



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, July 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 - 3:00 PM

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) June 1 and 12, 2026, Special Meeting Minutes, and June 2, 2026, Regular Meeting Minutes
- 2) May 2026 Monthly Reports
- 3) May 2026 Check Register Summary
- 4) Resolution 2026-046 designating Mayor Dale Byrne as the voting delegate and Councilmember Hans Buder as the alternate voting delegate at the 2026 League of California Cities Annual Conference and Expo
- 5) Resolution 2026-047 Approving a list of street projects for fiscal year 2026/27 Capital Improvement Plan partially funded by SB1 The Road Repair and Accountability Act of 2017
- 6) Resolution 2026-048 approving the revised Monterey Regional Stormwater Management Program Memorandum of Agreement and authorizing execution of the Agreement
- 7) Resolution 2026-049, approving Change Orders #2 and #3 for the City's On-Call Landscape Service Contractors, Town & Country, increasing the total not-to-exceed contract limit from \$229,200 to \$266,362 for Fiscal Year 2025/26 and \$340,000 for Fiscal Year 2026/27
- 8) Resolution 2026-050 authorizing the City Administrator to execute an agreement with the Church of the Wayfarer to lease a portion of the Church building for use as a temporary library location during the Harrison Memorial Library Restoration Project.
- 9) Resolution 2026-051 Authorizing a refund of Preliminary Site Assessment application fees of \$1,571.00 to Molly Branch

PUBLIC HEARINGS

- 10) Consideration of an Appeal (APP 26134, Diamond) by John and Patricia Dilks, of the Planning Commission's approval of Design Study and Coastal Development Permit application DS 25206 (Diamond) for non-excluded development (ground disturbance for an 800 square accessory dwelling unit attached to an existing rear terrace, landscaping, drainage improvements and associated site work) and the installation landscaping consistent with the proposed landscaping plan as authorized by the Coastal Development Permit, located at Scenic Road 5 northwest of 8th Avenue in the Single-Family Residential (R-1) District, Archaeological Significance (AS) Overlay District, Park (P) Overlay District, and Beach and Riparian (BR) Overlay. APN: 010-312-012-000 - ***Recommended for a continuance to August 3 2026***

ORDERS OF BUSINESS

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

- 11) Discussion and Direction Regarding Funding for See Monterey Marketing Services; Consider Adoption of Resolution 2026-052 Amending the FY 2026-2027 Adopted Operating Budget
- 12) Receive a presentation on the updated Council Strategic Priorities list following the January 22nd workshop, and provide direction to staff

RECESS

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

CLOSED SESSION

- A. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54957.6;
Agency Designated Representatives: Acting Assistant City Administrator Marisa Bermudez, Police Chief Todd Trayer, and Zachery Lopes, Burke Williams & Sorensen;
Employee Organization: General Employees Unit, an Affiliated Unit of LiUNA, and Management Employees Unit, an Affiliated Unit of LiUNA
- B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54956.8:
Property: Sunset Center, San Carlos Street between 8th and 10th Avenues, Carmel-by-the-Sea (APN: 010-143-001-000)
Agency negotiators: City Administrator, City Attorney
Negotiating parties: Sunset Cultural Center, Inc.
Under negotiation: Price and terms of lease

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

July 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: June 1 and 12, 2026, Special Meeting Minutes, and June 2, 2026, Regular Meeting Minutes

RECOMMENDATION:

Approve Draft Minutes.

BACKGROUND / SUMMARY:

The City Council routinely approves minutes of its meetings.

FISCAL IMPACT:

None.

PRIOR CITY COUNCIL ACTION:

None.

ATTACHMENTS:

1. 6-1-2026 CC Special Meeting Minutes
2. 6-2-2026 CC Regular Meeting Minutes
3. 6-12-2026 CC Special Meeting Minutes

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

SPECIAL MEETING MINUTES

Monday, June 1, 2026

TOUR OF INSPECTION - 2:30 PM

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

- A. Scenic Road 5 north-west of 8th Avenue, Carmel-by-the-Sea (APP 26134 - Diamond)
- B. San Carlos Street 2 south-west of 7th Avenue, Carmel-by-the-Sea (APP 26148 - Stonehouse Terrace)

CALL TO ORDER AND ROLL CALL

Mayor Byrne called the meeting to order in the Chambers at 3:17 p.m.

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

EXTRAORDINARY BUSINESS

- C. Receive an informational report on the City of Carmel-by-the-Sea Vacancies Pursuant to Government Code Section 3502.3 (AB 2561)

Acting Assistant City Administrator Marisa Bermudez presented the report and answered questions from Council.

No action was taken; Council received the report.

CONSENT AGENDA

Consent Item #2 was pulled by a member of the public. Councilmember Buder pulled item #6, and Councilmember Dramov pulled item #7.

Motion by Councilmember Baron to approve the consent agenda items #1, 3, 4, 5, and 8, seconded by Councilmember Buder, and approved 5-0-0-0 by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

Item 1 - Approval of City Council Meeting Minutes of April 6 & 7, 2026, and May 4, 5, & 12, 2026
- *Approved 5-0-0-0*

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

Item 4 - Approve a \$1,000 Fiscal Year 2026-2027 City Council Discretionary Grant Award to the Carmel Youth Center for their Discretionary Grant Application submitted on March 10, 2026 - *Approved 5-0-0-0*

Item 5 - Resolution 2026-030 authorizing the City Administrator, or designee, to enter into a renewal agreement for 9-1-1 Emergency Communication Services and Governance with the County of Monterey and other local agencies - *Approved 5-0-0-0*

Item 8 - Letter authorizing the County of Monterey to execute all documents necessary to continue implementing the annual Used Oil Payment Program on behalf of the City during Fiscal Year 2026/27 - *Approved 5-0-0-0*

ITEMS PULLED FROM CONSENT

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

A member of the public commented on the short-term rentals code compliance report, and requested a City audit of all rental companies to ensure compliance with the 30-day minimum stay prohibition.

Public comment:

Karen Ferlito
Fred Kern
Mark Stillwell

Councilmember Buder asked if short term rental violators receive warnings. Acting City Administrator Brandon Swanson confirmed that Code Compliance policy typically involves 1-2 warnings before fines are issued, consistent with the process for all other code compliance citations.

Item 6 - Resolution 2026-031 Approving Amendments to the FY 2025-2026 Adopted Budget - *Approved 5-0-0-0*

Councilmember Buder commended Finance Manager Fields for more than doubling interest income on cash reserves. He questioned if the \$305,000 Fire budget overage, caused by vehicle maintenance and overtime, would recur despite the new Monterey Fire agreement and fire engine purchase. Acting City Administrator Swanson stated such overages are very unlikely to happen again.

Item 7 - **Resolution 2026-032 Approving Appointments to the Building Code Board of Appeals, Harrison Memorial Library Board of Trustees, Historic Resources Board, Forest and Beach Commission and the Planning Commission** - *Approved 5-0-0-0*

Councilmember Dramov advocated for enhanced training and onboarding for new Board and Commission members, citing recent appointments. She emphasized the need for a deeper understanding of the City's history, General Plan, Municipal Code, and specific roles. Mayor Byrne, Mayor Pro Tem Delves, and Councilmember Buder expressed their agreement.

Public comment:

Maria Ruess
Ian Martin
Lee Morcus

Councilmember Baron noted that a revised Board and Commission handbook was agendaized for review in 2024, but was pulled without discussion. He requested that the previous materials, including policy manual updates and the potential adoption of Rosenberg's Rules of Order over Robert's Rules of Order, be shared for future Council discussion.

Motion by Mayor Pro Tem Delves to approve Consent Items #2, 6, and 7, seconded by Councilmember Dramov, and approve 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 9 - Receive a Presentation regarding Parking Management through paid parking and provide direction to staff

Police Chief Trayer provided an overview of Carmel's parking history, current conditions, and options for implementing managed or paid parking, as well as current upgrades to enforcement technology and staffing.

Councilmember Baron asked about the potential for downtown businesses to act as in-person pay stations. Councilmember Dramov asked about the requirement to submit a portion of the citation fees to Monterey County. Chief Trayer said that having downtown businesses assist with collecting in person parking fee payments is an option, and that the fees that go to the County go toward Monterey County Traffic Court costs. Mayor Byrne asked how many physical parking kiosks would be located downtown, and Chief Trayer responded that there would likely be at least four, located in visible areas on Ocean Avenue and designed to fit Carmel's character.

Public comment:

Fred Kern
Nancy Twomey
Karen Ferlito
Tim Twomey

Carrie Theis
Kristi Reimers
Ian Martin
Kevin Ruess
Maria Ruess
Mark Stillwell
Pam Shepherd

Council discussed a paid parking pilot program for the central downtown area, focusing on Ocean Avenue from Junipero to Monte Verde. Councilmember Baron, Mayor Pro Tem Delves, and Mayor Byrne supported moving forward with the pilot, emphasizing the need for employee parking strategies, and clear success metrics. Councilmembers Dramov and Buder opposed the program, citing concerns over community character, visual impacts, and potential parking shifts into residential neighborhoods, instead favoring increased enforcement and improved employee parking options. Mayor Byrne suggested forming a community working group to work with the Chief, since that worked well for the Street Address Program.

Council provided consensus direction for the Police Chief to form a working group of six to ten people to develop a parking management program for future consideration.

RECESS

Council took a recess at 5:34 pm and returned at 5:44 pm.

PUBLIC HEARINGS

Item 10 - Resolution 2026-033 - Consideration of an Appeal (APP 26134, Diamond) by John and Patricia Dilks, of the Planning Commission's approval of Design Study and Coastal Development Permit application DS 25206 (Diamond) for non-excluded development (ground disturbance for an 800 square accessory dwelling unit attached to an existing rear terrace, landscaping, drainage improvements and associated site work) and the installation landscaping consistent with the proposed landscaping plan as authorized by the Coastal Development Permit, located at Scenic Road 5 northwest of 8th Avenue in the Single-Family Residential (R-1) District, Archaeological Significance (AS) Overlay District, Park (P) Overlay District, and Beach and Riparian (BR) Overlay. APN: 010-312-012-000.

Senior Planner Evan Kort presented the appeal regarding a proposed 800-square-foot accessory dwelling unit (ADU) on Scenic Road. He summarized the appeal review criteria, Beach and Riparian Overlay District standards, as well as setback requirements, concluding with staff's recommendation for Council direction.

Council members inquired about the intersection of State ADU law, which limits the City's ability to deny projects based on floor area, and the Local Coastal Program's setback requirements, noting that the existing residence already exceeds the maximum floor area. Staff explained that State ADU law limits the City's ability to deny an ADU based on maximum floor area requirements, but that applicable coastal setback requirements continue to apply and that State Law doesn't

override the City's LCP. Councilmember Baron asked about the possibility of requiring the owner to waive future shoreline armoring rights. City Attorney Pierik stated that additional legal research would be needed regarding what conditions may be imposed if the property owner does not agree.

Public Comment:

John Dilks, appellant, addressed the Council in favor of approving the appeal.

Tony Lombardo, Dr. Griggs, and Jun Silano, representatives of the property owners (Diamonds), addressed the Council in favor of denying the appeal.

Ian Martin

Larry Jason

Patricia Dilks

Earl Meyers

Donna Jett

Chris Campbell

Ms. Diamond

Councilmember Baron raised concerns regarding conflicts between State ADU law and the City's Local Coastal Program (LCP) regarding floor area. Mayor Pro Tem Delves favored denial, citing setback compliance and precedent, and Councilmember Buder noted the ADU's quality design and minimal impact on views. Council discussed the need for a future ADU policy review. City Attorney Pierik recommended continuing the hearing for further legal research and preparation of draft resolutions for both granting and denying the appeal for consideration.

Motion by Councilmember Dramov to continue this hearing to a date uncertain to gather more information about and legal analysis, and that a separate policy discussion be brought back at the same meeting, seconded by Councilmember Baron, and approved 5-0-0 by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

RECESS

Council took a recess at 7:30 pm and returned at 8:01 p.m.

Item 11 - Resolution 2026-034 - Consideration of an appeal, APP 26148 (Stonehouse Terrace), by Esperanza Carmel Commercial LLC, of the Historic Resources Board's April 20, 2026 decision to support a property owner-sponsored National Register of Historic Places Nomination for the "Reimers' Stonehouse Terrace" located at San Carlos Street 2 southwest of 7th Avenue in the Service Commercial (SC) District. APN: 010-145-018-000. Consideration of options including a resolution to deny the appeal, a resolution to grant the appeal or other actions related to the appeal as directed by Council

City Attorney Pierik confirmed that Mayor Byrne had no conflicts and would not recuse himself from the item.

Associate Planner Katherine Wallace gave a presentation regarding the action of the Historic Resources Board (HRB) that is being appealed, summarized the appellants reasons for appeal, and the options for Council to consider, such as to approve or deny the appeal.

Councilmember Buder

Public Comment:

Paul Lopez, Dana Supernowitz, representing the appellant, Esperanza Carmel, addressed the Council in favor of the appeal.

Tom Lippe, and Ian Martin, representing the property owner (Reimers), addressed the Council in favor of denying the appeal.

Cindy Lloyd

Mike Brown

Arlene Ichien

Jun Silano

Pierluigi Serraino

Lee Morcus

Chris Campbell

Nancy Twomey

Victoria Beach

Kristi Reimers

Council discussed whether to remand an appeal regarding Stonehouse Terrace back to the HRB. Mayor Pro Tem Delves and Councilmember Buder advocated for a remand to allow the HRB to evaluate new information brought forward during the de novo hearing. Mayor Byrne supported this, noting that the Council are not historic experts and that the HRB would soon have a full five-member board. Councilmember Baron expressed concern that a remand would be unnecessarily complicated and suggested instead adding Council comments to the city's letter to the state. City Attorney Pierik clarified that the Council could choose to remand the matter or evaluate the appeal and forward additional materials to the State.

Motion by Councilmember Buder not to adopt a Resolution approving or denying the appeal, and instead to remand this matter back to the HRB with the additional information that was provided at this hearing, and to direct staff to have the city's historic consultant to do the requisite historic context and comparative analysis, and authorize staff to write a letter to the state stating what their direction was tonight, seconded by Councilmember Dramov and 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

CLOSED SESSION

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

Agency Designated Representatives: Acting Assistant City Administrator Marisa Bermudez, Police Chief Todd Trayer, and Zachery Lopes, Burke Williams & Sorensen;

Employee Organization: General Employees Unit, an Affiliated Unit of LiUNA, and Management Employees Unit, an Affiliated Unit of LiUNA

City Attorney Pierik read the closed session title.

Public Comment:

None

Motion by Mayor Pro Tem Delves adjourn this meeting until tomorrow at 4:00 p.m., seconded by Councilmember Buder, and approved 5-0-0 by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

The City Clerk will post the notice of the adjourned meeting on the City's website, on the Chamber's door, and the notice boards.

ADJOURNMENT

Council adjourned the meeting at 10:36 p.m.

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk

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

REGULAR MEETING MINUTES

Tuesday, June 2, 2026

ADJOURNED MEETING - 4:00 PM

Mayor Byrne called the June 1, 2026, Adjourned 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.

Public comment: None

Council convened into closed session. The closed session adjourned at 4:45 p.m.

CALL TO ORDER AND ROLL CALL

Mayor Byrne called the regular meeting to order in the Chambers at 4:47 p.m.

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

PLEDGE OF ALLEGIANCE

Councilmember Buder led the pledge of allegiance.

EXTRAORDINARY BUSINESS

- A. Pride Month Proclamation - Councilmember Baron read the proclamation.
- B. Monterey Airport District Presentation - Monterey Airport Board Director Dino Pick introduced the item, and Chris Morello gave a presentation on the Monterey Peninsula Regional Airport District air service locations, Airport Master Plan, and upcoming terminal and airport improvements.

PUBLIC APPEARANCES

Janet
Paul Fallworth
Drew Galy
Sara Hinds
Amy Herzog
Brian Sours
Maria Ruess
Karen Ferlito
Nina Beety
Connie Hess

ANNOUNCEMENTS

Acting City Administrator Brandon Swanson summarized the City's fuel mitigation efforts in Pescadero Canyon, including work on City-owned parcels and coordination with partner agencies for the broader canyon. He stated that the City would provide more regular updates through the Friday Letter. He also announced the Summer Reading Program kickoff and thanked everyone involved in Saturday's evacuation drill.

City Attorney - nothing to report from closed session.

Mayor Byrne and Councilmembers expressed gratitude to Chief Trayer, public safety personnel, City staff, CERT, and volunteers for their work Saturday's Evacuation Drill.

Councilmember Buder thanked Mayor Byrne for his quick response during the Art Festival when the Devendorf Park sprinklers went off and damaged artwork. He said the Mayor jumped into action to turn off sprinklers, assisted artists, and purchased damaged pieces.

Councilmember Dramov reported that the Police and Public Works Building Architect selection committee met in May and will meet again in June. She will provide an update in the near future.

Mayor Byrne noted the Carmel Area Wastewater District sewer and paving project is nearly complete. He highlighted progress on the Harrison Memorial Library Renovation Project design phase and mentioned the library's upcoming move to a temporary site during construction.

PUBLIC HEARINGS

Item 1 - Resolution 2026-035 Adopting the Fiscal Year 2026-2027 Annual Operating and Capital Budget, and provide staff direction on Budget Policy

Finance Manager Jayme Fields presented the Fiscal Year 2026-2027 Operating and Capital Budget.

Council asked questions regarding the Sand Ramp project, the Piccadilly restroom project, the Community Activities Department staffing structure, and future options for increasing parking citation amounts. City Attorney Pierik stated that options related to parking citations, including possible higher fines during holidays or Car Week, would be researched and brought back as part of the July fee schedule discussion.

Public comment:
Brian Sours
Beth Bowman
Scott Lonergan
Jim Beck
Amy Herzog

Mark Stillwell
Maria Ruess

Council discussed whether to adopt the budget as presented or make an amendment to the marketing budget before adoption. Council discussed the option of adopting the budget while bringing back future discussions on the See Monterey marketing budget, the Piccadilly restroom project, and the Sand Ramp project.

Mayor Byrne made a motion to adopt Resolution 2026-035 approving the budget as presented, with the understanding that the Piccadilly restroom and Sand Ramp projects would return for future discussion and direction. The motion failed for a lack of a second.

Motion by Councilmember Baron to adopt Resolution 2026-035, adopting the Fiscal Year 2026-2027 Annual Operating and Capital Budget, with the following amendments and direction:

- 1) Set the See Monterey marketing budget to \$0;**
- 2) Bring back a discussion in July on the See Monterey marketing budget; and**
- 3) Approve the Capital Improvement Program project list, with the direction that the Picadilly restroom and Sand Ramp projects not have any action taken on them or money spent until they return to Council for further discussion and direction.**

The motion was seconded by Councilmember Dramov and approved 5-0-0-0 by the following roll call vote:

AYES: Councilmembers Baron, Buder, Delves, Dramov, and Mayor Byrne
NOES: None
ABSENT: None
ABSTAIN: None

Council also provided direction to move forward with a budget policy goal of 85% Operating Budget and 15% Capital Improvement Program Budget. Councilmember Baron requested that the final budget books not be printed until after July when a decision is made regarding the See Monterey marketing budget.

Item 2 - Resolution 2026-036 Adopting the Fiscal Year 2026-2027 Appropriations Limit

Finance Manager Jayme Fields presented the item and answered questions from Council.

Public Comment:
None

Motion by Mayor Pro Tem Delves to adopt Resolution 2026-036 Adopting the Fiscal Year 2026-2027 Appropriations Limit, seconded by Councilmember Baron, and approved 5-0-0-0 by the following roll call vote:

AYES: Councilmembers Baron, Buder, Delves, Dramov, and Mayor Byrne
NOES: None
ABSENT: None
ABSTAIN: None

RECESS

Council took a break at 7:15 p.m. and returned at 7:47 p.m.

ORDERS OF BUSINESS

Item 3 - Resolution 2026-037, implementing an address identification system consistent with the requirements of the California Building Standards Code and adopting the Street Addressing Map identifying assigned property addresses citywide

Administrative Analyst Emily Garay presented the Street Address Program history, development process, completed program elements, and anticipated timing for implementation of the new address numbering system. She also answered questions from Council.

Councilmember Baron asked how voter registration would be updated. Ms. Garay explained that the once the County approved the City's address map, the City will send official letters to all property owners to notify them of their new address, and the County Elections Department will simultaneously send mailers to registered voters notifying them of the update to their voter registration address. She also stated that the County Assessor plans to send separate mailers to property owners regarding address updates for property tax purposes.

Public comment:

Nancy Twomey

Kevin Ruess

Karen Ferlito

Donna Jett

Maria Ruess

Cindy Lloyd

Council thanked Emily Garay, the Street Address Working Group members, Mayor Pro Tem Delves, and former Councilmember Ferlito for their work and support of the Street Address Program. Council noted that the program benefited from significant community involvement and support.

Motion by Councilmember Baron to adopt Resolution 2026-037, implementing an address identification system consistent with the requirements of the California Building Standards Code and adopting the Street Addressing Map identifying assigned property addresses citywide, seconded by Mayor Pro Tem Delves, and approved 5-0-0-0 by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

Item 4 - Resolution 2026-038 approving a 3.04 percent rate increase to charges by the City's franchise hauler, GreenWaste Recovery, for collection of solid waste, recycling, and organics, effective July 1, 2026, and approving Amendment No. 5 to the MOU between ReGen Monterey and Member Agencies for Fiscal Year 2026/27

Environmental Programs Manager Mary Bilse presented the item and answered questions from Council.

Public comment: None

Motion by Mayor Pro Tem Delves to adopt the Reso 2026-038 approving a 3.04 percent rate increase to charges by the City's franchise hauler, GreenWaste Recovery, for collection of solid waste, recycling, and organics, effective July 1, 2026, and approving Amendment No. 5 to the MOU between ReGen Monterey and Member Agencies for Fiscal Year 2026/27, seconded by Councilmember Baron, and approved 5-0-0-0 by the following roll call vote:
AYES: Councilmembers Baron, Buder, Delves, Dramov, and Mayor Byrne
NOES: None
ABSENT: None
ABSTAIN: None

Item 5 - Consider Resolution 2026-039 Rejecting all Bids for the Project for Beach Access 12th Avenue Stairs Repair (Carmel Beach Coastal Protection and Access Improvement) BID 25-26-006 and request for direction

Acting Public Works Director Shari Carlet presented the item and answered questions from Council. City Attorney Pierik stated that Council could provide direction for him to work with staff to include language in the re-bid documents allowing staff to address mathematical errors, so that future bids would not need to be rejected solely due to correctable calculation errors.

Public Comment: None

Motion by Mayor Pro Tem Delves to adopt Resolution 2026-039 Rejecting all Bids for the Project for Beach Access 12th Avenue Stairs Repair Project and directed staff to re-bid the project with language to address mathematical errors, seconded by Councilmember Dramov, and approved 5-0-0-0 by the following roll call vote:
AYES: Councilmembers Baron, Buder, Delves, Dramov, and Mayor Byrne
NOES: None
ABSENT: None
ABSTAIN: None

Item 6 - Resolution 2026-040 Calling for the November 3, 2026 General Municipal Election, Requesting Consolidation with the Monterey County Elections Department, and Establishing

Procedures for Resolving a Tie Vote; and Resolution 2026-041 Establishing Regulations for Candidate Statements; and approving a Service Agreement for the Provision of Election Services by the County of Monterey Department of Elections

City Clerk Nova Romero presented the item and answered questions from Council. She noted that the motion to approve Resolution 2026-041 should include a correction to a typographical error on the first page, correcting the election date from November 2 to November 3.

Public comment: None

Motion by Councilmember Buder to:

- 1) **Adopt Resolution 2026-040 calling for the November 3, 2026 General Municipal Election, Requesting Consolidation with the Monterey County Elections Department, and Establishing Procedures for Resolving a Tie Vote; and**
- 2) **Adopt Resolution 2026-041 Establishing Regulations for Candidate Statements with the correction to the typo; and**
- 3) **Approve a Service Agreement for the Provision of Election Services by the County of Monterey Department of Elections**

Motion was seconded by Councilmember Baron, and approved 5-0-0 by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

Item 7 - Resolution 2026-042 Submitting To The Qualified Electors Of The City Of Carmel-By-The-Sea A Measure To Adopt A New Two Percent Transient Occupancy Tax, In Addition To Existing Ten Percent Transient Occupancy Tax, And Approving The Form Of The Ordinance To Be Submitted To The Voters; Requesting The Monterey County Elections Department To Conduct The Election And Requesting Consolidation Of The General Municipal Election With The Statewide General Election To Be Held On November 3, 2026; Directing The City Attorney To Prepare An Impartial Analysis Concerning Such Measure; Authorizing The Drafting Of Primary Arguments And Rebuttals Concerning Such Measure or, in the alternative, provide direction and Motion to approve Draft Primary Argument in support of Proposed Measure

City Attorney Pierik presented the item and requested Council direction. He summarized the requirements for placing a measure on the ballot, vote requirements, proposed ballot question options, argument and rebuttal deadlines, permissible City informational activities, and the election timeline. Mayor Pro Tem Delves worked on the draft Primary Argument for this ballot measure with Councilmember Buder. He read the draft Primary Argument.

Council decided to have the discussion on the Sales Tax Ballot measure (item #8) and then open up public comment on both ballot measures, and then deliberate and make separate motions on each item.

Public comment for items #7 and #8:

Nancy Twomey
Janine Chiccorat
Kevin Ruess
Mark Stillwell
Maria Ruess
Kelly Brezoczky
Donna Jett
Andi Carr

City Attorney Pierik said Council does not have to approve the Primary Argument language at this meeting, Council has the option to have further discussion at the July meeting to finalize the Primary Argument. He also said that a special meeting can be scheduled in August to draft the rebuttal argument. Councilmember Baron said that he may not be here for the August special meeting, but he would still like his name as an author for the rebuttal argument.

Councilmembers Baron, Buder, Dramov and Mayor Pro Tem Delves generally supported moving forward with a TOT ballot measure, noting that the City needs more revenue to keep up with the \$100 million in deferred maintenance, and would like to leave it up to the voters to decide. Councilmember Buder presented slides showing an independent poll of residents which demonstrates strong support for a TOT increase. Mayor Byrne said he is more in favor of a sales tax increase than a TOT increase, but he would support the majority of Council to move forward with the TOT ballot measure.

Motion by Councilmember Buder to Adopt Resolution 2026-042, as amended, submitting to the voters a measure to adopt a new 2% Transient Occupancy Tax, in addition to the City's existing 10% Transient Occupancy Tax, and approving the form of the ordinance to be submitted to the voters at the November 3, 2026 General Municipal Election; and that the amendments to the Resolution include selecting Ballot Measure Question Option No. 2, rounding the dollar amounts in the ballot question language, and revising Section 10.A(i) to authorize the Mayor and Councilmembers to submit rebuttal arguments concerning the measure. The Motion was seconded by Councilmember Baron, and approved 5-0-0-0 by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

RECESS

Council took a break at 9:20 p.m. and returned at 9:25 p.m.

Item 8 - Resolution 2026-043 ordering the submission to the qualified electors of the City of Carmel-by-the-Sea at the General Municipal Election to be held on November 3, 2026, a Measure increasing the City's current Transactions and Use Tax rate from 1.5% to 1.875%, extending the duration of such Transactions and Use Tax so that it remains in effect until ended by voters of the City of Carmel-by-the-Sea, and approving the Ordinance to be submitted to the voters pursuant to Revenue and Taxation Code Section 7285.9; requesting the Monterey County elections department to conduct the Election and requesting consolidation of the General Municipal Election with the Statewide General Election to be held on November 3, 2026; directing the City Attorney to prepare an impartial analysis concerning such Measure; authorizing the drafting of primary arguments and rebuttals concerning such Measure; or, in the alternative, provide direction and Motion to approve proposed Primary Argument in support of ballot measure

City Attorney Pierik presented the item, which involves a proposed increase to the Transactions and Use Tax, commonly referred to as "Sales Tax". He summarized the requirements for placing a measure on the ballot, vote requirements, proposed ballot question options, argument and rebuttal deadlines, permissible City informational activities, and the election timeline. He answered questions from Council and the public. Mayor Pro Tem Delves said that he worked on the draft Primary Argument for this ballot measure with Councilmember Buder. He read the draft Primary Argument.

Public comment:

Received under the previous item.

Council debated adding a Sales Tax increase to the November ballot alongside the TOT measure. Councilmember Buder supported the sales tax measure to retain local control before the County attempts to collect it. Councilmember Dramov opposed the proposal, citing the added burden a sales tax would have on residents.

Council discussed withholding approval of the primary arguments for both the TOT and Sales Tax Ballot Measures until the July meeting. Councilmember Dramov asked whether voting no on the item would affect her ability to decide whether to sign the primary argument or rebuttal argument for the ballot measure. City Attorney Pierik confirmed that each Councilmember may choose whether or not to be listed as an author.

Motion by Councilmember Buder to adopt Resolution 2026-043, as amended, submitting to the voters a measure to increase the City's current Transactions and Use Tax (sales tax) rate from 1.5% to 1.875%, until it is repealed by the voters, and approving the form of the ordinance to be submitted to the voters at the November 3, 2026 General Municipal Election; and that the amendments to the Resolution include selecting Ballot Measure Question Option No. 2, rounding the dollar amounts in the ballot question language in section 2, and revising Section 10.A(i) to authorize the Mayor and Councilmembers to submit rebuttal arguments concerning the measure, and amendment to the Ordinance that

would include the language to the end of Section 1 (3.28.170 code amendment) to say "The revenue from the Transaction and Use Tax shall be subject to the City's annual independent financial audit". Motion seconded by Mayor Pro Tem Delves, and approved 4-1-0-0 by the following roll call vote:

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

NOES: Councilmember Dramov

ABSENT: None

ABSTAIN: None

Council discussed draft primary arguments for the TOT and Sales Tax measures, suggesting they be tailored for voters. Councilmember Baron recommended highlighting the need for new police and public works facilities, removing redundant "use it or lose it" phrasing, and streamlining details on the State sales tax cap. He also questioned if the extensive list of comparable cities in the TOT argument might overwhelm readers.

Councilmembers Buder and Dramov favored keeping the comparable cities list to show that Carmel's 10% TOT rate is lower than the 13% or 14% rates elsewhere. Councilmember Dramov also suggested using the exact number of years since the last TOT increase rather than rounding to 30.

Item 9 - Consider Resolution 2026-044 Approving First Amendment to Acting City Administrator At-Will Employment Agreement

City Attorney Brian summarized the item and answered questions from Council.

Public comment: None

Motion by Councilmember Dramov, to adopt seconded by Mayor Pro Tem Delves, and approved 5-0-0-0 by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

FUTURE AGENDA ITEMS

Councilmember Dramov requested a future agenda item regarding City staff training, orientation, and onboarding for new Board and Commission members. Mayor Byrne supported the request and asked for another future item to discuss the Community Activities Commission's role, responsibilities, related policies, and the Director of Community Activities position.

ADJOURNMENT

Council adjourned the meeting at 11:27 p.m.

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk

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

SPECIAL MEETING MINUTES

Friday, June 12, 2026

CALL TO ORDER AND ROLL CALL

Mayor Byrne called the meeting to order in the Chambers at 3:00 p.m.

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

ORDERS OF BUSINESS

Item 1 - Receive a presentation on the executive recruitment process for a City Administrator, receive community input on desired City Administrator qualifications, and provide direction to staff

Marisa Bermudez, Acting Assistant City Administrator, presented the item and answered questions from Council.

Public comment:

Lee Morcus

Ian Martin

Ken White

Nancy Twomey

Tim Twomey

Maria Ruess

Donna Jett

Cindy Lloyd

Victoria Beach

Motion by Councilmember Buder, providing direction to staff to proceed with the executive recruitment process as directed, seconded by Councilmember Dramov. Following discussion, Councilmember Buder requested withdrawal of the motion. With no objection from the Council, the motion was withdrawn.

Public comment:

Maria Ruess

Victoria Beach

Ian Martin

Donna Jett

Motion by Mayor Pro Tem Delves, providing direction to staff to proceed with the executive recruitment process as directed, with the specification that the full Council review the winnowed list of six requests for proposal (RFP) to narrow the list further to three in closed session, that the RFP inform the recruiting firms that the Council will require the three finalists to present and answer questions in open session with the preference for in-person attendance, and that the selected recruiting firm will be required to hold an in-person workshop with the public, seconded by Councilmember Baron and approved 5-0-0-0 by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

Item 2 - Resolution 2026-045 Establishing a Procedure for Prequalifying Contractors to Bid pursuant to California Public Contracts Code Section 20101 for the Centennial Restoration of the Harrison Memorial Library Project

Brian Pierik, City Attorney, presented the item to Council and answered questions.

Public comment:

None

Motion by Mayor Pro Tem Delves, approving Resolution 2026-045 establishing a procedure for prequalifying contractors to bid pursuant to California Public Contracts Code Section 20101 for the Centennial Restoration of the Harrison Memorial Library Project, seconded by Councilmember Baron and approved 5-0-0-0 by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

ADJOURNMENT

Council adjourned at 5:17 p.m.

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk



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

July 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: May 2026 Monthly Reports

RECOMMENDATION:

Review and receive monthly reports.

BACKGROUND / SUMMARY:

This is a monthly series of reports:

- City Administrator Contract Log
- 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. City Administrator Contract Log - May 2026
2. Community Planning and Building Department Reports - May 2026

3. Fire and Ambulance Report - May 2026
4. Public Records Act Requests - May 2026
5. Public Works Director's Report - May 2026

**City Administrator Contract Log FY 2025-2026
(Contracts under \$60,000)**

May 2026

Date entered Into	Contractor	Contract Amount	Purpose
5/20/2026	Ausonio, Inc. (PWD-AUSON- 234-25-26)	Base amount \$46,625, optional on-call supplemental services \$13,374 (Total NTE \$59,999)	Project Management for 10th and 12th Beach Access Stairs Project (April 6, 2026 - June 30, 2027)



CITY OF CARMEL-BY-THE-SEA Monthly Report

Community Planning and Building Department

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Shelby Gorman, Administrative Coordinator
SUBMITTED ON:	June 1, 2026
APPROVED BY:	Anna Ginette, Director of Community Planning and Building

MAY 2026 – DEPARTMENT ACTIVITY REPORT

I. PLANNING PERMIT APPLICATIONS:

In May 2026, **50** planning permit applications were received.

II. BUSINESS LICENSE APPLICATIONS:

In May 2026, **2** business license applications were received.

III. BUILDING PERMIT APPLICATIONS:

In May 2026, **47** building permit applications were received.

IV. CODE COMPLIANCE CASES:

In May 2026, **0** new code compliance cases were created.

V. TRANSIENT RENTAL COMPLIANCE CASES:

In May 2026, **2** new transient rental compliance cases were created.

VI. ENCROACHMENT PERMIT APPLICATIONS:

In May 2026, **28** encroachment permit applications were received.

VII. TREE PERMIT APPLICATIONS:

In May 2026, **23** tree permit applications were received.

VIII. YEAR-TO-DATE TRENDS

Table 1 includes the following May 2026 totals:

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

May 2026 totals are provided alongside May 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	159	21	249	78	7	134	159
2026 YTD Totals	200	28	270	146	4	129	123
YTD % Difference	+25.79%	+33.33%	+8.43%	+87.18%	-42.86%	-3.73%	-22.64%



Planning Permit Report

05/01/2026 - 05/31/2026

Permit #	Permit Type	Permit Identifier	Track	Project Description	Address/Location	Date Received	Date Approved	Status
26200	Design Study	DS 26200 (Bozzo)		REMOVE GRIDS FROM SMALL WINDOWS AND SLIDING DOORS. REPLACE DOUBLE DOOR #6 WITH A SINGLE DOOR AND ADJACENT WINDOW A	Junipero Avenue 4 SE 8th Street			Pending Assignment
26199	Design Study	DS 26199 (LaFace)		162 square foot addition to the rear of the residence and addition of a 226 square foot elevated wood deck.	Carpenter 5 NE of 4th Avenue			Pending Assignment
26198	Historic Evaluation	HE 26198 (Cordrey)		Grasing's Wine Lounge: Tenant Improvement	Mission 3 NW 6th			Pending Assignment
26197	Landscape Plan Check/Inspection	LD 26197 (Byrne)		Replacement of landscape and water feature	San Antonio 2 SE 13th			Pending Assignment
26196	Municipal Project	MP 26196 (Carmel Scout House)		Repair window frame leak at second floor	northeast corner of Mission Street and Eighth Avenue	5/28/2026		Pending Assignment
26195	Sign	SI 26195 (Lighthouse Wellness)		Exterior flag sign proposal for business	San Carlos 2 NW of 8th, Unit 210			Incomplete - Pending Fee Payment
26194	Historic Evaluation	HE 26194 (Armstead)		Replace 2 windows with retrofit Fibrex windows	Camino Real 3 NW 4th	5/27/2026		In Review
26193	Planning Permit Revision	DS 26193 (Cachia-Cortis)	Streamlined	This is an addendum for DS 24072 - Adjusting window order and kitchen cabinet layout plans	2nd 2 SW of Carpenter			Incomplete Submission - Pending supplemental information
26192	Design Study	DS 26192 (Armstead)	Streamlined	Replace 2 windows with retrofit Fibrex windows	Camino Real 3 NW 4th	5/27/2026		In Review

26191	Design Study	DS 26191 (Brookes)	Two	Demolition Of An Existing 928 sf Single Story Residence & 270 sf Detached Garage. A Lot Line Adjustment Which Moves The South Property Line 5'-0" To The North. The Existing 60'-0" Wide, 6,000 sf Lot Will Become A 55'-0" Wide, 5,500 sf Lot. Construction Of A New 2,054.6 sf 2-Story Residence With A 252.4 sf Attached Garage Which Includes: New Sloped Driveway Down To Garage With Stone Retaining Walls. New Entry Deck & Stairs. New Stepping Stone Walkway To The Entry. New Mulch Walkways. New 187 sf Cantilevered Deck At Living Room / Dining Room Area. New 55 sf Cantilevered Deck At Primary Bedroom Area. New Sandset Paver Patios At Lower Level With Stairs Up To Rear Yard. New Sandset Paver Dining Patio At Rear Yard. New Mulch Sitting Patio With Built-In Gas Firepit At Rear Yard. Removal Of (1) 10" Oak Tree, & (1) 7" Pittosporum Tree. New Wood Fences At The North & South Property Lines New Landscaping	Carmelo 3 NW of 12th			Incomplete - Pending Fee Payment
26190	Design Review	DR 26190 (Carmel Plaza)	One	Prepare flat roof section of existing cap sheet membrane for an overlay installation. Install 1/4" DensDeck roof board over flat roof section. Install 43 Sq of Duro-Last 50 mil PVC single ply membrane in the color White. Class A fire rated.	Junipero St & Ocean Avenue	5/28/2026		In Review
26189	Historic Evaluation	HE 26189 (Benefield)		100 sq ft Deck Extension	NW corner of Carmelo & 12th	5/22/2026		In Review

26188	Design Study	DS 26188 (Wagner)	Two	Demolition of Existing 326 Sq. Ft. Two-Story Wing at Rear of Existing Single-Family Residence and Construction of New, Differentiated Two-Story Addition to Residence that is on the Historic Inventory Under Criteria 2 (Person) Per the Secretary of Interior's Standards for Historic Properties. New Renovations to Include: - New Sand Set Concrete Paver Driveway Ribbons to Replace Existing Asphalt Driveway; - New Decomposed Granite Paved Trash Enclosure with Grape Stake Wood Fencing; - New Asphalt Shingle Roofing in Dark Brown Color to Replace Existing Wood Shake Roofing and on New Addition; - New Overgrouted Stone (Differentiated from Existing Carmel Stone Elements) Gas Firepit with Reused Sand Set Flagstone Terrace; - New Overgrouted Stone Landscape Walls, Steps and Door Landings to Differentiate from Existing Carmel Stone Elements; - Remove Deteriorated, Uneven and Unsafe Existing Wetlaid Carmel Stone Flagstone Walkways. Save Existing Flagstone and Reuse as Sand Set Flagstone Paving; - Reconstruction of Existing Deteriorated, Unsafe Wood Stair and Landing In-Kind at Kitchen to meet Current C.R.C. Codes; - Reconstruction of Deteriorated and Unsafe Carmel Stone Entry Steps In-Kind per Secretary of Interior Standards for Rehabilitation. Remove and Reuse Unbroken Existing Carmel Stone for Reconstruction; - Remove Existing Capsheet Roofing over Existing Non-Historic Portion of Residence and Replace with Standing Seam Metal Roofing; - Remove Existing Non-Historic 24" Deep Bay Fixed Window in Main House Bathroom and Replace with 12" Deep Bay Dual Casement Window; - Repaint Existing Main Residence Shingles	Mission 3 NE of 11th Street	5/27/2026		In Review
26187	Notice of Exempt Work	EW 26187 (Archer)		Paint small portion, columns e/ stain wool at the eves. No change in color.	Ocean Ave 2 NE of San Carlos	5/19/2026		Incomplete Submission - Pending supplemental information
26186	Historic Evaluation	HE 26186 (Long)		Deck Repair	Guadalupe 3 NW of 5th			Incomplete - Pending Fee Payment

26185	Zoning Compliance Request	ZCR 26185 (Hofsas House)		<p>Please provide a zoning verification letter, copies of any open/active zoning, building, and fire code violations, certificates of occupancy (certificates of use & occupancy, non-RUPs, certificates of compliance, certificates of completion, certificates of continued occupancy, certificates of use, use and occupancy permits, finalized building permits in lieu of COs), final approved site plan (site development plan or master development plan), variances (entitlements, special/conditional use permits, resolutions, certificates of approval, proffers, zoning cases, conditions of approval, petitions, staff reports, waivers, decisions, etc.) on file for the property located at 2 NW of 4th Avenue on San Carlos Street; Parcels: 010-124-014-000 and 010-124-001-000. Please do not exceed \$250 in fees without prior approval. At your earliest convenience please forward a response or estimated turnaround time, including any delays, to Sheneetra Johnson at 405-546-4403 or shjohnson@lightboxre.com, as we are working together. If you have any questions or concerns, please, do not hesitate to contact us. Thank you in advance for your time, assistance, and consideration.</p>	3 NW of 4th Avenue on San Carlos Street	5/22/2026		In Review
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26184	Zoning Compliance Request	ZCR 26184 (Hofsas House)		Please provide a zoning verification letter, copies of any open/active zoning, building, and fire code violations, certificates of occupancy (certificates of use & occupancy, non-RUPs, certificates of compliance, certificates of completion, certificates of continued occupancy, certificates of use, use and occupancy permits, finalized building permits in lieu of COs), final approved site plan (site development plan or master development plan), variances (entitlements, special/conditional use permits, resolutions, certificates of approval, proffers, zoning cases, conditions of approval, petitions, staff reports, waivers, decisions, etc.) on file for the property located at 2 NW of 4th Avenue on San Carlos Street; Parcels: 010-124-014-000 and 010-124-001-000. Please do not exceed \$250 in fees without prior approval. At your earliest convenience please forward a response or estimated turnaround time, including any delays, to Sheneetra Johnson at 405-546-4403 or shjohnson@lightboxre.com, as we are working together. If you have any questions or concerns, please, do not hesitate to contact us. Thank you in advance for your time, assistance, and consideration.	2 NW of 4th Avenue on San Carlos Street	5/22/2026		In Review
26183	Historic Evaluation	HE 26183 (First Church of Christ Scientist)		Historic evaluation to demolish existing structures to develop residences.	Monte Verde 2 NE of 6th	5/21/2026		Pending Assignment
26182	Design Study	DS 26182 (Benefield)	One	100 sq ft Deck Extension	NW corner of Carmelo & 12th	5/27/2026		In Review
26181	Historic Evaluation	HE 26181 (Nurge)		Replace 3 windows with retrofit fibrex windows	Monte Verde 2 SE of 7th	5/19/2026		In Review
26180	Design Study	DS 26180 (Nurge)	Streamlined	Replace 3 windows with retrofit fibrex windows	Monte Verde 2 SE of 7th	5/28/2026		In Review

26179	Design Study	DS 26179 (NW Corner of San Antonio and 8th)	One	Comprehensive rehabilitation of the historic residence preserving its historic character, Exterior Work will follow a repair first approach, existing window windows, exterior doors, wood trim and related components will be retained & repairs where feasible, exterior stucco will be rehabilitated, existing roof will be replaced with slate roofing to match original documented roof, rebuild collapsed stone terrace and grapestake fence. No changes to site coverage	NW Corner of San Antonio & 8th	5/18/2026		In Review
26178	Design Study	DS 26178 (WAJW2)	Streamlined	Replace existing railings at balcony & walkway; replace pedestrian gate	Lincoln 3 NE of 13th	5/18/2026		In Review
26177	Preliminary Site Assessment	PSA 26177 (Son of a Beach LLC)		Preliminary site assessment for a future track 2 design study	NW corner Dolores and 12th	5/27/2026		In Review
26176	Preliminary Site Assessment	PSA 26176 (Guyer)		Preliminary site assessment for a future track 2 design study application for a residential remodel /addition and ADU	Ocean Avenue 2 NE Santa Rita	5/27/2026		In Review
26175	Design Study	DS 26175 (Spalinger)	One	To remove One 16" Oak tree that is leaning against retaining wall; To install a 6' tall C.M.U fence, faced with Carmel stone or similar; To remove damaged wood retaining walls two and replace with 3' tall C.M.U walls faced with Carmel stone or similar with a cap; To pour 8'x8' concrete pad for existing hot tub.	NE corner Junipero & 10th			Incomplete Submission - Pending tree evaluation
26174	Design Study	DS 26174 (Novy)	Two	Interior remodel and structural addition of a finished second story. Demolition of an existing non-conforming 2-car garage and construction of a new 602 SF ADU.	Mission Street 2 N/W of Santa Lucia Avenue			In Review
26173	Use Permit	UP 26173 (Sagin)		Use Permit for the conversion of existing commercial space to two (2) additional 2-bedroom residential units (1@1040 sf, 1@1030sf) at an existing multi-family and commercial building with an existing underground parking garage	SE corner of San Carlos St and 4th Avenue			Incomplete Submission - Pending plans submission
26172	Notice of Exempt Work	EW 26172 (Keeble)		Like for like replacement of an existing 4-foot lattice and wire fence on north side of lot of property. Replacement of three rotting posts. Ivy to be removed.	Santa Rita 5 SW Ocean Ave	5/12/2026	5/19/2026	Approved

26171	Design Study	DS 26171 (Draper)	One	This approval of Design Study DS 26171 (Draper) authorizes a revision to the previously approved Design Study, DS-25218. The approved changes include; adding two fire pits, adding a fountain, adding new landscaping, reducing the size of wood front deck in the courtyard, and changing the exterior wall sconces. The project is located at Dolores 4 SE of 13th Ave in the R-1 District and, APN: 010165024000 as depicted in the plans stamped approved by Community Planning and Building Department on 05/21/2026 unless modified by the conditions of approval contained herein.	Dolores 4 SE of 13th Ave	5/12/2026	5/21/2026	Approved
26170	Design Study	DS 26170 (Shanker)	One	Replacement of brick patio with basaltite sand-set pavers. Replacement of front patio and driveway with basaltite mortared pavers.	Junipero 3 SE of 1st	5/18/2026		In Review
26169	Design Study	DS 26169 (Fradin)	One	Replace tar and gravel roof to metal roof. See attached specs provided by lifetime service roofing. Color: zinc grey	NW Corner Torres and 1st			Incomplete - Pending Fee Payment
26168	Sign	SI 26168 (Lobos Lodge)		22" round sign hanging from existing bracket	NW Corner of Monte Verde and Ocean	5/12/2026		In Review
26167	Planning Permit Revision	DS 26167 (Del Santo)	One	AMEND PREVIOUS PLANNING APPROVAL - REPLACE ALL (E) STUCCO SIDING WITH NEW STUCCO SIDING, PAINTED. CHANGE DOOR 007B FROM ALUM. CLAD TO PAINTED WOOD. REMOVE SMALL WALKWAY BETWEEN DRIVEWAY AND PATIO. ADD NEW GENERATOR & ENCLOSURE IN SOUTHWEST CORNER OF PROPERTY.	NWC Casanova and 8th	5/19/2026		In Review
26166	Design Review	DR 26166 (Comp Street Investors)	One	Paint facade of building in a soft, creamy off-white called Sherwin Williams Alabaster (SW 7008); HEX Code: EEEAEO in matte/flat and trim and doors in deep navy color called Benjamin Moore Hale Navy (HE-154) in matte/flat; HEX Code: 3E4851	Dolores between 5th and 6th	5/8/2026		In Review

26165	Design Study	DS 26165 (Rieken-Yoo)	Streamlined	Amendment to DS 23-124. Changes include update site coverage; add utility fence for backup power generation; revise fence and gate location.	SANTA FE 4 SE OF 2ND AVENUE	5/7/2026	5/7/2026	Approved
26164	Banners	BA 26164 (Carmel Music Society)		Installation of 5 double-sided banner poles for 10 days from April 25, 2027 - May 5, 2027 for Carmel Music Society's Centennial Season	Ocean from Junipero to Monte Verde	5/7/2026		Incomplete Submission - Pending supplemental information
26163	Banners	BA 26163 (Carmel Music Society)		Installation of 5 double-sided banner poles for 10 days from March 28, 2027 - April 7, 2027 for Carmel Music Society's Centennial Season	Ocean from Junipero to Monte Verde	5/7/2026		Incomplete Submission - Pending supplemental information
26162	Banners	BA 26162 (Carmel Music Society)		Installation of 5 double-sided banner poles for 10 days from February 7, 2027 - February 17, 2027 for Carmel Music Society's Centennial Season	Ocean from Junipero to Monte Verde	5/7/2026		Incomplete Submission - Pending supplemental information
26161	Banners	BA 26161 (Carmel Music Society)		Installation of 5 double-sided banner poles for 10 days from January 3, 2027 - January 13, 2027 for Carmel Music Society's Centennial Season	Ocean from Junipero to Monte Verde	5/7/2026		Incomplete Submission - Pending supplemental information
26160	Banners	BA 26159 (Carmel Music Society)		Installation of 5 double-sided banner poles for 10 days from October 4, 2026 - October 14, 2026 for Carmel Music Society's Centennial Season	Ocean from Junipero to Monte Verde	5/7/2026		Incomplete Submission - Pending supplemental information
26159	Banners	BA 26159 (Carmel Music Society)		Installation of 5 double-sided banner poles for 10 days from October 4, 2026 - October 14, 2026 for Carmel Music Society's Centennial Season	Ocean from Junipero to Monte Verde	5/7/2026		Incomplete Submission - Pending supplemental information
26158	Historic Evaluation	HE 26158 (Penman)		window replacement due to leaks	San Carlos 4 NW of Santa Lucia	5/11/2026		In Review

26157	Design Study	DS 26157 (Twohy)	One	This approval of Design Study DS 26157 (Twohy) authorizes a Minor Alteration to a property in the Carmel Historic Inventory with the in-kind replacement of exterior doors with Fir French double doors with simulated divided lights and their accompanying sidelights to match existing material and form located at Monte Verde 2 SW of 13th in the R-1 District and, APN: 010176016000 as depicted in the plans stamped approved by Community Planning and Building Department on 05/20/2026 unless modified by the conditions of approval contained herein.	Monte Verde 2 SW of 13th	5/12/2026	5/20/2026	Approved
26156	Preliminary Site Assessment	PSA 26156 (Renaud)		Addition, remodel, and new detached garage	SW corner of Dolores and 1st	5/12/2026		In Review
26155	Appeal	APP 26155 (Gelato-by-the-Sea)		Appeal of the decision of the Planning Director to accept the Property Owner's request for reconsideration and set the matter for hearing	San Carlos 2 NE of 7th, Carmel Square Unit 6	5/4/2026		In Review
26154	Use Permit	UP 26154 (A.W. Shucks)		This application, submitted in accordance with City Council Resolution No. 2026-023, seeks to amend use permit UP 93-45 by deleting limited food service as an ancillary use to the existing primary "drinking establishment" use and adding a full line restaurant as an ancillary use that is greater than 10% of the existing primary "drinking establishment" use. By the proposed amendment to UP 93-45, only the ancillary food service use will be amended; the primary "drinking establishment" use remains unchanged.	Ocean Ave 3 SW of San Carlos St	5/19/2026		In Review
26153	Design Study	DS 26153 (Cosay)	One	Minor remodel to garage - remove 10x8 section of north exterior wall, build 3 interior walls to create generator room with 1-hour fire-rated assembly. Install 38kW Kohler 38RCL generator, 200A RDT automatic transfer switch on existing garage pad. WMAG sound attenuation system to reduce dB output and ensure 60dB at property line.	Scenic 2 SW of Ocean	5/11/2026		In Review

26152	Notice of Exempt Work	EW 26152 (Wolfe)		Rebuild section of fence 42 feet long. Fence will be rebuilt to same design and dimensions. New post will be added where needed to replace rotted out posts and wood palings will be reused as much as possible.	San Antonio 2 SE 9th	5/1/2026	5/11/2026	Approved
26151	Historic Evaluation	HE 26151 (Desautels)		Reroof back portion of the house only. 300 sf from shake to composition shingle.	Camino Real 2 SW of 11th			Closed

Total Records: 50

6/1/2026



Business License Report

05/01/2026 - 05/31/2026

Entity #	Application Type	Business Name	Business Description	Location	Date Received	Date Approved	Status
26028	New Business	Alchemy Works	women's apparel, accessories, and home goods	south side of Ocean Ave btwn Lincoln & Monte Verde			Incomplete - Pending fee payment
26027	New Business	High Flow Gallery	Art gallery and sustainable apparel	ES Dolores between 5th and 6th	5/8/2026		Closed

Total Records: 2

6/1/2026



Building Permit Report

05/01/2026 - 05/31/2026

Permit #	Date Submitted	Date Approved	Project Description	Valuation	Permit Type	Property Location
260270	5/29/2026		Alterations to an existing SFR including raising the roof height above the second story bedroom, addition of a bay windows to the rear of the property, expansion of a rear deck, and associated site coverage changes.	50,000	Building	Casanova 4 SW of 8th
260269	5/29/2026		REPLACE A PORTION OF THE ROOF. NEW WINDOWS, DOORS. NEW EXTERIOR HARDIE FIBER CEMENT TRIM AND BATTEN THROUGHOUT. MINOR ADDITION AND MODIFY INTERIOR: NEW KITCHEN, BATHROOM, AND UTILITY ROOM. REPLACE BATHROOM FIXTURES AND KITCHEN APPLIANCES	375,000	Building	Dolores 2 SW of 10th
260268	5/27/2026	5/28/2026	New roof-mounted PV solar system (4.600 kW) with Energy storage (18 kWh storage).	29,537	Electrical	Pine Ridge Way 3 NE Forest
260267	5/27/2026	5/27/2026	New meter main, upgrading from 100amp to 200amp.	4,000	Electrical	Monte Verde 4 SE of 7th
260266	5/27/2026	5/29/2026	Install roof mounted solar system 2.64kW six modules, including a Tesla powerwall.	29,760	Electrical	Torres 4 SE of 4th
260265	5/27/2026		Approximately 20lf of foundation repair to rear subordinate apartment caused by tree growth.	25,000	Building	25985 Junipero St
260264	5/26/2026		Remodel of two bathrooms. Primary bath - new bathtub, replace framed wall with new tempered glass panel, new shower pan and retile. Lower level bath - remove existing tub, new shower pan, retile shower, and replace lights over vanity.	3,500	Building	Forest 3 SE of 8th
260263	5/22/2026		Install six (6) recessed can lights with one (1) switch to living room and two (2) recessed can lights in bath #2 with one (1) switch.	2,500	Building	Sterling Way 2 NE of Perry Newberry
260262	5/22/2026	5/26/2026	Remodel of two existing bathrooms	48,000	Building	Torres 5 NE of 6th

260261	5/20/2026	5/20/2026	Replace main panel, 200amp to 200amp.	3,000	Electrical	Santa Rita 4 NE of 3rd
260260	5/20/2026	5/20/2026	Full Reroof - Tear-off existing wood shake roof, Install 1/2" CDX laminated plywood sheathing over existing skip sheathing. Install new underlayment. Install 36 Sq of Sheffield Metals 16" wide snap-lock metal roof panels in the color TLG MEDIUM BRONZE	162,300	Roofing	2984 Santa Lucia
260259	5/20/2026	5/20/2026	From water meter to the left side of house dig down and trench line approx 16' of - 34' of landscape - total 50' x 16" deep Install new water service in 1" Aquapex and re tie into existing plumbing going into house - this project includes new meter spud, service tee and ball valve After pass inspection - backfill and compact trench line	5,000	Plumbing	Camino Del Monte 1 NW of San Carlos
260258			R&R FAU with Bryant 37MUHAQ36AA3 Heat Pump in existing space	20,000	Mechanical	NE Corner San Carlos & 5th, Carmel
260257	5/19/2026		Tear off existing built-up flat roof system at flat roof section. Install one layer of DuroGuard Vapor Barrier of the existing roof sheathing. Install a 1/4" Securerock fire rated board. Install 8.5sq of class "A" fire rated Duro-Tuff 60 mil single ply PVC roof membrane in the color "Tan".	23,985	Roofing	SE Corner of Junipero & 4th
260256	5/19/2026	5/20/2026	Addition of two Velux skylights to great room roof.	8,259	Building	Lopez 8 SE of 2nd
260255	4/20/2026	5/19/2026	Addition of one high efficiency washer/dryer in the ADU.	1,000	Building	San Carlos 2 SW of 1st
260254	5/19/2026	5/19/2026	Dispose of wood shake, install Class A Shingle roof (Certainteed Presidential TL Autumn Blend) and new flashings.	41,888	Roofing	Casanova 2 SW of 4th

260253	5/19/2026		SFR remodel to include: replacement and changes to fenestrations, kitchen and bathroom remodels, reconfiguring interior stairs, change bedroom 1 window seat to a patio door and add 5.5sf closet addition at the SE Corner of the room.	425,000	Building	Scenic 4 SE of 13th
260252	5/19/2026		100 sq ft deck extension over garage, adjust (e) lot coverages	25,000	Building	NW Corner of Carmelo & 12th
260251	5/18/2026	5/18/2026	Remove existing roof and install new Malarkey Legacy composition roof in color "Heather Blend"	42,000	Roofing	Dolores 3 SE of 8th
260250	5/18/2026	5/18/2026	Tear off existing wood shake roof and install all new 1/2" OSB sheathing and all new 24 gauge pre-painted steel 1 1/2" snaplock 15" wide metal panel standing steam roof by Custom-Bilt Metals in color "Parchment".	40,000	Roofing	NWC Torres & 2nd
260249	5/18/2026		1. REMODEL OF A TWO STORY SINGLE FAMILY DWELLING, WITH AN EXPANSION TO THE NORTH SIDE OF STRUCTURE AND A SECOND FLOOR ADDITION. 2. NEW BALCONY, TOWER. 3. EXISTING LANDSCAPE TO REMAIN. 4. NO TREE REMOVAL & GRADING.	170,239	Building	Lincoln 3 NE of 4th
260248	5/15/2026	5/15/2026	R&R 90K BTU FURNACE	9,355	Mechanical	Carmelo 3 SE of 9th
260247	5/15/2026	5/21/2026	Tear off roof and replace with a new CertainTeed TL composition roof in color "Burnt Sienna".	15,000	Roofing	Lobos 4 SW of 1st
260246	5/15/2026		Remodel of existing bathroom, installation of new water heater, bar equipment replacement in-kind, and new paint.	20,000	Building	SE Corner of Ocean & Lincoln
260245	5/15/2026	5/28/2026	Remove and replace deck railing to raise to 42" height. Replace one stair stringer in-kind and replace 16' of rotten fascia board in kind at deck face.	45,000	Building	Lincoln 2 SW of 9th
260244	5/15/2026		Gas line extension.	1,000	Plumbing	North Casanova 2 NW of Palou

260243			Install new fire alarm and 2-way communication system in new building.	66,620	Fire Alarm	Corner of 5th & Dolores St., Carmel-By-The-Sea, CA 93921
260242	5/14/2026	5/14/2026	Replace existing 70k BTU furnace with new Bryant unit and add a wall-mounted AC unit.	16,300	Mechanical	Lincoln 3 SE of 1st
260241	5/14/2026	5/14/2026	Replacing old damaged shake with new CertainTeed Presidential TL roof in color "Country Grey".	28,000	Roofing	Monte Verde 3 SE 9th Carmel by the Sea
260240	5/14/2026		Construct a new 409sf second-story ADU over existing two-car garage with exterior deck.	180,000	Building	Trail View 2 SE of Flanders Way
260239	5/13/2026	5/14/2026	R&R BOILER LIKE FOR LIKE	15,647	Mechanical	NW Corner of Mission & Santa Lucia
260238	5/14/2026	5/28/2026	Remodel main bathroom. Remove shake roof and replace with GAF Timberline UHDZ in color "Pewter Gray".	25,000	Building	4920 Monterey St
260237	5/12/2026		Convert existing detached garage into an ADU.	120,000	Building	NW Corner of Ocean & Casanova
260236	5/11/2026	5/11/2026	Repaint of the exterior of the First Murphy House to match existing white color.	10,000	Exempt Work	Lincoln 2 NW of 6th
260235	5/11/2026		Construction of new property line grape stake fence and site retaining wall along the west property line and northwest interior corner.	35,000	Building	SW Corner of Torres & 8th
260234	5/8/2026	5/8/2026	R&R FAU with Bryant 801SB048070 FAU in existing area.	7,000	Mechanical	Junipero 3 NW of 3rd
260233	5/8/2026		Install sub panel and six new circuits. Abandon old wiring, install LED tracklights.	3,500	Electrical	NW Corner of Guadalupe & 4th
260232	5/8/2026	5/8/2026	Tear off existing gray fire free slate roof system. Install new underlayment and 26 squares of class "A" fire rated DaVinci "single width" synthetic slate in the color "Slate Gray".	114,243	Building	Casanova 3 SE of 2nd
260231	5/6/2026	5/6/2026	Removal of the entire first floor down to the subfloor, and demolition of the lower floor down to the wall studs due to extensive smoke, fire, and water damage throughout the residence.	74,802	Demolition	Dolores 3 SW of 3rd

260230	5/6/2026	5/6/2026	Replace existing AC with (like for like) new heat pump model #37MURAQ24AA3, 24000BTU, 2 Ton on Roof top (no change in location).	8,000	Mechanical	SE Corner of Ocean & Lincoln
260229	5/6/2026	5/6/2026	Replace 100amp electrical panel in-kind.	750	Electrical	25905 Junipero
260228	5/6/2026	5/20/2026	Tear-off existing cap sheet. Install a ½-inch perlite protection insulation board over the roof deck. install a self-adhered high-temperature membrane. Provide and install a four-ply built-up roofing system consisting of one mechanically fastened fiberglass base sheet, two fiberglass ply sheets, and one fiberglass mineral surface cap sheet. All layers are to be mopped with Type 3 hot asphalt at a rate of 30 lb per 100 square feet per layer. New cap sheet to match existing color in gray/brown.	18,770	Roofing	Carmelo 3 NW of Ocean
260227	5/5/2026		Repair in-kind damage to two-story residence from tree impact. Repair of roof beams, sheathing, tiles, and structure. Repair bedroom ceiling, floors, walls, windows, bathroom ceiling, ridge beam, front balcony steps, and cement plaster siding.	75,000	Building	Monte Verde 4 NW of 4th
260226	5/5/2026	5/5/2026	Exploratory demolition to determine extent of water damage repairs needed on front desk/carport.	1,000	Demolition	Acacia 3 NW of Flanders
260225	5/5/2026		Structural repair of foundation under west wall.	40,000	Building	Dolores 3 NW of 6th
260224	5/5/2026	5/5/2026	Remove existing wood shakes and install a new comp shingle roof with Presidential Landmark TL in color "Shenadoah".	19,200	Roofing	Lopez 7 NW of 4th

Total Records: 47

6/1/2026



Code Compliance Report

05/01/2026 - 05/31/2026

Case #	Case Date	Status	Location	Problem Description	Date Received	Date Closed
26146	5/7/2026	Open	Carmelo 2 SW of 7th	No Parking signs near public right-of-way	5/7/2026	
26145	5/7/2026	Closed	Carmelo 5 SE of 2nd	Portable toilet unshielded from public view	5/7/2026	5/8/2026
26144	5/7/2026	Open	N Camino Real 3 SE of 2nd	Bright landscape uplighting on trees	5/7/2026	
26143	5/7/2026	Closed	Mission NW of 7th	Unpermitted exterior signage	5/7/2026	5/7/2026
26142	5/6/2026	Open	Santa Rita 2 SW of 5th	Unpermitted site coverage in front yard and public right-of-way	5/6/2026	
26141	5/4/2026	Closed	2nd W of Carpenter	Portable toilet unshielded from public view	5/4/2026	5/8/2026
26140	5/4/2026	Closed	Near Dolores and 13th	Portable toilet unshielded from public view	5/4/2026	5/6/2026
26139	5/4/2026	Closed	12th between Mission and San Carlos	Portable toilet unshielded from public view	5/4/2026	5/6/2026
26138	5/4/2026	Closed	Forest 5 SW of Ocean	Portable toilet unshielded from public view	5/4/2026	
26137	5/1/2026	Open	Junipero 3 NE of 12th	Weeds and rodents infestation	4/30/2026	
26136	5/27/2026	Open	5th SE of Mission	Parking lot and sidewalk construction without permit	5/27/2026	
26135	5/16/2026	Closed	SE Corner of 4th and Torres	"Open House" real estate signs in the public right-of-way	5/16/2026	5/16/2026
26134	5/16/2026	Open	Court of the Fountains, NW Corner of Mission & 7th	Unpermitted A-Frame sign in public right-of-way, blocking sidewalk; pet adoption event adjacent to Brad's Barkery.	5/16/2026	
26133	5/16/2026	Closed	San Carlos 4 NW of 6th	Balloons tied near the front entry and encroaching into the public right-of-way	5/16/2026	5/16/2026
26132	5/15/2026	Open	NW Corner of Lobos & 4th	Unpermitted site work and landscaping in the public right-of-way; Stop Work Order issued on 02-04-2026 never cleared (Case 26029).	5/15/2026	
26131	5/15/2026	Open	Mission 3 NE of 10th	Construction work commencing after Stop Work Order posted	5/15/2026	
26130	5/14/2026	Open	Ocean 2 NE of San Carlos	Painting the storefront exterior without a permit.	5/14/2026	
26129	5/14/2026	Open	Dolores 3 SW of Ocean	Hoses and cones in the sidewalk; illicit discharge running down Dolores Street.	5/14/2026	
26128	5/13/2026	Open	Lopez 2 SE of 2nd	Light from upper level of home shining into neighboring properties.	5/9/2026	

26127	5/13/2026	Closed	Ocean 2 NW of Dolores	Unpermitted balloons adjacent to the public right-of-way	5/13/2026	5/13/2026
26126	5/13/2026	Closed	Dolores 3 SE of Ocean	Unpermitted exterior sign	5/13/2026	5/13/2026
26125	5/13/2026	Closed		Unpermitted A-frame sign adjacent to the public right-of-way	5/13/2026	5/13/2026
26124	5/12/2026	Open	Mission 3 NE of 4th	Bright light at back door of grooming salon	5/8/2026	
26123	5/11/2026	Open	SE Corner Ocean & Lincoln	Demolition of bathroom that requires building permit and MBARD approval. To obtain proper MBARD approval and Building Permit prior to recommencing work. ** Note- Fire sprinklers will required verification. Accessible restroom required, also confirm entry door hardware, threshold & ADA signage	5/11/2026	
26122	5/9/2026	Closed	NW Corner of Ocean & Casanova	"Open House" sign in public right-of-way on the NW Corner of Ocean & Casanova	5/9/2026	5/14/2026
26121	5/9/2026	Closed	Casanova 2 SE of 4th	"Open House" signs in public right-of-way: one at the corner of Casanova & 4th and one in the street adjacent to the driveway.	5/9/2026	5/14/2026
26120	5/9/2026	Closed	Camino Real 4 SE of Ocean	Mini cones in the public right-of-way	5/9/2026	5/9/2026
26119	5/9/2026	Open	Lopez 10 NW of 4th	Garbage bins out throughout the week.	4/27/2026	
26118	5/9/2026	Open	SE Corner of Casanova & 7th	Stop Work Order issued for concrete work in the front setback without a permit.	5/9/2026	
26117	5/9/2026	Open	Mission Street between Ocean & 7th	Unpermitted A-frame sign in public right-of-way	5/9/2026	
26116	5/9/2026	Closed	Court of the Fountains, NW Corner of Mission & 7th	Unpermitted exterior signage	5/9/2026	5/9/2026
26115	5/9/2026	Open	NW Corner of San Carlos & 7th	Unpermitted fire pits in courtyard outside tasting room.	5/2/2026	
26114	5/9/2026	Open	SW Corner of Ocean & Dolores	Unpermitted fire pits in courtyard outside tasting room.	5/2/2026	
26113	5/9/2026	Open	N Casanova 2 NW of Palou	Installing hardscape and running gas line without permits.	5/9/2026	
26112	5/9/2026	Open	San Carlos 2 SW of Ocean	Operating business without business license	5/8/2026	
26111	5/9/2026	Open	San Carlos 2 SW of Ocean	Operating business without business license	5/8/2026	
26110	5/9/2026	Open	Lincoln 4 NE of 7th	Unpermitted signage: one at store entry and one above sidewalk on Lincoln Street.	5/1/2026	

26109	5/8/2026	Open	Dolores 3 SW of Ocean	Painting building exterior without a permit	5/7/2026	
26108	5/7/2026	Closed	NW Corner of Junipero & 6th	Loud music coming from the business that can be heard by adjacent residents during and after business hours.	5/3/2026	5/7/2026
26107	5/5/2026	Closed	5th 2 SW of Mission	Garbage spilling onto street and sidewalk; garbage bags blocking sidewalk.	5/5/2026	5/5/2026
26106	5/4/2026	Open	Forest 3 SE of 8th	Retaining wall construction	5/4/2026	
26105	5/1/2026	Closed	SW corner of Santa Lucia and Rio	Sign in public right-of-way	5/1/2026	
26104	5/1/2026	Open	San Carlos 3 NW of 8th	Lights on City tree	5/1/2026	5/7/2026
26102	5/9/2026	Open	South side of Ocean between Lincoln & Dolores	Poster board sign and balloons in the public right-of-way	5/9/2026	
26101	5/2/2026	Closed	Hampton Court, San Carlos & 7th	Live music without a permit	5/2/2026	5/9/2026
26100	5/2/2026	Closed	Court of the Fountains, NW Corner of Mission & 7th	Unpermitted exterior signage	5/2/2026	5/7/2026
26099	5/2/2026	Open	Casanova 2 SE of 10th	Stone work in the public right-of-way without a permit	5/2/2026	

Total Records: 47

6/1/2026



Transient Rental Report

01/01/2026 - 05/31/2026

Case #	Street	Status	Date Received	Last Status Date	Date Closed
26076	Santa Rita	Closed	4/15/2026	4/15/2026	4/25/2026
26068	Torres	Open	4/8/2026	5/12/2026	
26063		Open	3/24/2026		
26013	Mission	Closed	1/13/2026	1/27/2026	4/11/2026

Total Records: 4

6/1/2026



Encroachment Permit Report

05/01/2026 - 05/31/2026

Permit #	Permit Type	Date Submitted	Project Description	Property Location	Date Issued	Status
260129	Driveway	5/27/2026	Replacement of full driveway with hot mix asphalt within existing footprint.	SE Corner of Mission & 5th		In Review
260128	Temp Ench	5/26/2026	PG&E to trench & backfill (5'x5' bellhole). PG&E to deactivate gas service at main. PM# 35729994	NE Corner of Mission & 1st	5/29/2026	Issued
260127	Temp Ench	5/26/2026	PG&E to trench & backfill (5'x5' bellhole & 8' trench in franchise). PG&E to deactivate gas service and install new gas service. PM# 35602656	Pine Ridge 3 NE of Forest	5/29/2026	Issued
260126	Temp Ench	5/22/2026	Install a new sewer lateral from property to main.	Mission 2 SE of 13th	5/29/2026	Issued
260125	Temp Ench	5/22/2026	Closure of the sidewalk to facilitate reroof permit. CONDITION: Sidewalk Closed Ahead signs will be needed at the SW corner of Ocean and Junipero & NW Junipero and 7th.	SW Corner of Junipero & Ocean	5/27/2026	Issued
260124	Temp Ench	5/21/2026	150lf of open trench construction, approximately 460lf of pipe bursting construction, and replacement of five manholes.	Lincoln btwn 1st & 2nd; 2nd btwn Lincoln & Monte Verde		In Review
260123	Temp Ench	5/20/2026	Replace full sewer lateral from property to CAWD main. Add SRV and BWV.	SE Corner of Lobos & 2nd	5/27/2026	Issued
260122	Temp Ench	5/20/2026	Install new 4" sewer from house to main, approx 60'.	Casanova 2 NW of 13th	5/29/2026	Issued
260121	Perm Ench	5/20/2026	Installation of a drainage bubbler box in the public right of way for sump pump discharge of stormwater.	Santa Fe 3 SW of Mountain View	5/29/2026	Approved
260120	Temp Ench	5/19/2026	6'x6' concrete patch for sidewalk paving following replacement of two new water meter boxes and valves.	Dolores 167' NE of 6th		In Review

260119	Temp Ench	5/19/2026	Full sewer lateral replacement utilizing trenchless method.	NW Corner of Torres & 8th	5/20/2026	Issued
260118	Driveway	5/18/2026	Patch 182sf of asphalt driveway.	25920 Junipero St	5/21/2026	Issued
260117	Temp Ench	5/18/2026	Removal of rock border wall to clear stop work order.	Casanova 2 SE of 10th	5/19/2026	Issued
260116	Temp Ench	5/14/2026	TIE IN CASE IN FRONT OF FIRE STATION, PULL 40' ACROSS THE STREET TO SQUARE VAULT. THEN PULL 62' TO VAULT ON CORNER OF SAN CARLOS ST AND 6TH AND CONTINUE 122' TO CATHOUSE LOCATED ON CHASE LANDSCAPE AREA. WILL NEED TO WYCAST AT&T CONDUIT TO ENTER TARGET BUILDING APPROX. 100'.	NE Corner of San Carlos & 6th		In Review
260115	POD	5/12/2026	4 parking space for pod dropoff/moving	Lincoln 3 SW Ocean	5/12/2026	Approved
260114	Temp Ench	5/11/2026	Replace 4" sewer lateral from home to city main utilizing trenching.	25905 Junipero St	5/12/2026	Issued
260113	Temp Ench	5/11/2026	Overlash approx 713' of cable, attached to seven poles. Comcast Job # CML-JB2587275-C	Casanova from 7th to Ocean	5/21/2026	Issued
260112	Temp Ench	5/11/2026	Hand dig a 2'x4' pit in the sidewalk to remove a broken sub box. Replace sub box in kind and restore concrete sidewalk surface. AT&T Job #38450453	SE Corner of Ocean & Lincoln	5/12/2026	Issued
260111	Temp Ench	5/11/2026	28'x8' asphalt paving from curb to curb following water service replacement.	NW Corner of Camino Real & 13th		In Review
260110	Temp Ench	5/8/2026	Repave concrete sidewalk after California American Water replaced valve and water meters	E Dolores 167 N 6th (Secret Garden)		In Review
260109	Temp Ench	5/8/2026	Applicant to trench, backfill and install electric substructures. PG&E to install underground electric service and replace overhead transformer. ROAD CLOSURE AND TREE TRIMMING REQUIRED. PM# 35643039	NE Corner of San Antonio & 12th		In Review

260108	Temp Ench	5/6/2026	Water service increase from a 3/4" line to a 2" line for fire supression.	NE Corner of Camino Real & 12th	5/18/2026	Issued
260107	Perm Ench	5/6/2026	Maintenance/Installation of a rock border around planter area in public right of way.	Casanova 2 SE of 10th		Closed
260106	Temp Ench	5/5/2026	Applicant to trench, backfill and install electric substructures. PG&E to replace enclosure, replace overhead transformer and install underground electric service. PG&E to trench/backfill for enclosure replacement, PM# 35702031.	Santa Fe 4 SE of 2nd		In Review
260105	Temp Ench	5/5/2026	Crane placement and lift.	Monte Verde 4 NW of 4th		In Review
260104	Temp Ench	5/4/2026	Replace sewer lateral using pipe bursting.	SW Corner of San Carlos & 10th	5/5/2026	Issued
260103	Temp Ench	5/4/2026	Trench to run new gas service and electrical service.	Pine Ridge Way 3 NE of Forest	5/5/2026	Issued
260102	Temp Ench	5/1/2026	Place 3 no parkng signs in 3 parking stalls in front of my house for a moving van.	Torres St 2 NE 6th Ave	5/4/2026	Issued

Total Records: 28

6/1/2026



Tree Permit Report

05/01/2026 - 05/31/2026

Permit #	Permit Date	Permit Type	Location of Property	Description	Status	Approved Date
26101	5/4/2026	2. Tree Removal/Pruning	NW Corner of Monte Verde & 8th	See attached	In Review	
26102	5/5/2026	2. Tree Removal/Pruning	Mission 2 SE of 13th	Two trees: Oak and Pine, 2-6" in size	Approved	5/6/2026
26103	5/7/2026	1. Tree Evaluation	SE Corner of Lobos and 1st	Wants to discuss what work property owner is responsible for	Approved	5/12/2026
26104	5/11/2026	2. Tree Removal/Pruning	SE Corner of Junipero and Ocean Ave.	three (3) oaks, less than 10 in in diameter	In Review	
26105	5/11/2026	2. Tree Removal/Pruning	Forest Rd.	Tree branch removal - per Monterey Fire Department request	In Review	
26106	5/11/2026	1. Tree Evaluation	4 san Carlos, NE of third avenue, carmel by the sea, 93921	evaluation for removal of a pine tree in the front yard	Approved	5/20/2026
26107	5/11/2026	1. Tree Evaluation	26041 Ridgewood Rd.	1 coast live oak 37" Diameter, scaffold branches 22"-25" DBH. Hazard abatement due to severe root fungus infection.	Approved	5/18/2026
26108	5/13/2026	1. Tree Evaluation	Santa Fe 3 SE of 5th Avenue	Single Family Home	In Review	
26109	5/13/2026	4. Emergency Tree Work	NW Corner of Mountain View & 8th	Removal: 1 pine	Approved	5/13/2026
26110	5/14/2026	2. Tree Removal/Pruning	Carmelo 3 SE 4th, Carmel	Tree pruning	In Review	
26111	5/14/2026	2. Tree Removal/Pruning	Guadalupe St 3SE of 4th	EVALUATE dead coast live oak on private property	Approved	5/13/2026

26112	5/19/2026	2. Tree Removal/Pruning	26041 Ridgewood Rd.	1 coast live oak 37" Diameter, scaffold branches 22"-25" DBH. Hazard abatement due to severe root fungus infection.	Approved	5/18/2026
26113	5/20/2026	1. Tree Evaluation	Carmelo 3 SE of Ocean	1 oak tree to be removed 18" approx. diameter	Approved	5/27/2026
26114	5/21/2026	1. Tree Evaluation	NE Corner of Junipero & 10th	1 Oak tree, approximately 16" diameter 1 Oak tree 26" diameter	In Review	
26115	5/21/2026	1. Tree Evaluation	Camino Real 3 NE of 7th	2 large oak trees	In Review	
26116	5/22/2026	2. Tree Removal/Pruning	4 san Carlos, NE of third avenue, carmel by the sea, 93921	evaluation for removal of a pine tree in the front yard	Approved	5/20/2026
26117	5/24/2026	1. Tree Evaluation	Casanova 2 SE 11th, Carmel, CA 93921	A city-owned Japanese maple tree needs evaluation	In Review	
26118	5/26/2026	2. Tree Removal/Pruning	26055 Ridgewood Rd	Monterey pine	Approved	5/27/2026
26119	5/26/2026	2. Tree Removal/Pruning	San Antonio 2 SE of 10th, Carmel	Remove compromised cypress tree to grade	In Review	
26120	5/27/2026	1. Tree Evaluation	Monte Verde Street, 3 S/W of 13th Avenue	Evaluation of an existing non-healthy oak tree structurally impacting the existing house.	In Review	
26121	5/28/2026	2. Tree Removal/Pruning	Forest 2 NW of 8th	3 distress Douglas Fir trees seem damaged by beetles and show problems, dead branches	Approved	5/20/2026
26122	5/28/2026	2. Tree Removal/Pruning	Carmelo 3 SE of Ocean	1 oak tree to be removed 18" approx. diameter	Approved	5/27/2026
26123	5/29/2026	2. Tree Removal/Pruning	Guadalupe 2 SE of 3rd	1 pine tree, 60ft tall	Approved	5/28/2026

Total Records: 23

6/1/2026



CITY OF CARMEL-BY-THE-SEA

Monthly Report

Public Safety

May 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 May 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 May 2026, the fire/ambulance were unable to meet those performance measures. The response time was 98% being under a five-minute response time with one (1) code-3 call over 5 minutes.

Total number of combined incidents for Fire/Ambulance: **93** [(69 Carmel incidents) + (24 outside responses)] = 108 total with an average response time: 3:27 min. for Carmel Incidents and 8:21 min. for outside Carmel incidents.

Fire/Ambulance Calls Outside of Carmel

There were 24 calls for Ambulance response outside of Carmel-by-the-Sea with the highest total responses being in Monterey (13).

Code 3 Events Over 5 minutes = 1 out of 58 total calls: (All in Carmel-by-the-Sea)

SERVICE CALLS

260514-MNT03784 ME11 delayed due to response from St 11 (2nd call in Carmel, St 15 committed to medical)

Attachments:

1. RESPONSE SUMMARY REPORT BY INCIDENT TYPE 27060 CARMEL-BY-THE-SEA Alarm Date

From: 05/01/2026 To: 05/31/2026

*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%.

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

2. CARMEL-BY-THE-SEA May 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: 05/01/2026 To: 05/31/2026 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 May 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: 05/01/2026 To: 05/31/2026



Incident Type Category	Incident Type	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
CARMEL HIGHLANDS							
Medical	Cardiac arrest	5/28/2026 5:57 AM	260528-MNT04188	0:05:00	24480 S SAN LUIS AVENUE		3
1				0:05:00			
CYPRESS							
Medical	Motor vehicle collision	5/14/2026 5:38 PM	260514-MNT03789	0:03:00	OCEAN AVENUE	HIGHWAY 1	3
Medical	Unconscious victim	5/19/2026 7:30 AM	260519-MNT03932	0:05:48	555 CARMEL RANCHO SHOPPIN		3
Medical	Unknown problem (medical)	5/8/2026 1:23 PM	260508-MNT03628	0:05:57	25785 HATTON ROAD		3
3				0:04:55			
MONTEREY							
Hazsit	Motor vehicle collision	5/15/2026 11:58 AM	260515-MNT03811	0:09:00	DAVID AVENUE	SPENCER STREET	3
Hazsit	Motor vehicle collision	5/30/2026 5:55 PM	260530-MNT04255	0:02:00	MONTECITO AVENUE	DEL ROSA AVENUE	3
Medical	Fall	5/21/2026 6:52 AM	260521-MNT03991	0:09:58	200 IRIS CANYON ROAD		3
Medical	Fall	5/25/2026 12:39 PM	260525-MNT04112	0:01:42	1200 VETERANS DRIVE		3
Medical	Fall	5/13/2026 7:08 PM	260513-MNT03758	0:05:00	32 CANNERY ROW		3
Medical	Fall	5/22/2026 10:56 AM	260522-MNT04030	0:14:06	12 UPPER RAGSDALE DRIVE		3
Medical	Motor vehicle collision	5/26/2026 7:02 AM	260526-MNT04130	0:05:00	HIGHWAY 1	FREMONT STREET	3
Medical	No appropriate choice (medical response)	5/28/2026 6:56 AM	260528-MNT04186	0:05:00	720 LILY STREET		3
Medical	No appropriate choice (medical response)	5/15/2026 3:39 PM	260515-MNT03820	0:15:00	515 DELA VINA AVENUE		3
Medical	Psychological / behavior issues	5/15/2026 8:14 PM	260515-MNT03830	0:07:59	CAMINO EL ESTERO WEBSTER : WEBSTER STREET		3
Medical	Sick case	5/6/2026 10:45 AM	260506-MNT03574	0:08:48	201 GLENWOOD CIRCLE		3
Medical	Unknown problem (medical)	5/15/2026 2:26 PM	260515-MNT03815	0:10:00	1501 SKYLINE DRIVE		3
Noemerg	Cancelled	5/27/2026 6:18 AM	260527-MNT04164	0:04:20	HIGHWAY 1	MUNRAS AVENUE	3
13				0:07:32			
PACIFIC GROVE							
Medical	No appropriate choice (medical response)	5/1/2026 7:48 PM	260501-MNT03461	0:01:00	615 SUNSET DRIVE		3
Medical	Sick case	5/29/2026 12:29 PM	260529-MNT04220	0:10:39	551 GIBSON AVENUE		3
Medical	Well person check	5/16/2026 7:26 PM	260516-MNT03863	0:11:12	830 SUNSET DRIVE		2
3				0:07:37			
PEBBLE BEACH							
Medical	Sick case	5/20/2026 2:57 PM	260520-MNT03970	0:12:18	1255 PADRE LANE		3
1				0:12:18			
SEASIDE							
Medical	No appropriate choice (medical response)	5/26/2026 7:23 AM	260526-MNT04132	0:15:24	660 ELM AVENUE		2
Medical	Unconscious victim	5/20/2026 11:19 PM	260520-MNT03985	0:10:04	ALHAMBRA ST	BROADWAY AVENUE	3
Medical	Well person check	5/16/2026 10:26 PM	260516-MNT03869	0:13:00	1665 JUDSON STREET		3
3				0:12:49			

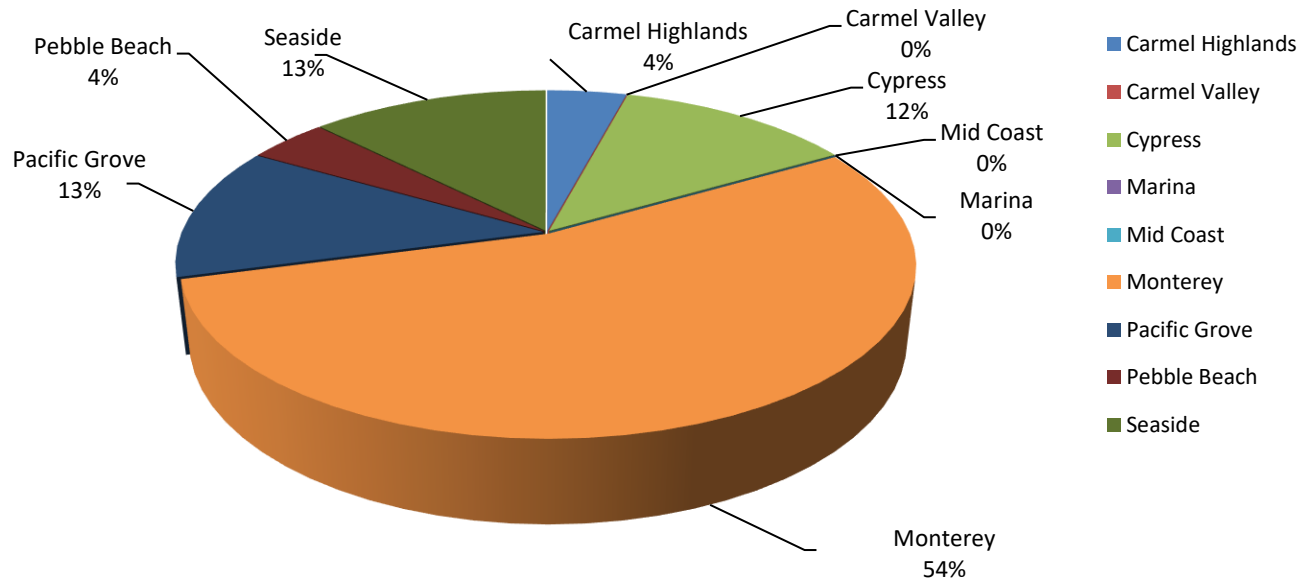
Code 2 Calls	2
Code 3 Calls	22
Total # of Incidents	24
Total Average Response Time	0:08:21



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

<u>District Response</u>	<u>Number</u>	<u>Average Response Time</u>
Carmel Highlands	1	5:00
Carmel Valley	0	0:00
Cypress	3	4:55
Marina	0	0:00
Mid Coast	0	0:00
Monterey	13	7:32
Pacific Grove	3	7:37
Pebble Beach	1	12:18
Seaside	3	12:49

Total Responses 24 8:21



Total Code 3 Calls: 22

AMB 15 Response Times for Code 3
Calls ≤ 5 minutes: 98%



RESPONSE SUMMARY REPORT BY INCIDENT TYPE
 27060 CARMEL-BY-THE-SEA
 Alarm Date From: 05/01/2026 To: 05/31/2026



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
FIRES						
Vehicle fire - commercial	5/16/2026 10:03 AM	260516-MNT03847	0:03:28	LINCOLN STREET	8TH AVENUE	3
		1	0:03:28			
MEDICALS						
Breathing problems	5/20/2026 8:55 PM	260520-MNT03981	0:02:24	MISSION ST	OCEAN AVENUE	3
Chest pain (non-trauma)	5/20/2026 12:41 AM	260520-MNT03955	0:01:52	6TH AVENUE	MISSION STREET	3
Chest pain (non-trauma)	5/29/2026 6:11 PM	260529-MNT04232	0:02:06	CAMINO REAL STREET		3
Diabetic problems	5/20/2026 4:53 AM	260520-MNT03958	0:03:58	DOLORES ST	4TH AVENUE	3
Fall	5/26/2026 7:20 PM	260526-MNT04157	0:02:01	SANTA RITA STREET		3
Fall	5/12/2026 3:20 PM	260512-MNT03727	0:02:19	SAN ANTONIO AVENUE		3
Fall	5/14/2026 9:53 AM	260514-MNT03772	0:02:56	MISSION STREET	8TH AVENUE	3
Fall	5/3/2026 2:27 PM	260503-MNT03508	0:03:59	LINCOLN ST	OCEAN AVENUE	3
Heart problems	5/12/2026 6:10 PM	260512-MNT03730	0:01:31	TORRES STREET	9TH AVENUE	3
Hemorrhage / laceration	5/26/2026 5:50 PM	260526-MNT04152	0:03:19	SAN CARLOS STREET		3
Medical alarm	5/10/2026 8:08 AM	260510-MNT03672	0:03:13	TORRES STREET	9TH AVENUE	3
Nausea / Vomiting	5/17/2026 11:22 AM	260517-MNT03881	0:01:30	DOLORES ST	5TH AVENUE	3
Nausea / Vomiting	5/23/2026 10:38 AM	260523-MNT04049	0:03:02	DOLORES ST	10TH AVENUE	3
No appropriate choice (medical response)	5/23/2026 8:09 PM	260523-MNT04066	0:02:01	OCEAN AVENUE	LINCOLN STREET	3
No appropriate choice (medical response)	5/19/2026 8:28 PM	260519-MNT03951	0:02:51	OCEAN AVE	JUNIPERO AVENUE	3
Other traumatic injury	5/1/2026 8:42 PM	260501-MNT03462	0:03:26	TORRES STREET	1ST AVENUE	3
Pregnancy / childbirth	5/14/2026 3:03 PM	260514-MNT03783	0:03:31	LOPEZ AVENUE	2ND AVENUE	3
Psychological / behavior issues	5/7/2026 9:32 AM	260507-MNT03597	0:06:17	8TH AVE	LINCOLN STREET	2
Sick case	5/13/2026 6:45 AM	260513-MNT03738	0:00:00	6TH AVENUE	MISSION STREET	3
Sick case	5/15/2026 9:37 AM	260515-MNT03807	0:01:07	LINCOLN ST	7TH AVENUE	3
Sick case	5/15/2026 7:43 PM	260515-MNT03827	0:02:04	OCEAN AVENUE	MONTE VERDE STREET	3
Sick case	5/3/2026 7:49 PM	260503-MNT03518	0:02:10	MONTE VERDE STREET		3
Sick case	5/17/2026 9:32 PM	260517-MNT03898	0:02:23	FOREST ROAD	7TH AVENUE	3
Sick case	5/24/2026 8:07 PM	260524-MNT04094	0:02:33	LINCOLN STREET	7TH AVENUE	3
Sick case	5/28/2026 8:27 AM	260528-MNT04190	0:02:33	LINCOLN STREET	7TH AVENUE	3
Sick case	5/27/2026 9:15 PM	260527-MNT04182	0:03:32	CARMELO ST	11TH AVENUE	3
Sick case	5/21/2026 10:45 AM	260521-MNT03996	0:03:50	3080 RIO ROAD		3
Sick case	5/16/2026 4:31 AM	260516-MNT03842	0:04:25	LINCOLN STREET	7TH AVENUE	3

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
MEDICALS cont.						
Stroke / CVA	5/30/2026 8:33 PM	260530-MNT04256	0:02:35	CASANOVA STREET	8TH AVENUE	3
Unconscious victim	5/30/2026 10:41 AM	260530-MNT04245	0:01:55	7TH AVENUE	MISSION STREET	3
Unconscious victim	5/30/2026 12:48 PM	260530-MNT04247	0:02:03	MISSION STREET	7TH AVENUE	3
Unknown problem (medical)	5/19/2026 1:41 AM	260519-MNT03928	0:03:22	MONTE VERDE STREET		3
		32	0:02:43			
HAZARDOUS						
Motor vehicle collision	5/10/2026 11:15 AM	260510-MNT03676	0:02:00	5TH AVENUE	TORRES ST	3
Odor investigation	5/15/2026 12:49 AM	260515-MNT03801	0:04:50	MISSION STREET	11TH AVENUE	3
		2	0:03:25			
PUBLIC SERVICE						
Citizen assist / service call	5/25/2026 10:18 AM	260525-MNT04108	0:02:50	LINCOLN STREET	7TH AVENUE	3
Citizen assist / service call	5/11/2026 4:24 PM	260511-MNT03706	0:01:19	OCEAN AVENUE	LINCOLN STREET	2
Citizen assist / service call	5/4/2026 6:21 PM	260504-MNT03540	0:01:26	OCEAN AVENUE	JUNIPERO AVENUE	2
Citizen assist / service call	5/17/2026 1:33 PM	260517-MNT03885	0:02:27	DOLORES STREET	5TH AVENUE	2
Citizen assist / service call	5/29/2026 10:45 AM	260529-MNT04215	0:03:54	4TH AVENUE	SANTA FE STREET	2
Citizen assist / service call	5/3/2026 3:50 PM	260503-MNT03510	0:04:15	LINCOLN STREET	2ND AVENUE	2
Damage assessment	5/6/2026 10:42 AM	260506-MNT03573	0:06:04	TORRES STREET	10TH AVENUE	2
Fire / smoke alarm	5/20/2026 9:19 AM	260520-MNT03960	0:03:16	LINCOLN STREET	9TH AVENUE	3
Fire / smoke alarm	5/24/2026 2:29 PM	260524-MNT04085	0:06:27	LINCOLN STREET	13TH AVENUE	2
Lift assist	5/19/2026 12:51 PM	260519-MNT03940	0:02:12	LINCOLN STREET	7TH AVENUE	3
Lift assist	5/27/2026 4:18 PM	260527-MNT04176	0:02:31	4TH AVENUE	SANTA FE STREET	3
Other Alarm	5/15/2026 7:06 AM	260515-MNT03804	0:06:48	DOLORES STREET	9TH AVENUE	2
		12	0:03:37			
NO EMERGENCY						
Accidental alarm	5/29/2026 10:41 AM	260529-MNT04214	0:02:31	7TH AVENUE	MONTE VERDE STREET	3
Accidental alarm	5/11/2026 8:59 PM	260511-MNT03711	0:02:35	JUNIPERO AVENUE	7TH AVENUE	3
Accidental alarm	5/1/2026 11:34 AM	260501-MNT03449	0:02:45	SAN ANTONIO AVENUE		3
Accidental alarm	5/13/2026 8:45 AM	260513-MNT03742	0:03:23	LINCOLN STREET	7TH AVENUE	3
Accidental alarm	5/10/2026 6:47 PM	260510-MNT03688	0:04:50	26106 LADERA DRIVE		3
Accidental alarm	5/19/2026 4:36 PM	260519-MNT03947	0:04:54	26106 LADERA DRIVE		3
Accidental alarm	5/29/2026 12:28 PM	260529-MNT04219	0:04:00	13TH AVENUE	SCENIC ROAD	3
Cancelled	5/19/2026 12:33 AM	260519-MNT03927	0:04:57	CASANOVA STREET	13TH AVENUE	3
Cancelled	5/16/2026 2:34 AM	260516-MNT03839	0:04:55	SAN CARLOS STREET		3
Cancelled	5/17/2026 7:24 PM	260517-MNT03895	0:02:00	SANTA RITA STREET		3
Investigate hazardous release (Nothing found)	5/26/2026 7:46 PM	260526-MNT04158	0:04:56	CAMINO REAL STREET		3
Malfunctioning alarm	5/29/2026 9:39 AM	260529-MNT04210	0:02:44	JUNIPERO AVENUE	7TH AVENUE	3
Malfunctioning alarm	5/6/2026 1:58 PM	260506-MNT03578	0:02:56	OCEAN AVENUE	MISSION STREET	3

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
NO EMERGENCY cont.						
Malfunctioning alarm	5/28/2026 8:01 AM	260528-MNT04189	0:03:06	OCEAN AVENUE	DOLORES STREET	3
Malfunctioning alarm	5/26/2026 11:20 AM	260526-MNT04139	0:03:49	5TH AVENUE	SAN CARLOS STREET	3
Malfunctioning alarm	5/3/2026 12:11 PM	260503-MNT03506	0:04:32	SANTA FE STREET		3
Malfunctioning alarm	5/4/2026 6:42 PM	260504-MNT03541	0:04:33	JUNIPERO AVENUE	ALTA AVENUE	3
Malfunctioning alarm	5/14/2026 3:11 PM	260514-MNT03784	0:13:49	LINCOLN STREET	SANTA LUCIA AVENUE	3
Malfunctioning alarm	5/27/2026 5:20 PM	260527-MNT04179	0:02:44	MONTE VERDE STREET		2
Malfunctioning alarm	5/16/2026 6:37 AM	260516-MNT03844	0:03:22	MONTE VERDE STREET		2
Other false call	5/14/2026 8:07 PM	260514-MNT03791	0:03:04	CARPENTER STREET	5TH AVENUE	3
Smoke from non-hostile source (Smoke scare)	5/13/2026 10:02 AM	260513-MNT03745	0:02:52	LINCOLN STREET	OCEAN AVENUE	3

22 0:04:04

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

260514-MNT03784 ME11 delayed due to response from St 11 (2nd call in Carmel, St 15 committed to medical)

Code 2 Calls	11
Code 3 Calls	58
Total # of Incidents	69
% Under 5 Minute Response Time	98%



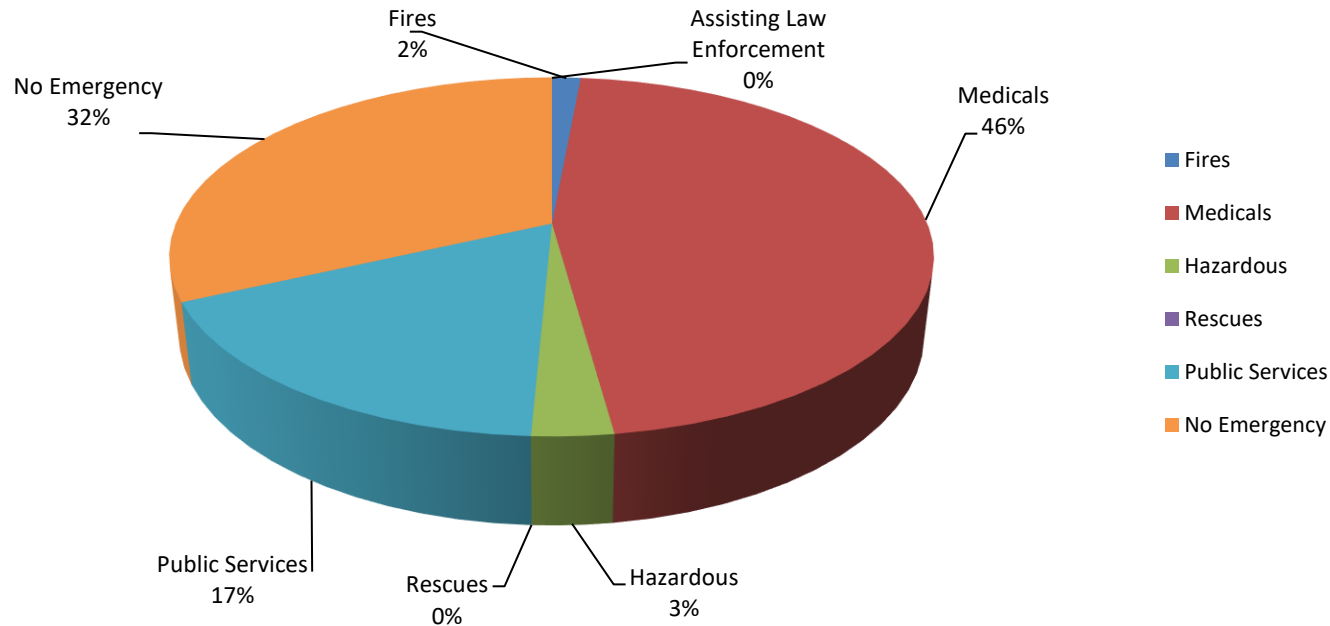
CARMEL-BY-THE-SEA

MAY 2026

Response Summary Report by Incident Type

Type of Call	Number	Average Response Time
Fires	1	3:28
Medicals	32	2:43
Hazardous	2	3:25
Rescues	0	0:00
Public Services	12	3:37
No Emergency	22	4:04
Assisting Law Enforcement	0	0:00

Total Responses 69 3:27



Total Code 3 Calls: 58

Response Times for Code 3

Calls ≤ 5 minutes: 98%

AMB 15 Total Responses: 66

AMB 15 In City Responses: 40

AMB 15 Out of City Responses: 26

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

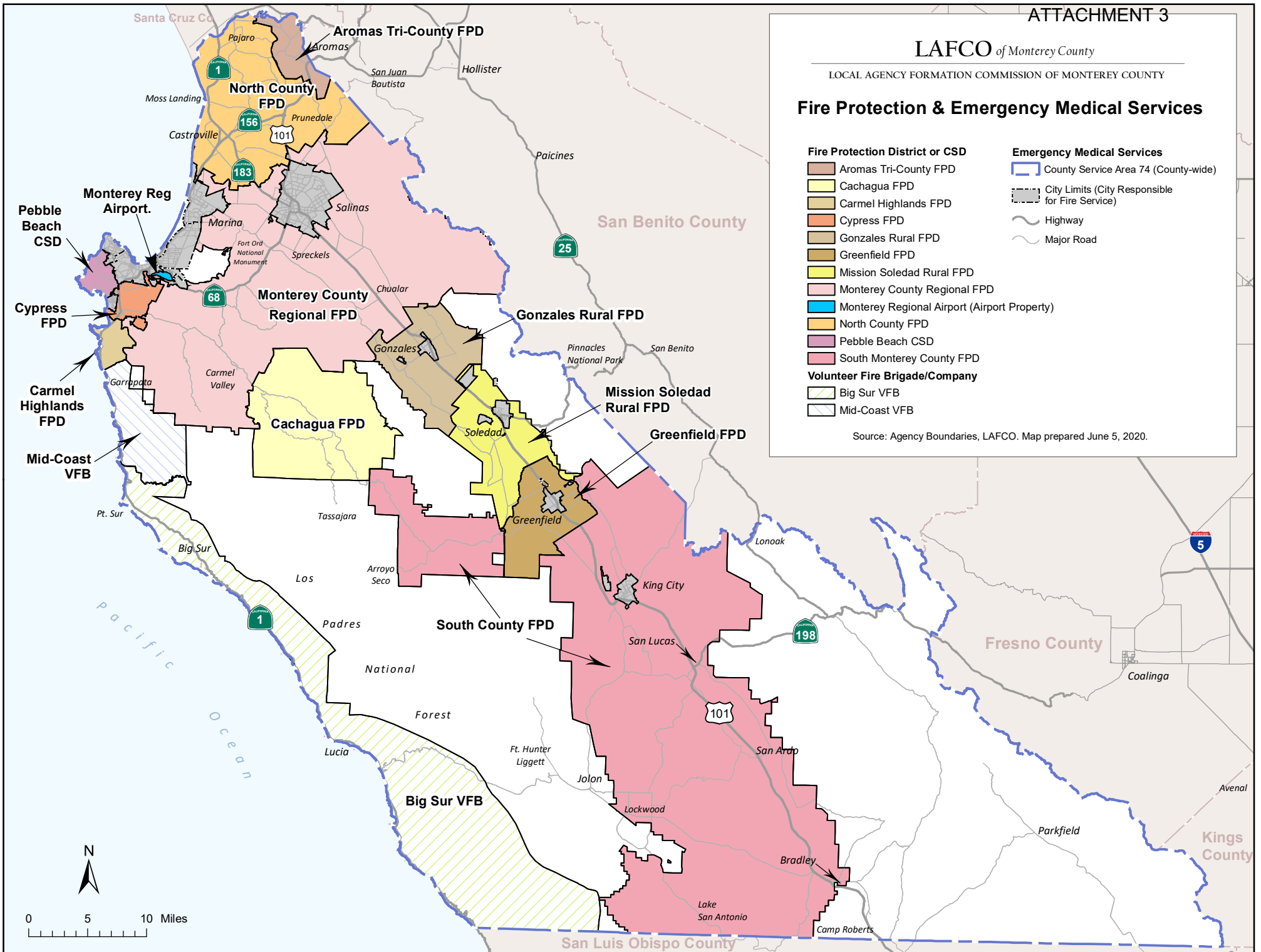
Emergency Medical Services

- 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

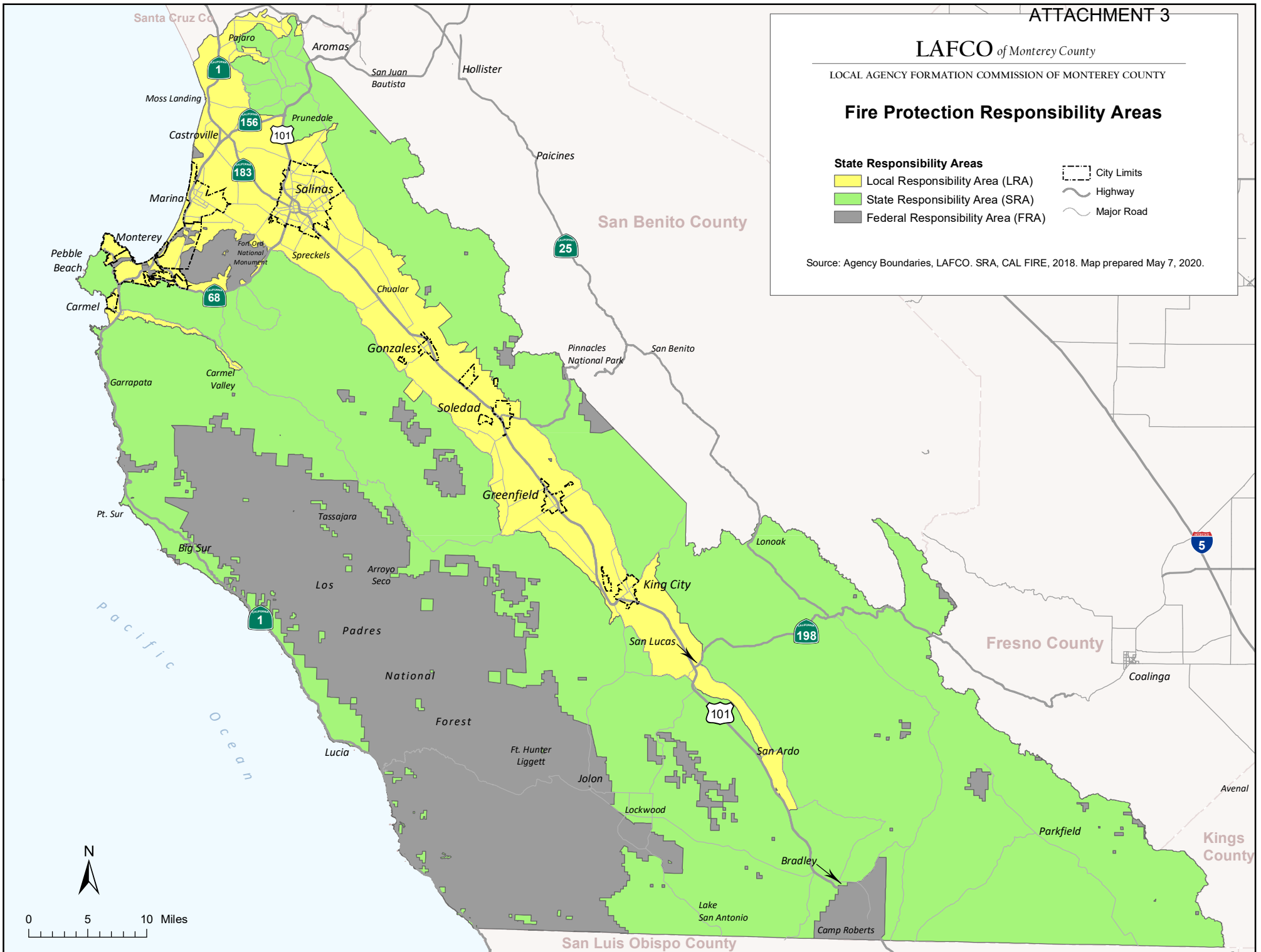
Fire Protection Responsibility Areas

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.



City Clerk PRA Log
May 2026

ATTACHMENT 4

#	Request Date	10-day response	14-day extension	Records Requested	Requester Name	Completed	Notes
26-81	5/2/2026	5/12/2026		copy of the Amended and Restated Lease Agreement between the City of Carmel-by-the-Sea and Sunset Cultural Center, Inc. / Sunset Cultural Center (SCC), adopted by the City Council on June 6, 2017, concerning the Sunset Center facility.	S. Wolpers	5/6/2026	records sent
26-82	5/4/2026	5/15/2026		Purchase contracts for all Chevrolet Bolt vehicles purchased by the city from Jan 1, 2024 to May 1, 2026. Purchase contracts for all vehicles of any make/model, purchased from Cardinale Automotive Group, Cardinale GMC, Cardinale Nissan, Cardinale Mazda, or Cardinale Volkswagen by the city from Jan 1, 2024 to May 1, 2026.	anonymous	5/6/2026	No records exist. Response was published to public portal online
26-83	5/5/2026	5/15/2026		0 San Antonio 1 NW 9th Ave. - APN 010-301-020-000 - all approved plans, including but not limited to, building, planning, staff reports, and related resolutions associated with the parcel. And any historical analysis, reports or resolution(s).	Cheryl Burrell, Anthony Lombardo & Assoc.	5/12/2026	records sent
26-84	5/6/2026	5/18/2026		a signed/fully executed version of Resolution 2026-XXX-PC, approving a use permit amendment (UP 25-373) approved by the City's Planning Commission on April 8, 2026.	Heidi Quinn	5/18/2026	No record exists. Notified requester.
26-85	5/6/2026	5/16/2026	6/1/2026	records concerning the City of Carmel-by-the-Sea's participation in the "Local Communities Coalition" filings made at the Federal Communications Commission by Best Best & Krieger LLP ("BBK"), including the Reply Comments filed December 18, 2025 in FCC Docket WC 25-253 (ECFS Filing ID 1218037986819) listing Carmel-by-the-Sea as a member, and subsequent filings in WC 25-253, WT 25-276, and GN 25-133. (see PRA request on file in City Clerk's Office for full details)	Lance Ware	5/29/2026	Provided responsive records and an explanation for records that were withheld and the reason for exemption or redaction.
26-86	5/7/2026	5/18/2026		a copy of the April 29, 2026 letter submitted by the attorney Jeremiah Reynolds representing Esperanza Carmel. Also, please provide all communications and documents related to the letter, including between the City Staff, Planning Commissioners, and City Council members.	Charles Najarian	5/18/2026	records sent
26-87	5/7/2026	5/18/2026	6/1/2026	All documents and communication related to street/property addresses assigned to private streets Carmel Way, Acacia Way and Trail View. All documents and communication why the lots and private street known as Sand & Sea were not assigned street/property addresses that reflected Sand & Sea.	Hansen Reed, Walker & Reed P.C.	6/23/2026	Requested extension for review of records. Records sent 6/23/2026.
26-88	5/7/2026	5/18/2026		Police Records	Angela Iwanyszyn	5/8/2026	Notified the requester that police reports must be requested and obtained from the Carmel Police Department. These records are released according to state law.

City Clerk PRA Log
May 2026

ATTACHMENT 4

#	Request Date	10-day response	14-day extension	Records Requested	Requester Name	Completed	Notes
26-89	5/8/2026	5/18/2026		Current landscape maintenance contract and sidewalk pressure washing contract	Mark Rizzo	5/13/2026	sent copy of landscaping contract, and notified them that no contract for pressure washing exists.
26-90	5/7/2026	5/18/2026		Employee Compensation Report for 2025	Mary Schley	5/8/2026	records sent
26-91	5/11/2026	5/21/2026		Records on file for the property located at the NW corner of 6th and Junipero (Vesuvio). This includes the most recent approved floorplans, as well as official occupancy load calculations and site plans. Date range: 1990 to present, to capture original filings and any recent rooftop additions. Record types of interest: Permit History, Blueprints/Plans, and Building Records.	Gian Antonio Pepe	5/19/2026	records sent
26-92	5/11/2026	5/21/2026		Records on file for the property located at the NE corner of 7th and Dolores (Little Napoli). Please include floorplans for all levels (Basement/Lower, First Floor, and Second Floor offices). Please ensure the records cover the entire building footprint, including the areas designated as Shoppes 1 through 8. Date range: 1990 to present, to capture the original Little Napoli filings and any later modifications. Record types of interest: Permit History, Blueprints/Plans, and Building Records.	Gian Antonio Pepe	5/19/2026	records sent
26-93	5/13/2026	5/26/2026		copies of communications involving Jake Olander and Anna Ginette related to cellular communication sites from any telecommunication company, including Verizon, PierCon Solutions, Sequoia Deployment Services, Astound Broadband, AT&T, T-Mobile, and Sprint. Dates: February 2, 2026, to May 2026.	Christy Hollenbeck	5/20/2026	Responsive records sent, and reason for record that was withheld was provided.
26-94	5/14/2026	5/26/2026		Business License application and Use Permit Application for Bashar to operate a bar in the former Sade's space.	Mary Schley	5/14/2026	records sent
26-95	5/19/2026	6/1/2026	6/12/2026	copies of any records that City intends to rely upon or present at the continued appeal hearing regarding Mad Dogs and Englishmen (APP 250598). This includes any staff reports, written findings, analyses, correspondence, State Fire Marshal communications, consultant reviews, or other documents the City intends to rely upon or present at the continued appeal hearing.	Jennifer Blevins	6/11/2026	First set of records sent 5/28/2026, remaining records sent on 6/4/2026

City Clerk PRA Log
May 2026

ATTACHMENT 4

#	Request Date	10-day response	14-day extension	Records Requested	Requester Name	Completed	Notes
26-96	5/20/2026	6/1/2026		A current list of all active, licensed short-term rental properties as of May 2026, including the following fields: 1 - Property Address 2 - License Number 3 - Business Owner Phone Number and/or 24/7 Local Contact Phone Number (as required by ordinance) 4 - Business Owner Email and/or 24/7 Local Contact Email	Shai Bonifacio	6/16/2026	records sent
26-97	5/21/2026	6/1/2026		RE: Contractor:Coastal paving & Excavating, Inc. Project: Conglomerate Paving Project FY2024-2025 DIR Project ID: 20250607690. Certified payroll records and other documents.	Eduardo Estrada, Foundation for Fair Contracting	6/16/2026	request closed (was resubmitted in June). New request is being processed.
26-98	5/22/2026	6/1/2026		the first zoning bylaw / ordinance City of Carmel By the Sea, CA enacted, along with the accompanying zoning map if you have it. If you can send me the earliest zoning code and map you have on record, along with the year of adoption, that would be a huge help. For many towns, this dates back as early as the 1920s.	Desmond O'Shaughnessy	5/27/2026	records sent
26-99	5/26/2026	6/5/2026	7/8/2026	1) Every Property Nuisance NOV issued by the City over the last 20 years. 2) Any and all communications between City officials, whether elected, appointed, or employed, and/or communications among City officials, regarding 'the Pit' /Ulrike Plaza, including communications involving Esperanza, Patrice Pastor, and/or their representatives, for the period between January 1, 2020 and today.	Vinz Koller		Records for part 1 sent on 6/18/2026. Requested extension for part 2 due to volume of separate and distinct records under GC 7922.535(c)(2)
26-100	5/26/2026	6/5/2026		1) a copy of the bid tabulation for the Electrical Panel Upgrade and EV Charging Stations project 2) the name of the contractor project was awarded to. 3) Notice to proceed date for the project.	Aira Legislador, ConstructConnect.com	5/29/2026	records for part 1 and 2 sent. No records available for part 3.
26-101	5/26/2026	6/5/2026		any and all communications between any City official or their representatives and the office of the state fire marshall or any other organization having jurisdiction pertaining to fire sprinkler requirements and when they are required to be installed in a commercial building. Any and all information and communication between the state fire marshall or any other organization having jurisdiction and any city official or their representatives regarding Mad dogs and englishman coffee bar. Also any and all information regarding the status of violation ap 250598 between city officials. Any and all information and communications regarding mad dogs and englishman coffee bar and why there has been no further action on their fire code violations. Any and all documentation between the city attorney regarding Mad dogs and englishman coffee bar and ap 250598 and the building code appeals board.	Eric Sean	request paused - pending clarification from requester	emailed requester on 5/29 asking for clarification on the date range of communications requested. emailed requester again on 6/23/2026. Waiting for a response.

City Clerk PRA Log
May 2026

#	Request Date	10-day response	14-day extension	Records Requested	Requester Name	Completed	Notes
26-102	5/28/2026	6/8/2026		information regarding the request for qualifications for architectural, engineering, project management & other professional services that was released last year, the names of the winning firms	Travis Nix, Bureau Veritas North America Inc.	6/23/2026	Provided a copy of the SOQ and the scoring sheets

Police Records Request Log
May 2026

#	Request Date	10-Day Due Date	Info Requested	Requestor	Date Completed	Notes
2026-001	05/01/2026 mw	5/11/2026	BWC reports related to Dexter Salazar incident 10/01/24 273a	Smith Cooper	05/03/26 mw	no record
2026-002	5/7/2026 tw	5/17/2026	CG2600259	Thomas Prudzynski	5/7/2026 tw	Complete
2026-003	4/30/2026	5/10/2026	CG2600242	Robert Hutchins	05/07/26 mw	denial letter
2026-004	05/11/2026 mw	5/21/2026	C2251 dash cam sent email with finding waiting for a response	Haykuhi Tarverdyan	05/12/2026 mw	emailed
2026-005	05/12/26 mw	5/22/2026	Disposition report Logan Gallagher - no record	FBI NICS	05/19/26 mw	emailed
2026-006	05/12/2026 tw	5/22/2026	CA2600240	Lexus Nexis	05/12/2026 tw	Uploaded
2026-007	05/14/2026 SS	5/24/2026	CG2500054	Mary Lynn Askew Jacobson	05/25/26 mw	mailed
2026-008	5/17/2026 mw	5/27/2026	All case reports related to 26360 Mission Fields	Mary Royster	05/19/26 mw	denial letter
2026-009	05/21/2026 SS	5/31/2026	CG2600279	Philip Sosna	05/21/2026 SS	Picked up
2026-010	05/21/2026 mw	5/31/2026	Natividad Pineda Lara 26-02411	KPB Immigration Law Firm	05/21/26 mw	no record
2026-011	05/21/2026 tw	5/31/2026	CG2600289	Alexander Breznikar Jr	05/21/2026 tw	Picked up
2026-012	05/21/2026 SS	5/31/2026	CA2600288	Nirati Mepani	05/27/2026 SS	Mailed
2026-013	05/22/2026 SS	6/1/2026	CA2600288	Miguel Angel Saldana	05/28/2026 tw	Picked up
2026-014	5/26/2026 SS	6/5/2026	CG2600282	Fernando Dan Madrigal	05/27/2026 mw	Picked up
2026-015	05/27/2026 SS	6/6/2026	CA2600240	Thomas Lee	05/27/2026 SS	Mailed
2026-016	05/27/2026 mw	6/6/2026	CG2500054	Sarah East - Monroe Insurance Brokerage Inc	05/27/2026 SS	Mailed
2026-017	05/29/2026 SS	6/8/2026	CG2600298	Sarah Gist	05/29/2026 SS	Picked up



CITY OF CARMEL-BY-THE-SEA

Public Works Department May 2026 Report

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Shari Carlet, Acting Public Works Director
SUBMITTED ON:	May 2026

Public Works Director

- The City's budget has been approved by Council for adoption by July 1st.
- Project Manager recruitment is on-going.
- Public Works Director recruitment is on-going.
- Public Works currently has 5 vacant positions: PW Director, Project Manager, Permit Tech, and 2 Maintenance Workers (one for Forestry, one for Street Maintenance)
- We had a successful Earth Day/Arbor Day; planted 2 pines in Devendorf Park in April.
- The city conducted a successful evacuation drill last May 30th and we had a good turnout from the residence, volunteer groups and external government agencies.
- Forester & Assistant Forester are attending the annual International Society of Arboriculture conference at the end of April.

Environmental Programs

- North Dunes Project:
 - Ice Plant Removal is completed for a section of North Dunes. Topes also removed acacia trees.
- Renewing 5-year Coastal Development Permit (CDP 16-315);
 - Continued working with consultants on Draft CDP for North Dunes Restoration for the extension approval.
 - Planning Commission review by July/August 2026 and approval expected September 2026.
- MTNP Coastal Development Permit:
 - CDP was approved on May 13, 2026. Planning department to file with County Clerk for CEQA Cat Exemption.
- Carmel Beach Sea Level Rise/Adaptation Project:
 - Integral (Consultant) completed and finalized the Adaptation Pathway Report with comments from Planning Commission and Forest & Beach Commission. The report is now posted on the city website
- Hazards Policy:
 - EMC submitted the draft and staff will take the report to F&B Commission in July and Planning Commission in August 2026.
- Stormwater:

- We received the NOV from the Regional Water Board based on the recent audit. Recommendations provide by the board are achievable and staff are working on a response letter due July 1, 2026.
- Plastic Bag Ordinance Changes:
 - July 2026 CC Meeting Agenda- 1st reading in July.
 - HF&H is presented at the May 5th Council Meeting with results of the recent survey about GreenWaste.
- Waste Management:
 - Greenwaste rate increase was approved last week.
 - HF&H is presented at the May 5th Council Meeting with results of the recent survey about GreenWaste.

Facility Maintenance

- The Janitorial Services contract is currently being processed, with a new service provider scheduled to begin on July 1.
- First Murphy House: Dry rot repairs are complete, the house has been fumigated, and painting is now in progress.
- Forest Theater: Electrical work and floor epoxy application have been completed.
- HML: The heat pump and podium have been replaced, the window film issue has been resolved, and planning is underway for the local history wall project.
- Fire Station: The sink has been replaced.
- Police Department: The secure lot gate installation is in final review prior to construction.
- Sunset Center: Fire pump issues will be handled by the Sunset Center operator.

Street Maintenance

- Continued sweeping up sand at Del Mar (with track loader)
- Re-tarped the 11th Ave Erosion area, added sandbags, and jetted the drain system in this area.
- Worked on annual traffic marking painting throughout the city.
- Provided Chips for the Big Sur Marathon
- Continued sidewalk repairs and name sign painting throughout the city

Project Management for the Capital Improvement Program

Shoreline:

- CIP-Beach Stairs: Bids were received on May 15th.
 - All bids were rejected due to arithmetic errors making all the bids non-responsive. The project will be re-advertised for rebid this week.
- CIP- 4th Ave Outfall & Sand Ramp: Completed the geotechnical survey.
 - When enough sand returns, Operations will rent a dozer to push sand up for temporary ramp.
- Priority - Emergency Repair of 11th Ave shoreline erosion:
 - Engineer consultant scope of work being expanded for Scenic Pathway design/repairs and eroded bluff areas.
- CIP - EV Chargers / Panel Upgrade Project: Bids were received and contract being processed. ADA compliance needs to be addressed.

Additional Capital and External Utility Agency Improvement Projects:

ATTACHMENT 5

- CIP – Conglomerate Paving Project: Approximately 90% of the paving work is complete. Remaining tasks include selected sidewalk repairs and the final micro-surfacing work.
- An ADA ramp has been designed and will be installed next to the restroom at Scenic and Santa Lucia.
- ADA layout adjustments for the Del Mar Restroom are currently under review.
- Utility Agency: CalAm and CAWD projects are complete, including paving. Some punch list items are still in progress, and permanent striping is tentatively scheduled for July.
- Private Development: The Ulrika Project is ongoing, with periodic street closures on Dolores from 5th to 6th Avenues.

FY25-26 CIP Projects Completed:

- Fire Station Upgrade
- Forest Theater Stage
- Sunset Center Painting Phase 2
- ADA Upgrade Year 8 (Railing on steps at Devendorf Park)
- Rio/Junipero Media
- Park Library Window Repair
- Yoga Center Re-roof
- Forest Plan Implementation Year 2
- Resurfacing Sunset Center Parking Lot
- Devendorf Park Improvements
- Sidewalk Repairs: Precision Grinding completed

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:	April 2026 Forester's Report

Forestry, Parks, and Beach Highlights:

Carmel Forest Master Plan (CFMP):

- City consultant Dudek has finished review. We are moving forward with the drafting of a document.

Contractors:

- West Coast Arborists completed a task order to grind 31 stumps and immediately replanted 29 trees in the newly prepared sites.
- Community Tree Service: Removed 12 dead and dangerous trees, pruned 2 trees, and performed stump grinding and soil preparation for replanting at those sites.
- Topes Tree Service: Removed 4 dead trees and completed stump grinding to prepare the sites for replanting.
- Biological consultant Denise Duffy & Associates continues nesting bird surveys for upcoming task orders and Fuel mitigation work.

City Staff and Crews:

- City Forestry Crew removed 12 dead, dying, or invasive trees, planted 8 trees, and pruned 12 trees providing clearance for roads and stop signs, as well as maintaining tree health.
- Fire Fuel Reduction: City crew performed work around various sites in town, including limbing up trees and weed whacking.
- City landscape crew continues planting and watering of new trees.
- City crew continues to collect logs left by PG&E's recent work.

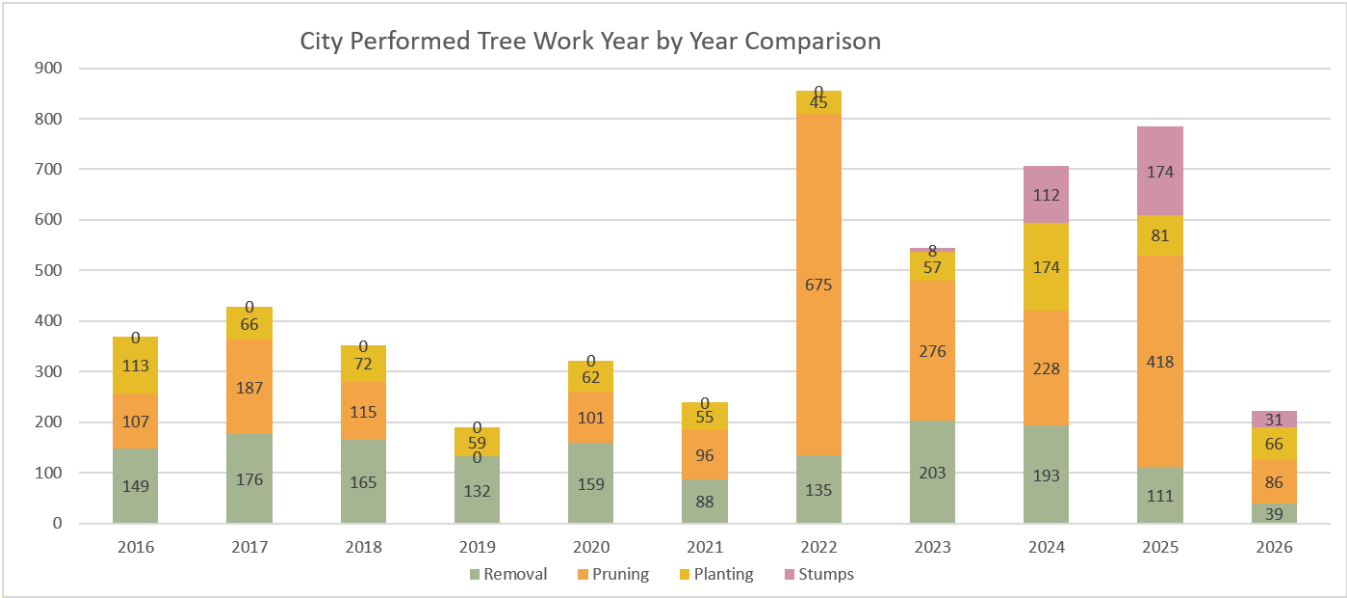
Permit Information

2025 Permitted removals, pruning, and required planting											
	Tree permits received	Tree permits Issued	Site Inspections Performed	Trees approved for pruning	Removal of Upper Canopy	Removal of Lower Canopy	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	8	13	9	14	1	1	23
February	15	6	1	6	3	4	0	2	1	1	2
March	31	20	7	12	7	13	13	16	0	2	29
April	24	17	6	12	5	12	6	12	0	1	18
May											
June											
July											
August											
September											
October											
November											
December											
2026 Totals	99	65	19	44	23	42	28	44	2	5	72

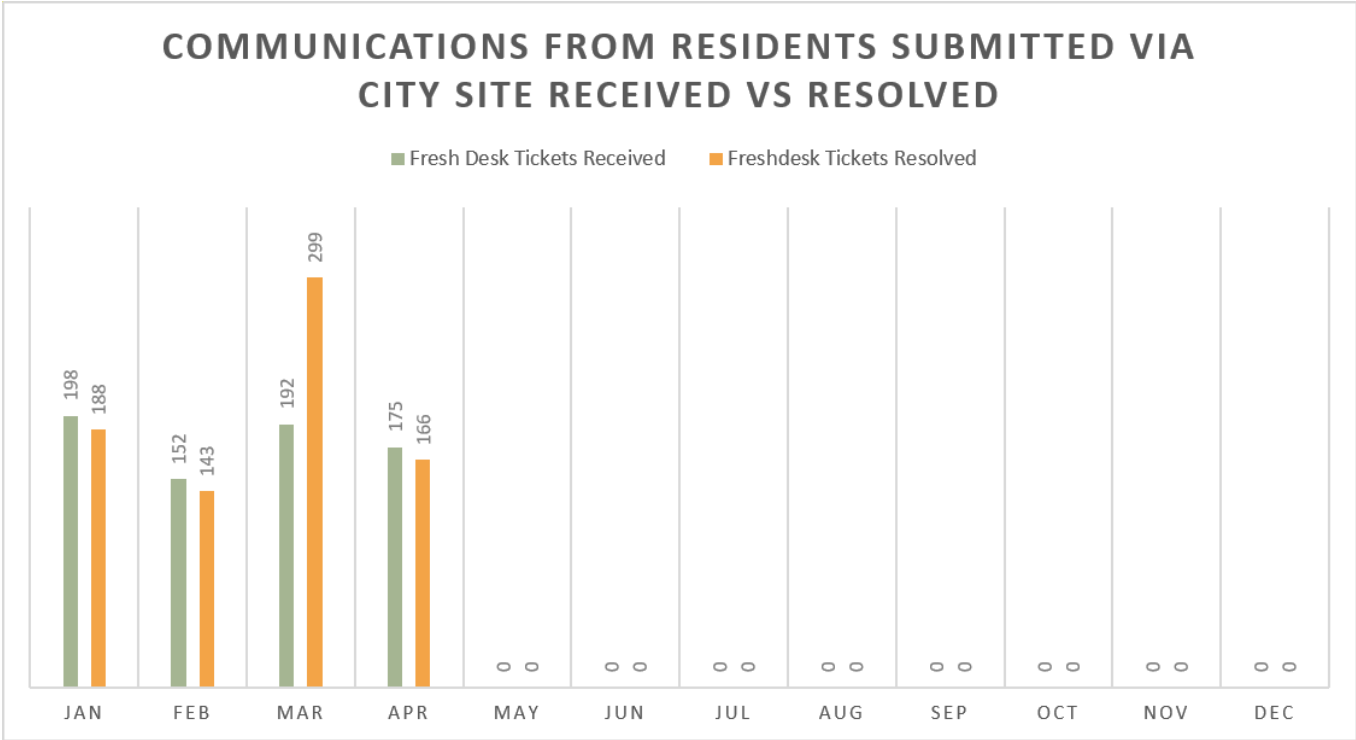
Historic permitted removals and required planting

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	65	23	42	72	28	44	110.77%	99

City Forestry, Parks, and Beach Activities



*Calendar year to date, stumps include contractors and will be updated upon completion of task orders.



*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

July 6, 2026
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Jane Hogan, Accountant

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: May 2026 Check Register Summary

RECOMMENDATION:

Approve the check register for May 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 May 2026 totals \$1,481,388.40.

PRIOR CITY COUNCIL ACTION:

Council ratified the April 2026 check register at the June 1, 2026 special council meeting.

ATTACHMENTS:

1. May 2026 Check Register

May 2026 Check Register

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Department: 000				
57695	Mayon Capital, Inc	Mail delivery service - May 2026 advance payment receivable	05/01/2026	-500.00
57733	County of Monterey Auditor-Controller	April 2026 citation surcharge	05/08/2026	5,012.50
57820	Mayon Capital, Inc	Mail delivery service - Jun 2026 advance payment receivable	05/22/2026	-500.00
Total for Department: 000				4,012.50
Department: 110 City Council				
57695	Mayon Capital, Inc	Mail delivery service -May 2026	05/01/2026	5,500.00
57714	US Bank	AMAZON.COM*B508131R1 Council dinner 3-24-2026 budget meeting	05/01/2026	169.98
57820	Mayon Capital, Inc	Mail delivery service - June 2026	05/22/2026	5,500.00
Total for Department: 110 City Council				11,169.98
Department: 111 City Administration				
57689	Comcast	Cable service CH and PD	05/01/2026	68.76
57703	Quality Print & Copy	Printing services Admin	05/01/2026	874.33
57714	US Bank	REPLIT, INC. Cloud Software	05/01/2026	120.00
57714	US Bank	MICROSOFT#G144919703 Cloud Software	05/01/2026	729.64
57714	US Bank	JUNCTION NETWORKS, INC Phone System	05/01/2026	868.27
57714	US Bank	BITWARDEN Cloud Software	05/01/2026	35.00
57714	US Bank	FRESHWORKS INC Subscription	05/01/2026	820.00
57714	US Bank	JUNCTION NETWORKS, INC Phone System usage	05/01/2026	396.74
57714	US Bank	ZOOM.COM 888-799-9666 Cloud Software	05/01/2026	645.85
57714	US Bank	CCSI METROFAX HR Subscription	05/01/2026	11.95
57714	US Bank	ADOBE INC Cloud software	05/01/2026	930.30
57714	US Bank	BACKBLAZE INC Cloud software	05/01/2026	83.43
57714	US Bank	FRESHWORKS INC Cloud Software	05/01/2026	854.01
57714	US Bank	CCI*CONSTANT-CONTACT monthly subscription	05/01/2026	99.00
57714	US Bank	TST*ALVARADO STREET BREW Lunch Meeting	05/01/2026	51.71
57714	US Bank	GOVERNMENT FINANCE OFF Membership dues	05/01/2026	250.00
57714	US Bank	IL FORNAIO CARMEL Meeting w/ Josh Stratton CAL-AM and AGinette	05/01/2026	21.02
57714	US Bank	SQ *CARMEL HONEY COMPANY Vanesa last day gift	05/01/2026	33.83
57714	US Bank	TST*ALVARADO STREET BREW Lunch w/ Admin Staff	05/01/2026	202.35
57714	US Bank	GOOGLE*CLOUD 6SXZMD Cloud Software	05/01/2026	12.60
57714	US Bank	JUNCTION NETWORKS, INC Phone Usage	05/01/2026	397.40
57714	US Bank	CALIFORNIA MUNICIPAL Clerks Association FY 26-27 dues	05/01/2026	300.00
57728	AT&T	Telephone service citywide	05/08/2026	442.73
57730	Carmel Pine Cone	Legal noticing	05/08/2026	687.00
57732	Copies By-The-Sea	Agenda printing services	05/08/2026	843.63
57736	DLT Solutions, LLC	Subscription Renewal Civil 3DGovt Single Use Annual Contr	05/08/2026	2,819.20
57738	Iron Mountain	Records management	05/08/2026	356.54
57741	Pitney Bowes Bank, Inc	Postage for Address change notices	05/08/2026	4,200.00
57744	T-Mobile	Telephone service and sales	05/08/2026	339.87
57752	Carmel Pine Cone	Legal noticing: New Numbers. Same Traditions	05/15/2026	425.00
57756	Comcast Business	NonNGEN internet and recurring charges	05/15/2026	644.40
57762	IAMP Pro Audio/Anthony J. Nocita	Set-up, live production, associated support of city meetings and	05/15/2026	3,102.50
57798	AT&T	Telephone service Citywide	05/22/2026	1,030.14
57804	Chavan and Associates, LLC	Audit services	05/22/2026	5,400.00
57806	Comcast	Cable service CH and PD	05/22/2026	48.54
57809	DocuSign, Inc LOCKBOX	DocuSign IAM Professional - Full User subscription	05/22/2026	16,848.00
57815	IAMP Pro Audio/Anthony J. Nocita	Set-up, live production, associated support of city meetings and	05/22/2026	1,756.11
57822	Minuteman Press	4,000 Mailing Postcards for Addressing Project	05/22/2026	389.26
57825	Municipal Resource Group, LLC	Coaching/performance management services	05/22/2026	780.00
57826	Nova Romero	Reimburse: refreshments Gibson swear in	05/22/2026	1,385.32
57827	Office Depot, Inc.	Admin Office supplies	05/22/2026	586.29
57839	Verizon Wireless	Cell phone service and sales	05/22/2026	5,474.84
57843	Xerox Financial Services	Xerox copier leases citywide	05/22/2026	1,452.53
57844	Comcast	Cable service CH and PD	05/29/2026	522.88
Total for Department: 111 City Administration				57,340.97
Department: 112 City Attorney				
57800	Best Best & Krieger, Attorney At Law	Legal fees:Telecommunications issue, Verizon litigation	05/22/2026	396.00
57801	Burke,Williams & Sorensen, LLP	Legal services:	05/22/2026	55,234.50
Total for Department: 112 City Attorney				55,630.50
Department: 115 Community Planning & Building				
57691	FedEx	Volume Study DS 25139 (Kshire Property Investments)	05/01/2026	16.24
57694	Margaret Clovis	HE 26090 (Stonehouse Terrace)	05/01/2026	3,600.00

57714	US Bank	AMERICAN PLANNING ASSOCIAPA: Membership for Marnie Waffle	05/01/2026	1,025.80
57714	US Bank	PAYPAL *IIMC IIMC: Clerk Training for Shelby Gorman	05/01/2026	85.00
57714	US Bank	AIRTABLE.COM/BILL Airtable: Affordable Housing Project (no receipt)	05/01/2026	48.00
57750	Amazon Capitol Services	Code Enforcement Supplies	05/15/2026	9.82
57770	Office Depot, Inc.	CPB Supplies - Code Enforcement	05/15/2026	170.72
57811	FedEx	Volume Study DS 25299 (White)	05/22/2026	16.24
57847	Margaret Clovis	HE 26090 (Stonehouse Terrace) Memo	05/29/2026	960.00

Total for Department: 115 Community Planning & Bu			5,931.82
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Department: 116 Police

57679	Alameda Co Sheriff's Office RTC	Training PD: EVOG Basic Skills Update Ament, Boucher, Martis	05/01/2026	972.00
57706	Same Day Shred	PD-Document shredding services	05/01/2026	75.00
57709	Todd Trayer	Reimburse for office furniture purchased with pers cc for EOC	05/01/2026	675.00
57714	US Bank	RESIDENCE INN MGN HILL Hotel room MSheppard dispatch academy	05/01/2026	901.55
57714	US Bank	ACHILLES HEEL TACTICAL Training for Sgt. Clifford in San Mateo, CA	05/01/2026	400.00
57714	US Bank	5TH AVENUE DELI Snacks Emergency Response at the Sunset Center	05/01/2026	94.40
57714	US Bank	RESIDENCE INN MGN HILL MSheppard lodging for dispatch academy	05/01/2026	901.55
57714	US Bank	5TH AVENUE DELI Sandwiches Evacuation Drill stakeholders	05/01/2026	430.00
57714	US Bank	COSTCO WHSE #0131 Snacks for Evacuation Drill Stakeholder meeting.	05/01/2026	76.58
57714	US Bank	TST*CARMEL BAKERY Coffee Evacuation Drill Stakeholders	05/01/2026	57.50
57714	US Bank	RESIDENCE INN MGN HILL MSheppard for Dispatch Academy	05/01/2026	996.22
57714	US Bank	AMAZON MKTPL*BG37N5SC2 Office Supplies	05/01/2026	178.71
57714	US Bank	POWERWERX PRODUCT VIPS radio	05/01/2026	240.97
57714	US Bank	AMAZON MKTPL*B518R3QY1 EOC stand for tv	05/01/2026	115.51
57714	US Bank	WHENTOWORK INC scheduling software	05/01/2026	61.00
57714	US Bank	THE UPS STORE 0326 Sent motorola radio in for repairs	05/01/2026	64.44
57734	Critical Reach, Inc.	PAYPAL *MONTEREYCOU MCOA Awards ceremony tickets	05/08/2026	285.00
57735	Department of Justice/Accounting Office	PD:Fingerprinting services	05/08/2026	264.00
57737	HASCO Stations, LLC	Gas and oil expense PD	05/08/2026	1,253.93
57740	Monterey County Animal Services	Animal control services	05/08/2026	275.00
57743	T2 Systems Canada Inc.	PD:Digital iris services	05/08/2026	75.00
57745	Transunion Risk & Alterna	TLO investigative searches	05/08/2026	112.50
57763	Jacob Clifford	Conf expenses Walnut Creek 05/11/26-05/14/26	05/15/2026	241.00
57766	Law Enforcement Psychological Serv, Inc	Employment psychological evaluation services	05/15/2026	9,750.00
57769	Michael Bruno	Conf Expenses Walnut Creek 5/11/26-5/14/26	05/15/2026	1,411.46
57774	Raya Automotive	PD Vehicle repairs	05/15/2026	470.00
57778	South Bay Regional Public Safety	Officer Public Safety Training classes	05/15/2026	180.00
57779	T2 Systems, Inc	MobilePay Station	05/15/2026	190.84
57808	Department of Justice/Accounting Office	PD:Fingerprinting services	05/22/2026	162.00
57814	HASCO Stations, LLC	Gas & oil PD	05/22/2026	951.51
57827	Office Depot, Inc.	PD Misc office supplies	05/22/2026	404.92
57831	Point Emblems	Police Dept-Badges and insignia	05/22/2026	249.43
57833	Raya Automotive	PD Vehicle repairs	05/22/2026	3,042.29
57837	South Bay Regional Public Safety	Officer Public Safety Training classes	05/22/2026	337.00
57840	Via Heart Project	Cardiac Defib Electrode pads	05/22/2026	617.45
57851	Wilana, LLC dba Swift Car Wash	Car Wash	05/29/2026	160.00

Total for Department: 116 Police			26,673.76
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Department: 117 Fire

57688	City Of Monterey	Fire Services Jul 2025- Jun 2026	05/01/2026	283,803.00
57707	Stryker	Equipment repairs Fire Dept	05/01/2026	9,255.72
57731	City Of Monterey	Fire Dept vehicle repairs	05/08/2026	1,590.75
57737	HASCO Stations, LLC	Gas and oil Fire Dept	05/08/2026	802.02
57813	First Alarm	Alarm services-Fire Station	05/22/2026	272.50
57814	HASCO Stations, LLC	Gas and oil Fire Dept	05/22/2026	401.50
57816	JD Repairs, Inc	Vehicle repairs Fire Dept	05/22/2026	8,945.72

Total for Department: 117 Fire			305,071.21
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Department: 118 Ambulance

57680	American Supply Company	Janitor Expense	05/01/2026	294.92
57682	Bound Tree Medical LLC	Medical supplies	05/01/2026	1,053.50
57688	City Of Monterey	Ambulance Service Fee	05/01/2026	179,521.83
57697	Mission Linen Service	laundry service	05/01/2026	156.06
57708	Teleflex LLC c/o Teleflex Funding LLC	Medical supplies AMB	05/01/2026	2,773.82
57714	US Bank	AMAZON MKTPL Shelving unit for Carmel Fire Station due to remodel	05/01/2026	290.59
57729	Bound Tree Medical LLC	Medical supplies	05/08/2026	863.05
57737	HASCO Stations, LLC	Gas and oil Amb Dept	05/08/2026	461.97
57739	Mission Linen Service	laundry service	05/08/2026	166.06
57796	American Supply Company	Janitor Expense	05/22/2026	318.46
57799	Bauer Compressors	Annual PM service 1 Bauer compressor	05/22/2026	2,651.05
57807	Davis & Goldmark Inc	Amb expense-Trust stmt liability April 2026	05/22/2026	148.25

57814	HASCO Stations, LLC	Gas and oil Amb Dept	05/22/2026	305.57
57823	Mission Linen Service	laundry service	05/22/2026	312.12
57829	Peninsula Welding & Medical Supply, inc.	Amb Dept:Oxygen/hazardous materials transport service:FC	05/22/2026	376.54
57841	Wittman Enterprises, LLC	Wittman Ent 6%net	05/22/2026	7,196.90

Total for Department: 118 Ambulance	196,890.69
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Department: 119 Public Works

57678	Ailing House Pest Control	Ailing House - City wide pest control	05/01/2026	305.00
57686	Cintas Corp 2 (First Aid)	First aid kits citywide	05/01/2026	57.53
57687	Cintas Corporation	Cintas- Uniforms for PW	05/01/2026	486.83
57690	Denise Duffy & Associates	ND Habitat Resource Monitoring	05/01/2026	2,955.52
57692	HASCO Stations, LLC	Fuel for PW Division fleet	05/01/2026	1,848.02
57699	Office Depot, Inc.	Office Depot- supplies	05/01/2026	917.49
57704	Rental Depot - Monterey	Chipper rental	05/01/2026	3,617.95
57705	Robert Half	Temporary forestry assistance services	05/01/2026	2,590.02
57711	Town and Country Gardening	Professional landscaping and garden services	05/01/2026	18,077.67
57712	Tree Stuff Lockbox No 639707	Treestuff - Supplies for Forestry Division	05/01/2026	541.51
57713	Uline Inc.	Supplies for City facilities RR. 4/2/26 #206237763	05/01/2026	1,898.53
57714	US Bank	THE HOME DEPOT #6967 Fm supplies	05/01/2026	228.50
57714	US Bank	THE HOME DEPOT #6967 Fm supplies	05/01/2026	1,605.42
57714	US Bank	HEARTSMART 3 aed pads	05/01/2026	287.10
57714	US Bank	HEARTSMART AED pad	05/01/2026	86.13
57714	US Bank	THE HOME DEPOT #6967 CO2 detectors and hose bib	05/01/2026	516.18
57714	US Bank	THE HOME DEPOT #6967 eight portable air-conditioning units for city facilities.	05/01/2026	4,372.19
57714	US Bank	SQ *FEDERICO EMBROIDERY Embroidering on safety vest	05/01/2026	45.00
57714	US Bank	USPS PO 0513150267 Mailing DMV records	05/01/2026	1.89
57714	US Bank	THE WEBSTAUANT STORE INC new Grills for lower Forest Hill Park	05/01/2026	1,605.96
57714	US Bank	WESTERN CHAPTER INTERNATI Webinar for Rene and Justin's ISA credential	05/01/2026	40.00
57714	US Bank	WESTERN CHAPTER INTERNATI Webinar on Trees and Insurance	05/01/2026	20.00
57715	Valley Hills Nursery	Supplies for Forestry	05/01/2026	1,184.79
57716	Valley Saw & Garden Equipment	437610 PW- Supplies	05/01/2026	159.38
57749	Always Under Pressure	Drained and flushed transfer 7/21/25 #103973	05/15/2026	445.00
57751	Applied Marine Sciences	Applied Marine Sciences- ASBS Watershed Monitoring	05/15/2026	6,770.40
57757	Dudek	Environmental support: On call MTNP, Carmel Forest Mast Plan, CE	05/15/2026	2,240.00
57758	Edwin Alonso/New Image Painting	Vista Lobos new window frames	05/15/2026	4,880.00
57761	HASCO Stations, LLC	Fuel for PW Division fleet	05/15/2026	1,129.99
57768	ME & F Rios Painting Inc	Exterior painting Carmel Park Branch	05/15/2026	4,950.00
57775	Robert Half	Temporary Forestry assistance services	05/15/2026	1,756.80
57776	Ross Roofing Inc	4/1/26 #8803	05/15/2026	6,152.00
57777	Scarborough Lumber & Building	Scarborough Ace Hardware - STREETS	05/15/2026	52.81
57781	Tree Stuff Lockbox No 639707	1217402 4/15/26 Forstry supplies	05/15/2026	428.43
57792	Ailing House Pest Control	Ailing House - City wide pest control	05/22/2026	2,095.00
57793	Air Exchange, Inc.	4-29-26 #91617200	05/22/2026	1,229.36
57795	American Lock & Key	Key work for City properties	05/22/2026	3,037.00
57796	American Supply Company	PW/FM Janitorial supplies- 1/22/26 0197355	05/22/2026	393.30
57803	Carmel Pine Cone	Legal noticing VL Electrical Panel 3/31/26 2613FW27	05/22/2026	156.00
57805	Cintas Corporation	Cintas- Uniforms for PW	05/22/2026	258.58
57810	Edges Electrical Group	Edges Electrical Supply -	05/22/2026	225.83
57812	Ferguson Enterprises, Inc.	Ferguson Plumbing Supply	05/22/2026	112.89
57818	La Bahia Inc	Catering for staff development for PW staff development	05/22/2026	1,250.00
57819	David Sollid Marina Backflow Company	Marina Backflow -	05/22/2026	225.00
57824	Monterey Sanitary Supply	PW/FM janitorial supplies	05/22/2026	113.84
57828	On Point Generators	On Point Generators - City Generator service	05/22/2026	1,592.06
57830	Poes Plumbing & Backflow	Plumbing work at different City facilities.	05/22/2026	5,930.02
57832	Pureserve Building Service	Pureserve Building Service - City facility janitorial service	05/22/2026	23,101.72
57835	Sentry Alarm Systems	Sentry Alarm Systems - City facility alarm service	05/22/2026	231.00
57836	Sherwin-Williams Co.	PW Paint and paint supplies 3/25/26 09739125830326	05/22/2026	4,522.41
57838	Uline Inc.	Supplies for City RR. 4/2/26 #206237763	05/22/2026	1,898.53

Total for Department: 119 Public Works	118,626.58
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Department: 120 Library

57701	Pacific Grove Self Storage	Storage Unit - Document storage	05/01/2026	407.00
57821	Melinda Cervantes	Project Manager/Consulting HML	05/22/2026	5,550.00

Total for Department: 120 Library	5,957.00
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Department: 130 Non-Departmental

57683	Cal-Am Water Company	Water service citywide	05/01/2026	20,816.86
57702	PG&E	Citywide gas and electric services	05/01/2026	15,932.22
57742	Prism Public Risk Innovation		05/08/2026	19,433.21
57748	Alliant Insurance Services	Building appraisals: 10 bldgs @ \$120 per bldg.	05/15/2026	1,447.23
57773	Pitney Bowes Global Fin S	Postage meter lease	05/15/2026	836.55

Total for Department: 130 Non-Departmental	58,466.07
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Department: 311 Capital Projects

57681	Avila Brothers Inc	Fire Station renovation	05/01/2026	21,393.65
57684	California Premier Restoration	Construction services: Remodeling Police Dept Evidence Room and	05/01/2026	18,000.00
57698	Neill Engineers Corp.	Conglomerate Paving Project - Design/PM	05/01/2026	33,022.00
57710	Tomblason Inc.	CIP: Forest Theater Stage Repairs	05/01/2026	15,068.50
57714	US Bank	AMAZON MKTPL*BD23W6SA2 Rubber Mats for Gym at PD.	05/01/2026	588.87
57717	Wald, Ruhnke & Dost Architects, LLP	CFD Engin Bayh-Design 3/31/26 #2503906	05/01/2026	200.00
57718	West Coast Arborists Inc .	Tree work	05/01/2026	1,959.00
57747	Airtec Inc	FS upgrades - turnout fan install	05/15/2026	3,246.00
57754	Coastal Paving & Excavating, Inc	Conglomerate Paving Project	05/15/2026	193,610.90
57755	Color New Corp	Sunset Cultural Center Painting Phase II per contract	05/15/2026	147,250.00
57758	Edwin Alonso/New Image Painting	Exterior painting as part of the recommendation from FCA	05/15/2026	16,800.00
57765	Kone, Inc	SSC loby elevator power unit replacement	05/15/2026	23,685.05
57768	ME & F Rios Painting Inc	QUOTE CIP:Exterior painting Carmel Park Br	05/15/2026	20,000.00
57771	Opticos Design, Inc	ODDS - April 2026	05/15/2026	24,598.94
57780	Topes Tree Service Inc.	Tree work	05/15/2026	17,325.00
57791	Advance Design Consultants, Inc	CIP Electrical panel upgrades support for VL electrical panel.	05/22/2026	2,326.00
57794	Alameda Electric Supply	Electrical services EV stations VL	05/22/2026	6,838.31
57797	Angeles Premium Construction, Inc	Flooring replacement at VL	05/22/2026	16,135.55
57802	California Premier Restoration	PD Renovation 5/7/26 #250410.2	05/22/2026	5,828.00
57803	Carmel Pine Cone	Legal noticing, 4/7/26 2614MND376	05/22/2026	292.50
57817	Kone, Inc	SSC loby elevator power unit replacement	05/22/2026	23,685.05
57834	Scudder Roofing	SSC Yoga Center re-roof.	05/22/2026	39,974.00
57842	Wm. B. Saleh Painting, Inc	ADA Upgrades year 8 4/30/26 #22267	05/22/2026	3,790.00

Total for Department: 311 Capital Projects	635,617.32
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Grand Total	1,481,388.40
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CITY OF CARMEL-BY-THE-SEA
City Council
Staff Report

July 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: Resolution 2026-046 designating Mayor Dale Byrne as the voting delegate and Councilmember Hans Buder as the alternate voting delegate at the 2026 League of California Cities Annual Conference and Expo

RECOMMENDATION:

Adopt Resolution 2026-046 designating Mayor Dale Byrne as the voting delegate and Councilmember Hans Buder as the alternate voting delegate at the 2026 League of California Cities Annual Conference and Expo.

BACKGROUND / SUMMARY:

The League of California Cities, also known as Cal Cities, holds a member-driven General Assembly each year during its Annual Conference and Expo. The 2026 Annual Conference and Expo will be held September 23-25, 2026, at the Anaheim Convention Center. The General Assembly will take place on Friday, September 25, 2026.

The General Assembly gives city officials the opportunity to directly participate in the development of Cal Cities policy. Each member city has one vote on matters considered at the General Assembly, including policy resolutions and potential bylaws amendments. To cast the City's vote, the City Council must designate one voting delegate and may designate up to two alternate voting delegates. This designation must be made by City Council action and cannot be made by the Mayor or City Administrator alone.

The designated voting delegate and any alternate voting delegates must be registered

to attend the conference. The voting delegate card may be transferred between the designated voting delegate and alternate voting delegate, but it may not be transferred to any other city official who was not designated by the City Council.

Mayor Dale Byrne and Councilmember Hans Buder are registered to attend the conference. To ensure the City of Carmel-by-the-Sea is able to participate and vote at the General Assembly, staff recommends adopting the attached Resolution (**Attachment 1**) designating Mayor Byrne as the City’s voting delegate and Councilmember Buder as the alternate voting delegate.

Following Council action, the City Clerk will submit the voting delegate information to Cal Cities by the September 1, 2026 deadline.

FISCAL IMPACT:

There is no additional fiscal impact associated with designating the City’s voting delegate and alternate voting delegate. Conference registration and related travel costs are handled separately in accordance with the City’s adopted budget and applicable travel and training policies.

PRIOR CITY COUNCIL ACTION:

Council routinely appoints the voting delegates in July or August each year.

ATTACHMENTS:

- 1. Resolution 2026-046

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

RESOLUTION NO. 2026-046

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
DESIGNATING MAYOR DALE BYRNE AS THE VOTING DELEGATE AND
COUNCILMEMBER BUDER AS THE ALTERNATE VOTING DELEGATE AT THE 2026
ANNUAL LEAGUE OF CALIFORNIA CITIES GENERAL ASSEMBLY**

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

WHEREAS, this year the League of California Cities will convene a member-driven General Assembly at the Cal Cities Annual Conference and Expo on September 25, 2026, in Anaheim; and

WHEREAS, to cast a vote during the General Assembly, the City must designate a voting delegate and up to two alternate voting delegates by Council action no later than September 1, 2026.

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

Designate Mayor Dale Byrne as the voting delegate and Councilmember Buder as the alternate voting delegate at the 2026 annual League of California Cities General Assembly.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
this 6th day of June, 2026, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk



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

July 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 2026-047 Approving a list of street projects for fiscal year 2026/27 Capital Improvement Plan partially funded by SB1 The Road Repair and Accountability Act of 2017

RECOMMENDATION:

Adopt Resolution 2026-047 (**Attachment 1**) approving a list of street projects for Fiscal Year 2026/27 Capital Improvement Plan partially funded by SB:1 The Road Repair and Accountability Act of 2017.

BACKGROUND / SUMMARY:

California charges excise and sales taxes on gasoline and diesel fuel for transportation-related purposes and allocates a percentage of the funding to cities and counties. This funding is known as the Highway Users Tax Account (HUTA), also referred to as the gas tax. Until 2017, the gas tax had not been updated in 23 years, and the State was confronted with a backlog of deferred infrastructure repairs for bridges, freeways, and roads.

In April 2017, the Governor signed Senate Bill 1 (SB1), the Road Repair and Accountability Act, into law. This legislation addresses road maintenance, rehabilitation, and safety needs of both the State highway system and local streets by increasing the per gallon fuel excise taxes, raising diesel fuel sales taxes, and charging new vehicle fees. SB 1 is estimated to generate \$1.5 billion a year for California cities and counties for street maintenance efforts statewide. Since November 1, 2017, a portion of this new funding, called the Road Maintenance and Rehabilitation Account (RMRA), has been apportioned by formula to eligible cities and counties for local street purposes.

In order for the City to be eligible to receive RMRA funds, the City must:

- A) Adopt City budgets that include the proposed SB 1 street projects list.
- B) Incorporate the SB 1 project list, including project description, locations, schedule, and estimated useful life, in the Capital Improvement Plan (CIP), and submit the CIP to the California Transportation Commission annually by October 16.
- C) Sustain a certain amount of local funding for streets, known as the Maintenance of Effort.
- D) Report on the use of the funds annually.

Public Works has identified the proposed street projects based on the Street Saver Pavement Management System. Working with the Transportation Agency of Monterey County (TAMC) and their paving consultant, NCE, the City's field condition assessment was performed in the Fall of 2022, and updated pavement rehabilitation strategies and cost information were recently incorporated into the Pavement Management System database.

Used by numerous agencies throughout California, the Street Saver System scientifically optimizes public funds by targeting pavement rehabilitation strategies to roadway segments which are about to slip into rapid decline, rather than allocating dollars to an agency's most damaged pavement sections, which will ultimately require more-costly, complete pavement section reconstructions.

For Fiscal Year 2026/27, Public Works recommends that we focus on the design phase only of streets requiring an asphalt overlay or full reconstruction, six sidewalk segments, and the design and construction of streets requiring micro-surfacing. This strategy will ensure the plans for street overlays, reconstruction, and sidewalks will be thorough and reduce the amount of change orders required while construction is in progress in FY 27/28.

During the design phase of these street and sidewalk repairs, other elements will be considered and incorporated into the project as appropriate. These elements may include drainage improvements, ADA curb ramps, signage, trees and landscaping, and/or aesthetic enhancements. The preliminary design plans for both streets and sidewalks will be routed to Community Planning and Building for material type review and approval.

When the City Council adopts the FY 2026/27 Capital Improvement Plan and Operating Budget, the project description for "Streets and Road Projects" will include the following tentative list of streets planned to be partially funded with HUTA and RMRA account revenues (**Attachment 2**): This list of streets is subject to change based on budget.

The useful life of the repaired road segments will depend on the pavement rehabilitation method selected for each street. An asphalt overlay may extend the useful life of the residential and collector streets by 10 to 20 years, and arterials by 10

to 15 years. Microsurfacing may have a useful life of 5 to 10 years. The design of this project is anticipated to begin by fall of 2026 with construction occurring in the following Fiscal Year.

Micro-Surface Design and Construction FY 26/27:

- First Avenue between Mission Street and Junipero Street
- Second Street between North Casanova and Monte Verde Street
- Fourth Avenue between Junipero Street and Torres Street
- Fourth Avenue between Lincoln Street and Dolores Street
- Fourth Avenue between Santa Rita Street and Guadalupe Street
- Fifth Avenue between Junipero Street and Torres Street
- Fifth Avenue between Dolores Street and San Carlos Street
- Fifth Avenue between Mission Street and Junipero Street
- Seventh Avenue between San Carlos Street and Junipero Street
- Ninth Avenue between Dolores Street and San Carlos Street
- Thirteenth Avenue between Monte Verde Street and Junipero Street
- Camino Real between Twelfth Avenue and Santa Lucia Avenue
- Carmelo Street between Twelfth Avenue and Santa Lucia Avenue
- Casanova Street between Ocean Avenue and Ninth Avenue
- Dolores Street between Fourth Avenue and Fifth Avenue
- Lincoln Street between Fifth Avenue and Ocean Avenue
- Lincoln Street between Ocean Avenue and Eighth Avenue
- Lopez Avenue between Fourth Avenue and North End
- Mission Street between Thirteenth Avenue and Santa Lucia Avenue
- Monte Verde Street between Ocean Avenue and Ninth Avenue
- Mountain View Between Junipero and Torres Street
- San Antonio Avenue between Eleventh Avenue and Santa Lucia Avenue
- Santa Lucia Avenue between Camino Real and Dolores Street
- Asphalt Overlay Design for FY 27/28:
 - First Avenue between Junipero Street and Carpenter Street
 - Fifth Avenue between San Carlos Street and Mission Street
 - Seventh Avenue between Forest Road and East City Limits
 - Eighth Avenue between Mission Street and San Carlos Street
 - Tenth Avenue between Dolores Street and Mission Street
 - Alta Avenue between San Carlos Street and Junipero Street
 - Ladera Drive from Rio Road to dead end
 - Lincoln Street between Second Avenue and Third Avenue
 - Rio Road between Santa Lucia Avenue and East City Limits
 - Santa Fe Street between Fifth Avenue and Sixth Avenue
 - San Antonio Avenue between Eighth Avenue and Eleventh Avenue
 - Vista Avenue between Dolores Street and Junipero Street

Sidewalk Segment Design for FY 27/28:

- North side of Sixth Avenue between Dolores Street and Lincoln Street
- South Side Sixth Avenue, between Junipero and Mission Street
- Northwest San Carlos Street and Sixth Avenue
- South Side of Fifth Avenue between Mission Street and San Carlos Street
- East side of San Carlos Street between Eighth Avenue and Ninth Avenue
- East side of Junipero between Sixth Avenue and Ocean Avenue

FISCAL IMPACT:

At the June 2nd, 2026 Council meeting, Council approved a Capital Improvement Plan budget of \$200,000 for Street Improvements and \$850,000 for Street Preventative Maintenance for fiscal year 2026/27.

The City of Carmel-by-the-Sea will receive an estimated total of \$183,135 from SB1 the Road Repair and Accountability Act in FY 26/27, which includes \$93,999 from the Highway Users Tax Account (HUTA), and \$89,136 from the Road Maintenance and Rehabilitation Account (RMRA) funding in Fiscal Year 2026/27.

PRIOR CITY COUNCIL ACTION:

At the June 2nd, 2025 City Council meeting, Council approved Resolution 2025-047 approving a list of street projects for Fiscal Year 2025/26 partially funded by SB:1 The Road Repair and Accountability Act of 2017.

ATTACHMENTS:

1. Resolution 2026-047
2. Road Maintenance and Rehabilitation Account (RMRA)

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

RESOLUTION NO. 2026-047

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
ADOPTING A LIST OF STREET PROJECTS IN FISCAL YEAR 2026/2027 CAPITAL
IMPROVEMENT PLAN PARTIALLY FUNDED BY SB 1: THE ROAD REPAIR AND
ACCOUNTABILITY ACT OF 2017**

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of the City of Carmel-by-the-Sea are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City of Carmel-by-the-Sea must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City of Carmel-by-the-Sea, will receive an estimated \$89,136 in RMRA funding in Fiscal Year 2026/2027 from SB 1; and

WHEREAS, this is the tenth year in which the City of Carmel-by-the-Sea is receiving SB 1 funding and will enable the City of Carmel-by-the-Sea to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City of Carmel-by-the-Sea has undergone a robust public process to ensure public input into our community's transportation priorities/the project list; and

WHEREAS, the City of Carmel-by-the-Sea used StreetSaver, a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities' priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City of Carmel-by-the-Sea will help the City fund up to twenty-three street segments to be micro-surfaced in FY 2026/2027, repair sidewalks at five locations, and the design of twelve street segments to be overlaid the following fiscal year, and; and

WHEREAS, the 2023 California Statewide Local Streets and Roads Needs Assessment found that the City's streets and roads are in fair, but at-risk conditions and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into satisfactory condition; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

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

1. The foregoing recitals are true and correct.
2. The following list of newly proposed projects will be funded in-part or solely with Fiscal Year 2026/2027 Road Maintenance and Rehabilitation Account revenues:

Remove sections of failed pavement, and microsurface the following street segments:

- First Avenue between Mission Street and Junipero
- Second Street between North Casanova and Monte Verde Street
- Fourth Avenue between Junipero and Torres Street
- Fourth Avenue between Lincoln Street and Dolores Street
- Fourth Avenue between Santa Rita Street and Guadalupe Street
- Fifth Avenue between Junipero and Torres
- Fifth Avenue between Dolores Street and San Carlos Street
- Fifth Avenue between Mission Street and Junipero
- Seventh Avenue between San Carlos street and Junipero
- Ninth Avenue between Dolores Street and San Carlos Street
- Thirteenth Avenue between Monte Verde Street and Junipero
- Camino Real between Twelfth Avenue and Santa Lucia Avenue
- Carmelo Street between Twelfth Avenue and Santa Lucia Avenue
- Casanova Street between Ocean Avenue and Ninth Avenue
- Dolores Street between Fourth Avenue and Fifth Avenue
- Lincoln Street between Fifth Avenue and Ocean Avenue
- Lincoln Street between Ocean Avenue and Eight Avenue
- Lopez Avenue between Fourth Avenue and North End
- Mission Street between Thirteenth Avenue and Santa Lucia Avenue
- Monte Verde Street between Ocean Avenue and Ninth Avenue
- Mountain View Between Junipero and Torres Street
- San Antonio Avenue between Eleventh Avenue and Santa Lucia Avenue
- Santa Lucia Avenue between Camino Real and Dolores Street

Design of streets for an asphalt overlay:

- First Avenue between Junipero and Carpenter Street
- Fifth Avenue between San Carlos Street and Mission Street
- Seventh Avenue between Forest Road and East City Limits
- Eighth Avenue between Mission Street and San Carlos Street

- Tenth Avenue between Dolores Street and Mission Street
- Alta Avenue between San Carlos Street and Junipero
- Ladera Drive from Rio Road to dead end
- Lincoln Street between Second Avenue and Third Avenue
- Rio Road between Santa Lucia Avenue and East City Limits
- Santa Fe Street between Fifth Avenue and Sixth Avenue
- San Antonio Avenue between Eighth Avenue and Eleventh Avenue
- Vista Avenue between Dolores Street and Junipero

Design of sidewalk segments:

- North side of Sixth Avenue between Dolores Street and Lincoln Street
- South Side Sixth Avenue, between Junipero and Mission Street
- Northwest San Carlos Street and Sixth Avenue
- South Side of Fifth Avenue between Mission Street and San Carlos Street
- East side of San Carlos Street between Eighth Avenue and Ninth Avenue
- East side of Junipero between Sixth Avenue and Ocean Avenue

The useful life of the repaired road segments will depend on the pavement rehabilitation method selected for each street. An asphalt overlay may extend the useful life of residential and collector streets by 15 to 20 years, and arterials by 10 to 15 years. Microsurfacing may have a useful life of 5 to 10 years.

Design of this project and is anticipated to begin in fall of 2026 and construction in spring of 2027.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA on this 6th day of July, 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk

Local Streets and Roads - Projected Revenues

Based on State Dept of Finance statewide
Estimated May 2026

	2025-26			2026-27		
	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL
MODOC COUNTY						
ALTURAS	85,351	71,617	156,968	87,180	76,531	163,711
County of Modoc	3,045,038	3,592,235	6,637,273	3,100,682	3,838,704	6,939,386
Total City & County: Modoc	3,130,389	3,663,852	6,794,241	3,187,863	3,915,234	7,103,097
MONO COUNTY						
MAMMOTH LAKES	1,859,901	190,101	2,050,001	1,865,535	203,144	2,068,679
County of Mono	2,357,137	2,634,244	4,991,381	2,397,996	2,814,983	5,212,979
Total City & County: Mono	4,217,038	2,824,344	7,041,382	4,263,531	3,018,127	7,281,658
MONTEREY COUNTY						
CARMEL-BY-THE-SEA	91,917	83,413	175,330	93,999	89,136	183,135
DEL REY OAKS	48,723	41,575	90,297	49,760	44,427	94,188
GONZALES	239,165	225,067	464,231	244,782	240,509	485,291
GREENFIELD	574,810	547,264	1,122,073	588,468	584,812	1,173,280
KING CITY	397,720	377,674	775,394	407,146	403,586	810,733
MARINA	637,359	607,848	1,245,207	652,529	649,554	1,302,083
MONTEREY	784,824	749,713	1,534,537	803,535	801,152	1,604,686
PACIFIC GROVE	414,955	394,367	809,322	424,797	421,425	846,222
SALINAS	4,412,442	4,259,519	8,671,961	4,518,749	4,551,771	9,070,520
SAND CITY	15,939	9,821	25,760	16,185	10,495	26,679
SEASIDE	900,544	861,799	1,762,342	922,052	920,928	1,842,980
SOLEDAD	759,706	725,384	1,485,090	777,810	775,154	1,552,964
County of Monterey	12,731,712	12,056,102	24,787,815	13,038,063	12,883,289	25,921,353
Total Cities & County: Monterey	22,009,816	20,939,544	42,949,361	22,537,876	22,376,237	44,914,113
NAPA COUNTY						
AMERICAN CANYON	622,089	589,681	1,211,769	636,883	630,140	1,267,023
CALISTOGA	149,975	137,889	287,864	153,435	147,350	300,784
NAPA	2,142,570	2,051,613	4,194,183	2,194,044	2,192,377	4,386,421
SAINT HELENA	154,322	142,075	296,398	157,887	151,823	309,710
YOUNTVILLE	87,407	78,594	166,002	89,379	83,987	173,366
County of Napa	4,420,788	4,135,843	8,556,631	4,526,572	4,419,609	8,946,181
Total Cities & County: Napa	7,577,152	7,135,695	14,712,847	7,758,200	7,625,285	15,383,486
NEVADA COUNTY						
GRASS VALLEY	453,391	358,348	811,739	464,020	382,934	846,955
NEVADA CITY	129,413	88,152	217,565	132,028	94,200	226,228
TRUCKEE	2,909,092	445,710	3,354,802	2,922,313	476,291	3,398,604
County of Nevada	4,650,475	4,358,995	9,009,470	4,755,878	4,658,072	9,413,950
Total Cities & County: Nevada	8,142,371	5,251,204	13,393,576	8,274,240	5,611,497	13,885,737



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

July 6, 2026
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Mary Bilse, Environmental Programs Manager

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: Resolution 2026-048 approving the revised Monterey Regional Stormwater Management Program Memorandum of Agreement and authorizing execution of the Agreement

RECOMMENDATION:

Adopt Resolution 2026-048 (**Attachment 1**) approving the revised Monterey Regional Stormwater Management Program Memorandum of Agreement (MOA) (**Attachment 2**) and authorizing execution of the Agreement.

BACKGROUND / SUMMARY:

On August 5, 2025, the City Council adopted Resolution 2025-070 approving an updated Monterey Regional Stormwater Management Program (MRSWMP) Memorandum of Agreement (MOA) among participating agencies in the Monterey region.

Following approval by the City of Carmel-by-the-Sea, other participating agencies requested additional revisions to the MOA. Monterey One Water subsequently incorporated those revisions and requested that participating agencies consider and approve the revised MOA.

The City's legal counsel reviewed the revised agreement and determined that while most revisions are non-substantive, changes to Section 7.06 constitute substantive revisions that warrant Council consideration and approval. Counsel has no objections to the revised language.

The revised MOA continues to provide the framework for regional cooperation in implementing stormwater management requirements and regulatory compliance activities. The principal revisions since the version approved by the City Council on August 5, 2025, are reflected in Section 7.06. A redline comparison identifying those changes is attached for reference (**Attachment 3**).

Approval of the revised MOA will allow the City to remain a participant in the MRSWMP under the updated agreement requested by Monterey One Water and the participating agencies.

ENVIRONMENTAL DETERMINATION

The proposed action is not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378.

FISCAL IMPACT:

Approval of the revised MOA does not result in any additional fiscal impact beyond those previously anticipated for participation in the MRSWMP.

PRIOR CITY COUNCIL ACTION:

In June 2026, the City Council approved the City's operating budget for Fiscal Year 2026-2027, which includes \$34,650 for the MRSWMP Program.

ATTACHMENTS:

1. Resolution 2026-048
2. MRSWMP MOA
3. Red Line Comparison of Revisions to MRSWMP MOA

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

RESOLUTION NO. 2026-048

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA APPROVING THE REVISED MONTEREY REGIONAL STORMWATER MANAGEMENT PROGRAM MEMORANDUM OF AGREEMENT AND AUTHORIZING EXECUTION OF THE AGREEMENT

WHEREAS, the City of Carmel-by-the-Sea (City) the City participates in the Monterey Regional Stormwater Management Program (MRSWMP), a regional partnership established to implement stormwater management requirements and regulatory compliance activities; and,

WHEREAS, on August 5, 2025, the City Council adopted Resolution No. 2025-070 approving an updated Monterey Regional Stormwater Management Program Memorandum of Agreement (MOA) among participating agencies; and,

WHEREAS, following approval by the City of Carmel-by-the-Sea, participating agencies requested additional revisions to the MOA, which were subsequently incorporated by Monterey One Water; and,

WHEREAS, the City's legal counsel has reviewed the revised MOA and determined that revisions to Section 7.06 constitute substantive changes warranting City Council consideration and approval, and has no objection to the revised language; and,

WHEREAS, approval of the revised MOA will allow the City to continue participation in the Monterey Regional Stormwater Management Program under the updated agreement requested by Monterey One Water and the participating agencies; and,

WHEREAS, the proposed action is not a project subject to the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378.

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

- The City Council approves the revised Monterey Regional Stormwater Management Program Memorandum of Agreement attached hereto and incorporated herein by reference.
- The City Administrator is authorized to authorized to execute the revised Memorandum of Agreement and any non-substantive documents necessary to implement the Agreement.
- This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 6TH day of July, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne
Mayor

Nova Romero, M.M.C.
City Clerk



MONTEREY SEA

Stormwater Education Alliance

Carmel-by-the-Sea • County of Monterey • Del Rey Oaks
Monterey • Pacific Grove • Sand City • Seaside

Monterey Regional Stormwater Management Program

Memorandum of Agreement 2026

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MEMORANDUM OF AGREEMENT MONTEREY REGIONAL STORMWATER MANAGEMENT PROGRAM

THIS Memorandum of Agreement (“AGREEMENT”), is made and entered into this _____ day of _____, 2026, by and between MONTEREY ONE WATER, hereinafter referred to as “AGENCY”, a Joint Powers Authority (JPA) organized under the laws of the State of California, and the following public entities, each of which is hereinafter referred to as “PERMITTEE” or collectively as “PERMITTEES”:

CITY OF CARMEL-BY-THE-SEA, a municipal corporation of the State of California;
 CITY OF DEL REY OAKS, a municipal corporation of the State of California;
 CITY OF MONTEREY, a municipal corporation of the State of California;
 CITY OF PACIFIC GROVE, a municipal corporation of the State of California;
 CITY OF SAND CITY, a municipal corporation of the State of California;
 CITY OF SEASIDE, a municipal corporation of the State of California; and
 COUNTY OF MONTEREY, a political subdivision of the State of California.

The AGENCY and the above-mentioned entities may also hereinafter be collectively referred to as “PARTIES” or individually as “PARTY,” to form the Monterey Regional Stormwater Management Program (Program).

In addition, other organizations, including but not limited to non-traditional agencies (COORDINATING ENTITIES) that are not subject to similar National Pollutant Discharge Elimination System (NPDES) Phase 2 Municipal Separate Storm Sewer System (MS4) permits and include land parcels adjoining PERMITTEE areas that may impact shared watersheds, may coordinate with the Program and may provide contributions to the Program to help meet stormwater pollution reduction goals.

All participating PERMITTEES and COORDINATING ENTITIES shall be referred to herein collectively as PARTICIPATING ENTITIES.

RECITALS:

- A. The Federal Clean Water Act (CWA) requires certain municipalities and industrial facilities to obtain an NPDES permit for the discharge of stormwater to navigable waters. NPDES permits also are required for any stormwater discharge which the Federal Environmental Protection Agency (EPA) or a state has determined contributes to a violation of a water quality standard or is a significant contributor of pollutants to surface waters.
- B. The EPA has delegated authority to the California State Water Resources Control Board (SWRCB) to administer the NPDES permit process within California and, in turn, the SWRCB has delegated authority to the California Regional Quality Control Board - Central Coastal Basin (RWQCB) to administer the NPDES permit process within its region.
- C. On December 8, 1999, the EPA promulgated Phase 2 stormwater regulations under authority of the Clean Water Act section 402(p)(6). These regulations require the SWRCB to issue NPDES stormwater permits to operators of Small MS4s, defined as entities with a population of under 100,000 people.
- D. On April 30, 2003, the SWRCB adopted Water Quality Order No. 2003-005-DWQ, NPDES General Permit CAS000004 Waste Discharge Requirements (WDRs) for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems (General Permit) to comply with Clean Water Act section 402(p)(6).

- E. In 2002, in anticipation of these requirements, the PERMITTEES entered into a Memorandum of Agreement (MOA) and subsequently formed the Program in order to achieve regional cooperation and efficiency among the PERMITTEES in the implementation of the NPDES MS4 regulations.
- F. On February 5, 2013, the SWRCB adopted Water Quality Order No. 2013-0001-DWQ NPDES General Permit No. CAS000004 (Order), which modifies the previous General Permit, Order 2003-0005-DWQ. This Order establishes stormwater management program requirements and defines the minimum acceptable elements of municipal stormwater management programs, unless otherwise amended. Per Section J of the Small MS4 Permit, "This Order expires on June 30, 2018. If this Order is not reissued or replaced prior to the expiration date, it will be administratively continued in accordance with 40 Code of Federal Regulations section 122.6 and remain in full force and effect."
- G. On August 1, 2024, the SWRCB released a public notice to solicit comments on the Informal Draft Small Municipal Stormwater Permit currently under development. The issuance of a Formal Draft, followed by the adoption of a new MS4 permit by the SWRCB is expected between 2025 and 2026.
- H. In and for the mutual interest of the PERMITTEES, the PERMITTEES wish to continue to implement the Program by entering into this AGREEMENT for the purpose of cooperating to comply with NPDES permit requirements efficiently and economically.

NOW, THEREFORE, THE PARTIES HERETO AGREE, AS FOLLOWS:

Section 1. Monterey Regional Stormwater Management Program

- 1.01 The Program is intended to fulfill certain obligations of the PERMITTEES with regard to NPDES Phase 2 Storm Water permit requirements.
- 1.02 The Program is a collective effort and implementation of regional activities designed to benefit all PERMITTEES.
- 1.03 Each PERMITTEE shall implement individually its Community-Specific Program as required by its Small MS4 Permit.
- 1.04 PERMITTEES appoint AGENCY to serve as the Program Administrator for the Program and to provide the services set forth in Section 4 below and any other services under the direction of the Program Management Committee (MC, membership as defined in Section 2). AGENCY shall be responsible for selecting, retaining, assigning, or dismissing personnel to provide services on its behalf as called for in this MOA, in collaboration with the MC.
- 1.05 The AGENCY may withdraw as the Program Administrator upon the provision of ninety (90) days written notice to the MC. The MC may select a new Program Administrator upon the provision of a ninety-day (90) written notice to the AGENCY. In either event, the AGENCY shall issue invoices to each PERMITTEE for unreimbursed expenditures on behalf of the Program within forty-five (45) days of the 90-day period ending.
- 1.06 In the event that the AGENCY withdraws as the Program Administrator, or in the event that the MC wishes to select a new Program Administrator, another PERMITTEE may serve as a successor Program Administrator. Any PERMITTEE willing to serve as the successor Program Administrator may be nominated by another PERMITTEE. Selection of a Program Administrator must be by majority vote of the MC, and the newly selected Program Administrator shall provide the services set forth in Section 4 below and any other services under the direction of the MC.

Section 2. Management Committee

- 2.01 A Program MC is hereby created, consisting of representatives from each PERMITTEE, to provide for overall Small MS4 Permit Program coordination, review, and budget oversight.
- 2.02 The MC is the official management and oversight body of the Program. The MC shall direct and guide the Program and review and approve the Program Budget. The MC shall consider permit compliance, including benefit to a majority of the PERMITTEES, as a primary objective in approving Program tasks and corresponding budgets.
- 2.03 The voting membership of the MC shall comprise one voting representative from each PERMITTEE, designated as specified in EXHIBIT A. An alternative voting representative may be appointed by each PERMITTEE.
- 2.04 The MC adopts the Bylaws contained in EXHIBIT A for its governance and may, from time to time, revise these Bylaws by majority vote of the MC at a duly-noticed meeting with a quorum of PERMITTEES in attendance.
- 2.05 The Program Administrator shall periodically re-evaluate and make recommendations to the PERMITTEES concerning the adjustment of the cost-share allocations that each PERMITTEE shall pay for the implementation of Program obligations.
- 2.06 A quorum of the MC shall be achieved when voting representatives from at least fifty percent (50%) of the PERMITTEES are present at any MC meeting.
- 2.07 Meetings of the MC, including any closed sessions with the Program Attorney, shall be conducted in accordance with the Ralph M. Brown Act (Government Code Section 54950 et seq.), including the public posting of meeting agendas at least 72 hours in advance of the meeting.
- 2.08 The MC shall establish timelines and budgets for the completion of Program tasks.
- 2.09 The MC, through its Bylaws, may establish procedures for tracking, accounting for, and auditing the Program funds.

Section 3. Program Budget

- 3.01 A budget shall be adopted for each fiscal year by the MC. The fiscal year shall run from July 1 through June 30. The Budget shall be prepared by the Program Administrator and administered as described in EXHIBIT B.
- 3.02 The Program Administrator shall invoice PARTICIPATING ENTITIES biannually for Program cost expenditures based upon the adopted budget for the fiscal year and the approved cost share allocation. The proportionate share of the Program Budget that each PARTICIPATING ENTITIES shall pay shall be shown and specified in the adopted fiscal year budget.
- 3.03 The Program Administrator shall invoice PARTICIPATING ENTITIES for expenses incurred no later than forty-five (45) days after the end of each biannual period.
- 3.04 Cost-sharing between PARTICIPATING ENTITIES shall be calculated utilizing formulas specific to the Budget Schedule Parameters laid out in EXHIBIT B.2, which include population-based computations, fixed fee contributions, and software usage rates, unless otherwise agreed to by the PARTICIPATING ENTITIES when the budget for each fiscal year is adopted, as described in EXHIBIT B.
- 3.05 PARTICIPATING ENTITIES shall be responsible for reimbursing the Program Administrator for all costs incurred in connection with Program activities. The total annual amount paid by PARTICIPATING ENTITIES to the Program Administrator shall not exceed the approved annual budgets. PARTICIPATING ENTITIES shall not reimburse the Program Administrator for

expenses exceeding the approved annual budget of the Program, unless approved through the budget amendment process outlined in Subsection 3.06 and in EXHIBIT B.1.

- 3.06 The Program Administrator must submit a formal request to the MC for any anticipated expenditure that exceeds the limits of the adopted budget using the form included in EXHIBIT B.4. All budget amendment requests must include description of the proposed change, reason for the change, amount of the change, and estimated timeframe for expense to be incurred.
- 3.07 No budget amendment will be considered final or acted upon until it has received approval by majority vote of the MC.
- 3.08 The Program Administrator will evaluate all completed and proposed expenditures in order to reduce any budget amendments requested.

Section 4. Program Administrator's Roles & Responsibilities

- 4.01 The Program Administrator shall be responsible for Program management, administration, and related duties as described in EXHIBIT D. The Program Administrator shall not be responsible for providing program management services related to individual PERMITTEES' Community-Specific Programs. Work assignments shall be delegated to the Program Administrator by the MC and not by individual PERMITTEES.
- 4.02 The Program Administrator shall be paid from Program Funds in accordance with the adopted Program Budget, for providing the services described hereunder. The Program Administrator shall be the treasurer of the Program funds and shall maintain Program funds in a separate designated account and shall not expend any funds except in accordance with the annual budget approved by the MC, or as otherwise directed by the MC.
- 4.03 The Program Administrator may request, as part of the annual Program Budget, reimbursement for reasonable and customary indirect costs incurred in providing the services described in this Section. Reimbursement to the Program Administrator shall be subject to MC review and approval as part of the Program Budget.
- 4.04 The MC must adhere to Program Administrator's procurement policies, as laid out in EXHIBIT C. This includes but is not limited to: the Program Administrator shall issue formal Requests for Proposals for services estimated to cost \$35,000 or more, and the Program Administrator shall issue Purchase Orders for purchases of \$5,000 or more.
- 4.05 The Program Administrator, in collaboration with the MC, shall be responsible for selecting any consultant(s) or contractor(s) who are to be paid from Program funds ("Outside Contractors") and for reviewing and approving any contracts with Outside Contractors, including the scope(s) of work, schedules of performance, use of subcontractors, and compensation for such Outside Contractors. The selection of Outside Contractors shall conform to the Program Administrator's procurement policies.
- 4.06 The Program Administrator shall act in a reasonable amount of time to execute contracts with Outside Contractors that have been requested by the MC. The Program Administrator shall provide a copy of any contract executed on behalf of the Program to any PERMITTEE, person designated by any PERMITTEE, or the MC upon request. The Program Administrator, at its discretion, may delegate authority to execute agreements and contracts approved by the Management Committee to a designated employee. Notice of any such delegation of authority shall be provided to the MC.
- 4.07 The Program Administrator reserves the right to amend and update the procurement policy periodically and shall notify PERMITTEES of any changes in writing upon its adoption by the

Program Administrator.

Section 5. Additional Rights and Duties of the PARTIES

- 5.01 In addition to participation in the MC, the PERMITTEES accept and agree to perform the following duties:
1. Each will participate in MC meetings and other required meetings of the PERMITTEES.
 2. Each will abide by the MC Code of Conduct specified in EXHIBIT A, Item 9.
 3. Each will comply with the NPDES Permit conditions that apply within its jurisdictional boundaries.
 4. Each will implement its jurisdiction's Community-Specific Program.
 5. Each will provide certain agreed upon reports to the Program Administrator for purposes of reporting, on a joint basis, compliance with applicable provisions of the NPDES Permit and the status of Program implementation.
 6. Each will address individually inter-agency issues, agreements, or other cooperative efforts.
 7. Each will only be responsible for performing the duties listed above for and on behalf of its own jurisdiction.
- 5.02 This AGREEMENT does not restrict the PERMITTEES from the ability to individually (or collectively) request NPDES Permit modifications and/or initiate NPDES Permit appeals for permit provisions to the extent that a provision affects an individual party (or group of PERMITTEES); however, any such PERMITTEE (or PERMITTEES) shall provide a minimum of 30-days written advance notice of their action to the other PARTIES and allow them to comment upon or join in their action before proceeding.

Section 6. Term of AGREEMENT

- 6.01 This AGREEMENT shall commence on the date that the last Duly Authorized Representative of the PARTIES executes it and shall continue indefinitely in accordance with the provisions of Subsections 6.02, 6.03, and 6.04 below.
- 6.02 This AGREEMENT shall terminate upon expiration of the NPDES Phase 2 Storm Water Permit Order Number 2013-0001-DWQ that is issued to the PERMITTEES, unless the SWRCB issues a new NPDES General MS4 Permit or this term is extended by the PARTIES.
- 6.03 Upon issuance of a new NPDES General MS4 Permit by the SWRCB, this AGREEMENT shall be amended to terminate at the expiration of the new permit, unless this term is extended by the PARTIES.
- 6.04 Any PERMITTEE may terminate its participation in this AGREEMENT by giving the MC at least a thirty (30) day written notice. If a PERMITTEE terminates its participation, the terminating PERMITTEE will bear the full responsibility for its compliance with the NPDES Permit commencing on the date it terminates its participation, including its compliance with both Community-Specific and Program-wide responsibilities. Unless the termination is scheduled to be effective at the close of the fiscal year in which the notice is given, termination shall constitute forfeiture of all of the terminating PERMITTEE'S share of the Program Budget, for the fiscal year in which the termination occurred (both paid and obligated, but unpaid, amounts). In addition, unless notice of termination is provided at least ninety (90) days prior to the date established by the MC for approval of the budget for the succeeding fiscal year, termination shall constitute forfeiture of all of the terminating PERMITTEE'S share of any unexpended, unencumbered funds remaining from all previous fiscal years. The cost

allocations for the remaining PERMITTEES may be recalculated for the following fiscal year by the PARTIES without the withdrawing PERMITTEE'S participation.

Section 7. General Provisions

- 7.01 This AGREEMENT supersedes any prior agreement among the PARTIES regarding the Program but does not supersede any other agreements between any of the PARTIES.
- 7.02 This AGREEMENT may be amended only by written agreement of the PARTIES. All PARTIES agree to bring any proposed amendment to this AGREEMENT to their Council or Board, as applicable, within two (2) months following acceptance of the amendment by the MC.
- 7.03 In the event any provision of this AGREEMENT is determined to be void or unenforceable for any reason, such a determination shall not affect the remainder of this Agreement, which shall continue to be in force.
- 7.04 This AGREEMENT may be executed and delivered in any number of copies ("counterpart") by the PARTIES, including by means of electronic communicate. When each PARTY has signed and delivered at least one (1) counterpart to the Program Administrator, each counterpart shall be deemed an original and, taken together, shall constitute one and the same AGREEMENT, which shall be binding and effective as to the PARTIES hereto.
- 7.05 No PARTY shall, by entering into this AGREEMENT, participating in the MC, or agreeing to serve as Program Administrator, assume or be deemed to assume responsibility for any other PARTY in complying with the requirements of the NPDES Permit. This AGREEMENT is intended solely for the convenience and benefit of the PARTIES hereto and shall not be deemed to be for the benefit of any third party and may not be enforced by any third party, including, but not limited to, the EPA, the SWRCB, and the RWQCB, or any person acting on their behalf or in their stead.
- 7.06 In lieu of and notwithstanding the pro rata risk allocation which might otherwise be imposed between the PARTIES pursuant to Government Code Section 895.6, the PARTIES agree that all losses or liabilities incurred by a PARTY shall not be shared pro rata, but instead, the PARTIES agree that pursuant to the Government Code Section 895.4, if a PARTY is held liable upon any judgment for damages caused by a negligent or wrongful act or omission occurring in the performance of the agreement and pays in excess of its pro rata share in satisfaction of such judgment, such PARTY shall not be entitled to contribution from each of the other PARTIES. Each of the PARTIES agree to and shall fully defend, indemnify, and hold harmless each of the other PARTIES from any claim, expense or cost, damage, or liability imposed for injury (as defined by Government Code Section 810.8) occurring by reason of the negligent or wrongful act or omission by the indemnifying PARTY, its officers, agents, or employees, under or in connection with or arising from any work, authority, or action taken under this AGREEMENT, including but not limited to any non-compliance by a PARTY with its obligations under the Program NPDES Permit. No PARTY, nor any officer, Councilmember, Board Member, employee, or agent thereof shall be responsible for any damage or liability incurred by reason of the negligent or wrongful acts or omissions or willful misconduct of the other PARTIES hereto, their officers, Councilmembers, Board Members, employees, or agents under or in connection with or arising from any work, authority, or actions taken under this AGREEMENT, including but not limited to any non-compliance by a PARTY with its obligations under the Program NPDES Permit.
- 7.07 In the event that suit shall be brought by any PARTY to this contract, the PARTIES agree that venue shall be exclusively vested in the state courts of the County of Monterey, or, if brought in federal court, in the United States District Court handling matters arising in Monterey County. Further, the prevailing PARTY or PARTIES shall be entitled to reasonable attorney

fees and costs.

IN WITNESS WHEREOF, the PARTIES hereto have executed this AGREEMENT as of the dates shown below:

MONTEREY ONE WATER, a Joint Powers Authority and public agency of the State of California

Date: _____

APPROVED AS TO FORM:

By: _____
General Manager / Executive
Officer

By: _____
Legal Counsel

ATTEST:

Date: _____

By: _____

- CITY OF CARMEL-BY-THE-SEA, a public entity of the State of California;
- CITY OF DEL REY OAKS, a public entity of the State of California;
- CITY OF MONTEREY, a public entity of the State of California;
- CITY OF SAND CITY, a public entity of the State of California;
- CITY OF SEASIDE, a public entity of the State of California;
- CITY OF PACIFIC GROVE, a public entity of the State of California; and
- COUNTY OF MONTEREY, a public entity of the State of California.

Date: _____

APPROVED AS TO FORM:

By: _____

By: _____
Legal Counsel

ATTEST:

Date: _____

By: _____

EXHIBIT A: MOA BYLAWS

A.1: MOA Bylaws

1. **Management Committee Representation:** Representation from each PERMITTEE will be designated formally by each jurisdiction's authorized agent, including but not limited to City Manager, City/County Administrator, Mayor, and Board Chair. This appointment shall be identified in writing to the MC using the template included in EXHIBIT A.2. Should a new representative and/or alternate be chosen by a PERMITTEE, they shall submit an amended Nomination Letter to the MC as soon as possible.
2. **Selection of Officers:** Each calendar year, the MC shall select a Chair and Vice Chair. The selection of the members to serve in this position shall be at the regularly scheduled January meeting and shall be based on nominations by the MC. Members of the MC may express their interest in serving as Chair or Vice Chair at the regularly scheduled December meeting. No member of the MC may serve as Chair or Vice Chair for more than two consecutive and complete one-year terms.
3. **Voting:** Each PERMITTEE shall have one vote, provided that any PERMITTEE can call for a weighted vote on any issue. Voting on all matters shall be on a voice vote, unless a roll call vote is requested by any PERMITTEE in attendance or is required pursuant to the Brown Act. The affirmative vote of at least that number of the voting members of the MC which collectively contribute at least fifty percent (50%) of the area-wide Program costs (a "Majority Vote"), is necessary to approve any financial measure brought before the MC.

Weighting will be on a population basis, using the populations and numbers of votes shown in Table A. This table may be updated periodically by formal action of the MC. Amending the jurisdictional populations typically will occur when updated population figures are published by the U.S. Census Bureau or when other updated population figures are published and formally accepted by each of the PERMITTEES. If a weighted vote is called, each PERMITTEE will have the number of votes shown in the table below.

Table A: Populations and Votes for Use in Weighted Voting & Cost Share

PERMITTEE	2020 Census Population Within Area Covered by Stormwater Permit¹	Number of Votes²
Carmel-by-the-Sea	3,220	2
Del Rey Oaks	1,592	1
Monterey City	30,212	15
Monterey County	55,339	28
Pacific Grove	15,090	8
Sand City	325	1
Seaside	32,366	16
Total	138,144	71

¹ The U.S. Census Bureau published updated population figures, based on the 2020 Census. U.S. Census Bureau, <https://www.census.gov/>

² One vote shall be provided for each 2,000-person increment of population, except that each PERMITTEE shall have a minimum of one vote, even if its population is less than 2,000.

4. Meeting Schedule: Meetings normally will be held at the Program Administrator's offices on the fourth (4th) Wednesday of each month at 09:30 am, unless changed by the MC.
5. Starting Time: Meetings will start promptly at the designated starting time. Any PARTY representative that knows they will be unable to attend or will be late will notify the Chairperson so as not to delay the start of the meeting.
6. Virtual Participation: Members may teleconference for "individual emergency" or "just cause". If a PERMITTEE is unable to attend in person, they must provide notice and reason as soon as possible to the Chair and/or Vice Chair for each meeting. A quorum of PERMITTEES must be present at a clearly identified single location within the MC's boundaries. The PERMITTEE participating remotely must join with both audio and visual input (with camera functionality enabled) and is not precluded from voting on agenda items. Virtual participation may be utilized a maximum of twice per calendar year.

"Just cause" includes: (i) childcare/caregiving, (ii) contagious illness, (iii) physical or mental disability not accommodated by AGENCY, (iv) travel on business for City, State, or another public agency, and (v) PERMITTEE has immunocompromised family member.

"Individual emergency" includes personal physical or family medical emergency that prevents attendance in person.

The Member participating virtually must make a statement substantively similar to the following: "I am participating in today's meeting remotely under recent amendments to the Brown Act, due to [state reason - i.e. a contagious illness] that prevents me from participating in person. There [is/is not] someone 18 or older in the room with me. [Briefly describe relationship to any person in the room who is 18 years or older.]"

7. Future Members: If additional entities wish to join with the other PARTIES by entering into this AGREEMENT and participating in the Program, the PARTIES will determine an appropriate method of calculating a "buy-in" cost to be paid by the new entity wishing to become a member. This buy-in cost shall, at a minimum, include the amount the new entity would have paid if it had been a PARTY as of the first day of the current fiscal year with a pro-rata deduction, or another method deemed appropriate by the PARTIES. Membership fees will be reassessed for all PARTIES for the following fiscal year to ensure equitable division of Program costs.
8. Coordinating Entities: Coordinating entities are defined as Program Participants with no NPDES Stormwater Permit requirements. This category of participants has no vote-share in the Program, and fees will be assessed based on Schedule B costs (see EXHIBIT B.2 "Schedule Parameters").
9. Code of Conduct Policy:
 - a. Purpose: This policy is established to encourage and maintain high standards of behavior by Program MC Members. This Code of Conduct applies to all MC Members and Alternates.
 - b. MC Conduct with the Public: MC Members should:
 - i. Study materials, comments, and information submitted by the staff, the public, and other interested parties prior to voting, to the extent reasonable.
 - ii. Be polite, impartial, respectful, and without prejudice toward the public and fellow MC members.
 - iii. Provide fair and equal treatment for all people and matters coming before the MC.
 - iv. Listen courteously and attentively to public comments and all public discussions at

MC meetings.

- v. Avoid body language that is defensive, disrespectful, or uninterested.
 - vi. Avoid interrupting speakers, including other MC Members, and any comments from MC Members should be directed through the Chair.
 - vii. Refrain from arguing with members of the public.
 - viii. Represent and work for the common good of the Program and not for any private interest.
- c. Violation of Policy: A perceived violation of this policy by a Member should be referred to the MC Chair for evaluation and consideration of any appropriate action warranted. In the case of a perceived violation by the MC Chair, the matter should be referred to the Vice Chair for evaluation and consideration of any appropriate action warranted. Reports, complaints, or concerns of perceived violations should be shared by the MC Chair or Vice Chair with the entire MC. The MC Chair or Vice Chair will seek assistance from the AGENCY with regard to the process to address a report or complaint of a perceived violation. A violation of this policy may be addressed as follows:
- i. Informal discussion with the MC Chair and/or Vice Chair
 - ii. Professional counseling/coaching for the individual MC Member, upon recommendation of a majority of the MC made at a duly-noticed meeting of the MC
- d. Applicability: Any individual representing MRSWMP at public meetings, community events, and other engagement opportunities is expected to abide by these standards. This includes MC Representatives, Program Administrator staff, and Outside Contractors. Should an issue arise with the conduct of Program Administrator staff or Outside Contractors, the matter will be addressed according to the AGENCY's personnel procedures.
10. Legal Services: The MC may select an attorney or firm (Program Attorney) that is experienced with the Clean Water Act and Municipal Storm Water NPDES Permits to provide legal advice to the MC on all matters involving administration of the Program's NPDES Permit and such other matters upon which the MC may seek legal advice or request legal representation. The Program Attorney shall not be responsible for providing legal advice related to permit compliance to individual PARTIES. The Program Attorney may provide such services under separate contract with any PARTY or PARTIES but shall provide advance notification to all PARTIES before providing such services to identify and resolve possible issues of conflict of interest. The Program Administrator may assist in coordination of activities with the Program Attorney but shall not give direction to the Program Attorney without prior authorization from the MC.

A.2: MC Representative Nomination Letter Template

[Jurisdiction’s Letterhead]

[Date]

Monterey Regional Stormwater Management Program (MRSWMP)
Management Committee Program Administrator

RE: Designation of MRSWMP Management Committee Representatives

I, [signatory’s name], in my capacity as [signatory’s job title] for the [jurisdiction], do hereby designate the following individuals as the designated representatives to serve on the MRSWMP’s Management Committee (MC).

- 1. **Primary MC Representative:**
Title:
Department:
Contact Information:

- 2. **Alternate MC Representative:**
Title:
Department:
Contact Information:

- 3. **Legally Responsible Official (LRO):**
Title:
Department:
Contact Information:

These representatives shall represent the [jurisdiction’s] Community-Specific Stormwater Management Program on the MC to ensure compliance with the National Pollutant Discharge Elimination System (NPDES) Phase 2 Municipal Separate Storm Sewer System (MS4) permit requirements. They shall have the authority to act on behalf of the [jurisdiction] in all matters, including but not limited to participation in meetings, policy discussions, and decision-making processes pertaining to regional stormwater management efforts.

This designation shall remain in effect until amended or revoked in writing by the [signatory’s job title].

Sincerely,

[signatory’s name]
[signatory’s job title]
[jurisdiction]

We, the undersigned designated MC Representatives, do acknowledge receipt of the MRSWMP MC Code of Conduct and agree to abide by the conditions therein.

Primary Representative

Alternate Representative

A.3: Chair & Vice Chair Roles & Responsibilities

1. The MC Chair and Vice Chair, upon selection by the MC as laid out in EXHIBIT A.1, Item 2, shall conduct monthly MC meetings. This includes but is not limited to: call to order, lead meeting and agendized content, call for public comment, facilitate questions from Members and the public, and adjourn meeting.
2. Rules of Order
 - a. The Chair shall preside at all meetings of the Committee, ensuring that the meeting is conducted in an orderly manner. Items should be taken up in the order listed in the published agenda. However, when the circumstances warrant, the Chair may modify the order of business.
 - b. In the absence of the Chair, the Vice Chair shall preside and exercise all the powers and duties of the Chair. If there is a quorum present, and both the Chair and the Vice Chair are absent, the MC Members present may agree upon a Member to preside and serve as temporary Chair.
 - c. The Chair will recognize other MC Members who wish to speak.
 - d. The Chair has the same right to make or second a motion or to debate as the other MC Members. The role of presiding officer does not need to be assigned to another Member while the Chair exercises these rights.
 - e. The Chair may ask whether there is a motion and a second to bring a matter to a vote or may move or second a motion to bring a matter to a vote.
 - f. Agenda items for a MRSWMP meeting are determined by the Chair in consultation with Program Administrator Support Staff.
3. Brown Act - MRSWMP MC is regulated by the Brown Act and must comply with open public meeting noticing and assembly requirements. Key sections include the following:
 - a. A meeting is considered the congregation of a majority of members and shall be open to the public (including ADA accessibility needs).
 - b. There are seven MRSWMP voting members; a quorum constitutes communication with a minimum of four members at one time.
 - c. Agendas must be posted publicly at least 72 hours prior to the meeting time, to include a brief general description of each item to be discussed. Staff posts notices online on the Monterey SEA website, physically at the M1W Administration Office, and through bulk email notifications.
 - d. MC leadership shall offer public comment opportunities on any item of interest to the public, before or during the consideration of the item within MRSWMP's jurisdiction.
 - e. No communications between a majority of MC Members may be used to discuss, deliberate, or take action on any item within the subject matter jurisdiction of the MC outside of properly noticed meeting sessions.
 - f. Program Administrator staff may engage in separate conversations with MRSWMP Members regarding MC business to answer questions or provide additional information.

4. Other Duties:
 - a. Support generation of public meeting content - meet with Program Administrator Support Staff to suggest agenda items and to review meeting materials.
 - b. Provide feedback - review and provide input on meeting packet materials, official correspondence, and other supporting documents on behalf of MRSWMP.
5. Annual Calendar (approximate dates - may be adjusted to accommodate schedules and holidays)
 - a. Committee meetings: fourth Wednesday of each month
 - b. In-person meeting agenda/minutes review with Program Administrator Support Staff: second Wednesday of each month
 - c. Approval of draft meeting packets via email: third Wednesday of each month

Meeting agendas and packets are not published until approval is received from the Chair and Vice Chair.

EXHIBIT B: BUDGET

B.1: Budget

Prior to the start of each fiscal year, the Program Administrator, under the direction of the MC, will prepare a Draft Budget and submit it to the MC for its review. The Draft Budget will include a proposed approach for the allocation of costs (cost-sharing) to each PERMITTEE. The Program Administrator will revise the Draft Budget to address concerns and comments from the MC, and the MC then will approve and adopt a Final Budget for the fiscal year. The Final Budget shall be presented to the AGENCY's Director of Finance by May of the preceding fiscal year for approval by the Program Administrator's Board of Directors.

The Program Administrator will establish a separate job-cost code in its accounting system, to which hours spent and out-of-pocket costs related directly to performing work as the Program Administrator and for services of the Program Administrator will be charged. The Program Administrator will send quarterly reports to the MC summarizing the work the Program Administrator has performed during that quarter, the total fiscal year expenditures to conduct Program tasks, and the portion of the cost allocated to each PERMITTEE. The portion of the cost allocated to the PERMITTEE will be calculated in accordance with the cost-sharing approach specified in the adopted Final Budget. The parameters for cost-sharing calculations are described in EXHIBIT B.2.

Direct and Indirect Costs: The costs for AGENCY's services as the Program Administrator will consist of both direct and indirect costs. Direct costs are costs which can be tracked through timecards, invoices, record-keeping systems, and other records that specifically allocate a cost to these services.

Indirect costs are all other costs incurred by AGENCY in order to perform its duties as the Program Administrator, with the percentage of allowable indirect costs tied to the Consumer Price Index Average for San Francisco³. Examples of the types of indirect costs that AGENCY is likely to incur are described in EXHIBIT B.3.

Budget Amendments: The Program Administrator and the PERMITTEES recognize that the budget will be based on estimated costs and that actual costs may differ from the budgeted amounts. The Program Administrator will evaluate all completed and proposed expenditures in order to reduce any budget amendments requested. If it appears that costs will exceed the budgeted amounts, the Program Administrator will notify the MC before incurring costs in excess of the budgeted amounts.

Should any anticipated expenditure exceed the limits of the adopted budget, the AGENCY must submit a formal request to incur costs in excess of the budgeted amounts, using the Budget Amendment Form in EXHIBIT B.4. All budget amendment requests shall include description of the proposed change, reason for the change, amount of the change, and estimated timeframe for expenses to be incurred.

If the MC determines, by way of majority vote at a duly-noticed Committee meeting, that it is appropriate to have the Program Administrator incur additional costs above the budgeted amounts, the AGENCY shall proceed to expend the approved funds. No budget amendment will be considered final or acted upon until it has received formal approval by the MC.

³ US Bureau of Labor Statistics https://www.bls.gov/regions/west/ca_sanfrancisco_cmsa.htm

B.2: Schedule Parameters

The costs of Program activities are shared between each PERMITTEE to ensure equitable division of budget elements. Parameters for each Cost Share Schedule are split into the categories specified in Table B and determined according to the calculations below.

Table B: Cost Share Calculations

Cost Share Schedule	Basis of Calculation
<i>A (total)</i>	<i>Program Administrator Positions</i>
A-1	Fixed Fee Portion
A-2	Population-Based Portion
B	Population, Permitted Area
C	Number of Monitoring Locations
D	Regional Module Cost Discount
E	Reg. Subscription Cost Discount

1. Schedule A

- a. Program Administrator Support Staff salaries and benefits - one Full Time Equivalent staff member (a total of 2,080 working hours annually). Staff members receive an annual cost of living adjustment (between three percent (3%) and six percent (6%)) and may be eligible for five percent (5%) salary step increases each year, both of which will be included in budget estimates.
- b. A-1: Fixed fee for each PERMITTEE for the portion of Support Staff hours deemed to be equally beneficial to all PERMITTEES.
- c. A-2: Based on census populations for each PERMITTEE.

2. Schedule B

- a. Programs budget - including training session organization, conferences, travel, and PERMITTEE enrichment.
- b. Direct percentage of population share of individual PERMITTEE areas, including COORDINATING ENTITIES' portion of the population.

3. Schedule C

- a. Stormwater Monitoring Program costs - including volunteer recruitment, laboratory analysis fees, data analysis, and annual report preparation.
- b. Direct percentage of water quality monitoring locations within each jurisdiction.

4. Schedule D

- a. Program Effectiveness Assessment and Improvement Plan software cost.
- b. Calculation based on software module use by each PERMITTEE and the population within each jurisdiction.

5. Schedule E

- a. California Stormwater Quality Association (CASQA) membership.
- b. Calculation based on individual subscriber cost by population and division of PERMITTEE discounts through the regional subscription total.

B.3: Indirect Costs

Indirect costs are defined as cost items that cannot be identified specifically with a single cost objective in an economically feasible manner.

For the costs covered by this AGREEMENT, indirect costs will be charged at 10% of all other direct costs and will be updated, as deemed necessary, with Consumer Price Index adjustments for the San Francisco Region.

The following are the types of indirect costs expected to be incurred in conducting Program activities:

- Use of AGENCY electronic processing systems, including hardware/software for printers, modems, and financial and data processing. Costs include depreciation as well as internal and external maintenance, service agreements, software support, and payroll processing.
- The use of supplies and/or services that are not feasible or not cost-effective to segregate, such as disposables, shared office supplies, forms, paper, and postage.
- Purchasing services, including AGENCY staff time seeking bids, communicating with vendors, preparing requisitions, and issuing purchase orders.
- Use of existing office equipment (copiers, fax machines, scanners, computers) and their related repair, supplies, and maintenance.
- Centralized telephone system and use of AGENCY cellular phones.
- AGENCY Administration building costs (use, utilities, insurance).
- Administrative services including agency-wide training programs (such as safety, sexual harassment prevention), employee assistance programs, and general office support.
- Use of upper-level AGENCY staff for overall coordination, management, and support of stormwater permitting activities and Support Staff work performance.
- Utilization of Program Administrator Attorney to provide legal input on items pertaining to Program activities, at the request of the AGENCY or MC.

B.4: Budget Amendment Form
**Monterey Regional Stormwater
Management Program (MRSWMP)**
Budget Amendment Form

Amendment No.	Date:
From: Program Administrator [support staff names], Monterey One Water	

Description: [Describe request]

List Any Attachments: [Please provide if any.]

Amendment Dollar Amount: Not to exceed [enter amount]

APPROVED BY:

MRSWMP Management Committee Chair	Monterey One Water Program Administrator
Date:	Date:
Signed:	Signed:

EXHIBIT C: AGENCY PROCUREMENT POLICY

Monterey One Water Procurement Policy

The PARTIES to the MRSWMP MOA shall abide by the AGENCY Procurement Policy with respect to general purchases and consultant services for Program activities.

Should the AGENCY Board of Directors adopt new thresholds for purchasing authority levels of approval or required processes, the Program Administrator shall notify the MC in writing as soon as possible.

Table C.1 and C.2 show the Procurement Policy cost ranges and associated requirements, as approved by the AGENCY Board of Directors July 1, 2017, and amended October 28, 2022.

Table C.1: Solicitation Types

Cost Range	Type of Solicitation
Less than \$5,000	Informal; solicit one written quote
\$5,000 - \$35,000	Informal; solicit three (3) written quotes
Over \$35,000	Advertise for Sealed Bids or issue a Request for Proposals/Qualifications

Table C.2: Authority Levels

Position	Authority Limit
Designated Employees	\$11,000
Supervisor	\$25,000
Manager/Director	\$40,000
Director	\$60,000
Assistant General Manager/Director of Finance	\$80,000
General Manager	\$135,000
Board of Directors	\$135,001 or more

**EXHIBIT D: DUTIES OF
THE PROGRAM ADMINISTRATOR &
PROGRAM ADMINISTRATOR SUPPORT STAFF**

D.1: Duties of the Program Administrator

Program Administrator: The Program Administrator shall perform the following duties:

- Assist in the recruitment, management, supervision, and retention of Stormwater Program Administrator Support Staff.
- Provide assistance in financial oversight, to include basic Program accounting services and Program budget management, of Stormwater Program Administrator Support Staff.
- Provide overall coordination, management, and support of Program activities.

Program Administrator Support Staff: The Stormwater Program Administrator Support Staff shall perform the following duties:

- The Program Administrator Support Staff will be paid from Program funds in accordance with the adopted Program budget.
- Work assignments are given to the Program Administrator by the MC and not by individual PERMITTEES.
- The Program Administrator Support Staff are not responsible for providing program management services related to individual PERMITTEES' Community-Specific Programs.
- In conformance with the Brown Act, arrange for and facilitate meetings of the MC, including making meeting room arrangements, preparation and distribution of agenda materials and meeting notices, and preparation and distribution of meeting minutes.
- Advise the MC to ensure that the PERMITTEES are in conformance with Robert's Rules of Order and parliamentary processes for meetings and decision making.
- Permit compliance management, including maintaining and promulgating an up-to-date schedule of the activities to be conducted by the MC and its individual PERMITTEES. Anticipate plans, procedures, policies, and other items necessary to carry out the commitments and obligations under the Program and MS4 Permits; prepare and present same to the MC for their review, direction, and approval.
- Prepare the consolidated Regional Annual Report required by the Permit and other permit-related reports and documents.
- Coordinate with RWQCB and SWRCB on Phase 2 Small Municipal Storm Water permitting issues at the direction of the MC.
- As directed by the MC, prepare updates to the Program in conjunction with permit renewals and/or implementation by the SWRCB and/or the RWQCB of new permits or permit requirements.
- At the direction of the MC, manage budget preparation and execution on behalf of the PERMITTEES, including recordation of employee expenses and the proper apportionment to the PARTICIPATING ENTITIES.
- Work with Program Administrator accounting staff with regard to accounts payable, receivable, and invoicing, and review and process Outside Consultant invoices in a timely manner.
- At the direction of the MC, manage contracts with and manage the work of Outside Consultants to perform Program tasks, if deemed necessary and approved by the MC.

- Interact with additional Program Administrator staff, such as secretarial, clerical, accounting, and source control, to carry out the work of the Program Administrator Support Staff.
- Maintain documents and files both electronically and in hard copy in a logical and understandable manner.
- Arrange for training programs to be conducted to fulfill Program Best Management Practices requirements at the direction of the MC. Such work may involve contracting with training consultants or preparing and presenting the training using in-house resources.
- Maintain an up-to-date awareness and knowledge of State and Federal stormwater requirements and, as directed, California Marine Protected Area policies and requirements and Monterey Bay National Sanctuary programs and requirements. Keep the MC sufficiently briefed on programs, potential changes in regulations, grants, and other such matters so that the MC may provide direction and take timely action regarding these types of items.
- Participate in California Stormwater Quality Association (CASQA), SWRCB, and RWQCB activities such as meetings, programs, etc. when and if directed by the MC to do so.
- Prepare other documents such as correspondence to regulatory agencies and advocacy organizations for review, editing, and finalization by the MC. If so directed by the MC, participate in State task forces and other groups pertaining to Program matters.
- As needed, and if so directed by the MC, assist the Public Education and Public Outreach Program Coordinator with such activities as public education, public outreach events, storm drain stenciling, publicity, grant writing, water quality monitoring, and source tracking.
- Research and report on various topics of interest to the MC, at the direction of the MC.

Program Administrator Evaluations: At the end of each fiscal year, the full Management Committee (MC) shall conduct an annual performance evaluation of the AGENCY. This evaluation shall be carried out during an Ad Hoc Committee meeting, with the participation of the Program Administrator. Each MC Member shall assess independently the AGENCY's performance using the standardized evaluation template provided in EXHIBIT D.2. This process ensures transparency, accountability, and continuous improvement in the implementation of the AGREEMENT.

D.2: Program Administrator Evaluation Template

Agency: Monterey One Water, MRSWMP Program Administrator (Agency)

Support Staff Members:

Performance Feedback Period:

Evaluator:

Date of Discussion:

COMPETENCY REVIEW

Please provide feedback on the Agency's performance relating to the following competencies and specify the appropriate Performance Standards value (defined in description below).

- Accuracy & Quality of Work

- Decision Making

- Innovation & Creativity

- Planning & Goal Setting

- Problem Solving

- Teamwork, Consultant Coordination

- Other

PROGRAM AREAS OF RESPONSIBILITY

Given the two major categories of Program Administrator responsibilities, summarize the efficacy of these elements:

Administration:

Outreach:

GOALS & EXPECTATIONS

Stormwater Permit Priorities:

Accomplishments:

Incomplete this year:

GOAL SETTING

Identify and list the most important goals that support the MRSWMP objectives for the next review cycle, and indicate how to evaluate goals for success:

SUMMARY OF OVERALL PERFORMANCE

Please summarize the overall performance of the Program Administrator and assign a Performance Standards value.

AGENCY COMMENTS

PERFORMANCE STANDARDS

4 = Exceeds Performance Expectations

Work can be described as consistently exceptional, regularly exceeding Program objectives, goals, and standards.

3 = Performs Well

Strong performance and meets the Program’s high expectations and standards. Can be relied upon to consistently perform quality work that furthers the Program’s goals and objectives.

2 = Not Meeting Expectations

Agency is not fully meeting all expectations of the job.

1 = Corrective Action

Agency is not meeting performance expectations and needs to improve in order to retain the role of Program Administrator. A corrective action plan must accompany this document.

The Program Administrator has reviewed this document and discussed the contents with the Committee.

Program Administrator Representative Signature

Date

EXHIBIT E: DEFINITIONS

Definitions

Term	Definition
40 CFR 122.6	"States authorized to administer the NPDES program may continue either EPA or State-issued permits until the effective date of the new permits, if State law allows."
ADA	Americans with Disabilities Act
AGENCY	Monterey One Water, a JPA organized under California law
AGREEMENT	Memorandum of Agreement, as signed in 2025 between individual MS4 permit holders
Brown Act	Also, Ralph M. Brown Act. Government Code Section 54950 et seq., regulating the procedures of MC meetings to ensure public access and transparency
CASQA	California Stormwater Quality Association
Clean Water Act section 402(p)(6)	"Not later than October 1, 1993, the Administrator, in consultation with State and local officials, shall issue regulations (based on the results of the studies conducted under paragraph (5)) which designate stormwater discharges, other than those discharges described in paragraph (2), to be regulated to protect water quality and shall establish a comprehensive program to regulate such designated sources. The program shall, at a minimum, (A) establish priorities, (B) establish requirements for State stormwater management programs, and (C) establish expeditious deadlines. The program may include performance standards, guidelines, guidance, and management practices and treatment requirements, as appropriate."
Community-Specific Programs	Each permit-holding jurisdiction must implement stormwater management requirements specified in their respective MS4 permits. These programs are separate from regional coordination efforts and unique to each PERMITTEE.
COORDINATING ENTITIES	Non-traditional agencies that are not subject to similar permit requirements and include land parcels adjoining PERMITTEE areas that may impact shared watersheds
Counterpart	A copy of the signed MOA, whether that be shared electronically or in hard copy
CWA	Federal Clean Water Act
Duly Authorized Representative	An individual with the authority to enter into agreements on behalf of each jurisdiction
DWQ	State Water Resources Control Board Division of Water Quality
EPA	Federal Environmental Protection Agency
General Permit	Water Quality Order No. 2003-005- DWQ, NPDES General Permit CAS000004 WDRs for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems, adopted April 30, 2003

Government Code Section 54950 et seq.	The Ralph M. Brown Act (Brown Act), pertaining to guidelines for public meetings to ensure public access and transparency
Government Code Section 810.8	"'Injury' means death, injury to a person, damage to or loss of property, or any other injury that a person may suffer to their person, reputation, character, feelings or estate, of such nature that it would be actionable if inflicted by a private person."
Government Code Section 895.4	"As part of any agreement, the public entities may provide for contribution or indemnification by any or all of the public entities that are parties to the agreement upon any liability arising out of the performance of the agreement."
Government Code Section 895.6	"Unless the public entities that are parties to an agreement otherwise provide in the agreement, if a public entity is held liable upon any judgment for damages caused by a negligent or wrongful act or omission occurring in the performance of the agreement and pays in excess of its pro rata share in satisfaction of such judgment, such public entity is entitled to contribution from each of the other public entities that are parties to the agreement. The pro rata share of each public entity is determined by dividing the total amount of the judgment by the number of public entities that are parties to the agreement. The right of contribution is limited to the amount paid in satisfaction of the judgment in excess of the pro rata share of the public entity so paying. No public entity may be compelled to make contribution beyond its own pro rata share of the entire judgment."
JPA	Joint Powers Authority
Management Committee	The official management and oversight body of MRSWMP
MOA	Memorandum of Agreement
MONTEREY ONE WATER	A JPA organized under the laws of the State of California
MRSWMP	Monterey Regional Storm Water Management Program
MS4	Municipal Separate Storm Sewer System
NPDES	National Pollutant Discharge Elimination System
Order	California Water Quality Order No. 2013-0001-DWQ NPDES General Permit No. CAS000004, adopted February 5, 2013
Outside Contractors	Any consultant(s) or contractor(s) to be paid from Program funds, who are selected by the Program Administrator to perform duties related to permit compliance activities
PARTY , or collectively as PARTIES	The AGENCY and PERMITTEES signing onto the 2025 MOA
PERMITTEE , or collectively as PERMITTEES	City of Carmel-by-the-Sea, a municipal corporation of California; City of Del Rey Oaks, a municipal corporation of California; City of Monterey, a municipal corporation of California; City of Pacific Grove, a municipal corporation of California; City of Sand City, a municipal corporation of California; City of Seaside, a municipal corporation of California; and County of Monterey, a political subdivision of California.

Program	Monterey Regional Storm Water Management Program
Program Administrator	Monterey One Water, a JPA organized under California law
Program Attorney	An attorney or firm selected by the MC that is experienced with the Clean Water Act and Municipal Storm Water NPDES Permits to provide legal advice to the Management Committee on all matters involving administration of the Program's NPDES Permit and such other matters upon which the Management Committee may seek legal advice or request legal representation
RWQCB	California Regional Quality Control Board - Central Coastal Basin
SWRCB	California State Water Resources Control Board
WDQ	Waste Discharge Requirements



MONTEREY SEA

Stormwater Education Alliance

Carmel-by-the-Sea • County of Monterey • Del Rey Oaks
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Monterey Regional Stormwater Management Program

Memorandum of Agreement 202~~5~~6

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MEMORANDUM OF AGREEMENT MONTEREY REGIONAL STORMWATER MANAGEMENT PROGRAM

THIS Memorandum of Agreement ("AGREEMENT"), is made and entered into this _____ day of _____, 2025⁶, by and between MONTEREY ONE WATER, hereinafter referred to as "AGENCY", a Joint Powers Authority (JPA) organized under the laws of the State of California, and the following public entities, each of which is hereinafter referred to as "PERMITTEE" or collectively as "PERMITTEES":

CITY OF CARMEL-BY-THE-SEA, a municipal corporation of the State of California;
 CITY OF DEL REY OAKS, a municipal corporation of the State of California;
 CITY OF MONTEREY, a municipal corporation of the State of California;
 CITY OF PACIFIC GROVE, a municipal corporation of the State of California;
 CITY OF SAND CITY, a municipal corporation of the State of California;
 CITY OF SEASIDE, a municipal corporation of the State of California; and
 COUNTY OF MONTEREY, a political subdivision of the State of California.

The AGENCY and the above-mentioned entities may also hereinafter be collectively referred to as "PARTIES" or individually as "PARTY," to form the Monterey Regional Stormwater Management Program (Program).

In addition, other organizations, including but not limited to non-traditional agencies (COORDINATING ENTITIES) that are not subject to similar National Pollutant Discharge Elimination System (NPDES) Phase 2 Municipal Separate Storm Sewer System (MS4) permits and include land parcels adjoining PERMITTEE areas that may impact shared watersheds, may coordinate with the Program and may provide contributions to the Program to help meet stormwater pollution reduction goals.

All participating PERMITTEES and COORDINATING ENTITIES shall be referred to herein collectively as PARTICIPATING ENTITIES.

RECITALS:

- A. The Federal Clean Water Act (CWA) requires certain municipalities and industrial facilities to obtain an NPDES permit for the discharge of stormwater to navigable waters. NPDES permits also are required for any stormwater discharge which the Federal Environmental Protection Agency (EPA) or a state has determined contributes to a violation of a water quality standard or is a significant contributor of pollutants to surface waters.
- B. The EPA has delegated authority to the California State Water Resources Control Board (SWRCB) to administer the NPDES permit process within California and, in turn, the SWRCB has delegated authority to the California Regional Quality Control Board - Central Coastal Basin (RWQCB) to administer the NPDES permit process within its region.
- C. On December 8, 1999, the EPA promulgated Phase 2 stormwater regulations under authority of the Clean Water Act section 402(p)(6). These regulations require the SWRCB to issue NPDES stormwater permits to operators of Small MS4s, defined as entities with a population of under 100,000 people.
- D. On April 30, 2003, the SWRCB adopted Water Quality Order No. 2003-005-DWQ, NPDES General Permit CAS000004 Waste Discharge Requirements (WDRs) for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems (General Permit) to

comply with Clean Water Act section 402(p)(6).

- E. In 2002, in anticipation of these requirements, the PERMITTEES entered into a Memorandum of Agreement (MOA) and subsequently formed the Program in order to achieve regional cooperation and efficiency among the PERMITTEES in the implementation of the NPDES MS4 regulations.
- F. On February 5, 2013, the SWRCB adopted Water Quality Order No. 2013-0001-DWQ NPDES General Permit No. CAS000004 (Order), which modifies the previous General Permit, Order 2003-0005-DWQ. This Order establishes stormwater management program requirements and defines the minimum acceptable elements of municipal stormwater management programs, unless otherwise amended. Per Section J of the Small MS4 Permit, "This Order expires on ~~June 30, 2018~~ July 1, 2018. If this Order is not reissued or replaced prior to the expiration date, it will be automatically administratively continued in accordance with 40 Code of Federal Regulations section 122.6 and remain in full force and effect."
- G. On August 1, 2024, the SWRCB released a public notice to solicit comments on the Informal Draft Small Municipal Stormwater Permit currently under development. The issuance of a Formal Draft, followed by the adoption of a new MS4 permit by the SWRCB is expected between 2025 and 2026.
- H. In and for the mutual interest of the PERMITTEES, the PERMITTEES wish to continue to implement the Program by entering into this AGREEMENT for the purpose of cooperating to comply with NPDES permit requirements efficiently and economically.

NOW, THEREFORE, THE PARTIES HERETO AGREE, AS FOLLOWS:

Section 1. Monterey Regional Stormwater Management Program

- 1.01 The Program is intended to fulfill certain obligations of the PERMITTEES with regard to NPDES Phase 2 Storm Water permit requirements.
- 1.02 The Program is a collective effort and implementation of regional activities designed to benefit all PERMITTEES.
- 1.03 Each PERMITTEE shall implement individually its Community-Specific Program as required by its Small MS4 Permit.
- 1.04 PERMITTEES appoint AGENCY to serve as the Program Administrator for the Program and to provide the services set forth in Section 4 below and any other services under the direction of the Program Management Committee (MC, membership as defined in Section 2). AGENCY shall be responsible for selecting, retaining, assigning, or dismissing personnel to provide services on its behalf as called for in this MOA, in collaboration with the MC.
- 1.05 The AGENCY may withdraw as the Program Administrator upon the provision of ninety (90) days written notice to the MC. The MC may select a new Program Administrator upon the provision of a ninety-day (90) written notice to the AGENCY. In either event, the AGENCY shall issue invoices to each PERMITTEE for unreimbursed expenditures on behalf of the Program within forty-five (45) days of the 90-day period ending.
- 1.06 In the event that the AGENCY withdraws as the Program Administrator, or in the event that the MC wishes to select a new Program Administrator, another PERMITTEE may serve as a successor Program Administrator. Any PERMITTEE willing to serve as the successor Program Administrator may be nominated by another PERMITTEE. Selection of a Program Administrator must be by majority vote of the MC, and the newly selected Program Administrator shall provide the services set forth in Section 4 below and any other services

under the direction of the MC.

Section 2. Management Committee

- 2.01 A Program MC is hereby created, consisting of representatives from each PERMITTEE, to provide for overall Small MS4 Permit Program coordination, review, and budget oversight.
- 2.02 The MC is the official management and oversight body of the Program. The MC shall direct and guide the Program and review and approve the Program Budget. The MC shall consider permit compliance, including benefit to a majority of the PERMITTEES, as a primary objective in approving Program tasks and corresponding budgets.
- 2.03 The voting membership of the MC shall comprise one voting representative from each PERMITTEE, designated as specified in EXHIBIT A. An alternative voting representative may be appointed by each PERMITTEE.
- 2.04 The MC adopts the Bylaws contained in EXHIBIT A for its governance and may, from time to time, revise these Bylaws by majority vote of the MC at a duly-noticed meeting with a quorum of PERMITTEES in attendance.
- 2.05 The Program Administrator shall periodically re-evaluate and make recommendations to the PERMITTEES concerning the adjustment of the cost-share allocations that each PERMITTEE shall pay for the implementation of Program obligations.
- 2.06 A quorum of the MC shall be achieved when voting representatives from at least fifty percent (50%) of the PERMITTEES are present at any MC meeting.
- 2.07 Meetings of the MC, including any closed sessions with the Program Attorney, shall be conducted in accordance with the Ralph M. Brown Act (Government Code Section 54950 et seq.), including the public posting of meeting agendas at least 72 hours in advance of the meeting.
- 2.08 The MC shall establish timelines and budgets for the completion of Program tasks.
- 2.09 The MC, through its Bylaws, may establish procedures for tracking, accounting for, and auditing the Program funds.

Section 3. Program Budget

- 3.01 A budget shall be adopted for each fiscal year by the MC. The fiscal year shall run from July 1 through June 30. The Budget shall be prepared by the Program Administrator and administered as described in EXHIBIT B.
- 3.02 The Program Administrator shall invoice PARTICIPATING ENTITIESPERMITTEES biannually for Program cost expenditures based upon the adopted budget for the fiscal year and the approved cost share allocation. The proportionate share of the Program Budget that each PARTICIPATING ENTITIESPERMITTEE shall pay shall be shown and specified in the adopted fiscal year budget.
- 3.03 The Program Administrator shall invoice PARTICIPATING ENTITIESPERMITTEES for expenses incurred no later than forty-five (45) days after the end of each biannual period.
- 3.04 Cost-sharing between PARTICIPATING ENTITIES shall be calculated utilizing formulas specific to the Budget Schedule Parameters laid out in EXHIBIT B.2, which include population-based computations, fixed fee contributions, and software usage rates, unless otherwise agreed to by the PARTICIPATING ENTITIES when the budget for each fiscal year is adopted, as described in EXHIBIT B.
- 3.05 PARTICIPATING ENTITIESPERMITTEES shall be responsible for reimbursing the Program

Administrator for all costs incurred in connection with Program activities. The total annual amount paid by PARTICIPATING ENTITIES/PERMITTEES to the Program Administrator shall not exceed the approved annual budgets. PARTICIPATING ENTITIES/PERMITTEES shall not reimburse the Program Administrator for expenses exceeding the approved annual budget of the Program, unless approved through the budget amendment process outlined in Subsection 3.06 and in EXHIBIT B.1.

- 3.06 The Program Administrator must submit a formal request to the MC for any anticipated expenditure that exceeds the limits of the adopted budget using the form included in EXHIBIT B.4. All budget amendment requests must include description of the proposed change, reason for the change, amount of the change, and estimated timeframe for expense to be incurred.
- 3.07 No budget amendment will be considered final or acted upon until it has received approval by majority vote of the MC.
- 3.08 The Program Administrator will evaluate all completed and proposed expenditures in order to reduce any budget amendments requested.

Section 4. Program Administrator's Roles & Responsibilities.

- 4.01 The Program Administrator shall be responsible for Program management, administration, and related duties as described in EXHIBIT D. The Program Administrator shall not be responsible for providing program management services related to individual PERMITTEES' Community-Specific Programs. Work assignments shall be delegated to the Program Administrator by the MC and not by individual PERMITTEES.
- 4.02 The Program Administrator shall be paid from Program Funds in accordance with the adopted Program Budget, for providing the services described hereunder. The Program Administrator shall be the treasurer of the Program funds and shall maintain Program funds in a separate designated account and shall not expend any funds except in accordance with the annual budget approved by the MC, or as otherwise directed by the MC.
- 4.03 The Program Administrator may request, as part of the annual Program Budget, reimbursement for reasonable and customary indirect costs incurred in providing the services described in this Section. Reimbursement to the Program Administrator shall be subject to MC review and approval as part of the Program Budget.
- 4.04 The MC must adhere to Program Administrator's procurement policies, as laid out in EXHIBIT C. This includes but is not limited to: the Program Administrator shall issue formal Requests for Proposals for services estimated to cost \$35,000 or more, and the Program Administrator shall issue Purchase Orders for purchases of \$5,000 or more.
- 4.05 The Program Administrator, in collaboration with the MC, shall be responsible for selecting any consultant(s) or contractor(s) who are to be paid from Program funds ("Outside Contractors") and for reviewing and approving any contracts with Outside Contractors, including the scope(s) of work, schedules of performance, use of subcontractors, and compensation for such Outside Contractors. The selection of Outside Contractors shall conform to the Program Administrator's procurement policies.
- 4.06 The Program Administrator shall act in a reasonable amount of time to execute contracts with Outside Contractors that have been requested by the MC. The Program Administrator shall provide a copy of any contract executed on behalf of the Program to any PERMITTEE, person designated by any PERMITTEE, or the MC upon request. The Program Administrator, at its discretion, may delegate authority to execute agreements and contracts approved by the

Management Committee to a designated employee. Notice of any such delegation of authority shall be provided to the MC.

- 4.07 The Program Administrator reserves the right to amend and update the procurement policy periodically and shall notify PERMITTEES of any changes in writing upon its adoption by the Program Administrator.

Section 5. Additional Rights and Duties of the PARTIES

- 5.01 In addition to participation in the MC, the PERMITTEES accept and agree to perform the following duties:
1. Each will participate in MC meetings and other required meetings of the PERMITTEES.
 2. Each will abide by the MC Code of Conduct specified in EXHIBIT A, Item 9.
 3. Each will comply with the NPDES Permit conditions that apply within its jurisdictional boundaries.
 4. Each will implement its jurisdiction's Community-Specific Program.
 5. Each will provide certain agreed upon reports to the Program Administrator for purposes of reporting, on a joint basis, compliance with applicable provisions of the NPDES Permit and the status of Program implementation.
 6. Each will address individually inter-agency issues, agreements, or other cooperative efforts.
 7. Each will only be responsible for performing the duties listed above for and on behalf of its own jurisdiction.
- 5.02 This AGREEMENT does not restrict the PERMITTEES from the ability to individually (or collectively) request NPDES Permit modifications and/or initiate NPDES Permit appeals for permit provisions to the extent that a provision affects an individual party (or group of PERMITTEES); however, any such PERMITTEE (or PERMITTEES) shall provide a minimum of 30-days written advance notice of their action to the other PARTIES and allow them to comment upon or join in their action before proceeding.

Section 6. Term of AGREEMENT

- 6.01 This AGREEMENT shall commence on the date that the last Duly Authorized Representative of the PARTIES executes it and shall continue indefinitely in accordance with the provisions of Subsections 6.02, 6.03, and 6.04 below.
- 6.02 This AGREEMENT shall terminate upon expiration of the NPDES Phase 2 Storm Water Permit Order Number 2013-0001-DWQ that is issued to the PERMITTEES, unless the SWRCB issues a new NPDES General MS4 Permit or this term is extended by the PARTIES.
- 6.03 Upon issuance of a new NPDES General MS4 Permit by the SWRCB, this AGREEMENT shall be amended to terminate at the expiration of the new permit, unless this term is extended by the PARTIES.
- 6.04 Any PERMITTEE may terminate its participation in this AGREEMENT by giving the MC at least a thirty (30) day written notice. If a PERMITTEE terminates its participation, the terminating PERMITTEE will bear the full responsibility for its compliance with the NPDES Permit commencing on the date it terminates its participation, including its compliance with both Community-Specific and Program-wide responsibilities. Unless the termination is scheduled to be effective at the close of the fiscal year in which the notice is given, termination shall constitute forfeiture of all of the terminating PERMITTEE'S share of the Program Budget, for the fiscal year in which the termination occurred (both paid and obligated, but unpaid,

amounts). In addition, unless notice of termination is provided at least ninety (90) days prior to the date established by the MC for approval of the budget for the succeeding fiscal year, termination shall constitute forfeiture of all of the terminating PERMITTEE'S share of any unexpended, unencumbered funds remaining from all previous fiscal years. The cost allocations for the remaining PERMITTEES may be recalculated for the following fiscal year by the PARTIES without the withdrawing PERMITTEE'S participation.

Section 7. General Provisions

- 7.01 This AGREEMENT supersedes any prior agreement among the PARTIES regarding the Program but does not supersede any other agreements between any of the PARTIES.
- 7.02 This AGREEMENT may be amended only by written agreement of the PARTIES. All PARTIES agree to bring any proposed amendment to this AGREEMENT to their Council or Board, as applicable, within two (2) months following acceptance of the amendment by the MC.
- 7.03 In the event any provision of this AGREEMENT is determined to be void or unenforceable for any reason, such a determination shall not affect the remainder of this Agreement, which shall continue to be in force.
- 7.04 This AGREEMENT may be executed and delivered in any number of copies ("counterpart") by the PARTIES, including by means of electronic communicate. When each PARTY has signed and delivered at least one (1) counterpart to the Program Administrator, each counterpart shall be deemed an original and, taken together, shall constitute one and the same AGREEMENT, which shall be binding and effective as to the PARTIES hereto.
- 7.05 No PARTY shall, by entering into this AGREEMENT, participating in the MC, or agreeing to serve as Program Administrator, assume or be deemed to assume responsibility for any other PARTY in complying with the requirements of the NPDES Permit. This AGREEMENT is intended solely for the convenience and benefit of the PARTIES hereto and shall not be deemed to be for the benefit of any third party and may not be enforced by any third party, including, but not limited to, the EPA, the SWRCB, and the RWQCB, or any person acting on their behalf or in their stead.
- 7.06 In lieu of and notwithstanding the pro rata risk allocation which might otherwise be imposed between the PARTIES pursuant to Government Code Section 895.6, the PARTIES agree that all losses or liabilities incurred by a PARTY shall not be shared pro rata, but instead, the PARTIES agree that pursuant to the Government Code Section 895.4, if a PARTY is held liable upon any judgment for damages caused by a negligent or wrongful act or omission occurring in the performance of the agreement and pays in excess of its pro rata share in satisfaction of such judgment, such PARTY shall not be entitled to contribution from each of the other PARTIES. Each of the PARTIES agree to and shall fully defend, indemnify, and hold harmless each of the other PARTIES from any claim, expense or cost, damage, or liability imposed for injury (as defined by Government Code Section 810.8) occurring by reason of the negligent or wrongful act or omission by the indemnifying PARTY, its officers, agents, or employees, under or in connection with or arising from any work, authority, or action taken under this AGREEMENT, including but not limited to any non-compliance by a PARTY with its obligations under the Program NPDES Permit. No PARTY, nor any officer, Councilmember, Board Member, employee, or agent thereof shall be responsible for any damage or liability incurred by reason of the negligent or wrongful acts or omissions or willful misconduct of the other PARTIES hereto, their officers, Councilmembers, Board Members, employees, or agents under or in connection with or arising from any work, authority, or actions taken under this AGREEMENT, including but not limited to any non-compliance by a PARTY with its obligations under the Program NPDES Permit.

~~the pro rata risk allocation which might otherwise be imposed between the PARTIES pursuant to Government Code Section 895.6, the PARTIES agree that all losses or liabilities incurred by a PARTY shall not be shared pro rata, but instead, the PARTIES agree that pursuant to the Government Code Section 895.4, each of the PARTIES hereto shall fully defend, indemnify, and hold harmless each of the other PARTIES from any claim, expense or cost, damage, or liability imposed for injury (as defined by Government Code Section 810.8) occurring by reason of the negligent acts or omissions or willful misconduct of the indemnifying PARTY, its officers, agents, or employees, under or in connection with or arising from any work, authority, or action taken under this AGREEMENT, including but not limited to any non-compliance by a PARTY with its obligations under the Program NPDES Permit. No PARTY, nor any officer, Councilmember, Board Member, employee, or agent thereof shall be responsible for any damage or liability incurred by reason of the negligent acts or omissions or willful misconduct of the other PARTIES hereto, their officers, Councilmembers, Board Members, employees, or agents under or in connection with or arising from any work, authority, or actions taken under this AGREEMENT, including but not limited to any non-compliance by a PARTY with its obligations under the Program NPDES Permit.~~

- 7.07 In the event that suit shall be brought by any PARTY to this contract, the PARTIES agree that venue shall be exclusively vested in the state courts of the County of Monterey, or, if brought in federal court, in the United States District Court handling matters arising in Monterey County. Further, the prevailing PARTY or PARTIES shall be entitled to reasonable attorney fees and costs.

IN WITNESS WHEREOF, the PARTIES hereto have executed this AGREEMENT as of the dates shown below:

MONTEREY ONE WATER, a Joint Powers Authority and public agency of the State of California

Date: _____

APPROVED AS TO FORM:

By: _____

By: _____

General Manager / Executive Officer
Chair, Board of Directors

Legal Counsel

By:

General Manager

ATTEST:

Date: _____

By: _____

CITY OF CARMEL-BY-THE-SEA, a public entity of the State of California;
CITY OF DEL REY OAKS, a public entity of the State of California;
CITY OF MONTEREY, a public entity of the State of California;
CITY OF SAND CITY, a public entity of the State of California;
CITY OF SEASIDE, a public entity of the State of California;
CITY OF PACIFIC GROVE, a public entity of the State of California; and
COUNTY OF MONTEREY, a public entity of the State of California.

Date: _____

APPROVED AS TO FORM:

By: _____

By: _____

Legal Counsel

ATTEST:

Date: _____

By: _____

EXHIBIT A: MOA BYLAWS

DRAFT

A.1: MOA Bylaws

1. **Management Committee Representation:** Representation from each PERMITTEE will be designated formally by each jurisdiction's authorized agent, including but not limited to City Manager, City/County Administrator, Mayor, and Board Chair. This appointment shall be identified in writing to the MC using the template included in EXHIBIT A.2. Should a new representative and/or alternate be chosen by a PERMITTEE, they shall submit an amended Nomination Letter to the MC as soon as possible.
2. **Selection of Officers:** Each calendar year, the MC shall select a Chair and Vice Chair. The selection of the members to serve in this position shall be at the regularly scheduled January meeting and shall be based on nominations by the MC. Members of the MC may express their interest in serving as Chair or Vice Chair at the regularly scheduled December meeting. No member of the MC may serve as Chair or Vice Chair for more than two consecutive and complete one-year terms.
3. **Voting:** Each PERMITTEE shall have one vote, provided that any PERMITTEE can call for a weighted vote on any issue. Voting on all matters shall be on a voice vote, unless a roll call vote is requested by any PERMITTEE in attendance or is required pursuant to the Brown Act. The affirmative vote of at least that number of the voting members of the MC which collectively contribute at least fifty percent (50%) of the area-wide Program costs (a "Majority Vote"), is necessary to approve any financial measure brought before the MC.

Weighting will be on a population basis, using the populations and numbers of votes shown in Table A. This table may be updated periodically by formal action of the MC. Amending the jurisdictional populations typically will occur when updated population figures are published by the U.S. Census Bureau or when other updated population figures are published and formally accepted by each of the PERMITTEES. If a weighted vote is called, each PERMITTEE will have the number of votes shown in the table below.

Table A: Populations and Votes for Use in Weighted Voting & Cost Share

PERMITTEE	2020 Census Population Within Area Covered by Stormwater Permit¹	Number of Votes²
Carmel-by-the-Sea	3,220	2
Del Rey Oaks	1,592	1
Monterey City	30,212	15
Monterey County	55,339	28
Pacific Grove	15,090	8
Sand City	325	1
Seaside	32,366	16
Total	138,144	71

¹ The U.S. Census Bureau published updated population figures, based on the 2020 Census. U.S. Census Bureau, <https://www.census.gov/>

² One vote shall be provided for each 2,000-person increment of population, except that each PERMITTEE shall have a minimum of one vote, even if its population is less than 2,000.

4. Meeting Schedule: Meetings normally will be held at the Program Administrator's offices on the fourth (4th) Wednesday of each month at 09:30 am, unless changed by the MC.
5. Starting Time: Meetings will start promptly at the designated starting time. Any PARTY representative that knows they will be unable to attend or will be late will notify the Chairperson so as not to delay the start of the meeting.
6. Virtual Participation: Members may teleconference for "individual emergency" or "just cause". If a PERMITTEE is unable to attend in person, they must provide notice and reason as soon as possible to the Chair and/or Vice Chair for each meeting. A quorum of PERMITTEES must be present at a clearly identified single location within the MC's boundaries. The PERMITTEE participating remotely must join with both audio and visual input (with camera functionality enabled) and is not precluded from voting on agenda items. Virtual participation may be utilized a maximum of twice per calendar year.

"Just cause" includes: (i) childcare/caregiving, (ii) contagious illness, (iii) physical or mental disability not accommodated by AGENCY, (iv) travel on business for City, State, or another public agency, and (v) PERMITTEE has immunocompromised family member.

"Individual emergency" includes personal physical or family medical emergency that prevents attendance in person.

The Member participating virtually must make a statement substantively similar to the following: "I am participating in today's meeting remotely under recent amendments to the Brown Act, due to [state reason - i.e. a contagious illness] that prevents me from participating in person. There [is/is not] someone 18 or older in the room with me. [Briefly describe relationship to any person in the room who is 18 years or older.]"

7. Future Members: If additional entities wish to join with the other PARTIES by entering into this AGREEMENT and participating in the Program, the PARTIES will determine an appropriate method of calculating a "buy-in" cost to be paid by the new entity wishing to become a member. This buy-in cost shall, at a minimum, include the amount the new entity would have paid if it had been a PARTY as of the first day of the current fiscal year with a pro-rata deduction, or another method deemed appropriate by the PARTIES. Membership fees will be reassessed for all PARTIES for the following fiscal year to ensure equitable division of Program costs.
8. Coordinating Entities: Coordinating entities are defined as Program Participants with no NPDES Stormwater Permit requirements. This category of participants has no vote-share in the Program, and fees will be assessed based on Schedule B costs (see EXHIBIT B.2 "Schedule Parameters").
9. Code of Conduct Policy:
 - a. Purpose: This policy is established to encourage and maintain high standards of behavior by Program MC Members. This Code of Conduct applies to all MC Members and Alternates.
 - b. MC Conduct with the Public: MC Members should:
 - i. Study materials, comments, and information submitted by the staff, the public, and other interested parties prior to voting, to the extent reasonable.
 - ii. Be polite, impartial, respectful, and without prejudice toward the public and fellow MC members.
 - iii. Provide fair and equal treatment for all people and matters coming before the MC.
 - iv. Listen courteously and attentively to public comments and all public discussions at

MC meetings.

- v. Avoid body language that is defensive, disrespectful, or uninterested.
 - vi. Avoid interrupting speakers, including other MC Members, and any comments from MC Members should be directed through the Chair.
 - vii. Refrain from arguing with members of the public.
 - viii. Represent and work for the common good of the Program and not for any private interest.
- c. Violation of Policy: A perceived violation of this policy by a Member should be referred to the MC Chair for evaluation and consideration of any appropriate action warranted. In the case of a perceived violation by the MC Chair, the matter should be referred to the Vice Chair for evaluation and consideration of any appropriate action warranted. Reports, complaints, or concerns of perceived violations should be shared by the MC Chair or Vice Chair with the entire MC. The MC Chair or Vice Chair will seek assistance from the AGENCY with regard to the process to address a report or complaint of a perceived violation. A violation of this policy may be addressed as follows:
- i. Informal discussion with the MC Chair and/or Vice Chair
 - ii. Professional counseling/coaching for the individual MC Member, upon recommendation of a majority of the MC made at a duly-noticed meeting of the MC
- d. Applicability: Any individual representing MRSWMP at public meetings, community events, and other engagement opportunities is expected to abide by these standards. This includes MC Representatives, Program Administrator staff, and Outside Contractors. Should an issue arise with the conduct of Program Administrator staff or Outside Contractors, the matter will be addressed according to the AGENCY's personnel procedures.
10. Legal Services: The MC may select an attorney or firm (Program Attorney) that is experienced with the Clean Water Act and Municipal Storm Water NPDES Permits to provide legal advice to the MC on all matters involving administration of the Program's NPDES Permit and such other matters upon which the MC may seek legal advice or request legal representation. The Program Attorney shall not be responsible for providing legal advice related to permit compliance to individual PARTIES. The Program Attorney may provide such services under separate contract with any PARTY or PARTIES but shall provide advance notification to all PARTIES before providing such services to identify and resolve possible issues of conflict of interest. The Program Administrator may assist in coordination of activities with the Program Attorney but shall not give direction to the Program Attorney without prior authorization from the MC.

A.2: MC Representative Nomination Letter Template

[Jurisdiction's Letterhead]

[Date]

Monterey Regional Stormwater Management Program (MRSWMP)
Management Committee Program Administrator

RE: Designation of MRSWMP Management Committee Representatives

I, [signatory's name], in my capacity as [signatory's job title] for the [jurisdiction], do hereby designate the following individuals as the designated representatives to serve on the MRSWMP's Management Committee (MC).

1. **Primary MC Representative:**
Title:
Department:
Contact Information:
2. **Alternate MC Representative:**
Title:
Department:
Contact Information:
3. **Legally Responsible Official (LRO):**
Title:
Department:
Contact Information:

These representatives shall represent the [jurisdiction's] Community-Specific Stormwater Management Program on the MC to ensure compliance with the National Pollutant Discharge Elimination System (NPDES) Phase 2 Municipal Separate Storm Sewer System (MS4) permit requirements. They shall have the authority to act on behalf of the [jurisdiction] in all matters, including but not limited to participation in meetings, policy discussions, and decision-making processes pertaining to regional stormwater management efforts.

This designation shall remain in effect until amended or revoked in writing by the [signatory's job title].

Sincerely,

[signatory's name]
[signatory's job title]
[jurisdiction]

We, the undersigned designated MC Representatives, do acknowledge receipt of the MRSWMP MC Code of Conduct and agree to abide by the conditions therein.

Primary Representative

Alternate Representative

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A.3: Chair & Vice Chair Roles & Responsibilities

1. The MC Chair and Vice Chair, upon selection by the MC as laid out in EXHIBIT A.1, Item 2, shall conduct monthly MC meetings. This includes but is not limited to: call to order, lead meeting and agendized content, call for public comment, facilitate questions from Members and the public, and adjourn meeting.
2. Rules of Order
 - a. The Chair shall preside at all meetings of the Committee, ensuring that the meeting is conducted in an orderly manner. Items should be taken up in the order listed in the published agenda. However, when the circumstances warrant, the Chair may modify the order of business.
 - b. In the absence of the Chair, the Vice Chair shall preside and exercise all the powers and duties of the Chair. If there is a quorum present, and both the Chair and the Vice Chair are absent, the MC Members present may agree upon a Member to preside and serve as temporary Chair.
 - c. The Chair will recognize other MC Members who wish to speak.
 - d. The Chair has the same right to make or second a motion or to debate as the other MC Members. The role of presiding officer does not need to be assigned to another Member while the Chair exercises these rights.
 - e. The Chair may ask whether there is a motion and a second to bring a matter to a vote or may move or second a motion to bring a matter to a vote.
 - f. Agenda items for a MRSWMP meeting are determined by the Chair in consultation with Program Administrator Support Staff.
3. Brown Act - MRSWMP MC is regulated by the Brown Act and must comply with open public meeting noticing and assembly requirements. Key sections include the following:
 - a. A meeting is considered the congregation of a majority of members and shall be open to the public (including ADA accessibility needs).
 - b. There are seven MRSWMP voting members; a quorum constitutes communication with a minimum of four members at one time.
 - c. Agendas must be posted publicly at least 72 hours prior to the meeting time, to include a brief general description of each item to be discussed. Staff posts notices online on the Monterey SEA website, physically at the M1W Administration Office, and through bulk email notifications.
 - d. MC leadership shall offer public comment opportunities on any item of interest to the public, before or during the consideration of the item within MRSWMP's jurisdiction.
 - e. No communications between a majority of MC Members may be used to discuss, deliberate, or take action on any item within the subject matter jurisdiction of the MC outside of properly noticed meeting sessions.
 - f. Program Administrator staff may engage in separate conversations with MRSWMP Members regarding MC business to answer questions or provide additional information.

4. Other Duties:
 - a. Support generation of public meeting content - meet with Program Administrator Support Staff to suggest agenda items and to review meeting materials.
 - b. Provide feedback - review and provide input on meeting packet materials, official correspondence, and other supporting documents on behalf of MRSWMP.
5. Annual Calendar (approximate dates - may be adjusted to accommodate schedules and holidays)
 - a. Committee meetings: fourth Wednesday of each month
 - b. In-person meeting agenda/minutes review with Program Administrator Support Staff: second Wednesday of each month
 - c. Approval of draft meeting packets via email: third Wednesday of each month

Meeting agendas and packets are not published until approval is received from the Chair and Vice Chair.

EXHIBIT B: BUDGET

DRAFT

B.1: Budget

Prior to the start of each fiscal year, the Program Administrator, under the direction of the MC, will prepare a Draft Budget and submit it to the MC for its review. The Draft Budget will include a proposed approach for the allocation of costs (cost-sharing) to each PERMITTEE. The Program Administrator will revise the Draft Budget to address concerns and comments from the MC, and the MC then will approve and adopt a Final Budget for the fiscal year. The Final Budget shall be presented to the AGENCY's Director of Finance by May of the preceding fiscal year for approval by the Program Administrator's Board of Directors.

The Program Administrator will establish a separate job-cost code in its accounting system, to which hours spent and out-of-pocket costs related directly to performing work as the Program Administrator and for services of the Program Administrator will be charged. The Program Administrator will send quarterly reports to the MC summarizing the work the Program Administrator has performed during that quarter, the total fiscal year expenditures to conduct Program tasks, and the portion of the cost allocated to each PERMITTEE. The portion of the cost allocated to the PERMITTEE will be calculated in accordance with the cost-sharing approach specified in the adopted Final Budget. The parameters for cost-sharing calculations are described in EXHIBIT B.2.

Direct and Indirect Costs: The costs for AGENCY's services as the Program Administrator will consist of both direct and indirect costs. Direct costs are costs which can be tracked through timecards, invoices, record-keeping systems, and other records that specifically allocate a cost to these services.

Indirect costs are all other costs incurred by AGENCY in order to perform its duties as the Program Administrator, with the percentage of allowable indirect costs tied to the Consumer Price Index Average for San Francisco³. Examples of the types of indirect costs that AGENCY is likely to incur are described in EXHIBIT B.3.

Budget Amendments: The Program Administrator and the PERMITTEES recognize that the budget will be based on estimated costs and that actual costs may differ from the budgeted amounts. The Program Administrator will evaluate all completed and proposed expenditures in order to reduce any budget amendments requested. If it appears that costs will exceed the budgeted amounts, the Program Administrator will notify the MC before incurring costs in excess of the budgeted amounts.

Should any anticipated expenditure exceed the limits of the adopted budget, the AGENCY must submit a formal request to incur costs in excess of the budgeted amounts, using the Budget Amendment Form in EXHIBIT B.4. All budget amendment requests shall include description of the proposed change, reason for the change, amount of the change, and estimated timeframe for expenses to be incurred.

If the MC determines, by way of majority vote at a duly-noticed Committee meeting, that it is appropriate to have the Program Administrator incur additional costs above the budgeted amounts, the AGENCY shall proceed to expend the approved funds. No budget amendment will be considered final or acted upon until it has received formal approval by the MC.

³ US Bureau of Labor Statistics https://www.bls.gov/regions/west/ca_sanfrancisco_cmsa.htm

B.2: Schedule Parameters

The costs of Program activities are shared between each PERMITTEE to ensure equitable division of budget elements. Parameters for each Cost Share Schedule are split into the categories specified in Table B and determined according to the calculations below.

Table B: Cost Share Calculations

Cost Share Schedule	Basis of Calculation
<i>A (total)</i>	<i>Program Administrator Positions</i>
A-1	Fixed Fee Portion
A-2	Population-Based Portion
B	Population, Permitted Area
C	Number of Monitoring Locations
D	Regional Module Cost Discount
E	Reg. Subscription Cost Discount

1. Schedule A

- a. Program Administrator Support Staff salaries and benefits - one Full Time Equivalent staff member (a total of 2,080 working hours annually). Staff members receive an annual cost of living adjustment (between three percent (3%) and six percent (6%)) and may be eligible for five percent (5%) salary step increases each year, both of which will be included in budget estimates.
- b. A-1: Fixed fee for each PERMITTEE for the portion of Support Staff hours deemed to be equally beneficial to all PERMITTEES.
- c. A-2: Based on census populations for each PERMITTEE.

2. Schedule B

- a. Programs budget - including training session organization, conferences, travel, and PERMITTEE enrichment.
- b. Direct percentage of population share of individual PERMITTEE areas, including COORDINATING ENTITIES' portion of the population.

3. Schedule C

- a. Stormwater Monitoring Program costs - including volunteer recruitment, laboratory analysis fees, data analysis, and annual report preparation.
- b. Direct percentage of water quality monitoring locations within each jurisdiction.

4. Schedule D

- a. Program Effectiveness Assessment and Improvement Plan software cost.
- b. Calculation based on software module use by each PERMITTEE and the population within each jurisdiction.

5. Schedule E

- a. California Stormwater Quality Association (CASQA) membership.
- b. Calculation based on individual subscriber cost by population and division of PERMITTEE discounts through the regional subscription total.

B.3: Indirect Costs

Indirect costs are defined as cost items that cannot be identified specifically with a single cost objective in an economically feasible manner.

For the costs covered by this AGREEMENT, indirect costs will be charged at 10% of all other direct costs and will be updated, as deemed necessary, with Consumer Price Index adjustments for the San Francisco Region.

The following are the types of indirect costs expected to be incurred in conducting Program activities:

- Use of AGENCY electronic processing systems, including hardware/software for printers, modems, and financial and data processing. Costs include depreciation as well as internal and external maintenance, service agreements, software support, and payroll processing.
- The use of supplies and/or services that are not feasible or not cost-effective to segregate, such as disposables, shared office supplies, forms, paper, and postage.
- Purchasing services, including AGENCY staff time seeking bids, communicating with vendors, preparing requisitions, and issuing purchase orders.
- Use of existing office equipment (copiers, fax machines, scanners, computers) and their related repair, supplies, and maintenance.
- Centralized telephone system and use of AGENCY cellular phones.
- AGENCY Administration building costs (use, utilities, insurance).
- Administrative services including agency-wide training programs (such as safety, sexual harassment prevention), employee assistance programs, and general office support.
- Use of upper-level AGENCY staff for overall coordination, management, and support of stormwater permitting activities and Support Staff work performance.
- Utilization of Program Administrator Attorney to provide legal input on items pertaining to Program activities, at the request of the AGENCY or MC.

B.4: Budget Amendment Form
**Monterey Regional Stormwater
Management Program (MRSWMP)**
Budget Amendment Form

Amendment No.	Date:
From: Program Administrator [support staff names], Monterey One Water	

Description: [Describe request]

List Any Attachments: [Please provide if any.]

Amendment Dollar Amount: Not to exceed [enter amount]

APPROVED BY:

MRSWMP Management Committee Chair	Monterey One Water Program Administrator
Date:	Date:
Signed:	Signed:

EXHIBIT C: AGENCY PROCUREMENT POLICY

DRAFT

Monterey One Water Procurement Policy

The PARTIES to the MRSWMP MOA shall abide by the AGENCY Procurement Policy with respect to general purchases and consultant services for Program activities.

Should the AGENCY Board of Directors adopt new thresholds for purchasing authority levels of approval or required processes, the Program Administrator shall notify the MC in writing as soon as possible.

Table C.1 and C.2 show the Procurement Policy cost ranges and associated requirements, as approved by the AGENCY Board of Directors July 1, 2017, and amended October 28, 2022.

Table C.1: Solicitation Types

Cost Range	Type of Solicitation
Less than \$5,000	Informal; solicit one written quote
\$5,000 - \$35,000	Informal; solicit three (3) written quotes
Over \$35,000	Advertise for Sealed Bids or issue a Request for Proposals/Qualifications

Table C.2: Authority Levels

Position	Authority Limit
Designated Employees	\$11,000
Supervisor	\$25,000
Manager/Director	\$40,000
Director	\$60,000
Assistant General Manager/Director of Finance	\$80,000
General Manager	\$135,000
Board of Directors	\$135,001 or more

**EXHIBIT D: DUTIES OF
THE PROGRAM ADMINISTRATOR &
PROGRAM ADMINISTRATOR SUPPORT STAFF**

DRAFT

D.1: Duties of the Program Administrator

Program Administrator: The Program Administrator shall perform the following duties:

- Assist in the recruitment, management, supervision, and retention of Stormwater Program Administrator Support Staff.
- Provide assistance in financial oversight, to include basic Program accounting services and Program budget management, of Stormwater Program Administrator Support Staff.
- Provide overall coordination, management, and support of Program activities.

Program Administrator Support Staff: The Stormwater Program Administrator Support Staff shall perform the following duties:

- The Program Administrator Support Staff will be paid from Program funds in accordance with the adopted Program budget.
- Work assignments are given to the Program Administrator by the MC and not by individual PERMITTEES.
- The Program Administrator Support Staff are not responsible for providing program management services related to individual PERMITTEES' Community-Specific Programs.
- In conformance with the Brown Act, arrange for and facilitate meetings of the MC, including making meeting room arrangements, preparation and distribution of agenda materials and meeting notices, and preparation and distribution of meeting minutes.
- Advise the MC to ensure that the PERMITTEES are in conformance with Robert's Rules of Order and parliamentary processes for meetings and decision making.
- Permit compliance management, including maintaining and promulgating an up-to-date schedule of the activities to be conducted by the MC and its individual PERMITTEES. Anticipate plans, procedures, policies, and other items necessary to carry out the commitments and obligations under the Program and MS4 Permits; prepare and present same to the MC for their review, direction, and approval.
- Prepare the consolidated Regional Annual Report required by the Permit and other permit-related reports and documents.
- Coordinate with RWQCB and SWRCB on Phase 2 Small Municipal Storm Water permitting issues at the direction of the MC.
- As directed by the MC, prepare updates to the Program in conjunction with permit renewals and/or implementation by the SWRCB and/or the RWQCB of new permits or permit requirements.
- At the direction of the MC, manage budget preparation and execution on behalf of the PERMITTEES, including recordation of employee expenses and the proper apportionment to the PARTICIPATING ENTITIES.
- Work with Program Administrator accounting staff with regard to accounts payable, receivable, and invoicing, and review and process Outside Consultant invoices in a timely manner.
- At the direction of the MC, manage contracts with and manage the work of Outside Consultants to perform Program tasks, if deemed necessary and approved by the MC.

- Interact with additional Program Administrator staff, such as secretarial, clerical, accounting, and source control, to carry out the work of the Program Administrator Support Staff.
- Maintain documents and files both electronically and in hard copy in a logical and understandable manner.
- Arrange for training programs to be conducted to fulfill Program Best Management Practices requirements at the direction of the MC. Such work may involve contracting with training consultants or preparing and presenting the training using in-house resources.
- Maintain an up-to-date awareness and knowledge of State and Federal stormwater requirements and, as directed, California Marine Protected Area policies and requirements and Monterey Bay National Sanctuary programs and requirements. Keep the MC sufficiently briefed on programs, potential changes in regulations, grants, and other such matters so that the MC may provide direction and take timely action regarding these types of items.
- Participate in California Stormwater Quality Association (CASQA), SWRCB, and RWQCB activities such as meetings, programs, etc. when and if directed by the MC to do so.
- Prepare other documents such as correspondence to regulatory agencies and advocacy organizations for review, editing, and finalization by the MC. If so directed by the MC, participate in State task forces and other groups pertaining to Program matters.
- As needed, and if so directed by the MC, assist the Public Education and Public Outreach Program Coordinator with such activities as public education, public outreach events, storm drain stenciling, publicity, grant writing, water quality monitoring, and source tracking.
- Research and report on various topics of interest to the MC, at the direction of the MC.

Program Administrator Evaluations: At the end of each fiscal year, the full Management Committee (MC) shall conduct an annual performance evaluation of the AGENCY. This evaluation shall be carried out during an Ad Hoc Committee meeting, with the participation of the Program Administrator. Each MC Member shall assess independently the AGENCY's performance using the standardized evaluation template provided in EXHIBIT D.2. This process ensures transparency, accountability, and continuous improvement in the implementation of the AGREEMENT.

D.2: Program Administrator Evaluation Template

Agency: Monterey One Water, MRSWMP Program Administrator (Agency)

Support Staff Members:

Performance Feedback Period:

Evaluator: _____ **Date of Discussion:** _____

COMPETENCY REVIEW

Please provide feedback on the Agency’s performance relating to the following competencies and specify the appropriate Performance Standards value (defined in description below).

- Accuracy & Quality of Work
- Decision Making
- Innovation & Creativity
- Planning & Goal Setting
- Problem Solving
- Teamwork, Consultant Coordination
- Other

PROGRAM AREAS OF RESPONSIBILITY

Given the two major categories of Program Administrator responsibilities, summarize the efficacy of these elements:

Administration:

Outreach:

GOALS & EXPECTATIONS

Stormwater Permit Priorities:

Accomplishments:

Incomplete this year:

GOAL SETTING

Identify and list the most important goals that support the MRSWMP objectives for the next review cycle, and indicate how to evaluate goals for success:

SUMMARY OF OVERALL PERFORMANCE

Please summarize the overall performance of the Program Administrator and assign a Performance Standards value.

AGENCY COMMENTS

PERFORMANCE STANDARDS

E4 = Exceeds Performance Expectations

Work can be described as consistently exceptional, regularly exceeding Program objectives, goals, and standards.

3P = Performs Well

Strong performance and meets the Program’s high expectations and standards. Can be relied upon to consistently perform quality work that furthers the Program’s goals and objectives.

2N = Not Meeting Expectations

Agency is not fully meeting all expectations of the job.

1C = Corrective Action

Agency is not meeting performance expectations and needs to improve in order to retain the role of Program Administrator. A corrective action plan must accompany this document.

The Program Administrator has reviewed this document and discussed the contents with the Committee.

Program Administrator Representative Signature

Date

EXHIBIT E: DEFINITIONS

DRAFT

Definitions

Term	Definition
40 CFR 122.6	"States authorized to administer the NPDES program may continue either EPA or State-issued permits until the effective date of the new permits, if State law allows."
ADA	Americans with Disabilities Act
AGENCY	Monterey One Water, a JPA organized under California law
AGREEMENT	Memorandum of Agreement, as signed in 2025 between individual MS4 permit holders
Brown Act	Also, Ralph M. Brown Act. Government Code Section 54950 et seq., regulating the procedures of MC meetings to ensure public access and transparency
CASQA	California Stormwater Quality Association
Clean Water Act section 402(p)(6)	"Not later than October 1, 1993, the Administrator, in consultation with State and local officials, shall issue regulations (based on the results of the studies conducted under paragraph (5)) which designate stormwater discharges, other than those discharges described in paragraph (2), to be regulated to protect water quality and shall establish a comprehensive program to regulate such designated sources. The program shall, at a minimum, (A) establish priorities, (B) establish requirements for State stormwater management programs, and (C) establish expeditious deadlines. The program may include performance standards, guidelines, guidance, and management practices and treatment requirements, as appropriate."
Community-Specific Programs	Each permit-holding jurisdiction must implement stormwater management requirements specified in their respective MS4 permits. These programs are separate from regional coordination efforts and unique to each PERMITTEE.
COORDINATING ENTITIES	Non-traditional agencies that are not subject to similar permit requirements and include land parcels adjoining PERMITTEE areas that may impact shared watersheds
Counterpart	A copy of the signed MOA, whether that be shared electronically or in hard copy
CWA	Federal Clean Water Act
Duly Authorized Representative	An individual with the authority to enter into agreements on behalf of each jurisdiction
DWQ	State Water Resources Control Board Division of Water Quality
EPA	Federal Environmental Protection Agency
General Permit	Water Quality Order No. 2003-005- DWQ, NPDES General Permit CAS000004 WDRs for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems, adopted April 30, 2003

Government Code Section 54950 et seq.	The Ralph M. Brown Act (Brown Act), pertaining to guidelines for public meetings to ensure public access and transparency
Government Code Section 810.8	"'Injury' means death, injury to a person, damage to or loss of property, or any other injury that a person may suffer to their person, reputation, character, feelings or estate, of such nature that it would be actionable if inflicted by a private person."
Government Code Section 895.4	"As part of any agreement, the public entities may provide for contribution or indemnification by any or all of the public entities that are parties to the agreement upon any liability arising out of the performance of the agreement."
Government Code Section 895.6	"Unless the public entities that are parties to an agreement otherwise provide in the agreement, if a public entity is held liable upon any judgment for damages caused by a negligent or wrongful act or omission occurring in the performance of the agreement and pays in excess of its pro rata share in satisfaction of such judgment, such public entity is entitled to contribution from each of the other public entities that are parties to the agreement. The pro rata share of each public entity is determined by dividing the total amount of the judgment by the number of public entities that are parties to the agreement. The right of contribution is limited to the amount paid in satisfaction of the judgment in excess of the pro rata share of the public entity so paying. No public entity may be compelled to make contribution beyond its own pro rata share of the entire judgment."
JPA	Joint Powers Authority
Management Committee	The official management and oversight body of MRSWMP
MOA	Memorandum of Agreement
MONTEREY ONE WATER	A JPA organized under the laws of the State of California
MRSWMP	Monterey Regional Storm Water Management Program
MS4	Municipal Separate Storm Sewer System
NPDES	National Pollutant Discharge Elimination System
Order	California Water Quality Order No. 2013-0001-DWQ NPDES General Permit No. CAS000004, adopted February 5, 2013
Outside Contractors	Any consultant(s) or contractor(s) to be paid from Program funds, who are selected by the Program Administrator to perform duties related to permit compliance activities
PARTY , or collectively as PARTIES	The AGENCY and PERMITTEES signing onto the 2025 MOA
PERMITTEE , or collectively as PERMITTEES	City of Carmel-by-the-Sea, a municipal corporation of California; City of Del Rey Oaks, a municipal corporation of California; City of Monterey, a municipal corporation of California; City of Pacific Grove, a municipal corporation of California; City of Sand City, a municipal corporation of California; City of Seaside, a municipal corporation of California; and County of Monterey, a political subdivision of California.

Program	Monterey Regional Storm Water Management Program
Program Administrator	Monterey One Water, a JPA organized under California law
Program Attorney	An attorney or firm selected by the MC that is experienced with the Clean Water Act and Municipal Storm Water NPDES Permits to provide legal advice to the Management Committee on all matters involving administration of the Program's NPDES Permit and such other matters upon which the Management Committee may seek legal advice or request legal representation
RWQCB	California Regional Quality Control Board - Central Coastal Basin
SWRCB	California State Water Resources Control Board
WDQ	Waste Discharge Requirements

DRAFT



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

July 6, 2026
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Justin Ono, City Forester

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: Resolution 2026-049, approving Change Orders #2 and #3 for the City's On-Call Landscape Service Contractors, Town & Country, increasing the total not-to-exceed contract limit from \$229,200 to \$266,362 for Fiscal Year 2025/26 and \$340,000 for Fiscal Year 2026/27

RECOMMENDATION:

Adopt Resolution 2026-049 (**Attachment 1**) approving Change Orders #2 and #3 for the City's On-Call Landscape Maintenance Services contract with Town & Country, with a not-to-exceed fee of \$266,362 for Fiscal Year 2025/26 and \$340,000 for Fiscal Year 2026/27.

BACKGROUND / SUMMARY:

In October 2022, Council awarded a \$175,000 On-Call Landscape Maintenance Services contract to Town and Country Gardening and Landscaping.

In June 2024, Council approved \$229,200 for landscape services for FY 2024/25, which incorporated roughly \$40,000 in costs for landscaping and irrigation work along the Scenic Pathway.

In this current Fiscal Year 2025-26, the City expanded Town & Country's tasks to include several CIP Landscape renovations for the Rio Road Medians and Devendorf Park.

The total of these expanded services amounts to \$37,162. With the \$229,200 contract

limit previously set by Change Order #1, adding the additional \$37,162 via Change Order #2 would amount to a total not-to-exceed of \$266,362 for Fiscal Year 2025-26.

For the Fiscal Year 2026/2027 Council appropriated \$340,000 for landscape maintenance and Change Order 3 raises the contract limit of \$266,362 set by Change order #2 to \$340,000.

With Council approval, the following chart details Change Order #2:

Contractor	Original Contract (FY 22/23 and FY 23/24)	Revised Contract with Change Order #1 (FY 24/25)	Revised Contract with Change Order #2 (FY 25/26)	Revised Contract with Change Order #3 (FY 26/27)
Town & Country	\$175,000	\$229,200	\$266,362.00	\$340,000

Our contractor performs work that our City personnel would otherwise be unable to, given the extent of the 24 locations the contractor currently maintains. The City employs one gardener/landscaper who continues to contribute to landscaping in the City; however, this maintenance worker is also a critical member of the City's tree crew. Given the extensive needs of Forestry staff at this time, the City is allocating appropriate funds to landscaping services to allow for our tree crew to focus primarily on maintaining trees in the public rights of way, while balancing landscaping work as needed.

Each year, the city reevaluates the locations which need service. The following is a list of the 24 current locations our contractor maintains, with the supervision and input of our City Forester, Assistant City Forester, and gardener/Maintenance Workers:

1. Boardwalk and Viewing Platform Located at Del Mar Parking Lot and Ocean Avenue
2. Public Works and Carmel Police Department
3. Tennis Courts and Parking Areas in Forest Hill Park
4. Vista Lobos Park
5. First Murphy Park and House Garden
6. Sunset Center North Lot
7. Forest Hill Park: Lower Section
8. Flanders Mansion Grounds and Driveway Circle

9. Lower Ocean Avenue Pathways: North and south sides of Ocean Avenue between Monte Verde and Del Mar
10. Upper Ocean Avenue Landscape and Path: Junipero Avenue to East City Limits
11. Ocean Avenue Medians: Between Junipero Avenue and Monte Verde Street
12. Harrison Memorial Library Park Branch
13. City Hall
14. 9th Avenue Easements (Mission to Junipero, Junipero to 9th, Santa Fe to 9th)
15. Rio Road Medians Between Junipero and Lasuen Pathway
16. Lester Rowntree Native Plant Garden
17. Pathway at San Carlos Street and 2nd Avenue
18. 4th Avenue Pathways Between Monte Verde Street and San Antonio Street, Including Boardwalk and Stairways
19. Post Office Plaza and Parking Lot
20. Harrison Memorial Walkway
21. Jane Powers Walkway
22. Devendorf Park
23. Lincoln Between 4th and 5th Avenue
24. Beach

Environmental Evaluation

This action does not constitute a project within the meaning of the California Environmental Quality Act under Public Resources Code Section 21065. It has no potential to cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment and, therefore, does not require environmental review.

FISCAL IMPACT:

Sufficient funding is available in the Forestry Contractual Services Account #101-119-45-42001 as well as CIP Account #311-301-00-43008 to cover the amounts described

above in Fiscal Year 2025/26. CIP projects include the Rio Medians Project and Devendorf Park Improvements, of which \$38,492.00 was spent on Town & Country's contribution to the projects.

Total budget from each account for FY 25/26:
Operating budget: \$227,870
CIP Projects: \$38,492

Council approved \$340,000 for FY 26/27 to be used from Forestry, Parks, and Beach's Operating budget Account #101-119-45-42001.

PRIOR CITY COUNCIL ACTION:

In October 2022, Council awarded a three-year, \$175,000 On-Call Landscape Maintenance Services contract to Town and Country Gardening and Landscaping. In July 2024, Change Order #1 was approved by Council to increase the contract limit to \$229,200 via Resolution 2024-056.

ATTACHMENTS:

- 1. Resolution 2026-049

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

RESOLUTION NO. 2026-049

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE CHANGE ORDERS NO. 2 AND NO.3 FOR THE ON-CALL LANDSCAPE MAINTENANCE SERVICES CONTRACT, IN THE AMOUNT OF \$266,362 FOR FISCAL YEAR 2025/26 AND \$340,000 FOR FISCAL YEAR 2026/27

WHEREAS, in October 2022, Council awarded an On-Call Landscape Maintenance Services contract to Town & Country Gardening and Landscaping; and

WHEREAS, in Fiscal Years 2022/23 and 2023/24, the City maintained a contract with a not-to-exceed fee of \$175,000; and

WHEREAS, in June 2024, Council approved funding in the amount of \$229,200 for landscape contract services for Fiscal Year 2024/25; and

WHEREAS, Change Order No. 1 to this contract was issued to increase the \$175,000 contract by \$59,200, for a total of \$229,200; and

WHEREAS Change Order No 2 to this contract will be issued to increase the \$229,200 contract by \$37,162, for a total of \$266,362; and

WHEREAS Change Order No 3 to this contract will be issued to increase the \$266,362 contract by \$73,638, for a total of \$340,000.

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

Authorize the City Administrator to execute Change Orders No. 2 and No. 3 to allocate \$266,638 to the On-Call Landscape Maintenance Services contract for the 2025/26 Fiscal Year and \$340,000 for the 2026/27 Fiscal Year.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 6th day June 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk



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

July 6, 2026
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Brandon Swanson, Acting City Administrator

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: Resolution 2026-050 authorizing the City Administrator to execute an agreement with the Church of the Wayfarer to lease a portion of the Church building for use as a temporary library location during the Harrison Memorial Library Restoration Project.

RECOMMENDATION:

Adopt Resolution 2026-050 (**Attachment 1**) authorizing the City Administrator to execute an agreement with the Church of the Wayfarer to lease a portion of the Church building for use as a temporary library location during the Harrison Memorial Library Restoration Project.

BACKGROUND / SUMMARY:

As the Harrison Memorial Library prepares for the upcoming Centennial Renovation Project, the City has been working with the Carmel Public Library Foundation (CPLF) to develop a temporary location that will allow library services to continue during construction. Carlson Hall at The Church of the Wayfarer has been identified as the best location to serve as the temporary library and community space.

Carlson Hall is uniquely suited to serve as the City's temporary library. For many years, it has functioned as a welcoming gathering place for the congregation and broader community, making it a natural transition into a temporary civic space. Its size and flexible layout will allow the City to establish a library that continues to provide meaningful services to residents of all ages, including dedicated space for teens, while also providing appropriate work areas for library staff. The result is a temporary facility that reflects the important role the Harrison Memorial Library plays in the cultural and

civic life of Carmel-by-the-Sea.

Over the past few months, the City, CPLF and the Church have been working on a plan for the space and terms of a lease. The proposed lease provides approximately 2,000 square feet of space for a term of twenty-four (24) months, with an estimated commencement date of September 1, 2026. The lease also provides for early access beginning in July to allow the City to complete necessary tenant improvements and prepare the facility for library operations. The lease, which has been signed by the Church, has been included as **Attachment 2**.

The proposed lease establishes the terms under which the City will occupy Carlson Hall, including monthly rent of \$6,250, payment of a proportionate share of utilities and trash service, and the ability to complete tenant improvements necessary to adapt the space for temporary library operations. The agreement also includes an option for a month-to-month extension should additional occupancy time be required.

City staff anticipates beginning tenant improvements in late July. Staff will complete those improvements that can reasonably be accomplished using in-house personnel and resources. Should additional improvements or specialized work be required beyond the City's capabilities, the Carmel Public Library Foundation has agreed to fund those costs. The City will be responsible for the cost of utilities and trash service during the lease term, as provided in the lease agreement. Utility costs are expected to be modest and can be accommodated within the Library operating budget.

FISCAL IMPACT:

Costs associated with the temporary library space will largely be paid for by the Carmel Public Library Foundation as part of the Harrison Memorial Library Project, except for utilities and staff time. City Staff time may be spent during the move, and a pro-rated share of the utilities will also be paid by the City, both of which are already accounted for in the FY 2026/27 adopted operating budget.

PRIOR CITY COUNCIL ACTION:

ATTACHMENTS:

1. Resolution 2026-050
2. Lease Agreement with Church of the Wayfarer

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

RESOLUTION NO. 2026-050

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AN AGREEMENT WITH THE
CHURCH OF THE WAYFARER TO LEASE A PORTION OF CARLSON HALL FOR USE AS A
TEMPORARY LIBRARY LOCATION DURING THE HARRISON MEMORIAL LIBRARY
RESTORATION PROJECT**

WHEREAS, the Harrison Memorial Library is preparing for the upcoming Harrison Memorial Library Restoration Project, also referred to as the Centennial Renovation Project; and

WHEREAS, during construction, the City desires to provide a temporary library location so that library services may continue to be available to the Carmel-by-the-Sea community; and

WHEREAS, the City has worked with the Carmel Public Library Foundation to identify an appropriate temporary location for library operations during the restoration project; and

WHEREAS, Carlson Hall at the Church of the Wayfarer has been identified as a suitable temporary location because of its size, layout, community-serving function, and ability to accommodate library services, staff work areas, and public use during construction; and

WHEREAS, the proposed lease provides for the City's use of approximately 2,000 square feet of space at Carlson Hall for a term of twenty-four months, with an estimated commencement date of September 1, 2026, and early access beginning in July 2026 to allow the City to complete tenant improvements and prepare the space for library operations; and

WHEREAS, the proposed lease provides for monthly rent in the amount of \$6,250, the City's payment of a proportionate share of utilities and trash service, and the ability to complete tenant improvements necessary to adapt the space for temporary library operations; and

WHEREAS, the lease also includes an option for month-to-month occupancy if additional time is needed; and

WHEREAS, the Carmel Public Library Foundation has agreed to fund costs associated with the temporary library space as part of the Harrison Memorial Library Project, except for City staff time and the City's share of utilities and trash service, which are included in the FY 2026/27 adopted operating budget; and

WHEREAS, the City Council desires to authorize the City Administrator to execute the lease agreement and take the actions necessary to establish Carlson Hall as the temporary library location during the Harrison Memorial Library Restoration Project.

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

Authorize the City Administrator to execute an agreement with the Church of the Wayfarer to lease a portion of Carlson Hall for use as a temporary library location during the Harrison Memorial Library Restoration Project.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 6th day of July, 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk

LEASE AGREEMENT

BY AND BETWEEN

THE CHURCH OF THE WAYFARER,

a California non-profit religious corporation
AS LANDLORD

and

CITY OF CARMEL-BY-THE-SEA,

a California municipal corporation

AS TENANT

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LEASE AGREEMENT

BASIC LEASE INFORMATION

<i>Lease Date:</i>	Dated as of _____, 2026 for reference purposes only	
<i>Landlord:</i>	The Church of the Wayfarer, a California non-profit religious corporation	
<i>Landlord's Address:</i>	The Church of the Wayfarer Lincoln Street and 7 th Avenue Carmel-by-the Sea, CA 93921 Tel: (____) _____ Attn: Pastor Karla Lundin Notice Copy to: _____ _____ _____ _____ Tel: (____) _____	
<i>Tenant:</i>	The City of Carmel-by-the Sea	
<i>Tenant's Address:</i>	The City of Carmel-by-the Sea PO. Box CC Carmel-by-the-Sea, CA 93921	
<i>Premises:</i>	Approximately 2,000 square feet making up Carlson Hall within the Building	
<i>Building:</i>	The approximately 14,000 square feet building referred to as The Church of the Wayfarer located in Carmel-by-the Sea	
<i>Length of Term:</i>	Twenty-four (24) months	
<i>Estimated Commencement Date:</i>	September 1, 2026	
<i>Estimated Expiration Date:</i>	August 31, 2028	
<i>Month-to-Month Extension:</i>	See Section 3.3 of the Lease	
<i>Base Rent:</i>	<i>Months</i>	<i>Monthly Base Rent</i>
	1 - 12	\$6,250.00
	13 – 24	\$6,250.00

<i>Utilities/Trash:</i>	Tenant shall pay Tenant's Share of utilities for the Premises, including electricity, gas and water. Tenant shall also pay Tenant's Share of trash and refuse pick-up costs.
<i>Tenant's Share:</i>	Each month, Tenants will pay the difference between the current monthly and the average of the prior 3 years' monthly utility and trash bills.
<i>Security Deposit:</i>	\$6,250.00
<i>Permitted Use:</i>	A temporary library and community space and other ancillary uses permitted by Law
<i>Brokers:</i>	None

LEASE AGREEMENT

THIS LEASE AGREEMENT is made and entered into by and between The Church of the Wayfarer, a California non-profit religious corporation ("**Landlord**"), and The City of Carmel-by-the-Sea, a municipal corporation ("**Tenant**"). The Basic Lease Information, the Exhibits and this Lease Agreement are and shall be construed as a single instrument and are referred to herein as the "**Lease**".

1. DEMISE. In consideration for the rents and all other charges and payments payable by Tenant, and for the agreements, terms and conditions to be performed by Tenant in this Lease, Landlord does hereby lease to Tenant and Tenant does hereby hire and take from Landlord, the Premises upon the agreements, terms and conditions of this Lease for the Term hereinafter stated.

2. PREMISES.

2.1 Premises. The Premises demised by this Lease are as specified in the Basic Lease Information. The Premises are located in the Building and have the address and contain the square footage specified in the Basic Lease Information; provided, however, that any statement of square footage set forth in this Lease is an approximation which Landlord and Tenant agree is reasonable and no economic terms based thereon shall be subject to revision whether or not the actual square footage is more or less.

2.2 Common Areas. In addition to the Premises, Tenant shall have the non-exclusive right, in common with all other parties occupying the Building, to use the areas designated by Landlord as depicted in **Exhibit A-3**, which shall include access to the trash receptacles through the two (2) doors located on the west side of the Building leading to an alley, and the restrooms on the same floor as the Premises ("**Common Areas**"). The use of the Common Areas shall be for the non-exclusive use of Tenant and Tenant's employees, staff, officials, agents, suppliers, customers and patrons, in common with Landlord and all other visitors to the Building and such other persons to whom Landlord has previously granted, or may hereinafter grant, rights of usage. Tenant shall not be entitled to use the Common Areas for storage of goods, vehicles, refuse or any other items. Landlord reserves the right to alter, modify, enlarge, diminish, reduce or eliminate the Common Areas from time to time in its sole discretion.

2.3 Condition of Premises; Landlord Work; Tenant Work. Tenant accepts the Premises in its "AS IS" "WITH ALL FAULTS" condition and configuration without any representations or warranties by Landlord, and subject to all matters of record and all applicable laws, ordinances, rules and regulations, with no obligation of Landlord to make alterations or improvements to the Premises, except for the Landlord Work, as described in Section 2.3(a).

(a) **Landlord Work.** Prior to the Commencement Date, Landlord shall undertake the following: (i) remove and store outside the Premises all contents and property stored in the large storage room located on the east side of Carlson Hall, , and (iii) remove and store outside the Premises the hanging sound system, including the speakers and other related equipment (collectively, "**Landlord Work**").

(b) **Tenant Work.** During the Early Access Period (defined below) and prior to and as a condition precedent to the Commencement Date, Tenant shall undertake and complete, and Landlord hereby approves of, the following: (i) relocation of two (2) pianos

located in the Premises, including the piano on the stage in Carlson Hall and the piano on the main floor of Carlson Hall to storage located at outside the Premises; (ii) installation of a water dispenser in the Premises; (iii) cutting a slot in the door of the Premises located on Lincoln Avenue ("Garden Entrance") or installing an exterior receptacle that will serve as a book drop-off location; (iv) installing a lock on the Garden Entrance to Carlson Hall for use by City staff and church leadership; (v) building a partition wall separating the halves of the closet/storage area used by the Tenant and Landlord as shown on Exhibit A (vi) installing a lock to be exclusively used by City and Church staff on the upstairs double door located at the south end of the Building to prevent access to the main part of the church by non-staff users of the Premises; (vii) installing exterior signage on or near the main entrance to Carlson Hall and on or near the Garden Entrance to the Building; (viii) installing directional signage near or about the Building as City deems reasonably necessary; (ix) installing such other security measures benefiting the Premises as deemed reasonably necessary by City; (x) locating an automatic external defibrillator within the Premises; (xi) if Tenant elects to remove the counters in the Premises, replacing the old counters with new counters at the same locations; and (xii) remove two (2) sets of double closet/storage doors currently located within Carlson Hall as shown on Exhibit A and cause all doors that are removed to be stored by Landlord at a location outside of the Premises,. (collectively, "**Tenant Work**").

3. Term.

3.1 Term. The term of this Lease ("**Term**") shall be for the period specified in the Basic Lease Information, commencing on the later of (a) the date Tenant completes the Tenant Work, as reasonably determined by Tenant, or (b) the day of final approval of the Lease by the City Council of the City of Carmel-by-the-Sea ("**Commencement Date**"). This Lease shall terminate at midnight on the last day of the twenty-fourth (24th) full calendar month following the Commencement Date ("**Expiration Date**"), unless sooner terminated or extended as hereinafter provided. Promptly following the Commencement Date, Landlord and Tenant shall enter into a letter agreement substantially in the form attached hereto as **Exhibit B**, specifying and confirming the Commencement Date and the Expiration Date.

3.2 Delay and Delivery. If for any reason Landlord has not delivered to Tenant possession of the Premises by the first day of the Early Access Period (defined below), this Lease shall remain in effect and Landlord shall not be liable to Tenant for any loss or damage resulting therefrom; provided that Landlord shall use good faith efforts to deliver the Premises to Tenant as expeditiously as practical.

3.3 Extension Period. If Tenant desires to extend the Term of this Lease, Tenant shall deliver written notice to that effect to Landlord no later than sixty (60) days prior to the Expiration Date and thereafter, the Term shall continue on a month-to-month basis on the same terms and conditions as contained in this Lease until terminated by Tenant on thirty (30) days written notice to Landlord.

3.4 Early Possession. Effective July 1, 2026, Landlord shall permit Tenant to enter and access the Premises prior to the Estimated Commencement Date ("**Early Access Period**"), in order for Tenant to undertake and complete the Tenant Work. During such Early Access Period, all of the terms and provisions of this Lease shall be in effect as if the Commencement Date had occurred, except that Tenant shall not be required to pay Base Rent during the Early Access Period, and Landlord will be able to utilize the space for events when Tenant Work is not taking place upon reasonable coordination with Tenant. Tenant shall be required to pay Additional Rent during the Early Access Period.

4. RENT.

4.1 **Base Rent.** From and after the Commencement Date, Tenant shall pay to Landlord, in advance of the first day of each calendar month, without any setoff or deduction and without further notice or demand, the monthly installments of rent specified in the Basic Lease Information ("**Base Rent**"). One full installment of Monthly Base Rent shall be due and payable on the date of execution of this Lease by Tenant and shall be applied to the first full calendar month for which Monthly Base Rent is due. If the Commencement Date should be on a date other than the first day of a calendar month, the monthly Base Rent installment paid for any fractional month during the Term shall be prorated based upon a thirty (30) day calendar month.

4.2 **Additional Rent.** As used in this Lease, the term "**Additional Rent**" shall mean Tenant's Share of utilities, including electricity, gas and water, and trash and refuse costs and any other sums that are due and payable by Tenant under the terms of this Lease. The term "**Rent**," as used herein, shall mean all Base Rent and Additional Rent payable hereunder from Tenant to Landlord. Unless otherwise specified herein, all items of Rent other than Base Rent shall be due and payable by Tenant on or before the date that is thirty (30) days after billing by Landlord.

5. USE; HOURS OF ACCESS; COMPLIANCE WITH LAWS.

5.1 **Use.** The Premises shall be used for the Permitted Use and for no other use. Tenant acknowledges that neither Landlord nor any agent of Landlord has made any representation or warranty with respect to the Premises, the Building or with respect to the suitability or fitness of either for the conduct of Tenant's business or for any other purpose.

5.2 **Hours of Access.** The Premises will be accessible to the general public for the Permitted Use during the hours established by Tenant consistent with the customary hours of operation for a library and community space ("**Library Hours**"). Certain of Landlord's staff and board members, as mutually agreed to by Tenant and Landlord only, may access the Premises outside of Library Hours, provided that no other individuals shall be given access to the Premises outside of Library Hours.

5.3 **Compliance with Laws.** Tenant shall comply with all laws, ordinances, rules, regulations and codes, of all municipal, county, state and federal authorities, including the Americans With Disabilities Act, as amended, (42 U.S.C. Section 1201 et seq. [the "**ADA**"]) (collectively, "**Laws**"), pertaining to Tenant's use and occupancy of the Premises and the conduct of its business. Tenant shall not commit, or suffer to be committed, any waste upon the Premises or any public or private nuisance, or other act or thing which disturbs the quiet enjoyment of any other tenant in the Building.

6. TAXES.

6.1 **Taxes.** "**Taxes**" shall mean all taxes, assessments, fees, impositions, assessments and charges levied (if at all) upon or with respect to the Building or the Common Areas, any personal property used in the operation of the Building, the Common Areas or Landlord's interest in the Building or the Common Areas whether now or hereafter imposed by any governmental, quasi-governmental or other agency.

6.2 Payment. Landlord shall pay all Taxes due and owing in connection with the Building, the Common Areas and any property therein, if and to the extent any Taxes are so imposed.

7. ALTERATIONS.

7.1 Landlord Consent Required. Except for the Tenant Work, as described in Section 2(b), Tenant shall not make any alterations, improvements, or additions (each an "Alteration") in or about the Premises or any part thereof without the prior written consent of Landlord, which consent shall not be unreasonably withheld, conditioned or delayed.

7.2 Alterations. Any Alterations to the Premises shall be at Tenant's sole cost and expense, and made in compliance with all applicable Laws and all reasonable requirements of Landlord. Any Alteration shall at once become the property of Landlord. Alterations shall be made in a good and workmanlike manner and in a manner that will not disturb other users of the Building, and Tenant shall maintain appropriate liability and builders' risk insurance throughout the construction. Tenant shall indemnify, defend, protect and hold Landlord harmless from and against any and all claims for injury to or death of persons or damage or destruction of property arising out of or relating to the performance of any Alterations by or on behalf of Tenant.

7.3 Liens. Tenant shall pay when due all claims for labor or materials furnished Tenant for use in the Premises. Tenant shall not permit any mechanic liens, stop notices, or any other liens against the Premises, Building, Alterations or any of Tenant's interests under this Lease for any labor or materials furnished to Tenant in connection with work performed on or about the Premises by or at the direction of Tenant. Tenant shall indemnify, hold harmless and defend Landlord from any liens and encumbrances arising out of any work performed or materials furnished by or at the direction of Tenant. In the event that Tenant shall not, within ten (10) days following the imposition of any such lien or stop notice, cause such lien or stop notice to be released of record by payment or posting of a proper bond, Landlord shall have, in addition to all other remedies provided herein or by law, the right, but not the obligation, to cause the same to be released by such means as it may deem proper, including payment of the claim giving rise to such lien. All such sums paid by Landlord and expenses reasonably incurred in connection therewith, including attorneys' fees and costs, shall be payable to Landlord by Tenant on demand.

8. MAINTENANCE AND REPAIR OF PREMISES.

8.1 Maintenance and Repair by Tenant.

(a) Tenant Maintenance. Tenant shall, at its sole cost and expense, maintain the Premises in a neat and clean condition. Tenant's maintenance obligations include: (i) floor coverings and flooring; (ii) the interior side of demising walls; (iii) Alterations, described in Article 7; (v) restrooms serving the Premises, including cleaning and stocking of supplies; and (v) the hallway leading to the Premises located between Carlson Hall and the 7th Avenue entrance on the lower level.

(b) Tenant Repair. Tenant shall, at its own costs and expense, repair or restore any damage or injury to all or any part of the Building caused by Tenant or Tenant's agents, employees, invitees, licensees, visitors or contractors, including but not limited to repairs or replacements necessitated by (i) the construction or installation of improvements to the Premises by or on behalf of Tenant; (ii) the moving of any property into or out of the

Premises; or (iii) Tenant's use and occupancy of the Premises. If Tenant fails to make such repairs or replacement within fifteen (15) days after notice from Landlord, then Landlord may, at its option, upon prior reasonable notice to Tenant (except in an emergency) make the required repairs and replacements and the costs of such repairs or replacement shall be charged to Tenant and shall become due and payable by Tenant with the monthly installment of Base Rent next due hereunder.

8.2 Maintenance and Repair by Landlord. Landlord shall maintain in good repair (i) all portions of the Building, except those for which Tenant is responsible pursuant to Section 8.1(b), including, without limitation, structural elements of exterior walls and foundations; and (ii) the Common Areas. Tenant hereby waives any and all rights under and benefits of subsection 1 of Section 1932, and Sections 1941 and 1942 of the California Civil Code or any similar or successor Laws now or hereby in effect. Tenant shall immediately give Landlord written notice of the need for repair of the items for which Landlord is responsible. If Tenant or Tenant's invitees or anyone in the employ or control of Tenant caused any damages necessitating such repair, then Tenant shall pay to Landlord the cost thereof, immediately upon demand therefor. Except as otherwise expressly set forth in this Lease, Tenant waives any right to terminate this Lease or offset or abate Rent by reason of any failure of Landlord to make repairs to the Premises or Building.

9. Hazardous Materials. Except as permitted in this Article 9, Tenant hereby agrees that Tenant and Tenant's officers, employees, staff, representatives, agents, contractors, subcontractors, successors, assigns, subtenants, concessionaires, invitees and any other occupants of the Premises (collectively, "**Tenant Parties**"), shall not cause or permit any hazardous materials to be used, generated, manufactured, refined, produced, processed, stored or disposed of, on, under or about the Premises or Building or transported to or from the Premises or Building without the express prior written consent of Landlord. The foregoing notwithstanding, Tenant may use ordinary and customary materials reasonably required to be used in the course of the Permitted Use, ordinary office supplies (copier, toner, liquid paper, glue, etc.) and common household cleaning materials.

10. ASSIGNMENT AND SUBLETTING.

10.1 Landlord Consent Required. Subject to the terms and conditions of this Lease, Tenant shall not voluntarily or by operation of law, (a) mortgage, pledge, hypothecate or encumber this Lease or any interest therein, or (b) assign or transfer this Lease or any interest herein, sublease the Premises or any part thereof or any right or privilege appurtenant thereto, or allow any other person (the employees and invitees of Tenant excepted) to occupy or use the Premises, or any portion thereof, without first obtaining the written consent of Landlord, which consent shall not be withheld unreasonably, conditioned or delayed, provided that Tenant is not then in Default under this Lease nor is any event then occurring, with the giving of notice or the passage of time, or both, would constitute a Default hereunder.

10.2 Limitations on Transfer Reasonable. Tenant acknowledges and agrees that the restrictions, conditions, and limitations imposed by this Article 10 on Tenant's ability to assign or transfer this Lease or any other interests herein, to sublet the Premises or any part thereof, are, for purposes of California Civil Code Section 1951.4, as amended from time to time, and for all other purposes, reasonable at the time this Lease was entered into and shall be deemed to be reasonable at the time that Tenant seeks to assign or transfer this Lease or any interest herein, to sublet the Premises or any part thereof, or transfer or assign any right or privilege appurtenant to the Premises.

11. INDEMNITY AND WAIVER OF CLAIMS.

11.1 Tenant Indemnification. Tenant shall indemnify, defend and hold Landlord and Landlord Related Parties (defined below) harmless against and from all liabilities, obligations, damages, penalties, claims, actions, costs, charges, judgment and expenses (including reasonable attorneys' fees, costs and disbursements) (collectively referred to as "**Losses**"), arising from (a) the use of, or any activity done, permitted or suffered in or about the Premises (b) any activity done, permitted or suffered by Tenant or Tenant's agents, contractors, invitees or licensees in or about the Building, or (c) any act, neglect, fault, willful misconduct of Tenant or Tenant's agents, except to the extent such claims arise out of or relate to the negligence or willful misconduct of Landlord. If any action or proceeding is brought against Landlord by reason of any such claim, upon notice from Landlord, Tenant shall defend the same at Tenant's expense by counsel reasonably satisfactory to Landlord.

11.2 Waiver of Claims. Except in the event of its own negligence or willful misconduct, Landlord shall not be liable to Tenant and Tenant hereby waives all claims against Landlord and its trustees, members, principals, beneficiaries, partners, officers, directors, employees, Mortgagees, contractors and agents ("**Landlord Related Parties**") for any injury or damage to any person or property occurring or incurred in connection with or in any way relating to the Premises or Building.

11.3 Survival/No Impairment. The obligations of Tenant under this Article 11 shall survive any termination of this Lease. The foregoing indemnity obligations shall not relieve any insurance carrier of its obligations under any policies required to be carried by either party pursuant to this Lease, to the extent that such policies cover the peril or currents that results in the claims that is subject to the foregoing indemnity.

12. INSURANCE.

12.1 Tenant's Insurance.

(a) Liability Insurance. Tenant shall maintain in full force throughout the Term, commercial general liability insurance providing coverage on an occurrence form basis with limits of not less than Two Million Dollars (\$2,000,000.00) each occurrence for bodily injury and property damage combined, or such larger amount as Landlord may prudently require from time to time, covering bodily injury and property damage liability and product liability if a product is sold from the Premises. Each policy of liability insurance required by this Section shall: (i) contain a cross liability endorsement or separation of insureds clause; (ii) provide that any waiver of subrogation rights or release prior to a loss does not void coverage; (iii) provide that it is primary to and not contributing with, any policy of insurance carried by Landlord covering the same loss; (iv) provide that any failure to comply with the reporting provisions shall not affect coverage provided to Landlord, its partners, property managers and Mortgagees; and (v) name Landlord and such other parties in interest as Landlord may from time to time reasonably designate to Tenant in writing, as additional insureds in an Additional Insured Endorsement. Such additional insureds shall be provided at least the same extent of coverage as is provided to Tenant under such policies. The additional insured endorsement shall be in a form at least as broad as endorsement form number CG 20 11 01 96 promulgated by the Insurance Services Office.

(b) Personal Property Insurance. Tenant shall maintain in full force and effect on all of its personal property, furniture, furnishings, trade fixtures and equipment

from time to time located in, on or upon the Premises ("**Tenant's Property**"), and any Alterations (as defined in Article 10) in an amount not less than one hundred percent (100%) of their full replacement value from time to time during the Term, providing protection against all perils, included within the standard form of "all-risk" (i.e., "Special Cause of Loss") fire and casualty insurance policy. Landlord shall have no interest in the insurance upon Tenant's Property or Alterations and will sign all documents reasonably necessary in connection with the settlement of any claims or loss by Tenant. Landlord will not carry insurance on Tenant's Property or Alterations.

(c) **Worker's Compensation Insurance; Employer's Liability Insurance.** Tenant shall, at Tenant's expense, maintain in full force and effect during the Term of this Lease, worker's compensation insurance with not less than the minimum limits required by law, and employer's liability insurance with a minimum limit of coverage of One Million Dollars (\$1,000,000.00).

(d) **Automobile Liability.** Tenant shall maintain in full force and effect during the Term of this Lease, Commercial Automobile Liability. Such policy shall be in an amount of not less than One Million Dollars (\$1,000,000) combined single limit.

12.2 **Requirements For All Policies.** Each policy of insurance required under Section 12.1 shall: (a) be maintained at Tenant's sole cost and expense, and (b) require at least thirty (30) days' written notice to Landlord prior to any cancellation, nonrenewal or modification of insurance coverage. Tenant shall provide to Landlord, upon request, evidence that the insurance required to be carried by Tenant pursuant to this Section, including any endorsement affecting the additional insured status, is in full force and effect.

12.3 **Certificates of Insurance.** Upon execution of this Lease by Tenant, and not less than thirty (30) days prior to expiration of any policy thereafter, Tenant shall furnish to Landlord a certificate of insurance reflecting that the insurance required by this Article is in force, accompanied by an endorsement(s) showing the required additional insureds satisfactory to Landlord in substance and form.

12.4 **Landlord's Insurance.** During the Term, Landlord shall keep in effect property insurance covering the Building in amounts not less than the full insurance replacement value thereof (but not on any of Tenant's property) with customary limits and deductibles, together with such other types of insurance coverage, if any, as Landlord, in Landlord's reasonable discretion, may elect to carry.

13. **DAMAGE OR DESTRUCTION.**

13.1 **Definitions.**

(a) **"Premises Partial Damage"** shall mean damage or destruction to the improvements on the Premises, other than Tenant's property, which can reasonably be repaired in ninety (90) days or less from the date of the damage or destruction. Landlord shall notify Tenant in writing within thirty (30) days from the date of the damage or destruction as to whether or not the damage is Partial or Total and the estimated time for repairing said damage.

(b) **"Premises Total Destruction"** shall mean damage or destruction to the Premises other than Tenant's property, which cannot reasonably be repaired in ninety (90) days or less from the date of the damage or destruction. Landlord shall notify Tenant in

writing within thirty (30) days from the date of the damage or destruction as to whether or not the damage is Partial or Total.

(c) **“Insured Loss”** shall mean damage or destruction to improvements on the Premises, other than Tenant’s property, which was caused by an event required to be covered by the insurance described in Section 12.4, irrespective of any deductible amounts or coverage limits involved.

(d) **“Replacement Cost”** shall mean the cost to repair or rebuild the improvements in the Premises at the time of the occurrence to their condition existing immediately prior thereto, including demolition, debris removal and upgrading required by the operation of Laws governing the Premises, and without deduction for depreciation.

13.2 **Partial Damage - Insured Loss.** If a Premises Partial Damage that is an Insured Loss occurs, Landlord shall repair such damage (but not Tenant’s property) as soon as reasonably possible and this Lease shall continue in full force and effect. However, if the required insurance was not in force or the insurance proceeds are not sufficient to effect such repair, either Landlord or Tenant may terminate this Lease on thirty (30) days written notice to the other. In any event, if any repair is estimated to take longer than ninety (90) days to complete, Tenant may terminate the Lease on thirty (30) days written notice to Landlord.

13.3 **Partial Damage - Uninsured Loss.** If a Premises Partial Damage that is not an Insured Loss occurs, unless caused by a negligent or willful act of Tenant (in which event Tenant shall make the repairs at Tenant’s expense), Landlord may either: (a) repair such damage as soon as reasonably possible at Landlord’s expense, in which event this Lease shall continue in full force and effect, or (b) terminate this Lease by giving thirty (30) days written notice to Tenant within thirty (30) days after receipt by Landlord of knowledge of the occurrence of such damage. In any event, if any repair is estimated to take longer than ninety (90) days to complete, Tenant may terminate the Lease on thirty (30) days written notice to Landlord.

13.4 **Total Destruction.** Notwithstanding any other provision hereof, if a Premises Total Destruction occurs, this Lease shall terminate thirty (30) days following such destruction.

13.5 **Abatement of Rent.** In the event of damage or destruction for which Tenant is not responsible under this Lease, the Rent payable by Tenant for the period required for the repair, remediation or restoration of such damage shall be abated in proportion to the degree to which Tenant’s use of the Premises is impaired, and such abatement shall be Tenant’s sole remedy for such impairment of use.

14. CONDEMNATION. If the whole or if any material part of the Premises or Building is taken or condemned for any public or quasi-public use under either state or federal law, by eminent domain or purchase in lieu thereof (**“Taking”**), and (a) such Taking renders the Premises or Building unsuitable for the purposes for which they were constructed or are being used; or (b) the Premises or Building cannot be repaired, restored or replaced at reasonable expense to an economically profitable unit within ninety (90) days from the date of Taking, then either Landlord or Tenant may, at its option, terminate this Lease as of the date possession vests in the condemning party. The terminating party shall provide written notice of termination to the other party within thirty (30) days after it first receives notice of the Taking. The termination shall be effective as of the effective date of any order granting possession to, or vesting legal title in, the condemning authority. If this Lease is not terminated, Base Rent shall be appropriately adjusted to account for any reduction in the square footage of the Premises. If

only a part of the Premises is subject to a Taking and this Lease is not terminated, Landlord, with reasonable diligence, will restore the remaining portion of the Premises as nearly as practicable to the condition immediately prior to the Taking. Tenant hereby waives any and all rights it might otherwise have pursuant to Section 1265.130 of the California Code of Civil Procedure, or any similar or successor Laws. Landlord shall be entitled to any and all compensation, damages, income, rent, awards or any interest thereon which may be paid or made in connection with any such Taking, and Tenant shall have no claim against Landlord for the value of any expired term of this Lease or otherwise; provided, however, that Tenant shall be entitled to receive any award separately allocated by the condemning authority to Tenant for Tenant's relocation expenses, the value of Tenant's fixture, equipment and personal property (specifically excluding components of the Premises which under this Lease or by law are or at the expiration of the Term will become the property of Landlord, including, without limitation, fixtures and Alterations), or Tenant's loss of business goodwill, provide that such award does not reduce any award otherwise allocable or payable to Landlord. Notwithstanding the foregoing, if any repair or restoration is estimated to take longer than ninety (90) days to complete, Tenant may terminate the Lease on thirty (30) days written notice to Landlord.

15. DEFAULT.

15.1 Events of Default. The occurrence of any of the following shall constitute a "Default" by Tenant:

- (a) Tenant fails to make any payment of Rent when due, if payment in full is not received by Landlord within five (5) days after written notice that it is past due.
- (b) Tenant abandons the Premises as defined in Section 1951.3 of the California Civil Code.
- (c) Tenant violates the restrictions on Transfer set forth in Article 10.
- (d) Tenant ceases doing business as a going concern; makes an assignment for the benefit of creditors; is adjudicated an insolvent, files a petition (or files an answer admitting the material allegations of a petition) seeking relief under any state or federal bankruptcy or other statute, law or regulation affecting creditors' rights; all or substantially all of Tenant's assets are subject to judicial seizure or attachment and are not released within thirty (30) days, or Tenant consents to or acquiesces in the appointment of a trustee, receiver or liquidator for Tenant or for all or any substantial part of Tenant's assets.
- (e) Tenant fails to perform or comply with any provision of this Lease other than those described in (a) through (d) above, and does not fully cure such failure within fifteen (15) days after notice to Tenant or, if such failure cannot be cured within such fifteen (15) day period, Tenant fails within such fifteen (15)-day period to commence, and thereafter diligently proceed with, all actions necessary to cure such failure as soon as reasonably possible but in all events within ninety (90) days of such notice.

15.2 Remedies. Upon the occurrence of any Default under this Lease, whether enumerated in Section 15.1 or not, Landlord shall have the option to pursue any one or more of the following remedies without any notice (except as expressly prescribed herein) or demand whatsoever. Without limiting the generality of the foregoing, Tenant hereby specifically waives notice and demand for payment of Rent or other obligations, and waives any and all other notices or demand requirements imposed by applicable Law:

(a) Terminate this Lease and Tenant's right to possession of the Premises and recover from Tenant an award of damages equal to the sum of the following:

(b) The Worth at the Time of Award of the unpaid Rent which had been earned at the time of termination;

(c) The Worth at the Time of Award of the amount by which the unpaid Rent which would have been earned after termination until the time of award exceeds the amount of such Rent loss that Tenant affirmatively proves could have been reasonably avoided;

(d) The Worth at the Time of Award of the amount by which the unpaid Rent for the balance of the Term after the time of award exceeds the amount of such Rent loss that Tenant affirmatively proves could be reasonably avoided discounted to the then present value;

(e) Any other amount necessary to compensate Landlord for all the detriment either proximately caused by Tenant's failure to perform Tenant's obligations under this Lease or which in the ordinary course of things would be likely to result therefrom; and

(f) All such other amounts in addition to or in lieu of the foregoing as may be permitted from time to time under applicable law.

The "**Worth at the Time of Award**" of the amounts referred to in parts (i) and (ii) above, shall be computed by allowing interest at the lesser of a per annum rate equal to: (A) the greatest per annum rate of interest permitted from time to time under applicable law, or (B) the Prime Rate plus 5% as determined by Landlord, and as referred to in part (iii) above, shall be computed by discounting such amount at the discount rate of the Federal Reserve Bank of San Francisco at the time of the award plus one percent (1%).

(g) Employ the remedy described in California Civil Code § 1951.4 (Landlord may continue this Lease in effect after Tenant's breach and abandonment and recover Rent as it becomes due, if Tenant has the right to sublet or assign, subject only to reasonable limitations); or

(h) Notwithstanding Landlord's exercise of the remedy described in California Civil Code § 1951.4 in respect of an event or events of Default, at such time thereafter as Landlord may elect in writing, to terminate this Lease and Tenant's right to possession of the Premises and recover an award of damages as provided above.

15.3 No Waiver. The subsequent acceptance of Rent hereunder by Landlord shall not be deemed to be a waiver of any preceding breach by Tenant of any term, covenant or condition of this Lease, other than the failure of Tenant to pay the particular Rent so accepted, regardless of Landlord's knowledge of such preceding breach at the time of acceptance of such Rent. No waiver by Landlord of any breach hereof shall be effective unless such waiver is in writing and signed by Landlord.

15.4 Waiver of Redemption, Reinstatement, or Restoration. Tenant hereby waives any and all rights conferred by Section 3275 of the Civil Code of California and by Sections 1174(c) and 1179 of the Code of Civil Procedure of California and any and all other laws and

rules of law from time to time in effect during the Lease Term or thereafter providing that Tenant shall have any right to redeem, reinstate or restore this Lease following its termination as a result of Tenant's breach.

15.5 Remedies Cumulative. No right or remedy herein conferred upon or reserved to Landlord is intended to be exclusive of any other right or remedy, and each and every right and remedy shall be cumulative and in addition to any other right or remedy given hereunder or now or hereafter existing by agreement, applicable Law or in equity. In addition to other remedies provided in this Lease, Landlord shall be entitled, to the extent permitted by applicable Law, to injunctive relief, or to a decree compelling performance of any of the covenants, agreements, conditions or provisions of this Lease, or to any other remedy allowed to Landlord at law or in equity. Forbearance by Landlord to enforce one or more of the remedies herein provided upon an event of Default shall not be deemed or construed to constitute a waiver of such Default.

15.6 Landlord's Right to Perform Tenant's Obligations. If Tenant is in Default of any of its non-monetary obligations under this Lease, in addition to the other rights and remedies of Landlord provided herein, then Landlord may at Landlord's option, but without any obligation to do so and without further notice to Tenant, perform any such term, provision, covenant or condition or make any such payment and Landlord by reason of doing so shall not be liable or responsible for any loss or damage thereby sustained by Tenant. If Landlord performs any of Tenant's obligations hereunder in accordance with this Section 15.6, the full amount of the costs and expense incurred or the payments so made or the amount of the loss so sustained shall be immediately be owed by Tenant to Landlord, and Tenant shall promptly pay to Landlord upon demand, as Additional Rent, the full amount thereof with interest thereon from the day of payment by Landlord the lower of ten percent (10%) per annum, or the highest rate permitted by applicable law.

15.7 Severability. This Article 15 shall be enforceable to the maximum extent such enforcement is not prohibited by applicable Law, and the unenforceability of any portion thereof shall not thereby render unenforceable any other portion.

16. LIMITATION OF LIABILITY. Notwithstanding anything to the contrary contained in this Lease, the liability of Landlord (and of any successor Landlord) shall be limited to the interest of Landlord in the Building as the same may from time to time be encumbered. Tenant shall look solely to Landlord's interest in the Building for the recovery of any judgment. Neither Landlord nor any Landlord Related Party shall be personally liable for any judgment or deficiency, and in no event shall Landlord or any Landlord Related Party be liable to Tenant for any lost profit, damage to or loss of business or a form of special, indirect or consequential damage. Before filing suit for an alleged default by Landlord, Tenant shall give Landlord and the Mortgagee(s) whom Tenant has been notified hold Mortgages (defined in Article 18), notice and reasonable time to cure the alleged default.

17. SURRENDER OF PREMISES. At the termination of this Lease or Tenant's right of possession, Tenant shall remove Tenant's property, including any furniture, fixtures, equipment or cabling installed by or for the benefit of Tenant from the Premises, except that Tenant shall leave at the Premises any upgrades to the lighting or electrical system made by Tenant. Further, Tenant shall quit and surrender the Premises to Landlord, broom clean, with a fresh coat of interior paint, with any damage to the flooring repaired and otherwise in good order, condition and repair, ordinary wear and tear and damage which Landlord is obligated to repair hereunder excepted. Landlord shall not be responsible for the value, preservation or safekeeping of Tenant's property. Tenant shall pay Landlord, upon demand, the expenses and

storage charges incurred. If Tenant fails to remove Tenant's property from the Premises or storage, within thirty (30) days after notice, Landlord may deem all or any part of Tenant's property to be abandoned and, at Landlord's option, title to Tenant's property shall vest in Landlord or Landlord may dispose of Tenant's property in any manner Landlord deems appropriate.

18. MORTGAGES.

18.1 Subordination to Mortgages. Tenant accepts this Lease subject and subordinate to any mortgage(s), deed(s) of trust, ground lease(s) or other lien(s) now or subsequently arising upon the Premises, or Building and any ground lease(s) or other agreements or covenants running with the land now or subsequently arising upon the Building, and to renewals, modifications, refinancing and extensions thereof (collectively referred to as a "**Mortgage**"). The party having the benefit of a Mortgage shall be referred to as a "**Mortgagee**". This clause shall be self-operative, but upon request from a Mortgagee, Tenant shall, within ten (10) days written request therefor from Landlord, execute a commercially reasonable subordination agreement in favor of the Mortgagee. Landlord shall use commercially reasonable efforts to obtain for Tenant a non-disturbance provision in any such subordination agreement. As an alternative, a Mortgagee shall have the right at any time to subordinate its Mortgage to this Lease. Upon request, Tenant, shall attorn to any successor to Landlord's interest in this Lease.

18.2 Mortgage Protection. Tenant shall give to any Mortgagee, in accordance with the notice requirements of this Lease, at the same time as it is given to Landlord, a copy of any notices of default given to Landlord, provided that, prior to such notice, Tenant has been notified in writing (by way of notice of assignment of rent and leases, or otherwise) of the existence and address of such Mortgagee. Tenant further agrees that, if Landlord shall have failed to cure such default within the time provided for in this Lease, then the Mortgagee shall have an additional reasonable period of time within which to cure such default, or if such default cannot be cured without Mortgagee pursuing its remedies against Landlord, then mortgagee shall have such additional time as may be necessary to commence and complete a foreclosure proceeding. If, in connection with obtaining financing for the Project, or a portion thereof, Landlord's lender shall request reasonable modifications to this Lease as a condition to such financing, Tenant shall not unreasonably withhold, delay or defer its consent to such modifications, provided that such modifications do not materially adversely affect Tenant's rights or increase Tenant's obligations under this Lease.

19. TENANT'S ESTOPPEL CERTIFICATE. Within ten (10) days after written request therefor, Tenant shall execute and deliver to Landlord, in a form provided by or reasonably satisfactory to Landlord, an estoppel certificate stating, that this Lease is in full force and effect, describing any amendments or modifications thereto, acknowledging that this Lease is subordinate or prior, as the case may be, to any Mortgage and stating any other information Landlord may reasonably request, including the Term, the monthly Base Rent, the date to which Rent has been paid, the amount of any security deposit or prepaid rent, whether either party hereto is in default under the terms of the Lease, and whether Landlord has completed any construction obligations hereunder. Any such estoppel certificate may be relied upon by any person or entity purchasing, acquiring an interest in or extending finance with respect to the Building, or any part thereof. If Tenant fails to provide such certificate within ten (10) days as herein provided, such failure shall at Landlord's election, constitute a Default and Tenant shall be deemed to have given such certificate as above provided without modification and shall be deemed to have

admitted the accuracy of any information supplied by Landlord to a prospective purchaser or mortgagee or deed of trust holder.

20. NOTICE. All notices shall be in writing and delivered by hand or sent by registered, express, or certified mail, with return receipt requested or with delivery confirmation requested from the U.S. postal service, or sent by overnight or same day courier service at the party's respective Notice Address(es) set forth in the Basic Lease Information ("**Notice Address**"). Each notice shall be deemed to have been received on the earlier to occur of actual delivery or the date on which delivery is refused, or, if Tenant has vacated the Premises or any other Notice Address of Tenant without providing a new Notice Address, three (3) days after notice is deposited in the U.S. mail or with a courier service in the manner described above. Either party may, at any time, change its Notice Address (other than to a post office box address) by giving the other party written notice of the new address.

21. MISCELLANEOUS.

21.1 Governing Law. This Lease shall be interpreted and enforced in accordance with the Laws of the State of California and Landlord and Tenant hereby irrevocably consent to the jurisdiction and proper venue of such state.

21.2 Severability. If any section, term or provision of this Lease is held invalid by a court of competent jurisdiction, all other sections, terms or severable provisions of this Lease shall not be affected thereby, but shall remain in full force and effect.

21.3 Attorneys' Fees. In the event of an action, suit, arbitration or proceeding brought by Landlord or Tenant to enforce any of the other's covenants and agreements in this Lease, the prevailing party shall be entitled to recover from the non-prevailing party any costs, expenses (including out of pocket costs and expenses) and reasonable attorneys' fees incurred in connection with such action, suit or proceeding. Without limiting the generality of the foregoing, if Landlord utilizes the services of an attorney for the purpose of collecting any Rent due and unpaid by Tenant or in connection with any other breach of this Lease by Tenant following a written demand of Landlord to pay such amount or cure such breach, Tenant agrees to pay Landlord reasonable actual attorneys' fees for such services, irrespective of whether any legal action may be commenced or filed by Landlord.

21.4 Force Majeure. Whenever a period of time is prescribed for the taking of an action by Landlord or Tenant (other than the payment of Rent), the period of time for the performance of such action shall be extended by the number of days that the performance is actually delayed due to strikes, acts of God, shortages of labor or materials, war, terrorist acts, pandemics, civil disturbances, extreme weather and other causes beyond the reasonable control of the performing party ("**Force Majeure**").

21.5 Signs. Tenant shall not place any sign upon the Premises without Landlord's prior written consent, which consent shall not be unreasonably withheld, conditioned or delayed. Tenant shall maintain any such signs installed on the Premises.

21.6 Brokers. Landlord and Tenant each represents and warrants to the other that neither it nor its officers or agents nor anyone acting on its behalf has dealt with any real estate broker in the negotiating or making of this Lease. Each party agrees to indemnify, defend and hold harmless the other from any claim or claims, and costs and expenses, including attorneys' fees, incurred by the indemnified party in conjunction with any such claim or claims of any other

broker or brokers to a commission in connection with this Lease as a result of the actions of the indemnifying party.

21.7 Access by Landlord. Landlord shall be allowed limited access to the Premises during the term of this Lease upon prior written notice to Tenant. Landlord will give Tenant a minimum of twenty-four (24) hours prior notice of its intention to enter the Premises. Subject to the notice requirement described herein, Tenant agrees to allow Landlord and its utility supplier access to the Premises for operation, maintenance, repair and replacement of these utilities systems as may be required. In executing operation, maintenance, repair or replacement of these systems, Landlord agrees to take commercially reasonable steps to minimize interference with the use of the Premises by Tenant.

21.8 Waiver of Right to Jury Trial. Landlord and Tenant waive their respective rights to trial by jury of any contract or tort claim, counterclaim, cross-complaint, or cause of action in any action, proceeding, or hearing brought by either party against the other on any matter arising out of or in any way connected with this Lease, the relationship of Landlord and Tenant, or Tenant's use or occupancy of the Premises, including without limitation any claim of injury or damage or the enforcement of any remedy under any current or future law, statute, regulation, code, or ordinance. Landlord and Tenant agree that this paragraph constitutes a written consent to waiver of trial by jury within the meaning of California Code of Civil Procedure Section 631(f)(2), and Tenant does hereby authorize and empower Landlord to file this paragraph and/or this Lease, as required, with the clerk or judge of any court of competent jurisdiction as a written consent to waiver of jury trial. If the waiver set forth in this Section 21.8 is determined by any court to be invalid because it was executed prior to the commencement of any action, then Landlord and Tenant each covenant and agree to execute and deliver to the other, within five (5) days of a written request by the other, a waiver of the right to trial by jury similar in terms and scope to the waiver set forth in this Section 21.8 at such time following the commencement of such action as such waiver, if then made, would be valid.

21.9 Recordation. Neither this Lease, nor any memorandum, affidavit nor other writing with respect thereto, shall be recorded by Tenant or by anyone acting through, under or on behalf of Tenant without the prior written consent of Landlord, which may be granted or withheld in Landlord's sole and absolute discretion. Any recording thereof in violation of this provision shall make this Lease null and void at Landlord's election.

21.10 Article and Section Titles. The Article and Section titles use herein are not to be considered a substantive part of this Lease, but merely descriptive aids to identify the paragraph to which they referred. Use of the masculine gender includes the feminine and neuter, and vice versa.

21.11 Quiet Possession. Landlord covenants and agrees with Tenant that, upon Tenant's payment of Rent and observing and performing all of the terms, covenants, conditions, provisions and agreements of this Lease on Tenant's part to be observed or performed, Tenant shall have the quiet possession of the Premises throughout the Term.

21.12 Asbestos Notification for Commercial Property Constructed Before 1979. Tenant acknowledges that Landlord has advised Tenant that, because of its age, the Building may contain asbestos-containing materials ("ACMs"). If Tenant undertakes any Alterations as may be permitted by Article 10, Tenant shall, in addition to complying with the requirements of Article 10, undertake the Alterations in a manner that avoids disturbing ACMs present in the Building. If ACMs are likely to be disturbed in the course of such work, Tenant shall encapsulate or

remove the ACMs in accordance an approved asbestos-removal plan and otherwise in accordance with all applicable Environmental Laws, including giving all notices required by California Health & Safety Code Sections 25915-25919.7.

21.13 **Lead Warning Statement.** Tenant acknowledges that Landlord has advised Tenant that buildings built before 1978 may contain lead-based paints ("LBP"). Lead from paint, paint chips and dust can pose health hazards if not managed properly. Subject to Article 10 of this Lease, Tenant may at its sole cost and expense, have a state certified LBP Inspector complete a LBP inspection and abatement and provide an abatement certification to Landlord. Landlord has no specific knowledge of the presence of lead-based paint in the Premises.

21.14 **OFAC Certification.** Tenant represents, warrants and covenants that: (a) Tenant and its principals are not acting, and will not act, directly or indirectly, for or on behalf of any person, group, entity, or nation named by any Executive Order or the United States Treasury Department as a terrorist, "**Specially Designated and Blocked Person**" or other banned or blocked person, entity, or transaction pursuant to any law, order, rule or regulation that is enforced or administered by the Office of Foreign Assets Control; and (b) Tenant acknowledges that the breach of this representation, warranty and covenant by Tenant shall be an immediate Default under the Lease.

21.15 **Certified Access Specialist Disclosure.** Inspection by Certified Access Specialist. Landlord discloses that the Premises have not undergone inspection by a Certified Access Specialist as referenced in California Civil Code Section 1938 subsection (e) which provides: "A Certified Access Specialist (CASp) can inspect the subject premises and determine whether the subject premises comply with all of the applicable construction-related accessibility standards under state law. Although state law does not require a CASp inspection of the subject premises, the commercial property owner or lessor may not prohibit the lessee or tenant from obtaining a CASp inspection of the subject premises for the occupancy or potential occupancy of the lessee or tenant, if requested by the lessee or tenant. The parties shall mutually agree on the arrangements for the time and manner of the CASp inspection, the payment of the fee for the CASp inspection, and the cost of making any repairs necessary to correct violations of construction-related accessibility standards within the premises." Pursuant to the foregoing Section 1938(e), Tenant acknowledges and agrees that, if Tenant wishes to have the Premises inspected by a CASp: (i) Tenant must notify Landlord on or before the date when Tenant executes this Lease pursuant to the election below; (ii) the inspection will be at Tenant's sole cost and expense; (iii) the inspection must be scheduled through Landlord and in coordination with the Building's property manager; (iv) any repairs or modifications necessary to correct any violation of construction-related accessibility standards that is noted in the CASp report shall be Tenant's responsibility; and (v) Tenant must provide a copy of the CASp report to Landlord on completion. By initialing below, Tenant represents that:

Tenant wishes to have a CASp inspection of the Premises Initials: _____

Tenant hereby waives its right a CASp inspection of the Premises Initials: _____

21.16 **Time of the Essence.** Time is of the essence of this Lease and each and all of its provisions.

21.17 **Entire Agreement.** This Lease contains all of the agreements of the parties hereto with respect to any matter covered or mentioned in this Lease, and no prior agreements or understandings pertaining to any such matter shall be effective for any purpose. No provision

of this Lease may be amended or added except by an agreement in writing signed by the parties hereto or their respective successors-in-interest.

21.18 Counterparts. This Lease may be executed in multiple counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one and the same instrument.

Landlord and Tenant have executed this Lease as of the day and year first above written.

LANDLORD:

TENANT:

The Church of the Wayfarer,
a California non-profit religious corporation

The City of Carmel-by-the Sea,
a municipal corporation

By: Rev. Karla J. Lundin
Name: Rev. Karla J. Lundin
Its: Pastor

By: _____
Name: _____
City Manager

Date: June 25, 2026

Date: _____

By: Sandra J. Young
Name: Sandra J. Young
Its: Church Council Chair

Approved as to form:

Date: June 25, 2026

By: _____
Brian Pierik, City Attorney

Date: _____

EXHIBIT A
PREMISES

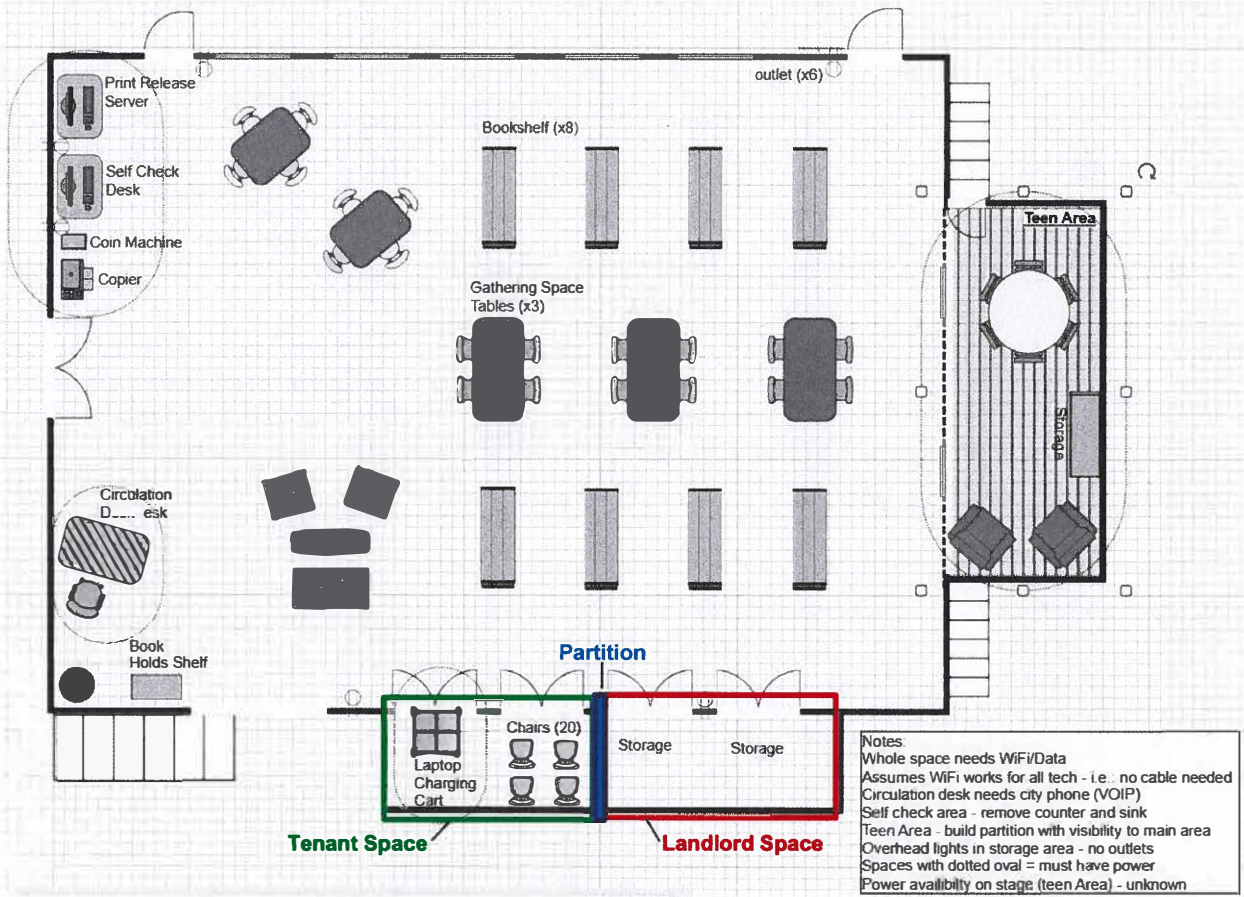


EXHIBIT A-1
COMMON AREAS
(to be attached)

**EXHIBIT B
COMMENCEMENT LETTER**

Date: _____

Re: Lease dated as of _____, 2026, by and between The Church of the Wayfarer, as Landlord, and The City of Carmel-by-the Sea, as Tenant, for approximately _____ rentable square feet referred to as the Carlson Hall, in the Building located at Lincoln Street and 7th Avenue, Carmel-by-the Sea, CA 93921.

Dear _____:

In accordance with the terms and conditions of the above referenced Lease, Tenant accepts possession of the Premises and agrees:

The Commencement Date of the Lease is _____, 2026. The Expiration Date of the Lease is _____, 2028.

Please acknowledge your acceptance of possession and agreement to the terms set forth above by signing all 3 counterparts of this Commencement Letter in the space provided and returning 2 fully executed counterparts to my attention.

Sincerely	Agreed and Accepted:
Landlord: The Church of the Wayfarer	Tenant: The City of Carmel-by-the Sea
By: _____ Name: _____ Title:	By: _____ Name: _____ City Manager

[Exhibit Do not sign]



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

July 6, 2026
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Erin Lewis, Assistant Planner

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: Resolution 2026-051 Authorizing a refund of Preliminary Site Assessment application fees of \$1,571.00 to Molly Branch

RECOMMENDATION:

Adopt Resolution 2026-051 (**Attachment 1**) authorizing a refund of Preliminary Site Assessment application fees of \$1,571.00 to Molly Branch.

BACKGROUND / SUMMARY:

The applicant, Carl Martin Maxey of Maxey Design Group, submitted a Preliminary Site Assessment (PSA 26120) application on April 7, 2026 for the alteration of an existing single family residence at the Northwest corner of 7th Avenue & Forest Avenue. The application fees were paid by the property owner, Molly Branch, on April 8, 2026. Upon receipt of the application and payment of fees, staff completed an initial completeness review and determined that a Preliminary Site Assessment was not required based on the scope of the project.

This application for a Preliminary Site Assessment was initially made at the direction of Planning Department staff based on the initial understanding of the project; however, a re-assessment of the project found the did not rise to the level of requiring a Preliminary Site Assessment. Because the application and associated fees were submitted at the direction of staff, staff recommends a full refund of the application fees as outlined in the municipal code. Section 3.32.110 (Refunds) allows a refund of “any tax, interest or penalty has been overpaid or paid more than once, or has been erroneously or illegally collected or received by the City”. CMC Section 3.06.060 (Return of Funds) requires

refunds of \$1,000 or more to be approved by Council. Specifically, Section 3.06.060 states that “from time to time it becomes necessary to refund certain permit fees, taxes, licenses, etc., in the normal course of City business. Upon recommendation from the Assistant City Administrator, the City Administrator or his/her duly authorized representative is authorized to approve such refunds in an amount not to exceed \$1,000. All refunds over \$1,000 shall require approval by the City Council.”

FISCAL IMPACT:

Other than the cost of processing the refund, there is no fiscal impact to the City for issuing the permit fee refund.

PRIOR CITY COUNCIL ACTION:

None.

ATTACHMENTS:

- 1. Resolution 2026-051

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

RESOLUTION NO. 2026-051

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
AUTHORIZING A REFUND OF PRELIMINARY SITE ASSESSMENT APPLICATION FEES OF
\$1,571.00 TO MOLLY BRANCH**

WHEREAS, the applicant, Carl Martin Maxey, submitted a Preliminary Site Assessment application on April 7, 2026; and

WHEREAS, the applicant was assessed a permit fee of \$1,571 for the review of the application; and

WHEREAS, the property owner, Molly Branch, remitted payment for the assessed fee; and

WHEREAS, on May 29, 2026 the Planning Department determined that a Preliminary Site Assessment was erroneously required for this project; and

WHEREAS, minimal staff time was utilized in processing and reviewing the application prior to the withdrawal request; and

WHEREAS, the applicant is entitled to a full refund of the permit fee which amounts to \$1,571.00; and

WHEREAS, CMC Section 3.06.060 (Return of Funds) requires refunds of \$1,000 or more to be approved by the City Council.

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

Authorize a refund of \$1,571.00 which is 100% of the permit fee for a Preliminary Site Assessment application to Molly Branch.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 6th day of July, 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk



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

July 6, 2026
PUBLIC HEARINGS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Brandon Swanson, Acting City Administrator

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: Consideration of an Appeal (APP 26134, Diamond) by John and Patricia Dilks, of the Planning Commission's approval of Design Study and Coastal Development Permit application DS 25206 (Diamond) for non-excluded development (ground disturbance for an 800 square accessory dwelling unit attached to an existing rear terrace, landscaping, drainage improvements and associated site work) and the installation landscaping consistent with the proposed landscaping plan as authorized by the Coastal Development Permit, located at Scenic Road 5 northwest of 8th Avenue in the Single-Family Residential (R-1) District, Archaeological Significance (AS) Overlay District, Park (P) Overlay District, and Beach and Riparian (BR) Overlay. APN: 010-312-012-000 - ***Recommended for a continuance to August 3 2026***

RECOMMENDATION:

Staff recommends that the continuation of the Diamond Appeal Hearing (APP 26143) be continued to the Special City Council Meeting on August 3, 2026, at 3:00 p.m to allow sufficient time for staff to present this item at the same meeting as a discussion on a separate ADU Policy, as directed by the full Council.

Recommended Motion: To continue this item to a date certain of August 3, 2026.

BACKGROUND / SUMMARY:

FISCAL IMPACT:

PRIOR CITY COUNCIL ACTION:

ATTACHMENTS:

None



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

July 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: Discussion and Direction Regarding Funding for See Monterey Marketing Services; Consider Adoption of Resolution 2026-052 Amending the FY 2026-2027 Adopted Operating Budget

RECOMMENDATION:

Staff recommends that the City Council discuss and provide direction regarding funding for See Monterey marketing services and, if desired, adopt Resolution 2026-052 amending the FY 2026-2027 Adopted Operating Budget.

BACKGROUND / SUMMARY:

See Monterey is the marketing arm of the Monterey County Tourism Improvement District. This district collects an assessment from hotels and also receives contributions directly from cities in Monterey County.

The City Council removed the annual contribution expense to fund See Monterey from the adopted Fiscal Year 2026-2027 budget ("FY26/27") in their June meeting. Each year prior, the City has budgeted 3% of its Transient Occupancy Tax revenue as a contribution expense to be paid to See Monterey. The FY26/27 budgeted expense was approximately \$293,000 before it was removed.

The City Council asked that this item be brought back at its next meeting for it to consider as a budget adjustment. The Council has the option to make a budget adjustment and put some or all of the requested \$293,000 back into the FY26/27 budget (see Resolution at **Attachment 1**). As the City is already budgeting to spend more than it receives in revenue, this increase in expenditures would be a further

reduction of fund balance.

The discussion before the Council is whether to approve a budget adjustment to fund See Monterey and, if so, for how much. See Monterey submitted a detailed proposal for the City Council to consider which outlines the services which would be provided to the City based on a \$290,000 contribution (**Attachment 2**). The attached proposal also includes answers from See Monterey which seek to address questions asked by Council at previous meetings.

FISCAL IMPACT:

The City may choose to fund some or all of the requested expenditure of \$292,947, resulting in a decrease to fund balance.

PRIOR CITY COUNCIL ACTION:

Funding was removed from the Fiscal Year 2026-2027 budget at the June 2, 2026 City Council meeting.

ATTACHMENTS:

- 1. Draft Resolution 2026-052
- 2. See Monterey Proposal and FAQs

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

RESOLUTION NO. 2026-052

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
APPROVING A BUDGET AMENDMENT TO THE FISCAL YEAR 2026-2027 ADOPTED
BUDGET**

WHEREAS, the City Council adopted Resolution 2026-035 approving the Fiscal Year 2026-2027 annual operating and capital budget on June 2, 2026; and

WHEREAS, the City invests in economic development by funding various organizations;
and

WHEREAS, after review of expenditures and discussion of priorities; and

WHEREAS, the City requires additional appropriations to increase the budget for the funding of See Monterey by \$_____; and

WHEREAS, the funding would be offset against fund balance; and

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

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

Approve the budget amendment to the Fiscal Year 2026-2027 Budget to fund expenditures for See Monterey of \$_____.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 6th day of July 2026 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk



Carmel-by-the-Sea Proposal Outline for FY26/27

June 26, 2026

The following outlines See Monterey's proposal for the City Council's annual 3% investment in destination marketing for the coming fiscal year. The proposal recognizes the Village's dual challenge of managing periods of overcrowding while addressing below-target hotel occupancy. These interconnected issues directly affect TOT and sales tax revenues, economic vitality, the visitor experience, and residents' quality of life.

This new proposal is designed to support a healthier, more balanced tourism economy that benefits residents, businesses, and visitors alike.

Investment:

- 3% of projected TOT collections, approximately \$290,000.

Deliverables:

- Global destination sales and marketing promotion
- Responsible Travel - continue and expand efforts to promote responsible and respectful visitation in Carmel-by-the-Sea
- Free membership for the 140+ (and growing) Carmel-by-the-Sea businesses
- Data, Analytics & Research – financial and industry data that may assist in the Village's planning and forecasting
- Board Representation
- Event & Air Service Development – collaboration on programs for managed growth of air service and events

Additionally:

- See Monterey proposes to reinvest approximately 1/3 of Carmel's jurisdiction investment into visitor management analysis to explore challenges and solutions working directly with City staff, CRA, Visit Carmel and other stakeholders

SEE MONTEREY

FAQs

To address previously asked questions and discussions from the Council, the following ‘FAQs’ provide helpful information:

How much does See Monterey invest in fly-in markets?

Our sales and marketing programs span the country and the globe. A major strategic imperative from our MCT 2030 Strategic Roadmap is to attract more fly-in visitors who spend 2-3x that of drive-in visitors – and they don’t bring their cars. In addition to our Leisure and Sales programs, we have specific International and Luxury travel programs that are primarily focused on fly-in guests. Overall, See Monterey spends more than 80% of its budget to attract fly-in visitors.

History of See Monterey market investment:

- 2013: ~50% Fly / 50% Drive
- 2019: ~60% Fly / 40% Drive
- 2026: ~80+% Fly / 20% Drive

How does See Monterey invest in air service development?

Launching a new nonstop route like Chicago requires a coordinated community investment. See Monterey partnered with the Monterey Bay Aquarium, Visit Carmel and MRY on a \$400,000+ pre-launch campaign to help ensure a successful start. Once service begins, See Monterey continues year-round marketing in Chicago and all other nonstop air markets to sustain demand.

Is it working?

The strategy is working – fly-in visitation has grown from 14.4% in 2016 to more than 20% in 2024. Airlines have responded by upgrading routes from Denver, Los Angeles and Dallas to larger mainline aircraft, adding more than 3,000 seats per week this summer. The inverse is a benefit to residents who have more options. Airlines make these investments because they see growing demand—and See Monterey has helped create it.

Can visitor behavior change?

Visitor behavior can be influenced. Through consistent education, comprehensive visitor management, and positive reinforcement, destinations can reduce undesirable behaviors, improve the visitor experience, and help grow overnight occupancy. There are many successful examples, and See Monterey is eager to work with the City Council and community stakeholders to achieve similar results.



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

July 6, 2026
ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Brandon Swanson, Acting City Administrator

APPROVED BY: Brandon Swanson, Acting City Administrator

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

RECOMMENDATION:

Receive a presentation on the updated Council Strategic Priorities list following the January 22nd workshop and provide direction to staff on priorities for the calendar year, 2026.

BACKGROUND / SUMMARY:

On January 22, 2026, the City Council held their annual workshop to review their list of strategic priority projects. This list is intended to provide the City Administrator with guidance on projects that should be completed or see meaningful progress made in the calendar year. The format of the meeting allows feedback from the public during the entire workshop. Throughout the meeting, Councilmembers provided direction about adding and removing projects, and feedback on the level of priority for a handful of projects (level 1, 2 or 3). The results of the January workshop have been marked up on the attached Strategic Priorities Spreadsheet so that the changes can be tracked (**Attachment 1**). In summary, the following actions were taken:

- 16 priority projects added
- 1 priority project canceled
- 6 priority projects marked as “Complete” and removed from the list
- 5 titles modified to better represent Council’s objectives

At their February 3rd meeting, Council was presented with a marked-up list which captured their direction from that January workshop and asked to finalize the list, item by item. Due to a full agenda, Council was not able to make it through the entire list, and directed staff to return at an upcoming meeting to complete the task.

Following this February 3rd continuance, this item was placed on multiple Council agendas in an effort to complete the task at hand of finalizing the list. Unfortunately, due to the length of those subsequent meetings, it has been continued each time.

What is Council Being Asked to do?

Originally, Council's July meeting was intended to provide a mid-year update on the priorities list. However, due to the list being incomplete, this meeting will be focused on completing the list rather than a mid-year update.

Council has been presented with a marked-up list which shows where decisions were made at the February 3rd meeting, and where direction is still needed. Council will **begin at section "S-4 Preserve the Village Character"**. As a reminder, Council is being asked to review the remaining items on this list, and be prepared to:

1. **Clarify** any changes which were not accurately captured by staff
2. **Assign** a "priority level" to every project on the list – Level 1, 2 or 3. Level 1 being the highest.
3. **Move** some items from the active list to "Future Projects" to create a manageable list for 2026.
 - a. NOTE: The City Administrator's recommendation is that the current list is too long for every item to be completed or see meaningful progress in 2026.

Council has also been provided with a "clean" version of the list which incorporates all the draft changes noted in the markup version (**Attachment 2**). This clean version is only being offered as a convenience for Council as a worksheet to prepare notes for the February 3rd meeting. It is not meant to imply that the draft changes are finalized.

Some Notes about the Priorities List

To assist in reviewing, here are a few notes about the list:

- There is a key at the top of the list showing how the colors relate to changes:
 - Green = new item
 - Pink = complete item
 - Yellow = modified title
 - Red = canceled project
- For any item which the Council provided a "priority level" at the workshop, that number has been added in **BOLD**. The rest of the priorities are left blank for Council to fill in.

- Items elevated from the “future projects” list include a note showing which section they moved to.

Capacity Discussion

The ability to complete projects on the priorities list is directly related to the City’s capacity. In this sense, “capacity” means both staff time and budgeted funds. With that in mind, Council is asked to consider other core City tasks while deliberating on whether to keep items on the active priority list or place them on the “Future Project” list. Examples of core city tasks that already take capacity include things like: processing development permits, preparing recurring reports for state and other regulatory agencies, ongoing infrastructure and facility maintenance, routine forest management, daily finance and accounts payable work, IT troubleshooting and network management, implementing adopted City Plans, providing staff support to various City Boards and Commissions, and execution of the City’s approved Capital Improvement Program (CIP).

In an effort to help begin the conversation, Council has been provided with a sample rebalanced list prepared by the City Administrator. This sample shows some projects moved to the “Future Projects” list and levels of priority for those not assigned by Council at the recent workshop (**Attachment 3**). This sample list is in no way meant to change or limit Council’s ability to decide what projects stay on the active priority list and the Council’s level of priority. This list of priorities belongs to Council, and the City Administrator will work to fulfill all the goals of the list that Council assigns.

Next Steps

Following direction from Council, the priorities list will be finalized accordingly. From there, the list will become one of the regular reports attached to each regular City Council agenda for the rest of the year. This will allow the list to be pulled at any meeting by Council, staff, or the public to discuss an item on the list. In addition, staff will plan to return to Council with formal updates in September, and December of this year.

FISCAL IMPACT:

Time associated with preparation of the priorities list is included in the FY25/26 Fiscal Year operating budget. Projects on the list will all have their own associated costs, which will be included in agenda reports for any future Council actions on those items.

PRIOR CITY COUNCIL ACTION:

ATTACHMENTS:

1. 2-3-2026 MARKUPS Council Priority Tracker 01.22.26

2. CLEAN Council Priortiy Tracker 01.22.26
3. SAMPLE Council Priortiy Tracker 01.22.26

City Council Strategic Priorities

- Item is complete, and will be removed from the list
- Item was added by Council at Strategic Priorities Meeting
- Item name has been changed based on Council feedback (changes ~~struck~~ and underlined)
- Item is not complete, and was removed by Council from the list

S-1 Exercise Financial Sustainability, Accountability and Transparency

P-1.1 Budget Clarity

G-1.1.1	<i>Increase usability and clarity of financial reports given to Council</i>	Admin/Finance	3	July 2026
G-1.1.2	<i>Create an online public facing CIP tracking dashboard</i>	Admin/IT	2	Mar 2026

P-1.2 Financial Health

G-1.2.1	<i>Receive Council approval on revised investment portfolio approach</i>	Admin/Finance	future	TBD
G-1.2.3	<i>Implement a new HR, Finance and Payroll management system (ERP)</i>	Admin/Finance	1	Jan 2027
G-1.2.4	<i>Develop menu of potential funding sources to close City's funding shortfalls</i>		1	May 2026
G-1.2.5	<i>Provide Council a presentation on placing a TOT increase on the Nov 2026 ballot and receive direction</i>	Admin/Clerk	1	Feb 2026
G-1.2.6	<i>Provide Council with a presentation on options for paid parking as a management tool</i>	Admin/PD	2	June 2026

S-2 Steward the Natural Environment

P-2.1 Beach Infrastructure Repairs and Maintenance

G-2.1.1	<i>Rebuild 8th Ave. sand ramp</i>	PW	1	Mar 2027
G-2.1.2	<i>Complete 4th Ave. outfall repair/replacement</i>	PW	2	Sep 2027
G-2.1.3	<i>Rebuild 10th Ave. stairs</i>	PW	1	June 2026
G-2.1.4	<i>Rebuild 12th Ave. stairs</i>	PW	1	June 2026
G-2.1.5	<i>Complete maintenance/repair of bluff revetments</i>	PW	1 - ongoing	Ongoing
G-2.1.6	<i>Implementation of coastline related items from Climate Action and Adaptation Plan</i>	PW	ongoing	Ongoing

P-2.2 Wildfire Mitigation and Prevention

G-2.2.1	<i>Adopt updated Carmel Forest Management Plan (City Council), and Certify LCP amendment for updated Carmel Fores</i>	PW	2	Jan 2027
G-2.2.3	<i>Adopt additional citywide wildfire and prevention measures (e.g.: allowed materials, building code, etc.), and Create a</i>	CPB/PW	2	Ongoing
G-2.2.4	<i>Complete all tasks on the approved list of prioritized fuel mitigation projects</i>	CPB/PW	1	Ongoing
G-2.2.6	<i>Execute a citywide evacuation drill</i>	PD	1	May 2026

S-3 Maintain Public Safety and Infrastructure

P-3.1 Public Safety

G-3.1.1	<i>Ambulance mutual aid contract</i>	Admin	1	3/1/2026
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City Council Strategic Priorities

	Responsible Department	Priority Level	Target Goal Completion
G-3.1.1 <i>Implement a Street Address Program</i>	Admin	1	May 2026
G-3.1.2 <i>Create a plan to improve the resiliency of the City's power grid and present to City Council</i>	Admin/PW	2	TBD
G-3.1.3 <i>Complete the City's Rule 20-A project at Del Mar Parking Lot</i>	PW	3	TBD
P-3.2 City Buildings and Property (Non-Police/PW)			
G-3.2.1 <i>Conduct condition assessment of all City buildings and develop maintenance plan</i>	PW	2	Dec 2027
G-3.2.2 <i>Provide presentation to Council on the process required to sell the Scout House and receive direction</i>	Admin/PW	future	April 2026
G-3.2.3 <i>Have Council receive a presentation from the Friends of MTNP for a Rio Park project</i>	Admin/PW	2	TBD
P-3.3 City Building (Police/PW)			
G-3.3.2 <i>Select architect</i>	PW/PD	1	March 2026
G-3.3.3 <i>Construction Plans and financing approved by City Council</i>	PW/Admin	1	July 2027
P-3.4 Digital Infrastructure			
G-3.4.1 <i>Complete an IT audit, including cyber-security</i>	Admin/IT	1	May 2026
G-3.4.2 <i>Develop and adopt an IT Strategic Plan</i>	Admin/IT	1	July 2026
P-3.5 Streets and Sidewalks			
G-3.5.1 <i>Complete repairs to get current on all sidewalk and ADA improvements</i>	PW	2	Ongoing
G-3.5.3 <i>Significantly increase parking enforcement capabilities</i>	PD	1	June 2026

S-4 Preserve the Village Character - Start here on 3-24-2026

P-4.1 Design Review

G-4.1.1 <i>Adopt updated Design guidelines and Zoning Code - Design Traditions 1.5 Project (City Council)</i>	CPB		Dec 2026
G-4.1.2 <i>Certify LCP amendment for updated Design Guidelines and Zoning Code (Coastal Commission)</i>	CPB		Mar 2027
G-4.1.3 <i>Reinstate the Design Review Board (DRB)</i>	CPB		TBD
G-4.1.4 <i>Complete Objective Design and Development Standards for affordable units (ODDS)</i>	CPB		April 2027

P-4.2 Housing Policy and Community Sustainability Attract New Full Time Residents

G-4.2.1 <i>Adopt ADU ordinance (City Council)</i>	CPB		Dec 2026
G-4.2.2 <i>Certify LCP amendment for ADU Ordinance (Coastal Commission)</i>	CPB		Mar 2027
G-4.2.3 <i>Adopt Housing Element amendment to move units from City lots (City Council)</i>	CPB		April 2026
G-4.2.4 <i>Certification of Housing Element amendment to move units from City lots (CA State HCD)</i>	CPB		June 2026
G-4.2.5 <i>Research policy options in response to accelerating population loss / loss of families with children</i>	Admin/CPB	2	TBD
G-4.2.6 <i>Implement the City's 6th Cycle Housing Element</i>	Admin/CPB	1	Ongoing

S-5 Provide Effective, Reliable, Responsive and Friendly Government Services

P-5.1 Process Improvements

G-5.1.1 <i>Implement new permitting software, with focus on integrating Artificial Intelligence</i>	CPB/IT		Dec 2026
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City Council Strategic Priorities

	Responsible Department	Priority Level	Target Goal Completion
G-5.1.2	CPB/IT		Ongoing
G-5.1.3	CPB/IT	1	Dec 2026
P-5.2 Public Access to Records			
G-5.2.1	Admin/IT		Ongoing
P-5.3 "Smart Village" Plan			DELETED
G-5.3.1	Admin/IT		DELETED

S-6 Implement the City's Adopted Plans

P-6.1 Climate Action (C) and Adaptation (D) Plan

Program #	Program Name		
G-C-1.1.1	Energy Efficiency Outreach	PW	TBD
G-C-1.1.2	Energy Efficiency and Electrification Incentives	PW	TBD
G-C-1.1.3	Energy Efficiency Audits	PW	TBD
G-C-1.2.1	Feasibility Study for Existing Building Electrification and Back-up Power.	PW	TBD
G-C-1.2.2	Residential Home Energy Renovations.	PW	TBD
G-C-1.2.3	Residential Home Energy Renovation Incentives.	PW	TBD
G-C-1.2.4	Commercial Energy Renovations.	PW	TBD
G-C-1.2.5	Residential Commercial Energy Renovation Incentives.	PW	TBD
G-C-1.3.1	Energy Efficiency in New Residential Construction	PW	TBD
G-C-1.3.2	Energy Efficiency in New Commercial Construction	PW	TBD
G-C-2.1.1	Reduce Reliance on Automobiles.	PW	TBD
G-C-2.1.2	Develop Bicycle Master Plan to Create Safe Bike Routes around the City	PW	TBD
G-C-2.1.3	Ride-Sharing and Bike to Work Programs within City Operations and Businesses	PW	TBD
G-C-2.2.1	Prioritize Electric Vehicles (EVs)	PW	TBD
G-C-2.3.1	Develop Origin/Destination Transportation Model.	PW	TBD
G-C-3.1.1	Incentivize Clean Energy Installations	PW	TBD
G-C-3.1.2	Increase uptake of 3CE Renewable Generation portfolio	PW	TBD
G-C-4.1.1	Continued Implementation and Promotion of City and Model Water Efficient Ordinance Standards	PW	TBD
G-C-4.1.2	Exceed Water Efficiency Standards	PW	TBD
G-C-5.1.1	Increase the City's solid waste diversion to reduce landfill methane emissions	PW	TBD
G-C-6.1.1	Urban Forest Maintenance and Improvement	PW	TBD
G-C-6.2.1	Allow Cool Roof Options	PW	TBD
G-D-1.1.1	Maintain and Update Evacuation Plan Every 8 Years.	PW	TBD
G-D-1.1.2	Update Emergency Preparedness.	PW	TBD

City Council Strategic Priorities

	Responsible Department	Priority Level	Target Goal Completion
<i>G-D-1.1.3 Collaborate with Monterey Fire.</i>	PW		TBD
<i>G-D-1.1.4 Publicize Local Evacuation Routes.</i>	PW		TBD
<i>G-D-1.1.5 Evaluate Evacuation Route Capacity.</i>	PW		TBD
<i>G-D-1.2.1 Establish a Resilience Hub.</i>	PW		TBD
<i>G-D-1.2.2 Limit the Impacts of Climate Change on the Most Vulnerable Populations.</i>	PW		TBD
<i>G-D-1.2.3 Engage the Community.</i>	PW		TBD
<i>G-D-1.2.4 Social Support Network.</i>	PW		TBD
<i>G-D-1.2.5 Back-up Power for Vulnerable Populations.</i>	PW		TBD
<i>G-D-1.3.1 Partner with Monterey County Health Department.</i>	PW		TBD
<i>G-D-1.3.2 Initiate a Heat Pump Retrofit Program.</i>	PW		TBD
<i>G-D-1.3.3 Invest in Improving Resilience in Critical Facilities.</i>	PW		TBD
<i>G-D-1.3.4 Conduct a Feasibility Study for Existing Building Electrification and Back-up Power.</i>	PW		TBD
<i>G-D-1.3.5 Improve Resilience in Existing Building Stock.</i>	PW		TBD
<i>G-D-1.3.6 Promote Funding Opportunities.</i>	PW		TBD
<i>G-D-1.4.1 Develop Partnerships to Provide Support to Displaced Workers.</i>	PW		TBD
<i>G-D-1.4.2 Establish Partnerships to Develop a Resilient Economy.</i>	PW		TBD
<i>G-D-1.4.3 Business Resilience Outreach Program. Collaborate</i>	PW		TBD
<i>G-D-1.4.4 Hire a Grant Writer/Climate Coordinator.</i>	PW		TBD
<i>G-D-2.1.1 Increase Funding for Climate Adaptation.</i>	PW		TBD
<i>G-D-2.1.2 Increase Urban Forest Resilience.</i>	PW		TBD
<i>G-D-2.1.3 Increase Resilience of the Mission Trail Nature Preserve and Pescadero Canyon.</i>	PW		TBD
<i>G-D-2.1.4 Increase Resilience of the North Dunes.</i>	PW		TBD
<i>G-D-2.1.5 Increase Resilience to Stronger Storms.</i>	PW		TBD
<i>G-D-2.1.6 Beach Sand Monitoring Program.</i>	PW		TBD
<i>G-D-2.1.7 Carmel Cove Sand Supply.</i>	PW		TBD
<i>G-D-3.1.1 Underground Utilities in Fire Hazard Zones (Develop Plan).</i>	PW		TBD
<i>G-D-3.1.2 Increase Green Infrastructure.</i>	PW		TBD
<i>G-D-3.1.3 Public Building Electrification.</i>	PW		TBD
<i>G-D-3.1.4 Reduce Stormwater Runoff.</i>	PW		TBD
<i>G-D-3.1.5 Storm Drain Repair Funding and Improvements.</i>	PW		TBD
<i>G-D-3.1.6 Retrofit Existing Critical Buildings and Related Infrastructure.</i>	PW		TBD
<i>G-D-3.1.7 Water Conservation.</i>	PW		TBD
<i>G-D-3.1.8 Bluff Structural Monitoring Program.</i>	PW		TBD
<i>G-D-3.1.9 Sea Level Rise Coastal Vulnerability Study.</i>	PW		TBD

City Council Strategic Priorities

Responsible Department Priority Level Target Goal Completion

<i>G-D-3.1.10</i>	<i>Wastewater Treatment.</i>	PW	TBD
<i>G-D-3.2.1</i>	<i>Development Standards.</i>	PW	TBD
<i>G-D-3.2.2</i>	<i>Update City Planning Guidelines.</i>	PW	TBD
<i>G-D-3.2.3</i>	<i>Incorporate Climate Change Adaptation into Local Plans.</i>	PW	TBD
<i>G-D-3.2.4</i>	<i>Update Shoreline Management Plan.</i>	PW	TBD
<i>G-D-3.2.5</i>	<i>Multi-Jurisdictional Hazard Mitigation Plan.</i>	PW	TBD

P-6.2 Housing Element - Cycle 6

<u>Program #</u>	<u>Program Name</u>		
<i>1.1.A</i>	<i>Adequate Sites</i>	CPB	Dec-31
<i>1.1.B</i>	<i>Development on Small Sites</i>	CPB	Jun-28
<i>1.1.C</i>	<i>Live/Work Housing</i>	CPB	Jun-26
<i>1.1.D</i>	<i>Mixed-Income Incentive Program</i>	CPB	Jun-28
<i>1.1.E</i>	<i>Affordable Housing on Religious Facility Properties</i>	CPB	Multiple
<i>1.1.F</i>	<i>Hotel-to-Residential Conversion</i>	CPB	Jun-27
<i>1.1.G</i>	<i>Hotel Employee Housing Program</i>	CPB	Jun-27
<i>1.1.H</i>	<i>Accessory Dwelling Units</i>	CPB	Multiple
<i>1.2.A</i>	<i>Water Distribution Prioritization for Affordable Housing</i>	CPB	DONE
<i>1.2.B</i>	<i>Address Infrastructure Constraints</i>	CPB	Dec-31
<i>1.3.A</i>	<i>Condominium Conversions</i>	CPB	Dec-31
<i>1.3.B</i>	<i>Employee Housing (Farmworker)</i>	CPB	Jun-26
<i>1.3.C</i>	<i>Manufactured Homes on a Foundation System</i>	CPB	Jun-26
<i>1.3.D</i>	<i>Senate Bill 35 and Senate Bill 423 Processing Procedure</i>	CPB	Dec-26
<i>1.3.E</i>	<i>Emergency Shelters</i>	CPB	Jun-26
<i>1.3.F</i>	<i>Forest and Beach Commission Required Findings</i>	CPB	Jun-26
<i>1.4.A</i>	<i>Modify or Eliminate Onerous Use Permits</i>	CPB	Jun-28
<i>1.4.B</i>	<i>Objective Design and Development Standards</i>	CPB	Jun-27
<i>1.4.C</i>	<i>By-Right Approval</i>	CPB	Dec-31
<i>2.1.A</i>	<i>Incentives for Mixed-Use Development</i>	CPB	Jun-28
<i>2.1.B</i>	<i>Permanent Housing</i>	CPB	Dec-31
<i>2.1.C</i>	<i>Monitor Affordable Housing Stock</i>	CPB	Jun-26
<i>2.1.D</i>	<i>Establish Affordable Housing Trust Fund</i>	CPB	Dec-26
<i>2.2.A</i>	<i>Historic Preservation Educational Programs</i>	CPB	Dec-31
<i>2.3.A</i>	<i>Preserve and Increase Upper Floor Residential Uses</i>	CPB	Dec-31

City Council Strategic Priorities

Responsible Department Priority Level Target Goal Completion

2.4.A	<i>Housing Rehabilitation and Maintenance Information</i>	CPB	Dec-31
3.1.A	<i>Mixed-Use Affordable Housing</i>	CPB	Jun-28
3.1.B	<i>Housing for Extremely Low-Income Households</i>	CPB	Dec-31
3.1.C	<i>Density Bonus</i>	CPB	Dec-31
3.1.D	<i>Reduced Entitlement and Development Fees</i>	CPB	Jul-26
3.1.E	<i>Reduced Parking Requirements</i>	CPB	Jun-26
3.1.F	<i>Expedited Processing Procedures</i>	CPB	Dec-26
3.1.G	<i>Establish Minimum Densities</i>	CPB	Jun-28
3.2.A	<i>Reasonable Accommodation Procedures</i>	CPB	DONE
3.2.B	<i>Housing Mobility</i>	CPB	Multiple
3.2.C	<i>Family Friendly Housing</i>	CPB	Jun-28
3.2.D	<i>Local Universal Design Standards</i>	CPB	Jun-28
3.3.A	<i>Zoning for Transitional and Supportive Housing</i>	CPB	Jun-26
3.3.B	<i>Low-Barrier Navigation Centers</i>	CPB	Jun-26
3.3.C	<i>Unlicensed Residential Care Facilities</i>	CPB	Jun-26
3.3.D	<i>Single Room Occupancy (SRO) Units</i>	CPB	Jun-26
4.1.A	<i>Water Conservation</i>	CPB	Dec-31
4.1.B	<i>Energy Conservation and Green Building</i>	CPB	Dec-31
5.1.A	<i>Fair Housing Services</i>	CPB	Dec-31
5.1.B	<i>Housing Choice Voucher Program</i>	CPB	Dec-31
5.1.C	<i>Shared Housing Information</i>	CPB	Dec-31
5.1.D	<i>Farmworker Housing</i>	CPB	Dec-31
5.2.A	<i>Support Community Organizations</i>	CPB	Dec-31

P-6.3 Carmel Forest Management Plan

Program #	Program Name		
G-6.3.1	<i>IN PROCESS</i>	PW	TBD

P-6.4 Community Wildfire Prevention Program (CWPP)

Program #	Program Name		
G-1.1	<i>Conduct biannual educational seminars to educate residents on wildfire preparedness and mitigation</i>	PW/CPB	TBD
G-1.2	<i>Create educational materials depicting proper defensible space guidelines</i>	PW/CPB	TBD
G-1.3	<i>Maintain the project StoryMap as a hub for information sharing amongst community members and interested parties</i>	PW/CPB	TBD
G-1.4	<i>Provide resources to for groups to pursue National Fire Protection Association Firewise USA Program</i>	PW/CPB	TBD

City Council Strategic Priorities

		Responsible Department	Priority Level	Target Goal Completion
G-1.5	<i>Conduct outreach specific to vulnerable communities</i>	PW/CPB		TBD
G-1.6	<i>Collaborate with Monterey County Fire Safe Council to disseminate educational information</i>	PW/CPB		TBD
G-1.7	<i>Leverage local groups, such as Carmel CERT, to disseminate information on wildfire risk</i>	PW/CPB		TBD
G-1.8	<i>Host practice evacuation events throughout the Plan Area on an annual basis</i>	PW/CPB		TBD
G-1.9	<i>Conduct public outreach/education where vegetation management projects are proposed prior to work</i>	PW/CPB		TBD
G-2.1	<i>Support collaborative vegetation management projects across ownership boundaries</i>	PW/CPB		TBD
G-2.2	<i>Collaborate with Pebble Beach Community Services District and CAL FIRE on wildfire mitigation strategies</i>	PW/CPB		TBD
G-2.3	<i>Consult with local tribes during wildfire mitigation planning</i>	PW/CPB		TBD
G-2.4	<i>Collaborate with the Monterey County Fire Safe Council to prioritize community wildfire mitigation projects</i>	PW/CPB		TBD
G-2.5	<i>Work with rec. facilities, campgrounds, and other guest-oriented businesses to develop evacuation preplans</i>	PW/CPB		TBD
G-2.6	<i>Coordinate with interested parties (U.S. Forest Service, CAL FIRE, etc.) on information and resource sharing</i>	PW/CPB		TBD
G-2.7	<i>Update the General Plan Safety Element to address wildfire risk</i>	PW/CPB		TBD
G-2.8	<i>Partner with universities and research institutions to support or conduct wildfire-related projects or research</i>	PW/CPB		TBD
G-2.9	<i>Develop an evacuation plan with the Community Hospital of the Monterey Peninsula</i>	PW/CPB		TBD
G-3.1	<i>Identify critical infrastructure and facilities in need of structural hardening</i>	PW/CPB		TBD
G-3.2	<i>Conduct roadside fuels reduction along major roadways and roads identified as evacuation routes</i>	PW/CPB		TBD
G-3.3	<i>Identify and remove hazardous trees along major evacuation corridors</i>	PW/CPB		TBD
G-3.4	<i>Reevaluate City Tree Ordinances to expedite maintenance or the removal of trees that pose wildfire hazards</i>	PW/CPB		TBD
G-3.5	<i>Develop a coordinated evacuation plan for the Plan Area</i>	PW/CPB		TBD
G-3.6	<i>Evaluate opportunities for engaging residents and landowners in structural retrofit programs</i>	PW/CPB		TBD
G-3.7	<i>Encourage structural retrofits through assessments, community education, and grant funding opportunities</i>	PW/CPB		TBD
G-3.8	<i>Install evacuation signage/lighting along designated evacuation routes</i>	PW/CPB		TBD
G-3.9	<i>Facilitate emergency vehicle access and evaluate need for road maintenance on private and public roads</i>	PW/CPB		TBD
G-3.10	<i>Coordinate with jurisdictions controlling outside roads (CalTrans, etc.) on maintenance agreements</i>	PW/CPB		TBD
G-3.11	<i>Establish staging areas and shelter-in-place sites</i>	PW/CPB		TBD
G-4.1	<i>Implement vegetation treatment activities identified in Appendix C</i>	PW/CPB		TBD
G-4.2	<i>Ensure appropriate environmental review is conducted prior to implementing fuels reduction projects</i>	PW/CPB		TBD
G-4.3	<i>Consult with a qualified biologist and/or Professional Forester when designing fuels treatment prescriptions</i>	PW/CPB		TBD
G-4.4	<i>Promote Monterey pine regeneration through fuels reduction projects</i>	PW/CPB		TBD
G-4.5	<i>Develop a French broom removal program and reduce hazardous ladder fuels</i>	PW/CPB		TBD
G-4.6	<i>Remove dead and down woody debris annually following winter storms and prior to June 1 of each year</i>	PW/CPB		TBD
G-4.7	<i>Conduct annual monitoring of vegetation management project areas and maintain as needed</i>	PW/CPB		TBD
G-4.8	<i>Consider the use of cultural burning</i>	PW/CPB		TBD
G-4.9	<i>Develop post-fire rehabilitation guidelines in cooperation with appropriate federal, state, and local agencies</i>	PW/CPB		TBD

City Council Strategic Priorities

		Responsible Department	Priority Level	Target Goal Completion
G-5.1	<i>Hold annual meetings with mutual aid partners to discuss emergency response goals and review targets</i>	PW/CPB		TBD
G-5.2	<i>Prepare annual reports of incidents and responding mutual aid partners</i>	PW/CPB		TBD
G-5.3	<i>Identify additional resources needed to adequately respond to wildfires and achieve response target goals</i>	PW/CPB		TBD
G-6.1	<i>Evaluate staffing capacity annually and identify needs to ensure capacity for wildfire projects</i>	PW/CPB		TBD
G-6.2	<i>Identify and pursue grant funding opportunities for wildfire projects</i>	PW/CPB		TBD
G-6.3	<i>Pursue efforts to get on California's Fire Risk Reduction Communities List to be prioritized for Grant Funding</i>	PW/CPB		TBD
G-6.4	<i>Pursue the development of a Home Hardening Grant Program</i>	PW/CPB		TBD
G-6.5	<i>Collaborate with the Monterey County Fire Safe Council to obtain grants for wildfire mitigation projects</i>	PW/CPB		TBD
G-6.6	<i>Increase the number of properties inspected in the Plan Area annually</i>	PW/CPB		TBD
G-6.7	<i>Empower community groups, etc. to pursue grant funding for community-scale retrofits</i>	PW/CPB		TBD
G-6.8	<i>Evaluate subsidies or incentives for property owners to complete and maintain vegetation management</i>	PW/CPB		TBD

P-6.5 IT Strategic Plan

Program #	Program Name			
G-x.x.x	IN PROCESS		Admin/IT	TBD

P-6.6 Library Master Plan

Program #	Program Name			
G-1.1.1	<i>Establish regular weekly hours for tech help</i>		Admin/Library	TBD
G-1.1.2	<i>Collaborate with Carmel, Carmel Valley, Big Sur and Pebble Beach schools on programs on a regular basis</i>		Admin/Library	TBD
G-1.1.3	<i>Continue to learn from and build on established programs and explore new program ideas as they arise</i>		Admin/Library	TBD
G-1.2.1	<i>Conduct Community Conversations and produce an updated Public Knowledge Report</i>		Admin/Library	TBD
G-1.2.2	<i>Provide a variety of ways for community members to provide feedback</i>		Admin/Library	TBD
G-1.3.1	<i>Better serve patrons with dementia and Alzheimer's and their caregivers</i>		Admin/Library	TBD
G-1.3.2	<i>Start a conversation with the community workforce to understand their needs and wants</i>		Admin/Library	TBD
G-1.3.3	<i>Explore option for books delivery to homebound patrons, including a partnership with Carmel Foundation</i>		Admin/Library	TBD
G-1.3.4	<i>Develop an accommodation policy</i>		Admin/Library	TBD
G-1.4.1	<i>Re-brand the library so that it is clear who we are, where we are, and what we do</i>		Admin/Library	TBD
G-1.4.2	<i>Develop a plan and strategy for marketing and communication of library services</i>		Admin/Library	TBD
G-1.4.3	<i>Conduct outreach to community leaders to ensure understanding of the value of the Library</i>		Admin/Library	TBD
G-1.4.4	<i>Work with local realtors to distribute a welcome packet for new community members</i>		Admin/Library	TBD
G-1.4.5	<i>Encourage community advocacy for the library</i>		Admin/Library	TBD
G-2.1.1	<i>Look for opportunities to renovate both library buildings</i>		Admin/Library	TBD
G-2.1.2	<i>Ensure continuity of operations during any renovation projects</i>		Admin/Library	TBD

City Council Strategic Priorities

	Responsible Department	Priority Level	Target Goal Completion
G-2.2.1 <i>Introduce patrons and visitors to the library in the Harrison Library garden with improved signage</i>	Admin/Library		TBD
G-2.2.2 <i>Conduct nature-centric programs utilizing the HML garden and other greenspaces in the City</i>	Admin/Library		TBD
G-2.3.1 <i>Restore Saturday hours</i>	Admin/Library		TBD
G-2.4.1 <i>Continue to invest in Wonderbook, large print, audio collections, and explore a braille collection</i>	Admin/Library		TBD
G-3.1.1 <i>Review, reaffirm, and amend library policies and procedures to ensure transparency and efficiency</i>	Admin/Library		TBD
G-3.1.2 <i>Work with Pacific Grove and Monterey libraries to implement book/DVD sharing</i>	Admin/Library		TBD
G-3.1.3 <i>Work with community organizations to identify projects that could provide opportunities for special funding</i>	Admin/Library		TBD
G-3.1.4 <i>Better promote purchase suggestions to further engage the community in collection development</i>	Admin/Library		TBD
G-3.2.1 <i>Develop staff training plan (1 all-staff training per month) including emergency preparedness</i>	Admin/Library		TBD
G-3.2.2 <i>Map the library's volunteer needs and map the needs of volunteers</i>	Admin/Library		TBD
G-4.1.1 <i>Investigate ways to reduce waste in library operations (paper, single-use plastics, etc.)</i>	Admin/Library		TBD
G-4.1.2 <i>Look for opportunities to switch to local/sustainable/Certified/etc. companies and vendors when possible</i>	Admin/Library		TBD
G-4.1.3 <i>Work with Public Works to identify opportunities to reduce energy consumption in library buildings</i>	Admin/Library		TBD
G-4.2.1 <i>Develop Continuity of Operations Plan for the Library</i>	Admin/Library		TBD
G-4.2.2 <i>Create a special collections evacuation plan in case of an emergency</i>	Admin/Library		TBD
G-4.2.3 <i>Prioritize staff training on disaster recovery topics, such as salvaging water-damaged materials</i>	Admin/Library		TBD
G-4.3.1 <i>Regularly host sustainability and resilience related programs that are relevant to Carmel</i>	Admin/Library		TBD
G-4.3.2 <i>Provide opportunities for organizations such as CERT, CalFire, Carmel Prepares to share info</i>	Admin/Library		TBD
G-4.4.1 <i>Continue to act as a charging/warming center during storms and power outages</i>	Admin/Library		TBD
G-x.x.x <i>Explore additional ways we can support our community during emergencies and extreme weather events</i>	Admin/Library		TBD

P-6.7 Mission Trails Nature Preserve Master Plan

Program #	Program Name		
G-x.x.x	IN PROCESS	PW	TBD

Future Projects - These are projects that are important, but are not actively being worked on by City Staff until directed by Council.

F-1	(MOVED UP TO PRIORITY G-1.2.5) Transient Occupancy Tax (TOT) Increase	Admin	TBD
F-2	Explore Opportunities for Flanders Mansion	Admin	TBD
F-3	Explore Opportunities for Permanent Outdoor Dining/Downtown Master Plan	CPB	DELETED
F-4	Outdoor Wine Tasting Ordinance	CPB	DELETED
F-5	(MOVED UP TO PRIORITY G-3.3.2) Explore Opportunities for Scout House	Admin	TBD
F-6	(MOVED UP TO PRIORITY G-3.3.2) - Carmel Area Wastewater District (CAWD) Bridge to Everywhere Project	GPB	TBD
F-7	Undergrounding Power Lines separate from Rule 20A	PW	TBD

City Council Strategic Priorities

ATTACHMENT 1

Responsible Department	Priority Level	Target Goal Completion
Admin/IT		TBD
Admin/CPB		TBD

F-8 Build city-owned conduit system for data (currently Comcast owned)

F-9 Implement a parking and traffic management program

City Council Strategic Priorities

Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
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Key to the Strategic Priorities List:

S: These are Council STRATEGIC areas, which are high-level and long term visions for the City

P: These are Council PRIORITY areas, which focus on more specific objectives within one of the long term strategic visions

G: These are Council GOALS, which are the measurable outcomes or tasks that will be completed within each priority area

S-1 Exercise Financial Sustainability, Accountability and Transparency

P-1.1 Budget Clarity

G-1.1.1	<i>Increase usability and clarity of financial reports given to Council</i>	Admin/Finance	3	Y	July 2026
G-1.1.2	<i>Create an online public facing CIP tracking dashboard</i>	Admin/IT	1	Y	Mar 2026

P-1.2 Financial Health

G-1.2.1	<i>Receive Council approval on revised investment portfolio approach</i>	Admin/Finance		Y	TBD
G-1.2.2	<i>Complete internal review (checklist) of City readiness to take on bonds or other financing</i>	Admin/Finance		Y	TBD
G-1.2.3	<i>Implement a new HR, Finance and Payroll management system (ERP)</i>	Admin/Finance		Y	Jan 2027
G-1.2.4	<i>Develop menu of potential revenue sources to close City's funding shortfalls</i>		1	Y	May 2026
G-1.2.5	<i>Provide Council a presentation on placing a TOT increase on the Nov 2026 ballot and receive direction</i>	Admin/Clerk	1	Y	Feb 2026
G-1.2.6	<i>Provide Council with a presentation on options for paid parking</i>	Admin/PD	2	Y	June 2026

S-2 Steward the Natural Environment

P-2.1 Beach Infrastructure Repairs and Maintenance

G-2.1.1	<i>Rebuild 8th Ave. sand ramp</i>	PW		N	Mar 2027
G-2.1.2	<i>Complete 4th Ave. outfall repair/replacement</i>	PW		N	Sep 2027
G-2.1.3	<i>Rebuild 10th Ave. stairs</i>	PW		N	June 2026
G-2.1.4	<i>Rebuild 12th Ave. stairs</i>	PW		N	June 2026
G-2.1.5	<i>Complete maintenance/repair of bluff revetments</i>	PW		N	Ongoing
G-2.1.6	<i>Implementation of coastline related items from Climate Action and Adaptation Plan</i>	PW	2	N	Ongoing

P-2.2 Wildfire Mitigation and Prevention

G-2.2.1	<i>Adopt updated Carmel Forest Management Plan (City Council)</i>	PW		Y	Sept 2026
G-2.2.2	<i>Certify LCP amendment for updated Carmel Forest Management Plan (Coastal Commission)</i>	PW		N	Jan 2027
G-2.2.3	<i>Adopt additional citywide wildfire and prevention measures (e.g.,: allowed materials, building code, etc.)</i>	CPB/PW		N	Ongoing
G-2.2.4	<i>Complete all tasks on the list of prioritized fuel mitigation projects</i>	CPB/PW	1	N	Ongoing
G-2.2.5	<i>Create and distribute home hardening rules to the community</i>	CPB/PW	2	Y	Aug 2026
G-2.2.6	<i>Execute a citywide evacuation drill</i>	PD	1	N	May 2026

City Council Strategic Priorities

		Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
S-3 Maintain Public Safety and Infrastructure					
P-3.1 Public Safety					
G-3.1.1	Implement a Street Address Program	Admin		N	May 2026
G-3.1.2	Create a plan to improve the resiliency of the City's power grid and present to City Council	Admin/PW		N	TBD
G-3.1.3	Complete the City's Rule 20-A project at Del Mar Parking Lot	PW		N	TBD
P-3.2 City Buildings and Property (Non-Police/PW)					
G-3.2.1	Conduct condition assessment of all City buildings, determine values and develop maintenance plan	PW		Y	Sept 2026
G-3.2.2	Provide presentation to Council on the process required to sell the Scout House and receive direction	Admin/PW	2	Y	April 2026
G-3.2.3	Provide Council with a draft agreement between the City and the Friends of MTNP for a Rio Park project	Admin/PW	3	N	TBD
P-3.3 City Building (Police/PW)					
G-3.3.1	City Council decision on rebuild vs. renovate	PW/PD		Y	DONE
G-3.3.2	Select architect	PW/PD		Y	March 2026
G-3.3.3	Construction Plans and financing approved by City Council	PW/Admin		N	July 2027
G-3.3.4	Construction begins	PW		Y	TBD
G-3.3.5	Employees fully move back into building	PW/PD		Y	TBD
P-3.4 Digital Infrastructure					
G-3.4.1	Complete an IT audit, including cyber-security	Admin/IT		Y	May 2026
G-3.4.2	Develop and adopt an IT Strategic Plan	Admin/IT		Y	July 2026
P-3.5 Streets and Sidewalks					
G-3.5.1	Complete repairs to get current on all sidewalk and ADA improvements	PW		Y	Ongoing
G-3.5.2	Complete modeling work of street condition to optimize use of CIP funds for maintenance and replacement	PW		Y	April 2026
G-3.5.3	Significantly increase parking enforcement capabilities	PD		Y	June 2026
S-4 Preserve the Village Character					
P-4.1 Design Review					
G-4.1.1	Adopt updated Design guidelines and Zoning Code - Design Traditions 1.5 Project (City Council)	CPB		Y	Dec 2026
G-4.1.2	Certify LCP amendment for updated Design Guidelines and Zoning Code (Coastal Commission)	CPB		N	Mar 2027
G-4.1.3	Reinstate the Design Review Board (DRB)	CPB		Y	TBD
G-4.1.4	Complete Objective Design and Development Standards for affordable units (ODDS)	CPB		Y	April 2027
P-4.2 Housing Policy and Community Sustainability					
G-4.2.1	Adopt ADU ordinance (City Council)	CPB		Y	Dec 2026

City Council Strategic Priorities

	Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
G-4.2.2 <i>Certify LCP amendment for ADU Ordinance (Coastal Commission)</i>	CPB		N	Mar 2027
G-4.2.3 <i>Adopt Housing Element amendment to move units from City lots (City Council)</i>	CPB		N	April 2026
G-4.2.4 <i>Certification of Housing Element amendment to move units from City lots (CA State HCD)</i>	CPB		N	June 2026
G-4.2.5 <i>Research policy options in response to accelerating population loss / loss of families with children</i>	Admin/CPB	2	Y	TBD
G-4.2.6 <i>Implement the City's 6th Cycle Housing Element</i>	Admin/CPB	1	Y	Ongoing

S-5 Provide Effective, Reliable, Responsive and Friendly Government Services

P-5.1 Process Improvements

G-5.1.1 <i>Implement new permitting software, with focus on integrating Artificial Intelligence</i>	CPB/IT		Y	Dec 2026
G-5.1.2 <i>Implement technologies to support routine staff tasks and free up time for enhanced customer service</i>	CPB/IT		Y	Ongoing
G-5.1.3 <i>Implement a citywide customer service program</i>	CPB/IT	1	Y	Dec 2026

P-5.2 Public Access to Records

G-5.2.1 <i>Scan and digitize all physical city records to make available online (resolutions, ordinances, etc.)</i>	Admin/IT		Y	Ongoing
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City Council Strategic Priorities

Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
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S-6 Implement the City's Adopted Plans

P-6.1 Climate Action (C) and Adaptation (D) Plan

Program #	Program Name	Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
G-C-1.1.1	Energy Efficiency Outreach	PW		Y	TBD
G-C-1.1.2	Energy Efficiency and Electrification Incentives	PW		N	TBD
G-C-1.1.3	Energy Efficiency Audits	PW		N	TBD
G-C-1.2.1	Feasibility Study for Existing Building Electrification and Back-up Power.	PW		Y	TBD
G-C-1.2.2	Residential Home Energy Renovations.	PW		Y	TBD
G-C-1.2.3	Residential Home Energy Renovation Incentives.	PW		N	TBD
G-C-1.2.4	Commercial Energy Renovations.	PW		Y	TBD
G-C-1.2.5	Residential Commercial Energy Renovation Incentives.	PW		N	TBD
G-C-1.3.1	Energy Efficiency in New Residential Construction	PW		Y	TBD
G-C-1.3.2	Energy Efficiency in New Commercial Construction	PW		Y	TBD
G-C-2.1.1	Reduce Reliance on Automobiles.	PW		N	TBD
G-C-2.1.2	Develop Bicycle Master Plan to Create Safe Bike Routes around the City	PW		Y	TBD
G-C-2.1.3	Ride-Sharing and Bike to Work Programs within City Operations and Businesses	PW		N	TBD
G-C-2.2.1	Prioritize Electric Vehicles (EVs)	PW		Y	TBD
G-C-2.3.1	Develop Origin/Destination Transportation Model.	PW		N	TBD
G-C-3.1.1	Incentivize Clean Energy Installations	PW		Y	TBD
G-C-3.1.2	Increase uptake of 3CE Renewable Generation portfolio	PW		N	TBD
G-C-4.1.1	Continued Implementation and Promotion of City and Model Water Efficient Ordinance Standards	PW		Y	TBD
G-C-4.1.2	Exceed Water Efficiency Standards	PW		Y	TBD
G-C-5.1.1	Increase the City's solid waste diversion to reduce landfill methane emissions	PW		N	TBD
G-C-6.1.1	Urban Forest Maintenance and Improvement	PW		Y	TBD
G-C-6.2.1	Allow Cool Roof Options	PW		Y	TBD
G-D-1.1.1	Maintain and Update Evacuation Plan Every 8 Years.	PW		N	TBD
G-D-1.1.2	Update Emergency Preparedness.	PW		Y	TBD
G-D-1.1.3	Collaborate with Monterey Fire.	PW		N	TBD
G-D-1.1.4	Publicize Local Evacuation Routes.	PW		N	TBD
G-D-1.1.5	Evaluate Evacuation Route Capacity.	PW		Y	TBD
G-D-1.2.1	Establish a Resilience Hub.	PW		N	TBD
G-D-1.2.2	Limit the Impacts of Climate Change on the Most Vulnerable Populations.	PW		N	TBD

City Council Strategic Priorities

	Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
<i>G-D-1.2.3 Engage the Community.</i>	PW		Y	TBD
<i>G-D-1.2.4 Social Support Network.</i>	PW		N	TBD
<i>G-D-1.2.5 Back-up Power for Vulnerable Populations.</i>	PW		Y	TBD
<i>G-D-1.3.1 Partner with Monterey County Health Department.</i>	PW		N	TBD
<i>G-D-1.3.2 Initiate a Heat Pump Retrofit Program.</i>	PW		Y	TBD
<i>G-D-1.3.3 Invest in Improving Resilience in Critical Facilities.</i>	PW		Y	TBD
<i>G-D-1.3.4 Conduct a Feasibility Study for Existing Building Electrification and Back-up Power.</i>	PW		Y	TBD
<i>G-D-1.3.5 Improve Resilience in Existing Building Stock.</i>	PW		Y	TBD
<i>G-D-1.3.6 Promote Funding Opportunities.</i>	PW		N	TBD
<i>G-D-1.4.1 Develop Partnerships to Provide Support to Displaced Workers.</i>	PW		N	TBD
<i>G-D-1.4.2 Establish Partnerships to Develop a Resilient Economy.</i>	PW		N	TBD
<i>G-D-1.4.3 Business Resilience Outreach Program. Collaborate</i>	PW		N	TBD
<i>G-D-1.4.4 Hire a Grant Writer/Climate Coordinator.</i>	PW		Y	TBD
<i>G-D-2.1.1 Increase Funding for Climate Adaptation.</i>	PW		Y	TBD
<i>G-D-2.1.2 Increase Urban Forest Resilience.</i>	PW		Y	TBD
<i>G-D-2.1.3 Increase Resilience of the Mission Trail Nature Preserve and Pescadero Canyon.</i>	PW		N	TBD
<i>G-D-2.1.4 Increase Resilience of the North Dunes.</i>	PW		N	TBD
<i>G-D-2.1.5 Increase Resilience to Stronger Storms.</i>	PW		N	TBD
<i>G-D-2.1.6 Beach Sand Monitoring Program.</i>	PW		Y	TBD
<i>G-D-2.1.7 Carmel Cove Sand Supply.</i>	PW		N	TBD
<i>G-D-3.1.1 Underground Utilities in Fire Hazard Zones (Develop Plan).</i>	PW		N	TBD
<i>G-D-3.1.2 Increase Green Infrastructure.</i>	PW		N	TBD
<i>G-D-3.1.3 Public Building Electrification.</i>	PW		Y	TBD
<i>G-D-3.1.4 Reduce Stormwater Runoff.</i>	PW		N	TBD
<i>G-D-3.1.5 Storm Drain Repair Funding and Improvements.</i>	PW		Y	TBD
<i>G-D-3.1.6 Retrofit Existing Critical Buildings and Related Infrastructure.</i>	PW		Y	TBD
<i>G-D-3.1.7 Water Conservation.</i>	PW		N	TBD
<i>G-D-3.1.8 Bluff Structural Monitoring Program.</i>	PW		Y	TBD
<i>G-D-3.1.9 Sea Level Rise Coastal Vulnerability Study.</i>	PW		Y	TBD
<i>G-D-3.1.10 Wastewater Treatment.</i>	PW		N	TBD
<i>G-D-3.2.1 Development Standards.</i>	PW		Y	TBD
<i>G-D-3.2.2 Update City Planning Guidelines.</i>	PW		Y	TBD

City Council Strategic Priorities

	Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
G-D-3.2.3 <i>Incorporate Climate Change Adaptation into Local Plans.</i>	PW		Y	TBD
G-D-3.2.4 <i>Update Shoreline Management Plan.</i>	PW		N	TBD
G-D-3.2.5 <i>Multi-Jurisdictional Hazard Mitigation Plan.</i>	PW		N	TBD

P-6.2 Housing Element - Cycle 6

Program #	Program Name			
1.1.A	<i>Adequate Sites</i>	CPB	Y	Dec-31
1.1.B	<i>Development on Small Sites</i>	CPB	Y	Jun-28
1.1.C	<i>Live/Work Housing</i>	CPB	Y	Jun-26
1.1.D	<i>Mixed-Income Incentive Program</i>	CPB	Y	Jun-28
1.1.E	<i>Affordable Housing on Religious Facility Properties</i>	CPB	Y	Multiple
1.1.F	<i>Hotel-to-Residential Conversion</i>	CPB	Y	Jun-27
1.1.G	<i>Hotel Employee Housing Program</i>	CPB	Y	Jun-27
1.1.H	<i>Accessory Dwelling Units</i>	CPB	Y	Multiple
1.2.A	<i>Water Distribution Prioritization for Affordable Housing</i>	CPB	N	DONE
1.2.B	<i>Address Infrastructure Constraints</i>	CPB	Y	Dec-31
1.3.A	<i>Condominium Conversions</i>	CPB	Y	Dec-31
1.3.B	<i>Employee Housing (Farmworker)</i>	CPB	Y	Jun-26
1.3.C	<i>Manufactured Homes on a Foundation System</i>	CPB	Y	Jun-26
1.3.D	<i>Senate Bill 35 and Senate Bill 423 Processing Procedure</i>	CPB	N	Dec-26
1.3.E	<i>Emergency Shelters</i>	CPB	Y	Jun-26
1.3.F	<i>Forest and Beach Commission Required Findings</i>	CPB	Y	Jun-26
1.4.A	<i>Modify or Eliminate Onerous Use Permits</i>	CPB	Y	Jun-28
1.4.B	<i>Objective Design and Development Standards</i>	CPB	Y	Jun-27
1.4.C	<i>By-Right Approval</i>	CPB	Y	Dec-31
2.1.A	<i>Incentives for Mixed-Use Development</i>	CPB	Y	Jun-28
2.1.B	<i>Permanent Housing</i>	CPB	Y	Dec-31
2.1.C	<i>Monitor Affordable Housing Stock</i>	CPB	Y	Jun-26
2.1.D	<i>Establish Affordable Housing Trust Fund</i>	CPB	Y	Dec-26
2.2.A	<i>Historic Preservation Educational Programs</i>	CPB	Y	Dec-31
2.3.A	<i>Preserve and Increase Upper Floor Residential Uses</i>	CPB	Y	Dec-31
2.4.A	<i>Housing Rehabilitation and Maintenance Information</i>	CPB	Y	Dec-31

City Council Strategic Priorities

		Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
3.1.A	<i>Mixed-Use Affordable Housing</i>	CPB		Y	Jun-28
3.1.B	<i>Housing for Extremely Low-Income Households</i>	CPB		Y	Dec-31
3.1.C	<i>Density Bonus</i>	CPB		Y	Dec-31
3.1.D	<i>Reduced Entitlement and Development Fees</i>	CPB		Y	Jul-26
3.1.E	<i>Reduced Parking Requirements</i>	CPB		Y	Jun-26
3.1.F	<i>Expedited Processing Procedures</i>	CPB		Y	Dec-26
3.1.G	<i>Establish Minimum Densities</i>	CPB		Y	Jun-28
3.2.A	<i>Reasonable Accommodation Procedures</i>	CPB		Y	DONE
3.2.B	<i>Housing Mobility</i>	CPB		Y	Multiple
3.2.C	<i>Family Friendly Housing</i>	CPB		Y	Jun-28
3.2.D	<i>Local Universal Design Standards</i>	CPB		Y	Jun-28
3.3.A	<i>Zoning for Transitional and Supportive Housing</i>	CPB		Y	Jun-26
3.3.B	<i>Low-Barrier Navigation Centers</i>	CPB		Y	Jun-26
3.3.C	<i>Unlicensed Residential Care Facilities</i>	CPB		Y	Jun-26
3.3.D	<i>Single Room Occupancy (SRO) Units</i>	CPB		Y	Jun-26
4.1.A	<i>Water Conservation</i>	CPB		N	Dec-31
4.1.B	<i>Energy Conservation and Green Building</i>	CPB		N	Dec-31
5.1.A	<i>Fair Housing Services</i>	CPB		Y	Dec-31
5.1.B	<i>Housing Choice Voucher Program</i>	CPB		N	Dec-31
5.1.C	<i>Shared Housing Information</i>	CPB		Y	Dec-31
5.1.D	<i>Farmworker Housing</i>	CPB		Y	Dec-31
5.2.A	<i>Support Community Organizations</i>	CPB		Y	Dec-31

P-6.3 Carmel Forest Management Plan

Program # Program Name

G-6.3.1	<i>IN PROCESS</i>	PW		Y	TBD
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P-6.4 Community Wildfire Prevention Program (CWPP)

Program # Program Name

G-1.1	<i>Conduct biannual educational seminars to educate residents on wildfire preparedness and mitigation</i>	PW/CPB		Y	TBD
G-1.2	<i>Create educational materials depicting proper defensible space guidelines</i>	PW/CPB		Y	TBD
G-1.3	<i>Maintain the project StoryMap as a hub for information sharing amongst community members and interested parties</i>	PW/CPB		Y	TBD

City Council Strategic Priorities

		Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
G-1.4	<i>Provide resources to for groups to pursue National Fire Protection Association Firewise USA Program</i>	PW/CPB		Y	TBD
G-1.5	<i>Conduct outreach specific to vulnerable communities</i>	PW/CPB		Y	TBD
G-1.6	<i>Collaborate with Monterey County Fire Safe Council to disseminate educational information</i>	PW/CPB		N	TBD
G-1.7	<i>Leverage local groups, such as Carmel CERT, to disseminate information on wildfire risk</i>	PW/CPB		N	TBD
G-1.8	<i>Host practice evacuation events throughout the Plan Area on an annual basis</i>	PW/CPB		Y	TBD
G-1.9	<i>Conduct public outreach/education where vegetation management projects are proposed prior to work</i>	PW/CPB		Y	TBD
G-2.1	<i>Support collaborative vegetation management projects across ownership boundaries</i>	PW/CPB		Y	TBD
G-2.2	<i>Collaborate with Pebble Beach Community Services District and CAL FIRE on wildfire mitigation strategies</i>	PW/CPB		N	TBD
G-2.3	<i>Consult with local tribes during wildfire mitigation planning</i>	PW/CPB		N	TBD
G-2.4	<i>Collaborate with the Monterey County Fire Safe Council to prioritize community wildfire mitigation projects</i>	PW/CPB		N	TBD
G-2.5	<i>Work with rec. facilities, campgrounds, and other guest-oriented businesses to develop evacuation preplans</i>	PW/CPB		Y	TBD
G-2.6	<i>Coordinate with interested parties (U.S. Forest Service, CAL FIRE, etc.) on information and resource sharing</i>	PW/CPB		N	TBD
G-2.7	<i>Update the General Plan Safety Element to address wildfire risk</i>	PW/CPB		Y	TBD
G-2.8	<i>Partner with universities and research institutions to support or conduct wildfire-related projects or research</i>	PW/CPB		N	TBD
G-2.9	<i>Develop an evacuation plan with the Community Hospital of the Monterey Peninsula</i>	PW/CPB		N	TBD
G-3.1	<i>Identify critical infrastructure and facilities in need of structural hardening</i>	PW/CPB		Y	TBD
G-3.2	<i>Conduct roadside fuels reduction along major roadways and roads identified as evacuation routes</i>	PW/CPB		Y	TBD
G-3.3	<i>Identify and remove hazardous trees along major evacuation corridors</i>	PW/CPB		Y	TBD
G-3.4	<i>Reevaluate City Tree Ordinances to expedite maintenance or the removal of trees that pose wildfire hazards</i>	PW/CPB		Y	TBD
G-3.5	<i>Develop a coordinated evacuation plan for the Plan Area</i>	PW/CPB		Y	TBD
G-3.6	<i>Evaluate opportunities for engaging residents and landowners in structural retrofit programs</i>	PW/CPB		Y	TBD
G-3.7	<i>Encourage structural retrofits through assessments, community education, and grant funding opportunities</i>	PW/CPB		Y	TBD
G-3.8	<i>Install evacuation signage/lighting along designated evacuation routes</i>	PW/CPB		Y	TBD
G-3.9	<i>Facilitate emergency vehicle access and evaluate need for road maintenance on private and public roads</i>	PW/CPB		Y	TBD
G-3.10	<i>Coordinate with jurisdictions controlling outside roads (CalTrans, etc.) on maintenance agreements</i>	PW/CPB		N	TBD
G-3.11	<i>Establish staging areas and shelter-in-place sites</i>	PW/CPB		Y	TBD
G-4.1	<i>Implement vegetation treatment activities identified in Appendix C</i>	PW/CPB		Y	TBD
G-4.2	<i>Ensure appropriate environmental review is conducted prior to implementing fuels reduction projects</i>	PW/CPB		Y	TBD
G-4.3	<i>Consult with a qualified biologist and/or Professional Forester when designing fuels treatment prescriptions</i>	PW/CPB		Y	TBD
G-4.4	<i>Promote Monterey pine regeneration through fuels reduction projects</i>	PW/CPB		Y	TBD
G-4.5	<i>Develop a French broom removal program and reduce hazardous ladder fuels</i>	PW/CPB		Y	TBD
G-4.6	<i>Remove dead and down woody debris annually following winter storms and prior to June 1 of each year</i>	PW/CPB		Y	TBD

City Council Strategic Priorities

		Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
G-4.7	<i>Conduct annual monitoring of vegetation management project areas and maintain as needed</i>	PW/CPB		Y	TBD
G-4.8	<i>Consider the use of cultural burning</i>	PW/CPB		Y	TBD
G-4.9	<i>Develop post-fire rehabilitation guidelines in cooperation with appropriate federal, state, and local agencies</i>	PW/CPB		Y	TBD
G-5.1	<i>Hold annual meetings with mutual aid partners to discuss emergency response goals and review targets</i>	PW/CPB		N	TBD
G-5.2	<i>Prepare annual reports of incidents and responding mutual aid partners</i>	PW/CPB		Y	TBD
G-5.3	<i>Identify additional resources needed to adequately respond to wildfires and achieve response target goals</i>	PW/CPB		Y	TBD
G-6.1	<i>Evaluate staffing capacity annually and identify needs to ensure capacity for wildfire projects</i>	PW/CPB		Y	TBD
G-6.2	<i>Identify and pursue grant funding opportunities for wildfire projects</i>	PW/CPB		Y	TBD
G-6.3	<i>Pursue efforts to get on California's Fire Risk Reduction Communities List to be prioritized for Grant Funding</i>	PW/CPB		Y	TBD
G-6.4	<i>Pursue the development of a Home Hardening Grant Program</i>	PW/CPB		Y	TBD
G-6.5	<i>Collaborate with the Monterey County Fire Safe Council to obtain grants for wildfire mitigation projects</i>	PW/CPB		N	TBD
G-6.6	<i>Increase the number of properties inspected in the Plan Area annually</i>	PW/CPB		Y	TBD
G-6.7	<i>Empower community groups, etc. to pursue grant funding for community-scale retrofits</i>	PW/CPB		Y	TBD
G-6.8	<i>Evaluate subsidies or incentives for property owners to complete and maintain vegetation management</i>	PW/CPB		Y	TBD

P-6.5 IT Strategic Plan

Program #	Program Name				
G-x.x.x	IN PROCESS	Admin/IT		N	TBD

P-6.6 Library Master Plan

Program #	Program Name				
G-1.1.1	<i>Establish regular weekly hours for tech help</i>	Admin/Library		Y	TBD
G-1.1.2	<i>Collaborate with Carmel, Carmel Valley, Big Sur and Pebble Beach schools on programs on a regular basis</i>	Admin/Library		N	TBD
G-1.1.3	<i>Continue to learn from and build on established programs and explore new program ideas as they arise</i>	Admin/Library		Y	TBD
G-1.2.1	<i>Conduct Community Conversations and produce an updated Public Knowledge Report</i>	Admin/Library		Y	TBD
G-1.2.2	<i>Provide a variety of ways for community members to provide feedback</i>	Admin/Library		Y	TBD
G-1.3.1	<i>Better serve patrons with dementia and Alzheimer's and their caregivers</i>	Admin/Library		Y	TBD
G-1.3.2	<i>Start a conversation with the community workforce to understand their needs and wants</i>	Admin/Library		Y	TBD
G-1.3.3	<i>Explore option for books delivery to homebound patrons, including a partnership with Carmel Foundation</i>	Admin/Library		Y	TBD
G-1.3.4	<i>Develop an accommodation policy</i>	Admin/Library		Y	TBD
G-1.4.1	<i>Re-brand the library so that it is clear who we are, where we are, and what we do</i>	Admin/Library		Y	TBD
G-1.4.2	<i>Develop a plan and strategy for marketing and communication of library services</i>	Admin/Library		Y	TBD

City Council Strategic Priorities

		Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
G-1.4.3	<i>Conduct outreach to community leaders to ensure understanding of the value of the Library</i>	Admin/Library		Y	TBD
G-1.4.4	<i>Work with local realtors to distribute a welcome packet for new community members</i>	Admin/Library		Y	TBD
G-1.4.5	<i>Encourage community advocacy for the library</i>	Admin/Library		N	TBD
G-2.1.1	<i>Look for opportunities to renovate both library buildings</i>	Admin/Library		Y	TBD
G-2.1.2	<i>Ensure continuity of operations during any renovation projects</i>	Admin/Library		Y	TBD
G-2.2.1	<i>Introduce patrons and visitors to the library in the Harrison Library garden with improved signage</i>	Admin/Library		Y	TBD
G-2.2.2	<i>Conduct nature-centric programs utilizing the HML garden and other greenspaces in the City</i>	Admin/Library		Y	TBD
G-2.3.1	<i>Restore Saturday hours</i>	Admin/Library		Y	TBD
G-2.4.1	<i>Continue to invest in Wonderbook, large print, audio collections, and explore a braille collection</i>	Admin/Library		Y	TBD
G-3.1.1	<i>Review, reaffirm, and amend library policies and procedures to ensure transparency and efficiency</i>	Admin/Library		Y	TBD
G-3.1.2	<i>Work with Pacific Grove and Monterey libraries to implement book/DVD sharing</i>	Admin/Library		N	TBD
G-3.1.3	<i>Work with community organizations to identify projects that could provide opportunities for special funding</i>	Admin/Library		N	TBD
G-3.1.4	<i>Better promote purchase suggestions to further engage the community in collection development</i>	Admin/Library		Y	TBD
G-3.2.1	<i>Develop staff training plan (1 all-staff training per month) including emergency preparedness</i>	Admin/Library		Y	TBD
G-3.2.2	<i>Map the library's volunteer needs and map the needs of volunteers</i>	Admin/Library		Y	TBD
G-4.1.1	<i>Investigate ways to reduce waste in library operations (paper, single-use plastics, etc.)</i>	Admin/Library		Y	TBD
G-4.1.2	<i>Look for opportunities to switch to local/sustainable/Certified/etc. companies and vendors when possible</i>	Admin/Library		Y	TBD
G-4.1.3	<i>Work with Public Works to identify opportunities to reduce energy consumption in library buildings</i>	Admin/Library		Y	TBD
G-4.2.1	<i>Develop Continuity of Operations Plan for the Library</i>	Admin/Library		Y	TBD
G-4.2.2	<i>Create a special collections evacuation plan in case of an emergency</i>	Admin/Library		Y	TBD
G-4.2.3	<i>Prioritize staff training on disaster recovery topics, such as salvaging water-damaged materials</i>	Admin/Library		Y	TBD
G-4.3.1	<i>Regularly host sustainability and resilience related programs that are relevant to Carmel</i>	Admin/Library		Y	TBD
G-4.3.2	<i>Provide opportunities for organizations such as CERT, CalFire, Carmel Prepares to share info</i>	Admin/Library		Y	TBD
G-4.4.1	<i>Continue to act as a charging/warming center during storms and power outages</i>	Admin/Library		Y	TBD
G-x.x.x	<i>Explore additional ways we can support our community during emergencies and extreme weather events</i>	Admin/Library		Y	TBD

P-6.7 Mission Trails Nature Preserve Master Plan

Program #	Program Name				
G-x.x.x	IN PROCESS	PW		N	TBD

Future Projects - These are projects that are important, but are not actively being worked on by City Staff until directed by Council.

F-1	Explore Opportunities for Flanders Mansion	Admin		Y	TBD
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City Council Strategic Priorities

		Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
F-2	<i>Undergrounding Power Lines separate from Rule 20A</i>	PW		Y	TBD
F-3	<i>Build city-owned conduit system for data (currently Comcast owned)</i>	Admin/IT		Y	TBD
F-4	<i>Implement a parking and traffic management program</i>	Admin/CPB		Y	TBD

City Council Strategic Priorities - **SAMPLE**

Key to the Strategic Priorities List:

- S:** These are Council STRATEGIC areas, which are high-level and long term visions for the City
- P:** These are Council PRIORITY areas, which focus on more specific objectives within one of the long term strategic visions
- G:** These are Council GOALS, which are the measurable outcomes or tasks that will be completed within each priority area

S-1 Exercise Financial Sustainability, Accountability and Transparency

P-1.1 Budget Clarity

<i>G-1.1.2 Create an online public facing CIP tracking dashboard</i>	Admin/IT	1	Y	Mar 2026
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P-1.2 Financial Health

<i>G-1.2.3 Implement a new HR, Finance and Payroll management system (ERP)</i>	Admin/Finance	2	Y	Jan 2027
<i>G-1.2.4 Develop menu of potential revenue sources to close City's funding shortfalls</i>		1	Y	May 2026
<i>G-1.2.5 Provide Council a presentation on placing a TOT increase on the Nov 2026 ballot and receive direction</i>	Admin/Clerk	1	Y	Feb 2026
<i>G-1.2.6 Provide Council with a presentation on options for paid parking</i>	Admin/PD	2	Y	June 2026

S-2 Steward the Natural Environment

P-2.1 Beach Infrastructure Repairs and Maintenance

<i>G-2.1.1 Rebuild 8th Ave. sand ramp</i>	PW	1	N	Mar 2027
<i>G-2.1.2 Complete 4th Ave. outfall repair/replacement</i>	PW	1	N	Sep 2027
<i>G-2.1.3 Rebuild 10th Ave. stairs</i>	PW	1	N	June 2026
<i>G-2.1.4 Rebuild 12th Ave. stairs</i>	PW	1	N	June 2026
<i>G-2.1.5 Complete maintenance/repair of bluff revetments</i>	PW	1	N	Ongoing
<i>G-2.1.6 Implementation of coastline related items from Climate Action and Adaptation Plan</i>	PW	2	N	Ongoing

P-2.2 Wildfire Mitigation and Prevention

<i>G-2.2.1 Adopt updated Carmel Forest Management Plan (City Council)</i>	PW	1	Y	Sept 2026
<i>G-2.2.2 Certify LCP amendment for updated Carmel Forest Management Plan (Coastal Commission)</i>	PW	1	N	Jan 2027
<i>G-2.2.3 Adopt additional citywide wildfire and prevention measures (e.g.,: allowed materials, building code, etc.)</i>	CPB/PW	2	N	Ongoing
<i>G-2.2.4 Complete all tasks on the list of prioritized fuel mitigation projects</i>	CPB/PW	1	N	Ongoing
<i>G-2.2.5 Create and distribute home hardening rules to the community</i>	CPB/PW	2	Y	Aug 2026
<i>G-2.2.6 Execute a citywide evacuation drill</i>	PD	1	N	May 2026

S-3 Maintain Public Safety and Infrastructure

P-3.1 Public Safety

City Council Strategic Priorities - **SAMPLE**

	G-3.1.1	<i>Implement a Street Address Program</i>	Admin	1	N	May 2026
	G-3.1.2	<i>Create a plan to improve the resiliency of the City's power grid and present to City Council</i>	Admin/PW	2	N	TBD
P-3.2	City Buildings and Property (Non-Police/PW)					
	G-3.2.1	<i>Conduct condition assessment of all City buildings, determine values and develop maintenance plan</i>	PW	2	Y	Sept 2026
	G-3.2.2	<i>Provide presentation to Council on the process required to sell the Scout House and receive direction</i>	Admin/PW	2	Y	April 2026
	G-3.2.3	<i>Provide Council with a draft agreement between the City and the Friends of MTNP for a Rio Park project</i>	Admin/PW	3	N	TBD
P-3.3	City Building (Police/PW)					
	G-3.3.2	<i>Select architect</i>	PW/PD	1	Y	March 2026
	G-3.3.3	<i>Construction Plans and financing approved by City Council</i>	PW/Admin	1	N	July 2027
	G-3.3.4	<i>Construction begins</i>	PW	1	Y	TBD
	G-3.3.5	<i>Employees fully move back into building</i>	PW/PD	1	Y	TBD
P-3.4	Digital Infrastructure					
	G-3.4.1	<i>Complete an IT audit, including cyber-security</i>	Admin/IT	1	Y	May 2026
	G-3.4.2	<i>Develop and adopt an IT Strategic Plan</i>	Admin/IT	2	Y	July 2026
P-3.5	Streets and Sidewalks					
	G-3.5.1	<i>Complete repairs to get current on all sidewalk and ADA improvements</i>	PW	2	Y	Ongoing
	G-3.5.3	<i>Significantly increase parking enforcement capabilities</i>	PD	1	Y	June 2026

S-4 Preserve the Village Character

P-4.1	Design Review					
	G-4.1.1	<i>Adopt updated Design guidelines and Zoning Code - Design Traditions 1.5 Project (City Council)</i>	CPB	1	Y	Dec 2026
	G-4.1.2	<i>Certify LCP amendment for updated Design Guidelines and Zoning Code (Coastal Commission)</i>	CPB	1	N	Mar 2027
	G-4.1.4	<i>Complete Objective Design and Development Standards for affordable units (ODDS)</i>	CPB	1	Y	April 2027
P-4.2	Housing Policy and Community Sustainability					
	G-4.2.1	<i>Adopt ADU ordinance (City Council)</i>	CPB	1	Y	Dec 2026
	G-4.2.2	<i>Certify LCP amendment for ADU Ordinance (Coastal Commission)</i>	CPB	1	N	Mar 2027
	G-4.2.3	<i>Adopt Housing Element amendment to move units from City lots (City Council)</i>	CPB	1	N	April 2026
	G-4.2.4	<i>Certification of Housing Element amendment to move units from City lots (CA State HCD)</i>	CPB	1	N	June 2026
	G-4.2.5	<i>Research policy options in response to accelerating population loss / loss of families with children</i>	Admin/CPB	2	Y	TBD
	G-4.2.6	<i>Implement the City's 6th Cycle Housing Element</i>	Admin/CPB	1	Y	Ongoing

S-5 Provide Effective, Reliable, Responsive and Friendly Government Services

P-5.1 Process Improvements

City Council Strategic Priorities - **SAMPLE**

G-5.1.1	<i>Implement new permitting software, with focus on integrating Artificial Intelligence</i>	CPB/IT	2	Y	Dec 2026
G-5.1.2	<i>Implement technologies to support routine staff tasks and free up time for enhanced customer service</i>	CPB/IT	1	Y	Ongoing
G-5.1.3	<i>Implement a citywide customer service program</i>	CPB/IT	1	Y	Dec 2026

P-5.2 Public Access to Records

S-6 Implement the City's Adopted Plans

P-6.1 Climate Action (C) and Adaptation (D) Plan

Program #	Program Name	Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
G-C-1.1.1	<i>Energy Efficiency Outreach</i>	PW		Y	TBD
G-C-1.1.2	<i>Energy Efficiency and Electrification Incentives</i>	PW		N	TBD
G-C-1.1.3	<i>Energy Efficiency Audits</i>	PW		N	TBD
G-C-1.2.1	<i>Feasibility Study for Existing Building Electrification and Back-up Power.</i>	PW		Y	TBD
G-C-1.2.2	<i>Residential Home Energy Renovations.</i>	PW		Y	TBD
G-C-1.2.3	<i>Residential Home Energy Renovation Incentives.</i>	PW		N	TBD
G-C-1.2.4	<i>Commercial Energy Renovations.</i>	PW		Y	TBD
G-C-1.2.5	<i>Residential Commercial Energy Renovation Incentives.</i>	PW		N	TBD
G-C-1.3.1	<i>Energy Efficiency in New Residential Construction</i>	PW		Y	TBD
G-C-1.3.2	<i>Energy Efficiency in New Commercial Construction</i>	PW		Y	TBD
G-C-2.1.1	<i>Reduce Reliance on Automobiles.</i>	PW		N	TBD
G-C-2.1.2	<i>Develop Bicycle Master Plan to Create Safe Bike Routes around the City</i>	PW		Y	TBD
G-C-2.1.3	<i>Ride-Sharing and Bike to Work Programs within City Operations and Businesses</i>	PW		N	TBD
G-C-2.2.1	<i>Prioritize Electric Vehicles (EVs)</i>	PW		Y	TBD
G-C-2.3.1	<i>Develop Origin/Destination Transportation Model.</i>	PW		N	TBD
G-C-3.1.1	<i>Incentivize Clean Energy Installations</i>	PW		Y	TBD
G-C-3.1.2	<i>Increase uptake of 3CE Renewable Generation portfolio</i>	PW		N	TBD
G-C-4.1.1	<i>Continued Implementation and Promotion of City and Model Water Efficient Ordinance Standards</i>	PW		Y	TBD
G-C-4.1.2	<i>Exceed Water Efficiency Standards</i>	PW		Y	TBD
G-C-5.1.1	<i>Increase the City's solid waste diversion to reduce landfill methane emissions</i>	PW		N	TBD
G-C-6.1.1	<i>Urban Forest Maintenance and Improvement</i>	PW		Y	TBD
G-C-6.2.1	<i>Allow Cool Roof Options</i>	PW		Y	TBD
G-D-1.1.1	<i>Maintain and Update Evacuation Plan Every 8 Years.</i>	PW		N	TBD
G-D-1.1.2	<i>Update Emergency Preparedness.</i>	PW		Y	TBD
G-D-1.1.3	<i>Collaborate with Monterey Fire.</i>	PW		N	TBD

City Council Strategic Priorities - **SAMPLE**

<i>G-D-1.1.4 Publicize Local Evacuation Routes.</i>	PW	N	TBD
<i>G-D-1.1.5 Evaluate Evacuation Route Capacity.</i>	PW	Y	TBD
<i>G-D-1.2.1 Establish a Resilience Hub.</i>	PW	N	TBD
<i>G-D-1.2.2 Limit the Impacts of Climate Change on the Most Vulnerable Populations.</i>	PW	N	TBD
<i>G-D-1.2.3 Engage the Community.</i>	PW	Y	TBD
<i>G-D-1.2.4 Social Support Network.</i>	PW	N	TBD
<i>G-D-1.2.5 Back-up Power for Vulnerable Populations.</i>	PW	Y	TBD
<i>G-D-1.3.1 Partner with Monterey County Health Department.</i>	PW	N	TBD
<i>G-D-1.3.2 Initiate a Heat Pump Retrofit Program.</i>	PW	Y	TBD
<i>G-D-1.3.3 Invest in Improving Resilience in Critical Facilities.</i>	PW	Y	TBD
<i>G-D-1.3.4 Conduct a Feasibility Study for Existing Building Electrification and Back-up Power.</i>	PW	Y	TBD
<i>G-D-1.3.5 Improve Resilience in Existing Building Stock.</i>	PW	Y	TBD
<i>G-D-1.3.6 Promote Funding Opportunities.</i>	PW	N	TBD
<i>G-D-1.4.1 Develop Partnerships to Provide Support to Displaced Workers.</i>	PW	N	TBD
<i>G-D-1.4.2 Establish Partnerships to Develop a Resilient Economy.</i>	PW	N	TBD
<i>G-D-1.4.3 Business Resilience Outreach Program. Collaborate</i>	PW	N	TBD
<i>G-D-1.4.4 Hire a Grant Writer/Climate Coordinator.</i>	PW	Y	TBD
<i>G-D-2.1.1 Increase Funding for Climate Adaptation.</i>	PW	Y	TBD
<i>G-D-2.1.2 Increase Urban Forest Resilience.</i>	PW	Y	TBD
<i>G-D-2.1.3 Increase Resilience of the Mission Trail Nature Preserve and Pescadero Canyon.</i>	PW	N	TBD
<i>G-D-2.1.4 Increase Resilience of the North Dunes.</i>	PW	N	TBD
<i>G-D-2.1.5 Increase Resilience to Stronger Storms.</i>	PW	N	TBD
<i>G-D-2.1.6 Beach Sand Monitoring Program.</i>	PW	Y	TBD
<i>G-D-2.1.7 Carmel Cove Sand Supply.</i>	PW	N	TBD
<i>G-D-3.1.1 Underground Utilities in Fire Hazard Zones (Develop Plan).</i>	PW	N	TBD
<i>G-D-3.1.2 Increase Green Infrastructure.</i>	PW	N	TBD
<i>G-D-3.1.3 Public Building Electrification.</i>	PW	Y	TBD
<i>G-D-3.1.4 Reduce Stormwater Runoff.</i>	PW	N	TBD
<i>G-D-3.1.5 Storm Drain Repair Funding and Improvements.</i>	PW	Y	TBD
<i>G-D-3.1.6 Retrofit Existing Critical Buildings and Related Infrastructure.</i>	PW	Y	TBD
<i>G-D-3.1.7 Water Conservation.</i>	PW	N	TBD
<i>G-D-3.1.8 Bluff Structural Monitoring Program.</i>	PW	Y	TBD
<i>G-D-3.1.9 Sea Level Rise Coastal Vulnerability Study.</i>	PW	Y	TBD

City Council Strategic Priorities - **SAMPLE**

<i>G-D-3.1.10</i>	<i>Wastewater Treatment.</i>	PW	N	TBD
<i>G-D-3.2.1</i>	<i>Development Standards.</i>	PW	Y	TBD
<i>G-D-3.2.2</i>	<i>Update City Planning Guidelines.</i>	PW	Y	TBD
<i>G-D-3.2.3</i>	<i>Incorporate Climate Change Adaptation into Local Plans.</i>	PW	Y	TBD
<i>G-D-3.2.4</i>	<i>Update Shoreline Management Plan.</i>	PW	N	TBD
<i>G-D-3.2.5</i>	<i>Multi-Jurisdictional Hazard Mitigation Plan.</i>	PW	N	TBD

P-6.2 Housing Element - Cycle 6

<u>Program #</u>	<u>Program Name</u>			
<i>1.1.A</i>	<i>Adequate Sites</i>	CPB	Y	Dec-31
<i>1.1.B</i>	<i>Development on Small Sites</i>	CPB	Y	Jun-28
<i>1.1.C</i>	<i>Live/Work Housing</i>	CPB	Y	Jun-26
<i>1.1.D</i>	<i>Mixed-Income Incentive Program</i>	CPB	Y	Jun-28
<i>1.1.E</i>	<i>Affordable Housing on Religious Facility Properties</i>	CPB	Y	Multiple
<i>1.1.F</i>	<i>Hotel-to-Residential Conversion</i>	CPB	Y	Jun-27
<i>1.1.G</i>	<i>Hotel Employee Housing Program</i>	CPB	Y	Jun-27
<i>1.1.H</i>	<i>Accessory Dwelling Units</i>	CPB	Y	Multiple
<i>1.2.A</i>	<i>Water Distribution Prioritization for Affordable Housing</i>	CPB	N	DONE
<i>1.2.B</i>	<i>Address Infrastructure Constraints</i>	CPB	Y	Dec-31
<i>1.3.A</i>	<i>Condominium Conversions</i>	CPB	Y	Dec-31
<i>1.3.B</i>	<i>Employee Housing (Farmworker)</i>	CPB	Y	Jun-26
<i>1.3.C</i>	<i>Manufactured Homes on a Foundation System</i>	CPB	Y	Jun-26
<i>1.3.D</i>	<i>Senate Bill 35 and Senate Bill 423 Processing Procedure</i>	CPB	N	Dec-26
<i>1.3.E</i>	<i>Emergency Shelters</i>	CPB	Y	Jun-26
<i>1.3.F</i>	<i>Forest and Beach Commission Required Findings</i>	CPB	Y	Jun-26
<i>1.4.A</i>	<i>Modify or Eliminate Onerous Use Permits</i>	CPB	Y	Jun-28
<i>1.4.B</i>	<i>Objective Design and Development Standards</i>	CPB	Y	Jun-27
<i>1.4.C</i>	<i>By-Right Approval</i>	CPB	Y	Dec-31
<i>2.1.A</i>	<i>Incentives for Mixed-Use Development</i>	CPB	Y	Jun-28
<i>2.1.B</i>	<i>Permanent Housing</i>	CPB	Y	Dec-31
<i>2.1.C</i>	<i>Monitor Affordable Housing Stock</i>	CPB	Y	Jun-26
<i>2.1.D</i>	<i>Establish Affordable Housing Trust Fund</i>	CPB	Y	Dec-26
<i>2.2.A</i>	<i>Historic Preservation Educational Programs</i>	CPB	Y	Dec-31

City Council Strategic Priorities - **SAMPLE**

ATTACHMENT 3
 Responsible Department Priority Level Fully City Controlled Target Goal Completion

2.3.A	<i>Preserve and Increase Upper Floor Residential Uses</i>	CPB	Y	Dec-31
2.4.A	<i>Housing Rehabilitation and Maintenance Information</i>	CPB	Y	Dec-31
3.1.A	<i>Mixed-Use Affordable Housing</i>	CPB	Y	Jun-28
3.1.B	<i>Housing for Extremely Low-Income Households</i>	CPB	Y	Dec-31
3.1.C	<i>Density Bonus</i>	CPB	Y	Dec-31
3.1.D	<i>Reduced Entitlement and Development Fees</i>	CPB	Y	Jul-26
3.1.E	<i>Reduced Parking Requirements</i>	CPB	Y	Jun-26
3.1.F	<i>Expedited Processing Procedures</i>	CPB	Y	Dec-26
3.1.G	<i>Establish Minimum Densities</i>	CPB	Y	Jun-28
3.2.A	<i>Reasonable Accommodation Procedures</i>	CPB	Y	DONE
3.2.B	<i>Housing Mobility</i>	CPB	Y	Multiple
3.2.C	<i>Family Friendly Housing</i>	CPB	Y	Jun-28
3.2.D	<i>Local Universal Design Standards</i>	CPB	Y	Jun-28
3.3.A	<i>Zoning for Transitional and Supportive Housing</i>	CPB	Y	Jun-26
3.3.B	<i>Low-Barrier Navigation Centers</i>	CPB	Y	Jun-26
3.3.C	<i>Unlicensed Residential Care Facilities</i>	CPB	Y	Jun-26
3.3.D	<i>Single Room Occupancy (SRO) Units</i>	CPB	Y	Jun-26
4.1.A	<i>Water Conservation</i>	CPB	N	Dec-31
4.1.B	<i>Energy Conservation and Green Building</i>	CPB	N	Dec-31
5.1.A	<i>Fair Housing Services</i>	CPB	Y	Dec-31
5.1.B	<i>Housing Choice Voucher Program</i>	CPB	N	Dec-31
5.1.C	<i>Shared Housing Information</i>	CPB	Y	Dec-31
5.1.D	<i>Farmworker Housing</i>	CPB	Y	Dec-31
5.2.A	<i>Support Community Organizations</i>	CPB	Y	Dec-31

P-6.3 Carmel Forest Management Plan

Program #	Program Name			
G-6.3.1	IN PROCESS	PW	Y	TBD

P-6.4 Community Wildfire Prevention Program (CWPP)

Program #	Program Name			
G-1.1	<i>Conduct biannual educational seminars to educate residents on wildfire preparedness and mitigation</i>	PW/CPB	Y	TBD
G-1.2	<i>Create educational materials depicting proper defensible space guidelines</i>	PW/CPB	Y	TBD

City Council Strategic Priorities - **SAMPLE**

G-1.3	<i>Maintain the project StoryMap as a hub for information sharing amongst community members and interested parties</i>	PW/CPB	Y	TBD
G-1.4	<i>Provide resources to for groups to pursue National Fire Protection Association Firewise USA Program</i>	PW/CPB	Y	TBD
G-1.5	<i>Conduct outreach specific to vulnerable communities</i>	PW/CPB	Y	TBD
G-1.6	<i>Collaborate with Monterey County Fire Safe Council to disseminate educational information</i>	PW/CPB	N	TBD
G-1.7	<i>Leverage local groups, such as Carmel CERT, to disseminate information on wildfire risk</i>	PW/CPB	N	TBD
G-1.8	<i>Host practice evacuation events throughout the Plan Area on an annual basis</i>	PW/CPB	Y	TBD
G-1.9	<i>Conduct public outreach/education where vegetation management projects are proposed prior to work</i>	PW/CPB	Y	TBD
G-2.1	<i>Support collaborative vegetation management projects across ownership boundaries</i>	PW/CPB	Y	TBD
G-2.2	<i>Collaborate with Pebble Beach Community Services District and CAL FIRE on wildfire mitigation strategies</i>	PW/CPB	N	TBD
G-2.3	<i>Consult with local tribes during wildfire mitigation planning</i>	PW/CPB	N	TBD
G-2.4	<i>Collaborate with the Monterey County Fire Safe Council to prioritize community wildfire mitigation projects</i>	PW/CPB	N	TBD
G-2.5	<i>Work with rec. facilities, campgrounds, and other guest-oriented businesses to develop evacuation preplans</i>	PW/CPB	Y	TBD
G-2.6	<i>Coordinate with interested parties (U.S. Forest Service, CAL FIRE, etc.) on information and resource sharing</i>	PW/CPB	N	TBD
G-2.7	<i>Update the General Plan Safety Element to address wildfire risk</i>	PW/CPB	Y	TBD
G-2.8	<i>Partner with universities and research institutions to support or conduct wildfire-related projects or research</i>	PW/CPB	N	TBD
G-2.9	<i>Develop an evacuation plan with the Community Hospital of the Monterey Peninsula</i>	PW/CPB	N	TBD
G-3.1	<i>Identify critical infrastructure and facilities in need of structural hardening</i>	PW/CPB	Y	TBD
G-3.2	<i>Conduct roadside fuels reduction along major roadways and roads identified as evacuation routes</i>	PW/CPB	Y	TBD
G-3.3	<i>Identify and remove hazardous trees along major evacuation corridors</i>	PW/CPB	Y	TBD
G-3.4	<i>Reevaluate City Tree Ordinances to expedite maintenance or the removal of trees that pose wildfire hazards</i>	PW/CPB	Y	TBD
G-3.5	<i>Develop a coordinated evacuation plan for the Plan Area</i>	PW/CPB	Y	TBD
G-3.6	<i>Evaluate opportunities for engaging residents and landowners in structural retrofit programs</i>	PW/CPB	Y	TBD
G-3.7	<i>Encourage structural retrofits through assessments, community education, and grant funding opportunities</i>	PW/CPB	Y	TBD
G-3.8	<i>Install evacuation signage/lighting along designated evacuation routes</i>	PW/CPB	Y	TBD
G-3.9	<i>Facilitate emergency vehicle access and evaluate need for road maintenance on private and public roads</i>	PW/CPB	Y	TBD
G-3.10	<i>Coordinate with jurisdictions controlling outside roads (CalTrans, etc.) on maintenance agreements</i>	PW/CPB	N	TBD
G-3.11	<i>Establish staging areas and shelter-in-place sites</i>	PW/CPB	Y	TBD
G-4.1	<i>Implement vegetation treatment activities identified in Appendix C</i>	PW/CPB	Y	TBD
G-4.2	<i>Ensure appropriate environmental review is conducted prior to implementing fuels reduction projects</i>	PW/CPB	Y	TBD
G-4.3	<i>Consult with a qualified biologist and/or Professional Forester when designing fuels treatment prescriptions</i>	PW/CPB	Y	TBD
G-4.4	<i>Promote Monterey pine regeneration through fuels reduction projects</i>	PW/CPB	Y	TBD
G-4.5	<i>Develop a French broom removal program and reduce hazardous ladder fuels</i>	PW/CPB	Y	TBD
G-4.6	<i>Remove dead and down woody debris annually following winter storms and prior to June 1 of each year</i>	PW/CPB	Y	TBD

City Council Strategic Priorities - **SAMPLE**

G-4.7	<i>Conduct annual monitoring of vegetation management project areas and maintain as needed</i>	PW/CPB	Y	TBD
G-4.8	<i>Consider the use of cultural burning</i>	PW/CPB	Y	TBD
G-4.9	<i>Develop post-fire rehabilitation guidelines in cooperation with appropriate federal, state, and local agencies</i>	PW/CPB	Y	TBD
G-5.1	<i>Hold annual meetings with mutual aid partners to discuss emergency response goals and review targets</i>	PW/CPB	N	TBD
G-5.2	<i>Prepare annual reports of incidents and responding mutual aid partners</i>	PW/CPB	Y	TBD
G-5.3	<i>Identify additional resources needed to adequately respond to wildfires and achieve response target goals</i>	PW/CPB	Y	TBD
G-6.1	<i>Evaluate staffing capacity annually and identify needs to ensure capacity for wildfire projects</i>	PW/CPB	Y	TBD
G-6.2	<i>Identify and pursue grant funding opportunities for wildfire projects</i>	PW/CPB	Y	TBD
G-6.3	<i>Pursue efforts to get on California's Fire Risk Reduction Communities List to be prioritized for Grant Funding</i>	PW/CPB	Y	TBD
G-6.4	<i>Pursue the development of a Home Hardening Grant Program</i>	PW/CPB	Y	TBD
G-6.5	<i>Collaborate with the Monterey County Fire Safe Council to obtain grants for wildfire mitigation projects</i>	PW/CPB	N	TBD
G-6.6	<i>Increase the number of properties inspected in the Plan Area annually</i>	PW/CPB	Y	TBD
G-6.7	<i>Empower community groups, etc. to pursue grant funding for community-scale retrofits</i>	PW/CPB	Y	TBD
G-6.8	<i>Evaluate subsidies or incentives for property owners to complete and maintain vegetation management</i>	PW/CPB	Y	TBD

P-6.5 IT Strategic Plan

<u>Program #</u>	<u>Program Name</u>			
G-x.x.x	IN PROCESS	Admin/IT	N	TBD

P-6.6 Library Master Plan

<u>Program #</u>	<u>Program Name</u>			
G-1.1.1	<i>Establish regular weekly hours for tech help</i>	Admin/Library	Y	TBD
G-1.1.2	<i>Collaborate with Carmel, Carmel Valley, Big Sur and Pebble Beach schools on programs on a regular basis</i>	Admin/Library	N	TBD
G-1.1.3	<i>Continue to learn from and build on established programs and explore new program ideas as they arise</i>	Admin/Library	Y	TBD
G-1.2.1	<i>Conduct Community Conversations and produce an updated Public Knowledge Report</i>	Admin/Library	Y	TBD
G-1.2.2	<i>Provide a variety of ways for community members to provide feedback</i>	Admin/Library	Y	TBD
G-1.3.1	<i>Better serve patrons with dementia and Alzheimer's and their caregivers</i>	Admin/Library	Y	TBD
G-1.3.2	<i>Start a conversation with the community workforce to understand their needs and wants</i>	Admin/Library	Y	TBD
G-1.3.3	<i>Explore option for books delivery to homebound patrons, including a partnership with Carmel Foundation</i>	Admin/Library	Y	TBD
G-1.3.4	<i>Develop an accommodation policy</i>	Admin/Library	Y	TBD
G-1.4.1	<i>Re-brand the library so that it is clear who we are, where we are, and what we do</i>	Admin/Library	Y	TBD
G-1.4.2	<i>Develop a plan and strategy for marketing and communication of library services</i>	Admin/Library	Y	TBD
G-1.4.3	<i>Conduct outreach to community leaders to ensure understanding of the value of the Library</i>	Admin/Library	Y	TBD

City Council Strategic Priorities - **SAMPLE**

G-1.4.4	<i>Work with local realtors to distribute a welcome packet for new community members</i>	Admin/Library	Y	TBD
G-1.4.5	<i>Encourage community advocacy for the library</i>	Admin/Library	N	TBD
G-2.1.1	<i>Look for opportunities to renovate both library buildings</i>	Admin/Library	Y	TBD
G-2.1.2	<i>Ensure continuity of operations during any renovation projects</i>	Admin/Library	Y	TBD
G-2.2.1	<i>Introduce patrons and visitors to the library in the Harrison Library garden with improved signage</i>	Admin/Library	Y	TBD
G-2.2.2	<i>Conduct nature-centric programs utilizing the HML garden and other greenspaces in the City</i>	Admin/Library	Y	TBD
G-2.3.1	<i>Restore Saturday hours</i>	Admin/Library	Y	TBD
G-2.4.1	<i>Continue to invest in Wonderbook, large print, audio collections, and explore a braille collection</i>	Admin/Library	Y	TBD
G-3.1.1	<i>Review, reaffirm, and amend library policies and procedures to ensure transparency and efficiency</i>	Admin/Library	Y	TBD
G-3.1.2	<i>Work with Pacific Grove and Monterey libraries to implement book/DVD sharing</i>	Admin/Library	N	TBD
G-3.1.3	<i>Work with community organizations to identify projects that could provide opportunities for special funding</i>	Admin/Library	N	TBD
G-3.1.4	<i>Better promote purchase suggestions to further engage the community in collection development</i>	Admin/Library	Y	TBD
G-3.2.1	<i>Develop staff training plan (1 all-staff training per month) including emergency preparedness</i>	Admin/Library	Y	TBD
G-3.2.2	<i>Map the library's volunteer needs and map the needs of volunteers</i>	Admin/Library	Y	TBD
G-4.1.1	<i>Investigate ways to reduce waste in library operations (paper, single-use plastics, etc.)</i>	Admin/Library	Y	TBD
G-4.1.2	<i>Look for opportunities to switch to local/sustainable/Certified/etc. companies and vendors when possible</i>	Admin/Library	Y	TBD
G-4.1.3	<i>Work with Public Works to identify opportunities to reduce energy consumption in library buildings</i>	Admin/Library	Y	TBD
G-4.2.1	<i>Develop Continuity of Operations Plan for the Library</i>	Admin/Library	Y	TBD
G-4.2.2	<i>Create a special collections evacuation plan in case of an emergency</i>	Admin/Library	Y	TBD
G-4.2.3	<i>Prioritize staff training on disaster recovery topics, such as salvaging water-damaged materials</i>	Admin/Library	Y	TBD
G-4.3.1	<i>Regularly host sustainability and resilience related programs that are relevant to Carmel</i>	Admin/Library	Y	TBD
G-4.3.2	<i>Provide opportunities for organizations such as CERT, CalFire, Carmel Prepares to share info</i>	Admin/Library	Y	TBD
G-4.4.1	<i>Continue to act as a charging/warming center during storms and power outages</i>	Admin/Library	Y	TBD
G-x.x.x	<i>Explore additional ways we can support our community during emergencies and extreme weather events</i>	Admin/Library	Y	TBD

P-6.7 Mission Trails Nature Preserve Master Plan

Program #	Program Name			
G-x.x.x	IN PROCESS	PW	N	TBD

Future Projects - These are projects that are important, but are not actively being worked on by City Staff until directed by Council.

F-1	<i>Explore Opportunities for Flanders Mansion</i>	Admin	Y	TBD
F-2	<i>Undergrounding Power Lines separate from Rule 20A</i>	PW	Y	TBD
F-3	<i>Build city-owned conduit system for data (currently Comcast owned)</i>	Admin/IT	Y	TBD

City Council Strategic Priorities - **SAMPLE**

F-4	Implement a parking and traffic management program	Admin/CPB	Y	TBD
G-1.2.1	Receive Council approval on revised investment portfolio approach	Admin/Finance	Y	TBD
G-1.2.2	Complete internal review (checklist) of City readiness to take on bonds or other financing	Admin/Finance	Y	TBD
G-1.1.1	Increase usability and clarity of financial reports given to Council	Admin/Finance	Y	July 2026
G-3.1.3	Complete the City's Rule 20-A project at Del Mar Parking Lot	PW	N	TBD
G-3.5.2	Complete modeling work of street condition to optimize use of CIP funds for maintenance and replacement	PW	Y	April 2026
G-4.1.3	Reinstate the Design Review Board (DRB)	CPB	Y	TBD
G-5.2.1	Scan and digitize all physical city records to make available online (resolutions, ordinances, etc.)	Admin/IT	Y	Ongoing