direction to the City Administrator regarding the subject of street addresses.

Attachment 1

FISCAL IMPACT:

None at this point.

PRIOR CITY COUNCIL ACTION:

On October 4, 2022, Council gave direction to staff to continue to do research on the topic and confirm if implementing a street address system will require mail delivery service.

On November 7, 2023, Council received a presentation on staff's research and the Ad Hoc Committee for street address exploration was formed.

On July 9, 2024 Council directed staff to return with an implementation plan and community engagement plan no later than September 2024.

August 6, 2024 following City Attorney announcements, City Council directed staff to return in September with a discussion on whether street addresses should be put to the voters to decide on, and provide an analysis on the process to do so, in addition to the direction to staff that was given during the July 9th meeting.

ATTACHMENTS:

Attachment 1) USPS Letter to the City (Confirmation that delivery to PO Boxes will continute to be the delivery method)

Attachment 2) Draft Implementation Plan

Attachment 3) Draft Community Engagement Plan

Attachment 4) Ordinance No. 2018-003 Excerpts

Attachment 5) Draft Ordinance

Attachment 6) Elections Code Sections 9200 to 9226 regarding Initiative

Attachment 7) Elections Code Sections 9235 to 9247 regarding Referendum

Attachment 8) Petition to the California Building Standards Commission (DGS BSC-30)



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

April 1, 2025 ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Emily Garay, Administrative Analyst

APPROVED BY: Chip Rerig, City Administrator

Receive Staff presentation regarding street addresses; the presentation will include an overview of a draft

street address system implementation plan and a draft community engagement plan, a legal analysis by the City Attorney regarding street identification and City Options, and estimated costs and timelines for

elections (ballot measure); Discussion item only and no action by City Council is proposed at this

meeting.

RECOMMENDATION:

SUBJECT:

Receive Staff presentation regarding street addresses; the presentation will include an overview of a draft street address system implementation plan and a draft community engagement plan, a legal analysis by the City Attorney regarding street identification and City Options, and estimated costs and timelines for elections (ballot measure); Discussion item only and no action by City Council is proposed at this meeting.

BACKGROUND/SUMMARY:

A Staff Report was submitted to the City Council on September 10, 2024 regarding street address identification with 8 Attachments. The September 10, 2024 Staff Report and the 8 Attachments is **Attachment A** to this Staff Report. The Minutes for the September 10, 2024 Council meeting are **Attachment B** to this Staff Report.

At the meeting on September 10, 2024, staff was requested to begin the presentation by outlining the City's options for holding a public vote before discussing implementation and public engagement. City Attorney Brian Pierik summarized the options outlined in the Staff Report of September 10, 2024 which included the following:

- 1. Council could direct the City Administrator to return to the City Council with an Ordinance for a First Reading (Introduction) regarding implementation of address identification. A copy of a Draft Ordinance was attachment 5 to the Staff Report.
- 2. Initiative Petition by the Voters City Code already provides for directional addresses.
- 3. Referendum by Voters if the City adopted an Ordinance to implement street addresses
 - 4. Advisory Ballot Measure Suggested language: Should the City Council of the City of Carmel-by-the-Sea adopt an Ordinance for address identification as described in the California Fire Code?

On September 10, 2024, after public comments and Council discussion, the City Council approved a Motion to hold a public vote on street addresses in November 2025, with the type of vote to be determined, and hold more special council meetings for additional public input.

On February 27, 2025, at the City Council Strategic Priorities Workshop (Special Meeting), the City Council requested that staff return at a future date with a presentation on street addresses. The request to staff included a presentation consisting of a proposed street address system implementation plan, proposed community engagement plan, vote options, and estimated timeline and costs of a standalone election and consolidated (county/statewide) election.

On April 1, 2025, this will be an information item and will include a Staff presentation for a draft street address system implementation plan and a draft community engagement plan, the City Attorney will provide a legal analysis regarding street identification and City Options, and staff will provide an estimated timeline and costs of elections for a ballot measure (**Attachment C**); This will be a discussion item only and no action by City Council is proposed at this meeting.

FISCAL IMPACT:

No direct fiscal impact for this action.

PRIOR CITY COUNCIL ACTION:

September 10, 2024: The City Council approved a Motion to hold a public vote on street addresses in November 2025, with the type of vote to be determined, and hold more special council meeting for additional public input..

February 27, 2025: City Council Strategic Priorities Workshop (Special Meeting), the City Council requested that staff return at a future date with a presentation on street addresses.

ATTACHMENTS:

Attachment A - Staff Report and Attachments for City Council meeting on September 10, 2024

Attachment B - Minutes for City Council meeting September 10, 2024

Attachment C - Estimated Elections Costs for a Ballot Measure

Estimated Election Costs and Timelines for Ballot Measure

Timelines for an Election

Table 1 shows the timing requirements for a November 2025 Special Election and **Table 2** shows the timing requirements for a November 2026 General Election.

2025 Special Election

The deadlines for a Special Election in an odd-numbered year are determined by California Elections Code section 9222. For a Special Election, the City would contract with the Monterey County Elections Office to conduct the election.

Table 1 - November 2025 Special Election

August 6, 2025	City adopts a Resolution calling for a special municipal election on November 4, 2025, for a street address ballot measure, requests that the Monterey County Elections Office conduct the election. The Resolution would contain the ballot measure language for the voters.	
August 7, 2025	The Resolution is sent to the Monterey County Elections Office and County Board of Supervisors for approval. The election will be scheduled for 88-103 days from August 6th.	
October 2025	The County will mail out ballots to Carmel-by-the-Sea registered voters.	
November 4, 2025	Election day	
December 4, 2025	Election results certified by the County	

Table 2 - November 2026 General Election (estimated dates)

June 2, 2026	Adopt a Resolution calling for a general municipal election for Mayor, Councilmembers, and ballot measure, and requesting consolidation with the County.
August 9, 2026	Last date to withdraw a ballot measure.
October 2026	County will mail out ballots.
November 3, 2026	Election day
December 3, 2026	Election results certified by the County

Estimated Costs for Elections – County of Monterey Elections Office

November 2025 Special Election Cost

The County of Monterey Elections office estimated the cost of a standalone election in an odd numbered year would be \$16.00-\$24.00 per registered voter. Carmel-by-the-Sea has approximately 2,500 registered voters, bringing the estimated cost to hold an election in 2025 to the range of \$40,000 - \$60,000.

November 2026 General Election Cost

When the City holds a general election consolidated with a county/statewide election, during an even numbered year without a ballot measure (Mayor and City Council election only), the estimated cost is \$4.00-\$6.00 per registered voter with a total cost in the range of \$10,000 - \$15,000. Adding a ballot measure to the 2026 election is estimated to be an additional \$8,000 - \$10,000.



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

May 5, 2025 ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Marnie R. Waffle, AICP, Principal Planner

APPROVED BY: Chip Rerig, City Administrator

Receive a report and provide direction to staff on the allocation of 14-acre feet of

SUBJECT: water received by the Monterey Peninsula Water Management District (Estimated

time - 45 min)

RECOMMENDATION:

Staff recommends the City Council:

- 1. Find that staff's presentation on water allocation is not a project under CEQA as defined in Public Resources Code Section 21065 and CEQA Guidelines Section 15378; and
- 2. Receive a report and provide direction to staff on the allocation of 14-acre feet of water received by the Monterey Peninsula Water Management District.

BACKGROUND/SUMMARY:

Executive Summary:

On January 27, 2025, the Monterey Peninsula Water Management District (MPWMD) adopted Ordinance No. 197 allocating an additional 14-acre feet of water to the City of Carmel-by-the-Sea. According to the City's water management program (Carmel-by-the-Sea Municipal Code Chapter 17.50), this allocation has been placed administratively in unallocated reserves until the City Council adopts a resolution allocating the water to a specific use category (e.g., residential, commercial, municipal, etc.).

Background:

The City's water management program was adopted in 1987 by Ordinance 87-14 (**Attachment 1**) and amended in 1993 by Ordinance 93-11 (**Attachment 2**). The program is codified in Carmel-by-the-Sea Municipal Code (CMC) Chapter 17.50 (**Attachment 3**) and identifies the process for dedicating the city's limited water resources to new development. The program also establishes a process for determining the land use categories to be served through allocations of water made available to the city.

The process begins with the City Council adopting a resolution that documents the quantity of water available, the land use categories that will receive water, the amount of water allocated to each category, and the amount that will remain in an unallocated reserve. Before adopting the Resolution, the City Council must consider the Planning Commission's recommendations on the distribution of water to implement the

General Plan and the Local Coastal Program.

The current water management program requires that the allocation resolution reserve at least 10 percent of available water resources for projects that will create new affordable housing units for "moderately low-, low-or very low-income households." The allocation resolution must also ensure that water is reserved for anticipated projects serving coastal recreation, access, and essential public services.

2025 Allocation of Water from the Monterey Peninsula Water Management District On January 27, 2025, the Monterey Peninsula Water Management District (MPWMD) adopted Ordinance No. 197 (**Attachment 4**), identifying a total water allocation for the City of Carmel of 16.479 acre-feet. This includes an existing allocation of 2.479 acre-feet of water as of 11/30/2024, plus a new allocation of 14 acre-feet associated with the Pure Water Monterey Expansion project. The Ordinance took effect on March 1, 2025.

The MPWMD publishes a Monthly Allocation Report for each jurisdiction within its service area. For March 2025 (**Attachment 5**), the City of Carmel was reported to have 2.661 acre-feet of water, plus the recently allocated 14 acre-feet, for a total allocation of 16.661 acre-feet of water. The 2.661-acre feet of water more closely aligns with the city's records than the 2.479-acre feet reflected in Resolution 197.

CMC Chapter 17.50, Water Management Program, Subsection 17.50.030.C, Unallocated Reserves, states that if new water resources become available to the city through action by the MPWMD, they shall be placed in unallocated reserves administratively until distributed to other categories through the adoption of a new allocation resolution. The most recent allocation resolution that city staff could locate was City Council Resolution 2013-43 on August 6, 2013 (**Attachment 6**). At that time, the following categories, along with their respective water allocations, were as follows:

2013 Wa	2013 Water Allocation Balances per Resolution 2013-43		
Category #1	Low & Very Low-Income Housing	0.507 af	
Category #2	Single Family Residential	0.000 af	
Category #3	Multi-Family Residential	0.000 af	
Category #4	Commercial	0.684 af	
Category #5	Municipal	0.224 af	
Category #6	Unallocated Reserve	1.690 af	
Category #7	Mallery/Pescadero Water Transfer Reserve	0.106 af	
Category #8	Not Defined	0.000 af	
Category #9	Forest Cottages Pre-Commitment	0.109 af	
Total Water Allocation 3.320		3.320 af	

Following the adoption of City Council Resolution 2013-43, the balance of the Category #4 Commercial water allocation was transferred to the Carmel Event Center, now the 7th & Dolores Steakhouse. The Category #9 Forest Cottages Pre-Commitment water allocation was transferred back to Category #1 Low & Very Low-Income Housing because the project did not commence construction by February 13, 2014. As a result of these changes, plus the recent allocation of 14 acre-feet, the current balances for each category are as follows:

Water Allocation Balances post-Resolution 2013-43		
Category #1	Low & Very Low-Income Housing	0.616 af

Category #2	Single Family Residential	0.000 af
Category #3	Multi-Family Residential	0.000 af
Category #4	Commercial	0.000 af
Category #5	Municipal	0.224 af
Category #6	Unallocated Reserve	15.690 af
Category #7	Mallery/Pescadero Water Transfer Reserve	0.106 af
Category #8	Not Defined	0.000 af
Category #9	Forest Cottages Pre-Commitment	0.000 af
Total Water Allocation		16.636 af

Local Coastal Program/General Plan

The adopted Local Coastal Program and General Plan set forth the policies for managing water resources and the CMC is the instrument through which those policies are implemented. Below is a brief discussion of the applicable water resource policies.

Land Use & Community Character Element (Excerpt from Water Resources Narrative)

"The City's share of District water resources is internally allocated to land use categories based on policies in the Local Coastal Program and secondarily in the Conservation, Land Use, and Housing Elements of the General Plan. These policies affirm the City's commitment to lots of record, and residential use (new homes, apartments, and remodeling) as the largest allocation for new development. In particular, existing subdivided lots of record zoned for housing should always be considered 'first in line' for limited water resources. New subdivisions of land should be limited until existing subdivided lots have a secure water supply to serve full build-out and additional water allocation units have been obtained from the District.

As documented above, visitor serving uses throughout the City have been well accommodated with prior water allocations to achieve consistency with the Coastal Act. Augmenting scarce water supplies to serve planned growth continues to be a City policy.

(LUP)"

Goal G1-6: Protect, conserve, and increase Carmel's available water resources and water quality. (LUP)

Objective O1-19: Maintain and enhance a viable domestic water supply for the City through conservation techniques and direct involvement in regional water policies, including cooperation with Monterey Peninsula Water Management District (MPWMD) and the California-American Water Company. (LUP)

Policy P1-116: Where existing public services, including water, can accommodate only a limited amount of new development, priority uses, including essential public services, public recreation, commercial recreation, and visitor-serving land uses, shall not be precluded by services to other development. (LUP)

Objective O1-20: Maintain an effective program to monitor water use in the City and to ensure the availability of water to fulfill the goals of the General Plan. (LUP)

P1-123 Applications for new development shall demonstrate an adequate public (i.e. publicly-

managed) water supply (e.g. the CalAm/MPWMD system or their successor agencies) to support the proposed development. Private water supplies are prohibited to serve existing and new development.

Applications for new development shall not be filed without a City determination that (1) no new water is required to serve the new development; or (2) there is water available in the City's allocation from the regional supply to support the new development. This determination shall include an evaluation of the proposed development's water demand, based on MPWMD's water unit value system (or equivalent regional system in effect at the time of the determination). All water transfers and corresponding retirements, if any, shall be described and agreed to prior to any City determination.

Prior to the commencement of construction of new development, evidence of water service, in the form of a water use permit from the Monterey Peninsula Water Management District (or successor agency), shall be provided to the City Planning Department. (LUP)

P1-124 Establish priorities for ongoing water use in the event that further reduction of water consumption is required (e.g. during droughts or State-ordered cutbacks). (LUP)

General Plan, Housing Element

The City Council adopted the 6th cycle Housing Element in April 2024. The Housing Element is just one component of the General Plan and includes policies and programs that identify how the city will accommodate its regional share of housing needs (349 new housing units) by 2031.

Goal H1: Facilitate Housing Construction

Policy 1.1: Ensure adequate sites are available to meet the City's projected housing growth needs Program 1.2.A: Water Distribution Prioritization for Affordable Housing

• Work cooperatively with MPWMD to establish a procedure to prioritize water allocation for housing developments that include affordable units for lower-income households (December 2026). From its own modest water allocation of approximately 1.6-acre feet, the City will grant water allocation priority to those projects that assist the City in meeting its share of the regional housing need for lower- and moderate-income households. A city policy to clearly reflect water allocation priority and incentives for Extremely Low, Very Low, Low, and Moderate-Income households will be adopted (December 2026). Timeframe: Adopt policy by June 2025.

In a memo dated June 1, 2023, the MPWMD estimated that the City of Carmel-by-the-Sea would need 40-acre-feet of water to accommodate 349 new housing units based on various income categories and assumed unit sizes (**Attachment 7**). Based on these estimates, 14-acre feet of water would accommodate approximately 121 housing units.

The MPWMD is responsible for allocating water to municipalities. However, it is up to individual municipalities to determine how that water is used. Pursuant to the ordinance that was passed by the MPWMD Board of Directors, the sale of water by a jurisdiction is not allowed.

MPWMD Rule 33, Subsection D. Cost of Allocation specifically states, *There shall be no sale of water from an Allocation by a Jurisdiction.*

Staff also notes that the moratorium on setting new Calam water meters imposed by the State Water

Resources Control Board remains in effect.

City staff is seeking direction from the City Council on how to proceed with allocating the recent 14-acre feet of water that has been placed administratively in the Unallocated Reserve category.

Options for the City Council's consideration include:

Option 1: Choose to keep the 14-acre feet in Unallocated Reserves for the time being.

A. To remain in compliance with the water management program, the City Council could consider allocating at least 10 percent of the new allocation of 14-acre feet (1.4-acre feet) to affordable housing. If the City Council chooses to do so, staff will return at a future meeting with a resolution transferring 1.4-acre feet from the unallocated reserve to Category #1 Low and Very Low-Income Housing.

B. Alternatively, the City Council could take a more conservative approach and consider that Category #1 Low and Very Low-Income Housing has an existing balance of 0.616-acre feet of water and transfer 1.0476-acre feet to maintain the minimum required 10 percent of the total balance (16.636-acre feet).

Math (acre-feet = AF): 16.636 AF total x 10% = 1.6636 AF reserved for affordable housing 1.6636 AF - 0.616 AF existing balance of affordable housing = 1.0476 AF 1.0476 AF amount needed to reach 10%

Ref: CMC Section 17.50.030.B: Each allocation resolution shall reserve <u>at least</u> 10 percent of available water resources for projects that will create new affordable housing units for moderately low-, low- or very low-income households.

Option 2: Direct Staff to agendize a discussion with the Planning Commission on how the 14-acre feet should be allocated based on the Local Coastal Plan and General Plan and return with their recommendation.

Post Allocation Process (CMC Section 17.50.040)

One of the duties and powers of the Community Planning and Building Director is to administer the water management program (CMC Section 17.52.030.H). When a development application is submitted, it is evaluated to determine whether it will result in a net increase in water usage. If so, and no water is available, the application cannot be processed and is returned to the applicant. If there would be no net increase in water usage, the application is processed in accordance with the CMC. The only exception is projects including affordable housing which would be processed and placed on a waiting list until such time that water resources become available. There are no such projects currently on a waiting list.

If the City Council were to allocate new water resources to categories other than affordable housing, the Community Planning and Building Department would accept an application requiring additional water resources and once deemed complete, temporarily assign a pre-commitment of water while the application completes the review process. If the project is denied or abandoned, the pre-commitment would be returned to the original allocation category. If the application is approved, the water would be permanently allocated upon issuance of a water permit by MPWMD and a building permit by the City.

It is the responsibility of the Community Planning and Building Department to maintain a record of the remaining balance of water in each allocation category and for the Planning Commission to review the water management plan annually.

The MPWMD provides forms for the calculation of water usage for residential and non-residential projects (**Attachment 8**). These forms are completed by applicants and reviewed by the Community Planning and Building Department before being submitted to MPWMD for processing and ultimate issuance of a water permit.

FISCAL IMPACT:

None.

PRIOR CITY COUNCIL ACTION:

Adoption of City Council Resolution 2013-43 on August 6, 2013.

ATTACHMENTS:

Attachment 1) City Council Ordinance 87-14

Attachment 2) City Council Ordinance 93-11

Attachment 3) CMC Chapter 17.50, Water Management Program

Attachment 4) MPWMD Ordinance 197

Attachment 5) MPWMD Water Report, March 2025

Attachment 6) City Council Resolution 2013-43

Attachment 7) MPWMD 06.01.23 Memo

Attachment 8) Water Forms

CITY OF CARMEL-BY-THE-SEA

ORDINANCE 87-14

AN ORDINANCE ESTABLISHING A WATER MANAGEMENT PLAN FOR THE PROTECTION OF WATER SUPPLIES FOR EXISTING USES, CONSERVATION, AND THE DISTRIBUTION OF WATER RESOURCES TO NEW DEVELOPMENT

WHEREAS, the Monterey Peninsula Water Management District has adopted a long term water allocation plan which limits the water resources available to the City of Carmel-by-the-Sea to 5.542% of the amount chosen by the Water Management District to be used by the jurisdictions within its boundaries; and

WHEREAS, this allocation creates a total supply of 1030.94 acre feet of water per year for Carmel-by-the-Sea; and

WHEREAS, the City of Carmel-by-the-Sea has asked in past years for an adjustment in the water allocation and is currently asking for an adjustment in the water allocation; and

WHEREAS, the use of water within the City has been steadily increasing since the drought of 1975 through 1977, and for the most recent twelve-month period the City consumed more than 98% of its total water allocation; and

whereas, the City Council has identified several classes of interests within the City that compete for available water resources, including vacant lots of record, pending projects with one or more approvals, developed property capable of additional development, and the intensification of land uses within existing buildings; and

WHEREAS, water conservation can reduce current levels of consumption and thereby provide water for the development of vacant lots of record, pending projects and some limited new development; and

WHEREAS, water conservation can also provide water to establish a reserve which can buffer the City from annual fluctuations in consumption patterns caused by weather, economic conditions and demographic changes; and

WHEREAS, the use of water for new development must be managed through a coordinated program that equitably protects at least some development potential for all properties while remaining consistent with the City's General Plan and Local Coastal Plan; and

WHEREAS, the City has the responsibility under the Constitution and Statutes of the State of California to plan and guide its own development in a manner that reflects local conditions, yet is sensitive to the regional impacts of local actions; and

WHEREAS, the City recognizes the unique, regional responsibilities of the Monterey Peninsula Water Management District but finds that the management of the City's water resources can best be attained through local actions that are fully consistent with local planning goals, objectives, policies and ordinances and which do not result in the suspension of local autonomy in land use matters.

NOW, THEREFORE, The City Council of the City of Carmel-bythe-Sea does ordain as follows:

Section One.	The following sections of Title 17 are hereby replaced in their entirety:
17.08.030	Irrigation and landscape standards for new projects. (Ordinance 84-2)
17.08.040	Commercial zones - Outdoor water use limitations. (Ordinance 84-2)
17.08.050	Restrictions on intensification of water use in all zones. (Ordinance 84-2, Ordinance 85-1).
17.08.060	Allocation of potable water resources. (Ordinance 85-1, Ordinance 86-12)
17.08.070	Retrofitting of commercial property. (Ord. 84-2)
17.08.080	Reserve established. (Ordinances 86-12, 86-14, 86-20 and 86-22)
Section Two.	The following sections attached as Exhibit A are hereby added to Title 17 of the Municipal Code:
17.08.030	Water Management Program - Purpose
17.08.040	Water Conservation
17.08.050	The Water Reserve
17.08.060	Land Use
17.08.070	Acceptance of Applications and Permit Processing

Section Three. Section 15.28.020 is amended as set forth in Exhibit B.

Section Four. The following section shall be added to Chapter 17.08 of the Municipal Code.

17.08.15 Demolition or Relocation of Structures.

The demolition or relocation of any structure used for residential or commercial purposes shall require review and approval by the Planning Commission prior to issuance of a building permit authorizing such demolition or relocation. No demolition or relocation of any structure encumbering the lot lines or land area of any portion of any parcel composed of two or more legal lots of record shall be approved if such action would result in a net increase in the number of building sites or new vacant lots with increased access to water resources pursuant to sections 17.08.040(D) and 17.08.070(B).

Section 5.40.085 of the Municipal Code shall be amended to read as follows:

No new roominghouse permit shall be issued for any residence until all plumbing fixtures on the property meet the standards for water conservation established in Section 15.28.020 A (1) and (2).

The following code references shall be changed as noted:

References to sections "17.08.050" and "17.08.060" in Section 17.18.180 (C) shall be changed to "17.08.060" and "17.08.070" respectivly.

References to section "17.08.060" appearing in sections 17.24.070(A)(2) and 17.24.075(A)(2)(c) shall be changed to "17.08.060 and 17.08.070".

Section Five. VIOLATIONS. Any person, firm or corporation, whether acting as principal or agent, employee or otherwise violating or causing or permitting the violation of the provisions of this ordinance, is guilty of an infraction. Any building erected or any use established contrary to the provisions of this ordinance is hereby declared to be unlawful and a public nuisance, and the City Attorney shall, upon order of the City Council, immediately commence action for the abatement or removal thereof.

Section Six. SEVERABILITY. If any part of this ordinance is found to be unenforceable, such finding shall not affect the enforceability of any other part.

Section Seven. EFFECTIVE DATE. This ordinance shall become effective thirty (30) days after its final passage and adoption. Upon the effective date of this ordinance, City Council Resolution 87-27 shall cease to be effective and shall be superceeded by the terms of this ordinance.

PASSED AND ADOPTED by the City Council of the City of Carmel-by-the-Sea this eighteenth day of May 1987, by the following roll call vote:

AYES: COUNCIL MEMBERS: Fisher, Evans, Wright and Laiolo

NOES: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: Eastwood

SIGNED,

Elinor Laiolo, Mayor Pro Tempore

City of Carmel-by-the-Sea

ATTEST:

Janne Brehmer, City Clerk

17.08.030 WATER MANAGEMENT PROGRAM - PURPOSE

The City of Carmel-by-the-Sea recognizes a need to conserve and manage its water resources to achieve adopted land use planning objectives while preserving sufficient water for existing development within the City. The water resources of the City are presently derived from a water allocation system implemented by the Monterey Peninsula Water Management District. It is the purpose and intent of this ordinance to establish a water management program that:

- Reduces unnecessary consumption in existing and new development;
- 2. Provides direction for the use of the City's limited water resources in new development;
- Equitably protects the potential for at least some development and improvement of all private property in spite of limited water resources;
- 4. Reserves a supply of water to buffer the City from uncontrollable fluctuations in consumption from year to year; and
- 5. Establishes broad land use objectives for the use and allocation of existing and future water resources available to the City.

17.08.040 WATER CONSERVATION

Water conservation is an integral part of the City's water management program. Water resources available to the City are limited. Water conservation can increase the effective supply. Water conservation in new development can reduce the demand from each project and thereby increase the number of projects that can be served with available resources. It is the intent of this section to establish uniform standards for water conservation and to provide guidance on the manner in which conserved water is to be used within the City's total water management program.

A. Uniform Standards for Plumbing Fixtures

The use of water conserving plumbing fixtures shall be required for all new construction. All existing plumbing fixtures within any building that do not comply with the adopted standards for water conservation shall be replaced with complying fixtures upon issuance of any building permit authorizing substantial construction. Standards for water conserving

plumbing fixtures and the criteria for when such fixtures are required are established in Chapter 15.28 of the Municipal Code.

B. Landscaping Standards

It is recognized that the irrigation of plants used in landscaping can consume large quantities of water. Proper design of irrigation systems and proper selection of plant species can significantly reduce water consumption while achieving a more natural appearance in community design through the use of native plants and plants habituated to the central coast. The following standards are intended to achieve these objectives while facilitating the improvement of landscaped areas throughout the City.

- All plants within landscaped areas on any public right of way off private property shall be drought tolerant and low water use species as determined by the City Forester.
- 2. All private projects in all Commercial and R-4 land use districts that involve additions or new buildings shall require the review and approval of a landscape and irrigation plan by the Planning Commission. Standards (a) (b) and (c) below shall be used in evaluating and approving such plans.
- 3. The installation of permanent irrigation systems, designed to conserve water, is encouraged throughout the R-1 District. Irrigation systems in the R-1 District should comply with standards (a) and (c) below.

4. Standards.

- a. Privately installed irrigation systems shall not be authorized within any public right of way adjacent to private property.
- b. At least 75% of the landscaped area of all open space on project sites in the Commercial and R-4 Districts shall be planted with drought tolerent and low water use species as determined by the City Forester.
- c. Irrigation systems shall be designed to minimize the use of water. Low-output sprinkler heads and drip systems shall be required for systems installed on commercial or R-4 property and shall be encouraged on R-1 property.

C. Water Waste

The waste of potable water resources is hereby declared to be a public nuisance. The unnecessary use of water for purposes that can be achieved by alternate means should be eliminated.

- 1. The use of hoses or other free-flowing water conveyances for the washing of sidewalks, decks, cars, walls or other large exterior surfaces is prohibited in all Commercial and R-4 Districts. Exceptions to this prohibition may be granted by the City Council when required for the protection of health or safety.
- 2. The use of sprinkler systems, hoses or irrigation equipment in such a manner as to repeatedly overwater land-scaped areas or excessively waste water in the cleaning of paved surfaces with a result of ponding or copious runoff is prohibited in all land use districts.

D. Use of Conserved Water

Until significant additional water resources become available, the conservation of water must be a community-wide effort. It is the intent of the City's water management program to preserve the water conserved through changes in land use and through the implementation of conservation measures so that this water may be used for the fulfillment of long range planning objectives.

As a first priority, conserved water shall be used to contribute to the creation of a water reserve, per Section 17.08.050 and to serve the needs of existing vacant lots of record. As a second priority, conserved water shall be used to serve the needs of underutilized property or property for which long range Specific Plans have been approved. As a third priority, water conserved may be used for increased development or increased land use intensity on the specific property where the conservation has occurred. It shall be the responsibility of the Planning Commission and the Department of Community Planning and Building to ensure that these priorities are implemented through appropriate land use decision-making.

17.08.050 THE WATER RESERVE

The City shall establish and maintain a water reserve of 5% of its water allocation. It is the purpose of this reserve to absorb periodic fluctuations in water use and thereby assure that the City will not exceed its water allocation. It is intended that this reserve be attained by means of conservation programs that permanently reduce water use on existing developed sites through the installation of water conserving hardware and through changes in land use that result in reduced water consumption.

A. Schedule

The following table of water reserve goals establishes a schedule by which the 5% water reserve is expected to be achieved:

Water Reserve Goals

Date	Conservation Increment	Water Reserve Total	Total allowable Consumption	
July 1, 1986	1%	1%	998	
July 1, 1987	1%	2%	98%	
July 1, 1988	1%	3%	97%	
July 1, 1989	18	4%	96%	
July 1, 1990	1%	5%	95%	

B. Calculation of Running Twelve-Month Water Consumption

Compliance with the Water Reserve Goals established in Subsection (A) shall be determined on a monthly basis and shall be based on the water consumption records provided to the City by the California-American Water Company. Upon receipt of each month's report of metered sales, a calculation shall be made by adding the total metered consumption for each of the immediately preceding eleven months to the consumption reported for the most recent month.

C. Compliance

At the end of any period wherein the twelve-month water consumption total calculated in Subsection (B) has, for two consecutive months, remained below the total allowable consumption established for the applicable fiscal year the

City shall have achieved compliance with the reserve goal for that year established by this ordinance.

D. Effect of Compliance

Upon establishing or re-establishing compliance with the full 5% water reserve goal established in Subsections (A) and (C) above, final permits for projects defined in Section 17.08.060 (B) may be released through the procedure in Section 17.08.070 (D). It shall be the responsibility of the Planning Commission and the Department of Community Planning and Building to assure that the projected cumulative water use impact of all final permits released do not result in the loss of compliance with the full 5% water reserve.

E. New Water Resources

Any circumstance resulting in a permanent increase in water resources available to the City shall first be used to achieve the full 5% water reserve goal established in this section. Any additional water resources remaining from such increase shall then be made available for the implementation of projects consistent with Sections 17.08.040(D) and 17.08.070(D).

17.08.060 LAND USE

It is recognized that the potential for land use changes within existing buildings and through the construction of new buildings presently exceeds the capacity of water resources available to the City. The purpose of this section is to establish procedures for reviewing proposed changes in land use and to reserve limited water resources for vacant or underutilized property.

A. No change in land use shall be permitted through any permit or license that could result in a net increase in water consumption unless such change has been approved in accordance with all applicable provisions of this section and Sections 17.08.050 and 17.08.070.

- B. The following projects, actions or construction activities shall be considered changes in land use that could result in a net increase in water consumption pursuant to Subsection (A) above and Section 17.08.070(A):
 - Any permit or activity authorizing or resulting in an increase in net leaseable floor area in any commercial structure.
 - Any permit or construction authorizing or resulting in a net increase in the number of dwelling units in any Land Use District.
 - Changes in use resulting in a net increase in estimated water demand.
 - 4. Any permit or construction authorizing or resulting in a net increase in the number of separate commercial spaces within any commercial structure or the number of motel rooms available for occupancy.
 - 5. Subdivisions or lot line adjustments resulting in a net increase in potential lots of record, building sites or dwelling units.
 - 6. Any change in land use that has been determined by the Planning Commission to use additional water resources. Such determinations must be documented by evidence in the public record.
- C. The following projects, actions and construction activities have been determined not to result in an increase in water use pursuant to Subsection (A) above and Section 17.08.070:
 - 1. Additions and alterations to single family residential construction on existing developed building sites when involving no increase in the number of interior plumbing fixture units on the property. Projects qualifying under this provision must meet all criteria listed in Subsection (D) herein below.
 - 2. Commercial design approvals, commercial use permit approvals and building permits authorizing alterations, remodeling or other improvements to existing buildings. No action qualifying under this provision shall include any increase in (a) floor area, (b) the number of commercial shop spaces or motel units, (c) the number of dwelling units or (d) land use intensity. Measures of land use intensity shall

include, but shall not be limited to, increased numbers employees within a shop space, increased hours of operation, and increased business activity wherein employees or patrons could be expected to use additional water. Projects qualifying under this provision must meet all criteria listed in Subsection (D) herein below.

- 3. Commercial use permits and business licenses authorizing a change in the occupancy of an existing commercial building by a business use when involving no increase in land use intensity as defined above.
- 4. Lot line adjustments not resulting in the creation of additional lots or building sites.

D. Criteria and Standards

The following standards shall apply to all projects defined in Subsections C(1) and C(2) above:

- 1. All plumbing fixtures on the property must be retrofitted to meet the standards established in Chapter 15.28. The water savings achieved by retrofitting existing plumbing fixtures to meet these standards may be applied to the authorization of new plumbing fixtures or "fixture units" on the property.
- 2. "Fixture units" shall be those defined and adopted by the Monterey Peninsula Water Management District for residential fixture unit counts.
- 3. Trade-offs of fixture units between properties are not authorized. All fixture unit trades must occur on the same building site for which the exemption is sought.

17.08.070 ACCEPTANCE OF APPLICATIONS AND PERMIT PROCESSING

A. Phased Processing of Projects
The following phases and procedures shall be implemented in the acceptance and processing of applications. Any application accepted in violation of these provisions shall be returned to the applicant or denied. All applications for

any project defined in section 17.08.060(B) must be accompanied by a written acknowledgement that water resources may not be available to serve the project for which the application is filed and that the applicant fully accepts all consequences of this risk.

- 1. Phase I: At any time that a 2% water reserve is not maintained as defined in section 17.08.050(C) and (D), no application for any water consuming project shall be accepted, processed or approved. During this period only those projects classified as exempt in subsection (B) below, or that have been determined to have no impact on water resources as established in section 17.08.060 (C) may be accepted, processed or approved.
- 2. Phase II: The second phase shall apply at any time that a 2% water reserve, as defined in section 17.08.050 (C) and (D), is maintained. Applications for projects classified within the first and second land use priorities in section 17.08.040 (D), as well as projects authorized in phase I, may be accepted and processed during Phase II.
- 3. Phase III: Upon achieving and maintaining the full 5% reserve defined in section 17.08.050, applications for projects in all three land use priorities established in section 17.08.040 (D), as well as projects authorized in Phase I may be accepted and processed.
- 4. Any complete application accepted for processing during any phase shall be processed through all discretionary actions even if the City fails to maintain compliance with one or more reserve goals after accepting said application. All applications for projects within the second and third priorities in section 17.08.040(D) that are approved through these phasing procedures shall only be implemented after the City has achieved compliance with with the full 5% water reserve. Final permits allowing the implementation of such projects shall be released through the procedure in subsection (D) below.

B. Exemptions

The following classes of projects shall be exempt from the prohibitions in 17.08.060(A) and (B) and may be issued permits whenever the water consumption total calculated in 17.08.050(B) remains below 100% of the total water resource

available to the City. No project shall be exempt when consumption, as calculated in section 17.08.050 (B), exceeds 100% of the available resource.

- Single family residential construction on existing lots of record in the R-1 Land Use District that are vacant and unencumbered by any existing construction. Determination of whether a lot is vacant or encumbered shall be made by reviewing all standards and provisions contained in the following sections of Title 17: 04.130 (Building Site), 04.420 (Lot of Record), 04.670 (Structure), 24.0070 (Lots, Parcels and Building Sites), 24.170 (Floor Area), and 24.190 through 24.220 (Setbacks).
- Residential or commercial construction on existing lots of record in any commercial district that are vacant, unencumbered and not used for any commercial purpose.
- Any project determined by the City Council to be an approved pending project as listed in Resolution 87-50.

C. Evaluation of Projected Water Use

In processing applications pursuant to Sections 17.08.060 and 17.08.050(D) an estimate of the projected water demand generated by full use of the proposed project shall be made. This shall be compared to a record or estimate of the past water use established by the specific use being replaced or modified to determine the net change in water use of the proposed activity. When making such comparisons, previously achieved water conservation, and any water conservation required of the project by Chapter 15.28, shall not be used to reduce the estimated water demand of the proposed project.

Past water use on any project site shall be the twelve (12) most recent months during which a site was occupied. Where records documenting past water use are not available and estimates are used, these estimates shall be verified by the Monterey Peninsula Water Management District or by the Department of Community Planning and Building. Disputed estimates shall be resolved by the Planning Commission.

D. Release of Final Permits

The release of final permits for projects shall follow the procedures in this section to assure that the City's adopted water reserve is maintained. The final permit for a project shall only be released when the cumulative effect of all projects already issued final permits and the net effect of the projectbeing considered would not result in in noncompliance with the full 5% water reserve maintained pursuant to section 17.08.050.

- 1. Eligibility- Pending projects must be considered for the release of final permits in the order in which they obtained their final required discretionary approval. As each final permit is released, or becomes available for release due to sufficient water resources, other projects with later dates of final discretionary approval shall then become eligible for consideration.
- 2. Available Water Resources- The amount of water available for pending projects shall be calculated as:
 - a) the average amount by which consumption has remained below the 5% reserve during the most recent two-month period of compliance, and
 - b) as reduced by the amount of water already committed to projects which are eligible for for final permits or for which final permits have been issued, but which have not yet been completed and issued Certificates of Occupancy.
- 3. Eligibility Limits and Notification- If there are available water resources to serve the full estimated demand of the project under consideration, the project sponser shall be notified by certified mail and a final permit may be issued upon application subject to all relevent city codes and procedures.
- 4. Time Limits, Abandonment- If a pending project becomes eligible for a final permit and no permit is applied for or issued within six months of the date the project sponser is notified, the project shall be deemed abandoned and shall cease to have a committment of water resources so that other pending projects may then be considered. Projects abandoned pursuant to this section shall not be issued final permits. Final permits issued shall be valid for a period of six months and shall thereafter be void and the project deemed abandoned unless work has commenced on the project or the use has become established.

AMENDMENTS TO CHAPTER 15.28

15.28.020 Standards for Water Conservation and Plumbing Fixtures

- A. The following standards are established to achieve water conservation:
 - 1. All toilets shall use 1.5 gallons of water per flush or less.
 - All showerheads shall use 2.5 gallons of water per minute or less.
 - 3. All kitchen and lavatory faucets shall be equiped with aerators or shall have a maximum rate of flow of not more than 2.5 gallons per minute.
 - 4. All ornamental fountains, permanent swimming or wading pools and similar structures shall employ recirculation systems.
 - 5. All waterpipes and connections to water delivery mains shall be equipped with valves to reduce water pressure to fifty pounds of pressure per square inch or less.
 - 6. All hot water pipes shall be insulated.

B. Applicability of Standards.

The following regulations shall establish the circumstances in which the water conservation plumbing standards shall apply:

- 1. All newly constructed building in all land use districts shall comply with all standards set forth above in Subsection (A).
- 2. Construction activity involving remodels, additions or reconstruction wherein the total floor area in a building is increased by 25% or more shall require the entire building to be retrofitted to meet standards (1), (2) and (3) as set forth above in Subsection (A). This provision shall not be applied to result in a retrofitting cost that would exceed 25% of the value of the estimated construction cost.
- 3. Other provisions of the Municipal Code, including those in Chapter 17.08 and Section 17.46.120, may also establish requirements for the retrofitting of existing fixtures in order to achieve water conservation.
- 4. The City shall cooperate in the implementation of adopted retrofit programs of the Monterey Peninsula Water Management District in District Ordinance No. 30.

C. Exemptions

The Building Official may authorize exemptions from the requirements of this chapter under the following circumstances:

- 1. The adopted requirements of another governmental agency with jurisdictional authority over the City mandates the use of equipment prohibited by this chapter.
- 2. The strict adherence to the requirements of this chapter would interfere with the maintenance of the health, safety or sanitation protections provided to similar buildings or uses.
- 3. Equipment needed to comply with this chapter can not be obtained and waiting to obtain it would cause unreasonable delay in construction. Exemptions granted under this provision shall be temporary and the equipment needed to comply with this chapter shall be installed when it becomes available.
- 4. An otherwise legal business would be prevented from operating in a manner necessary and reasonable to accomplish its purpose.
- 5. The plumbing fixtures on a property have been previously retrofitted to comply with Ordinances 84-2 or 85-1. In order to qualify under this exemption, applicants must provide documentation such as plumbing permits or similar evidence that appropriate fixtures were replaced between February 1984 and June 1987.

BR:hw H2OORD

CERTIFICATION OF ORDINANCE

I, JEANNE BREHMER, the undesigned, City Clerk of the City of Carmel-by-the-Sea, California, do hereby certify that the foregoing is a true and correct copy of Ordinance No. 87-14 which has been published or posted pursuant to the laws of the State of California and the City of Carmel-by-the-Sea.

DATED	THIS	19th	DAY OF	May	1987.
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JEANNE BREHMER, CITY CLERK

CITY COUNCIL

ORDINANCE NO. 93-11

AN ORDINANCE AMENDING CHAPTER 17.08 OF THE MUNICIPAL CODE REGARDING WATER ALLOCATION IN THE CITY OF CARMEL-BY-THE-SEA

WHEREAS, the City of Carmel-by-the-Sea is one of eight member land use agencies of the Monterey Peninsula Water Management District and receives water through a regionwide allocation program administered by the District; and

WHEREAS, the City has long sought an equitable distribution of regional water resources among all member agencies; and

WHEREAS, in 1990, after completing an Environmental Impact Report on water allocations, the District determined that water was in even shorter supply than originally assumed and that further issuance of permits would cause irreparable harm to the environment and expose residents and businesses of the Peninsula to unacceptable rationing hardships during drought periods; and

WHEREAS, in response to this determination the District adopted a moratorium on the issuance of new water permits until additional water storage or supplies could be developed; and

WHEREAS, in January of 1992, the City of Carmel-by-the-Sea stopped accepting applications for projects that could no longer obtain water permits for implementation; and

WHEREAS, the Water District, in conjunction with the California-American Water Company, has developed a new water supply well in the City of Seaside that will allow the Water District to begin issuing water permits; and

WHEREAS, the City's allocation from this new well is equal to 15.07 acre feet per year; and

WHEREAS, the Water District, in cooperation with the City, has developed a new allocation process that separates water for new development from water used by existing customers; and

WHEREAS, this new process will make some provisions of current ordinances invalid and this provides an opportunity to simplify City ordinances to coordinate with the new District process; and

WHEREAS, the City's Planning Commission has studied the issues related to water use in new development and has recommended a process that allows for flexibility, monitoring, and adjustment while implementing the General Plan.

NOW, THEREFORE, the City Council of the City of Carmel-by-the-Sea does ordain as follows:

Section One. Amend Sections 17.08.015, 17.08.030 and 17.08.040 as follows.

- 17.08.015 Demolition or Relocation of Structures. The demolition or relocation of any structure used for residential or commercial purposes shall require review and approval by the Planning Commission prior to the issuance of a building permit authorizing such demolition or relocation. (Ord. 93-11 1(part), 1993; Ord. 87-14 4, (part), 1987).
- 17.08.030 Water Management Program -- Purpose. The City recognizes a need to conserve and manage its water resources to achieve adopted land use planning objectives. The water resources of the City are presently derived from a water allocation system implemented by the Monterey Peninsula Water Management District. It is the purpose and intent of this ordinance to establish a Water Management Program that: (Ord. 93-11 1 (part), 1993)
- 1. Reduces unnecessary water consumption in existing and new development;
- 2. Provides a process for dedication of the City's limited water resources in new development;
- 3. Establishes a process for determining the broad land use categories to be served through allocations of existing and future water resources available to the City. (Ord. 93-11 1(part), 1993; Ord. 87-14 2(Exh.A)(part), 1987).
 - 4. Implements the General Plan. (Ord. 93-11 1(part), 1993).
- 17.08.040 Water Conservation. Water conservation is an integral part of the City's water management program. Water resources available to the City are limited. In some cases, water conservation can increase the effective supply and allow development that otherwise would not be possible. Water conservation in new development can reduce the demand from each project and thereby increase the number of projects that can be served with available resources. It is the intent of this Section to establish uniform standards for water conservation and to provide guidance on the manner in which conserved water is to be used within the City's total Water Management Program. (Ord. 93-11 1(part), 1993).
- A. Uniform Standards for Plumbing Fixtures. The use of water-conserving plumbing fixtures shall be required for all new construction. All existing plumbing fixtures within any building that do not comply with the adopted standards for water conserva-

tion shall be replaced with complying fixtures upon issuance of any building permit authorizing substantial construction. Standards for water-conserving plumbing fixtures and the criteria for when such fixtures are required are established in Chapter 15.28 of this Code.

- B. Landscaping Standards. It is recognized that the irrigation of plants used in landscaping can consume large quantities of water. Proper design of irrigation systems and proper selection of plant species can significantly reduce water consumption while achieving a more natural appearance in community design through the use of native plants and other species habituated to the central coast. The following standards are intended to achieve these objectives while facilitating the improvement of landscaped areas throughout the City:
- 1. All plants within landscaped areas on any public right-of-way adjacent to private property shall be drought tolerant and low water use species as determined by the City Forester.
- 2. All private projects in all commercial, R-4, and R-1 Land Use Districts that involve additions or new buildings requiring design study or design review shall require the review and approval of a landscape and irrigation plan by the Forest and Beach Department. Standards (a), (b) and (c) below shall be used in evaluating and approving such projects:
- a. Privately installed irrigation systems may be authorized within any public right-of-way adjacent to private property upon approval of an encroachment permit.
- b. At least seventy-five percent of the planted area of all open space on project sites in the commercial, R-4, and R-1 districts, except for existing landscapes, shall be planted with drought tolerant and low water use species as determined by the City Forester. The City Forester shall develop and maintain a list of appropriate species to assist the public in preparing landscape plans meeting this standard.
- c. Irrigation systems shall be designed to minimize the use of water. Low output sprinkler heads and/or drip irrigation shall be required for systems installed on commercial, R-4, and R-1 property.
- C. Water Waste. The waste of potable water resources is declared to be a public nuisance. The unnecessary use of water for purposes that can be achieved by alternative means should be eliminated.

- 1. The use of hoses or other free-flowing water conveyances for the washing of sidewalks, decks, cars, walls, or other large exterior surfaces is prohibited in all commercial and R-4 districts. Exceptions to this prohibition may be granted by the City Council when required for the protection of health or safety.
- 2. The use of sprinkler systems, hoses or irrigation equipment in such a manner as to repeatedly overwater landscaped areas or excessively waste water in the cleaning of paved surfaces with a result of ponding or copious runoff is prohibited in all land use districts.

 $\underline{\text{Section Two}}\,.$ The following Sections shall be deleted in their entirety:

17.08.040.D Use of Conserved Water 17.08.050 Water Reserve 17.08.060 Land Use 17.08.070 Acceptance of Applications

Section Three. The following new Sections are hereby adopted as shown below:

- 17.08.050 Allocation of Water Resources. Following a public hearing, the City Council shall establish an allocation of water resources available for increased use by adopting an Allocation Resolution. The Resolution shall define: (Ord. No. 93-11 3(part), 1993).
 - o the remaining quantity of water available to the City including any new supplies made available since adoption of the last Allocation Resolution,
 - o a list of defined land use or project categories for which water will be made available,
 - o a discrete quantity of water, expressed in acre-feet, to be allotted for each defined land use category, and
 - o a discrete quantity of water to be held as unallocated reserves.
- A. Planning Commission Review and Monitoring. Before adoption of an Allocation Resolution, the City Council shall consider recommendations on the appropriate distribution of water to implement the General Plan as determined by the Planning Commission.

The Allocation Resolution shall remain in effect until replaced by a subsequent Resolution containing the same information, and following the same process as outlined above. The Planning Commission should review water allocations for consistency with the General Plan on an annual basis and forward any recommendations for change to the City Council during the last month of each calendar year.

- B. Unallocated Reserves. Water held in unallocated reserves shall not be used for any project or land use change until transferred to a defined allocation category. Such transfers shall be made by adopting a new Allocation Resolution as described above in Section 17.08.050.A. Reserves are intended to provide a means of adjusting water allocations to respond to changing conditions and General Plan policy. If new water resources become available to the City by action of the Monterey Peninsula Water Management District, they shall be placed in unallocated reserves administratively until distributed to other categories through adoption of a new Allocation Resolution.
- 17.08.060 Effect of Allocations. The purpose and effect of establishing categories for the allocation of water supplies are to limit access to water to those categories that are consistent with the General Plan. No change in land use shall be allowed through any permit or license that could result in a net increase in water use unless such change has been approved in accordance with all applicable provisions of the Water Management Program. In determining whether a project may result in a net increase in water use the rules and regulations of the Monterey Peninsula Water Management District shall be followed.

 (Ord. 93-11 3(part), 1993).
- A. Acceptance of Applications. The Department of Community Planning and Building shall monitor the water allocations established by Resolution of the City Council (17.08.050.A). Each proposed change in land use or project for which an application is submitted shall be evaluated to determine whether its approval would result in a net increase in water use. Projects involving no net increase in water use may be accepted and processed without regard to water allocations. (Ord. 93-11 3(part), 1993).

For projects that may result in a net increase in water use, the following procedure shall be used by the Department:

- 1. The project shall first be classified into one or more land use categories based on the type of project. (For example, a mixed-use project would be classified into both the commercial and multi-family residential categories.)
- 2. An estimate shall then be made of the net increase in water use that would result from the project within each land use category.

- 3. If the project would require water from a land use category for which no allocation has been made, the application shall be returned to the applicant and shall not be processed or shall be denied.
- 4. If the project would require more water from a land use category than currently remains, after considering the original allocation minus all existing precommitments and dedications, the application shall be returned to the applicant and shall not be processed or shall be denied.
- 5. If the project requires water and there is a sufficient supply remaining in the allocation for each category affected by the project to fully meet the anticipated demand, the application may be accepted for processing after meeting all requirements for a complete application established by the City.
- 6. Upon acceptance of an application as complete by the Department, a precommitment of water resources shall be temporarily assigned to the project during processing of the application. The Department shall keep a record of the remaining balance of water within each allocation category and a running total of all temporary precommitments and dedications to ensure that applications are not accepted for processing for which water would be unavailable upon approval. For projects that are denied or abandoned, the precommitment shall be terminated and the water shall be administratively restored to its original allocation category.
- B. Approval of Applications. Once an application for a project requiring water resources has been approved, the Department shall permanently reduce the remaining balance within each allocation category affected by the project and shall issue a water release to the Monterey Peninsula Water Management District authorizing a debit to the City's water allocation. This action shall terminate the temporary precommitment of water resources and create a permanent dedication of water resources to the project, subject to all applicable time limits established in the permit or by the Municipal Code.
- C. Abandonment of Dedicated Water Resources. Upon making a determination that a water release has expired without use, or that time limits applicable to a project have expired without implementation, all water previously dedicated to a project, but not used, shall be considered abandoned. All water abandoned or not used shall be returned to the allocation category from which it originated and shall become available for use by subsequent projects.

Section Four. Severability. If any part of this Ordinance is found to be unenforceable, such finding shall not affect the enforceability of any other part.

Section Five. Violations. Any person, firm or corporation, whether as principal or agent, employed or otherwise, violating or causing or permitting the violation of the provisions of this Ordinance is guilty of an infraction. Any part of any building erected contrary to the provisions of this Ordinance is hereby declared to be unlawful and a public nuisance and the City Attorney shall, upon order of the City Council, immediately commence action for the abatement or removal thereof. Should any person, firm or corporation violate the terms of this Ordinance and any action is authorized by the City Council or the City Attorney or is in fact filed for said violations, no other action shall be taken on any application filed by or on behalf of said person, firm or corporation until the litigation has been resolved.

Section Six. Effective Date. This Ordinance shall take effect 30 days after final adoption.

PASSED AND ADOPTED by the City Council of the City of Carmel-by-the-Sea this 13th day of July, 1993, by the following roll call vote:

AYES:

COUNCIL MEMBERS: Brooks, Coniglio, Fischer, Livingston,

White

NOES:

COUNCIL MEMBERS: None

ABSENT:

COUNCIL MEMBERS: None

SIGNED,

Ken White, Mayor

ATTEST:

Jeanne Brehmer, City Clerk

OR9205/67-73

Chapter 17.50 WATER MANAGEMENT PROGRAM¹

Sections:

17.50.010 Purpose.

17.50.020 Water Conservation.

17.50.030 Allocation of Water Resources.

17.50.040 Effects of Allocation.

17.50.010 Purpose.

The City recognizes a need to conserve and manage its water resources to achieve adopted land use planning objectives. The water resources of the City are presently derived from a water allocation system implemented by the Monterey Peninsula Water Management District. It is the purpose and intent of this chapter to establish a water management program that:

- A. Reduces unnecessary water consumption in existing and new development;
- B. Provides a process for dedication of the City's limited water resources in new development;
- C. Establishes a process for determining the broad land use categories to be served through allocations of existing and future water resources available to the City; and
- D. Implements the General Plan and Coastal Land Use Plan. (Ord. 2004-02 § 1, 2004; Ord. 2004-01 § 1, 2004).

17.50.020 Water Conservation.

Water conservation is an integral part of the City's water management program. Water resources available to the City are limited. In some cases, water conservation can increase the effective supply and allow development that otherwise would not be possible. Water conservation in new development can reduce the demand from each project and thereby increase the number of projects that can be served with available resources. It is the intent of this chapter to establish uniform standards for water conservation and to provide guidance on the manner in which conserved water is to be used within the City's total water management program.

A. Uniform Standards for Plumbing Fixtures. The use of water-conserving plumbing fixtures shall be required for all new construction. All existing plumbing fixtures within any building that do not comply with the adopted standards for water conservation shall be replaced with complying fixtures upon issuance of any building permit authorizing substantial construction. Standards for water-conserving plumbing fixtures and the criteria for when such fixtures are required are established in Chapter 15.28 CMC.

B. Landscaping Standards. It is recognized that the irrigation of plants used in landscaping can consume large quantities of water. Proper design of irrigation systems and proper selection of plant species can significantly reduce water consumption while achieving a more natural appearance in community design through the use of native plants and other species habituated to the central coast. See landscaping standards contained in Chapter 17.34 CMC, Landscaping. (Ord. 2004-02 § 1, 2004; Ord. 2004-01 § 1, 2004).

17.50.030 Allocation of Water Resources.

A. Allocation. Following a public hearing, the City Council shall establish an allocation of water resources available for increased use by adopting an allocation resolution. The resolution shall define:

- 1. The remaining quantity of water available to the City including any new supplies made available since adoption of the last allocation resolution;
- 2. A list of defined land use or project categories for which water will be made available;
- 3. A discrete quantity of water, expressed in acre-feet per year, to be allotted for each defined land use category; and
- 4. A discrete quantity of water to be held as unallocated reserves.
- B. Planning Commission Review and Monitoring. Before adoption of an allocation resolution, the City Council shall consider recommendations on the appropriate distribution of water to implement the General Plan and the Local Coastal Program as determined by the Planning Commission. Each allocation resolution shall reserve at least 10 percent of available water resources for projects that will create new affordable housing units for moderately low-, low- or very low-income households. Each allocation resolution also shall ensure that water is reserved for anticipated projects serving coastal recreation, access and essential public services. The allocation resolution shall remain in effect until replaced by a subsequent resolution containing the same information, and following the same process as outlined above. The Planning Commission should review water allocations for consistency with the General Plan and the Local Coastal Program on an annual basis and forward any recommendations for change to the City Council during the last month of each calendar year.
- C. Unallocated Reserves. Water held in unallocated reserves shall not be used for any project or land use change until transferred to a defined allocation category. Such transfers shall be made by adopting a new allocation resolution as described in subsection (A) of this section. Reserves are intended to provide a means of adjusting water allocations to respond to changing conditions and General Plan policy. If new water resources become available to the City by action of the Monterey Peninsula Water Management District, they shall be placed in unallocated reserves administratively until distributed to other categories through adoption of a new allocation resolution. (Ord. 2004-02 § 1, 2004; Ord. 2004-01 § 1, 2004).

17.50.040 Effects of Allocation.

The purpose and effect of establishing categories for the allocation of water supplies are to limit access to water to those categories that are consistent with the General Plan and the Local Coastal Program. No change in land use shall be allowed through any permit or license that could result in a net increase in water use unless such change has been approved in accordance with all applicable provisions of the water management program. In determining whether a project may result in a net increase in water use the rules and regulations of the Monterey Peninsula Water Management District shall be followed.

A. Acceptance of Applications. The Department of Community Planning and Building shall monitor the water allocations established by resolution of the City Council (CMC 17.50.030, Allocation of Water Resources). Each proposed change in land use or project for which an application is submitted shall be evaluated to determine whether its approval could result in a net increase in water use as defined by the Water Management District. Projects involving no net increase in water use or that will create new housing affordable to moderate, low- or very low-income households may be accepted and processed without regard to water allocations. For projects that may result in a net increase in water use, the following procedure shall be used by the Department:

- 1. The project shall first be classified into one or more land use categories based on the type of project. (For example, a mixed-use project would be classified into both the commercial and multifamily residential categories.)
- 2. An estimate shall then be made of the net increase in water use that would result from the project within each land use category.
- 3. If the project would require water from a land use category for which no allocation has been made, the application shall be returned to the applicant and shall not be processed.
- 4. If the project would require more water from a land use category than currently remains, after considering the original allocation minus all existing pre-commitments and dedications, the application shall be returned to the applicant and shall not be processed or shall be denied. An exception shall be allowed if the project would create housing affordable to moderate, low- or very low-income households. In such cases, the project shall be processed and then put on a waiting list until water resources become available.
- 5. If the project requires water and there is a sufficient supply remaining in the allocation for each category affected by the project to fully meet the anticipated demand, the application may be accepted for processing after meeting all requirements for a complete application established by the City.
- 6. Upon acceptance of an application as complete by the department, a pre-commitment of water resources shall be temporarily assigned to the project during processing of the application. The department shall keep a record of the remaining balance of water within each allocation category and a running total of all temporary pre-commitments and dedications to ensure that applications are not accepted for processing for which water would be unavailable upon approval. For projects that are denied or abandoned, the pre-

commitment shall be terminated and the water shall be administratively restored to its original allocation category.

- B. Approval of Applications. Once an application for a project requiring water resources has been approved, the Department shall permanently reduce the remaining balance within each allocation category affected by the project and shall issue a water release to the Monterey Peninsula Water Management District authorizing a debit to the City's water allocation. This action shall terminate the temporary pre-commitment of water resources and create a permanent dedication of water resources to the project, subject to all applicable time limits established in the permit or by the municipal code.
- C. Abandonment of Dedicated Water Resources. Upon making a determination that a water release has expired without use, or that time limits applicable to a project have expired without implementation, all water previously dedicated to a project, but not used, shall be considered abandoned. All water abandoned or not used by such unimplemented projects shall be returned to the allocation category from which it originated and shall become available for use by subsequent projects. For projects that are implemented and water demand was overestimated, any remaining, unused water shall be credited back to the City's unallocated reserve. (Ord. 2004-02 § 1, 2004; Ord. 2004-01 § 1, 2004).

Prior legislation: Ords. 87-14 and 93-11.



ORDINANCE NO. 197 AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA WATER MANAGEMENT DISTRICT ALLOCATING WATER FROM PURE WATER MONTEREY EXPANSION

FINDINGS

- 1. The Monterey Peninsula Water Management District ("District") is organized and exists under the Monterey Peninsula Water Management District Law (Chapter 527 of the Statutes of 1977, and published at Water Code Appendix, Section 118-1, et seq.) ("District Law").
- 2. The District is charged under the Monterey Peninsula Water Management District Law with the integrated management of all ground and surface water resources in the Monterey Peninsula area.
- 3. State Water Resources Control Board ("SWRCB") Order No. WR 95-10 dated July 6, 1995, determined that California American Water ("Cal-Am") did not have the right to divert as much water from the Carmel River system as it historically did. The SWRCB, through Order WR 2009-0060, authorized Cal-Am to continue these diversion levels until 2017, and then again through Order WR 2016-0016 to 2021, at which point alternative water supplies were required to avoid significant threats to the health, safety and welfare of residents, businesses, visitors and property owners on the Monterey Peninsula.
 - 4. The Pure Water Monterey ("PWM")/Groundwater Replenishment Project ("PWM/GWR") is an advanced water recycling project, jointly developed by MPWMD and Monterey One Water ("M1W"). The PWM Groundwater Replenishment Final Environmental Impact Report ("2015 EIR") was certified by M1W in October 2015, with Addenda approved in June 2016, March 2017, and October 2017 to address project changes (SCH #2013051094; MPWMD/M1W 2015, 2016, 2017a, 2017b). Initially, the approved PWM/GWR Project had an operational capacity of 4.0 million gallons per day (mgd). In 2017, M1W approved a modification to the PWM/GWR Project that expanded operational capacity from 4.0 mgd to 5.0 mgd (MPWMD/M1W 2019). The PWM/GWR Project is owned and operated by M1W. Currently, MPWMD sells 3,500 AFY of water from PWM/GWR to Cal-Am.
- 5. In 2019, M1W prepared a Draft Supplemental EIR for modifications to expand the water supply yield of the approved PWM/GWR Project. These modifications would expand facility peak capacity from 5 mgd to 7.6 mgd and would ultimately result in an additional 2,250 AFY of purified recycled water for injection into the Seaside Groundwater Basin.

MPWMD would subsequently extract and sell a total average yield of 5,750 AFY to Cal-Am (MPWMD/M1W 2019). The PWM/GWR Project would also deliver 600 AFY to the Marina Coast Water District. The 5,750 AFY of water would replace a portion of the water supply for Cal-Am, which has been required by the SWRCB to reduce drafting water from the Carmel River to legally permitted levels. The Final Supplemental EIR ("2021 SEIR") was certified in April 2021, and an Addendum was approved in November 2021 (SCH #2013051094, MPWMD/M1W 2020, 2021).

- 6. The District Law grants MPWMD general and specific powers to cause sufficient water to be available for present and future beneficial use or uses of lands or inhabitants within the District. MPWMD Rule 30 requires the District to establish a specific Allocation for each Jurisdiction to manage water supplies throughout the District.
- 7. The PWM Expansion provides a replacement water supply that should enable the lifting of the SWRCB Cease and Desist Order (CDO) and the California Public Utilities Commission ("CPUC") moratorium on the setting of new meters.
- 8. Ordinance No. 197 allocates a portion of the additional new water supply made available by the expansion of the PWM/GWR Project amongst the Monterey Peninsula Jurisdictions within the District's service area. The District anticipates that the additional water supply will be on-line by the fourth quarter of 2025. The Amended and Restated Water Purchase Agreement for the Pure Water Monterey (PWM) Expansion project was signed in March 2023.
- 9. The District considered several factors when determining the allocation, including but not limited to historical average water consumption data, water production data, water availability, and estimates of job and population growth for each Jurisdiction based on the Association of Monterey Bay Area Governments (AMBAG) 2022 Regional Growth Forecast.
- 10. The District is allocating a portion of the new supply and retains flexibility to be able to allocate additional supply when needed to meet future water demands of the Jurisdictions.
- 11. In May 2023, the District authorized an environmental consultant to perform a literature review of Environmental Impact Reports (EIRs), Supplemental EIRs, general plans, etc. for water projects and future growth and then advise the District through a technical memorandum on the appropriate environmental action for the Allocation Process. The Technical Memorandum concluded (a) that the proposed water allocation qualifies as a project under CEQA because it is being undertaken by a public agency (the District) and has the potential for reasonably foreseeable indirect physical changes in the environment, such as facilitating land development through the provision of increased water supplies. In other words, the additional water that would be available to Jurisdictions in the Cal-Am Service Area within the District could facilitate development that would have otherwise been impossible due to lack of water availability; and (b) The document review determined that the Pure Water Monterey 2021 Supplemental EIR (SEIR) had already analyzed the growth-inducing and secondary environmental effects associated with the proposed water

allocation, which is, in practice, a continuation of the District's existing water allocation program. Based on those findings, the District undertook preparation of an Addendum to the SEIR.

12. The District prepared the EIR Addendum which supported the District's determination that the additional water allocation is within the scope of the 2021 SEIR, did not require subsequent action under CEQA Guidelines Section 15162 and, in conjunction with the 2021 SEIR, adequately analyzes potential environmental impacts. The Addendum was adopted by the District Board in February 2024.

NOW THEREFORE, be it ordained as follows:

ORDINANCE

Section One: Short Title

This ordinance shall be known as the Pure Water Monterey Expansion Allocation Ordinance of the Monterey Peninsula Water Management District.

Section Two: Purpose

This ordinance establishes initial Allocations of water from Pure Water Monterey Expansion for delivery by California-American Water Company to the Jurisdictions in the Monterey Peninsula Water Management District.

Section Three: Amendment to Rule 31, Report on Status of Water Allocations

Rule 31 shall be amended as shown in bold italics for new text (**bold italics**) and strikeout (strikeout) for deletions.

The District shall prepare a Monthly Allocation Report for the Board of Directors with information about debits and credits to Allocations, Entitlements, and other water tracking processes related to Water Permits. This report shall be available to the public. prepare and distribute an annual record to each Jurisdiction showing the current water balance for each Allocation.

Section Four: Amendment to Rule 33, Jurisdictional and Reserve Water Allocations

Rule 33 shall be amended as shown in bold italics for new text (**bold italics**) and strikeout (strikeout) for deletions. Table 5 shall be added (not shown in bold italics):

RULE 33 - JURISDICTIONAL AND RESERVE WATER ALLOCATIONS

A. <u>JURISDICTIONAL ALLOCATIONS</u>

Permits to authorize new or Intensified Water Use from the California-American

Water Company shall be issued by the District for use in any Jurisdiction pursuant to the application and approval process set forth in District Rule 23Regulation II. The total quantity of new or Intensified Water Use in each respective Jurisdiction, shall not exceed the amounts set forth in this section Table 5, MPWMD Cal-Am Water Allocations by Jurisdiction:

Carmel-by-the-Sea	19.41 Acre-Feet
Del Rey Oaks	8.10 Acre-Feet
Monterey (City)	76.32 Acre-Feet
Pacific-Grove	25.77-Acre-Feet
Sand-City-	51.86 Acre-Feet
Seaside-	65.45 Acre-Feet
Monterey County	87.71 Acre-Feet
Monterey Peninsula Airport District	8.10 Acre-Feet
District-Reserve (Allocated)	15.28 Acre-Feet

Table 5
MPWMD Cal-Am Water Allocations by Jurisdiction

Jurisdiction	Proposed PWM Expansion Allocation	Existing Allocation as of 11/30/24*	Total Jurisdictional Allocation*
Carmel	14 AF	2.479 AF	16.479 AF
Del Rey Oaks	6 AF	0 AF	6.000 AF
Monterey	141 AF	0.469 AF	141.469AF
Pacific Grove	32 AF	0.024 AF	32.024 AF
Sand City	14 AF	0 AF	14.000 AF
Seaside	21 AF	29.292 AF	50.292 AF
Unincorporated Monterey County	72 AF	10.940 AF	82.940 AF
Monterey Peninsula Airport District	44 AF	5.197 AF	49.197 AF
Department of Defense Sites	27 AF	0 AF	27.000 AF
District Reserve	2,175 AF		2,175 AF

^{*}Allocation will be updated to reflect Paralta and Pre-Paralta Allocations remaining in each Jurisdiction upon the effective date of the ordinance. (This asterisked information shall not be published in Rule 33.)

B. DISTRICT RESERVE

The District Reserve Allocation shall refer to a quantity of water available for use at the District's discretion, including future allocation. The District Reserve Allocation can be augmented by dedications of water from a Water Entitlement, Water Use Credit, Water Credit, or a new Source of Supply.

C. WATER WEST ADJUSTMENT RESERVE

A special reserve shall be has been established to replenish separate from the Monterey County Allocation for new and intensified water use approved by Monterey County which occurs within the boundaries of the former Water West Water Distribution System in Carmel Valley. Replenishment of Monterey County's Allocation from this special reserve shall occur only upon the approval of water use for real property within the Water West boundary. The total quantity of water use to replenish Monterey County's Allocation available pursuant to this paragraph shall not exceed 12.76 Acre-Feet (sales).

D. LIMIT ON FUTURE WATER ALLOCATIONS COST OF ALLOCATION

There will be no further allocation of water until an adequate water supply is established. There shall be no sale of water from an Allocation by a Jurisdiction. Water permitted from an Allocation shall, however, be subject to the Capacity Fee collected by the District.

E. RELEASE OF ALLOCATION

A Jurisdiction shall release water from an Allocation by use of the Water Release Form approved by the District. A Water Release Form shall expire after five years or more frequently as determined by the Jurisdiction. Jurisdictions are encouraged to maintain records of the release of water and expiration.

F. DETERMINATION OF ALLOCATIONS

1. The District began the process of determining Jurisdictional Allocations in 2023, culminating in a meeting on September 12, 2024, to provide a detailed overview of the District's methodology and process for distribution of the new supplies. The process was summarized for Jurisdictions' boards and councils at subsequent public meetings.

The methodology used by the District to determine the Allocations of water to be available in 2025 included, but was not limited to:

- a. The recent 5-year average water demand by Jurisdiction.
- b. Total water supplies, inclusive of the Pure Water Monterey Expansion, were calculated and the existing recent 5-year average total demand was subtracted. Of the difference, 1,000 AF was identified to be held in the District Reserve as a "factor of safety." The remainder was considered "available" for allocation.

- c. The 25-year growth rate in water demand by Jurisdiction was forecasted based upon the Association of Monterey Bay Area Governments (AMBAG) Regional Growth Forecast, utilizing population growth for future Residential water use and job growth for future Non-Residential water use.
- d. The alternate methodology of a survey was used for determining future demands for the Monterey Peninsula Airport District and the Army, Navy, and Coast Guard (Department of Defense Sites).
- Adjustments, if any, were made for the 6th Cycle Regional Housing e. Needs Allocation (RHNA).
- f. It was determined that the 25-year total increase in demand was less than the new supplies available for allocation. Based on each Jurisdiction's forecasted 25-year demand, a portion of its future demand has been Allocated from the new available supply (Pure Water Monterey Expansion) and the remainder retained in the District Reserve, available for future allocation.
- Existing unused Jurisdictional Allocations as of the effective date g. of this Ordinance were left intact.
- *2*. The Board of Directors shall examine the Allocations at least every four years following the AMBAG Regional Growth Forecast. Allocations may be reviewed more frequently at the discretion of the Board.

G. **BISHOP AND RYAN RANCH SUB-UNITS**

Henceforth, water Connections in the Bishop and Ryan Ranch subsystems of Cal-Am shall be tracked and accounted for using the same methodology as the Main California American Water System described in Regulation II, including the requirement for authorization of water from the Jurisdiction's Allocation as described in Rule 23 and calculated in Rule 24.

Section Five: Availability of Allocations

Each Jurisdiction should limit the release of water from its Allocation to projects that will not be completed before December 31, 2025, until Pure Water Monterey Expansion has received its final approval. All projects using an Allocation, with the exceptions of the Bishop, Ryan Ranch, and Hidden Hills units of Cal-Am, are subject to the moratorium on new Connections imposed by SWRCB Orders WR 2009-0060 and WR 2016-0016. Pre-existing Paralta and pre-Paralta Allocations may continue to be used in the interim.

Section Six: Residential Retrofit Credit (Ordinances 74 and 90

Ordinances No. 74 and No. 90 enacted a program allowing toilet retrofit water savings to be used to offset added water fixtures in Residential uses. The ordinances specified that the reinvested savings must be debited from a future allocation. From 1995 through 1998, 12.7 Acre-Feet (AF) of savings were used through the program. As required by the program, 12.7 AF shall be accounted for from the District Reserve Allocation.

Section Seven: <u>Effective Date</u>

This ordinance shall take effect at 12:01 a.m. on March 1, 2025.

Section Eight: <u>Severability</u>

If any subdivision, paragraph, sentence, clause or phrase of this ordinance is, for any reason, held to be invalid or unenforceable by a court of competent jurisdiction, such invalidity shall not affect the validity or enforcement of the remaining portions of this ordinance, or of any other provisions of the Monterey Peninsula Water Management District Rules and Regulations. It is the District's express intent that each remaining portion would have been adopted irrespective of the fact that one or more subdivisions, paragraphs, sentences, clauses, or phrases be declared invalid or unenforceable.

PASSED AND ADOPTED on this 27th day of January 2025 on a motion by Director Riley with a second by Director Paull by the following vote, to wit:

AYES:

Lindor, Paull, Daniels, Edwards, Oglesby and Riley

NAYS:

Anderson

ABSENT:

None

I, David J. Stoldt, Secretary to the Board of Directors of the Monterey Peninsula Water Management District, hereby certify the foregoing ordinance was duly adopted on the 27th day of January 2025.

Dated: January 28, 2025

David J. Stoldt

Secretary to the Board

U:\staff\Ordinances\2025\Ordinance197.docx

EXHIBIT 19-A MONTHLY ALLOCATION REPORT

Reported in Acre-Feet For the month of March 2025

Jurisdiction	Pure Water Monterey Allocation	Changes During Period	Balance Remaining	Paralta & Pre-Paralta Water	Changes During Period	Balance Remaining	Public Credits	Changes During Period	Balance Remaining	Total Available
Airport District	44.000	0.000	44.000	8.100	0.000	5.197	0.000	0.000	0.000	49.197
Carmel-by-the-Sea	14.000	0.000	14.000	20.491	0.000	2.479	0.910	0.000	0.182	16.661
Del Rey Oaks	6.000	0.000	6.000	8.540	0.000	0.000	0.000	0.000	0.000	6.000
Dept of Defense	27.000	0.000	27.000	0.000	0.000	0.000	0.000	0.000	0.000	27.000
Monterey	141.000	0.000	141.000	126.979	0.000	0.543	38.121	0.000	3.627	145.170
Monterey County	72.000	0.000	72.000	100.790	(0.104)	11.034	7.827	0.000	1.181	84.215
Pacific Grove	32.000	0.000	32.000	27.180	0.000	0.024	15.874	0.000	0.002	32.026
Sand City	14.000	0.000	14.000	52.698	(0.029)	0.029	24.717	0.000	23.163	37.192
Seaside	21.000	0.000	21.000	99.888	0.000	29.157	2.693	0.000	1.144	51.301
District Reserve	2086.000	0.000	2,086.000	9.000	0.242	7.802	0.000	0.000	0.000	2,093.802
TOTALS	2,457.000	0.000	2,457.000	453.666	0.109	56.265	90.142	0.000	29.299	2,542.564

Allocation Holder	Water Available	Changes During Period	Total Demand from Water Permits Issued	Remaining Water Available	
Quail Meadows	Quail Meadows 33.000		32.320	0.680	
Water West	12.760	0.000	10.352	2.408	

CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

RESOLUTION NO. 2013-43

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA ADOPTING AN AMENDED WATER ALLOCATION RESOLUTION (CMC §17.50,030)

WHEREAS, The Land Use and Conservation Elements of the City's General Plan contain objectives and policies which establish guidance relating to the distribution of water in Carmel; and

WHEREAS, in recognition of the need to conserve and manage its limited water resources, the City adopted a Water Management Ordinance in 2004 as part of the Local Coastal Program which authorizes the establishment of allocation categories; and

WHEREAS, the purpose of establishing these water use categories was to limit access to water to those land uses which have been determined to be consistent with the City's General Plan and projects which provide the greatest level of benefit to the community; and

WHEREAS, the City has adopted a Water Management Program ordinance that requires the allocation of water to defined categories of development as a means of implementing the City's land use goals; and

WHEREAS, the City's Water Management Program requires recommendations from the Planning Commission prior to the adoption of an allocation resolution; and

WHEREAS, on 10 July 2013 the Planning Commission recommended that .334 acre-feet of water from the "Spinning Wheel" land use category and .350 acre-feet of water from the previously unallocated "Le Towt" water credit transfer be transferred to the "Commercial" land use category.

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

- 1. Approve the Water Allocation Categories and water amounts identified in exhibit "A" are hereby established.
- 2. Determines that if the Carmel Event Center project is not implemented or approved all water in the "Commercial Category" will be transferred back to the original categories.

[THIS SPACE INTENTIONALLY LEFT BLANK]

PASSED AND ADOPTED by the City Council of the City of Carmel-by-the-Sea this 6th day of August 2013, by the following vote:

AYES:

COUNCIL MEMBERS:

BEACH, HILLYARD, THEIS & TALMAGE

NOES:

COUNCIL MEMBERS:

NONE

ABSENT:

COUNCIL MEMBERS:

MAYOR BURNETT

ABSTAIN:

COUNCIL MEMBERS:

NONE

SIGNED,

Kenneth Talmage, Vice Mayor

ATTEST:

Heidi Burch, City Clerk

EXHIBIT "A"

TOTAL AVAILABLE WATER RESOURCE

3.32 af

Category #1: Low & Very Low Income Housing

.507 af

This category includes residential housing units that meet the affordable housing standards for low-income and/or very low-income households as estimated by the municipal code.

Category #2: Single Family Residential

0.0 af

Category #3: Multi-Family Residential

0.0 af

This category includes permanent and non-transient multi-family housing in all commercial and R-4 Districts, including new apartments and condominiums, conversions of commercial space to residential dwellings, and the housing component of mixed-use projects.

Category #4: Commercial

0.684 af

This category includes construction of new commercial floor space and conversion of existing space to uses with a greater demand for water. This category also includes the commercial component of mixed-use projects.

Category #5: Municipal

.224 af

This category includes all forms of municipal projects including expansion or renovation of existing facilities, construction of new facilities and changes in use.

Category #6: Unallocated Reserve

1.69 af

This category is unallocated and is to be held as uncommitted until assigned to a defined category through adoption of a new Allocation Resolution by the City Council.

Category #7: Mallery/Pescadero Water Transfer Reserve

.106 af

This category includes the remaining balance from .960 acre-feet of water originally set aside through a transfer of development rights for four vacant lots in Pescadero Canyon owned in 1998 by Tim Mallery but dedicated as permanent open-space. This water may be used for residential, multi-family residential, commercial or public use development as determined by Mallery provided that the project complies with all zoning and provided that the is located with the City limits.

Category #9: Forest Cottages Pre-commitment

.109 af

This category is for water pre-committed to the Forest Cottages Specific Plan for the creation of two low-income housing units. If this project is denied by the City Council or Coastal Commission or the project is not under construction by 13 February 2014 or is otherwise abandoned, the water shall return to Category #1.



Technical Memorandum June 1, 2023 Summary of Water Supply Requirements for Housing

Typically, a water supply/demand analysis would examine future residential water demand based on population ¹, because people use water not houses, but this year is the beginning of the 6th Cycle of the Regional Housing Needs Allocation (RHNA) effort, so this memorandum will focus on how much residential water is needed to meet typical housing needs and the RHNA goals. However, it is important to acknowledge that a full supply and demand forecast such as the District's 2022 Adopted Supply and Demand Forecast also include non-residential (such as commercial) water needs going forward to meet job growth and economic expansion.

Residential Water Need – What Do Housing Types Use?

The District has a long-established residential fixture unit count methodology that is captured in its Rules and Regulations, Rule 24. The data is statistically based on engineering, design, and plumbing standards for residential housing units, and is updated to current standards regularly. The methodology examines architectural floor plans and determines ("counts") the number of fixtures in the proposed structure or dwelling unit and, based on the installed fixtures, determines the capacity of the dwelling unit to use water.

For purposes of forecasting future needs, the District has applied its fixture unit counts to determine the following for typical or standard capacity for water use, in acre-feet per unit:

	Acre- Feet Required	Multi-Family: 1 to 2 Bedroom 1 Bathroom	Multi-Family: 2 to 3 Bedroom 2 Bathroom	Single-Family: 1 Master Bath 1 Standard Bath 1 Half-Bath
Standard Bathroom(s)	0.043	0.043	0.086	0.043
Half Bathroom	0.023			0.023
Master Bathroom	0.053			0.053
Kitchen	0.015	0.015	0.015	0.015
Clothes Washer	0.010	0.010	0.010	0.010
Landscaping & Other ²	Varies	(see footnote 2)	(see footnote 2)	0.036
Total per Unit		0.068	0.111	0.180

¹ The District's Adopted 2022 Supply and Demand Forecast adopted relies upon the AMBAG Regional Growth Forecast 25-year population projection to estimate the annual growth rate in residential water use. Use of RHNA dwelling units will result in a higher number than population estimates.

² "Other" may include other fixtures such as utility sink, bar sink, vegetable sink, bidet, custom tub or showers. Overall project landscaping will be added.

How do these Capacity Factors Apply to RHNA Categories?

RHNA requirements are allocated to four categories of housing based on affordability, but each category may be a mix of housing types. Therefore, the District assumes a mixture of housing types for each category.

RHNA Housing Type Category	Assumption of Housing Mix	Resulting Water Use Factor (AF)
Very Low Income	50% 1-Bath & 50% 2-Bath (100% Multi-Family)	0.0895 AF
Low Income	50% 1-Bath & 50% 2-Bath (100% Multi-Family)	0.0895 AF
Moderate Income	50% Single-Family & 50% Multi-Family	0.1347 AF
Above Moderate	67% Single-Family & 33% Multi-Family	0.1501 AF

Based on the RHNA Goals and the Capacity Factors, What is the RHNA Water Need?

Based on the District's computed capacity factors by RHNA category, the Monterey Peninsula future residential water need can be forecast as 765 acre-feet, computed as follows. However, the total must be adjusted for jurisdictions whose housing need will be served in part by another water provider, which will include old Fort Ord land and certain self-sourced developments in the Carmel Valley and elsewhere, resulting in a need of 670 AF:

	Monterey	Pacific Grove	Carmel- by-the- Sea	Seaside	Del Rey Oaks	Sand City	County*	Total Units	Avg. Use per Unit	Water Required (AF)	
Very Low Income	1,177	362	113	86	60	59	90	1,947	0.0895	174	
Low Income	769	237	74	55	38	39	59	1,271	0.0895	114	
Moderate	462	142	44	156	24	49	43	920	0.1347	124	
Above Moderate	1,246	384	118	319	62	113	108	2,350	0.1501	353	
Total Allocation	3,654	1,125	349	616	184	260	300	6,488	0.1179	765	
Served by Others	(365)			(308)	(37)		(90)	(800)	(0.1179)	(94)	
Net	3,289	1,125	349	308	147	260	210	5,688		670	
Water for Net RHNA (AF)	380	130	40	45	17	32	25				

^{*:} Assumption of 300 new RHNA units in the unincorporated County of the Cal-Am/MPWMD water service area. County housing element may differ, but currently unavailable.



Notice Regarding Pure Water Allocation and Water Permit Process

On March 1, 2025, each Jurisdiction in the Monterey Peninsula Water Management District received a water allocation from the Pure Water Monterey Expansion Project ("Pure Water"). The Jurisdiction's role is to release water for new construction, remodels, and tenant improvements that require a Water Permit, and then ensure the District has issued a Water Permit prior to issuance of the building permit. District Rule 20 provides information about when a Water Permit is required (https://www.mpwmd.net/rules/Rule20.pdf).

A Jurisdiction authorizes the District to issue a Water Permit by signing the bottom of the Residential or Non-Residential "Water Permit Application and Water Release Form" ("Water Permit Application") showing the amount of water approved (if needed) and checking the appropriate box to identify the water source. Each Jurisdiction should have one or more designated staff who sign this form. Please notify the District with the authorized person(s) name(s) and a sample of their signature(s) for verification purposes.

An email regarding the new allocation was sent to each Jurisdiction March 5, 2025. The Residential and Non-Residential Water Permit Applications have been updated to reflect Pure Water as a water source option. <u>A Jurisdiction is prohibited from selling water from its allocation</u>. Water Release Forms expire after five years, or earlier as desired by the Jurisdiction. Please let the District know if you select an earlier date.

The District encourages each Jurisdiction to track the authorized amount of water, the expiration date, and the amount of water actually permitted on the Water Permit. There is a Monthly Allocation Report in the District's board meeting packet online at https://www.mpwmd.net/who-we-are/board-of-directors/board-meeting-agendas/ that will have details about all Water Permits processed during the previous month.

Each Jurisdiction should limit the release of water from its Pure Water Allocation to projects that will not be completed before December 31, 2025, or until Pure Water has received its final approval. Pre-existing Paralta and pre-Paralta Allocations may continue to be used in the interim. All projects using an allocation may be subject to the moratorium on new Connections imposed by SWRCB Orders WR 2009-0060 and WR 2016-0016 (Cal-Am Cease & Desist Order). Water from separate "entitlements" recognized by the District may continue to be released.

The applicant is responsible for completing the Water Permit Application. If the District finds that additional water is needed, the form will be returned for correction and an updated authorization. If the amount of water needed is less than the amount authorized, the Water Permit will be issued and will reflect the lesser amount. The final Water Permit is sent to the Jurisdiction, and you may update your Allocation records at that time.

If you have any questions about the water Allocation process or any other matters, please contact Stephanie Kister Campbell at skister@mpwmd.net or 831-658-5601.

MONTEREY PENINSULA WATER MANAGEMENT DISTRICT RESIDENTIAL WATER RELEASE FORM AND WATER PERMIT APPLICATION

NOTE: When approved and signed by the Jurisdiction, this form must be submitted with complete Construction Plans to

conserve@mpwmd.net

5 Harris Court, Bldg. G (Ryan Ranch) ♦ Monterey, CA 93940 ♦ (831) 658-5601

Completing the Water Release Form & Water Permit Application does not guarantee issuance of a Water Permit.

ALL SPACES BELOW MUST BE COMPLETED OR THE APPLICATION MAY NOT BE PROCESSED. (Please print firmly)

E-Mail Address: 3. PROFERTY INFORMATION: Water Company serving parcet Is a Water Meter needed? YES or NO If yes, how many? Assessor's Parcel Number (APN).	1. OWNERSHIP INFORMATION:	2. AGENT/REPRESENTATIVE INFORMATION:
E-Mail Address	Name:	Name:
E-Mail Address: 3. PROPERTY INFORMATION: Address: Water Company serving parcel: Is a Water Meter needed? YES or NO If yes, how many?	Daytime telephone:	Daytime telephone:
Assessor's Parcel Number (APN) Water Company serving parcel Is a Water Meter needed? YES or NO If yes, how many! Attachment 8 **NOTE: Separate Water Meters are required for cush bleer, other than certain Residential uses that may qualify for in-line meters. 4. PROJECT DESCRIPTION (Be thorough and detailed): **SINSTRUCTIONS: Table No. 1 should list the fixtures on the property as they exist before the project. Table No. 2 should reflect all fixtures on the property effer the project is completed. Only one Master Bathroom can be designated per Dwelling. Unit. **Table No. 1 Existing Property Fixture Count (All Fixtures befure project) **CHILE Table No. 2 Statisting Property Fixture Count (All Fixtures after project) **CHILE Table No. 2 Post Project Fixture Count (All Fixtures after project) **CHILE Table No. 2 Post Project Fixture Count (All Fixtures after project) **Top of Fixture (All Fixtures after project) **Top of Fixtures (All Fixtures after project) **Top of Fixtures (All Fixtures after project) **Top of Fixtures (All Fixture		
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Assessor's Parcel Number (APN)	Address:	
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Washbasin		
Two Washbassis in the Master Bathroom		
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Tollet, Ultra High Efficiency (UHET)	Toilet, Ultra Low-Flush (1.6 gallons-per-flush) x 1.8 =	Toilet, Ultra Low-Flush (1.6 gallons-per-flush) x 1.8 =
Urinal, Print (0.125 gallon maximum)	Toilet, Ultra High Efficiency (UHET) $\times 0.8 =$	Toilet, Ultra High Efficiency (UHET) x 0.8 =
Master Bath (one per Dwelling):Tub&Shower Stall x 3.0 = Large Bathbu (may have Showerhead above) x 3.0 = Standard Bathbu or Shower Stall (one head) x 2.0 = Standard Bathbu or Standard Bathbu or Shower Stall (one head) x 2.0 = Standard Bathbu or Standard Bathbu or Standard Bathbu or Shower Stall (one head) x 2.0 = Standard Bathbu or Standard	Urinal, Pint (0.125 gallon maximum) x 0.1 =	Urinal, Pint (0.125 gallon maximum) x 0.1 = x 0.0 =
Standard Bathub or Shower Stall (one head) x 2.0 =	Master Bath (one per Dwelling):Tub&Shower Stall x 3.0 =	Master Bath (one per Dwelling):Tub&Shower Stall x 3.0 =
Additional shower heads, body spray, etc.	Large Bathtub (may have Showerhead above) x 3.0 = Standard Bathtub or Shower Stall (one head) x 2.0 =	Large Bathtub (may have Showerhead above) x 3.0 = x 2.0 =
Shower System, Rain Barr Custom Shower (spees)	Additional shower heads, body spray, etc) x 2.0 =	Additional shower heads, body spray, etc x 2.0 =
Kitchen Sink with High Efficiency Dishwasher x 1.5 = Dishwasher, and additional (with optional sink) x 2.0 = Dishwasher, High Efficiency (with optional sink) x 2.0 = Dishwasher, High Efficiency (with optional sink) x 2.0 = Dishwasher, High Efficiency (with optional sink) x 2.0 = Dishwasher, High Efficiency (with optional sink) x 1.5 = Laundry Sink/Utility Sink (one per Site) x 2.0 = Clothes Washer (HECW) x 1.0 = Dishwasher, High Efficiency (with opt. sink) x 1.5 = Laundry Sink/Utility Sink (one per Site) x 2.0 = Clothes Washer (HECW) x 1.0 = Dishwasher, HIECW) x 1.0 = Dishwasher, H	Shower System, Rain Bar/ Custom Shower (specs) x 2.0 =	Shower System, Rain Bars/Custom Shower (specs) x 2.0 =
Dishwasher, each additional (with optional sink)	Kitchen Sink (with Optional Dishwasher) x 2.0 = Kitchen Sink with High Efficiency Dishwasher x 1.5 =	Kitchen Sink (optional dishwasher) x 2.0 - Kitchen Sink with High Efficiency Dishwasher x 1.5 =
Laundry Sink/Utility Sink (one per Site)	Dishwasher, each additional (with optional sink) x 2.0 =	Dishwasher, each additional (optional sink) x 2.0 =
Clothes Washer, (HECW)		Laundry Sink/Utility Sink (one per Site) x 1.5 = Laundry Sink/Utility Sink (one per Site) x 2.0 =
Bidet	Clothes Washer x 2.0 =	Clothes Washer $x = 2.0 =$
Bar Sink		
Vegetable Sink	Bar Sink x 1.0 =	Bar Sink
Instant-Access-Hot-Water System (fixture credit) x - 0.5 = Other x x = Other x x x x = Other x x x x x x x x x	Entertainment Sink x 1.0 =	Entertainment Sink x 1.0 =
Other		
• Use this fixture count if a previous Permit was issued utilizing the Master Bathroom Credit. (Tub may be large.) See District staff for more information. EXISTING FIXTURE UNIT COUNT TOTAL = PROPOSED FIXTURE UNIT COUNT TOTAL = PR	Other x=	Cubtatal proposed indeer fivtures
• Use this fixture count if a previous Permit was issued utilizing the Master Bathroom Credit. (Tub may be large.) See District staff for more information. EXISTING FIXTURE UNIT COUNT TOTAL = PROPOSED FIXTURE UNIT COUNT TOTAL = PR	Other x= Other x =	Landscape – Refer to District Rule 142.1
Bathroom Credit. (Tub may be large.) See District staff for more information. EXISTING FIXTURE UNIT COUNT TOTAL =	Other x =	
In completing the Water Release Form, the undersigned acknowledges that any discrepancy or mistake may cause rejection or delay in processing of the application. Additionally, the undersigned is responsible for accurately accounting for all water fixtures. If the fixture unit count changes without notification to the District, or if a difference in fixtures is documented upon official inspection, Water Permits for the property may be canceled. In addition, water fixtures installed without a Water Permit may be cause for interruption of the water service to the Site, additional fees and penalties, the imposition of a lien on the property, and deduction of water from the local Jurisdiction's Allocation. The property owner/Applicant is required to notify the District and provide Construction Plans as appropriate for each change in the Project made prior to use or occupancy that may affect the project's Capacity to use water. "PUBLIC ACCESS TO WATER RECORDS" DEED RESTRICTION IS REQUIRED FOR ALL WATER PERMITS. 6. I certify under penalty of perjury that the information provided on this Water Release Form & Water Permit Application is to my knowledge correct, and the information accurately reflects water use presently planned for this property. Signature of Owner/Agent Print Name Date AUTHORIZATION FOR WATER PERMIT – JURISDICTION USE ONLY Pure Water Water Entitlement Public Credits Paralta/Pre-Paralta Allocation WDS (Private Well) District Reser Second Bathroom Protocol Other No Water Need		ster
application. Additionally, the undersigned is responsible for accurately accounting for all water fixtures. If the fixture unit count changes without notification to the District, or if a difference in fixtures is documented upon official inspection, Water Permits for the property may be canceled. In addition, water fixtures installed without a Water Permit may be cause for interruption of the water service to the Site, additional fees and penalties, the imposition of a lien on the property, and deduction of water from the local Jurisdiction's Allocation. The property owner/Applicant is required to notify the District and provide Construction Plans as appropriate for each change in the Project made prior to use or occupancy that may affect the project's Capacity to use water. "PUBLIC ACCESS TO WATER RECORDS" DEED RESTRICTION IS REQUIRED FOR ALL WATER PERMITS. 6. I certify under penalty of perjury that the information provided on this Water Release Form & Water Permit Application is to my knowledge correct, and the information accurately reflects water use presently planned for this property. Pure Water		
AUTHORIZATION FOR WATER PERMIT – JURISDICTION USE ONLY Pure Water	application. Additionally, the undersigned is responsible for accomplication to the District, or if a difference in fixtures is documentated addition, water fixtures installed without a Water Permit may be imposition of a lien on the property, and deduction of water from the District and provide Construction Plans as appropriate for exapacity to use water. "PUBLIC ACCESS TO WATER RECOMPACTED TO THE PUBLIC ACCESS TO THE PUBLIC	curately accounting for all water fixtures. If the fixture unit count changes without mented upon official inspection, Water Permits for the property may be canceled. In a cause for interruption of the water service to the Site, additional fees and penalties, the in the local Jurisdiction's Allocation. The property owner/Applicant is required to notify uch change in the Project made prior to use or occupancy that may affect the project's ORDS" DEED RESTRICTION IS REQUIRED FOR ALL WATER PERMITS. In provided on this Water Release Form & Water Permit Application is to my
Pure Water Water Entitlement Public Credits Paralta/Pre-Paralta Allocation WDS (Private Well) District Reser		
Second Bathroom Protocol Other No Water Need	AUTHORIZATION FOI	C WATER PERMIT – JURISDICTION USE ONLY
	Pure Water Water Entitlement Public Credits	
	Authorized by:	

This form expires after five years from date of authorization for this project by the Jurisdiction or more frequently as determined by the Jurisdiction.

MONTEREY PENINSULA WATER MANAGEMENT DISTRICT NON-RESIDENTIAL WATER RELEASE FORM AND WATER PERMIT APPLICATION

NOTE: When approved and signed by the Jurisdiction this form must be submitted with final and complete Construction Plans to:

conserve@mpwmd.net

5 Harris Court, Bldg. G ~ Monterey, CA 93940 ~ (831) 658-5601 ~ www.mpwmd.net

Completing the Water Release Form & Water Permit Application does not guarantee issuance of a Water Permit.

ALL SPACES BELO 1. OWNERSHIP INFORM Name:	ATION:			THE APPLICATION MAY NOT B 2. AGENT/REPRESENTATIVE Name:	E INFORM	ATION:	
Daytime telephone:							
E-Mail Address:							
3. PROPERTY INFORMA							_
			Existing Cana	re-footage Propo	and Caupra	footogo	
				Assessor Parcel Num			
				Water Meter needed? yes no			
Water Company serving parce NOTE: Separate water meter				Cal-AM Account N			
4. Type of Non-Residential	Use:						
							Attachment 8
Any change in Use/Fypansi	ion of Use r	eauires a Wa	uter Permit De	red Restriction Required for all Water P	ermits Man	datory Retrofit	Unon Expansion of Us
Existing Group Users in this category are low wa				Post Project r employee hygiene and minimal janitorial i		ll Uses <u>after</u> proj 'es are shown bel	
Type of Use		Factor	Capacity		SqFt	Factor	Capacity
Auto Uses Bank		x 0.00007 x 0.00007	=	Auto Uses Bank	x	0.00007 = 0.00007 =	
Dry Cleaner (No Onsite Laundry)		x 0.00007	=	Dry Cleaner (No Onsite Laundry)	X	0.00007 =	
Gym Nail Salon and/or Hair Salon		x 0.00007 x 0.00007	=	Gym Nail Salon and/or Hair Salon	X	0.00007 = 0.00007 =	
Office		x 0.00007	=	Office	X	0.00007 =	
Retail Supermarket		x 0.00007 x 0.00007	=	Retail Supermarket	X	0.00007 = 0.00007 =	
Warehouse		x 0.00007	=	Warehouse	X	0.00007 =	
Tasting Room (ABC Type 2)		x 0.00007	=	Tasting Room (ABC Type 2)	X	0.00007 =	
	nd/or sell foo	d/beverages t	hat are primaril	Post Project by provided to customers in/on disposable to be beverages. Users in this category are not	ableware. Fo		
Type of Use	SqFt	Factor	Capacity	Type of Use	SqFt	Factor	Capacity
Bakery Catering		x 0.0002 x 0.0002	=	Bakery Catering	x	0.0002 = 0.0002 =	
Coffee House		x 0.0002	=	Coffee House	X	0.0002 =	
Deli		x 0.0002	=	Deli	X	0.0002 =	
Ice Cream Shop/Sandwich Shop Pizza		x 0.0002 x 0.0002	=	Ice Cream Shop/Sandwich Shop Pizza	x	0.0002 =	
Existing Group Type of Use						(All Uses <u>after</u>) Factor	
Assisted Living (more than 6 beds)		x 0.085 bed	=	Assisted Living (more than 6 beds)	X	0.085 bed =	
Bar (ABC License-Indoor/Outdoor) Dry Cleaner (with Onsite Laundry)		x 0.0002 sf x 0.0002 sf	=	Bar (ABC License-Indoor/Outdoor) Dry Cleaner (with Onsite Laundry)		0.0002 sf = 0.0002 sf =	
Dog Grooming		x 0.0567 stati		Dog Grooming		0.0567 station =	
Child/Dependent Adult Day Care Dormitory - at institutional facility		x 0.0072 pers x 0.020 bed	on= =	Child/Dependent Adult Day Care Dormitory at institutional facility		0.0072 child = 0.020 bed =	
Laundromat		x 0.12 machin		Laundromat	X	0.12 machine =	
Motel/Hotel/Bed &Breakfast w/Large Tub (add to room)		x 0.064 room x 0.03 tub	=	Motel/Hotel/Bed & Breakfast w/Large Tub (add to room)		0.064 room = 0.03 tub =	
w/Each Showerhead beyond on	e	x 0.02 per hea	ad =	w/Each Showerhead beyond one		0.02 per head =	
Irrigated area (within 10 ft. of bldg.) Plant Nursery		x ETWU ¹ x 0.00009 sf	=	Irrigated area (within 10 ft. of bldg.)		ETWU = 0.00009 sf =	
Public Toilet		x 0.00009 si x 0.058 toilet	=	Plant Nursery Public Toilet		0.00009 si = 0.058 toilet =	
Public Urinal		x 0.036 urina	1 =	Public Urinal	X	0.036 urinal =	
Zero Water Consumption Urinal Recreational Vehicle (RV) Hookup		No value x 0.064 af	=	Zero Water Consumption Urinal Recreational Vehicle (RV) Hookup	X	no value = 0.064 af =	
Restaurant (Includes Bar/Brewpub Sea	at)	x 0.02 seat	=	Restaurant (Includes Bar/Brewpub Seat)) x	0.02 seat =	
Ext. Seats above Allowance Ext. Seats within Allowance		x 0.01 seat x No value	=	Ext. Seats above Allowance Ext. Seats within Allowance		0.01 seat = No Value =	
Restaurant (24-Hour and Fast Food)		x 0.038 seat	=	Restaurant (24-Hour and Fast Food)		0.038 seat =	
School/Church Self-Storage		x 0.00007 sf	=	School/Church Self-Storage		0.00007 sf =	
Skilled Nursing/Alzheimer's Care		x 0.0008 unit x 0.120 bed	=	Skilled Nursing/Alzheimer's Care		0.0008 unit = 0.120 bed =	
Spa		x 0.05 spa	=	Spa		0.05 spa =	
Swimming Pool (each 100 sq-ft of pool surface Theater		x 0.02 st x 0.0012 seat	=	Swimming Pool (each 100 sq-ft of pool surface) Theater		0.02 sf = 0.0012 seat =	
EXISTING Capacity		TOTAL	=	PROPOSED Capacity		TOTAL =	
Group IV – Modified Uses Reduced water Capacity and have rec New/Refurbished Landscape – Refe						=	
-	(DIFFERENC	CE BETWEEN		PACITY -POST PROJECT CAPACITY)	(Jurisdiction m	= ust authorize water	r for positive result)
processing of the application. Addi	itionally, the ι	undersigned is	responsible for a	or the property owner) acknowledges that any ccurately accounting for the type of Non-Resion of a lien on the property, and the deduction	dential use. Cl	hanges of Use or l	Expansions completed
•	rjury, that	the informa	tion provided	on this Water Release Form & Perm			
Signature of Owner/Agent				Date			
				/Pre-Paralta WDS (private well)	District Re	eserve Other	No Water Neede
Authorized By	_		_	Amount		Date	
			/County Domnit				



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

May 5, 2025 ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Anna Ginette, AICP, Community Planning & Building Director

APPROVED BY: Chip Rerig, City Administrator

Receive a presentation and provide direction on the 2025 Fire Hazard Severity Zone

SUBJECT: map, Wildland-Urban Interface areas and associated Carmel-by-the-Sea Municipal

Code modifications (Estimated time - 60 min)

RECOMMENDATION:

Staff recommends the City Council:

- 1. Find that receiving a presentation and providing direction is not a project under CEQA as defined in Public Resources Code Section 21065 and CEQA Guidelines Section 15378;
- 2. Receive staff presentation on the updated 2025 Fire Hazard Severity Zone map, Wildland-Urban Interface area, and associated Carmel-by-the-Sea Municipal Code modifications; and
- 3. Discuss how the updated 2025 Fire Hazard Severity Zone map reflects changes in land use development and whether or not the existing Wildland-Urban Interface area should be expanded; and
- 4. Direct staff on returning with associated modifications to the Carmel-by-the-Sea Municipal Code.

BACKGROUND/SUMMARY:

EXECUTIVE SUMMARY

California law requires the State Fire Marshal designate fire hazard severity zones (FHSZ), based on fuel loading, slope, fire weather and other relevant factors, such as wind. The law also requires the State Fire Marshal periodically review these zones to determine if zones or ratings should be revised or repealed. This is to ensure an accurate reflection of areas susceptible to wildfire based on new science, climate data and fire assessment modeling.

There are effectively two guiding documents that address wildfire risk in the City: 1) The FHSZ Map, and; 2) the City's adopted Community Wildfire Protection Plan. The current FHSZ map (2011) designates 221 acres within the boundaries of the City of Carmel-by-the-Sea as a Very High FHSZ. In 2024, the city, in collaboration with the City of Monterey, City of Pacific Grove, the Monterey Fire Department and CAL FIRE adopted a Community Wildfire Protection Plan¹ (CWPP) This plan classified 334 acres of city lands as a Wildland-Urban Interface (WUI) area, which is defined as a zone where human development meets or intermingles with wildland or vegetative fuels.

On March 10, 2025, the State Fire Marshal released the updated FHSZ map within the city. This map

includes two new severity zones: High and Moderate. City lands designated as Very High in 2011 increased in total acreage, from 221 to 278 acres. In addition, 110 acres are now designated as High and 100 acres are now designated as Moderate.

Pursuant to state law, local jurisdictions shall adopt updated FHSZ maps by ordinance within a specified amount of time of their release from the State. Local jurisdictions do not have the ability to decrease the level of hazard severity identified by the State Fire Marshal. However, local jurisdictions do have the discretion to increase the level of hazard severity.

Fire Hazard Severity Zones and WUI intersect with local land use through state law, including the California Building Code. For example, there are specific construction and defensible space requirements for properties located in any FHSZ or WUI. As such, a change to a property's designation could result in a change to its regulatory environment.

Essentially, Council is being asked to consider whether to adopt the FHSZ maps as-is, or to self-impose additional designations, such as "WUI" within the City to address wildfire risk.

DISCUSSION

The discussion below provides a summary of state law requirements (i.e. Government Code [GC], Public Resources Code [PRC], California Code of Regulations [CCR] and the California Fire Code [CFC]) and provides a background explanation of the purpose and objective of fire hazard severity zone (FHSZ) maps. Changes between the adopted 2011 and updated 2025 FHSZ map are identified as are the resulting potential changes to land use requirements. The report concludes with discussion points and next steps for which staff seeks direction.

Background

The City of Carmel-by-the-Sea is within a Local Responsibility Area² (LRA), and fire protection service is provided by the City of Monterey Fire Department. State law requires that lands within an LRA have a FHSZ designation as identified by the State Fire Marshal (**Attachment 1** – GC 51178).

The purpose and objective of FHSZ mapping and designation is to identify areas where there is potential for wildfire spread. These severity zones are based on the evaluated hazard of an area, as opposed to risk potential. The criteria for determining Moderate, High and Very High FHSZs include physical conditions that create expected fire behavior such as fuel loading (the amount of combustible material present), slope (topography and vegetation which can create a fuel ladder), fire weather (temperature, humidity, precipitation and atmospheric stability) and wind speed.

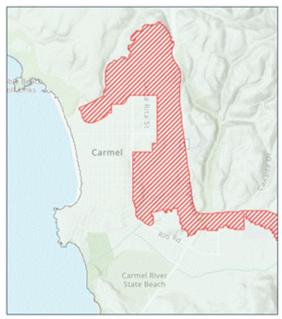
In 2022, Assembly Bill (AB) 211 was enacted amending GC section 51179 (see **Attachment 1**) requiring local agencies to designate Moderate and High FHSZs as identified and recommended by the State Fire Marshal through adoption of an ordinance within their Local Responsibility Area (LRA). Prior to this amendment, LRAs were only required to identify Very High FHSZ areas. This law requires local agencies to adopt the required ordinance within 120 days of receiving the recommendations from the State Fire Marshal.

As explained in the Executive Summary above, local jurisdictions cannot adopt maps which decrease the severity identified by the State Fire Marshal. However, if a local jurisdiction finds that implementing the requirements listed in GC Section 51182 (see **Attachment 1**) is necessary for effective fire protection within a particular area, maps can be adopted with an increase to severity.

Updated FHSZ Maps

As discussed above, the 2011 FHSZ map designated 221 acres of Very High FHSZ areas at the northern,

eastern and southeastern portions of the city (see **Figure 1** and **Attachment 2**). With adoption of AB 211 and updated data and modeling, the 2025 FHSZ map (see **Figure 2** and **Attachment 3**) produced by the State Fire Marshall illustrates an increase to the Very High FHSZ areas (from 221 to 278 acres), newly designated High FHSZ areas (110 acres) and newly designated Moderate FHSZ areas (100 acres).



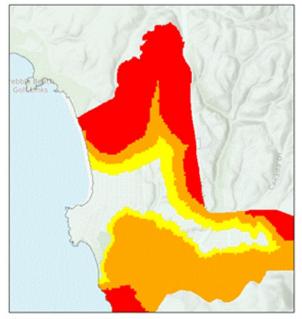


Figure 1. 2011 FHSZ Map

Figure 2. 2025 FHSZ Map

The Effect of Updated FHSZs on Development

California Building Code (CBC) Chapter 7A and California Fire Code (CFC) Chapter 49 (see Attachment 1) provide minimum standards to reduce the likelihood of life and property loss due to wildfire. These standards apply to LRA areas designated as Very High, High or Moderate or Wildland-Urban Interface³ (WUI) and include specific requirements for enhanced construction methods, vegetation management and defensible space. The CBC is incorporated into the City of Carmel-by-the-Sea Municipal Code (CMC) Title 15 and the CFC is incorporated in CMC Chapter 15.55, California Fire Code.

These enhanced construction methods include, but are not limited to, Class A rated roofing assembly; wildfire flame and ember resistant vents; noncombustible or ignition resistant exterior wall coverings; tempered pane windows, skylights and doors; and decking comprising of State Fire Marshal approved ignition resistant or noncombustible material.

Vegetation management requirements include installation and maintenance of an approved landscape plan delineating fuel management zones, existing vegetation to remain, new vegetation, and irrigation areas. New planting is limited to only fire-resistant vegetation, except for trees planted at least 30-feet from a combustible structure.

Defensible space requires implementation of fuel reduction methods within 100 feet of a structure, but not beyond the property line, and is made up of three zones. "Zone 0" is the immediate area 5 feet from a building and includes surfaces of the structure itself, plants, decks and outdoor furniture. This zone should be maintained with noncombustible material to prevent embers from igniting the structure as it is most vulnerable and should be aggressively maintained to be fire resistant. "Zone 1" is the intermediate area between 5 and 30 feet from a building and should be kept "clean and green" and clear of debris, such as dead/dry leaves plants, grass and weeds to moderate fire behavior. "Zone 2" is an extended zone 30+ feet from a building where fuels should be reduced and maintained.

The Effect of Updated FHSZs on Property Insurance

Insurance companies use independent risk models to determine rates and coverage. These models consider the potential susceptibility of structure damage resulting from short-term factors such as fire. Cal Fire hazards modeling used to develop FSHZ maps consider expected fire behavior over a 50+ year period. As such, the key differences between the two methodologies for modeling are analyzing risk factors that change frequently versus analyzing hazard factors that remain steady and change little over time. In 2022, the California Department of Insurance adopted specific requirements (see **Attachment 1**, CCR Section 2644.9) for insurance companies utilizing a Wildfire Risk Model summarized above. These regulations allow for discounts for implementation of property-level mitigation efforts. These efforts appear to be in line with CBC Chapter 7A and CFC Chapter 49 requirements (e.g. defensible space and building hardening).

Although state law requires specific hazards modeling to determine rates and coverage, there appears to be a recent concentration of canceling insurance policies within the Very High FHSZ throughout the state.

The Effect of the Community Wildfire Protection Plan & WUI on Development

In comparison between Figures 1 and 2 above, some areas that were designated as Very High FHSZ (predominantly within the Mission Trails Nature Preserve area) in 2011 now either have no designation or were reduced to High or Moderate severity. However, the Community Wildfire Protection Plan (CWPP) classifies the now undesignated land as WUI area (see Attachment 4). In other words, there is a conflict between the State's perception of wildfire risk and that of our local fire protection agency.

CBC Chapter 7A and CFC Chapter 49 regulations to enhance construction methods still apply to development in these WUI areas, regardless of their FHSZ designation. Further, City of Carmel-by-the-Sea Standard Operating Guidance (SOG) No. 18-04, extends certain wildfire exposure protection requirements throughout the city, not just the Very High FHSZ/WUI area. These measures include Class A roofing assembly for new, or the replacement of 25% or more of a roof, installation of spark arresters, and fire sprinkler systems for new construction or the removal or replacement of 50% or greater of the length of interior and exterior walls within a 5-year period. CMC Section 15.55.100.37 requires implementation of standard defensible space requirements.

Discussion Points/Next Steps

The adoption of the FHSZ map presents the City Council with an opportunity to look at wildfire hazards within the city as a whole and determine the proper next steps to address wildfire hazards throughout the city. In other words, it provides the option to address wildfire risk above and beyond what is called out on the State's map. Critical decision points and possible next steps include:

- 1. Adopt the 2025 FHSZ map by ordinance and take no further action; or
- 2. Adopt a revised FHSZ map by ordinance, and in addition retain areas within the 2011 map designated as Very High which were removed by the State; or
- 3. Adopt the 2025 FHSZ map by ordinance and amend the CWPP to designate some or all areas within the city boundaries as WUI.

Analysis of options

1. Adopt the 2025 FHSZ map by ordinance and take no further action.

This option meets the minimum requirements of state law and implementation requires the City Council to adopt the 2025 FHSZ map provided by the State Fire Marshal through adoption of an ordinance amending CMC Section 15.08.010. Within 30 days of adoption, the City Council is required to provide a copy of the ordinance to the State Board of Forestry and Fire Protection and post a notice with the County of Monterey identifying the location of the map.

This option would result in applying the enhanced construction methods, vegetation management and defensible space requirements (CBC Chapter 7A and CFC Chapter 49) within areas that are now designated Very High, High and Moderate. These requirements would remain in effect within the WUI area.

2. Adopt the 2025 FHSZ map by ordinance AND add back in areas within the 2011 map designated as Very High which were removed by the State.

Effectively, this would be expanding the very high severity zone wider than what is shown on the 2025 map. This option would require the City Council to make a finding, supported by substantial evidence, that the requirements of GC Section 51182 are necessary for effective fire protection within that area. Adoption of an ordinance, transmittal to the State Board of Forestry and Fire Protection and noticing requirements are the same as above.

The applicability of development requirements would be same as Option 1 above. However, there would be potential for: a) the State Fire Marshal disagreeing with the City's proposed designation, or b) the State Fire Marshal lessening the severity designation, similar to the changes between the 2011 and 2025 FHSZ map.

It is worth noting again that although state law requires insurance companies to conduct specific hazards modeling to determine rates and coverage, there appears to be a recent concentration of canceling insurance policies within the Very High FHSZ throughout the state. So the council should consider the potential impacts on insurance policies by increasing the mapped FHSZ areas.

3. Adopt the 2025 FHSZ map by ordinance and amend the CWPP to capture all areas within the city boundaries as WUI.

The option is similar to the first listed. However, and in addition, the City Council would amend the CWPP to extend the WUI boundary areas to the city limits.

Enhanced construction methods, vegetation management and defensible space requirements (CBC Chapter 7A and CFC Chapter 49) would be applicable throughout the entire city, regardless of a property's FHSZ designation. Further, these requirements would remain applicable should there be future changes by the State Fire Marshal (increasing or decreasing severity designations).

Staff Recommendation

Staff recommends the City Council consider the third option and adopt the 2025 FHSZ map by ordinance and amend the CWPP to designate all areas within the city boundaries as WUI. This option would avoid the need to prepare qualitative and quantitative data to support the required finding. While current local codes require wildfire exposure protection measures listed above (SOG No. 18-04), this action would result in an increase to land use development requirements of CBC Chapter 7A and CFC Chapter 49 within the non-designated areas and outside of the WUI (generally west of Junipero and south of 10th Avenue).

As advised by the Monterey Fire Department, staff also recommends the City Counsel adopt an ordinance incorporating PRC Section 4291 (see **Attachment 1**) within the CMC. This provides the city and fire department clear police powers to enforce defensible space requirements as this is currently done through CMC Chapter 15.57, Property Nuisances.

Further, the City Council may consider adopting an urgency ordinance to allow wildfire protection measures during the interim. These measures could include a prohibition of wood shake roofs, making a site coverage exception for gravel or other non-combustible material installed within Zone 0, and incorporate defensible

space enforcement actions provided in PRC Section 4291. Other measures deemed necessary by Council could also be included within an urgency ordinance.

Environmental Review

The agenda item before the City Council consists of presenting information to facilitate a discussion on how the City of Carmel-by-the-Sea maintain or increase land use requirements relative to wildfire. It is not an activity that would result in either a direct or indirect physical change to the environment. Therefore, it is not a project under CEQA as defined in Public Resources Code Section 21065 and CEQA Guidelines Section 15378.

- ¹ "Community Wildfire Protection Plans" are collaborative, strategic plans that identify areas of high wildfire risk and potential projects intended to mitigate such risk. These plans identify and establish wildland-urban interface areas.
- ² "Local Responsibility Area" means areas of the state in which the financial responsibility of preventing and suppressing fires is the primary responsibility of a city, county, city and county, or district.
- ³ "Wildland-Urban Interface (WUI)" is geographic area where urban development either abuts, intermingles, or intermixes with wildland vegetation and where a local agency has identified the area to be at a significant risk from wildfires.

FISCAL IMPACT:

None associated with this matter.

PRIOR CITY COUNCIL ACTION:

No prior action regarding this matter as the State published the newest fire severity zone maps only recently.

ATTACHMENTS:

Attachment 1 - State Regulations

Attachment 2 - 2011 Fire Hazard Severity Zone Map

Attachment 3 - 2025 Updated Fire Hazard Severity Zone Map

Attachment 4 - 2024 Wildland-Urban Interface Map

Attachment 1

GOVERNMENT CODE

Section 51178

51178. The State Fire Marshal shall identify areas in the state as moderate, high, and very high fire hazard severity zones based on consistent statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas. Moderate, high, and very high fire hazard severity zones shall be based on fuel loading, slope, fire weather, and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

(Amended by Stats. 2021, Ch. 382, Sec. 2.5. (SB 63) Effective January 1, 2022.)

GOVERNMENT CODE

Section 51179

- 51179. (a) A local agency shall designate, by ordinance, moderate, high, and very high fire hazard severity zones in its jurisdiction within 120 days of receiving recommendations from the State Fire Marshal pursuant to Section 51178.
- (b) (1) A local agency may, at its discretion, include areas within the jurisdiction of the local agency, not identified as very high fire hazard severity zones by the State Fire Marshal, as very high fire hazard severity zones following a finding supported by substantial evidence in the record that the requirements of Section 51182 are necessary for effective fire protection within the area.
- (2) A local agency may, at its discretion, include areas within the jurisdiction of the local agency, not identified as moderate and high fire hazard severity zones by the State Fire Marshal, as moderate and high fire hazard severity zones, respectively.
- (3) A local agency shall not decrease the level of fire hazard severity zone as identified by the State Fire Marshal for any area within the jurisdiction of the local agency, and, in exercising its discretion pursuant to paragraph (2), may only increase the level of fire hazard severity zone as identified by the State Fire Marshal for any area within the jurisdiction of the local agency.
- (c) The local agency shall transmit a copy of an ordinance adopted pursuant to subdivision (a) to the State Board of Forestry and Fire Protection within 30 days of adoption.
- (d) Changes made by a local agency to the recommendations made by the State Fire Marshal shall be final and shall not be rebuttable by the State Fire Marshal.
- (e) The State Fire Marshal shall prepare and adopt a model ordinance that provides for the establishment of very high fire hazard severity zones.
- (f) Any ordinance adopted by a local agency pursuant to this section that substantially conforms to the model ordinance of the State Fire Marshal shall be presumed to be in compliance with the requirements of this section.
- (g) A local agency shall post a notice at the office of the county recorder, county assessor, and county planning agency identifying the location of the map provided by the State Fire Marshal pursuant to Section 51178. If the agency amends the map, pursuant to subdivision (b) or (c) of this section, the notice shall instead identify the location of the amended map.

(Amended by Stats. 2022, Ch. 574, Sec. 10. (AB 211) Effective September 27, 2022.)

GOVERNMENT CODE

Section 51182

- 51182. (a) A person who owns, leases, controls, operates, or maintains an occupied dwelling or occupied structure within a very high fire hazard severity zone designated by the local agency pursuant to Section 51179, shall at all times do all of the following:
- (1) (A) Maintain defensible space of 100 feet from each side and from the front and rear of the structure, but not beyond the property line except as provided in subparagraph (B). The amount of fuel modification necessary shall consider the flammability of the structure as affected by building material, building standards, location, and type of vegetation. Fuels shall be maintained and spaced in a condition so that a wildfire would be unlikely to ignite the structure. This subparagraph does not apply to single specimens of trees or other vegetation that are well-pruned and maintained so as to effectively manage fuels and not form a means of rapidly transmitting fire from other nearby vegetation to a structure or from a structure to other nearby vegetation or to interrupt the advance of embers toward a structure. The intensity of fuels management may vary within the 100-foot perimeter of the structure, with more intense fuel reductions being used between 5 and 30 feet around the structure, and an ember-resistant zone being required within 5 feet of the structure, based on regulations promulgated by the State Board of Forestry and Fire Protection, in consultation with the Office of the State Fire Marshal, to consider the elimination of materials in the ember-resistant zone that would likely be ignited by embers. The regulations may also alter the fuel reduction required between 5 and 30 feet to integrate the ember-resistant zone into the requirements of this section. Consistent with fuels management objectives, steps should be taken to minimize erosion, soil disturbance, and the spread of flammable nonnative grasses and weeds.
- (B) A greater distance than that required under subparagraph (A) may be required by state law, local ordinance, rule, or regulation. Fuel modification beyond the property line may only be required by state law, local ordinance, rule, or regulation in order to maintain 100 feet of defensible space from a structure. Fuel modification on adjacent property shall only be conducted following written consent by the adjacent landowner. Any local ordinance related to fuel modification shall be in compliance with all applicable state laws, regulations, and policies. Any local ordinance may include provisions to allocate costs for any fuel modification beyond the property line.
- (C) An insurance company that insures an occupied dwelling or occupied structure may require a greater distance than that required under subparagraph (A) if a fire expert, designated by the fire chief or fire official from the authority having jurisdiction, provides findings that the fuel modification is necessary to significantly reduce the risk of transmission of flame or heat sufficient to ignite the structure, and

there is no other feasible mitigation measure possible to reduce the risk of ignition or spread of wildfire to the structure. The greater distance may not be beyond the property line unless allowed by state law, local ordinance, rule, or regulation.

- (2) Remove that portion of a tree that extends within 10 feet of the outlet of a chimney or stovepipe.
- (3) Maintain a tree, shrub, or other plant adjacent to or overhanging a building free of dead or dying wood.
- (4) Maintain the roof of a structure free of leaves, needles, or other vegetative materials.
- (5) Before constructing a new dwelling or structure that will be occupied or rebuilding an occupied dwelling or occupied structure damaged by a fire in that zone, the construction or rebuilding of which requires a building permit, the owner shall obtain a certification from the local building official that the dwelling or structure, as proposed to be built, complies with all applicable state and local building standards, including those described in subdivision (b) of Section 51189, and shall provide a copy of the certification, upon request, to the insurer providing course of construction insurance coverage for the building or structure. Upon completion of the construction or rebuilding, the owner shall obtain from the local building official, a copy of the final inspection report that demonstrates that the dwelling or structure was constructed in compliance with all applicable state and local building standards, including those described in subdivision (b) of Section 51189, and shall provide a copy of the report, upon request, to the property insurance carrier that insures the dwelling or structure.
- (b) A person is not required under this section to manage fuels on land if that person does not have the legal right to manage fuels, nor is a person required to enter upon or to alter property that is owned by any other person without the consent of the owner of the property.
- (c) (1) The State Board of Forestry and Fire Protection, in consultation with the Office of the State Fire Marshal, shall develop, periodically update, and post on its internet website a guidance document on fuels management pursuant to this chapter. The guidance document shall include, but not be limited to, regionally appropriate vegetation management suggestions that preserve and restore native species that are fire resistant or drought tolerant, or both, minimize erosion, minimize the spread of flammable nonnative grasses and weeds, minimize water consumption, and permit trees and shrubs near homes for shade, aesthetics, and habitat; and suggestions to minimize or eliminate the risk of flammability of nonvegetative sources of combustion such as woodpiles, propane tanks, decks, and outdoor lawn furniture.
- (2) On or before January 1, 2023, the State Board of Forestry and Fire Protection, in consultation with the Office of the State Fire Marshal, shall update the guidance document to include suggestions for creating an ember-resistant zone within five feet of a structure based on regulations promulgated by the State Board of Forestry and Fire Protection, in consultation with the Office of the State Fire Marshal, to consider the elimination of materials in the ember-resistant zone that would likely be ignited by embers. Existing and new structures shall meet the same standard for the ember-resistant zone, but regulations shall allow the staging of work for existing

structures to support implementation of the ember-resistant zone and address the costs of compliance.

(d) For purposes of this section, a structure for the purpose of an ember-resistant zone shall include any attached deck. This section does not limit the authority of the State Board of Forestry and Fire Protection or the Office of the State Fire Marshal to require the removal of fuel or vegetation on top of or underneath a deck pursuant to this section.

(Amended by Stats. 2024, Ch. 982, Sec. 1. (SB 504) Effective January 1, 2025.)

CALIFORNIA BUILDING CODE – MATRIX ADOPTION TABLE CHAPTER 7A – MATERIALS AND CONSTRUCTION METHODS FOR EXTERIOR WILDFIRE EXPOSURE

(Matrix Adoption Tables are nonregulatory, intended only as an aid to the code user. See Chapter 1 for state agency authority and building applications.)

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CHAPTER 7A [SFM]

MATERIALS AND CONSTRUCTION METHODS FOR EXTERIOR WILDFIRE EXPOSURE

SECTION 701A SCOPE, PURPOSE AND APPLICATION

701A.1 Scope. This chapter applies to building materials, systems and/or assemblies used in the exterior design and construction of new buildings located within a Wildland-Urban Interface (WUI) Fire Area as defined in Section 702A.

701A.2 Purpose. The purpose of this chapter is to establish minimum standards for the protection of life and property by increasing the ability of a building located in any Fire Hazard Severity Zone within State Responsibility Areas or any Wildland-Urban Interface (WUI) Fire Area to resist the intrusion of flames or burning embers projected by a vegetation fire and contributes to a systematic reduction in conflagration losses.

701A.3 Application. New buildings located in any Fire Hazard Severity Zone or any Wildland-Urban Interface (WUI) Fire Area designated by the enforcing agency constructed after the application date shall comply with the provisions of this chapter. This shall include all new buildings with residential, commercial, educational, institutional or similar occupancy type use, which shall be referred to in this chapter as "applicable building(s)" (see definition in Section 702A), as well as new buildings and structures accessory to those applicable buildings (see Exceptions 1 and 4).

Exceptions:

- 1. Group U occupancy accessory buildings of any size located at least 50 feet (15 240 mm) from an applicable building on the same lot.
- 2. Group U occupancy agricultural buildings, as defined in Section 202 of this code of any size located at least 50 feet (15 240 mm) from an applicable building.

- 3. Group C occupancy special buildings conforming to the limitations specified in Section 450.4.1.
- 4. New accessory buildings and miscellaneous structures specified in Section 710A shall comply only with the requirements of that section.
- 5. Additions to and remodels of buildings originally constructed prior to July 1, 2008.

701A.3.1 Application date and where required. New buildings for which an application for a building permit is submitted on or after July 1, 2008 located in any Fire Hazard Severity Zone or Wildland Interface Fire Area shall comply with all sections of this chapter, including all of the following areas:

- 1. All unincorporated lands designated by the State Board of Forestry and Fire Protection as State Responsibility Area (SRA) including:
 - 1.1. Moderate Fire Hazard Severity Zones.
 - 1.2. High Fire Hazard Severity Zones.
 - 1.3. Very-High Fire Hazard Severity Zones.
- 2. Land designated as Very-High Fire Hazard Severity Zone by cities and other local agencies.
- 3. Land designated as Wildland Interface Fire Area by cities and other local agencies.

Exceptions:

1. New buildings located in any Fire Hazard Severity Zone within State Responsibility Areas, for which an application for a building permit is submitted on or after January 1, 2008, shall comply with all sections of this chapter.



- 2. New buildings located in any Fire Hazard Severity Zone within State Responsibility Areas or any Wildland Interface Fire Area designated by cities and other local agencies for which an application for a building permit is submitted on or after December 1, 2005 but prior to July 1, 2008, shall only comply with the following sections of this chapter:
 - 2.1. Section 705A Roofing.
 - 2.2. Section 706A Attic Ventilation.

701A.4 Inspection and certification. Building permit applications and final completion approvals for buildings within the scope and application of this chapter shall comply with the following:

- 1. Building permit issuance. The local building official shall, prior to construction, provide the owner or applicant a certification that the building as proposed to be built complies with all applicable state and local building standards, including those for materials and construction methods for wildfire exposure as described in this chapter. Issuance of a building permit by the local building official for the proposed building shall be considered as complying with this section.
- 2. Building permit final. The local building official shall, upon completion of construction, provide the owner or applicant with a copy of the final inspection report that demonstrates the building was constructed in compliance with all applicable state and local building standards, including those for materials and construction methods for wildfire exposure as described in this chapter. Issuance of a certificate of occupancy by the local building official for the proposed building shall be considered as complying with this section.

701A.5 Vegetation management compliance. Prior to building permit final approval, the property shall be in compliance with the vegetation management requirements prescribed in California Fire Code Section 4906, including California Public Resources Code 4291 or California Government Code Section 51182. Acceptable methods of compliance inspection and documentation shall be determined by the enforcing agency and shall be permitted to include any of the following:

- 1. Local, state or federal fire authority or designee authorized to enforce vegetation management requirements.
 - 2. Enforcing agency.
 - 3. Third party inspection and certification authorized to enforce vegetation management requirements.
 - 4. Property owner certification authorized by the enforcing agency.

SECTION 702A DEFINITIONS

For the purposes of this chapter, certain terms are defined below:

APPLICABLE BUILDING. A building that has residential, commercial, educational, institutional or similar occupancy type use.

DIRECTOR. Director of the California Department of Forestry and Fire Protection (CAL FIRE).

EXTERIOR WALL ASSEMBLY. A system or assembly of exterior wall components, including exterior wall covering materials, that provides protection of the building structural members, including framing and sheathing materials, and conditioned interior space, from the detrimental effects of the exterior environment.

EXTERIOR WALL COVERING. A material or assembly of materials applied on the exterior side of exterior walls for the purpose of providing a weather-resisting barrier, insulation or for aesthetics, including but not limited to veneers, siding, exterior insulation and finish systems, architectural trim, and embellishments such as cornices, soffits, fascias, gutters and leaders.

FIRE HAZARD SEVERITY ZONES. Geographical areas designated pursuant to California Public Resources Codes Sections 4201 through 4204 and classified as Very High, High or Moderate in State Responsibility Areas or as Local Responsibility Areas in Very High Fire Hazard Severity Zones designated pursuant to California Government Code, Sections 51175 through 51189. See California Fire Code Chapter 49.

The California Code of Regulations, Title 14, Section 1280, entitles the maps of these geographical areas as "Maps of the Fire Hazard Severity Zones in the State Responsibility Area of California."

FIRE PROTECTION PLAN. A document prepared for a specific project or development proposed for a Wildland-Urban Interface (WUI) Fire Area. It describes ways to mini- | | mize and mitigate potential for loss from wildfire exposure.

The Fire Protection Plan shall be in accordance with this chapter and the California Fire Code, Chapter 49.

FIRE-RESISTANT VEGETATION. Plants, shrubs, trees and other vegetation that exhibit properties, such as high moisture content, little accumulation of dead vegetation, and low sap or resin content, that make them less likely to ignite or contribute heat or spread flame in a fire than native vegetation typically found in the region.

Note: The following sources contain examples of types of vegetation that can be considered as fire-resistant vegetation. (Fire-resistant Plants for Home Landscapes, A Pacific Northwest Extension publication; Home Landscaping for Fire, University of California Division of Agriculture and Natural Resources; Sunset Western Garden Book)





IGNITION-RESISTANT MATERIAL. A type of building material that complies with the requirements in Section 704A.2.

LOCAL RESPONSIBILITY AREA (LRA). Areas of the state in which the financial responsibility of preventing and suppressing fires is the primary responsibility of a city, county, city and county, or district.

LOG WALL CONSTRUCTION. A type of construction in which exterior walls are constructed of solid wood members and where the smallest horizontal dimension of each solid wood member is at least 6 inches (152 mm).

RAFTER TAIL. The portion of roof rafter framing in a sloping roof assembly that projects beyond and overhangs an exterior wall.

ROOF EAVE. The lower portion of a sloping roof assembly that projects beyond and overhangs an exterior wall at the lower end of the rafter tails. Roof eaves may be either "open" or "enclosed." Open roof eaves have exposed rafter tails and an unenclosed space on the underside of the roof deck. Enclosed roof eaves have a boxed-in roof eave soffit with a horizontal underside or sloping rafter tails with an exterior covering applied to the underside of the rafter tails.

ROOF EAVE SOFFIT. An enclosed boxed-in soffit under a roof eave with exterior covering material applied to the soffit framing creating a horizontal surface on the exposed underside.

- | | STATE RESPONSIBILITY AREA (SRA). Lands that are classified by the Board of Forestry pursuant to Public Resources Code Section 4125 where the financial responsibility of preventing and suppressing forest fires is primarily the responsibility of the state.
- | | WILDFIRE. Any uncontrolled fire spreading through vegetative fuels that threatens to destroy life, property or resources as defined in Public Resources Code Sections 4103 and 4104.
- | | WILDFIRE EXPOSURE. One or a combination of radiant heat, convective heat, direct flame contact and burning embers being projected by vegetation fire to a structure and its immediate environment.
- | | WILDLAND-URBAN INTERFACE (WUI). A geographical area identified by the state as a "Fire Hazard Severity Zone" in accordance with the Public Resources Code Sections 4201 through 4204 and Government Code Sections 51175 through 51189, or other areas designated by the enforcing agency to be at a significant risk from wildfires.

SECTION 703A STANDARDS OF QUALITY

703A.1 General. Building material, systems, assemblies and methods of construction used in this chapter shall be in accordance with Section 703A.

703A.2 Qualification by testing. Material and material assemblies tested in accordance with the requirements of Section 703A shall be accepted for use when the results and conditions of those tests are met. Product evaluation testing of material and material assemblies shall be approved or

listed by the State Fire Marshal, or identified in a current report issued by an approved agency.

703A.3 Approved agency. Product evaluation testing shall be performed by an approved agency as defined in Section 1702. The scope of accreditation for the approved agency shall include building product compliance with this code.

703A.4 Labeling. Material and material assemblies tested in accordance with the requirements of Section 703A shall bear an identification label showing the fire test results. That identification label shall be issued by a testing and/or inspecting agency approved by the State Fire Marshal.

- 1. Identification mark of the approved testing and/or inspecting agency.
- 2. Contact and identification information of the manufacturer.
- 3. Model number or identification of the product or material.
- 4. Pre-test weathering specified in this chapter.
- 5. Compliance standard as described under Section 703A.7.

703A.5 Weathering and surface treatment protection.

703A.5.1 General. Material and material assemblies tested in accordance with the requirements of Section 703A shall maintain their fire test performance under conditions of use, when installed in accordance with the manufacturers instructions.

703A.5.2 Weathering. Fire-retardant-treated wood and fire-retardant-treated wood shingles and shakes shall meet the fire test performance requirements of this chapter after being subjected to the weathering conditions contained in the following standards, as applicable to the materials and the conditions of use.

703A.5.2.1 Fire-retardant-treated wood. Fire-retardant-treated wood shall be tested in accordance with ASTM D2898 (Method A) and the requirements of Section 2303.2.

703A.5.2.2 Fire-retardant-treated wood shingles and shakes. Fire-retardant-treated wood shingles and shakes shall be approved and listed by the State Fire Marshal in accordance with Section 208(c), Title 19 California Code of Regulations.

703A.5.3 Surface treatment protection. The use of paints, coatings, stains or other surface treatments are not an approved method of protection as required in this chapter.

703A.6 Alternates for materials, design, tests and methods of construction. The enforcing agency is permitted to modify the provisions of this chapter for site-specific conditions in accordance with Section 1.11.2.4. When required by the enforcing agency for the purposes of granting modifications, a fire protection plan shall be submitted in accordance with the California Fire Code, Chapter 49.

703A.7 Standards of quality. The State Fire Marshal standards for exterior wildfire exposure protection listed below and as referenced in this chapter are located in the Califor-



nia Referenced Standards Code, Part 12 and Chapter 35 of this code.

SFM Standard 12-7A-1, Exterior Wall Siding and Sheathing. A fire resistance test standard consisting of a 150 kW intensity direct flame exposure for a 10-minute duration.

SFM Standard 12-7A-2, Exterior Windows. A fire resistance test standard consisting of a 150 kW intensity direct flame exposure for an 8-minute duration.

SFM Standard 12-7A-3, Horizontal Projection Underside A fire resistance test standard consisting of a 300 kW intensity direct flame exposure for a 10-minute duration.

SFM Standard 12-7A-4, Decking. A two-part test consisting of a heat release rate (Part A) deck assembly combustion test with an under deck exposure of 80 kW intensity direct flame for a 3-minute duration, and a (Part B) sustained deck assembly combustion test consisting of a deck upper surface burning ember exposure with a 12 mph wind for 40 minutes using a 2.2lb (1kg) burning "Class A" size 12" x 12" x 2.25" (300 mm x 300 mm x 57 mm) roof test brand.

SFM Standard 12-7A-4A, Decking Alternate Method A. A heat release rate deck assembly combustion test with an under deck exposure of 80 kW intensity direct flame for a 3-minute duration.

ASTM D2898 Standard Practice for Accelerated Weathering of Fire-Retardant-Treated Wood for Fire Testing.

ASTM D3909/D3909M Standard Specification for Asphalt Roll Roofing (Glass Felt) Surfaced with Mineral Granules.

ASTM E84 Standard Test Method for Surface Burning Characteristics of Building Materials.

ASTM E119 Standard Test Methods for Fire Tests of Building Construction and Materials.

ASTM E2632/E2632M Standard Test Method for Evaluating the Under-Deck Fire Test Response of Deck Materials.

ASTM E2707 Standard Test Method for Determining Fire Penetration of Exterior Wall Assemblies Using a Direct Flame Impingement Exposure.

ASTM E2726/E2726M Standard Test Method for Evaluating the Fire Test Response of Deck Structures to Burning Brands.

ASTM E2768 Standard Test Method for Extended Duration Surface Burning Characteristics of Building Materials (30-minute Tunnel Test).

ASTM E2886/E2886M Standard Test Method for Evaluating the Ability of Exterior Vents to Resist the Entry of Embers and Direct Flame Impingement.

ASTM E2957 Standard Test Method for Resistance to Wildfire Penetration of Eaves, Soffits and Other Projections.

NFPA 257 Standard on Fire Test for Window and Glass Block Assemblies.

UL 263 Standard for Fire Tests of Building Construction and Materials.

UL 723 Standard for Test for Surface Burning Characteristics of Building Materials.

SECTION 704A IGNITION-RESISTANT CONSTRUCTION

704A.1 General. The materials prescribed herein for ignition resistance shall conform to the requirements of this chapter.

704A.2 Ignition-resistant materials. Ignition-resistant materials shall comply with one of the following:

- 1. The requirements in Section 704A.3, or
- 2. One of the alternative methods in Section 704A.4.

704A.3 Conditions of acceptance for ignition-resistant materials. The material shall comply with the conditions of acceptance in Items 1 and 2 below or with the conditions of acceptance of ASTM E2768.

- 1. The material shall exhibit a listed flame spread index not exceeding 25 when tested in accordance with ASTM E84 or UL 723.
- 2. Additionally, the ASTM E84 or UL 723 test shall be continued for an additional 20-minute period, and the material shall exhibit a flame front that does not progress more than 10¹/₂ feet (3200 mm) beyond the centerline of the burner at any time during the test period.

704A.3.1 Fire testing of wood structural panels. Wood structural panels shall be tested with a ripped or cut longitudinal gap of $\frac{1}{8}$ inch (3.2 mm).

704A.4 Alternative methods for determining ignition-resistant material. Any one of the following shall be accepted as meeting the definition of ignition-resistant material:

- 1. Noncombustible material. Material that complies with the definition for noncombustible materials in Section 202.
- 2. Fire-retardant-treated wood. Fire-retardant-treated wood identified for exterior use that complies with the requirements of Section 2303.2.
- 3. Fire-retardant-treated wood shingles and shakes. Fire-retardant-treated wood shingles and shakes, as defined in Section 1505.6 and listed by State Fire Marshal for use as "Class B" roof covering, shall be accepted as an ignition-resistant wall covering material when installed over solid sheathing.

SECTION 705A ROOFING

705A.1 General. Roofs shall comply with the requirements of Chapter 7A and Chapter 15. Roofs shall have a roofing assembly installed in accordance with its listing and the manufacturer's installation instructions. Roof assemblies in the Fire Hazard Severity Zones shall be Class A rating when tested in accordance with ASTM E108 or UL790.

705A.2 Roof coverings. Where the roofing profile has an airspace under the roof covering, installed over a combustible deck, a 72 lb. (32.7 kg) cap sheet complying with ASTM D3909 Standard Specification for "Asphalt Rolled Roofing (Glass





Felt) Surfaced with Mineral Granules," shall be installed over the roof deck. Bird stops shall be used at the eaves when the profile fits, to prevent debris at the eave. Hip and ridge caps shall be mudded in to prevent intrusion of fire or embers.

Exception: Cap sheet is not required when no less than 1" of mineral wool board or other noncombustible material is located between the roofing material and wood framing or deck.

Alternately, a Class A fire rated roof underlayment, tested in accordance with ASTM E108, shall be permitted to be used. If the sheathing consists of exterior fire-retardant-treated wood, the underlayment shall not be required to comply with a Class A classification. Bird stops shall be used at the eaves when the profile fits, to prevent debris at the eave. Hip and ridge caps shall be mudded in to prevent intrusion of fire or embers.

705A.3 Roof valleys. Where valley flashing is installed, the flashing shall be not less than 0.019-inch (0.48 mm) No. 26 gage galvanized sheet corrosion-resistant metal installed over not less than one layer of minimum 72 pound (32.4 kg) mineral-surfaced nonperforated cap sheet complying with ASTM D3909, at least 36-inch-wide (914 mm) running the full length of the valley.

705A.4 Roof gutters. Roof gutters shall be provided with the means to prevent the accumulation of leaves and debris in the gutter.

SECTION 706A VENTS

706A.1 General. Where provided, ventilation openings for enclosed attics, gable ends, ridge ends, under eaves and cornices, enclosed eave soffit spaces, enclosed rafter spaces formed where ceilings are applied directly to the underside of roof rafters, underfloor ventilation, foundations and crawl spaces, or any other opening intended to permit ventilation, either in a horizontal or vertical plane, shall be in accordance with Section 1202 and Sections 706A.1 through 706A.2 to resist building ignition from the intrusion of burning embers and flame through the ventilation openings.

706A.2 Requirements. Ventilation openings shall be fully covered with Wildfire Flame and Ember Resistant vents approved and listed by the California State Fire Marshal, or WUI vents tested to ASTM E2886 and listed, by complying with all of the following requirements:

- 1. There shall be no flaming ignition of the cotton material during the Ember Intrusion Test.
- 2. There shall be no flaming ignition during the Integrity Test portion of the Flame Intrusion Test.
- 3. The maximum temperature of the unexposed side of the vent shall not exceed 662°F (350°C).

706A.2.1 Off ridge and ridge vents. Vents that are installed on a sloped roof, such as dormer vents, shall comply with all of the following:

1. Vents shall be covered with a mesh where the dimensions of the mesh therein shall be a minimum of ¹/₁₆-inch (1.6 mm) and shall not exceed ¹/₈-inch (3.2 mm) in diameter.

- 2. The mesh material shall be noncombustible.
- 3. The mesh material shall be corrosion resistant.

SECTION 707A EXTERIOR COVERING

707A.1 Scope. The provisions of this section shall govern the materials and construction methods used to resist building ignition and/or safeguard against the intrusion of flames resulting from small ember and short-term direct flame contact exposure.

707A.2 General. The following exterior covering materials and/or assemblies shall comply with this section:

- 1. Exterior wall coverings.
- 2. Exterior wall assemblies.
- 3. Exterior exposed underside of roof eave overhangs.
- 4. Exterior exposed underside of roof eave soffits.
- 5. Exposed underside of exterior porch ceilings.
- 6. Exterior exposed underside of floor projections.
- 7. Exterior underfloor areas.

Exceptions to Section 707A.2:

- 1. Exterior wall architectural trim, embellishments, fascias and gutters.
- 2. Roof or wall top cornice projections and similar assemblies.
- 3. Deck walking surfaces shall comply with Section | | 709A.4 only.

707A.3 Exterior wall coverings. The exterior wall covering shall comply with one or more of the following requirements, except as permitted for exterior wall assemblies complying with Section 707A.4:

- 1. Noncombustible material.
- 2. Ignition-resistant material. The ignition-resistant material shall be labeled for exterior use and shall meet the requirements of Section 704A.2.
- 3. Fire-retardant-treated wood. The fire-retardant-treated wood shall be labeled for exterior use and shall meet the requirements of Section 2303.2.

707A.3.1 Extent of exterior wall covering. Exterior wall coverings shall extend from the top of the foundation to the roof, and terminate at 2 inch (50.8 mm) nominal solid wood blocking between rafters at all roof overhangs, or in the case of enclosed eaves, terminate at the enclosure.

707A.4 Exterior wall assemblies. Exterior wall assemblies of buildings or structures shall be constructed using one or more of the following methods, unless they are covered by an exterior wall covering complying with Section 707A.3:

- 1. Assembly of sawn lumber or glue-laminated wood with the smallest minimum nominal dimension of 4 inches (102 mm). Sawn or glue-laminated planks splined, tongue-and-grove, or set close together and well spiked.
- 2. Log wall construction assembly.

- 3. Assembly that has been tested in accordance with the test procedures for a 10-minute direct flame contact exposure test set forth in ASTM E2707 with the conditions of acceptance shown in Section 707A.4.1.
- 4. Assembly that meets the performance criteria in accordance with the test procedures for a 10-minute direct flame contact exposure test set forth in SFM Standard 12-7A-1.
- 5. Assembly suitable for exterior fire exposure with a 1-hour fire-resistance rating, rated from the exterior side, as tested in accordance with ASTM E119 or UL 263.
- 6. Assembly suitable for exterior fire exposure containing one layer of ⁵/₈-inch (15.9 mm) Type X gypsum sheathing applied behind the exterior wall covering or cladding on the exterior side of the framing.
- 7. Assembly suitable for exterior fire exposure containing any of the gypsum panel and sheathing products listed in the Gypsum Association Fire Resistance Design Manual as complying with a 1-hour fire-resistance rating, as tested in accordance with ASTM E119 or UL 263.

707A.4.1 Conditions of acceptance when tested in accordance with ASTM E2707. The ASTM E2707 test shall be conducted on a minimum of three test specimens, and the conditions of acceptance in Items 1 and 2 below shall be met. If any one of the three tests do not meet the conditions of acceptance, three additional tests shall be run. All the additional tests shall meet the conditions of acceptance.

- 1. Absence of flame penetration through the wall assembly at any time.
- Absence of evidence of glowing combustion on the interior surface of the assembly at the end of the 70minute test.

707A.5 Open roof eaves. The exposed roof deck on the underside of unenclosed roof eaves shall consist of one or more of the following:

- 1. Noncombustible material.
- 2. Ignition-resistant material. The ignition-resistant material shall be labeled for exterior use and shall meet the requirements of Section 704A.2.
- 3. Fire-retardant-treated wood. The fire-retardant-treated wood shall be labeled for exterior use and shall meet the requirements of Section 2303.2.
- 4. Materials approved for not less than 1-hour fire-resistance-rated construction on the exterior side, as tested in accordance with ASTM E119 or UL 263.
- 5. One layer of ⁵/₈-inch (15.9 mm) Type X gypsum sheathing applied behind an exterior covering on the underside of the roof deck.
- 6. The exterior portion of a 1-hour fire-resistance-rated exterior assembly, as tested in accordance with ASTM E119 or UL 263, applied to the underside of the roof deck designed for exterior fire exposure, including assemblies using the gypsum panel and sheathing products listed in the Gypsum Association Fire Resistance Design Manual.

Exception to Section 707A.5: The following materials do | | not require protection:

Fascia and other architectural trim boards.

707A.6 Enclosed roof eaves and roof eave soffits. The | exposed underside of enclosed roof eaves having either a boxed-in roof eave soffit with a horizontal underside, or sloping rafter tails with an exterior covering applied to the underside of the rafter tails, shall be protected by one or more of | the following:

- 1. Noncombustible material.
- 2. Ignition-resistant material. The ignition-resistant material shall be labeled for exterior use and shall meet the requirements of Section 704A.2.
- 3. Fire-retardant-treated wood. The fire-retardant-treated wood shall be labeled for exterior use and shall meet the requirements of Section 2303.2.
- 4. Materials approved for not less than 1-hour fire-resistance-rated construction on the exterior side, as tested in accordance with ASTM E119 or UL 263.
- 5. One layer of $\frac{5}{8}$ -inch (15.9 mm) Type X gypsum sheathing applied behind the exterior covering or cladding on the underside of the rafter tails or soffit.
- 6. The exterior portion of a 1-hour fire-resistive exterior assembly applied to the underside of the rafter tails or soffit, including assemblies using the gypsum panel and sheathing products listed in the Gypsum Association Fire Resistance Design Manual.
- 7. Boxed-in roof eave soffit assemblies with a horizontal underside that meet the performance criteria in Section 707A.11 when tested in accordance with the test procedures set forth in ASTM E2957.
- 8. Boxed-in roof eave soffit assemblies with a horizontal | | underside that meet the performance criteria in accordance with the test procedures set forth in SFM Standard 12-7A-3.

Exception to Section 707A.6: The following materials do | | not require protection:

Fascia and other architectural trim boards.

707A.7 Exterior porch ceilings. The exposed underside of exterior porch ceilings shall be protected by one or more of the following:

- 1. Noncombustible material.
- 2. Ignition-resistant material. The ignition-resistant material shall be labeled for exterior use and shall meet the requirements of Section 704A.2.
- 3. Fire-retardant-treated wood. The fire-retardant-treated wood shall be labeled for exterior use and shall meet the requirements of Section 2303.2.
- 4. Materials approved for not less than 1-hour fire-resistance-rated construction on the exterior side, as tested in accordance with ASTM E119 or UL 263.
- 5. One layer of ⁵/₈-inch (15.9 mm) Type X gypsum sheathing applied behind the exterior covering or cladding on the underside of the rafter tails or soffit.



- 6. The exterior portion of a 1-hour fire-resistance-rated exterior assembly, as tested in accordance with ASTM E119, applied to the underside of the ceiling assembly, including assemblies using the gypsum panel and sheathing products listed in the Gypsum Association Fire Resistance Design Manual.
- 7. Porch ceiling assemblies with a horizontal underside that meet the performance criteria in Section 707A.11 when tested in accordance with the test procedures set forth in ASTM E2957.
- 8. Porch ceiling assemblies with a horizontal underside that meet the performance criteria in accordance with the test procedures set forth in SFM Standard 12-7A-3.

Exception to Section 707A.7: Architectural trim boards do not require protection.

| 707A.8 Floor projections. The exposed underside of a cantilevered floor projection where a floor assembly extends over an exterior wall shall be protected by one or more of the following:

1. Noncombustible material.

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- 2. Ignition-resistant material. The ignition-resistant material shall be labeled for exterior use and shall meet the requirements of Section 704A.2.
- 3. Fire-retardant-treated wood. The fire-retardant-treated wood shall be labeled for exterior use and shall meet the requirements of Section 2303.2.
- 4. Materials approved for not less than 1-hour fire-resistance-rated construction on the exterior side, as tested in accordance with ASTM E119 or UL 263.
- 5. One layer of $\frac{5}{8}$ -inch (15.9 mm) Type X gypsum sheathing applied behind the exterior covering on the underside of the ceiling.
- 6. The exterior portion of a 1-hour fire-resistance-rated exterior assembly, as tested in accordance with ASTM E119, applied to the underside of the ceiling assembly, including assemblies using the gypsum panel and sheathing products listed in the Gypsum Association Fire Resistance Design Manual.
- 7. The underside of a floor projection assembly that meets the performance criteria in Section 707A.10 when tested in accordance with the test procedures set forth in ASTM E2957.
- 8. The underside of a floor projection assembly that meets the performance criteria in accordance with the test procedures set forth in SFM Standard 12-7A-3.

Exception to Section 707A.8: Architectural trim boards do not require protection.

707A.9 Underfloor protection. The underfloor area of elevated or overhanging buildings shall be enclosed to grade in accordance with the requirements of this chapter or the underside of the exposed underfloor shall be protected by one or more of the following:

1. Noncombustible material.

- 2. Ignition-resistant material. The ignition-resistant material shall be labeled for exterior use and shall meet the requirements of Section 704A.2.
- 3. Fire-retardant-treated wood. The fire-retardant-treated wood shall be labeled for exterior use and shall meet the requirements of Section 2303.2.
- Materials approved for not less than 1-hour fire-resistance-rated construction on the exterior side, as tested in accordance with ASTM E119 or UL 263.
- 5. One layer of ⁵/₈-inch (15.9 mm) Type X gypsum sheathing applied behind an exterior covering on the underside of the floor projection.
- 6. The exterior portion of a 1-hour fire-resistance-rated exterior assembly, as tested in accordance with ASTM E119 or UL 263, applied to the underside of the floor, including assemblies using the gypsum panel and sheathing products listed in the Gypsum Association Fire Resistance Design Manual.
- 7. The underside of a floor assembly that meets the performance criteria in Section 707A.11 when tested in accordance with the test procedures set forth in ASTM E2957.
- 8. The underside of a floor assembly that meets the performance criteria in accordance with the test procedures set forth in SFM Standard 12-7A-3.

Exception to Section 707A.9: Structural columns and beams do not require protection when constructed with sawn lumber or glue-laminated wood with the smallest minimum nominal dimension of 4 inches (102 mm). Sawn or glue-laminated planks shall be splined, tongue-and-groove, or set close together and well spiked.

707A.10 Underside of appendages. When required by the enforcing agency, the underside of overhanging appendages shall be enclosed to grade in accordance with the requirements of this chapter, or the underside of the exposed underfloor shall be protected by one or more of the following:

- 1. Noncombustible material.
- 2. Ignition-resistant material. The ignition-resistant material shall be labeled for exterior use and shall meet the requirements of Section 704A.2.
- 3. Fire-retardant-treated wood. The fire-retardant-treated wood shall be labeled for exterior use and shall meet the requirements of Section 2303.2.
- 4. Materials approved for not less than 1-hour fire-resistance-rated construction on the exterior side, as tested in accordance with ASTM E119 or UL 263.
- 5. One layer of ⁵/₈-inch (15.9 mm) Type X gypsum sheathing applied behind the exterior covering on the underside of the appendage projection.
- 6. The exterior portion of a 1-hour fire-resistance-rated exterior assembly, as tested in accordance with ASTM E119 or UL 263, applied to the underside of the appendage, including assemblies using the gypsum panel and sheathing products listed in the Gypsum Association Fire Resistance Design Manual.

- 7. The underside of an appendage assembly that meets the performance criteria in Section 707A.11 when tested in accordance with the test procedures set forth in ASTM E2957.
- 8. The underside of an appendage assembly that meets the performance criteria in accordance with the test procedures set forth in SFM Standard 12-7A-3.

Exception to Section 707A.10: Structural columns and beams do not require protection when constructed with sawn lumber or glue laminated wood with the smallest minimum nominal dimension of 4 inches (102 mm). Sawn or glue-laminated planks shall be splined, tongue-and-groove, or set close together and well spiked.

- | 707A.11 Conditions of acceptance when tested in accordance with ASTM E2957. The test shall be conducted on a minimum of three test specimens and the conditions of acceptance in Items 1 through 3 below shall be met. If any one of the three tests does not meet the conditions of acceptance, three additional tests shall be run. All of the additional tests shall meet the conditions of acceptance.
 - 1. Absence of flame penetration of the eaves or horizontal projection assembly at any time.
 - 2. Absence of structural failure of the eaves or horizontal projection subassembly at any time.
 - 3. Absence of sustained combustion of any kind at the conclusion of the 40-minute test.

SECTION 708A EXTERIOR WINDOWS, SKYLIGHTS AND DOORS

708A.1 General.

708A.2 Exterior glazing. The following exterior glazing materials and/or assemblies shall comply with this section:

- 1. Exterior windows.
- 2. Exterior glazed doors.
- 3. Glazed openings within exterior doors.
- 4. Glazed openings within exterior garage doors.
- 5. Exterior structural glass veneer.
- 6. Skylights.
- 7. Vents.

708A.2.1 Exterior windows, skylights and exterior glazed door assembly requirements. Exterior windows, skylights and exterior glazed door assemblies shall comply with one of the following requirements:

- Be constructed of multipane glazing with a minimum of one tempered pane meeting the requirements of Section 2406 Safety Glazing, or
- 2. Be constructed of glass block units, or
- 3. Have a fire-resistance rating of not less than 20 minutes when tested according to NFPA 257, or
- 4. Be tested to meet the performance requirements of SFM Standard 12-7A-2.

708A.2.2 Operable skylights. Operable skylights shall be protected by a non-combustible mesh screen where the dimensions of the openings in the screen shall not exceed $\frac{1}{8}$ -inch (3.2 mm).

708A.2.3 Structural glass veneer. The wall assembly behind structural glass veneer shall comply with Section 707A.3.

708A.3 Exterior doors. Exterior doors shall comply with one of the following:

- 1. The exterior surface or cladding shall be of noncombustible material.
- 2. The exterior surface or cladding shall be of ignition-resistant material.
- 3. The exterior door shall be constructed of solid core wood that complies with the following requirements:
 - 3.1. Stiles and rails shall not be less than $1^3/_8$ inches thick.
 - 3.2. Panels shall not be less than $1^{1}/_{4}$ inches thick, except for the exterior perimeter of the panel that shall be permitted to taper to a tongue not less than $3/_{8}$ inch thick.
- 4. The exterior door assembly shall have a fire-resistance rating of not less than 20 minutes when tested according to NFPA 252.
- 5. The exterior surface or cladding shall be tested to meet the performance requirements of Section 707A.3.1 when tested in accordance with ASTM E2707.
- 6. The exterior surface or cladding shall be tested to meet the performance requirements of SFM Standard 12-7A-1.

708A.3.1 Exterior door glazing. Glazing in exterior doors shall comply with Section 708A.2.1.

708A.4 Garage door perimeter gap. Exterior garage doors shall resist the intrusion of embers from entering by preventing gaps between doors and door openings, at the bottom, sides and tops of doors, from exceeding \(^1/\gamma\) inch (3.2 mm). Gaps between doors and door openings shall be controlled by one of the following methods:

- 1. Weather-stripping products made of materials that:
 (a) have been tested for tensile strength in accordance with ASTM D638 (Standard Test Method for Tensile Properties of Plastics) after exposure to ASTM G155 (Standard Practice for Operating Xenon Arc Light Apparatus for Exposure of Non-Metallic Materials) for a period of 2,000 hours, where the maximum allowable difference in tensile strength values between exposed and non-exposed samples does not exceed 10%; and (b) exhibit a V-2 or better flammability rating when tested to UL 94, Standard for Tests for Flammability of Plastic Materials for Parts in Devices and Appliances.
- 2. Door overlaps onto jambs and headers.
- 3. Garage door jambs and headers covered with metal flashing.

SECTION 709A DECKING

709A.1 General. The walking surface material of decks, porches, balconies and stairs shall comply with the requirements of this section.

709A.1.1 Flashing. A minimum of a 6-inch (150 mm) metal flashing, applied vertically on the exterior of the wall, shall be installed at all deck-to-wall intersections.

709A.2 Where required. The walking surface material of decks, porches, balconies and stairs shall comply with the requirements of this section when any portion of such surface is within 10 feet (3048 mm) of the building.

709A.3 Decking Surfaces. The walking surface material of decks, porches, balconies and stairs shall be constructed with one of the following materials:

- 1. Material that complies with the performance requirements of Section 709A.4 when tested in accordance with both ASTM E2632 and ASTM E2726.
- 2. Ignition-resistant material that complies with the performance requirements of Section 704A.3.
- 3. Material that complies with the performance requirements of both SFM Standard 12-7A-4 and Section 704A.3.
- 4. Exterior fire-retardant-treated wood.
- 5. Noncombustible material.
- 6. Any material that complies with the performance requirements of SFM Standard 12-7A-4A when attached exterior wall covering is also composed of noncombustible or ignition-resistant material.

Exception: Wall material shall be permitted to be of any material that otherwise complies with this chapter when the decking surface material complies with the performance requirements ASTM E84 with a Class B flame spread index.

7. Any material that complies with the performance requirements of Section 709A.5 when tested in accordance with ASTM E2632 and when attached exterior wall covering is also composed of only noncombustible or ignition-resistant materials.

Exception: Wall material shall be permitted to be of any material that otherwise complies with this chapter when the decking surface material complies with the performance requirements ASTM E84 with a Class B flame spread index.

> 709A.4 Requirements for type of material in Section 709A.3, Item 1. The material shall be tested in accordance with both ASTM E2632 and ASTM E2726 and shall comply with the conditions of acceptance in Sections 709A.4.1 and 709A4.2. The material shall also be tested in accordance with ASTM E84 or UL 723 and comply with the performance requirements of Section 704A.3.

709A.4.1 Conditions of acceptance for ASTM E2632. The ASTM E2632 test shall be conducted on a minimum of three test specimens and the conditions of acceptance in Items 1 through 3 below shall be met. If any one of the

three tests does not meet the conditions of acceptance, three additional tests shall be run. All of the additional tests shall meet the conditions of acceptance.

- Peak heat release rate of less than or equal to 25 kW/ft² (269 kW/m²).
- 2. Absence of sustained flaming or glowing combustion of any kind at the conclusion of the 40-min observation period.
- 3. Absence of falling particles that are still burning when reaching the burner or floor.

709A.4.2 Conditions of acceptance for ASTM E2726. The ASTM E2726 test shall be conducted, using a "Class A" size roof test brand, on a minimum of three test specimens and the conditions of acceptance in Items 1 and 2 below shall be met. If any one of the three tests does not meet the conditions of acceptance, three additional tests shall be run. All of the additional tests shall meet the conditions of acceptance.

- 1. Absence of sustained flaming or glowing combustion of any kind at the conclusion of the 40-min observation period.
- 2. Absence of falling particles that are still burning when reaching the burner or floor.

709A.5 Requirements for type of material in Section 709A.3, Item 7. The material shall be tested in accordance with ASTM E2632 and shall comply with the following condition of acceptance. The ASTM E2632 test shall be conducted on a minimum of three test specimens and the peak heat release rate shall be less than or equal to 25 kW/ft² (269 kW/m²). If any one of the three tests does not meet the conditions of acceptance, three additional tests shall be run. All the additional tests shall meet the condition of acceptance.

SECTION 710A ACCESSORY BUILDINGS AND MISCELLANEOUS STRUCTURES

710A.1 General. Group U occupancy accessory buildings and miscellaneous structures that have the potential to pose a significant exterior fire exposure hazard during wildfires shall be constructed to conform to the ignition-resistance requirements of this section.

710A.2 Applicability. Unless otherwise addressed by the exceptions of Section 701A.3, the provisions of this section shall apply to buildings accessory to an applicable building on the same lot. This section shall also apply to attached and detached miscellaneous structures that require a building permit, including but not limited to trellises, arbors, patio covers, gazebos and similar structures.

Exceptions:

- 1. Decks shall comply with the requirements of Section 709A.
- 2. Awnings and canopies shall comply with the requirements of Section 3105.
- 3. Exterior wall architectural trim, embellishments and fascia.

710A.3 Where required. Miscellaneous structures that require a permit, and accessory buildings of any size, when separated from an applicable building on the same lot by a distance of less than 3 feet (914 mm), shall comply with Section 710A.3.1. Accessory buildings that are greater than 120 square feet (11.15 m²), when separated from an applicable building on the same lot by a distance of 3 feet (914 mm) or more but less than 50 feet (15 240 mm) shall comply with Section 710A.3.2.

When required by the enforcing agency, miscellaneous structures that require a permit, and accessory buildings that are 120 square feet (11.15 m²) or less, when separated from an applicable building on the same lot by a distance of 3 feet (914 mm) or more but less than 50 feet (15 240 mm), shall comply with either Section 710A.3.4 or Section 710A.3.3, respectively.

No requirements shall apply to accessory buildings or miscellaneous structures when located 50 feet (15 240 mm) or more from an applicable building on the same lot.

710A.3.1 Structures and accessory buildings within 3 feet (914 mm). Miscellaneous structures that require a permit, and accessory buildings, attached to or separated from an applicable building on the same lot by a distance of less than 3 feet (914 mm), shall be constructed of noncombustible materials or of ignition-resistant materials as described in Section 704A.2.

710A.3.2 Accessory buildings greater than 120 square feet (11.15 m²), located 3 feet (914 mm) or more but less than 50 feet (15 240 mm). Accessory buildings that are greater than 120 square feet (11.15 m²) in size and separated from an applicable building on the same lot by a distance of 3 feet (914 mm) or more but less than 50 feet (15 240 mm) shall be constructed of noncombustible materials or of ignition-resistant materials as described in Section 704A.2.

710A.3.3 Accessory buildings 120 square feet (11.15 m²) or less, located 3 feet (914 mm) or more but less than 50 feet (15 240 mm). When required by the enforcing agency, accessory buildings 120 square feet (11.15 m²) or less and separated from an applicable building on the same lot by a distance of 3 feet (914 mm) or more but less than 50 feet (15 240 mm) shall be constructed of noncombustible materials or of ignition-resistant materials as described in Section 704A.2.

710A.3.4 Miscellaneous structures located 3 feet (914 mm) or more but less than 50 feet (15 240 mm). When required by the enforcing agency, miscellaneous structures that require a permit and are separated from an applicable building on the same lot by a distance of 3 feet (914 mm) or more but less than 50 feet (15 240 mm) shall be constructed of noncombustible materials or of ignitionresistant materials as described in Section 704A.2.

710A.4 Roof construction. Roofs of accessory buildings required to be constructed entirely of noncombustible materials or of ignition-resistant materials shall comply with the requirements of Chapter 7A and Chapter 15. Roofs shall have

a roofing assembly installed in accordance with its listing and the manufacturer's installation instructions. Roof assemblies in Fire Hazard Severity Zones shall comply with a Class A rating when tested in accordance with ASTM E108 or UL 790.





PUBLIC RESOURCES CODE

Section 4291

- 4291. (a) A person who owns, leases, controls, operates, or maintains a building or structure in, upon, or adjoining a mountainous area, forest-covered lands, shrub-covered lands, grass-covered lands, or land that is covered with flammable material, shall at all times do all of the following:
- (1) (A) Maintain defensible space of 100 feet from each side and from the front and rear of the structure, but not beyond the property line, except as provided in subparagraph (B). The amount of fuel modification necessary shall consider the flammability of the structure as affected by building material, building standards, location, and type of vegetation. Fuels shall be maintained and spaced in a condition so that a wildfire burning under average weather conditions would be unlikely to ignite the structure. This subparagraph does not apply to single specimens of trees or other vegetation that are well-pruned and maintained so as to effectively manage fuels and not form a means of rapidly transmitting fire from other nearby vegetation to a structure or from a structure to other nearby vegetation or to interrupt the advance of embers toward a structure. The intensity of fuels management may vary within the 100-foot perimeter of the structure, with more intense fuel reductions being utilized between 5 and 30 feet around the structure, and an ember-resistant zone being required within 5 feet of the structure, based on regulations promulgated by the board, in consultation with the department, to consider the elimination of materials in the ember-resistant zone that would likely be ignited by embers. Consistent with fuels management objectives, steps should be taken to minimize erosion, soil disturbance, and the spread of flammable nonnative grasses and weeds. For purposes of this subparagraph, "fuel" means any combustible material, including petroleum-based products, cultivated landscape plants, grasses, and weeds, and wildland vegetation.
- (B) A greater distance than that required under subparagraph (A) may be required by state law, local ordinance, rule, or regulation. Fuel modification beyond the property line may only be required by state law, local ordinance, rule, or regulation in order to maintain 100 feet of defensible space from a structure. Fuel modification on adjacent property shall only be conducted following written consent by the adjacent landowner. Any local ordinance related to fuel modification shall be in compliance with all applicable state laws, regulations, and policies. Any local ordinance may include provisions to allocate costs for any fuel modification beyond the property line.
- (C) An insurance company that insures an occupied dwelling or occupied structure may require a greater distance than that required under subparagraph (A) if a fire expert, designated by the director, provides findings that the fuel modification is necessary to significantly reduce the risk of transmission of flame or heat sufficient

to ignite the structure, and there is no other feasible mitigation measure possible to reduce the risk of ignition or spread of wildfire to the structure. The greater distance may not be beyond the property line unless allowed by state law, local ordinance, rule, or regulation.

- (2) Remove that portion of a tree that extends within 10 feet of the outlet of a chimney or stovepipe.
- (3) Maintain a tree, shrub, or other plant adjacent to or overhanging a building free of dead or dying wood.
- (4) Maintain the roof of a structure free of leaves, needles, or other vegetative materials.
- (5) Before constructing a new building or structure or rebuilding a building or structure damaged by a fire in an area subject to this section, the construction or rebuilding of which requires a building permit, the owner shall obtain a certification from the local building official that the dwelling or structure, as proposed to be built, complies with all applicable state and local building standards, including those described in subdivision (b) of Section 51189 of the Government Code, and shall provide a copy of the certification, upon request, to the insurer providing course of construction insurance coverage for the building or structure. Upon completion of the construction or rebuilding, the owner shall obtain from the local building official, a copy of the final inspection report that demonstrates that the dwelling or structure was constructed in compliance with all applicable state and local building standards, including those described in subdivision (b) of Section 51189 of the Government Code, and shall provide a copy of the report, upon request, to the property insurance carrier that insures the dwelling or structure.
- (b) A person is not required under this section to manage fuels on land if that person does not have the legal right to manage fuels, nor is a person required to enter upon or to alter property that is owned by any other person without the consent of the owner of the property.
- (c) (1) Except as provided in Section 18930 of the Health and Safety Code, the State Fire Marshal may adopt regulations exempting a structure with an exterior constructed entirely of nonflammable materials, or, conditioned upon the contents and composition of the structure, the director may vary the requirements respecting the removing or clearing away of flammable vegetation or other combustible growth with respect to the area surrounding those structures.
- (2) An exemption or variance under paragraph (1) shall not apply unless and until the occupant of the structure, or if there is not an occupant, the owner of the structure, files with the State Fire Marshal, in a form as the State Fire Marshal shall prescribe, a written consent to the inspection of the interior and contents of the structure to ascertain whether this section and the regulations adopted under this section are complied with at all times.
- (d) The State Fire Marshal may authorize the removal of vegetation that is not consistent with the standards of this section. The State Fire Marshal may prescribe a procedure for the removal of that vegetation and make the expense a lien upon the

building, structure, or grounds, in the same manner that is applicable to a legislative body under Section 51186 of the Government Code.

- (e) (1) The board, in consultation with the State Fire Marshal, shall develop, periodically update, and post on its internet website a guidance document on fuels management pursuant to this chapter. The guidance document shall include, but not be limited to, regionally appropriate vegetation management suggestions that preserve and restore native species that are fire resistant or drought tolerant, or both, minimize erosion, minimize water consumption, and permit trees near homes for shade, aesthetics, and habitat; and suggestions to minimize or eliminate the risk of flammability of nonvegetative sources of combustion, such as woodpiles, propane tanks, decks, outdoor furniture, barbecue equipment, and outdoor fire pits.
- (2) On or before January 1, 2023, the board, in consultation with the State Fire Marshal, shall update the guidance document to include suggestions for creating an ember-resistant zone within five feet of a structure, based on regulations promulgated by the board, in consultation with the department, to consider the elimination of materials in the ember-resistant zone that would likely be ignited by embers.
 - (f) The State Fire Marshal shall do both of the following:
- (1) Recommend to the board the types of vegetation or fuel that are to be excluded from an ember-resistant zone based on the probability that vegetation and fuel will lead to ignition by ember of a structure as a part of the update to the guidance document pursuant to paragraph (2) of subdivision (e).
- (2) Make reasonable efforts to provide notice to affected residents describing the requirements added by the amendments to paragraph (1) of subdivision (a) made in Assembly Bill 3074 of the 2019–20 Regular Session before the imposition of penalties for violating those requirements.
- (g) (1) The requirement for an ember-resistant zone pursuant to paragraph (1) of subdivision (a) shall not take effect for new structures until the board updates the regulations, pursuant to paragraph (1) of subdivision (a), and the guidance document, pursuant to paragraph (2) of subdivision (e).
- (2) The requirement for an ember-resistant zone pursuant to paragraph (1) of subdivision (a) shall take effect for existing structures one year after the effective date for the new structures.
- (h) The department shall not change defensible space inspection practices and forms or enforcement to implement the requirement for an ember-resistant zone until the State Fire Marshal makes a written finding, which the State Fire Marshal shall post on the department's internet website, that the Legislature has appropriated sufficient resources to do so.
- (i) For purposes of this section, a structure for the purpose of an ember-resistant zone shall include any attached deck. This section does not limit the authority of the board or the department to require the removal of fuel or vegetation on top of or underneath a deck pursuant to this section.

(j) As used in this section, "person" means a private individual, organization, partnership, limited liability company, or corporation.

(Amended by Stats. 2021, Ch. 382, Sec. 9.5. (SB 63) Effective January 1, 2022.)

CALIFORNIA BUILDING CODE – MATRIX ADOPTION TABLE CHAPTER 8 – INTERIOR FINISHES

(Matrix Adoption Tables are nonregulatory, intended only as an aid to the code user. See Chapter 1 for state agency authority and building applications.)

A danking against	200	BSC-	OFM	HCD				DS	A		(OSF	1PD)		Dece	DDU	ACB	DWR	CEC	CA	CI.	SLC
Adopting agency	BSC	CG	SFM	1	2	1/AC	AC	SS	SS/CC	1	1R	2	3	4	5	BSCC	DPH	AGR	DWK	CEC	CA	SL	SLU
Adopt entire chapter	Х			X	Х			Х	Х	X	X	X	X	X	X								
Adopt entire chapter as amended (amended sections listed below)			х																				
Adopt only those sections that are listed below		Х							3														
Chapter / Section			11/1																			-	
801.1		X																					
Table 803.13			Х																				
804.1		211	Х			. 4																	
804.4			Х																			1	
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The state agency does not adopt sections identified by the following symbol: †

The Office of the State Fire Marshal's adoption of this chapter or individual sections is applicable to structures regulated by other state agencies pursuant to Section 1.11.



CHAPTER 49

REQUIREMENTS FOR WILDLAND-URBAN INTERFACE FIRE AREAS

User note:

About this chapter:

In addition to the building construction requirements in the California Building Code and California Residential Code, this chapter contains requirements for development and construction in Local Responsibility Areas (LRA) designated as Very High Fire Hazard Severity Zones and areas designated by the Board of Forestry and Fire Protection as State Responsibility Areas (SRA). While many of these provisions are found in Title 14 and Title 19 of the California Code of Regulations, they are replicated here for the code user. The local jurisdiction has the authority to apply the same regulations to LRA when the regulations are adopted by local ordinance.

The requirements in this chapter reference the process for adoption of Very High Fire Hazard Severity Zones in the LRA; criteria for evaluating existing subdivisions that are at significant fire risk and are without an adequate secondary egress; and criteria for fire safety provisions required in the Safety Element of a city or county General Plan.

The chapter includes mitigation strategies to reduce the hazards of fire originating within a structure spreading to wildland and fire originating in wildland spreading to structures. These strategies are included in the following requirements:

- 1. Development of fire protection plans.
- 2. Development of landscape plans and long-term vegetation management.
- 3. Creation and maintenance of defensible space to protect structures and subdivisions.

SECTION 4901 GENERAL

4901.1 Scope. This chapter contains minimum requirements to mitigate conditions that might cause a fire originating in a structure to ignite vegetation in the Wildland-Urban Interface Fire Area, and conversely, a wildfire burning in vegetative fuels to transmit fire to buildings and threaten to destroy life, overwhelm fire suppression capabilities or result in large property losses.

4901.2 Purpose. The purpose of this chapter is to provide minimum standards to reduce the likelihood of life and property loss due to a wildfire through the use of performance and prescriptive requirements for construction and development in State Responsibility Areas (SRA) and Local Responsibility Areas (LRA) designated as a Moderate, High or Very High Fire Hazard Severity Zone.

SECTION 4902 DEFINITIONS

4902.1 General. For the purpose of this chapter, certain terms are defined as follows:

> **DIRECTOR.** Director of the California Department of For-| estry and Fire Protection (CAL FIRE).

FIRE PROTECTION PLAN. A document prepared for a specific project or development proposed for a Wildland-Urban Interface (WUI) Fire Area. It describes ways to minimize and mitigate potential for loss from wildfire exposure.

FIRE HAZARD SEVERITY ZONES. Geographical areas designated pursuant to California Public Resources Codes, Sections 4201 through 4204 and classified as Very High, High or Moderate in State Responsibility Areas or as Local Agency

Very High Fire Hazard Severity Zones designated pursuant to California Government Code, Sections 51175 through 51189.

The California Code of Regulations, Title 14, Section 1280 entitles the maps of these geographical areas as "Maps of the Fire Hazard Severity Zones in the State Responsibility Area of California."

FIRE-RESISTANT VEGETATION. Plants, shrubs, trees and other vegetation that exhibit properties, such as high moisture content, little accumulation of dead vegetation, and low sap or resin content, that make them less likely to ignite or contribute heat or spread flame in a fire than native vegetation typically found in the region.

[Note: The following sources contain examples of types of vegetation that can be considered fire-resistant vegetation. (Fire-resistant Plants for Home Landscapes, A Pacific Northwest Extension publication; Home Landscaping for Fire, University of California Division of Agriculture and Natural Resources; Sunset Western Garden Book)]

IGNITION-RESISTANT MATERIAL. A type of building material that complies with the requirements in Section 704A.2 in the California Building Code.

LOCAL RESPONSIBILITY AREAS (LRA). Areas of the state in which the financial responsibility of preventing and suppressing fires is the primary responsibility of a city, county, city and county, or district.

STATE RESPONSIBILITY AREAS (SRA). Lands that are classified by the Board of Forestry pursuant to Public Resources Code Section 4125 where the financial responsibility of preventing and suppressing wildfires is primarily the responsibility of the state.

WILDFIRE. Any uncontrolled fire spreading through vegetative fuels that threatens to destroy life, property or resources as defined in Public Resources Code, Sections 4103 and 4104.

WILDFIRE EXPOSURE. One or a combination of radiant heat, convective heat, direct flame contact and burning embers being projected by vegetation fire to a structure and its immediate environment.

| WILDLAND-URBAN INTERFACE (WUI). A geographical area identified by the state as a "Fire Hazard Severity Zone" in accordance with the Public Resources Code, Sections 4201 through 4204, and Government Code, Sections 51175 through 51189, or other areas designated by the enforcing agency to be at a significant risk from wildfires.

SECTION 4903 PLANS

4903.1 General. The fire code official is authorized to require the owner or owner's authorized agent to provide a fire protection plan. The fire protection plan shall be prepared to determine the acceptability of fire protection and life safety measures designed to mitigate wildfire hazards presented for the property under consideration.

The fire protection plan shall be prepared by a registered design professional, qualified landscape architect, qualified fire safety specialist or similar specialist acceptable to the fire code official and shall analyze the wildfire risk of the building, project, premises or region to recommend necessary changes.

The fire code official is authorized to require a preliminary fire protection plan prior to the submission of a final fire protection plan.

4903.2 Contents. The fire protection plan shall be based on a project-specific wildfire hazard assessment that includes considerations of location, topography, aspect, and climatic and fire history.

The plan shall identify conformance with all applicable state wildfire protection regulations, statutes and applicable local ordinances, whichever are more restrictive.

The plan shall address fire department access, egress, road and address signage, water supply in addition to fuel reduction in accordance with Public Resources Code (PRC) 4290; the defensible space requirements in accordance with PRC 4291 or Government Code 51182; and the applicable building codes and standards for wildfire safety. The plan shall identify mitigation measures to address the project's specific wildfire risk and shall include the information required in Section 4903.2.1.

4903.2.1 Project information. The final fire protection plan shall be reviewed and approved prior to start of construction.

4903.2.1.1 Preliminary fire protection plan. When a preliminary fire protection plan is submitted, it shall include, at a minimum, the following:

1. Total size of the project.

- 2. Information on the adjoining properties on all sides, including current land uses, and if known, existing structures and densities, planned construction, natural vegetation, environmental restoration plans, roads and parks.
- 3. A map with all project boundary lines, property lines, slope contour lines, proposed structure foundation footprints, and proposed roads and driveways. The map shall identify project fuel modification zones and method of identifying the fuel modification zone boundaries.

4903.2.1.2 Final fire protection plan. The final fire protection plan shall include items listed in Section 4903.2.1.1 and the following:

- 1. A map identifying all proposed plants in the fuel modification zones with a legend that includes a symbol for each proposed plant species. The plan shall include specific information on each species proposed, including but not limited to:
 - a. The plant life-form;
 - b. The scientific and common name; and
 - c. The expected height and width for mature growth.
- 2. Identification of irrigated and non-irrigated zones.
- 3. Requirements for vegetation reduction around emergency access and evacuation routes.
- 4. Identification of points of access for equipment and personnel to maintain vegetation in common areas.
- 5. Legally binding statements regarding community responsibility for maintenance of fuel modification zones.
- 6. Legally binding statements to be included in coverants, conditions and restrictions regarding property owner responsibilities for vegetation maintenance.

SECTION 4904 FIRE HAZARD SEVERITY ZONES

4904.1 General. Lands in the state are classified by the Director in accordance with the severity of wildfire hazard expected to prevail in those areas and the responsibility for fire protection, so that measures may be identified which will reduce the potential for losses to life, property and resources from wildfire.

4904.2 Classifications. The Director classifies lands into fire hazard severity zones in accordance with California Public Resources Code, Sections 4201 through 4204 for State Responsibility Areas and accordance with Government Code, Sections 51175 through 51189 for areas where a local agency is responsible for fire protection.

4904.3 Local agency requirements. Within 30 days after receiving a transmittal from the director that identifies Very High Fire Hazard Severity Zones, a local agency shall make

the information available for public review. The information shall be presented in a format that is understandable and accessible to the general public, including, but not limited to, maps. A local agency shall post a notice at the office of the county recorder, county assessor and county planning agency identifying the location of the map provided by the director pursuant to Government Code, Section 51178. If the agency amends the map, pursuant to subdivision (b) or (c) of Section 51179, the notice shall instead identify the location of the amended map.

4904.3.1 Local agency ordinances. A local agency shall designate, by ordinance, Very High Fire Hazard Severity Zones in its jurisdiction within 120 days of receiving recommendations from the director pursuant to Section 51178. The local agency shall transmit a copy of an ordinance adopted pursuant to Section 51179 (a) to the State Board of Forestry and Fire Protection within 30 days of adoption, as specified in Title 14, Division 1.5, Chapter 7, Subchapter 3, Article 1.

4904.3.2 Local agency discretion. A local agency may, at its discretion, include areas within the jurisdiction of the local agency, not identified as Very High Fire Hazard Severity Zones by the director, as Very High Fire Hazard Severity Zones following a finding supported by substantial evidence in the record that the requirements of Government Code Section 51182 are necessary for effective fire protection within the area.

SECTION 4905 WILDFIRE PROTECTION BUILDING CONSTRUCTION

4905.1 General. Materials and construction methods for exterior wildfire exposure protection shall be applied within geographical areas where a wildfire burning in vegetative fuels may readily transmit fire to buildings and threaten to destroy life, overwhelm fire suppression capabilities or result in large property losses.

4905.2 Construction methods and requirements within established limits. Within the limits established by law, construction methods intended to mitigate wildfire exposure shall comply with the wildfire protection building construction requirements contained in the California Building Standards Code, including the following:

- 1. California Building Code, Chapter 7A,
- 2. California Residential Code, Section R337,
- 3. California Referenced Standards Code, Chapter 12-7A.

4905.3 Establishment of limits. The establishment of limits for the Wildland-Urban Interface (WUI) Fire Area's required construction methods shall be designated pursuant to the California Public Resources Code for State Responsibility Areas and California Government Code for Local Responsibility Areas (LRA) in Very High Severity Zones or by a local agency following a finding supported by substantial evidence in the record that the requirements of this section are necessary for effective fire protection within the area.

SECTION 4906 VEGETATION MANAGEMENT

4906.1 General. Planting of vegetation for new landscaping shall be selected to reduce non-fire-resistant vegetation in proximity to a structure and to maintain vegetation as it matures.

4906.2 Application. All new plantings of vegetation in State Responsibility Areas (SRA) and Local Responsibility Areas (LRA) designated as a Very High Fire Hazard Severity Zone shall comply with Sections 4906.3 through 4906.5.3.

4906.3 Landscape plans. Landscape plans shall be provided when required by the enforcing agency. The landscape plan shall include development and maintenance requirements for the vegetation management zone adjacent to structures and roadways, and to provide significant fire hazard reduction benefits for public and firefighting safety.

4906.3.1 Contents. Landscape plans shall contain the following:

- 1. Delineation of the 30-foot (9144 mm) and 100-foot (30.5 m) fuel management zones from all structures.
- 2. Identification of existing vegetation to remain and proposed new vegetation.
- 3. Identification of irrigated areas.
- 4. A plant legend with both botanical and common names, and identification of all plant material symbols.
- 5. Identification of ground coverings within the 30-foot (9144 mm) zone.

4906.4 Vegetation. All new vegetation shall be fire-resistant vegetation in accordance with this section.

Exception: Trees classified as non-fire-resistant vegetation complying with Section 4906.4.2.1.

To be considered fire-resistant vegetation, it must meet at least one of the following:

- 1. Be identified as fire-resistant vegetation in an approved book, journal or listing from an approved organization.
- 2. Be identified as fire-resistant vegetation by a licensed landscape architect with supporting justification.
- 3. Plants considered fire-resistant vegetation and approved by the local enforcing agency.

4906.4.1 Shrubs. All new plantings of shrubs shall comply with the following:

- 1. Shrubs shall not exceed 6 feet (1829 mm) in height.
- 2. Groupings of shrubs are limited to a maximum aggregate diameter of 10 feet (3048 mm).
- 3. Shrub groupings shall be separated from other groupings a minimum of 15 feet (4572 mm).
- 4. Shrub groupings shall be separated from structures a minimum of 30 feet (9144 mm).
- 5. Where shrubs are located below or within a tree's drip line, the lowest tree branch shall be a minimum of three times the height of the understory shrubs or 10 feet (3048 mm), whichever is greater.

4906.4.2 Trees. Trees shall be managed as follows within the 30-foot (9144 mm) zone of a structure:

- 1. New trees shall be planted and maintained so that the tree's drip line at maturity is a minimum of 10 feet (3048 mm) from any combustible structure.
- 2. The horizontal distance between crowns of new trees and crowns of adjacent trees shall not be less than 10 feet (3048 mm).
- 3. Existing trees shall be trimmed to provide a minimum separation of 10 feet (3048 mm) away from chimney and stovepipe outlets per Title 14, Section 1299.03.

4906.4.2.1 Non-fire-resistant vegetation. New trees not classified as fire-resistant vegetation, such as conifers, palms, pepper trees and eucalyptus species, shall be permitted provided the tree is planted and maintained so that the tree's drip line at maturity is a minimum 30 feet (9144 mm) from any combustible structure.

SECTION 4907 DEFENSIBLE SPACE

4907.1 General. Hazardous vegetation and fuels shall be managed to reduce the severity of potential exterior wildfire exposure to buildings and to reduce the risk of fire spreading to buildings as required by applicable laws and regulations.

Defensible space will be managed around all buildings and structures in State Responsibility Areas (SRA) as required in Public Resources Code 4291.

4907.2 Application. Buildings and structures located in the following areas shall maintain the required hazardous vegetation and fuel management:

- 1. All unincorporated lands designated by the State Board of Forestry and Fire Protection as a State Responsibility Area (SRA).
- 2. Land designated as a Very High Fire Hazard Severity Zone by the Director.
- 3. Land designated in ordinance by local agencies as a Very High Fire Hazard Severity Zone pursuant to Government Code Section 51179.

4907.3 Requirements. Hazardous vegetation and fuels around all buildings and structures shall be maintained in accordance with the following laws and regulations:

- 1. Public Resources Code, Section 4291.
- 2. California Code of Regulations, Title 14, Division 1.5, Chapter 7, Subchapter 3, Article 3, Section 1299.03.
- 3. California Government Code, Section 51182.
- 4. California Code of Regulations, Title 19, Division 1, Chapter 7, Subchapter 1, Section 3.07.

SECTION 4908 FIRE SAFE DEVELOPMENT REGULATIONS

4908.1 General. Pursuant to PRC 4290 all residential, commercial and industrial building construction within state

responsibility areas approved after January 1, 1991, and within lands classified and designated as an LRA Very High Fire Hazard Severity Zone, as defined in subdivision (i) of Section 51177 of the Government Code after July 1, 2021, shall comply with the SRA Fire Safe Development Regulations as specified in Title 14, Division 1.5, Chapter 7, Subchapter 2.

4908.2 Subdivision map findings. Pursuant to Government Code (GC), Section 66474.02, before approving a tentative map, or a parcel map for which a tentative map was not required, for an area located in an SRA or an LRA Very High Fire Hazard Severity Zone, as both are defined in GC Section 51177, a legislative body of a county, except as provided in GC Subsection 66474.02(c), shall make findings regarding compliance with the SRA Fire Safe Regulations and the availability of structural fire protection and suppression services. These findings and accompanying map shall be transmitted to the Board of Forestry and Fire Protection and comply with the requirements in Title 14, Division 1.5, Chapter 7, Subchapter 1, Article 1.

SECTION 4909 SUBDIVISION REVIEW SURVEY

4909.1 Subdivision identification. Pursuant to Public Resources Code Section 4290.5 and Title 14, Division 1.5, Chapter 7, Subchapter 1, Article 2, the Board, in consultation with the Office of the State Fire Marshal, shall survey local governments to identify existing subdivisions, as defined in Article 2, located in an SRA area or an LRA Very High Fire Hazard Severity Zone without a secondary egress route that is at significant fire risk.

4909.2 Fire safety recommendations. The Board, in consultation with the Office of the State Fire Marshal and the local government that identified the subdivision, shall develop recommendations to improve the subdivision's fire safety. The Board shall provide the final recommendations to the local government that identified the subdivision and to the residents of the subdivision,

4909.3 Implementation. The Board shall maintain a list of the subdivisions identified and the status of the implementation of the recommendations provided.

4909.4 Re-survey. Beginning July 1, 2021, the Board shall conduct this survey every 5 years.

SECTION 4910 GENERAL PLAN SAFETY ELEMENT

4910.1 General. Pursuant to Government Code Section 65302(g)(3), the safety element of a city or county's General Plan shall be reviewed and updated as necessary to address the risk of fire for land classified as SRA, as defined in Section 4102 of the Public Resources Code, and land classified as an LRA Very High Fire Hazard Severity Zone, as defined in Section 51177.

4910.2 Submission to the Board of Forestry and Fire Protection and local fire agencies. Pursuant to Government Code Section 65302.5(b)(1), the draft element of, or draft

amendment to, the safety element of a county or a city's general plan shall be submitted to the State Board of Forestry and Fire Protection and to every local agency that provides fire protection to territory in the city or county at least 90 days prior to either of the following: the adoption or amendment to the safety element of its general plan for each county that contains state responsibility areas; or the adoption or amendment to the safety element of its general plan for each city or county that contains a Very High Fire Hazard Severity Zone as defined pursuant to subdivision (i) of Section 51177.

4910.3 Review by the Board of Forestry and Fire Protection and local fire agencies. The State Board of Forestry and Fire Protection shall, and a local agency may, review the draft or an existing safety element and recommend changes to the planning agency within 60 days of its receipt regarding the requirements in Government Code Section 65302.5(b)(2). The review by the Board of Forestry and Fire Protection is governed by Title 14, Division 1.5, Chapter 7, Article 6.

4910.4 Adoption of the safety element. Prior to the adoption of its draft element or draft amendment, the board of supervisors of the county or the council of a city shall consider the recommendations, if any, made by the State Board of Forestry and Fire Protection and any local agency that provides fire protection to territory in the city or county. The board of supervisors or city council shall respond to the Board of Forestry and Fire Protection and any local agency providing fire protection in compliance with Government Code Section 65302.5(b)(3) and (b)(4) and Title 14, Division 1.5, Chapter 7, Article 6.

ection 4906 Vegetation Management

Attachment 1

4906.1 General

Planting of vegetation for new landscaping shall be selected to reduce non-fire-resistant vegetation in proximity to a structure and to maintain ation as it matures.

4906.2 Application

All new plantings of vegetation in State Responsibility Areas (SRA) and Local Responsibility Areas (LRA) designated as a Very High Fire Hazard Severity Zone shall comply with Sections 4906.3 through 4906.5.3.

4906.3 Landscape Plans

Landscape plans shall be provided when required by the enforcing agency. The landscape plan shall include development and maintenance requirements for the vegetation management zone adjacent to structures and roadways, and to provide significant fire hazard reduction benefits for public and firefighting safety.

4906.3.1 Contents

Landscape plans shall contain the following:

- 1. Delineation of the 30-foot (9144 mm) and 100-foot (30.5 m) fuel management zones from all structures.
- 2. Identification of existing vegetation to remain and proposed new vegetation.
- 3. Identification of irrigated areas.
- 4. A plant legend with both botanical and common names, and identification of all plant material symbols.
- 5. Identification of ground coverings within the 30-foot (9144 mm) zone.

4906.4 Vegetation

All new vegetation shall be fire-resistant vegetation in accordance with this section.

Exception: Trees classified as non-fire-resistant vegetation complying with Section 4906.4.2.1.

To be considered fire-resistant vegetation, it must meet at least one of the following:

- 1. Be identified as fire-resistant vegetation in an approved book, journal or listing from an approved organization.
- 2. Be identified as fire-resistant vegetation by a licensed landscape architect with supporting justification.
- 3. Plants considered fire-resistant vegetation and approved by the local enforcing agency.

4906.4.1 Shrubs

All new plantings of shrubs shall comply with the following:

- 1. Shrubs shall not exceed 6 feet (1829 mm) in height.
- 2. Groupings of shrubs are limited to a maximum aggregate diameter of 10 feet (3048 mm).
- 3. Shrub groupings shall be separated from other groupings a minimum of 15 feet (4572 mm).

5. Where shrubs are located below or within a tree's drip line, the lowest tree branch shall be a minimum of three timestacheighabilithe understory shrubs or 10 feet (3048 mm), whichever is greater.

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4906.4.2 Trees

Trees shall be managed as follows within the 30-foot (9144 mm) zone of a structure:

- 1. New trees shall be planted and maintained so that the tree's drip line at maturity is a minimum of 10 feet (3048 mm) from any combustible structure.
- 2. The horizontal distance between crowns of new trees and crowns of adjacent trees shall not be less than 10 feet (3048 mm).
- 3. Existing trees shall be trimmed to provide a minimum separation of 10 feet (3048 mm) away from chimney and stovepipe outlets per Title 14, Section 1299.03.

4906.4.2.1 Non-Fire-Resistant Vegetation

New trees not classified as fire-resistant vegetation, such as conifers, palms, pepper trees and eucalyptus species, shall be permitted provided the tree is planted and maintained so that the tree's drip line at maturity is a minimum 30 feet (9144 mm) from any combustible structure.

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State of California Office of Administrative Law

In re:

Department of Insurance

Regulatory Action:

Title 10, California Code of Regulations

2644.9

Adopt sections:

Amend sections: Repeal sections:

NOTICE OF APPROVAL OF REGULATORY ACTION

Government Code Section 11349.3

OAL Matter Number: 2022-0901-05

OAL Matter Type: Regular (S)

In this regular rulemaking action, the Department of Insurance adopts requirements for insurers to reflect and take into account specified mitigation factors in their rating plans for the purposes of segmenting rates, creating a risk differential, or surcharging a premium due to wildfire risk.

OAL approves this regulatory action pursuant to section 11349.3 of the Government Code. This regulatory action becomes effective on 10/14/2022.

Date: October 14, 2022

Amy R. Gowan Senior Attorney

For:

Kenneth J. Pogue

Director

Original: Ricardo Lara, Commissioner

Copy:

George Teekell

Attachment 1 STATE OF CALIFORNIA-OFFICE OF ADMINISTRATIVE I AM structions on For use by Secretary of State only NOTICE PUBLICATION/REGULA STD, 400 (REV, 10/2019) 0822-0901 OAL FILE NOTICE FILE NUMBER **EMERGENCY NUMBER NUMBERS** Z-2022-0215-08 055 **ENDORSED - FILED** For use by Office of Administrative Law (OAL) only in the office of the Secretary of State of the State of California RECEIVED DATE OCT 14 2022 **PUBLICATION DATE** OFFICE OF ADMIN. LAW 2022 SEP 1 PH4:11 FEB15'22 FEB 25'?? 2:08 pm Office of Administrative Law REGULATIONS AGENCY WITH RULEMAKING AUTHORITY AGENCY FILE NUMBER (If any) California Department of Insurance REG-2020-00015 A. PUBLICATION OF NOTICE (Complete for publication in Notice Register) 1. SUBJECT OF NOTICE TITLE(S) FIRST SECTION AFFECTED 2. REQUESTED PUBLICATION DATE Mitigation in Rating Plans & Wildfire Risk Mode 10 2644.9 2/25/2022 3. NOTICE TYPE 4. AGENCY CONTACT PERSON TELEPHONE NUMBER FAX NUMBER (Optional) Notice re Proposed X George Teekell Other (415) 538-4390 Regulatory Action ACTION ON PROPOSED NOTICE OAL USE NOTICE REGISTER NUMBER **PUBLICATION DATE** Approved as Submitted ONLY Disapproved 2/25/2022 2022. 8-Z B. SUBMISSION OF REGULATIONS (Complete when submitting regulations) 1b. ALL PREVIOUS RELATED OAL REGULATORY ACTION NUMBER(S) AGENCY SUBJECT OF REGULATION(S) request 2. SPECIAL CALIFORNIA CODE OF REGULATIONS TITLE(S) AND SECTION(S) (Including title 26, if toxics related) ADOPT SECTION(S) AFFECTED (List all section number(s) individually. Attach additional sheet if needed.) TITLE(S) REPEAL 3. TYPE OF FILING Regular Rulemaking (Gov. Code §11346) Certificate of Compliance: The agency officer named **Emergency Readopt** Changes Without below certifies that this agency complied with the (Gov. Code, §11346.1(h)) Regulatory Effect (Cal. Resubmittal of disapproved provisions of Gov. Code §§11346.2-11347.3 either Code Regs., title 1, §100) before the emergency regulation was adopted or or withdrawn nonemergency within the time period required by statute. filing (Gov. Code §§11349.3, File & Print Print Only 11349.4) Resubmittal of disapproved or withdrawn Emergency (Gov. Code, Other (Specify) §11346.1(b)) emergency filing (Gov. Code, §11346.1) ABILITY OF MODIFIED REGULATIONS AND/OR MATERIAL ADDED TO THE RULEMAKING FILE (Cal. Code Regs. title 1, §44 and Gov. Code §11347.1) EFFECTIVE DATE OF CHANGES (Gov. Code, §§ 11348 , 1<u>1</u>346.1(d); Cal. Code Regs., title 1, §100) Effective January 1, April 1, July 1, or Effective on filing with §100 Changes Without Effective other Secretary of State October 1 (Gov. Code §11343.4(a)) Regulatory Effect (Specify) CHECK IF THESE REGULATIONS REQUIRE NOTICE TO, OR REVIEW, CONSULTATION, APPROVAL OR CONCURRENCE BY, ANOTHER AGENCY OR ENTITY Department of Finance (Form STD. 399) (SAM §6660) Fair Political Practices Commission State Fire Marshal Other (Specify) TACT PERSO FAX NUMBER (Optional) Geome 8. I certify that the attached copy of the regulation(s) is a true and correct copy For use by Office of Administrative Law (OAL) only of the regulation(s) identified on this form, that the information specified on this form is true and correct, and that I am the head of the agency taking this action, **ENDORSED APPROVED** or a designee of the head of the agency, and am authorized to make this certification. SIGNATURE OF AGENCY HEAD OR DESIGNEE DATE OCT 14 7077 Office of Administrative Law

STATE OF CALIFORNIA DEPARTMENT OF INSURANCE 300 Capitol Mall, 17th Floor Sacramento, CA 95814

FINAL TEXT OF REGULATION

MITIGATION IN RATING PLANS AND WILDFIRE RISK MODELS

September 1, 2022

REG-2020-00015

Title 10. Investment Chapter 5. Insurance Commissioner Subchapter 4.8. Review of Rates Article 4. Determination of Reasonable Rates

Adopt: Section 2644.9. Consideration of Mitigation Factors; Wildfire Risk Models.

- (a) Applicability.
 - (1) An insurer that applies or uses a rate that is developed with, determined by or relies upon, in whole or in part, a rating plan that segments, creates a rate differential, or surcharges the premium based upon a policyholder or applicant's wildfire risk shall comply with this Section 2644.9. If a rate that is developed with, determined by or relies upon a rating plan that complies with this section is approved, in whole or in part, and thereafter such rating plan is replaced, or modified in any manner, including but not limited to, the inclusion of new factors, or different criteria or algorithms, the insurer shall, prior to implementing the new or modified rating plan, file a new rate application, which shall include the new or modified rating plan. No such new or modified rating plan shall be used unless and until the new rate application is approved.
 - (2) A rating plan shall satisfy the requirements of subdivision (d)(1) of this Section 2644.9 only if the rating plan taken as a whole, including the operation of any Wildfire Risk Models that may be incorporated into the rating plan, takes into account and reflects the factors described in subdivisions (d)(1)(A) and (d)(1)(B) of this section. Nothing in this section shall be construed to require the use of a Wildfire Risk Model.

(b) Definitions.

As used in this section, each of the following terms has the meaning set forth below:

(1) Building Being Evaluated.

The term "Building Being Evaluated" means the residential or commercial structure in question, and includes decks that are attached to or abut the structure.

(2) Class-A Fire Rated Roof.

The term "Class-A Fire Rated Roof" has the same meaning as in the Chapter 7A California Building Code (2019) as modified by the July 2021 supplement thereto, codified at Section 705A.1 of Part 2 of Title 24.

(3) Enclosed Eaves.

"Enclosed Eaves" are roof eaves that have either (1) boxed-in roof eave soffits with a horizontal underside or (2) an exterior covering applied to the underside of the rafter tails supporting the eaves, which covering is sloped corresponding to the slope of the rafter tails. Enclosed Eaves are thus distinguishable from open roof eaves, whose rafter tails are exposed.

(4) Fire-Resistant Vents.

The term "Fire-Resistant Vents" has the same meaning as in the Chapter 7A California Building Code (2019) as modified by the July 2021 supplement thereto, codified at Sections 706A.1 and 706A.2 of Part 2 of Title 24.

(5) Firewise USA Site in Good Standing.

A "Firewise USA Site in Good Standing" is a community that, at the time the Building Being Evaluated is rated, is recognized as such by the National Fire Protection Association, a Massachusetts 501(c)(3) corporation.

- (6) Wildfire Risk Model.
 - (A) The term "Wildfire Risk Model" means any tool, instrumentality, means or product, including but not limited to a map-based tool, a computer-based tool or a simulation, that is used by an insurer, in whole or in part, to

measure or assess the wildfire risk associated with a residential or commercial structure for purposes of:

- 1. Classifying individual structures according to their wildfire risk; or
- 2. Estimating losses corresponding to such wildfire risk classifications.
- (B) The term "Wildfire Risk Model" does not include models used for purposes of projecting aggregate losses under Section 2644.4 or 2644.5.
- (c) Wildfire Risk Models to be provided to the Commissioner.

Pursuant to Insurance Code section 1861.05, subdivision (b), any Wildfire Risk Model, as defined in subdivision (b)(6) of this section, that is used, in whole or in part, in an insurer's rating plan shall be provided to the Commissioner as part of an insurer's complete rate application.

- (d) Mandatory factors.
 - (1) No insurer shall use a rating plan that does not take into account and reflect the following mandatory factors:
 - (A) Community-level mitigation designations: The rating plan shall reflect, and the rate offered to the applicant or insured shall be based in part on, the reduced wildfire risk associated with each and every community-level mitigation designation listed below in this subdivision (d)(1)(A) that is applicable to the community in which the Building Being Evaluated is located. Community-level mitigation designations include:
 - 1. Fire Risk Reduction Community listed by the Board of Forestry pursuant to Public Resources Code section 4290.1; and
 - 2. Firewise USA Site in Good Standing.
 - (B) Property-level mitigation efforts.

The rating plan shall reflect, and the rate offered to the applicant or insured shall be based in part on, the reduced wildfire risk resulting from each and every property-level wildfire risk mitigation effort listed in subdivisions (d)(1)(B)1.a. through (d)(1)(B)1.e. and (d)(1)(B)2.a. through (d)(1)(B)2.e., below, that is undertaken with respect to an individual

property being assessed for risk. Individual property-level wildfire risk mitigation efforts include:

- 1. Measures addressing the immediate surroundings of the Building Being Evaluated, including:
 - a. Clearing of vegetation and debris from under decks,
 - b. Clearing of vegetation, debris, mulch, stored combustible materials, and any and all movable combustible objects, from the area within five (5) feet of the Building Being Evaluated,
 - c. Incorporation of only noncombustible materials into that portion of any improvements to the property on which the Building Being Evaluated is located, including fences and gates, which is situated within five (5) feet of the Building Being Evaluated,
 - d. Removal or absence of combustible structures, including sheds and other outbuildings, from the area within thirty (30) feet of the Building Being Evaluated or, in the event that the applicant or insured does not control the entirety of the area extending thirty feet from the Building Being Evaluated, removal of combustible structures from as much of such area as is under the control of the applicant or policyholder, and
 - e. Whether the property upon which the Building Being Evaluated is situated complies with Section 4291 of the Public Resources Code, and any applicable local ordinances, governing defensible space; and
- 2. Building hardening measures, including provision of the following:
 - a. Class-A Fire Rated Roof.
 - b. Enclosed Eaves,
 - c. Fire-Resistant Vents,

- d. Multipane windows, including dual pane windows, or functional shutters, which when closed, cover the entire window and do not have openings, and
- e. At least six (6) inches of noncombustible vertical clearance at the bottom of the exterior surface of the building, measured from the ground up.
- (2) No later than one hundred eighty (180) days following the date this section is filed with the Secretary of State, each insurer shall file a rate application that incorporates a rating plan that includes the factors described in subdivision (d)(1) of this section.

(e) Optional factors.

An insurer may use a rating plan which incorporates other factors that the insurer demonstrates are substantially related to risk of wildfire loss, and do not result in rates that are excessive, inadequate or unfairly discriminatory. These optional factors may include, but are not limited to:

- (1) Fuel: This factor shall take into account the various types of combustible materials, and the density of those materials, in the vicinity of the Building Being Evaluated, including the location of trees, grass, brush, and other vegetation relative to the structure. The fuel factor shall take into account the fact that different fuels burn at different rates and intensities, resulting in different levels of wildfire risk. If used, this factor shall reflect the historic and estimated impact on losses related to fuel, as described in this subdivision (e)(1).
- (2) Slope: This factor shall take into account the position of the Building Being Evaluated on a slope relative to potential sources of ignition, and the steepness of the slope between those potential sources of ignition and the structure. If used, this factor shall reflect the historic and estimated impact on losses related to slope, as described in this subdivision (e)(2).
- (3) Access: Access reflects the ease or difficulty with which firefighting personnel and equipment can reach structures at risk of wildfire. The access factor shall include consideration of the presence of dead-end roads, road width, shoulders, and availability of multiple access points with respect to the Building Being Evaluated. If used, this factor shall reflect the historic and estimated impact on losses related to access, as described in this subdivision (e)(3).
- (4) Aspect: The aspect factor shall reflect the direction the slope upon which the Building Being Evaluated is located faces. If used, this factor shall reflect the historic and estimated impact on losses related to aspect, as described in this subdivision (e)(4).

- (5) Structural characteristics: The structural characteristics factor shall reflect the materials used in the construction, and may reflect such items as the design, of the Building Being Evaluated. The structural characteristics factor shall not reflect the construction materials or any other item the insurer is required to take into account pursuant to subdivision (d) of this section. If used, the structural characteristics factor shall reflect the historic and estimated impact on losses related to structural characteristics, as described in this subdivision (e)(5).
- (6) Wind: The wind factor shall take into account the degree to which wind speed and direction in the vicinity of the Building Being Evaluated may impact a wildfire's progression. If used, the wind factor shall reflect the historic and estimated impact on losses related to wind, as described in this subdivision (e)(6).
- (7) Other community-level or property-level mitigation efforts, or designations, not specified in subdivision (d) of this section as recommended by a state or local fire safety agency or organization as reducing wildfire risk.
- (f) Availability for public inspection.

Any rating plan, or Wildfire Risk Model submitted to the Commissioner in connection with a complete rate application pursuant to subdivision (c) of this section, or any additional documentation relating to such rating plan or model as may be requested by the Commissioner during the review of any such application, including any records, data, algorithms, computer programs, or any other information used in connection with the rating plan or Wildfire Risk Model used by the insurer which is provided to the Commissioner, shall be available for public inspection pursuant to Insurance Code sections 1861.05, subdivision (b), and 1861.07, regardless of the source of such information, or whether the insurer or the developer of the rating plan or Wildfire Risk Model claims the rating plan or Wildfire Risk Model is confidential, proprietary, or trade secret. Pursuant to Insurance Code section 1855.5, subdivision (a), a Wildfire Risk Model as defined in subdivision (b)(6) of this section that is made available by an advisory organization to its members for use in California shall be filed with the Commissioner and made available for public inspection.

(g) Credible data.

Any rate application shall incorporate the insurer's own California wildfire loss data to the extent that it is credible to support each segment, rating differential, or surcharge being requested. To the extent the insurer's own California data is not fully credible, the insurer shall credibility-weight its data with an appropriate complement of credibility to support each segment, rating differential, or premium surcharge. If the Commissioner aggregates California premium-and-loss data by wildfire risk to create a fire and wildfire exposure risk manual pursuant to Insurance Code section 929.2, an insurer may rely on the then-current version of the manual as support for each segment, rating differential, or surcharge being requested in connection with a residential property rate application,

either directly or as a complement of credibility to the insurer's own California wildfire loss data.

(h) Provision of wildfire risk score or other wildfire risk classification to policyholder or applicant.

An insurer utilizing a Wildfire Risk Model, or rating factor, to segment, create a rate differential, or surcharge the premium based upon the policyholder or applicant's wildfire risk shall, within one hundred eighty (180) days after the date this section is filed with the Secretary of State, implement a written procedure to provide, in writing, to each such policyholder or applicant for property insurance the wildfire risk score or other wildfire risk classification used by the insurer to segment, create a rate differential, or surcharge the premium based upon the policyholder or applicant's wildfire risk. The insurer shall provide to the policyholder or applicant such wildfire risk score or classification at the following times:

- (1) No later than fifteen (15) days following the submission to the insurer of the applicant's completed application;
- (2) At least forty-five (45) days prior to each renewal;
- (3) At least seventy-five (75) days prior to any nonrenewal; and
- (4) In the event that the policyholder or applicant has completed a mitigation measure on the subject property since the time of the last application to or renewal by the insurer, no later than thirty (30) days following the submission to the insurer of the policyholder or applicant's request that the insurer provide a revised wildfire risk score or wildfire risk classification.
- (i) Policyholder or applicant's right to appeal.

The procedure described in subdivision (h) of this section shall permit a policyholder under, or applicant for, a policy of property insurance who disagrees with the assignment of the wildfire risk score, or other wildfire risk classification, provided to the policyholder or applicant pursuant to that subdivision the right to appeal orally or in writing that assignment directly to the insurer. The insurer shall notify the policyholder or applicant in writing of this right to appeal the wildfire risk score or other wildfire risk classification whenever such score or classification is provided to the policyholder or applicant as set forth in subdivision (h) of this section. If the policyholder or applicant appeals the wildfire risk score or other wildfire risk classification, the insurer shall acknowledge receipt of the appeal in writing within ten (10) calendar days of receipt of the appeal. The insurer shall respond to the appeal in writing with a reconsideration and decision within thirty (30) calendar days after receiving the appeal. In the event that an

appeal is denied, the insurer shall, upon request by the Department, forward a copy of the appeal, and the insurer's response, to the Department.

(j) Representation by broker or agent.

If the policyholder or applicant is represented by a broker, or the insurer is represented by an insurance agent with respect to the policyholder's policy or the applicant's application, the policyholder or applicant may appeal orally or in writing to the agent or broker the assignment of wildfire risk score or other wildfire risk classification, who shall then forward that appeal to the insurer no later than five (5) calendar days after receiving the appeal from the policyholder or applicant. The insurer shall acknowledge receipt of the appeal in writing to the policyholder or applicant and the agent or broker no later than five (5) calendar days after receipt of the appeal from the broker or agent. The insurer shall respond to the appeal to the policyholder or applicant and the agent or broker with a written reconsideration and decision of the appeal within thirty (30) calendar days after receiving the appeal from the broker or agent. In the event that an appeal is denied, the insurer shall, upon request by the Department, forward a copy of the appeal, and the insurer's response, to the Department.

(k) Explanation of wildfire risk score or other wildfire risk classification.

Whenever a wildfire risk score, or other wildfire risk classification used by the insurer to segment, create a risk differential or surcharge the premium for a particular policyholder or applicant, is identified or provided to the policyholder or applicant pursuant to subdivision (h) of this section, the insurer shall also provide in writing:

- (1) The range of such scores or classifications that could possibly be assigned to any policyholder or applicant;
- (2) The relative position of the score or classification assigned to the policyholder or applicant in question within that range of possible scores or classifications, and the impact of the score or classification on the rate or premium; and
- (3) A detailed written explanation of why the policyholder or applicant received the assigned score or classification; the explanation shall make specific reference to the features of the property in question that influenced the assignment of the score or classification.

The insurer shall provide, in addition, the following information:

- (A) Which mitigation measure or measures can be taken by the policyholder or applicant to lower the wildfire risk score or classification; and
- (B) The amount of premium reduction the policyholder or applicant would realize as a result of performing each such measure under the insurer's rating plan that is in effect at the time.

(1) Notification to policyholder or applicant of right to contact Department in connection with insurer's response to appeal.

When an insurer responds to the applicant or policyholder in connection with an appeal pursuant to subdivision (i) or (j) of this section, it shall also notify the policyholder or applicant in writing that the policyholder or applicant may contact the Department of Insurance for assistance if the policyholder or applicant disagrees with the insurer's written reconsideration and decision. In any event, the insurer shall provide the policyholder or applicant with the Department of Insurance toll-free consumer hotline and web address of the Department's Consumer Complaint Center.

(m) No curtailment of applicant or policyholder's rights.

Nothing in this section shall be construed to limit the right of an applicant or policyholder to complain directly to the Commissioner at any time or to pursue any other remedy or other action allowed under California or federal law.

(n) Inapplicability to certain commercial policies.

This section shall not apply to a commercial policy insuring multiple locations, none of whose wildfire risk is considered in rating the policy.

NOTE: Authority cited: Sections 1858, 1859, 1861.01, 1861.05 and 1861.07, Insurance Code; 20th Century v. Garamendi, 8 Cal.4th 216 (1994). Reference: Sections 1851, 1855.5, 1858, 1861.05, 1861.07 and 1861.13, Insurance Code.

State of California

PUBLIC RESOURCES CODE

Section 4291

- 4291. (a) A person who owns, leases, controls, operates, or maintains a building or structure in the state responsibility area shall at all times do all of the following:
- (1) (A) Maintain defensible space of 100 feet from each side and from the front and rear of the structure, but not beyond the property line, except as provided in subparagraph (B). The amount of fuel modification necessary shall consider the flammability of the structure as affected by building material, building standards, location, and type of vegetation. Fuels shall be maintained and spaced in a condition so that a wildfire would be unlikely to ignite the structure. This subparagraph does not apply to single specimens of trees or other vegetation that are well-pruned and maintained so as to effectively manage fuels and not form a means of rapidly transmitting fire from other nearby vegetation to a structure or from a structure to other nearby vegetation or to interrupt the advance of embers toward a structure. The intensity of fuels management may vary within the 100-foot perimeter of the structure, with more intense fuel reductions being utilized between 5 and 30 feet around the structure, and an ember-resistant zone being required within 5 feet of the structure, based on regulations promulgated by the board, in consultation with the department, to consider the elimination of materials in the ember-resistant zone that would likely be ignited by embers. The regulations may also alter the fuel reduction required between 5 and 30 feet to integrate the ember-resistant zone into the requirements of this section. Consistent with fuels management objectives, steps should be taken to minimize erosion, soil disturbance, and the spread of flammable nonnative grasses and weeds. For purposes of this subparagraph, "fuel" means any combustible material, including petroleum-based products, cultivated landscape plants, grasses, and weeds, and wildland vegetation.
- (B) A greater distance than that required under subparagraph (A) may be required by state law, local ordinance, rule, or regulation. Fuel modification beyond the property line may only be required by state law, local ordinance, rule, or regulation in order to maintain 100 feet of defensible space from a structure. Fuel modification on adjacent property shall only be conducted following written consent by the adjacent landowner. Any local ordinance related to fuel modification shall be in compliance with all applicable state laws, regulations, and policies. Any local ordinance may include provisions to allocate costs for any fuel modification beyond the property line.
- (C) An insurance company that insures an occupied dwelling or occupied structure may require a greater distance than that required under subparagraph (A) if a fire expert, designated by the director, provides findings that the fuel modification is necessary to significantly reduce the risk of transmission of flame or heat sufficient

to ignite the structure, and there is no other feasible mitigation measure possible to reduce the risk of ignition or spread of wildfire to the structure. The greater distance may not be beyond the property line unless allowed by state law, local ordinance, rule, or regulation.

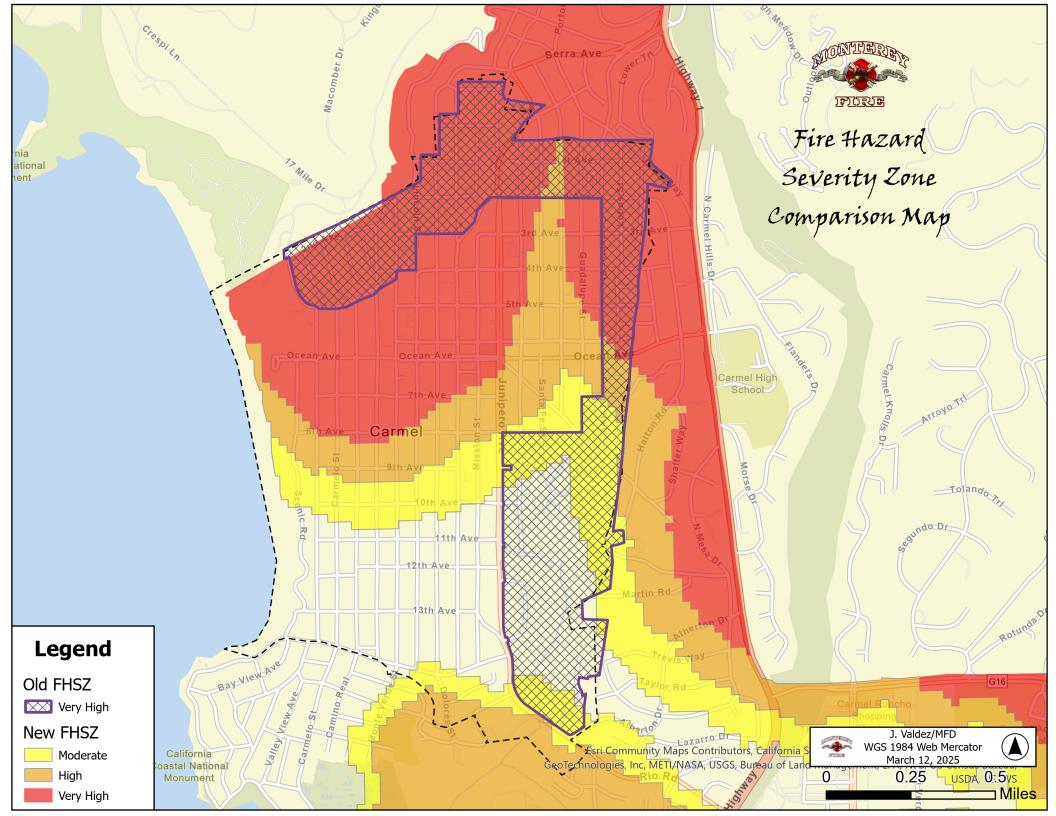
- (2) Remove that portion of a tree that extends within 10 feet of the outlet of a chimney or stovepipe.
- (3) Maintain a tree, shrub, or other plant adjacent to or overhanging a building free of dead or dying wood.
- (4) Maintain the roof of a structure free of leaves, needles, or other vegetative materials.
- (5) Before constructing a new building or structure or rebuilding a building or structure damaged by a fire in an area subject to this section, the construction or rebuilding of which requires a building permit, the owner shall obtain a certification from the local building official that the dwelling or structure, as proposed to be built, complies with all applicable state and local building standards, including those described in subdivision (b) of Section 51189 of the Government Code, and shall provide a copy of the certification, upon request, to the insurer providing course of construction insurance coverage for the building or structure. Upon completion of the construction or rebuilding, the owner shall obtain from the local building official, a copy of the final inspection report that demonstrates that the dwelling or structure was constructed in compliance with all applicable state and local building standards, including those described in subdivision (b) of Section 51189 of the Government Code, and shall provide a copy of the report, upon request, to the property insurance carrier that insures the dwelling or structure.
- (b) A person is not required under this section to manage fuels on land if that person does not have the legal right to manage fuels, nor is a person required to enter upon or to alter property that is owned by any other person without the consent of the owner of the property.
- (c) (1) Except as provided in Section 18930 of the Health and Safety Code, the State Fire Marshal may adopt regulations exempting a structure with an exterior constructed entirely of nonflammable materials, or, conditioned upon the contents and composition of the structure, the director may vary the requirements respecting the removing or clearing away of flammable vegetation or other combustible growth with respect to the area surrounding those structures.
- (2) An exemption or variance under paragraph (1) shall not apply unless and until the occupant of the structure, or if there is not an occupant, the owner of the structure, files with the State Fire Marshal, in a form as the State Fire Marshal shall prescribe, a written consent to the inspection of the interior and contents of the structure to ascertain whether this section and the regulations adopted under this section are complied with at all times.
- (d) The State Fire Marshal may authorize the removal of vegetation that is not consistent with the standards of this section. The State Fire Marshal may prescribe a procedure for the removal of that vegetation and make the expense a lien upon the

building, structure, or grounds, in the same manner that is applicable to a legislative body under Section 51186 of the Government Code.

- (e) (1) The board, in consultation with the State Fire Marshal, shall develop, periodically update, and post on its internet website a guidance document on fuels management pursuant to this chapter. The guidance document shall include, but not be limited to, regionally appropriate vegetation management suggestions that preserve and restore native species that are fire resistant or drought tolerant, or both, minimize erosion, minimize water consumption, and permit trees near homes for shade, aesthetics, and habitat; and suggestions to minimize or eliminate the risk of flammability of nonvegetative sources of combustion, such as woodpiles, propane tanks, decks, outdoor furniture, barbecue equipment, and outdoor fire pits.
- (2) On or before January 1, 2023, the board, in consultation with the State Fire Marshal, shall update the guidance document to include suggestions for creating an ember-resistant zone within five feet of a structure, based on regulations promulgated by the board, in consultation with the department, to consider the elimination of materials in the ember-resistant zone that would likely be ignited by embers. Existing and new structures shall meet the same standard for the ember-resistant zone, but regulations shall allow the staging of work for existing structures to support implementation of the ember-resistant zone and address the costs of compliance.
 - (f) The State Fire Marshal shall do both of the following:
- (1) Recommend to the board the types of vegetation or fuel that are to be excluded from an ember-resistant zone based on the probability that vegetation and fuel will lead to ignition by ember of a structure as a part of the update to the guidance document pursuant to paragraph (2) of subdivision (e).
- (2) Make reasonable efforts to provide notice to affected residents describing the requirements added by the amendments to paragraph (1) of subdivision (a) made in Assembly Bill 3074 of the 2019–20 Regular Session before the imposition of penalties for violating those requirements.
- (g) (1) The requirement for an ember-resistant zone pursuant to paragraph (1) of subdivision (a) shall not take effect for new structures until the board updates the regulations, pursuant to paragraph (1) of subdivision (a), and the guidance document, pursuant to paragraph (2) of subdivision (e).
- (2) The requirement for an ember-resistant zone pursuant to paragraph (1) of subdivision (a) shall take effect for existing structures three years after the effective date for the new structures.
- (h) The department shall not change defensible space inspection practices and forms or enforcement to implement the requirement for an ember-resistant zone until the State Fire Marshal makes a written finding, which the State Fire Marshal shall post on the department's internet website, that the Legislature has appropriated sufficient resources to do so.
- (i) For purposes of this section, a structure for the purpose of an ember-resistant zone shall include any attached deck. This section does not limit the authority of the board or the department to require the removal of fuel or vegetation on top of or underneath a deck pursuant to this section.

(j) As used in this section, "person" means a private individual, organization, partnership, limited liability company, or corporation.

(Amended by Stats. 2024, Ch. 982, Sec. 4. (SB 504) Effective January 1, 2025.)

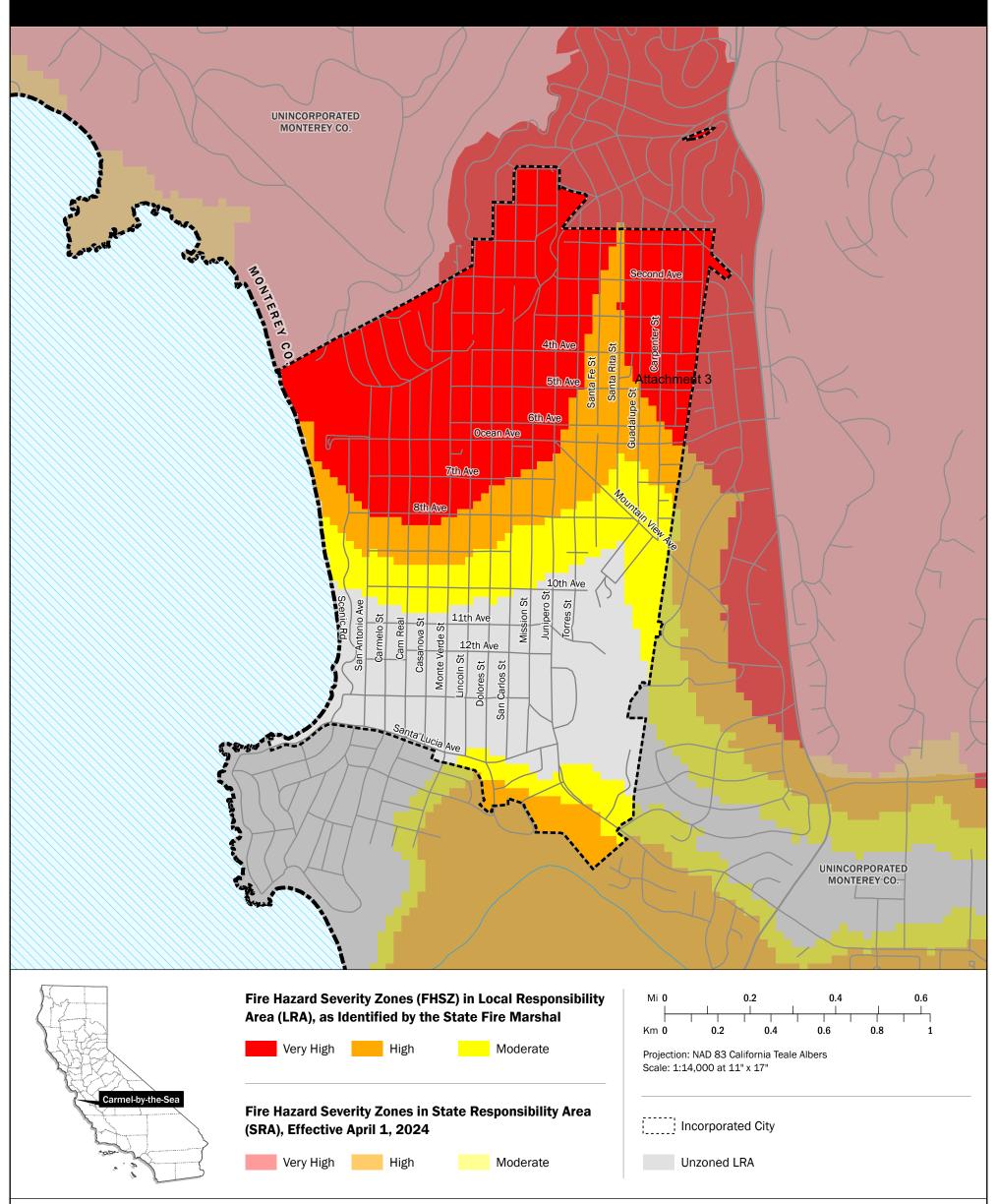




Local Responsibility Area Fire Hazard Severity Zones

As Identified by the State Fire Marshal

March 10, 2025



Government Code section 51178 requires the State Fire Marshal to identify areas in the state as moderate, high, and very high fire hazard severity zones based on consistent

statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas. Moderate, high, and very high fire hazard severity zones shall be based on fuel loading, slope, fire weather,

and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

The State of California and the Department of Forestry and Fire Protection make no representations or warranties regarding the accuracy of data or maps. Neither the State nor the Department shall be liable under any circumstances for any direct, special, incidental, or consequential damages with respect to any claim by any user or third party on account of, or arising from, the use of data or maps.

Gavin Newsom, Governor, State of California

Wade Crowfoot, Secretary for Natural Resources, CA Natural Resources Agency

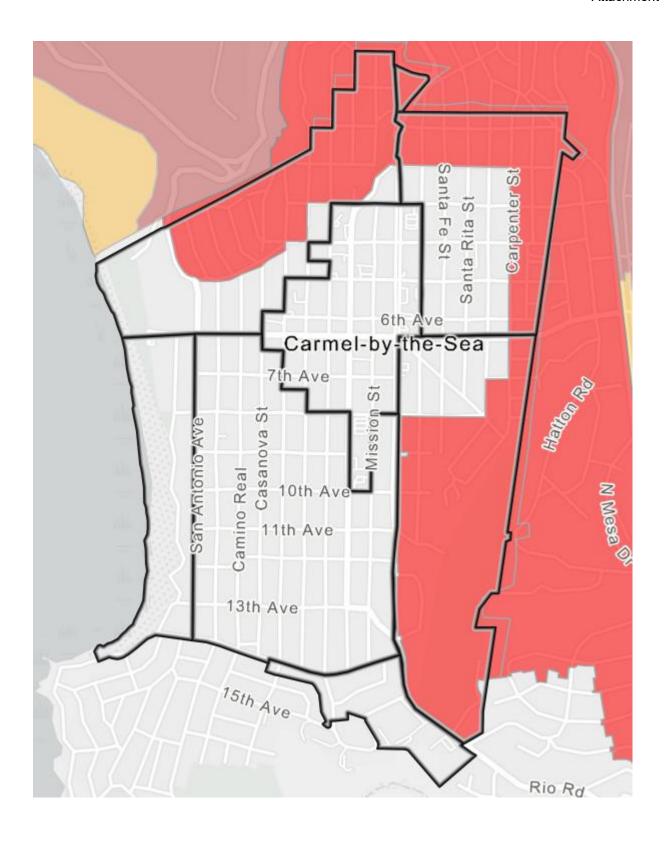
Joe Tyler, Director/Fire Chief, CA Department of Forestry and Fire Protection

Daniel Berlant, State Fire Marshal, CA Department of Forestry and Fire Protection

Data Sources:

CAL FIRE Fire Hazard Severity Zones (FHSZSRA23_3, FHSZLRA_25_1)
CAL FIRE State Responsibility Areas (SRA25_1)

City and County boundaries as of 10/22/24 (CA Board of Equalization)





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

May 5, 2025 ADJOURNMENT

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:

Street address correspondence #1
MST Letter
Water Allocations correspondence_Twomey
Fire risks correspondence_Smith
Street address correspondence #2

from: **Constance Hess**

to: cityclerk@ci.carmel.ca.us

date: May 4, 2025, 4:28 PM

subject: Home addresses

Dear City Council,

I appreciate all the work that you have been doing behind the scenes investigating house numbers implementation.

I do not believe that this needs to go on a ballot. The city council needs to vote NOW to implement addresses. This is an issue of being compliant with State Code as well as health and safety.

I have written before, in depth, about why a yes vote is important, so I won't take up more of your time.

Respectfully,

Connie Hess - 30 year full-time resident on Torres and 11th.

from: **Donna Morgan**

to: cityclerk@ci.carmel.ca.us

date: May 4, 2025, 3:58 PM

Dear Mayor and Members of our City Council,

I encourage you to make the necessary decision to adopt addresses for the properties in Carmel by the Sea that comply with current State Fire Code, Building Code, and USPS database. I also encourage you to end the delay. There is no necessity to bring this to the voters. You have the power to approve the work of the committee and move forward with the assignment of addresses.

For the safety and quality of life of all the citizens and visitors in Carmel by the Sea, please provide legal addresses for all City properties this year.

Thank you to the Committee for all their hard work on this important issue.

Sincerely,

Donna Morgan

Mission St between 10th and 11th.

from: Ann Lonstein

to: cityclerk@ci.carmel.ca.us

date: May 4, 2025, 3:35 PM

Dear Mayor, Council Members and Committee members,

I feel like I'm living in an episode of Ground Hog Day. I've sent a detailed letter about my desire for street addresses at least twice. So please refer to the latest one sent in May when you addressed the question.

I do wish to add that although I own a house, I pay taxes, I support the businesses, I donate to the non profits and I spend 5 months of the year in Carmel, my husband and I have no vote. It means that you are ignoring a population of Carmel residents.

I read Jack Galante's letter in this week's Pine Cone. I understand what Mr Devendorf wanted Carmel to be - a village where all its residents were close to one another. However that was then and this is now and Carmel and the world have moved on and changed. I repeat what I've said before. John and I are 83. We hope to continue to enjoy our cottage in Carmel. However we need to know that the medical services can reach us before we die from a fall down the stairs.

Please follow the law and vote for addresses.

Ann Lonstein

from: **John Hill**

to: cityclerk@ci.carmel.ca.us

date: May 4, 2025, 12:49 PM

subject: Street Addresses

Dear Council Members,

As 20 year plus full time residents as well as business Owners in Carmel, we wish to thank Council member Delves and his working group for their efforts in researching an address system for the City. We would also like to urge the Council to please address the issue now, not through an extended and costly election process. Voters elect our officials to make common sense decisions for the benefit all, not to kick the can back to the voters creating further delays and spending significant tax dollars in doing so.

The current lack of a compliant system is a violation of several state & other codes resulting in potential liabilities for the City. And the continual inconveniences experienced by residents attempting to negotiate licenses, bank accounts, deliveries, directions, etc. is palpable and will continue until this issue is resolved. Why not consider a common sense solution that establishes a <u>voluntary</u> yet complaint address system now, allowing each residents the choice to name their home or add a few half inch letters, or both? It is very difficult to comprehend how a few half inch letters in lieu of a name somehow dilutes the charm of Carmel?

The enforcement of state requirements seemingly has yet to be a significant issue, so it appears unlikely that such a voluntary system would be problematic. If enacted, it is most likely that the majority of homes on each block would choose a compliant address, making it easier for agencies, deliveries, first responders, etc. to identify even those homes without it.

Thank you for your consideration, John & Cheryl Hill Somewhere SW of City Hall From: Laraine Blauvelt

to: cityclerk@ci.carmel.ca.us >

date: May 4, 2025, 11:38 AM

subject: Address in Carmel by the Sea First I would like to give a little background:

- Owned for 25 years as a part time resident from NJ
- Love this town and understand the desire to keep it quaint and beautiful
- Live on the first street in what is considered "the forest" FIRST AVENUE
- Have tried to use the address on our deed for Fed Ex and UPS and Prime
- Have continued problems receiving packages and people cannot utilize GPS to find
 us. If we are not available to navigate them in from our very convenient turn off from
 Carpenter they cannot find our house. We utilize a name for our house and have
 also identified a very simplied address, that is, what is on our deed is FIRST
 AVENUE, 2 NE of Torres (this NEVER works so we have a sign that is simple FIRST
 AVENUE, 2 E Torres), The simplified address has helped somewhat but we still have
 to pay countless shipping costs over the years for return to sender and re-shipping
 charges.

Sometimes we still cannot get what we need and have to carry cross country what can be put in luggage. This is kind of ridiculous especially as we age and the weight of our suitcases becomes a challenge.

We so appreciate what the committee who supports the address system is working to accomplish. We have dozens of stories where the address system and lack of it in our town has caused difficulty. We have come to a few meetings over the years and hear many Carmelites support the quaint aspect of our current system. They seem to eliminate the safety and convenience of addresses. We have heard about Avalon, NJ, Also not having package and mail delivers but this is a NJ town that is an island with 1400 residents and huge homes with property, gates, signage - a different location and footprint entirely. Many of the homes have been owned by a family for generations And it is different - seasonal living in summer months,

We are in town and thought of coming to the meeting but honestly cannot sit through another evening of comments like "My house was on fire and the fire department made it to the correct address." To be fair also shared "My partner passed away in the middle of the night and neighbors were disturbed trying to locate my house (located in the side street of downtown area).

I hope the board and the residents will be open to letting us all have the comfort of knowing that we are on google maps and can rely on the services if they are needed of fire, police

and even friends and neighbors.

Laraine Smith and James Smith

from: sharyn siebert

to: cityclerk@ci.carmel.ca.us date: May 4, 2025, 11:23 AM

subject: Addresses

I have 2 new stories to relate regarding the lack of addresses and how that can negatively impact our citizens.

Just yesterday our new neighbor told us that her electric had gone out. When she reached out to PG&E to find out why, they indicated it was for non-payment. However, they also asked her to give them the number of her electric meter. When she did so, they said that that was not the one being billed for her house! She has no idea whose electric bill she has been paying, nor how much she will be dunned for back payments that she had actually made but were wrongly credited to a different house!

Another of our friends said, during an election event at our home, that for years he had been paying the wrong house's electric and gas bill unknowingly. When he had called PG&E about some issue, this was discovered. And it cost him a bundle to rectify the situation!

WE NEED STANDARD ADDRESSES NOW! It is my understanding that if homeowners do not want to post their newly assigned addresses that the law does not require that. But you can see how this would benefit those who do want to have them.

Sharyn Siebert & Jeff Johnson 11th ave2 NW Mission (PG&E) Block 4, Lot 7, Carmel (Xfinity) from: Jenny Masquelier

to: cityclerk@ci.carmel.ca.us

date: May 4, 2025, 8:28 AM

subject: "IT IS TIME!" for Carmel by the Sea to have addresses

Thank you to our Mayor and City Council for continuing to pursue needed home addresses. This is not a request for home mail delivery as some continue to complain about, but an absolute vote for the safety of all who live in Carmel by the Sea. Please vote YES for easily identifiable home addresses for all citizens in Carmel. We do not need an election to get this activated. There have been enough people speaking on real-life experiences that prove we need easily identifiable addresses. Thank you for getting this accomplished. Sincerely,

Jennifer Madquelier

0 Monte Verde & 3rd NE

from: ' Betty Maurutto

to: cityclerk@ci.carmel.ca.us

date: May 4, 2025, 5:19 AM subject: Yes on Addresses

Dear Mayor Byrne and Council members,

Hopefully, Mr. Delves committee has researched the necessary steps to institute an address system in Carmel-by-the Sea. With that needed information, we strongly urge you to move forward with the process to establish addresses NOW! A citywide vote is not necessary! There has been volumes of resident input regarding the absolute need for addresses, as well as following the LAW!

Please ACT NOW!

Respectfully, Michael and Betty Maurutto from: Cheryl Lipshutz

to: cityclerk@ci.carmel.ca.us

date: May 4, 2025, 4:37 AM

subject: Addresses in Carmel by the Sea

It is super important to have addresses in CBTS! Twice I have had EMS vehicles stop at my house in error as they were trying to reach my elderly next door neighbor! He is over 100 years old and the extra time searching for the house was critical. Also early morning pickups by Uber or taxi to make a flight taking off before sunrise are extremely difficult without an address to include when ordering a ride. We do not need mail delivery, simply addresses. No need to vote on this, we need action now!

Thank you

from: Sheila Sheppard

to: cityclerk@ci.carmel.ca.us

date: May 3, 2025, 8:23 PM subject: Addresses for Carmel!

Dear City Clerk,

I'm writing regarding the project for assigning addresses to the houses in Carmel by the Sea. This has been in the works for a very long time and it's now time to move forward.

As a long term resident of Carmel I deal with explaining my address at least once a week and on many occasions have had to have packages sent to my son's house in Carmel Valley as my address was not accepted. Deliveries are tricky. Packages have been lost or dropped at the wrong house countless times.

Please proceed with implementing house numbers. Let's not insist on a vote. It's time, more than time, to move forward.

Please forward this letter to all council members. Much appreciation to all those who have been working on a solution for the residents of Carmel!

Thank you,

Sheila Sheppard Georis

from: **Brodie Keast**

to: cityclerk@ci.carmel.ca.us

date: May 3, 2025, 2:19 PM

subject: Input for City Council Special Meeting 5/5/2025; item 9 (addresses)

Thanks to the Address Working Group, City Staff and all Council members, past and present, for their work on this to date.

I want to add my support for street addresses that comply with State Fire and Building Codes while conforming to the standard USPS database. This is simply a matter of public safety and it's way past time for Carmel-by-the-Sea to have addresses.

I don't understand the need for a vote if the outcome doesn't matter in terms of preemption by state law. Why go through this lengthy process and taxpayer expense? I'm hoping someone from the Working Group will clarify why this is necessary and what difference it will make.

Brodie Keast Resident, Carmel-by-the-Sea from: Shana Walker

to: cityclerk@ci.carmel.ca.us

date: May 3, 2025, 1:12 PM

subject: IT IS TIME

To implement verifiable street addresses in Carmel by the Sea. The current system, while quaint and sentimental, has no place in today's world. It is inconvenient and dangerous. This has been discussed ad nauseam and it's time for action.

Shana Walker

13 year homeowner, full-time resident.

from: **Jana Schilling**

to: cityclerk@ci.carmel.ca.us

date: May 3, 2025, 1:10 PM

subject: Street Addresses

Dear Mayor Byrne and Council Members:

Thank you to all of you for your hard work on street addresses. It is **time to move forward** now and Implement street addresses for the City of Carmel by the Sea!

We do not need a vote on whether to abide by the law. It serves the people of Carmel to abide by state law and assign street addresses. At a time of reduced financial resources, Carmel does not need to waste time and money on a vote. Abide by the law; assign addresses.

Thank you,

Jana and Don Schilling

from: ' Paula Stein

to: cityclerk@ci.carmel.ca.us

date: May 3, 2025, 1:04 PM

subject: We need addresses in Carmel

Mayor and City council the time is now to vote for address in Carmel.

For safety reasons and to keep up with our changing world. Thank you for your support and $\,$

Please

Give us addresses.

Paula Stein

From: **Burt Cummings**

to: cityclerk@ci.carmel.ca.us date: May 3, 2025, 12:37 PM subject: Addresses for Carmel

Please distribute to all council members.

Thanks for your work in moving this towards resolution.

Having addresses boils down to a simple safety issue, with convenience and time savings running a close second and third. There will be no loss of charm, there will be no mailboxes, there will continue to be a post office. Let's get 'er done!

/Burt

from: Carolyn Ticknor

to: cityclerk@ci.carmel.ca.us date: May 3, 2025, 11:26 AM

subject: Please distribute to city council members

In today's world of complexities, this one thing you can actually do for the residents of Carmel to simplify our lives. Spare us the hours of frustration in trying to get services to our homes. PLEASE give us USPS compliant addresses NOW. Further study (after 100 years) and voting is unnecessary. PLEASE show leadership in doing this for us. It is time to give us USPS compliant addresses.

Best regards, Don and Carolyn Ticknor from: Jim Lerdal

to: cityclerk@ci.carmel.ca.us date: May 3, 2025, 11:04 AM

subject: Please distribute to mayor and council members

Council members and Mr. Mayor,

I appreciate all the thoughtful work on this issue.

I think you have everything you need to move forward on assigning addresses. You do not need an election. Your own power point presentation shows that the laws would overrule a no vote.

Looking forward to a safer community.

Thanks

Jim Lerdal

Junipero Street 10 West of 8th (and almost no one counts to 10 correctly!)

From: Judy Refuerzo

Date: Mon, May 5, 2025 at 9:11 AM

Subject: Addresses

Mayor and City Council,

I am sorry to miss this important meeting today regarding street addresses, but I work on Mondays.

I was disappointed to learn of another small group being formed (ad hoc - be it unofficial - address work group). Doesn't seem very transparent - no difference, except what you call it and how you present to the public how it came together.

I was proud when the last City Council said it would be a vote. A decision as important as this one should be a vote by the community.

I see no need for a special election and the extra cost in 2025. But I would like to see it on the ballot in 2026. I think if it's a democratic process no matter what the outcome everyone will be able to accept it.

No need to rush, it's been over one hundred years, we can wait for a vote in 2026.

Judy Refuerzo

Ole M. Pedersen Carmel CA 93921

TO: Mayor Dale Byrne & Councilmembers
Jeff Baron, Hans Buder, Bob Delves & Alissandra Dramov
PO BOX CC
Carmel CA 93921

May 3, 2025

Re Safety Issue: Absence of Street Addresses in Carmel-by-the-Sea:

Dear Mr. Mayor and City Council Members,

I was present at last month's meeting where street addresses were discussed and did speak in favor of assigning house numbers to properties in Carmel-by-the-Sea for safety reasons.

It is my understanding that a working group, headed by Council Member Delves, has prepared a report for the council meeting on May 5, 2025. I will join others in expressing my genuine appreciation for the work and efforts of this committee.

I did note at last month's meeting that Council Member Delves and Council Member Buder gave explanations about the need for further investigation of whether house numbers should be implemented and if so, how and when, and should an election be held to hear what the residents of the City have to say.

Since then, I have given further thought to the issue and it would seem to me, that if the State Fire Code and the Building Code state, that buildings must have approved address identification that is legible and visible from the street or road fronting the property, then neither the Council nor the electorate 'have standing' in not implementing a house number system.

Based on what the City Attorney, last fall and at last month's meeting, has described in the legal analysis, I am arriving at the conclusion that my point of view about not 'having standing' is supported by the legal analysis.

Therefore, I am hereby kindly requesting that you move forward right away and implement an address system that complies with the State Fire Code and the California Residential Code (CRC). The money projected for election expenses can be saved and it is simply a matter of safety (1st responders' ability to quickly find a site) and of code compliance.

Sincerely,

Ole M. Pedersen

LAURA A. BOWLING

May 4, 2025

Dear Mayor Byrne and Members of the City Council,

I'm writing to express my strong support for implementing USPS-compliant addresses in Carmel-by-the-Sea.

Since moving into the village last August, I've experienced firsthand how challenging it can be to set up basic utilities and services without a standardized address. Activating electricity, gas, water, internet, and other essentials required weeks of phone calls, repeated technician visits, and multiple errors in locating my home. Cable service, in particular, took over a month to install—an unnecessary burden for any new resident, particularly given that I work full-time as a branding consultant for ocean and climate conservation clients from my home office.

Beyond inconvenience, this issue presents a serious risk to public safety. I've heard troubling accounts of emergency services—EMS and fire teams—struggling to locate homes during critical moments. In a town with so many older residents, this is unacceptable. Time lost in an emergency can cost lives.

The time for further studies or delays has passed. I urge the City to move forward now and adopt USPS-compliant addressing to better serve residents, visitors, and emergency responders.

Thank you, as always, for your service to our community.

Sincerely,

Laura Bowling

Carmel-by-the-Sea, CA 93921



May 5, 2025

City Council City of Carmel-by-the-Sea City Hall PO Box CC Carmel-by-the-Sea, CA 93921

RE: Item 11. 2025 Fire Hazard Severity Zone map, Wildland-Urban Interface Areas and Associated Carmel-by-the-Sea Municipal Code Modifications

Dear City Council:

Monterey-Salinas Transit District (MST) provides public transportation throughout Monterey County and operates an extensive bus network in the City of Carmel-by-the-Sea. MST has reviewed Item 11 and has the following comments for your consideration.

MST Services and Infrastructure

MST operates Lines 5, 91, and 94 within Carmel-by-the-Sea, with stops located near or within proposed Fire Hazard Severity Zone (FHSZ) and Wildland-Urban Interface (WUI) areas—particularly along Carpenter Street, Junipero Avenue, and Ocean Avenue. Transit infrastructure such as shelters, signs, benches, and future enhancements may be subject to additional requirements related to:

- Ember-resistant materials
- Vegetation clearance around stops
- Restrictions on combustible features (e.g., wooden benches or wooden bus stop flags)

MST has used wooden bus stop posts in Carmel-by-the-Sea for over 25 years at the City's request. To help support the City's efforts to promote fire-safe construction practices, MST is prepared to begin transitioning to standard metal poles, which are used in other jurisdictions throughout Monterey County.

Emergency Operations and Coordination

As the City considers expanding WUI coverage, MST is ready to coordinate with Carmel Police Department and Monterey Fire Department to support local emergency preparedness and wildfire

Advocating and delivering quality public transportation as a leader within our community and industry.

response. MST is regularly asked to help with evacuations when wildfire occurs in our community. Future areas of collaboration may include:

- Assistance with evacuations
- Identifying safe staging areas
- Ensuring access to key transit corridors
- Providing updated stop data for emergency response planning

Closing

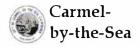
As Carmel-by-the-Sea moves toward codifying the 2025 FHSZ maps into the Municipal Code, MST respectfully requests continued collaboration to ensure the safety of residents and transit users alike. If you have any questions regarding these comments, please do not hesitate to contact me at movermeyer@mst.org or 831-264-5877.

Sincerely,

Michelle Overmeyer

Mills mur On

Director of Planning and Innovation



Attachment 3
Nova Romero <nromero@ci.carmel.ca.us>

Item # 10 Monday's City Council Agenda - Regarding Water Credits Allocations

Nancy Twomey <

Sun, May 4, 2025 at 2:20 PM

To: City of Carmel-by-the-Sea <cityclerk@ci.carmel.ca.us>, "Marnie R. Waffle" <mwaffle@ci.carmel.ca.us>

Can this presentation provide a residential view of what Acre Feet translates into Water Credits. Of course I understand this acre fee is based on the volume of water consumed. However....

The current wording doesn't translate easily into something a homeowner/resident would understand.

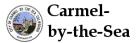
For example what water in credits are needed to add a sink for a JADU? Or if they were considering converting their garage or studio into a full ADU - that would minimally need a Bathroom: shower, toilet and sink, and a Kitchenette with minimally another sink...and possibly a Washer/Dryer.

As in the slides - that you (currently) must have a water meter to get new water credits/use allocation. Is there any current information on if/when a new water meter might be possible? Using ADU's as an example - what if the property owner wanted to have a separate water meter for the ADU they are considering. Is this not possible? And/or is there an estimate if/when this might be possible?

Any of this can be applicable to other uses beyond the ADU examples I call out here.

Thank you for everything you do!

Nancy Ann Twomey Carmel-by-the-Sea Resident



Attachment 4

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

Fire risks and state mitigation requirements

Linda L. Smith saidth:sa

Mon, May 5, 2025 at 11:16 AM

Dear Nova,

Would you please send this letter and attachment to the City Council for them to see before today's meeting and to include in the public record, and also please share it with the Forest and Beach Commissioners, City Forester, Public Works director and staff, City Administrator and Assistant, as well s the Planning Commission and Planning staff.

Thank you.

Sincerely,

Linda L Smith

Dear Mayor and City Council,

I have been active in conservation and climate change issues for the majority of my life, being a 4th generation Carmelite with direct links to Carmel's origins as the unique Village in a Monterey Pine Forest, where residents cherished their Monterey pines and Oaks and native under-story habitat shrubs and all the life they support. Las Manzanitas is the name that had been given to this area before it was called Carmel. This completely unique town, by virtue of the vision of its illustrious founders, captured the imagination of cultured people and lovers of Nature the world over. This is our true heritage. It "has no prototype", as the great architect Nathaniel Owings put it. It is a one of a kind village, a blessing and a reality that is enshrined in our city documents, our General Plan, our LCP! And as such it is protected by the California Coastal Act. Carmel is not Pacific Grove. It is not Monterey.

For the past 30+ years, working with Monterey Pine Forest Watch, and having been directly involved in efforts to save and protect the Monterey Peninsula's endangered Native Monterey Pine Forest, it is distressing to see that this rare forest treasure has never been in greater danger than it is right now, thanks to draconian state mandates that can only be implemented in Carmel by destroying its very being. Defensible space requirements would completely preclude the planting of any Monterey pines or Coast live oaks, the very keystone trees of the native Monterey Pine Forest in which we live and which are the heart and soul of Carmel! Nor would it allow the planting of the majority of native shrub habitat that would grow more than 6 feet high. These state requirements are meant for true wild lands where parcels are large, not for 40 x 100 foot lots. And the state designations and mandates do not take into account the fact of fog on the Monterey Peninsula. Winter rains, fog and cool Summer temperatures protect us for much of the year. Climate scientists identify the Monterey Peninsula a refugia for species as the climate warms, because of cooler temperatures and fog created by upwellings from the cold deep Monterey Marine Canyon. UCB's Dr Axelrod stated that our native Monterey Pine Forest survived past climate warmings, especially because of this factor. And this is why there are so many endemic species here, species that exist nowhere else. It has been a refugia in the past.

From my research, even among experts there is plenty of disagreement about how to address risk generally. Marin's fire expert has pointed out a number of myths that are widespread that are causing hysteria about the supposed danger of trees. Other factors are much more important. And most fires are grass fires which are much more deadly because they move so fast. And the overwhelming majority of wildfires are started by humans. Carmel and the Monterey Peninsula need to look at other types of fire risk management as well. Closing businesses down during extreme fire risk weather, encouraging homeowners to water their trees and shrubs and soil to keep them hydrated, drone surveillance are some ideas that common sense tells us to encourage. I'm sure there are other such ideas.

I think it's time that Carmel speaks up for itself and, while requiring common sense actions to abate risk, protects its natural and cultural environment and heritage and that of the surrounding native Monterey Pine Forest which is the character and essential ecosystem of our Peninsula.

Attached is a fascinating and helpful article by an experienced fire fighter who did experiments on the combustibility of California native plants. It turns out that most of them are highly fire resistant! What do you know...Evolution at work. It's time to learn about where we live and to work with Mother Nature for a change.

Sincerely, Attachment 4

Linda L Smith

Leaf burn times of California native plants.

Leaf burn times of California native plants.

Ignition time of leaves of some California native plants and garden plants. Native plant flammability.

from: Missy Jensen Attachment 5

to: <cityclerk@ci.carmel.ca.us>

date: May 5, 2025, 12:54 PM

subject: Mail Deliver opinion for City Council

Dear City Council,

I have been a full time resident in the same location for 25 years. More and more I rely on deliveries. Often the company shipping an item will not specify which delivery service is being used.

For many years I could rely on UPS to know my home, but in the past year I had 3 successive deliveries go to the wrong house, one of which was never found. After not using the service for months, I spoke to the driver who assured me that he knew my home. However, the next delivery again went to the wrong house. The other services do not reliably find my house.

At the Post Office, suddenly they would not accept packages from other shipping services for residents who showed proof of residence and therefore did not pay for having a box.

This is a frustrating and inconvenient and time consuming problem. Street numbers would resolve this.

Also, emergency services will be much more reliable with numbers.

It has taken me years to come to the point of deciding that it is time for house numbers. It is sad to think this will change something that has made Carmel charming and unique, but surely it can be done in an unobtrusive way with Carmel style.

Thank you,

Mary (Missy) Jensen Santa Lucia Ave Carmel-by-the-Sea From: Kevan Urquhart Date: May 5, 2025, 2:51 PM

To: <u>cityclerk@ci.carmel.ca.us</u> Subject: Street Address Comments

Thank you to the Council for moving this issue along. Please do not schedule a vote to pacify unrealistic naysayers, thereby delaying action for another 0.5-1.5 years, and wasting \$10,000 to \$40,000 of taxpayer funds.

Since the lack of legal addresses is a violation of multiple codes and laws, the City will just eventually get sued if the vote outcome is a 'no', and then waste additional taxpayer funds paying out tens of thousands more dollars in legal fees and a settlement. Scheduling the referendum in an off year like this coming November increases the likelihood that low turn out may allow a vocal minority to dominate the vote.

If you want a referendum, have the City IT staff or a consultant develop one on-line at the City Web page. Allow one vote per Co. Parcel # [if you wish to include taxpaying non-residents] and/or Voter ID#. Setting up such a system for future advisory referendums would be a far wiser expenditure of taxpayer funds to support healthy future engagement by the community

Just like the City had to adapt to the realities of the ADA with home mail delivery for those who are eligible, it has to adapt to reality and also provide legal addresses that meet the criteria to be placed in the USPS database.

The ADA as we all know, is a 'bounty hunter' law where any single aggrieved person can hire a specialty lawyer and be guaranteed to win a costly judgement if the City stalls much longer in providing legal addresses. Public testimony has already documented unequivocal ADA violations in the inability to guarantee the delivery of medicines and medical devices in the absence of USPS recognized addresses. You cannot ignore or beat the ADA>

The fear of losing the local Post Office has been documented to be a red herring, and beyond the control of the City Council. I'd bet nearly all people who want addresses don't care if others don't want to post theirs, or prefer a house 'name', They don't care what size/shape/design criteria may be required, and agree they should be innocuous, and minimized to the size and design legally mandated by State Fire Code,

Please take constructive action and do not stall this any longer.

Sincerely, Kevan Urguhart



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

May 5, 2025 ADJOURNMENT

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Chip Rerig, City Administrator

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Presentations received after agenda posting

RECOMMENDATION:

BACKGROUND/SUMMARY:

FISCAL IMPACT:

PRIOR CITY COUNCIL ACTION:

ATTACHMENTS:

AB 481 - Military Equipment PPT
Discretionary Grants PPT
Fire Hazard Severity Zone PPT
MPWMD Water Allocation PPT
Financial Policy Changes PPT
Street Addresses Presentation 5-5-25 PPT





AB 481

Military Equipment Annual Report

City Council Meeting May 5, 2025

Commander Trayer

The purposes of this meeting are to:

- Provide an overview of the specialized equipment possessed and used by the Carmel-By-the-Sea Police Department;
- Increase transparency and oversight of equipment

Allow Community questions and input



Background

September 30, 2021: Assembly Bill 481 signed into Law

- The Law Enforcement and State Agencies: Military equipment, funding, acquisition, and use Act.
- Public's right to know about any funding, acquisition, or use of military equipment by state or local government officials.
 - Increase Transparency
 - Accountability
 - Oversight



AB 481 Requirements

- Law Enforcement agency must obtain approval from governing body for use, funding, or purchase of military equipment
 - Policy Development
 - Ordinance Adoption
 - Regular Public Meetings

GC: 7070,7071, and 7072; adopted to codify requirements of AB481



AB 481 Requirements

Other requirements:

- ✓ Draft a Military Use Policy- CPD Policy 701
- ✓ Post proposed policy: 30 days prior to any Public Hearing
- ✓ Submit annual equipment and use reports
- ✓ Seek Council approval prior to any acquisition of Military Equipment
- ✓ Post annual report
- ✓ Disclose any complaints, policy violations
- ✓ Hold a public meeting w/in 30-days of reports submission



Military Equipment

GC 7070: 16 Categories "Military Equipment"

The items already in possession and use by CPD when law was enacted.

- #10; Specialized firearms and ammunition of less than
 .50 caliber, including assault weapons.
- #15; Any other equipment as determined by a governing body or a state agency to require additional oversight.



#10- Assault Weapons

6- Colt M4-AR15 Style Semi-Automatic rifles





#15-Other Equipment

4- Keltec KSG Shotguns - Converted for Less Lethal Applications





2024 Annual Report Summary

Uses:

1) In October 2024, we utilized the Keltec KSG less-lethal launcher. It was deployed in attempt to avoid lethal options during what became an Officer Involved Shooting.

This was the only deployment for this tool in 2024. It was a oneitem deployment.

2) The Colt M4-AR15 Style Semi-Automatic rifle deployments were for qualification and training purposes only in 2024.

Equipment Usage

Monterey Peninsula Regional Special Response Unit (MPSRU)

- CPD Participates
- MPSRU Uses Military Equipment
- CPD does not own any Military Equipment in use by SRU



Equipment Maintenance

Costs to maintain current items:

Annual costs for ammunition: \$2527.50 for rifle rounds

Any additional costs? We anticipate spending approximately \$1500 in less-lethal rounds for training and use.



Questions?



CITY OF CARMEL-BY-THE-SEA

Council Discretionary Grant Applications

Fiscal Year 2025-2026

City Council Meeting
May 5, 2025



Introduction

The purpose of today's agenda item is to:

- Summarize the discretionary grant process
- Review grant applications received
- Present staff's recommendation for funding
- Request Council direction on:
 - Total grant funding amount
 - Distribution of grant awards



Grant Program Overview

- Council adopted a Discretionary Grant Policy in 2017 to guide the allocation of discretionary grants.
- Eligibility Criteria:
 - Located in Carmel or serve Carmel residents.
 - 501(c) nonprofit or Carmel school.
 - Provide direct community services.
 - No outstanding City debt.
 - Not financially dependent on City.



Grant Application Summary

- The application period ran from February 5 to March 21, 2025.
- Outreach: City website, Friday Letter, Pine Cone, targeted emails.
- 19 applications received requesting a total of \$53,600.
- Staff reviewed applications and found all to be eligible.
- A preliminary budget of \$36,000 is proposed for grant funding, subject to Council approval.

Grant Categories

Applications received were grouped into 6 categories:

- 1. Youth Programs and Education
- 2. Community Safety and Emergency Services
- 3. Housing and Social Services
- 4. Community Engagement
- 5. Art and Cultural Programs
- 6. Veterans and Seniors Programs



Staff's Recommendation

- Allocate \$36,000 in the FY 2025-2026 budget for Discretionary Grants.
- Distribute \$30,000 among 19 applicants as follows:

Category	Total Amount	# of Applicants	Amount per Applicant
Youth Programs and Education	\$6,00	6	\$1,000
Community Safety and Emergency Services	\$6,000	3	\$2,000
Housing and Social Services	\$6,000	2	\$3,000
Community Engagement	\$4,000	2	\$2,000
Art and Cultural Programs	\$4,000	4	\$2,000
Veterans and Seniors	\$4,000	2	\$2,000



Next Steps

Staff is requesting direction from Council to:

- 1. Confirm the **total amount** to allocate for FY 25-26 Discretionary Grants; and
- 2. Provide direction on grant distribution to eligible applicants.



CITY OF CARMEL-BY-THE-SEA

Wildfire Preparedness Code Updates

Special City Council Meeting May 5, 2025 Agenda Item No. 11



Presentation Outline

- Background
- State & Local Law
- Fire Hazard Severity Zone Maps
- Wildland Urban Interface
- Development Requirements
- Discussion Points
- Potential Options
- Next Steps





Background



- Environment
- Vulnerability



Tools

- Data
- Mapping
- Federal/State



Prepare

- Assess Risk
- Education
- Management



State & Local Law

State Law

- Local Responsibility Area GC 51175, PRC 4125 & CCR 1280.02
- Fire Hazard Severity Zones GC 51178, GC 51179, PRC 4202,
 CCR 1280.02 & CFC Chapter 49
- Defensible Space GC 51182, PRC 4291 & CCR 1299.03
- Structure Hardening CBC Chapter 7A

Local Law

- California Fire Code CMC Chapter 15.55
- Fire Hazard Severity Zones CMC Section 15.10.020



Public Outreach & Education



Defensible Space Mailer

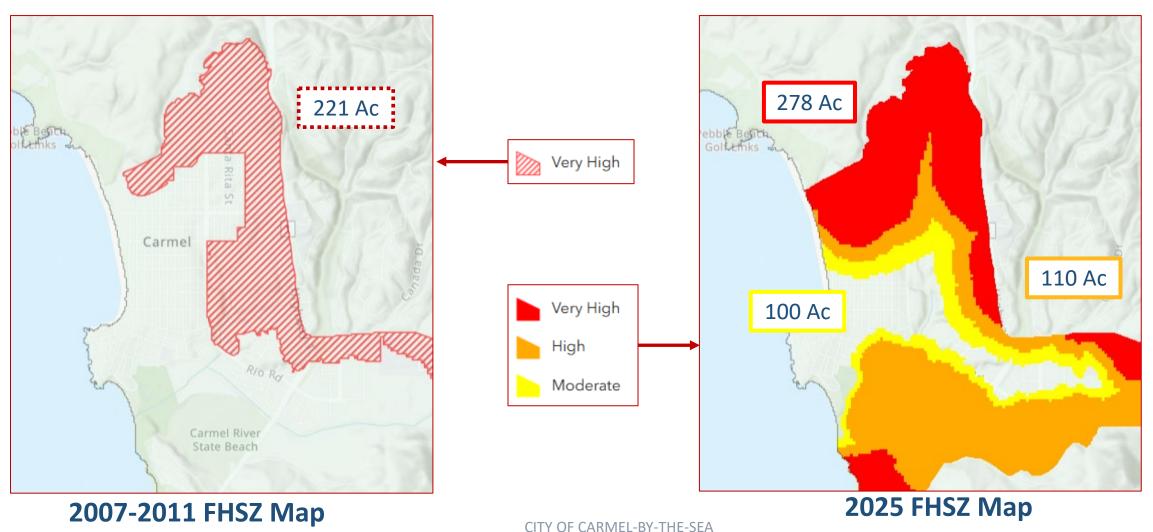
- Law & FHSZ Map Update
- Community Wildfire Protection Plan
- Checklist

Website (ci.carmel.ca.us)

- Law & FHSZ Map Update
- FHSZ Map Public Comment May 15th



Fire Hazard Severity Zone (FHSZ) Maps





Wildland-Urban Interface (WUI) Area

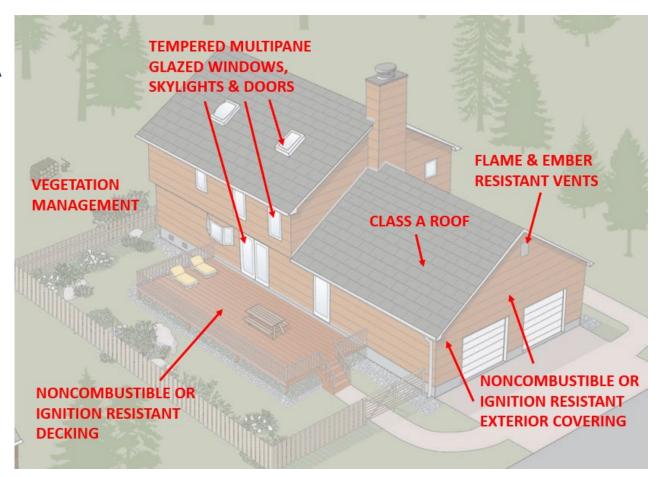
- Community Wildfire Protection Plan
 - 334 Acres of WUI
 - Pre-fire Mitigation
- Guiding Principles
 - Informed Community
 - Cohesive Fire Adaptation
 - Hardened Infrastructure
 - Healthy/Fire-adapted Ecosystems
- Key Strategies for Wildfire Resilience
 - Community Programs
 - Vegetation Management
 - Defensible Space Inspections
 - Structural Hardening





Current Development Requirements

- Very High
 - California Building Code (CBC) Chapter 7A
 - California Fire Code (CFC) Chapter 49
- WUI
 - CBC Chapter 7A
 - CFC Chapter 49
- City-wide
 - Class A Roofing Assembly
 - Spark Arresters
 - Fire Sprinkler Systems
 - Vegetation Maintenance
- Exceptions
 - California Historic Building Code





Considerations

- Insurance Coverage & Rates
- Cost
 - Wildfire Protection v Wildfire Recovery
- CBC & CFC Minimum Standards
 - Maintain v Increase Requirements
- Impacts to Carmel's Character
 - Natural Setting
 - Resource Protection
 - Built Environment





Potential Options

- Option 1 Adopt the 2025 FHSZ Map
 - Meets Minimum Requirements
 - Applicability for New Designated Areas
- Option 2 Adopt the 2025 FHSZ Map with Increased Severity Designations
 - Requires Justification
 - Potential Future Changes
- Option 3 Adopt the 2025 FHSZ Map and Extend WUI
 - Meets State Requirements
 - Applicability for New Designated Areas
 - Extends WUI Regulations Throughout the City
 - Adopt PRC Section 4291
 - Consider the Need for an Urgency Ordinance



Next Steps

- Direct Staff on Preferred Option
- Public Comment
- Adopt Ordinance by July 8, 2025



CITY OF CARMEL-BY-THE-SEA

Water Allocation Update

City Council Meeting May 5, 2025



Background

- City water management plan adopted by Resolution 87-14 (1987)
- Carmel Municipal Code Chapter 17.50, Water Management Program
- Process for distributing limited water resources
- Establish land use categories that will receive water allocations
- Planning Commission makes recommendation based on General Plan and Local Coastal Program policies
- CMC 17.50 requires at least 10 percent of available water resources be set aside for affordable housing



2025 Water Allocation

- MPWMD Ordinance 197 allocated 14 acre feet of water to Carmel-by-the-Sea
- Water is estimated to be available end of 2025/early 2026
- Allocation is placed in unallocated reserves until the city council assigns it to a land use category by resolution
- Last resolution adopted in 2013

EXHIBIT "A"

TOTAL AVAILABLE WATER RESOURCE

3.32 af

Category #1: Low & Very Low Income Housing

.507 af

This category includes residential housing units that meet the affordable housing standards for low-income and/or very low-income households as estimated by the municipal code.

Category #2: Single Family Residential

0.0 af

Category #3: Multi-Family Residential

. . .

This category includes permanent and non-transient multi-family housing in all commercial and R-4 Districts, including new apartments and condominiums, conversions of commercial space to residential dwellings, and the housing component of mixed-use projects.

Category #4: Commercial

0.684 af

This category includes construction of new commercial floor space and conversion of existing space to uses with a greater demand for water. This category also includes the commercial component of mixed-use projects.

Category #5: Municipal

.224 af

This category includes all forms of municipal projects including expansion or renovation of existing facilities, construction of new facilities and changes in use.

Category #6: Unallocated Reserve

1.69 af

This category is unallocated and is to be held as uncommitted until assigned to a defined category through adoption of a new Allocation Resolution by the City Council.

Category #7: Mallery/Pescadero Water Transfer Reserve

.106 af

This category includes the remaining balance from .960 acre-feet of water originally set aside through a transfer of development rights for four vacant lots in Pescadero Canyon owned in 1998 by Tim Mallery but dedicated as permanent open-space. This water may be used for residential, multi-family residential, commercial or public use development as determined by Mallery provided that the project complies with all zoning and provided that the is located with the City limits.

Category #9: Forest Cottages Pre-commitment

.109 af

This category is for water pre-committed to the Forest Cottages Specific Plan for the creation of two low-income housing units. If this project is denied by the City Council or Coastal Commission or the project is not under construction by 13 February 2014 or is otherwise abandoned, the water shall return to Category #1.



2013 Water Allocation Balance

2013 Water Allocation Balances per Resolution 2013-43		
Category #1	Low & Very Low-Income Housing	0.507 af
Category #2	Single Family Residential	0.000 af
Category #3	Multi-Family Residential	0.000 af
Category #4	Commercial	0.684 af
Category #5	Municipal	0.224 af
Category #6	Unallocated Reserve	1.690 af
Category #7	Mallery/Pescadero Water Transfer Reserve	0.106 af
Category #8	Not Defined	0.000 af
Category #9	Forest Cottages Pre-Commitment	0.109 af
Total Water Allocation		3.320 af



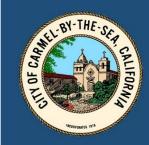
2025 Water Allocation Balance

Water Allocation Balances post-Resolution 2013-43		
Category #1	Low & Very Low-Income Housing 0.616 af	
Category #2	Single Family Residential	0.000 af
Category #3	Multi-Family Residential	0.000 af
Category #4	Commercial	0.000 af
Category #5	Municipal	0.224 af
Category #6	Unallocated Reserve	15.690 af
Category #7	Mallery/Pescadero Water Transfer Reserve	0.106 af
Category #8	Not Defined	0.000 af
Category #9	Forest Cottages Pre-Commitment	0.000 af
Total Water Allocation		16.636 af



General Plan/Local Coastal Program

The City's share of District water resources is internally allocated to land use categories based on policies in the Local Coastal Program and secondarily in the Conservation, Land Use, and Housing Elements of the General Plan. These policies affirm the City's commitment to lots of record, and residential use (new homes, apartments, and remodeling) as the largest allocation for new development. In particular, existing subdivided lots of record zoned for housing should always be considered "first in line" for limited water resources. New subdivisions of land should be limited until existing subdivided lots have a secure water supply to serve full build-out and additional water allocation units have been obtained from the District. As documented above, visitor serving uses throughout the City have been well accommodated with prior water allocations to achieve consistency with the Coastal Act. Augmenting scarce water supplies to serve planned growth continues to be a City policy. (LUP)



Housing Element

Goal H1: Facilitate Housing Construction

Policy 1.1: Ensure adequate sites are available to meet the City's projected housing growth needs

Program 1.2.A: Water Distribution Prioritization for Affordable Housing

Work cooperatively with MPWMD to establish a procedure to prioritize water allocation for housing developments that include affordable units for lower-income households (December 2026). From its own modest water allocation of approximately 1.6-acre feet, the City will grant water allocation priority to those projects that assist the City in meeting its share of the regional housing need for lower- and moderate-income households. A city policy to clearly reflect water allocation priority and incentives for Extremely Low, Very Low, Low, and Moderate-Income households will be adopted (December 2026). Timeframe: Adopt policy by June 2025.



Regional Housing Needs Allocation

- Plan for 349 new housing units by 2031
- Estimated water needs is 40 acre feet
- Current water allocation is 14 acre feet, approximately 121 housing units
- Water allocation cannot be sold
- Properties receiving water must have an existing water meter



Option 1

- Keep the 14 acre feet in unallocated reserves
 - Transfer 1.4 acre feet to Category #1 Low and Very Low Income Housing to remain in compliance with the water management program

Or

• Transfer slightly less, 1.0476 acre feet

Staff would return at a future meeting with a resolution documenting the transfer.



Option 2

 Direct staff to agendize a discussion with the Planning Commission on how to allocate the 14 acre feet and bring their recommendation back to the City Council

Water Allocation Balances post-Resolution 2013-43		
Category #1	Low & Very Low-Income Housing 0.616 a	
Category #2	Single Family Residential	0.000 af
Category #3	Multi-Family Residential	0.000 af
Category #4	Commercial	0.000 af
Category #5	Municipal	0.224 af
Category #6	Unallocated Reserve	15.690 af
Category #7	Mallery/Pescadero Water Transfer Reserve	0.106 af
Category #8	Not Defined	0.000 af
Category #9	Forest Cottages Pre-Commitment	0.000 af
Total Water Allocation		16.636 af



Post Allocation Process

- The Community Planning & Building Director administers the water management program
- Projects that may result in an increase in water usage are not able to be processed by the Department
- Exception: affordable housing projects
- The Community Planning & Building Department is responsible for maintaining a record of the remaining balance of water in each allocation category.
- The Planning Commission is responsible for review the water management plan annually.



CITY OF CARMEL-BY-THE-SEA

Revisions to the Financial Policies

City Council Special Meeting
May 5, 2025

Jayme Fields



Background and Purpose

- Policies are published annually and reviewed periodically
- The budget book contains the following:
 - Budget Policies and Procedures
 - Financial Policies and Procedures
 - Capital Budget Policy
 - Operating Management Policy
 - Fund Balance Policy
 - Debt Policy
 - Investment Policy
- The budget and fiscal measures are currently mixed between the Budget Policies and Fiscal Policies
- Some policy statements are located in both with conflicting limits
- Some policy limits conflict with the City Council's guidelines
- The purpose of this item is to obtain guidance so that the Budget Book may be printed and the policy updated



Highlight of Proposed Changes

The revisions are intended to

- Clean
- Clarify
- Provide Fiscal Guidance



Proposed Changes – Clean-up

- Organize budget book Policies into a Budget Section and a Financial section, eliminating duplication between sections (see green edits) and clarifying titles.
- Deleted duplicate policy statements.
- Update capitalization limit to \$50,000
- Eliminated reference to minimum reserve level chart (which is not used).



Proposed Changes – Clarify

- Clarify the definition of Capital Improvement Project ("CIP Project")
- Change Capital Project Policy to allow approved capital projects to be carried over and stay open until completed or closed, instead of automatically closing at the fiscal year end.



Proposed Changes – Provide Guidance

- Increased Capital Budget Guideline 1 requirement for CIP expenditures to be 10% of revenue instead of 3.5% of revenue.
- Added Operating Budget Guideline 1 requirement that Operating Expenditures be no more that 90% of revenues, replacing the requirement that the budget surplus be 5% of expenditures.
- Eliminated Fund Balance Guideline 6 requiring a capital reserve target balance of 20% of the estimated total five-year capital improvement plan expenditures, replacing it with the above 90% reserve target.
- Modify Fund Balance Guideline 1 to require a reserve of 50% of operating expenditures



Goal of Proposed Revision

The purpose of these Policy Revisions is to clarify existing policies in order to aid in policy compliance.

Tonight's goal is a 'Thumbs Up / Thumbs Down' from the City Council so that these policy changes may be corrected in budget book.

The formal City policy 94-01 will come back on a future agenda item for approval.



Questions?



Street Addresses Public Vote Discussion & Work Group Update

Staff Presentation

City Council Special Meeting May 5, 2025



Mayor Pro Tem's Update

The Address Working Group

We are a self-forming group of citizens volunteering to help staff write the Book on Addresses

Group Members

- Nancy Twomey
- Kevin Ruess
- Paula Hazdavac
- Mayor Pro Tem Delves
- Administrative Analyst Emily Garay
- Others, as appropriate

Writing the Book on Addresses

	Table of Contents	Lead	% Complete
Chapter 1	Goals and History	All Members	90%
Chapter 2	Post Office/Home Delivery	Emily Garay	90%
Chapter 3	Emergency Dispatch/Response Times	Mayor Pro Tem Delves	75%
Chapter 4	Service Provider Input/Findings	Nancy Twomey	10%
Chapter 5	Community Input So Far	Paula Hazdovac	50%
Chapter 6	Address Requirements	Emily Garay	90%
Chapter 7	Potential Address Analysis	Kevin Ruess	80%
Chapter 8	Potential Address Prototype	Kevin Ruess	80%
Chapter 9	Change Management Plan	All Members	10%
Chapter 10	Book Tour	All Members	5%



Mayor Pro Tem's Update

The Street Addresses Book Estimated Timeline

Phase	Date
Write the Book	August 1 st
Book Tour	September 15 th
City Council Update	October
City Council Action	November



Public Vote Options

Three types of public vote:

- 1.Initiative Voter Petition or City initiated Elections Code Sections 9200 to 9226
- 2.Referendum

Elections Code Sections 9235 to 9247

3. Advisory Vote

Elections Code Section 9603



Public Vote Options Continued

- ❖ Voter Initiative Council choices per Elections Code 9215: adopt the Ordinance without change or submit the Ordinance to the voters. Legal issue of state preemption if the result would be to allow the City's current code to remain in effect
- City Council Initiative Propose an Ordinance to voters regarding address identification
- Advisory Vote Propose a question to voters

Focus of Presentation

- Timeline and cost of a 2025 Special Election
- Discussion necessary considering:
 - Timeline constraints
 - Resolution by City Council is required
 - Appropriate ballot language must be drafted for City Council's consideration



2025 Special Election Timeline

The deadlines for a Special Election in an odd-numbered year are determined by California Elections Code section 9222. For a Special Election, the City would contract with the Monterey County Elections Office to conduct the election.

August 6th

August 7th

October

November 4th

December 4th

City Adopts Resolution Resolution Sent to MCEO and Board of Supervisors

County will mailout ballots to Carmel-by-the-Sea registered voters

Election Day

Election Results
Certified by the
County

Resolution calls for special municipal election on Nov. 4th for a street addresses ballot measure

Resolution contains ballot measure language for voters

Resolution is sent to the Monterey County Elections and County Board of Supervisors for approval

The election will be scheduled for 88-103 days from August 6th

2025 Special Election Estimated Cost

Monterey County Elections Office

November 2025 Special Election for Ballot Measure

\$16.00 - \$24.0 per registered voter

~2,500 Carmel-by-the-Sea Registered Voters

Total Estimated Cost \$40,000 - \$60,000



Staff's Recommendation

- City Council action
- In consideration of the 2025 Special Election timeline requirements, staff recommends that City Council decides if the City will hold a special election for a street addresses ballot measure in November 2025
 - If City Council decides to hold a November 2025 Special Election, staff will begin drafting necessary language for a Resolution to meet timeline requirements for a ballot measure in a November 2025 Special Election



Questions?