



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

Regular Meeting Tuesday, August 5, 2025 4:30 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 and enter the passcode.

<https://ci-carmel-ca-us.zoom.us/j/86890317537>

Webinar ID: 868 9031 7537

Passcode: 100836

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.

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

EXTRAORDINARY BUSINESS

1. Artistic Spotlight - Carmel International Film Festival (Estimated time - 5 min)

2. Receive the Central Coast Community Energy (3CE) Annual Report Presentation (Estimated time - 15 min)

PUBLIC APPEARANCES

Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Appearances. Each person's comments shall be limited to 3 minutes, or as otherwise established by the Chair. Persons are not required to provide their names, however, it is helpful for speakers to state their names so they may be identified in the minutes of the meeting. Under the Brown Act, public comment for matters on the agenda must relate to that agenda item and public comments for matters not on the agenda must relate to the subject matter jurisdiction of this legislative body. If a member of the public attending the meeting remotely violates the Brown Act by failing to comply with these requirements of the Brown Act, then that speaker will be muted.

ANNOUNCEMENTS (Estimated time - 5 min)

1. City Administrator Announcements
2. City Attorney Announcements
3. Councilmember Announcements

CONSENT AGENDA (Estimated time - 5 min)

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) Second reading and adoption of Ordinance No. 2025-003 Adding Section 2.52.686 – (Paid Parental Leave) to the Carmel-by-the-Sea Municipal Code
- 2) Resolution 2025-069 of the City Council of the City of Carmel-by-the-Sea approving the current salary schedule for At-Will (Unrepresented), Management Unit (an affiliate of LiUNA), General Unit (an affiliate of LiUNA), Police Officers Association, and Temporary/Hourly in compliance with California Public Employees Retirement Law (PERL) and the California Code of Regulations (CCR) Title 2, Section 570.5
- 3) Resolution 2025-070 approving an update to the Monterey Regional Stormwater Management Program Memorandum of Agreement

ORDERS OF BUSINESS

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

- 4) Resolution 2025-072 Approving the Ad Hoc Committee's Recommended Reduced Square Footage for Police and Public Works Facilities and Authorizing the City Administrator to Issue a Request for Proposal (RFP) for Architectural Services for Police and Public Works Facilities. (Estimated time - 60 min)
- 5) Resolution 2025-071 approving the installation of additional stop signs at intersections within the commercial district, including two new signs at 5th Avenue and San Carlos Street, and directing a six-month traffic impact report from the Police Department to evaluate their effectiveness (Estimated time - 30 min)
- 6) Receive an Update on Employee Parking Solutions (Estimated time - 60 min)

RECESS

FUTURE AGENDA ITEMS

ADJOURNMENT

CORRESPONDENCE

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

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the City Council regarding any item on this agenda received after the posting of the agenda will be available for public review at City Hall, located on Monte Verde Street between Ocean and Seventh Avenues during regular business hours.

SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at 831-620-2000 at least 48 hours prior to the meeting to ensure that reasonable arrangements can be made to provide accessibility to the meeting (28CFR 35.102-35.104 ADA Title II).



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

August 5, 2025

CONSENT AGENDA (Estimated time - 5 min)

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Brandon Swanson, Assistant City Administrator, Marisa Bermudez, HR Manager

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Second reading and adoption of Ordinance No. 2025-003 Adding Section 2.52.686 – (Paid Parental Leave) to the Carmel-by-the-Sea Municipal Code

RECOMMENDATION:

Adopt Ordinance No. 2025-003 Adding Section 2.52.686 - (Paid Parental Leave) to the Carmel-by-the-Sea Municipal Code

BACKGROUND / SUMMARY:

The City of Carmel-by-the-Sea is committed to maintaining a supportive and competitive work environment. In line with this commitment, City Administration is proposing the codification of a Paid Parental Leave (PPL) policy to enhance the City's employee benefits.

City Administration believes that Paid Parental Leave is a vital benefit for supporting our current employees and for enhancing our recruitment efforts, particularly among younger professionals and individuals looking to relocate to the Monterey Peninsula.

At their June, 2025 hearing, the City Council considered a first draft of a paid parental leave policy. The Council was supportive of the policy as a benefit for employees.

Council directed staff to return with a revised policy that most notably increased the leave duration from six weeks to eight weeks, and made it clear that the PPL would run concurrently with other leave allowances such as FMLA and CFRA.

Summary of proposed policy:

The proposed ordinance would add Section 2.52.686 to the Municipal Code and establish the following framework for Paid Parental Leave:

- Eligible employees must have completed 12 months of full-time employment with the City.
- Qualifying events include the birth, adoption, or foster placement of a child.
- Eligible employees may receive up to eight (8) weeks (320 hours) of paid leave per event, available once in a 12-month rolling period (prorated for part-time employees).
- Leave may be used at any time within 12 months of the qualifying event.
- Leave can be taken consecutively or in minimum 40-hour increments.
- Paid Parental Leave will run concurrently with FMLA and CFRA.
- This leave has no cash-out value, and any unused leave expires after 12 months.
- Requests must be submitted to Human Resources with 30 days' notice or as soon as possible.
- PPL is not reduced by State or Federal benefits (e.g., State Disability Insurance or Paid Family Leave); it may supplement partial wage replacement up to full pay and extend leave beyond FMLA/CFRA's 12 weeks, up to a maximum of 16 weeks.
- Observed City holidays during the leave period will count toward the leave time.
- The City Administrator retains discretion over policy interpretation and implementation.
- In the event new federal, state, local laws expand or introduce new parental leave benefits, the City will review this policy and may seek modification through City Council.

ANALYSIS:

Attracting and Retaining Talent

This policy positions the City as an attractive employer to top-tier talent—particularly younger professionals—who increasingly prioritize family-supportive benefits when considering job opportunities. With the high cost of living in the Monterey Peninsula, attracting candidates within the region is critical, and robust benefits like PPL can be a deciding factor.

Workforce Diversity and Inclusivity

Providing Paid Parental Leave demonstrates the City's commitment to fostering a diverse and inclusive workforce. It aligns with modern workforce expectations and supports employees through major life transitions, ultimately contributing to job satisfaction and retention.

Competitive Advantage

Carmel-by-the-Sea would be the only city in the Monterey Peninsula area to offer Paid Parental Leave as a codified benefit. This gives the City a distinct and meaningful advantage in regional government hiring, distinguishing it as a progressive and family-friendly employer.

Support for Existing Staff

While the benefit was not prioritized by LiUNA members during labor negotiations, City Administration recognizes the value this benefit brings to current employees and views it as an important investment in workforce stability and employee well-being.

City Operations

The proposed 16-week cap on PPL ensures support for employees while also making sure City operations run smoothly. In addition to this PPL leave, birthing mothers remain eligible for additional leave under Pregnancy Disability Leave, which provides up to four months of leave for pregnancy-related disabilities. This balance provides support to employees while also protecting the City's ability to operate effectively.

FISCAL IMPACT:

Based on an assumption that the benefit would be used on average by one employee per year, the associated accrual liability of carrying the balances with a potential payout would be around \$15,000.

PRIOR CITY COUNCIL ACTION:

Council approved the first hearing on July 1, 2025.

ATTACHMENTS:

1. Ordinance 2025-003

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

ORDINANCE NO. 2025-003

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA ADDING SECTION 2.52.686 TO THE MUNICIPAL CODE TO ESTABLISH A PAID PARENTAL LEAVE BENEFIT FOR CITY EMPLOYEES

WHEREAS, the City of Carmel-by-the-Sea seeks to support its workforce by offering modern, family-supportive benefits; and

WHEREAS, parental leave policies have been demonstrated to increase employee retention, productivity, and overall job satisfaction, while fostering a diverse and inclusive work environment; and

WHEREAS, the addition of Paid Parental Leave will help the City recruit and retain young professionals and provide a competitive advantage over other public sector employers in the Monterey Peninsula; and

WHEREAS, the City recognizes Paid Parental Leave's intrinsic value for both current employees and future hires; and

WHEREAS, it is in the best interest of the City to codify Paid Parental Leave as a municipal benefit available to eligible City employees.

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

SECTION 1. The City Council hereby finds that the above recitals are true and correct and material to the adoption of this Ordinance.

SECTION 2. Determinations. Based on the findings above, in addition to information provided to the City Council at the public meeting, the City Council determines as follows:

Municipal Code Section 2.52.686 (Paid Parental Leave) is hereby added to the City Municipal Code as set forth in **Exhibit A** attached hereto and hereby incorporated by this reference.

SECTION 3. Severability. If any section, subsection, provision, sentence, clause, phrase or word of this Ordinance is for any reason held to be illegal or otherwise invalid by any court of competent jurisdiction, such invalidity shall be severable, and shall not affect or impair any remaining sections, subsections, provisions, sentences, clauses, phrases or words of this Ordinance.

SECTION 4. **Effective Date.** This ordinance is effective thirty (30) days after its adoption.

SECTION 5. **Codification.** The City Clerk is hereby authorized and directed to codify the provisions of **Exhibit A** of this Ordinance into the Carmel-by-the-Sea Municipal Code.

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

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
on this _____ day of _____ 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk

EXHIBIT A

2.52.686 Paid Parental Leave.

Employees who have completed twelve (12) months of full-time employment with the City shall be eligible for parental leave with pay of up to eight (8) weeks, or a maximum of 320 hours of paid leave (prorated based on FTE), once per event, once per 12-month rolling time frame. The purpose of Paid Parental Leave (PPL) is to enable the employee to care for and bond with a newborn or newly adopted or placement of a foster child with the employee.

Paid Parental Leave coverage and guidelines:

- a) Approved PPL may be taken at any time during the 12 month period immediately following the birth, adoption or placement.
- b) PPL has no accrual or payout value. Any unused PPL will be forfeited at the end of the 12 month period following the birth of a child, adoption, or placement.
- c) PPL may be taken consecutively or intermittently in minimum increments of 40 hours following the birth, adoption, or placement of a child. This leave shall run concurrently with Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA) and subject to the same request and reporting requirements.
- d) If observed City holidays occur while the employee is on an approved PPL, holiday/s will count towards such paid leave.
- e) The employee must submit a request to the Human Resources Department (HR) with at least 30 days in advance of their need for parental leave, or as soon as possible. The employee must complete the necessary HR forms and all documentation as required by the HR department to substantiate the request.
- f) PPL shall not be reduced by any payment received by the employee from a Federal, State or other local government agency (e.g. State Disability Insurance, Paid Family Leave). If an employee becomes eligible for such benefits, the City's PPL will be used to supplement any partial wage replacement, up to the employee's regular pay, and may extend the duration of leave beyond the 12 weeks allowed under FMLA/CFRA for a period not to exceed 16 weeks.
- g) The City Administrator has full discretion to interpret this policy. In the event that new federal, state, or local laws expand or introduce parental leave benefits, the City will review this policy and may seek modifications by bringing it to the City Council for review and approval.



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

August 5, 2025

CONSENT AGENDA (Estimated time - 5 min)

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Marisa Bermudez, HR Manager

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Resolution 2025-069 of the City Council of the City of Carmel-by-the-Sea approving the current salary schedule for At-Will (Unrepresented), Management Unit (an affiliate of LiUNA), General Unit (an affiliate of LiUNA), Police Officers Association, and Temporary/Hourly in compliance with California Public Employees Retirement Law (PERL) and the California Code of Regulations (CCR) Title 2, Section 570.5

RECOMMENDATION:

Adopt Resolution 2025-069 of the City Council of the City of Carmel-by-the-Sea approving the current salary schedule for At-Will (Unrepresented), Management Unit (an affiliate of LiUNA), General Unit (an affiliate of LiUNA), Police Officers Association, and Temporary/Hourly in compliance with California Public Employees Retirement Law (PERL) and the California Code of Regulations (CCR) Title 2, Section 570.5.

BACKGROUND / SUMMARY:

The California Public Employee's Retirement Law (PERL) and Section 570.5 of the California Code of Regulations (CCR) Title 2 requires the City to publish pay rates and salary schedule on the City's internet site and the City Council to approve the pay rates and ranges in its entirety each time a modification is made.

Additionally, pursuant to Municipal Code 2.52.500, the purpose of the City's salary plan is to establish a fair and equitable system of compensation for City employees across all job classifications. The plan is based upon the application of progressive salary administration principles.

On August 6, 2024, the City Council approved the following salary modifications by resolution that went into effect July 1, 2025:

- At-Will (Unrepresented) – 4% Increase
- Management Unit, an affiliate of LiUNA – 4% increase
- General Unit, an affiliate of LiUNA – 4% increase

The Police Officers Association salary schedule has also been updated to include the Police Services Supervisor salary range, approved by Council on August 5, 2024, in compliance with PERL and CCR. No other new salary modifications have been made.

The Temporary/Hourly classification rates, which have not been adjusted since 2023, are recommended for update at this time to align with the corresponding classifications in the At-Will, Management, General, and Police Units. These adjustments are proposed to take effect on August 1, 2025.

Although the salary adjustments for At-Will, Management Unit, General Unit, and Police Officers Association were previously approved with the corresponding labor unit Memorandum of Understanding (MOU), approval of the City's pay rates and salary schedules, and adoption of this resolution (**Attachment 1**), ensures employee compensation is up to date, compliant with legal and regulatory requirements, and in alignment with previously negotiated agreements.

FISCAL IMPACT:

Previously approved salary adjustments were factored into the City's adopted budget for fiscal year 25/26.

PRIOR CITY COUNCIL ACTION:

Resolution No. 2024-063: A Resolution of the City Council of the City of Carmel-by-the-Sea authorizing the City Administrator to establish and adopt the job description and salary range for Police Services Supervisor

Resolution No. 2024-067: A Resolution of the City Council of the City of Carmel-by-the-Sea approving the Memorandum of Understanding (MOU) between the City and LIUNA/UPEC, Local 792 (General Unit) and adopting the Classifications Salary Plan in accordance with Municipal Code 2.52.520 as of July 1, 2024

Resolution No. 2024-068: A Resolution of the City Council of the City of Carmel-by-the-Sea approving the Memorandum of Understanding (MOU) between the City and LIUNA/UPEC, Local 792 (Management Unit) and adopting the Classifications Salary Plan in accordance with Municipal Code 2.52.520 as of July 1, 2024

Resolution No. 2024-069: A Resolution of the City Council of the City of Carmel-by-the-Sea amending the At-Will (Unrepresented) salary ranges to incorporate and align with

Cost of Living Adjustments (COLAs) for the Management Unit, In accordance with
Municipal Code 2.52.520, effective August 1, 2024

ATTACHMENTS:

1. Resolution 2025-069
2. Exhibit A-1 (At-Will)
3. Exhibit A-2 (Management Unit)
4. Exhibit A-3 (General Unit)
5. Exhibit A-4 (POA)
6. Exhibit A-5 (Temporary/Hourly)

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

RESOLUTION NO. 2025-069

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA APPROVING THE CURRENT SALARY SCHEDULE FOR AT-WILL (UNREPRESENTED), MANAGEMENT UNIT (AN AFFILIATE OF LIUNA), GENERAL UNIT (AN AFFILIATE OF LIUNA), POLICE OFFICERS ASSOCIATION, AND TEMPORARY/HOURLY IN COMPLIANCE WITH CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT LAW (PERL) AND THE CALIFORNIA CODE OF REGULATIONS (CCR) TITLE 2, SECTION 570.5

WHEREAS, the California Public Employees' Retirement Law, at Section 570.5 of the California Code of Regulations Title 2, requires the City to publish pay rates and ranges on the City's internet site and the City Council to approve the pay rates and range in its entirety each time a modification is made; and

WHEREAS, Municipal Code 2.52.520 and amendments thereto provide, among other things that the City Council establish the legal current salary range from the salary schedule for each class of position; and

WHEREAS, the salary resolution is adopted annually or periodically by the City Council upon review and recommendation of the City Administrator; and

WHEREAS, Municipal Code 2.52.500 establishes the purpose of the City's salary plan, to be a fair and equitable system of compensation for City employees across all job classifications; and

WHEREAS, City Council adopted the salary modifications on August 4, 2024, for At-Will (Unrepresented), Management Unit, and General Unit that became effective July 1, 2025; and

WHEREAS, the Police Officers Association has been updated to include the Police Services Supervisor salary range, approved by Council on August 5, 2024; and

WHEREAS, the temporary/hourly classifications hourly rates are also recommended to be adjusted to match the corresponding hourly rate reflected on the classification salary schedule (At-Will, Management, General, and Police) effective August 1, 2025.

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

Approve current salary schedule for City of Carmel-by-the-Sea At-Will (Unrepresented), Management Unit (an affiliate of LiUNA), General Unit (an affiliate of LiUNA), Police Officers Association, and Temporary/Hourly Classifications in accordance with California Public Employees' Retirement Law (PERL) and the California Code of Regulations (CCR) Title 2, Section 570.5 (**Exhibit A**).

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this
5th day of August, 2025, by the following roll call vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk



City of Carmel by the Sea

SALARY SCHEDULE

Effective July 1, 2025

AT-WILL (UNREPRESENTED) CLASSIFICATIONS

City Council Meeting: August 5, 2025 | Reso #2025-XXX

					4% effective July 1, 2025	
Pay Band	Classification	Grade	Resolution #	Effective Date	Minimum Annual Salary	Maximum Annual Salary
	City Administrator	W-1CA	2024-069	7/1/2025		\$260,759.12
1	Assistant City Administrator	W-1ACA	2024-069	7/1/2025	\$201,502.65	\$244,927.49
	Public Safety Director	W-1	2024-069	7/1/2025	\$201,502.65	\$244,927.49
2	Public Works Director	W-1PWD	2024-069	7/1/2025	\$197,417.61	\$239,962.63
	Community Planning and Building Director	W-2CPBD	2024-069	7/1/2025	\$197,417.61	\$239,962.63
3	Police Commander	W-443PC	2024-069	7/1/2025	\$174,275.91	\$211,834.39
	Library and Community Activities Director	W-440DL	2024-069	7/1/2025	\$174,275.91	\$211,834.39
4	Finance Manager	W-459FM	2024-069	7/1/2025	\$157,938.18	\$191,974.91
	Human Resources Manager	W-20 HRM	2024-069	7/1/2025	\$157,938.18	\$191,974.91
	Information Services/Network Manager	W-403IS	2024-069	7/1/2025	\$157,938.18	\$191,974.91
	City Clerk	W-400CC	2024-069	7/1/2025	\$157,938.18	\$191,974.91
5	Environmental Compliance Manager	W-377EC	2024-069	7/1/2025	\$130,456.28	\$158,546.00
	Project Manager	W-10	2024-069	7/1/2025	\$130,456.28	\$158,546.00
	Building Official	W-366BO	2024-069	7/1/2025	\$130,456.28	\$158,546.00
6	Senior Human Resources Analyst	W-362SA	2024-069	7/1/2025	\$107,590.20	\$134,694.17
7	Deputy City Clerk	W-342DC	2024-069	7/1/2025	\$92,933.68	\$112,951.06
	Administrative Analyst	W-7AA	2024-069	7/1/2025	\$92,933.68	\$112,951.06
8	Executive Assistant	W-3EXA	2024-069	7/1/2025	\$93,476.74	\$101,102.78
9	Administrative Technician	W-9AT	2024-069	7/1/2025	\$78,952.43	\$96,009.73



City of Carmel by the Sea

SALARY SCHEDULE

Effective July 1, 2025

MANAGEMENT EMPLOYEES UNIT (affiliated unit of LiUNA)

City Council Meeting: August 6, 2024 | Reso #2025-XXX

4% effective July 1, 2025							
Classification	Grade	Pay	Step 1	Step 2	Step 3	Step 4	Step 5
Accountant	M-351	Hourly:	\$60.85	\$63.90	\$67.09	\$70.44	\$73.96
		Monthly:	\$10,547.40	\$11,075.58	\$11,629.00	\$12,209.46	\$12,820.57
		Annual:	\$126,568.83	\$132,907.01	\$139,548.03	\$146,513.54	\$153,846.78
Associate Planner	M-284	Hourly:	\$47.92	\$50.32	\$52.82	\$55.46	\$58.24
		Monthly:	\$8,306.13	\$8,722.13	\$9,155.47	\$9,613.07	\$10,094.93
		Annual:	\$99,673.60	\$104,665.60	\$109,865.60	\$115,356.80	\$121,139.20
Building (Facility) Maint Supervisor	M-298	Hourly:	\$46.72	\$49.06	\$51.50	\$54.08	\$56.78
		Monthly:	\$8,097.58	\$8,503.18	\$8,926.81	\$9,373.87	\$9,842.56
		Annual:	\$97,170.94	\$102,038.14	\$107,121.66	\$112,486.40	\$118,110.72
City Forester	M-357	Hourly:	\$62.72	\$65.86	\$69.15	\$72.61	\$76.24
		Monthly:	\$10,871.88	\$11,416.29	\$11,985.93	\$12,586.22	\$13,215.35
		Annual:	\$130,462.59	\$136,995.46	\$143,831.17	\$151,034.62	\$158,584.19
Principal Planner	M-363	Hourly:	\$67.08	\$70.44	\$73.96	\$77.67	\$81.55
		Monthly:	\$11,627.20	\$12,209.46	\$12,820.57	\$13,462.31	\$14,134.71
		Annual:	\$139,526.40	\$146,513.54	\$153,846.78	\$161,547.78	\$169,616.51
Public Works Superintendent	M-357	Hourly:	\$62.72	\$65.86	\$69.15	\$72.61	\$76.24
		Monthly:	\$10,871.88	\$11,416.29	\$11,985.93	\$12,586.22	\$13,215.35
		Annual:	\$130,462.59	\$136,995.46	\$143,831.17	\$151,034.62	\$158,584.19
Senior Planner	M-351	Hourly:	\$60.85	\$63.90	\$67.09	\$70.44	\$73.96
		Monthly:	\$10,547.40	\$11,075.58	\$11,629.00	\$12,209.46	\$12,820.57
		Annual:	\$126,568.83	\$132,907.01	\$139,548.03	\$146,513.54	\$153,846.78
Supervising Librarian (Approved 2/3/25)	M-254	Hourly:	\$41.95	\$44.04	\$46.25	\$48.56	\$50.99
		Monthly:	\$7,271.96	\$7,634.29	\$8,016.46	\$8,416.65	\$8,838.47
		Annual:	\$87,263.49	\$91,611.52	\$96,197.50	\$100,999.81	\$106,061.70



City of Carmel by the Sea

SALARY SCHEDULE

Effective July 1, 2025

GENERAL EMPLOYEES UNIT (affiliated unit of LiUNA)

City Council Meeting: August 5, 2025 | Reso #2025-XXX

4% Effective July 1, 2025							
Classification	Grade	Pay	Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Coordinator	G-229	Hourly:	\$33.11	\$34.78	\$36.51	\$38.34	\$40.26
		Monthly:	\$5,739.07	\$6,028.53	\$6,328.40	\$6,645.60	\$6,978.40
		Annual:	\$68,868.80	\$72,342.40	\$75,940.80	\$79,747.20	\$83,740.80
Assistant City Forester	G-296	Hourly:	\$46.27	\$48.59	\$51.02	\$53.57	\$56.25
		Monthly:	\$8,020.13	\$8,422.27	\$8,843.47	\$9,285.47	\$9,750.00
		Annual:	\$96,241.60	\$101,067.20	\$106,121.60	\$111,425.60	\$117,000.00
Assistant Planner	G-264	Hourly:	\$43.39	\$45.55	\$47.83	\$50.22	\$52.73
		Monthly:	\$7,520.93	\$7,895.33	\$8,290.53	\$8,704.80	\$9,139.87
		Annual:	\$90,251.20	\$94,744.00	\$99,486.40	\$104,457.60	\$109,678.40
Building Inspector	G-314	Hourly:	\$50.61	\$53.14	\$55.80	\$58.59	\$61.53
		Monthly:	\$8,772.40	\$9,210.93	\$9,672.00	\$10,155.60	\$10,665.20
		Annual:	\$105,268.80	\$110,531.20	\$116,064.00	\$121,867.20	\$127,982.40
Building Maintenance Specialist (Facilities)	G-253	Hourly:	\$37.19	\$39.04	\$41.01	\$43.06	\$45.21
		Monthly:	\$6,446.27	\$6,766.93	\$7,108.40	\$7,463.73	\$7,836.40
		Annual:	\$77,355.20	\$81,203.20	\$85,300.80	\$89,564.80	\$94,036.80
Circulation Supervisor	G-244	Hourly:	\$35.70	\$37.49	\$39.36	\$41.33	\$43.39
		Monthly:	\$6,188.00	\$6,498.27	\$6,822.40	\$7,163.87	\$7,520.93
		Annual:	\$74,256.00	\$77,979.20	\$81,868.80	\$85,966.40	\$90,251.20
Code Compliance Coordinator	G-284	Hourly:	\$43.58	\$45.75	\$48.05	\$50.45	\$52.97
		Monthly:	\$7,553.87	\$7,930.00	\$8,328.67	\$8,744.67	\$9,181.47
		Annual:	\$90,646.40	\$95,160.00	\$99,944.00	\$104,936.00	\$110,177.60
Community Activities Assistant**	G-272	Hourly:	\$41.06	\$43.11	\$45.26	\$47.53	\$49.91
		Monthly:	\$7,117.07	\$7,472.40	\$7,845.07	\$8,238.53	\$8,651.07
		Annual:	\$85,404.80	\$89,668.80	\$94,140.80	\$98,862.40	\$103,812.80
Community Activities Assistant I	G-242	Hourly:	\$35.36	\$37.12	\$38.98	\$40.92	\$42.97
		Monthly:	\$6,129.07	\$6,434.13	\$6,756.53	\$7,092.80	\$7,448.13
		Annual:	\$73,548.80	\$77,209.60	\$81,078.40	\$85,113.60	\$89,377.60
Community Activities Assistant II	G-272	Hourly:	\$41.06	\$43.11	\$45.26	\$47.53	\$49.91
		Monthly:	\$7,117.07	\$7,472.40	\$7,845.07	\$8,238.53	\$8,651.07
		Annual:	\$85,404.80	\$89,668.80	\$94,140.80	\$98,862.40	\$103,812.80
Finance Analyst	G-294	Hourly:	\$44.68	\$46.92	\$49.26	\$51.73	\$54.32
		Monthly:	\$7,744.53	\$8,132.80	\$8,538.40	\$8,966.53	\$9,415.47
		Annual:	\$92,934.40	\$97,593.60	\$102,460.80	\$107,598.40	\$112,985.60

Classification	Grade	Pay	Step 1	Step 2	Step 3	Step 4	Step 5
Finance Specialist	G-239	Hourly:	\$34.83	\$36.57	\$38.40	\$40.32	\$42.34
		Monthly:	\$6,037.20	\$6,338.80	\$6,656.00	\$6,988.80	\$7,338.93
		Annual:	\$72,446.40	\$76,065.60	\$79,872.00	\$83,865.60	\$88,067.20
Information Technology Technician	G-262	Hourly:	\$37.96	\$39.86	\$41.86	\$43.96	\$46.16
		Monthly:	\$6,579.73	\$6,909.07	\$7,255.73	\$7,619.73	\$8,001.07
		Annual:	\$78,956.80	\$82,908.80	\$87,068.80	\$91,436.80	\$96,012.80
Library Assistant	G-204	Hourly:	\$29.26	\$30.72	\$32.25	\$33.86	\$35.57
		Monthly:	\$5,071.73	\$5,324.80	\$5,590.00	\$5,869.07	\$6,165.47
		Annual:	\$60,860.80	\$63,897.60	\$67,080.00	\$70,428.80	\$73,985.60
Library Associate (Approved 2/3/25)	G-206	Hourly:	\$32.18	\$33.79	\$35.48	\$37.26	\$39.12
		Monthly:	\$5,577.87	\$5,856.93	\$6,149.87	\$6,458.40	\$6,780.80
		Annual:	\$66,934.40	\$70,283.20	\$73,798.40	\$77,500.80	\$81,369.60
Librarian (Approved 2/3/25)	G-208	Hourly:	\$38.14	\$40.04	\$42.05	\$44.15	\$46.35
		Monthly:	\$6,610.93	\$6,940.27	\$7,288.67	\$7,652.67	\$8,034.00
		Annual:	\$79,331.20	\$83,283.20	\$87,464.00	\$91,832.00	\$96,408.00
Permit Technician	G-239	Hourly:	\$34.83	\$36.57	\$38.40	\$40.32	\$42.34
		Monthly:	\$6,037.20	\$6,338.80	\$6,656.00	\$6,988.80	\$7,338.93
		Annual:	\$72,446.40	\$76,065.60	\$79,872.00	\$83,865.60	\$88,067.20
Planning Technician	G-248	Hourly:	\$36.41	\$38.22	\$40.13	\$42.15	\$44.26
		Monthly:	\$6,311.07	\$6,624.80	\$6,955.87	\$7,306.00	\$7,671.73
		Annual:	\$75,732.80	\$79,497.60	\$83,470.40	\$87,672.00	\$92,060.80
Program Supervisor (Recreation)	G-252	Hourly:	\$37.15	\$39.01	\$40.96	\$43.00	\$45.16
		Monthly:	\$6,439.33	\$6,761.73	\$7,099.73	\$7,453.33	\$7,827.73
		Annual:	\$77,272.00	\$81,140.80	\$85,196.80	\$89,440.00	\$93,932.80
Maintenance Worker I	G-214	Hourly:	\$30.74	\$32.27	\$33.88	\$35.59	\$37.37
		Monthly:	\$5,328.27	\$5,593.47	\$5,872.53	\$6,168.93	\$6,477.47
		Annual:	\$63,939.20	\$67,121.60	\$70,470.40	\$74,027.20	\$77,729.60
Maintenance Worker II	G-224	Hourly:	\$33.81	\$35.50	\$37.27	\$39.14	\$41.09
		Monthly:	\$5,860.40	\$6,153.33	\$6,460.13	\$6,784.27	\$7,122.27
		Annual:	\$70,324.80	\$73,840.00	\$77,521.60	\$81,411.20	\$85,467.20
Maintenance Worker III	G-253	Hourly:	\$37.19	\$39.04	\$41.01	\$43.06	\$45.21
		Monthly:	\$6,446.27	\$6,766.93	\$7,108.40	\$7,463.73	\$7,836.40
		Annual:	\$77,355.20	\$81,203.20	\$85,300.80	\$89,564.80	\$94,036.80
Streets Supervisor	G-288	Hourly:	\$44.45	\$46.69	\$49.02	\$51.47	\$54.05
		Monthly:	\$7,704.67	\$8,092.93	\$8,496.80	\$8,921.47	\$9,368.67
		Annual:	\$92,456.00	\$97,115.20	\$101,961.60	\$107,057.60	\$112,424.00
Tree Climber & Care Specialist	G-253	Hourly:	\$37.19	\$39.04	\$41.01	\$43.06	\$45.21
		Monthly:	\$6,446.27	\$6,766.93	\$7,108.40	\$7,463.73	\$7,836.40
		Annual:	\$77,355.20	\$81,203.20	\$85,300.80	\$89,564.80	\$94,036.80



City of Carmel by the Sea

POLICE OFFICERS ASSOCIATION

City Council Meeting: September 12, 2023 | Reso #2023-086

SALARY SCHEDULE

Effective July 1, 2024

POLICE SWORN CLASSIFICATIONS

Effective July 1, 2024					
Classification	Grade	Pay	0-12 months	12-120 months	120 months +
			Step 1	Step 2	Step 3
Police Officer	P-3	Hourly:	\$62.13	\$65.40	\$67.36
		Monthly:	\$10,769.20	\$11,336.00	\$11,675.73
		Annual:	\$129,230.40	\$136,032.00	\$140,108.80
Police Sergeant	P-5	Hourly:	\$71.46	\$75.22	\$77.48
		Monthly:	\$12,386.40	\$13,038.13	\$13,429.87
		Annual:	\$148,636.80	\$156,457.60	\$161,158.40

POLICE NON-SWORN CLASSIFICATIONS

3% effective July 1, 2024								Longevity Step
Classification	Grade	Pay	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Community Services Officer	P-1	Hourly:	\$29.83	\$31.32	\$32.89	\$34.53	\$36.26	\$37.35
		Monthly:	\$5,170.53	\$5,428.80	\$5,700.93	\$5,985.20	\$6,285.07	\$6,474.00
		Annual:	\$62,046.40	\$65,145.60	\$68,411.20	\$71,822.40	\$75,420.80	\$77,688.00
Police Services Officer	P-2	Hourly:	\$32.17	\$33.78	\$35.47	\$37.24	\$39.10	\$40.27
		Monthly:	\$5,576.13	\$5,855.20	\$6,148.13	\$6,454.93	\$6,777.33	\$6,980.13
		Annual:	\$66,913.60	\$70,262.40	\$73,777.60	\$77,459.20	\$81,328.00	\$83,761.60
Police Services Supervisor <i>(Approved 8/5/24)</i>	P-4	Hourly:	\$37.00	\$38.85	\$40.79	\$42.83	\$44.97	\$46.32
		Monthly:	\$6,413.33	\$6,734.00	\$7,070.27	\$7,423.87	\$7,794.80	\$8,028.80
		Annual:	\$76,960.00	\$80,808.00	\$84,843.20	\$89,086.40	\$93,537.60	\$96,345.60



City of Carmel by the Sea

SALARY SCHEDULE

Effective August 1, 2025

TEMPORARY/HOURLY CLASSIFICATIONS

City Council Meeting: August 5, 2025 | Reso #xxx-xxx

Classification	Grade	Pay	Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Analyst	Z-264	Temp/Hourly	\$44.68	\$46.91	\$49.26	\$51.72	\$54.31
Administrative Coordinator	Z-229	Temp/Hourly	\$33.11	\$34.77	\$36.51	\$38.34	\$40.26
Community Activities Assistant I	Z-242	Temp/Hourly	\$35.36	\$37.12	\$38.98	\$40.92	\$42.97
Finance Specialist		Temp/Hourly	\$34.83	\$36.57	\$38.40	\$40.32	\$42.34
Forest Care Worker		Temp/Hourly	\$30.74	\$32.28	\$33.89	\$35.58	\$37.36
Intern		Temp/Hourly	\$18.75	\$19.69	\$20.67	\$21.70	\$22.79
Librarian	Z-234	Temp/Hourly	\$38.14	\$40.04	\$42.05	\$44.15	\$46.35
Library Assistant	Z-204	Temp/Hourly	\$29.26	\$30.72	\$32.25	\$33.86	\$35.57
Maintenance Worker I		Temp/Hourly	\$30.74	\$32.27	\$33.88	\$35.59	\$37.37
Maintenance Worker II		Temp/Hourly	\$33.81	\$35.50	\$37.27	\$39.14	\$41.09
Police Services Officer		Temp/Hourly	\$32.17	\$33.78	\$35.47	\$37.24	\$39.10
Tree Climber & Care Specialist		Temp/Hourly	\$37.19	\$39.04	\$41.01	\$43.06	\$45.21

Classification	Pay	Minimum Hourly	Maximum Hourly
Project Manager	Temp/Hourly	\$62.72	\$76.22
Extra-Help Retired Annuitant	Temp/Hourly	\$30.00	\$100.00



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

August 5, 2025

CONSENT AGENDA (Estimated time - 5 min)

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Mary Bilse, Environmental Programs Manager

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Resolution 2025-070 approving an update to the Monterey Regional Stormwater Management Program Memorandum of Agreement

RECOMMENDATION:

Adopt Resolution 2025-070 approving an update to the Monterey Regional Stormwater Management Program (MRSWMP) Memorandum of Agreement (MOA) between Monterey One Water and Monterey Regional Storm Water Management Program Agencies.

BACKGROUND / SUMMARY:

Urban stormwater runoff is one of the leading causes of surface water pollution nationwide. The federal Clean Water Act was enacted to address this and other sources of water pollution. In California, the State Water Resource Control Board (SWRCB) administers the Clean Water Act through various permits for pollutant sources, including industrial facilities, large construction sites, and municipal storm drainage systems.

The City holds a municipal stormwater permit that requires the implementation of programs and best management practices to minimize pollutant discharges to local waterways.

The Monterey Regional Stormwater Management Program (MRSWMP) is a regional partnership of the Cities of Carmel-by-the-Sea, Del Rey Oaks, Monterey, Pacific Grove, Sand City, Seaside, and the County of Monterey. These jurisdictions work collaboratively to comply with the Clean Water Act's urban runoff pollution control

requirements. The Program is coordinated and implemented under a Memorandum of Agreement (MOA) signed by each participating agency.

The original MOA was signed in 2013. In 2020, population figures were updated based on new U.S. Census data; however, the MOA has otherwise remained largely unchanged since the Program's inception.

The proposed MOA update (**Attachment 2**), developed under the direction of Monterey Regional Storm Water Management Program Agencies, reflects current program membership, organizational structure, and anticipated changes associated with the upcoming municipal stormwater permit reissuance. Key updates include:

- Revised membership information
- Clarification of MOA applicability upon issuance of a new permit
- Addition of a Code of Conduct
- Refined definitions of the roles and responsibilities of the Program Administrator and Support Staff

The proposed update has been reviewed by the City Attorney, who recommends no changes at this time. Staff recommends adopting the attached Resolution (**Attachment 1**) approving an update to the Monterey Regional Stormwater Management Program Memorandum of Agreement (**Attachment 2**).

Summary of Updates by Section:

1. MOA Content:

1. Updated permittee list, agency name
2. Language added re: new permit issuance
3. Agency Procurement Policy included
4. Program Administrator invoicing specified as biannual and for expenses incurred only
5. Severability clause added

2. Exhibit A: Bylaws

1. Management Committee (MC) representation process specified
2. Clarification on virtual participation in meetings by MC Members
3. Definition of Coordinating Entities added
4. Code of Conduct included, specified application to all individuals acting on behalf of MRSWMP in any setting
5. MC Representative Nomination Letter created
6. Chair & Vice Chair Roles & Responsibilities added

3. Exhibit B: Budget

1. Allowable indirect cost percentage tied to San Francisco Consumer Price Index
2. Details on formulas to calculate cost-share for each budget schedule
3. Budget Amendment Form created

4. Exhibit C: Agency Procurement Policy included

5. Exhibit D: Program Administrator Duties

1. Program Manager wording changed to Program Administrator and Support Staff
2. Program Administrator Evaluation Template added

6. Exhibit E: Definitions page added

FISCAL IMPACT:

The City's annual contribution to the MRSWMP is \$28,000, which funds public outreach campaigns, compliance and annual reporting support, annual monitoring, and special projects to meet State requirements.

PRIOR CITY COUNCIL ACTION:

In June 2025, the City Council approved the City's operating budget for Fiscal Year 2025-2026, which includes \$28,000 for the MRSWMP Program.

ATTACHMENTS:

1. Resolution 2025-070
2. MRSWMP MOA Draft 2025

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

RESOLUTION NO. 2025-070

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
APPROVING AN UPDATE TO THE MONTEREY REGIONAL STORMWATER MANAGEMENT
PROGRAM MEMORANDUM OF AGREEMENT BETWEEN MONTEREY ONE WATER AND
MONTEREY REGIONAL STORM WATER MANAGEMENT PROGRAM AGENCIES**

WHEREAS, the Federal Clean Water Act requires certain municipalities and industrial facilities to obtain a National Pollutant Discharge Elimination System (NPDES) permit for the discharge of stormwater to navigable waters, and the Environmental Protection Agency has delegated authority to the California State Water Resources Control Board (SWRCB) to administer the NPDES permit process within California; and

WHEREAS, the SWRCB has further delegated authority to the California Regional Quality Control Board – Central Coastal Region to administer the NPDES permit process within its jurisdiction; and

WHEREAS, on April 30, 2003, the SWRCB adopted Water Quality Order No. 2003-0005-DWQ, NPDES General Permit CAS000004, Waste Discharge Requirements (WDRs) for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems (General Permit), to comply with Clean Water Act section 402(p)(6); and

WHEREAS, in 2002, the City of Carmel-by-the-Sea entered into a Memorandum of Agreement and subsequently formed the Monterey Regional Storm Water Program in order to achieve regional cooperation and efficiency among the permittees in implementing the MS4 NPDES regulations; and

WHEREAS, on February 5, 2013, the SWRCB adopted Water Quality Order No. 2013-0001-DWQ, NPDES General Permit No. CAS000004, which modifies the previous General Permit (Order No. 2003-00005-DWQ), and the permittees, including the City of Carmel-by-the-Sea, wish to continue to implementation of the Monterey Regional Storm Water Program to efficiently and economically comply with NPDES requirements; and

WHEREAS, on July 2, 2013, the City entered into a MOA with Monterey Regional Water Pollution Control Agency (now known as Monterey One Water) and other permittees to form the Monterey Regional Stormwater Management Program (MRSWMP); and

WHEREAS, in January 2025, the MRSWMP Ad Hoc Committee recommended updates to the MOA to reflect current MRSWMP membership, structure, and forthcoming stormwater permit issuance; and

WHEREAS, the update to the MOA includes updated program membership, language to specify MOA applicability upon the issuance of a new stormwater discharge permit, a member and staff Code of Conduct, and clarification on the roles of the Program Administrator and Program Administrator support staff.

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

Approve an update to the Memorandum of Agreement between Monterey One Water and Monterey Regional Storm Water Management Program Agencies associated with the Monterey Regional Storm Water Management Program.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 5th day of August, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne
Mayor

Nova Romero, MMC
City Clerk



MONTEREY SEA

Stormwater Education Alliance

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

Monterey Regional Stormwater Management Program

Memorandum of Agreement 2025

DRAFT

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MEMORANDUM OF AGREEMENT MONTEREY REGIONAL STORMWATER MANAGEMENT PROGRAM

THIS Memorandum of Agreement ("AGREEMENT"), is made and entered into this _____ day of _____, 2025, by and between MONTEREY ONE WATER, hereinafter referred to as "AGENCY", a Joint Powers Authority (JPA) organized under the laws of the State of California, and the following public entities, each of which is hereinafter referred to as "PERMITTEE" or collectively as "PERMITTEES":

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

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

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

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

RECITALS:

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

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

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

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

Section 1. Monterey Regional Stormwater Management Program

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

Section 2. Management Committee

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

Section 3. Program Budget

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

shall not reimburse the Program Administrator for expenses exceeding the approved annual budget of the Program, unless approved through the budget amendment process outlined in Subsection 3.06 and in EXHIBIT B.1.

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

Section 4. Program Administrator's Roles & Responsibilities.

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

periodically and shall notify PERMITTEES of any changes in writing upon its adoption by the Program Administrator.

Section 5. Additional Rights and Duties of the PARTIES

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

Section 6. Term of AGREEMENT

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

unexpended, unencumbered funds remaining from all previous fiscal years. The cost allocations for the remaining PERMITTEES may be recalculated for the following fiscal year by the PARTIES without the withdrawing PERMITTEE'S participation.

Section 7. General Provisions

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

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

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

Date: _____

APPROVED AS TO FORM:

By: _____
Chair, Board of Directors

By: _____
Legal Counsel

By: _____
General Manager

ATTEST:

Date: _____

By: _____

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

Date: _____

APPROVED AS TO FORM:

By: _____

By: _____
Legal Counsel

ATTEST:

Date: _____

By: _____

EXHIBIT A: MOA BYLAWS

DRAFT

A.1: MOA Bylaws

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

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

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

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

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

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

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

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

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

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

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

MC meetings.

- v. Avoid body language that is defensive, disrespectful, or uninterested.
- vi. Avoid interrupting speakers, including other MC Members, and any comments from MC Members should be directed through the Chair.
- vii. Refrain from arguing with members of the public.
- viii. Represent and work for the common good of the Program and not for any private interest.

c. Violation of Policy: A perceived violation of this policy by a Member should be referred to the MC Chair for evaluation and consideration of any appropriate action warranted. In the case of a perceived violation by the MC Chair, the matter should be referred to the Vice Chair for evaluation and consideration of any appropriate action warranted. Reports, complaints, or concerns of perceived violations should be shared by the MC Chair or Vice Chair with the entire MC. The MC Chair or Vice Chair will seek assistance from the AGENCY with regard to the process to address a report or complaint of a perceived violation. A violation of this policy may be addressed as follows:

- i. Informal discussion with the MC Chair and/or Vice Chair
- ii. Professional counseling/coaching for the individual MC Member, upon recommendation of a majority of the MC made at a duly-noticed meeting of the MC

d. Applicability: Any individual representing MRSWMP at public meetings, community events, and other engagement opportunities is expected to abide by these standards. This includes MC Representatives, Program Administrator staff, and Outside Contractors. Should an issue arise with the conduct of Program Administrator staff or Outside Contractors, the matter will be addressed according to the AGENCY's personnel procedures.

10. Legal Services: The MC may select an attorney or firm (Program Attorney) that is experienced with the Clean Water Act and Municipal Storm Water NPDES Permits to provide legal advice to the MC on all matters involving administration of the Program's NPDES Permit and such other matters upon which the MC may seek legal advice or request legal representation. The Program Attorney shall not be responsible for providing legal advice related to permit compliance to individual PARTIES. The Program Attorney may provide such services under separate contract with any PARTY or PARTIES but shall provide advance notification to all PARTIES before providing such services to identify and resolve possible issues of conflict of interest. The Program Administrator may assist in coordination of activities with the Program Attorney but shall not give direction to the Program Attorney without prior authorization from the MC.

A.2: MC Representative Nomination Letter Template

[Jurisdiction's Letterhead]

[Date]

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

RE: Designation of MRSWMP Management Committee Representatives

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

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

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

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

Sincerely,

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

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

Primary Representative

Alternate Representative

DRAFT

A.3: Chair & Vice Chair Roles & Responsibilities

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

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

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

EXHIBIT B: BUDGET

DRAFT

B.1: Budget

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

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

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

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

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

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

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

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

B.2: Schedule Parameters

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

Table B: Cost Share Calculations

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

1. Schedule A

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

2. Schedule B

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

3. Schedule C

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

4. Schedule D

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

5. Schedule E

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

B.3: Indirect Costs

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

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

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

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

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

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

Description: [Describe request]
--

List Any Attachments: [Please provide if any.]

Amendment Dollar Amount: Not to exceed [enter amount]
--

APPROVED BY:

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

EXHIBIT C: AGENCY PROCUREMENT POLICY

DRAFT

Monterey One Water Procurement Policy

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

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

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

Table C.1: Solicitation Types

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

Table C.2: Authority Levels

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

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

DRAFT

D.1: Duties of the Program Administrator

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

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

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

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

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

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

D.2: Program Administrator Evaluation Template

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

Support Staff Members:

Performance Feedback Period:

Evaluator:

Date of Discussion:

COMPETENCY REVIEW

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

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

PROGRAM AREAS OF RESPONSIBILITY

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

Administration:

Outreach:

GOALS & EXPECTATIONS

Stormwater Permit Priorities:

Accomplishments:

Incomplete this year:

GOAL SETTING

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

SUMMARY OF OVERALL PERFORMANCE

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

AGENCY COMMENTS

PERFORMANCE STANDARDS**E = Exceeds Performance Expectations**

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

P = Performs Well

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

N = Not Meeting Expectations

Agency is not fully meeting all expectations of the job.

C = Corrective Action

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

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

 Program Administrator Representative Signature

 Date

EXHIBIT E: DEFINITIONS

DRAFT

Definitions

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

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

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



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

August 5, 2025
ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Ken Wysocki, Director of Public Works, Todd Trayer, Police Commander

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Resolution 2025-072 Approving the Ad Hoc Committee's Recommended Reduced Square Footage for Police and Public Works Facilities and Authorizing the City Administrator to Issue a Request for Proposal (RFP) for Architectural Services for Police and Public Works Facilities. (Estimated time - 60 min)

RECOMMENDATION:

Adopt Resolution 2025-072 approving the reduced square footage recommendations for the Police and Public Works buildings, as presented by the Council-appointed Ad Hoc Committee on July 1, 2025, and authorizing staff to issue a Request for Proposals (RFP) for architectural services. The RFP will seek a qualified firm to evaluate and cost out one primary project scenario:

- **Complete demolition and new construction of both facilities.**

Architectural teams must demonstrate experience in municipal facility design, including recent work on public safety buildings, and the ability to assess and recommend temporary "swing space" solutions during construction.

BACKGROUND / SUMMARY:

The existing Police and Public Works buildings are outdated, functionally constrained, and do not comply with current accessibility and safety standards. In recognition of these issues and the City's budget constraints, the City Council appointed an Ad Hoc

Facilities Committee to evaluate long-term facility needs and develop cost-conscious recommendations for facility replacement.

On July 1, 2025, the Ad Hoc Committee presented its recommendation to reduce the originally proposed square footage for both the Police and Public Works facilities (**Attachments 2 & 3**). The revised program balances operational functionality with responsible fiscal stewardship and forms the basis for moving forward with professional design and cost analysis.

Staff now seeks formal City Council approval of the Ad Hoc Committee's reduced square footage targets and authorization to release a competitive RFP for architectural services by adopting the attached resolution (**Attachment 1**). The selected firm will be tasked with:

- Designing and providing conceptual plans and cost estimates for a complete rebuild;
- Review and confirm the floor area assumptions developed by the City;
- Provide a rough design examples and/or written explanation of their understanding of the City's design ethos and character, and understanding of the importance of retaining existing viewshed corridors from the east of the existing buildings; and
- Evaluating and estimating temporary swing space needs and logistics;
- Ensuring compliance with all applicable codes, including ADA and seismic standards; and
- Demonstrating experience in police station design (via lead architect or sub-consultants).

The results will provide the City with a comprehensive plan and cost estimates to guide facility planning, design, and budgeting. If the Council wishes, staff can also include the option of renovation and modernization of the existing buildings as an optional scenario.

FISCAL IMPACT:

Funding for this phase is included in the adopted FY 2025-26 Capital Improvement Program. No new appropriations are requested at this time. Staff will return to Council with a recommendation for contract award, scope of work, and fee once the RFP process is completed.

PRIOR CITY COUNCIL ACTION:

July 1, 2025 – Ad Hoc Committee presented reduced square footage recommendations for Police and Public Works Facilities.

ATTACHMENTS:

1. Resolution 2025-072

2. 2025-07-01_Public Works Recommended Report
3. 072125 Carmel PD Rebuild SQ FT Estimates

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

RESOLUTION NO. 2025-072

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
APPROVING THE AD HOC COMMITTEE’S RECOMMENDED REDUCED SQUARE
FOOTAGE FOR POLICE AND PUBLIC WORKS FACILITIES AND AUTHORIZING THE
ISSUANCE OF A REQUEST FOR PROPOSALS FOR ARCHITECTURAL SERVICES**

WHEREAS, the Police and Public Works facilities are no longer adequate to support current operational needs and fail to meet modern standards for accessibility, safety, and efficiency; and

WHEREAS, the City Council appointed an Ad Hoc Facilities Committee to evaluate space needs and develop right-sized, cost-conscious facility options; and

WHEREAS, on July 1, 2025, the Ad Hoc Committee presented its recommendation to reduce the total square footage for both the Police and Public Works buildings, based on operational efficiency, budget sensitivity, and long-term usability; and

WHEREAS, the City Council wishes to formally approve the Committee’s recommended square footage targets and initiate a professional evaluation of design and cost options; and

WHEREAS, it is in the best interest of the City to issue a Request for Proposals (RFP) to engage an architectural firm to study and cost out a complete demolition and new construction scenario, including swing space analysis; and

WHEREAS, the selected architectural team shall have demonstrated experience designing civic facilities and police stations, and shall assist the City in preparing for future project delivery phases.

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

Approves the Ad Hoc Committee’s recommended reduced square footage for the Police and Public Works facilities as presented on July 1, 2025; and

Authorizes the City Administrator or designee to issue a Request for Proposals (RFP) for architectural services to develop conceptual designs, cost estimates, and swing space plans for a complete demolition and new construction of the Police and Public Works facilities.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-
THE-SEA this 5th day of August, 2025, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAN:

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk

DRAFT

CARMEL PUBLIC WORKS BUILDING SPACE USE: EXISTING, INDIGO 1, INDIGO 2, AND CURRENTLY RECOMMENDED

SITE					Staff Commentary/Description	Ad Hoc Recommended
	SPACE	EXISTING	INDIGO 1	INDIGO 2		
		TOTAL SF	TOTAL SF	TOTAL SF		
A. PUBLIC		450	530	380	New Total	380
	LOBBY	350	360	280		280
	COUNTER	100	100	100		100
	UNISEX RESTROOM	0	70	0		0
B. ADMINISTRATION		520	520	750	New Total	350
	DIRECTORS OFFICE WITH CLOSET	250	250	280		150
	ADMINISTRATIVE COORDINATOR	170	170	280		100
	ADMINISTRATIVE ANALYST	100	100	150		100
C. FACILITY MAINTENANCE		200	200	185	New Total	120
	FACILITIES MAINTENANCE SUPERVISOR	200	200	185		120
	FACILITIES MAINTENANCE SPECIALIST	0	0	0		0
D. PROJECT MANAGEMENT		390	390	455	New Total	285
	PROJECT MANAGER	170	170	162		100
	PROJECT MANAGER	120	120	162		100
	PLAN LAYOUT AREA & STORAGE	100	100	132		85
E. ENVIRONMENTAL PROGRAMS		270	470	505	New Total	100
	ENVIRONMENTAL PROGRAMS MANAGER	170	170	162		100
	ADMIN TECHNICIAN (3)	100	300	255	Provided in G. ADDITIONAL SPACES	
	LAB	50	50	88		
F. FOREST, PARKS, & BEACH		340	270	409	New Total	150
	CITY FORESTER	170	170	162		150
	ASSISTANT CITY FORESTER	100	100	162		0
	PERMIT TECHNICIAN	70	70	85		0
	TREE CLIMBER & CARE SPECIALIST	0	0	0		
	MAINTENANCE WORKERS	0	0	0		
G. ADDITIONAL SPACES		0	0	672	New Total	500
	OFFICE (1)	0	0	162		100
	OPEN OFFICE (6)	0	0	510		400
H. STREET MAINTENANCE		290	120	315	New Total	200
	PW SUPERINTENDENT	170	170	192		100
	STREETS SUPERVISOR	120	120	123		100
I. SHARED SPACES		1,405	1,620	2,092	New Total	1265
	OFFICE SUPPLIES, COPY AREA, MAIL	200	200	144		120
	OFF-SITE MAIL ROOM	100	0	0		0
	VOLUNTEER STORAGE	100	100	65		
	ALL GENDER LOCKER ROOM W/CHANGING ROOM	35	700	852		500
	DEPARTMENT MEETING ROOM	0	0	0		0
	EXECUTIVE MEETING ROOM	250	250	257		0
	FIELD STAFF MEETING	350	0	0		0
	BREAK ROOM	300	300	355		350
	LACTATION/RELAXATION ROOM	70	70	101		70
	RESTROOMS	350	350	318		200
	LAUNDRY SPACE - STORAGE FOR PICK UP	25	25	0		25
J. SERVICE/UTILITY		300	300	255	New Total	300
	JANITOR CLOSET	50	50	41		50
	IT SERVICE ROOM	50	50	55		50
	MECHANICAL ROOM	100	100	66		100
	ELECTRICAL ROOM	100	100	93		100
TOTALS						
	TOTAL SQUARE FOOTAGE	4,165	4,420	6,018		3,650

CARMEL PUBLIC WORKS BUILDING YARD SPACE: EXISTING, INDIGO 1, INDIGO 2 AND CURRENTLY RECOMMENDED

DIVISION					Staff Commentary/Description	Ad Hoc Recommended
	SPACE	EXISTING	INDIGO 1	INDIGO 2		
		TOTAL SF	TOTAL SF	TOTAL SF		
K. PUBLIC PARKING		1,330	7,690	5,203	New Total	0
	VISITOR PARKING	500	6,000	4,212		0
	VISITOR ACCESSIBLE PARKING	800	1,600	886		0
	BIKE PARKING	30	90	105		0
L. STAFF PARKING		1,830	0	0	New Total	0
	ADMIN PARKING	500		0		0
	FIELD PARKING	500		0		0
	ACCESSIBLE PARKING	800		0		0
	BIKE PARKING	30		0		0
M. PUBLIC WORKS VEHICLE PARKING		4,500	11,800	11,516	New Total	9000
	PARKING, CARS, AND PICK UPS (14)	500	7,000	4,905		5000
	HIGH RANGER BAY	800	800	6,611		800
	BACKHOE BAY/AWNINGS	800	800	0		800
	LOADER BAY/AWNING	800	800	0		800
	SWEEPERS (2)	800	1,600	0		800
	TRUCK DELIVERIES (PARTS)	800	800	0		800
N. WORKSHOP/FABRICATION		3,700	3,700	3,967	New Total	3700
	WOOD SHOP	400	400	440		400
	PAINT SHOP BUILDING	400	400	915		400
	WELDING SHOP	400	400	336		400
	FACILITIES SHOP	400	400	262		400
	SIGN SHOP	400	400	308		400
	TOOLS STORAGE AREA	400	400	227		400
	MATERIALS STORAGE - STREETS	400	400	336		400
	FORESTRY STORAGE	200	200	603		200
	IRRIGATION SUPPLIES	200	200	0		200
	NURSERY STORAGE	500	500	540		500
O. FLEET MAINTENANCE & STORAGE		3,300	2,500	2,530	New Total	3300
	FLEET MAINTENANCE SHOP W/STORAGE	2,000	2,000	1,984		2000
	WASH BAY TRUCKS & EQUIPMENT	800	0	0		800
	WASH BAY (2)	500	500	546		500
	FUELING	0	0	0		0
	GASOLINE	0	0	0		0
	DIESEL	0	0	0		0
	ELECTRIC CHARGING	0	0	0		0
P. YARD SPACE		18,000	15,000	3,206	New Total	6206
	OPERATIONS SPACE	15,000	15,000	2,206		2206
	GENERATOR	400	400	1,000		400
	MAINTENANCE PARTS & MATERIAL SPACE	400	400	262		400
	TRASH ENCLOSURE	300	300	102		300
	COVERED STORAGE	400	400	400		400
	SAND	500	500	500		500
	GRAVEL	500	500	500		500
	MULCH	0	0	0		1000
	LOGS	0	0	7,108		0
	HAZARDOUS MATERIALS STORAGE	500	500			500
	OFFICE & RESTROOM					0
TOTALS						
	TOTAL SQUARE FOOTAGE	32,660	40,690	26,422		22,206

DRAFT**CARMEL POLICE SITE SPACE USE: EXISTING, REQUIRED, AND WANT**

SITE						Staff Commentary/Description	Staff's SF
	SPACE	EXISTING	REQUIRED	WANT	PROVIDED		
		TOTAL SF	TOTAL SF	TOTAL SF	TOTAL SF		
PUBLIC PARKING		10,560	4,600	0	10,516	New Total	0
	VISITOR PARKING	0	1,000	0	4,212		
	VISITOR ACCESSIBLE PARKING	0	800	0	886		
	PUBLIC PLAZA	9,350	800	0	4,418		
	BUILDING ACCESS RAMPS, ETC	0	2,000	0	900		
	NON-ACCESSIBLE ACCESS STAIRS, ETC	1,210	0	0	100		
SECURE SWORN & STAFF PARKING		0	4,400	5,300	3,377	New Total	0
	STAFF PARKING	0	0	2,500	0		
	STAFF ACCESSIBLE PARKING	0	0	800	0		
	PATROL PARKING	0	3,000	0	3,077		
	OTHER FULL-SIZE SPACES	0	500	2,000	0		
	COMPACT SPACES FOR METERING	0	900	0	0		
	BUILDING ACCESS RAMPS, ETC	0	0	0	0		
	MOTORCYCLE PARKING	0	0	0	300		
NON-SECURE STAFF PARKING		3,950	0	0	2,000	New Total	0
	MIXED PARKING	3,950	0	0	2,000		
SALLY PORT		0	0	1,520	0	New Total	0
	FENCED VEHICLE PULL-IN/ PULL-THROUGH	0	0	500	0		
	PATROL BIKE GARAGE	0	0	240	0		
	EVIDENCE BIKE ENCLOSURE	0	0	240	0		
	K-9 KENNELS	0	0	540	0		
OTHER POLICE SITE USE		2,670	2,000	3,000	6,650	New Total	0
	LANDSCAPING	2,000	2,000	0	6,278		
	STORAGE & KENNELS (NON-SECURE)	670	0	0	372		

	SECURE COURT FOR STAFF	0	0	1,500	0		
	PASSANGER DROP-OFF	0	0	1,500	0		
	TOTALS						
	NET SITE AREA	17,180	11,000	9,820	22,543		
	EFFICIENCY	75%	75%	75%	93%		
	GROSS AREA (ROUNDED)	23,000	25,400	#REF!	24,125		

DRAFT
CARMEL POLICE BUILDING SPACE USE: EXISTING, REQUIRED, AND WANT
2024-10-22

DIVISION					Staff Commentary/Description	Staff's SF
	SPACE	EXISTING	INDIGO 1	INDIGO 2	PROPOSED	
		TOTAL SF	TOTAL SF	TOTAL SF		
PUBLIC		210	2,130	1,945	1,090	New Total 1090
	LOBBY	210	360	360	260	Lobby is essential for patrons to access the front desk, obtain information and resources. 260
	UNISEX RESTROOM	0	70	86	70	There currently isn't a restroom aviable for the public. Nearest one is Devendorpf park. 70
	PERSONNEL SALLY PORT	0	100	0	0	
	SOFT INTERVIEW ROOM	0	140	139	100	Space would be used to interview vistims of crimes ar 100
	LIVE SCAN ROOM	0	80	0	0	
	MULTI-PURPOSE LARGE MEETING RM	0	1,080	1,066	500	500
	MPR STORAGE ROOM	0	200	179	80	80
	EOC STORAGE CLOSET	0	100	115	80	80
ADMINISTRATION		216	635	880	380	New Total 175
	CHIEF'S OFFICE W/ CLOSET	174	250	284	175	Same size as existing. Enough room to meet with 3-4 other people and for confidential conversations. 175
	DEPUTY CHIEF'S OFFICE			222		0
	ADMIN OPEN OFFICE	0	90	64	0	
	EXECUTIVE CONFERENCE ROOM	0	250	245	160	
	STORAGE ROOM	42	45	65	45	
RECORDS		0	180	496	90	New Total 90
	RECORDS OPEN OFFICE	0	90	496	0	
	SECURE FILE STORAGE ROOM	0	90	0	90	Enough room for multiple files required to be stored by Police. Although a lot of records are now stored electronically, the department has a number of files that are in hard copy and must be retained. This area would be for police reports, officer misconduct investigative reports, police training files and historic documents. 90
DISPATCH		381	340	642	369	New Total 369
	OPEN OFFICE	381	340	280	225	A 15x15 room would be sufficient for two police dispatch centers and storage for important resource information, compters and files. 225

	SUPERVISOR OFFICE			123	144	A dispatch supervisor office is needed to conduct supervisor business. The supervisor is responsible for records management, PRA requests, Police data inquiries, Report filing, and personnel supervision.	144
	REST AREA			239			
	COMMUNITY SERVICES & CODE ENFORCEMENT	0	270	315	180	New Total	180
	OPEN OFFICE (SHARED W/ RECORDS?)	0	270	315	180	This includes area for Animal Control and parking officers to work, store equipment & supplies.	180
	TRAFFIC	0	0	166	144	New Total	0
	STORAGE	0	0	0	0		
	TRAFFIC AND EVENTS COORDINATION			166	144		
	COMMUNITY ENGAGEMENT	0	340	121	190	New Total	190
	OPEN OFFICE	0	90	0	0		
	STAGING SPACE (IN OPEN OFFICE)	0	160	0	0		0
	COMMUNITY ROOM	0	0	0	0		
	STORAGE	0	90	121	90	Storage is needed for office supplies and community engagement items.	90
	V.I.P. ROOM	0	0	0	100	This is a room where VIPs could access their equipment, Supplies and have small lockers or cubbies to hold their personal belongings	100
	INVESTIGATIONS	104	410	135	388	New Total	224
	DETECTIVE OFFICE	104	120	135	144	This room is for a single detective to manage cases, conduct investigations. Detectives handle sensitive cases and often times that information is kept away from the rest of the department. Privacy is needed for these files and sensitive discussions.	144
	INVESTIGATIONS SERGEANT	0	90	0	0		
	SOFT INTERVIEW ROOM	0	0	0	144		
	INTERVIEW ROOM	0	120	0	100		
	INTERVIEW MONITOR ROOM	0	80	0	0	This is a small room for electronic recording information and a mirrored window for monitoring of interviews.	80
	CRIME ANALYST OFFICE	0	0	0	0		
	SECURE FILE ROOM	0	0	0	0		
	INVESTIGATIONS CONFERENCE RM	0	0	0	0		
	INTERNAL AFFAIRS	0	0	0	60	New Total	0

	DOCUMENT STORAGE	0	0	0	60		
RECRUITMENT & FACILITIES (INCL. CADETS & VOLS)		0	0	0	242	New Total	140
	TRAINING ROOM	0	0	0	242		
	RECRUITMENT STORAGE	0	0	0	0	A room for police equipment is needed, including Bullertproof vests, uniforms, police leather gear, rain gear issued to new hires.	50
	FACILITIES STORAGE	0	0	0	0	This is a janitorial closet needed for storage of cleaning supplies	90
	CADETS & VOLUNTEER SPACE	0	0	0	0		
PATROL		500	970	1,299	1,058	New Total	1058
	STAFF ENTRY	0	90	495	0		0
	DUTY WATCH OFFICE W/ CLOSET	114	120	0	0		
	COMMANDER'S OFFICE	113	0	0	144	The police commander needs an office to conduct daily meetings and for privacy as needed.	144
	SERGEANT'S OFFICES	0	180	256	144	Sergeants need privacy for conducting performace evalautions and for personal conversations with officers.	144
	REPORT WRITING/ BRIEFING ROOM	273	400	311	400	A space large enough for compter desks, shift briefing area, resouce storage and report writing. Shift briefings take palce 2-3 times a day.	400
	VEHICLE EQUIPMENT STORAGE			135	90	A closet is needed to store all the equipment removed from a patreol vehicle when it is at the garage for service. Additional equipment not always in the vehicles could be stored in this room as well.	90
	PATROL KIT LOCKERS	0	90	0	90	A small closet where patrol officers can store their duty bags while off duty. Not needed if lockerroom is large enough to store bags.	90
	ARMORY	0	90	0	90	Small room to hold weapons for department-patrol vehicle weapons removed from vehicles, additional weapons, and officer weapons removed while transporting a suspect in and around the station.	90
	POLICE EQUIPEMT STORAGE			102	100	Additional storage for excess police equipment. Uniforms, jackets, cameras, AED's, Traffic monitoring equipment, Cones, barricades	100
	JUVENILE WAITING	0	0	0	0		
FIRING RANGE		2,070	2,070	2,084	1,850	New Total	1200

						Range reduced to 80' x 15'- Enough for 2-lanes. The range is used frequently as each officer needs to qualify 3-times a year. Range convenient and estimated to save agency \$20-\$25K a year on OT & travel costs. Not to mention the ability for retirees, CWP, guest agencies use of range. Fees for range use could be established.	1200
	25-YARD RANGE	1,850	1,850	1,766	1,850		
	FOUR STALLS	175	175	136	0		
	CLEANING ROOM	45	45	182	0		
	SWAT	0	0	107	144	New Total	144
	STAGING AREA	0	0	0	0		
	CERT EQUIPMENT STORAGE			107	144	Room needed for CERT response equipment. Currently in two closets at Vista Lobos.	144
	STAFF	724	1,440	1,565	1,400	New Total	1220
	BREAK ROOM	250	250	244	250	Area needed for police personnel to eat and take a break.	250
	PHYSICAL TRAINING/ GYM	0	420	514	300	Space needed for physical wellness for officers. This job has a physical fitness requirement and a gym should improve health, reduce injury.	300
	ALL-GENDER LOCKER ROOM	0	700	477	700	Lockerooms needed for officers to change for shifts, shower and store equipment.	600
	MEN'S LOCKER ROOM	230	0	0	0		
	WOMEN'S LOCKER ROOM	201	0	0	0		
	UNISEX SHOWER W/ TOILET	43	70	300	70	Toilets are a must, showers -especially if there is a gym but also for decontamination.	70
	BUNK ROOM/ QUIET ROOM	0	0	0	0		
	LAUNDRY PICK-UP SPACE	0	0	30	30		
	RESTING/LACTATION ROOM				50		
	BOOKING	81	190	310	190	New Total	190
	INTAKE ROOM	81	120	0	120	Small room to process suspects. This room can also double as a suspect interview room. Only issue is if there are multiple suspects.	120
	SOFT INTERVIEW ROOM	0	0	0	0		
	HARD INTERVIEW ROOM	0	0	164	0		
	INTERVIEW MONITOR ROOM	0	0	75	0		0
	BOOKING TOILET	0	70	71	70	A toilet is helpful when suspects have to relieve themselves. Some bookings/interviews take hours.	70
	TEMPORARY HOLDING CELL	0	0	0	0		
	SECURE STORAGE	0	0	0	0		

	TESTING	0	0	0	0		
	PROPERTY	384	1,420	1,426	620	New Total	620
	EVIDENCE PREPARATION	0	120	129	0		
	EVIDENCE PROCESSING	0	200	141	120	A space where officers can safely process and package evidence is needed.	120
	MAIN STORAGE	315	900	991	400	A space large enough for all the evidence we take in. Despite our efforts to return and purge evidence. Some must be retained for court appearances and or identification of victims.	400
	HIGH VALUE STORAGE	69	100	165	100	A seperate space within the evidence room where we store, drugs, guns, and money	100
	COLD STORAGE	0	100	0	0		
	EVIDENCE TECH OFFICE	0	0	0	0		
	EMERGENCY OPERATIONS	641	0	0	0	New Total	840
	MAIN E.O.C. SPACE	291	0	0	0	25x30- multipurpose room used as an EOC, Large Briefing room and a space for community meetings.	750
	OPEN OFFICE	97	0	0	0		
	COMMAND CONF RM W/ CLOSET	179	0	0	0		
	E.O.C. STORAGE	74	0	0	0	Closet for storage of EOC equipment -stored until needed. Currently equipment being stored at Vista Lobos.	90
	GARAGE	190	500	0	200	New Total	200
	MOTORCYCLE BAY	190	260	0	200	Space is needed for two motorcycles and two electric bicycles.	200
	E-BIKES	0	240	0	0		
	INFORMATION TECHNOLOGY	132	220	241	130	New Total	130
	TRAINING CLASSROOM	0	0	0	0		
	TRAINING STORAGE	0	0	0	0		
	IT MANAGER'S OFFICE	0	90	0	0		
	SERVER ROOM	98	130	241	130	IT request	130
	ALARM ROOM	34	0	0	0		
	SERVICE/ UTILITY	341	140	193	140	New Total	140
	JANITOR CLOSET	40	50	50	50	Janitor closet.	50
	MECHANICAL ROOM	301	0	31	0		
	ELECTRICAL ROOM	0	90	112	90	IT/PW request	90

	TOTALS						
	NET AREA	5,974	11,255	11,925	8,865		
	EFFICIENCY	77%	70%	69%	70%		
	GROSS AREA (ROUNDED)	7,800	16,100	17,190	12,700		8200

Need to consider that hallway space wasn't factored into total square footage-

Should also look for space for a resting room/lactation room as needed



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

August 5, 2025
ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Todd Trayer, Police Commander

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Resolution 2025-071 approving the installation of additional stop signs at intersections within the commercial district, including two new signs at 5th Avenue and San Carlos Street, and directing a six-month traffic impact report from the Police Department to evaluate their effectiveness (Estimated time - 30 min)

RECOMMENDATION:

Adopt Resolution 2025-071 approving the installation of additional stop signs at intersections within the commercial district, including two new signs at 5th Avenue and San Carlos Street, and directing a six-month traffic impact report from the police department to evaluate their effectiveness.

BACKGROUND / SUMMARY:

At the July 1, 2025, City Council meeting, the Council received a presentation and detailed summary of the Traffic Safety Committee's (TSC) recommendation to install stop signs at several intersections in the commercial district. The staff report from the July 1st meeting is attached (**Attachment 3**). A copy of the presentation for tonight's meeting is included as **Attachment 2**.

Council gave direction to return with a Resolution (**Attachment 1**) that approves the installation of stop signs at seven (7) intersections and directs the Police Department to return in six (6) months after the stop signs are installed at 5th Ave. and San Carlos St. and provide an update on its effectiveness.

Staff recommends the adoption of the attached Resolution. Once adopted, Public

Works will begin stop sign installations based on staff ability and the progress will be included in the Police Department's six-month update.

FISCAL IMPACT:

Public Works time/supplies. (Approximately 80 hrs. and \$10,225.80)

PRIOR CITY COUNCIL ACTION:

May 3, 2005 - Council Staff Report with recommendations from the CTSC

July 5, 2005 - Resolution 2005-42 adopted, adding stop signs at three intersections in the commercial district as Phase One of a project.

July 1, 2025 – Received the Traffic Safety Committee recommendation regarding additional stop signs in the commercial district and provided direction.

ATTACHMENTS:

1. Resolution 2025-071
2. 8-5-25 - TSC Presentation on Stop Signs
3. Staff Report on Stop Signs - July 1 2025

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

RESOLUTION NO. 2025-071

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
APPROVING THE INSTALLATION OF ADDITIONAL STOP SIGNS AT INTERSECTIONS
WITHIN THE COMMERCIAL DISTRICT, INCLUDING TWO NEW SIGNS AT 5TH AVENUE AND
SAN CARLOS STREET, AND DIRECTING A SIX-MONTH TRAFFIC IMPACT REPORT FROM
THE POLICE DEPARTMENT TO EVALUATE THEIR EFFECTIVENESS**

WHEREAS, the City contracted in 2004 with Higgins Associates to prepare a Citywide traffic circulation study to evaluate traffic and safety issues throughout the City of Carmel-by-the-Sea; and

WHEREAS, a Higgins' Associate traffic engineer recommended that the traffic control at all intersections in the commercial area between 8th and 5th Avenues in the north-south direction and Junipero and Monte Verde in the east-west direction be converted to all-way stop controlled intersections; and

WHEREAS, the city council in 2005 directed the Police Chief to identify which intersections should be considered for "phase one", and

WHEREAS, after the completion of phase one, no additional phases of this project have been completed, and

WHEREAS, twenty years have passed since resolution 2005-42 was passed, and

WHEREAS, the Traffic Safety Committee has identified the remaining intersections still needing to be modified, and

WHEREAS, the Traffic Safety Committee has made modifications to three of the intersections, San Carlos and 5th Ave, Monte Verde & 6th Avenue, and Monte Verde & 5th Ave, originally adopted by the council, and

WHEREAS, the Traffic Safety Committee requested adoption of a resolution impacting a total of seven intersections in the commercial district.

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

1. Concur that additional stop sign controls are intended to improve traffic and pedestrian safety at intersections within the central business district.
2. Approve the addition of up to 16 stop signs at 7 intersections as recommended by the Traffic Safety Committee.
 - Monte Verde & 7th Avenue
 - Lincoln Street & 5th Avenue
 - Lincoln Street & 6th Avenue
 - Dolores Street & 6th Avenue
 - Monte Verde Street & 5th Avenue

- Monte Verde Street & 6th Avenue
- San Carlos Street & 5th Avenue

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-
THE-SEA this 5th Day of August 2025, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne
Mayor

Nova Romero, MMC
City Clerk



CITY OF CARMEL-BY-THE-SEA

Resolution 2025-071 Approving the installation of additional stop signs at intersections within the commercial district

City Council Regular Meeting

August 5, 2025

Acting Chief Trayer



Background

- Traffic Safety Committee (TSC) formerly Community Traffic Safety Commission (CTSC)
- 2003 City conducted a Traffic and Safety study with Higgins Associates
- February 4, 2004: CTSC studied the Higgins Report which included traffic flow patterns in the “Commercial District”
- Commercial District defined as all intersections between:
 - Junipero and Monte Verde & 8th and 5th Avenue



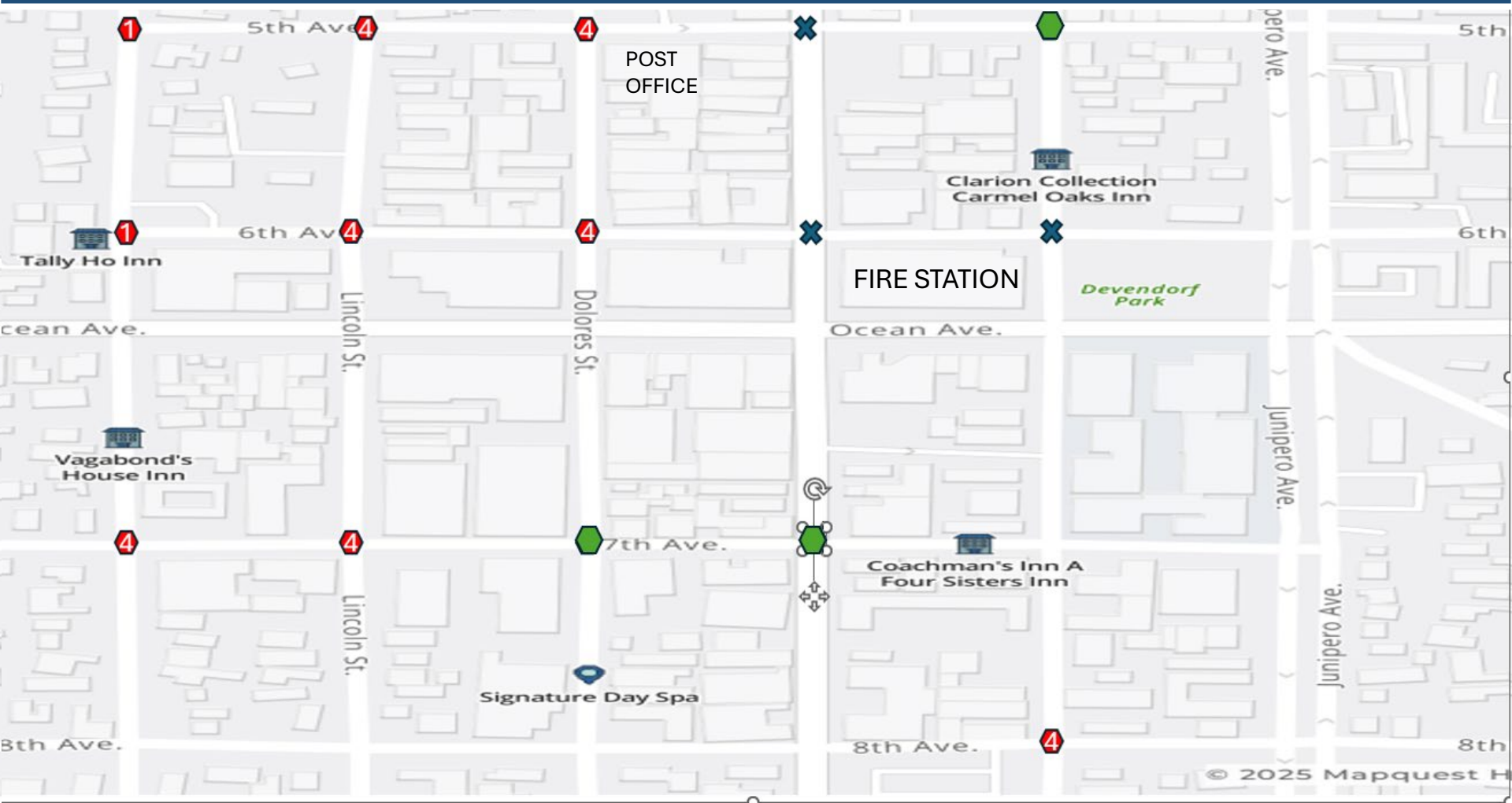
Background

- Recommendation by Traffic Engineer VanHeerden:
 - Additional stop sign controls for intersections in the commercial district.
 - Based on:
 - Analysis of traffic collision data
 - Field Survey of traffic flow patterns
- 15-intersections w/recommended changes

Street	Change Recommended	CTSC-Decision w/Engineer	Notes:
Monte Verde Street & 7 th Avenue	(2-Way to 4-Way)	Agree	
Lincoln Street & 5 th Avenue	(2-Way to 4-Way)	Agree	
Lincoln Street & 6 th Avenue	(2-Way to 4-Way)	Agree	
Lincoln Street & 7 th Avenue	(2-Way to 4-Way)	Agree	
Dolores Street & 5 th Avenue	(1-Way to 3-Way)	Agree	
Dolores Street & 6 th Avenue	(2-Way to 4-Way)	Agree	
Dolores Street & 7 th Avenue	(2-Way to 4-Way)	Agree	
San Carlos & 5 th Avenue	(2-Way to 4-Way)	Disagree	Concerns with Rollback and added confusion
San Carlos & 6 th Avenue	(2-Way to 4-Way)	Deleted by CTSC	Fire Department requested keeping open: Safety
San Carlos Street & 7 th Avenue	(2-Way to 4-Way)	Agree	
Mission Street & 5 th Avenue	(2-Way to 4-Way)	Agree	
Mission Street & 6 th Avenue	(2-Way to 4-Way)	Deleted by CTSC	Fire Department requested keeping open: Safety
Mission Street & 8 th Avenue	(2-Way to 4-Way)	Agree	
Monte Verde & 5 th Avenue	(1-Stop Sign)	Changed to One	Only westbound traffic
Monte Verde & 6 th Avenue	(1-Stop Sign)	Changed to One	Only westbound traffic

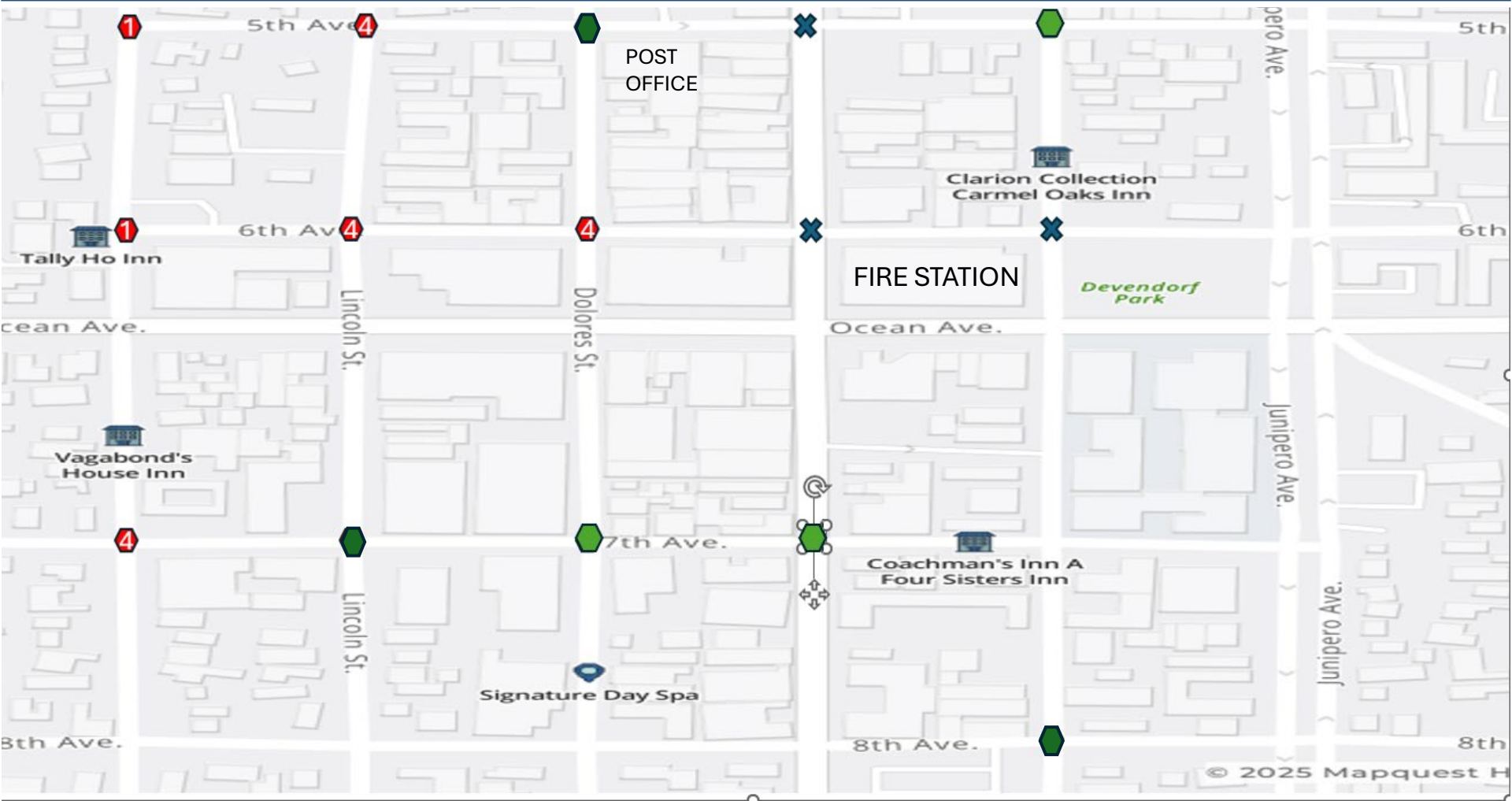


Phase 1 Completed Changes (green)



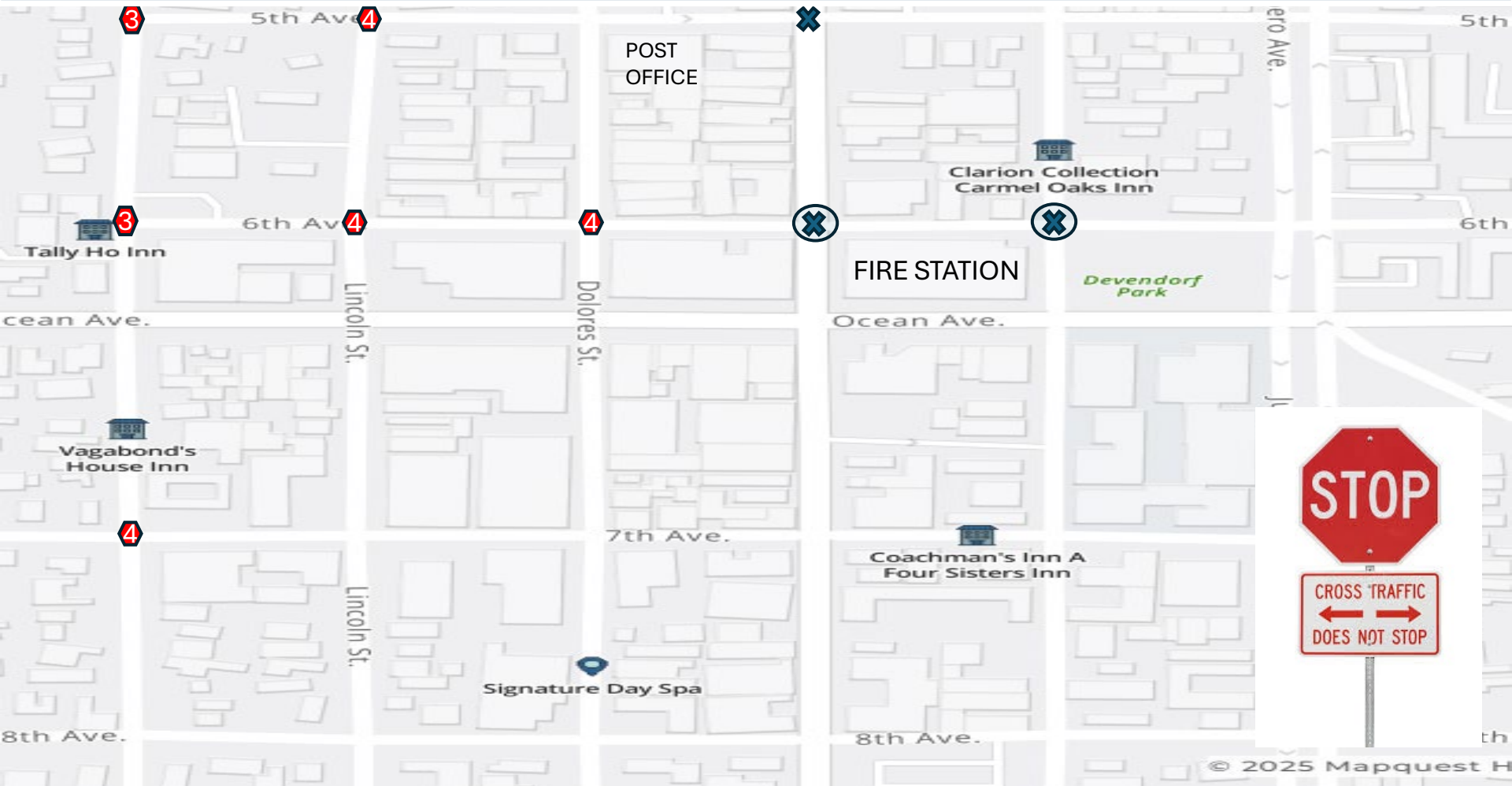


3 More Intersections Converted



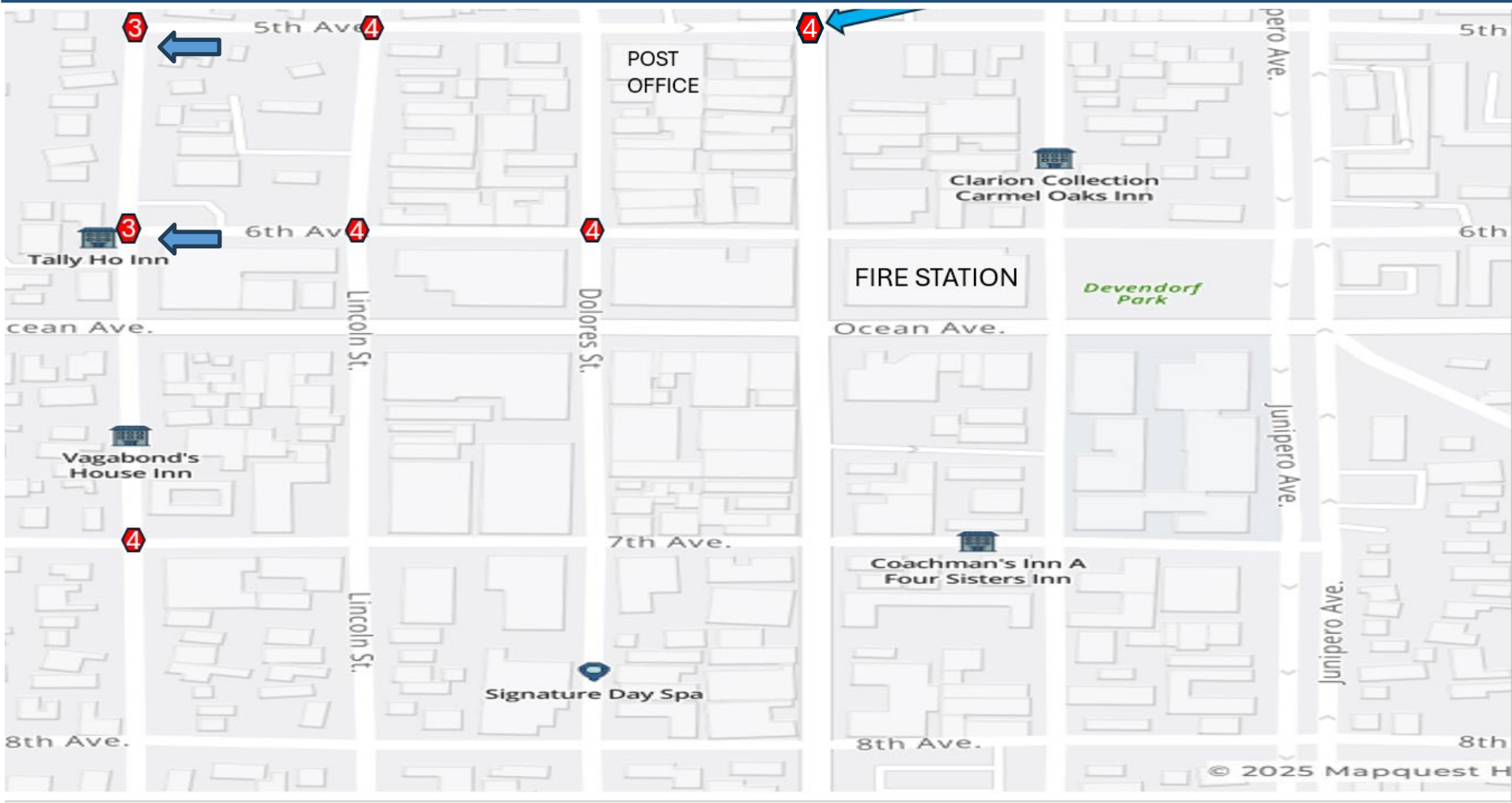
ATTACHMENT 2

Remaining 9 Intersection Recommended Changes
(From Study & TSC)





Proposed Changes (7 Intersections)



San Carlos & 5 th Avenue	(2-Way to 4-Way)	Disagree	Concerns with Rollback and added confusion
-------------------------------------	------------------	----------	--





Total Recommended Changes

- Seven (7) Intersections
- Up to Sixteen (16) Stop Signs
- PD to provide 6-month updates



Recommendation

Adopt Resolution 2025-071, approving the installation of additional stop signs at intersections within the commercial district, including two new signs at 5th Avenue and San Carlos Street, and directing a six-month traffic impact report from the Police Department to evaluate their effectiveness.

Questions?



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

July 1, 2025
ORDERS OF BUSINESS

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Paul Tomasi, Chief of Police & Public Safety Director
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Receive a report and provide policy direction regarding the installation of additional stop signs at intersections within the commercial district (Estimated time - 45 min)

RECOMMENDATION:

Receive a report and provide policy direction regarding the installation of additional stop signs at intersections within the commercial district.

BACKGROUND/SUMMARY:

In 2003, the City of Carmel-by-the-Sea contracted Higgins Associates to prepare a city-wide traffic circulation study for the purpose of evaluating traffic and safety issues throughout the City. After careful review by the Community Traffic Safety Commission (CTSC), recommendations were made to the City Council in 2005 for a phased approach to adding stop signs at intersections to the 15 intersections listed in the report. Phase one was approved by City Council in July 2005 and involved three intersections. Once phase one was completed, no additional phases of this project have been presented to council for consideration. During the past twenty years, the Community Traffic Safety Commission was changed to the Traffic Safety Committee and a few of the originally reported intersections have been modified as separate requests to the Traffic Safety Committee.

History

On February 4th, 2004, the Community Traffic Safety Commission (CTSC) received and discussed the results of the 2003 Higgins and Associates Traffic Safety Report, which included a survey of traffic flow patterns in the "Commercial District". For purpose of the study, the "commercial district" is defined as all intersections between 8th Avenue and 5th Avenue in the north-south directions and Junipero Avenue and Monte Verde Street in the east-west direction. Traffic Engineer VanHeerden recommended additional stop sign controls for intersections located in the commercial district. Her recommendation was based on her analysis of traffic collision data, and a field survey of traffic flow patterns in the commercial area. Ms. VanHeerden identified many potential vehicular and/or pedestrian conflict points throughout the commercial district.

The Community Traffic Safety Commission (CTSC) reviewed the recommendations from the report and supported additional stop sign controls in the commercial district to improve both vehicle and pedestrian safety. The CTSC left three intersections off of the recommended list provided by Higgins Associates, due to concerns raised by staff;

- **San Carlos and Sixth and Mission and 6th Avenue:** Both intersections are next to the fire station and staff recommended leaving these intersections as two-way stops, so traffic doesn't get congested, slowing our fire and ambulance crews from responding to emergencies.
- **San Carlos and 5th Avenue:** This intersection is at the top of slight hill on a one-way street (5th Avenue). The staff's concern was that with the amount of traffic on this street with the post office there could potentially be problems with cars and trucks stopping at the top the hill and rolling backwards.

On April 15th, 2005, a staff report was presented to City Council with recommendations to convert all remaining intersections as recommended in the Higgins report. The initial recommendations by the Higgins' Associate traffic engineer are listed below. The strikeouts indicate which of the Higgins' recommendations were modified by staff or the CTSC:

1. Monte Verde & 7th Avenue (2-way to 4-way)-staff concurs with engineer
2. Lincoln Street & 5th Avenue (2-way to 4-way)-staff concurs with engineer
3. Lincoln Street & 6th Avenue (2-way to 4-way)-staff concurs with engineer
4. Lincoln Street & 7th Avenue (2-way to 4-way)-staff concurs with engineer
5. Dolores Street & 5th Avenue (2-way to 4-way)-staff concurs with engineer
6. Dolores Street & 6th Avenue (2-way to 4-way)-staff concurs with engineer
7. Dolores Street & 7th Avenue (2-way to 4-way)-staff concurs with engineer

8. ~~San Carlos Street & 5th Avenue (2-way to 4-way)-staff disagrees with engineer*~~
9. ~~San Carlos & 6th Avenue (2-way to 4-way) (deleted by CTSC)~~
10. San Carlos & 7th Avenue (2-way to 4-way)-staff concurs with engineer
11. Mission Street & 5th Avenue (2-way to 4-way)-staff concurs with engineer
12. ~~Mission Street & 6th Avenue (2-way to 4-way) (deleted by CTSC)~~
13. Mission Street & 8th Avenue (2-way to 4-way)-staff concurs with engineer
14. Monte Verde & 5th Avenue- staff recommends one stop sign -westbound
15. Monte Verde & 6th Avenue-staff recommends one stop sign-westbound

At the July 5th 2005 City Council meeting, Resolution 2005-42 was adopted for "Phase One" of the implementations of stop signs in the central business district. Council approved the conversion of three intersections as part of phase one.

- Mission Street northbound & southbound at 5th Avenue
- Dolores Street northbound & Southbound at 7th Avenue
- San Carlos Street northbound & southbound at 7th Avenue

2025 Traffic Safety Committee Report

At the May 28th 2025, Traffic Safety Committee meeting, the staff report and recommendations made in the 2003 Higgins & Associates report were reviewed and discussed. The Traffic Safety Committee is bringing this back to the City Council with updated recommendations.

Of the fifteen listed intersections listed in the 2003 Higgins & Associates report, six have been converted since the report was published, leaving nine of the recommended intersections unchanged. In reviewing the Higgins & Associates report along with the staff recommendations, the Traffic Safety Committee agrees with continuing to convert the commercial district to four-way stop sign-controlled intersections at the following intersections.

- Monte Verde & 7th Avenue
- Lincoln Street & 5th Avenue
- Lincoln Street & 6th Avenue
- Dolores Street & 6th Avenue

The Traffic Safety Committee agrees with improving traffic and pedestrian safety in the commercial district and agrees with the staff recommendations for the following intersections, to keep these streets free of traffic congestion.

- San Carlos & 6th Avenue*
- Mission Street & 6th Avenue*

*The Traffic Safety Committee suggests adding signage to the existing stop signs on north and southbound San Carlos and Mission Street, alerting motorists that cross traffic does not stop at these two intersections.

The Traffic Safety Committee also agrees that both Monte Verde & 5th Avenue and Monte Verde & 6th, which are currently uncontrolled three-way intersections need traffic control. The Traffic Safety Committee recommends converting both of these intersections to 3-way stop sign control intersections rather than the single stop sign as recommended by the CTSC. Adding the additional stop signs at these intersections provides consistency throughout the commercial district.

The Traffic Safety Committee also took into consideration San Carlos and 5th Avenue, where the Higgins & Associates report recommended this intersection being a 4-way stop, and staff recommended the intersection remain a two-way stop.

It is the Traffic Safety Committees opinion that the dangers of rollbacks from trucks is far less of a concern in 2025 than it was in 2005 when staff made the recommendation to keep the intersection as a 2-way stop. Most trucks and passenger vehicles in 2025 are equipped with automatic transmissions, lessening the risk of a vehicle rolling backwards if required to stop heading eastbound on 5th Avenue at San Carlos Street. It is further the opinion of the Traffic Safety Committee that despite all the changes over the past years to improve the safety of the intersection, there are still complaints of confusion and unsafe driving behavior.

The Traffic Safety Committee recommends the council consider making this intersection a 4-way stop sign-controlled intersection as recommended in the 2003 Higgins & Associates Traffic Safety Report. Over the past twenty years, this intersection has been brought up multiple times during the Traffic Safety Committee meetings. Multiple attempts to improve the safety of the intersection have been made, including adding signage and painting arrows. Despite these changes this intersection continues to be reported as dangerous, with motorists being confused at the intersection and even multiple reports of wrong-way drivers down 5th Avenue, despite the signs and arrows.

Should the council adopt the Traffic Safety Committee recommendations to add stop signs at all seven listed intersections it would require the installation of a total of sixteen (16) stop signs.

FISCAL IMPACT:

None for this action.

PRIOR CITY COUNCIL ACTION:

May 3, 2005 - Council Staff Report with recommendations from the CTSC

July 5, 2005 - Resolution 2005-42 adopted, adding stop signs at three intersections in commercial district as Phase One of a project.

ATTACHMENTS:



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

August 5, 2025
ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Brandon Swanson, Assistant City Administrator, Jack Norman,
Administrative Coordinator

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Receive an Update on Employee Parking Solutions (Estimated time - 60 min)

RECOMMENDATION:

Receive an Update on Employee Parking Solutions.

BACKGROUND / SUMMARY:

During its July 2025 meeting, the City Council received a report from Assistant City Administrator Brandon Swanson, which explored strategies to mitigate downtown parking and traffic congestion. A prominent strategy involved a partnership with the Chamber of Commerce to provide employee parking solutions. Given that an estimated 200-500 parking spaces are occupied daily by vehicles belonging to downtown employees, the Council expressed considerable interest in programs dedicated to innovative, long-term solutions for employee parking in the downtown area.

This report is intended to provide Council with an update on the efforts of the working group consisting of the Mayor, Kati Enea, Jack Norman and Brandon Swanson to mitigate congestion and parking challenges in downtown Carmel. Although the Council is not required to take action or provide direction, this report is intended to keep the council and residents informed about the exploration of potential solutions to parking and congestion, as these are high-priority concerns for the community. The committee recognizes Carmel's extensive history of parking difficulties and is addressing the issue through diverse perspectives and methodologies to identify creative and innovative solutions. This report is intended to provide a window into this ongoing process, and offer an overview of current solutions being explored, specifically concerning employee parking. Staff will be prepared to present more information at the meeting about these ongoing efforts.

Downtown Employee Parking Relocation

This section examines potential locations for relocating some or all employee vehicles from the

downtown area. The committee recognizes that the success of such an initiative is contingent not only on securing a physical space for vehicles, but also on developing a program that will incentivize downtown employees to participate. As such, partnerships and incentive programs to encourage participation are currently under investigation, with multiple options being outlined in the report.

Residential Area

Residential Considerations:

Informal feedback and recent outreach indicate that many Carmel residents prefer to see employee vehicles parked near their homes rather than high-turnover tourist vehicles. This community sentiment provides a foundation of support for a program that aims to balance the needs of residents, employees, and businesses.

Parking Capacity Assessment:

Staff conducted a recent weekday parking analysis that tracked available parking spots in the residential area from 7th to Santa Lucia and Junipero to Carmelo by systematically walking each street and recording open parking spots. The result was the identification of between 400 and 500 available on-street spaces on a typical weekday. This figure accounts for existing residential parking demand as well as temporary reductions due to construction or other obstructions. These available spaces closely align with the estimated 200 to 500 vehicles driven daily by downtown employees, suggesting the residential area could substantially absorb this demand.

Off-Site Parking

As part of ongoing efforts to improve parking access and reduce vehicle congestion in the downtown core, the City is exploring the relocation of downtown employee parking to designated off-site lots. This initiative would support the City's broader parking management strategy by freeing up curbside and public lot spaces for visitors while maintaining convenient and reliable parking options for downtown employees.

Proposed Off-Site Parking Locations:

Sunset Center North Lot

The Sunset Center North Lot, located adjacent to the Sunset Cultural Center, currently provides approximately 130 parking spaces and is open to the general public. The City is evaluating the feasibility of designating some or all of this lot exclusively for downtown employee parking. Allocation of spaces would be based on demand and could be adjusted seasonally or during special events.

Rio Park Lot

The Rio Park Lot, located off Rio Road behind Larson Field, is not currently in use for vehicle parking but offers significant potential as a future employee parking site. Preliminary estimates suggest the lot could accommodate between 80 and 200 vehicles, depending on site preparation, layout, and traffic improvements. Further site assessment will be required to determine necessary grading, surfacing, and access modifications.

Operational Considerations:

To maximize space utilization at both locations, the City is considering the use of on-site parking attendants. This approach would allow for more efficient stacking, directional parking, and space optimization, particularly during peak demand periods. Additionally, an attendant program could improve overall traffic flow, site security, and coordination with any shuttle services under consideration.

Transit and Incentive Partnership Exploration

Both downtown employee parking programs, whether relocating to residential areas or off-site lots, would necessitate a shuttle service to minimize additional commute time for employees from the parking location to the downtown district. To ascertain the viability and encourage employee participation in such a program, collaborations with Monterey-Salinas Transit (MST), Enterprise, and the Carmel Chamber of Commerce are being investigated.

Transit Partnership Exploration:

To further support the dispersion of employee parking, the City has initiated conversations with Monterey-Salinas Transit (MST) and Enterprise regarding a potential employee shuttle loop. The proposed service would operate between designated pickup zones and downtown, providing a reliable and convenient transportation option. MST and Enterprise could provide 7, 10, or 12 passenger vehicles, and would contribute to the effort by including:

- A mobile app for tracking shuttle ridership
- A one-time \$500 program subsidy

Business Engagement and Incentives:

The Carmel Chamber of Commerce has expressed interest in partnering with the City to encourage employee participation through a voluntary, incentive-based model. Concepts under discussion include:

- Monthly raffles for participating employees
- Recognition of businesses that actively support the program
- Subsidies or voucher incentives

These initiatives are intended to cultivate community buy-in and ease the transition to a new parking model.

Next Steps:

- Business Outreach: Conduct outreach to downtown businesses to gather input, assess interest, and inform them of potential participation in the off-site parking program.
- Budget Review: Receive and evaluate the budget report outlining anticipated costs of the MST/Enterprise shuttle program.
- Rio Park Assessment: Analyze the infrastructural and environmental requirements necessary to prepare the Rio Park Lot for safe and effective use as a parking facility.
- Operational Estimates: Obtain efficiency estimates from parking management professionals to understand how many additional vehicles could be accommodated with the use of attendants.
- Implementation Planning: Based on findings, develop a phased implementation plan and return to Council with recommendations and potential funding strategies.

Any items which require council approval will be brought to the council at a later date.

FISCAL IMPACT:

None for this action.

PRIOR CITY COUNCIL ACTION:

None.

ATTACHMENTS:

None