



## **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 Monday, June 30, 2025 3:00 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](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.

**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 - 3:00 PM**

#### **ANNOUNCEMENTS**

#### **PUBLIC HEARINGS**

- 1. APP 25115 (Esperanza Carmel Commercial - JB Pastor Building):** Consideration of an Appeal (APP 25115, Esperanza Carmel Commercial

- JB Pastor Building) filed by Krista Ostoich on behalf of Mike Brown, Mike Cate, Don Goodhue, Steve Hillyard, Vinz Koller, Courtney Kramer, Cindy Lloyd, Ian Martin, Rich Pepe, Kristi Reimer, and Julie Wendt of the Planning Commission's approval (Resolution No. 2025-020-PC) of Design Review, DR 23-140 (Esperanza Carmel Commercial - JB Pastor Building), Use Permit, UP 21-113 (Esperanza Carmel Commercial - JB Pastor Building), Lot Merger, LM 20-394 (Esperanza Carmel Commercial - JB Pastor Building), and associated environmental determination for the JB Pastor Building located at Dolores Street 2 southeast of 7th Avenue in the Service Commercial (SC) District at Lots 6, 8, and 10 of Block 91. APNs: 010-145-023-000, 010-145-024-000, and 010-145-012-000 - ***Recommended for continuance to August 4, 2025***

## 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. June 2, 2025, Special Meeting Minutes, and June 3, 2025, Regular Meeting Minutes
2. May 2025 Monthly Reports
3. May 2025 Check Register Summary
4. Second Reading and Adoption of Ordinance No. 2025-002 amending Carmel Municipal Code Section 15.08.010 and Section 15.10.020 to adopt the 2025 Fire Hazard Severity Zone Map for the City as identified by the California State Fire Marshall in Accordance with Government Code Section 51178
5. Resolution 2025-055 designating Mayor Dale Byrne as the voting delegate and Mayor Pro Tem Bob Delves as the alternative voting delegate at the 2025 Annual League of California Cities Conference
6. Resolution 2025-056 Approving Revisions to City Policy C89-02: City Council Meetings, Orders of Council, Agenda Packets, Minutes of Meeting and Agenda Distribution
7. Resolution 2025-057 Accepting donations from Carmel Cares, an Official City Support Group, received March 2024 through June 2025
8. Resolution 2025-058 authorizing the City Administrator to execute an agreement for the purchase of two new police vehicles as identified in the FY 2025/26 Budget, Vehicle and Equipment Replacement Fund
9. Resolution 2025-059 Amending City Council appointments to the Monterey Regional Taxi Authority (MRTA) Board of Directors
10. Resolution 2025-060 Authorizing the City Administrator to execute Change Order No. 6 for the On-Call Tree Services Contracts, in the combined amount of \$0 for the remainder of Fiscal Year 2024-2025

## CLOSED SESSION

- A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54956.8:

Property: Scenic Road, South of Martin Way, Carmel (APN: 009-423-003-000)  
Agency negotiators: City Administrator, City Attorney  
Negotiating parties: Central Coast Properties (Lance Monosoff, Broker)  
Under negotiation: Price and terms of payment

**B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54956.8:**

Property: Rio Park, East of Dolores Street and Lasuen Drive, Carmel-by-the-Sea (APN: 009-521-002-000)  
Agency negotiators: City Administrator, City Attorney  
Negotiating parties: Carmel Area Wastewater District (CAWD)  
Under negotiation: Price and terms of lease

**C. 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  
Zachery Lopes, Burke Williams & Soresen  
Senior HR Analyst Marisa Bermudez  
Police Chief Paul Tomasi

**Employee Organization:** Police Officers Association (POA)

**Public Comment - Limited to items on closed session**

**ADJOURNMENT**

**4. Correspondence 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

June 30, 2025  
PUBLIC HEARINGS

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

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

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

**SUBJECT:** **APP 25115 (Esperanza Carmel Commercial - JB Pastor Building):** Consideration of an Appeal (APP 25115, Esperanza Carmel Commercial - JB Pastor Building) filed by Krista Ostoich on behalf of Mike Brown, Mike Cate, Don Goodhue, Steve Hillyard, Vinz Koller, Courtney Kramer, Cindy Lloyd, Ian Martin, Rich Pepe, Kristi Reimer, and Julie Wendt of the Planning Commission's approval (Resolution No. 2025-020-PC) of Design Review, DR 23-140 (Esperanza Carmel Commercial - JB Pastor Building), Use Permit, UP 21-113 (Esperanza Carmel Commercial - JB Pastor Building), Lot Merger, LM 20-394 (Esperanza Carmel Commercial - JB Pastor Building), and associated environmental determination for the JB Pastor Building located at Dolores Street 2 southeast of 7th Avenue in the Service Commercial (SC) District at Lots 6, 8, and 10 of Block 91. APNs: 010-145-023-000, 010-145-024-000, and 010-145-012-000 - ***Recommended for continuance to August 4, 2025***

#### RECOMMENDATION:

It is recommended that this public hearing be continued to a date certain of August 4, 2025.

#### BACKGROUND/SUMMARY:

#### FISCAL IMPACT:

#### PRIOR CITY COUNCIL ACTION:

#### ATTACHMENTS:



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

June 30, 2025  
CONSENT AGENDA

<b>TO:</b>	Honorable Mayor and City Council Members
<b>SUBMITTED BY:</b>	Nova Romero, City Clerk
<b>APPROVED BY:</b>	Chip Rerig, City Administrator
<b>SUBJECT:</b>	June 2, 2025, Special Meeting Minutes, and June 3, 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) June 2, 2025, Special Meeting Minutes

Attachment 2) June 3, 2025, Regular Meeting Minutes

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

**SPECIAL MEETING MINUTES**

**Monday, June 2, 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.

**CONSENT AGENDA**

Councilmembers pulled items #6 and #7 for discussion.

**Motion by Mayor Pro Tem Delves to approve consent agenda items #1-5, and #8-11, 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 1** - May 5, 20, & 21 Special Meeting Minutes, and May 6, 2025, Regular Meeting Minutes - ***Approved 5-0-0-0***

**Item 2** - April 2025 Monthly Reports - ***Approved 5-0-0-0***

**Item 3** - April 2025 Check Register Summary - ***Approved 5-0-0-0***

**Item 4** - Letter authorizing the County of Monterey to execute all documents necessary to continue to implement the annual Used Oil Payment Program on behalf of the City during Fiscal Year 2025/26 - ***Approved 5-0-0-0***

**Item 5** - Resolution 2025-043, authorizing a Free Use Day of the Sunset Center Theater and Lobby for the Carmel Foundation's Annual Meeting and 75th Anniversary Celebration on September 24, 2025 ***Approved 5-0-0-0***

**Item 8** - Resolution 2025-047 approving a list of streets to be resurfaced in Fiscal Year 2025/26 partially funded by SB1: The Road Repair and Accountability Act of 2017. ***Approved 5-0-0-0***

**Item 9** - Resolution 2025-048, Modifying Policy C94-01 "Financial Policies" for updates to the City's Budgetary Guidelines and Reserve Policies ***Approved 5-0-0-0***

**Item 10** - Resolution 2025-049, rescinding a Notice of Merger recorded with the County on July 14, 2004 (Monterey County Recorder Document No. 2004073684), and approving a Land Use Regulatory Jurisdiction Agreement and Covenant and Agreement to Hold Property as One Parcels (City of Carmel-by-the-Sea (APN: 009-146-029) and Unincorporated Monterey County (APN: 009-146-028)). Proposed CEQA Action: Find the action to be “not a project” pursuant to section 15378 of the CEQA Guidelines. **Approved 5-0-0-0**

**Item 11** - Adopt Resolution 2025-050 Authorizing the City Administrator to Execute Amendment No. 1 to a Professional Services Agreement with Regional Government Services Authority for a not-to-exceed amount of Seventy Eight Thousand Dollars (\$78,000.00) and extending the term through June 30, 2026 for payroll consulting services. **Approved 5-0-0-0**

#### **ITEMS PULLED FROM CONSENT**

**Item 6** - Resolution 2025-044 authorizing the City Administrator to execute Amendment No. 1 to the construction contract with Coastal Paving & Excavating, Inc., for added construction services associated with the Drainage System Repairs Projects in the amount of \$95,190.57

Councilmember Buder and Mayor Byrne asked Project Manager Javier Hernandez about the 11th Ave and Carmelo drainage project's scope change and potholing. Hernandez explained old utility infrastructure can reveal additional issues and City staff will see if they can fix some of the cracking and potholes in the area.

Public comment:  
Steven McClellan  
Shirley Moon  
Victoria Beach

**Motion by Mayor Pro Tem Delves to adopt Resolution 2025-044, authorizing Amendment No. 1 to construction contract with Coastal Paving & Excavating for the Drainage System Repairs Project, seconded by Councilmember Baron and approved 5-0-0-0 by the following roll call vote:**

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

**NOES: None**

**ABSENT: None**

**ABSTAIN: None**

**Item 7** - Resolution 2025-046, authorizing a cost sharing agreement between the City of Carmel-By-the-Sea and County of Monterey for the pavement rehabilitation of the portion of Ocean Avenue between just west of Cabrillo Highway, California State Route 1, also known as Pacific Coast Highway and Carpenter Street, with a budget of \$400,000.00.

Councilmember Buder sought clarification on Ocean Avenue paving cost-sharing. City Administrator Rerig confirmed the County will fully reimburse the City for paving include City employee salary costs. Mayor Byrne thanked John Comer and City staff for facilitating the agreement.

Public comment: None

**Motion by Mayor Pro Tem Delves to approve Resolution 2025-046, authorizing a cost sharing agreement between the City of Carmel-By-the-Sea and County of Monterey for the pavement rehabilitation of Ocean Avenue, 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**

## **ORDERS OF BUSINESS**

**Item 12 - Resolution 2025-051 ratifying appointments to the Community Activities Commission, Harrison Memorial Library Board of Trustees, Historic Resources Board, and the Forest and Beach Commission**

City Clerk Romero gave a brief presentation on the background of the Board and Commission application and appointment process, and read the names of the applicants recommended by the Mayor and Mayor Pro Tem for appointment to each Board and Commission vacancy. Councilmember Buder, supported by Councilmembers Baron and Dramov, advocated for John Krisher to remain on the HML Board due to his experience and advocacy during the Library Renovation Project. Mayor Pro Tem Delves and Mayor Byrne acknowledged the difficulty of choosing from 17 qualified applicants, thanking all who applied.

Public Comment:

Nancy Twomey

**Motion by Mayor Pro Tem Delves to approve Resolution 2025-051, ratifying appointments to various boards and commissions, seconded by Mayor Byrne.**

***Councilmember Baron disagreed with Billy Farina's recommended appointment to the HML Board of Trustees, and made a substitute motion to appoint all recommended applicants except Billy Farina, seconded by Councilmember Buder.***

Mayor Byrne and Mayor Pro Tem Delves opposed the substitute motion, stating that their recommendation to appoint Billy Farina to the Harrison Memorial Library Board stood, despite the difficulty of the decision to not reappoint an incumbent.



**Motion by Councilmember Baron to appoint all of the recommended applicants for appointment except for Billy Farina, seconded by Councilmember Buder, and approved 3-2-0-0 by the following roll call vote:**

**AYES: Councilmembers Baron, Buder, Dramov**

**NOES: Mayor Pro Tem Delves, Mayor Byrne**

**ABSENT: None**

**ABSTAIN: None**

Mayor Byrne said that the appointment to the HML Board of Trustees for the remaining seat will be brought back to Council on a future agenda.

**Item 13** - Discuss City Policy C89-02: City Council Meetings, Orders of Council, Agenda Packets, Minutes of Meeting and Agenda Distribution, and consider Motion to approve proposed changes to Policy or provide other direction to the City Administrator

City Attorney Pierik gave a brief overview of the item and answered questions from Council.

Public comment:

Maria Ruess

Councilmember Baron expressed support for retaining language stating that the Mayor sets the agenda and opposed removing that provision. He also recommended that public comments be heard after Council questions but before Council discussion. Additionally, he advocated for a later meeting curfew, noting that most other cities set theirs later than 9:30 p.m. He added that scheduling appeal hearings on separate dates could help the Council conclude business within the curfew and allow for a vote to extend if needed.

Councilmember Buder agreed that the policy should specify the agenda is set by the Mayor or their designee. He also suggested including a dinner break during longer meetings. Councilmember Dramov supported specifying that the Mayor and Mayor Pro Tem are responsible for setting the agenda.

Mayor Byrne asked whether the Mayor or Mayor Pro Tem could review the final draft of the agenda packet before publication.

The Council agreed to remove proposed changes #1 and #9 from the draft revised policy. Council also supported including a 30-minute recess during long meetings, with Councilmember Baron suggesting the timing of the break remain flexible.

City Attorney Pierik and City Administrator Rerig acknowledged the Council's direction and confirmed they would present the revised policy, incorporating the feedback, for formal adoption by Resolution at a future meeting.

## **RECESS**

Council took a recess at 6:00 p.m. and returned to the dais at 6:10 pm.

**Item 14** - Receive a presentation, discuss, and provide direction on options related to parking management in the City

Councilmember Dramov raised a concern about discussing an item that did not include a staff report or attachments in the agenda packet for public review. City Attorney Pierik clarified that it is the City's standard practice to include staff reports with agenda items. Mayor Byrne explained that the purpose of the item was to initiate a general discussion on parking management, with no decisions to be made. The Council agreed to proceed with the presentation.

Andrew Hooks and Steven Summers of National Parking and Valet presented a series of proposals aimed at improving parking management in the city, including:

- Implementing a valet parking program
- Redesignating select spaces for compact vehicles
- Launching a paid parking pilot program near Del Mar Beach
- Creating carpool options for employee parking
- Modification of recent AB413 parking spot changes currently designated loading zones or red zones.
- Providing shuttles or trolleys during peak events (e.g., Car Week)
- Expanding off-street parking near the Forest Theater and Sunset Center
- Utilizing private/church lots for valet services
- Outsourcing parking enforcement
- Enforcing stricter traffic control for construction sites and limiting overlapping projects

Councilmember Dramov requested an update from the Police Chief on the implementation of AB413 changes and asked for Police Department feedback on proposals related to speed limits and parking space dimensions. Chief Tomasi agreed to return with updates and suggested including Streets Superintendent Rob Culver in future discussions. He emphasized the need for additional public input and noted that the Traffic Safety Committee reviews related topics, such as parking, traffic control, and speed studies, on a quarterly basis.

Public comment:

No name

Joe DiNucci

Scott French

Katie Enea

Kevin Ruess

Randall Burnett

Maria Ruess

Cindy Lloyd

Ian Martin

Nancy Twomey

Carrie Theis

Charles Najarian

Stephen Moorer

Karen Ferlito

Scott Mace

The City Council agreed that parking remains a major issue, with employee parking identified as a key area of focus. Councilmember Dramov cautioned against rushing into changes and stressed the importance of avoiding spillover into residential areas. She opposed shortening parking spaces, citing safety concerns. Mayor Pro Tem Delves highlighted Monterey-Salinas Transit's (MST) effective employee shuttle program as a potential model. Councilmember Buder supported exploring valet parking through a low-cost pilot program and suggested the use of high-speed golf carts for local shuttling. He emphasized prioritizing parking solutions, even if it requires shifting other priorities.

Councilmember Baron noted that congestion is the broader issue and that increasing parking alone won't solve it. He reminded the Council that AB413 was designed to enhance pedestrian safety, not just reduce parking. He also expressed concerns about residential parking and related safety issues. Mayor Byrne supported revisiting recent AB413-related parking changes and emphasized the potential for a cost-sharing valet contract that could generate revenue. He acknowledged concerns about congested residential streets impacting walkability.

Council consensus direction to staff:

- Add Parking Management to the Council Priorities list
- Explore a pilot valet parking program
- Partner with the Carmel Chamber to address employee parking and outreach
- Seek input from Public Safety and Public Works before modifying AB413 parking changes.

## **ADJOURNMENT**

Council adjourned the meeting at 8:07 p.m.

APPROVED:

ATTEST:

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Dale Byrne, Mayor

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Nova Romero, MMC, City Clerk

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

**REGULAR MEETING MINUTES**

**Tuesday, June 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.

**PLEDGE OF ALLEGIANCE**

City Administrator Rerig 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, such as Sober Grad Night, and thanked the City Council for the generous donation to support the event.

**B. Pride Month Proclamation** - Councilmember Baron read the Pride Month Proclamation.

**C. Non-Profit Spotlight - Monterey Fire Fighters Community Foundation** - Matt Murphy, Executive Community Outreach Director for MFCF, gave a presentation on the organization's mission and goals, which include fundraising and community events, to help people get to know their local firefighters, and improve public education on fire prevention and safety.

**D. Receive an information report on the City of Carmel-by-the-Sea Vacancies Pursuant to Government Code Section 3502.3 (AB 2561)** - Senior HR Analyst Marisa Bermudez gave a presentation on Assembly Bill 2561, which requires all public employers to disclose the status of vacancies, recruitment, and retention efforts before budget adoption. She presented on the number of full-time budgeted positions, vacancy information by bargaining units, recruitment and retention efforts.

**PUBLIC APPEARANCES**

John Jarmillo

Nancy Twomey

Ian Martin

Ryan Heron

Sullivan Carey-Lang

Marnie Waffle  
Ken White  
Donna Jett  
Karen Ferlito  
Ken Spilfogel  
Steven

## **ANNOUNCEMENTS**

**A. City Administrator Announcements** - Thanked Commander Trayer, Police Chief Tomasi, the VIPS, and CERT for the great pancake breakfast hosted by the Police Department. He thanked Bob Gotch for his 10 years of service on CERT. He said the CAWD lease discussion will be added to an upcoming open session meeting.

**B. City Attorney Announcements** - no reports.

### **C. Councilmember Announcements -**

Councilmember Baron praised Public Works and Environmental staff for well-received workshops on Sea Level Rise and TAMC Vision Zero, and a presentation on the City's Climate Adaptation Plan at NASA ECHO Summer School.

Councilmember Buder thanked the Police Department, CERT, VIPS, and especially Commander Trayer, for the Pancakes with Police Breakfast. He also congratulated VIP Bob Gotch on 10 years of service and advocated for Saturday Library hours.

Councilmember Dramov reported there is a strip of land that is for sale south of the Frank Lloyd Wright House on Scenic and asked the City Attorney if the City could consider purchasing it. City Attorney Pierik said this would be appropriate to add to a future closed session for discussion if the Council wishes.

Mayor Pro Tem Delves and Mayor Byrne also thanked the Police Department for the Pancakes with Police event, and thanked CERT member Bob Gotch for his service to the community. Mayor Byrne thanked everyone for their input at the meeting last night during the discussion on parking solutions. He announced that the Public Works Department is partnering with Carmel Cares to repair and replace the fencing around Devendorf Park. He said the Monterey County Mayor's Meeting is being held on Friday in Carmel-by-the-Sea at Grasing's.

## **PUBLIC HEARINGS**

**Item 1** - Resolution 2025-053 Adopting the Fiscal Year 2025-2026 Appropriations Limit

Finance Manager Jayme Fields presented the purpose and background of the adoption of an annual appropriations limit.

Public comment: None

**Motion by Councilmember Baron to adopt Resolution 2025-053 Adopting the Fiscal Year 2025-2026 Appropriations Limit, seconded by Councilmember Buder, and approved 5-0-0-0 by the following roll call vote:**

**AYES: Councilmember Baron, Buder, Delves, Dramov, and Mayor Byrne**

**NOES: None**

**ABSENT: None**

**ABSTAIN: None**

**Item 2 - Resolution 2025-052 Adopting the Fiscal Year 2025-2026 Annual Operating and Capital Budget**

Finance Manager Fields presented the updates to the proposed FY 25-26 Operating and Capital Budget based on feedback and direction received from the Council at the May 21st budget workshop. She also noted that additional budget questions have been answered, and if approved tonight the proposed budget will go into effect July 1st. She answered questions from Council. City Administrator Rerig recommended that the Council give direction on whether to move some of the CIP projects to the end of the fiscal year or move certain projects to next fiscal year.

Public Comment:

Maria Ruess

Karen Ferlito

Melanie Billig

Council commended staff on the budget, recognizing its accuracy and highlighting the need for improved project management, increased revenue, and reduced costs. Mayor Pro Tem Delves favored cutting six non-urgent CIP projects, while Councilmembers Buder and Baron stressed the importance of road paving and finalizing the design guidelines. Mayor Byrne said he agrees with keeping all of the CIP projects on the list and noted some of the most urgent projects to keep an eye on. City Administrator Rerig said that staff are looking forward to coming back with quarterly financial updates and forecasts to keep the Council and public updated on the progress for CIP projects.

**Motion by Councilmember Baron to adopt Resolution 2025-052 Adopting the Fiscal Year 2025-2026 Annual Operating and Capital Budget as presented, seconded by Councilmember Buder, and approved 5-0-0-0 by the following roll call vote:**

**AYES: Councilmember Baron, Buder, Delves, Dramov, and Mayor Byrne**

**NOES: None**

**ABSENT: None**

**ABSTAIN: None**

**RECESS**

Council took a recess at 6:45 pm and resumed the meeting at 7:15 p.m.

**Item 3** - First reading and introduction of Ordinance No. 2025-002 amending Carmel Municipal Code Section 15.08.010 and Section 15.10.020 to adopt the 2025 Fire Hazard Severity Zone Map for the City as identified by the California State Fire Marshall in Accordance with Government Code Section 51178

Community Planning and Building Director Anna Ginette presented the item, summarizing that per Government Code section 51179 the City is required to adopt the State Fire Marshal's Updated Fire Hazard Severity Zone Map within 120 days. She added that regulations will apply following ordinance adoption, including vegetation management for both new and existing landscaping, as well as the hardening of new building structures against fire.

Public comment:

Karen Ferlito

Nancy Twomey

City Administrator Rerig said that at the last Council meeting a Fire Hazard Safety Task Force, consisting of Mayor Byrne, Councilmember Buder, Fire Chief Miller, Police Chief Miller, Community Planning and Building Director Ginette, Public Works Director Wysocki, Forest and Beach Commission Chair, Planning Commission Chair, and himself are working on gathering information on fire safety and prevention in the village, and will also hold public outreach and education meetings.

Councilmember Baron requested that the Task Force ad hoc committee publicly notice their meetings as special meetings of the City Council, allowing all councilmembers to attend. Councilmember Dramov expressed concern about the State potentially forcing the city to adopt this ordinance quickly and its impact on the village's character. She supports the Task Force in addressing these concerns, seeking a balance between fire safety and preserving village character, and researching grant opportunities to assist homeowners with home hardening. Mayor Pro Tem Delves supports the efforts of the Task Force.

Mayor Byrne requested that the City Attorney read the Ordinance title. City Attorney Pierik read the Ordinance title.

**Motion by Mayor Pro Tem Delves to waive the full reading and introduce Ordinance No. 2025-002, seconded by Councilmember Buder, and approved 5-0-0-0 by the following roll call vote:**

**AYES: Councilmember Baron, Buder, Delves, Dramov, and Mayor Byrne**

**NOES: None**

**ABSENT: None**

**ABSTAIN: None**

**Item 4** - First reading and introduction of Ordinance No. 2025-003 Adding Section 2.52.686 – (Paid Parental Leave) to the Carmel-by-the-Sea Municipal Code

Assistant City Administrator Brandon Swanson presented the item summarizing the proposed ordinance which would add Section 2.52.686 to the Municipal Code to provide 6 weeks of paid parental leave for the birth, adoption, or foster placement of a child. He answered questions from Council and emphasized that the benefit would be available to employees who have been with the City at least 1 year.

Public comment:

Donna Jett

Maria Ruess

Council supported the Ordinance but suggested removing the part in Section G that gives the City Administrator authority to revoke the policy. Council consensus direction was to change the length of the Paid Parental Leave to 8 weeks and specify that it would be supplemental and in addition to any other available leave such as SDI.

Council gave direction to return in July with another first reading incorporating the changes they agreed upon.

The Council supported the Ordinance but directed that Section G be amended to remove the City Administrator's authority to revoke the policy. Council gave consensus direction to amend the Ordinance to extend Paid Parental Leave to eight weeks, explicitly stating it would supplement other available leave pay, such as State Disability Insurance, if applicable. Council requested a revised first reading incorporating these changes be presented in July.

## **ORDERS OF BUSINESS**

**Item 5** - Resolution 2025-054 approving a 4.19% rate increase to charges by the City's franchised hauler, GreenWaste Recovery, for the collection of solid waste, recycling and organics, effective July 1, 2025, and approving Amendment No. 4 to the Memorandum of Understanding between ReGen Monterey and Member Agencies for Fiscal Year 2025/26

Environmental Programs Manager Mary Bilse gave a presentation on Senate Bill 1383, which allows for the City's franchise waste hauler to increase their rates, and the 2025 collection rate increase of 4.19% for FY 25-26.

Public comment: None



**Motion by Mayor Pro Tem Delves to adopt Resolution 2025-054 approving a 4.19% rate increase to GreenWaste Recovery and approving Amendment No. 4 to the MOU between ReGen Monterey for FY 25-26, seconded by and approved 5-0-0-0 by the following roll call vote:**

**AYES: Councilmember Baron, Buder, Delves, Dramov, and Mayor Byrne**

**NOES: None**

**ABSENT: None**

**ABSTAIN: None**

## **FUTURE AGENDA ITEMS**

Councilmember Buder and Mayor Byrne supported Councilmember Dramov's request to add a closed session item to a future meeting agenda to discuss the purchase of public land near the Frank Lloyd Wright House.

Councilmember Buder requested that the ADU Ordinance and Objective Design Guidelines be brought to the Planning Commission and then to the Council for approval in an expedited manner. Mayor Byrne concurred with this request.

## **CLOSED SESSION**

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: Police Officers Association (POA)

Public comment - none

## **ADJOURNMENT**

Council moved to Closed Session at 8:35 p.m.

APPROVED:

ATTEST:

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Dale Byrne, Mayor

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Nova Romero, MMC, City Clerk



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

June 30, 2025  
CONSENT AGENDA

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

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

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

**SUBJECT:** May 2025 Monthly Reports

## RECOMMENDATION:

Review and receive monthly reports.

## BACKGROUND/SUMMARY:

This is a monthly series of reports:

- City Administrator Contract Log (*No contracts under \$60k in May*)
- 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 and Building Department Reports

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:	June 1, 2025
APPROVED BY:	Anna Ginette, Director of Community Planning and Building

### MAY 2025 – DEPARTMENT ACTIVITY REPORT

#### I. PLANNING PERMIT APPLICATIONS:

In May 2025, **33** planning permit applications were received.

#### II. BUSINESS LICENSE APPLICATIONS:

In May 2025, **4** business license applications were received.

#### III. BUILDING PERMIT APPLICATIONS:

In May 2025, **60** building permit applications were received.

#### IV. CODE COMPLIANCE CASES:

In May 2025, **4** new code compliance cases were created.

#### V. TRANSIENT RENTAL COMPLIANCE CASES:

In May 2025, **0** new transient rental compliance case was created.

#### VI. ENCROACHMENT PERMIT APPLICATIONS:

In May 2025, **33** encroachment permit applications were received.

#### VII. TREE PERMIT APPLICATIONS:

In May 2025, **35** tree permit applications were received.

Table 1 includes the following May 2025 totals:

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

May 2025 totals are provided alongside May 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	152	30	263	63	11	110	152
2025 YTD Totals	159	21	249	78	7	134	159
YTD % Difference	+4.61%	- 30.00%	-5.32%	+23.81%	-36.36%	+21.82%	+4.61%



# Planning Permit Report

05/01/2025 - 05/31/2025

Permit #	Permit Type	Permit Identifier	Track	Project Description	Address/Location	Date Received	Date Approved	Status
25159	Design Study	DS 25159 (Irissou)	One	Tear off existing tar & gravel roof and install new underlayment. Install 17 squares of new Class A Sheffield metal 16" standing seam roof in the color "Solar White". Additionally, if the color "Solar White" is not acceptable, we have these two color options: "Stone White" & "Regal White". If none of these colors are acceptable, we are willing to explore colors that the city finds appropriate.	Santa Rita 2 NE of 4th	5/30/2025		In Review
25158	Design Study	DS 25158 (McCallister)		Addition of Detached One Car Garage	Scenic 3 NW of 8th			Pending Assignment
25157	Design Study	DS 25157 (Petker)		Replace existing deck	Trail View 3 SW of Flanders			In Review
25156	Authorized Work			Replace 3 broken windows - match existing	8 Riley Ranch Road			Closed
25155	Historic Evaluation	HE 25155 (Pike Brothers LLC)		Interior remodel, ext siding to be sanded & painted	Guadalupe 5 SE of 4th Ave			Pending Assignment
25154	Design Study	DS 25154 (Stromatt)		Remove, Hail and Dispose of existing plant material and concrete for driveway. Redo 24' x 10' driveway out of poured concrete reinforced with rebar. Install 8' long 3/4" channel drain where driveway meets residence. Install landscape material and low water use irrigation system in front and back of residence	Santa Rita 3NW of 1st			Pending Assignment
25153	Design Study	DS 25153 (Van Selow)	Two	1. Remodel of a two story single family dwelling with an expansion of the north side of the structure and second floor. 2. New balcony and tower	Lincoln 3 N/E of 4th, Carmel			In Review
25152	Sign	SI 25152 (Somewhere on Ocean)		20.5" x 20.5" Hand-painted wood sign. Sign will be the same on both sides. cream paint - Pantone #f4e4c2, brown paint - Pantone #843100, pink paint - Pantone #ed78c2	NE Corner of Monte Verde & Ocean			In Review
25151	Design Review	DR 25151 (Clark-Fairley)	One	Color changing for retractable awning, would like to change it to black and white	San Carlos 3NW of 7th	5/22/2025		In Review

25150	Use Permit	UP 25150 (Gelato by the Sea)		400 square-foot Ice Cream Shop	San Carlos 2NE of 7th, Unit 6 (Carmel Square)	5/23/2025		In Review
25149	Design Study	DS 25149 (Pepper)	One	Construct 3 foot garden wall	Junipero 2NE of 3rd			Pending Assignment
25148	Sign	SI 25148 (Brunello Cucinelli)		See DR 25064 (Brunello Cucinelli)	SW Corner of Ocean & Junipero, Carmel Plaza, Suite 204	5/19/2025		In Review
25147	Sign	SI 25147 (Malbon)		New signage for the entrance of the store.	San Carlos 2 NE of 6th	5/23/2025		In Review
25146	Design Study	DS 25146 (Gomez)	One	Replace a single door in upstairs bedroom that has right hand out swing opening to balcony deck on second floor of residence. There is bullnose on interior and exterior of the opening for door frame. Size of opening will not be modified. I believe the door is made of wood. Door's located on the second floor of residence is shown in 4 attached photos.	San Carlos 4 NW of 3rd			Closed
25145	Design Review	DR 25145 (OWRF Carmel LLC)	One	Replace existing rotted fascia boards around top perimeter of Building #4 with new wood fascia boards. Replace roofing materials 24" from roof edge inwards with new Bel Aire concrete roof tile to match the surrounding rooftops of the Plaza	Ocean & Mission	5/21/2025		In Review
25144	Design Study	DS 25144 (Vannucci)	One	Repair existing 312 square foot roof deck above existing garage, replace guardrail system in-kind, and repair/replace brick deck flooring.	San Carlos 2 SW of 11th		5/30/2025	Approved
25143	Historic Evaluation	HE 25143 (Irissou)	One	Tear off existing tar & gravel roof and install new underlayment. Install 17 squares of new Class A Sheffield metal 16" standing seam roof in the color "Solar White". Additionally, if the color "Solar White" is not acceptable, we have these two color options: "Stone White" & "Regal White". If none of these colors are acceptable, we are willing to explore colors that the city finds appropriate.	Santa Rita 2 NE of 4th	5/19/2025	5/27/2025	Approved

25142	Use Permit	UP 25142 (La Bicyclette)		Expansion of La Bicyclette Restaurant into adjacent newly leased space. We would like to expand La Bicyclette to include the patio area in our newly leased adjacent space. In addition we would like to set up the interior of the new space as a combination of attractive wine cellar, waiter service station, and waiting area for guests, as well as providing an additional restroom	NWC of 7th & Dolores			Pending Assignment
25141	Historic Evaluation	HE 25141 (Ahmed)		New house entryway at street level, expand car bridge to entryway, front windows replacement, entryway roof extension, exterior stucco building.	Santa Fe 3 SW of 4th Avenue	5/15/2025		In Review
25140	Design Study	DS 25140 (Cruz)	One	Revise site coverage (Cover sheet) to match the deck coverage. Site coverage is under allowed coverage. Revise plans to show electrical panel on correct side, revise materials sheet to show correct house colors, revise front elevation to show gable end vent.	Monte Verde 3 NW of 11th Carmel-By-The-Sea CA 93921	5/19/2025		In Review
25139	Design Study	DS 25139 (Kshire Property Investments, LLC)	Two	Demolition of existing single story residence, shed, and site features. Proposed construction of a 3 bedroom, 1.5 bath residence with a 2 car garage and covered patio. Site improvements to include grading, retaining and site walls, entry steps, paving, and fencing. Proposed removal of 5 trees (1 eucalyptus, 3 ornamental, and 1 oak). Proposed construction of detached 2 bedroom, 1 bath ADU. Site improvements for the ADU include new entry steps and exterior door landings	Monte Verde St. 4SW of 3rd Avenue			Pending Assignment
25138	Design Study	DS 25138 (Melani)	One	Landscape planting and fencing associated with previously approved design study permit and building permit	Carmelo Street 4 SW of 2nd Avenue	5/19/2025		In Review
25137	Design Study	DS 25137 (Susko)	One	Addition of new outdoor spa, new fire suppressant equipment room, revised driveway material, revised site coverage calculations	Dolores Street, 2 SE of 9th	5/9/2025		In Review
25136	Banners	BA 25136 (PacRep - Gypsy)		Installation of 5 double-sided banner poles for 44 days from November 7 2025 - December 22, 2025 for PacRep Theatre Presents Gypsy at the Founders Theatre.	Ocean from Junipero to Monte Verde	5/8/2025		In Review
25135	Banners	BA 25135 (PacRep - Waitress)		Installation of 5 double-sided banner poles for 38 days from June 13, 2025 - July 12, 2025 for PacRep Theatre Presents Waitress at the Founders Theatre.	Ocean from Junipero to Monte Verde	5/7/2025		In Review

25134	Preliminary Site Assessment	PSA 25134 (Munoz)		Residential Remodel	4th Ave 3 NE of Monte Verde			Closed
25133	Design Study	DS 25133 (Comeau & Meyrose)	One	Revision to DS 24096 (Comeau & Meyrose): Relocate gas meter, remove one window at master closet and relocate the other window to center of the room, replace glass railings with steel rod railings.	Santa Fe 3 NE of 5th Ave	5/7/2025		In Review
25132	Temporary Use Permit	TUP 25132 (Cypress Grove Winery)		Saturday, May 24, 2025 -12PM-8PM	SW Corner of 7th & San Carlos, Suite 4			In Review
25131	Design Study	DS 25131 (Munoz)	Two	Residential Remodel	4th Ave 3 NE Monte Verde, Carmel-by-the-Sea, CA 93921			Closed
25130	Historic Evaluation	HE 25130 (Virnig)		Historic Evaluation	Palou 9 NW of Casanova	5/27/2025		In Review
25129	Design Study	DS 25129 (Yang-Bauer)	One	We would like to change the style of the fence. The plans showed a 1"x1" vertical picket fence. We would like to switch to a 1x6 horizontal board fence with 1/4" gaps. We would like to add 2' of lattice on a section of the south fence. Front fence will be the same but 4' tall and double sided with no lattice	San Carlos 2 SW of 1st	5/2/2025		In Review
25128	Sign	SI 25128 (Compass)		We are requesting guidance on the next steps needed to secure approval for installing a new awning to replace the existing sign, which currently features a banner over the old awning.	San Carlos 2 NE of Ocean	5/9/2025		In Review
25127	Preliminary Site Assessment	PSA 25127 (Devine)		Preliminary Design Study & Site Assessment	Camino Real 2 SW of 9th	5/1/2025		In Review

Total Records: 33

6/3/2025





# Business License Report

05/01/2025 - 05/31/2025

Entity #	Application Type	Business Name	Business Description	Location	Date Received	Date Approved	Status
25021	New Business	Lenox Hill Interiors, Inc.	Furniture Sales	Lincoln 4 SE of Ocean	5/27/2025		In Review
25020	New Business	Somewhere on Ocean	Clothing & accessories	NE Corner of Monte Verde & Ocean	5/23/2025		In Review
25019	New Business	Nora's	Full Service Restaurant	San Carlos 3NW of 7th	5/20/2025		In Review
25018	New Business	Austern Cohen Gallery	Art Gallery to display and sell artist's own work	Lincoln 2 SW of Ocean	5/12/2025	5/28/2025	Approved

Total Records: 4

6/3/2025



# Building Permit Report

05/01/2025 - 05/31/2025

Permit #	Date Submitted	Date Approved	Project Description	Valuation	Permit Type	Property Location
250249	5/30/2025		Remodel a single family residence with attached garage. Remodel kitchen, laundry room, and two bathrooms. Convert interior space for new powder room. New interior lighting and electrical installation.	215,000	Building	Dolores 4 SE of 13th
250248	5/30/2025	5/30/2025	Installation of overhead electrical connection in conjunction with previously issued building permit BP 23-494.	2,500	Electrical	Mission 3 NE of 8th
250247	5/30/2025		Install new KG60 Kohler generator and (2) 200-amp ATS	43,500	Electrical	3080 Rio Road
250246	5/30/2025	5/30/2025	Remove existing presidential shingles and install new CertainTeed Presidential TL shingles in color "Autumn Blend".	19,000	Roofing	2915 Franciscan Way
250245	5/30/2025		Remove carpet and hardwood and replace with new hardwood flooring. Remove and replace wall paneling and baseboard and replace with new. Remove existing kitchen cabinet and replace with like cabinets. Replace kitchen sink and faucet and replace with like product. Replace kitchen refrigerator, microwave, and dishwasher with like product. Replace front door with like product. Add four 36" wide cabinets to garage. Replace powder vanity, sink & faucet with like product. Add countertop over front load washer and dryer. Paint interior and exterior throughout. Paint staircase and railing.	0	Exempt Work	Camino Real 3 SW of 10th
250244	5/30/2025	5/30/2025	Replace wood fence along 6th and Junipero in-kind.	30,000	Building	NW Corner of Junipero & Ocean

250243	5/29/2025	5/30/2025	Remove current wood shake roof system. Install new sheathing, install waterproof underlayment, install proper venting, and install a CertainTeed Presidential TL composition shingles in color "Country Gray". Flat roof area to be a silicone application with Weathered Wood colored granules.	112,440	Building	SE Corner of Casanova & Ocean
250242	5/29/2025		37 S.F. ADDITION AND 715 S.F. REMODEL, REPLACE WINDOWS & DOORS	250,000	Building	Junipero 4 SE of 8th
250241	5/28/2025	5/28/2025	Replacement of fireplace hearth. No insert/plumbing/electrical work to be performed.	0	Exempt Work	3rd 2 NW of Dolores
250240	5/28/2025	5/28/2025	Rerout main water line from meter to house.	5,000	Plumbing	2928 Franciscan Way
250239	5/28/2025		Install 2.40 Kw PV system (6) Solaria Power XT-400R-PM 400 watt modules. Enphase IQ8Plus-72-2-US Microinverters, IronRidge racking.	14,560	Electrical	Casanova 9 NW of Ocean
250238	5/28/2025	5/28/2025	Remove and replace boiler.	10,184	Mechanical	Guadalupe 4 NE of 6th
250237	5/27/2025	5/28/2025	Widen gate opening of front fence on Santa Rita from 10' to 14'. Update fence design from legacy lattice top solid fence to grape stake with filtered view, no taller than 4'. Rotten posts and frame to be replaced, utilizing existing fence frame when possible.	0	Exempt Work	
250236			Revision to include structural updates, drainage, and utility changes	250,000	BP Revision	Guadalupe 3 NW of 7th, Carmel
250235	5/28/2025		Replace existing deck	20,000	Building	Trail View 3 SW of Flanders
250234	5/28/2025	5/28/2025	REDUCT 19 REGISTERS	31,143	Mechanical	San Antonio 3 SW of Ocean
250233	5/22/2025	5/22/2025	Re-roof: Tear off existing synthetic shake roof and Replace with Class A, CertainTeed Presidential TL. Color: Autumn Blend	35,250	Roofing	Carmelo 3 SW of 10th
250232	5/22/2025	5/28/2025	Repair of existing fence with new 4x4 posts, base board, vertifcal fence boards, leveling of the gate, and paint.	0	Exempt Work	SW Corner of Lincoln & 9th

250231	5/22/2025		Junior ADU- Convert existing lower level storage space into a Junior ADU. Requires removal of existing concrete slab. Additional excavation & under-pinning of the foundation to increase ceiling height. All proposed work contains within the existing building footprint	175,000	Building	Dolores 2 NW of 10th
250230	5/22/2025	5/22/2025	Replace water heater - install Bradford White 40 gallon.	3,200	Plumbing	Monte Verde 4 SW of Ocean
250229	5/22/2025		New Detached Garage to an Existing 3,122 SF Single Family Residence on the Historic Inventory with an Existing Detached 116 SF Guesthouse with Wood Trellises at Pedestrian and Car Doors; This Project Includes: - New 323 SF Garage (9.9% Of Existing Floor Area - Less Than 10%) and a Single Carlift; - No Changes Are Proposed to Main Residence and Guest House; - Proposed Exterior Site Changes Include: A. Removal of 970 SF of Existing Site Coverage; B. New Natural Turf Area in Courtyard; C. New Carmel Stone Clad Garden Wall and Curbing in Courtyard; D. New Carmel Stone Clad Firepit with Gas Insert Burner; E. New Planter Areas; F. No Trees to Be Removed.	65,000	Building	NW Corner of San Carlos and Santa Lucia
250228	5/22/2025	5/28/2025	Replace existing roof and install new Presidential TL roof in color Country Gray.	21,200	Roofing	Casanova 5 NW of Ocean
250227	5/22/2025		Replace a single door in upstairs bedroom that has right hand out swinging opening to balcony on second floor of residence. There is a bullnose on interior and exterior of the opening for door frame. Size of the opening will not be modified. I believe the current door is made of wood. The replacement door is made of Jeld-wen material (see attached agreement). Door's location on the second floor of the residence is shown on attached photos.	0	Exempt Work	San Carlos 4NW of 3rd
250226	5/22/2025	5/22/2025	Reroof 800sf with new Malarkey Legacy Weather Wood shingles.	14,000	Roofing	San Carlos 4 SW of 12th

250225	5/22/2025	5/30/2025	Asphalt patching within driveway.	0	Exempt Work	Scenic 7 SE of 8th
250224	5/21/2025	5/21/2025	Replace three main Zinsco panels with new 100 amp panels.	5,000	Electrical	NWC of Junipero & 5th
250223	5/21/2025		Condominium kitchen and bathroom renovations.	36,500	Building	Mission 4 NE of 5th, Unit 2
250222	5/20/2025	5/20/2025	Apartment above New Masters Gallery - Replace existing water heater with new 30 gallon Bradford White.	2,500	Plumbing	Dolores 2 NE of 7th
250221	5/20/2025	5/20/2025	Replace existing water heater with tankless water heater.	2,300	Plumbing	Monte Verde 5 SW of 5th
250220	5/19/2025	5/19/2025	Installation of underground electrical service and new electrical panel.	25,000	Electrical	Camino Real 3 SW of 4th
250219	5/30/2025		Convert existing commercial space to residential.	120,000	Building	SW Corner of Mission & 4th
250218	5/19/2025	5/19/2025	Replacement of existing exterior electric water heater.	5,000	Plumbing	26336 Scenic Road
250217	5/16/2025		Prep and repaint all exterior trim, windows, doors, fascia, outriggers, garage doors, etc. All white trim will now be brown - color is Benjamin Moore 2108-10 Ferret Brown. All exterior doors that are currently wooden will be sanded and restained only.	0	Exempt Work	Lopez 2 NW of 4th
250216	5/16/2025	5/19/2025	Remove and replace a 70k BTU furnace.	8,004	Mechanical	Dolores 2 NE of 3rd
250215	5/14/2025	6/2/2025	Replace existing wood shake roof with clary tile, new fixed window to living room on west elevation, replace entry door, and replace two pairs of french doors and one window at the interior courtyard. Add interior wall to convert den to third bedroom, remodel kitchen and bathrooms. Installation of two new Velux skylights.	180,000	Building	Lincoln 5 NE of 13th
250214			Installation of a temporary power pole	3,475	Electrical	Santa Fe 4 SE of 2nd
250213	5/13/2025		Installation of new transfer switch and battery backup system.	25,000	Electrical	San Antonio 3 NW of Santa Lucia

250212	5/12/2025	5/12/2025	Remove and replace main service panel. Increasing amperage from 100 to 200.	3,000	Electrical	Lincoln 3 NE of 4th
250211	5/12/2025	5/12/2025	Replace main meter panel in same location. Upgrade amperage from 100 amp to 200 amp.	3,500	Electrical	Mission 4 SW of 1st
250210	5/12/2025	5/12/2025	Remove and replace existing tankless water heater with exact same unit. Direct Swap.	8,521	Plumbing	Casanova 5 NW of Ocean
250209	5/12/2025	5/14/2025	Remove existing stand seam metal roof. Install new underlayment. Re-install existing standing seam panels.	45,000	Roofing	NW Corner of Scenic & 9th
250208	5/9/2025	5/9/2025	Tear off existing wood shake roof and install new underlayment. Install new CertainTeed Landmark TL Class A composition shingles in color "Shenandoah".  CONDITION: If gutters are to be replaced, copper gutters are not allowed to be installed.	45,553	Roofing	Casanova 3 NE of 8th
250207	5/8/2025	5/12/2025	Repaint exterior home & Garage - same as existing -  Exterior body: Behr 4854 ultra flat tan custom;  External trim: Sherwin Williams 041615 trim brown;  Exterior door/window trim: Benjamin Moore 632-3x semi gloss dark taupe	0	Exempt Work	Dolores 4 NE of 11th
250206	5/8/2025	5/8/2025	Replace water line on Mission St side of business, roughly 100' of PVC for emergency repair.	6,500	Plumbing	Mission 2 NW of 6th
250205	5/9/2025		Repair (E) 312 s.f. roof deck above (E) garage, replace guardrail sys, R&R brick tile over deck	11,500	Building	San Carlos 2 SW of 11th
250204	5/8/2025	5/8/2025	Installation of new engineered wood floors, plastering and painting of walls and ceilings.	0	Exempt Work	Lincoln 3 NE of 7th
250203	5/8/2025	5/8/2025	Repair existing 1"x12"x6' dogeared redwood fence. 100' long along property line.	0	Exempt Work	SW Corner of Flanders & Acacia Way
250202	5/8/2025	5/8/2025	Retile and paint walls of an existing bathroom. Replace toilet and sink with no plumbing modifications.	0	Exempt Work	San Carlos 3 SW of Ocean

250201	5/8/2025	5/12/2025	Replace interior doors at the bedroom and den. Addition of wardrobe cabinetry to bedroom and wine shelving to den.	0	Exempt Work	Mission 3 NW of Santa Lucia
250200	5/7/2025	6/2/2025	Exploratory demolition to located building structural elements and in-wall utilities.	5,000	Demolition	SW Corner of Junipero & 5th
250199	5/7/2025	5/7/2025	Exploratory demolition permit to determine structural details for apartment conversion.  CONDITION: Applicant shall request a building inspection prior to permit submission for the entire scope of new construction.	5,000	Demolition	San Carlos 2 NW of 8th, Carmel CA 93921
250198	5/7/2025	5/7/2025	In-kind repairs to drain waste and vent system.	5,200	Plumbing	SW Corner of Perry Newberry & 5th
250197	5/7/2025	5/29/2025	Installation of new PV system and backup energy storage system.	25,000	Electrical	SW Corner of Lincoln & 5th
250196	5/7/2025		ReRoof	12,800	Roofing	Santa Fe 2 NW of 4th
250195	5/6/2025	5/6/2025	Remove and replace 60k BTU furnace in-kind.	10,248	Mechanical	NW Corner of Santa Fe & 8th
250194	5/6/2025	5/6/2025	Restore SE upper corner vertical recessed 1" groove (at previous repaired woodpecker damage) with 2 part wood epoxy – aesthetically similar grain and color as existing cedar at 1" in. x 6' ft. section	0	Exempt Work	Lopez 3 NW of 4th
250193	5/6/2025	5/6/2025	Replace existing 100 Amp Federal Pacific service panel with a 200 Amp Square D service panel, relocate approxiamatley 6 feet to the left	3,000	Electrical	4th 2 SE of Monte Verde
250192	5/6/2025		Installation of new foundation drainage system.	20,000	Building	SW Corner of Mission & 1st
250191	5/6/2025		Remodel including re-roof, new windows and doors, interior reconfiguration and deck repair.	952,259	Building	Monte Verde 8 SW of 12th
250190	5/1/2025		Replacement and enlargement of existing west deck; Paint exterior of residence; Install a new Certainteed Presidential Triple Layer composite shingle roof; and Install a new exterior light fixture at deck access doors.	28,000	Building	SE Corner of Santa Fe & 3rd

Total Records: 60

6/3/2025



# Code Compliance Report

05/01/2025 - 05/31/2025

Case #	Case Date	Status	Location	Problem Description	Date Received	Date Closed
25107	5/7/2025	Open	Crespi 5 SE of Mountain View	Illegal dumping of tree debris.	3/5/2025	
25105	5/2/2025	Closed	Mission 2 SW of Ocean	Propane space heater in a prohibited outdoor location.	4/23/2025	
25104	5/1/2025	Open	Mission 2 SW of Ocean	Propane space heaters in a prohibited outdoor location.	4/23/2025	
25103	5/1/2025	Closed	SW Corner of Vizcaino & Mountain View	Tree work without permits. See PSA 25013 for property history.	5/1/2025	5/6/2025

Total Records: 4

6/3/2025





# Transient Rental Report

01/01/2025 - 05/31/2025

Case #	Street	Status	Date Received	Last Status Date	Date Closed
25094	Forest	Closed	4/9/2025	4/15/2025	4/15/2025
25067	Junipero	Closed	3/28/2025	4/9/2025	4/9/2025
25065	Torres	1st NOV sent	3/26/2025	5/26/2025	
25063	Torres	Closed	3/24/2025	4/7/2025	4/7/2025
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	Closed	1/6/2025	4/11/2025	4/11/2025

Total Records: 7

6/5/2025



# Encroachment Permit Report

05/01/2025 - 05/31/2025

Permit #	Permit Type	Date Submitted	Project Description	Property Location	Date Issued	Status
250134	Temp Ench	5/30/2025	Closure and impact to sidewalks to facilitate installation of the new fence.	NW Corner of Junipero & Ocean	5/30/2025	Issued
250133	Temp Ench	5/30/2025	8'x14' asphalt apron repair.	Scenic 7 SE of 8th	5/30/2025	Issued
250132	Temp Ench	5/30/2025	PG&E to trim vegetation around pole within rear of 25930 Junipero St. Crew parking in front of property.	25930 Junipero	5/30/2025	Issued
250131	Temp Ench	5/30/2025	3'x4' asphalt patch for CalAm job #0942.	San Carlos 4 SW of 10th	5/30/2025	Issued
250130	Temp Ench	5/30/2025	Close road to run new electrical and gas service.	Casanova 4 SW of 4th	5/30/2025	Issued
250129	Temp Ench	5/28/2025	Replace sewer lateral using pipe bursting.	SW Corner of Santa Rita & 1st	5/29/2025	Issued
250128	Temp Ench	5/28/2025	Placement of dumpster for demolition work in public right of way.	SW Corner of Torres & 8th		In Review
250127	Temp Ench	5/28/2025	PGE to trench and backfill a 5'x5' bellhole to abandon existing gas service.	San Antonio 2 NE of 13th	5/28/2025	Issued
250126	Temp Ench	5/23/2025	Closure of sidewalk to accommodate for roofing work.  CONDITION: "Sidewalk Closed Ahead" signs shall be posted at the nearest street corners to notify public of sidewalk closure.	SE Corner of Casanova & Ocean	5/30/2025	Issued
250125	Temp Ench	5/22/2025	PG&E to repair lid. PM# 31735673.	Intersection of Lincoln & 7th	5/22/2025	Issued
250124	Temp Ench	5/22/2025	PG&E to replace underground service, replace overhead service and overhead transformer. PM# 35625793.	Lincoln 5 NE of 2nd	5/22/2025	Issued
250123	Temp Ench	5/21/2025	Placement of moving truck blocking one lane.	SW Corner of Lincoln & 4th		In Review
250122	Temp Ench	5/21/2025	5'x6' & 5'x5' for CalAm job #3118.	NE Corner of Lincoln & 5th	5/22/2025	Issued
250121	Temp Ench	5/21/2025	Install scaffolding in the public right of way and closure of sidewalk to facilitate painting of Cypress Inn tower.	NE Corner of Lincoln & 7th		In Review

250120	Temp Ench	5/21/2025	Bore/trench and place 77' of 1-4" CPC under 126sf of sidewalk. Repair and replace sidewalk.	Ocean 3 SW of Lincoln		In Review
250119	Temp Ench	5/20/2025	PG&E to remove heavy concrete and steel pads over transformer to inspect underground facility. PM# 46522665	NE Corner of Lincoln & 7th	5/20/2025	Issued
250118	Temp Ench	5/20/2025	Replace sewer lateral using pipe bursting.	Dolores 2 SW of 10th	5/20/2025	Issued
250117	Temp Ench	5/19/2025	Replace sewer lateral using pipe bursting.	Lincoln 3 NW of 11th	5/19/2025	Issued
250116	Temp Ench	5/19/2025	PG&E to trench and backfill a 5'x5' bellhole to abandon existing gas service. PM# 35638434.	SW Corner of Mission & 12th	5/19/2025	Issued
250115	Temp Ench	5/19/2025	Sewer lateral replacement from property to city main in street, approximately 25'.	Lincoln 3 NW of 8th	5/19/2025	Issued
250114	Temp Ench	5/19/2025	Temporary toilet in ROW while remodel and landscape are completed.	Camino Real 4 SE of Ocean	5/19/2025	Issued
250113	Temp Ench	5/15/2025	Replace full sewer lateral and add backwater valve and sewer relief valve.	Mission 4 SW of 1st	5/19/2025	Issued
250112	Temp Ench	5/13/2025	Run new sewer lateral from new ADU along 11th about 170' and connect to Camino Real sewer main.	SW Corner of Casanova & 11th	5/19/2025	Issued
250111	Temp Ench	5/13/2025	PG&E to trench and backfill a 5'x5' bellhole to abandon existing gas service. PM # 35637851	Santa Fe 4 SE of 2nd	5/19/2025	Issued
250110	Temp Ench	5/13/2025	PG&E to replace pole, install underground service, and install overhead transformer. PM# 35597887	Lincoln 3 NE of 5th	5/19/2025	Issued
250109	Temp Ench	5/12/2025	PG&E to complete gas maintenance, excavate a 4'x4' bellhole and restore.	San Carlos 4 NW of 11th	5/19/2025	Issued
250108	Temp Ench	5/9/2025	Full sewer lateral replacement using pipe bursting.	Santa Fe 2 SW of Ocean	5/12/2025	Issued
250107	Temp Ench	5/9/2025	Replace sewer lateral using pipe bursting.	4th 4 SE of Perry Newberry	5/12/2025	Issued
250106	Temp Ench	5/8/2025	Closure of sidewalk to facilitate repair of broken water line.	Mission 2 NW of 6th		In Review
250105	Temp Ench	5/6/2025	PG&E to replace pole, replace underground service, and install overhead transformer.	Carmelo 2 SW of 11th	5/8/2025	Issued
250104	Temp Ench	5/6/2025	PG&E to trench and backfill a 5'x5' bellhole to abandon existing gas service.	Carmelo 4 NW of 8th	5/6/2025	Issued

250103	Temp Ench	5/6/2025	Applicant to trench, backfill, and install electric substructures. PG&E to remove overhead service and install new underground service.	Mission 3 NW of Santa Lucia	5/7/2025	Issued
250102	Temp Ench	5/2/2025	Replace Water PRV work is done on property but we will have to stand on sidewalk to do the work.	SW Corner of Lincoln & 6th	5/6/2025	Issued

Total Records: 33

6/3/2025



# Tree Permit Report

05/01/2025 - 05/31/2025

Permit #	Permit Date	Permit Type	Location of Property	Description	Status	Approved Date
25125	5/3/2025	1. Tree Evaluation	Crespi Ave 1 SE Mt. View Ave.	Evaluate Monterey Pine	Approved	5/29/2025
25126	5/9/2025	2. Tree Removal/Pruning	Santa Fe 5 NE of 5th- In front of vacant lot	Remove 1 large pine tree - almost dead	In Review	
25127	5/9/2025	2. Tree Removal/Pruning	Santa Rita 3 SW of 4th- In front of house	Prune branches overhanging roof	In Review	
25128	5/11/2025	2. Tree Removal/Pruning	Mission Street between 5th & 6th, Carmel CA 93921	Removal of two dead oak trees located on a residential rental property for safety and liability reasons.	Approved	5/19/2025
25129	5/12/2025	1. Tree Evaluation	Guadalupe 4 NE of 5th	EVALUATION: Oak (1) for possible removal	In Review	
25130	5/12/2025	1. Tree Evaluation	Northeast corner of Mission St and Fourth Ave, Carmel	Evaluate large Monterey Cypress tree for removal or pruning	Approved	5/19/2025
25131	5/12/2025	1. Tree Evaluation	Mission 4 SW of 1st	1 Tree, 85+ feet tall (very big, wide, & tall), Pine Tree	Approved	5/23/2025
25132	5/12/2025	1. Tree Evaluation	2969 Franciscan Way	30 feet tall?, Redwood that Andrew Tope says is a trunk shoot	Approved	5/14/2025
25133	5/13/2025	2. Tree Removal/Pruning	NE Corner of 4th and Mission	PRUNING: Cypress tree estimated over 50 feet high, branches of 8 inches REMOVAL: Juniper obscures stop sign	Approved	5/19/2025
25134	5/13/2025	1. Tree Evaluation	San Carlos 2 SW of 12th	Oak - 50-60' (?) FT High - There is a crack running thru the bark for 6-8 FT. I require an evaluation of the significance of this defect. Thank you!	Approved	5/13/2025

25135	5/13/2025	1. Tree Evaluation	Monte Verde 2 SE of Ocean	Roots from Cypress tree have lifted parking pavers and has become a tripping hazard for pedestrians. Roots are 10 feet away from base of tree. Need permission to remove/shave roots lifting pavers.	In Review	
25136	5/13/2025	2. Tree Removal/Pruning	SW Corner of Torres and 9th	1 80 foot pine	In Review	
25137	5/13/2025	2. Tree Removal/Pruning	NW Corner of Lincoln and 4th	3 Coast Live Oak	Approved	5/28/2025
25138	5/13/2025	2. Tree Removal/Pruning	NE Corner of Ocean and San Antonio	Prune 2 Cypress + 2 oak tree overhanging branches into property, Ocean Ave. side	Approved	5/19/2025
25139	5/13/2025	2. Tree Removal/Pruning	SW Corner of Mission and 12th Avenue	Remove one 29' Monterey pine	Approved	5/29/2025
25140	5/13/2025	1. Tree Evaluation	Mission 0/1 SE of 10th and 10th 2 SE of Mission	Redwood tree on property line	In Review	
25141	5/14/2025	2. Tree Removal/Pruning	2nw 12th on mission street	Tree Pruning for Defensible Space	In Review	
25142	5/14/2025	1. Tree Evaluation	Carmelo 5 NE of Santa Lucia	2 oak trees (one dying in back 16") (one in front alive for addition 13")	In Review	
25143	5/15/2025	2. Tree Removal/Pruning	SE Corner of Torres & 5th	REMOVAL: 1, 34" DBH Monterey Pine, Dying	In Review	
25144	5/15/2025	2. Tree Removal/Pruning	Monte Verde 5SW of 5th, Carmel By The Sea	Remove one eucalyptus tree on the left in the backyard	Approved	5/16/2025
25145	5/16/2025	2. Tree Removal/Pruning	Santa Fe 4 SE of 2nd	New home construction	Denied	
25146	5/20/2025	1. Tree Evaluation	APN: 010-045-020-000 2 Santa Fe Street SE of Ocean Carmel-by-the-sea	Oak Tree in front yard to the left of the driveway	Approved	5/22/2025
25147	5/20/2025	1. Tree Evaluation	Median Santa Rita between 2nd and 3rd	Evaluate leaning tree	In Review	
25148	5/20/2025	2. Tree Removal/Pruning	SW Corner of Guadalupe and Third Carmel CA	Get Home Insurance Non-Renewal Rescinded	Approved	5/20/2025

25149	5/21/2025	2. Tree Removal/Pruning	Corner of Viscaino and Mountain View	Removal of 12 oak trees ranging from 4" in diameter to 18", includes cluster of small oak trees	In Review	
25150	5/23/2025	2. Tree Removal/Pruning	Monte Verde 6 SW of 13th	One Oak tree- multiple branches- large (over 6 inches in diameter)	In Review	
25151	5/23/2025	2. Tree Removal/Pruning	Mission 4 SW of 1st	1 Tree, 85+ feet tall (very big, wide, & tall), Pine Tree	In Review	
25152	5/27/2025	1. Tree Evaluation	Santa Rita 3SE of Third. Pine in backyard. Bamboos on sides of home.	Trees and branches too close to home and over roof next to chimney.	In Review	
25153	5/28/2025	2. Tree Removal/Pruning	2969 Franciscan Way	30 feet tall?, Redwood that Andrew Tope says is a trunk shoot	Approved	5/30/2025
25154	5/29/2025	2. Tree Removal/Pruning	Oak Knoll Way 4 SE of Forest Rd.	See details attached	Approved	5/30/2025
25155	5/29/2025	2. Tree Removal/Pruning	Crespi Ave 1 SE Mt. View Ave.	Evaluate Monterey Pine	Approved	5/29/2025
25156	5/29/2025	2. Tree Removal/Pruning	NW CORNER OF 6TH AND MISSION STREET, CARMEL, CA 93921	TREE PRUNING	In Review	
25157	5/29/2025	2. Tree Removal/Pruning	Torres 3 SW of 1st	One dead pine behind garage/one very large pine on property line North side	In Review	
25158	5/30/2025	1. Tree Evaluation			In Review	
25159	5/30/2025	1. Tree Evaluation	Carmelo St	Tree Evaluation	In Review	

Total Records: 35

6/3/2025



# CITY OF CARMEL-BY-THE-SEA

## Monthly Report

**May 2025**

**Public Safety**

MEETING DATE: June 30, 2025

<b>TO:</b>	Honorable Mayor and City Council Members
<b>SUBMITTED BY:</b>	Paul Tomasi, Public Safety Director
<b>SUBMITTED ON:</b>	June 23, 2025
<b>APPROVED BY:</b>	Chip Rerig, City Administrator

### AMBULANCE REPORT

**Summary of Carmel Fire Ambulance May 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 May 2025 the ambulance was unable to meet the performance measure. The response time was 89% with 4 code-3 calls over 5 minutes.**

38 Calls for service in CBTS Average response time: 3:46 min.  
35 Code 3 calls for service –Four calls over 5:00 min.

05/15/25; 26152 Ladera Drive; **(5:21 Min Response)** Delay due to responding from another call outside CBTS  
05/16/25; 2946 Franciscan Way; **(8:28 Min Response)** Delay due to time of day and distance.  
05/19/25; Mission & Vista; **(5:47 Min Response)**; Delay due to distance and response from outside CBTS  
05/21/25; Mission & 10<sup>th</sup> Ave; **(5:25 Min Response)** Delay due to distance

### MONTEREY FIRE REPORT

**Summary of Monterey Fire May 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 May 2025 the fire department was able to meet the performance measure. The response time was 96% with two code-3 calls over 5 minutes.**

63 total calls for service in CBTS Average response time: 3:24 min.  
50 total Code-3 calls

05/19/25; Mission & Vista; **(5:40 Min Response)**; Delay due to diversion from another call.  
05/20/25; Ocean & Delores; **(5:13 Min Response)**; Delay due to diversion from another call.





RESPONSE SUMMARY REPORT BY INCIDENT TYPE  
27060 CARMEL-BY-THE-SEA  
Alarm Date From: 05/01/2025 To: 05/31/2025



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
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**100 Series (Fires)**

Outside rubbish, trash or waste fire	5/29/2025 7:34 AM	250529-MNT04051	0:02:21	JUNIPERO AVE	5TH AVE	3
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**1**

**0:02:21**

**300-321 Series (EMS)**

Medical assist, assist EMS crew	5/24/2025 12:13 PM	250524-MNT03923	0:04:42	CAMINO REAL ST	8TH AVE	3
Medical assist, assist EMS crew	5/30/2025 9:10 PM	250530-MNT04097	0:00:00	6TH AVE	MISSION ST	3
Medical assist, assist EMS crew	5/12/2025 1:21 PM	250512-MNT03593	0:02:27	OCEAN AVE	SCENIC RD	3
Medical assist, assist EMS crew	5/6/2025 9:34 AM	250506-MNT03428	0:02:57	DOLORES ST	8TH AVE	3
Medical assist, assist EMS crew	5/23/2025 10:09 PM	250523-MNT03904	0:03:00	5TH AVE	MISSION ST	3
Medical assist, assist EMS crew	5/12/2025 9:43 PM	250512-MNT03603	0:03:13	MONTE VERDE ST	7TH AVE	2
Medical assist, assist EMS crew	5/30/2025 4:01 PM	250530-MNT04086	0:03:14	GUADALUPE ST	3RD AVE	3
Medical assist, assist EMS crew	5/24/2025 11:09 PM	250524-MNT03937	0:03:24	CARPENTER ST	2ND AVE	3
Medical assist, assist EMS crew	5/5/2025 12:40 PM	250505-MNT03404	0:03:28	SCENIC RD	10TH AVE	3
Medical assist, assist EMS crew	5/12/2025 8:29 PM	250512-MNT03600	0:03:40	DOLORES ST	3RD AVE	3
Medical assist, assist EMS crew	5/31/2025 12:19 AM	250531-MNT04100	0:04:12	SANTA FE ST	3RD AVE	3
Medical assist, assist EMS crew	5/30/2025 3:10 PM	250530-MNT04083	0:04:28	FOREST RD	8TH AVE	3
Medical assist, assist EMS crew	5/30/2025 7:19 AM	250530-MNT04071	0:04:37	TORRES ST	11TH AVE	3
Medical assist, assist EMS crew	5/19/2025 3:41 PM	250519-MNT03780	0:04:59	MONTE VERDE ST	OCEAN AVE	3
Medical assist, assist EMS crew	5/19/2025 10:55 AM	250519-MNT03772	0:05:40	MISSION ST	VISTA AVE	3
EMS call, excluding vehicle accident with injury	5/7/2025 11:25 PM	250507-MNT03475	0:00:15	6TH AVE	MISSION ST	2
EMS call, excluding vehicle accident with injury	5/31/2025 4:29 PM	250531-MNT04120	0:01:38	7TH AVE	DOLORES ST	3
EMS call, excluding vehicle accident with injury	5/17/2025 9:30 PM	250517-MNT03733	0:01:55	SAN CARLOS ST	5TH AVE	3
EMS call, excluding vehicle accident with injury	5/2/2025 5:32 PM	250502-MNT03333	0:02:10	JUNIPERO AVE	6TH AVE	3
EMS call, excluding vehicle accident with injury	5/3/2025 9:04 PM	250503-MNT03365	0:02:39	6TH AVE	MONTE VERDE ST	3
EMS call, excluding vehicle accident with injury	5/16/2025 1:40 PM	250516-MNT03696	0:02:41	SAN CARLOS ST	OCEAN AVE	3
EMS call, excluding vehicle accident with injury	5/9/2025 3:25 PM	250509-MNT03518	0:02:42	GUADALUPE ST	OCEAN AVE	3
EMS call, excluding vehicle accident with injury	5/3/2025 10:36 PM	250503-MNT03366	0:02:43	OCEAN AVE	LINCOLN ST	3
EMS call, excluding vehicle accident with injury	5/21/2025 8:02 PM	250521-MNT03841	0:03:02	DOLORES ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	5/3/2025 6:18 PM	250503-MNT03360	0:03:21	GUADALUPE ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	5/7/2025 3:51 AM	250507-MNT03452	0:03:31	5TH AVE	DOLORES ST	3
EMS call, excluding vehicle accident with injury	5/30/2025 11:15 AM	250530-MNT04077	0:04:39	SAN CARLOS ST	10TH AVE	3
EMS call, excluding vehicle accident with injury	5/15/2025 8:18 PM	250515-MNT03684	0:04:53	26152 LADERA DR		3

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
300-321 Series (EMS) cont.						
EMS call, excluding vehicle accident with injury	5/22/2025 12:40 AM	250522-MNT03846	0:04:57	2946 FRANCISCAN WAY		3
29			0:03:17			
322-399 Series (Rescues)						
Search for person in water	5/24/2025 11:26 AM	250524-MNT03919	0:02:14	OCEAN AVE	SCENIC RD	3
Removal of victim(s) from stalled elevator	5/24/2025 9:52 AM	250524-MNT03915	0:04:50	DOLORES ST	4TH AVE	3
2			0:03:32			
500 & 600 Series (Service Calls)						
Water problem, other	5/29/2025 9:51 AM	250529-MNT04053	0:00:32	SAN CARLOS ST	6TH AVE	3
Water problem, other	5/30/2025 8:34 PM	250530-MNT04094	0:05:00	OCEAN AVE	SCENIC RD	2
Water problem, other	5/25/2025 6:21 PM	250525-MNT03959	0:05:16	3RD AVE	LINCOLN ST	2
Water or steam leak	5/3/2025 11:38 AM	250503-MNT03353	0:03:15	S MOUNTAIN VIEW AVE	SANTA FE ST	3
Water or steam leak	5/4/2025 11:01 PM	250504-MNT03392	0:04:37	11TH AVE	DOLORES ST	2
Water or steam leak	5/5/2025 9:58 AM	250505-MNT03401	0:04:52	SANTA FE ST	2ND AVE	2
Water or steam leak	5/7/2025 6:56 PM	250507-MNT03469	0:06:00	3 SE OF 2ND ON LOBOS ST	2ND AVE	2
Assist police or other governmental agency	5/19/2025 6:13 PM	250519-MNT03784	0:04:18	SAN CARLOS ST	11TH AVE	3
Assist police or other governmental agency	5/20/2025 1:58 AM	250520-MNT03794	0:04:59	MISSION ST	10TH AVE	3
Public service	5/24/2025 11:26 AM	250524-MNT03920	0:04:38	DOLORES ST	10TH AVE	2
Assist invalid	5/11/2025 4:15 PM	250511-MNT03568	0:02:25	4TH AVE	SANTA FE ST	3
Assist invalid	5/9/2025 10:09 AM	250509-MNT03511	0:04:43	GUADALUPE ST	OCEAN AVE	2
Assist invalid	5/16/2025 12:48 AM	250516-MNT03689	0:08:02	2946 FRANCISCAN WAY		2
No incident found on arrival at dispatch address	5/26/2025 4:41 PM	250526-MNT03991	0:02:33	5TH AVE	JUNIPERO AVE	3
No incident found on arrival at dispatch address	5/21/2025 3:43 PM	250521-MNT03835	0:02:47	OCEAN AVE	MISSION ST	3
No incident found on arrival at dispatch address	5/8/2025 7:18 PM	250508-MNT03502	0:03:04	JUNIPERO AVE	10TH AVE	3
No incident found on arrival at dispatch address	5/20/2025 6:37 AM	250520-MNT03801	0:03:29	OCEAN AVE	DOLORES ST	3
No incident found on arrival at dispatch address	5/19/2025 12:31 PM	250519-MNT03774	0:03:30	FOREST RD	OCEAN AVE	3
No incident found on arrival at dispatch address	5/12/2025 8:18 PM	250512-MNT03599	0:04:29	MONTE VERDE ST	8TH AVE	3
No incident found on arrival at dispatch address	5/14/2025 9:09 AM	250514-MNT03648	0:05:44	LINCOLN ST	2ND AVE	2
20			0:04:13			
700 Series (False Alarms)						
System malfunction, other	5/31/2025 5:05 AM	250531-MNT04102	0:04:13	SAN CARLOS ST	7TH AVE	3
System malfunction, other	5/19/2025 2:45 PM	250519-MNT03778	0:04:47	10TH AVE	CASANOVA ST	3
Heat detector activation due to malfunction	5/20/2025 2:37 AM	250520-MNT03796	0:05:13	OCEAN AVE	DOLORES ST	3
Alarm system sounded due to malfunction	5/8/2025 11:49 AM	250508-MNT03486	0:02:58	DOLORES ST	7TH AVE	3
Unintentional transmission of alarm, other	5/23/2025 9:30 AM	250523-MNT03882	0:03:12	MISSION ST	4TH AVE	3
Unintentional transmission of alarm, other	5/12/2025 10:52 AM	250512-MNT03589	0:03:33	OCEAN AVE	DOLORES ST	2
Alarm system activation, no fire - unintentional	5/28/2025 8:14 AM	250528-MNT04033	0:02:04	JUNIPERO AVE	8TH AVE	3

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
<b>700 Series (False Alarms) cont.</b>						
Alarm system activation, no fire - unintentional	5/22/2025 9:04 AM	250522-MNT03853	0:05:00	SANTA FE ST	1ST AVE	3
Alarm system activation, no fire - unintentional	5/27/2025 11:00 PM	250527-MNT04028	0:05:04	CASANOVA ST	10TH AVE	2
Medical Alarm Device Activation - unintentional	5/11/2025 10:50 AM	250511-MNT03565	0:02:29	DOLORES ST	4TH AVE	3
Carbon monoxide detector activation, no CO	5/10/2025 7:11 PM	250510-MNT03552	0:01:41	7TH AVE	MONTE VERDE ST	3

**11**

**0:03:39**

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

250519-MNT03772 E15 delayed due to diversion

250520-MNT03796 E15 delayed due being diverted from another incident

<b>Code 2 Calls</b>	<b>13</b>
<b>Code 3 Calls</b>	<b>50</b>
<b>Total # of Incidents</b>	<b>63</b>
<b>% Under 5 Minute Response Time</b>	<b>96%</b>



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

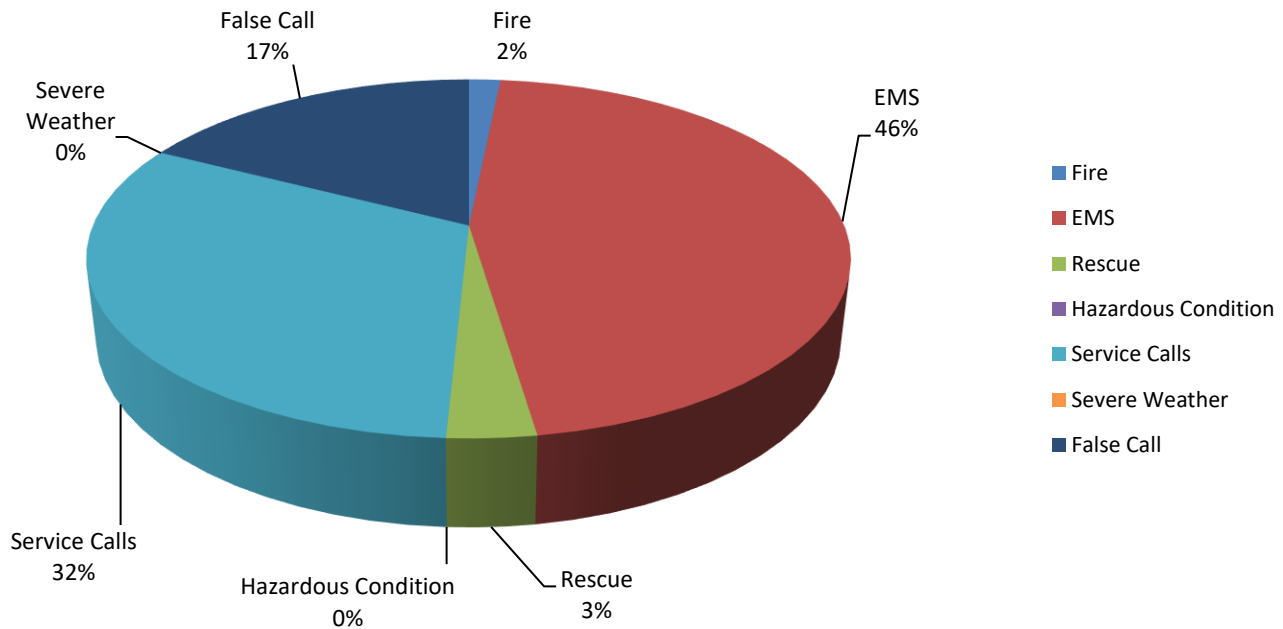


Type of Call	Number	Average Response Time
Fire	1	2:21
EMS	29	3:17
Rescue	2	3:32
Hazardous Condition	0	0:00
Service Calls	20	4:13
Severe Weather	0	0:00
False Call	11	3:39

Total Responses

63

3:24



Total Code 3 Calls:

50

Response Times for Code 3

Calls ≤ 5 minutes:

96%



RESPONSE SUMMARY REPORT BY INCIDENT TYPE  
27015 CARMEL-BY-THE-SEA FIRE AMBULANCE  
Alarm Date From: 05/01/2025 To: 05/31/2025



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
100 Series (Fires)						
Fire, other	05/29/2025 07:35 AM	250529-CFA00612	00:03:05	JUNIPERO AVE	5TH AVE	3
		1	0:03:05			
300-321 Series (EMS)						
EMS call, excluding vehicle accident with injury	05/02/2025 05:34 PM	250502-CFA00504	00:01:56	JUNIPERO AVE	6TH AVE	3
EMS call, excluding vehicle accident with injury	05/03/2025 06:19 PM	250503-CFA00506	00:03:15	GUADALUPE ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	05/03/2025 09:05 PM	250503-CFA00507	00:02:12	6TH AVE	MONTE VERDE ST	3
EMS call, excluding vehicle accident with injury	05/03/2025 10:36 PM	250503-CFA00508	00:02:52	OCEAN AVE	LINCOLN ST	3
EMS call, excluding vehicle accident with injury	05/06/2025 09:34 AM	250506-CFA00515	00:02:25	DOLORES ST	8TH AVE	3
EMS call, excluding vehicle accident with injury	05/07/2025 11:26 PM	250507-CFA00522	00:00:15	6TH AVE	MISSION ST	3
EMS call, excluding vehicle accident with injury	05/11/2025 04:16 PM	250511-CFA00535	00:02:11	4TH AVE	SANTA FE ST	3
EMS call, excluding vehicle accident with injury	05/12/2025 01:22 PM	250512-CFA00542	00:04:36	OCEAN AVE	SCENIC RD	3
EMS call, excluding vehicle accident with injury	05/12/2025 08:31 PM	250512-CFA00545	00:03:02	DOLORES ST	3RD AVE	3
EMS call, excluding vehicle accident with injury	05/12/2025 09:43 PM	250512-CFA00546	00:03:24	MONTE VERDE ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	05/15/2025 08:20 PM	250515-CFA00554	00:05:21	26152 LADERA DR		3
EMS call, excluding vehicle accident with injury	05/16/2025 12:49 AM	250516-CFA00556	00:08:28	2946 FRANCISCAN WAY		3
EMS call, excluding vehicle accident with injury	05/17/2025 09:31 PM	250517-CFA00561	00:02:41	SAN CARLOS ST	5TH AVE	3
EMS call, excluding vehicle accident with injury	05/19/2025 10:58 AM	250519-CFA00565	00:05:47	MISSION ST	VISTA AVE	3
EMS call, excluding vehicle accident with injury	05/19/2025 03:44 PM	250519-CFA00567	00:05:00	MONTE VERDE ST	OCEAN AVE	3
EMS call, excluding vehicle accident with injury	05/21/2025 08:03 PM	250521-CFA00577	00:01:36	DOLORES ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	05/22/2025 12:41 AM	250522-CFA00578	00:04:52	2946 FRANCISCAN WAY		3
EMS call, excluding vehicle accident with injury	05/22/2025 05:25 PM	250522-CFA00581	00:02:40	4TH AVE	JUNIPERO AVE	3
EMS call, excluding vehicle accident with injury	05/23/2025 10:10 PM	250523-CFA00586	00:02:35	5TH AVE	MISSION ST	3
EMS call, excluding vehicle accident with injury	05/24/2025 12:14 PM	250524-CFA00591	00:02:35	CAMINO REAL ST	8TH AVE	3
EMS call, excluding vehicle accident with injury	05/30/2025 07:20 AM	250530-CFA00616	00:04:21	TORRES ST	11TH AVE	3
EMS call, excluding vehicle accident with injury	05/30/2025 03:10 PM	250530-CFA00617	00:04:20	FOREST RD	8TH AVE	3
EMS call, excluding vehicle accident with injury	05/30/2025 04:02 PM	250530-CFA00618	00:00:52	GUADALUPE ST	3RD AVE	3
EMS call, excluding vehicle accident with injury	05/31/2025 12:20 AM	250531-CFA00622	00:04:32	SANTA FE ST	3RD AVE	3
		24	0:03:25			
400 Series (Hazardous Material)						
Hazardous condition, other	05/20/2025 02:00 AM	250520-CFA00570	00:05:25	MISSION ST	10TH AVE	3
Hazardous condition, other	05/26/2025 04:41 PM	250526-CFA00603	00:03:06	5TH AVE	JUNIPERO AVE	3

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
400 Series (Hazardous Material) cont.						
Hazardous condition, other	05/30/2025 08:35 PM	250530-CFA00620	00:02:47	OCEAN AVE	SCENIC RD	3
Gas leak (natural gas or LPG)	05/21/2025 03:43 PM	250521-CFA00576	00:02:46	OCEAN AVE	MISSION ST	3
4			0:03:31			
500 & 600 Series (Service Calls)						
Service call, other	05/14/2025 09:10 AM	250514-CFA00549	00:06:27	LINCOLN ST	2ND AVE	2
Water or steam leak	05/25/2025 06:22 PM	250525-CFA00597	00:05:37	3RD AVE	LINCOLN ST	2
Smoke scare, odor of smoke	05/12/2025 08:19 PM	250512-CFA00544	00:04:03	MONTE VERDE ST	8TH AVE	3
3			0:05:22			
700 Series (False Alarms)						
False alarm or false call, other	05/08/2025 11:50 AM	250508-CFA00523	00:03:05	DOLORES ST	7TH AVE	2
False alarm or false call, other	05/23/2025 09:31 AM	250523-CFA00582	00:03:22	MISSION ST	4TH AVE	3
False alarm or false call, other	05/28/2025 08:14 AM	250528-CFA00608	00:01:35	JUNIPERO AVE	9TH AVE	3
Alarm system sounded due to malfunction	05/31/2025 05:06 AM	250531-CFA00623	00:04:15	SAN CARLOS ST	7TH AVE	3
Alarm system activation, no fire - unintentional	05/22/2025 09:05 AM	250522-CFA00579	00:04:20	SANTA FE ST	1ST AVE	3
Alarm system activation, no fire - unintentional	05/27/2025 11:01 PM	250527-CFA00607	00:04:15	CASANOVA ST	10TH AVE	3
6			0:03:29			
Over 5 Minute Response Times Cause of Delay: Code 3 Responses					Code 2 Calls	3
250515-CFA00554 Delayed due to responding from another call outside zone					Code 3 Calls	35
250516-CFA00556 Delayed due to time of day and distance					Total # of Incidents	38
250519-CFA00565 Delayed due to distance, responded from outside zone					% Under 5 Minute Response Time	89%
250520-CFA00570 Delayed due to distance					Total Average Response Time	0:03:46

Code 2 Calls	3
Code 3 Calls	35
<b>Total # of Incidents</b>	<b>38</b>
<b>% Under 5 Minute Response Time</b>	<b>89%</b>
<b>Total Average Response Time</b>	<b>0:03:46</b>



RESPONSE SUMMARY REPORT BY DISTRICT  
27015 CARMEL-BY-THE-SEA FIRE AMBULANCE  
Alarm Date From: 05/01/2025 To: 05/31/2025



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
CARMEL HIGHLANDS						
EMS call, excluding vehicle accident with injury	5/1/2025	250501-CFA00498	00:11:35	41 YANKEE POINT DR		3
EMS call, excluding vehicle accident with injury	5/25/2025	250525-CFA00594	00:07:12	27951 HWY 1		3
EMS call, excluding vehicle accident with injury	5/29/2025	250529-CFA00613	00:16:28	33600 HWY 1		3
EMS call, excluding vehicle accident with injury	5/30/2025	250530-CFA00619	00:11:11	41 YANKEE POINT DR		3
4			0:11:37			
CARMEL VALLEY						
EMS call, excluding vehicle accident with injury	5/26/2025	250526-CFA00601	00:02:33	8545 CARMEL VALLEY RD		3
1			0:02:33			
CYPRESS						
EMS call, excluding vehicle accident with injury	5/1/2025	250501-CFA00497	00:06:10	2567 16TH AVE		3
EMS call, excluding vehicle accident with injury	5/2/2025	250502-CFA00500	00:12:47	1171 SYLVAN PL		2
EMS call, excluding vehicle accident with injury	5/2/2025	250502-CFA00501	00:08:03	26245 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	5/4/2025	250504-CFA00510	00:05:45	26155 S CARMEL HILLS DR		3
EMS call, excluding vehicle accident with injury	5/9/2025	250509-CFA00528	00:06:52	26609 CARMEL CENTER PL		2
EMS call, excluding vehicle accident with injury	5/10/2025	250510-CFA00531	00:05:20	25830 S CARMEL HILLS DR		3
EMS call, excluding vehicle accident with injury	5/11/2025	250511-CFA00533	00:05:32	3850 RIO RD		3
EMS call, excluding vehicle accident with injury	5/11/2025	250511-CFA00534	00:06:17	26245 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	5/11/2025	250511-CFA00537	00:04:34	3370 RIO RD		3
EMS call, excluding vehicle accident with injury	5/12/2025	250512-CFA00539	00:07:38	24520 OUTLOOK DR		3
EMS call, excluding vehicle accident with injury	5/17/2025	250517-CFA00559	00:04:39	5 CROSSROADS MALL		3
EMS call, excluding vehicle accident with injury	5/17/2025	250517-CFA00560	00:04:35	24832 SANTA RITA ST		3
EMS call, excluding vehicle accident with injury	5/18/2025	250518-CFA00563	00:06:51	26359 RIVER PARK PL		3
EMS call, excluding vehicle accident with injury	5/18/2025	250518-CFA00562	00:12:53	24695 OUTLOOK DR		3
EMS call, excluding vehicle accident with injury	5/20/2025	250520-CFA00572	00:06:09	3785 VIA NONA MARIE		3
EMS call, excluding vehicle accident with injury	5/20/2025	250520-CFA00573	00:08:34	4860 CARMEL VALLEY RD		3
EMS call, excluding vehicle accident with injury	5/21/2025	250521-CFA00575	00:09:16	24945 PINE HILLS DR		3
EMS call, excluding vehicle accident with injury	5/23/2025	250523-CFA00583	00:04:14	26135		3
EMS call, excluding vehicle accident with injury	5/24/2025	250524-CFA00592	00:05:55	26070 HIGHWAY 1		3
EMS call, excluding vehicle accident with injury	5/25/2025	250525-CFA00598	00:07:54	26219 MESA DR		3
EMS call, excluding vehicle accident with injury	5/25/2025	250525-CFA00595	00:14:06	24639 CABRILLO ST		3
EMS call, excluding vehicle accident with injury	5/26/2025	250526-CFA00599	00:07:22	4131 SUNSET LN		3
EMS call, excluding vehicle accident with injury	5/28/2025	250528-CFA00610	00:05:55	26245 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	5/28/2025	250528-CFA00611	00:07:33	24525 OUTLOOK DR		3

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
CYPRESS cont.						
EMS call, excluding vehicle accident with injury	5/28/2025	250528-CFA00609	00:04:05	6 CROSSROADS MALL		3
EMS call, excluding vehicle accident with injury	5/29/2025	250529-CFA00614	00:06:35	24639 CABRILLO ST		3
EMS call, excluding vehicle accident with injury	5/31/2025	250531-CFA00625	00:07:19	OCEAN VIEW AVE	SCENIC RD	3
Motor vehicle accident with injuries	5/15/2025	250515-CFA00551	00:06:08	HWY 1	CARPENTER ST	3
28			0:07:06			
MARINA						
EMS call, excluding vehicle accident with injury	5/15/2025	250515-CFA00555	00:18:20	403 REINDOLLAR AVE		3
EMS call, excluding vehicle accident with injury	5/17/2025	250517-CFA00558	00:14:51	3110 LAKE DR		3
2			0:16:36			
MONTEREY						
EMS call, excluding vehicle accident with injury	5/2/2025	250502-CFA00503	00:09:48	200 IRIS CANYON RD		3
EMS call, excluding vehicle accident with injury	5/23/2025	250523-CFA00585	00:09:00	2004 FAIRGROUNDS RD		3
EMS call, excluding vehicle accident with injury	5/23/2025	250523-CFA00584	00:11:33	1110 CASS ST		3
EMS call, excluding vehicle accident with injury	5/24/2025	250524-CFA00593	00:10:07	2004 FAIRGROUNDS RD		3
EMS call, excluding vehicle accident with injury	5/27/2025	250527-CFA00605	00:08:39	1501 SKYLINE DR		3
5			0:09:49			
PEBBLE BEACH						
EMS call, excluding vehicle accident with injury	5/3/2025	250503-CFA00505	00:09:48	1278 PORTOLA RD		3
EMS call, excluding vehicle accident with injury	5/8/2025	250508-CFA00525	00:13:21	1082 MISSION RD		3
EMS call, excluding vehicle accident with injury	5/14/2025	250514-CFA00550	00:10:00	3307 17 MILE DR		3
EMS call, excluding vehicle accident with injury	5/25/2025	250525-CFA00596	00:09:10	3253 STEVENSON DR		3
EMS call, excluding vehicle accident with injury	5/27/2025	250527-CFA00606	00:08:19	1500 CYPRESS DR		3
5			0:10:08			
SEASIDE						
EMS call, excluding vehicle accident with injury	5/1/2025	250501-CFA00499	00:13:00	1446 YOSEMITE ST		3
EMS call, excluding vehicle accident with injury	5/10/2025	250510-CFA00530	00:08:28	5200 COE AVE		3
EMS call, excluding vehicle accident with injury	5/12/2025	250512-CFA00541	00:11:55	590 FRANCIS AVE		3
EMS call, excluding vehicle accident with injury	5/15/2025	250515-CFA00553	00:11:36	657 LOPEZ AVE		3
EMS call, excluding vehicle accident with injury	5/19/2025	250519-CFA00566	00:20:31	2065 RAINIER CT		3
EMS call, excluding vehicle accident with injury	5/22/2025	250522-CFA00580	00:12:23	58 LOS ENCINOS DR		3
6			0:12:59			
					Code 2 Calls	2
					Code 3 Calls	49
					Total # of Incidents	51
					Total Average Response Time	0:10:07





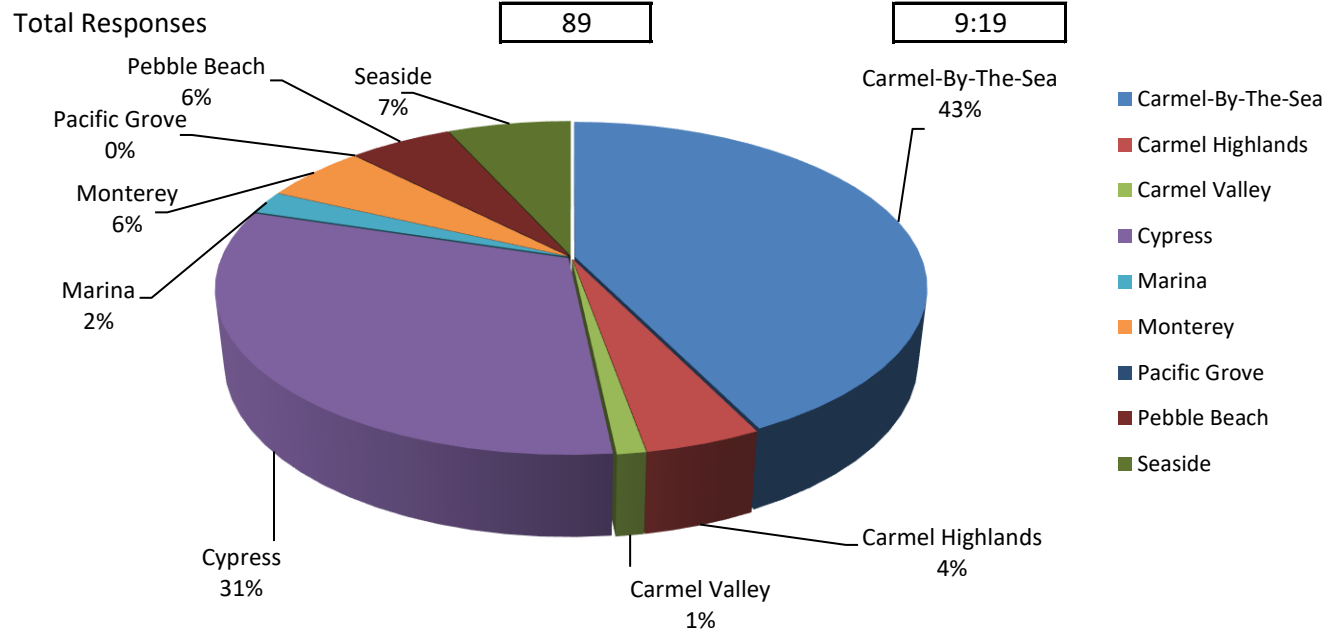
# CITY OF CARMEL - FIRE AMBULANCE DEPARTMENT

## MAY 2025

### Response Summary Report by District Type



<u>District Response</u>	<u>Number</u>	<u>Average Response Time</u>
Carmel-By-The-Sea	38	3:46
Carmel Highlands	4	11:37
Carmel Valley	1	2:33
Cypress	28	7:06
Marina	2	16:36
Monterey	5	9:49
Pacific Grove	0	0:00
Pebble Beach	5	10:08
Seaside	6	12:59



Total Code 3 Calls:	<span style="border: 1px solid black; padding: 2px;">35</span>
CFA Response Times for Code 3	
Calls ≤ 5 minutes:	<span style="border: 1px solid black; padding: 2px;">89%</span>

# City Clerk PRA Log

Attachment 3

May 2025

#	Date Rec'd	10-day response date	Records Requested	Name of Requester	Completed Date	Status/Notes
25-42	5/1/2025	5/12/2025	A copy of a list of the address and APN of all ADU's built since 2017, that also includes the date each permit was finalized, and what type of ADU it is (attached, detached, or junior ADU)	Hunter Leighton	5/14/2025	Records sent 5/14/2025
25-43	5/7/2025	5/19/2025	A list of temporary use permits issued (within the past 2 years), for a fee of \$169.	Dan Troyan	5/7/2025	Records sent 5/7/2025
25-44	5/7/2025	5/19/2025	Seeking information on past permits for repairs and upgrades made to house at San Carlos, 2 NW of 11th, especially pertaining to the roof. This is for a homeowner's insurance quote.	Melissa Dale	5/8/2025	Records sent 5/8/2025
25-45	5/8/2025	5/19/2025	Please provide a list of Open Code Enforcement Cases reported in City of Carmel.	Gina Hinds	5/8/2025	Records sent 5/8/2025
25-46	5/12/2025	5/22/2025	would like the Geologic Report, any fault studies and the geotechnical report for 24723 Guadalupe Street, Carmel.	Alexandria Hakes	5/13/2025	Out of jurisdiction. Notified requester.
25-47	5/12/2025	5/22/2025	I am requesting any geologic reports, fault studies and geotechnical reports for 24945 Valley Way, Carmel (APNs: 009-061-002-000, 009-061-003-000, and 009-061-005-000).	Alexandria Hakes	5/13/2025	Out of jurisdiction. Notified requester.
25-48	5/16/2025	5/27/2025	A copy of the Design Study for APN # 010-121-013-000 (DS 22331 Collins)	Maria Hagan	5/16/2025	Records sent 5/16/2025
25-49	5/22/2025	6/2/2025	records regarding all short-term rental/vacation rental properties in Carmel Valley that are in an active, renewed, or pending status for the past 2 years (2024-2025).	Victor Alan	5/26/2025	Out of jurisdiction. Notified requester.
25-50	5/25/2025	6/4/2025	I Anthony Wayne Huffman owned a couple property's in late 90s 2000s and would like proof of this and me sitting on the bench in Carmel Court House as a judge	Anthony Huffman	5/26/2025	Sent email to requester on 5/26 asking for clarification on the location of the properties he is
25-51	5/23/2025	6/2/2025	information from the city council staff reports between 2012-2016 in which a downtown employee parking program was discussed. I'm specifically trying to find if there was a mention of a parking sticker for employees. (I'm not interested in the parking meter issue that I believe was also a topic at that same time period.)	Alissandra Dramov	6/6/2025	records sent 6/6/2025.
25-52	5/30/2025	6/9/2025	I am requesting the Certificate of Insurance for a subcontractor (Monterey Peninsula Engineering) that was doing work for the City of Carmel By The Sea on 08/29/2024.	Rebecca N.	6/11/2025	records sent.

## Police Records Request Log

**May 2025**

Request No.	Request Date & Received By	10-Day Due Date	Info Requested	Requestor	Date Completed by PSO	Status
2025-001	5/1/2025 SS	5/11/2025	CG2500277	Mercedez Rodriguez	5/6/2025 MS	completed
2025-002	5/2/2025	5/12/2025	CC2400432	Cyd Gloer	05/09/25 mw	completed
2025-003	05/04/2025 MW	5/14/2025	CC2500102 - email report	Joh Derby	05/04/25 mw	completed
2025-004	05/05/2025 ALI	5/15/2025	CG2500277	Justin Yancy	5/6/2025 MS	Picked up
2025-005	5/6/2025 SS	5/16/2025	CG2500294	Victoria Benzing	05/19/25 AI	Picked up
2025-006	5/6/2025 SS	5/16/2025	CG2500041	Thomas Ferry	05/21/2025 mw	denial letter mailed
2025-007	5/8/2025 SS	5/18/2025	No report written CFS 01202024-0012	Lexis Nexis	5/8/2025 SS	completed
2025-008	5/16/2025 SS	5/26/2025	CFS and CG2500323	Carla Morrison	05/22/2025 mw	Picked up
2025-009	5/16/2025 SS	5/26/2025	CG2500237	Lexis Nexis	05/22/25 mw	mailed
2025-010	5/16/2025 SS	5/26/2025	Citation 1526	Chris Cain Law	05/28/25 JK	hand delivered
2025-011	5/21/2025 SS	5/31/2025	CA2500330	Brent Allen Walker	05/22/2025 mw	Picked up
2025-012	5/15/2025	5/25/2025	outside our jurisdiction	Cal Poly Civil Right compliance	05/21/25 mw	outside of jurisdiction - referred to MCSO

Request No.	Request Date & Received By	10-Day Due Date	Info Requested	Requestor	Date Completed by PSO	Status
2025-013	5/20/2025	5/30/2025	copy of old report 0609968 - purge - clearance ltr	Jennifer Gann	05/29/25 mw	clearance letter emailed/mailed
2025-014	5/21/2025	5/31/2025	Counter report CG2500344	Catherine Dampier	45799	mailed
2025-015	5/22/2025 SS	6/1/2025	CA2500317	Michelle Jayson	5/22/2025 SS	Picked up
2025-016	5/27/2025	6/6/2025	CG2500019	Albert Labonte	05/29/25 mw	Picked up
2025-017	05/27/2025 MS	6/6/2025	CC2500049	LexisNexis	5/29/2025 SS	Mailed
2025-018	05/27/2025 MS	6/6/2025	CA2500317	LexisNexis	5/29/2025 SS	Mailed
2025-019	5/26/2025	6/5/2025	CG2500352	Emmy Nelson	05/29/2025 mw	mailed
2025-020	5/28/2025	45817	CA2500317	Metropolitan Reporting Bureau	05/29/25 ss	mailed
2025-021	5/28/2025	45817	CA2500330	LexisNexis	05/29/25 ss	mailed
2025-022	5/27/2025 SS	45814	CA2500312	Maria Bunker	5/29/2025 SS	Mailed
2025-023	5/29/2025 SS	45816	CA2500330	LexisNexis	5/29/2025 SS	Mailed
2025-024	5/29/2025 SS	45816	CA2500317	Metropolitan Reporting Bureau	5/29/2025 SS	Mailed



# CITY OF CARMEL-BY-THE-SEA

## Public Works Department June 2025 Report

<b>TO:</b>	Honorable Mayor and City Council Members
<b>SUBMITTED BY:</b>	Ken Wysocki, Public Works Director
<b>SUBMITTED ON:</b>	June 9, 2025

### Public Works Director

- Public Works Hiring: Maintenance Worker and Project Manager
- Developing FY25-26 CIP Workplan.
- Planning for the 10<sup>th</sup> Ave Stairs Replacement Project: anticipate July start date.

### Environmental Programs

- Ice Plant Removal Ongoing – additional planned for FY25/26
- Coordinating with MRSWMP on new RWQCB MS4 Permit.
- Completed the RWQCB Annual Report that was due May 31<sup>st</sup>.
- Waste Management: City Council approved a 4.19% rate increase for collection of solid waste, recycling, and organics effective July 1, 2025.
- Team met with restaurant group regarding SB 1383 and recycling requirements.
- Carmel Beach Sea Level Rise/Adaptation Project:
  - Community meeting held on May 15<sup>th</sup>
  - Sent final Community Engagement Plan, Outreach Strategy Table, Draft Adaptation Feasibility Table, Community Workshop Summary to the Coastal Commission for review.
  - Coastal Commission Grant Request for Funds and Progress Report due July 25<sup>th</sup>
  - Val attended and distributed flyers and posted QR codes for community surveys at the Carmel Surf About
- Stormwater: created a stormwater PDF for Planning/Building Plan Checks

### Facility Maintenance

- City Hall – Handrail painting project to begin June 26<sup>th</sup>
- Working on Janitorial contract extension for 6-months
- Met with Library team to discuss alternative library location during construction
- Former EOC painting started on June 10<sup>th</sup>
- Planning for Sunset Center piano room, elevator and crew room flooring work.
- Working on Public Works administrative office security counter.

### Street Maintenance

- Continued the annual traffic markings painting project.
- Continued sidewalk repairs based on the survey list.
- Removed asphalt and created planters on 5<sup>th</sup> and Lincoln.
- Removed & installed new railing along Devendorf Park
- Retired police car sold at auction for \$4,050.

## **Project Management for the Capital Improvement Program**

### **Ausonio, Inc. Projects:**

- San Antonio Pathway Repair Project: Second to Fourth Avenues, construction was completed in February 2025. The Notice of Completion will be filed with the County this week. Retention payment to be released in May 2025.
- Sunset Center Retaining Walls Repair Project: Consultant completed the design of retaining walls. Requests were made to reduce the scope.

### **Wallace Group Projects:**

- Shoreline Infrastructure Repair Project: Issued contract to Coastal Design firm, M&N for design of 2-stairs and Drainage Outfall. Met with design team for initial site visit, to include future needs and assessment of the Access Ramp.
- City-Wide Paving Project: Specifications are 90% completed. Agreement with County was approved, County Staff to take to County Board. Selected 3-streets (7, 14, 17) for bid additive. Goal is to have project advertised by June 20<sup>th</sup>.

### **Additional Capital Improvement Projects:**

- City-wide Drainage Improvement Projects: Construction on 2<sup>nd</sup> and Lincoln nearing completion, and Acacia way expected to be done on June 19<sup>th</sup>.
- Vista Lobos Panel Upgrade & EV: Received bid schedule and will advertise for bid in the next few months, anticipate coming to Council for approval in August.
- PD/PW Emergency Repairs: Acquired contracts for gate/evidence room/EOC, and door security upgrades.
- Dolores Street Main Replacement (8<sup>th</sup> to Ocean): CalAM to install water main. CalAM will present at July Council meeting.

## **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:** May 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.
- A public meeting will be planned as soon as the first draft of the report is ready for environmental review and public comments.

#### Contractors:

- To comply with the U.S. Fish & Wildlife Service's Migratory Bird Treaty Act, Biological Consultant Denise Duffy and Associates completed nesting bird surveys prior to all tree removals in the Month of May as well as work in Forest Hill Park.
- Community Tree Service performed fuel reduction work in Upper Forest Hill Park removing 10 dead, dangerous, or dying trees as well as limbing up tree branches, mowing low growing shrubs and vines, and removal of invasive species such as acacia, genista, and blackberry.
- Community Tree Service has ground 363 stumps and removed 40 dead/dying trees. This completes their contractual duties for Fiscal Year 2024/2025.
- Last Month West Coast Arborists removed 24 trees on a task order, continuing deferred maintenance catch-up.

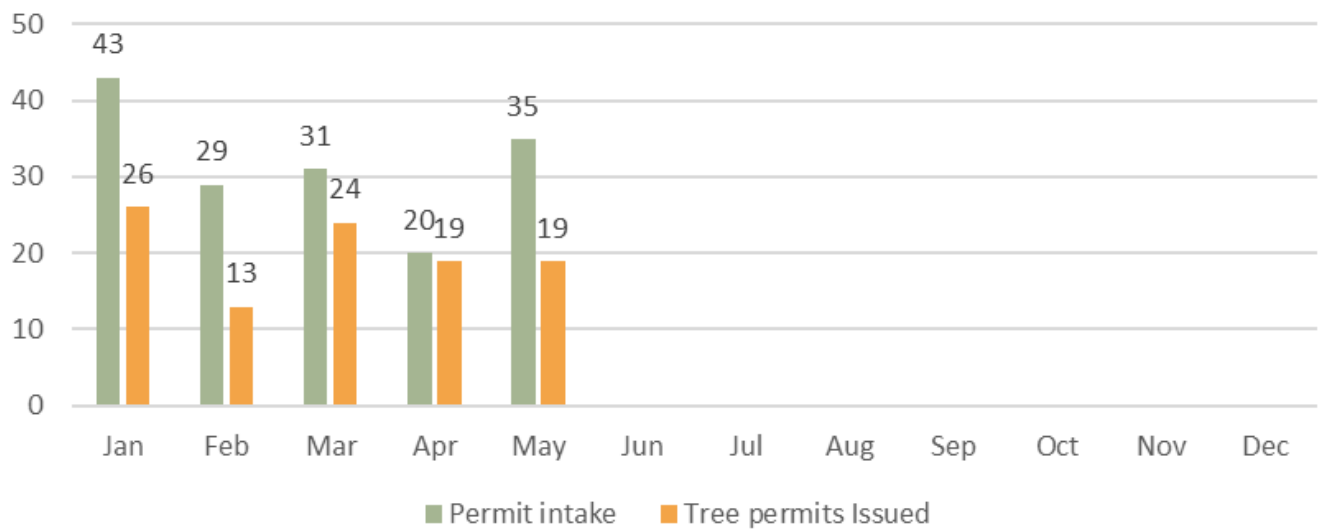
#### City Staff and Crews:

- Forestry and Public works staff participated in a team building BBQ celebrating Public Works week.
- City Forestry Crew removed 13 dead, dying, or dangerous trees, planted 3 trees, and pruned 40 trees providing clearance for roads and stop signs, as well as maintaining tree health.
- City Tree Crew continued to pick up logs in the right of way that were left from several large PG&E tree removals.

## Permit Information

			2025 Permitted removals, pruning, and required planting									
	Tree permits received	Tree permits Issued	Site Inspections Performed	Total Prunings	Total Removals	Removal of Upper	Removal of Lower	Required to Plant Upper	Required to Plant Lower	No room for new tree	Meets Density Rec.	Total Number of Trees Required
January	43	26	9	10	18	12	6	7	9	0	2	16
February	29	13	8	15	15	9	6	6	8	0	0	14
March	31	24	8	21	9	3	6	0	2	0	7	2
April	20	19	3	21	17	10	7	8	6	1	1	14
May	35	19	7	17	19	8	11	11	11	0	0	22
June												
July												
August												
September												
October												
November												
December												
<b>2024 Totals</b>	<b>158</b>	<b>101</b>	<b>35</b>	<b>84</b>	<b>78</b>	<b>42</b>	<b>36</b>	<b>32</b>	<b>36</b>	<b>1</b>	<b>10</b>	<b>68</b>

### 2025 Permits Intake vs. Issued





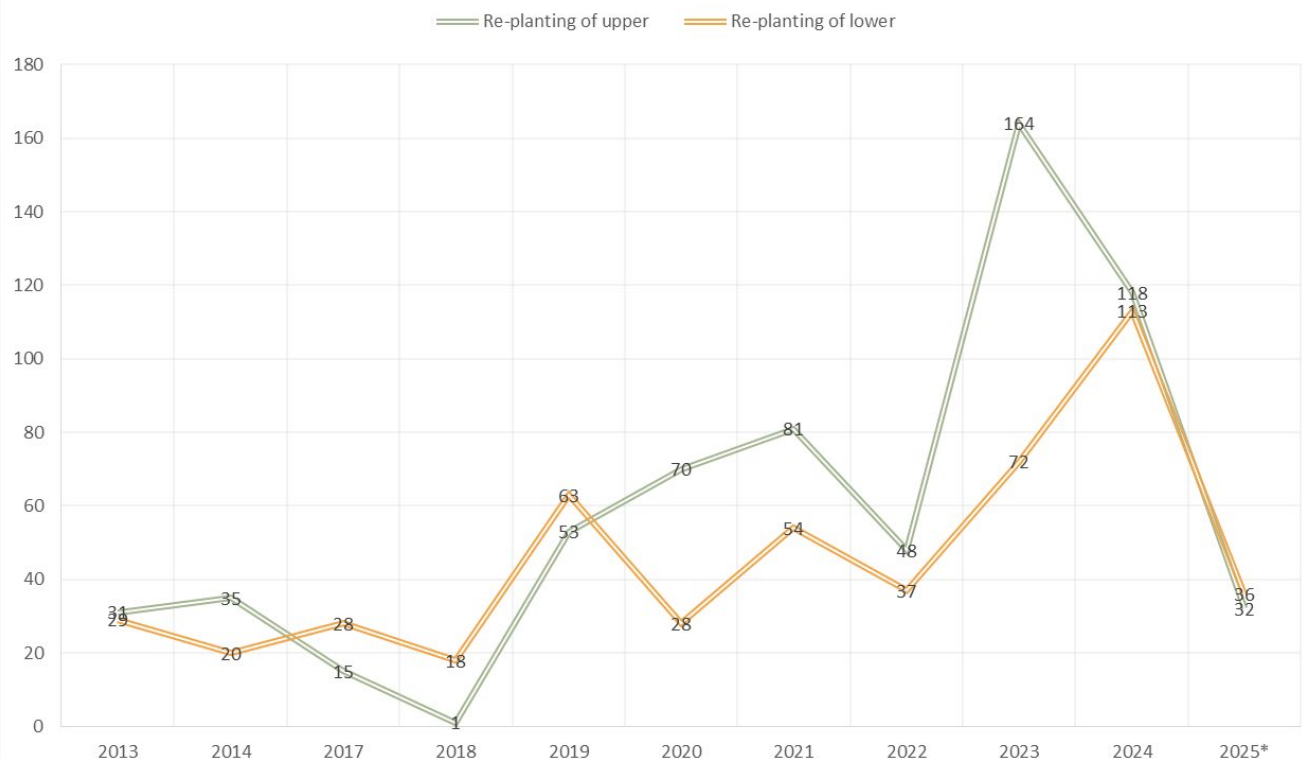
### Historic permitted removals and required planting

	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*	32	36
*Year to date		

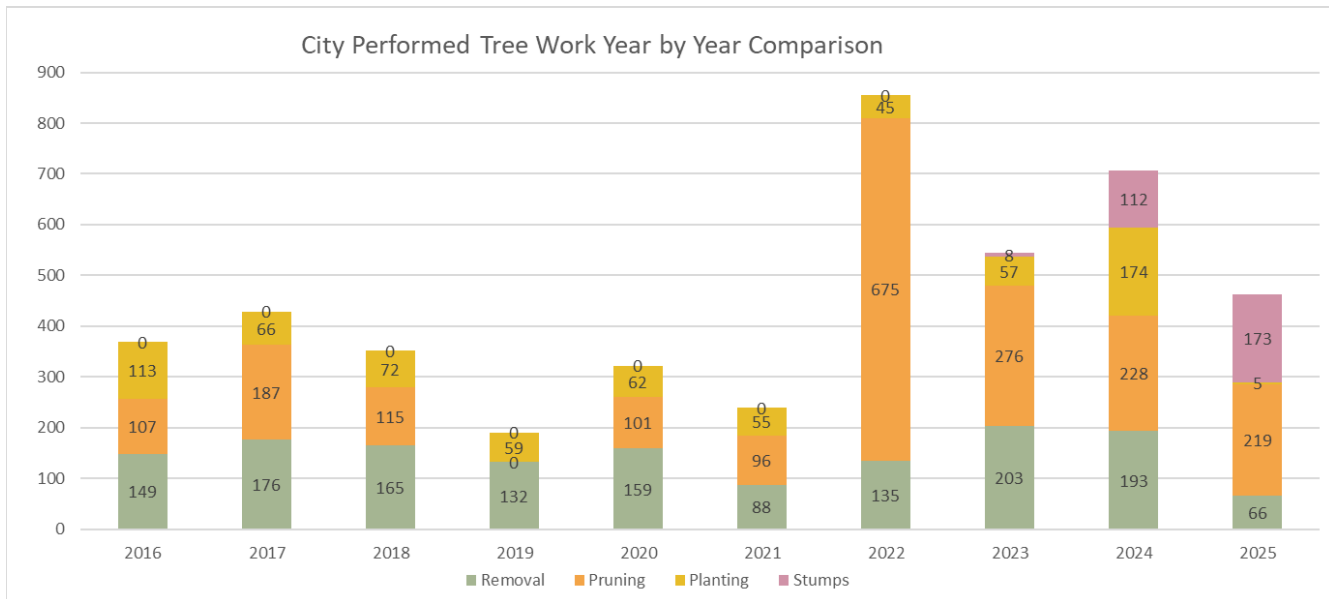
### Historic permitted removals and required planting

Year	Permitted removals	Removal of upper	Removal of lower	Replanting Required	Replanting of upper	Replanting of lower	Replanting %	Applications 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	78	42	36	68	32	36	87.18%	158

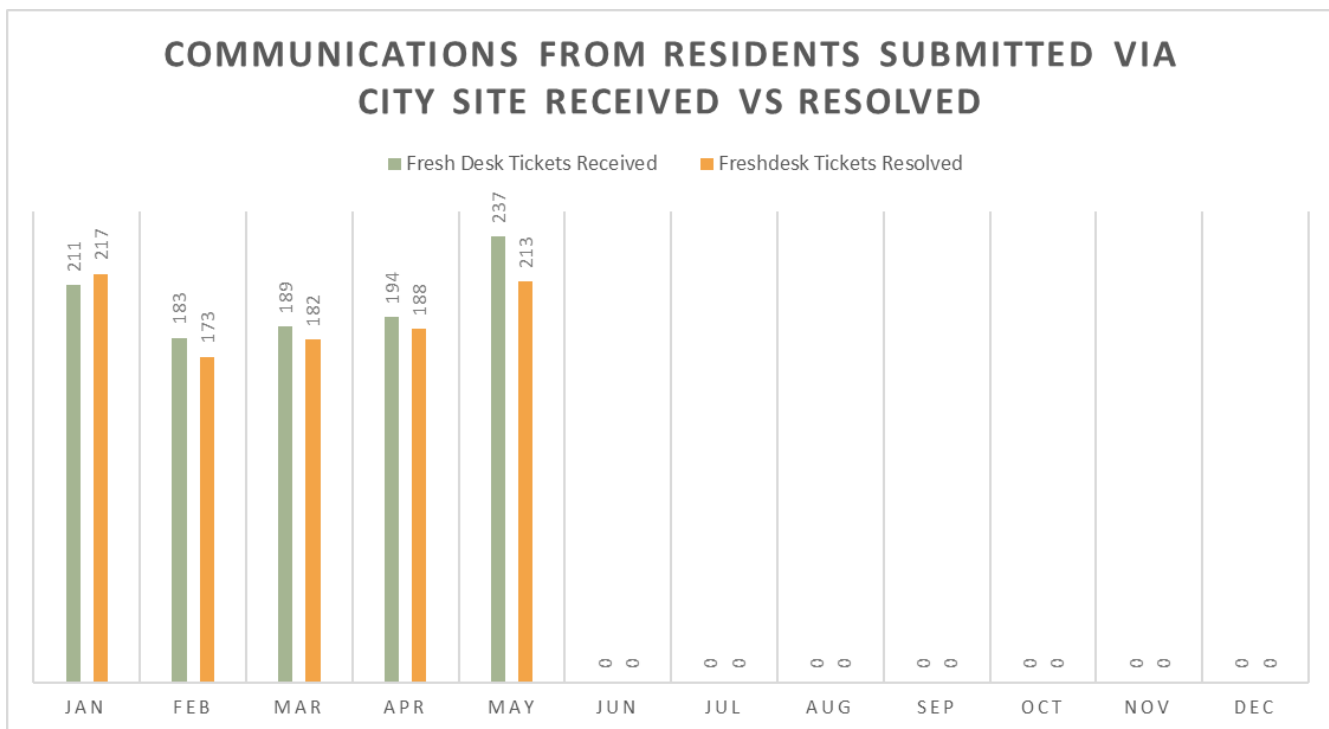
### HISTORIC REQUIRED REPLANTING



## City Forestry, Parks, and Beach Activities



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 include live calls, voicemails, drop-in visitors, and emails sent directly to employees from residents, nor return calls and emails from staff.

## Tree Inventory and Deferred Maintenance ‘Catch Up’ Status

### The 3-Year “Catch Up Plan”: Where are we?

The most recent inventory of City trees resulted in the following data:

Condition of City Trees (Per 2024 Inventory)							
	Excellent	Good	Fair	Poor	Very Poor	Dead	TOTALS
Public Rights of Way (PROW)	119	4,827	4,886	726	127	186	10,871
Medians	17	44	15	2	3	5	86
Parks (Estimate)	~	~	~	~	~	~	~3,000
<b>TOTALS</b>	<b>136</b>	<b>4,871</b>	<b>4,901</b>	<b>728</b>	<b>130</b>	<b>191</b>	

While this table provides an overview of forest health relative to the inventory dates (2022-2024), it also highlights deferred maintenance – tasks that are overdue. Data in the two right-most columns most accurately and reliably reflect overdue tasks, rather than more routine maintenance typically performed annually.

While the City’s goal is to address the three right-most columns, each column cannot be treated with the same priority. A large Dead tree and a large Very Poor tree should both be addressed sooner than a tree that is in Poor condition. Therefore, the goal of Year 1 (of what was estimated to be a 3-Year “Catch Up Plan”) was to address one-third of the worst Dead and Very Poor trees.

Of the total Fiscal Year 2024-25 budget for tree maintenance (\$1,197,000), the majority of the budget (\$960,000, or 80%) was allocated for tree removals of Dead trees and Very Poor trees. The remainder was allocated to stump removals (\$177,000, or 15%), and a relatively smaller portion (\$60,000, or 5%) for unanticipated expenses, such as storms and fuel reduction.

When a 3-year deferred maintenance “catch up” plan was devised in April of 2024 and created for purposes of budget planning for what is now the current FY 24-25, it was based on our estimated number of Dead trees (thought to be 234 at the time) and Very Poor trees (thought to be 150 at the time). As one-third of each of those numbers is 78 and 50, respectively, taken together 128 became our goal for the number of removals for the current FY 2024-25, which is also Year 1 of the “Catch Up Plan.”

Due to the unique situation of each tree, one could not say that the goal was to remove exactly 78 Dead trees, nor exactly 50 Very Poor trees, rather the goal was to remove the worst 128 trees. These 128 trees, at an estimated price of \$7,500 each, resulted in the budgeted number referenced above for tree removals for this current 2024/25 Fiscal Year (\$960,000).

The goal for stump removals was to remove one-third of the 664 stumps that were estimated to be removable in April 2024. Although the total number of stumps inventoried was 886, it was estimated that only 664 would be able to be removed. Considering the above nuances, the following is a more representative view of the goal that had been set for the current Fiscal Year 2024-25 deferred maintenance “catch up”:

### Year 1 of Forestry 3-Year Catch-Up Plan

	Trees in Dead or Very Poor condition	Stumps
2024 Inventory	321	664
FY 24/25 Goal	128	221
<b>FY 24/25 YTD</b>	<b>147</b>	<b>386</b>

Fiscal Year 2024/25 goals were exceeded for several reasons: the actual cost of tree removals came in lower than the projected \$7,500 per tree; our Task Order process with multiple tree contractors was more efficient relative to the work required; and our City tree crew made significant contributions.

Below is the current chart showing our entire inventory as of May 2025:

<b>Quantity and Condition of City Trees Over Time</b>							
	<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
March 2025	136	5074	5076	731	125	82	536
April 2025	134	5073	5065	729	125	77	446
May 2025	134	5067	5061	728	100	77	278
<i>(Amount Removed)</i>	<i>-2</i>	<i>-15</i>	<i>-33</i>	<i>-22</i>	<i>-33</i>	<i>-114</i>	<i>-386</i>

When reviewing information in the above charts, it is important to remember that each Condition Category reflects a tree's health only on the day it was surveyed—on average, nearly two years ago. As living organisms, trees can experience changes in health daily, weekly, or annually, making the data reliable only in the context of the survey date. For this reason, it is difficult—if not unreliable—to assume what work may or may not be needed, especially for trees classified as Fair or Poor since they may be more prone to a change in condition relative to those that were previously rated Excellent or Very Poor/Dead in our inventory.

Each of these trees must be assessed individually. In fact, every tree in all categories must be assessed individually prior to work being conducted. The ever-changing nature of tree health (as noted in the chart below) necessitated a more adaptive approach: refining goals each year based on the most recent fiscal year's tree maintenance outcomes and staff capacity, rather than committing to rigid, potentially unrealistic targets the further one projects forward, without having seen each tree since the date of inventory.

<b>Change in Condition of City Tree Crew Removals (TK = X, Time of Removal = Y)</b>						
	Excellent	Good	Fair	Poor	Very Poor	Dead
Excellent						1
Good				1	1	2
Fair				1		3
Poor						
Very Poor						
Dead						1

\*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

June 30, 2025  
CONSENT AGENDA

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

**SUBMITTED BY:** Jane Hogan, Accountant

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

**SUBJECT:** May 2025 Check Register Summary

### RECOMMENDATION:

Approve the check register for May 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 **May 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 May 2025, totals \$1,915,329.71.

### PRIOR CITY COUNCIL ACTION:

Council ratified the April 2025 check register at the June 2, 2025 special council meeting.

## ATTACHMENTS:

Attachment 1) May 2025 Check Register

# May 2025 Check Register

Attachment 1

Check No.	Vendor/Employee	Transaction Description	Date	Amount
<b>Department: 000 ____</b>				
55577	Division of the State Architect	DA & Educ Fee Quarter Jan-Mar 2025	05/02/2025	32.00
55599	See Monterey	TID remittance Jan-Feb 2025	05/02/2025	84,547.98
55608	Visit Carmel	CHID remittance Jan-Feb 2025	05/02/2025	193,288.43
55632	County of Monterey	Traffic citation revenue April 2025	05/09/2025	2,637.50
55759	Visit Carmel	1Q25 CRID	05/30/2025	48,349.60
250509001	CALPERS	Medical Premiums Active 5/2025	05/09/2025	158,764.40
Total for Department: 000 ____				487,619.91
<b>Department: 110 City Council</b>				
55741	US Bank	Whole Foods: Council meeting refreshments	05/27/2025	224.98
55741	US Bank	Bruno's Market: Council meeting refreshments	05/27/2025	172.47
Total for Department: 110 City Council				397.45
<b>Department: 111 City Administration</b>				
55568	Amazon Web Services Inc	Data and cloud storage fees	05/02/2025	497.41
55570	AT&T	Telephone service citywide	05/02/2025	443.95
55574	Carmel Pine Cone	Legal noticing	05/02/2025	255.00
55583	International Institute of Municipal Clerks	Annual Membership Due Menig	05/02/2025	160.00
55589	MRC	Printer usage fees-All departments	05/02/2025	1,261.07
55604	T-Mobile	Monthly cell service, usage and purchases	05/02/2025	342.03
55607	US Bank	Grasings:	05/02/2025	720.00
55607	US Bank	Mad Dogs: Employee Lunches	05/02/2025	14.95
55607	US Bank	Alvarado Street Brewing: Employee Lunches	05/02/2025	139.14
55607	US Bank	Jeju Kitchen: Employee Lunches	05/02/2025	73.32
55607	US Bank	New York Times: Subscription	05/02/2025	69.00
55607	US Bank	The Grill on Ocean: Panel Lunch	05/02/2025	78.21
55607	US Bank	The Grill on Ocean: Panel Lunch	05/02/2025	80.83
55607	US Bank	Bruno's Market: City Council Food	05/02/2025	37.06
55607	US Bank	APWA: HR job posting	05/02/2025	475.00
55607	US Bank	CV Coffee Roasting: Panel breakfast	05/02/2025	93.78
55607	US Bank	CALPELRA: Conference Registration Bermudez	05/02/2025	375.00
55607	US Bank	Liebert Cassidy Whitmore: Webinar Registration HR	05/02/2025	75.00
55607	US Bank	Napa River Inn: Bermudez conference travel	05/02/2025	585.20
55607	US Bank	Terry's Lounge: Staff Appreciation Lunch	05/02/2025	144.09
55607	US Bank	Terry's Lounge: Lunch Meeting	05/02/2025	98.86
55607	US Bank	Terry's Lounge: Lunch Meeting	05/02/2025	67.87
55607	US Bank	Alvarado Street Brewing: Employee Lunches	05/02/2025	92.65
55634	Digital Deployment	Website support agreement:Maint, training, security and updates	05/09/2025	700.00
55637	IAMP Pro Audio/Anthony J. Nocita	Set-up, live production, associated support of city meetings and	05/09/2025	2,400.00
55641	Liebert Cassidy Whitmore	Professional services:Monterey Bay Employ. Relations Consortium	05/09/2025	5,045.00
55644	Office Depot, Inc.	Office supplies - Admin	05/09/2025	101.43
55648	Softchoice Corporation	M365 G3 Unified FUSL subscription	05/09/2025	1,980.00
55650	Verizon Wireless	Telephone sales and usage	05/09/2025	4,059.20
55658	AT&T	Telephone service citywide	05/19/2025	1,053.09
55663	Carmel Pine Cone	Legal noticing	05/19/2025	315.00
55668	Comcast Business	NonNGEN internet and recurring charges	05/19/2025	644.40
55678	General Code	Municipal Code updates:Web, paper and electronic	05/19/2025	211.50
55685	Municipal Resource Group, LLC	HR Services on demand:Investigation Jan-Mar 2025	05/19/2025	7,659.80
55689	Pitney Bowes Bank Inc Purchase Power	Postage meter refills	05/19/2025	3,489.99
55693	Regional Government Services	Payroll services	05/19/2025	7,750.75
55699	Softchoice Corporation	Licensing renewal for Office 365, Windows servers, extra file st	05/19/2025	338.15
55703	US Bank	NYT Digital	05/19/2025	195.56
55719	AT&T	Telephone service Citywide	05/27/2025	1,025.70
55722	Cogix Corporation	Online Payment Portal setup	05/27/2025	4,500.00
55724	Comcast	Cable service CH and PD	05/27/2025	46.18
55725	Copies By-The-Sea	Agenda printing services	05/27/2025	485.29
55727	Image Sales	Employee ID Badges	05/27/2025	58.94
55728	Iron Mountain	Records storage and management services	05/27/2025	1,229.71
55732	Office Depot, Inc.	Office supplies - Admin	05/27/2025	182.99
55734	Pitney Bowes Global Fin S	Postage meter lease	05/27/2025	836.55
55735	Primo Brands/BlueTriton Brands Inc	Water service City Hall	05/27/2025	284.75
55736	Same Day Shred	Admin-Document shredding services	05/27/2025	80.00
55741	US Bank	Finance: Pay portal test amounts	05/27/2025	188.56

55741	US Bank	Reverse test amounts Pay portal	05/27/2025	195.00
55741	US Bank	PORAC: HR job posting	05/27/2025	2,145.00
55741	US Bank	Metrofax: HR subscription	05/27/2025	11.95
55741	US Bank	Microsoft: IT subscription	05/27/2025	982.52
55741	US Bank	Bitwarden: IT subscription	05/27/2025	30.00
55741	US Bank	Freshworks: IT subscription	05/27/2025	750.00
55741	US Bank	Zoom: IT subscription	05/27/2025	667.84
55741	US Bank	BackBlaze: IT subscription	05/27/2025	88.34
55741	US Bank	Adobe: IT subscription	05/27/2025	875.69
55741	US Bank	Freshworks: IT subscription	05/27/2025	232.00
55741	US Bank	Google Cloud: IT subscription	05/27/2025	2.45
55741	US Bank	Constant Contact: Admin subscription	05/27/2025	88.00
55741	US Bank	Junction Network: IT telephone	05/27/2025	1,623.00
250509001	CALPERS	Medical Admin Fee 5/2025	05/09/2025	487.58

Total for Department: 111 City Administration	59,221.32
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**Department: 112 City Attorney**

55661	Burke,Williams & Sorensen, LLP	City Attorney services-Labor Negotions	05/19/2025	35,642.65
55720	Best Best & Krieger, Attorney At Law	Legal fees:Telecommunications issue, Verizon litigation	05/27/2025	1,758.50

Total for Department: 112 City Attorney	37,401.15
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**Department: 115 Community Planning & Building**

55567	Amazon Capitol Services	CP&B Office Supplies - Code Check books for Leah Young	05/02/2025	60.38
55581	Harris & Associates, Inc	Professional Services Dec - Jan 2025	05/02/2025	5,235.00
55628	Bo Grunde	CACEO Training April 28 - May 2, 2025 mileage	05/09/2025	304.96
55635	EMC Planning Group, Inc	FY 23-24: REAP Grant - - 6th Cycle Housing Element	05/09/2025	450.69
55638	International Code Council	Code Books and Study Guide for Leah Young	05/09/2025	131.60
55673	Engineered Fire Systems	Plan Review - April 2025	05/19/2025	337.50
55675	Federico's Embroidery	CP&B Logo Items	05/19/2025	2,442.52
55681	Iron Mountain	CP&B: Records storage and management services	05/19/2025	318.36
55703	US Bank	Airtable: Affordable Housing Project	05/19/2025	37.02
55703	US Bank	Safeway: sandwiches for April Planning Commission	05/19/2025	202.88
55703	US Bank	CACEO Training April 28 - May 2, 2025 - hotel	05/19/2025	697.16
55703	US Bank	CACEO Training April 28 - May 2, 2025 - registration	05/19/2025	550.00
55732	Office Depot, Inc.	FY 23-24: Office Supplies, CP&B Dept.- paper & pens	05/27/2025	83.01

Total for Department: 115 Community Planning & Bu	10,851.08
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**Department: 116 Police**

55566	Alhambra	Water service-Police Dept	05/02/2025	231.40
55579	FasTrak	Citation I712527810965	05/02/2025	21.50
55584	Javier Auto Services	PD Auto Repairs	05/02/2025	51.31
55588	Monterey County Sheriff-Coroner	Criminal Justice Information System 1/1/25-3/31//25	05/02/2025	21,737.92
55590	Office Depot, Inc.	PD Office supplies	05/02/2025	89.86
55592	Paul Tomasi	Reimburse for training expenses Chief Conference 4/30/2025	05/02/2025	993.03
55601	Swift Car Wash	Car washes Police Dept	05/02/2025	160.00
55602	T2 Systems Canada Inc.	Pay Station Software Maint and Telephone Support Renewal to 8/31	05/02/2025	500.00
55603	T2 Systems, Inc	Automated Owner Lookups/Color Mailed Letters	05/02/2025	97.13
55605	Todd Trayer	Reimburse for training expenses Chief Conference 4/30/2025	05/02/2025	993.03
55606	Transunion Risk & Alterna	PD: Monthly fee for information services	05/02/2025	75.00
55626	Altius Medical	Medican/bio hazard waste disposal	05/09/2025	103.00
55630	Carmel Towing & Garage	PD Fuel charges	05/09/2025	1,885.66
55633	Deanna Dickman	Reimburse for VIPS expenses	05/09/2025	110.05
55649	US Bank	El Estero: Car wash	05/09/2025	56.45
55649	US Bank	Positive Promotions: Volunteer and dispatch appreciation week	05/09/2025	369.35
55649	US Bank	Image Sales Inc: ID cards	05/09/2025	37.80
55649	US Bank	Stuart K9 Products: SRO pin	05/09/2025	12.45
55649	US Bank	PD Exp: CERT storage closet	05/09/2025	625.81
55649	US Bank	Chevron: Fuel Cal Chief Training	05/09/2025	46.06
55649	US Bank	Love's: USB cable	05/09/2025	16.23
55649	US Bank	Love's: Fuel Cal Chiefs Training	05/09/2025	22.31
55649	US Bank	Tortilla Town: Food Cal Chiefs Training	05/09/2025	14.84
55649	US Bank	Shell Oil: Fuel Cal Chiefs Training	05/09/2025	43.63
55649	US Bank	Exxon: Fuel Cal Chiefs Training	05/09/2025	9.54
55649	US Bank	Island Tacos: Meeting expense	05/09/2025	43.47
55649	US Bank	Crossroads BBQ: meeting and training expense	05/09/2025	84.28
55649	US Bank	Il Fornaio: Meeting expense	05/09/2025	105.83
55649	US Bank	First Awakenings: Meeting expense	05/09/2025	58.82
55649	US Bank	Safeway: Meeting expense	05/09/2025	60.08



55649	US Bank	First Awakenings: Meeting expense	05/09/2025	92.71
55649	US Bank	Positive Promotions: promotional schwag	05/09/2025	77.71
55649	US Bank	Carmel Belle: Meeting Expense	05/09/2025	639.48
55649	US Bank	Brophy's: Meeting Expense	05/09/2025	43.04
55652	10-8 Uniforms LLC	New hire uniforms	05/19/2025	3,061.79
55684	Monterey Tire Service Inc	PD-New tire purchase and installation	05/19/2025	145.93
55723	Cognitive Evidence Consultants	Sketching services	05/27/2025	410.00
55726	Department of Justice/Accounting Office	PD:Fingerprinting services	05/27/2025	32.00
55732	Office Depot, Inc.	PD Office supplies	05/27/2025	421.73
55737	Swift Car Wash	Car washes Police Dept	05/27/2025	160.00
55738	T2 Systems, Inc	Replacement battery Parking Kiosk	05/27/2025	281.69
55739	Thomas Uretsky	Professional security consulting as directed by Police Dept	05/27/2025	3,617.00
55741	US Bank	Courtyard by Marriott: Bruno travel training	05/27/2025	853.25

Total for Department: 116 Police	38,492.17
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**Department: 117 Fire**

55575	City Of Monterey	FY 24-25 Monthly fee Interim Fire Admin/Emerg Incident Mgmt	05/02/2025	271,133.00
55585	JD Repairs, Inc	Fire vehicle repairs	05/02/2025	482.34
55587	Mission Linen Service	Fire Dept laundry service	05/02/2025	276.28
55630	Carmel Towing & Garage	Fire Dept. Gas Expense	05/09/2025	758.22
55631	City Of Monterey	Contracted overtime reimbursement Monterey Fire	05/09/2025	19,626.80
55640	Knox Company	1 Yr KnoxConnect Cloud License 1-6 devices	05/09/2025	584.00
55643	Mission Linen Service	Fire Dept laundry service	05/09/2025	138.14
55655	Allstar Fire Equipment Inc	Safety apparel Fire Dept	05/19/2025	514.14
55729	JD Repairs, Inc	Fire vehicle repairs	05/27/2025	974.91
55731	Mission Linen Service	Fire Dept laundry service	05/27/2025	276.28

Total for Department: 117 Fire	294,764.11
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**Department: 118 Ambulance**

55572	Bound Tree Medical LLC	Medical supplies	05/02/2025	1,033.21
55575	City Of Monterey	Ambulance Administration fee	05/02/2025	2,268.50
55586	Matt Nitensen	Reimburse for uniform purchase-Galls 29169620	05/02/2025	280.02
55593	Peninsula Welding & Medical Supply, inc.	Amb Dept:Oxygen/hazardous materials transport service	05/02/2025	161.11
55629	Bound Tree Medical LLC	Medical supplies	05/09/2025	793.61
55630	Carmel Towing & Garage	Amb Dept. Gas Expense	05/09/2025	911.63
55636	Golden State Truck & Trailer	Ambulance repairs Ford F450	05/09/2025	2,881.95
55639	Isaac Eckel	Safety equipment purchase reimbursement Galls inv 29246760	05/09/2025	200.27
55645	Peninsula Welding & Medical Supply, inc.	Amb Dept:Oxygen/hazardous materials transport service	05/09/2025	54.72
55651	Wittman Enterprises, LLC	Ambulance billing service	05/09/2025	2,497.43
55657	American Supply Company	Janitorial Supplies-Amb Dept	05/19/2025	186.60
55660	Bauer Compressors	Annual PM service 1 Bauer compressor	05/19/2025	1,511.43
55721	Bound Tree Medical LLC	Medical supplies	05/27/2025	547.99
55733	Peninsula Welding & Medical Supply, inc.	Amb Dept:Oxygen/hazardous materials transport service	05/27/2025	34.81

Total for Department: 118 Ambulance	13,363.28
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**Department: 119 Public Works**

55565	Ailing House Pest Control	FM Pest control services Citywide	05/02/2025	270.00
55569	American Supply Company	FM Janitorial Supplies	05/02/2025	385.82
55571	Ausonio, Inc	On Call PM and Construction Services	05/02/2025	488.25
55573	California Fire Protection, Inc.	Service call for quarterly NFPA sprinkler inspection	05/02/2025	375.00
55574	Carmel Pine Cone	noticing Earth/Arbor Day 4/18/25 2516MND343	05/02/2025	312.00
55578	DMV Renewal	Renew registration on 2018 Polaris Vin ending #08844	05/02/2025	54.00
55580	Golden State Portables	Portables for City sites	05/02/2025	1,300.00
55591	Otis Elevator Company	HML maint service 3/17/25 #100401881097 and #100401881094	05/02/2025	966.24
55595	Poe's Plumbing & Backflow	PBL service work 4/7/25 #1-40233-1	05/02/2025	582.49
55597	Pureserve Building Service	FM Janitorial services Citywide	05/02/2025	22,428.86
55600	Sentry Alarm Systems	Alarm Service for City locations	05/02/2025	231.00
55654	Academy-Trained	Annual aerial rescue training for the Forestry Division.	05/19/2025	2,600.00
55656	American Lock & Key	Supplies for Facilities Maint.	05/19/2025	18.58
55657	American Supply Company	PW/FM Janitorial supplies 5/2/25 #0198097	05/19/2025	151.64
55664	Carmel Towing & Garage	Fuel for PW vehicles	05/19/2025	3,091.66
55665	Cintas Corp 2 (First Aid)	FM First Aid supplies Ctiywide	05/19/2025	374.64
55666	Cintas Corporation	Uniform Services	05/19/2025	1,312.05
55669	Community Tree Service	Tree work in City	05/19/2025	7,310.96
55670	Cypress Painting & Decorating, Inc.	City hall exterior painting 3/21/25 #1610 and #1616	05/19/2025	11,750.00
55671	DLT Solutions, LLC/TD Synnex Corp	Auto Cad Cvil 3D	05/19/2025	2,780.00
55672	Edges Electrical Group	FM Plumbing/elec supplies	05/19/2025	345.57
55674	Ennis-Flint Inc	16 cases of thermoplastic	05/19/2025	2,751.58

55676	Ferguson Enterprises, Inc.	FM Plumbing/elec supplies	05/19/2025	933.53
55677	Forestry Suppliers, Inc	F & B Materials and supplies	05/19/2025	1,932.70
55679	Gilbert Tomayo	Wok boots per MOU GT	05/19/2025	294.92
55680	Granite Rock Company	DG 4/26/25 #2222934	05/19/2025	682.74
55682	James Pingree	Worksboots per MOU JP	05/19/2025	174.79
55686	Napa Auto Parts	PW vehicle supplies	05/19/2025	884.16
55690	Poe's Plumbing & Backflow	FM plumbing services for City facilities	05/19/2025	2,051.41
55691	Pureserve Building Service	FM Janitorial services Citywide	05/19/2025	22,868.86
55692	Quinn Company Inc	Loader fuel pump WO020073211 4/18/25	05/19/2025	2,154.76
55694	Rene Aldama	Rene Aldama Work boots per MOU	05/19/2025	350.00
55695	Robert Half	Temp help in Forestry	05/19/2025	1,564.45
55696	Scarborough Lumber & Building	FM Materials and Supplies	05/19/2025	41.05
55697	Sentry Alarm Systems	Alarm Service for City locations	05/19/2025	313.06
55698	Sherwin-Williams Co.	PW Paint and paint supplies-Traffic Marking Paint	05/19/2025	4,454.95
55700	Tope's Tree Service Inc.	Tree work in City	05/19/2025	44,609.88
55701	Town and Country Gardening	Tree work in City	05/19/2025	28,955.34
55702	Tree Stuff Lockbox No 639707	Forestry Supplies	05/19/2025	952.40
55703	US Bank	Home Depot: Vista Lobos repairs	05/19/2025	198.39
55703	US Bank	Home Depot: Library repairs	05/19/2025	231.25
55703	US Bank	Home Depot: Facilities supplies	05/19/2025	348.28
55703	US Bank	Amazon: 10 garage door remotes	05/19/2025	201.02
55703	US Bank	Home Depot: Fire Department Kitchen repairs	05/19/2025	144.05
55705	West Coast Arborists Inc .	Tree work in City	05/19/2025	19,100.00
55706	West Coast Door & Gates	PW yard gate 1873 4/23/25	05/19/2025	1,075.00
55707	Goldstar Products, Inc	Asphalt patch 0081229-IN 2/15/25	05/22/2025	730.50
55708	Kona Jerry's LLC	final payment 0097-B 4/2/25 PW Week lunch	05/22/2025	761.25
55742	Ailing House Pest Control	FM Pest control services Citywide	05/30/2025	774.00
55744	Always Under Pressure	Water recycle unit at PW 4/30/25 #103463	05/30/2025	310.00
55745	American Supply Company	PW/FM Janitorial supplies	05/30/2025	427.04
55746	Applied Marine Sciences	Consulting for stormwater 4/26/25 #401-24-04	05/30/2025	4,651.75
55747	Cintas Corporation	Uniform Services	05/30/2025	488.88
55750	Golden State Portables	Portables for City sites	05/30/2025	1,050.46
55751	Granite Rock Company	Hot mix asphalt 2451.34 #2227515	05/30/2025	3,292.42
55753	Monterey Sanitary Supply	FM Janitorial Supplies	05/30/2025	1,634.35
55754	On Point Generators	PW/FM Emergency generator services	05/30/2025	1,967.25
55755	Poe's Plumbing & Backflow	FM plumbing services for City facilities	05/30/2025	4,750.58
55756	Scarborough Lumber & Building	Forestry supplies 5/5/25 404189-4	05/30/2025	408.55
55757	Tree Stuff Lockbox No 639707	Forestry Supplies	05/30/2025	38.44
55758	US Bank	SLO Legal Ads - SLO SOQ	05/30/2025	733.84
55758	US Bank	San Jose Mercury News: SOQ	05/30/2025	1,819.44
55758	US Bank	ISA: Certified Arborist exam	05/30/2025	125.00
55758	US Bank	ISA: Online Arborist course	05/30/2025	31.95
55758	US Bank	Street Saver: Workshop registration	05/30/2025	750.00
55758	US Bank	Panera Bread: Staff meeting expense	05/30/2025	37.98
55758	US Bank	CRRA West: Conference registration	05/30/2025	975.00
55758	US Bank	APWA: Monterey Chapter dues	05/30/2025	245.00
55758	US Bank	APWA: Conference Registration	05/30/2025	884.00
55758	US Bank	Western Chapter Intl: Tree Inventory Workshop	05/30/2025	140.00
55758	US Bank	Pesticides Applicators Pro Assoc: Seminar	05/30/2025	115.00
55758	US Bank	ISA: Membership	05/30/2025	665.00
55758	US Bank	Pesticides Applicators Pro Assoc: Membership	05/30/2025	100.00
55758	US Bank	ISA: Professional Membership renewal and chapter dues	05/30/2025	185.00
55758	US Bank	Society of American Foresters: National and chapter dues	05/30/2025	200.00
55758	US Bank	Le Hearne Company: Rio Park gate	05/30/2025	420.23
55758	US Bank	Jan de Luz: Embroidery	05/30/2025	39.33
55758	US Bank	Mad Dogs and Englishmen: Speedway cream	05/30/2025	86.53
55758	US Bank	Jan de Luz: Embroidery	05/30/2025	78.66
55758	US Bank	APWA: Training	05/30/2025	21.00
55758	US Bank	Monterey Donuts: Staff appreciation	05/30/2025	43.59
55758	US Bank	Home Depot: Woodshop tools and sander	05/30/2025	542.72
55758	US Bank	Green Rubber Kennedy: Timing belt	05/30/2025	130.22
55758	US Bank	RDO Equipment: Streets Equipment	05/30/2025	167.92
55758	US Bank	Runyon Surface Prep: Streets Maintenance	05/30/2025	516.25
55758	US Bank	O'Reilly: Vehicle code reader	05/30/2025	372.52
55758	US Bank	Autozone: Battery jump box	05/30/2025	327.74
55758	US Bank	CA DMV: Title replacement	05/30/2025	27.54
55758	US Bank	Seaside Chevrolet: Glass mirror	05/30/2025	81.88
55758	US Bank	Home Depot: Tools, faucet, putty	05/30/2025	341.46
55758	US Bank	Home Depot: Rat traps	05/30/2025	85.31

55758	US Bank	Amazon: Air filters	05/30/2025	451.98
55758	US Bank	Amazon: Air filters	05/30/2025	361.59
55758	US Bank	Newton Distributing: 4 Energy efficient hand dryers	05/30/2025	2,225.95
55758	US Bank	Amazon: Air filters	05/30/2025	259.27
55758	US Bank	WalMart: Office supplies	05/30/2025	65.46
55758	US Bank	Home Depot: Water Dispenser and supplies	05/30/2025	292.71
55758	US Bank	Staples: Office supplies	05/30/2025	196.62
55758	US Bank	Rana Creek Nursery: City Hall landscaping	05/30/2025	81.56
55758	US Bank	Arborwear: Rain Jacket and Pullover	05/30/2025	225.63
55758	US Bank	ISA: Tree Reference Materials	05/30/2025	304.24
55760	Zero Waste USA	Mutt Mitts	05/30/2025	3,878.38

Total for Department: 119 Public Works	234,316.30
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**Department: 120 Library**

55687	Pacific Grove Self Storage	Storage Unit - Document storage	05/19/2025	407.00
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Total for Department: 120 Library	407.00
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**Department: 130 Non-Departmental**

55594	PG&E	Citywide gas and electric services	05/02/2025	16,225.03
55596	Prism Public Risk Innovation	Employee Assistance Program Jan-Mar 2025	05/02/2025	676.20
55646	PG&E	Citywide gas and electric services	05/09/2025	255.97
55662	Cal-Am Water Company	Water service citywide	05/19/2025	19,890.61
55688	PG&E	Citywide gas and electric services	05/19/2025	3,431.86
250509001	CALPERS	Medical Retired Premium 5/2025	05/09/2025	7,110.00

Total for Department: 130 Non-Departmental	47,589.67
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**Department: 311 Capital Projects**

55564	Advance Design Consultants, Inc		05/02/2025	5,402.00
55571	Ausonio, Inc	San Antonio Ave. Pedestrian Trail	05/02/2025	3,638.25
55576	Coastal Paving & Excavating, Inc	Storm Drain Improvement- Implementation and construction per co	05/02/2025	151,532.19
55582	Indigo/Hammon & Playle Architects, LLP	Prep functional program report, concept drawings and cost estima	05/02/2025	17,038.23
55609	Wallace Group	Streets Resurfacing	05/02/2025	7,062.75
55653	4Leaf, Inc	Project Management Services:PD/PW Building projects per contract	05/19/2025	5,022.14
55659	Ausonio, Inc	San Antonio Ave. Pedestrian Trail	05/19/2025	17,717.44
55667	Coastal Paving & Excavating, Inc	Storm Drain Improvement- Implementation and construction per co	05/19/2025	421,956.75
55683	Kone, Inc	ADA upgrades to SS Center elevators	05/19/2025	10,241.41
55704	Wallace Group	Shoreline infrastructure repair	05/19/2025	1,771.00
55709	Sharp Engineering and Construction, Inc	Construction services:San Antonio Ave Walkway repairs per contra	05/22/2025	27,548.50
55748	EMC Planning Group, Inc	Outreach Adaptation Pathway Development	05/30/2025	21,877.73
55758	US Bank	Rana Creek Nursery: MTNP Restoration	05/30/2025	97.88

Total for Department: 311 Capital Projects	690,906.27
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Grand Total	1,915,329.71
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## CITY OF CARMEL-BY-THE-SEA CITY COUNCIL Staff Report

June 30, 2025  
CONSENT AGENDA

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

**SUBMITTED BY:** Anna Ginette, AICP, Community Planning & Building Director

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

**SUBJECT:** Second Reading and Adoption of Ordinance No. 2025-002 amending Carmel Municipal Code Section 15.08.010 and Section 15.10.020 to adopt the 2025 Fire Hazard Severity Zone Map for the City as identified by the California State Fire Marshall in Accordance with Government Code Section 51178

### RECOMMENDATION:

Adopt Ordinance 2025-002 amending Carmel Municipal Code Section 15.08.010 and Section 15.10.020 to adopt the 2025 Fire Hazard Severity Zone Map for the City as identified by the California State Fire Marshall in Accordance with Government Code Section 51178.

### BACKGROUND/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.

On May 5, 2025, Community Planning and Building staff presented changes for the current FHSZ map (2011) and the updated map the State Fire Marshal released on March 10, 2025. Staff also presented relevant wildfire code requirements and the Wildland-Urban Interface (WUI) area designated in the 2024 adopted a Community Wildfire Protection Plan.

Pursuant to state law, local jurisdictions shall adopt updated FHSZ maps by ordinance within a specified amount of time. 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.

On May 5, 2025, the City Council directed staff to return with a draft ordinance adopting the 2025 State Fire Marshall prepared FHSZ map.

During a public hearing on June 3, 2025, Ordinance No. 2025-002 was introduced and passed to a second reading and adoption for June 30, 2025.

Ordinance 2025-002 is included as **Attachment 1**, with updated fire map (Exhibit A of the Ordinance) included as **Attachment 2**.

### **Recommendation**

Staff recommends that the City Council Adopt Ordinance No. 2025-002 amending Carmel Municipal Code Section 15.08.010 and Section 15.10.020 to adopt the 2025 Fire Hazard Severity Zone Map for the City as identified by the California State Fire Marshall in Accordance with Government Code Section 51178.

### **FISCAL IMPACT:**

N/A

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

The City Council conducted a first reading and introduced Ordinance No. 2025-002 during a public hearing on June 3, 2025.

### **ATTACHMENTS:**

Attachment 1) Ordinance 2025-002\_Adopting Fire Hazard Safety Map 2025

Attachment 2) 2025 FHSZ Map (Exhibit A)

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

**ORDINANCE NO. 2025-002**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA AMENDING CARMEL MUNICIPAL CODE SECTION 15.08.010 AND SECTION 15.10.020 TO ADOPT THE 2025 FIRE HAZARD SEVERITY ZONE MAP FOR THE CITY AS IDENTIFIED BY THE CALIFORNIA STATE FIRE MARSHALL IN ACCORDANCE WITH GOVERNMENT CODE SECTION 51178**

WHEREAS, the City has adopted a General Plan and Municipal Code that prioritizes and the protection of its unique village character and public safety through effective land use planning and hazard mitigation; and

WHEREAS, the City previously adopted revisions to the California Building Code on February 5, 2008, including requirements for new construction in the Very High Fire Hazard Severity Zones to incorporate ignition-resistant and noncombustible materials; and

WHEREAS, Government Code Sections 51178 and 51179 require local jurisdictions to designate Very High Fire Hazard Severity Zones based on recommendations by the California Department of Forestry and Fire Protection (CAL FIRE); and

WHEREAS, on March 10, 2025, the California State Fire Marshal updated and officially released the 2025 Fire Hazard Severity Zone (FHSZ) map (Exhibit A), using the latest science, data, and modeling methodologies, and transmitted the new map to the City as required by law; and

WHEREAS, the City of Carmel-by-the-Sea is required to adopt the 2025 FHSZ map within 120 days of receipt in order to remain in compliance with Government Code Section 51179 and to enhance wildfire resilience and planning measures.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA  
DOES ORDAIN AS FOLLOWS:**

**SECTION 1.** **Findings.** The City Council finds that the foregoing recitals are true and correct and incorporates them herein by reference.

**SECTION 2.** Chapter 15.08.010 (Building Code), of the Carmel-by-the-Sea Municipal Code is hereby amended to read as follows:

**15.08.010 Adoption.** Except as otherwise amended by this chapter and Chapter [15.04](#) CMC, the following model codes are hereby adopted and are incorporated in this chapter by reference and made a part hereof as if fully set forth herein:

- A. 2022 California Building Code and Appendices;
- B. 2022 California Historical Building Code;
- C. 2022 California Existing Building Code;
- D. 2022 California Residential Code;
- E. 2022 California Plumbing Code;

- F. 2022 California Electrical Code;
- G. 2022 California Mechanical Code;
- H. 2022 California Green Building Standards Code;
- I. 2022 California Fire Code;
- J. 2021 International Property Maintenance Code;
- K. 2022 California Energy Code.

The Very High Fire Hazard Severity Zone Map, as transmitted to the City on March 10, 2025, by the Department of Forestry and Fire Protection, is also adopted as required by law.

**SECTION 3.** Chapter 15.10.020 (Residential Code) of the Carmel-by-the-Sea Municipal Code is hereby amended to read as follows:

**15.10.020 Very High Fire Hazard Severity Zone Adopted. (Residential Code)**

The Very High Fire Hazard Severity Zone Map, as transmitted to the City on March 10, 2025, by the Department of Forestry and Fire Protection, is also adopted as required by law.

**SECTION 4. Determinations.** Based on the findings above, in addition to information provided to the City Council at the public meeting, the City Council determines as follows:

1. Pursuant to California Government Code Sections 51178 and 51179, the City of Carmel-by-the-Sea hereby adopts the 2025 Fire Hazard Severity Zone Map as developed and recommended by the California State Fire Marshal.
2. This adoption includes all zones identified as Very High Fire Hazard Severity Zones within the incorporated boundaries of the City, as depicted in the official map attached hereto as Exhibit A and incorporated herein by reference.

**SECTION 5. California Environmental Quality Act (CEQA).** The City Council finds that the designation of Fire Hazard Severity Zones in Sections 2 and 3 of this Ordinance is:

1. A ministerial action required by Government Code Section 51179(a) that is Statutorily exempt from CEQA pursuant to Public Resources Code Section 21080(b)(1) and CEQA Guidelines Section 15268.
2. An action necessary to prevent or mitigate an emergency that is statutorily exempt from CEQA pursuant to Public Resources Code Section 21080(b)(4) and CEQA Guidelines Section 15269(c).
3. An action taken by regulatory agencies for protection of natural resources (CEQA Guidelines Section 15307) and of the environment (CEQA Guidelines Section 15308) and that none of the exceptions to the exemptions found in Section 15300.2 apply. Adoption of the Ordinance does not present or entail any unusual circumstances. The Ordinance is a regulatory change that

would not directly cause any reasonably foreseeable physical change, nor would it determine or cause any future development. Indirect physical changes would require application of existing regulations for structure hardening and vegetation maintenance. This would reduce environmental threats caused by wildfires and would be beneficial to the environment.

**SECTION 6.** **Severability.** If any section, subsection, provision, sentence, clause, phrase or word of this Ordinance is for any reason held to be illegal or otherwise invalid by any court of competent jurisdiction, such invalidity shall be severable, and shall not affect or impair any remaining sections, subsections, provisions, sentences, clauses, phrases or words of this Ordinance.

**SECTION 7.** **Effective Date.** This Ordinance shall take effect 30 days after its adoption by the City Council of the City of Carmel-by-the-Sea.

**SECTION 8.** **Codification.** The City Clerk is hereby authorized and directed to codify the provisions of Sections 2 and 3 of this Ordinance into the Carmel-by-the-Sea Municipal Code.

**INTRODUCED at a Regular City Council Meeting on June 3, 2025.**



**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this  
9th day of July 2024 by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

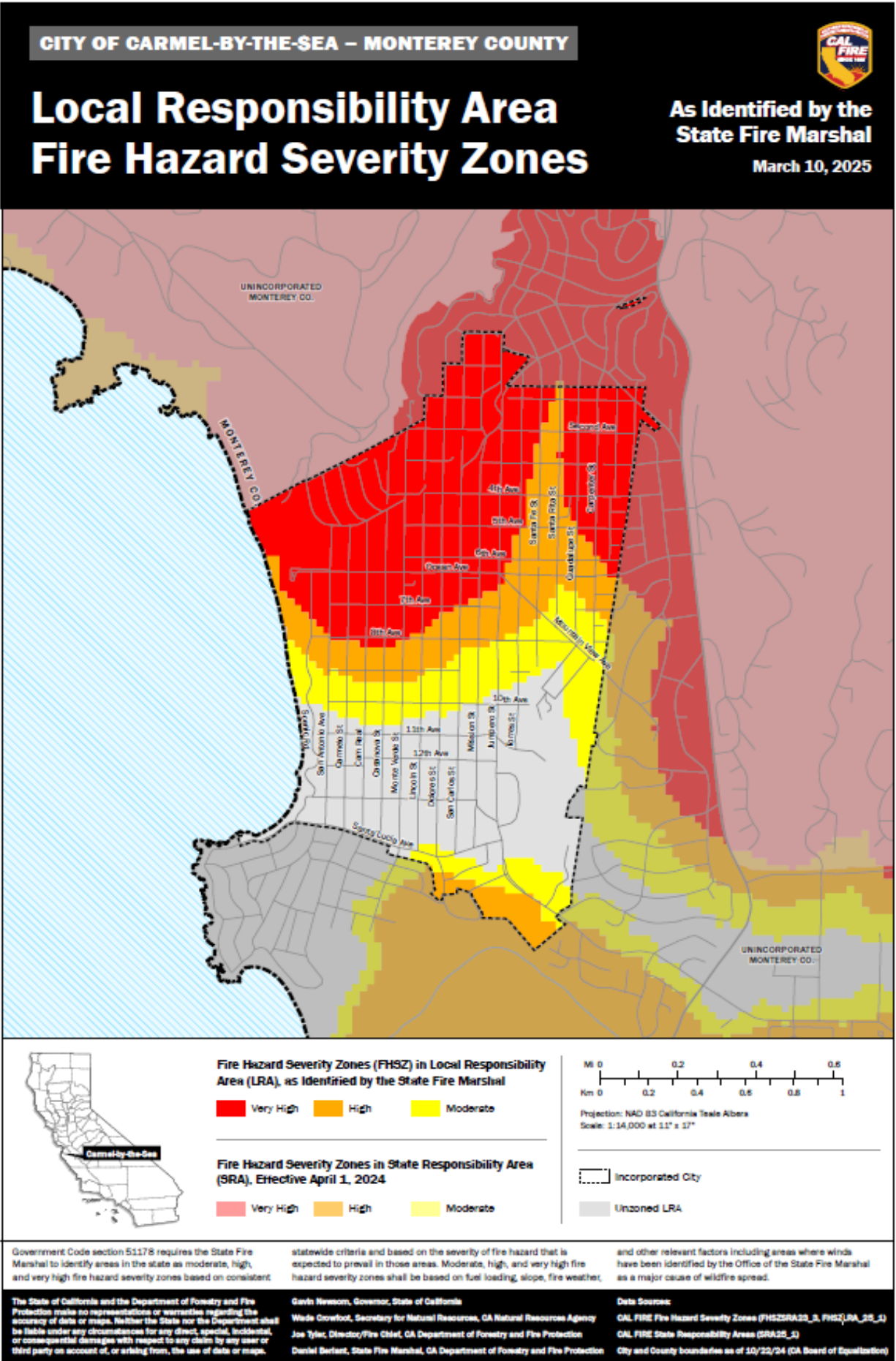
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Dale Byrne, Mayor

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Nova Romero, MMC, City Clerk

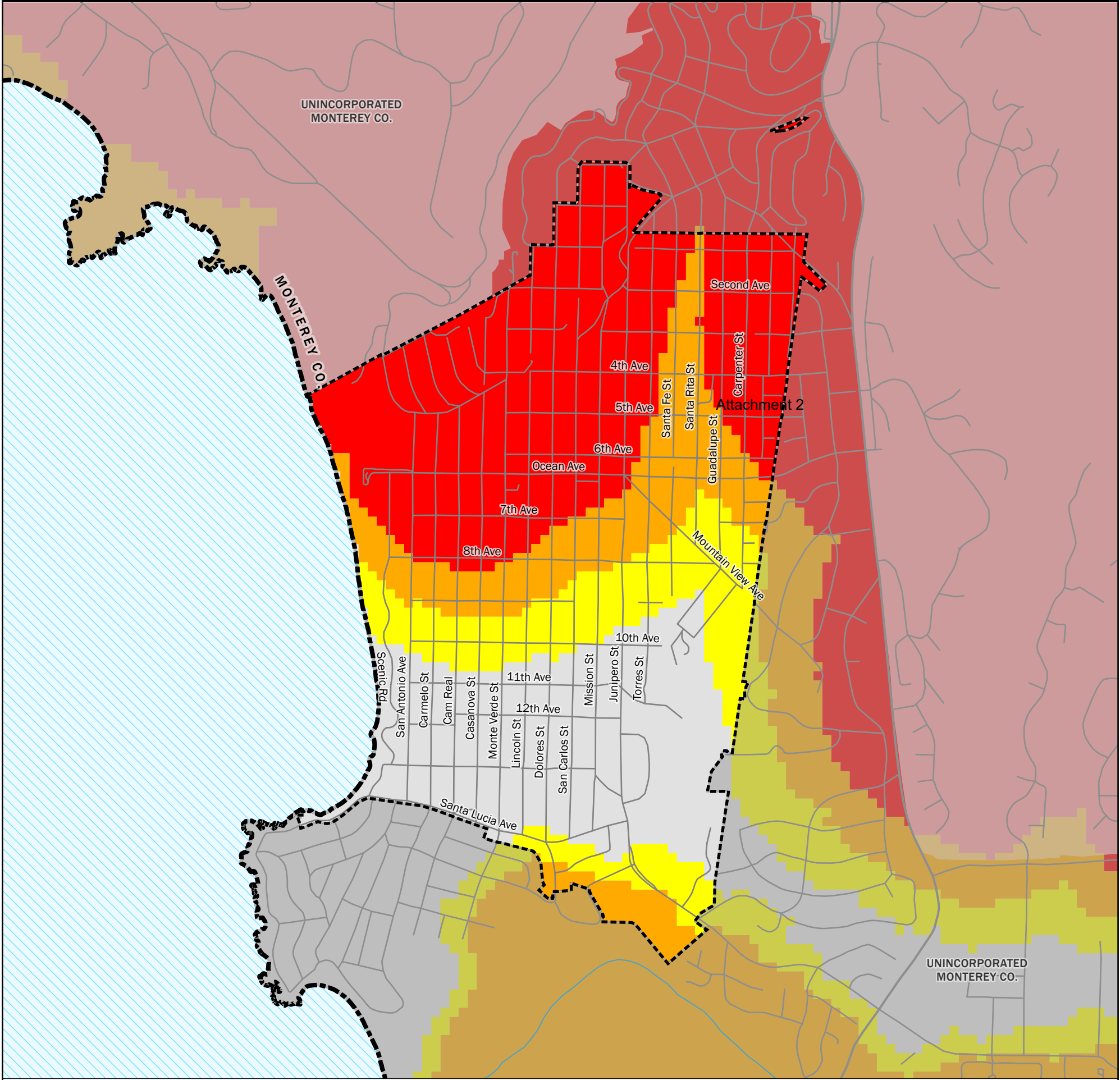
EXHIBIT A: 2025 FIRE HAZARD SEVERITY MAP





# Local Responsibility Area Fire Hazard Severity Zones

As Identified by the  
State Fire Marshal  
March 10, 2025



**Fire Hazard Severity Zones (FHSZ) in Local Responsibility Area (LRA), as Identified by the State Fire Marshal**

Very High   High   Moderate

**Fire Hazard Severity Zones in State Responsibility Area (SRA), Effective April 1, 2024**

Very High   High   Moderate

Mi 0 0.2 0.4 0.6

Km 0 0.2 0.4 0.6 0.8 1

Projection: NAD 83 California Teale Albers  
Scale: 1:14,000 at 11" x 17"

Incorporated City

Unzoned LRA



# CITY OF CARMEL-BY-THE-SEA

## CITY COUNCIL

### Staff Report

June 30, 2025  
CONSENT AGENDA

<b>TO:</b>	Honorable Mayor and City Council Members
<b>SUBMITTED BY:</b>	Nova Romero, City Clerk
<b>APPROVED BY:</b>	Chip Rerig, City Administrator
<b>SUBJECT:</b>	Resolution 2025-055 designating Mayor Dale Byrne as the voting delegate and Mayor Pro Tem Bob Delves as the alternative voting delegate at the 2025 Annual League of California Cities Conference

#### RECOMMENDATION:

Adopt Resolution 2025-055 designating Mayor Dale Byrne as the voting delegate and Mayor Pro Tem Bob Delves as the alternative voting delegate at the 2025 Annual League of California Cities Conference.

#### BACKGROUND/SUMMARY:

Every year, the League of California Cities (LOCC) holds a member-driven General Assembly at the Cal Cities Annual Conference and Expo. This event, scheduled for October 8-10, 2025, allows city officials to participate directly in shaping Cal Cities policy. Each member city appoints one voting delegate to represent it at the Assembly.

The city council must designate the voting delegate and up to two alternates through a council resolution each year. This designation cannot be made by the Mayor or City Administrator alone. Additionally, the voting delegate and alternates must be registered to attend the conference.

This year, Mayor Byrne and Mayor Pro Tem Delves are registered for the General Assembly in Long Beach in October. To ensure the City of Carmel-by-the-Sea has a vote, the city council should adopt a Resolution (**Attachment 1**), designating Mayor Byrne as the voting delegate and Mayor Pro Tem Delves as the alternate. A copy of this resolution, along with the voting delegate form, must be submitted to the LOCC by August 9, 2025.

#### FISCAL IMPACT:

None for this item.

#### PRIOR CITY COUNCIL ACTION:

N/A.

#### ATTACHMENTS:

Attachment 1) Resolution 2025-055

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

**RESOLUTION NO. 2025-055**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA  
DESIGNATING MAYOR DALE BYRNE AS THE VOTING DELEGATE AND MAYOR PRO TEM  
BOB DELVES AS THE ALTERNATE VOTING DELEGATE AT THE 2025 ANNUAL LEAGUE  
OF CALIFORNIA CITIES GENERAL ASSEMBLY**

WHEREAS, the League of California Cities allows one vote per member city on matters pertaining to League policy; and

WHEREAS, this year the League of California Cities will convene a member-driven General Assembly at the Cal Cities Annual Conference and Expo on October 10, 2025; and

WHEREAS, to cast a vote during the General Assembly, the City must designate a voting delegate and up to two alternate voting delegates by Council action no later than August 9, 2025.

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

Designate Mayor Dale Byrne as the voting delegate and Mayor Pro Tem Bob Delves as the alternate voting delegate at the 2025 annual League of California Cities General Assembly.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA  
this 30th day of June, 2025, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

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Dale Byrne, Mayor

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Nova Romero, MMC, City Clerk



# CITY OF CARMEL-BY-THE-SEA

## CITY COUNCIL

### Staff Report

June 30, 2025  
CONSENT AGENDA

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

**SUBMITTED BY:** Brian Pierik, City Attorney

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

**SUBJECT:** Resolution 2025-056 Approving Revisions to City Policy C89-02: City Council Meetings, Orders of Council, Agenda Packets, Minutes of Meeting and Agenda Distribution

#### RECOMMENDATION:

Adopt Resolution 2025-056 Approving Revisions to City Policy C89-02: City Council Meetings, Orders of Council, Agenda Packets, Minutes of Meeting and Agenda Distribution.

#### BACKGROUND/SUMMARY:

At the City Council on June 2, 2025, the City Council gave direction to return to the Council with a Resolution revising City Policy C89-02: City Council Meetings, Orders of Council, Agenda Packets, Minutes of Meeting and Agenda Distribution.

The Revisions to Policy C89-02 are as follows:

1. The final Agenda shall be approved by the Mayor or the Mayor's designee.
2. Meeting Procedures - Requiring presentation slides to be made available to Council and the public by 5 pm on the Friday before meetings.
3. Set specific start times for items likely to draw high public interest.
4. Acknowledge receipt of written public comments (emails/letters).
5. 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.
6. Include general public comment on Regular Meeting agendas, but not Special Meeting Agendas.
7. Ask speakers to avoid repeating prior comments and instead express agreement with the previous comment.



8. Add this language to the City Council Agendas: 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.

9. Changes to meeting procedures for review of Agenda Items.

10. Curfew - Implement a 9:30 pm meeting curfew. Council must vote to continue the meeting past 9:30 pm.

11. Hold appeal hearings on a separate meeting date during the day, if possible.

Attachments to this Staff Report include the current Policy C89-02 (**Attachment 3**), and a redline of the Policy showing the revisions (**Attachment 4**).

Staff recommends that the City Council adopt the Resolution (**Attachment 1**) Approving Revisions to City Policy C89-02: City Council Meetings, Orders of Council, Agenda Packets, Minutes of Meeting and Agenda Distribution (**Attachment 2**).

#### **FISCAL IMPACT:**

No direct fiscal impact for this action.

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

At the City Council on June 2, 2025, the City Council gave direction to return to the Council with a Resolution revising City Policy C89-02: City Council Meetings, Orders of Council, Agenda Packets, Minutes of Meeting and Agenda Distribution.

#### **ATTACHMENTS:**

Attachment 1) Resolution 2025-056

Attachment 2) Exhibit A - Revised Policy C89-02

Attachment 3) Current Policy C89-02 - revised in 2020

Attachment 4) Redline - Policy C89-02 (with track changes)



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

**RESOLUTION NO. 2025-056**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA  
APPROVING REVISIONS TO CITY POLICY C89-02: CITY COUNCIL MEETINGS, ORDERS OF  
COUNCIL, AGENDA PACKETS, MINUTES OF MEETING AND AGENDA DISTRIBUTION**

WHEREAS, City Policy C89-02 was originally adopted on August 2, 1988, to guide the City Council and staff in conducting public meetings and preparing and distributing agendas and minutes; and

WHEREAS, the policy has been updated periodically to reflect changes in procedures and best practices; and

WHEREAS, the most recent revision to Policy C89-02 occurred in 2020; and

WHEREAS, the City Council has determined that further updates are needed to reflect current practices for meeting procedures, public comment, agenda review, and other related processes.

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

Adopt the revised Policy C89-02 City Council Meetings, Orders of Council, Agenda Packets, Minutes of Meeting, and Agenda Distribution as provided in Exhibit A.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 30th day of June, 2025 by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

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Dale Byrne, Mayor

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Nova Romero, MMC, City Clerk

## PROPOSED CHANGES TO CITY OF CARMEL-BY-THE-SEA POLICY AND PROCEDURE

<b>Subject:</b>	City Council Meetings/Orders of Council/Agenda Packets/Minutes of Meeting and Agenda Distribution	<b>Policy/Procedure No:</b> C89-02
<b>Effective Date:</b>	2 August 1988	<b>Authority:</b> Resolution No. 88-89

**Purpose:**

To provide a guide for the City Council and staff for the conduct of public meetings, agenda and minute preparation and distribution of agenda packets.

**Policy/Procedure:**

1. Adoption of action minutes as outlined in the attached memorandum from the League of California Cities .
2. Adoption of City Clerk's policy regarding agenda packets (No packets shall be disseminated until the packets are made available to the City Council).
3. Adoption of the sequence of the Orders of Council as set forth in the policy attached.

**Responsible Party:**

City Administrator/City Clerk

**Department of Origin:**

Administration/City Council

**Revision Dates:**

2 March 2009 (28 October 2008 Council Retreat)

5 June 2012 (Resolution No. 2012-33)

6 October 2020 (Resolution No. 2020-063)

**Rescinded Date :**

## **CITY OF CARMEL-BY-THE-SEA CITY COUNCIL RULES AND PROCEDURES**

The City Council is composed of five members: Mayor and four Council Members. The Mayor serves a two- year term and members of the City Council serve four year terms.

### **I. ELECTED OFFICIALS**

#### **A. Mayor (directly elected since 1978)**

The Mayor is the chair of the meeting and, as such, presides at all Council meetings. As the titular head of the City Council, the Mayor represents the City at quasi-governmental and social functions and may represent the City Council before other governmental bodies on specific matters as may be authorized by the City Council.

#### **B. Mayor Pro Tempore**

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

#### **C. Absence of both the Mayor and Mayor Pro Tempore**

In the absence of both the Mayor and Mayor Pro Tempore, members of the City Council shall appoint an acting Mayor Pro Tempore, who shall have the powers and duties of the Mayor Pro Tempore as described above.

### **II. CITY COUNCIL MEETINGS**

City Council meeting dates and types (e.g. Regular, Special, Closed Session, Tour of Inspection) are regulated by Chapter 2 of the Municipal Code.

#### **A. Agenda**

Only items that are agendized may be acted on at any Council meeting.

- Agenda Preparation

The draft agenda is prepared by the City Administrator and City Clerk with the input of all department directors and is reviewed at weekly staff Management meetings.

- Agenda Finalization

The final Agenda shall be approved by the Mayor or the Mayor's designee.

- Continuance of Agenda Item

Any City Council member who is ill or will be away from the City may request, in writing, that an item of "personal interest" or a "major issue" be continued to the next meeting. The City Council shall vote on the issue of continuance.

- **Agenda Posting**

The Agenda is posted (City Hall, Main Library and Post Office bulletin boards and on the City Website) 6 days prior to a regular meeting and a minimum of 24 hours prior to a Special Meeting.

Presentation materials for agenda items shall be posted with the Agenda Packet or no later than 5 pm on the Friday before the City Council meeting.

Agendas may include a specific start time for an item. If there is a specific start time for an item, the Council will complete the consideration of the item in progress and then proceed to consider the item which has a specific start time.

## **B. Orders of City Council Business**

The Orders of City Council business are adopted by Resolution of the City Council. The Orders of City Council Business are:

- **Extraordinary Business**

This category allows the City Council to recognize volunteers, employees, and present certificates of appreciation and awards.

- **Announcements from City Council Members & City Administrator & City Clerk**

This category allows an opportunity for City Council Members to comment on meetings attended of outside agencies and the City Administrator to give a brief report to the City Council and receive presentations that require little or no action. The City Clerk will announce whether the City has received and posted written public comments for any agenda items.

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The public has opportunities to speak to the City Council. The Public Appearances section allows persons to speak a maximum of three minutes, or as otherwise established by the City Council, on items of City business, other than those scheduled agenda items for Regular City Council meetings.. Matters not appearing on the City Council's agenda will not receive action at that meeting but may be referred to staff for a future meeting or resolution outside of a City Council meeting. The City Council reserves the right to limit the duration of the Public Appearances section of the agenda to thirty minutes total. Mayor may ask for the number of people who wish to speak on an item and may adjust the public comment time accordingly. For Special City Council meetings, public comment will be allowed on the item or items listed on the Special Meeting Agenda.

Members of the public are entitled to directly address the City Council concerning any item that is described in the notice of the City Council meeting during consideration of that item. Public comments or testimony on agenda items other than Public Appearances shall be limited to a maximum of three minutes per speaker.

Speakers may be requested to consider making a statement that they agree with the comments of a prior speaker.

Under the Brown Act, comments on agenda items must relate to that specific item, and comments on non-agenda items must fall within the legislative body's jurisdiction. Remote or in-person participants who do not comply with the requirements of the Brown Act will be muted.

- Consent Agenda

Consent Agenda items will be voted on in one motion unless removed. The Consent Agenda consists of routine and non-controversial City matters that can be as a whole approved by a single majority vote. Any City Council Member or member of the public may ask to have an item pulled from the Consent Agenda for discussion. Such items are normally moved to the end of the meeting.

If a City Council Member has a question for information only about a Consent Agenda item, the Member should ask prior to the meeting, rather than pulling the item for discussion during the meeting.

Corrections to the Minutes are given to the City Clerk prior to the meeting so that corrections can be made prior to their adoption.

- Orders of Council

Orders of Council include reports of committee/commissions, ordinances and resolutions, public hearings, reports of officials, unfinished business, and council matters.

Public Hearings consist of zoning amendments, General Plan amendments, appeals of Commission decisions and other items mandated by the State. If the Public Hearing is an appeal, appellants are allowed a total of 10 minutes to speak on their own behalf after the staff report and at the close of public comment in order to have the opportunity to rebut public comments. Other speakers will be allowed three minutes. Formal Public Hearings must be advertised pursuant to State and Government Codes.

Ordinances are the most binding form of action the City Council can take. They are codified as the Municipal Code of the City of Carmel-by-the-Sea which is the municipal law of the City. The City Council has authority to pass ordinances through Government Code Section 37100, as long as these ordinances do not conflict with the laws and Constitution of the State of California or of the United States. Ordinances require two readings and do not become effective until 30 days after the second reading, unless it is an Urgency Ordinance

A resolution is a formal form of a motion normally utilized to set forth policy of the City. Each resolution, in addition to being referenced by number and brief title in the minutes, will be recorded as provided by law and maintained in numerical sequence as a permanent record of the City in a separate set of books. Resolutions are used for various reasons, such as when specifically required by law, when needed as a separate evidentiary document to be transmitted to another governmental agency, or where the frequency of future references back to its contents warrants a separate document to facilitate such future reference and research.

### **III. CONDUCT OF CITY COUNCIL MEETINGS**

## **A. General Procedure**

It is the policy of the Council not to become involved in entanglements over parliamentary procedure. Pursuant to the Municipal Code, the Chair shall have authority to prevent the misuse of motions, or the abuse of any privilege, or obstruction of the business of the Council by ruling any such matter out of order. The Mayor will assist the Council to focus on the agenda, discussions and deliberations. He/she has been delegated the responsibility to control the debate and order of the speakers.

## **B. Questions Addressed to a Council Member**

With the concurrence of the Mayor, a Council Member holding the floor may address a question to another Council Member. That Council Member may respond while the floor is still held by the Council Member asking the question.

Council Members will limit their comments to the subject matter, item or motion being currently considered by the Council. They will govern themselves as to the length of their comments or presentation.

## **C. Meeting Procedures for review of Each Item on the Agenda (with the exception of Public Hearings:**

1. The Mayor will read the agenda item under discussion.
2. Staff will present a brief report unless Council directs that no staff report is necessary.
3. Upon recognition by Mayor, Members of the City Council may ask questions of staff.
4. Mayor will ask for public comment in chambers and then remote.
5. Mayor will ask for Council discussion.
6. Mayor will ask Council to take action for an action item including motions, resolutions, ordinances and directions to staff.

## **D. Public input/oral presentations**

Any member of the public wishing to address the Council orally on a specific agenda item may do so when the item is taken up by Council, or as otherwise specified by the Council or its presiding officer. Oral presentations are limited to three minutes, unless otherwise provided.

Persons who anticipate oral presentations exceeding three minutes are encouraged to submit comments in writing to the City Clerk, by the Tuesday prior to the meeting so they may be included in the agenda packet. In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address Council on the same subject matter, the presiding officer may request that a spokesperson be chosen by the group. A specified time limit also may be set for the total presentation for any group.

- Close of Public Comment

Once public comment is closed, it cannot be reopened unless Council agrees by consensus.

- Staff response to questions from the public.

Based on staff responses to the public, members of the City Council may wish to address further questions to staff.

- The Mayor/City Administrator/Attorney shall remind the City Council of the action before Council.
- City Council discussion
- City Council action/motions

Before a motion can be considered or debated, it must be seconded. Once the motion has been properly made and seconded, the Chair shall open the matter for discussion offering the first opportunity to the moving party and, thereafter, to any City Council Member properly recognized by the Chair. Once the matter has been fully discussed and the Chair calls for a vote, no further discussion will be allowed.

Council Members may be allowed to explain their vote briefly for the record. Once a vote is taken, all Council Members shall support the action taken.

- Substitute motions

When a motion is on the floor, any member of City Council may make a substitute motion. If the substitute motion is seconded, it shall be acted upon prior to acting on the main motion.

- Tie votes

A tie vote results in a failed motion. In such an instance, any member of the Council may offer a motion for further action. If there is no action by an affirmative vote, the result is no action. If the matter involves an appeal and an affirmative vote does not occur, the result is that the decision appealed stands as decided by the decision-making persons or body from which the appeal was taken.

- Motions to reconsider

Motions to reconsider a matter may be made at the same meeting or at the next succeeding meeting following a Council action for reconsideration on. Such motions must be made by a Council Member voting in favor of the original motion.

- Staff announcement of decision

The Mayor, City Administrator, City Attorney, or City Clerk shall announce the vote and passage or failure of an item.

- Curfew

New items will not be started after 9:30 pm unless the City Council votes to extend the time of the City Council meeting.

### **E. Meeting Procedure for formal Appeals/Public Hearings**

When a matter for public hearing comes before the City Council, the Mayor shall inquire if there are any persons present who desire to speak on the matter which is to be heard or to present any evidence regarding the matter.

The procedure for holding City Council appeals differs from other items where the public is allowed to speak in that appellants are allowed to have 10 minutes to make a presentation, including closing comments. The public testimony follows, after which the appellants are given an opportunity for rebuttal or closing arguments.

- Public comments/discussion

No person will be permitted during the hearing to speak about matters or present any evidence that is not germane to the matter being considered. A determination of relevance shall be made by the Mayor or City Attorney, but may be appealed by any Member of the City Council.

Public Hearings may be scheduled for special City Council meetings except for Public Hearings for the adoption of a regular ordinance.

### **F. Minutes of Meeting Policy (C 89-02)**

The Minutes of the City Council meeting are action minutes and do not reflect City Council commentary and discussion. However, if a Council Member wishes to include comments in the record, they will be included if so requested at the meeting (e.g. "for the record, I wish to state..."). All motions made, even those made without a second are to be included in the minutes.

- Items entered into the record

All agenda items/documentation/correspondence received at a Council meeting shall be retained in the City's records.

- Distribution

The minutes shall be distributed to members of the City Council for comment and/or correction in the Council packet. The City Clerk will correct the minutes prior to the meeting, and if the correction is substantive, copies of the corrected minutes shall be distributed to all members of the Council.

### **G. Official Recording of the Meeting**

All City Council meetings are recorded. This ensures accuracy of the minutes and provides a temporary record of the City Council proceedings. Once the minutes are approved, legally, the recordings do not have to be retained. However, recordings of the Council meetings; Planning Commission meetings, and recordings of other commissions/boards shall be retained pursuant to the City's adopted Retention Schedule.

*Amended: June 30, 2025*



## **COUNCIL MINUTES**

### **A. PREFACE**

City Clerks in general law cities are specifically required to keep a record, journal or minutes of the council meetings (Gov. C. 36814, 40801). Cities governed by freeholder's charters are usually subject to the same requirements. Although there is no legal necessity to do so, it is appropriate to mention, introductorily, in the minutes that the meeting was convened and held as noticed.

### **B. PURPOSE OF COUNCIL MINUTES**

A most important principle of corporation law, applicable to private, public, and municipal corporations, is that such organizations can only act through their officers and employees. These corporations are governed by fixed rules found in the basic law of the organization; in charter and state statutes in the case of municipal corporations.

When these factors are considered, the keeping of a good record of council proceedings becomes obvious. A sufficient record must be kept to furnish evidence that the City Council has complied with the law or rules by which it is governed, thus pointing to the need for accurate and clear records of council proceedings. Finally, if accurate, complete, and unambiguous minutes of City Council meetings are recorded, these facts themselves will be treated as conclusive evidence of the facts therein stated.

### **C. FORM AND CONTENTS OF COUNCIL MEETING MINUTES**

#### **1. Standard Forms:**

Use of standardized format is recommended to develop uniformity on minute entries and to save time in composing the record.

#### **2. Jurisdictional Matters**

To establish proof that jurisdictional requirements for holding a meeting have been complied with, it is important that minutes contain the following:

- a. Date, hour, and place of meeting.
- b. Whether it is a regular, adjourned, or special meeting.
- c. A proper notice has been given if it is a special meeting.
- d. The names of council members in attendance (in case a council member arrives late, or departs before adjournment, the minutes should show the time of arrival and/or departure at that point in the proceedings).

#### **3. Approval of Minutes of Previous Meetings**

Although there is no legal requirement that minutes be approved by the City Council, this traditional procedure is advisable as it lends further weight to the accuracy and completeness of the record. It is recommended that the City Council be furnished copies of minutes in sufficient time prior to a City Council meeting to avoid any necessity of reading of the minutes by the clerk. When approved as written, or as changed by the City Council, the minutes are considered to be official.

#### 4. Record of Action Taken

The minutes need only record:

##### a. Petitions and communications

1. Date of the document
2. Subject
3. Authors, if only a few
4. Number of signers, if numerous
5. Action taken

The minutes need not record the comments made by members of the City Council concerning the merit or lack of merit of the petition or requests contained in the document, unless expressly requested by the officer making such comment. The reason for the latter observation is that the document speaks for itself, and it has no legal significance until the City Council acts or refuses to act with respect thereto.

##### b. Consideration of bids

1. Record of bids filed and opened
  - a. The subject matter of the bids
  - b. The compliance with all requirements for the advertising for such bids.
  - c. The names of all bidders, and the total amounts of their respective bids.
2. Action taken with respect to bids.
  - a. It is preferable that a resolution, prepared or approved by the City Attorney, be used in awarding contracts to the successful bidder. When this is done, the minutes need only refer to the resolution in recording the action taken.
  - b. If the City Council determines to accept a bid which is not the lowest in amount, it is advisable that the minutes show that such bid was "the lowest reasonable bid". Whether the minutes should include a record of the matters leading to the determination of "responsibility" is a decision clerks might well review with their City Attorneys.
  - c. Ordinances and resolutions

##### 1. Introduction

The information which should be recorded in City Council minutes, with respect to the introduction of an ordinance, depends upon the particular rules or practices of each city on the subject. Thus, if the practice requires that before an ordinance or resolution can be acted upon, it shall be introduced by one City

Council Member, and seconded by another, this information should be recorded in the minutes.

Generally speaking, minutes should record the following data concerning the introduction of an ordinance or resolution:

- aa. The title or subject matter
- bb. The names of the City Council Members introducing and seconding

2 Compliance with jurisdictional requirements prior to action taken on ordinances or resolutions

Whenever the basic law or rules of a city require that a certain procedure must be followed prior to any action taken in adopting an ordinance or resolution, the minutes should show such compliance. This would include a statement referring to the previous introduction of the ordinance and would include a reference on an urgency ordinance that it is an urgency ordinance.

3 Votes cast for or against adoption of ordinances and resolutions

aa. Presumption of validity of ordinances and resolutions. There is a presumption in favor of the due and regular adoption or rejection of a city ordinance or resolution, if there are any official records to support that presumption, and that the votes were cast in substantial accordance with the requirements of the law or regulations pertaining to such matters.

This is particularly true where the ordinance or resolution contains a certificate signed by the mayor and/or clerk.

bb. Voting procedure governing adoption of ordinances and regulations (See Chapter VI on legislative Procedures)

d. Reports of officers

1. . Written reports

Since any written record is the best evidence of its contents, a written report presented at a City Council meeting need only be mentioned in the minutes by reference to:

- aa. Name or title of the officer
- bb. Date of the report
- cc. Subject or title of report
- dd. Disposition made of report, if any

## CITY OF CARMEL-BY-THE-SEA POLICY AND PROCEDURE

<b>Subject:</b> City Council Meetings/Orders of Council/Agenda Packets/Minutes of Meeting and Agenda Distribution	<b>Policy/Procedure No:</b> C89-02
<b>Effective Date:</b> 2 August 1988	<b>Authority:</b> Resolution No. 88-89

**Purpose:**

To provide a guide for the City Council and staff for the conduct of public meetings, agenda and minute preparation and distribution of agenda packets.

**Policy/Procedure:**

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**Responsible Party:**

City Administrator/City Clerk

**Department of Origin:**

Administration/City Council

**Revision Dates:**

2 March 2009 (28 October 2008 Council Retreat)  
5 June 2012 (Resolution No. 2012-33)  
6 October 2020 (Resolution No. 2020-063)

**Rescinded Date :**

**C89-02**

CITY OF CARMEL-BY-THE-SEA  
CITY COUNCIL  
RULES AND PROCEDURES

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## **C89-02**

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- Staff will present a brief report.
- City Council questions of staff.

Upon recognition by the Mayor, Members of City Council may ask questions of the staff prior to opening of the discussion to members of the audience.

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Any member of the public wishing to address the Council orally on a specific agenda item may do so when the item is taken up by Council, or as otherwise specified by the Council or its presiding officer. Oral presentations are limited to three minutes, unless otherwise provided.

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Before a motion can be considered or debated, it must be seconded. Once the motion has been properly made and seconded, the Chair shall open the matter for discussion offering the first opportunity to the moving party and, thereafter, to any City Council Member properly recognized by the Chair. Once the matter has been fully discussed and the Chair calls for a vote, no further discussion will be allowed.

Council Members may be allowed to explain their vote briefly for the record. Once a vote is taken, all Council Members shall support the action taken.



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When a motion is on the floor, any member of City Council may make a substitute motion. If the substitute motion is seconded, it shall be acted upon prior to acting on the main motion.

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The Mayor, City Administrator, City Attorney, or City Clerk shall announce the vote and passage or failure of an item.

#### **E. Meeting Procedure for formal Appeals/Public Hearings**

When a matter for public hearing comes before the City Council, the Mayor shall inquire if there are any persons present who desire to speak on the matter which is to be heard or to present any evidence regarding the matter.

The procedure for holding City Council appeals differs from other items where the public is allowed to speak in that appellants are allowed to have 10 minutes to make a presentation, including closing comments. The public testimony follows, after which the appellants are given an opportunity for rebuttal or closing arguments.

- Public comments/discussion

No person will be permitted during the hearing to speak about matters or present any evidence that is not germane to the matter being considered. A determination of relevance shall be made by the Mayor or City Attorney, but may be appealed by any Member of the City Council.

#### **F. Minutes of Meeting Policy (C 89-02)**

The Minutes of the City Council meeting are action minutes and do not reflect City Council commentary and discussion. However, if a Council Member wishes to include comments in the record, they will be included if so requested at the meeting (e.g. "for the record, I wish to state..."). All motions made, even those made without a second are to be included in the minutes.

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**G. Official Recordings of the Meeting**

All City Council meetings are recorded. This ensures accuracy of the minutes and provides a temporary record of the City Council proceedings. Once the minutes are approved, legally, the recordings do not have to be retained. However, recordings of the Council meetings; Planning Commission meetings, and recordings of other commissions/boards shall be retained pursuant to the City's adopted Retention Schedule.

Amended: October 6, 2020

## **COUNCIL MINUTES**

### **A. PREFACE**

City Clerks in general law cities are specifically required to keep a record, journal or minutes of the council meetings (Gov. C. 36814, 40801). Cities governed by freeholder's charters are usually subject to the same requirements. Although there is no legal necessity to do so, it is appropriate to mention, introductorily, in the minutes that the meeting was convened and held as noticed.

### **B. PURPOSE OF COUNCIL MINUTES**

A most important principle of corporation law, applicable to private, public, and municipal corporations, is that such organizations can only act through their officers and employees. These corporations are governed by fixed rules found in the basic law of the organization; in charter and state statutes in the case of municipal corporations.

When these factors are considered, the keeping of a good record of council proceedings becomes obvious. A sufficient record must be kept to furnish evidence that the City Council has complied with the law or rules by which it is governed, thus pointing to the need for accurate and clear records of council proceedings. Finally, if accurate, complete, and unambiguous minutes of City Council meetings are recorded, these facts themselves will be treated as conclusive evidence of the facts therein stated.

### **C. FORM AND CONTENTS OF COUNCIL MEETING MINUTES**

#### **1. Standard Forms:**

Use of standardized format is recommended to develop uniformity on minute entries and to save time in composing the record.

#### **2. Jurisdictional Matters**

To establish proof that jurisdictional requirements for holding a meeting have been complied with, it is important that minutes contain the following:

- a.** Date, hour, and place of meeting.
- b.** Whether it is a regular, adjourned, or special meeting.
- c.** A proper notice has been given if it is a special meeting.
- d.** The names of council members in attendance (in case a council member arrives late, or departs before adjournment, the minutes should show the time of arrival and/or departure at that point in the proceedings).

#### **3. Approval of Minutes of Previous Meetings**

Although there is no legal requirement that minutes be approved by the City Council, this traditional procedure is advisable as it lends further weight to the accuracy and completeness of the record. It is recommended that the City Council be furnished copies of minutes in sufficient time prior to a City Council meeting to avoid any necessity of reading of the minutes by the clerk. When approved as written, or as changed by the City Council, the minutes are considered to be official.

#### **4. Record of Action Taken**

The minutes need only record:

##### **a. Petitions and communications**

1. Date of the document
2. Subject
3. Authors, if only a few
4. Number of signers, if numerous
5. Action taken

The minutes need not record the comments made by members of the City Council concerning the merit or lack of merit of the petition or requests contained in the document, unless expressly requested by the officer making such comment. The reason for the latter observation is that the document speaks for itself, and it has no legal significance until the City Council acts or refuses to act with respect thereto.

##### **b. Consideration of bids**

1. Record of bids filed and opened
  - a. The subject matter of the bids
  - b. The compliance with all requirements for the advertising for such bids.
  - c. The names of all bidders, and the total amounts of their respective bids.
2. Action taken with respect to bids.
  - a. It is preferable that a resolution, prepared or approved by the City Attorney, be used in awarding contracts to the successful bidder. When this is done, the minutes need only refer to the resolution in recording the action taken.
  - b. If the City Council determines to accept a bid which is not the lowest in amount, it is advisable that the minutes show that such bid was "the lowest reasonable bid". Whether the minutes should include a record of the matters leading to the determination of "responsibility" is a decision clerks might well review with their City Attorneys.
  - c. Ordinances and resolutions

##### **1. Introduction**

The information which should be recorded in City Council minutes, with respect to the introduction of an ordinance, depends upon the particular rules or practices of each city on the subject. Thus, if the practice requires that before an ordinance or resolution can be acted upon, it shall be introduced by one City Council Member, and seconded by another, this information should be recorded in the minutes. Generally speaking, minutes should record the following data concerning the introduction of an ordinance or resolution:

- aa. The title or subject matter
- bb. The names of the City Council Members introducing and seconding

2. Compliance with jurisdictional requirements prior to action taken on ordinances or resolutions

Whenever the basic law or rules of a city require that a certain procedure must be followed prior to any action taken in adopting an ordinance or resolution, the minutes should show such compliance. This would include a statement referring to the previous introduction of the ordinance and would include a reference on an urgency ordinance that it is an urgency ordinance.

3. Votes cast for or against adoption of ordinances and resolutions

aa. Presumption of validity of ordinances and resolutions. There is a presumption in favor of the due and regular adoption or rejection of a city ordinance or resolution, if there are any official records to support that presumption, and that the votes were cast in substantial accordance with the requirements of the law or regulations pertaining to such matters.

This is particularly true where the ordinance or resolution contains a certificate signed by the mayor and/or clerk.

bb. Voting procedure governing adoption of ordinances and regulations (See Chapter VI on legislative Procedures)

d. Reports of officers

1. . Written reports

Since any written record is the best evidence of its contents, a written report presented at a City Council meeting need only be mentioned in the minutes by reference to:

- aa. Name or title of the officer
- bb. Date of the report
- cc. Subject or title of report
- dd. Disposition made of report, if any

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**PROPOSED CHANGES TO CITY OF  
CARMEL-BY-THE-SEA POLICY AND PROCEDURE**

<b>Subject:</b>	City Council Meetings/Orders of Council/Agenda Packets/Minutes of Meeting and Agenda Distribution	<b>Policy/Procedure No:</b> C89-02
<b>Effective Date:</b>	2 August 1988	<b>Authority:</b> Resolution No. 88-89

**Purpose:**

To provide a guide for the City Council and staff for the conduct of public meetings, agenda and minute preparation and distribution of agenda packets.

**Policy/Procedure:**

1. Adoption of action minutes as outlined in the attached memorandum from the League of California Cities.
2. Adoption of City Clerk's policy regarding agenda packets (No packets shall be disseminated until the packets are made available to the City Council).
3. Adoption of the sequence of the Orders of Council as set forth in the policy attached.

**Responsible Party:**

City Administrator/City Clerk

**Department of Origin:**

Administration/City Council

**Revision Dates:**

2 March 2009 (28 October 2008 Council Retreat)  
5 June 2012 (Resolution No. 2012-33)  
6 October 2020 (Resolution No. 2020-063)

**Rescinded Date :**

## CITY OF CARMEL-BY-THE-SEA CITY COUNCIL RULES AND PROCEDURES

The City Council is composed of five members: Mayor and four Council Members. The Mayor serves a two- year term and members of the City Council serve four year terms.

### I. ELECTED OFFICIALS

#### A. Mayor (directly elected since 1978)

The Mayor is the chair of the meeting and, as such, presides at all Council meetings. As the titular head of the City Council, the Mayor represents the City at quasi-governmental and social functions and may represent the City Council before other governmental bodies on specific matters as may be authorized by the City Council.

#### B. Mayor Pro Tempore

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

#### C. Absence of both the Mayor and Mayor Pro Tempore

In the absence of both the Mayor and Mayor Pro Tempore, members of the City Council shall appoint an acting Mayor Pro Tempore, who shall have the powers and duties of the Mayor Pro Tempore as described above.

### II. CITY COUNCIL MEETINGS

City Council meeting dates and types (e.g. Regular, Special, Closed Session, Tour of Inspection) are regulated by Chapter 2 of the Municipal Code.

#### A. Agenda

Only items that are agendized may be acted on at any Council meeting.

- Agenda Preparation

The draft agenda is prepared by the City Administrator and City Clerk with the input of all department directors and is reviewed at weekly staff Management meetings.

- Agenda Finalization

~~The final Agenda shall be approved by the Mayor or the Mayor's designee. The Mayor and Mayor Pro Tempore meet with the City Administrator and City Clerk prior to the meeting to finalize the draft agenda. CHANGE NO. 1)~~

- Continuance of Agenda Item

Any City Council member who is ill or will be away from the City may request, in writing, that an item of "personal interest" or a "major issue" be continued to the next meeting. The City Council shall vote on the issue of continuance.

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- Agenda Posting

The Agenda is posted (City Hall, Main Library and Post Office bulletin boards and on the City Website) 6 days prior to a regular meeting and a minimum of 24 hours prior to a Special Meeting.

Presentation materials for agenda items shall be posted with the Agenda Packet or no later than 5 pm on the Friday before the City Council meeting. (CHANGE NO. 2)

Agendas may include a specific start time for an item. If there is a specific start time for an item, the Council will complete the consideration of the item in progress and then proceed to consider the item which has a specific start time. (CHANGE NO. 3)

## B. Orders of City Council Business

The Orders of City Council business are adopted by Resolution of the City Council. The Orders of City Council Business are:

- Extraordinary Business

This category allows the City Council to recognize volunteers, employees, and present certificates of appreciation and awards.

- Announcements from City Council Members & City Administrator & City Clerk

This category allows an opportunity for City Council Members to comment on meetings attended of outside agencies and the City Administrator to give a brief report to the City Council and receive presentations that require little or no action. The City Clerk will announce whether the City has received and posted written public comments for any agenda items. (CHANGE NO. 4)

- Public Appearances

The public has opportunities to speak to the City Council. The Public Appearances section allows persons to speak a maximum of three minutes, or as otherwise established by the City Council, on items of City business, other than those scheduled agenda items for Regular City Council meetings. Matters not appearing on the City Council's agenda will not receive action at that meeting but may be referred to staff for a future meeting or resolution outside of a City Council meeting. The City Council reserves the right to limit the duration of the Public Appearances section of the agenda to thirty minutes total. Mayor may ask for the number of people who wish to speak on an item and may adjust the public comment time accordingly. (CHANGE NO. 5) For Special City Council meetings, public comment will be allowed on the item or items listed on the Special Meeting Agenda. (CHANGE NO. 6)

Members of the public are entitled to directly address the City Council concerning any item that is described in the notice of the City Council meeting during consideration of that item. Public comments or testimony on agenda items other than Public Appearances shall be limited to a maximum of three minutes per speaker.

Speakers may be requested to consider making a statement that they agree with the comments of a prior speaker. (CHANGE NO. 7)

Under the Brown Act, comments on agenda items must relate to that specific item, and comments on non-agenda items must fall within the legislative body's jurisdiction. Remote or in-person participants who do not comply with the requirements of the Brown Act will be muted. (CHANGE NO. 8)

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- Consent Agenda

Consent Agenda items will be voted on in one motion unless removed. The Consent Agenda consists of routine and non-controversial City matters that can be as a whole approved by a single majority vote. Any City Council Member or member of the public may ask to have an item pulled from the Consent Agenda for discussion. Such items are normally moved to the end of the meeting.

If a City Council Member has a question for information only about a Consent Agenda item, the Member should ask prior to the meeting, rather than pulling the item for discussion during the meeting.

Corrections to the Minutes are given to the City Clerk prior to the meeting so that corrections can be made prior to their adoption.

- Orders of Council

Orders of Council include reports of committee/commissions, ordinances and resolutions, public hearings, reports of officials, unfinished business, and council matters.

Public Hearings consist of zoning amendments, General Plan amendments, appeals of Commission decisions and other items mandated by the State. If the Public Hearing is an appeal, appellants are allowed a total of 10 minutes to speak on their own behalf after the staff report and at the close of public comment in order to have the opportunity to rebut public comments. Other speakers will be allowed three minutes. Formal Public Hearings must be advertised pursuant to State and Government Codes.

Ordinances are the most binding form of action the City Council can take. They are codified as the Municipal Code of the City of Carmel-by-the-Sea which is the municipal law of the City. The City Council has authority to pass ordinances through Government Code Section 37100, as long as these ordinances do not conflict with the laws and Constitution of the State of California or of the United States. Ordinances require two readings and do not become effective until 30 days after the second reading, unless it is an Urgency Ordinance.

A resolution is a formal form of a motion normally utilized to set forth policy of the City. Each resolution, in addition to being referenced by number and brief title in the minutes, will be recorded as provided by law and maintained in numerical sequence as a permanent record of the City in a separate set of books. Resolutions are used for various reasons, such as when specifically required by law, when needed as a separate evidentiary document to be transmitted to another governmental agency, or where the frequency of future references back to its contents warrants a separate document to facilitate such future reference and research.

### III. CONDUCT OF CITY COUNCIL MEETINGS

#### A. General Procedure

It is the policy of the Council not to become involved in entanglements over parliamentary procedure. Pursuant to the Municipal Code, the Chair shall have authority to prevent the misuse of motions, or the abuse of any privilege, or obstruction of the business of the Council by ruling any such matter out of order. The Mayor will assist the Council to focus on the agenda, discussions and deliberations. He/she has been delegated the responsibility to control the debate and order of the speakers.

**B. Questions Addressed to a Council Member**

With the concurrence of the Mayor, a Council Member holding the floor may address a question to another Council Member. That Council Member may respond while the floor is still held by the Council Member asking the question.

Council Members will limit their comments to the subject matter, item or motion being currently considered by the Council. They will govern themselves as to the length of their comments or presentation.

**C. Meeting Procedures for review of Each Item on the Agenda (with the exception of Public Hearings: (CHANGE NO. 9))**

- \*1. The Mayor will read the agenda item under discussion.
- \*2. Staff will present a brief report unless Council directs that no staff report is necessary.
3. Upon recognition by Mayor, Members of the City Council may ask questions of staff.
4. Mayor will ask for public comment in chambers and then remote.
5. Mayor will ask for Council discussion.
6. Mayor will ask Council to take action for an action item including motions, resolutions, ordinances and directions to staff.

~~Upon recognition by the Mayor, Members of City Council may ask questions of the staff prior to opening of the discussion to members of the audience.~~

**D. Public input/oral presentations**

Any member of the public wishing to address the Council orally on a specific agenda item may do so when the item is taken up by Council, or as otherwise specified by the Council or its presiding officer. Oral presentations are limited to three minutes, unless otherwise provided.

Persons who anticipate oral presentations exceeding three minutes are encouraged to submit comments in writing to the City Clerk, by the Tuesday prior to the meeting so they may be included in the agenda packet. In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address Council on the same subject matter, the presiding officer may request that a spokesperson be chosen by the group. A specified time limit also may be set for the total presentation for any group.

- Close of Public Comment

Once public comment is closed, it cannot be reopened unless Council agrees by consensus.

- Staff response to questions from the public.

Based on staff responses to the public, members of the City Council may wish to address further questions to staff.

- The Mayor/City Administrator/Attorney shall remind the City Council of the action before Council.
- City Council discussion

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- City Council action/motions

Before a motion can be considered or debated, it must be seconded. Once the motion has been properly made and seconded, the Chair shall open the matter for discussion offering the first opportunity to the moving party and, thereafter, to any City Council Member properly recognized by the Chair. Once the matter has been fully discussed and the Chair calls for a vote, no further discussion will be allowed.

Council Members may be allowed to explain their vote briefly for the record. Once a vote is taken, all Council Members shall support the action taken.

- Substitute motions

When a motion is on the floor, any member of City Council may make a substitute motion. If the substitute motion is seconded, it shall be acted upon prior to acting on the main motion.

- Tie votes

A tie vote results in a failed motion. In such an instance, any member of the Council may offer a motion for further action. If there is no action by an affirmative vote, the result is no action. If the matter involves an appeal and an affirmative vote does not occur, the result is that the decision appealed stands as decided by the decision-making persons or body from which the appeal was taken.

- Motions to reconsider

Motions to reconsider a matter may be made at the same meeting or at the next succeeding meeting following a Council action for reconsideration on. Such motions must be made by a Council Member voting in favor of the original motion.

- Staff announcement of decision

The Mayor, City Administrator, City Attorney, or City Clerk shall announce the vote and passage or failure of an item.

- Curfew (CHANGE NO. 10)

New items will not be started after 9:30 pm unless the City Council votes to extend the time of the City Council meeting.

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#### **E. Meeting Procedure for formal Appeals/Public Hearings**

When a matter for public hearing comes before the City Council, the Mayor shall inquire if there are any persons present who desire to speak on the matter which is to be heard or to present any evidence regarding the matter.

The procedure for holding City Council appeals differs from other items where the public is allowed to speak in that appellants are allowed to have 10 minutes to make a presentation, including closing comments. The public testimony follows, after which the appellants are given an opportunity for rebuttal or closing arguments.

- Public comments/discussion

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No person will be permitted during the hearing to speak about matters or present any evidence that is not germane to the matter being considered. A determination of relevance shall be made by the Mayor or City Attorney, but may be appealed by any Member of the City Council.

Public Hearings may be scheduled for special City Council meetings except for Public Hearings for the adoption of a regular ordinance. (CHANGE 11).

**F. Minutes of Meeting Policy (C 89-02)**

The Minutes of the City Council meeting are action minutes and do not reflect City Council commentary and discussion. However, if a Council Member wishes to include comments in the record, they will be included if so requested at the meeting (e.g. "for the record, I wish to state..."). All motions made, even those made without a second are to be included in the minutes.

- Items entered into the record

All agenda items/documentation/correspondence received at a Council meeting shall be retained in the City's records.

- Distribution

The minutes shall be distributed to members of the City Council for comment and/or correction in the Council packet. The City Clerk will correct the minutes prior to the meeting, and if the correction is substantive, copies of the corrected minutes shall be distributed to all members of the Council.

**G. Official Recording of the Meeting**

All City Council meetings are recorded. This ensures accuracy of the minutes and provides a temporary record of the City Council proceedings. Once the minutes are approved, legally, the recordings do not have to be retained. However, recordings of the Council meetings, Planning Commission meetings, and recordings of other commissions/boards shall be retained pursuant to the City's adopted Retention Schedule.

Amended: October 6, 2020

## COUNCIL MINUTES

### A. PREFACE

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Generally speaking, minutes should record the following data concerning the introduction of an ordinance or resolution:

- aa. The title or subject matter
- bb. The names of the City Council Members introducing and seconding
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**C89-02**

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This is particularly true where the ordinance or resolution contains a certificate signed by the mayor and/or clerk.

bb. Voting procedure governing adoption of ordinances and regulations (See Chapter VI on legislative Procedures)

d. Reports of officers

1. . Written reports

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aa. Name or title of the officer

bb. Date of the report

cc. Subject or title of report

dd. Disposition made of report, if any



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

June 30, 2025  
CONSENT AGENDA

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

**SUBMITTED BY:** Jayme Fields, Finance Manager

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

**SUBJECT:** Resolution 2025-057 Accepting donations from Carmel Cares, an Official City Support Group, received March 2024 through June 2025

### RECOMMENDATION:

Adopt Resolution 2025-057 Accepting donations from Carmel Cares, an Official City Support Group, received March 2024 through June 2025

### BACKGROUND/SUMMARY:

The City of Carmel-by-the-Sea continues to benefit from the generous support of numerous volunteer organizations dedicated to the beautification and maintenance of our community. Among the most active is Carmel Cares, a 501(c)(3) nonprofit formed in response to the City's budget constraints during the COVID-19 pandemic. Over the past five years, Carmel Cares has grown both in scope and impact, coordinating volunteer and professional contractor efforts on a wide variety of public projects.

According to its mission, Carmel Cares operates as a City Support Group *"dedicated to keeping Carmel-by-the-Sea a beautiful, safe, and inviting place."* The group coordinates volunteers, funds contractor work, and manages beautification and community engagement projects under the guidance of the Public Works Department and other City staff.

### Oversight and Collaboration

Carmel Cares functions in close partnership with the City, with regular bi-weekly meetings involving the Public Works Director, City Forester, Public Works Superintendent, Administrative Analyst, Planning staff, and others. Routine projects are reviewed and approved by the appropriate departments, while larger or capital-funded efforts receive further review from commissions and City Council as required. This highly effective public-private partnership has led to demonstrable improvements across the community.

Carmel Cares is also an official affiliate of Keep America Beautiful, which allows the organization to pursue grants for litter reduction and beautification. Additionally, it acts as a fiscal sponsor to other community projects and collaborates with Carmel Gives, a donor-advised fund that has granted over \$2.3 million to local causes since 2020.



To date, Carmel Cares has raised over \$1.4 million and directly invested more than \$1.1 million in Carmel-by-the-Sea projects, supported by over 25,000 volunteer hours. In September 2021, the City Council formally designated Carmel Cares as a City Support Group via Resolution 2021-046.

## Community Engagement Programs

Carmel Cares currently has over 150 active volunteers and more than 450 donors supporting initiatives including:

- **Downtown Detail:** Beautification of easements, tree wells, trash receptacles, and bump-outs. Work is performed by 22 volunteers twice weekly, in collaboration with youth and civic groups.
- **Median Minders:** Residents adopt medians and maintain landscaping, including large-scale improvements to Ocean Avenue medians in partnership with City staff and professional horticulturists.
- **Pick Up Posse:** Daily litter collection by 80 volunteers serving as community ambassadors. Over 10,000 cigarette butts are recycled monthly via receptacles installed in collaboration with Keep America Beautiful.
- **Tag Team:** A graffiti abatement team responds within 24 hours and coordinates with Police and Public Works as needed.
- **Scenic Pathway Restoration:** Weekly maintenance of the path and stairways from Eighth Avenue to Martin Way.
- **Forest Theater Restoration:** Ongoing improvements including painting, seating upgrades, landscaping, and ADA planning.
- **Vista Lobos Park:** Regular maintenance and seasonal plantings with support from City discretionary grants.
- **Structures Program:** Creation and maintenance of wood displays, shrines, and benches, including recent projects for Sunset Center and Devendorf Park.
- **Carmel Underground:** Management of a utility undergrounding project along San Antonio Avenue, with coordination through PG&E and a professional consultant.
- **Cherry Center Grounds:** Volunteer maintenance of this public gathering space (not City-owned).

## Donations to be Accepted

Per City Policy No. 2017-02, Council approval is required for donations valued over \$2,500. Carmel Cares has reported that between March 2024 and June 30, 2025, volunteers contributed 8,544 hours, along with donated professional services, materials, and supplies valued at \$252,097 across a wide range of projects as shown below:

Project	Donation Value	Volunteer Hours
Scenic Pathway Barrier Rails	\$96,466	500
Scenic Pathway Outlook	\$10,242	40

<b>Project</b>	<b>Donation Value</b>	<b>Volunteer Hours</b>
Devendorf Park Fence	\$10,000	32
Forest Theater Maintenance	\$17,800	2,000
Carmel Underground (project mgmt.)	\$26,152	32
Downtown Detail (tools, services)	\$4,947	1,800
Pick Up Posse (tools, services)	\$1,061	1,800
Median Minders (landscaping)	\$54,717	80
Scenic Pathway (weekly maint.)	\$5,200	1,600
Sunset Center Display Case	\$3,700	200
First Murphy House Milk Shrine	\$1,700	60
Vista Lobos Park	\$11,392	360
Devendorf Park Benches	\$18,500	32
Graffiti Removal	\$220	40

*Note: Additional \$80,000 in operating expenses and 500 volunteer hours were incurred for Carmel Cares' non-City activities.*

#### **FISCAL IMPACT:**

Adoption of the attached Resolution will acknowledge and formally accept \$262,097 in reported donations along with 8,576 hours of volunteer service from Carmel Cares. These contributions continue to significantly reduce the City's costs while enhancing public spaces and services.

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

October 2020: Resolution 2020-067 (\$9,262 donation)

January 2021: Resolution 2021-001 (\$86,441 donation)

June 2021: Resolution 2021-021 (\$29,977 donation)

September 2021: Resolution 2021-046 (Designation as official City Support Group)

December 2022: Resolution 2022-105 (\$150,316 donation + budget amendment)

March 2024: Resolution 2024-014 (\$148,814 donation + 5,958 volunteer hours + budget amendment)

#### **ATTACHMENTS:**

Attachment 1) Resolution 2025-057

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

**RESOLUTION NO. 2025-057**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA ACCEPTING DONATIONS FROM CARMEL CARES, AN OFFICIAL CITY SUPPORT GROUP, RECEIVED MARCH 2024 THROUGH JUNE 2025**

WHEREAS, the City of Carmel-by-the-Sea in general, and the Public Works Department in particular, have benefitted significantly from a number of volunteer non-profit organizations who have stepped up to help us maintain and beautify the City since the start of the Covid-19 Pandemic; and

WHEREAS, a local nonprofit volunteer group, known as “Carmel Cares,” is credited with the creation of unique, community engagement programs such as the “Downtown Detail,” “Median Minders,” “Pick up Posse,” and “Tag Team,” all of which include volunteers who passionately help the City by maintaining and beautifying Carmel under the guidance of the Public Works and other City Departments; and

WHEREAS, the City’s Donation and Gift Policy No. 2017-02 requires the City Council to accept donations of \$2,500 or more; and

WHEREAS, Carmel Cares reports that the value of donated professional services, materials, and supplies for a wide range of projects between March 2024 through June 30, 2025, is collectively valued at \$262,097 plus 8,544 volunteer hours, as itemized below.

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

Accept the following donations as reported from Carmel Cares:

- Scenic Pathway Barrier Rails Project - project management, traffic control, and construction contractor installation costs. \$96,466 in labor and materials and 500 volunteer hours.
- Scenic Pathway Outlook Project - \$10,242 in labor and materials and 40 volunteer hours.
- Devendorf Park Fence – Proposal development, project management, labor and materials for a redwood fence around the park. \$10,000 in labor and materials and 32 hours volunteer hours.
- Forest Theater grounds maintenance and materials, including landscaping, weeding, cleaning seating areas and surrounding areas, sanding, and painting seating area, and installing new railings. \$17,800 in labor and materials and 2,000 volunteer hours.
- Carmel Underground project management and engineering fees related to an undergrounding utility conversion project. \$26,152 in labor and 32 volunteer hours.
- Downtown Detail tools, supplies, pots, plants, and providing landscaping and cleaning services and acting as Carmel Ambassadors. \$4,947 in labor and materials and 1,800 volunteer hours. Does not include \$62,000 in vehicles acquired to support their activities.
- Pick Up Posse buckets, pickers, acquiring, designing, purchasing for picking up litter on Carmel Beach, Scenic Pathway, and downtown, maintaining cigarette butt receptacles, recycling butts, and providing services as "Carmel Ambassadors" with residents and visitors. \$1,061 in labor and materials and 1,800 volunteer hours.
- Median Minder cleaning and planting medians and easements. Includes Ocean Avenue Medians. \$54,717 in labor and materials and 80 volunteer hours.

- Scenic Pathway weekly landscaping maintenance. \$5,200 and 1,600 volunteer hours.
- Sunset Center display case and landscaping. \$3,700 in labor and materials and 200 volunteer hours.
- First Murphy House Milk Shrine. \$1,700 in labor and materials and 60 volunteer hours.
- Vista Lobos Park improvements and maintenance. \$11,392 in labor and materials and 360 volunteer hours.
- Devendorf Park benches and fence. \$18,500 in labor and materials and 32 volunteer hours.
- Graffiti removal. \$220 in materials and 40 volunteer hours.

By adopting this Resolution, Council would accept the reported donations from Carmel Cares valued at \$262,097 plus 8,576 volunteer hours; and

Recognize and extend our sincere gratitude to all volunteer groups who have stepped up to help the City in so many ways.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA  
this 30th day of June 2025, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

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Dale Byrne, Mayor

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Nova Romero, MMC, City Clerk



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

June 30, 2025  
CONSENT AGENDA

<b>TO:</b>	Honorable Mayor and City Council Members
<b>SUBMITTED BY:</b>	Paul Tomasi, Chief of Police & Public Safety Director
<b>APPROVED BY:</b>	Chip Rerig, City Administrator
<b>SUBJECT:</b>	Resolution 2025-058 authorizing the City Administrator to execute an agreement for the purchase of two new police vehicles as identified in the FY 2025/26 Budget, Vehicle and Equipment Replacement Fund

### RECOMMENDATION:

Adopt Resolution 2025-058 authorizing the City Administrator to execute an agreement for the purchase of two new police vehicles as identified in the FY 2025/26 Budget, Vehicle and Equipment Replacement Fund.

### BACKGROUND/SUMMARY:

Two patrol vehicles (2021 Dodge Durangos) have been identified as needing to be replaced. Since being purchased, these two vehicles have had continuous mechanical issues, creating an ongoing expense to maintain and keep these vehicles operational. Despite the City's best efforts, these vehicles need to be replaced to ensure the police can adequately respond to emergencies.

The City Council has allocated funding for the replacement of two patrol vehicles through a Capital Improvement Plan in the FY 2025/26 budget as part of the Vehicle & Equipment Replacement fund. The new vehicles being purchased will be Ford Explorers. The costs include, two police vehicles, equipment and outfitting. The estimated cost for the new vehicles, including outfitting with necessary police equipment, is \$150,000.

#### Procurement:

The purchase of these vehicles is through a Sourcewell Contract. A Sourcewell contract is a cooperative purchasing contract offered by Sourcewell (.gov), a government agency, that streamlines the buying process for government, education, and nonprofit entities. It allows them to access pre-bid, competitively sourced contracts with pre-vetted vendors and discounted pricing, saving time and money. The purpose of this item is to award the vehicle purchase contract to Watsonville Ford in accordance with Municipal Code Section 3.12.340(c) Small Purchase.

#### Recommendation:

Replacing these two patrol vehicles is necessary to ensure the Police Department can maintain effective emergency response. Staff recommends adopting a Resolution (**Attachment 1**) authorizing the purchase of two fully equipped Ford Explorer patrol vehicles from Watsonville Ford through the Sourcewell contract in an amount not to exceed \$150,000.

#### **FISCAL IMPACT:**

In the FY 2025/26 Budget, \$150,000 was approved in a Capital Improvement Plan (POL 1718-01) for the purchase of two patrol vehicles. This amount will cover the cost of the vehicles and outfitting, which is estimated to be \$150,000 (**Attachment 2**).

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

The council has previously approved the purchase of police vehicles to replace older vehicles in our fleet. This was most recently done in FY 2021/22 as a Capital Improvement and funded from the Vehicle and Equipment Replacement Fund.

#### **ATTACHMENTS:**

Attachment 1) Resolution 2025-058

Attachment 2) Ford Explorer Order Summary

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

**RESOLUTION 2025-058**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AN AGREEMENT FOR THE PURCHASE OF TWO NEW POLICE VEHICLES AS IDENTIFIED AS A CAPITAL IMPROVEMENT PROJECT IN THE FY 2025/26 BUDGET**

WHEREAS, the Police Department has made recommendations for Capital Improvements in the FY 2025/26 budget for the replacement of two police vehicles; and

WHEREAS, the Capital Improvements for the Police Department include the purchase of two police vehicles; and

WHEREAS, the process for obtaining a bid for the vehicles was conducted through Sourcewell, and the lowest price was provided; and

WHEREAS, the purchase of two Ford Explorers for patrol use will replace two old Dodge Durango's where repair costs and unreliability have made them necessary for replacement; and

WHEREAS, the Capital Improvements were accepted as part of the FY 2025/26 budget.

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

Authorize the City Administrator to execute the purchase of two patrol vehicles as part of the FY 2025/26 Capital Improvement Plan.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA on this 30th day of June 2025 by the following roll call vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

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

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





# National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) 289-6572 • (855) BUY-NJPA, (831) 480-8497 Fax

Fleet@NationalAutoFleetGroup.com

09/06/2024

City of Carmel      QUOTE PO BOX CC Carmel, ca 93921      National Auto Fleet  
490 Auto Center Dr  
Watsonville, Ca 95076

Purchase Price    56060.00  
85.00 Doc  
5,193.41 Sales Tax  
8.75 Tire Fee  
33.00 ETF



**BOBBIE WINTERHALDER**  
Fleet Manager

**TOTAL 61,380.16 X 2 = 122,776.32**      Phone: 831-722-4181      550 Auto Center Dr.  
Mobile: 831-419-1602      Watsonville, CA 95076

bobbie@watsonvilleford.com

www.watsonvilleford.com

2025 Ford Explorer Interceptor This vehicle is available under the Sourcwell Contract #091521 -NAF  
Awarded to National Auto Fleet (dba 72 Hour LLC).

Bobbie Winterhalder  
Commercaill Fleet Mgr 831-419-  
1602

National Auto Fleet Group

MAKE CHECK PAYABLE TO WCAF, LLC



Preview Order B905 - K8A - Police Inter Utility AWD: Order Summary Time of Preview: 09/05/2024 09:59:49 Receipt: 9/5/2024

**Dealership Name:** Watsonville Ford

**Sales Code :** F72429

Dealer Rep.	John Krbec	Type	Fleet	Vehicle Line	Explorer	Order Code	B905
Customer Name	City of carme	Priority Code	L1	Model Year	2025	Price Level	515

DESCRIPTION	MSRP	DESCRIPTION	MSRP
K8A0 POLICE INTER UTILITY AWD	\$49515	FRONT HEADLAMP LIGHT SOLUTION	\$900
.119 INCH WHEELBASE	\$0	TAIL LAMP LIGHTING SOLUTION	\$430
TOTAL BASE VEHICLE	\$49515	REAR LIGHTING SOLUTION	\$460
AGATE BLACK METALLIC	\$0	POL WIRE HARNESS CONNECTOR KIT	\$200
CLOTH BUCKETS/VINYL REAR SEATS	\$0	.POLICE WIRING KIT REAR	\$0
ONYX INTERIOR	\$0	.POLICE WIRING KIT FRONT	\$0
EQUIPMENT GROUP 500A	\$0	REAR DR HNDL AND LOCKS INOPR	\$80
.FM STEREO	\$0	PRICE CONCESSION INDICATOR	\$0
3.0L ECOBOOST V6 ENGINE	\$950	REMARKS TRAILER	\$0
10-SPEED AUTO TRANSMISSION	\$0	RR SPOILER TRAFFIC WRNG LED LT	\$1500
ULTIMATE WIRING KIT	\$640	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
.REAR CONSOLE MOUNTING PLATE	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
CA NEW MTR VEHICLE BOARD FEES	\$0	FUEL CHARGE	\$0
FORD FLEET SPECIAL ADJUSTMENT	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
50 STATE EMISSIONS	\$0	PRICED DORA	\$0
SPOT LAMP LED DUAL - WHELEN	\$670	ADVERTISING ASSESSMENT	\$0
SIDE MARKER LIGHTS SKULL CAPS	\$340	DESTINATION & DELIVERY	\$1595
QUARTER GLASS LIGHT	\$580		
TOTAL BASE AND OPTIONS			MSRP
DISCOUNTS			\$57860
TOTAL			NA
			\$57860

ORDERING FIN: QL527 END USER FIN: QL527

## INCENTIVES

Acc. Code ID :10 Contract/Ref # :03-1975 Bid Date :02/14/24State : CA

DISCOUNTS:  
\$-1800.00

Customer Name:  
Customer Address:

Customer Email:

Customer Phone:

Customer Signature

Date \_\_\_\_\_



# CITY OF CARMEL-BY-THE-SEA

## CITY COUNCIL

### Staff Report

June 30, 2025  
CONSENT AGENDA

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

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

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

**SUBJECT:** Resolution 2025-059 Amending City Council appointments to the Monterey Regional Taxi Authority (MRTA) Board of Directors

#### RECOMMENDATION:

Adopt Resolution 2025-059 Amending City Council appointments to the Monterey Regional Taxi Authority (MRTA) Board of Directors .

#### BACKGROUND/SUMMARY:

In addition to their duties on the City Council, Council Members also represent Carmel-by-the-Sea on various external agency boards. On January 7, 2025, Council adopted Resolution 2025-01 appointing representatives to these agencies. On March 3, 2025, Resolution 2025-020 was adopted to update the City's representatives on the MST and TAMC boards.

#### Proposed Update

A change is now requested for the City's representation on the Monterey Regional Taxi Authority (MRTA) Board:

- Appoint Mayor Pro Tem Delves as the Primary MRTA Board Member for 2025
- Appoint Councilmember Baron as the Alternate MRTA Board Member for 2025

Because the MRTA Board is administered by MST, and Mayor Pro Tem Delves already serves as the City's primary representative on the MST Board, this change provides consistency and alignment.

#### Recommendation

Staff recommends adopting the attached resolution to confirm the updated MRTA Board appointments. If approved, the City Clerk will notify MST of the change.

#### FISCAL IMPACT:

There is no fiscal impact associated with this action.

**PRIOR CITY COUNCIL ACTION:**

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

**ATTACHMENTS:**

Attachment 1) Resolution 2025-059

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

Attachment 1

**RESOLUTION NO. 2025-059**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA AMENDING THE CITY COUNCIL APPOINTMENTS TO THE MONTEREY REGIONAL TAXI AUTHORITY (MRTA) BOARD OF DIRECTORS PRIMARY REPRESENTATIVE**

WHEREAS, City Councilmembers serve as representatives of the City of Carmel-by-the-Sea on various regional boards and committees in addition to their duties on the Council; and

WHEREAS, at the beginning of each year, or whenever necessary, it is appropriate to appoint or reappoint Councilmembers to these outside agency Boards and Committees; and

WHEREAS, on January 7, 2025, the City Council adopted Resolution No. 2025-01, approving appointments to various external agencies; and

WHEREAS, on March 3, 2025, the City Council adopted Resolution No. 2025-020, approving an amendment to the City's representative on the Monterey-Salinas Transit (MST) Board of Directors and the Transportation Agency for Monterey County (TAMC) Board of Directors; and

WHEREAS, it has been determined that the representative on the Monterey Regional Taxi Authority (MRTA) Board of Directors should be amended as well.

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

- Appoint Councilmember Mayor Pro Tem Delves as the Primary MRTA Board Member for 2025
- Appoint Councilmember Baron as the Alternate MRTA Board Member for 2025

**BE IT FURTHER RESOLVED** that these changes are documented in Exhibit A in the "2025 Representatives to Outside Agencies" list attached to this Resolution.

**PASSED AND ADOPTED by the City Council of the City of Carmel-by-the-Sea on this 30th day of June, 2025, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

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Dale Byrne, Mayor

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Nova Romero, MMC, City Clerk

**EXHIBIT A**

<b>2025 Representatives to Outside Agencies</b>  <i>Amended 6/30/2025 via Resolution 2025-060</i>			
<b>Outside Agencies Appointed by City Council</b>	<b>Primary Member</b>	<b>Alternate Member</b> (if applicable)	<b>Meeting Date/Time of each Month</b>
<b>Association of Monterey Bay Area Governments (AMBAG) Board of Directors</b>	<b>Buder</b>	<b>Dramov</b>	2nd Wednesday 6:00 p.m.
<b>Central Coast Community Energy (3CE) Policy Board of Directors</b> <i>(Seats rotate per MOU between PG, Carmel, and Monterey. For 2025-2026, Monterey holds primary seat, and Carmel holds the alternate seat)</i>	(N/A – City of Monterey holds this seat)	<b>Baron</b>	4x/year and as scheduled, usually 1:30 p.m.
<b>Community Human Services Board of Directors</b>	<b>Baron</b>	No alternate for this board	3 <sup>rd</sup> Thursday 11 a.m. – 1 p.m.
<b>Illegal Dumping and Litter Abatement Task Force</b> <i>(Monterey County Health Department Administers)</i>	<b>Byrne</b>	<b>Dramov</b>	As scheduled
<b>Monterey Peninsula Regional Water District Policy Advisory Committee</b>	<b>Delves</b>	No alternate for this committee	As scheduled
<b>Monterey Regional Taxi Authority (MRTA) Board of Directors</b> <i>(MST Adminsters)</i>	<b>Delves</b> <b>Baron</b>	<b>Baron</b> <b>Buder</b>	1x/year
<b>Monterey Salinas Transit (MST) Board of Directors</b>	<b>Delves</b>	<b>Baron</b>	2 <sup>nd</sup> Monday 10:00 a.m.
<b>ReGen Monterey Board of Directors</b> <i>(Formerly Monterey Regional Waste Mgmt. District) (term ends 12/2026)</i>	<b>Byrne</b>	No alternate for this board	3 <sup>rd</sup> Friday 9:00 a.m.
<b>Transportation Agency of Monterey County (TAMC) Board of Directors</b> <i>(2 year term ends 12/2025)</i>	<b>Baron</b>	<b>Delves</b>	4 <sup>th</sup> Wednesday or as sched. 9:00 a.m.
<b>Tor House Foundation</b>	<b>Dramov</b>	<b>Byrne</b>	As scheduled
<b>Carmel Unified School District City Representative</b>	<b>Rerig</b>	<b>Byrne</b>	As scheduled
<b>Visit Carmel City Representative</b>	<b>Rerig</b>	No alternate for this board	2 <sup>nd</sup> Thursday at 2:30 p.m.



# CITY OF CARMEL-BY-THE-SEA

## CITY COUNCIL

### Staff Report

June 30, 2025  
CONSENT AGENDA

<b>TO:</b>	Honorable Mayor and City Council Members
<b>SUBMITTED BY:</b>	Tom Ford, Administrative Analyst
<b>APPROVED BY:</b>	Chip Rerig, City Administrator
<b>SUBJECT:</b>	Resolution 2025-060 Authorizing the City Administrator to execute Change Order No. 6 for the On-Call Tree Services Contracts, in the combined amount of \$0 for the remainder of Fiscal Year 2024-2025

#### RECOMMENDATION:

Adopt Resolution 2025-060 Authorizing the City Administrator to execute Change Order No. 6 for the On-Call Tree Services Contracts, in the combined amount of \$0 for the remainder of Fiscal Year 2024-2025.

#### BACKGROUND/SUMMARY:

In March 2023, the City Council awarded multi-year On-Call Tree Services Contracts to Community Tree Service (CTS), Tope's Tree Service (Topes), and West Coast Arborists (WCA).

Since that time, and in response to several years of major storms and a backlog of deferred maintenance, five change orders have been approved by City Council. Most recently, in July 2024, Change Orders No. 5 allocated a total of \$999,000, distributed equally among the three contractors at \$333,000 each.

Workload distribution among the contractors varies each fiscal year due to several operational factors, including crew availability, cost estimates, responsiveness to emergencies, and areas of specialization. As a result, actual expenditures per contractor rarely align with the originally allocated amounts. To reflect this variance, a reallocation of funds is necessary.

With Council approval, Change Orders No. 6 will reallocate the previously authorized \$999,000 to align with estimated actual expenditures for Fiscal Year 2024/25. This action will not result in any increase to the total amount allocated in Fiscal Year 2024/25, as seen in the following chart:

Contractor	Original Contract (FY23)	Change Orders #1	Change Orders #2	Change Orders #3	Change Orders #4	Change Orders #5	Change Orders #6
CTS	\$ 30,000	\$ 39,997	\$ 175,00	\$ 150,000	\$ 35,000	\$333,000	\$ 142,000
Topes	\$ 60,000	\$ (14,388)	\$175,000	\$ 175,000	\$ (40,000)	\$333,000	\$(109,000)

<b>WCA</b>	\$ 60,000	\$ 7,647	\$175,000	\$ 75,000	\$ 5,000	\$333,000	\$ (33,000)
<b>Totals</b>	\$150,000	\$ 33,256	\$350,000	\$400,000	\$0	\$999,000	\$0

In addition to the \$999,000 allocation in Change Orders No. 5, the Fiscal Year 2024/25 budget included \$198,000 for unanticipated tree work. As noted in the July 2024 staff report to Council, these funds were intentionally left unallocated to any one contractor to provide staff with maximum flexibility to respond to unforeseen events such as severe weather in the most appropriate manner.

Fortunately, Fiscal Year 2024/25 did not experience significant storm activity, and deferred maintenance projects were completed under budget. As a result, the \$198,000 allocated for unanticipated tree work remained unspent, due in part to time constraints late in the fiscal year. While operational expenses and deferred maintenance needs persist, Staff continue to manage funds in a way that is efficient without spending in an expeditiously hasty manner.

#### **FISCAL IMPACT:**

There is no net change to the previously approved \$999,000 for the City's three tree contractors.

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

In March 2023, Council awarded three multi-year On-Call Tree Service Contracts to Community Tree Service, Tope's, and West Coast Arborists.

In June 2023, Council approved Change Orders Resolutions 2023-058 and 2023-059, resulting in the increase of each of the three tree service contracts to \$175,000 for the FY 2023/24.

In April 2024, Council approved Change Orders Resolution 2024-023 allocating \$400,000 to increase each of the tree contracts, \$200,000 of which was previously approved in the original fiscal year budget and an additional \$200,000 in mid-year budget adjustments.

In July 2024, Council approved Change Orders Resolutions 2024-054 and 2024-055 to balance \$925,000 of spending in Fiscal Year 2023/24, and to allocate tree contracts totaling \$999,000 for Fiscal Year 2024/25, respectively.

#### **ATTACHMENTS:**

Attachment 1) Resolution 2025-060



**CITY OF CARMEL-BY-THE-SEA  
CITY COUNCIL  
RESOLUTION NO. 2025-062**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE CHANGE ORDER NO. 6 FOR THE ON-CALL TREE SERVICES CONTRACTS, IN THE COMBINED AMOUNT OF \$0 FOR THE REMAINDER OF FISCAL YEAR 2024-2025**

WHEREAS, in March 2023, Council awarded three multi-year, On-Call Tree Service contracts to Community Tree Service, Tope's Tree Service, and West Coast Arborists; and

WHEREAS, in June 2023, Council authorized Change Orders No. 1 to these contracts for a net increase of \$33,236; and

WHEREAS, in June 2023, Change Orders No. 2 to these contracts provided funding in the amount of \$175,000 to each contractor for Fiscal Year 2023/24, for a total combined amount of \$525,000; and

WHEREAS, in April 2024, Change Orders No. 3 to these contracts allocated an additional \$400,000 for the remainder of the 2023/24 Fiscal Year, for a combined total of \$925,000; and

WHEREAS, in July 2024, Change Orders No. 4 to these contracts balanced each of the three On-Call Tree Services contracts for Fiscal Year 2023/24 for a sum total of \$0, and Change Orders No. 5 to these contracts provided funding in the amount of \$333,000 for each tree contractor for the 2024/25 Fiscal Year, for a combined total of \$999,000; and

WHEREAS, Change Orders No. 6 to these contracts will balance each of the three On-Call Tree Services contracts relative to the expected invoices for each company in the 2024/25 Fiscal Year, resulting in a sum total of \$0.

**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 Change Orders No. 6 to the On-Call Tree Services Contracts for the 2024/25 Fiscal Year as follows:

- Community Tree Service – An increase of \$142,000
- Tope's Tree Service – A decrease of \$109,000
- West Coast Arborists – A decrease of \$33,000

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 30<sup>th</sup> day of June, 2025, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAN:

APPROVED:

ATTEST:

---

Dale Byrne, Mayor

---

Nova Romero, MMC, City Clerk



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

June 30, 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:

Correspondence #1 - Fire Zone Maps\_Twomey  
Correspondence #2 - Closed Session\_Pepe

**Carmel-  
by-the-Sea**

Nova Romero &lt;nromero@ci.carmel.ca.us&gt;

**City Council June 30th - Consent Topic #4 FireZone Maps Approval - empty handed.****Nancy Twomey**

Sun, Jun 29, 2025 at 6:12 AM

To: City of Carmel-by-the-Sea &lt;cityclerk@ci.carmel.ca.us&gt;, Anna Ginette &lt;aginette@ci.carmel.ca.us&gt;, Andrew Miller &lt;miller@monterey.org&gt;, kwyssocki@ci.carmel.ca.us

Cc: Chip Rerig &lt;crerig@ci.carmel.ca.us&gt;, Brandon Swanson &lt;bswanson@ci.carmel.ca.us&gt;, Dale Byrne &lt;dbyrne@ci.carmel.ca.us&gt;, bdelves@ci.carmel.ca.us, Alissandra Dramov &lt;adramov@ci.carmel.ca.us&gt;, Jeff Baron &lt;jbaron@ci.carmel.ca.us&gt;, Hans Buder &lt;hbuder@ci.carmel.ca.us&gt;

I understand that these maps, for various reasons, must be approved by Council on June 30th. I also understand that given major fires throughout our state in recent years - that there is urgency in taking aggressive preventative steps in any populated area - to save lives and property.

If I could attend this Monday City Council meeting I would PULL this item to publicly express my continued concerns on the guidance gaps for this Fire Prevention implementation as we also need to preserve our Village and its character. Please accept the following as my virtual "public comments" on this agenda item.

- As property owners - we've received the Monterey Fire notice to do a "self-assessment" checklist, do the steps and sign and return the form - without any specific guidance other than reaching out to our forestry department regarding trees. What is the guidance from the city on what we should be doing with these and what is asked of us?
- As locals, in the City's Social Media/Facebook notices about Monterey Fire conducting Village "inspections" to all property in the High and Very High areas are already underway between now and September. This is great. But we've not heard from our City on any pointers on how to respond to an inspection and the findings. Please advise.
- As prior City Council meetings some generalized guidance on 5ft Defensible Space and Home Hardening has been provided - but nothing specific to preserving our Village look/feel. What are we to expect now or next?
- We do not have specific guidance that protects our Forest/Trees - on Public or Private property. Trees are not our enemy - they benefit us all - but they require maintenance to thrive.
  - What is the City going to do regarding Public trees - that may or may not go beyond the existing plans?
  - How to preserve our precious (and at risk) forest - that is essential to our community - while we respond to these Fire Prevention steps?
  - What do residents do on their Private trees (beyond the minimal removal of branches next to chimneys). Be specific on what requires permitting or does not require permitting, please.
  - When, if ever are we going to educate homeowners on their responsibility tied to their trees? This really must be a routine effort (as ownership changes are also routine).
  - Will the upcoming Updated Forest Master Plan take into account any new guidance with regard to Fire/WildFire prevention?
  - Of course, there are added efforts needed surrounding Forest Hill Park, Mission Train Nature Preserve and other heavily forested areas of our Village. Where/how do you anticipate addressing these needs?
- We do not have specific guidance on 5 ft defensible space that will protect our village charm (current asks are to remove vegetation within 5ft, remove wood chip ground cover etc).
  - Do we assume that pebbles are an immediate OK ground cover replacement for wood chips with or without permitting?
  - Should we be removing shrubs next to our homes on our own? (or with the assistance of our landscaping service - if we have it)
  - Is there going to be a new/updated landscaping ordinance (if yes, then when is it expected?) and if/when will a landscaping plan and permitting be required?
- Will other fire prevention home hardening items including non flammable fencing touching your homes, fire resistant siding, encasing eaves, ember resistant vents be expected to be covered in other ordinances, guidelines or otherwise?

Please excuse some of the redundancy and stating the obvious. As previously requested in emails, many of these fit a longer term plan, but some are relevant NOW. And no doubt our City (Staff & Council) resources are spread thin, but more must be done on the communications front to guide our Village on these Fire Prevention efforts. We appropriately are being pushed to take action now by our Monterey Fire teams. Can this be a standing report in each City Council, or what is possible? Our Village has questions but few answers from our City Hall.

Thank you for your consideration and for everything you do.

--

**Nancy Ann Twomey**

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

From: **pepe pepeinternational.com**

Date: Mon, Jun 30, 2025 at 8:02 AM

Subject: Scenic Road lot comment

To: Dale Byrne, Jeff Baron - Carmel City Council, Hans Buder, Bob Delves-Personal, Alissandra Dramov, Chip Rerig <crerig@ci.carmel.ca.us>, Brandon Swanson <bswanson@ci.carmel.ca.us>

Hello Mayor, Councilmembers and City Administrators,

A few weeks ago, I made an offer on the Scenic Avenue lot; "that little slice of paradise"!

So far, I haven't heard back from the realtor, despite efforts to follow up. From what I understand, the delay may be due to the realtor awaiting a response from the city.

A small group of us locals are interested in acquiring the lot to keep it in community hands. Realistically, it wouldn't serve any practical use beyond the fun of saying we own it and enjoying the view at sunset.

I did notice that the idea of the city purchasing the lot is on the closed session agenda. While it's possible our group's offer may not succeed, I want to go on record saying I cannot support the city purchasing the property. It holds no tangible value or public benefit to justify such a move.

We happen to know the seller as she's a Carmel High alum, and one of my partners went to school with her. My wife Sandra was a few years ahead of her as well.

Best regards,

Pep

**Rich Pèpe**

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