



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 Wednesday, September 9, 2026 12:00 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/81612190616>

Webinar ID: 816 1219 0616

Passcode: 452607

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 - 12:00 PM

ORDERS OF BUSINESS

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

- 1) Status of Recruitment for City Administrator and request for Council Direction.

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

September 9, 2026
ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Marisa Bermudez, Acting Assistant City Administrator

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: Status of Recruitment for City Administrator and request for Council Direction.

RECOMMENDATION:

1. Discuss draft brochure for Recruitment of City Administrator
2. Motion to approve draft brochure and authorize release of brochure
3. Other direction by Council related to this Agenda item

BACKGROUND / SUMMARY:

At the City Council meeting held on September 1, 2026 during open session, the City Council gave direction for a special meeting of the City Council to held on September 9, 2026 at noon in open session following public input on the qualifications for the City Administrator and other information to be included in a brochure announcing the recruitment.

There was public input on the qualifications for the City Administrator and other information at both the September 1, 2026 City Council meeting and at a community meeting held on September 4, 2026.

Based upon Council comments at the open session of the Council meeting on September 1, 2026 and upon public input on September 1, 2026 and September 4, 2026, and upon individual comments by Council to Wendi Brown, a draft recruiting brochure is being prepared by Wendi Brown which will be posted on the City website by the 5 pm today (September 8).

Following staff presentation of this item on September 9, 2026, and questions from Council, and public input, then there should be Council discussion and direction on how to proceed including approval of the recruiting brochure.

FISCAL IMPACT:

None

PRIOR CITY COUNCIL ACTION:

September 1, 2026 -- Council direction as described above.

ATTACHMENTS:

1. City of Carmel by Sea-City Administrator-R10

CAREER OPPORTUNITY

CITY ADMINISTRATOR CITY OF CARMEL-BY-THE-SEA

ANNUAL SALARY: \$280,000–\$330,000 DOE/DOQ



THE CITY OF CARMEL-BY-THE-SEA, CALIFORNIA, is seeking an accomplished local government leader to serve as its next City Administrator—an exceptional opportunity to lead one of California’s most iconic and distinctive coastal communities. The City Administrator oversees the City’s approximately \$42 million budget and total staff of 87. They will have an exciting opportunity to turn the Council’s vision into action—strengthening the organization, elevating customer service, and moving forward major capital and infrastructure investments that will shape Carmel-by-the-Sea’s future. This leader will embrace what’s next while fiercely protecting what makes Carmel special—its historic charm, unmistakable character, and extraordinary quality of life. The ideal candidate is a dynamic and seasoned municipal leader who knows how to bring out the best in people, build an exceptional organization, and navigate the complexities of city government with confidence and sound judgment. Financially savvy, operationally strong, and a natural relationship builder, they will be visible, approachable, and genuinely engaged—someone who listens, communicates openly, builds trust, and enjoys connecting with staff, the Council, and the community. **Apply today for the opportunity to help shape the next chapter of one of America’s most distinctive and internationally recognized communities.**

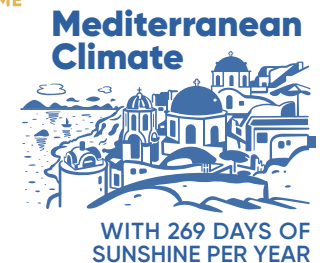
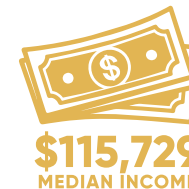
DISCOVER CARMEL-BY-THE-SEA

NO COMMUNITY CAPTURES THE MAGIC OF CALIFORNIA'S CENTRAL COAST quite like Carmel-by-the-Sea (Carmel), a charming coastal village set within a beautiful Monterey pine forest and known for its distinctive architecture, white-sand beach, thriving arts scene, and highly walkable downtown. Located on the Monterey Peninsula between Pebble Beach and Point Lobos State Natural Reserve, and just north of Big Sur, Carmel offers an exceptional quality of life surrounded by some of California's most iconic scenery. Residents and visitors enjoy an impressive collection of restaurants, boutiques, galleries, wine tasting rooms, cultural attractions, and community events, along with easy access to Carmel Beach, 17-Mile Drive, world-renowned golf, hiking, cycling, kayaking, whale watching, and the Big Sur coastline. Long known as a haven for artists, writers, architects, and musicians, Carmel has cultivated a remarkable sense of place shaped by its forested setting, creative spirit, and rich architectural history—from its beloved storybook cottages to a diverse collection of architectural styles that have evolved over generations. Tourism and hospitality remain an important part of the local economy, alongside culinary services, retail, arts and culture, and professional services, creating both opportunity and the need for thoughtful stewardship to preserve the character, quality of life, and enduring appeal that make Carmel-by-the-Sea such an extraordinary place to live, work, and visit.

Carmel-by-the-Sea LIFE ALONG THE COAST



**120 MILES SOUTH
OF SAN FRANCISCO**





THE CITY & CITY COUNCIL



THE CITY OF CARMEL-BY-THE-SEA operates under a Council-City Administrator form of government and is governed by a five-member City Council comprised of the Mayor and four Councilmembers, all elected at-large. Councilmembers represent Carmel-by-the-Sea on a variety of regional boards, agencies, and committees, helping advance the City's interests throughout the Monterey Peninsula and ensuring the community has a strong voice in issues that extend beyond its boundaries.

Serving a community as extraordinary as Carmel-by-the-Sea calls for an equally exceptional approach to public service. The City is committed to being responsive, accessible, and connected to its community while protecting the character and charm that make Carmel unlike anywhere else. Municipal services are delivered through six departments, along with the City Administrator's Office, which includes the City Clerk, Finance, Human Resources, and Information Technology. Together, this team keeps Carmel moving—protecting public safety, caring for its treasured public spaces and infrastructure, supporting local businesses and community programs, and safeguarding the historic, architectural, and environmental qualities that define the village. At the heart of the organization is a commitment to transparency, collaboration, fiscal stewardship, and outstanding service, while thoughtfully balancing the needs of a world-renowned destination with those of the close-knit community that calls Carmel home.

[VIEW THE ORGANIZATIONAL CHART](#)



UPCOMING PROJECTS & INITIATIVES

Lead a major reinvestment in Carmel's public infrastructure, implementing the Council's plan to address more than \$100 million in identified deferred maintenance through \$10+ million in annual capital investment in streets, sidewalks, beach armoring, stormwater systems, facilities, and other community assets.

Bring a major community investment to life by advancing the Police Station and Public Works facility project through design, financing, and project delivery.

Build a culture of performance and accountability with clear KPIs, stronger use of data, and public-facing dashboards that make progress visible.

Elevate customer service Citywide by establishing clear service standards, gathering resident feedback, and creating a more responsive, solutions-focused organization.

Advance Carmel's housing priorities through thoughtful implementation of the Housing Element, balancing State requirements and community needs with the character that makes Carmel distinctive.

[VIEW ADDITIONAL COUNCIL PRIORITIES](#)

[SEE THE CAPITAL IMPROVEMENT PLAN](#)



THE CITY ADMINISTRATOR'S OFFICE & JOB

THE CITY ADMINISTRATOR'S OFFICE PLAYS A CENTRAL ROLE in keeping the organization moving forward and ensuring City Council priorities are carried out effectively. The Office coordinates resources, supports key initiatives, connects departments, and helps align the organization around shared priorities. With responsibility for the City's workforce of 87 employees and an annual budget of approximately \$42 million, key responsibilities include:

- Translating City Council direction into clear organizational priorities and meaningful results, while proactively identifying emerging needs and opportunities.
- Building a strong, collaborative workplace culture through empowering leaders, developing talent, managing labor relations, and bringing out the best in City teams.
- Creating a Citywide culture of exceptional customer service that is responsive, welcoming, and solutions-oriented.
- Evaluating opportunities for economic stewardship and revenue enhancement within the context of the City's broader priorities and long-term financial goals.
- Moving major capital priorities forward—removing barriers, empowering departments, and getting important projects across the finish line.
- Advancing technology and modernization, including stronger systems, infrastructure, services, and the responsible use of AI.
- Addressing the unique impacts of Carmel's significant second-home population on community connection, services, and long-term planning.
- Protecting Carmel's extraordinary character, natural beauty, history, architecture, and traditions while thoughtfully preparing for its future.
- Being a visible, accessible, and engaged presence in the community—listening, building relationships, and connecting with residents, businesses, and regional partners.
- Making progress visible through clear performance measures, dashboards, and reporting that keep the Council and community informed and priorities moving forward.

THE IDEAL CANDIDATE

THE IDEAL CANDIDATE IS AN ACCOMPLISHED, APPROACHABLE, and action-oriented municipal leader who knows how to bring people together, navigate complexity, and turn priorities into results. They will bring broad organizational leadership, political acumen, financial savvy, experience with labor and employee relations, and the ability to move important capital projects and initiatives forward. A collaborative leader, they will empower talented people, build trust and accountability, and bring out the best in City teams. Confident and forthright, yet thoughtful and diplomatic, they will be a skilled communicator and active listener who is comfortable in a highly engaged community where perspectives may differ. Success will require curiosity, adaptability, sound judgment, and the ability to balance competing interests—embracing thoughtful change while respecting Carmel's history and traditions and carrying its distinctive character forward.



EMPLOYMENT STANDARDS

Any combination of education and experience that provides the required knowledge, skills, and abilities described herein may be qualifying. A typical pathway includes:

Education: Equivalent to a bachelor's degree from an accredited college or university; master's degree is beneficial.

Experience: Progressively responsible administrative or executive leadership experience in a City and/or County government and similarly complex public-sector organization.

SALARY & BENEFITS

Annual Salary: \$280,000–\$330,000 DOE/DOQ, PLUS an **attractive benefits package**.



Highlights include:

Health Insurance: The City shall pay 85% of the medical premium of the At-Will employee and eligible dependents based on employee choice.

Dental & Vision Insurance: The City shall pay 100% of the premium for the Core dental and vision plans for employees and eligible dependents.

Retirement: The City participates in CalPERS.

Life Insurance: Up to \$30,000 for the employee.

Long-Term Disability: Premium coverage is paid by the City.

Deferred Compensation 457 Plan Available

Vacation: Based on negotiated terms in the contract.

Holidays: 12 paid holidays per year.

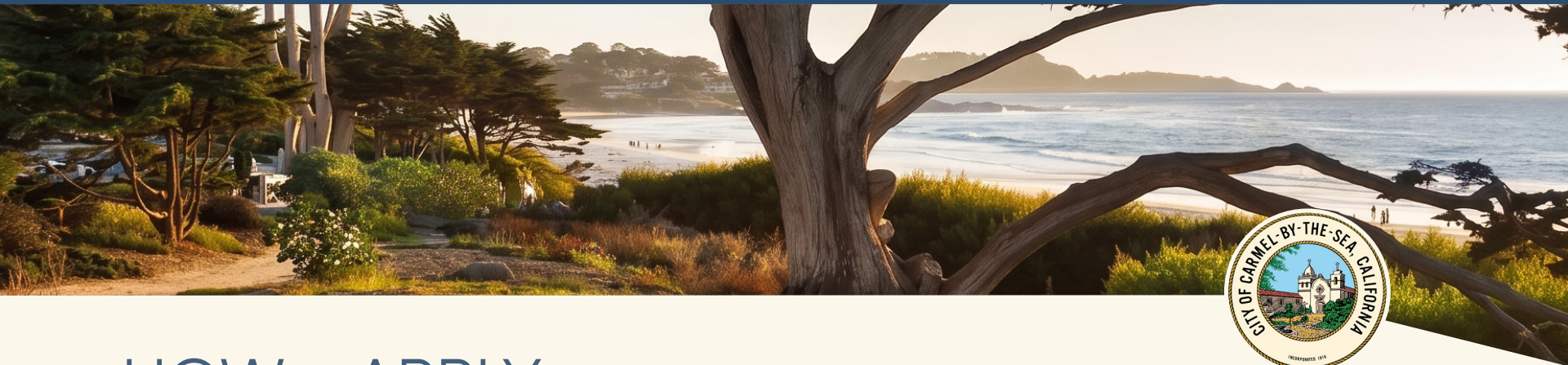
Sick Leave: Accrue 8 hours each month.

Bereavement Leave: 24 hours each fiscal year.

Executive Management Leave: 96 hours per fiscal year.

Wellness Reimbursement: \$50 per month

Education Incentive Program: Determined by City Council and outlined in the City Administrator's employment contract.



HOW to APPLY

For first consideration, apply by **SEPTEMBER 30** at:

WBCP JOB BOARD



SAVE THE DATES. Selected candidates must be available for both dates.

- First round of interviews will be virtual interviews and will take place on **OCTOBER 27**.
- Finalists will move forward to round two in-person interviews on **NOVEMBER 6**.

QUESTIONS? Please contact your recruiter, **Wendi Brown**, with any questions:

wendi@wbcpinc.com

866.929.WBCP (9227) toll-free

541.664.0376 direct