



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

Contact: 831.620.2000 www.ci.carmel.ca.us

Mayor Dale Byrne
Councilmembers Jeff Baron, Hans Buder, Bob Delves, and
Alissandra Dramov

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

Special Meeting Monday, April 6, 2026 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/88134597723>

Webinar ID: 881 3459 7723

Passcode: 954379

Dial-in: (253) 215-8782

HOW TO OFFER PUBLIC COMMENT

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

PUBLIC COMMENT GUIDELINES FOR SPECIAL MEETINGS

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

CALL TO ORDER AND ROLL CALL

CONSENT AGENDA

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

- 1) March 3, 2026, Special Meeting Minutes, March 4, 2026, Special Meeting Minutes, and March 24, 2026, Special Meeting Minutes
- 2) February 2026 Monthly Reports
- 3) February 2026 Check Register Summary
- 4) Resolution 2026-022 authorizing the City Administrator's execution of Funding and Reimbursement Agreements with the Transportation Agency for Monterey County (TAMC) for the 2025 Pavement Management Program Update in the amount of \$17,810

ORDERS OF BUSINESS

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

- 5) Receive an update on water allocation subsequent to adoption of City Council Resolution No. 2025-097 allocating water resources pursuant to Carmel-by-the-Sea Municipal Code Chapter 17.50 (Water Management Program) and provide staff with direction.
- 6) Receive Preliminary Funding Feasibility Assessment and Provide Direction on Revenue Options, Including Whether to Pursue a Potential 2026 Sales Tax Measure
- 7) Consideration of Funding for the Fiscal Year 2026–2027 Capital Improvement Program (CIP) and direction on options for an Accelerated Street Improvement program in the CIP
- 8) Review and Approval of the Comprehensive Schedule of Fees for Fiscal Year 2026-2027

RECESS

The City Council will take a 30-minute break around 6:30 p.m. if needed.

CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code Section 54956.9 (d)(2):
(Two potential cases regarding A.W. Shucks Use Permit No. UP-45)

ADJOURNMENT

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

CORRESPONDENCE RECEIVED AFTER THE POSTING OF THE AGENDA

Any correspondence or supplemental materials related to items on this agenda that are received after the agenda has been posted will be distributed to the City Council and made available for public review at City

Hall (Monte Verde Street between Ocean and Seventh Avenues) during regular business hours. Written comments emailed to the City Clerk will not be read aloud, but will be posted online with the related agenda at: <https://carmelbytheseaca.portal.civicclerk.com/>.

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

April 6, 2026
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Nova Romero, City Clerk

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: March 3, 2026, Special Meeting Minutes, March 4, 2026, Special Meeting Minutes, and March 24, 2026, Special 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:

1. 3-2-2026 CC Special Meeting Minutes
2. 3-3-2026 CC Regular Meeting Minutes
3. 3-24-2026 CC Special Meeting Minutes

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

SPECIAL MEETING MINUTES

March 2, 2026

TOUR OF INSPECTION - 3:00 PM

The City Council conducted a tour of inspection of the location listed below:

- A. Tour Location - PG&E Utility Pole in front of Carmelo 4 southeast of 10th Avenue;
Coordinates: 36.549328, -121.926906 (APP 26046 - Verizon Sequoia Deployment)

CALL TO ORDER AND ROLL CALL - 3:30 PM

Mayor Byrne called the meeting to order in the Chambers at 3:30 p.m.

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

PUBLIC HEARING

Item 1 - Resolution 2026-014 – Consideration of an Appeal (APP 26046, Verizon Sequoia Deployment) appealing the Planning Commission's decision to deny a Use Permit, Design Review, and Coastal Development Permit for the construction of a Small Wireless Facility on a replacement PG&E pole in the public right of way in front of Carmelo Street 4 southeast of 10th Avenue in the Single-Family Residential (R-1) District.

City Attorney Pierik addressed a public comment that was submitted regarding a potential conflict of interest for Associate Planner Jake Olander due to his previous work as a Verizon contractor. Pierik determined that Mr. Olander has no financial gain or interest in the item, noting that movement between public and private sector employment to gain experience is common, and concluded that there is no conflict of interest.

Associate Planner Olander presented the staff report. Gail Karish, City Attorney, and Lee Afflerbach, CTC consultant, assisted with the presentation and responded to Council questions.

Mayor invited the appellant, Pete Shubin, to give his presentation. Pete Shubin gave the appellant's presentation, and Rich Conroy also spoke on behalf of Verizon, and responded to Council questions.

RECESS

Council took a recess at 5:46 p.m. and returned at 6:00 p.m.

Public Comment:

Christy Hollenbeck

Jeannie Ferrara

Dylan

Nancy Twomey

Joe DiNucci

Andi Carr

Two speakers ceded their time to Doug Hollenbeck to present a video comment

Tasha Witt

Unidentified speaker

Three speakers ceded their time to Ariel Strauss

Unidentified speaker

Michael McWalters

RECESS

Council took a recess at 6:48 and returned at 7:20 pm.

Pete Shubin and Verizon attorney Paul Albritton provided rebuttal and responded to Council questions.

Council began discussion and deliberation. Councilmembers generally agreed with the Planning Commission and staff that the appellant did not demonstrate that the proposed site was the least intrusive feasible location under the City's wireless ordinance. Councilmembers expressed concern that other potentially preferable locations, including the Golden Bough area, had not been fully or convincingly evaluated, and several noted that the evidence presented did not establish that the proposed residential location provided a clearly superior coverage solution.

Councilmember Buder and Mayor Pro Tem Delves noted that the City's ordinance does not prohibit wireless facilities in residential areas but requires applicants to show both a significant gap in coverage and that the proposed site is the least intrusive feasible option. Councilmember Dramov voiced concern with late-submitted materials and changing explanations regarding site selection. Council reached consensus agreement that the record supported denial of the appeal. Mayor Byrne said that from the discussion, it appears the Council is open to a future application at a different, less intrusive location.

City Attorney Pierik advised that the resolution presented could be revised to refer to the Golden Bough or other locations, which would give Verizon the opportunity to reapply for a different location. He stressed the importance that the City take action this evening due to the "shot clock" deadline.

Councilmember Baron stated that he would like the finding in the resolution that the proposed accessory equipment, including concealment, exceeds 17 cubic feet to be removed. He said he was concerned that including that finding could create unnecessary legal vulnerability if the matter

were challenged. He also noted that, if Verizon were to resubmit the application without concealment, the equipment would be under 17 cubic feet, even though the City’s preference is for the equipment to be concealed. He said he wanted the resolution to better reflect that the City is trying to work with Verizon.

Mayor Pro Tem Delves moved to adopt Resolution 2026-014 as presented, with a revision to Section 6.1 adding the words “or other location”. The motion was seconded by Councilmember Dramov.

Councilmember Baron stated that, while he supported denying the appeal, he could not support the motion. He said the resolution should remove the 17-cubic-foot finding and allow more room for negotiation. He added that, because the motion did not reflect those changes, he would be voting no.

**The motion was approved 4-1-0-0 by the following roll call vote:
AYES: Councilmembers Buder, Delves, Dramov, and Mayor Byrne
NOES: Councilmember Baron
ABSENT: None
ABSTAIN: None**

ADJOURNMENT

Meeting adjourned at 8:59 p.m.

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk

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

REGULAR MEETING MINUTES

Tuesday, March 3, 2026

CALL TO ORDER AND ROLL CALL

Mayor Dale Byrne called the meeting to order at 4:30 p.m.

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

PLEDGE OF ALLEGIANCE

Councilmember Dramov led the pledge of allegiance.

EXTRAORDINARY BUSINESS

A. Carmel High School Report Out

Drew Galy, ASB Student President, provided an update on recent school events, sports, and programs.

B. Volunteer Spotlight - Power Over Parkinson's

Terry Dahl presented on the organization's mission to support exercise, wellness, and education for individuals with Parkinson's Disease and other neurodegenerative disorders.

C. Presentation by Montage Health

Dr. Michael McDermott, CEO of Montage Health, presented on healthcare access, including the new Community Hospital stroke center, workforce recruitment and retention, and Montage Health's partnership with the Carmel Foundation to support senior wellness through renovation of the former Red Cross building.

D. Introduction of Library Director Heather Cousin

Acting Assistant City Administrator Marisa Bermudez introduced the City's new Library Director.

PUBLIC APPEARANCES

Jeffrey Beckham

John Cromwell

Ken White

Maria Ruess

Katie Enea

Burcu Mousa

Vince Koller

ANNOUNCEMENTS

Acting City Administrator Brandon Swanson announced that Police Chief Trayer is planning a citywide evacuation drill for Saturday, May 30, 2026, with additional information to be provided in April.

City Attorney – No announcements.

Councilmember Buder reported his work with the Fire Wise Group, which is focused on educating residents about home hardening and defensible space and encouraged anyone interested in learning more to come to the meeting or reach out with any questions.

Councilmember Dramov reported that Public Works has engineers addressing beach walk erosion and more information will be provided at the March 24 special budget meeting. She also noted that she and Councilmember Baron have been meeting with staff to review proposals for the Police and Public Works architect projects.

Mayor Pro Tem Delves announced that the first special budget meeting is scheduled for March 24, 2026, at 4:00 p.m., and encouraged public participation.

Mayor Byrne shared that he recently attended a successful Sunset Centre ballet and concert event, thanked Lillian Barbeito for helping secure the event, and commented positively on improvements to the garden at the former Red Cross Center by the Carmel Foundation and Carmel Cares.

CONSENT AGENDA

Councilmember Dramov pulled Item #9, and Councilmember Baron pulled Item #8

Motion by Mayor Pro Tem Delves to approve consent agenda items #1-7, seconded by Councilmember Dramov, and passed 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 - January 22 and February 2, 2026, Special Meeting Minutes, February 3, 2026, Regular Meeting Minutes - **Approved 5-0-0-0**

Item 2 - January 2026 Monthly Reports - **Approved 5-0-0-0**

Item 3 - January 2026 Check Register Summary - **Approved 5-0-0-0**

Item 4 - Resolution 2026-015, authorizing the serving of alcohol on public property for the Carmel Public Library Foundation's Donor Salute event on Sunday, March 8, 2026, and the Sterling Circle event, Sunday, June 7, 2026 - **Approved 5-0-0-0**

Item 5 - Resolution 2026-016 Adopting a Policy on the Distribution of Tickets and Passes to City Employees - **Approved 5-0-0-0**

Item 6 - Resolution 2026-017 Approving loan of City Art to the Monterey Museum of Art - **Approved 5-0-0-0**

Item 7 - Resolution 2026-018 authorizing a free use day of the authorizing one (1) free use day of the Sunset Center theater and lobby for the AIM for Awareness Art & Design Challenge Exhibit and Reception April 21, 2026 - **Approved 5-0-0-0**

ITEMS PULLED FROM CONSENT

Item 8 - Resolution 2026-020 recognizing and honoring Robin McCrae for her 33 years of leadership and service as Chief Executive Officer of Community Human Services on the occasion of her retirement - **Approved 5-0-0-0**

Councilmember Baron thanked Robin McCrae for her longstanding leadership as the head of Community Human Services, which is a local JPA dedicated to providing mental health, substance abuse, and homelessness services throughout Monterey County.

Motion by Councilmember Dramov to approve consent agenda item #8, seconded by Councilmember Buder, and passed 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 9 - Resolution 2026-021 approving the current salary schedule for Carmel Police Officers Association (POA) and Temporary/Hourly in compliance with California Public Employees Retirement Law (PERL) and the California Code of Regulations (CCR) Title 2, Section 570.5 - **Approved 5-0-0-0**

Councilmember Dramov asked about the status of Police Department hiring. Chief Trayer reported that a candidate is expected to begin the Police Academy in April.

Motion by Councilmember Dramov to approve consent agenda item #9, seconded by Councilmember Buder, and passed 5-0-0-0 by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

ORDERS OF BUSINESS

Item 10 - Resolution 2026-019 Accepting the General Plan and Housing Element Annual Progress Reports for the Calendar Year 2025

Principal Planner Marnie Waffle presented the 2025 General Plan and Housing Element Annual Progress Report and explained the City's annual reporting obligations related to housing production and implementation of Housing Element programs.

Public comment:

Nancy Twomey
Maria Ruess
Victoria Beach

Councilmember Baron expressed concern about the limited number of new housing units produced since the adoption of the 2024 Housing Element. He asked about ADU tracking and occupancy, as well as the status of the commercial water allocation and whether additional allocation may be available. Mayor Pro Tem Delves also noted the need to balance tracking requirements with staff capacity and supported returning with a future update on commercial district water allocation.

Motion by Mayor Pro Tem Delves to adopt Resolution 2026-019, Accepting the General Plan and Housing Element Annual Progress Reports for 2025, seconded by Councilmember Dramov, and passed 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 11 - 2026 Car Week Discussion and Direction

Police Chief Trayer presented a report on two community listening sessions regarding Car Week, including impacts on residents, businesses, and City operations. He also outlined options for improving management of Car Week in 2026, including a proposed Managed Parking Pilot Program presented by Good Roots which is supported by the Community Activities Commission.

Council asked questions about neighborhood impacts, detours, downtown access, staffing, parking enforcement, program revenue, and how funds from the pilot parking program would be used. Chief Trayer explained that program revenue would help offset costs associated with traffic control, Public Works support, and police overtime.

Public comment:

Donna Jett
Nancy Twomey
Joe DiNucci
Kevin Ruess
Linda Califiore
Maria Ruess

Ashley Wright of Good Roots spoke about the proposed pilot parking management program and answered questions from Council.

Councilmember Dramov and Mayor Byrne agreed that Car Week traffic and safety issues need to be addressed and that doing nothing was not a desirable option. Councilmember Buder expressed concern that the pilot program could unintentionally create three nighttime events, which would conflict with the community's desire for a quieter and more normal downtown environment. Mayor Pro Tem Delves and Councilmember Baron voiced cautious support for continuing to explore the Good Roots proposal as a practical and professionally managed approach to improving traffic circulation, pedestrian safety, and parking control during Car Week. Council agreed that since this is a pilot program, they need the ability to pull the plug on the event at any time that it is deemed to be unsafe or not working as intended.

Council directed that the proposal from Good Roots return to the Community Activities Commission for further development and later come back to the City Council for consideration of an agreement. Councilmember Baron requested an expedited timeline, with review by the Community Activities Commission in April and return to the Council in May if possible. Council also directed the City Attorney's Office to begin preparing a draft revocable license agreement for potential partnership with Good Roots for the pilot parking management program for Car Week.

RECESS

Council took a recess at 7:21 pm and returned at 7:52 pm.

Item 12 - Design Traditions 1.5 Discussion and Direction

Acting City Administrator Swanson provided an update on the Design Traditions 1.5 project, including the Planning Commission's feedback on two draft versions of the Design Guidelines. He reported that the Planning Commission recommended moving forward with the Steering Committee's version.

Victoria Beach, a Steering Committee member, thanked the Council for its support and emphasized the importance of moving the document forward through the Planning Commission before it returns to the Council for final review.

Public comment:
Nancy Twomey

During Council discussion, Councilmembers generally agreed that the Steering Committee's version represented meaningful progress and should move forward. Councilmembers noted that the addition of images, diagrams, and narrative context made the document more useful, but also expressed concern that the document remains dense and that a redlined comparison is still needed to clearly show changes from prior drafts. Council also emphasized the need for stronger project management, clearer timelines, and a more disciplined process to ensure the document is completed without further delay.

Council discussed the need for the updated Design Guidelines to have Planning Commission buy-in, staff support, and a project manager to bring the document to completion. Councilmember Baron and Mayor Pro Tem Delves agreed to serve as Council sponsors for the Design Guidelines update, and to return within one month with a proposed project management approach, tentative deadlines, and next steps for moving the project toward completion.

FUTURE AGENDA ITEMS

None

ADJOURNMENT

Meeting adjourned at 9:06 p.m.

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk

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

SPECIAL MEETING MINUTES

Tuesday, March 24, 2026

CALL TO ORDER AND ROLL CALL - 4:00 PM

Mayor Byrne called the meeting to order in the Chambers at 4:00 p.m.

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

ORDERS OF BUSINESS

Mayor Byrne requested that item #2 be moved to the end of the meeting, and Council gave consensus agreement.

Item 1 - Resolution 2026-022 receiving the Annual Comprehensive Financial Report (ACFR) for the fiscal year ending June 30, 2025

Sheldon Chavan, CPA, gave a summary of the City's ACFR for fiscal year ending June 30, 2025.

Public Comment:

Tim Twomey

Council thanked Sheldon and Finance Manager Jayme Fields for their excellent work and clear presentation.

Motion by Mayor Pro Tem Delves to adopt Resolution 2026-022, receiving the Annual Comprehensive Financial Report (ACFR) for the fiscal year ending June 30, 2025, 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 3 - Receive a presentation on the Five-Year Financial Forecast and provide direction to staff

Finance Manager Jayme Fields presented the five-year financial forecast, including key challenges, trend analysis, and recommendations based on the economic outlook, major revenue and expenditure assumptions, and historical data. She identified three primary "levers" available

to affect the forecast: capital improvement project timing and prioritization, City services and service levels, and revenue sources and rates. She requested Council direction on next steps related to the proposed CIP list, potential revenue options, and possible budget reductions, and responded to Council questions.

Councilmembers Baron and Dramov asked how the future Police Department/Public Works building would be financed, including whether a bond or other funding source would be needed. Mayor Pro Tem Delves noted that the City's CalPERS unfunded liability payment under operating costs is essentially debt service for pension obligations related to past employees.

Public Comment:

Nancy Twomey

Harry Ross

No name

Kelly Brezoczky

Jim Beck

Atlas Toby

George Finkelstein

Council opted to defer their comments and direction on the 5 year financial forecast until they receive the proposed FY 26-27 CIP Program presentation.

Item 4 - Receive a presentation on the proposed FY 26-27 CIP Program and Five-Year plan and provide direction to staff

Project Manager Shari Carlet, introduced by Public Works Director Ken Wysocki, presented the proposed FY 2026-27 Capital Improvement Program and five-year FY 2026-2031 CIP forecast. She presented projects currently underway in FY 2025-26, citywide infrastructure priorities, and long-term investment needs. Ms. Carlet requested Council direction on project priorities and any needed budget adjustments before finalizing the CIP budget.

Mayor Pro Tem Delves asked about the high projected costs for Mission Trail Nature Preserve improvements included in the five-year plan. Councilmember Dramov asked whether the Fire Inspector vehicle should instead be included in the City of Monterey's budget under the fire services contract. City Administrator Swanson stated that staff would review those questions and return with answers. Councilmember Dramov also questioned the projected costs for the Picadilly restroom expansion, the traffic safety study, and increasing annual costs for beach- and infrastructure-related projects, including North Dunes planting.

Councilmember Buder expressed similar concerns about high projected future costs and asked how those estimates were developed. Ms. Carlet explained that the estimates were based on current hard-cost assumptions and prior experience with similar projects, with a 5 percent annual CPI escalation and soft costs added. She noted that the figures were intentionally conservative

because bid pricing can be unpredictable. Councilmember Buder also asked about the City's microresurfacing strategy and whether it reflected best practices for preventive maintenance or available funding constraints. He further asked why construction of the 4th Avenue outfall was forecast for 2031 despite his understanding that it was a more urgent safety issue. Mr. Wysocki responded that the timing reflected funding and staff capacity, and that the project had recently been prioritized below other higher-priority safety projects. Councilmember Buder also asked about planned improvements at Sunset Center, including fencing, paving, and sidewalks, and stated that he would not support chain-link fencing. Ms. Carlet agreed that chain-link would not be appropriate and indicated that other material options would be considered.

RECESS

Council took a recess at 6:57 p.m. and returned at 7:25 p.m.

Mayor Byrne opened public comment on item #4.

Public Comment:
Nancy Twomey
Scott Lonergan

During Council discussion, Councilmembers generally agreed that deferred maintenance, particularly infrastructure needs, remains the City's primary long-term budget challenge, and that the five-year forecast and CIP should serve as planning tools to identify a realistic path forward. Council generally agreed that current capital funding is insufficient to meet annual investment needs, and that future CIP documents should include clearer prioritization, better explanation of large placeholder amounts in future years, and stronger alignment with deferred maintenance goals, measurable outcomes, and pavement condition targets. Council also agreed that street improvements should remain a high priority, and that future budget discussions should include a clearer road strategy tied to funding scenarios, project timing, and expected PCI results.

Councilmember Buder expressed interest in reviewing additional budget scenarios, including an 85/15 operating-to-capital allocation, while noting the need to better understand the potential effects on services, staffing, and capacity before considering any policy change.

Mayor Pro Tem Delves raised concerns regarding the pace and priority of certain major projects, including Mission Trail Nature Preserve, and emphasized the need to focus limited resources on the most pressing and visible community needs. He also noted that over the years Council has set aside \$5 million for unknown pension liabilities and stated that the City should also begin focusing on known liabilities. Councilmember Dramov stated that many CIP projects appear to be constrained by staff capacity and supported reviewing an 85/15 operating-to-CIP scenario for comparison.

Councilmember Baron expressed concern about the staff time that would be required to prepare two separate proposed CIP budgets and suggested instead identifying where an additional 5

percent for CIP would come from within the existing budget. He also noted that the Housing Element requires the establishment of a \$1 million housing trust, which could replace the \$1 budgeted for CalPERS debt. He further commented that the Picadilly restroom project may cost more than currently projected, that the CIP should include visible public improvements in addition to deferred infrastructure needs, and that the projected cost and timing for the Police/Public Works building architectural work did not appear realistic.

Mayor Byrne stated that the five-year cumulative deficit forecast may be overly optimistic and that the City should proceed cautiously. He also demonstrated a dashboard tool that could be used to evaluate alternative scenarios and assist in assessing staff productivity and capacity, and stated that the Picadilly restroom project could use some value engineering, that significant investment in the Sunset Center property should be approached cautiously until future housing plans for the site are known, and that creating additional parking in town should be considered a high priority.

Council directed staff to continue refining the budget and CIP, including clearer scenario analysis and additional prioritization, and to return with a 5 percent reduction to the proposed operating budget to evaluate whether an 85/15 operating-to-CIP allocation is feasible.

Item 2 - Receive a presentation on the updated Council Strategic Priorities list following the January 22nd workshop, and provide direction to staff

Item #2 was initially postponed until the end of the meeting, however, due to the late hour, the Council reached a consensus to continue this item at a subsequent meeting.

ADJOURNMENT

Meeting adjourned at 8:27 p.m.

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk



CITY OF CARMEL-BY-THE-SEA
City Council
Staff Report

April 6, 2026
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Nova Romero, City Clerk

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: February 2026 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 Feb.*)
- Community Planning and Building Department Reports
- Police, Fire, and Ambulance Reports
- Public Records Act Requests
- Public Works Department Reports

FISCAL IMPACT:

None for this action.

PRIOR CITY COUNCIL ACTION:

None for this action.

ATTACHMENTS:

1. Community Planning and Building Department Reports - February 2026
2. Fire and Ambulance Report - February 2026

3. Public Records Act Requests - January 2026
4. Public Works Director's Report - February and March 2026



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:	March 1, 2026
APPROVED BY:	Anna Ginette, Director of Community Planning and Building

FEBRUARY 2026 – DEPARTMENT ACTIVITY REPORT

I. PLANNING PERMIT APPLICATIONS:

In February 2026, **38** planning permit applications were received.

II. BUSINESS LICENSE APPLICATIONS:

In February 2026, **3** business license applications were received.

III. BUILDING PERMIT APPLICATIONS:

In February 2026, **48** building permit applications were received.

IV. CODE COMPLIANCE CASES:

In February 2026, **17** new code compliance cases were created.

V. TRANSIENT RENTAL COMPLIANCE CASES:

In February 2026, **0** new transient rental compliance cases were created.

VI. ENCROACHMENT PERMIT APPLICATIONS:

In February 2026, **20** encroachment permit applications were received.

VII. TREE PERMIT APPLICATIONS:

In February 2026, **16** tree permit applications were received.

VIII. YEAR-TO-DATE TRENDS

Table 1 includes the following February 2026 totals:

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

February 2026 totals are provided alongside February 2025 totals for comparison. Compared to the same time period in the year 2025, Table 1 denotes percentage changes in the year 2026.

Table 1
Permit Application Totals and YTD Percentage Changes

	PLANNING	BUSINESS LICENSES	BUILDING	CODE COMPLIANCE	TRANSIENT RENTAL COMPLIANCE	ENCROACHMENTS	TREE REMOVAL & PRUNING
2025 YTD Totals	61	7	90	28	16	49	72
2026 YTD Totals	71	10	104	44	1	47	45
YTD % Difference	+16.39%	+42.86%	+14.29%	+15.56%	-93.75%	-4.08%	-37.50%



Planning Permit Report

02/01/2026 - 02/28/2026

Permit #	Permit Type	Permit Identifier	Track	Project Description	Address/Location	Date Received	Date Approved	Status
26071	Appeal	APP 26071 (AW Shucks)		Appeal of Planning Commission Res. No. 2026-04 determining that the "drinking establishment" use (UP 93-45) has been abandoned.	Ocean Ave 3 SW San Carlos St	2/27/2026		In Review
26070	Appeal	APP 26070 (Aw Shucks)		Appeal of Planning Commission Resolution No. 2026-04	Ocean 2 SW of San Carlos	2/26/2026		In Review
26069	Design Study	DS 26069 (Woodford)		Closet expansion, roof modifications are needed. Sloped roof would be required to be removed.	Torres St 2 SE of 3rd			Incomplete Submission
26068	Design Study	DS 26068 (Salehi)	One	Existing garage door to be replaced with a new 8'6" x 7' roll-up door.	Sw corner of Santa Rita & 1st	2/27/2026		In Review
26067	Banners	BA 26067 (Astons on the Avenue)		Installation of 2 double-sided banner poles for 7 days from August 6, 2026 - August 13, 2026 for Astons on the Avenue	Ocean from Junipero to Monte Verde	2/26/2026	2/26/2026	Approved
26066	Design Study	DS 26066 (Huber)	One	RETAINING WALL CONSTRUCTION, HELICAL PIER FND. STABILIZATION	TORRES 5 SE 9TH			In Review
26065	Design Study	DS 26065 (Ohana)	Two	Demolition of an existing 1,460 sf home and shed. Construction of a new 1,943 sf home with detached 200 sf. garage and a detached 800sf. adu	Casanova Street 3NE of Ocean Ave			In Review
26064	Notice of Exempt Work	EW 26064 (Basi)		Repaint exterior of house in Benjamin Moore "Latte".	SE corner San Antonio & 8th	2/25/2026	2/26/2026	Approved
26063	Design Study	DS 26063 (Husted)	Two	Renovation and expansion of the existing residence; adding an ADU on top of the residence with Solar Panels on the ADU roof	Carmelo St. 4 SE of 12th Ave.			In Review
26062	Historic Evaluation	HE 26062 (Wolfsen)		paint exterior of building	Lincoln 3 NE of 7th			In Review
26061	Design Study	DS 26061 (Twena)		1.SECOND BATH PROTOCOL - REMODEL EXISTING BATHROOM TO ADD A TUB / SHOWER & A SECOND SINK 1.1.CONVERT CLOTHES WASHER TO HIGH EFFICIENCY WASHING MACHINE FOR THE ADDITIONAL WATER CREDIT FOR THE SINK WASHBASIN 2.RECONFIGURE [E] BEDROOM 2.1.DEMO AND RELOCATE AN EXISTING CLOSET 2.2.REDUCE AND EXISTING WINDOW FROM 78/ x 40/ TO 50/ x 40/ ON THE WEST ELEVATION	Carpenter 3 NW of 6th			Incomplete Submission

26060	Design Study	DS 26060 (Las Olas)	One	Revise existing fence and retaining wall to add 18' of fence and retaining wall. Restore previously existing trellis. Proposed Iron handrail to replace existing wood handrail. Proposed small bark mulch path North side of property. Proposed landscaping revision, planning, erosion and irrigation.	Carmelo Street 5 NW of Ocean Avenue	2/25/2026		In Review
26059	Design Study	DS 26059 (Schatz)	Two	Remodel & addition to an (E) single family house. Replace (E) asphalt shingle roof with new shingle roof, replace (E) tar & gravel roof with new self-adhered roof. Replace (E) windows & ext. doors with new alum. clad windows & doors. Replace (E) wood deck with new composite wood deck & stairs. Replace (E) wood railing with new stainless steel railing. Add 166 sf of new floor area to front of (E) house. No new landscaping or hardscaping is proposed.	San Antonio 3 SE of 11th Ave	2/26/2026		In Review
26058	Design Study	DS 26058 (West)	One	Removal of non-native invasive plants along Seventh Avenue adjacent to street and private property which is bounded at the north street edge by rolled asphalt berm along Seventh Avenue. Proposed to till area for healthy replacement plants of which are low stature and from appropriate Coastal Native California Flora. No permanent or temporary irrigation is to be installed. Therefore watering may occur as a coordinated effort from hose bibs inside the property and the City water truck.	SW Corner Carmelo & 7th Ave			In Review
26057	Design Study	DS 26057 (Schoone)	One	Lower Floor: proposed JADU 464 s.f. Main Floor: kitchen & bathrooms remodel Exterior Changes: entry porch remodel. / D&W to be replaced / horizontal wood siding & brick veneer to be replaced w/ cement plaster. / driveway - replace Asphalt surface w/ pavers / Chimney - Apply stone veneer over existing brick	SE corner of Guadalupe and 3rd			In Review

26056	Design Study	DS 26056 (Sutherland)	One	This approval of Design Study DS 26056 (Sutherland) authorizes a hardscape removal and repair bringing the project into compliance with site coverage limits, and a change of landscaping design and plants located at Carmelo 5 SE of 2nd in the R-1 District and, APN: 010241033000 as depicted in the plans stamped approved by Community Planning and Building Department on 02/24/2026 unless modified by the conditions of approval contained herein.	Carmelo 5 SE of 2nd	2/23/2026	2/27/2026	Approved
26055	Design Study	DS 26055 (Stewart)	Two	A PROPOSED INTERIOR RENOVATION WITH MINOR EXTERIOR IMPROVEMENTS TO AN EXISTING 2 STORY RESIDENCE, INCLUDING REPLACEMENT OF ALL WINDOWS AND DOORS, NEW PLASTER AND WOOD SIDING, REMOVAL OF A PORTION OF THE EXISTING ROOF STRUCTURE, AND REPLACEMENT OF ROOFING MEMBRANE; ALSO INCLUDES A 222 SF JADU ON LEVEL 1.	Santa Fe 4SW of 4th			In Review
26054	Banners	BA 26054 (Carmel Public Library Foundation)		Installation of ___ double-sided banner poles for 8 days from April 21, 2026 - April 29, 2026 for the Carmel Public Library Foundation's "We the People Edition"	Ocean from Junipero to Monte Verde	2/19/2026		In Review
26053	Use Permit	UP 26053 (PRG Carmel LLC)		Use permit amendment	NW Corner of San Carlos St and 4th Ave	2/20/2026		In Review
26052	Design Study	DS 26052 (Rowland-Smith)	One	The project is adding a vertical chimney for the Family Room fireplace on the North elevation, removal of Window 'B' and switching the locations of Door '1' & Window 'W'	4910 Monterey St	2/23/2026		In Review
26051	Design Study	DS 26051 (Ball)	One	Update and changes to fenestrations	Scenic 4 SE 13th	2/23/2026		In Review
26050	Notice of Exempt Work	EW 26050 (Vagabonds)		Installation of new 4x4 post 4 to 5 in concrete reinforce and straighten back to original alignment. No change to fence height, location, design, or color is proposed.	NE corner Dolores & 4th	2/19/2026		In Review
26049	Design Study	DS 26049 (Silbergh)	Streamlined	Repair, removal, and replacement of failing sections of existing redwood fence and three gates. Work to duplicate siting, materials, and dimensions/ heights of existing approved fence along Lincoln Street and Tenth Avenue, and to the east side of driveway.	NW corner Lincoln St & 10th Ave	2/18/2026	2/18/2026	Approved

26048	Notice of Exempt Work	EW 26048 (Hein-Cozzi)		Repainting house body and trim with Benjamin Moore HE 85 Fairview Taupe.	NE corner Lobos & 1st Ave	2/18/2026	2/19/2026	Approved
26047	Design Review	DR 26047 (Zephvr NV LLC)		2 SW of 5th on Junipero Carmel, Ca. 93921	Junipero 2 SW of 5th			Closed
26046	Appeal	APP 26046 (Verizon Sequoia Deployment)		Appeal of planning commission decision for DR 25313 & UP 25314.	Public ROW in front of Carmelo 4 SE of 10th	2/13/2026		In Review
26045	Appeal	APP 26045 (Polito)		Appeal to Planning Commission: staff decision denying the replacement of a front walkway, because the property has exceeded the maximum allowance for site coverage.	Monte Verde Street 7 SW of 9th Avenue	2/20/2026		In Review
26044	Design Study	DS 26044 (Micek)	One	Expand existing deck 224 SF; new 573 SF accessory dwelling unit below existing/expanded deck; remove 8 SF trash enclosure; relocate existing walkway to house; add 10 SF for closet at main floor bedroom 2.	Camino Real 9NE of 4th Avenue	2/17/2026		In Review
26043	Historic Evaluation	HE 26043 (Harold)		16 S.F. CLOSET ADDITION TO EXISTING 816 S.F. SINGLE STORY SINGLE FAMILY RESIDENCE. INCLUDES 500 S.F. REMODEL, REPLACEMENT OF EXISTING WINDOWS AND NEW/RELOCATED WINDOWS, AND NEW FRENCH DOORS OPENING ONTO NEW 43 S.F. DECK AND STAIRS. ALSO INCLUDES NEW ROOFING OVER EXISTING HOUSE TO MATCH GUEST UNIT.	Guadalupe 3 SW of 2nd	2/20/2026		In Review
26042	Design Review	DR 26042 (Pine Inn)		Remove Tar & Car sheet roof in order to install a Secure Rock and 50 mil gray PVC Membrane roof	SW corner of Lincoln & 6th Ave			Closed
26041	Sign	SI 26041 (Compass Management)		Install (1) single sided wall sign; routed and painted red cedar wood (5.56 sqft)	Junipero 3 NW of 6th	2/20/2026		In Review
26040	Design Study	DS 26040 (Smith & Chi)	Two	REMODEL (E) HISTORIC COTTAGE AND (E) ONE STORY ADDITION. ADD NEW ENTRY BETWEEN (E) COTTAGE AND NEW GARAGE/ADU. ADD NEW ATTACHED GARAGE WITH ADU ABOVE. ADD NEW PRIMARY BEDROOM WING. ADD UPPER FLOOR STUDY ABOVE (E) ONE STORY ADDITION. ADD NEW LANDSCAPING AND FENCE AT FRONT OF PROPERTY.	Monte Verde 2 NW of 12th	2/9/2026		In Review

26039	Design Study	DS 26039 (Stromatt)	One	REMOVE HARDSCAPE IN PLAN TO COME INTO COMPLIANCE WITH CITY REGULATIONS. USE MULCH FOR ALL PATHWAYS AND GATHERING AREAS. RE-PAVE AND REDUCE EXISTING DRIVEWAY AND INSTALL PROPER DRAINAGE SYSTEM.	Santa Rita 3 NW of 1st	2/9/2026		In Review
26038	Design Study	DS 26038 (Lord)	One	Add a new 22kw backup generator	Guadalupe 3 SE of 2nd	2/17/2026		In Review
26037	Notice of Exempt Work	EW 26037 (LePage)		Removal and replacement of 2 rotted gate posts and 7'2" trellis located above the gate in the front yard entry, removal and replacement of 4 rotted posts on south property line. Material and style to match original.	4920 Monterey St	2/4/2026	2/6/2026	Approved
26036	Design Study	DS 26036 (Caputo)	One	Refresh & Exterior Facade improvements as per plans and specifications (attached). Summary Interior: Remove and replace Kitchen casework and appliances, floor and wall finishes. Removed and replace Master Bathroom: casework and plumbing fixtures, floor and wall finishes. Replace (2) (E) skylights In Dining Area. Summary Exterior: (N) Carmel stone facade (select locations), (N) garage door at front elevation and (N) patio doors (2 ea) @ side and back yards. New Landscape (Front and Back yards) as per separate plan.	3 Dolores NE 3rd			In Review
26035	Design Review	DR 26035 (Wolfsen)	One	PAINT EXTERIOR OF BUILDING	LINCOLN 3 NE OF 7TH			In Review
26034	Sign	SI 26034 (Monterey Bay Property Management)		Install (1) 24" x 18" DS Wood Blade Sign on Existing Bracket; Install (1) 17.5" x 5" DS Wood Directory Sign in Existing Frame	Hampton Court, San Carlos & 7th	2/9/2026		In Review

Total Records: 38

3/2/2026



Business License Report

02/01/2026 - 02/28/2026

Entity #	Application Type	Business Name	Business Description	Location	Date Received	Date Approved	Status
26010	New Business	Compass	Real Estate Brokerage - meet/advise clients, sell real estate, execute contracts	W/S Junipero/5th	2/25/2026		
26009	New Business	Professional Design Consultants, Inc.	Mechanical Engineering Design	Dolores 2 SW 11th			Pending Assignment
26008	Ownership Change	Carmel Fireplace Inn	Lodging	SW corner of San Carlos and 4th Ave	2/20/2026		In Review

Total Records: 3

3/2/2026



Building Permit Report

02/01/2026 - 02/28/2026

Permit #	Date Submitted	Date Approved	Project Description	Valuation	Permit Type	Property Location
260104	2/27/2026		Remove existing roof and replace with new CertainTeed Presidential TL roof in color "Solaris Country Gray".	18,000	Roofing	Guadalupe 3 NW of 5th
260103	2/27/2026		Install a new roof mounted solar PV system, 5.28kW, 12 panels and one 10kWh battery.	37,558	Electrical	NE Corner of Scenic & 12th
260102	2/27/2026	2/27/2026	Remove existing forced air furnace and replace with new mini split Fujitsu heat pump Model #AOUH24KWAS3, 2ton, 24,000 BTU	7,600	Mechanical	Santa Fe 5 NE of 6th
260101	2/26/2026	2/27/2026	Remove shake roof and replace with composition shingle CertainTeed Presidential TL in color "Autumn Blend".	20,400	Roofing	NE Corner of Monte Verde & 3rd
260100	2/25/2026		Replace existing fuse panels with new sub-panel.	5,000	Electrical	Monte Verde 2 SW of Ocean
260099	2/25/2026	2/25/2026	Remove and replace all interior doors and hardware. Remove and replace all kitchen cabinet doors, drawers, drawer faces, and hardware. Remove and replace existing kitchen countertops. Refinish/replace interior flooring. Install all new baseboards, interior door trim, and interior window trim. Paint interior walls, interior ceilings, interior doors, and interior windows. Install new shades/blinds throughout the home interior	0	Exempt Work	San Antonio 5 SE of Ocean
260098			Remodel of one bathroom	35,000	Building	8th 2 SW of Monte Verde
260097	2/25/2026		Install (8) Hyundai HIN-T440 pv modules of 3.52 kw and (3) MCI-2 Solar shutdowns and (1) Tesla Powerwall 2 of 11.5 kw and (1) Tesla Backup switch of 200A. Tapping into 125A main.	41,130	Electrical	2982 Franciscan Way
260096			Primary bedroom: remove flat ceiling, new joists; revised closets; Garage: new forced air; furnace and ductwork; Drawing Room: non-structural wood frames, post details; insulation; blackout shade in (E) skylight	64,000	BP Revision	NW Corner 6th and Santa Fe
260095	2/23/2026	2/24/2026	Remove damaged area of home due to tree assess structural damage for repairs	12,000	Demolition	Monte Verde 4 NW of 4th

260094	2/23/2026		Lower Floor: proposed JADU 464 s.f. / Main Floor: kitchen & bathrooms remodel / Exterior Changes: entry porch remodel. D&W to be replaced./ horizontal wood siding & brick veneer to be replaced w/ cement plaster / driveway - replace Asphalt surface w/ pavers.	150,000	Building	SE Corner of Guadalupe & 3rd
260093	2/20/2026	2/20/2026	Removal of cabinetry, countertops, decorative finishes, floor finishes, tile, and shelving. NOTE: NO DEMOLITION OF SHEETROCK, FRAMING, OR OTHER BUILDING CODE REGULATED ELEMENTS AUTHORIZED AS PART OF THIS WORK.	0	Exempt Work	NW Corner of San Antonio & 8th
260092	2/20/2026		ADU	400,000	Building	Guadalupe 5 SE of Ocean
260091	2/18/2026	2/23/2026	Installation of new ESS to work with existing solar PV system.	47,097	Electrical	NE Corner of Lincoln & 2nd
260090	2/18/2026	2/18/2026	Remove 50 gallon water heater. Replace with a Bradford White 40 gallon RG240S6N.	2,500	Plumbing	SW Corner of Carmelo & 11th
260089	2/17/2026	2/18/2026	Tear off existing wood shakes and install new CertainTeed Presidential TL comp roof in color "Autumn Blend".	39,250	Roofing	NW Corner of Lincoln & 12th
260088	2/17/2026		Remove leaking deck material, replace any rotten wood, reapply waterproofing (composeal gold waterproof membrane) and cover waterproofing w/ new 8 x 32 tile. flash and counter flash all membrane penetrations.	75,000	Building	Junipero 2 SW of 5th
260087	2/13/2026		Retroactive permit to authorize the split of one shower into two shower units.	7,500	Building	Camino Real 2 SE of 11th
260086	2/13/2026	2/17/2026	Tear off existing wood shingle roof. Install new underlayment, one layer of 15 lb asphalt saturated roofing felt over 72 lb mineral surface cap sheet. Install 19 squares of #1 Certigrade 100% vertical grain blue label 16" multi width cedar wood shingles over one layer of 72lb mineral surface cap sheet forming a class "A" fire rated roof system. CONDITION: 1) The rolled eaves are a historic feature that is required to be maintained. 2) A planning inspection is required once installation is complete to confirm historic integrity.	115,941	Roofing	Vizcaino 12 SW of Mountain View

260085			New synthetic shake roof, several new in-kind window and door replacements, new exterior chimney on east building elevation, new fireplace and trellis at the east property line, and various site modifications (retaining walls, new patio, etc.)	50,000	BP Revision	NE Corner of 12th and San Antonio
260084	2/11/2026	2/11/2026	Replacement of main electrical panel.	5,000	Electrical	NW Corner of Dolores & 7th
260083	2/11/2026	2/13/2026	Remove roof, Install a Brava single width slate roof in "Cottage", with brown 60mil DuroLast PVC on flat section	80,611	Roofing	Camino Real 5 SE of 9th
260082	2/11/2026	2/11/2026	Installation of drainage system elements not previously installed under BP 19-399.	9,000	Building	Santa Rita 2 SW of 5th
260081	2/11/2026		Exterior remodel consisting of new finishes, replacement of doors and windows, infilling 1 opening, replacement of metal roof, and site improvements of repairing driveway and adding paving on top of existing paving.	200,000	Building	Scenic 1 NE of 10th
260080	2/10/2026	2/10/2026	Replace main meter electrical in same location, 200 Amp to 200 Amp.	3,200	Electrical	Vista 2 NW of Mission
260079	2/10/2026	2/17/2026	Remove existing gray comp shingles and replace with new Malarkey Legacy "Natural Wood" colored comp shingles. Work on unit "E" only.	16,940	Roofing	Junipero 2 NW of 5th, Unit E
260078	2/10/2026	2/17/2026	Remove existing gray comp shingles and replace with new Malarkey Legacy "Natural Wood" colored comp shingles. Work on unit "A" only.	32,870	Roofing	Junipero 2 NW of 5th, Unit A
260077	2/10/2026	2/13/2026	Installation of temporary 20'x40' tent on patio.	3,800	Building	SE Corner of Dolores & 7th
260076	2/10/2026	2/10/2026	Lower existing shower curb to a walk-in opening to accommodate access, increase shower opening width from 20" to 26".	4,500	Plumbing	Monterey 3 SW of 2nd
260075	2/10/2026		Bathroom remodel and add a half bathroom.	100,000	Building	Carpenter 2 NW of 4th
260074	2/9/2026	2/9/2026	Installation of new flooring throughout the house. Extend kitchen cabinets to increase cabinet storage. Patch plaster and paint as necessary. No exterior work authorized.	0	Exempt Work	Guadalupe 3 NE of 3rd
260073	2/9/2026	2/19/2026	Addition of an ADA counter to an existing bar top seating area at A.W. Shucks.	5,000	Building	Ocean 2 SW of San Carlos
260072	2/6/2026	2/13/2026	Replacement of an existing wood framed stair (and handrail/guardrail) that was removed due to required underpinning site work along the east property line.	20,000	Building	SE Corner of Lincoln & 5th

260071	2/6/2026	2/6/2026	Remove and replace stage plywood and rotten deck boards.	0	Building	NE Corner of Santa Rita & Mountain View
260070	2/6/2026	2/27/2026	Remove existing wood shake roof. Install new plywood, synthetic felt, and CertainTeed Presidential TL composition shingles in color "Country Gray".	36,000	Roofing	25995 Ridgewood Road
260069	2/9/2026	2/23/2026	SWO Corrective Action: Remodel 3 (three) bathrooms, including MEP & drywall. Entire BR #2 drywall replacement.	60,000	Building	Forest 5 SW of 7th
260068	2/6/2026	2/23/2026	Reinstallation of an Electrical Submersible Sump Pump in an Existing 19"W x 36"L x 20"D Concrete Sump Well in Floor of Existing Retail #4 Space. New 1-1/2" Diameter ABS Storm Drain Pipe to Run Through Back Wall of Retail #4 Space, into Existing Crawlspace and Connect with Existing Buried 4" ABS Storm Drain Pipe Outside of Building that Drains to Ocean Avenue through Existing Piping in Curbing. Reconnect Existing 2" Drain Pipe from Existing Laundry Room Floor Drain to Existing 4" Sewer Drain Pipe in Crawlspace. No Trees Shall be Removed as Part of this Project.	35,000	Plumbing	NE Corner of Monte Verde & Ocean
260067	2/5/2026	2/19/2026	In-kind repair of damaged balcony framing. Balcony 4 - decking, guardrail, joists, beams, and posts. Balcony 5 - Single post, post base, deck joists, and guardrail at steps.	20,000	Building	SE Corner of Mission & 5th
260066	2/5/2026	2/19/2026	Replace damaged balcony framing and railings to comply with CA SB 721. Bring all railings up to code height.	25,000	Building	Ocean 3 SE of Carpenter
260065	2/5/2026	2/5/2026	Drain and remove existing 40 gallon gas water heater, install new water heater pan run drain out to daylight. Install new 50 gallon gas Bradford White water heater, new water, flexes, and gas flexes. Strap using existing earthquake straps.	2,200	Plumbing	Santa Fe 2 SE of Ocean
260064	2/5/2026	2/6/2026	In-kind replacement of five deteriorated front fence posts with matching wood posts secured in concrete footings. Fence height, alignment, and materials to remain unchanged.	500	Exempt Work	San Carlos 5 SW of 10th
260063	2/4/2026	2/27/2026	Installation of a 4' tall grape stake fence along east property line, 28lf. Construction of four 16" stone columns, pedestrian gate, driveway gate, pergola, and stone house front veneer.	62,000	Building	Mission 2 NW of 2nd

260062	2/3/2026	2/5/2026	Replacement of five windows in kind in the kitchen and living room with Marvin double pane windows in white finish to match existing. Demolish existing kitchen cabinetry, counter tops, appliances, and finishes. Install new in the same footprint.	0	Building	Santa Rita 5 SE of 2nd
260061	2/3/2026	2/19/2026	Remodel three bathrooms and kitchen with electrical updates in those areas.	120,000	Building	Camino Real 2 NE of 10th
260060	2/3/2026	2/3/2026	Replacement of all windows and doors in like-for-like dimension and style with simulated divided lights with "beveled" profile mullions, exteriors pre-finished in "abalone", the replacement of the front door in solid wood stained in Minwax "Dark Walnut" with true divided lights, and garage door in solid wood, carriage style and stained to match entry door.	150,000	Exempt Work	Lincoln 3 NE of 13th
260059	2/2/2026	2/5/2026	Repair damage from fallen tree of single wall post and beam construction residence. Repair to meet code of the original build.	100,000	Building	Mission 5 NW of 1st
260058	2/2/2026		Bathroom remodel (full bath to half bath) removal of bathroom fittings. Installation of new toilet sink and electrical outlets.	30,000	Building	Forest 2 SE of 8th
260057	2/2/2026	2/2/2026	Remove existing composition shingles, install new CertainTeed Presidential TL composition shingles in color "Autumn Blend".	13,000	Roofing	Mission 3 NE of 4th

Total Records: 48

3/2/2026



Code Compliance Report

02/01/2026 - 02/28/2026

Case #	Case Date	Status	Location	Problem Description	Date Received	Date Closed
26044	2/21/2026	Closed	Mission 5 SE of 8th	Cone in the public right-of-way to save a parking space	2/6/2026	2/21/2026
26043	2/21/2026	Closed		A-frame sign at the front entrance	2/13/2026	2/21/2026
26042	2/21/2026	Open	NW Corner San Carlos & Ocean	A-Frame sign at storefront entrance	2/13/2026	
26041	2/21/2026	Open		Tree work after permissible construction hours; landscaping in public right-of-way, site coverage changes, wooden retaining walls, and fence post installation without permits.	2/21/2026	
26040	2/20/2026	Open	Ocean 2 SW of Dolores	Roof construction with authorization	2/20/2026	
26039	2/17/2026	Closed	Ocean 2 SW of Monte Verde	Power-washing runoff flowing into sidewalk	2/17/2026	2/17/2026
26038	2/20/2026	Open	Monterey Street 3 NW of 2nd Avenue	Possible rat infestation		
26037	2/20/2026	Closed	Lobos 4 NE of 2nd	Construction site at 4910 Monterey Street may not be draining properly and may be causing flooding to neighboring properties.	2/17/2026	2/20/2026
26036	2/19/2026	Open	Junipero 8 NW of 10th (residence) & Empty lot @ 9th Ave. between Junipero & Mission (City storm drain)	Concrete walkway from back gate to large storm drain; walkway was installed without a permit.	2/2/2026	
26035	2/19/2026	Open	Carmel Square, San Carlos 2 NE of 7th	Balloons and streamers in courtyard on Valentine's Day weekend	2/19/2026	
26034	2/11/2026	Closed	SW corner of Lincoln and 7th	Cones with "No Parking" adjacent to public parking	2/11/2026	2/11/2026
26033	2/7/2026	Closed	North Carmelo 5 SE of 2nd	Roof color is possible deviation from what was approved	2/5/2026	2/28/2026
26032	2/6/2026	Open	NW Corner of Junipero & 6th	Loud music coming from the business that can be heard by adjacent residents during afternoon and late-night hours.	1/31/2026	

26031	2/6/2026	Closed	West Side of Mission Street between 8th & 10th Avenues	Delineator post with base and "Reserved Parking" cones in public parking space		2/6/2026
26030	2/6/2026	Open	SW Corner Mission & 12th	Tree work without a permit	2/6/2026	
26029	2/4/2026	Open	NW Corner of Lobos & 4th	Unpermitted site work in the public right-of-way and in the back yard	2/4/2026	
26028	2/2/2026	Closed	Forest 5 SW of 7th	Obtained required permit for: Exceeded the scope of work on the exempt work authorization, # 250512. Appears a complete remodel of upstairs bath and upstairs bedroom at NW corner that requires proper building permit. Given the o.k. to clean up site and "safe off" as needed. See attached photos.	1/30/2026	2/27/2026

Total Records: 17

3/2/2026



Transient Rental Report

01/01/2026 - 02/28/2026

Case #	Street	Status	Date Received	Last Status Date	Date Closed
26013	Mission	1st NOV sent	1/13/2026	1/27/2026	

Total Records: 1

3/4/2026



Encroachment Permit Report

02/01/2026 - 02/28/2026

Permit #	Permit Type	Date Submitted	Project Description	Property Location	Date Issued	Status
260047	Temp Ench	2/27/2026	Reservation of four spaces along sixth avenue for reroofing project.	SW Corner of Lincoln & 6th	3/2/2026	Issued
260046	Temp Ench	2/26/2026	PG&E to extend overhead primary, replace poles, replace overhead transformer, replace overhead services, replace anchor, replace overhead fuses, install overhead secondary and install overhead transformer. ROAD CLOSURE REQUIRED. PM# 35703954	Santa Fe 3 NE of 5th	2/27/2026	Issued
260045	Temp Ench	2/26/2026	Applicant to trench, backfill & install electric substructures. PG&E to install new underground service and underground secondary. PM# 35644009	Mission 3 NE of 10th	2/27/2026	Issued
260044	Driveway	2/24/2026	Driveway replacement	Rio 2 NW of Santa Lucia		In Review
260043	Perm Ench	2/23/2026	Replace existing wood handrail with iron handrail	Carmelo 5 NW of Ocean		In Review
260042	Temp Ench	2/19/2026	Sewer lateral replacement, approx. 40 ft.	Casanova 5 NW of Ocean	2/23/2026	Issued
260041	Temp Ench	2/19/2026	Replace sewer lateral using pipe bursting.	NE Corner of Camino Real & 11th	2/19/2026	Issued
260040	Temp Ench	2/18/2026	Repave sidewalk and reset bench into concrete. repair after Cal-AM water repaired water main leak	NE Corner of Ocean & Dolores	2/19/2026	Issued
260039	Temp Ench	2/18/2026	Repave road after Cal-AM Water installed new water service line for home remodel.	SW Corner of Santa Rita & 1st	2/19/2026	Issued
260038	Temp Ench	2/13/2026	Applicant to trench, backfill, and install electric substructures. PG&E to install enclosure and underground service. PM# 35606179.	Santa Fe 2 SW of Mountain View	2/19/2026	Issued
260037	Temp Ench	2/13/2026	Sewer lateral replacement.	SE Corner of Carmelo & Ocean	2/19/2026	Issued

260036	Temp Ench	2/6/2026	Replace full sewer lateral from house to city main.	Santa Fe 4 SE of 2nd	2/19/2026	Issued
260035	Temp Ench	2/6/2026	Repair of sewer lateral from cleanout to street.	Dolores 2 SW of 2nd	2/10/2026	Issued
260034	Temp Ench	2/6/2026	Dig and replace 4" sewer from home to city connection. CONDITION: No work will be permitted from 2/9-2/13 2026.	Camino Real 3 SW of 9th	2/6/2026	Issued
260033	Temp Ench	2/5/2026	18" wide trench on street from house to electrical post across street to accommodate electric and gas lines to service new house. CONDITION: No work permitted the week of Feb. 9th - 13th.	Mission 3 NE of 10th	2/5/2026	Issued
260032	Temp Ench	2/5/2026	PG&E to adjust conductor. PM# 46717377	Dolores St & 1st Ave, Carmel	2/10/2026	Issued
260031	Temp Ench	2/4/2026	Install additional 7' long driveway tread extension into public right-of-way with dymondia planting in between each tread. Last 3' of driveway approach to be asphalt.	Dolores 3 NW of 13th	2/5/2026	Issued
260030	Temp Ench	2/4/2026	PM#35712521-PG&E to Restore 4'x4' asphalt due to emergency electric work. CONDITION: No work permitted the week of Feb. 9th - 13th.	Del Mar Parking Lot	2/5/2026	Issued
260029	Temp Ench	2/2/2026	TCP for lane shift for MH #21. Access for fiber splicing on 7th Ave. AT&T Job #A05DX6C. CONDITION: No work permitted the week of Feb. 9th - 13th.	SW Corner of Lincoln & 7th	2/5/2026	Issued

260028	Temp Ench	2/2/2026	Applicant to trench, backfill & install electric substructures. PG&E to replace pole, replace overhead transformer, replace overhead services & install underground service. ROAD CLOSURE REQUIRED. PM# 35671213	NE Corner of Torres & 10th	2/5/2026	Issued

Total Records: 20**3/2/2026**



Tree Permit Report

02/01/2026 - 02/28/2026

Permit #	Permit Date	Permit Type	Location of Property	Description	Status	Approved Date
26030	2/2/2026	2. Tree Removal/Pruning	End of 12th & Junipero	1 double trunk oak on Lot A, one multi trunk oak on lot B	Approved	2/3/2026
26031	2/4/2026	1. Tree Evaluation	Carmelo 3 SW of 11th	1 Cypress tree in the front yard	In Review	
26032	2/4/2026			VOID- DUPLICATE OF 25-326	Closed	
26033	2/4/2026	2. Tree Removal/Pruning	The tree's roots are located along the southern most fence line, in the southwest corner of the property. Approx 90 percent of the tree's trunk is over the fence line	1 tree, ~30 feet tall, Monterrey Pine. Dog Legged and dangerously tall. Grows over fence line and hangs over neighbors home. The tree poses serious risk to property damage and personal injury.	In Review	2/26/2026
26034	2/6/2026	2. Tree Removal/Pruning	Camino Real 3 SE of Ocean	1 redwood tree, 25" DBH	In Review	
26035	2/9/2026	2. Tree Removal/Pruning	SW Corner of Mission and 11th	one eight inch Black Acacia	In Review	
26036	2/10/2026	2. Tree Removal/Pruning	2 SE of 13th and San Carlos	Trim two coast live oaks. Remove limbs over home for insurance.	In Review	
26037	2/13/2026	2. Tree Removal/Pruning	NW Corner of Mission and 12th	Prune oak trees	Approved	2/18/2026
26038	2/17/2026	2. Tree Removal/Pruning	Dolores 2 NW of 10th Ave.	TRim four 10-20' oak tree branches that are touching where the second story addition is being built	Approved	2/27/2026
26039	2/18/2026	2. Tree Removal/Pruning	Monte Verde 2 SW of 8th, Carmel	removal of black locust	In Review	
26040	2/19/2026	2. Tree Removal/Pruning	TORRES 4 SE 8	Per Insurance Co. demand: remove 2 trees & trim vegetation close to structure	In Review	
26041	2/20/2026	2. Tree Removal/Pruning	Santa Fe 5 SE of 8th	1- cypress tree in front yard, right hand side, + 60' tall. 1- dying pine tree, in front yard, left hand side, + 60' tall	In Review	
26042	2/20/2026	2. Tree Removal/Pruning	Vizcaino 7 SW of Mountain View	1 multi stemmed dying oak tree	In Review	
26043	2/26/2026	1. Tree Evaluation	Santa Rita 5 NW of 2nd	Tree uprooting sewer box in driveway and patio (pavers)	In Review	

26044	2/27/2026	2. Tree Removal/Pruning	26245 Dolores St.	2 trees next to house (garage)	Approved	2/27/2026
26045	2/27/2026	1. Tree Evaluation	Carmelo 7 NE of Ocean	One very large Monterey pine	In Review	

Total Records: 16**3/2/2026**



CITY OF CARMEL-BY-THE-SEA

Monthly Report

Public Safety

February 2026

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Todd Trayer, Chief of Police
APPROVED BY:	Brandon Swanson, City Administrator

FIRE/AMBULANCE REPORT

Summary of Carmel Fire & Ambulance's February Calls for Service.

FIRE/AMBULANCE PERFORMANCE MEASURE

The performance goal for Code-3 (life threatening emergency-lights & siren) fire/ambulance calls with a response time of 5 minutes or less from dispatch to arrival is 95%. For the month of February 2026, the fire/ambulance were unable to meet those performance measures. The response time was 94% being under a five-minute response time with three (3) code-3 calls over 5 minutes.

Total number of combined incidents for Fire/Ambulance: **84** with an average response time: **3:53 min.**

Fire/Ambulance Calls Outside of Carmel

There were 20 calls for Ambulance response outside of Carmel-by-the-Sea with the highest total responses being in Pebble Beach and Cypress.

Code 3 Events Over 5 minutes = 2 out of 42 total calls: (All in Carmel-by-the-Sea)

SERVICE CALLS

1. 260218-MNT01412 E15 delayed due to weather: Lincoln St.
2. 260214-MNT01285 E15 delayed due to traffic: Satna Lucia Ave.
3. 260227-MNT01654 E15 delayed due to time of day: Cassanova St./9th Ave.

*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%.

Attachments:**1. RESPONSE SUMMARY REPORT BY INCIDENT TYPE 27060 CARMEL-BY-THE-SEA Alarm Date
From: 02/01/2026 To: 02/28/2026**

This shows all calls for service for Fire/Ambulance within Carmel-by-the-Sea

2. CARMEL-BY-THE-SEA February 2026 Response Summary Report by Incident Type

a. This shows a graph of the calls within Carmel-by-the-Sea, the average response time, and % under 5 minutes.

b. **RESPONSE SUMMARY REPORT BY DISTRICT 27015 CARMEL-BY-THE-SEA FIRE
AMBULANCE Alarm Date From: 02/01/2026 To: 02/28/2026**This shows all the calls for service outside of Carmel-by-the-Sea that our Fire/Ambulance responded to.

**3. CITY OF CARMEL - FIRE AMBULANCE DEPARTMENT February 2026 Response Summary
Report by District Type**

This shows a graph of the outside districts, the average response time and % under 5 minutes

4. Countywide Map

a. This map was provided to show the current boundaries of districts for Fire/Ambulance response (shows the map for items 3 and 4 above).

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



RESPONSE SUMMARY REPORT BY DISTRICT
 27015 CARMEL-BY-THE-SEA FIRE AMBULANCE
 Alarm Date From: 02/01/2026 To: 02/28/2026



Incident Type Category	Incident Type	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
CYPRESS							
Medical	Fall	2/8/2026 6:53 AM	260208-MNT01135	0:07:03	25645 RYAN PL		3
Medical	Sick case	2/12/2026 8:39 AM	260212-MNT01241	0:12:17	23860 CORTE VENDAO		3
Medical	Stroke / CVA	2/9/2026 7:27 AM	260209-MNT01156	0:04:46	3226 CAMINO DEL MONTE		3
Noemerg	Cancelled	2/15/2026 7:07 AM	260215-MNT01308	0:05:21	26135 CARMEL RANCHO BOULEVARD		3
Noemerg	Cancelled	2/16/2026 6:11 PM	260216-MNT01346	0:00:00	5 CROSSROADS BLVD		3
				5	0:05:53		
MID COAST							
Noemerg	No incident found upon arrival / location error	2/8/2026 12:11 PM	260208-MNT01146	0:17:51	HWY 1		3
				1	0:17:51		
MONTEREY							
Medical	Sick case	2/21/2026 6:46 PM	260221-MNT01504	0:08:43	1501 SKYLINE DR		3
Medical	Unknown problem (medical)	2/23/2026 12:20 PM	260223-MNT01555	0:00:00	200 GLENWOOD CIRCLE		3
Medical	Fall	2/5/2026 6:15 PM	260205-MNT01064	0:11:38	CASANOVA AVENUE		3
Medical	Unknown problem (medical)	2/5/2026 1:25 PM	260205-MNT01053	0:11:56	2000 MARSALA CIRCLE		3
				4	0:08:04		
PACIFIC GROVE							
Medical	Sick case	2/10/2026 10:36 AM	260210-MNT01189	0:19:07	1027 FUNSTON AVENUE		2
				1	0:19:07		
PEBBLE BEACH							
Medical	No appropriate choice (medical response)	2/14/2026 7:56 PM	260214-MNT01299	0:07:15	1500 CYPRESS DR		3
Medical	Other traumatic injury	2/21/2026 12:13 PM	260221-MNT01492	0:00:00	1576 CYPRESS DRIVE		3
Medical	Sick case	2/27/2026 11:51 AM	260227-MNT01660	0:06:48	4166 SUNRIDGE ROAD		3
Medical	Unconscious victim	2/22/2026 7:49 AM	260222-MNT01515	0:09:09	SEVENTEEN MILE DR	CYPRESS DR	3
Noemerg	Cancelled	2/17/2026 12:27 PM	260217-MNT01367	0:08:17	3152 FOREST LAKE ROAD		3
				5	0:06:18		
SEASIDE							
Medical	Allergic reaction / stings	2/8/2026 4:33 AM	260208-MNT01133	0:12:55	1933 FREMONT BOULEVARD		3
Noemerg	Cancelled	2/2/2026 5:18 AM	260202-MNT00959	0:08:01	1708 HAVANA STREET		3
Noemerg	Cancelled	2/7/2026 11:11 AM	260207-MNT01106	0:07:00	202 MALMEDY ROAD		3
Noemerg	Cancelled	2/15/2026 4:00 AM	260215-MNT01307	0:12:00	PHEASANT RIDGE ROAD		3
				4	0:09:59		

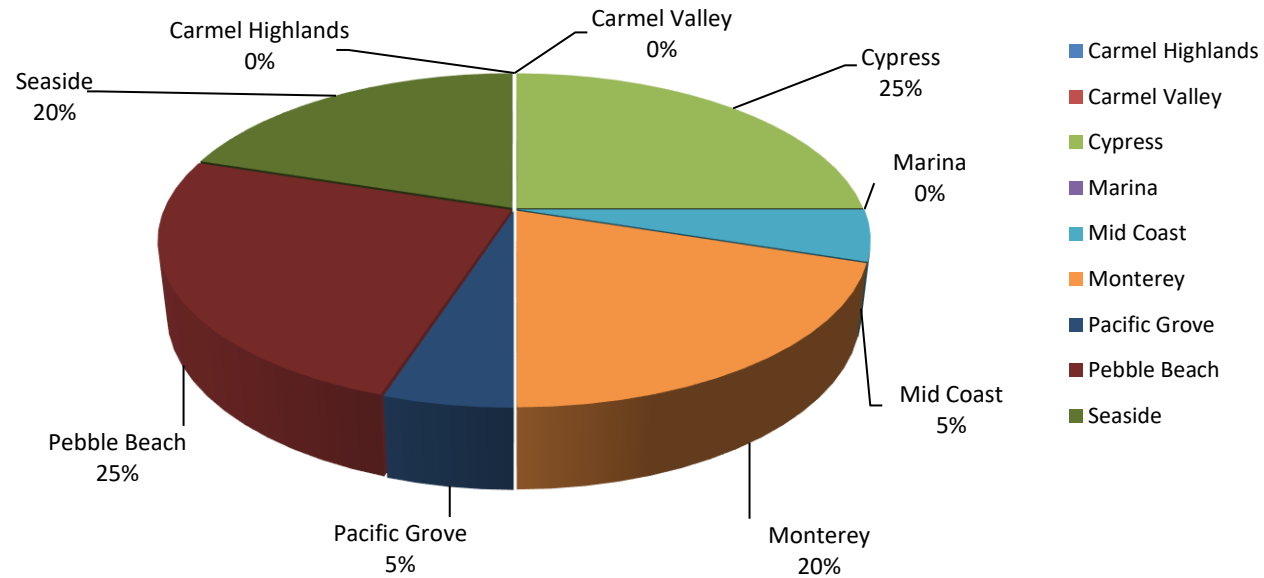
Code 2 Calls	1
Code 3 Calls	19
Total # of Incidents	20
Total Average Response Time	0:11:12



CITY OF CARMEL - FIRE AMBULANCE DEPARTMENT
 FEBRUARY 2026
 Response Summary Report by District Type

<u>District Response</u>	<u>Number</u>	<u>Average Response Time</u>
Carmel Highlands	0	0:00
Carmel Valley	0	0:00
Cypress	5	5:53
Marina	0	0:00
Mid Coast	1	17:51
Monterey	4	8:04
Pacific Grove	1	19:07
Pebble Beach	5	6:18
Seaside	4	3:14

Total Responses 20 10:04



Total Code 3 Calls: 17

CFA Response Times for Code 3
 Calls ≤ 5 minutes: 94%



RESPONSE SUMMARY REPORT BY INCIDENT TYPE
27060 CARMEL-BY-THE-SEA
Alarm Date From: 02/01/2026 To: 02/28/2026



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
MEDICALS						
Animal bites	2/1/2026 3:18 PM	260201-MNT00944	0:03:18	PINE RIDGE ROAD		3
Breathing problems	2/3/2026 3:01 PM	260203-MNT01002	0:00:00	OCEAN AVENUE		3
Breathing problems	2/8/2026 9:35 PM	260208-MNT01155	0:02:51	LINCOLN STREET		3
Cardiac arrest	2/20/2026 3:35 PM	260220-MNT01464	0:03:55	MONTE VERDE STREET	12TH AVENUE	3
Chest pain (non-trauma)	2/28/2026 9:32 PM	260228-MNT01702	0:02:36	DOLORES ST	3 SW OF 3RD AVENUE	3
Diabetic problems	2/1/2026 4:10 PM	260201-MNT00946	0:01:22	LINCOLN STREET		3
Diabetic problems	2/24/2026 4:08 AM	260224-MNT01568	0:03:11	DOLORES ST	5TH AVE	3
Fall	2/5/2026 12:11 PM	260205-MNT01054	0:01:00	SAN CARLOS ST	OCEAN AVE	3
Fall	2/24/2026 11:44 AM	260224-MNT01578	0:01:48	OCEAN AVENUE	LINCOLN STREET	3
Fall	2/5/2026 2:54 PM	260205-MNT01058	0:01:51	LINCOLN STREET		3
Fall	2/14/2026 4:20 PM	260214-MNT01291	0:02:52	DOLORES ST		3
Fall	2/24/2026 10:46 AM	260224-MNT01577	0:03:02	LINCOLN STREET	7TH AVENUE	3
Fall	2/26/2026 4:41 PM	260226-MNT01644	0:03:44	SCENIC ROAD	11TH AVENUE	3
Fall	2/23/2026 6:59 PM	260223-MNT01563	0:03:58	SAN ANTONIO AVE	13TH AVE	3
Motor vehicle collision	2/4/2026 4:06 PM	260204-MNT01036	0:01:50	SAN CARLOS ST	8TH AVE	3
Motor vehicle collision	2/28/2026 12:41 PM	260228-MNT01687	0:02:12	8TH AVENUE	CASANOVA STREET	3
Nausea / Vomiting	2/8/2026 8:37 PM	260208-MNT01154	0:02:26	OCEAN AVENUE		3
No appropriate choice (medical response)	2/7/2026 11:29 AM	260207-MNT01107	0:01:21	OCEAN AVENUE		3
No appropriate choice (medical response)	2/8/2026 4:46 PM	260208-MNT01152	0:02:14	DOLORES ST	5TH AVE	2
Other traumatic injury	2/15/2026 12:59 PM	260215-MNT01313	0:03:22	CASANOVA STREET		3
Other traumatic injury	2/5/2026 12:45 PM	260205-MNT01049	0:03:24	LOPEZ AVE	7 NW OF 4TH AVE	3
Psychological / behavior issues	2/21/2026 6:18 AM	260221-MNT01484	0:05:50	JUNIPERO AVENUE	VISTA AVENUE	2
Sick case	2/14/2026 10:02 PM	260214-MNT01304	0:02:38	DOLORES STREET		3
Sick case	2/6/2026 7:43 PM	260206-MNT01095	0:02:46	OCEAN AVENUE		3
Sick case	2/16/2026 10:23 PM	260216-MNT01353	0:02:49	JUNIPERO AVE	3 NW OF 8TH AVE	3
Sick case	2/20/2026 8:59 AM	260220-MNT01455	0:02:53	4TH AVENUE	LINCOLN STREET	3
Sick case	2/6/2026 5:00 PM	260206-MNT01090	0:03:23	CAMINO REAL ST		3
Sick case	2/17/2026 2:06 PM	260217-MNT01375	0:03:29	LINCOLN ST	3 SE OF 13TH AVE	3
Sick case	2/15/2026 2:31 PM	260215-MNT01314	0:03:43	3080 RIO ROAD		3
Sick case	2/4/2026 3:32 AM	260204-MNT01016	0:03:55	9TH AVENUE		3
Stroke / CVA	2/13/2026 10:25 AM	260213-MNT01261	0:02:22	6TH AVE		3
31			0:02:47			

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
HAZARDOUS						
Carbon monoxide release	2/13/2026 8:08 PM	260213-MNT01273	0:04:40	CAMINO DEL MONTE AVE		3
Electrical power line down / arching / malfunction	2/19/2026 8:45 AM	260219-MNT01426	0:03:16	SAN CARLOS ST	7TH AVE	3
Electrical power line down / arching / malfunction	2/19/2026 8:42 AM	260219-MNT01425	0:04:38	DOLORES STREET		3
Electrical power line down / arching / malfunction	2/18/2026 4:55 PM	260218-MNT01406	0:05:44	SANTA FE STREET		2
Electrical power line down / arching / malfunction	2/25/2026 12:37 PM	260225-MNT01605	0:06:44	LINCOLN STREET	12TH AVENUE	2
Fuel spill / fuel odor	2/27/2026 3:28 PM	260227-MNT01670	0:04:21	CARMELO ST	10TH AVENUE	3
6			0:04:54			
PUBLIC SERVICE						
CO alarm	2/18/2026 9:00 PM	260218-MNT01412	0:05:38	LINCOLN STREET		3
CO alarm	2/25/2026 1:30 PM	260225-MNT01606	0:09:25	DOLORES STREET	SANTA LUCIA AVENUE	2
Fire / smoke alarm	2/11/2026 10:39 AM	260211-MNT01211	0:03:11	LINCOLN STREET		3
Fire / smoke alarm	2/14/2026 12:36 PM	260214-MNT01285	0:06:00	2742 SANTA LUCIA AVENUE		3
Fire / smoke alarm	2/14/2026 8:15 AM	260214-MNT01279	0:01:00	8TH AVENUE		2
Lift assist	2/3/2026 3:29 PM	260203-MNT01003	0:04:07	4TH AVE		3
Lift assist	2/7/2026 6:48 PM	260207-MNT01123	0:04:20	4TH AVE		2
Lift assist	2/20/2026 8:55 PM	260220-MNT01475	0:05:09	CAMINO REAL ST	13TH AVE	2
Lift assist	2/14/2026 2:25 PM	260214-MNT01288	0:09:18	4TH AVE		2
Weather response	2/20/2026 8:17 AM	260220-MNT01451	0:05:36	DOLORES STREET	1ST AVENUE	2
10			0:05:22			
NO EMERGENCY						
Accidental alarm	2/18/2026 12:35 PM	260218-MNT01395	0:03:18	LINCOLN STREET		3
Cancelled	2/4/2026 10:48 AM	260204-MNT01029	0:02:00	NE CORNER OF LINCOLN ST	7TH AVE	3
Cancelled	2/11/2026 11:01 AM	260211-MNT01212	0:00:00	LINCOLN STREET		3
Cancelled	2/7/2026 5:29 PM	260207-MNT01118	0:01:06	LINCOLN STREET		3
Investigate hazardous release (Nothing found)	2/10/2026 9:20 AM	260210-MNT01187	0:02:32	DOLORES ST	7TH AVE	3
Malfunctioning alarm	2/24/2026 11:51 AM	260224-MNT01579	0:02:23	LINCOLN STREET	6TH AVENUE	3
Malfunctioning alarm	2/17/2026 12:44 PM	260217-MNT01370	0:03:44	CASANOVA ST	7 NW OF OCEAN AVE	3
Malfunctioning alarm	2/27/2026 12:31 AM	260227-MNT01654	0:05:24	CASANOVA STREET	9TH AVENUE	3
No incident found upon arrival / location error	2/10/2026 6:58 PM	260210-MNT01203	0:01:27	MISSION ST	4 NE OF 5TH AVE	3
No incident found upon arrival / location error	2/26/2026 4:15 PM	260226-MNT01642	0:01:27	RIO ROAD	SANTA LUCIA AVENUE	3
No incident found upon arrival / location error	2/18/2026 7:02 PM	260218-MNT01410	0:02:43	4TH AVE	SANTA FE ST	3
No incident found upon arrival / location error	2/11/2026 1:31 PM	260211-MNT01215	0:02:55	DOLORES ST	7TH AVE	3
No incident found upon arrival / location error	2/25/2026 4:29 PM	260225-MNT01615	0:02:58	5TH AVENUE	JUNIPERO AVENUE	3
No incident found upon arrival / location error	2/11/2026 10:38 PM	260211-MNT01230	0:03:15	OCEAN AVE	SE CORNER OF CAMINO REAL	3
No incident found upon arrival / location error	2/16/2026 9:44 AM	260216-MNT01329	0:03:30	TORRES ST	2 NE OF 9TH AVE	3
No incident found upon arrival / location error	2/23/2026 11:08 PM	260223-MNT01565	0:02:51	SAN CARLOS STREET	5TH AVENUE	2
Smoke from non-hostile source (Smoke scare)	2/19/2026 4:00 PM	260219-MNT01435	0:00:36	6TH AVE	MISSION ST	3
17			0:02:29			
Over 5 Minute Response Times Cause of Delay: Code 3 Responses					Code 2 Calls	
					11	

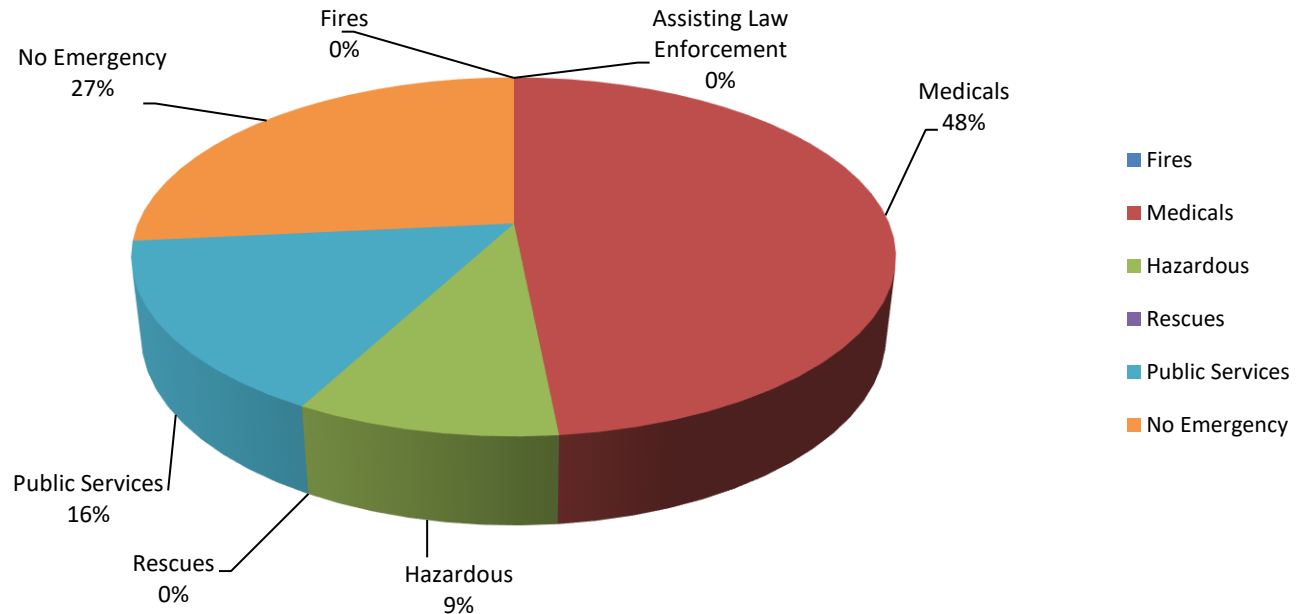
Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
260218-MNT01412						E15 delayed due to weather
260214-MNT01285						E15 delayed due to traffic
260227-MNT01654						E15 delayed due to time of day
					Code 3 Calls	53
					Total # of Incidents	64
					% Under 5 Minute Response Time	94%



CARMEL-BY-THE-SEA
FEBRUARY 2026
Response Summary Report by Incident Type

<u>Type of Call</u>	<u>Number</u>	<u>Average Response Time</u>
Fires	0	0:00
Medicals	31	2:47
Hazardous	6	4:54
Rescues	0	0:00
Public Services	10	5:22
No Emergency	17	2:29
Assisting Law Enforcement	0	0:00

Total Responses 64 3:53



Total Code 3 Calls: 53 AMB 15 Responses: 62

Response Times for Code 3
 Calls ≤ 5 minutes: 94%

LAFCO of Monterey County

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

Fire Protection & Emergency Medical Services

Fire Protection District or CSD

- Aromas Tri-County FPD
- Cachagua FPD
- Carmel Highlands FPD
- Cypress FPD
- Gonzales Rural FPD
- Greenfield FPD
- Mission Soledad Rural FPD
- Monterey County Regional FPD
- Monterey Regional Airport (Airport Property)
- North County FPD
- Pebble Beach CSD
- South Monterey County FPD

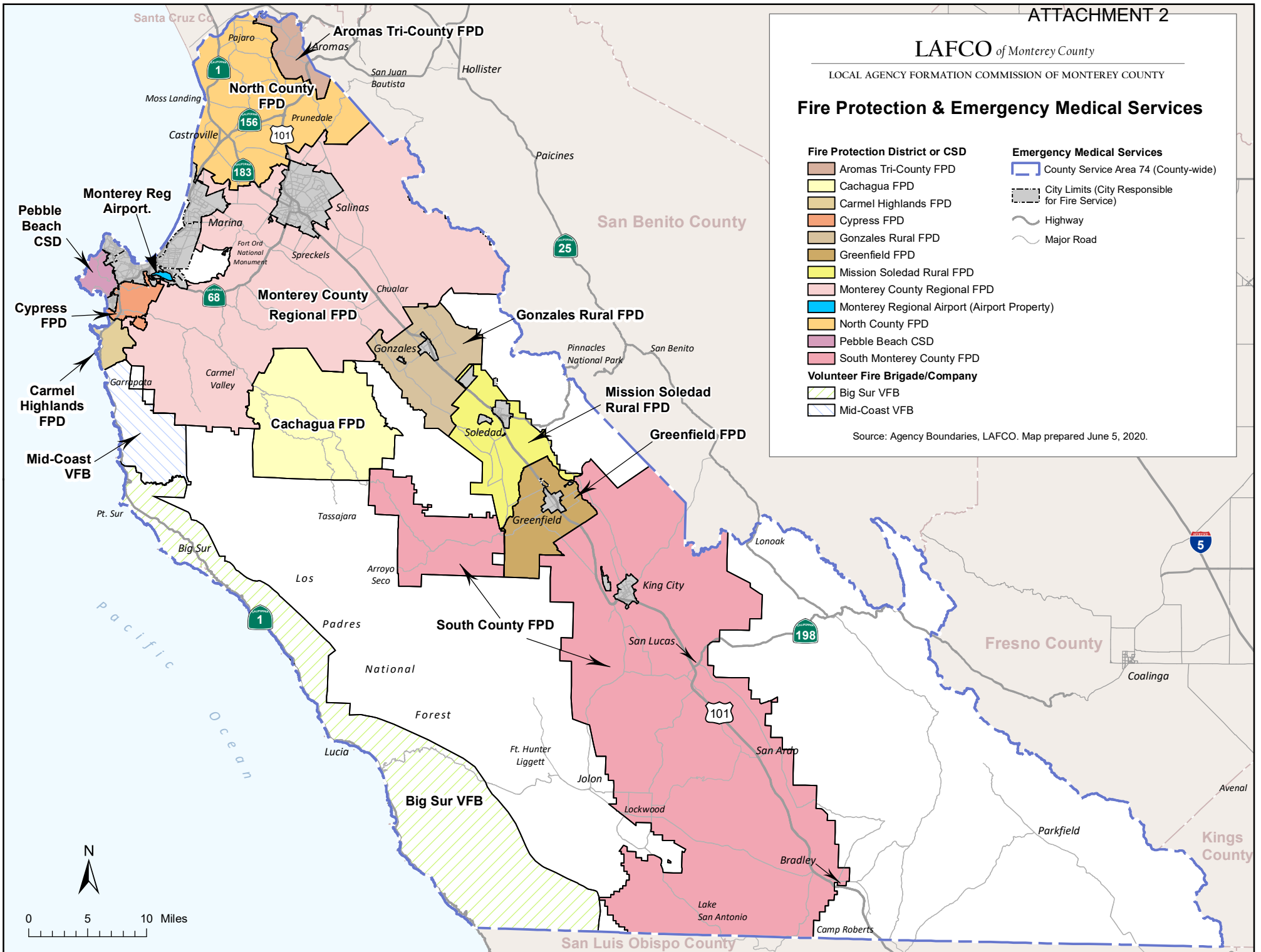
Emergency Medical Services

- County Service Area 74 (County-wide)
- City Limits (City Responsible for Fire Service)
- Highway
- Major Road

Volunteer Fire Brigade/Company

- Big Sur VFB
- Mid-Coast VFB

Source: Agency Boundaries, LAFCO. Map prepared June 5, 2020.



0 5 10 Miles

LAFCO of Monterey County

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

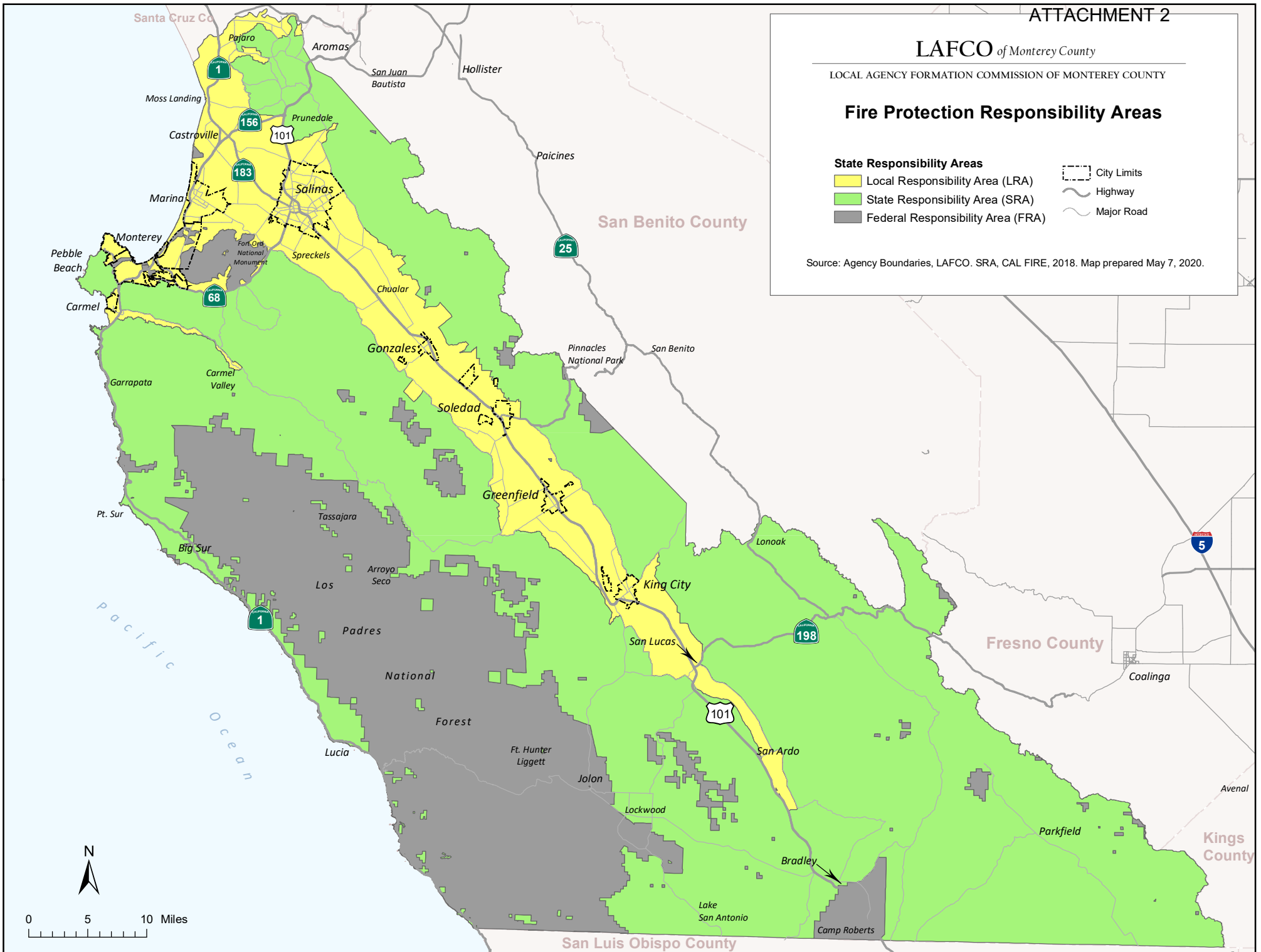
Fire Protection Responsibility Areas

State Responsibility Areas

- Local Responsibility Area (LRA)
- State Responsibility Area (SRA)
- Federal Responsibility Area (FRA)

- City Limits
- Highway
- Major Road

Source: Agency Boundaries, LAFCO. SRA, CAL FIRE, 2018. Map prepared May 7, 2020.



0 5 10 Miles

City Clerk PRA Log
February 2026

#	Request Date	10-day response	14-day extension	Records Requested	Requester Name	Completed	Notes
26-22	2/3/2026	2/13/2026		All plans, staff report, approval documents, studies, resolutions and memorandum for DS 24140 (Atila)	Krista Ostoich, Ostoich Law	2/17/2026	records sent
26-23				Not a request			
26-24	2/9/2026	2/19/2026		1) Any communication from officials representing Immigration and Customs Enforcement and/or Department of Homeland Security regarding federal immigration activity and/or presence in your jurisdiction, or internal department notes/memos/records documenting such communications, since July 1, 2025. 2) Audit reports since July 1, 2025, of automatic license plate reader systems (ALPR). 3) The signed agreement(s) with Flock Safety, including any product addenda.	Aric Sleeper, Monterey County Weekly	2/19/2026	records sent for part 2 and 3. No records exist for part 1.
26-25	2/9/2026	2/19/2026		record showing how much the city paid the consultant (Rincon Consultants) for the City's Climate Action and Adaptation Plans	Jane Haines	2/17/2026	records sent
26-26	2/10/2026	2/20/2026		As-built Document of Storm Drain, Sewer and Water Utility Map substructure information for the areas including these addresses: 27900 Center St, Carmel, CA 93923 9503 Alder Ct, Carmel, CA 93923 28079 Barn Way, Carmel, CA 93923	Shishir Rawat, CHC Consulting	2/11/2026	the city has no records - the location(s) are in Monterey County
26-27	2/11/2026	2/23/2026	3/9/2026	All complaints, allegations, findings, investigations, and related documentation reported to the Commission on Peace Officer Standards and Training (POST) by the your department pursuant to SB-2 and Penal Code Section 13510.9, including but not limited to reports made under subsections (a)(2), (a)(3), (a)(4), and (a)(5), from January 1, 2020 to the present.	Ayyub Ibrahim, Machine Learning Justice Lab	2/27/2026	The City's Police Department has no records that were subject to reporting under subsections (a) (3), (a)(4), or (a) (5) of Penal Code section 13510.9.
26-28	2/11/2026	2/23/2026		Record of Jan. 11 to Feb. 11, 2026 of all code enforcement or building inspection violations including the following data fields: - Property address (street, city, state, ZIP) or Parcel # - Case or violation ID - Violation type / description - Date opened - Current status (open/closed/complied/etc.) - Date closed or resolved	Avilane Jane, Ground Truth Ops	2/17/2026	records sent

City Clerk PRA Log
February 2026

#	Request Date	10-day response	14-day extension	Records Requested	Requester Name	Completed	Notes
26-29	2/13/2026	2/23/2026		all correspondence, including emails, text messages, messenger application messages, or other written correspondence, between the Planning Commissioners, including Commissioner Allen, and members of the public, including, but not limited to, Ariel Strauss, Law Offices of Ariel Strauss, Andrew Campanelli, Campanelli & Associates P.C., Robert Beegle, and DeltaPhase, Inc., regarding Verizon Wireless's and Sequoia Development's applications for Design Review 25313 and Use Permit 25314 between October 15, 2025, and February 13, 2026. This request includes any consultants with whom the Planning Commissioners corresponded about these applications.	Paul Albritton, Mackenzie & Albritton LLP	2/20/2026	records sent.
26-30	2/15/2026	2/25/2026		Police report from 2007	Ryan Hughes	2/17/2026	notified the requester that police reports must be requested and obtained from the Carmel Police Department. These records are released according to state law.
26-31	2/17/2026	2/27/2026		copies of the attorney correspondence and adopted resolution relating to Agenda Item No. 5 (Director Referral - A.W. Shucks Use Permit) from the February 11, 2026 Planning Commission Meeting.	Christina Goebelsmann, Hudson Martin PC	2/18/2026	records sent
26-32	2/17/2026	2/27/2026	4/10/2026	Please provide all communications to or from Mayor Dale Byrne and any City staff (including but not limited to the City Manager, Assistant/Deputy City Manager, City Attorney, Assistant City Attorney, Parks & Recreation staff, administrative staff, and any other City employees) that mention, reference, discuss, or relate to one or more of the following topics: Pickleball Kimberly Edwards Forest Hill Park Date Range Requested: December 1, 2024 through February 17, 2026, inclusive.	Brandon Gesicki, Capitol Consulting Communications	4/1/2026	Requested extension due to volume of separate and distinct records under GC 7922.535(c)(2). Records sent 4/1/2026

City Clerk PRA Log
February 2026

#	Request Date	10-day response	14-day extension	Records Requested	Requester Name	Completed	Notes
26-33	2/17/2026	2/27/2026		copy of permit SI 25260 (Doud Arcade, Artemis Rugs)	Noel Stickels	2/20/2026	sent copy of sign permit application SI 25260 which was withdrawn
26-34	2/20/2026	3/2/2026	4/3/2026	copies of any tree removal appeals that went to the Forest and Beach Commission, and the outcome of the appeals, from 1-1-2020 to present.	Ann Smith	in progress	Requested extension due to search for separate and distinct records under GC 7922.535(c)(2)
26-35	2/20/2026	3/2/2026		Please send link to city file on this APN for listing purposes: APN 010-273-006	Shelly Mitchell Lynch, Carmel Realty Company	2/24/2026	link sent
26-36	2/23/2026	3/5/2026		1) Staff report for September 23, 2015 Planning Commission Meeting relating to drinking places and/or drinking place use permits. 2) Staff PowerPoint presentation from the October 8, 2025 Planning Commission Meeting for Agenda Item No. 5 relating to use permit UP 93-45. 3) Staff PowerPoint presentation from the December 10, 2025 Planning Commission Meeting for Agenda Item No. 5 relating to use permit UP 93-45. 4) Staff PowerPoint presentation from the February 11, 2026 Planning Commission Meeting for Agenda Item No. 5 relating to use permit UP 93-45.	Christina Goebelsmann, Hudson Martin PC	3/4/2026	records sent
26-37	2/23/2026	3/5/2026		All records and communications, including emails, dated between July 20, 2024 and February 11, 2026 sent or received by Mayor Dale Byrne, Councilmembers, Planning Commissioners, Evan Kort, Anna Ginette, or Brandon Swanson, relating to TSD Carmel Properties, L.P.'s drinking place use permit (UP 93-45) OR A.W. Shucks' business license permit	Christina Goebelsmann, Hudson Martin PC	3/4/2026	records sent

City Clerk PRA Log
February 2026

#	Request Date	10-day response	14-day extension	Records Requested	Requester Name	Completed	Notes
26-38	2/23/2026	3/5/2026	3/19/2026	<p>1) Barmel's conditional use permit.</p> <p>2) Barmel's business license permit.</p> <p>3) Records and/or logs reflecting Carmel Police Department dispatch calls to Sade's, Barmel, or AW Shucks from January 1, 2022 through January 31, 2026.</p> <p>4) Records and communications, including emails, from January 1, 2015 through January 31, 2026 regarding complaints, violations, and noncompliance enforcement inquiries or actions involving Sade's.</p> <p>5) Records and communications, including emails, from January 1, 2015 through January 31, 2026, regarding any commercial property land use abandonment violation and enforcement inquiries or actions in the City of Carmel-by-the-Sea.</p> <p>6) Any applications for use permits or business license permits submitted by Parker Logan between July 20, 2024 and February 20, 2026.</p>	Christina Goebelsmann, Hudson Martin PC	3/24/2026	records for part 1, 2, 4, and 6 sent on 3/23/2026. No records found for part 5. Records for part 3 sent on 3/24/2026
26-39	2/24/2026	3/6/2026	4/3/2026	All documents relating to the history, uses, and permitting of the site located at Ocean Avenue 3 SW of San Carlos Street, currently occupied by A.W. Shucks Cocktails & Oyster Bar (formerly operated by Maxwell McFly's, et al.), including but not limited to permit applications, permits, meeting agendas (public and otherwise), resolutions, staff reports, inspection reports, memoranda, photographs, maps, project plans, site plans, and written correspondence, between the late 1880s to current.	Kristie Campbell, Fenton & Keller	ongoing	Requested extension due to volume of separate and distinct records under GC 7922.535(c)(2). First set of records sent on 3/13/2026, second set sent 3/27/2026. Communications will be released on a rolling basis.
26-40	2/25/2026	3/9/2026		a copy of all full time employees' first, middle and last names including their job title/position, their campus/office location, date of hire, and email address.	Andrew Carlton, Notionize.org	3/3/2026	records that are available and not exempt under Government Code Section 7922.000 were sent.

City Clerk PRA Log
February 2026

#	Request Date	10-day response	14-day extension	Records Requested	Requester Name	Completed	Notes
26-41	2/25/2026	3/9/2026		Building records for the property at the southwest corner of 7th Avenue and Mission Street in Carmel-by-the-Sea. APN: 010-142-001-000. Records pertaining to occupancy, building/electrical/mechanical permits, environmental documents, and records for USTs, ASTs, or hazardous materials.	Hannah Nelson, Partner Engineering and Science, Inc.	3/3/2026	records sent.
26-42	2/26/2026	3/9/2026		City Employee Contact information, including: 1. First Name 2. Last Name 3. Position Title 4. Department 5. Direct Phone Number (if does not exist, list main phone number with extension) 6. Business Cell Phone (if provided by City of Carmel by the Sea) 7. Email Address 8. Office Address (Address, City, State, Zip)	Jomer Genite, Smart Procure	2/27/2026	records for part 1-4 sent, part 5-6 & 8 available on the City's website, part 7 exempt from disclosure under Government Code Section 7922.000

Police Records Request Log
February 2026

#	Request Date	10-Day Due Date	Info Requested	Requestor	Date Completed	Notes
2026-001	2/2/2026 mw	2/12/2026	CG2600031	Mike Del Castello	02/04/2026 tw	Mailed
2026-002	2/3/2026 ALI	2/13/2026	CG2600031	Metro Reporting	02/04/2026 tw	Mailed
2026-003	2/3/2026	2/13/2026	CG2500867	Lexis Nexis	02/04/2026 tw	Mailed
2026-004	2/04/2026 mw	2/14/2026	CFS 2026 edwins	Joseph Leidig prop owner	02/04/26 mw	0 incidents no record adv over telephone
2026-005	2/4/2026tw	2/14/2026	CI2600008	Lexis Nexis	2/4/2026	No Report
2026-006	2/5/2026	2/17/2026	CQ2500648/ mvars/BWC	worthington Law- DMV duces tecum	To be mailed to DMV - Fresno 02/05/26 mw	Mailed to DMV - Fresno
2026-007	2/6/2026tw	2/16/2026	Stop Sign Citations 2/1/25-2/1/26	Raffi Sulahian	02/09/2026 mw	analysis
2026-008	2/6/2026	2/16/2026	CG2600020	Robin Scattini	02-09-2026 ALI	Mailed
2026-009	2/7/2026 tw	2/17/2026	CG2600069	Thomas Stewart	02/17/2026 ALI	Picked Up
2026-010	2/10/2026 SS	2/21/2026	CA2600080	Robin Castellino	2/11/2026 SS	Picked up
2026-011	2/13/2026 TW	2/23/2026	CG2600091	Maurice Moore	02/22/2026 mw	Denial letter
2026-012	2/19/2026 TW	3/1/2026	CTI01469	Chris Chain Law	02/23/2026 ALI	Emailed link
2026-013	2/20/2026 TW	3/2/2026	CG2600069	Ashley Villalobos	02/23/26 mw	Picked Up
2026-014	2/24/2026 ALI	3/6/2026	C1625/mvars/BWC	Chris Cain Law	02/25/26 mw	no record/email sent
2026-015	2/24/2026 ALI	3/6/2026	CG2600111	Robert Gardner	02/25/26 TW	Picked up redacted report
2026-016	2/26/2026 tw	3/8/2026	CG2600120	Fisher, Betty	02/27/26 tw	Picked up property report



CITY OF CARMEL-BY-THE-SEA

Public Works Department March 2026 Report

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Ken Wysocki, Public Works Director
SUBMITTED ON:	March 2026

Public Works Director

- Project Manager Position remains vacant. Will go out for another recruitment.
- Prepared a proposed 5yr Capital Improvement Plan for Council review.
- Earth Day/Arbor Day – Saturday, April 18th.

Environmental Programs

- North Dunes Project:
 - Ice Plant Removal Ongoing: received quote of \$23k for 2.51 acres of ice plant removal;
 - City Council staff report being drafted to increase budget with contractor.
- Renewing 5-year Coastal Development Permit (CDP 16-315);
 - Working with consultant on Draft CDP for North Dunes Restoration.
 - Forest & Beach Commission review June 2026
 - Planning Commission review July 2026 and approval expected September 2026.
- Carmel Beach Sea Level Rise/Adaptation Project:
 - Integral (Consultant) working on finalizing the Adaptation Pathway Report per comments and feedback from Planning Commission and Forest & Beach Commission.
- Stormwater:
 - State Water Board conducted an audit at the end of January. Still waiting on a letter from the Water Board with the results.
- Waste Management:
 - CalRecycle will be conducting a physical audit April 6th. Staff has been preparing records for this audit.
 - Results from a recent customer survey showed that GreenWaste has a high rate of approval for waste services.
 - Regional Team (multi-agency) met to discuss franchise agreements/contracts.

Facility Maintenance

- Janitorial Services RFP reviews completed: will bring to Council for approval in May.
- Installed A/C units at Vista Lobos, Public Works, and City Hall due to high temperatures.
- Fire Station: Internal painting completed.

Street Maintenance

- Swept up sand at Del Mar (with track loader)
- Repaired erosion at 4th & Casanova.
- Painted street name signs throughout the town.

- Rebuilt guardrail at Mission & 2nd
- Hot Mix Work (improved berms):
 - Guadalupe between 5th & 6th
 - NE Lobos & 4th
 - Mission & 2nd
 - WS Lincoln, between 7th & 8th
 - 4th between Monte Verde & Carmelo

Project Management for the Capital Improvement Program

Shoreline:

- *CIP-Beach Stairs*: 100% design completed and approved.
 - Finishing up bid-documents, going out to bid in April.
- *CIP- 4th Ave Outfall*: Geotechnical investigation to begin April.
- *CIP- Sand Ramp*: Geotechnical investigation to begin April. Will rent a dozer to push sand up for temporary ramp when we get enough sand on the beach.
- **Priority - Emergency Repair of 11th Ave shoreline erosion**:
 - Tarped erosional area.
 - Engineer consultant developing design for Scenic Pathway design/repairs
 - Engineer consultant working on the design solution for the bluff eroded area.

Additional Capital Improvement Projects:

- *CIP- Conglomerate Paving Project*: includes street paving work, selected sidewalk repairs, and asphalt concrete (AC) berm repairs, started Nov 12th, estimated completion in April.
 - You can see current status updates with a 3 week schedule look-ahead and map of all the paving areas for this project on our City website.
- *CIP-Sunset Center Painting Project*: Tentative to complete at the end of March.
- *CIP-Forest Theater Stage Repair Project*: Completed.
- *CIP-Sunset Center Yoga Reroof Project*: Expected project to start in April.
- *Other CIP Projects* –Delayed due to resource constraints.
 - Oversight and responding to CalAm and CAWD's city projects
- *CIP-City Hall Shingles*: Moved to next Fiscal Year to do entire building for uniformity.

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:	January 2026 Forester's Report

Forestry, Parks, and Beach Highlights:

Carmel Forest Master Plan (CFMP):

- Staff has sent draft to Dudek to begin review, consultant will update as to scope and process after initial review.

Contractors:

- Our contractors continued stump grinding throughout the month and remain on track to finish the remaining stumps from the task order of 21 removals. These sites are currently being ground and backfilled with soil to prepare them for replanting.
- Biological consultant Denise Duffy & Associates has been tasked to begin nesting bird surveys for upcoming task orders and Fuel mitigation work.

City Staff and Crews:

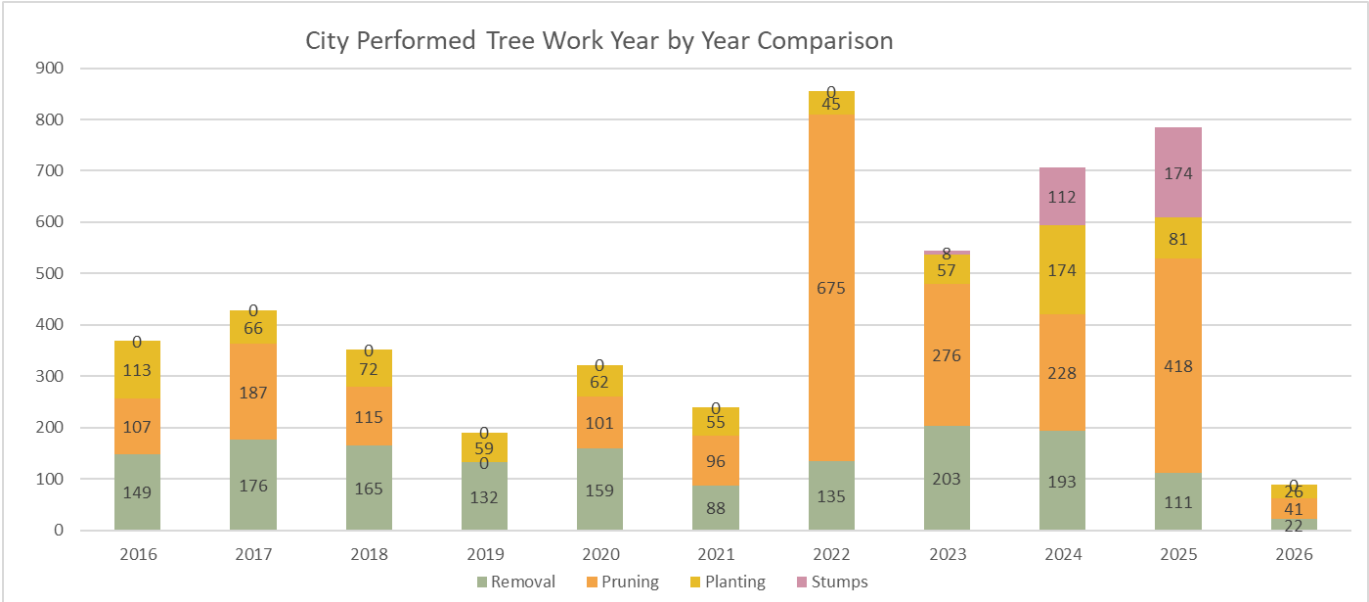
- City Forestry Crew removed 6 dead, dying, or invasive trees, planted 16 trees, and pruned 9 trees providing clearance for roads and stop signs, as well as maintaining tree health.
- City Tree Crew Concluded responded to several storm-related emergencies in February.
- City crew continues to collect logs left by PG&E's recent work.

Permit Information

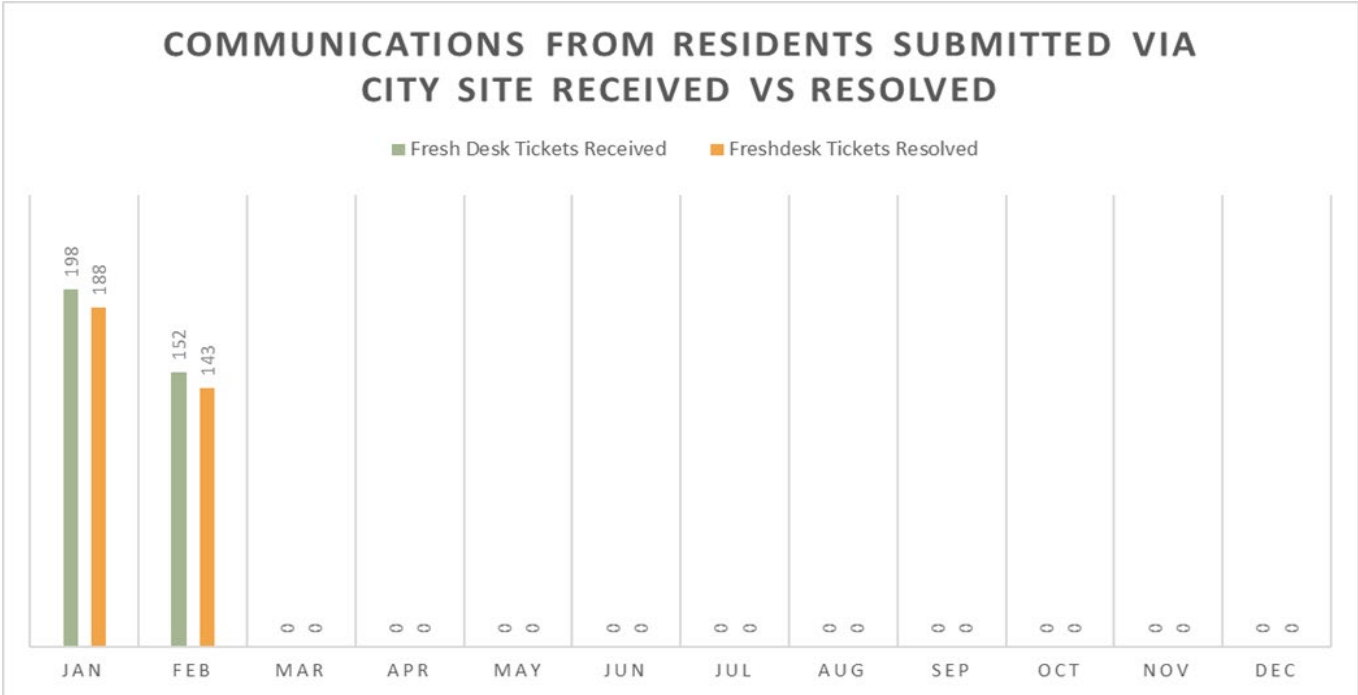
2025 Permitted removals, pruning, and required planting												
	Tree permits received	Tree permits Issued	Site Inspections Performed	Total Prunings	Total Removals	Removal of Upper	Removal of Lower	Required to Plant Upper	Required to Plant Lower	No room for new tree	Meets Density Rec.	Total Number of Trees Required
January	29	22	5	14	21	8	13	9	14	1	1	23
February	15	6	1	6	7	3	4	0	2	1	1	2
March												
April												
May												
June												
July												
August												
September												
October												
November												
December												
2026 Totals	44	28	6	20	28	11	17	9	16	2	2	25

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	222	102	120	160	72	88	72.07%	315
2026	28	11	17	25	9	16	89.29%	44

City Forestry, Parks, and Beach Activities



*Calendar year to date



*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.



CITY OF CARMEL-BY-THE-SEA
City Council
Staff Report

April 6, 2026
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Jane Hogan, Accountant

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: February 2026 Check Register Summary

RECOMMENDATION:

Approve the check register for February 2026.

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.

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 February 2026 totals \$2,678,210.86.

PRIOR CITY COUNCIL ACTION:

Council ratified the January 2026 check register at the March 3, 2026, regular council meeting.

ATTACHMENTS:

1. February 2026 Check Register

February 2026 Check Register

ATTACHMENT 1

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Department: 000				
57158	County of Monterey-Treasury Division	Citations Jan 1-31, 2026	02/06/2026	3,300.00
57188	See Monterey	Sep-Oct 2025 TID	02/06/2026	133,643.96
57217	See Monterey	TID contributions Nov-Dec 2025	02/11/2026	103,058.31
57222	Visit Carmel	CHID contribution Nov-Dec 2025	02/11/2026	242,735.57
57274	US Bank	Jan 2026 statement	02/20/2026	11,389.73
57276	Visit Carmel	CRID contribution Q4 2025	02/20/2026	72,917.53
Total for Department: 000				567,045.10
Department: 110 City Council				
57172	Mayon Capital, Inc	Mail delivery service February 2026	02/06/2026	5,500.00
57172	Mayon Capital, Inc	less accounts receivable	02/06/2026	-500.00
57293	Mayon Capital, Inc	Mail delivery service March 2026	02/27/2026	5,500.00
57293	Mayon Capital, Inc	less accounts receivable	02/27/2026	-500.00
Total for Department: 110 City Council				10,000.00
Department: 111 City Administration				
57148	Bridge IT Consulting	HYUCU Backup Software program	02/06/2026	6,922.80
57152	Carmel Pine Cone	Legal noticing	02/06/2026	526.50
57155	CivicPlus LLC	Social Media Archiving Subscription	02/06/2026	5,775.00
57156	Cogix Corporation	Form View Hosting fees and misc services	02/06/2026	96.75
57157	Comcast	Cable service CH and PD	02/06/2026	596.39
57167	Iron Mountain	Records management	02/06/2026	358.91
57177	Office Depot, Inc.	Admin Office supplies	02/06/2026	187.38
57183	Regional Government Services	Payroll services	02/06/2026	8,979.07
57193	Universal Staffing Inc	Temporary staffing services-V Gorn	02/06/2026	3,585.60
57197	Xerox Financial Services	Xerox copier leases citywide	02/06/2026	1,794.58
57198	Yuval Miller	Professional services:LIUNA hearing 2/10 & 2/11/26	02/06/2026	2,900.00
57200	Amazon Web Services Inc	AWS Cloud Services	02/11/2026	459.03
57204	Comcast Business	NonNGEN internet and recurring charges	02/11/2026	644.40
57206	DFM Associates	CA Elections Code books and supplies	02/11/2026	95.05
57218	Softchoice Corporation	Win 10 Extended Security per device	02/11/2026	2,119.60
57219	SRS Private Investigations	Pre-employment report services	02/11/2026	500.00
57226	Arkance USA	Bluebeam subscription renewal	02/20/2026	3,080.00
57227	AT&T	Telephone service citywide	02/20/2026	442.64
57228	AT&T	Telephone service Citywide	02/20/2026	1,030.14
57235	Carmel Pine Cone	Legal noticing	02/20/2026	1,429.25
57239	Comcast	Cable service CH and PD	02/20/2026	48.54
57241	Complete Paperless Solutions	Prof services: Migrate City council files from share drive to La	02/20/2026	10,000.00
57250	IAMP Pro Audio/Anthony J. Nocita	Set-up, live production, associated support of city meetings and	02/20/2026	6,256.20
57251	Iron Mountain	Records management	02/20/2026	1,510.23
57259	PC Specialists, Inc	Arctic Wolf renewal	02/20/2026	30,978.29
57269	Tangent Computer, Inc	DMARC Report Monitoring PB Dept Subscription INV-04707-S7K8V1	02/20/2026	1,095.00
57270	T-Mobile	Telephone service and sales	02/20/2026	680.46
57273	Universal Staffing Inc	Temporary staffing services-V Gorn	02/20/2026	3,187.20
57274	US Bank	NYTIMES* Digital subscription	02/20/2026	28.00
57274	US Bank	CANNERY ROW GARAGE Cannery Row 1 Garage parking for Monterey Bay A	02/20/2026	20.00
57274	US Bank	PORTOLA HOTEL AND SPA	02/20/2026	265.74
57274	US Bank	IL FORNAIO CARMEL Meetings with citizens and employees	02/20/2026	15.77
57274	US Bank	TST*NORAS Chip, Amy (Visit Carmel) meeting	02/20/2026	105.29
57274	US Bank	TST*ALVARADO STREET BREW Union + City meeting	02/20/2026	219.45
57274	US Bank	ANTON & MICHEL Meetings with citizens and employees	02/20/2026	67.00
57274	US Bank	CCI*CONSTANT-CONTACT Constant Contact Subscription for December 2025	02/20/2026	99.00
57274	US Bank	TARGET.COM Interview Panel Waters/supplies	02/20/2026	14.57
57274	US Bank	SQ *CARMEL VALLEY COFFEE Commander Interview Panel coffee	02/20/2026	27.31
57274	US Bank	TST*NORAS Police Commander Interview Panel lunch	02/20/2026	87.26
57274	US Bank	TST*NORAS Library Director Interview panel lunch	02/20/2026	109.98
57274	US Bank	STARBUCKS STORE 06707 Library Director Interview Panel coffee	02/20/2026	34.75
57274	US Bank	INDEED USI25-07310259 Project Manager job posting	02/20/2026	503.78
57274	US Bank	INDEED USI26-00237770 Project Manager Job Posting	02/20/2026	96.22
57274	US Bank	THE HOME DEPOT #6967 Winter Storm library lights	02/20/2026	108.73
57274	US Bank	CCSI METROFAX HR Fax line	02/20/2026	11.95
57274	US Bank	DD *DOORDASH MOUNTAINM Winter Storm response pizza	02/20/2026	347.31

57274	US Bank	MICROSOFT-G129023022 Cloud Software	02/20/2026	562.76
57274	US Bank	FRESHWORKS INC Cloud Software - CMS	02/20/2026	820.00
57274	US Bank	ZOOM.COM 888-799-9666 Cloud Software - Collaboration	02/20/2026	645.85
57274	US Bank	BACKBLAZE INC Cloud Software - backup	02/20/2026	89.47
57274	US Bank	ADOBE INC Cloud Software - Productivity	02/20/2026	899.67
57274	US Bank	FRESHWORKS INC Cloud Software - CMS	02/20/2026	854.01
57274	US Bank	SHI INTERNATIONAL CORP Cloud Software Services	02/20/2026	100.13
57274	US Bank	GOOGLE*CLOUD F5B7BH Cloud Software	02/20/2026	2.68
57274	US Bank	REPLIT, INC. Cloud Software	02/20/2026	7.03
57274	US Bank	REPLIT, INC. Cloud Software	02/20/2026	25.00
57274	US Bank	AMAZON MKTPL*BI3NP8K90 IT supplies	02/20/2026	431.97
57274	US Bank	AMAZON MKTPL*IL1QF1CG3 IT Supplies	02/20/2026	57.52
57274	US Bank	BITWARDEN Cloud Software - Security	02/20/2026	35.00
57274	US Bank	JUNCTION NETWORKS, INC phone	02/20/2026	865.92
57274	US Bank	JUNCTION NETWORKS, INC Cloud Software - Phone	02/20/2026	395.93
57274	US Bank	JUNCTION NETWORKS, INC Phone Charges	02/20/2026	394.27
57274	US Bank	HP *HP.COM STORE Printer for PW	02/20/2026	382.36
57275	Verizon Wireless	Monthly phone usage and sales	02/20/2026	4,031.57
57278	Xerox Financial Services	Xerox copier leases citywide	02/20/2026	1,452.53
57288	Comcast	Cable service CH #8155100250015819	02/27/2026	591.64
57296	Office Depot, Inc.	Admin Office supplies refund	02/27/2026	-19.49
57299	SHI International Corp	Pro Platform Subscription/Automax Premium Support 10/18/25-10/1	02/27/2026	6,004.80
57300	Softchoice Corporation	M365 F3 Unified GCC Sub Per User (21) M365 G3 Unifed FSA Renewal	02/27/2026	37,130.12
57301	SRS Private Investigations	Pre-employment report services	02/27/2026	140.00

Total for Department: 111 City Administration	153,341.86
--	-------------------

Department: 112 City Attorney

57202	Best Best & Krieger, Attorney At Law	Legal fees:Telecommunications issue, Verizon litigation	02/11/2026	39,962.00
57203	Burke,Williams & Sorensen, LLP	City Attorney services-Labor Negotiations	02/11/2026	63,549.00
57229	Best Best & Krieger, Attorney At Law	Legal fees:Telecommunications issue, Verizon litigation	02/20/2026	4,635.00
57231	Burke,Williams & Sorensen, LLP	Legal services:City Attorney	02/20/2026	32,025.00
57302	Travelator, Inc dba Travelbank	Subscription-Expense mgmt 2 Overage users	02/27/2026	30.00

Total for Department: 112 City Attorney	140,201.00
--	-------------------

Department: 115 Community Planning & Building

57146	Bo Grunde	CACEO Training - Bo Grunde	02/06/2026	781.20
57207	Engineered Fire Systems	Plan Review - January 2026	02/11/2026	337.50
57208	FedEx	Volume Study DS 24046 (Teresi)	02/11/2026	16.24
57211	Leah Young	CACEO Training - Leah Young	02/11/2026	649.80
57213	Office Depot, Inc.	CPB Supplies - Planning	02/11/2026	67.93
57221	Veronica Tam and Associates	Sites Inventory and Programs - Oct 2025 - Jan 2026	02/11/2026	2,960.00
57274	US Bank	AIRTABLE.COM/BILL Affordable Housing Project (no receipt)	02/20/2026	2.00
57274	US Bank	CALIFORNIAPIZZAKITCHEN 12/10/25 Planning Commission Dinner	02/20/2026	144.02
57296	Office Depot, Inc.	Building Department Supplies	02/27/2026	86.70

Total for Department: 115 Community Planning & Building	5,045.39
--	-----------------

Department: 116 Police

57162	Federicos Embroidery	PD : CERT expenses	02/06/2026	820.14
57166	Intoximeters	Breathalyzer mouthpieces	02/06/2026	267.37
57170	Lemos Service Inc	Gas and oil PD	02/06/2026	405.22
57177	Office Depot, Inc.	PD Misc office supplies	02/06/2026	145.98
57184	Same Day Shred	PD-Document shredding services	02/06/2026	75.00
57185	San Diego Police Equipment Co Inc	Ammunition PD	02/06/2026	8,450.09
57189	T2 Systems, Inc	Automated Owner Lookup/Letter Service	02/06/2026	218.66
57191	Transunion Risk & Alterna	TLO investigative searches	02/06/2026	101.70
57199	AARDVARK	Police Dept Safety Equipment	02/11/2026	7,293.28
57205	County of Monterey, Dept of Emerg Mgmt	Alert & Warning System-Annual billing FY 2024-25	02/11/2026	619.00
57220	T2 Systems Canada Inc.	PD:Digital iris services	02/11/2026	75.00
57236	Carmel Towing & Garage	Towing services PD	02/20/2026	75.00
57256	Monterey County Sheriff-Coroner	CJIS Oct1-Dec 31, 2025	02/20/2026	19,375.52
57258	Office Depot, Inc.	PD Misc office supplies	02/20/2026	356.23
57268	T2 Systems, Inc	CCS Collection fee	02/20/2026	882.32
57274	US Bank	T2* CARMELBYTHESEA Test of new residential parking permit system.	02/20/2026	-114.00
57274	US Bank	THEACADEMYI-F623E321T1 Sheppard Dispatch Academy	02/20/2026	922.77
57274	US Bank	CALIFORNIA ANIMAL WELFAR CalAnimals membership	02/20/2026	150.00
57274	US Bank	ANTON & MICHEL VIPS	02/20/2026	299.89
57274	US Bank	WINNERS AWARDS & ENGRAVI Officer and Dept members of the year	02/20/2026	329.94
57289	Department of Justice/Accounting Office	PD:Fingerprinting services	02/27/2026	96.00

57290	HASCO Stations, LLC	Gas and oil expense PD	02/27/2026	1,333.12
57292	Margaret Sheppard	Reimburse for Basis Dispatch Academy training 2/22/26-3/20/26	02/27/2026	1,674.84
57298	Scarborough Lumber & Building	Safety equipment	02/27/2026	18.48
57303	Uretsky Security	Professional services: Background investigations for PD	02/27/2026	3,354.16
57306	Wilana, LLC dba Swift Car Wash	Car Wash	02/27/2026	160.00

Total for Department: 116 Police 47,385.71

Department: 117 Fire

57154	City Of Monterey	Fire Services Jul 2025- Jun 2026	02/06/2026	283,803.00
57165	HASCO Stations, LLC	Gas and oil Fire Dept	02/06/2026	1,869.97
57168	JD Repairs, Inc	Fire Dept vehicle repairs	02/06/2026	10,681.77
57173	Mission Linen Service	Laundry service Fire Dept	02/06/2026	275.95
57210	JD Repairs, Inc	Police Dept repairs	02/11/2026	360.00
57238	City Of Monterey	Defensible Space Inspection Program 425 hrs @ \$25 per hr	02/20/2026	10,625.00
57249	HASCO Stations, LLC	Gas and oil Fire Dept	02/20/2026	316.97
57252	John Woltman	Reimburse for Fire Dept equipment	02/20/2026	402.80
57287	City Of Monterey	Fire Services Jul 2025- Jun 2026	02/27/2026	283,803.00
57290	HASCO Stations, LLC	Gas and oil Fire Dept	02/27/2026	774.36

Total for Department: 117 Fire 592,912.82

Department: 118 Ambulance

57147	Bound Tree Medical LLC	Medical supplies	02/06/2026	806.75
57154	City Of Monterey	Ambulance Service Fee Oct 2025 thru Jun 2026	02/06/2026	179,521.83
57161	Dr. James Stubblefield, MD, Inc	Feb-Aug 2026 Medical Director services	02/06/2026	8,500.00
57165	HASCO Stations, LLC	Gas and oil Amb Dept	02/06/2026	4,793.63
57179	Peninsula Welding & Medical Supply, inc.	Medical supplies	02/06/2026	90.30
57230	Bound Tree Medical LLC	Medical supplies	02/20/2026	188.75
57249	HASCO Stations, LLC	Gas and oil Amb Dept	02/20/2026	774.31
57255	Mission Linen Service	Mission Linen (updated contract)	02/20/2026	139.89
57260	Peninsula Welding & Medical Supply, inc.	Amb Dept:Oxygen/hazardous materials transport service	02/20/2026	44.81
57287	City Of Monterey	Ambulance Service Fee Oct 2025 thru Jun 2026	02/27/2026	179,521.83
57290	HASCO Stations, LLC	Gas and oil Amb Dept	02/27/2026	752.59
57294	Mission Linen Service	Mission Linen (updated contract)	02/27/2026	138.14

Total for Department: 118 Ambulance 375,272.83

Department: 119 Public Works

57144	Ace Organics dba Th Bin King	Steam clean 30 trash enclosures 012726	02/06/2026	1,500.00
57145	Ailing House Pest Control	Ailing House - City wide pest control	02/06/2026	1,000.00
57151	Carmel Door Company	Replacement of window unit 1 on south side of City Hall	02/06/2026	5,189.38
57152	Carmel Pine Cone	Legal noticing - Public Works	02/06/2026	881.41
57153	Cintas Corporation	Cintas- Uniforms for PW	02/06/2026	465.44
57159	Denise Duffy & Associates	ND Habitat Resource Monitoring	02/06/2026	555.00
57163	Ferguson Enterprises, Inc.	Ferguson Plumbing Supply	02/06/2026	1,179.99
57165	HASCO Stations, LLC	PW Fuel	02/06/2026	1,564.94
57174	Monterey Regional Waste Management Dist.	Monterey Regional Waste Management District	02/06/2026	7,107.00
57175	Municipal Maintenance Equipment	Correct PO 2026000133	02/06/2026	1,995.44
57176	Napa Auto Parts	Monterey Auto Supply, Napa- Vehicle Supplies	02/06/2026	14.19
57180	Poes Plumbing & Backflow	Poes Plumbing & Backflow - City facility plumbing service	02/06/2026	440.00
57181	PSTS, Inc.	PSTS- Pump out tank in PW Yard	02/06/2026	1,047.50
57182	R & S Erection of Monterey Bay Inc	Norton Ct. Garage, door not going up 1/26/26 #C5644	02/06/2026	398.00
57187	Scarborough Lumber & Building	Scarborough Ace Hardware - STREETS	02/06/2026	94.58
57190	Town and Country Gardening	Tree work in the City	02/06/2026	18,983.67
57192	Uline Inc.	Uline- Safety Supplies	02/06/2026	1,567.41
57195	West Coast Door & Gates	Service call and Edge Replaement 1/27/26 #6499	02/06/2026	895.00
57196	Wm Baxter Electric	WM Baxter Electric - City electrical work	02/06/2026	210.00
57223	Ailing House Pest Control	Ailing House - City wide pest control	02/20/2026	231.00
57224	American Lock & Key	American Lock & Key - Keys for City Facilities	02/20/2026	613.45
57225	Applied Marine Sciences	Applied Marine Sciences- ASBS Watershed Monitoring	02/20/2026	8,241.00
57232	California Fire Protection, Inc.	City wide fire systems maintenance, sprinklers, and extinguisher	02/20/2026	60.00
57233	California Marine Sanctuary Foundation	California Marine Sanctuary Foundation- E.9.C Water Quality Moni	02/20/2026	2,886.00
57234	Carmel Area Wastewater District	OCT-DEC Cleaning storm drains #2170 1/31/26	02/20/2026	5,101.38
57237	Cintas Corporation	Cintas- Uniforms for PW	02/20/2026	219.44
57240	Community Tree Service	Tree work as directed by City Forester	02/20/2026	21,040.93
57243	Ewing Irrigation and Landscape Supply	Irrigation supplies 12/15/25 20788756	02/20/2026	38.22
57244	Forestry Suppliers, Inc	Forestry Suppliers	02/20/2026	880.07
57245	Golden State Portables	Golden State Portables - Portable potty service	02/20/2026	650.00
57246	Granite Construction Company	Granite Construction- Asphalt	02/20/2026	1,126.37
57247	Granite Rock Company	Granite Rock Company- Supplies	02/20/2026	3,245.87

57248	Hana Gardens Del Rey Oaks	Plants for City sites 10/24/25 #24129	02/20/2026	794.64
57249	HASCO Stations, LLC	Fuel for PW Division fleet	02/20/2026	1,077.97
57257	Monterey One Water	Monterey One Water	02/20/2026	14,010.81
57262	Precision Emprise LLC	Sidewalk Assessment 10/14/25 #56205	02/20/2026	12,420.00
57264	Pureserve Building Service	Pureserve Building Service - City facility janitorial service	02/20/2026	23,101.72
57265	SASE Company LLC	Grinder belt 3/25/25 367641	02/20/2026	347.60
57266	Scarborough Lumber & Building	Scarborough Ace Hardware - STREETS	02/20/2026	195.51
57267	Sentry Alarm Systems	Sentry Alarm Systems - City facility alarm service	02/20/2026	434.25
57271	Tope's Tree Service Inc.	Tree services citywide as directed by City Forester	02/20/2026	21,640.00
57272	Tree Stuff Lockbox No 639707	Treestuff - Supplies for Forestry Division	02/20/2026	170.59
57274	US Bank	THE HOME DEPOT 6967 Plumbing parts, battery, air regulator	02/20/2026	265.76
57274	US Bank	HD SUPPLY FACILITIES Flush valves for restrooms	02/20/2026	536.34
57274	US Bank	SP BOOKS INTERNATIONAL refund unable to deliver	02/20/2026	-166.88
57274	US Bank	SAFEWAY #2669 supplies for Public works employee appreciation lunch	02/20/2026	26.38
57277	West Coast Arborists Inc .	Tree maintenance services as directed by City Forester	02/20/2026	7,024.00
57290	HASCO Stations, LLC	Fuel for PW Division fleet	02/27/2026	2,054.73

Total for Department: 119 Public Works	173,356.10
--	------------

Department: 120 Library

57178	Pacific Grove Self Storage	Storage Unit - Document storage	02/06/2026	814.00
57297	Pacific Grove Self Storage	Storage Unit - Document storage	02/27/2026	407.00

Total for Department: 120 Library	1,221.00
-----------------------------------	----------

Department: 122 Economic Revitalization

57305	Visit Carmel	Visit Carmel Marketing & Economic Dev funding Oct-Dec 2025	02/27/2026	30,000.00
-------	--------------	--	------------	-----------

Total for Department: 122 Economic Revitalization	30,000.00
---	-----------

Department: 130 Non-Departmental

57149	Cal-Am Water Company	Water service citywide	02/06/2026	18,690.65
57216	Pitney Bowes Global Fin S	Postage meter lease	02/11/2026	836.55
57261	PG&E	Citywide gas and electric services	02/20/2026	52,896.04
57263	Prism Public Risk Innovation	Gen Liability Prog 1 Deductible Billing Oct-Dec 2025	02/20/2026	17,653.59

Total for Department: 130 Non-Departmental	90,076.83
--	-----------

Department: 311 Capital Projects

57194	Wald, Ruhnke & Dost Architects, LLP	Professional Services CFD and Professional Service Agreement	02/06/2026	7,350.00
57201	Avila Brothers Inc	Fire Station renovation	02/11/2026	124,664.64
57214	Opticos Design, Inc	ODDS - January 2026	02/11/2026	24,284.13
57240	Community Tree Service	Community Tree Service	02/20/2026	189,444.41
57242	EMC Planning Group, Inc	Coastal Engineering and Adaptation Planning Project	02/20/2026	11,798.19
57253	M3 Environmental Consulting	Carmel Fire Station Project sampling	02/20/2026	960.00
57262	Precision Emprise LLC	CIP Sidewalk uplift shaving	02/20/2026	93,801.60
57271	Tope's Tree Service Inc.	Topes Tree Service - Tree work	02/20/2026	37,815.00
57295	Monterey County Weekly Classifieds	Conglomerate paving project advertisement	02/27/2026	2,234.25

Total for Department: 311 Capital Projects	492,352.22
--	------------

Grand Total	2,678,210.86
-------------	--------------



CITY OF CARMEL-BY-THE-SEA
City Council
Staff Report

April 6, 2026
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Rob Culver, Public Works Superintendent

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: Resolution 2026-022 authorizing the City Administrator's execution of Funding and Reimbursement Agreements with the Transportation Agency for Monterey County (TAMC) for the 2025 Pavement Management Program Update in the amount of \$17,810

RECOMMENDATION:

Adopt Resolution 2026-022 (**Attachment 1**) authorizing the City Administrator's execution of Funding and Reimbursement Agreements with the Transportation Agency for Monterey County (TAMC) for the 2025 Pavement Management Program Update in the amount of \$17,810.

BACKGROUND / SUMMARY:

Local Municipalities use a Pavement Management Program (PMP) to assess the condition of local streets and prioritize street maintenance and rehabilitation projects. In 1997, the City selected Nichols Consulting Engineers (NCE) to survey the condition of all City streets and develop Carmel's PMP using the Metropolitan Transportation Commission's (MTC) "StreetSaver" software program. NCE has updated the City's PMP in 2003, 2007, 2013, 2018, and 2022. Best practice recommends conducting field surveys and updating the database in three-to-six-year intervals.

On November 8, 2016, the voters of Monterey County, pursuant to the provisions of the Local Transportation Authority and Improvement Act, California Public Utilities Code Section 180000 et seq. (the "Act"), approved Measure X (TAMC Ordinance No. 2016-01) on the Monterey County Ballot, thereby authorizing TAMC to

impose and administer the proceeds from a three-eighth cent transaction and use tax.

In July 2017, Council authorized a Master Programs Funding Agreement with TAMC for the use of Measure X funds. As a condition of receiving Measure X funds, the City must have and maintain a Pavement Management System and regularly reinspect pavement conditions to remain eligible for Measure X local road maintenance, pothole repair, and safety funds.

TAMC is coordinating a joint procurement of pavement management services to help local agencies satisfy these requirements and provide additional pavement management support as requested. TAMC issued a Request for Proposals and selected Nichols Consulting Engineers as the most qualified firm to conduct a Scope of Work (**Attachment 3**) which includes pavement condition surveys, upload data into MTC’s StreetSaver pavement management database, prepare related analyses, update pavement repair strategies, reevaluate funding scenarios, and submit reports.

The City of Carmel, nine (9) other municipalities, and Monterey County expressed interest in combining resources to achieve a cost-effective and consistent PMP, which will result in Pavement Condition Indices that can be benchmarked with others on an equivalent basis comparison. Under this regional approach, NCE’s fee to re-survey and update our PMP is \$17,810, a significant savings over doing the same work for Carmel independently.

In order to proceed with the Project expeditiously, TAMC requested that the participating agencies execute the attached PMP Funding and Reimbursement Agreements (**Attachment 2**) for the City’s fair share costs as part of this regional PMP.

FISCAL IMPACT:

Approval of these agreements obligate the City to reimburse TAMC for actual PMP implementation costs related to the City’s road network up to \$17,810. Separately, there is an annual software subscription fee to MTC for the StreetSaver program for \$3,000. which is funded in the Public Works Operating Budget.

PRIOR CITY COUNCIL ACTION:

In July 2017, Council adopted a resolution authorizing the City Administrator to execute a Master Programs Funding Agreement with TAMC for the use of Measure X funds.

In January 2018, Council adopted Resolutions 2018-004 and 2018-005 authorizing the City Administrator to execute Funding and Reimbursement Agreements with TAMC for the 2018 Pavement Management Program Update.

On June 6, 2022, Council adopted Resolution 2022-046 ratifying the City Administrator's execution of Funding for Monterey County 2022 Pavement Management Program Update.

ATTACHMENTS:

1. Resolution 2026-022
2. Pavement Management Program Update 2025 Reimbursement Agreement (Draft)
3. Scope of Work and Schedule

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

RESOLUTION NO. 2026-022

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
AUTHORIZING THE CITY ADMINISTRATOR'S EXECUTION OF A FUNDING AND
REIMBURSEMENT AGREEMENT BETWEEN THE TRANSPORTATION AGENCY FOR
MONTEREY COUNTY (TAMC) AND THE CITY OF CARMEL-BY-THE-SEA FOR THE 2025
PAVEMENT MANAGEMENT PROGRAM UPDATE IN THE AMOUNT OF \$17,810**

WHEREAS, on November 8, 2016, the voters of Monterey County, pursuant to the provisions of the Local Transportation Authority and Improvement Act, California Public Utilities Code Section 180000 et seq. (the "Act"), approved Measure X (TAMC Ordinance No. 2016-01) on the Monterey County Ballot, thereby authorizing TAMC to impose and administer the proceeds from a three-eighths cent transaction and use tax ("Measure X"); and

WHEREAS, in July 2017, the City of Carmel-by-the-Sea entered into a Master Programs Funding Agreement ("Master Agreement") setting forth the mutual obligations and rights of TAMC and Carmel-by-the-Sea with respect to the allocation of Measure X funds; and

WHEREAS, on June 6, 2022, the City of Carmel-by-the-Sea adopted Resolution 2022-046, approving the Pavement Management Program Update 2022 Reimbursement Agreement with TAMC for the City's Pavement Management Program; and

WHEREAS, this agreement confirms the City's participation in the regional program and will help the City prioritize the paving network for rehabilitation and resurfacing projects; and

WHEREAS, one of The City of Carmel-by-the-Sea obligations under the Master Agreement is to reinspect pavement conditions every three years for arterials and collectors and every six years for residential streets and local/rural roads unless otherwise approved by TAMC; and

WHEREAS, TAMC is coordinating a joint procurement to assist agencies in meeting these requirements and to provide additional pavement management services as requested; and

WHEREAS, TAMC issued a Request for Proposals (RFP) for pavement management services and Nichols Consulting Engineers were selected as the most qualified firm to perform the required services; and

WHEREAS, the City of Carmel-by-the-Sea desires to enter into an agreement with the TAMC to reimburse its proportionate share of the costs associated with the consultant services for the Pavement Management Program Update; and

WHEREAS, TAMC will be responsible for overseeing the consultant services for the Pavement Management Program (PMP) Update, and executing the reimbursement agreement confirms the City's continued participation in the regional program and will help the City prioritize the pavement network for rehabilitation and resurfacing projects; and

WHEREAS, the City of Carmel's cost share of the regional program is \$17,810.

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

- 1) Approve the Pavement Management Program Update 2025 Reimbursement Agreement with the Transportation Agency for Monterey County (TAMC) for the City's Pavement Management Program; and
- 2) Authorize the City Administrator to execute the Agreement on behalf of the City subject to final review and approval by the City Attorney.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 7th day of April 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk

MEASURE X
PAVEMENT MANAGEMENT PROGRAM UPDATE 2025 REIMBURSEMENT AGREEMENT
between the
TRANSPORTATION AGENCY FOR MONTEREY COUNTY
and the

(Agency)

This Pavement Management Program Update 2025 Reimbursement Agreement (“AGREEMENT”) is effective as of the last date opposite the respective signatures below and is entered into by and between the Transportation Agency for Monterey County (“TAMC”) and the _____ (“AGENCY”), collectively referred to as “PARTIES”.

RECITALS

1. WHEREAS, On November 8, 2016, the voters of Monterey County, pursuant to the provisions of the Local Transportation Authority and Improvement Act, California Public Utilities Code Section 180000 et seq. (the “Act”), approved Measure X (TAMC Ordinance No. 2016-01) on the Monterey County Ballot, thereby authorizing TAMC to impose and administer the proceeds from a three-eighths cent transaction and use tax (“Measure X”);
2. WHEREAS, On [Date], AGENCY entered into a Master Programs Funding Agreement (“Master Agreement”) setting forth the mutual obligations and rights of TAMC and AGENCY with respect to the allocation of Measure X funds;
3. WHEREAS, One of AGENCY’S obligations under the Master Agreement is to reinspect pavement conditions every three years for arterials and collectors and every six years for residential streets and local/rural roads unless otherwise approved by TAMC;
4. WHEREAS, TAMC is coordinating a joint procurement to assist agencies in meeting these requirements and to provide additional pavement management services as requested;
5. WHEREAS, TAMC issued a Request for Proposals (RFP) for pavement management services and Nichols Consulting Engineers was selected as the most qualified firm to perform the required services; and
6. WHEREAS, the AGENCY desires to enter into an agreement with the Agency to reimburse its proportionate share of the costs associated with the consultant services for the Pavement Management Program Update;

NOW, THEREFORE, in consideration of the mutual promises and undertakings herein made and the mutual benefits to be derived therefrom, the parties hereto represent, covenant and agree as follows:

PMP Update 2025 Reimbursement Agreement

1. **Scope of Services:** TAMC shall procure and oversee consultant services provided by Nichols Consulting Engineers for the Pavement Management Program Update, including pavement condition re-inspections and any additional services requested by the City of Carmel-by-the-Sea within the scope of work of TAMC's agreement with Nichols Consulting Engineering.
2. **Cost Sharing and Reimbursement:** The City of Carmel-by-the-Sea agrees to reimburse TAMC for its proportionate share of the total consultant costs, as outlined in Exhibit A (Cost Breakdown). Payment shall be made within 30 days of invoice receipt from TAMC.
3. **Reporting and Coordination:** TAMC shall provide regular updates to the City of Carmel-by-the-Sea regarding project progress, deliverables, and expenditures. The City of Carmel-by-the-Sea shall cooperate with TAMC and the consultant to facilitate timely completion of services.
4. **Term:** This AGREEMENT shall be effective upon execution and shall remain in effect until December 31, 2026, unless terminated earlier in accordance with Section II, Paragraph 2, Termination.
5. **Termination:** Either Party may terminate this Agreement with 30 days' written notice. In the event of termination, the City of Carmel-by-the-Sea shall reimburse TAMC for any costs incurred up to the termination date.
6. **Indemnification:** Each Party shall indemnify, defend, and hold harmless the other Party from any claims, liabilities, or damages arising from its own acts or omissions in connection with this Agreement.
7. **Additional Acts and Documents:** Each party agrees to do all such things and take all such actions, and to make, execute and deliver such other documents and instruments, as shall be reasonably requested to carry out the provisions, intent and purpose of this Agreement.
8. **Integration:** This Agreement represents the entire agreement of the parties with respect to the subject matter thereof. No representations, warranties, inducements or oral agreements have been made by any of the parties except as expressly set forth herein.

9. **Applicable Law:** This Agreement shall be governed by, and constructed and enforced in accordance with, the laws of the State of California.
10. **Amendment:** This Agreement may not be changed, modified or rescinded except in writing, signed by all parties hereto. Any attempt at oral modification of this Agreement shall be void and of no effect.
11. **Notices:** Notice required under this AGREEMENT shall be delivered personally by facsimile, or by first-class postage pre-paid mail to City of Carmel-by-the-Sea and TAMC at the addresses listed below. Notice shall be deemed effective upon personal delivery or facsimile transmission, or on the third day after deposit with the U.S. Postal Service. City of Carmel-by-the-Sea and TAMC shall give prompt notice of any change of address, including contact name and title. Unless otherwise changed according to these notice provisions, notices shall be addressed as follows:

FOR CITY OF CARMEL-BY-THE-SEA:

Rob Culver
 Public Works Superintendent
 POBox CC
 Carmel CA, 93921
 831-620-2074
 rculver@ci.carmel.ca.us

FOR TAMC:

Laurie Williamson
 Senior Engineer
 55 B Plaza Circle
 Salinas, CA 93901
 831.775.4415
 laurie@tamcmonterey.org

1. **Waiver:** Any waiver of any terms of this AGREEMENT shall be in writing signed by both parties hereto. A waiver of any of the terms and conditions of this Agreement shall not be construed as a waiver of any other terms or conditions in this AGREEMENT.
2. **Non-Assignment:** Neither party hereto may assign, sell, or otherwise transfer its interest or obligations in this Agreement without the prior written consent of the other party.
3. **No Rights in Third Parties:** Nothing in this Agreement, express or implied, is intended to confer any rights or remedies under or by reason of this Agreement on any third party, nor is anything in this Agreement intended to relieve or discharge the obligation or liability of any third party or any party to this Agreement, nor shall any provision of this Agreement give any third party any right of subrogation or action over or against any party to this Agreement.
4. **Headings:** The headings in this AGREEMENT are for convenience only and shall not be used to interpret the terms of this AGREEMENT.

5. Construction of Agreement: The parties hereto agree that each party has fully participated in the review and revision of this AGREEMENT and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this AGREEMENT or any amendment to this AGREEMENT.

In Witness Whereof, the parties have executed this AGREEMENT by their duly authorized officers as of the date first written below.

City of Carmel-by-the-Sea
for

Transportation City of Carmel-by-the-Sea
Monterey County (TAMC)

By: _____
Brandon Swanson
Acting City Administrator

By: _____
Todd A. Muck
Executive Director

Dated: _____

Dated: _____

Approved as to Form and Legality:

By: _____
Brian Pierik
City Attorney

By: _____
Shane Ebon Strong
TAMC Counsel

Dated: _____

Dated: _____

EXHIBIT A

**FAIR SHARE COSTS OF THE CITY OF CARMEL-BY-THE-SEA FOR
PAVEMENT MANAGEMENT PROGRAM UPDATE 2025 CONSULTING SERVICES**

TASK	DESCRIPTION	COST
1	Project Management	\$ 1,509.00
2	Database Review and Update	\$
3.1	Pavement Condition Surveys of Residential and Local Roadways	\$ 2,910.00
3.2	Pavement Condition Surveys of Arterial and Collector Roadways	\$ 1,420.00
4	Update Maintenance and Rehabilitation Strategies and Decision Tree	\$ 2,336.28
5	Budget Analysis and Funding Scenarios	\$ 3,060.85
6.1	Final Reports	\$ 6,570.90
6.2	Council Presentations	\$
7	Training and Technical Support	\$
8	GIS Linkage and Mapping	\$
9	Traffic Sign Inventory	\$
TOTAL ANTICIPATED COST		\$ 17,807.03
NOT TO EXCEED AMOUNT		\$ 17,810.00

EXHIBIT B**PAVEMENT MANAGEMENT PROGRAM REQUIREMENTS**

The approved ordinance for the Transportation Safety & Investment Plan (Measure X) outlines the requirements for the use of local road maintenance, pothole repair and safety funds. It includes a requirement for each jurisdiction to have a pavement management program. "Each city and the County of Monterey shall develop, or participate in the development of by TAMC, a pavement management program. They shall submit regular reports on the conditions of their streets, to ensure timely repairs and keep the public informed. Development of the pavement management program by TAMC is eligible to be funded out of this program prior to distribution of funds to the cities and the County."

SYSTEM REQUIREMENTS: In order to receive Measure X funds, the cities and the County shall utilize a pavement management program (PMP) and submit regular reports on the conditions of their streets, to ensure timely repairs and keep the public informed. The pavement management program should utilize an approved software-based tool for analyzing pavement conditions and reports findings on rehabilitation/maintenance strategies based on funding levels. The pavement management program used by the jurisdiction must contain, at a minimum, the following features:

- Store the inventory all roadways within a jurisdiction (in a compatible database with other jurisdictions).
- Assess the condition of the roadways (based on seven distresses and three severity levels).
- Provide the current Pavement Condition Index (PCI) for the roadways (as per ASTM D6433).
- Identify all pavement sections needing maintenance, rehabilitation, or replacement.
- Calculate budget needs for maintenance, rehabilitation or replacement of deficient pavement sections (for the current year and the next three years at various overall condition levels).
- Develop maintenance strategies for the most cost-effective level of maintenance or repair appropriate at the time of the inspection.
- Generate pavement management program reports (in various formats).

All jurisdictions must implement and maintain an approved Pavement Management Program (“StreetSaver” or equivalent). The “StreetSaver” Pavement Management Program developed by Metropolitan Transportation Commission (MTC) is the most utilized program in the Bay Area and would be an excellent program for this region as well. The use of the “StreetSaver” Pavement Management Program is recommended (but not required) since it would allow good compatibility between local jurisdictions and also provide regional benefits. Jurisdictions may elect to use an alternative pavement management program provided it meets the above listed minimum requirements and receives written approval from TAMC.

The City of Carmel-by-the-Sea will assist with the development of an overall pavement management implementation plan for this region with the participation and coordination of all the cities and the county. The City of Carmel-by-the-Sea recommends the development of a regional system to benefit from a coordinated system. The regional system would be developed collaboratively between local jurisdictions. In order to have a regional database, it is recommended that all agencies utilize a common pavement management program. This would allow compilation of information on a regional basis. It would also create opportunities for the City of Carmel-by-the-Sea coordination and to guide regional transportation investments and planning.

UPDATE REQUIREMENTS: The jurisdictions must complete the following updates:

- Review and update the pavement information for all roads every two years.
- Pavement conditions must be re-inspected every three years for arterials and collectors.
- Pavement conditions must be re-inspected every six years for residential streets and local/rural roads, unless otherwise approved by TAMC. Pavement condition surveys may be done by either automated or manual inspections and may be done either individually or in conjunction with another City of Carmel-by-the-Sea. A percentage of the network can be scheduled each year so that the entire network is updated on a regular cycle.

REPORT REQUIREMENTS: All jurisdictions shall submit an annual Pavement Management Program Report Letter to TAMC no later than December 31 of each year the Measure X tax is in effect using the approved report letter format. It shall include all the highlighted information and shall be on local City of Carmel-by-the-Sea letterhead (see attached template).

All jurisdictions shall also participate in the biennial pavement needs survey conducted for the California Statewide Local Streets and Roads Needs Assessment and provide the requested roadway data for their jurisdiction.

EXHIBIT A SCOPE OF WORK AND SCHEDULE

PAVEMENT MANAGEMENT PROGRAM UPDATE 2025

Project Description: Provide professional and technical services in developing and implementing a Pavement Management Program (PMP) Update for each participating member agency utilizing StreetSaver software. The update shall assess pavement conditions of collector and arterial roads as well as residential streets and local/rural roads for each of the ten (10) member agencies participating in this update as well as additional tasks outlined here.

Task 1. Project Management and Meetings

NCE will meet with TAMC staff to kick-off the project by reviewing the technical approach and any administrative matters that may be necessary. Items to be discussed will include the following:

1. Project goals
2. Scope of work, project schedule, budget and invoicing requirements
3. Information needed from TAMC and participating agencies
4. Field work
 - A. Scheduling and access requirements for field work
 - B. Public safety concerns, requirements and procedures
 - C. Quality Control Plan (QCP)
 - D. List of publicly maintained roads (as well as privately owned)
 - E. New roads
5. M&R practices, records and costs
6. Paving or maintenance budgets
7. Budgeting scenarios, including historical expenditures
8. Other items as needed

Prior to the kick-off meeting, NCE will prepare an agenda and project schedule which will be sent to TAMC staff for review. At least four progress meetings will be held to review the work performed and to address any questions or issues that arise as the work progresses.

DELIVERABLES:

1. Agenda and technical memoranda summarizing the results of meetings
2. Project schedule

Task 2. Database Review and Update

As part of this task, NCE will review the database inventory and coordinate with participating agencies (Greenfield, King City, Marina, Sand City, Soledad and Monterey County) regarding newly added roads (assumed to be 25 miles). Any new roads will be updated into the respective StreetSaver® databases. Road name, limits, surface type, functional classification, number of lanes, construction records, and road geometry will be verified before updating.

However, if there have been any modifications, NCE will recommend any sectionalization changes (either combining or splitting sections) to better represent the Cities'/County's maintenance practices. Factors to be considered when re-sectioning include road geometry, functional classification, pavement age, geographical boundaries, pavement performance, and maintenance practices. NCE will next field verify new roads and determine if the data received from agencies are accurate.

In addition, all historical M&R records provided by the County and cities since 2022, or since 2017 if the agency did not participate in the 2022 Update, will also be entered into StreetSaver® if needed. Populating the database with recent M&R historical data is extremely useful for determining future treatments and predicting future performance. M&R activities include overlays, reconstructions and any surface seals or localized repairs. All M&R historical records must include the following information:

1. Street Name, Street and section IDs
2. Beginning and ending limits of work
3. Date and type of treatment
4. Cost of treatment (optional)

DELIVERABLES:

1. All data collected shall be submitted (Excel format) for city/county staff to review prior to updating the StreetSaver® database
2. M&R history report
3. Updated StreetSaver® databases

Task 3. Pavement Condition Surveys

NCE will perform pavement condition surveys on approximately 1,402 centerline miles of pavement in the County and cities. All participating agencies will need to have their arterials and collectors (496 miles) as well as residential streets and local/rural roads (906 miles) surveyed and updated.

Participating Agency		Centerline Miles			
		Local/ Residential	Arterial	Collector	Total
1	Carmel-by-the-Sea	16.8	4.5	3.7	25.0
2	Del Rey Oaks	3.7	2.3	3.6	9.6
3	Gonzales	16.4	2.9	1.1	20.4
4	Greenfield	30.8	1.7	3.2	35.7
5	King City	17.0	9.8	3.9	30.7
6	Marina	36.5	21.5	17.3	75.3
7	Pacific Grove	44.9	8.6	13.2	66.7
8	Sand City	3.0	0.0	2.1	5.1
9	Soledad	30.8	2.5	4.8	38.1
10	Monterey County	705.8	16.5	372.6	1,094.9
Total Centerline Miles		905.7	70.3	425.5	1,401.5

The distress collection protocols will be in accordance with the latest edition of MTC's "*Pavement Condition Index Distress Identification Manual for Flexible & Concrete Pavements.*" In 2021/22, TAMC utilized a hybrid approach as not all agencies had an updated shapefile. For cities who had no accurate shapefile, walking surveys were utilized. For the other county roads and streets, a semi-automated approach was used. This same method will be applied for the current update, except for Soledad, which requires an imagery catalog for traffic sign extraction and will therefore utilize an automated approach instead.

NCE will be responsible for providing all equipment necessary to perform this task. Should County or City personnel wish to observe NCE's crews during the surveys, we can accommodate the staff. Note that this scope of work and condition surveys do not address issues including, but not limited to traffic, safety and road hazards, geometric issues, road shoulders, sidewalks, curb and gutters, drainage issues or short-term maintenance that should be performed.

Quality Control

Dr. James Signore (QC Manager) will be responsible for:

1. Calibrating all data collection activities
2. Reviewing field activities, including spot checks on the field crews
3. Reviewing field procedures and making changes, as needed
4. Comparing the field data collected with on-site conditions
5. Reviewing all data entry functions, including random spot checks
6. Reviewing reports generated and analyses performed to ensure a quality product

NCE] - Standard Agreement
 Approved by TAMC Board on [date]

NCE will prepare a QC Plan (QCP) that will include the following components:

1. Description of condition survey procedures (distress types, severities). All procedures, changes, or modifications should be well documented in the QCP so that future updates will be consistent.
2. Accuracy required for data collection or acceptability criteria.
3. Description of how data will be checked for accuracy, e.g., control sections setup and distress comparisons between walking and semi-automated surveys.

A draft QC Plan will be submitted to TAMC for approval, and no field work will commence until a final plan has been accepted. Our QC Plan meets MTC's requirements for all 100+ jurisdictions in the Bay Area.

All data collected from the condition surveys will then be uploaded into the database. This task will be performed at NCE's office to provide quality control of all data entered into the system. NCE will then perform the PCI calculations, and correct any errors found.

DELIVERABLES:

1. Quality Control plan
2. Updated StreetSaver® databases with pavement distress data and PCIs calculated
3. Pavement inventory report

Task 4. Update Maintenance and Rehabilitation Strategies & Decision Tree

NCE will next review M&R strategies with participating agency staff. This will include the recommendation and selection of appropriate treatments and the determination of treatment unit costs. This will also be an appropriate time to review the use of new/sustainable treatments or materials, such as Portland cement concrete, bonded overlays, rubberized asphalt, rubberized cape seals, microsurfacing, rejuvenators, CIR, FDR , warm mix asphalt, etc..

Development of the M&R decision tree is a critical step in any pavement management update as it has a direct and significant impact on the final work plan that is developed, as well as funding consequences. Therefore, NCE will review any recent bid tabs, together with those from neighboring cities. Also, unit prices will be fully loaded rates, and will include not just contractors' prices, but also design, inspection and testing costs.

DELIVERABLES:

1. M&R meeting agenda
2. M&R decision trees updated in StreetSaver® databases

NCE] - Standard Agreement
 Approved by TAMC Board on [date]

Task 5. Budgetary Analysis & Funding Scenarios

NCE will perform a Budget Needs analysis using an analysis period to be determined by participating agencies (Carmel, Greenfield, King City, Marina, Sand City, Soledad and Monterey County). This will identify M&R requirements for each street section and determines the total maintenance and rehabilitation requirements over the entire analysis period. The needs analysis identifies road sections that need treatment and applies the M&R decision trees to each section. The costs are then summed for the entire period. This forms the basis for performing budget scenario evaluations, which optimize the street sections for repair under constrained budgets.

The **budget scenarios** evaluation prioritizes sections for repair under constrained, realistic, budgetary assumptions.

Multiple budget or target-driven scenarios (minimum of four) will be performed after discussion with participating agency staff. Examples of typical scenarios include:

1. Evenly distributed funding needs to reach a state of good repair
2. Impacts of existing funding levels or projected revenues based on historical trends, e.g., SB1, Measure X fund
3. Funding required to maintain certain PCI levels
4. Funding to improve the PCI

After the analysis is completed, NCE will prepare a report for the participating agencies to review (see Task 6).

DELIVERABLES:

1. Updated StreetSaver® database

Task 6. Final Reports & Presentations

Next, NCE will prepare a final report for all participating agencies to summarize data collection results in this update. The report will contain, at a minimum, the following information:

1. Executive Summary
2. Study Objectives
3. Background and methodology of regional PMP update
4. Pavement network inventory with PCI
5. Inventory of new roads
6. M&R history report
7. M&R decision tree and unit cost assumptions (only for Carmel, Gonzales, King City, Marina, Sand City, Soledad and Monterey County)
8. Budget analysis (only for Carmel, Greenfield King City, Marina, Sand City, Soledad and Monterey County)

NCE] - Standard Agreement
 Approved by TAMC Board on [date]

- A. Projected PCI under existing funding levels over the next years for all road classes
 - B. Projected annual repair/rehabilitation programs for road maintenance for a multi-year period
 - C. Multi-year plan for road maintenance, resurfacing, rehabilitation and reconstruction
 - D. Impact of deferred maintenance (backlog) on the overall network condition
 - E. Recommended funding scenario and pavement strategies
9. GIS maps to show impacts of scenarios (all agencies except Carmel)

NCE will deliver the draft report to the Cities/County for review in electronic format. Upon receipt of the comments on the draft report, NCE will complete the final report for submittal.

In addition, a presentation to City Council/Board of Supervisors will be prepared; this presentation may be a short (15 to 20 minutes) informational item to elected officials or a longer (1-2 hours) educational/advocacy workshop, depending on the Cities/County's needs.

This task includes one videoconference with agency staff prior to the presentation to discuss items such as the goal of the presentation, the level of knowledge and backgrounds of the audience, the number of stakeholders involved and other potential issues. NCE will deliver the draft presentation to the County/Cities for review in electronic format. Upon receipt of the comments on the draft presentation, NCE will complete the final presentation and schedule the Council/Board meetings.

DELIVERABLES:

1. Draft reports (electronic)
2. Final reports (electronic, two hard copies to agency, one hard copy to TAMC)
3. Draft and final PowerPoint presentation

Task 7. Training and Technical Support

NCE will prepare and present a one-day training class for participating agencies (Del Rey Oaks, Greenfield, King City, Marina, Pacific Grove, Sand City and Monterey County). The class will cover the following items:

1. Creating or editing street sections
2. Entering pavement distress data
3. Performing PCI Calculations
4. Entering M&R history
5. Revising the M&R decision tree
 - A. Identifying treatment strategies
 - B. Determining appropriate unit costs
6. Determining Budget Needs
7. Creating budget scenarios

NCE] - Standard Agreement
 Approved by TAMC Board on [date]

- A. Project selection tools
- B. Target-driven analysis
- C. Needs analysis
- 8. Generating reports
 - A. Pre-defined reports
 - B. Budgetary reports
- 9. Generating GIS maps

All training materials will be provided by NCE. It is assumed that the training will be conducted on-site, in-person, or virtual depending on the agency requirements and will include up to two participants per agency. *It is assumed that computers and internet access will be provided by TAMC or a participating agency.* However, should there be the desire to have the training online instead of in-person, then NCE will transfer the training to an online environment. In April 2025, NCE developed and delivered an online 2-day StreetSaver® training for MTC (5 hours per day). This will be a viable option for TAMC member agencies. NCE conducts identical training for MTC. Agencies may register for the MTC training at a nominal cost (typically \$250 to \$300 per module).

In addition, field training to identify and measure pavement distresses, severity level, and quantities will be discussed and covered with County/City staff as part of Task 3.

NCE will also allocate up to 25 hours of technical support per agency. Typically, most technical support is related to providing one-on-one assistance, performing budget scenarios, updating M&R records, providing customized reports, providing pavement treatment recommendations, GIS maps, etc.

DELIVERABLES:

1. StreetSaver® training manuals/training logins for StreetSaver®
2. Field training to collect pavement distress data (part of Task 3)
3. Up to 25 hours of technical support per agency

Task 8. GIS Linkage & Mapping

StreetSaver® allows the database to be linked to a shapefile so that GIS maps can illustrate the results of the analysis. Built-in queries are available within StreetSaver® such as:

- PCI Range by street section
- Future PCI by street section
- Maintenance Treatment History
- Impacts of different budget scenarios
- Sections Selected for Treatment

NCE] - Standard Agreement
Approved by TAMC Board on [date]

Once linked, maps can be generated within minutes. If StreetSaver has not been linked, then NCE will perform the linkage in this task and generate the desired maps. The shapefiles may be exported to ArcMap for additional editing if desired. This task assumes that the centerline shapefile is complete and accurate.

DELIVERABLES:

1. GIS shapefile linked to StreetSaver® database

Task 9. Traffic Sign Inventory

NCE also collects data on traffic signs as non-pavement assets as part of the field surveys in Task 3. The mobile data collection units utilized can also gather high-resolution, 360-degree, geo-referenced right-of-way digital images. This mobile mapping system provides the ability to inventory traffic signs assets with a high level of accuracy. The following is a list of attributes that NCE will collect for traffic signs:

- Latitude and longitude
- MUTCD code
- Support type

Participating agency (Soledad) can view the 360-degree images on Mapillary.com at no additional cost.

DELIVERABLES:

1. Updated GIS shapefile linked to ArcGIS

PROJECT SCHEDULE

Task Description	Months After NTP						
	NTP	1	2	3	4	5	6
Task 1: Project Management & Meetings	X			X		X	
Task 2: Database Review and Update							
Task 3: Pavement Condition Surveys							
3.1 Residential and Local Roadways							
3.2 Arterial and Collector Roadways							
Task 4: Update M&R Strategies and Decision Tree							
Task 5: Budget Analysis and Funding Scenarios							
Task 6: Final Reports and Presentations							
6.1 Draft & Final Reports							
TAMC/Agency Review							
Final Reports							
6.2 Presentations	To be Scheduled at Agencies' Convenience						
Task 7: Training and Technical Support (Optional)							
7.1 StreetSaver Software Training	To be Scheduled at Agencies' Convenience						
7.2 On-site Field Training	To be Scheduled at Agencies' Convenience						
7.3 Technical and Software Support	As-Needed						
Task 8: GIS Linkage & Mapping							
Task 9: Traffic Signs Inventory							

Assumptions

1. X indicates a meeting.
2. Weather conditions, such as rain, may delay fieldwork progress and cause schedule delays.
3. The schedule is dependent on the City’s responsiveness and the timely availability of information needed to proceed with the work.
4. Any changes in project scope, additional meetings, or expanded tasks may require adjustments to the schedule.

*NCE] - Standard Agreement
Approved by TAMC Board on [date]*

EXHIBIT B: Budget

**PAVEMENT MANAGEMENT PROGRAM UPDATE 2025
 COST BREAKDOWN BY TASK**

DIRECT LABOR COSTS Small differences may exist in totals due to rounding issues

PROJECT STAFF	ROLE	HOURLY RATE	TASK 1		TASK 2		TASK 3		TASK 4		TASK 5		TASK 6.1		TASK 6.2		TASK 7		TASK 8		TASK 9		TOTALS	
			PROJECT MANAGEMENT		DATABASE REVIEW AND UPDATE		PAVEMENT CONDITION SURVEY		UPDATE M&R DECISION TREE		BUDGET ANALYSIS & FUNDING SCENARIOS		FINAL REPORT		COUNCIL PRESENTATIONS		TRAINING		GIS LINKAGE AND UPDATE		TRAFFIC SIGN INVENTORY		HRS	CSOT
			HRS	COST	HRS	COST	HRS	COST	HRS	COST	HRS	COST	HRS	COST	HRS	COST	HRS	COST	HRS	COST	HRS	COST		
S Misaghi, PE	Project Manager	\$ 82.73	16	\$ 1,324.00	8	\$ 662.00			8	\$ 662.00	8	\$ 662.00	40	\$ 3,309.00	28	\$ 2,316.00	16	\$ 1,324.00					124	\$ 10,259.00
Marissa Bacig	Deputy Proj Mgr	\$ 52.19	16	\$ 835.00	10	\$ 522.00	32	\$ 1,670.00	12	\$ 626.00	24	\$ 1,253.00							8	\$ 418.00	8	\$ 418.00	110	\$ 5,742.00
Vijay Pulijal, PE	Principal	\$ 85.00	4	\$ 340.00											100	\$ 8,500.00							104	\$ 8,840.00
J Signore, PhD, PE	QC Manager	\$ 85.00					4	\$ 340.00	16	\$ 1,360.00													20	\$ 1,700.00
S Kedarisetty, PhD	Project Engineer II	\$ 46.22	36	\$ 1,664.00	18	\$ 832.00			42	\$ 1,941.00			12	\$ 555.00					160	\$ 7,395.00			268	\$ 12,387.00
Saint Yoojaroen, EIT	Project Engineer	\$ 42.79			33	\$ 1,412.00	48	\$ 2,054.00			96	\$ 4,108.00	320	\$ 13,693.00	50	\$ 2,140.00	258	\$ 11,040.00					805	\$ 34,447.00
Paul Muse	Asset Mgmt Aalyst	\$ 46.50					90	\$ 4,185.00													40	\$ 1,860.00	130	\$ 6,045.00
J Rajnowski/K Foxcroft	Technician	\$ 29.52					648	\$ 19,129.00															648	\$ 19,129.00
L Alderete/T Buckingham	Administrative	\$ 25.54											26	\$ 664.00	8	\$ 204.00	8	\$ 204.00					42	\$ 1,072.00
SUBTOTAL, DIRECT LABOR COSTS			72	\$ 4,163.00	69	\$ 3,428.00	822	\$ 27,378.00	78	\$ 4,589.00	128	\$ 6,023.00	398	\$ 18,221.00	186	\$ 13,160.00	282	\$ 12,568.00	168	\$ 7,813.00	48	\$ 2,278.00	2,251	\$ 99,621.00

INDIRECT COSTS												
OH RATE + FRINGE BENEFITS (218.86% OF DIRECT LABOR)	\$ 9,111.00	\$ 7,503.00	\$ 59,919.00	\$ 10,043.00	\$ 13,182.00	\$ 39,878.00	\$ 28,802.00	\$ 27,506.00	\$ 17,100.00	\$ 4,986.00	\$ 218,030.00	
SUBTOTAL, DIRECT LABOR + INDIRECT COSTS	\$ 13,274.00	\$ 10,931.00	\$ 87,297.00	\$ 14,632.00	\$ 19,205.00	\$ 58,099.00	\$ 41,962.00	\$ 40,074.00	\$ 24,913.00	\$ 7,264.00	\$ 317,651.00	

FIXED FEE (10% OF SUBTOTAL, DIRECT + INDIRECT)	\$ 1,327.00	\$ 1,093.00	\$ 8,730.00	\$ 1,463.00	\$ 1,921.00	\$ 5,810.00	\$ 4,196.00	\$ 4,007.00	\$ 2,491.00	\$ 726.00	\$ 31,764.00
---	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	------------------	---------------------

OTHER DIRECT COSTS												
MTC STREETSAYER								\$ 1,200.00			\$ 1,200.00	
SUBCONSULTANT			\$ 115,100.00							\$ 4,960.00	\$ 120,060.00	
TRAVLE / MILEAGE			\$ 30,609.00					\$ 1,225.00	\$ 245.00		\$ 32,079.00	
REPRODUCTION / SUPPLIES	\$ 489.00	\$ 71.00	\$ 1,036.00	\$ 259.00	\$ 300.00	\$ 1,800.00	\$ 689.00	\$ 1,000.00	\$ 496.00		\$ 6,140.00	
SUBTOTAL, OTHER DIRECT COSTS	\$ 489.00	\$ 71.00	\$ 146,745.00	\$ 259.00	\$ 300.00	\$ 1,800.00	\$ 1,914.00	\$ 2,445.00	\$ 496.00	\$ 4,960.00	\$ 159,479.00	

TOTAL, DIRECT LABOR, INDIRECT, FIXED FEE & OTHER DIRECT	\$ 15,090.00	\$ 12,095.00	\$ 242,772.00	\$ 16,354.00	\$ 21,426.00	\$ 65,709.00	\$ 48,072.00	\$ 46,526.00	\$ 27,900.00	\$ 12,950.00	\$ 508,894.00
--	---------------------	---------------------	----------------------	---------------------	---------------------	---------------------	---------------------	---------------------	---------------------	---------------------	----------------------

Not to Exceed Amount \$ 509,000.00

Notes:

- Principal and QC Manager hourly rates are discounted.
- All jurisdictions participate in Tasks 1, 3 and 6.1.
- It is assumed that Task 3 will be completed before Summer 2026. Any changes to the schedule should account for the higher cost of lodging during the summer months.
- Task 7 - The on-site field training portion of Task 7 will be conducted at no additional cost.
- It is assumed that one (1) maintenance and rehabilitation decision tree meeting will be held for Task 4.
- Automated inspections will be performed for the City of Soledad and Monterey County. Walking inspections will be performed for all other participating agencies.
- Soledad will receive traffic sign inventory, which will run concurrently with condition surveys.

**PAVEMENT MANAGEMENT PROGRAM UPDATE 2025
 AGENCY COST BY TASK**

Agency	Centerline Miles					Agency Cost by Task											Agency Total Cost	Agency Total Cost (rounded)	
	Arterial + Collector			Residential and Local	Total Centerline Miles	1	2	3.1	3.2	4	5	6.1	6.2	7.1	7.2	8			9
	Arterial	Collector	Arterial + Collector			Project Mgmt	Database Review & Update	Pvmt Condition: Residential & Local	Pvmt Condition: Arterial & Collector	Update M&R Decision Tree	Budget Analysis & Funding Scenarios	Final Reports	Council Presentations	Training & Technical Support	Technical Assistance	GIS Linkage and Update			Traffic Sign Inventory
1 Carmel	4.5	3.7	8.2	16.8	25.0	\$ 1,509.00		\$ 2,910.00	\$ 1,420.00	\$ 2,336.28	\$ 3,060.85	\$ 6,570.90						\$ 17,807.03	\$ 17,810.00
2 Del Rey Oaks	2.3	3.6	5.9	3.7	9.6	\$ 1,509.00		\$ 641.00	\$ 1,022.00			\$ 6,570.90	\$ 8,012.00	\$ 1,286.28	\$ 5,360.28	\$ 3,100.00		\$ 27,501.46	\$ 27,510.00
3 Gonzales	2.9	1.1	4.0	16.4	20.4	\$ 1,509.00		\$ 2,841.00	\$ 693.00	\$ 2,336.28		\$ 6,570.90				\$ 3,100.00		\$ 17,050.18	\$ 17,060.00
4 Greenfield	1.7	3.2	4.9	30.8	35.7	\$ 1,509.00	\$ 337.00	\$ 5,335.00	\$ 849.00		\$ 3,060.86	\$ 6,570.90	\$ 8,012.00	\$ 1,286.28	\$ 5,360.28	\$ 3,100.00		\$ 35,420.32	\$ 35,430.00
5 King City	9.8	3.9	13.7	17.0	30.7	\$ 1,509.00	\$ 290.00	\$ 2,945.00	\$ 2,373.00	\$ 2,336.29	\$ 3,060.86	\$ 6,570.90	\$ 8,012.00	\$ 1,286.29	\$ 5,360.29	\$ 3,100.00		\$ 36,843.63	\$ 36,850.00
6 Marina	21.5	17.3	38.8	36.5	75.3	\$ 1,509.00	\$ 712.00	\$ 6,323.00	\$ 6,721.00	\$ 2,336.29	\$ 3,060.86	\$ 6,570.90	\$ 8,012.00	\$ 1,286.29	\$ 5,360.29	\$ 3,100.00		\$ 44,991.63	\$ 45,000.00
7 Pacific Grove	8.6	13.2	21.8	44.9	66.7	\$ 1,509.00		\$ 7,778.00	\$ 3,776.00			\$ 6,570.90		\$ 1,286.29	\$ 5,360.29	\$ 3,100.00		\$ 29,380.48	\$ 29,390.00
8 Sand City	0.0	2.1	2.1	3.0	5.1	\$ 1,509.00	\$ 48.00	\$ 519.00	\$ 364.00	\$ 2,336.28	\$ 3,060.85	\$ 6,570.90	\$ 8,012.00	\$ 1,286.28	\$ 5,360.28	\$ 3,100.00		\$ 32,166.59	\$ 32,170.00
9 Soledad	2.5	4.8	7.3	30.8	38.1	\$ 1,509.00	\$ 360.00	\$ 5,335.00	\$ 1,265.00	\$ 2,336.29	\$ 3,060.86	\$ 6,570.90				\$ 3,100.00	\$ 12,950.00	\$ 36,487.05	\$ 36,490.00
10 Monterey Co	16.5	372.6	389.1	705.8	1,094.9	\$ 1,509.00	\$ 10,348.00	\$ 122,261.00	\$ 67,401.00	\$ 2,336.29	\$ 3,060.86	\$ 6,570.90	\$ 8,012.00	\$ 1,286.29	\$ 5,360.29	\$ 3,100.00		\$ 231,245.63	\$ 231,250.00
Total	70.3	425.5	495.8	905.7	1,401.5	\$ 15,090.00	\$ 12,095.00	\$ 156,888.00	\$ 85,884.00	\$ 16,354.00	\$ 21,426.00	\$ 65,709.00	\$ 48,072.00	\$ 9,004.00	\$ 37,522.00	\$ 27,900.00	\$ 12,950.00	\$ 508,894.00	\$ 508,960.00

Not to Exceed Amount \$ 509,000.00

Notes

1. All jurisdictions participate in Tasks 1, 3, and 6.1.
2. It is assumed that one (1) maintenance and rehabilitation decision tree meeting will be held for Task 4.
3. Automated inspections will be performed for the City of Soledad and Monterey County. Walking inspections will be performed for all other participating agencies.
4. Soledad will receive traffic sign inventory, which will run concurrently with condition surveys.



CITY OF CARMEL-BY-THE-SEA
City Council
Staff Report

April 6, 2026
ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Anna Ginette, Community Planning & Building Director, Marnie Waffle, Principal Planner, AICP

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: Receive an update on water allocation subsequent to adoption of City Council Resolution No. 2025-097 allocating water resources pursuant to Carmel-by-the-Sea Municipal Code Chapter 17.50 (Water Management Program) and provide staff with direction.

RECOMMENDATION:

Staff recommends the City Council:

1. Find that receiving an update is not a project under CEQA as defined in Public Resources Code Section 21065 and CEQA Guidelines Section 15378;
2. Receive staff's water allocation update report; and
3. Provide staff with direction on monitoring, reallocation and requesting additional water.

BACKGROUND / SUMMARY:

Executive Summary:

On January 27, 2025, the Monterey Peninsula Water Management District (MPWMD) adopted Ordinance No. 197 allocating 14-acre feet of water to the City of Carmel-by-the-Sea effective March 1, 2025. The City's water management program (Carmel-by-the-Sea Municipal Code Chapter 17.50) requires new allocations to be placed in unallocated reserves until the City Council adopts a resolution allocating the water to a specific category (e.g., residential, commercial, municipal, etc.). On September 10, 2025, the Planning Commission adopted Resolution 2025-042-PC, recommending to the City Council how unallocated reserves should be allocated under a new water

allocation resolution. On October 7, 2025, the City Council considered the Planning Commission’s recommendation and made an alternative recommendation on the allocation of water resources. On November 3, 2025, the City Council adopted Resolution No. 2025-097 allocating 6-acre feet to the residential category, 3-acre feet to the low & very low residential category, 2-acre feet to the commercial category and 3-acre feet to the municipal category.

It has been five months since adoption of the water allocation Resolution; therefore, the purpose of this report is to provide Council with an update on water commitments to this date. In addition, staff has identified potential options for navigating the City’s overall water allocation policy.

Background:

On November 3, 2025, the City Council adopted Resolution No. 2025-097 allocating 14-acre feet of water into six separate categories (see Table 1 below). Within Category #2, it was specified that no water be allocated to projects that would result in an increase to the floor area on a parcel beyond the maximum floor area allowed by code (e.g. ADUs 800 square feet or less).

Table 1. Water Allocation Categories

Category	Existing Allocation	2025 Allocation	Total Acre Feet of Water
Category #1 Low & Very Low-Income Housing	0.616	3	3.616
Category #2 Residential	0.000	6	6.000
Category #3 Commercial	0.000	2	2.000
Category #4 Municipal	0.224	3	3.224
Category #5 Unallocated Reserve	1.690	0	1.690
Category #6 Mallery/Pescadero Transfer	0.106	0	0.106
Total =	2.636	14	16.636

Between November 2025 and March 2026, there have been 22 residential and 5 commercial project applications requesting water^[1]. The residential projects were primarily for bathroom and kitchen additions/remodels while the others were for demo/rebuild, legalizing fixtures and an ADU. The commercial projects consisted of new restaurants, a new coffee shop, an increase in restaurant seats and the addition of two commercial sinks. Although 13.673-acre feet of water remains within the City’s total allocation, only 0.2-acre feet is left within the commercial category. See Table 2 below.

Table 2. Water Allocation Commitments to Date

Category	Total Acre Feet of Water	Commitment	Remaining Acre Feet of Water
Category #1 Low & Very Low-Income Housing	3.616	0	3.616
Category #2 Residential	6.000	1.163	4.837

Category #3 Commercial	2.000	1.8	0.200
Category #4 Municipal	3.224	0	3.224
Category #5 Unallocated Reserve	1.690	0	1.690
Category #6 7 Mallery/Pescadero	0.106	0	0.106
Transfer			
Total =	16.636	2.963	13.673

Options:

On January 27, 2025, the Monterey Peninsula Water Management District (MPWMD or District) adopted Ordinance No. 197, allocating water from the Pure Water Monterey Expansion. In this action, the District allocated 371-acre feet of water to six peninsula cities, the unincorporated County of Monterey, the Monterey Peninsula Airport District and Department of Defense sites and retained 2,175-acre feet in District Reserves.

While the City and MPWMD’s current potable water reserves have been the highest in decades, there is a positive trend in commercial development. Due to state mandates (ADUs and Housing Element implementation), there would also be an increase in residential development. Therefore, staff is seeking direction from Council on three important decision points:

1. How should the City’s water allocation be monitored?
2. At which point should water be transferred between allocation “buckets”?
3. At which point should additional water be requested from MPWMD by the City?

Monitoring

Suggested water allocation monitoring actions are contained in Carmel-by-the-Sea Municipal Code (CMC) Section 17.50.030.B; where the Planning Commission should review water allocations for consistency with the General Plan and the Local Coastal Program on an annual basis and forward any recommendations for change to the City Council during the last month of each calendar year. However, the code requires that each allocation resolution shall reserve at least 10 percent of available water resources for projects that will create new affordable housing units for moderately low-, low- or very low-income households. Each allocation resolution also shall ensure that water is reserved for anticipated projects serving coastal recreation, access and essential public services.

This section of the CMC was adopted in 2004, when the City’s water reserves were drastically smaller than they are today. Moreover, a project such as Pure Water Monterey was not anticipated nor was the amount of potable water produced expected. This means that water may need to be transferred more frequently than it has been in the past.

Therefore, the City Council should consider whether annual monitoring is sufficient, or if there should be a more frequent conversation.

Transfers Between “Buckets”

Pursuant to CMC Section 17.50.030.C, the intent of Carmel’s Unallocated Reserves is

to provide a means of adjusting water allocations to respond to changing conditions and General Plan policy. Water held in this reserve shall not be used for a specific project or land use change. As such, water must be transferred to a respective category via adoption of a resolution by Council prior to committing it to a project.

As discussed above, the CMC requires water be reserved for projects for affordable housing, coastal recreation, access and essential public services. Therefore, Category #'s 1 and 4 must maintain a water reserve under the current code.

The City Council should consider if there is an appropriate minimum amount of water for each category to maintain or if water should stay within the Unallocated Reserve and only be transferred upon a request through a permit application. For example, retaining water within each bucket would allow for efficient allocation of projects. Conversely, if water remained in the Unallocated Reserve until such time that a project is applied for, the project would require additional hearings before the Planning Commission and City Council to move water into the appropriate bucket prior to approving the development.

Request for Additional Water

In its 2025 allocation, MPWMD allocated 15% of the total identified water to local jurisdictions while retaining 85% (2,175-acre feet) in reserves. Out of the six peninsula cities, the City of Monterey received the largest amount (141-acre feet). Simply put, it is highly probable that the District has sufficient water reserves for the complete buildout of the City of Carmel.

MPWMD Ordinance No. 197 does not provide a procedure, nor is there a policy for agencies to request additional water. Based on recent communication with MPWMD General Manager, David J. Stoldt, the District anticipates that when a single jurisdiction believes it is on the verge of running out of water, a needs assessment of all jurisdictions would be conducted and MPWMD would consider another round of allocation. Further, the District encourages jurisdictions to readjust their internal allocations prior to granting additional water. Said differently, the District is unlikely to allocate more water to a jurisdiction until their overall remaining total water reserves approach zero.

The City Council should consider what the appropriate threshold would be for the City's total water reserves, which would trigger reaching out to MPWMD and request additional allocation.

¹¹ Use Permit No. UP 25303 (Mama's Boy) included both residential and commercial water.

FISCAL IMPACT:

N/A

PRIOR CITY COUNCIL ACTION:

On November 3, 2025, the City Council adopted Resolution No. 2025-097 allocating 6-acre feet to the residential category, 3-acre feet to the low & very low residential category, 2-acre feet to the commercial category and 3-acre feet to the municipal category.

ATTACHMENTS:

None



CITY OF CARMEL-BY-THE-SEA
City Council
Staff Report

April 6, 2026
ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Jayme Fields, Finance Manager

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: Receive Preliminary Funding Feasibility Assessment and Provide Direction on Revenue Options, Including Whether to Pursue a Potential 2026 Sales Tax Measure

RECOMMENDATION:

Receive the Preliminary Funding Feasibility Assessment, and:

1. Provide “yes/no” direction to staff on whether to pursue a ballot measure in the 2026 general election for a Transactions and Use Tax (“Sales Tax”)
2. Provide general direction to staff on which other revenue mechanisms to advance to detailed feasibility analysis for further consideration by Council.

BACKGROUND / SUMMARY:

The City faces a deferred maintenance backlog of approximately \$100 million and needs an estimated \$6–7 million in new annual revenue. A new police building will require a dedicated capital funding source. No single revenue mechanism is expected to close the gap; a combination of sources will likely be necessary.

In March 2026, the City engaged Civitas Advisors to conduct a preliminary assessment of the California statutory revenue mechanisms available to the City. The Financial Stewardship Work Group has coordinated this process to give the full City Council a comprehensive view of options before narrowing the field.

Revenue is one of the "levers" that the City Council can pull to change the budget and fund capital needs. The attached report evaluates 10 statutory revenue mechanisms

available to a California General Law city. For each mechanism, the report provides the legal authority, voter approval requirements, bond and capital financing capability, and a revenue generation methodology so City finance staff can develop internal projections. The City Council has already pulled the Transient Occupancy Tax lever. The decision before the City Council is whether it wants to pull additional levers to develop other revenue sources.

Key findings:

Three mechanisms ranked high feasibility: a Transient Occupancy Tax increase ("TOT"), a Transactions and Use Tax ("Sales Tax") (the City has 0.375% of remaining capacity under the state cap), and General Obligation Bonds for capital projects including the police building.

Of these mechanisms, the City Council is already 'pulling' the TOT lever. That is a separate item on the Council's agenda. At this moment, the question that Council is considering is whether it wishes to pull the Sales Tax increase lever. It is important to note that the Sales Tax increase is an opportunity that has only recently been identified by municipalities and agencies around the Peninsula. As such, it is an opportunity that has opened up for the City, but if the City does not choose to 'pull' this lever, another agency may choose to do so and that would take this opportunity away from the City should it reconsider this decision in the future. The benefit of the 0.375% Sales Tax measure is estimated to be an addition of approximately \$2.5 million, which could be used to help pay for deferred maintenance and other operating costs.

Five mechanisms ranked moderate feasibility, including charter city conversion, a Mello-Roos community facilities district, an enhanced infrastructure financing district, a property-based business improvement district, and paid parking. Two mechanisms ranked low feasibility. Details on each are in the attached report.

The existing Carmel Hospitality Improvement District (CHID) assessment cannot be redirected to fund general city services without the permission of the majority of the assessed participants due to legal constraints under Proposition 218 and the current Management District Plan. The report explains these constraints in detail.

The report identifies three combination strategies that pair mechanisms across up to two election cycles to address both recurring revenue and capital financing needs.

Immediate Steps

At this meeting, the City Council is asked to provide the following guidance:

1. Determine whether the City should proceed with the Sales Tax ballot measure this year.
2. Select which mechanisms to pursue for detailed future feasibility analysis in the coming year(s).

Future Steps

- 3. Obtain a preliminary cost estimate for the police building.
- 4. Conduct voter polling for any November 2026 ballot measures.
- 5. Authorize next-phase engagement for detailed analysis and implementation support.

FISCAL IMPACT:

The cost of the preliminary assessment was \$6,000, payable from City Administration’s Contract Services account. No additional fiscal impact is associated with this item. If the City Council directs staff to advance mechanisms to detailed feasibility analysis, a separate proposal and associated costs will be presented at a future meeting.

PRIOR CITY COUNCIL ACTION:

At the January 22, 2026, Council Priorities Workshop, the Council prioritized researching potential funding sources to close the City’s funding shortfalls.

At the City Council meeting on February 3, 2026, the Council directed staff to prepare a draft ballot measure to increase the TOT to be submitted to the City’s qualified voters at the November 3, 2026, general municipal election. This item is on the agenda for April 7, 2026.

ATTACHMENTS:

- 1. Report City of Carmel Preliminary Funding Feasibility 3-27-26

City of Carmel-by-the-Sea

Preliminary Funding Feasibility Assessment

1. Purpose

This report identifies the California statutory revenue mechanisms available to the City of Carmel-by-the-Sea, provides a high-level overview of each, and ranks them from most to least feasible. It is intended to support the City Council's initial discussion of revenue options and to inform a decision about which mechanisms to advance to detailed feasibility analysis.

For each mechanism, the report includes a revenue generation methodology: the formula or calculation basis the City would use to estimate revenue, the specific data inputs needed, and where to obtain them. This allows the City's finance staff to begin developing internal projections. **Detailed revenue modeling, fiscal impact analysis, ballot measure drafting, and stakeholder outreach are outside the scope of this engagement.**

Scope note: This assessment was prepared on an accelerated timeline to support the City's April 2026 council discussion. The mechanisms presented represent the primary statutory options available to a California General Law city. Additional options and variants may be identified through deeper analysis in a subsequent engagement.

2. City Context

Carmel-by-the-Sea is a General Law city in Monterey County with a population of approximately 3,200 residents (per City staff). The City faces the following financial conditions, as reported by City staff:

Deferred maintenance backlog: Approximately \$100 million, including a 60,000 square foot building.

Revenue target: \$6–7 million in new annual revenue. No single mechanism is expected to close the gap alone; the City anticipates combining multiple revenue sources.

Current debt service: Approximately \$3 million annually.

Total operating expenses: Approximately \$39 million.

Capital project: A new police building is anticipated. No cost estimate has been provided by the City. The revenue methodology for bonding mechanisms identifies this as a required input for the City's own analysis.

Timeline: The City is willing to use up to two election cycles if necessary. The November 2026 general election is the primary target for initial ballot measures.

3. Revenue Mechanisms

High Feasibility

Transient Occupancy Tax (TOT) Increase

Authority	Revenue & Taxation Code §7280
What It Does	Increases the existing tax on the privilege of occupying lodging for 30 days or less. The City already levies and collects a TOT; this mechanism increases the rate.
Revenue Type	Recurring Annual Revenue
Methodology	Revenue = annual gross room rental revenue × TOT rate increase. Data needed: current annual gross lodging revenue (from City TOT records) and proposed rate increase.
Voter Approval	General tax: majority vote (50%+1), per Cal. Const. Art. XIII C, §2(b). Special tax: two-thirds (66.67%). General tax must appear at a regularly scheduled general election (November 2026).
Bond/Capital	Does not independently authorize bonds. Increased General Fund revenue can service GO bond debt, creating an indirect capital financing pathway.
General Law Eligible	Yes
Carmel Applicability	Carmel has approximately 44 lodging properties and an existing TOT collection infrastructure. The Carmel Hospitality Improvement District (CHID), a tourism business improvement district managed by Visit Carmel, levies a 2% assessment on gross room revenue layered on top of the TOT. The current combined guest levy of approximately 10% is at the lower end of comparable California destinations.
Key Considerations	Any rate increase raises the total guest-facing levy (TOT + CHID). Stakeholder engagement with hoteliers is essential. The appropriate rate is a political judgment for the City Council.

Transactions and Use Tax (Local Sales Tax Add-On)

Authority	Revenue & Taxation Code §7251 et seq.; 2% cap at R&TC §7251.1; Measure X exemption at R&TC §7297 (SB 705)
What It Does	Imposes an additional transactions and use tax on retail sales within city limits, collected by CDTFA and distributed to the City.
Revenue Type	Recurring Annual Revenue
Methodology	Revenue = taxable sales within city limits × tax rate. Data needed: annual taxable sales (from CDTFA quarterly allocation reports). Comparable: City of Monterey projects approximately \$4.5M annually from a 0.375% tax.
Voter Approval	General tax: majority vote. Special tax: two-thirds. General tax must appear at a regularly scheduled general election (November 2026).
Bond/Capital	Does not independently authorize bonds. General Fund revenue can service GO bond debt.
General Law Eligible	Yes

Remaining Capacity	0.375%. Carmel's combined rate is 9.25%. TAMC Measure X (0.375%) is exempt from the 2% cap per R&TC §7297 (SB 705). Of the 2.00% in district taxes, only 1.625% counts toward the cap (0.125% MST Measure Q + 1.500% Measure C).
Key Considerations	Monterey has placed a 0.375% general tax on its June 2026 ballot. Pacific Grove is exploring an identical measure for November 2026. AB 761 (signed October 2025) authorizes MST to pursue a cap-exempt 0.25% measure for a future ballot. Confirm capacity with CDTFA Local Revenue Branch before ballot placement.

General Obligation Bonds

Authority	Cal. Const. Art. XIII A, §1(b)(3); Government Code §43600 et seq.
What It Does	Issues bonds secured by an ad valorem property tax levied on all taxable property within the city. Proceeds fund capital improvements. The property tax is not subject to the Proposition 13 1% cap.
Revenue Type	One-Time Capital Funding + Debt Financing Capacity
Methodology	Bond capacity depends on total assessed valuation, project cost, and debt service schedule. Data needed: total assessed valuation (from Monterey County Assessor), preliminary police building cost estimate (City to commission), existing debt obligations (City Finance Department). A municipal financial advisor would model bond sizing.
Voter Approval	Two-thirds vote (66.67%). Council must call the election by two-thirds vote per Gov. Code §43608.
Bond/Capital	Yes — direct capital financing. Specifically designed for capital projects such as the police building.
General Law Eligible	Yes
Carmel Applicability	The only mechanism that directly provides upfront capital for a large project. Pairs with a TOT increase or sales tax: recurring revenue services the bond debt while bonds provide immediate construction funding.
Key Considerations	Two-thirds voter threshold is demanding. Polling before placement is standard. Bonds do not generate operating revenue — they create a debt service obligation funded by a property tax levy on all owners.

Moderate Feasibility

Charter City Conversion + Real Property Transfer Tax (RPTT)

Authority	Charter: Cal. Const. Art. XI, §3(a); Gov. Code §34450 et seq. RPTT: R&TC §11911. Above-cap RPTT requires charter city status.
What It Does	Charter conversion grants home rule authority, including power to impose a transfer tax exceeding the state cap of \$1.10 per \$1,000 of value. As a General Law city, Carmel is limited to the state rate.
Revenue Type	Recurring Annual Revenue (more volatile than TOT or sales tax)
Methodology	Revenue = total value of real property transfers × tax rate. Data needed: annual aggregate value of property sales (from Monterey County Recorder/Assessor) and proposed rate structure.

Voter Approval	Charter: majority vote of city electors. RPTT: majority (general) or two-thirds (special). Both may appear on the same ballot, but RPTT is contingent on charter passing.
Bond/Capital	Does not independently authorize bonds. Revenue can service GO bond debt.
General Law Eligible	No — charter conversion required as a prerequisite
Key Considerations	CRITICAL: A statewide initiative (the “Local Taxpayer Protection Act”) has submitted signatures for the November 2026 ballot. If it qualifies and passes, it would prohibit charter cities from imposing transfer taxes above the state rate and repeal existing charter city transfer taxes. The City should monitor this closely before investing resources in charter conversion. Note: Charter city status grants broad home rule authority beyond RPTT, including utility user taxes at uncapped rates, admissions taxes, and other locally-crafted revenue instruments. A comprehensive assessment of charter city revenue options would be addressed in a subsequent engagement.

Community Facilities District (Mello-Roos)

Authority	Government Code §53311 et seq.
What It Does	Forms a special tax district to finance public facilities (including police buildings) and services. Can issue bonds secured by the special tax.
Revenue Type	Recurring Annual Revenue + Debt Financing Capacity
Methodology	Revenue = special tax rate × apportionment formula. Requires: district boundary, facilities report, Rate and Method of Apportionment (special tax consultant). Data: taxable parcels within proposed district (County Assessor).
Voter Approval	Two-thirds vote of qualified electors within the district. Landowner vote if fewer than 12 registered voters.
Bond/Capital	Yes — can issue bonds for capital improvements. Can directly finance the police building.
General Law Eligible	Yes
Key Considerations	Most commonly used in new development. A citywide CFD in an established community is feasible but requires strong voter engagement. Two-thirds threshold is demanding. The City must adopt CFD goals and policies prior to formation (Gov. Code §53312.7). Climate/environmental infrastructure is an eligible use.

Enhanced Infrastructure Financing District (EIFD)

Authority	Government Code §53398.50–53398.88
What It Does	Captures growth in property tax revenue above a base year within a defined boundary. No new taxes. Can issue bonds. AB 733 (2017) expanded eligibility to include climate adaptation projects.
Revenue Type	Incremental Capital Funding + Debt Financing Capacity
Methodology	Revenue = (current year property tax – base year property tax) × participating entity share. Data: assessed values within proposed boundary (County Assessor), growth projections, infrastructure project list. Fiscal consultant required.
Voter Approval	No public vote required (per AB 116, 2019). Three public hearings with protest provisions.

Bond/Capital	Yes — can issue bonds secured by tax increment.
Key Considerations	Attractive because no new taxes and no voter approval required. However, revenue depends on property value growth. In a built-out community like Carmel, incremental growth may be modest. Best suited as a complementary mechanism, not a standalone solution. County participation is voluntary.

Property-Based Business Improvement District (PBID)

Authority	Streets & Highways Code §36600 et seq.
What It Does	Levies property-based assessments for improvements that provide special benefits to assessed parcels. Separate from the existing CHID (which is business-based).
Revenue Type	Recurring Annual Revenue
Methodology	Revenue = assessment formula based on proportional special benefit per parcel. Requires engineer's report and property owner weighted ballot under Proposition 218.
Voter Approval	Property owner weighted ballot. Opposition exceeding support blocks formation.
General Law Eligible	Yes
Key Considerations	Narrow application to property-specific improvements (streetscape, security, parking infrastructure). General city services typically do not satisfy the special benefit test. Limited revenue potential relative to \$6–7M target.

Parking District / Paid Parking

Authority	SHC §35100 et seq.; SHC §36500 et seq.; Cal. Const. Art. XI, §§7, 9
What It Does	Establishes paid parking or a parking district. Fee-based parking may not require voter approval if structured as a regulatory fee under Proposition 26.
Revenue Type	Recurring Annual Revenue
Methodology	Revenue = parking rate × utilization. Data: public parking inventory, turnover rates, proposed pricing (City Public Works or parking consultant).
General Law Eligible	Yes
Key Considerations	One of the few mechanisms implementable by ordinance without a ballot measure. Politically sensitive in a tourism-dependent walkable village. Revenue is modest relative to the target. Best suited as a supplementary source.

Low Feasibility

Landscaping and Lighting Districts (SHC §22500 et seq.): Authorizes assessment districts for landscaping, lighting, and related maintenance. Proposition 218 property owner balloting required. Very limited revenue potential; narrow scope. Does not address citywide deferred maintenance or capital needs.

Service Fees and Regulatory Charges (Cal. Const. Art. XI, §§7, 9; Proposition 26): The City may review its fee schedule for development permits, plan checks, and facility rentals to ensure full cost recovery. Revenue is incremental, not transformative. An optimization opportunity, not a new revenue mechanism.

4. Feasibility Ranking

Rank	Mechanism	Tier	Revenue Type	Bond/Capital	Key Reason
1	TOT Increase	High	Recurring	With pairing	Strongest legal basis, simplest implementation, majority vote
2	Transactions & Use Tax	High	Recurring	With pairing	Clear 0.375% capacity, established process, regional precedent
3	GO Bonds	High	Capital + Debt	Yes — direct	Only mechanism providing upfront capital; two-thirds vote
4	Charter + RPTT	Moderate	Recurring	With pairing	Meaningful revenue but two-step process and 2026 ballot risk
5	Mello-Roos CFD	Moderate	Recurring + Debt	Yes	Flexible but two-thirds vote; uncommon in built-out areas
6	EIFD	Moderate	Incremental	Yes	No voter approval but modest revenue in built-out community
7	PBID	Moderate	Recurring	If MDP provides	Narrow application; Prop 218 constraints; limited revenue
8	Parking	Moderate	Recurring	Limited	No ballot required (if fee-based); modest revenue; sensitive
9	L&L Districts	Low	Very limited	No	Narrow scope, negligible revenue for citywide needs
10	Service Fees	Low	Incremental	No	Optimization only; not a new revenue source
11	CHID Assessment (see §6)	Not Feasible	N/A	No	Legally constrained — redirection not viable (see Section 6)

5. Combination Strategies

No single mechanism is expected to close the \$6–7 million annual revenue gap. The following combinations address both recurring revenue needs and capital financing requirements, sequenced across the two election cycles the City has indicated it is willing to use.

Combination A: TOT Increase + GO Bonds

Why they work together: The TOT increase generates recurring General Fund revenue; GO bonds provide upfront capital for the police building. TOT revenue services the bond debt. This is the most conventional pairing for a tourism-dependent city with a major capital need.

Cycle 1 (November 2026): TOT increase as a general tax (majority vote).

Cycle 1 or 2: GO bonds (two-thirds vote). May appear on the same ballot or be deferred to a subsequent election once the City has a defined project cost estimate for the police building.

Combined revenue type: Recurring operating revenue + one-time capital.

Combination B: TOT Increase + Transactions and Use Tax

Why they work together: Two largest recurring revenue generators available. Together they diversify revenue across lodging and retail sales, potentially approaching the \$6–7 million target. Both are general taxes eligible for majority-vote approval.

Cycle 1 (November 2026): Both measures on the same ballot. Voter appetite for two measures simultaneously is a political judgment; polling is essential.

Combined revenue type: Recurring operating revenue only. A GO bond would need to be added for capital projects (see Combination C).

Combination C: TOT + Sales Tax + GO Bonds (Full Package)

Why they work together: Addresses both the recurring revenue gap and the capital financing need. The TOT increase and transactions tax generate recurring revenue; GO bonds provide upfront capital. Recurring revenue strengthens the City's credit position for bond issuance.

Cycle 1 (November 2026): TOT increase + transactions and use tax (both majority vote).

Cycle 2: GO bonds (two-thirds vote). By Cycle 2, the City will have demonstrated fiscal responsibility through new recurring revenue, obtained a cost estimate for the police building, and built community support for a specific capital project. The GO bonds are not legally dependent on the prior passage of the recurring revenue measures, but the sequencing is strategically advantageous: demonstrating new recurring revenue in Cycle 1 strengthens the City's fiscal position and voter confidence heading into a two-thirds vote in Cycle 2.

Combined revenue type: Recurring operating revenue + one-time capital + debt financing capacity.

6. Existing CHID Assessment — Legal Constraints on Redirection

The City has raised whether existing CHID (Visit Carmel) assessment revenue could be redirected to fund general city services. This is not a legally viable path.

Benefit nexus requirement. Under the Property and Business Improvement District Law of 1994 (SHC §36600 et seq.) and Proposition 218 (Art. XIIID), the CHID assessment must fund services conferring a specific benefit on assessed lodging businesses. General city services like deferred maintenance and police facilities benefit the public at large and do not satisfy this nexus.

Management District Plan restrictions. The CHID's current Plan (2021–2031) allocates funds to marketing (70%), administration (18%), contingency/reserve (11%), and city collection fees (1%). Redirecting funds outside the Plan requires a new petition and balloting process among assessed businesses.

Hotelier consent. The approximately 44 assessed lodging businesses (per the CHID Management District Plan) would need to support reducing the marketing funds they are paying for. Per City staff, a subset of the assessed properties are heavily reliant on CHID-funded tourism promotion.

Risk to the district. Using CHID funds for purposes that do not satisfy the specific benefit requirement exposes the assessment to legal challenge under Proposition 218 (Art. XIIID). A successful challenge could invalidate the entire assessment, eliminating all CHID revenue including the tourism promotion budget.

Bottom line: The City should pursue separate, independent revenue mechanisms while leaving the CHID intact for its intended tourism promotion purpose.

7. Data Inputs for City Projections

The following table summarizes the data the City’s finance staff will need to estimate revenue under each mechanism. This is a summary for the City of what to gather internally – not a data request from Civitas.

Mechanism	Data Needed	Suggested Source
TOT Increase	Current annual gross lodging revenue; current TOT rate and collections; proposed rate increase	City Finance Department (existing TOT records)
Transactions & Use Tax	Annual taxable sales within city limits	CDTFA quarterly allocation reports
GO Bonds	Total assessed valuation; preliminary police building cost estimate; existing debt and debt service schedule	Monterey County Assessor; City Finance Dept.; City-commissioned project estimate
Charter/RPTT	Annual aggregate value of real property sales; transaction count and value distribution	Monterey County Recorder or Assessor
Mello-Roos CFD	Taxable parcels; proposed district boundary; facilities/services to be financed	City Planning/GIS; County Assessor; special tax consultant
EIFD	Assessed values within proposed boundary; property value growth projections; infrastructure project list	County Assessor; City economic development data; fiscal consultant
PBID	Parcels in proposed district; improvement plan and costs	Registered professional engineer; City Planning
Parking	Public parking inventory; utilization data; proposed pricing	City Public Works; parking consultant

For all bond/capital options: To evaluate bond or capital options for the police building, the City will need a preliminary project cost estimate and a summary of existing debt obligations.

8. Recommended Next Steps

Following review of this report, the City should consider the following actions:

- 1. Select 3–4 mechanisms** for detailed feasibility analysis based on the feasibility ranking and the City Council’s policy priorities.
- 2. Confirm CDTFA district tax capacity.** Contact the CDTFA Local Revenue Branch (jservices@cdtfa.ca.gov, 916-309-5800) to confirm the 0.375% remaining capacity before advancing a transactions and use tax measure.
- 3. Obtain a preliminary cost estimate for the police building** to inform bond sizing and capital financing analysis.
- 4. Conduct voter polling** for any mechanisms the City intends to place on the November 2026 ballot. Polling informs both rate-setting (for TOT and sales tax) and the decision to pair multiple measures on one ballot.
- 5. Authorize next-phase engagement.** Should the City wish to advance any identified mechanisms to detailed feasibility analysis, ballot measure preparation, or implementation, Civitas will prepare a separate proposal for that scope of work.



CITY OF CARMEL-BY-THE-SEA
City Council
Staff Report

April 6, 2026
ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Shari Carlet, Project Manager, Ken Wysocki, Director of Public Works

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: Consideration of Funding for the Fiscal Year 2026–2027 Capital Improvement Program (CIP) and direction on options for an Accelerated Street Improvement program in the CIP

RECOMMENDATION:

Staff recommends that the City Council:

- Receive and consider the full list of "Deferred Maintenance" projects
- Review the refined FY 2026–2027 Capital Improvement Program (CIP) Budget (**Attachment 2**).
- Consider funding options for the CIP program, including:
 - a. Proceed with the current proposed CIP (Option 1)
 - b. Modify the CIP to include an accelerated Streets and Sidewalks plan that gets all streets to a condition score (PCI) greater than 50 in 5 years (Option 2)
 - c. Modify the CIP to include an accelerated Streets and Sidewalks plan that gets all streets to a condition score (PCI) greater than 50 in 10 years (Option 3)
- Provide direction to staff on a preferred funding and implementation strategy for inclusion in the final FY 2026–2027 Budget.

BACKGROUND / SUMMARY:

BACKGROUND

This item is a follow-up to the March 24, 2026, City Council meeting, where Council reviewed the proposed FY 2026–2027 Capital Improvement Program (CIP) and provided direction to staff. Based on Council feedback, staff has refined the CIP to incorporate suggested modifications and align with the City’s deferred maintenance reduction strategy. The City’s total deferred maintenance needs are currently estimated at approximately \$102,000,000, as detailed in the attached Preliminary Estimate of Deferred Maintenance (**Attachment 5**). Council will once again be presented with the full Deferred Maintenance list at the beginning of this agenda item, as it is an important component of the 5-year CIP strategy.

A summary of these estimated needs is as follows (full list attached to this report):

Deferred Maintenance Need	Estimated Current Cost
New Police/PW Building	38,000,000
Streets	24,000,000
Storm Drain System	14,700,000
Shoreline Structures	8,000,000
Sidewalks	6,600,000
Parks and Facilities	10,685,000
Net Additional Need	101,985,000

The refined CIP reflects adjustments identified in the List of Deferred Maintenance Reduction document, including deferral of select projects, cost refinements, and reallocation of resources toward priority infrastructure needs. These changes resulted in a net reduction of approximately \$1.95 million while maintaining focus on critical infrastructure and service delivery. It should be noted that while the CIP worksheet denotes projects from the Deferred Maintenance list with a "D", there is some overlap with projects that would have otherwise been done in the regular course of maintenance. As identifying the cost of deferred maintenance each year is a new approach, staff will continue to refine these worksheets through adoption of this year's budget to more accurately reflect what portion of each year's CIP can be directly attributed to "Deferred Maintenance".

PURPOSE OF THIS PRESENTATION

The purpose of this presentation is to present the refined FY 2026–2027 CIP cost for Council consideration. This discussion is intended to support Council decision-making regarding funding strategies, funding levels, service expectations, and long-term

infrastructure investment strategies.

Street Repair Options

With the City's focus on deferred maintenance, it is worth noting that streets are the largest dollar value category, aside from the Police and Public Works Building Project, which is likely to be funded outside the City's General Funds through something like a municipal bond. Therefore, streets become the largest dollar value deferred maintenance item paid for by General Fund money. Given the impact of Streets on the overall CIP budget, staff has prepared options for Council's consideration, which provide three different approaches to tackling our most significant deferred item. These options also appear below in the summary of all CIP projects, but are discussed here in more detail:

1. Stay With Current Proposed CIP (Option 1)

This option reflects keeping the refined CIP from Council's March 24th Special Meeting, which incorporates feedback and deferred maintenance adjustments. As previously discussed, this CIP plan includes the addition of a 3rd Project Manager to create the correct structure for CIP management. This new structure would have one CIP Manager, and two Project Managers. The CIP Manager would also be a Project Manager, but with fewer projects, so they can manage the overall program. With respect to streets, this version of the CIP addresses many of the streets with a Pavement Condition Index score (PCI) under 50 over a 5-year period, but not all of them.

2. Modify the CIP to include an accelerated Streets and Sidewalks plan that gets all streets to a condition score (PCI) greater than 50 in 5 years (Option 2)

This option accelerates roadway investment to bring all City streets to a PCI above 50 within five years with a target average PCI of 80. This approach significantly increases annual capital investment after Year 1, and requires the addition of one additional Project Manager dedicated to Streets and Sidewalks to support delivery (4 total). In this option, and in Option 3 below, the rest of the CIP projects outside the Streets and Sidewalks category have remained the same.

3. Modify the CIP to include a Streets and Sidewalks plan that gets all streets to a condition score (PCI) greater than 50 in 10 years (Option 3)

This option phases roadway improvements to achieve a PCI score above 50 for all city streets over 10 years with a target average PCI of 80. This option does not require a fourth Project Manager dedicated to Streets and Sidewalks. The annual increase to capital investments is less than the 5-year accelerated plan, since the costs are spread over much greater time.

To help with discussing these options, staff has prepared the following attachments:

- **Attachment 1** - The Current Proposed 5-Year CIP (Option 1). This attachment provides council with the refined CIP, and includes the modifications that came out of the March 24th Special Meeting.

- **Attachment 3** - This spreadsheet shows both Option 2 and Option 3, including how they change the overall 5-Year CIP cost. This attachment is meant to be a tool for the Council in considering if they would like to swap one of these options for the "Streets and Sidewalks" section of the Current Proposed CIP. Think of them as "building blocks" that are interchangeable.
- **Attachment 4** - This spreadsheet provides another view of the total annual cost of Option 2 and Option 3, divided between Street Improvements and Preventative Maintenance.

Staff is seeking direction from Council on which CIP option should be pursued.

SUMMARY OF ALL PROPOSED FY 2026–2027 PROJECT CATEGORIES

The following section provides a high-level summary of each project that appears on the CIP organized by their **Category** in bold font:

Drainage Infrastructure

Drainage improvements intended to address localized flooding, improve stormwater conveyance, and increase long-term system resilience.

Drainage Improvement Project- Design (\$450,000)

This project addresses recurring localized neighborhood street ponding by improving surface drainage and upgrading the stormwater intake and conveyance system. The work will include targeted roadway and gutter grading to restore positive flow, installation of new catch basins to increase intake capacity, up sizing select storm drain pipelines to improve conveyance and adding new manholes to enhance system access and long-term maintenance. These improvements will reduce and eliminate floodwater entering residential properties and prevent standing water from accumulating on neighborhood streets, resulting in safer conditions, reduced pavement deterioration, and improved stormwater performance during peak rainfall events. The project also serves as an important preparatory phase for the future major storm drainage bypass pipeline improvement along Junipero, ensuring that upstream and local drainage conditions are properly integrated with the larger system upgrade.

Scenic Drainage Improvement & Pathway Restoration - Design (\$300,000)

This project addresses ongoing erosion, drainage deficiencies, and pathway deterioration along the Scenic Pathway corridor between Eighth and Eleventh Avenues—one of Carmel-by-the-Sea’s most heavily used and visually significant coastal routes. Seasonal stormwater runoff, combined with coastal bluff exposure and inadequate drainage infrastructure, has resulted in localized flooding, surface degradation, and slope instability, creating safety hazards for pedestrians and increasing long-term maintenance demands.

The project will implement a comprehensive drainage strategy, including the installation of new subsurface drains, upgraded piping systems, and improved surface conveyance features along Scenic Drive to better capture and direct stormwater away from the

pathway and adjacent slopes. These improvements are designed to reduce erosion, minimize sediment transport, and protect the structural integrity of the coastal bluff.

In conjunction with drainage upgrades, the pathway will be reconstructed to restore a safe, durable, and accessible walking surface consistent with the character of the Scenic corridor. Work will also include targeted slope stabilization measures—such as reinforcement, regrading, and potential bioengineering treatments—to reduce the risk of further degradation. Protective barriers and edge treatments will be installed where necessary to enhance user safety while maintaining coastal views.

Streets and Sidewalk Infrastructure

Maintaining roadway and pedestrian infrastructure integrity remains a core focus of the CIP program.

Street Improvement Project

This project funds engineering design for priority street rehabilitation and improvement projects identified through the City’s pavement management program, StreetSaver, evaluates roadway conditions and assigns a Pavement Condition Index (PCI) score to help prioritize the most cost-effective maintenance and rehabilitation strategies across the City’s street network. The design phase will include field verification, surveying, and preparation of construction documents and cost estimates for the highest-priority roadway segments. Implementing these improvements helps preserve pavement conditions, extend the useful life of the roadway system. This project funds engineering design for priority street rehabilitation and maintenance projects identified through the City’s pavement management program, StreetSaver, which evaluates roadway conditions and assigns a Pavement Condition Index (PCI) score to help prioritize the most cost-effective maintenance and rehabilitation strategies across the City’s street network. The design phase will include field verification, surveying, and preparation of construction documents and cost estimates for the highest-priority roadway segments. Implementing these improvements helps preserve pavement conditions, extend the useful life of the roadway system, and improve the City’s overall PCI score while minimizing more costly reconstruction in the future.

Option 1: Original Proposed Street Improvement Project (FY 26-27: \$500,000-Design)

This project continues work based on the previously identified streets needing improvements, most of which have PCI scores below 50, but it does not include all roads below a PCI of 50. This option continues the originally planned street rehabilitation and improvement work.

Option 2: Accelerated 5-Year Street Improvement Program (FY 26-27: \$450,000-Design)

This project brings all streets above a PCI of 50 and an average PCI of 80 within five years.

Option 3: 10-Year Street Improvement Program (FY 26-27: \$200,000-Design)

This project brings all streets above a PCI of 50 and an average PCI of 80 within ten years.

Street Preventative Maintenance Project

This project includes rehabilitation work on selected streets identified through the StreetSaver pavement evaluation program. Improvements will consist primarily of microseal/microsurfacing or similar treatments designed to extend the service life of existing roadways and prevent further deterioration. By addressing pavement needs proactively, this project reduces long-term costs associated with major repairs or full street reconstruction. These preventive maintenance efforts help preserve roadway integrity, improve safety, and maintain the overall quality of the pavement throughout the project area.

Option 1: Original Proposed Street Preventative Maintenance Program (FY 26-27: \$600,000-Design & Construction)

This project continues work based on the previously identified street preventative maintenance projects, most of which have PCI scores below 50, but it does not include all roads below a PCI of 50.. This option continues the originally planned repair and maintenance work.

Option 2: Accelerated 5-Year Street Preventative Maintenance Program (FY 26-27: \$672,000-Design and Construction)

This project brings all streets above a PCI of 50 and an average PCI of 80 within five years through an accelerated preventative maintenance strategy.

Option 3: 10-Year Street Preventative Maintenance Program (FY 26-27: \$850,000-Design and Construction)

This project brings all streets above a PCI of 50 and an average PCI of 80 within ten years through a phased preventative maintenance approach.

To keep streets at an average PCI of 80, the City will need to continue regular preventative maintenance on an ongoing basis. This ongoing maintenance is essential to preserve pavement conditions over the long term.

Resurface Parking Lot – Sunset Center (\$300,000)

This project completes asphalt rehabilitation improvements at the Sunset Center parking lot, one of the City’s most heavily used public parking facilities. Work includes pavement resurfacing, localized asphalt repair, restriping, and accessibility improvements where needed. These upgrades extend the service life of the parking lot while improving safety, circulation, and ADA compliance for visitors to the Sunset Center campus.

Sidewalk Improvement Project – Design (\$275,000)

This project supports the design of priority sidewalk repair and replacement projects throughout the City to improve pedestrian safety and accessibility. Areas requiring improvement have been identified through the City’s recent sidewalk condition

assessment conducted by Precision Concrete, which documented trip hazards, vertical offsets, and deteriorated sidewalk segments across the community. The assessment data is managed through the City's DataWorks infrastructure management software, allowing staff to prioritize repairs based on safety risk, condition severity, and pedestrian usage. The design phase will include surveying, preparation of construction drawings, and cost estimates for the highest-priority locations, supporting future construction projects that enhance walkability, reduce liability risks, and improve overall sidewalk conditions.

Public Facilities

Projects addressing maintenance, safety improvements, and long-term facility planning.

Picadilly Restroom Design (\$150,000)

Funding will be allocated for the design of an expansion to the Picadilly restroom, one of the City's most heavily used facilities. During peak summer months, the line for this single-toilet restroom often extends to the sidewalk, highlighting the need for increased capacity.

Vista Lobos Electrical Panel Upgrade and EV Infrastructure (\$560,000)

This project implements previously authorized Council action to upgrade the electrical infrastructure at the Vista Lobos facility and is currently in progress, with bid solicitation underway. The City has executed an agreement for this work, and the project is advancing toward construction.

Improvements include replacement of aging electrical panels, modernization of electrical systems, and expansion of capacity to support current operations and future electric vehicle (EV) charging infrastructure for the City's fleet. These upgrades are necessary to ensure safe, reliable, and code-compliant electrical service while supporting the City's sustainability and fleet electrification goals.

Completion of the project by the end of the calendar year is required to meet contractual and funding obligations. Failure to meet this deadline may result in financial penalties or loss of eligible funding. The project is being actively managed to maintain schedule and mitigate delivery risks.

ADA Upgrade Program (\$20,000)

The City continues its ongoing program of accessibility improvements to public facilities and infrastructure. Funding supports targeted upgrades identified through ADA transition planning and accessibility reviews. Improvements may include pathway modifications, accessibility improvements to public buildings, and upgrades that ensure compliance with current accessibility standards.

Sunset Center Piano Room Floor and Guardrail Replacement (\$75,000)

This project includes two improvements at the Sunset Center facility to address aging infrastructure and safety concerns. The Piano Room floor requires replacement due to deterioration from years of use, which has impacted its structural integrity and

appearance. Upgrading the floor will restore the functionality and safety of the space used for rehearsals, events, and performances.

The project also includes replacement of the exterior guardrail along the ramp in the Sunset Center North Parking Lot, which has deteriorated due to age and exposure to coastal weather conditions. Replacing the guardrail will improve safety for pedestrians using the ramp and adjacent parking areas while maintaining compatibility with the character of the Sunset Center campus.

Fire Station Alert System Upgrade (\$200,000)

This project replaces the Fire Station's alerting and notification system that receives dispatch signals from Monterey County and alerts personnel to emergency incidents. The need for this upgrade was identified during the current fiscal year CIP discussions but was not included due to timing constraints and is now proposed for the upcoming fiscal year.

The existing system is outdated, no longer supported by the manufacturer, and is beginning to experience failures similar to those encountered at neighboring stations prior to replacement. Replacement parts are unavailable, increasing the risk of system failure and delayed emergency response. Additionally, Monterey County has enhanced its dispatch capabilities, and the current system is not fully compatible with these updates.

The project includes installation of a modern station alerting system with a central controller, voice alerting, LED speaker and strobe notifications, room alerting components, and mobile application integration to support real-time notifications. These improvements will enhance reliability, improve response times, and ensure compatibility with current emergency communications systems.

Police / Public Works Facility – Architectural Design (\$3,500,000)

This project initiates architectural and engineering design services associated with the future Police and Public Works facility project. Work will include feasibility studies, conceptual layouts, site evaluation, and preliminary architectural design alternatives for renovation or replacement of the existing facility. This phase will establish project scope, cost estimates, and potential development strategies for one of the City's most significant future infrastructure investments.

Flanders Mansion Foundation Repair (\$150,000)

Structural assessment and stabilization work will address foundation issues identified at Flanders Mansion. The project includes engineering evaluation, development of repair strategies, and implementation of stabilization measures to protect the historic structure. These improvements ensure the continued structural integrity and preservation of one of the City's most historically significant properties.

Transfer Switch Installation – City Hall and Vista Lobos (\$100,000)

Automatic transfer switches will be installed at City Hall and the Vista Lobos facility to

support backup power operations. These systems allow facilities to seamlessly transition to emergency power during outages, improving operational continuity for essential municipal services.

Forest, Parks, and Beach Infrastructure

Several projects focus on coastal resilience, environmental restoration, and park infrastructure.

Sand Ramp – Eighth Avenue Repair and Design (\$400,000)

This project advances the design and reconstruction of the sand access ramp near Eighth Avenue, which has experienced repeated storm damage due to coastal erosion and sea level rise. Improvements will restore reliable access to the beach while incorporating design features that improve durability under changing coastal conditions.

Eroded Bluff Emergency Repair (\$200,000)

Emergency stabilization work will address coastal bluff erosion that poses risks to public safety and nearby infrastructure. The project will include geotechnical investigation and design, along with the necessary emergency repairs or construction activities to address damaged areas. Additional restoration efforts will be undertaken to reduce future instability.

Shoreline Infrastructure Repairs (\$400,000)

A recent Coastal Engineering Study included a comprehensive Shoreline Infrastructure Condition Assessment that identified priority repairs needed to protect critical coastal assets. This project initiates the engineering, design, and permitting of the highest priority shoreline infrastructure improvements.

The assessment identified six rock revetments along the shoreline, four of which are in high-priority condition requiring repair—one requiring full reconstruction and others requiring partial rehabilitation. These structures are essential for protecting public infrastructure, maintaining coastal access, and reducing the risk of erosion and storm-related damage.

This project will advance design and regulatory coordination for these priority repairs, allowing the City to proactively address deteriorating conditions while streamlining the permitting process with agencies such as the California Coastal Commission. Advancing a focused set of priority improvements is expected to improve permitting efficiency and position the City to respond more effectively to coastal hazards.

Additionally, this effort will refine construction cost estimates, identify project phasing, and establish a clear implementation strategy for future shoreline infrastructure investments. This work lays the foundation for a comprehensive, long-term approach to maintaining and protecting the City's shoreline assets.

North Dunes Habitat Restoration (\$200,000)

This ecological restoration project targets invasive species removal and habitat restoration within the North Dunes area. The effort supports recovery of native dune

ecosystems while improving habitat conditions for coastal wildlife. Work may include invasive plant removal, restoration planning, and revegetation with native species.

Fleet and Equipment

Fleet replacement and equipment investments support ongoing municipal operations.

Vehicle and Equipment – Fleet (\$350,000), (3CE Grant \$30,000)

Police Radios Lease, Year 6 (last year): Twenty-two (22) radios were purchased in 2021 with a payment schedule of \$30,000 per year payments for six years, with funding from the Vehicle and Equipment Fund.

Police Department Fleet: Police will be replacing four vehicles this fiscal year, all based on age. (1) Parking Enforcement Vehicle, (2) A 2009 Animal Control Vehicle, (3) 2013 Police Administration Vehicle, (4) 2009 Radar Trailer. EV options for all vehicles will be evaluated.

Public Works: The Public Works Street Division’s asphalt patch truck is 27 years old with 62,000 miles. While the truck has low mileage, it is in poor condition and has an outdated leaking asphalt tack oil sprayer. This truck will be replaced with a medium-sized truck, outfitted with a dump bed, lift gate, and tack oil sprayer. An EV option will be evaluated.

FISCAL IMPACT:

The fiscal impact of the CIP program will be finalized as part of the FY 2026–2027 Budget adoption process. The proposed options reflect varying levels of investment and staffing and will directly influence future budget commitments and infrastructure outcomes.

PRIOR CITY COUNCIL ACTION:

Council directed staff to refine and present options for a 5-year and 10-year street improvement and preventative maintenance program that would bring all streets currently below a Pavement Condition Index (PCI) of 50 to above 50. Council also directed staff to include the Scenic Pathway Improvement Project in the Drainage category.

ATTACHMENTS:

1. 5 Year CIP Plan FY 26-31
2. Proposed FY 26-27 CIP Budget
3. Options 2 and 3 5 Year CIP Plan Comparison
4. Street Options 2 & 3 Yearly Comparison
5. Preliminary Estimate of Deferred Maintenance

City of Carmel-by-the-Sea
5-Year Capital Improvement Plan FY 2026-2031
Excluding Operating Budget Projects

As of : 4/6/26

Category	FY 2026/27			FY 2027/28			FY 2028/29			FY 2029/30			FY 2030/31		
	Year 1			Year 2			Year 3			Year 4			Year 5		
	Project		Estimate	Project		Estimate	Project		Estimate	Project		Estimate	Project		Estimate
Drainage	Drainage Improvement Project Design (Carryover \$175,000)	D	450,000	Drainage Improvement Project-Construction FY 26/27	D	1,500,000									
							Mission Bypass Pipe - Design	D	415,000	Mission Bypass Pipe - Construction	D	2,750,000			
													Drainage Improvement Project - Design	D	865,000
	Scenic Drainage Improvement & Pathway Restoration Design 8th - 11th (Carryover \$100,000)	D	300,000	Scenic Drainage Improvement & Pathway Restoration Constr Ph 1 - 8th - 11th	D	1,500,000	Scenic Drainage Improvement & Pathway Restoration Planting/Monitoring Ph 2 - 8th - 11th	D	300,000						
\$8,080,000		\$ 750,000			\$ 3,000,000			\$ 715,000			\$ 2,750,000			\$ 865,000	
Streets/ Sidewalks	Street Improvement Project - Design	D	500,000	Street Improvement Project - Construction Ph 1	D	1,000,000	Street Improvement Project - Construction Ph 2	D	1,500,000						
							Street Improvement Project - Design	D	500,000	Street Improvement Project - Construction Ph 1	D	500,000	Street Improvement Project - Construction Ph 2	D	1,500,000
													Street Improvement Project - Design	D	500,000
	Street Preventative Maintenance Project - Microseal/Microsurfacing (Design and Construction)	D	600,000												
	Resurface Parking Lot Sunset Center	D	300,000												
							Childrens Library Drainage & Parking Lot Resurface - Design	D	150,000	Childrens Library Drainage & Parking Lot Resurface - Construction	D	600,000			
	Sidewalk Improvement Project - Design	D	275,000	Sidewalk Improvement Project - Construction Ph 1	D	500,000	Sidewalk Improvement Project - Construction Ph 2	D	600,000	Sidewalk Improvement Project - Design	D	300,000	Sidewalk Improvement Project - Construction Ph 1	D	700,000
				Sunset Center Retaining Walls, Sidewalk & Fence Improvement - Design(Carryover - \$450,000)	D	450,000	Sunset Center Retaining Walls, Sidewalk & Fence Improvement - Construction	D	1,200,000						
\$11,675,000		\$ 1,675,000			\$ 1,950,000			\$ 3,950,000			\$ 1,400,000			\$ 2,700,000	
Picadilly Restroom - Design (Carryover from FY25/26 \$70,000)	D	150,000	Picadilly Restroom Construction	D	600,000										

Category	FY 2026/27			FY 2027/28			FY 2028/29			FY 2029/30			FY 2030/31		
	Year 1			Year 2			Year 3			Year 4			Year 5		
Facilities	Vista Lobos Panel Upgrade EV (Carryover \$560,000)	D	560,000												
							Facility Condition Assessment		200,000	Facility Repairs	D	300,000	Facility Repairs	D	300,000
							City Hall Shingles & Windows (Carryover \$70,000)	D	500,000						
	ADA Upgrade		20,000	ADA Upgrade		20,000	ADA Upgrade		20,000	ADA Upgrade		20,000	ADA Upgrade		20,000
	Sunset Center - Piano Room Floor		25,000												
	Sunset Center - Guardrail Replacement		50,000												
	Fire Station Alert System Upgrade		200,000												
	PD/PW Architecture - Design	D	3,500,000	PD/PW Architecture - Design (Carryover from FY26/27)	D										
	Flanders Foundation Repair (Assessment & Repair)	D	150,000	Flanders Window and Gutter Repair	D	100,000									
	Transfer Switches for City Hall & Vista Lobos	D	100,000	Back-up generator transfer switch for City Hall & Vista Lobos		200,000									
				Fire Station Window upgrades	D	20,000									
Fire Service Backflow Preventer Upgrade (HML, CL and CH) (Carryover \$200,000)	D	250,000													
										PW Roll-up 2 Doors	D	100,000			
\$7,405,000		\$ 5,005,000			\$ 940,000			\$ 720,000			\$ 420,000			\$ 320,000	
Forestry, Parks & Beach	Sand Ramp 8th Ave Repair Project - Design and Permitting (Carryover \$275,000)	D	400,000	Sand Ramp 8th Ave Repair Project - Design and Permitting	D	-	Sand Ramp 8th Ave Repair Project - Construction	D	2,000,000						
	Eroded Bluff Emergency Repair (Design and Construction)		200,000												
	Shoreline Infrastructure Repairs (Carryover \$400,000)	D	400,000	Shoreline Infrastructure Repairs	D	200,000									
				4th Ave Outfall - Design (Carryover \$900,000 from FY25/26)	D	900,000	4th Ave Outfall - Permitting	D	0	4th Ave Outfall - Permitting and Construction	D	2,500,000			
										4th Ave Pathway (Monte Verde St to San Antonio) Design		400,000	4th Ave Pathway (Monte Verde St to San Antonio) Construction		2,500,000

Category	FY 2026/27		FY 2027/28		FY 2028/29		FY 2029/30		FY 2030/31	
	Year 1		Year 2		Year 3		Year 4		Year 5	
			Carmel Beach Climate Adaptation & Coastal Resiliency Program (Technical Studies, Design & CEQA)	650,000	Carmel Beach Climate Adaptation & Coastal Resiliency Program (Implementation)	300,000	Carmel Beach Climate Adaptation & Coastal Resiliency Program (Implementation)	200,000	Carmel Beach Climate Adaptation & Coastal Resiliency Program (Monitoring)	150,000
			Mission Trail Nature Preserve - Stream Restoration & Trail Resiliency Design (Carryover \$175,000)	D 175,000	Mission Trail Nature Preserve - Stream Restoration & Trail Resiliency Design & Permitting	D 400,000	Mission Trail Nature Preserve Environmental & Permitting- Stream Restoration & Trail Resiliency	D 100,000	Mission Trail Nature Preserve - Stream Restoration & Trail Resiliency	D 4,000,000
		200,000	North Dunes Habitat Restoration Area - Invasive Species Planning and Removal	200,000	North Dunes Habitat Restoration Area - Planting	100,000				
	\$15,975,000	\$ 1,200,000		\$ 2,125,000		\$ 2,800,000		\$ 3,200,000		\$ 6,650,000
Fleet & Equipment	Radio Lease, Year 6	30,000	PW Water Truck (1994 Ford SD)	125,000	PW EV Truck (2005 Ford LCF)	125,000	PW Maintenance Truck (2008 Ford F350)	125,000	PW Maintenance Truck (2012 F250)	125,000
	PW Patch Truch (1999 F450)	125,000	PD Patrol Vehicle EV (2019)	75,000	PD Detective Vehicle EV (2017)	75,000	PD Patrol Vehicle EV (2016)	75,000	PD Patrol Vehicle EV (2020)	75,000
	PD Radar Trailer (2009)	25,000	PD Parking Vehicle EV (2014)	45,000	PD Patrol Vehicle EV (2020)	75,000				
	PD Parking Vehicle	50,000			PW Backup Portable Generator	90,000				
	PD Admin Vehicle EV (2013)	75,000								
	PD Animal Control Vehicle (2009)	75,000								
	EV Vehicles - 3CE Grants	-30,000	EV Vehicles - 3CE Grants	-30,000	EV Vehicles - 3CE Grants	-35,000	EV Vehicles - 3CE Grants	-35,000	EV Vehicles - 3CE Grants	-35,000
	\$1,225,000	\$ 350,000		\$ 215,000		\$ 330,000		\$ 165,000		\$ 165,000
Contingency	CIP Contingency	600,000	CIP Contingency	600,000	CIP Contingency	600,000	CIP Contingency	600,000	CIP Contingency	600,000
	<i>Project Subtotal</i>	9,580,000		8,830,000		9,115,000		8,535,000		11,300,000
Staff Resources	Project Management (3 FTE)	\$ 612,504	Project Management (3 FTE)	\$ 627,817	Project Management (3 FTE)	\$ 643,512	Project Management (3 FTE)	\$ 659,600	Project Management (3 FTE)	\$ 676,090
	5-Year Total:									
Grand Totals (incl. carry over)	\$50,579,523	\$10,192,504		\$9,457,817		\$9,758,512		\$9,194,600		\$11,976,090
	Deferred Maintenance Total	\$7,935,000	Deferred Maintenance Total	\$7,125,000	Deferred Maintenance Total	\$7,565,000	Deferred Maintenance Total	\$7,150,000	Deferred Maintenance Total	\$7,865,000

= amount of external funding source
 * EV Vehicles needed to meet State EV fleet requirements
 * D= Deferred Maintenance

Category	Year 1			FY25-26 Carryover (Included in the Budget)	FY 26-27 Budget Needed	Soft Cost (Included in the Estimate)	FY 26/27 Construction Cost	FY 27/28 Construction Cost	Future Construction Cost	ADA Required ?
	FY 2026/27		Estimated Total							
Drainage	Drainage Improvement Project Design	D	450,000	175,000	275,000	450,000		1,500,000		No
	Scenic Drainage Improvement & Pathway Restoration Design (8th - 11th)	D	300,000	100,000	200,000	300,000		1,500,000		Yes
			\$ 750,000	\$ 275,000	\$ 475,000	\$ 750,000		\$ 3,000,000		
Streets/Sidewalks	Street Improvement Project - Design	D	500,000		500,000	500,000		1,000,000	1,500,000	Yes
	Street Preventative Maintenance Project- (Design and Construction)	D	600,000		600,000	75,000	500,000			No
	Resurface Parking Lot Sunset Center -	D	300,000	150,000	150,000	30,000	270,000			Yes
	Sidewalk Improvement Project - Design	D	275,000		275,000	275,000		500,000	600,000	Yes
			\$ 1,675,000	\$ 150,000	\$ 1,525,000	\$ 880,000	\$ 770,000	\$ 1,500,000		
Facilities	Picadilly Restroom - Design	D	150,000	70,000	80,000			600,000		Yes
	Vista Lobos Panel Upgrade EV ADA Upgrade	D	560,000	560,000		140,000	420,000			No
	Sunset Center - Piano Room Floor		20,000		20,000		20,000			Yes
	Sunset Center - Piano Room Floor Replacement		25,000		25,000		25,000			No
	Sunset Center - Guardrail		50,000		50,000		50,000			No
	Fire Station Alert System Upgrade		200,000		200,000		200,000			No
	PD/PW Architecture - Design	D	3,500,000		3,500,000	3,000,000				No
	Flanders Foundation Repair (Assessment & Repair)	D	150,000		150,000	50,000	100,000			No
	Transfer Switches for City Hall & Vista Lobos	D	100,000		100,000		100,000			No
	Fire Service Backflow Preventer Upgrade (HML, CL and CH)	D	250,000	200,000	50,000	20,000	230,000			No
		\$ 5,005,000	\$ 830,000	\$ 4,075,000	\$ 3,210,000	\$ 1,145,000	\$ 600,000			
Forestry, Parks & Beach	Sand Ramp 8th Ave Repair Project - Design and Temporary Sand Replacement	D	400,000	275,000	125,000	275,000				Yes
	Eroded Bluff Emergency Repair		200,000		200,000	100,000	100,000			No
	Shoreline Infrastructure Repairs	D	400,000	400,000						No
	North Dunes Habitat Restoration Area - Invasive Species Planning and Removal		200,000		200,000	100,000	100,000			No
		\$ 1,200,000	\$ 675,000	\$ 525,000	\$ 475,000	\$ 200,000	\$ -			
Fleet & Equipment	Radio Lease, Year 6		30,000		30,000		30,000			No
	PW Patch Truch (1999 F450)		125,000		125,000		125,000			No
	PD Radar Trailer (2009)		25,000		25,000		25,000			No
	PD Parking Vehicle		50,000		50,000		50,000			No
	PD Admin Vehicle EV (2013)		75,000		75,000		75,000			No
	PD Animal Control Vehicle (2009)		75,000		75,000		75,000			No
	EV Vehicles - 3CE Grants		-30,000		-30,000		-30,000			
		\$ 350,000		\$ 350,000		\$ 350,000				
Contingency	CIP Contingency		\$ 600,000		\$ 600,000	\$ 249,000	\$ 351,000			
	Project Subtotal		\$ 9,580,000	\$ 1,930,000	\$ 7,550,000	\$ 5,564,000	\$ 2,816,000	\$ 5,100,000	\$ 2,100,000	\$ -
Staff Resources	Project Management (3 FTE)		\$ 612,504		\$ 612,504	\$ 612,504				
	Grand Total		\$10,192,504	\$1,930,000	\$8,162,504	\$6,176,504	\$2,816,000	\$5,100,000	\$2,100,000	
	Deferred Maintenance Total		\$7,935,000							

= Amount of External Funding Source
 =Budget Needed for FY26/27 (Excl Carry-Over)

* EV Vehicles needed to meet State EV fleet requirements

Soft Cost: (~25%-30%)	Construction Cost:
Engineering/Design	Construction
Topo Survey	Contingency (~10%-20%)
Advertisement	
Public Outreach	
Permits	
Geotechnical Investigation	
Project Management	
Construction Management	
Inspection	

Option 2: 5-Year Program to Raise All Streets to a PCI of 50 or Higher

Category	FY 2026/27			FY 2027/28			FY 2028/29			FY 2029/30			FY 2030/31		
	Year 1			Year 2			Year 3			Year 4			Year 5		
Streets/ Sidewalks	Street Improvement Project A- Design	D	450,000	Street Improvement Project A- Construction	D	2,200,000	Street Improvement Project B- Construction	D	1,500,000	Street Improvement Project C- Construction	D	1,300,000	Street Improvement Project D- Construction	D	1,200,000
				Street Improvement Project B- Design	D	300,000	Street Improvement Project C- Design	D	260,000	Street Improvement Project D- Design	D	240,000	Street Improvement Project E - Design	D	150,000
	Street Preventative Maintenance Project - (Design and Construction)	D	672,000	Street Preventative Maintenance Project - (Design and Construction)	D	705,600	Street Preventative Maintenance Project - (Design and Construction)	D	740,880	Street Preventative Maintenance Project - (Design and Construction)	D	777,924	Street Preventative Maintenance Project - (Design and Construction)	D	816,820
	Resurface Parking Lot Sunset Center	D	300,000												
							Childrens Library Drainage & Parking Lot Resurface - Design	D	150,000	Childrens Library Drainage & Parking Lot Resurface - Construction	D	600,000			
	Sidewalk Improvement Project - Design	D	275,000	Sidewalk Improvement Project - Construction Ph 1	D	500,000	Sidewalk Improvement Project - Construction Ph 2	D	600,000	Sidewalk Improvement Project - Design	D	300,000	Sidewalk Improvement Project -Construction Ph 1	D	700,000
				Sunset Center Retaining Walls, Sidewalk & Fence Improvement - Design(Carryover - \$450,000)	D	450,000	Sunset Center Retaining Walls, Sidewalk & Fence Improvement - Construction	D	1,200,000						
\$16,388,224		\$ 1,697,000			\$ 4,155,600			\$ 4,450,880			\$ 3,217,924			\$ 2,866,820	
	<i>Project Subtotal</i>		9,602,000		11,035,600			9,615,880			10,352,924			11,466,820	
Staff Resources	Project Management (3 FTE)		\$ 612,504	Project Management (4 FTE)		\$ 837,089	Project Management (4 FTE)		\$ 858,016	Project Management (4 FTE)		\$ 879,467	Project Management (4 FTE)		\$ 901,453
	5-Year Total:														
Grand Totals (incl. carry over)			\$56,161,754			\$10,214,504			\$11,872,689			\$10,473,896			\$11,232,391
	Deferred Maintenance Total		\$7,957,000	Deferred Maintenance Total		\$9,150,600	Deferred Maintenance Total		\$8,065,880	Deferred Maintenance Total		\$8,967,924	Deferred Maintenance Total		\$8,031,820

Option 3: 10-Year Program to Raise All Streets to a PCI of 50 or Higher

Category	FY 2026/27			FY 2027/28			FY 2028/29			FY 2029/30			FY 2030/31		
	Year 1			Year 2			Year 3			Year 4			Year 5		
Streets/ Sidewalks	Street Improvement Project A- Design	D	200,000	Street Improvement Project A- Construction	D	800,000	Street Improvement Project B- Construction	D	880,000	Street Improvement Project C- Construction	D	968,000	Street Improvement Project D- Construction	D	1,064,800
				Street Improvement Project B- Design	D	176,000	Street Improvement Project C- Design	D	193,600	Street Improvement Project D- Design	D	212,960	Street Improvement Project E - Design	D	234,256
	Street Preventative Maintenance Project - (Design and Construction)	D	850,000	Street Preventative Maintenance Project - (Design and Construction)	D	700,000	Street Preventative Maintenance Project - (Design and Construction)	D	500,000	Street Preventative Maintenance Project - (Design and Construction)	D	400,000	Street Preventative Maintenance Project - (Design and Construction)	D	400,000
	Resurface Parking Lot Sunset Center	D	300,000												
							Childrens Library Drainage & Parking Lot Resurface - Design	D	150,000	Childrens Library Drainage & Parking Lot Resurface - Construction	D	600,000			
	Sidewalk Improvement Project - Design	D	275,000	Sidewalk Improvement Project - Construction Ph 1	D	500,000	Sidewalk Improvement Project - Construction Ph 2	D	600,000	Sidewalk Improvement Project - Design	D	300,000	Sidewalk Improvement Project -Construction Ph 1	D	700,000
				Sunset Center Retaining Walls, Sidewalk & Fence Improvement - Design(Carryover - \$450,000)	D	450,000	Sunset Center Retaining Walls, Sidewalk & Fence Improvement - Construction	D	1,200,000						
\$12,654,616		\$ 1,625,000			\$ 2,626,000			\$ 3,523,600			\$ 2,480,960			\$ 2,399,056	
	<i>Project Subtotal</i>		9,530,000		9,506,000			8,688,600			9,615,960			10,999,056	
Staff Resources	Project Management (3 FTE)		\$ 612,504	Project Management (3 FTE)		\$ 627,817	Project Management (3 FTE)		\$ 643,512	Project Management (3 FTE)		\$ 659,600	Project Management (3 FTE)		\$ 676,090
	5-Year Total:														
Grand Totals (incl. carry over)			\$51,559,139			\$10,142,504			\$10,133,817			\$9,332,112			\$10,275,560
	Deferred Maintenance Total		\$7,885,000	Deferred Maintenance Total		\$7,621,000	Deferred Maintenance Total		\$7,138,600	Deferred Maintenance Total		\$8,230,960	Deferred Maintenance Total		\$7,564,056

5 & 10-Year Street CIP Options Comparison: Street Improvement and Preventative Maintenance

Option 2: 5-Year Street CIP to Achieve Roads with PCI Score above 50

Fiscal Years	Street Improvement	Street Preventative Maintenance
Year 1	\$450,000	\$672,000
Year 2	\$2,500,000	\$705,600
Year 3	\$1,760,000	\$740,880
Year 4	\$1,540,000	\$777,924
Year 5	\$1,350,000	\$816,820
Total	\$7,600,000	\$3,713,224
Grandtotal	\$11,313,224	

Option 3: 10-Year Street CIP to Achieve Roads with PCI Score above 50

Fiscal Years	Street Improvement	Street Preventative Maintenance
Year 1	\$200,000	\$850,000
Year 2	\$854,000	\$700,000
Year 3	\$939,400	\$500,000
Year 4	\$1,033,340	\$400,000
Year 5	\$1,136,674	\$400,000
Year 6	\$1,250,341	\$400,000
Year 7	\$1,375,376	\$400,000
Year 8	\$1,512,913	\$400,000
Year 9	\$1,664,204	\$400,000
Year 10	\$1,830,625	\$400,000
Total	\$11,796,873	\$4,850,000
Grandtotal	\$16,646,873	

City of Carmel-by-the-sea

Preliminary Estimate of Deferred Maintenance

As of 12/10/25

Improvement	Estimated Current Cost	
New Police/PW Building	38,000,000	This is the estimated cost to build a new 60,000 sq ft building to house the Police and Public Works functions.
Streets	24,000,000	Total identified need: \$8M - \$24M to bring all streets to a PCI of 100 plus design, proj mgt, drainage, ADA plus time to get planned and built
Storm Drain System	14,700,000	Total identified need: \$14.7M plus soft costs based on "Storm Drain Master Plan Updated Final Report 2023" <ul style="list-style-type: none"> • Breakdown: <ul style="list-style-type: none"> o Capacity improvements: Major pipe upsizing (e.g., Junipero, Mission bypass), New parallel pipe systems, Improvements to reduce street flooding and overflow, New culverts and outfall replacements, Modeling-identified bottleneck corrections: \$12.76M o Condition Improvements: Failed or failing pipe liners, Structural damage, Sediment-filled or collapsed pipes, Blocked or degraded inlets: \$1.94M
Shoreline Structures	8,000,000	Total identified need: \$8M plus soft costs <ul style="list-style-type: none"> • Breakdown: <ul style="list-style-type: none"> o Beach stairs (sloping, drainage/erosion, foundation, corrosion repairs, replacements): \$1.5M o Revetments (4): full armoring over 5yrs \$2M o Sand ramp replacement (long term): \$1M o Seawalls (4) \$3M o Scenic Pathway (edge stabilization, pathway work) \$500k
Sidewalks	6,600,000	Total identified need: \$6.6M plus soft costs <ul style="list-style-type: none"> • Breakdown: <ul style="list-style-type: none"> o Leveling and resetting existing pavers at 607 locations: \$13,068 o Removal and replacement of 582 sidewalk segments: \$6,633,643. (107,465 sqft of sidewalk panels to be removed and replaced. 18,680LF of curbs to be removed and replaced).
Parks and Facilities		
Sunset Center	3,800,000	Total identified need: \$3.8M plus soft costs <ul style="list-style-type: none"> • Breakdown: <ul style="list-style-type: none"> o Retaining walls: repair/replacement needs: \$1.2M o Exterior Ramps & Stairs, Assembly Area, Restrooms (ADA): \$2.6M
Forestry / Urban Trees	1,000,000	Total identified need: \$3.0M based on Forest Master Plan dated 2024 <ul style="list-style-type: none"> • Breakdown: <ul style="list-style-type: none"> o Tree pruning/removal/replacement (~\$1M/yr for 3 yrs).
City Hall	1,200,000	Total identified need: \$1.2M plus soft costs, consistent with Facility Condition Assessment dated 6/9/23 <ul style="list-style-type: none"> o Seismic retrofit (roof, walls, crawlspace, basement) – \$640,000 o Electrical, fire alarm, ADA egress, – \$260,000 o HVAC/plumbing – \$120,000 o Finishes (windows, doors, ceiling) –\$220,000

Mission Trail Nature Preserve	1,000,000	Total identified need: \$1M plus soft costs, consistent with Dudek study dated 2/14/19 <input type="checkbox"/> Stream stability, erosion control, tributary reroute, flood management <input type="checkbox"/> Pedestrian boardwalk improvements <input type="checkbox"/> Concrete ford removal <input type="checkbox"/> Bridge replacement
-------------------------------	-----------	--

Fire Station	887,000	Total identified need: \$887K plus soft costs. consistent with Facility Condition Assessment dated 6/9/23 <input type="checkbox"/> Roof replacement & seismic anchorage – \$352,900 <input type="checkbox"/> Alarm and egress ADA upgrades – \$96,800 <input type="checkbox"/> Interior/exterior finishes, doors/hardware –\$93,900 <input type="checkbox"/> Window replacement, HVAC–\$266,100 <input type="checkbox"/> Remaining fire protection upgrades – \$77,630
--------------	---------	---

Public Works / Police Building	2,000,000	Total identified need: \$2M deferred maintenance only <input type="checkbox"/> Water intrusion repairs at electrical panels & roof slab – \$1,205,000 <input type="checkbox"/> Seismic retrofit of equipment anchorage, retaining wall, columns – \$135,000 <input type="checkbox"/> Electrical service and panel upgrades – \$59,000 <input type="checkbox"/> Fire alarm replacement and ADA devices – \$42,680 <input type="checkbox"/> Exterior envelope renewal – \$462,680 <input type="checkbox"/> Interior upgrades & ongoing system replacements – \$157,840
--------------------------------	-----------	--

Vista Lobos Community Cent	566,000	Total identified need: \$566k plus soft costs, consistent with Facility Condition Assessment dated 6/9/23 <input type="checkbox"/> Seismic retrofits (roof diaphragm, shear walls, canopy) – \$144,000 <input type="checkbox"/> Electrical - \$175,460 <input type="checkbox"/> HVAC Systems - \$8,500 <input type="checkbox"/> Plumbing - \$46,000 <input type="checkbox"/> ADA compliance (restrooms, fire-rated walls/ceilings) – \$24,000 <input type="checkbox"/> Fire protection upgrades – \$42,910 <input type="checkbox"/> Remaining systems, finishes – \$124,960
----------------------------	---------	--

Flanders Mansion	120,000	Total identified need: \$120k <input type="checkbox"/> Exterior Painting: Window frames <input type="checkbox"/> Roof replacement
------------------	---------	---

Restroom Facilities (7)	70,000	Total identified need: \$70k plus soft costs <input type="checkbox"/> Dev Park - Roof replacement, Drinking water repairs \$25k <input type="checkbox"/> Del Mar beach - Paint, ATV room door & plumbing - \$20k <input type="checkbox"/> Scenic - SS door frame replacements - \$15k <input type="checkbox"/> FH Park - fixture replacements & plumbing - \$10k
-------------------------	--------	--

First Murphy House	22,000	Total identified need: \$22k <input type="checkbox"/> Painting. <input type="checkbox"/> Dry rot repairs <input type="checkbox"/> Pathway repairs
--------------------	--------	--

Scout House	20,000	Total identified need: \$20k <input type="checkbox"/> Water line repair
-------------	--------	--

Subtotal Parks and Facilitie: 10,685,000

Net Additional Need 101,985,000



CITY OF CARMEL-BY-THE-SEA
City Council
Staff Report

April 6, 2026
ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Jayme Fields, Finance Manager

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: Review and Approval of the Comprehensive Schedule of Fees for Fiscal Year 2026-2027

RECOMMENDATION:

It is recommended that the City Council review and approve the Proposed 2026 Schedule of Fees (**Attachment 1**) to achieve full cost recovery and ensure the fiscal sustainability of the City's General Fund. The final fee schedule will return in May for formal adoption by Resolution, and will become effective 60 days later.

BACKGROUND / SUMMARY:

The City of Carmel-by-the-Sea is a unique coastal community that takes pride in providing high-quality services to its residents and visitors. However, as a small city, our financial health is heavily dependent on volatile revenue sources, specifically Sales Tax and Transient Occupancy Tax (TOT). These sources are subject to economic fluctuations beyond the City's control. To maintain essential services—such as public safety, forest and beach maintenance, and library services—the City must ensure that its fee-supported services are accurately priced to recover the actual cost of providing them.

In March 2025, the City Council approved an update to the fee schedule based on a 2.4% inflationary adjustment. As noted in the previous staff report, that update was a “catch-up” measure intended to provide a modest increase based on the San Francisco-Oakland Consumer Price Index (CPI). It was not based on a granular analysis of the labor and materials required to process permits or provide services. At that time, staff recommended that the Council move toward a new cost-of-services study to ensure that

general tax revenues (paid by the public at large) were not unfairly subsidizing services that benefit specific individual users.

It is the City's policy and "best practices" that a study of fees be performed every three years. Therefore, in the fall of 2025, the City commissioned Pace Productivity to perform a comprehensive 2026 Fee Study, updating the previous study conducted by Revenue & Cost Specialists (RCS). Together these studies move the City from estimated inflationary adjustments to a data-driven model based on actual staff time and overhead costs.

Understanding the Fee Study

A fee study is a formal process used to determine the "Full Cost Recovery" of a service. As outlined in the *2026 Fee Study Report (Attachment 2)*, the basic costs of operating any government service are direct labor and employee benefits, direct materials, and overhead costs. This study is guided by the philosophy that the City should fairly balance the funding of services. In accordance with Proposition 4 (Article XIII B of the State Constitution), the City is legally allowed to charge a fee to the user of a specific service to recover—but not exceed—the cost of providing that service.

In addition to the updating of costs, another result of the study is the identification of previously unidentified services which did not have a corresponding fee. These services have been included to make this schedule of fees more comprehensive.

Addressing Concerns Regarding Fee Levels

It is recognized there may be concerns that certain proposed fees appear high and that the increases since the last CPI adjustment are significant. However, the study reveals that the applied CPI-based updates did not keep pace with the rest of the market, the true cost of labor and administrative overhead. When we compare Carmel-by-the-Sea to some of our neighbors, it is evident that our proposed fees are consistent with, but still generally less than, the regional market for professional planning and building services.

Table 1: 2026 Fee Comparison (Select Items)

Fee Item	Carmel-by-the-Sea (Proposed 2026)	City of Monterey (FY 25/26+CPI)	City of Marina (FY 26+CPI)	City of Pacific Grove (FY 26+CIP)
Conditional Use Permit (CUP)	\$ 3,922.25	\$ 5,907.08	\$ 5,631.35	\$3,884.75
Variance	\$ 2,232.23	\$ 3,882.70	\$ 2,674.23	\$3,884.75
Appeal to Planning Commission	\$ 2,500.69	\$ 2,151.48	\$ 2,184.28	\$2,799.28
Appeal to City Council	\$ 2,711.77	\$ 3,051.43	\$ 2,926.38	\$3,317.93
Lot Line Adjustment	\$ 1,339.67	\$ 4,372.65	\$ 4,657.60	\$2,661.93
Certificate of Compliance	\$ 1,018.21	\$ 2,175.05	\$ 2,363.65	\$2,220.15
Temporary Use Permit	\$ 211.78	\$ 486.88	\$ 1,010.65	\$1,450.38

Note: The City of Monterey and City of Marina table include CPI adjustments for the 2026-2027 fiscal year.

As shown above, Carmel’s proposed fees for items like Use Permits and Variances remain lower than those of the City of Monterey and are competitive with the City of Marina. The potential "increase" in fee rates is not a move toward profit, but rather a correction to stop the General Fund from subsidizing private development and individual requests. It is worth noting that the City is actively working on initiatives to enhance customer service and to make its processes more efficient. While it is important to have the correct fees, it is also important for those who pay for services to feel that the level of service they receive is aligned with the cost they pay for it.

Updating the fee schedule is critical for the long-term stability of the General Fund. When fees are set below the cost of recovery, the difference must be made up by General Fund revenues. This means that money intended for community-wide benefits—like our police department, fire protection, and library services—is instead being used to pay for the staff time required to process individual building permits and design reviews.

The *Estimated Fiscal Impact* analysis (Appendix D of Attachment 2) demonstrates the potential for improved cost recovery through these updates. For example, by adjusting the Track 1 Design Review fees to reflect actual staff time, the City can significantly reduce the "subsidy gap."

Table 2: Estimated Fiscal Impact of Fee Adjustments (Selected Items)

Service Category	\$ Change per Transaction	Estimated Annual Transactions	Net Increase in Cost Recovery
Track 1 Design Review (Minor)	\$205.00	109	\$22,345.00
Track 1 Design Review (Major)	\$267.00	33	\$8,811.00
Track 2 Design Review (Minor)	\$902.00	5	\$4,510.00
Sign Application	\$128.00	40	\$5,120.00
Total Sampled Impact			\$40,786.00

By implementing the 2026 Fee Schedule, the City Council ensures that the individuals receiving specific benefits pay for the staff time they consume. This protects our volatile Sales Tax and TOT revenues, allowing them to be dedicated to the core municipal services that define the character of Carmel-by-the-Sea.

Staff recommends the adoption of the updated 2026 fee schedule. However, the City Council retains full discretion in establishing fee levels and may choose to adopt, modify, phase, or defer any proposed adjustments based on policy priorities, community considerations, and broader financial conditions.

FISCAL IMPACT:

Consistent with financial policy C94-01, the proposed fee schedule has been updated to reflect the City’s current costs. The estimated impact of this update to the fee schedule

is an increase of an estimated \$370,000.00 in additional fee revenue.

PRIOR CITY COUNCIL ACTION:

City Council reviewed and approved the FY 2025 – 2026 Fee schedule on May 6, 2025

ATTACHMENTS:

1. City of Carmel Fee Schedule - proposed
2. 2026 Fee Study Report with Appendices

MASTER FEE SCHEDULE EFFECTIVE JULY 1, 2026		Current Fee	Proposed Fee	% Change	\$ Change
COMMUNITY PLANNING & BUILDING					
Design Study and Review					
TRACK 1 DESIGN REVIEW/STUDY - MINOR	\$ 725 per application	725.00	930.00	28%	205.00
TRACK 1 DESIGN REVIEW/STUDY - MAJOR	\$1,040 per application	1,040.00	1,307.00	26%	267.00
TRACK 1 DESIGN REVIEW/STUDY-STREAMLINE	\$ 373 per application	373.00	314.00	-16%	(59.00)
TRACK 1 DESIGN REVIEW/STUDY - REFERRAL TO PLANNING COMMISSION	\$1,875 per application in addition to the base Track 1 fee	1,875.00	2,267.00	21%	392.00
TRACK 1 DESIGN REVIEW/STUDY-REFERRAL TO HISTORIC RESOURCES BOARD	\$1,875 per application in addition to the base Track 1 fee	1,875.00	2,223.00	19%	348.00
TRACK 2 DESIGN REVIEW - MINOR	\$4,108 per application plus deposit* if hours exceed 20 hours	4,108.00	5,010.00	22%	902.00
TRACK 2 DESIGN REVIEW - MAJOR	\$6,235 per application plus deposit* if hours exceed 30 hours	6,235.00	7,571.00	21%	1,336.00
TRACK 2 DESIGN REVIEW - MAJOR NEW COMMERCIAL BUILDING	\$2,974 per application, plus a deposit*	2,974.00	3,164.00	6%	190.00
ADDITIONAL PLAN CHECK - PLANNING	each, after three plan checks	-	465.00		465.00
PRELIMINARY SITE ASSESSMENT	\$1,571 per application	1,571.00	1,914.00	22%	343.00
REASONABLE ACCOMODATION	\$ 205 per application, plus fee for associated Design Study/Design Review as applicable	205.00	256.00	25%	51.00
VOLUMETRIC ANALYSIS	\$ 142 per application, plus \$1,500 deposit with charges at the fully allocated hourly rates plus any outside costs.	142.00	180.00	27%	38.00
* Deposit determined by staff with charges at the fully allocated hourly rates for Project Planner.					
Use Permit and Other Services					
USE PERMIT	\$3,215 per application	3,215.00	3,922.00	22%	707.00
USE PERMIT AMENDMENT	\$2,905 per application	2,905.00	3,506.00	21%	601.00
TEMPORARY USE PERMIT	\$ 173 per application	173.00	212.00	23%	39.00
RESTRICTED COMMERCIAL USE TRANSFER REQUEST	\$ 594 per application	594.00	776.00	31%	182.00
WATER CREDIT TRANSFER REQUEST	\$3,257 per application	3,257.00	3,949.00	21%	692.00
VARIANCE	\$1,881 per application	1,881.00	2,232.00	19%	351.00
PRELIMINARY APPLICATION REVIEW - STAFF	\$1,434 per application with 50% of this fee credited towards future planning fees for this project.	1,434.00	1,735.00	21%	301.00
PRELIMINARY APPLICATION REVIEW - PUBLIC HEARING (PLANNING COMMISSION, CITY COUNCIL, ETC.)	\$3,940 per application with 50% of this fee credited towards future planning fees for this project.	3,940.00	4,750.00	21%	810.00
COASTAL DEVELOPMENT PERMIT - DEVELOPMENT	\$ 184 per application - Added to other Planning fees	184.00	238.00	29%	54.00
COASTAL DEVELOPMENT PERMIT - EVENT	\$ 777 per application	777.00	1,016.00	31%	239.00
LANDSCAPE PLAN CHECK/INSPECTION	\$ 777 per plan/inspection	725.00	875.00	21%	150.00

MASTER FEE SCHEDULE EFFECTIVE JULY 1, 2026		Current Fee	Proposed Fee	% Change	\$ Change
PLANNING TECHNICAL ASSISTANCE	Charge the fully allocated hourly rate for all personnel involved after 15 minutes.				
TOBACCO RETAIL LICENSE	Current fee as adopted by the Monterey County Board of Supervisors				
EXTRAORDINARY DEVELOPMENT	Deposit amount TBD based on scope of project, with charges at the fully allocated hourly rates plus any outside costs				
Amendments, Annexations and Agreements					
SPECIFIC PLAN/SPECIFIC PLAN AMENDMENT	\$5,253 deposit with charges at the fully allocated hourly rates plus outside costs	5,253.00	5,253.00	0%	-
GENERAL PLAN AMENDMENT	\$5,253 deposit with charges at the fully allocated hourly rates plus outside costs	5,253.00	5,253.00	0%	-
SPHERE OF INFLUENCE AMENDMENT	\$5,253 deposit with charges at the fully allocated hourly rates plus outside costs	5,253.00	5,253.00	0%	-
ZONING CODE AMENDMENT	\$5,253 deposit with charges at the fully allocated hourly rates plus outside costs	5,253.00	5,253.00	0%	-
ANNEXATION	\$10,506 deposit with charges at the fully allocated hourly rates plus outside costs	10,506.00	10,506.00	0%	-
DEVELOPMENT AGREEMENT	\$10,506 deposit with charges at the fully allocated hourly rates plus outside costs	10,506.00	10,506.00	0%	-
Environmental Review Maps and Lot Lines					
ENVIRONMENTAL REVIEW (IS/ND/EIR)	Contract cost plus 10%				
FILING ENVIRONMENTAL NOTICE OF EXEMPTION	\$ 520 per application plus associated Monterey County fees	520.00	737.00	42%	217.00
MITIGATION MONITORING	\$3,152 deposit with charges at the fully allocated hourly rates plus outside costs.	3,152.00	3,152.00	0%	-
TENTATIVE/FINAL MAP	\$4,202 deposit with charges at the fully allocated hourly rates plus any outside costs.	4,202.00	4,202.00	0%	-
AMENDED FINAL MAP	\$1,051 deposit with charges at the fully allocated hourly rates plus any outside costs.	1,051.00	1,051.00	0%	-
CERTIFICATE OF COMPLIANCE	\$ 788 per application plus actual contract cost	788.00	1,018.00	29%	230.00
LOT LINE ADJUSTMENT/SUBDIV - PLANNING COMMISSION	\$1,108 per application plus actual contract cost	1,108.00	1,340.00	21%	232.00
LOT MERGER	\$ 898 per application plus actual contract cost	898.00	1,042.00	16%	144.00
Historic Evaluation					
PRELIMINARY PHASE 1 - INITIAL ASSESSMENT OF HISTORIC SIGNIFICANCE	\$ 474 per application plus Historian fee (currently \$474)	474.00	876.00	85%	402.00
PHASE 1 - HISTORIC EVALUATION	\$ 426 per application plus actual cost for Historian review with \$1,500 deposit	426.00	580.00	36%	154.00
PHASE 2 - HISTORIC EVALUATION (INCLUDES HISTORIC RESOURCES BOARD HEARING)	\$2,143 per application plus actual cost for Historian review with \$1,500 deposit	2,143.00	2,567.00	20%	424.00

MASTER FEE SCHEDULE EFFECTIVE JULY 1, 2026		Current Fee	Proposed Fee	% Change	\$ Change
APPEAL TO HISTORIC RESOURCES BOARD	\$1,576 per application plus actual cost for Historian review with \$1,500 deposit	1,576.00	2,053.00	30%	477.00
MILLS ACT CONTRACT APPLICATION	\$3,603 per application plus actual cost to record contract with County of Monterey	3,603.00	4,293.00	19%	690.00
MILLS ACT MAINTENANCE PLAN REVIEW	\$1,051 deposit with charges at the fully allocated hourly rates plus any outside costs for qualified professional to review plan.	1,051.00			
MILLS ACT 5-YEAR INSPECTION	\$ 525 deposit with charges at the fully allocated hourly rates plus any outside costs for qualified professional	525.00			
MILLS ACT 10-YEAR MAINTENANCE PLAN REVIEW	\$1,051 deposit with charges at the fully allocated hourly rates plus any outside costs for qualified professional to review plan.	1,051.00			
Determinations, Extensions and Appeals					
PLANNING COMMISSION CODE DETERMINATION	\$1,828 per application	1,828.00	2,196.00	20%	368.00
ZONING COMPLIANCE DETERMINATION	Charge the fully allocated hourly rates for all personnel involved with a one hour minimum				
PERMIT TIME EXTENSION - STAFF	\$ 420 per application	420.00	538.00	28%	118.00
PERMIT TIME EXTENSION - PLANNING COMMISSION	\$1,135 per application	1,135.00	1,349.00	19%	214.00
PERMIT TIME EXTENSION - CITY COUNCIL	\$1,098 per application	1,098.00	1,312.00	19%	214.00
PUBLIC HEARING CONTINUANCE - PLANNING COMMISSION	\$ 872 per continuance	872.00	992.00	14%	120.00
PUBLIC HEARING CONTINUANCE - COUNCIL	\$ 878 per continuance	878.00	992.00	13%	114.00
APPEAL TO PLANNING COMMISSION	\$2,044 per appeal - No charge for appeals of Coastal Development Permits (CDPs) within the Coastal Commission Appeal Jurisdiction (CMC 17.20.140)	2,044.00	2,501.00	22%	457.00
APPEAL TO CITY COUNCIL	\$2,190 per appeal - No charge for appeals of Coastal Development Permits (CDPs) within the Coastal Commission Appeal Jurisdiction (CMC 17.20.140)	2,190.00	2,712.00	24%	522.00
Sign and Banners					
SIGN APPLICATION	\$ 473 per application	473.00	601.00	27%	128.00
SIGN REFERRAL TO PLANNING COMMISSION	\$1,581 per application	1,581.00	1,907.00	21%	326.00
RELOCATE EXISTING SIGN	\$ 252 per application	252.00	328.00	30%	76.00
TEMPORARY SIGN PERMIT	No permit fee required	0.00	0.00		0.00
BANNER APPLICATION	\$0 per application, applicant bears the fully burdened cost of installation through City approved third-party vendors				

MASTER FEE SCHEDULE EFFECTIVE JULY 1, 2026		Current Fee	Proposed Fee	% Change	\$ Change
Building Services					
BUILDING RELOCATION	Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs				
LARGE FAMILY DAY CARE (RESIDENTIAL)	\$2,437 per application	2,437.00	3,216.00	32%	779.00
GENERAL PLAN UPDATE	3.5% of all Building & Safety permits	3.5%	15%		
BUILDING PLAN CHECK	Based on Building and Safety Construction Valuation				
ADDITIONAL PLAN CHECK - BUILDING	each, after three plan checks	-	409.00		409.00
BUILDING INSPECTION	Based on Building and Safety Construction Valuation				
BUILDING RE-INSPECTION	\$ 153 per re-inspection	153.00	179.00	17%	26.00
OWNER BUILDER PLAN CHECK & INSPECTION	Based on Building and Safety Construction Valuation				
BUILDING PERMIT APPLICATION EXTENSION	\$ 99 per extension (maximum of 4)	99.00	123.00	24%	24.00
BUILDING PERMIT EXTENSION	\$ 158 per extension (maximum of 2)	158.00	206.00	30%	48.00
BUILDING PERMIT PRE-APPLICATION CONFERENCE	\$ 357 per application	357.00	464.00	30%	107.00
ASBS CONSTRUCTION INSPECTION - RESIDENTIAL	per winter season	-	374.00		374.00
ASBS CONSTRUCTION INSPECTION - COMMERCIAL	per weekly inspection	-	125.00		125.00
BUILDING SINGLE TRADE PERMIT	\$ 173 per permit	173.00	201.00	16%	28.00
ON-SITE DRIVEWAY PERMIT	\$ 415 per permit	415.00	512.00	23%	97.00
SOLAR PLAN CHECK/INSPECTION PERMIT	Plan Check AND Inspection - \$ 450 plus \$15 per kW over 15kW (Per Assembly Bill 1414)	450.00	450.00	0%	-
RE-ROOF PERMIT	\$ 273 per permit	273.00	332.00	22%	59.00
BUILDING BOARD APPEAL	\$1,193 per appeal	1,193.00	1,394.00	17%	201.00
DUPLICATE INSPECTION CARD	\$ 63 per card	63.00	78.00	24%	15.00
BUILDING TECHNICAL ASSISTANCE	Charge the fully allocated hourly rate for all personnel involved after 15 minutes.				
STOP WORK INVESTIGATION	\$ 651 per investigation plus double all Building Permit fees	651.00	784.00	20%	133.00
TEMPORARY CERTIFICATE OF OCCUPANCY	\$ 237 per application	237.00	281.00	19%	44.00
ALTERNATE MATERIALS/METHODS REVIEW	\$ 231 per application plus actual cost of City Staff for all time over one hour.	231.00	277.00	20%	46.00
BUILDING PHASED WORK REQUEST	\$ 331 per application	331.00	402.00	21%	71.00
BUILDING TECHNOLOGY SURCHARGE	\$ 9 per permit	9.00	9.00	0%	-

MASTER FEE SCHEDULE EFFECTIVE JULY 1, 2026		Current Fee	Proposed Fee	% Change	\$ Change
Bench Program					
NEW BENCH LOCATION	\$1,009 per application plus the actual cost of the bench and plaque (plus \$750 for future maintenance) plus \$2,005 if a public hearing is required.	1,009.00	3,676.00	264%	2,667.00
ADOPTION OF EXISTING BENCH	\$ 399 per application plus the actual cost of the bench and plaque (plus \$750 for future maintenance) plus \$530 if a public hearing is required.	399.00	1,560.00	291%	1,161.00
REPLACEMENT OF BENCH PLAQUE	\$ 515 per application plus the actual cost of the plaque plus \$530 if a public hearing is required.	515.00	1,209.00	135%	694.00
Encroachment Permits					
TEMPORARY ENCROACHMENT PERMIT	\$ 362 per permit	362.00	453.00	25%	91.00
STREET EXCAVATION	\$ 841 per permit, plus \$8.75/lineal foot of work being performed	841.00	1,056.00	26%	215.00
GRADING - PLAN REVIEW	Based on Public Works Construction Valuation				
GRADING - INSPECTION	Based on Public Works Construction Valuation				
PUBLIC IMPROVEMENTS - PLAN REVIEW	Based on Public Works Construction Valuation				
PUBLIC IMPROVEMENTS - INSPECTION	Based on Public Works Construction Valuation				
TRAFFIC ANALYSIS REVIEW	\$ 409.00 per application plus actual outside costs.	-	409.00		409.00
ADDITIONAL PLAN CHECK - PUBLIC WORKS	each, after three plan checks	-	409.00		409.00
PERMANENT ENCROACHMENT PERMIT	\$ 499 per permit plus \$8.75/lineal foot Plus cost of any damage to public right-of-way or street as determined by the Public Works Director Plus cost of and Design Study/Design Review as needed Plus cost of referral to City Council if needed.	499.00	1,581.00	217%	1,082.00
TRAFFIC CONTROL PLAN REVIEW/INSPECTION	\$ 710 per review plus \$405 per each additional review	710.00	1,296.00	83%	586.00
SIDEWALK VENDING PERMIT	\$ 469 per new applications	469.00	469.00	0%	-
	\$ 231 per renewal	231.00	231.00	0%	-
USE OF ONLINE ELECTRONIC PAYMENT - CP&B DEPARTMENT	3.5% OF CHARGED AMOUNT				
USE OF CREDIT CARD/ DEBIT CARD - CP&B DEPARTMENT	3.5% OF CHARGED AMOUNT				
PUBLIC WORKS/FORESTRY					
TREE EVALUATION	\$ 205 per application	205.00	475.00	132%	270.00
TREE REMOVAL PERMIT - DEAD TREE	\$ 205 per permit	205.00	475.00	132%	270.00
TREE REMOVAL PERMIT	\$ 698 per permit	698.00	1,631.00	134%	933.00
TREE PRUNING PERMIT	\$ 205 per permit	205.00	971.00	374%	766.00

MASTER FEE SCHEDULE EFFECTIVE JULY 1, 2026		Current Fee	Proposed Fee	% Change	\$ Change
PRUNING OR REMOVAL OF CITY TREE USING PRIVATE FUNDS UNDER CITY FORESTER INSTRUCTIONS	No permit fee required	0.00	0.00		0.00
APPEAL TO FOREST & BEACH COMMISSION	\$1,891 per appeal plus actual outside costs	1,891.00	3,331.00	76%	1,440.00
APPEAL TO CITY COUNCIL	\$1,891 per appeal plus actual outside costs	1,891.00	2,712.00	43%	821.00
REMOVAL OF PRIVATE TREE FALL IN PUBLIC RIGHT-OF-WAY	Charge the fully allocated hourly rate for all personnel involved plus any outside costs				
DAMAGE TO CITY PROPERTY	Charge the fully allocated hourly rate for all personnel involved plus any outside costs				
USE OF ONLINE ELECTRONIC PAYMENT- PUBLIC WORKS DEPT	3.5% OF CHARGED AMOUNT				
USE OF CREDIT CARD/ DEBIT CARD- PUBLIC WORKS DEPT	3.5% OF CHARGED AMOUNT				
PUBLIC SAFETY					
Police Services					
LOUD PARTY PUBLIC DISTURB. - 1st Response	First Response - No Charge	0.00	First Response - No		
LOUD PARTY PUBLIC DISTURB. - 2nd Response	Second Response the same day - \$ 229 per response	229.00	337.00	47%	108.00
LOUD PARTY PUBLIC DISTURB. - 3rd+ Response	Third Response within a calendar year - \$ 574 per response	574.00	674.00	17%	100.00
POLICE FALSE ALARM - 1st RESPONSE	First Activation - \$ 115	115.00	154.00	34%	39.00
POLICE FALSE ALARM - 2nd RESPONSE	Second Activation - \$ 137	137.00	185.00	35%	48.00
POLICE FALSE ALARM - 3rd+ RESPONSE	Each Subsequent Activation in a calendar year - \$ 207	207.00	278.00	34%	71.00
ALARM PERMIT - New	New - \$ 40 per permit	40.00	40.00	0%	-
ALARM PERMIT - Renewal	Renewal - \$ 29 per permit	29.00	30.00	3%	1.00
VEHICLE IMPOUND RELEASE	\$ 161 per vehicle	161.00	202.00	25%	41.00
MISDEMEANOR BOOKING	Non-Carmel bookings - \$ 172 per booking	172.00	230.00	34%	58.00
MISCELLANEOUS POLICE PERMIT	\$ 212 per application plus DOJ fees	212.00	259.00	22%	47.00
FINGERPRINTING ON REQUEST	\$ 40 plus outside agency fees	40.00	40.00	0%	-
CLEARANCE FORM TRAVEL LETTER	\$ 57 per letter	57.00	57.00	0%	-
VIN VERIFICATION	\$ 57 per vehicle	57.00	63.00	11%	6.00
CITATION SIGN-OFF	Non-Carmel citations - \$ 29 per citation	29.00	38.00	31%	9.00
SIGN ABATEMENT	\$ 29 per sign	29.00	45.00	55%	16.00
POLICE COURT WITNESS	Fees are set by the court				
POLICE REPORT COPY	1st 10 pages - No Charge, Each additional page - \$0.25	0.25	1.00	300%	0.75
POLICE PHOTOGRAPH COPY	Photo - \$ 6 per photo, digital - \$ 6 per disk	6.00	6.00	0%	-
USE OF ONLINE ELECTRONIC PAYMENT	3.5% OF CHARGED AMOUNT				
USE OF CREDIT CARD/ DEBIT CARD	2.5% OF CHARGED AMOUNT				

MASTER FEE SCHEDULE EFFECTIVE JULY 1, 2026		Current Fee	Proposed Fee	% Change	\$ Change
Animal Services					
ANIMAL IMPOUND	Within a calendar year:				
ANIMAL IMPOUND - 1st IMPOUND	First impound - \$ 115	115.00	117.00	2%	2.00
ANIMAL IMPOUND - 2nd IMPOUND	Second impound - \$ 137	137.00	137.00	0%	-
ANIMAL IMPOUND - 3rd+ IMPOUND	Third and subsequent impounds - \$ 161	161.00	161.00	0%	-
ANIMAL TRANSPORT - Local	Local Transport - \$ 29 per transport	29.00	29.00	0%	-
ANIMAL TRANSPORT - To County	To County Animal Shelter - \$ 104 per transport	104.00	104.00	0%	-
Parking					
RESIDENT/EMPLOYEE PARKING PERMIT	\$ 35 per permit	35.00	40.00	14%	5.00
	\$ 127 Misuse of Residential Permit	127.00	127.00	0%	-
CONTRACTOR PARKING PERMIT - Non Specific	\$ 18 non specific	18.00	19.00	6%	1.00
CONTRACTOR PARKING PERMIT - Specific	\$ 29 space specific	29.00	43.00	48%	14.00
NORTON COURT PARKING GARAGE	\$2,520 annually per space, \$630 quarterly per space	2,520.00	2,520.00	0%	-
USE OF ONLINE ELECTRONIC PAYMENT	3.5% OF CHARGED AMOUNT				
Fire Services					
FIRE PLAN CHECK/ REVIEW/INSPECTIONS	Current fee schedule as adopted by City of Monterey Council				
USE OF ONLINE ELECTRONIC PAYMENT	3.5% OF CHARGED AMOUNT				
USE OF CREDIT CARD/ DEBIT CARD	2.5% OF CHARGED AMOUNT				
AMBULANCE TRANSPORT SERVICES	Current fee schedule as adopted by Monterey County ambulance transport				
ADMINISTRATIVE SERVICES					
NEW BUSINESS REG. PROCESS - Fixed Location	Fixed Location - \$ 356 per application + \$4 State fee	356.00	584.00	64%	228.00
NEW BUSINESS REG. PROCESS - In & About	In & About - \$ 24 per application + \$4 State fee	24.00	40.00	67%	16.00
NEW BUSINESS REG. PROCESS - Home License	Home License - \$ 150 per application	150.00	219.00	46%	69.00
BUSINESS REGISTER RENEWAL PROCESS	\$ 18 per renewal	18.00	22.00	22%	4.00
DUPLICATE BUSINESS LICENSE	\$ 11 per license	11.00	9.00	-18%	(2.00)
CHANGE BUSINESS NAME	\$ 24 per business	24.00	30.00	25%	6.00
USE OF ONLINE ELECTRONIC PAYMENT	3.5% OF CHARGED AMOUNT				
Finance					
NSF CHECK PROCESSING	\$ 46 per NSF check	46.00	56.00	22%	10.00
City Clerk					
DOCUMENT REPRODUCTION/SCANNING	First 10 copies - No Charge	0.00	First 10 copies - No C		
	Additional copies - \$0.25 per copy	0.25	0.25	0%	-
	FPPC copies - \$0.15 per copy plus \$5 for retrieval of documents if more than five years old plus postage cost if mailed	0.15	0.15	0%	-
ELECTRONIC FILE COPY	\$ 6 per device	6.00	6.00	0%	-
DOCUMENT CERTIFICATION	\$ 11 per document	11.00	12.00	9%	1.00

MASTER FEE SCHEDULE EFFECTIVE JULY 1, 2026		Current Fee	Proposed Fee	% Change	\$ Change
RECORD COMPILATION	Record Compilation/Creation - charge the fully allocated hourly rate for all personnel involved plus any outside costs.				
LOCAL CANDIDATE FILING	\$ 25 per candidate- Fee is set by the State	25.00	288.00	1052%	263.00
LOCAL INITIATIVE PROCESSING	\$ 200 per initiative- This fee is limited by the State Law - Elections Code Section 9202(b) - Fee is refundable to the filer, if within one year of filing the notice of intent, the elections official certifies the sufficiency of the petition.	200.00	1,953.00	877%	1,753.00
USE OF ONLINE ELECTRONIC PAYMENT	3.5% OF CHARGED AMOUNT				
USE OF CREDIT CARD/ DEBIT CARD	2.5% OF CHARGED AMOUNT				
COMMUNITY ACTIVITIES					
BEACH SPECIAL EVENT PERMIT	Processing: Non-Profit/School - \$ 211 per permit	211.00	135.00	-36%	(76.00)
	Processing: Other - \$ 726 per permit	726.00	135.00	-81%	(591.00)
	Rental: Non-Profit/School - \$ 293 per rental plus \$500 refundable damage deposit	293.00	293.00	0%	-
	Rental: Other - \$ 586 per rental plus \$500 refundable damage deposit	586.00	586.00	0%	-
	Sounds Permit: Non-Profit/School - \$ 12 per permit	12.00	12.00	0%	-
	Sounds Permit: Other - \$ 29 per permit	29.00	29.00	0%	-
SPECIAL EVENT PERMIT	Processing: Non-Profit/School - \$ 211 per permit	211.00	211.00	0%	-
	Processing: Other - \$ 726 per permit	726.00	405.00	-44%	(321.00)
	Rental: Non-Profit/School - \$ 293 per rental plus \$500 refundable damage deposit	293.00	293.00	0%	-
	Rental: Other - \$ 586 per rental plus \$500 refundable damage deposit	586.00	586.00	0%	-
	With Alcohol: Non-Profit/School - \$ 53 per permit	53.00	53.00	0%	-
	With Alcohol: Other - \$ 211 per permit	211.00	211.00	0%	-
	Sounds Permit: Non-Profit/School - \$ 12 per permit	12.00	12.00	0%	-
	Sounds Permit: Other - \$ 29 per permit	29.00	29.00	0%	-
SPECIAL EVENT OVERTIME SERVICES	Overtime Staff time: Non-Profit/School - Charge 25% of the fully allocated hourly rates for all personnel involved				
	Overtime Staff time: Other - Charge 100% of the fully allocated hourly rates for all personnel involved				
	Barricade Rental - \$1,171 Resident Block Party - No Charge	1,171.00	1,171.00	0%	-

MASTER FEE SCHEDULE EFFECTIVE JULY 1, 2026		Current Fee	Proposed Fee	% Change	\$ Change
	Parking Stall Rental: Non-Profit/School - \$ 211 per permit plus \$100 per stall/day	211.00	211.00	0%	-
	Parking Stall Rental: Other - \$ 861 per permit plus \$100 per stall/day	861.00	861.00	0%	-
	Parking Stall Rental: Peak Demand Rental - \$200 per stall/day				
FILM PERMIT - Non-Profit	Non-Profit/Student - \$ 129	129.00	129.00	0%	-
FILM PERMIT - Still	Other: Still Photo - \$ 328	328.00	385.00	17%	57.00
FILM PERMIT - Motion Picture	Other: Motion Picture - \$ 691	691.00	655.00	-5%	(36.00)
COMMUNITY ACTIVITIES APPEAL	\$ 867 per appeal	867.00	1,174.00	35%	307.00
FACILITY RENTAL	\$ 29 per hour plus \$125 refundable cleaning deposit	29.00	90.00	210%	61.00
USE OF ONLINE ELECTRONIC PAYMENT	3.5% OF CHARGED AMOUNT				
USE OF CREDIT CARD/ DEBIT CARD	2.5% OF CHARGED AMOUNT				
Library					
INTERLIBRARY LOAN PROCESSING	\$ 3 per item	3.00	3.00	0%	-
LOST/DAMAGED MATERIALS PROCESSING	Actual cost of lost or damaged materials				
SELF SERVE LIBRARY COPYING	Black and White - \$0.20 per copy	0.20	0.20	0%	-

City of Carmel-by-the-Sea Building Safety Division Fees					
Construction Valuation	Plan Check Fee	Permit Fee	Construction Valuation	Plan Check Fee	Permit Fee
\$ 1 – 2,000	101.77	193.36	48,001 – 49,000	838.33	1,289.14
2,001 – 3,000	110.13	193.36	49,001 – 50,000	851.69	1,310.30
3,001 – 4,000	128.66	197.94	50,001 – 51,000	860.96	1,324.56
4,001 – 5,000	147.18	226.44	51,001 – 52,000	870.22	1,338.80
5,001 – 6,000	165.70	254.94	52,001 – 53,000	878.49	1,353.05
6,001 – 7,000	184.22	283.43	53,001 – 54,000	888.74	1,367.30
7,001 – 8,000	202.75	311.93	54,001 – 55,000	898.01	1,381.55
8,001 – 9,000	221.28	340.43	55,001 – 56,000	907.27	1,395.80
9,001 – 10,000	239.80	368.93	56,001 – 57,000	916.53	1,410.04
10,001 – 11,000	258.32	397.41	57,001 – 58,000	925.79	1,424.29
11,001 – 12,000	276.82	425.91	58,001 – 59,000	935.05	1,438.54
12,001 – 13,000	295.37	454.41	59,001 – 60,000	944.31	1,452.79
13,001 – 14,000	313.89	482.90	60,001 – 61,000	953.57	1,467.03
14,001 – 15,000	332.41	511.40	61,001 – 62,000	962.83	1,481.29
15,001 – 16,000	350.93	539.90	62,001 – 63,000	972.10	1,495.53
16,001 – 17,000	369.46	568.40	63,001 – 64,000	981.36	1,509.78
17,001 – 18,000	387.98	596.89	64,001 – 65,000	990.62	1,524.03
18,001 – 19,000	406.50	625.39	65,001 – 66,000	999.88	1,538.27
19,001 – 20,000	425.02	653.88	66,001 – 67,000	1,009.13	1,552.52
20,001 – 21,000	443.55	682.37	67,001 – 68,000	1,018.40	1,566.77
21,001 – 22,000	462.05	710.87	68,001 – 69,000	1,027.66	1,581.02
22,001 – 23,000	480.59	739.37	69,001 – 70,000	1,036.92	1,595.26
23,001 – 24,000	499.11	767.87	70,001 – 71,000	1,046.18	1,609.52
24,001 – 25,000	517.63	796.36	71,001 – 72,000	1,055.45	1,623.76
25,001 – 26,000	530.99	816.92	72,001 – 73,000	1,064.71	1,638.01
26,001 – 27,000	544.36	837.47	73,001 – 74,000	1,073.97	1,652.26
27,001 – 28,000	557.71	858.04	74,001 – 75,000	1,083.23	1,666.50
28,001 – 29,000	571.08	878.59	75,001 – 76,000	1,092.49	1,680.76
29,001 – 30,000	584.45	899.15	76,001 – 77,000	1,092.35	1,695.00
30,001 – 31,000	597.81	919.70	77,001 – 78,000	1,111.01	1,709.25
31,001 – 32,000	611.18	940.27	78,001 – 79,000	1,120.27	1,723.59
32,001 – 33,000	624.43	960.82	79,001 – 80,000	1,129.54	1,737.75

City of Carmel-by-the-Sea Building Safety Division Fees					
Construction Valuation	Plan Check Fee	Permit Fee	Construction Valuation	Plan Check Fee	Permit Fee
33,001 – 34,000	637.90	981.38	80,001 – 81,000	1,138.80	1,751.99
34,001 – 35,000	660.67	1,001.93	81,001 – 82,000	1,148.06	1,766.25
35,001 – 36,000	664.62	1,022.50	82,001 – 83,000	1,157.32	1,780.49
36,001 – 37,000	715.60	1,043.06	83,001 – 84,000	1,166.58	1,794.74
37,001 – 38,000	691.35	1,063.61	84,001 – 85,000	1,175.84	1,808.99
38,001 – 39,000	704.72	1,084.18	85,001 – 86,000	1,185.10	1,823.23
39,001 – 40,000	718.07	1,104.72	86,001 – 87,000	1,194.36	1,837.49
40,001 – 41,000	731.44	1,125.29	87,001 – 88,000	1,206.77	1,851.73
41,001 – 42,000	744.80	1,145.84	88,001 – 89,000	1,212.89	1,865.98
42,001 – 43,000	758.16	1,166.41	89,001 – 90,000	1,222.15	1,880.23
43,001 – 44,000	771.52	1,186.96	90,001 – 91,000	1,231.41	1,894.48
44,001 – 45,000	784.89	1,207.52	91,001 – 92,000	1,240.66	1,908.72
45,001 – 46,000	798.52	1,128.07	92,001 – 93,000	1,249.93	1,922.98
46,001 – 47,000	811.61	1,248.64	93,001 – 94,000	1,259.19	1,937.22
47,001 – 48,000	824.97	1,269.19	94,001 – 95,000	1,268.45	1,951.46
95,001 – 96,000	1,277.71	1,965.72	144,001 –145,000	1,648.16	2,535.64
96,001 – 97,000	1,286.98	1,979.96	145,001 –146,000	1,657.61	2,547.03
97,001 – 98,000	1,296.24	1,994.21	146,001 –147,000	1,662.98	2,558.43
98,001 – 99,000	1,305.50	2,008.46	147,001 –148,000	1,670.39	2,569.83
99,001 – 100,000	1,314.76	2,022.71	148,001 –149,000	1,677.80	2,581.23
100,001 – 101,000	1,322.70	2,034.10	149,001 –150,000	1,685.21	2,592.62
101,001 – 102,000	1,329.57	2,045.50	150,001 –151,000	1,692.62	2,604.02
102,001 – 103,000	1,336.98	2,056.90	151,001 –152,000	1,700.03	2,615.43
103,001 – 104,000	1,344.39	2,068.30	152,001 –153,000	1,707.43	2,626.83
104,001 – 105,000	1,351.80	2,079.70	153,001 –154,000	1,714.84	2,638.23
105,001 – 106,000	1,366.62	2,091.10	154,001 –155,000	1,722.25	2,649.62
106,001 – 107,000	1,366.62	2,102.50	155,001 –156,000	1,729.66	2,661.02
107,001 – 108,000	1,374.03	2,113.90	156,001 –157,000	1,737.07	2,672.42
108,001 – 109,000	1,381.44	2,125.29	157,001 –158,000	1,744.48	2,683.82
109,001 – 110,000	1,388.85	2,136.69	158,001 –159,000	1,751.89	2,695.21
110,001 – 111,000	1,396.25	2,148.09	159,001 –160,000	1,759.30	2,706.51
111,001 – 112,000	1,403.66	2,159.49	160,001 –161,000	1,766.71	2,718.01

City of Carmel-by-the-Sea Building Safety Division Fees					
Construction Valuation	Plan Check Fee	Permit Fee	Construction Valuation	Plan Check Fee	Permit Fee
112,001 – 113,000	1,411.07	2,170.88	161,001 – 162,000	1,774.12	2,729.41
113,001 – 114,000	1,418.48	2,182.28	162,001 – 163,000	1,781.53	2,740.80
114,001 – 115,000	1,425.89	2,193.68	163,001 – 164,000	1,788.93	2,752.20
115,001 – 116,000	1,433.30	2,205.08	164,001 – 165,000	1,796.34	2,763.61
116,001 – 117,000	1,440.71	2,216.49	165,001 – 166,000	1,803.75	2,775.01
117,001 – 118,000	1,448.12	2,227.88	166,001 – 167,000	1,811.16	2,786.40
118,001 – 119,000	1,389.69	2,239.28	167,001 – 168,000	1,818.57	2,797.80
119,001 – 120,000	1,462.94	2,250.68	168,001 – 169,000	1,825.98	2,809.20
120,001 – 121,000	1,470.34	2,262.08	169,001 – 170,000	1,833.39	2,820.60
121,001 – 122,000	1,477.75	2,273.47	170,001 – 171,000	1,840.80	2,831.99
122,001 – 123,000	1,485.16	2,284.87	171,001 – 172,000	1,848.21	2,843.39
123,001 – 124,000	1,492.57	2,296.27	172,001 – 173,000	1,855.62	2,854.79
124,001 – 125,000	1,499.98	2,307.67	173,001 – 174,000	1,863.03	2,866.19
125,001 – 126,000	1,507.39	2,319.06	174,001 – 175,000	1,870.43	2,877.58
126,001 – 127,000	1,514.80	2,330.46	175,001 – 176,000	1,877.84	2,888.99
127,001 – 128,000	1,522.21	2,341.86	176,001 – 177,000	1,885.25	2,900.39
128,001 – 129,000	1,529.62	2,353.27	177,001 – 178,000	1,892.66	2,911.79
129,001 – 130,000	1,537.03	2,364.66	178,001 – 179,000	1,900.07	2,923.18
130,001 – 131,000	1,544.44	2,376.06	179,001 – 180,000	1,907.48	2,934.58
131,001 – 132,000	1,551.84	2,387.46	180,001 – 181,000	1,914.89	2,945.98
132,001 – 133,000	1,559.25	2,398.86	181,001 – 182,000	1,922.30	2,957.38
133,001 – 134,000	1,566.66	2,410.25	182,001 – 183,000	1,929.70	2,968.77
134,001 – 135,000	1,574.07	2,421.65	183,001 – 184,000	1,937.12	2,980.17
135,001 – 136,000	1,581.48	2,433.05	184,001 – 185,000	1,944.52	2,991.57
136,001 – 137,000	1,588.89	2,444.45	185,001 – 186,000	1,951.93	3,002.97
137,001 – 138,000	1,596.30	2,455.84	186,001 – 187,000	1,959.34	3,014.36
138,001 – 139,000	1,603.71	2,420.22	187,001 – 188,000	1,966.75	3,025.77
139,001 – 140,000	1,611.12	2,478.64	188,001 – 189,000	1,974.16	3,037.17
140,001 – 141,000	1,618.53	2,490.05	189,001 – 190,000	1,981.57	3,048.57
141,001 – 142,000	1,625.94	2,501.44	190,001 – 191,000	1,988.99	3,059.97
142,001 – 143,000	1,633.34	2,512.84	191,001 – 192,000	1,996.39	3,071.36
143,001 – 144,000	1,640.75	2,524.24	192,001 – 193,000	2,003.80	3,082.76

City of Carmel-by-the-Sea Building Safety Division Fees					
Construction Valuation	Plan Check Fee	Permit Fee	Construction Valuation	Plan Check Fee	Permit Fee
193,001 – 194,000	2,011.21	3,094.16	242,001 – 243,000	2,374.24	3,652.68
194,001 – 195,000	2,018.62	3,105.56	243,001 – 244,000	2,381.65	3,664.08
195,001 – 196,000	2,026.02	3,116.95	244,001 – 245,000	2,389.06	3,675.47
196,001 – 197,000	2,033.43	3,128.35	245,001 – 246,000	2,396.47	3,686.87
197,001 – 198,000	2,040.84	3,139.75	246,001 – 247,000	2,403.88	3,698.27
198,001 – 199,000	2,048.25	3,151.15	247,001 – 248,000	2,411.28	3,709.68
199,001 – 200,000	2,055.66	3,162.55	248,001 – 249,000	2,418.69	3,721.07
200,001 – 201,000	2,063.07	3,173.94	249,001 – 250,000	2,416.70	3,732.47
201,001 – 202,000	2,070.48	3,185.35	250,001 – 251,000	2,433.51	3,743.87
202,001 – 203,000	2,077.89	3,196.75	251,001 – 252,000	2,440.92	3,755.27
203,001 – 204,000	2,085.30	3,208.14	252,001 – 253,000	2,448.33	3,766.66
204,001 – 205,000	2,092.71	3,219.54	253,001 – 254,000	2,455.74	3,778.06
205,001 – 206,000	2,100.11	3,230.94	254,001 – 255,000	2,463.15	3,789.46
206,001 – 207,000	2,107.52	3,242.34	255,001 – 256,000	2,470.56	3,800.86
207,001 – 208,000	2,114.93	3,253.73	256,001 – 257,000	2,477.97	3,812.25
208,001 – 209,000	2,122.34	3,265.13	257,001 – 258,000	2,485.37	3,823.65
209,001 – 210,000	2,129.75	3,276.53	258,001 – 259,000	2,492.78	3,835.05
210,001 – 211,000	2,137.16	3,287.93	259,001 – 260,000	2,500.19	3,846.46
211,001 – 212,000	2,144.57	3,299.33	260,001 – 261,000	2,507.60	3,857.85
212,001 – 213,000	2,151.98	3,310.73	261,001 – 262,000	2,515.01	3,869.25
213,001 – 214,000	2,159.38	3,322.13	262,001 – 263,000	2,522.42	3,880.65
214,001 – 215,000	2,166.79	3,333.53	263,001 – 264,000	2,529.83	3,892.05
215,001 – 216,000	2,174.19	3,344.92	264,001 – 265,000	2,537.24	3,903.45
216,001 – 217,000	2,181.60	3,356.32	265,001 – 266,000	2,544.65	3,914.84
217,001 – 218,000	2,189.01	3,367.72	266,001 – 267,000	2,552.06	3,926.24
218,001 – 219,000	2,196.42	3,379.12	267,001 – 268,000	2,559.47	3,937.64
219,001 – 220,000	2,203.83	3,390.51	268,001 – 269,000	2,566.87	3,949.04
220,001 – 221,000	2,211.24	3,401.91	269,001 – 270,000	2,574.28	3,960.43
221,001 – 222,000	2,218.65	3,413.31	270,001 – 271,000	2,581.69	3,971.83
222,001 – 223,000	2,226.06	3,424.71	271,001 – 272,000	2,589.10	3,983.24
223,001 – 224,000	2,233.47	3,436.11	272,001 – 273,000	2,596.51	3,994.64
224,001 – 225,000	2,240.88	3,447.51	273,001 – 274,000	2,603.92	4,006.03

City of Carmel-by-the-Sea Building Safety Division Fees					
Construction Valuation	Plan Check Fee	Permit Fee	Construction Valuation	Plan Check Fee	Permit Fee
225,001 – 226,000	2,248.29	3,458.91	274,001 – 275,000	2,611.33	4,017.43
226,001 – 227,000	2,255.69	3,470.31	275,001 – 276,000	2,618.74	4,028.83
227,001 – 228,000	2,263.10	3,481.71	276,001 – 277,000	2,626.14	4,040.23
228,001 – 229,000	2,270.51	3,493.10	277,001 – 278,000	2,633.56	4,051.62
229,001 – 230,000	2,277.92	3,504.50	278,001 – 279,000	2,640.96	4,063.02
230,001 – 231,000	2,285.33	3,515.90	279,001 – 280,000	2,648.37	4,074.42
231,001 – 232,000	2,292.74	3,527.30	280,001 – 281,000	2,655.78	4,085.82
232,001 – 233,000	2,300.15	3,538.69	281,001 – 282,000	2,663.19	4,097.21
233,001 – 234,000	2,307.56	3,550.09	282,001 – 283,000	2,670.60	4,108.62
234,001 – 235,000	2,314.97	3,561.49	283,001 – 284,000	2,678.01	4,120.01
235,001 – 236,000	2,322.38	3,572.90	284,001 – 285,000	2,685.42	4,131.42
235,001 – 237,000	2,329.78	3,584.29	285,001 – 286,000	2,692.83	4,142.81
237,001 – 238,000	2,337.19	3,595.69	286,001 – 287,000	2,700.24	4,154.21
238,001 – 239,000	2,344.60	3,607.09	287,001 – 288,000	2,707.65	4,165.61
239,001 – 240,000	2,352.01	3,618.49	288,001 – 289,000	2,715.06	4,177.01
240,001 – 241,000	2,359.42	3,629.88	289,001 – 290,000	2,722.46	4,188.40
241,001 – 242,000	2,366.83	3,641.28	290,001 – 291,000	2,729.87	4,199.80
291,001 – 292,000	2,729.87	4,199.80	321,001 – 322,000	2,959.55	4,553.16
292,001 – 293,000	2,744.69	4,222.60	322,001 – 323,000	2,966.96	4,564.55
293,001 – 294,000	2,752.10	4,233.99	323,001 – 324,000	2,974.37	4,575.95
294,001 – 295,000	2,759.51	4,245.40	324,001 – 325,000	2,981.78	4,587.35
295,001 – 296,000	2,766.92	4,256.80	325,001 – 326,000	2,989.19	4,598.75
296,001 – 297,000	2,774.33	4,268.20	326,001 – 327,000	2,996.60	4,610.14
297,001 – 298,000	2,781.73	4,279.58	327,001 – 328,000	3,004.01	4,621.54
298,001 – 299,000	2,789.15	4,290.99	328,001 – 329,000	3,011.42	4,632.94
299,001 – 300,000	2,796.55	4,302.39	329,001 – 330,000	3,018.83	4,644.34
300,001 – 301,000	2,803.96	4,313.79	330,001 – 331,000	3,026.24	4,655.74
301,001 – 302,000	2,811.37	4,325.19	331,001 – 332,000	3,033.64	4,667.14
302,001 – 303,000	2,818.78	4,336.58	332,001 – 333,000	3,041.05	4,678.54
303,001 – 304,000	2,826.19	4,347.98	333,001 – 334,000	3,048.46	4,689.94
304,001 – 305,000	2,833.60	4,359.38	334,001 – 335,000	3,055.87	4,701.33
305,001 – 306,000	2,841.01	4,370.78	335,001 – 336,000	3,063.28	4,712.73

City of Carmel-by-the-Sea Building Safety Division Fees					
Construction Valuation	Plan Check Fee	Permit Fee	Construction Valuation	Plan Check Fee	Permit Fee
306,001 – 307,000	2,848.42	4,382.18	336,001 – 337,000	3,070.68	4,724.13
307,001 – 308,000	2,855.82	4,393.58	337,001 – 338,000	3,078.09	4,735.53
308,001 – 309,000	2,863.24	4,404.98	338,001 – 339,000	3,085.50	4,746.93
309,001 – 310,000	2,870.65	4,416.38	339,001 – 340,000	3,092.91	4,758.32
310,001 – 311,000	2,878.05	4,427.77	340,001 – 341,000	3,100.32	4,769.72
311,001 – 312,000	2,885.46	4,439.17	341,001 – 342,000	3,107.72	4,575.24
312,001 – 313,000	2,892.87	4,450.57	342,001 – 343,000	3,115.13	4,792.53
313,001 – 314,000	2,900.28	4,461.97	343,001 – 344,000	3,122.54	4,803.91
314,001 – 315,000	2,907.69	4,473.36	344,001 – 345,000	3,129.95	4,815.32
315,001 – 316,000	2,915.10	4,484.76	345,001 – 346,000	3,137.36	4,826.72
316,001 – 317,000	2,922.51	4,496.16	346,001 – 347,000	3,144.77	4,838.12
317,001 – 318,000	2,929.92	4,507.56	347,001 – 348,000	3,152.18	4,849.51
318,001 – 319,000	2,937.33	4,537.76	348,001 – 349,000	3,159.59	4,860.91
319,001 – 320,000	2,944.74	4,530.36	349,001 – 350,000	3,167.00	4,872.31
320,001 – 321,000	2,952.14	4,541.75	350,000 and above	65% of Permit Fee	4,872.31 plus \$11.40 per \$1000.00 in Valuation Above 350,000.00

City of Carmel-by-the-Sea Building Safety Division Fees					
Construction Valuation	Owner-Builder Plan Check Fee	Owner-Builder Permit Fee	Construction Valuation	Owner-Builder Plan Check Fee	Owner-Builder Permit Fee
\$ 1 – 2,000	122.12	232.03	48,001 – 49,000	1,006.00	1,546.97
2,001 – 3,000	132.16	232.03	49,001 – 50,000	1,022.03	1,572.36
3,001 – 4,000	154.39	237.53	50,001 – 51,000	1,033.15	1,589.47
4,001 – 5,000	176.62	271.73	51,001 – 52,000	1,044.26	1,606.56
5,001 – 6,000	198.84	305.93	52,001 – 53,000	1,054.19	1,623.66
6,001 – 7,000	221.06	340.12	53,001 – 54,000	1,066.49	1,640.76
7,001 – 8,000	243.30	374.32	54,001 – 55,000	1,077.61	1,657.86
8,001 – 9,000	265.54	408.52	55,001 – 56,000	1,088.72	1,674.96
9,001 – 10,000	287.76	442.72	56,001 – 57,000	1,099.84	1,692.05
10,001 – 11,000	309.98	476.89	57,001 – 58,000	1,110.95	1,709.15
11,001 – 12,000	332.18	511.09	58,001 – 59,000	1,122.06	1,726.25
12,001 – 13,000	354.44	545.29	59,001 – 60,000	1,133.17	1,743.35
13,001 – 14,000	376.67	579.48	60,001 – 61,000	1,144.28	1,760.44
14,001 – 15,000	398.89	613.68	61,001 – 62,000	1,155.40	1,777.55
15,001 – 16,000	421.12	647.88	62,001 – 63,000	1,166.52	1,794.64
16,001 – 17,000	443.35	682.08	63,001 – 64,000	1,177.63	1,811.74
17,001 – 18,000	465.58	716.27	64,001 – 65,000	1,188.74	1,828.84
18,001 – 19,000	487.80	750.47	65,001 – 66,000	1,199.86	1,845.92
19,001 – 20,000	510.02	784.66	66,001 – 67,000	1,210.96	1,863.02
20,001 – 21,000	532.26	818.84	67,001 – 68,000	1,222.08	1,880.12
21,001 – 22,000	554.46	853.04	68,001 – 69,000	1,233.19	1,897.22
22,001 – 23,000	576.71	887.24	69,001 – 70,000	1,244.30	1,914.31
23,001 – 24,000	598.93	921.44	70,001 – 71,000	1,255.42	1,931.42
24,001 – 25,000	621.16	955.63	71,001 – 72,000	1,266.54	1,948.51
25,001 – 26,000	637.19	980.30	72,001 – 73,000	1,277.65	1,965.61
26,001 – 27,000	653.23	1,004.96	73,001 – 74,000	1,288.76	1,982.71
27,001 – 28,000	669.25	1,029.65	74,001 – 75,000	1,299.88	1,999.80
28,001 – 29,000	685.30	1,054.31	75,001 – 76,000	1,310.99	2,016.91
29,001 – 30,000	701.34	1,078.98	76,001 – 77,000	1,310.82	2,034.00
30,001 – 31,000	717.37	1,103.64	77,001 – 78,000	1,333.21	2,051.10

City of Carmel-by-the-Sea Building Safety Division Fees					
Construction Valuation	Owner-Builder Plan Check Fee	Owner-Builder Permit Fee	Construction Valuation	Owner-Builder Plan Check Fee	Owner-Builder Permit Fee
31,001 – 32,000	733.42	1,128.32	78,001 – 79,000	1,344.32	2,068.31
32,001 – 33,000	749.32	1,152.98	79,001 – 80,000	1,355.45	2,085.30
33,001 – 34,000	765.48	1,177.66	80,001 – 81,000	1,366.56	2,102.39
34,001 – 35,000	792.80	1,202.32	81,001 – 82,000	1,377.67	2,119.50
35,001 – 36,000	797.54	1,227.00	82,001 – 83,000	1,388.78	2,136.59
36,001 – 37,000	858.72	1,251.67	83,001 – 84,000	1,399.90	2,153.69
37,001 – 38,000	829.62	1,276.33	84,001 – 85,000	1,411.01	2,170.79
38,001 – 39,000	845.66	1,301.02	85,001 – 86,000	1,422.12	2,187.88
39,001 – 40,000	861.68	1,325.66	86,001 – 87,000	1,433.23	2,204.99
40,001 – 41,000	877.73	1,350.35	87,001 – 88,000	1,448.12	2,222.08
41,001 – 42,000	893.76	1,375.01	88,001 – 89,000	1,455.47	2,239.18
42,001 – 43,000	909.79	1,399.69	89,001 – 90,000	1,466.58	2,256.28
43,001 – 44,000	925.82	1,424.35	90,001 – 91,000	1,477.69	2,273.38
44,001 – 45,000	941.87	1,449.02	91,001 – 92,000	1,488.79	2,290.46
45,001 – 46,000	958.22	1,353.68	92,001 – 93,000	1,499.92	2,307.58
46,001 – 47,000	973.93	1,498.37	93,001 – 94,000	1,511.03	2,324.66
47,001 – 48,000	989.96	1,523.03	94,001 – 95,000	1,522.14	2,341.75
95,001 – 96,000	1,533.25	2,358.86	144,001 – 145,000	1,977.79	3,042.77
96,001 – 97,000	1,544.38	2,375.95	145,001 – 146,000	1,989.13	3,056.44
97,001 – 98,000	1,555.49	2,393.05	146,001 – 147,000	1,995.58	3,070.12
98,001 – 99,000	1,566.60	2,410.15	147,001 – 148,000	2,004.47	3,083.80
99,001 – 100,000	1,577.71	2,427.25	148,001 – 149,000	2,013.36	3,097.48
100,001 – 101,000	1,587.24	2,440.92	149,001 – 150,000	2,022.25	3,111.14
101,001 – 102,000	1,595.48	2,454.60	150,001 – 151,000	2,031.14	3,124.82
102,001 – 103,000	1,604.38	2,468.28	151,001 – 152,000	2,040.04	3,138.52
103,001 – 104,000	1,613.27	2,481.96	152,001 – 153,000	2,048.92	3,152.20
104,001 – 105,000	1,622.16	2,495.64	153,001 – 154,000	2,057.81	3,165.88
105,001 – 106,000	1,639.94	2,509.32	154,001 – 155,000	2,066.70	3,179.54
106,001 – 107,000	1,639.94	2,523.00	155,001 – 156,000	2,075.59	3,193.22
107,001 – 108,000	1,648.84	2,536.68	156,001 – 157,000	2,084.48	3,206.90

City of Carmel-by-the-Sea Building Safety Division Fees					
Construction Valuation	Owner-Builder Plan Check Fee	Owner-Builder Permit Fee	Construction Valuation	Owner-Builder Plan Check Fee	Owner-Builder Permit Fee
108,001 – 109,000	1,657.73	2,550.35	157,001 – 158,000	2,093.38	3,220.58
109,001 – 110,000	1,666.62	2,564.03	158,001 – 159,000	2,102.27	3,234.25
110,001 – 111,000	1,675.50	2,577.71	159,001 – 160,000	2,111.16	3,247.81
111,001 – 112,000	1,684.39	2,591.39	160,001 – 161,000	2,120.05	3,261.61
112,001 – 113,000	1,693.28	2,605.06	161,001 – 162,000	2,128.94	3,275.29
113,001 – 114,000	1,702.18	2,618.74	162,001 – 163,000	2,137.84	3,288.96
114,001 – 115,000	1,711.07	2,632.42	163,001 – 164,000	2,146.72	3,302.64
115,001 – 116,000	1,719.96	2,646.10	164,001 – 165,000	2,155.61	3,316.33
116,001 – 117,000	1,728.85	2,659.79	165,001 – 166,000	2,164.50	3,330.01
117,001 – 118,000	1,737.74	2,673.46	166,001 – 167,000	2,173.39	3,343.68
118,001 – 119,000	1,667.63	2,687.14	167,001 – 168,000	2,182.28	3,357.36
119,001 – 120,000	1,755.53	2,700.82	168,001 – 169,000	2,191.18	3,371.04
120,001 – 121,000	1,764.41	2,714.50	169,001 – 170,000	2,200.07	3,384.72
121,001 – 122,000	1,773.30	2,728.16	170,001 – 171,000	2,208.96	3,398.39
122,001 – 123,000	1,782.19	2,741.84	171,001 – 172,000	2,217.85	3,412.07
123,001 – 124,000	1,791.08	2,755.52	172,001 – 173,000	2,226.74	3,425.75
124,001 – 125,000	1,799.98	2,769.20	173,001 – 174,000	2,235.64	3,439.43
125,001 – 126,000	1,808.87	2,782.87	174,001 – 175,000	2,244.52	3,453.10
126,001 – 127,000	1,817.76	2,796.55	175,001 – 176,000	2,253.41	3,466.79
127,001 – 128,000	1,826.65	2,810.23	176,001 – 177,000	2,262.30	3,480.47
128,001 – 129,000	1,835.54	2,823.92	177,001 – 178,000	2,271.19	3,494.15
129,001 – 130,000	1,844.44	2,837.59	178,001 – 179,000	2,280.08	3,507.82
130,001 – 131,000	1,853.33	2,851.27	179,001 – 180,000	2,288.98	3,521.50
131,001 – 132,000	1,862.21	2,864.95	180,001 – 181,000	2,297.87	3,535.18
132,001 – 133,000	1,871.10	2,878.63	181,001 – 182,000	2,306.76	3,548.86
133,001 – 134,000	1,879.99	2,892.30	182,001 – 183,000	2,315.64	3,562.52
134,001 – 135,000	1,888.88	2,905.98	183,001 – 184,000	2,324.54	3,576.20
135,001 – 136,000	1,897.78	2,919.66	184,001 – 185,000	2,333.42	3,589.88
136,001 – 137,000	1,906.67	2,933.34	185,001 – 186,000	2,342.32	3,603.56
137,001 – 138,000	1,915.56	2,947.01	186,001 – 187,000	2,351.21	3,617.23

City of Carmel-by-the-Sea Building Safety Division Fees					
Construction Valuation	Owner-Builder Plan Check Fee	Owner-Builder Permit Fee	Construction Valuation	Owner-Builder Plan Check Fee	Owner-Builder Permit Fee
138,001 – 139,000	1,924.45	2,904.26	187,001 – 188,000	2,360.10	3,630.92
139,001 – 140,000	1,933.34	2,974.37	188,001 – 189,000	2,368.99	3,644.60
140,001 – 141,000	1,942.24	2,988.06	189,001 – 190,000	2,377.88	3,658.28
141,001 – 142,000	1,951.13	3,001.73	190,001 – 191,000	2,386.79	3,671.96
142,001 – 143,000	1,960.01	3,015.41	191,001 – 192,000	2,395.67	3,685.63
143,001 – 144,000	1,968.90	3,029.09	192,001 – 193,000	2,404.56	3,699.31
193,001 – 194,000	2,413.45	3,712.99	242,001 – 243,000	2,849.09	4,383.22
194,001 – 195,000	2,422.34	3,726.67	243,001 – 244,000	2,857.98	4,396.90
195,001 – 196,000	2,431.22	3,740.34	244,001 – 245,000	2,866.87	4,410.56
196,001 – 197,000	2,440.12	3,754.02	245,001 – 246,000	2,875.76	4,424.24
197,001 – 198,000	2,449.01	3,767.70	246,001 – 247,000	2,884.66	4,437.92
198,001 – 199,000	2,457.90	3,781.38	247,001 – 248,000	2,893.54	4,451.62
199,001 – 200,000	2,466.79	3,795.06	248,001 – 249,000	2,902.43	4,465.28
200,001 – 201,000	2,475.68	3,808.73	249,001 – 250,000	2,900.04	4,478.96
201,001 – 202,000	2,484.58	3,822.42	250,001 – 251,000	2,920.21	4,492.64
202,001 – 203,000	2,493.47	3,836.10	251,001 – 252,000	2,929.10	4,506.32
203,001 – 204,000	2,502.36	3,849.77	252,001 – 253,000	2,938.00	4,519.99
204,001 – 205,000	2,511.25	3,863.45	253,001 – 254,000	2,946.89	4,533.67
205,001 – 206,000	2,520.13	3,877.13	254,001 – 255,000	2,955.78	4,547.35
206,001 – 207,000	2,529.02	3,890.81	255,001 – 256,000	2,964.67	4,561.03
207,001 – 208,000	2,537.92	3,904.48	256,001 – 257,000	2,973.56	4,574.70
208,001 – 209,000	2,546.81	3,918.16	257,001 – 258,000	2,982.44	4,588.38
209,001 – 210,000	2,555.70	3,931.84	258,001 – 259,000	2,991.34	4,602.06
210,001 – 211,000	2,564.59	3,945.52	259,001 – 260,000	3,000.23	4,615.75
211,001 – 212,000	2,573.48	3,959.20	260,001 – 261,000	3,009.12	4,629.42
212,001 – 213,000	2,582.38	3,972.88	261,001 – 262,000	3,018.01	4,643.10
213,001 – 214,000	2,591.26	3,986.56	262,001 – 263,000	3,026.90	4,656.78
214,001 – 215,000	2,600.15	4,000.24	263,001 – 264,000	3,035.80	4,670.46
215,001 – 216,000	2,609.03	4,013.90	264,001 – 265,000	3,044.69	4,684.14
216,001 – 217,000	2,617.92	4,027.58	265,001 – 266,000	3,053.58	4,697.81

City of Carmel-by-the-Sea Building Safety Division Fees					
Construction Valuation	Owner-Builder Plan Check Fee	Owner-Builder Permit Fee	Construction Valuation	Owner-Builder Plan Check Fee	Owner-Builder Permit Fee
217,001 – 218,000	2,626.81	4,041.26	266,001 – 267,000	3,062.47	4,711.49
218,001 – 219,000	2,635.70	4,054.94	267,001 – 268,000	3,071.36	4,725.17
219,001 – 220,000	2,644.60	4,068.61	268,001 – 269,000	3,080.24	4,738.85
220,001 – 221,000	2,653.49	4,082.29	269,001 – 270,000	3,089.14	4,752.52
221,001 – 222,000	2,662.38	4,095.97	270,001 – 271,000	3,098.03	4,766.20
222,001 – 223,000	2,671.27	4,109.65	271,001 – 272,000	3,106.92	4,779.89
223,001 – 224,000	2,680.16	4,123.33	272,001 – 273,000	3,115.81	4,793.57
224,001 – 225,000	2,689.06	4,137.01	273,001 – 274,000	3,124.70	4,807.24
225,001 – 226,000	2,697.95	4,150.69	274,001 – 275,000	3,133.60	4,820.92
226,001 – 227,000	2,706.83	4,164.37	275,001 – 276,000	3,142.49	4,834.60
227,001 – 228,000	2,715.72	4,178.05	276,001 – 277,000	3,151.37	4,848.28
228,001 – 229,000	2,724.61	4,191.72	277,001 – 278,000	3,160.27	4,861.94
229,001 – 230,000	2,733.50	4,205.40	278,001 – 279,000	3,169.15	4,875.62
230,001 – 231,000	2,742.40	4,219.08	279,001 – 280,000	3,178.04	4,889.30
231,001 – 232,000	2,751.29	4,232.76	280,001 – 281,000	3,186.94	4,902.98
232,001 – 233,000	2,760.18	4,246.43	281,001 – 282,000	3,195.83	4,916.65
233,001 – 234,000	2,769.07	4,260.11	282,001 – 283,000	3,204.72	4,930.34
234,001 – 235,000	2,777.96	4,273.79	283,001 – 284,000	3,213.61	4,944.01
235,001 – 236,000	2,786.86	4,287.48	284,001 – 285,000	3,222.50	4,957.70
235,001 – 237,000	2,795.74	4,301.15	285,001 – 286,000	3,231.40	4,971.37
237,001 – 238,000	2,804.63	4,314.83	286,001 – 287,000	3,240.29	4,985.05
238,001 – 239,000	2,813.52	4,328.51	287,001 – 288,000	3,249.18	4,998.73
239,001 – 240,000	2,822.41	4,342.19	288,001 – 289,000	3,258.07	5,012.41
240,001 – 241,000	2,831.30	4,355.86	289,001 – 290,000	3,266.95	5,026.08
241,001 – 242,000	2,840.20	4,369.54	290,001 – 291,000	3,275.84	5,039.76
291,001 – 292,000	3,275.84	5,039.76	321,001 – 322,000	3,551.46	5,463.79
292,001 – 293,000	3,293.63	5,067.12	322,001 – 323,000	3,560.35	5,477.46
293,001 – 294,000	3,302.52	5,080.79	323,001 – 324,000	3,569.24	5,491.14
294,001 – 295,000	3,311.41	5,094.48	324,001 – 325,000	3,578.14	5,504.82
295,001 – 296,000	3,320.30	5,108.16	325,001 – 326,000	3,587.03	5,518.50

City of Carmel-by-the-Sea Building Safety Division Fees					
Construction Valuation	Owner-Builder Plan Check Fee	Owner-Builder Permit Fee	Construction Valuation	Owner-Builder Plan Check Fee	Owner-Builder Permit Fee
296,001 – 297,000	3,329.20	5,121.84	326,001 – 327,000	3,595.92	5,532.17
297,001 – 298,000	3,338.08	5,135.50	327,001 – 328,000	3,604.81	5,545.85
298,001 – 299,000	3,346.98	5,149.19	328,001 – 329,000	3,613.70	5,559.53
299,001 – 300,000	3,355.86	5,162.87	329,001 – 330,000	3,622.60	5,573.21
300,001 – 301,000	3,364.75	5,176.55	330,001 – 331,000	3,631.49	5,586.89
301,001 – 302,000	3,373.64	5,190.23	331,001 – 332,000	3,640.37	5,600.57
302,001 – 303,000	3,382.54	5,203.90	332,001 – 333,000	3,649.26	5,614.25
303,001 – 304,000	3,391.43	5,217.58	333,001 – 334,000	3,658.15	5,627.93
304,001 – 305,000	3,400.32	5,231.26	334,001 – 335,000	3,667.04	5,641.60
305,001 – 306,000	3,409.21	5,244.94	335,001 – 336,000	3,675.94	5,655.28
306,001 – 307,000	3,418.10	5,258.62	336,001 – 337,000	3,684.82	5,668.96
307,001 – 308,000	3,426.98	5,272.30	337,001 – 338,000	3,693.71	5,682.64
308,001 – 309,000	3,435.89	5,285.98	338,001 – 339,000	3,702.60	5,696.32
309,001 – 310,000	3,444.78	5,299.66	339,001 – 340,000	3,711.49	5,709.98
310,001 – 311,000	3,453.66	5,313.32	340,001 – 341,000	3,720.38	5,723.66
311,001 – 312,000	3,462.55	5,327.00	341,001 – 342,000	3,729.26	5,490.29
312,001 – 313,000	3,471.44	5,340.68	342,001 – 343,000	3,738.16	5,751.04
313,001 – 314,000	3,480.34	5,354.36	343,001 – 344,000	3,747.05	5,764.69
314,001 – 315,000	3,489.23	5,368.03	344,001 – 345,000	3,755.94	5,778.38
315,001 – 316,000	3,498.12	5,381.71	345,001 – 346,000	3,764.83	5,792.06
316,001 – 317,000	3,507.01	5,395.39	346,001 – 347,000	3,773.72	5,805.74
317,001 – 318,000	3,515.90	5,409.07	347,001 – 348,000	3,782.62	5,819.41
318,001 – 319,000	3,524.80	5,445.31	348,001 – 349,000	3,791.51	5,833.09
319,001 – 320,000	3,533.69	5,436.43	349,001 – 350,000	3,800.40	5,846.77
320,001 – 321,000	3,542.57	5,450.10	350,000 and above	78% of Permit Fee	5,847 plus \$13.68 per \$1000.00 in Valuation Above 350,000.00

City of Carmel-by-the-Sea Public Works Division Fees		
Construction Valuation	Grading Plan Review	Grading Inspection
< 50 cubic yards	2,713.84	2,713.84
50 - 100 cubic yards	2,713.84	5,427.68
101 - 500 cubic yards	5,427.68	16,283.05
> 500 cubic yards	16,283.05	21,710.73
Construction Valuation		
Construction Valuation	Public Improvements Plan Review	Public Improvements Inspection
up to \$10,000 value	2,713.84	1,356.92
and each \$10,000 thereafter	-	542.77
up to \$50,000 value	4,613.53	4,070.76
and each \$10,000 thereafter	2,171.07	1,899.69
up to \$100,000 value	10,855.36	13,569.21
and each \$10,000 thereafter	271.38	542.77

City of Carmel-by-the-Sea

Fee Study Update

March 2026

STUDY SUMMARY

The City of Carmel-by-the-Sea has updated its study of fee-based services in order to more fairly balance the funding of City services provided to the community. Due to the various demands made of the City, it is essential that the City Council and management have complete information upon which to assess fees charged to the public for services provided. Appendixes A and C at the end of this Summary list each service reviewed in this study. This report is based on the studies carried out by Revenue & Cost Specialists (RCS) and Pace Productivity.

Organization of Report. This Summary explains RCS's philosophy concerning fee-based services and cost analysis with a discussion of Costs Generally Defined. The report then lists the Types of Costs included in the analysis and the General Recommendations.

COSTS GENERALLY DEFINED

The basic costs of operating any business are direct labor and employee benefits, direct materials, and overhead costs.

Determination of Costs. After the passage of Proposition 13, the California Taxpayers Association, the California Chamber of Commerce, the National Tax Limitation Committee and the California Association of Realtors put Proposition 4 before the voters. It was adopted by 74.3% of the voters of California on November 6, 1979, and became effective on July 1, 1980, retroactive to Fiscal Year 1978-79.

This proposition, which became Article XIII B of the State Constitution, addressed all city revenues and established a limit on the growth of tax revenues. Also, because of Proposition 4, fee services cannot exceed the "costs reasonably borne" by the City in providing the service. If the fee exceeds the cost, the excess fee is defined to be a special tax, which Proposition 13 requires be approved by two-thirds of the voters.

As Article XIII B was written by the above business groups, it is not surprising that they recommended a business-oriented approach to the costs of governmental services. For example:

The phrase costs reasonably borne by such entity in providing the regulation, product, or service is intended to incorporate all appropriations by an entity for

City of Carmel-by-the-Sea Fee Study Update

reasonable costs appropriate for the continuation of the service over time. This includes ongoing expenses such as operation costs and a reasonable allocation for overhead and administration, but it also includes reasonable allocation for start-up costs and future capacity. Thus, reasonable allocations for capital replacement, expansion of services, and repayment of related bond issuances would be considered "costs reasonably borne."¹

Principle Involved. A basic principle involved in this Report is the recognition of those full business costs as they are as defined by the authors of the Constitutional amendment, NOT just those costs which 1) the City might recognize and decide to budget; or 2) which it might decide to use in some other cost analysis methodology; or 3) that other jurisdictions not so complying might use; or 4) that some accounting or other consulting firm might decide it should use, based on some external, non-California legal requirements.

These cost elements have been determined in a businesslike manner per basic business principles and applied to each and every fee-financed or fee-financeable service provided by the City, modified only slightly to accommodate the published intent and definitions of the authors of Article XIII B. Thus a logical, legal, and Constitutionally mandated cost-consciousness can now be applied to City operations.

TYPES OF COSTS

The following costs, identified above as part of "costs reasonably borne" by the Authors of Proposition 4, make up the cost detail found in Appendix C for each service.

Salaries and Wages

City government is in fact a service industry, and therefore, it is natural that salaries make up the largest single element of cost for most services.

Interview Process. In order to allocate the salaries, lengthy interviews were held, documents sought and researched, and reports and accounting records examined by RCS. The result was, in most cases, a percentage or hours distribution of individual employee personal services costs. These interviews were then updated and validated using time-tracking technology provided by Pace Productivity.

¹ A Summary of Proposed Implementing Legislation and Drafter's Intent with Regard to Article XIII B of the California Constitution (Proposition 4, November 6, 1979); Spirit of 13, Inc.; 1980; California Chamber of Commerce; page 6.

City of Carmel-by-the-Sea Fee Study Update

One hundred percent of the time of all City employees was distributed. In other words, everyone had to be someplace, all of their time. No judgments were made about what personnel should or might be doing. Their time was distributed to those service centers where the time was expended.

Employee Fringe Benefits

Since fractional time -- to as low as three minutes per unit of service or one-twentieth of a percent of the annual time of an employee has been allocated to service centers, fringe benefit costs also must be fractionalized to carefully and accurately distribute those ancillary personnel costs.

The City finances numerous benefits for its employees, thereby incurring measurable costs for these items, including:

- PERS & Social Security Retirement
- Health, Dental, Vision, and Life Insurance
- Disability Insurance
- Medicare Insurance
- Deferred Compensation
- Other MOU Obligations

All these costs are current operating expenses, and the amounts were isolated. Actual costs were determined and reduced to a percentage of salary for each of the positions.

Maintenance and Operation Costs

All maintenance and operation costs, including non-personnel expenses such as professional services, insurance, operating supplies etc., were derived from the payroll and general ledger as of March 2026, updated for agreed upon pay increases to be effective July 1, 2026, and were allocated via percentages or through actual allocation to each of the service centers identified in a department or division.

General and Departmental Overhead Costs

Overhead costs provide the vital glue that holds an organization together operationally and provide important coordinating capabilities. They also provide the day-to-day support services

City of Carmel-by-the-Sea Fee Study Update

and facilities required for the organization to function effectively. RCS allocated these costs to the remainder of the City organization as a percentage of salaries.

Full Cost Distribution. The purpose of deriving overhead costs to apportion these amounts to direct service program costs. By adopting this method the City will be aware of its true costs and be able to emulate business methods. Article XIII B's (Proposition 4 of 1979) authors intended this, defining as part of "costs reasonably borne" a calculated "reasonable allocation for overhead and administration."

General City Overhead. These services primarily set policy and support other departments without providing a deliverable service to the public. Where they do perform an end-user service, such costs have not been allocated to other departments.

Departmental Administration. Costs in this category involve intra-departmental support functions, outside the above listed general City overhead functions, and involve the allocation of staff time within and among departmental functions. These services also do not provide end-user deliverables to the public, but instead provide vital administrative support within specific departments.

Fully Allocated Hourly Rates. All the above items make up the fully allocated hourly rate which is calculated for each position in the City.

Calculation of Revenues. Many of the revenues included in this Report are calculated based on the current fee and the number of projected units of service. This may be different than the current budgeted revenues due to changes to projected volume, which comes from looking at historic volume and estimates of current year levels.

City of Carmel-by-the-Sea Fee Study Update

GENERAL RECOMMENDATIONS

Adoption of Modifications to Current Fee Structure

Continued use of the "full business costing" concept has and will continue to create consistency in the establishment of fees, and allow for timely adjustment to reflect changes in the cost of providing services

Review of Suggested Recovery Rates

The City Council should review each service and the suggested recovery rate to determine how much of each service should be recovered through fees, and how much should be subsidized through the City's tax dollars. This review is very important because it gives City staff direction as to what the Council wants to subsidize and what it does not.

CONCLUSION

If all the recommendations and suggestions made in this Report are adopted, the City's financial picture would be improved. Also, far more equity between taxpayers and fee-payers, as well as fairness between property-related and non-property-related services could be secured, assisting in the City's continued financial stability into the future. The following Schedule 1 portrays the various services assessed during our analysis.

Appendix A- Summary of Current and Proposed Fees

Appendix A includes a summary of the current City fees matched up with the proposed fees for each service presented.

Appendix B – Time Study Report

Appendix B includes a summary of the technique and objectives utilized by Pace Productivity to update the City's understanding of the services being performed, who performed them and how long they took.

Appendix C - Detailed Worksheets

The substance of RCS's and Pace Productivity's work effort on this project is presented on a fee-by-fee basis in the detail of this report (see Appendix C). These tables include a description of the service, the calculated fee structure, and other pertinent information.

City of Carmel-by-the-Sea Fee Study Update

APPENDIX A
SUMMARY
OF
CURRENT FEES
AND
PROPOSED FEES

MASTER FEE SCHEDULE EFFECTIVE JULY 1, 2026		Current Fee	Proposed Fee	% Change	\$ Change
COMMUNITY PLANNING & BUILDING					
Design Study and Review					
TRACK 1 DESIGN REVIEW/STUDY - MINOR	\$ 725 per application	725.00	930.00	28%	205.00
TRACK 1 DESIGN REVIEW/STUDY - MAJOR	\$1,040 per application	1,040.00	1,307.00	26%	267.00
TRACK 1 DESIGN REVIEW/STUDY-STREAMLINE	\$ 373 per application	373.00	314.00	-16%	(59.00)
TRACK 1 DESIGN REVIEW/STUDY - REFERRAL TO PLANNING COMMISSION	\$1,875 per application in addition to the base Track 1 fee	1,875.00	2,267.00	21%	392.00
TRACK 1 DESIGN REVIEW/STUDY-REFERRAL TO HISTORIC RESOURCES BOARD	\$1,875 per application in addition to the base Track 1 fee	1,875.00	2,223.00	19%	348.00
TRACK 2 DESIGN REVIEW - MINOR	\$4,108 per application plus deposit* if hours exceed 20 hours	4,108.00	5,010.00	22%	902.00
TRACK 2 DESIGN REVIEW - MAJOR	\$6,235 per application plus deposit* if hours exceed 30 hours	6,235.00	7,571.00	21%	1,336.00
TRACK 2 DESIGN REVIEW - MAJOR NEW COMMERCIAL BUILDING	\$2,974 per application, plus a deposit*	2,974.00	3,164.00	6%	190.00
ADDITIONAL PLAN CHECK - PLANNING	each, after three plan checks	-	465.00		465.00
PRELIMINARY SITE ASSESSMENT	\$1,571 per application	1,571.00	1,914.00	22%	343.00
REASONABLE ACCOMODATION	\$ 205 per application, plus fee for associated Design Study/Design Review as applicable	205.00	256.00	25%	51.00
VOLUMETRIC ANALYSIS	\$ 142 per application, plus \$1,500 deposit with charges at the fully allocated hourly rates plus any outside costs.	142.00	180.00	27%	38.00
* Deposit determined by staff with charges at the fully allocated hourly rates for Project Planner.					
Use Permit and Other Services					
USE PERMIT	\$3,215 per application	3,215.00	3,922.00	22%	707.00
USE PERMIT AMENDMENT	\$2,905 per application	2,905.00	3,506.00	21%	601.00
TEMPORARY USE PERMIT	\$ 173 per application	173.00	212.00	23%	39.00
RESTRICTED COMMERCIAL USE TRANSFER REQUEST	\$ 594 per application	594.00	776.00	31%	182.00
WATER CREDIT TRANSFER REQUEST	\$3,257 per application	3,257.00	3,949.00	21%	692.00
VARIANCE	\$1,881 per application	1,881.00	2,232.00	19%	351.00
PRELIMINARY APPLICATION REVIEW - STAFF	\$1,434 per application with 50% of this fee credited towards future planning fees for this project.	1,434.00	1,735.00	21%	301.00
PRELIMINARY APPLICATION REVIEW - PUBLIC HEARING (PLANNING COMMISSION, CITY COUNCIL, ETC.)	\$3,940 per application with 50% of this fee credited towards future planning fees for this project.	3,940.00	4,750.00	21%	810.00
COASTAL DEVELOPMENT PERMIT - DEVELOPMENT	\$ 184 per application - Added to other Planning fees	184.00	238.00	29%	54.00
COASTAL DEVELOPMENT PERMIT - EVENT	\$ 777 per application	777.00	1,016.00	31%	239.00
LANDSCAPE PLAN CHECK/INSPECTION	\$ 777 per plan/inspection	725.00	875.00	21%	150.00

MASTER FEE SCHEDULE EFFECTIVE JULY 1, 2026		Current Fee	Proposed Fee	% Change	\$ Change
PLANNING TECHNICAL ASSISTANCE	Charge the fully allocated hourly rate for all personnel involved after 15 minutes.				
TOBACCO RETAIL LICENSE	Current fee as adopted by the Monterey County Board of Supervisors				
EXTRAORDINARY DEVELOPMENT	Deposit amount TBD based on scope of project, with charges at the fully allocated hourly rates plus any outside costs				
Amendments, Annexations and Agreements					
SPECIFIC PLAN/SPECIFIC PLAN AMENDMENT	\$5,253 deposit with charges at the fully allocated hourly rates plus outside costs	5,253.00	5,253.00	0%	-
GENERAL PLAN AMENDMENT	\$5,253 deposit with charges at the fully allocated hourly rates plus outside costs	5,253.00	5,253.00	0%	-
SPHERE OF INFLUENCE AMENDMENT	\$5,253 deposit with charges at the fully allocated hourly rates plus outside costs	5,253.00	5,253.00	0%	-
ZONING CODE AMENDMENT	\$5,253 deposit with charges at the fully allocated hourly rates plus outside costs	5,253.00	5,253.00	0%	-
ANNEXATION	\$10,506 deposit with charges at the fully allocated hourly rates plus outside costs	10,506.00	10,506.00	0%	-
DEVELOPMENT AGREEMENT	\$10,506 deposit with charges at the fully allocated hourly rates plus outside costs	10,506.00	10,506.00	0%	-
Environmental Review Maps and Lot Lines					
ENVIRONMENTAL REVIEW (IS/ND/EIR)	Contract cost plus 10%				
FILING ENVIRONMENTAL NOTICE OF EXEMPTION	\$ 520 per application plus associated Monterey County fees	520.00	737.00	42%	217.00
MITIGATION MONITORING	\$3,152 deposit with charges at the fully allocated hourly rates plus outside costs.	3,152.00	3,152.00	0%	-
TENTATIVE/FINAL MAP	\$4,202 deposit with charges at the fully allocated hourly rates plus any outside costs.	4,202.00	4,202.00	0%	-
AMENDED FINAL MAP	\$1,051 deposit with charges at the fully allocated hourly rates plus any outside costs.	1,051.00	1,051.00	0%	-
CERTIFICATE OF COMPLIANCE	\$ 788 per application plus actual contract cost	788.00	1,018.00	29%	230.00
LOT LINE ADJUSTMENT/SUBDIV - PLANNING COMMISSION	\$1,108 per application plus actual contract cost	1,108.00	1,340.00	21%	232.00
LOT MERGER	\$ 898 per application plus actual contract cost	898.00	1,042.00	16%	144.00
Historic Evaluation					
PRELIMINARY PHASE 1 - INITIAL ASSESSMENT OF HISTORIC SIGNIFICANCE	\$ 474 per application plus Historian fee (currently \$474)	474.00	876.00	85%	402.00
PHASE 1 - HISTORIC EVALUATION	\$ 426 per application plus actual cost for Historian review with \$1,500 deposit	426.00	580.00	36%	154.00
PHASE 2 - HISTORIC EVALUATION (INCLUDES HISTORIC RESOURCES BOARD HEARING)	\$2,143 per application plus actual cost for Historian review with \$1,500 deposit	2,143.00	2,567.00	20%	424.00

MASTER FEE SCHEDULE EFFECTIVE JULY 1, 2026		Current Fee	Proposed Fee	% Change	\$ Change
APPEAL TO HISTORIC RESOURCES BOARD	\$1,576 per application plus actual cost for Historian review with \$1,500 deposit	1,576.00	2,053.00	30%	477.00
MILLS ACT CONTRACT APPLICATION	\$3,603 per application plus actual cost to record contract with County of Monterey	3,603.00	4,293.00	19%	690.00
MILLS ACT MAINTENANCE PLAN REVIEW	\$1,051 deposit with charges at the fully allocated hourly rates plus any outside costs for qualified professional to review plan.	1,051.00			
MILLS ACT 5-YEAR INSPECTION	\$ 525 deposit with charges at the fully allocated hourly rates plus any outside costs for qualified professional	525.00			
MILLS ACT 10-YEAR MAINTENANCE PLAN REVIEW	\$1,051 deposit with charges at the fully allocated hourly rates plus any outside costs for qualified professional to review plan.	1,051.00			
Determinations, Extensions and Appeals					
PLANNING COMMISSION CODE DETERMINATION	\$1,828 per application	1,828.00	2,196.00	20%	368.00
ZONING COMPLIANCE DETERMINATION	Charge the fully allocated hourly rates for all personnel involved with a one hour minimum				
PERMIT TIME EXTENSION - STAFF	\$ 420 per application	420.00	538.00	28%	118.00
PERMIT TIME EXTENSION - PLANNING COMMISSION	\$1,135 per application	1,135.00	1,349.00	19%	214.00
PERMIT TIME EXTENSION - CITY COUNCIL	\$1,098 per application	1,098.00	1,312.00	19%	214.00
PUBLIC HEARING CONTINUANCE - PLANNING COMMISSION	\$ 872 per continuance	872.00	992.00	14%	120.00
PUBLIC HEARING CONTINUANCE - COUNCIL	\$ 878 per continuance	878.00	992.00	13%	114.00
APPEAL TO PLANNING COMMISSION	\$2,044 per appeal - No charge for appeals of Coastal Development Permits (CDPs) within the Coastal Commission Appeal Jurisdiction (CMC 17.20.140)	2,044.00	2,501.00	22%	457.00
APPEAL TO CITY COUNCIL	\$2,190 per appeal - No charge for appeals of Coastal Development Permits (CDPs) within the Coastal Commission Appeal Jurisdiction (CMC 17.20.140)	2,190.00	2,712.00	24%	522.00
Sign and Banners					
SIGN APPLICATION	\$ 473 per application	473.00	601.00	27%	128.00
SIGN REFERRAL TO PLANNING COMMISSION	\$1,581 per application	1,581.00	1,907.00	21%	326.00
RELOCATE EXISTING SIGN	\$ 252 per application	252.00	328.00	30%	76.00
TEMPORARY SIGN PERMIT	No permit fee required	0.00	0.00		0.00
BANNER APPLICATION	\$0 per application, applicant bears the fully burdened cost of installation through City approved third-party vendors				

MASTER FEE SCHEDULE EFFECTIVE JULY 1, 2026		Current Fee	Proposed Fee	% Change	\$ Change
Building Services					
BUILDING RELOCATION	Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs				
LARGE FAMILY DAY CARE (RESIDENTIAL)	\$2,437 per application	2,437.00	3,216.00	32%	779.00
GENERAL PLAN UPDATE	3.5% of all Building & Safety permits	3.5%	15%		
BUILDING PLAN CHECK	Based on Building and Safety Construction Valuation				
ADDITIONAL PLAN CHECK - BUILDING	each, after three plan checks	-	409.00		409.00
BUILDING INSPECTION	Based on Building and Safety Construction Valuation				
BUILDING RE-INSPECTION	\$ 153 per re-inspection	153.00	179.00	17%	26.00
OWNER BUILDER PLAN CHECK & INSPECTION	Based on Building and Safety Construction Valuation				
BUILDING PERMIT APPLICATION EXTENSION	\$ 99 per extension (maximum of 4)	99.00	123.00	24%	24.00
BUILDING PERMIT EXTENSION	\$ 158 per extension (maximum of 2)	158.00	206.00	30%	48.00
BUILDING PERMIT PRE-APPLICATION CONFERENCE	\$ 357 per application	357.00	464.00	30%	107.00
ASBS CONSTRUCTION INSPECTION - RESIDENTIAL	per winter season	-	374.00		374.00
ASBS CONSTRUCTION INSPECTION - COMMERCIAL	per weekly inspection	-	125.00		125.00
BUILDING SINGLE TRADE PERMIT	\$ 173 per permit	173.00	201.00	16%	28.00
ON-SITE DRIVEWAY PERMIT	\$ 415 per permit	415.00	512.00	23%	97.00
SOLAR PLAN CHECK/INSPECTION PERMIT	Plan Check AND Inspection - \$ 450 plus \$15 per kW over 15kW (Per Assembly Bill 1414)	450.00	450.00	0%	-
RE-ROOF PERMIT	\$ 273 per permit	273.00	332.00	22%	59.00
BUILDING BOARD APPEAL	\$1,193 per appeal	1,193.00	1,394.00	17%	201.00
DUPLICATE INSPECTION CARD	\$ 63 per card	63.00	78.00	24%	15.00
BUILDING TECHNICAL ASSISTANCE	Charge the fully allocated hourly rate for all personnel involved after 15 minutes.				
STOP WORK INVESTIGATION	\$ 651 per investigation plus double all Building Permit fees	651.00	784.00	20%	133.00
TEMPORARY CERTIFICATE OF OCCUPANCY	\$ 237 per application	237.00	281.00	19%	44.00
ALTERNATE MATERIALS/METHODS REVIEW	\$ 231 per application plus actual cost of City Staff for all time over one hour.	231.00	277.00	20%	46.00
BUILDING PHASED WORK REQUEST	\$ 331 per application	331.00	402.00	21%	71.00
BUILDING TECHNOLOGY SURCHARGE	\$ 9 per permit	9.00	9.00	0%	-

MASTER FEE SCHEDULE EFFECTIVE JULY 1, 2026		Current Fee	Proposed Fee	% Change	\$ Change
Bench Program					
NEW BENCH LOCATION	\$1,009 per application plus the actual cost of the bench and plaque (plus \$750 for future maintenance) plus \$2,005 if a public hearing is required.	1,009.00	3,676.00	264%	2,667.00
ADOPTION OF EXISTING BENCH	\$ 399 per application plus the actual cost of the bench and plaque (plus \$750 for future maintenance) plus \$530 if a public hearing is required.	399.00	1,560.00	291%	1,161.00
REPLACEMENT OF BENCH PLAQUE	\$ 515 per application plus the actual cost of the plaque plus \$530 if a public hearing is required.	515.00	1,209.00	135%	694.00
Encroachment Permits					
TEMPORARY ENCROACHMENT PERMIT	\$ 362 per permit	362.00	453.00	25%	91.00
STREET EXCAVATION	\$ 841 per permit, plus \$8.75/lineal foot of work being performed	841.00	1,056.00	26%	215.00
GRADING - PLAN REVIEW	Based on Public Works Construction Valuation				
GRADING - INSPECTION	Based on Public Works Construction Valuation				
PUBLIC IMPROVEMENTS - PLAN REVIEW	Based on Public Works Construction Valuation				
PUBLIC IMPROVEMENTS - INSPECTION	Based on Public Works Construction Valuation				
TRAFFIC ANALYSIS REVIEW	\$ 409.00 per application plus actual outside costs.	-	409.00		409.00
ADDITIONAL PLAN CHECK - PUBLIC WORKS	each, after three plan checks	-	409.00		409.00
PERMANENT ENCROACHMENT PERMIT	\$ 499 per permit plus \$8.75/lineal foot Plus cost of any damage to public right-of-way or street as determined by the Public Works Director Plus cost of and Design Study/Design Review as needed Plus cost of referral to City Council if needed.	499.00	1,581.00	217%	1,082.00
TRAFFIC CONTROL PLAN REVIEW/INSPECTION	\$ 710 per review plus \$405 per each additional review	710.00	1,296.00	83%	586.00
SIDEWALK VENDING PERMIT	\$ 469 per new applications	469.00	469.00	0%	-
	\$ 231 per renewal	231.00	231.00	0%	-
USE OF ONLINE ELECTRONIC PAYMENT - CP&B DEPARTMENT	3.5% OF CHARGED AMOUNT				
USE OF CREDIT CARD/ DEBIT CARD - CP&B DEPARTMENT	3.5% OF CHARGED AMOUNT				
PUBLIC WORKS/FORESTRY					
TREE EVALUATION	\$ 205 per application	205.00	475.00	132%	270.00
TREE REMOVAL PERMIT - DEAD TREE	\$ 205 per permit	205.00	475.00	132%	270.00
TREE REMOVAL PERMIT	\$ 698 per permit	698.00	1,631.00	134%	933.00
TREE PRUNING PERMIT	\$ 205 per permit	205.00	971.00	374%	766.00

MASTER FEE SCHEDULE EFFECTIVE JULY 1, 2026		Current Fee	Proposed Fee	% Change	\$ Change
PRUNING OR REMOVAL OF CITY TREE USING PRIVATE FUNDS UNDER CITY FORESTER INSTRUCTIONS	No permit fee required	0.00	0.00		0.00
APPEAL TO FOREST & BEACH COMMISSION	\$1,891 per appeal plus actual outside costs	1,891.00	3,331.00	76%	1,440.00
APPEAL TO CITY COUNCIL	\$1,891 per appeal plus actual outside costs	1,891.00	2,712.00	43%	821.00
REMOVAL OF PRIVATE TREE FALL IN PUBLIC RIGHT-OF-WAY	Charge the fully allocated hourly rate for all personnel involved plus any outside costs				
DAMAGE TO CITY PROPERTY	Charge the fully allocated hourly rate for all personnel involved plus any outside costs				
USE OF ONLINE ELECTRONIC PAYMENT- PUBLIC WORKS DEPT	3.5% OF CHARGED AMOUNT				
USE OF CREDIT CARD/ DEBIT CARD- PUBLIC WORKS DEPT	3.5% OF CHARGED AMOUNT				
PUBLIC SAFETY					
Police Services					
LOUD PARTY PUBLIC DISTURB. - 1st Response	First Response - No Charge	0.00	First Response - No		
LOUD PARTY PUBLIC DISTURB. - 2nd Response	Second Response the same day - \$ 229 per response	229.00	337.00	47%	108.00
LOUD PARTY PUBLIC DISTURB. - 3rd+ Response	Third Response within a calendar year - \$ 574 per response	574.00	674.00	17%	100.00
POLICE FALSE ALARM - 1st RESPONSE	First Activation - \$ 115	115.00	154.00	34%	39.00
POLICE FALSE ALARM - 2nd RESPONSE	Second Activation - \$ 137	137.00	185.00	35%	48.00
POLICE FALSE ALARM - 3rd+ RESPONSE	Each Subsequent Activation in a calendar year - \$ 207	207.00	278.00	34%	71.00
ALARM PERMIT - New	New - \$ 40 per permit	40.00	40.00	0%	-
ALARM PERMIT - Renewal	Renewal - \$ 29 per permit	29.00	30.00	3%	1.00
VEHICLE IMPOUND RELEASE	\$ 161 per vehicle	161.00	202.00	25%	41.00
MISDEMEANOR BOOKING	Non-Carmel bookings - \$ 172 per booking	172.00	230.00	34%	58.00
MISCELLANEOUS POLICE PERMIT	\$ 212 per application plus DOJ fees	212.00	259.00	22%	47.00
FINGERPRINTING ON REQUEST	\$ 40 plus outside agency fees	40.00	40.00	0%	-
CLEARANCE FORM TRAVEL LETTER	\$ 57 per letter	57.00	57.00	0%	-
VIN VERIFICATION	\$ 57 per vehicle	57.00	63.00	11%	6.00
CITATION SIGN-OFF	Non-Carmel citations - \$ 29 per citation	29.00	38.00	31%	9.00
SIGN ABATEMENT	\$ 29 per sign	29.00	45.00	55%	16.00
POLICE COURT WITNESS	Fees are set by the court				
POLICE REPORT COPY	1st 10 pages - No Charge, Each additional page - \$0.25	0.25	1.00	300%	0.75
POLICE PHOTOGRAPH COPY	Photo - \$ 6 per photo, digital - \$ 6 per disk	6.00	6.00	0%	-
USE OF ONLINE ELECTRONIC PAYMENT	3.5% OF CHARGED AMOUNT				
USE OF CREDIT CARD/ DEBIT CARD	2.5% OF CHARGED AMOUNT				

MASTER FEE SCHEDULE EFFECTIVE JULY 1, 2026		Current Fee	Proposed Fee	% Change	\$ Change
Animal Services					
ANIMAL IMPOUND	Within a calendar year:				
ANIMAL IMPOUND - 1st IMPOUND	First impound - \$ 115	115.00	117.00	2%	2.00
ANIMAL IMPOUND - 2nd IMPOUND	Second impound - \$ 137	137.00	137.00	0%	-
ANIMAL IMPOUND - 3rd+ IMPOUND	Third and subsequent impounds - \$ 161	161.00	161.00	0%	-
ANIMAL TRANSPORT - Local	Local Transport - \$ 29 per transport	29.00	29.00	0%	-
ANIMAL TRANSPORT - To County	To County Animal Shelter - \$ 104 per transport	104.00	104.00	0%	-
Parking					
RESIDENT/EMPLOYEE PARKING PERMIT	\$ 35 per permit	35.00	40.00	14%	5.00
	\$ 127 Misuse of Residential Permit	127.00	127.00	0%	-
CONTRACTOR PARKING PERMIT - Non Specific	\$ 18 non specific	18.00	19.00	6%	1.00
CONTRACTOR PARKING PERMIT - Specific	\$ 29 space specific	29.00	43.00	48%	14.00
NORTON COURT PARKING GARAGE	\$2,520 annually per space, \$630 quarterly per space	2,520.00	2,520.00	0%	-
USE OF ONLINE ELECTRONIC PAYMENT	3.5% OF CHARGED AMOUNT				
Fire Services					
FIRE PLAN CHECK/ REVIEW/INSPECTIONS	Current fee schedule as adopted by City of Monterey Council				
USE OF ONLINE ELECTRONIC PAYMENT	3.5% OF CHARGED AMOUNT				
USE OF CREDIT CARD/ DEBIT CARD	2.5% OF CHARGED AMOUNT				
AMBULANCE TRANSPORT SERVICES	Current fee schedule as adopted by Monterey County ambulance transport				
ADMINISTRATIVE SERVICES					
NEW BUSINESS REG. PROCESS - Fixed Location	Fixed Location - \$ 356 per application + \$4 State fee	356.00	584.00	64%	228.00
NEW BUSINESS REG. PROCESS - In & About	In & About - \$ 24 per application + \$4 State fee	24.00	40.00	67%	16.00
NEW BUSINESS REG. PROCESS - Home License	Home License - \$ 150 per application	150.00	219.00	46%	69.00
BUSINESS REGISTER RENEWAL PROCESS	\$ 18 per renewal	18.00	22.00	22%	4.00
DUPLICATE BUSINESS LICENSE	\$ 11 per license	11.00	9.00	-18%	(2.00)
CHANGE BUSINESS NAME	\$ 24 per business	24.00	30.00	25%	6.00
USE OF ONLINE ELECTRONIC PAYMENT	3.5% OF CHARGED AMOUNT				
Finance					
NSF CHECK PROCESSING	\$ 46 per NSF check	46.00	56.00	22%	10.00
City Clerk					
DOCUMENT REPRODUCTION/SCANNING	First 10 copies - No Charge	0.00	First 10 copies - No C		
	Additional copies - \$0.25 per copy	0.25	0.25	0%	-
	FPPC copies - \$0.15 per copy plus \$5 for retrieval of documents if more than five years old plus postage cost if mailed	0.15	0.15	0%	-
ELECTRONIC FILE COPY	\$ 6 per device	6.00	6.00	0%	-
DOCUMENT CERTIFICATION	\$ 11 per document	11.00	12.00	9%	1.00

MASTER FEE SCHEDULE EFFECTIVE JULY 1, 2026		Current Fee	Proposed Fee	% Change	\$ Change
RECORD COMPILATION	Record Compilation/Creation - charge the fully allocated hourly rate for all personnel involved plus any outside costs.				
LOCAL CANDIDATE FILING	\$ 25 per candidate- Fee is set by the State	25.00	288.00	1052%	263.00
LOCAL INITIATIVE PROCESSING	\$ 200 per initiative- This fee is limited by the State Law - Elections Code Section 9202(b) - Fee is refundable to the filer, if within one year of filing the notice of intent, the elections official certifies the sufficiency of the petition.	200.00	1,953.00	877%	1,753.00
USE OF ONLINE ELECTRONIC PAYMENT	3.5% OF CHARGED AMOUNT				
USE OF CREDIT CARD/ DEBIT CARD	2.5% OF CHARGED AMOUNT				
COMMUNITY ACTIVITIES					
BEACH SPECIAL EVENT PERMIT	Processing: Non-Profit/School - \$ 211 per permit	211.00	135.00	-36%	(76.00)
	Processing: Other - \$ 726 per permit	726.00	135.00	-81%	(591.00)
	Rental: Non-Profit/School - \$ 293 per rental plus \$500 refundable damage deposit	293.00	293.00	0%	-
	Rental: Other - \$ 586 per rental plus \$500 refundable damage deposit	586.00	586.00	0%	-
	Sounds Permit: Non-Profit/School - \$ 12 per permit	12.00	12.00	0%	-
	Sounds Permit: Other - \$ 29 per permit	29.00	29.00	0%	-
SPECIAL EVENT PERMIT	Processing: Non-Profit/School - \$ 211 per permit	211.00	211.00	0%	-
	Processing: Other - \$ 726 per permit	726.00	405.00	-44%	(321.00)
	Rental: Non-Profit/School - \$ 293 per rental plus \$500 refundable damage deposit	293.00	293.00	0%	-
	Rental: Other - \$ 586 per rental plus \$500 refundable damage deposit	586.00	586.00	0%	-
	With Alcohol: Non-Profit/School - \$ 53 per permit	53.00	53.00	0%	-
	With Alcohol: Other - \$ 211 per permit	211.00	211.00	0%	-
	Sounds Permit: Non-Profit/School - \$ 12 per permit	12.00	12.00	0%	-
	Sounds Permit: Other - \$ 29 per permit	29.00	29.00	0%	-
SPECIAL EVENT OVERTIME SERVICES	Overtime Staff time: Non-Profit/School - Charge 25% of the fully allocated hourly rates for all personnel involved				
	Overtime Staff time: Other - Charge 100% of the fully allocated hourly rates for all personnel involved				
	Barricade Rental - \$1,171 Resident Block Party - No Charge	1,171.00	1,171.00	0%	-

MASTER FEE SCHEDULE EFFECTIVE JULY 1, 2026		Current Fee	Proposed Fee	% Change	\$ Change
	Parking Stall Rental: Non-Profit/School - \$ 211 per permit plus \$100 per stall/day	211.00	211.00	0%	-
	Parking Stall Rental: Other - \$ 861 per permit plus \$100 per stall/day	861.00	861.00	0%	-
	Parking Stall Rental: Peak Demand Rental - \$200 per stall/day				
FILM PERMIT - Non-Profit	Non-Profit/Student - \$ 129	129.00	129.00	0%	-
FILM PERMIT - Still	Other: Still Photo - \$ 328	328.00	385.00	17%	57.00
FILM PERMIT - Motion Picture	Other: Motion Picture - \$ 691	691.00	655.00	-5%	(36.00)
COMMUNITY ACTIVITIES APPEAL	\$ 867 per appeal	867.00	1,174.00	35%	307.00
FACILITY RENTAL	\$ 29 per hour plus \$125 refundable cleaning deposit	29.00	90.00	210%	61.00
USE OF ONLINE ELECTRONIC PAYMENT	3.5% OF CHARGED AMOUNT				
USE OF CREDIT CARD/ DEBIT CARD	2.5% OF CHARGED AMOUNT				
Library					
INTERLIBRARY LOAN PROCESSING	\$ 3 per item	3.00	3.00	0%	-
LOST/DAMAGED MATERIALS PROCESSING	Actual cost of lost or damaged materials				
SELF SERVE LIBRARY COPYING	Black and White - \$0.20 per copy	0.20	0.20	0%	-

City of Carmel-by-the-Sea Building Safety Division Fees					
Construction Valuation	Plan Check Fee	Permit Fee	Construction Valuation	Plan Check Fee	Permit Fee
\$ 1 – 2,000	101.77	193.36	48,001 – 49,000	838.33	1,289.14
2,001 – 3,000	110.13	193.36	49,001 – 50,000	851.69	1,310.30
3,001 – 4,000	128.66	197.94	50,001 – 51,000	860.96	1,324.56
4,001 – 5,000	147.18	226.44	51,001 – 52,000	870.22	1,338.80
5,001 – 6,000	165.70	254.94	52,001 – 53,000	878.49	1,353.05
6,001 – 7,000	184.22	283.43	53,001 – 54,000	888.74	1,367.30
7,001 – 8,000	202.75	311.93	54,001 – 55,000	898.01	1,381.55
8,001 – 9,000	221.28	340.43	55,001 – 56,000	907.27	1,395.80
9,001 – 10,000	239.80	368.93	56,001 – 57,000	916.53	1,410.04
10,001 – 11,000	258.32	397.41	57,001 – 58,000	925.79	1,424.29
11,001 – 12,000	276.82	425.91	58,001 – 59,000	935.05	1,438.54
12,001 – 13,000	295.37	454.41	59,001 – 60,000	944.31	1,452.79
13,001 – 14,000	313.89	482.90	60,001 – 61,000	953.57	1,467.03
14,001 – 15,000	332.41	511.40	61,001 – 62,000	962.83	1,481.29
15,001 – 16,000	350.93	539.90	62,001 – 63,000	972.10	1,495.53
16,001 – 17,000	369.46	568.40	63,001 – 64,000	981.36	1,509.78
17,001 – 18,000	387.98	596.89	64,001 – 65,000	990.62	1,524.03
18,001 – 19,000	406.50	625.39	65,001 – 66,000	999.88	1,538.27
19,001 – 20,000	425.02	653.88	66,001 – 67,000	1,009.13	1,552.52
20,001 – 21,000	443.55	682.37	67,001 – 68,000	1,018.40	1,566.77
21,001 – 22,000	462.05	710.87	68,001 – 69,000	1,027.66	1,581.02
22,001 – 23,000	480.59	739.37	69,001 – 70,000	1,036.92	1,595.26
23,001 – 24,000	499.11	767.87	70,001 – 71,000	1,046.18	1,609.52
24,001 – 25,000	517.63	796.36	71,001 – 72,000	1,055.45	1,623.76
25,001 – 26,000	530.99	816.92	72,001 – 73,000	1,064.71	1,638.01
26,001 – 27,000	544.36	837.47	73,001 – 74,000	1,073.97	1,652.26
27,001 – 28,000	557.71	858.04	74,001 – 75,000	1,083.23	1,666.50
28,001 – 29,000	571.08	878.59	75,001 – 76,000	1,092.49	1,680.76
29,001 – 30,000	584.45	899.15	76,001 – 77,000	1,092.35	1,695.00
30,001 – 31,000	597.81	919.70	77,001 – 78,000	1,111.01	1,709.25
31,001 – 32,000	611.18	940.27	78,001 – 79,000	1,120.27	1,723.59
32,001 – 33,000	624.43	960.82	79,001 – 80,000	1,129.54	1,737.75

City of Carmel-by-the-Sea Building Safety Division Fees					
Construction Valuation	Plan Check Fee	Permit Fee	Construction Valuation	Plan Check Fee	Permit Fee
33,001 – 34,000	637.90	981.38	80,001 – 81,000	1,138.80	1,751.99
34,001 – 35,000	660.67	1,001.93	81,001 – 82,000	1,148.06	1,766.25
35,001 – 36,000	664.62	1,022.50	82,001 – 83,000	1,157.32	1,780.49
36,001 – 37,000	715.60	1,043.06	83,001 – 84,000	1,166.58	1,794.74
37,001 – 38,000	691.35	1,063.61	84,001 – 85,000	1,175.84	1,808.99
38,001 – 39,000	704.72	1,084.18	85,001 – 86,000	1,185.10	1,823.23
39,001 – 40,000	718.07	1,104.72	86,001 – 87,000	1,194.36	1,837.49
40,001 – 41,000	731.44	1,125.29	87,001 – 88,000	1,206.77	1,851.73
41,001 – 42,000	744.80	1,145.84	88,001 – 89,000	1,212.89	1,865.98
42,001 – 43,000	758.16	1,166.41	89,001 – 90,000	1,222.15	1,880.23
43,001 – 44,000	771.52	1,186.96	90,001 – 91,000	1,231.41	1,894.48
44,001 – 45,000	784.89	1,207.52	91,001 – 92,000	1,240.66	1,908.72
45,001 – 46,000	798.52	1,128.07	92,001 – 93,000	1,249.93	1,922.98
46,001 – 47,000	811.61	1,248.64	93,001 – 94,000	1,259.19	1,937.22
47,001 – 48,000	824.97	1,269.19	94,001 – 95,000	1,268.45	1,951.46
95,001 – 96,000	1,277.71	1,965.72	144,001 –145,000	1,648.16	2,535.64
96,001 – 97,000	1,286.98	1,979.96	145,001 –146,000	1,657.61	2,547.03
97,001 – 98,000	1,296.24	1,994.21	146,001 –147,000	1,662.98	2,558.43
98,001 – 99,000	1,305.50	2,008.46	147,001 –148,000	1,670.39	2,569.83
99,001 – 100,000	1,314.76	2,022.71	148,001 –149,000	1,677.80	2,581.23
100,001 – 101,000	1,322.70	2,034.10	149,001 –150,000	1,685.21	2,592.62
101,001 – 102,000	1,329.57	2,045.50	150,001 –151,000	1,692.62	2,604.02
102,001 – 103,000	1,336.98	2,056.90	151,001 –152,000	1,700.03	2,615.43
103,001 – 104,000	1,344.39	2,068.30	152,001 –153,000	1,707.43	2,626.83
104,001 – 105,000	1,351.80	2,079.70	153,001 –154,000	1,714.84	2,638.23
105,001 – 106,000	1,366.62	2,091.10	154,001 –155,000	1,722.25	2,649.62
106,001 – 107,000	1,366.62	2,102.50	155,001 –156,000	1,729.66	2,661.02
107,001 – 108,000	1,374.03	2,113.90	156,001 –157,000	1,737.07	2,672.42
108,001 – 109,000	1,381.44	2,125.29	157,001 –158,000	1,744.48	2,683.82
109,001 – 110,000	1,388.85	2,136.69	158,001 –159,000	1,751.89	2,695.21
110,001 – 111,000	1,396.25	2,148.09	159,001 –160,000	1,759.30	2,706.51
111,001 – 112,000	1,403.66	2,159.49	160,001 –161,000	1,766.71	2,718.01

City of Carmel-by-the-Sea Building Safety Division Fees					
Construction Valuation	Plan Check Fee	Permit Fee	Construction Valuation	Plan Check Fee	Permit Fee
112,001 – 113,000	1,411.07	2,170.88	161,001 – 162,000	1,774.12	2,729.41
113,001 – 114,000	1,418.48	2,182.28	162,001 – 163,000	1,781.53	2,740.80
114,001 – 115,000	1,425.89	2,193.68	163,001 – 164,000	1,788.93	2,752.20
115,001 – 116,000	1,433.30	2,205.08	164,001 – 165,000	1,796.34	2,763.61
116,001 – 117,000	1,440.71	2,216.49	165,001 – 166,000	1,803.75	2,775.01
117,001 – 118,000	1,448.12	2,227.88	166,001 – 167,000	1,811.16	2,786.40
118,001 – 119,000	1,389.69	2,239.28	167,001 – 168,000	1,818.57	2,797.80
119,001 – 120,000	1,462.94	2,250.68	168,001 – 169,000	1,825.98	2,809.20
120,001 – 121,000	1,470.34	2,262.08	169,001 – 170,000	1,833.39	2,820.60
121,001 – 122,000	1,477.75	2,273.47	170,001 – 171,000	1,840.80	2,831.99
122,001 – 123,000	1,485.16	2,284.87	171,001 – 172,000	1,848.21	2,843.39
123,001 – 124,000	1,492.57	2,296.27	172,001 – 173,000	1,855.62	2,854.79
124,001 – 125,000	1,499.98	2,307.67	173,001 – 174,000	1,863.03	2,866.19
125,001 – 126,000	1,507.39	2,319.06	174,001 – 175,000	1,870.43	2,877.58
126,001 – 127,000	1,514.80	2,330.46	175,001 – 176,000	1,877.84	2,888.99
127,001 – 128,000	1,522.21	2,341.86	176,001 – 177,000	1,885.25	2,900.39
128,001 – 129,000	1,529.62	2,353.27	177,001 – 178,000	1,892.66	2,911.79
129,001 – 130,000	1,537.03	2,364.66	178,001 – 179,000	1,900.07	2,923.18
130,001 – 131,000	1,544.44	2,376.06	179,001 – 180,000	1,907.48	2,934.58
131,001 – 132,000	1,551.84	2,387.46	180,001 – 181,000	1,914.89	2,945.98
132,001 – 133,000	1,559.25	2,398.86	181,001 – 182,000	1,922.30	2,957.38
133,001 – 134,000	1,566.66	2,410.25	182,001 – 183,000	1,929.70	2,968.77
134,001 – 135,000	1,574.07	2,421.65	183,001 – 184,000	1,937.12	2,980.17
135,001 – 136,000	1,581.48	2,433.05	184,001 – 185,000	1,944.52	2,991.57
136,001 – 137,000	1,588.89	2,444.45	185,001 – 186,000	1,951.93	3,002.97
137,001 – 138,000	1,596.30	2,455.84	186,001 – 187,000	1,959.34	3,014.36
138,001 – 139,000	1,603.71	2,420.22	187,001 – 188,000	1,966.75	3,025.77
139,001 – 140,000	1,611.12	2,478.64	188,001 – 189,000	1,974.16	3,037.17
140,001 – 141,000	1,618.53	2,490.05	189,001 – 190,000	1,981.57	3,048.57
141,001 – 142,000	1,625.94	2,501.44	190,001 – 191,000	1,988.99	3,059.97
142,001 – 143,000	1,633.34	2,512.84	191,001 – 192,000	1,996.39	3,071.36
143,001 – 144,000	1,640.75	2,524.24	192,001 – 193,000	2,003.80	3,082.76

City of Carmel-by-the-Sea Building Safety Division Fees					
Construction Valuation	Plan Check Fee	Permit Fee	Construction Valuation	Plan Check Fee	Permit Fee
193,001 – 194,000	2,011.21	3,094.16	242,001 – 243,000	2,374.24	3,652.68
194,001 – 195,000	2,018.62	3,105.56	243,001 – 244,000	2,381.65	3,664.08
195,001 – 196,000	2,026.02	3,116.95	244,001 – 245,000	2,389.06	3,675.47
196,001 – 197,000	2,033.43	3,128.35	245,001 – 246,000	2,396.47	3,686.87
197,001 – 198,000	2,040.84	3,139.75	246,001 – 247,000	2,403.88	3,698.27
198,001 – 199,000	2,048.25	3,151.15	247,001 – 248,000	2,411.28	3,709.68
199,001 – 200,000	2,055.66	3,162.55	248,001 – 249,000	2,418.69	3,721.07
200,001 – 201,000	2,063.07	3,173.94	249,001 – 250,000	2,416.70	3,732.47
201,001 – 202,000	2,070.48	3,185.35	250,001 – 251,000	2,433.51	3,743.87
202,001 – 203,000	2,077.89	3,196.75	251,001 – 252,000	2,440.92	3,755.27
203,001 – 204,000	2,085.30	3,208.14	252,001 – 253,000	2,448.33	3,766.66
204,001 – 205,000	2,092.71	3,219.54	253,001 – 254,000	2,455.74	3,778.06
205,001 – 206,000	2,100.11	3,230.94	254,001 – 255,000	2,463.15	3,789.46
206,001 – 207,000	2,107.52	3,242.34	255,001 – 256,000	2,470.56	3,800.86
207,001 – 208,000	2,114.93	3,253.73	256,001 – 257,000	2,477.97	3,812.25
208,001 – 209,000	2,122.34	3,265.13	257,001 – 258,000	2,485.37	3,823.65
209,001 – 210,000	2,129.75	3,276.53	258,001 – 259,000	2,492.78	3,835.05
210,001 – 211,000	2,137.16	3,287.93	259,001 – 260,000	2,500.19	3,846.46
211,001 – 212,000	2,144.57	3,299.33	260,001 – 261,000	2,507.60	3,857.85
212,001 – 213,000	2,151.98	3,310.73	261,001 – 262,000	2,515.01	3,869.25
213,001 – 214,000	2,159.38	3,322.13	262,001 – 263,000	2,522.42	3,880.65
214,001 – 215,000	2,166.79	3,333.53	263,001 – 264,000	2,529.83	3,892.05
215,001 – 216,000	2,174.19	3,344.92	264,001 – 265,000	2,537.24	3,903.45
216,001 – 217,000	2,181.60	3,356.32	265,001 – 266,000	2,544.65	3,914.84
217,001 – 218,000	2,189.01	3,367.72	266,001 – 267,000	2,552.06	3,926.24
218,001 – 219,000	2,196.42	3,379.12	267,001 – 268,000	2,559.47	3,937.64
219,001 – 220,000	2,203.83	3,390.51	268,001 – 269,000	2,566.87	3,949.04
220,001 – 221,000	2,211.24	3,401.91	269,001 – 270,000	2,574.28	3,960.43
221,001 – 222,000	2,218.65	3,413.31	270,001 – 271,000	2,581.69	3,971.83
222,001 – 223,000	2,226.06	3,424.71	271,001 – 272,000	2,589.10	3,983.24
223,001 – 224,000	2,233.47	3,436.11	272,001 – 273,000	2,596.51	3,994.64
224,001 – 225,000	2,240.88	3,447.51	273,001 – 274,000	2,603.92	4,006.03

City of Carmel-by-the-Sea Building Safety Division Fees					
Construction Valuation	Plan Check Fee	Permit Fee	Construction Valuation	Plan Check Fee	Permit Fee
225,001 – 226,000	2,248.29	3,458.91	274,001 – 275,000	2,611.33	4,017.43
226,001 – 227,000	2,255.69	3,470.31	275,001 – 276,000	2,618.74	4,028.83
227,001 – 228,000	2,263.10	3,481.71	276,001 – 277,000	2,626.14	4,040.23
228,001 – 229,000	2,270.51	3,493.10	277,001 – 278,000	2,633.56	4,051.62
229,001 – 230,000	2,277.92	3,504.50	278,001 – 279,000	2,640.96	4,063.02
230,001 – 231,000	2,285.33	3,515.90	279,001 – 280,000	2,648.37	4,074.42
231,001 – 232,000	2,292.74	3,527.30	280,001 – 281,000	2,655.78	4,085.82
232,001 – 233,000	2,300.15	3,538.69	281,001 – 282,000	2,663.19	4,097.21
233,001 – 234,000	2,307.56	3,550.09	282,001 – 283,000	2,670.60	4,108.62
234,001 – 235,000	2,314.97	3,561.49	283,001 – 284,000	2,678.01	4,120.01
235,001 – 236,000	2,322.38	3,572.90	284,001 – 285,000	2,685.42	4,131.42
235,001 – 237,000	2,329.78	3,584.29	285,001 – 286,000	2,692.83	4,142.81
237,001 – 238,000	2,337.19	3,595.69	286,001 – 287,000	2,700.24	4,154.21
238,001 – 239,000	2,344.60	3,607.09	287,001 – 288,000	2,707.65	4,165.61
239,001 – 240,000	2,352.01	3,618.49	288,001 – 289,000	2,715.06	4,177.01
240,001 – 241,000	2,359.42	3,629.88	289,001 – 290,000	2,722.46	4,188.40
241,001 – 242,000	2,366.83	3,641.28	290,001 – 291,000	2,729.87	4,199.80
291,001 – 292,000	2,729.87	4,199.80	321,001 – 322,000	2,959.55	4,553.16
292,001 – 293,000	2,744.69	4,222.60	322,001 – 323,000	2,966.96	4,564.55
293,001 – 294,000	2,752.10	4,233.99	323,001 – 324,000	2,974.37	4,575.95
294,001 – 295,000	2,759.51	4,245.40	324,001 – 325,000	2,981.78	4,587.35
295,001 – 296,000	2,766.92	4,256.80	325,001 – 326,000	2,989.19	4,598.75
296,001 – 297,000	2,774.33	4,268.20	326,001 – 327,000	2,996.60	4,610.14
297,001 – 298,000	2,781.73	4,279.58	327,001 – 328,000	3,004.01	4,621.54
298,001 – 299,000	2,789.15	4,290.99	328,001 – 329,000	3,011.42	4,632.94
299,001 – 300,000	2,796.55	4,302.39	329,001 – 330,000	3,018.83	4,644.34
300,001 – 301,000	2,803.96	4,313.79	330,001 – 331,000	3,026.24	4,655.74
301,001 – 302,000	2,811.37	4,325.19	331,001 – 332,000	3,033.64	4,667.14
302,001 – 303,000	2,818.78	4,336.58	332,001 – 333,000	3,041.05	4,678.54
303,001 – 304,000	2,826.19	4,347.98	333,001 – 334,000	3,048.46	4,689.94
304,001 – 305,000	2,833.60	4,359.38	334,001 – 335,000	3,055.87	4,701.33
305,001 – 306,000	2,841.01	4,370.78	335,001 – 336,000	3,063.28	4,712.73

City of Carmel-by-the-Sea Building Safety Division Fees					
Construction Valuation	Plan Check Fee	Permit Fee	Construction Valuation	Plan Check Fee	Permit Fee
306,001 – 307,000	2,848.42	4,382.18	336,001 – 337,000	3,070.68	4,724.13
307,001 – 308,000	2,855.82	4,393.58	337,001 – 338,000	3,078.09	4,735.53
308,001 – 309,000	2,863.24	4,404.98	338,001 – 339,000	3,085.50	4,746.93
309,001 – 310,000	2,870.65	4,416.38	339,001 – 340,000	3,092.91	4,758.32
310,001 – 311,000	2,878.05	4,427.77	340,001 – 341,000	3,100.32	4,769.72
311,001 – 312,000	2,885.46	4,439.17	341,001 – 342,000	3,107.72	4,575.24
312,001 – 313,000	2,892.87	4,450.57	342,001 – 343,000	3,115.13	4,792.53
313,001 – 314,000	2,900.28	4,461.97	343,001 – 344,000	3,122.54	4,803.91
314,001 – 315,000	2,907.69	4,473.36	344,001 – 345,000	3,129.95	4,815.32
315,001 – 316,000	2,915.10	4,484.76	345,001 – 346,000	3,137.36	4,826.72
316,001 – 317,000	2,922.51	4,496.16	346,001 – 347,000	3,144.77	4,838.12
317,001 – 318,000	2,929.92	4,507.56	347,001 – 348,000	3,152.18	4,849.51
318,001 – 319,000	2,937.33	4,537.76	348,001 – 349,000	3,159.59	4,860.91
319,001 – 320,000	2,944.74	4,530.36	349,001 – 350,000	3,167.00	4,872.31
320,001 – 321,000	2,952.14	4,541.75	350,000 and above	65% of Permit Fee	4,872.31 plus \$11.40 per \$1000.00 in Valuation Above 350,000.00

City of Carmel-by-the-Sea Building Safety Division Fees					
Construction Valuation	Owner-Builder Plan Check Fee	Owner-Builder Permit Fee	Construction Valuation	Owner-Builder Plan Check Fee	Owner-Builder Permit Fee
\$ 1 – 2,000	122.12	232.03	48,001 – 49,000	1,006.00	1,546.97
2,001 – 3,000	132.16	232.03	49,001 – 50,000	1,022.03	1,572.36
3,001 – 4,000	154.39	237.53	50,001 – 51,000	1,033.15	1,589.47
4,001 – 5,000	176.62	271.73	51,001 – 52,000	1,044.26	1,606.56
5,001 – 6,000	198.84	305.93	52,001 – 53,000	1,054.19	1,623.66
6,001 – 7,000	221.06	340.12	53,001 – 54,000	1,066.49	1,640.76
7,001 – 8,000	243.30	374.32	54,001 – 55,000	1,077.61	1,657.86
8,001 – 9,000	265.54	408.52	55,001 – 56,000	1,088.72	1,674.96
9,001 – 10,000	287.76	442.72	56,001 – 57,000	1,099.84	1,692.05
10,001 – 11,000	309.98	476.89	57,001 – 58,000	1,110.95	1,709.15
11,001 – 12,000	332.18	511.09	58,001 – 59,000	1,122.06	1,726.25
12,001 – 13,000	354.44	545.29	59,001 – 60,000	1,133.17	1,743.35
13,001 – 14,000	376.67	579.48	60,001 – 61,000	1,144.28	1,760.44
14,001 – 15,000	398.89	613.68	61,001 – 62,000	1,155.40	1,777.55
15,001 – 16,000	421.12	647.88	62,001 – 63,000	1,166.52	1,794.64
16,001 – 17,000	443.35	682.08	63,001 – 64,000	1,177.63	1,811.74
17,001 – 18,000	465.58	716.27	64,001 – 65,000	1,188.74	1,828.84
18,001 – 19,000	487.80	750.47	65,001 – 66,000	1,199.86	1,845.92
19,001 – 20,000	510.02	784.66	66,001 – 67,000	1,210.96	1,863.02
20,001 – 21,000	532.26	818.84	67,001 – 68,000	1,222.08	1,880.12
21,001 – 22,000	554.46	853.04	68,001 – 69,000	1,233.19	1,897.22
22,001 – 23,000	576.71	887.24	69,001 – 70,000	1,244.30	1,914.31
23,001 – 24,000	598.93	921.44	70,001 – 71,000	1,255.42	1,931.42
24,001 – 25,000	621.16	955.63	71,001 – 72,000	1,266.54	1,948.51
25,001 – 26,000	637.19	980.30	72,001 – 73,000	1,277.65	1,965.61
26,001 – 27,000	653.23	1,004.96	73,001 – 74,000	1,288.76	1,982.71
27,001 – 28,000	669.25	1,029.65	74,001 – 75,000	1,299.88	1,999.80
28,001 – 29,000	685.30	1,054.31	75,001 – 76,000	1,310.99	2,016.91
29,001 – 30,000	701.34	1,078.98	76,001 – 77,000	1,310.82	2,034.00
30,001 – 31,000	717.37	1,103.64	77,001 – 78,000	1,333.21	2,051.10

City of Carmel-by-the-Sea Building Safety Division Fees					
Construction Valuation	Owner-Builder Plan Check Fee	Owner-Builder Permit Fee	Construction Valuation	Owner-Builder Plan Check Fee	Owner-Builder Permit Fee
31,001 – 32,000	733.42	1,128.32	78,001 – 79,000	1,344.32	2,068.31
32,001 – 33,000	749.32	1,152.98	79,001 – 80,000	1,355.45	2,085.30
33,001 – 34,000	765.48	1,177.66	80,001 – 81,000	1,366.56	2,102.39
34,001 – 35,000	792.80	1,202.32	81,001 – 82,000	1,377.67	2,119.50
35,001 – 36,000	797.54	1,227.00	82,001 – 83,000	1,388.78	2,136.59
36,001 – 37,000	858.72	1,251.67	83,001 – 84,000	1,399.90	2,153.69
37,001 – 38,000	829.62	1,276.33	84,001 – 85,000	1,411.01	2,170.79
38,001 – 39,000	845.66	1,301.02	85,001 – 86,000	1,422.12	2,187.88
39,001 – 40,000	861.68	1,325.66	86,001 – 87,000	1,433.23	2,204.99
40,001 – 41,000	877.73	1,350.35	87,001 – 88,000	1,448.12	2,222.08
41,001 – 42,000	893.76	1,375.01	88,001 – 89,000	1,455.47	2,239.18
42,001 – 43,000	909.79	1,399.69	89,001 – 90,000	1,466.58	2,256.28
43,001 – 44,000	925.82	1,424.35	90,001 – 91,000	1,477.69	2,273.38
44,001 – 45,000	941.87	1,449.02	91,001 – 92,000	1,488.79	2,290.46
45,001 – 46,000	958.22	1,353.68	92,001 – 93,000	1,499.92	2,307.58
46,001 – 47,000	973.93	1,498.37	93,001 – 94,000	1,511.03	2,324.66
47,001 – 48,000	989.96	1,523.03	94,001 – 95,000	1,522.14	2,341.75
95,001 – 96,000	1,533.25	2,358.86	144,001 – 145,000	1,977.79	3,042.77
96,001 – 97,000	1,544.38	2,375.95	145,001 – 146,000	1,989.13	3,056.44
97,001 – 98,000	1,555.49	2,393.05	146,001 – 147,000	1,995.58	3,070.12
98,001 – 99,000	1,566.60	2,410.15	147,001 – 148,000	2,004.47	3,083.80
99,001 – 100,000	1,577.71	2,427.25	148,001 – 149,000	2,013.36	3,097.48
100,001 – 101,000	1,587.24	2,440.92	149,001 – 150,000	2,022.25	3,111.14
101,001 – 102,000	1,595.48	2,454.60	150,001 – 151,000	2,031.14	3,124.82
102,001 – 103,000	1,604.38	2,468.28	151,001 – 152,000	2,040.04	3,138.52
103,001 – 104,000	1,613.27	2,481.96	152,001 – 153,000	2,048.92	3,152.20
104,001 – 105,000	1,622.16	2,495.64	153,001 – 154,000	2,057.81	3,165.88
105,001 – 106,000	1,639.94	2,509.32	154,001 – 155,000	2,066.70	3,179.54
106,001 – 107,000	1,639.94	2,523.00	155,001 – 156,000	2,075.59	3,193.22
107,001 – 108,000	1,648.84	2,536.68	156,001 – 157,000	2,084.48	3,206.90

City of Carmel-by-the-Sea Building Safety Division Fees					
Construction Valuation	Owner-Builder Plan Check Fee	Owner-Builder Permit Fee	Construction Valuation	Owner-Builder Plan Check Fee	Owner-Builder Permit Fee
108,001 – 109,000	1,657.73	2,550.35	157,001 – 158,000	2,093.38	3,220.58
109,001 – 110,000	1,666.62	2,564.03	158,001 – 159,000	2,102.27	3,234.25
110,001 – 111,000	1,675.50	2,577.71	159,001 – 160,000	2,111.16	3,247.81
111,001 – 112,000	1,684.39	2,591.39	160,001 – 161,000	2,120.05	3,261.61
112,001 – 113,000	1,693.28	2,605.06	161,001 – 162,000	2,128.94	3,275.29
113,001 – 114,000	1,702.18	2,618.74	162,001 – 163,000	2,137.84	3,288.96
114,001 – 115,000	1,711.07	2,632.42	163,001 – 164,000	2,146.72	3,302.64
115,001 – 116,000	1,719.96	2,646.10	164,001 – 165,000	2,155.61	3,316.33
116,001 – 117,000	1,728.85	2,659.79	165,001 – 166,000	2,164.50	3,330.01
117,001 – 118,000	1,737.74	2,673.46	166,001 – 167,000	2,173.39	3,343.68
118,001 – 119,000	1,667.63	2,687.14	167,001 – 168,000	2,182.28	3,357.36
119,001 – 120,000	1,755.53	2,700.82	168,001 – 169,000	2,191.18	3,371.04
120,001 – 121,000	1,764.41	2,714.50	169,001 – 170,000	2,200.07	3,384.72
121,001 – 122,000	1,773.30	2,728.16	170,001 – 171,000	2,208.96	3,398.39
122,001 – 123,000	1,782.19	2,741.84	171,001 – 172,000	2,217.85	3,412.07
123,001 – 124,000	1,791.08	2,755.52	172,001 – 173,000	2,226.74	3,425.75
124,001 – 125,000	1,799.98	2,769.20	173,001 – 174,000	2,235.64	3,439.43
125,001 – 126,000	1,808.87	2,782.87	174,001 – 175,000	2,244.52	3,453.10
126,001 – 127,000	1,817.76	2,796.55	175,001 – 176,000	2,253.41	3,466.79
127,001 – 128,000	1,826.65	2,810.23	176,001 – 177,000	2,262.30	3,480.47
128,001 – 129,000	1,835.54	2,823.92	177,001 – 178,000	2,271.19	3,494.15
129,001 – 130,000	1,844.44	2,837.59	178,001 – 179,000	2,280.08	3,507.82
130,001 – 131,000	1,853.33	2,851.27	179,001 – 180,000	2,288.98	3,521.50
131,001 – 132,000	1,862.21	2,864.95	180,001 – 181,000	2,297.87	3,535.18
132,001 – 133,000	1,871.10	2,878.63	181,001 – 182,000	2,306.76	3,548.86
133,001 – 134,000	1,879.99	2,892.30	182,001 – 183,000	2,315.64	3,562.52
134,001 – 135,000	1,888.88	2,905.98	183,001 – 184,000	2,324.54	3,576.20
135,001 – 136,000	1,897.78	2,919.66	184,001 – 185,000	2,333.42	3,589.88
136,001 – 137,000	1,906.67	2,933.34	185,001 – 186,000	2,342.32	3,603.56
137,001 – 138,000	1,915.56	2,947.01	186,001 – 187,000	2,351.21	3,617.23

City of Carmel-by-the-Sea Building Safety Division Fees					
Construction Valuation	Owner-Builder Plan Check Fee	Owner-Builder Permit Fee	Construction Valuation	Owner-Builder Plan Check Fee	Owner-Builder Permit Fee
138,001 – 139,000	1,924.45	2,904.26	187,001 – 188,000	2,360.10	3,630.92
139,001 – 140,000	1,933.34	2,974.37	188,001 – 189,000	2,368.99	3,644.60
140,001 – 141,000	1,942.24	2,988.06	189,001 – 190,000	2,377.88	3,658.28
141,001 – 142,000	1,951.13	3,001.73	190,001 – 191,000	2,386.79	3,671.96
142,001 – 143,000	1,960.01	3,015.41	191,001 – 192,000	2,395.67	3,685.63
143,001 – 144,000	1,968.90	3,029.09	192,001 – 193,000	2,404.56	3,699.31
193,001 – 194,000	2,413.45	3,712.99	242,001 – 243,000	2,849.09	4,383.22
194,001 – 195,000	2,422.34	3,726.67	243,001 – 244,000	2,857.98	4,396.90
195,001 – 196,000	2,431.22	3,740.34	244,001 – 245,000	2,866.87	4,410.56
196,001 – 197,000	2,440.12	3,754.02	245,001 – 246,000	2,875.76	4,424.24
197,001 – 198,000	2,449.01	3,767.70	246,001 – 247,000	2,884.66	4,437.92
198,001 – 199,000	2,457.90	3,781.38	247,001 – 248,000	2,893.54	4,451.62
199,001 – 200,000	2,466.79	3,795.06	248,001 – 249,000	2,902.43	4,465.28
200,001 – 201,000	2,475.68	3,808.73	249,001 – 250,000	2,900.04	4,478.96
201,001 – 202,000	2,484.58	3,822.42	250,001 – 251,000	2,920.21	4,492.64
202,001 – 203,000	2,493.47	3,836.10	251,001 – 252,000	2,929.10	4,506.32
203,001 – 204,000	2,502.36	3,849.77	252,001 – 253,000	2,938.00	4,519.99
204,001 – 205,000	2,511.25	3,863.45	253,001 – 254,000	2,946.89	4,533.67
205,001 – 206,000	2,520.13	3,877.13	254,001 – 255,000	2,955.78	4,547.35
206,001 – 207,000	2,529.02	3,890.81	255,001 – 256,000	2,964.67	4,561.03
207,001 – 208,000	2,537.92	3,904.48	256,001 – 257,000	2,973.56	4,574.70
208,001 – 209,000	2,546.81	3,918.16	257,001 – 258,000	2,982.44	4,588.38
209,001 – 210,000	2,555.70	3,931.84	258,001 – 259,000	2,991.34	4,602.06
210,001 – 211,000	2,564.59	3,945.52	259,001 – 260,000	3,000.23	4,615.75
211,001 – 212,000	2,573.48	3,959.20	260,001 – 261,000	3,009.12	4,629.42
212,001 – 213,000	2,582.38	3,972.88	261,001 – 262,000	3,018.01	4,643.10
213,001 – 214,000	2,591.26	3,986.56	262,001 – 263,000	3,026.90	4,656.78
214,001 – 215,000	2,600.15	4,000.24	263,001 – 264,000	3,035.80	4,670.46
215,001 – 216,000	2,609.03	4,013.90	264,001 – 265,000	3,044.69	4,684.14
216,001 – 217,000	2,617.92	4,027.58	265,001 – 266,000	3,053.58	4,697.81

City of Carmel-by-the-Sea Building Safety Division Fees					
Construction Valuation	Owner-Builder Plan Check Fee	Owner-Builder Permit Fee	Construction Valuation	Owner-Builder Plan Check Fee	Owner-Builder Permit Fee
217,001 – 218,000	2,626.81	4,041.26	266,001 – 267,000	3,062.47	4,711.49
218,001 – 219,000	2,635.70	4,054.94	267,001 – 268,000	3,071.36	4,725.17
219,001 – 220,000	2,644.60	4,068.61	268,001 – 269,000	3,080.24	4,738.85
220,001 – 221,000	2,653.49	4,082.29	269,001 – 270,000	3,089.14	4,752.52
221,001 – 222,000	2,662.38	4,095.97	270,001 – 271,000	3,098.03	4,766.20
222,001 – 223,000	2,671.27	4,109.65	271,001 – 272,000	3,106.92	4,779.89
223,001 – 224,000	2,680.16	4,123.33	272,001 – 273,000	3,115.81	4,793.57
224,001 – 225,000	2,689.06	4,137.01	273,001 – 274,000	3,124.70	4,807.24
225,001 – 226,000	2,697.95	4,150.69	274,001 – 275,000	3,133.60	4,820.92
226,001 – 227,000	2,706.83	4,164.37	275,001 – 276,000	3,142.49	4,834.60
227,001 – 228,000	2,715.72	4,178.05	276,001 – 277,000	3,151.37	4,848.28
228,001 – 229,000	2,724.61	4,191.72	277,001 – 278,000	3,160.27	4,861.94
229,001 – 230,000	2,733.50	4,205.40	278,001 – 279,000	3,169.15	4,875.62
230,001 – 231,000	2,742.40	4,219.08	279,001 – 280,000	3,178.04	4,889.30
231,001 – 232,000	2,751.29	4,232.76	280,001 – 281,000	3,186.94	4,902.98
232,001 – 233,000	2,760.18	4,246.43	281,001 – 282,000	3,195.83	4,916.65
233,001 – 234,000	2,769.07	4,260.11	282,001 – 283,000	3,204.72	4,930.34
234,001 – 235,000	2,777.96	4,273.79	283,001 – 284,000	3,213.61	4,944.01
235,001 – 236,000	2,786.86	4,287.48	284,001 – 285,000	3,222.50	4,957.70
235,001 – 237,000	2,795.74	4,301.15	285,001 – 286,000	3,231.40	4,971.37
237,001 – 238,000	2,804.63	4,314.83	286,001 – 287,000	3,240.29	4,985.05
238,001 – 239,000	2,813.52	4,328.51	287,001 – 288,000	3,249.18	4,998.73
239,001 – 240,000	2,822.41	4,342.19	288,001 – 289,000	3,258.07	5,012.41
240,001 – 241,000	2,831.30	4,355.86	289,001 – 290,000	3,266.95	5,026.08
241,001 – 242,000	2,840.20	4,369.54	290,001 – 291,000	3,275.84	5,039.76
291,001 – 292,000	3,275.84	5,039.76	321,001 – 322,000	3,551.46	5,463.79
292,001 – 293,000	3,293.63	5,067.12	322,001 – 323,000	3,560.35	5,477.46
293,001 – 294,000	3,302.52	5,080.79	323,001 – 324,000	3,569.24	5,491.14
294,001 – 295,000	3,311.41	5,094.48	324,001 – 325,000	3,578.14	5,504.82
295,001 – 296,000	3,320.30	5,108.16	325,001 – 326,000	3,587.03	5,518.50

City of Carmel-by-the-Sea Building Safety Division Fees					
Construction Valuation	Owner-Builder Plan Check Fee	Owner-Builder Permit Fee	Construction Valuation	Owner-Builder Plan Check Fee	Owner-Builder Permit Fee
296,001 – 297,000	3,329.20	5,121.84	326,001 – 327,000	3,595.92	5,532.17
297,001 – 298,000	3,338.08	5,135.50	327,001 – 328,000	3,604.81	5,545.85
298,001 – 299,000	3,346.98	5,149.19	328,001 – 329,000	3,613.70	5,559.53
299,001 – 300,000	3,355.86	5,162.87	329,001 – 330,000	3,622.60	5,573.21
300,001 – 301,000	3,364.75	5,176.55	330,001 – 331,000	3,631.49	5,586.89
301,001 – 302,000	3,373.64	5,190.23	331,001 – 332,000	3,640.37	5,600.57
302,001 – 303,000	3,382.54	5,203.90	332,001 – 333,000	3,649.26	5,614.25
303,001 – 304,000	3,391.43	5,217.58	333,001 – 334,000	3,658.15	5,627.93
304,001 – 305,000	3,400.32	5,231.26	334,001 – 335,000	3,667.04	5,641.60
305,001 – 306,000	3,409.21	5,244.94	335,001 – 336,000	3,675.94	5,655.28
306,001 – 307,000	3,418.10	5,258.62	336,001 – 337,000	3,684.82	5,668.96
307,001 – 308,000	3,426.98	5,272.30	337,001 – 338,000	3,693.71	5,682.64
308,001 – 309,000	3,435.89	5,285.98	338,001 – 339,000	3,702.60	5,696.32
309,001 – 310,000	3,444.78	5,299.66	339,001 – 340,000	3,711.49	5,709.98
310,001 – 311,000	3,453.66	5,313.32	340,001 – 341,000	3,720.38	5,723.66
311,001 – 312,000	3,462.55	5,327.00	341,001 – 342,000	3,729.26	5,490.29
312,001 – 313,000	3,471.44	5,340.68	342,001 – 343,000	3,738.16	5,751.04
313,001 – 314,000	3,480.34	5,354.36	343,001 – 344,000	3,747.05	5,764.69
314,001 – 315,000	3,489.23	5,368.03	344,001 – 345,000	3,755.94	5,778.38
315,001 – 316,000	3,498.12	5,381.71	345,001 – 346,000	3,764.83	5,792.06
316,001 – 317,000	3,507.01	5,395.39	346,001 – 347,000	3,773.72	5,805.74
317,001 – 318,000	3,515.90	5,409.07	347,001 – 348,000	3,782.62	5,819.41
318,001 – 319,000	3,524.80	5,445.31	348,001 – 349,000	3,791.51	5,833.09
319,001 – 320,000	3,533.69	5,436.43	349,001 – 350,000	3,800.40	5,846.77
320,001 – 321,000	3,542.57	5,450.10	350,000 and above	78% of Permit Fee	5,847 plus \$13.68 per \$1000.00 in Valuation Above 350,000.00

City of Carmel-by-the-Sea Public Works Division Fees		
Construction Valuation	Grading Plan Review	Grading Inspection
< 50 cubic yards	2,713.84	2,713.84
50 - 100 cubic yards	2,713.84	5,427.68
101 - 500 cubic yards	5,427.68	16,283.05
> 500 cubic yards	16,283.05	21,710.73
Construction Valuation	Public Improvements Plan Review	Public Improvements Inspection
up to \$10,000 value	2,713.84	1,356.92
and each \$10,000 thereafter	-	542.77
up to \$50,000 value	4,613.53	4,070.76
and each \$10,000 thereafter	2,171.07	1,899.69
up to \$100,000 value	10,855.36	13,569.21
and each \$10,000 thereafter	271.38	542.77

City of Carmel-by-the-Sea Fee Study Update

APPENDIX B

TIME
STUDY
REPORT

TIMECORDER®

Cost of Services Report

Carmel-By-The-Sea

January 2026



PREPARED BY
MARK ELLWOOD
PACE PRODUCTIVITY INC.
(416) 762-3453
WWW.GETMOREDONE.COM

City of Carmel-by-the-Sea Fee Study Update

BACKGROUND

This report summarizes the findings from a TimeCorder activity measurement study conducted for the municipality of Carmel-By-The-Sea in December 2025

The objective of the project was to update the municipal government's cost of services study, required every 3 years.

Employees conducted the study using the TimeCorder® professional time tracking system. This electronic device allows employees to easily track their time by pushing buttons associated with pre-coded activities.



The TimeCorder has a series of buttons labelled A to Z and MISC (for Miscellaneous). Two-letter codes are each associated with an activity. (E.g. AA, BB, Misc. A). Each time an employee presses a two-letter code, time stops recording on the previous activity and begins recording on a new one, like a chess clock in reverse.

In addition to cumulative time, the TimeCorder also tracks the number of occasions for each activity. When an activity begins, the “count” for that activity increases by one. In the report, the accumulation of these is referred to as occasions. By dividing cumulative time by the number of occasions, a typical duration is derived. It is the average length of time for which an activity occurs, expressed in minutes.

Data recorded with the TimeCorder is tracked accurately to the second. In the report, the results are expressed in tenths of hours for the time, and in minutes for the durations. Results are expressed on a weekly basis, regardless of how many days were tracked. Some of the numbers may not appear to add or divide evenly because of rounding.

Throughout the report, a distinction is made between activities and categories. Activities are the individual items that employees tracked. Categories are logical groups of activities arranged for analysis. Details can be found in the exhibits that follow.

City of Carmel-by-the-Sea Fee Study Update

LOGISTICS

- The study began on December 9, 2025 and ran for two weeks, finishing on December 22, 2025
- 55 employees participated. This was almost the entire workforce, except for two maintenance workers that did not track any time. Police and ambulance employees also did not participate.
- Work done in the evenings or on weekends was included.
- Employees collectively tracked their time for 381 days, including 3,278 hours of data. 5,148 individual events were tracked.
- The target was for each employee to track their time for 10 days during the study. On average, each employee 6.97 days. Some only work part-time. Others were finishing prior to taking time off for Christmas.
- The table below shows planned and actual participation. One finance person was added. Two maintenance employees did not show any results.
- The last column shows the number of activities that were set up on the TimeCorder devices for them to track. Not all of the activities were used.

Job	Planned # of Participants	Actual Participants	# of Activities Tracked
Environment	2	2	39
Building Inspector	4	4	23
City Clerk	1	1	25
Information Systems	2	2	20
Planning	7	7	80
Streets Maintenance	10	8	44
Forestry	5	6	53
Library	16	15	33
Community Services	1	1	23
Finance	2	3	25
Building Maintenance	2	2	21
Public Works	2	2	28
Administrative Analyst	1	1	53
Treasurer	1	1	44
TOTAL	56	55	➤ 278

City of Carmel-by-the-Sea Fee Study Update

Seven activities were included on the activity lists for all employees

- Answer public phone calls emails
- Public query in person
- Paperwork & administration
- Internal meetings
- Personal development, training
- Equipment maintenance
- Personal time lunch breaks
- Miscellaneous all other

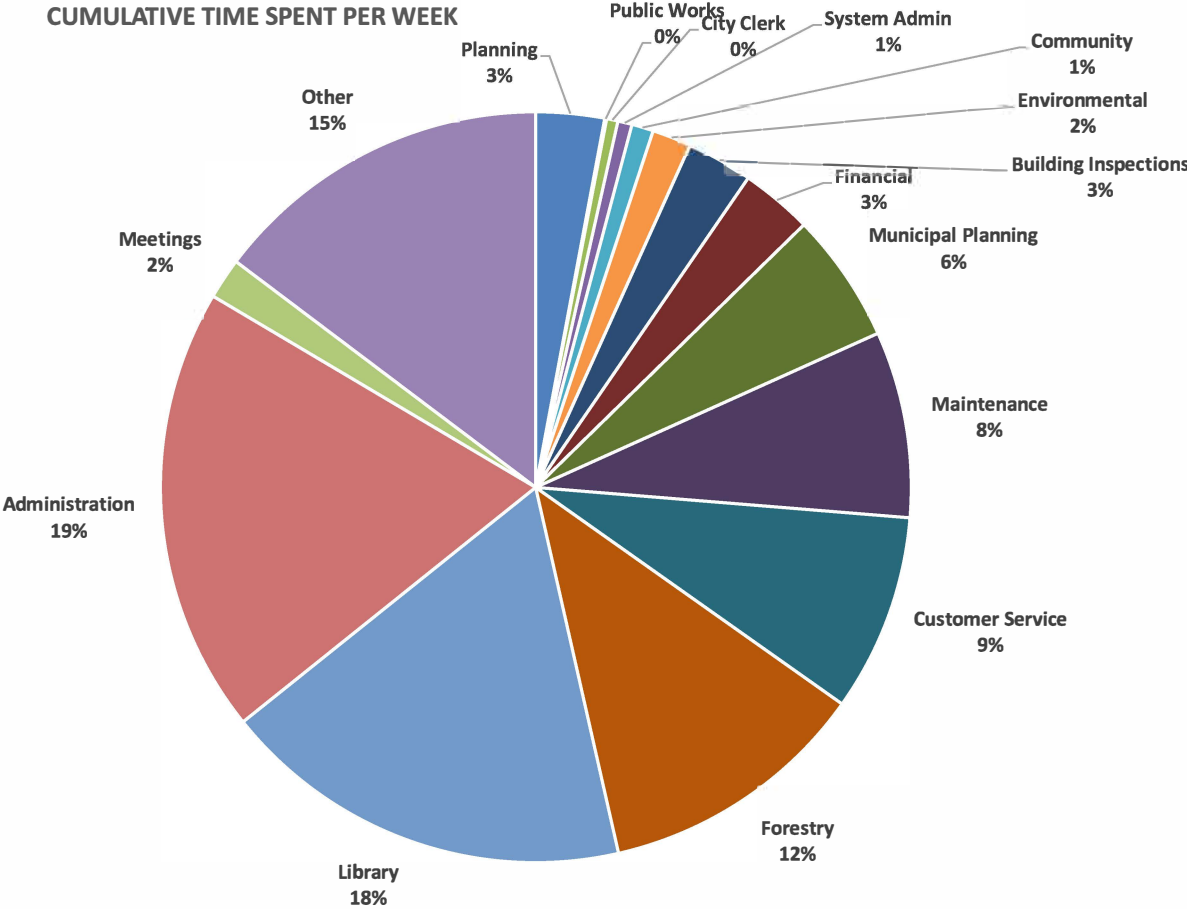
THE PACE PRODUCTIVITY DATABASE

The “database” referred to throughout the report refers to results from studies of other employees who have tracked their time using the TimeCorder device since 1990. It consists of 475,000 hours of data. ASP results can be compared against the database of all employees who have participated in these studies. The term “database” is referred to in the remainder of the report for brevity.

City of Carmel-by-the-Sea Fee Study Update

CUMULATIVE RESULTS BY DEPARTMENT / CATEGORY

The chart below shows cumulative results, expressed as hours spent per week, for all 55 participating employees.



City of Carmel-by-the-Sea Fee Study Update

COST OF SERVICES

One of the goals of the project is to update the cost of services. Many of these services are provided to the public for a fee. Understanding the time spent on these services allows fees to be set accordingly. Some of the considerations include:

- Service fees will need to acknowledge the time spent as well as the salary cost associated with that time.
- The time study took place over 2 weeks, during which some activities did not occur at all.
- Some billable transactions span a long period of time, weeks, or perhaps months.
- The number of billable transactions for many activities is quite low. Ideally we would understand time spent for 30 or more transactions over the course of a year and compare these to two weeks of sample data.
- 278 unique activities that were tracked. Of these, transaction data is available for 46 activities, shown in the table below.
- Of those, only 13 occur more than 30 times per year. Those that occur less than 30 times per year present a less reliable base for analysis.
- The 46 transaction types include a total of 1,274 transactions per year.
- Overhead can be included in calculating transaction costs. The table below shows direct time costs, and does not include overhead. Elsewhere in this report, overhead / administrative time is identified.

The following table highlights recorded transactions provided through reports for the entire 2025 calendar year. The second and fourth columns takes the cumulative time study data for a single week, and multiplies it by 47 weeks of work (i.e. 52 weeks minus holidays and vacation time). Note: this extrapolated data may not always be accurate for a full year. The third column show the very small percent of total work time for all employees that these activities represents. The Duration in Minutes column shows how long a typical activity takes, from the cumulative weekly total. The number of transactions (6th column) is derived from reports provided to us. The table is sorted on this column, from highest to lowest. The final 2 columns show time spent for each completed transaction.

City of Carmel-by-the-Sea Fee Study Update

Annual Cumulative - Extrapolated	Hours	% of Time	Occasions	Average Duration in Minutes	Transactions During 2025	Hours per occurrence
Building single trade permit	32.9	0.0%	235	9	165	0.2
Tree removal permit	192.7	0.2%	235	49	135	1.4
Tree inspection, assessment	216.2	0.2%	188	78	134	1.6
Re-roof permit	9.4	0.0%	47	25	124	0.1
Track 1 design review study minor	512.3	0.5%	1175	26	109	4.7
Phase 1 Historic eval. Qual proof	32.9	0.0%	94	23	58	0.6
Preliminary historical eval. -staff	108.1	0.1%	235	29	52	2.1
Temporary encroachment certificate	56.4	0.1%	376	10	50	1.1
Tree pruning, permit	343.1	0.3%	188	105	42	8.2
Sign application	220.9	0.2%	705	18	40	5.5
New business reg.. fixed location	131.6	0.1%	329	25	39	3.4
Coastal dev permit - development	18.8	0.0%	94	12	37	0.5
Track 1 design review study major	126.9	0.1%	282	26	33	3.8
Volumetric analysis	0.0	0.0%	0	0	28	0.0
Track 1 Rev / Study / Streamline	211.5	0.2%	235	49	24	8.8
Solar plan - check inspect permit	0.0	0.0%	0	0	23	0.0
Planning commission referral	319.6	0.3%	423	45	22	14.5
Track 2 design review - major	916.5	0.8%	1269	44	20	45.8
Stop work investigation	70.5	0.1%	188	23	16	4.4
Temporary use permit	0.0	0.0%	0	0	16	0.0
Use permit 15.5	122.2	0.1%	188	39	12	10.2
On site driveway permit	4.7	0.0%	47	6	10	0.5
New business registration - home	0.0	0.0%	0	0	9	0.0
Phase 2 Historic evaluation	51.7	0.0%	188	20	9	5.7
Encroachment permit	103.4	0.1%	188	33	9	11.5
Preliminary site assessment	239.7	0.2%	470	30	7	34.2
Track 2 design review - minor	0.0	0.0%	0	0	5	0.0
Change business name	0.0	0.0%	0	0	5	0.0
Environmental notice + plus fee	0.0	0.0%	0	0	4	0.0
Landscape plan - check, inspect	94.0	0.1%	94	69	4	23.5
Temporary certificate of occupancy	4.7	0.0%	47	8	4	1.2
Historic resources board referral	75.2	0.1%	141	38	3	25.1
Time extension - staff	0.0	0.0%	0	0	3	0.0
Use permit amendment	263.2	0.2%	376	41	3	87.7
Variance 7.58.1	0.0	0.0%	0	0	3	0.0
Tree appeal	0.0	0.0%	0	0	2	0.0

City of Carmel-by-the-Sea Fee Study Update

Annual Cumulative - Extrapolated	Hours	% of Time	Occas- ions	Average Duration in Minutes	Transactions During 2025	Hours per occurrence
Adopt existing bench public hearing	0.0	0.0%	188	0	2	0.0
Appeal to city council	0.0	0.0%	0	0	2	0.0
Reasonable accommodation staff	0.0	0.0%	0	0	2	0.0
Time extension - plan commission	0.0	0.0%	0	0	2	0.0
Permit application extension	0.0	0.0%	0	0	2	0.0
Appeal to historic resources board	42.3	0.0%	47	41	1	42.3
Appeal to planning commission	103.4	0.1%	235	29	1	103.4
Lot line adjustment -subdivision -PC	0.0	0.0%	0	0	1	0.0
Building board appeal	0.0	0.0%	0	0	1	0.0
Building re-inspection	0.0	0.0%	0	0	1	0.0

City of Carmel-by-the-Sea Fee Study Update

APPENDIX C
DETAILED
WORKSHEETS

City of Carmel-by-the-Sea Fee Study Update

Presented below are tables which detail the times and costs involved with each service. Each table identifies those employees providing the service, the time spent, and their related costs.

Type: S-001 | **Title:** TRACK 1 DESIGN REVIEW/STUDY - MINOR

Description: Review of Track 1 Design Review/Study - Minor (Resid. & Commercial) by staff for compliance with City codes and guidelines including, but not limited to, landscaping, exterior lighting, skylights, awnings, display cases, fences/walls, trellis, and arbor.

Role	Hours Amount	
ADMIN COORDINATOR	0.50	56.58
PROJECT PLANNER	4.25	774.22
PLAN & BLDG SVCS DIRECTOR	0.08	19.84
ENVIRON. COMPLIANCE MANAGER	0.17	30.94
CITY FORESTER	0.17	48.33
Total	5.17	929.91

Type: S-002 | **Title:** TRACK 1 DESIGN REVIEW/STUDY - MAJOR

Description: Review of Track 1 Design Review/Study - Major (Residential & Commercial) by staff for compliance with City codes and guidelines including, but not limited to, minor commercial facade remodels, additions less than 10% of the existing floor area.

Role	Hours Amount	
ADMIN COORDINATOR	0.50	56.43
PROJECT PLANNER	5.75	1048.54
PLAN & BLDG SVCS DIRECTOR	0.50	123.28
ENVIRON. COMPLIANCE MANAGER	0.17	30.70
CITY FORESTER	0.17	47.95
Total	7.09	1306.90

City of Carmel-by-the-Sea Fee Study Update

Type: S-002A | **Title:** TRACK 1 DESIGN REVIEW/STUDY-STREAMLINE

Description: Review of Track 1 Design Review/Study - Streamlined Review by staff for compliance with City codes and guidelines including, but not limited to, one of the following: front yard fencing, fire pits/BBQ's, hot tubs, exterior lighting, in-kind window replace

Role	Hours Amount	
ADMIN COORDINATOR	0.33	37.35
PROJECT PLANNER	1.33	242.48
PERMIT TECH	0.25	33.81
Total	1.91	313.63

Type: S-002B | **Title:** TREE EVALUATION

Description: Performance of a tree evaluation by the City Forester in conjunction with a Track 1 Design Review/Study project to determine significance.

Role	Hours Amount	
ADMIN COORDINATOR	0.49	55.89
CITY FORESTER	1.48	419.22
Total	1.98	475.10

Type: S-003 | **Title:** TRACK 1 DESIGN REVIEW/STUDY - REFERRAL TO PLANNING COMMISSION

Description: Staff referral of the review of a proposed application to the Planning Commission for compliance with City codes and guidelines.

Role	Hours Amount	
ADMIN COORDINATOR	3.00	339.04
PROJECT PLANNER	8.10	1476.42
PLAN & BLDG SVCS DIRECTOR	1.83	451.71
Total	12.92	2267.17

City of Carmel-by-the-Sea Fee Study Update

Type: S-003A | **Title:** TRACK 1 DESIGN REVIEW/STUDY-REFERRAL TO HISTORIC RESOURCES BOARD

Description: Staff referral of the review of minor modifications to a historic resource to the Historic Resources Board for compliance with City codes and guidelines.

Role	Hours Amount	
ADMIN COORDINATOR	2.96	335.32
PROJECT PLANNER	7.90	1440.41
PLAN & BLDG SVCS DIRECTOR	1.81	447.64
Total	12.67	2223.37

Type: S-004 | **Title:** TRACK 2 DESIGN REVIEW - MINOR

Description: Review by the Planning Commission including substantial residential remodel, full comm facade remodel, substantial change to site layout, installation of telecomm equipment, alteration of less than 10% of an existing courtyard/intra-block walkway.

Role	Hours Amount	
ADMIN COORDINATOR	3.33	376.99
PROJECT PLANNER	16.17	2947.16
PLAN & BLDG SVCS DIRECTOR	2.33	576.15
DIRECTOR OF PUBLIC WORKS	2.50	825.53
PW SUPERINTENDENT	1.00	284.17
Total	25.33	5009.99

Type: S-005 | **Title:** TRACK 2 DESIGN REVIEW - MAJOR

Description: Review by the Planning Commission for compliance with City codes and guidelines including, but not limited to, new residential dwelling and additions to residential or commercial buildings greater than 10% of the existing floor area.

Role	Hours Amount	
ADMIN COORDINATOR	4.58	518.02

City of Carmel-by-the-Sea Fee Study Update

PROJECT PLANNER	26.16	4769.06
PLAN & BLDG SVCS DIRECTOR	4.75	1173.87
DIRECTOR OF PUBLIC WORKS	2.50	825.97
PW SUPERINTENDENT	1.00	284.08
Total	38.98	7571.00

Type: S-005A | **Title:** TRACK 2 DESIGN REVIEW - MAJOR NEW COMMERCIAL BUILDING

Description: Review of Track 2 Design Review - Major by the Planning Commission for compliance with City codes and guidelines for new commercial buildings.

Role	Hours Amount	
ADMIN COORDINATOR	4.61	521.60
PLAN & BLDG SVCS DIRECTOR	6.25	1546.38
DIRECTOR OF PUBLIC WORKS	2.47	815.52
PW SUPERINTENDENT	0.99	280.48
Total	14.32	3163.98

Type: S-006 | **Title:** PRELIMINARY SITE ASSESSMENT

Description: Prior to a Track 2 application, a site and tree review to determine the feasibility of the project within City planning standards.

Role	Hours Amount	
ADMIN COORDINATOR	0.50	56.47
PROJECT PLANNER	4.08	744.59
PLAN & BLDG SVCS DIRECTOR	0.08	19.71
DIRECTOR OF PUBLIC WORKS	0.50	164.80
ENVIRON. COMPLIANCE MANAGER	2.00	362.51
CITY FORESTER	2.00	566.23

City of Carmel-by-the-Sea Fee Study Update

Total **9.16** **1914.31**

Type: S-007 | Title: REASONABLE ACCOMODATION

Description: Review of a request for reasonable accommodations (residential) in land use, zoning and building regulations, policies, practices and procedures to provide individuals with disabilities equal access to housing.

Role	Hours Amount	
ADMIN COORDINATOR	0.49	55.89
PROJECT PLANNER	0.99	180.05
PLAN & BLDG SVCS DIRECTOR	0.08	20.35
Total	1.56	256.28

Type: S-008 | Title: VOLUMETRIC ANALYSIS

Description: Review of a residential projects total proposed volume for compliance with City codes and guidelines.

Role	Hours Amount	
ADMIN COORDINATOR	0.25	28.15
PROJECT PLANNER	0.83	152.04
Total	1.08	180.19

Type: S-009 | Title: USE PERMIT

Description: Review of a Use Permit (Residential & Commercial) by the Planning Commission for compliance with City codes and guidelines.

Role	Hours Amount	
ADMIN COORDINATOR	3.33	376.49
PROJECT PLANNER	15.49	2823.97
PLAN & BLDG SVCS DIRECTOR	2.92	721.79
Total	21.74	3922.25

City of Carmel-by-the-Sea Fee Study Update

Type: S-011 | Title: USE PERMIT AMENDMENT

Description: Review of an amendment to an approved Use Permit by the Planning Commission for compliance with City codes and guidelines.

Role	Hours Amount	
ADMIN COORDINATOR	3.29	372.57
PROJECT PLANNER	13.17	2400.69
PLAN & BLDG SVCS DIRECTOR	2.96	732.50
Total	19.42	3505.76

Type: S-012 | Title: TEMPORARY USE PERMIT

Description: Review of a Temporary Use Permit for temporary events to ensure compliance with City codes and guidelines.

Role	Hours Amount	
ADMIN COORDINATOR	0.33	37.26
PLAN & BLDG SVCS DIRECTOR	0.49	122.08
CODE COMPLIANCE COORD.	0.33	52.44
Total	1.15	211.78

Type: S-013 | Title: RESTRICTED COMMERCIAL USE TRANSFER REQUEST

Description: Review of a request to relocate an established restricted commercial use by staff for compliance with City codes and guidelines.

Role	Hours Amount	
ADMIN COORDINATOR	0.49	55.89
PROJECT PLANNER	3.95	720.21
Total	4.44	776.09

Type: S-014 | Title: WATER CREDIT TRANSFER REQUEST

Description: Review of a request to transfer water credits by the City Council for compliance with City codes and guidelines.

City of Carmel-by-the-Sea Fee Study Update

Role	Hours Amount	
ADMIN COORDINATOR	2.96	335.32
PROJECT PLANNER	15.80	2880.83
PLAN & BLDG SVCS DIRECTOR	2.96	732.50
Total	21.73	3948.64

Type: S-015 | **Title:** VARIANCE

Description: Review of a request for a Variance by the Planning Commission for compliance with City codes and guidelines.

Role	Hours Amount	
ADMIN COORDINATOR	0.16	18.63
PROJECT PLANNER	7.90	1440.41
PLAN & BLDG SVCS DIRECTOR	3.13	773.19
Total	11.19	2232.23

Type: S-017 | **Title:** PRELIMINARY APPLICATION REVIEW - STAFF

Description: Review of a request for a preliminary review of a proposed project by staff.

Role	Hours Amount	
ADMIN COORDINATOR	0.33	37.26
PROJECT PLANNER	3.95	720.21
PLAN & BLDG SVCS DIRECTOR	0.82	203.47
DIRECTOR OF PUBLIC WORKS	0.49	163.10
ENVIRON. COMPLIANCE MANAGER	1.32	238.56
CITY FORESTER	1.32	372.64
Total	8.23	1735.24

City of Carmel-by-the-Sea Fee Study Update

Type: S-018 | **Title:** PRELIMINARY APPLICATION REVIEW - PUBLIC HEARING (PLANNING COMMISSION, CITY COUNCIL, ETC.)

Description: Review of a request for a preliminary review of a proposed project by the Planning Commission.

Role	Hours Amount	
ADMIN COORDINATOR	3.29	372.57
PROJECT PLANNER	10.53	1920.55
PLAN & BLDG SVCS DIRECTOR	2.30	569.72
DIRECTOR OF PUBLIC WORKS	0.49	163.10
PW SUPERINTENDENT	2.30	654.45
ENVIRON. COMPLIANCE MANAGER	2.30	417.49
CITY FORESTER	2.30	652.11
Total	23.54	4750.00

Type: S-019 | **Title:** COASTAL DEVELOPMENT PERMIT - DEVELOPMENT

Description: Review of a Coastal Development Permit for any development in the coastal zone. No fee to be charged when processed concurrently with another discretionary permit application.

Role	Hours Amount	
ADMIN COORDINATOR	0.50	56.47
PROJECT PLANNER	1.00	181.93
Total	1.50	238.40

Type: S-019A | **Title:** COASTAL DEVELOPMENT PERMIT - EVENT

Description: Review of a Coastal Development Permit for any event in the coastal zone. No fee to be charged when processed concurrently with another discretionary permit application.

Role	Hours Amount	
ADMIN COORDINATOR	0.49	55.89

City of Carmel-by-the-Sea Fee Study Update

PROJECT PLANNER 5.27 960.28

Total 5.76 1016.16

Type: S-020 | Title: SPECIFIC PLAN/SPECIFIC PLAN AMENDMENT

Description: Review of a developer-initiated specific plan for compliance with City codes and standards.

Role Hours Amount

ADMIN COORDINATOR 0.99 111.77

PLAN & BLDG SVCS DIRECTOR 2.14 529.03

Total 3.13 \$5,253 deposit with charges at the fully allocated hourly rates plus outside costs

Type: S-021 | Title: SPECIFIC PLAN AMENDMENT

Description: Review of a developer-initiated specific plan amendment for compliance with City codes and standards.

Role Hours Amount

ADMIN COORDINATOR 0.99 111.77

PLAN & BLDG SVCS DIRECTOR 2.14 529.03

Total 3.13 see S-020

Type: S-022 | Title: GENERAL PLAN AMENDMENT

Description: Review of a developer-initiated general plan amendment for compliance with City codes and standards.

Role Hours Amount

ADMIN COORDINATOR 0.99 111.77

PLAN & BLDG SVCS DIRECTOR 2.14 529.03

Total 3.13 \$5,253 deposit with charges at the fully allocated hourly

City of Carmel-by-the-Sea Fee Study Update

rates plus outside costs

Type: S-023 | **Title:** SPHERE OF INFLUENCE AMENDMENT
Description: Review of a developer-initiated sphere of influence amendment for compliance with City codes and standards.

Role	Hours	Amount
ADMIN COORDINATOR	0.99	111.77
PLAN & BLDG SVCS DIRECTOR	2.14	529.03
Total	3.13	\$5,253 deposit with charges at the fully allocated hourly rates plus outside costs

Type: S-024 | **Title:** ZONING CODE AMENDMENT
Description: Review of a developer-initiated zoning code amendment for compliance with City codes and standards.

Role	Hours	Amount
ADMIN COORDINATOR	0.99	111.77
PLAN & BLDG SVCS DIRECTOR	2.14	529.03
Total	3.13	\$5,253 deposit with charges at the fully allocated hourly rates plus outside costs

Type: S-025 | **Title:** ANNEXATION
Description: Review of a proposed annexation into the City.

Role	Hours	Amount
ADMIN COORDINATOR	0.99	111.77
PLAN & BLDG SVCS DIRECTOR	2.14	529.03
Total	3.13	\$10,503 deposit with charges at the fully allocated hourly rates plus outside costs

City of Carmel-by-the-Sea Fee Study Update

Type: S-026 | **Title:** DEVELOPMENT AGREEMENT

Description: Review of a proposed development agreement.

Role	Hours Amount	
ADMIN COORDINATOR	0.99	111.77
PLAN & BLDG SVCS DIRECTOR	2.14	529.03
Total	3.13	\$10,503 deposit with charges at the fully allocated hourly rates plus outside costs

Type: S-027 | **Title:** ENVIRONMENTAL REVIEW (IS/ND/EIR)

Description: Review of environmental documents prepared by a qualified consultant including initial studies, negative declarations, mitigated negative decs, and environmental impact reports for compliance with City codes and the California Environmental Quality Act.

Role	Hours Amount	
ADMIN COORDINATOR	0.66	74.51
PLAN & BLDG SVCS DIRECTOR	0.49	122.08
Total	1.15	Contract cost plus 10%

Type: S-028 | **Title:** FILING ENVIRONMENTAL NOTICE OF EXEMPTION

Description: Preparation and filing of a Notice of Exemption for projects deemed categorically exempt from the California Environmental Quality Act.

Role	Hours Amount	
ADMIN COORDINATOR	0.49	55.89
PROJECT PLANNER	3.29	600.17
PLAN & BLDG SVCS DIRECTOR	0.33	81.39
Total	4.12	737.45

Type: S-029 | **Title:** MITIGATION MONITORING

Description: Implementation and monitoring of environmental impact mitigation in accordance with the

City of Carmel-by-the-Sea Fee Study Update

California Environmental Quality Act.

Role	Hours Amount	
PLAN & BLDG SVCS DIRECTOR	2.80	691.80
Total	2.80	\$3,152 deposit with charges at the fully allocated hourly rates plus outside costs.

Type: S-030 | Title: TENTATIVE/FINAL MAP

Description: Review of a tentative and/or final map creating more than two lots by staff for compliance with City codes, guidelines and the Subdivision Map Act.

Role	Hours Amount	
ADMIN COORDINATOR	0.66	74.51
PROJECT PLANNER	5.27	960.28
PLAN & BLDG SVCS DIRECTOR	1.98	488.33
Total	7.90	\$4,202 deposit with charges at the fully allocated hourly rates plus any outside costs.

Type: S-031 | Title: AMENDED FINAL MAP

Description: Review of an amendment to an approved final map for compliance with City codes, guidelines and the Subdivision Map Act.

Role	Hours Amount	
ADMIN COORDINATOR	0.49	55.89
PROJECT PLANNER	3.95	720.21
PLAN & BLDG SVCS DIRECTOR	1.32	325.55
Total	5.76	\$1,051 deposit with charges at the fully allocated hourly rates plus any outside costs.

City of Carmel-by-the-Sea Fee Study Update

Type: S-032 | **Title:** CERTIFICATE OF COMPLIANCE

Description: Request for a Certificate of Compliance prepared by staff in accordance with City codes, guidelines and the Subdivision Map Act.

Role	Hours Amount	
ADMIN COORDINATOR	0.49	55.89
PROJECT PLANNER	4.61	840.24
PLAN & BLDG SVCS DIRECTOR	0.49	122.08
Total	5.60	1018.21

Type: S-033 | **Title:** LOT LINE ADJUSTMENT/SUBDIV - PLANNING COMMISSION

Description: Review of a lot line adjustment or subdivision creating two lots from one lot by the Planning Commission for compliance with City codes, guidelines and the Subdivision Map Act.

Role	Hours Amount	
ADMIN COORDINATOR	0.49	55.89
PROJECT PLANNER	5.93	1080.31
PLAN & BLDG SVCS DIRECTOR	0.82	203.47
Total	7.24	1339.67

Type: S-034 | **Title:** LOT MERGER

Description: Review of a property owner request to consolidate lots and/or lot fragments or merge small lots into larger lots by staff for compliance with City codes, guidelines and the Subdivision Map Act.

Role	Hours Amount	
ADMIN COORDINATOR	0.49	55.89
PROJECT PLANNER	3.46	630.18
PLAN & BLDG SVCS DIRECTOR	1.44	356.07
Total	5.39	1042.14

City of Carmel-by-the-Sea Fee Study Update

Type: S-035 | **Title:** PRELIMINARY PHASE 1 - INITIAL ASSESSMENT OF HISTORIC SIGNIFICANCE

Description: Review of a property for potential historical significance by staff for compliance with City codes and regulations.

Role	Hours Amount	
ADMIN COORDINATOR	0.16	18.63
PROJECT PLANNER	1.76	320.09
PLAN & BLDG SVCS DIRECTOR	0.26	63.30
Total	2.18	402.02

Type: S-035A | **Title:** PHASE 1 - HISTORIC EVALUATION

Description: Review of a property for potential historical significance by a qualified professional for compliance with City codes and regulations.

Role	Hours Amount	
ADMIN COORDINATOR	0.16	18.63
PROJECT PLANNER	2.63	480.14
PLAN & BLDG SVCS DIRECTOR	0.33	81.39
Total	3.13	580.16

Type: S-036 | **Title:** PHASE 2 - HISTORIC EVALUATION (INCLUDES HISTORIC RESOURCES BOARD HEARING)

Description: Review of modifications to a historic property for consistency with the State standards for historic properties by a qualified professional followed by review of modifications to a historic property for consistency with the State standards by the HRB.

Role	Hours Amount	
ADMIN COORDINATOR	2.80	316.69
PROJECT PLANNER	9.22	1680.48
PLAN & BLDG SVCS DIRECTOR	2.30	569.72

City of Carmel-by-the-Sea Fee Study Update

Total **14.32** **2566.89**

Type: S-037 | Title: APPEAL TO HISTORIC RESOURCES BOARD

Description: Review of an appeal of a historic determination made by staff or a determination of consistency with the secretary of the interior's standards made by staff to the Historic Resources Board.

Role	Hours Amount	
ADMIN COORDINATOR	3.29	372.57
PROJECT PLANNER	9.22	1680.48
Total	12.51	2053.06

Type: S-038 | Title: MILLS ACT CONTRACT APPLICATION

Description: Review of a request for a Mills Act Contract for a historic property in accordance with City codes and State law.

Role	Hours Amount	
ADMIN COORDINATOR	3.13	353.94
PROJECT PLANNER	15.80	2880.83
PLAN & BLDG SVCS DIRECTOR	4.28	1058.05
Total	23.21	4292.82

Type: S-039 | Title: PLANNING COMMISSION CODE DETERMINATION

Description: Review of a request for a code determination referred by the Director to the Planning Commission.

Role	Hours Amount	
ADMIN COORDINATOR	3.25	367.92
PROJECT PLANNER	7.57	1380.40
PLAN & BLDG SVCS DIRECTOR	1.81	447.64
Total	12.63	2195.95

City of Carmel-by-the-Sea Fee Study Update

Type: S-040 | **Title:** ZONING COMPLIANCE DETERMINATION

Description: Review of a request for zoning compliance status of a property by staff.

Role	Hours Amount	
PROJECT PLANNER	1.32	240.07
Total	1.32	Charge the fully allocated hourly rates for all personnel involved with a one hour minimum

Type: S-041 | **Title:** PERMIT TIME EXTENSION - STAFF

Description: Review of a request for a time extension for a planning project approved by staff.

Role	Hours Amount	
ADMIN COORDINATOR	0.49	55.89
PROJECT PLANNER	1.98	360.10
PLAN & BLDG SVCS DIRECTOR	0.49	122.08
Total	2.96	538.07

Type: S-042 | **Title:** PERMIT TIME EXTENSION - PLANNING COMMISSION

Description: Review of a request for a time extension for a planning project approved by the Planning Commission.

Role	Hours Amount	
ADMIN COORDINATOR	2.30	260.80
PROJECT PLANNER	3.29	600.17
PLAN & BLDG SVCS DIRECTOR	1.98	488.33
Total	7.57	1349.30

City of Carmel-by-the-Sea Fee Study Update

Type: S-042A | **Title:** PERMIT TIME EXTENSION - CITY COUNCIL

Description: Review of a request for a time extension for a planning project approved by the City Council.

Role	Hours Amount	
ADMIN COORDINATOR	1.98	223.54
PROJECT PLANNER	3.29	600.17
PLAN & BLDG SVCS DIRECTOR	1.98	488.33
Total	7.24	1312.05

Type: S-043 | **Title:** PUBLIC HEARING CONTINUANCE - PLANNING COMMISSION

Description: Request by an applicant to continue a public hearing scheduled before the Planning Commission.

Role	Hours Amount	
ADMIN COORDINATOR	1.65	186.29
PROJECT PLANNER	2.63	480.14
PLAN & BLDG SVCS DIRECTOR	1.32	325.55
Total	5.60	991.98

Type: S-043A | **Title:** PUBLIC HEARING CONTINUANCE - COUNCIL

Description: Request by an applicant to continue a public hearing scheduled before the City Council.

Role	Hours Amount	
ADMIN COORDINATOR	1.65	186.29
PROJECT PLANNER	2.63	480.14
PLAN & BLDG SVCS DIRECTOR	1.32	325.55
Total	5.60	991.98

Type: S-044 | **Title:** APPEAL TO PLANNING COMMISSION

Description: Review of an appeal of a staff decision to the Planning Commission.

City of Carmel-by-the-Sea Fee Study Update

Role	Hours Amount	
ADMIN COORDINATOR	3.29	372.57
PROJECT PLANNER	9.22	1680.48
PLAN & BLDG SVCS DIRECTOR	1.81	447.64
Total	14.32	2500.69

Type: S-044A | **Title:** APPEAL TO CITY COUNCIL

Description: Review of an appeal of a Historic Resources Board decision or a Planning Commission decision to the City Council.

Role	Hours Amount	
ADMIN COORDINATOR	1.98	223.54
PROJECT PLANNER	11.19	2040.59
PLAN & BLDG SVCS DIRECTOR	1.81	447.64
Total	14.98	2711.77

Type: S-045 | **Title:** SIGN APPLICATION

Description: Review of a request for a new sign by staff for compliance with City codes and guidelines.

Role	Hours Amount	
ADMIN COORDINATOR	0.50	56.75
PROJECT PLANNER	2.76	502.47
PLAN & BLDG SVCS DIRECTOR	0.17	41.64
Total	3.43	600.86

Type: S-046 | **Title:** SIGN REFERRAL TO PLANNING COMMISSION

Description: Referral of a request for a new sign to the Planning Commission for compliance with City codes and guidelines.

Role	Hours Amount	
-------------	---------------------	--

City of Carmel-by-the-Sea Fee Study Update

ADMIN COORDINATOR	3.00	339.97
PROJECT PLANNER	6.58	1200.34
PLAN & BLDG SVCS DIRECTOR	1.48	366.25
Total	11.07	1906.57

Type: S-047 | **Title:** RELOCATE EXISTING SIGN
Description: Review of a request to relocate an existing sign by staff for compliance with City codes and guidelines.

Role	Hours Amount	
ADMIN COORDINATOR	0.25	27.94
PROJECT PLANNER	1.54	280.08
PLAN & BLDG SVCS DIRECTOR	0.08	20.35
Total	1.87	328.37

Type: S-050 | **Title:** BUILDING RELOCATION
Description: Review of a request to relocate a building from one parcel to another parcel within the City limits.

Role Hours Amount

Total - **Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs**

Type: S-051 | **Title:** LARGE FAMILY DAY CARE (RESIDENTIAL)
Description: Review of a request to establish a large family day care (7-12 persons) in a residential zone by staff for compliance with City codes and guidelines.

Role	Hours Amount	
ADMIN COORDINATOR	2.96	335.32
PROJECT PLANNER	15.80	2880.83
Total	18.76	3216.14

City of Carmel-by-the-Sea Fee Study Update

Type: S-054 | **Title:** BUILDING PLAN CHECK

Description: New Construction - Various fees based on construction valuation

Role	Hours Amount	
PROJECT PLANNER	1.50	273.55
BUILDING INSPECTOR	0.02	3.89
BUILDING OFFICIAL	1.34	284.78
PERMIT TECH	1.12	152.11
PROJECT MANAGER	0.07	19.33
ADMIN. TECHNICIAN ENV	0.11	20.29
ADMIN ANALYST	0.22	63.37
Total	4.39	Based on Building and Safety Construction Valuation

Type: S-054A | **Title:** BUILDING INSPECTION

Description: Inspection of construction for compliance with City codes and standards.

Role	Hours Amount	
PROJECT PLANNER	0.03	5.41
BUILDING INSPECTOR	0.65	117.11
BUILDING OFFICIAL	0.01	2.58
PERMIT TECH	0.26	35.30
Total	0.96	Based on Building and Safety Construction Valuation

Type: S-054B | **Title:** BUILDING RE-INSPECTION

Description: Re-inspection of construction that is needed due to the actions of the applicant.

Role	Hours Amount	
BUILDING INSPECTOR	1.00	179.36
Total	1.00	179.36

City of Carmel-by-the-Sea Fee Study Update

Type: S-054C | **Title:** BUILDING PERMIT APPLICATION EXTENSION

Description: Extension of an expiring Building Permit Application at the request of the applicant.

Role	Hours Amount	
BUILDING OFFICIAL	0.26	56.04
PERMIT TECH	0.49	66.78
Total	0.76	122.82

Type: S-054D | **Title:** BUILDING PERMIT EXTENSION

Description: Extension of an expiring or expired Building Permit at the request of the applicant.

Role	Hours Amount	
PROJECT PLANNER	0.26	48.01
BUILDING OFFICIAL	0.26	56.04
PERMIT TECH	0.76	102.39
Total	1.28	206.44

Type: S-054E | **Title:** BUILDING PERMIT PRE-APPLICATION CONFERENCE

Description: Review of a request for a pre-application review of a proposed construction project by staff.

Role	Hours Amount	
PROJECT PLANNER	0.66	120.03
BUILDING OFFICIAL	0.99	210.15
PERMIT TECH	0.99	133.55
Total	2.63	463.74

Type: S-055 | **Title:** BUILDING SINGLE TRADE PERMIT

Description: Review of over the counter single plumbing, mechanical, or electrical permits for compliance with City codes and standards, and inspection of the resulting construction.

City of Carmel-by-the-Sea Fee Study Update

Role	Hours Amount	
BUILDING INSPECTOR	0.74	133.16
BUILDING OFFICIAL	0.01	1.95
PERMIT TECH	0.49	65.69
Total	1.24	200.80

Type: S-055A | Title: ON-SITE DRIVEWAY PERMIT

Description: Review of a new or replaced driveway for compliance with City codes and standards.

Role	Hours Amount	
PROJECT PLANNER	0.66	120.03
PERMIT TECH	0.82	111.29
PW SUPERINTENDENT	0.99	280.48
Total	2.47	511.81

Type: S-056 | Title: SOLAR PLAN CHECK/INSPECTION PERMIT

Description: Review of solar system construction plans for compliance with City codes and standards, and inspection of the resulting construction.

Role	Hours Amount	
PROJECT PLANNER	0.24	44.58
BUILDING INSPECTOR	0.75	134.02
BUILDING OFFICIAL	1.50	319.23
PERMIT TECH	0.75	101.12
Total	3.24	598.95

Type: S-057 | Title: RE-ROOF PERMIT

Description: Review of re-roof construction plans for compliance with City codes and standards, and inspection of the resulting construction.

City of Carmel-by-the-Sea Fee Study Update

Role	Hours Amount	
PROJECT PLANNER	0.25	45.87
BUILDING INSPECTOR	1.00	179.16
BUILDING OFFICIAL	0.03	5.98
PERMIT TECH	0.75	101.34
Total	2.03	332.35

Type: S-058 | **Title:** BUILDING BOARD APPEAL

Description: Appeal of a decision of the Building Official to the Building Board.

Role	Hours Amount	
BUILDING OFFICIAL	5.93	1260.91
PERMIT TECH	0.99	133.55
Total	6.91	1394.46

Type: S-059 | **Title:** DUPLICATE INSPECTION CARD

Description: Creation of a duplicate inspection card because the applicant lost the card.

Role	Hours Amount	
BUILDING INSPECTOR	0.25	44.25
PERMIT TECH	0.25	33.39
Total	0.49	77.64

Type: S-059B | **Title:** STOP WORK INVESTIGATION

Description: Inspection of work performed without the proper permits.

Role	Hours Amount	
PROJECT PLANNER	0.51	92.12
BUILDING INSPECTOR	3.00	537.87

City of Carmel-by-the-Sea Fee Study Update

BUILDING OFFICIAL	0.25	52.95
PERMIT TECH	0.75	101.46
Total	4.51	784.39

Type: S-059C | **Title:** TEMPORARY CERTIFICATE OF OCCUPANCY

Description: Review and inspection of a request to occupy a building before all permits are final.

Role	Hours Amount	
PROJECT PLANNER	0.22	40.01
BUILDING INSPECTOR	0.49	88.50
BUILDING OFFICIAL	0.25	52.54
PERMIT TECH	0.74	100.16
Total	1.70	281.21

Type: S-059D | **Title:** ALTERNATE MATERIALS/METHODS REVIEW

Description: Review of a request to use alternate materials or methods for construction.

Role	Hours Amount	
BUILDING OFFICIAL	0.99	210.15
PERMIT TECH	0.49	66.78
Total	1.48	276.93

Type: S-059E | **Title:** BUILDING PHASED WORK REQUEST

Description: Review of a request to break a proposed project into various phases.

Role	Hours Amount	
BUILDING OFFICIAL	1.25	266.19
PERMIT TECH	1.00	135.33
Total	2.25	401.52

City of Carmel-by-the-Sea Fee Study Update

Type: S-060 | **Title:** LANDSCAPE PLAN CHECK/INSPECTION

Description: Review of a stand-alone landscape plan for compliance with City codes and standards, and inspection of the construction.

Role	Hours Amount	
ADMIN COORDINATOR	0.49	55.89
PROJECT PLANNER	2.63	480.14
ADMIN ANALYST	0.99	279.48
FOREST/PARK/BEACH MANAGER	0.49	59.79
Total	4.61	875.29

Type: S-061 | **Title:** NEW BENCH LOCATION

Description: Processing a request for a new memorial bench at a new location and construction and installation of the bench and plaque.

Role	Hours Amount	
ADMIN COORDINATOR	2.67	301.78
PROJECT PLANNER	5.66	1032.30
PLAN & BLDG SVCS DIRECTOR	1.91	472.05
DIRECTOR OF PUBLIC WORKS	2.01	663.29
PW SUPERINTENDENT	2.50	710.55
BLDG MAINTENANCE SUPV.	0.49	67.99
CITY FORESTER	1.51	428.53
Total	16.76	3676.49

Type: S-062 | **Title:** ADOPTION OF EXISTING BENCH

Description: Processing a request for the adoption of an existing memorial bench, installation of the plaque, and construction of the bench if applicable.

Role	Hours Amount	
-------------	---------------------	--

City of Carmel-by-the-Sea Fee Study Update

ADMIN COORDINATOR	0.50	56.59
PROJECT PLANNER	2.17	395.62
PLAN & BLDG SVCS DIRECTOR	0.25	61.81
DIRECTOR OF PUBLIC WORKS	2.00	165.15
PW SUPERINTENDENT	0.75	142.00
BLDG MAINTENANCE SUPV.	1.25	206.52
Total	6.92	1,559.72

Type: S-063 | **Title:** REPLACEMENT OF BENCH PLAQUE
Description: Processing a request for the replacement of an existing memorial bench plaque plus installation of new plaque.

Role	Hours Amount	
ADMIN COORDINATOR	0.50	56.59
PROJECT PLANNER	2.17	395.62
PLAN & BLDG SVCS DIRECTOR	0.25	61.81
DIRECTOR OF PUBLIC WORKS	0.50	165.15
PW SUPERINTENDENT	0.50	140.24
BLDG MAINTENANCE SUPV.	1.50	142.00
MAINT WORKER	1.50	206.52
Total	6.92	1,209.31

Type: S-069 | **Title:** TEMPORARY ENCROACHMENT PERMIT
Description: Review of a temporary encroachment in the public right-of-way, such as cranes, dumpsters, pods, or lane closures.

Role	Hours Amount	
PERMIT TECH	0.50	67.49

City of Carmel-by-the-Sea Fee Study Update

ADMIN COORDINATOR	0.75	100.95
PW SUPERINTENDENT	1.00	284.25
Total	2.25	452.70

Type: S-070 | **Title:** PERMANENT ENCROACHMENT PERMIT
Description: Review of a permanent encroachment in the public right-of-way, such as Utility street cuts, sidewalk, curb, gutter, driveway, R-O-W landscaping, retaining walls, drainage, boring, and aerial power poles.

Role	Hours Amount	
PERMIT TECH	3.00	406.22
PW SUPERINTENDENT	4.14	1174.51
Total	7.14	1580.73

Type: S-070A | **Title:** TRAFFIC CONTROL PLAN REVIEW/INSPECTION
Description: Review of traffic control plans for right-of-way construction and inspection of traffic control devices.

Role	Hours Amount	
DIRECTOR OF PUBLIC WORKS	0.99	326.21
PROJECT MANAGER	2.30	549.26
PW SUPERINTENDENT	1.48	420.72
Total	4.77	1296.19

Type: S-070xA | **Title:** STREET EXCAVATION
Description: Review of traffic control plans for right-of-way construction and inspection of traffic control devices.

Role	Hours Amount	
PERMIT TECH	2.02	272.67
PW SUPERINTENDENT	2.76	783.01

City of Carmel-by-the-Sea Fee Study Update

Total **4.77** **1055.67**

Type: S-072 | Title: TREE REMOVAL PERMIT

Description: Review of a request for the removal of a tree larger than 4 inches in diameter.

Role	Hours Amount	
DIRECTOR OF PUBLIC WORKS	0.50	165.12
PW SUPERINTENDENT	0.50	141.97
CITY FORESTER	4.25	1202.88
MAINT WORKER	1.00	121.06
Total	6.25	1631.02

Type: S-072A | Title: TREE PRUNING PERMIT

Description: Review of a request for the pruning of a tree larger than 4 inches in diameter.

Role	Hours Amount	
PW SUPERINTENDENT	0.50	141.54
CITY FORESTER	2.50	707.75
MAINT WORKER	1.00	121.24
Total	4.00	970.53

Type: S-072C | Title: APPEAL TO FOREST & BEACH COMMISSION

Description: Appeal of tree-related decision to the Forest & Beach Committee.

Role	Hours Amount	
ADMIN COORDINATOR	2.50	335.44
DIRECTOR OF PUBLIC WORKS	3.50	1155.31
CITY FORESTER	6.50	1839.89
Total	12.50	3330.65

City of Carmel-by-the-Sea Fee Study Update

Type: S-072D | **Title:** tree APPEAL TO CITY COUNCIL

Description: Appeal of a tree-related decision to the City Council.

Role	Hours Amount	
ADMIN COORDINATOR	1.48	199.05
DIRECTOR OF PUBLIC WORKS	4.44	1467.93
CITY FORESTER	4.44	1257.65
Total	10.37	2924.63

Type: S-073 | **Title:** REMOVAL OF PRIVATE TREE FALL IN PUBLIC RIGHT-OF-WAY

Description: Removal of a fallen private tree in the public right-of-way.

Role	Hours Amount	
MAINT WORKER	2.47	298.96
Total	2.47	Charge the fully allocated hourly rate for all personnel involved plus any outside costs

Type: S-074 | **Title:** DAMAGE TO CITY PROPERTY

Description: Repair of damage to City property.

Role	Hours Amount	
MAINTENANCE WORKER	1.32	179.78
Total	1.32	Charge the fully allocated hourly rate for all personnel involved plus any outside costs

Type: S-075 | **Title:** LOUD PARTY PUBLIC DISTURB. - 1st Response

Description: Response to a public disturbance, such as a loud party.

Role	Hours Amount	
POLICE OFFICER	0.73	168.42
Total	0.73	First Response - No Charge

City of Carmel-by-the-Sea Fee Study Update

Type: S-075xa | **Title:** LOUD PARTY PUBLIC DISTURB. - 2nd Response

Description: Response to a public disturbance, such as a loud party.

Role	Hours Amount	
POLICE OFFICER	1.47	336.84
Total	1.47	336.84

Type: S-075xb | **Title:** LOUD PARTY PUBLIC DISTURB. - 3rd+ Response

Description: Response to a public disturbance, such as a loud party.

Role	Hours Amount	
POLICE OFFICER	2.93	673.68
Total	2.93	673.68

Type: S-076 | **Title:** POLICE FALSE ALARM - 1st RESPONSE

Description: Response to a false burglary alarm due to malfunction or operator error.

Role	Hours Amount	
POLICE OFFICER	0.67	153.98
Total	0.67	153.98

Type: S-077 | **Title:** ALARM PERMIT - New

Description: Processing the contact information for a burglary alarm within the City.

Role	Hours Amount	
POLICE SERVICES OFFICER	0.34	39.79
Total	0.34	39.79

Type: S-078 | **Title:** VEHICLE IMPOUND RELEASE

Description: Impound and a release of a vehicle.

Role	Hours Amount	
-------------	---------------------	--

City of Carmel-by-the-Sea Fee Study Update

POLICE OFFICER	0.75	172.41
POLICE SERVICES OFFICER	0.25	29.28
Total	1.00	201.68

Type: S-079 | Title: MISDEMEANOR BOOKING

Description: Processing a court-ordered misdemeanor booking for non-Carmel bookings.

Role	Hours Amount	
POLICE OFFICER	1.00	229.70
Total	1.00	229.70

Type: S-080 | Title: MISCELLANEOUS POLICE PERMIT

Description: Review of a business operation which requires a background check.

Role	Hours Amount	
POLICE OFFICER	1.00	229.70
POLICE SERVICES OFFICER	0.30	29.26
Total	1.25	258.95

Type: S-081 | Title: FINGERPRINTING ON REQUEST

Description: Processing a request for fingerprinting.

Role	Hours Amount	
POLICE SERVICES OFFICER	0.34	39.79
Total	0.34	39.79

Type: S-082 | Title: CLEARANCE FORM TRAVEL LETTER

Description: Processing a request for a local background check and clearance letter.

Role	Hours Amount	
POLICE SERVICES OFFICER	0.49	57.34

City of Carmel-by-the-Sea Fee Study Update

Role	Hours Amount	
POLICE OFFICER	0.20	45.37
Total	0.20	45.37

Type: S-088 | **Title:** RESIDENT/EMPLOYEE PARKING PERMIT
Description: Processing a request for a residential or employee parking permit.

Role	Hours Amount	
POLICE SERVICES OFFICER	0.34	39.79
Total	0.34	39.79

Type: S-089 | **Title:** POLICE COURT WITNESS
Description: Police Officer attendance at civil court hearings as a witness.

Role	Hours Amount	
POLICE OFFICER	7.96	1827.40
Total	7.96	Fees are set by the court

Type: S-090 | **Title:** POLICE REPORT COPY
Description: Providing copies of police reports on request.

Role	Hours Amount	
POLICE SERVICES OFFICER	0.01	1.10
Total	0.01	1.10

Type: S-091 | **Title:** POLICE PHOTOGRAPH COPY
Description: Providing copies of police photographs on request.

Role	Hours Amount	
POLICE SERVICES OFFICER	0.05	5.85
Total	0.05	5.85

City of Carmel-by-the-Sea Fee Study Update

Type: S-091A | **Title:** AMBULANCE TRANSPORT SERVICES

Description: Providing emergency medical transport to the community.

Role Hours Amount

Total - #N/A

Type: S-092 | **Title:** BEACH SPECIAL EVENT PERMIT

Description: Review of a private special event on the public beach.

Role Hours Amount

COMM. SERVICES ASST. 1.00 135.09

Total 1.00 135.09

Type: S-094 | **Title:** SPECIAL EVENT PERMIT

Description: Review of a private special event in a City park or the public right-of-way.

Role Hours Amount

COMM. SERVICES ASST. 3.00 405.26

Total 3.00 405.26

Type: S-095 | **Title:** SPECIAL EVENT OVERTIME SERVICES

Description: Providing overtime staffing services for private events in the public right-of-way.

Role Hours Amount

PW SUPERINTENDENT 1.19 181.78

Total 1.19 Overtime Staff time: Non-Profit/School - Charge 25% of the fully allocated hourly rates for all personnel involved

Type: S-096 | **Title:** FILM PERMIT - Non-Profit

Description: Review of a request to film within the City (Non-Profit).

Role Hours Amount

Total - -

City of Carmel-by-the-Sea Fee Study Update

Type: S-096xa | **Title:** FILM PERMIT - Still

Description: Review of a request to film within the City (Still).

Role	Hours	Amount
COMM. SERVICES ASST.	2.00	270.17
POLICE OFFICER	0.50	114.85
Total	2.50	385.02

Type: S-096xb | **Title:** FILM PERMIT - Motion Picture

Description: Review of a request to film within the City (Motion Picture).

Role	Hours	Amount
COMM. SERVICES ASST.	4.00	540.34
POLICE OFFICER	0.50	114.85
Total	4.50	655.19

Type: S-097 | **Title:** COMMUNITY ACTIVITIES APPEAL

Description: Appeal of a staff decision to the Community Activities Commission.

Role	Hours	Amount
DIR OF LIBRARY & COM SVCS	3.95	1173.83
Total	3.95	1173.83

Type: S-099 | **Title:** FACILITY RENTAL

Description: Review of a request to rent the Vista Lobos facility and maintenance of that facility.

Role	Hours	Amount
COMM. SERVICES ASST.	0.67	90.42
Total	0.67	90.42

Type: S-102 | **Title:** INTERLIBRARY LOAN PROCESSING

Description: Processing a request to borrow an item from another library at the request of a patron.

City of Carmel-by-the-Sea Fee Study Update

Role	Hours Amount	
LIBRARY ASSISTANT - PT 0.86	94.08	
LIBRARIAN I	0.08	10.19
COMM. SERVICES ASST.	0.08	12.26
Total	1.02	116.54 override ->\$3.00

Type: S-104 | Title: LOST/DAMAGED MATERIALS PROCESSING

Description: Processing lost or damaged library materials.

Role	Hours Amount	
LIBRARY ASSISTANT - PT 0.26	28.92	
COMM. SERVICES ASST.	2.00	309.90
Total	2.26	Actual cost of lost or damaged materials

Type: S-107 | Title: NEW BUSINESS REG. PROCESS - Fixed Location

Description: Registration of new fixed location business for regulatory purposes, including zoning and fire safety review.

Role	Hours Amount	
SENIOR HR ANALYST	0.33	36.93
BUILDING INSPECTOR	2.00	365.21
DIRECTOR OF PUBLIC WORKS	0.75	119.39
ADMIN ANALYST	0.50	62.39
Total	3.58	583.91

Type: S-107xa | Title: NEW BUSINESS REG. PROCESS - In & About

Description: Registration of new In & About business for regulatory purposes, including zoning and fire safety review.

Role	Hours Amount	
-------------	---------------------	--

City of Carmel-by-the-Sea Fee Study Update

SENIOR HR ANALYST	0.33	36.99
BUILDING INSPECTOR	0.02	3.39
Total	0.35	40.38

Type: S-107xb | **Title:** NEW BUSINESS REG. PROCESS - Home License

Description: Registration of new In & About business for regulatory purposes, including zoning and fire safety review.

Role	Hours Amount	
SENIOR HR ANALYST	0.33	36.93
BUILDING INSPECTOR	1.00	182.31
Total	1.33	219.24

Type: S-108 | **Title:** BUSINESS REGISTER RENEWAL PROCESS

Description: Renewal of business registrations for regulatory purposes.

Role	Hours Amount	
SENIOR HR ANALYST	0.20	22.02
Total	0.20	22.02

Type: S-109 | **Title:** DUPLICATE BUSINESS LICENSE

Description: Providing a duplicate business license on request.

Role	Hours Amount	
SENIOR HR ANALYST	0.08	9.23
Total	0.08	9.23

Type: S-110 | **Title:** CHANGE BUSINESS NAME

Description: Processing a request to change the business name for an existing business.

Role	Hours Amount	
SENIOR HR ANALYST	0.26	29.54

City of Carmel-by-the-Sea Fee Study Update

Total **0.26** **29.54**

Type: S-111xa | **Title:** CONTRACTOR PARKING PERMIT - Non Specific
Description: Processing a non-specific parking permit to be used by contractors during construction.

Role	Hours Amount	
SENIOR HR ANALYST	0.17	19.04
Total	0.17	19.04

Type: S-111xb | **Title:** CONTRACTOR PARKING PERMIT - Specific
Description: Processing a specific parking permit to be used by contractors during construction.

Role	Hours Amount	
SENIOR HR ANALYST	0.08	8.97
PW SUPERINTENDENT	0.25	34.13
Total	0.33	43.10

Type: S-113 | **Title:** NSF CHECK PROCESSING
Description: Processing an insufficient funds check.

Role	Hours Amount	
SENIOR HR ANALYST	0.50	56.08
Total	0.50	56.08

Type: S-114 | **Title:** DOCUMENT REPRODUCTION/SCANNING
Description: Reproduction or scanning of public records on request.

Role	Hours Amount	
CITY CLERK	0.01	2.13
Total	0.01	First 10 copies - No Charge

Type: S-115 | **Title:** ELECTRONIC FILE COPY
Description: Reproduction of digital public records to an electronic device, such as a DVD, CD, or

City of Carmel-by-the-Sea Fee Study Update

thumb drive.

Role	Hours	Amount
CITY CLERK	0.03	5.84
Total	0.03	5.84

Type: S-116 | **Title:** DOCUMENT CERTIFICATION
Description: Certification of a City document on request.

Role	Hours	Amount
CITY CLERK	0.06	11.67
Total	0.06	11.67

Type: S-118 | **Title:** RECORD COMPILATION
Description: Compilation or creation of records that do not exist at present.

Role	Hours	Amount
CITY CLERK	0.99	192.14
Total	0.99	Record Compilation/Creation - charge the fully allocated hourly rate for all personnel involved plus any outside costs.

Type: S-119 | **Title:** LOCAL CANDIDATE FILING
Description: Processing an application for a local candidate.

Role	Hours	Amount
CITY CLERK	1.48	288.21
Total	1.48	288.21

Type: S-120 | **Title:** LOCAL INITIATIVE PROCESSING
Description: Processing an application for a local ballot initiative.

Role	Hours	Amount
-------------	--------------	---------------

City of Carmel-by-the-Sea Fee Study Update

CITY CLERK 10.04 1953.40

Total 10.04 1,953.40

Type: S-121 | Title: ADDITIONAL PLAN CHECK - PLANNING

Description: Additional review of plans after second review.

Role	Hours Amount	
ADMIN COORDINATOR	0.25	28.29
PROJECT PLANNER	2.12	387.11
PLAN & BLDG SVCS DIRECTOR	0.04	9.92
ADMIN. TECHNICIAN ENV	0.09	15.47
ADMIN ANALYST	0.09	24.16
Total	2.58	464.96

Type: S-122 | Title: ADDITIONAL PLAN CHECK - BUILDING

Description: Additional review of plans after second review.

Role	Hours Amount	
BUILDING INSPECTOR	0.75	136.77
PERMIT TECH	0.01	1.95
CODE COMPLIANCE COORD.	0.67	142.39
ADMIN COORDINATOR	0.56	76.06
STREET SUPERVISOR	0.03	9.67
CITY FORESTER	0.06	10.14
MAINT WORKER	0.11	31.69
Total	2.19	408.66

Type: S-123 | Title: OWNER BUILDER PLAN CHECK & INSPECTION

Description: New Construction - Various fees based on construction valuation performed by owner

City of Carmel-by-the-Sea Fee Study Update

builder

Role Hours Amount

Total - Based on valuation fee schedule.

Type: S-124 | Title: ASBS CONSTRUCTION INSPECTION - RESIDENTIAL
Description: Storm water inspection of residential construction site.

Role	Hours Amount	
ENVIRON. COMPLIANCE MANAGER	3.00	374.35
Total	3.00	374.35

Type: S-125 | Title: ASBS CONSTRUCTION INSPECTION - COMMERCIAL
Description: Storm water inspection of commercial construction site.

Role	Hours Amount	
ENVIRON. COMPLIANCE MANAGER	1.00	124.78
Total	1.00	124.78

Type: S-126 | Title: GRADING - PLAN REVIEW
Description: Review of plans for grading project.

Role	Hours Amount	
DIRECTOR OF PUBLIC WORKS	0.10	33.03
PROJECT MANAGER	1.00	238.35
Total	1.10	271.38

Type: S-127 | Title: GRADING - INSPECTION
Description: Inspection of grading project.

Role	Hours Amount	
DIRECTOR OF PUBLIC WORKS	0.10	33.03
PROJECT MANAGER	1.00	238.35

City of Carmel-by-the-Sea Fee Study Update

Total 1.10 271.38

Type: S-128 | Title: PUBLIC IMPROVEMENTS - PLAN REVIEW
Description: Review of plans for public improvement project.

Role	Hours Amount	
DIRECTOR OF PUBLIC WORKS	0.10	33.03
PROJECT MANAGER	1.00	238.35
Total	1.10	271.38

Type: S-129 | Title: PUBLIC IMPROVEMENTS - INSPECTION
Description: Inspection of public improvement project.

Role	Hours Amount	
DIRECTOR OF PUBLIC WORKS	0.10	33.03
PROJECT MANAGER	1.00	238.35
Total	1.10	271.38

Type: S-130 | Title: TRAFFIC ANALYSIS REVIEW
Description: Review of projects impacting traffic flow design.

Role	Hours Amount	
BUILDING INSPECTOR	0.75	136.77
PERMIT TECH	0.01	1.95
CODE COMPLIANCE COORD.	0.67	142.39
ADMIN COORDINATOR	0.56	76.06
STREET SUPERVISOR	0.03	9.67
CITY FORESTER	0.06	10.14
MAINT WORKER	0.11	31.69

City of Carmel-by-the-Sea Fee Study Update

APPENDIX D

ESTIMATED
FISCAL
IMPACT

ESTIMATED FISCAL IMPACT ANALYSIS OF THE PROPOSED FY 2026 - 2027 FEE UPDATE	\$ Change	Estimated Number of Transactions	Net Increase (Decrease) in Cost Recovery
TRACK 1 DESIGN REVIEW/STUDY - MINOR	205.00	109	22,345.00
TRACK 1 DESIGN REVIEW/STUDY - MAJOR	267.00	33	8,811.00
TRACK 1 DESIGN REVIEW/STUDY-STREAMLINE	(59.00)	24	(1,416.00)
TRACK 1 DESIGN REVIEW/STUDY - REFERRAL TO PLANNING COMMISSION	392.00	22	8,624.00
TRACK 1 DESIGN REVIEW/STUDY-REFERRAL TO HISTORIC RESOURCES BOARD	348.00	3	1,044.00
TRACK 2 DESIGN REVIEW - MINOR	902.00	5	4,510.00
TRACK 2 DESIGN REVIEW - MAJOR	1,336.00	20	26,720.00
PRELIMINARY SITE ASSESSMENT	343.00	7	2,401.00
REASONABLE ACCOMODATION	51.00	2	102.00
VOLUMETRIC ANALYSIS	38.00	28	1,064.00
USE PERMIT	707.00	12	8,484.00
USE PERMIT AMENDMENT	601.00	3	1,803.00
TEMPORARY USE PERMIT	39.00	16	624.00
VARIANCE	351.00	3	1,053.00
COASTAL DEVELOPMENT PERMIT - DEVELOPMENT	54.00	37	1,998.00
LANDSCAPE PLAN CHECK/INSPECTION	150.00	4	600.00
FILING ENVIRONMENTAL NOTICE OF EXEMPTION	217.00	4	868.00
LOT LINE ADJUSTMENT/SUBDIV - PLANNING COMMISSION	232.00	1	232.00
PRELIMINARY PHASE 1 - INITIAL ASSESSMENT OF HISTORIC SIGNIFICANCE	402.00	52	20,904.00
PHASE 1 - HISTORIC EVALUATION	154.00	58	8,932.00
PHASE 2 - HISTORIC EVALUATION (INCLUDES HISTORIC RESOURCES BOARD HEARING)	424.00	9	3,816.00
APPEAL TO HISTORIC RESOURCES BOARD	477.00	1	477.00
PERMIT TIME EXTENSION - STAFF	118.00	3	354.00
PERMIT TIME EXTENSION - PLANNING COMMISSION	214.00	2	428.00
APPEAL TO PLANNING COMMISSION	457.00	1	457.00
APPEAL TO CITY COUNCIL	522.00	2	1,044.00
SIGN APPLICATION	128.00	40	5,120.00
BUILDING RE-INSPECTION	26.00	1	26.00
BUILDING PERMIT APPLICATION EXTENSION	24.00	2	48.00
BUILDING SINGLE TRADE PERMIT	28.00	165	4,620.00
ON-SITE DRIVEWAY PERMIT	97.00	10	970.00
RE-ROOF PERMIT	59.00	124	7,316.00
BUILDING BOARD APPEAL	201.00	1	201.00
STOP WORK INVESTIGATION	133.00	16	2,128.00
TEMPORARY CERTIFICATE OF OCCUPANCY	44.00	4	176.00
ADOPTION OF EXISTING BENCH	1,161.00	2	2,322.00
TEMPORARY ENCROACHMENT PERMIT	91.00	50	4,550.00
PERMANENT ENCROACHMENT PERMIT	1,082.00	9	9,738.00

ESTIMATED FISCAL IMPACT ANALYSIS OF THE PROPOSED FY 2026 - 2027 FEE UPDATE	\$ Change	Estimated Number of Transactions	Net Increase (Decrease) in Cost Recovery
TREE EVALUATION	270.00	134	36,180.00
TREE REMOVAL PERMIT	933.00	135	125,955.00
TREE PRUNING PERMIT	766.00	42	32,172.00
APPEAL TO FOREST & BEACH COMMISSION	1,440.00	2	2,880.00
APPEAL TO CITY COUNCIL	821.00	2	1,642.00
NEW BUSINESS REG. PROCESS - Fixed Location	228.00	39	8,892.00
NEW BUSINESS REG. PROCESS - In & About	16.00	9	144.00
CHANGE BUSINESS NAME	6.00	5	30.00
TOTAL ESTIMATED FISCAL IMPACT			371,389.00