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, October 7, 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 (Estimated time - 15 min)

Carmel High School Report Out

Volunteer Spotlight - Central Coast VNA and Hospice

Proclamation Recognizing October as Domestic Violence Awareness Month

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 - 10 min)

City Administrator Announcements

City Attorney Announcements

Councilmember Announcements

PUBLIC HEARINGS

1) Consideration of One or More Ordinances Regarding Tennis and Pickleball Courts in Forest Hill Park including Ordinances to prohibit pickleball pending study by City of sound attenuation options and Ordinances to adopt rules regulating the usage of tennis and pickleball courts; and consideration of related CEQA exemptions (i.e., Common Sense Exemption [CEQA Guidelines § 15061(b)(3)] and Class 2 Existing Facilities Categorical Exemption [CEQA Guidelines § 15301]) *(Estimated time - 90 min)*

ORDERS OF BUSINESS

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

2) Consideration by the City Council of Resolution 2025-087, directing staff to return to Council with a comprehensive Street Address Program that includes a process to begin implementation of an address identification system and an Ordinance repealing relevant City Municipal Code

sections, for Council's discussion and guidance. *(Estimated time - 60 min)*

3) Resolution 2025-088 Adopting an Amended Water Allocation Policy for the City of Carmel-by-the-Sea (CMC 17.50.030) *(Estimated time - 45 min)*

4) Resolution 2025-089 Approving a construction contract with Moya & Sons Builders, Inc. in the amount of $136,185 for the Fire Station Upgrade Project and Authorizing the City Administrator to Execute the Contact and Approve Change Orders up to a 10% Contingency *(Estimated time - 20 min)*

5) Resolution 2025-090 Authorizing the City Administrator to execute a Professional Services Agreement with Ausonio, Inc. for FY 25-26 CIP Project and Construction Management Services, including a 20% contingency, and on-call project management services for a total not-to-exceed amount of $146,000 *(Estimated time - 20 min)*

6) Resolution 2025-091 Accepting the 2025 updates to the existing Emergency Operations Plan *(Estimated time - 20 min)*

RECESS

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

FUTURE AGENDA ITEMS

ADJOURNMENT

CORRESPONDENCE

Correspondence received after the agenda was posted will be uploaded to this link: https://carmelbytheseaca.portal.civicclerk.com/event/637/files/agenda/805

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

CORRESPONDENCE AND SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Supplemental materials or correspondence distributed to a majority of the City Council after this agenda was posted are available for public review at City Hall (Monte Verde Street between Ocean and Seventh Avenues) during regular business hours. To submit written comments: email the City Clerk at cityclerk@ci.carmel.ca.us and include the meeting date

and agenda item number in the subject line. Correspondence received at least two hours before the meeting starts (earlier is encouraged) will not be read aloud but will be posted with the agenda at https://carmelbytheseaca.portal.civicclerk.com/ as soon as possible.

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

October 7, 2025
PUBLIC HEARINGS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Brian Pierik, City Attorney

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Consideration of One or More Ordinances Regarding Tennis and Pickleball Courts in Forest Hill Park including Ordinances to prohibit pickleball pending study by City of sound attenuation options and Ordinances to adopt rules regulating the usage of tennis and pickleball courts; and consideration of related CEQA exemptions (i.e., Common Sense Exemption [CEQA Guidelines § 15061(b)(3)] and Class 2 Existing Facilities Categorical Exemption [CEQA Guidelines § 15301]) *(Estimated time - 90 min)*

RECOMMENDATION:

The recommendation is that the City Council consider the following four Ordinances:

Ordinance No. 1: Urgency Ordinance Of The City Council Of The City Of Carmel-By-The-Sea Prohibiting Pickleball At Forest Hill Park Pending Study By The City Of Sound Attenuation Options (**Attachment 1**)

Ordinance No. 2: Urgency Ordinance Of The City Council Of The City Of Carmel-By-The-Sea Adopting Policy 2025-003 Regulating Usage Of The Tennis And Pickleball Courts In Forest Hill Park (**Attachment 2**)

Ordinance No. 3: Regular Ordinance Of The City Council Of The City Of Carmel-By-The-Sea Add Chapter 12.50 To The City Municipal Code To Include The Rules Regulating Usage Of The Tennis And Pickleball Courts In Forest Hill Park (**Attachment 3**)

Ordinance No. 4: Regular Ordinance Of The City Council Of The City Of Carmel-

By-The-Sea Prohibiting Pickleball At Forest Hill Park Pending Study By The City Of Sound Attenuation Options (**Attachment 4**)

If the Council decides to adopt one or both of the Urgency Ordinances (**Urgency Ordinance No. 1 or No. 2**), then the recommended action for each Urgency Ordinance is:

1. Identify the Urgency Ordinance by number (Ordinance No. 1 or No. 2)
2. Request the City Attorney to read the title of the Urgency Ordinance
3. Motion to waive further reading and adopt the Urgency Ordinance

If the Council decides to take action on the Regular Ordinances (**Ordinance No. 3 or No. 4**), then the recommended action for each Regular Ordinance is:

1. Identify the Regular Ordinance by number (Ordinance No. 3 or No. 4)
2. Request the City Attorney to read the title of the Ordinance
3. Motion to waive further reading and introduce on first reading the Ordinance

BACKGROUND / SUMMARY:

Discussion

On March 13, 2025, the Forest and Beach Commission recommended that the City Council approve a proposed Policy 2025-003 to regulate usage of the tennis and pickleball courts in Forest Hill Park ("Park"). A true copy of proposed Policy 2025-003 is **Attachment 5**.

On September 3, 2025, there was a special meeting of the City Council to discuss the proposed Policy and to provide guidance for City staff to bring an ordinance to the Council which would reference athletic usage at the Forest Hill Park courts ("Courts"). The Staff Report for the September 3, 2025 City Council meeting is **Attachment 6** with link to the City's website.

At the meeting on September 3, 2025, the Council received a Staff Report and a presentation by City staff regarding the pickleball issues at the Park, received written and verbal public comments, and deliberated on how to proceed in regard to the pickleball issues, including, but not limited to, how to address the complaints by neighbors of the noise associated with pickleball upon impact by the pickleball with a pickleball paddle.

The Council directed staff at the meeting on September 3, 2025, to return to the City Council with proposed Ordinances regarding usage of tennis and pickleball courts at the Park.

Ordinances

There are four proposed Ordinances attached to this Staff Report as listed in the Recommendation section of this Staff Report.

Urgency Ordinances require an affirmative vote of at least four members of the City Council to adopt and take effect immediately upon adoption.

Regular Ordinances require an affirmative vote of at least three members of the City Council and require a first reading for introduction and then, at a subsequent regular meeting of the City Council, a second reading for adoption and take effect 30 days after the second reading. Regular ordinances are sometimes combined with an Urgency ordinance on the same subject to ensure that the provisions are enforceable under both ordinances.

Options

The Council may select one or more of proposed Ordinances regarding usage of tennis and pickleball courts in Forest Hill Park. Alternatively, the Council could decide not to adopt any of the proposed Ordinances and/or take other action related to this Agenda item, including direction to staff.

If the Council selects Ordinance No. 1 (Urgency Ordinance Prohibiting Pickleball At Forest Hill Park Pending Study By The City Of Sound Attenuation Options), and Ordinance No. 4 (Regular Ordinance Of The City Council Of The City Of Carmel-By-The-Sea Prohibiting Pickleball At Forest Hill Park Pending Study By The City Of Sound Attenuation Options), then the Council may, or may not, wish to consider Ordinances No 2 and No. 3 since the rules for pickleball that may be included in those Ordinances might depend upon the results of the study of sound attenuation options.

Ordinance No. 2 is an Urgency Ordinance that would adopt the rules included in Policy 25-003, which was recommended by the Forest and Beach Commission.

Ordinance No 3 is a Regular Ordinance that would adopt the rules included in Policy 25-003 to be codified in Chapter 12.50 of the City Municipal Code. If the Council adopts Ordinance No. 2, then the Council may also wish to consider introducing Ordinance No. 3.

Ordinance No. 4 is a Regular Ordinance prohibiting pickleball at Forest Hill Park pending study by the City of sound attenuation options. If the Council adopts Ordinance No. 1, then the Council may also wish to consider introducing Ordinance No. 4.

California Environmental Quality Act

All four Ordinances are exempt from the California Environmental Quality Act (CEQA) under the California Code of Regulations, Title 14, Chapter 3 (“CEQA Guidelines”). Specifically, they fall under the exemptions found in CEQA Guidelines Section 15061(b)(3), which is the common sense exemption that applies when it can been seen

with certainty that there is no possibility that the activity in question may have a significant effect on the environment, and/or Section 15301, which is the Class 2 Existing Facilities Categorical Exemption that applies when the activity in question consists of the minor alteration of existing public facilities involving negligible or no expansion of existing or former use. The common sense exemption applies here because whether pickleball play is temporarily prohibited under Ordinance Nos. 1 or 4 or regulated through the adoption of the proposed rules under Ordinance Nos. 2 or 3, pickleball use at Forrest Hill Park will either be limited/reduced (under the rules) or stopped altogether (under the prohibition) so either way it can be seen with certainty that there will be fewer pickleball players and thus pickleball- related noise and traffic/parking issues will be reduced compared to existing conditions. Similarly, the Class 2 Existing Facilities Categorical Exemption also applies because whether pickleball play is prohibited while sound attenuation studies are conducted or reduced under the rules' limited days/hours, the facilities themselves will either stay as they currently are or be altered slightly in ways that it can also be seen with certainty will involve negligible or no *expansion* of existing or former use.

FISCAL IMPACT:

No direct fiscal impact for this action.

PRIOR CITY COUNCIL ACTION:

City Council discussion and direction at Special Meeting on September 3, 2025

ATTACHMENTS:

1. Draft Urgency Ordinance # 1 - Regarding Prohibition of Pickleball at Forest Hill Park
2. Draft Urgency Ordinance # 2 - Regarding Adoption of Pickleball Rules at Forest Hill Park
3. Draft Regular Ordinance # 3 - Adding Chapter 12.50 Regarding Adoption of Pickleball Rules at Forest Hill Park
4. Draft Regular Ordinance # 4 - Regarding Prohibition of Pickleball at Forest Hill Park
5. Forest and Beach Commission Pickleball Policy
6. Link to the Sept. 3, 2025 Staff Report

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

URGENCY ORDINANCE #1
(ORDINANCE NO. 2025-XXX)

URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA PROHIBITING PICKLEBALL AT FOREST HILL PARK PENDING STUDY BY THE CITY OF SOUND ATTENUATION OPTIONS

WHEREAS, on March 13, 2025, the Forest and Beach Commission recommended that the City Council approve a proposed Policy 2025-003 to regulate usage of the tennis and pickleball courts in Forest Hill Park ("Park"); and

WHEREAS, a true copy of proposed Policy 2025-003 is attached hereto as Exhibit A ("Policy"); and

WHEREAS, on September 3, 2025, there was a special meeting of the City Council to discuss the proposed Policy and to provide guidance for City staff to bring an ordinance to the Council which would reference athletic usage at the Forest Hill Park courts ("Courts"); and

WHEREAS, at the meeting on September 3, 2025, the Council received a Staff Report and a presentation by City staff regarding the pickleball issues at the Park, received written and verbal public comments and deliberated on how to proceed in regard to the pickleball issues including, but not limited to, how to address the complaints by neighbors of the noise associated with pickleball upon impact by the pickleball with a pickleball paddle; and

WHEREAS, the Council directed staff at the meeting on September 3, 2025 to return to the City Council with a proposed Urgency Ordinance which would prohibit playing pickleball at the Park pending study by the City of sound attenuation options including, but not limited to, sound barrier fencing and pickleball equipment (balls and paddles) which might reduce the sound level; and

WHEREAS, following the study of sound attenuation options, the City may consider potential adoption of ordinances to add to the City Municipal Code rules regarding playing of pickleball in the City; and

WHEREAS, based upon the foregoing, the City Council finds pursuant to Government Code Section 36937 (b) that this Urgency Ordinance is necessary for the immediate preservation of the public peace, health and safety to allow the City sufficient time to the complete a noise attenuation study at the Park Courts and consider potential adoption of ordinances to add to the City Municipal Code rules regarding playing of pickleball in the City.

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

SECTION 1. Incorporation of Recitals. The City Council of the City of Carmel-by-the-Sea incorporates the Recitals above by reference as though fully set forth here.

SECTION 2. Codification. This Urgency Ordinance shall not be codified in the City of Carmel-by-the-Sea Municipal Code.

SECTION 3. CEQA/Environmental Findings. This Ordinance is exempt from the California Environmental Quality Act (CEQA) under the California Code of Regulations, Title 14, Chapter 3 ("CEQA Guidelines") based on CEQA Guidelines Section 15061(b)(3), which is the common sense exemption that applies when it can been seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment and/or CEQA Guidelines Section 15301, which is the Class 2 Existing Facilities Categorical Exemption that applies when the activity in question consists of the minor alteration of existing public facilities involving negligible or no expansion of existing or former use.

SECTION 4. Prohibition of Pickleball at Forest Hill Park. Playing of pickleball at Forest Hill Park is hereby prohibited unless and until the City takes action in the future to allow the playing of pickleball at Forest Hill Park.

SECTION 5. Sound Attenuation Options. The City Administrator is hereby directed to take appropriate action to study potential sound attenuation options at Forest Hill Park related to the playing of pickleball.

SECTION 6. Enforcement. Violations of this Urgency Ordinance may be enforced by the City pursuant to the provisions of City Municipal Code Section 1.16.010 Violation – Penalties which provides in subsection A that the violation of any provision or section of this code, or any code adopted herein by reference, or the failing to comply with any mandatory requirement of an ordinance of the City, shall be an infraction or misdemeanor.

SECTION 7. Authorization of City Administrator. The City Administrator and his/her designee(s) are hereby authorized to take all necessary action to implement and enforce this Urgency Ordinance.

SECTION 8. Severability. If any section, subsection, sentence, clause, or phrase of this Urgency Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of Urgency Ordinance. The City Council declares that it would have passed this Urgency Ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of this Urgency Ordinance would be subsequently declared invalid or unconstitutional.

SECTION 9. Effective Date and Duration. This Urgency Ordinance enacted under California Government Code Section 36937 will take effect immediately upon adoption by a four fifths (4/5) vote of the City Council. This Urgency Ordinance will remain in effect unless and until rescinded by the City Council.

SECTION 10. Publication. The City Clerk is directed to certify this Urgency Ordinance and cause it to be published in the manner required by law.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL BY-THE-SEA this 7th day of October, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED: ATTEST:

_____ _____
Dale Byrne, Mayor Nova Romero, MMC, City Clerk

Draft

EXHIBIT A

City of Carmel-by-the-Sea

POLICY REGULATING USAGE OF THE TENNIS AND PICKLEBALL COURTS IN FOREST HILL PARK

Statement of Purpose:

The purpose of this policy is to establish a balanced approach to the use of the Forest Hill Park courts for both pickleball and tennis while addressing neighboring concerns related to noise, scheduling, and enforcement. This policy ensures that both sports remain accessible to the community while minimizing impacts on surrounding residential areas.

Policy:

To achieve this balance, the City of Carmel-by-the-Sea shall implement the following measures at the Forest Hill Park courts:

Court Designation:
The courts shall be permanently divided into designated areas for tennis-only and pickleball-only use. The City shall install two permanent pickleball courts with fixed nets on one side of the courts, effectively removing one tennis court. The other side of the courts shall be reserved for tennis-only use, with the removal of pickleball striping, effectively eliminating two pickleball courts.

Scheduled Play Hours:
Pickleball play shall be permitted only on Tuesdays, Thursdays, and Saturdays from 10:00 AM to 4:00 PM. Tennis play shall be permitted daily from 10:00 AM to 4:00 PM.

Noise and Compliance Measures:
If necessary, automatic locks shall be installed on both court entrances to regulate access and enforce scheduled playtimes. A fence partition may be installed roughly near the midpoint of the courts, ensuring the tennis area is slightly larger to accommodate the larger court dimensions. The purpose of this partition is to provide a clear separation between the pickleball and tennis areas and to facilitate compliance with the designated play areas.

City Resources and Maintenance:
The City shall be responsible for the purchase, installation, and maintenance of pickleball nets, fencing, and any necessary locking mechanisms. The Public Works Department shall oversee the implementation of these measures and ensure ongoing compliance with the policy.

This policy is intended to promote fair access to recreational opportunities while reducing noise concerns, promoting compliance with City noise standards, and maintaining the village character of Carmel-by-the-Sea.

Draft

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

URGENCY ORDINANCE #2
(ORDINANCE NO. 2025-xx)

URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA ADOPTING POLICY 2025-003 REGULATING USAGE OF THE TENNIS AND PICKLEBALL COURTS IN FOREST HILL PARK

WHEREAS, on March 13, 2025, the Forest and Beach Commission recommended that the City Council approve a proposed Policy 2025-003 to regulate usage of the tennis and pickleball courts in Forest Hill Park ("Park"); and

WHEREAS, a true copy of proposed Policy 2025-003 is attached hereto as Exhibit A ("Policy"); and

WHEREAS, on September 3, 2025, there was a special meeting of the City Council to discuss the proposed Policy and to provide guidance for City staff to bring an ordinance to the Council which would reference athletic usage at the Forest Hill Park courts ("Courts"); and

WHEREAS, at the meeting on September 3, 2025, the Council received a Staff Report and a presentation by City staff regarding the pickleball issues at the Park, received written and verbal public comments and deliberated on how to proceed in regard to the pickleball issues including, but not limited to, how to address the complaints by neighbors of the noise associated with pickleball upon impact by the pickleball with a pickleball paddle; and

WHEREAS, the Council directed staff at the meeting on September 3, 2025, to return to the City Council with a proposed Urgency Ordinance which would adopt proposed Policy 2025-003 to regulate usage of the tennis and pickleball courts in the Park; and

WHEREAS, based upon the foregoing, the City Council finds pursuant to Government Code Section 36937 (b) that this Urgency Ordinance is necessary for the immediate preservation of the public peace, health and safety.

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

SECTION 1. Incorporation of Recitals. The City Council of the City of Carmel-by-the-Sea incorporates the Recitals above by reference as though fully set forth here.

SECTION 2. Codification. This Urgency Ordinance shall not be codified in the City of Carmel-by-the-Sea Municipal Code.

SECTION 3. CEQA/Environmental Findings. This Ordinance is exempt from the California Environmental Quality Act (CEQA) under the California Code of Regulations, Title 14, Chapter 3 ("CEQA Guidelines") based on CEQA Guidelines Section 15061(b)(3), which is the common sense exemption that applies when it can been seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment and/or CEQA Guidelines Section 15301, which is the Class 2 Existing Facilities Categorical Exemption that applies when the activity in

question consists of the minor alteration of existing public facilities involving negligible or no expansion of existing or former use. effect on the environment, the adoption of this Urgency Ordinance is exempt from CEQA.

SECTION 4. Adoption of Policy 2025-003. The City Council hereby adopts Policy 2025-003 regulating the usage of the tennis and pickleball courts in Forest Hill Park.

SECTION 5. Enforcement. Violations of this Urgency Ordinance may be enforced by the City pursuant to the provisions of City Municipal Code Section 1.16.010 Violation – Penalties which provides in subsection A that the violation of any provision or section of this code, or any code adopted herein by reference, or the failing to comply with any mandatory requirement of an ordinance of the City, shall be an infraction or misdemeanor.

SECTION 6. Authorization of City Administrator. The City Administrator and his/her designee(s) are hereby authorized to take all necessary action to implement and enforce this Urgency Ordinance.

SECTION 7. Severability. If any section, subsection, sentence, clause, or phrase of this Urgency Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of Urgency Ordinance. The City Council declares that it would have passed this Urgency Ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of this Urgency Ordinance would be subsequently declared invalid or unconstitutional.

SECTION 8. Effective Date and Duration. This Urgency Ordinance enacted under California Government Code Section 36937 will take effect immediately upon adoption by a four fifths (4/5) vote of the City Council. This Urgency Ordinance will remain in effect unless and until rescinded by the City Council.

SECTION 9. Publication. The City Clerk is directed to certify this Urgency Ordinance and cause it to be published in the manner required by law.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL BY-THE-SEA this 7th day of October, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED: ATTEST:

_____ _____

Dale Byrne, Mayor Nova Romero, MMC, City Clerk

EXHIBIT A

City of Carmel-by-the-Sea

POLICY REGULATING USAGE OF THE TENNIS AND PICKLEBALL COURTS IN FOREST HILL PARK

Statement of Purpose:

The purpose of this policy is to establish a balanced approach to the use of the Forest Hill Park courts for both pickleball and tennis while addressing neighboring concerns related to noise, scheduling, and enforcement. This policy ensures that both sports remain accessible to the community while minimizing impacts on surrounding residential areas.

Policy:

To achieve this balance, the City of Carmel-by-the-Sea shall implement the following measures at the Forest Hill Park courts:

Court Designation:
The courts shall be permanently divided into designated areas for tennis-only and pickleball-only use. The City shall install two permanent pickleball courts with fixed nets on one side of the courts, effectively removing one tennis court. The other side of the courts shall be reserved for tennis-only use, with the removal of pickleball striping, effectively eliminating two pickleball courts.

Scheduled Play Hours:
Pickleball play shall be permitted only on Tuesdays, Thursdays, and Saturdays from 10:00 AM to 4:00 PM. Tennis play shall be permitted daily from 10:00 AM to 4:00 PM.

Noise and Compliance Measures:
If necessary, automatic locks shall be installed on both court entrances to regulate access and enforce scheduled playtimes. A fence partition may be installed roughly near the midpoint of the courts, ensuring the tennis area is slightly larger to accommodate the larger court dimensions. The purpose of this partition is to provide a clear separation between the pickleball and tennis areas and to facilitate compliance with the designated play areas.

City Resources and Maintenance:
The City shall be responsible for the purchase, installation, and maintenance of pickleball nets, fencing, and any necessary locking mechanisms. The Public Works Department shall oversee the implementation of these measures and ensure ongoing compliance with the policy.

This policy is intended to promote fair access to recreational opportunities while reducing noise concerns, promoting compliance with City noise standards, and maintaining the village character of Carmel-by-the-Sea.

Draft

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

ORDINANCE # 3
(ORDINANCE NO. 2025-xx)

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA ADDING CHAPTER 12.50 TO THE CITY MUNICIPAL CODE TO INCLUDE THE RULES REGULATING USAGE OF THE TENNIS AND PICKLEBALL COURTS IN FOREST HILL PARK

WHEREAS, on March 13, 2025, the Forest and Beach Commission recommended that the City Council approve a proposed Policy 2025-003 to regulate usage of the tennis and pickleball courts in Forest Hill Park ("Park"); and

WHEREAS, on September 3, 2025, there was a special meeting of the City Council to discuss the proposed Policy and to provide guidance for City staff to bring an ordinance to the Council which would reference athletic usage at the Forest Hill Park courts ("Courts"); and

WHEREAS, at the meeting on September 3, 2025, the Council received a Staff Report and a presentation by City staff regarding the pickleball issues at the Park, received written and verbal public comments and deliberated on how to proceed in regard to the pickleball issues including, but not limited to, how to address the complaints by neighbors of the noise associated with pickleball upon impact by the pickleball with a pickleball paddle; and

WHEREAS, the Council directed staff at the meeting on September 3, 2025 to return to the City Council with a proposed Ordinance which would adopt the rules in proposed Policy 2025-003 to regulate usage of the tennis and pickleball courts in the Park; and

WHEREAS, based upon the foregoing, the City Council finds that this Ordinance is necessary to promote public health, safety and welfare.

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

SECTION 1. Incorporation of Recitals. The City Council of the City of Carmel- by- the-Sea incorporates the Recitals above by reference as though fully set forth here.

SECTION 2. Codification. This Ordinance shall be codified in the City of Carmel-by-the-Sea Municipal Code in Chapter 12.50 as set forth in **Exhibit A** attached hereto.

SECTION 3. CEQA/Environmental Findings. This Ordinance is exempt from the California Environmental Quality Act (CEQA) under the California Code of Regulations, Title 14, Chapter 3 ("CEQA Guidelines") based on CEQA Guidelines Section 15061(b)(3), which is the common sense exemption that applies when it can been seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment and/or CEQA Guidelines Section 15301, which is the Class 2 Existing Facilities Categorical Exemption that applies when the activity in question consists of the minor alteration of existing public facilities involving negligible or no expansion of existing or former use.

SECTION 4. Enforcement. Violations of this Ordinance, and Chapter 12.50, may be enforced by the City pursuant to the provisions of City Municipal Code Section 1.16.010 Violation –

Penalties which provides in subsection A that the violation of any provision or section of this code, or any code adopted herein by reference, or the failing to comply with any mandatory requirement of an ordinance of the City, shall be an infraction or misdemeanor.

SECTION 5. Authorization of City Administrator. The City Administrator and his/her designee(s) are hereby authorized to take all necessary action to implement and enforce this Ordinance.

SECTION 6. Severability. If any section, subsection, sentence, clause, or phrase of this Ur Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of Ordinance. The City Council declares that it would have passed this Ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of this Ordinance would be subsequently declared invalid or unconstitutional.

SECTION 7. Effective Date. This Ordinance will take effect thirty (30) days after adoption by the City Council.

SECTION 8. Publication. The City Clerk is directed to certify this Ordinance and cause it to be published in the manner required by law.

INTRODUCED on October 7, 2025, at a Regular City Council Meeting.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

_____
Dale Byrne, Mayor

_____
Nova Romero, MMC, City Clerk

Draft

EXHIBIT A

CHAPTER 12.50 RULES REGULATING USAGE OF THE TENNIS AND PICKLEBALL COURTS IN FOREST HILL PARK

12.50.010 Title. This chapter shall be known as the City of Carmel-by-the-Sea "Rules Regulating Usage Of The Tennis And Pickleball Courts In Forest Hill Park Ordinance."

12.50.020 Purpose and intent

The purpose of this chapter is to establish a balanced approach to the use of the Forest Hill Park courts for both pickleball and tennis while addressing neighboring concerns related to noise, scheduling, and enforcement. This chapter ensures that both sports remain accessible to the community while minimizing impacts on surrounding residential areas. To achieve this balance, the City adopted this chapter setting forth the rules for use of the Forest Hill Park tennis and pickleball courts. This chapter is intended to promote fair access to recreational opportunities while reducing noise concerns, promoting compliance with City noise standards, and maintaining the village character of Carmel-by-the-Sea.

12.50.030 Court Designation

The courts shall be permanently divided into designated areas for tennis-only and pickleball-only use. The City shall install two permanent pickleball courts with fixed nets on one side of the courts, effectively removing one tennis court. The other side of the courts shall be reserved for tennis-only use, with the removal of pickleball striping, effectively eliminating two pickleball courts.

12.50.040 Scheduled Play Hours

Pickleball play shall be permitted only on Tuesdays, Thursdays, and Saturdays from 10:00 AM to 4:00 PM. Tennis play shall be permitted daily from 10:00 AM to 4:00 PM.

12.50.050 Noise and Compliance Measures

If necessary, automatic locks shall be installed on both court entrances to regulate access and enforce scheduled playtimes. A fence partition may be installed roughly near the midpoint of the courts, ensuring the tennis area is slightly larger to accommodate the larger court dimensions. The purpose of this partition is to provide a clear separation between the pickleball and tennis areas and to facilitate compliance with the designated play areas.

12.50.060. City Resources and Maintenance

The City shall be responsible for the purchase, installation, and maintenance of pickleball nets, fencing, and any necessary locking mechanisms. The Public Works Department shall oversee the implementation of these measures and ensure ongoing compliance with the chapter.

Draft

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

ORDINANCE #4
(ORDINANCE NO. 2025-xxx)

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA PROHIBITING PICKLEBALL AT FOREST HILL PARK PENDING STUDY BY THE CITY OF SOUND ATTENUATION OPTIONS

WHEREAS, on March 13, 2025, the Forest and Beach Commission recommended that the City Council approve a proposed Policy 2025-003 to regulate usage of the tennis and pickleball courts in Forest Hill Park ("Park"); and

WHEREAS, a true copy of proposed Policy 2025-003 is attached hereto as Exhibit A ("Policy"); and

WHEREAS, on September 3, 2025, there was a special meeting of the City Council to discuss the proposed Policy and to provide guidance for City staff to bring an ordinance to the Council which would reference athletic usage at the Forest Hill Park courts ("Courts"); and

WHEREAS, at the meeting on September 3, 2025, the Council received a Staff Report and a presentation by City staff regarding the pickleball issues at the Park, received written and verbal public comments and deliberated on how to proceed in regard to the pickleball issues including, but not limited to, how to address the complaints by neighbors of the noise associated with pickleball upon impact by the pickleball with a pickleball paddle; and

WHEREAS, the Council directed staff at the meeting on September 3, 2025, to return to the City Council with a proposed Ordinance which would prohibit playing pickleball at the Park pending study by the City of sound attenuation options including, but not limited to, sound barrier fencing and pickleball equipment (balls and paddles) which might reduce the sound level; and

WHEREAS, based upon the foregoing, this Ordinance is necessary for the preservation of the public, health and welfare to allow the City sufficient time to the complete a noise attenuation study at the Park Courts and consider potential adoption of ordinances to add to the City Municipal Code rules regarding playing of pickleball in the City.

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

SECTION 1. Incorporation of Recitals. The City Council of the City of Carmel- by- the-Sea incorporates the Recitals above by reference as though fully set forth here.

SECTION 2. Codification. This Ordinance shall not be codified in the City of Carmel-by-the-Sea Municipal Code.

SECTION 3. CEQA/Environmental Findings. This Ordinance is exempt from the California Environmental Quality Act (CEQA) under the California Code of Regulations, Title 14, Chapter 3

("CEQA Guidelines") based on CEQA Guidelines Section 15061(b)(3), which is the common sense exemption that applies when it can been seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment and/or CEQA Guidelines Section 15301, which is the Class 2 Existing Facilities Categorical Exemption that applies when the activity in question consists of the minor alteration of existing public facilities involving negligible or no expansion of existing or former use.

SECTION 4. Prohibition of Pickleball at Forest Hill Park. Playing of pickleball at Forest Hill Park is hereby prohibited unless and until the City takes action in the future to allow the playing of pickleball at Forest Hill Park.

SECTION 5. Sound Attenuation Options. The City Administrator is hereby directed to take appropriate action to study potential sound attenuation options at Forest Hill Park related to the playing of pickleball.

SECTION 6. Enforcement. Violations of this Ordinance may be enforced by the City pursuant to the provisions of City Municipal Code Section 1.16.010 Violation – Penalties which provides in subsection A that the violation of any provision or section of this code, or any code adopted herein by reference, or the failing to comply with any mandatory requirement of an ordinance of the City, shall be an infraction or misdemeanor.

SECTION 7. Authorization of City Administrator. The City Administrator and his/her designee(s) are hereby authorized to take all necessary action to implement and enforce this Ordinance.

SECTION 8. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of Ordinance. The City Council declares that it would have passed this Ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of this Ordinance would be subsequently declared invalid or unconstitutional.

SECTION 9. Effective Date. This Ordinance shall be effective 30 days after adoption.

SECTION 10. Publication. The City Clerk is directed to certify this Ordinance and cause it to be published in the manner required by law.

INTRODUCED on October 7, 2025, at a Regular City Council Meeting.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne
Mayor

Nova Romero, MMC
City Clerk

Draft

EXHIBIT A

City of Carmel-by-the-Sea

POLICY REGULATING USAGE OF THE TENNIS AND PICKLEBALL COURTS IN FOREST HILL PARK

Statement of Purpose:

The purpose of this policy is to establish a balanced approach to the use of the Forest Hill Park courts for both pickleball and tennis while addressing neighboring concerns related to noise, scheduling, and enforcement. This policy ensures that both sports remain accessible to the community while minimizing impacts on surrounding residential areas.

Policy:

To achieve this balance, the City of Carmel-by-the-Sea shall implement the following measures at the Forest Hill Park courts:

Court Designation:
The courts shall be permanently divided into designated areas for tennis-only and pickleball-only use. The City shall install two permanent pickleball courts with fixed nets on one side of the courts, effectively removing one tennis court. The other side of the courts shall be reserved for tennis-only use, with the removal of pickleball striping, effectively eliminating two pickleball courts.

Scheduled Play Hours:
Pickleball play shall be permitted only on Tuesdays, Thursdays, and Saturdays from 10:00 AM to 4:00 PM. Tennis play shall be permitted daily from 10:00 AM to 4:00 PM.

Noise and Compliance Measures:
If necessary, automatic locks shall be installed on both court entrances to regulate access and enforce scheduled playtimes. A fence partition may be installed roughly near the midpoint of the courts, ensuring the tennis area is slightly larger to accommodate the larger court dimensions. The purpose of this partition is to provide a clear separation between the pickleball and tennis areas and to facilitate compliance with the designated play areas.

City Resources and Maintenance:
The City shall be responsible for the purchase, installation, and maintenance of pickleball nets, fencing, and any necessary locking mechanisms. The Public Works Department shall oversee the implementation of these measures and ensure ongoing compliance with the policy.

Draft

This policy is intended to promote fair access to recreational opportunities while reducing noise concerns, promoting compliance with City noise standards, and maintaining the village character of Carmel-by-the-Sea.

Draft

EXHIBIT A

City of Carmel-by-the-Sea

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City Resources and Maintenance:
The City shall be responsible for the purchase, installation, and maintenance of pickleball nets, fencing, and any necessary locking mechanisms. The Public Works Department shall oversee the implementation of these measures and ensure ongoing compliance with the policy.

This policy is intended to promote fair access to recreational opportunities while reducing noise concerns, promoting compliance with City noise standards, and maintaining the village character of Carmel-by-the-Sea.

To view the September 3, 2025, City Council Staff Report on Pickleball Policy, go to this link:

https://carmelbytheseaca.portal.civicclerk.com/event/745/files/report/182

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

October 7, 2025
ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Emily Garay, Administrative Analyst, Brian Pierik, City Attorney

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Consideration by the City Council of Resolution 2025-087, directing staff to return to Council with a comprehensive Street Address Program that includes a process to begin implementation of an address identification system and an Ordinance repealing relevant City Municipal Code sections, for Council's discussion and guidance.
(Estimated time - 60 min)

RECOMMENDATION:

Motion to adopt Resolution No. 2025-087 (**Attachment 1**) to begin implementation of an address identification in the City through a comprehensive Street Address Program.

When a Street Address Program is approved by Council and implemented, staff will return to Council with an ordinance to repeal City Municipal Code Section 15.55.100 subsection (16) so that the City will be governed by the provisions of the California Building Code.

BACKGROUND / SUMMARY:

Background

On April 1, 2025, City Council received a staff presentation from Administrative Analyst Emily Garay on the exploration of street addresses, a legal analysis by City Attorney Brian Pierik regarding street identification and estimated costs and timelines for elections to include a ballot measure regarding street addresses in the City (**Attachment 2**). Council expressed the need for more information, confirmation, and more public outreach; the Council agreed to the formation of a citizen advisory group comprising Mayor Pro Tem Delves, City staff, and residents of the community.

The citizen advisory group, The Address Group (TAG), formed and met weekly with a mission to develop a comprehensive understanding of the process required to implement standardized addresses. TAG's goal included researching questions raised by Council at the April 1, 2025, meeting (**Attachment 2**):

- What address scheme would be appropriate for Carmel-by-the-Sea?
- What are the different numbering options? Pros and cons of each?
- What would the cost and process of assigning addresses and notifying utilities be?
- What role does the County have in this process?

At the May 5, 2025, City Council meeting, Council voted not to hold a 2025 Special Election and received an update on TAG's progress and its goal to make the implementation process easy to understand and inclusive of all perspectives (**Attachment 3**).

During the August 5, 2025, City Council Meeting, Mayor Pro Tem Delves provided an update on TAG's information gathering mission and announced that TAG planned to host two community workshops to share their findings with the community (**Attachment 4**). TAG hosted the first community workshop on August 27, 2025, and the second on September 4, 2025.

The Address Group's presentation at the Community Workshop included:

- Confirmation with USPS that standardized addresses will not compel at-home mail delivery
- USPS is the "authority for addressing in the United States"
- USPS is the authority for address verification
- Further input from Carmel Police Department and Monterey Fire Department and their opinion that standardized addresses would improve findability and response times
- Explanation of the City Attorney's legal analysis regarding the City's noncompliance with State laws
- A variation of street address systems explored by TAG and a "prototype" that could work for the City
- Insights into proactive discussions with utility service providers and Monterey County personnel about the process of implementing a street address system

Based on past staff research and The Address Workgroup's findings, staff seeks direction from Council on whether to move forward on developing a comprehensive Street Address Program for Council's consideration and approval at a future City Council meeting and if staff should prepare to return to Council with an ordinance to repeal City Municipal Code Section 15.55.100 subsection (16) so that the City will be

governed by the provisions of the California Building Code.

In order for the City to comply with the California Building Code requirements for address identification, the City should adopt an ordinance to repeal Section 15.55.100 of the City Municipal Code and the City would then be required to comply with the address identification requirements of the California Building Code.

FISCAL IMPACT:

No fiscal impact for this agenda item. The fiscal impact for the Street Address Program will be included when that Program is presented to the Council.

PRIOR CITY COUNCIL ACTION:

October 4, 2022 - Council gave direction to staff to continue to do research on the topic and confirm if implementing a street address system will require mail delivery service.

November 7, 2023 - Council received a presentation on staff's research and the Ad Hoc Committee for street address exploration was formed.

July 9, 2024 - Council directed staff to return with an implementation plan and community engagement plan no later than September 2024.

August 6, 2024 - following City Attorney announcements, City Council directed staff to return in September with a discussion on whether street addresses should be put to the voters to decide on, and provide an analysis on the process to do so, in addition to the direction to staff that was given during the July 9th meeting.

September 10, 2024 - City Attorney presented a legal analysis for street address identification, discussing State and City codes, a draft Ordinance, public vote and City options.

April 1, 2025 - Council received a presentation on continued street address exploration by staff and a legal analysis by the City Attorney about estimated costs and timelines to include a ballot measure in a Special Elections or regular Election; a citizen advisory group was formed.

ATTACHMENTS:

1. Resolution_2025-087 - Draft Resolution Regarding Address Identification
2. April 1, 2025 , City Council Regular Meeting Minutes
3. May 5, 2025, City Council Special Meeting Minutes
4. August 5, 2025, City Council Regular Meeting Minutes

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

RESOLUTION NO. 2025-087

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA TO BEGIN IMPLEMENTATION OF ADDRESS IDENTIFICATION IN THE CITY THROUGH A COMPREHENSIVE STREET ADDRESS PROGRAM

WHEREAS, Title 24 of the California Building Standards Code contains the Building Code (Part 2), the Residential Code (Part 2.5), and the Fire Code (Part 9), which all include the following requirements for address identification for new and existing buildings, which are numbered here for reference (hereafter "Address Identification"):

(1) The address identification shall be legible and placed in a position that is visible from the street or road fronting the property.

(2) Address identification characters shall contrast with their background.

(3) Address numbers shall be Arabic numbers or alphabetical letters.

(4) Numbers shall not be spelled out. Each character shall be not less than 4 inches (102 mm) high with a minimum stroke width of 1/2 inch (12.7 mm).

(5) Where required by the fire code official, address identification shall be provided in additional approved locations to facilitate emergency response.

(6) Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure.

(7) Address identification shall be maintained.

WHEREAS, the 2018 Version and Commentary on the International Building Code states in regard to the history of the Address Identification requirement that the ability of fire, police and other emergency response personnel to identify both new and existing buildings is greatly aided by the proper placement of Address Identification; and

WHEREAS, the Carmel-by-the-Sea Police Department supports the implementation of Address Identification in the City to improve public safety and response time on calls for service; and

WHEREAS, the City of Monterey Fire Department, which provides fire, and will soon also provide ambulance service to the City, supports the implementation of Address Identification in the City to improve public safety and response time on calls for service; and

WHEREAS, Health & Safety Code Section 17958.5 provides that a city may make changes or modifications to the California Building Standards Code (Part 2.5) and other

regulations which are "reasonably necessary because of local climatic, geological, or topographical conditions"; and

WHEREAS, California Health and Safety Code Section 18941.5 provides that a city has the authority to establish more restrictive building standards, including, but not limited to, green building standards, reasonably necessary because of local climatic, geological, or topographical conditions; and

WHEREAS, the City does not have address identification on the buildings in the City and instead has the following provision in the City Municipal Code Section 15.55.100 subsection (16) which provides (hereafter “City Code”):

> 505.1 Address identification. Buildings and parcels shall be identified by a description of Parcel location relative to the nearest cross-street intersection as determined by the Community Planning and Building Department. For multi-tenant buildings, unit identifiers shall be provided as follows:
>
> 1. Multi-family dwelling units (apartments, condominiums) - shall be designated using alphabetic characters (i.e. A, B, C.). When the building contains multiple floors, the floor number shall precede the alphabetic unit designator (i.e. 1-A, 2-B, etc.)
>
> 2. Non-residential, multi-tenant buildings - individual tenant spaces shall be assigned numeric identification (i.e. 1, 2, 3, etc.) When the building contains multiple floors, the floor number shall precede the numeric unit designator and shall be separated by the number "0" (i.e. first floor units: 10x; second floor units: 20x).
>
> 3. Mixed-use buildings - Residential units shall be designated as described in 1 above. Nonresidential units shall be designated as described in 2."; and

WHEREAS, the City Code is not more restrictive than the California Building Code address identification requirements and the City Code is not reasonably necessary because of local climatic, geological, or topographical conditions; and

WHEREAS, the United States Postal Service (USPS) is the authority on street address systems and is responsible for incorporating street address systems into its national Address Management System (AMS) that is used for government verification purposes; and

WHEREAS, the United States Postal Service’s Address Management System utilizes addressing conventions that fulfill the requirements of the California Building as set forth in this Resolution; and

WHEREAS, the City’s current method for premise identification, stated in the City Municipal Section 15.55.100, is not compatible with the Address Management System and is not compliance with the California Building Code requirements for address identification; and

WHEREAS, in order for the City to comply with the California Building Code requirements for address identification, the City should adopt an ordinance to repeal Section 15.55.100 of the City Municipal Code which would then mean that the City would be required to comply with the address identification requirements of the California Building Code as set forth in this Resolution.

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

Section 1. The foregoing Recitals are hereby incorporated by reference in full.

Section 2. Council directs City staff to return to the Council with a comprehensive Street Address Program for the implementation of an address identification consistent with AMS and the California Building Code.

Section 3. The Street Address Program shall include: establishing the Department of Community Planning and Building as the authority for address identification in the City of Carmel-by-the-Sea; a process for address assignment; a public outreach and communication plan; coordination with the County of Monterey and major utility service companies; a change management plan; an estimated budget; and an estimated timeline.

Section 4. When a Street Address Program has been approved by the City Council and implemented, then the City Council hereby directs City staff to return to the Council with an ordinance to repeal City Municipal Code Section 15.55.100, subsection (16) so that the City will be governed by the provisions of the California Building Code regarding address identification.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 7th day of October, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

_____
Dale Byrne
Mayor

ATTEST:

_____
Nova Romero, MMC
City Clerk

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

REGULAR MEETING MINUTES

Tuesday, April 1, 2025

CALL TO ORDER AND ROLL CALL

Mayor Byrne called the meeting to order at 4:32 p.m.
Roll call: Councilmembers Jeff Baron, Hans Buder, Alissandra Dramov, Mayor Pro Tem Delves, and Mayor Dale Byrne were present.

PLEDGE OF ALLEGIANCE

Mayor Pro Tem Delves led the pledge of allegiance.

EXTRAORDINARY BUSINESS

A. Carmel High School Report Out - Juliette Norman, CHS Associate Student Body President, updated on events and happenings at the high school.

B. Non-Profit Spotlight - Project Healing Waters - Brian Steckler presented his organization's goals, mission, and how people can get involved or give support.

PUBLIC APPEARANCES

Cindy Lloyd
Hugo Ferlito
Donna Jett

ANNOUNCEMENTS

A. City Administrator - Cautioned residents to be wary of people coming to their house saying they are with the census bureau, and to contact the Police Department if they seem suspicious.

B. City Attorney - Announced that there is no reportable action from closed session yesterday.

C. Councilmembers -

Councilmember Dramov - Announced that the Tor House will hold its Annual Garden Party on May 4th and welcomed everyone to attend.

Mayor Byrne - Reported that he met with Michael Kovak, a resident who volunteered to do work at the post office and Youth Center and has worked with PW staff. The Mayor also reported on the ReGen meeting he attended.

ORDERS OF BUSINESS

Council moved to hear item #3 first.

Item 3 - Receive the Fiscal Year 2025-2026 Fee Schedule for Administrative Services, Community Planning and Building, Public Safety, Public Works, Community Activities and Library services

Finance Manager Jayme Fields presented the proposed updates to the citywide fee schedule, which includes Community Activities and Library Fees, to align them with the consumer price index (CPI). She also clarified that the ambulance fees are included in the city's proposed fee schedule to match those published by the County of Monterey. She said that the proposed fee schedule will come back to Council on May 5th during a public hearing for further discussion and adoption, with an effective date 60 days after adoption.

Public comment:
None

Councilmember Buder suggested hourly billing for Design Track 1 fees instead of a flat rate. Councilmember Dramov inquired about tree permit fees, and Councilmember Baron requested a column showing lowered fees in the May report.

Council gave consensus direction to approve the proposed fee schedule update and to bring it back on May 5th for a public hearing and adoption.

Item 1 - Draft Agreement with Carmel Public Library Foundation Regarding Harrison Memorial Library Centennial Restoration Project and Draft Agreement with Architectural firm Moore Ruble Yudell

City Attorney Pierik presented the item to Council highlighting the changes that were made to the agreement between the City and CPLF based on the Council's direction at the last meeting. He summarized the changes address the concerns of the Council and the CPLF and were mutually agreed upon through the City and the CPLF.

Public Comment:
Marci Meaux
Pam Nyman
Susan Prest
Dan (man in a suit)
Ken Cranstone
Erik Dyar
Cynthia McCoy
Valera Loyals
Gail Sheridan

Cindy Lloyd

Mayor Pro Tem Delves reported that the City and the Carmel Public Library Foundation (CPLF) successfully negotiated a fair contract with the City. He noted that the revised agreement establishes a two-person Council ad hoc committee in place of the five-member executive committee, and that it includes contractor payment and indemnification of the CPLF.

Councilmember Dramov proposed adding a plaque to the Harrison Memorial Library (HML) to acknowledge MJ Murphy as the building's designer. She noted that Exhibit A of the draft agreement contains inaccurate information about the designer and requested that it be removed and replaced. City Attorney Pierik said the CPLF would need to agree to an amendment to the agreement to change Exhibit A. Mayor Byrne suggested that the plaque approval be considered separately from the approval of the agreement with the CPLF. Councilmember Baron expressed support for Councilmember Dramov's proposal and concern about the inaccurate information in the contract.

The Council expressed gratitude to the City Attorney for his effective negotiations with the CPLF Board members and attorney, resulting in a contract that addresses all concerns. The Council's appreciation was also extended to current and future donors to the project, as well as all staff involved in moving this contract forward.

Motion by Councilmember Buder to adopt Resolution 2025-033 approving the agreement with Carmel Public Library Foundation Regarding Harrison Memorial Library Centennial Restoration Project, and authorize the Mayor to execute the agreement, seconded by Mayor Pro Tem Delves, and approved 5-0-0-0 by the following roll call vote:
AYES: Councilmembers Baron, Buder, Delves, Dramov, and Mayor Byrne
NOES: None
ABSENT: None
ABSTAIN: None

Item 2 - Receive Staff presentation regarding street addresses; the presentation will include an overview of a draft street address system implementation plan and a draft community engagement plan, a legal analysis by the City Attorney regarding street identification and City Options, and estimated costs and timelines for elections (ballot measure); Discussion item only and no action by City Council is proposed at this meeting.

Mayor Pro Tem Delves introduced the item and posed key questions for Council consideration regarding street addresses. Administrative Analyst Emily Garay presented staff research, including historical context, Council directives, current knowledge, and remaining questions. City Attorney Pierik provided a legal analysis of street address identification requirements. Ms. Garay and Mr. Pierik then responded to Council questions. Assistant Fire Chief Moore confirmed that the Monterey Fire Department can enforce street addresses in alignment with Council policy direction.

Public Comment:
Hugo Ferlito
No name
No name
Linda Califiore
Donna Jett
Kevin Ruess
Carrie White
Joe DiNucci
Andi Carr
Connie Hess
Harvey Billig
Maria Ruess
Todd Muck
Karen Ferlito
Ole Pedersen
Betty Kullas
Cindy Lloyd
Randall
Melanie Billig
Shirley Moon
Karyl Hall
Lindamarie Rosier

Council discussion resumed. Mayor Pro Tem Delves proposed several questions for Council consideration:

- Election timing? (2025 or 2026)
- Formation of a citizen advisory group (such as the AHA group for housing alternatives), for street address alternatives that are AMS compatible?
- What address scheme would be appropriate for Carmel?
- What are the different numbering options? Pros and cons of each?
- What would the cost and process of assigning addresses and notifying utilities be?
- What role does the County play in this process?
- Would it be possible for residents to “opt-in” to addresses?
- Do we need a city code to prevent future encroachments for the installation of mailboxes?

Councilmember Dramov said that if we did go to a vote, it makes more sense to do it in November 2026 during a regularly scheduled election for cost reasons. Councilmember Baron disagreed with waiting and advocated for making a decision and moving forward with street address implementation, emphasizing the Council's responsibility to act in the public's interest. He noted strong resident support for addresses based on his campaign and several meetings of public input. He argued that after three years of discussion, further delay is unnecessary. Councilmember Buder also noted strong resident support for street addresses due to public safety, findability, and insurance concerns.

Mayor Byrne expressed support for creating a citizen advisory group with diverse views and research experience on street addresses, similar to the AHA group. He suggested that the group should aim to develop a "Carmel-style" AMS-compatible address plan by the end of the year.

The Council agreed to revisit the discussion in May to decide whether or not to hold a special election in 2025 regarding street addresses. Mayor Pro Tem Delves stated he would meet with City Staff, City Administrator, and few select residents in the meantime to conduct further research on the proposed questions and provide an update to the Council by July.

RECESS

Council took a recess at 7:56 pm and returned to the dais at 8:16 pm.

PUBLIC HEARINGS

Item 4 - Consideration of an Appeal (APP 25034 (Faia) of the Planning Commission's decision to Approve a Track 1 Design Study referral (DS 24203, 24216, 24217 (Faia)) with conditions for the replacement of the wood shake roof of a two-story single-family residence located on the Northeast corner of Torres and 2 nd Avenue in the Single-Family Residential (R-1) District. APN: 010-101-021, 010-101-020, & 010- 101-012. CEQAAction: Find denying the Appeal and upholding the Planning Commission's approval of a Track 1 Design Study categorically exempt from environmental review pursuant to CEQA Guidelines Section 15301 and no exceptions listed under Section 15300.2 can be made in this case.

City Planner Jacob Olander presented Ms. Faia's appeal (APP 25034), challenging the Planning Commission's denial of her request for a metal roof. He summarized that Ms. Faia's appeal seeks Council approval to overturn the decision and allow her to install a metal roof. Mr. Olander then answered Council questions regarding the appeal.

Public comment:
Brandi Faia, appellant and homeowner, addressed the council with reasons why her appeal should be granted
Andi Carr
Maria Ruess
Kevin Ruess
Nathan Smith

Council discussion resumed. Mayor Pro Tem Delves noted that the Planning Commission lacks clear guidelines on approving metal roofs, and that fire concerns and insurance coverage issues have increased over the last few months. Council gave consensus support for the appeal after considering the appellant's arguments supporting approval for her metal roof. Councilmember Buder reiterated that adopting a clear policy on metal roofs or roof materials is necessary to prevent future appeals.

Motion by Mayor Pro Tem Delves to approve the appeal by Faia, overturning the Planning Commission's decision, and allowing the applicant to get her metal roof, seconded by Councilmember Buder.

Mayor Byrne made a friendly amendment to the Motion on the floor, to include the addition of a refund to Faia for the appeal fee. Motion amendment was accepted by Mayor Pro Tem Delves.

Motion by Mayor Pro Tem Delves to approve the appeal by Faia, overturning the Planning Commission's decision to deny the metal roof, and therefore allow the metal roof, and to refund Faia's appeal fee, seconded by Councilmember Buder, and approved 5-0-0-0 by the following roll call vote:
AYES: Councilmembers Baron, Buder, Delves, Dramov, and Mayor Byrne
NOES: None
ABSENT: None
ABSTAIN: None

Item 5 - Consideration of an Appeal (APP 25038, Brown) by Dorothy Jernstedt, for the Approval of a Combined Concept and Final Design Study (DS 24164, Brown), and associated Coastal Development Permit for substantial alterations to an existing single-family residence, and Variance (VA 24263, Brown) for modifications to maximum site coverage regulations located at Scenic Road 3 southeast of 12th Avenue located in the Single Family Residential (R-1) Zoning District, Beach and Riparian (BR) Overlay, and Park (P) Overlay (APN: 010-292-011).

Mayor Byrne recused himself from this item due to the proximity of his home to the project and left the dais at 9:03 p.m.

City Planner Evan Kort presented the appeal, summarizing the project, the Planning Commission's approval and rationale, and the appellant's arguments, along with an analysis of their validity.

Public comment:
Krista Ostoich, attorney for the appellant
Dorothy Jernstedt, appellant
Anthony Lombardo, attorney for the project applicant (Brown)
Eric Miller, project architect
Steve Brown, property owner

Councilmember Dramov left the dais and the meeting at 9:35 p.m.

Councilmembers Baron and Buder found the appellant's view and privacy concerns to be unsubstantiated, and their primary concern was the variance request for the deck due to its disproportionate scale and inconsistent materials.

Councilmember Buder proposed remanding the variance decision back to the Planning Commission for further design review. Assistant City Administrator Swanson said that this action would only result in a design study on the merits of the design and wouldn't address the variance concerns. Councilmember Baron preferred a compromise that would satisfy the appellant and the project applicant by partially granting the appeal.

Motion by Councilmember Baron to partially grant the appeal, by approving the variance just to accommodate a deck that is 4 ft less wide from the house, as well as a special condition that the variance doesn't run with the land but runs with the house, seconded by Mayor Pro Tem Delves, and approved 2-1-1-1
AYES: Councilmembers Baron, and Mayor Pro Tem Delves
NOES: Councilmember Buder
ABSENT: Councilmember Dramov
ABSTAIN: Mayor Byrne (recused)

Item 6 - APP 25038 (Lim): Consideration of an Appeal (APP 25038, Lim) by Hastings Construction on behalf of Liyoong Lim, for the Denial of a Track 2 Design Study and associated Coastal Development Permit, DS 22-057 (Lim) for the demolition of an existing 1,053 square-foot, one-story single-family residence, inclusive of a 205 square-foot detached garage, and the construction of a 1,793 square-foot, two-story single-family residence, inclusive of a 288 square-foot attached garage, located at Casanova Street 2 southeast of Palou Avenue in the Single-Family Residential (R-1) District, Archaeological Significance (AS) Overlay, and Beach/Riparian (BR) Overlay. APN: 010-225-003-000

Mayor Byrne returned to the dais at 10:26 p.m.

Mayor Pro Tem Delves recused himself from the item due to proximity of his home to the project and left the dais at and the meeting at 10:26 p.m.

City Planner Evan Kort presented the appeal, summarizing the project, the Planning Commission's denial and rationale, and the appellant's arguments that they have met design guidelines and the direction of the Planning Commission. Mr. Kort presented the applicant's initial design, revised plan 1, and revised plan 2, and the analysis of the appeal's merits, and outlined the Council's options: uphold the Planning Commission's decision, overturn it, or modify it with amended findings or conditions.

Public Comment:
Anthony Lombardo, attorney for the applicant
Liyoong Lim, applicant/appellant
Adam Jesselnick
Angie Ferris, designer
Mike McCall
Ace Construction
Peter Blatman

Gwen McCall
Ian Martin
Greg Meissner

Council discussion resumed. Council raised concerns about the second-story massing and noted that the applicant's revised plans do not appear to be significantly different from the original. Mr. Kort responded that the massing on the second level had been noticeably shifted to the south to help mitigate impacts on neighbors' light and views. Councilmember Baron recommended that the Lim's return to the Planning Commission with a full redesign of the second story, and work with the neighbors to address the view and light concerns as the Planning Commission requested after the first hearing.

Motion by Councilmember Baron to deny the appeal, and remand the applicant back to the Planning Commission with a full redesign of the project, directing the applicant (Lim) to work with staff and the neighbors to mitigate view and light impacts, following the direction given at the first Planning Commission hearing, seconded by Mayor Byrne, and approved 3-0-1-1 by the following roll call vote:
AYES: Councilmembers Baron, Buder, and Mayor Byrne
NOES: None
ABSENT: Councilmember Dramov
ABSTAIN: Mayor Pro Tem Delves (recused)

FUTURE AGENDA ITEMS
None

ADJOURNMENT

Council adjourned the meeting at 11:51 p.m.

APPROVED:

Dale Byrne, Mayor

ATTEST:

Nova Romero, MMC, City Clerk

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

SPECIAL MEETING MINUTES

Monday, May 5, 2025

CALL TO ORDER AND ROLL CALL

Mayor Byrne called the meeting to order at 4:30 p.m.
Roll call: Councilmembers Jeff Baron, Hans Buder, Alissandra Dramov, Mayor Pro Tem Delves, and Mayor Dale Byrne were present.

CONSENT AGENDA

Councilmember Buder pulled item #2, and Mayor Byrne pulled items #4 and #6 from the consent agenda.

Motion by Mayor Pro Tem Delves to approve consent agenda items # 1, 3, & 5, seconded by Councilmember Dramov, and approved 5-0-0-0 by the following roll call vote:
AYES: Councilmembers Baron, Buder, Delves, Dramov, and Mayor Byrne
NOES: None
ABSENT: None
ABSTAIN: None

Item 1 - March 24, 27, and 31, 2025, Special Meeting Minutes and April 1, 2025, Regular Meeting Minutes - *Approved 5-0-0-0*

Item 3 - March 2025 Check Register Summary - *Approved 5-0-0-0*

Item 5 - Receive the Carmel Police Department's 2024 Military Equipment Annual Report per AB 481 - *Approved 5-0-0-0*

ITEMS PULLED FROM CONSENT

Item 2 - March 2025 Monthly Reports - *Approved 5-0-0-0*

Councilmember Buder requested clarification from the Police Commander regarding three Fire or Ambulance call response times in the March monthly report. Commander Trayer said he researched these calls and provided explanations for their longer durations.

Councilmember Buder requested a clearer distinction between poor trees scheduled for pruning versus removal in the monthly Forester's Report. He also sought a clearer comparison of the

number of trees pruned or removed based on their condition against the fiscal year goals for removal and pruning.

Public Comment: None

Item 4 - Adopt Resolution 2025-038, authorizing the City Administrator to execute an Agreement for Contractor Services with QOVO Solutions Inc. for Police Department Access Control and Door upgrade, with a not-to-exceed budget of $81,082.42 - *Approved 5-0-0-0*

Mayor Byrne asked for clarification about the replacement of eight doors at the Police and Public Works Building. City Administrator Rerig confirmed the necessity of replacing all eight doors for safety, costing over $81,000, and noted that the old doors would be salvaged for reuse.

Public comment: None

Item 6 - Resolution 2025-039 amending the Professional Services Agreement with Conti, LLC, and Purchase Order with OuttaTheWoods, to increase total project costs by $36,963 from $110,543 to $147,506, to complete Audio/Visual upgrades to the Council Chambers - *Approved 5-0-0-0*

Mayor Byrne asked for clarification on the increased cost for the chambers' audio/visual (AV) upgrades. City Administrator Rerig responded that most of the increased cost is going towards the upgraded technology equipment, with a slight increase in labor.

Motion by Mayor Pro Tem Delves to approve consent agenda items #2, 4, & 6, seconded by Councilmember Buder, and approved 5-0-0-0 by the following roll call vote:
AYES: Councilmembers Baron, Buder, Delves, Dramov, and Mayor Byrne
NOES: None
ABSENT: None
ABSTAIN: None

ORDERS OF BUSINESS

Item 7 - Consideration and recommendation of FY 2025-2026 Council Discretionary Grant Funds and provide direction for the disbursement of the funds to various organizations

Mayor Byrne announced that he serves as President of Carmel Cares, a non-profit organization that has applied for a discretionary grant. He clarified that he receives no compensation for this role and has not been a member of the organization's Board of Directors since June 2024. He requested that this information be formally recorded in the meeting minutes, and that based on the advice of the City Attorney, he confirmed that he is permitted to participate in discussions and decision-making related to this item.

City Clerk Romero gave a presentation on the discretionary grant process, a summary of the grant requests received, and the staff's proposed grant distribution.

Public comment:
Tim Twomey

Councilmember Baron raised concerns regarding Pac Rep Theatre's outstanding debt to the City for the inspection fees for their new theater, the Mayor's involvement in Carmel Cares, and the CRA's history of lobbying the city. He said he opposed funding these grant requests and suggested putting the $5,000 savings towards the youth grants.

Councilmember Buder and Mayor Byrne proposed equally distributing $30,000 among all 19 applicants, supported by Mayor Pro Tem Delves, who highlighted CRA and Carmel Cares' benefits and Pac Rep's summer program for students. Councilmember Dramov was open to reconsidering Pac Rep's funding based on Baron's concerns related to their outstanding debt to the city.

Motion by Mayor Pro Tem Delves to approve $36,000 total for FY 25-26 for Discretionary Grants, and award a grant of $1,500 to each of the 19 applicants, seconded by Mayor Byrne, and approved 4-1-0-0 by the following roll call vote:
AYES: Councilmembers Buder, Delves, Dramov, and Mayor Byrne
NOES: Councilmember Baron
ABSENT: None
ABSTAIN: None

Item 8 - Discuss proposed changes to the Budget Policies and Financial Guidelines for inclusion in the FY 2025-2026 Operating Budget Book and provide direction to staff

Finance Manager Jayme Fields presented proposed budget policy changes to simplify fund balance reporting by consolidating three reserve balances into one, as explained by Mayor Pro Tem Delves of the Financial Stewardship Ad Hoc Group. City Administrator Rerig supported the more tangible and understandable changes. Councilmember Buder clarified the guidelines, limiting operating expenses to 90% and requiring a minimum 10% for capital expenditures, while allowing the use of "rainy day" funds. Council asked clarifying questions throughout the presentation.

Public comment:
Maria Ruess
Karen Ferlito

Council discussed the proposed policy changes. Councilmember Baron generally supported the changes but suggested more flexibility for Council to allocate additional funds to capital projects, noting the increasing costs of delaying such improvements.

Council gave consensus direction for staff to include the proposed policy changes in the FY 25-26 Budget Book, and to return in June with a Resolution and redlined revision of Financial Policy C94-01 for formal adoption.

Item 9 - Receive a presentation on street addresses public vote options; presentation will include a brief overview of the street addresses work group and election costs and timeline requirements for a ballot measure in a 2025 Special Election and a 2026 Election. Staff recommends City Council action and direction on (1) whether to proceed in preparation for a ballot measure and election, and (2) which, if any, election year.

Mayor Pro Tem Delves reported that the Street Address Working Group is developing a comprehensive "book" on street addresses, which will include chapters on the history of Carmel's addressing, community input, address standards, a prototype system, emergency response impacts, and an implementation plan for AMS-compatible addresses. He said the goal is to make the implementation process easy to understand and inclusive of all perspectives. Administrative Analyst Emily Garay said that tonight staff also requests the Council to give direction on whether or not to hold a special election in 2025 regarding street addresses, and outlined the timeline and cost estimate involved.

Mayor Pro Tem Delves reported that the Street Address Working Group is creating a detailed book on Carmel's street addresses, with chapters covering history, input, standards, a prototype, emergency impacts, and implementation for AMS compatibility, aiming for an easy and inclusive process. Administrative Analyst Emily Garay then requested Council direction on a potential 2025 special election for street addresses, outlining the timeline and estimated costs.

Public Comment:
Betty Kullas
Colleen Logan
Kimberly Cole
Linda Califiore
Donna Jett
Maria Ruess
Susan Viere
Karen Ferlito
Chris Hardy
Laurel Overit
Linda Smith
Melanie Billig
Harvey Billig

Councilmember Buder expressed concern about the street address workgroup duplicating past efforts, noting that the city already has years of staff research and presentations on the subject. He urged focusing on implementation, preserving Carmel's character, and issuing an RFP to

explore addressing systems. Councilmember Dramov thanked the workgroup for their efforts and proposed sending a postcard survey to all registered voters to gauge public opinion as a lower-cost alternative to a special election. She said this may provide some closure to people to see how many residents actually want addresses. Councilmember Baron reiterated his opposition to the workgroup but supported Councilmember Dramov's survey idea. He called for Councilmembers to publicly state their positions, set a clear goal, such as having GPS-findable addresses by a certain date, and outline steps to achieve it.

Mayor Byrne stated that if the City Attorney, Police Chief, and Fire Chief all agree that street addresses are needed for the village to be safe, then we should listen to that advice and do something about it. Mayor Pro Tem Delves agreed the book content is largely complete and the Working Group should now move to researching implementation. He recommended including a legal analysis chapter. He concluded that there appears to be consensus from Council to move forward with the book and to get it out to the public for more feedback.

City Administrator Rerig requested clear direction from the Council on whether to proceed with a 2025 special election on street addresses, per previous Council direction.

Mayor Pro Tem Delves made a motion to not have a special election in 2025 on street addresses, and the motion was seconded by Mayor Byrne.

Councilmember Baron said he is against this motion, stating that it sets things back by undoing the direction of the previous Council and making the process start over. He also expressed concern that the current Council doesn't have a clear goal or plan in place which is why he can't support it.

Motion by Mayor Pro Tem Delves to not have a special election in 2025 on street addresses, seconded by Mayor Byrne, and approved 4-1-0-0 by the following vote:
AYES: Councilmembers Buder, Delves, Dramov, and Mayor Byrne
NOES: Councilmember Baron
ABSENT: None
ABSTAIN: None

Recess
Council took a recess at 6:47 p.m. and returned at 7:10 p.m.

Item 10 - Receive a report and provide direction to staff on the allocation of 14-acre feet of water received by the Monterey Peninsula Water Management District (MPWMD)

Principal Planner Marnie Waffle presented to Council that the MPWMD increased Carmel-by-the-Sea's water allocation by 14 acre-feet and that this unallocated water requires City Council direction on allocation. She said options include: 1) keeping it in unallocated reserves for future use, with 10% of it (1.4 acre-feet) specifically for affordable housing for very low and low-income

residents, or 2) directing the Planning Commission to review potential allocation options and provide their recommendation to Council. Ms. Waffle then responded to questions from the Council members.

Public Comment:
Karen Ferlito
Nancy Twomey
Maria Ruess
Linda Smith
Donna Jett

Council discussion resumed. Council agreed on the importance of allocating some of the reserves to affordable housing to incentivize these types of projects, but were hesitant to make lasting preemptive decisions before they hear about the housing element update later this month.

Council consensus directed staff to return with a Resolution for the council to adopt that will allocate 3 acre-feet of the 14 acre-feet reserve water to very low and low-income housing, and further direction on the remaining 11 acre-feet water reserve at a future meeting date after the Council receives an update on the housing element amendment.

Item 11 - Receive a presentation and provide direction on the 2025 Fire Hazard Severity Zone (FHSZ) map, Wildland-Urban Interface areas, and associated Carmel-by-the-Sea Municipal Code modifications

Community Planning and Building Director Anna Ginette presented the 2025 FHSZ map update from the California State Fire Marshal, released March 10. She stated that the updated map revises local fire risk designations, affecting building codes and defensible space requirements. She summarized that the new map increases the "Very High" fire risk area to 278 acres and introduces "High" and "Moderate" risk zones. Ms. Ginette said that by law, the City must adopt the updated map, or a stricter version of this map, by Ordinance by July 8. She recommended adopting the map, expanding the Community Wildfire Protection Plan (CWPP) to cover the entire city as a Wildland-Urban Interface (WUI), and applying Public Resources Code Section 4291 for improved defensible space enforcement. Ms. Ginette and Deputy Fire Chief Cooper answered questions from the Council.

Public Comment:
Linda Califiore
Karen Ferlito
Nancy Twomey
Scott Mace
Donna Jett
Melanie Billig
Chris Hardy
Linda Smith

Constance Hess
Karyl Hall

Councilmembers expressed concern about the impact of the updated fire hazard map on Carmel's character and the rushed timeline for adoption. Councilmember Baron proposed small fire risk reduction measures, like limiting wood roofs, allowing gravel ground coverage, and using drones for risk assessment. He also questioned broader policy implications. Councilmember Buder advocated for a proactive response, suggesting updates to the municipal code and the formation of a working group to take on this task, including representatives from the Planning Commission, Forest and Beach Commission, city staff, and legal counsel.

Councilmember Dramov opposed state pressure and strongly objected to the Fire Department accessing private property without owner consent. Mayor Byrne echoed concerns about preserving Carmel's character and noted that while tree removal isn't required, new plantings must meet updated fire zone regulations. He acknowledged the City's limited options, and recommended adopting staff's Option #1 to comply with the State and asked staff to propose short-term code amendments.

Motion by Mayor Byrne to return in June with an Ordinance with the associated municipal code amendments to adopt the 2025 Fire Hazard Severity Zone (FHSZ) map as updated by the State, seconded by Mayor Pro Tem Delves, and approved 5-0-0-0 by the following roll call vote:
AYES: Councilmembers Baron, Buder, Delves, Dramov, and Mayor Byrne
NOES: None
ABSENT: None
ABSTAIN: None

Councilmember Baron made a motion to direct staff to return with an urgency Ordinance to make some quick fixes to the municipal Code discussed, such as allowing gravel site coverage, roof materials, changes to fences. Motion was seconded by Mayor Byrne, and failed 2-3-0-0 by the following roll call vote:
AYES: Councilmember Baron, Mayor Byrne
NOES: Councilmember Buder, Delves, Dramov
ABSENT: None
ABSTAIN: None

ADJOURNMENT

Council adjourned the meeting at 9:47 p.m.

APPROVED:

Dale Byrne, Mayor

ATTEST:

Nova Romero, MMC, City Clerk

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

REGULAR MEETING MINUTES

Tuesday, August 5, 2025

CALL TO ORDER AND ROLL CALL
Mayor Byrne called the meeting to order in the Council Chambers at 4:30 p.m.
Roll call: Councilmembers Jeff Baron, Hans Buder, Alissandra Dramov, Mayor Pro Tem Delves, and Mayor Dale Byrne were present.

PLEDGE OF ALLEGIANCE
Councilmember Dramov led the pledge of allegiance.

EXTRAORDINARY BUSINESS

1. Artistic Spotlight - Carmel International Film Festival - Lawrence Roeck gave a presented on the Carmel International Film Festival, detailing its growth into a global event focused on independent cinema and Carmel's artistic community. He announced the 2025 festival, scheduled for October 2-5, will feature screenings, workshops, and discussions, drawing film enthusiasts and professionals.

2. Receive the Central Coast Community Energy (3CE) Annual Report Presentation
Catherine Steadman, a representative from Central Coast Community Energy (3CE), presented on 3CE's progress and future, highlighting advancements in renewable energy and storage, the success of member agency programs, and their vision for a sustainable, energy-efficient Central Coast.

PUBLIC APPEARANCES
Nancy Twomey
Maria Ruess
Nina Beety

ANNOUNCEMENTS

City Administrator Announcements - Thanked Acting Police Chief Todd Trayer for stepping up after the retirement of the Police Chief and wished him the best of luck in his first car week.

City Attorney Announcements - no announcements.

Councilmember Announcements -

Councilmember Buder - congratulated the Carmel Youth Baseball All-Star Team on their achievements.

Mayor Pro Tem - Reported on the Street Address Working Group, comprising himself, Administrative Analyst Emily Garay, and residents Nancy Twomey, Kevin Ruess, and Paula Hazdovac. He said the group is nearing completion of its information-gathering mission to understand the process for implementing street addresses, if the City Council decides to proceed. He said the group will be hosting two communit workshops on their research and findings, and answering questions from the public, and then the group will present their findings and public feedback to Council in October. He thanked Councilmembers Buder, Baron and Dramov for holding the appeal hearing yesterday. He also thanked staff for their responses to the public in emails and their excellent customer service.

Councilmember Dramov - Thanked City Clerk Romero for the implementation of the new agenda management system and encouraged any members of the public who needs assistance navigating the new system to reach out to the City Clerk.

Mayor Byrne - added his thanks to IT staff on the agenda system and announced that Car Week is coming up.

CONSENT AGENDA

Motion by Councilmember Buder to adopt Consent agenda items #1-3, Seconded by Mayor Pro Tem Delves, and approved 5-0-0-0 by the following roll call vote:
AYES: Councilmembers Baron, Buder, Delves, Dramov, and Mayor Byrne
NOES: None
ABSENT: None
ABSTAIN: None

The following consent agenda items were approved:

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

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

Item 3 - Resolution 2025-070 approving an update to the Monterey Regional Stormwater Management Program Memorandum of Agreement - ***Approved 5-0-0-0***

ITEMS PULLED FROM CONSENT - AUGUST 4, 2025 MEETING

The Council continued discussion of the following consent items, which were continued from the August 4, 2025, Special Meeting:

Item 2 (August 4th) - June 2025 Monthly Reports - ***Approved 5-0-0-0***

Councilmember Dramov questioned the emergency coastal permit for the 10th Ave Beach Access Stairs reconstruction and related concerns about the contractor, Trujillo Landscaping, including their licensing and bidding compliance. Public Works Director Ken Wysocki explained that after initial consideration of Trujillo Landscaping, it was determined that new engineering designs need to be completed to make sure the project is build to last and is structurally sound. He said that because of this, the project has been put on hold while an engineering firm does the new plans and then the City will issue a formal bid for the project.

Public Comment: None.

Item 4 (August 4th) - Resolution 2025-064 authorizing the purchase of a Caterpillar 255 Compact Trac Loader from Quinn Company under Sourcewell Member Contract #020223 for $119,485.08 - ***Approved 5-0-0-0***

Councilmember Dramov requested the item be pulled to express her support for the purchase of this necessary equipment, noting it will result in cost savings by eliminating the need for rental equipment.

Public comment: None

Item 7 (August 4th) - Resolution 2025-067 Authorizing the City Administrator to Execute Amendment No. 4 to a Professional Services Agreement with Traffic Patterns, LLC, extending the term through June 30, 2028, for recruitment services, and authorizing a not-to-exceed amount of $45,000 for the 3- year term extension - ***Approved 5-0-0-0***

Councilmember Dramov pulled this item for discussion and requested clarification on the role, effectiveness, and involvement of the Traffic Patterns consultant in the recruitment process. HR Manager Marisa Bermudez said that Traffic Patterns assists with the recruitment process, such as job posting, organizing interview dates, screening background checks, and the cost amounts to less than $15,000 per year.

Public Comment: None

Motion by Councilmember Buder to adopt Consent agenda items #2, 4, and 7 from the August 4, 2025, meeting agenda, seconded by Mayor Pro Tem Delves, and approved 5-0-0-0 by the following roll call vote:

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

> **Item 5 (August 4th)** - Resolution 2025-065 Approving Revisions to City Policy C89-02: City Council Meetings, Orders of Council, Agenda Packets, Minutes of Meeting and Agenda Distribution - ***continued to a future meeting with direction to staff to make minor edits***

Councilmember Buder requested that the item be pulled from consent for further discussion and proposed alternative edits. He proposed that "Agenda Preparation" and "Agenda Finalization" sections specify that the Mayor and Mayor Pro Tem meet to finalize the draft agenda, and that the final agenda be approved by the Mayor or Mayor's designee.

City Attorney Brian noted his draft policy avoids creating a standing committee obligation by stating: "The City Administrator will request input from the Mayor and Mayor Pro Tem in preparing the agenda." He recommended substituting "confer" for "meet."

Councilmember Dramov supported Buder's proposal, which gives more authority to the Mayor in finalizing agendas. Councilmember Baron suggested alternative wording: "The Mayor and/or the Mayor's designee will provide input in the preparation of the agenda."

Motion by Mayor Pro Tem Delves to approve the updated Policy with the amendments proposed by Councilmember Buder, seconded by Councilmember Dramov.

After discussion, Mayor Pro Tem Delves withdrew his motion. Mayor Byrne suggested that this item be brought back at the next meeting with minor edits for formal adoption so it is clear what the policy being adopted is.

Motion by Councilmember Buder to continue adoption of the revised Policy to the next City Council Meeting, with the changes discussed, seconded by Mayor Pro Tem Delves, and approved 5-0-0-0 by the following roll call vote:
AYES: Councilmembers Baron, Buder, Delves, Dramov, and Mayor Byrne
NOES: None
ABSENT: None
ABSTAIN: None

ORDERS OF BUSINESS

Item 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.

Public Works Director Wysocki presented the item, noting prior Council direction to reduce the building size and issue a new RFP for architectural plans. He outlined that the RFP would request:

- Conceptual plans and cost estimates for a reduced-size rebuild
- Confirmation of floor area assumptions
- Design examples demonstrating understanding of the City's design ethos
- Swing space planning and logistics
- Code compliance
- Demonstrated experience with police station design

City Administrator Rerig said staff can return with a draft RFP at the next meeting.

Public Comment: none.

Councilmember Dramov said the RFP language should allow architects with experience in either police stations *or* civic buildings, not require both. Mayor Pro Tem Delves emphasized urgency in moving the RFP and project forward, and supported considering non-local architects who respect local character; suggested including two Councilmembers on the selection committee.

Councilmember Buder proposed an analysis of whether the firing range could generate revenue to offset costs. He said he also favored a local architect as lead with a police station specialist as consultant. Councilmember Baron agreed with Buder and Dramov on a local architect lead, with support and review from an architect with civic or police building experience. He also supported community engagement, defined checkpoints for police facility review, and civic design compatibility, and opposed relying on firing range revenue but supported an analysis.

Mayor Byrne voiced his support for a civic architect paired with a police facility specialist.

City Administrator Rerig recommended retaining the current ad hoc committee and returning with a draft RFP for Council to review. Acting Police Chief Trayer reported on recent safety improvements at the existing facility and thanked Council for prioritizing immediate upgrades.

Council gave consensus direction to staff to return with a draft RFP for Council review at the next meeting

RECESS
Council took a recess at 6:25 p.m. and left the dais. Council returned to the dais and resumed the meeting at 7:00 p.m.

Item 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

Acting Police Chief Trayer summarized the Traffic Safety Committee's recommendation to convert seven two-way stops in the commercial district to three or four-way stops. He supported this recommendation with his personal observations. He reported that the estimated cost for sign installation is $640 per sign, totaling approximately $10,000 to install all the recommended signage, and would be preceded by public outreach if approved. Chief Trayer requested Council discussion and input on the recommendation to add stop signs on Monte Verde.

Public Comment:
Laura Bolling
Nancy Twomey
Karen Ferlito

Councilmember Dramov and Mayor Byrne agreed with the Police Chief's recommendation to install stop signs at all suggested locations, with a 6-month update. Councilmember Baron expressed concern about increased congestion and noted minimal property-damage-only accidents. Councilmembers Buder and Delves emphasized the need for stop signs on 5th and 6th, downhill towards narrow Monte Verde, for safety.

Motion by Mayor Pro Tem Delves to adopt Resolution 2025-071, approving the installation of additional stop signs in the commercial district, including two at 5th Avenue and San Carlos Street, with an update in 6 months from the Police Department on their effectiveness, seconded by Councilmember Buder, and approved 4-1-0-0 by the following roll call vote:
AYES: Councilmembers Buder, Delves, Dramov, and Mayor Byrne
NOES: Councilmember Baron
ABSENT: None
ABSTAIN: None

Item 6 - Receive an Update on Employee Parking Solutions

Assistant City Administrator Brandon Swanson introduced City Intern Jack Norman, who researched downtown employee parking solutions. Mr. Swanson also announced that the City secured Larson Field for parking with a shuttle during Car Week.

Jack Norman presented his research and possible solutions to relieve downtown parking congestion by addressing employee parking. He summarized the following:

Key Findings & Ideas:

- Employee Parking Impact: 200–500 downtown spaces occupied daily by employees.
- Residential Parking: Employees use residential areas (400–500 weekday spaces available between 7th–Santa Lucia and Junipero–San Carlos).
- Off-Site Parking Options:
    - *Sunset Center North Lot:* Potential for employee-only parking; no shuttle needed.

    - *Rio Road Lot:* Requires shuttle service.
- Parking Lot Optimization: Attendants to maximize space, provide security, and support shuttles.
- Encouraging Participation ("Carrot vs. Stick"): Incentives over penalties; partner with Carmel Chamber of Commerce. MST/Enterprise could provide 7–12 passenger shuttles with mobile app tracking.
- Employee Shuttle Incentives: Raffles, business recognition, subsidies ("Carmel Bucks").

Next Steps:
- Business/community outreach, budget review, off-site lot exploration, operational planning.
- City Council approval required for any new parking program.

Chamber of Commerce Input (from Kati Enea):
- Survey shows employee parking is a major productivity issue.
- Businesses want reliable, comfortable shuttles (seasonal use may be appropriate).
- Broad support for residential parking permits for employees.

Public comment:
Linda Califiore
Donna Jett
Linda Bolling
Nancy Twomey
Tim Vonn
Joe Cleese
Doug Schmitz
Chris Campbell
Karen Ferlito
Cindy Lloyd

Councilmember Dramov supported employee-only parking at Sunset North Lot but opposed residential parking. She inquired about shuttle/attendant funding. Mayor Pro Tem Delves opposed using Rio Park as a parking lot, advocating for it as open space, and found residential parking fair due to public street access. He suggested paid parking in the commercial core to deter employee use and supported a Mission lot shuttle.

Councilmember Baron opposed exclusive employee use of Sunset Center North Lot, favoring reduced car use via improved bus schedules and tourist alternatives. He supported paid parking to manage traffic flow and fund shuttles. Mayor Byrne noted residential areas were becoming de facto employee parking and supported exploring paid parking and addressing encroachments. He said there was a lack of support for valet parking at Sunset Center.

Council consensus direction was to remove Rio Park as a potential parking solution, and gave general support for employee parking in residential areas rather than in the commercial core. Council agreed that paid parking and shuttle options should remain under consideration.

FUTURE AGENDA ITEMS

Councilmember Dramov requested a future agenda item on in-lieu parking and fees, receiving majority support.

Councilmember Buder proposed discussing municode updates, specifically Chapter 17 conflicts and parking lift omissions. Councilmember Baron suggested delaying Chapter 17 amendments until design guidelines are adopted, stating staff is working on them and code amendments shouldn't be "reactive." Mayor Pro Tem Delves noted that Title 17 amendments would require Planning Commission review. Councilmember Dramov agreed on the need for logical discussion order.

City Administrator Rerig announced that a Special City Council Meeting on pickleball will be scheduled for early September.

ADJOURNMENT

Council adjourned the meeting at 8:55 pm.

APPROVED:

Dale Byrne, Mayor

ATTEST:

Nova Romero, MMC, City Clerk

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

October 7, 2025
ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Marnie Waffle, Principal Planner, AICP

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Resolution 2025-088 Adopting an Amended Water Allocation Policy for the City of Carmel-by-the-Sea (CMC 17.50.030) *(Estimated time - 45 min)*

RECOMMENDATION:

Adopt Resolution 2025-088 Adopting an Amended Water Allocation Policy for the City of Carmel-by-the-Sea (CMC 17.50.030).

BACKGROUND / SUMMARY:

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

Background:
The city's water management program was adopted in 1987 by Ordinance 87-14 (**Attachment 3**) and amended in 1993 by Ordinance 93-11 (**Attachment 4**). The program is codified in Carmel-by-the-Sea Municipal Code (CMC) Chapter 17.50 (**Attachment 5**). It establishes the process for distributing the city's water resources by determining which land use categories will be served through water allocations made

available to the town.

According to the Monterey Peninsula Water Management District (MPWMD), the water allocation process in 1987 was significantly different from what it is today: In 1987, the City was given a limit (allocation) to stay within for the year and had to plan where to allow additional uses to occur. During the water year 1985-86, the city exceeded its allocation, and a moratorium on the issuance of permits occurred. The City took action against the District, and a settlement agreement resulted in the District completing a water allocation Environmental Impact Report and the adoption of a new methodology to allocate and track only new supplies of water rather than establishing an annual water use limit.

When new water resources become available, the Planning Commission considers the distribution of water in a manner that implements the General Plan and Local Coastal Program and makes a recommendation to the City Council. The City Council considers the Planning Commission's recommendation before adopting a Resolution. These Resolutions document:

1) the quantity of water available,
2) the land use categories that will receive water,
3) the amount of water allocated to each category, and
4) the amount that will remain in an unallocated reserve.

The water management program (CMC Chapter 17.50) requires that at least 10 percent of available water resources be reserved for projects that will create new affordable housing units and that water is reserved for anticipated projects serving coastal recreation, access, and essential public services. Both requirements implement policies in the Carmel General Plan and Local Coastal Program, which is discussed in further detail below in the Analysis section.

2025 Allocation of Water Resources

On January 27, 2025, the Monterey Peninsula Water Management District (MPWMD) adopted Ordinance No. 197 (**Attachment 6**), allocating 14 acre-feet of water to the City of Carmel-by-the-Sea in anticipation of the completion of the Pure Water Monterey Expansion project at the end of 2025. The Ordinance took effect on March 1, 2025, and the City of Carmel-by-the-Sea received 14 acre-feet of water from the first allocation. MPWMD has reiterated that additional supplies of water will be available when needed from the 2,000 acre-feet of water in the District's Reserve.

The MPWMD publishes a Monthly Allocation Report for each jurisdiction within its service area. For March 2025 (**Attachment 7**), the City of Carmel-by-the-Sea was reported to have 2.661 acre-feet of water remaining from its last allocation in 1993. When combined with the recently allocated 14 acre-feet, the city has a total balance of 16.661 acre-feet of water.

While the MPWMD is responsible for allocating water to municipalities, it is up to the

individual municipalities to determine how that water is used. However, pursuant to Ordinance 197 passed by the MPWMD Board of Directors, the sale of water by a jurisdiction is not allowed. Rule 33, Subsection D - Cost of Allocation states explicitly, *There shall be no sale of water from an Allocation by a Jurisdiction.*

Additionally, California American Water Company (Cal-Am) is subject to a Cease and Desist Order (CDO) and water meter moratorium due to its unlawful pumping from the Carmel River. The MPWMD 2024 Annual Report states,

"Construction of the Pure Water Monterey Expansion project is expected to be completed in late 2025. The PWM Expansion will bring a long-term replacement water supply to meet the Peninsula's needs for decades or act as a bridge until a desalination plant is fully permitted and built. In 2024, the District started taking the necessary steps to lift the State's Cease and Desist Order (CDO) imposed on Cal-Am that would eliminate the moratorium on service connections for new housing."

The MPWMD is currently preparing an application to lift the CDO. Until the CDO is lifted, a property must have an existing service connection to use a water allocation or have water from the Malpaso water Company, which is not subject to the moratorium on new meters.

CMC Chapter 17.50, Water Management Program, Section 17.50.030.C - Unallocated Reserves, states that if new water resources become available to the City through action by the MPWMD, they shall be placed in *unallocated reserves* administratively until distributed to other categories through the adoption of a new allocation resolution. The most recent allocation resolution that city staff could locate was City Council Resolution 2013-43, adopted on August 6, 2013 (**Attachment 8**). At that time, the following categories, along with their respective water allocations, were identified as follows:

Table 1. 2013 Water Allocation Balances per Resolution 2013-43

Category #1	Low & Very Low-Income Housing	0.507 af
Category #2	Single Family Residential	0.000 af
Category #3	Multi-Family Residential	0.000 af
Category #4	Commercial	0.684 af
Category #5	Municipal	0.224 af
Category #6	Unallocated Reserve	1.690 af
Category #7	Mallery/Pescadero Water Transfer Reserve	0.106 af
Category #8	Not Defined	0.000 af
Category #9	Forest Cottages Pre-Commitment	0.109 af
	Total Water Allocation	3.320 af

Following the adoption of City Council Resolution 2013-43, 0.684-acre feet in Category #4 "Commercial" was released to the Carmel Event Center, now the 7th & Dolores

Steakhouse, leaving a zero balance in the commercial category. In addition, 0.109-acre feet in Category #9 “Forest Cottages Pre-Commitment" was transferred back to Category #1 “Low & Very Low-Income Housing” because it did not commence construction by February 13, 2014.

May 5, 2025, City Council Meeting
At the May 5, 2025, City Council meeting, staff sought direction from the City Council on how to proceed with the recent 14-acre-foot allocation of water that has been placed administratively in the “Unallocated Reserve” category. The City Council expressed support for transferring 3-acre-feet of water from “Unallocated Reserve” to “Low and Very Low-Income Housing.” This would satisfy the minimum 10 percent (1.4-acre feet) set aside required by the city’s Water Management Program (CMC Chapter 17.50), ensuring a moderate amount of water is immediately available for an affordable housing project should the city receive an application. *Note: 3-acre feet of water could support approximately 44 one-bath apartments or 27 two-bath apartments, or some combination thereof.*

September 10, 2025, Planning Commission Meeting
The Planning Commission reviewed a proposal to move 3 acre-feet of water from the “Unallocated Reserve” (Category #6) to “Low and Very Low-Income Housing” (Category #1). The Commission supports the allocation of 3 acre-feet to Category #1 and allocating the remaining 11 acre-feet of water for projects that support the General Plan and Local Coastal Program. The Planning Commission’s unanimous recommendation (with one Commissioner absent) is as follows (see also **Attachment 9**):

- 3 acre-feet to “Low and Very Low-Income Housing,”
- 6 acre-feet to a combined “Residential” category,
- 2 acre-feet to “Commercial,” and
- 3 acre-feet to “Municipal.”

The Planning Commission expressed support for continued retrofitting of fixtures to low water use. The Commission also recommends an annual review of activity in each category and making adjustments when needed. Finally, the Commission supports the cleanup item of eliminating Category #9, “Forest Cottages Pre-Commitment,” and adding the remaining water from that category (0.109 acre-feet) to the “Low and Very-Low Income Housing” category.

City Council Action
To formally transfer water from “Unallocated Reserve” to other land use categories, the City Council must adopt an allocation resolution detailing the quantity of water in each category. Staff also recommends incorporating other changes that have occurred since 2013, such as removing Category #9 and moving the balance to Category #1. The “Mallery/Pescadero Water Transfer Reserve” is a City commitment to a property in Pescadero Canyon that needs to remain, so no changes are proposed to this category.

The table below reflects the proposed changes (see also **Attachment 2, Exhibit A**).

Table 2. Proposed Water Allocation Balances

Category #1	Low & Very Low-Income Housing This category includes residential housing units that meet the affordable housing standards for low-income and/or very low-income households as defined by the municipal code.	3.616 af
Category #2	Residential This category includes permanent and non-transient single-family and multi-family housing, including single-family dwellings, accessory dwelling units, junior accessory dwelling units, new apartments and condominiums, conversions of commercial space to residential dwellings, and the housing component of mixed-use projects.	6.000 af
Category #3	Commercial This category includes the construction of new commercial floor space and the conversion of existing space to uses with a greater demand for water. This category also includes the commercial component of mixed-use projects.	2.000 af
Category #4	Municipal This category includes all forms of municipal projects, including expansion or renovation of existing facilities, construction of new facilities, and changes in use.	3.224 af
Category #5	Unallocated Reserve This category is unallocated and is to be held as uncommitted until assigned to a defined category through adoption of a new Allocation Resolution by the City Council.	1.690 af
Category #6	Mallery/Pescadero Water Transfer Reserve This category includes the remaining balance from .960 acre-feet of water originally set aside through a transfer of development rights for four vacant lots in Pescadero Canyon owned in 1998 by Tim Mallery but dedicated as permanent open space. This water may be used for residential, multi-family residential, commercial or public use development as determined by Mallery provided that the project complies with all zoning and provided that the project is located within the City limits.	0.106 af
	Total Water Allocation	16.636 af

ANALYSIS

Carmel's adopted Local Coastal Program and General Plan include policies for managing water resources, and the CMC serves as the instrument through which these policies are implemented. Below is a brief discussion of the applicable water resource policies.

Land Use & Community Character Element (page 1-26)
The Land Use & Community Character Element of the General Plan/Coastal Land Use Plan contains a section on Water Resources, which says in part,

The City's share of District water resources is internally allocated to land use categories based on policies in the Local Coastal Program and secondarily in the Conservation, Land Use, and Housing Elements of the General Plan. These policies affirm the City's commitment to lots of record, and residential use (new homes, apartments, and remodeling) as the largest allocation for new development. In particular, existing subdivided lots of record zoned for housing should always be considered "first in line" for limited water resources. New subdivisions of land should be limited until existing subdivided lots have a secure water supply to serve full build-out and additional water allocation units have been obtained from the District. As documented above, visitor-serving uses throughout the City have been well accommodated with prior water allocations to achieve consistency with the Coastal Act. Augmenting scarce water supplies to serve planned growth continues to be a City policy. (LUP)

Land Use & Community Character Element, Water Resources (page 1-50)
The Land Use & Community Character Element of the General Plan/Coastal Land Use Plan contains the following goal, objectives, and policies:

Goal G1-6 Protect, conserve, and increase Carmel's available water resources and water quality. (LUP)

Objective O1-19 Maintain and enhance a viable domestic water supply for the City through conservation techniques and direct involvement in regional water policies, including cooperation with Monterey Peninsula Water Management District (MPWMD) and the California-American Water Company. (LUP)

P1-116 Where existing public services, including water, can accommodate only a limited amount of new development, priority uses, including essential public services, public recreation, commercial recreation, and visitor-serving land uses, shall not be precluded by services to other development. (LUP)

P1-117 Institute conservation measures to preserve compliance with the City's water allocation limits. Retrofit commercial and residential buildings with conservation devices. Consider adopting ordinances that will impose penalties for non-essential water use. (LUP)

Objective O1-20 Maintain an effective program to monitor water use in the City and to ensure the availability of water to fulfill the goals of the General Plan. (LUP)

P1-123 Applications for new development shall demonstrate an adequate public water supply to support the proposed development. Private water supplies are prohibited to serve existing and new development…

P1-125 Prohibit new subdivisions requiring additional water resources until water supplies are available to, and reserved for, all existing subdivided parcels. (LUP)

Housing Element

The City Council adopted the 6th cycle Housing Element in April 2024. The Housing Element is one element, or chapter, of the General Plan. It includes policies and programs that identify how the city will accommodate its regional share of housing needs (349 new housing units) by 2031.

Goal H1: Facilitate Housing Construction
Policy 1.1: Ensure adequate sites are available to meet the City's projected housing growth needs
Program 1.2.A: Water Distribution Prioritization for Affordable Housing

Work cooperatively with MPWMD to establish a procedure to prioritize water allocation for housing developments that include affordable units for lower-income households (December 2026). From its own modest water allocation of approximately 1.6-acre feet, the City will grant water allocation priority to those projects that assist the City in meeting its share of the regional housing need for lower- and moderate-income households. A city policy to clearly reflect water allocation priority and incentives for Extremely Low, Very Low, Low, and Moderate-Income households will be adopted (December 2026). Timeframe: Adopt policy by June 2025.

In a memo dated June 1, 2023, the Monterey Peninsula Water Management District (MPWMD) estimated that the City of Carmel-by-the-Sea would need 40-acre-feet of water to accommodate 349 new housing units based on various income categories and assumed unit sizes (**Attachment 10**). These estimates assume that a development site is vacant with no existing water credit. The estimates also include single-family dwellings in the mix of unit types, which have higher water usage than multifamily dwellings.

One of the strategies in the adopted housing element (2024) is to encourage the conversion of existing buildings on developed parcels in the commercial districts to residential use. These parcels have existing water credits to support some housing, although additional water may be required for added kitchens and bathrooms. Underdeveloped properties, such as the parking lots at Sunset Center and Vista Lobos, would depend more heavily on an allocation of water to support the development of new housing units. Other strategies outlined in the adopted housing element include developing housing on sites owned by non-profits and constructing accessory dwelling units in single-family neighborhoods.

Acre-Foot, Water Credit, and Fixture Count:
An acre-foot is a unit of volume commonly used to measure large-scale water resources in municipal water supplies. One acre-foot is the amount of water it takes to cover one acre of land to a depth of one foot. If 1 acre is 43,560 square feet, then 1

acre-foot is 43,560 cubic feet of water (or 325,851 gallons).

"Water credit" refers to existing or prior water uses on a parcel, or the ability to install water-efficient devices or appliances to free up water credits to offset other uses.

The MPWMD issues water permits for residential and non-residential projects. For residential uses, the MPWMD uses "fixture units" to calculate water use capacity. A fixture unit is 1/100th of an acre-foot, and each water fixture (i.e., sinks, toilets, bathtubs, showers, etc.) has a value, usually between 1 and 2 fixture units. Outdoor irrigation is calculated using the "estimated total water use" or ETWU as shown on the landscape plans.

For commercial properties, water usage is calculated based on other factors such as square footage, number of restaurant seats, etc.

The MPWMD provides water release forms (**Attachments 11** and **12**) that are used to authorize the District to issue a Water Permit. The residential form lists each fixture type and its associated fixture unit value, and the commercial form lists the various non-residential factors. At this time, all projects submitted to the Community Planning and Building Department must be less than or equal to existing water usage conditions; otherwise, the application cannot be processed (CMC 17.50.040).

Table 3 below, prepared by the MPWMD, shows the typical fixture count converted to acre-feet for residential dwelling types. For more information, refer to the MPWMD memo dated June 1, 2023 (see **Attachment 10**).

Table 3. MPWMD Typical Residential Water Usage

	Acre-Feet Required	Multi-Family: 1 to 2 Bedroom 1 Bathroom	Multi-Family: 2 to 3 Bedroom 2 Bathroom	Single Family: 1 Master Bath 1 Standard Bath 1 Half-Bath
Standard Bathroom(s)	0.043	0.043	0.086	0.043
Half Bathroom	0.023			0.023
Master Bathroom	0.053			0.053
Kitchen*	0.015	0.015	0.015	0.015
Clothes Washer	0.010	0.010	0.010	0.010
Landscaping & Other	Varies	(see footnote 2)	(see footnote 2)	0.036
Total per Unit		0.068	0.111	0.180

*With a high-efficiency dishwasher
Footnote 2. "Other" may include other fixtures such as utility sink, bar sink, vegetable sink, bidet,
custom tub, or showers. Overall project landscaping will be added when building on a vacant lot.

Table 4 below applies the water fixture count and water usage in Table 3 to the city's regional housing needs allocation (RHNA) of 349 units. The assumptions city staff used in these calculations are as follows:

- For the very low-, low-, and moderate-income units, Staff assumed a 50/50 split of 1-bath and 2-bath units.
- For the above moderate-income units, Staff assumed 75 percent of the units would be 2 bath and 25 percent would be 1 bath.

Table 4. Estimated Water Usage for Carmel's RHNA by Income Level

RHNA Units	Income Level	Water Factor	# of Bathrooms Distribution (1BA/2BA)	Acre Feet of Water
113	Very Low	0.0895	50/50	10.1135
74	Low	0.0895	50/50	6.623
44	Moderate	0.0895	50/50	3.938
118	Above Moderate	0.111/0.068	75/25	9.879/1.7
			Total	32.2535

Based on these assumptions, approximately 32-acre feet of water are needed to accommodate the RHNA. However, as noted above, one of the primary strategies of the housing element is to encourage the conversion of existing buildings on developed parcels in the commercial districts to residential use. These buildings have existing water credits that can offset a portion of the housing. In addition, due to the small number of vacant parcels in the city, most projects will involve demolition of an existing use, creating a credit that reduces the water needed for the new use(s). As a result, the amount of water required to accommodate the RHNA is likely to be less than 32-acre feet.

Proposed Housing Element Amendment:
City staff continue to work with the Affordable Housing Alternatives (AHA) resident group on a housing element amendment that identifies alternative sites and strategies for affordable housing to reduce demand on city-owned sites at the Sunset Center and Vista Lobos during the 6th cycle housing element. Table 5 below provides water demand estimates for these draft programs for comparison with the adopted housing element. Based on these estimates, approximately 30 acre-feet of water would be needed to support these draft programs

Table 5. Estimated Water Usage for Proposed Housing Element Amendment Programs – DRAFT

	Live/ Work	Mixed Income Incentive Program	Church	Hotel to Residential Conversion	Hotel Employee Housing	Total	Water Factor	# of Bathrooms Distribution (1BA/2BA)	Acre Feet of Water
Extremely Low Income	7		6			13	0.0895	50/50	1.1635
Very Low Income	29	3	26	40		98	0.0895	50/50	8.771
Low Income	37	3	33	40		113	0.0895	50/50	10.1135
Moderate Income		3		40	5	48	0.0895	50/50	4.296
Above Moderate		18		41		59	0.111/0.068	75/25	4.884/1.02
Totals	73	27	65	151	5	331			**30.248**

Existing Water Use Categories:
The existing water use categories adopted in Resolution 2013-43 are as follows:

Category #1: Low & Very Low-Income Housing
Category #2: Single Family Residential
Category #3: Multi-Family Residential
Category #4: Commercial
Category #5: Municipal
Category #6: Unallocated Reserve
Category #7: Mallery/Pescadero Water Transfer Reserve
Category #8: Not defined
Category #9: Forest Cottages Pre-Commitment

Categories can be added or deleted based on City Council action in adopting a new allocation Resolution. For example, Category #8 was previously known as the Spinning Wheel and was created to track the water from the Spinning Wheel restaurant water credit transfer. Once all water in a category is used, the category could be eliminated. Similarly, staff is recommending that Category #9 be eliminated as the water has been moved to Category #1. Each category includes a description of how the water is to be utilized. If additional categories are added, new descriptions should be created to define how the water is to be used.

Commercial Water Use:
The city currently has no water allocated to the commercial use category. The commercial uses listed below are examples of MPWMD Group I uses and have the lowest water factor of 0.00007. This means they require the least amount of water compared to Group II and Group III uses. Group II uses prepare and/or sell food and/or beverages that are primarily provided to customers in or on disposable tableware, but are not full-line restaurants. Group III uses that are calculated primarily by using factors

other than square footage, such as restaurant seats, hotel rooms, and beds.

- Auto uses
- Bank
- Dry Cleaner (no onsite laundry)
- Gym
- Nail Salon and/or Hair Salon
- Office
- Retail
- Supermarket
- Tasting Room (ABC Type 2)
- Warehouse

Table 6. Commercial Water Use

	MPWMD Group Number	Quantity/ Square Footage	Water Factor	Estimated Water Usage (acre feet)
Hotel	Group III	20 rooms	0.064/room	1.28
Full Line Restaurant	Group III	30 seats	0.02/seat	0.6
Dog Grooming	Group III	3 stations	0.0567/station	0.1701
Specialty Restaurant (bakery, cafe, ice cream, etc.)	Group II	400 SF (min.)	0.0002	0.08
Beauty Salon	Group I	500	0.00007	0.035
Tasting Room (ABC Type 2)	Group I	300 (max.)	0.00007	0.021

Municipal Water Use:
The city has 0.224-acre feet of water reserved for municipal projects. This includes all forms of municipal projects, such as the expansion or renovation of existing facilities, the construction of new facilities, and changes in use. Planned projects include an expansion of the public restroom at Piccadilly Park. The addition of one public toilet would require 0.058 acre-feet of water, which can be accommodated within the current municipal water balance of 0.224 acre-feet.

Regarding the renovations of the Harrison Memorial Library and the Carmel Police Department, water usage is based on building square footage, not fixture count. Any increase in floor area would result in increased water usage and would be debited from the municipal category. No increase in floor area is proposed for the Harrison Memorial Library project.

Public drinking fountains/water filling stations do not require a water allocation.

Table 7. Municipal Water Use

	MPWMD Group Number	Quantity/ Square Footage	Water Factor	Water Usage (acre feet)
Public Toilet	Group III	5	0.058/toilet	0.29
Public Urinal	Group III	3	0.036/urinal	0.108
Zero Water Urinal	Group III	2	No value	0
Public Drinking Fountain/ Water Filling Station	N/A	N/A	No value	0
Harrison Memorial Library	Group I	No change in SF	0.00007	No change
Carmel Police Department	Group I	TBD	0.00007	TBD

Post Allocation Process (CMC Section 17.50.040):
One of the duties and powers of the Community Planning and Building Director is to administer the water management program (CMC Section 17.52.030.H). When a development application is submitted, it is evaluated to determine whether it will result in a net increase in water usage. If so, and no water is available, the application cannot be processed and is returned to the applicant. If there is no net increase in water usage, the application is processed in accordance with the CMC. The only exception is for projects that would create housing affordable to moderate, low- or very low-income households. These applications would be placed on a waiting list until water resources become available. There are currently no projects on the waiting list.

If new water resources were allocated to categories other than affordable housing, the Community Planning and Building Department could accept an application requiring additional water resources. Once deemed complete, a pre-commitment of water would be temporarily assigned while the application goes through the review process. If the project is denied or abandoned, the pre-commitment is returned to the original allocation category. If the application is approved, the water would be permanently allocated upon issuance of a water permit by MPWMD and a building permit by the city.

It is the responsibility of the Community Planning and Building Department to maintain a record of the remaining water balance in each allocation category, and for the Planning Commission to review the water management plan annually.

Summary/Conclusion:
The city received an initial allocation of 14 acre-feet from the MPWMD on March 1, 2025. While this may not be sufficient to support the city's entire RHNA allocation (349 units), it provides an initial supply that is adequate to facilitate an affordable housing project should an application be submitted in the near term. In conversations with the MPWMD, additional water supply is available, and the city can request more when the allocation is depleted. To comply with the city's General Plan and Local Coastal

Program, the Planning Commission and City Council should consider prioritizing water in accordance with existing policies, followed by lesser priorities.

FISCAL IMPACT:

None.

PRIOR CITY COUNCIL ACTION:

On August 6, 2013, the City Council passed Resolution 2013-43, adopting an amended water allocation resolution to facilitate the Carmel Event Center project.

ATTACHMENTS:

1. Resolution 2025-088
2. Exhibit A - Redlined_Water Allocation Categories
3. CBTS Ordinance 87-14
4. CBTS Ordinance 93-11
5. CMC Chapter 17.50 Water Management
6. MPWMD Ordinance 197
7. MPWMD March 2025 Water Report
8. CBTS Resolution 2013-43
9. PC Resolution 2025-042-PC
10. MPWMD Memo 06-01-2023
11. MPWMD Residential Water Form
12. MPWMD Commercial Water Form

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

RESOLUTION NO. 2025-088

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA FINDING THAT ADOPTION OF A WATER ALLOCATION RESOLUTION IS NOT A PROJECT UNDER CEQA AS DEFINED IN PUBLIC RESOURCES CODE SECTION 21065 AND CEQA GUIDELINES SECTION 15378 AND ADOPTING AN AMENDED WATER ALLOCATION RESOLUTION (CMC 17.50.030)

WHEREAS, the Land Use and Conservation Elements of the City's General Plan contain objectives and policies that establish guidance related to the distribution of water in Carmel; and

WHEREAS, in recognition of the need to conserve and manage its limited water resources, the City adopted a Water Management Ordinance in 2004 as part of the Local Coastal Program, which authorizes the establishment of allocation categories; and

WHEREAS, the purpose of establishing water use categories is to limit access to water to those land uses which have been determined to be consistent with the City's General Plan and to projects which provide the greatest level of benefit to the community; and

WHEREAS, the City has adopted a Water Management Program ordinance that requires the allocation of water to defined categories of development as a means of implementing the City's land use goals; and

WHEREAS, on January 27, 2025, the Monterey Peninsula Water Management District (MPWMD) adopted Ordinance No. 197, allocating 14 acre-feet of water to the City of Carmel-by-the-Sea in anticipation of the completion of the Pure Water Monterey Expansion project at the end of 2025; and

WHEREAS, Carmel-by-the-Sea Municipal Code Chapter 17.50, Water Management Program, Section 17.50.030.C, Unallocated Reserves states that if new water resources become available to the City through action by the MPWMD, they shall be placed in unallocated reserves administratively until distributed to other categories through the adoption of a new allocation resolution; and

WHEREAS, the City's Water Management Program requires recommendations from the Planning Commission before the City Council adopts an allocation resolution; and

WHEREAS, on September 10, 2025, the Planning Commission reviewed the water management program at a duly noticed public hearing and adopted Resolution 2025-042-PC recommending that the City Council adopt an amended water allocation resolution; and

WHEREAS, on September 26, 2025, a notice of public hearing was published in the Carmel Pine Cone for the October 7, 2025, City Council meeting in compliance with State law (California Government Code 65091), indicating the date and time of the public hearing; and

WHEREAS, on or before October 3, 2025, the meeting agenda was posted in three locations in compliance with State law, indicating the date and time of the public hearing; and

WHEREAS, on October 7, 2025, the City Council considered the Planning Commission's recommendation at a duly noticed public hearing; and

WHEREAS, the California Environmental Quality Act (California Public Resources Code §§ 21000, *et seq.,* "CEQA"), together with State Guidelines (14 California Code Regulations §§ 15000, *et seq.,* the "CEQA Guidelines") and City Environmental Regulations (CMC 17.60) require that certain projects be reviewed for environmental impacts and that environmental documents be prepared; and

WHEREAS, the City Council finds that adopting a resolution on the allocation of water resources is not a project under CEQA as defined in Public Resources Code Section 21065 and CEQA Guidelines Section 15378; and

WHEREAS, the facts set forth in the recitals are true and correct and are incorporated herein by reference.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Carmel-by-the-Sea does hereby:

Adopt an amended water allocation resolution transferring 3-acre feet of water from the Unallocated Category to the Low & Very Low-Income Category (Exhibit A).

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA, this 7th of October 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

_____
Dale Byrne
Mayor

ATTEST:

_____
Nova Romero, MMC
City Clerk

EXHIBIT "A"

Water Allocation Categories
Pursuant to Carmel Municipal Code Section 17.50.030

TOTAL AVAILABLE WATER RESOURCE **16.636 af**

Category #1: Low & Very Low-Income Housing **3.616 af**

This category includes residential housing units that meet the affordable housing standards for low-income and/or very low-income households as defined by the municipal code.

Category #2: Residential **6.0 af**

This category includes permanent and non-transient single-family and multi-family housing, including single-family dwellings, accessory dwelling units, junior accessory dwelling units, new apartments and condominiums, conversions of commercial space to residential dwellings, and the housing component of mixed-use projects.

Category #3: Commercial **2.0 af**

This category includes the construction of new commercial floor space and the conversion of existing space to uses with a greater demand for water. This category also includes the commercial component of mixed-use projects.

Category #4: Municipal **3.224 af**

This category includes all forms of municipal projects, including expansion or renovation of existing facilities, construction of new facilities, and changes in use.

Category #5: Unallocated Reserve **1.690 af**

This category is unallocated and is to be held as uncommitted until assigned to a defined category through adoption of a new Allocation Resolution by the City Council.

Category #6: Mallery/Pescadero Water Transfer Reserve **0.106 af**

This category includes the remaining balance from .960 acre-feet of water originally set aside through a transfer of development rights for four vacant lots in Pescadero Canyon owned in 1998 by Tim Mallery but dedicated as permanent open space. This water may be used for residential, multi-family residential, commercial or public use development as determined by Mallery provided that the project complies with all zoning and provided that the project is located within the City limits.

Note: af = acre-feet

EXHIBIT "A"

Water Allocation Categories

Pursuant to Carmel Municipal Code Section 17.50.030

TOTAL AVAILABLE WATER RESOURCE ~~3.32~~ 16.636 af

Category #1: Low & Very Low-Income Housing ~~.507~~ 3.616 af

This category includes residential housing units that meet the affordable housing standards for low-income and/or very low-income households as ~~estimated~~ defined by the municipal code.

Category #2: ~~Single Family~~ Residential ~~0~~ 6.0 af

~~Category #3: Multi-Family Residential 0.0 af~~

This category includes permanent and non-transient single-family and multi-family housing, including single-family dwellings, accessory dwelling units, junior accessory dwelling units, ~~in all commercial and R-4 Districts, including~~ new apartments and condominiums, conversions of commercial space to residential dwellings, and the housing component of mixed-use projects.

Category #~~4~~3: Commercial ~~0.684~~ 2.0 af

This category includes construction of new commercial floor space and conversion of existing space to uses with a greater demand for water. This category also includes the commercial component of mixed-use projects.

Category #~~5~~4: Municipal 3.224 af

This category includes all forms of municipal projects including expansion or renovation of existing facilities, construction of new facilities and changes in use.

Category #~~6~~5: Unallocated Reserve 1.690 af

This category is unallocated and is to be held as uncommitted until assigned to a defined category through adoption of a new Allocation Resolution by the City Council.

Category #~~7~~6: Mallery/Pescadero Water Transfer Reserve 0.106 af

This category includes the remaining balance from .960 acre-feet of water originally set aside through a transfer of development rights for four vacant lots in Pescadero Canyon owned in 1998 by Tim Mallery but dedicated as permanent ~~open-space~~open space. This water may be used for residential, multi-family residential, commercial or public use development as determined by Mallery provided that the project complies with all zoning and provided that the project is located within the City limits.

~~Category #9: Forest Cottages Pre-commitment .109 af~~

~~This category is for water pre-committed to the Forest Cottages Specific Plan for the creation of two low-income housing units. If this project is denied by the City Council or Coastal Commission or the project is not under construction by 13 February 2014 or is otherwise abandoned, the water shall return to Category #1.~~

Note: af = acre feet

CITY COUNCIL

CITY OF CARMEL-BY-THE-SEA

ORDINANCE 87-14

AN ORDINANCE ESTABLISHING A WATER MANAGEMENT PLAN FOR THE PROTECTION OF WATER SUPPLIES FOR EXISTING USES, CONSERVATION, AND THE DISTRIBUTION OF WATER RESOURCES TO NEW DEVELOPMENT

WHEREAS, the Monterey Peninsula Water Management District has adopted a long term water allocation plan which limits the water resources available to the City of Carmel-by-the-Sea to 5.542% of the amount chosen by the Water Management District to be used by the jurisdictions within its boundaries; and

WHEREAS, this allocation creates a total supply of 1030.94 acre feet of water per year for Carmel-by-the-Sea; and

WHEREAS, the City of Carmel-by-the-Sea has asked in past years for an adjustment in the water allocation and is currently asking for an adjustment in the water allocation; and

WHEREAS, the use of water within the City has been steadily increasing since the drought of 1975 through 1977, and for the most recent twelve-month period the City consumed more than 98% of its total water allocation; and

WHEREAS, the City Council has identified several classes of interests within the City that compete for available water resources, including vacant lots of record, pending projects with one or more approvals, developed property capable of additional development, and the intensification of land uses within existing buildings; and

WHEREAS, water conservation can reduce current levels of consumption and thereby provide water for the development of vacant lots of record, pending projects and some limited new development; and

WHEREAS, water conservation can also provide water to establish a reserve which can buffer the City from annual fluctuations in consumption patterns caused by weather, economic conditions and demographic changes; and

WHEREAS, the use of water for new development must be managed through a coordinated program that equitably protects at least some development potential for all properties while remaining consistent with the City's General Plan and Local Coastal Plan; and

WHEREAS, the City has the responsibility under the Constitution and Statutes of the State of California to plan and guide its own development in a manner that reflects local conditions, yet is sensitive to the regional impacts of local actions; and

WHEREAS, the City recognizes the unique, regional responsibilities of the Monterey Peninsula Water Management District but finds that the management of the City's water resources can best be attained through local actions that are fully consistent with local planning goals, objectives, policies and ordinances and which do not result in the suspension of local autonomy in land use matters.

NOW, THEREFORE, The City Council of the City of Carmel-by-the-Sea does ordain as follows:

Section One. The following sections of Title 17 are hereby replaced in their entirety:

17.08.030 Irrigation and landscape standards for new projects. (Ordinance 84-2)

17.08.040 Commercial zones - Outdoor water use limitations. (Ordinance 84-2)

17.08.050 Restrictions on intensification of water use in all zones. (Ordinance 84-2, Ordinance 85-1).

17.08.060 Allocation of potable water resources. (Ordinance 85-1, Ordinance 86-12)

17.08.070 Retrofitting of commercial property. (Ord. 84-2)

17.08.080 Reserve established. (Ordinances 86-12, 86-14, 86-20 and 86-22)

Section Two. The following sections attached as Exhibit A are hereby added to Title 17 of the Municipal Code:

17.08.030 Water Management Program - Purpose

17.08.040 Water Conservation

17.08.050 The Water Reserve

17.08.060 Land Use

17.08.070 Acceptance of Applications and Permit Processing

Section Three. Section 15.28.020 is amended as set forth in Exhibit B.

Section Four. The following section shall be added to Chapter 17.08 of the Municipal Code.

17.08.15 Demolition or Relocation of Structures.

The demolition or relocation of any structure used for residential or commercial purposes shall require review and approval by the Planning Commission prior to issuance of a building permit authorizing such demolition or relocation. No demolition or relocation of any structure encumbering the lot lines or land area of any portion of any parcel composed of two or more legal lots of record shall be approved if such action would result in a net increase in the number of building sites or new vacant lots with increased access to water resources pursuant to sections 17.08.040(D) and 17.08.070(B).

Section 5.40.085 of the Municipal Code shall be amended to read as follows:

No new roominghouse permit shall be issued for any residence until all plumbing fixtures on the property meet the standards for water conservation established in Section 15.28.020 A (1) and (2).

The following code references shall be changed as noted:

References to sections "17.08.050" and "17.08.060" in Section 17.18.180 (C) shall be changed to "17.08.060" and "17.08.070" respectivly.

References to section "17.08.060" appearing in sections 17.24.070(A)(2) and 17.24.075 (A)(2)(c) shall be changed to "17.08.060 and 17.08.070".

Section Five. VIOLATIONS. Any person, firm or corporation, whether acting as principal or agent, employee or otherwise violating or causing or permitting the violation of the provisions of this ordinance, is guilty of an infraction. Any building erected or any use established contrary to the provisions of this ordinance is hereby declared to be unlawful and a public nuisance, and the City Attorney shall, upon order of the City Council, immediately commence action for the abatement or removal thereof.

Section Six. SEVERABILITY. If any part of this ordinance is found to be unenforceable, such finding shall not affect the enforceability of any other part.

Section Seven. EFFECTIVE DATE. This ordinance shall become effective thirty (30) days after its final passage and adoption. Upon the effective date of this ordinance, City Council Resolution 87-27 shall cease to be effective and shall be superceeded by the terms of this ordinance.

PASSED AND ADOPTED by the City Council of the City of Carmel-by-the-Sea this eighteenth day of May 1987, by the following roll call vote:

AYES: COUNCIL MEMBERS: Fisher, Evans, Wright and Laiolo

NOES: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: Eastwood

SIGNED,

Elinor Laiolo

Elinor Laiolo, Mayor Pro Tempore
City of Carmel-by-the-Sea

ATTEST:

Jeanne Brehmer

Jeanne Brehmer, City Clerk

17.08.030 WATER MANAGEMENT PROGRAM - PURPOSE

The City of Carmel-by-the-Sea recognizes a need to conserve and manage its water resources to achieve adopted land use planning objectives while preserving sufficient water for existing development within the City. The water resources of the City are presently derived from a water allocation system implemented by the Monterey Peninsula Water Management District. It is the purpose and intent of this ordinance to establish a water management program that:

1. Reduces unnecessary consumption in existing and new development;

2. Provides direction for the use of the City's limited water resources in new development;

3. Equitably protects the potential for at least some development and improvement of all private property in spite of limited water resources;

4. Reserves a supply of water to buffer the City from uncontrollable fluctuations in consumption from year to year; and

5. Establishes broad land use objectives for the use and allocation of existing and future water resources available to the City.

17.08.040 WATER CONSERVATION

Water conservation is an integral part of the City's water management program. Water resources available to the City are limited. Water conservation can increase the effective supply. Water conservation in new development can reduce the demand from each project and thereby increase the number of projects that can be served with available resources. It is the intent of this section to establish uniform standards for water conservation and to provide guidance on the manner in which conserved water is to be used within the City's total water management program.

A. Uniform Standards for Plumbing Fixtures

The use of water conserving plumbing fixtures shall be required for all new construction. All existing plumbing fixtures within any building that do not comply with the adopted standards for water conservation shall be replaced with complying fixtures upon issuance of any building permit authorizing substantial construction. Standards for water conserving

plumbing fixtures and the criteria for when such fixtures are required are established in Chapter 15.28 of the Municipal Code.

B. Landscaping Standards

It is recognized that the irrigation of plants used in landscaping can consume large quantities of water. Proper design of irrigation systems and proper selection of plant species can significantly reduce water consumption while achieving a more natural appearance in community design through the use of native plants and plants habituated to the central coast. The following standards are intended to achieve these objectives while facilitating the improvement of landscaped areas throughout the City.

1. All plants within landscaped areas on any public right of way off private property shall be drought tolerant and low water use species as determined by the City Forester.

2. All private projects in all Commercial and R-4 land use districts that involve additions or new buildings shall require the review and approval of a landscape and irrigation plan by the Planning Commission. Standards (a) (b) and (c) below shall be used in evaluating and approving such plans.

3. The installation of permanent irrigation systems, designed to conserve water, is encouraged throughout the R-1 District. Irrigation systems in the R-1 District should comply with standards (a) and (c) below.

4. Standards.

   a. Privately installed irrigation systems shall not be authorized within any public right of way adjacent to private property.

   b. At least 75% of the landscaped area of all open space on project sites in the Commercial and R-4 Districts shall be planted with drought tolerent and low water use species as determined by the City Forester.

   c. Irrigation systems shall be designed to minimize the use of water. Low-output sprinkler heads and drip systems shall be required for systems installed on commercial or R-4 property and shall be encouraged on R-1 property.

C. Water Waste

The waste of potable water resources is hereby declared to be a public nuisance. The unnecessary use of water for purposes that can be achieved by alternate means should be eliminated.

1. The use of hoses or other free-flowing water conveyances for the washing of sidewalks, decks, cars, walls or other large exterior surfaces is prohibited in all Commercial and R-4 Districts. Exceptions to this prohibition may be granted by the City Council when required for the protection of health or safety.

2. The use of sprinkler systems, hoses or irrigation equipment in such a manner as to repeatedly overwater landscaped areas or excessively waste water in the cleaning of paved surfaces with a result of ponding or copious runoff is prohibited in all land use districts.

D. Use of Conserved Water

Until significant additional water resources become available, the conservation of water must be a community-wide effort. It is the intent of the City's water management program to preserve the water conserved through changes in land use and through the implementation of conservation measures so that this water may be used for the fulfillment of long range planning objectives.

As a first priority, conserved water shall be used to contribute to the creation of a water reserve, per Section 17.08.050 and to serve the needs of existing vacant lots of record. As a second priority, conserved water shall be used to serve the needs of underutilized property or property for which long range Specific Plans have been approved. As a third priority, water conserved may be used for increased development or increased land use intensity on the specific property where the conservation has occurred. It shall be the responsibility of the Planning Commission and the Department of Community Planning and Building to ensure that these priorities are implemented through appropriate land use decision-making.

17.08.050 THE WATER RESERVE

The City shall establish and maintain a water reserve of 5% of its water allocation. It is the purpose of this reserve to absorb periodic fluctuations in water use and thereby assure that the City will not exceed its water allocation. It is intended that this reserve be attained by means of conservation programs that permanently reduce water use on existing developed sites through the installation of water conserving hardware and through changes in land use that result in reduced water consumption.

A. Schedule

The following table of water reserve goals establishes a schedule by which the 5% water reserve is expected to be achieved:

Water Reserve Goals

Date	Conservation Increment	Water Reserve Total	Total allowable Consumption
July 1, 1986	1%	1%	99%
July 1, 1987	1%	2%	98%
July 1, 1988	1%	3%	97%
July 1, 1989	1%	4%	96%
July 1, 1990	1%	5%	95%

B. Calculation of Running Twelve-Month Water Consumption

Compliance with the Water Reserve Goals established in Subsection (A) shall be determined on a monthly basis and shall be based on the water consumption records provided to the City by the California-American Water Company. Upon receipt of each month's report of metered sales, a calculation shall be made by adding the total metered consumption for each of the immediately preceding eleven months to the consumption reported for the most recent month.

C. Compliance

At the end of any period wherein the twelve-month water consumption total calculated in Subsection (B) has, for two consecutive months, remained below the total allowable consumption established for the applicable fiscal year the

City shall have achieved compliance with the reserve goal for that year established by this ordinance.

D. Effect of Compliance

Upon establishing or re-establishing compliance with the full 5% water reserve goal established in Subsections (A) and (C) above, final permits for projects defined in Section 17.08.060 (B) may be released through the procedure in Section 17.08.070 (D). It shall be the responsibility of the Planning Commission and the Department of Community Planning and Building to assure that the projected cumulative water use impact of all final permits released do not result in the loss of compliance with the full 5% water reserve.

E. New Water Resources

Any circumstance resulting in a permanent increase in water resources available to the City shall first be used to achieve the full 5% water reserve goal established in this section. Any additional water resources remaining from such increase shall then be made available for the implementation of projects consistent with Sections 17.08.040(D) and 17.08.070(D).

17.08.060 LAND USE

It is recognized that the potential for land use changes within existing buildings and through the construction of new buildings presently exceeds the capacity of water resources available to the City. The purpose of this section is to establish procedures for reviewing proposed changes in land use and to reserve limited water resources for vacant or underutilized property.

A. No change in land use shall be permitted through any permit or license that could result in a net increase in water consumption unless such change has been approved in accordance with all applicable provisions of this section and Sections 17.08.050 and 17.08.070.

B. The following projects, actions or construction activities shall be considered changes in land use that could result in a net increase in water consumption pursuant to Subsection (A) above and Section 17.08.070(A):

1. Any permit or activity authorizing or resulting in an increase in net leaseable floor area in any commercial structure.

2. Any permit or construction authorizing or resulting in a net increase in the number of dwelling units in any Land Use District.

3. Changes in use resulting in a net increase in estimated water demand.

4. Any permit or construction authorizing or resulting in a net increase in the number of separate commercial spaces within any commercial structure or the number of motel rooms available for occupancy.

5. Subdivisions or lot line adjustments resulting in a net increase in potential lots of record, building sites or dwelling units.

6. Any change in land use that has been determined by the Planning Commission to use additional water resources. Such determinations must be documented by evidence in the public record.

C. The following projects, actions and construction activities have been determined not to result in an increase in water use pursuant to Subsection (A) above and Section 17.08.070:

1. Additions and alterations to single family residential construction on existing developed building sites when involving no increase in the number of interior plumbing fixture units on the property. Projects qualifying under this provision must meet all criteria listed in Subsection (D) herein below.

2. Commercial design approvals, commercial use permit approvals and building permits authorizing alterations, remodeling or other improvements to existing buildings. No action qualifying under this provision shall include any increase in (a) floor area, (b) the number of commercial shop spaces or motel units, (c) the number of dwelling units or (d) land use intensity. Measures of land use intensity shall

include, but shall not be limited to, increased numbers employees within a shop space, increased hours of operation, and increased business activity wherein employees or patrons could be expected to use additional water. Projects qualifying under this provision must meet all criteria listed in Subsection (D) herein below.

3. Commercial use permits and business licenses authorizing a change in the occupancy of an existing commercial building by a business use when involving no increase in land use intensity as defined above.

4. Lot line adjustments not resulting in the creation of additional lots or building sites.

D. Criteria and Standards

The following standards shall apply to all projects defined in Subsections C(1) and C(2) above:

1. All plumbing fixtures on the property must be retrofitted to meet the standards established in Chapter 15.28. The water savings achieved by retrofitting existing plumbing fixtures to meet these standards may be applied to the authorization of new plumbing fixtures or "fixture units" on the property.

2. "Fixture units" shall be those defined and adopted by the Monterey Peninsula Water Management District for residential fixture unit counts.

3. Trade-offs of fixture units between properties are not authorized. All fixture unit trades must occur on the same building site for which the exemption is sought.

17.08.070 ACCEPTANCE OF APPLICATIONS AND PERMIT PROCESSING

A. Phased Processing of Projects
The following phases and procedures shall be implemented in the acceptance and processing of applications. Any application accepted in violation of these provisions shall be returned to the applicant or denied. All applications for

any project defined in section 17.08.060(B) must be accompanied by a written acknowledgement that water resources may not be available to serve the project for which the application is filed and that the applicant fully accepts all consequences of this risk.

1. Phase I: At any time that a 2% water reserve is not maintained as defined in section 17.08.050(C) and (D), no application for any water consuming project shall be accepted, processed or approved. During this period only those projects classified as exempt in subsection (B) below, or that have been determined to have no impact on water resources as established in section 17.08.060 (C) may be accepted, processed or approved.

2. Phase II: The second phase shall apply at any time that a 2% water reserve, as defined in section 17.08.050 (C) and (D), is maintained. Applications for projects classified within the first and second land use priorities in section 17.08.040 (D), as well as projects authorized in phase I, may be accepted and processed during Phase II.

3. Phase III: Upon achieving and maintaining the full 5% reserve defined in section 17.08.050, applications for projects in all three land use priorities established in section 17.08.040 (D), as well as projects authorized in Phase I may be accepted and processed.

4. Any complete application accepted for processing during any phase shall be processed through all discretionary actions even if the City fails to maintain compliance with one or more reserve goals after accepting said application. All applications for projects within the second and third priorities in section 17.08.040(D) that are approved through these phasing procedures shall only be implemented after the City has achieved compliance with with the full 5% water reserve. Final permits allowing the implementation of such projects shall be released through the procedure in subsection (D) below.

B. <u>Exemptions</u>

The following classes of projects shall be exempt from the prohibitions in 17.08.060(A) and (B) and may be issued permits whenever the water consumption total calculated in 17.08.050(B) remains below 100% of the total water resource

available to the City. No project shall be exempt when consumption, as calculated in section 17.08.050 (B), exceeds 100% of the available resource.

1. Single family residential construction on existing lots of record in the R-1 Land Use District that are vacant and unencumbered by any existing construction. Determination of whether a lot is vacant or encumbered shall be made by reviewing all standards and provisions contained in the following sections of Title 17: 04.130 (Building Site), 04.420 (Lot of Record), 04.670 (Structure), 24.0070 (Lots, Parcels and Building Sites), 24.170 (Floor Area), and 24.190 through 24.220 (Setbacks).

2. Residential or commercial construction on existing lots of record in any commercial district that are vacant, unencumbered and not used for any commercial purpose.

3. Any project determined by the City Council to be an approved pending project as listed in Resolution 87-50.

C. Evaluation of Projected Water Use

In processing applications pursuant to Sections 17.08.060 and 17.08.050(D) an estimate of the projected water demand generated by full use of the proposed project shall be made. This shall be compared to a record or estimate of the past water use established by the specific use being replaced or modified to determine the net change in water use of the proposed activity. When making such comparisons, previously achieved water conservation, and any water conservation required of the project by Chapter 15.28, shall not be used to reduce the estimated water demand of the proposed project.

Past water use on any project site shall be the twelve (12) most recent months during which a site was occupied. Where records documenting past water use are not available and estimates are used, these estimates shall be verified by the Monterey Peninsula Water Management District or by the Department of Community Planning and Building. Disputed estimates shall be resolved by the Planning Commission.

D. Release of Final Permits

The release of final permits for projects shall follow the procedures in this section to assure that the City's adopted water reserve is maintained. The final permit for a project shall only be released when the cumulative effect of all projects already issued final permits and the net effect of the projectbeing considered would not result in in noncompliance with the full 5% water reserve maintained pursuant to section 17.08.050.

1. Eligibility- Pending projects must be considered for the release of final permits in the order in which they obtained their final required discretionary approval. As each final permit is released, or becomes available for release due to sufficient water resources, other projects with later dates of final discretionary approval shall then become eligible for consideration.

2. Available Water Resources- The amount of water available for pending projects shall be calculated as:

   a) the average amount by which consumption has remained below the 5% reserve during the most recent two-month period of compliance, and

   b) as reduced by the amount of water already committed to projects which are eligible for for final permits or for which final permits have been issued, but which have not yet been completed and issued Certificates of Occupancy.

3. Eligibility Limits and Notification- If there are available water resources to serve the full estimated demand of the project under consideration, the project sponser shall be notified by certified mail and a final permit may be issued upon application subject to all relevent city codes and procedures.

4. Time Limits, Abandonment- If a pending project becomes eligible for a final permit and no permit is applied for or issued within six months of the date the project sponser is notified, the project shall be deemed abandoned and shall cease to have a committment of water resources so that other pending projects may then be considered. Projects abandoned pursuant to this section shall not be issued final permits. Final permits issued shall be valid for a period of six months and shall thereafter be void and the project deemed abandoned unless work has commenced on the project or the use has become established.

-EXHIBIT B-

AMENDMENTS TO CHAPTER 15.28

15.28.020 Standards for Water Conservation and Plumbing Fixtures

A. The following standards are established to achieve water conservation:

1. All toilets shall use 1.5 gallons of water per flush or less.

2. All showerheads shall use 2.5 gallons of water per minute or less.

3. All kitchen and lavatory faucets shall be equiped with aerators or shall have a maximum rate of flow of not more than 2.5 gallons per minute.

4. All ornamental fountains, permanent swimming or wading pools and similar structures shall employ recirculation systems.

5. All waterpipes and connections to water delivery mains shall be equipped with valves to reduce water pressure to fifty pounds of pressure per square inch or less.

6. All hot water pipes shall be insulated.

B. Applicability of Standards.

The following regulations shall establish the circumstances in which the water conservation plumbing standards shall apply:

1. All newly constructed building in all land use districts shall comply with all standards set forth above in Subsection (A).

2. Construction activity involving remodels, additions or reconstruction wherein the total floor area in a building is increased by 25% or more shall require the entire building to be retrofitted to meet standards (1), (2) and (3) as set forth above in Subsection (A). This provision shall not be applied to result in a retrofitting cost that would exceed 25% of the value of the estimated construction cost.

3. Other provisions of the Municipal Code, including those in Chapter 17.08 and Section 17.46.120, may also establish requirements for the retrofitting of existing fixtures in order to achieve water conservation.

4. The City shall cooperate in the implementation of adopted retrofit programs of the Monterey Peninsula Water Management District in District Ordinance No. 30.

C. Exemptions

The Building Official may authorize exemptions from the requirements of this chapter under the following circumstances:

1. The adopted requirements of another governmental agency with jurisdictional authority over the City mandates the use of equipment prohibited by this chapter.

2. The strict adherence to the requirements of this chapter would interfere with the maintenance of the health, safety or sanitation protections provided to similar buildings or uses.

3. Equipment needed to comply with this chapter can not be obtained and waiting to obtain it would cause unreasonable delay in construction. Exemptions granted under this provision shall be temporary and the equipment needed to comply with this chapter shall be installed when it becomes available.

4. An otherwise legal business would be prevented from operating in a manner necessary and reasonable to accomplish its purpose.

5. The plumbing fixtures on a property have been previously retrofitted to comply with Ordinances 84-2 or 85-1. In order to qualify under this exemption, applicants must provide documentation such as plumbing permits or similar evidence that appropriate fixtures were replaced between February 1984 and June 1987.

BR:hw
H2OORD

CERTIFICATION OF ORDINANCE

I, JEANNE BREHMER, the undesigned, City Clerk of the City of Carmel-by-the-Sea, California, do hereby certify that the foregoing is a true and correct copy of Ordinance No. 87 - 14 which has been published or posted pursuant to the laws of the State of California and the City of Carmel-by-the-Sea.

DATED THIS 19th DAY OF May 1987.

Jeanne Brehmer

JEANNE BREHMER, CITY CLERK

CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

ORDINANCE NO. 93-11

AN ORDINANCE AMENDING CHAPTER 17.08 OF THE MUNICIPAL CODE REGARDING WATER ALLOCATION IN THE CITY OF CARMEL-BY-THE-SEA

WHEREAS, the City of Carmel-by-the-Sea is one of eight member land use agencies of the Monterey Peninsula Water Management District and receives water through a regionwide allocation program administered by the District; and

WHEREAS, the City has long sought an equitable distribution of regional water resources among all member agencies; and

WHEREAS, in 1990, after completing an Environmental Impact Report on water allocations, the District determined that water was in even shorter supply than originally assumed and that further issuance of permits would cause irreparable harm to the environment and expose residents and businesses of the Peninsula to unacceptable rationing hardships during drought periods; and

WHEREAS, in response to this determination the District adopted a moratorium on the issuance of new water permits until additional water storage or supplies could be developed; and

WHEREAS, in January of 1992, the City of Carmel-by-the-Sea stopped accepting applications for projects that could no longer obtain water permits for implementation; and

WHEREAS, the Water District, in conjunction with the California-American Water Company, has developed a new water supply well in the City of Seaside that will allow the Water District to begin issuing water permits; and

WHEREAS, the City's allocation from this new well is equal to 15.07 acre feet per year; and

WHEREAS, the Water District, in cooperation with the City, has developed a new allocation process that separates water for new development from water used by existing customers; and

WHEREAS, this new process will make some provisions of current ordinances invalid and this provides an opportunity to simplify City ordinances to coordinate with the new District process; and

WHEREAS, the City's Planning Commission has studied the issues related to water use in new development and has recommended a process that allows for flexibility, monitoring, and adjustment while implementing the General Plan.

NOW, THEREFORE, the City Council of the City of Carmel-by-the-Sea does ordain as follows:

Section One. Amend Sections 17.08.015, 17.08.030 and 17.08.040 as follows.

17.08.015 Demolition or Relocation of Structures. The demolition or relocation of any structure used for residential or commercial purposes shall require review and approval by the Planning Commission prior to the issuance of a building permit authorizing such demolition or relocation. (Ord. 93-11 1(part), 1993; Ord. 87-14 4,(part), 1987).

17.08.030 Water Management Program -- Purpose. The City recognizes a need to conserve and manage its water resources to achieve adopted land use planning objectives. The water resources of the City are presently derived from a water allocation system implemented by the Monterey Peninsula Water Management District. It is the purpose and intent of this ordinance to establish a Water Management Program that: (Ord. 93-11 1 (part), 1993)

1. Reduces unnecessary water consumption in existing and new development;

2. Provides a process for dedication of the City's limited water resources in new development;

3. Establishes a process for determining the broad land use categories to be served through allocations of existing and future water resources available to the City. (Ord. 93-11 1(part), 1993; Ord. 87-14 2(Exh.A)(part), 1987).

4. Implements the General Plan. (Ord. 93-11 1(part), 1993).

17.08.040 Water Conservation. Water conservation is an integral part of the City's water management program. Water resources available to the City are limited. In some cases, water conservation can increase the effective supply and allow development that otherwise would not be possible. Water conservation in new development can reduce the demand from each project and thereby increase the number of projects that can be served with available resources. It is the intent of this Section to establish uniform standards for water conservation and to provide guidance on the manner in which conserved water is to be used within the City's total Water Management Program. (Ord. 93-11 1(part), 1993).

A. Uniform Standards for Plumbing Fixtures. The use of water-conserving plumbing fixtures shall be required for all new construction. All existing plumbing fixtures within any building that do not comply with the adopted standards for water conserva-

tion shall be replaced with complying fixtures upon issuance of any building permit authorizing substantial construction. Standards for water-conserving plumbing fixtures and the criteria for when such fixtures are required are established in Chapter 15.28 of this Code.

B. Landscaping Standards. It is recognized that the irrigation of plants used in landscaping can consume large quantities of water. Proper design of irrigation systems and proper selection of plant species can significantly reduce water consumption while achieving a more natural appearance in community design through the use of native plants and other species habituated to the central coast. The following standards are intended to achieve these objectives while facilitating the improvement of landscaped areas throughout the City:

1. All plants within landscaped areas on any public right-of-way adjacent to private property shall be drought tolerant and low water use species as determined by the City Forester.

2. All private projects in all commercial, R-4, and R-1 Land Use Districts that involve additions or new buildings requiring design study or design review shall require the review and approval of a landscape and irrigation plan by the Forest and Beach Department. Standards (a), (b) and (c) below shall be used in evaluating and approving such projects:

a. Privately installed irrigation systems may be authorized within any public right-of-way adjacent to private property upon approval of an encroachment permit.

b. At least seventy-five percent of the planted area of all open space on project sites in the commercial, R-4, and R-1 districts, except for existing landscapes, shall be planted with drought tolerant and low water use species as determined by the City Forester. The City Forester shall develop and maintain a list of appropriate species to assist the public in preparing landscape plans meeting this standard.

c. Irrigation systems shall be designed to minimize the use of water. Low output sprinkler heads and/or drip irrigation shall be required for systems installed on commercial, R-4, and R-1 property.

C. Water Waste. The waste of potable water resources is declared to be a public nuisance. The unnecessary use of water for purposes that can be achieved by alternative means should be eliminated.

1. The use of hoses or other free-flowing water conveyances for the washing of sidewalks, decks, cars, walls, or other large exterior surfaces is prohibited in all commercial and R-4 districts. Exceptions to this prohibition may be granted by the City Council when required for the protection of health or safety.

2. The use of sprinkler systems, hoses or irrigation equipment in such a manner as to repeatedly overwater landscaped areas or excessively waste water in the cleaning of paved surfaces with a result of ponding or copious runoff is prohibited in all land use districts.

Section Two. The following Sections shall be deleted in their entirety:

17.08.040.D	Use of Conserved Water
17.08.050	Water Reserve
17.08.060	Land Use
17.08.070	Acceptance of Applications

Section Three. The following new Sections are hereby adopted as shown below:

17.08.050 Allocation of Water Resources. Following a public hearing, the City Council shall establish an allocation of water resources available for increased use by adopting an Allocation Resolution. The Resolution shall define: (Ord. No. 93-11 3(part), 1993).

- the remaining quantity of water available to the City including any new supplies made available since adoption of the last Allocation Resolution,
- a list of defined land use or project categories for which water will be made available,
- a discrete quantity of water, expressed in acre-feet, to be allotted for each defined land use category, and
- a discrete quantity of water to be held as unallocated reserves.

A. Planning Commission Review and Monitoring. Before adoption of an Allocation Resolution, the City Council shall consider recommendations on the appropriate distribution of water to implement the General Plan as determined by the Planning Commission.

The Allocation Resolution shall remain in effect until replaced by a subsequent Resolution containing the same information, and following the same process as outlined above. The Planning Commission should review water allocations for consistency with the

General Plan on an annual basis and forward any recommendations for change to the City Council during the last month of each calendar year.

B. Unallocated Reserves. Water held in unallocated reserves shall not be used for any project or land use change until transferred to a defined allocation category. Such transfers shall be made by adopting a new Allocation Resolution as described above in Section 17.08.050.A. Reserves are intended to provide a means of adjusting water allocations to respond to changing conditions and General Plan policy. If new water resources become available to the City by action of the Monterey Peninsula Water Management District, they shall be placed in unallocated reserves administratively until distributed to other categories through adoption of a new Allocation Resolution.

17.08.060 Effect of Allocations. The purpose and effect of establishing categories for the allocation of water supplies are to limit access to water to those categories that are consistent with the General Plan. No change in land use shall be allowed through any permit or license that could result in a net increase in water use unless such change has been approved in accordance with all applicable provisions of the Water Management Program. In determining whether a project may result in a net increase in water use the rules and regulations of the Monterey Peninsula Water Management District shall be followed.
(Ord. 93-11 3(part), 1993).

A. Acceptance of Applications. The Department of Community Planning and Building shall monitor the water allocations established by Resolution of the City Council (17.08.050.A). Each proposed change in land use or project for which an application is submitted shall be evaluated to determine whether its approval would result in a net increase in water use. Projects involving no net increase in water use may be accepted and processed without regard to water allocations. (Ord. 93-11 3(part), 1993).

For projects that may result in a net increase in water use, the following procedure shall be used by the Department:

1. The project shall first be classified into one or more land use categories based on the type of project. (For example, a mixed-use project would be classified into both the commercial and multi-family residential categories.)

2. An estimate shall then be made of the net increase in water use that would result from the project within each land use category.

3. If the project would require water from a land use category for which no allocation has been made, the application shall be returned to the applicant and shall not be processed or shall be denied.

4. If the project would require more water from a land use category than currently remains, after considering the original allocation minus all existing precommitments and dedications, the application shall be returned to the applicant and shall not be processed or shall be denied.

5. If the project requires water and there is a sufficient supply remaining in the allocation for each category affected by the project to fully meet the anticipated demand, the application may be accepted for processing after meeting all requirements for a complete application established by the City.

6. Upon acceptance of an application as complete by the Department, a precommitment of water resources shall be temporarily assigned to the project during processing of the application. The Department shall keep a record of the remaining balance of water within each allocation category and a running total of all temporary precommitments and dedications to ensure that applications are not accepted for processing for which water would be unavailable upon approval. For projects that are denied or abandoned, the precommitment shall be terminated and the water shall be administratively restored to its original allocation category.

B. Approval of Applications. Once an application for a project requiring water resources has been approved, the Department shall permanently reduce the remaining balance within each allocation category affected by the project and shall issue a water release to the Monterey Peninsula Water Management District authorizing a debit to the City's water allocation. This action shall terminate the temporary precommitment of water resources and create a permanent dedication of water resources to the project, subject to all applicable time limits established in the permit or by the Municipal Code.

C. Abandonment of Dedicated Water Resources. Upon making a determination that a water release has expired without use, or that time limits applicable to a project have expired without implementation, all water previously dedicated to a project, but not used, shall be considered abandoned. All water abandoned or not used shall be returned to the allocation category from which it originated and shall become available for use by subsequent projects.

Section Four. Severability. If any part of this Ordinance is found to be unenforceable, such finding shall not affect the enforceability of any other part.

Section Five. Violations. Any person, firm or corporation, whether as principal or agent, employed or otherwise, violating or causing or permitting the violation of the provisions of this Ordinance is guilty of an infraction. Any part of any building erected contrary to the provisions of this Ordinance is hereby declared to be unlawful and a public nuisance and the City Attorney shall, upon order of the City Council, immediately commence action for the abatement or removal thereof. Should any person, firm or corporation violate the terms of this Ordinance and any action is authorized by the City Council or the City Attorney or is in fact filed for said violations, no other action shall be taken on any application filed by or on behalf of said person, firm or corporation until the litigation has been resolved.

Section Six. Effective Date. This Ordinance shall take effect 30 days after final adoption.

PASSED AND ADOPTED by the City Council of the City of Carmel-by-the-Sea this 13th day of July, 1993, by the following roll call vote:

AYES: COUNCIL MEMBERS: Brooks, Coniglio, Fischer, Livingston, White

NOES: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: None

SIGNED,

Ken White

Ken White, Mayor

ATTEST:

Jeanne Brehmer

Jeanne Brehmer, City Clerk

OR9205/67-73

Chapter 17.50
WATER MANAGEMENT PROGRAM[1]

Sections:

17.50.010 Purpose.

17.50.020 Water Conservation.

17.50.030 Allocation of Water Resources.

17.50.040 Effects of Allocation.

17.50.010 Purpose.

The City recognizes a need to conserve and manage its water resources to achieve adopted land use planning objectives. The water resources of the City are presently derived from a water allocation system implemented by the Monterey Peninsula Water Management District. It is the purpose and intent of this chapter to establish a water management program that:

A. Reduces unnecessary water consumption in existing and new development;

B. Provides a process for dedication of the City's limited water resources in new development;

C. Establishes a process for determining the broad land use categories to be served through allocations of existing and future water resources available to the City; and

D. Implements the General Plan and Coastal Land Use Plan. (Ord. 2004-02 § 1, 2004; Ord. 2004-01 § 1, 2004).

17.50.020 Water Conservation.

Water conservation is an integral part of the City's water management program. Water resources available to the City are limited. In some cases, water conservation can increase the effective supply and allow development that otherwise would not be possible. Water conservation in new development can reduce the demand from each project and thereby increase the number of projects that can be served with available resources. It is the intent of this chapter to establish uniform standards for water conservation and to provide guidance on the manner in which conserved water is to be used within the City's total water management program.

A. Uniform Standards for Plumbing Fixtures. The use of water-conserving plumbing fixtures shall be required for all new construction. All existing plumbing fixtures within any building that do not comply with the adopted standards for water conservation shall be replaced with complying fixtures upon issuance of any building permit authorizing substantial construction. Standards for water-conserving plumbing fixtures and the criteria for when such fixtures are required are established in Chapter 15.28 CMC.

B. Landscaping Standards. It is recognized that the irrigation of plants used in landscaping can consume large quantities of water. Proper design of irrigation systems and proper selection of plant species can significantly reduce water consumption while achieving a more natural appearance in community design through the use of native plants and other species habituated to the central coast. See landscaping standards contained in Chapter 17.34 CMC, Landscaping. (Ord. 2004-02 § 1, 2004; Ord. 2004-01 § 1, 2004).

17.50.030 Allocation of Water Resources.

A. Allocation. Following a public hearing, the City Council shall establish an allocation of water resources available for increased use by adopting an allocation resolution. The resolution shall define:

1. The remaining quantity of water available to the City including any new supplies made available since adoption of the last allocation resolution;

2. A list of defined land use or project categories for which water will be made available;

3. A discrete quantity of water, expressed in acre-feet per year, to be allotted for each defined land use category; and

4. A discrete quantity of water to be held as unallocated reserves.

B. Planning Commission Review and Monitoring. Before adoption of an allocation resolution, the City Council shall consider recommendations on the appropriate distribution of water to implement the General Plan and the Local Coastal Program as determined by the Planning Commission. Each allocation resolution shall reserve at least 10 percent of available water resources for projects that will create new affordable housing units for moderately low-, low- or very low-income households. Each allocation resolution also shall ensure that water is reserved for anticipated projects serving coastal recreation, access and essential public services. The allocation resolution shall remain in effect until replaced by a subsequent resolution containing the same information, and following the same process as outlined above. The Planning Commission should review water allocations for consistency with the General Plan and the Local Coastal Program on an annual basis and forward any recommendations for change to the City Council during the last month of each calendar year.

C. Unallocated Reserves. Water held in unallocated reserves shall not be used for any project or land use change until transferred to a defined allocation category. Such transfers shall be made by adopting a new allocation resolution as described in subsection (A) of this section. Reserves are intended to provide a means of adjusting water allocations to respond to changing conditions and General Plan policy. If new water resources become available to the City by action of the Monterey Peninsula Water Management District, they shall be placed in unallocated reserves administratively until distributed to other categories through adoption of a new allocation resolution. (Ord. 2004-02 § 1, 2004; Ord. 2004-01 § 1, 2004).

17.50.040 Effects of Allocation.

The purpose and effect of establishing categories for the allocation of water supplies are to limit access to water to those categories that are consistent with the General Plan and the Local Coastal Program. No change in land use shall be allowed through any permit or license that could result in a net increase in water use unless such change has been approved in accordance with all applicable provisions of the water management program. In determining whether a project may result in a net increase in water use the rules and regulations of the Monterey Peninsula Water Management District shall be followed.

A. Acceptance of Applications. The Department of Community Planning and Building shall monitor the water allocations established by resolution of the City Council (CMC 17.50.030, Allocation of Water Resources). Each proposed change in land use or project for which an application is submitted shall be evaluated to determine whether its approval could result in a net increase in water use as defined by the Water Management District. Projects involving no net increase in water use or that will create new housing affordable to moderate, low- or very low-income households may be accepted and processed without regard to water allocations. For projects that may result in a net increase in water use, the following procedure shall be used by the Department:

1. The project shall first be classified into one or more land use categories based on the type of project. (For example, a mixed-use project would be classified into both the commercial and multifamily residential categories.)

2. An estimate shall then be made of the net increase in water use that would result from the project within each land use category.

3. If the project would require water from a land use category for which no allocation has been made, the application shall be returned to the applicant and shall not be processed.

4. If the project would require more water from a land use category than currently remains, after considering the original allocation minus all existing pre-commitments and dedications, the application shall be returned to the applicant and shall not be processed or shall be denied. An exception shall be allowed if the project would create housing affordable to moderate, low- or very low-income households. In such cases, the project shall be processed and then put on a waiting list until water resources become available.

5. If the project requires water and there is a sufficient supply remaining in the allocation for each category affected by the project to fully meet the anticipated demand, the application may be accepted for processing after meeting all requirements for a complete application established by the City.

6. Upon acceptance of an application as complete by the department, a pre-commitment of water resources shall be temporarily assigned to the project during processing of the application. The department shall keep a record of the remaining balance of water within each allocation category and a running total of all temporary pre-commitments and dedications to ensure that applications are not accepted for processing for which water would be unavailable upon approval. For projects that are denied or abandoned, the pre-

commitment shall be terminated and the water shall be administratively restored to its original allocation category.

B. Approval of Applications. Once an application for a project requiring water resources has been approved, the Department shall permanently reduce the remaining balance within each allocation category affected by the project and shall issue a water release to the Monterey Peninsula Water Management District authorizing a debit to the City's water allocation. This action shall terminate the temporary pre-commitment of water resources and create a permanent dedication of water resources to the project, subject to all applicable time limits established in the permit or by the municipal code.

C. Abandonment of Dedicated Water Resources. Upon making a determination that a water release has expired without use, or that time limits applicable to a project have expired without implementation, all water previously dedicated to a project, but not used, shall be considered abandoned. All water abandoned or not used by such unimplemented projects shall be returned to the allocation category from which it originated and shall become available for use by subsequent projects. For projects that are implemented and water demand was overestimated, any remaining, unused water shall be credited back to the City's unallocated reserve. (Ord. 2004-02 § 1, 2004; Ord. 2004-01 § 1, 2004).

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[1] Prior legislation: Ords. 87-14 and 93-11.

MONTEREY PENINSULA WATER MANAGEMENT DISTRICT

ORDINANCE NO. 197
AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA WATER MANAGEMENT DISTRICT ALLOCATING WATER FROM PURE WATER MONTEREY EXPANSION

FINDINGS

1. The Monterey Peninsula Water Management District ("District") is organized and exists under the Monterey Peninsula Water Management District Law (Chapter 527 of the Statutes of 1977, and published at Water Code Appendix, Section 118-1, et seq.) ("District Law").

2. The District is charged under the Monterey Peninsula Water Management District Law with the integrated management of all ground and surface water resources in the Monterey Peninsula area.

3. State Water Resources Control Board ("SWRCB") Order No. WR 95-10 dated July 6, 1995, determined that California American Water ("Cal-Am") did not have the right to divert as much water from the Carmel River system as it historically did. The SWRCB, through Order WR 2009-0060, authorized Cal-Am to continue these diversion levels until 2017, and then again through Order WR 2016-0016 to 2021, at which point alternative water supplies were required to avoid significant threats to the health, safety and welfare of residents, businesses, visitors and property owners on the Monterey Peninsula.

4. The Pure Water Monterey ("PWM")/Groundwater Replenishment Project ("PWM/GWR") is an advanced water recycling project, jointly developed by MPWMD and Monterey One Water ("M1W"). The PWM Groundwater Replenishment Final Environmental Impact Report ("2015 EIR") was certified by M1W in October 2015, with Addenda approved in June 2016, March 2017, and October 2017 to address project changes (SCH #2013051094; MPWMD/M1W 2015, 2016, 2017a, 2017b). Initially, the approved PWM/GWR Project had an operational capacity of 4.0 million gallons per day (mgd). In 2017, M1W approved a modification to the PWM/GWR Project that expanded operational capacity from 4.0 mgd to 5.0 mgd (MPWMD/M1W 2019). The PWM/GWR Project is owned and operated by M1W. Currently, MPWMD sells 3,500 AFY of water from PWM/GWR to Cal-Am.

5. In 2019, M1W prepared a Draft Supplemental EIR for modifications to expand the water supply yield of the approved PWM/GWR Project. These modifications would expand facility peak capacity from 5 mgd to 7.6 mgd and would ultimately result in an additional 2,250 AFY of purified recycled water for injection into the Seaside Groundwater Basin.

MPWMD would subsequently extract and sell a total average yield of 5,750 AFY to Cal-Am (MPWMD/M1W 2019). The PWM/GWR Project would also deliver 600 AFY to the Marina Coast Water District. The 5,750 AFY of water would replace a portion of the water supply for Cal-Am, which has been required by the SWRCB to reduce drafting water from the Carmel River to legally permitted levels. The Final Supplemental EIR ("2021 SEIR") was certified in April 2021, and an Addendum was approved in November 2021 (SCH #2013051094, MPWMD/M1W 2020, 2021).

6. The District Law grants MPWMD general and specific powers to cause sufficient water to be available for present and future beneficial use or uses of lands or inhabitants within the District. MPWMD Rule 30 requires the District to establish a specific Allocation for each Jurisdiction to manage water supplies throughout the District.

7. The PWM Expansion provides a replacement water supply that should enable the lifting of the SWRCB Cease and Desist Order (CDO) and the California Public Utilities Commission ("CPUC") moratorium on the setting of new meters.

8. Ordinance No. 197 allocates a portion of the additional new water supply made available by the expansion of the PWM/GWR Project amongst the Monterey Peninsula Jurisdictions within the District's service area. The District anticipates that the additional water supply will be on-line by the fourth quarter of 2025. The Amended and Restated Water Purchase Agreement for the Pure Water Monterey (PWM) Expansion project was signed in March 2023.

9. The District considered several factors when determining the allocation, including but not limited to historical average water consumption data, water production data, water availability, and estimates of job and population growth for each Jurisdiction based on the Association of Monterey Bay Area Governments (AMBAG) 2022 Regional Growth Forecast.

10. The District is allocating a portion of the new supply and retains flexibility to be able to allocate additional supply when needed to meet future water demands of the Jurisdictions.

11. In May 2023, the District authorized an environmental consultant to perform a literature review of Environmental Impact Reports (EIRs), Supplemental EIRs, general plans, etc. for water projects and future growth and then advise the District through a technical memorandum on the appropriate environmental action for the Allocation Process. The Technical Memorandum concluded (a) that the proposed water allocation qualifies as a project under CEQA because it is being undertaken by a public agency (the District) and has the potential for reasonably foreseeable indirect physical changes in the environment, such as facilitating land development through the provision of increased water supplies. In other words, the additional water that would be available to Jurisdictions in the Cal-Am Service Area within the District could facilitate development that would have otherwise been impossible due to lack of water availability; and (b) The document review determined that the Pure Water Monterey 2021 Supplemental EIR (SEIR) had already analyzed the growth-inducing and secondary environmental effects associated with the proposed water

allocation, which is, in practice, a continuation of the District's existing water allocation program. Based on those findings, the District undertook preparation of an Addendum to the SEIR.

12. The District prepared the EIR Addendum which supported the District's determination that the additional water allocation is within the scope of the 2021 SEIR, did not require subsequent action under CEQA Guidelines Section 15162 and, in conjunction with the 2021 SEIR, adequately analyzes potential environmental impacts. The Addendum was adopted by the District Board in February 2024.

NOW THEREFORE, be it ordained as follows:

ORDINANCE

Section One: **Short Title**

This ordinance shall be known as the Pure Water Monterey Expansion Allocation Ordinance of the Monterey Peninsula Water Management District.

Section Two: **Purpose**

This ordinance establishes initial Allocations of water from Pure Water Monterey Expansion for delivery by California-American Water Company to the Jurisdictions in the Monterey Peninsula Water Management District.

Section Three: **Amendment to Rule 31, Report on Status of Water Allocations**

Rule 31 shall be amended as shown in bold italics for new text (***bold italics***) and strikeout (~~strikeout~~) for deletions.

> The District shall ***prepare a Monthly Allocation Report for the Board of Directors with information about debits and credits to Allocations, Entitlements, and other water tracking processes related to Water Permits. This report shall be available to the public.*** ~~prepare and distribute an annual record to each Jurisdiction showing the current water balance for each Allocation~~.

Section Four: **Amendment to Rule 33, Jurisdictional and Reserve Water Allocations**

Rule 33 shall be amended as shown in bold italics for new text (***bold italics***) and strikeout (~~strikeout~~) for deletions. Table 5 shall be added (not shown in bold italics):

RULE 33 - JURISDICTIONAL AND RESERVE WATER ALLOCATIONS

A. JURISDICTIONAL ALLOCATIONS

Permits to authorize new or Intensified Water Use from the California-American

Water Company shall be issued by the District for use in any Jurisdiction pursuant to the application and approval process set forth in District ~~Rule 23~~***Regulation II***. The total quantity of new or Intensified Water Use in each respective Jurisdiction, shall not exceed the amounts set forth in ~~this section~~***Table 5, MPWMD Cal-Am Water Allocations by Jurisdiction***:

~~Carmel by the Sea 19.41 Acre-Feet~~
~~Del Rey Oaks 8.10 Acre-Feet~~
~~Monterey (City) 76.32 Acre-Feet~~
~~Pacific Grove 25.77 Acre-Feet~~
~~Sand City 51.86 Acre-Feet~~
~~Seaside 65.45 Acre-Feet~~
~~Monterey County 87.71 Acre-Feet~~
~~Monterey Peninsula Airport District 8.10 Acre-Feet~~
~~District Reserve (Allocated) 15.28 Acre-Feet~~

Table 5
MPWMD Cal-Am Water Allocations by Jurisdiction

Jurisdiction	*Proposed PWM Expansion Allocation*	*Existing Allocation as of 11/ 30/24**	*Total Jurisdictional Allocation**
Carmel	*14 AF*	*2.479 AF*	*16.479 AF*
Del Rey Oaks	*6 AF*	*0 AF*	*6.000 AF*
Monterey	*141 AF*	*0.469 AF*	*141.469AF*
Pacific Grove	*32 AF*	*0.024 AF*	*32.024 AF*
Sand City	*14 AF*	*0 AF*	*14.000 AF*
Seaside	*21 AF*	*29.292 AF*	*50.292 AF*
Unincorporated Monterey County	*72 AF*	*10.940 AF*	*82.940 AF*
Monterey Peninsula Airport District	*44 AF*	*5.197 AF*	*49.197 AF*
Department of Defense Sites	*27 AF*	*0 AF*	*27.000 AF*
District Reserve	*2,175 AF*		*2,175 AF*

*Allocation will be updated to reflect Paralta and Pre-Paralta Allocations remaining in each Jurisdiction upon the effective date of the ordinance. (This asterisked information shall not be published in Rule 33.)

B. DISTRICT RESERVE

The District Reserve Allocation shall refer to a quantity of water available for use at the District's discretion, including future allocation. The District Reserve Allocation can be augmented by dedications of water from a Water Entitlement, Water Use Credit, Water Credit, or a new Source of Supply.

C. WATER WEST ~~ADJUSTMENT~~ RESERVE

A special reserve ~~shall be~~ ***has been*** established ~~to replenish~~ ***separate from*** the Monterey County Allocation for new ***and intensified*** water use ***approved by Monterey County*** which occurs within the boundaries of the former Water West Water Distribution System ***in Carmel Valley***. ~~Replenishment of Monterey County's Allocation from this special reserve shall occur only upon the approval of water use for real property within the Water West boundary.~~ The total quantity of water ~~use to replenish Monterey County's Allocation~~ ***available*** pursuant to this paragraph shall not exceed 12.76 Acre-Feet (sales).

D. ~~LIMIT ON FUTURE WATER ALLOCATIONS~~*COST OF ALLOCATION*

~~There will be no further allocation of water until an adequate water supply is established.~~***There shall be no sale of water from an Allocation by a Jurisdiction. Water permitted from an Allocation shall, however, be subject to the Capacity Fee collected by the District.***

E. RELEASE OF ALLOCATION

A Jurisdiction shall release water from an Allocation by use of the Water Release Form approved by the District. A Water Release Form shall expire after five years or more frequently as determined by the Jurisdiction. Jurisdictions are encouraged to maintain records of the release of water and expiration.

F. DETERMINATION OF ALLOCATIONS

1. The District began the process of determining Jurisdictional Allocations in 2023, culminating in a meeting on September 12, 2024, to provide a detailed overview of the District's methodology and process for distribution of the new supplies. The process was summarized for Jurisdictions' boards and councils at subsequent public meetings.

The methodology used by the District to determine the Allocations of water to be available in 2025 included, but was not limited to:

a. The recent 5-year average water demand by Jurisdiction.

b. Total water supplies, inclusive of the Pure Water Monterey Expansion, were calculated and the existing recent 5-year average total demand was subtracted. Of the difference, 1,000 AF was identified to be held in the District Reserve as a "factor of safety." The remainder was considered "available" for allocation.

c. ***The 25-year growth rate in water demand by Jurisdiction was forecasted based upon the Association of Monterey Bay Area Governments (AMBAG) Regional Growth Forecast, utilizing population growth for future Residential water use and job growth for future Non-Residential water use.***

d. ***The alternate methodology of a survey was used for determining future demands for the Monterey Peninsula Airport District and the Army, Navy, and Coast Guard (Department of Defense Sites).***

e. ***Adjustments, if any, were made for the 6th Cycle Regional Housing Needs Allocation (RHNA).***

f. ***It was determined that the 25-year total increase in demand was less than the new supplies available for allocation. Based on each Jurisdiction's forecasted 25-year demand, a portion of its future demand has been Allocated from the new available supply (Pure Water Monterey Expansion) and the remainder retained in the District Reserve, available for future allocation.***

g. ***Existing unused Jurisdictional Allocations as of the effective date of this Ordinance were left intact.***

2. ***The Board of Directors shall examine the Allocations at least every four years following the AMBAG Regional Growth Forecast. Allocations may be reviewed more frequently at the discretion of the Board.***

G. ***BISHOP AND RYAN RANCH SUB-UNITS***

Henceforth, water Connections in the Bishop and Ryan Ranch subsystems of Cal-Am shall be tracked and accounted for using the same methodology as the Main California American Water System described in Regulation II, including the requirement for authorization of water from the Jurisdiction's Allocation as described in Rule 23 and calculated in Rule 24.

Section Five: Availability of Allocations

Each Jurisdiction should limit the release of water from its Allocation to projects that will not be completed before December 31, 2025, until Pure Water Monterey Expansion has received its final approval. All projects using an Allocation, with the exceptions of the Bishop, Ryan Ranch, and Hidden Hills units of Cal-Am, are subject to the moratorium on new Connections imposed by SWRCB Orders WR 2009-0060 and WR 2016-0016. Pre-existing Paralta and pre-Paralta Allocations may continue to be used in the interim.

Section Six: Residential Retrofit Credit (Ordinances 74 and 90

Ordinances No. 74 and No. 90 enacted a program allowing toilet retrofit water savings to be used to offset added water fixtures in Residential uses. The ordinances specified that the reinvested savings must be debited from a future allocation. From 1995 through 1998, 12.7 Acre-Feet (AF) of savings were used through the program. As required by the program, 12.7 AF shall be accounted for from the District Reserve Allocation.

Section Seven: **Effective Date**

This ordinance shall take effect at 12:01 a.m. on March 1, 2025.

Section Eight: **Severability**

If any subdivision, paragraph, sentence, clause or phrase of this ordinance is, for any reason, held to be invalid or unenforceable by a court of competent jurisdiction, such invalidity shall not affect the validity or enforcement of the remaining portions of this ordinance, or of any other provisions of the Monterey Peninsula Water Management District Rules and Regulations. It is the District's express intent that each remaining portion would have been adopted irrespective of the fact that one or more subdivisions, paragraphs, sentences, clauses, or phrases be declared invalid or unenforceable.

PASSED AND ADOPTED on this 27th day of January 2025 on a motion by Director Riley with a second by Director Paull by the following vote, to wit:

AYES: Lindor, Paull, Daniels, Edwards, Oglesby and Riley

NAYS: Anderson

ABSENT: None

I, David J. Stoldt, Secretary to the Board of Directors of the Monterey Peninsula Water Management District, hereby certify the foregoing ordinance was duly adopted on the 27th day of January 2025.

Dated: January 28, 2025

David J. Stoldt
Secretary to the Board

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EXHIBIT 19-A
MONTHLY ALLOCATION REPORT
Reported in Acre-Feet
For the month of March 2025

Jurisdiction	Pure Water Monterey Allocation	Changes During Period	Balance Remaining	Paralta & Pre-Paralta Water	Changes During Period	Balance Remaining	Public Credits	Changes During Period	Balance Remaining	Total Available
Airport District	44.000	0.000	44.000	8.100	0.000	5.197	0.000	0.000	0.000	49.197
Carmel-by-the-Sea	14.000	0.000	14.000	20.491	0.000	2.479	0.910	0.000	0.182	16.661
Del Rey Oaks	6.000	0.000	6.000	8.540	0.000	0.000	0.000	0.000	0.000	6.000
Dept of Defense	27.000	0.000	27.000	0.000	0.000	0.000	0.000	0.000	0.000	27.000
Monterey	141.000	0.000	141.000	126.979	0.000	0.543	38.121	0.000	3.627	145.170
Monterey County	72.000	0.000	72.000	100.790	(0.104)	11.034	7.827	0.000	1.181	84.215
Pacific Grove	32.000	0.000	32.000	27.180	0.000	0.024	15.874	0.000	0.002	32.026
Sand City	14.000	0.000	14.000	52.698	(0.029)	0.029	24.717	0.000	23.163	37.192
Seaside	21.000	0.000	21.000	99.888	0.000	29.157	2.693	0.000	1.144	51.301
District Reserve	2086.000	0.000	2,086.000	9.000	0.242	7.802	0.000	0.000	0.000	2,093.802
TOTALS	**2,457.000**	**0.000**	**2,457.000**	**453.666**	**0.109**	**56.265**	**90.142**	**0.000**	**29.299**	**2,542.564**

Allocation Holder	Water Available	Changes During Period	Total Demand from Water Permits Issued	Remaining Water Available
Quail Meadows	33.000	0.000	32.320	0.680
Water West	12.760	0.000	10.352	2.408

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CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

RESOLUTION NO. 2013-43

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA ADOPTING AN AMENDED WATER ALLOCATION RESOLUTION (CMC §17.50.030)

WHEREAS, The Land Use and Conservation Elements of the City's General Plan contain objectives and policies which establish guidance relating to the distribution of water in Carmel; and

WHEREAS, in recognition of the need to conserve and manage its limited water resources, the City adopted a Water Management Ordinance in 2004 as part of the Local Coastal Program which authorizes the establishment of allocation categories; and

WHEREAS, the purpose of establishing these water use categories was to limit access to water to those land uses which have been determined to be consistent with the City's General Plan and projects which provide the greatest level of benefit to the community; and

WHEREAS, the City has adopted a Water Management Program ordinance that requires the allocation of water to defined categories of development as a means of implementing the City's land use goals; and

WHEREAS, the City's Water Management Program requires recommendations from the Planning Commission prior to the adoption of an allocation resolution; and

WHEREAS, on 10 July 2013 the Planning Commission recommended that .334 acre-feet of water from the "Spinning Wheel" land use category and .350 acre-feet of water from the previously unallocated "Le Towt" water credit transfer be transferred to the "Commercial" land use category.

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

1. Approve the Water Allocation Categories and water amounts identified in exhibit "A" are hereby established.

2. Determines that if the Carmel Event Center project is not implemented or approved all water in the "Commercial Category" will be transferred back to the original categories.

[THIS SPACE INTENTIONALLY LEFT BLANK]

PASSED AND ADOPTED by the City Council of the City of Carmel-by-the-Sea this 6th day of August 2013, by the following vote:

AYES:	COUNCIL MEMBERS:	BEACH, HILLYARD, THEIS & TALMAGE
NOES:	COUNCIL MEMBERS:	NONE
ABSENT:	COUNCIL MEMBERS:	MAYOR BURNETT
ABSTAIN:	COUNCIL MEMBERS:	NONE

SIGNED,

Kenneth Talmage, Vice Mayor

ATTEST:

Heidi Burch, City Clerk

EXHIBIT "A"

TOTAL AVAILABLE WATER RESOURCE **3.32 af**

Category #1: Low & Very Low Income Housing **.507 af**
This category includes residential housing units that meet the affordable housing standards for low-income and/or very low-income households as estimated by the municipal code.

Category #2: Single Family Residential **0.0 af**

Category #3: Multi-Family Residential **0.0 af**
This category includes permanent and non-transient multi-family housing in all commercial and R-4 Districts, including new apartments and condominiums, conversions of commercial space to residential dwellings, and the housing component of mixed-use projects.

Category #4: Commercial **0.684 af**
This category includes construction of new commercial floor space and conversion of existing space to uses with a greater demand for water. This category also includes the commercial component of mixed-use projects.

Category #5: Municipal **.224 af**
This category includes all forms of municipal projects including expansion or renovation of existing facilities, construction of new facilities and changes in use.

Category #6: Unallocated Reserve **1.69 af**

This category is unallocated and is to be held as uncommitted until assigned to a defined category through adoption of a new Allocation Resolution by the City Council.

Category #7: Mallery/Pescadero Water Transfer Reserve **.106 af**
This category includes the remaining balance from .960 acre-feet of water originally set aside through a transfer of development rights for four vacant lots in Pescadero Canyon owned in 1998 by Tim Mallery but dedicated as permanent open-space. This water may be used for residential, multi-family residential, commercial or public use development as determined by Mallery provided that the project complies with all zoning and provided that the is located with the City limits.

Category #9: Forest Cottages Pre-commitment **.109 af**
This category is for water pre-committed to the Forest Cottages Specific Plan for the creation of two low-income housing units. If this project is denied by the City Council or Coastal Commission or the project is not under construction by 13 February 2014 or is otherwise abandoned, the water shall return to Category #1.

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CITY OF CARMEL-BY-THE-SEA
PLANNING COMMISSION

RESOLUTION NO. 2025-042-PC

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CARMEL-BY-THE-SEA FINDING THAT THEIR WATER ALLOCATION RECOMMENDATION IS NOT A PROJECT UNDER CEQA AS DEFINED IN PUBLIC RESOURCES CODE SECTION 21065 AND CEQA GUIDELINES SECTION 15378 AND RECOMMENDING THAT THE CITY COUNCIL ADOPT AN AMENDED WATER ALLOCATION RESOLUTION (CMC SECTION 17.50.030)

WHEREAS, the Land Use and Conservation Elements of the City's General Plan contain objectives and policies that establish guidance related to the distribution of water in Carmel; and

WHEREAS, in recognition of the need to conserve and manage its limited water resources, the City adopted a Water Management Ordinance in 2004 as part of the Local Coastal Program, which authorizes the establishment of allocation categories; and

WHEREAS, the purpose of establishing these water use categories was to limit access to water to those land uses which have been determined to be consistent with the City's General Plan and projects which provide the greatest level of benefit to the community; and

WHEREAS, the City has adopted a Water Management Program ordinance that requires the allocation of water to defined categories of development as a means of implementing the City's land use goals; and

WHEREAS, on January 27, 2025, the Monterey Peninsula Water Management District (MPWMD) adopted Ordinance No. 197, allocating 14 acre-feet of water to the City of Carmel-by-the-Sea in anticipation of the completion of the Pure Water Monterey Expansion project at the end of 2025; and

WHEREAS, Carmel-by-the-Sea Municipal Code Chapter 17.50, Water Management Program, Section 17.50.030.C, Unallocated Reserves states that if new water resources become available to the City through action by the MPWMD, they shall be placed in unallocated reserves administratively until distributed to other categories through the adoption of a new allocation resolution; and

WHEREAS, the City's Water Management Program requires recommendations from the Planning Commission before the City Council adopts an allocation resolution; and

WHEREAS, on August 29, 2025, a notice of public hearing was published in the Carmel Pine Cone for the September 10, 2025, Planning Commission meeting in compliance with State law (California Government Code 65091), indicating the date and time of the public hearing; and

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WHEREAS, on or before September 5, 2025, the meeting agenda was posted in three locations in compliance with State law, indicating the date and time of the public hearing; and

WHEREAS, on September 10, 2025, the Planning Commission reviewed the water management program at a duly noticed public hearing; and

WHEREAS, during deliberations, the Planning Commission expressed its support that all water be allocated to the various land use categories; that water be dispersed on a first-come, first-served basis; that property owners will still be required to retrofit fixtures to low-water use pursuant to Monterey Peninsula Water Management District rules; and, that accessory dwelling units [in any zoning district] and upper floor residential uses in the commercial districts should be allocated water from the residential category; and

WHEREAS, the California Environmental Quality Act (California Public Resources Code §§ 21000, *et seq.,* "CEQA"), together with State Guidelines (14 California Code Regulations §§ 15000, *et seq.,* the "CEQA Guidelines") and City Environmental Regulations (CMC 17.60) require that certain projects be reviewed for environmental impacts and that environmental documents be prepared; and

WHEREAS, the Planning Commission finds that making a recommendation on the allocation of water resources is not a project under CEQA as defined in Public Resources Code Section 21065 and CEQA Guidelines Section 15378; and

WHEREAS, the facts set forth in the recitals are true and correct and are incorporated herein by reference.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Carmel-by-the-Sea does hereby recommend that the City Council adopt an amended water allocation resolution as shown in the attached Exhibit A incorporated herein by reference and described below, as follows:

- Transfer 3-acre feet of water from Category #6 Unallocated Reserve to Category #1 Low & Very Low-Income Housing,
- Transfer 2-acre feet of water from the Category #6 Unallocated Reserve to Category #4 Commercial,
- Combine Category #2 Single-Family Residential and Category #3 Multi-Family Residential into a single Residential Category,
- Transfer 6-acre feet of water from Category #6 Unallocated Reserve to the newly combined Residential Category,

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- Transfer 3-acre feet of water from Category #6 Unallocated Reserve to Category #5 Municipal, and

- Transfer 0.109-acre feet of water from Category #9 Forest Cottages Pre-commitment to Category #1 Low and Very Low-Income Housing and delete Category #9.

PASSED, APPROVED, AND ADOPTED BY THE PLANNING COMMISSION OF THE CITY OF CARMEL-BY-THE-SEA, this 10th of September 2025, by the following vote:

AYES: AHLBORN, ALLEN, LOCKE, LEPAGE

NOES:

ABSENT: KARAPETKOV

ABSTAIN:

APPROVED:

Signed by:
Michael LePage
4FF97D7E0A3D499...

Michael LePage
Chair

ATTEST:

Signed by:
Shelby Gorman
6E9202EE446F4FF...

Shelby Gorman
Planning Commission Secretary

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EXHIBIT "A"
Water Allocation Categories
Pursuant to Carmel Municipal Code Section 17.50.030

TOTAL AVAILABLE WATER RESOURCE ~~3.32~~ 16.636 af

Category #1: Low & Very Low-Income Housing ~~.507~~ 3.616 af
This category includes residential housing units that meet the affordable housing standards for low-income and/or very low-income households as ~~estimated~~ defined by the municipal code.

Category #2: ~~Single Family~~ Residential ~~0~~ 6.0 af

~~Category #3: Multi-Family Residential 0.0 af~~
This category includes permanent and non-transient single-family and multi-family housing, including single-family dwellings, accessory dwelling units, junior accessory dwelling units, ~~in all commercial and R-4 Districts, including~~ new apartments and condominiums, conversions of commercial space to residential dwellings, and the housing component of mixed-use projects.

Category #~~4~~3: Commercial ~~0.684~~ 2.0 af
This category includes construction of new commercial floor space and conversion of existing space to uses with a greater demand for water. This category also includes the commercial component of mixed-use projects.

Category #~~5~~4: Municipal 3.224 af
This category includes all forms of municipal projects including expansion or renovation of existing facilities, construction of new facilities and changes in use.

Category #~~6~~5: Unallocated Reserve 1.690 af
This category is unallocated and is to be held as uncommitted until assigned to a defined category through adoption of a new Allocation Resolution by the City Council.

Category #~~7~~6: Mallery/Pescadero Water Transfer Reserve 0.106 af
This category includes the remaining balance from .960 acre-feet of water originally set aside through a transfer of development rights for four vacant lots in Pescadero Canyon owned in 1998 by Tim Mallery but dedicated as permanent ~~open-space~~open space. This water may be used for residential, multi-family residential, commercial or public use development as determined by Mallery provided that the project complies with all zoning and provided that the project is located within the City limits.

~~Category #9: Forest Cottages Pre-commitment .109 af~~
~~This category is for water pre-committed to the Forest Cottages Specific Plan for the creation of two low-income housing units. If this project is denied by the City Council or Coastal Commission or the project is not under construction by 13 February 2014 or is otherwise abandoned, the water shall return to Category #1.~~

Note: af = acre feet

MONTEREY PENINSULA WATER MANAGEMENT DISTRICT

Technical Memorandum
June 1, 2023
Summary of Water Supply Requirements for Housing

Typically, a water supply/demand analysis would examine future residential water demand based on population[1], because people use water not houses, but this year is the beginning of the 6th Cycle of the Regional Housing Needs Allocation (RHNA) effort, so this memorandum will focus on how much residential water is needed to meet typical housing needs and the RHNA goals. However, it is important to acknowledge that a full supply and demand forecast such as the District's 2022 Adopted Supply and Demand Forecast also include non-residential (such as commercial) water needs going forward to meet job growth and economic expansion.

Residential Water Need – What Do Housing Types Use?

The District has a long-established residential fixture unit count methodology that is captured in its Rules and Regulations, Rule 24. The data is statistically based on engineering, design, and plumbing standards for residential housing units, and is updated to current standards regularly. The methodology examines architectural floor plans and determines ("counts") the number of fixtures in the proposed structure or dwelling unit and, based on the installed fixtures, determines the capacity of the dwelling unit to use water.

For purposes of forecasting future needs, the District has applied its fixture unit counts to determine the following for typical or standard capacity for water use, in acre-feet per unit:

	Acre-Feet Required	Multi-Family: 1 to 2 Bedroom 1 Bathroom	Multi-Family: 2 to 3 Bedroom 2 Bathroom	Single-Family: 1 Master Bath 1 Standard Bath 1 Half-Bath
Standard Bathroom(s)	0.043	0.043	0.086	0.043
Half Bathroom	0.023			0.023
Master Bathroom	0.053			0.053
Kitchen	0.015	0.015	0.015	0.015
Clothes Washer	0.010	0.010	0.010	0.010
Landscaping & Other[2]	Varies	(see footnote 2)	(see footnote 2)	0.036
Total per Unit		0.068	0.111	0.180

[1] The District's Adopted 2022 Supply and Demand Forecast adopted relies upon the AMBAG Regional Growth Forecast 25-year population projection to estimate the annual growth rate in residential water use. Use of RHNA dwelling units will result in a higher number than population estimates.

[2] "Other" may include other fixtures such as utility sink, bar sink, vegetable sink, bidet, custom tub or showers. Overall project landscaping will be added.

How do these Capacity Factors Apply to RHNA Categories?

RHNA requirements are allocated to four categories of housing based on affordability, but each category may be a mix of housing types. Therefore, the District assumes a mixture of housing types for each category.

RHNA Housing Type Category	Assumption of Housing Mix	Resulting Water Use Factor (AF)
Very Low Income	50% 1-Bath & 50% 2-Bath (100% Multi-Family)	0.0895 AF
Low Income	50% 1-Bath & 50% 2-Bath (100% Multi-Family)	0.0895 AF
Moderate Income	50% Single-Family & 50% Multi-Family	0.1347 AF
Above Moderate	67% Single-Family & 33% Multi-Family	0.1501 AF

Based on the RHNA Goals and the Capacity Factors, What is the RHNA Water Need?

Based on the District's computed capacity factors by RHNA category, the Monterey Peninsula future residential water need can be forecast as 765 acre-feet, computed as follows. However, the total must be adjusted for jurisdictions whose housing need will be served in part by another water provider, which will include old Fort Ord land and certain self-sourced developments in the Carmel Valley and elsewhere, resulting in a need of 670 AF:

	Monterey	Pacific Grove	Carmel-by-the-Sea	Seaside	Del Rey Oaks	Sand City	County*	Total Units	Avg. Use per Unit	Water Required (AF)
Very Low Income	1,177	362	113	86	60	59	90	1,947	0.0895	174
Low Income	769	237	74	55	38	39	59	1,271	0.0895	114
Moderate	462	142	44	156	24	49	43	920	0.1347	124
Above Moderate	1,246	384	118	319	62	113	108	2,350	0.1501	353
Total Allocation	3,654	1,125	349	616	184	260	300	6,488	0.1179	765
Served by Others	(365)			(308)	(37)		(90)	(800)	(0.1179)	(94)
Net	3,289	1,125	349	308	147	260	210	5,688		670
Water for Net RHNA (AF)	380	130	40	45	17	32	25			

*: Assumption of 300 new RHNA units in the unincorporated County of the Cal-Am/MPWMD water service area. County housing element may differ, but currently unavailable.

MONTEREY PENINSULA WATER MANAGEMENT DISTRICT

RESIDENTIAL WATER RELEASE FORM AND WATER PERMIT APPLICATION

NOTE: When approved and signed by the Jurisdiction, this form must be submitted with complete Construction Plans to

conserve@mpwmd.net

5 Harris Court, Bldg. G (Ryan Ranch) ♦ Monterey, CA 93940 ♦ (831) 658-5601

Completing the Water Release Form & Water Permit Application does not guarantee issuance of a Water Permit.

ALL SPACES BELOW MUST BE COMPLETED OR THE APPLICATION MAY NOT BE PROCESSED. ***(Please print firmly)***

1. OWNERSHIP INFORMATION:

Name: _____

Daytime telephone: _____

E-Mail Address: _____

2. AGENT/REPRESENTATIVE INFORMATION:

Name: _____

Daytime telephone: _____

E-Mail Address: _____

3. PROPERTY INFORMATION:

Address: _____

Water Company serving parcel: _____ **Assessor's Parcel Number (APN)**_____ -_____-_____

Is a Water Meter needed? YES or NO If yes, how many?_____

NOTE: Separate Water Meters are required for each User, other than certain Residential uses that may qualify for in-line meters.

4. PROJECT DESCRIPTION (Be thorough and detailed): _____

_____

_____

5. INSTRUCTIONS: ***Table No. 1 should list the fixtures on the property as they exist before the project. Table No. 2 should reflect all fixtures on the property after the project is completed. Only one Master Bathroom can be designated per Dwelling Unit.***

Table No. 1 Existing Property Fixture Count
(All fixtures before project)

Type of Fixture	Fixture	Value	Count
Washbasin	_____	x 1.0 =	_____
Two Washbasins in the Master Bathroom	_____	x 1.0 =	_____
Toilet, Ultra Low-Flush (1.6 gallons-per-flush)	_____	x 1.8 =	_____
Toilet, High Efficiency (HET)	_____	x 1.3 =	_____
Toilet, Ultra High Efficiency (UHET)	_____	x 0.8 =	_____
Urinal, Pint (0.125 gallon maximum)	_____	x 0.1 =	_____
Urinal, Zero Water Consumption	_____	x 0.0 =	_____
Master Bath (one per Dwelling):Tub&Shower Stall	_____	x 3.0 =	_____
Large Bathtub (may have Showerhead above)	_____	x 3.0 =	_____
Standard Bathtub or Shower Stall (one head)	_____	x 2.0 =	_____
Additional shower heads, body spray, etc)	_____	x 2.0 =	_____
Shower System, Rain Bar/ Custom Shower (specs)	_____	x 2.0 =	_____
Kitchen Sink (with optional Dishwasher)	_____	x 2.0 =	_____
Kitchen Sink with High Efficiency Dishwasher	_____	x 1.5 =	_____
Dishwasher, each additional (with optional sink)	_____	x 2.0 =	_____
Dishwasher, High Efficiency (with opt. sink)	_____	x 1.5 =	_____
Laundry Sink/Utility Sink (one per Site)	_____	x 2.0 =	_____
Clothes Washer	_____	x 2.0 =	_____
Clothes Washer, (HECW)	_____	x 1.0 =	_____
Bidet	_____	x 2.0 =	_____
Bar Sink	_____	x 1.0 =	_____
Entertainment Sink	_____	x 1.0 =	_____
Vegetable Sink	_____	x 1.0 =	_____
Swimming Pool (each 100 sq-ft of pool surface)	_____	x 1.0 =	_____
Other _____	_____	x ____ =	_____
Other _____	_____	x ____ =	_____
Other _____	_____	x ____ =	_____
Other _____	_____	x ____ =	_____

• Use this fixture count if a previous Permit was issued utilizing the Master Bathroom Credit. (Tub may be large.) See District staff for more information.

EXISTING FIXTURE UNIT COUNT TOTAL = _____

Table No. 2 Post Project Fixture Count
(All fixtures after project)

Type of Fixture	Fixture	Value	Count
Washbasin	_____	x 1.0 =	_____
Two Washbasins in the Master Bathroom	_____	x 1.0 =	_____
Toilet, Ultra Low-Flush (1.6 gallons-per-flush)	_____	x 1.8 =	_____
Toilet, High Efficiency (HET)	_____	x 1.3 =	_____
Toilet, Ultra High Efficiency (UHET)	_____	x 0.8 =	_____
Urinal, Pint (0.125 gallon maximum)	_____	x 0.1 =	_____
Urinal, Zero Water Consumption	_____	x 0.0 =	_____
Master Bath (one per Dwelling):Tub&Shower Stall	_____	x 3.0 =	_____
Large Bathtub (may have Showerhead above)	_____	x 3.0 =	_____
Standard Bathtub or Shower Stall (one head)	_____	x 2.0 =	_____
Additional shower heads, body spray, etc	_____	x 2.0 =	_____
Shower System, Rain Bars/Custom Shower (specs)	_____	x 2.0 =	_____
Kitchen Sink (optional dishwasher)	_____	x 2.0 =	_____
Kitchen Sink with High Efficiency Dishwasher	_____	x 1.5 =	_____
Dishwasher, each additional (optional sink)	_____	x 2.0 =	_____
Dishwasher, High Efficiency (with opt. sink)	_____	x 1.5 =	_____
Laundry Sink/Utility Sink (one per Site)	_____	x 2.0 =	_____
Clothes Washer	_____	x 2.0 =	_____
Clothes Washer, (HECW)	_____	x 1.0 =	_____
Bidet	_____	x 2.0 =	_____
Bar Sink	_____	x 1.0 =	_____
Entertainment Sink	_____	x 1.0 =	_____
Vegetable Sink	_____	x 1.0 =	_____
Instant-Access-Hot-Water System (fixture credit)	_____	x -0.5 =	_____
Subtotal proposed indoor fixtures		=	_____
Landscape – Refer to District Rule 142.1 "Water Efficient Landscape Requirements"	_____	x ____ =	_____
Swimming Pool (each 100 sq-ft of pool surface)	_____	x 1.0 =	_____

PROPOSED FIXTURE UNIT COUNT TOTAL = _____

In completing the Water Release Form, the undersigned acknowledges that any discrepancy or mistake may cause rejection or delay in processing of the application. Additionally, the undersigned is responsible for accurately accounting for all water fixtures. If the fixture unit count changes without notification to the District, or if a difference in fixtures is documented upon official inspection, Water Permits for the property may be canceled. In addition, water fixtures installed without a Water Permit may be cause for interruption of the water service to the Site, additional fees and penalties, the imposition of a lien on the property, and deduction of water from the local Jurisdiction's Allocation. The property owner/Applicant is required to notify the District and provide Construction Plans as appropriate for each change in the Project made prior to use or occupancy that may affect the project's Capacity to use water. **"PUBLIC ACCESS TO WATER RECORDS" DEED RESTRICTION IS REQUIRED FOR ALL WATER PERMITS.**

6. I certify under penalty of perjury that the information provided on this Water Release Form & Water Permit Application is to my knowledge correct, and the information accurately reflects water use presently planned for this property.

_____ _____ _____

Signature of Owner/Agent **Print Name** **Date**

AUTHORIZATION FOR WATER PERMIT – JURISDICTION USE ONLY

☐ Pure Water ☐ Water Entitlement ☐ Public Credits ☐ Paralta/Pre-Paralta Allocation ☐ WDS (Private Well) ☐ District Reserve
☐ Second Bathroom Protocol ☐ Other ☐ No Water Needed

Authorized by: _____ Amount: _____ Date: _____

City/County Permit Number _____

This form expires after five years from date of authorization for this project by the Jurisdiction or more frequently as determined by the Jurisdiction.

Capitalized terms are defined in MPWMD Rule 11, Definitions

MONTEREY PENINSULA WATER MANAGEMENT DISTRICT

NON-RESIDENTIAL WATER RELEASE FORM AND WATER PERMIT APPLICATION

NOTE: When approved and signed by the Jurisdiction this form must be submitted with final and complete Construction Plans to:

conserve@mpwmd.net

5 Harris Court, Bldg. G ~ Monterey, CA 93940 ~ (831) 658-5601 ~ www.mpwmd.net

Completing the Water Release Form & Water Permit Application does not guarantee issuance of a Water Permit.

ALL SPACES BELOW MUST BE COMPLETED OR THE APPLICATION MAY NOT BE PROCESSED. ***(Please print firmly)***

1. OWNERSHIP INFORMATION:

Name: _____

Daytime telephone: _____

E-Mail Address: _____

2. AGENT/REPRESENTATIVE INFORMATION:

Name: _____

Daytime telephone: _____

E-Mail Address: _____

3. PROPERTY INFORMATION:

Year building was constructed? _____ Existing Square-footage _____ Proposed Square-footage _____

Address: _____ **Assessor Parcel Number**_____-_____-_____

Water Company serving parcel: _ Is a Water Meter needed? yes ☐ no ☐ How many meters needed?

NOTE: Separate water meters are required for each User. Cal-AM Account Number: _____

4. Type of Non-Residential Use: _____

5. Project Description (Be thorough and detailed): _____

Any change in Use/Expansion of Use requires a Water Permit. Deed Restriction Required for all Water Permits. Mandatory Retrofit Upon Expansion of Use.

Existing Group I ***(All Uses before project)***

Users in this category are low water uses where water is primarily used for employee hygiene and minimal janitorial uses. Examples are shown below.

Type of Use	SqFt		Factor		Capacity
Auto Uses	_____	x	0.00007	=	_____
Bank	_____	x	0.00007	=	_____
Dry Cleaner (No Onsite Laundry)	_____	x	0.00007	=	_____
Gym	_____	x	0.00007	=	_____
Nail Salon and/or Hair Salon	_____	x	0.00007	=	_____
Office	_____	x	0.00007	=	_____
Retail	_____	x	0.00007	=	_____
Supermarket	_____	x	0.00007	=	_____
Warehouse	_____	x	0.00007	=	_____
Tasting Room (ABC Type 2)	_____	x	0.00007	=	_____

Post Project Group I ***(All Uses after project)***

Type of Use	SqFt		Factor		Capacity
Auto Uses	_____	x	0.00007	=	_____
Bank	_____	x	0.00007	=	_____
Dry Cleaner (No Onsite Laundry)	_____	x	0.00007	=	_____
Gym	_____	x	0.00007	=	_____
Nail Salon and/or Hair Salon	_____	x	0.00007	=	_____
Office	_____	x	0.00007	=	_____
Retail	_____	x	0.00007	=	_____
Supermarket	_____	x	0.00007	=	_____
Warehouse	_____	x	0.00007	=	_____
Tasting Room (ABC Type 2)	_____	x	0.00007	=	_____

Existing Group II ***(All Uses before project)***

Users in this category prepare and/or sell food/beverages that are primarily provided to customers in/on disposable tableware. Food with high moisture content and liquid food may be served on reusable tableware. Glassware may be used to serve beverages. Users in this category are not full-service restaurants.

Type of Use	SqFt		Factor		Capacity
Bakery	_____	x	0.0002	=	_____
Catering	_____	x	0.0002	=	_____
Coffee House	_____	x	0.0002	=	_____
Deli	_____	x	0.0002	=	_____
Ice Cream Shop/Sandwich Shop	_____	x	0.0002	=	_____
Pizza	_____	x	0.0002	=	_____

Post Project Group II ***(All Uses after project)***

Type of Use	SqFt		Factor		Capacity
Bakery	_____	x	0.0002	=	_____
Catering	_____	x	0.0002	=	_____
Coffee House	_____	x	0.0002	=	_____
Deli	_____	x	0.0002	=	_____
Ice Cream Shop/Sandwich Shop	_____	x	0.0002	=	_____
Pizza	_____	x	0.0002	=	_____

Existing Group III ***(All Uses before project)***

Type of Use	Quantity/SF		Factor		Capacity
Assisted Living (more than 6 beds)	_____	x	0.085 bed	=	_____
Bar (ABC License-Indoor/Outdoor)	_____	x	0.0002 sf	=	_____
Dry Cleaner (with Onsite Laundry)	_____	x	0.0002 sf	=	_____
Dog Grooming	_____	x	0.0567 station	=	_____
Child/Dependent Adult Day Care	_____	x	0.0072 person	=	_____
Dormitory - at institutional facility	_____	x	0.020 bed	=	_____
Laundromat	_____	x	0.12 machine	=	_____
Motel/Hotel/Bed &Breakfast	_____	x	0.064 room	=	_____
w/Large Tub (add to room)	_____	x	0.03 tub	=	_____
w/Each Showerhead beyond one	_____	x	0.02 per head	=	_____
Irrigated area (within 10 ft. of bldg.)	_____	x	ETWU[1]	=	_____
Plant Nursery	_____	x	0.00009 sf	=	_____
Public Toilet	_____	x	0.058 toilet	=	_____
Public Urinal	_____	x	0.036 urinal	=	_____
Zero Water Consumption Urinal	_____		No value	=	_____
Recreational Vehicle (RV) Hookup	_____	x	0.064 af	=	_____
Restaurant (Includes Bar/Brewpub Seat)	_____	x	0.02 seat	=	_____
Ext. Seats above Allowance	_____	x	0.01 seat	=	_____
Ext. Seats within Allowance	_____	x	No value	=	_____
Restaurant (24-Hour and Fast Food)	_____	x	0.038 seat	=	_____
School/Church	_____	x	0.00007 sf	=	_____
Self-Storage	_____	x	0.0008 unit	=	_____
Skilled Nursing/Alzheimer's Care	_____	x	0.120 bed	=	_____
Spa	_____	x	0.05 spa	=	_____
Swimming Pool (each 100 sq-ft of pool surface)	_____	x	0.02 sf	=	_____
Theater	_____	x	0.0012 seat	=	_____
EXISTING Capacity			**TOTAL**	=	_____

Post Project Group III ***(All Uses after project)***

Type of Use	Quantity/SF		Factor		Capacity
Assisted Living (more than 6 beds)	_____	x	0.085 bed	=	_____
Bar (ABC License-Indoor/Outdoor)	_____	x	0.0002 sf	=	_____
Dry Cleaner (with Onsite Laundry)	_____	x	0.0002 sf	=	_____
Dog Grooming	_____	x	0.0567 station	=	_____
Child/Dependent Adult Day Care	_____	x	0.0072 child	=	_____
Dormitory at institutional facility	_____	x	0.020 bed	=	_____
Laundromat	_____	x	0.12 machine	=	_____
Motel/Hotel/Bed & Breakfast	_____	x	0.064 room	=	_____
w/Large Tub (add to room)	_____	x	0.03 tub	=	_____
w/Each Showerhead beyond one	_____	x	0.02 per head	=	_____
Irrigated area (within 10 ft. of bldg.)	_____	x	ETWU	=	_____
Plant Nursery	_____	x	0.00009 sf	=	_____
Public Toilet	_____	x	0.058 toilet	=	_____
Public Urinal	_____	x	0.036 urinal	=	_____
Zero Water Consumption Urinal	_____		no value	=	_____
Recreational Vehicle (RV) Hookup	_____	x	0.064 af	=	_____
Restaurant (Includes Bar/Brewpub Seat)	_____	x	0.02 seat	=	_____
Ext. Seats above Allowance	_____	x	0.01 seat	=	_____
Ext. Seats within Allowance	_____	x	No Value	=	_____
Restaurant (24-Hour and Fast Food)	_____	x	0.038 seat	=	_____
School/Church	_____	x	0.00007 sf	=	_____
Self-Storage	_____	x	0.0008 unit	=	_____
Skilled Nursing/Alzheimer's Care	_____	x	0.120 bed	=	_____
Spa	_____	x	0.05 spa	=	_____
Swimming Pool (each 100 sq-ft of pool surface)	_____	x	0.02 sf	=	_____
Theater	_____	x	0.0012 seat	=	_____
PROPOSED Capacity			**TOTAL**	=	_____

Group IV – Modified Uses

Reduced water Capacity and have received a Water Use Credit or modified factor from the District _____ _____ = _____

New/Refurbished Landscape – Refer to District Rule 142.1 "Water Efficient Landscape Requirements" _____ _____ = _____

PROPOSED WATER CAPACITY (DIFFERENCE BETWEEN EXISTING CAPACITY –POST PROJECT CAPACITY) _____ _____ = _____

NOTE: Water Factors are subject to change by Board action. *(Jurisdiction must authorize water for positive result)*

In completing this Water Release Form, the undersigned (as owner or as agent for the property owner) acknowledges that any discrepancy or mistake may cause rejection or delay in processing of the application. Additionally, the undersigned is responsible for accurately accounting for the type of Non-Residential use. Changes of Use or Expansions completed without a Water Permit may result in additional fees and penalties, the imposition of a lien on the property, and the deduction of water from the local Jurisdiction's Allocation.

I certify, under penalty of perjury, that the information provided on this Water Release Form & Permit Application is to my knowledge correct, and the information accurately reflects the changes presently planned for this property.

_____ _____

Signature of Owner/Agent **Date**

☐ Pure Water ☐ Water Entitlemen ☐ Public Credits ☐ Paralta/Pre-Paralta ☐ WDS (private well) ☐ District Reserve ☐ Other ☐ No Water Needed

Authorized By _____ Amount _____ Date _____

City/County Permit _____

This form expires after five years from date of authorization for this project by the Jurisdiction or more frequently as determined by the Jurisdiction.

[1] See MPWMD Rule 142.1

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

October 7, 2025
ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Ken Wysocki, Director of Public Works

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Resolution 2025-089 Approving a construction contract with Moya & Sons Builders, Inc. in the amount of $136,185 for the Fire Station Upgrade Project and Authorizing the City Administrator to Execute the Contact and Approve Change Orders up to a 10% Contingency
(Estimated time - 20 min)

RECOMMENDATION:

Adopt Resolution 2025-089 Approving a construction contract with Moya & Sons Builders, Inc. in the amount of $136,185 for the Fire Station Upgrade Project and Authorizing the City Administrator to Execute the Contact and Approve Change Orders up to a 10% Contingency.

BACKGROUND / SUMMARY:

As part of the FY25–26 Capital Improvement Plan (CIP), the City Council approved $175,000 in funding for upgrades to the Carmel Fire Station. The primary purpose of this project is to modify and expand the engine bays to accommodate a newly purchased large fire engine scheduled for delivery in December 2025.

The approved plans prepared by WRD Architects (**Attachment 2**, dated June 24, 2025) detail modifications including:

- Downsizing existing office space,
- Removal of partition walls to create a turnout room,
- Framing and siding improvements,
- Mechanical, electrical, and HVAC adjustments, and

- Ceiling, drywall, and interior finishing

Discussion:

Given the scheduled delivery of the new fire engine, completing this project prior to December 2025 is essential to ensure the City can house the new vehicle safely and securely. Without these upgrades, the fire station bays will not meet the clearance and configuration requirements for the new apparatus, creating potential delays in fire response and compromising public safety.

To expedite the project, staff sought three competitive quotes in lieu of formal bidding, consistent with provisions under the California Public Contract Code and the City's purchasing policies. The lowest responsive quote was received from Moya & Sons Builders, Inc. in the amount of $136,185 (**Attachment 3**).

Emergency Justification:

Under California Public Contract Code § 22050 a local agency may, upon a four-fifths vote of the Council, forego formal bidding when emergency circumstances require prompt action to address a clear and imminent threat to public health, safety, or essential services.
This project qualifies as an emergency because:

- The Fire Department's ability to house and operate its apparatus is a critical public safety function.
- The delivery of the City's new fire engine in December 2025 necessitates that construction be completed immediately.
- Delays associated with formal bidding would make timely completion unfeasible.

The City has complied with the spirit of competitive pricing by soliciting three quotes from licensed contractors, ensuring cost reasonableness while meeting urgent public safety needs.

Conclusion:

The Fire Station Upgrade Project is essential to ensure the City can safely accommodate its new fire apparatus and maintain uninterrupted emergency services. Staff recommends that the City Council approve the attached Resolution (**Attachment 1**). The presentation slides are included as **Attachment 4**.

FISCAL IMPACT:

The awarded contract of $136,185 is within the approved CIP budget of $175,000 for this project. Remaining funds will cover contingency, permits, and incidental costs.

PRIOR CITY COUNCIL ACTION:

ATTACHMENTS:

1. Resolution 2025-089
2. Carmel Fire Station Plans
3. Quote from Moya & Sons Builders Inc.
4. Presentation Slides for Fire Station Upgrade Project 10-7-2025

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

RESOLUTION NO. 2025-089

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA APPROVING A CONSTRUCTION CONTRACT WITH MOYA & SONS BUILDERS, INC. IN THE AMOUNT OF $136,185 FOR THE FIRE STATION UPGRADE PROJECT AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE THE CONTRACT AND APPROVE CHANGE ORDERS UP TO A 10% CONTINGENCY

WHEREAS**,** the City Council previously approved funding in the amount of $175,000 in the FY25–26 Capital Improvement Plan for upgrades to the Carmel Fire Station to accommodate the City's new fire engine; and

WHEREAS**,** WRD Architects prepared construction plans (dated June 24, 2025) detailing modifications to the station's engine bays and related facilities to ensure adequate space and functionality; and

WHEREAS, the City has procured competitive quotes from three qualified contractors and identified Moya & Sons Builders, Inc. as the lowest responsive contractor with a quote of $136,185; and

WHEREAS, the Fire Station Upgrade Project qualifies as an emergency under California Public Contract Code § 22050 due to the imminent delivery of the City's new fire engine in December 2025, which requires timely completion of construction to ensure public safety and continuity of emergency services; and

WHEREAS, the City has complied with its purchasing policy by obtaining multiple quotes and ensuring competitive pricing despite foregoing formal bidding due to the emergency nature of the project.

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

1. Approve a construction contract with Moya & Sons Builders, Inc. in the amount of $136,185 for the Fire Station Upgrade Project and authorize the City Administrator to execute the contract and approve changes orders up to a 10% contingency ($13,618.50).

2. Finds that the emergency circumstances justify the award of the contract without formal competitive bidding under PCC § 22050.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 7th day of October, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAN:

APPROVED: ATTEST:

_____ _____

Dale Byrne, Mayor Nova Romero, MMC, City Clerk

CARMEL FIRE STATION

ENGINE BAYS

6th AVENUE

CARMEL-BY-THE-SEA, CA 93921

ABREVIATIONS

&	AND
∠	ANGLE
@	AT
℄	CENTERLINE
Ø	DIAMETER OR ROUND
⊥	PERPENDICULAR
℄	PROPERTY LINE
#	POUND OR NUMBER
A.B.	ANCHOR BOLT
A.B.S.	ACRYLONITRILE BUTADIENE
ABV.	ABOVE
A.A.	ASPHALTIC CONCRETE
A/C	AIR CONDITIONING
ACOUS.	ACOUSTICAL
ADJ.	ADJUSTABLE
A.F.F.	ABOVE FINISH FLOOR
AGGR.	AGGREGATE
ALUM.	ALUMINUM
ANOD.	ANODIZED
A.P.A	AMERICAN PLYWOOD ASSOCIATION
APPROX.	APPROXIMATE
ARCH.	ARCHITECTURAL
A.S.	ADJUSTABLE SHELF
BD.	BOARD
BIT.	BITUMINOUS
BLDG.	BUILDING
BLK.	BLOCK
BLKG.	BLOCKING
BM.	BEAM
B.M.	BENCH MARK
BOT.	BOTTOM
BRG.	BEARING
BTWN.	BETWEEN
B.U.R.	BUILD-UP ROOFING
B.W.	BOTH WAYS
CAB.	CABINET
C.B.	CATCH BASIN
CBC	CALIFORNIA BUILDING CODE
CEM.	CEMENT
CER.	CERAMIC
CFCI.	CONTRACTOR FURNISHED, CONTRACTOR INSTALLED
C.F.	CUBIC FEET
C.I.	CAST IRON
C.J.	CONTROL JOINT
CL.	CLOSET
CLG.	CEILING
CLKG.	CAULKING
CLR.	CLEAR(ANCE)
C.M.U.	CONCRETE MASONRY UNIT
COL.	COLUMN
COMP.	COMPOSITION
CONC.	CONCRETE
CONN.	CONNECTION
CONSTR.	CONSTRUCTION
CONT.	CONTINUOUS
COR.	CORRUGATED
C.O.T.G.	CLEAN-OUT TO GRADE
CSMT.	CASEMENT
CSWK.	CASEWORK
C.T.	CERAMIC TILE
CTR.	COUNTER
CTSK.	COUNTERSINK
C.Y.	CUBIC YARD
DBL.	DOUBLE
DEPT.	DEPARTMENT
DET.	DETAIL
DF.	DRINKING FOUNTAIN
D.F.	DOUGLAS FIR
D.G.	DECOMPOSED GRANITE
D.H.	DOUBLE HUNG
DIAG.	DIAGONAL
DIA.	DIAMETER
DIMEN.	DIMENSION
DISP.	DISPENSER/DISPOSER
DN.	DOWN
DR.	DOOR
DRWG.	DRAWING
D.S.B.	DBL. STRENGTH B GRADE (GLASS)
D.S.	DOWNSPOUT
DWR.	DRAWER
D.W.	DISH WASHER
E.	EAST
EA.	EACH
E.J.	EXPANSION JOINT
ELEV.	ELEVATION, ELEVATOR
ELEC.	ELECTRIC(AL)
EMER.	EMERGENCY
ENCL.	ENCLOSURE
EQUIP.	EQUIPMENT N.I.C. W/ WITH
EWC.	ELECTRIC WATER COOLER
(E)	EXISTING
EXH.	EXHAUST
EXP.	EXPOSED/EXPANSION
EXT.	EXTERIOR
F.A.	FIRE ALARM
FAST.	FASTEN(ER)
F.A.	FLAT BAR
F.D.	FLOOR DRAIN
FEC.	FIRE EXTINGUISHER CABINET
F.F.	FINISH FLOOR
F.G.	FINISH GRADE
FND.	FOUNDATION
F.E.	FIRE EXTINGUISHER
F	FIBERGLASS
FIN.	FINISH(ED)
F.H.M.S.	FLATHEAD MECHANICAL SCREW
F.H.W.S.	FLATHEAD WOOD SCREW
FLASH.	FLASHING
FLR.	FLOOR(ING)
FLUOR.	FLUORESCENT
F.O.	FACE OF
F.O.B.	FACE OF BLOCK
F.O.C.	FACE OF CONCRETE
F.O.F.	FACE OF FINISH
F.O.M.	FACE OF MASONRY
F.O.S.	FACE OF STUD
F.P.	FIREPLACE
F.R.P.	FIBERGLASS REINF. PANEL
F.S.	FULL SIZE
FT.	FOOT/FEET
FTG.	FOOTING
FURR.	FURRED(ING)
FUT.	FUTURE
GA.	GAUGE/GAGE
GALV.	GALVANIZED
G.B.	GRAB BAR
G.I.	GALVANIZED IRON
GL.	GLASS/GLAZING
G.L.B.	GLUE-LAM BEAM
GR.	GRADE(ING)
G.W.B.	GYPSUM WALLBOARD
H.B.	HOSE BIB
HBD.	HARDBOARD
H.A.	HOLLOW CORE
HDR.	HEADER
HDWR.	HARDWARE
H.M.	HOLLOW METAL
HORZ.	HORIZONTAL
H.S.	HEAVY SHEET
HT.	HEIGHT
HTG.	HEATING
H.W.	HOT WATER
HWD.	HARDWOOD
HVAC.	HEATING/VENTILATING/AIR CONDITIONING
I.C.C.	INTERNATIONAL CODE COUNCIL
ID.	INSIDE DIAMETER
INCL.	INCLUDE(D) (ING)
INSUL.	INSULATE(D) (ING)
INT.	INTERIOR
INV.	INVERT
JAN.	JANITOR
J.H.	JOIST HANGER
JT.	JOINT
KIT.	KITCHEN
L.	LENGTH
LAM.	LAMINATE
LAV.	LAVATORY
L.B.	LAG BOLT
LOC.	LOCATE(ION)
L.V.L.	LAMINATED VENEER LUMBER
L.W.	LIGHTWEIGHT
MAS.	MASONRY
MAT.	MATERIAL(S)
MAX.	MAXIMUM
M.B.	MACHINE BOLT
M.C.	MEDICINE CABINET
M.H.	MAN HOLE
MECH.	MECHANICAL
MEMB.	MEMBRANE
MEZZ.	MEZZANINE
MFR.	MANUFACTURE(ER)
MIN.	MINIMUM
MIR.	MIRROR
MISC.	MISCELLANEOUS
MLDG.	MOLDING/MOULDING
M.I.W.	MALLEABLE IRON WASHER
M.O.	MASONRY OPENING
MTD.	MOUNTED
MET.	METAL
MULL.	MULLION
N.	NORTH
(N)	NEW
NAT.	NATURAL
N.I.C.	NOT IN CONTRACT
NOM.	NOMINAL
N.T.S.	NOT TO SCALE
O/	OVER
OBS.	OBSCURE
O.C.	ON CENTER(S)
O.D.	OUTSIDE DIAMETER
OFF.	OFFICE
OFCI.	OWNER FURNISHED, CONTRACTOR INSTALLED
OFOI.	OWNER FURNISHED, OWNER INSTALLED
O.H.	OVER HANG
O.H.M.S.	OVALHEAD MACHINE SCREW
O.H.W.S.	OVALHEAD WOOD SCREW
OPNG.	OPENING
OPP.	OPPOSITE
P.A.F.	POWDER ACTUATED FASTENER
P.B.	PANIC BAR
PART. TBD.	PARTICLE BOARD
PCF.	POUNDS PER CUBIC FOOT
P.D.	POWDER DRIVEN
P.G.	PAINT GRADE
PERF.	PERFORATE
PLF	POUNDS PER LINEAR FOOT
PLAS. LAM.	PLASTIC LAMINATE
PLAS.	PLASTER
PLYWD.	PLYWOOD
PR.	PAIR
PSF	POUNDS PER SQUARE FOOT
PSI	POUNDS PER SQUARE INCH
P.T.	PRESSURE TREATED
PART.	PARTITION
P.T. DISP.	PAPER TOWEL DISPENSER
P.V.C.	POLYVINYL CHLORIDE
R.	RISER
R.A.	RETURN AIR
RAD.	RADIUS
R.D.	ROOF DRAIN
REG.	REGISTER
REF.	REFRIGERATOR
REINF.	REINFORCED
REQ'D.	REQUIRED
REQMT.	REQUIREMENT
RESIL.	RESILIENT
REV.	REVERSED
R.H.M.S.	ROUNDHEAD MACHINE SCREW
R.H.W.S.	ROUNDHEAD WOOD SCREW
RM.	ROOM
R.O.	ROUGH OPENING
R.O.W.	RIGHT OF WAY
R.S.	RESAWN
RUB.	RUBBER
RWD.	REDWOOD
R.W.L.	RAIN WATER LEADER
S.	SOUTH
S.B.	SOLID BLOCKING
S.C.	SOLID CORE
SCHED.	SCHEDULE
S.A.	STORM DRAIN
SECT.	SECTION
SERV.	SERVICE
S.F.	SQUARE FOOT
S.G.	STAIN GRADE
SH.	SHELF/SHELVING
SHWR.	SHOWER
SHT.	SHEET
SHT'G.	SHEATHING
SIM.	SIMILAR
S.S.	STAINLESS STEEL SERVICE SINK
S.S.D.	SEE STRUCTURAL DRAWINGS
S.M.	SHEET METAL
S.M.S.	SHEET METAL SCREW
SPEC.	SPECIFICATION
SQ.	SQUARE
STL.	STEEL
STD.	STANDARD
STAG.	STAGGERED
STOR.	STORAGE
STRUCT.	STRUCTURAL
SUSP.	SUSPENDED
SYM.	SYMMETRY(ICAL)
SYS.	SYSTEM
T.	TREAD
T.B.	TOWEL BAR
T.B.D.	TO BE DETERMINED
T.C.	TOP OF CURB
TEL.	TELEPHONE
TEMP.	TEMPERED
T.E.N.	TYPICAL EDGE NAILING
T & G	TONGUE & GROOVE
THK.	THICK(NESS)
THRESH.	THRESHOLD
T.J.I.	TRUSS JOIST INTERNATIONAL
T.O.	TOP OF
T.P.H.	TOILET PAPER HOLDER
T.O.	TOP OF PAVEMENT
TV.	TELEVISION
T.W.	TOP OF WALL
TYP.	TYPICAL
U/L	UNDERWRITER'S LABORATORY
U.N.O.	UNLESS NOTED OTHERWISE
U.O.N.	UNLESS OTHERWISE NOTED
UR.	URINAL
V.I.F.	VERIFY IN FIELD
W.	WEST/WIDTH/WIDE
W/	WITH
W.C.	WATER CLOSET
WD.	WOOD
WDW.	WINDOW
W.H.	WATER HEATER
WI.	WOODWORK INSTITUTE
W/O	WITHOUT
W.P.	WATERPROOF(ING)
W.R.	WATER RESISTANT
W.S.	WOOD SCREW
WSCT.	WAINSCOT
WT.	WEIGHT
W.W.M.	WELDED WIRE MESH

LEGEND

- EARTH
- ROCK
- SAND, MORTAR, PLASTER
- CONCRETE BLOCK
- CAST-IN-PLACE (C.I.P.) CONCRETE
- (E) STUD WALL
- (N) STUD WALL
- (E) STUD WALL TO BE REMOVED
- SOUND INSULATED STUD WALL
- METAL
- WOOD FINISH
- WOOD FRAMING CONTINUOUS MEMBER
- WOOD BLOCKING
- PLYWOOD
- GYPSUM WALLBOARD
- A.C. PAVING

SYMBOLS

- XXX — DOOR SYMBOL
- XX — WINDOW SYMBOL
- X — KEY TAG
- XX — DEMOLITION TAG
- MATCH LINE
- WORK POINT, DATUM POINT OR CONTROL
- XX — VERTICAL OR HORIZONTAL DIAPHRAGM KEY
- SECTION
  - SECTION IDENTIFICATION
  - SHEET WHERE SECTION IS DRAWN
- DETAIL
  - DETAIL IDENTIFICATION
  - SHEET WHERE DETAIL IS DRAWN
- +XXX.X / +XXX.X — FINISH GRADE (SPOT)
  - ELEVATION
  - SURFACE
- +XXX.X / +XXX.X — EXISTING GRADE (SPOT)
  - ELEVATION
  - SURFACE
- PROPERTY LINE
- REVISION

PROJECT INFORMATION

PROJECT:	CARMEL-BY-THE-SEA FIRE STATION ENGINE BAYS
LOCATION:	6th AVENUE, CARMEL-BY-THE-SEA, CA 93921
APN:	010-133-006-000
ZONING:	CC (FIRE STATION)
OCCUPANCY:	GROUP B
CONSTRUCTION:	TYPE V.B. (FULLY-SPRINKLERED)
AREA OF CONSTRUCTION:	456 s.f.

APPLICABLE BUILDING CODES & STANDARDS

2022 CALIFORNIA ADMINISTRATIVE CODE (CAC), PART 1, TITLE 24, CALIFORNIA CODE OF REGULATIONS (C.C.R.)

2022 CALIFORNIA BUILDING CODE (CBC), PART 2, (VOL. 1 & 2)TITLE 24 C.C.R.

2022 CALIFORNIA ELECTRICAL CODE (CEC), PART 3, TITLE 24 C.C.R.

2022 CALIFORNIA MECHANICAL CODE (CMC), PART 4, TITLE 24 C.C.R.

2022 CALIFORNIA PLUMBING CODE (CPC), PART 5, TITLE 24 C.C.R.

2022 CALIFORNIA ENERGY CODE (CEC), PART 6, TITLE 24 C.C.R.

2022 CALIFORNIA FIRE CODE (CFC), PART 9, TITLE 24 C.C.R.

2022 CALIFORNIA EXISTING BUILDING CODE (CEBC), PART 10, TITLE 24 C.C.R.

2022 CALIFORNIA GREEN STANDARDS CODE (CALGreen), PART 11, TITLE 24 C.C.R.

2022 CALIFORNIA REFERENCED STANDARDS CODE, PART 12, TITLE 24 C.C.R.

TITLE 19 C.C.R., PUBLIC SAFETY, DIVISION 1, STATE FIRE MARSHAL REGULATIONS

PARTIAL LIST OF APPLICABLE STATE STANDARDS

NFPA 13, AUTOMATIC SPRINKLER SYSTEMS, (CA AMENDED) 2022 EDITION

NFPA 72, NATIONAL FIRE ALARM CODE, (CA AMENDED) 2022 EDITION

EXITING:

NOTE: THIS BUILDING OR SPACE SHALL PROVIDE A READILY DISTINGUISHABLE MEANS OF EGRESS COMPLYING WITH CHAPTER 10 AND CHAPTER 11 (WHERE APPLICABLE FOR ACCESSIBILITY PURPOSE) OF THE 2022 EDITION OF THE CALIFORNIA BUILDING CODE. THE EXIT SYSTEM SHALL MAINTAIN A CONTINUOUS, UNOBSTRUCTED AND UNDIMINISHED PATH OF EXIT TRAVEL FROM ANY OCCUPIED POINT WITHIN THE BUILDING TO A PUBLIC WAY.

SHEET INDEX

SHT. #	SHEET TITLE
TITLE	
A001	COVER SHEET
ARCHITECTURAL	
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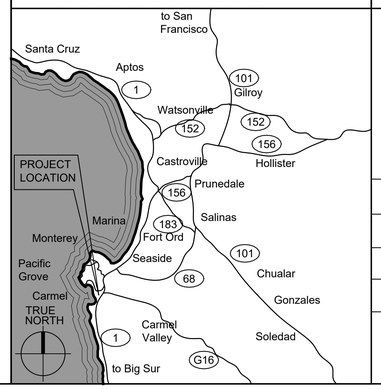
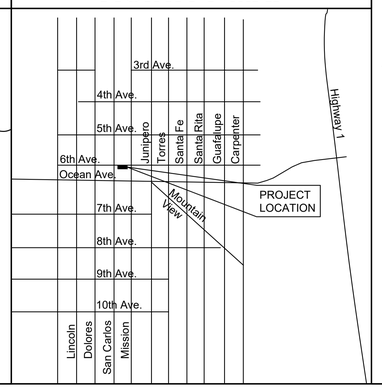
D221	DEMOLITION REFLECTED CEILING PLAN
A201	PROPOSED LOWER FLOOR PLAN
A221	PROPOSED REFLECTED CEILING PLAN
A701	BUILDING SECTIONS

LOCATION MAP



VICINITY MAP



PROJECT TEAM

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APPROVED FOR CONSTRUCTION

DATE 6/25/25

JAVIER HERNANDEZ

SCOPE OF WORK

EXPAND FIRE ENGINE PARKING DEPTH BY:

1. DOWNSIZE FIRE CAPTAINS OFFICE.

2. REMOVE TWO OFFICES AND RECONFIGURE TO CREATE ONE "TURNOUT" ROOM.

GENERAL NOTES

1. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR THE VERIFICATION OF ALL DIMENSIONS, GRADES, AND OTHER CONDITIONS, AND SHALL CORRELATE AT THE JOB SITE ALL SUCH ITEMS. GENERAL CONTRACTOR SHALL REPORT ANY DISCREPANCIES TO THE ARCHITECT FOR CLARIFICATION AND CORRECTION PRIOR TO BEGINNING ANY WORK.

2. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR THE WORK AND THE COORDINATION OF ALL TRADES AND GOVERNING AGENCIES, AND SHALL PROVIDE ALL MATERIALS AND LABOR (SHOWN OR INFERRED) ON THESE PLANS TO RENDER THE WORK COMPLETE.

3. IT SHALL BE THE GENERAL CONTRACTORS RESPONSIBILITY FOR THE SUPERVISION OF THE WORK.

4. THE ARCHITECT ASSUMES NO RESPONSIBILITY FOR THE SUPERVISION OF THE WORK OR THE PROPER EXECUTION OF THE SAME.

5. WRITTEN DIMENSIONS SHALL HAVE PRECEDENCE OVER SCALED DIMENSIONS. ANY AND ALL DISCREPANCIES SHALL BE REPORTED TO THE ARCHITECT IMMEDIATELY, PRIOR TO COMMENCEMENT OF WORK.

6. THESE DRAWINGS SHALL BE CONSIDERED SUBSTANTIALLY COMPLETE. IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO PROVIDE ALL LABOR AND MATERIALS NECESSARY TO RENDER THE WORK COMPLETE, AS IS THE INTENT OF THESE DRAWINGS, EITHER SHOWN OR INFERRED HEREIN, THROUGH PROPER AND ESTABLISHED CONSTRUCTION PRACTICES.

7. EXISTING CONSTRUCTION DETAILS SHOWN HEREIN ARE ASSUMED TO BE SUBSTANTIALLY CORRECT AND MAY NOT DEPICT THE ACTUAL CONDITION. THE GENERAL CONTRACTOR SHALL VERIFY (E) CONDITIONS AND NOTIFY THE ARCHITECT ANY DISCREPANCIES PRIOR TO COMMENCEMENT OF WORK.

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CARMEL FIRE DEPARTMENT
ENGINE BAYS

CITY OF CARMEL
6TH AVENUE
CARMEL-BY-THE-SEA, CA 93921

A.P.N.: 010-133-006-000

JOB NO.: 25039

PRINT DATE:

PLOT DATE: 6.24.2025

DRAWN BY: JTI

CHECKED BY: HR

SET ISSUED:

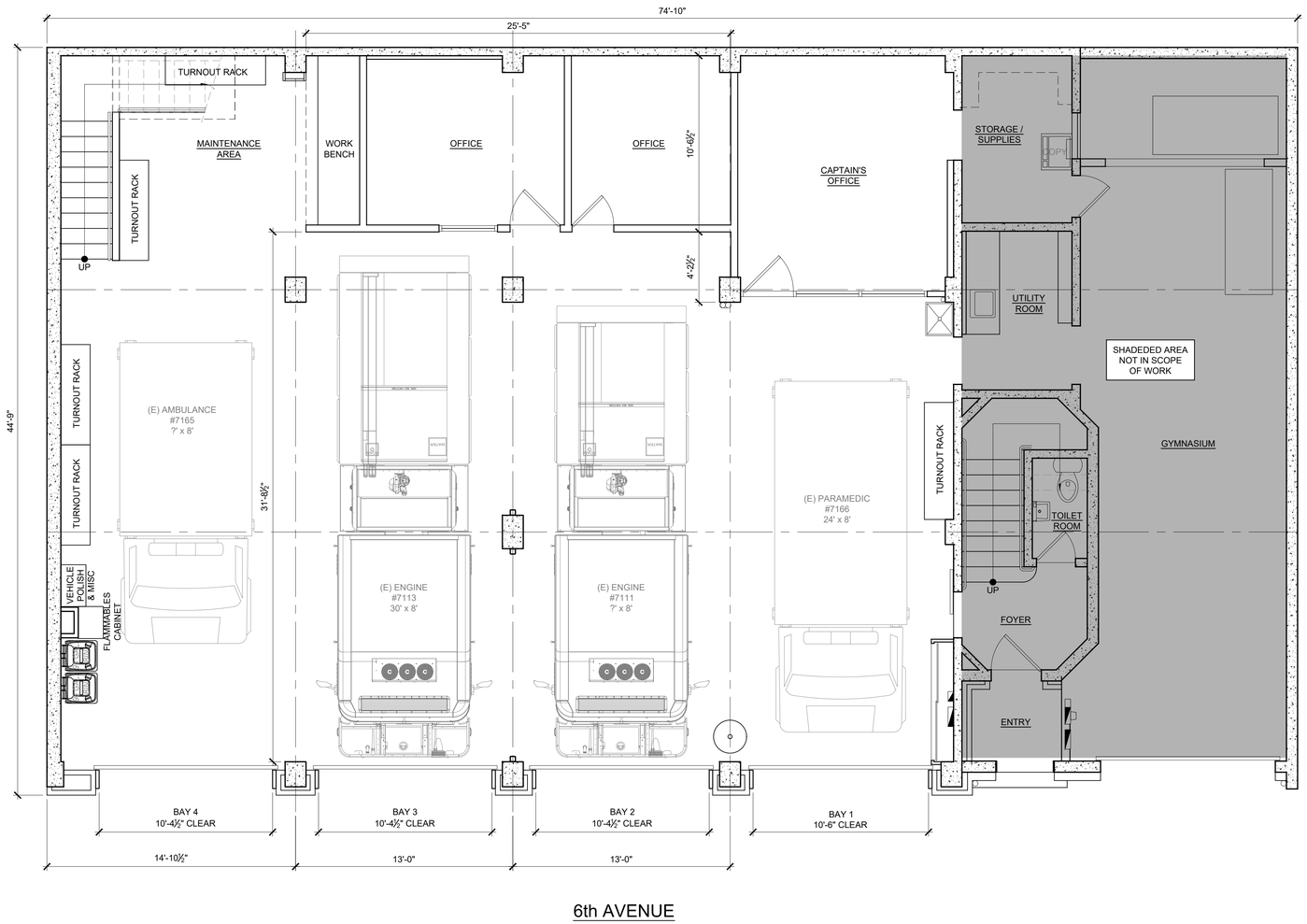
SHEET NAME:

COVER SHEET

SHEET NO.:

A001

FILE NAME: 25039-A001



6th AVENUE

PLAN NORTH

EXISTING LOWER FLOOR PLAN

SCALE: 1/4"=1'-0"

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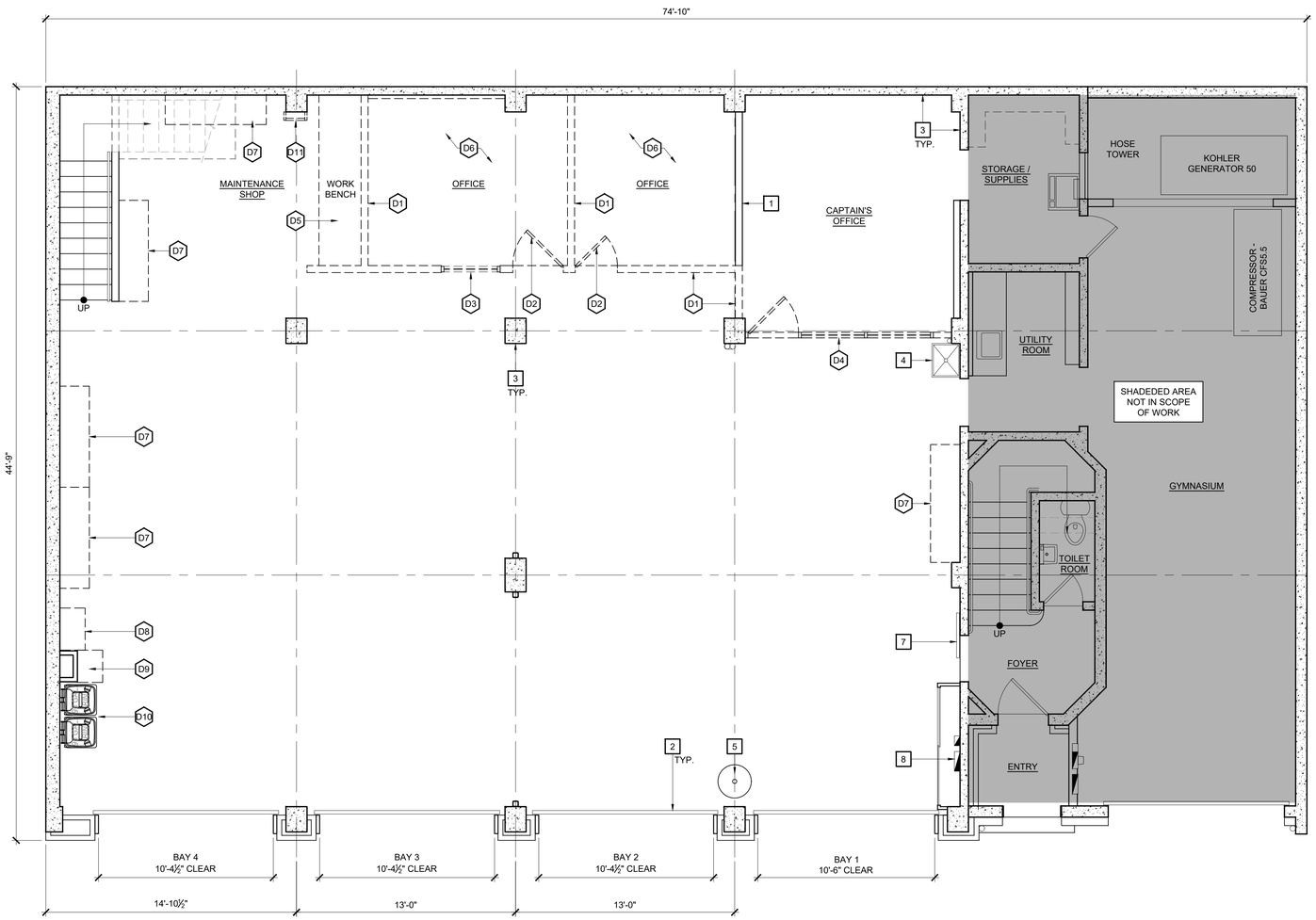

6th AVENUE

PLAN NORTH

DEMOLITION LOWER FLOOR PLAN

SCALE: 1/4"=1'-0"

DEMOLITION NOTES

THE DEMOLITION NOTES THAT FOLLOW APPLY TO THE DRAWING(S) ON THIS SHEET ONLY. REFER TO FOLLOWING SHEETS FOR NOTES THAT ARE APPLICABLE TO THOSE DRAWINGS.

- D1 REMOVE EXISTING WALL, OR PORTION OF WALL, INCLUDING BUT NOT LIMITED TO GYP. BOARD, STUDS, AND BASE TO ACCOMMODATE NEW WORK.
- D2 REMOVE EXISTING DOOR.
- D3 REMOVE EXISTING WINDOW.
- D4 REMOVE AND AND SET ASIDE EXISTING STOREFRONT FOR POTENTIAL MODIFICATION AND RE-USE.
- D5 REMOVE AND SET ASIDE EXISTING WORKBENCH FOR POTENTIAL MODIFICATION AND RE-USE.
- D6 REMOVE EXISTING CARPET.
- D7 TURNOUT RACKS TO BE RELOCATED. SEE FLOOR PLAN.
- D8 VEHICLE CLEANING / POLISHING/ MAINT. SUPPLIES CABINET TO BE RELOCATED.
- D9 YELLOW FLAMMABLES CABINET TO BE RELOCATED.
- D10 TRASH BINS TO BE RELOCATED.
- D11 WALL MOUNTED WOOD LADDER TO BE REMOVED.

KEY NOTES

THE KEY NOTES THAT FOLLOW APPLY TO THE DRAWING(S) ON THIS SHEET ONLY. REFER TO FOLLOWING SHEETS FOR NOTES THAT ARE APPLICABLE TO THOSE DRAWINGS.

1. EXISTING WALL, OR PORTION OF WALL TO REMAIN.
2. EXISTING ROLL-UP DOOR TO REMAIN.
3. EXISTING CONCRETE COLUMNS AND WALLS TO REMAIN.
4. EXISTING UTILITY SINK TO REMAIN.
5. EXISTING FIREMAN'S POLE AND LANDING PAD TO REMAIN.
6. EXISTING STAIRWAY TO REMAIN.
7. EXISTING DOOR TO REMAIN.
8. EXISTING ELECTRICAL PANEL TO REMAIN. SEE ELECTRICAL DRAWINGS FOR ADDITIONAL REQUIREMENTS.

GENERAL NOTES

1. CONTRACTOR SHALL FIELD VERIFY ALL EXISTING CONDITIONS PRIOR TO BEGINNING WORK. THE CONTRACTOR SHALL NOTIFY THE ARCHITECT OF ANY DISCREPANCIES BETWEEN THE DOCUMENTS AND FIELD CONDITIONS PRIOR TO PROCEEDING WITH THE WORK. IF ANY QUESTIONS ARISE AS TO THE REMOVAL OF ANY MATERIAL, CLARIFY THE POINT IN QUESTION WITH THE ARCHITECT BEFORE PROCEEDING.
2. CONTRACTOR SHALL PROTECT ALL EXISTING ITEMS THAT ARE NOT SCHEDULED FOR REMOVAL FROM DAMAGE. CONTRACTOR SHALL BE RESPONSIBLE FOR PATCHING AND/OR REPAIRING ANY DAMAGE CAUSED TO ITEMS TO REMAIN.
3. CONTRACTOR SHALL FURNISH ALL LABOR AND MATERIALS/EQUIPMENT AS REQUIRED TO COMPLETE DEMOLITION AND REMOVAL OF ALL ITEMS AS INDICATED.
4. CONTRACTOR TO CLEAN AND PROPERLY DISPOSE OF ALL ABANDONED EQUIPMENT AND TRASH/DEBRIS LEFT FROM PREVIOUS TENANT. CONTRACTOR SHALL VERIFY ALL ITEMS FOR DISPOSAL WITH TENANT AND/OR OWNER PRIOR TO STARTING WORK.
5. CONTRACTOR SHALL IMPLEMENT CONSTRUCTION DUST / DEBRIS CONTROL MEASURES THROUGHOUT THE DURATION OF CONSTRUCTION.
6. AT COMPLETION OF DEMO WORK, THE CONSTRUCTION AREA SHALL BE LEFT IN "BROOM CLEAN" CONDITION. ALL DEBRIS AND MISC. MATERIAL SHALL BE REMOVED.
7. DEMOLITION IS NOT NECESSARILY LIMITED TO WHAT IS SHOWN ON DRAWINGS. THE INTENT IS TO INDICATE THE GENERAL SCOPE OF DEMOLITION REQUIRED TO COMPLETE THE WORK IN ACCORDANCE WITH THE CONTRACT DOCUMENTS.
8. REMOVE TO SOURCE AND CAP ALL PIPES, VENTS, APPLIANCES AND/OR DRAINS NOT BEING RE-USED.
9. GENERAL CONSTRUCTION CONTRACTOR SHALL PROVIDE APPROPRIATE WEATHER PROTECTION OF EXISTING STRUCTURE WHEN DEMOLITION WORK CAUSES EXPOSURE OF EXISTING CONSTRUCTION TO THE ELEMENTS.
10. CONTRACTOR TO ENSURE THAT EXISTING UTILITIES (GAS, ELECTRIC OR PHONE, ETC.), ACCESS FOR TENANT & CUSTOMER USE, MECHANICAL VENTILATION, HEATING AND/OR COOLING SYSTEMS, PROVIDED TO ALL TENANTS IN THE EXISTING BUILDINGS WHERE WORK WILL OCCUR (AS WELL AS IN BUILDINGS WHERE WORK WILL NOT OCCUR).
11. CARE SHALL BE TAKEN BY CONTRACTOR TO MINIMIZE DISRUPTION TO THE BUSINESS THROUGHOUT DURATION OF CONSTRUCTION. CONTRACTOR SHALL COORDINATE ALL CONSTRUCTION ACTIVITIES INCLUDING BUT NOT LIMITED TO CONSTRUCTION SCHEDULE AND HOURS OF CONSTRUCTION WITH BUILDING OWNER PRIOR TO WORK.
12. CONTRACTOR SHALL PROTECT ALL EXISTING FLOOR COVERINGS TO REMAIN FROM DAMAGE.
13. CONTRACTOR SHALL LEGALLY DISPOSE OF ANY MATERIALS SCHEDULED FOR DEMOLITION.

LEGEND

- EXISTING WALL TO REMAIN
- EXISTING WALL TO BE REMOVED.
- EXISTING WINDOW OR STOREFRONT TO BE REMOVED.
- EXISTING DOOR TO REMAIN
- EXISTING DOOR AND DOOR FRAME TO BE REMOVED.

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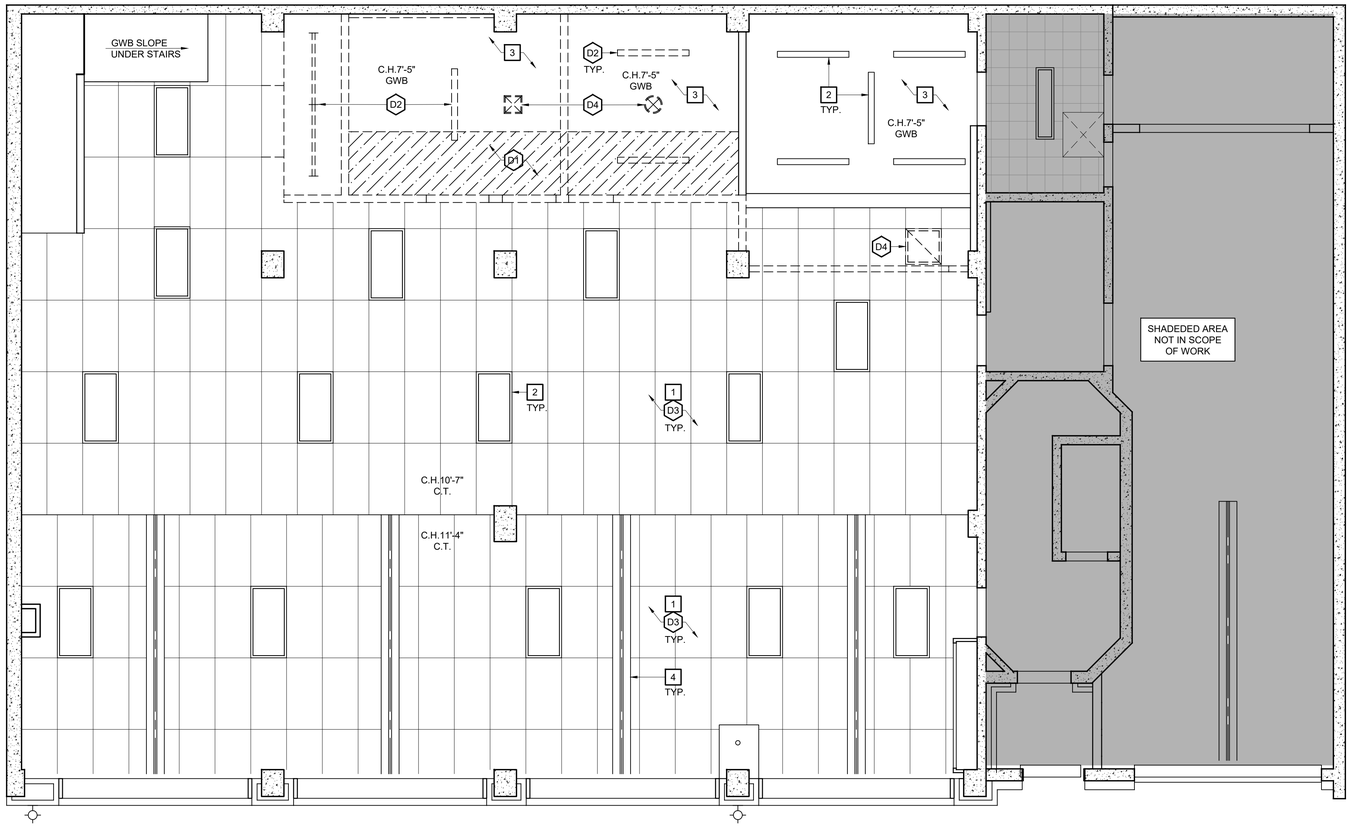
SHEET NO.: D200

FILE NAME: 24039-D200



6th AVENUE

PLAN
NORTH

DEMOLITION REFLECTED CEILING PLAN

SCALE: 1/4"=1'-0"

DEMOLITION NOTES

THE DEMOLITION NOTES THAT FOLLOW APPLY TO THE DRAWING(S) ON THIS SHEET ONLY. REFER TO FOLLOWING SHEETS FOR NOTES THAT ARE APPLICABLE TO THOSE DRAWINGS.

- D1 REMOVE PORTION OF CEILING. SEE SECTION ON SHEET A701.
- D2 REMOVE EXISTING LIGHT FIXTURE. SEE REFLECTED CEILING PLAN AND ELECTRICAL DRAWINGS FOR NEW LIGHTING LOCATIONS AND REQUIREMENTS.
- D3 REMOVE AND RECYCLE 2X4 ACOUSTICAL CEILING TILES THROUGH OUT SPACE.
- D4 REMOVE EXISTING MECHANICAL GRILLE. SEE MECHANICAL DRAWINGS FOR ANY NEW WORK TO OCCUR.

KEY NOTES

THE KEY NOTES THAT FOLLOW APPLY TO THE DRAWING(S) ON THIS SHEET ONLY. REFER TO FOLLOWING SHEETS FOR NOTES THAT ARE APPLICABLE TO THOSE DRAWINGS.

1. EXISTING 2' x 4' SUSPENDED CEILING GRID TO REMAIN.
2. EXISTING LIGHT FIXTURE TO REMAIN.
3. PORTION OF EXISTING GWB CEILING TO REMAIN.
4. EXISTING ROLL-UP DOOR CHAIN TRACK.

DEMOLITION GENERAL NOTES

1. CONTRACTOR SHALL FIELD VERIFY ALL EXISTING CONDITIONS PRIOR TO BEGINNING WORK. THE CONTRACTOR SHALL NOTIFY THE ARCHITECT OF ANY DISCREPANCIES BETWEEN THE DOCUMENTS AND FIELD CONDITIONS PRIOR TO PROCEEDING WITH THE WORK. IF ANY QUESTIONS ARISE AS TO THE REMOVAL OF ANY MATERIAL, CLARIFY THE POINT IN QUESTION WITH THE ARCHITECT BEFORE PROCEEDING. ALL ELEMENTS NOT SHOWN TO REMAIN ARE TO BE DEMOLISHED PER ARCHITECT'S APPROVAL.
2. CONTRACTOR SHALL PROTECT ALL EXISTING ITEMS THAT ARE NOT SCHEDULED FOR REMOVAL FROM DAMAGE. CONTRACTOR SHALL BE RESPONSIBLE FOR PATCHING AND/OR REPAIRING ANY DAMAGE CAUSED TO ITEMS TO REMAIN.
3. CONTRACTOR SHALL FURNISH ALL LABOR AND MATERIALS/EQUIPMENT AS REQUIRED TO COMPLETE DEMOLITION AND REMOVAL OF ALL ITEMS AS INDICATED.
4. CONTRACTOR SHALL IMPLEMENT CONSTRUCTION DUST / DEBRIS CONTROL MEASURES THROUGHOUT THE DURATION OF CONSTRUCTION.
5. AT COMPLETION OF DEMOLITION WORK, THE CONSTRUCTION AREA(S) SHALL BE LEFT IN "BROOM CLEAN" CONDITION. ALL DEBRIS AND MISCELLANEOUS MATERIAL SHALL BE REMOVED.
6. DEMOLITION IS NOT NECESSARILY LIMITED TO WHAT IS SHOWN ON DRAWINGS. THE INTENT IS TO INDICATE THE GENERAL SCOPE OF DEMOLITION REQUIRED TO COMPLETE THE WORK IN ACCORDANCE WITH THE CONTRACT DOCUMENTS.
7. GENERAL CONSTRUCTION CONTRACTOR SHALL PROVIDE APPROPRIATE WEATHER PROTECTION OF EXISTING STRUCTURE WHEN DEMOLITION WORK CAUSES EXPOSURE OF EXISTING CONSTRUCTION TO THE ELEMENTS.
8. CONTRACTOR TO ENSURE THAT EXISTING UTILITIES (GAS, ELECTRIC OR PHONE, ETC.), ACCESS FOR TENANT & CUSTOMER USE, MECHANICAL VENTILATION, HEATING AND/OR COOLING SYSTEMS, PROVIDED TO ALL TENANTS IN THE EXISTING BUILDINGS WHERE WORK WILL OCCUR (AS WELL AS IN BUILDINGS WHERE WORK WILL NOT OCCUR).
9. CARE SHALL BE TAKEN BY CONTRACTOR TO MINIMIZE DISRUPTION TO EXISTING TENANT/ BUSINESS OPERATIONS IN BUILDING THROUGHOUT DURATION OF CONSTRUCTION. CONTRACTOR SHALL COORDINATE ALL CONSTRUCTION ACTIVITIES WITH BUILDING OWNER PRIOR/ BUSINESS PRIOR TO WORK.
10. EXISTING WALLS WERE CONSTRUCTED WITH OTHER PERMITS AND/OR CONTRACT. FIELD VERIFY CONSTRUCTION AND WIDTH PRIOR TO FABRICATION OF DOOR FRAMES OR COMPONENTS WHICH REQUIRE THE WIDTH OF THE WALL TO BE SET.
11. CONTRACTOR TO COORDINATE WITH OWNER ON CONSTRUCTION SCHEDULE AND HOURS OF CONSTRUCTION.
12. CONTRACTOR SHALL RELOCATE AND/OR MODIFY EXISTING FIRE SPRINKLER AND FIRE ALARM SYSTEMS AS REQUIRED TO ACCOMMODATE NEW WORK. DRAWINGS AND SUPPORTIVE CALCULATIONS FOR ALL MODIFICATIONS SHALL BE SUBMITTED BY THE CONTRACTOR TO THE GOVERNING AGENCY FOR REVIEW AND APPROVAL.
13. CONTRACTOR SHALL RELOCATE AND/OR MODIFY EXISTING MECHANICAL SYSTEM INCLUDING BUT NOT LIMITED TO MECHANICAL DUCTS AND GRILLES AS REQUIRED TO PROVIDE ADEQUATE DISTRIBUTION OF MECHANICAL SERVICE TO THE SPACE.
14. EXTRA EXIT SIGNS MAY BE REQUIRED DURING FINAL INSPECTION.
15. EXACT LOCATION OF EXIT SIGNS MAY BE ALTERED DURING FINAL INSPECTION.
16. CONTRACTOR TO RECYCLE ALL ACOUSTICAL CEILING TILES.
17. CONTRACTOR SHALL LEGALLY DISPOSE OF ANY MATERIAL SCHEDULED FOR DEMOLITION.

LEGEND

- EXISTING LIGHT FIXTURE TO BE REMOVED.
- EXISTING MECHANICAL GRILLE TO BE REMOVED.
- EXISTING LIGHT FIXTURE TO REMAIN.
- EXISTING LIGHT FIXTURE TO REMAIN.
- EXISTING 2x4 ACOUSTICAL SUSPENSION GRID TILES TO BE REMOVED. SUSPENSION GRID TO REMAIN.

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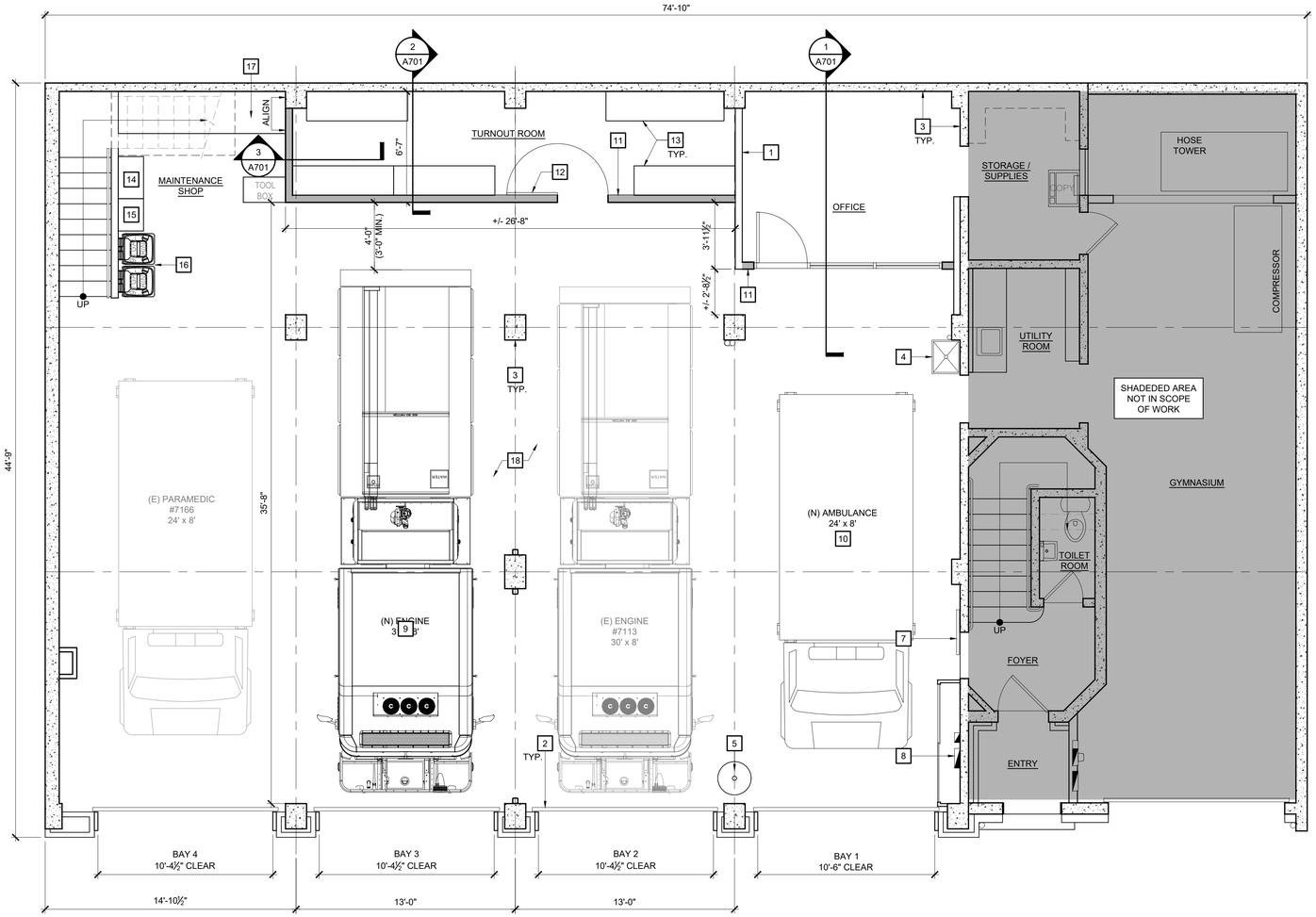

6th AVENUE

PLAN NORTH

PROPOSED LOWER FLOOR PLAN

SCALE: 1/4"=1'-0"

KEY NOTES

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1. EXISTING WALL, OR PORTION OF WALL TO REMAIN.
2. EXISTING ROLL-UP DOOR TO REMAIN.
3. EXISTING CONCRETE COLUMNS AND WALLS TO REMAIN.
4. EXISTING UTILITY SINK TO REMAIN.
5. EXISTING FIREMAN'S POLE AND LANDING PAD TO REMAIN.
6. EXISTING STAIRWAY TO REMAIN.
7. EXISTING DOOR TO REMAIN.
8. EXISTING ELECTRICAL PANEL TO REMAIN. SEE ELECTRICAL DRAWINGS FOR ADDITIONAL REQUIREMENTS.
9. NEW ENGINE.
10. NEW AMBULANCE.
11. NEW WALL.
12. NEW DOOR.
13. NEW OR RELOCATED TURNOUT RACKS
14. RELOCATED VEHICLE CLEANING / POLISHING/ MAINTENANCE SUPPLIES CABINET.
15. RELOCATED YELLOW FLAMMABLES CABINET.
16. RELOCATED TRASH BINS.
17. RELOCATED AND / OR MODIFIED WORKBENCH.
18. EXISTING CONCRETE SLAB TO BE PREPPED AND NEW EPOXY FLOOR COATING TO BE APPLIED.

GENERAL NOTES

1. ALL NEW WALLS IN TOILET ROOMS AND OTHER WET WALL LOCATIONS SHALL BE FINISHED WITH WATER RESISTANT BACKING BOARD "GREEN BOARD" COMPLYING WITH A.S.T.M. C630 AND SHALL BE INSTALLED IN ACCORDANCE WITH CBC SECTION 2505 AND SECTIONS 1210.02 AND 1210.03.
2. ALL WALLS SHALL BE FINISHED WITH ⅝" TYPE 'X' GYPSUM WALLBOARD CONFORMING TO A.S.T.M. C36 AND CBC SECTION 2506. ALL GYPSUM WALLBOARD SHALL BE INSTALLED IN ACCORDANCE WITH THE PROVISION OF CBC SECTION 2508.
3. CONTRACTOR SHALL SEAL ALL NEW GYPSUM WALLBOARD WITH PRIMER PRIOR TO APPLYING FINISH PAINT.
4. ALL WALL AND CEILING FINISH MATERIALS SHALL COMPLY WITH CBC SECTION 803 AND HAVE A FLAME SPREAD INDEX NOT GREATER THAN THAT SPECIFIED IN TABLE 803.13 FOR THE GROUP AND LOCATION DESIGNATED. ALL INSULATION TO HAVE FLAME SPREAD RATING OF LESS THAN 25.
5. FIRE BLOCKING SHALL BE PROVIDED AS REQUIRED AND IN ACCORDANCE WITH CBC SECTION 717.
6. CONTRACTOR SHALL FIELD VERIFY AND COORDINATE (E) WALL TYPES/THICKNESS WITH (N) WALL TYPES. (N) WALL TYPES SHALL MATCH (E) WALL TYPES AND HAVE FINISHES THAT ALIGN AT INFILL LOCATIONS OR NOTED ON PLAN.
7. REFER TO THE ROOM FINISH SCHEDULE AND RELATED DETAILS FOR FINISHES REQUIRED AND TO THE MANUFACTURER FOR SURFACE PREP. REQUIREMENTS.
8. PROVIDE 6" METAL STUDS AT ALL PLUMBING WALLS AND / OR WALLS WHERE RECESSED ELECTRICAL PANELS ARE LOCATED. U.N.O. COORDINATE WITH RELATED SUB-CONTRACTORS.
9. PROVIDE 1/8" MIN. SPACE BETWEEN ELECTRICAL BOXES AND GYP. BOARD. FILL GAP WITH ACOUSTIC SEALANT. DO NOT ALLOW OUTLETS ON EITHER SIDE OF PARTITION TO BE IN THE SAME CAVITY.

LEGEND

- EXISTING NON-RATED WALL TO REMAIN INTACT
- NEW NON-RATED WALL
- EXISTING WINDOW
- NEW DOOR - SEE DOOR SCHEDULE
- EXISTING DOOR TO REMAIN INTACT

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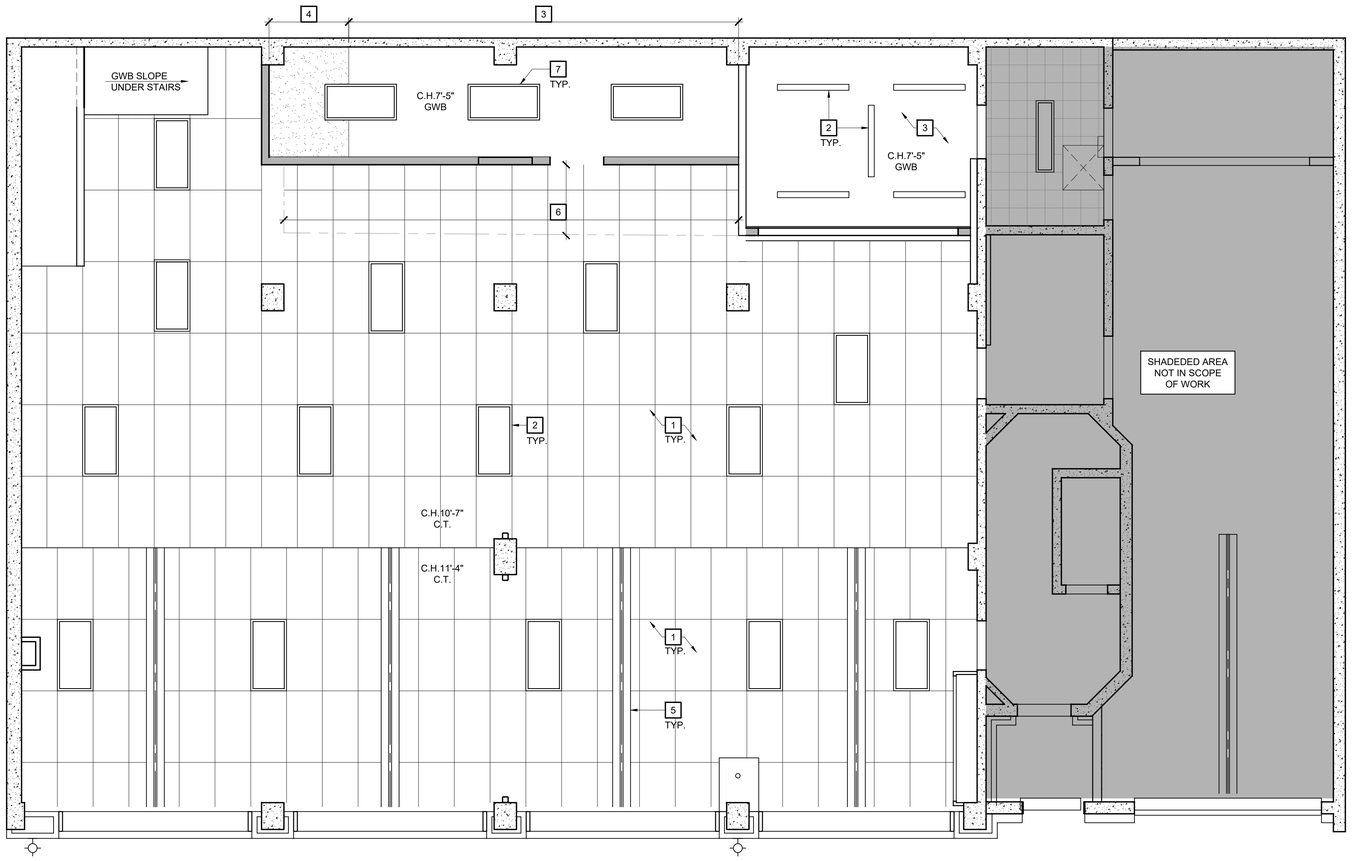

6th AVENUE

PLAN
NORTH

REFLECTED CEILING PLAN

SCALE: 1/4"=1'-0"

KEY NOTES

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1. EXISTING 2' x 4' SUSPENDED CEILING GRID TO REMAIN.
2. EXISTING LIGHT FIXTURE TO REMAIN.
3. PORTION OF EXISTING GWB CEILING TO REMAIN.
4. AREA OF NEW GWB CEILING ALIGNED WITH EXISTING.
6. AREA OF NEW 2' x 4' SUSPENDED CEILING GRID TO BE ALIGNED WITH EXISTING. ADD NEW ACOUSTIC TILES.
7. NEW LIGHT FIXTURE.

LEGEND

- EXISTING LIGHT FIXTURE TO REMAIN.
- EXISTING LIGHT FIXTURE TO REMAIN.
- EXISTING 2x4 ACOUSTICAL SUSPENSION GRID TILES TO BE REPLACED. SUSPENSION GRID TO REMAIN.
- AREA OF NEW GWB CEILING ALIGNED WITH EXISTING.

60
WR&D
WALD RUHNKE & DOST
ARCHITECTS LLP

2340 GARDEN ROAD, SUITE 100
MONTEREY, CALIFORNIA 93940
PHONE: 831.649.4642
FAX: 831.649.3530
WWW.WRDARCH.COM

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CARMEL FIRE DEPARTMENT
ENGINE BAYS

CITY OF CARMEL
6TH AVENUE
CARMEL-BY-THE-SEA, CA 93921

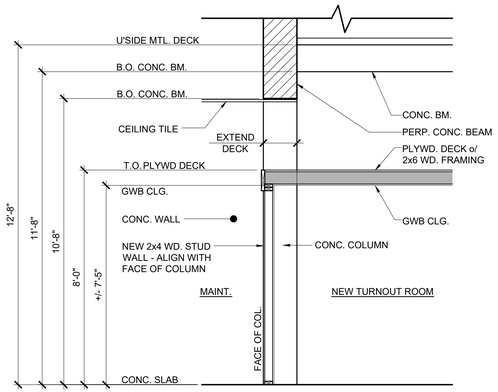
A.P.N.: 010-133-006-000

JOB NO.: 25039
PRINT DATE:
PLOT DATE: 6.24.2025
DRAWN BY: JTI
CHECKED BY: HR
SET ISSUED:

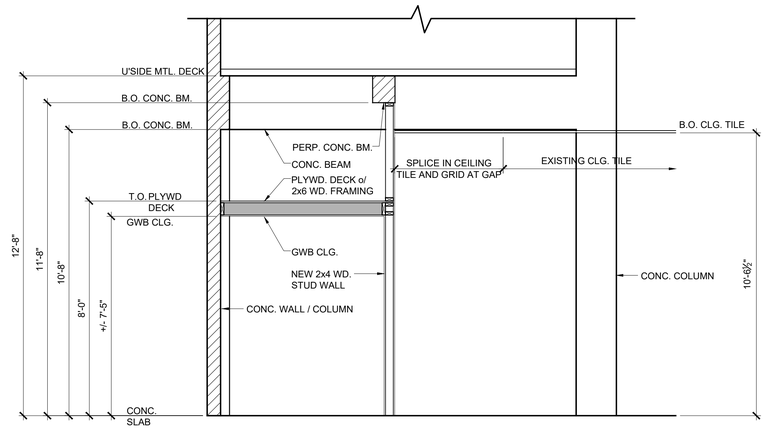
SHEET NAME:
PROPOSED REFLECTED CEILING PLAN

SHEET NO.:
A221

FILE NAME: 25039-A221



(C) PROPOSED



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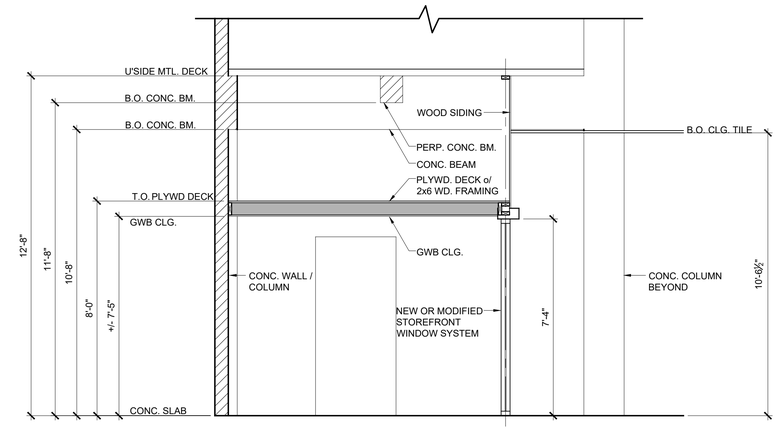

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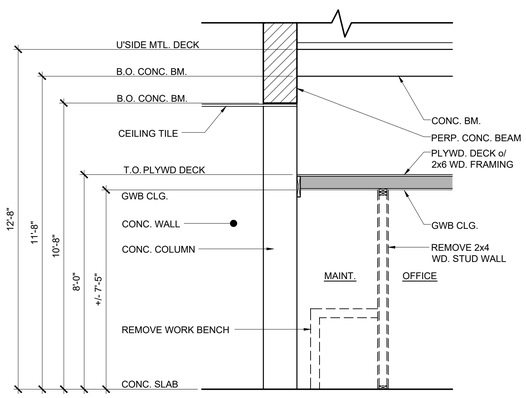
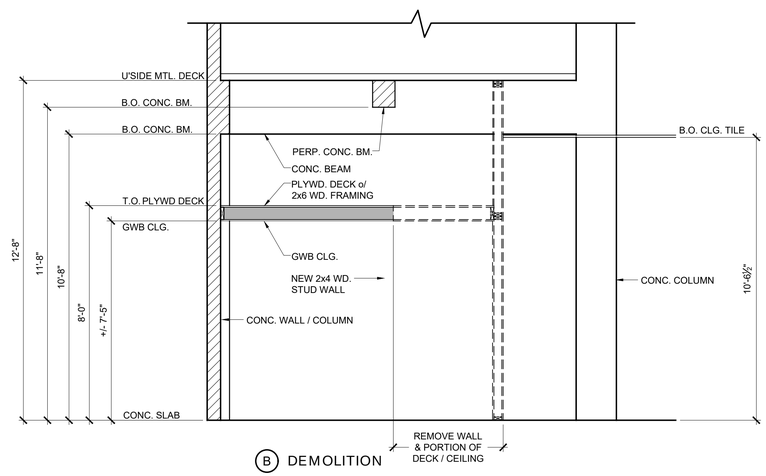


(B) DEMOLITION



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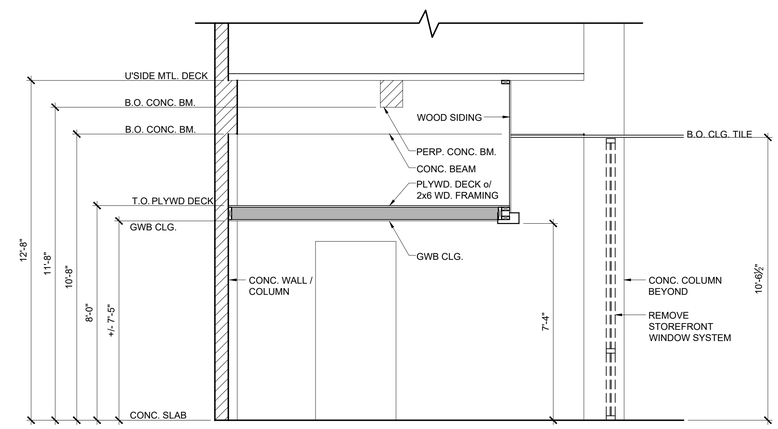

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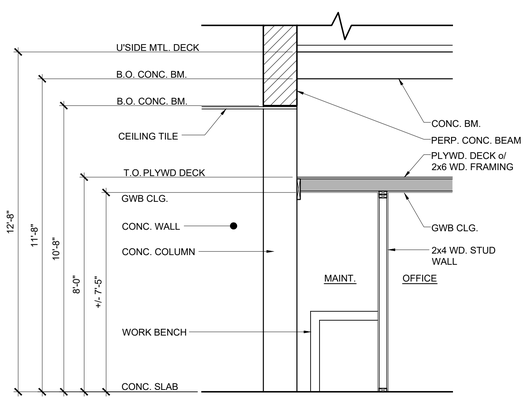
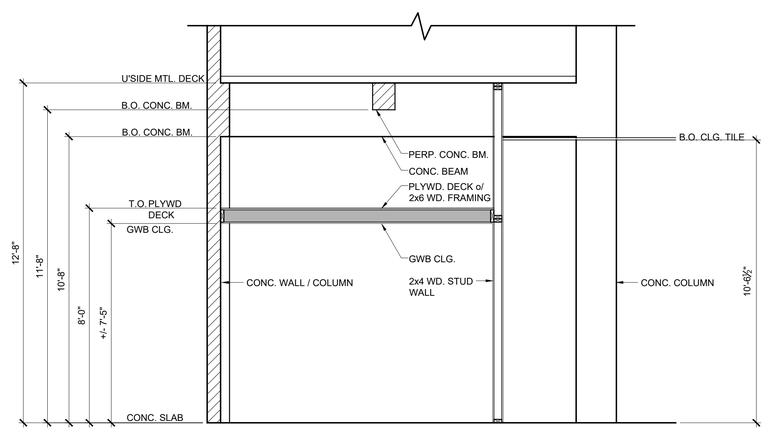
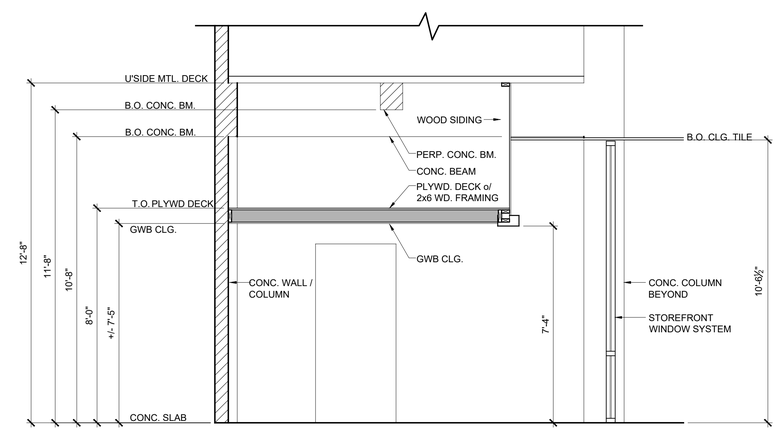


(A) EXISTING CONDITION



(A) EXISTING CONDITION



(A) EXISTING CONDITION

(3) SECTION AT END OFFICE
SCALE: 3/8" = 1'-0"

(2) SECTION AT OFFICES
SCALE: 3/8" = 1'-0"

(1) SECTION AT CAPTAIN'S OFFICE
SCALE: 3/8" = 1'-0"

60
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CARMEL FIRE DEPARTMENT ENGINE BAYS

CITY OF CARMEL
6TH AVENUE
CARMEL-BY-THE-SEA, CA 93921

A.P.N.: 010-133-006-000

JOB NO.: 25039

PRINT DATE:
PLOT DATE: 6.24.2025
DRAWN BY: JTI
CHECKED BY: HR
SET ISSUED:

SHEET NAME:
BUILDING SECTIONS

SHEET NO.:
A701

FILE NAME: 25039-A501

Moya & Sons
Builders Inc.
Lic #914393

August 28th 2025

Estimate for City of Carmel
Attn: Javier Hernandez
Re: Carmel Fire Dept-Engine Bays
Address: 6th Avenue, Carmel by the Sea 93921

Per your request Moya & Sons Builders Inc. proposes to fumish all labor, material and equipment necessary to complete the following scope of work designed by WRD Architects dated 6-24-25, pages A001 to A701
Asbestos and Lead inspections by M3

Work Schedule: Monday - Friday 8am to 4:30pm

Scope of work:

Shoring as needed to support ceilings where occurs

Special demo following M3 report including Air board notification (asbestos and lead removal)
-Regular demo as needed after hazard materials removed

Framing as needed per details on page A701

Electrical Installation

- **wiring for new outlets and light switches**
- **existing light fixture in captains to be reused unless otherwise specified**
- **3 new lights installation on turnout room, page A221**

HVAC

- **adjust existing ducts, relocate registers location to make it work properly and efficiently**
- **Air line should relocate and reuse valve**

Low Voltage

- **No low voltage work contemplated on this proposal. Tech was hired by the city and will be taken care of**

Captains Office

- **New storefront 11' long +- w/36" door 3/8 temper clear glass, dark bronze all structure**

Drywall

- **drywall installation 5/8 to meet firerated at walls and ceiling as needed Level 4 min and new texture to match existing**

Ceiling

- **tie in new T-bar to connect to existing**
- **new acoustical ceiling panels should be installed to try and match existing as needed per plans**

Siding

- **New T11 siding to be installed on the exterior side**
- **New walls (on machines side) and paint entire wall**

Paint

- **Paint all new construction areas, inside of turnouts, office and man door at interior office copy FS resident area colors**

Flooring

- **Flooring work is not contemplated on this proposal, at the time of walkthrough it was still not decided. We discussed cleaning it as best as possible and installing baseboard, either rubber or wood.**

SubTotal $136,185.00

General Notes:

-We would like to express our concerns regarding the placement of portable restrooms in Carmel-by-the-Sea, as they may not blend well with the city's beautiful aesthetics. To maintain the area's charm and to prevent unauthorized individuals from using these facilities, we kindly request access to your restroom facilities instead.

-Construction schedule following critical path approximately 7 weeks. under part time schedule supervision

Exclusions:
-city permits
-fire sprinklers
-lighting controls or dimmers
-floor covering on new rooms
-insulation
-PG&E bill

-water bill
-builder risk insurance not specified to be carried by general contractor
-construction contingency not specified to carry by general contractor

Thank You,

Roberto Moya

476 Cranford Rd
Salinas CA 93907
Cell (408)204-8629
Email: moyasonsbuilders@yahoo.com

CITY OF CARMEL-BY-THE-SEA

Fire Station Upgrade Project
Request For Approval to Award Construction Contract

City Council Meeting

October 7, 2025

Recommendation

- **Approve construction contract with Moya & Sons Builders, Inc. in the amount of $136,185 for the Fire Station Upgrade Project**
- **Authorize City Administrator to execute the contract**
- **Authorizing the City Administrator to execute the contract and approve change orders up to a contingency of [10%].**

Background

- FY25–26 CIP approved $175,000 for fire station upgrades
- Purpose: Modify/expand engine bays for new large fire engine (Dec 2025 delivery)
- Plans by WRD Architects (June 24, 2025) include:
  - ✓ Downsizing office space
  - ✓ Removing partition walls for turnout room
  - ✓ Framing and siding improvements
  - ✓ Mechanical, electrical, HVAC adjustments
  - ✓ Ceiling, drywall, and interior finishes

Discussion

- New fire engine requires timely completion of construction
- Without upgrades, station bays won't meet clearance/configuration needs
- Potential delays in fire response and public safety risks
- Staff sought three competitive quotes to expedite project
- Lowest responsive quote: Moya & Sons Builders, Inc. – $136,185

Emergency Justification

- California Public Contract Code §22050 allows bypass of formal bidding for emergencies
- Project qualifies as emergency:
  - ✓ Essential to house and operate fire apparatus
  - ✓ New fire engine arrives Dec 2025
  - ✓ Formal bidding would delay project completion
  - ✓ Three licensed contractor quotes ensure competitive pricing

CITY OF CARMEL-BY-THE-SEA

Fiscal Impact & Conclusion

- Contract amount of $136,185 within approved $175,000 CIP budget
- Remaining funds cover contingency, permits, incidental costs
- Project ensures safe accommodation of new fire engine
- Supports uninterrupted emergency services

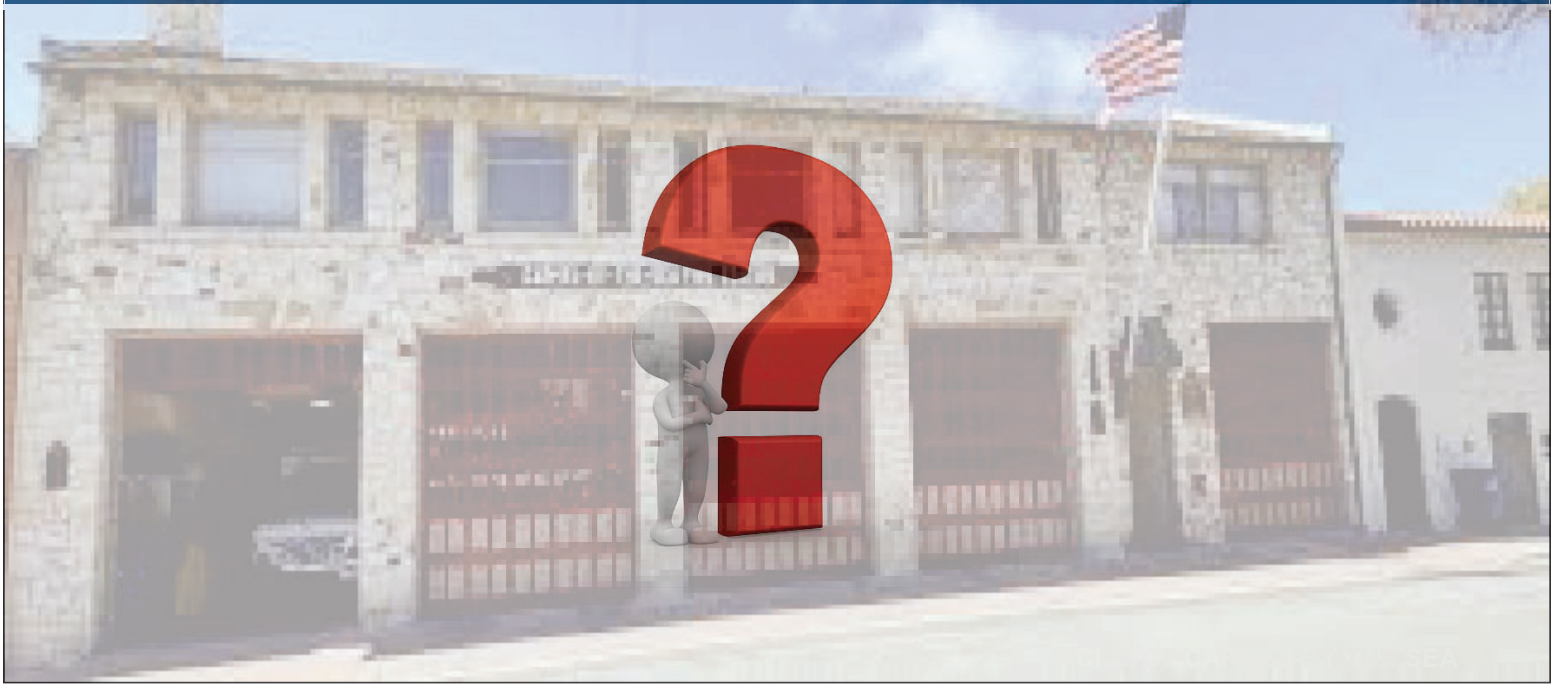
CITY OF CARMEL-BY-THE-SEA

Recommendation

- Approve construction contract with Moya & Sons Builders, Inc. in the amount of $136,185 for the Fire Station Upgrade Project
- Authorize City Administrator to execute the contract
- Authorizing the City Administrator to execute the contract and approve change orders up to a contingency of [10%].

CITY OF CARMEL-BY-THE-SEA

QUESTIONS / COMMENTS



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

October 7, 2025
ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Ken Wysocki, Director of Public Works

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Resolution 2025-090 Authorizing the City Administrator to execute a Professional Services Agreement with Ausonio, Inc. for FY 25-26 CIP Project and Construction Management Services, including a 20% contingency, and on-call project management services for a total not-to-exceed amount of $146,000 *(Estimated time - 20 min)*

RECOMMENDATION:

Adopt Resolution 2025-090 Approving Professional Services Agreement with Ausonio, Inc. for FY 25-26 CIP Project Management and Construction Management Services, including a 20% contingency, and on-call project management services for a total not-to-exceed amount of $146,000.

BACKGROUND / SUMMARY:

The City Council adopted the FY25-26 Capital Improvement Plan (CIP) and budget, which includes several high-priority projects requiring professional PM/CM services to ensure timely and efficient delivery.

To secure these services, the City conducted a competitive Statement of Qualifications (SOQ) process, in compliance with California Government Code §4526 and the City's procurement policies. Firms were evaluated on their experience, technical understanding, key personnel, and familiarity with local codes and conditions.

Following this process, Ausonio, Inc. was selected as the most qualified firm due to their extensive municipal experience and expertise in PM/CM services, especially for Carmel by the Sea. This thorough evaluation ensures compliance with state law and

City policy while selecting the most qualified firm to deliver critical municipal projects.

Discussion:
The proposed scope of services in the attached proposal defines Ausonio's role across the full project lifecycle—from design and bidding through construction and post-construction phases—covering progress tracking, budget and risk management, stakeholder coordination, and compliance with all applicable laws and codes. The assigned CIP projects for FY25-26 requiring PM/CM services are:

CIP Project	Key Scope	Ausonio Role
City Hall Exterior Shingles	Repair and restoration of exterior wood shingles	PM, Bidding, CM, Post-Construction
Fire Station Upgrades	Upgrades to house new fire truck	PM, CM, Post-Construction
Forest Theater Stage	Replace deteriorated stage deck and support system	PM, Bidding, CM, Post-Construction
Sunset Center Painting – Phase 2	Final phase of exterior painting, including lead mitigation	PM, Design, Bidding, CM, Post-Construction
Sunset Center Yoga Center Reroof	Replace aging roof to ensure long-term durability	PM, Design, Bidding, CM, Post-Construction
Park Branch Library Window Repairs	Replace 18 deteriorated windows and repair/paint wood trim	PM, Bidding, CM, Post-Construction
On-Call, As-Needed PM/CM Services	Additional or emerging projects as identified during the fiscal year	PM/CM as needed

Ausonio will provide project controls, scheduling, budget management, construction reviews, bid-phase assistance, contractor oversight, and closeout support, as well as ensure adherence to prevailing wage laws and all applicable codes and permits.

FISCAL IMPACT:

Funding for these services is included in the approved FY25-26 CIP budget (301-311-00-43008), with the exception that the $20,000 allocated for on-call PM/CM services is included in the Facilities Contract Services budget (101-119-42-42001). Contract expenditures will not exceed the allocated project budgets. Hourly rates and the fee summary are listed in the attached proposal (**Attachment 2**).

Project Name	CIP Budget	Ausonio Services

City Hall Exterior Shingles	$70,000	$15,500
Fire Station Upgrades	$175,000	$21,500
Forest Theater Stage	$60,000	$16,000
Sunset Center Painting, Phase 2	$250,000	$21,000
Sunset Center Yoga Center Reroof	$50,000	$16,000
Park Branch Library Window Repairs	$50,000	$15,000
CIP Contingency	20% Contingency for PM/CM Services	$21,000
	Total (including contingency)	**$126,000**
	Facilities Contract Services Budget	
On-Call PM/CM Services	$20,000	$20,000
	Total Contract NTE Amount Authorized	**$146,000**

Adoption of the attached Resolution (Attachment 1) will authorize the City Administrator to execute contract amendments up to $21,000 for CIP project and construction management contingencies from the CIP FY 25-26 contingency fund, for a total not-to-exceed amount of $146,000.

PRIOR CITY COUNCIL ACTION:

Resolution No. 2025-052 Adoption of FY 25-26 Budget.

ATTACHMENTS:

1. Resolution 2025-090
2. Ausonio PSA Exhibit A - Project Management Scope of Services and Fee schedule
3. Oct 7 2025 PSA with Ausonio

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

RESOLUTION NO. 2025-090

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH AUSONIO, INC. FOR FY 25-26 CIP PROJECT AND CONSTRUCTION MANAGEMENT SERVICES, INCLUDING A 20% CONTINGENCY, AND ON-CALL PROJECT MANAGEMENT SERVICES FOR A TOTAL NOT-TO-EXCEED AMOUNT OF $146,000

WHEREAS, the City Council adopted the FY 25-26 Capital Improvement Plan (CIP) and budget, which includes projects requiring professional project management and construction management services; and

WHEREAS, The City conducted a competitive Statement of Qualifications (SOQ) process in compliance with California Government Code §4526 and the City's procurement policies to select the most qualified firm; and

WHEREAS, Ausonio, Inc. achieved the highest evaluation score for these projects on the City's Consultant Selection Evaluation Scorecard, demonstrating outstanding qualifications, local knowledge, and technical capability; and

WHEREAS, Ausonio, Inc. has submitted a detailed proposal outlining its scope of services and fee schedule for project and construction management services for six (6) FY 25-26 CIP projects totaling $105,000, and $20,000 for On-Call project management services; and

WHEREAS, Council adopted Resolution 2025-052 approving the FY 25-26 CIP Contingency Fund with an initial balance of $500,000, and the Facilities Contract Services operating budget of $624,585; and

WHEREAS, approval of this agreement is exempt from further CEQA review.

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

Authorize the City Administrator to execute a Professional Services Agreement (PSA) with Ausonio, Inc. for project and construction management services for six (6) FY 25-26 CIP Projects for $105,000, with funding from 301-311-00-43008, and additional on-call project management services in an amount up to $20,000, with funding from 101-119-42-42001, for a total of $125,000; and

Allocates a contingency of up to $21,000 (20% of the CIP Project and Construction Management scope), with funding from 301-311-00-43008, for a total not-to-exceed contract amount of $146,000.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 7th day of October 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAN:

APPROVED:

ATTEST:

_____
Dale Byrne, Mayor

_____
Nova Romero, MMC, City Clerk

AUSONIO INCORPORATED

PROPOSAL FOR
PROJECT MANAGEMENT SERVICES

Section 1 - Scope of Services:
This Scope of Services document outlines the responsibilities, duties, and deliverables for the Project Management (PM) and Construction Management (CM) services to be provided by Ausonio under the Professional Services Agreement between the City of Carmel and Ausonio, Inc. The below scope is intended as a general outline and may need to be customized to apply to the specific projects identified in Section 2 of this document, as well as for additional projects that may be assigned under the on-call, as-needed component of the Professional Services Agreement.

1. **Project Management**

   a) Establish project objectives and quality standards.
   b) Develop and implement project controls, including progress tracking, cost control, and risk management.
   c) Coordinate with all project stakeholders, including architects, engineers, contractors, suppliers, applicable City departments, and building occupants.
   d) Facilitate regular meetings with the City to review project progress and provide summary minutes with action items.
   e) Ensure compliance with all applicable laws, regulations, codes, and permits.

2. **Design and Bidding Phase**

   a) Assist with the selection and negotiation of professional services agreements and amendments with design professionals. Support contract execution and draft Notice to Proceed and similar letters.
   b) Conduct progress meetings with design consultants, and prepare summary minutes with action items.
   c) Review design documents, including technical reports, plans, specifications, and cost estimates, for biddability/constructability, value engineering, and adherence to project goals.
   d) Develop and maintain project schedules, including critical path analysis and milestones.
   e) Prepare and manage project budgets, including cost estimates, bid analysis, and change orders.
   f) For designated projects, prepare basic site plans, details, photographs, specifications, bid item descriptions, and compile bidding documents.
   g) Assist in obtaining permits, approvals, and other necessary regulatory requirements.

AUSONIO INCORPORATED

h) Provide bid phase services, coordinating advertising with the City, conducting pre-bid meetings, answering bidder questions, issuing addenda, attending the bid opening, compiling bid results, and supporting contract awards and contract document execution. Draft Notice of Award and Notice to Proceed letters for awarded contractors.

3. Construction Phase

a) Provide construction management and daily inspection services as needed.
b) Oversee all construction activities, including scheduling, quality control, and inspections. Coordinate with applicable City departments.
c) Ensure contractor compliance with contract documents, project specifications, quality standards, industry best practices, and permit conditions.
d) Conduct regular progress meetings with contractors, resolving any issues or disputes, and prepare summary minutes with action items.
e) Review and approve contractor payment applications and change orders.

4. Post-construction Phase

a) Prepare the project punch list, and manage the resolution of outstanding issues, defects, or punch list items.
b) Coordinate project closeout activities, including final inspections, testing, and commissioning.
c) Facilitate the turnover of the project to the City, including spare parts, training, and transition support.
d) Review project record documents, warranties, and as-built drawings.
e) Provide post-construction support and warranty management.

5. On-Call, As-Needed Services

a) Additional services requested by the City or required by project-specific needs are anticipated during the term of the Professional Services Agreement. These may include closing out prior year projects, managing other new projects, or providing other services including value engineering, sustainability consulting, LEED certification, drafting, estimating, etc.

Section 2 – Assigned Projects

Project # 1. City Hall Exterior Shingles: This project scope consists of repair and restoration of the wood shingles on the exterior walls of City Hall, as they need maintenance and some may require replacement. This work will address areas of wear and deterioration, helping to preserve the building's exterior. The project will ensure the structure remains protected and visually appealing.

Ausonio to provide Project Management, Bidding, Construction Management, and Post-Construction Phase Services.

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Project #2. Fire Station Upgrades: This project scope consists of project management of developed design and already procured contractor the upgrades to the Fire Station to accommodate a newly purchased fire truck. These upgrades will include modifications to the station's bays, ensuring they are large enough to house the new equipment safely and efficiently.

Ausonio to provide Project Management, Construction Management, and Post-Construction Phase Services.

Project #3. Forest Theater Stage: This project scope consists of replacement of the wooden stage deck and its incidental support system, which are currently showing significant signs of deterioration. The existing structure has experienced wear over time and needs replacement to ensure safety, structural integrity, and continued usability for performances and events.

Ausonio to provide Project Management, Bidding, Construction Management, and Post-Construction Phase Services.

Project #4. Sunset Center Painting Phase 2: This project scope consists of Phase 2 of painting the Sunset Center. This phase will complete the painting of areas not addressed in the previously completed work, enhancing the facility's appearance and protecting surfaces from wear and damage. Work will also include lead mitigation measures.

Ausonio to provide Project Management, Design, Bidding, Construction Management, and Post-Construction Phase Services.

Project #5. Sunset Center Yoga Center Reroof: This project scope consists of roof replacement at the Sunset Center Yoga Center, which is over 30 years old and requires frequent maintenance. The new roof will address ongoing issues and provide long-term durability. This replacement will ensure the facility remains safe and protected from weather-related damage.

Ausonio to provide Project Management, Design, Bidding, Construction Management, and Post-Construction Phase Services.

Project #6. Park Branch Library Window Repairs: This project scope consists of window repairs at Park Branch Library, which includes replacing 18 deteriorated double-pane windows. These windows have lost their insulation, resulting in a persistent steamy appearance, and the wood trim is also deteriorating. Once replaced, the windows will be restored, and the trim will undergo necessary painting.

Ausonio to provide Project Management, Bidding, Construction Management, and Post-Construction Phase Services.

Project #7. Provide On-Call, As-Needed PM/CM Services:

On-call, as-needed services may include the following, prior year closeout projects, and/or other projects and tasks.

AUSONIO

SINCE 1959

HOURLY RATE SHEET

No.	Key Personnel from FORM C	Role	Fully Burdened Hourly Rates				
			7/1/2025 to 6/30/2026	7/1/2026 to 6/30/2027	7/1/2027 to 6/30/2028	7/1/2028 to 6/30/2029	7/1/2029 to 6/30/2030
1.	**Dustin Conner**	**CM**	**190.00**	**195.70**	**201.57**	**207.62**	**213.85**
2.	**Diane Miller**	**PM**	**162.00**	**166.86**	**171.87**	**177.02**	**182.33**
3.	**Gerardo Ramirez**	**QC Manager**	**164.00**	**168.92**	**173.99**	**179.21**	**184.58**
No.	Other Staff (or Classifications)	Role	Fully Burdened Hourly Rates				
			7/1/2025 to 6/30/2026	7/1/2026 to 6/30/2027	7/1/2027 to 6/30/2028	7/1/2028 to 6/30/2029	7/1/2029 to 6/30/2030
4.	**Principal**	←	**265.00**	**272.95**	**281.14**	**289.57**	**298.26**
5.	**Project Director**	←	**215.00**	**221.45**	**228.09**	**234.94**	**241.98**
6.	**Program Manager**	←	**205.00**	**211.15**	**217.48**	**224.01**	**230.73**
7.	**Senior PM/CM**	←	**190.00**	**195.70**	**201.57**	**207.62**	**213.85**
8.	**PM/CM**	←	**162.00**	**166.86**	**171.87**	**177.02**	**182.33**
9.	**Assistant PM/CM**	←	**145.00**	**149.35**	**153.83**	**158.45**	**163.20**
10.	**Project Engineer**	←	**125.00**	**128.75**	**132.61**	**136.59**	**140.69**
11.	**Scheduler/Estimator**	←	**185.00**	**190.55**	**196.27**	**202.15**	**208.22**
12.	**Q.A / Superintendent**	←	**164.00**	**168.92**	**173.99**	**179.21**	**184.58**
13.	**Architect**	←	**234.00**	**241.02**	**248.25**	**255.70**	**263.37**
14.	**Designer**	←	**156.00**	**160.68**	**165.50**	**170.48**	**175.58**
15.	**Accountant/Proj. Coord**	←	**100.00**	**103.00**	**106.09**	**109.27**	**112.55**
16.	**Administrative Asst.**	←	**90.00**	**92.70**	**95.48**	**98.35**	**101.30**

Does your firm's fully burdened hourly rates include the following?

Software	Yes	No	Vehicles	Yes	No
Phone/Cell	Yes	No	Printing	Yes	No
Mileage	Yes	No	Postage/Courier	Yes	No

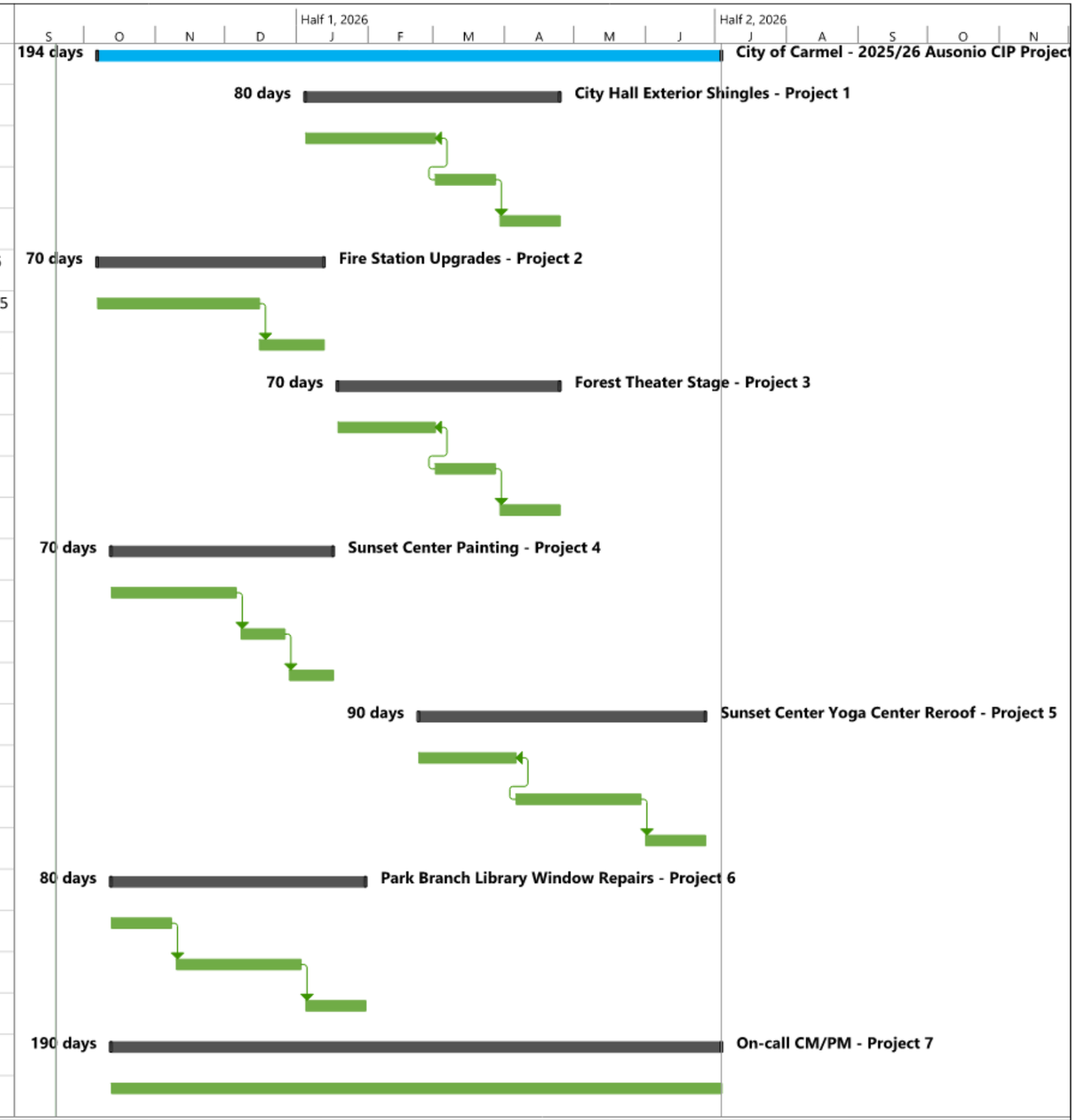
Please initial here to acknowledge that markups for subconsultants and other direct costs shall not exceed 10.0%

AUSONIO INCORPORATED

Fee Summary

	Project Name	budget	fee
1	City Hall Exterior Shingles	$ 70,000	$ 15,500
2	Fire Station Upgrades	$ 175,000	$ 21,500
3	Forest Theater Stage	$ 60,000	$ 16,000
4	Sunset Center Painting, Phase 2	$ 250,000	$ 21,000
5	Sunset Center Yoga Center Reroof	$ 50,000	$ 16,000
6	Park Branch Library Window Repairs	$ 50,000	$ 15,000
7	On-Call PM Services		$ 20,000
	Totals	$ 655,000	$ 125,000

ID	Task Name	Duration	Start	Finish
1	**City of Carmel - 2025/26 Ausonio CIP Projects**	**194 days**	**Tue 10/7/25**	**Fri 7/3/26**
2	**City Hall Exterior Shingles - Project 1**	**80 days**	**Mon 1/5/26**	**Fri 4/24/26**
3	Bid and Procure Contractor	2 mons	Mon 1/5/26	Mon 3/2/26
4	Construction	1 mon	Mon 3/2/26	Fri 3/27/26
5	Close-out	1 mon	Mon 3/30/26	Fri 4/24/26
6	**Fire Station Upgrades - Project 2**	**70 days**	**Tue 10/7/25**	**Mon 1/12/26**
7	Construction	2.5 mons	Tue 10/7/25	Mon 12/15/25
8	Close-out	1 mon	Tue 12/16/25	Mon 1/12/26
9	**Forest Theater Stage - Project 3**	**70 days**	**Mon 1/19/26**	**Fri 4/24/26**
10	Bid and Procure Contractor	1.5 mons	Mon 1/19/26	Mon 3/2/26
11	Construction	1 mon	Mon 3/2/26	Fri 3/27/26
12	Close-out	1 mon	Mon 3/30/26	Fri 4/24/26
13	**Sunset Center Painting - Project 4**	**70 days**	**Mon 10/13/25**	**Fri 1/16/26**
14	Bid and Procure Contractor	2 mons	Mon 10/13/25	Fri 12/5/25
15	Construction	3 wks	Mon 12/8/25	Fri 12/26/25
16	Close-out	3 wks	Mon 12/29/25	Fri 1/16/26
17	**Sunset Center Yoga Center Reroof - Project 5**	**90 days**	**Mon 2/23/26**	**Fri 6/26/26**
18	Bid and Procure Contractor	1.5 mons	Mon 2/23/26	Mon 4/6/26
19	Construction	2 mons	Mon 4/6/26	Fri 5/29/26
20	Close-out	1 mon	Mon 6/1/26	Fri 6/26/26
21	**Park Branch Library Window Repairs - Project 6**	**80 days**	**Mon 10/13/25**	**Fri 1/30/26**
22	Bid and Procure Contractor	1 mon	Mon 10/13/25	Fri 11/7/25
23	Construction	2 mons	Mon 11/10/25	Fri 1/2/26
24	Close-out	1 mon	Mon 1/5/26	Fri 1/30/26
25	**On-call CM/PM - Project 7**	**190 days**	**Mon 10/13/25**	**Fri 7/3/26**
26	Ongoing	9.5 mons	Mon 10/13/25	Fri 7/3/26



CITY OF CARMEL-BY-THE-SEA

Professional Services Agreement with Ausonio, Inc.

City Council Meeting

October 7, 2025

Recommendation

- **Adopt Resolution approving a Professional Services Agreement with Ausonio, Inc. for FY 25-26 CIP Project and Construction Management Services, including a 20% contingency, and on-call project management services for a total not-to-exceed amount of $146,000**

Background

- **FY25-26 CIP includes several high-priority facilities projects requiring PM/CM services**

CIP Project	Key Scope
City Hall Exterior Shingles	Repair and restoration of exterior wood shingles
Fire Station Upgrades	Upgrades to house new fire truck
Forest Theater Stage	Replace deteriorated stage deck and support system
Sunset Center Painting – Phase 2	Final phase of exterior painting, including lead mitigation
Sunset Center Yoga Center Reroof	Replace aging roof to ensure long-term durability
Park Branch Library Window Repairs	Replace 18 deteriorated windows and repair/paint wood trim
On-Call, As-Needed PM/CM Services	Additional or emerging projects as identified during the fiscal year

Background

- A Competitive Statement of Qualifications (SOQ) process was conducted
- Evaluation focused on experience, technical understanding, key personnel and local knowledge
- Ausonio, Inc. selected as the most qualified firm for our municipal PM/CM services

Scope of Services

- ✓ Full project lifecycle: design, bidding, construction, and closeout
- ✓ Progress tracking, budgeting, and risk management
- ✓ Stakeholder coordination and compliance with laws and codes
- ✓ Ensure adherence to prevailing wage and permitting requirements

Key CIP Projects & Ausonio Role

CIP Project	Summary of CIP Scope	Ausonio Role
City Hall Exterior Shingles	Repair and restoration of exterior wood shingles	PM, Bidding, CM, Post-Construction
Fire Station Upgrades	Upgrades to house new fire truck	PM, CM, Post-Construction
Forest Theater Stage	Replace deteriorated stage deck and support system	PM, Bidding, CM, Post-Construction
Sunset Center Painting – Phase 2	Final phase of exterior painting, including lead mitigation	PM, Design, Bidding, CM, Post-Construction
Sunset Center Yoga Center Reroof	Replace aging roof to ensure long-term durability	PM, Design, Bidding, CM, Post-Construction
Park Branch Library Window Repairs	Replace 18 deteriorated windows and repair/paint wood trim	PM, Bidding, CM, Post-Construction
On-Call, As-Needed PM/CM Services	Additional or emerging projects as identified during the fiscal year	PM/CM as needed

Fiscal Impacts

- **Funding is included in the council approved CY25-26 CIP budget under the respective project accounts.**

Project Name	CIP Budget	Ausonio Services
City Hall Exterior Shingles	$70,000	$15,500
Fire Station Upgrades	$175,000	$21,500
Forest Theater Stage	$60,000	$16,000
Sunset Center Painting, Phase 2	$250,000	$21,000
Sunset Center Yoga Center Reroof	$50,000	$16,000
Park Branch Library Window Repairs	$50,000	$15,000
CIP Contingency	20% Contingency for PM/CM Services	$21,000
	Total (including contingency)	$126,000
	Facilities Contract Services Budget	
On-Call PM/CM Services	$20,000	$20,000
	Total Contract NTE Amount Authorized	$146,000

RECOMMENDATION

- **Adopt Resolution approving a Professional Services Agreement with Ausonio, Inc. for FY 25-26 CIP Project and Construction Management Services, including a 20% contingency, and on-call project management services for a total not-to-exceed amount of $146,000**

QUESTIONS / COMMENTS

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

October 7, 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 2025-091 Accepting the 2025 updates to the existing Emergency Operations Plan *(Estimated time - 20 min)*

RECOMMENDATION:

Adopt Resolution 2025-091 Accepting the 2025 updates to the existing Emergency Operations Plan.

BACKGROUND / SUMMARY:

Government Code 8610 and 8607, contained within the California Emergency Services Act, requires the city to have an Emergency Operations Plan. The purpose of the plan is to provide a legal framework to manage emergencies and to provide guidance on operations in the Emergency Operations Center (OES). In 1979, Carmel-by-the-Sea established Chapter 2.64 within the Carmel Municipal Code. Chapter 2.64, titled "Emergency Organization," defines the authorities and process of how the City will manage disasters.

In 1981, the city developed an emergency plan, which was supplemented in 1993, by the Carmel-by-the-Sea Management Operations Plan (MOP). The MOP was developed because of the State Office of Emergency Services (OES) establishing Standardized Emergency Management System (SEMS) as the standard for managing disasters.

Following the 2001 terrorist acts, the Federal government issued a response mandate known as the "National Incident Management System" (NIMS), to address disaster management. In 2006, the City Council adopted a Resolution approving NIMS as the official regulatory guidance for emergency responses. Although SEMS meets the intent

of NIMS, it is important the City's Emergency Operations Plan be updated in a manner to assure full compliance with policies and requirements of both SEMS and NIMS.

The existing Emergency Operations Plan (EOP) was created in 2008 to meet these requirements. The plan is updated every two years and presented to the council. The plan was most recently updated in June 2021. Most of the changes in the plan were merely administrative changes involving personnel names and contact information.

The following are highlights of the past two years, including incidents, training, planning, and preparation by the city.

The Emergency Operations Plan was utilized on multiple occasions over the past two years. The plan was also utilized through multiple major storms impacting the city and residents in early 2025.

Over the past years, the city has recognized the importance of having both highly trained staff and volunteers to handle emergency situations as they arise. The city has devoted resources to our Community Emergency Response Team (CERT) and our Volunteers in Policing (VIPS), both of which have made major contributions to providing assistance during emergencies.

Over the next two years, the focus will be on continued training of Staff and Volunteers to be better prepared to manage emergencies as they happen. The following goals include:

1. Develop a more Comprehensive Evacuation Plan to include incident specific protocols for Carmel-by-the-Sea.
2. Provide a training day/workshop for the community where we participate in an opportunity to evacuate participants from the City.
3. Provide training to staff in various levels of Emergency Management.
4. Provide resources and training for our volunteers in CERT/VIPS.
5. Engage our partnering agencies: State, County, and neighboring in further collaboration that will benefit Carmel-by-the-Sea's readiness.

FISCAL IMPACT:

None for this action.

PRIOR CITY COUNCIL ACTION:

The existing EOP was presented to City Council for adoption in December 2008. The plan was revised in June 2011, 2013, 2015, 2017, 2019, and 2021, & 2024.

ATTACHMENTS:

1. Resolution 2025-091
2. Exhibit A - Carmel EOP Updated Oct. 2025
3. Emergency Operations Plan Update PPT

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

RESOLUTION NO. 2025-091

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA ACCEPTING THE 2025 UPDATES TO THE EXISTING EMERGENCY OPERATIONS PLAN

WHEREAS, the City established Carmel Municipal Code, Chapter 2.64, which defines the authorities and process of how the City will manage disasters; and

WHEREAS, Government Code 8610 requires the City to have an Emergency Operations plan; and

WHEREAS, the City adopted the original Emergency Operations Plan in 2008 to meet those requirements; and

WHEREAS, the Emergency Operations Plan is updated every two years.

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

Accept the 2025 updates to the Emergency Operations Plan.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 7th day of October 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne
Mayor

Nova Romero, MMC
City Clerk

ATTACHMENT/EXHIBIT A

1. The 2025 Emergency Operations Plan

Carmel-by-the-Sea Emergency Operations Plan

City Council of Carmel-by-the-Sea
Dale Byrne, Mayor
Bob Delves, Mayor Pro Tem
Hans Buder, Council Member
Jeff Baron, Council Member
Alissandra Dramov, Council Member

For further information contact:
Office of Emergency Services,
Carmel-by-the-Sea
P.O. Box 600
(831) 624-6403
https://ci.carmel.ca.us
policedept@ci.carmel.ca.us

October 2025

Acknowledgements

Carmel-by-the-Sea is susceptible to a range of emergency situations. However, it has limited resources compared to larger cities on the Monterey Peninsula or within Monterey County. Consequently, the City depends on external response partners and volunteer organizations to aid in mitigation efforts during major disasters. The mutual aid response partners will vary based on the severity of the emergency and its impact on our community.

Foreword

The Carmel-by-the-Sea Emergency Operations Plan (EOP) follows the principles of the National Incident Management System (NIMS), and the Standardized Emergency Management System (SEMS) used in California. NIMS and SEMS, both based on the Incident Command System (ICS), are fundamental to this plan. It offers organizational and policy guidance for emergencies, serves as a training reference for City employees, and includes standardized checklists and forms. All City officials and employees are encouraged to familiarize themselves with this plan.

The Carmel-by-the-Sea Emergency Operations Plan (EOP) approved by the Carmel-by-the-Sea City Council, originally took effect on December 2, 2008, and was updated in February 2024.

Promulgation

Preserving life, property, the environment, and the economy is a duty of local, state, and federal governments. While no plan can prevent all loss or damage, effective plans executed by trained personnel can minimize these losses.

Carmel-by-the-Sea has prepared this Emergency Operations Plan (EOP) to ensure the most effective and efficient allocation of resources for the maximum benefit and protection of the civilian population during times of emergency.

This Emergency Operations Plan establishes an emergency organization, assigns responsibilities, specifies policies and general procedures, and provides for the coordination of planning efforts among the respective staff. It will be periodically reviewed, exercised, and revised as necessary to accommodate changing conditions and needs.

This document is Carmel-by-the-Sea's updated Emergency Operations Plan, superseding all earlier editions. It provides guidelines for employees and assisting agencies on preparation, protection, mitigation, response, and recovery in cases of emergencies or disasters.

The Mayor and City Council fully support this Emergency Operations Plan and urge all officials, employees, and residents to contribute to Carmel-by-the-Sea's community emergency efforts. This most recent update to the EOP became effective on **October 7, 2025**, when approved by the Mayor and City Council of the Carmel-by-the-Sea.

_____	_____
Mayor	Date
_____	_____
City Administrator	Date
_____	_____
Director of Public Safety	Date

Carmel-by-the-Sea Council Adoption Approval

[Insert City Council Resolution once document is approved]

Annual Review - Record of Changes

The Carmel-by-the-Sea Office of Emergency Services (OES), with input from key stakeholders and partners, maintains and updates this Emergency Operations Plan (EOP) annually. Revisions are made in collaboration with local jurisdictions and planning partners to ensure accuracy. If immediate changes are needed due to trainings, exercises, or incidents, OES will review and implement the necessary updates. All changes will be recorded on the table below.

VERSION	DATE	NAME/ORGANIZATION	CHANGE DESCRIPTION
2009v1.1	12/7/2009		Pg. 6,44,,45
2011v1.1	6/1/2011		Various
2013v1.1	6/4/2013		Various
2015v1.1	6/1/2015	Chip Rerig, City Administrator	Various
2017v1.1	6/1/2017	Chip Rerig, City Administrator	Various
2019v1.1	6/1/2019	Chip Rerig, City Administrator	Various
2021v1.1	6/1/2021	Paul Tomasi, Chief of Police	Various
2024v1.1	1/9/2024	Paul Tomasi, Chief of Police	Various
2025v1.1	6/1/2025	Paul Tomasi, Chief of Police Todd Trayer, Commander Thomas Uretsky, Emergency Action Planning (EAP) Safety Consultants.	Complete document reconstruction, new fonts, graphics repagination and organization of plans, position descriptions, checklists and resources. EOP is divided into three sperate folders for ease of operations.

Record of Distribution

This is a list of individuals and organizations that receive a copy of the EOP. The record of distribution can be used to provide evidence that tasked individuals and agencies have had the opportunity to read and understand their responsibilities. To that end, copies should be numbered, and show the date of transmittal. The record of distribution also serves as a convenient checklist for distributing later revisions to the plan.

DATE	NAME / TITLE	DEPARTMENT	# OF COPIES

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Executive Summary

The City of Carmel-by-the-Sea Emergency Operations Plan (EOP) is an all-hazards document describing the municipal incident management organization, compliance with relevant legal statutes, other relevant guidelines, whole community engagement, continuity of government focus, and critical components of the incident management structure. The incident management system is a component-based system designed to be scaled up and components activated as necessary to reflect the incident/event's escalation from routine incident(s) to emergency, disaster, or catastrophe affecting residents and visitors of Carmel-by-the-Sea. This EOP is not intended to address specific emergency responses, scenarios, hazards, or threats. Functional and hazard specific annexes to this EOP will outline specific activities for response organizations.

This Emergency Operations Plan accomplishes the following:

- Establishes a jurisdictional incident management organization which will coordinate and support on-scene responses including maintenance of situational awareness, facilitation of effective communication between operation centers at various levels of government, maintain continuity of government, and interaction with public information sources.
- Establishes the overall operational concepts associated with the management of incidents, emergencies, crises, disasters, and catastrophes in the City of Carmel-by-the-Sea and operational area levels.
- Provides a flexible platform for planning and response to all hazards, incidents, events, and emergencies believed to be important to Carmel-by-the-Sea. It is applicable to a wide variety of anticipated incident events including earthquakes, wildland fires, floods, and public health issues.

This EOP continues the Carmel-by-the-Sea's compliance with the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), the Incident Command System (ICS), and the National Response Framework (NRF). It facilitates multi-agency and multi-jurisdictional coordination during emergency operations, public information functions, and resource management.

This Emergency Operations Plan serves as the legal and conceptual framework for incident management to be utilized by Carmel-by-the-Sea and its various departments within municipal government. There are a number of separately published annexes that support this EOP. These supporting annexes further describe the operational or functional response to particular threats and hazards and the basic considerations, actions, and responsibilities of specific emergency response and management disciplines or functions.

Intent and Policy

The intent and policy governing the Carmel-by-the-Sea Emergency Operations Plan (CEOP) is to ensure that all major emergency and disaster operations undertaken by the City of Carmel-by-the-Sea are conducted in a coordinated and integrated manner consistent with the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

The City of Carmel-by-the-Sea will comply with NIMS and SEMS in all emergency management operations, including those involving federal, state, county, local, tribal, private sector, and non-governmental agencies. The City Council has approved this revised emergency plan, incorporating relevant Monterey County Operational Area plans for effective use during emergencies.

Mitigation Plan Requirement

All California municipalities are required to develop a Local Hazard Mitigation Plan. This plan must be submitted via the Governor's Office of Emergency Services to the Federal Emergency Management Agency (FEMA) for approval. Carmel-by-the-Sea was a participant in the development of the County of Monterey Multi-Jurisdictional Hazard Mitigation Plan (MJHMP). This plan fulfills the requirement for the Carmel-by-the-Sea Local Hazard Mitigation Plan; the Carmel-by-the-Sea element of this plan was adopted by Council action on October 2, 2007, and became effective on that date.

Mission

The mission of the City of Carmel-by-the-Sea is to safeguard and preserve the lives and property of its residents throughout all stages of emergency management and disaster situations affecting the city. This includes ensuring a comprehensive and coordinated response. Additionally, this mission involves providing accurate, coordinated, complete, timely, understandable, responsive, and appropriate disaster-related information and instructions to all elements of the city government and to the residents of Carmel-by-the-Sea.
The mission of the Emergency Operations Center (EOC) is to:

- Minimize injury and loss of life.
- Minimize property damage and adverse economic impact.
- Minimize adverse environmental impact.
- Provide for the immediate needs of disaster victims.
- Acquire and assess emergency information and disseminate essential intelligence.
- Provide timely and accurate information to the public regarding emergency actions.
- Establish resource coordination and management operations.
- In conjunction with other county, state and federal agencies, oversee the disaster recovery process throughout the impacted areas.

Purpose

This Plan outlines response, recovery, mitigation, preparedness, and prevention guidelines for operations before and during all natural, technological, and man-made major emergencies or disasters that could impact the City of Carmel-by-the-Sea. The purpose of the Emergency Operations Plan (EOP) is to delineate the organization, responsibilities, and doctrine under which the City will manage and prepare for disaster operations.

The City's Emergency Operations Plan serves as a comprehensive, authoritative source of guidance and procedures for the City to prepare for, respond to, and manage significant or catastrophic natural or man-made threats, crises, incidents, or events necessitating a coordinated response. This EOP is designed to comply with the California State Emergency Plan for managing responses to multi-agency and multi-jurisdictional incidents. It is also aligned with federal, state, and local partners' emergency plans and guidance documents. Best practices and lessons learned have been incorporated into this plan where feasible, identified through reviews of after-action reports from recent large-scale national disasters, incidents, and events, including Stafford Act and non-Stafford Act incidents and events.

This EOP aims to foster collaboration and consistency among our emergency response partners and their specific plans, procedures, functions, and capabilities. As such, the EOP is adaptable for use in all incident types and will support short-term recovery activities.

In the event of an emergency or disaster, the primary responsibility of the City of Carmel-by-the-Sea is to maximize public safety, minimize property and environmental damage, and ensure government continuity. To achieve these objectives all jurisdictions within the Monterey County Operational Area (OA) operate under SEMS, NIMS, and ICS, which are utilized to manage and control response operations.

Proponent

The City Administrator serves as the Emergency Services Director, with the Director of Public Safety or Chief of Police as the Assistant. The Emergency Services Director develops emergency plans and manages overall emergency services as assigned by the City Council. Departmental Directors/Chiefs must ensure their teams are familiar with this content and that all EOC positions are filled with experienced personnel. The responsibilities and powers of the Emergency Services Director and Assistant are detailed in City Code 2.64.050 and subsequent sections, and are treated equally for plan implementation.

Plan Administration

Emergency Services Director and Plan Development

The Emergency Services Director or their designee is tasked with developing this plan, which ensures the effective mobilization of all City resources, both public and private, to address any local emergency, regional catastrophic event, or other significant crisis. The plan outlines the organization, powers, duties, services, and staff of the emergency organization. The revised plan becomes effective upon adoption by a City Council Resolution.

Emergency Management Advisory Committee

The Emergency Services Director is authorized to convene an Emergency Management Advisory Committee at their discretion. The Emergency Management Advisory Committee will be composed of members of the City Staff with expertise in emergency management matters. At the discretion the Emergency Services Director, representatives of civic, business, labor, veterans, professional, or other organizations having an official emergency responsibility, or specific expertise, may be invited to participate in the committee's deliberations.

Emergency Management Advisory Committee Duties

The Emergency Management Advisory Committee is dedicated to supporting the City's disaster preparedness, response, recovery, and mitigation initiatives. This includes engaging in training exercises and providing counsel to the Emergency Services Director on matters pertaining to emergency management. These endeavors aim to enhance the efficiency and effectiveness of emergency operations. The Committee convenes at the discretion of the Emergency Services Director.

Additionally, this workgroup is committed to increasing public preparedness through outreach efforts and the development of educational materials. Activities may include disaster skills training sessions, attendance at community events, and hosting forums to disseminate resources and best practices for community educators. Furthermore, they assist Community Emergency Response Team (CERT) groups by offering training sessions and providing necessary materials. The membership comprises professionals from the fields of public education, communication, and emergency management.

Plan Reproduction

This plan is the sole property of the City of Carmel-by-the-Sea. As such, it may be copied in part or as a whole by employees of the City for use in preparation for and during an actual major emergency or disaster. This plan may not be reproduced or copied by agencies or jurisdiction outside the City of Carmel-by-the-Sea. Segments of this plan, or redacted versions relevant to public information and guidance, may be posted on the city website or social media.

Policies and Plan Employment

The operational elements of this plan will be employed in the event of a major emergency incident or disaster.

- To accomplish the stated mission and purpose, the City of Carmel-by-the-Sea will employ the applicable elements of emergency management as a participant in the Monterey County Operational Area (OA).
- To facilitate emergency management, the Carmel-by-the-Sea Emergency Operations Center (EOC) will be activated.

The following policies are applicable to plan activation:

- The Carmel-by-the-Sea Emergency Operations Plan becomes operational upon the activation of the Carmel-by-the-Sea Emergency Operations Center (EOC).
- The plan may be activated by the City Council (if in session), the City Administrator, or the Director of Public Safety/Chief of Police, or a designated Alternate Emergency Services Director. (See City Code 2.64.060.)
- The plan will be activated upon declaration of a "Local State of Emergency" by the City Council (if in session) or upon issuance of a declaration by the Emergency Services Director, or by declaration of a "Local State of Emergency" by Monterey County, or by declaration of "State of Emergency" either as declared by the Governor as defined in the California Emergency Services Act, or a "State of War Emergency" is declared by the President of the United States. (See City Code 2.64.060.)
- Routine, non-disaster emergencies stemming from 9-1-1 calls and other forms of notification will be handled in accordance with the protocols developed and employed by the Carmel-by-the-Sea Director of Public Safety/Chief of Police, the Monterey Fire Chief, the Carmel-by-the-Sea Public Works Director, and the Monterey County Emergency Medical Services Agency.
- The plan will be automatically activated on receipt of an attack warning or the observation of an act of war or terrorist attack.

This plan has been prepared in accordance with NFPA 1600 Standard on Disaster/Emergency Management and Business Continuity Programs 2013 Edition, published by the National Fire Protection Association, the National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS). The National Fire Protection Association standard promotes a common understanding of the fundamentals of planning and decision making to help entities examine all hazards and produce an integrated, coordinated, and synchronized program for disaster/emergency management and business continuity.

Supporting Plans and Documents

Additional plans and procedures that are developed in support of this Emergency Operations Plan such as mutual aid plans, mitigation plans, city department standard operating procedures (SOP's) and any related procedures are incorporated by reference and are maintained separate from this base plan. Some of these supporting plans may be appended to the end of this plan as deemed appropriate.

Functional Support Annexes

Once the Carmel-by-the-Sea Office of Emergency Services planning team identifies and prioritizes potential threats and hazards, as well as assesses the associated risks and vulnerabilities, they proceed to develop essential operational functions. These operational functions are then transformed into specific functional annexes that focus on critical operational tasks for the City and outline the courses of action designed to implement them.

While the basic plan outlines the overall strategy and concept of operations for the City's crisis response, functional annexes detail the implementation of that strategy tailored to Carmel's specific requirements. Additionally, functional annexes rely on departmental plans and standard operating procedures (SOPs) to carry out the tasks specified in the annex. Functional Support and Hazard-Specific Annexes for Monterey County and those specific to the City of Carmel-by-the-Sea offer particular procedures or support functions for distinct events as an extension of the Emergency Operations Plan.

Standard Operating Procedures (SOPs)

Each department within the City of Carmel-by-the-Sea is required to maintain standard operating procedures for the purpose of tactical direction. SOPs provide the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner. When developing SOPs Carmel-by-the-Sea departments should also take into consideration how many activities delineated within the EOP interact with, support, or require support from other departments or agencies.

Standard Operating Procedures must also ensure inclusionary planning for vulnerable people, including those with disabilities and others with access and functional needs. Where supporting plans are inconsistent with the general principles described in the City of Carmel-by-the-Sea's Emergency Operations Plan (EOP), the EOP will supersede supporting plans.

Situation and Assumptions

The City of Carmel-by-the-Sea's Office of Emergency Services will be aware of significant emergency conditions as they arise. These conditions will trigger a response consistent with the respective responsibilities and roles defined either by the Emergency Operations Plan (EOP), or other legal and policy frameworks. The City may be constrained in their response by the level of training, readiness activities, and interagency coordination undertaken prior to or during the incident.

This section outlines the City's current situation and assumptions about potential impacts on operations and management during the plan's tenure.

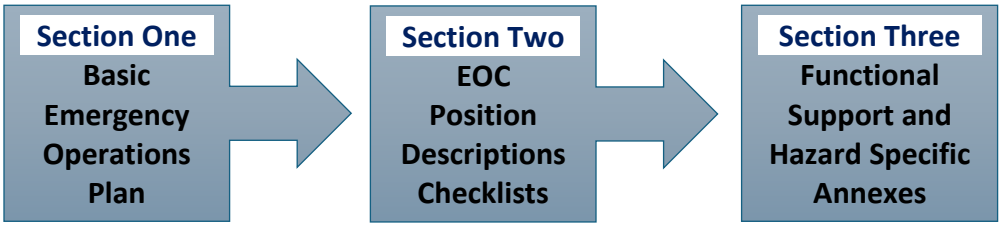
- The City of Carmel-by-the-Sea is situated on the Monterey Peninsula, a scenic area on the Central Coast of California. The City has developed the majority of its land area. Additional expansion is unlikely, but programmed enhancement of existing developed areas and structures will likely continue.
- The Monterey Fire Department is contractually responsible for overseeing and managing the City's fire and paramedic services, a practice that is anticipated to continue. The dispatching of fire units will remain under the jurisdiction of the Monterey County Emergency Communications Department, unless any unexpected changes arise.
- The City of Monterey Fire Department may contract to provide services for other Peninsula fire service agencies in the future. Any such consolidation is likely to have a minimal impact on the implementation of this plan.
- City services may be consolidated or contracted with other municipalities to reduce costs.
- The City of Carmel-by-the-Sea will continue to be an active and supporting member of the Monterey County Operational Area Authority (OA).
- In a major emergency or disaster, City resources may be overwhelmed. To maintain effective operations, assistance from the Monterey County Operational Area or higher authority may be needed.
- Routine emergencies resulting from 9-1-1 calls and other forms of notification will continue to be managed in accordance with the protocols established by the Carmel-by-the-Sea Director of Public Safety/Chief of Police, the Monterey Fire Chief, the Carmel-by-the-Sea Public Works Director, and the Monterey County Emergency Medical Services Agency. Any minor adjustments necessary to address evolving operational priorities and needs will be implemented by the relevant agencies as required.
- Future management of major emergencies may adopt a regional approach, potentially involving a Regional or Peninsula Emergency Operations Center with collaborative staffing. An Integrated Emergency Operations Plan could support this regional model.
- The Carmel-by-the-Sea Fire Ambulance (CFA) organization serves as an essential emergency response resource for the City and is expected to remain so in the future. This capability will continue to operate in coordination with the Monterey Fire Department paramedic minimum staffing. The City in doing so will maintain its 1797.201 rights which are essential for operating an ambulance service in compliance with state regulations.

- Incidents may require temporary shelter facilities and food service operations for displaced populations or to support the rest and feeding needs of first responders and City staff providing services during the emergency.
- Continued growth in the local Monterey Peninsula area may lead to increased traffic congestion on highways adjacent to the City of Carmel-by-the-Sea. Such congestion could hinder response efforts during a major emergency or disaster situation.
- Environmental restrictions can challenge emergency management, requiring better inter-agency coordination.
- Special events will continue to enhance the atmosphere of the City and may expand in both number and scope.
- Emergency managers and staff from the City of Carmel-by-the-Sea will continue to participate in strategic planning in the development of the Local Hazard Mitigation Plan incorporation with the Monterey County Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) as required by FEMA.
- City staff will continue to mitigate any action items that develop from the Threat Hazard Identification Risk Assessment (THIRA) or mitigation action items from the Community Wildfire Protection Plan (CWPP).
- Carmel-by-the-Sea will comply with the Americans with Disabilities Act (ADA), which requires that emergency procedures enable people with disabilities to evacuate and participate in all emergency and disaster-related programs together with their service animals.

Emergency Plan Structure

The format and structure of this Emergency Operations Plan is broken down into three Sections.

1. The Basic Plan, which describes the purpose, scope, situations and assumptions, hazard analysis, concept of operations, plan management, and authorities of the City departments and agencies in response to an emergency or disaster.
2. Emergency Operations Center positions descriptions and checklists for the Incident Management Team (IMT) which follow the Incident Command System (ICS).
3. Functional Support and Hazard Specific Annexes.



Hazard/Vulnerabilities Analysis Overview

A hazard represents an event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural losses, damage to the environment, interruption of business, or other types of harm or loss. Vulnerability indicates the level of exposure of human life and property damage from natural and man-made hazards.

This segment of the Emergency Operations Plan (EOP) presents a series of jurisdiction-specific risk assessments based on the Monterey County Operational Area (OA) Hazard Mitigation Plan. In compliance with 44 CFR § 201.6(a)(4), The Monterey County Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) geographically covers the entire area of Monterey County and has multiple participating jurisdictions including Carmel-by-the-Sea.

In March of 2022, emergency planning personnel from the City of Carmel-by the Sea collaborated with the County of Monterey in the development and integration of Carmel's Local Hazard Mitigation Plan into the Monterey County Multi-Jurisdictional Hazard Mitigation Plan. The City of Carmel-by-the-Sea's Planning Team used the same risk assessment process as the Monterey County Steering Committee.

The hazard profiles in Volume 1 of the Monterey County Multi-Jurisdictional Hazard Mitigation Plan discuss overall impacts to the County and describes the hazards, as well as their extent, magnitude/severity, previous occurrences, and the likelihood of future occurrences. Hazard vulnerability specific to City of Carmel-by-the-Sea is included in Volume 2, Annex B of the Monterey County Plan.

The City planning team performed an inventory and analysis of existing capabilities, plans, programs, and policies that enhance its ability to implement mitigation strategies.
These Mitigation Strategies are detailed in the Monterey County Multi-Jurisdictional Hazard Mitigation Plan and included:

- Planning and Regulatory Capability.
- Administrative and Technical Capability.
- Fiscal Capability.
- Education and Outreach Capability.
- National Flood Insurance Program (NFIP) Compliance.

The National Flood Insurance Program (NFIP) compliance refers to the City of Carmel-by-the-Sea's adherence to regulations and standards required to participate in the NFIP and receive flood insurance coverage. Essentially, it ensures that communities are actively managing their flood risk and protecting property and lives.

The table on the subsequent page presents the outcomes of the hazard risk ranking exercise conducted by the City of Carmel-by-the-Sea's Planning Team. High, moderate, and substantial risk factors are further detailed in this Emergency Operations Plan for the purpose of awareness and future mitigation planning.

Threat Hazard Identification Risk Assessment (THIRA)

Hazard	Geographic Extent	Likelihood of Occurrence	Magnitude Severity	Impact	Total out of 16	Degree of Risk
Agricultural Emergencies	1.2	1.2	1.3	1.4	5.2	Slight
Coastal Erosion	3.0	2.8	2.7	3	11.5	Substantial
Coastal Flooding	2.4	2.7	2.0	2.3	9.4	Moderate
Cyber-Attack	2.9	2.6	3.0	3.3	11.8	Substantial
Dam Failure	1.3	1.1	1.1	1.4	5	Slight
Drought & Water Shortage	3.6	3.7	3.1	3.1	13.5	High
Earthquake	3.4	2.8	3.4	3.6	13.2	High
Epidemic	3.4	2.9	3.3	3.7	13.3	High
Extreme Cold/Freeze	1.8	1.8	2.1	2.1	7.8	Possible
Extreme Heat	2.2	2.0	2.0	2.3	8.6	Moderate
Flash Flood	2.0	2.0	2.2	2.4	8.7	Moderate
Hazardous Materials Incident	2.6	2.1	2.1	2.6	9.3	Moderate
Invasive Species	3.0	2.7	2.6	2.3	10.6	Substantial
Levee Failure	1.6	1.3	1.7	1.6	6.1	Possible
Localized Stormwater Flooding	3.0	2.7	2.9	2.9	11.5	Substantial
Mass Migration	1.3	1.3	1.6	1.6	5.8	Slight
Pandemic	3.4	3.0	3.8	3.8	13.9	High
Riverine Flooding	2.0	2.1	2.0	2	8.1	Moderate
Sea Level Rise	2.8	3.1	2.6	3	11.5	Substantial
Severe Winter Storms	2.9	2.8	2.5	2.6	10.8	Substantial
Slope Failure	2.5	2.5	2.4	2.5	9.9	Moderate
Targeted Violence	2.0	2.5	2.5	2.7	9.7	Moderate
Terrorism	2.2	1.0	3.0	3.3	9.5	Moderate
Tsunami	2.8	2.5	2.9	3	11.1	Substantial
Utility Interruption/PSPS	3.5	3.5	3.0	3.3	13.3	High
Water Contamination	3.0	2.3	3.3	3.0	11.6	Substantial
Wildfire	3.8	3.1	3.4	3.8	14	High
Windstorms	3.4	3.4	3.0	3.1	12.9	High

Moderate to High risk factors are described in more detail in the Monterey County Multi-Jurisdictional Hazard Mitigation Plan Volume 2, Annex B.

The following information provides supplementary details on threats, vulnerabilities, and resources, complementing the data found within the local hazard mitigation plan. The Local Hazard Mitigation Plan, the Monterey County Multi-Jurisdictional Mitigation Plan, and the Community Wildfire Protection Plan contain additional, specific risk factors and action plans for the prevention, response, mitigation, and recovery from anticipated threats.

Wildland & Urban Fires:

In August 2023, wildfires in Maui, Hawaii led to evacuations and at least 102 fatalities. Dry, gusty conditions from nearby high-pressure areas and Hurricane Dora contributed to the spread. The Palisades Fire began on January 7, 2025, in Los Angeles County's Santa Monica Mountains. It affected Pacific Palisades, Topanga, and Malibu, burning 23,707 acres, killing 12 people, and destroying 6,837 structures before being contained on January 31. Additionally, the Colorado Fire in 2022, the Willow Fire in 2021 and the Dolan Fire in 2020 all in nearby Ventana wilderness have caused significant concerns for all Peninsula residents and business.

Although it is challenging to link individual fire events directly to climate change, the risk of wildfires increases as a result of climate change due to higher temperatures extending fire seasons, creating drier fuels, and reducing forest health. With the increased frequency and intensity of wildfires in California, community wildfire planning becomes increasingly crucial to prepare for and adapt to wildfires. Community Wildfire Protection Plans (CWPPs) serve as a tool to mitigate the severity and impact of wildfires and enhance community resilience.

Community Wildfire Protection Plan (CWPP)

In November 2023, the Monterey Fire Department led the development of a Community Wildfire Protection Plan (CWPP) for the incorporated cities of Monterey, Pacific Grove and Carmel-by-the-Sea with planners from DUDEK Associates. The CWPP outlines the area's physical characteristics, wildfire hazards, assets at risk, strategies for reducing wildfire risk, vegetation/fuel management projects, and action items to mitigate wildfire danger. The CWPP is a detailed and comprehensive Plan that is vital to future planning and resource management for Carmel-by-the-Sea.

Climate Change:

Climate change boosts the frequency, duration, and intensity of natural hazards like wildfires, extreme heat, drought, storms, heavy precipitation, and sea level rise. Communities are currently experiencing these impacts. These trends will likely persist for decades, introducing new risks to state and local governments and complicating their mitigation plans. They also uniquely threaten the nation's most vulnerable populations by worsening disaster impacts on already underserved and socially vulnerable groups. In July 2021 a Climate Change Vulnerability Assessment was conducted to characterize climate hazards that will impact the community and City assets in Carmel-by-the-Sea, The Vulnerability Assessment aims to provide focus on the City's adaptation planning efforts. Climate change results in three important changes to the global climate system:

- Increasing temperatures.
- Rising sea levels.
- Changing precipitation patterns.

Rising Sea Levels:

Rising sea levels will affect flooding and liquefaction risks. Low-lying areas not currently affected by regular tides may become submerged. Additionally, temporary coastal flooding events may occur more frequently and extend further inland. Stormwater flooding might also increase as higher sea levels reduce stormwater drainage capacity. Higher sea levels can raise the groundwater table, making soils more prone to liquefaction during an earthquake and potentially affecting potable groundwater supplies in the future.

U.S. coastlines are projected to see an average sea level rise of .5 to 1 foot above today's levels. Specific amounts will vary regionally, influenced by local factors like land height and ocean conditions. The National Oceanic and Atmospheric Administration (NOAA) projects that by 2030, relative sea level rise will be 0.37 feet along the Carmel coastline.

Winter Storm/Extreme Weather:

The Monterey Peninsula experiences damage from winter storms between November and April. Typically, the coastline and nearby areas are significantly affected, leading to potential severe damage from high winds and heavy rains within the City. Trees may fall due to winter storms or extreme weather, posing a substantial risk to the City in terms of property destruction, threats to life, and disruption of essential services and transportation, potentially resulting in a multifaceted emergency situation. The City has encountered this threat multiple times in the past and should consider it seriously.

Flooding:

The effects of flooding on the City of Carmel-by-the-Sea will normally be generated from two sources, flooding of the Carmel River which has the capacity to inundate the Carmel Regional Water Pollution District sewage plant located south of the City adjacent to the Carmel River, and localized flooding of streets and areas due to heavy rainfall and/or poor drainage from the urbanized watershed to the east and north of the City. With the exception of the sewage treatment ponds which provide sewage treatment for the City, the City is situated well above the 100-year flood plain. Flooding of the sewage plant could force it to be shut down, thus impacting the City.

Levee Failure and Resultant Flooding: In the event of a levee failure and subsequent flooding, the unincorporated area of Mission Fields, located directly east of the City's southeastern boundary, may be affected. Notably, in March 1995, Mission Fields experienced damage to 220 residences and a complete evacuation of all residents. The primary impact on the City would involve disrupted transportation to and from the southeastern sections. Additionally, City resources may need to be allocated for mutual aid assistance in this region.

Stormwater Flooding: Stormwater flooding occurs in Carmel-by-the-Sea during high precipitation events when rainfall runoff collects in areas that were once natural waterways but are now part of the City's combined sewer and stormwater collection system. Consequently, some low-lying areas tend to collect stormwater. This can result in ponding on roadways, storm drain overflows, and heavy runoff on paved areas. Accumulated stormwater on surfaces and backups from the combined sewer stormwater system may enter nearby structures, causing property damage. The risk of stormwater flooding could increase in the future due to more intense precipitation events and sea level rise.

Earthquake:

The San Andreas Fault lies approximately twenty-five miles to the east of the City. While this segment of the fault is relatively less active than other segments, it does have the potential of generating very strong earthquakes of magnitude 7.0 or greater that could cause structural damage and injuries within the City. In 1989, The Monterey Peninsula experienced the Mw 6.9 Loma Prieta Earthquake.

The 1989 quake was centered near Loma Prieta peak in the Santa Cruz Mountains, approximately 40 miles north of Monterey The quake lasted only 15 seconds, but resulted in severe shaking in the San Francisco and Monterey Bay regions.

Tsunami:

A tsunami is a seismically generated series of sea waves that can produce major coastal damage. Although an extremely infrequent occurrence, tsunamis, often mistakenly called "tidal waves," have caused damage in Crescent City, Santa Cruz, and in Moss Landing during recent events. Carmel Beach would be the primary area affected by a tsunami. Tsunami inundation is the maximum horizontal distance reached by tsunami waves on shore. Runup is the maximum height and distance of tsunami-related water inundation on shore. Runup is measured vertically from a reference sea level, such as mean sea level. Inundation is measured horizontally from the mean sea level position at the water's edge. The Monterey County Operational Area Tsunami Incident Response Plan (TIRP) provides specific incident related guidance for this type of event as well as detailed runup and inundation maps (See Functional Support Annex-E Beach Closure, Evacuation, and Tsunami Plan for functional guidance.)

High Surf Conditions/Coastal Flooding:

The combination of high tides, large swells, and high winds can produce high surf conditions and flooding of the Carmel Beach. These conditions could pose a severe threat to life and property within that area of the City and could destroy beach access points/routes. Additionally, the unincorporated coastline areas southward of the City and around Carmel Point and areas adjacent to the Carmel River Lagoon could be impacted during high surf conditions. City agencies could be requested to provide mutual aid to adjacent unincorporated areas during these conditions. (See Functional Support Annex-E Carmel Beach Closure, Evacuation, and Tsunami Plan for functional guidance.)

Drought:

California's Mediterranean climate is typified by dry summers followed by long, wet winters, thus making the state particularly susceptible to drought and flooding. The potential of increased fire danger will be prevalent, and the likelihood of a negative impact on the hospitality industry will exist. Drought conditions may persist for extended periods of time depending on the severity of climatic conditions, and preparations and precautions should be undertaken accordingly.

The ability to predict when droughts will occur, which involves forecasting precipitation weeks to months in advance, is currently limited. Enhancing long-range weather modeling capabilities is an area requiring further research. Drought conditions necessitate that the City's efforts align with those of the Monterey Peninsula Water Management District, Monterey County, the State of California, California American Water Company, and other relevant agencies. As a result, dissemination of drought-related public information and other pertinent actions must be coordinated with these agencies to ensure consistency and continuity. In some instances, the City may choose to allow these agencies to lead public information efforts and follow their guidance.

During declared drought conditions, the City's mitigation efforts will be focused on, but not limited to, the following areas:

- Conservation of water, both within City facilities and grounds, and by citizens.
- Close monitoring of fire prone or high fuel areas, including Pescadero Canyon and Mission Trails Park.
- Disseminating and publicizing water conservation information as provided by the Monterey Peninsula Water Management District and California American Water Company.
- Publicizing and promoting vegetation clearance around structures in accordance with the Community Wildfire Protection Plan (CWPP).

Essential Services/Transportation/Utilities Disruption:

The Monterey Peninsula is vulnerable to disruptions in essential services due to limited major transportation routes. Emergencies have the potential to interrupt vehicular traffic, thereby affecting the delivery of utilities, emergency medical transportation, and other critical services. The City has previously encountered instances of disruptions in electrical and natural gas services, underscoring the need for preparedness.

- **Potable Water Contamination/Disruption:** The City is serviced by the California American Water Company water system. A remote possibility exists of contamination and/or disruption due to a variety of manufactured or natural causes.
- **Transportation Disruption:** It is conceivable that in certain types of emergencies, key transportation arteries into and out of the City could be disrupted or closed. An event of this nature could require circuitous routing through either surrounding unincorporated areas of Monterey County, or Pebble Beach, causing delays both in general travel and emergency response.
- **Electrical Power/Natural Gas Service/Sewer Service Disruption:** Disruption of electrical and natural gas service has and could result from winter storms, high winds, human error, fallen trees or limbs, vehicular accidents, vandalism, system failure, Public Safety Power Shutoffs (PSPS), and other causes.

A Public Safety Power Shutoff (PSPS) event in the Monterey Peninsula, like any PSPS event, is a measure to prevent wildfires by temporarily turning off power in high-risk areas during severe weather conditions. PSPS events are triggered by specific weather conditions, like high winds and dry vegetation, which create a high wildfire risk. The duration of a PSPS event can vary, depending on the severity and duration of the weather conditions and the time it takes for PG&E to inspect power lines after the weather has cleared.

The City receives electrical power service from Pacific Gas & Electric (PG&E). Due to portions of this service being above ground, the system is particularly susceptible to severe weather and winter storms. Extended disruptions can create sub-emergency situations where homes cannot be heated, meals cannot be prepared, and businesses are unable to operate. A major disruption of the grid or the local distribution system could result in an extended power outage. Natural gas distribution to the City is managed by a single pipeline as the sole source.

Hazardous Materials Incident:

Hazardous materials have properties that make them potentially dangerous and harmful both to human health and to the environment. An accidental hazardous material release can occur wherever hazardous materials are manufactured, stored, transported, or used. Depending on the substance involved, the release may affect nearby populations and may contaminate critical or sensitive environmental areas. The universe of hazardous materials is large and diverse. Hazardous substances can be in liquid, solid, or gas form, and can include toxic chemicals, radioactive materials, infectious substances, and wastes.

Should a hazardous material incident occur, field operations will be governed by the Monterey County Health Department Emergency Response. The Hazardous Materials Management Service (HMMS), comprising members of an Emergency Response Team (ERT), collaborates with local fire and police agencies, California Highway Patrol, Cal-Trans, U.S. Coast Guard, and National Marine Sanctuary personnel.

The ERT provides 24/7 emergency response to incidents necessitating Health Department oversight, including:

- Hazardous materials releases and spills
- Environmental crimes
- Bioterrorism
- Illegal Drug Laboratories
- Sewage spills
- Food poisoning incidents

Evacuation:

Any incident could result in the need to evacuate residences or businesses of the City of Carmel-by-the-Sea in order to preserve life or prevent injuries. In order to ensure effectiveness and maintain civil order, evacuations must be well planned and efficiently executed. For the purpose of this plan, a situation in which evacuation or other actions are deemed necessary to protect the citizens of Carmel-by-the-Sea, the following three defined categories will be applicable.

- **Evacuation Advisory (Precautionary):** No immediate threat exists, however prudent emergency management dictates removal of persons from a specific area, or evacuation of specific vulnerable portions of the community as a precautionary measure.
- **Evacuation Warning (Mandatory):** A threat is present or impending and requires that all persons and livestock living in a specific area be evacuated from the scene for their protection without delay. This type of evacuation is mandatory.
- **Shelter-in-Place:**
  Shelter-in-Place may be implemented when there is a threat that makes it safe for citizens to remain within their residences or places of employment. It requires individuals to have sufficient supplies of food, water, medicines, and cooking fuels such as propane. Those who do not meet these self-sufficiency requirements may need to evacuate. Instructions for Shelter-In-Place must be clear, precise, and communicated through all available channels.

Evacuation Authority: The Emergency Services Director is authorized to direct evacuations in all situations. In the absence of the Emergency Services Director, this authority will be assumed by the Director of Public Safety/Chief of Police. In the event that an immediate, localized evacuation is deemed warranted on the fire ground or at a crime scene, an on-scene fire service or law enforcement Incident Commander may direct an evacuation. (See Functional Support Annex-F General City Evacuation for additional information.)

Pandemic/Public Health Hazards:

Because pandemics are recurring events, it is not a question of whether there will be another pandemic: the question is when the next pandemic will occur and how severe it will be. The Monterey County Health Department has the necessary infrastructure, resources, and expertise to address public health emergencies and to coordinate effectively with the California Department of Health.

Public health hazards are addressed in Chapter 13 of the County of Monterey's Multi-Jurisdictional Hazard Mitigation Plan. Additionally, the Carmel-by-the-Sea Pandemic Influenza Incident Response Plan (CPIIRP) outlines specific actions and responsibilities for the city in the event of a pandemic occurrence.

Terrorism/General:

Terrorism is defined in the Code of Federal Regulations as "the unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives" (28 CFR, Section 0.85). The FBI categorizes two types of terrorism in the US:

- Domestic terrorism involves groups or individuals without foreign direction whose terrorist activities, including the use of Weapons of Mass Production (WMDs), are directed at the government or population. The FBI, the primary response agency for domestic terrorism, coordinates domestic preparedness programs and activities to limit domestic terrorism.
- International terrorism involves groups or individuals whose terrorist activities are foreign-based and/or directed by countries or groups outside the United States, or whose activities transcend national boundaries.

Terrorism Chemical/Biological/Radiological/Nuclear/Explosive (CBRNE): Carmel-by-the-Sea, though not a typical high-value target for terrorists, is a popular tourist spot with a busy business district that could be vulnerable. Neighboring areas might attract high-value targets, leading to emergencies that necessitate immediate federal or state assistance via DHS protocols. Initially, explosive events follow Public Safety and Fire Department protocols, while biological, radiological, chemical, or nuclear incidents adhere to DHS and Monterey County Health Department plans. Terrorism is classified as a Human-Caused Hazard in the Monterey County Hazard Mitigation Plan, Chapter 12, prompting a multi-jurisdictional response.

Active Shooter:

All public and private buildings in the City of Carmel-by-the-Sea are physically susceptible to a violence event such as an Active Shooter/Attacker. Schools, churches, large event venues, and workplaces have been locations of previous targeted violence incidents and may be more vulnerable to attack. The 2024 Monterey County Active Attacker/Criminal Mass Casualty Protocol defines Active Shooter/Attacker as, "an incident, normally occurring in a confined and populated area, during which one or more armed suspects are using deadly force in an ongoing manner and where persons have been killed, injured, or are under imminent threat of death or serious bodily harm by such suspects." This type of event typically falls under law enforcement jurisdiction, with support from fire services and emergency medical resources. Depending on the duration of the event, the Carmel Emergency Operations Center (EOC) may not be deployed, and the Police Chief or City Administrator may handle media and public information aspects, allowing the Incident Commander to focus on the tactical situation.

Multi-Casualty Incident (MCI):

A multi-casualty incident is one in which the local medical responders or facilities are tasked beyond their resources. While no figure for actual casualties defines this event, practical experience has indicated that the general number of five major casualties will normally constitute a multi-casualty incident. The Monterey County EMS Multi-Casualty Incident Plan will govern field operations should this event occur. The possibility of an aircraft crash or bus accident, while very remote, is a potential threat to most communities on the Monterey Peninsula. Should this type of incident occur within the City limits, it could result in a Multi-Casualty Incident.

Major Maritime Incident:

Designated in 1992 by NOAA under the authority of the National Marine Sanctuaries Act, Monterey Bay National Marine Sanctuary is a federal marine protected area offshore of California's central coast. Sanctuary staff respond to an average of 11 vessel discharges, groundings, and sinkings each year. Vessel groundings can crush marine habitat and organisms, release hazardous chemicals, and discharge nets, hooks, and other hazards to marine life. Sanctuary staff work with the U.S. Coast Guard, California Department of Fish and Wildlife Office of Spill Prevention and Response, California State Parks, local municipalities, and other agencies to ensure vessel pollution incidents are mitigated and the vessels are completely removed from the sanctuary, whether they are submerged or grounded on the shoreline.

An event such as a vessel grounding or aircraft crash necessitates extensive search and rescue operations, provision of shelter, potential coastline contamination and closure, and management of multiple casualties. Such incidents can occur on the Carmel coastline, involving a multi-jurisdictional response. These incidents are typically coordinated through the Operational Area Coastal Incident Response Plan, with Carmel city services responding as necessary and requested.

Concept of Operations

The Concept of Operations in the emergency management system outlines the sequence and scope of planned responses. It details the division of responsibilities, actions before, during, and after an incident, and the process for requesting resources. The City of Carmel-by-the-Sea's Incident Management Team (IMT) assesses potential threats to life, property, and the environment, subsequently developing city-specific plans and procedures to address these threats. These plans and procedures are designed to coordinate and support emergency response and recovery activities, and they will be tested through exercises and validated by actual response outcomes.

Functional Annexes created by the Monterey County Department of Emergency Management provide detailed Operational Area response protocols, often with greater resources, and are referenced and incorporated into this Emergency Operations Plan. The objective is to sustain a robust incident management organization characterized by strong collaborative relationships among governments, community-based organizations, volunteers, public service agencies, and the private sector. The City of Carmel-by-the-Sea adheres to, and this EOP complies with SEMS, NIMS, and ICS guidelines.

National Response Framework (NRF)

The National Response Framework (NRF) is based upon the premise that incidents are handled at the lowest jurisdictional level. In the vast majority of incidents, state and local resources and interstate mutual aid will provide the first line of emergency response and incident management support. When state resources and capabilities are overwhelmed, Governors may request federal assistance. The NRF provides the framework for federal interaction with state, local, tribal, private sector and non-governmental entities in the context of domestic incident management to ensure timely and effective federal support.

The NRF is the core operational plan for national incident management, and establishes national-level coordinating structures, processes, and protocols that will be incorporated into certain existing federal interagency incident or hazard-specific plans. The NRF does not alter or impede the ability of first responders to carry out their specific authorities or perform their responsibilities.

The NRF and the National Incident Management System (NIMS) are designed to work in tandem to improve the Nation’s incident management capabilities and overall efficiency. Use of NIMS enables local, state, tribal, and federal governments and private-sector and non-governmental organizations (NGOs) to work together effectively and efficiently to prevent, prepare for, respond to, and recover from actual or potential domestic incidents regardless of cause, size, or complexity.

National Incident Management System (NIMS)

NIMS offers a comprehensive approach to incident management for all hazards, integrating best practices into a consistent nationwide method. This applies at all levels and across disciplines.

The system includes five main components: preparedness; communications and information management; resource management; command and management; and ongoing support technologies.

Standardized Emergency Management System (SEMS)

Use of the Standardized Emergency Management System (SEMS) is required by California Government Code Section 8607(a) for managing response to multi-agency and multi-jurisdiction incidents in California. SEMS incorporates the use of the Incident Command System (ICS), the California Master Mutual Aid Agreement, the Operational Area Concept, and multi-agency coordination. Local governments must use SEMS to be eligible for reimbursement of their response-related personnel costs under state disaster assistance programs.

Incident Command System (ICS)

The Incident Command System (ICS) is a key part of SEMS and NIMS, providing a standardized approach to on-scene emergency management. It creates an integrated structure that adapts to the complexity of single or multiple incidents without jurisdictional limits. ICS manages facilities, equipment, personnel, procedures, and communications through a unified organizational structure and standard procedures, as outlined in the ICS Field Operations Guide (ICS 420-1).

Integrating Federal, State, and local Systems

Taken together the NRF, NIMS, SEMS, ICS, and this Emergency Operations Plan (EOP) integrate the capabilities and resources of various governmental jurisdictions, incident management and emergency response disciplines, non-governmental organizations (NGOs), and the private sector into a cohesive, coordinated, and seamless national framework for domestic incident management. It should be understood that field level emergency responders, Emergency Operations Center (EOC) staff, department executives, elected officials, and public information officers all have a vital role in successful comprehensive incident management and make up the Incident Management Enterprise.

Operational Area Membership

The Operational Area is defined by the Emergency Services Act as an intermediate level of the state emergency services organization consisting of a county and all political subdivisions within the county area. Political subdivisions include cities, a city and county, counties, districts, or other local governmental agency, or public agency authorized by law.
The lead agency of the operational area is responsible for:

- Coordinating information, resources and priorities among the local governments within the operational area.
- Coordinating information, resources and priorities between the regional level and the local government level.
- Using multi-agency or inter-agency coordination to facilitate decisions for overall operational area level emergency response activities.

The City of Carmel-by-the-Sea is a participant in the Monterey County Operational Area Authority, established to meet the requirements of SEMS. Depending on the type of disaster or major emergency, the City may have resources allocated at the Local and Field Levels of the NIMS/SEMS organizational structure. The City follows the doctrines and protocols set by the Monterey County Operational Area.

Period of Self-Sufficiency

The concept of self-sufficiency in disasters underscores the necessity for municipalities to be adequately prepared and capable of independently managing emergencies without external aid. This entails assuming responsibility for individual preparedness and promoting the preparedness initiatives among community members. Accordingly, the City of Carmel-by-the-Sea and its community partners strive to assist our residents and businesses in stockpiling supplies, preparing disaster kits, planning for evacuations, and obtaining first aid training. The active participation of citizens in response efforts is essential for mitigating health impacts and enhancing the overall resilience of our community.

During an emergency or disaster, Carmel-by-the-Sea may need to be self-sufficient before external aid and resources become available. The following general planning assumptions will guide the execution of this plan.

- Fire, law, and emergency medical mutual aid resources requested using the protocols established by the Monterey County Fire Chiefs Association, the Monterey County Chief Law Enforcement Officers Association, and the Monterey County Emergency Medical Services Agency are usually received within one hour of the request in case of a major localized emergency affecting the City. In the event of an Operational Area-wide major emergency or disaster where law and fire resources are committed, a longer response time is likely.
- Aid or resources requested from the Monterey County Operational Area should not be expected within the first twenty-four hours after the event begins. The City should plan to be self-sufficient during this time.
- Aid or resources from the Coastal Region, California Governor's Office of Emergency Services (CalOES), may not be available for the first forty-eight hours after the event begins.
- Aid or resources from the California Governor's Office of Emergency Services (CalOES) and/or the California National Guard may not be available for the first forty-eight to seventy-two hours after the event begins.
- Aid or resources from federal sources, including the Federal Emergency Management Agency (FEMA), may not be available for the first seventy-two to ninety-six hours following the start of the event.
- After an event like an earthquake or wildfire, Carmel-by-the-Sea will need to cover the costs for debris removal, life-saving emergency protective measures, and restoring public infrastructure. FEMA may take several weeks before the reimbursement process can be initiated.

Disaster Management Cycle

The Disaster Management Cycle is a framework that delineates the phases of a disaster. This framework is employed by the City of Carmel-by-the-Sea emergency management organization to prepare for and respond to diverse types of disasters, including natural, technological, and human-made events. It enables professionals to identify potential hazards, evaluate risks, and formulate plans for prevention, mitigation, and response.

Emergency management functions are grouped into the four phases of prevention/mitigation, preparedness, response, and recovery. The grouping of emergency management functions is useful for classifying and conceptualizing activities. While useful for targeting efforts and resources, the phases of emergency management are not distinct - activities in each phase often overlap with other phases. For example, recovery projects often include elements of mitigation (i.e., rebuilding structures using current building codes) and response often includes recovery measures (i.e., immediate debris removal). The phases are also cyclical in nature- lessons learned from an incident are applied in preparedness efforts for future emergencies and major disasters. The following sections provide examples of the types of activities that take place in each phase.

Prevention: The prevention phase includes activities, tasks, programs, and systems intended to avoid or intervene in order to stop an incident from occurring. Prevention can apply both to human-caused incidents (such as terrorism, vandalism, sabotage, or human error) as well as to naturally occurring incidents.

Mitigation: Mitigation activities aim to reduce the likelihood of disaster occurrence or minimize the impact of inevitable disasters. These measures include building codes, updated vulnerability analyses, zoning, and land use management, building use regulations and safety standards, preventive health care, and public education initiatives. The activities are designed to reduce or eliminate risks to individuals or property or to lessen the effects or consequences of an incident. Mitigation measures may be implemented before, during, or after an incident. These measures are often informed by lessons learned from previous incidents.

Preparedness: Preparedness activities are conducted prior to an emergency to develop operational capabilities, implement protective measures, and enhance effective disaster responses. These activities may include emergency and disaster planning, training exercises, and public education. Citizen groups, such as Carmel Prepares, Carmel Residents Association, and Carmel Cares, collaborate with the City of Carmel-by-the-Sea, the Carmel Library, and the Community Emergency Response Team (CERT) to equip our community with the necessary tools, knowledge, and support to remain safe and resilient. Citizen preparedness activities are critical components of this phase and significantly contribute to a community's ability to effectively respond to emergencies.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.

The response phase can be further broken down into three types of response—pre-emergency, immediate, and on-going emergency responses.

a) **Pre-Emergency Response (or Crisis Response)** If warning mechanisms exist for a particular hazard, then response actions to emphasize protection of life, property, and environment can be anticipated. Typical pre-emergency and crisis response actions may include:
   - Alerting to necessary agencies, placing critical resources on standby.
   - Warning threatened populations of the emergency and appraising them of safety measures to be implemented.
   - Evacuation of threatened populations to safe areas.
   - Identifying the need for mutual aid.
   - Proclamation of a Local Emergency by local authorities.

b) **Immediate Emergency Response.** During this phase, emphasis is placed on saving lives and property, attempting to establish and maintain control of the situation, and minimizing effects of the disaster. Immediate response is accomplished within the affected area by local government agencies and segments of the private sector. The primary activities are on-scene by first or early responders.

c) **On-Going (or Sustained) Emergency Response.** In addition to continuing preservation of life and property operations, mass care, relocation, public information, situation analysis, status and damage assessment operations may be initiated. Ongoing response usually involves many organizations and the activation of the City of Carmel-by-the-Sea Emergency Operations Center (EOC).

Recovery: At the onset of an emergency, actions are taken to enhance the effectiveness of recovery operations. Recovery includes both short-term activities intended to return vital life-support systems to operation, and long-term activities designed to return infrastructure systems to pre-disaster conditions. The recovery phase may also include cost recovery activities. The recovery stage focuses on restoring the affected community to a state of normalcy. The major objectives of the recovery period include:

- Reinstatement of family and community integrity.
- Provision of essential public services.
- Restoration of private and public property.
- Identification of residual hazards.
- Preliminary plans to mitigate future hazards.
- Recovery of costs associated with response and recovery efforts.
- Coordination of state and federal public and individual assistance.

Recovery efforts involve collaboration among various stakeholders, referred to as the "whole community" in the National Preparedness Goal and Presidential Policy Directive 8: National Preparedness. The whole community encompasses individuals and families, including those with access and functional needs; businesses; faith-based and community organizations; non-profit groups; schools; media outlets; and all levels of government, including state, local, and federal partners, in emergency preparedness and management.

At the core of recovery operations is the preparedness and planning implemented by the City of Carmel-by-the-Sea and its stakeholders. Building reliant, redundant local support networks that include both private, public, and volunteer organizations will ensure that those partnerships and relationships will work effectively for greater long-term stability of our City.

The National Disaster Recovery Reform Act (2018) The Disaster Recovery Reform Act (DRRA), enacted in 2018, aimed to improve federal disaster preparedness, mitigation, and response by amending the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act). The DRRA introduced new funding streams, increased FEMA's accountability, and incentivized communities to build and rebuild more resiliently. The DRRA provides federal guidance in how best to restore, redevelop and revitalize the social, economic, natural, and environmental components of communities.

The Disaster Recovery Reform Act:

- Recognizes the benefits of taking action before a catastrophe occurs, and reforms FEMA and the Stafford Act by ensuring that a percentage of assistance provided in the wake of disasters is invested in pre-disaster hazard mitigation so that states, tribal, and local governments can pre-empt the damage and distress that results from disasters.
- Clarifies what may be eligible for mitigation funding, making sure investments are cost effective and reduce risk.
- Speeds recovery by creating efficiencies in FEMA's programs such as getting structures inspected faster.
- Clarifies federal programs to help expedite assistance for recipients of FEMA aid, resolve issues quickly, and rebuild more efficiently.
- Provides more flexibility in meeting disaster survivors' housing needs.
- Simplifies federal requirements for individuals and state and local governments.
- Helps communities meet the needs of pets in disasters.
- Increases transparency and oversight in the disaster assistance process.

The City of Carmel-by-the-Sea is dedicated to implementing all aspects of the Emergency Management Cycle and enhancing resilience through state and federal assistance programs during significant disasters affecting the City. Further details regarding the recovery phases are available on page 81 of this Emergency Operations Plan.

Organization and Assignment of Responsibilities

The Standardized Emergency Management System (SEMS) classifies five organizational levels: state, regional, operational area, local government, and field response level. Each of these levels is activated as needed in a modular component network style.

State Level (CalOES) The state level of SEMS prioritizes tasks, coordinates state resources for regional requests, and manages mutual aid among regions. It connects the state and federal response systems, requests assistance from other states, and coordinates with FEMA for federal help. The state level operates from the State Operations Center (SOC).

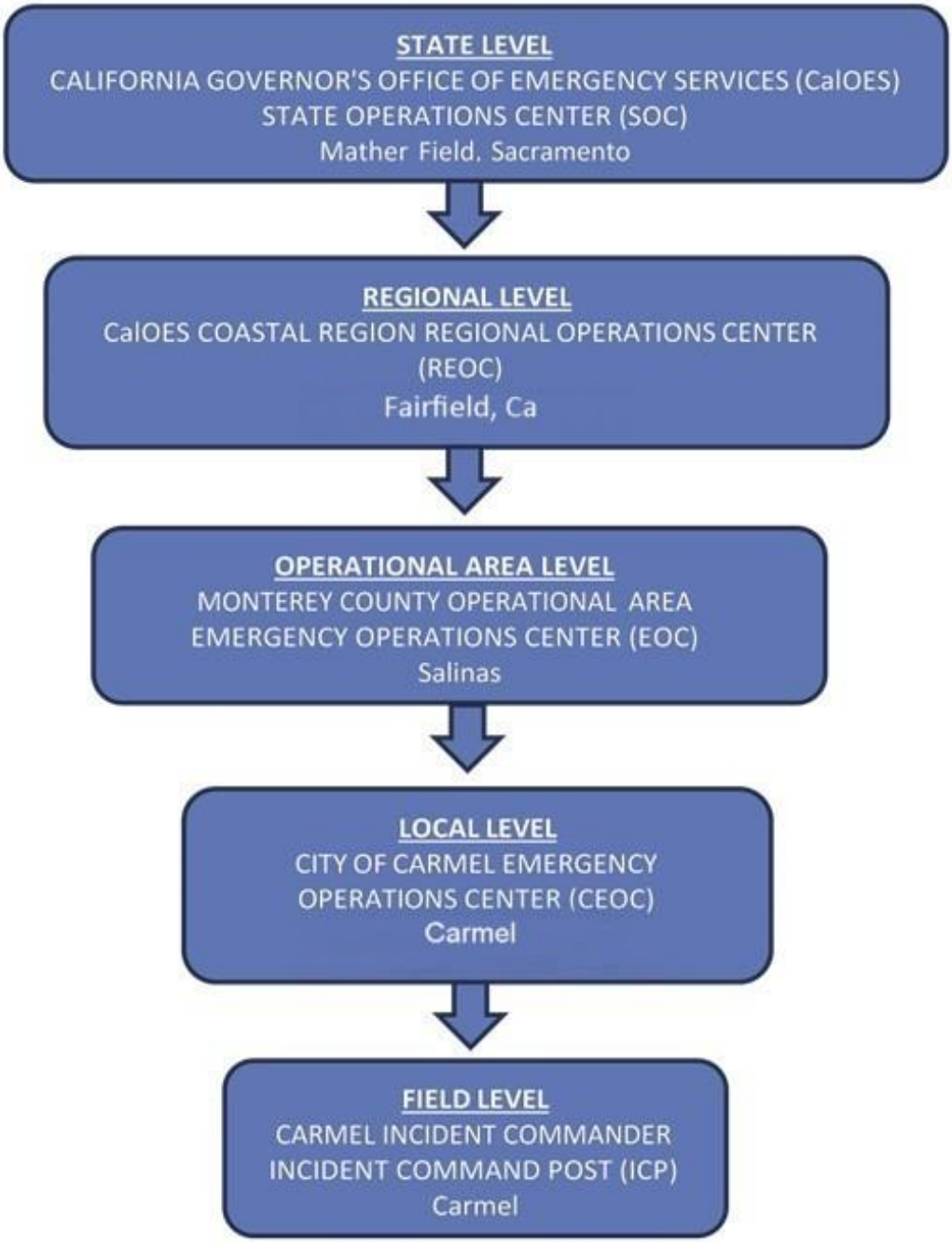
Regional Level (REOC) Operating from the Regional Emergency Operations Center (REOC), the regional level coordinates information and resources among operational areas within a mutual aid region, as well as with the state level. It also manages state agency support for emergency response within the region. California is divided into three administrative regions by Cal OES: Inland, Coastal, and Southern. Carmel-by-the-Sea is in the Coastal Region.

Operational Area (OA) The operational area encompasses Monterey County boundaries and all political subdivisions within it, including special districts. The operational area facilitates and/or coordinates information, resources, and decisions regarding priorities among local governments within the operational area. The operational area serves as the coordination and communication link between the local government level and the region level. In accordance with state statute the OA was organized in 1995 with a cooperative agreement (Monterey County Resolution No. 95-480) between the County and all incorporated cities, special districts, and public non-profit corporations desiring to participate in the Operational Area Authority.

Local Level – Carmel-by-the-Sea Emergency Operations Center (EOC) The Emergency Operations Center for the City of Carmel-by-the-Sea, previously located in the basement of the Police Station, has been relocated as of May 2025 to [redacted] While it is not a "turnkey" operations center, each section within the Incident Command structure is represented, with supplies stored at the facility for rapid deployment.

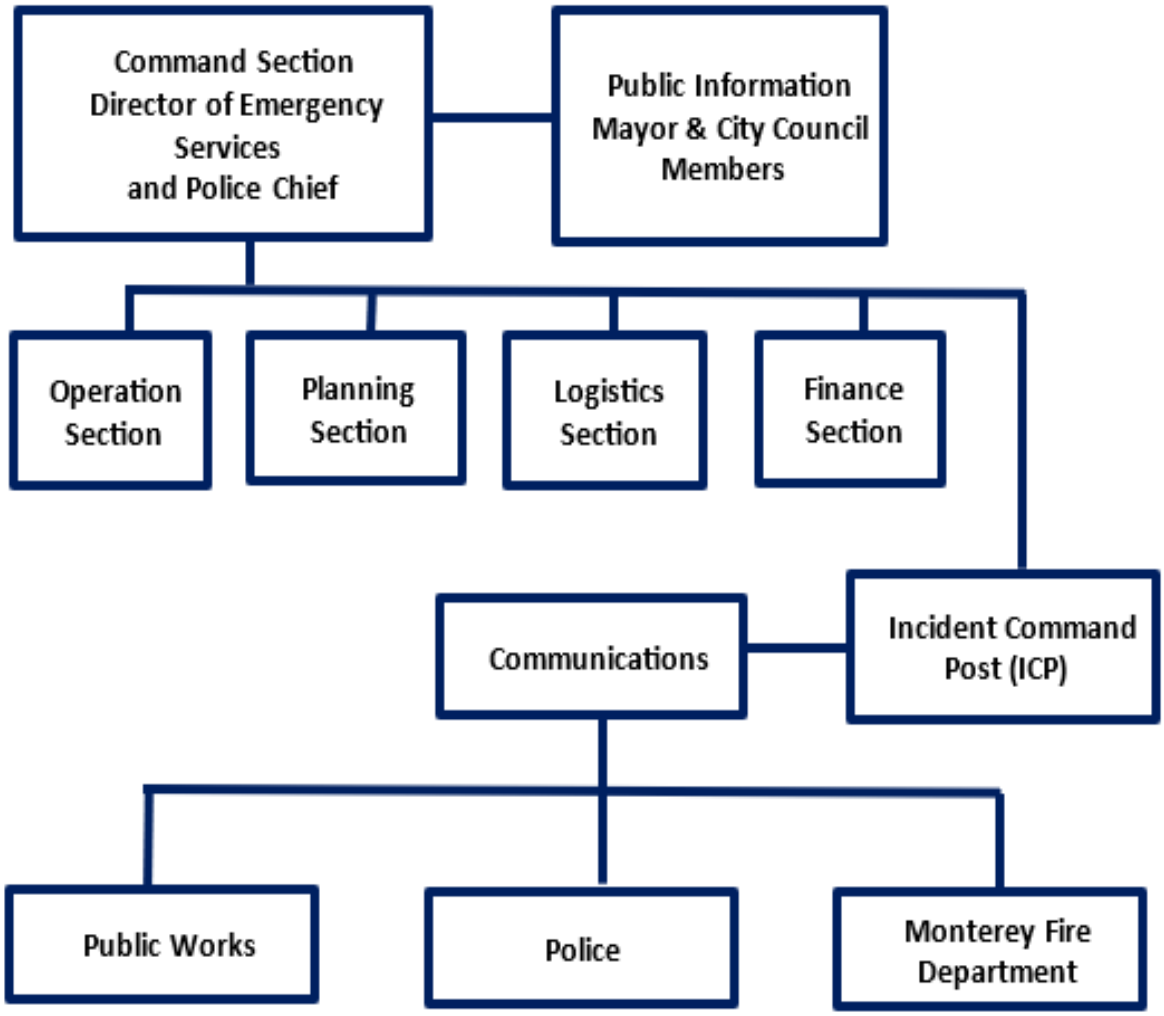
Field Level (ICP) A field-level incident command post (ICP) is the physical location in the field where tactical-level on-scene incident command functions are carried out. It serves as the location for all ground operations, with the Incident Commander and their team executing strategic directives from the Emergency Operations Center (EOC) and overseeing the incident at a tactical level. The ICP is usually situated near the incident site and is central to directing and controlling on-scene response activities. ICPs are activated for incidents requiring immediate, on-the-ground management, such as fires, hazardous material spills, and localized emergencies.

NIMS/SEMS Organizational Structure Diagram



(NIMS) Organizational Chart

The following NIMS/SEMS Organizational Structure Diagram is applicable to the City:



Carmel Emergency Operations Center (EOC) Structure and Policies

The structure of the City of Carmel-by-the-Sea Emergency Operations Center (EOC) is derived from the Incident Command System. The design and organization of the EOC allows for the centralized management of all operational and support components, permitting maximum use of available resources with a framework of supporting strategies and response objectives. The primary purpose of establishing and operating an EOC is to provide a centralized location for the effective management of all emergency response operations. Specifically, the establishment and activation of the EOC facilitates the following activities:

- Unity of command.
- Centralized decision making and command authority.
- Centralized coordination of all emergency functions.
- Centralized management of public information.
- Centralized warning dissemination.
- Centralized resource application.
- Centralized resource support and procurement.
- Information sharing.
- Limited resource management.
- Support of field response operations.
- Receive and disseminate warning information.
- Collect intelligence from, and disseminate information to the various EOC representatives, and, as appropriate, to county, cities/towns, special districts, state, and federal agencies.
- Prepare intelligence/information summaries, situation reports, operational reports, and other reports as needed.
- Maintain general and specific maps, information display boards, and other data pertaining to emergency operations and situational awareness.
- Ensure continuity of government priorities, objectives, and actions are taken.
- Analysis and evaluation of all data pertaining to emergency operations.
- Maintain contact and coordination with local Departmental Operating Centers (DOCs), other local jurisdiction EOCs, and Monterey County Operational Area EOC.
- Provide emergency information and instructions to the public, making official releases to the news media and the scheduling of press conferences, as necessary.
- Develop emergency policies and procedures in collaboration with senior policy advisory executives.

EOC Information Flow

Information flow within the EOC and NIMS/SEMS is standardized. Vertically, it moves between Section Leaders, their personnel and the Emergency Services Director. Horizontally, it flows between Section Chiefs and their personnel.

NIMS/SEMS Information Flow

Information flow within NIMS/SEMS is vertical. The EOC communicates with the Operational Area EOC, which in turn coordinates with the Regional EOC and the State Operational Center. Horizontal coordination between levels is also encouraged. For example, the City of Carmel-by-the-Sea EOC may directly coordinate with the City of Pacific Grove or Monterey EOCs during a shared emergency.

Internal and External EOC Communications

The primary communication tool in the EOC will be landline, cell phones and Incident Management software such as WebEOC or Microsoft Teams©. Each station in the EOC will be equipped with laptops to access their respective incident management files in order to collaborate with other Incident Management Team members and the Monterey County OA.

Incident Management Team (IMT)

The City of Carmel-by-the-Sea Incident Management Team (IMT) supports the management of major incidents within the City of Carmel-by-the-Sea's jurisdiction that require a substantial number of department personnel and/or resources. These incidents can extend into multiple operational periods (12 hours or more) and require a written Incident Action Plan (IAP).

The Incident Management Team (IMT) is composed of trained city employees and volunteers who manage and respond to significant incidents or emergencies. The IMT staffs the Emergency Operations Center to oversee incident management for large-scale or complex situations, and provide guidance, command, control, and coordination for major incidents that cannot be addressed solely at the Incident Command Post or ones that may escalate to a Level 2 or Level 1 situation.

Members of the Incident Management Team (IMT) undertake incident management responsibilities alongside their regular employment duties. Position descriptions and checklists for IMT members (Section Two of this Emergency Operations Plan) are accessible at the Emergency Operations Center once the IMT member reports to their respective duty station.

Mayor and City Council: The Mayor and City Council set the overall policies for emergency management and support the Director of Emergency Services in the execution of their duties. The Mayor and City Council can also serve as an effective means of communication between Carmel-by-the-Sea residents and the IMT. Generally speaking, the political body of the City is an extension of the IMT without having to be in the Emergency Operations Center. The Mayor and Council receive situations status reports from the Director of Emergency Services located in the Command Section of the EOC.

Director of Emergency Services: This role collaborates with the Mayor and City Council to ensure emergency and disaster declarations are properly enacted and documented. The Chief of Police, in the capacity of Assistant Director of Emergency Services, will assign trained and qualified staff to Incident Management Team (IMT) positions as required.

Command Section: The Command Section of the Carmel-by-the-Sea Emergency Operations Center is charged with the overall management of any disaster response and recovery operations for the City of Carmel-by-the-Sea. The Director of Emergency Services (City Administrator) or the Assistant Director of Emergency Services (Chief of Police) lead the Command Section and the IMT. Specific section responsibilities include:

- Establish the appropriate staffing level for the IMT and continuously monitor organizational effectiveness ensuring that appropriate modifications are undertaken as required.
- Exercise overall management responsibility for the coordination between all departments and responders within the City. Ensure that all City agency actions are accomplished within the priorities established.
- Ensure that inter-departmental coordination is accomplished effectively within the EOC and the City.
- Conduct inter-agency liaison and coordination to ensure effective exchange of information and continuity of effort.
- During the course of an EOC activation, conduct regular, periodic meetings with all section chiefs and City supervisors to ensure continuity of internal communications, cohesion of purpose, and achievement of goals and objectives.
- Approve the Incident Action Plan and ensure it is current.

Public Information Officer: The Public Information Officer coordinates the origination and dissemination of all public information for the City. Specific responsibilities include:

- Ensures that the media and the public within the affected area receive complete, accurate, timely, and consistent information about life procedures, public health advisories, relief and assistance programs, and other vital information.
- Coordinates media releases with the Monterey County Operational Area Public Information Officer and other Public Information Officers representing other affected nearby or local jurisdictions and/or agencies.
- Organizes press conferences in conjunction with the Director.
- A designated Public Information Officer will command this section with the assistance of other staff as needed to gather and disseminate essential information.

Operations Section: The section is responsible for coordinating response and recovery operations. Specific section responsibilities include:

- Coordinate field operations directly or through a designated Incident Commander.
- Ensure that operational objectives and assignments identified in the Incident Action Plan are carried out effectively.
- Establish the appropriate level of unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly, and coordinating all efforts.
- Ensure that the Planning Section is provided with Situation Status Reports on a continuous basis.
- Conduct periodic operations briefings for the IMT as required or requested.

Planning/Intelligence Section: The section is responsible for all operational, strategic, and demobilization planning, disaster intelligence collection, assessment, and processing, report preparation, and incident documentation. Specific section responsibilities include:

- Develops the Incident Action Plan.
- Coordinates with the Monterey County Operational Area EOC Planning Section to ensure that the Operational Area has a clear picture of the situation affecting the City.
- Analyzes all disaster intelligence, assesses the impact on the City, and disseminates this information to all EOC Sections.
- Coordinates the inspection of public and private properties to develop a comprehensive damage assessment.

Logistics Section: The Logistics Section is responsible for establishment and management of the logistics efforts, including providing logistical information to the Director; managing and coordinating the provision, allocation and use of essential resources and services to support emergency operations; and participating in the development of the Action Plan. Specific Section responsibilities include:

- Coordinates the procurement and distribution of disaster supplies and equipment.
- Maintains an accurate inventory of supplies and equipment available to the City.
- Coordinates the assignment and employment of City personnel and emergent volunteers.
- Coordinates the use of facilities needed during a major emergency or disaster.
- Coordinates the procurement and assignment of transportation assets.
- Coordinates the activation and operations of Temporary Assistance Centers (TAC) and public shelters.
- Coordinates the procurement and distribution of foodstuffs and beverages, and other supplies to members of the EOC Staff, disaster service workers, and shelters.

Finance/Administration Section: The Finance/Administration Section is responsible for providing, monitoring, and analyzing all elements of direct financial and administrative support to the EOC Staff. Specific Section responsibilities include:

- Establishes processes to record, track, and analyze the hours worked by all personnel during a major emergency or disaster.
- Manages compensation and claims arising from a major emergency or disaster.
- Tracks costs associated with the activation of the EOC, and ensures cost effectiveness and efficient utilization of all resources.
- Provides direct administrative support to the EOC Staff.

Incident Command Post (ICP)

The Incident Command Post is the primary location for on-scene incident command and management. Staff at the ICP typically includes the Incident Commander, Fire Department Battalion Chief, or other City personnel in order to make the best use of available staff resources.

As mentioned previously in this plan the ICP is typically located at or near the incident site and is the center for management of on-scene and tactical operations. Planning and communications could also be coordinated from this location. Although a less desirable option, incident command can also be located off-site (City offices or Police Department) if there is a need for technical resources not available at the incident scene, or there needs to be coordination of incoming assets and resources prior to escalating to a Level 2 or Level 1 event.

This plan assumes that most emergency responses will be tactical. Its goal is to maintain the Incident Commander's (IC) operational flexibility and command authority without hindrance. Therefore, tactical protocols for fire services, law enforcement, and emergency medical providers will take precedence.

Operational Period and Sustained Staffing

The EOC Staff must support 24-hour operations as needed. Two Incident Management Teams (IMT1) and (IMT2) will be formed. The IMT1 handles activation, while the IMT2 may rest and report for duty 12 hours later. Each team usually works 12-hour shifts, adjusted by the Emergency Services Director based on needs.

Section and Positional Staffing

Approximately twenty-five EOC Staff positions are included in the City of Carmel-by-the-Sea Emergency Operations Center Functional Organizational Diagram. Ideally, the City would have the resources to fill all positions during activation. However, without significant increase, the City will have only sufficient resources to activate key staff positions. The EOC staff duties and functional checklists are included for all positions in Section Two of this Plan. The duties of any unfilled positions will be the responsibility of the next highest filled position within the organization.

Emergency Operations Center Activation Criteria – Should the EOC be activated?

This decision must be based on the emergency event or situation. Key factors that normally trigger the Emergency Operations Center (EOC) activation include:

- Emergency response resources beyond the City's capabilities are required.
- An emergency of a long duration (12 hours or longer).
- Coordination of mutual aid resources.
- Major policy decisions must or may be required.
- An emergency proclamation has been issued.
- Activation of the EOC would be advantageous to the successful management of the scale of the emergency or event.

Once the activation level has been determined.

- Decide whether or not to activate the Emergency Operations Plan and Emergency Operations Center or keep command of the incident with an Incident Command Post (ICP) and closely monitor activities for escalation to next level.
- Activate the Emergency Operations Plan and activate the Primary Emergency Operations Center for all **Level 2 and Level 1** events.
- Determine who on City staff is available and trained to assist in the Emergency Operations Center.
- The activation of the Carmel Emergency Operations Center may be either physical or virtual based on the circumstances and available staffing.
- As long as electricity and telecommunications are functioning, virtual activation might be required in situations where getting together physically is not possible, such as when there is severe flooding, or during a pandemic. The IMT can operate by using a conference bridge to communicate with minimal staffing at the actual EOC.
- Notify the City Administrator, Mayor and City Council of the incident following the Initial Assessment and decision to activate the Plan.

Emergency Operations Center (EOC) Activation and Notification

Initial Assessment Team (IAT)

The Initial Assessment Team (IAT) is comprised of senior members of various departments within the City of Carmel-by-the-Sea who meet at the onset of an emergency to discuss how to respond and actions to be taken. Depending on the severity of the incident, it could be handled locally at an Incident Command Post (ICP) or escalated to be handled in the Emergency Operations Center (EOC) assembled by the Incident Management Team (IMT).

Mobilize members of the City of Carmel-by-the-Sea Incident Assessment Team (IAT):

- Director of Office Emergency Services/City Administrator.
- Assistant Director Office of Emergency Services/Police Chief.
- Fire Coordinator/Monterey Fire Department.
- Public Works Director.
- Other stakeholders mobilized depending on the incident.

Conduct an Initial Assessment Meeting

- This meeting can be used to determine whether this Plan and/or EOC activation is required for an incident.
- This meeting can be used to lead into an Incident Action Planning meeting, if the event has predetermined that it is necessary to activate the Emergency Operations Plan and/or the EOC.

Activation

Emergency system activation occurs when the City of Carmel-by-the-Sea Emergency Operations Center is activated to coordinate a response to an manage a large event, major emergency or disaster.

Authority to Activate Emergency Operations Plan and Carmel EOC:

- Director of Emergency Services/City Administrator.
- Assistant Director Office Emergency Services/Police Chief, or designated alternates.

Deactivation

The deactivation of the Emergency Operations Center (EOC) is initiated by the Director of Emergency Services based on the incident status. This process may be carried out either through a gradual reduction in personnel or in a single instance. EOC responders are required to adhere to the relevant deactivation protocols as instructed by the Director of Emergency Services and outlined in the position-specific checklists for the EOC.

Virtual Emergency Operations Center Protocol

Modern technologies enable emergency response personnel to convene electronically rather than in person. This approach is known as a Virtual Emergency Operations Center (VEOC). Utilizing networks, software, and video conferencing, staff members can exchange information that would typically be shared during face-to-face interactions. The following protocol outlines the procedures for Incident Management Team (IMT) meetings that may be conducted virtually if circumstances prevent the establishment of a physical EOC.

If the Emergency Operations Center is operating virtually or if there are key members who are not physically present in the Emergency Operations Center, the IMT will meet at pre-set intervals via a telephone, group chat, or other selected video meeting platform, to manage the incident and share information. This agenda is to be used for calls held after the initial call.

- The Incident Commander is the leader of the call.
- The Public Information Section Chief is the recorder for the meeting. (If the PI Section Chief is not on the call, a recorder should be selected at the beginning of the meeting.)
- Conduct roll call. Participants should identify themselves and specify which function they represent: Operations, Finance, Planning & Intelligence, Logistics, Communications, or Command.
- The Incident Commander will brief the IMT on the current conditions and facts, then answer any questions.
- Each participant will briefly review the actions taken since last call and answer any questions.
- The Incident Commander will ask the group to review the level of incident and reassess the appropriate activation level.
- The IMT will reassess the worst-case scenario.
- The IMT will determine if the incident is being managed effectively enough to turn over the response to the most suitable city department. If this decision is made, the IMT will disband unless reactivated by the Incident Commander. If the IMT remains active, the remainder of this agenda will be followed.
- The IMT will develop objectives, prioritize response requirements, and assign specific tasks to be completed. The Planning Chief (or the designated recorder) will write the Incident Action Plan, provide to the IMT via email or other means.
- The team will set the operational period (time for the next meeting).
- This process repeats until the issue is resolved and/or the team stands down.

Level of Activation

Activation Levels -- General

Activation levels for emergency and disaster response in the City of Carmel-by-the-Sea are consistent with those of the Monterey County Department of Emergency Management. The Emergency Services Director or Assistant Director will determine activation levels based on specific criteria. Unnecessary positions can be deactivated, while critical positions can be reinforced as needed. The activation level is determined by the magnitude of the emergency. EOC staffing should align with organizational requirements. **Level 1 activation represents the highest level of activation.**

LEVEL 3 –MINIMUM LEVEL (MONITORING)

Level 3 is used for:

- A minor but serious incident that has occurred may require additional coordination of information and resources beyond the field level.
- Often used during the Increased Readiness Phase to prepare for a potential emergency such as an incoming storm.
- Situations which require additional but minimal coordination are needed to support a minor incident or large city function/event.

During a minimal or Level 3 activation:

- The Incident Assessment Team is notified that there is an incident that is being handled in the City by on-duty personnel which may escalate, however it is at an Incident Command Post (ICP) Level at this time.

LEVEL 2 – MODERATE LEVEL (PARTIAL ACTIVATION)

Level 2 is moderate or partial activation. This level is used for:

- Emergencies or planned events that require more than a minimum of staff but would not call for full activation of all organization elements in the EOC.
- Coordination at the incident, Incident Command Post (ICP) or city level is inadequate to address the situation.
- There is a necessary increase from Level 3 Activation.
- There is a need for additional staff to respond to EOC.
- A physical EOC setup is required to better manage the incident.

During a moderate or Level 2 activation:

- One person may fulfill more than one SEMS function.
- SEMS organizational elements will be filled as needed.
- EOC may or may not be activated 24/7.
- Emergency proclamations are likely.

Level 2 staffing should include:

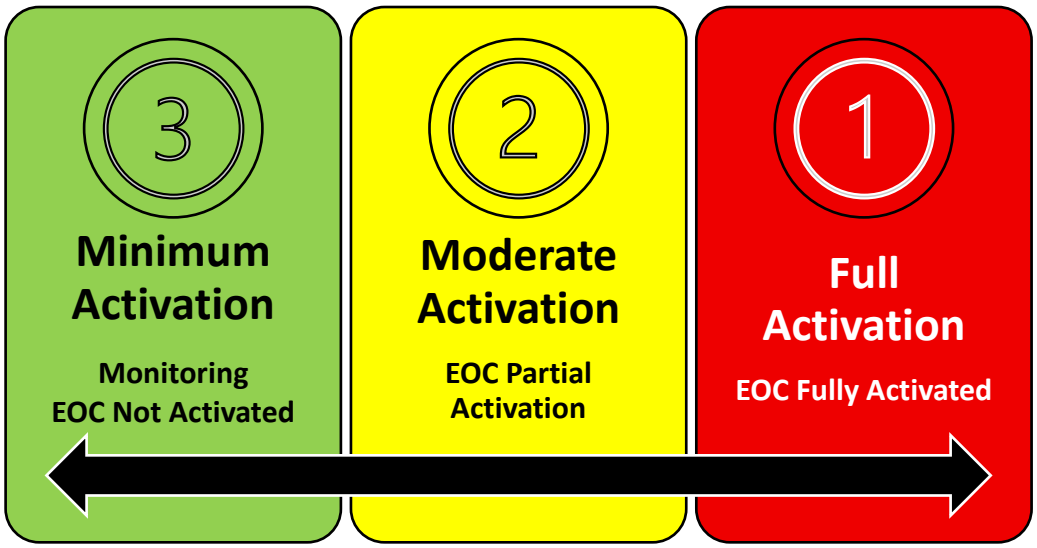
- Command staff, City Administrator and Director of Public Safety/Police Chief.
- General staff, Section Chiefs and additional staff for positions filled as needed.

LEVEL 1 – MAXIMUM LEVEL (FULL ACTIVATION)

Level 1 is a maximum or full activation of the Emergency Operations Center (EOC)
This level is used for:

- Emergency situation(s) is of such magnitude that coordination of the response at the scene(s), Incident Command Post (ICP) or another location is not possible.
- Full multi-agency response coordination is essential.
- The incident draws heavy media attention.
- Requires substantial mutual aid resource coordination.
- During a maximum or full activation:
    - EOC is active 24/7.
    - Full activation of the EOC including full staffing of SEMS organizational units, agency representatives, etc.
    - Emergency proclamations are likely.

With the activation of a Level 1 an incident has occurred that requires a coordinated response of all levels of government and emergency services to save lives and protect property. In a Level 1 activation, the Monterey County Department of Emergency Services notifies the City of Carmel-by-the-Sea IMT of the need for EOC operations; monitors the situation; provides support to field operations; and provides information and Situation Reports (SITREPS) to the IMT.



EOC Functional Plans and Reports

Incident Action Plan (IAP)

The IAP is a written plan that defines the incident objectives and reflects the tactics necessary to manage an incident during an operational period. The EOC staff will formulate an Incident Action Plan (IAP) within two hours of activation. This plan will delineate all goals and objectives to be undertaken during the initial operational period by the primary Incident Management Team (IMT1). Before transitioning to the relief Incident Management Team (IMT2), the Incident Action Plan will be revised to reflect the current circumstances and include the objectives and goals for the second operational period by IMT2. This procedure will continue in succession until the deactivation of the EOC.

In the Incident Action Planning meeting, a briefing is conducted, objectives are set, and the operational period is defined. The IAT meeting is initiated with a status update and additional IAT meetings are conducted after each operational period ends. Preparation of the IAP will be the responsibility of the Planning Section Chief, assisted by the other Section Chiefs. Essential elements in any Incident Action Plan include:

- **Strategic objectives.** Answer the question, "What are we expected to achieve?" Think of this as a to-do list. Objectives should be high level, prioritized, and consistent with City policy and state law.
- **Assignments to accomplish the objectives.** Answer the question, "Who will do what, when, and where?" Assignments include staff assignments necessary to perform the required functions to meet the objectives.
- **Operational period.** Determine the operational period (when the next meeting will occur). If the situation is quite intense, the first operational period may be short – one to two hours. Objectives are written for this time frame, and a briefing occurs at the conclusion of the operational period.

Objectives will focus on seven key areas:

1) People.
2) Facilities and infrastructure.
3) Power and Information technology (IT).
4) Mission-critical functions at risk.
5) Communications.
6) Finance.
7) Answering the question: What do you need from senior city staff? Are there strategic policy issues for the City Administrator, Mayor or Council to address? Are there specific jobs you can ask city staff to do?

The objectives should be written using strong action verbs.

- Action verbs are observable and better communicate the intent of what is to be attempted. Use words such as *plan, write, conduct, produce, apply, revise, contrast, install, select, assemble, compare, investigate, develop, etc*.

Objectives should be written using the SMART guideline:

- **S**pecific – Is the objective **S**pecific, with a key result?
- **M**easurable – Can you **M**easure whether you are meeting the objective or not?
- **A**chievable – Are you able to **A**chieve the objective?
- **R**ealistic – Is it **R**ealistic to achieve the objective?
- **T**ime – Is there an identified **T**ime for the objective?

The plan should be written in simple, understandable terms, utilizing bullet point construction. All objectives pertinent to the current emergency situation should be addressed.

IAP Periodicity: Personnel managing the incident develop an Incident Action Plan (IAP) for each operational period. The IAP is the vehicle by which leaders on an incident communicate their expectations and provide clear guidance to those managing the incident. The plan can be modified and/or updated as deemed necessary during the operational period to address emergent factors and considerations, changes in priorities, or other issues as needed.

IAP Distribution: The Incident Action Plan (IAP) will be disseminated to all members of the Emergency Operations Center (EOC) staff. Further distribution will be at the discretion of the Emergency Services Director. Internal networks, email, and other electronic delivery methods will be primarily employed for distribution.

Initial Damage Estimate (IDE): An Initial Damage Estimate will be submitted to the Monterey County Operational Area EOC upon the assessment of damages within the City. Follow-up reports will be submitted as necessary to update the overall situation.

- **IDE Periodicity:** A good rule-of-thumb is to create an updated IDE whenever significant changes occur.
- **IDE Distribution:** The IDE will be distributed to the Monterey County Operational Area EOC and all members of the EOC Staff via email or a shared Incident Management Software such as WebEOC or Microsoft Teams©. Copies of the IDE will be disseminated to the Mayor and City Council by whatever means they designate.

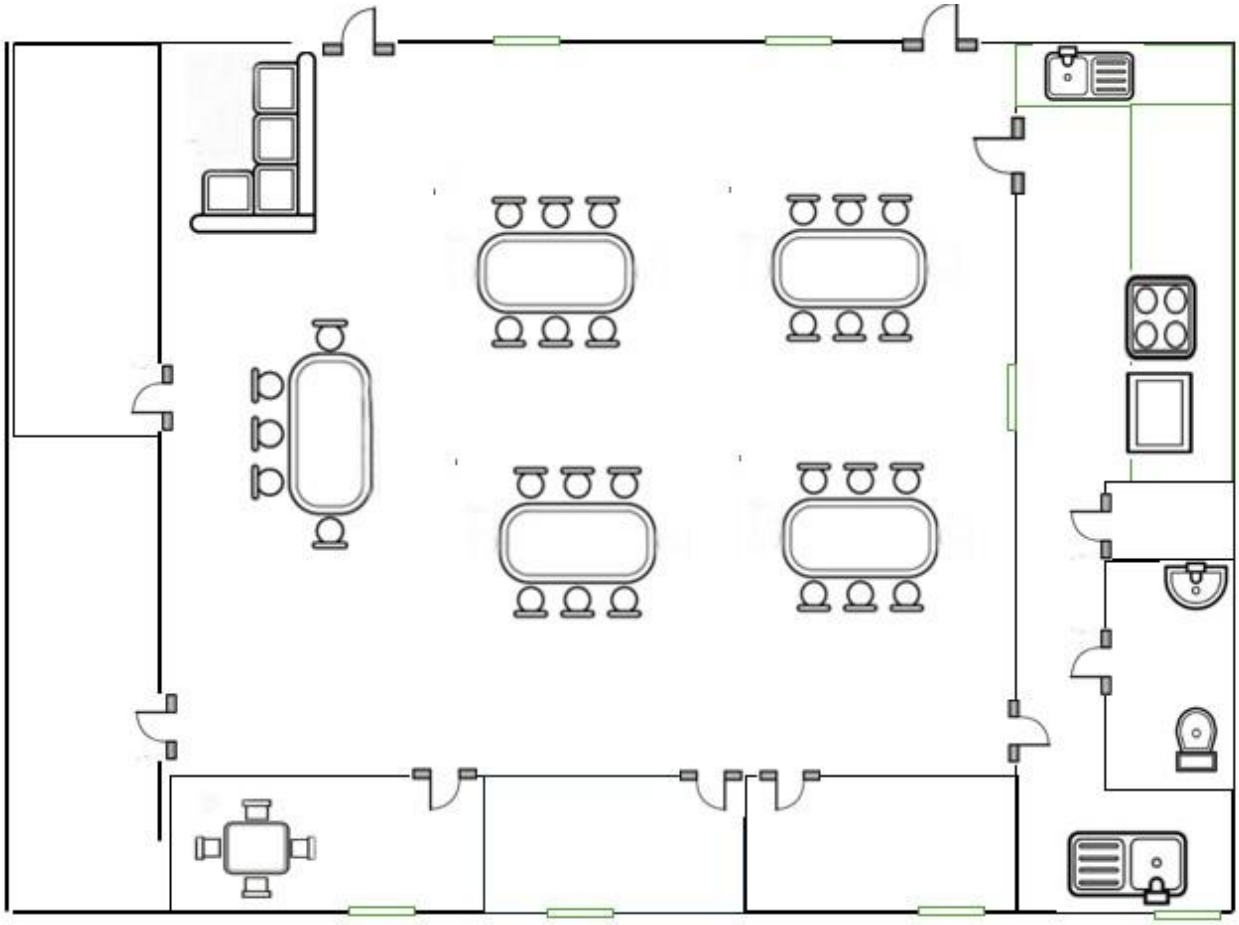
Situation Report (SITREP): A Situation Report will be submitted to the Monterey County Operational Area EOC on a periodic basis or upon request after the commencement of the EOC activation. The SITREP should contain sufficient detail to enable the upper levels of the emergency management structure to gain a full picture of the status of the City and of ongoing emergency response actions.

- **SITREP Periodicity:** A good rule-of-thumb is to create an updated SITREP whenever significant changes occur.
- **SITREP Distribution:** The SITREP will be distributed to the Monterey County Operational Area EOC and all members of the EOC Staff via email or a shared Incident Management Software such as WebEOC or Microsoft Teams©. Copies of the SITREP will be disseminated to the Mayor and City Council by whatever means they designate.

Emergency Operations Center (EOC) and Support Facilities Locations

The City of Carmel-by-the-Sea has established a flexible EOC system using multi-use facilities. This relies on the City's ability to promptly activate primary, alternate, and backup sites. In doing so the City assesses the physical features of primary and alternate EOC facilities, including site, structure, accessibility, and capacity.

- **Primary EOC:** The primary EOC is situated [redacted] This location is accessible within the guidelines of the Americans with Disabilities Act (ADA), contains sufficient electrical and network outlets, and has approximately seven hundred square feet of conference workspace, three individual office spaces, portable tables, a whiteboard, a screen, kitchen facilities, and a restroom. EOC section supplies are stored in an adjacent storage room. An emergency generator is on site to provide backup power if needed.



Prospective Layout of Primary Emergency Operations Center

- **Alternate EOC:** If the primary EOC cannot be used, the Alternate EOC can be established at the Carmel-by-the-Sea Fire Station on Sixth Avenue between Mission and San Carlos Streets. The Engine Bay and Administrative Office will serve as the EOC, with other areas used if needed. This site has an emergency power generator.

- **Backup EOC:** If the primary and alternate EOCs are inoperable, the Emergency Services Director will set up a Backup or Field EOC. The Public Works Department Offices at Junipero Street and Fourth Avenue are likely to be used, but other commercial, school, or temporary facilities may be options. These facilities may lack emergency power generators; however portable generators can be provided by Public Works personnel.

- **Virtual EOC:** If a catastrophic emergency or disaster makes the above locations unavailable or inoperable, the Emergency Services Director will choose the site for the EOC, or work virtually with the Incident Management Team.

Incident Command Logs, Forms and Documentation: All FEMA/Incident Command forms utilized in the Emergency Operations Center (EOC) are accessible through the incident management software used in the EOC and are available at each Section workstation.

Public Safety Answering Point (PSAP): Public Safety Answering Points handle 9-1-1 calls for specific jurisdictions and/or areas. The City operates its own PSAP located in the Police Department and handles 9-1-1 calls originating within the City's boundaries. Law enforcement assets are dispatched directly by dispatchers located in the PSAP, while fire and medical related calls are transferred to Fire Command operated by the Monterey County Emergency Communications Department and located in Salinas for dispatch.

Mobile Public Safety Answering Point (Mobile PSAP): In 2017, the City acquired a Mobile PSAP to ensure continuous Primary PSAP operations if the Police Station becomes unusable. The Mobile PSAP location is determined by the Chief of Police, aiming for seamless transfer of operations. Assistance from AT&T may be required.

The Monterey Fire apparatus and Carmel-by-the-Sea Ambulance staffed by Monterey Fire Department paramedics supporting the City are dispatched by Fire Command. During a major emergency or disaster when the EOC is activated, fire service, law enforcement, public works, and forestry resources are dispatched by members of the EOC Staff or by the PSAP.

- In the event of communications disruption, the Monterey County Emergency Communications Center can assume Carmel-by-the-Sea's PSAP function upon initiation of the transfer switch by the Monterey County Emergency Communications Center.
- Additionally, PSAP has the option to switch incoming calls to the Fire Department and to conduct public safety functions from that facility if required.
- Since the City operates its own PSAP, it is necessary that it be prepared to record and log incoming telephone calls during a major emergency or disaster in order to ensure prompt and effective responsive actions. To accomplish this purpose, the following forms will be utilized:
  1) **All Hazard Incident Report Card** - Used to record all hazard reports during all major emergencies/disasters except storms.
  2) **Storm Incident Report Card** - Used to record all hazard reports during storm related emergencies.
  3) **Phone Message Report Card** - Used to record all telephonic messages during all major emergencies/disasters including storms.
- Forms will be completed with all pertinent information by the Call Taker and routed to the appropriate Section Chief.
- Forms will be serialized and recorded on the appropriate EOC status board. Forms on which action has been completed will be filed and retained.

Temporary Assistance Center (TAC): The Harrison Memorial Library, located on the corner of Ocean Ave. and Lincoln St. and/or the Park Branch Library, located at the corner of Mission St. and 6th Ave., serve as Temporary Assistance Centers (TAC) for Carmel-by-the-Sea. These public facilities act as an evacuation point for evacuees, assess the need for shelter evacuation, provides light snacks and beverages, and share public information about the current situation. Representatives from various agencies staff the TAC including:

- City government/staff.
- Monterey Bay Area Chapter of the American Red Cross (ARC).
- An EOC Assistant Public Information Officer.
- CERT member/volunteer as assigned/available.
- Service Club representatives as available.

General Preparation Responsibilities Applicable to All City Employees

While specific preparation responsibilities can vary by employee role, some general preparedness responsibilities applicable to all city employees:

- Ensure the general emergency preparedness of family and/or dependents.
- Provide family members with the name and contact information of the City's Family Emergency Liaison Coordinator.

Organization and Assignment of Responsibilities

City officials and staff share responsibility for the planning necessary to minimize losses and provide relief from disasters. This shared responsibility includes activities to ensure mitigation, preparedness, response, and recovery. Planning activities should provide for ongoing programs that prevent loss of life and property damage, and establish response and recovery capabilities to restore normalcy to municipal operations within the shortest possible time.

Operational plans will achieve specific objectives related to the goals of emergency planning. The designation of responsibilities is based on the unique capabilities of each City department. The following is the assignment of emergency functions to positions and departments of the City of Carmel-by-the-Sea in addition to their normal duties. The function applies to all parts of the EOP when a specific part is not designated. Each department is responsible for developing and maintaining its own Standard Operating Procedures (SOPs), which must address the responsibilities outlined below.

City Administrator (Emergency Services Director)
Director of Public Safety/Chief of Police (Assistant Emergency Services Director)

The Emergency Service Director plays a crucial role as the chief executive, coordinating emergency response efforts, and ensuring public safety. They are responsible for developing contingency plans, mobilizing resources, and working with other agencies to manage the crisis. Responsibilities include:

- Leads the city's emergency response efforts, often acting as the key advisor to the mayor and council.
- Ensure effective communication and coordination among various city departments, volunteer organizations, and other relevant agencies.
- Facilitates relationships and responsibilities, ensuring that all stakeholders understand their roles and responsibilities during the emergency.
- Oversees the development, implementation, and maintenance of the city's emergency management plan.
- Conduct vulnerability assessments and risk assessments to identify potential hazards and develop mitigation strategies.
- Ensure that city departments have the necessary plans and procedures in place to respond to emergencies.
- Manages disaster response or crisis management activities, including ordering evacuations, opening public shelters, and implementing needs programs.
- Coordinate with county, state, and federal emergency management officials to ensure a coordinated response.
- The city manager plays a role in the recovery process, coordinating needed services, repairing damaged assets, and providing essential services.
- Work to mitigate future risks by reviewing and updating the city's emergency management plan and related procedures.
- Manages the city's budget, including allocating resources for emergency response and recovery efforts.

- Oversee personnel matters, ensuring that city employees are adequately trained and prepared for emergency situations.
- Responsible for activating the Emergency Operations Center (EOC) and managing its operations.
- Verify that all EOC positions are allocated to suitable and qualified staff.
- Brief the Mayor, City Council, Department Directors, and appropriate City employees if there is advance warning of an impending disaster situation.
- Draft a local "Declaration of Local State of Emergency" for the Mayor's signature and for transmission to the Monterey County Operational Area EOC and the California Governor's Office of Emergency Services.
- Coordinate any pre-activation public information press releases and/or warning bulletins with the appropriate department heads.
- Appoint a Family Emergency Liaison Coordinator to act as the contact for City employees' families when workers are deployed or cannot communicate during emergencies or extended operations.

Mayor

The Mayor's primary role is to ensure the safety and well-being of residents. They can declare a local emergency, assume control of the city's response, and take necessary actions to protect the community. This includes coordinating with emergency services, law enforcement, and other relevant authorities, as well as communicating with the public and requesting state or federal assistance if needed. Responsibilities include:

- The authority to issue a declaration of a local emergency.
- Suspending the provision of any City Ordinance prescribing the procedures for conduct of City business if strict compliance with the provision prevents, hinders, or delays necessary actions in coping with the emergency.
- Issuance of orders for evacuation.
- Invoking the provisions of any mutual aid agreement entered into by the City.
- Securing funding for emergencies and emergency management.
- An order requiring any or all business establishments to close and remain closed until further order.
- An order closing to the public any or all public places, including streets, public ways, schools, parks, beaches, and public buildings.

Role of the City Council

City Council members play a crucial role in supporting the city's response, often acting as a liaison between the mayor, city administration, and the public. They can provide policy direction, offer information to the public, and contribute to the recovery efforts. Additionally, the Council may review potential or threatened litigation and provide general direction to the City Administrator in such matters. Responsibilities include:

- Review and approve the declaration of an emergency proclamation and meet regularly to review the emergency situation and determine whether to continue or terminate it.
- Serve as a liaison with other city, county, state, and/or federal government representatives and with public or community organizations.

- Receive information and assistance from the Director of Emergency Services to assist with public information outreach.
- Conduct public meetings to determine public needs and identify current or future city actions related to the disaster.
- Enact legislation to authorize payment for emergency services, approving grants or loans, or levying taxes for disaster recovery.
- Establish executive-level policies and pass important resolutions for the management of the emergency.
- Work as a liaison, in cooperation with the Public Information Officer, to connect with residents and other community groups during the recovery period.
- Participate in recovery and reconstruction decisions, ensuring the needs of the community are addressed. Visit impacted areas, shelters, and other temporary facilities to identify problems and special issues.
- Participate in long-term planning and decision-making related to the rebuilding of infrastructure and the return of essential services.
- Participate in emergency response training as required by state & federal law.

Fire Chief (City of Monterey)

The Fire Chief acts as the operational leader, overseeing and coordinating all fire department activities, including fire suppression, rescue, and emergency medical services. They ensure the safety of both the public and their personnel, manage resources, and collaborate with other emergency services. Additionally, they play a crucial role in establishing incident command and managing the scene. This includes coordinating with other emergency responders like police and ambulance services, and communicating with the public and media. Responsibilities include:

- Oversees all aspects of the fire department, including fire suppression, rescue, and emergency medical services.
- Develop and implement policies, procedures, and training programs to ensure compliance with safety standards.
- Serve as the incident commander during major emergencies, making strategic decisions about how to respond, allocate resources, and coordinate with other responders.
- Coordinate with other agencies and stakeholders to ensure effective resolution.
- Develop procedures for checking the condition of critical City Fire Department facilities and equipment.
- Pre-position resources and equipment as required.

Public Works Director

The Public Works Director plays a crucial role in coordinating and executing infrastructure-related responses, from clearing roads to restoring essential services like water and utilities. They are responsible for assessing damage, developing response plans, and ensuring that public works resources are effectively deployed.

The Public Works Director also works closely with other emergency responders and government agencies to ensure a coordinated and effective response. Responsibilities include:

- Lead the assessment of damage to roads, utilities, and other infrastructure. Coordinate repairs and restoration efforts, working with contractors and utility companies to ensure swift and efficient recovery.
- Organize and oversee debris removal operations, clearing the way for emergency services and residents.
- Works with utility companies to prioritize restoration efforts and ensure that these services are back up and running as quickly as possible.
- Manages traffic flow, clears roads, and bridges, and facilitates access for emergency responders and essential personnel.
- Work with other emergency management agencies, including law enforcement, fire departments, and FEMA, to coordinate disaster response efforts and ensure effective communication with the public.
- Participate in emergency planning and preparedness, ensuring that their department is equipped to respond effectively to future disasters.
- Participate in long-term recovery efforts, working to rebuild infrastructure and address ongoing needs.
- Pre-position resources and equipment as required.
- Maintain cordoning/access limiting equipment as required.
- Develop procedures for initiating:
    - Flood prevention measures including sandbagging.
    - Hazardous waste removal and disposal operations.
    - Request for public works and building inspectors mutual aid response.

Community Planning and Building Inspector

The Community Development Director and Building Inspector play a crucial role in managing and coordinating activities following an emergency. This includes developing and implementing plans for hazard mitigation, managing the department's budget, and working with other agencies to respond to emergencies. They also oversee activities like planning, building inspections, and code enforcement. Responsibilities include:

- Lead and coordinate the Community Development Department's response to emergencies, ensuring that all necessary services and resources are available.
- Implement hazard mitigation plans, including local hazard mitigation plans, community wildfire protection plans, and emergency management plans.
- Manage the department's budget, including allocating resources effectively during emergencies.
- Ensuring public safety by evaluating damaged structures, assessing the potential for collapse or further damage, and determining if buildings are safe for occupancy.
- Work with other government agencies, community organizations, and the public to coordinate emergency response efforts.
- Assess the structural soundness of buildings following an earthquake, fire, flood, or other disasters.

- Look for potential hazards like structural damage, weakened foundations, or compromised electrical or plumbing systems.
- Determine if a building is safe for occupancy, identifying buildings that may need to be evacuated or restricted for safety reasons.
- Issue emergency orders for buildings that pose an immediate threat to life or safety.
- Participate in rapid assessments of damaged buildings in the aftermath of a disaster.
- Conduct more in-depth evaluations of buildings to determine their suitability for occupancy after a disaster.
- Enforce building and zoning codes, which can help prevent future emergencies or mitigate the impact of disasters.
- Participate in educational programs and outreach efforts to raise awareness about disaster preparedness and building safety.
- Coordinate assistance and supplies, and request state or federal assistance if needed.
- Serve as the floodplain manager, responsible for implementing floodplain regulations, updating flood maps, and administering the National Flood Insurance Program.
- Provide oversight for code compliance, ensuring that buildings and developments meet safety standards.

Assistant City Administrator

The Assistant City Administrator plays a vital role in supporting the City Administrator and coordinating city-wide response efforts. This may involve assisting with incident management, coordinating communication with the public and other agencies, and overseeing the execution of emergency plans. Responsibilities include:

- Provide administrative and operational support to the City Administrator, acting as a strategic partner and leader in emergency response efforts.
- Assist with the day-to-day operations of the City, including public safety agencies and the Office of Emergency Management.
- Assist in the administration and implementation of the City's Emergency Operations Plan, serving as a liaison to public safety agency partners.
- Provide communication support for the Mayor and Council, including preparing replies to constituent inquiries on the emergency response efforts.
- Help develop and implement strategic communication plans, including outreach materials and content, to keep the public informed during emergencies.
- Assist with incident management, coordinating with various departments and agencies to ensure a smooth and effective response.
- Assist with developing and coordinating training programs for city staff and community members on emergency preparedness and response.
- Assist with community outreach programs to educate residents about emergency preparedness and response measures.
- Assist with the submittal process for federal and state reimbursement claims related to emergency operations.
- Develop procedures for the procurement of goods and services during an emergency to sustain operations.

Administrative Services Director

The Administrative Services Director plays a crucial role in managing the financial aspects of the disaster or emergency, ensuring financial stability and compliance while providing support to the overall response effort. They handle financial records, monitor costs, manage cash flow, and ensure accurate accounting and reporting, often working within the Emergency Operations Center (EOC). Responsibilities include:

- Maintaining accurate records of all financial transactions related to the emergency response, including expenditures, reimbursements, and payroll.
- Monitoring and analyzing costs associated with the emergency, identifying potential areas for cost reduction or efficiency improvements.
- Managing cash flow, ensuring adequate funds are available for essential activities and preventing potential financial disruptions.
- Overseeing procurement processes, including negotiating contracts and ensuring compliance with procurement regulations.
- Working closely with other sections of the EOC, such as Logistics and Operations, to ensure effective coordination and communication.
- Implementing and maintaining a disaster accounting system to track financial activity during the emergency.
- Assisting in identifying and securing additional funding sources to support the response efforts.
- Develop and maintain the processes and procedures for submitting workman compensation claims.

City Attorney/Legal Officer

In the context of an Emergency Operations Center (EOC), the City Attorney or a legal officer would provide legal advice and support to the EOC team. This could include advising on legal issues related to emergency management, responding to legal questions arising from the emergency, and ensuring compliance with relevant laws and regulations. Responsibilities include:

- **Public Safety:** Legal issues related to law enforcement, public safety, and response efforts.
- **Emergency Powers:** Legal considerations regarding the exercise of emergency powers by the city.
- **Resource Allocation:** Advice on the legal implications of allocating resources during an emergency.
- **Data Privacy:** Legal aspects of data collection, sharing, and protection during the emergency.
- **Contract Law:** Guidance on contracts and agreements related to emergency response.

Activation -- General

The period of time from the initial awareness of the emergency situation or disaster until the EOC is fully activated and functioning will be challenging for all concerned, as well as critical to the success of the overall emergency response. The challenge will be compounded if the activation occurs during non-working hours or without warning. The keys to ensuring the timely and effective activation of the EOC are:

- Pre-event planning and notification of City personnel in the case of a forecast emergency.
- Maintaining an accurate and current notification system for contacting City personnel.
- Timely notification of City personnel in the event of a simultaneous emergency.
- Training and proficiency of EOC Staff members.
- The personal (home/family) preparedness of EOC Staff members.
- The use of the position duty descriptions and checklists contained in this plan.
- Completion of pre-activation responsibilities by designated supervisors.

EOC Activation Responsibilities and Employee Check-In Procedures

When activating the EOC, City Hall personnel utilize a phone tree system, or the Director of Emergency Management or their delegate will promptly notify all affected staff with pre-programmed information on the Alert Monterey County System (Genasys). Additionally, City Hall personnel will telephone the following departments to inform all concerned that the EOC has been activated. Basic activation information will be provided to:

- Library - Main Branch.
- Library - Park Branch.
- Community Services Department.
- Community Planning and Building Department.
- Public Works Department.
- Information Systems Manager.

Disaster Service Workers

One of the highest responsibilities for all public employees is to assist in preserving the life and property of the residents of Carmel-by-the-Sea. All City employees are designated as Disaster Service Workers (DSWs) by State Law (CA Gov. Code, §3101). When the Mayor and/or City Administrator declare a local emergency, any City employee may be deployed as a DSW. During emergencies such as fires, floods, earthquakes, or public health crises, non-essential staff may be reassigned to support response efforts.

During disaster operations, standard procedures may not apply. Emergency operations planning has outlined the tasks that need to be carried out during a disaster. Many City employees will maintain their primary roles but will report to different supervisors and follow a different organizational command structure. Emergency operations will be managed by the City's Emergency Operations Center (EOC). Other City employees may perform tasks that differ from their regular assignments.

City employees who have an assigned position in the Emergency Operations Center will immediately respond to the EOC, sign-in, and be prepared to commence EOC operations. City employees without an assigned EOC staff position should check in at the Police Department. Keep in mind that City locations or facilities may be unsafe and uninhabitable; therefore, the above reporting location may change. If a pre-designated site is unavailable, information will be provided at the site directing you to the new location. Employees will only be dismissed from work when authorized by the Emergency Services Director or their designee.

After assessing the welfare of their family and the safety of their surroundings, all employees are expected to be ready to report to their assigned disaster response roles when notified. To ensure readiness, staff should make their families aware of this responsibility and should have personal and home disaster preparedness plans in place, ready to activate.

If an emergency occurs during normal working hours, employees should immediately report to their supervisor. On-site employees may be required to remain at work beyond their normal working hours to support the City's response. Employees not on site should, as soon as they are able after ensuring the safety of their family, contact their designated supervisor or EOC to determine whether and when they will be needed and what their assignment will be.

If an emergency occurs after business hours employees are expected to contact their supervisor by phone, email, or as prescribed in department-specific protocols as soon as possible and be ready to report to work. Employees should also monitor their personal cell phones for instructions by voice, text, or both for reporting directives from the EOC.

City employees identified by their department as essential staff may have specific response and reporting policies they should understand and adhere to. During an emergency, shifts typically last 12 hours. The initial shift, scheduled by EOC staff, may start at any time after the onset of the incident. If an employee is not called to work the first shift, they may be called to report for any subsequent shift.

Crisis Communications and Public Information

The City of Carmel-by-the-Sea utilizes redundant modes of communication to ensure situational awareness is maintained. The City will notify other levels of government of natural, or human caused emergencies that affect the City in accordance with existing laws, protocols, or when operational area, state and/or federal assistance is requested or anticipated.

Through collaboration with our local partners, we utilize various communication channels to maintain contact with other government levels. This approach ensures the City can promptly respond to evolving emergencies.

Public Information Officer

Information for the public is disseminated through several mechanisms under the control and advice of the Public Information Officer (PIO). The PIO reports to the Director of Emergency Services (City Administrator) and advises leadership on all public information matters relating to the management of the incident.

The PIO handles inquiries from the media, the public, elected officials, emergency public information and warnings, rumor monitoring and response, traditional and social media monitoring, and other functions required to gather, verify, coordinate, and disseminate accurate, accessible, and timely information related to the incident, particularly regarding information on public health, safety, and protection.

The Public Information Officer will use standard Carmel Emergency Bulletins and Carmel Warning Bulletins to disseminate disaster or emergency information. These bulletins will be shared with the media and all levels of the City's organization to keep both residents and City employees informed (See Functional Support Annex-C for Sample Press releases, Bulletins, and Warnings).

Message Development and Approval

Messages intended to be disseminated to the public or to other agencies or organizations may be developed by subject matter experts working in support of the City of Carmel-by-the-Sea response efforts. These messages are reviewed by the PIO to correct inaccuracies and to maintain consistency in messaging. Approval of the messages is in most cases granted to the City Administrator or Police Chief with claiming responsibility for the release of the message. The City Attorney should review all outgoing messaging that relates to public policy, or other legal matters.

Joint Information System (JIS)

The Joint Information System (JIS) provides the mechanism to organize, integrate, and coordinate information to ensure timely, accurate, accessible, and consistent messaging across multiple jurisdictions and/or disciplines with non-governmental organizations and the private sector. It includes the plans, protocols, procedures, and structures used to provide public information.

Joint Information Center (JIC)

The Joint Information Center (JIC) is:

- A central location that facilitates operation of the Joint Information System.
- A location where personnel with public information responsibilities perform critical emergency information functions, crisis communications, and public affairs functions.

JICs may be established at various levels of government or at incident sites or can be components of Multiagency Coordination (MAC) Systems (e.g., MAC Groups or EOCs). A single JIC location is preferable, but the system is flexible and adaptable enough to accommodate virtual or multiple JIC locations, as required.

Emergency Operations Center (EOC) Communication Systems

The City of Carmel-by-the-Sea Emergency Operations Center (EOC) has various communication methods for sharing situational awareness, resource status, intelligence and data, and alert notifications. The communication tools are regularly reviewed and updated in line with technological advancements. Current communication resources in the EOC include, but are not limited to:

- Land-line based phones.
- Cell phones.
- Fax machines.
- Internet enabled computers.
- Emergency Alert System (EAS).
- Radio systems.
    - Public safety frequencies (i.e., law, fire, EMS).
    - Government frequencies (department/agency radios).
    - Low band frequencies (EOC to EOC radios).

Public Alerting and Notifications

A public alert is a communication intended to attract public attention to an unusual situation and motivate individual awareness. The measure of an effective alert message is the extent to which the intended audience becomes attentive and searches for additional information.

A public warning is a communication intended to persuade members of the public to take one or more protective actions in order to reduce losses or harm. The measure of an effective public warning message is the extent to which the intended audience receives the message and takes protective action and/or heeds the guidance.

It is an inherent responsibility of local government organizations and officials to keep the public informed about natural, human-caused, and technological disasters in addition to what actions they need to take to protect themselves and their families. Depending on how the local area governments have organized and coordinated the local area alert and warning system, the local government responsibility can be inclusive of city, special district, county, and multi-county jurisdictions.

Functional Support Annex-C has detailed information regarding Public Alerting utilized by the City. Responsibilities include:

- Activate appropriate warning systems to alert the public and government officials of an emergency situation and provide appropriate instructions.
- Monitor situation status, incident forecast information, and public response to the alerts and warnings to determine the need to clarify issues and distribute new/updated warnings.
- Discontinue warnings when they are no longer required.

These actions could include but are not limited to:

- Evacuation orders (Including evacuation routes, shelter information, etc.)
- Locations of points of distribution/dispensing (for food, water, medicine, etc.)
- Direction to move to higher ground.
- Hazardous materials incidents.
- Red Flag warnings.
- Weather alerts.
- Lockdown/Shelter-in-place guidance.

The above scenarios may trigger the Operational Area Alerting Authority to send out an alert using one or more of their alerting tools. Operational Areas are responsible for:

- Coordinating with all jurisdictions within an Operational Area and adjacent Operational Areas as needed to effectively manage an incident and prepare and warn the public.
- Coordinating training, testing, and exercising of county-wide alerting and warning systems.
- Incorporating alert and warning systems into Operational Area standard procedures and protocols.
- Utilization of IPAWS as a component of the county-wide alert and warning plan.

Emergency Alert System (EAS). Alert Monterey County is the official emergency alert and warning system for the County of Monterey and its municipal jurisdictions, including the City of Carmel-by-the-Sea. This system delivers critical public safety information to the public from the local government and public safety officials.

The Alert Monterey County is managed by the County of Monterey Department of Emergency Management and administered by Public Safety Answering Points, law enforcement, fire, public health, and emergency management agencies.

County Communications staff are available 24/7 to assist the local jurisdictions in creating and sending public messages, as needed. Additionally, the public can opt-in/register through a web portal to directly receive Alert Monterey County alerts and notifications on any number of pathways of their choosing.

Emergency Siren

In the event of an emergency, the Fire Department employs a siren situated on its roof as an alert system. This siren, originally an Air Raid siren previously used to call volunteer firefighters, now serves as a community-wide notification method. Activation of the siren should be synchronized with other communication channels to ensure thorough dissemination of emergency information throughout the City.

Wireless Emergency Alert System

The Warning Alert and Response Network (WARN) Act established WEA (Wireless Emergency Alert) in 2008 and it became operational in 2012. WEA is a public safety system that allows anyone with a cellular connected device, or compatible mobile device to receive geographically targeted, text-like messages alerting them of imminent threats to safety in their area. Authorized public safety officials send WEA alerts through FEMA's Integrated Public Alert and Warning System (IPAWS) to wireless carriers, which then push the alerts to compatible cellular mobile devices in the affected area. Monterey County Department of Emergency Management (DEM) and County Communications are certified WEA administrators and can issue wireless alerts on behalf of the City of Carmel-by-the-Sea.

Integrated Public Alert and Warning System (IPAWS)

The Integrated Public Alert and Warning System (IPAWS) is an internet-based capability (commonly embedded in the Mass Notification Alerting software) federal, state, and local authorities can use to issue critical public alerts and notifications. IPAWS delivers alerts simultaneously through multiple communications devices reaching as many people as possible to save lives and protect property. These communication pathways include EAS (described above) and Wireless Emergency Alerts (WEA). IPAWS is administered by FEMA. Monterey County Department of Emergency Services is credentialed to access IPAWS via Alert Monterey County.

National Weather Service Radio (NOAA)

The National Weather Service All-Hazards Emergency Message Collection System (Haz Collect) is an "All Hazards" radio network, making it a single source for comprehensive weather and emergency information.

In conjunction with federal, state, and local emergency managers and other public officials, NWR also broadcasts/conveys warning and post- event information for all types of non-weather hazards – including natural (such as earthquakes), environmental (such as chemical releases or oil spills), and public safety (such as civil emergency messages or 9-1-1 telephone outages). The Monterey area radio frequency for NOAA Weather Radio is. 162.550

Social Media

Social media serves as an effective tool for communicating with populations affected by disasters or emergencies and for monitoring the community's status and well-being during such times. Utilizing various formats and technologies, the Emergency Operations Center (EOC) disseminates validated and useful information about city conditions, available services, and ways to access further information via social media.

The Public Information Officer is committed to employing all available social media channels. This rapidly evolving communication medium requires continuous assessment to ensure its efficacy. All members of the EOC Staff should be aware of the potential of this means of communication, and provide the Public Information Officer with any information that can facilitate its effective use.

Detailed information on radio communications, call signs for the Emergency Operations Center, and telephone numbers for officials in Carmel-by-the-Sea and Monterey County, as well as access to local media, social media resources, and contact information for other emergency service agencies, can be found in Functional Support Annex-B.

Communication with Vulnerable Populations

Communication with individuals with disabilities must be as effective as communication with others. Access and functional needs encompass a wide range of requirements that individuals may have during emergencies. This can include people with physical disabilities, sensory impairments, cognitive limitations, language barriers, or other conditions that affect their ability to receive and understand emergency information. It is crucial to recognize that these individuals may require additional support and accommodations to effectively navigate emergency situations and make informed decisions.

To address the need for effective communication for individuals requiring additional assistance, the City has established the Carmel Safety Aid Program (CSAP). This Public awareness and education campaign is tailored for people with access and functional needs (AFN), and is crucial for enhancing disaster preparedness in the City. The program assists community members in supporting family and friends with specific needs such as developmental disabilities, mental health issues, memory care, and autism.

Public Awareness and Education

The response of the public to any emergency is influenced by their understanding of the nature of the emergency, potential hazards, and awareness of actions for those with access and functional needs should take to enhance their chances of survival and recovery. Additionally, individuals responsible for the care of the elderly, children, or pets require an enhanced understanding of how disaster preparedness specifically applies to their situation. This involves a comprehensive approach that includes risk communication, building essential skills, and fostering community engagement. These efforts should focus on ensuring individuals with disabilities, older adults, and others with specific needs understand potential risks, develop personalized plans, and have the necessary resources to respond effectively during disasters.

Sensitive Information

Prior to sharing of any information, it will be reviewed and vetted by following proper EOC procedures/protocols. The Director of Emergency Services, or their designee, will approve situation reports before they are disseminated. When the EOC is not activated the lead emergency response agency will approve and disseminate information.

Emergency Operation Plans such as this include sensitive details regarding the deployment, mobilization, and tactical operations of the City of Carmel-by-the-Sea for emergency responses. While most of this plan is available for public examination, certain sensitive parts containing information about vulnerabilities, resource allocation, and operational procedures that, if widely available, could be misused or exploited.

Personal information or data with significant security implications for emergency responders from both Monterey County and the City of Carmel-by-the-Sea have been separated into attachments exempt from public disclosure according to the California Public Records Act (CPRA) §6254. However, summary documents, general information, and key aspects of this EOP are accessible to the public, along with resources for emergency preparedness.

Disaster Declaration

Activating emergency disaster aid requires a "Declaration of Local State of Emergency." This formal proclamation defines the emergency and notifies the Monterey County Department of Emergency Management and the California Governor's Office of Emergency Services. The following individuals can proclaim a local emergency:

- As requested by the Emergency Services Director (City Administrator) or the Assistant Emergency Services Director when the City Council is in session (See City Code 2.64.060).
- The Mayor or the Emergency Services Director (City Administrator) when the City Council is not in session (See City Code 2.54.060).
- Whenever a local emergency is proclaimed by the Mayor or the Emergency Services Director, the City Council shall take action to ratify the proclamation within seven days or the proclamation shall have no further force or effect (See City Code 2.64.060).
- The Assistant Emergency Services Director (Director of Public Safety/Chief of Police) in the absence of the Mayor or the Emergency Services Director (City Administrator).

Concurrent with the proclamation of the local emergency, a request that the County declare a local emergency to include the City of Carmel-by-the-Sea will be issued.

Should the County elect to declare a local emergency, it will normally request that the State of California declare the County as a disaster area. Should conditions warrant and the Governor concurs in the declaration, they may request that the President declare that a statewide disaster exists. Different aid and assistance programs are initiated at various levels of declaration. Promptly declaring a local disaster is crucial. Scripted samples of Disaster Declarations can be found in Functional Support Annex-D.

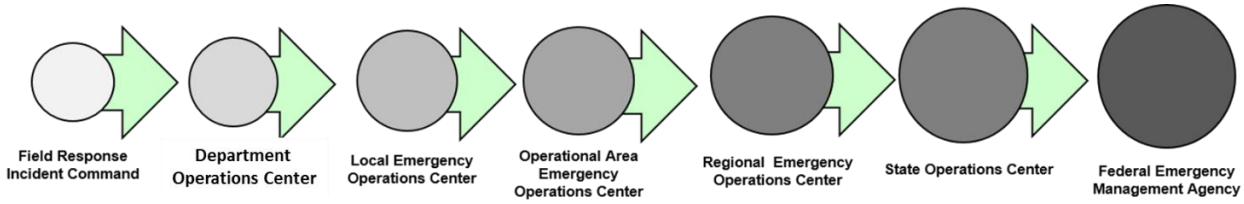
Direction, Control, and Coordination

The direction, control, and coordination section of this plan describes the organizational structure of the city when response activities are necessary. Response coordination also includes joint efforts with additional agencies as needed. The direction and control of local emergency preparations has been centralized to enable the City to:

- Effectively cooperate with local, state and federal agencies.
- Cope with and guard against conditions which may result in extreme peril to life and property.
- Make City resources available to meet the needs of the public during a local emergency.
- Enhance efforts to assist local emergency response organizations and authorities of the state and federal governments in the accomplishment of emergency services so that maximum protection of life and property will be provided to the community.

The emergency response is managed under the Standardized Emergency Management System (SEMS), which provides a flexible, adaptable, and scalable organizational structure to address all types of hazards, regardless of their scale and complexity. The Carmel-by-the-Sea Emergency Operations Center (EOC) is activated to support field operations and maintain government continuity when an incident poses a threat to government services, requires resources beyond the capacity of Carmel, or exceeds the resources available within our jurisdiction.

When the Carmel-by-the-Sea Emergency Operations Center (EOC) is activated in support of field operations, communications are established between the Carmel field response and the EOC. In the case that an event impacts multiple jurisdictions, each local government's EOC will establish communication with the Operational Area (OA). The OA EOC will, in turn, communicate with the state via the Regional Emergency Operations Center (REOC).



Direction and Control Interface

An Emergency Operations Center (EOC) provides centralized coordination and control for emergency responses, acting as a hub for information, decision-making, and resource allocation. It's responsible for strategic direction, policy development, and coordinating with other agencies, while leaving tactical field decisions to on-site teams.

Personnel tasked with field-level emergency response will employ the Incident Command System (ICS) to oversee and manage on-scene operations. The on-site Incident Commander (IC) at the Incident Command Post (ICP) will be responsible for the tactical management of responding resources. Incident Commanders may report to the Monterey County Communications Center, which is responsible for dispatching resources among various incidents and coordinating with the local Emergency Operations Center (EOC).

Unified Command

During multiple-incident situations within the county, an area command may be established to provide for the Incident Command Post at separate locations. Unified Command is an application of ICS and may be established at the field response level when more than one agency has jurisdictional responsibilities. Agencies work together through the designated members of the Unified Command to establish their designated ICs at a single ICP. Under Unified Command, entities develop a common set of objectives and strategies which provides the basis for a single Incident Action Plan.

Operational Area Coordination and Communication

As outlined in the City of Carmel-by-the-Sea and Monterey County OA Emergency Operations Plan, coordination and communication should be established between an activated local EOC and the Monterey County OA EOC. Common communications modalities to the jurisdictions from the Operational Area EOC, and to agencies not represented in that EOC include, but are not limited to, landline telephone, fax, cell phone, satellite phone, computer networks, amateur radio, and fire-com and local law enforcement and public works radios.

Emergency Operations Center (EOC) Notification

The City of Carmel-by-the-Sea maintains a roster of designated Emergency Operations Center (EOC) staff or Incident Management Team (IMT) members and will notify these individuals to report to the EOC as required. The EOC responders list will be activated by the Director of Emergency Services or their designee, who will determine which EOC positions need to be staffed and request reports accordingly. The Incident Management Team may consist of:

- Employees from City of Carmel-by-the-Sea departments and contract agencies with appropriate authority and expertise.
- Representatives from outside agencies including:
  - Special districts.
  - Other government agencies.
  - Volunteer organizations.
  - Private sector organizations.

Coordination With Other Levels of Government

In the event of an emergency, effective coordination among various levels of government (local, state, federal) is paramount for an efficient and successful response. This coordination is typically facilitated through established frameworks such as the National Response Framework and Emergency Support Functions (ESFs). ESFs, as detailed in the emergency operations plan, categorize specific functions (e.g., transportation, public safety, health services) that provide support to the City during declared disasters and emergencies.

This coordination also involves special districts, private non-profit organizations, and volunteer agencies within the City's geographical boundaries that may play an emergency response role during a crisis or disaster. The objective is to ensure the preservation of essential functions and constitutional authority, while enabling the sharing of resources and expertise to effectively address the emergency.

Coordination With Special Districts

In an emergency, coordinating with special districts is essential for an effective response. Special districts—such as those responsible for water, sanitation, or fire protection—are defined as local governments within the Standardized Emergency Management System (SEMS). These entities often possess specialized resources and expertise that are critical during disasters. Effective coordination necessitates clear communication, established protocols, and a mutual understanding of roles and responsibilities. The relationships among special districts, neighboring cities, the county, and the Operational Area (OA) can be intricate due to overlapping boundaries and the number of special districts involved. It is imperative to establish clear communication channels and protocols between the City and any special districts within our jurisdiction capable of providing assistance during an emergency. This may involve designating representatives at the Emergency Operations Center (EOC) and establishing direct lines of communication.

Coordination With Non-Profit and Volunteer Organizations

The City of Carmel-by-the-Sea acknowledges the significant contributions and resources offered through partnerships with Non-Governmental Organizations (NGOs) and recognizes the value of organizations providing voluntary services within the community. Consequently, the City is committed to fostering relationships with Private Non-Profit (PNP) organizations to build a comprehensive and well-trained volunteer base capable of supporting emergency response operations. The City's Emergency Operations Center (EOC) will typically serve as the central coordination point for response activities involving numerous PNPs and volunteer groups.

Mutual Aid

The foundation of California's emergency planning and response is a statewide mutual aid system which is designed to ensure adequate resources, facilities and other support is provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation. The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA).

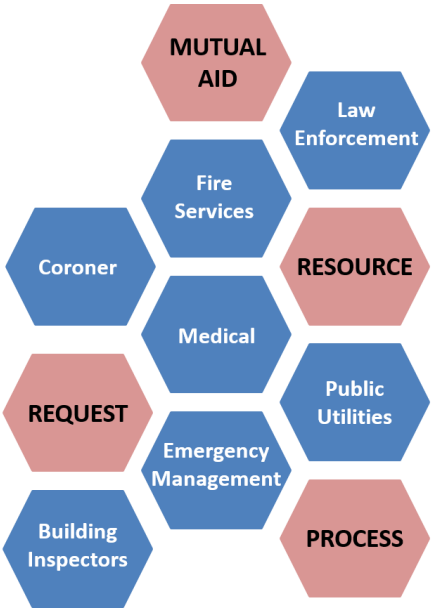
The MMAA was developed in 1950 and has been adopted by the state, all 58 counties, and most incorporated cities in the state. The agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance to other jurisdictions within the state. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate, and prepare mutual-aid agreements.

Mutual Aid Systems

A statewide mutual-aid system, operating within the framework of the MMAA, facilitates the mobilization of resources to and from emergency response agencies, local governments, operational areas, and state regions. Its purpose is to provide requesting agencies with sufficient resources. Emergency mutual-aid response and recovery activities are typically conducted at the request and under the direction of the affected local government.

The statewide mutual aid system encompasses various discipline-specific mutual aid frameworks, including those for fire rescue and law enforcement. The implementation of SEMS/NIMS does not modify the established mutual aid systems. These frameworks operate through local government, operational areas, regional, and state levels, in accordance with SEMS/NIMS guidelines.

Fire agencies in Monterey County have agreed to a countywide mutual-aid arrangement to ensure that firefighting resources and personnel are available for wildland/urban interface fires. If these resources are insufficient, fire resources from across the state can be requested under the Master Mutual Aid Agreement (MMAA). Requested mutual aid resources will be provided and utilized according to the MMAA. During a declared emergency, mutual aid will be coordinated at the local government, Operational Area (OA), or mutual aid regional level. The City of Carmel-by-the-Sea must make mutual aid requests through the OA Emergency Operations Center (EOC) for resources not covered under the MMAA.



During and following an incident, the coordination of resources is critical when there are multiple requests for similar resources or when resources are scarce. It is anticipated that a Mutual Aid MAC Group will be established to coordinate mutual aid resources. The primary function of the Multiagency Coordination System (MACS) is to coordinate activities above the field level (or incident level).

Volunteer and Private Sector Agencies in Mutual Aid

Volunteer and private sector organizations may collaborate in the mutual aid system alongside governmental entities. For instance, the disaster medical mutual aid system significantly depends on the participation of private sector entities for medical and health resources. Additionally, volunteer organizations such as the American Red Cross and the Salvation Army play a critical role in the statewide emergency response by addressing the needs of disaster victims. These volunteer agencies coordinate volunteers and other resources through their established systems. When volunteer and private sector organizations identify resource requirements that surpass their internal capacities, they may need to request assistance through the mutual aid system.

It is essential for volunteer agencies significantly involved in emergency response efforts to have representation within the City of Carmel-by-the-Sea Emergency Operations Center.

Mutual Aid agreements can be established at any stage - before, during, or after incidents. These agreements may involve various levels of government, non-governmental organizations, and the private sector.

Special Mutual Aid Considerations For Terrorism Incidents

Special considerations for mutual aid agreements in the context of terrorism incidents include needs assessments to identify resource gaps, resource typing to quickly locate needed equipment, and the importance of interagency communication and planning for prevention and mitigation. Terrorism-related incidents often require specialized resources and a coordinated response, necessitating robust mutual aid agreements that extend beyond traditional disaster response. Monterey County's specific terrorism threat conditions matrix it is part of California's Statewide Terrorism Threat Assessment and follows the National Threat Levels. Monterey County also has a Multi-Jurisdictional Hazard Mitigation Plan that addresses potential hazards, including those of human origin like terrorism

Mutual Aid Authorities, Plans, and Guidance Documents

Mutual-aid assistance may be provided under one or more of the following authorities:

- California Master Mutual Aid Agreement (MMAA)
- California Law Enforcement Mutual Aid Plan
- Coroner Mutual Aid Plan
- California Fire Service and Rescue Mutual Aid Plan
- California Medical Mutual Aid Plan
- Emergency Managers Mutual Aid Plan
- Monterey County Fire Chiefs Association – In County Mutual Aid Plan
- California Statewide Multi-Agency Coordination System Guide

Resource Management

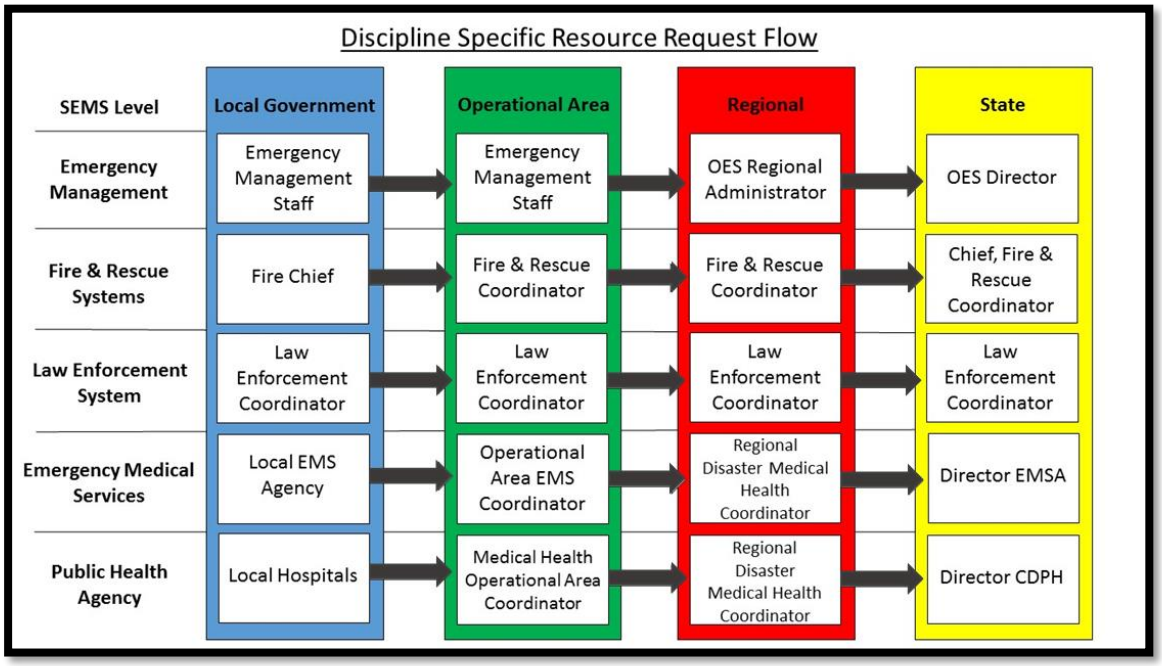
It is the established policy that resource requests for emergency response, disaster repair, and restoration should be initiated by the lowest level of government. When the local resources of the City of Carmel-by-the-Sea are depleted and additional resources are necessary, these requests will adhere to a defined process for ordering, tracking, mobilizing, and demobilizing.

The maintenance of resources is crucial at every stage of resource management. Pre-deployment maintenance ensures both availability and capability. During deployment, ongoing maintenance guarantees continued functionality, such as maintaining adequate fuel supplies. Post-operational inspection and maintenance are essential to ensure future availability.

Integration of Mutual Aid Resources

To receive county, state, and federal resources, coordination should be conducted through the Operational Area EOC and field-level command structures. The discipline-specific OA Mutual Aid Coordinators will oversee tracking requests for equipment, resources, and personnel in accordance with existing mutual aid protocols. Requesting agencies are responsible for reporting the number and status of resources deployed on a mission to the OA EOC on a daily basis. Resource typing of equipment will be handled by individual disciplines—law, fire, EMS, public works, and others—under the guidance issued by Cal OES.

Resources requested through the County EOC will be done following the prescribed county resource requesting process below:



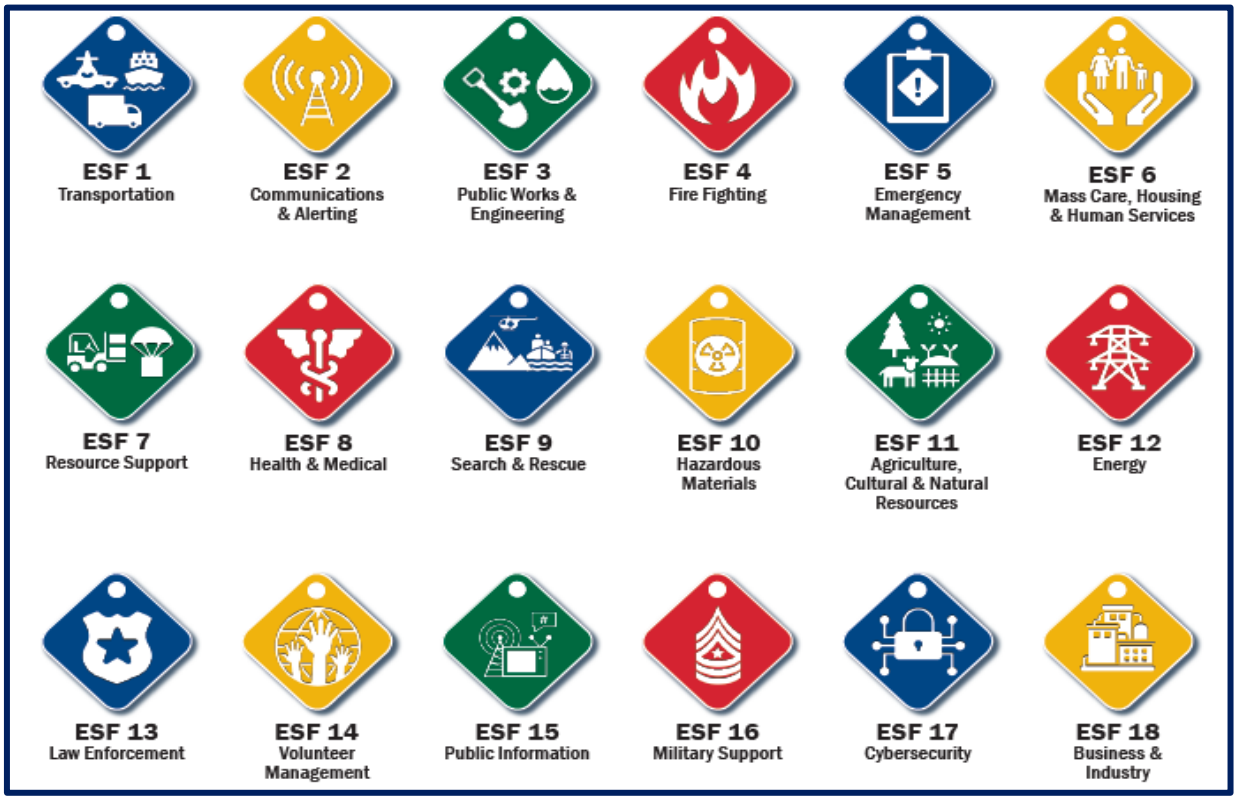
Mutual aid is coordinated by the California Governor's Office of Emergency Services (CalOES) through OES Region II or the Coastal Region (CalOES), and requested through the Monterey County Operational Area or the Local Mutual Aid Coordinator. The following emergency functions are applicable to mutual aid. Where designed, functional coordinators are identified:

- Fire and Rescue Operations. (Monterey County Operational Area Fire and Rescue Coordinator - CalFire Unit Chief, San Benito-Monterey Unit.)
- Law Enforcement and Traffic Control Operations. (Monterey County Operational Area Law Enforcement Coordinator - Monterey County Sheriff)
- Medical Operations. (Medical and Health Operational Area Coordinator (MHOAC) - Monterey County Emergency Medical Services Administrator)
- Public Health Operations. (Medical and Health Operational Area Coordinator (MHOAC) - Monterey County Emergency Medical Services Administrator)
- Coroner Operations. {Monterey County Sheriff/Coroner)
- Explosive Ordnance Disposal. (Monterey County Operational Area Law Enforcement Coordinator - Monterey County Sherriff).
- Care and Shelter Operations. (Mutual Aid Region Care and Shelter Coordinator)
- Movement Operations. {Monterey County Sheriff)
- Construction and Engineering Operations. (Monterey County Director of Public Works)
- Resource and Support Operations. (Monterey County Emergency Operations Center and the Mutual Aid Region Resource Coordinator)
- Radiological Defense. (To be determined by the OA EOC.)

The implementation of mutual aid requires a coordinated approach. It is essential to identify the specific requirements necessary when requesting mutual aid, rather than specifying a particular resource.

Emergency Support Functions (ESFs)

Emergency Support Functions (ESFs) are a structure for coordinating federal support during emergencies and disasters. They group governmental and private sector capabilities to provide resources and services for saving lives, protecting property, and restoring essential services. There are 18 ESFs, each with a specific area of responsibility. The following ESFs are specifically addressed in the Functional Support and Hazard Specific Annexes of this Emergency Operations Plan.



Emergency Support Functions (ESFs) have demonstrated their effectiveness in organizing and managing resources to deliver essential capabilities. The City of Carmel-by-the-Sea acts as a supporting agency for several ESFs and must be prepared to provide a comprehensive range of expertise and services to support response efforts and inform recovery initiatives.

Developed in accordance with the National Response Framework (NRF), these structural protocols are crucial for fostering efficient organization, synchronization, and deployment of resources during emergency situations such as natural disasters, terrorism, or other domestic incidents. They establish a systematic and coordinated approach among governmental agencies, volunteers, and local organizations to ensure timely response, recovery, and mitigation efforts. These predefined roles and responsibilities are designed to optimize collaborative outcomes, reduce confusion during crises, guarantee the prompt delivery of essential aid, safeguard the population, and expedite the restoration of infrastructure and normalcy.

Information Collection, Analysis, and Dissemination

A primary objective of the City of Carmel-by-the-Sea Emergency Operations Center is the timely gathering of accurate, accessible, and consistent information during an emergency and sharing vetted intelligence to ensure coordinated timely emergency response and continuity of government.

Information is collected to gain situational awareness. Information is gained from field-level responders through inspections of infrastructure and facilities, damage assessment surveys to determine the potential for human causalities, and status calls and situation reports from other agencies at all levels of government and other critical service providers.
At a minimum, information should include the following:

- **Essential Element of Information (EEI)** are specific intelligence requirements that the Incident Management Team (IMT) need to understand a situation or event. They are essentially questions that need to be answered to support decision-making. (e.g. boundaries of the disaster area, access points to the disaster area, jurisdictional boundaries).
- **Specific Information Requirement (SIR)** is a term used referring to a need for specific data or details to be gathered, analyzed, or provided. Essentially, it's a tailored request for specific information that is critical for a particular purpose in support of an Essential Element of Information (e.g. traffic control points, safe routes, special permits required to access the disaster area).
- **Proposed Method or Source** A proposed method or source refers to a method or resource that is suggested or recommended for use or decision-making. It's an idea or option that hasn't been definitively adopted yet but is presented for consideration or implementation that could be used to obtain the Specific Information Requirement (e.g. field operation reports, GIS, reconnaissance).

Situational Awareness

Situational awareness refers to the ability to identify, process, and comprehend the critical elements of information about what is going on concerning an incident. During an emergency, the Emergency Operations Center (EOC) convenes briefings on a regular basis. The IMT attends the briefings and provides verbal and/or written summaries of existing problems, actions taken, priorities, timetables, and the potential for new issues that need to be incorporated into the Incident Action Plan (IAP). The situational awareness approach takes the form of consolidating situation reports, obtaining supplemental information, and preparing maps and status boards.

WebEOC and Microsoft© Operational Platform

The Monterey County Operational Area (OA) has historically used the WebEOC incident management software. However, it is currently in the process of transitioning to Microsoft Teams and SharePoint as its new platforms for emergency management. The Microsoft software includes functionalities such as centralized communication, information sharing, and task management which provide the OA with a common operating picture, situational awareness, and coordinated information throughout an emergency.

During this transition, the City of Carmel-by-the-Sea Emergency Operations Center (EOC) will maintain communication with the County Operational Area (OA) via email and telephone for incident management. Members of the Carmel Incident Management Team (IMT) who are acquainted with Microsoft Teams may also utilize the County incident management templates.

Emergency Operations Center Situation Status Reports

Status reports are crucial for forming a comprehensive understanding of the evolving emergency and the corresponding response efforts. Once information regarding damages, operational capabilities, and resource status is collected and documented in the Emergency Operations Center (EOC) status report, it is transmitted at regular intervals to the Monterey County Operational Area EOC. Initial reporting for an emergency is expected within the first two hours of the incident and will be updated as requested by the Operational Area or as situations dictate thereafter.

Damage Assessments

The establishment of government services is contingent upon the safety and operability of routes, facilities, equipment, and vehicles. To ensure these criteria are met, damage assessments are conducted to ascertain whether these elements remain safe and functional for use.

Upon receiving an emergency notification, the Incident Commander evaluates the extent of the damage. Damage Assessment Teams examine the effects on services, requests from outside agencies, City departments, and the practicality of continuing normal operations in affected facilities. The Planning Section Chief and Operations Section Chief review these evaluations to develop the Incident Action Plan (IAP).

The preparation of the Disaster Assessment Report assists the Incident Commander and the Incident Management Team (IMT) in determining the necessity for relocating departments, establishing an alternate processing site, informing the public about alternate site operations, gathering reconstruction data and records, and notifying business resumption teams. Within 4 hours following an emergency proclamation or within 8 hours of an un-proclaimed emergency-related event, the Incident Commander is required to prepare a Damage Assessment Report, which should include, but is not limited to, the following elements:

- Date and time reported.
- Name of person placing initial alert.
- Time of arrival at disaster site. (estimated or actual)
- General description of the disaster.
- External support requests.
- Estimate of availability of internal resources to meet external requirements.
- Internal resources already committed to external demands and operations .
- Damage level assigned to, extent of damage to, and estimated recovery time for property, utilities, hardware, software, and personnel.

Administrative Practices, Finance, and Logistics

Administrative Practices

Following standard administrative and financial procedures is essential for accurately tracking resources and funding for response and recovery activities. These practices also ensure proper cost accounting for disaster assistance reimbursements.

Finance Considerations

To enhance the capability of the City of Carmel-by-the-Sea to respond to incidents by providing financial support and coordination to incident management operations and coordinating the recovery of costs as allowed by federal and state law, the financial priorities during incident management operations are:

- Preserve life, property, and the environment.
- Provide continuity of financial support to the City of Carmel-by-the-Sea, when appropriate.
- Cooperate with the other sections of the EOC.
- Document the City of Carmel-by-the-Sea costs and recovery of those costs as allowable.
- Maintain a positive image for the City of Carmel-by-the-Sea and its dealings with the public.

The Finance/Administration function will operate under the following policies during a qualifying incident/event as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All existing City and departmental fiscal operating procedures will be adhered to unless modified by the elected body (e.g., city council/etc.) or the City Administrator.
- For incident/events that render the accounting systems either inaccessible or unusable for any period of time, appropriate personnel will be on an operational period, as determined by the Director of Emergency Services. This may be a period of 12 hours.

The Finance/Administration function's primary responsibility is to maintain to the greatest extent possible the financial systems necessary to keep the City of Carmel-by-the-Sea functioning during an incident or crisis of any size or type. These systems include but are not limited to:

- Payroll.
- Payments.
- Revenue collection.
- Claim processing.
- Cost recovery documentation.

The function also supervises the negotiation and administration of vendor and supply contracts and procedures in collaboration with the incident management procurement functions. The extent and complexity of the incident or crisis will determine the extent to which the Finance/Administration function will mobilize.

The Finance/Administration function supports incidents by preserving all required records for future use and complying with Cal OES and FEMA filing requirements through accurate documentation of actions taken. During a disaster or emergency, the Finance/Administration function will carry out the following responsibilities:

For incidents/events where the City of Carmel-by-the-Sea computer systems and banking are accessible and usable:

- Notify the Incident Management Team and City departments that incident management accounting procedures will be initiated and used for the event.
- Determine (in collaboration with technical staff) the extent to which the City's computer systems are accessible and/or usable.
- Determine if the City's banking institutions can continue handling financial transactions.
- Inform the Incident Management Team and City departments that the payroll and payments processing will be handled on a "business-as-usual" basis except that incident management accounting procedures will be used for incident/event-related costs.
- Disseminate information about the incident management accounting procedures to other EOC sections and departments as necessary.
- Upon proclamation or declaration of a disaster by the state and/or federal governments, coordinate to initiate the recovery process of the City's costs.
- Coordinate with the other EOC sections and departments on the collection and documentation of costs pertaining to the incident/event.
- Coordinate with the state and federal disaster assistance agencies for the required inspections, documentation, audits, and other necessary work in order to recover costs.

In an Emergency Operations Center (EOC), the Finance section operations would shift to manual processes if computer and banking systems are unavailable. This includes coordinating with other units to procure essential resources and manage financial concerns. in addition to the steps initiated above:

- Inform the Incident Management Team and City departments that payroll and payments will be on hold for a short time and that processing will continue on a normal basis as of a specified date.
- Maintain, as best possible, the financial continuity of the City's (payroll, payments and revenue collection).
- Prioritize essential functions like ensuring vendor payments, managing budgets, and supporting emergency response efforts.
- Maintain records using paper-based systems, logs, and forms.
- Perform manual accounting procedures, such as tracking expenditures and reimbursements.
- Maintain paper copies of financial documents, including contracts, invoices, and receipts.
- Thoroughly document all financial transactions and activities using manual record-keeping methods.

Emergency Operations Center (EOC) After Action Reporting (AAR)

An After-Action Report (AAR) compiles information related to operations by all responders including city and external partners for event analysis. AAR's often form the basis of the City's efforts to improve response and recovery processes through the preparation concepts of planning, organizing, equipping, training, exercising and evaluation.

In accordance with SEMS, After Action Reporting is required when any city, county, or region declares a local emergency. When the City and the state declare an emergency under California Code of Regulations, Title 19, §2450 the City is required to submit an AAR within 90 days of the incident period closure. In accordance with the Incident Command System (ICS) structure, the lead agency of an incident at the field level is charged with developing AAR's, as needed, as it relates to field operations.

The Incident Management Team (IMT) will conduct after-action reporting at the local level, related to the response of the City of Carmel-by-the-Sea's Emergency Operations Center (EOC) when an activation meets any of the following criteria:

- An event necessitates EOC Level 2 or Level 1 activation.
- The City declares a local emergency.
- At the discretion of the Director of Emergency Services.

After Action Reporting Procedure

After-action reporting procedures are dependent on the severity of the event and the level of response required. The Director of Emergency Services is responsible for coordination of after-action reports as they relate to EOC response.

At the direction of the Director of Emergency Services, the City of Carmel-by-the-Sea develops and disseminates after-action reports no later than a year after the incident closure. AAR development and dissemination schedules may change depending on SEMS regulation requirements.

The Director of Emergency Services will gather feedback from all responding agencies to determine best practices and areas of improvement based on individual and collective experiences. Based on feedback, the Director of Emergency Services will develop an improvement plan matrix which identify strengths, areas for improvement, corrective actions, responsible agencies, and tract improvement progress. Once the corrective actions have been implemented, they will be evaluated through future drills and exercises. Any corrective actions pertinent to FEMA's Comprehensive Preparedness Guide will be discussed with a Disability and Functional Needs Taskforce and other vulnerable population groups as needed.

After Action Reporting – Drills and Exercises

Following the activation of the City's Emergency Operations Plan (EOP), feedback and lessons learned are expected. Similarly, after conducting an emergency exercise, the planning team, the response team, and community partners (if involved) are likely to provide reflections on the successes and challenges of the practice exercise. This information is essential for strengthening, maintaining, and refining the City's Emergency Operations Plan and planning future training exercises.

Other Operational Considerations and Factors

These considerations and factors are unique to the City of Carmel-by-the-Sea and are likely to be applicable to all types of emergency incidents:

Street Addresses: The City of Carmel-by-the-Sea is unique in that it does not employ street addresses. Locations are determined by their relationships with intersections (i.e. "Eastside of Monte Verde, 3 South of 9th") The absence of addresses has not inhibited prompt and exact responses by the Carmel-by-the-Sea Fire and Police Departments because their personnel are thoroughly familiar with the City. The City has developed a standardized system of dispatching for emergency operations; however this situation could present a challenge to newcomers to the EOC Staff and in mutual aid response from outside jurisdictions.

Persons with Access and Functional Needs: This plan includes residents with special needs, the elderly, the infirmed, handicapped, non-ambulatory, medicine-dependent, those without transportation, and those lacking reliable self-care or language skills. They may need special help during an evacuation or shelter-in-place scenario. The Carmel Safety Aid Program (CSAP) helps identify and support individuals with developmental disabilities, mental health issues, memory care, autism, etc., to ensure their safety during emergencies. The City will work with organizations like the Carmel Foundation to identify these residents. (Note: These individuals may also be called "Vulnerable Populations", "Populations at Risk" or "Special Needs Populations").

Shelters and Shelter Operations: The City of Carmel-by-the-Sea, with the Monterey Bay Area Chapter of the American Red Cross, oversees emergency shelters. Red Cross staff are trained in shelter operations. Agreements with local entities determine which facilities can serve as shelters during emergencies. These designations change over time based on agreements and specific emergencies. For a current list of shelters, contact the Monterey Bay Area Chapter of the American Red Cross. Note: The Temporary Assistance Center (TAC) assists residents temporarily but is not a shelter. (See Functional Support Annex-G, Mass Care and Shelter Plan).

Triage and Pre-Hospital Care: Triage and pre-hospital care are essential components in the majority of major emergencies or disaster situations addressed in this plan. The protocols and procedures for triage and pre-hospital care can be found in the Monterey County Multi-Casualty Incident Plan, issued by the Monterey County Emergency Medical Care Agency of the Monterey County Health Department.

Community Emergency Response Team (CERT): The Carmel by-the-Sea Community Emergency Response Team (CERT) is made up of 30 dedicated volunteers who support the City as well as provide mutual aid to our neighboring communities. All CERT members complete a 21-hour training designed to emphasize hands-on experience taught by FEMA trained personnel. Training includes emergency first aid, light search and rescue, traffic and crowd management along with disaster relief. Designated as a City support group, CERT members participate in on-going training programs, drills, and team meetings in preparation for frequent deployments in support of both the Carmel Police and Fire Departments.

Volunteers in Police Service (VIPS): During emergencies or natural disasters, volunteers can play a vital role in supporting law enforcement efforts. Whether assisting with evacuations, providing first aid, or helping with logistics, volunteers enhance the City's capacity to respond. VIPS in Carmel have assisted in TACs and warming centers, as well as the distribution of essential preparedness information to businesses and residents.

Radio Amateur Civil Emergency Services (RACES)
Amateur radio operators in Monterey County are organized under RACES. They use their own equipment and offer fixed or mobile communication services. RACES volunteers can assist with communications at the Carmel-by-the-Sea EOC as needed.

Urban Search and Rescue (USAR): The need for urban search and rescue resources could accompany many of the major emergencies/disaster situations addressed in this plan. The Monterey County USAR team is made-up of departments from all over the county to assist in search and rescue operations. Urban search and rescue is considered a multi-hazard discipline, as it may be needed for a variety of emergencies or disasters

Environmental Health/HazMat Assessment: Should a situation dictate an environmental health, hazardous materials assessment or response, the services of the Monterey County Environmental Health Division HazMat Team should be requested and utilized. The County has a Hazardous Materials Incident Response Plan, which is Hazard Specific Annex to this Emergency Operations Plan.

Mass Decontamination: During a response to an incident involving chemical, biological, radiological, or nuclear agents, mass decontamination may become necessary. This requirement will be assessed by the Incident Commander or the Emergency Services Director, with input from the Hazardous Material Team. The approach to mass decontamination will vary based on factors such as the type of contaminant, the location, and the resources available for decontamination. All actions will be coordinated in accordance with established protocols from the HazMat Team and Monterey County Environmental Health Division.

Emergent Volunteers: Emergent volunteers are community members who offer their services during an emergency incident, despite not being registered as Disaster Services Workers. Informal voluntary action, which includes individuals and emergent groups, serves as a vital resource and contributes significantly to emergency response capabilities. These volunteers often possess diverse skills and can be invaluable in the management of an emergency situation.

Visitors/Transient Population: The City of Carmel-by-the-Sea is a popular tourist destination. Its distinctive atmosphere and character attract visitors from around the world. With over forty lodging establishments (bed and breakfasts, hotels, inns, and resorts) and more than fifty restaurants in and around the City, it can host a significant number of visitors, particularly during holiday weekends and the summer season. Emergency response operations within the City should consider that a large number of visitors may present specific challenges.

With the influx of visitors to Carmel-by-the-Sea the following factors may be present or considered:

- Public information efforts should be directed towards keeping visitors, as well as citizens and residents informed. This may require unique and inventive ways to reach the transient population.
- Non-English speakers may be encountered.
- Visitors who are unacquainted with some local hazards (earthquakes, high/dangerous surf, and wildland fires) may tend to panic or become unduly concerned if these events occur.
- Visitors unfamiliar with the potential severity of local hazards may tend to underestimate the hazards involved and place themselves at extreme risk.
- Evacuations should be undertaken with an understanding of the potential impact on City businesses. The option of shelter in place should be considered when appropriate.

Continuity of Government (COG): Continuity of Government (COG) is the ability of the City's government to continue to function during a major emergency or disaster. Frequently associated with a pandemic emergency in which a large portion of the City's staff could be assumed to be incapacitated, for the purpose of this plan, the concept of COG will be considerable applicable to all forms of potential major emergencies or disasters.

Continuity of Operations Plan (COOP): Continuity of Operations Plan (COOP) relates to the City's ability to continue to operations during a major emergency or disaster. Again, this function is often associated with a pandemic emergency, but in reality, it could be applicable to any disaster or major emergency. For the purposes of this plan, COOP will be considered to be situationally dependent. Depending on the situation and the extent of impact, the City may elect to suspend non-essential operations and divert personnel, equipment, and resources to essential operations as necessary to sustain vital functions and protect the public. The decisions needed to accomplish these actions will be undertaken as part of the overall emergency response phase effort.

Continuity of Government (COG) ensures that government responsibilities and essential functions are maintained or restored during emergencies. Continuity of Operations Planning (COOP) ensures an organization's essential functions continue during disasters until normal operations resume. While both aim for operational continuity, COOP focuses on organizational functions using methods like alternate sites and safeguarding records, whereas COG addresses the collective performance of government functions through succession and emergency authority. The City of Carmel-by-the-Sea has combined both Continuity of Government and Continuity of Operations into one Continuity Plan which can be reviewed in Functional Annex-I of this Emergency Operations Plan.

Resources Management

Timely procurement and use of various resources are crucial for a successful response to disasters or emergencies. Resources can be obtained from multiple sources during such events, including the following:

Organizational Resources: Organizational resources include human, physical, financial, and intangible resources essential for effective operations and achieving strategic goals. These include resources owned or leased by the City and used in the course of normal business.

Local Resources: These resources are sourced from businesses and firms, such as rental equipment or building materials. The Logistics Section manages procurement based on specific requests and maintains thorough documentation for reimbursement. The Monterey County Department of Emergency Management provides support to the Carmel-by-the-Sea EOC with an interactive Monterey County Emergency Resource Directory (ERD), which lists resources within and outside Monterey County.

Outside Resources: When the City cannot obtain resources locally, they are requested from the Monterey County Operational Area Emergency Operations Center. The center may provide these resources or request them from state or federal sources. The Logistics Section is responsible for requesting and tracking these resources.

Emergent Resources: Emergent resources in disaster situations refer to supplies, equipment, and personnel that rapidly become available to support response efforts following a disaster. These resources are vital in the immediate aftermath, particularly when established infrastructure is compromised. Often provided by individuals or service organizations, these resources typically come to light only after a disaster occurs. Specific authorization and thorough documentation are required to safeguard the City against claims and to ensure compliance with disaster service worker regulations.

Resource Requests: Resource requests submitted to the Operational Area Emergency Operations Center (EOC) are typically utilized during emergency situations to acquire resources such as personnel, equipment, or supplies. When submitting these requests, it is crucial to clearly articulate the necessity for the resource while avoiding unnecessary specificity regarding the resource itself. However, if the resources are sourced from a local business, the request should include precise details. It is important to allow the eventual resource provider sufficient flexibility in fulfilling the resource request.

Resource Management and Prioritization: The concept of single point management will govern resources. The Logistics Section will handle ordering or procuring all resources to prevent duplication or redundancy in requests. Over-ordering resources to ensure availability will be avoided, as this can limit the supply of resources for other jurisdictions.

The application and procurement of resources will adhere to the following hierarchy of priorities:

- **Preservation of Life and Prevention of Injury:** The preservation of life and prevention of injury shall be the primary consideration during major emergencies and disasters. This priority applies equally to both citizens and responders.
- **Preservation/Protection of Property:** The preservation/protection of property will be the secondary consideration during major emergencies/disasters. This priority is equally applicable to public, private, and commercial property.
- **Other Applications of Resources:** All other applications will be of tertiary consideration of the application of resources during a major emergency or disaster.

Special Event Planning: When incorporating emergency preparedness into special event planning, it's crucial to consider potential risks like weather, crowd size, and venue layout. A thorough risk assessment should be conducted to identify vulnerabilities and tailor emergency response strategies. Clear communication plans and coordination with emergency services are vital for effective incident management. Special Events in the City follow the most current Carmel-by-the-Sea Policies and Municipal Code ordinances. Chapter 12.48 of the Municipal Code outlines the guidelines, processes and regulations for special events that will protect public property and provide safety for participants and residents and will strike an appropriate balance between the benefits of organized events and their associated impacts on the community and the environment.

A staff committee evaluates all applications and provides recommendations to the City Administrator. This committee comprises the Assistant Director of Emergency Services, representatives from the fire department and public works, and other individuals relevant to the event. Their recommendations take into account emergency management related to the event, which may encompass various associated issues such as:

- Weather forecasts for the event.
- Size of the event and anticipated attendance.
- Event locations.
- Fire, law enforcement, and emergency medical resources commensurate with event requirements.
- Any existing terrorism threat conditions or warnings.
- Crowd, traffic, and access control.

Demobilization and Post Incident Procedures

Demobilization: Demobilization of the Carmel-by-the-Sea Emergency Operations Center (EOC) involves returning to normal operating conditions after an incident response, including releasing personnel, resources, and deactivating the EOC itself. It's a planned process with specific guidelines to ensure a timely and cost-effective return to routine operations. The demobilization phase is as essential to the success of the emergency response as the initial activation. It is imperative that all actions and expenditures undertaken during the activation are meticulously recorded and that all records are concisely finalized. Most event audits conducted by federal and state agencies responsible for administering disaster relief funding rely heavily on the analysis of records maintained during activation. Experience has shown that valid reimbursable claims are often disallowed due to incomplete or inaccurate records.

An EOC activation can significantly impact the mental and physical well-being of personnel, leading to both short-term and long-term challenges. The stress and trauma associated with disaster response can cause a range of physiological and psychological effects, potentially impacting their ability to function effectively. Critical Incident Stress Debriefing (CISD) is a structured, group-based intervention used to help individuals process and cope with the emotional impact of traumatic events and the utilization of these debriefing resources should be employed as deemed appropriate.

The primary aim of demobilization is to return the City's organization to regular operations. It is essential that all assigned personnel work collaboratively to address every necessary detail before their release. Additionally, the demobilization phase must determine and schedule a Post Incident Review (PIR) of the Emergency Operations Plan (EOP) activation.

Post Incident Review (PIR): A Post-Incident Review (PIR) is a structured process to analyze and learn from incidents. Its goal is to understand what happened, why, and how it was handled to improve incident management and prevent future occurrences. PIRs involve collaboration from EOC staff, field personnel, and possibly outside agencies to review the incident, impact, and response. The Emergency Services Director will conduct the PIR within two weeks of demobilization to assess actions during an emergency and EOC activation, identifying strengths, weaknesses, and corrective actions. Participants should provide honest feedback and recommendations for improving operations and documentation. The Emergency Services Director will compile a Post Incident Review Report (PIRR) with improvement suggestions that may inform a report to the City Council.

Phases of Recovery

The National Disaster Recovery Framework (NDRF) Recovery Continuum highlights that disaster recovery is not a sequential process but an ongoing, interconnected one involving preparedness, response, and recovery. It emphasizes that pre-disaster planning and initial response actions significantly influence the nature, speed, and inclusiveness of long-term recovery efforts. The continuum recognizes that recovery activities are often concurrent and interdependent, progressing a community towards its planned recovery outcomes.

Recovery Activities and Phases:

The NDRF Recovery Continuum encompasses activities throughout the recovery process, including:

- **Pre-Disaster:** Planning, preparedness, mitigation efforts.
- **Immediate Response:** Initial actions to save lives and protect property.
- **Short-Term Recovery:** Immediate needs, such as shelter, food, and medical care.
- **Mid-Term Recovery:** Rebuilding homes, infrastructure, and communities.
- **Long-Term Recovery:** Addressing long-term social, economic, and environmental impacts.

Pre-Disaster Planning

Planning for recovery prior to a disaster response is a critical step towards resilient communities. Community based planning best captures complete area recovery. The NDRF provides guidance for community-level planning for recovery that strengthens continuity and response and speeds up the recovery process. Pre-disaster planning allows for a common platform that guides upcoming recovery decisions and efforts. The guiding principles include:

- Individual & family empowerment
- Leadership & local priority on pre-disaster recovery planning
- Engaged partnerships, unity of effort, coupled with resilience and sustainability. psychological & emotional recovery.

Short term – Immediate Recovery

Short-term recovery operations will begin during the response phase of the emergency. The objectives of short-term recovery are to restore local government to a minimal capacity. The City will coordinate efforts to restore systems and services. Recovery operations include coordinated restoration of essential services, safety & security, food, water, shelter, health and medical, energy, communications, transportation, and hazardous materials. Initial actions revolve around accurate situational awareness and getting a recovery group organized.

Midterm Intermediate Recovery

Intermediate or mid-term recovery involves returning individuals, families, critical infrastructure and essential government or commercial services to a functional, if not pre-disaster, state. Such activities are often characterized by temporary actions that provide a bridge to permanent measures. The guiding principles include:

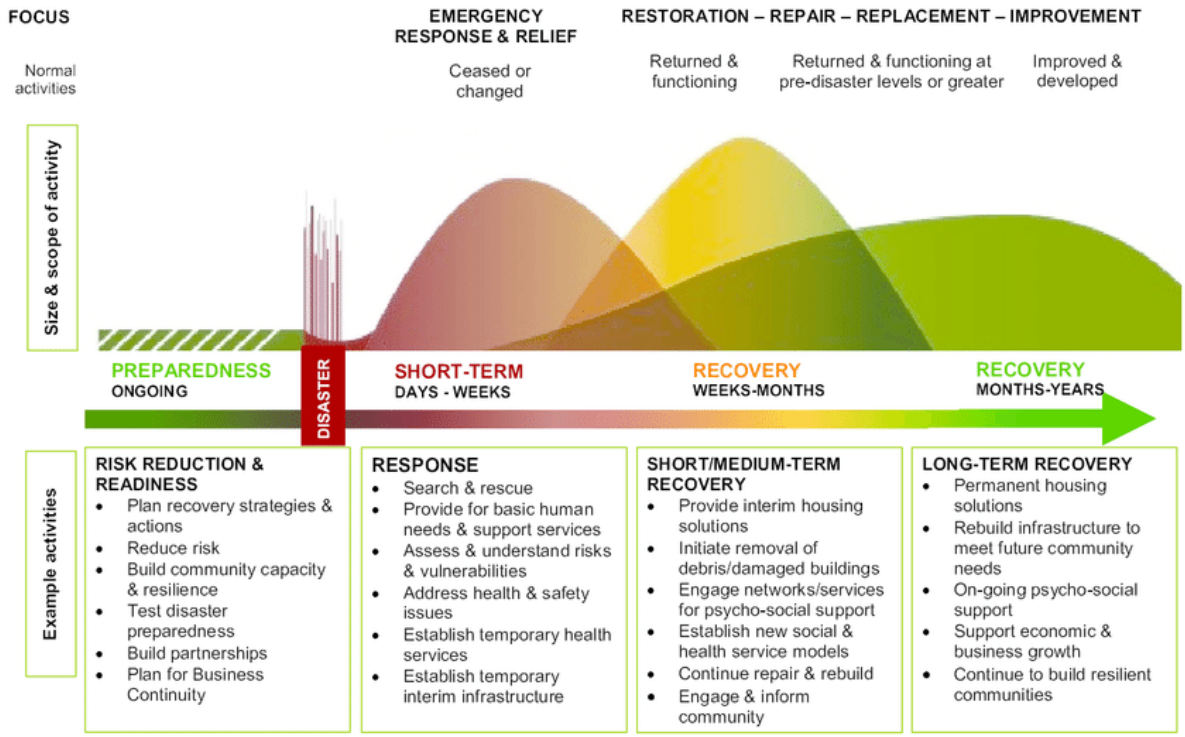
- Restoration of lifelines.
- Implement plans for debris management.

- Direct partners (utilities, public works, etc.) in facilitating the restoration of lifelines based on prioritization.
- Develop interim housing solutions.
- Support one-stop recovery centers for both individuals and businesses.
- Provide support networks for mental and public health efforts.
- Integrate priorities with regional and statewide efforts.

Long-Term Recovery

The primary objective of long-term recovery is to restore facilities to pre-disaster conditions. Long-term recovery includes those activities necessary to rebuild and revitalize the City given the inevitable changes that result from a major disaster. Long-term recovery requires significant planning to maximize opportunities and mitigate risks after a major incident. Long-term recovery can continue for years and may include the following:

- Reconstructing public and private facilities and infrastructure.
- Planning and rebuilding of housing.
- Implementing waivers, zoning changes, and other land use legislation to promote recovery.
- Providing long-term assistance to displaced families, including financial support as well as social and health services.
- Restoring the local economy.
- Integrating mitigation strategies into rebuilding efforts.
- Recovering disaster-related costs for infrastructure restoration through federal grant programs.



Plan Development and Maintenance

Plan Development

This Emergency Operations Plan (EOP) was developed in collaboration with stakeholders throughout the Monterey County Operational Area (OA) using a whole community approach, in compliance with the Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining Emergency Operations Plans. Additionally, internal and relevant external nationwide after-action reports from exercises and real-world events, Monterey County and other jurisdictional EOPs, the 2016 draft NIMS Refresh, the Cal OES Emergency Operations Plan Crosswalk for Plan Review, and current incident management best practices. Annexes to the EOP are utilized to supplement essential operational functions for emergency purposes not detailed within the base plan.

Additional plans and procedures that are developed in support of the EOP, such as mutual aid plans, mitigation plans, pandemic plans and City departmental standard operating procedures (SOPs) are incorporated by reference and maintained separate from the base plan. Some of these supporting plans may be appended to the end of the base plan as deemed appropriate.

Plan Maintenance

The Director of Emergency Services is responsible for the development and maintenance of this EOP. Members of the Incident Management Team (IMT) shall conduct an informal review of the Base Plan, as well as Sections Two and Three **annually**. Minor changes will be recorded in the Record of Changes section as needed. The EOP shall be revised upon the occurrence of the following:

- Conditions described in the current plan or sections of the current plan have changed.
- Changes are recommended following an actual event After-Action Report, corrective actions identified through exercises, or implementing best practices.
- Necessary changes or revisions are discovered during the annual EOP review.
- Community and/or risk conditions change.
- New EOP operational and regulatory change guidance is released.

Plan Concurrence

All departments within the City of Carmel-by-the-Sea that have received this Plan are obligated to comply with the tasks and responsibilities detailed in the Emergency Operations Plan, Continuity of Government Plan, and all Functional Support and Hazard Specific Annexes.

Plan Training and Exercise

The City of Carmel-by-the-Sea implements a progressive, multi-year exercise plan designed to develop a series of increasingly complex exercises, with each successive exercise building upon the previous one. Each exercise, regardless of type, is connected to a set of common program priorities and intended to test the relevant capabilities. Additionally, by specifying training requirements during the planning process, the City can address known deficiencies prior to exercising these capabilities. All exercises are conducted by the Emergency Services Director or other subject matter experts. Members of the Carmel-by-the-Sea Incident Management Team (IMT) will endeavor to participate in any training sessions provided.

Minimum Training Requirements for Emergency Operations Center (EOC) Personnel and Incident Management Team (IMT)

Members of the Carmel-by-the-Sea Incident Management Team (IMT) are required to view and complete online training offered by FEMA Emergency Management Institute Independent Study Program, or equivalent as follows:

- IS-100C Introduction to the Incident Command System ICS 100, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).
- IS-200C Basic Incident Command System IS-200C, Basic Incident Command System for Initial Response, reviews the Incident Command System (ICS), provides the context for ICS within initial response, and supports higher level ICS training. This course provides training on, and resources for, personnel who are likely to assume a supervisory position within ICS.
- IS-700B NIMS an introduction to the National Incident Management System. This course offers an overview of the National Incident Management System (NIMS). NIMS defines the coordinated approach for government, NGOs, and the private sector to collaboratively prevent, mitigate, respond to, and recover from disasters. Learners will gain a basic understanding of NIMS concepts, principles, and components.

Emergency Operations Center (EOC) training for city council members is crucial for effective disaster preparedness and response. This training helps elected officials understand their roles in coordinating emergency management efforts and making critical decisions during emergencies. It often includes learning about the EOC's functions, inter-agency coordination, and the importance of developing Incident Action Plans (IAPs).

It is recommended that City Council Members complete basic training regarding the National Incident Management System (NIMS). FEMA courses: IS-700B NIMS An Introduction and IS-100C An Introduction to ICS (both links listed above) provide an excellent overview. The City legislative body including Council Members are also invited to participate in any of the exercises conducted by the Emergency Services Director or their delegated subject matter expert.

Designing and implementing exercises is a fundamental aspect of preparedness training. These exercises are essential for preparedness as they allow the Incident Management Team (IMT) to assess and validate plans and capabilities, as well as identify and address gaps and areas for improvement. They provide a controlled environment in which City staff can test capabilities and become familiar with the roles and responsibilities they may assume during an emergency or disaster.

Presented below is an overview of the various types of progressive exercises:

Seminar – Seminars generally orient participants to, or provide an overview of, authorities, strategies, plans, policies, procedures, protocols, resources, concepts, and ideas. As a discussion-based exercise, seminars can be valuable for the Incident Management Team in developing or making major changes to existing plans or procedures. Seminars can be similarly helpful when attempting to assess or gain awareness of the capabilities of interagency or inter-jurisdictional operations.

Workshop – Although similar to seminars, workshops differ in two important aspects: participant interaction is increased, and the focus is placed on achieving or building a product. Effective workshops entail the broadest attendance by relevant stakeholders.
Products produced from a workshop can include new standard operating procedures (SOPs), emergency operations plans, continuity of operations plans, or mutual aid agreements. To be effective, workshops should have clearly defined objectives, products, or goals, and should focus on a specific issue.

Tabletop Exercise – A tabletop exercise (TTX) is intended to generate discussion of various issues regarding a hypothetical, simulated emergency. TTXs can be used to enhance general awareness, validate plans and procedures, rehearse concepts, and/or assess the types of systems needed to guide the prevention of, protection from, mitigation of, response to, and recovery from a defined incident. Generally, TTXs are aimed at facilitating conceptual understanding, identifying strengths and areas for improvement, and/or achieving changes in perceptions.

During a TTX, participants are encouraged to discuss issues in depth, collaboratively examining areas of concern and solving problems. The effectiveness of a TTX is derived from the energetic involvement of participants and their assessment of recommended revisions to current policies, procedures, and plans.

TTXs can range from basic to complex. In a basic TTX (such as a facilitated discussion), the scenario is presented and remains constant—it describes an emergency and brings discussion participants up to the simulated present time. Participants apply their knowledge and skills to a list of problems presented by the facilitator; problems are discussed as a group; and resolution is reached and documented for later analysis.

In a more advanced TTX, play advances as participants receive pre-scripted messages that alter the original scenario. A facilitator usually introduces problems one at a time in the form of a written message, simulated telephone call, videotape, or other means. Participants discuss the issues raised by each problem, referencing established authorities, plans, and procedures for guidance. Participant decisions are incorporated as the scenario continues to unfold.

During a TTX, all participants should be encouraged to contribute to the discussion and be reminded that they are making decisions in a no-fault environment. Effective TTX facilitation is critical to keeping participants focused on exercise objectives and associated capability targets.

Games – A game is a simulation of operations that often involves two or more teams, usually in a competitive environment, using rules, data, and procedures designed to depict an actual or hypothetical situation. Games explore the consequences of player decisions and actions. They are useful tools for validating plans and procedures or evaluating resource requirements.

During game play, decision-making may be either slow and deliberate or rapid and more stressful, depending on the exercise design and objectives. The open, decision-based format of a game can incorporate "what if" questions that expand exercise benefits. Depending on the game's design, the consequences of player actions can be either pre-scripted or decided dynamically. Identifying critical decision-making points is a major factor in the success of evaluating a game.

Drill – A drill is a coordinated, supervised activity usually employed to validate a specific function or capability in a single agency or organization. Drills are commonly used to provide training on new equipment, validate procedures, or practice and maintain current skills. For example, drills may be appropriate for establishing a community-designated disaster receiving center or shelter. Drills can also be used to determine if plans can be executed as designed, to assess whether more training is required, or to reinforce best practices. A drill is useful as a stand-alone tool, but a series of drills can be used to prepare several organizations to collaborate in a Full-Scale Exercise (FSE).

For every drill, clearly defined plans, procedures, and protocols need to be in place. Personnel need to be familiar with those plans and trained in the processes and procedures to be drilled.

Functional Exercise – A functional exercise in emergency planning is a simulated, real-time scenario that tests and evaluates the City's ability to respond to a specific emergency. It focuses on centralized operations, command and control, and coordination between various departments and agencies without involving actual field deployments or equipment.

Functional Exercises (FEs) are designed to validate and evaluate capabilities, multiple functions and/or sub-functions, or interdependent groups of functions. FEs are typically focused on exercising plans, policies, procedures, and staff members involved in management, direction, command, and control functions. In FEs, events are projected through an exercise scenario with event updates that drive activity typically at the management level. An FE is conducted in a realistic, real-time environment; however, movement of personnel and equipment is usually simulated.

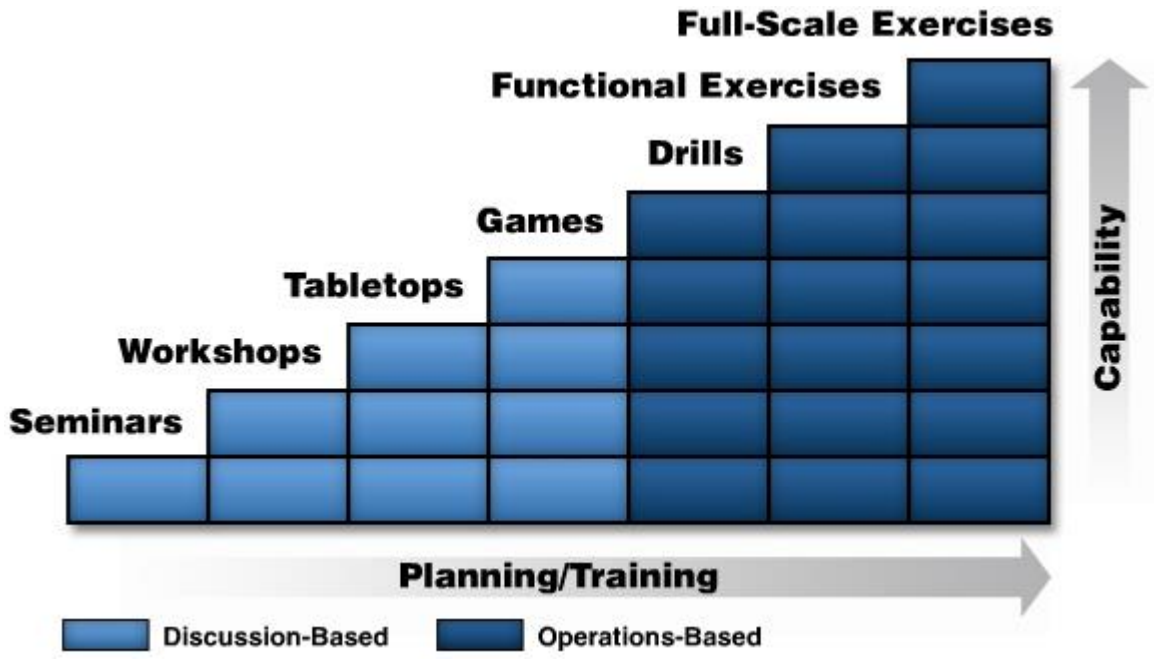
The exercise creates a realistic environment for participants to act out their roles in response to a simulated emergency, often with real-time challenges to encourage decision-making Simulators in a Simulation Cell (SimCell) can inject scenario elements to simulate real events. While the exercise simulates the response, it typically does not involve actual deployment of field response teams or equipment. Examples of functional exercise scenarios:

- Simulating an earthquake and a subsequent mass-casualty incident.
- Testing the coordination between different agencies in a wildfire response.
- Evaluating the effectiveness of a flood response plan.

Full Scale Exercise – A full-scale exercise (FSE) is a complex, operations-based exercise designed to simulate a real-life emergency or incident as closely as possible. It involves multiple agencies, jurisdictions, and disciplines, including both command and control (e.g., Emergency Operations Center) and field response activities (e.g., firefighters responding to a mock incident). Full-scale exercises are considered the most resource-intensive and complex type of exercise, often requiring the actual movement of personnel and resources.

In an FSE, events are projected through an exercise scenario with event updates that drive activity at the operational level. FSEs are usually conducted in a real-time, stressful environment that is intended to mirror a real incident.
Personnel and resources may be mobilized and deployed to the scene, where actions are performed as if a real incident had occurred.

The FSE simulates reality by presenting complex and realistic problems that require critical thinking, rapid problem solving, and effective responses by trained personnel. The level of support needed to conduct an FSE is greater than that needed for other types of exercises. The exercise site for an FSE is usually large, and site logistics require close monitoring.



The type of exercise designed is dependent on what functions need to be tested and what level of player interaction is needed to meet that goal. Choosing the correct type for the purpose and goal of exercise is vital to its success. It will also help to determine the roles that are needed to be filled to effectively execute the exercise.

Authorities, References, Attachments and Annexes

Emergency response, like all governmental action, is based on legal authority. The City of Carmel-by-the-Sea Emergency Operations Plan (EOP), follows federal, state, and local regulations and guidelines. Additionally, best practices and lessons-learned have also been integrated in to this plan where possible; these were identified in the review of after-action reports from recent national large-scale disasters, incidents, and events.

Local

City of Carmel-by-the-Sea Emergency Resources

- City Emergency Preparedness
- Carmel Cares
- Carmel Residents Association

City of Carmel-by-the-Sea Hazard Specific Annexes

- Carmel-by-the-Sea Climate Change Vulnerability Assessment (2021)
- Community Wildfire Protection Plan (CWPP) (ESF#4)

Monterey County Emergency Resource Links

- 2022 Monterey County Multi-Jurisdictional Hazard Mitigation Plan (Volume 1)
- 2022 Monterey County Multi-Jurisdictional Hazard Mitigation Plan (Volume 2)
- Monterey County Emergency Operations Plan
- County of Monterey Department of Emergency Management
- Monterey County Community Resilience Plan
- Department of Emergency Management Strategic Plan
- Fire Safe Council For Monterey County

Monterey County Functional Support Annexes

- Animal Response Plan (ESF#11)
- Care and Shelter Plan (ESF#6)
- Debris Management Plan (ESF#10)
- Disaster Cost Recovery (ESF#14)
- Family Assistance Center Plan (ESF#15)
- Logistics Plan (ESF#7)
- Mass Fatality Plan (ESF#8)
- Mass Evacuation and Transportation Plan (ESF#1)
- Tactical Interoperability Communications Plan (ESF#2)
- Volunteer Management Plan (ESF#7)

Monterey County Hazard Specific Annexes

- Coastal Incident Response Plan (ESF#9)
- Electrical Power Disruption Plan (ESF#12)
- Winter Storm Response Plan (ESF#14)
- Tsunami Incident Response Plan (TIRP) (ESF#14)
- 2024 Monterey County Active Attacker/Criminal Mass Casualty Protocol

State

- Standardized Emergency Management System (Title 19, Division 2, Chapter 1 of the California Code of Regulations
- Standardized Emergency Management System Guidelines
- California Disaster and Civil Defense Master Mutual Aid Agreement
- California Law Enforcement Mutual Aid Plan
- California Fire Service and Rescue Emergency Mutual Aid Plan
- Disaster Service Worker (Title 1, Division 4, Chapter 8 of the Government Code and Section 3211.92 of the Labor Code)

Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 93-288) as amended
- Homeland Security Act of 2002 (PL 107-296)
- Presidential Policy Directive / PPD-8: National Preparedness
- Homeland Security Presidential Directive / HSPD-5: Management of Domestic Incidents
- Individuals with Disabilities in Emergency Preparedness (Executive Order 13347)
- National Incident Management System (2008)
- National Response Framework (2016)
- Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining Emergency Operations Plans

Glossary

Acronyms

ADA	Americans with Disabilities Act
CAL FIRE	California Department of Forestry and Fire Protection
Cal OES	California Governor's Office of Emergency Services
CERT	Community Emergency Response Team
COG	Continuity of Government
DSW	Disaster Service Worker
EMS	Emergency Medical Services
EAS	Emergency Alert System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
ICP	Incident Command Post
ICS	Incident Command System
IPAWS	Integrated Public Alert and Warning System
JIC	Joint Information Center
JIS	Joint Information System
MAC	Multi-Agency Coordination
MACS	Multi-Agency Coordination System
MMAA	California Master Mutual Aid Agreement
NRF	National Response Framework
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NWS	National Weather Service
OA	Operational Area
OA EOC	Operational Area Emergency Operations Center
OES	Office of Emergency Services
PIO	Public Information Officer
REOC	Regional Emergency Operations Center
SEMS	Standardized Emergency Management System
SimCell	Simulation Cell
SMS	Short Message Service
SOC	State Operations Center
SOP	Standard Operating Procedures
TTX	Tabletop Exercise
WEA	Wireless Emergency Alert

Definitions

Accessible – A facility is accessible if it has the legally required features and/or qualities that ensure entrance, participation, and usability of places, programs, services, and activities by individuals with a wide variety of disabilities.

Affected Population – Anyone who has been displaced, injured, or suffered some loss due to a disaster.

American Red Cross (Red Cross) – The Red Cross is a humanitarian organization, led by volunteers, who provide relief to victims of disasters and helps people prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

Americans with Disabilities Act (ADA) – The Americans with Disabilities Act prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities. The ADA also establishes requirements for telecommunications relay services.

Annex – An annex is an addition to a document.

Appendix – Appendices provide relevant information already referenced in the guidance. Typically, this includes forms used or other necessary information.

Catastrophe – A series of cascading human-caused/influenced events or incidents with or without a human caused genesis, the adverse effects/consequences of which are potentially, seemingly, or definitively irreversible. A catastrophe may be caused by a disaster, or may be the cause of a disaster, but it may not be either. A catastrophe may be an emergency or cause a state of emergency, or, an emergency or state of emergency may cause a catastrophe, but a catastrophe may not be any of the above.

Civil Unrest – Civil unrest involves a disruption of the typical social order; it can involve a strike or protest, and it can be non-violent or involve violence. Riots and rebellions are both forms of civil unrest.

Crisis – Phenomenon, event, active threat, or trend, with or without specific location, posing seemingly inevitable harm to life, property, environment, organizational performance, reputation, or way of life reasonably or ethically necessitating deliberate urgent intervention. (A crisis may be local, national, or global)

Continuity of Government (COG): The ability of a governmental entity to continue governmental functions while impacted by a major emergency. This term is usually associated with the impact of a pandemic but can be applicable to any emergency situation in which a sizable number of key personnel are debilitated or otherwise unavailable for duty.

Disaster – Any natural event or emergency (hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, etc.), or regardless of cause, any fire, flood, or explosion which the President determines to be of such severity as to warrant major federal disaster assistance.

Disaster Service Worker (DSW) – The Disaster Service Worker program is a state-funded worker's compensation program for government employees and affiliated volunteers who provide services to protect the health and safety, and preserve the lives and property, of the people of California. Government-affiliated volunteers, including members of the public who spontaneously volunteer to assist during a disaster, may be registered as DSWs under California's Disaster Service Worker Volunteer Program.

Emergency – Incident(s) or crisis(es) (air pollution, fire, flood, storm, epidemic, riot, drought, sudden/severe energy shortage, plant or animal infestation or disease, Governor's warning of earthquake/volcanic predictions, and earthquakes, etc.) posing threat to safety of persons, property, or the environment that exceeds an organization's resources/capability.

Emergency Medical Services (EMS) – A service providing out-of-hospital, acute medical care, transport to definitive care, and other medical transport to patients with illnesses and injuries, which prevent the patient from transporting themselves.

Emergency Operations – Actions taken during an emergency to protect life and property, care for the people affected, and restore essential community services.

Emergency Operations Center (EOC) – A site from which government officials coordinate, monitor, and support response activities during an emergency.

Emergency Operations Plan (EOP) – A document that describes how people and property will be protected in disaster and disaster threat situations; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available for use in the disaster; and outlines how all actions will be coordinated.

Evacuation – Organized and supervised dispersal of people from dangerous or potentially dangerous areas.

Evacuee – All persons removed or moving from areas threatened or struck by a disaster.

Federal Emergency Management Agency (FEMA) – The Federal Emergency Management Agency (FEMA) is the federal agency responsible for coordinating emergency planning, preparedness, risk reduction, response, and recovery. The agency works closely with state and local governments by funding emergency programs and providing technical guidance and training. These coordinated activities at the federal, state, and local levels ensure a broad-based emergency program to insure public safety and protect property.

Flood – A general and temporary condition of inundation of normally dry land areas from overflow of inland or tidal waters, unusual or rapid accumulation or runoff of surface waters, or mudslides/mudflows caused by accumulation of water.

Hazard – Any source of danger or element of risk to people or property.

Hazardous Material – Any substance or material that when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

Incident – The physical manifestation of crisis, event, or occurrence that has adversely affected life, property, or the environment requiring the response of at least one individual.

Incident Command System (ICS) – The Incident Command System (ICS) is a standardized emergency management concept designed to provide an integrated organizational structure for managing emergencies, and to enable coordinated emergency response across jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during emergencies. It is based on proven management tools that contribute to the strength and efficiency of the overall system.

Local Jurisdiction – Local jurisdiction refers to the cities, towns, school districts, and special districts that are encompassed within the geographical borders of the County of Monterey. In the case of unincorporated areas, local jurisdiction refers to the county itself.

Mitigation – Pre-event planning and actions that aim to lessen the occurrence or effects of potential disaster.

Mobilization – The process and procedures used by organizations; federal, state and local for activating, assembling, and transporting resources that have been requested to respond to or support an incident.

Multi-Agency Coordination (MAC) – The participation of government and other organizations involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

Multi-Jurisdiction Incident – An incident where multiple jurisdictions have a statutory responsibility. Under ICS, these incidents will be managed under Unified Command.

Mutual Aid – Is voluntary aid and assistance by the provision of services and facilities, including but not limited to fire, police, medical and health, communication, transportation, and utilities. Mutual aid is intended to provide adequate resources, facilities, and other support to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

Mutual Aid Agreement – Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

Natural Disaster – Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, or other catastrophe which causes, or which may cause, substantial damage or injury to civilian property or persons.

National Incident Management System (NIMS) – The National Incident Management System (NIMS) provides a comprehensive approach to emergency management for all hazards. NIMS integrates existing best practices into a consistent nationwide approach to domestic emergency management that is applicable to all jurisdictional levels (public and private) and across functional disciplines. NIMS is based on a balance of flexibility and standardization. NIMS is flexible, and allows government and private entities at all levels to work together to manage domestic emergencies, regardless of their cause, size, location, or complexity. NIMS also provides a set of standardized organizational structures.

National Response Framework – The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. The Framework establishes a comprehensive, national, all-hazards approach to domestic incident response. The Framework documents the key response principles, roles, and structures that organize national response. It describes how communities, states, the federal government, and private-sector and non-governmental partners apply these principles for a coordinated, effective national response. And it describes special circumstances where the federal government exercises a larger role, including incidents where federal interests are involved and catastrophic incidents where a state would require significant support. It allows first responders, decision makers, and supporting entities to provide a unified national response.

Non-Governmental Organization (NGO) – An entity with an association that is based on interests of its members, individuals, or institutions, and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the Red Cross.

Office of Emergency Services (OES) – OES is the lead agency in fulfilling the County's responsibility under the California Emergency Services Act and also serves as the Operational Area Coordinator for the County of Monterey under SEMS.

Operational Area (OA) – A geographical area that encompasses all local governments within a county, including the county. The OA serves as the coordination and communications link between the local government and the state. The OA prioritizes resources and coordinates mutual aid among entities within the OA. Each OA is responsible for activating and operating an EOC.

Operational Area Emergency Operations Center (OA EOC) – The physical location at which the coordination of information and resources to support OA activities normally takes place.
Plan – A document that describes the broad, overall jurisdictional response to potential extraordinary emergencies or disasters.

Preparedness – The range of deliberate, critical tasks and activities necessary to build, sustain, and improve operational capability. Preparedness is a continuous process involving efforts at all levels of government and between government and private-sector and NGOs to identify threats, determine vulnerabilities, and identify required resources.

Recovery – The long-term activities beyond the initial emergency response phase of disaster operations that focus on returning all systems in the community to a normal status or to reconstitute these systems to a new condition that is less vulnerable.

Resources – Personnel and equipment available, for assignment to incidents or to EOCs.

Response – Activities that address the direct effects of an incident; immediate actions to save lives, protect property.

Shelter – Facilities providing safe, sanitary, and secure refuge before, during, and after disaster incidents. (Note: This may also include some facilities that provide immediate necessary safe haven sheltering during an incident but are not capable of ongoing operations once other options are available.) Shelters may include general population shelters, medical needs shelters, or household pet shelters.

Special District – A unit of local government (other than a city or county, with authority or responsibility to own, operate, or maintain a project (e.g., a water district).

Standardized Emergency Management System (SEMS) – The Standardized Emergency Management System (SEMS) is used to manage emergency response in California. SEMS consists of five hierarchical levels: field, local, operational area, regional, and state.

State of Emergency – An eminent impending incident(s) or crisis(es) posing threat to safety of persons, property, or the environment that is/are likely to exceed resources/capability of the proclaiming political jurisdiction, or the existence of an active incident which threatens a population, and the adequacy of local resources is unknown.

Terrorism – The use of or threatened use of criminal violence against civilians or civilian infrastructure to achieve political ends through fear and intimidation.

Threat – Communicated, demonstrated, or inferred intent and potential capability to harm life, property, environment, organizational performance, or way of life.

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CITY OF CARMEL-BY-THE-SEA

EMERGENCY OPERATIONS PLAN (E.O.P.) UPDATE

City Council Meeting

October 7, 2025

EMERGENCY OPERATIONS PLAN

- Gov. Code §8610 & §8607 Requires the City to have an Emergency Operations Plan (EOP)
- 2008- City adopted the an “Emergency Operations Plan”
- Updated every two years
- Last updated in 2023

EOP- BACKGROUND

Why does this matter?

- Local protocols
- Old plans outdated/not user friendly
- Forward planning (training, community integration)
- Fits into Council/Communities ongoing preparedness mindset

EMERGENCY OPERATIONS PLAN

What does it contain?

- All-Hazards Framework – Provides a flexible system to manage emergencies of all types
- Incident Management –NIMS/SEMS/ICS
- Mission-Focused – Safeguard lives, minimize property/environmental damage
- Core Functions – Guidance for preparedness, response, recovery, and mitigation across all city departments.

EMERGENCY OPERATIONS PLAN

What does it contain?

- EOC Activation – “EOC in a box” Establishes structure and responsibilities when Carmel’s Emergency Operations Center is activated.
- Community Integration – Relies on partnerships with volunteers, external agencies, and the Monterey County Operational Area.

2025 UPDATES TO EOP

- Prior EOP was 422 pages
- New EOP 96 pages
- Hyperlinks content
- CERT/VIPS added
- Added Community Wildfire Protection Plan

  & Climate Change Vulnerability Assessment
- New EOC Mindset
- Best practices
- CSAP (Carmel Safety Alliance Program)

GOALS FOR 2025 UPDATE

- Carmel Safety Day!
- Training: Police/CERT/VIPS/Community + Other partners
- Incident Specific Guide Sheets:

  Planning internally & will be available to the community.
- Strengthen our relationships on the Peninsula.

Emergency Operations Plan

“By failing to prepare, you (we) **are preparing to fail.” —**

Benjamin Franklin

Questions?

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