



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, August 3, 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) July 6, 2026, Special Meeting Minutes, and July 7, 2026, Regular Meeting Minutes

- 2) June 2026 Monthly Reports
- 3) June 2026 Check Register Summary
- 4) Adoption of Resolution 2026-056 Authorizing Execution of the Monterey Bay Area Regional Climate Project Working Group (RCPWG) Memorandum of Understanding
- 5) Resolution 2026-057 authorizing the serving of alcohol on public property for the Tutti a Tavola lunch on Sunday, October 11, 2026
- 6) Resolution 2026-058 Appointing one (1) member to the Building Code Board of Appeals and one (1) member to the Community Activities Commission

ORDERS OF BUSINESS

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

- 7) Carmel-by-the-Sea Evacuation Drill After Action Report
- 8) Request from Pacific Repertory Theatre for Waiver of \$196,648.71 in Building Permit Fees Associated with the Golden Bough Theatre Renovation Project
- 9) Consider Resolution 2026-059 Approving Settlement Agreement with GTE Mobilenet (dba Verizon) in GTE Mobilnet v. City of Carmel-by-the-Sea, et. al. U.S. District Court Case No. 22-cv000347-NC
- 10) Provide direction to staff regarding the issuance of Notices of Non-Renewal for all Existing Mills Act Contracts within the City of Carmel-by-the-Sea

RECESS

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

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

August 3, 2026
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Nova Romero, City Clerk

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: July 6, 2026, Special Meeting Minutes, and July 7, 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. July 6, 2026, City Council Special Meeting Minutes
2. July 7, 2026, City Council Regular Meeting Minutes

**CARMEL-BY-THE-SEA
CITY COUNCIL
SPECIAL MEETING MINUTES**

Monday, July 6, 2026

CALL TO ORDER AND ROLL CALL

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

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

CONSENT AGENDA

Mayor Byrne requested to pull item #2 from Consent, Councilmembers Buder and Dramov pulled #5, and a member of the public pulled item #7.

Motion by Mayor Pro Tem Delves to approve the consent agenda items #1, 3, 4, 6, 8 and 9, 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 - June 1 and 12, 2026, Special Meeting Minutes, and June 2, 2026, Regular Meeting Minutes - *Approved 5-0-0-0*

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

Item 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 - *Approved 5-0-0-0*

Item 6 - Resolution 2026-048 approving the revised Monterey Regional Stormwater Management Program Memorandum of Agreement and authorizing execution of the Agreement - *Approved 5-0-0-0*

Item 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 - *Approved 5-0-0-0*

Item 9 - Resolution 2026-051 Authorizing a refund of Preliminary Site Assessment application fees of \$1,571.00 to Molly Branch - *Approved 5-0-0-0*

ITEMS PULLED FROM CONSENT

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

Mayor Byrne pulled this item from consent to give kudos to the first responders for their excellent response rate to code 3 emergencies.

Public comment: None

Item 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 - *Approved 5-0-0-0*

Councilmember Buder pulled this item to say that we should develop a sidewalk plan for downtown and consider hiring a landscape architect to help with the planning for what type of pavers, hardscape, or tree wells and planters to have. He would like to come back to this idea under the Council priorities. Councilmember Dramov agreed with further discussion on this.

Public comment:

Nancy Twomey
Cindy Lloyd
Victoria Beach

Item 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 - *Approved 5-0-0-0*

Public Comment:

Shirley Moon

Motion by Mayor Pro Tem Delves to approve the consent agenda items #2, 5, and 7, 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

PUBLIC HEARINGS

Item 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 (ADU) 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 continuance to August 3, 2026*

Motion by Mayor Byrne to separate the discussion of the ADU Policy and the Diamond Appeal Hearing, seconded by Mayor Pro Tem Delves.

Council discussed the motion.

Substitute Motion by Councilmember Buder to hear the diamond appeal tonight, and to have the ADU policy discussion at the August 3 or 4th Council meeting, seconded by Mayor Byrne.

Councilmember Baron expressed disappointment that the agenda did not include both the ADU policy discussion and the appeal hearing, noting that Council directed that both items return at the same meeting. Mayor Byrne said that there is a time constraint to hear the appeal, so that is why it is recommended that the appeal being heard today and the ADU policy be heard separately from the appeal at another meeting date. Mayor Pro Tem Delves said that it doesn't make sense to make the appellants wait even longer for an answer when the ADU policy wasn't ready.

Motion by Councilmember Buder, seconded by Mayor Byrne, to hear the diamond appeal tonight and to have the ADU policy discussion at a future meeting date, 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

City Attorney Pierik distributed copies of Resolution 2026-033, originally presented during the June 1st hearing, to both the Council and members of the public to facilitate the continued discussion and direction on Appeal 26134 (Diamond).

Senior Planner Evan Kort summarized the appeal regarding a proposed 800-square-foot ADU on Scenic Road, concluding with staff's recommendation to deny the appeal and uphold the Planning Commission's decision. He answered questions from Council regarding State Law and the City's ADU policy.

Public comment:

John Dilks

Donna Jett

Patricia Dilks

Earl Myers

Steve

Cody Phillips

Jeff Fullton

Councilmembers Buder, Dramov, Delves, and Mayor Byrne supported upholding the Planning Commission's decision, noting the applicant's compliance with established rules. Councilmember Buder noted square footage as the main concern, and that subject will be discussed later with ADU policy. Councilmember Dramov cited the lack of a counter-argument by the appellant to the beach erosion analysis. Councilmember Baron also supported fairness but favored immediate ADU policy discussion, arguing the ADU violates floor area ratio restrictions meant to protect city character.

Motion by Mayor Pro Tem Delves to adopt Resolution 2026-033 (as presented June 1, 2026) to deny the Appeal by John and Patricia Dilks (APP 26134, Diamond), upholding the Planning Commission's decision (Resolution 2025-04-PC, adopted April 8, 2026) to:

- a. Deny a Design Study Referral for a new roof deck above a proposed 800-square-foot accessory dwelling unit under a separate ministerial permit;**
- b. Approve a Coastal Development Permit for non-excluded development (ground disturbance for the 800-square-foot ADU attached to a rear terrace, landscaping, drainage, and site work) west of Carmelo Street at Scenic Road 5, northwest of 8th Avenue (R-1, AS, P, and BR Overlays; APN: 010-312-012-000); and**
- c. Approve a Design Study Referral for installing landscaping consistent with the plan authorized by the Coastal Development Permit;**

Seconded by Councilmember Buder, 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

ORDERS OF BUSINESS

Item 11 - Discussion and Direction Regarding Funding for See Monterey Marketing Services; Consider Adoption of Resolution 2026-052 Amending the Fiscal Year (FY) 2026-2027 Adopted Operating Budget

Finance Manager Jayme Fields presented the item and requested Council direction on whether to amend the FY 26-27 adopted budget regarding funding for See Monterey marketing services. Rob O'Keefe, CEO of See Monterey, gave a presentation detailing their 20-year partnership and tourism investment in Carmel-by-the-Sea, highlighting their historical approach and a decade-long strategy aimed at increasing fly-in visitation.

Public comment:

Andi Carr

Ashley Wolf

Kirk Gaffle

April Montgomery

Scott Gertoli

Bashar

Susan Dampier

Carrie Theis

Joe DiNucci

Amy Herzog
Cindy Lloyd
Laura Bolling
Nancy Twomey
Stacy Steele
Lance Anderson
Victoria Beach

Mayor Pro Tem Delves and Councilmember Dramov both voiced support for funding See Monterey at the requested amount, noting that the presentation by Mr. O’Keefe helped clarify how funds are spent, though Dramov acknowledged concerns regarding overtourism.

Councilmembers Buder and Baron noted residents' frustrations regarding visitor volume and over-marketing. Councilmember Buder noted flat hotel occupancy rates and suggested establishing clear performance metrics for marketing partners before the next budget cycle. Councilmember Baron emphasized the impact of high visitor volume on residents, arguing that hotel occupancy should not be the sole metric for decision-making, visitors should not be viewed merely as revenue sources, and the community should welcome both local day trippers and overnight guests.

Mayor Byrne said that he is supportive of the City’s continued partnership with See Monterey and agreed with Buder’s suggestion to receive more metrics ahead of approving funding requests.

Motion by Mayor Pro Tem Delves to adopt Resolution 2026-052, Amending the Fiscal Year (FY) 2026-2027 Adopted Operating Budget by funding See Monterey’s marketing request for \$292,947, seconded by Mayor Byrne and approved 4-1-0-0 by the following roll call vote:

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

NOES: Councilmembers Baron

ABSENT: None

ABSTAIN: None

RECESS

Council took a recess at 5:40 p.m. and returned at 5:52 p.m.

Item 12 - Receive a presentation on the updated Council Strategic Priorities list following the January 22nd workshop, and provide direction to staff

Acting City Administrator Brandon Swanson summarized where the Council left off on reviewing the Strategic Priorities list and confirming what priorities to keep, amend, or remove, and assigning priority levels to each.

Public comment:
Nancy Twomey
Maria Ruess
Victoria Beach

Donna Jett
Maria Ruess
Stacy Steele
Laura Bolling
Cindy Lloyd
Kelly Steele

Council gave direction to update the goals under Strategic Priority #4 (S-4) **Preserve the Village Character** with priority levels as follows:

Design Review (P-4.1)

<u>Goal</u>	<u>Priority Level</u>
Adopt updated Design guidelines and Zoning Code - Design Traditions 1.5 Project (City Council)	1
Certify LCP amendment for updated Design Guidelines and Zoning Code (Coastal Commission)	1
Reinstate the Design Review Board (DRB)	3
Complete Objective Design and Development Standards for affordable units (ODDS)	1

Housing Policy and Community Sustainability (P-4.2)

<u>Goal</u>	<u>Priority Level</u>
Adopt ADU ordinance (City Council)	1
Certify LCP amendment for ADU Ordinance (Coastal Commission)	1
Adopt Housing Element amendment to move units from City lots (City Council)	1
Certification of Housing Element amendment to move units from City lots (CA State HCD)	1
Research policy options in response to accelerating population loss / loss of families with children	2
Implement the City's 6th Cycle Housing Element	1
NEW - Streetscape Plan for Downtown	1

Council gave direction to update the goals under Strategic Priority #5 (S-5) **Provide Effective, Reliable, Responsive, and Friendly Government Services**

Process Improvements (P-5.1)

<u>Goal</u>	<u>Priority Level</u>
Implement new permitting software, with focus on integrating Artificial Intelligence	1
Implement technologies to support routine staff tasks and free up time for enhanced customer service (combine with above goal)	1
Implement a citywide customer service program	1
NEW - Develop performance metrics, KPI's, public dashboard	2

Public Access to Records (P-5.2)

<u>Goal</u>	<u>Priority Level</u>
Scan and digitize all physical city records to make available online (resolutions, ordinances, etc.)	1

Council gave consensus direction to remove P-5.3 “Smart Village” Plan and it’s goal to expand free public wi-fi network to cover all parks and key public areas.

CLOSED SESSION

City Attorney Pierik read the closed session item titles.

Public Comment:
Beth Bowman
Nancy Twomey

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

Council adjourned to closed session at 7:15 p.m.

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk

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

REGULAR MEETING MINUTES

Tuesday, July 7, 2026

CALL TO ORDER AND ROLL CALL

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

Roll call: Councilmembers Jeff Baron, Hans Buder, Alissandra Dramov, and Mayor Dale Byrne were present in the Chambers. Mayor Pro Tem Delves attended the meeting remotely via Zoom teleconference under Gov. Code 54954.3(B).

PLEDGE OF ALLEGIANCE

Mayor Byrne led the pledge of allegiance.

EXTRAORDINARY BUSINESS

Volunteer/Non-Profit Spotlight - Point Lobos Foundation - Don Blohowiak, Vice President of the Foundation, presented on the non-profit's history and initiatives to protect, preserve, and educate about Point Lobos State Park, River State Beach, Carmel Meadows, and Monastery Beach.

Presentation on the Role of the City Clerk - City Clerk Nova Romero gave a presentation on the role of the City Clerk. Mayor Byrne presented a Shining Star Award to recognize the City Clerk.

PUBLIC APPEARANCES

Karen Ferlito

William Kargas

Fred Kern

Maria Ruess

Lance Anderson

Leah Beets

ANNOUNCEMENTS

Acting City Administrator - Thanked Anna Ginette for her hard work as Community Planning and Building Director upon her departure, and introduced Brad Evanson as Interim Director. He announced that the City Council discussed in closed session renewing and extending the Sunset Center's lease and partnership with the City.

City Attorney Announcements - no announcements from Closed Session.

Councilmember Dramov thanked Public Works for moving the sand on the beach to prepare for the upcoming storm season.

Mayor Byrne thanked Monterey County Pops for their wonderful concert on the 4th of July, and encouraged the public to support this worthy non-profit. He thanked the public for their well wishes for his wife Margaret who broke her arm, she's recovering well.

PUBLIC HEARINGS

Item 1 - Resolution 2026-053 adopting an Addendum to the adopted Mitigated Negative Declaration and associated Mitigation Monitoring and Reporting Program for the 6th cycle 2023-2031 Housing Element Amendment; and, Resolution 2026-054 amending the General Plan by adopting the 6th cycle 2023-2031 Housing Element Amendment in compliance with State Housing Element Law.

Principal Planner Marnie Waffle presented the item, summarizing the amendment timeline and five core strategies, which included hotel-to-residential, downtown mixed-income, downtown live/work, ADUs, and religious facilities programs. She also reviewed the proposed housing sites inventory, requested direction from the Council, and addressed questions from Councilmembers.

Public Comment:

Nancy Twomey
Fred Kern
Tim Twomey
Maria Ruess
Donna Jett
Karen Ferlito
Carolyn Bardsley
Kristi Reimers
Victoria Beach
Peter Prows
Stacy S.

Acting City Administrator Brandon Swanson addressed some of the concerns raised during public comment.

RECESS

Council took a recess at 6:50 p.m. and returned at 7:00 p.m.

Councilmember Buder clarified public misconceptions regarding the AHA group's programs, noted strong community backing, and supported the amendment's adoption. Councilmember Dramov and Mayor Pro Tem Delves agreed and voiced support for adopting the amendment.

Councilmember Baron dissented, arguing the amendment is unfit for Carmel, and noted that the amendment concentrates nearly all new units downtown. He remained skeptical of the programs' feasibility, calling them unrealistic and unlikely to yield more housing.

Mayor Byrne echoed Councilmember Baron's comments, and clarified that he is not critiquing the AHA's exceptional effort, but stated his preference not to amend the existing certified housing element. He said he supports exploring housing developments on municipal properties that include parking, or at least releasing an RFP for these sites to see what the possibilities are.

Motion by Councilmember Buder to Adopt Resolution 2026-053 adopting an Addendum to the adopted Mitigated Negative Declaration and associated Mitigation Monitoring and Reporting Program for the 6th cycle 2023-2031 Housing Element Amendment, and seconded by Councilmember Dramov and approved 3-2-0-0 by the following roll call vote: AYES: Councilmembers Buder, Delves, and Dramov NOES: Councilmember Baron, Mayor Byrne

ABSENT: None

ABSTAIN: None

Councilmember Baron asked the three members supporting the amendment to collaborate on revisions to reach a compromise that satisfies both sides. Councilmember Buder acknowledged this idea, but said because the amendment had been in development for an extended period, the window for making modifications had already passed.

Motion by Councilmember Buder to Adopt Resolution 2026-054 amending the General Plan by adopting the 6th cycle 2023-2031 Housing Element Amendment in compliance with State Housing Element Law, seconded by Councilmember Dramov and approved 3-2-0-0 by the following roll call vote:

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

ABSENT: None

ABSTAIN: None

RECESS

Council took a recess at 8:02 pm and returned at 8:29 pm. After the recess the Council moved to item #3, followed by items #5, #6, and then #2 and #4.

ORDERS OF BUSINESS

Item 3 - Discuss Primary Arguments In Favor of Ballot Measures for Transient Occupancy Tax and Transactions and Use Tax (Sales) and Approve by Motion the Proposed Primary Arguments or Provide Other Direction

City Attorney Pierik gave a presentation of the two draft ballot measure arguments and asked for Council direction.

Public Comment:

Nancy Twomey
Lance Wills
Stacy S.
Maria Ruess

Councilmember Dramov suggested changing "exempt" to "tax-exempt" in the TUT ballot argument for clarity. City Attorney Pierik noted that if the County counts "tax-exempt" as two words, the City could revert to "exempt" without further Council approval. He also advised replacing placeholder letters "X" and "Y" with underscores, since the County will assign measure letters after August 7th.

Motion by Councilmember Baron to adopt the TOT Ballot Measure language as proposed 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

Motion by Councilmember Baron to adopt the TUT (sales tax) Ballot Measure language as proposed, with the amendment to change the word "exempt" to "tax-exempt", 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 5 - City Attorney update regarding executive recruitment firm selection process for a City Administrator and provide direction to staff

Acting Assistant City Administrator Marisa Bermudez summarized the item and asked for Council direction.

Public comment:

Maria Ruess
Kelly Brezoczky

Council discussed possible options for the executive recruitment firm selection process. Council reached a consensus to have staff narrow the proposals received to the top three firms, and invite the top three firms for 20-minute Zoom interviews during a public meeting in August.

Motion by Councilmember Baron directing staff to review the submitted proposals and select the top three firms, and invite these three firms to participate in Zoom interviews with the Council, up to 20 minutes each, during a future open Council Meeting, at a date to be determined, seconded by Mayor Byrne, 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 - Update and Request for Direction Regarding Architectural Services for the New Police and Public Works Facilities Project

Administrative Analyst Tom Ford provided an overview of the request for proposals (RFP) process to date, highlighting completed and upcoming milestones. He requested Council guidance on several key areas, including how to conduct interviews with the top four firms, the execution of a "Carmel context" rendering exercise, and the project timeline. He also sought direction on whether to engage an municipal funding expert to present various financing mechanisms for the project to Council at a future meeting.

Public comment:

Andi Carr

Nancy Twomey

Maria Ruess

Council discussed the process for selecting an architectural firm for the Police Department/Public Works Building project.

By majority consensus, Council directed the ad hoc committee to:

1. Interview the four highest-ranked firms and return to the full Council with a recommendation of one firm.
2. Proceed without a public "Carmel context" rendering exercise.
3. Continue with the established project timeline.
4. Schedule a municipal funding expert to present to the Council in early 2027.

PUBLIC HEARING

Item 2 - Consideration of Adoption of Fee Schedule Amendment to the Fiscal Year 2026-2027 Fee Schedule, including updating fees citywide, Community Planning and Building, Public Safety, and Public Works; and Discussion and Direction regarding a Fee Waiver Policy

Public comment:

None

Due to the late hour, Council discussed continuing this item to a future date.

Motion by Councilmember Baron to continue this item to a date certain of August 4, 2026, at 4:30 p.m., 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

ORDERS OF BUSINESS

Item 4 - Discussion and Direction on Financial Stewardship Workgroup ad hoc

Due to the late hour, Council discussed continuing this item to a future date.

Motion by Councilmember Baron to continue this item to a date certain of August 4, 2026, at 4:30 p.m., 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

FUTURE AGENDA ITEMS

None

ADJOURNMENT

Council adjourned the meeting at 10:15 p.m.

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk



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

August 3, 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 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 - June 2026
2. Community Planning and Building Department Reports - June 2026

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

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

June 2026

Date entered Into	Contractor	Contract Amount	Purpose
6/9/2026	Interwest Consulting Group	up to \$59,999 for work June 9 - October 31, 2026 (up to 270 hours)	Interim Community Planning & Building Director services



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

JUNE 2026 – DEPARTMENT ACTIVITY REPORT

I. PLANNING PERMIT APPLICATIONS:

In June 2026, **51** planning permit applications were received.

II. BUSINESS LICENSE APPLICATIONS:

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

III. BUILDING PERMIT APPLICATIONS:

In June 2026, **38** building permit applications were received.

IV. CODE COMPLIANCE CASES:

In June 2026, **42** new code compliance cases were created.

V. TRANSIENT RENTAL COMPLIANCE CASES:

In June 2026, **1** new transient rental compliance case was created.

VI. ENCROACHMENT PERMIT APPLICATIONS:

In June 2026, **29** encroachment permit applications were received.

VII. TREE PERMIT APPLICATIONS:

In June 2026, **24** tree permit applications were received.

VIII. YEAR-TO-DATE TRENDS

Table 1 includes the following June 2026 totals:

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

June 2026 totals are provided alongside June 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	ENCROACH- MENTS	TREE REMOVAL & PRUNING
2025 YTD Totals	200	27	290	92	8	153	183
2026 YTD Totals	252	31	308	188	5	158	147
YTD % Difference	+26.00%	+14.81%	+6.21%	+104.35%	-37.50%	-3.27%	-19.67%



Planning Permit Report

06/01/2026 - 06/30/2026

Permit #	Permit Type	Permit Identifier	Track	Project Description	Address/Location	Date Received	Date Approved	Status
26252	Planning Permit Revision	DR 26252 (Ulrika Plaza)		Minor modifications to permit DR 20-350	SW Corner Dolores & 5th			Pending Assignment
26251	Design Study	DS 26251 (Fradin)		Add chimney cap cover copper 26" height x 37 1/2" long width 23 1/2"	NW Corner Torres and 1st			Pending Assignment
26250	Bench Dedication	BD 26250 (Jack Soper)			north of restrooms on south end of scenic	6/30/2026		Pending Assignment
26249	Design Study	DS 26249 (Thomas)	One	Tear off existing wood shingle roof and install 1/2 OSR plywood and a new metal roof; color will be medium bronze	Carmelo 2 SW 4th			Pending Assignment
26247	Historic Evaluation	HE 26247 (Hyatt)		Historical Determination	Dolores St 2 SE 12th Ave	6/29/2026		Pending Assignment
26246	Notice of Exempt Work	EW 26246 (Galvez)		Paint house "Urbane Bronze" (SW 7048) by Sherwin Williams with black trim	SE Corner 4th & Torres St	6/29/2026	6/29/2026	Approved
26245	Preliminary Site Assessment	PSA 26245 (Spidell)		PSA- remodel	San Carlos 2 NW of Santa Lucia			Pending Assignment
26244	Planning Permit Revision	DS 26244 (Zigner)	One	Replace (e) front porch	Santa Rita 5 NW 4th	6/29/2026		In Review
26243	Sign	SI 26243 (Intima European Lingerie)						Incomplete Submission
26242	Design Study	DS 26242 (Moon)	One	Remove the existing cedar shake roof and install reclaimed flat clay roof tile on the historic post-adobe cottage and detached garage. (See attached photos.) The proposed roofing material of reclaimed flat clay tile, rather than newly manufactured tile, has been intentionally selected as an authentic material that exhibits natural weathering, color variation, and texture. (See attached photo.) The flat clay tile provides a low-profile appearance that is compatible with the scale and character of a modest cottage while improving long-term durability and fire resistance for a property located within a Very High Fire Hazard Severity Zone. The historic 100 year old Carmel Art Association also has post-adobe construction and the same flat clay tile material as proposed for subject property. (See attached photos, page 2.) No changes are proposed to the building footprint, roof form, roof pitch, height, massing, windows, doors, exterior wall materials, or architectural details. Existing copper or wood gutters and related flashing components will be retained and reused where feasible.	Carpenter St 4 SW of 3rd Ave	6/30/2026		In Review

26241	Temporary Use Permit	TUP 26241 (Vesuvio)		Welcome event for family and friends in celebration of upcoming wedding. Approximately 90 attendees at Vesuvio rooftop on Friday 7/10 from 1PM-5PM. Application is for amplified music. We would plug a playlist into speakers.	NW corner Junipero & 6th	6/24/2026		In Review
26240	Notice of Exempt Work	EW 26240 (Wolfe)		Complete exterior repaint of home and detached garage (same color scheme)	San Antonio 2 SE of 9th	6/24/2026		Approved
26239	Sign	SI 26239 (High Flow)		Install one non illuminated blade sign	Dolores Street between 5th and 6th			In Review
26238	Historic Evaluation	HE 26238 (LaFace)		Demolition of minor interior non-load bearing walls, kitchen addition of 162 square feet, removal of exterior wood trellis and raised concrete patio, interior remodel of existing kitchen creating a new master suite and bath and addition of new 226 square foot exterior wood deck	Carpenter 5 NE of 4th Avenue	6/29/2026		In Review
26237	Notice of Exempt Work	EW 26237 (Wester)		Replace existing cedar paling fence that is weak and failing at numerous posts with a new redwood "good neighbor" fence; 6' in height w/ 1 foot lattice located on top. Exactly as the one illustrated on the the City of Carmel information handout. The fence will gradually "step down" as it approaches the front of the property. This is a side fence shared with the next door property.	4th 2 NW of Junipero	6/23/2026		In Review
26236	Coastal Development Permit	CDP 26236 (City of Carmel-by-the-Sea)		Consideration of a CDP to allow vegetation management for fire fuel reduction within 100 feet of structures, on the four City owned parcels along 2nd Ave, directly above and adjacent to Pescadero Canyon. The project is exempt pursuant to Section 15304.i of the CEQA Guidelines - Minor Alterations to Land				In Review
26235	Design Study	DS 26235 (Layman)	One	Apply metal roofing over front of roof area over living room and garage. Approved plans call for Composite Asphalt - Autumn Blend. We are applying for Metal Standing Seam - Matte Burnished Slate	San Carlos 5 SW of 13th			In Review
26234	Notice of Exempt Work	EW 26234 (Gandzjuk)		In-kind fence replacement of cedar fence with trellis top.	5006 Monterey St	6/22/2026	6/30/2026	Approved
26233	Design Study	DS 26233 (Cachia-Cortis)	One	This is an addendum for BP240400 - Changes to shapes, sizes, materials of windows & French door. Addition of window 11, change to front door D1, to side door D2, to garage back door D9, garage front door D10, Arch D3, wall between bathroom & hallway extended outward, Addition of solar tunnels, skylight in bathroom is now solar powered, kitchen & laundry area layout, plumbing & electrical changes	Carpenter & 2nd			In Review
26232	Historic Evaluation	HE 26232 (Kitterman)		Skylight installation. Carefully remove approximately a 10'x10' section of shingles above the living room. Existing plywood will be cut to create new framed opening extending down to ceiling to accommodate the installation of two new 25 1/2"x49 1/2" curb mounted Velux Solar skylights.	Santa Fe 4 NW of 2nd Ave	6/22/2026		In Review

26231	Design Review	DR 26231 (Pine Inn)		As Phase 1 of the Fire Sprinkler Upgrade for the Pine Inn Property and Retail Spaces, this Permit is to Provide New Screening for the New Fire Sprinkler Mechanical Equipment located on the Pine Inn Hotel Property which is Historically Significant and is included on the City's Historic Inventory. Phase 2 and Phase 3 are Not Part of this Permit and Will Be Applied For in the Future. Phase 1: 1. At Lincoln Street: Mount on the Exterior Wall of Retail Space #7 (the North Side of the Entry Courtyard) a New 45"H x 31"W x 23"D Wood Cabinet with Wooden Louvered Lockable Door to House (1) New Backflow Prevention Device per Fire Sprinkler Installation Contractor and Accompanying Water Flow Alarm System. Wood Cabinet Shall have Solid Wood Sides and Louvered Lockable Cabinet Door to be Painted in Off-White Color to Match Existing Stucco Color. Folded Seam Metal Roof and Wood Cornice Details to Match Profile of Existing Retail Bay Windows in Courtyard and be Differentiated from Existing Pine Inn Exterior Cabinets by Being Painted a Light Cream Color to Match Existing Stucco Paint Color. 2. At Monte Verde Street: Create (2) New Access Doors with New White Painted Wood Vertical Picket Screening to Match Existing Guardrailing Above with Smaller Spacing for (1) New Backflow Prevention Device per Fire Sprinkler Installation Contractor in Existing Planting Bed on the South Side of the Existing Walkway to the Mechanical Room. Remove Existing White Plastic Screening Covering Existing Gas Meters and Install with New Removable White Painted Wood Vertical Picket Screening to Match Existing Guardrailing Above with Smaller	NE Corner of Monte Verde and Ocean Ave			Closed
26230	Design Study	DS 26230 (Peavey)	One	Landscape project installation 10'x10' for stepping stone patio with gravel between stones. Natural gas firepit. Replacing existing driveway 12'x12' with paver material	Torres 5 NE 6th	6/19/2026		In Review
26229	Design Study	DS 26229 (Bair)	Two	addition and remodel to existing house, new detached ADU, new detached garage	Santa Fe 2 SW of 2nd Ave			Incomplete Submission
26228	Sign	SI 26228 (Continuum)		Sign	Mission St	6/25/2026		In Review
26227	Historic Evaluation	HE 26227 (Bonner)		Initial historic evaluation	25905 Junipero St	6/18/2026		In Review
26226	Design Study	DS 26226 (Iwata)	Streamlined	This approval of Design Study DS 26226 (Iwata) authorizes a replacement of an existing shake roof with a metal standing seam roof (Sheffield Metals; "Cor-Ten AZP Raw") located at SE Corner Santa Fe & 4th in the R-1 District and, APN: 010037016000 as depicted in the plans stamped approved by Community Planning and Building Department on unless modified by the conditions of approval contained herein.	SE Corner Santa Fe & 4th	6/22/2026	6/22/2026	Approved
26225	Preliminary Site Assessment	PSA 26225 (Garfinkel)		Renovation of and addition to the existing single-family residence. Demolition of the existing guest house. New construction of a detached one-car garage.	Lincoln St. 2 SE 12th			In Review

26224	Design Study	DS 26224 (Yagen)	One	Replace 3 windows and 2 sliding glass doors, remodel guest bath, remove existing window and replace with French door, replace existing balcony wall with glass railing, repair/ replace balcony decking, update exterior lights, paint exterior, replace garage door	San Antonio 2 NE of 9TH	6/30/2026		In Review
26223	Design Study	DS 26223 (Frazier)	One	PROPOSED 170 SQ FT ADDITION TO EXISTING SFD	NW Corner of Junipero & 12th			In Review
26222	Design Study	DS 26222 (Hendley)	One	Extend the back of the proposed garage by 2'-4" to accommodate our approved utility sink	Mission St 2 SE of 13th			In Review
26221	Design Study	DS 26221 (Hemming)	One	Site coverage, planting, landscape lighting changes	North Casanova 2 NW Palou	6/15/2026		In Review
26220	Bench Dedication	BD 26220 (Wagenleitner)		Plaque only on existing bench: Line 1: In Loving Memory Line 2: Jack Wagenleitner	Piccadilly Park	6/10/2026		In Review
26219	Design Study	DS 26219 (Hoskins)	One	Existing Residence to perform landscape improvements such as removing existing driveway and hardscape to replace with permeable pavers, new concrete slab for future spa, new grape stake fence, and small garden walls. No new planting or irrigation	Oak Knoll 4 NE of Forest, Carmel	6/15/2026		In Review
26218	Municipal Project	MP 26218 (Harrison Memorial Library)		Renovation of Harrison Memorial Library. Work will include seismic, accessibility, building systems, and programmatic improvements.	Northeast corner of Ocean Avenue and Lincoln Street			Incomplete Submission
26217	Sidewalk Vending	SV 26217 (Gelato by the Sea, LLC)				6/16/2026		In Review
26216	Design Study	DS 26216 (Prince)	One	Remove Existing Roof Deck and Replace with New Roof Deck.	Monte Verde 3 SW of 5th	6/29/2026		In Review
26215	Historic Evaluation	HE 26215 (Van Brocklin)		Historic Evaluation	Santa Rita 2 NW of 1st	6/5/2026		In Review
26214	Notice of Exempt Work	EW 26214 (Twomey)		Repair two sections of fence at the northeast corner of lot at 10th & Mission. Section 1 runs approximately 6' along the southern property line and includes replacing two 4" x 4" posts, 2" x 4" rails, and 6' x 12" x 1" planks. Section 2 restores prior grape stake fencing from the western end of Section 1 for approximately 14 ft. Grape stakes will taper in a northwesterly direction from a height of 6' (at the intersection with Section 1) to 4' near entry walk way at corner. In addition to the materials for Section 1, Section 2 materials will include two or three 4" x 4" posts, rails and 2" x 2" grape stakes. No paint.	NE Corner of Mission & 10th	6/5/2026	6/9/2026	Approved

26213	Design Study	DS 26213 (Kavner)	One	THIS PROJECT SEEKS TO ENHANCE THE PROPERTY'S STREET-FRONT AESTHETICS AND PEDESTRIAN SAFETY WHILE DIRECTLY CONTRIBUTING TO THE UNIQUE, HISTORIC CHARM OF CARMEL-BY-THE-SEA. THE EXISTING DRIVEWAY WILL BE CAREFULLY RECONSTRUCTED USING PREMIUM COBBLE FLAGSTONE, AND FRONT PLANTER BEDS WILL BE BUILT-IN CARMEL STONE SPECIFICALLY SELECTED TO COMPLEMENT THE HISTORIC BUILDING'S ORIGINAL ARCHITECTURE AND HONOR THE VILLAGE'S DESIGN TRADITIONS. IN COORDINATION WITH THE CITY'S EFFORTS TO REPAIR THE ADJACENT STREET DRAINAGE AND PUBLIC SIDEWALK, THIS UPGRADE WILL SIGNIFICANTLY IMPROVE STORMWATER MANAGEMENT AND NEIGHBORHOOD INFRASTRUCTURE FUNCTION. FURTHERMORE, THE PROJECT INCLUDES A THOUGHTFUL LANDSCAPE REDESIGN. EXISTING GROWTH THAT BLURS THE BOUNDARY WITH THE ADJACENT HOTEL WILL BE REMOVED TO CLEARLY DIFFERENTIATE THE PROPERTIES. IN ITS PLACE, A CURATED, HIGH-CURB-APPEAL LANDSCAPE WILL BE INTRODUCED, UTILIZING A VIBRANT "BEACH-MEETS-FOREST" BOTANICAL PALETTE. THIS DESIGN IS INTENTIONALLY CRAFTED TO HARMONIZE WITH CARMEL'S NATURAL COASTAL-WOODLAND AESTHETIC, CREATING A WELCOMING, BEAUTIFUL, AND CHARACTER-APPROPRIATE TRANSITION FROM THE PUBLIC WAY TO THE PRIVATE PROPERTY.	CAMINO REAL 3 NW OF 9TH	6/5/2026		In Review
26212	Design Study	DS 26212 (Rothacker)	One	Interior remodel of a SFD. The kitchen will be enlarged and updated with new cabinets and appliances. All bathrooms to be updated with new cabinets and fixtures. All new windows and exterior doors to replace single pane. Also included is the conversion of a 110 sqft covered porch into an interior mudroom, as well as a 54 sqft balcony into an interior hallway	Forest 2 NW of 8th	6/10/2026		In Review
26211	Design Study	DS 26211 (Reinitz)	One	T1-11 exterior siding 16' x 16' wall and roof replacement	Monte Verde 3 SE 9th	6/11/2026		In Review
26210	Banners	BA 26210 (Sunset Center)		Installation of 5 double-sided banner poles for 7 days from October 20, 2026 - October 28, 2026	Ocean from Junipero to Monte Verde	6/3/2026		Incomplete Submission
26209	Design Study	DS 26209 (Kitterman)	One	Skylight installation. Carefully remove approximately a 10'x10' section of shingles above the living room. Existing plywood will be cut to create new framed opening extending down to ceiling to accommodate the installation of two new 25 1/2"x49 1/2" curb mounted Velux Solar skylights.	Santa Fe 4 NW of 2nd	6/15/2026		Corrections Required
26208	Design Study	DS 26208 (Sanborn)	One	Reduce existing concrete block retaining wall from 5'-0" high (including 12" h. footing) to 3'-6" overall height (including footing)	Forest Rd 3 SW of 8th	6/10/2026		In Review

26207	Design Study	DS 26207 (Nickell)	One	Replace stone pathway from fence to road w D.G.. Plant ferns mondograss in public area between path and corner where it is muddy to preserve soil from erosion and beautify area. All work on Lobos side of property.	NW corner Lobos & 4th	6/9/2026		In Review
26206	Banners	BA 26206 (Monterey Symphony)		Installation of 5 double-sided banner poles for 10 days from February 13, 2027 - February 22, 2027 for the Monterey Symphony's February Concerts; permitted to increase to 10 double-sided banners on Ocean Ave and 2 double-sided banners at the Sunset Center, utilizing all stanchions, from February 18, 2027 to February 22, 2027.	Ocean from Junipero to Monte Verde	6/1/2026	6/1/2026	Approved
26205	Banners	BA 26205 (Monterey Symphony)		Installation of 5 double-sided banner poles for 10 days from October 10, 2026 - October 19, 2026 for the Monterey Symphony's October Concerts.; permitted to increase to 10 double-sided banners on Ocean Ave and 2 double-sided banners at the Sunset Center, utilizing all stanchions, from October 14, 2026 to October 19, 2026.	Ocean from Junipero to Monte Verde	6/1/2026	6/1/2026	Approved
26204	Banners	BA 26204 (Monterey Symphony)		Installation of 10 double-sided banner poles for 10 days from May 15, 2027 - May 24, 2027 for the Monterey Symphony's <u>May Concerts</u>	Ocean from Junipero to Monte Verde	6/1/2026	6/1/2026	Approved
26203	Banners	BA 26203 (Monterey Symphony)		Installation of 10 double-sided banner poles for 10 days from April 10, 2027 - April 19, 2027 for the Monterey Symphony's <u>April Concerts</u>	Ocean from Junipero to Monte Verde	6/1/2026	6/1/2026	Approved
26202	Banners	BA 26202 (Monterey Symphony)		Installation of 10 double-sided banner poles for 10 days from March 13, 2027 - March 22, 2027 for the Monterey Symphony's <u>March Concerts</u>	Ocean from Junipero to Monte Verde	6/1/2026	6/1/2026	Approved
26201	Banners	BA 26201 (Monterey Symphony)		Installation of 10 double-sided banner poles for 10 days from November 14, 2026 - November 23, 2026 for the Monterey Symphony's <u>November Concerts</u>	Ocean from Junipero to Monte Verde	6/1/2026	6/1/2026	Approved

Total Records: 51

7/1/2026



Business License Report

06/01/2026 - 06/30/2026

Entity #	Application Type	Business Name	Business Description	Location	Date Received	Date Approved	Status
26031	New Business	Golf Professional Services	Golf professional services, swing analysis, services concerning golf instruction, golf improvement	5th & Lincoln			In Review
26030	Ownership Change	Carmel Honey Company	Selling honey and honey-related products	Mission & Ocean	6/3/2026		In Review
26029	Ownership Change	Carmel Retail Property Owner, LLC	Shopping center	Ocean Avenue & Mission	6/1/2026		In Review

Total Records: 3

7/1/2026



Building Permit Report

06/01/2026 - 06/30/2026

Permit #	Date Submitted	Date Approved	Project Description	Valuation	Permit Type	Property Location
260308	6/30/2026		INTERIOR RENOVATION TO AN EXISTING RESIDENCE, INCLUDING REPLACEMENT OF ALL WINDOWS AND DOORS, NEW PLASTER AND WOOD SIDING, REMOVAL OF A PORTION OF THE EXISTING ROOF STRUCTURE, AND REPLACEMENT OF ROOFING MEMBRANE.	600,000	Building	Santa Fe 4 SW of 4th
260307	6/30/2026	6/30/2026	Paint interior walls, interior trim, and refinish existing hardwood floors.	0	Exempt Work	Ocean 2 SE of Monte Verde
260306	6/30/2026	6/30/2026	Remove and replace water heater - Install Bradford White 50 gallon gas heater	2,500	Plumbing	Lincoln 5 SE of 13th
260305	6/30/2026		2 batteries (27kwh) + EV charger	22,000	Electrical	Guadalupe 2 SE of 3rd
260304	6/30/2026		Replacement in kind of 140 SF wood deck, wood structure and handrail.	30,000	Building	Junipero 2 SW of 5th
260303	6/25/2026		Install new roof mounted 4.32 kW solar system, 12 Panasonic PV modules, 12 Enphase microinverters.	13,000	Electrical	NW Corner of Carpenter & 5th
260302	6/24/2026	6/25/2026	Tear off (e) wood shake roof. Install new underlayment and new Brava Synthetic Shake multi-width roof in the color "Natural Cedar".	86,845	Building	Casanova 4 NE of 11th
260301	6/24/2026	6/24/2026	Relocate PG&E electrical service meter to the other side of house, replace panel.	1,500	Electrical	Mission 2 SE of 9th
260300	6/23/2026		Add 11' x 7' gunite spa & entry steps inside pool. Replace tile, pebble finish, automatic cover, pool equipment(including heat pump + gas heater).	179,171	Building	Scenic 4 SE of 8th
260299	6/23/2026		Front porch framing repair work. Existing posts and portion of the room frame are rotten and to be repalced.	6,000	Building	3050 Rio Road
260298	6/23/2026	6/23/2026	Remove existing roof and install CertainTeed Landmark TL roof in color "Country Gray".	15,500	Roofing	NW Corner of Torres & 8th
260297	6/23/2026		Remove (e) cedar shake roof. Install 5/8" CDX plywood, two layers of W.R. Grace Ice & Water Shield, one layer of 350 paragon mineral surfaced rolled roofing. Install flat reclaimed clay tile roof covering.	75,000	Building	Carpenter 4 SW of 3rd
260296	6/22/2026	6/22/2026	Tear off existing wood shake roof and install new Cedur shake class "A" synethic roof in color "Walden".	193,200	Roofing	Guadalupe 2 NW of 3rd

260295	6/22/2026		Interior remodel of existing SFR to convert an existing bedroom into master bath and closet. Covert (e) closet in master bedroom to cabinetry. Covert (e) half bath into closet, (e) family room into a guest bedroom, and an office and a guest bathroom by adding interior walls. Convert (e) bathroom into a butler's pantry. Reconfigure the laundry room. Remodel the kitchen.	30,000	Building	25905 Junipero St
260294	6/22/2026		Kitchen and bathroom remodel including replacement of cabinets, countertops, fixtures, flooring, enlarged kitchen window opening, tankless water heater relocation, and associated electrical and plumbing work. No change to building footprint	147,926	Building	NW Corner of Torres & 8th
260293	6/22/2026	6/22/2026	Removal of existing furnace Installing new Mitsubishi model# MXZ-2D20NL, BTU 20,000, 1.67TON.	16,600	Mechanical	Junipero 3 NE of 8th
260292	6/18/2026		Installation of a water bottle refill station in the alcove between the restrooms.	2,500	Plumbing	NW Corner of Junipero & Ocean
260291	6/18/2026	6/30/2026	Replace main electrical panel.	3,500	Electrical	Santa Rita 2 SW of 2nd
260290	6/16/2026		Replace 3 windows and 2 sliding glass doors, remodel guest bath, remove existing window and replace with French door, replace existing balcony wall with glass railing, repair/replace balcony decking, update exterior lights, paint exterior. replace garage door	30,000	Building	San Antonio 2 NE of 9th
260289			Replace section of sewer line on sidewalk	2,000	Plumbing	NW Corner of 6th & Mission St. Carmel
260288	6/15/2026	6/15/2026	Excavate walkway to spot repair 6" section of water line.	2,500	Plumbing	Lincoln 4 NE of 7th
260287	6/15/2026		Addition of two Tesla Powerwalls inside of garage.	47,600	Electrical	Guadalupe 3 SE of 2nd
260286	6/12/2026	6/12/2026	Replace leaking water heater - install Bradford White RG240S6N short 40 gallon water heater	2,500	Plumbing	NE Corner of Casanova & 9th
260285	6/11/2026	6/30/2026	Repair southeast corner of bedroom and garage corner due to water intrusion.	3,000	Building	SW Corner of Guadalupe & 3rd
260284	6/10/2026	6/10/2026	Remove existing shake roof and replace with new Cedarlite 600 light weight tile in color "Autumnwood", 7/16 osb, and 401 malarkey underlayment.	49,750	Roofing	Santa Rita 3 SE of 2nd
260283	6/10/2026	6/10/2026	Replace main electrical panel from 100amp to 200amp.	3,000	Electrical	Guadalupe 3 SE of 7th
260282	6/9/2026		Remodel of an existing house to accommodate construction of new ADU above garage. Create new laundry room.	2,000	Building	Trail View 2 SE of Flanders Way

260281	6/9/2026		Existing Residence to perform landscape improvements that include remove existing driveway and other non permeable hardscape to replace with new permeable paving. Additional work would be new grape stake fencing, concrete pad for future above ground spa, and new low garden walls. No new planting.	30,000	Building	Oak Knoll 4 NE of Forest
260280	6/9/2026	6/9/2026	Repair and reroof of existing slate roof. Install a waterproof barrier and reinstall of "like-for-like" slate tile roof, also repair all gutters and fascia boards like for like	38,000	Building	Forest 2 NW of 8th
260279	6/5/2026	6/5/2026	Tear off Existing Wood Shakes roof system, Install new Brava Synthetic Shake roof system in color "Canyon Gray".	65,000	Roofing	Camino Real 2 SW of Ocean
260278	6/5/2026		Expansion of existing restaurant into adjacent space as a new lounge and additional bar for Char Steakhouse.	80,000	Building	Dolores 3 SW of Ocean
260277	6/4/2026		Garage conversion single bay to an ADU.	55,000	Building	San Antonio 2 SE of 7th
260276	6/3/2026		Demolish existing garage. Rebuild new 364sf garage with a new 498sf ADU above.	150,000	Building	Casanova 5 SW of 9th
260275	6/2/2026	6/5/2026	Remove existing shake roof and install new CeDur Synthetic Heavy Shake roof system in color "Walden" to main house and attached garage.	63,580	Roofing	SW Corner of San Antonio & 10th
260274	6/2/2026	6/9/2026	Remove and replace existing bitumen roofing system. Install insulation board and modified bitumen cap sheet to match existing. Replace drip edge, roof nosing, roof hacks, and damaged T&G dry rot at roof overhang. Affected interior exposed ceiling to be painted to match existing color.	30,000	Roofing	NW Corner of Casanova & 11th
260273	6/2/2026	6/2/2026	Remove existing shake pitched roof and T&G flat roof. Replace with new wood shake roof and new TPO with gravel ballast finish.	39,000	Building	Torres 4 SW of 10th
260272	6/1/2026	6/2/2026	Re-roof over new sheathing with class A title 24 cool roofing CertainTeed Presidential TL composition shingles in color "Autumn Blend".	43,000	Roofing	Carmelo 7 NW of 4th
260271	6/1/2026	6/1/2026	Pressure wash exterior building and paint the exterior eaves and trim the same color to match existing.	0	Exempt Work	NE Corner of Junipero & 4th

Total Records: 38

7/1/2026



Code Compliance Report

06/01/2026 - 06/30/2026

Case #	Case Date	Status	Location	Problem Description	Date Received	Date Closed
26188	6/30/2026	Open	Santa Rita 4 SE of 2nd (248 Santa Rita)	Strong stench coming from waste accumulation that is reaching adjacent properties; interfering with comfortable enjoyment of life and property.	6/21/2026	
26187	6/30/2026	Open	Guadalupe 2 NW of 3rd	Cladding removal; exceeding scope of permitted reroof. BP 260296 (Moriarty)	6/30/2026	
26186	6/30/2026		NW Corner Guadalupe & 6th	Landscaping and rocks in the public right-of-way	6/29/2026	
26185	6/30/2026	Closed	Monte Verde 3 SW of 7th	Gas-powered tool in use	6/30/2026	6/30/2026
26184	6/30/2026	Open	San Carlos 2 SE of 7th	Vents that blow exhaust onto adjacent residents.	6/26/2026	
26183	6/30/2026	Open	Lobos 4 SW of 1st	Newly installed down spouts pointed toward neighboring property; water runoff concern.	6/30/2026	
26182	6/27/2026	Open	SE Corner of San Carlos and 5th	Leaking water pipe on north side of Chevron gas station.	6/27/2026	
26181	6/27/2026	Open	SE Corner of Santa Lucia & Monte Verde	"Open House" sign in public right-of-way	6/27/2026	
26180	6/27/2026	Closed	Forest Hill Park, tennis courts	Pickle ball game being played	6/25/2026	6/27/2026
26179	6/27/2026	Open	NW Corner of Mission & 8th	Garbage bins stored for long periods of time in the public right-of-way.	6/23/2026	
26178	6/27/2026	Open	Lopez 11 NW of 4th	Garbage bins stored in driveway and visible from the public right-of-way.	6/27/2026	
26177	6/27/2026	Open	Lopez 2 SE of 2nd	Garbage bins stored in public right-of-way.	6/27/2026	
26176	6/27/2026	Open	SE Corner of Lopez and 2nd	Garbage bins stored in public right-of-way; visible from street.	5/9/2026	
26175	6/27/2026	Open	Monterey Street 3 NW of 2nd Avenue	Potentially unpermitted washer and dryer hook-ups on back deck.	6/19/2026	
26174	6/27/2026	Open		No public bathroom	6/17/2026	
26173	6/12/2026	Open	Dolores 4 SE of Ocean	Unpermitted use - selling coffee and ice cream	6/12/2026	
26172	6/25/2026	Open	Lincoln 4 SE of 3rd	Tubes on flat roof directing water onto neighboring properties	6/25/2026	

26171	6/23/2026	Closed	SW Corner of Carpenter & 2nd	"Open House" sign in public right-of-way	6/23/2026	6/27/2026
26170	6/23/2026	Open	SE Corner of Guadalupe & 6th	Building a fence without a permit; fence exceeds 6 feet.	6/22/2026	
26169	6/20/2026	Closed	NE Corner San Carlos & 13th	"Open House" A-frame signs in the public right-of-way		6/23/2026
26168	6/20/2026	Open	5006 Monterey Street / Monterey 4 SW of 2nd	Building fence without a permit; fence height in front setback exceeds allowable limit of 4 feet. Issued STOP WORK ORDER.	6/20/2026	
26167	6/20/2026	Open	Carpenter 3 SW of 3rd	Bulky items left on side of the street when home was vacated 3-4 weeks ago.	6/17/2026	
26166	6/18/2026	Open	2nd Ave 2 SE of Santa Fe	Fence on south side of the property in back yard exceeds 7 feet.	6/17/2026	
26165	6/18/2026	Open	NW Corner of Junipero & 12th	Potential illegal short-term rental	6/18/2026	
26164	6/18/2026	Open	Camino Real 3 SW of 13th	Unpermitted stone work and stone planters installed in the public right-of-way	6/18/2026	
26163	6/17/2026	Closed	NW Corner of Junipero & 6th	Loud music coming from the business that can be heard by adjacent residents. 06/09 - 06/19/2026	6/16/2026	6/27/2026
26162	6/13/2026	Closed	NW Corner of Carpenter & 2nd	Unpermitted "Open House" banner signs and A-frame signs in public right-of-way; excess A-frame signs		6/20/2026
26161	6/12/2026		Treehouse Cafe storm drain	Neighbor compliant of restaurant wash water coming through SD to street. Val followed up. Manager denies act. Evidence of small bits of trash at the drain behind the restaurant. South side drain has "leads to ocean" emblem. back drain most likely funnels there, not to sewer. Based on lack of evidence, Cafe received a last warning NOV, next violation is a \$1000 fine. Also entered into IWORQ SW page #252268581	6/12/2026	6/12/2026
26160	6/9/2026	Closed	NW Corner of Junipero & 6th	Loud music coming from the business that can be heard by adjacent residents. 06/08/2026	6/8/2026	6/9/2026

26159	6/9/2026	Closed	NW Corner of Junipero & 6th	Loud music coming from the business that can be heard by adjacent residents. 06/05/2026	6/5/2026	6/9/2026
26158	6/6/2026	Closed	Ocean Avenue 4 NW of San Carlos Street	Full wooden pallet of product in the sidewalk/public right-of-way	5/15/2026	6/20/2026
26157	6/6/2026	Closed	Santa Fe 5 SE of Ocean	"Open House" real estate sign in public right-of-way	6/6/2026	6/6/2026
26156	6/6/2026	Closed	NE Corner of Monte Verde & Ocean	Balloons at the front entrance of the store.	6/6/2026	6/6/2026
26155	6/6/2026	Closed	NW Corner of Mission & 7th	Outdoor speaker located in a planter adjacent to the public right-of-way	6/6/2026	6/6/2026
26154	6/6/2026	Open	Lopez 4 SE of 2nd	Garbage bins stored in public right-of-way.	5/9/2026	
26153	6/6/2026	Open	Lopez 3 SE of 2nd	Garbage bins stored in public right-of-way.	5/9/2026	
26152	6/6/2026	Open	Lopez 1 SE of 2nd	Garbage bins stored in public right-of-way.	5/9/2026	
26151	6/6/2026	Open	San Carlos 2 SW of Ocean	Operating business without business license	5/8/2026	
26150	6/5/2026	Open	Lopez 5 SE of 2nd	Garbage bins stored in public right-of-way throughout the week. (BP 250287)	5/9/2026	
26149	6/5/2026	Closed	NW Corner of Junipero & 6th	Loud music coming from the business that can be heard by adjacent residents. 05/22 - 05/25/2026	5/22/2026	6/5/2026
26148	6/5/2026	Closed	Lincoln 7 SE of 4th / Lincoln 3 NE of 5th	Unpermitted landscaping in the public right-of-way	6/5/2026	6/23/2026
26147	6/5/2026	Open	Lincoln 5 SE of 4th / Lincoln 5 NE of 5th	Unpermitted "No Parking" sign	6/5/2026	

Total Records: 42

7/1/2026



Transient Rental Report

06/01/2026 - 06/30/2026

Case #	Street	Status	Date Received	Last Status Date	Date Closed
26165	Junipero	Open	6/18/2026		

Total Records: 1

7/1/2026



Encroachment Permit Report

06/01/2026 - 06/30/2026

Permit #	Permit Type	Date Submitted	Project Description	Property Location	Date Issued	Status
260158	Temp Ench	6/30/2026	Replacement of driveway approach and asphalt burm at street.	2981 Franciscan Way		In Review
260157	Temp Ench	6/30/2026	Propose to perform work in conjunction with TEMP EN 260086 to replace sidewalk section on Monte Verde St in front of property.	Monte Verde 2 SE of 5th		In Review
260156	Temp Ench	6/30/2026	Applicant to trench, backfill and install electric substructures. PG&E to trench and backfill for enclosure install. PG&E to install new underground service and enclosure. PM# 35729440	San Carlos 3 SE of 1st	6/30/2026	Issued
260155	Temp Ench	6/25/2026	4'x2' concrete path in sidewalk, install new meter box.	Mission 2 NW of 6th	6/30/2026	Issued
260154	Temp Ench	6/23/2026	Placement of material loading vehicle in right of way.	NW Corner of Torres & 8th	6/30/2026	Issued
260153	Temp Ench	6/18/2026	Applicant to trench & backfill for SV3 & #1 enclosure. PG&E to trench & backfill for SV2 & #3 enclosure. PG&E to install underground services & #3 enclosure. PG&E to remove overhead service & #2 enclosure.. Previously approved permit 250158. PM# 35626615 CONDITION: PG&E will need to seal the entire width of the street, extending 10 feet on either side of the trench cut after their final asphalt patch.	Scenic 6 SE of Ocean	6/30/2026	Issued
260152	Temp Ench	6/18/2026	Removal of a total of 93 trees and trimming of 546 trees for fire mitigation and clearing of power facilities. PM# 8210320	Various Throughout City	6/18/2026	Issued

260151	Driveway	6/17/2026	New driveway access to private property.	2730 Santa Lucia	6/18/2026	Issued
260150	Temp Ench	6/17/2026	New meter box installation. Asphalt patch to meter box and 1'x1' patch below meter box.	Junipero 6 NE of 8th	6/18/2026	Issued
260149	Temp Ench	6/16/2026	Vegetation management will trim two trees for fire abatement. PM# 8210320	Intersection of Camino Real & 12th	6/17/2026	Issued
260148	Temp Ench	6/16/2026	Replace section of 4" sewer line under sidewalk.	NW Corner of Mission & 6th		In Review
260147	Temp Ench	6/16/2026	PG&E to trench and backfill. PG&E to replace transformer and underground service. PM# 35540377	Lincoln St & 7th Ave, Carmel	6/18/2026	In Review
260146	Temp Ench	6/16/2026	Closure of sidewalk and reservation of two parking stalls for demolition and construction staging directly in front of the construction project. Authorized construction fencing to extend to edge of sidewalk. Revised 7/26/24: Construction parking closure to include one space on the West side of Dolores, directly south of Picadilly Park. CONDITIONS: 1) The sidewalk closure shall be for authorized construction times only, or when material is in the right of way. Sidewalk shall be made open to the public outside of working hours. 2) "Sidewalk Closed Ahead" signs are to be posted and maintained at the sidewalk intersections on Dolores at all times. 3) ALL DUMPSTERS, EQUIPMENT, AND TRUCKS ARE REQUIRED TO BE REMOVED FROM THE SITE FROM AUGUST 14TH THROUGH AUGUST 16TH FOR CAR WEEK EVENTS. SIDEWALK SHALL REMAIN OPEN DURING THIS TIME.	Dolores 4 NE of 7th	6/16/2026	Issued

260145	Temp Ench	6/15/2026	Applicant to trench, backfill & install electric substructures. PG&E to replace pole, install underground electric service and install overhead transformer. TREE TRIMMING AND ROAD CLOSURE REQUIRED. PM# 35727261.	NW Corner of Carpenter & 5th		In Review
260144	Temp Ench	6/15/2026	Applicant to trench, backfill, & install electric substructures. PG&E to remove overhead service and install. Applicant to trench, backfill, & install electric substructures. PG&E to remove overhead service and install underground service. PM# 35604037	Pine Ridge 3 NE of Forest	6/18/2026	Issued
260143	Temp Ench	6/15/2026	Trench across San Carlos for installation of new underground electrical service. CONDITION: "Road closed ahead" signs required on 13th and San Carlos, and on Santa Lucia and San Carlos.	San Carlos 5 SW of 13th	6/15/2026	Issued
260142	Temp Ench	6/12/2026	Replacement of existing Public Sewer Pipe Work will be completed using pipe bursting to limit digging in road. Some excavation will still be required at pipe insertion locations and existing building tie-in locations.	Mission St (btwn 11th and 12th) – 340 ft pipe burst, Santa Lucia (btwn Mission and Dolores) – 420 ft of pipe burst		In Review
260141	Temp Ench	6/12/2026	4'x16' asphalt patch at both sides of the road.	13th 2 NE of Mission	6/16/2026	Issued
260140	Temp Ench	6/12/2026	28x8 asphalt patch across the width of Camino Real	Camino Real 4 NE of 13th	6/16/2026	Issued
260139	Temp Ench	6/12/2026	Access 13 existing poles, 7 existing vaults, 6 existing pedestals, and 1 existing power supply for maintenance.	San Carlos and Dolores from 6th to 3rd	6/16/2026	Issued
260138	Temp Ench	6/12/2026	Maintenance excavate 1' x 6' lane closure, 1 day + restoration. PM# 47325870	Lincoln 3 NE of 11th	6/16/2026	Issued

260137	Temp Ench	6/11/2026	Applicant to trench, backfill & install electric substructures. PG&E to install overhead transformer and underground electric service. Tree trimming required. PM# 35718957	San Carlos 5 SW of 13th		In Review
260136	Temp Ench	6/11/2026	Applicant to trench, backfill and install electric substructures. PG&E to replace pole, enclosure and overhead electric services. PG&E to install new underground electric service and overhead transformer. ROAD CLOSURE AND TREE TRIMMING REQUIRED. PM# 35719362.	Monte Verde 8 SW of 12th	6/23/2026	Issued
260135	Temp Ench	6/10/2026	PG&E to replace poles, replace overhead transformer, replace overhead electric services, and extend overhead primary. ROAD CLOSURE AND TREE TRIMMING REQUIRED. PM# 35715482	SW Corner of Torres & 8th		In Review
260134	Temp Ench	6/10/2026	PG&E to replace pole. Road closure and tree trimming required. PM# 35620740	Carmelo 4 NW of 8th		In Review
260133	Temp Ench	6/5/2026	Replace sewer lateral using pipe bursting.	SE Corner of Torres & 4th	6/16/2026	Issued
260132	Driveway	6/2/2026	Remove and replace existing 532sf of asphalt driveway.	1st 2 NW of Santa Fe		In Review
260131	Temp Ench	6/1/2026	Trimming 55 trees nearby power facilities for fire mitigation. PM# 8210320.	Rio Road		In Review
260130	Driveway	6/1/2026	Widening the existing driveway to 14' max and install pavers to the driveway within the City right-of-way.	Guadalupe 4 NE of Ocean		In Review

Total Records: 29

7/1/2026



Tree Permit Report

06/01/2026 - 06/30/2026

Permit #	Permit Date	Permit Type	Location of Property	Description	Status	Approved Date
26124	6/1/2026	2. Tree Removal/Pruning	Ocean Ave 3 SE of Forest	1 Large Dead Coastal Oak Tree	Approved	6/2/2026
26125	6/3/2026	1. Tree Evaluation	NW Corner of Torres and 2nd	1 Oak; 1 pine	Approved	6/23/2026
26126	6/3/2026	2. Tree Removal/Pruning	SW Corner of Dolores and 1st	(1) Oak, (1) Toyon cluster	Approved	6/19/2026
26127	6/4/2026	2. Tree Removal/Pruning	Guadalupe 3 NE of 1st, Carmel-by-the-Sea, California 93921	Either remove large Oak tree or remove large leader over hanging home	Approved	6/8/2026
26128	6/4/2026	1. Tree Evaluation	San Carlos 3 NE OF 11th (brick wall)	Evaluate feasibility of extending garage 10 to 12 ft. New foundations would be 3 to 5 ft away from trees.	In Review	
26129	6/6/2026	2. Tree Removal/Pruning	camino real 4 nw 11th	pine pruning for safety or removal if possible	In Review	
26130	6/8/2026	2. Tree Removal/Pruning	Monte Verde Street, 3 S/W of 13th Avenue	Evaluation of an existing non-healthy oak tree structurally impacting the existing house.	Approved	6/8/2026
26131	6/9/2026	2. Tree Removal/Pruning	Carmelo 3 NW of 13th	1 large oak tree, Front yard insurance	Approved	6/16/2026
26132	6/10/2026	2. Tree Removal/Pruning	Lopez, 3NW of 4th (soon 369 Lopez)	(1) Remove dead oak (second of conjoined pair, previously had permission to remove both but just did the fully dead half), (2) trim redwood where rubbing against roof.\	Approved	6/15/2026
26133	6/10/2026	2. Tree Removal/Pruning	Junipero 2 NW of 10th	Two 12DBH Coast live Oak,	Approved	6/10/2026
26134	6/12/2026	1. Tree Evaluation	Carmelo Street 2 NE 4th Avenue	evaluation of existing coast live oak treet	In Review	
26135	6/15/2026	2. Tree Removal/Pruning	side yard of Junipero 2 SE of 10th, Carmel-by-the-Sea, CA 93921	We are requesting permission to remove a mature Monterey Pine	In Review	
26136	6/15/2026	2. Tree Removal/Pruning	Camino Real 3 SW of 4th	remove two acacia trees on south side of property in backyard to help live oak get more sun to grow. Prune the three Acacia trees on South of property in front yard.	In Review	
26137	6/16/2026	2. Tree Removal/Pruning	Guadalupe 4 NW of 5th	1 15 inch pine	Approved	6/19/2026
26138	6/18/2026	2. Tree Removal/Pruning	SE Corner of San Carlos & Camino Del Monte	2 Monterey pines over 50 feet tall	In Review	
26139	6/22/2026	2. Tree Removal/Pruning	SW Corner of Casanova & 11th	1 oak 28 in, 1 beech 25 in	In Review	
26140	6/22/2026	2. Tree Removal/Pruning	Guadalupe 2 SE of 5th	1- 20 in Coastal Live Oak	In Review	
26141	6/23/2026	2. Tree Removal/Pruning	NW Corner of Torres and 2nd	1 Oak; 1 pine	Approved	6/23/2026

26142	6/23/2026	2. Tree Removal/Pruning	Dolores 7 SE of 13th	Please expedite this tree for immediate emergency evaluation. All other sections of the tree extend over structures. The tree is massive and a significant hazard. A single extremely large section of an oak tree fell due to rot at the base. All other sections are at extreme risk of falling and should be assessed for immediate removal.	Approved	6/24/2026
26143	6/24/2026	1. Tree Evaluation			In Review	
26144	6/26/2026	2. Tree Removal/Pruning	Torres 4 SW of 8th	Remove one 15DBH California Live Oak tree from the north side of the house	Approved	6/26/2026
26145	6/29/2026	4. Emergency Tree Work	26025 Ridgewood Rd	1 Monterey pine ~50'	Approved	6/29/2026
26146	6/30/2026	2. Tree Removal/Pruning	2981 Franciscan Way	1-7' Oak	Approved	6/30/2026
26147	6/30/2026	2. Tree Removal/Pruning	Monte Verde St 1NE of 3rd Ave Carmel, CA 93921	Property has been evaluated for 1 tree removal and 2 trees pruned	In Review	

Total Records: 24

7/1/2026



CITY OF CARMEL-BY-THE-SEA

Monthly Report

Public Safety

June 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 June 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 June 2026, the fire/ambulance were able to meet those performance measures. The response time was 100% being under a five-minute response time with no code-3 calls over 5 minutes.

Total number of combined incidents for Fire/Ambulance: **82** [(68 Carmel incidents) + (14 outside responses)] = total with an average response time: 3:28 min. for Carmel Incidents and 7:27 min. for outside Carmel incidents.

Fire/Ambulance Calls Outside of Carmel

There were 14 calls for Ambulance response outside of Carmel-by-the-Sea with the highest total responses being in Monterey (5).

Code 3 Events Over 5 minutes = 0 out of 68 total calls: (All in Carmel-by-the-Sea)

SERVICE CALLS

None to report!

Attachments:

1. RESPONSE SUMMARY REPORT BY INCIDENT TYPE 27060 CARMEL-BY-THE-SEA Alarm Date
From: 06/01/2026 To: 06/30/2026

*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 June 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: **06/01/2026 To: 06/30/2026** 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 June 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: 06/01/2026 To: 06/30/2026



Incident Type Category	Incident Type	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
BIG SUR							
Noemerg	Cancelled	6/26/26 4:55 PM	260626-MNT05003	0:03:00	47401 HIGHWAY 1		3
			1	0:03:00			
CARMEL HIGHLANDS							
Medical	Stroke / CVA	6/4/26 9:27 PM	260604-MNT04388	0:15:00	128 CYPRESS WAY		3
Medical	Stroke / CVA	6/15/26 9:24 AM	260615-MNT04670	0:11:55	163 SPINDRIFT ROAD		3
			2	0:13:28			
CYPRESS							
Medical	Fall	6/5/26 12:12 PM	260605-MNT04407	0:05:36	26245 CARMEL RANCHO BOULEVARD		3
Medical	Fall	6/12/26 7:54 AM	260612-MNT04591	0:08:09	26245 CARMEL RANCHO BOULEVARD		3
			2	0:06:53			
MONTEREY							
Medical	Altered mental status	6/18/26 6:32 PM	260618-MNT04772	0:10:26	1575 SKYLINE DRIVE		2
Medical	Chest pain (non-trauma)	6/3/26 6:38 AM	260603-MNT04343	0:04:00	151 PARK AVENUE		3
Medical	Convulsions / seizures	6/8/26 3:02 PM	260608-MNT04497	0:08:30	238 MONTECITO AVENUE		3
Medical	Nausea / Vomiting	6/27/26 7:55 PM	260627-MNT05036	0:02:00	200 IRIS CANYON ROAD		3
Medical	Psychological / behavior issues	6/13/26 12:52 PM	260613-MNT-04628	0:11:00	200 GLENWOOD CIRCLE		3
			5	0:07:11			
PEBBLE BEACH							
Medical	Other traumatic injury	6/11/26 4:41 PM	260611-MNT04575	0:13:58	2700 SEVENTEEN MILE DRIVE		3
Medical	Motor vehicle collision	6/6/26 7:48 PM	260606-MNT04454	0:08:49	HIGHWAY 68	SFB MORSE DRIVE	3
			2	0:11:23			
SEASIDE							
Medical	No appropriate choice (medical response)	6/3/26 3:58 PM	260603-MNT04356	0:00:30	1513 FREMONT BOULEVARD		3
Noemerg	Cancelled	6/21/26 1:48 PM	260621-MNT04850	0:05:00	1013 TWEED PLACE		3
			2	0:02:45			

Code 2 Calls	1
Code 3 Calls	13
Total # of Incidents	14
Total Average Response Time	0:07:27



CITY OF CARMEL - FIRE AMBULANCE DEPARTMENT

JUNE 2026

Response Summary Report by District Type

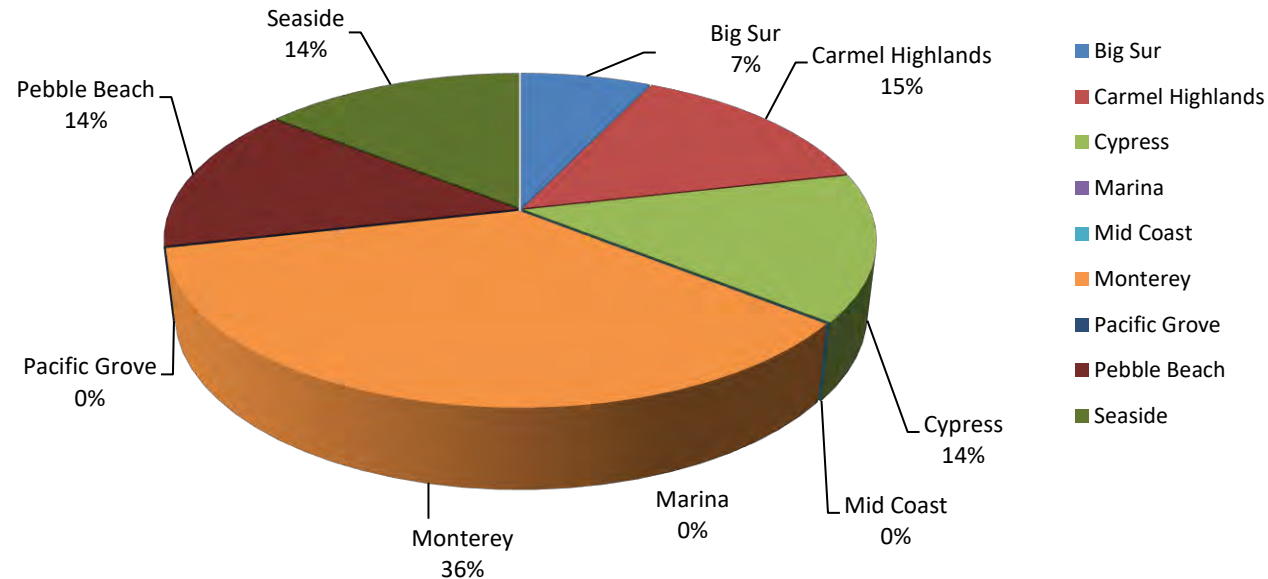


District Response	Number	Average Response Time
Big Sur	1	3:00
Carmel Highlands	2	13:28
Cypress	2	6:53
Marina	0	0:00
Mid Coast	0	0:00
Monterey	5	7:11
Pacific Grove	0	0:00
Pebble Beach	2	11:23
Seaside	2	2:45

Total Responses

14

7:27



Total Code 3 Calls:

13

AMB 15 Response Times for Code 3

Calls ≤ 5 minutes:

100%



RESPONSE SUMMARY REPORT BY INCIDENT TYPE
27060 CARMEL-BY-THE-SEA
Alarm Date From: 06/01/2026 To: 06/30/2026



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
MEDICALS						
Allergic reaction / stings	6/29/2026 3:00 AM	260629-MNT05077	0:04:13	CASANOVA STREET	OCEAN AVENUE	3
Altered mental status	6/13/2026 2:31 PM	260613-MNT04627	0:02:24	LINCOLN ST	5TH AVENUE	3
Altered mental status	6/19/2026 6:51 PM	260619-MNT04805	0:03:51	3080 RIO ROAD		3
Animal bites	6/1/2026 4:23 PM	260601-MNT04297	0:00:15	JUNIPERO AVENUE	4TH AVENUE	3
Cardiac arrest	6/6/2026 11:29 AM	260606-MNT04439	0:02:42	7TH AVENUE	DOLORES STREET	3
Chest pain (non-trauma)	6/7/2026 1:57 PM	260607-MNT04466	0:01:13	6TH AVENUE	MISSION STREET	3
Chest pain (non-trauma)	6/10/2026 5:20 PM	260610-MNT04551	0:01:36	5TH AVENUE	MISSION STREET	3
Chest pain (non-trauma)	6/30/2026 7:05 AM	260630-MNT05103	0:02:54	OCEAN AVENUE	CARMELO STREET	3
Convulsions / seizures	6/13/2026 7:48 PM	260613-MNT04636	0:03:17	SCENIC ROAD	13TH AVENUE	3
Diabetic problems	6/23/2026 9:05 PM	260623-MNT04920	0:02:03	SAN CARLOS STREET		3
Fall	6/10/2026 4:32 AM	260610-MNT04537	0:01:47	6TH AVENUE	MISSION STREET	3
Fall	6/11/2026 11:34 PM	260611-MNT04582	0:03:50	4TH AVE	SANTA RITA STREET	3
Fall	6/17/2026 11:26 AM	260617-MNT04719	0:04:36	6TH AVENUE	MISSION STREET	3
Fall	6/27/2026 1:07 AM	260627-MNT05016	0:04:38	SAN ANTONIO AVENUE		3
Heart problems	6/29/2026 8:52 AM	260629-MNT05080	0:02:05	JUNIPERO AVENUE	4TH AVENUE	3
Industrial accident / inaccessible incident / other entrapment	6/4/2026 10:35 AM	260604-MNT04362	0:02:07	5TH AVE	DOLORES STREET	3
Medical alarm	6/9/2026 2:47 AM	260609-MNT04510	0:04:55	925 CARMELO STREET		3
Nausea / Vomiting	6/15/2026 7:27 AM	260615-MNT04665	0:02:59	JUNIPERO AVENUE	4TH AVENUE	3
No appropriate choice (medical response)	6/1/2026 8:41 AM	260601-MNT04279	0:01:21	JUNIPERO AVENUE	5TH AVENUE	3
No appropriate choice (medical response)	6/4/2026 8:13 PM	260604-MNT04386	0:01:49	5TH AVENUE	SAN CARLOS STREET	3
No appropriate choice (medical response)	6/5/2026 5:36 PM	260605-MNT04415	0:03:33	OCEAN AVENUE	DEL MAR AVENUE	3
No appropriate choice (medical response)	6/19/2026 1:13 PM	260619-MNT04797	0:03:45	SAN ANTONIO AVENUE		3
No appropriate choice (medical response)	6/20/2026 10:35 AM	260620-MNT04820	0:04:03	SCENIC ROAD	8TH AVENUE	3
Overdose	6/25/2026 10:47 PM	260625-MNT04976	0:01:27	SCENIC ROAD	9TH AVENUE	3
Sick case	6/5/2026 8:45 AM	260605-MNT04403	0:01:39	MISSION STREET	6TH AVENUE	3
Sick case	6/8/2026 1:38 PM	260608-MNT04493	0:02:28	MONTE VERDE STREET		3
Sick case	6/18/2026 8:28 PM	260618-MNT04778	0:03:06	CAMINO REAL STREET		3
Sick case	6/21/2026 2:01 AM	260621-MNT04841	0:04:17	SCENIC ROAD	8TH AVENUE	3
Sick case	6/27/2026 12:42 PM	260627-MNT05023	0:04:50	LOBOS STREET	2ND AVENUE	3
Stroke / CVA	6/9/2026 6:44 PM	260609-MNT04528	0:03:00	SE CORNER OF MISSION ST	3RD AVENUE	3
Stroke / CVA	6/11/2026 8:00 AM	260611-MNT04567	0:03:02	26180 LADERA DRIVE		3

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
MEDICALS cont.						
Stroke / CVA	6/19/2026 9:19 AM	260619-MNT04788	0:04:06	3RD AVENUE	LOBOS STREET	3
Stroke / CVA	6/20/2026 6:52 AM	260620-MNT04818	0:04:06	LOBOS STREET	4TH AVENUE	3
Unconscious victim	6/5/2026 9:42 PM	260605-MNT04420	0:02:40	OCEAN AVENUE	MONTE VERDE STREET	3
Unknown problem (medical)	6/25/2026 9:36 PM	260625-MNT04975	0:02:25	OCEAN AVENUE	SAN CARLOS STREET	3
		35	0:02:57			
HAZARDOUS						
Carbon monoxide release	6/6/2026 10:52 AM	260606-MNT04434	0:04:50	LINCOLN STREET	8TH AVENUE	2
		1	0:04:50			
PUBLIC SERVICE						
Citizen assist / service call	6/15/2026 7:44 AM	260615-MNT04666	0:00:03	SANTA FE STREET		2
Citizen assist / service call	6/23/2026 12:20 AM	260623-MNT04890	0:00:08	LINCOLN STREET	13TH AVENUE	2
Citizen assist / service call	6/5/2026 7:04 AM	260605-MNT04400	0:03:08	5TH AVENUE	TORRES STREET	2
Citizen assist / service call	6/16/2026 6:25 AM	260616-MNT04688	0:03:41	MISSION STREET	6TH AVENUE	2
Citizen assist / service call	6/26/2026 12:03 AM	260626-MNT04978	0:03:45	4TH AVENUE	SANTA FE STREET	2
Citizen assist / service call	6/26/2026 9:41 PM	260626-MNT05013	0:04:04	4TH AVENUE	SANTA FE STREET	2
Citizen assist / service call	6/21/2026 1:12 PM	260621-MNT04848	0:04:51	MISSION STREET	8TH AVENUE	2
CO alarm	6/4/2026 4:14 PM	260604-MNT04376	0:04:18	SCENIC ROAD	10TH AVENUE	3
Fire / smoke alarm	6/22/2026 2:00 PM	260622-MNT04879	0:03:57	10TH AVENUE	SAN ANTONIO AVENUE	3
Lift assist	6/12/2026 4:45 PM	260612-MNT04604	0:03:03	LINCOLN STREET	7TH AVENUE	3
Lift assist	6/23/2026 4:15 PM	260623-MNT04910	0:02:58	LINCOLN STREET	7TH AVENUE	2
Lift assist	6/23/2026 8:32 PM	260623-MNT04919	0:03:04	LINCOLN STREET	7TH AVENUE	2
Lift assist	6/30/2026 5:28 PM	260630-MNT05117	0:03:06	LINCOLN STREET	7TH AVENUE	2
Lift assist	6/9/2026 6:35 PM	260609-MNT04527	0:03:14	LINCOLN STREET	7TH AVENUE	2
Lift assist	6/26/2026 5:05 PM	260626-MNT05004	0:04:21	4TH AVENUE	SANTA FE STREET	2
Lift assist	6/25/2026 1:13 PM	260625-MNT04963	0:04:27	4TH AVENUE	SANTA FE STREET	2
Person in distress	6/9/2026 12:53 PM	260609-MNT04516	0:04:00	OCEAN AVENUE	SCENIC ROAD	3
		17	0:03:18			
NO EMERGENCY						
Accidental alarm	6/12/2026 5:00 PM	260612-MNT04605	0:00:59	SAN ANTONIO AVENUE		3
Accidental alarm	6/5/2026 11:31 AM	260605-MNT04405	0:03:28	MONTE VERDE STREET		3
Accidental alarm	6/26/2026 3:53 PM	260626-MNT05001	0:00:33	JUNIPERO AVENUE	7TH AVENUE	2
Accidental alarm	6/3/2026 2:27 PM	260603-MNT04352	0:04:52	CARMELO STREET	10TH AVENUE	2
Cancelled	6/27/2026 1:55 PM	260627-MNT05026	0:01:15	OCEAN AVENUE	MISSION STREET	3
Cancelled	6/9/2026 6:46 AM	260609-064510MNT	0:05:00	925 CARMELO STREET		3
Cancelled	6/26/2026 6:47 PM	260626-MNT05005	0:01:00	MONTE VERDE STREET		2
Intentional false alarm	6/2/2026 8:01 AM	260602-MNT04314	0:01:00	CARMELO STREET	9TH AVENUE	2
Malfunctioning alarm	6/29/2026 8:12 AM	260629-MNT05078	0:02:29	DOLORES STREET	5TH AVENUE	3

ATTACHMENT 3

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
NO EMERGENCY cont.						
Malfunctioning alarm	6/5/2026 12:23 AM	260605-MNT04392	0:03:16	MONTE VERDE STREET		3
No incident found upon arrival / location error	6/24/2026 7:21 PM	260624-MNT04944	0:03:17	CASANOVA STREET	OCEAN AVENUE	3
No incident found upon arrival / location error	6/24/2026 12:42 AM	260624-MNT04924	0:05:15	CARPENTER STREET	2ND AVENUE	2
No incident found upon arrival / location error	6/16/2026 11:31 AM	260616-MNT04695	0:05:18	CAMINO REAL	4TH AVENUE	2
Other false call	6/4/2026 2:18 PM	260604-MNT04371	0:02:02	JUNIPERO AVENUE	OCEAN AVENUE	3
Other false call	6/13/2026 7:25 PM	260613-MNT04635	0:02:44	LINCOLN STREET	7TH AVENUE	3
15			0:02:50			

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

Code 2 Calls	20
Code 3 Calls	48
Total # of Incidents	68
% Under 5 Minute Response Time	100 %



CARMEL-BY-THE-SEA

JUNE 2026

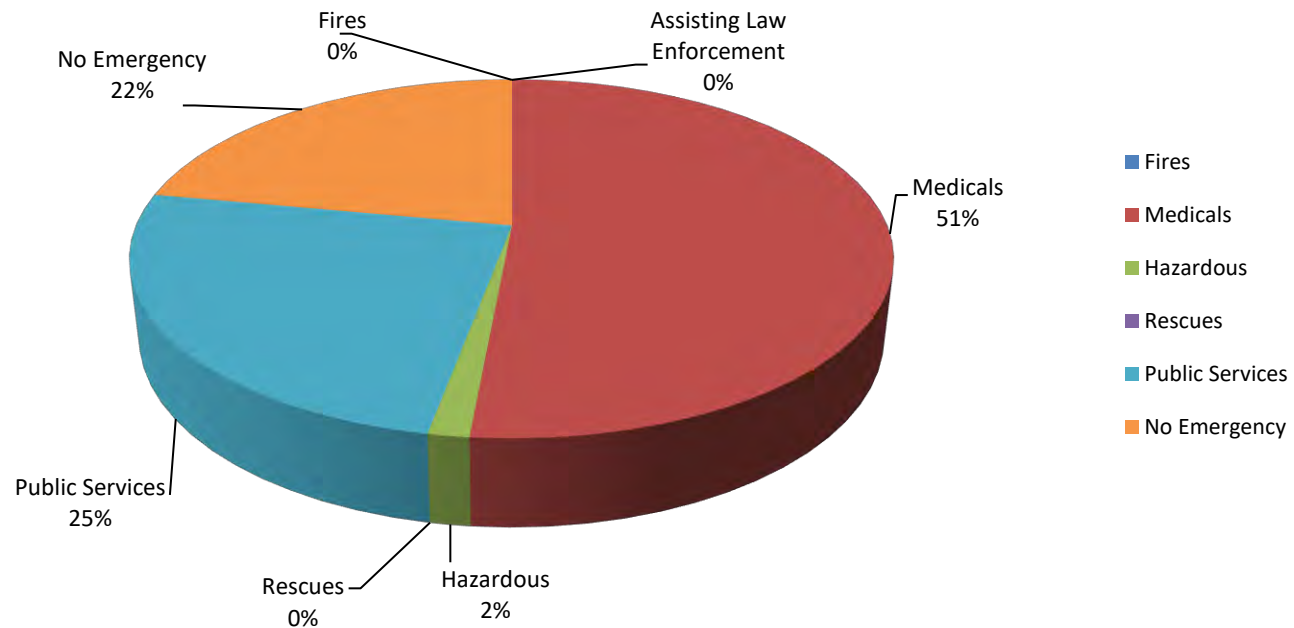
Response Summary Report by Incident Type

Type of Call	Number	Average Response Time
Fires	0	0:00
Medicals	35	2:57
Hazardous	1	4:50
Rescues	0	0:00
Public Services	17	3:18
No Emergency	15	2:50
Assisting Law Enforcement	0	0:00

Total Responses

68

3:28



Total Code 3 Calls:

48

Response Times for Code 3

Calls ≤ 5 minutes:

100%

AMB 15 Total Responses:

58

AMB 15 In City Responses:

44

AMB 15 Out of City Responses:

14

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

Volunteer Fire Brigade/Company

Big Sur VFB

Mid-Coast VFB

Emergency Medical Services

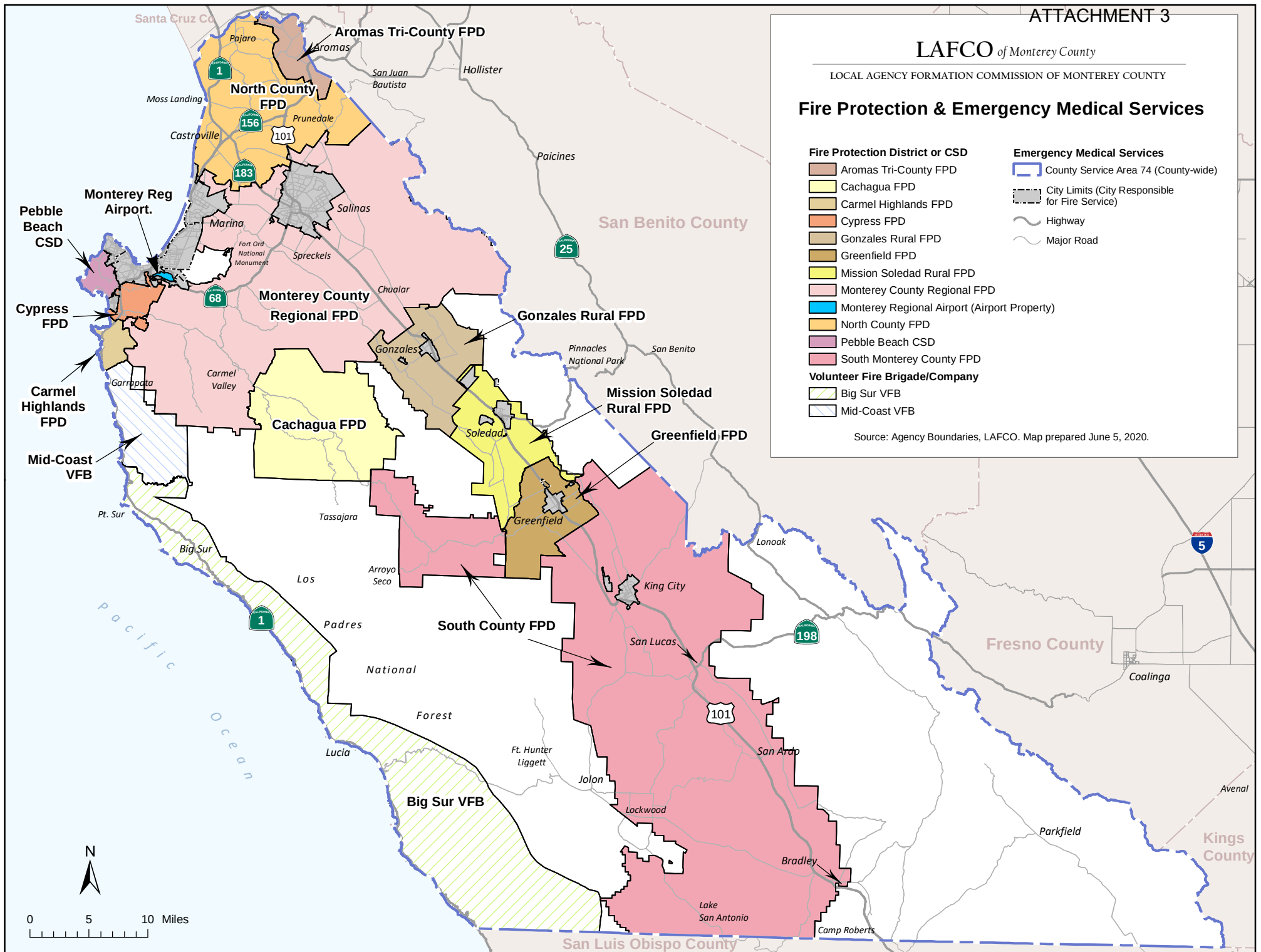
County Service Area 74 (County-wide)

City Limits (City Responsible for Fire Service)

Highway

Major Road

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



LAFCO of Monterey County

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

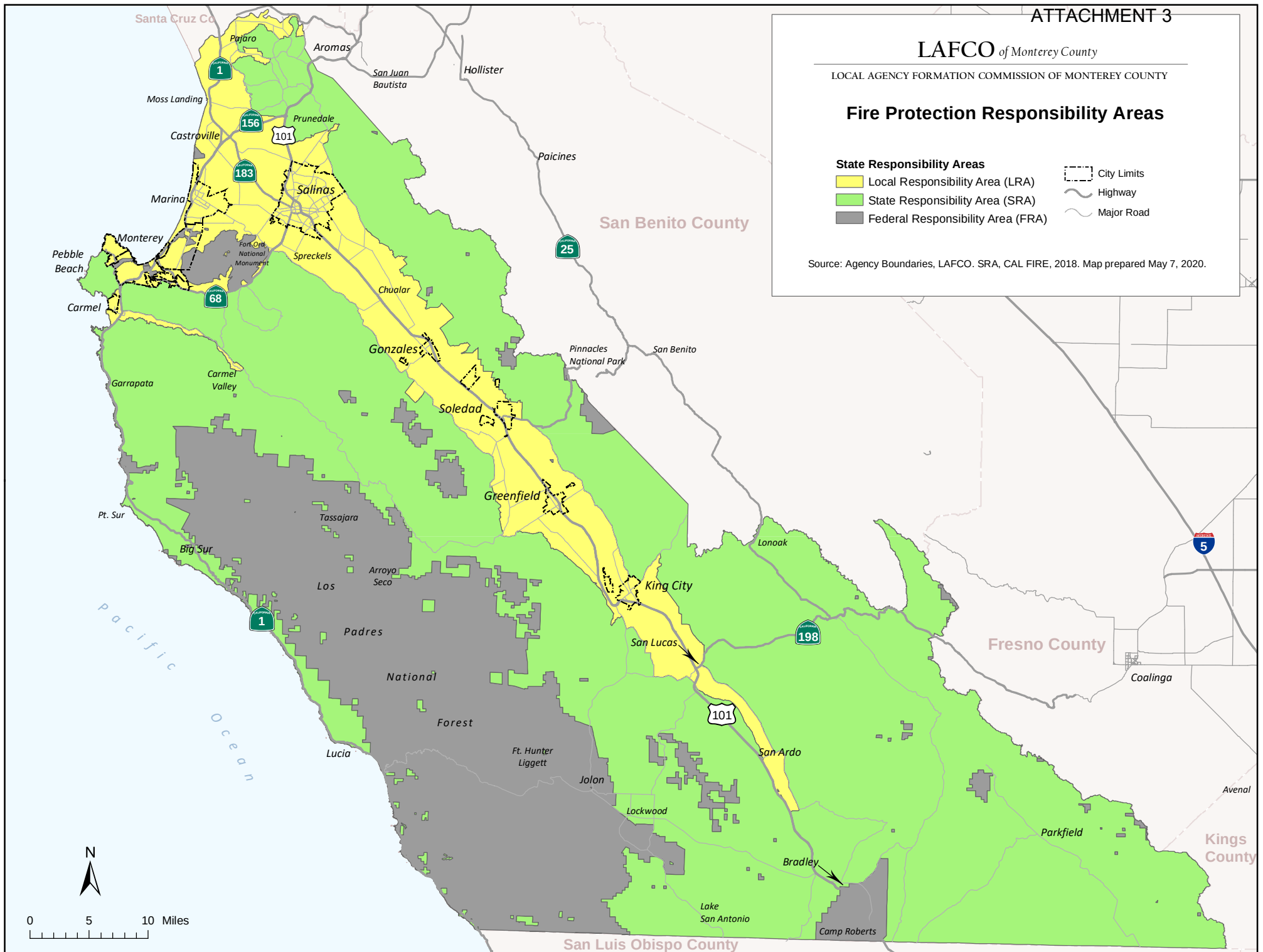
Fire Protection Responsibility Areas

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
June 2026

ATTACHMENT 4

#	Request Date	10-day response	14-day extension	Records Requested	Requester Name	Completed	Notes
26-103	6/2/2026	6/12/2026		records regarding properties at: 7 Carmel Center Place, Carmel, CA; and 1 Sann Carlos Street, Carmel, CA Any records on file for: - certificates of occupancy - building or demolition permits - hazardous substance storage or release - permits for the installation or removal of above ground storage tanks or underground storage tanks - records for releases, including closure reports and letters for above ground storage tanks or underground storage tanks - septic systems and water wells	Christopher Parker	6/16/2026	notified requester that "7 Carmel Center Place, Carmel" is outside of city limits and submit a request to Monterey County. Asked for clarification on where the address "1 San Carlos Street" is, since that is not a valid address. No response from requester as of 7-28-2026
26-104	6/5/2026	6/15/2026		Archaeological study that may have been required on a property in current review for this property with the APN of 01033100800.	Dale Gardon	6/9/2026	records sent.
26-105	6/8/2026	6/18/2026		- Emails between the Finance Department and/or Finance Director and the Acting City Administrator regarding signage installed at the Forest Theater, sent between May 1, 2026 and June 5, 2026. - Any invoices regarding signage at Forest Theater for signs installed between May and June 2026.	Pam Marino, MC Weekly	9/19/2026	records sent.
26-106	6/8/2026	6/18/2026		A copy of the current unclaimed property list maintained by the City, including but not limited to uncashed checks, vendor payments, refunds, deposits, or other outstanding obligations. If available, I request the records in a downloadable electronic format such as CSV, Excel, or other machine-readable file.	Nathan Garcia, Liberty Reclaim	6/9/2026	the record asked for does not exist.
26-107	6/8/2026	6/18/2026		any and all permits applied for or pending for the property at the corner of Ocean and Lincoln, which includes Dametra Café xandra swimwear and the former Sades Cocktails— they from January 1, 2026 to June 8, 2026.	Parker Logan	6/9/2026	records sent.
26-108	6/9/2026	6/22/2026		Use Permits for: 1. Flaherty's 2. Sade's Cocktails 3. Dutch Door Donuts 4. Luna Cafe	Danny Hala	6/9/2026	records sent.
26-109	6/11/2026	6/22/2026		A copy of the report or overall site plan for the Dunes Restoration Project (landscaping the dunes with native plants instead of ice plant), from Scenic/Ocean (North Dunes) down to Pebble Beach. This study or report was probably done around 2020-2023.	Jonas Rowe	6/16/2026	records sent.
26-110	6/12/2026	6/22/2026		Copy of building plans for Bashbar	Parker Logan	6/16/2026	records sent.

City Clerk PRA Log
June 2026

ATTACHMENT 4

#	Request Date	10-day response	14-day extension	Records Requested	Requester Name	Completed	Notes
26-111	6/12/2026	6/22/2026		all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from MomentumIoT, Troon Golf LLC, Royal Truck, and Brandon Industries, covering the past three years to present.	Woo Park, The Data Branch	6/12/2026	the record asked for does not exist.
26-112	6/15/2026	6/25/2026		copy of the election results from 2022 and 2024 (Councilmembers and Mayor) Copy of the civil lawsuit against the City filed by Daniel Parker Logan Case # 24CV4000088, Jan. 5, 2026.	Cynthia Wills	6/15/2026	records sent.
26-113	6/15/2026	6/25/2026		Please send copy of the building plans for BP 260246	Parker Logan	6/15/2026	records sent.
26-114	6/15/2026	6/26/2026		Police report records	John Keith	6/16/2026	Notified the requester that police reports must be requested and obtained from the Carmel Police Department. These records are released according to state law.
26-115	6/16/2026	6/26/2026	7/31/2026	RE: Contractor: Coastal paving & Excavating, Inc. Project: Conglomerate Paving Project FY2024-2025 DIR Project ID: 20250607690 CERTIFIED PAYROLL RECORDS Period: Start of work though today. - List of Subcontractors/Subconsultants - Firms Performing the Onsite Field Surveying and Testing/Inspection Services - Initial Bid Advertisement Date/Initial Contract RFP/RFQ Date - Award Date - Start Date - Estimated Completion Date - Copies of DAS 140 and 142 related documentation for all applicable crafts - Statement of Employer Payments (DIR Form PW 26) - Funding Source(s) - Copy of Proof of Publication - Dollar Amount of Contract - Project Location(s) - Contractor License Number - Copy of Payment and Performance Bond - Copies of Errors and Omissions Policy - Copy of Signed Contract or equivalent - Inspector's Daily Logs - Copy of Notice of Completion (if applicable) or date on which work was completed - Project Plans and Specifications (Drawings/Blueprints)	Eduardo Estrada, Foundation for Fair Contracting	ongoing	First set of records sent on 6/16/2026. Extended deadline to 7/31/26 for the remaining documents due volume of separate and distinct records under GC 7922.535(c)(2). Second set of records sent 7/22/2026, Third set of records sent 7/28/2026.

City Clerk PRA Log
June 2026

ATTACHMENT 4

#	Request Date	10-day response	14-day extension	Records Requested	Requester Name	Completed	Notes
26-116	6/16/2026	6/26/2026		HOFsas HOUSE HOTEL- San Carlos Street, Carmel, California 93923 copies of environmental records: may consist of fuel or chemical storage activities, drycleaner information, compliance and inspection reports, septic system, drainage and water quality, environmental enforcement activities, brownfields, underground storage tanks, wells, solid waste, permitting, emergency responses to fires, hazardous material responses, spills, and/or releases or observations noted during routine fire inspections.	Gayle Marshall, Targus Associates	paused for clarification	Sent email to requester on 6/16/2026 asking for clarification of records sought and a date range. No response from requester as of 7/28/2026
26-117	6/17/2026	6/29/2026		any emails between city staff members regarding Outdoor Theater parking lot between the dates June 8 and June 17, 2026.	Pam Marino, MC Weekly	6/19/2026	Notified requester that records exist but are exempt from disclosure under Gov. Code 7927.705, 7922.000 and not disclosed.
26-118	6/22/2026	7/2/2026		Name of Architecture Firm awarded a contract for Bid/RFP # 2025-26-111825 - Architectural Services for the New Police and PW Facilities Project	Madison Arancio	6/23/2026	No contract has been awarded, notified requester that no record exists.
26-119	6/22/2026	7/2/2026		a copy of the ADU list being sent to the state in the 6th housing element. I am told it has the addresses of ADU units in Carmel that are currently being presented to the state as rentals.	Carolyn Bardsely	6/23/2026	records sent.
26-120	6/22/2026	7/2/2026	7/24/2026	any letters to the Mayor and Council regarding the signage at Outdoor Forest Theater, dated between May 1, 2026 and June 22, 2026.	Pam Marino, MC Weekly	7/28/2026	records sent.
26-121	6/23/2026	7/3/2026		any open/outstanding building (open permits) or zoning code violations for the property below: San Carlos St, Carmel-By-The-Sea, CA 93921 (Hofsas House Hotel) Parcels: 010124014000 and 010124001000	Max Cates, Harkins & Cates LLC	6/23/2026	records sent.
26-122	6/23/2026	7/3/2026		a list or info on the current police roster including the names and titles for all the officers in the organization	Roy Hale	7/6/2026	records sent.
26-123	6/26/2026	7/6/2026		Copy of the use permit application submitted by Danny Hala for the property on Lincoln and Ocean, called Max and Mikes Creamery	Parker Logan	7/1/2026	records sent.

City Clerk PRA Log
June 2026

ATTACHMENT 4

#	Request Date	10-day response	14-day extension	Records Requested	Requester Name	Completed	Notes
26-124	6/26/2026	7/6/2026		all purchase orders within the past 3~ years issued by your agency within the date range above, across all departments and offices if readily available/and or existing. If purchasing records are not maintained centrally, we will gladly accept: - Department-level or segmented purchasing data - Any readily available reports - Records grouped by department, where applicable Fields of interest (where readily available): - Purchase order number (or equivalent) - Purchase date - Vendor ID or name - Department or issuing entity (if available) - Line item description - Quantity - Unit price - Total price If your office does not use or retain purchase orders, we would be glad to narrow the request to whatever combination of the following best reconstructs spending and contract awards for the past 12–24 months: - PO register (PO #, date, vendor, description, fund/GL, amount) - AP check register or payment ledger (vendor, invoice #, amount, date) - P-Card transaction logs (cardholder, MCC/merchant, date, amount) - Or, in the absence of these, any records that include vendor names and prices	Cedric Tyson, The Data Branch	6/26/2026	records sent.
26-125	6/29/2026	7/9/2026		all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from ESS/ESI, Kokua Education, Scoot Education, Zed Educate, and BuildEd, covering the past three years to present.	Woo Park, The Data Branch	7/17/2026	no record exists
26-126	6/30/2026	7/10/2026		APN 009412017000 - historical building, design, approvals, etc., for this site - 2424 Bay View Avenue, Carmel, CA	Cheryl Burrell, Anthony Lombardo & Associates	7/1/2026	wrong jurisdiction - no responsive records (location is in Monterey County)

Police Records Request Log
June 2026

#	Request Date	10-Day Due Date	Info Requested	Requestor	Date Completed	Notes
2026-001	6/1/2026 mw	06/10/2026	C2234 Body Cam Discovery request	Chris Cain Law	06/09/26 mw	fee paid email to Chris Cain
2026-002	06/02/2026 mw	6/11/2026	Crime states CPRA	CSULB	email sent 06/02/26	refer to MCSO - out of jurisdiction
2026-003	06/03/2026 SS	6/13/2026	CG2600142	Molly Sand	06/12/2026 SS	Picked Up
2026-004	06/09/26 mw	6/19/2026	CG2600156	Ana Melchor	06/09/26 mw	mailed redacted report
2026-005	06/10/2026 SS	6/20/2026	CG2600302	Lexis Nexis	06/10/2026 SS	mailed
2026-006	6/10/2026	6/20/2026	datuin vs jeter	ontellus subpoena	email Nova	frwd to Nova from Matt CDF PCR
2026-007	06/11/2026 SS	6/21/2026	CG2600299	Amber Day	06/11/2026 SS	Picked up (approved by Chief)
2026-008	06/11/2026 SS	6/21/2026	CQ1600266	Dept Social Service	06/11/2026 SS	Emailed
2026-009	06/15/2026 ALI	6/29/2026	CQ1600266	DSS	06/15/2026 ALI	Faxed
2026-010	6/18/2026	6/28/2026	accident report 12/23/25	Lexis Nexis	6/18/26 MS	accident not reported; rts
2026-011	6/18/2026	6/28/2026	CA2600208	Lexis Nexis	6/18/26 MS	mailed
2026-012	6/19/2026	6/29/2026	CG2600339	Subedi, Sakshi	6/19/2026 MS	picked up
2026-013	6/24/2026 SS	7/4/2026	CQ2600029	Aniqa Nasir	letter mailed mw	Denial letter mailed
2026-014	06/25/2026 SS	7/5/2026	CA2600336	Rebecca Lynne Sumiko Corley		



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.

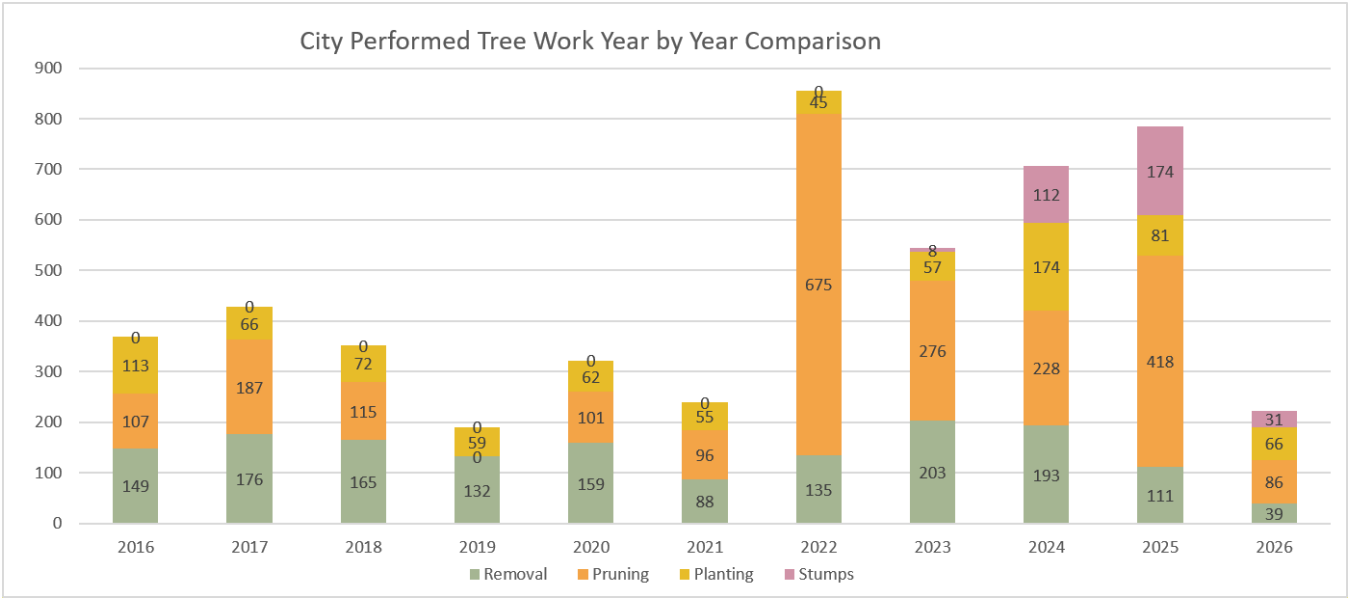
Permit Information

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

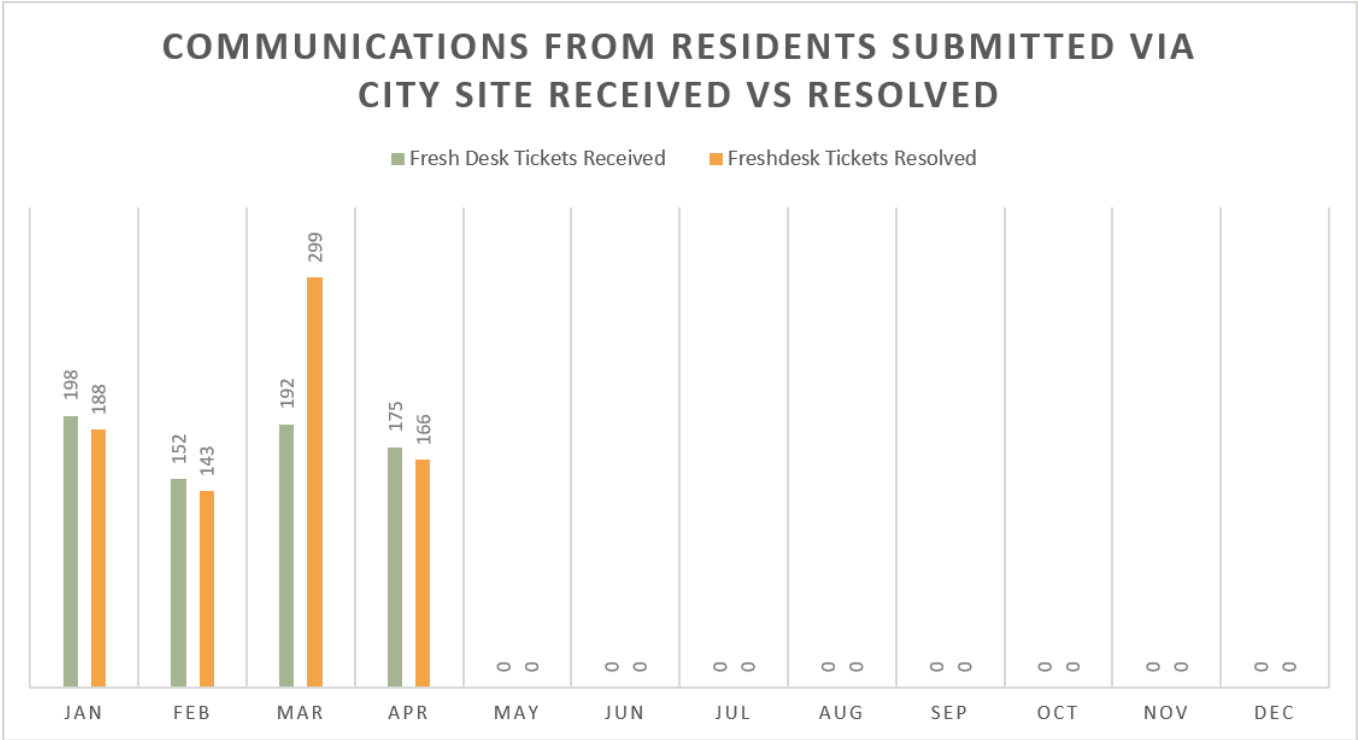
Historic permitted removals and required planting

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

August 3, 2026
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Jane Hogan, Accountant

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: June 2026 Check Register Summary

RECOMMENDATION:

Approve the check register for June 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 June 2026 totals \$1,872,394.96.

PRIOR CITY COUNCIL ACTION:

Council ratified the May 2026 check register at the July 6, 2026 special council meeting.

ATTACHMENTS:

1. June 2026 Check Register

June 2026 Check Register

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Department: 000				
57867	County of Monterey Auditor-Controller	Citation revenue May 2026	06/05/2026	3,262.50
57993	See Monterey	Mar-Apr TID 2026	06/19/2026	132,622.08
58004	Visit Carmel	CHID Mar-Apr 2026	06/19/2026	339,772.16
Total for Department: 000				475,656.74
Department: 110 City Council				
57980	Monterey County Business Council	Membership current year 26-27	06/19/2026	500.00
58028	Mayon Capital, Inc	Mail delivery service-July 2026	06/26/2026	5,500.00
Total for Department: 110 City Council				6,000.00
Department: 111 City Administration				
57863	Cintas Corp 2 (First Aid)	Replenish medicine cabinet	06/05/2026	156.06
57865	Comcast	Cable service CH and PD	06/05/2026	68.76
57869	DLT Solutions, LLC	Subscription Renewal Civil 3DGovt Single Use Annual Contr	06/05/2026	220.00
57874	Governmentjobs.com, Inc.	FY26-27 Recruiting services	06/05/2026	11,504.37
57880	Monterey Marriot	MCC Resilient Net 2026 CyperSecurity Summit expenses	06/05/2026	9,305.37
57882	XEROX Business Solutions	Printer usage fees-All departments	06/05/2026	4,468.79
57889	Same Day Shred	Admin Shredding	06/05/2026	55.00
57891	Springbrook Software	FY26-27 SpringBrook software subscription	06/05/2026	22,194.66
57893	T-Mobile	Telephone service and sales	06/05/2026	679.83
57950	Amazon Capitol Services	IT Supplies and Equipment INV 112-9942377-9041055	06/19/2026	219.06
57953	AT&T	Telephone service citywide	06/19/2026	2,296.67
57954	AT&T	Phone position move, City of Carmel PD	06/19/2026	329.00
57958	Carmel Pine Cone	Legal noticing	06/19/2026	1,521.00
57960	CivicPlus LLC	Agenda and Minutes Management package/Consulting/Training	06/19/2026	16,254.00
57961	Comcast	Cable service CH and PD	06/19/2026	644.40
57972	IAMP Pro Audio/Anthony J. Nocita	Set-up, live production, associated support of city meetings and	06/19/2026	3,293.75
57984	Municipal Resource Group, LLC	City Administrator evaluation	06/19/2026	1,040.00
57999	The VirtualGovCFO LLC	Power Desktop Model - Build SB reports for export	06/19/2026	3,000.00
58002	US Bank	REPLIT, INC. AI Cloud Software	06/19/2026	83.22
58002	US Bank	CALIFORNIAPIZZAKITCHEN City Council dinner 4-6-2026	06/19/2026	190.37
58002	US Bank	WHOLEFDS MRY 10087 Council dinner - plates, bowls, chips	06/19/2026	33.08
58002	US Bank	AMAZON.COM*BC8CX6310 City Council dinner 4-7-2026	06/19/2026	206.97
58002	US Bank	IL FORNAIO CARMEL Meeting with Rob O'Keefe and Dawn Mathes from See Monterey	06/19/2026	51.30
58002	US Bank	MICROSOFT-G150813527 Cloud Software	06/19/2026	810.82
58002	US Bank	JUNCTION NETWORKS, INC Cloud Phone System	06/19/2026	868.27
58002	US Bank	SPO*CARMELBELLE Parking Enforcement Position Interviews - Marisa and Todd	06/19/2026	42.34
58002	US Bank	TST*RISE AND ROAM PIZZER Parking Enforcement Position Interviews - Marisa and Todd	06/19/2026	10.00
58002	US Bank	5TH AVENUE DELI Labor negotiation lunch meeting with LiUNA	06/19/2026	240.72
58002	US Bank	JUNCTION NETWORKS, INC Phone Usage	06/19/2026	396.79
58002	US Bank	OPENAI *CHATGPT SUBSCR GPT Subscription	06/19/2026	20.00
58002	US Bank	BITWARDEN Cloud Software	06/19/2026	187.80
58002	US Bank	FRESHWORKS INC Cloud Software	06/19/2026	820.00
58002	US Bank	AMAZON MKTPL*B70CL0VQ0 Calcard charged in error - refunded City (Check 3027 - \$41.49)	06/19/2026	41.49
58002	US Bank	ZOOM.COM 888-799-9666 Cloud Software	06/19/2026	645.85
58002	US Bank	ADOBE INC Cloud Software	06/19/2026	950.93
58002	US Bank	WWW COSTCO COM chips, plates, mints for City Council Meeting dinners	06/19/2026	68.47
58002	US Bank	WWW COSTCO COM 7 Executive chairs	06/19/2026	1,310.93
58002	US Bank	CCSI METROFAX HR SUBSCRIPTION	06/19/2026	11.95
58002	US Bank	PAYPAL *NORTHERNCAL Directors Conference 2026	06/19/2026	275.00
58002	US Bank	BACKBLAZE INC Cloud Software	06/19/2026	92.38
58002	US Bank	FRESHWORKS INC CRM Software	06/19/2026	509.00
58002	US Bank	CCI*CONSTANT-CONTACT Constant Contact Monthly Subscription - April 2026	06/19/2026	99.00
58002	US Bank	TST*ALVARADO STREET BREW Meeting with Beth Bowman (Sunset Center)	06/19/2026	55.45
58002	US Bank	ADOBE INC partial payment for new license	06/19/2026	14.73
58002	US Bank	INDEED US126-03207118 CIP Manager Job Posting	06/19/2026	522.78
58002	US Bank	TST* A.W. SHUCKS OYSTER B Marisa & Brandon Budget Meeting	06/19/2026	73.23
58002	US Bank	JUNCTION NETWORKS, INC Phone services	06/19/2026	396.45
58002	US Bank	SPO*CARMELBELLE Meetings with citizens and residents	06/19/2026	41.44
58002	US Bank	GOOGLE*CLOUD 7MRZ5H Cloud Software	06/19/2026	4.99
58002	US Bank	SQ *STATION?RY Marisa + Shari Carlet Meeting	06/19/2026	124.30
58002	US Bank	INDEED US126-03504567 CIP Manager Job Posting	06/19/2026	230.78
58002	US Bank	CALIFORNIAPIZZAKITCHEN May 4, 2026 City Council Meeting Dinner (Requested Refund)	06/19/2026	259.87
58002	US Bank	AMAZON.COM*BV1ZV7NW1 City Council Meeting Dinner May 5, 2026	06/19/2026	201.97
58002	US Bank	CALI PIZZA KITC INC #213 Expense Transferring to City Clerk Nova (City Council Dinner)	06/19/2026	209.76
58003	Verizon Wireless	Cell phone service and sales	06/19/2026	3,509.60
58005	XEROX Business Solutions	Printer usage fees-All departments	06/19/2026	1,546.70
58006	Xerox Financial Services	Xerox copier leases citywide	06/19/2026	1,452.53
58010	AT&T	Telephone service Citywide	06/26/2026	1,032.14
58014	Carmel Pine Cone	Legal noticing	06/26/2026	5,114.00
58015	Chavan and Associates, LLC	Audit services	06/26/2026	5,400.00
58018	Comcast	Cable service CH and PD	06/26/2026	122.05
58024	Hinderliter, De Llamas & Associates	HdL Transaction Tax Audit \$4,500 per qtr.	06/26/2026	300.00

58030	Minuteman Press	Minuteman checks	06/26/2026	1,451.04
58043	US Bank	REPLIT, INC. Cloud Software	06/26/2026	100.00
58043	US Bank	CALIFORNIAPIZZAKITCHEN PW Meeting	06/26/2026	73.69
58043	US Bank	JOB BOARD WEBSCRIBBLE Job Posting - Public Works Position	06/26/2026	795.00
58043	US Bank	JOB BOARD WEBSCRIBBLE Job Posting - Project Manager	06/26/2026	795.00
58043	US Bank	SQ *CARMEL VALLEY COFFEE Breakfast Meal Purchase	06/26/2026	55.81
58043	US Bank	WWW COSTCO COM Council Chair Purchase	06/26/2026	240.33
58043	US Bank	MICROSOFT#G156896228 Cloud Software	06/26/2026	785.41
58043	US Bank	JUNCTION NETWORKS, INC Phone System	06/26/2026	868.27
58043	US Bank	INDEED USI26-03769955 Project Manager Job Posting	06/26/2026	503.79
58043	US Bank	IL FORNAIO CARMEL City Council Meeting refreshments	06/26/2026	180.46
58043	US Bank	JUNCTION NETWORKS, INC Phone System usage	06/26/2026	396.51
58043	US Bank	OPENAI *CHATGPT SUBSCR ChatGPT Subscription	06/26/2026	20.00
58043	US Bank	BITWARDEN Cloud Software	06/26/2026	115.00
58043	US Bank	FRESHWORKS INC Cloud Software	06/26/2026	820.00
58043	US Bank	WEB*NETWORKSOLUTIONS Carmelcalifornia.com renewal	06/26/2026	234.95
58043	US Bank	WWW COSTCO COM Council Chambers new dais chairs	06/26/2026	1,442.04
58043	US Bank	TST*NORAS Project Manager Interview Panel - Mary, Lindsay, Marisa	06/26/2026	85.37
58043	US Bank	ZOOM.COM 888-799-9666 Cloud Software	06/26/2026	645.85
58043	US Bank	CCSI METROFAX HR Fax	06/26/2026	11.95
58043	US Bank	ADOBE INC Cloud Software	06/26/2026	971.56
58043	US Bank	ANTON & MICHEL Marisa + Brandon Meeting / HR and Budget	06/26/2026	60.88
58043	US Bank	GRASINGS RESTAURANT Melinda Farewell Lunch w Heather and Marisa	06/26/2026	82.89
58043	US Bank	INDEED USI26-04000791 Indeed Job Posting - Public Works Director Position	06/26/2026	537.95
58043	US Bank	BACKBLAZE INC Cloud Software	06/26/2026	97.16
58043	US Bank	TST*BROPHYS - HOTEL CAR Ken Farewell	06/26/2026	191.64
58043	US Bank	CCI*CONSTANT-CONTACT Subscription	06/26/2026	99.00
58043	US Bank	FRESHWORKS INC Cloud Software	06/26/2026	509.00
58043	US Bank	CARMEL COFFEE HOUSE & ROA Marisa and Jayme	06/26/2026	15.81
58043	US Bank	TST*RISE AND ROAM PIZZER Ad Hoc Meeting with PD/PW Dept	06/26/2026	71.19
58043	US Bank	JUNCTION NETWORKS, INC Phone System usage	06/26/2026	397.02
58043	US Bank	GOOGLE*CLOUD DHZXR Cloud Software	06/26/2026	6.16
58043	US Bank	IL FORNAIO CARMEL - ONLIN City Council Meeting Dinner 06/01	06/26/2026	317.55
58043	US Bank	SOCIETYFORHUMANRESOURCE SHRM Membership	06/26/2026	299.00
58043	US Bank	CALIFORNIAPIZZAKITCHEN Dinner for Council 06/02	06/26/2026	222.87
58043	US Bank	INDEED USI26-04434782 Project Manager Job Posting	06/26/2026	147.71
58043	US Bank	TST*ALVARADO STREET BREW Meeting with Anna Ginette / Planning	06/26/2026	54.56
58043	US Bank	SQ *CAFE CARMEL Admin + Directors Meetings	06/26/2026	86.94
58043	US Bank	REPLIT, INC. Cloud Software	06/26/2026	100.00

Total for Department: 111 City Administration	119,719.53
---	------------

Department: 112 City Attorney

57858	Best Best & Krieger, Attorney At Law	Legal fees:Telecommunications issue, Verizon litigation	06/05/2026	1,584.00
57860	Burke,Williams & Sorensen, LLP	City Attorney services- April	06/05/2026	64,701.25
57956	Burke,Williams & Sorensen, LLP	City Attorney services- May	06/19/2026	73,100.00

Total for Department: 112 City Attorney	139,385.25
---	------------

Department: 115 Community Planning & Building

57905	4Leaf, Inc	Professional Services Feb 2026	06/12/2026	62,126.75
57913	Engineered Fire Systems	Plan Review - May 2026	06/12/2026	1,552.50
57914	FedEx	Volume Study DS 26081 (P&T 2024 LLC)	06/12/2026	48.72
57934	Sullivan Carey-Lang	Monterey County Recorder Filing Fees	06/12/2026	8.50
57939	Veronica Tam and Associates	Sites Inventory and Programs - Mar 2026 - Apr 2026	06/12/2026	350.00
57957	California Building Officials	2026 CALBO Education Week - JL & DD	06/19/2026	1,280.00
57985	Office Depot, Inc.	Planning Department Supplies	06/19/2026	60.17
58002	US Bank	AMERICAN PLANNING ASSOCI APA: Membership for Anna Ginette	06/19/2026	845.80
58002	US Bank	CALIFORNIAPIZZAKITCHEN CPK: Apr 2026 Planning Commission	06/19/2026	192.59
58002	US Bank	WAVE - *ACCESS TOOLKIT Access Toolkit: Annual subscription	06/19/2026	199.00
58002	US Bank	COURSERA.ORG Coursera: Training for Shelby Gorman	06/19/2026	49.00
58002	US Bank	ITE-A COMMUNITY OF TRA ITE-A: Traffic Manual	06/19/2026	450.00
58002	US Bank	ITE-A COMMUNITY OF TRA ITE-A: Traffic Manual	06/19/2026	400.00
58002	US Bank	AMAZON MKTPL*B77316780 Amazon: CPB Bike Parts	06/19/2026	130.91
58002	US Bank	AIRTABLE.COM/BILL Airtable: Affordable Housing Project (no receipt)	06/19/2026	48.00
58002	US Bank	AMERICAN PLANNING ASSOCI APA: Design Traditions Documents	06/19/2026	20.00
58002	US Bank	UPCODES Upcodes: Annual subscription for codes for Building services	06/19/2026	708.00
58002	US Bank	AMAZON MKTPL*BJ9Z51QW0 Amazon: CPB Bike Parts	06/19/2026	32.90
58012	California Building Officials	April 1, 2026 - March 31, 2027 Membership	06/26/2026	275.00
58043	US Bank	COURSERA.ORG Coursera: Training for Shelby Gorman	06/26/2026	49.00
58043	US Bank	MOUNTAIN MIKES PIZZA Mountain Mike's: May 2026 Planning Commission	06/26/2026	133.59
58043	US Bank	SAFEWAY.COM #2669 Safeway: May 2026 Planning Commission	06/26/2026	59.99
58043	US Bank	PY *CALIFORNIA PRESERVATI California Preservation: Preservation Bootcamp, HRB	06/26/2026	300.00
58043	US Bank	DROPBOX*M4NC67Z1Q769 Dropbox: Annual Subscription (no receipt)	06/26/2026	12.07
58043	US Bank	DROPBOX*M4NC67Z1Q769 Dropbox: Annual Subscription (no receipt)	06/26/2026	190.30
58043	US Bank	DROPBOX*M4NC67Z1Q769 Dropbox: Annual Subscription (no receipt)	06/26/2026	1.51
58043	US Bank	AIRTABLE.COM/BILL Airtable: Affordable Housing Project (no receipt)	06/26/2026	48.00
58043	US Bank	INT'L CODE COUNCIL INC ICC: 2024 International Building Codes	06/26/2026	323.98
58043	US Bank	SP THE EXAM PROS Exam Pros: Code Book	06/26/2026	104.72
58043	US Bank	BIBLIO BOO* BIBLIO.COM Biblio: Code Books	06/26/2026	57.63

58043	US Bank	AMERICAN PLANNING ASSOCI APA: Membership, Evan Kort	06/26/2026	646.80
Total for Department: 115 Community Planning & Bu				70,705.43
Department: 116 Police				
57862	Carmel Towing & Garage	Towing services PD	06/05/2026	555.00
57866	CHOMP	PD Testing services	06/05/2026	28.00
57875	HASCO Stations, LLC	Gas & oil PD	06/05/2026	1,099.85
57877	Michael Bruno	Reimburse for personal credit card use-Refreshments for EVAC Dri	06/05/2026	533.75
57888	Raya Automotive	PD Vehicle repairs	06/05/2026	1,746.26
57892	The Briefing Room LLC	PD Online Law Enforcement Training Platform-Annual Subscription	06/05/2026	1,002.99
57894	Uretsky Security	Professional services: Background investigations for PD	06/05/2026	2,400.00
57895	Veritone, Inc	Annual subscription-State mandated Police Contact Statistics	06/05/2026	1,500.00
57965	Department of Justice/Accounting Office	PD:Fingerprinting services	06/19/2026	128.00
57971	HASCO Stations, LLC	Gas & oil PD	06/19/2026	1,123.72
57974	JRW Investments	PD Uniform and service clothes	06/19/2026	3,715.66
57983	Motorola Solutions Inc	Lease:Motorola apps for radios dms/smart programming	06/19/2026	29,002.98
57985	Office Depot, Inc.	Office supplies PD	06/19/2026	409.01
57986	Pipe Down Law Enforcement Training	Safety equipment PD	06/19/2026	1,918.54
57988	PM Landscaping Services, LLC	Remedial landscaping-PD	06/19/2026	1,735.00
57990	Point Emblems	Police Dept-Badges and insignia	06/19/2026	129.71
57991	Raya Automotive	PD Vehicle repairs	06/19/2026	963.96
57997	T2 Systems Canada Inc.	PD:Digital iris services	06/19/2026	75.00
58001	Tracnet Corporation	Annual maintenance MSP	06/19/2026	24,749.13
58002	US Bank	OPTICSPLANET, INC. for Savannah Freese academy training fake gun.	06/19/2026	63.90
58002	US Bank	AMAZON MKTPL*BY3C26CK2	06/19/2026	41.26
58002	US Bank	AMAZON MKTPL*BC4QN7DJ1	06/19/2026	661.49
58002	US Bank	EXPEDIA 73418691582475 Hotel stay for Ament, Martis, and Boucher for EVOC training	06/19/2026	400.83
58002	US Bank	AMAZON MKTPL*B73R86CM1 CERT supplies	06/19/2026	339.13
58002	US Bank	DRI*SIGNS QR code signs for Evacuation drill 2026	06/19/2026	102.43
58002	US Bank	SAFEWAY #2669 CERT Carmel Prepares breakfast	06/19/2026	97.00
58002	US Bank	ALLEGRETTO VINEYARD RE Hotel for Chiefs conference 2026	06/19/2026	548.26
58008	10-8 Uniforms LLC	Uniforms and misc clothing/insignia items for Police Department	06/26/2026	2,420.26
58016	Cintas Corp 2 (First Aid)	First aid supplies	06/26/2026	443.36
58019	CHOMP	PD Testing services	06/26/2026	28.00
58021	Federicos Embroidery	PD : CERT expenses	06/26/2026	114.60
58027	JRW Investments	PD Uniform and service clothes	06/26/2026	467.54
58034	Raya Automotive	PD Vehicle repairs	06/26/2026	1,258.77
58043	US Bank	May 2026 statement	06/26/2026	5,321.49
58043	US Bank	WWW.BANNERBUZZ.COM banner flags for 2026 evac drill	06/26/2026	655.81
58043	US Bank	AMAZON MKTPL*BV4AP0FY0 Stakes for flags for evacuation drill 2026	06/26/2026	106.69
58043	US Bank	IN *AMERICAN POLICE LEADE Internal Affairs training for Sgt. Bruno and Sgt. Clifford	06/26/2026	1,240.00
58043	US Bank	WWW.BANNERBUZZ.COM refund wrong stand	06/26/2026	-375.97
58043	US Bank	MARRIOTT WALNUT CREEK IA Training hotel room for SGT Clifford	06/26/2026	1,090.78
58043	US Bank	AMAZON MKTPL*VZ34R1Y03 CERT flags for evac drill	06/26/2026	65.99
58043	US Bank	IN *SEASIDE SIGNS LLC Decals for charger repair	06/26/2026	463.50
58043	US Bank	BAS*CUSTOMPRINTS evac drill signs, we are getting reimbursed for this	06/26/2026	141.33
58043	US Bank	BAS*CUSTOMPRINTS evac drill signage	06/26/2026	261.38
58043	US Bank	COSTCO WHSE #0131 Evacuation Drill food supplies for EOC and Safe Zone.	06/26/2026	342.35
58043	US Bank	MOTOROLA SOLUTIONS ONLIN radio repair	06/26/2026	1,222.20
58043	US Bank	AMAZON MKTPL*D79GB6YO3 VIPS gloves	06/26/2026	107.43
58046	Wilana, LLC dba Swift Car Wash	Car Wash	06/26/2026	160.00

Total for Department: 116 Police	90,606.37
----------------------------------	-----------

Department: 117 Fire

57854	Alert-All Corp	Fire Dept:Community promotion items	06/05/2026	608.53
57864	City Of Monterey	Fire Services Jul 2025- Jun 2026	06/05/2026	283,803.00
57875	HASCO Stations, LLC	Gas and oil Fire Dept	06/05/2026	577.16
57971	HASCO Stations, LLC	Gas and oil Fire Dept	06/19/2026	404.37
58020	Compressed Air Specialties, Inc	Safety equipment Fire Dept -Inv 0046343 less credit card fee	06/26/2026	302.45

Total for Department: 117 Fire	285,695.51
--------------------------------	------------

Department: 118 Ambulance

57859	Bound Tree Medical LLC	Medical supplies	06/05/2026	860.87
57864	City Of Monterey	Ambulance Service Fee Oct 2025 thru Jun 2026	06/05/2026	179,521.83
57875	HASCO Stations, LLC	Gas and oil Amb Dept	06/05/2026	484.11
57878	Mission Linen Service	Mission Linen (updated contract)	06/05/2026	478.18
57885	Peninsula Welding & Medical Supply, inc.	Amb Dept:Oxygen/hazardous materials transport service	06/05/2026	170.00
57952	American Supply Company	Janitor Expense	06/19/2026	293.94
57955	Bound Tree Medical LLC	Medical supplies	06/19/2026	1,046.12
57963	Davis & Goldmark Inc	Collection liability May 2026	06/19/2026	422.05
57971	HASCO Stations, LLC	Gas and oil Amb Dept	06/19/2026	381.46
57978	Mission Linen Service	Mission Linen (updated contract)	06/19/2026	294.20
57996	Signworks Inc	Ambulance decals	06/19/2026	3,643.38
57998	Teleflex LLC c/o Teleflex Funding LLC	Medical supplies AMB	06/19/2026	326.66
58002	US Bank	AMAZON.COM*BS9HZ2VC0 Paper/labels/stickers for Defensible Space mailers	06/19/2026	5.88
58002	US Bank	AMAZON MKTPLACE PMTS REFUND: Paper/labels/stickers for Defensible Space mailers	06/19/2026	-103.20
58002	US Bank	AMAZON MKTPL*BV8NP9XA2 Paper/labels/stickers for Defensible Space mailers	06/19/2026	614.15
58002	US Bank	AMAZON MKTPLACE PMTS REFUND: Paper/labels/stickers for Defensible Space mailers	06/19/2026	-5.64

58002	US Bank	AMAZON MKTPLACE PMTS REFUND: Paper/labels/stickers for Defensible Space mailers	06/19/2026	-204.15
58011	Bound Tree Medical LLC	Medical supplies	06/26/2026	885.48
58043	US Bank	AMAZON.COM*BVI1JQ9040 Paper/labels/stickers for Defensible Space mailers	06/26/2026	206.40
58043	US Bank	AMAZON MKTPL*BF0UI1BU2 Paper/labels/stickers for Defensible Space mailers	06/26/2026	38.35

Total for Department: 118 Ambulance	189,360.07
-------------------------------------	------------

Department: 119 Public Works

57855	American Lock & Key	Key work at city facilities 5/21/26 82950	06/05/2026	852.00
57856	American Supply Company	PW/FM Janitorial supplies 4/23/26 0199061	06/05/2026	2,775.02
57857	Applied Marine Sciences	Applied Marine Sciences- ASBS Watershed Monitoring	06/05/2026	6,530.00
57868	Derek Bodkin	Earth Day entertainment 2601	06/05/2026	600.00
57870	Edges Electrical Group	5/15/26 S6727985.001	06/05/2026	923.98
57873	Golden State Portables	Golden State Portables - Portable potty service	06/05/2026	650.00
57879	Monterey County Health Department	FA0813557 CERS ID 10431298 5/5/56	06/05/2026	1,733.00
57881	Monterey Sanitary Supply	PW/FM janitorial supplies	06/05/2026	207.03
57883	Otis Elevator Company	HML elevator service 5/11/26 #F10000324319	06/05/2026	350.00
57886	Poes Plumbing & Backflow	Plumbing work at different City facilities.	06/05/2026	3,793.08
57887	PARC Environmental Asbestors Removal	Environmental work FM Divi	06/05/2026	1,750.00
57890	Signs By Van	Per quote: Fabricate 13 signs plus installation for Forest Theat	06/05/2026	11,746.52
57908	Cintas Corp 2 (First Aid)	1st Aide restock 5/12/26 5335571103	06/12/2026	85.16
57909	Cintas Corporation	Cintas- Uniforms for PW	06/12/2026	958.28
57912	East Bay Tire Co.	Flat tire repair on backhoe 8/22/25 #2169851	06/12/2026	186.95
57915	Ferguson Enterprises, Inc.	Ferguson Plumbing Supply	06/12/2026	1,162.46
57916	Granite Rock Company	Supplies for street work in the City	06/12/2026	2,501.83
57917	HASCO Stations, LLC	Fuel for PW Division fleet	06/12/2026	5,480.18
57918	Hayward Lumber	Hayward Lumber- Supplies	06/12/2026	202.89
57921	Monterey Sanitary Supply	PW/FM janitorial supplies	06/12/2026	113.84
57922	Napa Auto Parts	Monterey Auto Supply, Napa- Vehicle Supplies	06/12/2026	1,150.56
57923	National Stock Sign Company	4 cases of No Parking Signs	06/12/2026	1,092.50
57924	On Point Generators	PW/FM Emergency generator services	06/12/2026	650.00
57927	PSTS, Inc.	PSTS- Pump out tank in PW Yard	06/12/2026	1,122.50
57928	Pureserve Building Service	Pureserve Building Service - City facility janitorial service	06/12/2026	23,101.72
57929	Quality Print & Copy	5/8/26 #24548 BC for new City Forester	06/12/2026	109.25
57930	Rental Depot - Monterey	Concrete planer 5-19-26 392672-1	06/12/2026	732.16
57931	Robert Half	Temporary forestry assistance services	06/12/2026	6,776.30
57932	Scarborough Lumber & Building	Scarborough Ace Hardware - STREETS	06/12/2026	454.53
57933	Sherwin-Williams Co.	Sherwin Williams - paint	06/12/2026	1,649.38
57936	Town and Country Gardening	Professional landscaping and garden services	06/12/2026	24,542.67
57937	Uline Inc.	Uline- Safety Supplies	06/12/2026	1,084.08
57938	Valley Hills Nursery	Supplies for Forestry	06/12/2026	150.71
57948	2nd Nature Software Inc	NPDES compliance work	06/19/2026	2,650.50
57949	Ailing House Pest Control	Ailing House - City wide pest control	06/19/2026	63.00
57951	American Lock & Key	lock for RR 6/12/26 1-22877	06/19/2026	710.14
57964	Denise Duffy & Associates	ND Habitat Resource Monitoring	06/19/2026	10,312.67
57968	Federicos Embroidery	Forestry embordering	06/19/2026	30.00
57969	Golden State Portables	Golden State Portables - Portable potty service	06/19/2026	650.00
57970	Granite Rock Company	Supplies for street work in the City	06/19/2026	3,507.87
57976	Martins Irrigation Supply, INC.	Martins Irrigation	06/19/2026	210.14
57977	Mario Soto Mirage Window Cleaning	Mirage Window and Gutter - City wide window cleaning services	06/19/2026	1,600.00
57989	Poes Plumbing & Backflow	Stainless steel braided supply line	06/19/2026	875.82
57992	Scarborough Lumber & Building	Scarborough Ace Hardware - FACILITIES	06/19/2026	54.22
57994	Sentry Alarm Systems	Alarm monitoring for city facilities	06/19/2026	3,579.54
58000	Town and Country Gardening	Professional landscaping and garden services	06/19/2026	2,520.00
58002	US Bank	SQ *RANA CREEK HABITAT RE Trees	06/19/2026	209.34
58002	US Bank	ISA Justin's ISA membership dues	06/19/2026	185.00
58002	US Bank	PESTICIDE APPLICATORS PRO seminar for Justin, Rene, and Eric.	06/19/2026	400.00
58002	US Bank	CALIFORNIA PARK & RECR California Parks and Recreation Society Membership	06/19/2026	165.00
58002	US Bank	NAPA STORE 4574051 Forestry supplies	06/19/2026	44.74
58002	US Bank	BRUNO S MARKET & DE Lunch meeting	06/19/2026	142.90
58002	US Bank	THE HOME DEPOT #6967 tarp for erosion on Scenic	06/19/2026	163.83
58002	US Bank	JAVIER AUTO SERVICES LLC Batteries for all alarm system fire alarm and burglar system panels	06/19/2026	325.04
58002	US Bank	GRAINGER Replacement sump for public Works yard water recycler system	06/19/2026	929.03
58002	US Bank	PENINSULA POOL SERVICE Net and extension pole for Koi pond	06/19/2026	87.28
58002	US Bank	AMAZON MKTPL*BS9399880 Replacement globes for exterior lighting at Police Department	06/19/2026	403.08
58002	US Bank	PETCO 1308 Fishpond supplies	06/19/2026	114.51
58002	US Bank	MONTEREY BAY AIR POL air district permit for public Works, wood chipper, and Generators	06/19/2026	1,913.58
58002	US Bank	TENAYA LODGING Western Chapter ISA Conference lodging - Justin Ono	06/19/2026	623.44
58002	US Bank	TENAYA LODGING Western Chapter ISA Conference lodging - Rene Aldama	06/19/2026	623.44
58002	US Bank	SP 1-800-STENCIL Paint supplies	06/19/2026	221.76
58009	Applied Marine Sciences	Applied Marine Sciences- ASBS Watershed Monitoring	06/26/2026	1,215.00
58013	Carmel Area Wastewater District	CAWD- Annual storm drain cleaning	06/26/2026	8,570.64
58021	Federicos Embroidery	Forestry	06/26/2026	468.53
58022	Forestry Suppliers, Inc	Forestry Suppliers	06/26/2026	614.86
58023	HASCO Stations, LLC	Fuel for PW Division fleet	06/26/2026	1,585.14
58026	Jon Stuefflen Restoration Painting	Exterior painting at 1st Murphy	06/26/2026	10,198.00
58029	Miguel Manzano	Boot Reimbursement FY 25-26 4/22, 26	06/26/2026	196.65
58031	Monty Everett	Boot Reimbursement FY24/25	06/26/2026	278.60
58032	Municipal Maintenance Equipment	Maint on street sweeper 6/1/26 #049979	06/26/2026	8,739.37

58033	Napa Auto Parts	Monterey Auto Supply, Napa- Vehicle Supplies	06/26/2026	941.85
58035	Robert Half	Temporary forestry assistance services	06/26/2026	3,179.72
58036	Safeway Sign Co.	PW signs	06/26/2026	1,490.61
58037	Scarborough Lumber & Building	Streets Supplies	06/26/2026	1,403.02
58038	Security Shoring & Steel Plates Inc	Security Shoring & Steel Plates Inc.- Plate Rental	06/26/2026	808.00
58040	Tombleson Inc.	4/16/26 #26889052026	06/26/2026	16,401.56
58042	Uline Inc.	Safety equipment 205613181 3/18/26	06/26/2026	671.66
58043	US Bank	PAY*CITY OF MONTEREY P Park permit for 2026 Public Works Week Lunch	06/26/2026	81.00
58043	US Bank	WESTERN CHAPTER INTERNATI Seminar for CEU's towards master Arborist Certification	06/26/2026	140.00
58043	US Bank	THE HOME DEPOT 6967 Shop supplies	06/26/2026	336.45
58043	US Bank	THE POND GUY Devendorf Parkway, Koi Pond Maintenance supplies	06/26/2026	305.88
58043	US Bank	AMAZON MKTPL*BF94W44C0 Replacement globes for exterior lighting at Carmel police station	06/26/2026	159.20
58043	US Bank	PETCO 1308 Devendorf Park Koi pond maintenance supplies	06/26/2026	170.48
58043	US Bank	COSTCO WHSE #0131 PW Week	06/26/2026	34.77
58043	US Bank	THE HOME DEPOT 6967	06/26/2026	995.51
58043	US Bank	THE HOME DEPOT 6967 blower and shop supplies	06/26/2026	563.33
58044	Valley Hills Nursery	Supplies for Forestry	06/26/2026	737.85

Total for Department: 119 Public Works	198,822.13
--	------------

Department: 120 Library

57884	Pacific Grove Self Storage	Storage Unit - Document storage	06/05/2026	407.00
-------	----------------------------	---------------------------------	------------	--------

Total for Department: 120 Library	407.00
-----------------------------------	--------

Department: 121 Community Activities

57861	Carmel Pine Cone	2026 Memorial Day ad 5.22.26	06/05/2026	1,275.00
57872	Glastonbury Inc	sound for 2026 Memorial Day Ceremony	06/05/2026	650.00
57876	Thomas Korper	reimbursement for purchase of hot dogs, buns, and napkins for 20	06/05/2026	200.86
57910	Copies By-The-Sea	100 Memorial Day Ceremony programs	06/12/2026	87.40
57935	Tigerlilly Florist&Gifts	Memorial Day wreath & flowers	06/12/2026	529.87
57950	Amazon Capitol Services	laminating pouches	06/19/2026	16.42
57959	Carmel Woman's Club	Homecrafters' Jury room rental fee 8.26.26	06/19/2026	200.00
57962	Copies By-The-Sea	100 Memorial Day Ceremony programs	06/19/2026	287.91
57981	Monterey County Health Department	FY 2026-2027 farmers market health department permit renewal	06/19/2026	1,561.00
58043	US Bank	TARGET.COM Chips for Public Safety Day 5.30.26	06/26/2026	47.01
58043	US Bank	TARGET.COM Chips for Public Safety Day 5.30.26	06/26/2026	156.70
58043	US Bank	SMART AND FINAL 455 condiments & water for Public Safety Day 5.30.26	06/26/2026	124.43

Total for Department: 121 Community Activities	5,136.60
--	----------

Department: 122 Economic Revitalization

58039	See Monterey	Destination marketing Quarter 4 2026	06/26/2026	59,495.25
-------	--------------	--------------------------------------	------------	-----------

Total for Department: 122 Economic Revitalization	59,495.25
---	-----------

Department: 130 Non-Departmental

57926	PG&E	Citywide gas and electric services	06/12/2026	353.01
57987	Pitney Bowes Bank, Inc Reserve Account	Deposit funds to reserve Postage Account #28553824	06/19/2026	2,000.00

Total for Department: 130 Non-Departmental	2,353.01
--	----------

Department: 311 Capital Projects

57853	Advance Design Consultants, Inc	CIP Electrical panel upgrades support for VL electrical panel.	06/05/2026	1,180.00
57871	EMC Planning Group, Inc	Coastal Engineering and Adaptation Planning Project	06/05/2026	5,815.90
57925	Opticos Design, Inc	ODDS - May 2026	06/12/2026	6,739.00
57940	West Coast Arborists Inc .	West Coast Arborist	06/12/2026	19,612.00
57958	Carmel Pine Cone	Legal noticing Beach Stairs RFP 4/14/26 2615MND322	06/19/2026	351.00
57966	Dudek	Environmental support:Drainage and erosion control plan reviews,	06/19/2026	1,680.00
57967	EMC Planning Group, Inc	Coastal Engineering and Adaptation Planning Project	06/19/2026	11,139.04
57973	Integral Consulting, Inc	Consulting: Carmel Sea Lever Rise Adaptation	06/19/2026	355.63
57979	Moffatt & Nichol	Professional services: Coastal Engineering and environmental ser	06/19/2026	38,329.25
57982	Monterey County Weekly Classifieds	4/16/26 # 072215	06/19/2026	420.00
57995	Signature Glass & Windows, Inc	Remove, provide and install 21 lites of 1/4 in glass Park	06/19/2026	10,279.63
58017	Color New Corp	Sunset Cultural Center Painting Phase II per contract	06/26/2026	35,620.77
58025	Integral Consulting, Inc	Consulting: Carmel Sea Lever Rise Adaptation	06/26/2026	1,046.22
58040	Tombleson Inc.	CIP: Forest Theater Stage Repairs	06/26/2026	89,205.63
58041	Tope's Tree Service Inc.	Topes Tree Service - Tree work	06/26/2026	5,230.00
58045	West Coast Arborists Inc .	West Coast Arborist	06/26/2026	2,048.00

Total for Department: 311 Capital Projects	229,052.07
--	------------

Grand Total	1,872,394.96
-------------	--------------



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

August 3, 2026
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Valerie Gaino, Environmental Analyst

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: Adoption of Resolution 2026-056 Authorizing Execution of the Monterey Bay Area Regional Climate Project Working Group (RCPWG) Memorandum of Understanding

RECOMMENDATION:

Adopt Resolution 2026-056 (**Attachment 1**), authorizing the City Manager to sign the Memorandum of Understanding (MOU) to officially join the Monterey Bay Area Regional Climate Project Working Group (RCPWG).

BACKGROUND / SUMMARY:

The RCPWG emerged in 2021-2022 when local government and nonprofit representatives from Monterey, San Benito, and Santa Cruz counties began meeting to pursue large regional grants for decarbonization and climate resilience. The working group recognized that a collaborative regional approach was necessary to overcome individual municipal capacity constraints and to successfully compete with larger, better-resourced metropolitan regions for state and federal funding. Since its inception, the RCPWG has successfully secured over \$33 million in grant awards for the region, funding initiatives such as municipal fleet electrification, solar/battery microgrids, residential decarbonization, and regional climate adaptation planning roadmaps.

The proposed MOU defines and formalizes the working relationship, shared goals, and governance structure among participating public agencies in the RCPWG. The RCPWG's primary mission is to collaborate across the Monterey Bay Area to develop, prioritize, secure funding for, and equitably implement climate mitigation, adaptation,

and hazard mitigation projects.

Under the MOU and its attached Charter (**Attachment 2**), the RCPWG is governed by a Strategy Team comprising at least one representative from each member organization, prioritizing consensus-based decision-making. The Association of Monterey Bay Area Governments (AMBAG) will assume the role of Fiscal Sponsor for a two-year term to provide administrative and financial management support. By executing this MOU, the City will formalize its membership, allowing it to benefit from an established network of partners, access consultant support for joint grant applications, and share in funding allocations for priority climate projects.

The City of Carmel-by-the-Sea has been an observing member of [RCPWG](#) since April 2025.

FISCAL IMPACT:

The RCPWG is funded by annual member contributions set for a two-year period, based on a recommended sliding scale of \$5,000 to \$30,000 for local agencies. Annual dues are specifically determined by each member's ability to contribute; for example, the annual dues for Fiscal Years 2026-27 and 2027-28 are set at \$5,000 for the cities of Capitola, Carmel-by-the-Sea, Marina, Monterey, and Watsonville; \$7,500 for Salinas; and \$20,000 for Santa Cruz. AMBAG, acting as the Fiscal Sponsor, will invoice member agencies for their FY 2026-27 dues on July 1, 2026, or upon the Effective Date of the MOU. This MOU commits Carmel-by-the-Sea to contribute \$5000 annually.

PRIOR CITY COUNCIL ACTION:

ATTACHMENTS:

1. Resolution 2026-056
2. Carmel RCPWG MOU & Charter

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

RESOLUTION NO. 2026-056

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
AUTHORIZING THE ACTING CITY ADMINISTRATOR TO SIGN A MEMORANDUM OF
UNDERSTANDING WITH PARTICIPATING PUBLIC AGENCIES TO JOIN THE MONTEREY
BAY AREA REGIONAL CLIMATE PROJECT WORKING GROUP (RCPWG)**

WHEREAS, in 2022, the City of Carmel-by-the-Sea adopted a Climate Adaptation Plan and a Climate Action Plan to address climate change and increase local resilience; and

WHEREAS, in 2021-2022, local government and nonprofit representatives across the Monterey Bay Area, encompassing Monterey, San Benito, and Santa Cruz counties, formed the Monterey Bay Area Regional Climate Project Working Group (RCPWG) to collaboratively pursue large regional grants for decarbonization and climate resilience; and

WHEREAS, this collaborative regional approach is necessary to overcome individual municipal capacity constraints and effectively compete with larger metropolitan regions for transformative state and federal funding; and

WHEREAS, the RCPWG has already proven successful in this mission, securing over \$33 million in grant awards for regional initiatives; and

WHEREAS, a Memorandum of Understanding (MOU) has been proposed to formalize the working relationship, shared goals, and governance structure among participating public agencies in the RCPWG; and

WHEREAS, formally joining the RCPWG MOU commits the City of Carmel-by-the-Sea to an annual contribution of \$5,000, which will allow the City to benefit from an established network of partners, access consultant support for joint grant applications, and share equitably in funding allocations for priority climate projects.

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

Authorize the Acting City Administrator to sign the Memorandum of Understanding to officially join the Monterey Bay Area Regional Climate Project Working Group (RCPWG).

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
this 3rd day of August 2026, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk

THE MONTEREY BAY AREA REGIONAL CLIMATE PROJECT WORKING GROUP (RCPWG) MEMORANDUM OF UNDERSTANDING ("MOU")

1. RCPWG Members and Purpose of MOU

The Monterey Bay Area Regional Climate Project Working Group (RCPWG) Memorandum of Understanding ("MOU") is an agreement by and between the participating public agencies listed below:

CITY OF CAPITOLA

CITY OF CARMEL-BY-THE-SEA

CITY OF MARINA

CITY OF MONTEREY

CITY OF SALINAS

CITY OF SANTA CRUZ

CITY OF WATSONVILLE

COUNTY OF MONTEREY

COUNTY OF SAN BENITO

THE ASSOCIATION OF MONTEREY BAY AREA GOVERNMENTS

The purpose of this MOU is to define and formalize the working relationship among the parties listed above (individually referred to as "Party" and collectively referred to as the "Parties"), in the Monterey Bay Area Regional Climate Project Working Group (RCPWG). This MOU defines the shared goals and objectives of the Parties as they collaborate in operating the RCPWG and establishes necessary administrative and governance structures to promote a cooperative relationship for ensuring successful development and implementation of RCPWG activities.

2. Mission

Climate change is a priority issue for organizations across the Monterey Bay Area region. A focused and coordinated approach to pursuing competitive funding and other resources needed is required to unite the region in achieving equitable and resilient outcomes. Access to large-scale, transformative grant opportunities has the potential to accelerate implementation of climate change mitigation and adaptation projects and programs across the tri-county Monterey Bay Area region, including increasing access to funding for individual jurisdictions.

The RCPWG's mission is to collaborate among organizations in the Monterey Bay Area, including Santa Cruz, San Benito, and Monterey counties, to develop, prioritize, secure funding for, and effectively and equitably implement regionally beneficial climate mitigation, adaptation,

and hazard mitigation projects and programs. The RCPWG works with its members and regional partners to secure funding for regional grants that individual members may not have the ability to secure on their own; effectively and equitably allocate funding for ambitious climate action and resilience projects; establish more effective collaboration mechanisms to align policies and projects to best address our region's most pressing climate equity challenges; and activate working groups to support deeper coordination amongst RCPWG members and non-member agencies, foundations, nonprofits, academia, and other partners to advance specific project priorities.

3. Background

The RCPWG emerged as a concept in 2021-2022 when a group of local government and nonprofit representatives across the Monterey Bay Area, encompassing Monterey, San Benito, and Santa Cruz counties, began meeting informally on a monthly basis. Through these meetings, the group recognized an opportunity to pursue large regional grants for decarbonization and climate resilience by working collaboratively as a region, both to overcome individual capacity constraints and compete with larger, better-resourced metropolitan regions.

In February 2022, City of Santa Cruz, City of Watsonville, County of Monterey, County of San Benito, County of Santa Cruz, and Ecology Action, a regional nonprofit organization, each made an initial contribution to fund start-up activities to support regional collaboration on grant applications. The Community Foundation of Santa Cruz served as the RCPWG's initial fiscal sponsor and in 2023, fiscal sponsorship transitioned to the County of Santa Cruz.

Since 2022, the RCPWG was successfully awarded the following grants to support the development of RCPWG's governance structure and implement regional climate projects, totaling over \$33 million:

- \$15,713,981 award from the CA Air Resources Board to pioneer the Monterey Bay Municipal Fleet Electrification and Workforce Accelerator with member jurisdictions.
- \$14,346,751 award from the U.S. Department of Transportation to install 6 solar/battery microgrids and 252 public EV chargers in “disadvantaged” and low-income communities and implement workforce training. While RCPWG's application was awarded, disbursement has been paused due to federal administration changes.
- \$2 million award from the Department of Energy (DOE) for residential decarbonization, electrification, and weatherization improvements.
- \$649,335 award from the CA Governor's Office of Land Use and Climate Innovation (LCI) to develop the Monterey Bay Area Climate Adaptation and Resilience Implementation and Funding Roadmap.
- \$250,000 award from the National Oceanic and Atmospheric Administration (NOAA) to secure funding to implement priority projects identified in the Monterey Bay Area Climate Adaptation and Resilience Implementation and Funding Roadmap.

- \$100,000 award from Central Coast Community Energy (3CE) to develop RCPWG’s interim charter and an initial grant strategy and to support grant writing for electrification-focused funding proposals.
- \$15,000 award from the Urban Sustainability Directors’ Network (USDN) to explore governance options and develop strategies for engaging community-based organizations.

4. Structure and Governance

The RCPWG shall be governed pursuant to the RCPWG Charter and By-laws, attached hereto as Exhibit A, which defines RCPWG’s membership types, leadership and decision-making structure, and channels for effective and transparent communication. The RCPWG is led by a Chair, Vice Chair, Fiscal Sponsor, and Strategy Team involving one or more representative(s) from each Party.

The Fiscal Sponsor provides administrative and financial management support to the RCPWG. Upon execution of this MOU, the Association of Monterey Bay Area Governments (AMBAG) shall assume the role of Fiscal Sponsor for a two-year term and the County of Santa Cruz shall transfer any remaining RCPWG project funds to AMBAG within 60 days of the MOU taking effect.

The RCPWG is funded by annual member contributions, set for a period of two years, based on a recommended sliding scale of \$5,000 to \$30,000. Local agency member contributions are individually determined based on each member’s ability to contribute to the RCPWG. Regional agency members contribute a recommended minimum of \$75,000, unless otherwise approved by the Strategy Team, to support RCPWG operations and specific outcomes identified by the regional agency in collaboration with the Chair, Vice Chair, and Fiscal Sponsor.

Annual RCPWG member contributions for FY 2026-27 and FY 2027-28 are as follows:

MEMBER AGENCY	ANNUAL DUES
City of Capitola	\$5,000
City of Carmel-by-the-Sea	\$5,000
City of Marina	\$5,000
City of Monterey	\$5,000
City of Salinas	\$7,500
City of Santa Cruz	\$20,000
City of Watsonville	\$5,000

MEMBER AGENCY	ANNUAL DUES
County of Monterey	\$30,000
County of San Benito	\$15,000
The Association of Monterey Bay Area Governments	\$75,000

On July 1, 2026 or upon the MOU Effective Date, AMBAG in its role as the RCPWG Fiscal Sponsor will invoice member agencies for their FY 2026-27 dues. On July 1, 2027, AMBAG in its role as the RCPWG Fiscal Sponsor will invoice member agencies for their FY 2027-28 dues. Member dues shall be payable within 45 days of invoice, unless otherwise mutually agreed in writing by the applicable member and Fiscal Sponsor. At a member's request, and upon approval by the Fiscal Sponsor, invoices may be consolidated to cover multiple years of member dues.

5. Withdrawal and Termination

The MOU will continue until terminated by two-thirds majority vote of the Parties. Any Party can withdraw from the RCPWG on 30 days' written notice to the other Parties.

Withdrawal shall not relieve a Party of obligations previously incurred under grant agreements, contracts, or approved work plans entered into prior to the effective date of withdrawal.

6. Adding a Partner to the MOU

Any local government located within the geographical area of the RCPWG, which shall encompass Monterey, San Benito, and Santa Cruz counties, is eligible to become a member of the RCPWG and a Party to the MOU. Any regional government agency located within this geographical area of the RCPWG is eligible to become a regional agency member of the RCPWG and a Party to the MOU. Any higher education institution located within the geographical area of the RCPWG is eligible to become a higher education member of the RCPWG and a Party to the MOU.

Local agency member applications shall be automatically approved by the Strategy Team. The Strategy Team shall review member applications from regional agencies and higher education institutions and vote to add a new member to the RCPWG. A unanimous vote and re-signing of the MOU by all parties are required to formally add new members.

Current and new voting members must provide an annual contribution within 45 days of receiving an invoice to support the administration and operations of the RCPWG in accordance with Section 4 of this MOU.

Upon the addition of a new member, the RCPWG Fiscal Sponsor shall manage an amendment process to this MOU pursuant to Section 9 below to formalize the addition of a new member. This amendment process shall be initiated within one year of the approval to add a new member.

7. Agreement to Mediate Dispute

In the event a dispute arises between any of the Parties regarding the governance or operations of the RCPWG, and an informal resolution cannot be reached, the Parties agree to submit the dispute to mediation. The mediation shall be held before a neutral attorney, a retired judge, or a third party mediator. The selection of the mediator shall be determined by a two-thirds majority vote of the Strategy Team. Should the Strategy Team be unable to select a mediator, the Fiscal Sponsor shall select a mediator based on input from the Strategy Team. The Parties shall make their best efforts to schedule the mediation as soon as possible after the selection of the mediator. Costs for the mediation shall be split equally between the Parties to the dispute.

8. Counterparts

This MOU may be executed in counterparts, each of which is an original and all of which constitute one and the same instrument.

9. Amendments

This MOU may be amended only by a unanimous vote of all Parties to this MOU. Amendments must be in writing and executed by authorized representatives from all Parties. Amendments shall take place no more than once a year.

10. Liability

Each Party's respective employees remain subject to the direction and control of their respective employer and shall not be considered as an employee of the other Parties. Each Party shall be responsible for the acts or omissions of its respective employees and volunteers and shall incur any liabilities arising out of the acts or omissions of its respective employees and volunteers relating to this MOU.

Each Party shall bear their own respective costs related to administering any obligations under this MOU and retain financial and any other responsibility for the employment, salary, benefits, and terms and conditions of all staff or employees assigned to work pursuant to this MOU.

Nothing in this MOU obligates any Party to assume liability for grants funds administered by or through the RCPWG or by or through the Fiscal Sponsor, except to the extent such Party separately agrees to obligations under a specific grant agreement.

11. Notices

Any and all notices required to be given pursuant to the terms of this MOU shall be provided electronically or in writing. Written notices shall be by personal service or sent by certified mail, return receipt requested, to the respective addresses set forth below. Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

City of Capitola

Jamie Goldstein
City Manager
420 Capitola Ave
Capitola, CA, 95010
(831) 475-7300
jgoldstein@ci.capitola.ca.us

City of Marina

Layne Long
City Manager
211 Hillcrest Ave,
Marina, CA 93933
(831) 884-1278
llong@cityofmarina.org

City of Salinas

Rene Mendez
City Manager
200 Lincoln Ave
Salinas CA 93901
(831) 758-7201
Rene.Mendez@salinas.gov

City of Watsonville

Tamara Vides
City Manager
275 Main Street, Suite 400
Watsonville, CA 95076
(831) 768-3034
tamara.vides@watsonville.gov

County of San Benito

Esperanza Colio Warren
County Executive Officer
481 Fourth Street
Hollister, CA 95023
(831) 636-4000
ecolio@sanbenitocountyca.gov

City of Carmel-by-the-Sea

Brandon Swanson
Acting City Administrator
PO Box CC
Carmel-by-the-Sea, CA, 93921
(831) 620-2000
bswanson@ci.carmel.ca.us

City of Monterey

Dante Hall
City Manager
580 Pacific Street
Monterey, CA 93940
(831) 646-3760
dhall@monterey.org

City of Santa Cruz

Matt Huffaker
City Manager
809 Center Street Room 10
Santa Cruz, CA 95060
(831) 420-5011
mhuffaker@santacruzca.gov

County of Monterey

Sonia De La Rosa
County Administrative Officer
168 W. Alisal St, 3rd Floor
Salinas, CA 93901
(831) 755-5029
DeLaRosaSM@countyofmonterey.gov

**The Association of Monterey Bay
Area Governments**

Maura F. Twomey
Executive Director
24580 Silver Cloud Ct
Monterey, CA, 93940
(831) 264-5089
mtwomey@ambag.org

12. California Public Records Act

The Parties are public agencies subject to the disclosure requirements of the California Public Records Act (“CPRA”). If a Party’s proprietary information is contained in documents or information submitted to the other Parties pursuant to this MOU, and the Party claims that such information falls within one or more CPRA exemptions, the Party must clearly mark such information “Confidential” or “Confidential and Proprietary,” and identify the specific lines containing the information. In the event of a request for such information, the Party that received the CPRA request will make best efforts to provide notice to the applicable Party prior to such disclosure. If a Party contends that any such documents are exempt from disclosure under the CPRA and wishes to prevent disclosure, and the Party receiving the CPRA request disagrees, it is required to obtain a protective order, injunctive relief, or other appropriate remedy from a court of competent jurisdiction. If the Party seeking to prevent disclosure fails to obtain such remedy prior to disclosure of the requested records as required under the CPRA, the Party that received the CPRA request may disclose the requested information without any liability.

13. Entire Agreement and Modification

This MOU supersedes all previous MOUs and agreements between the Parties related to the subject of this MOU and constitutes the entire understanding of the Parties.

The Parties agree that this MOU is independent of any other contract(s), Memorandum of Agreement, and/or any other agreements not expressly pertaining to the RCPWG among or between the Parties.

14. Severability

The unenforceability, invalidity, or illegality of any provision(s) of this MOU shall not render the other provisions unenforceable, invalid, or illegal.

15. Governing Law

This MOU shall be governed by and interpreted in accordance with California Law.

16. Signatories and Warranty of Authority

IN WITNESS WHEREOF, the undersigned warrant and represent that each is authorized to execute this MOU and that their respective signatures serve to legally obligate their respective representatives, agents, successors, and assigns to comply with the provisions of this MOU, and the undersigned have executed this Memorandum of Understanding on the dates set forth below, to be effective on _____ (“Effective Date”) as established by the final signatory, AMBAG as RCPWG’s Fiscal Sponsor.

City of Carmel-by-the-Sea

By: _____ Date: _____
Brandon Swanson, Acting City Administrator

APPROVED AS TO LEGAL FORM:

By: _____ Date: _____

EXHIBIT A

Monterey Bay Area Regional Climate Project Working Group Charter and By-laws (“RCPWG Charter and By-laws”)

1. The Challenge and Opportunity

Climate change is a priority issue for organizations across the Monterey Bay Area region. A focused and coordinated approach to pursuing competitive funding and other resources needed is required to unite the region in achieving equitable and resilient outcomes. Access to large-scale, transformative grant opportunities has the potential to accelerate implementation of climate change mitigation and adaptation projects and programs across the three-county region, including increasing access to funding for individual jurisdictions.

2. Mission

The Monterey Bay Area Regional Climate Project Working Group (RCPWG) collaboratively develops, prioritizes, secures funding for, and effectively and equitably implements regionally beneficial climate mitigation, adaptation, resilience, and hazard mitigation projects and programs. The RCPWG collaborates among groups and organizations in the Monterey Bay Area region, which includes Santa Cruz, San Benito, and Monterey counties.

3. Membership

Members of the RCPWG benefit from being part of and collaborating with an established network of partners across the Monterey Bay Area to lead to the development and implementation of projects that address shared climate mitigation and adaptation priorities. RCPWG members benefit from defining and prioritizing regionally beneficial projects, learning about grant opportunities, accessing consultant support to develop joint grant applications, and collaborating on funded projects. RCPWG members have the opportunity to collaborate on grant applications to secure funding for priority projects and new staff positions.

RCPWG membership includes dues-paying local agencies, regional agencies, and higher education institutions.

Local Agency Members (voting members): Dues-paying cities and counties within the Monterey Bay Area, which includes Monterey, San Benito, and Santa Cruz counties are voting members of the RCPWG.

Regional Agency Members (voting members): Dues-paying regional agencies working across the entirety of the Monterey Bay Area are voting members of the RCPWG. Regional agencies

may coordinate with the Chair and Vice Chair, and with consent of voting members, to define RCPWG aligned priorities and specific outcomes that their annual contribution will support.

Higher Education Members (voting members): Dues-paying higher education institutions based within the Monterey Bay Area are voting members of the RCPWG.

Advisory Members: Regional agencies, 501(c)3 nonprofit organizations, higher education institutions, or tribal organizations/governments may serve as non-voting advisors and attend RCPWG Strategy Team meetings upon consent of voting members.

Observers: Potential members may request to send up to two representatives to participate in RCPWG meetings as non-voting observers. Local agencies, regional agencies, and higher education institutions may participate as non-voting observers without prior approval required.

Members are expected to provide member agency staff rates on an annual basis to the Fiscal Sponsor and the Managing Consultant to support RCPWG grant writing efforts.

4. Leadership & Decision Making

The RCPWG is led by a Chair, Vice Chair, and Strategy Team and is supported by a Fiscal Sponsor and Managing Consultant (as defined below). All RCPWG decision-making and spending matters will be subject to any policies governing the Fiscal Sponsor. The RCPWG prioritizes consensus-based decision-making, whereby members deliberate with the aim of reaching an outcome that is supported by all voting members. When consensus cannot be reached, decisions will be made by consent, meaning the absence of objections, which supports accelerated decision making. Consensus requires all members to agree with the decision, while consent allows for disagreement as long as no one objects to the decision. If neither consensus nor consent is attainable, decisions will be made by a two-thirds majority vote.

Chair and Vice Chair: The RCPWG is led by a Chair and Vice Chair, designated by a two-thirds majority vote of the voting members of the RCPWG, each serving a one-year term and with no term limits. Any representative of a voting member organization is eligible to serve as Chair or Vice Chair.

The Chair and Vice Chair provide overall leadership and strategic guidance, including setting Strategy Team meeting agendas, chairing Strategy Team meetings, and facilitating an annual work planning process for the Managing Consultant. The Chair and Vice Chair, along with the Fiscal Sponsor, hold signature authority on behalf of the RCPWG, approves RCPWG-related invoices, and serve as the final decision-makers on RCPWG matters not addressed in the Charter and By-laws. The Chair and Vice Chair may delegate responsibilities to the Managing Consultant, subject to available resources in the RCPWG's annual budget and work plan, except in instances where such delegation would create a conflict of interest for the Managing Consultant.

Strategy Team: The RCPWG Strategy Team includes one or more representative(s) from each member organization, including local agency members, regional agency members, higher education members, and advisory members. Decisions are made by voting members of the Strategy Team (dues-paying local agency members, regional agency members, and higher education members) with input from advisory members and observers. Each member organization is provided with one vote. If multiple representatives from any single member organization are present when a vote is called, a primary representative must be identified to cast the member agency's vote.

The Strategy Team provides strategic direction and collective governance to the RCPWG and RCPWG-sponsored projects with voting members serving as the RCPWG's primary decision-making body. The Strategy Team makes decisions with respect to which grants the RCPWG pursues, projects the RCPWG develops, subcommittee formation, and the future membership, leadership, and dues structure of the RCPWG as it evolves, including the formation of an ad-hoc steering or executive committee. The Strategy Team also provides strategic oversight on RCPWG projects and approves the annual work plan for the RCPWG's Managing Consultant, including stipends.

Fiscal Sponsor: The Fiscal Sponsor shall be designated by a two-thirds majority vote of the voting members of the RCPWG.

The Fiscal Sponsor serves as the overall funds holder and financial administrator for the RCPWG. The Fiscal Sponsor is responsible for receiving, managing, and disbursing RCPWG funds, including membership dues, grant awards to the RCPWG as the prime recipient or co-applicant, and other revenue secured by the RCPWG; administering contracts with consultants and contractors to support the RCPWG's approved work plan; maintaining financial records; and providing regular financial reports to the Chair, Vice Chair, and Strategy Team. The Fiscal Sponsor, along with the Chair and Vice Chair, holds signature authority on behalf of the RCPWG, approves RCPWG-related invoices, and serves as the final decision-makers on RCPWG matters not addressed in the Charter and By-laws.

The Fiscal Sponsor's responsibilities are limited to the activities expressly authorized by the RCPWG through approved budgets, work plans, and contracts. The Fiscal Sponsor shall not be liable for misuse of funds by subrecipients or contractors, except to the extent caused by the Fiscal Sponsor's sole negligence or willful misconduct, and provided it exercises reasonable oversight consistent with applicable laws, grant requirements, and contractual obligations.

Managing Consultant: The RCPWG can be supported by a third-party Managing Consultant contracted by the Fiscal Sponsor to implement the RCPWG's work plan. All costs for the Managing Consultant shall be paid by the Fiscal Sponsor.

The Managing Consultant supports overall RCPWG administration and operations, under the direction of the Chair, Vice Chair, and Strategy Team, including supporting Strategy Team

meetings, outreach and engagement, subcommittees, project and proposal development, grant writing, and funding opportunity coordination. The Managing Consultant's annual RCPWG work plan describes specific activities to be completed.

5. Budget and Work Plan

The RCPWG follows a two-year budget forecast cycle, with the annual base budget determined by the current level of local and regional agency member contributions to the RCPWG. Variable dues from new members provide the RCPWG with flexibility to undertake additional activities as part of the approved work plan or new activities approved by voting members.

The two-year budget forecast is supported by annual budgets and work plans, which are developed by the Managing Consultant in collaboration with the Chair and Vice Chair and are approved by voting members.

6. Subcommittees

Subcommittees of the RCPWG will be established to support the mission of the RCPWG with respect to specific focus areas (e.g. building electrification, transportation, waste, etc.). Subcommittees will have the primary focus of identifying, developing, and if awarded, implementing grants. Each subcommittee must have a minimum of three participating RCPWG members, and one member who is willing to serve as a Subcommittee Liaison.

The Subcommittee Liaison is responsible for creating agendas, facilitating subcommittee meetings, advancing the subcommittee toward its agreed upon purpose, and reporting back to the RCPWG (verbally or in writing) on the progress and decisions of the subcommittee. The RCPWG can initiate or sunset a subcommittee through standard voting procedures. Subcommittee Liaisons may delegate responsibilities to the Managing Consultant pending available resources in the RCPWG's annual budget and work plan.

7. Meetings

Members of the RCPWG are expected to attend and actively participate in regular RCPWG meetings, including mandatory attendance at up to two in-person meetings per year.

The RCPWG Strategy Team will meet virtually every six weeks for up to two hours. Additional virtual meetings may be held, as needed, to conduct RCPWG business. Two in-person meetings or retreats will be held each year, instead of or in addition to Strategy Team meetings, with meeting locations rotating between the three counties. Subcommittee meeting frequency will be determined by Subcommittee Liaisons based on input from subcommittee members.

A quorum, defined as three-fifths (3/5) of voting members, is required for any vote; quorum is not required for general discussion or meeting participation.

8. Amendments

This Charter and By-laws may be amended by a unanimous vote of voting members.

9. Acknowledgement

By executing the RCPWG MOU, each Party (voting member) acknowledges and agrees to the provisions of this Exhibit (RCPWG Charter and By-laws) and to participate in the RCPWG in accordance with its terms.

10. Record of Amendments

Amendment No.	Date Approved	Description of Change	Approved By



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

August 3, 2026
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Marisa Bermudez, Acting Assistant City Administrator

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: Resolution 2026-057 authorizing the serving of alcohol on public property for the Tutti a Tavola lunch on Sunday, October 11, 2026

RECOMMENDATION:

Adopt Resolution 2026-057 (**Attachment 1**), authorizing the serving of alcohol on public property for the Tutti a Tavola lunch on Sunday, October 11, 2026.

BACKGROUND / SUMMARY:

Tutti a Tavola

The Carmel Mission Foundation was established to restore and preserve the historic buildings, grounds, and artifacts throughout the Carmel Mission, founded in 1771. The Foundation also preserves the history of Carmel Mission through educational events, historical presentations, and artistic exhibits throughout the county. The Foundation is a 501(c)3 corporation, a public charity independent from any religious organizations. The Carmel Mission is a U.S. National Historic Landmark, a California State Landmark, and is listed in the National Registry of Historic Places.

The Carmel Mission Foundation Board would like to hold a fundraising lunch on Sunday, October 11, 2026, from 1:00 p.m. to 3:00 p.m., on Sixth Avenue between Junipero and Mission Streets. Sixth Avenue between Junipero and Mission Streets would be closed to through traffic from approximately 9:00 a.m. - 7:00 p.m., or whenever it is safe to reopen the street. Monterey-Salinas Transit would be notified of the street closure, and the temporary bus stop would be set up on both sides of Junipero between Ocean and Sixth Avenues, as it is during the Thursday farmers'

market.

This would be a ticketed event, and anyone from the public would be able to purchase a ticket to attend. Due to the serving of alcohol, all attendees must be 21 years of age or older. The event would be limited to 100 people.

Staff who are certified through the ABCs Responsible Beverage Service (RBS) training would be handling the serving of alcohol. They would also adhere to ABC rules and regulations for the serving of alcohol. They would provide a copy of the ABC permit to the Community Activities Department. The organizers will also adhere to the County of Monterey Health Department rules for the serving of food outside of the restaurant.

Because this event proposes to serve alcohol on public property, further approval is required by the City Council as follows:

Per Carmel Municipal Code section 9.20.020, it is unlawful for any person to drink any alcoholic beverage in or upon any public place within the City. The City Council may, however, authorize exceptions to the code for specific events of limited duration by adopting a resolution.

FISCAL IMPACT:

N/A

PRIOR CITY COUNCIL ACTION:

ATTACHMENTS:

1. Resolution 2026-057

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

RESOLUTION NO. 2026-057

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
AUTHORIZING THE CONSUMPTION OF ALCOHOL ON PUBLIC PROPERTY FOR THE TUTTI
A TAVOLA LUNCH TO BE HELD ON SUNDAY, OCTOBER 11, 2026**

WHEREAS, the Carmel Mission Foundation would like to hold a fundraising lunch on Sunday, October 11, 2026, on Sixth Avenue between Junipero Street and Mission Street, and

WHEREAS, the event will be a ticketed event and open to anyone who purchases a ticket and limited to 100 people, and

WHEREAS, the event will take place on Sixth Avenue between Junipero Street and Mission Street, and

WHEREAS, Chapter 9.20 of the Carmel-by-the-Sea Municipal Code states that it is unlawful for any person to drink any alcoholic beverage in or upon any public place, but that the City Council has the right, through adoption of a resolution, to make exceptions to the regulation for specific events of limited duration.

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

Authorize the consumption of alcohol for the Tutti a Tavola lunch, on Sunday, October 11, 2026, on Sixth Street between Junipero and Mission Streets

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
this 3rd day of August 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

August 3, 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 2026-058 Appointing one (1) member to the Building Code Board of Appeals and one (1) member to the Community Activities Commission

RECOMMENDATION:

Consider adoption of Resolution 2026-058 appointing one (1) member to the Building Code Board of Appeals and one (1) member to the Community Activities Commission.

BACKGROUND / SUMMARY:

Executive Summary

The Building Code Board of Appeals (BCBOA) and Community Activities Commission (CAC) each have one unscheduled vacancy. Following a public recruitment process and candidate interviews, the Mayor and Mayor Pro Tem recommend appointing Brent Sepulvado to the BCBOA and Alexa Dieterle to the CAC. These appointments would restore both five-member bodies to full membership.

Approval of a Resolution (**Attachment 1**) by a majority vote of the City Council is required to confirm the appointments.

Background

Appointments to City boards, committees, and commissions are made in accordance with state law, the Carmel-by-the-Sea Municipal Code, and City Council Policy C89-06, Appointments to Commissions, Boards, and Committees (**Attachment 3**).

The Mayor and Mayor Pro Tem interview applicants and make appointment recommendations to the City Council. Appointments require approval by a majority vote of the Council.

The BCBOA vacancy occurred in June 2026 following the passing of a member. BCBOA members do not serve fixed terms.

The CAC vacancy resulted from a member's resignation. The remainder of the vacant term expires May 30, 2028.

Application and Recruitment Process

The City Clerk posted public notices advertising the vacancies, inviting qualified residents of the City or its Sphere of Influence to apply. The City received the following applications by the respective deadlines:

- Alexa Dieterle - Community Activities Commission
- Brent Sepulvado - Building Code Board of Appeals

Redacted copies of these applications are included as **Attachment 2**.

The Mayor and Mayor Pro Tem reviewed the applications and interviewed both candidates on July 23, 2026. Following the interviews, they determined that each applicant was well qualified to serve on the respective body.

Recommendation

The Mayor and Mayor Pro Tem recommend the following appointments for terms beginning September 1, 2026:

Building Code Board of Appeals

Appoint Brent Sepulvado as a core member. The appointment has no fixed expiration date.

Community Activities Commission

Appoint Alexa Dieterle to complete the vacant term ending May 30, 2028.

Adoption of the Attached Resolution would confirm both appointments.

FISCAL IMPACT:

None for this action.

PRIOR CITY COUNCIL ACTION:

ATTACHMENTS:

1. Resolution 2026-057
2. Redacted applications
3. Policy C89-06: Appointments to Boards and Commissions, revised May 2021

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

RESOLUTION NO. 2026-057

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
APPOINTING ONE MEMBER THE BUILDING CODE BOARD OF APPEALS AND ONE
MEMBER TO THE COMMUNITY ACTIVITIES COMMISSION**

WHEREAS, appointments to City boards, commissions, and committees are made in accordance with applicable state law, the Carmel-by-the-Sea Municipal Code, and City Council Policy C89-06, *Appointments to Commissions, Boards, and Committees*; and

WHEREAS, the Building Code Board of Appeals has one unscheduled vacancy that occurred in June 2026; and

WHEREAS, the Community Activities Commission has one unscheduled vacancy resulting from a member's resignation in May 2026, with the remainder of the vacant term expiring May 30, 2028; and

WHEREAS, the City Clerk posted notices and advertised both vacancies seeking applications from qualified residents of the City of Carmel-by-the-Sea and its Sphere of Influence to apply; and

WHEREAS, Brent Sepulvado submitted an application for appointment to the Building Code Board of Appeals, and Alexa Dieterle submitted an application for appointment to the Community Activities Commission; and

WHEREAS, the Mayor and Mayor Pro Tem reviewed the applications and interviewed the candidates on July 23, 2026; and

WHEREAS, following the interviews, the Mayor and Mayor Pro Tem determined that both candidates are well qualified to serve on their respective bodies and recommended their appointments to the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA AS FOLLOWS:

Brent Sepulvado is appointed as a core member of the Building Code Board of Appeals, effective September 1, 2026. The appointment has no fixed expiration date.

Alexa Dieterle is appointed to the Community Activities Commission, effective September 1, 2026, to complete the remainder of the vacant term ending May 30, 2028.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
this 3rd day of August 2026, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk



JUN 24 2026

Office of the City Clerk

APPLICATION TO SERVE ON A CARMEL-BY-THE-SEA CITY BOARD OR COMMISSION

In accordance with the Public Records Act, submitted applications and attachments are considered public records and will be disclosed upon receipt of a public records request. Applications may also be published (with signatures and personal contact information redacted) in the agendas of relevant meetings of the City Council, boards and commissions.

Submit application to the City Clerk's Office via email at cityclerk@ci.carmel.ca.us. You may also drop it off at City Hall, located at East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.

Full Name Alexa Dieterle Date 6/24/2026
Residence Address [REDACTED] City Carmel Zip 93921
Mailing Address same City Zip
E-Mail [REDACTED] Phone [REDACTED]

Board or Commission Selection:

You may apply for more than one Board or Commission. Please note, however, that members shall not serve simultaneously on more than one Council-appointed Board or Commission.

Building Code Board of Appeals (meets on an as-needed basis)	
Community Activities Commission (meets second Tuesday of each month at 9:30 a.m.)	X
Forest & Beach Commission (meets second Thursday each month at 2:30 p.m., Tour of Inspection at 1:30 p.m.)	
Harrison Memorial Library Board of Trustees (meets fourth Wednesday of each month at 9:00 a.m.)	
Historic Resources Board (meets third Wednesday of each month at 4:00 p.m.)	
Planning Commission (meets second Wednesday of each month at 4:00 p.m., Tour of Inspection at 2:00 p.m.)	

- 1) Will you be available to attend board/commission meetings regularly? Yes X No
- 2) How long have you lived in Carmel-by-the-Sea? 1993-2004, then returned 2020

- 3) All members of boards and commissions are subject to the Conflict of Interest laws of the State of California and are required to submit a Form 700 Statement of Economic Interests, within 30 days of assuming office. Form 700 must be filed annually thereafter, and within 30 days of leaving office as well.

In accordance with Assembly Bill (AB) 1234 and AB 1661 appointed members are required to attend Public Service Ethics Training and Harassment Prevention Training upon appointment and every two years thereafter.

Do you agree to file all required statements and complete training in a timely manner as prescribed by law or the City's Conflict of Interest Code? Yes ☒ No ☐

4) Reason for Interest in the Position:

Carmel-by-the-Sea has always been home. I grew up here, attended Carmel High School and Monterey Peninsula College, and developed an early appreciation for the arts in a community where culture has long been woven into everyday life.

After leaving Carmel to pursue studies and a professional career in music and theater, I spent many years living and working in Europe as an opera singer and actress. Those experiences gave me a broader perspective on how arts organizations and cultural communities are built,

5) Please list any relevant qualifications or experience you possess that would enhance the mission and goals of the board(s) or commission(s) for which you are applying:

My experience includes nonprofit governance, fundraising, marketing, public relations, audience development, sponsorship development, community outreach, event planning, and volunteer engagement.

Through my work with arts and nonprofit organizations, I have developed experience building partnerships, promoting cultural programs, engaging community stakeholders, and supporting initiatives that strengthen participation in the arts. I have worked closely with artists, educators, volunteers, donors, businesses, and nonprofit leaders, giving me an appreciation for the many perspectives involved in creating successful community programs.

I bring both an artistic and administrative perspective, as well as a strong commitment to the role arts and cultural organizations play in the life of a community. I believe these experiences would

6) Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:

I Cantori di Carmel, Board of Directors, Publicity
Association of Fundraising Professionals, Monterey Bay Chapter, Secretary and Board Member
Carmel Residents Association, Member
Carmel Women's Club, Member

7) Education:

ATTACHMENT 2

Institution	Course of Study	Degree Year(s)
University of Massachusetts - Boston	Vocal Performance	BM

8) Employment Experience (start with most recent):

Organization: Carmel Bach Festival		
Position: Arts Administration		Year: 2021-2024
Organization: Stuttgart State Oper		
Position: Opera Singer and Actress		Year: 2005-2018
Organization: Siebers Auctions		
Position: Art Appraiser and Auctioneer		Year: 2011-2016

9) Prior public service, civic or volunteer activities:

Organization: I Cantori di Carmel	
Position: Board of Directors-Publicity	Year: 2022 to now
Organization: Association of Fundraising Professionals	
Position: Secretary and Board Member	Year: 2024 to now
Organization:	
Position:	Year:

Alexa Dieterle

June 24, 2026

Signature

Date

Citizen knowledge, interest and participation are vital ingredients to the delivery of high-quality public services. The richness that comes from citizens serving in advisory roles to the City Council contributes to making Carmel by the Sea the special place it is.

The City of Carmel-by-the Sea thanks you for your interest in serving on a City board or commission!



JUL 06 2026
Office of the City Clerk

APPLICATION TO SERVE ON A CARMEL-BY-THE-SEA CITY BOARD OR COMMISSION

In accordance with the Public Records Act, submitted applications and attachments are ~~considered~~ public records and will be disclosed upon receipt of a public records request. Applications may also be published (with signatures and personal contact information ~~redacted~~) in the agendas of relevant meetings of the City Council, boards and commissions.

Submit application to the City Clerk's Office via email at cityclerk@ci.carmel.ca.us. You may also drop it off at City Hall, located at East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.

Full Name Brent Sepulvado Date 06/15/2026
Residence Address [REDACTED] City Carmel Zip 93921
Mailing Address P [REDACTED] City Carmel Zip 93922
E-Mail [REDACTED] Phone [REDACTED]

Board or Commission Selection:

You may apply for more than one Board or Commission. Please note, however, that members shall not serve simultaneously on more than one Council-appointed Board or Commission.

Building Code Board of Appeals (meets on an as-needed basis)	☒
Community Activities Commission (meets second Tuesday of each month at 9:30 a.m.)	☐
Forest & Beach Commission (meets second Thursday each month at 2:30 p.m., Tour of Inspection at 1:30 p.m.)	☐
Harrison Memorial Library Board of Trustees (meets fourth Wednesday of each month at 9:00 a.m.)	☐
Historic Resources Board (meets third Wednesday of each month at 4:00 p.m.)	☐
Planning Commission (meets second Wednesday of each month at 4:00 p.m., Tour of Inspection at 2:00 p.m.)	☐

- 1) Will you be available to attend board/commission meetings regularly? Yes X No
- 2) How long have you lived in Carmel-by-the-Sea? 9 Years

- 3) All members of boards and commissions are subject to the Conflict of Interest laws of the State of California and are required to submit a Form 700 Statement of Economic Interests, within 30 days of assuming office. Form 700 must be filed annually thereafter, and within 30 days of leaving office as well.

In accordance with Assembly Bill (AB) 1234 and AB 1661 appointed members are required to attend Public Service Ethics Training and Harassment Prevention Training upon appointment and every two years thereafter.

Do you agree to file all required statements and complete training in a timely manner as prescribed by law or the City's Conflict of Interest Code? Yes X No

4) Reason for Interest in the Position:

My technical knowledge of fire protection engineering and being able to help people navigate the process in design, reviewing

- 5) Please list any relevant qualifications or experience you possess that would enhance the mission and goals of the board(s) or commission(s) for which you are applying:

I bring 20 plus years in fire protection design and consulting on Underground fire hydrant water supply, fire sprinkler systems, UL 300 Commercial kitchen fire suppression systems, Specialty fire hazard systems, residential systems, Fire pumps, and life safety systems.

I am a member of the following organizations National Fire Protection Association, University Of Southern California, American Fire Sprinkler Association, and the American Water Works Association,

- 6) Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:

Current President Of California Fire Protection Inc Carmel Ca
And Owner Of Brent Sepulvado

7) Education:

ATTACHMENT 2

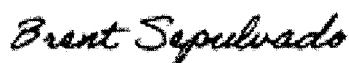
Institution	Course of Study	Degree Year(s)
NFPA	13,17.25,96,101	
USC	CROSS CONNECTION CONTROL & HYDRULIC RESEARCH	
AFSA	Continuing Education	
AWWA	Continuing Education	

8) Employment Experience (start with most recent):

Organization: CALIFORNIA FIRE PROTECTION INC	
Position: PRESIDENT	Year: 2008
Organization:	
Position:	Year:
Organization:	
Position:	Year:

9) Prior public service, civic or volunteer activities:

Organization: CARMEL YOUTH CENTER	
Position: Board Member	Year: 2009
Organization: AMERICAN Red Cross Carmel	
Position: Board Member	Year: 2015
Organization: AMERICAN Red Cross Carmel	
Position: First Aid & CPR Instructor	Year: 2007



Signature

06/15/2026

Date

Citizen knowledge, interest and participation are vital ingredients to the delivery of high-quality public services. The richness that comes from citizens serving in advisory roles to the City Council contributes to making Carmel by the Sea the special place it is.

The City of Carmel-by-the Sea thanks you for your interest in serving on a City board or commission!

C89-06

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

Subject: Appointments to Boards and Commissions	Policy/Procedure No: C89-06
--	------------------------------------

Effective Date: 1 October 1988	Authority: Resolution No. 88-47
---------------------------------------	--

Purpose:

To provide guidelines for appointments to Boards and Commissions.

Policy/Procedure:

As set forth fully in the policy document attached.

Responsible Party:

City Clerk

Department of Origin:

Administration

Revision Dates:

4 April 1989 (Resolution No. 1989-33)
 7 May 1991 (Resolution No. 91-46) (Resolution No. 1986-27)
 1 October 1991 (Minute Motion)
 5 November 1991 (Resolution No. 91-103)
 4 April 1995 (Resolution No. 95-34)
 9 September 1997 (Resolution No. 97-97)
 5 December 2000 (Resolution No. 2000-143)
 2 March 2009 (28 October 2008 Council Retreat)
 4 May 2021 (Resolution 2021-014)

City Administrator Approval of Departmental Policies: 12/2000

Rescinded Date:

C89-06

POLICY C89-06

APPOINTMENT TO COMMISSIONS, BOARDS, COMMITTEES

Appointment to all City Boards, Commissions and Committees are established by the City's Municipal Code as Mayoral appointments with confirmation by the City Council.

Posting and Notification of Vacancies

State law requires an annual posting prior to December 31 of all appointive terms on Boards, Commissions and Committees which are scheduled to expire within the upcoming year. The notice shall not be removed until these vacancies have been filled. State law requires unscheduled vacancies (resignation, etc.) to be publicly noticed within 20 days after the occurrence of the vacancy and prohibits appointment to the vacancy within 10 days of the public notice.

1. The City Clerk shall maintain all applications for appointive positions pursuant to the City's adopted retention schedule. All applications must be made on a form provided by the City Clerk. Interested applicants must reapply.
2. Notice shall be sent to each current Board/Commission/Committee member whose term is set to expire in May. Those Commission/Board members who wish to be reappointed must reapply by a date certain.
3. The City Clerk shall notify the Mayor, Mayor Pro Tempore, members of Council, the chairpersons of Boards/Commissions, and appropriate department directors of upcoming vacancies.
4. A subcommittee, comprised of the Mayor and Mayor Pro Tempore, shall review all applications and interview each prospective member.
5. The City Clerk shall advertise in the *Carmel Pine Cone* seeking applications from the general public. The Clerk shall establish a deadline for applications to be received. Following the deadline, copies of these applications shall be provided to the subcommittee of the Mayor and Mayor Pro Tempore for their review.
6. The subcommittee shall notify the City Clerk in sufficient time to place the nominees on a City Council agenda for ratification by the Council.

C89-06

7. Pursuant to the Municipal Code, appointments shall be ratified by at least three of the five members of the City Council.
8. The Mayor, Mayor Pro Tempore or the City Clerk shall notify each appointee of the City Council's action. The Clerk shall provide each appointee with the process for filing a Statement of Economic Interest, Form 700.
9. All new appointees shall receive a Handbook for New Commission/Board/Committee Members.
10. The City Clerk shall notify all new appointees of the date and time to attend a presentation regarding the Brown Act and other training as needed.
11. Each department subsequently will arrange a full departmental orientation meeting, including review of the individual's own orientation handbook. This is the handbook that expands upon the information contained in the Citywide commissioner handbook.

Unscheduled Vacancies:

1. All resignations shall be in writing and filed with the City Clerk, who will distribute it to the affected parties. A Notice of Unscheduled vacancy will not be posted until such a written resignation is received.
2. No appointment shall be made until 10 days after the public Notice of Unscheduled Vacancy.
3. The City Clerk shall advertise in the *Carmel Pine Cone* seeking applications from the general public. The Clerk shall establish a deadline for applications to be received. Following the deadline, copies of these applications shall be provided to the subcommittee of the Mayor and Mayor Pro Tempore for their review.
4. The Mayor and Mayor Pro Tempore, shall review all applications, including those received for the most recent annual recruitment and interview each new applicant.
5. Steps 6-11 above will be followed with regard to appointing individuals to unscheduled vacant positions.

Oath of Office:

The City Clerk shall administer the Oath of Office as soon as possible following the Council meeting when they are confirmed and prior to attending the first Commission/Board meeting.



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

August 3, 2026
ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Todd Trayer, Police Chief

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: Carmel-by-the-Sea Evacuation Drill After Action Report

RECOMMENDATION:

Recommendation: Council receive and accept the Police Department's report on the May 30th, 2026 Evacuation Drill.

BACKGROUND / SUMMARY:

On May 30, 2026, the Carmel-by-the-Sea Police Department (CPD), in partnership with local, regional, and community stakeholders, conducted a large-scale evacuation drill simulating a fast-moving wildfire. The exercise evaluated coordinated traffic management, emergency communications, inter-agency collaboration, and the community's overall preparedness.

Approximately 224 community members participated, including volunteers from throughout the Monterey Peninsula, making this one of the region's most comprehensive emergency preparedness exercises in recent history.

This presentation highlights the planning and coordination required to conduct the exercise, the City departments and partner agencies that participated, the contributions of our CERT and Volunteers in Police Service (VIPS) teams, and the technology used to support the operation. Chief Todd Trayer will also discuss the exercise's successes, challenges, and key lessons learned, as well as recommendations and tools that will help strengthen future emergency preparedness efforts for the City of Carmel-by-the-Sea.

This presentation includes the 2026 Evacuation Drill After-Action Report, a supporting

slide deck, and a short 6 minute video which memorializes the efforts put into the evacuation drill. The video file is too large for this format and will be available through the City website.

FISCAL IMPACT:

None

PRIOR CITY COUNCIL ACTION:

None

ATTACHMENTS:

1. Aug 3rd AAR Evacuation Drill 2026
2. Carmel by the Sea Evacuation After Action 2026.docx (4)



CITY OF CARMEL-BY-THE-SEA

2026 Evacuation Drill After-Action Report

August 3, 2026

Chief Trayer



Why Practice Evacuating?

- Strengthen First-Responder & Volunteer Response
- Trust Building With Community
- Test Procedures & Technology
- Find Areas of Improvement





Evacuation Numbers At A Glance

- Participants
 - 82 vehicles (estimated total of 90-100)
 - Approximately 100 community members)
 - 54 Pedestrians
 - 70 Volunteers
- = 224 Estimated Total Attendance
- Collaboration With Outside Agencies
 - 22 Total Agencies/Entities





Evacuation Numbers At A Glance

- Established Timelines
 - Mobilization Timelines
 - Evacuation Timing:
 - The Lead vehicle reached Highway 1 in 8 minutes and 41 seconds; structured re-entry started at 9:45 a.m. (45 minutes from initial evacuation notification to the community).
- Time to Full Operational Capacity
 - 1 hour 15 minutes





Did The Evacuation Drill Succeed?

YES!

- AlertMonterey
- Volunteerism
- Police Department/City Teamwork
- Pre-planning (Emergency Operations Plan)





What We Learned

- *Technology: Drones Provided Situational Awareness*
- *Communications: Radios*
- *Training Needs*
- *Collaboration**



CITY OF CARMEL-BY-THE-SEA



The Road Ahead

- *Ensure Dispatch Center Is Fully Functional At EOC*
- *Request Additional Radios**
- *Request Drone Approval**
- *Additional On-going Training for PD, Volunteers, and City Staff*
- *Annual Alert Testing*

**Future Council Meeting*





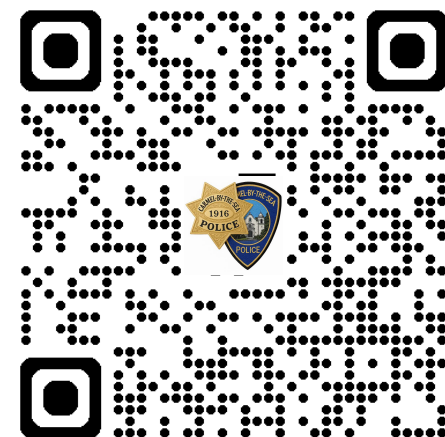
Carmel-by-the-Sea Evacuation Drill 2026



Carmel-by-the-Sea

Sign up for Alerts!

Discussion/Questions?





Carmel-by-the-Sea Police Department Evacuation Drill

After Action Report

Date of Drill: Saturday, May 30, 2026

Time of Drill: 9:00 A.M.

Location: Ocean Ave., Carmel-by-the-Sea, California

Executive Summary

On May 30th, 2026, the Carmel-by-the-Sea Police Department (CPD), in partnership with multiple law enforcement, fire, and safety allied community stakeholders participated in a large-scale evacuation drill simulating a fast-moving wildfire. This drill tested the effectiveness of collaborative traffic control measures, communications systems, and overall community readiness. Approximately 224 community members participated in the drill, including volunteers from throughout the Peninsula making this one of the most extensive emergency preparedness exercises in the Peninsula's recent history.

Recommendations:

- Technology: Carmel by the Sea would benefit from additional radios, Unmanned Aerial Systems (Drones), and additional Dispatch (PSAP) preparation
- Annual testing of the AlertMonterey system in Carmel by the Sea
- Additional Training for police and volunteer teams
- Training for City Staff, including Councilmembers on emergency response/ICS roles
- Initiate evacuation drills every 5 years

Key Findings Strengths & Accomplishments:

- **Successful Evacuation Drill:** Largest evacuation exercise in Carmel by the Sea's recent history.
- **Evacuation Timing:** The main route was from Ocean Ave. to Carmel Middle School. The lead vehicle reached Highway 1 in 8 minutes and 41 seconds after the evacuation was initiated.

- **Strong Participation:** 82 vehicles (with multiple participants in many of those vehicles) and 54 pedestrians took part following citywide outreach that invited all residents, visitors, and businesses within Carmel-by-the-Sea. A total of 154 community participants took part in the exercise, supported by approximately 70 volunteers and agency personnel (an approximate total of 224 participants including volunteers).
- **Increased Interagency Coordination:** 22 total agencies met and participated in this drill.
- **Successful validation of an evacuation plan** that fits within the City's Emergency Operations Plan (EOP).

Challenges:

- **AlertMonterey:** Registration errors that led to notification failures, inefficiencies in traffic control training and techniques, technology limitations (Radios and Drone systems), and difficulties with audible notification methods.
- **Preparedness Gaps:** Approximately 80% of surveyed participants reported receiving AlertMonterey notifications, while approximately 20% reported not receiving them. An ongoing outreach effort has been and should continue to be implemented to both increase resident enrollment in the emergency alert system and conduct annual testing to ensure alerts are being successfully received throughout the community. Regular testing will help verify system effectiveness, identify gaps in coverage, and strengthen overall emergency preparedness.
- **Overall Readiness:** 53% of participants reported they did not have an evacuation plan prior to this exercise. More than 62% of participants reported they did not have a household Go Bag prepared.

Major Takeaways

The evacuation drill demonstrated that Carmel-by-the-Sea's evacuation plans work as intended and can scale effectively, while highlighting opportunities to improve traffic control procedures, communication readiness, and technology capabilities. There was a significant benefit to the operation shown through allied agencies using Unmanned Aerial Systems (Drone technology). Finally, there was a need for reconfigured dispatch center connections at the Emergency Operations Center (EOC) to expand overall preparedness.

Next Steps

- Continue to work with Genasys and the County of Monterey (AlertMonterey) partners to improve reliability and ensure timely, consistent delivery of alerts.

- Conduct emergency preparedness training for Carmel-by-the-Sea staff and Councilmembers to create a plan that ensures readiness for any Incident Command related City response.
- Enhance interagency training and communications.
- Ensure shuttle services operate continuously during evacuations, as pedestrian movement can be unpredictable.
- Expand community education and outreach to strengthen household readiness.
- Ensure the EOC has implemented technology that enables redundancy in our Public Safety Answering Point (PSAP) abilities, CAD systems, and test those systems annually.
- Radio interoperability was limited with CHP and Carmel-by-the-Sea Police did not have extra radios to provide to allied agencies. Additional radios would greatly enhance emergency communications.

Overall, the exercise validated Carmel-by-the-Sea's ability to conduct a coordinated large-scale evacuation while identifying actionable improvements that will further strengthen community resilience.



1. General Information

On Saturday, May 30, 2026, at 9:00 A.M., the Carmel-by-the-Sea Police Department, in partnership with allied agencies, conducted a large-scale, community-wide voluntary evacuation drill centered on Ocean Avenue. This effort required extensive coordination among many local and regional agencies, including:

- Carmel-by-the-Sea Police Department
- Department of Emergency Management (DEM)
- Monterey Fire Department
- Monterey Police Department
- California Department of Forestry and Fire Protection (CALFIRE)
- California Highway Patrol
- Pebble Beach Company
- Monterey County Sheriff's Department (SEAT Program.)
- Montage Healthcare
- Monterey Society for the Prevention of Cruelty to Animals (SPCA)
- American Red Cross
- Carmel-by-the-Sea City Administrator's Office/Assistant City Administrator
- Carmel-by-the-Sea Volunteers in Police Service (VIPS)
- Carmel-by-the-Sea Community Emergency Response Team (CERT)
- Carmel-by-the-Sea Community Activities
- Carmel-by-the-Sea Information Technology team (IT)
- Big Sur Community Emergency Response Team (CERT)
- Pacific Grove Community Emergency Response Team (CERT)
- Monterey Community Emergency Response Team (CERT)
- Monterey-Salinas Transit
- Monterey District, California State Parks
- California Department of Transportation (CalTrans)
- Carmel Unified School District
- Carmel Host Lion's Club

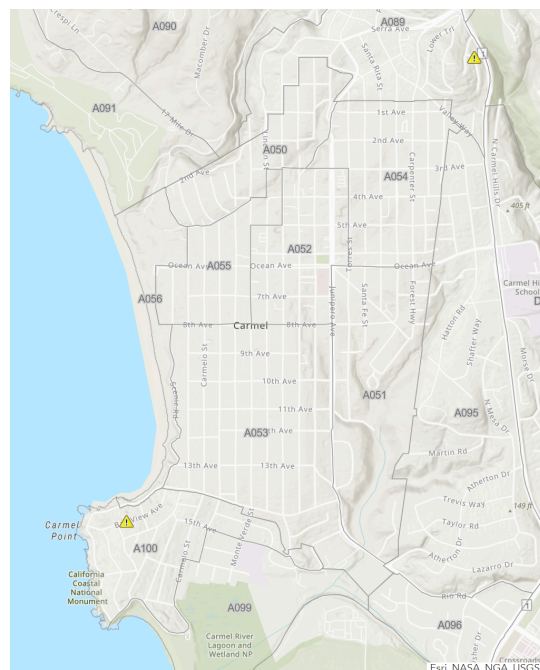
The objectives of the drill were multi-faceted. Key goals included:

- Evaluate law enforcement's ability to safely and efficiently coordinate the evacuation of people and vehicles, protect life and property, maintain public order, support emergency responders, and ensure clear communication and accountability during large-scale emergencies.
- Measure the time required to evacuate Ocean Avenue to an identified Safe Zone that is recognized under our Emergency Operations Plan under simulated emergency conditions.
- Practice evacuation traffic patterns along the entire route from Ocean Ave. to Carmel Middle School to include stopping all freeway traffic.
- Test the overall effectiveness of City evacuation plans.

- Reinforce the importance of emergency preparedness among residents.
- Validate the functionality of mass notification systems such as AlertMonterey.
- Ensure the effectiveness in operating an EOC to include a fully operational PSAP.
- Evaluate the methodology for broadcasting emergency instructions (Social Media, AlertMonterey, Local Media outlets, The Carmel Pine Cone, etc.).

Seven specific zones within Carmel-by-the-Sea were designated for the drill representing all of the residents within Carmel-by-the-Sea. The entire community, to include visitors, neighboring community members, and businesses were invited to participate in order to broaden community involvement and introduce additional complexity to the exercise. The simulated scenario was based on a fast-moving wildfire, but was designed so that the same procedures and traffic patterns could be applied to any large-scale evacuation event, including earthquakes or other natural disasters.

Given Carmel-by-the-Sea's limited evacuation routes, high seasonal visitation, and increasing wildfire risk throughout California, the City recognized the importance of validating its evacuation plans through a full-scale community exercise.



<https://montereyco.maps.arcgis.com/apps/webappviewer/index.html?id=905a9458324b4868804d96b5593eb978>

2. Planning and Preparation

The planning effort was intentionally designed to mirror the complexity of a real-world evacuation event and required coordination among governmental agencies, volunteers, and community stakeholders. All agencies were eager to participate, recognizing the mutual benefits of the exercise. Over the course of eight months, approximately 30 planning meetings

were conducted, in addition to a primary stakeholder meeting and a final coordination meeting held three days before the exercise.

Public Outreach Campaign:

Preparation was reinforced through a robust public outreach campaign to engage the community. In partnership with Carmel CERT (Carmel Prepares), The Carmel Pine Cone (newspaper), KSBW, Monterey County Weekly, and other local media venues helped build an overall knowledge base of the evacuation drill within and surrounding the Carmel-by-the-Sea community. Information was widely disseminated through social media platforms, particularly Facebook and Instagram. Community members further amplified the messaging through TikTok and Nextdoor. The City of Carmel-by-the-Sea spent significant time to provide the community with regular updates of how the Evacuation Drill would be conducted.

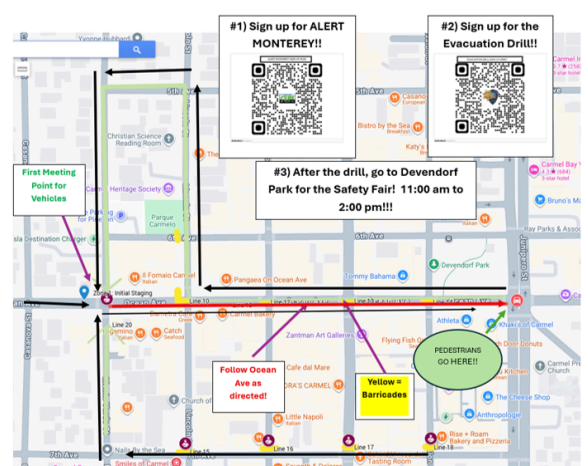
Carmel by the Sea Police Department met with and were especially grateful for our partnership with Mill Valley Police Chief Rick Navarro and his Command Staff whose experience and guidance helped shape Carmel-by-the-Sea's planning efforts. They recently concluded their own Emergency Evacuation Drill in April 2025.

An Evacuation Drill Planning Cohort met weekly to coordinate ongoing activities, identify obstacles, and ensure operational readiness. Core participants included VIPS leadership, CERT leadership, Community Activities, Public Works, Police Communications, and Carmel-by-the-Sea Police Department leadership. Subject matter experts from the Department of Emergency Management, Monterey Fire, and the California Highway Patrol regularly attended to provide guidance and support.



In **February/early March**, a social media and City campaign was started to advise the community of the intent to conduct the Evacuation Drill. Materials were distributed first online, at the Post Office, the Woman's Club, Carmel-by-the-Sea's Chamber of Commerce, many other city-related organizations as well as a meeting with the majority of the local Peninsula's City Managers. These meetings provided an opportunity to explain the purpose of the evacuation drill and the lessons the City hoped to gain through the exercise.

Front & Back
of Community Flyer



Stakeholder's Meeting:

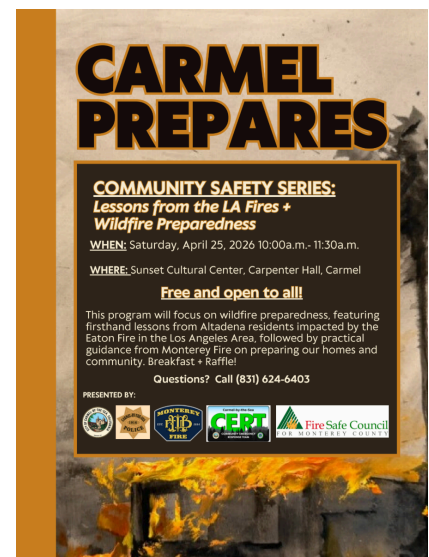
In **March 2026**, a one-day stakeholder's meeting was conducted at the Sunset Center. It included representatives from every entity on the Stakeholder's list above. The overall exercise plan was presented and each stakeholder identified how they could contribute to the overall operation. Alerting systems, drones, participant support, pet planning, and volunteer coordination were all major topics that inspired this large team to build a plan for Carmel-by-the-Sea.

Stakeholder Meeting



Carmel Prepares: CERT Flyer

On **April 25, 2026**, our Carmel-by-the-Sea CERT team held one of the three annual Carmel Prepares events at the Sunset Center; Carpenter Room. The focus of that event was a deep dive into the realities of fire events to include a tremendous presentation by three survivors of the Altadena fires and lessons learned from their actual experience in a real evacuation. There was a strong focus on the Evacuation Drill, the goals of that drill, and a call to action for the community to participate, volunteer, and be part of the learning from that drill. This was a major catalyst for signups related to the event.



In **May**, our VIPS team handed out flyers to more than 500 downtown businesses and had discussions to answer any questions related to business operations and the actual plan of the evacuation day. This occurred within 2-3 weeks prior to the drill.



The **final week** before the drill, we implemented electronic signboards on Highway 1 at Rio Rd. A second sign was placed at Devendorf Park (Junipero St. and Ocean Ave.). A third was planned to be installed at Carpenter St. and Highway 1, but the signboard could not safely be deployed at that location because of its size and footprint requirements.

A press release was distributed to all local media explaining why, how, and when the drill would take place.



CARMEL-BY-THE-SEA POLICE DEPARTMENT

Todd Trayer
Chief of Police
www.ci.carmel.ca.us/police-fire



P.O. Box 600
Carmel-by-the-Sea,
CA 93921

Carmel-by-the-Sea to Conduct Community Evacuation Drill and Safety Fair on May 30, 2026

Community-Wide Exercise Aims to Strengthen Wildfire Readiness and Emergency Coordination

CARMEL-BY-THE-SEA, CA — On Saturday, May 30, 2026, the Carmel-by-the-Sea Police Department, in partnership with local and regional public safety agencies, will conduct a community evacuation drill designed to strengthen emergency preparedness, improve coordinated response efforts, and help residents safely practice evacuation procedures during a simulated wildfire emergency.

The evacuation exercise will officially begin at 9:00 a.m., with participating residents receiving emergency notifications through AlertMonterey:

<https://alertmontereycounty.genasys.com/portal/en>

Residents will be directed toward designated evacuation routes throughout the Village. The exercise will simulate a fast-moving wildfire threatening the Carmel area and will allow emergency personnel to evaluate traffic flow, communications, public messaging, and overall evacuation coordination in real time.

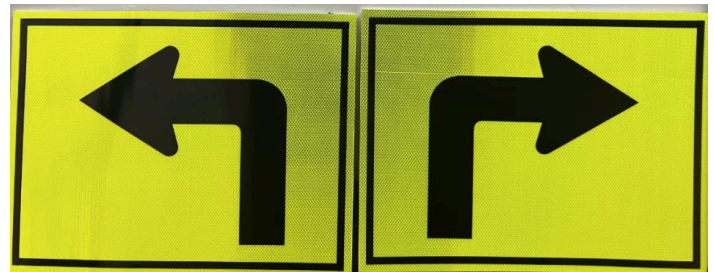
"As wildfire threats continue to impact communities throughout California, preparation and community coordination are more important than ever," said Police Chief Todd Trayer. "This drill gives our residents, visitors, businesses, and emergency responders an opportunity to practice together before a real emergency ever occurs."

Residents participating in the exercise (in a vehicle) will be directed toward Ocean Ave. and Monte Verde while pedestrians will meet at a collection point of Junipero and Ocean Ave. in downtown Carmel-by-the-Sea. All will be escorted to a designated safety zone. Pedestrian evacuation transportation assistance will also be available through coordinated shuttle operations.

"I am extremely proud of the team that has been building this drill over the past many months, led by Chief Todd Trayer's drive and vision. Our hope is that this will help create a model

Key resources were staged prior to the drill. This included signage at the initial staging area of Ocean Ave. & Monte Verde Ave. along with pedestrian signage at Junipero St. & Ocean Ave. were critical entry points for the responding participants. In total, approximately 45 signs and directional markers were installed between the initial staging area and the Safe Zone. Those signs have been saved for future use for an actual evacuation or future drill.

Additional signs were set up on A-frames at the Post Office, along the medians on Ocean Ave., and Del Mar parking lot a week prior to the drill in order to notify as many visitors as possible.



Public Safety Communications

Communications among first responders were carefully structured using a Countywide radio channel to ensure interagency operability. AlertMonterey was selected as the primary public notification tool through collaboration with the County of Monterey's Department of Emergency Management. A backup text messaging group was also established to share critical information and real-time photographs should communication failures occur.

Initially, the plan called for the utilization of Carmel by the Sea's air raid siren that is mounted atop of the Carmel Fire Station #15, but out of an abundance of caution related to current international conflicts, the City elected to not implement the siren. Carmel-by-the-Sea Police Department also weighed utilization of our partner agency's Long Range Acoustic Device (LRAD), but elected not to implement that technology for this evacuation drill. LRAD's were used by Mill Valley during their recent evacuation drill and did provide enhanced audible notifications. These are options that could be implemented and utilized after further discussion and collaboration with our community.

Our decision to not use the air raid siren reflected a desire to avoid unnecessarily alarming the community while still evaluating other notification methods.

Community Communications

The Evacuation Drill's public information campaign was successful in that post-survey results found respondents (87 persons) heard about the drill from:

41% Newspaper (The Carmel Pine Cone ads and articles as well as Monterey County Weekly)
26% City Website (Friday Letter, etc.)
19% Social Media

The rest of the respondents heard from organic connections such as neighbors, signage, Carmel Prepares meetings, the Carmel Residents Association, Councilmember's emails/notifications and the like.

We received no panicked/emergency calls to 911 during the evacuation drill.

The extensive planning effort demonstrated that successful evacuations are built long before an emergency occurs. Relationships established through months of coordination significantly enhanced the City's ability to execute a complex, multi-agency exercise.

3. Execution of Drill

On the morning of the drill, a Unified Command Post was established at Vista Lobos, located at Junipero Street and 3rd Avenue. both in the building and parking lot. This enabled the many allied agencies and volunteers to meet in one location for final briefings, logistical support, refreshments, and restroom facilities.

This is also the location of our CERT supplies and equipment making it a convenient starting point for the large number of peninsula CERT volunteers.

Our primary briefing took place at 7:30 a.m. and individual teams met after for specific briefings by their team leaders (VIPs, CERT, and allied agencies). The primary briefing reviewed the exercise objectives, agency assignments, and communications protocols.

Initial 7:30 a.m. briefing at Vista Lobos



Timeline of Key Events

- **6:00 A.M.** – Signs and barricades installed by PW and VIPS
- **6:30 A.M.** – Unified Command Post established at Vista Lobos.
- **7:15 A.M.** – **STAKEHOLDER ALERT** AlertMonterey Notification to Stakeholders
- **7:30 A.M.** – Primary briefing conducted; assignments issued, and communications reviewed.
- **8:30 A.M.** – All agency personnel and volunteers sent to assigned posts.
- **8:43 A.M.** – **ALERT #1** AlertMonterey Evacuation Drill notification to full community via AlertMonterey - advising to standby for further instructions.
- **9:03 A.M.** – **ALERT #2** AlertMonterey Evacuation Drill Formally Implemented with Community
- **9:34 A.M.** – All participating automobile traffic reached the Safe Zone. 3rd bus deployed.
- **9:57 A.M.** – **ALERT #3** AlertMonterey Evacuation Drill has ended/ All invited to Safety Fair.

Evacuation Route:

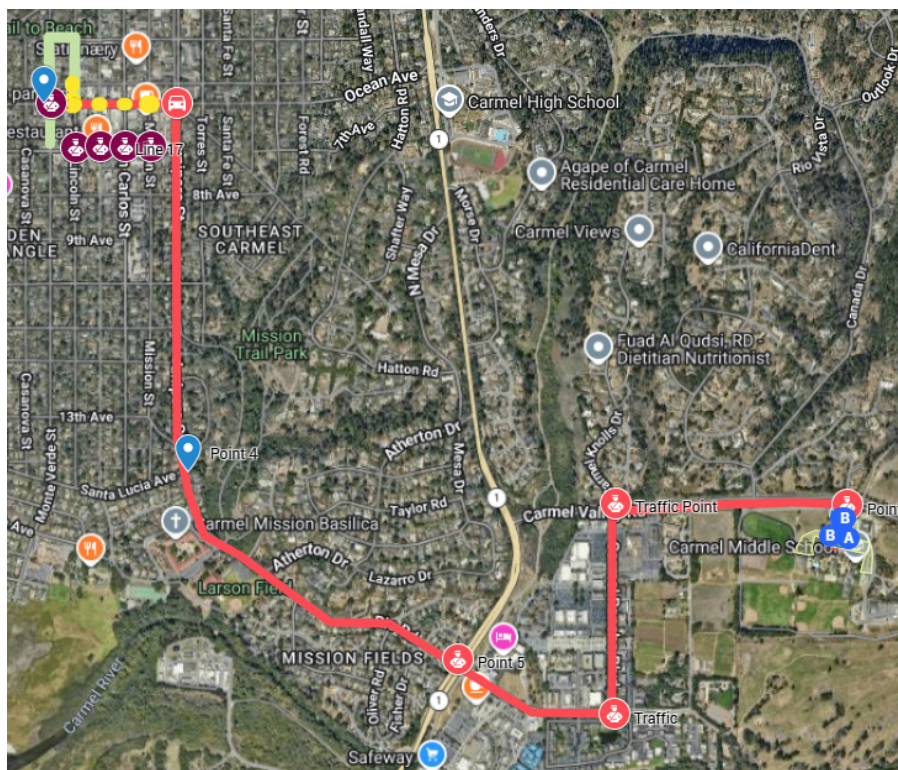
The evacuation proceeded along the established path:

Eastbound Ocean Ave. to Southbound Junipero St./Rio Rd.

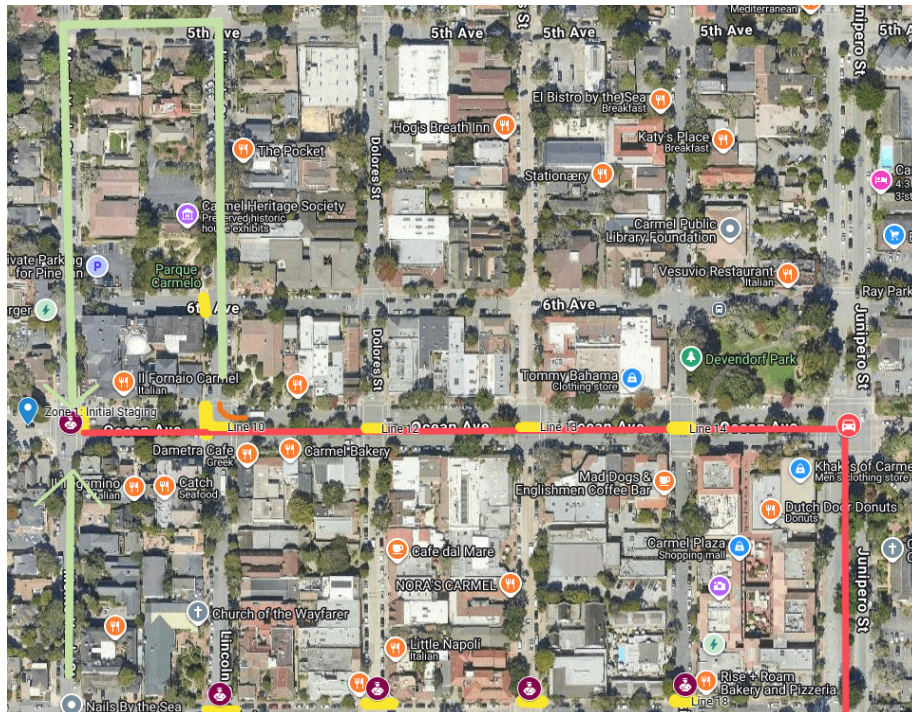
Southbound over Highway 1 and Northbound onto Carmel Rancho Rd.

Eastbound Carmel Valley Rd. to Carmel Middle School Dr. (the entrance to the Safe Zone).

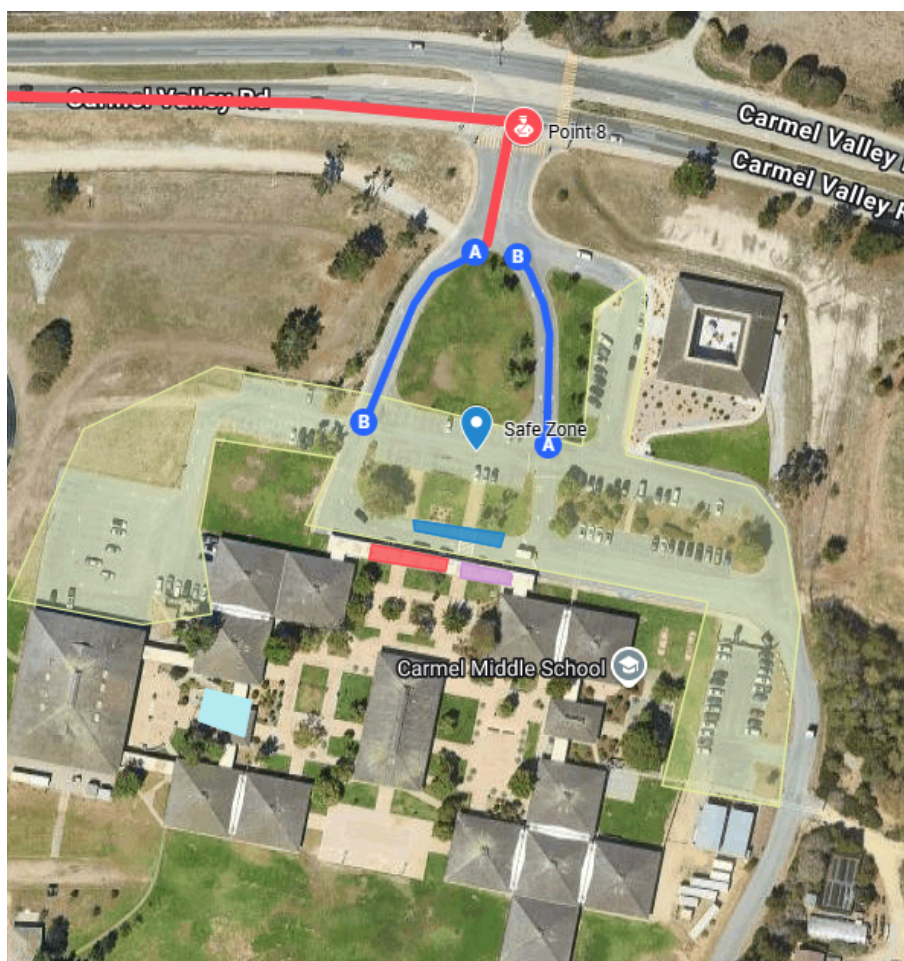
Overall Evacuation Route Chosen:



Initial Staging Area: Ocean Ave. and Monte Verde Ave.



Safe Zone:



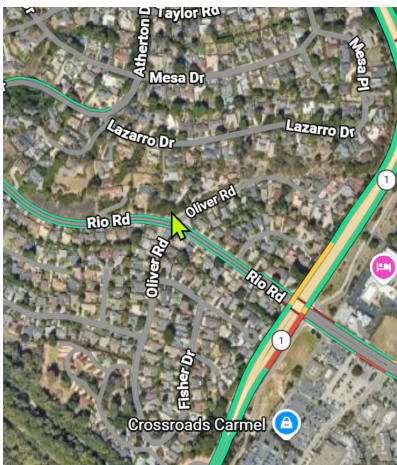
Traffic Flow:

Prior to the official start, participants staged along Ocean Ave. facing Eastbound until an accumulation of vehicles could be sent toward the Safe Zone. The full evacuation route was staffed with VIPS and CERT teams, all equipped with fluorescent safety vests and safety equipment. Officers from Carmel-by-the-Sea Police Department and allied agencies were at key checkpoints to ensure safety.

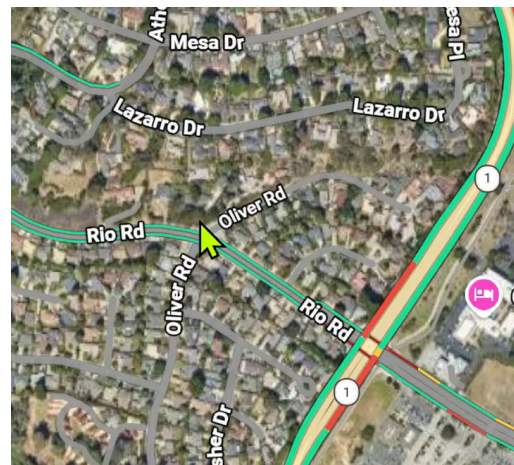
There were no vehicle incidents or collisions, nor were there pedestrian incidents or concerns. One volunteer had an unrelated medical issue during the drill. This occurred while they were tending to their personal needs, but was quickly addressed. Our contingency plans allowed for easy medical access and transportation of the subject.

The EOC also was able to monitor real-time traffic conditions through open source tools provided by Google. The traffic shows approximately 10 minutes of impact on main streets. This mostly showed impacts on Highway 1 southbound and Rio Rd. east of Highway 1. Overall the traffic fluctuated but moved smoothly throughout the drill.

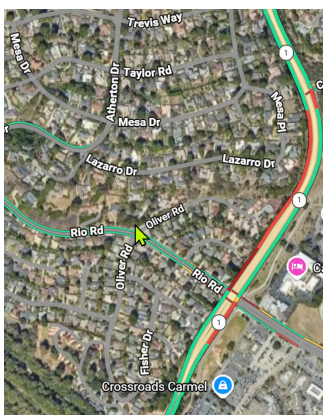
9:04 a.m.



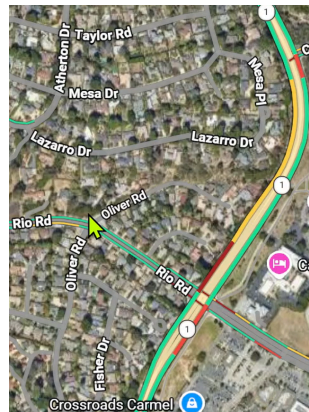
9:18 a.m.



9:30 a.m.



9:43 a.m.



A line of vehicles, approximately 10, were lined up before the first drill announcements occurred. They were primarily on Monte Verde St. Our VIPS team waited until approximately 8:45 a.m. to start sending vehicles eastbound towards the vehicles staging area of Junipero St. and Ocean Ave.

Pedestrians were invited to join in the evacuation as well by meeting at a designated collection zone. A flag marked the Pedestrian Collection Zone on Junipero St. and Ocean Ave. The estimate is 54 pedestrians participated in the evacuation drill.

Pedestrians were taken to and from the Pedestrian Collection Zone via MST buses. Two buses handled all of the pedestrian traffic. There were some pedestrians who showed up later at the collection zone (around 9:30 a.m.) and the bus service had not made their way back to the collection zone. This increased the overall time of the drill.



During the drill, 82 participant vehicles were counted by volunteers along the route. Additional vehicles joined into the convoy as there were many ancillary streets that fed into Junipero St./ Rio Rd. The estimated total number of vehicles was approximately 100. A conservative estimate of overall participants is 154 plus the 70 volunteers totalled 224 total participants.

Vehicles leaving the downtown core area experienced very few issues during exit. There were gaps in the line of vehicles as participants arrived at different times during the drill. This was a technicality that benefitted the officers and volunteers as they adapted to the unpredictable waves of vehicle traffic.



There was some confusion due to different traffic control techniques by the evacuation team. Participants relayed that they felt some were less effective than others and wanted more uniformity in traffic control methods and more police officer visibility.

Finding:

- The Lead vehicle reached Highway 1 in 8 minutes and 41 seconds; structured re-entry started at 9:45 a.m. (45 minutes from initial evacuation notification to the community).



Unmanned Aircraft Systems (Drones):

Technology and monitoring tools were also deployed to monitor traffic flow pre and post evacuation drill initiation: Two Unmanned Aircraft Systems (Drones) were utilized; One from CalFire and one from Monterey Police Department. These drones gave the EOC the ability to have real-time situational awareness throughout the evacuation process allowing Command Staff the ability to guide and direct resources and monitor the evacuation exercise real time. The aerial team also provided video documentation to Carmel-by-the-Sea Police Department at the conclusion of the evacuation event.



4. Performance Metrics

AlertMonterey System Testing

With the approximately total housing of 3,056 and a population reported at 1,721 (2020 US Census), our village participation in an evacuation drill has a far reaching effect to help create an on-going dialogue about preparedness. This Evacuation Drill conducted multiple notifications the day of the drill through the Department of Emergency Management.

Through the Department of Emergency Management's Reverse911 system, the following data was provided:

7,308 contacts were made with each of the community alerts 1-3.

896 of those messages sent were 'failures' - Undelivered "or failed" notifications may be attributed to various factors, including redundant entries, landline limitations, or broader network complications.

112 participants opted in to receive and participate in the drill. Many advised they participated without opting in as it was voluntary.

Below is a graph of who elected to participate. Looking at the raw data, there were many individuals who participated, but did not respond back to the text prompt of "I wish to participate" or "I do not wish to participate", but they did in fact participate.

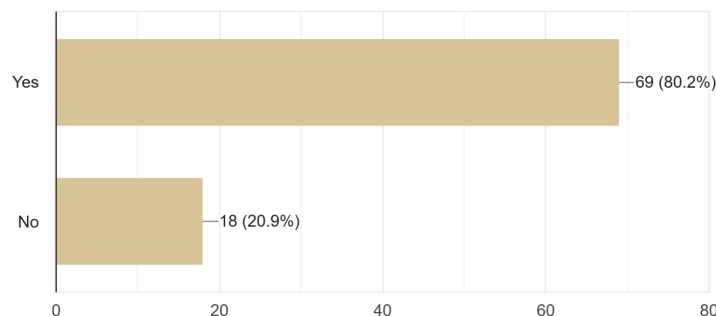
Response Summary		Send Follow Up Message ▾	Export CSV ⬇
☐ Responses	Users Responded		
☐ No response	1168 (73.88%)		
☐ I DO NOT wish to participate in today's evacuati...	301 (19.04%)		
☐ I wish to participate in today's evacuation drill	112 (7.08%)		

Notification Feed and Resident Reports

Although overall delivery rates were high, there were reports of residents not receiving alerts. A review of the AlertMonterey feed by the DEM staff determined that many of these individuals had incorrect phone numbers/emails listed. A few had one digit off or had used a landline phone number that they no longer maintained. This was discussed with individuals who participated, changed immediately, or if elected so, the participant took information to re-submit on their own at the Safety Fair.

Did you receive an alert about today's drill?

86 responses



Several registered participants, however, residing within the evacuation zones, who took part in the drill, reported not receiving notifications (almost 21%). This feedback highlights the need for further increased education and community outreach to determine if residents were signed up for AlertMonterey and confirmation that community members have their contact information correct within the platforms. All participants who advised they did not receive alerts have been contacted to ensure they re-register with AlertMonterey.

Traffic Flow and Timing

The evacuation drill lasted approximately 45 minutes, with traffic data collected at the intersection Junipero St. and Ocean Avenue along with the Safe Zone. During this time, 82

participant vehicles were observed. The highest traffic flow occurred approximately during the first 19 minutes, when the majority of vehicles passed through the intersection.

Traffic Management

Identified bottlenecks included the expected crossover area of Rio Rd. and Highway 1. As stacks of vehicles approached, traffic was effectively managed by stopping freeway traffic, crossing over the large groups of vehicles towards the safety zone, and then re-opening the freeway. Volunteers advised the complicated balance of when to stop and start freeway traffic was the main challenge since there were many gaps between vehicles heading to the Safe Zone. This was by design in an effort to prepare the traffic management team of volunteers for the realistic feelings of traffic congestion and unpredictability.

Agency Communication

Communication between most agencies was effective; however, challenges arose with CHP communications due to radio interoperability issues. To mitigate this issue, we paired CHP units with a Carmel-by-the-Sea Police Unit so they either had radio contact, cellphone options, or texting capabilities.

A follow up discussion with CHP leadership and speaking with Mill Valley on their evacuation drill results were that this communication issue is easily addressed by providing CHP with access to local police radios should a true emergency occur. Carmel-by-the-Sea does not have extra radios to be provided to outside agencies like CHP at this time.

Safety

Safety protocols were rigorously adhered to throughout the drill, and the only incident was an unrelated medical call that occurred outside of the drill route.

5. Observed Strengths

The drill demonstrated several key successes:

Leadership and Coordination

Strong leadership and seamless interagency cooperation were critical to the drill's smooth execution. Allied agencies worked together effectively, and staff consistently displayed professionalism and adaptability.

The leadership from our CERT and VIPS teams were impressive. Their months of coordination, planning, forethought, and team preparation was above and beyond the call of duty. The sheer

number of volunteers from our own CERT, VIPS, and adjoining teams were a testament to how we can collaborate successfully and engage community needs.

Community Participation

Carmel-by-the-Sea conducted a successful community evacuation exercise involving 154 evacuation participants and approximately 70 volunteers. Based on an estimated live-in population of 1,900-2, , the drill directly engaged about 8% of residents, with total community involvement approaching 12%. While FEMA/HSEEP does not establish a fixed participation percentage standard, the exercise appears to meet the intent of FEMA-style preparedness by testing evacuation coordination, public notification, volunteer integration, safe-zone operations, and areas for future improvement.

Bottom line: **For Carmel-by-the-Sea's size, this is considered a “very credible turnout”.**

The resulting traffic volume created realistic congestion and pressure on the evacuation route, providing invaluable data for future planning and training.

Paralleling Community Events

There were three known events happening simultaneously as the Evacuation Drill.

- 1) Carmel Surf and Sand event
- 2) Sunset Center youth dress rehearsals
- 3) Sleepover event at River School

Our team made contact with and provided detailed information for all participants to attend each of these events weeks prior to the Evacuation Drill. The outreach was successful and Evacuation Drill coordinators checked in with the events after. There were no complaints provided and the response was that the Evacuation Drill did not impact their event. The Surf event did have a few participants who complained our drill was on the same day as their event, but our VIPS team assured them that they would not be impacted for long and that emergencies often occur at inconvenient times.

Validated Evacuation Plan

The evacuation route via Rio Rd. was carried out efficiently, confirming the effectiveness of the area-specific evacuation plan. Our Emergency Operations Plan identifies Carmel Middle School as a reunification/safety zone, which continues to be a viable option should any need arise.

6. Observed Weaknesses and Challenges

The drill also revealed several areas requiring improvement:

Technology Gaps

The Vista Lobos location had previously been identified as the new location to stand up both an EOC and PSAP services for our community during an emergency. The vast majority of technology did perform as needed, but the PSAP itself was not able to be stood up completely during the Evacuation Drill due to technical difficulties in connections and permissions. The Carmel-by-the-Sea IT team discovered the issue prior to the drill with connecting to our CAD systems, but we were able to continue the drill with modified PSAP services. Since the drill, the IT team continues to work to ensure ways to connect to the CAD system, which enables full PSAP capabilities in Vista Lobos should the need arise.

Carmel-by-the-Sea does not have immediate access to Unmanned Aerial Systems (Drones) and would need to rely on allied agencies for such capabilities. Unfortunately, if a major event was impacting the peninsula, the likelihood of such equipment being available to our agency is diminished.

As discussed earlier, additional police radios are critical to ensure enhanced communications with other law enforcement agencies.

Long-Range Acoustic Device technology allows audible broadcasts to a broad audience. This option may be explored to see if implementation best benefits the community.

Traffic Control Methodology

Participants advised that traffic control was not consistent by both officers and volunteers, which caused confusion, some minor delays, and ultimately there was room for improvement. Since the drill, the CERT and VIPS teams have been working on a plan to participate in uniform traffic training where Carmel-by-the-Sea officers will also participate to ensure more consistency exist when they perform these duties.

AlertMonterey Messaging Issues

Several residents in the designated evacuation zones reported not receiving AlertMonterey notifications despite being registered to receive texts. CPD will provide DEM with the names, addresses, and contact information of these individuals so DEM can investigate the cause.

7. Participant Feedback

Feedback from participating officers and first responders was generally positive. Monterey Fire provided real time feedback as to additional steps an evacuation of this magnitude would take if this were an actual fire evacuation.

Overall, volunteers and participants felt the plan was well-designed and flexible enough to accommodate minor adjustments needed during the actual evacuation drill.

Concerns were raised regarding the gaps between evacuation participants (vehicles) as they lined up and were funnelled through toward the Safe Zone. It gave the volunteers unpredictability as to the number, status, and timing of those vehicles. This parallels real evacuation actual behavior, but was brought up by numerous participants who expected a solid stream of evacuees.

Many observers praised the overall organization of the drill, noting its thorough preparation and coordination. As with any operations, some community members did not see the full value of such a drill. This perspective was equally important in ensuring we, as a City, do our best to put out the reasons why such a drill was being conducted. Not every participant went to the Carmel Prepares meetings, Council meetings, read/watched the Friday messaging from the City, or followed social media.

Following the completion of the drill, a survey was distributed to participating residents to gather feedback on the perceived success of the evacuation and to identify areas for improvement in supporting the community during an emergency.

Overall, the evacuation drill was viewed as a success by the majority of participants. The survey found that 18 out of 87 participants who answered the survey, reported not receiving the AlertMonterey texts during the evacuation drill. Special outreach was done to every one of those 18 both at the Safety Fair and online to ensure they had the tools to either sign up themselves or received full assistance from CPD to ensure they were signed up.

The majority of respondents cited appreciation for the city's planning, communication, and the visible presence of both volunteers and public safety personnel. Many residents noted that the drill helped them better understand traffic patterns, evacuation routes, and the logistics of a real emergency. Some practiced with family members and pets, using the drill as a realistic scenario to improve household readiness.

The drill, however, also revealed key areas in need of improvement. Several participants reported confusion at major intersections and inconsistent traffic control along the Rio Rd. evacuation route. They wished they would have been told where the Safe Zone was via the AlertMonterey text messages.

The reality is that in an actual evacuation drill, community members would be guided either to a Safe Zone or simply told which direction to evacuate towards (For example, evacuate North on Highway 1 or East on Carmel Valley Rd.). The decision to guide all evacuation drill participants one direction to the Safe Zone was to simulate only one exit for our traffic control teams, test the participants abilities to follow real traffic control signage, and control driving behaviors to ensure every participant safely made it to the Safe Zone.

We did not experience residents choosing to leave the drill early or divert from the route due to unclear signage. This was one of our objectives to ensure our time management took into account the overall duration of the drill was appropriate for all of the participants.

Communication methods leading up to the drill were generally effective, with most respondents learning about it through The Carmel Pine Cone newspaper, social media, and word of mouth/signage.

Quotes from Participating Residents

"I think the volunteer aspect was really well done. There are a lot of volunteers that are very informative & down to earth very important."

"I didn't have a go bag so potentially that would be important"

"People on the bus were discussing different scenarios. Some who live near the beach were wondering if heading there would make sense. "

"Hopefully won't ever have to do this, but I appreciate this effort. I'm sure things will adjust to fine tune as needed."

"Evacuation siren would make it more authentic. Not sure why gathering to caravan is necessary."

"...Amazing show of force out there today. Perhaps a test on a weekday, when there aren't so many seemingly clueless out-of-town drivers and pedestrians interrupting the exercise?"

"Blast the sirens, wake up the public to that something is going on they might wanna know about. Other than that perfect"

8. Lessons Learned

Several important lessons emerged from the May evacuation drill:

AlertMarin Notification Data Improvements

Data within the AlertMonterey platform is growing. The County will work with Cities and Towns to recertify data with community members and has worked with CPD since the Evacuation Drill to fix and confirm data issues for community members. The County's Department of Emergency Services has been an amazing partner in this drill and will continue to be an asset for improving Carmel-by-the-Sea's safety planning.

During our initial meetings with the Department of Emergency Services, we were advised that hundreds of phone numbers were in a data silo that would not have given them the notification. The DEM team corrected the data prior to the drill.

Community Preparedness

The drill succeeded in engaging residents and improving household readiness. It also revealed ongoing gaps in communication, coordination, and public understanding of emergency protocols.

Future drills must emphasize:

- Enhancing alert reliability
- Improving real-time traffic management
- Expanding community education
- Ensuring accessibility for all residents
- Technology is updated and ready-tested for immediate use during emergencies

Continued investment in drills, neighborhood engagement, and transparent follow-up will be essential to strengthening Carmel-by-the-Sea's readiness.

9. Recommendations and Opportunities

The lessons learned from this exercise point to clear opportunities for improvement. The following recommendations identify the next steps for strengthening Carmel-by-the-Sea's emergency readiness:

Traffic Control Training

- Develop additional training materials for staff on accessing traffic control methodologies .
- Ensure bussing / shuttle services remain looping during an evacuation (drill) as pedestrian pace can vary.

Alert Monterey Testing

- Re-test systems annually during community meetings, like Carmel Prepares, to ensure they reach intended audiences.
- An ongoing outreach effort should be implemented to both increase resident enrollment in the emergency alert system and conduct annual testing to ensure alerts are being successfully received throughout the community. Regular testing will help verify system effectiveness, identify gaps in coverage, and strengthen overall emergency preparedness.

Strategic Planning/Technology

- Incorporate these findings into the City's Emergency Operations Plan, which was recently updated.
- Start planning another Evacuation Drill/Safety Fair in 5 years.
- Enhance interagency training and communications.

- Regular testing of our PSAP secondary center to ensure usability and familiarity with PD team.
- Unmanned Aerial Vehicles (Drones) were integral in providing situational awareness and would be a significant impactful tool if adopted by Carmel-by-the-Sea.
- Carmel-by-the-Sea would benefit from 4 additional radios to ensure adequate interoperability with outside agencies during emergencies. The approximate cost per radio is \$17,000.

Conclusion and Call to Action

The May 30th, 2026 evacuation drill demonstrated Carmel-by-the-Sea's strong foundation in emergency preparedness, built on effective interagency cooperation, robust operational planning and engaged community participation. At the same time, the drill surfaced critical opportunities for improvement in our communications systems, notification capacities, and need to continue expanding our public education.

By acting on the recommendations in this report, the City of Carmel-by-the-Sea and its regional partners will improve readiness for future emergencies that may require evacuations. The path forward is as follows:

- Implement a Unmanned Aerial Vehicle (Drone) program for Carmel-by-the-Sea.
- Increases communications preparedness through the purchase of additional radios.
- Work with the County of Monterey (AlertMonterey) partners to enhance community engagement with their alerting systems. This will ensure timely, consistent delivery of alerts to the Carmel-by-the-Sea public and first responders. If plausible, annual testing of our AlertMonterey system in our Carmel by the Sea zones would increase our overall community effectiveness.
- Enhance training opportunities and strengthen interagency coordination to maintain readiness and build operational consistency. Conduct emergency preparedness training for Carmel-by-the-Sea staff and Councilmembers to create a plan that ensures readiness for any Incident Command related City response.
- Expand community education and engagement efforts to increase public awareness, preparedness, and resilience.

Emergency preparedness is not a one-time exercise; it is a sustained commitment to learning, adapting, and improving. The participation of our partners and community members made Carmel-by-the-Sea's drill a success, and their continued involvement will ensure that Carmel-by-the-Sea remains resilient and ready.

2026-05-30 09:24:57 +0700
SKYDIOX10-76D3 VT300-Z NARROW

24



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

August 3, 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: Request from Pacific Repertory Theatre for Waiver of \$196,648.71 in Building Permit Fees Associated with the Golden Bough Theatre Renovation Project

RECOMMENDATION:

Receive the report, consider the request from Pacific Repertory Theatre for a waiver of outstanding building permit fees, and provide direction.

BACKGROUND / SUMMARY:

Executive Summary

Pacific Repertory Theatre has requested that the City Council waive \$196,648.71 in outstanding building permit fees associated with the Golden Bough Theatre renovation project. The applicant's request cites the increase in construction costs, prior City fee waivers, project delays, public benefits, and the nonprofit nature of the organization as reasons for the request. The purpose of this report is to provide City Council with factual information regarding the calculation of permit fees, the project's permit history, previous fee waivers granted by the City, and the issues raised in the applicant's request so that Council may determine whether a fee waiver is appropriate.

Background/Discussion

The Golden Bough Theatre renovation has been under review since 2019. Over the course of nearly six years, the project involved numerous planning and building permit applications, multiple revisions, extensive coordination between City staff, the applicant,

design professionals, public agencies, and the community, culminating in temporary occupancy in February 2025.

The applicant has submitted a request asking the City Council to waive the remaining building permit fees associated with the project (**Attachment 1**).

Purpose of Building Permit Fees

Building permit fees are intended to recover the City's cost of providing plan review, permit processing, inspections, meetings, code review, permit administration, and related Building Safety services. They are not intended to generate revenue beyond the cost of providing these services. As projects become larger or require additional review, staff time and associated costs generally increase.

How Building Permit Fees are Calculated in Carmel

The City has adopted a Building Safety Division Fee Schedule that calculates permit fees based upon the construction valuation reported by the applicant (**Attachment 2**).

Applicants are required to report the total valuation of the project, including but not limited to:

- Construction costs
- Material costs
- Architectural and engineering fees
- Design consultant costs
- Contractor costs

For the Golden Bough Theatre project:

- Original reported valuation: \$2,670,000
- Original Building Division fees: \$51,926.37

At project completion, the applicant submitted an updated construction valuation of:

- Final valuation: \$13,828,775.43

Based upon the adopted fee schedule, the final Building Division fees totaled:

- Total final fees: \$209,648.71

Following review, staff determined that a previously approved City Council fee waiver of \$13,000 had not been applied to the permit balance (**Attachment 3**). After applying that waiver, the remaining balance is:

- Outstanding balance: \$196,648.71

How Other Cities Calculate Permit Fees

California jurisdictions generally calculate building permit fees using one of two methods:

- Applicant-reported construction valuation (the method used by the City of Carmel-by-the-Sea); or
- Standardized construction valuations based upon building type, occupancy classification, and square footage as established under the California Building Code.

Both methods are commonly used throughout California to recover the cost of providing Building Safety services.

Previous Fee Waivers

The City has previously approved fee waivers associated with this project.

Those include:

- Planning application DR 20-107 received a fee waiver of \$1,005 under an existing Council approved program at the time.
- City Council also approved Resolution 2020-074 which granted a \$13,000 waiver toward building permit fees in support of a historic use.

Authority to Waive Fees

Chapter 15.04 of the Carmel Municipal Code requires building permit fees to be collected in accordance with the fee schedule adopted by City Council. The Municipal Code does not expressly authorize the Building Official to waive or reduce building permit fees. While the Municipal Code likewise does not expressly provide for individual fee waivers by the City Council, the Council adopted the fee schedule by resolution and may consider whether to exercise its legislative discretion to waive or reduce fees in a particular case. Such action would constitute a policy decision of the City Council rather than an administrative determination.

Project History and Permit Activity

The applicant's request characterizes the project as having experienced relatively few changes. Staff's review of the permit history indicates that the project evolved substantially over the course of review and construction.

The project included:

- Seven planning applications
- Four separate building permits that were ultimately consolidated into a single master permit
- Three subsequent building permit revisions over approximately eighteen months

Planning applications began in June 2019, while temporary occupancy was issued in February 2025, representing nearly six years of design, permitting, construction, inspections, and revisions.

Changes to the project continued through July 2024. Each revision required additional staff review, plan checking, coordination with consultants, inspections, meetings with the applicant's design team, and permit administration.

Permit Review Timelines

The applicant's request asserts that City review delays significantly contributed to increased project costs.

Staff's review of the permit history indicates that:

- Initial plan review cycles were generally completed within approximately 30 days.
- Later revisions generally required approximately 60 days, reflecting the increasing complexity of the revisions.

The project required extensive coordination among City staff, the applicant, architects, consultants, the PacRep Board, and members of the public. Review times varied depending on the complexity of individual revisions, and this processing time does account for some of the duration of this project. However, staff does not find evidence that City review timelines alone account for all of the duration described in the applicant's request.

Fee Waiver Program

The applicant's request states that the project narrowly missed the City's commercial fee waiver program, which ended in 2019, because the application was submitted during the "early months of 2020." City records indicate that the subject building permit application was submitted on December 11, 2020, after the City's temporary fee waiver

program had expired for nearly 12 months.

ADA Improvements

The applicant notes that a significant portion of the increased project cost resulted from accessibility improvements. Staff acknowledges that substantial accessibility improvements were incorporated into the project. However, these improvements were required to comply with applicable state accessibility requirements and building codes as part of the approved renovation project.

Improvements to City Property

The applicant also cites improvements made to City property as justification for a fee waiver. Staff notes that the sidewalk improvements are located within the public right-of-way and constitute improvements to City property. The remaining improvements identified in the request—including ADA pathways, utilities, drainage improvements, and related work—were improvements constructed as part of the approved development and located within or serving the project site.

Conclusion

The applicant has requested that the City waive the remaining building permit fees associated with the Golden Bough Theatre renovation project. Staff has provided City Council with information regarding the City's fee structure, the project's permit history, previous fee waivers, and the factual background related to the issues raised in the request. The decision whether to waive all or a portion of the remaining permit fees is a policy determination for the City Council.

FISCAL IMPACT:

The requested fee waiver would reduce Building Safety Division cost recovery by \$196,648.71. Building permit fees are established to recover the City's actual cost of providing permit processing, plan review, inspections, and related Building Safety services. Waiving these fees would result in those costs being borne by the City's General Fund rather than by the project that generated the associated staff work.

PRIOR CITY COUNCIL ACTION:

N/A

ATTACHMENTS:

1. Letter from PacRep - Fee Waiver request
2. Building and Safety Valuation Tables
3. Resolution 2020-074 - Approving a Partial Waiver of Building Fees for Golden Bough



The Monterey Peninsula's
Premiere Professional Theatre
& School of Dramatic Arts

FOUNDER & EXECUTIVE DIRECTOR
STEPHEN MOORER

Golden Bough Playhouse
(NOW OPEN!)

Carmel's historic Forest Theater

Garner-Whitt School of Dramatic Arts

TRUSTEES EMERITAE
ROBERTA BIALEK ELLIOTT
HARRIET MITTELDORF

BOARD OF DIRECTORS

CHAIR

LEE ROSEN

PAST CHAIR

KARYL HALL

TREASURER

PAUL BROCCINI

SECRETARY

DAVID EAKIN

MEMBERS

GARRETT BOWLUS
BILL DOOLITTLE
BRANDON HESS
JEFFREY JACKSON
HERSCH LOOMIS
JUDIE PROFETA
GERARD ROSE
SHIRLEY ROSEN
NANCY SELFRIDGE
NICOLE USHAKOFF

ADVISORY COUNCIL

CHAIR

DON HILBURN

TODD LUEDERS
SHERRIE MCCULLOUGH
SHARON MERESMAN
SHIRLEY ROSEN
JUDY SETON
DARNELL WHITT

April 17, 2026

Stephen Moorer
Executive Director
Pacific Repertory Theatre
P.O. Box 222035
Carmel-by-the-Sea, CA 93922

City of Carmel-by-the-Sea
Carmel City Council
Planning & Building Department
P.O. Box CC
Carmel-by-the-Sea, CA 93921

RE: Request for Waiver of Permit Fees for the Golden Bough Theatre Renovation Project

Dear Members of the City Council and City Administration,

I am writing to you not only in my role at Pacific Repertory Theatre, but also as someone who has spent decades working to preserve and strengthen the cultural fabric of Carmel-by-the-Sea. I respect the responsibility you carry as stewards of this City, and I hope this request is received in the spirit in which it is offered: one of partnership, fairness, and common sense.

As you know, the Golden Bough Theatre renovation was originally valued at under \$3 million prior to the pandemic. Based on that valuation, the City assessed building permit and planning fees, and—after a very modest discount of \$13,000 granted by the previous City Council—over \$50,000 has already been paid to the City by PacRep. The project scope, design, footprint, and intended use were fully reviewed and approved at that time, and the phased-submittal approach was agreed upon.

What none of us could have anticipated was the unprecedented escalation in construction costs that followed—supply-chain disruptions, wage increases, fuel costs, insurance hikes, and five years of inflation across every trade. As a result, the total project budget has grown to over \$13 million, even though the project itself experienced few changes. The theatre remains fundamentally the same project as originally approved.

However, this inflation-driven increase in valuation has triggered an additional permit fee increase approaching \$200,000, on top of fees already paid. For a nonprofit arts organization, this is not merely difficult—it threatens the long-term sustainability of an organization working to preserve one of Carmel's most important cultural assets during a historically severe downturn for the performing arts.

I respectfully ask the City to consider the real-world context behind these numbers.

Continued.

P.O. BOX 222035
CARMEL, CA 93922
4SW 8th Monte Verde
Carmel-by-the-Sea, CA 93921
PHONE (831) 622-0700
FAX (831) 622-0703
WEB www.pacrep.org

In residence at the historic Golden Bough Playhouse, Carmel-by-the-Sea, California

1. Clear Precedent: Phase 1 Fees Were Fully Waived

When Pacific Repertory Theatre undertook the initial Phase 1 remodel of the Golden Bough Theatre, 100% of the City's fees were waived. That decision reflected a clear and deliberate understanding—shared by prior City Councils—that PacRep's nonprofit status, historic stewardship, and public-serving mission warranted treatment consistent with other civic and cultural institutions in Carmel.

2. A Previous City Fee Waiver Program and Established Precedent

Historically, the City has used fee-waiver programs to encourage private investment in commercial and hotel improvements. For example, Carmel City Council Resolution No. 2018-079 established an incentive program that waived all planning and building permit fees for qualifying commercial and hotel improvement projects during Calendar Year 2019.

Toward the end of 2019, as PacRep was actively preparing the Golden Bough project for formal submittal, we approached City staff to ask whether we should accelerate our application in order to submit before the end of the year and fall under the existing fee-waiver program. At that time, we were advised not to worry about the timing, and based on that guidance—together with our prior experience during Phase 1, when fees were fully waived—we reasonably believed that similar fee relief would be forthcoming for this phase of the project.

In hindsight, that guidance proved incorrect, and had we submitted in December of 2019 rather than in the early months of 2020, this appeal would not be necessary. We share this not to assign fault, but to explain the good-faith reliance and circumstances that led to the timing of our application. We respectfully ask the Council to consider whether exercising its discretionary authority here is consistent with both the spirit and past practice of the City's fee-relief policies.

3. Nonprofit and Historic Nature of the Project

Of the three major historic cultural venues in the City—along with Sunset Center and the Forest Theater—the nonprofit Golden Bough Playhouse is the only facility that faces such fees, particularly where soft costs and valuation are concerned.

Previous City Councils have recognized this imbalance and acted accordingly. We are simply asking for equitable treatment for a nonprofit institution that provides the same public cultural benefit as City-owned venues.

4. Significant Investment in ADA Accessibility

Several million dollars of the increased project cost are attributable entirely to ADA compliance improvements, including ramps, accessible seating, restrooms, and pathways. These upgrades finally bring the Golden Bough Theatre into full accessibility for the first time in its long history.

Continued.

5. Limited Changes to Scope or City Services

With only limited changes to the project and based on the materials provided by the Building and Planning Departments, the City's workload—plan checks, inspections, and reviews—did not materially increase as the project valuation rose. Given that much of the cost increase was attributable to finishes, equipment, and project management, this is not surprising. The drawings, square footage, use, and overall complexity remained substantially the same as the plan originally approved by the Planning Commission.

City staff has also advised that the City incurred approximately **\$14,731** in outside planning consultant costs related to limited phases of the project. PacRep has already paid more than **\$50,000** in fees—an amount that significantly exceeds those documented expenses—raising reasonable questions about the proportionality of the additional fees being sought.

* An approximately 80-square-foot ADA restroom addition represents the only net increase in building footprint during the project and was separately reviewed and permitted.

6. Delays Beyond Our Control

Acknowledging that some delays were inherent in a project of this scale, and that PacRep was responsible for portions of that timeline, City plan checks originally estimated at approximately four weeks ultimately extended to roughly three times that length, due in large part to staffing shortages within the Planning Department which were beyond our control. During these periods, the project was effectively stalled while construction loans, contracts, and overhead continued, resulting in hundreds of thousands of dollars in carrying costs. We absorbed these costs without complaint, understanding the pressures involved. However, any additional permit fees will further compound an already significant financial burden.

7. Improvements to City Property and Public Benefit

In addition to restoring the theatre itself, PacRep funded substantial improvements to City-owned property, including sidewalks, ADA ramps, sewer and groundwater improvements, and streetscape enhancements.

A Request for Reasonable, Consistent Action

We are not asking the City to subsidize this project. During Phase 1, when fees totaled approximately \$15,000, they were fully waived; for Phase 2, ***PacRep has already paid over \$50,000***. We are only asking that total fees not go beyond what is fair or reasonable for a nonprofit preserving a historic public asset. Accordingly, we respectfully request that the City Council exercise its authority to grant a full waiver of the increased permit fees, consistent with prior fee waivers, past Council actions, and the City's recently ended fee-waiver program.

With respect and appreciation,

Stephen Moorer
Executive Director
Pacific Repertory Theatre



End

City of Carmel-by-the-Sea					
Building Safety Division Fees					
Construction Valuation	Plan Check Fee	Permit Fee	Construction Valuation	Plan Check Fee	Permit Fee
\$ 1 – 2,000	\$101.77	\$193.36	48,001 – 49,000	838.33	1,289.14
2,001 – 3,000	110.13	193.36	49,001 – 50,000	851.69	1,310.30
3,001 – 4,000	128.66	197.94	50,001 – 51,000	860.96	1,324.56
4,001 – 5,000	147.18	226.44	51,001 – 52,000	870.22	1,338.80
5,001 – 6,000	165.70	254.94	52,001 – 53,000	878.49	1,353.05
6,001 – 7,000	184.22	283.43	53,001 – 54,000	888.74	1,367.30
7,001 – 8,000	202.75	311.93	54,001 – 55,000	898.01	1,381.55
8,001 – 9,000	221.28	340.43	55,001 – 56,000	907.27	1,395.80
9,001 – 10,000	239.80	368.93	56,001 – 57,000	916.53	1,410.04
10,001 – 11,000	258.32	397.41	57,001 – 58,000	925.79	1,424.29
11,001 – 12,000	276.82	425.91	58,001 – 59,000	935.05	1,438.54
12,001 – 13,000	295.37	454.41	59,001 – 60,000	944.31	1,452.79
13,001 – 14,000	313.89	482.90	60,001 – 61,000	953.57	1,467.03
14,001 – 15,000	332.41	511.40	61,001 – 62,000	962.83	1,481.29
15,001 – 16,000	350.93	539.90	62,001 – 63,000	972.10	1,495.53
16,001 – 17,000	369.46	568.40	63,001 – 64,000	981.36	1,509.78
17,001 – 18,000	387.98	596.89	64,001 – 65,000	990.62	1,524.03
18,001 – 19,000	406.50	625.39	65,001 – 66,000	999.88	1,538.27
19,001 – 20,000	425.02	653.88	66,001 – 67,000	1,009.13	1,552.52
20,001 – 21,000	443.55	682.37	67,001 – 68,000	1,018.40	1,566.77
21,001 – 22,000	462.05	710.87	68,001 – 69,000	1,027.66	1,581.02
22,001 – 23,000	480.59	739.37	69,001 – 70,000	1,036.92	1,595.26
23,001 – 24,000	499.11	767.87	70,001 – 71,000	1,046.18	1,609.52
24,001 – 25,000	517.63	796.36	71,001 – 72,000	1,055.45	1,623.76
25,001 – 26,000	530.99	816.92	72,001 – 73,000	1,064.71	1,638.01
26,001 – 27,000	544.36	837.47	73,001 – 74,000	1,073.97	1,652.26
27,001 – 28,000	557.71	858.04	74,001 – 75,000	1,083.23	1,666.50
28,001 – 29,000	571.08	878.59	75,001 – 76,000	1,092.49	1,680.76
29,001 – 30,000	584.45	899.15	76,001 – 77,000	1,092.35	1,695.00
30,001 – 31,000	597.81	919.70	77,001 – 78,000	1,111.01	1,709.25
31,001 – 32,000	611.18	940.27	78,001 – 79,000	1,120.27	1,723.59
32,001 – 33,000	624.43	960.82	79,001 – 80,000	1,129.54	1,737.75
33,001 – 34,000	637.90	981.38	80,001 – 81,000	1,138.80	1,751.99
34,001 – 35,000	660.67	1,001.93	81,001 – 82,000	1,148.06	1,766.25
35,001 – 36,000	664.62	1,022.50	82,001 – 83,000	1,157.32	1,780.49
36,001 – 37,000	715.60	1,043.06	83,001 – 84,000	1,166.58	1,794.74
37,001 – 38,000	691.35	1,063.61	84,001 – 85,000	1,175.84	1,808.99
38,001 – 39,000	704.72	1,084.18	85,001 – 86,000	1,185.10	1,823.23
39,001 – 40,000	718.07	1,104.72	86,001 – 87,000	1,194.36	1,837.49
40,001 – 41,000	731.44	1,125.29	87,001 – 88,000	1,206.77	1,851.73
41,001 – 42,000	744.80	1,145.84	88,001 – 89,000	1,212.89	1,865.98
42,001 – 43,000	758.16	1,166.41	89,001 – 90,000	1,222.15	1,880.23
43,001 – 44,000	771.52	1,186.96	90,001 – 91,000	1,231.41	1,894.48
44,001 – 45,000	784.89	1,207.52	91,001 – 92,000	1,240.66	1,908.72
45,001 – 46,000	798.52	1,128.07	92,001 – 93,000	1,249.93	1,922.98
46,001 – 47,000	811.61	1,248.64	93,001 – 94,000	1,259.19	1,937.22
47,001 – 48,000	824.97	1,269.19	94,001 – 95,000	1,268.45	1,951.46

Construction Valuation	Plan Check Fee	Permit Fee	Construction Valuation	Plan Check Fee	Permit Fee
95,001 – 96,000	1,277.71	1,965.72	144,001 – 145,000	1,648.16	2,535.64
96,001 – 97,000	1,286.98	1,979.96	145,001 – 146,000	1,657.61	2,547.03
97,001 – 98,000	1,296.24	1,994.21	146,001 – 147,000	1,662.98	2,558.43
98,001 – 99,000	1,305.50	2,008.46	147,001 – 148,000	1,670.39	2,569.83
99,001 – 100,000	1,314.76	2,022.71	148,001 – 149,000	1,677.80	2,581.23
100,001 – 101,000	1,322.70	2,034.10	149,001 – 150,000	1,685.21	2,592.62
101,001 – 102,000	1,329.57	2,045.50	150,001 – 151,000	1,692.62	2,604.02
102,001 – 103,000	1,336.98	2,056.90	151,001 – 152,000	1,700.03	2,615.43
103,001 – 104,000	1,344.39	2,068.30	152,001 – 153,000	1,707.43	2,626.83
104,001 – 105,000	1,351.80	2,079.70	153,001 – 154,000	1,714.84	2,638.23
105,001 – 106,000	1,366.62	2,091.10	154,001 – 155,000	1,722.25	2,649.62
106,001 – 107,000	1,366.62	2,102.50	155,001 – 156,000	1,729.66	2,661.02
107,001 – 108,000	1,374.03	2,113.90	156,001 – 157,000	1,737.07	2,672.42
108,001 – 109,000	1,381.44	2,125.29	157,001 – 158,000	1,744.48	2,683.82
109,001 – 110,000	1,388.85	2,136.69	158,001 – 159,000	1,751.89	2,695.21
110,001 – 111,000	1,396.25	2,148.09	159,001 – 160,000	1,759.30	2,706.51
111,001 – 112,000	1,403.66	2,159.49	160,001 – 161,000	1,766.71	2,718.01
112,001 – 113,000	1,411.07	2,170.88	161,001 – 162,000	1,774.12	2,729.41
113,001 – 114,000	1,418.48	2,182.28	162,001 – 163,000	1,781.53	2,740.80
114,001 – 115,000	1,425.89	2,193.68	163,001 – 164,000	1,788.93	2,752.20
115,001 – 116,000	1,433.30	2,205.08	164,001 – 165,000	1,796.34	2,763.61
116,001 – 117,000	1,440.71	2,216.49	165,001 – 166,000	1,803.75	2,775.01
117,001 – 118,000	1,448.12	2,227.88	166,001 – 167,000	1,811.16	2,786.40
118,001 – 119,000	1,389.69	2,239.28	167,001 – 168,000	1,818.57	2,797.80
119,001 – 120,000	1,462.94	2,250.68	168,001 – 169,000	1,825.98	2,809.20
120,001 – 121,000	1,470.34	2,262.08	169,001 – 170,000	1,833.39	2,820.60
121,001 – 122,000	1,477.75	2,273.47	170,001 – 171,000	1,840.80	2,831.99
122,001 – 123,000	1,485.16	2,284.87	171,001 – 172,000	1,848.21	2,843.39
123,001 – 124,000	1,492.57	2,296.27	172,001 – 173,000	1,855.62	2,854.79
124,001 – 125,000	1,499.98	2,307.67	173,001 – 174,000	1,863.03	2,866.19
125,001 – 126,000	1,507.39	2,319.06	174,001 – 175,000	1,870.43	2,877.58
126,001 – 127,000	1,514.80	2,330.46	175,001 – 176,000	1,877.84	2,888.99
127,001 – 128,000	1,522.21	2,341.86	176,001 – 177,000	1,885.25	2,900.39
128,001 – 129,000	1,529.62	2,353.27	177,001 – 178,000	1,892.66	2,911.79
129,001 – 130,000	1,537.03	2,364.66	178,001 – 179,000	1,900.07	2,923.18
130,001 – 131,000	1,544.44	2,376.06	179,001 – 180,000	1,907.48	2,934.58
131,001 – 132,000	1,551.84	2,387.46	180,001 – 181,000	1,914.89	2,945.98
132,001 – 133,000	1,559.25	2,398.86	181,001 – 182,000	1,922.30	2,957.38
133,001 – 134,000	1,566.66	2,410.25	182,001 – 183,000	1,929.70	2,968.77
134,001 – 135,000	1,574.07	2,421.65	183,001 – 184,000	1,937.12	2,980.17
135,001 – 136,000	1,581.48	2,433.05	184,001 – 185,000	1,944.52	2,991.57
136,001 – 137,000	1,588.89	2,444.45	185,001 – 186,000	1,951.93	3,002.97
137,001 – 138,000	1,596.30	2,455.84	186,001 – 187,000	1,959.34	3,014.36
138,001 – 139,000	1,603.71	2,420.22	187,001 – 188,000	1,966.75	3,025.77
139,001 – 140,000	1,611.12	2,478.64	188,001 – 189,000	1,974.16	3,037.17
140,001 – 141,000	1,618.53	2,490.05	189,001 – 190,000	1,981.57	3,048.57
141,001 – 142,000	1,625.94	2,501.44	190,001 – 191,000	1,988.99	3,059.97
142,001 – 143,000	1,633.34	2,512.84	191,001 – 192,000	1,996.39	3,071.36
143,001 – 144,000	1,640.75	2,524.24	192,001 – 193,000	2,003.80	3,082.76

Construction Valuation	Plan Check Fee	Permit Fee	Construction Valuation	Plan Check Fee	Permit Fee
193,001 – 194,000	2,011.21	3,094.16	242,001 – 243,000	2,374.24	3,652.68
194,001 – 195,000	2,018.62	3,105.56	243,001 – 244,000	2,381.65	3,664.08
195,001 – 196,000	2,026.02	3,116.95	244,001 – 245,000	2,389.06	3,675.47
196,001 – 197,000	2,033.43	3,128.35	245,001 – 246,000	2,396.47	3,686.87
197,001 – 198,000	2,040.84	3,139.75	246,001 – 247,000	2,403.88	3,698.27
198,001 – 199,000	2,048.25	3,151.15	247,001 – 248,000	2,411.28	3,709.68
199,001 – 200,000	2,055.66	3,162.55	248,001 – 249,000	2,418.69	3,721.07
200,001 – 201,000	2,063.07	3,173.94	249,001 – 250,000	2,416.70	3,732.47
201,001 – 202,000	2,070.48	3,185.35	250,001 – 251,000	2,433.51	3,743.87
202,001 – 203,000	2,077.89	3,196.75	251,001 – 252,000	2,440.92	3,755.27
203,001 – 204,000	2,085.30	3,208.14	252,001 – 253,000	2,448.33	3,766.66
204,001 – 205,000	2,092.71	3,219.54	253,001 – 254,000	2,455.74	3,778.06
205,001 – 206,000	2,100.11	3,230.94	254,001 – 255,000	2,463.15	3,789.46
206,001 – 207,000	2,107.52	3,242.34	255,001 – 256,000	2,470.56	3,800.86
207,001 – 208,000	2,114.93	3,253.73	256,001 – 257,000	2,477.97	3,812.25
208,001 – 209,000	2,122.34	3,265.13	257,001 – 258,000	2,485.37	3,823.65
209,001 – 210,000	2,129.75	3,276.53	258,001 – 259,000	2,492.78	3,835.05
210,001 – 211,000	2,137.16	3,287.93	259,001 – 260,000	2,500.19	3,846.46
211,001 – 212,000	2,144.57	3,299.33	260,001 – 261,000	2,507.60	3,857.85
212,001 – 213,000	2,151.98	3,310.73	261,001 – 262,000	2,515.01	3,869.25
213,001 – 214,000	2,159.38	3,322.13	262,001 – 263,000	2,522.42	3,880.65
214,001 – 215,000	2,166.79	3,333.53	263,001 – 264,000	2,529.83	3,892.05
215,001 – 216,000	2,174.19	3,344.92	264,001 – 265,000	2,537.24	3,903.45
216,001 – 217,000	2,181.60	3,356.32	265,001 – 266,000	2,544.65	3,914.84
217,001 – 218,000	2,189.01	3,367.72	266,001 – 267,000	2,552.06	3,926.24
218,001 – 219,000	2,196.42	3,379.12	267,001 – 268,000	2,559.47	3,937.64
219,001 – 220,000	2,203.83	3,390.51	268,001 – 269,000	2,566.87	3,949.04
220,001 – 221,000	2,211.24	3,401.91	269,001 – 270,000	2,574.28	3,960.43
221,001 – 222,000	2,218.65	3,413.31	270,001 – 271,000	2,581.69	3,971.83
222,001 – 223,000	2,226.06	3,424.71	271,001 – 272,000	2,589.10	3,983.24
223,001 – 224,000	2,233.47	3,436.11	272,001 – 273,000	2,596.51	3,994.64
224,001 – 225,000	2,240.88	3,447.51	273,001 – 274,000	2,603.92	4,006.03
225,001 – 226,000	2,248.29	3,458.91	274,001 – 275,000	2,611.33	4,017.43
226,001 – 227,000	2,255.69	3,470.31	275,001 – 276,000	2,618.74	4,028.83
227,001 – 228,000	2,263.10	3,481.71	276,001 – 277,000	2,626.14	4,040.23
228,001 – 229,000	2,270.51	3,493.10	277,001 – 278,000	2,633.56	4,051.62
229,001 – 230,000	2,277.92	3,504.50	278,001 – 279,000	2,640.96	4,063.02
230,001 – 231,000	2,285.33	3,515.90	279,001 – 280,000	2,648.37	4,074.42
231,001 – 232,000	2,292.74	3,527.30	280,001 – 281,000	2,655.78	4,085.82
232,001 – 233,000	2,300.15	3,538.69	281,001 – 282,000	2,663.19	4,097.21
233,001 – 234,000	2,307.56	3,550.09	282,001 – 283,000	2,670.60	4,108.62
234,001 – 235,000	2,314.97	3,561.49	283,001 – 284,000	2,678.01	4,120.01
235,001 – 236,000	2,322.38	3,572.90	284,001 – 285,000	2,685.42	4,131.42
235,001 – 237,000	2,329.78	3,584.29	285,001 – 286,000	2,692.83	4,142.81
237,001 – 238,000	2,337.19	3,595.69	286,001 – 287,000	2,700.24	4,154.21
238,001 – 239,000	2,344.60	3,607.09	287,001 – 288,000	2,707.65	4,165.61
239,001 – 240,000	2,352.01	3,618.49	288,001 – 289,000	2,715.06	4,177.01
240,001 – 241,000	2,359.42	3,629.88	289,001 – 290,000	2,722.46	4,188.40
241,001 – 242,000	2,366.83	3,641.28	290,001 – 291,000	2,729.87	4,199.80

Construction Valuation	Plan Check Fee	Permit Fee	Construction Valuation	Plan Check Fee	Permit Fee
291,001 – 292,000	2,729.87	4,199.80	321,001 – 322,000	2,959.55	4,553.16
292,001 – 293,000	2,744.69	4,222.60	322,001 – 323,000	2,966.96	4,564.55
293,001 – 294,000	2,752.10	4,233.99	323,001 – 324,000	2,974.37	4,575.95
294,001 – 295,000	2,759.51	4,245.40	324,001 – 325,000	2,981.78	4,587.35
295,001 – 296,000	2,766.92	4,256.80	325,001 – 326,000	2,989.19	4,598.75
296,001 – 297,000	2,774.33	4,268.20	326,001 – 327,000	2,996.60	4,610.14
297,001 – 298,000	2,781.73	4,279.58	327,001 – 328,000	3,004.01	4,621.54
298,001 – 299,000	2,789.15	4,290.99	328,001 – 329,000	3,011.42	4,632.94
299,001 – 300,000	2,796.55	4,302.39	329,001 – 330,000	3,018.83	4,644.34
300,001 – 301,000	2,803.96	4,313.79	330,001 – 331,000	3,026.24	4,655.74
301,001 – 302,000	2,811.37	4,325.19	331,001 – 332,000	3,033.64	4,667.14
302,001 – 303,000	2,818.78	4,336.58	332,001 – 333,000	3,041.05	4,678.54
303,001 – 304,000	2,826.19	4,347.98	333,001 – 334,000	3,048.46	4,689.94
304,001 – 305,000	2,833.60	4,359.38	334,001 – 335,000	3,055.87	4,701.33
305,001 – 306,000	2,841.01	4,370.78	335,001 – 336,000	3,063.28	4,712.73
306,001 – 307,000	2,848.42	4,382.18	336,001 – 337,000	3,070.68	4,724.13
307,001 – 308,000	2,855.82	4,393.58	337,001 – 338,000	3,078.09	4,735.53
308,001 – 309,000	2,863.24	4,404.98	338,001 – 339,000	3,085.50	4,746.93
309,001 – 310,000	2,870.65	4,416.38	339,001 – 340,000	3,092.91	4,758.32
310,001 – 311,000	2,878.05	4,427.77	340,001 – 341,000	3,100.32	4,769.72
311,001 – 312,000	2,885.46	4,439.17	341,001 – 342,000	3,107.72	4,775.24
312,001 – 313,000	2,892.87	4,450.57	342,001 – 343,000	3,115.13	4,792.53
313,001 – 314,000	2,900.28	4,461.97	343,001 – 344,000	3,122.54	4,803.91
314,001 – 315,000	2,907.69	4,473.36	344,001 – 345,000	3,129.95	4,815.32
315,001 – 316,000	2,915.10	4,484.76	345,001 – 346,000	3,137.36	4,826.72
316,001 – 317,000	2,922.51	4,496.16	346,001 – 347,000	3,144.77	4,838.12
317,001 – 318,000	2,929.92	4,507.56	347,001 – 348,000	3,152.18	4,849.51
318,001 – 319,000	2,937.33	4,537.76	348,001 – 349,000	3,159.59	4,860.91
319,001 – 320,000	2,944.74	4,530.36	349,001 – 350,000	3,167.00	4,872.31
320,001 – 321,000	2,952.14	4,541.75	350,000 and above	65% of Permit Fee	4,872.31 plus \$11.40 per \$1000.00 in Valuation Above \$350,000.00

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

RESOLUTION NO. 2020-074

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
APPROVING A PARTIAL WAIVER OF THE BUILDING FEES AND PLANNING APPLICATION
FEES ASSOCIATED WITH THE GOLDEN BOUGH THEATER REMODEL**

WHEREAS, Pacific Repertory Theatre is ready to begin the second phase of improving the Golden Bough Playhouse; and

WHEREAS, the next phase includes modifications to the main auditorium, lobbies, restrooms and updating ADA features; and

WHEREAS, granting a partial waiver of fees to reduce the cost burden of upgrading the building supports the historic use of the property.

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

Approve waiving 50 percent of the building permit fees for a value of approximately \$13,000.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 3rd day of November, 2020, by the following vote:

AYES: COUNCIL MEMBERS BARON, REIMERS, THEIS, MAYOR POTTER

NOES: MAYOR PRO TEM RICHARDS

ABSENT: NONE

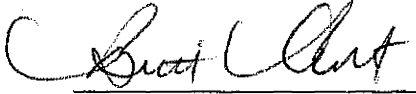
ABSTAIN: NONE

APPROVED:

ATTEST:



Dave Potter
Mayor



Britt Avrit, MMC
City Clerk



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

August 3, 2026
ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Brian Pierik, City Attorney

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: Consider Resolution 2026-059 Approving Settlement Agreement with GTE Mobilenet (dba Verizon) in GTE Mobilnet v. City of Carmel-by-the-Sea, et. al. U.S. District Court Case No. 22-cv000347-NC

RECOMMENDATION:

Motion to adopt Resolution 2026-059 Approving the Settlement Agreement with GTE Mobilnet (dba Verizon) in GTE Mobilnet v. City of Carmel-by-the-Sea, et. al. U.S. District Court Case No. 22-cv000347-NC.

BACKGROUND / SUMMARY:

On December 7, 2021, the City Council denied an Application by Verizon to install and operate a wireless communications facility mounted to a replacement PG&E utility pole with support equipment placed and camouflaged on the ground adjacent to that utility pole located in the public right-of-way on the east side of Carmelo Street between Eighth & Ninth Avenues within the City ("Carmelo Application").

On January 18, 2022, Verizon filed a Complaint in United States District Court (Northern District) alleging that the City violated the "shot clock" of the Telecommunications Act of 1996 (TCA), hereafter "Complaint".

On February 17, 2022, the City moved to dismiss the Complaint. Also on February 17, 2022, La Playa Carmel Hotel and STOP Cell Towers in Carmel Neighborhoods moved to intervene in the case and that motion was granted by the Court and the Intervenor-Defendants joined the City's motion to dismiss.

At a March 30, 2022, hearing, the Court converted the motion to dismiss into a motion for summary judgment under Rule 12(d).

On June 30, 2022, the Court issued an Order Granting Summary Judgment in Favor of the City and the Intervenor Defendants. The Court found that the City fulfilled the TCA's written denial and substantial evidence requirements and took timely action.

Verizon filed an appeal in the United States Court of Appeals for the Ninth Circuit captioned *GTE Mobilnet of California Limited Partnership v. City of Carmel-by-the-Sea, et al.*, Case No. 22-16153 (9th Cir.) (the "Merits Appeal").

Following the District Court's order denying a motion by the City for attorneys' fees, the City filed an appeal in the Ninth Circuit from that order (the "Attorneys' Fees Appeal").

There is no hearing date pending before the Ninth Circuit on the two appeals.

Verizon recently approached City special counsel (Gail Karish of Best Best & Krieger) regarding the possibility of a mutual agreement to dismiss the Complaint and the Merit Appeal and the Attorney Fee Appeal. A Settlement Agreement (**Attachment 2**) has been drafted which is Exhibit A to the Resolution submitted with this Staff Report and includes mutual releases and with each party to pay their own costs and expenses, including attorneys fees.

One notable provision in the attached Settlement Agreement, is that Verizon is prohibited from submitting a new application for a wireless facility in this same location.

The recommendation is a motion to adopt Resolution 2026-059 (**Attachment 1**) Approving the Proposed Settlement Agreement with GTE Mobilnet (dba Verizon). The Settlement Agreement will result in the dismissal of the Complaint and the appeals and avoid additional costs of defense.

FISCAL IMPACT:

The proposed Resolution Approving Settlement Agreement, if approved, would result in a dismissal of the existing lawsuit filed by Verizon and the City would avoid incurring additional costs of defense.

PRIOR CITY COUNCIL ACTION:

On December 7, 2021, the City Council denied the Carmelo Application by Verizon.

ATTACHMENTS:

1. Resolution 2026-059
2. EXHIBIT A - Settlement Verizon_Carmel_Intervenors 2026 07 29-c1 with exh 1

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

RESOLUTION NO. 2026-059

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
APPROVING SETTLEMENT AGREEMENT WITH GTE MOBILNET (DBA VERIZON) IN GTE
MOBILNET V. CITY OF CARMEL-BY-THE-SEA, ET. AL. U.S. DISTRICT COURT CASE NO.
22-CV000347-NC**

WHEREAS, on December 7, 2021, the City Council denied an Application by Verizon to install and operate a wireless communications facility mounted to a replacement PG&E utility pole with support equipment placed and camouflaged on the ground adjacent to that utility pole located in the public right-of-way on the east side of Carmelo Street between Eighth & Ninth Avenues within the City ("Carmelo Application"); and

WHEREAS, on January 18, 2022, Verizon filed a Complaint in United States District Court (Northern District) alleging that the City violated the "shot clock" of the Telecommunications Act of 1996 (TCA), hereafter "Complaint"; and

WHEREAS, on February 17, 2022, the City moved to dismiss the Complaint; and

WHEREAS, on February 17, 2022, La Playa Carmel Hotel and STOP Cell Towers in Carmel Neighborhoods moved to intervene in the case and that motion was granted by the Court and the Intervenor-Defendants joined the City's motion to dismiss; and

WHEREAS, at a March 30, 2022 hearing, the Court converted the motion to dismiss into a motion for summary judgment under Rule 12(d); and

WHEREAS, on June 30, 2022, the Court issued an Order Granting Summary Judgment in Favor of the City and the Intervenor Defendants and the Court found that the City fulfilled the TCA's written denial and substantial evidence requirements and took timely action; and

WHEREAS, Verizon filed an appeal in the United States Court of Appeals for the Ninth Circuit captioned *GTE Mobilnet of California Limited Partnership v. City of Carmel-by-the-Sea, et al.*, Case No. 22-16153 (9th Cir.) (the "Merits Appeal"); and

WHEREAS, following the District Court's Order denying a motion by the City for attorneys' fees, the City filed an appeal in the Ninth Circuit from that order (the "Attorneys' Fees Appeal"); and

WHEREAS, there is no hearing date pending before the Ninth Circuit on the two appeals.

WHEREAS, Verizon recently approached City special counsel (Gail Karish of Best Best & Krieger) regarding the possibility of a mutual agreement to dismiss the Complaint and the Merit Appeal and the Attorney Fee Appeal; and

WHEREAS, a Settlement Agreement has been drafted which is Exhibit A to this Resolution and includes mutual releases and with each party to pay their own costs and expenses, including attorneys fees; and

WHEREAS, the Settlement Agreement will result in the dismissal of the Complaint and the appeals and avoid additional costs of defense.

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

1. Authorization. The City Administrator is authorized to execute the Settlement Agreement attached as Exhibit "A".
2. Environmental Compliance. The City finds that the adoption of this Resolution is not subject to environmental review under the California Environmental Quality Act ("CEQA") because this Resolution is not a project based upon CEQA Guideline 15378.
3. Effective Date. This Resolution shall take effect immediately following passage and adoption by the Carmel-by-the-Sea City Council.
4. Severability. The City declares that, should any provision, section, paragraph, sentence or word of this Resolution be rendered or declared invalid by any final court action in a court of competent jurisdiction, or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences and words of this Resolution shall remain in full force and effect.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
this 3rd day of August 2026, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk

[SEE ATTACHED EXHIBIT A]

EXHIBIT A

SETTLEMENT AGREEMENT AND RELEASE

THIS SETTLEMENT AGREEMENT AND RELEASE (“Agreement”) is made and entered into effective August 3, 2026 (the “Effective Date”), by and among GTE MOBILNET OF CALIFORNIA LIMITED PARTNERSHIP, a California limited partnership, d/b/a Verizon Wireless (“Verizon”); CITY OF CARMEL-BY-THE-SEA, CALIFORNIA (the “City”); and LA PLAYA CARMEL HOTEL, LLC (“La Playa”) (collectively, the “Parties”).

WHEREAS, Verizon commenced an action in the United States District Court for the Northern District of California captioned *GTE Mobilnet of California Limited Partnership v. City of Carmel By-the-Sea, et al.*, Case No. 22-cv-00347-NC (N.D. Cal.) (the “District Court Action”), in which Verizon asserted claims against the City for alleged violations of the Telecommunications Act of 1996 (TCA) and an existing agreement between Verizon and the City, when the City purportedly failed to timely deliver a written denial notice of Verizon’s application to install and operate a wireless communications facility mounted to a replacement PG&E utility pole with support equipment placed and camouflaged on the ground adjacent to that utility pole located in the public right-of-way on the east side of Carmelo Street between Eighth & Ninth Avenues within the City (“Carmelo Application”), and in which Stop Cell Towers In Carmel Neighborhoods, Inc. (“SCTCN”) and La Playa appeared as Intervenor-Defendants; and

WHEREAS, following the dismissal with prejudice of all Verizon’s claims in the District Court Action, Verizon filed an appeal in the United States Court of Appeals for the Ninth Circuit captioned *GTE Mobilnet of California Limited Partnership v. City of Carmel-by-the-Sea, et al.*, Case No. 22-16153 (9th Cir.) (the “Merits Appeal”); and

WHEREAS, following the District Court’s order denying the City’s motion for attorneys’ fees, the City filed an appeal in the United States Court of Appeals for the Ninth Circuit from that order (the “Attorneys’ Fees Appeal”); and

WHEREAS, the Merits Appeal and the Attorneys’ Fees Appeal are referred to collectively in this Agreement as the “Litigation,” which expressly includes all claims, counterclaims, defenses, judgments, orders, and proceedings arising from or relating to the Merits Appeal and the Attorneys’ Fees Appeal; and

WHEREAS, the City, SCTCN, and La Playa have actively litigated and defended the claims advanced by Verizon in the Litigation, and have opposed the relief sought by Verizon and Verizon has opposed the relief sought by the City, SCTCN, and La Playa in the Litigation, including the City’s request for attorneys’ fees; and

WHEREAS, Intervenor-Defendant SCTCN has represented SCTCN's agreement to stipulate to the dismissal of the Litigation pursuant to Federal Rule of Appellate Procedure 42 and has filed the attached Certificate of Election to Windup and Dissolve on or about March 10, 2025 (Exhibit 1, hereto); and

WHEREAS, to avoid the additional expense of further litigation and find a compromise solution, the Parties have engaged in good-faith settlement negotiations and arrived at this Agreement, which will resolve the Litigation.

NOW, THEREFORE, in consideration of the mutual promises and agreements set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties, each on its own behalf and on behalf of its respective successors and assigns, hereby agree as follows:

1. Conditions and Obligations.

- (a) Stipulation of Dismissal. Within ten (10) days after execution of this Agreement by all Parties, the Parties shall cooperate with each other and with SCTCN in filing a stipulated dismissal pursuant to Federal Rule of Appellate Procedure 42 dismissing the Litigation in the United States Court of Appeals for the Ninth Circuit. The stipulated dismissal shall fully and finally resolve all claims and issues asserted in the Litigation as between the Parties (and including SCTCN).
- (b) Future Applications on the Existing Carmelo Application PG&E Pole. Verizon shall not submit any application to install and operate a small cell wireless communications facility in the public right-of-way on the existing PG&E pole at issue in the Carmelo Application. This provision shall also apply to any third party or affiliate seeking to install antennas or related equipment (other than fiber optic or other cable runs) at Verizon Wireless's direction to be used by Verizon or an affiliate, but shall not prevent Verizon from submitting any other application to install and operate any wireless communications facility within the City of Carmel-by-the-Sea, nor shall anything in this Agreement be construed to require the City to approve any such application.

2. Releases.

- (a) In consideration of the mutual promises contained in this Agreement, and upon the occurrence of the event set forth in Subsection 1(a) of this Agreement, each Party, including any affiliates, successors or assigns thereof, irrevocably and unconditionally release and forever discharge the other Party, and each of its affiliates, successors, or assigns, of and from any and all claims, duties, causes of action, demands, obligations, liabilities, rights, damages, costs, attorney's fees, or expenses of any kind, whether known or unknown, suspected or unsuspected, that

arise in any way out of, relate to, or are in connection with the claims and counterclaims in the Litigation.

- (b) **Waiver of California Civil Code Section 1542.** The Parties expressly acknowledge and agree that they may hereafter discover claims or facts in addition to or different from those that they now know or believe to exist with respect to the matters released herein, but that it is their intention fully, finally, and forever to settle and release all such matters, and all claims relating thereto, whether known or unknown, suspected or unsuspected.

Accordingly, each Party expressly waives and relinquishes any and all rights and benefits conferred by California Civil Code section 1542, which provides:

“A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS THAT THE CREDITOR OR RELEASING PARTY DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE, AND THAT, IF KNOWN BY HIM OR HER, WOULD HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR OR RELEASED PARTY.”

Each Party acknowledges that it may later discover facts different from or in addition to those it now knows or believes to be true, and agrees that the releases contained in this Agreement shall remain effective in all respects notwithstanding such different or additional facts.

- (c) The foregoing release of claims shall not constitute a release of any claims or causes of action for any Party's default under the terms of this Agreement. Nothing herein shall prevent or impair enforcement of rights and remedies in accordance with this Agreement.

3. No Admission

- (a) Nothing in this Agreement shall constitute, or be considered as, an admission of liability or wrongdoing by any Party, or any agreement by any Party as to the validity of any of the positions advanced by any other Party in connection with or relating to the Litigation.
- (b) This Agreement shall be deemed to fall within the protection afforded compromises and offers to compromise by state and federal rules of evidence. Neither this Agreement nor any part of it may be used in any way against any Party in any legal, equitable, or administrative action or arbitration, except as part of an action to enforce this Agreement.

4. Representations and Warranties.

(a) Verizon represents and warrants that:

- (i) Verizon is a limited liability company validly existing and in good standing under the laws of the state of California and has all requisite corporate power and authority to execute and deliver this Agreement on its own behalf and on behalf of its affiliates and to perform its obligations hereunder;
- (ii) the execution, delivery and performance of this Agreement by Verizon will not result in any violation or conflict with the charter or by-laws of Verizon or any agreement, order, judgment, decree, statute, rule or regulation applicable to the Verizon; and
- (iii) this Agreement is a valid and binding agreement of Verizon.

(b) the City represents and warrants that:

- (i) the City, as defined in this Agreement, is a municipal corporation validly existing and in good standing under the laws of the State of California. The City has all requisite power and authority to execute and deliver this Agreement on its own behalf and to perform its obligations hereunder;
- (ii) the execution, delivery and performance of this Agreement by the City will not result in any violation or conflict with the charter or by-laws of the City or any agreement, order, judgment, decree, statute, rule or regulation applicable to the City; and
- (iii) this Agreement is a valid and binding agreement of the City.

(c) La Playa represents and warrants that:

- (i) La Playa is a limited liability company validly existing and in good standing under the laws of the State of California and has all requisite limited liability company power and authority to execute and deliver this Agreement on its own behalf and to perform its obligations hereunder;
- (ii) the execution, delivery, and performance of this Agreement by La Playa will not result in any violation of, or conflict with, La Playa's articles of organization, operating agreement, or any agreement, order, judgment, decree, statute, rule, or regulation applicable to La Playa; and
- (iii) this Agreement constitutes a valid and binding obligation of La Playa, enforceable in accordance with its terms.

- (d) Each Party represents and warrants that it has the sole right and exclusive authority to execute this Agreement and that it has not sold, assigned, transferred, conveyed, promised, or otherwise disposed of any of the claims, demands, obligations, or causes of action released by this Agreement.
 - (e) Each Party represents it is the true and lawful owner of all right, title, and interest in and to the respective claims, demands, liabilities, and causes of action being released hereby and that it has not transferred, assigned, or otherwise encumbered any of the matters released hereby or any part thereof.
 - (f) Each Party acknowledges, represents and warrants that it has been fully advised by its attorney(s) concerning the execution of this Agreement, that it has fully read and understands the terms of this Agreement, and that it has freely and voluntarily executed this Agreement.
5. Costs and Expenses. The Parties understand and agree that each will bear, and be responsible for the payment of, its costs and expenses, including attorney's fees and other litigation expenses, incurred in connection with the Litigation and the negotiation, preparation, execution, and implementation of this Agreement.
6. Entire Agreement. This Agreement represents the entire agreement between the Parties relating to the subjects explicitly set forth in this Agreement and supersedes any other oral or written agreements and understandings relating thereto.
7. Amendments and Waivers.
- (a) No modification, amendment or waiver of any of the terms or provisions of this Agreement shall bind either Party unless such modification, amendment or waiver is in writing and has been executed by a duly authorized representative of the Party against whom such modification, amendment or waiver is sought to be enforced.
 - (b) No delay or omission by either Party in exercising any right or power occurring upon any noncompliance or default by the other Party with respect to any of the terms and provisions of this Agreement will impair any such right or power or be construed to be a waiver thereof. A waiver by either of the Parties of any of the covenants, conditions or agreements to be performed by the other will not be construed to be a waiver of any succeeding breach thereof or of any other covenant, condition, or agreement contained in this Agreement.
8. Notices. All notices, requests or other communications in connection with or relating to this Agreement must be in writing and sent by (a) certified mail, with return receipt requested, or (b) Federal Express or other overnight service. A notice shall be deemed to have been delivered on the date that it was sent.

All notices to Verizon under this Agreement will be sent to:

Verizon Wireless
Attn: Network Real Estate
180 Washington Valley Road
Bedminster NJ 07921

All notices to the City under this Agreement will be sent to:

Brandon Swanson, Acting City Administrator
Carmel-by-the-Sea
P.O. Box CC
Carmel-by-the-Sea, CA 93921

with a copy to:

Brian Pierik, City Attorney
Carmel-by-the-Sea
c/o Burke, Williams & Sorensen, LLP
1 California Street - Suite 3050
San Francisco, CA 94111

All notices to La Playa under this Agreement will be sent to:

La Playa Hotel
Camino Real at Eighth Ave
Carmel-by-the-Sea, CA 93921

with a copy to:

Travis
Rutan & Tucker
18575 Jamboree Road, 9th Floor
Irvine, CA 92612

Van

Ligten

A Party may, by written notice, designate a different address for notices, requests or other communications or different or additional persons to be notified or to receive requests or other communications.

9. Choice of Law. This Agreement shall be governed by, and construed and enforced in accordance with, the laws of California, without reference to its choice of law principles.

10. Counterparts. This Agreement may be executed in one or more counterparts, each of which when so executed and delivered shall be an original and all of which together shall constitute one and the same instrument.
11. No Third-Party Beneficiaries. This Agreement is intended solely for the benefit of the Parties and does not create any rights in any third party.
12. Joint Work Product. The Parties acknowledge that this Agreement is the joint work product of the Parties, and that, accordingly, in the event of ambiguities in this Agreement, no inferences shall be drawn against either Party on the basis of authorship of this Agreement.
13. Captions. The Parties acknowledge that the captions in this Agreement have been inserted solely for convenience of reference and in no way define or limit the scope or substance of any provision of this Agreement.
14. No Warranties. Except as explicitly set forth in this Agreement, there are no representations, warranties, or inducements, whether oral, written, expressed, or implied, that in any way affect or condition the validity of this Agreement or alter its terms.
15. Execution as Condition Precedent. A condition precedent to the enforceability of this Agreement is the execution of this Agreement by all parties.

[SIGNATURE PAGES FOLLOW]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed and delivered by their duly authorized representatives.

GTE MOBILNET OF CALIFORNIA LIMITED PARTNERSHIP, d/b/a Verizon Wireless

By: _____

Name: _____

Title: _____

Date: _____

CITY OF CARMEL-BY-THE-SEA, CALIFORNIA

By: _____

Name: Brandon Swanson

Title: Acting City Administrator

Date: _____

LA PLAYA CARMEL HOTEL, LLC

By: _____

Name: _____

Title: _____

Date: _____

Exhibit 1 to Settlement Agreement and Release
[see next page]



BA20250480112

EXHIBIT 1



STATE OF CALIFORNIA
Office of the Secretary of State
**CERTIFICATE OF ELECTION TO WIND UP AND
DISSOLVE - CA NONPROFIT CORPORATION OR
GENERAL COOPERATIVE**

California Secretary of State
1500 11th Street
Sacramento, California 95814
(916) 657-5448

For Office Use Only

-FILED-

File No.: BA20250480112

Date Filed: 3/10/2025

Corporation		
Corporation Name		STOP CELL TOWERS IN CARMEL NEIGHBORHOODS, INC.
Entity No.		4786189
Election Details		
The corporation has no members; the election was made by the board of directors of the corporation.		
Required Statement		
The corporation has elected to wind up and dissolve.		
Signatory Authority		
The undersigned is/are the: Chairperson of the board, president or vice president and the secretary, chief financial officer, treasurer, assistant secretary or assistant treasurer.		
Signatures		
☒ I declare under penalty of perjury under the laws of the state of California that the information herein is true and correct of my own knowledge.		
<u>Secretary</u>	<u>Natasha Witt</u>	<u>03/06/2025</u>
Officer Title	Officer Signature	Date
<u>Chief Financial Officer</u>	<u>Mary Crowe</u>	<u>03/06/2025</u>
Officer Title	Officer Signature	Date
<u>Chief Executive Officer</u>	<u>Robert Kavner</u>	<u>03/10/2025</u>
Officer Title	Officer Signature	Date

B3507-2860 03/10/2025 9:15 AM Received by California Secretary of State



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

August 3, 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: Provide direction to staff regarding the issuance of Notices of Non-Renewal for all Existing Mills Act Contracts within the City of Carmel-by-the-Sea

RECOMMENDATION:

Motion directing staff to issue notices of non-renewal for all existing Mills Act Historic Property Preservation Contracts within the City of Carmel-by-the-Sea in accordance with the terms of each contract and the California Government Code.

BACKGROUND / SUMMARY:

Background

The City currently has fifteen (15) active Mills Act Historic Property Preservation Contracts. A list of the existing contracts is included as **Attachment 1**.

At its October 6, 2025 meeting, City Council conducted a policy discussion regarding the future of the Mills Act Program. Following that discussion, Council expressed its desire to discontinue the City's existing Mills Act contracts through the non-renewal process established in each agreement. The October 6, 2025, Council discussion can be viewed here: <https://youtu.be/mkMG6eFJaxA?t=5259>

Because the October agenda was structured as a policy discussion rather than an action item, Council did not formally direct staff to issue notices of non-renewal. Accordingly, this item has been agendaized to allow Council to take that official action.

Discussion

The City's standard Mills Act contract (**Attachment 2**) provides that the agreement automatically renews each year unless either the City or the property owner provides written notice of non-renewal. The contract requires the City to provide notice at least sixty (60) days prior to the annual renewal date. The agreements further provide that, following issuance of a notice of non-renewal, the contract continues for the balance of its remaining term but ceases to automatically extend by an additional year.

All of the City's existing Mills Act contracts have an annual renewal date of January 1. As a result, if Council provides direction at this meeting, staff will be able to issue all required notices well in advance of the contractual sixty-day deadline.

No contracts would terminate immediately as a result of this action. Rather, each contract would continue through its remaining term in accordance with its existing provisions, but would no longer receive the annual one-year extension provided under the automatic renewal clause.

Environmental Review

The requested action is not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378 of the CEQA Guidelines because it constitutes an administrative action directing staff to issue notices of non-renewal in accordance with existing contractual provisions.

FISCAL IMPACT:

There is no immediate fiscal impact associated with issuing the notices of non-renewal. Any future fiscal effects associated with the expiration of the contracts would occur over time as individual agreements reach the end of their remaining terms.

PRIOR CITY COUNCIL ACTION:

October 6, 2025: City Council conducted a policy discussion regarding the future of the Mills Act Program. Following that discussion, Council expressed its desire to discontinue the City's existing Mills Act contracts through the non-renewal process established in each agreement.

ATTACHMENTS:

1. List of Approved Mills Act Contracts - updated 7-30-2026
2. Standard Mills Act Contract

**CITY OF CARMEL-BY-THE-SEA
APPROVED MILLS ACT CONTRACTS**

	APN	Original Contract Property Owner	Current Property Owner (if	Historic Property Name	Address	Document #	Date of Council Agreement	Date of Recording	Effective Date	Contract Term	Restoration/Maintenance Estimate (over 10 yrs)
					Block and Lot						
1.	010-191-005	Esperanza Carmel Commercial, LLC	N/A	Sundial Lodge	Monte Verde 2 NE of 7th Block 74, Lots 18, 20 L'Auberge Carmel	2023015553	4/4/2023	5/23/2023	1/1/2023	1/1/2043	\$850,000
2.	010-193-010	Strom & Miller	N/A	Enoch A. Lewis House	Monte Verde 2 NE of 9 th Block 94, Lot 18	2022050874	11/3/2022	12/2/2022	1/1/2023	1/1/2043	\$182,450
3.	010-253-018	Ludwick	N/A	Frederick Ten Winkel House	SEC San Antonio & 4th Block: HH, Lot 28	2022050876	11/16/2022	12/2/2022	1/1/2023	1/1/2043	\$485,000
4.	010-055-021	Prentiss-Mermer	N/A	Marion Daniels Shand House	Vizcaino 12 SW of Mountain View Block: 102, Lot 12 & 13	2022050875	11/3/2022	12/2/2022	1/1/2023	1/1/2043	\$526,000
5.	010-286-015	Esperanza Carmel Commercial, LLC	N/A	Colonial Terrace Inn	NEC 13 th & San Antonio Block: Y, Lot: 7, 9, 10, 12, 14, 16 Colonial Terrace Inn/Carmel Beach Hotel & Spa	2022050873	11/3/2022	12/2/2022	1/1/2023	1/1/2043	\$3,545,959
6.	010-232-030	David DiGirolamo & Diana Morshead	N/A	Albert Henry Hill House	Lopez St 3 NW of 4 th Ave Block: LL, Lot: ¼ N. of 7 & 9	2020011244	11/4/2019	3/5/2020	1/1/2020	1/1/2040	\$1,471,272
7.	010-039-007	Sandra J. Markowski	N/A	Doll's House	NWC Santa Rita & Ocean Ave Block: 66, Lots: 2, 3, 4 (south part)	2017067462	12/5/2017	12/7/2017	1/1/2018	1/1/2038	\$183,450
8.	010-154-005	Scott and Robbin Loneragan	N/A	Lloyd C. Miller Cottage	NEC Dolores St & 12th Ave Block: 131, Lot: 14	2016069522	11/4/2016	11/16/2016	1/1/2017	1/1/2037	\$73,400
9.	010-115-006	Ken Rheume	N/A	Francis Whitaker Cottage	Vista Ave, 2 NW of Mission Ave Block: 4 ½, Lots: W, ½ of 17 & 19	2016069521	11/4/2016	11/16/2016	1/1/2017	1/1/2037	\$81,020
10.	010-165-015 / 010-165- 015	Brad Slingerlend and Anna Speers	Allison and Hal Johnson	Las Abuelas	NWC of Santa Lucia & San Carlos St Block: 143, Lots: 31, 33 and 35	2016069520	11/4/2016	11/16/2016	1/1/2017	1/1/2037	\$359,669
11.	010-164-001	The Sharon B. Holtkamp and Kenneth W. Holtkamp AB Living Trust	Jason and Yelena Rose	Ross E. Bonham House	SWC San Carlos St & 12th Ave Block: 137, Lot: 1	2016069519	11/4/2016	11/16/2016	1/1/2017	1/1/2037	\$257,200
12	010-041-001	Charles Whittington	N/A	Florence Lockwood Studio/House	SWC Ocean & Forest Ave Block: 83, Lot: 1	2014064199	12/8/2014	12/22/2014	1/1/2015	1/1/2035	\$45,250
13	009-164-008	Kim & Roy Sheingart	N/A	Kathryn Waite House	NEC Carpenter & 5th Block: 2A, Lot: 14	2013078015	8/6/2013	12/31/2013	1/1/2014	1/1/2034	\$123,500
14	010-287-006	Buff LaGrange	N/A	John Bathen House	2552 Santa Lucia Ave Block: Z, Lots: east part 14 & 16	2012062739	10/3/2012	10/12/2012	1/1/2013	1/1/2033	\$315,284
15	010-108-012	Stephanie Ager Kirz	Ann Liou	Curtain Call	Junipero Ave, 2 NW of 3 rd Ave Block: 27 Lot: 15	2011066366	11/10/2011	11/18/2011	1/1/2012	1/1/2032	\$187,786
16	010-108-007	Kim Griffin	N/A	Agnes Shorting House	3 rd Avenue 2 NW of Junipero, Block 27, Parts 17, 19	2024000985	12/5/2023	1/11/2024	1/1/2025	1/1/2045	\$282,750
17	009-423-001	Esperanza Carmel, LLC	N/A	Frank Lloyd Wright House/Cabin on the Rocks/Walker House	26336 Scenic Road, ADD 7 ALL OF BLK B18 & STRIP LYG BET BLK B18 & PACIFIC	2024032190	3/5/2024	9/10/2024	1/1/2025	1/1/2045	\$1,343,655
18	010-147-008	Sentimental Journey LLC	N/A	Cypress Inn	NE corner of Lincoln and 7 th , Block 75, Lots 18, 20, 22	2024032192	5/7/2024	9/10/2024	1/1/2025	1/1/2045	\$1,114,000
19	010-232-028	Lopez 5 NW, LLC	N/A	Cosmas House	0 Lopez 5 NW of 4th Block LL, Lot 14, pt lot 12	2024032191	3/5/2024	9/10/2024	1/1/2025	1/1/2045	\$87,300

RECORDING REQUESTED BY
CITY OF CARMEL-BY-THE-SEA

AND WHEN RECORDED MAIL TO

Carmel City Hall
Attn: Community Planning & Building
P.O. Box CC
Carmel-By-The-Sea, CA 93921

This space reserved for the Recorder's use only

CITY OF CARMEL-BY-THE-SEA
MILLS ACT HISTORIC PROPERTY PRESERVATION CONTRACT

THIS AGREEMENT is made and entered by and between the CITY OF CARMEL-BY-THE-SEA a municipal corporation (hereinafter referred to as "City"), and **PROPERTY OWNER** (hereinafter referred to as "Owner").

RECITALS

- (i) California Government Code Section 50280, et seq. (known as the Mills Act) authorizes cities to enter into contracts with the owners of qualified historic properties to provide for their appropriate use, maintenance and restoration such that these historic properties retain their historic characteristics;
- (ii) The Owner possesses fee title in and to that certain real property, together with associated structures and improvements thereon, located at **ADDRESS** (APN: **123-456-789**), Carmel-By-The-Sea, California, (hereinafter referred to as the "Historic Property"). A legal description of the Historic Property is attached hereto, marked as "**Exhibit A**" and is incorporated herein by reference;
- (iii) The property is identified as a historic resource on the City of Carmel-By-The-Sea's Historic Inventory and Register of Historic Resources and is further described in the DPR 523A Form attached hereto, marked as "**Exhibit B**" and is incorporated herein by reference;
- (iv) City and Owner, for their mutual benefit, now desire to enter into this Agreement both to protect and preserve the characteristics of historical significance of the Historic Property, as it exists at the date of this contract and as described in the City's Register of Historic Resources and the National Register of Historic Places, and to qualify the Historic Property for an assessment of valuation pursuant to the provisions of Article 1.9 (commencing with section 439) of Chapter 3 of Part 2 of Division 1 of the California Revenue and Taxation Code.

NOW, THEREFORE, City and Owner, in consideration of the mutual covenants and conditions contained herein, do hereby agree as follows:

1. **INCORPORATION OF RECITALS.** All recitals are incorporated into this Agreement.
2. **EFFECTIVE DATE AND TERM.** This Agreement shall be effective and commence on the date the Agreement is signed by the City, unless otherwise indicated by the County of Monterey, and shall remain in effect for a minimum term of ten (10) years thereafter.
3. **AUTOMATIC RENEWAL.** Each year, upon the anniversary of the effective date of this Agreement (hereinafter referred to as “annual renewal date”), one (1) year shall be added automatically to the term of this Agreement, unless timely notice of nonrenewal is given as provided in paragraph 4 of this Agreement. The total length of the contract shall not exceed twenty (20) years.
4. **NOTICE OF NONRENEWAL.** If City or Owner desires in any year not to renew this Agreement, that party shall serve written notice of nonrenewal in advance of the annual renewal date of this Agreement as follows: Owner must serve written notice of nonrenewal at least ninety (90) days prior to the annual renewal date; City must serve written notice of the nonrenewal at least sixty (60) days prior to the annual renewal date. If notice is not received, the Agreement shall automatically be renewed for another year. Upon receipt by Owner of a notice of nonrenewal from the City, Owner may make a written protest. At any time prior to the annual renewal date, City may withdraw its notice of nonrenewal.
5. **EFFECT OF NOTICE OF NONRENEWAL.** If either City or Owner serves timely notice of nonrenewal in any year, and this contract is not renewed, this Agreement shall remain in effect shall remain in effect for the balance of the period remaining since the original execution or the last annual renewal date.
6. **FEES.** The City may require that the Owner(s) of the Historic Property pay a fee that shall not exceed the reasonable cost of providing services, such as inspections, pursuant to Government Code Section 50281.1 (Article 12 of Chapter 1 of Part 1 of Division 1 of Title 5 of the Government Code), for which the fee is charged.
7. **VALUATION OF PROPERTY.** During the term of this Agreement, Owner is entitled to seek assessment of valuation of the Historic Property pursuant to the provisions of Chapter 3 of Part 2 of Division 1 of the California Revenue and Taxation Code.
8. **PRESERVATION OF PROPERTY.** Owner shall preserve and maintain the characteristics of historical significance of the Historic Property and agrees to complete rehabilitation and/or maintenance activities as defined in the Rehabilitation/Restoration and Maintenance Plan attached as “**Exhibit C**”. Requests for revisions to the Maintenance and

Rehabilitation plan shall be reviewed by the Historic Resources Board prior to implementation. In addition, Owner shall comply with the terms of the City's Historic Preservation Ordinance (CMC 17.32). Owners shall not be permitted to further impede any view corridor with any new structure, including but not limited to walls, fences, or shrubbery, so as to prevent the viewing of the Historic Property from the public right-of-way.

9. **RESTORATION OF PROPERTY.** Owner shall, where necessary, restore and rehabilitate the Historic Property to conform to the rules and regulations of the Office of Historic Preservation of the State Department of Parks and Recreation, U. S. Secretary of the Interior's Standards for Rehabilitation, the State Historical Building Code, and the City of Carmel-by-the-Sea, all as amended.
10. **INSPECTIONS.** Owner shall allow periodic examinations, at least every five (5) years, with reasonable notice thereof, of the interior and exterior of the Historic Property by representatives of the County of Monterey Assessor and the City of Carmel-By-The-Sea as may be necessary to determine Owner's compliance with the terms and provisions of this Agreement. The City will coordinate inspections by such other agencies that have jurisdiction and will keep them to the minimum necessary to determinate such compliance.
11. **PROVISION OF INFORMATION.** Owner shall furnish City with any and all information required by City, in order to determine the eligibility of the Historic Property, and that City deems necessary or advisable to determine compliance with the terms and provisions of this Agreement.
12. **ANNUAL REPORT.** Owner shall submit an annual report at least 90 days prior to each annual renewal date (October 1st) to the Department of Planning and Building specifying all work that has been done to maintain and preserve the historic resource over the preceding year in compliance with the approved maintenance plan.
13. **CANCELLATION.** The City has the right to cancel the contract if the owner allows the property to deteriorate to the point that it no longer meets the standards for a qualified historical property. The City also has the right to cancel this contract if the owner(s) breaches the provisions of paragraph's # 8, 9, 10 or 12 of this Agreement after the City has provided reasonable notice of any failure to comply with the agreement, and a public hearing. Notice of the hearing shall be mailed to the last known address of each owner of the property, with the notice conforming to the provisions of Government Code section 6061., If after notice and a hearing, the contract is cancelled, termination of the Agreement is immediate, and the owner shall pay a cancellation fee equal to 12.5 percent of the current fair market value of the property, as determined by the Monterey County Assessor as though the property were free of the contractual restriction. The cancellation fee shall be paid to the Assessor, at the time and in the manner that the Assessor shall prescribe. City's right to cancel this Agreement pursuant to this paragraph

shall in no way limit or restrict its rights or legal remedies arising from City's Historic Preservation Ordinance and Municipal Code.

14. **ENFORCEMENT OF AGREEMENT.** In lieu of and/or in addition to any provisions to cancel this Agreement as referenced herein, City may specifically enforce, or enjoin the breach of, the terms of this Agreement.
15. **WAIVER.** City does not waive any claim or default by Owner if City does not enforce or cancel this Agreement. All remedies at law or in equity, which are not otherwise provided for this Agreement or in City's regulations governing historic properties are available to City to pursue in the event there is a breach of this Agreement. No waiver by City of any breach or default under this Agreement shall be deemed to be a waiver of any other subsequent breach thereof or default hereunder.
16. **BINDING EFFECT OF AGREEMENT.** Owner hereby subjects the Historic Property to the covenants, reservations and restrictions set forth in this Agreement. City and Owner hereby declare their specific intent that the covenants, reservations, and restrictions as set forth herein shall be deemed covenants running with the land and shall pass to and be binding upon Owner's successors and assigns in title or interest to the Historic Property. A successor in interest shall have the same rights and obligations under this Agreement as the original owner who executed the Agreement.
Each and every contract, deed or other instrument hereinafter executed, governing or conveying the Historic Property, or any portion thereof, shall conclusively be held to have been executed, delivered and accepted subject to the covenants, reservations and restrictions expressed in this Agreement regardless of whether such covenants, reservations and restrictions are set forth in such contract, deed or other instrument. City and Owner hereby declare their understanding and intent that the burden of the covenants, reservations and restrictions set forth herein touch and concern the land in that it restricts development of the Historic Property. City and Owner hereby further declare their understanding and intent that the benefit of such covenants, reservations and restrictions touch and concern the land by enhancing and maintaining the cultural and historic characteristics and significance of the Historic Property for the benefit of the public and Owner.
17. **NOTICE.** Any notice required to be given by the terms of this Agreement shall be provided at the address of the respective parties as specified below, by personal delivery or United States mail, postage prepaid, addressed as follows:

City: Carmel-By-The-Sea
Community Planning & Building Department
Attn: Community Planning & Building Director
P.O. Box CC
Carmel-By-The-Sea, CA 93921

Owner: Name
 Address
 City, State, Zip

Notice to successors in interest to either party shall be sent to the appropriate address. In the case of future Owner(s) of the Historic Property, notice shall be sent to the address on file with the county property tax office in power at the time.

18. **RECORDATION.** No later than twenty (20) days after the parties execute and enter into this Agreement, the City shall cause this Agreement to be recorded in the Office of the County Recorder of the County of Monterey. From and after the time of the recordation, this Agreement shall impart a notice thereof to all persons as is afforded under state law.
19. **STATE LAW.** The Owner or agent of Owner shall provide written notice of this Agreement to the State Office of Historic Preservation within six (6) months of the date of this Agreement.
20. **GOVERNING LAW; VENUE.** This Agreement shall be constructed and governed in accordance with the laws of the State of California. Should either party to this agreement bring legal action against the other, the case shall be handled in Monterey County, California and the party prevailing in such action shall be entitled to a reasonable attorney fee which shall be fixed by the judge hearing the case and such fee shall be included in the judgment together with all costs.
21. **AMENDMENTS.** This agreement may be amended in whole or in part, only by a written-recorded instrument executed by the parties hereto.
22. **DESTRUCTION OF PROPERTY; EMINENT DOMAIN; CANCELLATION.** If the Historic Property is destroyed by earthquake, fire, flood, or other natural disaster such that in the opinion of the City Building Official more than sixty percent (60%) of the original fabric of the structure must be preplaced, this Agreement shall be cancelled because the historic value of the structure will have been destroyed. If the Historic Property is acquired in whole or in part by eminent domain or other acquisition by any entity authorized to exercise the power of eminent domain, and the acquisition is determined by the City Council to frustrate the purpose of this Agreement, this Agreement shall be cancelled. No cancellation fee pursuant to Government Code Section 50286 shall be imposed if the Agreement is cancelled pursuant to this paragraph. Such Agreement shall be null and void for all purposes of determining the value of the property so acquired.
23. **INDEMNIFICATION.** Owner shall defend, indemnify, and hold harmless City and its elected officials, officers, agents and employees from any actual or alleged claims, demands, causes of action, liability, loss, damage, or injury to property or persons, including wrongful death, whether imposed by a court of law or by administrative action of any

federal, state or local government agency, arising out of or incident to the direct or indirect use, operation, or maintenance of the Historic Property by Owner or any contractor, subcontractor, employee, agent, lessee, licensee, invitee, or any other person; (ii) Owner's activities in connection with the Historic Property; and (iii) any restriction on the use of development of the Historic Property, from application or enforcement of the City's Municipal Code, or from the enforcement of this Agreement. This indemnification includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and the reimbursement of the City, its elected officials, employees, and/or agents for all legal expenses and costs incurred by each of them. Owner's obligation to indemnify shall survive the termination, cancellation, or expiration of this Agreement and shall not be restricted to insurance proceeds, if any, received by City, its elected officials, employees, or agents.

24. **SEVERABILITY.** In the event that any of the provisions of this Agreement are held to be unenforceable or invalid by any court of competent jurisdiction, or by subsequent preemptive legislation, the validity and enforceability of the remaining provisions, or portions thereof, shall not be affected thereby.

IN WITNESS THEREOF, the City and Owners have executed this Agreement on the day and year written above.

CITY OF CARMEL-BY-THE-SEA:

By: _____

Date: _____

Name: Richard L. Rerig ("Chip")
Title: City Administrator

PROPERTY OWNER(S):

By: _____

Date: _____

Name:
Title: Property Owner

By: _____

Date: _____

Name:
Title: Property Owner

EXHIBIT A
LEGAL DESCRIPTION

EXHIBIT B
DPR 523A FORM

EXHIBIT C
REHABILITATION/RESTORATION AND MAINTENANCE PLAN