



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

Contact: 831.620.2000 www.ci.carmel.ca.us

Mayor Dale Byrne
Councilmembers Jeff Baron, Hans Buder, Bob
Delves, and Alissandra Dramov

All meetings are held in the City Council Chambers
East Side of Monte Verde Street
Between Ocean and 7th Avenues

Special Meeting Monday, November 3, 2025 3:00 PM

HYBRID MEETING ATTENDANCE OPTIONS

This meeting will be held in person and via teleconference ("hybrid"). The public is welcome to attend the meeting in person or remotely via Zoom, however, the meeting will proceed as normal even if there are technical difficulties accessing Zoom. The City will do its best to resolve any technical issues as quickly as possible. To view or listen to the meeting from home, you may also watch the live stream on the City's YouTube page at: <https://www.youtube.com/@CityofCarmelbytheSea/streams>. To participate in the meeting via Zoom, copy and paste the link below into your browser.

<https://ci-carmel-ca-us.zoom.us/j/81991221369>

Webinar ID: 819 9122 1369

Passcode: 055985

Dial in: (253) 215-8782

HOW TO OFFER PUBLIC COMMENT

The public may give public comment at this meeting in person, or use the Zoom teleconference module, provided that there is access to Zoom during the meeting. Zoom comments will be taken after the in-person comments. The public can also email comments to cityclerk@ci.carmel.ca.us. Comments must be received at least 2 hours before the meeting in order to be provided to the legislative body. Comments received after that time and up to the beginning of the meeting will be made part of the record.

PUBLIC COMMENT GUIDELINES FOR SPECIAL MEETINGS

During Special City Council Meetings, public comments are permitted for items listed on the agenda. After each item on the agenda is introduced, the Mayor will invite public comment on that item. Each speaker has 3 minutes to speak unless otherwise adjusted by the Mayor. While stating your name is optional, it helps to identify speakers in the meeting minutes. Remote or in-person participants who do not comply with the requirements of the Brown Act will be muted.

CALL TO ORDER AND ROLL CALL

CONSENT AGENDA (Estimated time - 5 min)

Items on the consent agenda are routine in nature and do not require discussion or independent action. Members of the Council or the public may ask that any items be considered individually for Council discussion and/or for public comment. Unless that is done, one motion may be used to adopt all recommended actions.

- 1) October 6, 2025, Special Meeting Minutes and October 7, 2025, Regular Meeting Minutes
- 2) September 2025 Monthly Reports
- 3) September 2025 Check Register Summary
- 4) Resolution 2025-092 approving a request from Girls on the Run Central Coast to hold a "Girls On The Run Family 5K" in Carmel-by-the-Sea on Saturday, January 10, 2026, and granting an exemption to Chapter 8.56 of the Municipal Code prohibiting sound amplification and the closure of certain streets and the Del Mar parking lot.
- 5) Resolution 2025-093 approving a budget amendment in the amount of \$17,514.09 to the Fiscal Year 2025-2026 Adopted Budget to Recognize and Appropriate Groundwork Grant Funds Awarded for City Art Preservation
- 6) Resolution 2025-095 Authorizing an Agreement with Precision Concrete Cutting for Citywide Sidewalk Offset Shaving in an amount not to exceed \$173,804.
- 7) Resolution 2025-096 authorizing the City Administrator to execute a professional services agreement with Technology Integration Group for Managed Detection and Response Services in an amount not to exceed \$92,937 through October 31, 2028

ORDERS OF BUSINESS

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

- 8) Resolution 2025-094 approving the At-Will (Unrepresented)

Compensation and Benefits Plan in compliance with California Code of Regulations (CCR) section 571 and addressing findings of a CalPERS audit *(Estimated time - 5 min)*

- 9) Resolution 2025-097 Adopting an Amended Water Allocation Policy for the City of Carmel-by-the-Sea (CMC 17.50.030) *(Estimated time - 40 min)*
- 10) Receive the 2025 Car Week After Action Report and provide staff with feedback/direction. *(Estimated time - 30 min)*
- 11) Resolution 2025-096 Accepting the 2025 updates to the existing Emergency Operations Plan *(Estimated time - 20 min)*

CLOSED SESSION

- A. Public Employee Performance Evaluation pursuant to Government Code Section 54957; Title: City Administrator
- B. Public Employee Performance Evaluation pursuant to Government Code Section 54957; Title: City Attorney

ADJOURNMENT

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

CORRESPONDENCE AND SUPPLEMENTAL MATERIAL

Any correspondence or supplemental materials related to items on this agenda that are received after the agenda has been posted will be distributed to the City Council and made available for public review at City Hall (Monte Verde Street between Ocean and Seventh Avenues) during regular business hours. Written comments emailed to the City Clerk will not be read aloud, but will be posted online with the related agenda at: <https://carmelbytheseaca.portal.civicclerk.com/>.

SPECIAL NOTICES TO PUBLIC

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



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

November 3, 2025
CONSENT AGENDA (Estimated time - 5 min)

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Nova Romero, City Clerk

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: October 6, 2025, Special Meeting Minutes and October 7, 2025, Regular Meeting Minutes

RECOMMENDATION:

Approve Draft Minutes.

BACKGROUND / SUMMARY:

The City Council routinely approves minutes of its meetings.

FISCAL IMPACT:

None.

PRIOR CITY COUNCIL ACTION:

None.

ATTACHMENTS:

1. 10-6-2025 CC Special Minutes
2. 10-7-2025 CC Regular Minutes

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

SPECIAL MEETING MINUTES

Monday, October 6, 2025

CALL TO ORDER AND ROLL CALL

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

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

ANNOUNCEMENTS

City Administrator Rerig announced with sadness that a beloved community member, Denny LeVett, passed away. He requested that the meeting be adjourned in his memory.

CONSENT AGENDA

Public comment: None

Motion by Councilmember Buder to approve consent agenda items #1 - 6, 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

Consent Agenda Items approved by the motion above:

Item 1 - September 3 & 8, 2025, Special Meeting Minutes, and September 9, 2025, Regular Meeting Minutes - ***Approved 5-0-0-0***

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

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

Item 4 - Resolution 2025-082 establishing the meeting dates of the City Council for calendar year 2026 - ***Approved 5-0-0-0***

Item 5 - Resolution 2025-083 authorizing the purchase of a 2025 Ford F-550 LT40 Utility Bucket Truck from Terex Utilities under Sourcewell Contract Number 110421-TER in the amount of \$196,173 - ***Approved 5-0-0-0***

Item 6 - Resolution 2025-084 authorizing a refund of a Design Review application fee in the amount of \$3,611.25 to Esperanza Carmel Commercial LLC - **Approved 5-0-0-0**

ORDERS OF BUSINESS

Item 7 - Resolution 2025-085 Authorizing the City Administrator to Execute a Professional Services Agreement with Opticos for a not-to-exceed fee of \$212,290 to prepare objective design and development standards (ODDS) for accessory dwelling units, multifamily residential, and mixed-use residential

Principal Planner Marnie Waffle presented the staff report and answered Council questions. Council discussed how the new ODDS would apply to Accessory Dwelling Units (ADUs). Ms. Waffle explained that state law requires ADUs to comply with objective design standards, and applications that do not meet them cannot be approved administratively. Tony Perez from Opticos added that applicants may choose to revise their plans or voluntarily pursue discretionary review, so long as the discretionary review process is requested by the applicant and not a requirement.

Public Comment:

Nancy Twomey

Maria Ruess

Council expressed support for moving forward with the Opticos contract to establish clear, locally inspired design guidelines. Mayor Pro Tem Delves suggested requiring ADUs to incorporate at least five architectural elements from the main residence to maintain neighborhood character.

Council agreed that adopting ADU standards is a high priority and supported increasing the contract amount to allow for additional public hearings: two within the first eight months to adopt ADU guidelines, and two later for multifamily and mixed-use guidelines. Staff was directed to coordinate with the consultant to minimize costs by consolidating hearings where possible.

Motion by Mayor Pro Tem Delves to adopt Resolution 2025-085, with the following amendments:

- 1) **Increase the contract amount with Opticos to a not-to-exceed total of \$220,000 (an \$8,000 increase), to cover two additional public hearings to adopt the ADU Objective Design Standards (ODDS) in eight months, and**
- 2) **Hold two hearings at the end of the sixteen months to separately adopt the Multifamily and Mixed-Use ODDS**

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

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

NOES: None

ABSENT: None

ABSTAIN: None

Council moved to Item #9 on the agenda before Item #8.

Item 9 - Resolution 2025-086 Approving a Memorandum of Understanding with Monterey Regional Waste Management District, dBA ReGen Monterey in support of a Franchise Planning Agreement

Mary Bilse, Environmental Programs Manager, presented the Memorandum of Understanding (MOU) with ReGen Monterey for regional planning related to the upcoming solid waste franchise agreement renewal. She explained that the MOU outlines the shared costs, responsibilities, and deliverables among seven participating agencies, with Carmel's contribution totaling \$76,374 over five years. She also noted that HF&H Consultants were selected to lead the regional planning process, including public outreach and stakeholder engagement.

Emily Hansen of HF&H Consultants and Zoe Shoats of ReGen Monterey responded to Council questions.

Public comment: None

Motion by Councilmember Baron to adopt Resolution 2025-086 approving an MOU with ReGen in support of a franchise planning agreement, 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

RECESS

Council took a recess at 4:19 p.m. and returned at 4:28 p.m.

Item 8 - Receive a presentation on the Mills Act, discuss potential policy amendment options and provide direction to staff regarding the preparation of proposed policy modifications for future Council consideration

Community and Building Planning Director Anna Ginette presented an overview of the Mills Act Program, the City's current policy, and the urgency ordinance enacted in December 2023 that temporarily suspended new applications. She noted a correction to the staff report regarding pre- and post-Mills Act property tax amounts and outlined potential policy amendment options, including limiting revenue loss, setting value caps, restricting eligibility to residential properties, capping the number of contracts, or issuing non-renewals.

Council asked about the administrative workload of managing the City's 15–19 active Mills Act contracts, with staff responding that annual monitoring and renewal reviews require significant time.

Public Comment:

Karen Ferlito

Kristi Reimers

Will Rei

Nicolas Ortega, County Assessor's Office representative

Councilmembers expressed concern over the lack of reliable tax impact data from the County Assessor's Office, the inequitable distribution of tax benefits, and the limited community value of the program. Nick Ortega, a representative from the Monterey County Assessor's Office explained that projected tax savings cannot be accurately calculated in advance due to multiple assessment factors.

Mayor Pro Tem Delves and Councilmember Buder favored phasing out the program, citing inequities and administrative inefficiencies. Councilmember Dramov acknowledged the program's preservation value but questioned whether it serves enough public benefit to justify its costs. Councilmember Baron and Mayor Byrne agreed that the program appears difficult to manage effectively.

Council discussed exploring alternative preservation incentives, such as permit fee reductions for historic renovations or eligibility thresholds based on assessed property value.

Council provided consensus direction to staff to:

- Prepare a Policy Resolution for Council consideration to issue non-renewal notices for all existing Mills Act Contracts.
- Review the City's Municipal Code to identify any necessary amendments to remove Mills Act Provisions from the City's Historic Preservation Ordinance.
- Present alternative incentive options for historic preservation to replace the Mills Act Program, such as reduced permit fees for historic review, at a future meeting.

CLOSED SESSION

City Attorney Pierik read the closed session titles.

Public Comment on Closed Session:

Nancy Twomey

A. CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION Pursuant to Government Code Section 54956.9 Name of case: Ellen Barrett v. City of Carmel-by-the-Sea, Case No. 5:25-cv-05846-SVK

B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54956.8; Property: Carmel Middle School, 4380 Carmel Valley Road, Carmel, CA 93923; Agency negotiators: Dale Byrne, Mayor, Chip Rerig, City Administrator, Brandon Swanson, Assistant City Administrator; Negotiating parties: Carmel Unified School District; Under negotiation: Price and terms of payment for lease

C. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54957.6; Agency Designated Representatives: Assistant City Administrator Brandon Swanson, HR Manager, Marisa Bermudez, and Zachery Lopes, Burke Williams & Sorensen; Employee Organization: Police Officers Association (POA) ADJOURNMENT

ADJOURNMENT

Council adjourned to closed session at 6:03 p.m.

The meeting was adjourned in memory of Denny Levett.

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk

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

REGULAR MEETING MINUTES

Tuesday, October 7, 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 Baron led the pledge of allegiance.

EXTRAORDINARY BUSINESS

Carmel High School (CHS) Report Out - Drew Gally, ASB President, provided an update on upcoming events at the school.

Volunteer Spotlight - Central Coast VNA and Hospice - Carolyn Schanzer of the Central Coast Visiting Nursing Association (VNA) and Hospice presented VNA's mission and primary services which include: home health, palliative care, hospice care, and bereavement care. Ms. Schanzer also highlighted opportunities for community support through donations.

Proclamation Recognizing October as Domestic Violence Awareness Month - Councilmember Baron read the proclamation and presented it to Jessica Macias from Young Women's Christian Association (YWCA) Monterey County.

PUBLIC APPEARANCES

Maria Ruess

Karen Ferlito

Tim Twomey

Kristi Reimers

Ken Spilfogel

No name

Bryan Rosen

ANNOUNCEMENTS

City Administrator Chip Rerig - reported that the Council meeting last night was adjourned in memory of Denny Levett, and said that Councilmember Dramov said she would like the City to

work with the Carmel Residents Association to support a celebration of life in honor of Denny. He also reported that the Mayor and Assistant City Administrator will be attending the California League of Cities Annual Conference in Long Beach

City Attorney Pierik - reported that there are no reportable actions from last night's closed session.

Councilmember Baron - reported on the "California Road Charge" proposal presented through the Transportation Agency for Monterey County (TAMC). He reported that the program would replace the state gas tax with a mileage-based "user pays" system to ensure sustainable road maintenance funding as vehicles become more fuel-efficient or electric. He invited the public to contact him for information or to provide feedback to the State;

Councilmember Dramov - expressed condolences on the passing of Denny Levett. She also highlighted the upcoming Halloween parade as a wonderful community event.

Mayor Byrne also shared his condolences for Denny Levett. He reported that the Harrison Memorial Library Renovation project is progressing well and commended the student filmmakers featured in the Carmel Film Festival.

PUBLIC HEARINGS

Item 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])

City Attorney Pierik summarized the background and four proposed ordinances addressing pickleball regulation and sound impacts at Forest Hill Park. Mayor Byrne and Councilmember Dramov reported visiting the Pacific Grove (PG) pickleball courts to review their acoustic fencing, noting it was visually unappealing, obstructed visibility, and overall ineffective at reducing noise. Councilmembers Baron, Buder, and Delves shared similar findings when they made their visits to observe the PG courts.

Public Comment:

Barbara Lang
Krista Ingles
Didier Diaz
Kimberly Edwards
David E.
Jane Benaman
Martin Camsey

John Jaramillo

Mayor Byrne shared that he has compiled a list of nearby pickleball locations that will be posted online for those seeking alternatives. He noted that the Carmel Middle School tennis courts will soon allow public pickleball play after school hours, on weekends, and during breaks.

Council discussed Urgency Ordinance No. 1, which would temporarily prohibit pickleball at Forest Hill Park while staff studies sound mitigation options. Councilmembers Buder and Baron supported the ban with a possible trial program allowing only “quiet” pickleballs. Mayor Pro Tem Delves and Councilmember Dramov cited enforcement as an ongoing challenge, noting that other cities rely on recreation staff for enforcement, which Carmel does not have.

Motion by Councilmember Buder to adopt Urgency Ordinance #1 prohibiting pickleball play at Forest Hill Park, and to direct staff to return next month with a proposed Ordinance establishing a trial program allowing pickleball play using quiet balls only. Motion seconded by Councilmember Baron and approved 5-0-0 by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

RECESS

Council took a recess at 6:17 pm and resumed the meeting at 6:41 pm.

ORDERS OF BUSINESS

Item 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.

Mayor Pro Tem Delves presented the findings of the Street Address Working Group, which spent six months researching the feasibility of transitioning Carmel to an Address Management System (AMS) compliant addressing model compatible with USPS, utility providers, and emergency services. He said the working group held two well-attended public workshops to gather feedback and developed a prototype addressing model that maintains centralized mail delivery through the Carmel Post Office.

Councilmember Dramov asked how Google Maps would update with new addresses. Mayor Pro Tem Delves explained that the AMS system automatically syncs with Google's mapping data.

Public Comment:

Nancy Twomey

Kevin Ruess

Paula Hazdovac
 Linda Califiore
 Karen Ferlito
 Joe DiNucci
 Laura Overitt
 Lara Bolling
 Maria Ruess
 Connie Irish-Hess
 No name
 Hugo Ferlito
 Cindy Lloyd
 Nathan Smith
 Dan Z.
 No name

Mayor Pro Tem Delves commended Emily Garay, Administrative Analyst, for her exceptional leadership and long-term dedication to the project, noting that its success was largely due to her extensive research, professionalism, integrity, and steady guidance. Council also thanked Emily, staff, and the working group's resident members for their hard work and commitment. Councilmember Dramov expressed appreciation for the group's thorough research and indicated her support for moving forward.

Councilmembers Baron and Buder also voiced support and commended the working group's efforts to balance Carmel's traditional charm with public safety and regulatory compliance. Councilmember Baron recommended that the City hold a public hearing on the proposed address numbering model(s) and notify all property owners by mail before any formal decisions are made.

Motion by Councilmember Baron to adopt Resolution 2025-087, directing staff to return to Council to begin implementation of address identification in the City of Carmel through a comprehensive street address program, 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 3 - Resolution 2025-088 Adopting an Amended Water Allocation Policy for the City of Carmel-by-the-Sea (CMC 17.50.030)

Principal Planner Marnie Waffle gave a presentation on the City's current water management Program in the City's Code section 17.50, the current water allocation balances, the allocation process, and presented the Planning Commission's recommended framework for distributing

available water among residential, commercial, municipal, and affordable housing categories. She answered questions from Council.

Public comment:

Ara Azhderian
 Nancy Twomey
 Joey Levine
 Stephanie Locke
 Tahsa Witt
 David

RECESS

Council took a recess at 9:27 pm and returned at 9:34 pm.

Councilmember Baron emphasized the importance of aligning water allocations with the City's Housing Element and limiting water use for Accessory Dwelling Units (ADU's) that exceed existing floor area limits. He expressed strong opposition to granting new water for expanded ADUs.

Councilmembers discussed the challenges of defining separate water categories, balancing housing needs with water conservation, and avoiding over-allocation. Council agreed that a detailed policy discussion and review of the Planning Commission's framework would require more time and that making major amendments to the proposed resolution during the meeting would not be productive.

Council agreed to return with an interim allocation Resolution that would provide short-term relief and would release limited water for near-term projects, and agreed to defer complex policy issues to a later study session. Council gave consensus support for maintaining separate single-family and multi-family residential categories and creating a new ADU category with no allocation at this time.

Mayor Pro Tem Delves proposed the following interim allocations (totaling 8 acre-feet):

- 3 AF – Low & Very Low-Income Housing
- 3 AF – Single-Family Residential
- 2 AF – Multi-Family Residential
- 0 AF – ADUs (new category established)
- 0 AF – Commercial
- Remaining balance – Unallocated Reserve (municipal category unchanged)

He recommended that staff return at the November 4 Council meeting with a new resolution reflecting these allocations and schedule a special meeting within 30 days to address broader policy topics such as ADU treatment, category structure, and update frequency.

Motion by Mayor Pro Tem Delves directing staff to return at the next City Council meeting with a new Resolution with the following Water Allocation amounts: 3 acre feet (AF) for low and very low income housing, 3 AF for single family residential, 2 AF for multi-family residential, 0 AF for ADU's, 0 AF for commercial, and remaining balance to the unallocated reserve, and to hold a separate special meeting in the future for further policy discussion. Motion seconded by Councilmember Baron, and approved 5-0-0-0 by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

Item 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 Contract and Approve Change Orders up to a 10% Contingency

Council requested that the staff presentation on this item be waived due to the lateness of the hour. Council had no questions or comments.

Public comment: none

Motion by Mayor Pro Tem Delves to 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 Contract and Approve Change Orders up to a 10% Contingency, 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 - 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

Council requested that the staff presentation on this item be waived due to the lateness of the hour. Council had no questions or comments.

Public comment: none

Motion by Mayor Pro Tem Delves to adopt 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, 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 6 - Resolution 2025-091 Accepting the 2025 updates to the existing Emergency Operations Plan

Council requested that this item be continued to a future meeting date, and requested that when it returns that staff provide a redlined version to show the plan changes.

Motion by Councilmember Baron to continue this item to a future meeting date, seconded by Mayor Pro Tem Delves, and approved 5-0-0-0 by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

FUTURE AGENDA ITEMS

None

ADJOURNMENT

Council adjourned the meeting at 9:55 p.m.

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk



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

November 3, 2025
CONSENT AGENDA (Estimated time - 5 min)

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Nova Romero, City Clerk

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: September 2025 Monthly Reports

RECOMMENDATION:

Review and receive monthly reports.

BACKGROUND / SUMMARY:

This is a monthly series of reports:

- City Administrator Contract Log
- Community Planning and Building Department Reports
- Police, Fire, and Ambulance Reports
- Public Records Act Requests
- Public Works Department Reports

FISCAL IMPACT:

None for this action.

PRIOR CITY COUNCIL ACTION:

None for this action.

ATTACHMENTS:

1. City Administrator Contract Log - Sept. 2025
2. Community Planning and Building Department Report - Sept. 2025

3. Fire and Ambulance Report - Sept. 2025
4. Public Records Act Requests - Sept. 2025
5. Public Works Department Reports - Sept. 2025

**City Administrator Contract Log
FY 2025-26
SEPTEMBER 2025**

Date entered Into	Contractor	Contract Amount	Purpose
9/26/2025	Dudek	\$59,999.00	MTNP, Carmel Forest Master Plan CEQA Review, and other On-Call Environmental Services (CEQA/NEPA, air quality, stormwater quality, etc)
9/29/2025	NEILL ENGINEERS CORP.	\$59,360.00	Construction administration services for the FY 24-25 Conglomerate Paving Project
9/29/2025	Granicus	\$9,070.38	Annual Subscription service for short-term rental monitoring with access to web portal and 24/7 hotline



CITY OF CARMEL-BY-THE-SEA Monthly Report

Community Planning and Building Department

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Shelby Gorman, Administrative Coordinator
SUBMITTED ON:	October 1, 2025
APPROVED BY:	Anna Ginette, Director of Community Planning and Building

SEPTEMBER 2025 – DEPARTMENT ACTIVITY REPORT

I. PLANNING PERMIT APPLICATIONS:

In September 2025, **36** planning permit applications were received.

II. BUSINESS LICENSE APPLICATIONS:

In September 2025, **7** business license applications were received.

III. BUILDING PERMIT APPLICATIONS:

In September 2025, **55** building permit applications were received.

IV. CODE COMPLIANCE CASES:

In September 2025, **21** new code compliance cases were created.

V. TRANSIENT RENTAL COMPLIANCE CASES:

In September 2025, **0** new transient rental compliance cases were created.

VI. ENCROACHMENT PERMIT APPLICATIONS:

In September 2025, **31** encroachment permit applications were received.

VII. TREE PERMIT APPLICATIONS:

In September 2025, **25** tree permit applications were received.

VIII. YEAR-TO-DATE TRENDS

Table 1 includes the following September 2025 totals:

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

September 2025 totals are provided alongside September 2024 totals for comparison. Compared to the same time period in the year 2024, Table 1 denotes percentage changes in the year 2025.

Table 1
Permit Application Totals and YTD Percentage Changes

	PLANNING	BUSINESS LICENSES	BUILDING	CODE COMPLIANCE	TRANSIENT RENTAL COMPLIANCE	ENCROACH- MENTS	TREE REMOVAL & PRUNING
2024 YTD Totals	293	45	427	151	18	202	293
2025 YTD Totals	296	38	451	172	14	193	265
YTD % Difference	+1.02%	- 15.56%	+5.62%	+13.91%	-22.22%	-4.46%	-9.56%



Planning Permit Report

09/01/2025 - 09/30/2025

Permit #	Permit Type	Permit Identifier	Track	Project Description	Address/Location	Date Received	Date Approved	Status
25296	Landscape Plan Check/Inspection	LD 25296 (Hanson)		The site plan has been updated to show (10) new trees. The planting plan has been revised to show a simplified plant list. A minimum of 75% of plants are drought tolerant or native. Within the right of way, all understory plants are 100% native. The tree plan has been updated to show 10 trees instead of 16, including a 72" coast live oak to replace one approved removal of an existing oak. The Irrigation Sheets have been updated to reflect the new planting design. ETWU complies with MAWA requirements.	Dolores 3 NW of 13th			Incomplete Submission
25295	Design Study	DS 25295 (Maykranz)		Construction of fence along south property line	Carpenter 4 SE of 1st			Pending Assignment
25294	Historic Evaluation	HE 25294 (Haller)		Historic Determination	Monte Verde 5 SW of 9th Street	9/26/2025		Pending Assignment
25293	Design Study	DS 25293 (Karapetkov)		Replacing windows, doors, and siding. Site coverage compliance.	3009 Lasuen Drive			Pending Assignment
25292	Historic Evaluation	HE 25292 (Stewart)		Historic Evaluation	Santa Fe 4 SW of 4th			Pending Assignment
25291	Design Study	DS 25291 (25988 Ridgewood LLC)		MAIN FLOOR ADDITION (644 SF), NEW EXTERIOR DOORS & WINDOWS, REMODEL (1,856 SF), RAISE PLATE HEIGHT TO 9'-1", NEW ROOF, NEW PAVER DRIVEWAY, WALKS AND PATIO (445 SF), REMOVE (3) TREES.	25988 RIDGEWOOD ROAD			Pending Assignment
25290	Design Study	DS 25290 (Schatz)		Full remodel and partial reconstruction of an existing residence in a modern cottage style, using fire-wise Hardie materials in black and gray to match the existing exterior. Work includes demolition of the existing sunroom, garage and roof deck, hardscape, and brick fireplace. Additions and remodels include a 96-square-foot west façade extension, construction of a new 260-square-foot garage relocated three feet north of the existing location, and a complete remodel of 1,444 square feet of interior space to add a third bedroom and bathroom (pending water credits). Exterior improvements include replacing siding (except at the rear), all windows, and exterior doors with wood-clad aluminum units, installation of new Class-A roofing, extensive west wall glazing with clerestory windows, and new oriel windows in the dining room, living room, and bedroom. A new tile deck with cable railing will be added above the garage.	San Antonio 3 SE of 11th			Pending Assignment
25289	Design Study	DS 25289 (Siebert)		remodel to existing wood stairs and landing to an existing house. No change to the square footage. No grading or tree removal.	Camino Real, 2 S/W of 4th			Pending Assignment

25288	Design Review	DR 25288 (Cypress Inn)		This project includes the repair and replacement of approximately 8000sf of existing Spanish tile roof. The roof is to not change in style and tiles are to be reused. The project also includes the replacement of existing windows as shown in plan. These windows are to be contemporary windows in a similar simulated steel style. The courtyard paver will be removed and replaced while also repairing the slope of the courtyard. The courtyard is to receive an accessible ramp and handrail to make path of travel from sidewalk to courtyard entry doors an ADA path of travel.	NEC Lincoln & 7th			Pending Assignment
25287	Temporary Use Permit	TUP 25287 (Grasing's)		DATE & TIME: Friday, September 26, 2025 DESCRIPTION: Temporary event including background music provided by 3-piece live entertainment with a small speaker and microphone to play easy listening music for the MPCC members dinner with approximately 45 guests.	NW corner of 6th & Mission	9/23/2025	9/23/2025	Approved
25286	Design Study	DS 25286 (Brookes)		Lot Line Adjustment. Future Construction Of New Accessory Dwelling Unit/Studio.	2 NW of 12th On Carmelo Street	9/18/2025		Incomplete Submission
25285	Design Study	DS 25285 (Krishnamurthy)	One	REPLACE IN KIND EXISTING 117 LINEAR FEET OF PROPERTY FENCE WITH CEDAR PALING MATERIAL & PRESSURE TREATED POSTS WITH CONCRETE FOOTINGS. FENCE NOT TO EXCEED 6' HEIGHT.	SE Corner of Junipero and 11th	9/22/2025		In Review
25284	Preliminary Site Assessment	PSA 25284 (Brookes)		Lot Line Adjustment To Create A Standard 40x100 Foot Lot. Future Demolition Of Existing Residence & Garage. Future Construction Of A New Single Family Residence.	3 NW of 12th on Carmelo Street	9/18/2025		In Review
25283	Design Study	DS 25283 (Martin)	One	After-the-fact artificial turf installation on stairs	SW corner Mission & 2nd	9/29/2025		Pending Assignment
25282	Temporary Use Permit	TUP 25282 (Il Fornaio/Pine Inn)		DATE & TIME: Saturday, October 4, 2025, 4:00PM-9:00PM DESCRIPTION: Wedding reception (Cline) with live amplified music (DJ) in the banquet room of Il Fornaio Restaurant inside the Pine Inn.	Monte Verde between Ocean & 6th	9/16/2025	9/23/2025	Approved
25281	Design Study	DS 25281 (Lutz)	One	New fence at south property line; front to back; front 4' high 15' back then 6' high with 1' trellis; total 7' high	Santa Fe 4 NW of 6th			Corrections Required
25280	Design Study	DS 25280 (Reid)		Replace 6 clerestory windows, like for like, on roof deck in conjunctions with new roof; replace 1 kitchen window like for like. Reroof: like-for-like tar and gravel	2nd Ave 2 NW of Lobos			In Review
25279	Preliminary Site Assessment	PSA 25279 (Renaud)		Addition and remodel of single family residence, new detached garage	SW corner of Dolores and 1st			Incomplete Submission

25278	Design Review	DR 25278 (J&R Realty)		Installation of new custom double Dutch-style in-swinging entry doors along Ocean Avenue, creating an elegant and inviting storefront presence. Removal of the existing door and windows on the east side of the building, streamlining the exterior facade and reinforcing the Ocean Avenue entry as the primary customer entrance. Special emphasis will be placed on architectural detailing, material selection, and storefront design to ensure compatibility with Carmel's design guidelines and the surrounding village character.	Ocean Avenue 2 NE Dolores Street			Incomplete Submission
25277	Historic Evaluation	HE 25277 (Christian)		Historic Evaluation	Guadalupe 4 SE of 5th	9/16/2025		In Review
25276	Sign	SI 25276 (Halore)		Adding 3 new signs for name change; Dimensions will be 17"x30"x3/4"	Ocean Ave and Mission St			In Review
25275	Design Study	DS 25275 (Patton)		Window replacement; single pane to dual; like for like	Monterey St 3 NE Valley Way			Incomplete Submission
25274	Historic Evaluation	HE 25274 (Patton)		Window replacement; single pane to dual; like for like	Monterey St 3 NE Valley Way	9/12/2025		In Review
25273	Preliminary Site Assessment	PSA 25273 (Treadwell)		Building a new free standing garage. We have a permit for converting the exiting garage into an ADU. (BP240486). This is the new owner	Casanova 4 NW of 13th			Incomplete Submission
25272	Design Study	DS 25272 (Gartner)	Two	Convert existing 549sf of lower level storage space + 310sf addition into a new ADU (859 sq. ft total). Remodel existing main level kitchen & bathroom & add an additional 122 sf, including new stair, entry & porch. Add a new upper level primary bedroom & bath at 305 sf. add a new 200 sf detached one car garage.	Dolores Street, 2 NW of 10th			In Review
25271	Historic Evaluation	HE 25271 (Husted)		Existing Single Family Dwelling seeking Historical Evaluation	Carmelo St. 4SE of 12th Avenue, Carmel-By-The-Sea, CA 93921	9/11/2025		In Review
25270	Design Study	DS 25270 (Brown)	One	RELOCATE PREVIOUSLY APPROVED GENERATOR 20' SOUTH (5'-6" FROM REAR PROPERTY LINE). Cummins Quiet Connect Home Standby Generator — 20 kW (LP)/18 kW (NG). Model# C20N6H	SW CORNER OF GUADALUPE AND 4TH			In Review
25269	Design Review	DR 25269 (Carl Cherry Center)		Amendment to previously approved planning permit DA23278. Footprint of studio slightly changed on east side. Elevations updated with revised door/window size & vertical siding revised to horizontal siding. 2 sinks added & exterior light fixtures revised	NW Corner of Guadalupe and 4th			Incomplete Submission
25268	Design Study	DS 25268 (Miller)		re-roof with a brown/ bronze on slanted roof sections and pebbles/gravel covering on TPO on flat original roof section	Ocean Ave 2 SE of Forest Rd	9/5/2025		In Review
25267	Historic Evaluation	HE 25267 (ONeal)		Replacement of 2 existing entry wood doors with new fibrex doors	9 Crespi Avenue	9/4/2025	9/22/2025	Approved
25266	Preliminary Site Assessment	PSA 25266 (Dolores 2 SW 10th LLC)	Two	Remodel of existing one-story house. Replace roof, doors, and windows, repair exterior wood siding, framing and roof framing at rear of the house. New deck railing. Interior work includes renovations to kitchen and bath.	Dolores 2 SW of 10th			Incomplete Submission

ATTACHMENT 2

25265	Historic Evaluation	HE 25265 (Fox)		Historic Determination	Torres 2 NW of 10th	9/3/2025		In Review
25264	Historic Evaluation	HE 25264 (Mitchell)		Historic Determination	San Antonio 3 SE of Ocean	9/12/2025		In Review
25263	Design Study	DS 25263 (ONeal)		Replacement of 2 sets of double doors with retrofit Fibrex, no construction, no framing. Existing material: wood	9 Crespi Avenue			Incomplete Submission
25262	Design Study	DS 25262 (Zee-Schenk)	Streamlined	Revision to previously approved DS 25190 (Zee-Schenk), revised to include the addition of Tudor style wood timbering and gable brackets	SE Corner of Guadalupe and 5th	9/5/2025	9/12/2025	Approved
25261	Time Extension	TE 25261 (Hofsas House)		12-month time extension for Design Review approval DR 24059 (Hofsas House, Inc.), UP 24060 (Hofsas House, Inc.), and associated Lot Line Adjustment and Coastal Development Permit for the demolition of the 38-room hotel and two apartments inclusive of the historic "Donna Hofsas House" and associated hotel accessory uses	San Carlos Street 2 NW of 4th Avenue	9/11/2025		In Review

Total Records: 36

10/1/2025



Business License Report

09/01/2025 - 09/30/2025

Entity #	Application Type	Business Name	Business Description	Location	Date Received	Date Approved	Status
25044	New Business	Lucy Michel Pottery	Selling Lucy Michel's handmade pottery; selling materials ancillary to pottery such as oils, soaps, sponges, and candles	Mission 2 SW of Ocean	9/23/2025		In Review
25043	New Business	The Cozy Den	multi artist gallery with Ancillary retail business sales	Dolores Street between 5th and 6th	9/21/2025		In Review
25042	New Business	ThePartners Wealth Management	Primary office location for day to day business and client meetings	NW corner of Ocean Ave & Mission St			
25041	Ownership Change	Metronome Dancewear	Dancewear Retail	San Carlos 2 SE of 5th	9/15/2025		In Review
25040	Ownership Change	Carmel Resort Inn	Hotel Limited	Carpenter 2 NW 2nd	9/8/2025		In Review
25039	New Business	Dan Alexander Morale	Wine tasting education	Camino Real 6 SE of 2nd	9/5/2025		
25038	Business Name Change	Halore - Modern Heritage	Clothing Store	Carmel Plaza	9/3/2025	9/17/2025	Approved

Total Records: 7

10/1/2025



Building Permit Report

09/01/2025 - 09/30/2025

Permit #	Date Submitted	Date Approved	Project Description	Valuation	Permit Type	Property Location
250451	9/30/2025		Installation of one temporary wall with door and one sliding door.	12,719	Building	SW Corner of Dolores & 6th
250450	9/30/2025	9/30/2025	Remove and replace 200A interior sub distribution panel, install second interior sub panel to be fed from the replace sub panel.	4,500	Electrical	Dolores 4 NE of 8th
250449	9/30/2025	9/30/2025	Remove and repour entry concrete pad to achieve ADA compliance.	3,000	Building	Lincoln 3 SE of Ocean
250448	9/30/2025	9/30/2025	Tear off existing concrete tile roof and install new aluminum metal roof (snap-lock standing seam roof) in color "Mansard Brown". At flat roof, clean and prep to install new membrane roof with natural gray gravel ballast - 10 squares of metal roof and 8 of membrane. Remove & reinstall new existing solar system after the new roof, system will not be modified.	91,888	Roofing	Ocean 2 SE of Forest
250447	9/30/2025	9/30/2025	Replacement of main 100amp (underground) panel like for like.	3,500	Electrical	Ocean 2 NE of Guadalupe
250446	9/26/2025	9/26/2025	Permit a heating furnace installed in 2019 to cure code compliance case #19073.	1,000	Mechanical	Lobos 4 NE of 3rd
250445	9/26/2025		Replace old flat roof with new flat roof, replace two old skylights with new ones, repair/replace wood on exterior window frame.	16,000	Roofing	SW Corner of Lopez and 2nd Avenue
250444	9/26/2025	9/26/2025	Remove existing composition roof and install new CertainTeed Landmark TL roofing, class "A" assembly in color "Shenandoah".	21,000	Roofing	4th 2 SE of Monte Verde
250443	9/26/2025		Intallation of new stand by generator. Re-build existing Carmel stone wall and new wood gate.	1,500	Building	Monte Verde 2 NE of 6th

250442			Revise Fence Designs, Change To Lower Patio Paver Design, Increase BBQ Counter Length, Add Handrail At Window Well, Remove Transom Window At Entry Door, Remove Transom Window At West Bay Window, Remove Exterior Sliding Wood Privacy Screen At Stair Window	0	BP Revision	2 NW of 12th on Carmelo Street
250441	9/26/2025		Exploratory demolition permit to discover cause of the leak at upper balcony. Approximately 25sf of demolition to occur. This permit provides no authority for construction or repair work until plans are submitted.	5,000	Demolition	Carmelo 3 NE of 8th
250440	9/24/2025	9/24/2025	Remove siding, trim, deck boards, and support brackets to locate source of water leak on second floor balcony above garage door. Place temporary support for balcony.	1,000	Demolition	Carpenter 2 SE of 5th
250439	9/23/2025		Reroof remove old roof and install new metal roof.	21,600	Roofing	25903 Mission St, carmel
250438	9/23/2025		Repair hand rail of stairs over pool equipment & install 4"x12" pressure treated timber under the bottom of horizontal timber at the top of the cracked CMU wall end by room #5.	2,000	Building	San Carlos 2 NW of 4th
250437	9/23/2025	9/30/2025	Tear off (e) gravel roof and install a new Flintlastic GTA roofing system in color "Georgetown Grey".	34,880	Roofing	7TH 2 SE OF FOREST IN CARMEL
250436	9/22/2025		Addition of new ADA bathroom to existing commercial space.	20,000	Building	NW Corner of San Carlos & 7th
250435	9/22/2025		Construction of new retaining wall	15,000	Building	Guadalupe 2 NW of 7th
250434	9/22/2025		Remove existing gray cedar shake and replace with new Brave shakes in color "Natural Wood" on garage only.	16,870	Roofing	13th 2 SW of San Antonio

250433	9/22/2025	9/22/2025	Remove existing wood shingles and replace with new CertainTeed Presidential TL comp shingles roof in color Autumn Bled for both the house and detached garage.	80,000	Roofing	Monte Verde 6 W of 13th
250432	9/19/2025		Roof and Window Replacement	800,000	Building	NE Corner of Lincoln & 7th
250431	9/19/2025	9/19/2025	Run dedicated gas line from meter to existing fireplace. 70' of 3/4" galvanize pipe and fittings.	3,500	Plumbing	NW Corner San Carlos and Santa Lucia
250430	9/19/2025	9/19/2025	Remove existing leaking 1" backflow device - replace with same - 1" Wilkins 975XL2.	2,000	Plumbing	SE Corner of Ocean and San Carlos
250429	9/19/2025		REPLACE DECORATIVE IRON RAIL LIKE FOR LIKE	25,000	Building	SW Corner of Camino Real & 8th
250428	9/17/2025	9/19/2025	Re-route 3" ABS storm drain through interior of building. CONDITION: As-built plans reflecting true scope of work are required to be submitted prior to permit final.	5,000	Plumbing	San Carlos 3 NW of 7th
250427	9/17/2025	9/17/2025	Remove existing gray tar and gravel roof and replace with new gray IB 60 Mil PVC, to be coted with Colonial Slate granules.	18,970	Roofing	NE Corner of Camino Real & 11th
250426	9/17/2025		Replace all landscaping on site with 75% drought tolerant, native plants, demolish and repair approximately 13% of the driveway, remove large rocks and boulders from the right of way, install a new drain channel and basin, and associated site improvements.	5,000	Building	Santa Rita 3 NW of 1st
250425	9/17/2025	9/24/2025	Install new banquette seating in kitchen, paint banquette, touch up paint.	0	Exempt Work	Monte Verde 2 NE of 6th

250424	9/17/2025		PERIMETER DRAINAGE AND WATERPROOFING OF FOUNDATION WALLS. INTERNAL RETAINING AND SUPPORT WALL AT CRAWL SPACE, INSTALL SUMP PIT AND PUMP IN CRAWL SPACE AREA ON THE LOW SIDE OF THE NEW RETAINING WALL.. DRAINAGE TO EXIT AT BUBBLER IN THE PUBLIC RIGHT OF WAY, MINOR CHANGES TO EXTERIOR SIDING (REMOVE BRICK VENEER), STUCCO OVER BRICK AT PLANTERS	35,000	Building	Mission 4 SW of 1st
250423	9/17/2025		112 sf kitchen remodel, replacement of 1 window, removal of 1 window	55,000	Building	Crespi 2 NW of Flanders
250422	9/17/2025	9/17/2025	Remove existing flat roof section and replace with new torch-down material.	5,200	Roofing	Camino Del Monte 1 NE of Junipero
250421	9/16/2025	9/16/2025	Remove existing wood shake roof and install new wood shake roof. CONDITION: New roof to meet class "A"	50,000	Roofing	Junipero 2 NW of 3rd
250420	9/15/2025		Disconnect and remove existing 8.5 Ton rooftop package unit and dispose of. Install New Curb adapter to adapt new unit to existing curb. Install New Bryant 8.5 Ton rooftop package unit on new adapter. Install New economizer as per code. Connect existing gas piping and electric to new unit install new electrical disconnect if needed. Connect to existing control wiring and thermostat	35,000	Mechanical	Carmel Plaza, Suite #213
250419	9/15/2025		Repair of existing patio. Replace restraining material along south edge, add substrate to protect oak roots, remove bricks, clean and replace.	0	Exempt Work	Santa Fe 2 SE of Mountain View
250418	9/12/2025	9/15/2025	Concrete demo to remove underground storage tank per state water resources control board December 2025 deadline.	47,810	Building	NE Corner of Junipero & 4th
250417	9/15/2025	9/15/2025	Partial demolition of existing site coverage (driveway) for tree root exploration. Partial demolition of interior finishes (cabinets, counters, flooring).	0	Exempt Work	Santa Rita 3 NE of 1st

250416	9/11/2025	9/11/2025	Remove existing brown cedar shake roof and replace with new CertainTeed Presidential TL comp shingles in color "Autumn Blend". Both house and detached garage to be reroofed.	45,940	Roofing	Santa Fe 3 NW of 8th
250415	9/10/2025		Barrier removal and construction of a new concrete ramp with steel handrails to replace the existing non-historic stairs.	30,000	Building	3080 Rio Road
250414	9/11/2025		VOID DUE TO DUPLICATE APPLICATION.	37,510	Roofing	San Carlos 2 SW of 13th
250413	9/10/2025	9/11/2025	Remove existing composition roof and replace with new CertainTeed Presidential TL composition roof in color Country Gray.	37,510	Roofing	San Carlos 2 SW of 13th
250412	9/10/2025		Replace existing steel and aluminum windows with new steel windows to match. Replace existing wood exterior doors with new steel doors. Repair and partially replace existing wood second floor deck. Retain existing copper gutters and downspouts, new flashing to be galvanized metal.	120,000	Building	NE Corner of Casanova & 8th
250411	9/10/2025	9/11/2025	Repair cracks in stucco, roughly 10sf, and repaint body of existing SFR in color Benjamin Moore "Swiss Coffee". No trim replacement or paint. Replace interior doors and base boards. No structural work or further exterior work to take place.	0	Exempt Work	Carmelo 5 SE of Ocean
250410	9/10/2025		Guest house bathroom updates including MEP updates and finishes as shown. No exterior changes.	10,000	Building	Lincoln 3 NE of 13th
250409	9/9/2025		Interior painting and replacement of existing laminate flooring with new laminate flooring.	0	Exempt Work	SW Corner of Carpenter & 1st
250408	9/9/2025		Energize Solar, Batteries, Permanent Meter, Generator w Enclosure- when PG&E cutover/ burial is done. Demo temp pole and meter.	15,000	Electrical	SE Corner of Torres & 5th

250407	9/8/2025	9/17/2025	Return four pillars outside of parking lot area to the original condition. This includes stripping the wire mesh off to reveal original painted adobe blocks. Replace "No Parking" signs designated private parking for church. Cap and remove electrical, not to be installed.	0	Exempt Work	Lincoln 3 NW of 6th
250406	9/8/2025	9/8/2025	Painting touch up of second story balcony, match existing color.	0	Exempt Work	Dolores 3 SE of Ocean
250405	9/8/2025	9/8/2025	Remove and replace a 50 gallon natural gas water heater.	3,500	Plumbing	Camino Real 3 NE of 7th
250404	9/8/2025		Remove and replace existing forced air furnace and replace with new Mitsubishi heat pump model #PUZ-AK36NL, 36000 BTU, 3 ton unit.	20,000	Mechanical	San Carlos 5 NW of 3rd
250403	9/5/2025		Remove existing deck waterproofing, replace wood, install new waterproofing and flashing at balcony walking deck.	10,000	Building	Lincoln 2 NE of 2nd
250402	9/5/2025		Interior remodel of existing SFR. Relocate laundry from bathroom to entry level, add second washer/dryer unit. Bed, bath, and powder room remodels. Kitchen remodel. New can lighting in secondary bedrooms, MEP updates, interior finish updates.	390,000	Building	Lincoln 3 NE of 13th
250401	9/5/2025	9/10/2025	Clean exterior house to prepare for new paint on trims to be off-white, and stain main house "Dusty Road" to match existing.	0	Exempt Work	Camino Real 2 NW of 9th
250400	9/4/2025	9/16/2025	Remove existing forced air furnace and replace with new Mitsubishi heat pump model #MXZ-SM8NL, 48000BTU, 4 ton, mounted to exterior of building structure. Rv01 - Issued 9/23/25 - Exchanging gas tanked water heater with new tanked heat pump water heater to be installed in same location	31,800	Mechanical	Crespi 7 SE of Mountain View

250399	9/4/2025	9/5/2025	Tear off existing roof to decking, installation of weather proofing and waterproof membrane, and installation of Brava cedar shake in weathered wood brown. Roof assembly to be class "A" rated.	68,449	Roofing	Torres 5 SW of 2nd
250398	9/3/2025		Install gas fire pit, gas line to be extended from crawl space, trenched to back patio, tile removed and concrete saw cut for gas line through patio to the fire pit. Kinder valve to be installed in face of fire pit.	7,500	Building	8th 3 SE of Monte Verde
250397	9/2/2025	9/5/2025	Interior remodel of two bathrooms, totaling 95sf or interior space.	25,000	Building	NE Corner of Santa Fe & 3rd

Total Records: 55

10/1/2025



Code Compliance Report

09/01/2025 - 09/30/2025

Case #	Case Date	Status	Location	Problem Description	Date Received	Date Closed
25236	9/30/2025	Closed	Mission 5 SE of 4th	Discharge into storm drain system	9/30/2025	9/30/2025
25235	9/29/2025	Open	San Carlos 2 SW of 7th	Noise from speaker	9/29/2025	
25234	9/23/2025	Closed	Dolores 2 SE of Ocean	Discharge into storm drain system	9/23/2025	9/23/2025
25233	9/22/2025	Open	Dolores NE of 6th	Operating business without a license and Use Permit	9/22/2025	
25232	9/22/2025	Open	Lobos 5 NE of 2nd	Unshielded portable toilet	9/18/2025	
25231	9/22/2025	Open	NW corner of Ocean and Monte Verde	Prohibited interior signage	9/22/2025	
25230	9/18/2025	Closed	Mission SW of Ocean	Unpermitted exterior signage	9/18/2025	9/18/2025
25229	9/18/2025	Closed	Mission NW of 7th	Unpermitted exterior signage	9/18/2025	9/18/2025
25228	9/18/2025	Closed	NW Corner of Mission & 7th	Unpermitted exterior signage	9/18/2025	9/19/2025
25227	9/18/2025	Open	Mission 2 SW of Ocean	Unpermitted exterior signage	9/18/2025	
25226	9/17/2025	Open	26197 Dolores	Noise from wind chimes	9/16/2025	
25225	9/17/2025	Open	Crespi 5 SE of Mountain View	Tent in front driveway.	9/15/2025	
25224	9/17/2025	Open	Lincoln 3 NE of 5th	Bright exterior lights	9/15/2025	
25223	9/15/2025	Open	Santa Fe 5 NE of 8th	Installing brick patio without a permit.	9/15/2025	
25222	9/10/2025	Open	SW corner of Monte Verde and 7th	Bright exterior lights	9/10/2025	
25221	9/1/2025	Open	Mission SE of Ocean	Exterior sign	9/1/2025	
25220	9/2/2025	Closed	NW corner of Dolores and 6th	Exterior lights	9/1/2025	9/5/2025
25219	9/9/2025	Closed	NE corner of Junipero and 4th	Excavation without a permit	9/9/2025	9/12/2025

25218	9/4/2025	Closed	Dolores 3 SE of Ocean	Painting 2nd story balcony without a permit; blocking public right-of-way without an encroachment permit.	9/4/2025	9/22/2025
25217	9/4/2025	Open	Mission 3 NW of 8th	Mold and mildew; dishwasher plugged into power strip.	9/2/2025	
25216	9/2/2025	Closed	Mission 3 NE of 10th	Construction noise on Sunday	9/2/2025	9/3/2025

Total Records: 21

10/1/2025



Transient Rental Report

01/01/2025 - 09/30/2025

Case #	Street	Status	Date Received	Last Status Date	Date Closed
25212	San Carlos	2nd NOV sent	8/27/2025	9/23/2025	
25211	Mission	Closed	8/26/2025	9/17/2025	9/17/2025
25205	San Antonio	1st NOV sent	8/21/2025	9/17/2025	
25184	Santa Rita	1st NOV sent	8/12/2025	8/12/2025	
25176	13th	1st NOV sent	7/14/2025	9/17/2025	
25175	Torres	Fines administered	7/10/2025	9/26/2025	
25163	2nd	Closed	6/13/2025	8/15/2025	8/15/2025
25094	Forest	Closed	4/9/2025	4/15/2025	4/15/2025
25067	Junipero	Closed	3/28/2025	4/9/2025	4/9/2025
25065	Torres	Closed	3/26/2025	5/26/2025	5/26/2025
25063	Torres	Closed	3/24/2025	4/7/2025	4/7/2025
25016	Casanova	Closed	1/21/2025	3/3/2025	3/3/2025
25014	Lobos	Closed	1/16/2025	2/17/2025	2/17/2025
25006	San Antonio	Closed	1/6/2025	4/11/2025	4/11/2025

Total Records: 14

10/1/2025



Encroachment Permit Report

09/01/2025 - 09/30/2025

Permit #	Permit Type	Date Submitted	Project Description	Property Location	Date Issued	Status
250231	Temp Ench	9/30/2025	Closure of sidewalk and parking stalls for RTU replacement via crane lift.	Mission between Ocean and 7th		In Review
250230	Temp Ench	9/30/2025	Replace sewer lateral using pipe bursting.	NW Corner of Carmelo & 12th	10/1/2025	Issued
250229	Temp Ench	9/30/2025	PG&E to install SEC breakers, replace over head service and overhead transformer. PM# 35654537	SW Corner of Mission & 12th		In Review
250228	Perm Ench	9/26/2025	Retrofit existing telco 4230STXP cabinet (55"H x 44"W x 26"D) on existing pad.	Dolores 2 NE of Santa Lucia		In Review
250227	Temp Ench	9/23/2025	Replace sewer lateral using pipe bursting. Trench for PG&E gas line.	SW Corner of Santa Rita & 1st		Closed
250226	Temp Ench	9/19/2025	PGE&E to replace overhead transformer and install new underground service. PM# 35646590	4910 Monterey St	9/19/2025	Issued
250225	Temp Ench	9/18/2025	Concrete Driveway and asphalt approach replacement per BP 210182. Extend sump pump water to the street to avoid backflow.	Carmelo 2 NW of 12th		In Review
250224	Temp Ench	9/18/2025	Excavate and install 200' of new 2" PVC water line for two residential water services.	Santa Fe 2 SW of Mountain View	9/19/2025	Issued
250223	Temp Ench	9/18/2025	Overlash 1,795' from P1 to P14	Junipero and 8th to Junipero and 11th Ave	9/19/2025	Issued
250222	Temp Ench	9/17/2025	PG&E to remove overhead service and install underground service. PM# 35604037.	Pine Ridge 3 NE of Forest	9/18/2025	Issued
250221	Temp Ench	9/17/2025	PG&E to perform veg management and trimming of 36 trees, removal of one tree. PM# 8210320.	Various throughout City	9/18/2025	Issued
250220	Temp Ench	9/17/2025	Closure of sidewalk and parking stalls to facilitate repair and replacement of 2nd story balcony.	NE Corner of Lincoln & 7th	9/18/2025	Issued
250219	Temp Ench	9/16/2025	Relocate waste line to connect to new location in City wye.	8th 2 SE of Monte Verde	9/18/2025	Issued
250218	Temp Ench	9/16/2025	Replacement of sewer lateral. Installation of new ADU sewer lateral.	NW Corner of Dolores & Santa Lucia	9/18/2025	In Review
250217	Temp Ench	9/15/2025	Replace sewer lateral using pipe bursting.	Carpenter 5 NE of 4th	9/16/2025	Issued
250216	Temp Ench	9/15/2025	2'x9', 3'x5', and 8'x9' asphalt patch for CalAm Job #3533.	Intersection of Lincoln & 2nd	9/15/2025	Issued
250215	Temp Ench	9/15/2025	Placement of moving POD.	Santa Rita 4 NE of 6th	9/15/2025	Issued

ATTACHMENT 2

250214	Temp Ench	9/15/2025	Crane lift of HVAC equipment and removal.	SW Corner of Ocean & Junipero	9/15/2025	Issued
250213	Temp Ench	9/11/2025	7'x10' asphalt patch for CalAm Job #3474.	SE Corner of San Carlos & 10th	9/11/2025	Issued
250212	Temp Ench	9/10/2025	Propose to use space in front of Big Squeezy remodel location and access through inter-block walkway for construction access.	Lincoln 3 SW of Ocean		In Review
250211	Temp Ench	9/9/2025	Moving Truck Sept 23-27	Camino Real 2 NW 8th	9/18/2025	Issued
250210	Temp Ench	9/8/2025	Replace sewer lateral using pipe bursting.	10th 2 SW of Dolores	9/15/2025	Issued
250209	Temp Ench	9/5/2025	PG&E to install new pole. PM# 35655215. CONDITION: POLE SHALL NOT BLOCK ANY EXISTING DRIVEWAY OR SERVICE ACCESS.	Santa Fe 3 SE of 2nd	9/9/2025	Issued
250208	Temp Ench	9/4/2025	Access through Rio Road to remove wood for associated tree removal project.	Rio Road, connecting to 3325 Travis Way.	9/5/2025	Issued
250207	Temp Ench	9/4/2025	Replace 70' of sewer line from house to Wye at city main in street. Dig bellhole to expose pipe and backfill.	4903 Monterey St	9/4/2025	Issued
250206	Temp Ench	9/4/2025	PG&E to trim tree on pole. PM# 46583664	San Antonio & 10th	9/4/2025	Issued
250205	Temp Ench	9/4/2025	PG&E to replace pole, anchor, overhead transformer, and overhead service. PM# 35648055	4th 2 SE of Monte Verde	9/4/2025	Issued
250204	Temp Ench	9/4/2025	PG&E to trim tree on pole and guy wire. PM# 46577792.	Intersection of Santa Lucia & Carmelo		In Review
250203	Temp Ench	9/2/2025	PG&E to trench and backfill a 5'x5' bellhole to replace gas service. PM# 47204065.	Scenic 346' South of Ocean	9/3/2025	Issued
250202	Temp Ench	9/2/2025	Replacement of full sewer lateral. CONDITIONS: A TCP for a full road closure with a detour is required to be provided. The Vista Lobos driveway on Torres must remain open	SE Corner of Torres & 3rd	9/9/2025	Issued
250201	Temp Ench	9/2/2025	Access manhole, subbox, and pole.	7th from Mission to San Carlos	9/2/2025	Issued

Total Records: 31

10/1/2025



Tree Permit Report

09/01/2025 - 09/30/2025

Permit #	Permit Date	Permit Type	Location of Property	Description	Status	Approved Date
25241	9/4/2025	2. Tree Removal/Pruning	2742 Santa Lucia Ave	Coast live oak tree removal. Front right of property.	Approved	9/29/2025
25242	9/4/2025	2. Tree Removal/Pruning	Pine Ridge 2 SE of Forest	Tree Removal	In Review	
25243	9/8/2025	2. Tree Removal/Pruning	NE corner of Mission and 9th Street	Pruning Pine Tree and Removal of 3 Dead Oaks	In Review	
25244	9/9/2025	2. Tree Removal/Pruning	Casanova 2 NE of 12th	Oak 12"-15" diameter 20' tall, oak 4"-6" diameter 20' tall	Approved	9/25/2025
25245	9/10/2025	2. Tree Removal/Pruning	San Carlos 2NW at 13th	Trim one oak tree away from the property	In Review	
25246	9/10/2025	2. Tree Removal/Pruning	4 San Carlos NE of 3rd	Backyard oak trees viability	Approved	9/12/2025
25247	9/12/2025	2. Tree Removal/Pruning	Carmelo 6 NE of 4th	Removal of dead/rotten Oak	Approved	9/15/2025
25248	9/15/2025	2. Tree Removal/Pruning	Lincoln 5 NE of 13th	Removal of 2 branches from Oak Tree in the Patio	Approved	9/18/2025
25249	9/15/2025	1. Tree Evaluation	5 Lopez NW of 4th	Removal of Big Pine tree	In Review	
25250	9/16/2025	2. Tree Removal/Pruning	Junipero 4 NE 8th	Oak Tree Removal	In Review	
25251	9/17/2025	2. Tree Removal/Pruning	South of Ocean on Dolores In front of Caracciolis Cellars	Trim Tree branches Over hanging property	Closed	9/18/2025
25252	9/18/2025	2. Tree Removal/Pruning	NE Corner 5th Ave and Santa Rita	Remove one limb over the driveway and trim away from home on one Monterey Pine tree.	Approved	9/22/2025
25253	9/18/2025	2. Tree Removal/Pruning	4 NE of San Carlos and 13th Ave	Remove one dead tree south of the property	In Review	
25254	9/19/2025	2. Tree Removal/Pruning	3 Dolores NE of 3rd	Tree Evaluation	Approved	9/18/2025
25255	9/19/2025	1. Tree Evaluation	SW Corner of 3rd and Carpenter	EVALUATION: 2 Monterey pines- 50 ft ??? (I'd like them cut down to a 2 foot stump)	In Review	

25256	9/22/2025	2. Tree Removal/Pruning	Carmelo 3 SE of 2nd	One Oak Tree approximately 13.5" dia.	Approved	9/22/2025
25257	9/22/2025	2. Tree Removal/Pruning	Dolores 3 SW of 13th	Thin and cut back branches over Driveway and electrical wires	In Review	
25258	9/22/2025	1. Tree Evaluation	Monte Verde 2 NW of 12th	(3) Quercus Agrofolia to be removed, see sheet L1.1	In Review	
25259	9/23/2025	1. Tree Evaluation	Santa Fe 2 SW of 2nd	2 Monterey Pines, 3 ft diameter, over 50 ft high	In Review	
25260	9/25/2025	2. Tree Removal/Pruning	East side of lobos 3rd N of 4th	Tree evaluation for tree removal	Approved	9/24/2025
25261	9/25/2025	2. Tree Removal/Pruning	SW Corner of Torres & 1st	100 inch dia., estimated 100 feet tall pine (1)	Approved	9/29/2025
25262	9/26/2025	2. Tree Removal/Pruning	Santa Fe 4 SW of 4th	Remove existing 2 stem oak tree	In Review	
25263	9/29/2025	2. Tree Removal/Pruning	NE corner of Guadalupe & 4th	prune 3 redwood trees on property line	In Review	
25264	9/29/2025	2. Tree Removal/Pruning	Santa Rita 1 NE of 2nd	Removal of a pine tree on city property	In Review	
25265	9/30/2025	2. Tree Removal/Pruning	Oak Knoll 4 NE of Forest	One pine tree infested with beetle/ dying	In Review	

Total Records: 25

10/1/2025



CITY OF CARMEL-BY-THE-SEA

Monthly Report

Public Safety

September 2025

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Todd Trayer, Chief of Police
APPROVED BY:	Chip Rerig, City Administrator

AMBULANCE REPORT

Summary of Carmel Fire Ambulance's September Calls for Service

AMBULANCE PERFORMANCE MEASURE

The performance goal for Code-3 (life threatening emergency-lights & siren) ambulance calls with a response time of 5 minutes or less from dispatch to arrival is 95%. For the month of September 2025, the ambulance was able to meet the performance measures. The response time was 97% with (1) code-3 call over 5 minutes.

35 Calls for service in CBTS Average response time: 3:27 min.

32 Code 3 medical calls for service –One call over 5:00 min.

CFA responded to an additional 51 incidents outside of CBTS totaling **86 total calls** for service.

Events:

09/29/25 8:32 a.m.; San Carlos St./ 12th Ave. (5:01 min response) Delayed due to distance.

*The performance goal for Code-3 (life threatening emergency-lights & siren) ambulance calls with a response time of 5 minutes or less from dispatch to arrival is 95%.

MONTEREY FIRE REPORT**Summary of Monterey Fire September Calls for Service****FIRE PERFORMANCE MEASURE**

The performance goal for Code-3 (life threatening emergency-lights & siren) fire calls with a response time of 5 minutes or less from dispatch to arrival is 95%. For the month of September 2025, the fire department was unable to meet the performance measures. The response time was 90% with (5) code-3 calls over 5 minutes.

70 total calls for service in CBTS- Average response time: 5:01 min.

52 total Code-3 calls – Five with a response of over 5:00 min.

Events:

09/18/25 08:55 a.m.; Santa Rita/2nd (5:49 min response) Delayed due to time of day.

09/14/25 1:35 a.m.; 11th/Torres (5:38 min response) Delayed due to time of day.

09/13/25 12:38 p.m.; 6th/San Carlos (9:55 min response) Response from St 11 due to multiple incidents in Carmel.

09/17/25 9:43 a.m.; 7th/San Carlos (11:11 min response) Response from St 11 due to multiple incidents in Carmel.

09/11/25 9:44 p.m.; Carmelo/8th. (5:57 min response) Delayed due to distance and time of day.

*The performance goal for Code-3 (life threatening emergency-lights & siren) ambulance calls with a response time of 5 minutes or less from dispatch to arrival is 95%.



RESPONSE SUMMARY REPORT BY INCIDENT TYPE
27060 CARMEL-BY-THE-SEA
Alarm Date From: 09/01/2025 To: 09/30/2025



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
100 Series (Fires)						
Passenger vehicle fire	9/5/2025 11:12 AM	250905-MNT06879	0:04:00	SCENIC ROAD	8TH AVE	3
		1	0:04:00			
300-321 Series (EMS)						
Medical assist, assist EMS crew	9/5/2025 12:21 AM	250905-MNT06874	0:06:27	CAMINO REAL STREET	13TH AVE	2
Medical assist, assist EMS crew	9/21/2025 10:25 PM	250921-MNT07349	0:04:59	SANTA RITA STREET	2ND AVE	3
Medical assist, assist EMS crew	9/22/2025 8:51 AM	250922-MNT07355	0:03:39	SAN CARLOS STREET	4TH AVE	3
EMS call, excluding vehicle accident with injury	9/1/2025 10:48 AM	250901-MNT06757	0:04:22	TORRES STREET	2ND AVE	3
EMS call, excluding vehicle accident with injury	9/1/2025 1:01 PM	250901-MNT06759	0:03:20	8TH AVENUE	SAN CARLOS ST	3
EMS call, excluding vehicle accident with injury	9/1/2025 6:33 PM	250901-MNT06774	0:04:57	SCENIC ROAD	10TH AVE	3
EMS call, excluding vehicle accident with injury	9/4/2025 9:19 PM	250904-MNT06872	0:03:40	SAN CARLOS STREET	4TH AVE	3
EMS call, excluding vehicle accident with injury	9/6/2025 11:42 AM	250906-MNT06914	0:03:13	SAN CARLOS STREET	7TH AVE	3
EMS call, excluding vehicle accident with injury	9/8/2025 12:50 PM	250908-MNT06961	0:02:55	MISSION STREET	6TH AVE	3
EMS call, excluding vehicle accident with injury	9/9/2025 8:23 AM	250909-MNT06988	0:04:10	JUNIPERO AVENUE	VISTA AVE	3
EMS call, excluding vehicle accident with injury	9/9/2025 12:34 PM	250909-MNT06995	0:04:51	LINCOLN STREET	13TH AVE	3
EMS call, excluding vehicle accident with injury	9/10/2025 10:57 AM	250910-MNT07018	0:06:49	25995 RIDGEWOOD ROAD		3
EMS call, excluding vehicle accident with injury	9/11/2025 4:35 PM	250911-MNT07058	0:03:33	7TH AVENUE	JUNIPERO AVE	3
EMS call, excluding vehicle accident with injury	9/14/2025 11:36 AM	250914-MNT07135	0:03:35	SAN CARLOS STREET	12TH AVE	3
EMS call, excluding vehicle accident with injury	9/14/2025 2:07 PM	250914-MNT07141	0:04:14	SCENIC ROAD	10TH AVE	3
EMS call, excluding vehicle accident with injury	9/15/2025 1:07 AM	250915-MNT07151	0:04:08	FOREST ROAD	8TH AVE	3
EMS call, excluding vehicle accident with injury	9/15/2025 3:34 AM	250915-MNT07155	0:12:20	6TH AVENUE	MISSION ST	3
EMS call, excluding vehicle accident with injury	9/16/2025 10:45 AM	250916-MNT07196	0:03:15	SAN CARLOS STREET	7TH AVE	3
EMS call, excluding vehicle accident with injury	9/16/2025 12:43 PM	250916-MNT07199	0:04:17	VIZCAINO	S MOUNTAIN VIEW AVE	3
EMS call, excluding vehicle accident with injury	9/18/2025 8:55 AM	250918-MNT07247	0:05:49	SANTA RITA STREET	2ND AVE	3
EMS call, excluding vehicle accident with injury	9/19/2025 12:53 AM	250919-MNT07272	0:04:19	SAN CARLOS STREET	OCEAN AVE	3
EMS call, excluding vehicle accident with injury	9/20/2025 4:08 PM	250920-MNT07308	0:06:31	SAN CARLOS STREET	13TH AVE	2
EMS call, excluding vehicle accident with injury	9/23/2025 8:09 PM	250923-MNT07406	0:04:38	OCEAN AVENUE	LINCOLN ST	3
EMS call, excluding vehicle accident with injury	9/24/2025 7:51 PM	250924-MNT07441	0:04:17	4TH AVENUE	LOBOS ST	3
EMS call, excluding vehicle accident with injury	9/25/2025 11:15 AM	250925-MNT07458	0:04:00	LINCOLN ST	2 SE OF 13TH AVE	3
EMS call, excluding vehicle accident with injury	9/25/2025 5:09 PM	250925-MNT07467	0:03:00	SE CORNER OF SAN CARLOS	7TH STREET	3
EMS call, excluding vehicle accident with injury	9/26/2025 11:25 AM	250926-MNT07489	0:04:00	CAMINO REAL	2 SW OF 8TH AVE	3
EMS call, excluding vehicle accident with injury	9/29/2025 8:32 AM	250929-MNT07558	0:12:12	SAN CARLOS STREET	12TH AVE	2
		28	0:04:55			

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
322-399 Series (Rescues)						
Rescue or EMS standby	9/29/2025 11:20 PM	250929-MNT07583	0:05:06	JUNIPERO AVENUE	4TH AVE	2
1			0:05:06			
400 Series (Hazardous Material)						
Power line down	9/14/2025 1:35 AM	250914-MNT07122	0:05:38	11TH AVENUE	TORRES ST	3
1			0:05:38			
500 & 600 Series (Service Calls)						
Water problem, other	9/21/2025 4:44 PM	250921-MNT07338	0:05:28	CARMELO STREET	4TH AVE	2
Water evacuation	9/17/2025 12:51 PM	250917-MNT07230	0:07:31	10TH AVENUE	MONTE VERDE ST	2
Public service assistance, other	9/24/2025 11:54 AM	250924-MNT07427	0:05:44	MISSION STREET	5TH AVE	2
Public service	9/15/2025 6:13 PM	250915-MNT07177	0:04:57	4TH AVENUE	SANTA FE ST	2
Public service	9/17/2025 9:55 AM	250917-MNT07226	0:09:14	SAN CARLOS STREET	13TH AVE	2
Public service	9/28/2025 6:21 PM	250928-MNT07540	0:05:05	CARPENTER STREET	3RD AVE	2
Assist invalid	9/8/2025 11:15 PM	250908-MNT06979	0:04:36	VIZCAINO	S MOUNTAIN VIEW AVE	3
Assist invalid	9/14/2025 12:55 PM	250914-MNT07140	0:08:59	SCENIC ROAD	12TH AVE	2
Assist invalid	9/26/2025 4:13 PM	250926-MNT07495	0:06:44	6 ACACIA WAY		2
Unauthorized burning	9/14/2025 6:55 PM	250914-MNT07145	0:05:23	SAN CARLOS STREET	1ST AVE	2
No incident found on arrival at dispatch address	9/7/2025 12:44 PM	250907-MNT06936	0:03:18	OCEAN AVENUE	JUNIPERO AVE	3
No incident found on arrival at dispatch address	9/9/2025 10:27 AM	250909-MNT06992	0:03:38	MISSION STREET	OCEAN AVE	2
No incident found on arrival at dispatch address	9/10/2025 12:43 PM	250910-MNT07022	0:04:18	LOBOS STREET	4TH AVE	3
No incident found on arrival at dispatch address	9/13/2025 12:38 PM	250913-MNT07107	0:09:55	6TH AVENUE	SAN CARLOS ST	3
No incident found on arrival at dispatch address	9/17/2025 3:39 PM	250917-MNT07235	0:05:34	4TH AVENUE	LOBOS ST	2
No incident found on arrival at dispatch address	9/23/2025 9:24 PM	250923-MNT07409	0:04:40	SAN CARLOS STREET	13TH AVE	3
No incident found on arrival at dispatch address	9/25/2025 12:06 PM	250925-MNT07461	0:05:00	NE CORNER OF JUNIPERO	8TH STREET	3
No incident found on arrival at dispatch address	9/30/2025 5:06 PM	250930-MNT07600	0:04:06	SANTA RITA STREET	OCEAN AVE	3
18			0:05:47			
700 Series (False Alarms)						
System malfunction, other	9/3/2025 9:09 PM	250903-MNT06834	0:05:00	10TH AVENUE	CARMELO ST	3
Smoke detector activation due to malfunction	9/3/2025 9:25 AM	250903-MNT06812	0:02:34	7TH AVENUE	SAN CARLOS ST	3
Smoke detector activation due to malfunction	9/13/2025 12:32 PM	250913-MNT07106	0:04:52	JUNIPERO AVENUE	11TH AVE	3
Smoke detector activation due to malfunction	9/20/2025 1:11 PM	250920-MNT07305	0:04:53	7TH AVENUE	MONTE VERDE ST	3
Smoke detector activation due to malfunction	9/29/2025 5:31 AM	250929-MNT07554	0:03:28	3RD AVENUE	MONTEREY ST	3
Alarm system sounded due to malfunction	9/17/2025 2:11 AM	250917-MNT07218	0:04:25	SAN CARLOS STREET	7TH AVE	3
Alarm system sounded due to malfunction	9/17/2025 9:06 AM	250917-MNT07222	0:03:56	LINCOLN STREET	7TH AVE	3
Alarm system sounded due to malfunction	9/17/2025 9:42 AM	250917-MNT07224	0:01:24	SAN CARLOS STREET	OCEAN AVE	3
Alarm system sounded due to malfunction	9/17/2025 9:43 AM	250917-MNT07225	0:11:11	7TH AVENUE	SAN CARLOS ST	3
Alarm system sounded due to malfunction	9/19/2025 2:13 AM	250919-MNT07274	0:04:54	SCENIC ROAD	10TH AVE	3
Alarm system sounded due to malfunction	9/24/2025 8:03 AM	250924-MNT07418	0:05:14	JUNIPERO AVENUE	7TH AVE	2
Smoke detector activation, no fire - unintentional	9/19/2025 9:02 PM	250919-MNT07289	0:01:35	SAN CARLOS STREET	10TH AVE	3

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
700 Series (False Alarms) cont.						
Smoke detector activation, no fire - unintentional	9/20/2025 4:25 AM	250920-MNT07296	0:04:20	SANTA FE STREET	6TH AVE	3
Smoke detector activation, no fire - unintentional	9/28/2025 6:15 AM	250928-MNT07530	0:04:26	LINCOLN STREET	7TH AVE	3
Detector activation, no fire - unintentional	9/5/2025 7:53 PM	250905-MNT06896	0:04:09	9TH AVENUE	DOLORES ST	3
Alarm system activation, no fire - unintentional	9/6/2025 10:14 AM	250906-MNT06913	0:05:31	JUNIPERO AVENUE	7TH AVE	2
Alarm system activation, no fire - unintentional	9/11/2025 9:44 PM	250911-MNT07066	0:05:57	CARMELO STREET	8TH AVE	3
Alarm system activation, no fire - unintentional	9/16/2025 6:35 PM	250916-MNT07207	0:04:32	SAN CARLOS STREET	7TH AVE	3
Alarm system activation, no fire - unintentional	9/18/2025 1:45 PM	250918-MNT07252	0:04:05	CAMINO REAL STREET	OCEAN AVE	3
Alarm system activation, no fire - unintentional	9/18/2025 2:58 PM	250918-MNT07255	0:08:12	8TH AVENUE	MISSION ST	2
Carbon monoxide detector activation, no CO	9/29/2025 3:17 AM	250929-MNT07551	0:04:23	5TH AVENUE	PERRY NEWBERRY WAY	3
21			0:04:43			

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

250918-MNT07247 Delayed due to time of day
 250914-MNT07122 Delayed due to time of day
 250913-MNT07107 Response from St 11 due to multiple incidents in Carmel
 250917-MNT07225 Response from St 11 due to multiple incidents in Carmel
 250911-MNT07066 Delayed due to distance and time of day

Code 2 Calls	18
Code 3 Calls	52
Total # of Incidents	70
% Under 5 Minute Response Time	90%



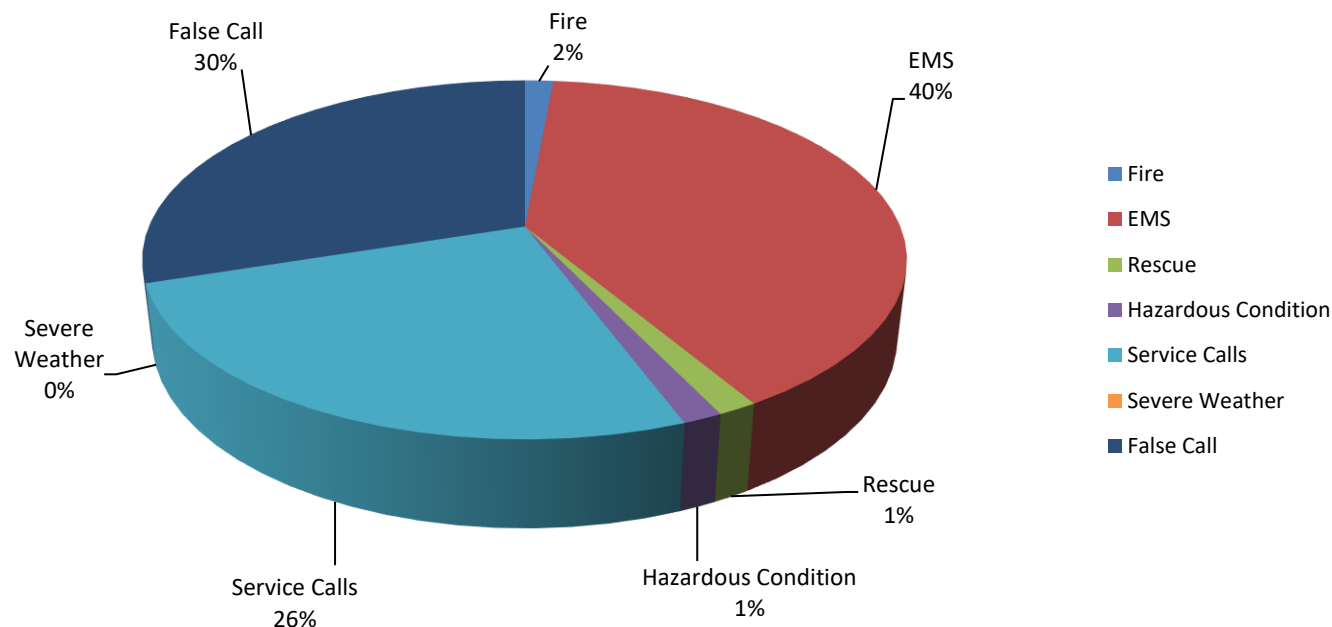
CARMEL-BY-THE-SEA SEPTEMBER 2025 Response Summary Report by Incident Type

Type of Call	Number	Average Response Time
Fire	1	4:00
EMS	28	4:55
Rescue	1	5:06
Hazardous Condition	1	5:38
Service Calls	18	5:47
Severe Weather	0	0:00
False Call	21	4:43

Total Responses

70

5:01



Total Code 3 Calls:

52

Response Times for Code 3

Calls ≤ 5 minutes:

90%



RESPONSE SUMMARY REPORT BY INCIDENT TYPE
27015 CARMEL-BY-THE-SEA FIRE AMBULANCE
 Alarm Date From: 09/01/2025 To: 09/30/2025



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
100 Series (Fires)						
Passenger vehicle fire	9/5/2025 11:12 AM	250905-CFA01011	00:03:41	SCENIC RD	8TH AVE	3
Passenger vehicle fire	9/7/2025 12:45 PM	250907-CFA01019	00:02:15	OCEAN AVE	JUNIPERO AVE	3
2			0:02:58			
300-321 Series (EMS)						
EMS call, excluding vehicle accident with injury	09/01/2025 10:49 AM	250901-CFA00994	00:03:05	TORRES ST	2ND AVE	3
EMS call, excluding vehicle accident with injury	09/01/2025 1:02 PM	250901-CFA00995	00:02:15	8TH AVE	SAN CARLOS ST	3
EMS call, excluding vehicle accident with injury	09/01/2025 6:33 PM	250901-CFA00996	00:04:49	SCENIC RD	10TH AVE	3
EMS call, excluding vehicle accident with injury	09/04/2025 9:20 PM	250904-CFA01007	00:02:15	SAN CARLOS ST	4TH AVE	3
EMS call, excluding vehicle accident with injury	09/06/2025 11:43 AM	250906-CFA01016	00:02:36	SAN CARLOS ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	09/08/2025 12:52 PM	250908-CFA01024	00:01:28	MISSION ST	6TH AVE	3
EMS call, excluding vehicle accident with injury	09/09/2025 8:24 AM	250909-CFA01028	00:03:53	JUNIPERO AVE	VISTA AVE	3
EMS call, excluding vehicle accident with injury	09/09/2025 12:35 PM	250909-CFA01030	00:04:04	LINCOLN ST	13TH AVE	3
EMS call, excluding vehicle accident with injury	09/11/2025 4:36 PM	250911-CFA01039	00:01:24	7TH AVE	JUNIPERO AVE	3
EMS call, excluding vehicle accident with injury	09/14/2025 1:58 AM	250914-CFA01047	00:02:17	LINCOLN ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	09/16/2025 12:44 PM	250916-CFA01051	00:03:17	VIZCAINO WAY	S MOUNTAIN VIEW AVE	3
EMS call, excluding vehicle accident with injury	09/17/2025 9:08 AM	250917-CFA01055	00:01:43	LINCOLN ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	09/18/2025 8:56 AM	250918-CFA01057	00:04:00	SANTA RITA ST	2ND AVE	3
EMS call, excluding vehicle accident with injury	09/19/2025 12:53 AM	250919-CFA01062	00:02:45	SAN CARLOS ST	OCEAN AVE	3
EMS call, excluding vehicle accident with injury	09/21/2025 3:02 PM	250921-CFA01065	00:04:15	OCEAN AVE	SCENIC RD	2
EMS call, excluding vehicle accident with injury	09/21/2025 10:26 PM	250921-CFA01067	00:03:48	SANTA RITA ST	2ND AVE	3
EMS call, excluding vehicle accident with injury	09/22/2025 8:52 AM	250922-CFA01068	00:02:22	SAN CARLOS ST	4TH AVE	3
EMS call, excluding vehicle accident with injury	09/23/2025 8:09 PM	250923-CFA01069	00:03:44	OCEAN AVE	LINCOLN ST	3
EMS call, excluding vehicle accident with injury	09/24/2025 11:33 AM	250924-CFA01070	00:02:52	4TH AVE	JUNIPERO AVE	3
EMS call, excluding vehicle accident with injury	09/24/2025 7:52 PM	250924-CFA01074	00:03:52	4TH AVE	LOBOS ST	3
EMS call, excluding vehicle accident with injury	09/25/2025 11:16 AM	250925-CFA01076	00:03:00	LINCOLN ST	2 SE OF 13TH AVE	3
EMS call, excluding vehicle accident with injury	09/29/2025 8:32 AM	250929-CFA01094	00:05:01	SAN CARLOS ST	12TH AVE	3
EMS call, excluding vehicle accident with injury	09/29/2025 11:22 PM	250929-CFA01095	00:07:38	JUNIPERO AVE	4TH AVE	2
23			0:03:19			
400 Series (Hazardous Material)						
Hazardous condition, other	09/06/2025 11:33 PM	250906-CFA01018	00:03:53	LINCOLN ST	2ND AVE	3
Hazardous condition, other	09/16/2025 6:37 PM	250916-CFA01052	00:02:13	SAN CARLOS ST	7TH AVE	3
2			0:03:03			

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
500 & 600 Series (Service Calls)						
Public service assistance, other	09/18/2025 2:57 PM	250918-CFA01060	00:03:15	SANTA RITA ST	2ND AVE	3
Assist invaild	09/05/2025 12:21 AM	250905-CFA01008	00:05:41	CAMINO REAL ST	13TH AVE	2
Assist invaild	09/08/2025 11:16 PM	250908-CFA01027	00:04:08	VIZCAINO WAY	S MOUNTAIN VIEW AVE	3

3**0:04:21****700 Series (False Alarms)**

False alarm or false call, other	09/05/2025 7:54 PM	250905-CFA01014	00:03:25	9TH AVE	DOLORES ST	3
False alarm or false call, other	09/11/2025 9:45 PM	250911-CFA01041	00:05:00	CARMELO ST	8TH AVE	3
Unintentional transmission of alarm, other	09/03/2025 9:10 PM	250903-CFA01004	00:04:52	10TH AVE	CARMELO ST	3
Alarm system activation, no fire - unintentional	09/03/2025 9:26 AM	250903-CFA01000	00:03:04	7TH AVE	SAN CARLOS ST	3
Alarm system activation, no fire - unintentional	09/18/2025 1:47 PM	250918-CFA01059	00:01:31	CAMINO REAL ST	OCEAN AVE	3

5**0:03:34****Over 5 Minute Response Times Cause of Delay: Code 3 Responses**

250929-CFA01094 Delayed due to distance.

Code 2 Calls	3
Code 3 Calls	32
Total # of Incidents	35
% Under 5 Minute Response Time	97%
Total Average Response Time	0:03:27



RESPONSE SUMMARY REPORT BY DISTRICT
27015 CARMEL-BY-THE-SEA FIRE AMBULANCE
Alarm Date From: 09/01/2025 To: 09/30/2025



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
CARMEL HIGHLANDS						
EMS call, excluding vehicle accident with injury	09/10/2025 5:47 AM	250910-CFA01032	0:15:43	15 YANKEE POINT DR		3
1			0:15:43			
CYPRESS						
EMS call, excluding vehicle accident with injury	09/08/2025 5:59 AM	250908-CFA01021	0:11:10	71 HACIENDA CARMEL		3
EMS call, excluding vehicle accident with injury	09/08/2025 7:38 AM	250908-CFA01022	0:04:39	25620 HATTON RD		3
EMS call, excluding vehicle accident with injury	09/09/2025 10:09 PM	250909-CFA01031	0:07:13	3665 RIO RD		3
EMS call, excluding vehicle accident with injury	09/10/2025 6:09 PM	250910-CFA01036	0:12:33	25085 PINE HILLS DR		3
EMS call, excluding vehicle accident with injury	09/12/2025 3:37 PM	250912-CFA01042	0:05:48	26135 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	09/12/2025 6:11 PM	250912-CFA01044	0:04:49	26245 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	09/14/2025 6:56 AM	250914-CFA01048	0:04:39	25593 HATTON RD		3
EMS call, excluding vehicle accident with injury	09/15/2025 6:09 PM	250915-CFA01049	0:05:15	26245 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	09/16/2025 9:02 PM	250916-CFA01053	0:05:35	HWY 1	CARMEL VALLEY RD	3
EMS call, excluding vehicle accident with injury	09/19/2025 7:05 PM	250919-CFA01063	0:05:21	26085 DOUGHERTY PL		3
EMS call, excluding vehicle accident with injury	09/25/2025 12:33 PM	250925-CFA1077	0:07:00	4380 CARMEL VALLEY RD		3
EMS call, excluding vehicle accident with injury	09/27/2025 9:02 AM	250927-CFA01083	0:02:10	536 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	09/27/2025 2:10 PM	250927-CFA01086	0:03:20	3771 RIO RD		3
EMS call, excluding vehicle accident with injury	09/27/2025 6:34 PM	250927-CFA01087	0:04:32	26541 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	09/28/2025 12:03 AM	250928-CFA01089	0:08:24	24463 SAN MATEO AVE		3
EMS call, excluding vehicle accident with injury	09/28/2025 5:02 AM	250928-CFA01090	0:06:21	26231 OCEAN VIEW AVE		3
EMS call, excluding vehicle accident with injury	09/28/2025 1:40 PM	250928-CFA01092	0:05:38	26245 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	09/28/2025 6:31 PM	250928-CFA01093	0:07:35	25440 RIO VISTA DR		3
18			0:06:13			
MID COAST						
EMS call, excluding vehicle accident with injury	09/21/2025 5:04 PM	250921-CFA01066	0:27:43	38819 PALO COLORADO RD		3
EMS call, excluding vehicle accident with injury	09/24/2025 1:04 PM	250924-CFA01071	0:13:56	32634-33169 HWY 1		3
2			0:20:49			
MONTEREY						
EMS call, excluding vehicle accident with injury	09/01/2025 3:51 AM	250901-CFA00993	0:11:53	399 DICKMAN AVE		3
EMS call, excluding vehicle accident with injury	09/05/2025 3:55 AM	250905-CFA01010	0:10:57	1501 SKYLINE DR		3
EMS call, excluding vehicle accident with injury	09/11/2025 9:21 AM	250911-CFA01038	0:11:16	40 MONTSALAS DR		3
EMS call, excluding vehicle accident with injury	09/12/2025 4:59 PM	250912-CFA01043	0:10:44	1501 SKYLINE DR		3
EMS call, excluding vehicle accident with injury	09/18/2025 4:54 AM	250918-CFA01056	0:09:00	200 IRIS CANYON RD		3
EMS call, excluding vehicle accident with injury	09/27/2025 8:47 PM	250927-CFA01088	0:10:05	20 CIELO VISTA DR		3

Motor vehicle accident with injuries	09/04/2025 7:26 AM	250904-CFA01006	0:09:32	MTY SNS HWY	JOSSELYN CANYON RD	3
		7	0:10:30			

EMS call, excluding vehicle accident with injury	09/02/2025 7:05 AM	250902-CFA00998	0:09:51	983 RANSFORD AVE	3	
EMS call, excluding vehicle accident with injury	09/05/2025 12:56 PM	250905-CFA01013	0:09:35	1227 SURF AVE	3	
EMS call, excluding vehicle accident with injury	09/16/2025 7:16 PM	250916-CFA01054	0:10:11	1010 BENITO AVE	3	
EMS call, excluding vehicle accident with injury	09/18/2025 11:42 PM	250918-CFA01061	0:12:13	468 PINE AVE	3	
EMS call, excluding vehicle accident with injury	09/20/2025 12:17 AM	250920-CFA01064	0:12:22	1229 DAVID AVE	3	
EMS call, excluding vehicle accident with injury	09/26/2025 8:25 PM	250926-CFA01080	0:09:15	1229 DAVID AVE	2	
EMS call, excluding vehicle accident with injury	09/27/2025 11:56 AM	250927-CFA01084	0:10:45	CENTRAL AVE	9TH ST	3
EMS call, excluding vehicle accident with injury	09/27/2025 12:17 PM	250927-CFA01085	0:02:23	125 OCEAN VIEW BLVD	3	
8			0:09:34			

EMS call, excluding vehicle accident with injury	09/03/2025 1:13 PM	250903-CFA01002	0:10:31	3284 SEVENTEEN MILE DR	3
EMS call, excluding vehicle accident with injury	09/03/2025 5:45 PM	250903-CFA01003	0:09:06	1500 CYPRESS DR	3
EMS call, excluding vehicle accident with injury	09/07/2025 2:08 PM	250907-CFA01020	0:12:47	3150 SEVENTEEN MILE DR	3
EMS call, excluding vehicle accident with injury	09/08/2025 9:19 AM	250908-CFA01023	0:10:58	1507 VISCAINO RD	3
EMS call, excluding vehicle accident with injury	09/09/2025 9:22 AM	250909-CFA01029	0:07:07	3222 WHITMAN PL	3
EMS call, excluding vehicle accident with injury	09/10/2025 8:09 PM	250910-CFA01037	0:08:02	4142 EL BOSQUE DR	3
EMS call, excluding vehicle accident with injury	09/13/2025 8:51 PM	250913-CFA01045	0:17:38	1209 FOUNDERS LN	3
EMS call, excluding vehicle accident with injury	09/16/2025 6:46 AM	250916-CFA01050	0:11:09	1258 PORTOLA RD	2
EMS call, excluding vehicle accident with injury	09/18/2025 11:36 AM	250918-CFA01058	0:07:26	1415 LISBON LN	3
EMS call, excluding vehicle accident with injury	09/24/2025 2:24 PM	250924-CFA01072	0:09:03	3249 STEVENSON DR	3
EMS call, excluding vehicle accident with injury	09/25/2025 5:04 PM	250925-CFA01078	0:06:35	1500 CYPRESS DR	3
		11	0:10:02		

EMS call, excluding vehicle accident with injury	09/06/2025 10:01 PM	250906-CFA01017	0:12:23	1086 HAMILTON AVE	3
EMS call, excluding vehicle accident with injury	09/11/2025 7:26 PM	250911-CFA01040	0:10:42	860 ROSITA RD	3
EMS call, excluding vehicle accident with injury	09/24/2025 6:03 PM	250924-CFA01073	0:13:50	LUXTON ST PARK PL	3
EMS call, excluding vehicle accident with injury	09/28/2025 9:54 AM	250928-CFA01091	0:07:50	1100 CANYON DEL REY BLVD	3
		4	0:11:11		

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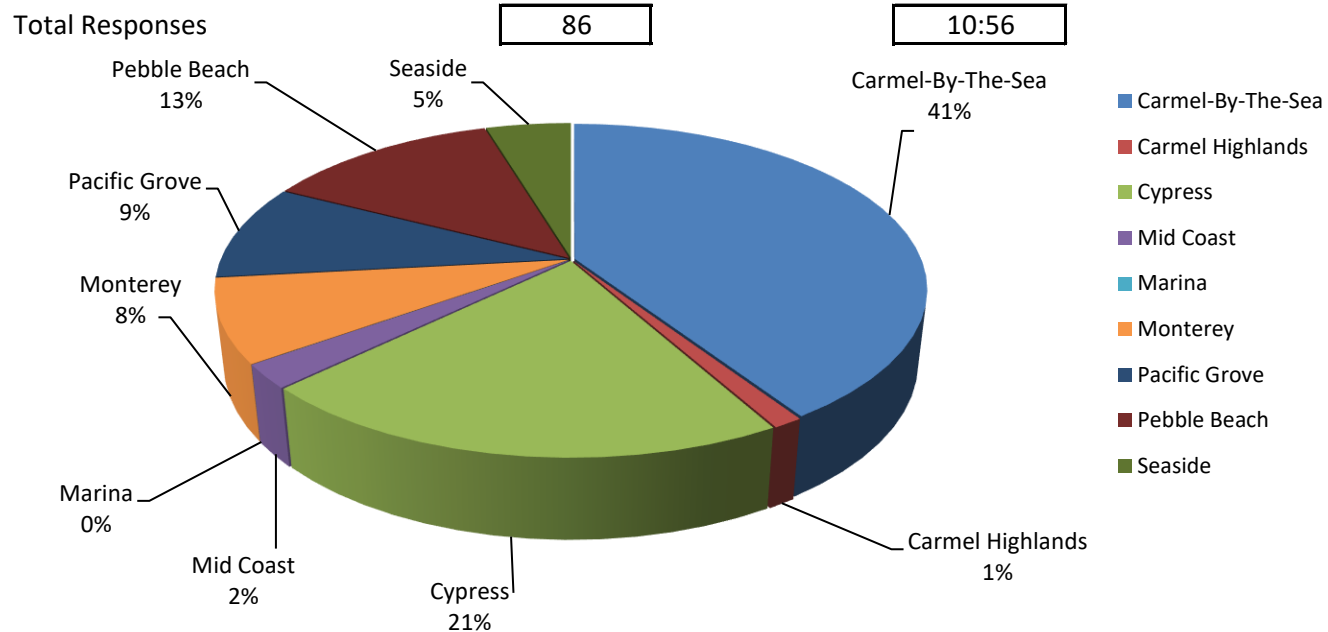


CITY OF CARMEL - FIRE AMBULANCE DEPARTMENT

SEPTEMBER 2025

Response Summary Report by District Type

District Response	Number	Average Response Time
Carmel-By-The-Sea	35	3:27
Carmel Highlands	1	15:43
Cypress	18	6:13
Mid Coast	2	20:49
Marina	0	0:00
Monterey	7	10:30
Pacific Grove	8	9:34
Pebble Beach	11	10:02
Seaside	4	11:11



Total Code 3 Calls:	32
CFA Response Times for Code 3	
Calls ≤ 5 minutes:	97%

#	Request Date	10-day response	14-day extension	Records Requested	Requester Name	Completed	Notes
25-90	9/1/2025	9/11/2025		Please provide me public records showing which staff members of the City of Carmel's Community Development Department, are certified with the American Institute of Certified Planners (AICP). This includes, but is not limited to, resumes, applications, biographical statements, or other records in the City's possession that identify current AICP certification status for these individuals.	Jane Haines	9/15/2025	9-15-2025 gave the requester the names of the Planners with AICP certifications. The documents (resumes, etc) are exempt from disclosure per GC 7927.700.
25-91	9/3/2025	9/15/2025		All City documents related to the improvements located at the real property located on the southside of Ocean Avenue between Lincoln and Monte Verde Street, currently occupied by 91 Enterprise LLC, a California limited liability company, doing business as Body Frenzy and Hans Hess and April Arden Hess, doing business as Cottage of Sweets. Assessor's Parcel Number: 010-201-008-000	Brian Call	9/18/2025	records sent 9/18/2025
25-92	9/7/2025	9/17/2025		Request a copy of your building permit records from June 30, 2024, up to the present. Please include any fields that your permitting system tracks. This includes but is not limited to: - Permit Number - Applied/Issued Dates - Work Address - Permit Type - Permit Status - Description of the work being done - Contractor and Architect Details - Job Valuations The preferred file type is Excel format, the same format you provided in our previous request.	Rolex Domengiano, Buildzoom	9/15/2025	records sent

#	Request Date	10-day response	14-day extension	Records Requested	Requester Name	Completed	Notes
25-93	9/8/2025	10/2/2025		copies of all billing invoices from, and any other billing information regarding, the law firm of Burke, Williams & Sorensen, LLP, dated from January 1, 2023, to the date of this request. This request does not include billing entries for litigation that remains active and ongoing as of the date of this request.	David Jones	10/1/2025	extended deadline to 10-2-2025 pursuant to GC 7922.535C. Records sent 10/1/2025
25-94	9/9/2025	9/19/2025		Phase I ESA and would like any records you may have for the former Carmel Valley Airport. I am interested in any building or hazardous materials/waste records you may have for the former airport and the current nursery located at 50 Lilac Lane (APN 187-512-018-000), 5 Lupin Lane (187-521-016-000), 65 El Caminito Road (APN 187-512-019-000), and APN 187-502-001-000, Carmel Valley, California 93924.	Joey Adams	9/15/2025	no records exist. Location is outside of City limits. 9-15-25 Let requester know they should send request to Monterey County.
25-95	9/16/2025	9/26/2025	10/10/2025	Please provide the following information on each of the properties that have that have been approved in the parking in-lieu program: Staff Reports Planning Commission or City Council Design Review, Use Permit, and / or Variance approval letter from City of Carmel-by-the-Sea Final Conditions of Approval for DR, UP and/or VA Resolutions or Motions associated with DR, UP and/or VA Design Review Packages submitted by Applicant and justification for in-lieu program participation	Ryan Aeschliman	10/15/2025 and ongoing	extended deadline to 10-10-2025 pursuant to GC 7922.535C. Records sent 10/15/2025, and will continuously be sent weekly until complete
25-96	9/16/2025	9/26/2025		Copies of permits for the work at Andy Hill's station at Junipero and Fourth	Mary Schley	9/18/2025	records sent
25-97	9/16/2025	9/26/2025		copies of your current property and casualty insurance policies, including premium information, or a summary document that outlines coverage, carrier, limits, deductibles, and premium.	Michael Rost	9/19/2025	records sent
25-98	9/12/2025	9/22/2025		Copy of correspondence addressed to the City Council, Planning Commission and certain staff members from Michael LePage, dated 7 August.	Doug Schmitz	9/22/2025	records sent

#	Request Date	10-day response	14-day extension	Records Requested	Requester Name	Completed	Notes
25-99	9/25/2025	10/6/2025		a copy of the Notice of Completion for the San Antonio Pathway Reconstruction project, DIR 20240554441.	Debbie Terry, NorCal Construction Industry Compliance (NCIC)	9/29/2025	records sent
25-100	9/26/2025	10/6/2025	11/7/2025	all correspondence between the City and applicant/owner/consultants regarding Design Study DS 21-436 (Libreri) & Building Permit BP 23-558. Also requesting all plans, expert reports (including historic consultants' opinions(s)) and other materials associated with the project that were submitted to the City. Also requesting video and audio from the December 19, 2022 HRB hearing, the February 8, 2023 Planning Commission hearing, and the August 9, 2023 Planning Commission hearing where the project was approved reviewed as well as any and all associated staff reports, resolutions and agenda packets.	Cody Phillips, Anthony Lombardo & Associates	10/7/2025 and ongoing	Links to meeting video, permits, design study, DPR, Plans, Staff reports, were sent on 10/7/2025. The communications part of the request has extended deadline of 11/7/2025 due to the large volume of records to review.
25-101	9/30/2025	10/10/2025		electronic copies of the most recent purchase agreements or lease agreements for any mail equipment used in the main mailroom. The vendor will either be Pitney Bowes, Quadient, FP, Hasler, Neopost, Rena or Kirk Rudy.	David Van	9/30/2025	records sent

Request No.	Request Date & Received By	10-Day Due Date	Info Requested	Requestor	Date Completed by PSO	Status
2025-001	09/02/2025 ALI	09/12/2025 ALI	CG0800605	William Feil	09/04/25 mw	redacted report mailed
2025-002	9/3/2025 SS	9/13/2025	CG1500684	Maureen Bernal	9/4/2025 SS	Mailed CG1500684 redacted
2025-003	09/03/25 mw	9/13/2025	Raul Datuin PCR ambulance	Dunnion Law firm	09/04/25 mw	emailed to Dunnion Law firm
2025-004	9/3/2025	9/13/2025	Police report 840828 Perry	FBI NICS	9/4/2025 mw	Emailed (archives)
2025-005	09/03/25 mw	9/13/2025	PCR ambulance Datuin	Dunnion Law firm	09/10/25 mw	emailed to Dunnion Law firm
2025-006	09/05/25 mw	9/15/2025	PCR ambulance Datuin party 2	Dunnion Law firm	09/10/25 mw	emailed to Dunnion Law firm
2025-007	9/5/2025 SS	9/15/2025	Record of Incident 9/4/25	Sara Asuncion - manager	09/08/25 mw	no record avail meo HIPPA/talked w/ Sara
2025-008	9/5/2025 SS	9/15/2025	Bodycam of TS (CFS-09042025-0021)	Andrew Lopez Romero	9/10/2025 MW	Denial letter mailed
2025-009	9/5/2025 SS	9/15/2025	CG2500592	Denise Anderson	09/08/25 mw	Picked up
2025-010	9/9/2025 NS	9/19/2025	CG2500028	Shawn Marie Gorgon	9/9/2025	Picked up
2025-011	9/11/2025 SS	9/21/2025	DEX25-29JZ	Lexis Nexis	9/11/2025 SS	Uploaded to Carfax
2025-012	9/12/2025 SS	9/22/2025	CA2500622	Lexis Nexis	9/16/2025 NDJS	Mailed
2025-013	9/17/2025 SS	9/27/2025	CG2500582	Afanasi Danci	09/18/25 mw	Denial letter mailed
2025-014	9/17/2025 SS	9/27/2025	CG2500634	Metropolitan Reporting Bureau	9/17/2025 SS	Mailed
2025-015	9/18/2025 SS	9/28/2025	CG2500568	James Lin	09/24/25 mw	Denial letter mailed
2025-016	09/22/2025 ALI	10/1/2025	CG2500568	Lexis Nexis	09/23/2025 ALI	Denial letter mailed

Request No.	Request Date & Received By	10-Day Due Date	Info Requested	Requestor	Date Completed by PSO	Status
2025-017	09/23/2025 ALI	10/2/2025	CA2500649	Lexis Nexis	9/23/2025 ALI	Uploaded to Carfax
2025-018	09/22/2025 ALI	10/1/2025	CG2500631	Lexis Nexis	09/23/2025 ALI	mailed
2025-019	09/23/2025 ALI	10/2/2025	CG1500089	DSS	9/23/2025 ALI	Faxed
2025-020	9/24/2025 SS	10/4/2025	CFS 09142025-0025 /09192025-0021	Melissa Garvey	9/24/2025 SS	Mailed CFS
2025-021	09/29/2025 ALI	10/9/2025	CG2500681	Edeen Leslie Hill	10/1/2025 MW	Picked up



CITY OF CARMEL-BY-THE-SEA

Public Works Department September 2025 Report

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Ken Wysocki, Public Works Director
SUBMITTED ON:	September 2025

Public Works Director

- The selected candidate for the Project Manager position has cleared background and will start Oct 1st
- Javier Hernandez, our current Project Manager, last day in office is October 3rd. Javier has been offered an opportunity to serve the City of Hollister as their City Engineer.
- Tom Ford selected to serve as Acting Project Manager Position. Working with HR to advertise the newly vacant Project Management position.

Environmental Programs

- North Dunes Project:
 - Ice Plant Removal Ongoing
 - North Dunes Annual Monitoring Report (Year 9): Presenting at Forest & Beach Commission in October 2025
 - Renewing 5-year Coastal Development Permit (CDP 16-315); Planning Commission approval expected September 2026
- Carmel Beach Sea Level Rise/Adaptation Project:
 - Presenting the Socio-Economic Report to Forest & Beach Commission in November 2025.
 - Will present the Adaptation Pathway Report to Planning Commission and Forest & Beach Commission (joint meeting) in January 2026
 - Received positive response from the Coastal Commission regarding: Community Engagement Plan, Outreach Strategy Table, Draft Adaptation Feasibility Table, Community Workshop Summary.
- Stormwater:
 - Applied Marine Science will sample stormwater during 1st two storms of winter season for ASBS sampling/report.
 - Monterey Sanctuary Foundation performed dry weather sampling at stormwater outfalls in September.
 - RWQCB Annual Report due October 15, 2025
 - Val Giano attended the Annual California Stormwater Quality Association CASQA conference.
- Waste Management:
 - Franchise Agreement MOU (ReGen +Member Agencies) presentation to City Council on October 7th.
- Copper Gutter Policy
 - Copper Gutter Policy review to the City Council in November 2025.

Facility Maintenance

- Public Works administrative office security counter has been installed.
- PD Repair work continues on lot gate security and evidence room.
- Fire Station Repair Work:
 - Internal painting work completed, working on new flooring.
 - To accommodate a new Fire Truck; we received the design and will be requesting approval from Council on October 7th for a Construction Contract.
- Soon to release the Request for Proposals for Janitorial Services Contract. Current contract ends December 31, 2025.
- ADA: Working on quotes to install a handrail on the steps along Ocean Ave.

Street Maintenance

- Working on annual storm drain inspection and cleanout.
- Cleared large piles of fire fuel in MTNP.
- Repaired leaning street name post along Scenic & 11th.
- Completed repair work on uneven pavement near the storm drain along San Carlos & 6th.
- Cleared large bags of weeds from North Dunes.
- Contracted with Precision Concrete Cutting for a sidewalk assessment and mapping (online database). Staff is reviewing the online report.

Project Management for the Capital Improvement Program

- Requesting Council approval on October 7th for a Professional Service Contract for Project Management & Construction Management for various CIP facilities projects.

Moffit & Nichols:

- Received like-for-like design documents for the 10th Ave & 12th Ave Stairs. Reviewing design and anticipate going out to bid shortly after.

Wallace Group Projects:

- Shoreline Infrastructure Repair Project: PW team working with contractor on the scope.
- City-Wide Paving Project: Will request council approval of a contract for Construction Management services, and possible Project Management.

Additional Capital Improvement Projects:

- City-wide Drainage Improvement Projects: Paving along Ocean Ave to be completed the week of September 22nd.
- Vista Lobos Panel Upgrade & EV: Project process on hold until new Project Manager arrives.
- Dolores Street Main Replacement (8th to Ocean): CalAM to install water main. Permit in final process, work to begin in October.
- CAWD (Santa Rita Guadalupe): currently installing new infrastructure in the Santa Rita region.
- CAWD (Scenic): will be installing new infrastructure. Work will begin in October in the County, and work in Carmel is scheduled for December/January to minimize impact to City.

Forestry, Parks, and Beach

- Forest Master Plan: current draft submitted to the steering committee. Working on scheduling a subcommittee meeting in October.
- Reminder:
- Refer to City Forester's Report.



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

November 3, 2025
CONSENT AGENDA (Estimated time - 5 min)

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Jane Hogan, Accountant

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: September 2025 Check Register Summary

RECOMMENDATION:

Approve the check register for September 2025

BACKGROUND / SUMMARY:

The check register is a financial report generated from the City's financial system (**Attachment 1**). It categorizes checks by the responsible department or function, providing essential information such as the check number, vendor name, purchase description, check issue date, and the check amount.

Per the California Supreme Court's decision in the case of Los Angeles County Board of Supervisors v. Superior Court (Dec. 29, 2016) (2016 WL 7473802), the check register excludes the specific invoice payments for legal services incurred for pending and active investigations, pending and active litigation, as well as recently concluded matters. The Supreme Court has ruled that these specific invoices are protected under attorney-client privilege and therefore are not subject to disclosure under the Public Records Act.

The check register provides valuable insights into the City's financial transactions, ensuring transparency and accountability in our financial operations. The exclusion of certain legal services payments adheres to the California Supreme Court's guidelines, safeguarding attorney-client privilege. The contract balance information further enhances our financial transparency.

FISCAL IMPACT:

The check register summary for September 2025 totals \$920,470.26.

PRIOR CITY COUNCIL ACTION:

Council ratified the August 2025 check register at the October 6, 2025 special council meeting.

ATTACHMENTS:

1. September 2025 Check Register

September 2025 Check Register

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Department: 110 City Council				
56272	Carmel Cares-Dale Byrne, President	FY 25-26 Grant	09/02/2025	1,500.00
56273	Carmel Chamber of Commerce	FY 25-26 Grant	09/02/2025	1,500.00
56274	Community Human Services	FY 25-26 Grant	09/02/2025	1,500.00
56279	Mayon Capital, Inc	September mail delivery	09/02/2025	5,000.00
56302	Carmel Youth Center Inc	FY 25-26 Grant	09/05/2025	1,500.00
56316	Monterey Peninsula Ballet Theatre	FY 25-26 Grant	09/05/2025	1,500.00
56319	New Canon Theatre	FY 25-26 Grant	09/05/2025	1,500.00
56332	SPCA Monterey County	FY 25-26 Grant	09/05/2025	1,500.00
56344	Carmel Dance Festival	FY 25-26 Grant	09/12/2025	1,500.00
56345	Carmel High School	FY 25-26 Grant - Interactive Club	09/12/2025	1,500.00
56346	Carmel High School - Mock Trial Team	FY 25-26 Grant - Mock Trial Team	09/12/2025	1,500.00
56347	Carmel Little League	FY 25-26 Grant	09/12/2025	1,500.00
56348	Carmel Padre Parents	FY 25-26 Grant - Sober Grad Night	09/12/2025	1,500.00
56350	Carmel Residents Association	FY 25-26 Grant	09/12/2025	1,500.00
56351	Carmel Woman's Club	FY 25-26 Grant	09/12/2025	1,500.00
56353	Community Emergency Response Volunteer	FY 25-26 Grant	09/12/2025	1,500.00
56362	Monterey Symphony	FY 25-26 Grant	09/12/2025	1,500.00
56367	US Bank	AMAZON MKTPL*CY75C6YE3 Compostable plates for City Council meeting dinners	09/12/2025	49.14
56367	US Bank	CALIFORNIAPIZZAKITCHEN City Council meeting dinner 8-4-2025	09/12/2025	168.25
56367	US Bank	WHOLEFDS MRY 10087 City Council Meeting Dinner 8-5-2025	09/12/2025	167.97
56372	American Legion Post 512 Carmel Patriots	FY 25-26 Grant	09/19/2025	1,500.00
56401	League of California Cities	Monterey Bay Division Meeting 09-08-2025, Dale Byrne	09/19/2025	50.00
Total for Department: 110 City Council				30,935.36
Department: 111 City Administration				
56288	Primo Brands	Water service	09/02/2025	197.13
56293	US Bank	TST*RISE AND ROAM PIZZER Employee appreciation - Brandon, Nova, CR	09/02/2025	93.01
56293	US Bank	NYTIMES*	09/02/2025	23.00
56293	US Bank	TST*PANGAEA GRILL Employee appreciation/public relations	09/02/2025	74.13
56293	US Bank	5TH AVENUE DELI City meeting with City Council Members.	09/02/2025	105.00
56293	US Bank	TST*BROPHYS - HOTEL CAR	09/02/2025	195.29
56293	US Bank	CARMEL DRUG STORE	09/02/2025	32.67
56299	AT&T	Telephone serice citywide *441	09/05/2025	1,813.96
56305	Comcast	Cable Service PD	09/05/2025	494.04
56310	IAMP Pro Audio/Anthony J. Nocita	Council Chambers Audio Support	09/05/2025	5,920.00
56311	IWORQ	Monthly Parcel Updates - Monthly	09/05/2025	500.00
56315	MOGO Urgent Care-HR	MOGO Urgent Care - HR	09/05/2025	42.00
56317	MRC	Printer usage fees - All departments	09/05/2025	523.87
56318	NEOGOV	Insight, Onboard, GovJobs, Candidate Test Subscriptions	09/05/2025	10,755.21
56320	Office Depot, Inc.	Administration Office supplies	09/05/2025	205.05
56333	SRS Private Investigations	Pre-Employment Report	09/05/2025	160.00
56335	T-Mobile	Monthly cell service, usage, and purchases	09/05/2025	340.14
56336	Total Industries Pacheco	Batteries for Electric Vehicle - Administration Share	09/05/2025	500.00
56338	Universal Staffing Inc	Temporary staffing services - City Hall	09/05/2025	1,992.00
56340	Xerox Financial Services	Xerox copier leases citywide	09/05/2025	1,452.53
56349	Carmel Pine Cone	Legal noticing	09/12/2025	1,189.50
56357	Digital Deployment	Website support agreement: Maint, training, security, and update	09/12/2025	700.00
56366	Regional Government Services	Payroll Services July 2025	09/12/2025	4,843.42
56367	US Bank	CAPIO - CA ASSOCIATION OF CA Association of Public Information Officials - Lun	09/12/2025	25.00
56367	US Bank	PRESENT A PLAQUE certificate/proclamation frames	09/12/2025	159.01
56370	Xerox Financial Services	Xerox copier leases citywide	09/12/2025	1,452.53
56374	AT&T	Telephone service citywide	09/19/2025	1,030.14
56379	Carmel Pine Cone	Legal noticing	09/19/2025	1,198.00
56385	Comcast	Cable Service City Hall	09/19/2025	667.02
56395	Iron Mountain	July Records Storage	09/19/2025	337.20
56406	MISAC	Annual Membership - DD	09/19/2025	1,580.00
56408	MRC	Printer usage fees-All departments	09/19/2025	1,920.78
56421	US Bank	GRASINGS RESTAURANT Mayor's lunch with Monterey county mayors. Carmel	09/19/2025	871.44
56421	US Bank	RAPID PRINTERS Greeting cards for city administrator and assistant city administrator	09/19/2025	177.60
56421	US Bank	TST*ALVARADO STREET BREW Lunch with Jayme Fields, Finance Manager. Disc	09/19/2025	63.55
56421	US Bank	TST*ALVARADO STREET BREW Lunch with Jack Norman, new intern with the City	09/19/2025	49.51
56421	US Bank	IL FORNAIO CARMEL Oral Board/Panel Lunch	09/19/2025	138.42
56421	US Bank	AMAZON MKTPL*N30FY4QX2 council a/v system	09/19/2025	659.41
56421	US Bank	SAFEWAY #2669 Water gallons for drinking water	09/19/2025	12.37
56421	US Bank	EL BISTRO BY THE SEA Lunch with Planning Commissioner Ahlborn to discuss desi	09/19/2025	59.57
56421	US Bank	FRESHWORKS INC IT subscription	09/19/2025	750.00

56421	US Bank	EIG*CONSTANTCONTACT.COM	09/19/2025	99.00
56421	US Bank	FRESHWORKS INC IT subscription	09/19/2025	34.18
56421	US Bank	CALPELRA CalPELRA Annual Membership - Labor Relations Association	09/19/2025	390.00
56421	US Bank	LIEBERTCASS Liebert Legal Library Subscription	09/19/2025	1,000.00
56421	US Bank	SOCIETYFORHUMANRESOURCE SHRM professional membership (FY 24-25)	09/19/2025	299.00
56421	US Bank	TST*PANGAEA GRILL Oral Board/Panel Lunch	09/19/2025	155.87
56421	US Bank	CCSI METROFAX HR Fax subscription	09/19/2025	11.95
56421	US Bank	ICMA ONLINE ICMA Membership for Professional Growth Plan	09/19/2025	200.00
56421	US Bank	ICMA ONLINE ICMA Professional Development Workshop	09/19/2025	948.00
56421	US Bank	TST*PANGAEA GRILL Interview panel lunch	09/19/2025	110.04
56421	US Bank	STARBUCKS STORE 06707 Interview panel morning coffee	09/19/2025	25.00
56421	US Bank	CARMEL CLASSICS Employee appreciation lunch raffle prizes	09/19/2025	32.76
56421	US Bank	LULA'S CHOCOLATES Employee appreciation lunch raffle prizes	09/19/2025	14.25
56421	US Bank	SQ *CARMEL BELLE Employee appreciation lunch raffle prizes	09/19/2025	30.66
56421	US Bank	SQ *CARMEL HONEY COMPANY Employee Appreciation Lunch - Raffle Prize	09/19/2025	26.00
56421	US Bank	5TH AVENUE DELI Employee appreciation lunch raffle prizes	09/19/2025	30.00
56421	US Bank	CUSTOMINK LLC Annual Employee Appreciation Gift	09/19/2025	2,046.38
56421	US Bank	TST*CARMEL BAKERY Employee appreciation lunch raffle prizes	09/19/2025	30.00
56421	US Bank	Amazon IT Supplies battery chargers	09/19/2025	20.19
56421	US Bank	Amazon IT Supplies IP phones	09/19/2025	471.96
56421	US Bank	Amazon IT Supplies Sterline storage	09/19/2025	109.24
56421	US Bank	Amazon IT Supplies powersurgers and ethernet cables	09/19/2025	195.87
56421	US Bank	Amazon IT Supplies IP case	09/19/2025	90.66
56421	US Bank	TST*LA BICYCLETTE	09/19/2025	120.76
56421	US Bank	PATISSERIE BECHLER Pastries for Juanita Menig last day	09/19/2025	63.31
56421	US Bank	LEAGUE OF CALIFORNIA CIT	09/19/2025	675.00
56421	US Bank	LEAGUE OF CALIFORNIA CIT	09/19/2025	675.00
56440	Comcast	Cable Service City Hall	09/26/2025	572.19
56444	Office Depot, Inc.	Administration Office supplies	09/26/2025	216.43
56445	Primo Brands	Water service	09/26/2025	310.75
56446	SRS Private Investigations	Pre-Employment Report	09/26/2025	170.00

Total for Department: 111 City Administration	52,477.95
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Department: 112 City Attorney

56342	Best Best & Krieger, Attorney At Law	Legal fees: Telecommunications issue, Verizon litigation	09/12/2025	195.00
56377	Burke,Williams & Sorensen, LLP	City Attorney Services August 2025 - personel	09/19/2025	6,264.00
56400	Kennedy, Archer & Giffen	Legal costs	09/19/2025	2,447.50

Total for Department: 112 City Attorney	8,906.50
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Department: 115 Community Planning & Building

56271	California Building Officials	CALBO Education week - JL & DD	09/02/2025	660.00
56276	Engineered Fire Systems	Engineered Fire Systems Review - revenue offset	09/02/2025	945.00
56277	FedEx	Volume Study DS 25074 (Ahmed)	09/02/2025	15.71
56293	US Bank	INT'L CODE COUNCIL INC 2021 Property Maintenance and Housing Inspector Study	09/02/2025	79.00
56293	US Bank	FSP*ICC PENINSULA CHAPTER ICC Aug 6 Energy Systems Insights Full Day Semi	09/02/2025	300.00
56293	US Bank	FSP*ICC PENINSULA CHAPTER 2025 Code Adoption Workshop Laurie Dauphinee	09/02/2025	150.00
56293	US Bank	AIRTABLE.COM/BILL Affordable Housing Project	09/02/2025	96.00
56293	US Bank	PY *CALIFORNIA PRESERVATI California Preservation Foundation Annual Member	09/02/2025	500.00
56336	Total Industries Pacheco	Batteries for Electric Vehicle - Code Enforcement Share	09/05/2025	1,976.31
56373	Anna Ginette	CA APA Conference Travel & Per Diem	09/19/2025	110.20
56388	Engineered Fire Systems	Plan Review - August 2025	09/19/2025	1,485.00
56389	Evan Kort	CA APA Conference Travel & Per Diem	09/19/2025	110.20
56397	Jacob Olander	CA APA Conference Travel & Per Diem	09/19/2025	110.20
56404	Marnie Waffle	CA APA Conference Travel & Per Diem	09/19/2025	110.20

Total for Department: 115 Community Planning & Bu	6,647.82
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Department: 116 Police

56275	Department of Justice/Accounting Office	Police Dept Fingerprinting services	09/02/2025	79.00
56282	MOGO Urgent Care-PD	PD Substance testing services	09/02/2025	691.00
56285	Office Depot, Inc.	PD Office supplies	09/02/2025	100.12
56289	Same Day Shred	PD-Document shredding services	09/02/2025	120.00
56291	Swift Car Wash	Police Dept Car Washes	09/02/2025	160.00
56292	Urestsky Security	Urestsky background investigations	09/02/2025	10,119.61
56295	10-8 Uniforms LLC	Uniform items for PD	09/05/2025	1,053.10
56306	County of Monterey, Dept Emerg Comm	FY 25-26 Q2 NGEN O&M	09/05/2025	6,689.00
56322	Paul Falworth	Reimburse for CERT supplies	09/05/2025	57.54
56327	San Diego Police Equipment Co Inc	PD Equipment	09/05/2025	1,443.66
56337	Transunion Risk & Alterna	PD: Monthly fee for information services	09/05/2025	110.60
56354	Cooke & Associates, Inc.	PD Background Check	09/12/2025	6,119.30
56365	Quality Print & Copy	Business Cards	09/12/2025	1,857.47

56368	Verizon Wireless	Cell phone sales and usage	09/12/2025	4,031.57
56375	Axon Enterprise, Inc	PD: Bundles services tech assurance - Body Cameras	09/19/2025	10,319.19
56380	Carmel Towing & Garage	PD Fuel - July 2025	09/19/2025	3,441.69
56381	Chaplin and Hill Investigative	Investigative services	09/19/2025	4,500.00
56386	Department of Justice/Accounting Office	Police Dept Fingerprinting services - August 2025	09/19/2025	326.00
56390	FasTrak	Toll Fee Plate #CA 1350657	09/19/2025	8.00
56396	Jacob Clifford	Reimbursement for MPRSRU Equipment	09/19/2025	775.48
56398	Javier Auto Services	PD vehicle repairs	09/19/2025	1,158.71
56407	Monterey County District Attorney	FY 2024-2025 Blood Alcohol Costs	09/19/2025	1,597.32
56409	Office Depot, Inc.	PD Office supplies	09/19/2025	415.67
56413	Salinas Valley Pro Squad	PD Uniform and service clothes	09/19/2025	250.16
56415	Silke Communications	Dodge Charger Antenna	09/19/2025	16.86
56416	T2 Systems Canada Inc.	Digital Iris Scanner Services	09/19/2025	75.00
56417	T2 Systems, Inc	Automated Owner Lookups August 2025	09/19/2025	192.93
56421	US Bank	LOWES #00907* animal control freezer replacement	09/19/2025	604.74
56439	Carmel Towing & Garage	PD Fuel - Sept 2025	09/26/2025	2,223.18
56441	JD Repairs, Inc	PD vehicle repairs	09/26/2025	193.00
56443	Monterey County Health Department	CBS-PD FY 25-26 Retainer Fee	09/26/2025	2,000.00
56447	T2 Systems, Inc	Citation collection services	09/26/2025	382.72
56448	Uretsky Security	Professional services: Background investigations for PD	09/26/2025	3,942.78

Total for Department: 116 Police	65,055.40
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Department: 117 Fire

56281	Mission Linen Service	Fire Dept laundry service	09/02/2025	138.14
56290	Stryker	Fire Dept Equipment Maintenance	09/02/2025	2,456.00
56306	County of Monterey, Dept Emerg Comm	FY 25-26 Q2 Dispatch	09/05/2025	7,137.00
56352	City Of Monterey	August 2025 FY 25-26 Fire Services Fee	09/12/2025	283,803.00
56361	Mission Linen Service	Fire Dept laundry service	09/12/2025	138.14
56384	City Of Monterey	July 2025 Monterey Fire Dept Overtime Reimbursement	09/19/2025	24,147.21
56399	JD Repairs, Inc	Fire Dept vehicle repairs	09/19/2025	747.77
56439	Carmel Towing & Garage	Fire Dept Fuel - Sept 2025	09/26/2025	1,600.30
56441	JD Repairs, Inc	Fire Dept vehicle repairs	09/26/2025	1,315.54
56442	Mission Linen Service	Fire Dept laundry service	09/26/2025	128.14

Total for Department: 117 Fire	321,611.24
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Department: 118 Ambulance

56278	JD Repairs, Inc	Ambulance vehicle repairs	09/02/2025	1,450.06
56283	Motorola Solutions Credit Co. LLC	Radio Purchase	09/02/2025	22,792.77
56287	Peninsula Welding & Medical Supply, inc.	Ambulance Dept-Oxygen/hazardous materials transport service	09/02/2025	161.11
56294	Wittman Enterprises, LLC	Ambulance billing service June 2025	09/02/2025	7,984.35
56298	American Supply Company	Ambulance janitorial supplies	09/05/2025	693.52
56300	Bound Tree Medical LLC	Medical supplies	09/05/2025	61.17
56304	City Of Monterey	FY 25-26 Ambulance Admin Service Fee September 2025	09/05/2025	2,231.46
56309	Golden State Truck & Trailer	Ambulance vehicle repairs	09/05/2025	5,873.98
56312	JD Repairs, Inc	Ambulance vehicle repairs	09/05/2025	4,531.57
56343	Bound Tree Medical LLC	Medical supplies	09/12/2025	594.04
56352	City Of Monterey	FY 25-26 Ambulance Admin Service Fee August 2025	09/12/2025	2,231.46
56380	Carmel Towing & Garage	Ambulance Tow	09/19/2025	325.00
56399	JD Repairs, Inc	Ambulance vehicle repairs	09/19/2025	4,472.08
56411	Peninsula Welding & Medical Supply, inc.	Ambulance Dept-Oxygen/hazardous materials transport service	09/19/2025	90.30
56449	Wittman Enterprises, LLC	Ambulance billing service August 2025	09/26/2025	2,057.04

Total for Department: 118 Ambulance	55,549.91
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Department: 119 Public Works

56270	Airtec Inc	Airtec - Routine Service	09/02/2025	176.00
56296	Ailing House Pest Control	Ailing House - City wide pest control	09/05/2025	544.00
56297	American Lock & Key	American Lock & Key - Keys for City Facilities	09/05/2025	1,292.33
56301	California Fire Protection, Inc.	California Fire Protection, Inc. -Fire extinguisher service chec	09/05/2025	2,503.67
56307	Ferguson Enterprises, Inc.	Ferguson Plumbing Supply	09/05/2025	2.37
56308	Golden State Portables	Golden State Portables - Portable potty service	09/05/2025	1,300.00
56313	M3 Environmental Consulting	M3	09/05/2025	1,325.00
56324	Poe's Plumbing & Backflow	Poes Plumbing & Backflow - City faciity plumbing service	09/05/2025	650.56
56325	PSTS, Inc.	PSTS- Pump out tank in PW Yard	09/05/2025	997.50
56326	Pureserve Building Service	Pureserve Building Service - City facility janitorial service	09/05/2025	23,361.72
56328	Scarborough Lumber & Building	Scarborough Ace Hardware - FACILITIES	09/05/2025	43.48
56330	Sentry Alarm Systems	Sentry Alarm Systems - City facility alarm service	09/05/2025	2,198.30
56383	Cintas Corporation	Cintas- Uniforms for PW	09/19/2025	1,016.79
56392	Hayward Lumber	Hayward Lumber- Supplies	09/19/2025	500.61
56393	HF&H Consultants, LLC	Virtual Council presentation-	09/19/2025	990.00
56414	Signworks Inc	City decals	09/19/2025	300.15

56418	Tope's Tree Service Inc.	Tree services citywide as directed by City Forester	09/19/2025	980.00
56419	Town and Country Gardening	Tree work in the City	09/19/2025	20,045.67
56420	Uline Inc.	Uline- Safety Supplies	09/19/2025	743.30
56421	US Bank	NIELSEN BROS MARKET Employee appreciation	09/19/2025	33.56
56421	US Bank	AMAZON MKTPL*NQ8GY5CV0 Wood cleaner kit	09/19/2025	30.09
56421	US Bank	AMAZON MKTPL*NQ75K9TI0 Wood cleaner for City Hall conf table	09/19/2025	44.35
56421	US Bank	AMAZON MKTPL*NR3W72CA2 1.2 L flush valves for public restroom urinals	09/19/2025	86.49
56421	US Bank	ZORO TOOLS INC Urinal cartridge removal tool	09/19/2025	64.49
56421	US Bank	HOMEDPOT.COM Waterless urinal cartridges	09/19/2025	377.50
56421	US Bank	HOMEDPOT.COM Blower tool x 2 HD batteries	09/19/2025	736.45
56421	US Bank	THE HOME DEPOT 6967 FM supplies misc	09/19/2025	355.17
56421	US Bank	MONTEREYCORECCTR*VCN Monterey Recorders office, notice of exemption. FY 2	09/19/2025	54.50
56421	US Bank	THE GOLF MART #32 Pingree Retirement gift	09/19/2025	250.00
56421	US Bank	THE HOME DEPOT #6967 materials for street maintenance	09/19/2025	416.70

Total for Department: 119 Public Works	61,420.75
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Department: 120 Library

56321	Pacific Grove Self Storage	Storage Unit - Document storage	09/05/2025	468.05
56363	Pacific Grove Self Storage	Storage Unit - Document storage	09/12/2025	407.00

Total for Department: 120 Library	875.05
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Department: 121 Community Activities

56391	Golden State Portables	Porta potties for Sandcastle Contest 9.12-15.2025	09/19/2025	1,362.03
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Total for Department: 121 Community Activities	1,362.03
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Department: 130 Non-Departmental

56323	PG&E	Citywide gas and electric services	09/05/2025	328.38
56364	PG&E	Citywide gas and electric services	09/12/2025	24,225.58
56378	Cal-Am Water Company	Water service citywide	09/19/2025	24,197.07
56450	Alliant Insurance Services	Public Official Bond for City Clerk	09/26/2025	250.00

Total for Department: 130 Non-Departmental	49,001.03
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Department: 311 Capital Projects

56371	4Leaf, Inc	PM - for PD Renovation 7/31/25 J4042-03A9	09/19/2025	2,557.08
56387	EMC Planning Group, Inc	Phase 2 Pathway Development 7/31/25 22-020-33	09/19/2025	9,682.43

Total for Department: 311 Capital Projects	12,239.51
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Department: 513 Veh & Equip Replacement

56283	Motorola Solutions Credit Co. LLC	Annual Payment - PD Radios	09/02/2025	29,002.98
56284	NorCal EVI	Police Dept Vehicle Installations	09/02/2025	53,776.21
56331	SHI International Corp	Wireless Access Point	09/05/2025	52,123.44
56412	Quinn Company Inc	Compact Track Loader	09/19/2025	119,485.08

Total for Department: 513 Veh & Equip Replacement	254,387.71
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Grand Total	920,470.26
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CITY OF CARMEL-BY-THE-SEA
City Council
Staff Report

November 3, 2025

CONSENT AGENDA (Estimated time - 5 min)

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Leslie Fenton, Executive Assistant

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Resolution 2025-092 approving a request from Girls on the Run Central Coast to hold a "Girls On The Run Family 5K" in Carmel-by-the-Sea on Saturday, January 10, 2026, and granting an exemption to Chapter 8.56 of the Municipal Code prohibiting sound amplification and the closure of certain streets and the Del Mar parking lot.

RECOMMENDATION:

Adopt Resolution 2025-092 approving a request from Girls on the Run Central Coast to hold a "Girls On The Run Family 5K" in Carmel-by-the-Sea on Saturday, January 10, 2026, and granting an exemption to Chapter 8.56 of the Municipal Code prohibiting sound amplification and the closure of certain streets and the Del Mar parking lot.

BACKGROUND / SUMMARY:

Between 2010 - 2019, the "Run in the Name of Love" 2K and 5K run and walk was held in Carmel-by-the-Sea in June on Father's Day Sunday. Unfortunately, the run was unable to return after the pandemic.

Girls on the Run Central Coast submitted an application on September 23, 2025, to the Community Activities Department to hold a "Girls On The Run Family 5K" in Carmel-by-the-Sea on Saturday, January 10, 2026. The application is included as **Attachment 2**. Girls On The Run Central Coast is a 501(c)(3) nonprofit organization designed to enhance participants' social, emotional, and physical skills to successfully navigate life experiences.

The 5K run will follow the "Run in the Name of Love" course, beginning at Sunset Center and finishing at the Del Mar parking lot. Part of the course runs through the County of Monterey, and the organizers are coordinating with County representatives. San Carlos Street, between Eighth Avenue and Tenth Avenue, and Ninth Avenue between San Carlos Street and Dolores Street will be closed to through traffic from 5:00 a.m. to 11:00 a.m. for start line set-up and the race start. The Del Mar parking lot will be closed to public use from 5:00 a.m. to 2:00 p.m. for finish line activities. Pedestrian access to the beach will not be blocked. The organizers will provide portable restrooms at both the start and finish areas, and coordinate with GreenWaste Recovery for the delivery/pickup of extra trash receptacles. The organizers expect 850 participants.

Event timeline:

- Set up at San Carlos Street between. Eighth Avenue and Tenth Avenue - From 5:00 a.m. and 8:30 a.m.
- Set up at Del Mar parking lot - From 5:00 a.m. and 8:30 a.m.
- Take down at San Carlos Street - Immediately after the last runner crosses the START line (Approximately 9:00 a.m.)
- Take down at Del Mar parking lot - From 11:00 a.m. to 2:00 p.m.
- Race start - 8:30 a.m. Approximate race finish - 10:30 a.m.

Volunteers will be stationed at course intersections to stop traffic as runners pass by, and signs will be posted along the course notifying drivers of the presence of runners. The organizers will notify the residents in the affected areas and place an ad in the Carmel Pine Cone announcing the race. Off-duty police officers and the VIPS will be asked to assist with traffic control. Medical personnel will be roving the course on bicycles.

Staff discussed the parking issue for such a large event. The organizers will encourage carpooling and are requesting that the North Lot of Sunset Center be reserved for participant parking between 5:00 a.m. to 12:00 p.m.

The organizers are also requesting an exemption from Chapter 8.56 of the Municipal Code for the purposes of this special event, beginning at 7:30 a.m. on the day of the race, to allow for public announcements.

Community Activities staff and Chief Trayer met with the organizers to address concerns and were satisfied with the outcome of the discussion. The Community Activities Commission approved the item at the October 14, 2025, Regular Meeting.

The 5k qualifies as a temporary event, exempt from a Coastal Development Permit. Staff's recommendation is for Council to approve the attached Resolution (**Attachment 1**) approving the street closure request from Girls on the Run Central Coast to hold a "Girls On The Run Family 5K" in Carmel-by-the-Sea on Saturday, January 10, 2026.

FISCAL IMPACT:

NA

PRIOR CITY COUNCIL ACTION:

NA

ATTACHMENTS:

1. Resolution 2025-092
2. Girls On The Run Family 5K Special Event Permit Application

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

RESOLUTION NO. 2025-092

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA APPROVING A REQUEST FROM GIRLS ON THE RUN CENTRAL COAST TO HOLD A “GIRLS ON THE RUN FAMILY 5K’ ON SATURDAY, JANUARY 10, 2026, AND GRANTING AN EXEMPTION TO CHAPTER 8.56 OF THE MUNICIPAL CODE PROHIBITING SOUND AMPLIFICATION

WHEREAS, between 2010 - 2019, the "Run in the Name of Love" 2K and 5K run and walk was held in Carmel-by-the-Sea in June on Father's Day Sunday. Unfortunately, the run was unable to return after the pandemic; and

WHEREAS, Girls on the Run Central Coast submitted an application to the Community Activities Department on September 23, 2025, to hold a “Girls on the Run Family 5K” along the same course; and

WHEREAS, the event requires the closure of certain City streets and the Del Mar parking lot in conjunction with the event; and

WHEREAS, the event also requires an exemption from Chapter 8.56 of the Carmel-by-the-Sea Municipal Code governing noise regulations throughout the City to allow the organizers to make public announcements.

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

1. Approve the request from Girls on the Run Central Coast to hold a “Girls on the Run Family 5K” on Saturday, January 10, 2026.
2. Approve the closure of streets and the Del Mar parking lot in conjunction with the event.
3. Approve granting an exception from Chapter 8.56 of the Municipal Code for the purposes of this special event, beginning at 7:30 a.m. on the day of the race, to allow for public announcements.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 3rd day of November 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk



Applicant Information

Event Title: Girls On The Run Family 5K

Event Date: 01/10/2026

Applicant Name: Alberto Ramirez

Organization: Girls on The Run Central Coast

Phone:

Email Address: alberto.ramirez@gotrcentralcoast.org

Mailing Address: P.O. Box 22272 Carmel, CA 93922

Day-of-Event Contact: Alberto Ramirez

Day-of-Event Phone:

Event Information

Provide a detailed description of your event, the sequence and types of activities the event will include, event attendees, etc.

The 1st annual Carmel-by-the-Sea New Years Resolution Family Fun 5K is composed of a 5K fun run/walk. The fun run/walk will begin at Carmel-by-the-Sea's Sunset Center on San Carlos and end on Scenic Road at Ocean Avenue. Dogs will be permitted on the Walk. Upon approval, the Event will be held on January 10, 2026. The 5K, with an expected number of 850 participants, will begin at 8:30 AM. The finish celebration (awards, raffle, and refreshments) will be located in Del Mar Parking Lot. Set-up of the announcer platform, tables, port-potties, fencing, and tents begins at approximately 5:00 AM.

We are looking at the timing system and equipment to arrive for set-up at Sunset Center and at the entrance of Del Mar Parking Lot, on Scenic, at 6:45 AM to be set-up. If approved this year, at 10:50 AM the race organizers and volunteers will begin to dismantle the equipment, remove all items, and insure that the parking lot is left in a pristine condition. The parking lot will be scheduled to reopen to the public at 11:30 AM. (Maps of equipment used follow.)

The proceeds will benefit Girls on The Run Central Coast, a 501(c)(3) nonprofit organization designed to enhance participants' social, emotional and physical skills to successfully navigate life experiences.

Type of Event

Race, Fun Run or Walk, Bike Event

What is the anticipated event attendance, including attendees, volunteers, vendors, etc.?

900

Will the event be open to the public?

Yes



Where will your event be held?

On the streets of Carmel-by-the-Sea (Map Attached)

Event Timeline

Actual Event Date : 01/10/2026

When do you plan to start setting up for your event?

January 10, 2026 at 5:00 am

When will you be finished breaking down your event?

January 10, 2026 at 11:30 am

- Set up at San Carlos bt. 8th & 10th - *From 5:00 am and 8:30 am*
- Set up at Del Mar parking lot - *Between 5:00 am and 8:30 am*
- Take down at San Carlos - *Immediately after last runner crosses the START line (Approximately 9:00 am)*
- Take down at Del Mar - *From 11:00 am to 2:00 pm*
- Race start - *8:30 am*
- Approximate race finish - *10:30 am*

Street Closures

Will this event require any City streets to be closed?

Yes

If yes, how do you plan to manage the traffic control?

I am requesting the City of Carmel-by-the-Sea to perform the traffic control (fees will apply)

What street(s) are you requesting to be closed? (Be specific on exactly where the closures will occur)

San Carlos between 10th Avenue and Santa Lucia Ave.

Santa Lucia Ave. between San Carlos and Rio Rd.

Rio Rd. Between Santa Lucia Ave. and Lasuen Rd.

Lasuen Rd between Rio Rd. and Dolores St.

15th Avenue between Dolores and Carmelo St.

Carmelo St. between 15th Street and Scenic Rd.

Scenic Rd. Between Carmelo St. and Ocean Ave.

Only San Carlos bt 8th and 10th, 9th bt San Carlos & Dolores, and the Del Mar parking lot will be closed to traffic. The other intersections on the course will be monitored by volunteers.

Why do you need the requested street(s) closed and what will you be doing on them?

For safety; so participants can walk/jog/run freely during the event.



Provide the date and time the street(s) will be closed.

2026-01-10 08:15

Provide the date and time the street(s) will be reopened.

01/10/2026

Parking

Does your event require reservation of parking stalls for loading/unloading, equipment, valet parking, etc.?

Yes

List the location(s) of and how many parking stall(s) you wish to reserve.

All the stalls in the Del Mar Parking Lot from 5:00 am to the completion of the event at 11:30 am, at which time the parking lot reopens for public use.

Will you be erecting any structures (stanchions, etc.) or placing any objects such as carpeting in the parking stall?

Yes

If yes, per Carmel Municipal Code 12.08.030, a temporary encroachment permit, which will be issued in conjunction with your special event permit is required. Describe in detail all structures/objects and their placement in the road.

Please Attachment #3

Safety and Security

Do you have a security plan for your event?

Yes

Please describe your security plan including crowd control, internal security and venue safety, or attach the plan to this application.

The directors collaborate with Carmel Police Department, the City of Carmel, the County of Monterey and the California Highway Patrol in planning the event.

Two EMTs will be present at the event, one at the finish area and the other roving the course on a bicycle. Both will be equipped with cell phones and/or 2- way radios for communications as well as a map of the 5k and 2k courses. Both will have emergency contact information with instructions to contact 911 first for medical emergencies and then to contact Alberto Ramirez or Kelsey Pearson.

Intersection volunteers will be given written cards with contact information and emergency instructions to (1) call 911 in the event of an emergency, (2) block or redirect traffic as needed to protect any injured participant in the roadway, (3) call the roving EMT for assistance and (4) not move any injured participant.

The chain of command for emergencies is as follows:

First, Race Director Alberto Ramirez

Second, Executive Director Kelsey Pearson

Third, Community Engagement & Outreach Coordinator Tamara Davis



If the Race Director is unavailable, the Executive Director should be consulted. If she is unavailable, then the Community Engagement & Outreach Coordinator should be consulted.

Do you have a medical plan for your event?

Yes

Describe your medical plan. Include the communications plan, the number and certification levels (MD, RD, Paramedic, EMT), and types of resources that will be at your event and the manner in which they will be managed and deployed.

Two EMTs will be present at the event, one at the finish area and the other roving the course on a bicycle. Both will be equipped with cell phones and/or 2- way radios for communications as well as a map of the 5k and 2k courses. Both will have emergency contact information with instructions to contact 911 first for medical emergencies and then to contact Alberto Ramirez or Kelsey Pearson.

Accessibility Plan

These questions are intended to serve as a planning guideline and may not be inclusive of all City, County, State and Federal access requirements. You may attach more detailed information if necessary.

Have you developed a disabled parking and/or transportation plan for your event?

Yes

If yes, please describe.

Disabled parking is already available at the start and finish of the event.

If an information center is provided at your event will customer services representatives be available to assist disabled individuals?

Yes

If all areas of your event venue cannot be made accessible, will maps, programs, or information be made available to show the location of accessible restrooms, parking, and first aid stations?

Yes

Sanitation and Recycling

All events must work with the City's waste management provider (Green Waste) to address recycling and waste diversion. The plan must indicate sufficient staff to handle event cleanup and sufficient equipment placed in effective locations. In the case of a street event, streets will remain closed to allow for adequate cleanup. Post-event cleanup must commence immediately after the end of the event. Litter and trash control shall include the event site and a one-block radius around the event site.

Per Municipal Code Section 8.74, the use of single-use carryout plastic bags is prohibited at any special event. Cups, plates or any type of food or liquid containers made of Styrofoam are not permitted. Only compostable service ware may be used.

Describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event, including the number of dumpsters, trash cans, recycling containers, and a plan for waste stream diversion.

Race management will coordinate with Green Waste to have the correct number of trash and recycling bins at the event appropriate to the number of participants, as well as the collection time for these bins to be removed.

Portable Toilets



Per City Policy, all event organizers shall be responsible for providing portable toilets at their events. The number of portable toilets will be based on a formula of at least one for every 250 people, or in the case of large-scale events, as determined by a City Staff Committee. City facilities will not be substituted for the requirement and shall not be included in the formula. Ten percent of the total number of toilets shall be ADA/handicapped accessible. All toilets must have secondary containment. The goal is to have at least one wheelchair accessible toilet in each grouping of portable restrooms.

Per City policy, will your event require portable toilets?

Yes

If yes, how many portable toilets will you be providing?

10

Provide the date and time that the portable toilets will be delivered.

Provide the date and time that the portable toilets will be removed.

01/10/2026

Will a minimum of 10% of portable restrooms at your event be accessible?

Yes

If no, please describe why.

N/A

Amplified Sound and/or Entertainment

Will your event require amplified sound?

Yes

If yes, please describe type and locations of amplified sound equipment, as well as performers, locations of stages, etc.

Del Mar Parking Lot

How will the amplified sound be powered? Please describe.

Gas-powered generator

Organizers told no gas-powered generators.

Food and Alcohol

If you plan to serve food at your event you will need to obtain a Temporary Food Facility (TFF) permit from the Monterey County Department of Health. More information and the online application can be found on their website <https://www.co.monterey.ca.us/government/departments-a-h/health/environmental-health/consumer-health-protection/special-events>. Please submit a copy of your health department permit along with your application materials.

If you plan to serve alcohol at your event your alcohol provider/pourer will need to provide a copy of their Alcoholic Beverage Control (ABC) license as an attachment to the permit application. For more information on ABC licensing



please visit <https://www.abc.ca.gov/licensing/>

Will you provide food at your event (e.g. catered, food concessions, etc.)? If yes, please describe.

No

If yes, please describe.

Disabled parking is already available at the start and finish of the event.

Will alcoholic beverages be served at your event?

No

If yes, please describe your security plan to ensure the safe sales or distribution of alcohol at your event.

N/A

Event Notification

An event can change the normal flow of residential and business activity, potentially causing a negative impact to the community. In such cases the Staff Committee may determine that public notice to the surrounding neighborhood is required prior to reaching a decision. The applicant shall be responsible for distributing such notice.

If an event involves a street closure, amplified sound (more than announcements), the sale of alcohol, or more than 200 anticipated attendees, the applicant will be required to notify, in writing, all residents and businesses within 300 feet of the event venue and/or route at least two weeks prior to the Community Activities Commission or City Council meeting at which the event will be considered. The notification must include the following information:

- Name of event.
- Description of the event, including anticipated number of attendees.
- Name of person(s) or organization(s) sponsoring the event, with contact information including phone and e-mail.
- Proposed date, time and duration of the event, including setup and tear down.
- Proposed street closure(s) and alternative route(s), if applicable.
- Use of amplified sound, if applicable.
- Sale or serving of alcohol, if applicable.
- City staff contact information.
- Date, time and location of the public meeting(s) at which the event request will be considered.

The notification may be distributed door-to-door or mailed to the impacted area. A distribution list may be obtained from the Community Planning and Building Department. The applicant must also notice the proposed event in the local newspaper, and is encouraged to use other appropriate means of distribution such as e-mail blasts, and posting the notification on community or shared boards and at the Carmel Chamber of Commerce.

Insurance

The City of Carmel-by-the-Sea requires liability coverage of a minimum of One Million Dollars (or minimum



\$2,000,000 for large-scale events) for all special events.

ALL property and locations that are to be utilized/insured must be listed and reflect the City's interest in the insured property.

The policy must read as follows: The City of Carmel-by-the-Sea , its public officials, officers, agents, and employees are names as additionally insured in respect to <EVENT> on <DATE>.This information is typed in the "Description of Operations/Locations /Vehicles/Exclusions Added by Endorsement/Special Provisions.

- A separate "Additionally Insured" endorsement page, with the same wording as above, is also required.
- If applicable, Proof of Workers Compensation is also required.
- If applicable, Alcohol Liability Insurance is required.

The policy must specify commencement and expiration dates for coverage of the event. NAME/ADDRESS OF INSURED must read: City of Carmel-by-the-Sea, PO Box CC, Carmel, CA 93921. The name of the insurance company writing the policy, policy number, address phone and fax must be included.

The Insurance Company must be a company doing business in California and must be rated A+ or better. The rating of the company must be attached to the Certificate of Liability/additionally insured Endorsement.

Attachments

If applicable please provide the following attachments via email to communityactivities@ci.carmel.ca.us. Make sure to include the name of your event in the file name.

- Comprehensive event site plan, including but not limited to requested parking stalls, traffic safety barricades, amplified sound/stages, generator locations, food/drink concessions, first aid stations, information booths, trash/recycling, portable toilets, tents, etc.
- A list of all service providers (caterers, fencing, rentals, security, etc.) including business name, address, phone, email, and City of Carmel-by-the-Sea business license number.
- Sanitation and Recycling Plan with Green Waste Recovery.
- Sample of your notice for distributions to businesses, residents, and other entities that may be impacted by your event.
- Parking and or valet and/or shuttle plan.
- Temporary Food Facility permit from the Monterey County Department of Health
- ABC license
- Insurance certificate

Affidavit of Applicant



I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the Carmel-by-the-Sea Municipal Code.

I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Administrator or the City Administrator's designee.

I agree to comply with any other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the conduct of the Event.

I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Carmel-by-the-Sea.

I understand the insurance documents must be submitted 45 days prior to the event.

I understand that submitting this application acts as a request not a guarantee.

Applicant Name
Alberto Ramirez

Organization
Girls on The Run Central Coast

Date
09/23/2025



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

November 3, 2025
CONSENT AGENDA (Estimated time - 5 min)

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Katie O'Connell

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Resolution 2025-093 approving a budget amendment in the amount of \$17,514.09 to the Fiscal Year 2025-2026 Adopted Budget to Recognize and Appropriate Groundwork Grant Funds Awarded for City Art Preservation

RECOMMENDATION:

Adopt Resolution 2025-093 approving a budget amendment in the amount of \$17,514.09 to the Fiscal Year 2025-2026 Adopted Budget to Recognize and Appropriate Groundwork Grant Funds Awarded for City Art Preservation.

BACKGROUND / SUMMARY:

In September 2024, the Harrison Memorial Library received an emergency preparedness assessment from the “Ready—Or Not”: Cultural Heritage Disaster Preparedness Project (Ready or Not), a State of California and California State Library project providing free emergency preparedness services to California organizations that care for cultural and historic resources (e.g., archives, libraries, museums, and tribal nations).

In June 2025, based on recommendations from that assessment, the Library applied for the Groundwork Grants I, a California State Library program designed to help cultural institutions bolster their emergency preparedness, disaster resilience, and preservation efforts (**Attachment 2**).

The application requested funding for:

- Installation of UV-blocking film on windows at the Harrison Memorial Library and City Hall Council Chamber to better protect the City's art collection
- Purchase of environmental monitoring equipment to ensure the Library's archival collections are preserved in the appropriate environment
- Purchase of disaster response supplies to protect historical collections in case of an emergency

In August 2025, Groundwork Grants notified the Library that the grant application was successful, and the Library was awarded \$17,514.09 (**Attachment 3**).

Project funds must be expended by March 2026. Staff has identified vendors and contractors in order to complete all project activities within the deadline. Staff requests that the City Council adopt the attached Resolution (**Attachment 1**) to amend the FY 2025-2026 adopted budget to appropriate the Groundwork Grant Funds awarded for City Art Preservation.

FISCAL IMPACT:

The Library has allocated \$16,500 to the Local History Department, which oversees the Library's preservation and emergency preparedness efforts. This grant will add \$17,514.09 to this budget, which brings the total to \$34,014.09.

PRIOR CITY COUNCIL ACTION:

NA

ATTACHMENTS:

1. Resolution 2025-093
2. Groundworks I - CPL application
3. Grant Award - Groundwork I - 20250825

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

RESOLUTION NO. 2025-093

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
APPROVING A BUDGET AMENDMENT IN THE AMOUNT OF \$ 17,514.09 TO THE FISCAL
YEAR 2025-2026 ADOPTED BUDGET TO RECOGNIZE AND APPROPRIATE
GROUNDWORK GRANT FUNDS AWARDED FOR CITY ART PRESERVATION**

WHEREAS, in September 2024, the Harrison Memorial Library received an emergency preparedness assessment from the “Ready—Or Not”: Cultural Heritage Disaster Preparedness Project (Ready or Not), a State of California and California State Library project; and

WHEREAS, in June 2025, based on recommendations from that assessment, the Library applied for the Groundwork Grants I, a California State Library program designed to help cultural institutions bolster their emergency preparedness, disaster resilience, and preservation efforts; and

WHEREAS, in August 2025, Groundwork Grants notified the Library that the grant application was successful, and the Library was awarded \$17,514.09 to install UV-blocking film on windows at the Harrison Memorial Library and City Hall Council Chamber to better protect the City’s art collection.

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

Approve a budget amendment in the amount of \$17,514.09 to the Fiscal Year 2025-2026 Adopted Budget as shown in Exhibit A, to recognize and appropriate Ground Grant Funds awarded for the installation of UV-blocking window film at the Harrison Memorial Library and City Hall Council Chamber to protect the City’s art collection.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
this 3rd day of November 2025, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk

EXHIBIT A

General Ledger Account	Account Description	Purpose	FY 25-26 Adopted Budget	Adjustment Amount	FY 25-26 Amended Budget
101-000-00-35011	General Fund Revenue Grants	To recognize Groundwork Grant Funds	\$0	\$17,514.19	\$17,514.19
101-120-00-42001	Library Contract Services	To increase contract service budget for Library Grant implementation	\$10,500	\$17,514.19	\$28,014.19

Groundwork Grants (2025)
Groundwork Grants I

Carmel Public Library



Application details

Deadline Reminder: Applications will be accepted through **June 2, 2025**.

Eligibility Criteria

To be eligible to apply, your organization must be established in California as one of the following:

- **Nonprofit** organizations classified as a tax-exempt 501(c)(3)
- **Accredited institutions of higher education** (public or nonprofit)
- **Local governments** in California and their agencies
- **Federally-recognized Native American Tribal governments** located and administered in the state of California

Additionally, organizations must possess a collection of documents, books, publications, artifacts, recordings, digital materials, and/or other sources relevant to the history and culture of California. The materials should be accessible at least to their communities of origin, preferably to the broader public. We recognize that in certain contexts, physical or cultural considerations may not allow for full, open use of sources.

- Cities, counties, or other organizations seeking funding for multiple departments or sub-units *must submit a separate application* for each such entity. Sub-units must be clearly distinctive, with separate collections in different physical locations and administered by separate personnel.

I confirm that my organization meets
the eligibility criteria for this grant. ✓

Organization Information

Organization name

Organization Type Local government/agency in CA

Organization Address

Ocean Ave & Lincoln St
PO Box 800
Carmel, Ca, 93921

Organization Mailing Address (**no P.O. boxes**)

943A Casanova Ave
Monterey, CA 93940

Organization's Employer
Identification Number (EIN)

94-6002837

Name of Parent
Organization/Institution/Agency (if
applicable)

City of Carmel-by-the-Sea

Project Director

Katie O'Connell

Project Director name

Project Director email

koconnell@ci.carmel.ca.us

Phone number

+18316241615

Grant Administrator

Same as above (Project Director)

Requested Services
and/or Fundable
Activities

- ✓ Preservation supplies
- ✓ Environmental monitoring and alert equipment
- ✓ Fire mitigation

Place a check mark by the
category(ies) of eligible activities and
costs for which you are seeking
support.

Underserved/Under-
Represented
Communities

- ✓ Other or unrelated

Place a check mark by any
community category whose
contributions to California history
and culture would be better
preserved by the project.

Assessment of
Emergency
Readiness

Our organization received an assessment from a Ready or Not consultant.

Place a check mark for the category
that pertains to you. For more
information on receiving a Ready or

File Upload: Assessment of Emergency Readiness

PDF	NEDCC-2024-EmergPrep-HML-... (602 KiB download)
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Please check one of the following: ☒ My organization has never received an award from Groundwork Grants.

Project Mission

Provide your organization's mission, along with a broad description of the collection that would be preserved. Offer any highlights of materials that illustrate the importance of the sources and the audience(s) they serve; identify the under-served California cultural heritage community(ies) most substantially represented in the collections, noting any exemplary sources.

The Carmel Public Library, through its Local History Department, is the archives for Carmel-by-the-Sea, and is devoted to acquiring, preserving, and making available historically significant items concerning the history of Carmel and the surrounding areas. These collections include over 7,000 photographs, 2,000 books, letters, diaries, manuscripts, programs, maps, scrapbooks and works of art. The archival collections are stored in a climate-controlled vault in the Park Branch Library (renovated in 1989 and updated several times since), and in an off-site storage unit. The Library is also in charge of the City's 900+ piece art collection, some of which are on public display in City buildings, including the Harrison Memorial Library and the council chambers at City Hall. The City's permanent records are stored in a below-grade storage room in City Hall. The Local History Department is a public research archive, and makes available more than a hundred years worth of material relating to Carmel's artistic, literary, theatrical, architectural and cultural heritage. Our collections include material on the 115 year old Forest Theater, the first outdoor theater on the west coast; authors and activists Lincoln Steffens and Ella Winter; the 90-year history of the Carmel Bach Festival; California's early bohemians, including George Sterling, and Bertha and Perry Newberry; and poet Robinson Jeffers, among many others. The art collection includes pieces by early California and local artists such as Mary De Neale Morgan, Charlotte Morgan, William Posey Silva, Charles Rollo Peters, and Armin Hansen.

Project Rationale

Discuss the rationale for the project, including key preservation and emergency readiness concerns your organization faces, such as environmental, natural disaster, security, or other threats that need to be addressed.

Note any disaster-related damage that your collection has previously experienced; highlight any sources that are particularly at risk of loss or deterioration.

Our library has been working to improve our emergency preparedness and resilience for over 10 years. We've made strides in expanding and updating our plan, training our staff, and starting a cache of disaster response supplies. However, the buildings housing our collections are 50-100 years old and were not originally intended to hold archival materials or art collections. Both the Harrison Memorial Library and our City Hall have valuable art pieces from early California artists on display; both are historic buildings with numerous single-pane windows and little-to-no UV-blocking film installed. The records storage space at City Hall is a below-grade room that shares a wall with the building's boiler. As with the rest of California, our city faces increasing danger from wildfires. The 2020 Carmel Fire didn't reach our library, but the air quality was significantly impacted, and many of our staff and community members were affected by evacuation orders. Winter storms, like the ones that we experienced in February-March of 2023 and

2024, are becoming more common, resulting in widespread power outages, flooding, and downed power lines, all of which threaten our facilities and collections.

In September 2024, the final report from our Ready or Not assessment highlighted several security and preservation concerns, and provided us with a list of recommendations to improve our emergency preparedness. We've already implemented several of the recommendations, including removing the carpet from the Park Branch archival vault and improving exit signage. With the support of this grant, we hope to tackle some of the more resource intensive recommendations: installing UV-blocking film in the City Hall council chambers and Harrison Memorial Library; installing environmental monitoring sensors in collection storage areas; and creating spill kits for collection storage areas.

Project Personnel

Identify and briefly describe the roles and qualifications of all key project participants, including, for example, the project director, emergency readiness consultants, contractors, digitization partners, community elders or knowledge experts, etc.

	Name	Role	Qualifications
1	Katie O'Connell	Project Director	Librarian/archivist, 9 years of experience
2	Crystal Shade Window Tinting	Contractor	Experience installing UV-blocking film

File Upload: Letters of Commitment

From **consultants** or **contractors** who would provide services supported by the grant program **(Required if using outside consultants)**

PDF

Letters of Commitment - C... (209 KiB download)

Project Workplan

Provide a timeline, listing key project activities or milestones with projected start and completion dates. Note that **grant expenditures** (all purchases for the grant, such as ordering supplies or registering for a training) **must be completed by the grant deadline of March 31, 2026**. Project activities may continue past the deadline. If you are unsure of your start date, please allow at least 1 month for application review.

	Key Activity	Projected Start Date (MM/DD/YY)	Projected End Date (MM/DD/YY)
1	Install UV-blocking window film	08/01/2025	12/31/2025
2	Order and deploy environmental monitoring	08/01/2025	12/31/2025

3	Order disaster response supplies and create spill kits	08/01/2025	12/31/2025
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Pre-Arranged Goods & Services

These services are offered directly through Groundwork Grants through pre-selected vendors. Please check the pre-arranged goods and services you are requesting.

\$0.00

Total Pre-Arranged Goods & Services Cost:

Please add the total cost of your pre-arranged goods and services using the calculated costs above and the price summary below.

Price Summary

- **Project mentorship:** \$3,000
- **Myriad-offered staff training opportunities:** \$500/class
- **Disaster kits:** \$730.30/set
- **Environmental monitoring and alert equipment:** minimum \$5,460

If you are not requesting any pre-arranged goods, please write '0' below.

Please select the proposed goods & services you are requesting:

- ✓ Preservation supplies (\$5,000 limit)
- ✓ Equipment and hardware
- ✓ Environmental monitoring and alert equipment

Preservation Supplies

!! PLEASE NOTE: This year, Groundwork Grants has a \$5,000 limit on preservation supplies. If you request over \$5,000, you will be asked to resubmit your application.

These may include archival quality containers, protective enclosures, folders, and other materials that may help safeguard physical collections and/or mitigate their deterioration. (See the Resources section of the Guidelines for further information on reputable vendors and budget considerations.)

Note that items such as vacuums, shelving, fire extinguishers, and similar durable tools may be requested in the Equipment section.

Item		Vendor and/or Website Link	Notes	Cost Estimate (\$)
1	Absorbent socks - Heavy duty (S-25004 and S-23519)	Uline	To limit water intrusion in collection areas in case of a water disaster	\$232.00
2	Absorbent pads - light and med weight (S-17294 and S-17293)	Uline	To respond to water intrusion in collection areas and to help dry materials after a water disaster	\$380.00
3	Reclosable Polyethylene bags (S-1306)	Uline	To pack wet books for freezing in the event of a water disaster	\$90.00
4	Cellulose Sponges	Uline	To respond to water disaster	\$86.00
5	Tax and shipping to 93921 (est)	Uline		\$200.00
6	Be-Ready Preparedness Carton (ZZ-BR112)	Gaylord	To pack out wet books and materials in response to a water disaster	\$499.80
7	Tax and shipping to 93921 (est)	Gaylord		\$160.00
8	Nitrile Gloves	Uline	To protect staff responding to water disaster and salvaging materials	\$76.00
				Total Preservation Supplies Cost (must not exceed \$5,000) \$1,723.80

Equipment and Hardware

Disaster preparedness assessments often point to immediate, relatively small-scale repairs, adjustments, and equipment replacements that do not require further estimates from a facilities specialist (e.g. window replacement, shelving unit

relocation, storage cabinets, door locks, security cameras, etc.). **Items such as vacuums, shelving, fire extinguishers, and similar durable tools may be requested here.**

	Item	Vendor and/or Website Link	Notes	Cost Estimate (\$)
1	UV-blocking window film	Crystal Shade Window Tinting	For Harrison Memorial Library & City Hall Council Chamber	\$13,411.00
2	Tax for window film	Crystal Shade Window Tinting		\$967.04
3				0
4				0
				Total Equipment Cost \$14,378.04

Environmental Monitoring and Alert Equipment

As noted in the Pre-Arranged Goods & Services section, applicants are free to propose other service providers for similar equipment. Please provide details on costs and vendors in the notes below, including shipping and tax.

!!Current Conserv clients may also request additional sensors or gateways here, with a quote provided from Conserv (uploaded in the Personnel tab under Letters of Commitment).

	Item	Vendor and/or Website Link	Notes	Cost Estimate (\$)
1	3x Temp & RH Loggers (TR72A2)	Cas Dataloggers (https://dataloggerinc.com/product/tandd-tr72a2)	To monitor archival vault, Park Branch basement and City Hall vault	\$923.25
2	1x Temp, RH and UV Logger (TR-74Ui)	Cas Dataloggers (https://dataloggerinc.com/product/tr-74ui-temperature-	To monitor HML Reading Room and art collection	\$349.00
				Total Environmental Monitoring Equipment Cost \$1,412.25

3	Tax and shipping (est.)	Cas Dataloggers	Shipping to 93921	\$140.00
				Total Environmental Monitoring Equipment Cost \$1,412.25

I confirm I have added *estimated* tax and shipping costs (as a separate line item) to my requested proposed goods & services where necessary.

✓

I confirm I have created an itemized list of *specific* goods and services where necessary.

✓

Total Proposed Goods & Services Cost

\$17,514.09

Please add your costs from each category and write the total here. If you are not requesting any Proposed Goods & Services, please write '0.'

Total Project Cost

17514.09

This number is calculated from your Total Pre-Arranged and Proposed Goods & Services costs. **It may exceed \$20,000.**

If the total project cost is over \$20,000, please indicate in the notes section below how your organization will pay for the additional costs.

Total Amount Requested

\$17,550.00

This number may not exceed the maximum award of **\$20,000.**

Final Budget Notes

We're requesting \$17,550 in case our shipping/tax estimates are off from the final amounts. If the project ends up exceeding \$17,550 through unexpected labor or materials costs and/or price increases, we will be able to cover the overage either with the Library's operating budget or in collaboration with the City's Public Works Department.

Log in to groundworkgrants.awardsplatform.com to see complete application attachments.



Award Document: Carmel Public Library

Groundwork Grants I

BASIC INFORMATION

Primary Contact (Project Director)	Katie OConnell
Email	koconnell@ci.carmel.ca.us
Phone Number	+18316241615
Grant Expenditure Deadline	3/31/26

AWARD INFORMATION

Funding Category	Amount (\$)
Pre-Arranged Goods & Services (paid directly to vendors from Myriad)	\$0.00
Proposed Goods & Services (sent as a cash payment to awardee)	\$17,514.09
Total Amount Requested	\$17,550.00

The following amount is your total award amount. Awards may be reduced from the original request based on limited funding and ineligible requests.

Fund	Amount
Groundwork Grants I	\$17,514.09
Total Award	

Final award amount may be adjusted due to mutually determined budget changes. The funds awarded for **Proposed Goods and Services** will be



distributed via **Melio** (service@meliopayments.com), which will email you a link to accept your award online or through a paper check.

AWARD SUMMARY

Note that some fields may appear blank if not requested.

Pre-Arranged Goods & Services	
Disaster Kit Set Quantity	
Mentorship	no
Conserv Environmental Monitoring Equipment Package	
Myriad-Provided Training Opportunities	no Trainings Selected:
Proposed Goods & Services	
Preservation supplies (\$5,000 limit), Equipment and hardware, Environmental monitoring and alert equipment	



Groundwork Grants: Terms and Conditions

Reporting Requirements

Grant recipients are required to provide only final reports, following the completion of their projects. These should consist of both a financial report (including receipts) and a brief narrative report describing project accomplishments.

Reporting Checklist

1. Financial Report:

- a. Invoices, receipts, and any other forms of payment history for goods & services contracted using your Groundwork Grants award
- b. A simple spreadsheet, showing both proposed and actual expenses

2. Narrative Report:

- a. A brief narrative (2-3 paragraphs) describing the work that was done on the project and noting any highlights or unanticipated challenges. Any comments that help us understand the impact of these grants will be especially appreciated.

Publicizing and Acknowledging Your Grant

Grantees are strongly encouraged to publicize their awards and project accomplishments via news releases, social media, presentations, or whatever forms deemed appropriate. In doing so, please acknowledge the source of financial support as follows:

The Groundwork Grants program is administered by the California State Library in partnership with Myriad Consulting and Training and is part of the library's "Ready or Not: California Cultural Heritage Disaster Preparedness Project," funded by the State of California.

Notification Requirements

Please email joana@myriadconsultants.org in case of:

1. Change of **Project Director/Grant Administrator**
2. Change of **project plans** (i.e., new disaster-related damages necessitating a change in requested goods and services or proposed timeline)

Unused Funds and Extensions:

At the end of the grant period, the Grantee agrees to return any unexpended or unaccounted for funds to Myriad Consulting & Training, **or** to submit a written request for a no-cost extension of the grant period. (Funds will also be considered unexpended or unaccounted for if they were used for



unintended purposes or otherwise inconsistent with the terms of this agreement.) If an extension of the grant period is needed to complete project activities, a request for approval should be submitted to Myriad no less than 30 days prior to the project end date, identified in the award document above.

California State Regulations

Drug-free Workplace: The Grantee certifies under penalty of perjury under the laws of California, that the Grantee will comply with the requirements of the DrugFree Workplace Act of 1990 (Gov. Code, § 8350 et. seq.)

Non-Discrimination: During this grant period, the Grantee and the Grantee's contractors, and subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, age, sexual orientation, or military and veteran status. Additionally, Grantee, contractors, and subcontractors, if applicable, shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§ 11135-11139.5), and the regulations or standards adopted by the California State Library to implement such article.

Confidentiality and Disclosure:

As with the grant applications, all project communications between the Grantee and Myriad Consulting & Training will be treated as confidential; access to reports or other materials submitted by Grantees will be restricted to program staff from Myriad and designated liaisons from the California State Library, the program's funding partner. Grantees will be identified periodically in public announcements from either Myriad or the California State Library. In the event that program staff wish to publicize specific materials shared, approval will be sought from such Grantees. Aggregated data about all projects will be provided to the California State Library and may be used in reporting about or publicizing the grant program. As noted above, Grantees are, themselves, encouraged to publicize the receipt of their awards and accomplishments of their projects.



Communication

We are eager for you to succeed in your project and want to be of assistance in whatever ways we can. Please direct any and all questions to: Joana Stillwell, Program Officer, joana@myriadconsultants.org.



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

November 3, 2025

CONSENT AGENDA (Estimated time - 5 min)

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Rob Culver, Public Works Superintendent

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Resolution 2025-095 Authorizing an Agreement with Precision Concrete Cutting for Citywide Sidewalk Offset Shaving in an amount not to exceed \$173,804.

RECOMMENDATION:

Adopt Resolution 2025-095 authorizing an agreement with Precision Concrete Cutting for Citywide Sidewalk Offset Shaving in an amount not to exceed \$173,804.

BACKGROUND / SUMMARY:

In June 2025, Carmel Public Works entered into a Professional Service Agreement with Precision Concrete Cutting (PCC) for the inspection survey and documentation of uneven sidewalks into DataWorks, a proprietary sidewalk condition and repair software program which enables the City to maintain a long-term sidewalk condition database for budgeting, planning, and tracking repairs which pose a potential hazard to pedestrians. Uneven sidewalks caused by ground settling and tree roots cause a potential hazard to pedestrians. Displaced sidewalks cause problems for both public and private entities in the form of trip and fall liability exposure.

The inspection survey, completed in August 2025, resulted in 1,426 concrete offsets equaling 6,572 lineal feet, ranging from 1/4 of an inch to 2 inches.

Staff recommends that City Council adopt the attached Resolution (**Attachment 1**) authorizing an agreement with Precision Concrete Cutting (PCC), a sole-source provider of sidewalk shaving services for an amount not to exceed \$173,804 for the shaving of 1,426 offsets (Proposal included as **Attachment 2**). PCC utilizes a

horizontal saw-cutting method that removes vertical offsets between ¼" and 2" while preserving the integrity of the concrete. This approach is cleaner, more efficient, and significantly more cost-effective than traditional remove-and-replace (R&R) methods.

FISCAL IMPACT:

In June 2025, Public Works entered into a Professional Service Agreement with Precision Concrete Cutting for a sidewalk inspection survey in the amount of \$12,420.

In October 2025, Precision Concrete Cutting provided a proposal for the shaving of 1,426 sidewalk offsets for an amount not to exceed \$173,804.

PRIOR CITY COUNCIL ACTION:

At the June 3rd, 2025 Council meeting, Council approved the FY 2025/26 Capital Improvement Plan which included an appropriation of \$500,000 for sidewalk repairs.

ATTACHMENTS:

1. Resolution 2025-095
2. Precision Concrete Cutting Proposal

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

RESOLUTION NO. 2025-095

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
APPROVING AN AGREEMENT WITH PRECISION CONCRETE CUTTING FOR CITY-WIDE
SIDEWALK OFFSETS SHAVING IN AN AMOUNT NOT TO EXCEED \$173,804**

WHEREAS, in June 2025, Carmel Public Works entered into a Professional Service Agreement with Precision Concrete Cutting (PCC) for the inspection survey, and documentation of uneven sidewalks into DataWorks; and

WHEREAS, the inspection survey, completed in August 2025, resulted in 1,426 concrete offsets equaling 6,572 lineal feet, ranging from 1/4" to 2"; and

WHEREAS, Precision Concrete Cutting provided a not-to-exceed proposal of \$173,804 for the shaving of 1,426 offsets; and

WHEREAS, At the June 3rd, 2025, Council meeting, Council approved the FY 25/26 Capital Improvement Plan, which included an appropriation of \$500,000 for sidewalk repairs

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

Authorize the agreement with Precision Concrete Cutting for City-wide sidewalk offset shaving in an amount not to exceed \$173,804.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
this 3rd day of November 2025, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk



Date: 8/28/25

PROPOSAL FOR “NOT TO EXCEED” AGREEMENT BETWEEN THE CITY OF CARMEL BY THE SEA AND PRECISION CONCRETE CUTTING (PCC)

OVERVIEW

Uneven sidewalks caused by ground settling and tree roots cause a potential hazard to pedestrians. Displaced sidewalks cause problems for both public and private entities in the form of trip and fall liability exposure.

It is proposed that the City of Carmel by the Sea and PCC enter into an agreement whereby PCC will assess, and repair sidewalks (horizontal concrete saw cutting) as identified and requested by City staff. The price for these services shall not exceed the dollar amount and quantity defined in the “Proposal Detail” section below.

BACKGROUND INFORMATION ON PRECISION CONCRETE CUTTING

PCC has been assessing and repairing sidewalks since 1990. The company performs work throughout the United States and with dozens of cities in California.

PCC is the leader in sidewalk asset management. We specialize in assessing sidewalk infrastructure and repairing uneven sidewalks. Our unique saw-cutting method for correcting off-set sidewalk panels leaves behind ADA compliant results for a fraction of the cost of new concrete. Our clients benefit from detailed GIS maps that allow them to create a GIS database to effectively manage their sidewalk infrastructure.

ASSESSMENT SERVICES

PCC technicians will walk every panel in the project area and visually assess potential tripping hazards and damage. PCC will provide a GIS compatible report that list each location identified including a photo, exact location, off-set height and square foot amount for replacement locations.

PROPRIETARY MOBILE PHONE SOFTWARE

PCC has developed proprietary mobile software useable across multiple platforms (Android, iPhone, iPad, Smart Phone, etc.)

- Provides GPS Coordinates – Integrates with GIS systems
- Mapping – Provides detailed location data plotted with Google Maps
- Detailed Reporting – Provides specific and detailed data on measurements for every trip hazard
- Addresses – The software gives the address and longitude / latitude of each trip hazard location
- Additional Data - Records other data, e.g. spalling, cracks, replacements or other data you need
- Sidewalk Asset Management – PCC offers complete sidewalk asset management





PROPRIETARY AND PATENTED REPAIR METHOD

To Date, PCC has been awarded 8 patents by the US Patent and Trademark Office on our trip hazard removal equipment and process. The following is each patent description and number where they can be reviewed on the US Patent office web site – www.uspto.gov

PROPOSAL DETAILS

Contract amount: Total charge for services rendered shall not exceed **\$173,804**
Includes 10% contingency

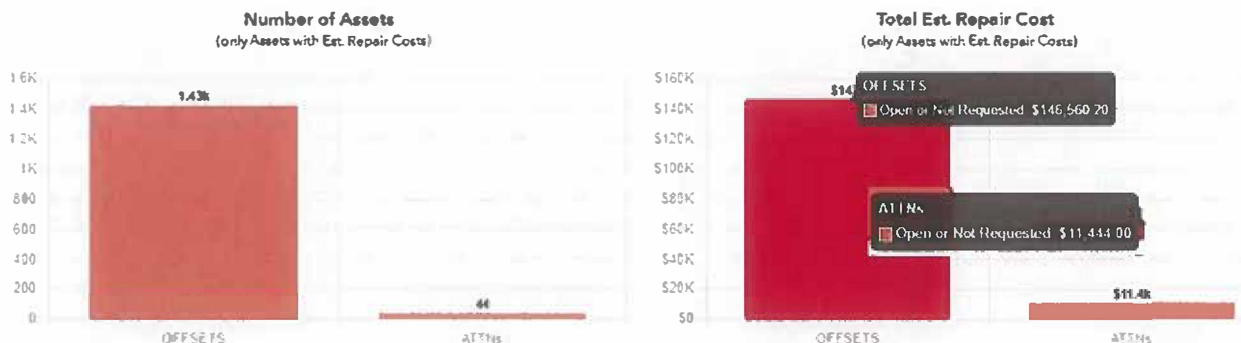
Shaving Billing Units: Services are billed in "Inch Feet". An inch foot is calculated by measuring the average height of the sidewalk off-set and multiplying this average by the length of the cut. Example: A sidewalk off-set on a 4-foot wide sidewalk that consists of a 0.5" rise on one side, and tapers down to a zero rise on the other is calculated as follows:

$$\frac{0.5" + 0"}{2} \times 4\text{ft} = 1 \text{ inch-foot}$$

Unit Price for (off-set) sidewalk shaving: \$60.00 per inch-foot

Unit Price for (ATTN) Caulking and patching per table below

- Gap L (9/8" - 2") - \$68 per Lineal foot
- Hole L (9" - 12") - \$185 per location

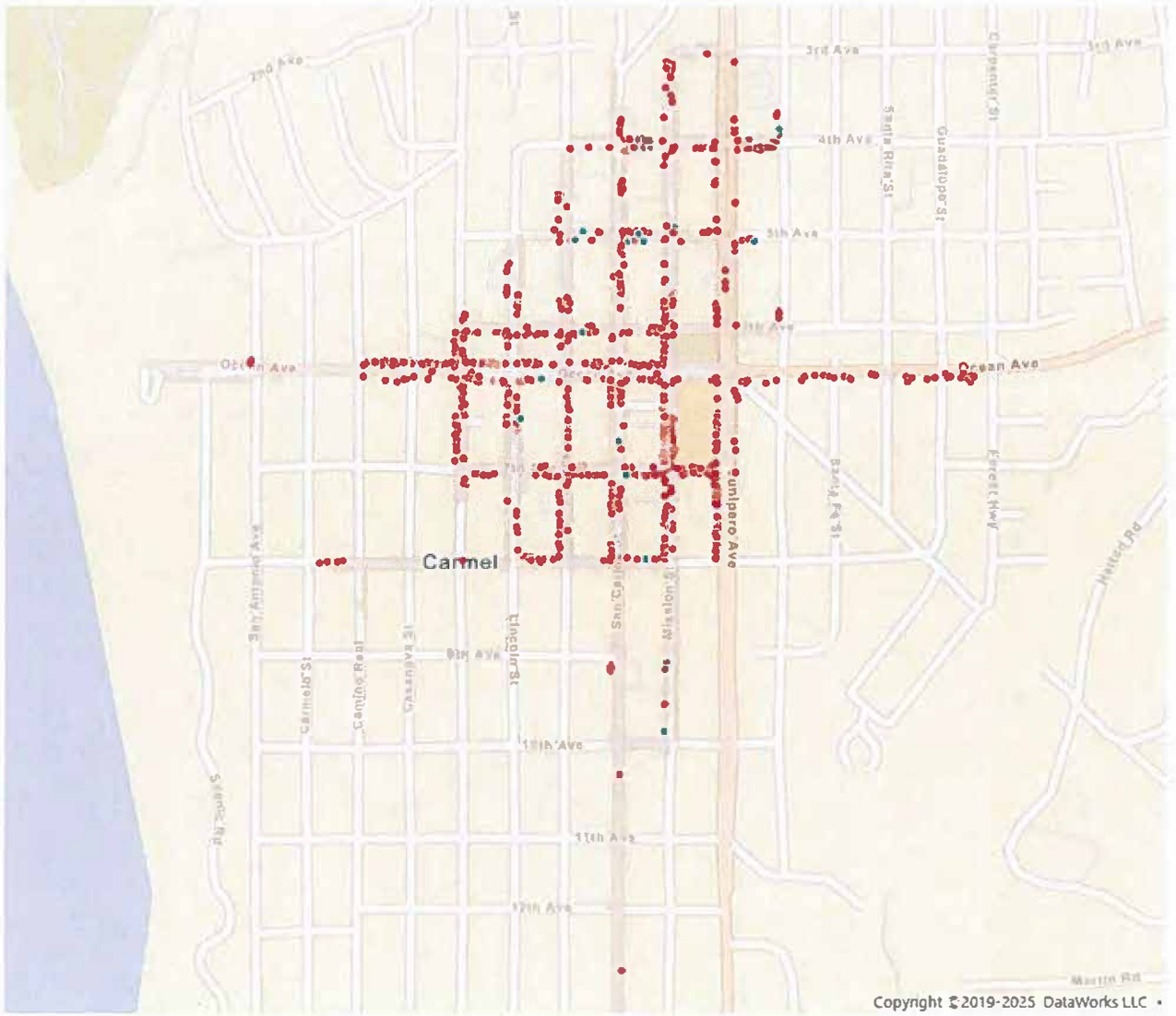


Streets with Sidewalks to be repaired: To be assigned by the city.





Map of Project Area Below





LIMITATIONS

PCC removes only those trip hazards specifically requested or approved by customers, and therefore makes no guarantee or representation that areas are free of trip hazards after the work is completed. In addition, PCC only performs certain trip hazard repairs. Among other things, PCC does not remove and replace sidewalk slabs (R&Rs) and does not repair certain ATTNs (e.g. utility boxes). Furthermore, to preserve clients' budget, PCC typically does not perform any repair at and around any sidewalk slabs that require to be replaced. It is our customers' responsibility to provide proper access and PCC assumes no liability for trip hazards that cannot be repaired due to parked vehicles or other obstacles preventing safe and practical access. In such cases, PCC returns once to attempt completion of repairs that could not be completed the first time. Additionally, it is recognized that after completion of the work, the concrete trip hazards may and frequently do continue to move naturally over time due to roots, water, freezing, pipes, and other natural or man-made causes. PCC is not responsible for movement or changes in the sidewalk and is not liable for any related claims, losses, damages or liabilities thereto pertaining.

Precision Concrete Cutting is committed to providing the highest quality service to our customers. Should you have any questions or comments, please do not hesitate to contact us.

PCC REPRESENTATIVE:

Joseph Ortega

YOUR REPRESENTATIVE:

x Rob Culver





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

November 3, 2025

CONSENT AGENDA (Estimated time - 5 min)

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Joel Staker, Information Systems Manager

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Resolution 2025-096 authorizing the City Administrator to execute a professional services agreement with Technology Integration Group for Managed Detection and Response Services in an amount not to exceed \$92,937 through October 31, 2028

RECOMMENDATION:

Adopt Resolution 2025-096 authorizing the City Administrator to execute a professional services agreement with Technology Integration Group for Managed Detection and Response Services in an amount not to exceed \$92,937 through October 31, 2028.

BACKGROUND / SUMMARY:

The city uses various computer security products to keep our systems and data safe and reliable. We have used services from Arctic Wolf for several years now for what the industry refers to as “Managed Detection and Response”. This service lets Arctic Wolf place proprietary technology on the city’s network that can detect and respond to computer security incidents. We have budgeted for this service.

Arctic Wolf typically sells this service to municipalities through a reseller process and gives pricing based on a cooperative purchasing contract that the State of California receives through a competitive bidding process.

Staff recommends adoption of the attached Resolution (**Attachment 1**) to authorize the agreement with Technology Integration Group for Managed Detection and Response Services for a total amount not to exceed \$92,937 through October 31, 2028. We expect to use these services until at least October 31, 2028.

FISCAL IMPACT:

The City budgeted \$30,000.00 for this service and received a competitive quote for an annual cost of \$30,978.29, which will require a budget adjustment of \$978.29 from other accounts in the IT budget this fiscal year.

PRIOR CITY COUNCIL ACTION:**ATTACHMENTS:**

1. Resolution 2025-096

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

RESOLUTION NO. 2025-096

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 TECHNOLOGY INTEGRATION GROUP (TIG) FOR MANAGED DETECTION AND RESPONSE SERVICES IN A TOTAL AMOUNT NOT TO EXCEED \$92,937 FOR A CONTRACT TERM ENDING OCTOBER 31, 2028

WHEREAS, Carmel-by-the-Sea needs services, including Managed Detection and Response services; and

WHEREAS, the City has been using Technology Integration Group as a reseller for the Arctic Wolf System for the services needed; and

WHEREAS, the City Administrator entered into an agreement with PC Specialists Inc dba Technology Integration Group, for one year of contract Managed Detection and Response services on December 12, 2024, for a not-to-exceed cost of \$27,491.28; and

WHEREAS, the city desires to continue receiving this service for the next three years; and

WHEREAS, purchases and contracts for services of an estimated market value of \$60,000 or more require approval by Council resolution in accordance with Municipal Code Section 3.12.320.

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 with Technology Integration Group in a total amount not to exceed \$92,937 for Arctic Wolf Managed Detection and Response services.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk



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

November 3, 2025
ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Marisa Bermudez, HR Manager

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Resolution 2025-094 approving the At-Will (Unrepresented) Compensation and Benefits Plan in compliance with California Code of Regulations (CCR) section 571 and addressing findings of a CalPERS audit *(Estimated time - 5 min)*

RECOMMENDATION:

Adopt Resolution 2025-094 approving the At-Will (Unrepresented) Compensation and Benefits Plan in compliance with California Code of Regulations (CCR) section 571.

BACKGROUND / SUMMARY:

At-Will (unrepresented) employees are not recognized nor represented for the purpose of collective bargaining over salary, benefits, and working conditions. Historically, the City of Carmel-by-the-Sea (City) has aligned the salaries of At-Will employees with those of represented units based on annual cost-of-living adjustments. This alignment that establishes the pay rate for At-Will positions is critical for recruitment and retention and for avoiding salary compactions, as was acknowledged by City Council through Resolution 2024-069.

Similarly, a few additional incentive-type benefits, such as Education Incentive Pay, have been historically applied to At-Will employees in mirroring represented management classifications. These have been identified as attractive incentives commonly offered by other agencies, but also helped maintain internal benefit parity between our different City employee groups' compensation and benefits.

The City has historically utilized individual employment contracts with At-Will,

unrepresented classifications. These contracts have included benefits outlined in the LiUNA Management Unit's labor contract and have simply referenced the labor agreement as applicable. This practice of referencing, rather than formally outlining benefits, creates a direct conflict with California Code of Regulations section 571, which governs reportable compensation for retirement calculation purposes. Moreover, during a recent California Public Employee's Retirement System (CalPERS) audit, the City's practice of providing matching compensation and benefits to At-Will classifications without having a formal document that outlines all benefits available to the At-Will classifications was identified as out of compliance with CCR section 571.

The proposed At-Will Compensation and Benefits Plan (Plan) formalizes the application of these additional special compensation items and formally codifies the benefits necessary for CalPERS compliance and basic market competitiveness. The proposed Plan is included as **Attachment 2**. At CalPERS' recommendation, the Plan's effective date will be aligned with the LiUNA Management Unit's agreement for compliance purposes. However, no part of the Plan will be applied retroactively to At-Will employees.

It is important to note that the proposed Plan does not include all benefits afforded to the represented LiUNA Management Unit in its entirety. For example, while the LiUNA Management Unit receives longevity pay (5% of base salary) after 10 years, certification pay of up to \$100 per month, additional waived sick leave usage for medical appointments, 6 months of salary continuation while temporarily disabled due to a work related injury, and up to \$600 contribution for flexible spending account/dependent day care, the At-Will classifications do not enjoy such benefits.

This action does not limit the City Council's ability to determine appropriate compensation and benefits moving forward; it simply formalizes the historical practice of the City into a legally compliant policy to ensure the retirement compensation reporting of our At-Will employees is in compliance with CalPERS requirements and to rectify the audit findings.

Staff recommends the adoption of the attached Resolution (**Attachment 1**) approving the At-Will Compensation and Benefits Plan (**Attachment 2, Exhibit A**), in compliance with California Code of Regulations (CCR) section 571. Staff will return to the City Council for authorization if any benefit enhancements are determined necessary for the At-Will classification to remain attractive and competitive both internally and in the labor market.

FISCAL IMPACT:

No fiscal impact.

PRIOR CITY COUNCIL ACTION:

Resolution No. 2024-069: A Resolution of the City Council of the City of Carmel-by-the-Sea amending the At-Will (Unrepresented) salary ranges to incorporate and align with Cost-of-Living Adjustments (COLAs) for the Management Unit, In accordance with

Municipal Code 2.52.520, effective August 1, 2024.

Resolution No. 2025-069: A Resolution of the City Council of the City of Carmel-by-the-Sea approving the current salary schedule for At-Will (Unrepresented), Management Unit (an affiliate of LiUNA), General Unit (an affiliate of LiUNA), Police Officers Association, and Temporary/Hourly in compliance with California Public Employees Retirement Law (PERL) and the California Code of Regulations (CCR) Title 2, Section 570.5.

ATTACHMENTS:

1. Resolution 2025-094
2. At-Will Compensation and Benefit Plan

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

RESOLUTION NO. 2025-094

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA APPROVING THE AT-WILL (UNREPRESENTED) COMPENSATION AND BENEFITS PLAN IN COMPLIANCE WITH CALIFORNIA CODE OF REGULATIONS SECTION 571 AND ADDRESSING FINDINGS OF A CALPERS AUDIT

WHEREAS, the City of Carmel-by-the-Sea (City) employs At-Will, unrepresented classifications whose compensation and benefits must be clearly defined for purposes of recruitment, retention, internal parity, and compliance with State law; and

WHEREAS, the City has historically utilized individual employment contracts that simply reference the LiUNA Management Unit's labor contract for certain benefits and compensation, rather than formally outlining those items; and

WHEREAS, the practice of referencing a labor contract creates a direct conflict with California Code of Regulations (CCR) section 571, which governs reportable compensation for retirement calculation purposes; and

WHEREAS, a recent California Public Employee's Retirement System (CalPERS) audit identified the City's method as out of compliance with CCR section 571 due to the lack of a formal, explicit document detailing all benefits available to At-Will classifications; and

WHEREAS, the proposed At-Will Compensation and Benefits Plan, attached hereto as Exhibit A, formalizes the application of benefits and special compensation items to ensure compliance with CalPERS requirements and helps maintain internal equity and basic market competitiveness, and

WHEREAS, the proposed Plan does not expand or create new benefits but rather formalizes the historical practice of the City into a legally compliant policy.

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

Approve and adopt the At-Will (Unrepresented) Compensation and Benefits Plan attached as Exhibit A to this Resolution.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 3rd day of November, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk

Attached - EXHIBIT A – At-Will Compensation and Benefits Plan (Effective Date 7/1/2024)



City of Carmel-by-the-Sea

AT-WILL COMPENSATION AND BENEFITS PLAN

EFFECTIVE JULY 1, 2024

This Compensation and Benefits Plan (Plan) is intended to establish standard compensation, benefits and conditions of employment for all At-Will (unrepresented) positions with the City of Carmel-by-the-Sea (City). The positions recognized as At-Will classifications are listed in Appendix "A". Such recognition shall extend only to the employees holding permanent positions with the City. All At-Will positions are exempt from the Fair Labor Standards Act (FLSA) and are at-will employees. With the exception of the City Administrator, who holds office for and at the pleasure of the City Council, all At-Will positions serve at the pleasure of the City Administrator and can be terminated with or without notice or cause and with no rights to appeal as provided in Municipal Code section 2.52.050.

1. Salary and Compensation

- 1.1 The City Administrator receives compensation as determined by the City Council set forth in the City Administrator's employment contract, and any subsequent amendments.
- 1.2 All At-Will positions, except the City Administrator, receive compensation based on publicly approved salary schedules approved by the City Council and outlined in individual employment contracts, as approved by the City Administrator. At-Will employees are eligible for merit salary step advancements, subject to a satisfactory performance evaluation and the City Administrators' approval as provided in Municipal Code section 2.52.555.
- 1.3 Cost of Living Adjustments for all At-Will positions mirror those of the LiUNA Management Unit and are subject to City Council approval.

2. Deferred Compensation

- 2.1 The City offers all employees the opportunity to participate in a deferred compensation (457) plan on a voluntary basis through payroll contributions. Participation and contributions are regulated by the rules and regulations established by the Internal Revenue Service (IRS) for such plans.
- 2.2 The City Administrator receives a City contribution as determined by City Council and outlined in the City Administrator's employment contract.
- 2.3 All At-Will positions, except the City Administrator, receive a minimum City contribution of \$100 per month. The City Administrator has sole discretion to determine a higher contribution amount on a case-by-case basis based on recruitment and retention needs, and performance merits.

3. Retirement

- 3.1 Miscellaneous Employees Tier 1: Employees hired on or before November 1, 2011 are subject to the 2% @ 55 retirement formula. Final compensation for the purpose of determining a retirement benefit is based on the highest consecutive 12-month period. The required member contribution is 7% of reportable compensation as defined by CalPERS. At-Will employees contribute an additional 3% towards the City's cost share, for a total of 10% towards the normal cost of pension benefits, as provided by Cal.Gov. Code Section 20516.
- 3.2 Miscellaneous Employees Tier 2: Employees hired after November 1, 2011, and prior to January 1, 2013, and employees with qualified reciprocity (Classic Members) are subject to the 2% @ 60 retirement formula. Final compensation for the purpose of determining a retirement benefit is based on the average of the final 3- years of the member's salary. The required member contribution is 7% of reportable compensation as defined by CalPERS. At-Will employees contribute an additional 3% towards the City's cost share, for a total of 10% towards the normal cost of pension benefits, as provided by Cal.Gov. Code Section 20516.
- 3.3 Miscellaneous Employees Tier 3 (PEPRA): Employees hired on or after January 1, 2013 or who do not qualify for pension reciprocity, non-Classic Members, are subject to the 2% @ 62 formula. Final compensation for the purpose of determining a retirement benefits is based on the average of the final 3-years of the member's salary. As required by Cal. Gov. Code Section 7522.04(g), members covered by this retirement formula shall pay fifty percent (50%) of the normal cost. In addition to paying 50% of the normal cost, PEPRA At-Wil employees contribute an additional 3% towards the City's cost share as provided by Cal. Gov. Code Section 20516.
- 3.4 Public Safety Employees Tier 1: At-Will Public Safety members hired prior to November 1, 2011 shall be subject to the same CalPERS retirement program plan provisions outlined in the Carmel Police Officers Association bargaining unit.
- 3.5 Public Safety Employees Tier 2: At-Will Public Safety members hired on or after November 1, 2011, and prior to January 1, 2013, shall be subject to the same CalPERS retirement program plan provisions outlined in the Carmel Police Officers Association bargaining unit.
- 3.6 Public Safety Employees Tier 3 (PEPRA): At-Will Public Safety members hired on or after after January 1, 2013 shall be subject to the same CalPERS retirement program plan provisions outlined in the Carmel Police Officers Association bargaining unit.
- 3.7 Pursuant to Government Code Section 20965 and the City's CalPERS contract, an employee may elect to use accrued but unused sick leave available to them under the provision of the contract for sick leave service credit. If an employee elects to use sick leave available for service credit, such time cannot also be applied to the "sell back" provision outlined in the Plan under Leaves (Section 6.2).

4. Special Provisions

- 4.1 Uniform Allowance - Public safety At-Will positions are eligible for \$100 per month of uniform allowance for the purchase and maintenance of required uniform items and footwear.
- 4.2 Boot Reimbursement – At-Will employees who are required to wear safety work boots for the performance of job duties shall be afforded an annual reimbursement of up to \$300 per year for the purchase of approved safety boots. Employees shall provide receipts for items for which they are requesting reimbursement.
- 4.3 Wellness Reimbursement – At-Will employees are eligible to receive a reimbursement of up to \$50/month to defray costs of a membership to a licensed gym/health club/fitness facility of the employee's choosing. This reimbursement will be provided on a semi-annual basis in arrears (July and January). Evidence of monthly membership payment is required along with the request of reimbursement.
- 4.4 Education Incentive Program (EIP) – Consistent with LiUNA Management Unit employees' labor agreement Article 5, employees are eligible to receive a two and one-half percent (2.5%) increase to their base salary upon satisfactory completion of 30 units of college level job-related courses. Upon satisfactory completion of 60 units or the attainment of an Associate Degree, employees are eligible to receive a salary increase equal to five percent (5%) of base salary. In no case shall the EIP rate of compensation exceed five percent (5%).
- a. Eligibility:
 - i. The City Administrator is eligible to receive Education Incentive pay as determined by City Council and outlined in the City Administrator's employment contract.
 - ii. All AT-Will employees, except the City Administrator, are eligible to receive Education Incentive pay as determined by the City Administrator based on recruitment and retention needs on a case-by-case basis.

5. Insurance

- 5.1 Health Insurance – The City shall provide At-Will employees with the same health plan options which are provided to other City employees. The City shall pay 85% of the medical premium of the At-Will employee and eligible dependents based on employee choice.
- a. Retirees – the City will contribute the mandatory monthly minimum contribution, as determined by CalPERS, for eligible At-Will employees that retire from City service.
 - b. Option Out (Medical Program Only) – At-Will employees may elect to not participate in the City's medical plan. Any At-Will employee who elects to not participate shall

be eligible to receive \$291.00 per month in lieu of medical coverage. The following conditions must be met:

- i. They shall submit proof of medical legally compliant coverage elsewhere.
- ii. They shall sign a medical plan waiver.
- iii. Exclusion may apply when a legal order to provide medical coverage for dependents exists.

5.2 Dental and Vision – The City shall provide At-Will employees with the same dental and vision plan options which are provided to other City employees. The City shall pay 100% of the premium for the Core dental and vision plans for employees and eligible dependents. Employees have the option to purchase buy-up options that are fully paid by the employee.

5.3 Life Insurance – Life insurance coverage paid by the City is Thirty Thousand Dollars (\$30,000) for all employees and Five Thousand (\$5,000) per dependents.

5.4 Long Term Disability Insurance – Premium coverage is paid by the City.

6. Leaves

6.1 Vacation Leave – At-Will employees will accrue vacation leave consistent with LiUNA Management Unit employees and in accordance with Municipal Code sections 2.52.625 through 2.52.645. The following are the current vacation accrual rates:

1 – 4 Years of service:	80 hours per year
5 – 10 Years of service:	120 hours per year
11 – 15 years of service:	160 hours per year
15 years of service and over:	176 hours per year

- a) The rate of accrual for the City Administrator may be determined by City Council and outlined in the City Administrators' employment contract.
- b) The City Administrator has the sole discretion to grant prior government service credit for recruitment and retention purposes to At-Will employees on a case-by-case basis.
- c) Pursuant to Municipal Code section 2.52.655, At-Will employees may "sell back" to the City vacation hours at the same rate as LiUNA Management Unit employees (currently up to 80 hours once per fiscal year).

- 6.2 Sick Leave – At-Will employees shall accrue eight (8) hours of sick leave each month, consistent with all represented employee units. These hours are to be accrued and used in accordance with procedures outlined in Municipal Code section 2.52.665 through 2.52.685.
- 6.3 Bereavement Leave – At-Will employees are entitled to twenty-four (24) hours of bereavement leave each fiscal year for serious illness, disability, or death in the employee's immediate family. If the employee exhausts the 24 hours of bereavement leave, the employee shall be permitted to use up to two days of accrued sick leave as bereavement leave. If an additional incident qualifying for bereavement leave occurs in the same calendar year, the employee shall be permitted to use up to an additional five days of accrued sick leave as bereavement leave.
- 6.4 Executive (Management) Leave – Pursuant to Municipal Code 2.52.650, At-Will employees shall receive 96 hours of Executive (Management) Leave at the beginning of each fiscal year. This is consistent with the current 80 hours of Executive Leave plus 16 hours of General Leave for the Management Unit. This leave must be taken during the fiscal year in which it is earned and will be replenished at the beginning of each fiscal year. Executive (Management) Leave hours have no cash out value. Leave hours shall be prorated for new hires.
- 6.5 Holidays – Consistent with all represented employee units, At-Will employees shall receive paid holidays annually as set forth below as approved by City Council (currently 12 days).

1. New Year's Day (January 1)
2. Martin Luther King Day (3rd Monday of January)
3. Lincoln's Birthday (February 12)
4. President's Day (3rd Monday of February)
5. Memorial Day (Last Monday of May)
6. Independence Day (July 4)
7. Labor Day (1st Monday of September)
8. Veterans Day (November 11)
9. Thanksgiving Day (4th Thursday in November)
10. Friday after Thanksgiving (Day after Thanksgiving)
11. Christmas Eve (December 24)
12. Christmas Day (December 25)

7. At-Will Status and Severance Pay

Pursuant to Municipal Code section 2.52.050, At-Will status shall mean the City retains the right to terminate the employment relationship for any reason, with or without cause, with or without notice, without further obligation or liability except for severance pay as set forth below.

The City Administrator serves at the pleasure of the City Council. Termination of employment and severance pay, with or without cause, are as outlined in the City Administrators' employment contract.

The City Administrator may resign from employment upon giving appropriate written notice to the City Council as outlined in the City Administrators' employment contract.

In the event the City Administrator terminates an employee's At-Will employment without cause, the terminated At-Will employee shall receive a single lump sum payment equal to one (1) month of their current aggregate salary. Employees terminated for cause are not entitled to severance pay. Termination for cause is that involving misconduct including but not limited to illegal activities, gross malfeasance, dereliction of duties, or absence from employment without good cause.

With the exception of the City Administrator, all At-Will employees may resign from employment at any time, provided they give thirty (30) days' written notice to their Department Head or the City Administrator to remain in good standing. In the event of resignation, At-Will employees shall not be entitled to any additional compensation or payment, including severance, but shall be entitled to base salary, accrued vacation pay, and all other accrued and unused benefits as required by law.

8. Municipal Code – Title 2 Administration and Personnel

The City of Carmel-by-the-Sea Municipal Code, personnel ordinances, resolutions, rules and policies not specifically addressed here shall apply to At-Will positions in the same manner as are applied to other City employees.

Appendix “A”**At-Will (unrepresented) Classifications:**

1. City Administrator
2. Assistant City Administrator
3. Public Safety Director (Police Chief)
4. Public Works Director
5. Community Planning and Building Director
6. Police Commander
7. Library and community Activities Director (Library Director)
8. Finance Manager
9. Human Resources Manager
10. Information Services/Network Manager
11. City Clerk
12. Environmental Compliance Manager
13. Project Manager
14. Building Official
15. Senior Human Resources Analyst
16. Deputy City Clerk
17. Administrative Analyst
18. Executive Assistant
19. Administrative Technician



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

November 3, 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 2025-097 Adopting an Amended Water Allocation Policy for the City of Carmel-by-the-Sea (CMC 17.50.030) *(Estimated time - 40 min)*

RECOMMENDATION:

Adopt Resolution 2025-097 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. The City's water management program (Carmel-by-the-Sea Municipal Code Chapter 17.50) requires new allocations to be 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, recommending to the City Council how unallocated reserves should be allocated under a new water allocation resolution. On October 7, 2025, the City Council considered the Planning Commission's recommendation and made an alternative recommendation on the allocation of water resources. Staff is returning with a revised Resolution based on the City Council's direction.

Background:

On October 7, 2025, the City Council was presented with a staff report (**Attachment 2**) detailing the city's water management program and the policies and regulations

associated with the allocation of water resources. The report also summarized the Planning Commission's recommendation on the allocation of 14-acre feet of water into various land use categories. The City Council considered the Planning Commission's recommendation on and after receiving public comment and deliberating, directed staff to return with an allocation resolution that distributes water as follows:

- 3-acre feet to very low and low-income housing
- 3-acre feet to single-family residential, with no water allocation to accessory dwelling units
- 2-acre feet to multi-family residential
- 6-acre feet to remain in unallocated reserves

The City Council also directed staff to return at a date uncertain to discuss potential options for allocating water to accessory and junior accessory dwelling units. Staff has prepared a draft Resolution (**Attachment 1**) that reflects the City Council's direction.

Additional Information for City Council Consideration

Commercial:

Following the October 7, 2025, City Council meeting, the City received a request from the Carl Cherry Center for 0.029-acre feet of water for two new utility sinks in the proposed reconstructed artist studio. This water is classified as commercial, which currently has a zero balance.

In the October 7th staff report, staff provided a sample of commercial use types and their associated water factors, which are copied below. Office and retail uses have lower water usage than hotels and full-line restaurants. How the water is calculated also differs. The water factor for a hotel is based on the number of rooms, whereas the water factor for a full-line restaurant is based on the number of seats. For office and retail uses, the water factor is based on the square footage of the business space.

The most common request for additional water in the business sector is from new food uses, such as restaurants (full line and specialty), followed by salons (hair/nails). Restaurants require a conditional use permit approved by the Planning Commission. Salons are a permitted use and do not require a conditional use permit.

*Note: A **Full Line Restaurant** is defined as a restaurant providing a full line of prepared food and drinks using non-disposable plates, glasses, and utensils for immediate consumption on the site. These restaurants provide table service to patrons of all ages who pay after eating. Takeout service may be provided.*

*A **Specialty Restaurant** is defined as a restaurant providing a limited range of food products for immediate consumption on the site. These restaurants provide seating but are not required to provide table service or menus. Specialty restaurants provide, as a primary use, two or fewer of the following lines of foods: pastries and doughnuts, frozen*

desserts, candy and nuts, juices, and coffee and tea.

Table 1. 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/SF	0.08
Beauty Salon	Group I	500	0.00007/SF	0.035
Tasting Room (ABC Type 2)	Group I	300 (max.)	0.00007/SF	0.021

At the October 7th City Council meeting, concerns were expressed about expanding restaurant seating if water was placed in the commercial category. If the City Council wanted to allocate water for commercial uses, restaurants could be excluded by including language in the land-use category description. Staff has provided two options for the City Council's consideration. Option A includes language in the description excluding full-line and specialty restaurants. Option B creates a separate line item to allow for the separation of water allocations within the commercial category.

OPTION A:

Category #4: Commercial X.XXX af

This category includes construction of new commercial floor space and conversion of existing space to uses with greater demand for water. This category also includes the commercial component of mixed-use projects. Excluded from this category is the creation or expansion of full-line or specialty restaurants.

OPTION B:

Category #4: Commercial X.XXX af

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

Category #4a: Full-Line and Specialty Restaurants 0.000 af

For more information on commercial water use, see **Attachment 3**.

Single-Family Residential:

The allocation of 3 acre-feet of water to the Single-Family Residential category, excluding accessory dwelling units, will facilitate additional fixtures in existing homes,

such as bathrooms. A full bath with the most efficient toilet requires 0.038 acre-feet of water. Below are the number of fixture units and the equivalent acre-feet needed for the highest efficiency fixtures in a typical residential dwelling:

Table 2. One-Bath Residential Dwelling with High-Efficiency Fixtures

Type of Fixture	Fixture Value	No. of Fixtures	Acre Feet of Water
Washbasin	1.0	1	0.010
Toilet, Ultra High-Efficiency	0.8	1	0.008
Bathtub/Shower	2.0	1	0.020
Kitchen Sink, with High-Efficiency	1.5	1	0.015
Dishwasher			
Clothes Washer, High-Efficiency	1.0	1	0.010
Total	6.3	5	0.063

Table 3. Two-Bath Residential Dwelling with High-Efficiency Fixtures

Type of Fixture	Fixture Value	No. of Fixtures	Acre Feet of Water
Washbasin	1.0	2	0.020
Toilet, Ultra High-Efficiency	0.8	2	0.016
Bathtub/Shower	2.0	1	0.020
Master bathtub/shower	3.0	1	0.030
Kitchen Sink, with High-Efficiency	1.5	1	0.015
Dishwasher			
Clothes Washer, High-Efficiency	1.0	1	0.010
Total	9.3	8	0.111

Table 4. Two & 1/2 Bath Residential Dwelling with High-Efficiency Fixtures

Type of Fixture	Fixture Value	No. of Fixtures	Acre Feet of Water
Washbasin	1.0	3	0.030
Toilet, Ultra High-Efficiency	0.8	3	0.024
Bathtub/Shower	2.0	1	0.020
Master bathtub/shower	3.0	1	0.030
Kitchen Sink, with High-Efficiency	1.5	1	0.015
Dishwasher			
Clothes Washer, High-Efficiency	1.0	1	0.010
Total	9.3	10	0.129

Upgrading existing toilets to high-efficiency models is a common strategy to free up capacity for additional fixtures, whether it's a new bathroom, bar sink, or utility sink in the primary residence, or the addition of an accessory dwelling unit on the property.

Accessory Dwelling Units:

A Junior Accessory Dwelling Unit (JADU), by definition, is the creation of a dwelling unit within the existing floor area of a single-family dwelling. If it does not contain its own

bathroom, it must have interior access to the primary residence to share bathroom facilities. A JADU must also include an efficiency kitchen with a kitchen sink. On its own, a kitchen sink is 2.0 fixture units, or 0.020 acre-feet of water. When paired with a high-efficiency dishwasher, the fixture unit is reduced to 1.5 or 0.015 acre-feet of water.

Accessory Dwelling Units (ADUs) may also be created from existing floor area. Examples include an attached or detached garage, or a detached accessory building such as a studio or guest house. ADUs can also be new structures, whether constructed in tandem with a single-family home or added later as a separate attached or detached dwelling unit.

At the October 7, 2025, meeting, the City Council discussed whether the allocation of water to the single-family residential category should be used for accessory dwelling units. Some support was expressed for granting water to ADUs that remain within the site's total allowable floor area. However, the majority of the Council felt that additional discussion was needed and directed staff to return at a date uncertain to discuss potential options for allocating water to accessory and junior accessory dwelling units.

Low & Very Low-Income Housing:

As noted above, a one-bath residential unit with high-efficiency fixtures uses 0.063 acre-feet of water. A two-bath unit uses 0.111-acre feet of water. The allocation of 3-acre feet of water to the “very low and low-income housing category” would bring the total balance in this category to 3.616-acre feet. This could accommodate a variety of affordable multi-family housing options, including, but not limited to:

Table 5. Number of Multi-Family Units by Bathroom Configuration

No. of Units	Total AF / 1-bath AF	1-bath units	Total AF / 2-bath AF	2-bath units	No. of Bathrooms
57 apartments(100%)	3.616/0.063	57	0	0	All 1-bath units
42 apartments(50%)	1.808/0.063	28	1.808/0.111 (50%)	16	28 1-bath units 16 2-bath units
37 apartments(25%)	0.904/0.063	14	2.712/0.111 (75%)	24	14 1-bath units 24 2-bath units
32 apartments	0	0	3.616/0.111 (100%)	32	All 2-bath units

*This assumes net-new residential units that require additional water beyond what is currently available on an existing parcel.

Multi-Family Residential:

See discussion above.

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 2025-097
2. October 7, 2025 City Council Staff Report
3. Rule24-Table2

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

RESOLUTION NO. 2025-097

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
ADOPTING 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 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 City Council directed staff to return with a draft resolution allocating 3-acre feet to very low and low-income housing, 3-acre feet to single-family residential (not including accessory and junior accessory dwelling units), 2-acre feet to multi-family residential, and 6-acre feet in unallocated reserves; and

WHEREAS, the City Council directed staff to return at a date uncertain to discuss potential options for allocating water to accessory and junior accessory dwelling units; and

WHEREAS, the City Council continued the hearing to the November 3, 2025, meeting; and

WHEREAS, on or before October 31, 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, 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 as outlined in Exhibit A.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA, this 3rd day of November 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne
Mayor

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: Single Family Residential **3.000 af**

Category #2a: Accessory Dwelling Unit/Junior Accessory Dwelling Unit 0.000 af

Category #3: Multi-Family Residential **2.000 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 **0.000 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 #5: Municipal **0.224 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 **7.690 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: 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 requirements and is located within the City limits.

Note: af= acre feet



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: Mallory/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:

ATTEST:

Dale Byrne
Mayor

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 CategoriesPursuant to Carmel Municipal Code Section 17.50.030

TOTAL AVAILABLE WATER RESOURCE	3.32 16.636 af
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Category #1: Low & Very Low-Income Housing	.507 3.616 af
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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
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Category #3: Multi-Family Residential	0.0 af
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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 #43: Commercial	0.684 2.0 af
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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 #54: Municipal	3.224 af
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This category includes all forms of municipal projects including expansion or renovation of existing facilities, construction of new facilities and changes in use.

Category #65: Unallocated Reserve	1.690 af
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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 #76: Mallery/Pescadero Water Transfer Reserve	0.106 af
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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
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~~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" respectively.

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 superceded 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

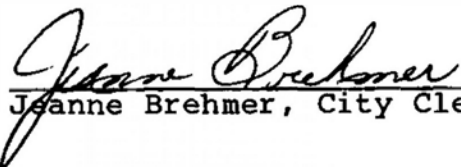
ABSENT: COUNCIL MEMBERS: Eastwood

SIGNED,



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

ATTEST:



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 tolerant 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:

<u>Water Reserve Goals</u>			
<u>Date</u>	<u>Conservation Increment</u>	<u>Water Reserve Total</u>	<u>Total allowable Consumption</u>
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 the full 5% water reserve. Final permits allowing the implementation of such projects shall be released through the procedure in subsection (D) below.

B. Exemptions

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 project being considered would not result 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 sponsor shall be notified by certified mail and a final permit may be issued upon application subject to all relevant 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 sponsor is notified, the project shall be deemed abandoned and shall cease to have a commitment 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.

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 equipped 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:

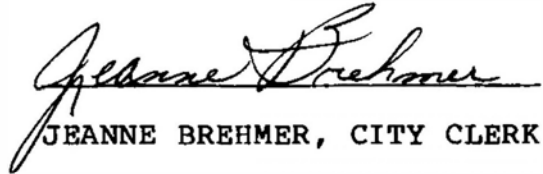
1. The adopted requirements of another governmental agency with jurisdictional authority over the City mandates the use of equipment prohibited by this chapter.
2. The strict adherence to the requirements of this chapter would interfere with the maintenance of the health, safety or sanitation protections 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.

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CERTIFICATION OF ORDINANCE

I, JEANNE BREHMER, the undersigned, 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, CITY CLERK

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.

Ordinance No. 93-11
Page Four

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).

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

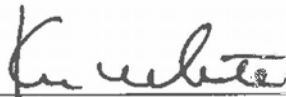
Section Five. Violations. Any person, firm or corporation, whether as principal or agent, employed or otherwise, violating or causing or permitting the violation of the provisions of this Ordinance is guilty of an infraction. Any part of any building erected contrary to the provisions of this Ordinance 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:

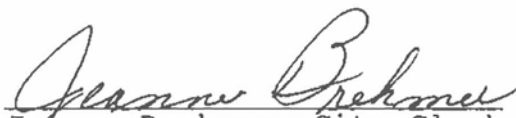
AYES: COUNCIL MEMBERS: Brooks, Coniglio, Fischer, Livingston,
White
NOES: COUNCIL MEMBERS: None
ABSENT: COUNCIL MEMBERS: None

SIGNED,



Ken White, Mayor

ATTEST:



Jeanne Brehmer, City Clerk
OR9205/67-73

Chapter 17.50 WATER MANAGEMENT PROGRAM¹

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).

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



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

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

*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 THE 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.

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

Resolution No. 2025-042-PC

Page 2 of 4

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,

Resolution No. 2025-042-PC

Page 3 of 4

- 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

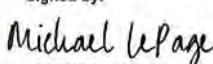
NOES:

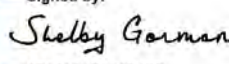
ABSENT: KARAPETKOV

ABSTAIN:

APPROVED:

ATTEST:

Signed by:

4FF97D7E0A3D499...
Michael LePage
Chair

Signed by:

6E9202EE446F4FF...
Shelby Gorman
Planning Commission Secretary

Resolution No. 2025-042-PC

Page 4 of 4

EXHIBIT "A"

Water Allocation CategoriesPursuant to Carmel Municipal Code Section 17.50.030TOTAL 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 #43: 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 #54: 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 #65: 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 #76: 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 with in 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



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 population¹, 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

ATTACHMENT 2

MONTEREY PENINSULA WATER MANAGEMENT DISTRICT

NON-RESIDENTIAL WATER RELEASE FORM AND WATER PERMIT APPLICATION

ATTACHMENT 12

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 Entitlement ☐ 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](#)

TABLE 2: NON-RESIDENTIAL WATER USE FACTORS**Group I** 0.00007 AF/SF

Users in this category are low water uses where water is primarily used for employee hygiene and minimal janitorial uses. Examples are offices, warehouses, and low water use retail businesses.

Group II 0.0002 AF/SF

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.

Group III

Assisted Living (more than 6 beds) ²	0.085 AF/Bed
Bar (limited food/not a full-service restaurant)	0.0002 AF/SF ¹
Dog Grooming	0.0567 AF/Grooming Station
Child/Dependent Adult Day Care	0.0072 AF/Person
Dry Cleaner w/on-Site laundry	0.0002 AF/SF
Dormitory Beds @ Educational Institution ³	0.02 AF/Bed
Laundromat	0.12 AF/Machine
Motel/Hotel/Bed & Breakfast	0.064 AF/Bedroom
Large Bathtub (Add to bedroom factor)	0.03 AF/Tub
Each additional Showerhead beyond one per stall (Add to bedroom factor)	0.02 AF/Showerhead
Nail and/or Beauty Salon	0.00007 AF/SF
Irrigated Areas/Landscaping	ETWU (See Rule 142.1)
Plant Nursery	0.00009 AF/SF Land Area
Public Toilet	0.058 AF/Toilet
Public Urinal	0.036 AF/Urinal
Zero Water Consumption Urinal	No Value
Recreational Vehicle Water Hookup	0.064 AF
Restaurant - Full Service (including associated Bar Seats)	0.02 AF/Interior Restaurant Seat
Exterior Restaurant Seats above the "Standard Exterior Seat Allowance" ⁴	0.01 AF/Exterior Restaurant Seat
Exterior Restaurant Seats within the "Standard Exterior Seat Allowance"	No Value
Restaurant (24-Hour and Fast Food)	0.038 AF/Interior Restaurant Seat
School or Church	0.00007 AF/SF
Self-Storage	0.0002 AF/100 SF
Skilled Nursing/Alzheimer's Care	0.12 AF/Bed
Spa	0.05 AF/Spa
Swimming Pool	0.02 AF/100 SF of Surface Area
Theater	0.0012 AF/Seat

Group IV - MODIFIED NON-RESIDENTIAL USES

Users in this category have a reduced water Capacity compared to the Groups I-III and have received a Water Use Credit for modifications (Rule 25.5-F-4-d) or the permanent installation of validated technology that results in a quantifiable reduction in Water Use Capacity. Please inquire for specific property information.

Group V - INDUSTRIAL USES

Users in this category use water during the production process for either creating their products or cooling equipment. Industrial water may also be used for fabricating, processing, washing, diluting,

¹ ABC Licensed Premises Diagram area shall be used for calculation of square-footage.

² Assisted living Dwelling Units shall be permitted as Residential uses per Table 1, Residential Fixture Unit Count Values.

³ Dormitory water use at educational facilities is a Residential use, although the factor is shown on Table 2.

⁴ See Rule 24-B-1 and Rule 25.5 for information about the "Standard Exterior Seat Allowance".

cooling, or transporting a product. This includes industries involved in the production of chemicals and food products, as well as certain hospital uses. The Water Use Capacity shall be determined after reviewing the project's construction and business plans, along with estimated water use, and may be considered under Rule 24 Special Circumstances.

Notes: Any Non-Residential water use which cannot be characterized by one of the use categories set forth in Table 2 shall be designated as "other" and assigned a factor which has a positive correlation to the anticipated Water use Capacity for that Site. When a Non-Residential project proposes two or more of the uses set forth in Table 2, each proposed use shall be subject to a separate calculation. When the proposed use appears to fall into more than one group or use, the higher factor shall be used.

Table amended by Ordinance No. 125 (9/29/2006); Resolution 2008-01 (1/24/2008); Resolution 2010-15 (12/13/2010); Resolution 2013-16 (9/16/2013); Resolution 2014-04 (3/17/2014); Resolution 2014-12 (7/21/2014); Ordinance No. 164 (4/20/2015); Resolution 2016-06 (3/21/2016); Ordinance No. 176 (1/25/2017); Resolution 2017-14 (7/21/2017); Resolution 2017-16 (12/11/2017); Resolution 2018-21 (11/19/2018); Ordinance No. 182 (5/20/2019); Resolution 2019-10 (7/15/2019); Resolution 2019-15 (9/16/2019); Resolution 2021-15 (11/15/2021); Resolution 2022-27 (9/19/2022); Resolution 2022-33 (11/14/2022); Resolution 2024-14 (12/16/2024)



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

November 3, 2025
ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Todd Trayer, Police Commander

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Receive the 2025 Car Week After Action Report and provide staff with feedback/direction. *(Estimated time - 30 min)*

RECOMMENDATION:

Receive the 2025 Car Week After Action Report and provide staff with feedback/direction.

BACKGROUND / SUMMARY:

BACKGROUND

Since its inception, “Car Week” has evolved from being just a handful of events during the span of a week to tens of public and private events held over the span of a week and a half on the Monterey Peninsula.

This year “Car Week” took place from Friday, August 8 through Sunday, August 17, 2025. This After Action Report seeks to discuss traffic and safety impacts to Carmel-by-the-Sea during Car Week, as well as a breakdown of any issues with events held in the Village and to propose mitigation tactics to counter these effects in subsequent years.

EVENTS HELD IN CARMEL-BY-THE-SEA

For 2024, staff worked with event organizers from the previous year to build on the events that they presented in 2023, understanding that if there are events in Carmel during Car Week that they would like to get back to the look and feel of the pre-pandemic events. With the expansion of Concours for a Cause on Tuesday and

Prancing Ponies and the Concours Carmel on Thursday, this year looked and felt more like Car Week pre-pandemic than it has in the past few years. There were four permitted events in Carmel-by-the-Sea this year:

- Tuesday, August 12 Concours for a Cause
- Wednesday, August 13 Astons on the Avenue & Rivian Event
- Thursday, August 14 Prancing Ponies
- Thursday, August 14 Ferrari Owners' Club Concours Carmel
- Thursday, August 14 L'Auberge Motorsports Event

Concours for a Cause

The Concours for a Cause event was held Tuesday, August 12, 2025, from 10:00 a.m. to 4:00 p.m. The event was held in Devendorf Park, and on Ocean Avenue between Junipero and Dolores Streets, inclusive of the side streets between Sixth and Seventh Avenues. Event set-up began at 12:00 a.m. and event breakdown was completed by 8:00 p.m. This was the third year for this event in Carmel-by-the-Sea, and it featured classic cars organized by country. There were no issues with safety or the load-in. The load-out of the event did take hours longer than expected and there were complaints from the business community. We will work with the organizers to work towards clearing the event out quicker.

Astons on the Avenue

This was the third year for the Astons on the Avenue event, which grew out of parking stall rentals in front of the Meuse Gallery in 2023. The event was held on Wednesday, August 13, 2025 from 10:00 a.m. to 4:00 p.m. on Ocean Avenue from Dolores Street down to Monte Verde Street and Lincoln between 6th and 7th Avenues. There were no issues with safety or the load-in/load-out of the event.

Prancing Ponies All Woman Car Show

The Prancing Ponies event was held Thursday, August 14, 2025 from 10:00 a.m. to 4:00 p.m. This is the 6th year this event was held in the City. Ocean Avenue was closed from Junipero to San Carlos Street. Mission Street was also closed between Red Eagle Lane and Sixth Avenue. Event set-up began at 12:00 a.m. and event breakdown began at 4:00 p.m. There were no major issues with this event.

Ferrari Owners Club Concours Carmel

This was the third year of the Concours held on Thursday, August 14, 2025 from 9:00 a.m. to 4:00 p.m. The event was held on Dolores Street between Ocean and Seventh Avenues. Event set-up began at 1:00 a.m. and breakdown was completed by 7:30 p.m. This judged event featured curated vintage and modern Ferraris and Italian motorcycles, music, interviews with car owners and award ceremony. There were no issues with safety or the load-in/load-out of the event.

L'Auberge

This was a very popular event again this year and sanctioning the parking spaces with

the hotel helped. The exotic vehicles arrived a day before the event and were left uncovered. This attracted hundreds of people who flooded Monte Verde. Police and VIPs closed the street until the problem was resolved with the help of hotel and security personnel: They covered the vehicles. We will work with the organizers to ensure this is not an issue in 2026.

Overall Event Summary

Overall, each event ran very smoothly and there were no major issues to report.

PARKING STALL PERMITS

In the early 2000's the City began renting individual parking stalls in the downtown commercial district for non-construction purposes or as part of a special event permit. The purpose of the individual parking stall rentals was intended to allow businesses to set-up valet services during busy times of the year for their patrons or to park prestigious vehicles in front of their businesses to draw visitors to their establishments. Prior to the pandemic parking stall permits were not issued on the Tuesday and Thursday of Car week, due to the all-encompassing size of the events traditionally held on these days - COTA and the Tour. Spaces were rented for the remaining days of the week during Car Week.

Currently, if businesses want to rent a parking stall they must complete a parking stall permit application through the Community Activities Department. If the applicant is requesting the placement of carpet, stanchions, etc. in the parking stall in addition to parking a vehicle they must also pay the fee for a Temporary Encroachment Permit. Pricing for the rental of parking stalls is scaled based on the time of year, with higher rental rates during Peak Demand times, including the weeks surrounding the December Holidays, major golf events at Pebble Beach, and during Car Week. The cost for the rental of parking stalls is \$861 for the permit and \$100 per stall/day and \$200 per stall/day during Peak Demand Rental time. During recent years demand for parking stall permits has been concentrated during and around Car Week, very few if any parking stall permit applications are received around the December Holidays or major golf events.

Last year the Council approved some additional restrictions on parking stall rentals during Car Week that included:

- Vehicles placed in the rented parking stalls remain in that stall for the entire day unless they are actually being used for valet services.
- Businesses who rent the parking stalls understand that they are responsible for whatever happens as a result of that parking stall rental regardless of who owns the vehicle - including providing security to keep onlookers out of the streets. There were issues with a high number of on-lookers and businesses called 911 to ask for help.
- No rental of the green zone 30 minute parking stalls at the corners of blocks, as this contributes to congestion around intersections which can be hazardous to

onlookers, as well as through traffic.

Staff recommends keeping these restrictions in place for next year. In particular, L'Auberge worked with City staff through multiple meetings to develop a plan for managing crowds and traffic control with private security which ended up benefitting this year's event when the cars were drawing an unexpected crowd.

If parking stalls are not regulated, it is likely that exotic vehicles will randomly park, attract crowds, and responsibility for all spaces would fall on the Police Department. Parking enforcement would be tasked with monitoring timed parking and those spots would likely remain full each day with the same cars. The parking fines are minimal compared to the current revenue structure and if exotic vehicles are in violation, they would not likely be towed due to liabilities.

SHUTTLES

For 2025, the City implemented a free parking and shuttle program to provide visitors and employees with convenient access to downtown on Tuesday, Wednesday, and Thursday of Car Week. This program mirrored a program that used to operate on Tuesday of Car Week as a condition of approval for the Concourse on the Avenue event, which no longer exists. The parking lot and shuttle operated from Larson Field adjacent to the Carmel Mission, which has a maximum capacity of approximately 300 cars once properly set up. Setup included removing sections of chain link fencing around the large baseball field, protecting irrigation valves, and roping off the dirt infields to keep cars on the grass only. The shuttle hours were from 9:00 a.m. to 9:00 p.m. Over the three days of operation, daily usage was as follows:

- **Tuesday, August 12:** Between 200–260 cars parked, peak occupancy at roughly 200 cars at one time.
- **Wednesday, August 13:** 176 cars parked, with peak occupancy at roughly 140 cars at one time.
- **Thursday, August 14:** 320 cars parked, peak occupancy at roughly 275 cars at one time.

Running between Larson Field and the Carmel Plaza, shuttles picked-up/dropped-off riders every 5–10 minutes on Tuesday and Wednesday, and approximately every 10–15 minutes on Thursday due to heavier traffic. Peak parking and shuttle demand occurred between 10:00 a.m. and 1:00 p.m. on Tuesday and Wednesday, and from 11:00 a.m. to 2:00 p.m. on Thursday. The utilization of two large 14-passenger shuttles effectively addressed the demand for rides, resulting in no reported complaints regarding wait times. Staff observed that the presence of one (1) professional parking attendant was necessary to guide cars into spaces, maximize lot capacity and maintain safe driving lanes. In addition to the professional parking attendant, it was also necessary to have one (1) volunteer during peak times to direct traffic coming in from Rio Road to the small gates that led to the grass fields.

Feedback from users was overwhelmingly positive. Riders reported that shuttle frequency was appropriate and convenient. Visitors expressed appreciation for the reliability, quality, and convenience of the service, the clear signage directing them to the lot, and the fact that the shuttle was free of charge. Several riders specifically commented on the value of worry-free parking during the busiest days of Car Week.

A wide range of individuals utilized the shuttle, including domestic and international visitors, peninsula area residents, local employees, and community members. The majority of riders consisted of out-of-town visitors attending Car Week, with local residents also comprising a substantial segment of the ridership. The shuttle also served a meaningful accessibility role: 20 individuals with mobility challenges used the service on Tuesday, 7 on Wednesday, and 15 on Thursday. Riders most often learned of the program through car event websites, social media (including dedicated Car Week groups), or by following posted signs on Highway 1 and in the Village after being unable to locate downtown parking. Riders expressed a strong sentiment that there should be recognition of the City's role in offering the program, with many indicating that they wanted to know whom to thank.

Based on the success of the program, areas to explore next year should include:

- Work more closely with Car Week event organizers to promote use of the lot and shuttle and explore opportunities for cost-sharing with Carmel event organizers.
- Consider improvements to ADA accessibility, including shuttles with lifts, and additional signage for designated handicap spaces.
- Collect formal survey data on ridership demographics and guest satisfaction.
- Reduce lot hours of operation to align with demand, as usage declined significantly after 5:00 p.m.
- Increased messaging of the city's role in providing the shuttle program.

In conclusion, the shuttle program provided a meaningful contribution to traffic mitigation during Car Week 2025. The program succeeded in reducing congestion downtown, improving the visitor experience, demonstrating the viability of off-site shuttle programs into the Village, and setting a strong foundation for expansion in future years.



Image 1 - Professional Parking Attendant Guiding Cars To Organized Parking Lanes



Image 2 - Volunteer Parking Attendant Guiding Cars Onto Grass Fields



Image 3 - Shuttle Vans in Operation Picking Up Guests at Larson Field

TRAFFIC, NOISE, AND SAFETY IMPACTS

Again, as in past years, Carmel-by-the-Sea was inundated with specialty vehicles known as “exotics.” Exotics are a group of exclusive and expensive high-performance vehicles owned or rented by enthusiasts and members of car clubs. “Exotic” cars have a large following and can draw substantial crowds and car enthusiast videographers who produce videos and other content for display on the internet and social media sites. Subgroups of exotics enthusiasts also enjoy demonstrating the engine power and high performance capabilities of exotic cars and similar cars designed for street racing. These enthusiasts or groups have in the past taken over streets and intersections in towns and cities to conduct illegal street races or to engage in reckless driving behavior in events called “Sideshows.” Groups and enthusiasts sometimes use messaging platforms like Twitter, Snapchat, YouTube, and/or Facebook to post videos of reckless driving and illegal car show activities. They also utilize social media to post the intended location of street racing sites with the intent to draw crowds to be spectators to dangerous acts, including speeding and burnouts through intersections. These groups have come to Carmel-by-the-Sea in the past and continue to conduct illegal “Sideshow” events all over the country.

Due to previous illegal “sideshows” in Carmel-by-the-Sea during Car Week, the City and Police Department coordinated plans to implement traffic calming measures on Ocean Avenue in the evenings to deter the take over of intersections on Ocean

Avenue. Carmel-by-the-Sea has become known as a location where some of the most expensive and rare exotic cars are on display and drive the streets during car week. The high end exotics were parked on display throughout Car Week and were here in our City the entire week.

Like previous years, the high end exotic cars were parked in and around the downtown area prominently presented and displayed. Due to the multiple county wide events throughout the week it appeared more visitors ascended to our city to view the exotics parked everywhere after hours. By Friday and Saturday, there were large groups of people in town all day to view the cars, and the crowds increased into the evenings as other local events concluded. In response to past activity, the Police Department was able to control and dissipate the crowds using planned staffing of additional personnel, planned traffic calming measures on Ocean Avenue, engineered controls of traffic to alleviate cruising activities. This year, Carmel-by-the-Sea Police Department were not required to utilize mutual aid from neighboring agencies. The STOPP (Strategic Traffic Observation and Prevention Program), made up of units from Carmel, Monterey, Marina, and Salinas Police Departments was not available this year due to police staffing throughout the Peninsula as these cities needed their own officers to be within their city.

As in years past, the Police Department took a “No Tolerance” approach to dangerous driving and to that end officers conducted 137 traffic stops (70 citations) for various violations including; Speeding, Exhibition of Speed, Reckless Driving, Registration Violations and Modified Exhaust. The Police Department arrested 7 subjects, took two illegal firearms off the streets, and also made one DUI arrest. They towed 13 vehicles. The Police Department also issued approximately 320 parking citations for the week. The Police Department quickly worked on a high-profile vandalism of 2 McLaren vehicles that had significant damage by a vandal. The subject was quickly located and taken into custody by Carmel-by-the-Sea officers within hours of the crime.

This year, the City utilized speed bump traffic calming measures on Ocean Ave which proved successful at slowing down traffic entering and exiting the village. We also utilized our VIPS program (Volunteers in Police Services) program throughout the week. The VIPS were helpful in the successful outcome of these events by providing direction and guidance to event attendees. They provided a total of 85 hours of service during these events.

Chief Trayer is interested in conducting a Community Listening Session where businesses and our community can weigh in on Car Week. This will give us an opportunity to hear exactly what areas we can focus on that were outside of the survey answers below. We are also looking at increasing training and technology to help our officers be prepared for the excessively loud vehicles. Chief Trayer has been meeting with companies to find the best tools to help in quick, accurate, and effective enforcement options.

SURVEY RESULTS

After Car Week, staff issued a survey to the community seeking feedback on the events held in Carmel and Car Week overall (**Attachment 1**). There were 422 respondents and 199 of those were residents. This year, the poll added a new measurement of “Conflicted” so the data is not exactly comparable to surveys in the past. Of all respondents 22% loved Car Week overall, 36% were conflicted, 7% thought it was okay, and 35% did not like it at all. Last year 66.7% loved Car Week overall, 17.5% thought it was okay, and 15.9% did not like it at all.

The lower “loved car week” appears to be the community’s dislike of the heavy traffic evening events as much of the survey pointed to. Speeding on residential streets, loud vehicles revving, and late night noise were a large part of complaints. Many community members complained about the lack of access to parking at or near their homes.

Events continue to mostly receive positive ratings. The community’s largest concerns and complaints around Car Week center around dangerous and reckless driving in Carmel and around the peninsula, disrespectful visitors, and noise. As with last year’s survey, traffic and noise impacts were of concern, not only in the village, but peninsula wide, posing challenges for locals getting to appointments, school and work. Staff does participate in interjurisdictional meetings - both for public safety agency communications and planning, and for staff processing special event permits. While these concerns are discussed, at the staff level, it would likely take a larger change in mindset not only between all of the jurisdictions regarding number of and timing of events, but also that of the business and hospitality community who are a driving force championing the economic benefits of Car Week for the entire peninsula.

PLANNING FOR 2026

At the conclusion of Car Week, the Police Department made an evaluation of efforts and will be looking to re-evaluate traffic calming and engineered controls, staffing and planning of events, seek direction on how Car Week may be adjusted next year and in years to come, and evaluate best practices and implement changes to our planning and event management based on the expectations of Council, residents, and the business communities.

Staff recommends the following for next year to try to mitigate some negative effects of Car Week:

- Community Listening Session(s) or Town Hall with Chief Trayer/City Staff
- Consider and implement sound tools to allow officers greater enforcement options
- Consider adding speed humps after input from Community/PD/PW/City Staff
- Consider alternate delivery routes for downtown businesses
- Reconsider no parking zones and increase parking enforcement
- Rented parking stalls and business responsibilities must be adhered to
- Continuing to refine traffic calming measures in the downtown business district

to seriously deter the cruising behavior that draws the exotics or similarly-minded car enthusiasts who come to Carmel to view and film the cars in the evenings.

- Continuing to work with event organizers to ensure security and non-police staffing for their events so that the Police Department can reserve resources for the evenings or other times to ensure Village security and to ensure a timely emergency response.
- Continuing to work with regional and state law enforcement assets to monitor car events and social media for information on illegal car activities.
- Continuing to enforce the “No Tolerance” approach to dangerous or illegal street activity.
- Continuing to work with Peninsula L.E. partners in developing mutual aid responses for partner cities, including more planned resource sharing in the City.
- Continuing to improve signage and messaging through press, media, and social media to directly educate the public and potential visitors on Carmel-by-the-Sea event events and plans for road closures and police enforcement of traffic and parking rules.

Staff are also looking for Council direction on the following proposed additional mitigation tactics for next year:

- Increasing fines for certain violations of the Municipal Code during Car Week.
- Completely closing Ocean Ave during the evening hours to mitigate the street takeover/block party mentality and create a safe, friendly walking environment.
- Implementing the aforementioned modifications for the rental of parking stalls during Car Week

CONCLUSION

All of the permitted events held in Carmel-by-the-Sea went very smoothly this year and staff are looking forward to working with event organizers to start planning for Car Week 2026. The load-out and pre-event issues are identified and can be better planned with organizers next year.

The traffic calming measures deployed on Ocean Avenue worked well to deter many of the influential groups, and dissuaded “sideshow” events/street takeovers. City staff will look for ways to continue to improve these types of measures, in addition to exploring the deployment of strategically placed temporary speed bumps and other traffic calming measures at other potential key spots within the City limits.

Through thoughtful planning and coordination within City departments and other outside jurisdictions, staff will continue to strive to improve the safety and success of future Car Week events, and the safety of the village overall, as Car Week continues to grow in size and attendance throughout the peninsula.

FISCAL IMPACT:

None

PRIOR CITY COUNCIL ACTION:

This is an annual update to City Council with the last update on 11/04/24.

ATTACHMENTS:

1. Survey Results Car Week 2025
2. PowerPoint Car Week After Action Report 2025

We want to know your thoughts about Car Week and its impacts in Carmel-by-the-Sea.

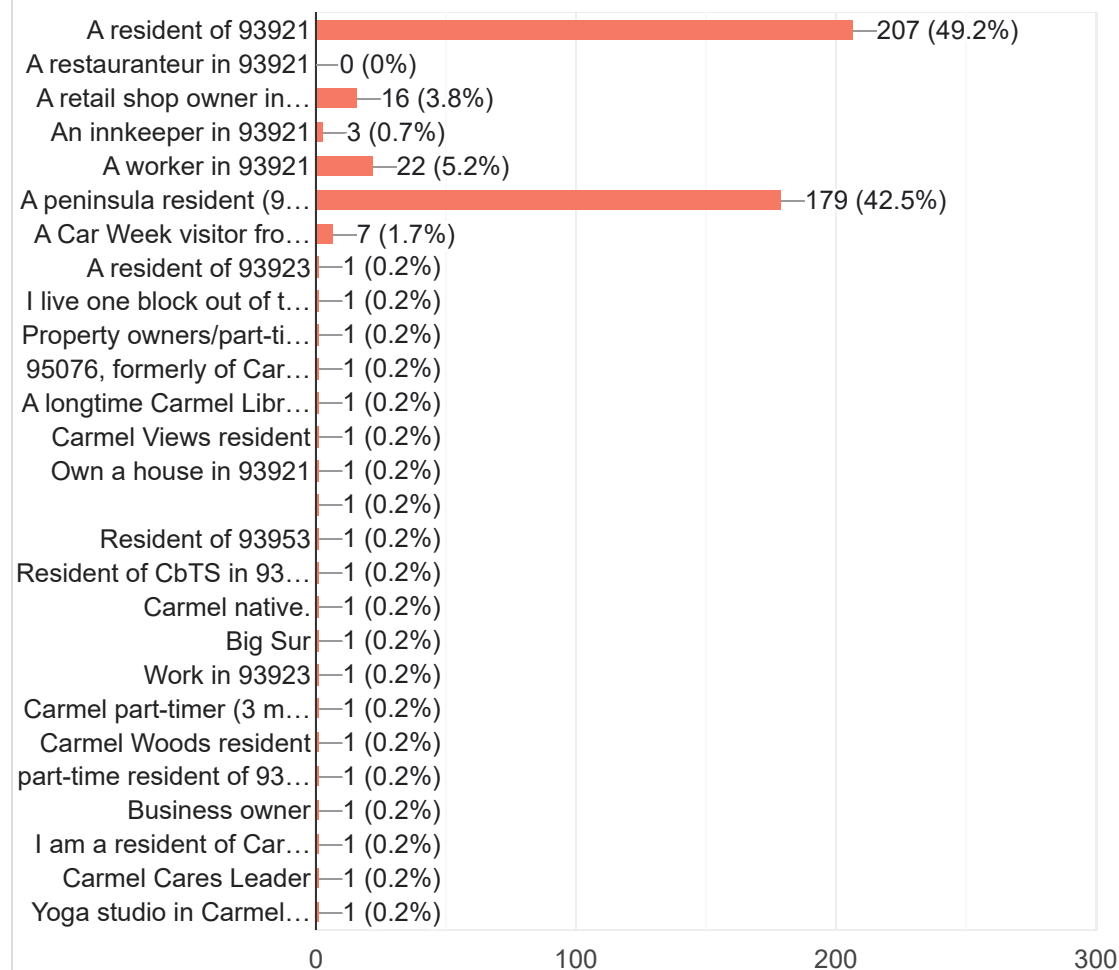
423 responses

[Publish analytics](#)

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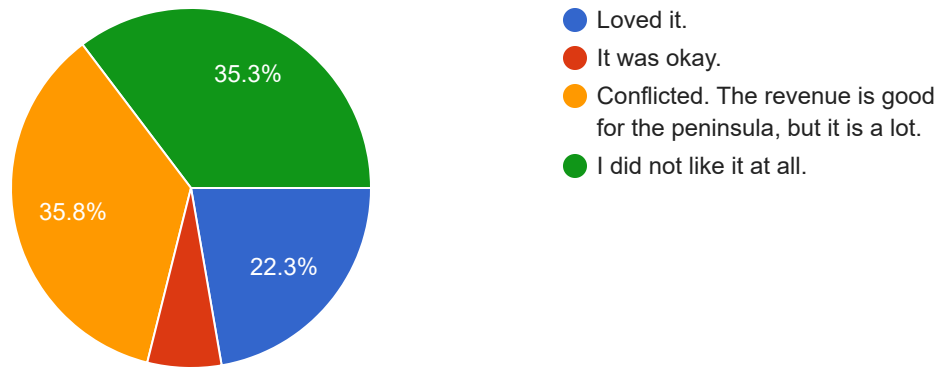
421 responses



How did you feel about Car Week in Carmel-by-the-Sea overall this year?



422 responses



Why do you feel that way?

405 responses

Too much traffic

WAY TOO MUCH. really undesirable group. Noise all night long!

Too many people -- too few restrooms -- too few trash cans

Too noisy

No where to park, shuttle hours did not work for store hours (open at 8am or close at 10pm), visitors don't shop in stores (restaurants got business, not retail)

Loved cars back on Ocean. Disliked the Lambos etc parked on streets that attract the hordes of teenagers.

Too congested on streets and highways , too much noise, did not feel safe.

Lots of cool cars

It's not like it used to be. Very organized and feer events and fewer out of town exotic cars racing through our town and PB

Too many people. It's difficult to drive anywhere with congested roads. There are car shows not only Carmel, but Pebble Beach, Pacific Grove, Monterey and Carmel Valley and people, some of them rowdy, everywhere.

The Peninsula is too small for what has become a very large event. the residents feel hostage to either stay at home or leave town. Our infrastructure cannot handle 100,000 people. Seeing how we pay the taxes here, i think it is very unfair to expect us to put up with increasing crime and unruly behavior. I have experienced harassment on the road, there is a new unsavory element that has come in, not like before when the event was small.

Why are cars allowed to make SO MUCH NOISE?? If 'police' won't do anything about it, why are they employed?

Traffic was THE WORST EVER!! Out quiet street was used for a race track and a constant flow of shuttle vehicles.

Traffic is chaotic, with drunk visitors acting out or driving recklessly.

too much traffic that impedes appointments, etc. Not enough county wide coordination and too much noise from the exotics.



Traffic, noise, rude, entitled and dangerous drivers. It took me 1-1/2 hours to drive from Pacific Grove to Mission Ranch.

Love cars and the energy!

Lots of traffic and noise levels are high

I don't mind the crowds for a limited time, but the car noise was excessive this year, as was the speeding and generally unsafe driving behavior in town and throughout Pebble Beach (we live close to the 2nd Ave gate). There definitely did not seem to be enough police and CHP to manage the traffic in town and on the highways, or to make residents feel safe from the crazy, dangerous drivers

To many people, too noisy, too many traffic violations like running stop signs, disrespect of locals and were sales in town really that profitable for local merchants?

Massive frat party with many high risk situations involving big cars and children in close proximity.

events are great but visitors are disrespectful of the community. Lots of noise, speeding and dead squirrels all over our roads.

Three words: traffic, traffic, traffic. Plus lots and lots of noise and crazy, dangerous, disrespectful drivers!!!

Raises funds for local charities, business and local government. I'd reduce the police presence. The donuts on ocean occurred 5 years ago enough already

The daytime organized events are nice but the influx of people to look at supercars parked on the street feels like an invasion.

Beautiful cars, enjoy welcoming visitors from all over the world.

Every year it gets worse with the loud cars. We live overlooking Pescadero Canyon and the noise from 17 mile Drive and all around is so unbearable that we have taken to leaving town for the second half of the week until Monday the past 5 years. The shows on Ocean Avenue are nice. But the exotic cars with young people egging them on, have no business in this town. Carmel is a nice quiet, small little town and not equipped to handle all those numbers of people and cars.

We had to have an important family gathering (my father's funeral) and the family could not gather properly due to ALL the other people and cost. I know it's important for revenue but life (death) is important too.

It's a really great opportunity to see beautiful cars and showcase our amazing village



The traffic and congestion were outrageous. The event has morphed over the past decades from two events to over two dozen, WITHOUT the consent of the residents that have to put up with the mess. Yes, it's good for business -- but at what point do we put the brakes on "development" and "good for business" at the expense of quality of life?!?

The events and revenue are fantastic. The construction zones are absolutely ridiculous. So many projects started just before carweek? The roundabout at the grade absolutely could have been postponed a week or two. They always run late anyways. Sitting for an hour at a red-light is insane.

The car show in Carmel has lost its charm. Too many events have saturated our community. Carmel-by-the-Sea for the week of Car Week reminds me of so many Friday nights while I was in high school in the Bay Area: a bunch of folks (teens back then) mindlessly cruising up and down the El Camino on the Bay Area's peninsula in search of something to do. Our beautiful little village turns into a chaotic, unsafe and unwelcoming place to call home.

Too many disrespectful people who could care less about our beautiful landscape, thoughtful community, residents, wildlife, etc. The biggest problem is punk 20 something males pretending or not pretending to be macho: racing, raving, running lights and stop signs even in the quietest parts of 93921 and 93923

Late for appointments, Raucous noises, increase of lawlessness , late for work, excess expense for city clean-up after the mess left behind, law enforcement, impeding medical needs, ie. ambulance, not all "non-hospitality businesses" not patronized (loss of revenue), hardship on the infrastructure!!

So fun as ever! LOVE the tues event in carmel

It has gotten too big and out of hand and away from just the concourse. It's unsafe for the children of carmel to even leave the house that week with crazy drunk drivers on every street.

Too many people, too much noise this year. It seemed out of control at times.

I love seeing the classic and exotic cars against our beautiful city backdrop. I made 30 tasteful Instagram reels downtown Tuesday, Wednesday, and Thursday on my @stacyincarmel account. Please enjoy!

Great for the city and enjoyed the excitement

Loud speeding cars all night long. Congestion on Hwy in and out of town. No parking

The blocked-off streets hurt our businesses!!!

Enjoyed looking at the cars but not the reckless speeding and bad behavior.



I enjoy seeing visitors having fun!

Too many people and events. The attitudes of most visitors were rude and entitled

Too much traffic, people had to shut their businesses because their clients couldn't get there, people who work were stuck in traffic and lost work time and had increased childcare costs, the noise and pollution were terrible, the peninsula isn't big enough to deal with a massive event like this. No one calculates the cost in terms of water, infrastructure, pollution, lost work, increased childcare costs, lost time stuck in traffic and the stress it puts on the community.

Loved seeing the cars! Exasperated with the traffic since I had to travel to appointments.

E habit my cars and enjoy energy of the events

First off, thank you for giving residents a chance to voice what we go through during car week. We wish Pebble Beach cared about those of us who have to endure all the noise, crowds, chaos & inconvenience. Looking at nice cars is one thing - letting them drive on tiny streets both in CBTS and PB is ludicrous. It's not healthy when workers are stressed b/c they can't get to work on time, and we can't sleep b/c loud muffler-less car engines are screaming through the roads past midnight. It's inconvenient - we have to do all grocery shopping, not schedule appts - basically prisoners for more than a week b/c we can't get in or out of our neighborhoods. Everywhere you go prior and after the event - grocery stores, doctors office, hair salons - the 'bad' experiences, accidents, noise, crowds, theft, traffic - it's all anyone talks about. Why? We didn't spend a lot of money to purchase homes here and pay exorbitant taxes to live with this. No one cares what residents have to endure. It's all about the mighty dollar. We'd love to see someone back out all the expenses of extra law enforcement, employee's time lost sitting in traffic, responding to accidents, and on and on, taken out of the so-called 'boom in economy' the event stimulates. Seriously, if a Motel 6 can charge more than \$1000 a night during car week and doesn't make money? It's a skewed number that's reported to media, and we're foolish for falling for it!

Loud, traffic violations, lost some of its quality and class.

My family leaves town typically for at least some of car week. We can't handle the noise, the personalities, the traffic. I wish there was a way that it could be shorter and more concentrated to one or two geographic areas versus feeling like the entire peninsula is taken over. I also wish, and I almost never say this, that there was more police presence.

The growing chaos, the vandalism, the groups of young men in hoodies and speeding muscle cars in Carmel. This is not the Car Week of ten years ago, and I almost didn't feel safe walking around, especially in the evening.

Car show needs to move else where. It costs many local people trying to get their kids to school, get to work...

It's become a risk as roads are blocked, drunk drivers, hinders fire personnel from getting to



areas.

It's too big for our small community areas. It needs to move....

too many people,. bad timing with school starting, crazy traffic, rude visitors

Town was filled with a bunch of entitled punks who had no respect for the City or its residents .

Was a participant in the Tuesday Carmel Concours for a Cause. A nice low key event. Spectated at the Thursday events (Ferrari show and Prancing Ponies). Enjoyed this less...pretty crowded and the music was too loud.

Traffic! 😞😞😞

Three beautiful car shows on Ocean Ave!

Car Week should never go away, however it is far too long and out of control now.

The congested traffic made it impossible to get to classes that I take in town. I also had trouble getting home with my groceries because of all the car carriers blocking lanes of traffic at the mouth of the Valley.

rude drivers, noise especially at night , engines blasting on the beckoning roads in pebble beach, big behavioral changes. And much more.

Of all years this was the most crowded....over crowded

People drinking in the streets next to cops, no rules, total chaos, can't get to work.

The event on Ocean is unique for Car Week, and I really appreciate that. I especially like the interviews with the car owners. Having the fantastic old and new cars driving around town during the week gives me a reason to walk downtown and hang out. It's a classy event that draws a classy group of tourists, and I like that.

I stock up on groceries, make my kids take the bus, and enjoy all the free goodies! It's like living in a real city for 1 week a year. I do not particularly like the hoodlums (middle of street just to take photos and not for actual events) but that's good for us to be shaken up a bit.

I've generally been pretty tolerant of Car Week because it brings a lot of business to the community and many people really enjoy it. This year may have finally broken me though. The traffic, noise and number of people was far more overwhelming. In previous years. I could live my life with car week in the background. This year, however, it was impossible to get anywhere or do anything. I ended up cancelling several appointments because getting to them would have taken hours. I did enjoy walking around the events we hosted in Carmel and the two I attended seemed to be well organized and the visitors were polite. But after hours things would just get crazy across the entire peninsula - I was hearing the cars all night long.



It's too crowded and too busy with cars desperate trying to find parking. If the city wants the revenue, then a shuttle from Larson Field into town should be considered. And turn Ocean Ave into a pedestrian mall. Cars in town were miserable! Trying to walk our dogs in the residential portions was an exercise in avoiding getting hit.

I love the energy and vibrancy it brings to town. Once week a year it's OK to be a little crazy!

Lots of beautiful cars and energy!

Unlawful reckless and dangerous driving and a week of unbearable noise

Traffic impacts and CO2 emissions

We live above Carmel Valley Rd, across from CMS. The racing and backfiring engines at all hours are very disruptive for the week—exponentially louder than at any other time of the year. I can live with the daytime noise, but cars race on CV Road at 2am and 3am, at high speed. It wakes up my household. The night racing is unsafe and truly obnoxious. I'm upset that our local law enforcement allows it. It happens every year but was worse this year.

Way too many people and too much traffic congestion for a town this small. Time to start canceling some of the events and move most of them out to Laguna Seca.

I only went out "as necessary" during the week and stayed away from Carmel.

It was a way to see the cars if you are not attending the Pebble Beach de'Elegance.

Streets VERY crowded with traffic nonstop. All restaurants packed with people, so we can't eat there. No parking available within 5 blocks of Ocean Ave, north or south. Ferrari drivers racing their engines at all hours of day or night.

I welcome visitors to Carmel, I like that charities benefit, but feel that the peninsula cannot safely sustain the volume of people.

al classy events except the Prancing Ponies, that was too many on the same day and it was not a classy show.

As a resident and avid car buff and owner of both classic collector and modern supercars we have traditionally loved car week. However, something was different this year. Not sure if it has changed because of a younger crowd, more people or influencers.

Great energy, very positive!

There are too many events and it has grown too large. Further, they "type" of visitor seems to have shifted over the years. It used to be nice people who wanted to look at and trade old cars. The addition of more and more hypercars, "classic" muscle cars and other racing cars



that are not really related to the prior nostalgic theme of what the Concourse used to be, it has drawn a younger crowd that is more prone to street racing, making as much noise as possible, exhibitions of speed, aggressive driving behavior and other borderline conduct. Car week has nothing to do with elegance any more. It is now "Carmageddon."

Great cars, lots of patronage for local businesses and I thought all the events on Ocean Ave were exceptional this year.

People are classy, rude, and drive too fast

For the 3rd year in a row, Car week is so disruptive that our business drops consistently 40% that week. No locals come in to shop. We experience a rise in theft and consequently have to spend more money on payroll to have additional staff. We have 15 weeks a year that are really our bread and butter months. To have Car week fall during a month that would be busy regardless is a real shame. Why not do Car week during the slow season? I have spoken to several Carmel retail shop owners who suffer greatly in Carmel due to the traffic and the crowd not being interested in experiencing Carmel, but rather just seeing the cars. We have brought a beautiful business to Carmel and we are heartbroken each year at car week to see that Carmel does absolutely nothing to help out their small retailers during this time. In fact, we basically give up one of the best 15 weeks of revenue we have of the year, so that Carmel can benefit from the tax revenue of hotels gouging their pricing. Hotels, Bars and restaurants, and some select luxury goods shops are the only ones winning. Everyone else pays for their win. Due to the overwhelming theft that we experienced, along with the disruption of our business, I am looking into my legal rights. In other cities that have major disruption events such as Super Bowl, Coachella where there the increased revenue to the city is not equally distributed (Meaning there are clear winners -Hotels / and clear losers - small local retails), a Business Mitigation Fund is set up to off-set the expense to the small local businesses. I have done a lot of research on this and would love to share it and talk to someone in the City Council about getting this on the agenda. Through only word of mouth, I've got at least 15 small shops interested in doing anything they can to support this, and i haven't even begun to organize anything official. Can you please let me know the name of someone at the City level that I can speak to about presenting the idea of a Business Mitigation fund, and to show my research on how other cities handle Majorly Disruptive Events?

Impossible to get from work and home. I work in emergency care and it was impossible to get anywhere I needed to be quickly. This situation can be life or death.

I took a 50% hit on sales in my business. The young male crowd was more of an impact than a benefit to the town.

It used to be manageable with only one main event downtown, now 3 days of events downtown is way too much. Too crowded, people speeding and showing off. The police did a great job, but they were out numbered and too much on their plate. My vote is ONE event downtown only.

Road closure for a car rally Thursday around 12:30 at the time of schools getting out (early to accommodate the car week traffic as it was) delayed parents to young children in our schools -



approving a closure we should be considering the schools and traffic patterns for buses.
SPEEDING cars all week down Rio revving engines all hours.

I attended the events in Carmel, and enjoyed them.

So many loud cars and careless driving. Lots of young people just trying to capture photos and willing to run into traffic to do it. Scary!

I live in Pebble Beach. I don't like the loud cars revving their engines all night long and doing burnouts and donuts on the streets. If they want to drive like that, go to a race track. They are a bunch of inconsiderate jerks.

Although a lover of cars, I do not feel Carmel or the larger area is capable of managing the number of visitors during car week. What starts as a great event, ends as extremely disruptive making area residents and small businesses consider leaving for the week.

Too many people, too much traffic

Too many events around the peninsula. Traffic is awful everywhere.

The speeding up and down Carpenter and even smaller streets was horrible

The excessive traffic puts too much demand on the roads and residents. The cars racing into the night up and down Carmel Valley Road are dangerous and not fair to the residents. I think additional sheriffs/police officers/CHIPs need to be brought in to minimize this.

Carmel is where I do much of my business; for the entire week the gates to Carmel were closed. Locals were forgotten.

I work for a small business on the peninsula, and we had a major decrease in business during car week since we serve local clientele. My commute also increased so much that I had to double my gas budget which, as a solo parent, that was a logistical and financial hit. Additionally, the reckless driving incidents add a level of anxiety to the traffic frustration.

Love seeing the cars and appreciate the economic benefits car weeks make to the area

The noise and congestion is not so good for residents. In particular, there were many cars speeding along 17 Mile Drive in Del Monte Canyon. The noise from the mufflers...unbearable. Night and day.

Noise, pollution, traffic, "jerks" with cars, ...glad I don't live in the city. But, just going to Trader Joe's requires very careful timing and oodles of patience. God help me if I had a medical emergency (senior).

303 more responses are hidden

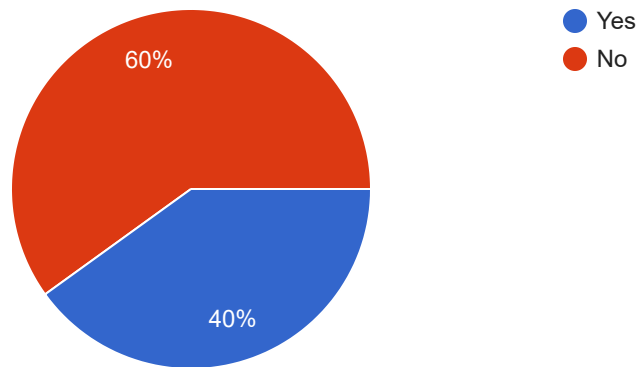


EVENTS

Did you attend the Concours for a Cause event on Tuesday, August 12?

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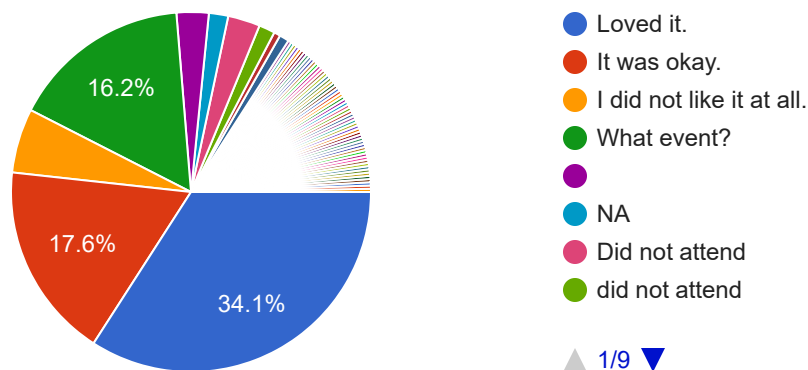
422 responses



How did you feel about the Concours for a Cause event on Tuesday, August 12?

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346 responses

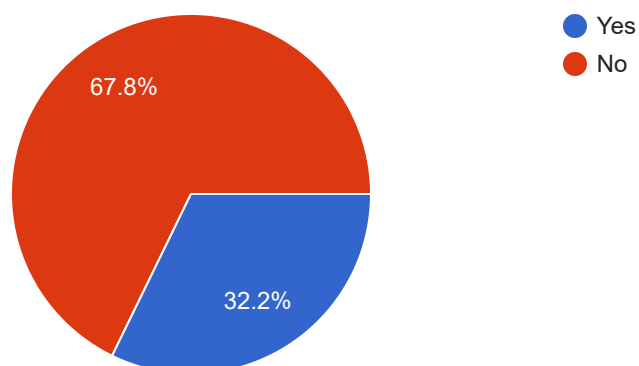


1/9 ▼

Did you attend the Astons on the Avenue Car Show on Ocean Avenue on Wednesday, August 13?

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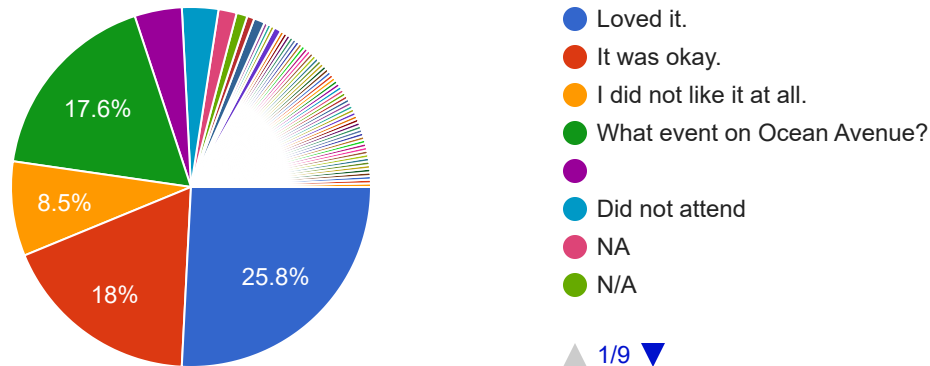
419 responses



How did you feel about the Astons on the Avenue Car Show on Ocean Avenue on Wednesday, August 13?

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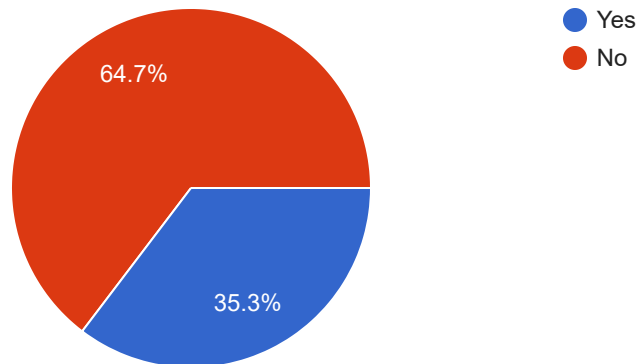
306 responses



Did you attend the Prancing Ponies All Woman Car Show on Ocean Avenue on Thursday, August 14?

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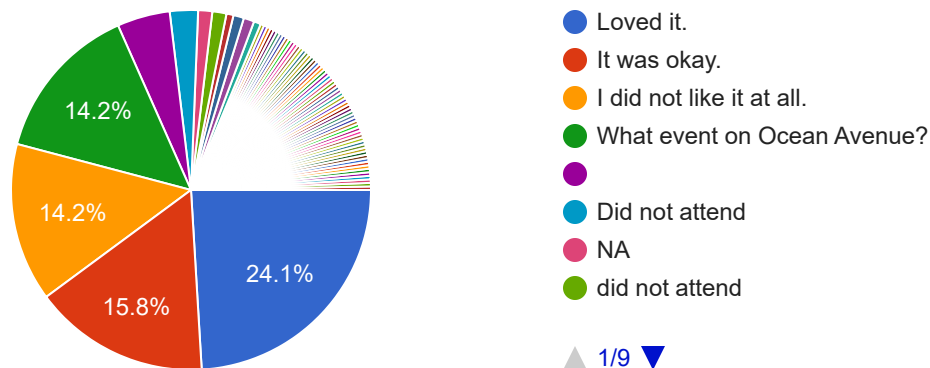
416 responses



How did you feel about the Prancing Ponies All Woman Car Show on Ocean Avenue on Thursday, August 14?

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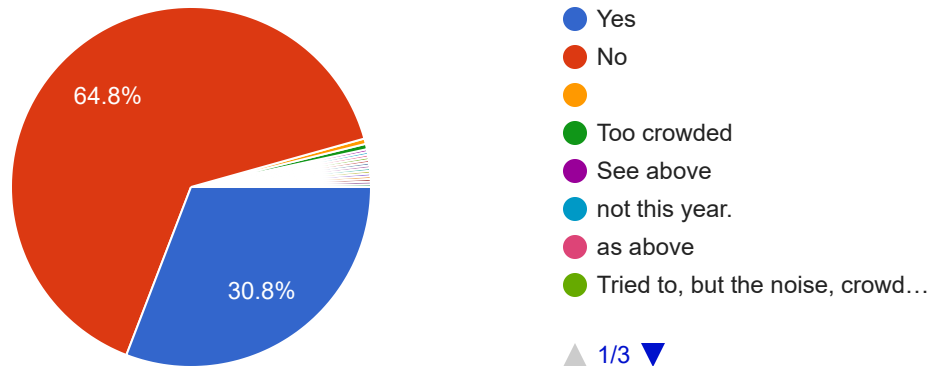
316 responses



Did you attend the Ferrari Owner's Club event on Dolores Street on Thursday, August 14?

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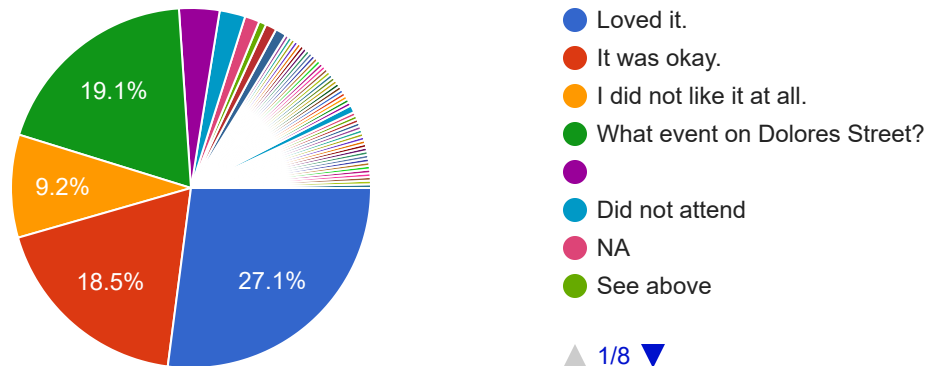
415 responses



How did you feel about the Ferrari Owner's Club Concours Carmel event on Dolores Street on Thursday, August 14?

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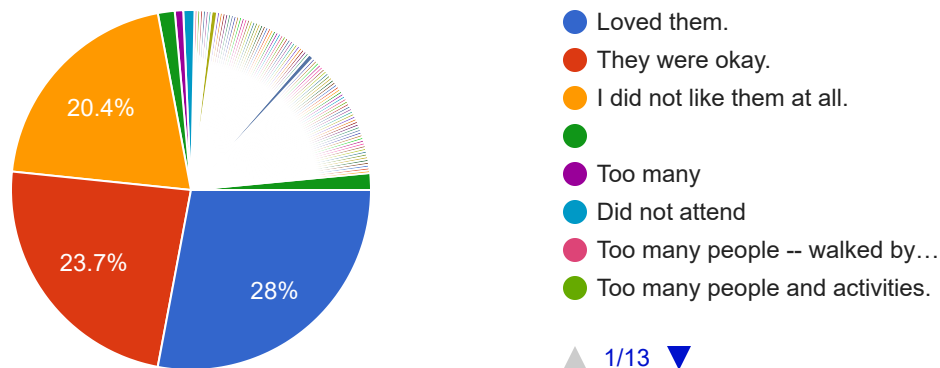
303 responses



How do you feel about the events in Carmel-by-the-Sea in general this year?

 Copy

397 responses



Why do you feel that way?

326 responses

See previous answer

See above

No class!

Too many people, not enough control

Again, just too noisy. And cars driving a bit too fast.

Congestion in town with no real answer for employee parking.

Liked the variety that was done years ago

I'm all for a good time but the week has gotten out of hand. Safety concerns, etc as mentioned above.

Variety, quality, entertaining

Liked how it was when they exhibited and judged all the cars on ocean and interviewed the owners. That was great and missed. It was also very organized

Carmel is taken over by outsiders. It's difficult to even get to Carmel.

As stated before, it has become too crowded and too hard to get around

Above

Carmel is lovely and felt welcomed there.

Too many events. I thought a few years ago we said no more than 2.

They've changed the character of our community. It feels like the Hamptons

Love cars and the momentum. I get there are some hurdles but worth it for what it all brings to our town.

Too much going on on Thursday.

They kept the cars from racing down Ocean but did little to encourage safety (pedestrians swarming all over moving cars).



I miss the tour d elegance, I think the City should work with Pebble Beach to get it back. I also think we have too many shows. I think we should only close City streets twice - Tuesday and Thursday

Too much congestion, traffic, noise and dangerous drivers.

Because Carmel is special, so are the events.

Love everything but Car Week.

They cause incredible congestion, traffic, chaos, bad driving behavior.

Carmel by the sea is a historic location for carweek, as soon as the car events end in carmel by the sea, the love of car week will decline. Exotics on canary row was a fantastic show, it was changed to the Broadway location in seaside and now it's a pointless stop. Please dont get rid of the carmel bts shows

Reduce the number of events (to one car show only on one day only in our village), and other events will be better appreciated. I like the cadence of events in the village throughout the year; it's only Car Week that's really troubling.

Again, too many people driving.

Too many tourists with no respect

Organized, safe, the weather, the car prices matched the real estate

Great energy, fun crowds, beautiful weather.

The events bring people in to do more than eat and shop. Strangers have an opportunity to exchange information, joy and excitement about something they all love, cars!

See previous answer.

I look forward to these car events. They have gotten so popular that parking and traffic is heavily impacted. (The Hatton Canyon freeway would have helped locals navigate around the bottlenecks. Just dreaming...)

Good variety and free to the public.

It's too much! Like the Mayor stated - too many people and cars in a tiny quaint town. Too many cars in what's supposed to be a quiet forest. The shuttles probably helped and that needs to be expanded. Bring the people in and leave ALL the cars out - out of Carmel, Carmel Valley and Pebble Beach. Tall order, but that's the answer that needs figured out.



No longer a classic show.

The Carmel events are improving over the last year or two, though the Aston Martin event was a bit repetitious...so many of the same car, BUT it's the gangs of young men in hoodies we now see who I doubt are spending significant money in Carmel but are clogging the sidewalks that disturb me. They and the fast, loud cars they drove or gawked at, made me feel unsafe. We also saw one of the damaged McLarens...alarming.

Not enough parking

too many people, too much traffic, rude visitors

Too many people who have no respect for Carmel !!!!

Loved the Tuesday show. The Thursday Ferrari and Prancing Ponies shows were too chaotic! Suggest moving one of them to a different day...

Well organized and supervised.

Minimal crowds... Weather OK.

Local infrastructure cannot support that many people. With so many free events, the crowds were too big this year. Cell phones didn't even work, due to live streamers using up bandwidth.

They caused traffic congestion and street closures that kept me out of town and away from businesses and restaurants that I usually frequent.

read my comments at the beginning of the survey

The Ferrari event is very classy and we loved the LIVE ITALIAN MUSIC!! Need more food and wine.

These events inject a liveliness into the air.

I'm just explained why on the first page! Haha

It was fun having a few events in the village that I could walk to and enjoy for free. The crowds for the events I attended seemed polite. The size of the events didn't feel overwhelming.

Helps us as residents to plan our day and know what to expect

The car events are important to the community because they bring people in to buy and eat/drink. If the City were to not do them, you'd still have lots of the "influencers" in town anyway. I think the car events actually bring in the "normal" crowd.



Too many people and not enough law enforcement. Many dangerous driving maneuvers that could have seriously injured someone. Our family got no sleep for 10 days

It is a big deal economically for the peninsula. One of the neighboring municipalities purchased an app to track cellphone data, and saw a 2000% increase in some business visits.

Car week events are generally not compelling for me. I'd go see a show of old VW buses and bugs, maybe. Keep meaning to get to the Concours de Lemons in Seaside. Next year.

It's just not formatted the right way

The cars.

Most of the cars were not that interesting.

Too congested.

again, all except Prancing Ponies that had actual rental cars being shown, and a low-quality fashion show.

Love being able to walk to events. Meet true car buffs, our neighbors and support the community.

Great job on these local events. They keep getting better every year. Our concern isn't with these events, it is with the shift in attendees, lack of respect for local host community (Carmel and Monterey) as well as neighbors. Personally witnessed young adults slamming beers on our street corner and then driving, drugs and disrespect towards locals. . Never seen this at car week before.

Carmel is a great place for families - I think we could do more to attract/welcome them.

Multiple times throughout the entire evening/night of Friday and Saturday, people driving their race cars down Rio Road past the mission and towards Highway 1 feel like they have to rev their engines and make as much engine noise as possible. It is loud and not welcome.

Exceptional and interesting cars.

Doesn't help business owners

One of the worst parts of the planning is that our block on San Carlos was blocked to Traffic for two days, with no Show Cars parked on our block. So there was no attraction, but also no parking and no reason for people to walk down that block. Completely unfair to tax paying businesses. Felt really screwed by Carmel

Traffic and reckless behavior



Not that exciting, need to condense all of them to ONE day only.

We walked from our home to enjoy with our children. Attendees littering while walking. Not abiding crosswalk safety. It's just a lot when running children to after school activities, no parking for them - disruptive.

I enjoy the cars and people watching

Didn't participate

I'm a lifelong "car guy" and love car week. It does seem to be getting a bit too chaotic though.

Because the car owners are a bunch of juveniles who want everyone to see how loud their cars are. "My car will do zero-to-sixty in 1.2 seconds!!!" Yeah...and you still have to stop at all the red lights, don't you?

Although it was nice to look at the cars at each event, the pleasure was outweighed by the negatives of crowds and traffic.

Just too much

The events have outgrown the location.

The people watching is fun and seeing all the exotic cars is a blast

Please see previous note regarding noise and congestion.

again, this is a dirty event for the wealthy that makes daily living activities very difficult

In general, I appreciate the events in Carmel.

Carmel is a village grounded in an ethic of environmental responsibility and sensitivity, and these events that feature fast autos that burn tremendous amounts of fossil fuels are not in tune with that heritage. One can only cringe at the amount of CO2 and other toxic pollutants that were emitted by all the cars and all the private planes and all the trucks carrying these cars from all over the country. And the noise and disrespect shown to residents and neighborhoods is just too much. The money may be good, but what is sacrificed for it is not worth it.

Too big for the town in terms of traffic. My street was a parking lot as folks tried to leave.

Need to cap cars entering the city to park and require remaining people to park off site and shuttle into town



Too crowded for small community, very rude driving behavior for over a week by visitors, dangerous walking in town and on neighborhood streets.

THE NEGATIVE IMPACT ON THE VILLAGE AND THE BUSINESSES IS TOO SEVERE.

Not enough events for young artsy people

Parking and traffic in town was a nightmare!

Too many events in town and mediocre quality.

Carmel is so limited on parking as it is that it's such a challenge when so many tourist come to town.

The Concours for a Cause event and the Ferrari Club event were fantastic! The PONIES event needs to be on a different day or another place. The cars are NOT HIGH END ENOUGH to be IN CARMEL with FERRARIS! DOES NOT MATCH and brings the event DOWN!

Same answer as before.

I chose not to attend any of the events in Carmel-By-The-Sea because I knew that traveling into that town would be a crowded mess. Those roads are cramped enough on a regular day, let alone during Car Week. A lack of parking is a huge impediment for me to attend these events. If we had increased publicly provided transportation similar to the trolley system between Monterey and Cannery Row to provide locals access to the Carmel-by-the-Sea events, then I'd be more inclined to attend.

Nothing works during Car Week: one cannot go to a doctor's appts, pick up kids from school, go grocery shopping because of Car Week Traffic. I couldn't even walk my dog, 6 Ferraris were roaring through the neighborhood!

See first answer. And I used to enjoy it. And I can still understand it's a money maker. But it's untenable for it to be so clearly unsafe and congested.

I think it was due to a lack of security. Passes were required in previous years and I didn't see that this year. I strongly suggest making it a ticketed event to raise money not only for the city, but also for security reasons.

Traffic was jammed up all three days of the events, plus at night when people came to town to just hang out. Way more traffic than other years.

Good for Carmel. Crowds got tiresome.

I'd like to see only two events....Concours for a Cause and Astons on the Avenue. Prancing Ponies and the Ferrari Club just aren't that interesting.



The parked cars are fine. It's all the people driving around with very loud cars and speeding which seems to go hand in hand with the events.

It greatly impacts our daily routine in a negative manner.

See previous statement

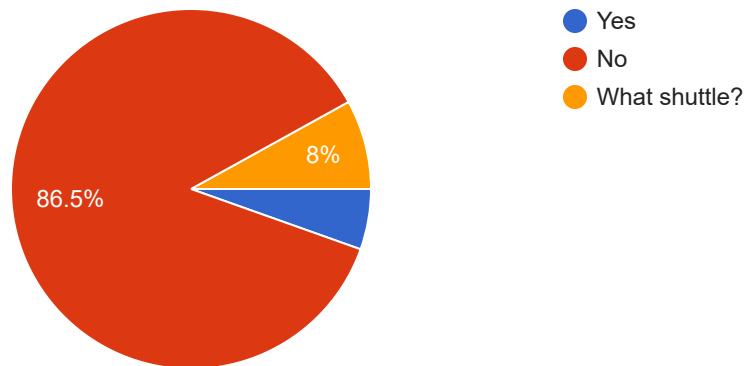
223 more responses are hidden

SHUTTLES

Did you use the City provided free parking and shuttle for any of the events this year?

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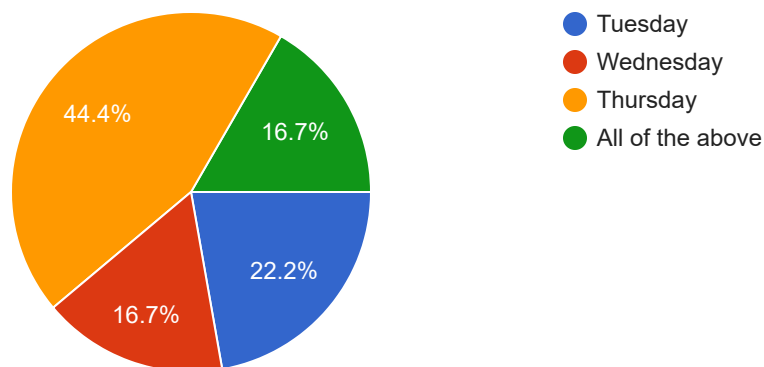
423 responses



If you answered, "Yes" what days did you use the shuttle service?

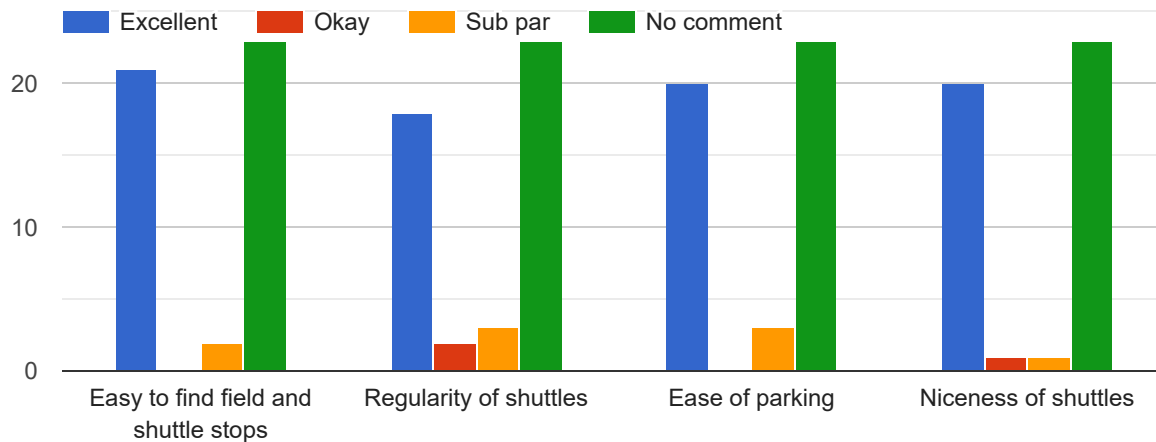
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18 responses



If you answered, "Yes" how did you find the quality of service?

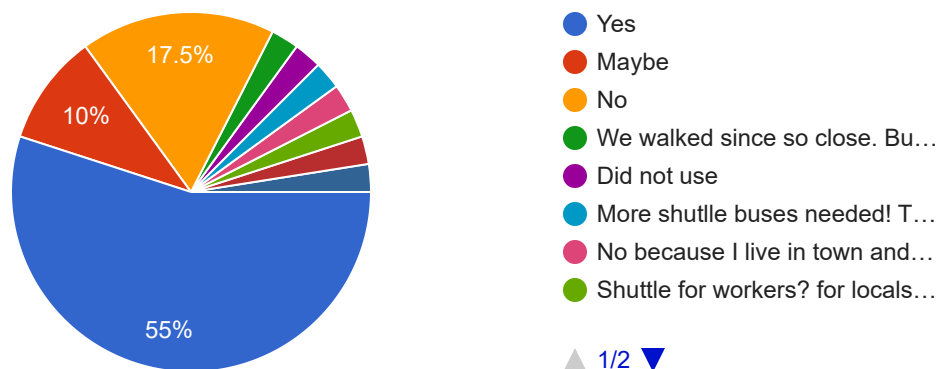
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If you answered, "Yes" would you use the shuttle service again during Car Week to attend events?

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40 responses

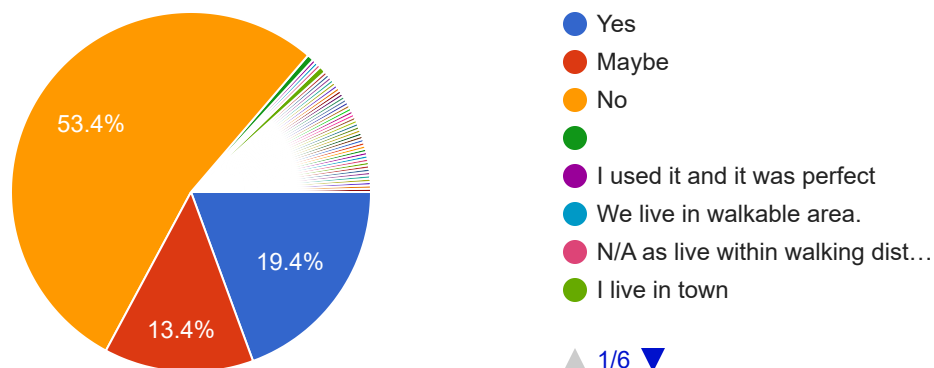


▲ 1/2 ▼

If you didn't use the shuttle services or didn't know there was a shuttle service would you be interested in trying it out to attend next year's Car Week events?

 Copy

335 responses



▲ 1/6 ▼

If you answered, "Maybe" or "No" to the above question, why?

187 responses

I live in town

Can walk

Didn't need the shuttle

Hours of the shuttle didn't work for my schedule. (open at 8am or close at 10pm)

I can walk to events. I live close to town

I'm not overly interested in cars, but I might go if I could get to it.

I'm not interested in going to the events

I walk to events downtown.

Events are too crowded

Because I walked into town from where I live.

I live in town and I walk

I live in town - no need for a shuttle.

Live in walking distance of downtown.

I live locally and walk to most of the events

I'm not interested in Car Week events.

We would love to use it next year

The inconvenience, the massive crowds.

We have a concours park pass and bikes

I could just walk to the events if I wanted to risk my life on the streets that week

Other locals and visitors told ne there were long lines and delays



We live close enough we can walk.

We walk to events and don't need to use the service.

I don't have the luxury of being able to spend a lot of time waiting for a shuttle.

We, as PB residents, are literally forced to leave for the week, and have done so since 2020. Sad but true. So it costs us more even money to leave our home. It's simply not worth the abundant headaches and inconvenience. We couldn't even go on a walk w/out seeing things like six Porches in a driveway on Riata gunning their engines all at once. It's senseless. And, forget about the 30 day min rental rule - it's violated over and over that week!

These car events puts too much stress on our infrastructure and day to day life for locals all over the peninsula. It's become outrageous!

I have to be at work early every day during Car Week. I don't want to have to start my day even earlier so I can catch a shuttle (or risk being late if the shuttle doesn't run as expected).

I have no interest in Car Week activities.

see above

Easiest for us to just walk in

I hate traffic so when I was working, I leave early and get home late. I definitely don't want to be dealing with traffic in a shuttle where they don't use side streets to get around it!

I just park two blocks further away - parking it really not that big of a deal.

I get to work early enough to find parking

Sounds like a good option if I decided to go downtown—but I usually prefer to stay away from crowded places that I could visit at quieter times.

I'm heading to Long Beach for that week

I live in town and didn't need them.

I don't need the shuttle. I live walking distance to downtown.

Live locally and usually able to find parking or walk.

I walked from my house, 15 minutes.



Not sure I am willing to go through the pain in order to attend the event

I am able to walk to the Ocean Ave events.

too many people

Too much work to participate in something I'm lukewarm about.

I have no interest in attending any events because they negatively impact my daily life during Car Week.

I have yet to engage in car week but may in the future.

Didn't know about it, might have attended an event

I live in town and can walk

See above...too many people for small area throughout the peninsula but especially downtown Carmel.

i find Car Week to be a bit over the top causing stress and hardship to many

THE ONLY CAR EVENT I WANT TO GO TO IS WHAT USED TO HAPPEN ON OCEAN AVE WITH THE ELEGANT OLD CARS. IT WAS BEAUTIFULLY DONE FOR HALF A DAY.

I answered it above.

I can walk to the events I want to go to

Why would I use a stupid shuttle in a small town? You guys are not Monterey. Is this what you wasted tax payers money on? Really?!? You couldn't have thought of making another public parking lot?! By the way, I asked a lot of people that came into town for these events and they have the same opinion as I do. If the point of these shuttles was to solve parking issues and traffic, you failed!

I can easily walk to town.

In general this entire event is over-attended and recently poorly organized for the size of Carmel.

I have no interest in any of the events.

Hope to leave town next year during car week. Heard a lot of people say that after this year's events.



I live in Pebble Beach, so I have generally not needed to use the shuttle, but I think it would be a great idea to reduce traffic.

No because I live within walking distance of Ocean Avenue

Not needed

Depends on the findings from this study

Not interested.

Depends on where it goes. We get Beach Club parking and have friends who love bear the lodge so likely not use it. We live in unincorporated Carmel on the Point.

I parked in my driveway and walked into town

Not needed

I live within walking distance but it is a great initiative so residents can use their "regular" street parking.

Too much noise and too many people

Would probably opt for an uber

We live closer to town that to the Mission and walk into town every day

I want nothing to do with this event ever again. I want it to go away.

We only go to one event that provides parking.

I walk to town from home.

Like to drive my own car

Don't need a shuttle.

No interest

Not interested in the cars

I plan on leaving town that week



I live in Carmel Woods, though I lived my growing up years inside Carmel proper. It seems pointless to drive from the Woods to the Mission to park and shuttle into town. I chose to stay home.

Depends on frequency and ease of parking wherever they pick up

I live in Carmel

As stated in my previous answer

The events I attend outside of 93921 I get to before they open, and I participate. I need my car with me! I recommend the shuttle to all my friends.

Doesn't apply to me

Not use to shuttling into my town

I can walk

Too many people here car week

I just want to hide during car week now.

I am not interested in attending Car Week, so I would not use the shuttle for it. I do, however, think it is a good idea to have a shuttle. If more people used it, that would reduce traffic on the roads, which I am in favor of.

all depends upon ease of use and frequency of rides

Took an hour and a half to drive from PG to Carmel

Depends on location of parking/shuttle service as well as frequency. Coming from Hwy 68\airport side, it would be nice to provide parking north of Ocean to not have to drive past Carmel.

Nothing to do with the shuttle- I generally don't attend any car week events

Won't support car week. Refuse to.

Events are not for me.

Not interested in cars

Cancel Car Week



I think it is just too crowded.

I live in town and walk to the events

I attend mostly the Carmel events and can walk to them.

See above....oh and the room rates in the hotels were jacked up to extortion levels. How would it even be possible for a normal family with kids come and afford these events?

I don't know if I will go to any. Probably will leave the area for the week, like last year

84 more responses are hidden



Other thoughts about shuttle service during Car Week?

123 responses

Good idea!

N/A

We need more shuttles in general -- definitely during times when there are extra events happening (Bach festival, food events, etc.)

Probably a good idea

Employee shuttle should leave from MPC so we can avoid highway 1 congestion near Carmel - Or convince the city to reserve the lot at the Carmel Plaza for event days.

Great idea

Think it's good idea but still doesn't address issues of too many people, safety, resident considerations, etc. We also need to get rid of the outrageous amount of money that we pay for marketing, our town does not need it.

Wish they hadn't used our street for their route

I think the City of Carmel should partner with MST to have the trolley, which has a vintage look very fitting for the event, providing shuttle service to all events. It's a good way to support local businesses, promote the use of public transit, and help ease the chaotic traffic. The City of Monterey does a phenomenal job encouraging tourists and residents to use the trolley during the summer. I'm confident that the City of Carmel-by-the-Sea can address some of the traffic issues by doing the same during big events or even the summer season.

Great idea, signage on HWY 1 was too small and a majority of employees did not know about the shuttle.

Heard shuttle to pebble beach took 2 hours

Good service.

Shuttles are a terrific idea. Anyone who lives or works in 93921 and 93923 should be issued a resident's pass. Everyone else visiting CBTS and surrounding neighborhoods: Carmel Point, Carmel Woods, etc should be shuttled in. The amount of dangerous traffic MUST be reduced.

As the word gets out ahead of time more people will plan to use it. I found out less than a week in advance. Too late to tell my friends coming from out of city



Should be the ONLY way to get around once you have been bused into the city.

I think it is a marvelous idea.

Would be a good idea for those that have no time constraints.

Needs to be promoted better

Car week & The Concourse seem to be two different shows. The people who are really interested in car history are in Pebble, the punks with daddy's money are in Carmel, go away !!

Traffic was very bad on Junipero just getting to the Shuttle parking lot! It took a half hour (around noon on Thursday) driving from Ocean and Junipero to the Shuttle parking lot. Otherwise the Shuttle seemed to work well...

Glad your moving carweek up a week next year!

good for all

I think it is a good option for people.

Great idea! I think the jurisdictions should get together and get shuttle/bus service going regularly between the various events throughout the Peninsula. Perhaps consider a dedicated bus "route" that would give them priority over the other cars.

I heard it was successful

Was it worth the expense? Was it utilized to the maximum of its capabilities?

Great to have the shuttle service, thank you.

We walked by on our way to school every day and the set up seemed nice and organized. Drivers were safe entering and exiting the parking lot

Great idea, I herd great reviews

More!

That shuttle needs to be on the local news!

It is a great service and should be mandatory for those that do not purchase a capped number of parking passes



CRITICAL TO HAVE. AT LEAST SEVERAL HUNDRED CARS DID NOT TRY TO PARK IN THE RESIDENTIAL AREAS.

The city needs to set up mass parking arrangements outside of the city limits like pebble beach does during the At&t. Thusly shuttling spectators in and out of the city clearing access for safety vehicles

Shuttles are the way to go as long as they're close

Please make the fact that you had a shuttle service widely known or incorporated in existing public transportation systems. Signage at existing bus stops or trolley locations would help a lot.

It was a great and desperately needed service

Although I didn't use it personally, I think it's a great idea.

Excellent idea. My employees definitely like the idea and used it.

The drivers were the best. Would not have ventured down town without that shuttle. Would have loved a shuttle to the commercial tents at Pebble Beach as well.

I'm in favor of it and hope it expands!

Good ide

It is a good idea for people who want to go

Although I didn't use it, the idea has real merit. Congratulations for starting it this year.

Time to shorten length of event & limit disruption to local & host community

As long as the traffic is less next year I'd love to use the shuttle. It was so bad one day even the high school students and residents were trapped.

Important to offer!

Even though I didn't use the shuttle I think it is a good idea and I heard positive comments from people who did use the shuttle.

They should only limit a certain amount of cars here in carmel and Pebble Beach and have the rest of the people shuttle in

Good idea otherwise.



How did the cost compare to extra sales tax and TOT revenue?

When I drove by Larsen Field, the shuttle seemed very underutilized....a waste of money and resources.

Please, please control the traffic, especially on the major arteries into the city-Carpenter, Ocean, etc,

The shuttle service was extremely well organized. Appreciated the frequency of the shuttles, the ease of parking and long hours.

Does it help alleviate traffic?

it could be a good thing

Great idea. Let's continue it next year with more promotion earlier in the game

Great idea. We should have a car-free downtown. Carmel is basically an open market.

Good idea

Honestly, it didn't work. There people parking on 4th. Some cars blocked one road going up to Carpenter. Cars were still parked in residential parking, taking over the home owners' parking spots. What was said in the pine cone shows that Mayor Byrne and Mr. Swanson did not take the time to drive around the whole village to see what was going on. Shame on you guys for lying!

I think it's a great idea. We should probably implement it on summer weekends.

I live in a village because it's a village. I didn't move here for noise, pollution, speeding, and expensive slick race cars. In years past, it was an elegant affair and the venues were fun and I enjoyed going. Now it's ridiculously overcrowded. it seems that these noisy race cars are the epicenter of the whole thing. These kids come in here to race their cars, make noise and terrorize people. It's a free-for-all. Not much elegance about it anymore

I was going to be downtown past the shuttle closing time, otherwise I might have tried it.

Thought it was terrific

I heard that there was a shuttle service but I didn't know where they were going

They were painfully slow. Wait time was 90 minutes

Seems like a good idea. The data needs to tell the story and answer questions on if it is a



worthwhile, value add service

I do think the shuttle is an EXCELLENT idea and should be better advertised. People would use it. Maybe get the car clubs to post in advance about the shuttle would help, including on the social media pages. That way even people who are not part of the car clubs but follow their posts would be aware. How about branding it "Influencer Parking" lol?

Better than when we didn't have shuttles but traffic was still gridlock.

I think this is a very good idea, but traffic, especially on Carmel Valley road was way too much.

no

Perhaps seaside should consider this for their events

It's a start to control the impact to a small town

Love the idea. Didn't know about it for residents.

Need more shuttles

You tried trolley service a few years ago and some of your hoity-toity locals found that below their dignity. I live in Monterey, thank god! and find that this works well.

It is high time that "Carmel proper" moved into a less exclusionary mindset. Maybe the Peninsula cities could help adjust that.

I heard it worked well

It's a good idea for those who want to attend events.

A resident shuttle would be nice. I live downtown and have street parking. Not easy.

Shuttle was spectacular!

We had houseguests who used the shuttle and thought it was terrific

N:A

Great idea! So glad the Mission co-operated and helped out in this way!

Try to encourage attendees to visit more retail establishments in town. Almost a ghost town a block off Ocean



Please Make a parking area somewhere outside of CBTS and shuttle the people in. Close the streets to cars - just allow pedestrians

SEE above answer

Additional traffic direction might help the congestion problem.

Seems like a good idea if it could be used more and get more cars out of downtown

Shuttle service is a good idea in that any option to DECREASE traffic is good.

Great option and that would be great if people used it.

If its actually being used I would support it, especially if it was expense neutral to the city budget

I think its a good idea.

I think it's fabulous for people who do not live in town to get them off our local streets.

Good idea to keep cars out of the neighbor hoods

Too expensive

Shut it down ASAP. Watch car museum videos. Don't waste gas and jet fuel flying cars in from all over the world.

I think it's smart, and it should be mandated for non residents, frankly.

Very well run, nice van, driver very courteous great service

Great to have shuttles

Needs to be better publicized to guests and residents

21 more responses are hidden

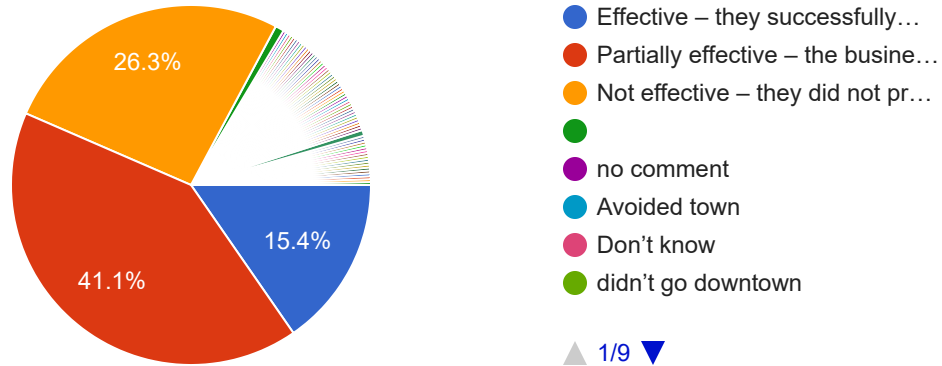
TRAFFIC AND SAFETY



How effective were the evening traffic calming measures in the business district during Car Week in improving safety?



384 responses



Why do you feel that way?

259 responses

LOUD

Loud, fast cars all day and night -- no police control on residential streets that i saw, need speed bumps on roads like san antonio that has minimal stop signs so they go very fast down this street.

Again, too noisy and erratic driving.

witnessed speeding and rolling through stop signs first hand.

Self explanatory

Just too many people

Out of town exotic cars were racing out of the PB gate on San Antonio Jo and running in packs of 5 and 6 cars. Running stop signs at Fourth and San Antonio. Need to add officers at that location or temporary speed bumps to discourage this high speed exit from PB

I rode my bicycle

Above

I tried to do my part by walking, taking transit, or riding my bike during that week, but when I had to drive, it was a bit insane the amount of traffic I was in.

I really did not observe any downtown traffic calming because I avoided it.

Police are understaffed.

Week was smooth

I live 2 blocks from Ocean. It was excessively noisy.

Because the constant engine noise and people running stop signs at Juniper,13th and Rio Roads was horrendous! With no sidewalk on Rio because of overgrown ice plant covering was pathway that was there put the public in the road and in danger of getting hit from zooming cars and people running stop signs.

Witnessed a number of unsafe situations involving large moving cars and children in close proximity.



Friday night it was crazy. People standing in the middle of ocean ave to take pictures of cars in the parking spots bought by businesses (should not be allowed - creates too many crowds). First come first serve on parking and parking tickets during car week should be increased minimum 10x

I live in town and it was crazy in my neighborhood. People were out of control.

Ever video I've seen shows a motorcycle cop giving a ticket. Not a warring a ticket. I watch him turn his siren on a car pulled over that was picking up an elderly women that had lunch a village Corner

Any evening traffic calming measures in the business district are useful and appreciated.

Although we went away for the weekend, all of our friends and neighbors said the noise was worse than ever.

It was chaotic: too many cars, too many events and I felt as though our fine law enforcement team was overmatched.

Neighborhood traffic and speeding and total disregard for pedestrians, stop signs etc was out of control.

Crazy drivers were just rerouted to typically quieter streets where they drove unsafely and don't know where there are stop signs, who has the right of way, etc

I live at Carpenter and Hwy 1. Cars were revving engines backfiring and speeding all night long for over a week. Also cutting through our neighborhood looking for shortcuts.

Traffic was a nightmare, horrible for the income of business owners.

Just seemed too crowded.

Twice it took me over a half an hour to go a block.

Can't stop congestion during popular events.

Observation

It's apparent and obvious from all the stories we hear before and after the event from fellow residents, in the grocery stores and wherever you go - it's out of control and this year was the worst.

I saw sports cars flying up Junipero, right past the Police Station.



These car events puts too much stress on our infrastructure and day to day life for locals all over the peninsula. It's become outrageous!!I'm

Kept the traffic in town down

Much better than last year.

A normal commute of 15 minutes took nearly an hour during Car Week.

Exotic cars were racing all around my neighborhood.

redundant question

not enough police presence

Things have gotten out of control in past years, but this year, things seemed calm.

It was fine.

Speed bumps on Ocean were great --- except traffic re-routed to 8th, Guadalupe, Forest streets to avoid Ocean. That was difficult because visitors are unfamiliar with the streets, honked at people walking dogs into Mission Trails Park, and generally were anxious trying to get out of town and back on Ocean to exit. Next time be more thoughtful of the residential neighborhood impact and close off side streets. Low clearance cars clearly were not using Ocean Ave

I live in the service-commercial zone and was not impacted as much this year as years past by speeding vehicles. I am aware of the cars in the canyon and in PB, but they're going to do what they do. It's just for a week.

Effective in specific areas but not on 8th avenue thta leads straight to the beach

General consensus among locals I know is that traffic was bad as usual, noise and speeding were worse than ever. How many citations are issued?

Because noise and speeding still a problem in neighborhood.

Kudos to Chief Trayer and his team for all of their fantastic efforts.

I was in town every night, while lots of young people meandering about, I did not see much fast driving as the streets were shut off to traffic.

All it did was push the crazy driving outside of the downtown business district. There was plenty of racing going on on Rio Road and up Highway 1.



No drivers were out of control or exhibitionists

Too many cars not enough space

I live downtown and taking a last walk with my dog at 10:30pm was like New York City. Shockingly busy then.

Many cars were speeding, revving engines and too many people in a small space.

Events and road closures impacted school operations.

I live in San Carlos and traffic was bad all night long.

The speeding on carpenter on Friday and Saturday was horrible

Others shared their displeasure/dusnay.

Traffic in and around the area was not good for residents.

Excessive noise and air pollution in Carmel Woods. You can smell the hydrocarbons and engines race at high RPMs and decibels at ALL hours!

The roads in our area were not safe to be on.

Obnoxious people racing through neighborhoods

Seemed like a constant madhouse and saw most enforcement at traffic lights on Hwy 1. Not enough patrols on Ocean or. Carpenter Street. Need to have limits on cars that enter!!!

The city did not make sure to enforce any type of parking safety guidelines anywhere in the residential area that would accommodate for emergency services vehicles. You should ask the fire department. What requirements they need to drive a fire engine down any one of those given streets? And do they have access to all the fire hydrants.

Very dangerous drivers and too much traffic

There were too many "little car shows" that popped up and no police> Traffic was a real mess SATURDAY NIGHT! The worst ever.

Same answer as before

I live near Old Monterey, and traffic continued to be obnoxious in the area. Many of the visitors did not respect one-way roads and made a point of loudly racing in the area.



Sports car drivers were racing around all the surface streets adjacent to Carpenter Street. They were noisily drag racing until the early hours on Hwy One and Carmel Valley Road keeping residents a wake!

Unsafe. Very.

Witnessed multiple traffic incidents and crowding outside my business and residence.

Loud motors in the neighborhood of Carmel Woods and below us until after midnight. People speeding on 17 mile drive in Pescadero Canyon where it is straight, revving engines like a speedway. This has to stop.

Crowded. Tried to avoid Carmel

Dangerous drivers and rude visitors

See previous statement

I was a pedestrian. Too many close calls with speedy and/or drunk drivers.

The business district has been better controlled in recent years, but residents in Carmel and Pebble Beach still deal with traffic and speeding.

Much much more evening car revving than usual in Car week.

It's a mad house. The PD is overwhelmed and just trying to manage an impossible situation. Can we just close the town down at 9:00?

I honestly stayed away from the village in the evenings but it seemed more controlled than in the past because ai didn't hear about any incidents

Enjoy car week with all it has to offer. Live it and be happy and proud to be in this wonderful town that has a world reknown car week

still too many racing cars, loud, etc.

Slow traffic and traffic jams every day, not to mention cars racing each other on Hwy 1 as well as residential streets.

There weee a few speeders, but I felt it was the younger generation and their wanting to be part of the crowd

The noise of tuned exhausts on the overrun.



NA

Try driving during that time? Insane.

Did not go to any events

Because there was contolled traffic in town in the evenings

Much more noise and speeding in neighborhoods, and blowing through stop signs. You could also put in a camera at San Carlos and 13th to ticket those who don't stop, along with temporary speed bumps.

Fast cars all day long on Santa Lucia

Cars are driving very fast and loudly through my neighborhood in the north east corner of Carmel.

The intended traffic calming measures exacerbated the problem by adding more foot traffic to the existing car traffic.

Way too loud

Did not experience the evening traffic. Stayed home.

Obvious

We tried to have dinner "in town" one evening...took too long to get there so went to Carmel Valley Village.

No control over the noise until all hours of the night

I live in a neighborhood that experienced a great deal of speeding and excessive noise.

I heard through friends.

I walked into town both Friday and Saturday. Commander was on the scene, and it was clearly under control. Bravo to CPD and their helpers from out of town.

158 more responses are hidden



What improvements would you recommend to better handle Car Week's traffic?

319 responses

No internet events. No concert at fairground. Too many simultaneous things going on! Not enough police!

close down the streets at night and offer shuttle service for restaurants

Control speeds

don't allow any driving in Carmel by the Sea during the event days. Walk-only.

Cancel some of the events and the marketing of events.

Restrict access to CbtS on a safety issue, not an access issue which contravenes the Coastal Commission rules

More officers and enforcement

Sell tickets and limit the number of people coming.

Pebble Beach should go back to a weekend event, not this 10 day headache

Why are cars allowed to make SO MUCH NOISE?? If 'police' won't do anything about it, why are they employed?

Temporary speed bumps especially on streets with shuttles

Partner with MST.

A county wide organizational meeting to discuss timing and enforcement issues.

Use more proceeds from the event to increase police staffing

More law enforcement presence

Force all tourists to use the shuttle service.

Shut down Ocean Ave completely during car week.

Better scheduling for all the various events for sure.

Remove the speed bumps on ocean damages sports cars. Fire the motorcycle cop



More police presence, more cameras.

Not allow the large number of events in thus small town that can't handle it. Go back to it being a classic car show.

REDUCE THE NUMBER OF EVENTS AND THE LENGTH OF CAR 10-DAYS!

Even though the construction was paused during the day, the sites were still holding up traffic. The roundabout going into pebble is asinine, holding up people on both sides of the highway and down to the middle school.

- 1) limit car shows that week to only 1 car show here in the village
- 2) ALL visitors to that 1 car show must use the shuttle. Once that lot is full, the shuttles stop until visitors want a ride back to their car
- 3) install speed bumps/humps on Junipero between 8th and 4th; on 4th from San Antonio to Monte Verde; on 5th and 6th from Santa Rita to Junipero
- 4) post electronic signage at the top of Ocean (near Highway 1), on Carpenter at the City border, on Rio at Highway 1, and just south of the Carmel/Pebble Beach gate on San Antonio reminding drivers to slow down and watch for pedestrians

See answer regarding shuttle service. Shuttles are a terrific idea. Anyone who lives or works in 93921 and 93923 should be issued a resident's pass. Everyone else visiting CBTS and surrounding neighborhoods: Carmel Point, Carmel Woods, etc should be shuttled in. The amount of dangerous traffic MUST be reduced.

Move the events to fort ord and/ or Laguna seca

Well getting quail to move earlier in week

Move it all out of carmel by the sea

More VISIBLE police presence (that does not mean parking an empty squad car on Ocean Ave)

More law enforcement

Minimum street closure

If a street is not being used for a 4-6 hour interval don't close it!!!

I walked all over town and many spots were closed all day and sat empty because signs were up for different car show days.

Speed bumps on Carpenter. CHP watching for speeding and ticketing.

Do NOT block off so many streets

More police officers on foot patrolling.



Limit number of people. Bus in from Marina (like huge golf events).

Encourage parking away from town and offer golf cart shuttles.

Restrict it.

The city is doing its best. Too bad there are fewer parking spaces in town now that many have been eliminated near cross streets.

Major events on the Peninsula need to be timed to best limit traffic snarls... perhaps as all need to adjust to the Concors new 2028 schedule ,it would permit the entire weekly schedule to flow better.

Less events for starters. You might be drawing in some good people and business, but also thanks to social media and such, now there are side shows in Del Monte Shopping Center parking lot, for one example. Is that what you want to attract here? Because it is. Less events and everyone needs shuttled in. No cars unless they're on display. Period.

More traffic control & noise abatement.

Thick ropes across the street to slow down the show off.

I hnestly don't know, but I am leaving town for Car Week next year and already booked the trip

Scale back these events on the entire peninsula.

stop it from coming here

No events in Carmel .

Overall traffic wasn't too bad in Carmel proper. It was terrible elsewhere particularly Pebble Beach which had multiple road closures, no signs or people helping with traffic etc. A normal 15 minute drive from Pebble to Carmel took over an hour (on Friday and Saturday).

W with this year's smaller crowds, the police did an excellent job.

Minimize the number of free events.

More sheriff patrols in outlying neighborhoods.

more control about and over local residents parking, such as having someone check the parking lot at the Post Office

SHUTTLE IN ONLY...no extar cars in town other than the show cars



Do not let non-residents park inside the city unless they are showing a car (with a special event pass). Direct them only to city specific parking and make them PAY! They can go down ocean to junipero ONLY. Tell residents that they must get a special event pass. Also please hire temp parking attendants—cars parked in loading zones all day with no tickets!!! We (as a city) should have made \$100k from this event and lowered our taxes!

Force cars to go down Ocean; close off side streets. Shuttles from outside the town into Carmel. Close off city streets to vehicles and convert to full pedestrian. People love that and it would be more enjoyable and safer for everyone

Honestly, again, I don't really mind the traffic and noise that much.

The closure of Hwy 1 for the Concours rally created TOTAL CHAOS. That really needs to be rethought. It was complete and total gridlock. Interestingly, the same thing happened today (September 2) when CalTrans shut down one lane just past the Holman Hwy North-bound onramp. It was literally gridlocked for a couple of hours in the height of the afternoon. I think better communication is in order to both locals and guests. Again, a priority shuttle service would improve things. I liked the text message notifications, but they too could be improved with more real-time information.

Curfew? Entrance fee? Mandatory parking away from Carmel by the Sea (people blocked my driveway)? Increased Law Enforcement past midnight. The impact on our corner, our home since 1975), is nothing short of ridiculous and gets worse every year

Crack down on neighborhood and late night speeding. These are safety issues and need to be addressed.

Cancel it!

Ticketing noisy drivers racing their engines.

Kudos to Chief Trayer and his team for all of their fantastic efforts.

close the entire downtown to traffic.

Don't have any suggestions and not sure how to curb impact of "younger crowd" and "influencers" and change in "feeling" of car week. Again, we are local and huge supporters of this week and absolutely love it despite the traffic and inconvenience it brings. But something was different this year . Have never witnessed the disrespect for law and community like we did this year.

Mor law enforcement, more cameras, more tickets, more seizure of cars when they race. Enforcement of noise ordinance against drivers revving their engines.

Do enforce 2 hour parking rules during day events held in Carmel



Cancel it

Do not have Car events in downtown Carmel. Keep Carmel, Carmel. Let it be a respite, a place for locals and travelers alike to be able to explore the town on foot and remain a village, not an Auto Show.

How do we reduce the social media influencer crowd?

The police did a great job, just need less events to attract less people.

Seems like not everyone in the same planning page. It's clear events are priority over locals and that leaves a sour taste.

Carmel's traffic was better than in years past, HWY 1. Grid lock.

Coordinate events better with neighboring jurisdictions.

Move the event to Bakersfield.

Funnel event traffic separate from normal area drivers

Make non-residents park outside the Golden Rectangle and shuttle in. Residents can have permits to access their homes.

Fewer events overall

Speed bumps on carpenter & move police outside of center of town

more officers and more tickets. more tickets could be another revenue generator

Greater cooperation with CHP--their traffic control favored participants over those trying to get from here to their. It is no longer a classy and sophisticated event. It's been taken over by partiers.

Much greater law enforcement presence and harsher penalties for infractions that occur during Car Week.

Shut 17 Mile Drive at sunset. Install speed cameras with noise detectors for better traffic enforcement.

Convert to eAuto event. Fewer events, more shuttles, noise monitors and electronic tickets on Highway 1 by Carpenter Street light

Less visitors; less events.



Just don't have events that invite the sort of people who would view Carmel as a place to behave in the way too many behaved.

Less events will bring less traffic.

Capping number of cars by requiring permits to drive into city and shuttle for all others; traffic patrols for crosswalks to allow for better flow of traffic

See above... limit attendance, more traffic calming measures within the town, fines for obnoxious/rude/obscene behavior toward locals. Raise fees to discourage low lifes.

HAVE ONE WELL-RUN ELEGANT EVENT. STOP THE EXCESSIVE MARKETING VIA SOCIAL MEDIA.

I have lots of ideas, but too many to place here. What you really need to do is set up an EOC, then treat this like a massive catastrophe. Meaning, you must provide a safe place for all the visitors to park, a way to transport them in and out of the city safely, and keep clear all accesses to all the residential streets for fire engines, ambulances, and police cars to safely get in and out of the city expeditiously.

Someone having a severe stroke or heart attack has six minutes to get from their residence or business area to a cardiac and stroke center. Can you honestly say that you accomplished this goal? Six minutes before brain cells die, before cardiac cells die.

This may sound overdramatic to you, but it is very serious and should be your primary concern. Have you ever tried to drive an ambulance code three through highly congested streets? It is almost impossible I should know. I have done it here on the peninsula.

More staff and tickets to unsafe drivers

Maybe...I don't know.. something other than shuttles.

Shuttle everyone in

MAYBE make it 100% SHUTTLE on certain days. Like TUES and THURSDAY.

A serious overhaul of how the city and county handle traffic has to be done. There is not enough planning for how large the event has gotten. Again, not enough law enforcement to handle the influx of people.

Spread out the events so that they're not so concentrated in just a few locations. Have more events closer to Salinas, where there's more room for those who want to race to do so more safely.

Make the event much smaller or get rid of it!

It was such a nice event when Concourse de Elegance was just on the lawn at the Lodge.



Disperse the density. Have some of the actually popular events in further out areas and towns in county.

NEED MORE POLICE AND PRIVATE SECURITY MEASURES!!

Please put a slow or traffic control speed sign on the straightaway of 17 mile drive in Pescadero Canyon. Save our neighborhood and wildlife. Also stage the beginning and ending of events in carmel so that not everyone is backed up from Highway one all the way to town Along neighborhood streets. It also seems like events in PG and carmel overlap too much and the highway one traffic overlapped as a result. It took me one hour to get from Whole Foods to carmel Woods mid week

Not sure that is possible. Car show bigger, more people every year.

218 more responses are hidden

Untitled Section



Any other thoughts about Car Week or things you would like to share?

286 responses

No

It would be good for the community to understand the "value" of this circus to our community -
- tax \$ generated vs. a normal summer week.

Nope

Police did an amazing job but how is CBTS compensated for us footing the bill for them plus
the wear and tear to our streets, sidewalks, landscaping and residential areas.

Thank goodness for Carmel Cares cleaning up all the trash

Tickets for noise and recklessness

I hate it

Reduce the events

Why are cars allowed to make SO MUCH NOISE?? If 'police' won't do anything about it, why are
they employed?

Impose a curfew

It's almost too much.

Overall it's nice to have car week but the number of cars and people just get out of control for
our beautiful small village.

Our Police department did a fantastic job. Don't outsource it. Limit the events in Carmel to two
- not 5 (Thursday there were 3 events)

This year was really bad and all of my neighbors feel the same way. It's great for the local
economy, but there needs to be a compromise between even organizers and the needs of
locals.

Keep it going nice to see people walking around town

Car week was great and entertaining, thank you to all the volunteers.

Ban the noisy popping smoking cars and crowds. Better enforcement of laws.



The economic impact is the reason used to justify the outsized impact of this event but it would be helpful to share those numbers, by sector. All I keep hearing about is businesses coming in from outside the area to profit, so the fundamental premise seems flawed. I did enjoy the smaller scale English car show in the Village.

It's a great opportunity to see our village shine!

STOP the unfettered increase in events, guests, traffic.

It is the single week of the year that bucket lists are checked off. Its known around the world, it's critical to the area and the small business revenue is worth all of the griping and complaints of traffic

Friends have told me (that have lived here for years) that the 2025 Carmel Car Week was the worst they'd ever experienced (too noisy, smelly, too many events, etc). I'd concur. The event may draw in revenue, but at what price? For 2026, my girlfriend and I have already decided to simply leave town for 4 or 5 days. Sad, right?

Shuttles are a terrific idea. Anyone who lives or works in 93921 and 93923 should be issued a resident's pass. Everyone else visiting CBTS and surrounding neighborhoods: Carmel Point, Carmel Woods, etc should be shuttled in. The amount of dangerous traffic MUST be reduced.

Move most of the events to a less congested and populated area.

Don't host it the same week CUSD is back to school. Actually care about the children of Carmel by the Sea not just the elderly and businesses

Car week is not what it used to be, it is not a premiere event, just a touristic bro-zone, instagram mess. Meh

I would like to know if the city (not the local businesses) makes money off of car week or if the extra police, public works, etc. costs exceed any direct revenue to the city. Are the residents subsidizing the local merchants and hoteliers?

Thank you. I was at the city council meeting when they voted it down from five days to three days during preliminary stages. and I was a little disappointed, but three days seemed like enough. I had lots of shop owner friends in town that don't get any business during Car week. Everyone is outside looking at the cars.

Enjoyed Car Week. Great job by everyone

It would help if the city added extra trash bins along Ocean. The cans were overflowing every day. Porta Potties?

Dread it



Over all enjoyed but not really looking forward to next year.

Residents should be encouraged to do their shopping, post office visits, etc. early in the day if they need to drive anywhere. Then give the streets to tourists to enjoy our community. Hopefully they spend money and add to the community revenues.

It needs to be scaled back dramatically.

Don't throw the baby out with the bath water by focusing too much on the relatively few who behave immature.

Just that we really hope our input as residents gets voiced. The Concours organizers stated that the reason the event will be bumped up a week in 2026, is from 'listening' to entrants, attendees, vendors ... b/c they want their kids to be able to attend? Really? What is that number exactly? Are there more non resident's w/ kids attending car week than residents? Why are the organizers only listening to them? We've sent numerous emails to the organizers over the years and never, ever have we got a response. It's so defeating. Seriously makes us not even want to live here anymore. Which they probably don't care about that either. Thank you again for the opportunity to have a voice even if it falls on deaf ears.

Glad you want feedback.

I've always loved it, always supported it. This year was different. The demographic has changed significantly.

The area seems to be changing and not in a good way. I plan to move out of CA in the next 1-2 years. If it's crowded and unsafe AND has the highest taxes, I can find a better spot for me. Good luck with everything

Car week has outgrown Carmel. I also do not want to hear about all the money local merchants make, I doubt if even 20% of the downtown businesses are owned by Carmel residents, IE: the money does not stay here in Carmel !!

Great to see that Carmel is back hosting major car week events! I believe it increases awareness of the city and all it has to offer.

If you have to cancel school because of Car Week, that should be a clear indicator that it's out of control.

I would be very happy to see Car Week canceled or at least limited to fewer days. It is no longer Car Week, but Car Month.

only keep the CLASSY CAR SHOWS like the TUESDAY EVENT and the THURSDAY FERRARI CLUB. Not Oldies Hot Rod cars like Ponies.



Why, just why?

There is a large contingent of fantastical lowrider cars on the peninsula, and think it would be interesting to set aside a street to showcase some of those cars next year. They exhibited in Monterey this year, but it was a side street and didn't attract a big crowd.

Soooo much fun! Lean into it! Also talk with Monterey Bus Transit about creating a bus-only route where through traffic is blocked! So people take buses and shuttles or are residents only!

Just too busy for the infrastructure of our community. Plus, to be frank, the "events" have become repetitive and boring. And we own SCCA Formula Continentals, so it's not like we don't enjoy cars!

I really liked the vent on Tuesday on Dolores. One of the best ever, I thought. I loved the old big band /swing live music, thought it was perfect for the event. And I liked that someone wasn't droning on and on on the microphone, the way often happens during the Thursday event. Also, I think many business owners often think about the effectiveness of car week incorrectly. If their sales don't double they think it is a failure. For me, it brings clientele to town that we might not otherwise see, and allows us to make connections that I can follow up on all year long. I think it really increases our client base and reach.

I love it! My household LOVES it! We enjoy all the local events and just know that you shouldn't drive or schedule appointments during Car Week.

It's getting worse. Small changes will not forestall the impact of the onslaught of people who will attend Car Week 2026. It's not the old guy with a Ferrari anymore (my dad) There are influencers who descend on the area to build content. If they drive into town to do donuts for a couple of hours, how is that a boost to the economy? We, the residents, deserve some respect. We live here.

We're always glad when the week is over. I truly hope it was as good for local businesses as the proponents claim. That would almost make it worth it (if the speeding violations were properly enforced).

UGH!

It definitely should occur before school starts (I'm glad to hear that this is being done), but that brings up conflicts with other events, like the Bach Festival. Carmel is a small place with narrow streets and limited parking. Car Week is more suited to places with larger open space; even Pebble Beach has more of this. Maybe it's not necessary to have so many events right in town? There's more space near Rio Road/Hwy 1. Maybe shuttle people from hotels to a space outside city limits?

We have lived here in town for 31 years and enjoyed the concourse event on Ocean Ave when the historic cars were parked there after the Tour. It seemed very civilized and controlled. Now



there are too many people, too much traffic, too much noise, and too much chaos. We don't look forward to Car Week anymore.

Thank you to all City staff and volunteers for their efforts. I am really pleased that all City leaders will be meeting to discuss this year's car "week." I, like many, think that the crowds were the biggest we have seen. From a standpoint of public safety, I could not help but think of what would happen if there was a major disaster, medical emergency, or the like. Many people I speak to say that someone has to get hurt or worse in order for real change to happen. I suggest leaders consider limiting the events, perhaps taking it back to a few days instead of 10 days? This can still be a fun time on the peninsula with some program changes perhaps? I do not have an answer, but I do think a change needs to happen. THANK you for this survey and all you do.

more shuttle service would help. Close off more downtown streets at night, as cars are only circling to find parking which was not available anyway.

I'd like to see more outdoor dining, food pop-ups

Scale it back. I understand the economic benefits. But it has become too big. Also, restrict events in Carmel to the type of cars and crowds that will not attract street racers. More Model T and less Ferrari.

Loved it. Keep creating more quality events

As a business owner my sales were down 25 percent from a regular weekend the car people are not spending money

Please reach out to me with a contact of someone at the City Level that I can speak to on behalf of all small retailers that pay the price for car week. There are solutions that have been outlined by other cities, with similar problems during large scale events. It's imperative that our concerns are heard. My work email is findme@somewhereincarmel.com

There needs to be a community event for all to attend to discuss mitigation measures. We need to know what the financial benefits are to the city. Where does the money go? And what are the expenses?

I don't like that things got out of hand in Monterey and Seaside.

Would like to see the shuttle service work all year round - or at least during busy months.

Most of the annoyances seem to have their origins from the contemporary supercar crowds and the fans. Maybe shifting the emphasis back to classic cars and deliberately away from modern supercars would help--if there is even a way to do that.

They (local businesses) make more and more money every year, so it's very unlikely that anything will be done to alleviate the problems. Money is the prime motivator. Unfortunately



for those of us that don't profit from it, it's like a case of herpes - there is no cure and we just have to suffer through it every year.

make event smaller not larger like this year. itemize the exact net revenue generated after costs. communicate that traffic controls (tickets, officers) are in place to deter speeding. it's only a matter of time before there is a terrible accident and/or fire generated by crashes. racing around the roads is unacceptable. PLEASE do something about it!

The Elegance is gone. The peaceful co-existence with locals is gone. It's a CRAZY free-for-all.

The little sporty cars and cars that have removed their mufflers have really tainted the spirit of Car Week. Something needs to be done about this Testosterone Fest.

I am a car nut and think, with traffic enforcement, it is wonderful for Pebble Beach and Carmel.

Convert to electric autos only event.

Carmel and the Peninsula used to have tolerable events that featured older classic cars...many of which had excellent gas mileage in reality. The events didn't last long either...three days as i remember. And we residents were not so disturbed.

Why not have the Exotics event at Ft. Ord. And maybe some shuttles to Carmel and PG from Ft Ord, clearing out traffic.

The cars are great but the people that come with them really destroy the ability to enjoy this tradition

My husband and I, and all our neighbors were relieved when it was over! Block off entrances to neighborhoods from hwy1 so drivers can't SPEED AND CURSE AT LOCALS TRYING TO WALK!!! Thank you for listening, Sylvia Schaefer

The only residents I know who really enjoyed Car Week left town for the week. I would love to see an honest and accurate financial assessment of the cost to the city of hosting this circus each year and compare it to an honest and accurate assessment of the benefits. It seems like we have lost control. The long term cost to the City and its residents will elude the spreadsheet. Regardless of how well the events themselves are run, the masses of people are untenable.

The answer is simple, safety first.

I appreciate the hard work and long hours City employees put in to make car week a success.

The LIVE bands on TUESDAY were fab! Especially the ITALAIN BAND on DOLORES! Saw them again on THURSAY at the FERRARI event! AWESOME!! They must be from SF or someplace. VERY GOOD! Bring 'em back!



Do not schedule Car Week to coincide with the first week of school. That was poor planning.

Coordinate events that occur in multiple cities to better account for traffic expectations and allocate the appropriate police resources to keep people safe. Perhaps having a central committee or organization be in charge of that planning would probably help.

I would definitely try to rope in other local communities like Salinas, Seaside, or Marina to host events. The County Fairgrounds, Laguna Seca, and other local venues would be perfect to expand the different opportunities for engagement, including for locals.

I feel that events that showcase different types of car enthusiasts would be fun. I was hoping to see an event that focused on those people who have successfully restored older vehicles.

I'd like to see more hobbyists and artists as opposed to people who just want to show off how much disposable income they have. That batmobile this year would have been great to see up close, but I had no idea where they were going! If there was a event for "Creative auto projects!" I would have loved to attend that.

Yes, I plan to get out of town like so many other residents to avoid it next year.

Now because of social media,

it attracts a lot of lawless hooligans looking for a good time! ! Our children miss half of a day of school as a result of the event.

At the high school, because of the Hwy One closure, and the subsequent traffic, the students couldn't even leave the school. The event does not reflect the community's values.

No. Appreciate your asking. Truly.

Love car week, but again suggest returning to making it a ticketed event in downtown Carmel. Also suggest adding more art related events to draw car collectors who are also interested in the arts to support local galleries

I know it brings in business, but it's really miserable for those of us who don't care about cars and just need to go about our daily lives. There need to be shuttles from big parking lots out in Fort Ord or somewhere. It must be also miserable for tourist who are trying to manage the events. Basically, there are too many people in cars, it's out of control.

Let's keep them in Monterey

It feels like the entire Peninsula was negatively impacted by the incredibly large number of attendees. Perhaps it's time for all of the organizations & cities that host these events consider a smaller event in the future.

Bring back something like the Tour d'elegance. It was very relaxed and educational with a wide variety of historic vehicles. It did not create a frenzy of car enthusiasts but was much more respectful and approachable. Seemed more in keeping with Carmel's culture.



It used to be a well organized, elegant event but no more. I would like it to return to a more manageable event with the needs of the community kept in mind. I feel that we are "trampled on".

While the revenue is good for our economy, it comes at a great price for residents. Because it's all about cars, it has started attracting an undesirable and rowdy element who use our roads as a race track. Does a tragedy need to happen before this problem is addressed?

Your attempt to calm traffic on upper Ocean Ave with temporary speed bumps was very effective, but just a drop in the bucket compared to the negative impact of the event and its impact on the entire Peninsula.

Even making money for charity should not be used to argue for this.

We do not sell fireworks to help the boy scouts either, do we?

Limit events in Carmel and have officers patrol neighborhoods in the evening.

Always really enjoy the glamour and beauty of the classic cars, despite the small annoyance once a year with traffic and speeding. Keep up the good work!

Somehow reduce social media's push for sideshows et al. And monitor same so might anticipate where the racing and illegality will happen. (I realize this is hard to do.) Block 3rd Ave, Carmel at Hwy 1 for the week.

Parking to atten evnts needs to be resolved

Block our streets to residents only, and parking for the events, no through traffic

Use to be enjoyable...too many young & irresponsible fans/drivers who don't know basic courtesy

See my earlier response. Short version: the disruption, noise and public safety risks have are no longer tolerable and need to be fixed.

It is absolutely out of control. I know it brings in a lot of business revenue but we need to either stop the mass of people from arriving or invest in significantly more law enforcement

I'd like to see the number of events pared down. Maybe relocate some of them to Salinas or Marina (like the event at Blackhorse) to spread out the traffic and impact. It would bring good revenue to those other areas of the Peninsula. .

185 more responses are hidden

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Car Week 2025

Carmel-by-the-Sea City Council

Chief Todd Trayer

November 3rd, 2025



Events

There were six permitted events in Carmel-by-the-Sea this year:

Tuesday, August 12, 2025:

- **Concours for a Cause**

Wednesday, August 13, 2025:

- **Astons on the Avenue**
- **Rivian**

Thursday, August 14, 2025:

- **Prancing Ponies on Ocean Avenue**
- **Ferrari Owners' Club Concours Carmel**
- **L'Auberge Motorsports**





Impacts & Mitigation

After the daily events, exotic vehicles and their fan base highly impacted traffic/quality of life.

- Daily events & crowds
- Traffic calming measures on Ocean Ave.
- De-construction/load-out delays after events
- “No Tolerance” approach to dangerous driving
- Temporary Speed bumps
- No unsanctioned events/impromptu car shows



Impacts & Mitigation

By the Numbers

- Traffic Stops: 137
- Citations Issued: 70
- Arrests: 7
- Vehicles Towed: 13
- DUI Arrests: 1
- Parking Citations: 320

This year brought a record number of visitors and car enthusiasts. Crowds were manageable during the day but grew significantly at night. No community member/visitor was injured during Car Week (2 people tripped on their own).



2025 Survey Results

How did our survey results (Overall) feel about Car Week?

- 151 “Conflicted, good, but it was ‘a lot’”
- 149 “Did not like it at all.”
- 94 “Loved it.”
- 28 “It was okay.”



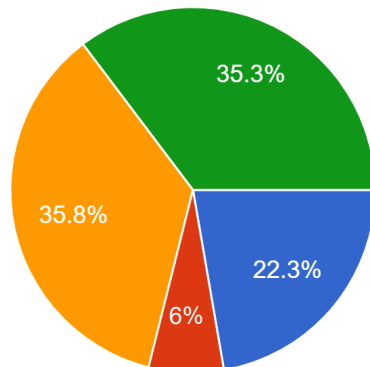


2024 Survey Results

- 422 respondents (some did not answer this question)
 - 202 of the respondents are residents
 - 43 are part of the business community
 - 166 are from the greater peninsula
 - 7 Visitors + 2 Others
 - Survey added “Conflicted” this year.

How did you feel about Car Week in Carmel-by-the-Sea overall this year?

422 responses



- Loved it.
- It was okay.
- Conflicted. The revenue is good for the peninsula, but it is a lot.
- I did not like it at all.

2024: 378
Responses

66.7% Loved it
15.9% Did not

2023: 303
Responses

34% Loved it
34% Did not



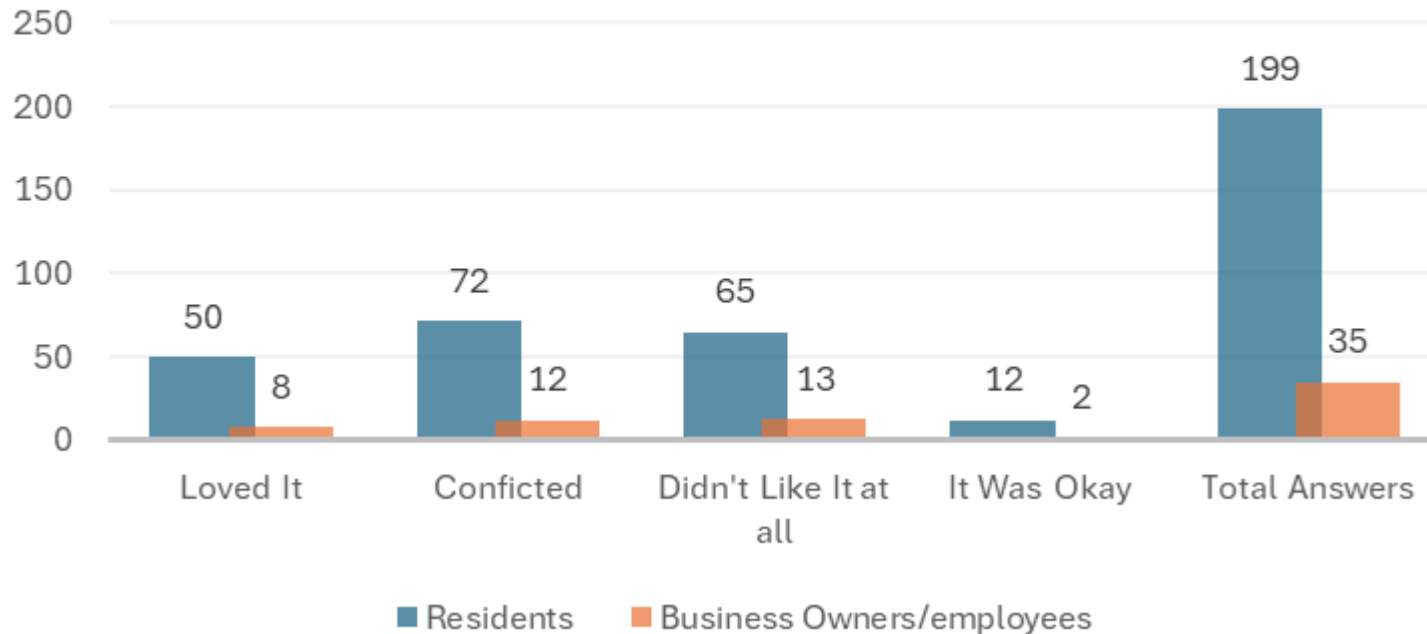
2025 Survey Results

- **Mixed feedback overall** — responses split roughly into thirds:
 - ~1/3 **Loved it/Liked it**: saw it as exciting, energetic, and good for local business.
 - ~1/3 **Conflicted**: appreciated the economic benefit but disliked congestion, noise, and crowd behavior.
 - ~1/3 **Did not like it**: found it overwhelming, disruptive, and unsafe.



2025 Survey Results (Local)

Resident and Business Owner Sentiment
Car Week 2025





2025 Survey Results

Positive Themes

- **Economic & tourism benefits** – increased retail and restaurant sales; exposure for Carmel businesses.
- **Community energy** – “fun atmosphere,” “great cars,” “international visitors,” “village felt alive.”
- **Well-organized Tuesday events**– widely praised
- **Shuttle service** – appreciated by those who used it; praised for long hours, friendliness, and ease once located.
- **Police presence downtown** – seen as strong and professional during the main events.



Larson Field Shuttle

- Overall Impressions: Relatively Positive
- Users described it as “excellent” & “spectacular”
- Suggested: Signage, increased hours, additional drop-off points
- Community Activities Commission asked:
 - Large/more signage/banners/Social Media (increased notifications)
 - Longer hours
 - Charging for parking
 - Discussion of less events occurred





Planning for 2026

- Community Listening Session
- Consider a new traffic divergence plan/downtown system
- Consider alternate delivery routes/times
- Police representative on event planning (parking + overall planning)
- Consider additional speed humps on residential streets
- No parking management changes
- Sound equipment/camera feasibility
- Additional staffing



Recommendation

Staff recommends Council consider the following:

- Event Organizers & Accountability
 - Take down times
 - Crowd control measures
- Consider rental of parking stalls
 - Creates a separate car show/high crowds
 - **Businesses are responsible for traffic control and security as needed**



Recommendation

Staff recommends Council consider the following:

- Consider/implement traffic flow/patterns
 - Potential to install more speed humps
- Implementation of tools to help officers enforce noise laws
- Notify local hotels of overall plans/parking
 - Notify Chamber of Commerce



Recommendation

Staff recommends Council consider the following:

- Sunset Center Events: “Searchlight” concerns mentioned in 2024; occurred in 2025
- Employee Costs and 2026 outlook



Recommendation

Receive the 2025 Car Week After Action Report and provide staff with feedback and direction.



Questions?

Chief Todd Trayer

November 2025



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

November 3, 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 2025-096 Accepting the 2025 updates to the existing Emergency Operations Plan *(Estimated time - 20 min)*

RECOMMENDATION:

Adopt Resolution 2025-096 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 (EOP 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 the State Office of Emergency Services (OES) established the 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. The updated 2025 EOP Plan (**Attachment 2**) is pending Council approval through adoption of a Resolution (**Attachment 1**).

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.

This updated plan includes the following changes/updates:

- Prior EOP was ~422 pages
- New EOP ~96 pages
- Hyperlinked content
- CERT/VIPS added
- Added Community Wildfire Protection Plan and Climate Change Vulnerability Assessment
- New Virtual EOC mindset instead of our hardwired EOC
- CSAP (Carmel Safety Alliance Program)+
- Clearer Emergency Plan Structure/EOC Position requirements, and directs to

specific Hazard Indexes

- THIRA (Threat Hazard Identification Risk Assessment)
- Inclusion of 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.
- Other updated items related to the importance of training/community integration.

Some identified goals under this new plan are:

- 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.

The existing EOP was presented to the City Council for adoption in December 2008. The plan was revised in June 2011, 2013, 2015, 2017, 2019, 2021, and 2024.

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 2025-096
2. Updated Carmel Emergency Operations Plan (2025)
3. Presentation - EMERGENCY OPERATIONS PLAN UPDATE October 2025

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

RESOLUTION NO. 2025-096

**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 3rd day of November 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

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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.

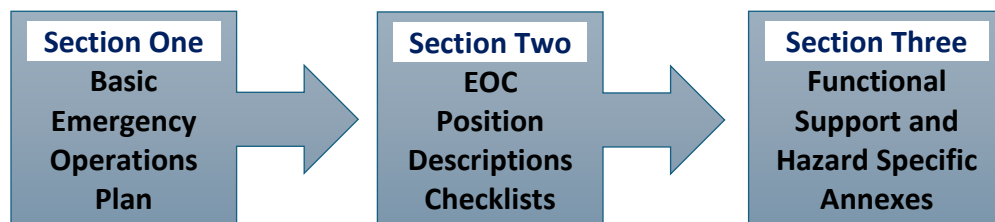
- The City of Carmel-by-the-Sea is situated on the Monterey Peninsula, a scenic area on the Central Coast of California. The City has developed the majority of its land area. Additional expansion is unlikely, but programmed enhancement of existing developed areas and structures will likely continue.
- 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).

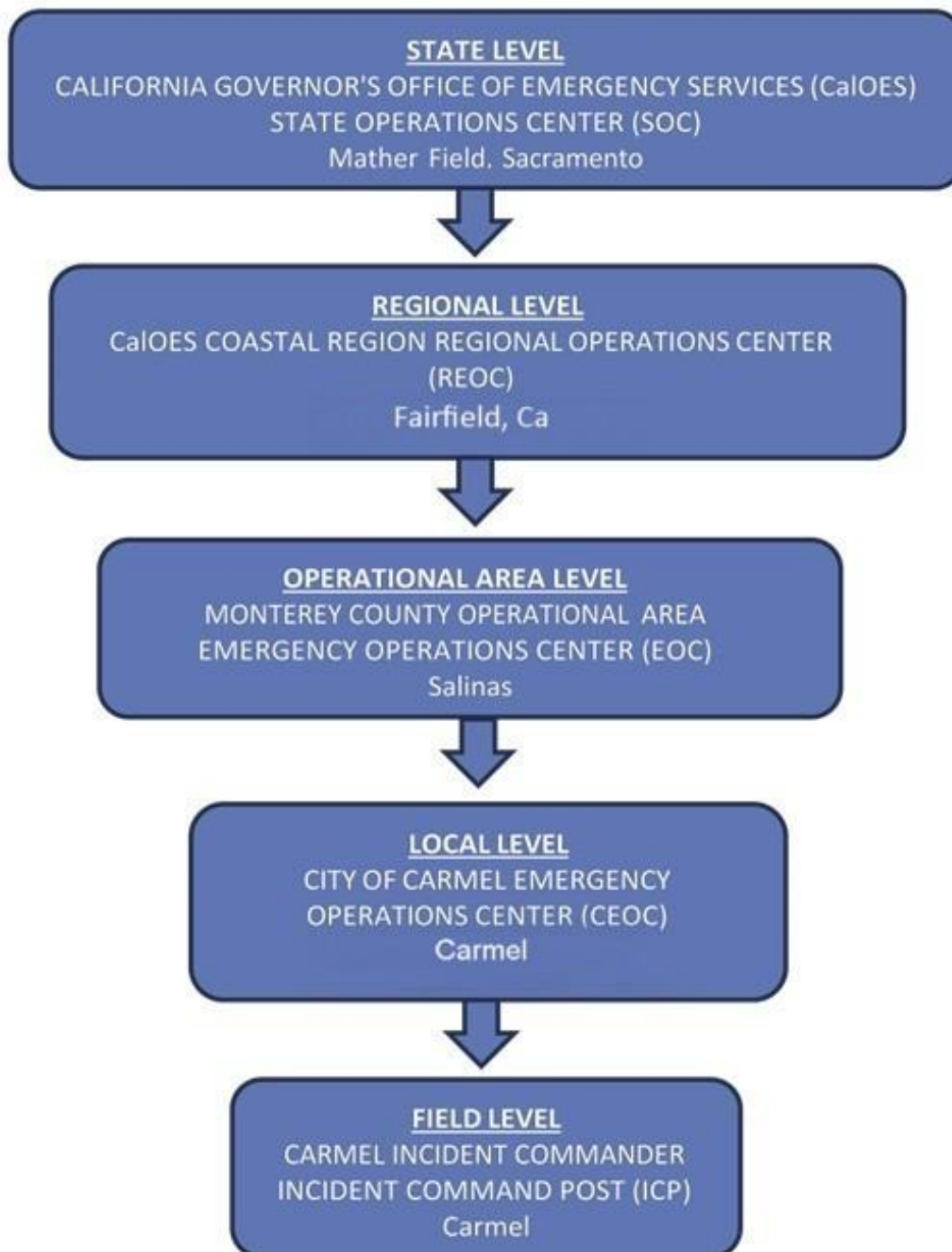
Regional Level (REOC) Operating from the Regional Emergency Operations Center (REOC), the regional level coordinates information and resources among operational areas within a mutual aid region, as well as with the state level. It also manages state agency support for emergency response within the region. 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.

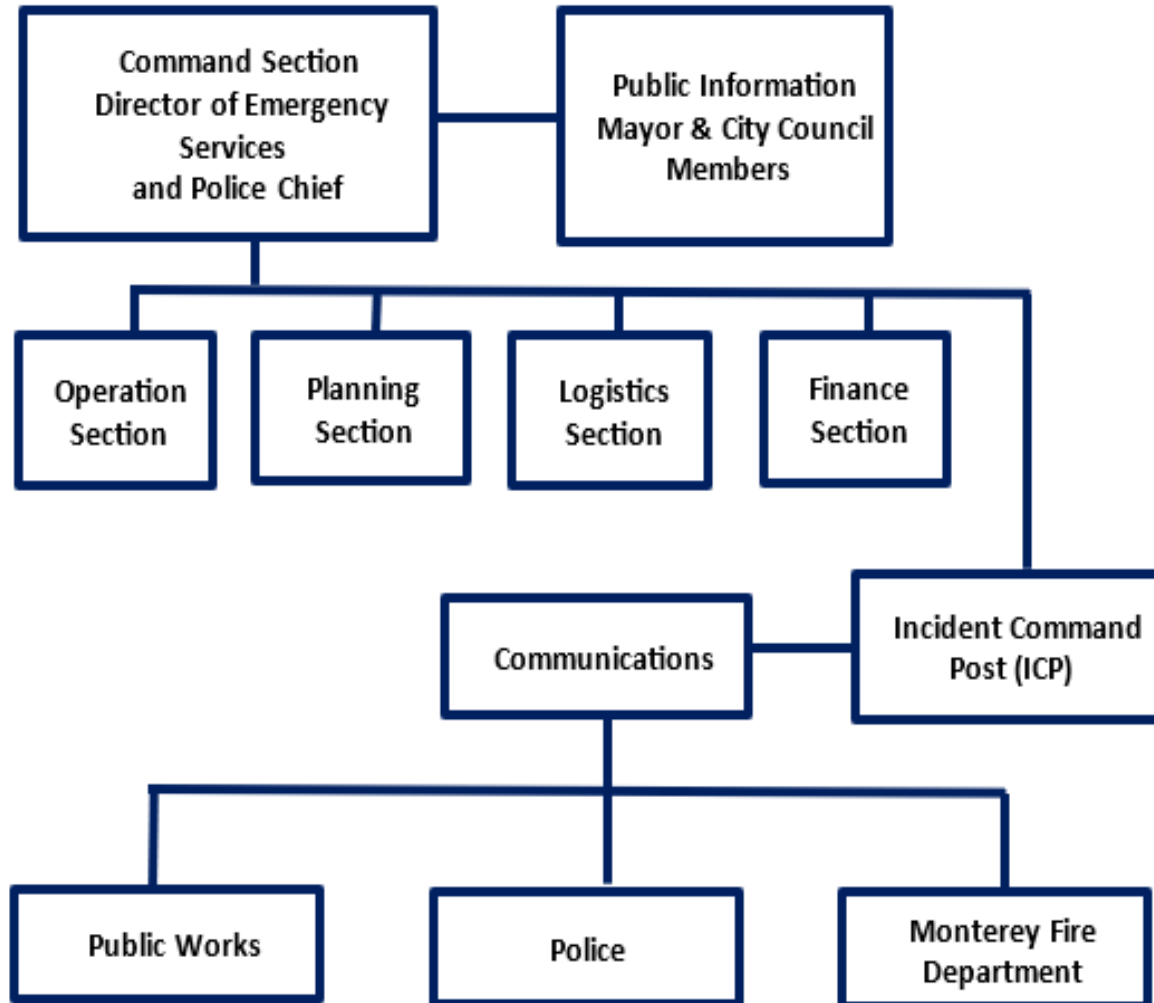
Field Level (ICP) A field-level incident command post (ICP) is the physical location in the field where tactical-level on-scene incident command functions are carried out. It serves as the location for all ground operations, with the Incident Commander and their team executing strategic directives from 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.

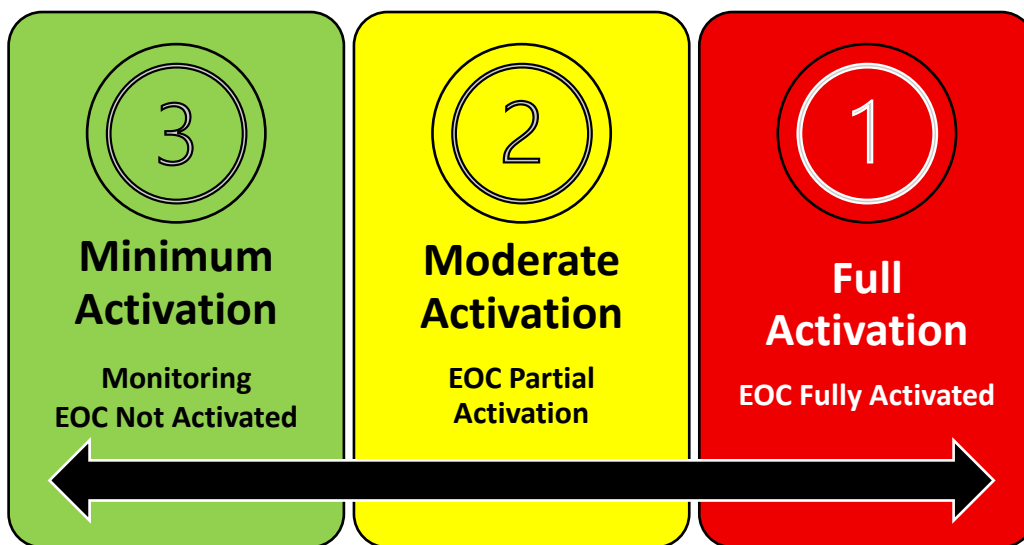
LEVEL 1 – MAXIMUM LEVEL (FULL ACTIVATION)

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:

- **Specific** – Is the objective **Specific**, with a key result?
- **Measurable** – Can you **Measure** whether you are meeting the objective or not?
- **Achievable** – Are you able to **Achieve** the objective?
- **Realistic** – Is it **Realistic** to achieve the objective?
- **Time** – Is there an identified **Time** 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.

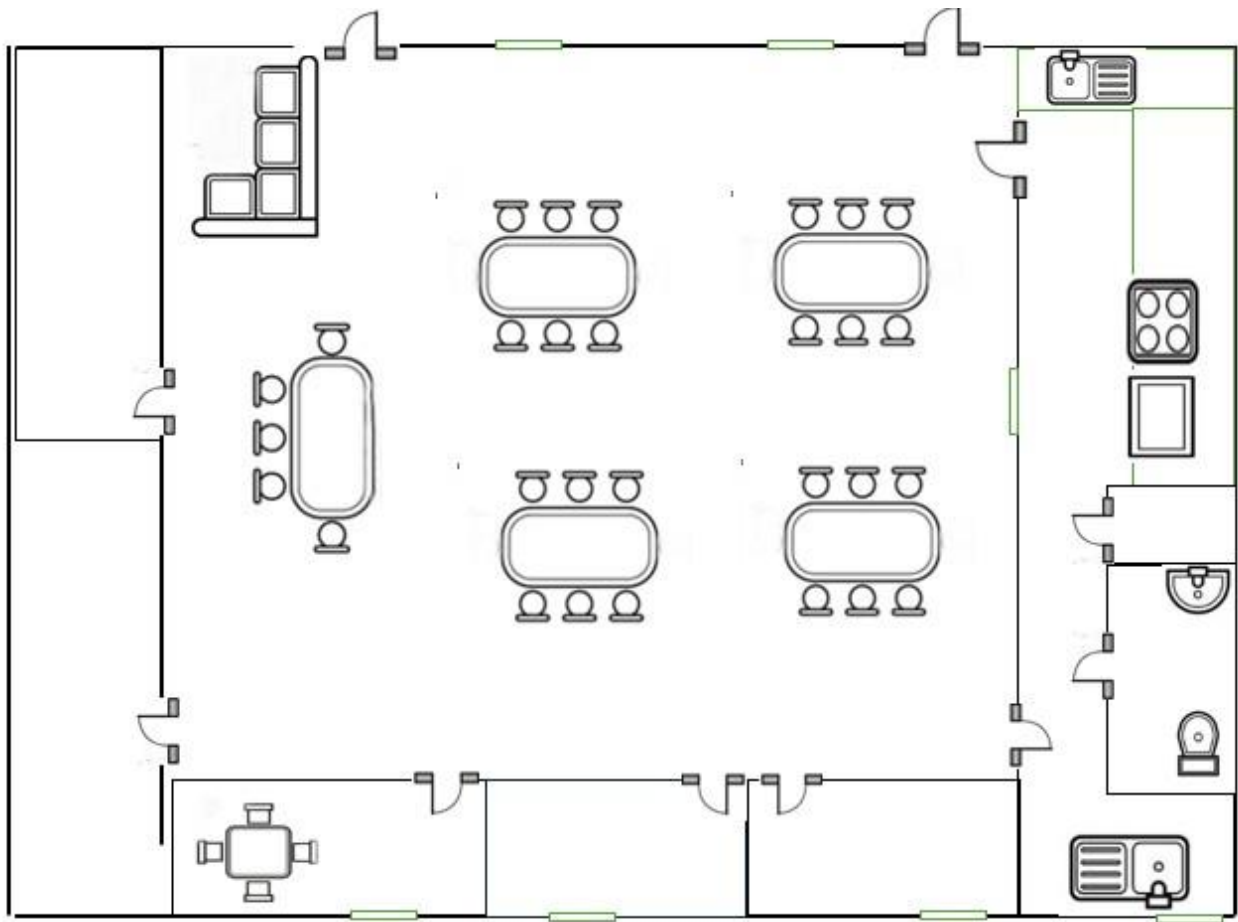
Situation Report (SITREP): A Situation Report will be submitted to the Monterey County Operational Area EOC on a periodic basis or upon request after the commencement of the EOC activation. The SITREP should contain sufficient detail to enable the upper levels of the emergency management structure to 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](#).

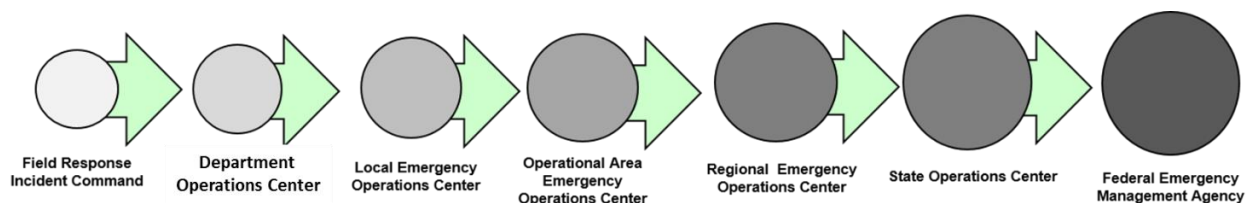
Direction, Control, and Coordination

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 \(MMAA\)](#).

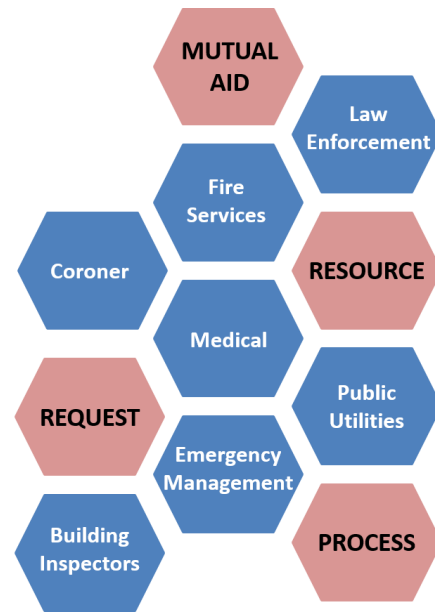
The MMAA was developed in 1950 and has been adopted by the state, all 58 counties, and most incorporated cities in the state. The agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance to 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 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

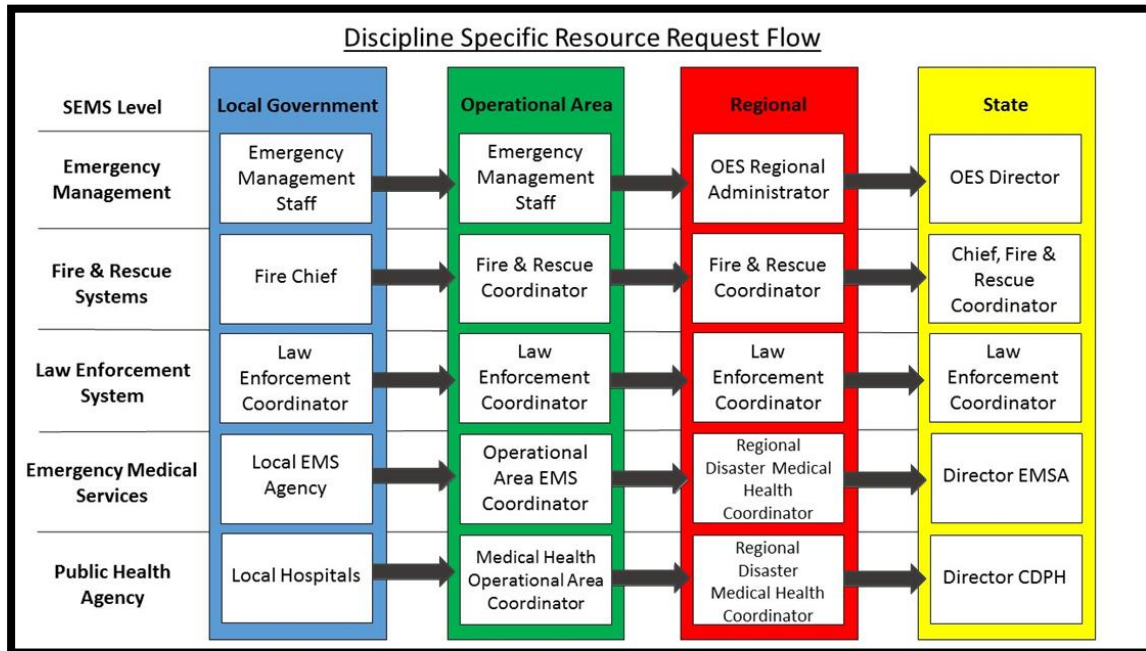
It is the established policy that resource requests for emergency response, disaster repair, and restoration should be initiated by the lowest level of government. When the local resources of the City of Carmel-by-the-Sea are depleted and additional resources are necessary, these requests will adhere 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:



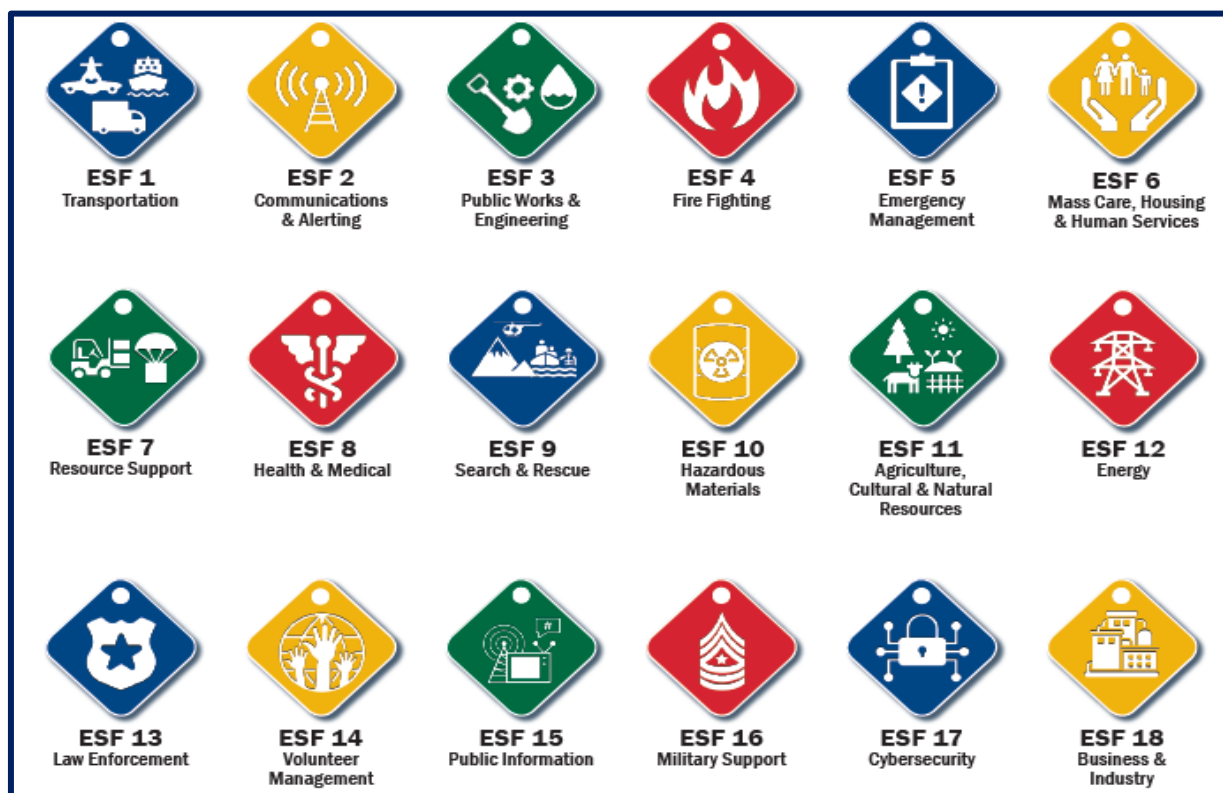
Mutual aid is coordinated by the California Governor's Office of Emergency Services (CalOES) through OES Region II or the Coastal Region (CalOES), and requested through the Monterey County Operational Area or the Local Mutual Aid Coordinator. The following emergency functions are applicable to mutual 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 Sheriff)
- 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 casualties, 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 track 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:

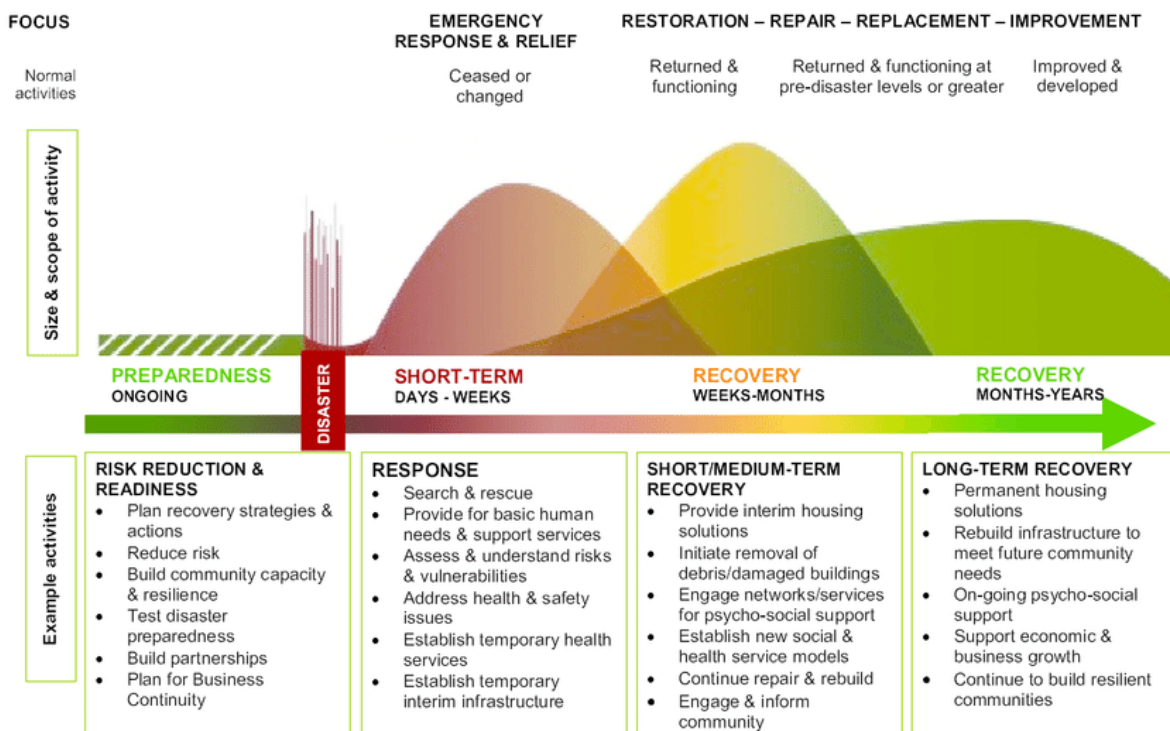
- Restoration of lifelines.
- Implement plans for debris management.

- 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:

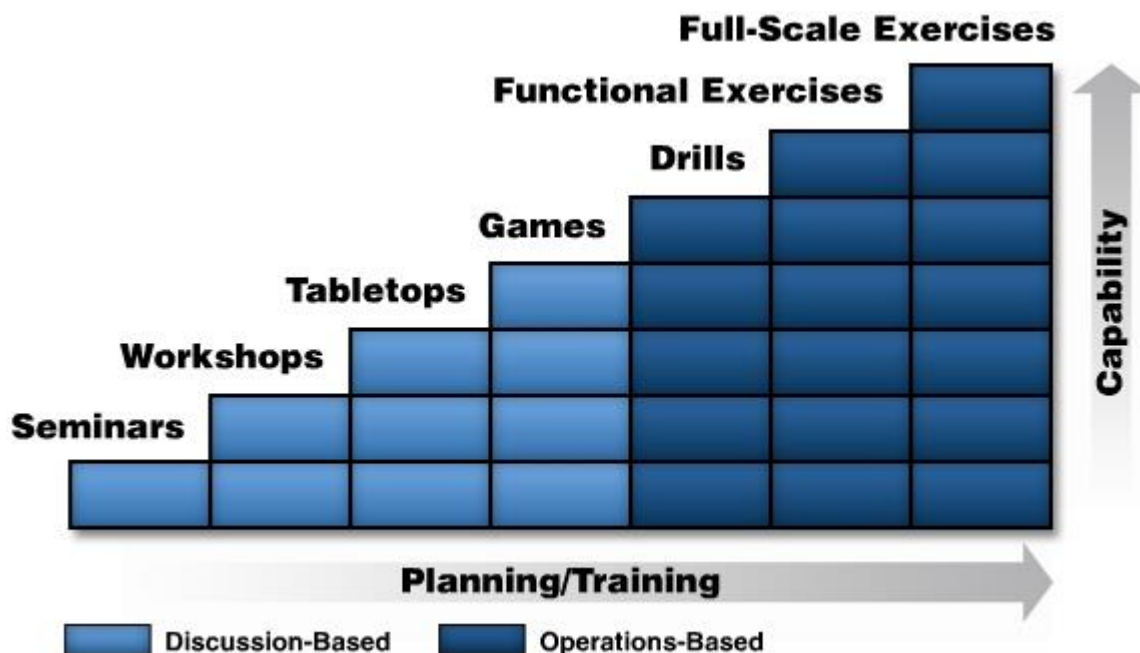
- Simulating an earthquake and a subsequent mass-casualty incident.
- Testing the coordination between different agencies in a wildfire response.
- Evaluating the effectiveness of a flood response plan.

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
November 3rd, 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?



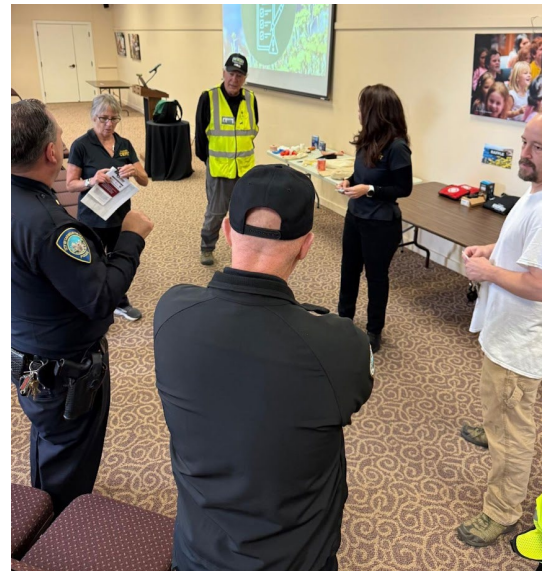
- All-Hazards Framework – Provides a flexible system to manage emergencies of all types
- Incident Management –NIMS/SEMS/ICS
- Mission-Focused – Safeguard lives, minimize property/environmental damage
- Core Functions – Guidance for preparedness, response, recovery, and mitigation across all city departments.



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.
- Partnership with Monterey Fire/Police EOC
- 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 Virtual EOC mindset instead of our hardwired EOC
- CSAP (Carmel Safety Alliance Program)





2025 UPDATES TO EOP

- Clearer Emergency Plan Structure/EOC Position requirements/and directs to specific Hazard Indexes
- THIRA (Threat Hazard Identification Risk Assessment)
- Inclusion of 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.
- other updated items related to the importance of training/community integration





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

Recommendation:

Resolution 2025-091 Accepting the 2025 updates to the existing
Emergency Operations Plan

“By failing to prepare, you (we) are preparing to fail.” ~Benjamin Franklin

Questions?

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