



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

Mayor Dale Byrne, Councilmembers Jeff Baron, Hans  
Buder, Bob Delves, and Alissandra Dramov  
Contact: 831.620.2000 [www.ci.carmel.ca.us](http://www.ci.carmel.ca.us)

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

### **CITY COUNCIL SPECIAL MEETING Thursday, March 27, 2025 10:00 AM**

#### **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/81342168707> Webinar ID: 813 4216 8707 Passcode:  
953292 Dial in: (253) 215-8782**

#### **HOW TO OFFER PUBLIC COMMENT**

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

#### **CALL TO ORDER AND ROLL CALL - 10:00 AM**

#### **ORDERS OF BUSINESS**

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

1. Receive status report and provide policy guidance on the Carmel Police and Public Works Building Project

**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.**

## **ADJOURNMENT**

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

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

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

## **SPECIAL NOTICES TO PUBLIC**

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



# CITY OF CARMEL-BY-THE-SEA

## CITY COUNCIL

### Staff Report

March 27, 2025  
ORDERS OF BUSINESS

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

**SUBMITTED BY:** Paul Tomasi, Chief of Police & Public Safety Director

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

**SUBJECT:** Receive status report and provide policy guidance on the Carmel Police and Public Works Building Project

#### RECOMMENDATION:

Receive a report on the status of the Police Department Project and provide any updated policy guidance deemed necessary on the following topics being discussed:

1. Review and provide policy guidance on existing plans and plans to possibly downsize (City Administrator, Project Architect, Police Chief and Acting Public Works Director to present).
2. Determine if the City Council is interested in exploring the tear down and rebuild option as discussed at the February 10, 2025 meeting, or whether a substantial remodel is preferred.
3. Discuss immediate safety and security measures being taken in Police and Public Works Building at the direction of the City Council on February 10, 2025.

#### BACKGROUND/SUMMARY:

At the City Council Meeting on February 10, 2025, the City Council received its second status report on the Police and Public Works Building Project. The Council and public asked a series of questions, and received cursory answers, and the Project Architect was not requested to provide the planned report. This report is to provide a status update based on the directions provided at the February City Council meeting. The direction given to staff, based on public and Council questions included:

1. Review and compare the needs analysis with the Project Architect's floor area and determine if any elements can be adjusted to reduce the overall size (and cost) of the Project.
2. Rename the Project as the Police and Public Works Building Project to reflect its necessarily broader scope.
3. Make immediate needed safety and security improvements to the building.

**1. Review and compare the needs analysis with the Project Architect's floor area and determine if any elements can be adjusted to reduce the overall size (and cost) of the Project.**

Staff worked with the Project Architect to reassess the proposed plans based on comments regarding the size requirements (needs) of the building. To reduce the size and scope of this Project, staff looked for other options for potential workable sites for operations and storage of equipment. As recommended by Council, the Vista Lobos building was explored and determined to potentially house the following operations.

- The City Emergency Operations Center and Community Room
- Public Works office space (potential for three offices)
- Vista Lobos Parking Spaces for additional Public Works equipment storage.

Staff also made changes in floor spacing by reducing the floor plans of the existing site to include.

- Reduction of the existing Police firing range by nearly 50 percent.
- Reduction of workable space in both the Police and Public Works areas to include lobby and office spacing requests.

With the proposed plan and a reduction in space to accommodate today's needs, staff and the architect were able to reduce the added corporation yard from three (3) to one (1) acres.

The architect and staff are prepared to discuss the methodology of the existing plans and introduce the reduction in size as developed and to discuss potential impacts to operations.

**Police and Public Works Building Existing Office Space:**

**Police:**

- Existing Space: 10,529 SF

**Public Works:**

- Existing Space: 4,533 SF

**Total: 15,062 SF**

**Police and Public Works Building Proposed Office Space:**

**Police:**

- Proposed Space: 16,525 SF

**Public Works:**

- Proposed Space: 9,272 SF

**Total: 25,797 SF**

**Police and Public Works Reduced Office Space:**

**Police:**

- Reduced Space: 12,500 SF

**Public Works:**

- Reduced Space: 7,500 SF

**Total: 20,000 SF**

**Police and Public Works Garage, Parking and Corporation Yard:**

Police:

- Existing Space: 3,310 SF (parking)

Public Works:

- Existing Space: 12,102 (garage)
- Existing Space: 11,663 (corporation Yard)

**Total: 27,075 SF**

The proposed plan includes a three (3) acre corporation yard (Alternate Location).

The reduced plan requires a one (1) acre corporation yard (Alternate Location).

Staff recognize that the initial recommendation included a Public Works corporation yard at an undecided location. The yard was determined to be necessary based on the desire to build the existing building for the current and future needs of the City. With the proposed plan and a reduction in space to accommodate today's needs, staff and the architect were able to reduce the added Corp yard from three (3) acres down to one (1) acre.

Although we have made a good faith effort to address Council direction, the draft modifications in no way eliminates the need for a major remodel. Doing nothing is still not an option if the Building continues occupancy by City staff and the public. Additionally, a significant remodel will still require work by the Project Architect to complete the design and draft drawings in preparation for construction bidding.

## **2. Consider renaming the project as the Police and Public Works Building Project to reflect its broader scope.**

As you will see, staff has adopted this change as evident in the title and throughout the remainder of this report.

## **3. Make immediate needed safety and security improvements to the building.**

Included in the direction from council was for staff to immediately make needed safety and security improvements to the building. This report will include staff plans, cost estimates and progress in improving the safety and security issues identified in previous reports to the existing building.

As previously identified, the following areas are of biggest concern for staff.

- The doorways entering the Police Department are inefficient and impractical for today's policing standards.

Staff has reached out to multiple vendors and obtained bids to replace eight (8) doors, six (6) in the Police portion and two (2) in Public Works portion of the building with solid core/ proximity reader door access. The installation will include the addition of cameras in the property room and evidence processing areas. The estimate for this renovation is \$85,000.

- The need for an interview room in the lobby is essential for both privacy and legal requirements.

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

- Evidence storage needs to have improved ventilated and security measures.

To complete this improvement, we will be converting the existing Emergency Operations Center into the Property/Evidence room. The estimated cost to complete this renovation is \$15,000.

- Evidence Processing needs to include safe ventilation for processing of dangerous drug evidence, and improved storage means for chain of custody legal requirements.

An evidence processing area will be created in the entry room to the Emergency Operations Center. Converting this space will include the removal of old equipment and the installation of an evidence processing area, complete with ventilation and storage bins for evidence. The estimated cost for this renovation is \$25,000. The existing Emergency Operations Center (EOC) conversion to an Evidence and Evidence Processing Room, requires the EOC be moved to another functioning location. Staff has identified Vista Lobos as an appropriate location for an EOC. The estimated cost to create an EOC at Vista Lobos is \$45,000; and the building must be made ADA accessible. Moving the EOC to Vista Lobos would require a generator be installed to power the building during an emergency. Of note, it may be less expensive to retain the EOC in the existing Police and Public Works Building.

- The back parking lot of the Police portion of the existing building needs a gate to better protect the safety of officers and people in our custody.

Staff has received a cost estimate of \$25,000 for installing a retractable gate.

The amount of these safety and security improvements is estimated at \$215,000-\$240,000.

With the listed safety and security improvements completed, the Building will still require a number of repairs to fix other major deficiencies requiring improvements, as identified in the 2023 Assessment Report. These improvements include.

- Site (read: ADA) Accessibility
- Site Drainage to include repairing leaks into the building from roofs and patio.
- Earthquake retrofitting
- Replacement of the Boiler and HVAC system
- Replacement of existing Fire Alarm System
- Replacement of aging Plumbing Systems
- Replacement of Electrical Systems impacted by water intrusion

Costs to repair or replace these items will be significant and should be factored into Council's decision to renovate or rebuild.

Staff is looking for policy direction from Council including next steps.

#### 1. Continue with Indigo as the Project Architect?

Whether Indigo or another architect is selected, there will be additional costs to complete Indigo's work or start over and prepare a new set of plans.

#### 2. Continue with the renovation of the existing site or explore the cost to demolish and rebuild on the existing site.

At the February 10, 2025, a comment was made regarding potentially exploring an alternate option which would include the cost of a complete tear down and rebuild of the existing building. Staff is looking for direction on whether to explore a cost comparison for the demolition and rebuilding of a new building at the

same location.

#### **FISCAL IMPACT:**

The City Council approved a professional services agreement for architectural services. The City Council also directed immediate work to address the most pressing safety issues.

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

December 2022, City Council appoints 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 to receive public comments and direct moving forward on developing schematic designs.

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

#### **ATTACHMENTS:**