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

Mayor Dave Potter, Councilmembers Jeff Baron, Alissandra Dramov, Karen Ferlito, and Bobby Richards
Contact: 831.620.2000 www.ci.carmel.ca.us

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

REGULAR MEETING
Tuesday, May 7, 2024

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/89775703025 Webinar ID: 897 7570 3025 Passcode: 297166 Dial In: (253) 215-8782

HOW TO OFFER PUBLIC COMMENT

The public may give public comment at this meeting in person, or using 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.

OPEN SESSION
4:30 PM

Tour Time - 4:00 PM

TOUR OF INSPECTION

Prior to calling the meeting to order, the Board/Commission will conduct an on-site tour of inspection of the properties listed on the agenda and the public is welcome to join. After the tour is complete, the Board/Commission will begin the meeting in the City Council Chambers no earlier than the time noted on the agenda.

A. Carmelo Street 2 northeast of 8th Avenue, Carmel-by-the-Sea, Block N, Lot 16 APN 010-265-010 (De Caussin)

OPEN SESSION - 4:30 PM

PLEDGE OF ALLEGIANCE

CALL TO ORDER AND ROLL CALL

EXTRAORDINARY BUSINESS

A. Proclamation Recognizing May 19-25 as National Public Works Week

B. Proclamation Declaring May as Military Appreciation Month

C. Carmel High School Report Out

PUBLIC APPEARANCES

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

ANNOUNCEMENTS

A. City Administrator Announcements

B. City Attorney Announcements

C. Councilmember Announcements

ORDERS OF BUSINESS

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

4. Consideration and recommendation of FY 2024-2025 Council Discretionary Grant Funds and provide direction for the disbursement of the funds to various organizations

5. Receive the Fiscal Year 2024-2025 Recommended Budget

6. Receive the Fiscal Year 2024-2025 Fee Schedule for Administrative Services, Community Planning and Building, Public Safety, and Public Works services

7. Resolution 2024-036, authorizing the City Administrator to execute a Construction Contract with Monterey Peninsula Engineering for the Base Bid, Bid Additive, and 10% contingency, in the total amount of $433,818, for construction of the Mission Trail Nature Preserve, 3 Stream/Drainage Project

8. Resolution 2024-035 ratifying appointments to the Harrison Memorial Library Board of Trustees, Planning Commission, Historic Resources Board, and Forest and Beach Commission

9. Transient Occupancy Tax (TOT) Ballot Measure Discussion and Request for Direction

10. Discussion/Direction on housing outreach to identify alternatives to the city-owned

sites for the construction of affordable housing.

PUBLIC HEARINGS

11. **MA 23-103 (Cypress Inn)**: Consideration of a Mills Act Contract application MA 23-103 (Cypress Inn) for the historic "La Ribera Hotel" located on the northeast corner of Lincoln Street and 7th Avenue in the Residential and Limited Commercial (RC) District. APN 010-147-008-000.
12. Resolution 2024-038 ordering the abatement of a declared Public Nuisance, a privately-owned Monterey pine tree, located at the southeast corner of Casanova Street and Eleventh Avenue
13. **PERM EN 23-272 (De Caussin)**: Consideration of a Permanent Encroachment Permit application, PERM EN 23-272 (De Caussin), for existing encroachments in the public right-of-way, fronting a single-family residence located on Carmelo Street 2 northeast of 8th Avenue. APN 010-265-010-000.
14. Consideration of a Permanent Encroachment Permit application, PERM EN 23-242 (Maxcy-Levy) for the installation of pavers in the public right-of-way fronting a single-family residence located at Camino Real 3 northwest of 8th Avenue (APN: 010-265-005) - ***Recommended for continuance to August 6, 2024***

FUTURE AGENDA ITEMS

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.

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

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

SPECIAL NOTICES TO PUBLIC

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

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

May 7, 2024
TOUR OF INSPECTION

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Katherine Wallace, Associate Planner
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Carmelo Street 2 northeast of 8th Avenue, Carmel-by-the-Sea, Block N, Lot 16 APN 010-265-010 (De Caussin)

RECOMMENDATION:

BACKGROUND/SUMMARY:

FISCAL IMPACT:

PRIOR CITY COUNCIL ACTION:

ATTACHMENTS:

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

May 7, 2024
EXTRAORDINARY BUSINESS

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Chip Rerig, City Administrator
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Proclamation Recognizing May 19-25 as National Public Works Week

RECOMMENDATION:

BACKGROUND/SUMMARY:

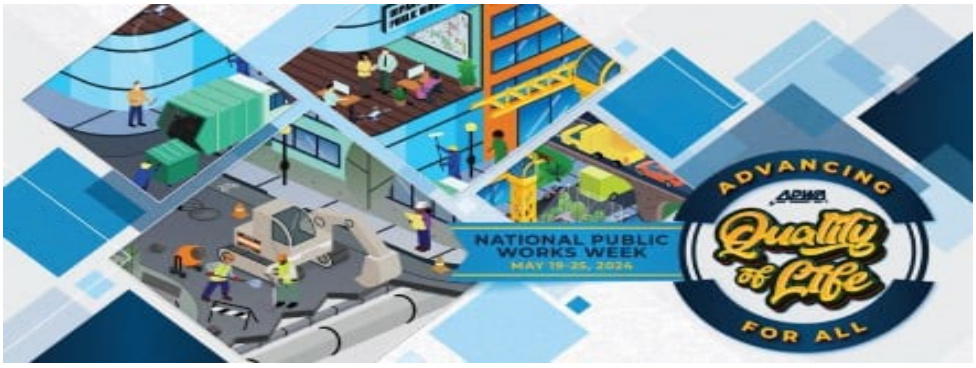
FISCAL IMPACT:

PRIOR CITY COUNCIL ACTION:

ATTACHMENTS:

Public Works Week Proclamation - 5-7-2024

Attachment 1



CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

A PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA RECOGNIZING MAY 19-25, 2024 AS NATIONAL PUBLIC WORKS WEEK
"Advancing the Quality of Life for All"

WHEREAS, public works professionals focus on infrastructure, facilities, parks, and services that are of vital importance to sustainable and resilient communities, and to the public health, high quality of life, and well-being of the people of City of Carmel-by-the-Sea; and

WHEREAS, streets, parks, public buildings, coastal facilities, and municipal infrastructure could not be designed, constructed, operated, and maintained without the dedicated efforts of public works professionals, who are managers, engineers, technicians, and employees at all levels of government, the private sector, and volunteers, who are responsible for rebuilding, improving, and protecting our nation's transportation and storm drainage systems, public buildings, utilities, green infrastructure, and other facilities essential for our citizens; and

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in City of Carmel by-the-Sea to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works infrastructure and programs in their respective communities; and

WHEREAS, the year 2024 marks the 64th annual National Public Works Week sponsored by the American Public Works Association.

NOW, THEREFORE, BE IT RESOLVED, I, Dave Potter, Mayor of Carmel-by-the-Sea, do hereby designate the week May 19–25, 2024 as National Public Works Week in the City of Carmel-by-the-Sea. I urge all citizens to join with representatives of the American Public Works Association and government agencies to pay tribute to our public works professionals and employees, and to recognize the substantial contributions they make to protect our City's health, safety, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City to be affixed at the City of Carmel-by-the-Sea, California this 7th day of May, 2024.

_____
Dave Potter, Mayor

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

May 7, 2024
EXTRAORDINARY BUSINESS

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Chip Rerig, City Administrator
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Proclamation Declaring May as Military Appreciation Month

RECOMMENDATION:

BACKGROUND/SUMMARY:

FISCAL IMPACT:

PRIOR CITY COUNCIL ACTION:

ATTACHMENTS:

Military Month Proclamation - 5-7-2024

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

A PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DECLARING MAY 2024 AS MILITARY APPRECIATION MONTH

WHEREAS, for generations, individuals have proudly served our nation during times of conflict and peace; and

WHEREAS, our brave military service men and women, their families, and their loved ones have made great sacrifices to protect the freedoms we enjoy; and

WHEREAS, these service members and veterans are true leaders in our communities and are integral to the success, advancement, and prosperity of our country; and

WHEREAS, during Military Appreciation Month, we are reminded of the important role the United States Armed Forces have played in the history and development of our country and state, and of our responsibility as Americans to support and honor the selfless service of our military families; and

WHEREAS, this month and throughout the year, we recognize our local service members and veterans, and remember with deep gratitude the men and women who have given their lives in defense of our freedom.

NOW, THEREFORE, BE IT PROCLAIMED THAT I, Dave Potter, Mayor of the City of Carmel-by-the-Sea, on behalf of the City Council hereby declare May, 2024, as Military Appreciation Month in the City of Carmel-by-the-Sea, and commend its observance to all citizens.

_____
Dave Potter, Mayor

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

May 7, 2024
ORDERS OF BUSINESS

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Nova Romero, City Clerk
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Consideration and recommendation of FY 2024-2025 Council Discretionary Grant Funds and provide direction for the disbursement of the funds to various organizations

RECOMMENDATION:

Consider applications submitted as part of the Fiscal Year 2024-2025 Council Discretionary Grant Program and provide funding recommendations to staff:

1. Provide direction regarding the total amount of funding to allocate for FY 2024-2025 Council Discretionary Grants to include in the budget for adoption on June 4th; and
2. Provide direction regarding how to distribute the funds allocated to the eligible applicants who applied for a FY 24-25 Discretionary Grant.

BACKGROUND/SUMMARY:

The Council Discretionary Grant Program Purpose, Eligibility Criteria, and Public Benefit

The City recognizes that various entities, such as school districts and nonprofit organizations, play an important role in providing services and programs that benefit and enhance the well-being of the Carmel-by-the-Sea community. Recognizing their valuable contributions, the City has a history of allocating funds to support a range of organizations that provide social and environmental services that enhance the well-being of its citizens.

In 2017, Council adopted a City Council Discretionary Funds Grant Program Policy (“Grant Policy”, Attachment 1), which is intended to provide a clear and consistent framework for the organizations seeking support from the City, as well as assist the Council in making funding decisions that prioritize the public benefit derived from the use of grant funds.

Under the Council-adopted policy, an organization must meet the following criteria to be eligible to receive grant funding: (1) located within the City of Carmel-by-the-Sea or provide community, environmental, or

social services to the community of Carmel-by-the-Sea; (2) constituted as a nonprofit community-based 501(c) organization or be a Carmel school; (3) directly provide the community service(s) for which City funds are sought; (4) not have outstanding debt due to the City; and (5) not be financially dependent upon receiving City support to meet the organization's annual budget and operational requirements.

The policy specifically excludes the use of City grants to support political activities; to pay for high school or college scholarships; to pay debt; to purchase alcoholic beverages; to pay for travel, meals, lodging, or entertainment expenses; to support services that are primarily commercial, religious, or political; to pay for permanent improvements to any non-City owned structure or property so that it becomes an integral part of the real property; and to pay for general operating expenses or expenses to support the ongoing operation of the applicant, including, but not limited to, salaries, utilities, and rent expenses.

Executive Summary

The Council Discretionary Grant Program operates on an annual cycle, with the Council determining the overall budget each year and the disbursement of funds to applicants is determined by Council direction. The Grant Policy states that although not all grant applications will be funded, they undergo thorough review for completeness and its potential positive impact and reach within the Carmel-by-the-Sea community.

The FY 2024-2025 Grant application period ran from February 29th through April 5th. The Discretionary Grant Program was advertised on the City's website homepage, in the Friday Letter over multiple weeks, and noticed in the Pine Cone. Additionally, email notifications were sent to all who subscribed to receive Grant Information updates.
For the fiscal year 2024-2025, a preliminary allocation of $30,000 is proposed for Council Discretionary Grant applicants. However, this amount is subject to change at the discretion of Council.

Review Process

A thoughtful review process led by the City Clerk and two admin staff evaluated each grant application received by the April 5th deadline. The evaluation focused on ensuring that each applicant met the eligibility criteria outlined in the policy, as well as assessing the potential benefit to the Carmel-by-the-Sea community.

This year, we received applications from 16 non-profit organizations, which is higher than our usual number. Among these, 11 applications met all of the eligibility requirements, requesting a total of $33,000 in funds. While 5 applications fell short of meeting all criteria and are not being recommended for grant funding at this time, we value the services provided by all the organizations who applied.

Grant Application Summary

The Table of Summary Grant Applications (**Attachment 2**), indicates the name of the organization that applied, the amount of the request, a brief description of how the grant funding will be used, staff's determination as to whether the applicant met the eligibility requirements of the policy, and staff's recommended funding amount. All applications have been attached for Council consideration.

In consideration of the preliminary budget which has $30,000 earmarked for the FY 24-25 Council Discretionary Grant Program, staff recommends the following breakdown of funding allocations for the 11

eligible applicants:

	Applicant Organization	Recommended Funding Amount
1	CERT	$2,700
2	Carmel Residents Assoc.	$2,700
3	Carmel Woman's Club	$2,700
4	Carmel Youth Center	$2,700
5	Carmel Dance Festival	$2,700
6	Monterey Symphony	$2,700
7	Pacific Repertory Theatre	$2,700
8	Leadership Carmel (Carmel Chamber)	$2,700
9	Carmel Youth Baseball	$2,700
10	Monterey Peninsula Ballet Theatre	$2,700
11	Community Human Services	$3,000
	Total Funding Allocated to 11 Applicants	**$30,000**

Recommendation

Council has the discretion to determine the overall funding amount to allocate for the grant program, as well as which applicants to award funding to. Therefore, staff requests that Council provide the following direction to staff:

1. The total amount of funding to allocate for FY 2024-2025 Council Discretionary Grants.
2. The grant award amount to allocate among each of the eligible applicants.

FISCAL IMPACT:

A preliminary $30,000 is allocated for FY 2024-2025 Council Discretionary Grants, subject to change upon direction from Council. Funds will be disbursed post-budget adoption, after July 1, 2024.

PRIOR CITY COUNCIL ACTION:

Council adopted the City Council Discretionary Grant Program (Policy 2017-01) on January 3, 2017 via Resolution 2017-010.

In June 2023, City Council allocated $30,000 for Discretionary Grant Funds for the FY 2023-2024 Budget.

ATTACHMENTS:

Attachment 1) Policy C17-01 Council Discretionary Funds Grant Program
Attachment 2) Summary of FY 24-25 Grant Applications
Attachment 3) CERT Application
Attachment 4) CRA Application
Attachment 5) Carmel Woman's Club Application
Attachment 6) CYC Application
Attachment 7) CASI Application
Attachment 8) Legal Services for Seniors Application
Attachment 9) Carmel Dance Fest Application
Attachment 10) Monterey Symphony Application
Attachment 11) PacRep Application
Attachment 12) Leadership Carmel Application
Attachment 13) Carmel Youth Baseball Application
Attachment 14) MP Ballet Theatre Application
Attachment 15) Tor House Foundation Application
Attachment 16) Carmel Heritage Society Application
Attachment 17) Carmel Cares Application
Attachment 18) Community Human Services Application

City of Carmel-by-the-Sea

CITY COUNCIL
DISCRETIONARY FUNDS GRANT PROGRAM

POLICY 2017-01

Office of the City Administrator
Carmel-by-the-Sea, CA 93921

GENERAL

INTRODUCTION

The City of Carmel-by-the-Sea recognizes and appreciates the value of local organizations that provide community, environmental and social services that benefit the City's community and enhance the well-being of its citizens. Community service is defined as voluntary work performed that supports the wellbeing of the citizens of Carmel-by-the-Sea and serves a public purpose. As such, each year, the City Council may set aside discretionary funds to support a City Council Discretionary Funds Grant Program that supports such purposes. Organizations that serve the community of Carmel-by-the-Sea are eligible to apply. The functions or services to be provided should be of such a nature that the interests of the City are better served by an agreement with a private nonprofit organization than by the performance of the services or functions by the City. Every organization that applies will be considered, but not all groups may receive funding.

PROGRAM PURPOSE AND DESCRIPTION

The City Council Discretionary Funds Grant Program serves as a funding resource to nonprofit organizations or schools that provide programs or services that benefit the Carmel-by-the-Sea community. With clearly defined goals, criteria, and evaluation measures, the program will result in a granting process that:

- Provides equal opportunity for all interested community service providers to be considered for funding
- Aligns funding requests with the City's budget process
- Identifies the community benefit associated with funded programs or services
- Establishes a reporting process that demonstrates transparency and accountability for public funds

The City Council Discretionary Funds Grant Program is discretionary, meaning that it is up to the Council as to whether or not to accept applications for this program each year. Due to limited funds, Council has the option to not accept applications or limit the amount of funding to be allocated under such a program in any given fiscal year. If the City decides to administer the program in any given year, requests for funding received from organizations will be considered only during a specified time period. It is not the City's intention to fund each request received, but rather to evaluate each proposal and provide funding to those organizations that most effectively serve the needs and improve the well-being of the community of Carmel-by-the-Sea.

The City encourages a goal of self-sufficiency for all local organizations and discourages an over-reliance on its financial assistance to maintain such programs on an ongoing basis. Therefore, all organizations requesting funds from the City should continue efforts to develop stable private funding sources.

ELIGIBILITY STANDARDS

ELIGIBILITY

To be eligible for funding, an organization:

- Must be located within the City of Carmel-by-the-Sea or provide community, environmental or social services to the community of Carmel-by-the-Sea
- Must be a nonprofit community based 501(c) organization or a Carmel school
- Must directly provide the community service(s) for which City funds are sought
- Must have no outstanding debt due to the City
- Must not be financially dependent upon receiving City support to meet the organization's annual budget and operational requirements

INELIGIBILITY

The City will not provide support to:

- Individuals
- For-profit enterprises
- Special events (special event organizers are encouraged to review the City's special event grant funding application guidelines and apply for grants under that process)

PUBLIC PURPOSE

By law, all public funds, however awarded, must be used for a public purpose. In general, a public purpose is defined as an activity or service that is open and accessible to all members of the public regardless of race, creed, gender, sexual orientation, religious affiliation, etc., without restriction, and which does not promote a particular religion. It is therefore imperative for the organizations requesting funding through this program to clearly demonstrate the benefit that funded programs or services will have on the community of Carmel-by-the-Sea.

City grant funds may **not** be used for any of the following activities:

- To support political activities (including, but not limited to, lobbying, campaigns, or endorsements) and/or private interests
- Scholarships to high-school or college students
- The payment of outstanding debts
- The purchase of alcoholic beverages
- Travel, meals, lodging, or entertainment expenses
- Services which are primarily commercial, religious or political in nature
- Permanent improvements to any non – City owned structure or property so that it becomes an integral part of the real property and its removal would do harm to the building or land, including those improvements that are bolted, nailed, screwed or wired into the wall, ceiling or floor

- General operating expenses or expenses to support on-going operation of the applicant, including, but not limited to, salaries, utilities, and rent expenses

DEMONSTRATING PUBLIC BENEFIT

Circumstances under which it is appropriate for the City to grant public funds include the following:

- When an organization provides a service that complements or enhances a service that the City also provides
- When there is an identifiable secondary, or indirect, benefit to the City
- When the organization provides a service the City could provide, but chooses not to

The following chart contains examples that illustrate public benefit:

Relationship to City Programs	Example	Benefit
Complementary service	Donation to the Tree Foundation in return for agreement to replace trees that have been removed by the City due to disease	The Tree Foundation has specialized knowledge about planting trees suitable for the area. New trees will enhance property values. The service will also increase the number of planted trees beyond that which the City would be able to plant.
Demonstrable benefit	Youth organization's after-school program	After-school programs can boost academic performance, reduce risky behaviors, promote physical health, and provide a safe, structured environment for the children of working parents.
Service the City could provide, but does not	Homeless shelter and placement programs	Programs such as this help end the cycle of homelessness.

APPLICATION PROCEDURE

All eligible entities seeking funding shall complete an application. Eligible entities include any Carmel school, or any nonprofit agency/organization either located within the City of Carmel-by-the-Sea or providing services to City of Carmel-by-the-Sea residents. The application must include a full explanation of the proposed used of the money and include a detailed budget and be submitted to the City by the specified deadline. City staff will then review the application for completeness and compliance with the evaluation criteria. Deadlines for funding requests correspond to the City's budgeting cycle. The application process for an upcoming fiscal year will open early in February and close in March so as to give the City Council sufficient time to include the funding in the fiscal year budget, if it so chooses to administer the program that year.

Grants are limited to schools, or organizations that are designated a 501(c) nonprofit organization by the Internal Revenue Service (IRS). Formal nonprofit status must be up

to date and submitted as requested on the application. 501(c) organizations must be in good standing with the IRS. Nonprofit organizations may apply for funding only if the Project/Program serves a public purpose and follows the laws governing use of public funds.

PROCESS

All interested nonprofit organizations must complete an application form, which will include the following information:

- Name and address of the nonprofit organization (applicant is required to list the local branch if it represents a national or statewide organization)
- Description of the community project/program/service provided and the benefit to the community that will be provided, including the number of Carmel-by-the-Sea community members served by both the organization and the specific project/program/service for which grant funds are sought
- Amount of funds requested
- Proposed project and budget plan for the use of the grant funds
- A current, detailed operating budget that includes information on the organization's annual sources of revenue received
- Proof of 501(c) status with a copy of the letter from the IRS as applicable
- The **past two year's** financial statements, including the current year, with balance sheets, sources of revenues, profit/loss statements and indicating the percentage of revenue that is used for administration, salaries and program costs
- Applicant(s) receiving City grant funds in the past must indicate when the funds were received, the amount received, and document how the funds were utilized
- The application must be completed by an officer or employee of the organization that is applying for funding and authorized by the organization to complete the application

Incomplete applications and applications not submitted by the deadline will not be considered.

EVALUATION OF APPLICATIONS

Following the application deadline, the City will review proposals from applicants. Applicants will be asked to send one representative to attend a public meeting to address the City Discretionary Funds Grant subcommittee, answer questions, and demonstrate the public benefit of the funds requested. All proposals will be evaluated to ascertain which nonprofit organizations will best serve the community of Carmel. Factors considered include, but are not limited to:

- The organization's documentation of its current nonprofit status
- The extent to which the organization provides a benefit to the Carmel-by-the-Sea community, including demonstrating the number of residents or businesses served
- The organization's history of providing satisfactory services to the community of Carmel-by-the-Sea as applicable
- The organization's submittal of financial statements prepared using an appropriate method of accounting that demonstrates sound financial management practices
- The organization's approach to monitoring and evaluate the success of the project/program/service provided

EXECUTION OF AGREEMENT

Nonprofit organizations selected to receive funds will be required to sign and execute an agreement with the City of Carmel-by-the-Sea. If an award of funds is made, a recipient nonprofit organization will be required to expend grant monies prior to the close of the fiscal year (June 30) in which it received the funding.

COMPLIANCE

Each awarded entity shall submit a report and proper backup documentation to substantiate that funds were expended appropriately. The report shall be submitted within 30 days of the end of the project or no later than June 30 of the fiscal year in which funds were awarded. Such documentation shall include the following:

- Invoices/receipts documenting the expenditure of funds
- A brief summary that explains all expenditures, including how they specifically benefitted Carmel-by-the-Sea residents, that may also include pictures or other documentation illustrating the use of the grant funds
- The organization's progress towards meeting the goals and objectives outlined in the application, and a schedule of the Project/Program's revenues/expenditures

If funds are not expended in accordance with the City's approved purpose, the organization may be required to refund the granted funds. The City reserves the right to require additional back-up information to substantiate how funds received from the City were expended. Failure to spend the funds in a timely manner, to provide proper documentation and/or to utilize the funds for the intended purpose may jeopardize future funding.

Summary of FY 2024-2025 Grant Applications Received

Attachment 2

Applicant	Amount Requested	Purpose	Meets Eligibility Criteria	Recommended Funding Amount
CERT	$3,000	Grant Funds will be used towards purchasing new emergency first aid materials, uniforms, communication equipment and training. Carmel CERT provides emergency response support for Carmel PD and Monterey Fire in the event of disasters, missing persons, winter storm assistance and more.	yes - this demonstrates a complementary service to the City by assisting first responders and the community during emergencies.	2700
Carmel Residents Association	$3,000	Grant Funds will be used to expand the production of the VOICE newsletter contributing to the cost of graphic design, printing, and postage to deliver the newsletter to all Carmel residents. The publication's purpose is to engage the public in civic topics, foster community, informs on recent results and upcoming meetings, and encourages participation in community events and programs.	yes - this demonstrates a complementary service to the City by informing residents of community events, public meetings and topics.	2700
Carmel Woman's Club	$3,000	Grant Funds will be used toward printing and postage for production of the Carmel Connections Newsletter. The three annual newsletters are filled with photos, articles, historical pieces and the occasional poem or recipe to keep the community apprised of all of our special events, fundraising efforts, programs, and scholarship fund updates.	yes - this demonstrates a secondary, or indirect benefit to the City by informing residents of the city's history, special events, and fundraising.	2700
Carmel Youth Center (CYC)	3,000	Grant Funds will be used to purchase nutritious snacks to youth participating in afterschool programming. These snacks provide CYC youth with nutrition during after school care, ultimately enhancing their learning abilities by contributing to their physical and mental well-being.	yes - this demonstrates a secondary, or indirect benefit to the City's residents by providing nutrition to kids attending CYC.	2700
CA Arts and Sciences Institute	$3,000	Grant funds will be used to assist the Mission Trail Preserve in protecting its native species and enhancing the trail quality, pay for a professional ecologist to facilitate High Schoolers to volunteer in geo mapping of Black Acacia in the Preserve, as well installing permanent hardware for a trail camera to monitor and discourage unlawful use of motorbikes that are causing ruts and subsequent erosion on trails. Woody shrub vegetative mapping will enhance knowledge of native shrubs, and a presentation of the outcome would be given at the Sunset Center and promoted to the community.	no - the use of funds to install permanent cameras in MTNP (to monitor illegal motorbikes) is not an approved project, the applicant did not provide a budget plan for the full $3,000 request.	not funded
Legal Services for Seniors	$3,000	Grant funds will be used toward printing pamphlets, purchase bag and pens, for a presentation at the Carmel Foundation.	no - the cost of printing pamphlets for services, advertising materials are considered general operating costs which are not eligible for a grant.	not funded
Carmel Dance Festival	$3,000	Grant funds will be used toward providing 2 free intergenerational dance classes and performances as part of Carmel Dance Festival's major production from July 13th and 20th (Carmel High School). These classes are designed to provide accessible dance opportunities for individuals of all ages and skill levels within the community. These opportunities to engage with dance and experience inspiring performances will foster joy, connection, and unity.	yes - this demonstrates a secondary, or indirect benefit to the City's residents by offering free community arts programming.	2700

Applicant	Amount Requested	Purpose	Meets Eligibility Criteria	Recommended Funding Amount
Monterey Symphony	$3,000	Grant funds will be used towards subsidizing the cost of tickets for students, children, and active duty military to attend the Love Letter to Hollywood, Volume 2 performances. Each year 4,000 students from all over the County (including Carmel Schools) will attend these performances free of charge, at Sherwood Hall in Salinas, providing musical enrichment and accessibility to local youth.	yes - this demonstrates a secondary, or indirect benefit to the City's residents through offering youth arts programs.	2700
Pacific Repertory Theatre (PacRep)	$3,000	Grant Funds will support the School of Dramatic Arts (SoDA) program by purchasing teaching materials, and offering subsidized tickets to performances and programs through our Tix4Kids program. Tix4kids provides access to youth in Carmel and surrounding school districts. SoDA contributes to the expansion of arts education outreach, providing production assistance to schools throughout the county in the development of the drama programs at Marina and Seaside High Schools, and providing after-school teaching staff for Santa Catalina School and Seaside High.	yes - this demonstrates a secondary, or indirect benefit to the City's residents through offering youth arts programs.	2700
Leadership Carmel (Carmel Chambers)	$3,000	Grant Funds will be used towards purchase materials such as decomposed granite, lumber, boulders, and irrigation supplies to restore the Scenic Outlook area at Scenic and SW 8th, which is the Leadership Carmel legacy project. This restoration project is on city property and has been approved and contributes to the beautification and accessibility of the viewing area at Scenic SW 8th Ave.	yes - this demonstrates a complementary service that enhances the City by contributing to the beautification of the Scenic Pathway.	2700
Carmel Youth Baseball	$3,000	Grant Funds will be used toward purchasing new scoreboards and baseball field covers (infield tarps). The scoreboards are needed to properly communicate all game information (score, inning, balls, strikes, and numbers of outs) to the players and the spectators. The baseball field covers would allow more games to happen in rainy season by covering/protect the infields. Carmel Youth Baseball provides youth in Carmel and surrounding cities with a fun and safe environment to engage in sports, providing benefits to their mental and physical health.	yes - this demonstrates a secondary, or indirect benefit to the City's residents by offering youth sports programs.	2700
Monterey Peninsula Ballet Theatre (MPBT)	$3,000	Grant Funds will be used towards offering free attendance to a Nutcracker performance for up to 700 students in Monterey county who may not otherwise be able to attend such a performance due to financial constraints. The Free Arts Outreach Community Performance provides access to students to enjoy ballet performances.	yes - this demonstrates a secondary, or indirect benefit to the City's residents by offering youth arts programs.	2700
Tor House Foundation	$3,000	Grant funds will be used towards creating a 5-10 minute professional video presentation celebrating 100 plus years of historic, cultural and literary contributions by Robinson and Una Jeffers, relevant to Carmel and the surrounding communities.	no - the applicant did not provide a budget plan for the full $3,000 request, and application did not describe how the use of grant funds benefits the community.	not funded

Applicant	Amount Requested	Purpose	Meets Eligibility Criteria	Recommended Funding Amount
Carmel Heritage Society	$3,000	Grant funds will be used to print brochures, mailing invitations, food for reception, Pine Cone ad, and pay for a lecturer for the Comstock Hansel and Gretel Exhibit. The exhibit and lecture is part of the Hugh Comstock 100th Anniversary of Hansel and Gretel, and the exhibit will be at the First Murphy House. The exhibit and lecture will benefit the Carmel-by-the-Sea by celebrating the 100 anniversary of the Hansel and Gretel House built by Hugh Comstock and educating the community on his place in Carmel's architectural history.	no - the applicant did not provide a budget plan for $3,000 of expenses, and the special event does not appear to have a far reach in the community.	not funded
Carmel Cares	$3,000	Grant Funds will be used towards restoring and enhancing the Cherry Center for the Arts (also a non profit) Sculpture Garden, which is a public open space that is open to visitors and the neighborhood. Carmel Cares will use the funds towards improving the Cherry Center's garden by purchasing an irrigation system, native shrubs and plants, and refreshing the pathway and borders.	no - grant funds cannot be used to pay for permanent improvements (irrigation, landscaping) to non-City owned property.	not funded
Community Human Services	$3,000	Grant Funds will be used towards providing housing, case management services, meals, and internet access at the Case de Noche Buena emergency shelter for homeless women and children. Casa de Noche Buena provides safety and support to help vulnerable women and children to get back on their feet and find a safe, permanent place to live. Case managers/housing navigators help connect them to the services and information they need to exit out of homelessness.	yes - this demonstrates a service which benefits the City's residents by providing housing and support to families experiencing homelessness.	3000
			Total Funding Amount:	**30,000**

Attachment 3

Organization Information

Enter applicant's email below:

Email *

info@peaceofmindpreparedness.com

Name of Applicant Organization: *

Carmel CERT (Community Emergency Response Team)

Name and Position/Title of staff applying on behalf of the Organization: *

Wanda Vollmer & Scot Smythe Carmel CERT Captains

Organization Mailing Address: *

P.O. Box 221966 Carmel CA 93922

Telephone Number: *

8319153148

Email: *

info@peaceofmindpreparedness.com

Geographic Area(s) the Organization serves: *

Carmel and Carmel Point. Mutual aid to Monterey County.

Age groups served by the Organization: *

- [x] 0-12
- [x] 13-17
- [x] 18-24
- [x] 25-34
- [x] 35-44
- [x] 45-54
- [x] 55-64
- [x] 65 and over

Number of Carmel-by-the-Sea (93921) residents the Organization serves: *

The entire community. Residents, workers and visitors.

Is this Organization incorporated as a Nonprofit Organization? *

- [x] Yes
- [ ] No

Attachment 3

Is this Organization a Carmel school? *

- [ ] Yes
- [x] No

Project/Program Details

Project/Program Name: *

Carmel CERT Emergency Supplies & Training

Amount requested (up to $3,000): *

$3,000

Please provide the name of the project, program, or service that the Carmel-by-the-Sea grant ("grant") funding will be used to support. *

Carmel CERT (Community Emergency Response Team) - Emergency Response supplies & Training

Please provide a description of the project, program, or service that the grant funding will be used to support. *

Carmel CERT provides emergency response support for Carmel PD and Monterey Fire. The funds will be utilized to supplement existing budget to acquire new emergency first aid materials, uniforms, communication equipment and training.

Please describe the specific benefit to the Carmel-by-the-Sea community that your project, program, or service will provide. Be sure to include the target population and number of community members that will be served. *

The benefit is to provide emergency services to assist our first responders and our community members in the event of disasters, missing persons, winter storm assistance and more. In addition, our support provides emergency services to employees, business owners and visitors. Approved and supported by Carmel PD Chief Tomasi.

Please describe how your organization would use the funding awarded, including equipment or services that would be purchased and why. *

We will acquire uniforms, first aid supplies, communication equipment and training.

Attachments

To complete your application, kindly email the following four (4) attachments to cityclerk@ci.carmel.ca.us. Please be sure your organization's name is in the subject line of the email and on all attachments.

1) **Proof of non-profit status**: provide a copy of the organization's 501(c) letter from the IRS.

2) **Budget Plan for the Grant:** provide a detailed line item budget plan explaining how the grant funds will be utilized for the project, program, or service.

3) **Current Annual Operating Budget:** provide an up to date operating budget that provides detailed information on your organization's annual revenue sources.

4) **Past two year's financial statements:** provide a copy of the **past two year's** financial statements , featuring balance sheets, revenue sources, profit/loss statements, and a breakdown of the percentage of revenue allocated for administration, salaries, and program costs.

Certification and Signature

The Applicant Organization hereby acknowledges and agrees to the following terms:

1) Compliance with City Council Discretionary Funds Grant Program requirements is mandatory, encompassing submission deadlines and payment disbursements.

Attachment 3

2) Utilization of City Council Discretionary Funds Grant Program funds for ineligible activities/services, as delineated in City Council Policy C16-: City Council Discretionary Funds Grant Program, is prohibited.

3) Receipt of City Council Discretionary Funds Grant Program funding does not guarantee an automatic annual allocation.

4) Any allocated City Council Discretionary Funds Grant Program funding must be utilized solely as specified in the application form.

5) The applicant organization must sign an agreement with the City of Carmel-by-the-Sea, as provided by the City, by a duly authorized representative to receive the funds.

6) All awarded funds must be expended by the end of the 2024-2025 fiscal year (June 30, 2025).

7) Within 30 days after the conclusion of the Project/Program/Service or by June 30, 2025, the recipient must furnish a comprehensive account with supporting documentation regarding fund usage.

8) Any unspent funds or funds not properly documented as per the signed agreement must be returned to the City.

9) The City reserves the right to conduct audits and/or request additional documentation to substantiate fund expenditure. Failure to provide adequate documentation may impact future funding prospects.

I, acting on behalf of the aforementioned nonprofit applicant organization, certify that I have read, understand and agree that the aforesaid information is accurate, factual, and current.

Name and Title of staff applying on behalf of the Organization *

Wanda Vollmer & Scot Smythe Carmel CERT

Organization name *

Carmel CERT (Community Emergency Respnse Team)

Date *

MM DD YYYY

04 / 01 / 2024

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: FEB 06 2012

COMMUNITY EMERGENCY RESPONSE
VOLUNTEERS OF THE MONTEREY PENINSU
C/O SARAH W BLACKSTONE
1 SURF WAY STE 237
MONTEREY, CA 93940-3454

Employer Identification Number:
80-0768725
DLN:
17053355409041
Contact Person:
JOHN J KOESTER ID# 31364
Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
October 14, 2011
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

COMMUNITY EMERGENCY RESPONSE

Sincerely,

Lois G. Lerner
Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)

Attachment 3

This provides background for the submission to the City Council Discretionary Grant Program in support of Carmel CERT.

The Grant requested is $3000.00. If awarded, the funds would be to supplement capital expenses to maintain and acquire items needed for community emergency response and training.

The Grant would be funded directly to Community Emergency Response Volunteers of the Monterey Peninsula (CERV). C/O Sarah Blackstone. 1 Surf Way STE 237, Monterey CA 93940. 501 (c) (3) letter included in the submissions.

For 2024 the team needs the following equipment, materials, and training.

Radio communication upgrades

Uniforms

Emergency first aid training

Emergency first aid materials

Carmel CERT Budget 2022-24

ITEM	2022	2023	2024
Container Supplies	$900	$900	$500
Training	$700	$700	$500
Communications	$250	$250	$1400*
Radios	$250	$500	$200
Uniforms	$1400	$1400	$900
Maintenance	$1100	$1100	$1000
Total	**$4600**	**$4650**	**$4500**

Container Supplies
- First Aid materials
- Tools
- Batteries
- Water/Food

Training
- Materials

Communications
- Meeting materials
- Office Supplies

Radios
- Batteries
- Replacement

Uniforms
- Vests
- Shirts
- Outerwear
- Backpacks
- Hats

Maintenance
- Container
- Generators
- Gas

*2024 Team Manuals

CERV

Balance Sheet

As of December 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1st Capital Bank	8,901.98
2000 Cal OES	58,949.00
90000 CERV Unrestricted	14,422.63
99000 CERV Restricted	100,476.57
Total Bank Accounts	**$182,750.18**
Total Current Assets	**$182,750.18**
TOTAL ASSETS	**$182,750.18**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
45130 Transfer	0.00
5001 Loan Payable	0.00
Total Other Current Liabilities	**$0.00**
Total Current Liabilities	**$0.00**
Long-Term Liabilities	
Loan from Sarah Blackstone	0.00
Total Long-Term Liabilities	**$0.00**
Total Liabilities	**$0.00**
Equity	
30000 Opening Balance Equity	21,480.45
32000 Unrestricted Net Assets	155,208.10
Net Revenue	6,061.63
Total Equity	**$182,750.18**
TOTAL LIABILITIES AND EQUITY	**$182,750.18**

Attachment 3

CERV

Statement of Activity

January - December 2022

	TOTAL
Revenue	
2020 Grant Funds	29,336.00
43400 Direct Public Support	
43410 Corporate Contributions	10,005.00
43450 Individ, Business Contributions	438.81
Total 43400 Direct Public Support	**10,443.81**
44000 Direct Public Grants	30,000.00
44900 Foundation and Trust Grants	6,050.00
Total 44000 Direct Public Grants	**36,050.00**
Total Revenue	**$75,829.81**
GROSS PROFIT	**$75,829.81**
Expenditures	
1119 Office/General Administrative Expenses	200.10
3001 Printing	317.87
3003 Consultant Services	1,720.00
3003.2 Consultant Services-Admin	1,350.00
3003.3 Consultant Services-varia	3,420.00
Total 3003 Consultant Services	**6,490.00**
3005 Conf., Workshops, Training	3,561.00
3006 Laptops and Software	591.50
3008 Office Supplies & Equipment	455.63
3013 Insurance	1,254.00
3014 Postage	94.10
4001 CBO Subgrantees	2,832.78
55129 Projects	29,600.10
62100 Contract Services	
62110 Accounting Fees	1,935.00
Total 62100 Contract Services	**1,935.00**
65000 Operations	
65040 Supplies	361.88
Total 65000 Operations	**361.88**
65060 Charitable Contributions	200.00
66000 Payroll Expenses	
66100 Salary & Wages	14,644.75
66200 Payroll Tax Expenses-Employer	3,824.40
66500 Payroll Tax payable	1,598.68
66600 Payroll Processing Fees	267.00
Total 66000 Payroll Expenses	**20,334.83**
66299 Marketing	1,539.39
Total Expenditures	**$69,768.18**
NET OPERATING REVENUE	**$6,061.63**
NET REVENUE	**$6,061.63**

CERV

Revenue Detail

January - December 2022

DATE	TRANSACTION TYPE	NAME	AMOUNT
Ordinary Revenue/Expenditures			
Revenue			
2020 Grant Funds			
08/29/2022	Deposit	State of California	3,760.00
09/16/2022	Deposit	State of California	8,094.00
10/12/2022	Deposit	State of California	4,661.00
11/09/2022	Deposit	State of California	5,937.00
12/08/2022	Deposit	State of California	6,884.00
Total for 2020 Grant Funds			**$29,336.00**
43400 Direct Public Support			
43410 Corporate Contributions			
05/27/2022	Deposit	Amazon Smile	5.00
07/22/2022	Deposit	PG&E	10,000.00
Total for 43410 Corporate Contributions			**$10,005.00**
43450 Individ, Business Contributions			
01/04/2022	Deposit	Stripe	142.80
10/10/2022	Deposit	Stripe	143.10
10/10/2022	Deposit	Pay Pal	80.41
12/12/2022	Deposit	Anonymous	25.00
12/27/2022	Deposit	Stripe	47.50
Total for 43450 Individ, Business Contributions			**$438.81**
Total for 43400 Direct Public Support			**$10,443.81**
44000 Direct Public Grants			
11/21/2022	Deposit	Community Foundation	30,000.00
Total for 44000 Direct Public Grants			**$30,000.00**
44900 Foundation and Trust Grants			
09/05/2022	Deposit	Community Foundation	1,300.00
09/22/2022	Deposit	Big Sur International Marathon	2,250.00
11/21/2022	Deposit	Big Sur International Marathon	2,500.00
Total for 44900 Foundation and Trust Grants			**$6,050.00**
Total for 44000 Direct Public Grants with sub-accounts			**$36,050.00**
Total for Revenue			**$75,829.81**
Net Revenue			**$75,829.81**

Attachment 3

CERV

Balance Sheet

As of December 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1st Capital Bank	8, 90. 25 2
. 000 Cal OES	4R9/8V500
V0000 CEUd 6 nrestricte3	179274580
VV000 CEUd Uestricte3	249 7, 5F8
L$STOS 750 ACCO6 I T	749028572
Total Bank Accounts	**N . V8. 75'R**
Total Current Assets	**N . V8. 75'R**
TOTAL ASSETS	**N . V8. 75'R**
L9ABLT$ES AI D EQ6$TY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
84170 Transfer	0500
4001 Loan Payable	0500
Total Other Current Liabilities	**N0500**
Total Current Liabilities	**N0500**
Long-Term Liabilities	
Loan from Sarah Blackstone	0500
Total Long-Term Liabilities	**N0500**
Total Liabilities	**N0500**
Equity	
70000 Opening Balance Equity	. 19BF05B4
7. 000 6 nrestricte3 I et Assets	1, 19 , V527
I et Uevenue	8, 9 275 0
Total Equity	**N . V8. 75'R**
TOTAL L9ABLT$ES AI D EQ6$TY	**N . V8. 75'R**

CERV

Statement of Activity

January - December 2023

	TOTAL
Revenue	
2020 Grant Funds	229,936.00
49400 Direct Public Support	
49410 Corporate Contributions	15.I 2
49450 Bdivid, 8 usiness Contributions	2,I 9$.15
Total 49400 Direct Pubilc Support	**2,I 52.$$**
44000 Direct Public Grants	
44600 Foundation and Trust Grants	29$,I 39.23
Total 44000 Direct Pubilc Grants	**29$,I 39.23**
Total Revenue	**74I 9,$25.05**
GROSS PROFEB'	**74I 9,$25.05**
Expenditures	
1116 Office/General Administrative Expenses	$5.00
9001 Printing	4,416.21
9002 - ideo Production	1,2I 0.00
9009 Consultant Services	5,615.00
9009.1 Consultant servicesWAccountant	1,46I .00
9009.2 Consultant ServicesWAdmin	5,162.00
9009.9 Consultant ServicesWaria	22,095.25
Total 9009 Consultant Services	**94,I 93.25**
9005 Conf., k orhswops, Training	2,29$.65
900I Laptops and Soft&are	513.63
9003 Office Supplies q Ej uipment	621.39
9012 Ej uipment Maintenance	213.$5
9019 Bnsurance	2,063.09
9014 Postage	249.40
901I Telepwone and Bnternet	10.00
9016 8 anh Fees	90.00
9029 Gift Cards	9,352.20
4001 C8O Subgrantees	123,440.I 9
55126 ProNcts	1I 0,3$$.63
I 2100 Contract Services	
I 2110 Accounting Fees	500.00
Total I 2100 Contract Services	**500.00**
I 5000 Operations	
I 5001 Licenses q Fees	50.00
I 5040 Supplies	I 29.46
Total I 5000 Operations	**I $9.46**
I 50I 0 Cwaritable Contributions	21,402.02

CERV

Statement of Activity

January - December 2023

	TOTAL
I I 000 Payroll Expenses	
I I 100 Salary q k ages	9I ,314.$0
I I 200 Payroll Tax Expenses\/Employer	15,690.99
I I I 00 Payroll Processing Fees	$11.00
Total I I 000 Payroll Expenses	**59,45I .09**
I I 266 Marheting	1,1$3.10
Total Expenditures	**741$,051.35**
VET OPERATB/G RE- EVUE	**74I ,I $9.20**
VET RE- EVUE	**74I ,I $9.20**

CERV

Revenue Detail

January - December 2023

DATE	TRANSACTION TYPE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Ordinary Revenue/Expenditures					
Revenue					
2020 Grant Funds					
01/19/2023	Deposit	State of California		1st Capital Bank	12,445.00
03/03/2023	Deposit	State of California		1st Capital Bank	10,113.00
03/28/2023	Deposit	State of California		1st Capital Bank	8,237.00
04/28/2023	Deposit	State of California		1st Capital Bank	12,567.00
05/23/2023	Deposit	State of California		1st Capital Bank	16,128.00
06/30/2023	Deposit	State of California		1st Capital Bank	27,429.00
07/11/2023	Deposit	State of California	2.0	1st Capital Bank	21,075.00
08/18/2023	Deposit	State of California		1st Capital Bank	11,366.00
08/25/2023	Deposit	State of California		LISTOS 3.0 ACCOUNT	10,032.00
09/19/2023	Deposit	State of California		1st Capital Bank	14,002.00
09/27/2023	Deposit	State of California		LISTOS 3.0 ACCOUNT	13,994.00
10/30/2023	Deposit	State of California		1st Capital Bank	15,147.00
11/09/2023	Deposit	State of California		LISTOS 3.0 ACCOUNT	12,708.00
12/08/2023	Deposit	State of California		1st Capital Bank	15,238.00
12/11/2023	Deposit	State of California		LISTOS 3.0 ACCOUNT	22,908.00
Total for 2020 Grant Funds					**$223,389.00**
43400 Direct Public Support					
43410 Corporate Contributions					
05/03/2023	Deposit	Amazon Smile		90000 CERV Unrestricted	5.00
05/18/2023	Deposit	Amazon Smile		90000 CERV Unrestricted	10.62
Total for 43410 Corporate Contributions					**$15.62**
43450 Individ, Business Contributions					
03/22/2023	Deposit	Stripe		90000 CERV Unrestricted	95.30
04/18/2023	Deposit	Stripe		90000 CERV Unrestricted	41.85
08/18/2023	Deposit	Community Foundation	Big Sur Fire	99000 CERV Restricted	2,500.00
Total for 43450 Individ, Business Contributions					**$2,637.15**
Total for 43400 Direct Public Support					**$2,652.77**
44000 Direct Public Grants					
44900 Foundation and Trust Grants					
01/05/2023	Deposit	Community Foundation		99000 CERV Restricted	20,000.00
01/10/2023	Deposit	Community Foundation	farm worker project	90000 CERV Unrestricted	30,000.00
02/21/2023	Deposit	Community Foundation		99000 CERV Restricted	30,000.00
03/29/2023	Deposit	Community Foundation		99000 CERV Restricted	1,233.28
04/03/2023	Deposit	Community Foundation		99000 CERV Restricted	50,000.00
04/18/2023	Deposit	Community Foundation	Flood Victims	99000 CERV Restricted	30,000.00
05/17/2023	Deposit	Community Foundation	MPUSD	99000 CERV Restricted	15,000.00
10/17/2023	Deposit	Community Foundation		99000 CERV Restricted	1,250.00
10/24/2023	Deposit	Big Sur CERT		99000 CERV Restricted	2,700.00
11/09/2023	Deposit	Community Foundation	MPUSD	99000 CERV Restricted	20,000.00
12/12/2023	Deposit	Community Foundation		99000 CERV Restricted	37,500.00
Total for 44900 Foundation and Trust Grants					**$237,683.28**
Total for 44000 Direct Public Grants					**$237,683.28**
Total for Revenue					**$463,725.05**

Attachment 4

Organization Information

Enter applicant's email below:

Email *

timtwomey@aol.com

Name of Applicant Organization: *

Carmel Residents Association

Name and Position/Title of staff applying on behalf of the Organization: *

Tim Twomey, Treasurer

Organization Mailing Address: *

PO Box 13, Carmel-by-the-Sea, CA 93921

Telephone Number: *

916-335-3399

Email: *

info@carmelresidents.org

Geographic Area(s) the Organization serves: *

Carmel-by-the-Sea and sphere of influence

Age groups served by the Organization: *

- [ ] 0-12
- [x] 13-17
- [x] 18-24
- [x] 25-34
- [x] 35-44
- [x] 45-54
- [x] 55-64
- [x] 65 and over

Number of Carmel-by-the-Sea (93921) residents the Organization serves: *

All residents in 93921 and our 915 members

Is this Organization incorporated as a Nonprofit Organization? *

- [x] Yes
- [ ] No

Attachment 4

Is this Organization a Carmel school? *

- [ ] Yes
- [x] No

Project/Program Details

Project/Program Name: *

VOICE Newsletter Expanded Production

Amount requested (up to $3,000): *

$3,000

Please provide the name of the project, program, or service that the Carmel-by-the-Sea grant ("grant") funding will be used to support. *

VOICE Newsletter Expanded Production

Please provide a description of the project, program, or service that the grant funding will be used to support. *

The Carmel Residents Association publishes and provides The VOICE Newsletter 5 times/year to our 915 members. This grant will allow us to increase production and provide an issue of this 8-page professional publication to every City of Carmel-by-the-Sea resident.

Please describe the specific benefit to the Carmel-by-the-Sea community that your project, program, or service will provide. Be sure to include the target population and number of community members that will be served. *

Our publication stimulates full and part time City of Carmel-by-the Sea residents to get involved in subjects that they care about and activities that fit their schedules, skills and interests. With this professional newsletter, citizens are encouraged to speak up, participate in City Commissions and Boards and volunteer and connect with fellow community members. The number of community members that will be served is 3,200.

This publication's goal and purpose is to inform residents and businesses and motivate participation on/in civic topics, activities, and programs. More specifically this publication's content:
- Fosters engagement in civic topics and advances our sense of community.
- Informs on recent results and upcoming meetings critical to the future of our Village.
- Provides new insights into our Village history, our people, and our resources.
- Encourages socializing and participating in our community events and programs.
- Promotes events and programs hosted by the City and other local nonprofit organizations.

Please describe how your organization would use the funding awarded, including equipment or services that would be purchased and why. *

The funding awarded will be used to cover graphic design, printing, and postage for distribution of an issue of the VOICE newsletter to all residents of Carmel-by-the-Sea.

Attachments

To complete your application, kindly email the following four (4) attachments to cityclerk@ci.carmel.ca.us. Please be sure your organization's name is in the subject line of the email and on all attachments.

1) **Proof of non-profit status**: provide a copy of the organization's 501(c) letter from the IRS.

2) **Budget Plan for the Grant:** provide a detailed line item budget plan explaining how the grant funds will be utilized for the project, program, or service.

3) **Current Annual Operating Budget:** provide an up to date operating budget that provides detailed information on your organization's annual revenue sources.

4) **Past two year's financial statements:** provide a copy of the **past two year's** financial statements , featuring balance sheets, revenue sources, profit/loss statements, and a breakdown of the percentage of

Attachment 4

revenue allocated for administration, salaries, and program costs.

Certification and Signature

The Applicant Organization hereby acknowledges and agrees to the following terms:

1) Compliance with City Council Discretionary Funds Grant Program requirements is mandatory, encompassing submission deadlines and payment disbursements.

2) Utilization of City Council Discretionary Funds Grant Program funds for ineligible activities/services, as delineated in City Council Policy C16-: City Council Discretionary Funds Grant Program, is prohibited.

3) Receipt of City Council Discretionary Funds Grant Program funding does not guarantee an automatic annual allocation.

4) Any allocated City Council Discretionary Funds Grant Program funding must be utilized solely as specified in the application form.

5) The applicant organization must sign an agreement with the City of Carmel-by-the-Sea, as provided by the City, by a duly authorized representative to receive the funds.

6) All awarded funds must be expended by the end of the 2024-2025 fiscal year (June 30, 2025).

7) Within 30 days after the conclusion of the Project/Program/Service or by June 30, 2025, the recipient must furnish a comprehensive account with supporting documentation regarding fund usage.

8) Any unspent funds or funds not properly documented as per the signed agreement must be returned to the City.

9) The City reserves the right to conduct audits and/or request additional documentation to substantiate fund expenditure. Failure to provide adequate documentation may impact future funding prospects.

I, acting on behalf of the aforementioned nonprofit applicant organization, certify that I have read, understand and agree that the aforesaid information is accurate, factual, and current.

Name and Title of staff applying on behalf of the Organization *

Tim Twomey, Treasurer

Organization name *

Carmel Residents Association

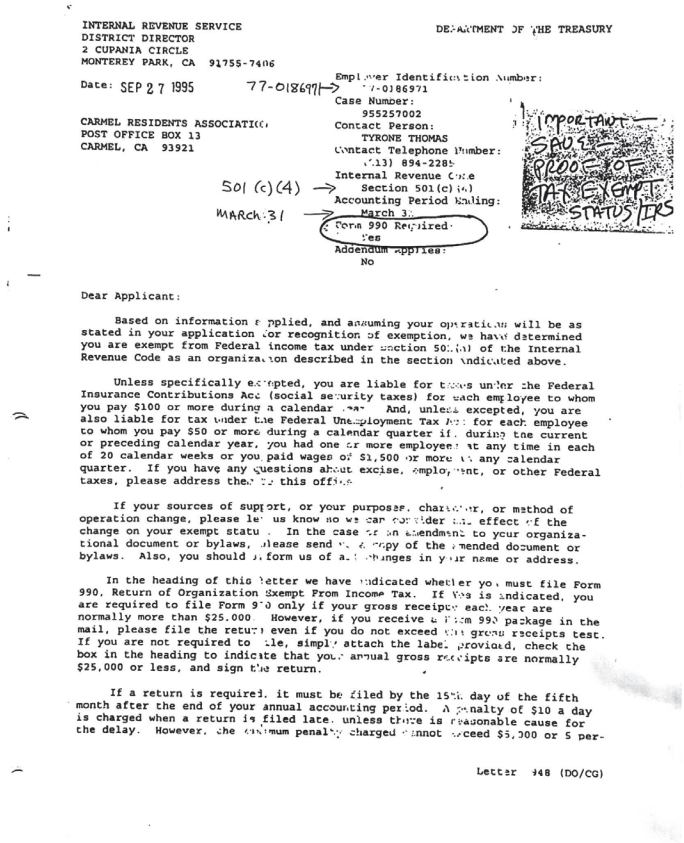
Date *

MM DD YYYY

03 / 19 / 2024

This form was created inside of Carmel-by-the-Sea.

Google Forms



INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
2 CUPANIA CIRCLE
MONTEREY PARK, CA 91755-7406

DEPARTMENT OF THE TREASURY

Date: SEP 27 1995

77-0186971

Employer Identification Number:
77-0186971
Case Number:
955257002
Contact Person:
TYRONE THOMAS
Contact Telephone Number:
(213) 894-2285
Internal Revenue Code
Section 501(c)(4)
Accounting Period Ending:
March 31
Form 990 Required:
Yes
Addendum Applies:
No

CARMEL RESIDENTS ASSOCIATION
POST OFFICE BOX 13
CARMEL, CA 93921

501 (c)(4) →
MARCH 31 →

IMPORTANT
SAVE
PROOF OF
TAX EXEMPT
STATUS IRS

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in the section indicated above.

Unless specifically exempted, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) for each employee to whom you pay $100 or more during a calendar year. And, unless excepted, you are also liable for tax under the Federal Unemployment Tax Act for each employee to whom you pay $50 or more during a calendar quarter if, during the current or preceding calendar year, you had one or more employees at any time in each of 20 calendar weeks or you paid wages of $1,500 or more in any calendar quarter. If you have any questions about excise, employment, or other Federal taxes, please address them to this office.

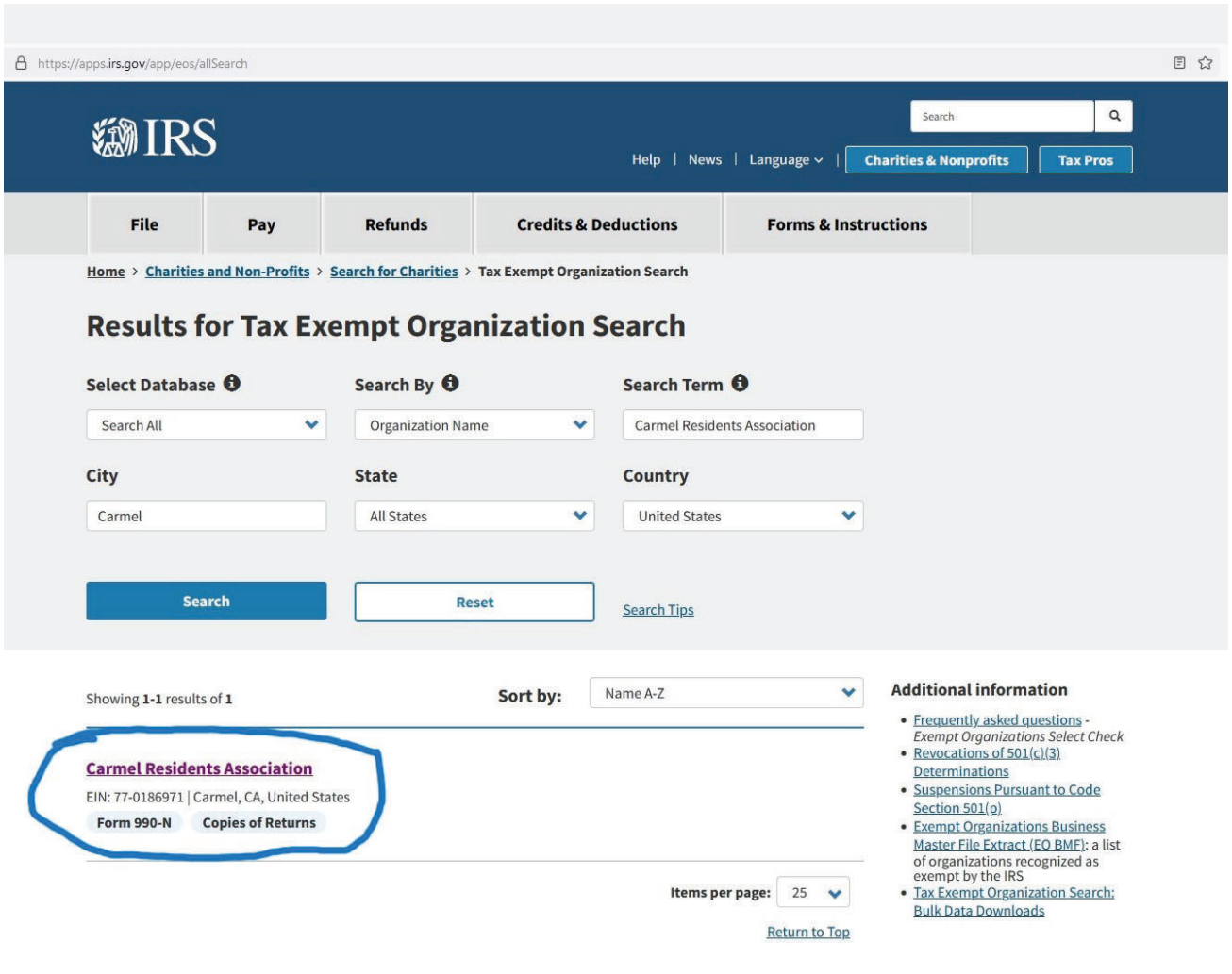
If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than $25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally $25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of $10 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed $5,000 or 5 per-

Letter 948 (DO/CG)

Scanned with CamScanner



https://apps.irs.gov/app/eos/allSearch

IRS

Search

Help | News | Language | Charities & Nonprofits | Tax Pros

File | Pay | Refunds | Credits & Deductions | Forms & Instructions

Home > Charities and Non-Profits > Search for Charities > Tax Exempt Organization Search

Results for Tax Exempt Organization Search

Select Database: Search All
Search By: Organization Name
Search Term: Carmel Residents Association
City: Carmel
State: All States
Country: United States

Search | Reset | Search Tips

Showing 1-1 results of 1

Sort by: Name A-Z

Carmel Residents Association
EIN: 77-0186971 | Carmel, CA, United States
Form 990-N | Copies of Returns

Items per page: 25

Return to Top

Additional information

- Frequently asked questions - *Exempt Organizations Select Check*
- Revocations of 501(c)(3) Determinations
- Suspensions Pursuant to Code Section 501(p)
- Exempt Organizations Business Master File Extract (EO BMF): a list of organizations recognized as exempt by the IRS
- Tax Exempt Organization Search: Bulk Data Downloads

Carmel Residents Association
Budget Plan
For Use of
Carmel-by-the-Sea City Grant Fund

	Carmel-by-the-Sea Fiscal Year 2024-2025 (7-01-2024 to 6-30-2025)
INCOME	
City Grant Fund	3,000
TOTAL INCOME	**3,000**
EXPENSES	
VOICE Newsletter - Graphic Design, Printing & Stitching (3,200 qty)	2,300
VOICE Newsletter - Postage & Mailing (3,200 qty)	700
TOTAL EXPENSES	**3,000**

Confidential
To be used only for the Carmel-by-the-Sea City Council
Discretionary Funds Grant Program Application process.

3/18/2024

Carmel Residents Association
FY 2023 - 2024 Budget
(Accounting Period 4/01 to 3/31)

	FY 2023-2024 Budget
INCOME	
Contributions and Programs	27,675
Membership Dues	24,000
TOTAL INCOME	51,675
EXPENSES	
Community Programs	26,400
Printing, Publications, Postage & Shipping	13,400
Insurance	2,750
Software & Website	4,270
Advertising	120
Supplies & Non-Capital Equipment	1,220
Payment Processing & Legal Fees	1,115
Rent/Storage	2,400
TOTAL EXPENSES	51,675

Confidential
To be used only for the Carmel-by-the-Sea City Council
Discretionary Funds Grant Program Application process.

3/18/2024

Carmel Residents Association
Past Two Years
Income and Expense Statements
(Accounting Period 4/01 to 3/31)

	FY 2021 - 2022	FY 2022 - 2023
INCOME		
Sales of Inventory	754	923
Contributions and Programs	36,410	16,249
Membership Dues	21,800	30,795
TOTAL INCOME	58,964	47,967
EXPENSES		
Community Programs	20,567	17,901
Printing, Publications, Postage & Shipping	14,201	18,894
Insurance	2,600	2,600
Software & Website	3,442	3,965
Advertising	1,630	150
Supplies & Non-Capital Equipment	1,596	1,218
Payment Processing & Legal Fees	986	1,031
Rent/Storage	1,527	2,148
TOTAL EXPENSES	46,548	47,907
EXCESS OR (DEFICIT)	12,415	60
NOTE		
Percentage of revenue allocated for:		
Administration costs	0%	0%
Salary costs	0%	0%
Program costs	35%	37%

Carmel Residents Association
Past Two Years
Balance Sheet
(Accounting period 4/01 through 3/31)

	03/31/2022 Available Balances	03/31/2023 Available Balances
ASSETS		
Cash, Savings, and Investments	$15,993	$21,970
Restricted Gifted Funds	$84,414	$78,495
Land and Buildings	0	$0
TOTAL ASSETS	$100,407	$100,465
LIABILITIES	$0	$0
EQUITY	$100,407	$100,465
TOTAL LIABILITIES & EQUITY	**$100,407**	**$100,465**

Attachment 5

Organization Information

Enter applicant's email below:

Email *

carmelwomansclub@gmail.com

Name of Applicant Organization: *

Carmel Woman's Club

Name and Position/Title of staff applying on behalf of the Organization: *

President

Organization Mailing Address: *

P.O. Box 2674

Telephone Number: *

8312245031

Email: *

heidifn@aol.com

Geographic Area(s) the Organization serves: *

Carmel-by-the-Sea and the Monterey Peninsula

Age groups served by the Organization: *

- [ ] 0-12
- [ ] 13-17
- [x] 18-24
- [x] 25-34
- [x] 35-44
- [x] 45-54
- [x] 55-64
- [x] 65 and over

Number of Carmel-by-the-Sea (93921) residents the Organization serves: *

400+

Is this Organization incorporated as a Nonprofit Organization? *

- [x] Yes
- [ ] No

Attachment 5

Is this Organization a Carmel school? *

- [ ] Yes
- [x] No

Project/Program Details

Project/Program Name: *

Carmel Connections Newsletter

Amount requested (up to $3,000): *

$3,000

Please provide the name of the project, program, or service that the Carmel-by-the-Sea grant ("grant") funding will be used to support. *

Carmel Connections Newsletter

Please provide a description of the project, program, or service that the grant funding will be used to support. *

The grant will support our organization by assisting with postage and printing costs for our three annual newsletters filled with photos, articles, historical pieces and the occasional poem or recipe submitted by the community.

Please describe the specific benefit to the Carmel-by-the-Sea community that your project, program, or service will provide. Be sure to include the target population and number of community members that will be served. *

We publish a newsletter three times a year to keep our members and the community apprised of all of our special events, fundraising efforts, programs, and scholarship fund updates.

Please describe how your organization would use the funding awarded, including equipment or services that would be purchased and why. *

We would use the funding for printing services and postage.

Attachments

To complete your application, kindly email the following four (4) attachments to cityclerk@ci.carmel.ca.us. Please be sure your organization's name is in the subject line of the email and on all attachments.

1) **Proof of non-profit status**: provide a copy of the organization's 501(c) letter from the IRS.

2) **Budget Plan for the Grant:** provide a detailed line item budget plan explaining how the grant funds will be utilized for the project, program, or service.

3) **Current Annual Operating Budget:** provide an up to date operating budget that provides detailed information on your organization's annual revenue sources.

4) **Past two year's financial statements:** provide a copy of the **past two year's** financial statements , featuring balance sheets, revenue sources, profit/loss statements, and a breakdown of the percentage of revenue allocated for administration, salaries, and program costs.

Certification and Signature

The Applicant Organization hereby acknowledges and agrees to the following terms:

1) Compliance with City Council Discretionary Funds Grant Program requirements is mandatory, encompassing submission deadlines and payment disbursements.

2) Utilization of City Council Discretionary Funds Grant Program funds for ineligible activities/services, as delineated in City Council Policy C16-: City Council Discretionary Funds Grant Program, is prohibited.

Attachment 5

3) Receipt of City Council Discretionary Funds Grant Program funding does not guarantee an automatic annual allocation.

4) Any allocated City Council Discretionary Funds Grant Program funding must be utilized solely as specified in the application form.

5) The applicant organization must sign an agreement with the City of Carmel-by-the-Sea, as provided by the City, by a duly authorized representative to receive the funds.

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7) Within 30 days after the conclusion of the Project/Program/Service or by June 30, 2025, the recipient must furnish a comprehensive account with supporting documentation regarding fund usage.

8) Any unspent funds or funds not properly documented as per the signed agreement must be returned to the City.

9) The City reserves the right to conduct audits and/or request additional documentation to substantiate fund expenditure. Failure to provide adequate documentation may impact future funding prospects.

I, acting on behalf of the aforementioned nonprofit applicant organization, certify that I have read, understand and agree that the aforesaid information is accurate, factual, and current.

Name and Title of staff applying on behalf of the Organization *

Heidi Mozingo, President

Organization name *

Carmel Woman's Club

Date *

MM DD YYYY

03 / 21 / 2024

This form was created inside of Carmel-by-the-Sea.

Google Forms

Attachment 5

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 12 2008

THE CARMEL WOMANS CLUB
PO BOX 2074
CARMEL BY THE SEA, CA 93921

Employer Identification Number:
94-1295376
DLN:
17053004063008
Contact Person:
DONNA ELLIOT-MOORE ID# 50304
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
509(a)(2)
Form 990 Required:
Yes
Effective Date of Exemption:
February 19, 1935
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

Budget Plan for City of Carmel Grant 2024

The Grant will be used to ofset the mailing costs of our Quarterly Newsletter.

Printing & Postage is $1500 per issue.

Attachment 5

Camel Womans Club
Approved Budget 2023-2024

	2023-2024 Budget
Ordinary Income/Expense	
Income	
Donations	
Cash Donations	4,000.00
Community Foundation	8,500.00
COTA Scholarship	1,800.00
General Fund	1,000.00
Scholarship Endowed Fund	5,000.00
Total Donation	20,300.00
2023-2024	20,000.00
Lifetime Membership	5,000.00
Total Dues	25,000.00
Events	
Fall Fundraiser	
Luncheon	15,000.00
Craft Fair	5,000.00
Fashion Show Luncheon	15,000.00
Total Lobster Boil	35,000.00
Total Events	70,000.00
Misc Fundraising	500.00
Pop-Up Parties	700.00
Apolis Bags	1,800.00
Total Fundraiser	3,000.00
Interest & Dividends	100.00
Total Program Income	1,500.00
Reserves	5,175.00
Total Rent Income	15,000.00
Total Income	**140,075.00**
Expense	
Bank and Credit Card Fees	800.00
Board Expenses	700.00
Building Improvements	0.00
Charity	
Scholarships (7 scholarships)	9,000.00
Scholarship Endowed Fund	5,000.00
Charity - Other	10,000.00
Total Charity	24,000.00
Event Expenses	
Craft Fair	800.00
Total Fall Fundraiser	7,000.00

Camel Womans Club
Approved Budget 2023-2024

	2023-2024 Budget
Total Spring Lunch	8,500.00
Total Lobster Boil	20,000.00
Total Event Expenses	36,300.00
Fundraising	200.00
Furniture, Fixtures & Equipment	1,000.00
Total Hospitality	3,100.00
House	
Building Repairs & Maintenance	30,000.00
Cleaning	3,540.00
Equipment	300.00
Equipment Repairs	210.00
Total Garden	3,000.00
Pest Control	150.00
Supplies	800.00
Total House	38,000.00
Insurance	
D&O	1,350.00
Liability	7,100.00
Total Insurance	8,450.00
Total Legal & Accounting	1,300.00
Member Appreciation	2,500.00
Newsletter	4,500.00
Office Supplies	6,000.00
Programs	1,200.00
Promotion & Goodwill	500.00
Subscriptions	600.00
Taxes,Lic.	
Business License	50.00
Property	3,800.00
State Tax	30.00
Taxes,Lic. - Other	45.00
Total Taxes,Lic.	3,925.00
Total Utilities	6,000.00
Web Site Maintenance	1,000.00
Total Expense	140,075.00
Net Ordinary Income	0.00
Net Income	0.00

Prepared by: Christina DeMaria, Treasurer 6/1/2023
Approved by the Board of Directors 6/5/2023

4:30 PM
03/21/24
Cash Basis

Camel Womens Club
Balance Sheet
As of May 31, 2023

	May 31, 23
ASSETS	
Current Assets	
Checking/Savings	
Cash on Hand	60.00
Charles Schwab - Cash	30,537.14
Schwab Equity	2,976.80
U.S. Bank - Savings	40,746.78
U.S. Bank Business Checking	12,029.70
Total Checking/Savings	86,350.42
Other Current Assets	
CWC Stewardship Fund	123,998.04
Total Other Current Assets	123,998.04
Total Current Assets	210,348.46
Fixed Assets	
Accumulated Depreciation - Tax	-116,964.00
Art Collection	16,000.00
Furn, fix & equip-acquisitions	78,447.47
Land & Building	
Improvements - Patio	40,760.00
Land & Building - Other	90,223.52
Total Land & Building	130,983.52
Total Fixed Assets	108,466.99
TOTAL ASSETS	**318,815.45**
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	4,585.00
Unrestrict (retained earnings)	280,924.27
Net Income	33,306.18
Total Equity	318,815.45
TOTAL LIABILITIES & EQUITY	**318,815.45**

4:31 PM
03/21/24
Cash Basis

Camel Womens Club
Profit & Loss
June 2022 through May 2023

	Jun '22 - May 23
Ordinary Income/Expense	
Income	
Donation	32,161.65
Dues	37,008.00
Events	89,458.49
Fundraiser	2,520.00
Interest Income	3.70
Name Tags	230.00
Program Income	2,392.00
Rent Income	17,264.00
Total Income	181,037.84
Expense	
Woman's Fund Luncheon	0.00
Bank and Credit Card Fees	862.80
Board Expenses	730.52
Charity	51,384.16
Event Expenses	38,096.63
Fundraising	3,405.11
Furniture, fixtures & equip	988.07
Hospitality	2,603.23
House	12,645.01
Insurance	8,571.07
Legal & Accounting	1,100.00
Newsletter	4,295.29
Office Supplies	8,760.16
Programs	973.69
Promotion & Goodwill	845.90
Taxes,Lic.	5,512.20
Utilities	5,873.82
Web Site Maintenance	1,084.00
Total Expense	147,731.66
Net Ordinary Income	33,306.18
Net Income	**33,306.18**

Attachment 5

Camel Womens Club
Balance Sheet
As of May 31, 2022

	May 31, 22
ASSETS	
Current Assets	
Checking/Savings	
Cash on Hand	60.00
Charles Schwab - Cash	30,537.14
Schwab Equity	2,976.80
U.S. Bank - Savings	10,743.08
U.S. Bank Business Checking	3,567.22
Total Checking/Savings	47,884.24
Other Current Assets	
CWC Stewardship Fund	123,998.04
Total Other Current Assets	123,998.04
Total Current Assets	171,882.28
Fixed Assets	
Accumulated Depreciation - Tax	-116,964.00
Art Collection	16,000.00
Furn, fix & equip-acquisitions	78,447.47
Land & Building	
Improvements - Patio	40,760.00
Land & Building - Other	90,223.52
Total Land & Building	130,983.52
Total Fixed Assets	108,466.99
TOTAL ASSETS	**280,349.27**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Sec Dep Liability	500.00
Total Other Current Liabilities	500.00
Total Current Liabilities	500.00
Total Liabilities	500.00
Equity	
Opening Bal Equity	-1,500.00
Unrestrict (retained earnings)	292,025.95
Net Income	-10,676.68
Total Equity	279,849.27
TOTAL LIABILITIES & EQUITY	**280,349.27**

Camel Womens Club
Profit & Loss
June 2021 through May 2022

	Jun '21 - May 22
Ordinary Income/Expense	
Income	
Donation	-12,282.15
Dues	20,441.22
Events	18,418.70
Interest & Dividends	4,631.55
Interest Income	0.22
Misc Income	10.00
Program Income	1,535.00
Rent Income	13,656.00
Total Income	46,410.54
Expense	
Bank and Credit Card Fees	413.43
Board Expenses	18.19
CF Admin Support	1,352.20
Charity	27,650.00
Event Expenses	7,464.02
Hospitality	1,351.61
House	10,520.86
Insurance	8,422.18
Investment Expense -Community F	120.99
Legal & Accounting	875.00
Newsletter	2,885.25
Office Supplies	6,868.18
Programs	1,104.68
Promotion & Goodwill	619.90
Starting Cash	0.00
Taxes,Lic.	3,602.12
Utilities	5,429.83
Web Site Maintenance	723.95
Total Expense	79,422.39
Net Ordinary Income	-33,011.85
Other Income/Expense	
Other Income	
Opening Balance	37,083.75
Unrealized gain (loss)	-14,748.58
Total Other Income	22,335.17
Net Other Income	22,335.17
Net Income	**-10,676.68**

Attachment 6

Organization Information

Enter applicant's email below:

Email *

grants@carmelyouth.org

Name of Applicant Organization: *

Carmel Youth Center

Name and Position/Title of staff applying on behalf of the Organization: *

Ann Madsen, Grant Writer

Organization Mailing Address: *

Torres St. and 4th Ave., P.O. Box 2399, Carmel, CA 93921

Telephone Number: *

(831) 624-3285

Email: *

grants@carmelyouth.org

Geographic Area(s) the Organization serves: *

Monterey Peninsula, Salinas, Salinas Valley, North County

Age groups served by the Organization: *

- [x] 0-12
- [x] 13-17
- [ ] 18-24
- [ ] 25-34
- [ ] 35-44
- [ ] 45-54
- [ ] 55-64
- [ ] 65 and over

Number of Carmel-by-the-Sea (93921) residents the Organization serves: *

50

Is this Organization incorporated as a Nonprofit Organization? *

- [x] Yes
- [ ] No

Attachment 6

Is this Organization a Carmel school? *

- [ ] Yes
- [x] No

Project/Program Details

Project/Program Name: *

Snacks for 2024-25 Afterschool Programming

Amount requested (up to $3,000): *

$3,000

Please provide the name of the project, program, or service that the Carmel-by-the-Sea grant ("grant") funding will be used to support. *

The overall objective of this program is to provide free, nutritious snacks that meet the dietary diversity of participating youth at Carmel Youth Center's after school program.

Please provide a description of the project, program, or service that the grant funding will be used to support. *

Carmel Youth Center provides a free, nutritious snack to youth participating in afterschool programming. These snacks provide CYC youth with nutrition during after-school care, ultimately enhancing their learning abilities by contributing to their physical and mental well-being. CYC prioritizes dietary diversity in its snacks to meet the needs of all youth and ensure nutritional content is being received.

Please describe the specific benefit to the Carmel-by-the-Sea community that your project, program, or service will provide. Be sure to include the target population and number of community members that will be served. *

CYC's afterschool snack program provides 45 - 65 students per day with a snack during afterschool programming throughout the school year. Snacks are provided to all youth attending CYC, of which over 45% receive scholarships. Nutritious snacks are critical to youth health and well-being. Studies have repeatedly shown that healthy snacks influence academic achievement and improve youth concentration, engagement and participation. Additionally, smart snacking increases energy levels, stimulates metabolism, and stabilizes blood glucose, positively impacting the overall health of participants. This program sets youth up for success, both through direct nourishment and by fostering an environment in which youth are in a position to concentrate and engage in enrichment activities.

Please describe how your organization would use the funding awarded, including equipment or services that would be purchased and why. *

CYC spends an average of $1.50 - $2.00 per child per snack. With an average of 45 - 65 kids per day, this costs CYC approximately $16,900 a year. We supplement 30% of those costs through in-kind donations from the Monterey county food bank and All In Monterey County. The $3,000 requested for this grant will cover 1,500 snacks for the 475 children CYC serves annually.

Attachments

To complete your application, kindly email the following four (4) attachments to cityclerk@ci.carmel.ca.us. Please be sure your organization's name is in the subject line of the email and on all attachments.

1) **Proof of non-profit status**: provide a copy of the organization's 501(c) letter from the IRS.

2) **Budget Plan for the Grant:** provide a detailed line item budget plan explaining how the grant funds will be utilized for the project, program, or service.

3) **Current Annual Operating Budget:** provide an up to date operating budget that provides detailed information on your organization's annual revenue sources.

4) **Past two year's financial statements:** provide a copy of the **past two year's** financial statements , featuring balance sheets, revenue sources, profit/loss statements, and a breakdown of the percentage of revenue allocated for administration, salaries, and program costs.

Attachment 6

Certification and Signature

The Applicant Organization hereby acknowledges and agrees to the following terms:

1) Compliance with City Council Discretionary Funds Grant Program requirements is mandatory, encompassing submission deadlines and payment disbursements.

2) Utilization of City Council Discretionary Funds Grant Program funds for ineligible activities/services, as delineated in City Council Policy C16-: City Council Discretionary Funds Grant Program, is prohibited.

3) Receipt of City Council Discretionary Funds Grant Program funding does not guarantee an automatic annual allocation.

4) Any allocated City Council Discretionary Funds Grant Program funding must be utilized solely as specified in the application form.

5) The applicant organization must sign an agreement with the City of Carmel-by-the-Sea, as provided by the City, by a duly authorized representative to receive the funds.

6) All awarded funds must be expended by the end of the 2024-2025 fiscal year (June 30, 2025).

7) Within 30 days after the conclusion of the Project/Program/Service or by June 30, 2025, the recipient must furnish a comprehensive account with supporting documentation regarding fund usage.

8) Any unspent funds or funds not properly documented as per the signed agreement must be returned to the City.

9) The City reserves the right to conduct audits and/or request additional documentation to substantiate fund expenditure. Failure to provide adequate documentation may impact future funding prospects.

I, acting on behalf of the aforementioned nonprofit applicant organization, certify that I have read, understand and agree that the aforesaid information is accurate, factual, and current.

Name and Title of staff applying on behalf of the Organization *

Ann Madsen, Grant Writer

Organization name *

Carmel Youth Center

Date *

MM DD YYYY

03 / 22 / 2024

This form was created inside of Carmel-by-the-Sea.

Google Forms

Attachment 6

IRS Department of the Treasury
Internal Revenue Service

CINCINNATI OH 45999-0038

In reply refer to: 0248221235
June 14, 2016 LTR 4168C 0
94-1415306 000000 00
00016780
BODC: TE

CARMEL YOUTH CENTER INC
PO BOX 2399
CARMEL CA 93921

032464

Employer ID Number: 94-1415306
Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated June 03, 1969, regarding your tax-exempt status.

We issued you a determination letter in June 1960, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Section 509(a)(2).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

0248221235
June 14, 2016 LTR 4168C 0
94-1415306 000000 00
00016781

CARMEL YOUTH CENTER INC
PO BOX 2399
CARMEL CA 93921

Sincerely yours,

Doris P. Kenwright

Doris Kenwright, Operation Mgr.
Accounts Management Operations 1

Snacks for 2024-25 Afterschool Programming				
Carmel Youth Center				
Item	Quantity	Cost	Total Cost	Carmel-by-the-Sea
(65 students x 5	8,450	$2.00	$16,900	$3,000
Total			**$16,900**	**$3,000**

CYC Financial Forecast	2024	
Profit & Loss - Statement of Operations	**Budget**	**QB Account**
Program Revenue		
Pre-School (7am to 3pm)	$ 99,000	5116 Monthly Tuition Fees (Early Learning)
Afterschool (3pm to 6pm)	134,800	5115 Monthly Tuition Fees
Summer Camp	125,350	5110 Program Service Fees
Total Program Revenue	359,150	
Donations	96,000	4010 Individual Contributions
Restricted Donations	0	9010 Restricted Contributions
Grants	59,000	4060 Nonprofit & Foundation Contributions
Grants with Restrictions	0	4220 Grants with Restrictions
Pebble Beach Income	52,000	4060 Nonprofit & Foundation Contributions
Rental income	6,000	5125 Rental Fees
Total Public Support	213,000	
		less other
Total Income	572,150	
Direct Costs		
Pre-School (7am to 3pm) FTQualified	45,760	
Pre-School (7am to 3pm) FTAide	20,800	
Program Director	54,167	
Afterschool (3pm to 6pm) PT Qualified	38,720	
Afterschool (3pm to 6pm) PT Aide	17,600	
Executive Assistant/Year	35,833	
Executive Director	96,667	
Total Wages	309,547	7210 Salaries & Wages
Other Direct employee costs		
Employee incentives & 403b retirement	9,286	7220 401k/403b Contributions
Taxes on employee wages	46,432	7240 Payroll Taxes
Health stipend	3,200	7230 Employee Benefits

CYC Financial Forecast Profit & Loss - Statement of Operations	2024 Budget	QB Account
Workers Comp	1,200	7290 Workers Comp
Total Direct employee cost	60,118	
Other Direct costs of Operations		
Program Supplies	21,713	8110 Supplies
Program food	4,167	8115 Food & Refreshments
Field Trip expenses	2,000	8110 Supplies
Insurance	28,100	8520 Insurance - Non-employee Related
Total Other Direct costs of operations	55,980	
Other Administrative		
Afterschool finanical aid	0	9400 Afterschool finanical aid
Janitorial	25,500	7515 Janitorial
Repair & Maintenance	24,000	8230 Repairs & Maintenance
Utilities	18,000	8220 Utilities
Telephone, Cable & Internet	6,600	8120 Telephone, Cable & Internet
Outside Contractors for Programs	6,000	7510 Contractors - General
Professional Fees	6,000	7500 Other Professional Fees
Grant Writer	12,000	7511 Grant Writer
Dues & Subscriptions	16,000	8170 Subscriptions
Office supplies	2,065	8590 Other Expenses
Advertising	8,000	8570 Advertising Expenses
Bank Fees	300	8550 Bank Fees
Security	3,000	8235 Alarm Security
Equipment Rental	2,000	8140 Equipment Rental
Printing	520	8160 Printing & Copying
Postage and Shipping	220	8130 Postage & Shipping
Legal	220	7530 Attorney & Legal

CYC Financial Forecast Profit & Loss - Statement of Operations	2024 Budget	QB Account
Accounting	12,600	7520 Accounting
Payroll service fee	2,400	7250 Payroll Service Fees
Continuting Education	480	8410 Continuing Education
Licensing Fees	600	8580 Business Taxes & Licensing Fees
Total Other Administrative Costs	**146,505**	
Total Expenses	572,150	
Net Profit to Fund Reserve/Equity	**$ 0**	

CYC Financial Forecast Profit & Loss - Statement of Operations	2023 Acutal	2022 Acutal
Program Revenue		
Pre-School (7am to 3pm)	$ -	$ -
Afterschool (3pm to 6pm)	31,426	115,727
Summer Camp	0	119,360
Total Program Revenue	31,426	235,087
Donations	141,434	50,589
Restricted Donations	16,000	193,725
Grants	70,400	54,891
Grants with Restrictions	10,000	11,280
Pebble Beach Income		17,613
Rental income	4,284	6,235
Total Public Support	242,118	334,333
	(1,899)	(7,711)
Total Income	271,645	561,709
Direct Costs		
Pre-School (7am to 3pm) FTQualified		
Pre-School (7am to 3pm) FTAide		
Program Director		
Afterschool (3pm to 6pm) PT Qualified		
Afterschool (3pm to 6pm) PT Aide		
Executive Assistant/Year		
Executive Director		
Total Wages	142,528	245,770
Other Direct employee costs		
Employee incentives & 403b retirement	(831)	0
Taxes on employee wages	16,435	0
Health stipend	2,249	0

CYC Financial Forecast Profit & Loss - Statement of Operations	2023 Acutal	2022 Acutal
Workers Comp	7,481	0
Total Direct employee cost	25,333	0
Other Direct costs of Operations		
Program Supplies	11,945	0
Program food	106	1,227
Field Trip expenses		19,245
Insurance	25,790	18,885
Total Other Direct costs of operations	37,842	39,357
Other Administrative		
Afterschool finanical aid	0	53,955
Janitorial	8,380	25,104
Repair & Maintenance	7,589	7,524
Utilities	11,827	15,164
Telephone, Cable & Internet	6,829	6,625
Outside Contractors for Programs	5,462	9,318
Professional Fees	786	0
Grant Writer	3,249	0
Dues & Subscriptions	10,518	18,014
Office supplies	2,358	3,399
Advertising	4,436	4,091
Bank Fees	4,290	1,775
Security	1,522	5,408
Equipment Rental	770	4,115
Printing	167	0
Postage and Shipping	475	45
Legal	995	21,360

CYC Financial Forecast Profit & Loss - Statement of Operations	2023 Acutal	2022 Acutal
Accounting	9,270	11,250
Payroll service fee	3,732	0
Continuting Education	369	28
Licensing Fees	1,955	0
Total Other Administrative Costs	**84,978**	**187,175**
Total Expenses	290,681	472,302
Net Profit to Fund Reserve/Equity	**$ (19,036)**	**$ 89,407**

60,335	ERC
9,464	ERC
159,206	net income as reported

CYC Financial Forecast Profit & Loss - Statement of Operations
Program Revenue
Pre-School (7am to 3pm)
Afterschool (3pm to 6pm)
Summer Camp
Total Program Revenue
Donations
Restricted Donations
Grants
Grants with Restrictions
Pebble Beach Income
Rental income
Total Public Support
Total Income
Direct Costs
Pre-School (7am to 3pm) FTQualified
Pre-School (7am to 3pm) FTAide
Program Director
Afterschool (3pm to 6pm) PT Qualified
Afterschool (3pm to 6pm) PT Aide
Executive Assistant/Year
Executive Director
Total Wages
Other Direct employee costs
Employee incentives & 403b retirement
Taxes on employee wages
Health stipend

CYC Financial Forecast
Profit & Loss - Statement of Operations

Workers Comp

Total Direct employee cost

Other Direct costs of Operations

Program Supplies
Program food
Field Trip expenses
Insurance

Total Other Direct costs of operations

Other Administrative

Afterschool finanical aid
Janitorial
Repair & Maintenance
Utilities
Telephone, Cable & Internet
Outside Contractors for Programs
Professional Fees
Grant Writer
Dues & Subscriptions
Office supplies
Advertising
Bank Fees
Security
Equipment Rental
Printing
Postage and Shipping
Legal

CYC Financial Forecast
Profit & Loss - Statement of Operations

Accounting
Payroll service fee
Continuting Education
Licensing Fees

Total Other Administrative Costs

Total Expenses

Net Profit to Fund Reserve/Equity

10:13 AM
01/10/23
Accrual Basis

Carmel Youth Center
Balance Sheet
As of December 31, 2022

	Dec 31, 22	
ASSETS		
Current Assets		
Checking/Savings		
1001 · Checking Wells Fargo-8686		91,417.34
1002 · Checking WF-9356 (Petty Cash)		417.98
Total Checking/Savings		91,835.32
Other Current Assets		
1300 · Snack Bar Inventory		1,006.66
Total Other Current Assets		1,006.66
Total Current Assets		92,841.98
Fixed Assets		
1550 · Land and Building		343,582.00
1580 · Building improvements		
1581 · Lobby expense	71,224.07	
1580 · Building improvements - Other	419,962.26	
Total 1580 · Building improvements		491,186.33
1590 · Machinery and equipment		40,472.72
1588 · Landscape improvements		7,806.27
1599 · Accumulated Depreciation		-575,515.00
1598 · Furniture and Fixtures		6,687.35
Total Fixed Assets		314,219.67
TOTAL ASSETS		**407,061.65**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable		2,388.39
Total Accounts Payable		2,388.39
Credit Cards		
1015 · WF Visa cc-5977		-26.00
Total Credit Cards		-26.00
Total Current Liabilities		2,362.39
Total Liabilities		2,362.39
Equity		
3900 · Retained Earnings		-222,835.01
4000 · Net Assets		
4350 · Fund Balance Acc. Depreciation	-532,710.00	
4100 · Unrestricted		
4101 · Operating	1,044,929.62	
Total 4100 · Unrestricted	1,044,929.62	
4300 · Permanently restricted		
4301 · Permanent endowments	75,000.00	
Total 4300 · Permanently restricted	75,000.00	
Total 4000 · Net Assets		587,219.62
Net Income		40,314.65
Total Equity		404,699.26
TOTAL LIABILITIES & EQUITY		**407,061.65**

10:11 AM
01/10/23
Accrual Basis

Carmel Youth Center
Profit & Loss
December 2022

	Dec 22	Jan - Dec 22
Ordinary Income/Expense		
Income		
5000 · Earned Income		
5009 · Jujutsu	220.00	2,240.00
5011 · Processing Fee Charged	31.53	4,721.89
5005 · Rental Fees	50.00	3,995.00
5004 · School Year/Memberships	5,825.68	115,727.06
5001 · Snack Bar Sales/Hot Lunch	0.00	0.00
5008 · Camps	0.00	119,360.17
Total 5000 · Earned Income	6,127.21	246,044.12
5100 · Grants		
5130 · Restricted	0.00	10,780.00
5100 · Grants - Other	500.00	500.00
Total 5100 · Grants	500.00	11,280.00
5200 · Donations		
5215 · Board Member Donations	0.00	750.00
5201 · Unsolicited Funds	794.20	49,838.77
Total 5200 · Donations	794.20	50,588.77
5216 · Donations-Restricted	950.00	72,725.00
5300 · Fundraiser Revenue		
5301 · AT&T Event Revenue	0.00	18,717.11
5304 · Concours D' Elegance	0.00	35,973.87
5321 · Friends & Family	0.00	200.00
5300 · Fundraiser Revenue - Other	0.00	17,612.54
Total 5300 · Fundraiser Revenue	0.00	72,503.52
5600 · Refunds/Rebates	0.00	2.45
5900 · Interest Income	7.54	1,801.90
Total Income	8,378.95	454,945.76
Cost of Goods Sold		
50002 · Kitchen / Snack Bar	109.53	7,586.70
Total COGS	109.53	7,586.70
Gross Profit	8,269.42	447,359.06
Expense		
6100 · Advertising	269.99	4,090.51
6120 · Automobile Expense	0.00	1,851.95
6150 · Bank Charges	18.73	1,766.79
6185 · Continuing Education	0.00	28.16
6200 · Dues & Subscriptions	649.48	15,747.11
6250 · Employee Benefits	168.00	1,372.45
6300 · Field Trips / Entertainment	425.20	2,266.86
7200 · Fund Raiser Expense		
7201 · AT&T Event Expense	0.00	2,067.99
7215 · Development	0.00	85.00
7216 · Friends & Family	0.00	928.56
Total 7200 · Fund Raiser Expense	0.00	3,081.55
6400 · Insurance		
6410 · Workmans' Comp	680.00	7,908.00
6400 · Insurance - Other	1,753.50	18,885.48
Total 6400 · Insurance	2,433.50	26,793.48
6500 · Interest Expense	0.00	7.52

Carmel Youth Center
Profit & Loss
December 2022

Attachment 6

	Dec 22	Jan - Dec 22
6600 · Janitorial	2,088.39	25,103.80
6650 · Linen Service	85.80	2,145.44
6710 · Meals		
6711 · Board Retreat	0.00	317.21
6710 · Meals - Other	10.00	1,226.95
Total 6710 · Meals	10.00	1,544.16
7030 · Outside Contractors	1,227.50	7,172.10
7037 · Payroll Expenses		
7038 · Gross Wages	13,124.90	213,056.62
7050 · Payroll Taxes	1,124.58	18,164.68
7040 · Payroll Services	584.10	5,268.35
Total 7037 · Payroll Expenses	14,833.58	236,489.65
7300 · Postage	0.00	44.89
7400 · Professional Services		
7410 · Accounting	1,100.00	11,250.00
7420 · Legal	0.00	21,360.42
Total 7400 · Professional Services	1,100.00	32,610.42
7500 · Repair & Maintenance	111.00	7,524.31
7700 · Security	0.00	5,408.21
7750 · Supplies		
7751 · Office	0.00	1,408.66
7750 · Supplies - Other	825.81	17,836.31
Total 7750 · Supplies	825.81	19,244.97
7930 · Telephone	375.66	3,921.96
8100 · Transportation	0.00	2,263.18
6700 · Travel	19.51	4,540.82
7900 · Utilities		
7907 · Trash	294.45	4,381.71
7901 · Water	200.64	2,734.69
7902 · Cable	42.80	513.60
7904 · Gas & Electric	862.66	8,047.64
7906 · Internet Service	182.74	2,189.63
Total 7900 · Utilities	1,583.29	17,867.27
Total Expense	26,225.44	422,887.56
Net Ordinary Income	-17,956.02	24,471.50
Other Income/Expense		
Other Income		
9990 · ERC 2021	0.00	60,335.00
9991 · ERC 2020	0.00	9,464.07
Total Other Income	0.00	69,799.07
Other Expense		
10000 · Release from Restrictions	0.00	53,955.92
Total Other Expense	0.00	53,955.92
Net Other Income	0.00	15,843.15
Net Income	**-17,956.02**	**40,314.65**

Carmel Youth Center
Statement of Financial Position
As of December 31, 2023

		Total
ASSETS		
Current Assets		
Bank Accounts		
1000 Cash		
1015* 1st Capital Bank x0946	$	130,822
1020 1st Capital Bank x0938	$	7,960
Total Bank Accounts	$	138,782
Other Current Assets		
1500 Investments		
1510 Endowment at CF	$	49,071
Total Other Current Assets	$	49,071
Total Current Assets	$	187,854
Fixed Assets		
1600 Fixed Operating Assets		
1620 Machinery and Equipment	$	40,473
1625 Furniture and Fixtures	$	6,687
1630 Land and Building	$	343,582
1640 Building Improvements	$	419,962
1641 Lobby expense	$	71,224
Total 1640 Building Improvements	$	491,186
1650 Landscape Improvements	$	7,806
Total 1600 Fixed Operating Assets	$	889,735
1700 Accum Depreciation - Fixed Operating Assets		
1705 Accum Depreciation	$	-575,515
Total Fixed Assets	$	314,220
TOTAL ASSETS	$	502,074
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	$	-2,500
Total Accounts Payable	$	-2,500
Credit Cards		
2100 Credit Card		
2110 Wells Overdraft	$	2,694
Total Credit Cards	$	2,694

Attachment 6

Carmel Youth Center
Statement of Financial Position
As of December 31, 2023

	Total
Total Liabilities	**$ 194**
Equity	
3000 Net assets without Donor Restrictions	$ 423,406
3100 Net Assets with Donor Restrictions	
3111 Stairs	$ 49,365
3113 Endowment	$ 51,000
Total 3100 Net Assets with Donor Restrictions	**$ 100,365**
Net Revenue	$ -21,891
Total Equity	**$ 501,879**
TOTAL LIABILITIES AND EQUITY	**$ 502,074**

Attachment 7

Organization Information

Enter applicant's email below:

Email *

cmhphysicist@gmail.com

Name of Applicant Organization: *

California Arts and Sciences Institute

Name and Position/Title of staff applying on behalf of the Organization: *

C. Michael Hogan PhD, Chairman of the BoardaHhog

Organization Mailing Address: *

po box 22202, Carmel, CA 93922

Telephone Number: *

4154201029

Email: *

cmhphysicist@gmail.com

Geographic Area(s) the Organization serves: *

Carmel-by-the-Sea and the entirety of Monterey County

s

Age groups served by the Organization: *

- [x] 0-12
- [x] 13-17
- [x] 18-24
- [x] 25-34
- [x] 35-44
- [x] 45-54
- [x] 55-64
- [x] 65 and over

Number of Carmel-by-the-Sea (93921) residents the Organization serves: *

3220

Attachment 7

Is this Organization incorporated as a Nonprofit Organization? *

- [x] Yes
- [x] No

Is this Organization a Carmel school? *

- [ ] Yes
- [x] No

Project/Program Details

Project/Program Name: *

Mission Trail Nature Preserve Forest Enhancement Program

Amount requested (up to $3,000): *

$3000.

Please provide the name of the project, program, or service that the Carmel-by-the-Sea grant ("grant") funding will be used to support. *

Mission Trail Nature Preserve, City of Carmel-by-the-Sea

Please provide a description of the project, program, or service that the grant funding will be used to support. *

Purpose of Grant: To assist the Mission Trail Preserve in protecting its native species and enhancing the trail quality. In addition, the proposed work will increase the fire safety of the Preserve and surrounding residential areas. The grant funds will also include trail camera installation to monitor and discourage unlawful use of motorbikes that are causing ruts and subsequent erosion on trails.

Background: There has been a steady increase in the population of Black Acacia (Acacia Melanoxylon) trees in large portions of the Mission Trail Preserve. This increase in population of an invasive tree has several adverse consequences: (a) Changing the woodland habitat from a native ecosystem to an altered environment, impacting the entire food chain and historic pristine nature of this important community asset in the city of Carmel-by-the-Sea; (b) Increasing the risk of wildfires by presence of a more flammable tree species; (c) Diminishing the wildlife habitat by having a smaller percentage of native trees, including adverse impacts on mammals, avifauna and amphibians; (d) Reducing the ability for hikers to experience the charm of this special historic woodland, a crown jewel of Carmel-by-the-Sea's natural beauty.

With regard to the miles of trail system, the volunteers of the Mission Trail Preserve work hard to cure ruts and erosion of trails; however, increasingly, there is substantial illegal use of motor bikes, causing substantial damage to trails. This trail damage is not only expensive to repair, but causes tripping risk to trail users, particularly to the many seniors who frequent the Reserve. Furthermore, substantial sedimentation in runoff is incurred, which causes topsoil loss and also considerable surface runoff pollution, resulting in higher ocean sediment.

With regard to woody native shrub inventories, there is a lack of thorough mapping of several key species such as Coffeeberry (Frangula californica) and Coast Silk Tassel (Garrya elliptica). Thorough inventory of these key flora taxa will allow for better decision making for native shrub re-seeding and recruitment strategies, counteracting some of the native woody plant species diminution incurred from rises in Black Acacia and other invasive woody taxa.

Description of Mission Trail Preserve Grant Program: The Program proposed will professionally inventory and map individual specimens of Black Acacia in the Preserve. This mapping will allow efficient removal of the correct invasive woody plants, with minimum disturbance of the native habitat. Black Acacia specimens will be tagged and geo-mapped under the supervision of a professional ecologist. To maximize cost efficiency, much of the ground work will be done by students from Carmel High School, also giving biology training to those youth volunteers, and offering a meaningful way for such students to fulfill mandated volunteer service.

Furthermore, permanent hardware installation will be effected by purchase and mounting of a trail camera which will add security and monitoring of unlawful motor bike use in the Preserve. Additionally the motion detection camera will allow video capture of wildlife movement, which will augment knowledge of wildlife taxa (e.g. Bobcats, Mountain Lion) presence in the Preserve. Camera footage will be shared with the Carmel-by-the-Sea Police Department to enhance their ability to identify unlawful motor-bike users. This activity will not only reduce ruts and trail maintenance, but will also increase safety of hikers. The camera selected is a Bushnell Cellucore S-4 30 MP 4K VHD No-Glow Trail Camera: CAMO.

In addition, woody shrub vegetative mapping will enhance the knowledge of distributions of key native

Attachment 7

shrubs, notably Coffeeberry and Coast Silk Tassel. This analysis will increase the efficacy of protecting these taxa and aiding in reseeding activities.

The proposed program will also include a detailed documentation of the project steps and outcome, using video, text and photographic media. The resulting video product wil be used in a community wide presentation given to the entirety of the residents of Carmel-by-the-Sea. This presentation will include a website preview on the California Arts and Sciences Institute website: https://casicalifornia.org. The presenters are expected to consist of the professional ecology staff used in the program, along with at least one Carmel High student participant and a representative of the Mission Trail Preserve staff. It is envisioned that this presentation would be given in Carpenter Hall of Sunset Center.

Please describe the specific benefit to the Carmel-by-the-Sea community that your project, program, or service will provide. Be sure to include the target population and number of community members that will be served. *

The benefits to the Carmel-by-the-Sea community include: (a) enhancement of the biological integrity and safety of the Mission Trail Preserve in terms of native habitat improvement; (b) safety of trail use; (c) enhancement of educational opportunity for Carmel High students to learn about the flora and fauna of the Mission Trail Preserve and gain tangible biology experience, as well as presentation skills; (d) the outcome of a major city wide event, which will enlighten Carmel-by-the-Sea residents on the special biological wonder of the Mission Trail Reserve.

Please describe how your organization would use the funding awarded, including equipment or services that would be purchased and why. *

Fund allocation: It is essential to have a reliable high quality motion detector trail camera, and also essential to have all forest ecology work overseen by a professional resource ecologist. Thus, the following funding allocation is derived:

Trail camera and installation:.....$300
Professional ecologist services.....$550
Tree/shrub markers.....$200
Video & camera documentation.....$580
Rental of Sunset Center for one event.....$300
Website work to inform Carmel residents.....$360
Printing.....$100
Misc field supplies.....$210

Total.....$3000

Attachments

To complete your application, kindly email the following four (4) attachments to cityclerk@ci.carmel.ca.us. Please be sure your organization's name is in the subject line of the email and on all attachments.

1) **Proof of non-profit status**: provide a copy of the organization's 501(c) letter from the IRS.

2) **Budget Plan for the Grant:** provide a detailed line item budget plan explaining how the grant funds will be utilized for the project, program, or service.

3) **Current Annual Operating Budget:** provide an up to date operating budget that provides detailed information on your organization's annual revenue sources.

4) **Past two year's financial statements:** provide a copy of the **past two year's** financial statements , featuring balance sheets, revenue sources, profit/loss statements, and a breakdown of the percentage of revenue allocated for administration, salaries, and program costs.

Certification and Signature

The Applicant Organization hereby acknowledges and agrees to the following terms:

1) Compliance with City Council Discretionary Funds Grant Program requirements is mandatory, encompassing submission deadlines and payment disbursements.

2) Utilization of City Council Discretionary Funds Grant Program funds for ineligible activities/services, as delineated in City Council Policy C16-: City Council Discretionary Funds Grant Program, is prohibited.

3) Receipt of City Council Discretionary Funds Grant Program funding does not guarantee an automatic annual allocation.

4) Any allocated City Council Discretionary Funds Grant Program funding must be utilized solely as specified in the application form.

5) The applicant organization must sign an agreement with the City of Carmel-by-the-Sea, as provided by the City, by a duly authorized representative to receive the funds.

6) All awarded funds must be expended by the end of the 2024-2025 fiscal year (June 30, 2025).

7) Within 30 days after the conclusion of the Project/Program/Service or by June 30, 2025, the recipient must furnish a comprehensive account with supporting documentation regarding fund usage.

8) Any unspent funds or funds not properly documented as per the signed agreement must be returned to the City.

Attachment 7

9) The City reserves the right to conduct audits and/or request additional documentation to substantiate fund expenditure. Failure to provide adequate documentation may impact future funding prospects.

I, acting on behalf of the aforementioned nonprofit applicant organization, certify that I have read, understand and agree that the aforesaid information is accurate, factual, and current.

Name and Title of staff applying on behalf of the Organization *

C. Michael Hogan PhD, Chairman of the Board

Organization name *

California Arts and Sciences Institute

Date *

MM DD YYYY

03 / 31 / 2024

This form was created inside of Carmel-by-the-Sea.

Google Forms

Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

CALIFORNIA ARTS AND SCIENCES INSTITUTE
PO BOX 22202
CARMEL, CA 93922

Date: 07/07/2023
Employer ID number: 93-1926509
Person to contact: Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending: June 30
Form 990-PF required: Yes
Effective date of exemption: June 15, 2023
Addendum applies: No
DLN: 26053577010643

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a private foundation within the meaning of Section 509(a).

You're required to file Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation, annually, whether or not you have income or activity during the year. If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. *Enter "4221-PF" in the search bar to view Publication 4221-PF, Compliance Guide for 501(c)(3) Private Foundations, which describes your recordkeeping, reporting, and disclosure requirements.*

Sincerely,

Stephen a. martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

California Arts and Sciences Institute Grant Application to City of Carmel-by-the-Sea
Proposed Budget for Funds Allocation

Fund allocation: It is essential to have a reliable high quality motion detector trail camera, and also essential to have all forest ecology work overseen by a professional resource ecologist. Thus, the following funding allocation is derived:

Trail camera and installation:.....$300
Professional ecologist services.....$550
Tree/shrub markers.....$200
Video & camera documentation.....$580
Rental of Sunset Center for one event.....$300
Website work to inform Carmel residents.....$360
Printing.....$100
Misc field supplies.....$210

Total.....$3000

California Arts and Sciences Current Year Annual Operating Budget

Projected Income for Year ending March 31, 2025

Donations and Registrations for Events through March 31, 2025: $20,000

Expenses for Fiscal Year ending March 31, 2025:

Venue Rentals for Public Service Educational Events: $1500

Website Setup and Maintenance: $1100

Printing and Event Miscellaneous Costs: $400

Government Filing Costs: $520

Salaries and Expenses of Officers: $0 (Our policies do not allow any payment to our officers for any purpose)

Total Projected Expenses for Fiscal Year Ending March 31, 2025: $3520

Projected Student Scholarship Funds to be disbursed for Fiscal Year ending March 31, 2025: 5000

Projected Income minus Expenses for Fiscal Year: $11,480

Signed: C. Michael Hogan PhD, Chairman of the Board

California Arts and Sciences Financial Statement for Year Ending March 30, 2023

Income:

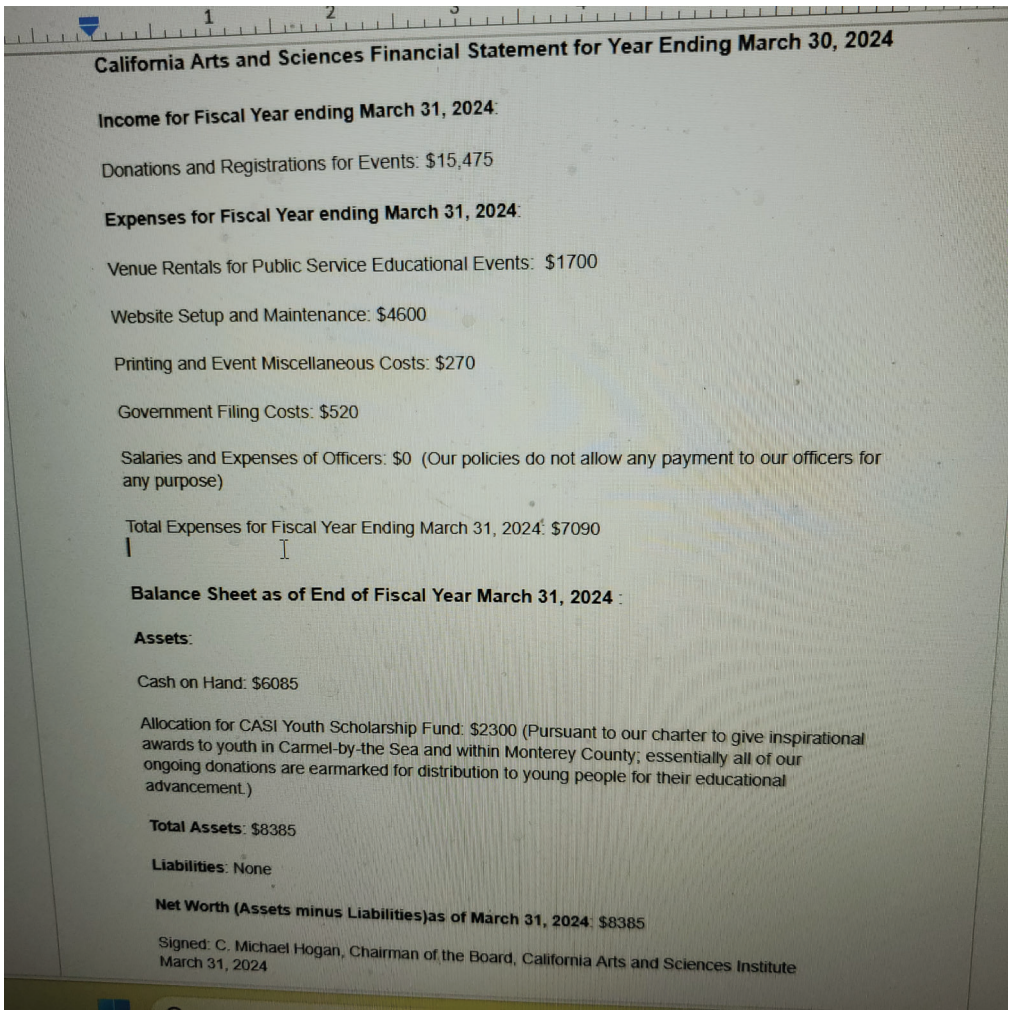
Donations: $500.

Expenses: None

Balance Sheet:

Cash Assets: $500

Liabilities: None



California Arts and Sciences Financial Statement for Year Ending March 30, 2024

Income for Fiscal Year ending March 31, 2024:

Donations and Registrations for Events: $15,475

Expenses for Fiscal Year ending March 31, 2024:

Venue Rentals for Public Service Educational Events: $1700

Website Setup and Maintenance: $4600

Printing and Event Miscellaneous Costs: $270

Government Filing Costs: $520

Salaries and Expenses of Officers: $0 (Our policies do not allow any payment to our officers for any purpose)

Total Expenses for Fiscal Year Ending March 31, 2024: $7090

Balance Sheet as of End of Fiscal Year March 31, 2024 :

Assets:

Cash on Hand: $6085

Allocation for CASI Youth Scholarship Fund: $2300 (Pursuant to our charter to give inspirational awards to youth in Carmel-by-the Sea and within Monterey County; essentially all of our ongoing donations are earmarked for distribution to young people for their educational advancement.)

Total Assets: $8385

Liabilities: None

Net Worth (Assets minus Liabilities)as of March 31, 2024: $8385

Signed: C. Michael Hogan, Chairman of the Board, California Arts and Sciences Institute
March 31, 2024

Attachment 8

Organization Information

Enter applicant's email below:

Email *

justice@lssmc.net

Name of Applicant Organization: *

Legal Services for Seniors

Name and Position/Title of staff applying on behalf of the Organization: *

Teri Scarlett, Executive Director

Organization Mailing Address: *

11 Thomas Owens Way, Suite 101
Monterey, CA 93940

Telephone Number: *

831-899-0492

Email: *

justice@lssmc.net

Geographic Area(s) the Organization serves: *

Monterey County

Age groups served by the Organization: *

- [ ] 0-12
- [ ] 13-17
- [ ] 18-24
- [ ] 25-34
- [ ] 35-44
- [ ] 45-54
- [ ] 55-64
- [x] 65 and over

Number of Carmel-by-the-Sea (93921) residents the Organization serves: *

100

Is this Organization incorporated as a Nonprofit Organization? *

- [x] Yes
- [ ] No

Attachment 8

Is this Organization a Carmel school? *

- [ ] Yes
- [x] No

Project/Program Details

Project/Program Name: *

Estate Planning Educational Presentation

Amount requested (up to $3,000): *

$3,000

Please provide the name of the project, program, or service that the Carmel-by-the-Sea grant ("grant") funding will be used to support. *

Estate Planning Educational Presentation at the Carmel Foundation

Please provide a description of the project, program, or service that the grant funding will be used to support. *

The grant will be used to support an educational presentation at the Carmel Foundation.

Please describe the specific benefit to the Carmel-by-the-Sea community that your project, program, or service will provide. Be sure to include the target population and number of community members that will be served. *

Seniors 60 and over - we would like to serve at least 200 residents of Carmel by preparing their estate plan (Will and Springing Power of Attorney) and Advanced Health Care Directive at NO COST to residents of Carmel-by-the-Sea

Please describe how your organization would use the funding awarded, including equipment or services that would be purchased and why. *

We would use the funding to pay staff to prepare the presentation (no equipment needs to be purchased)

Attachments

To complete your application, kindly email the following four (4) attachments to cityclerk@ci.carmel.ca.us. Please be sure your organization's name is in the subject line of the email and on all attachments.

1) **Proof of non-profit status**: provide a copy of the organization's 501(c) letter from the IRS.

2) **Budget Plan for the Grant:** provide a detailed line item budget plan explaining how the grant funds will be utilized for the project, program, or service.

3) **Current Annual Operating Budget:** provide an up to date operating budget that provides detailed information on your organization's annual revenue sources.

4) **Past two year's financial statements:** provide a copy of the **past two year's** financial statements , featuring balance sheets, revenue sources, profit/loss statements, and a breakdown of the percentage of revenue allocated for administration, salaries, and program costs.

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Attachment 8

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I, acting on behalf of the aforementioned nonprofit applicant organization, certify that I have read, understand and agree that the aforesaid information is accurate, factual, and current.

Name and Title of staff applying on behalf of the Organization *

Teri Scarlett, Executive Director

Organization name *

Legal Services for Seniors

Date *

MM DD YYYY

04 / 01 / 2024

This form was created inside of Carmel-by-the-Sea.

Google Forms

1279918

ENDORSED
FILED
IN THE OFFICE OF THE Secretary of State
of the State of California
JUN 27 1985
MARCH FONG EU, Secretary of State
Gloria J. Carroll
Deputy

ARTICLES OF INCORPORATION
OF LEGAL SERVICES FOR SENIORS

ONE: The name of this corporation is Legal Services for Seniors.

TWO: This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable and public purposes. The charitable and public purposes for which the corporation is organized include the dissemination of information on legal and related matters of particular concern to the senior adult community and the provision of legal services to senior adults.

THREE: The name and address in this state of the corporation's initial agent for service of process is Marian Penn, 751 Country Club Drive, Carmel Valley, California 93924.

FOUR: This corporation is not organized for, nor shall it be operated for, pecuniary profit.

(a) The property of this corporation is irrevocably dedicated to charitable and public purposes and no part of the net income or assets of this organization shall ever enure to the benefit of any director, officer, or member of this corporation or the benefit of any private individual.

(b) Upon the winding down or dissolution of this corporation, and after paying or adequately providing for the debts and obligations of the corporation, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation that is organized and operated exclusively for charitable and/or public purposes and that has established its tax exempt status under §501(c)(3) of the Internal Revenue Code and §23701(d) of the California Revenue and Taxation Code.

FIVE: (a) This corporation is organized and maintained exclusively for charitable purposes within the meaning of §501(c)(3) of the Internal Revenue Code. Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (i) by a corporation exempt from federal income tax under §501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law), or (ii) by a corporation, contributions to which are deductible under §170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

(b) No substantial part of the activities of this corporation shall consist of the carrying on of propaganda or otherwise attempting to influence legislation, nor shall this corporation participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office.

DATED: June 3, 1985

Marian Penn
MARIAN PENN, Incorporator

I declare under penalty of perjury, that I am the person who executed the above Articles of Incorporation, and that this instrument is my act and deed.

DATED: June 3, 1985

Marian Penn
MARIAN PENN

Carmel-by-the-Sea

Nova Romero <nromero@ci.carmel.ca.us>

Legal Services for Seniors - Grant Request

Teri Scarlett <tscarlett@lssmc.net> Thu, Apr 11, 2024 at 2:44 PM
To: "nromero@cbts.us" <nromero@cbts.us>

We would like to use the grant to purchase more pahmplets about our services and more bags and pens. Thank you for your consideration.

> On Apr 11, 2024, at 2:42 PM, Jocelyn Rivera <jrivera@lssmc.net> wrote:
>

SKM_C45824041114420.pdf
98K

Legal Services for Seniors
2023-2024 Budget
Final (revised 9/27/2023)

	2023-24 Budget	2022-23 Budget	2022-2023 Actual (through 5/31/23)	Variance	
Ordinary Income/Expense					
Income					
4000 · Grants					
4010 · Government Grants					
401 · Title III B (AAA grant)	126,500.00	126,500.00	110,208.00	16,292.00	Based on actual annual application
401.1 · Title III E (AAA caregiver)	22,100.00	22,100.00	19,060.00	3,040.00	Based on actual annual application
401.2 · Title VII B (AAA Elder Abuse)	5,250.00	5,250.00	4,661.00	589.00	Based on actual annual application
401.6 · OARR (Part of AAA)	241,569.00	-	33,359.00	208,210.00	One time only money $42k on staff and $199k on operating expenses.
Total 4010 · Government Grants	395,419.00	153,850.00	167,288.00	228,131.00	
4030 · City Grants (CDBG)					
403.1 · City of Salinas	-	-	-	-	
403.2 · City of Monterey	10,000.00	10,000.00	8,550.00	1,450.00	Based on actual
403.4 · City of Seaside	8,500.00	10,518.00	9,258.21	(758.21)	Projected decrease based on Kellie's conversations with Seaside CDBG
403.5 · County of Monterey	22,250.00	24,348.00	18,261.00	3,989.00	2023-2024 agreement
Total 4030 · City Grants (CDBG)	40,750.00	44,866.00	36,069.21	4,680.79	
4040 · Non-Government Grants					
404.1 · Monterey Peninsula Foundation	50,000.00	-	50,000.00	-	
404.13 · Barnet Segal Charitable Trust	20,000.00	25,000.00	20,000.00	-	Asking for same amount received in 22-23 though only received $20k
404.14 · Northern Monterey Co. Found. CFMCo	4,000.00	-	4,000.00	-	
404.16 · Hospice Giving Foundation	7,500.00	-	-	7,500.00	I would apply again. LSS has received $7,500 for the last two grants in 2020 & 2021
404.16 · Union Bank Foundation	8,000.00		8,000.00		
404.17 · Southern Monterey Co Foundation CFMCo	1,000.00	-	1,000.00	-	
404.19 · Yellow Brick Road Benefit Shop	2,500.00	(3,000.00)	5,500.00	(3,000.00)	application is due in June
404.2 · Small Impact Grant CFMCo		-		-	
404.3 · Harden Foundation	-	25,000.00	-	-	Confirmed $25k/yr for 8/2023 and 8/2024
404.4 · MPVS	1,000.00	1,000.00	-	1,000.00	
404.21 · Dunspaugh-Dalton Foundation		10,000.00	-	-	Kellie/Teri to look into this
404.23 · Justice in Aging	-		5,325.00		
CFMC Organizational Dev - Move/Software Upgrade		10,000.00			
D'Arrigo - Software Upgrade		10,000.00			
4040 · Non-Government Grants - Other	-	-	-	-	
Total 4040 · Non-Government Grants	94,000.00	78,000.00	93,825.00	5,500.00	
4050 · Legal Services Trust Fund					
405.1 · Equal Access Fund	221,470.00	221,470.00	157,705.00	63,765.00	
405.2 · IOLTA	135,170.00	135,170.00	143,000.00	(7,830.00)	88% increase in 2024 distribution
405.4 · Landlord Tenant Grant CANHR		25,000.00	-		
405.6 · Homelessness Prevention	118,756.00	109,568.00	129,483.00	(10,727.00)	(Based on multi-year grant funds already awarded)
Total 4050 · Legal Services Trust Fund	475,396.00	491,208.00	430,188.00	45,208.00	
Total 4000 · Grants	1,005,565.00	767,924.00	727,370.21	283,519.79	
4100 · Contributions Income					
4100.1 · Unrestricted					
408 · Client Donations	1,500.00	1,500.00	118.54	1,381.46	
409 · Board Donations	5,000.00	5,000.00	600.00	4,400.00	
410 · Private Individuals					
410.1 · Private Individuals	40,000.00	82,500.00	19,861.00	20,139.00	
410.2 · MC Gives	45,000.00	-	51,559.00	(6,559.00)	Donations--does not include match
410.3 · Challenge Grants	5,000.00	10,000.00		5,000.00	
410.4 · 60 for 60	1,500.00	6,000.00	1,200.00	300.00	
Total 410 · Private Individuals	91,500.00	98,500.00	72,620.00	18,880.00	
412 · Civic Organizations	1,000.00	5,000.00	166.95	833.05	Lyon's club or Rotary
415 · Bequests				-	
415 · Bequests - Other	-	-	-	-	
Total 415 · Bequests	-	-	-	-	
Total 4100.1 · Unrestricted	99,000.00	110,000.00	73,505.49	25,494.51	
4100.2 · Restricted					
413 · In-Kind Donations	-	-	-	-	
Total 4100.2 · Restricted	-	-	-	-	
Total 4100 · Contributions Income	99,000.00	110,000.00	73,505.49	25,494.51	
4200 · Special Events Income					
420 · Ciao Cioppino					
421 · Ciao Cioppino Donations	-	-	2,315.00	(2,315.00)	
422 · Ciao Cioppino Tickets	-	-	8,700.00	(8,700.00)	
423 · Ciao Cioppino Table Purchase	-	-	-	-	
424 · Ciao Cioppino Sponsorships	-	-	44,500.00	(44,500.00)	
425 · Ciao Cioppino Alcohol Tickets	-	-	-	-	
426 · Ciao Cioppino Auction - Non Tax	-	-	-	-	
427 · Ciao Cioppino Auction - Taxable	-	-	-	-	
428 · Ciao Cioppino Raffle Tickets	-	-	1,800.00	(1,800.00)	

Legal Services for Seniors
2023-2024 Budget
Final (revised 9/27/2023)

	2023-24 Budget	2022-23 Budget	2022-2023 Actual (through 5/31/23)	Variance	
420 · Ciao Cioppino - Other	100,000.00	100,000.00	-	100,000.00	Goal is to net $50k-$75k, error on side of caution at $50k
Total 420 · Ciao Cioppino	100,000.00	100,000.00	57,315.00	42,685.00	
445 · Fiscal Year End Appeal	5,000.00	10,000.00	4,800.00	200.00	
450 · Calendar Year End Appeal	10,000.00	12,000.00	10,072.66	(72.66)	
460 · Give & Get Luncheon					
461 · MC Gives at G&G	-	-		-	Included in line item above $50k input for MC Gives
462 · Give & Get Luncheon	20,000.00	20,000.00	4,190.00	15,810.00	I don't know how much of the $50,000 from MC Gives was for Give and Get. No one tracked it this fiscal year.)
Total 460 · Give & Get Luncheon	20,000.00	20,000.00	4,190.00	15,810.00	Confirm with development committee
470 · MC Gives Matching Funds	5,000.00	9,000.00	5,777.11	(777.11)	
490 · Giving Tuesday		2,000.00	-	-	
Total 4200 · Special Events Income	140,000.00	153,000.00	82,154.77	57,845.23	
Total Income	1,244,565.00	1,030,924.00	883,030.47	366,859.53	
Gross Profit	1,244,565.00	1,030,924.00	883,030.47	366,859.53	
Expense					
5050 · Accounting Fees					
505.1 · Bookkeeper	5,500.00	5,500.00	4,737.50	762.50	
505.2 · Payroll Service	220.00	220.00	1,096.00	(876.00)	
505.3 · Audit	20,000.00	16,000.00	19,500.00	500.00	
505.4 · Software	-	-	108.00	(108.00)	
505.5 Tax return	3,500.00	3,500.00	2,200.00	1,300.00	
Total 5050 · Accounting Fees	29,220.00	25,220.00	27,641.50	1,578.50	
5060 · Equipment Maintenance					
506.1 · MBS (copier) lease & IT Support	2,600.00	2,600.00	1,164.58	1,435.42	
506.2 · Software & Hardware	8,000.00	7,200.00	18,816.69	(10,816.69)	(Based on this FY without PS Technologies expense)
5060 · Equipment Maintenance - Other	-	-	-	-	
Total 5060 · Equipment Maintenance	10,600.00	9,800.00	19,981.27	(9,381.27)	
5070 · Office Supplies					
507.1 · Minor Equipment	5,000.00	-	4,512.93	487.07	(Based on this FY)
507.2 · Supplies	2,400.00	2,400.00	1,975.78	424.22	
507.3 · Computer Upgrades		35,000.00	30,500.00	(30,500.00)	
507.4 · One time only money	208,000.00			208,000.00	I would allocate these funds where needed in the budget. Although I don't think I would include the OARR funds in the budget unless you are really sure LLS will receive them)
Total 5070 · Office Supplies	215,400.00	37,400.00	36,988.71	178,411.29	
5080 · Telephone					
508.1 · Office	11,000.00	7,000.00	12,528.92	(1,528.92)	
508.2 · Staff Cell Phones	2,500.00	300.00	226.50	2,273.50	(Cell phones are now $176.50 per month)
Total 5080 · Telephone	13,500.00	7,300.00	12,755.42	744.58	
5090 · Licenses and Permits	100.00	100.00	55.00	45.00	
5100 · Postage	2,000.00	2,100.00	1,908.09	91.91	
5110 · Space Rental					
511.1 · Office Rent - Seaside Downstairs		74,400.00		-	
511.3 · Office Rent - Salinas	6,000.00	6,000.00	4,950.00	1,050.00	Salinas rent will continue for now--$500/month
511.4 · Maintenance, janitorial	4,800.00	3,000.00	4,128.00	672.00	(Typically $400 per month)
511.5 Office Consolidation/Moving	-	10,000.00	671.58	-	
511.7 Rent - Monterey	74,400.00		68,200.00		Will increase at some point, likely not this year. Kellie to look at contract
Total 5110 · Space Rental	85,200.00	93,400.00	77,949.58	1,722.00	
5130 · Outside Services	-	-	210.00	(210.00)	
5140 · Printing and Reproduction	4,000.00	3,000.00	3,524.47	475.53	
5150 · Staff Mileage Reimbursement	3,000.00	2,000.00	2,936.90	63.10	
5160 · Business Training					
516.1 · Training & Meetings	3,000.00	2,000.00	2,613.25	386.75	
Total 5160 · Business Training	3,000.00	2,000.00	2,613.25	5,000.00	
5170 · Memberships	7,000.00	6,000.00	7,484.45	(484.45)	
5180 · Insurance					
518.1 · Professional Liability Ins.		2,000.00		-	
518.2 · Premises Liability Ins.	3,000.00	2,000.00	2,702.90	297.10	
518.3 · Commercial Crime Bond	525.00	525.00	-	525.00	(Annual Expense - usually in June)
518.4 · Directors & Officers Insurance	4,500.00	3,000.00	4,298.95	201.05	(Based on this FY)
Total 5180 · Insurance	8,025.00	7,525.00	7,001.85	1,023.15	
5190 · Law Library (Lexis-Nexis)	4,500.00	-	4,631.95	(131.95)	
5210 · Board of Directors					
521.1 · Board Expenses	-	-	-	-	
521.2 · Board Lunches	600.00	600.00	150.67	449.33	
Total 5210 · Board of Directors	600.00	600.00	150.67	449.33	
5230 · Bank Service Charges	100.00	-	1.98	98.02	(Since LSS is paying more bill via ACH, there will be bank fees)
5235 · Credit Card Discount/Mrchnt Fee	4,000.00	2,000.00	4,043.26	(43.26)	
5240 · Development & Consulting					
524.1 · Advertising	17,000.00	17,000.00	18,800.00	(1,800.00)	Drill into advertising expenses and what we can do differetly
524.2 · Community Events	1,500.00	1,500.00	1,636.62	(136.62)	

Legal Services for Seniors
2023-2024 Budget
Final (revised 9/27/2023)

	2023-24 Budget	2022-23 Budget	2022-2023 Actual (through 5/31/23)	Variance	
524.3 · Planned Giving	-	-	-	-	
524.4 · Fundraising Consultant	-	-	-	-	
524.5 · Grant Writer & Reporter	2,500.00	2,000.00	2,025.00	475.00	(Expenses were allocated incorrectly and have been corrected)
524.6 · Strategic Plan	-	-	-	-	Ask George if he needs money for this?
524.7 Donor Cultivation	-	-	-	-	
Total 5240 · Development & Consulting	21,000.00	20,500.00	22,461.62	(1,461.62)	
5260 · Year End Appeal Expenses	1,500.00	1,500.00	4.80	1,495.20	
5265 · Calendar Year End Appeal Expenses	-	-	46.40	(46.40)	
5270 · Ciao Cioppino Expenses					
527.1 · Storage	-	-	-	-	
527.2 . Food	-	-	13,581.61	(13,581.61)	
527.3 · Postage	-	-	42.60	(42.60)	
527.4 · Printing	-	-	8,900.17	(8,900.17)	
527.5 · Auction Item Subsidy	-	-	-	-	
527.6 · Site Costs	-	-	10,232.75	(10,232.75)	
527.7 . Credit Card Discount	-	-	1,732.88	(1,732.88)	
527.8 · Supplies	-	-	19,947.28	(19,947.28)	
527.9 . Event Coordinator	-	-	6,525.00	(6,525.00)	
5270 · Ciao Cioppino Expenses - Other	50,000.00	35,000.00	-	50,000.00	
Total 5270 · Ciao Cioppino Expenses	50,000.00	35,000.00	60,962.29	(10,962.29)	(These are actual expenses thru May)
5285 · Give & Get Luncheon	-	-	-	-	
5285.2 · Postage	-	-		-	
5285.3 · Printing	2,000.00	-	1,903.04	96.96	
5285.4 · Supplies	10,000.00	-	9,789.13	210.87	
Total 5285 · Give & Get Luncheon	12,000.00	-	11,692.17	307.83	Development Committee to estimate/confirm
6560 · Payroll Expenses					
656.1 · Staff Salaries	594,000.00	674,893.00	606,239.58	(12,239.58)	See Salaries tab
656.2 · Payroll Taxes	59,400.00	53,991.44	46,106.99	13,293.01	based on payroll @ 10%
Total 6560 · Payroll Expenses	653,400.00	728,884.44	652,346.57	1,053.43	
6570 · Employee Benefits					
657.1 · Health Benefits	120,000.00	111,500.00	118,241.54	1,758.46	Cost per employee?
657.3 · Worker's Compensation Ins.	5,000.00	10,000.00	4,558.00	442.00	(Worker's Comp is based on payroll. Unless LSS payroll increases, worker's comp will not increase)
Total 6570 · Employee Benefits	125,000.00	121,500.00	122,799.54	2,200.46	
Total Expense	1,253,145.00	1,105,829.44	1,080,191.74	172,038.09	
Net Ordinary Income	(8,580.00)	(74,905.44)	(197,161.27)	194,821.44	
Other Income/Expense					
Other Income					
4450 · Endowment Income					
4455 · Dividend Income					
4455.1 · Schwab	-	-	18,100.41	(18,100.41)	
4455.2 · CF Endowment Fund	-	-	748.70	(748.70)	
4455.3 · CF Stewardship Fund	-	-	27,116.00	(27,116.00)	
4455 · Dividend Income - Other	35,000.00	35,000.00	-	35,000.00	estimated
Total 4455 · Dividend Income	35,000.00	35,000.00	45,965.11	(10,965.11)	
4500 · Interest Income					
4500.1 · PVB CD	-	-	30.12	-	
4500.2 · PVB Savings	-	-		-	
4500.3 · Schwab	-	-	61.57	-	
Total 4500 · Interest Income	-	-	91.69	-	
4503 · Unrealized Gain/Loss					
4503.1 · CF Endowment Fund	-	-	473.82	-	
4503.2 · Schwab	-	-	1,087.78	-	
4503.3 · CF Stewardship Fund	-	-	17,022.47	-	
Total 4503 · Unrealized Gain/Loss	-	-	18,584.07	-	
4504 · Capital Gains Income - Schwab					
4504.2 · Schwab - LT Capital Gains	-	-	0.23	-	
4504 · Capital Gains Income - Schwab	-	-	0.23	-	
Total 4450 · Endowment Income	35,000.00	35,000.00	64,641.10	(10,965.11)	
Other Income					
ERTC	-	-	-	-	(I wouldn't budget for this. There is absolutely no guarantee LSS will receive the funds)
	-	-	-	-	
Total Other Income	35,000.00	35,000.00	64,641.10	(10,965.11)	
Net Other Income	35,000.00	35,000.00	64,641.10	(10,965.11)	
Net Income	26,420.00	(39,905.44)	(132,520.17)	183,856.33	

5:36 PM
08/15/23
Accrual Basis

Legal Services For Seniors
Balance Sheet
As of July 31, 2023

	Jul 31, 23
ASSETS	
Current Assets	
Checking/Savings	
102 · Checking Account	68,175.11
105 · Schwab Account	245.05
Total Checking/Savings	68,420.16
Accounts Receivable	
112 · Grants Receivable	
112.7 · FY 2021-2022	76,756.00
112.8 · FY 2022-2023	160,126.65
112.9 · FY 2023-2024	32,833.33
Total 112 · Grants Receivable	269,715.98
Total Accounts Receivable	269,715.98
Other Current Assets	
111 · Pacific Valley Bank CD (3.93%)	30,250.81
115 · Discount on Long-Term Grants	-4,406.00
126 · Endowment Account	
126.1 · Original Endowment	31,021.33
126.2 · CF Stewardship Fund	1,117,890.43
Total 126 · Endowment Account	1,148,911.76
127 · Schwab Investments (Robotti)	703,622.47
Total Other Current Assets	1,878,379.04
Total Current Assets	2,216,515.18
Fixed Assets	
130 · Office Equipment	
131 · Original Cost	51,464.34
132 · Depreciation	-36,745.11
Total 130 · Office Equipment	14,719.23
135 · Tenant Improvements	
136 · Original Cost	5,368.28
Total 135 · Tenant Improvements	5,368.28
Total Fixed Assets	20,087.51
Other Assets	
150 · Security Deposits	10,814.10
151 · Prepaid Expenses	11,075.73
165 · Prepaid Health and Dental Ins.	13,876.15
Total Other Assets	35,765.98
TOTAL ASSETS	**2,272,368.67**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2500 · UB Visa	1,392.52
Total Credit Cards	1,392.52

Legal Services For Seniors
Balance Sheet
As of July 31, 2023

Attachment 8

	Jul 31, 23
Other Current Liabilities	
2200 · Accrued Vacation	31,909.18
2300 · Deferred Revenue	12,500.00
Total Other Current Liabilities	44,409.18
Total Current Liabilities	45,801.70
Total Liabilities	45,801.70
Equity	
3200 · Unrestricted Net Assets	2,018,141.12
3300 · Temporarily Restricted Assets	145,824.82
3400 · Permanently Restricted Assets	10,000.00
Net Income	52,601.03
Total Equity	2,226,566.97
TOTAL LIABILITIES & EQUITY	2,272,368.67

Legal Services For Seniors
Statement of Activities
July 2023

	Jul 23
Ordinary Income/Expense	
Income	
4000 · Grants	
4010 · Government Grants	
401 · Title III B (AAA grant)	10,546.25
401.1 · Title III E (AAA caregiver)	1,747.00
401.2 · Title VII B (AAA Elder Abuse)	409.33
401.6 · OARR (Part of AAA)	20,130.75
Total 4010 · Government Grants	32,833.33
4040 · Non-Government Grants	
404.3 · Harden Foundation	50,000.00
Total 4040 · Non-Government Grants	50,000.00
4050 · Legal Services Trust Fund	
405.1 · Equal Access Fund	23,485.00
405.2 · IOLTA	37,707.50
Total 4050 · Legal Services Trust Fund	61,192.50
Total 4000 · Grants	144,025.83
4100 · Contributions Income	
4100.1 · Unrestricted	
408 · Client Donations	50.00
410 · Private Individuals	
410.1 · Private Individuals	2,101.00
Total 410 · Private Individuals	2,101.00
415 · Bequests	1,000.00
Total 4100.1 · Unrestricted	3,151.00
Total 4100 · Contributions Income	3,151.00
4350 · Interest Income	0.61
Total Income	147,177.44
Gross Profit	147,177.44
Expense	
5050 · Accounting Fees	
505.2 · Payroll Service	565.00
505.4 · Software	12.00
Total 5050 · Accounting Fees	577.00
5060 · Equipment Maintenance	
506.1 · MBS (copier) lease & IT Support	91.85
506.2 · Software & Hardware	2,084.59
Total 5060 · Equipment Maintenance	2,176.44
5070 · Office Supplies	
507.1 · Minor Equipment	54.46
507.2 · Supplies	599.84
Total 5070 · Office Supplies	654.30
5080 · Telephone	
508.1 · Office	1,166.55
Total 5080 · Telephone	1,166.55
5100 · Postage	107.03

Legal Services For Seniors
Statement of Activities
July 2023

Attachment 8

	Jul 23
5110 · Space Rental	
511.4 · Maintenance, janitorial	675.00
511.7 · Rent - Monterey	6,200.00
Total 5110 · Space Rental	6,875.00
5160 · Business Training	
516.1 · Training & Meetings	66.59
Total 5160 · Business Training	66.59
5180 · Insurance	
518.1 · Professional Liability Ins.	4,779.30
518.2 · Premises Liability Ins.	498.44
518.4 · Directors & Officers Insurance	877.00
Total 5180 · Insurance	6,154.74
5210 · Board of Directors	
521.2 · Board Lunches	44.06
Total 5210 · Board of Directors	44.06
5230 · Bank Service Charges	200.00
5235 · Credit Card Discount/Mrchnt Fee	91.29
5240 · Development & Consulting	
524.5 · Grant Writer & Reporter	600.00
Total 5240 · Development & Consulting	600.00
6560 · Payroll Expenses	
656.1 · Staff Salaries	62,786.26
656.2 · Payroll Taxes	4,572.50
Total 6560 · Payroll Expenses	67,358.76
6570 · Employee Benefits	
657.1 · Health Benefits	12,091.56
657.4 · Retirement Deductions	0.00
Total 6570 · Employee Benefits	12,091.56
Total Expense	98,163.32
Net Ordinary Income	49,014.12
Other Income/Expense	
Other Income	
4450 · Endowment Income	
4455 · Dividend Income	
4455.1 · Schwab	2,718.64
Total 4455 · Dividend Income	2,718.64
4500 · Interest Income	
4500.3 · Schwab	0.09
Total 4500 · Interest Income	0.09
4503 · Unrealized Gain/Loss	
4503.2 · Schwab	868.18
Total 4503 · Unrealized Gain/Loss	868.18
Total 4450 · Endowment Income	3,586.91
Total Other Income	3,586.91
Net Other Income	3,586.91
Net Income	**52,601.03**

Legal Services For Seniors
Budget vs. Actual
July 2023

	Jul 23	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Grants				
4010 · Government Grants				
401 · Title III B (AAA grant)	10,546.25	10,541.66	4.59	100.04%
401.1 · Title III E (AAA caregiver)	1,747.00	1,841.66	(94.66)	94.86%
401.2 · Title VII B (AAA Elder Abuse)	409.33	437.50	(28.17)	93.56%
401.6 · OARR (Part of AAA)	20,130.75	20,130.75	0.00	100.0%
Total 4010 · Government Grants	32,833.33	32,951.57	(118.24)	99.64%
4040 · Non-Government Grants				
404.3 · Harden Foundation	50,000.00	0.00	50,000.00	100.0%
Total 4040 · Non-Government Grants	50,000.00	0.00	50,000.00	100.0%
4050 · Legal Services Trust Fund				
405.1 · Equal Access Fund	23,485.00	55,367.50	(31,882.50)	42.42%
405.2 · IOLTA	37,707.50	33,792.50	3,915.00	111.59%
Total 4050 · Legal Services Trust Fund	61,192.50	89,160.00	(27,967.50)	68.63%
Total 4000 · Grants	144,025.83	122,111.57	21,914.26	117.95%
4100 · Contributions Income				
4100.1 · Unrestricted				
408 · Client Donations	50.00	125.00	(75.00)	40.0%
409 · Board Donations	0.00	416.66	(416.66)	0.0%
410 · Private Individuals				
410.1 · Private Individuals	2,101.00	3,333.34	(1,232.34)	63.03%
410.3 · Challenge Money	0.00	416.66	(416.66)	0.0%
410.4 · 60 for 60	0.00	125.00	(125.00)	0.0%
Total 410 · Private Individuals	2,101.00	3,875.00	(1,774.00)	54.22%
412 · Civic Organizations	0.00	83.34	(83.34)	0.0%
415 · Bequests	1,000.00	0.00	1,000.00	100.0%
Total 4100.1 · Unrestricted	3,151.00	4,500.00	(1,349.00)	70.02%
Total 4100 · Contributions Income	3,151.00	4,500.00	(1,349.00)	70.02%
4350 · Interest Income	0.61	0.00	0.61	100.0%
4400 · Other Income	0.00	0.00	0.00	0.0%
Total Income	147,177.44	126,611.57	20,565.87	116.24%
Gross Profit	147,177.44	126,611.57	20,565.87	116.24%
Expense				
5050 · Accounting Fees				
505.1 · Bookkeeper	0.00	458.34	(458.34)	0.0%
505.2 · Payroll Service	565.00	18.34	546.66	3,080.7%
Total 5050 · Accounting Fees	565.00	476.68	88.32	118.53%
5060 · Equipment Maintenance				
506.1 · MBS (copier) lease & IT Support	91.85	216.66	(124.81)	42.39%
506.2 · Software & Hardware	2,084.59	600.00	1,484.59	347.43%
Total 5060 · Equipment Maintenance	2,176.44	816.66	1,359.78	266.51%

Legal Services For Seniors
Budget vs. Actual
July 2023

Attachment 8

	Jul 23	Budget	$ Over Budget	% of Budget
5070 · Office Supplies				
507.1 · Minor Equipment	54.46	17,333.34	(17,278.88)	0.31%
507.2 · Supplies	599.84	200.00	399.84	299.92%
507.3 · Computer Upgrades	0.00	0.00	0.00	0.0%
Total 5070 · Office Supplies	654.30	17,533.34	(16,879.04)	3.73%
5080 · Telephone				
508.1 · Office	1,166.55	916.66	249.89	127.26%
508.2 · Staff Cell Phones	0.00	25.00	(25.00)	0.0%
Total 5080 · Telephone	1,166.55	941.66	224.89	123.88%
5090 · Licenses and Permits	0.00	100.00	(100.00)	0.0%
5100 · Postage	107.03	166.66	(59.63)	64.22%
5110 · Space Rental				
511.3 · Office Rent - Salinas	0.00	500.00	(500.00)	0.0%
511.4 · Maintenance, janitorial	675.00	333.34	341.66	202.5%
511.7 · Rent - Monterey	6,200.00	6,200.00	0.00	100.0%
Total 5110 · Space Rental	6,875.00	7,033.34	(158.34)	97.75%
5140 · Printing and Reproduction	0.00	333.34	(333.34)	0.0%
5150 · Staff Mileage Reimbursement	0.00	250.00	(250.00)	0.0%
5160 · Business Training				
516.1 · Training & Meetings	66.59	250.00	(183.41)	26.64%
Total 5160 · Business Training	66.59	250.00	(183.41)	26.64%
5170 · Memberships	0.00	583.34	(583.34)	0.0%
5180 · Insurance				
518.1 · Professional Liability Ins.	4,779.30	0.00	4,779.30	100.0%
518.2 · Premises Liabilty Ins.	498.44	250.00	248.44	199.38%
518.4 · Directors & Officers Insurance	877.00	333.34	543.66	263.1%
Total 5180 · Insurance	6,154.74	583.34	5,571.40	1,055.09%
5190 · Law Library (Lexis-Nexis)	0.00	375.00	(375.00)	0.0%
5210 · Board of Directors				
521.2 · Board Lunches	44.06	50.00	(5.94)	88.12%
Total 5210 · Board of Directors	44.06	50.00	(5.94)	88.12%
5230 · Bank Service Charges	200.00	0.00	200.00	100.0%
5235 · Credit Card Discount/Mrchnt Fee	91.29	333.34	(242.05)	27.39%
5240 · Development & Consulting				
524.1 · Advertising	0.00	1,416.66	(1,416.66)	0.0%
524.2 · Community Events	0.00	125.00	(125.00)	0.0%
524.5 · Grant Writer & Reporter	600.00	750.00	(150.00)	80.0%
Total 5240 · Development & Consulting	600.00	2,291.66	(1,691.66)	26.18%
6560 · Payroll Expenses				
656.1 · Staff Salaries	62,786.26	47,916.66	14,869.60	131.03%
656.2 · Payroll Taxes	4,572.50	3,833.34	739.16	119.28%
Total 6560 · Payroll Expenses	67,358.76	51,750.00	15,608.76	130.16%

Legal Services For Seniors
Budget vs. Actual
July 2023

	Jul 23	Budget	$ Over Budget	% of Budget
6570 · Employee Benefits				
657.1 · Health Benefits	12,091.56	9,583.34	2,508.22	126.17%
657.3 · Worker's Compensation Ins.	0.00	833.34	(833.34)	0.0%
657.4 · Retirement Deductions	0.00	0.00	0.00	0.0%
Total 6570 · Employee Benefits	12,091.56	10,416.68	1,674.88	116.08%
Total Expense	98,151.32	94,285.04	3,866.28	104.1%
Net Ordinary Income	49,026.12	32,326.53	16,699.59	151.66%
Other Income/Expense				
Other Income				
4450 · Endowment Income				
4455 · Dividend Income				
4455.1 · Schwab	2,718.64	2,916.66	(198.02)	93.21%
Total 4455 · Dividend Income	2,718.64	2,916.66	(198.02)	93.21%
4500 · Interest Income				
4500.3 · Schwab	0.09	0.00	0.09	100.0%
Total 4500 · Interest Income	0.09	0.00	0.09	100.0%
4503 · Unrealized Gain/Loss				
4503.2 · Schwab	868.18	0.00	868.18	100.0%
Total 4503 · Unrealized Gain/Loss	868.18	0.00	868.18	100.0%
Total 4450 · Endowment Income	3,586.91	2,916.66	670.25	122.98%
4502 · Other Investment Income	0.00	0.00	0.00	0.0%
Total Other Income	3,586.91	2,916.66	670.25	122.98%
Net Other Income	3,586.91	2,916.66	670.25	122.98%
Net Income	**52,613.03**	**35,243.19**	**17,369.84**	**149.29%**

Legal Services For Seniors
Balance Sheet Prev Year Comparison
As of June 30, 2022

Attachment 8

	Jun 30, 22
ASSETS	
Current Assets	
Checking/Savings	
102 · Checking Account	245,508.95
105 · Schwab Account	75,183.30
107 · Pacific Valley Account	0.00
110 · Pacific Valley Bank CD (1.5%)	30,023.59
Total Checking/Savings	350,715.84
Accounts Receivable	
112 · Grants Receivable	
112.6 · FY 2020-2021	32,812.00
112.7 · FY 2021-2022	229,595.50
Total 112 · Grants Receivable	262,407.50
Total Accounts Receivable	262,407.50
Other Current Assets	
126 · Endowment Account	
126.1 · Original Endowment	28,576.62
126.2 · CF Stewardship Fund	1,036,852.39
Total 126 · Endowment Account	1,065,429.01
127 · Schwab Investments (Robotti)	639,361.12
Total Other Current Assets	1,704,790.13
Total Current Assets	2,317,913.47
Fixed Assets	
130 · Office Equipment	
131 · Original Cost	46,898.34
132 · Depreciation	-29,706.11
Total 130 · Office Equipment	17,192.23
135 · Tenant Improvements	
136 · Original Cost	5,651.28
Total 135 · Tenant Improvements	5,651.28
Total Fixed Assets	22,843.51
Other Assets	
150 · Security Deposits	10,814.10
151 · Prepaid Expenses	15,717.44
165 · Prepaid Health and Dental Ins.	13,851.72
Total Other Assets	40,383.26
TOTAL ASSETS	2,381,140.24
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	14,258.90
Total Accounts Payable	14,258.90

Legal Services For Seniors
Balance Sheet Prev Year Comparison
As of June 30, 2022

	Jun 30, 22
Credit Cards	
2500 · UB Visa	950.21
Total Credit Cards	950.21
Other Current Liabilities	
2100 · Payroll Liabilities	220.00
2200 · Accrued Vacation	21,831.23
2210 · Accured Liabilities	0.00
2240 · PPP Loan	0.00
2300 · Deferred Revenue	12,500.00
Total Other Current Liabilities	34,551.23
Total Current Liabilities	49,760.34
Total Liabilities	49,760.34
Equity	
3200 · Unrestricted Net Assets	2,320,575.75
3300 · Temporarily Restricted Assets	97,885.82
3400 · Permanently Restricted Assets	10,000.00
Net Income	-97,081.67
Total Equity	2,331,379.90
TOTAL LIABILITIES & EQUITY	2,381,140.24

Attachment 9

Organization Information

Enter applicant's email below:

Email *

Lillian@carmeldancefestival.org

Name of Applicant Organization: *

Carmel Dance Festival

Name and Position/Title of staff applying on behalf of the Organization: *

Lillian Barbeito, Co-Founder and President

Organization Mailing Address: *

3845 Via Nona Marie, unit #22181, Carmel, CA 93923

Telephone Number: *

(310) 923~2766

Email: *

Lillian@carmeldancefestival.org

Geographic Area(s) the Organization serves: *

Carmel~by~the~Sea, Carmel Valley, Monterey, Big Sur, Salinas and beyond

Age groups served by the Organization: *

- [x] 0-12
- [x] 13-17
- [x] 18-24
- [x] 25-34
- [x] 35-44
- [x] 45-54
- [x] 55-64
- [x] 65 and over

Number of Carmel-by-the-Sea (93921) residents the Organization serves: *

1500+ per year

Is this Organization incorporated as a Nonprofit Organization? *

- [x] Yes
- [ ] No

Attachment 9

Is this Organization a Carmel school? *

- [ ] Yes
- [x] No

Project/Program Details

Project/Program Name: *

Dance~by~the~Sea

Amount requested (up to $3,000): *

$3,000

Please provide the name of the project, program, or service that the Carmel-by-the-Sea grant ("grant") funding will be used to support. *

Dance~by~the~Sea; Free Intergeneration Dance Classes and Public Performances

Please provide a description of the project, program, or service that the grant funding will be used to support. *

Building on the success of last year's three highly acclaimed performances at Carmel Plaza during the Summer Live Music Series, Carmel Dance Festival aims to expand its reach and impact this year. In collaboration with the city, we aspire to host our shows in public spaces such as Devendorf Park, Carmel Beach, or other available locations that attract both locals and visitors alike. These venues offer a unique opportunity to engage with diverse audiences and create memorable experiences that celebrate the arts and community spirit.

The grant funding will support FREE intergenerational dance classes and performances as part of Carmel Dance Festival's major production from July 8-20th (that has a budget of over 93k). These classes are designed to provide accessible dance opportunities for individuals of all ages and skill levels within the community. Two dance classes will be offered on Saturdays, July 13th and July 20th, from 10-11:30 am at Carmel High School. The first class will be led by Charmaine Butcher, a distinguished dancer with Post:Ballet and a faculty member of Berkeley Ballet Theater, while the second will be taught by Joseph Kudra, a talented dancer with Rambert in London.

In addition to the dance classes, there will be FREE public performances on both Saturdays in the afternoon, featuring the work of Brooklyn-based choreographer Kelly Ashton Todd, which centers on climate change with a message of hope. These opportunities to engage with dance and experience inspiring performances will foster joy, connection, and unity.

Here is a link to a highlights video that shows the guest artists teaching classes to our 2023 Summer Program participants and the free public performances at Carmel Plaza: https://www.youtube.com/watch?v=C5kZX9mWdsE&t=189s

Attachment 9

Please describe the specific benefit to the Carmel-by-the-Sea community that your project, program, or service will provide. Be sure to include the target population and number of community members that will be served. *

Our nonprofit's Dance~by~the~Sea project will provide significant benefits to the Carmel-by-the-Sea community by offering accessible and inclusive dance opportunities and inspiring performances that enrich the cultural landscape and foster community engagement.

Dance classes offer numerous benefits to individuals of all ages and skill levels, including physical fitness, coordination, and flexibility. Moreover, dance encourages self-expression, creativity, and confidence-building, empowering participants to express themselves artistically and develop a sense of personal identity. Additionally, dance classes provide opportunities for social interaction and connection, fostering a sense of belonging and community among participants.

In addition to the benefits of dance classes, dance performances play a vital role in enriching the cultural fabric of the community. Dance performances offer opportunities for cultural exchange, artistic expression, and celebration of diversity. By showcasing the work of talented choreographers such as Kelly Ashton Todd, the project contributes to the preservation and promotion of dance as an art form. Dance performances inspire and uplift audiences, sparking creativity, imagination, and emotional resonance. Furthermore, by hosting performances in public spaces accessible to both locals and visitors, Dance~by~the~Sea promotes community engagement and appreciation for the arts, enhancing the quality of life for residents and contributing to the vitality of the community.

The specific beneficiaries of the project will depend on the exact locations and times of the shows. For the classes and based upon participation at previous community classes, we anticipate 15-40 participants each day. For the shows, last year we had 300+ attendees at the first show, 400+ at the second show, and 500+ at the third show. We hope that if we are at Devendorf Park, the beach, or a similar location, attendance will be high.

Please describe how your organization would use the funding awarded, including equipment or services that would be purchased and why. *

Our organization would utilize the awarded funding to support various aspects of our project, ensuring its success and impact on the local community. Specifically, the funding would be allocated as follows:

$500 ~ teaching artist's fees
$1,300 ~ costumes for 20 young performers
$1,200 ~ work/compensation for two locals

Subsidizing the artists' salaries for teaching the classes: We would allocate $250 each for Charmaine and Joseph, totaling $500. By providing compensation to these talented instructors traveling from San Francisco and London, we ensure the quality and professionalism of the dance classes offered to the community.

Providing costumes for 20 young dancers: We would allocate $65 each for costumes, totaling $1,300. Costumes are essential for enhancing the visual appeal of dance performances and creating a cohesive and professional look for the dancers.

Allocating funds for the stage manager and sound technician is crucial for ensuring the smooth execution of our performances. We would pay $600 each for their services, totaling $1,200. These local professionals play a vital role in managing stage logistics and handling sound requirements, contributing significantly to the success of our events. Specifically, we would allocate $300 for each day of their services, totaling $600, to cover their compensation for the duration of the performances.

Attachments

To complete your application, kindly email the following four (4) attachments to cityclerk@ci.carmel.ca.us. Please be sure your organization's name is in the subject line of the email and on all attachments.

1) **Proof of non-profit status**: provide a copy of the organization's 501(c) letter from the IRS.

2) **Budget Plan for the Grant:** provide a detailed line item budget plan explaining how the grant funds will be utilized for the project, program, or service.

3) **Current Annual Operating Budget:** provide an up to date operating budget that provides detailed information on your organization's annual revenue sources.

4) **Past two year's financial statements:** provide a copy of the **past two year's** financial statements , featuring balance sheets, revenue sources, profit/loss statements, and a breakdown of the percentage of revenue allocated for administration, salaries, and program costs.

Attachment 9

Certification and Signature

The Applicant Organization hereby acknowledges and agrees to the following terms:

1) Compliance with City Council Discretionary Funds Grant Program requirements is mandatory, encompassing submission deadlines and payment disbursements.

2) Utilization of City Council Discretionary Funds Grant Program funds for ineligible activities/services, as delineated in City Council Policy C16-: City Council Discretionary Funds Grant Program, is prohibited.

3) Receipt of City Council Discretionary Funds Grant Program funding does not guarantee an automatic annual allocation.

4) Any allocated City Council Discretionary Funds Grant Program funding must be utilized solely as specified in the application form.

5) The applicant organization must sign an agreement with the City of Carmel-by-the-Sea, as provided by the City, by a duly authorized representative to receive the funds.

6) All awarded funds must be expended by the end of the 2024-2025 fiscal year (June 30, 2025).

7) Within 30 days after the conclusion of the Project/Program/Service or by June 30, 2025, the recipient must furnish a comprehensive account with supporting documentation regarding fund usage.

8) Any unspent funds or funds not properly documented as per the signed agreement must be returned to the City.

9) The City reserves the right to conduct audits and/or request additional documentation to substantiate fund expenditure. Failure to provide adequate documentation may impact future funding prospects.

I, acting on behalf of the aforementioned nonprofit applicant organization, certify that I have read, understand and agree that the aforesaid information is accurate, factual, and current.

Name and Title of staff applying on behalf of the Organization *

Lillian Barbeito

Organization name *

Carmel Dance Festival

Date *

MM DD YYYY

04 / 02 / 2024

This form was created inside of Carmel-by-the-Sea.

Google Forms

Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

CARMEL DANCE FESTIVAL
3845 VIA NONA MARIE
CARMEL, CA 93923

Date:
08/21/2021
Employer ID number:
86-2764559
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
170(b)(1)(A)(vi)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
February 28, 2021
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053547001851

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Letter 947 (Rev. 2-2020)
Catalog Number 35152P

CARMEL DANCE FESTIVAL			
FARM~TO~TENDU BUDGET			
INCOME	AMOUNT	DETAILS	NOTES
	25000	Community Foundation	submitted
	5000	Arts Council for Monterey County	submitted
	3000	City Discretionary Grant	submitted
	3000	Rotary Grant	submitting 4/15
	2500	printed program advertising	based on previous programs
	10000	corporate sponsor	Tailor Farms
	10000	fundraising dinners	2 with specific patrons
	7500	additional sponsors/patrons	individual donations
	17000	participants	summer program tuition
	20450	ticket sales	$600 (60plx$100), $11,250 (50x$225), $3,200 (80x$40)
	103,450	TOTAL INCOME	
EXPENSES			
ANOUK VAN DIJK COMMISSION			
	2000	studio rental	Amsterdam
	2000	Anouk fee	for new solo
	2443.41	Joseph flight & hotel	London to Amsterdam +Amsterdam 12 nights
	1200	Joseph fee	creation of solo
	300	Joseph food	Amsterdam
	100	sound editing	
	500	costume	design, construction, alteration
POST:BALLET RESTAGING			
	2500	Post:Ballet	3 year agreement
	300	Costume Rental	
EDUCATIONAL PROGRAM			
	4500	Kelly Ashton Todd's fee	3 weeks creation, 5 yrs licensing

	775	Kelly's flight	
	3000	Charmaine Butcher's fee	teaching & dancing
	400	Charmaine's per diem	2 weeks
	600	Charmaine's travel	2 roundtrips via car
	3000	Joseph Kudra's fee	
	400	Joseph's per diem	2 weeks
	2000	Joseph's flight	Shanghai/Paris
	2000	Costumes for participants	20 dancers $100 each (2 different pieces)
	500	advertizing	
BALLARE CARMEL DANCERS			
	1400	Babatunji Johnson's Fee	
	200	Babtunji's per diem	
	2400	Natalie Liebert's fee	2 weeks
	400	Natalie's per diem	2 weeks
	300	Natalie's flight	Los Angeles
	2400	Anthony Pucci's fee	
	200	Anthony's per diem	
	1600	Anthony's flight	Germany
	2400	Javon Ja'Moon Jones' fee	
	500	Ja'Moon's flight	standby New York
	400	Ja'Moon's per diem	2 weeks
	2400	TBD fee dancer #7	
	1500	TBD flight dancer #7	
	400	TBD per diem dancer #7	
	3000	Skye pay	
	1600	housing at Hidden Valley	
	300	flight	
PRODUCTION			
	1200	Stage Manager	1 week + 2 days (in house)

	1800	Sound Technician	2 free shows and 1 week (hired out)
	3000	Marketing	print ads, radio, flyers
	2400	8 costumes	$300 per dancer for Kelly's piece
	2000	pizza, drinks Friday night	
	7500	3 course meal Sat night	$75 per person
	2500	table cloths, plates, cutlery, glasses	rent it from caterer/needs to be sustainable
	500	printed programs	350
	1000	seeds, gift bags, gloves, labels mics.	
	1000	banners	3 (high school, property road, site)
	600	photographer	
	800	videographer	
	1200	editing	
	5000	merch	CDF, FarmtoTendu, DancebytheSee
	4000	marley	30x40
	1000	foam	padding for dance floor
	500	misc	dance floor tape, ect
	85,918.41	SUB TOTAL	
	17,000	20% admin fee	
	102,918	TOTAL EXPENSES	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	**INCOME:**	**Carmel Dance Festival Budget**												
2		**24-Jan**	**24-Feb**	**24-Mar**	**24-Apr**	**24-May**	**24-Jun**	**24-Jul**	**24-Aug**	**24-Sep**	**24-Oct**	**24-Nov**	**24-Dec**	**YTD**
3	**Program Revenues**													$ -
4	Ticket Sales- Performance + HV Packages	$11,575	$15,000	$5,288	$5,288	$ -	$10,000	$20,000	$20,575	$20,000	$5,288	$5,288	$800	$119,100
5	Tuition + HV Drop Ins	$1,350	$ -	$5,675	$5,675	$5,000	$ -	$ -	$1,350	$ -	$675	$675	$ -	$20,400
6	Master Classes + HV Sessions	$6,500	$ -	$3,150	$3,150	$ -	$ -	$600	$6,300	$360	$3,150	$3,150	$200	$26,560
7	Printed Program Advertising + HV Registration	$875	$2,175	$ -	$1,000	$1,000	$1,000	$ -	$2,875	$175	$ -	$ -	$1,000	$10,100
8	**Donations from Individuals**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	Major Gifts	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$7,500	$ -	$7,500
10	Individual	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$3,000	$1,000	$2,000	$2,000	$ -	$8,000
11	Corporate	$ -	$ -	$ -	$ -	$ -	$10,000	$ -	$10,000	$ -	$ -	$ -	$ -	$20,000
12	**In Kind**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	Admin	$2,000	$5,000	$5,000	$2,000	$4,000	$5,000	$4,000	$5,000	$5,000	$2,000	$2,000	$2,000	$43,000
14	Housing	$ -	$7,000	$ -	$ -	$ -	$ -	$12,000	$20,000	$ -	$ -	$ -	$ -	$39,000
15	Food & Wine	$ -	$500	$ -	$ -	$ -	$ -	$300	$500	$ -	$ -	$ -	$ -	$1,300
16	Venue Furniture	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$2,500	$ -	$ -	$ -	$ -	$2,500
17	Videographer	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$1,000	$ -	$ -	$ -	$ -	$1,000
18	**Grants**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	**INCOME:**	**Carmel Dance Festival Budget**												
2		**24-Jan**	**24-Feb**	**24-Mar**	**24-Apr**	**24-May**	**24-Jun**	**24-Jul**	**24-Aug**	**24-Sep**	**24-Oct**	**24-Nov**	**24-Dec**	**YTD**
19	Monterey Peninsula Foundation	$ -	$ -	$ -	$ -	$ -	$10,000	$ -	$ -	$ -	$ -	$ -	$ -	$10,000
20	Monterey Arts Counsil	$5,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$5,000
21	Yellow Brick Road	$ -	$ -	$ -	$ -	$ -	$5,000	$ -	$ -	$ -	$ -	$1,500	$ -	$6,500
22	Carmel Cares	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$1,000	$ -	$1,000
23	TBD	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$3,500	$ -	$ -	$2,500	$ -	$6,000
24	**Fundraising**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
25	Go Fund Me	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
26	FUNraiser	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
27	Silent Auction	$ -	$5,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$5,000
28	**Other Income**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
29	Merchandise	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
30	Consulting	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
31	**Total Income**	$27,300	$34,675	$19,113	$17,113	$10,000	$41,000	$36,900	$76,600	$26,535	$13,113	$25,613	$4,000	$331,960
32	**EXPENSES**													
33	**Performance Expenses**													
34	Choreographers	$8,160	$11,660	$8,160	$11,160	$8,160	$ -	$5,000	$ -	$15,160	$8,160	$8,160	$8,160	$91,940
35	Dancers	$ -	$7,000	$ -	$ -	$ -	$ -	$7,000	$ -	$15,000	$ -	$ -	$ -	$29,000
36	**Collaborators**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
37	Lighting Designer	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$1,500	$ -	$1,000	$1,500	$4,000

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	**INCOME:**	**Carmel Dance Festival Budget**												
2		**24-Jan**	**24-Feb**	**24-Mar**	**24-Apr**	**24-May**	**24-Jun**	**24-Jul**	**24-Aug**	**24-Sep**	**24-Oct**	**24-Nov**	**24-Dec**	**YTD**
38	Costume Designer	$ -	$1,000	$ -	$ -	$ -	$ -	$ -	$ -	$1,500	$ -	$500	$ -	$3,000
39	Sound Technician	$ -	$ -	$ -	$ -	$ -	$ -	$1,200	$ -	$1,200	$ -	$ -	$ -	$2,400
40	Composer	$ -	$ -	$ -	$ -	$ -	$ -	$1,200	$ -	$ -	$ -	$500	$1,000	$2,700
41	Videographer	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$1,000	$ -	$ -	$1,000	$2,000
42	Photographer	$ -	$ -	$ -	$ -	$ -	$ -	$1,000	$ -	$400	$ -	$ -	$400	$1,800
43	Editor	$ -	$ -	$ -	$ -	$ -	$ -	$1,200	$ -	$1,200	$ -	$ -	$1,000	$3,400
44	Costume Construction	$ -	$600	$ -	$ -	$ -	$ -	$2,700	$ -	$2,500	$ -	$ -	$1,500	$7,300
45	Props & Sets	$ -	$1,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$1,000	$2,000
46	Tech Supplies	$ -	$ -	$ -	$ -	$ -	$ -	$500	$ -	$500	$ -	$ -	$ -	$1,000
47	Accommodations	$ -	$ -	$ -	$ -	$ -	$ -	$12,000	$ -	$9,000	$ -	$ -	$2,000	$23,000
48	Performance Travel	$ -	$2,000	$ -	$ -	$ -	$ -	$5,000	$ -	$5,000	$ -	$ -	$ -	$12,000
49	Pier Diem	$ -	$700	$ -	$ -	$ -	$ -	$2,000	$ -	$2,600	$ -	$ -	$ -	$5,300
50	Meals & Entertainment	$ -	$350	$ -	$ -	$ -	$ -	$1,000	$ -	$300	$ -	$ -	$ -	$1,650
51	Insurance	$ -	$225	$ -	$ -	$ -	$ -	$500	$ -	$500	$ -	$ -	$250	$1,475
52	Marketing	$ -	$1,200	$ -	$ -	$700	$1,500	$1,700	$1,900	$1,500	$200	$ -	$600	$9,300
53	Printed Program	$ -	$800	$ -	$ -	$ -	$ -	$1,200	$ -	$1,200	$ -	$ -	$ -	$3,200
54	Royalties	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
55	Theater Rentals	$ -	$2,500	$ -	$ -	$ -	$ -	$3,000	$ -	$5,000	$ -	$1,500	$ -	$12,000
56	Venue Furniture	$ -	$ -	$ -	$ -	$ -	$ -	$2,500	$ -	$2,500	$ -	$ -	$ -	$5,000
57	**Education Programs**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	**INCOME:**	**Carmel Dance Festival Budget**												
2		**24-Jan**	**24-Feb**	**24-Mar**	**24-Apr**	**24-May**	**24-Jun**	**24-Jul**	**24-Aug**	**24-Sep**	**24-Oct**	**24-Nov**	**24-Dec**	**YTD**
58	Marketing	$200	$200	$200	$ -	$ -	$ -	$ -	$200	$200	$200	$ -	$ -	$1,200
59	Faculty	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
60	Guest Artist	$ -	$ -	$ -	$ -	$ -	$ -	$3,000	$ -	$ -	$ -	$ -	$4,000	$7,000
61	Accommodations	$ -	$7,000	$ -	$ -	$ -	$ -	$2,000	$ -	$ -	$ -	$ -	$2,000	$11,000
62	Production	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$1,000	$1,000
63	Travel	$ -	$ -	$ -	$ -	$ -	$ -	$2,000	$ -	$ -	$ -	$ -	$1,000	$3,000
64	Pier Diem	$ -	$ -	$ -	$ -	$ -	$ -	$600	$ -	$ -	$ -	$ -	$ -	$600
65	Meals	$ -	$ -	$ -	$ -	$ -	$ -	$200	$ -	$ -	$ -	$ -	$ -	$200
66	Studio Rental	$ -	$ -	$ -	$ -	$ -	$ -	$2,000	$ -	$ -	$ -	$ -	$ -	$2,000
67	Tuition	$ -	$ -	$ -	$ -	$ -	$ -	$10,750	$ -	$ -	$ -	$ -	$ -	$10,750
68	**Fund Raising**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
69	Meals	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
70	Rentals	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
71	Supplies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$300	$ -	$300
72	**Operations**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
73	Artistic	$1,667	$1,667	$1,667	$1,667	$1,667	$1,667	$1,667	$1,667	$1,667	$1,667	$1,667	$1,667	$20,000
74	Administration	$ -	$4,000	$3,000	$2,000	$2,000	$3,000	$2,000	$7,000	$4,000	$1,000	$1,000	$1,000	$30,000
75	Other Staff	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
76	Bonus Staff	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
77	Payroll Taxes	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
78	Workers Comp	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
79	Bookkeeper	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
80	Fees	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
81	Banking	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
82	Taxes	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	**INCOME:**	**Carmel Dance Festival Budget**												
2		**24-Jan**	**24-Feb**	**24-Mar**	**24-Apr**	**24-May**	**24-Jun**	**24-Jul**	**24-Aug**	**24-Sep**	**24-Oct**	**24-Nov**	**24-Dec**	**YTD**
83	Music License Fees	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
84	Credit Card Fees	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
85	Fundraising	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
86	Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
87	Merchandise	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
88	Gifts	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$250	$250
89	Postage, Milage, Service	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
90	Marketing	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
91	Supplies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
92	Reimbursements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
93	Business Credits	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
94	Domain/Website	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
95	Rent	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
96	Studio Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$1,200	$1,200	$1,200	$1,200	$4,800
97	**Production**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
98	Receptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$300	$ -	$300
99	Costumes	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$3,000	$ -	$ -	$3,000
100	Lighting	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$500	$ -	$500
101	Stage Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$500	$ -	$500
102	Music License Fees	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	**INCOME:**	**Carmel Dance Festival Budget**												
2		**24-Jan**	**24-Feb**	**24-Mar**	**24-Apr**	**24-May**	**24-Jun**	**24-Jul**	**24-Aug**	**24-Sep**	**24-Oct**	**24-Nov**	**24-Dec**	**YTD**
103	**Total Expenses**	$10,027	$41,902	$13,027	$14,827	$12,527	$6,167	$72,917	$10,767	$74,627	$15,427	$17,127	$30,527	$319,865
104														
105	**Net Income**	$17,273	($7,227)	$6,086	$2,286	($2,527)	$34,833	($36,017)	$65,833	($48,092)	($2,314)	$8,486	($26,527)	$12,095

CARMEL DANCE FESTIVAL
Financial Statements' Table of Contents

Revenue Sources ~ Page 2

2023 Revenue Allocation Breakdown ~ Page 3

December 2023 Balance Sheet ~ Page 4

December 2022 Balance Sheet ~ Pages 5 & 6

2023 Profit & Loss Statement ~ Page 7

2023 Profit & Loss ~ Page 8

CARMEL DANCE FESTIVAL
Revenue Sources

Ticket Sales: Revenue generated from the sale of tickets for performances, shows, or events organized by the festival.

Individual Donations: Funds received from individual donors who support the festival's mission and activities through monetary contributions.

Regional and State-Wide Grants: Funds obtained from government agencies or organizations at the regional and state level to support specific projects, performances, or educational programs.

Foundations and Trusts: Grants received from private foundations or charitable organizations that provide financial support for various aspects of the festival's operations, such as artistic programming or community outreach.

Merchandise Sales: Revenue generated from the sale of merchandise, such as branded apparel, accessories, or souvenirs related to the festival.

Educational Programs:

- Ongoing Classes: Revenue from tuition fees paid by students enrolled in regular dance classes offered at DANCE at Hidden Valley throughout the year.
- Masterclasses: Income earned from specialized dance workshops or classes conducted by visiting artists or renowned instructors.
- Workshops: Revenue generated from short-term dance workshops or seminars organized by the festival, covering specific dance styles, techniques, or topics.
- Intensives: Funds received from participants attending intensive dance training programs offered by the festival, typically spanning several days or weeks.
- Fellowship: Revenue from fellowship programs where selected dancers receive financial support or scholarships to participate in the festival's activities.
- Summer Program: Income earned from summer program for dancers age 16+
- Youth Summer Dance Camp for children ages 6-11
- Community Classes: Revenue from dance classes or workshops offered to the local community, including children, adults, and seniors, as part of the festival's outreach and engagement efforts.

These revenue sources collectively contribute to funding the festival's operations, artistic productions, educational initiatives, and community engagement programs.

CARMEL DANCE FESTIVAL
2023 Revenue Allocation Breakdown

Administration:

- Percentage Allocation: 10%
- Amount Allocated: $15,675.40
    - This portion of the revenue is dedicated to essential administrative functions, ensuring the smooth operation and management of Carmel Dance Festival. It encompasses administrative salaries, office expenses, and other overhead costs vital for organizational sustainability.

Salaries:

- Percentage Allocation: 20%
- Amount Allocated: $31,350.80
    - Our talented and dedicated staff are at the heart of Carmel Dance Festival's success. This allocation supports fair compensation for our team members, including artistic directors and instructors, and technical staff, who work tirelessly to bring our artistic vision to life.

Program & Presentation Costs:

- Percentage Allocation: 70%
- Amount Allocated: $109,727.80
    - The majority of our revenue is dedicated to program and presentation costs, reflecting our commitment to delivering exceptional dance experiences to our audiences. This includes production expenses, venue rentals, artist fees, and other costs associated with staging performances and educational programs.

CARMEL DANCE FESTIVAL
Balance Sheet December 2023

ASSETS

CURRENT ASSETS
Cash: $16,545.69
Accounts Receivable: $4,500
Inventory (Repertory): $31,300.00
Props, Costumes, Sets: $16,000
Furniture, Equipment: $5,000
TOTAL ASSETS: $73,345.69

LIABILITIES

CURRENT LIABILITIES
Accounts Payable: $2,718.15
Accrued Wages: $1,185
Accrued Payroll Taxes: $1,200
TOTAL LIABILITIES: $5,103.15

NET ASSETS
Unrestricted: $15,545.69
Temporarily Restricted: $1,000
Permanently Restricted: $0.00

TOTAL NET ASSETS ~ $73,345.69
TOTAL NET LIABILITIES ~ $5,103.15

CARMEL DANCE FESTIVAL BALANCE SHEET
December 2022

ASSETS

CURRENT ASSETS
Cash: $12,307.82
Accounts Receivable: $10,700.00
Inventory: $26,300.00
Prepaid Expenses: $0.00
Notes Receivable: $5,000.00
Other Current Assets: $0.00
TOTAL CURRENT ASSETS: $54,307.82

FIXED ASSETS
Long-Term Investments: $20,000.00
Land: $0.00
Building: $0.00
Accumulated Building Depreciation: ($0.00)
Machinery and Equipment: $0.00
Accumulated Machinery and Equipment Depreciation: ($0.00)
Furniture and Fixtures: $5,000.00
Accumulated Furniture and Fixtures Depreciation: ($0.00)
Other Fixed Assets: $0.00
NET FIXED ASSETS: $25,000.00

OTHER ASSETS
Goodwill: $25,000.0

TOTAL ASSETS: $104,307.82

LIABILITIES & EQUITY

CURRENT LIABILITIES
Accounts Payable (A/P): $3.145
Accrued Wages: $38,900
Accrued Payroll Taxes: $4,000

Accrued Employee Benefits: $0.00
Interest Payable: $0.00
Short-Term Notes: $0.00
Current Portion of Long-Term Debt: $0.00
Suspense: $13,262.82
TOTAL CURRENT LIABILITIES: $46,045.00

LONG-TERM LIABILITY
Mortgage: $0.00
Other Long-Term Liabilities: $0.00
TOTAL LONG-TERM LIABILITIES: $0.00

OWNER'S EQUITY
Paid-In Capital: $45,000.00
Net Income: $0.00
TOTAL EQUITY: $45,000.00

TOTAL LIABILITIES & EQUITY: $104,307.82

Profit and Loss Statement
Carmel Dance Festival
Year Ending 12/31/2023

INCOME	
Total Revenue/Business Income	$202,488
EXPENSES	
Advertising/Marketing	$7,100.00
Credit/Debit Card Fees	$180
Equipment Rental/Lease	$2,300
Insurance Expense	$945
Postage & Delivery	$176
Rent (office/storage space)	$2,900
Supplies/Materials	$19,400
Travel	$7,075
Utilities Expenses	$1,310
Vehicles Expenses	$5,100
Independent Contractors	$66,906.32
TOTAL OPERATING EXPENSES	$189,613
PROFIT FROM BUSINESS	$12,875

Profit and Loss Statement
Carmel Dance Festival
Year Ending 12/31/2022

INCOME	
Total Revenue/Business Income	$156,754
EXPENSES	
Advertising/Marketing	$6,700.00
Credit/Debit Card Fees	$180
Equipment Rental/Lease	$1,500
Insurance Expense	$800
Postage & Delivery	$280
Rent (office/storage space)	$2,900
Supplies/Materials	$21,500
Travel	$8,000
Utilities Expenses	$1,295
Vehicles Expenses	$5,061
Independent Contractors	$65,988
Salaries & employee benefits	$30,210
TOTAL OPERATING EXPENSES	$154,414
PROFIT FROM BUSINESS	$2,340

Attachment 10

Organization Information

Enter applicant's email below:

Email *

nreilly@montereysymphony.org

Name of Applicant Organization: *

Monterey Symphony

Name and Position/Title of staff applying on behalf of the Organization: *

Nicola Reilly, President and CEO

Organization Mailing Address: *

PO BOX 7130, Carmel-by-the-Sea, CA 93921

Telephone Number: *

831-645-1131

Email: *

nreilly@montereysymphony.org

Geographic Area(s) the Organization serves: *

Carmel, Monterey, Pacific Grove, Pebble Beach, Seaside, Marina

Age groups served by the Organization: *

- [x] 0-12
- [x] 13-17
- [x] 18-24
- [x] 25-34
- [x] 35-44
- [x] 45-54
- [x] 55-64
- [x] 65 and over

Number of Carmel-by-the-Sea (93921) residents the Organization serves: *

1,500

Is this Organization incorporated as a Nonprofit Organization? *

- [x] Yes
- [ ] No

Attachment 10

Is this Organization a Carmel school? *

- [ ] Yes
- [x] No

Project/Program Details

Project/Program Name: *

Love Letter to Hollywood, Volume 2

Amount requested (up to $3,000): *

$3,000

Please provide the name of the project, program, or service that the Carmel-by-the-Sea grant ("grant") funding will be used to support. *

Love Letter to Hollywood, Volume 2 - associated artist costs

Please provide a description of the project, program, or service that the grant funding will be used to support. *

In October of 2024, the Symphony will once again transform the Forest Theater into Carmel's very own Hollywood Bowl for a family friendly evening of cinema classics, performed by a full Symphony orchestra under the stars.

Please describe the specific benefit to the Carmel-by-the-Sea community that your project, program, or service will provide. Be sure to include the target population and number of community members that will be served. *

Love Letter concerts are family friendly, celebrate the community and the artists inside it, and showcase one of the Peninsula's oldest arts organizations. These concerts welcome everyone from 9 to 90 and over 1,000 people attend each year.

Please describe how your organization would use the funding awarded, including equipment or services that would be purchased and why. *

Funding would support the cost of artists and musicians. No equipment would be purchased.

Attachments

To complete your application, kindly email the following four (4) attachments to cityclerk@ci.carmel.ca.us. Please be sure your organization's name is in the subject line of the email and on all attachments.

1) **Proof of non-profit status**: provide a copy of the organization's 501(c) letter from the IRS.

2) **Budget Plan for the Grant:** provide a detailed line item budget plan explaining how the grant funds will be utilized for the project, program, or service.

3) **Current Annual Operating Budget:** provide an up to date operating budget that provides detailed information on your organization's annual revenue sources.

4) **Past two year's financial statements:** provide a copy of the **past two year's** financial statements , featuring balance sheets, revenue sources, profit/loss statements, and a breakdown of the percentage of revenue allocated for administration, salaries, and program costs.

Certification and Signature

The Applicant Organization hereby acknowledges and agrees to the following terms:

1) Compliance with City Council Discretionary Funds Grant Program requirements is mandatory, encompassing submission deadlines and payment disbursements.

Attachment 10

2) Utilization of City Council Discretionary Funds Grant Program funds for ineligible activities/services, as delineated in City Council Policy C16-: City Council Discretionary Funds Grant Program, is prohibited.

3) Receipt of City Council Discretionary Funds Grant Program funding does not guarantee an automatic annual allocation.

4) Any allocated City Council Discretionary Funds Grant Program funding must be utilized solely as specified in the application form.

5) The applicant organization must sign an agreement with the City of Carmel-by-the-Sea, as provided by the City, by a duly authorized representative to receive the funds.

6) All awarded funds must be expended by the end of the 2024-2025 fiscal year (June 30, 2025).

7) Within 30 days after the conclusion of the Project/Program/Service or by June 30, 2025, the recipient must furnish a comprehensive account with supporting documentation regarding fund usage.

8) Any unspent funds or funds not properly documented as per the signed agreement must be returned to the City.

9) The City reserves the right to conduct audits and/or request additional documentation to substantiate fund expenditure. Failure to provide adequate documentation may impact future funding prospects.

I, acting on behalf of the aforementioned nonprofit applicant organization, certify that I have read, understand and agree that the aforesaid information is accurate, factual, and current.

Name and Title of staff applying on behalf of the Organization *

Nicola Reilly, President and CEO

Organization name *

Monterey Symphony

Date *

MM DD YYYY

04 / 02 / 2024

This form was created inside of Carmel-by-the-Sea.

Google Forms

Attachment 10

IRS Department of the Treasury
Internal Revenue Service

OGDEN UT 84201-0038

In reply refer to: 0441969846
Sep. 04, 2009 LTR 4168C E0
94-1584123 000000 00 R
00035764
BODC: TE

MONTEREY COUNTY SYMPHONY ASSN
2560 GARDEN RD STE 101
MONTEREY CA 93940

RECEIVED
SEP 08 2009
BY:

13911

Employer Identification Number: 94-1584123
Person to Contact: Michael Bagley
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Aug. 26, 2009, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in January 1965, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Rita A. Leete

Rita A. Leete
Accounts Management II

PROGRAM/PROJECT BUDGET

Organization Name: Monterey Symphony
Program Name: Love Letter to Hollywood
Program Dates: 10/1/2024-10/25/2024

Income	**CBTS**	Other Proposals/ Anticipated Funds	Committed Funds	Program Revenue	TOTAL	Actual (Leave this column blank until the final grant report)
City Funding	**$3,000**				$3,000	
Foundations		$40,000	$25,000		$65,000	
Individual donations		$25,000			$25,000	
Corporate Donations		$25,000			$25,000	
Endowment Distribution			$15,000		$15,000	
Ticket Sales				$20,000	$20,000	
	$3,000	$90,000	$40,000	$20,000	$153,000	

Expenses	**CBTS**	Other Proposals	Committed Funds	Program Revenue	TOTAL	Actual (Leave this column blank until the final grant report)
Artistic costs	**$3,000**	$45,000	$30,000	$20,000	$98,000	
Production costs		$37,500	$10,000		$47,500	
Transportation		$7,500			$7,500	
General/Office Support Services					$0	
	$3,000	$90,000	$40,000	$20,000	$153,000	

Attachment 10

Carmel-by-the-Sea

Nova Romero <nromero@ci.carmel.ca.us>

Supplemental Info needed on the Carmel Discretionary Grant Application

Nicola Reilly <nreilly@montereysymphony.org> Mon, Apr 29, 2024 at 11:25 AM
To: Nova Romero <nromero@ci.carmel.ca.us>

I'm so sorry for the delay!

Funds from Carmel by the Sea will be used to subsidize tickets for children, students, and active duty military. The Monterey Symphony endeavors to eliminate all barriers to attendance. The day after the concerts in Carmel, nearly 4,000 students from all over the County (including Carmel schools) will attend these performances, free of charge, at Sherwood Hall in Salinas.

[Quoted text hidden]

MONTEREY SYMPHONY

FY 2024: For 2023-2024 Season Profit / (Loss) - All Classes; New Format as of: 5/5/2023	FY24 DRAFT 2023-2024	FY23 Estimate 2022-2023	FY22 Actual 2021-2022	FY21 Actual 2020-2021	FY20 Actual 2019-2020	FY19 Actual 2018-2019	Total Actual/Est 2018-2023
Concerts Presented (Incs Pops)	7 of 7	6 of 6	5 of 7	0 of 6	2 of 6	6 of 6	
4000 · Operating Revenue - Earned							
4000.10 · Concert Ticket Sales	304,500	262,072	173,700	0	152,563	290,870	879,205
4000.11 · Summer Ticket Sales	45,200	30,997	16,443	0	0	0	47,440
4000.15 · Special Events	0	0	0	0	0	0	0
4000.20 · Program Book Ad Sales	0	0	0	0	15,217	8,833	24,050
4000.40 · Other Earned Revenue	0	0	2,500	0	50	100	2,650
Total Operating	**349,700**	**293,069**	**192,643**	**0**	**167,830**	**299,803**	**953,345**
% of Ttl Income	14.7%	11.6%	11.4%	0.0%	8.8%	18.1%	10.5%
4100 · Public Support - Contributed							
4100.10 · Symphony Fund	900,000	830,000	523,759	437,895	783,674	833,908	3,409,236
4100.20 · Foundations	330,000	340,000	85,354	211,481	546,068	318,982	1,501,885
4100.30 · Corporations	30,000	5,692	21,561	18,081	20,045	41,145	106,524
4100.40 · Endowment Distribution	700,481	468,928	532,000	400,000	135,000	136,682	1,672,610
4100.50 · Special Events	31,750	163,897	52,894	0	102,925	115,465	435,181
4100.60 · Bequests	0	195,000	38,479	0	143,530	31,297	408,306
4100.70 · Donated Tickets & Fees	5,000	6,305	6,587	3,443	0	0	16,335
4100.80 · Other Contributed	29,970	225,000	240,420	230,005	0	0	695,425
4100.90 · Net Assets Released	0	0	0	0	0	-117,153	-117,153
Total Public Support	**2,027,201**	**2,234,822**	**1,501,054**	**1,300,905**	**1,731,242**	**1,360,326**	**8,128,349**
% of Ttl Income	85.3%	88.4%	88.6%	100.0%	91.2%	81.9%	89.5%
Total Income	**2,376,901**	**2,527,891**	**1,693,697**	**1,300,905**	**1,899,072**	**1,660,129**	**9,081,694**
5000 · Program Services							
5010 · Artistic	1,056,814	919,758	647,784	62,435	763,654	819,046	3,212,677
5020 · Production	308,043	362,651	333,580	96,139	183,409	279,659	1,255,438
5030 · Marketing	158,131	177,950	142,808	40,500	85,667	85,791	532,716
Total Program Services	**1,522,988**	**1,460,359**	**1,124,172**	**199,074**	**1,032,730**	**1,184,496**	**5,000,831**
5100 · Support Services							
5110 · General & Administrative	827,477	814,279	736,821	543,334	575,720	516,143	3,186,297
5120 · Development	57,300	188,357	26,208	7,636	36,206	85,933	344,340
Total Support Services	**884,777**	**1,002,636**	**763,029**	**550,970**	**611,926**	**602,076**	**3,530,637**
Total Expenses	**2,407,766**	**2,462,995**	**1,887,201**	**750,044**	**1,644,656**	**1,786,572**	**8,531,468**
Net Ordinary Income - All Classes	**-30,864**	**64,896**	**-193,504**	**550,861**	**254,416**	**-126,443**	**550,226**
7000 · Other Income	761,240	625,000	-2,317,405	4,163,568	1,833,972	3,829,308	8,134,443
7100 · Other Expense	731,073	503,928	663,184	430,421	174,136	164,211	1,935,880
Total Net Other Income (Expense)	**30,167**	**121,072**	**-2,980,589**	**3,733,147**	**1,659,836**	**3,665,097**	**6,198,563**
Net Income - All Classes	**-698**	**185,968**	**-3,174,093**	**4,284,008**	**1,914,252**	**3,538,654**	**6,748,789**

3:36 PM
07/19/22
Accrual Basis

MONTEREY SYMPHONY
Profit & Loss Budget v. Actual - U.R.
June 2022

	Jun 22	Budget	Jul '21 - J...	YTD Bud...	Annual B...
Ordinary Income/Expense					
Income					
4000 · Operating Revenue - Earned					
4000.10 · Concert Ticket Sales	0	0	190,143	152,000	152,000
4000.15 · Special Event Ticket Sales	0	0	10,560	0	0
4000.40 · Other Earned Revenue	0	0	2,500	0	0
Total 4000 · Operating Revenue - Earned	0	0	203,203	152,000	152,000
4100 · Public Support - Contributed					
4100.10 · Symphony Fund	21,345	50,000	498,759	700,000	700,000
4100.20 · Foundations	0	0	135,354	309,500	309,500
4100.30 · Corporations	2,500	1,250	21,561	15,000	15,000
4100.40 · Endowment Distribution	0	0	432,000	430,162	430,162
4100.60 · Bequests	0	0	38,479	0	0
4100.70 · Donated Tickets & Fees	0	0	6,587	0	0
4100.80 · Other Contributed	0	0	240,420	57,405	57,405
Total 4100 · Public Support - Contributed	23,845	51,250	1,373,160	1,512,067	1,512,067
Total Income	23,845	51,250	1,576,363	1,664,067	1,664,067
Gross Profit	23,845	51,250	1,576,363	1,664,067	1,664,067
Expense					
5000 · Program Services					
5010 · Artistic	18,793	9,516	647,784	709,024	709,024
5020 · Production	8,141	3,525	333,580	276,278	276,278
5030 · Marketing	5,750	3,375	142,808	119,125	119,125
Total 5000 · Program Services	32,684	16,416	1,124,172	1,104,427	1,104,427
5100 · Support Services					
5110 · General & Administrative	70,067	46,072	722,434	613,485	613,485
5120 · Development	4,325	0	26,208	5,000	5,000
Total 5100 · Support Services	74,392	46,072	748,641	618,485	618,485
Total Expense	107,076	62,488	1,872,813	1,722,912	1,722,912
Net Ordinary Income	-83,231	-11,238	-296,450	-58,845	-58,845
Other Income/Expense					
Other Income					
7000 · Other Income	-712,186	48,181	-1,414,375	578,162	578,162
Total Other Income	-712,186	48,181	-1,414,375	578,162	578,162
Other Expense	0	15,960	563,184	493,993	493,993
Net Other Income	-712,186	32,221	-1,977,559	84,169	84,169
Net Income	**-795,416**	**20,983**	**-2,274,009**	**25,324**	**25,324**

11:30 AM
07/18/23
Accrual Basis

MONTEREY SYMPHONY
Profit & Loss Budget v. Actual - U.R.
June 2023

	Jun 23	Budget	Jul '22 - Ju...	YTD Budget	Annual Bu...
Ordinary Income/Expense					
Income					
4000 · Operating Revenue - Earned					
4000.10 · Concert Ticket Sales	0	0	292,702	290,000	290,000
Total 4000 · Operating Revenue - Earned	0	0	292,702	290,000	290,000
4100 · Public Support - Contributed					
4100.10 · Symphony Fund	37,384	52,500	805,699	730,000	730,000
4100.20 · Foundations	0	0	340,000	335,000	335,000
4100.30 · Corporations	0	1,663	5,708	30,000	30,000
4100.40 · Endowment Distribution	0	0	468,928	468,928	468,928
4100.50 · Special Events	4,720	62,500	147,247	172,750	172,750
4100.60 · Bequests	0	0	175,000	100,000	100,000
4100.70 · Donated Tickets & Fees	1,115	0	9,038	4,250	4,250
4100.80 · Other Contributed	25,000	0	250,000	0	0
Total 4100 · Public Support - Contributed	68,219	116,663	2,201,621	1,840,928	1,840,928
Total Income	68,219	116,663	2,494,323	2,130,928	2,130,928
Gross Profit	68,219	116,663	2,494,323	2,130,928	2,130,928
Expense					
5000 · Program Services					
5010 · Artistic	16,336	10,413	926,647	867,317	867,317
5020 · Production	12,021	830	378,777	230,035	230,035
5030 · Marketing	2,656	5,200	170,479	177,900	177,900
Total 5000 · Program Services	31,013	16,443	1,475,903	1,275,252	1,275,252
5100 · Support Services					
5110 · General & Administrative	87,682	54,982	831,193	707,876	707,876
5120 · Development	55,516	41,250	191,981	137,250	137,250
Total 5100 · Support Services	143,198	96,232	1,023,173	845,126	845,126
Total Expense	174,211	112,675	2,499,076	2,120,378	2,120,378
Net Ordinary Income	-105,992	3,988	-4,753	10,550	10,550
Other Income/Expense					
Other Income					
7000 · Other Income	433,650	311,100	278,739	793,725	793,725
Total Other Income	433,650	311,100	278,739	793,725	793,725
Other Expense					
7100 · Other Expense	0	0	499,036	500,686	500,686
Total Other Expense	0	0	499,036	500,686	500,686
Net Other Income	433,650	311,100	-220,297	293,039	293,039
Net Income	**327,658**	**315,088**	**-225,050**	**303,589**	**303,589**

3:34 PM
07/19/22
Accrual Basis

MONTEREY SYMPHONY
Balance Sheet - All Classes
As of June 30, 2022

	U.R.	T.R.	P.R.	TOTAL
ASSETS				
Current Assets				
Checking/Savings	42,724	61,000	0	103,724
Other Current Assets				
1150 · Accrued Receivables	416	6,334	0	6,750
1400 · Prepaid Expenses	47,326	0	0	47,326
Total Other Current Assets	47,742	6,334	0	54,076
Total Current Assets	90,466	67,334	0	157,800
Fixed Assets				
1600 · Equipment & Improvements	23,216	0	0	23,216
Total Fixed Assets	23,216	0	0	23,216
Other Assets				
1700 · Endowment Funds				
1700.02 · Cornerstone Funds	-243,897	14,722	4,717,786	4,488,610
1700.03 · Noxon Fund 1	291,670	3,160,622	2,865,000	6,317,292
1700.10 · Board Reserve	1	0	0	1
Total 1700 · Endowment Funds	47,773	3,175,344	7,582,786	10,805,903
1900 · Beneficial Interest - Noxon WF	0	7,600,320	0	7,600,320
1910 · Beneficial Interest - CFMC	0	38,922	217,163	256,085
1950 · Right of Use	91,462	0	0	91,462
Total Other Assets	139,235	10,814,587	7,799,949	18,753,771
TOTAL ASSETS	**252,917**	**10,881,921**	**7,799,949**	**18,934,787**
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	10,940	0	0	10,940
Other Current Liabilities	44,485	0	0	44,485
Total Current Liabilities	55,425	0	0	55,425
Long Term Liabilities	70,962	0	0	70,962
Total Liabilities	126,387	0	0	126,387
Equity				
3000 · Net Assets	2,400,539	10,864,587	7,799,949	21,065,074
Net Income	-2,274,009	17,334	0	-2,256,675
Total Equity	126,530	10,881,921	7,799,949	18,808,400
TOTAL LIABILITIES & EQUITY	**252,917**	**10,881,921**	**7,799,949**	**18,934,787**

12:05 PM
07/18/23
Accrual Basis

MONTEREY SYMPHONY
Balance Sheet - All Classes
As of June 30, 2023

	U.R.	T.R.	P.R.	TOTAL
ASSETS				
Current Assets				
Checking/Savings				
1000 · Cash in the Bank				
1000.10 · Comerica Bank	120,769	131,742	0	252,511
Total 1000 · Cash in the Bank	120,769	131,742	0	252,511
Total Checking/Savings	120,769	131,742	0	252,511
Other Current Assets				
1150 · Accrued Receivables	2,285	0	0	2,285
1400 · Prepaid Expenses	59,764	0	0	59,764
Total Other Current Assets	62,049	0	0	62,049
Total Current Assets	182,818	131,742	0	314,560
Fixed Assets				
1600 · Equipment & Improvements	23,829	0	0	23,829
Total Fixed Assets	23,829	0	0	23,829
Other Assets				
1700 · Endowment Funds	1,321,841	2,398,439	7,582,786	11,303,066
1900 · Beneficial Interest - Noxon WF	0	6,733,057	0	6,733,057
1910 · Beneficial Interest - CFMC	0	3,155	217,163	220,319
1950 · Right of Use	68,694	0	0	68,694
Total Other Assets	1,390,535	9,134,651	7,799,949	18,325,135
TOTAL ASSETS	**1,597,182**	**9,266,393**	**7,799,949**	**18,663,524**
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	6,927	0	0	6,927
Other Current Liabilities	161,268	0	0	161,268
Total Current Liabilities	168,195	0	0	168,195
Long Term Liabilities	47,362	0	0	47,362
Total Liabilities	215,557	0	0	215,557
Equity				
3000 · Net Assets	1,606,675	8,484,358	7,799,949	17,890,982
Net Income	-225,050	782,036	0	556,986
Total Equity	1,381,625	9,266,393	7,799,949	18,447,967
TOTAL LIABILITIES & EQUITY	**1,597,182**	**9,266,393**	**7,799,949**	**18,663,524**

Attachment 11

Organization Information

Enter applicant's email below:

Email *

johnnewkirk@pacrep.org

Name of Applicant Organization: *

Pacific Repertory Theatre

Name and Position/Title of staff applying on behalf of the Organization: *

John Newkirk, Development & Marketing Executive

Organization Mailing Address: *

PO Box 222035

Telephone Number: *

8316220700

Email: *

johnnewkirk@pacrep.org

Geographic Area(s) the Organization serves: *

City of Carmel and beyond

Age groups served by the Organization: *

- [x] 0-12
- [x] 13-17
- [x] 18-24
- [x] 25-34
- [x] 35-44
- [x] 45-54
- [x] 55-64
- [x] 65 and over

Number of Carmel-by-the-Sea (93921) residents the Organization serves: *

All

Is this Organization incorporated as a Nonprofit Organization? *

- [x] Yes
- [ ] No

Attachment 11

Is this Organization a Carmel school? *

- [ ] Yes
- [x] No

Project/Program Details

Project/Program Name: *

School of Dramatic Arts (SoDA)

Amount requested (up to $3,000): *

3000

Please provide the name of the project, program, or service that the Carmel-by-the-Sea grant ("grant") funding will be used to support. *

School of Dramatic Arts (SoDA)

Please provide a description of the project, program, or service that the grant funding will be used to support. *

The City Council Discretionary Grant will support PacRep's School of Dramatic Arts (SoDA), which has programs for Monterey County youth, offering low-cost after school classes, summer camps, and the Saturday Academy. It is generally accepted by educators and others that the arts are a powerful vehicle for reaching, motivating, and teaching a student. Without the arts to shape imaginations, young people become culturally deprived as they mature into adulthood. SoDA students are able to shape their imaginations, explore new techniques, think "critically" in new ways that expand their interest in learning, as well as develop verbal skills, self-esteem, teamwork, confidence and self-motivation. The more students live up to the expectations of the SoDA program, the more empowered they become. Helping students grow in the arts is one of the best investments that can be made in the future citizens of our community.

Please describe the specific benefit to the Carmel-by-the-Sea community that your project, program, or service will provide. Be sure to include the target population and number of community members that will be served. *

SoDA Classes, Camps and SoDAonStage productions include children and young people throughout Monterey County, with the majority of the participants residing in the Carmel area and on the Monterey Peninsula. SoDA activities are available to any child who has the time, interest and discipline to participate. Based upon a 5-year average, we anticipate that 150-200 unduplicated students will participate in SoDA classes and summer camps over the next 12 months. In addition to enrollment numbers, we continue to conduct surveys of SoDA participants and their parents, assessing how students have progressed in the SoDA programs, if students are improving their communication skills, their ability to work as a member of a team, and if SoDA has made a difference in their traditional schoolwork, as well.

Through our free Tix4Kids program, we welcomed over 500 students to our audiences in 2023. While we anticipate similar results in 2024, we have increased the number of organizations and schools who have been invited to participate, so we may see a significant increase in the number of participants. A two-year average shows that over 100 adult chaperones have attended along with the students.

Please describe how your organization would use the funding awarded, including equipment or services that would be purchased and why. *

Funds will be used to support teaching materials, instructor salaries and SoDA outreach efforts. PacRep continues its expansion of arts education outreach, providing teachers and production assistance to schools throughout the county, including providing guidance in the development of the drama programs at Marina and Seaside High Schools, and providing after-school teaching staff for Santa Catalina School and Seaside High. In addition, we are emphasizing our outreach to underserved communities in Monterey County offering subsidized tickets through our Tix4Kids program, and by establishing a relationship with the Childrens Theater Program at Sol Treasures in King City.

Attachments

To complete your application, kindly email the following four (4) attachments to cityclerk@ci.carmel.ca.us. Please be sure your organization's name is in the subject line of the email and on all attachments.

1) **Proof of non-profit status**: provide a copy of the organization's 501(c) letter from the IRS.

2) **Budget Plan for the Grant:** provide a detailed line item budget plan explaining how the grant funds will be utilized for the project, program, or service.

3) **Current Annual Operating Budget:** provide an up to date operating budget that provides detailed information on your organization's annual revenue sources.

Attachment 11

4) **Past two year's financial statements:** provide a copy of the **past two year's** financial statements , featuring balance sheets, revenue sources, profit/loss statements, and a breakdown of the percentage of revenue allocated for administration, salaries, and program costs.

Certification and Signature

The Applicant Organization hereby acknowledges and agrees to the following terms:

1) Compliance with City Council Discretionary Funds Grant Program requirements is mandatory, encompassing submission deadlines and payment disbursements.

2) Utilization of City Council Discretionary Funds Grant Program funds for ineligible activities/services, as delineated in City Council Policy C16-: City Council Discretionary Funds Grant Program, is prohibited.

3) Receipt of City Council Discretionary Funds Grant Program funding does not guarantee an automatic annual allocation.

4) Any allocated City Council Discretionary Funds Grant Program funding must be utilized solely as specified in the application form.

5) The applicant organization must sign an agreement with the City of Carmel-by-the-Sea, as provided by the City, by a duly authorized representative to receive the funds.

6) All awarded funds must be expended by the end of the 2024-2025 fiscal year (June 30, 2025).

7) Within 30 days after the conclusion of the Project/Program/Service or by June 30, 2025, the recipient must furnish a comprehensive account with supporting documentation regarding fund usage.

8) Any unspent funds or funds not properly documented as per the signed agreement must be returned to the City.

9) The City reserves the right to conduct audits and/or request additional documentation to substantiate fund expenditure. Failure to provide adequate documentation may impact future funding prospects.

I, acting on behalf of the aforementioned nonprofit applicant organization, certify that I have read, understand and agree that the aforesaid information is accurate, factual, and current.

Name and Title of staff applying on behalf of the Organization *

John Newkirk, Development & Marketing Executive

Organization name *

Pacific Repertory Theatre

Date *

MM DD YYYY

04 / 03 / 2024

This form was created inside of Carmel-by-the-Sea.

Google Forms

Attachment 11

IRS Department of the Treasury
Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248164828
May 16, 2011 LTR 4168C E0
77-0026957 000000 00
00022158
BODC: TE

PACIFIC REPERTORY THEATRE
PO BOX 222035
CARMEL CA 93922-2035

066368

Employer Identification Number: 77-0026957
Person to Contact: Tonya Morris
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your May 05, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in June 1984.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

Secretary of State
Certificate of Status

I, SHIRLEY N. WEBER, PH.D., California Secretary of State, hereby certify:

Entity Name:	PACIFIC REPERTORY THEATRE
Entity No.:	1141843
Registration Date:	05/13/1983
Entity Type:	Nonprofit Corporation - CA - Public Benefit
Formed In:	CALIFORNIA
Status:	Active

The above referenced entity is active on the Secretary of State's records and is authorized to exercise all its powers, rights and privileges in California.

This certificate relates to the status of the entity on the Secretary of State's records as of the date of this certificate and does not reflect documents that are pending review or other events that may impact status.

No information is available from this office regarding the financial condition, status of licenses, if any, business activities or practices of the entity.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of October 29, 2022.

SHIRLEY N. WEBER, PH.D.
Secretary of State

Certificate No.: 056200415

To verify the issuance of this Certificate, use the Certificate No. above with the Secretary of State Certification Verification Search available at bizfileOnline.sos.ca.gov.

Pacific Repertory Theatre

SoDA Budget 2024

EXPENSES

SoDA Teachers	$ 18,000.00
SoDA Administrator	$ 6,500.00
Administration Salaries	$ 90,000.00
Administration/Facility Overhead	$ 48,000.00
Designers/Directors	$ 13,500.00
Actors/Musicians	$ 8,500.00
Production Salaries	$ 28,000.00
Payroll Taxes/Benefits	$ 15,000.00
Marketing	$ 24,000.00
Production Costs	$ 52,585.00
EXPENSES	**$ 304,085.00**

PROJECTED INCOME

Ticket Sales		$ 156,085.00
Season Subscriptions	$ 8,560.00	
Single Tickets	$ 128,480.00	
Group Sales	$ 4,000.00	
Svc Charges	$ 16,400.00	
Education Revenue		$ 49,000.00
SoDA Tuition	$ 40,000.00	
Show Participants	$ 9,000.00	
Sales (Concession, etc)		$ 12,000.00
Fundrasing Event		$ 26,000.00
Grants		$ 61,000.00
PROJECTED INCOME		**$ 304,085.00**

Pacific Repertory Theatre - 2024 Projected Budget - NO GB until JUNE

	2024 ProjBud 11-15-2023	2023 PROG TOTAL (not final		2024 PROGRAM TOTAL (7 shows		ADMINISTRATION		FT Mngmnt	G-W SoDA	1 GB1- 9 TO 5		2 FT1-Wizard of Oz		3 GB2 - POTUS		4 FT2-Sense&Sensibilitie		5 GB3- Jersey Boys		6 FT3-Rudolph		7 GB3-New Years Tributs	
	TOTAL INCOME	1,080,524	1,080,524	1,682,908	1,682,908	571000		35000	65000	272340		215920		65740		61960		243975		53220		98753	
	TOTAL EXPENSE	(1,167,365)	(1,167,365)	(1,661,655)	(1,661,655)	-954704		-22500	-53040	-144473		-151837		-58490		-59476		-147113		-44862		-25160	
	End of year bal before debt servic	(86,841)	(86,841)	21,252	21,252	(383,704)		12,500	11,960	127,867		64,083		7,250		2,484		96,862		8,358		73,592	
	TOTAL DEBT SERVICE	(21,252)	(21,252)	(21,252)	(21,252)																		
	End of year bal w/DebtServ)	(108,093)	(108,093)	0	0																		
	Prior year(s) carry-over	180,000	180,000	71,907	71,907																		
	Adj General Op bal after carry-over	71,907	71,907	71,907	71,907	(383704)		12500	11960	127867		64083		7250		2484		96862		8358		73592	
	2019 Attendance: 27,202			2022 Attendance: 10000		2022 Attendance:		28795			7520		8160		1860		840		7050		2000		1365
	2024 ProjBud 11-15-2023	2023 PROG TOTAL (not final		2024 PROGRAM TOTAL (7 shows		ADMINISTRATION		FT Mngmnt	G-W SoDA	1 GB1- 9 TO 5		2 FT1-Wizard of Oz		3 GB2 - POTUS		4 FT2-Sense&Sensibilitie		5 GB3- Jersey Boys		6 FT3-Rudolph		7 GB3-New Years Tributs	
acnts	EARNED INCOME/REVENUE	2FT shows + Concerts		2FT + 0 CT + 1GB						June 6?? - Jul 28, 2024		Aug 8 - Sep 15, 2023		Sept 5 - Sept 22, 2024		Sep 26 - Oct 13,2024		Nov 14 - Dec 22, 2024		Nov 23 -Dec 22, 2024		Dec 28-31 / Jan 2-5, 2025	
4000	TICKETING REVENUE									# of perf:	32	# of perf:	24	# of perf:	12	# of perf:	12	# of perf:	30	# of perf:	8	# of perf:	7
											seats/perf		seats/perf		seats/perf		seats/perf		seats/perf		seats/perf		seats/perf
4010	SEASON SUBSCRIPTIONS/FLEXPASSES	9,000		28,340						8500	10	4320	10	2160	10	2160	10	8500	10	1440	10	1260	10
4020	SINGLE TICKETS - ALL SHOWS	250,000		693,120						194400	225	170280	330	46980	145	19080	60	182250	225	41280	240	38850	185
4030	GROUP SALES/BUY HOUSE	2,500		12,500						1500		5000		1500		1500		1500		1500		0	
4050	BOX OFFICE SERVICE CHARGES (<$3/tick	25,000		71,908		5000	events, etc.			18800		16320		4650		2100		17625		4000		3413	
4050	FACILITY fees FT (<$2/ticket)	20,000		22,000				22000															
4050	Per Ticket fee to City ($1 above $10tix)	(10,000)		(11,000)				-11000															
4050	Per Ticket fee Golden Bough - $2/ticket	0		52,420						29140				6450				14100				2730	
	TICKETING REVENUE		296,500		869,288		5000				252340		195920		61740		24840		223975		48220		46253
4060	EDUCATION																						
4061	COMMUNITY COLLEGE STDNTS	0		0						0	0	0	0	0	0	0	0	0	0	0	0	0	0
4301	SODA TUITION:School (SoDA)	65,000		65,000					65000														
4350	SODASHOW PARTICIPANT FEES	0		0																			
	EDUCATION REVENUE		65,000		65,000		0				0		0		0		0		0		0		0
4070	RELATED SALES																						
4071	CONCESSION REVENUE	34,000		79,620		5000				20000		20000		4000		3120		20000		5000		2500	
4080	MERCHANDISING REVENUE	0		0		show dvd's, souvineers																	
4120	PROGRAM AD SALES	500		5,000		2500		2500															
	TOTAL RELATED SALES		34,500		84,620		7500				20000		20000		4000		3120		20000		5000		2500
4200	OTHER INCOME																						
4201	RENTS- FOREST THEATER	15,307		16,500				16500															
4202	RENTS- Golden Bough/EQUIPMENT	5,000		5,000		5000																	
4203	RENTS- COSTUME	675		3,500		3500																	
4250	RENTS- HOUSING	23,000		21,000		21000	7mox3K																
	TOTAL RENTAL INCOME		43,982		46,000		29500																0
4400	CONTRACT SERVICE (other)			0																			
4401	CONTRACT SERVICES INCOME	10,000		25,000		25000	mpusd, etc.																
4402	CONTRACT SERVICES EXPENSE	(7,500)		(15,000)		-15000																	
	NET CONTRACT INCOME		2,500		10,000		10000																
4005	Other(Interest, Dividends, Cap Gains,etc.)	1,500		1,500		1500																	
	Total other		1,500		1,500		1500																
					1,076,408	chk																	
	TOTAL EARNED INCOME	443,982	443,982	1,076,408	1,076,408	53500	53500	30000	65000	272340	272340	215920	215920	65740	65740	27960	27960	243975	243975	53220	53220	48753	48753
	2024 ProjBud 11-15-2023	2023 PROG TOTAL (not final		2024 PROGRAM TOTAL (7 shows		ADMINISTRATION		FT Mngmnt	G-W SoDA	1 GB1- 9 TO 5		2 FT1-Wizard of Oz		3 GB2 - POTUS		4 FT2-Sense&Sensibilitie		5 GB3- Jersey Boys		6 FT3-Rudolph		7 GB3-New Years Tributs	
	2024 ProjBud 11-15-2023	2023 PROG TOTAL (not final		2024 PROGRAM TOTAL (7 shows		ADMINISTRATION		FT Mngmnt	G-W SoDA	1 GB1- 9 TO 5		2 FT1-Wizard of Oz		3 GB2 - POTUS		4 FT2-Sense&Sensibilitie		5 GB3- Jersey Boys		6 FT3-Rudolph		7 GB3-New Years Tributs	
	CONTRIBUTED INCOME																						
4501	DONATIONS & PRIVATE GRANTS																						
4520	INDIVIDUAL DONATIONS	55,000	(down fr $100K)	55,000		55000																	
	WAREHOUSE DONATION	48,000		32,000		32000																	
4670	SoDA Underwriters (Sp.Event)	12,670		15,000		15000	w/sp. events																
4522	MC Gives (gb campaign)	0	booked in 24	75,000		75000																	
4525	INDIVIDUAL funs/founda.	10,000		10,000		10000																	
4530	BOARD & Advisory Bd. DONATIONS	20,000	(down fr $60K)	50,000		50000																	
4535	BOARD FOUND Bialek-Elliott	0	($25k to Cash	10,000	(from MCGives 23)	10000	w/MC Gives																
	TOTAL INDIV DONATIONS		145,670		247,000		247000								0		0						
4570	EDUCATION/SoDA DONATIONS & GRANTS																						

4575	SoDA SERVICE CLUBS/etc.	0	below	0	below in Business	0																				
4571	SODA Indiv. /Family Fnd.	1,000		2,000		2000																				
4573	CHAPMAN/Other Foundation	5,000		5,000		5000																				
4576	KEN WHITE FUND	4,795																								
4577	HARDEN Foundation	20,000		20,000		20000																				
4578	STAR Foundation	0		0		0																				
4579	NANCY BUCK RANSOM Found	0		0		0																				
	TOTAL EDU SUPPORT		30,795		27,000		27000																			
4600	SPECIAL EVENTS																									
4620	Spring or Fall EVENT:Tix & Product Sales	17,595		15,000		15000	100 x $150 each (not including 40 sponsor/comp tix), total goal 140. Previous: 2021 total 116 attending (75pd +41 sponsors/comps)																			
4625	Spring or Fall EVENT:Auction income	52,860		55,000		55000	Live Auction $40Knet, Supersilent $10Knet)																			
7050	Spring or Fall EVENT EXPENSE	(19,385)		(20,000)		-20000	$15K f&b++ ($107ppx$140), $3K invites/décor/etc.																			
4661	Spring or Fall Event Sponsors - Individuals	7,000		10,000		10000																				
4662	Spring or Fall Event Sponsors - Business	10,000		10,000		10000																				
4625	Summer EVENT:Tix & Product Sales	3,285			Hold for GB Opening in June 2024																					
4625	Summer EVENT:Auction income	2,100			Hold for GB Opening in June 2024																					
4625	Summer EVENT EXPENSE	(3,760)			Hold for GB Opening in June 2024																					
4661	Summer Event Sponsors - Individuals	5,000			Hold for GB Opening in June 2024																					
4662	Summer Event Sponsors - Business	1,500			Hold for GB Opening in June 2024																					
4635	Online Auctions	5,289		10,000		10000	Winter Online Auction, Nov/December Online Holiday Auction																			
4636	Online Auction Expenses	0		(1,000)		(1,000)																				
4660	NEW YEARS/other events	0		50,000			Dec 31 (250 at $200), plus any smaller events thru the year (openings, offsite, dinner parties, etc)																		50000	250x200
	TOTAL SP EVENT INCOME		81,484		129,000		79000																			50000
	GRANTS																									
4700	MAJOR FOUNDATIONS																									
4718	BERKSHIRE FOUNDATION	50,000		50,000		35000												15000								
4710	PACKARD FOUNDATION	50,000		50,000		42500												7500								
4715	MONT PEN FOUNDATION	45,000		45,000		40000												5000								
	MANITOU FOUNDATION		cap campaign	25,000		25000																				
4720	CFMC FOUNDATION FUNDS	4,467	down?	6,500														6500								
4750	BARNET SEGAL	0	cap campaign	10,000		10000																				
	GOVERNMENT			0																						
	Carmel-by-the-Sea Grant	3,000		3,000		3000																				
	MONTEREY COUNTY ARTS COUNTIL	5,000		5,000			5000																			
4775	OTHER GRANTS	5,250		4,000		4000																				
	BUSINESS			0																						
4850	SERVICE CLUBS/etc. (not SoDA above)	50		0		0																				
4800	BUSINESS/CORPORATE Grants	1,000		5,000		5000																				
	TOTAL GRANTS		163,767		203,500		164500										0		34000							0
4900	SPECIAL PROJECTS/OTHER	1,015																								
4707	SP.PRO - CONTRIBUTED (SVOG)	0		0																						
4780	SP.PRO - CONTRIBUTED (CaRelief)	25,000		0																						
4780	SP.PRO - CONTRIBUTED (CaRelief)	0		0																						
4920	SP.PRO - EXPENSE	0		0		0																				
	EMPLOYEE RETENTION TAX CREDIT	188,811		0		0																				
4950	PLANNED GIVING					0																				
	TOTAL OTHER		214,826		0																					
					606,500	check figures																				
	TOTAL CONTRIB. INCOME	636,542	636,542	606,500	606,500	517500	517500	5000	0	0	0	0	0	0	0	0	0	34000	34000	0	0	0	0	50000	50000	
	TOTAL EARNED INCOME	443,982	443,982	1,076,408	1,076,408	53500	53500	30000	65000	272340	272340	215920	215920	65740	65740	27960	27960	243975	243975	53220	53220	48753	48753			
	TOTAL INCOME (COMBINED)	-1,080,524	1,080,524	1,682,908	1,682,908	571000		35000	65000	272340	272340	215920	215920	65740	65740	61960	61960	243975	243975	53220	53220	98753	98753			
2024 ProjBud 11-15-2023		2023 PROG TOTAL (not final		2024 PROGRAM TOTAL (7 shows		ADMINISTRATION		FT Mngmnt	G-W SoDA	1 GB1- 9 TO 5		2 FT1-Wizard of Oz		3 GB2 - POTUS		4 FT2-Sense&Sensibilitie		5 GB3- Jersey Boys		6 FT3-Rudolph		7 GB3-New Years Tributa			
2024 ProjBud 11-15-2023		2023 PROG TOTAL (not final		2024 PROGRAM TOTAL (7 shows		ADMINISTRATION		FT Mngmnt	G-W SoDA	1 GB1- 9 TO 5		2 FT1-Wizard of Oz		3 GB2 - POTUS		4 FT2-Sense&Sensibilitie		5 GB3- Jersey Boys		6 FT3-Rudolph		7 GB3-New Years Tributa			
	EXPENSE																									
5001	ARTISTIC/PRODUCING SALARIES																									
5005	ARTSTC DRCTR: KK	0		0										0		0										
5185	TECHNICAL DRCTR: PM	58,570	FT with ben	67,499	FT 24/7 with ben	67499																				
5100	ADMIN. SALARIES & CONTRACTS																									
5105	EXEC.DIRECTOR:SM	93049	FT with ben	97,701	FT 24/7 with ben	97701				0		0					0			0						
5115	DEV/MARKETING ADMINISTRATOR: JN	57750		60,638	FT w/ben $28/hr	60638																				
5140	MARKETING MNGR:KK	47944	FT with ben	50,341	FT with ben $24/hr	50341																				
5110	SPONSORSHIP MANAGER	0		0	PT-20hrs/wk $23/hr	0																				
5120	DEVELOPMENT ASST - SH (pt)	22000	1/2 time	24,000	PT-20hrs/wk $20/hr	24000																				
5125	BUSINESS MGR - JH	68842	FT with ben	72,284	FT 24/7 with ben	72284																				
5130	BOXOFFICE MGR:CW	37740	FT with ben	39,627	FT with ben ($20/hrnb)	39627																				
5150	BOOKKEEPER -	6266		6,000	PT	6000										0		0								
	TOTAL ADMIN SALARIES		392,161		418,090		418090					0		0						0		0		0		
5184	PRODUCTION SALARIES																									

5193	COMPANY/PRODUCTION MANAGER -	1,072		6,000	PT	6000																				
5190	MASTER CARPENTER - Forest	4,214		21,000	PT	6000				0	2500		2500		2500		2500		2500		2500					
5195	ASSOCIATE TD -	0		0					0	0																
	TOTAL PROD. SALARIES		5,286		27,000	0	12000					2500		2500		2500		2500		2500		2500				0
5169	SODA SALARIES																									
5170	SODA ADMINISTRATOR	4,411		6,000	PT				6000	0		0					0			0		0				
5175	SODA TEACHERS	40,000		40,000		0			40000																	
	TOTAL SODA SALARIES		44,411		46,000		0																			
5200	SEASONAL DIRECTORS & DESIGNERS																									
5210	DIRECTORS & CHOREOG.	12,750		34,000		0			0	5000	choreo/md	8000	dir/choreo/md	4000	nina	5000	dir/choreo	7000	choreo/md	4000	dir/chor/md	1000	md			
5220	SET DESIGN	0		0					0	0		0		0		0		0		0						
5230	CSTMR DESIGNR	7,200		16,000		0			0	3000		3000		2000		2000		3000		2000		1000	z			
5240	LIGHTING DESIGN	4,000		14,000		0			0	3000		3000		2000		2000		3000		0		1000				
5260	OTHER DESIGN:SOUND/VIDEO	0		0		0				0		0		0		0		0		0		0				
	TOTAL DIR/DSGNRS		23,950		64,000		0				11000		14000		8000		9000		13000		6000		3000			
5300	SEASONAL - ACTORS & MUSICIANS																									
5310	ARTISTIC COMPANY - EQUI	13,175		34,500		0			0	6000	1x12wks	6000	1x12wks	3500	1x7weeks	7000	2x12wks	12000	2x12wks	0						
	ARTISTIC COMPANY NON EQUI	22,500		67,500						13500	2/3K,750*10	11500	+2500+3K+600*	10500	6 perf.	12250	7 perf.	17500	5Kx2,750*10	0		2250	3 vocals			
5325	COMPAN PER DIEMS/TRAVEL EX	11,000		11,100						2400		2400	AEA	0		0		4800		1500						
5330	HOUSING	0		0		0			0	0		0		0		0		0		0						
5340	ORCHESTRA ($75/srvc)	5,000		5,000		0			0	0		0		0		0		0		0		5000	5 band mc			
5345	MPC REGISTRATION	0		0						0		0		0		0		0		0						
5350	CONTRACT FEES: ACTORS	7,626	Puddles	0																						
5360	CONTRACT FEES: MUSICIANS	85		0																						
	TOTAL - ACTORS/MUSNS		59,386		118,100		0				21900		19900		14000		19250		34300		1500		7250			
						0																				
5400	SEASONAL - PRODUCTION PERSONNEL																									
5410	STAGE MANAGERS	7,500		23,300		8000			0	2700	sm, asm	2700	sm, asm	2100	non aea sm	2100	non aea sm	2700	sm, asm	2250	sm, asm	750	cm			
5420	HOUSE MANAGERS	7,000		16,800		0			0	3600		3600		1800		1800		3600		1200		1200				
5430	CARPENTRS/SCENIC ARTISTS	21,500		42,700		0			0	14000	5FTx4wks	12600	5FTx3wks	4200	210hrs	1700	210hrs	8000	5FTx4wks	1700	210hrs	500	140 hrs			
5435	ELECTRICIANS	8,000		23,650		0				6000	225 hrs	6000	225 hrs	1050	40 hrs	1050	40 hrs	6000	225 hrs	1050	40 hrs	2500	100 hrs			
5440	BOOTH OPS/STAGE CREW	10,600		24,000		0			0	6400	8crew	6400	8crew	1000	2 crew	1000	2 crew	6400	8crew	1800	6 crew	1000	4 crew			
5445	SOUND & TRACK OPERATORS	0		15,000		0			0	3840	2 crew	3360	2 crew	960	sound op	960	2 crew	3360	2 crew	1800	2 crew	720	2 crew			
	TOTAL PROD SALARIES		54,600		145,450		8000				36540		34660		11110		8610		30060		9800		6670			
2024 ProjBud 11-15-2023		2023 PROG TOTAL (not final		2024 PROGRAM TOTAL (7 shows		ADMINISTRATION		FT Mngmnt	G-W SoDA	1 GB1- 9 TO 5		2 FT1-Wizard of Oz		3 GB2 - POTUS		4 FT2-Sense&Sensibilitie		5 GB3- Jersey Boys		6 FT3-Rudolph		7 GB3-New Years Tributa			
2024 ProjBud 11-15-2023		2023 PROG TOTAL (not final		2024 PROGRAM TOTAL (7 shows		ADMINISTRATION		FT Mngmnt	G-W SoDA	1 GB1- 9 TO 5		2 FT1-Wizard of Oz		3 GB2 - POTUS		4 FT2-Sense&Sensibilitie		5 GB3- Jersey Boys		6 FT3-Rudolph		7 GB3-New Years Tributa			
5800	PERSONNEL COSTS																									
5810	PAYROLL TAX	50,000		80,754		43809			4600	6954		6866		3561		3936		7506		1830		1692				
5820	WORKMAN'S CO	5,000		25,730		10952			1840	2782		2746		1424		1574		3002		732		677				
5830	STAFF HEALTH	87,780		93,540		93540	9361*12)-$966/mo [50% of dependants]: -$600/mo staff																			
5825	STAFF LIFE/AD&D/Disa/BENS	4,716		4,716		4716	(393/mo x 12)																			
5840	EQUITY/ssdc HEALTH	4,875		11,951		0				1947		1947		3055		3055		1947								
5850	EQUITY PENSION at 8%	476		3,556		0				396		396		1184		1184		396								
5899	PERSONNEL COSTS - MIS	25,000	bonuses	25,000		25000			. +6%	. +6%																
5899	PERSONNEL COSTS - MIS	4,242	other			SM	97701		5862	5862																
5899	PERSONNEL COSTS - MIS	525	misc			JH	72284		4337	4337																
5899	PERSONNEL COSTS - MIS					PM	67499		4050																	
5899	PERSONNEL COSTS - MIS					KK	50341		3020																	
5899	PERSONNEL COSTS - MIS					CW	39627		2378																	
5899	PERSONNEL COSTS - PENSION	18,369		19,647		19647			19647	10198																
5899	PERSONNEL COSTS - CATCHUP	9,713		10,199		10199																				
	TOTAL PERSONNEL COST		210,696		275,093		207863		6440		12079		11955		9224		9749		12851		2562		2369			
					275,093																					
					1,093,733																					
5000	TOTAL PAYROLL EXPEN	790,490	790,490	1,093,733	1,093,733	645953	645953		52440		84019		83015		44834		49109		92711		22362		19289			
6000	ADMIN EXPENSE																									
6010	TELEPHO	16,000		20,000		20000			0	0		0		0		0		0		0		0				
6020	OFFICE POSTA	2,000		3,000		3000			0	0		0		0		0		0		0		0				
6030	OFFICE SUPPLI	2,000		4,000		4000			0	0		0		0		0		0		0		0				

6040	DUES & SUBSCRIPTIONS/taxes/permi	11,000		11,000		11000				0	0		0		0		0		0		0		0	
6050	EQUIPMENT:Lease pymts	7,000		8,000		8000	copiers,phones			0	0		0		0		0		0		0		0	
6060	INSURANCE	22,500		22,500		22500				0	0		0		0		0		0		0		0	
6070	AUTO/TRUCK EXPENSE	3,045		1,000		1000				0	0		0		0		0		0		0		0	
6080	TRAVEL & ENTERTAINMENT	0																						
6090	AUDIT/REVIEW FE	21,900		18,000		18000				0	0		0		0		0		0		0		0	
6095	FINANCE CHGS	300		300		300				0	0		0		0		0		0		0			
6098	BANK/CCcharges	21,000		54,000		54000				0														
6099	AdminMISC, incl Invstmt Exp)	4,000		1,000		1000				0														
	TOTAL ADMIN EXPEN		110,745		142,800		142800					0		0		0		0		0		0		
6500	FACILITY COSTS																						0	
6501	HOUSING EXPENSE	6,580		6,580		6580					0		0						0		0		0	
6505	SALINAS WAREHOUSE EXPENSE	108,000	net 560K	72,000		72000	8 MONTHS			0	0		0		0		0		0		0		0	
6505	ATC WAREHOUSE EXPENSE	14,400		9,600		9600	6 MONTHS			0	0		0		0		0		0		0		0	
6510	SODA CLASSES - Indoor Forest	250		0		0				0	0		0		0		0		0		0			
6511	SODA CLASSES/FIELD TRIPS	600		0						0													0	
6515	FOREST TH. UTILITIES/MAINTENANCE	25,000		20,000		0		20000		0													0	
6516	OTHER FACILITY RENTALS	1,000	rehearsals	0		0																		
6530	GOLDEN BOUGH UTILITI	15,000		20,000		20000				0	0		0		0		0		0		0		0	
6540	GOLDEN BOUGH SECURITY	2,500		4,200		4200				0	0		0		0		0		0		0		0	
6560	GOLDEN BOUGH JANITORIAL	0		7,200		7200				0	0		0		0		0		0		0		0	
6570	GOLDEN BOUGH FACILITY SUPPLI	200		1,200		1200				0	0		0		0		0		0		0			
6580	GB MAINTENANCE/REPAIR	1,600		0		0				0	0		0						0		0			
6531	CONDO UTILITIES	2,750		2,500		2500																		
6585	CONDO REPAIR/MAINTENANCE	800		1,000		1000																		
6590	GB COMPUTOR/FILM SYSTEM	5,300		5,000		5000				0						0		0						
6517	FOREST THEATER UPGRADES	0		0		0																		
6571	FT FACILITY SUPPLIES	1,600		2,000		0		2000		0						0		0						
	TOTAL FACILITY EXP		185,580		151,280		129280					0		0		0		0		0		0		0
2024 ProjBud 11-15-2023		2023 PROG TOTAL (not final		2024 PROGRAM TOTAL (7 shows		ADMINISTRATION		FT Mngmnt		G-W SoDA	1 GB1- 9 TO 5		2 FT1-Wizard of Oz		3 GB2 - POTUS		4 FT2-Sense&Sensibilitie		5 GB3- Jersey Boys		6 FT3-Rudolph		7 GB3-New Years Tributa	
2024 ProjBud 11-15-2023		2023 PROG TOTAL (not final		2024 PROGRAM TOTAL (7 shows		ADMINISTRATION		FT Mngmnt		G-W SoDA	1 GB1- 9 TO 5		2 FT1-Wizard of Oz		3 GB2 - POTUS		4 FT2-Sense&Sensibilitie		5 GB3- Jersey Boys		6 FT3-Rudolph		7 GB3-New Years Tributa	
7000	DEVELOPMENT EXPENSE																							
7020	FUNDRIVE (PRINTING,POSTAGE,ETC.)	0		1,000		1000				0	0		0		0		0		0		0		0	
7030	PATRON/PARTICIPANT RECOGNITIO	0		1,000		1000																		
7040	ENTERTAINMENT/CULTIVATI	100		1,000		1000				0	0		0		0		0		0		0		0	
7090	EXTRA EVENT - EXPENSE	0		500		500																		
7099	DEV. MIS	1,200		1,250		1250				0	0		0		0		0		0		0		0	
	TOTAL DEV EXPENSE		1,300		4,750		4750					0		0		0		0		0		0		0
8000	MARKETING/PUBLIC RELATIONS																							
8010	PRINT Ads (Herald $6150)	7,600		12,100		1000				600	1500		1500		1500		1500		1500		1500		1500	
8020	TV (some radio?)	3,500		8,500		1000				0	1500		1500		0		0		1500		1500		1500	
8025	WEB	6,000		7,500		7500																		
8100	SEASON BROCHURE PRINTING	0		250		250				0	0		0		0		0		0		0		0	
8105	POSTAGE-SEA BROCHURE	0		500		500																		
2	COPIER Printing/Maint.	3,000		3,000		3000				0	0		0		0		0		0		0		0	
8115	POSTAGE:FLYERS/OTHER	0		0		0																		
8220	PHOTO/VIDEOS	0		1,500		1500																		
8230	OUTSIDE COPYING/PRINTI	0		0		0				0	0		0		0		0		0		0		0	
8240	PROGRAMS - Covers/pap	500		1,500		1500	(cover)			0	0		0		0		0		0		0		0	
8305	LOBBY/WINDOW DISPLAYS, et	100		1,500		1500				0														
8310	ENTERTAINMENT/CAST PARTYS	1,250		3,250		250				0	500		500		250		250		500		500		500	
8350	CONCESSIONS (offset 4071)	16,000		34,000		9000					6500		6500		1500		1500		6500		2500		0	
8360	MERCHANDISING (offset 4080)	0		0		0																		
8540	TICKET STOCK/ENVELOPE	500		0		0				0	0		0		0		0		0		0		0	
8550	TICKETING SERVICE	6,000		21,531		2400					5076		5202		1256		567		4758		1350		921	
	TOTAL MARKETING EXP		44,450		95,131		29400					15076		15202		4506		3817		14759		7350		4421
9000	PRODUCTION COSTS																							
9060	MATERIALS	14,000	8,510K sponsa	43,500		0				0	10000		10000		4000		4000		10000		5000		500	
9080	OTHER RENTALS	0		25,000		0					5000		20000		0		0		0		0		0	
9115	PROPERTIES	100		2,000		400				0	150	and spfx	150	and spfx	500		500		150	and spfx	150	and spfx	0	
9130	LIGHTING	1,600		4,700		0				0	1250		1250		300		300		1250		250		100	

9150	SOUND	2,500		5,100		1500		500		0	500		500		100		500		500		500		500	
9305	COSTUME/Make-up suppli	1,500		6,250		0				0	1000		1000		1000		1000		1000		1000		250	
9310	COSTUME cleani	100		1,850		250				0	250		250		250		250		250		250		100	
9430	ROYALTIES	13,000		85,191		0				0	27228		20470		3000		0		26493		8000		0	
9999	PRODUCTION EXP - Misc.	2,000		371		371				0	0		0		0		0		0		0		0	
	TOTAL PROD. EXP		34,800		173,962		2521					45378		53620		9150		6550		39643		15150		1450
	TOTAL EXPENSE	(1,167,365)	(1,167,365)	(1,661,655)	(1,661,655)	-954704		-22500		-53040	144473	144473	-151837	-151837	-58490	-58490	-59476	-59476	-147113	-147113	-44862	-44862	-25160	-25160
	TOTAL INCOME	1,080,524	1,080,524	1,682,908	1,682,908	571000	0	35000		65000	272340	272340	215920	215920	65740	65740	61960	61960	243975	243975	53220	53220	98753	98753
	Profit-(loss) / Contingency	(86,841)	(86,841)	21,252	21,252	(383704)		12500		11960	127867	127867	64083	64083	7250	7250	2484	2484	96862	96862	8358	8358	73592	73592
	NET ORDINARY INCOME	(86,841)	(86,841)	21,252	21,252	(383704)		12500		11960	127867		64083		7250		2484		96862		8358		73592	
	DEBT SERVICE																								
	CORRAL DE TIERRA LAND (HALL TRUST)	(21252)	(21252)	(21252)	(21252)	Based on (12) Interest Only payments of $1,771/mo for years 1-5, with payment reduction upon principal reduction.																			
	TOTAL ANNUAL DEBT SERVICE	(21,252)	(21,252)	(21,252)	(21,252)																				
	END OF YEAR BALANCE W/DEBT SERVICE	(108,093)	(108,093)	0	0																				
2024 ProjBud 11-15-2023		2023 PROG TOTAL (not final		2024 PROGRAM TOTAL (7 shows		ADMINISTRATION		FT Mngmnt		G-W SoDA	1 GB1- 9 TO 5		2 FT1-Wizard of Oz		3 GB2 - POTUS		4 FT2-Sense&Sensibilitie		5 GB3- Jersey Boys		6 FT3-Rudolph		7 GB3-New Years Tributa	

Pacific Repertory Theatre
Profit & Loss
January through December 2022

	Jan - Dec 22
Ordinary Income/Expense	
Income	
4000 · EARNED INCOME	
4001 · TICKETING REVENUE	
4010 · Season Subscriptions	1,844.00
4020 · Single Tickets	242,080.33
4030 · Group Sales/Buy the House	15,482.00
4050 · Service Charges	42,070.00
4001 · TICKETING REVENUE - Other	234.00
Total 4001 · TICKETING REVENUE	301,710.33
4060 · EDUCATION	
4061 · Community College Students	2,677.50
4301 · SoDA Tuition - Lower Schools	46,308.00
4060 · EDUCATION - Other	170.00
Total 4060 · EDUCATION	49,155.50
4070 · RELATED SALES	
4071 · Concession Revenue	34,496.01
Total 4070 · RELATED SALES	34,496.01
4200 · RENTAL INCOME	
4211 · Warehouse rental inc.	300.00
4201-FT · Forest Theater rental Income	19,777.76
4250 · Rents/Housing	21,338.84
4201 · Rents - Theatre	500.00
4202 · Rents - Equipment	400.00
4203 · Rents - Costumes	350.00
Total 4200 · RENTAL INCOME	42,666.60
4400 · CONTRACT SERVICES	
4401 · Contract Services Income	4,475.32
4402 · Contract Services Expense	(2,247.41)
Total 4400 · CONTRACT SERVICES	2,227.91
4005 · Interest Income - Banks	298.47
4204 · Dividend Income	2,643.39
Total 4000 · EARNED INCOME	433,198.21
4500 · CONTRIBUTED INCOME	
4501 · DONATIONS & PRIVATE GRANTS	
4520.w · Donation - warehouse	52,000.00
4520 · Individual Donations	58,213.85
4525 · Individual Funds & Foundations	4,300.00
4530 · Board Donations	21,725.68
Total 4501 · DONATIONS & PRIVATE GRANTS	136,239.53
4570 · EDUCATION SoDA DONATIONS/GRANTS	
4577 · Harden Foundation	15,000.00
4579 · Nancy Buck Ransom Foundation	10,000.00
4571 · SoDA Ind. Donations/Family Fdns	375.00
4573 · Chapman/Other SoDA Grants	6,000.00
Total 4570 · EDUCATION SoDA DONATIONS/GRANTS	31,375.00
4600 · SPECIAL EVENTS	
4636 · Online Auction income	4,608.00
4661 · Event Sponsor-Individual	13,000.00
4662 · Event Sponsor-Business	1,000.00
4620 · Spring Event - Ticket Income	
4625 · Spring Event - Auction Income	
7050 · Spring Event Expense	
4630 · Fall Event - Ticket Income	3,450.00

Pacific Repertory Theatre
Profit & Loss
January through December 2022

	Jan - Dec 22
4635 · Fall Event - Auction Income	12,993.00
7060 · Fall Event Expense	(3,252.16)
4660 · New Years/Other Events	15,190.00
Total 4600 · SPECIAL EVENTS	46,988.84
4700 · FOUNDATIONS & OTHER GRANTS	
4705 · MAJOR FOUNDATIONS	
4718 · Berkshire Foundation	50,000.00
4710 · Packard Foundation	50,000.00
4715 · Mont Pen Foundation	45,000.00
4720 · CFMC Foundation(s)	6,217.54
4775 · Other Grants	6,600.00
Total 4705 · MAJOR FOUNDATIONS	157,817.54
4707 · GOVERNMENTAL	
4707.01 · Federal Grant	182,661.25
4730 · Monterey County Arts Council	5,000.00
4780 · State - SVOG	300,000.00
4790 · City of Carmel	3,000.00
Total 4707 · GOVERNMENTAL	490,661.25
4709 · BUSINESS/OTHER	
4850 · Service Clubs/Organizations	550.00
4890 · Business/Corp. Grants/Donations	13.88
Total 4709 · BUSINESS/OTHER	563.88
Total 4700 · FOUNDATIONS & OTHER GRANTS	649,042.67
4900 · SPECIAL PROJECTS	
4920 · Special Projects - Expenses	487.03
Total 4900 · SPECIAL PROJECTS	487.03
Total 4500 · CONTRIBUTED INCOME	864,133.07
9998 · Suspense Account - Income	362.10
Total Income	1,297,693.38
Gross Profit	1,297,693.38
Expense	
6605CDT · Interest Exp -Hall/Nelson Trust	17,718.80
5000 · PAYROLL & CONTRACTS EXPENSE	
5001 · ARTISTIC/PRODUCING SALARIES	
5185 · Tech/Assoc. Artistic Director	55,781.04
Total 5001 · ARTISTIC/PRODUCING SALARIES	55,781.04
5100 · ADMIN. SALARIES & CONTRACTS	
5105 · Executive Director	88,618.00
5115 · Development & Marketing Exec.	55,000.00
5120 · Development Asst.	20,405.00
5125 · Business Manager	65,564.00
5130 · Box Office Manager	35,943.12
5140 · Marketing Manager	45,661.00
5150 · Marketing Assistant/Bookkeeper	6,119.73
Total 5100 · ADMIN. SALARIES & CONTRACTS	317,310.85
5169 · SoDA SALARIES	
5170 · SoDA Administrators	2,993.75
5175 · SoDA Teachers	35,125.39
Total 5169 · SoDA SALARIES	38,119.14
5184 · PRODUCTION SALARIES	

Pacific Repertory Theatre
Profit & Loss
January through December 2022

	Jan - Dec 22
5431 · Master Carpenter- Hourly	6,168.75
5193 · Company Manager	4,500.00
Total 5184 · PRODUCTION SALARIES	10,668.75
5200 · SEASONAL -DIRECTORS & DESIGNERS	
5210 · Directors & Choreographers	15,000.00
5230 · Cstmr Designer (& Assts.)	8,582.00
5240 · Lighting Designers	2,625.00
Total 5200 · SEASONAL -DIRECTORS & DESIGNERS	26,207.00
5300 · SEASONAL - ACTORS & MUSICIANS	
5310 · Artistic Company - Equity	6,550.00
5320 · Artistic Company - Non-Equity	20,915.00
5325 · Company Per Diems/Travel Exp.	9,976.79
5340 · Orchestra ($75 service)	500.00
5345 · MPC Registration	552.00
5350 · Contract Fees - Actors	5,004.80
5360 · Contract Fees - Musicians	1,700.00
Total 5300 · SEASONAL - ACTORS & MUSICIANS	45,198.59
5400 · SEASONAL - PRODUCTION PERSONNEL	
5445 · Sound Operator	2,460.00
5435 · Electricians	7,270.56
5410 · Stage Managers/ASM's	9,365.00
5420 · House Managers	7,910.30
5430 · Carpenters/ME/Scenic	30,797.43
5440 · Board Ops/Crews	10,810.00
Total 5400 · SEASONAL - PRODUCTION PERSONNEL	68,613.29
5800 · PERSONNEL COSTS	
5810 · Payroll Taxes	12,405.54
5820 · Workers Compensation Insurance	20,961.00
5830 · Benefits/Staff Health	82,745.52
5831 · Benefits / Staff Life Ins	4,075.82
5840 · Equity Health Ins(Co.)	3,054.47
5850 · Equity Pension Expense (8%-Co)	888.00
5899 · Personnel Costs - Misc.	59.19
Total 5800 · PERSONNEL COSTS	124,189.54
5000 · PAYROLL & CONTRACTS EXPENSE - Other	26,093.00
Total 5000 · PAYROLL & CONTRACTS EXPENSE	712,181.20
6000 · ADMINSTRATIVE EXPENSE	
6010 · Telephone	21,076.11
6020 · Office Postage & Delivery	2,597.80
6030 · Office Supplies	5,673.80
6040 · Dues/Subs/Permits/Taxes	10,305.76
6050 · Equipment Leases	6,314.28
6060 · Insurance	24,601.16
6070 · Auto Expense	5,646.23
6080 · Travel & Entertainment	180.00
6090 · Audit/Review Fees	27,400.00
6095 · Finance Charges/Penalties	176.57
6098 · Bank Charges/Returns	23,750.53
6099 · Administrative Exp - Misc.	1,367.94
6240 · Investment Expense	1,549.04
Total 6000 · ADMINSTRATIVE EXPENSE	130,639.22
6500 · FACILITY COSTS	
6571 · FT Facility Suplies	2,905.64
6518 · FT Utilities/Maintanance	12,153.60
6531 · Utilities - Condo	2,663.44

Pacific Repertory Theatre
Profit & Loss
January through December 2022

	Jan - Dec 22
6517 · Forest Theater Upgrades	11,225.92
6501 · Housing Expense	7,339.91
6511 · Soda classes/Field Trips	211.58
6505 · Warehouse	123,974.04
6510 · SoDA Classes/Studio	806.98
6516 · Other Facility Rentals	2,046.50
6530 · G.B. Utilities	19,518.65
6540 · G.B. Security	4,371.38
6570 · G.B. Facility Supplies	736.14
6580 · G.B. Maintenance & Repairs	1,882.11
6590 · G.B. Computer Systems	5,648.53
6585 · Condo - Repair & Maint.	992.32
Total 6500 · FACILITY COSTS	196,476.74
7000 · DEVELOPMENT EXPENSE	
7020 · Fund Drive	693.60
7030 · Patron/Participant Recognition	940.03
7040 · Entertainment/Cultivation	1,346.34
7090 · Open/Closing Gala Expenses	129.79
7099 · Development Misc.	1,233.30
Total 7000 · DEVELOPMENT EXPENSE	4,343.06
8000 · MARKETING/PR	
8010 · Newspapers/Print Ads	6,258.00
8020 · TV/Radio Ads	2,360.00
8025 · Web	8,225.54
8110 · Maint. Copier	3,763.75
8220 · Photo & Video/CD Production	1,450.00
8230 · Outside Copying & Printing	23.66
8240 · Theatre Programs	727.35
8305 · Lobby/Window/Exterior Displays	1,971.47
8310 · Entertainment/Cast Parties	1,120.84
8350 · Concession Inventory	17,285.60
8550 · Ticketing Service	6,130.80
Total 8000 · MARKETING/PR	49,317.01
9000 · PRODUCTION COSTS	
9060 · Set Materials	25,242.14
9080 · Other Rentals	22,932.50
9115 · Properties & Weapons	4,207.17
9130 · Lighting	1,603.72
9150 · Sound	5,408.03
9305 · Costumes & Make Up Supplies	1,883.09
9310 · Costume Cleaning	844.30
9430 · Royalties	18,564.49
Total 9000 · PRODUCTION COSTS	80,685.44
Total Expense	1,191,361.47
Net Ordinary Income	106,331.91
Other Income/Expense	
Other Income	
4215 · Unrealized CapGain Endowment	(44,154.82)
4502 · CAMPAIGN INCOME	
4558 · Event Individual Sponsors	17,250.00
4557 · Event Business Sponsors	16,250.00
4556 · Special Event-Auction Inc.	52,650.00
4555 · Special Event- Tickets	18,870.00
4552 · Endowment Capital Gains	274.45
4502.11 · Capital Campaign Interest Inc.	1,037.93
4502.10 · Capital Campaign Dividend Inc.	303.45
4541 · Foundations-CAPITAL Camp/Restri	589,458.45
4531 · Board Member-CAPITAL Camp/Restr	324,115.91

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Pacific Repertory Theatre
Profit & Loss
January through December 2022

	Jan - Dec 22
4526 · Business-CAPITAL Camp/Restricte	2,950.00
4521 · Individuals-CAPITAL Camp/Restri	91,365.00
4502 · CAMPAIGN INCOME - Other	1,000.00
Total 4502 · CAMPAIGN INCOME	1,115,525.19
10000 · Stabilization Fund	150,000.00
12000 · Corral de Tierra	
12122 · CDT donations	514,500.00
Total 12000 · Corral de Tierra	514,500.00
Total Other Income	1,735,870.37
Other Expense	
6600 · CORRAL DI TIERRA	
6610CDT · Corral deTierra Expense	11,471.14
6630CDT · Corral deTierra - Maintenance	500.00
Total 6600 · CORRAL DI TIERRA	11,971.14
5900 · CAMPAIGN DEVELOPMENT	
5956 · Special Event exp.	32,879.83
5953 · Cap. Camp. Printing & Marketing	694.80
Total 5900 · CAMPAIGN DEVELOPMENT	33,574.63
9500 · Prior Year(s) Expenses	625.00
Total Other Expense	46,170.77
Net Other Income	1,689,699.60
Net Income	**1,796,031.51**

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Pacific Repertory Theatre
Profit & Loss Budget Performance
January through December 2023

	Jan - Dec 23	Budget	Jan - Dec 23	YTD Budget	Annual Budg...
Ordinary Income/Expense					
Income					
4000 · EARNED INCOME					
4001 · TICKETING REVENUE					
4010 · Season Subscriptions	9,608.00	8,450.00	9,608.00	8,450.00	8,450.00
4020 · Single Tickets	252,638.00	271,520.00	252,638.00	271,520.00	271,520.00
4030 · Group Sales/Buy the House	1,898.00	17,500.00	1,898.00	17,500.00	17,500.00
4050 · Service Charges	25,657.00	45,890.00	25,657.00	45,890.00	45,890.00
4050.FF · Facility Fees	18,019.00		18,019.00		
4001 · TICKETING REVENUE - Other	25.00		25.00		
Total 4001 · TICKETING REVENUE	307,845.00	343,360.00	307,845.00	343,360.00	343,360.00
4005 · Interest Income - Banks	15,874.40	17,003.84	15,874.40	17,003.84	17,003.84
4060 · EDUCATION					
4301 · SoDA Tuition - Lower Schools	66,371.00	42,000.00	66,371.00	42,000.00	42,000.00
Total 4060 · EDUCATION	66,371.00	42,000.00	66,371.00	42,000.00	42,000.00
4070 · RELATED SALES					
4071 · Concession Revenue	34,118.35	35,620.00	34,118.35	35,620.00	35,620.00
4120 · Program Ad Sales - Gross	500.00		500.00		
4130 · SoDA Ad Sales - Gross		5,000.00		5,000.00	5,000.00
Total 4070 · RELATED SALES	34,618.35	40,620.00	34,618.35	40,620.00	40,620.00
4200 · RENTAL INCOME					
4201-FT · Forest Theater rental Income	15,307.28	18,000.00	15,307.28	18,000.00	18,000.00
4201 · Rents - Theatre		2,500.00		2,500.00	2,500.00
4202 · Rents - Equipment	5,000.00	2,500.00	5,000.00	2,500.00	2,500.00
4203 · Rents - Costumes	675.00	3,500.00	675.00	3,500.00	3,500.00
4250 · Rents/Housing	22,432.12	21,000.00	22,432.12	21,000.00	21,000.00
Total 4200 · RENTAL INCOME	43,414.40	47,500.00	43,414.40	47,500.00	47,500.00
4204 · Dividend Income	1,894.51		1,894.51		
4205 · Capital Gains - Short Term	11,697.77	11,643.47	11,697.77	11,643.47	11,643.47
4400 · CONTRACT SERVICES					
4401 · Contract Services Income	760.00	20,000.00	760.00	20,000.00	20,000.00
4402 · Contract Services Expense	(500.00)	(7,500.00)	(500.00)	(7,500.00)	(7,500.00)
Total 4400 · CONTRACT SERVICES	260.00	12,500.00	260.00	12,500.00	12,500.00
Total 4000 · EARNED INCOME	481,975.43	514,627.31	481,975.43	514,627.31	514,627.31
4500 · CONTRIBUTED INCOME					
4501 · DONATIONS & PRIVATE GRANTS					
4520 · Individual Donations	63,772.97	59,000.00	63,772.97	59,000.00	59,000.00
4520.w · Donation - warehouse	44,000.00	48,000.00	44,000.00	48,000.00	48,000.00
4525 · Individual Funds & Foundations	6,400.00	10,000.00	6,400.00	10,000.00	10,000.00
4530 · Board Donations	16,851.30	50,000.00	16,851.30	50,000.00	50,000.00
4535 · Board Funds & Foundations		25,000.00		25,000.00	25,000.00
4670 · Sponsors/Underwriters	12,670.00	15,000.00	12,670.00	15,000.00	15,000.00
Total 4501 · DONATIONS & PRIVATE GRANTS	143,694.27	207,000.00	143,694.27	207,000.00	207,000.00
4570 · EDUCATION SoDA DONATIONS/GRANTS					
4576 · SODA Scholarship -Ken White	5,495.00		5,495.00		
4571 · SoDA Ind. Donations/Family Fdns	440.00	2,000.00	440.00	2,000.00	2,000.00
4572 · SoDA Business/Corp Sponsors	355.50		355.50		
4573 · Chapman/Other SoDA Grants	4,000.00	5,000.00	4,000.00	5,000.00	5,000.00
4577 · Harden Foundation	40,000.00	15,000.00	40,000.00	15,000.00	15,000.00
4579 · Nancy Buck Ransom Foundation		10,000.00		10,000.00	10,000.00
Total 4570 · EDUCATION SoDA DONATIONS/GRANTS	50,290.50	32,000.00	50,290.50	32,000.00	32,000.00
4600 · SPECIAL EVENTS					
4620 · Spring Event - Ticket Income	17,595.00	15,000.00	17,595.00	15,000.00	15,000.00
4625 · Spring Event - Auction Income	52,860.00	52,000.00	52,860.00	52,000.00	52,000.00
4630 · Fall Event - Ticket Income	3,285.00		3,285.00		
4635 · Fall Event - Auction Income	2,100.00		2,100.00		
4636 · Online Auction Income	5,289.00	7,000.00	5,289.00	7,000.00	7,000.00
4660 · New Years/Other Events		50,000.00		50,000.00	50,000.00
4661 · Event Sponsor-Individual	11,500.00	15,000.00	11,500.00	15,000.00	15,000.00
4662 · Event Sponsor-Business	11,500.00	15,000.00	11,500.00	15,000.00	15,000.00
7050 · Spring Event Expense	(21,335.67)	(20,000.00)	(21,335.67)	(20,000.00)	(20,000.00)
7060 · Fall Event Expense	(3,760.51)		(3,760.51)		
Total 4600 · SPECIAL EVENTS	79,032.82	134,000.00	79,032.82	134,000.00	134,000.00

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Pacific Repertory Theatre
Profit & Loss Budget Performance
January through December 2023

	Jan - Dec 23	Budget	Jan - Dec 23	YTD Budget	Annual Budg...
4700 · FOUNDATIONS & OTHER GRANTS					
4705 · MAJOR FOUNDATIONS					
4710 · Packard Foundation	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
4715 · Mont Pen Foundation	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00
4718 · Berkshire Foundation	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
4720 · CFMC Foundation(s)	4,466.86	6,500.00	4,466.86	6,500.00	6,500.00
4750 · Barnet Segal		10,000.00		10,000.00	10,000.00
4775 · Other Grants	5,250.00	9,000.00	5,250.00	9,000.00	9,000.00
Total 4705 · MAJOR FOUNDATIONS	154,716.86	170,500.00	154,716.86	170,500.00	170,500.00
4707 · GOVERNMENTAL					
4707.01 · Federal Grant	194,427.00	188,803.90	194,427.00	188,803.90	188,803.90
4707.02 · State Grant	25,000.00		25,000.00		
4730 · Monterey County Arts Council	5,000.00		5,000.00		
4790 · City of Carmel	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
Total 4707 · GOVERNMENTAL	227,427.00	191,803.90	227,427.00	191,803.90	191,803.90
4709 · BUSINESS/OTHER					
4850 · Service Clubs/Organizations	1,650.00		1,650.00		
4890 · Business/Corp. Grants/Donations	1,014.53	10,000.00	1,014.53	10,000.00	10,000.00
Total 4709 · BUSINESS/OTHER	2,664.53	10,000.00	2,664.53	10,000.00	10,000.00
Total 4700 · FOUNDATIONS & OTHER GRANTS	384,808.39	372,303.90	384,808.39	372,303.90	372,303.90
4900 · SPECIAL PROJECTS					
4910 · Special Projects- Contributions	1,015.00		1,015.00		
Total 4900 · SPECIAL PROJECTS	1,015.00		1,015.00		
4950 · Planned Giving	3,248.89		3,248.89		
Total 4500 · CONTRIBUTED INCOME	662,089.87	745,303.90	662,089.87	745,303.90	745,303.90
Total Income	1,144,065.30	1,259,931.21	1,144,065.30	1,259,931.21	1,259,931.21
Gross Profit	1,144,065.30	1,259,931.21	1,144,065.30	1,259,931.21	1,259,931.21
Expense					
5000 · PAYROLL & CONTRACTS EXPENSE					
5001 · ARTISTIC/PRODUCING SALARIES					
5185 · Tech/Assoc. Artistic Director	58,570.00	58,570.00	58,570.00	58,570.00	58,570.00
Total 5001 · ARTISTIC/PRODUCING SALARIES	58,570.00	58,570.00	58,570.00	58,570.00	58,570.00
5100 · ADMIN. SALARIES & CONTRACTS					
5105 · Executive Director	93,049.00	93,049.00	93,049.00	93,049.00	93,049.00
5110 · Promotional Director		12,000.00		12,000.00	12,000.00
5115 · Development & Marketing Exec.	57,750.00	57,750.00	57,750.00	57,750.00	57,750.00
5120 · Development Asst.	22,305.00	24,000.00	22,305.00	24,000.00	24,000.00
5125 · Business Manager	68,842.00	68,842.00	68,842.00	68,842.00	68,842.00
5130 · Box Office Manager	37,740.00	37,740.00	37,740.00	37,740.00	37,740.00
5140 · Marketing Manager	47,944.00	47,944.00	47,944.00	47,944.00	47,944.00
5150 · Marketing Assistant/Bookkeeper	6,839.39	4,000.00	6,839.39	4,000.00	4,000.00
Total 5100 · ADMIN. SALARIES & CONTRACTS	334,469.39	345,325.00	334,469.39	345,325.00	345,325.00
5169 · SoDA SALARIES					
5170 · SoDA Administrators	4,486.25	6,000.00	4,486.25	6,000.00	6,000.00
5175 · SoDA Teachers	45,890.26	30,000.00	45,890.26	30,000.00	30,000.00
Total 5169 · SoDA SALARIES	50,376.51	36,000.00	50,376.51	36,000.00	36,000.00
5184 · PRODUCTION SALARIES					
5020.20 · Assoc. Technical Director		6,000.00		6,000.00	6,000.00
5190 · Master Carpenter					
5192 · Production Manager/M.E./Carp.	1,071.42		1,071.42		
5193 · Company Manager		12,000.00		12,000.00	12,000.00
5431 · Master Carpenter- Hourly	4,214.38		4,214.38		
Total 5184 · PRODUCTION SALARIES	5,285.80	18,000.00	5,285.80	18,000.00	18,000.00

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Pacific Repertory Theatre
Profit & Loss Budget Performance
January through December 2023

	Jan - Dec 23	Budget	Jan - Dec 23	YTD Budget	Annual Budg...
5200 · SEASONAL -DIRECTORS & DESIGNERS					
5210 · Directors & Choreographers	13,250.00	13,000.00	13,250.00	13,000.00	13,000.00
5220 · Set Designers					
5230 · Cstmr Designer (& Assts.)	8,300.00	8,500.00	8,300.00	8,500.00	8,500.00
5240 · Lighting Designers	4,000.00	5,500.00	4,000.00	5,500.00	5,500.00
5250 · Sound Designer		2,000.00		2,000.00	2,000.00
5260 · Contract Designers		250.00		250.00	250.00
Total 5200 · SEASONAL -DIRECTORS & DESIGNERS	25,550.00	29,250.00	25,550.00	29,250.00	29,250.00
5300 · SEASONAL - ACTORS & MUSICIANS					
5310 · Artistic Company - Equity	13,175.00	11,950.00	13,175.00	11,950.00	11,950.00
5320 · Artistic Company - Non-Equity	21,227.50	28,400.00	21,227.50	28,400.00	28,400.00
5325 · Company Per Diems/Travel Exp.	11,510.26	4,000.00	11,510.26	4,000.00	4,000.00
5330 · Housing					
5340 · Orchestra ($75 service)		5,000.00		5,000.00	5,000.00
5345 · MPC Registration					
5350 · Contract Fees - Actors	7,626.44		7,626.44		
5360 · Contract Fees - Musicians					
5300 · SEASONAL - ACTORS & MUSICIANS - Other	85.00		85.00		
Total 5300 · SEASONAL - ACTORS & MUSICIANS	53,624.20	49,350.00	53,624.20	49,350.00	49,350.00
5400 · SEASONAL - PRODUCTION PERSONNEL					
5410 · Stage Managers/ASM's	7,000.00	17,800.00	7,000.00	17,800.00	17,800.00
5420 · House Managers	8,013.79	7,500.00	8,013.79	7,500.00	7,500.00
5430 · Carpenters/ME/Scenic	23,604.15	17,250.00	23,604.15	17,250.00	17,250.00
5435 · Electricians	10,347.92	13,000.00	10,347.92	13,000.00	13,000.00
5440 · Board Ops/Crews	10,312.25	10,600.00	10,312.25	10,600.00	10,600.00
5445 · h5445 - sound operator	610.50	6,840.00	610.50	6,840.00	6,840.00
Total 5400 · SEASONAL - PRODUCTION PERSONNEL	59,888.61	72,990.00	59,888.61	72,990.00	72,990.00
5800 · PERSONNEL COSTS					
5810 · Payroll Taxes	49,312.56	60,548.52	49,312.56	60,548.52	60,548.52
5820 · Workers Compensation Insurance	2,607.00	19,920.00	2,607.00	19,920.00	19,920.00
5830 · Benefits/Staff Health	91,478.48	87,780.00	91,478.48	87,780.00	87,780.00
5831 · Benefits / Staff Life Ins	4,244.86	4,716.00	4,244.86	4,716.00	4,716.00
5835 · Staff Per Diem/Travel Exp	1,225.00		1,225.00		
5840 · Equity Health Ins(Co.)	5,146.30	5,002.00	5,146.30	5,002.00	5,002.00
5850 · Equity Pension Expense (8%-Co)	476.02	1,580.00	476.02	1,580.00	1,580.00
5860 · Retirement Plan 457(b)	28,082.15	28,083.00	28,082.15	28,083.00	28,083.00
5899 · Personnel Costs - Misc.	525.00	25,000.00	525.00	25,000.00	25,000.00
Total 5800 · PERSONNEL COSTS	183,097.37	232,629.52	183,097.37	232,629.52	232,629.52
5000 · PAYROLL & CONTRACTS EXPENSE - Other	25,369.98		25,369.98		
Total 5000 · PAYROLL & CONTRACTS EXPENSE	796,231.86	842,114.52	796,231.86	842,114.52	842,114.52
6000 · ADMINSTRATIVE EXPENSE					
6010 · Telephone	16,982.78	20,000.00	16,982.78	20,000.00	20,000.00
6020 · Office Postage & Delivery	1,703.28	3,000.00	1,703.28	3,000.00	3,000.00
6030 · Office Supplies	1,527.99	5,500.00	1,527.99	5,500.00	5,500.00
6040 · Dues/Subs/Permits/Taxes	8,825.39	11,000.00	8,825.39	11,000.00	11,000.00
6050 · Equipment Leases	6,314.28	8,000.00	6,314.28	8,000.00	8,000.00
6060 · Insurance	23,535.08	22,500.00	23,535.08	22,500.00	22,500.00
6070 · Auto Expense	3,866.56	1,000.00	3,866.56	1,000.00	1,000.00
6090 · Audit/Review Fees	24,000.00	18,000.00	24,000.00	18,000.00	18,000.00
6095 · Finance Charges/Penalties	287.08	200.00	287.08	200.00	200.00
6098 · Bank Charges/Returns	26,837.06	26,000.00	26,837.06	26,000.00	26,000.00
6099 · Administrative Exp - Misc.	3,460.19	1,000.00	3,460.19	1,000.00	1,000.00
6240 · Investment Expense	971.85		971.85		
Total 6000 · ADMINSTRATIVE EXPENSE	118,311.54	116,200.00	118,311.54	116,200.00	116,200.00

9:44 AM
01/17/24
Accrual Basis

Pacific Repertory Theatre
Profit & Loss Budget Performance
January through December 2023

	Jan - Dec 23	Budget	Jan - Dec 23	YTD Budget	Annual Budg...
6500 · FACILITY COSTS					
6501 · Housing Expense	6,717.00	6,579.96	6,717.00	6,579.96	6,579.96
6505 · Warehouse	124,433.99	102,000.00	124,433.99	102,000.00	102,000.00
6510 · SoDA Classes/Studio	181.12		181.12		
6511 · Soda classes/Field Trips	614.23		614.23		
6516 · Other Facility Rentals	920.28		920.28		
6518 · FT Utilities/Maintanance	27,554.72	15,000.00	27,554.72	15,000.00	15,000.00
6530 · G.B. Utilities	16,679.08	20,000.00	16,679.08	20,000.00	20,000.00
6531 · Utilities - Condo	2,770.72	2,500.00	2,770.72	2,500.00	2,500.00
6540 · G.B. Security	2,396.00	4,200.00	2,396.00	4,200.00	4,200.00
6570 · G.B. Facility Supplies	107.43	1,200.00	107.43	1,200.00	1,200.00
6571 · FT Facility Suplies	1,711.31	5,000.00	1,711.31	5,000.00	5,000.00
6580 · G.B. Maintenance & Repairs	542.31		542.31		
6585 · Condo - Repair & Maint.	765.15	1,000.00	765.15	1,000.00	1,000.00
6590 · GB/FT Computer Systems	5,659.59	5,000.00	5,659.59	5,000.00	5,000.00
Total 6500 · FACILITY COSTS	191,052.93	162,479.96	191,052.93	162,479.96	162,479.96
6605CDT · Interest Exp -Hall/Nelson Trust	21,262.56	21,262.56	21,262.56	21,262.56	21,262.56
7000 · DEVELOPMENT EXPENSE					
7020 · Fund Drive	951.89	1,000.00	951.89	1,000.00	1,000.00
7030 · Patron/Participant Recognition		1,000.00		1,000.00	1,000.00
7040 · Entertainment/Cultivation	56.77	1,000.00	56.77	1,000.00	1,000.00
7090 · Open/Closing Gala Expenses		500.00		500.00	500.00
7099 · Development Misc.	1,026.00	1,250.00	1,026.00	1,250.00	1,250.00
Total 7000 · DEVELOPMENT EXPENSE	2,034.66	4,750.00	2,034.66	4,750.00	4,750.00
8000 · MARKETING/PR					
8010 · Newspapers/Print Ads	7,060.00	7,600.00	7,060.00	7,600.00	7,600.00
8020 · TV/Radio Ads	3,814.00	5,500.00	3,814.00	5,500.00	5,500.00
8025 · Web	5,942.73	10,000.00	5,942.73	10,000.00	10,000.00
8100 · Season Brochure Printing		250.00		250.00	250.00
8105 · Postage - Season Brochure		500.00		500.00	500.00
8110 · Maint. Copier	3,797.75	3,000.00	3,797.75	3,000.00	3,000.00
8220 · Photo & Video/CD Production		1,500.00		1,500.00	1,500.00
8230 · Outside Copying & Printing		1,000.00		1,000.00	1,000.00
8240 · Theatre Programs	402.32		402.32		
8305 · Lobby/Window/Exterior Displays	115.77	1,500.00	115.77	1,500.00	1,500.00
8310 · Entertainment/Cast Parties	1,113.42	2,000.00	1,113.42	2,000.00	2,000.00
8350 · Concession Inventory	17,265.81	19,500.00	17,265.81	19,500.00	19,500.00
8520 · Box Office Equipment/Repair	439.86		439.86		
8540 · Ticket Stock & Envelopes	37.22		37.22		
8550 · Ticketing Service	6,688.40	7,854.96	6,688.40	7,854.96	7,854.96
8599 · Marketing Miscellaneous					
Total 8000 · MARKETING/PR	46,677.28	60,204.96	46,677.28	60,204.96	60,204.96
9000 · PRODUCTION COSTS					
9060 · Set Materials	16,640.75	18,500.00	16,640.75	18,500.00	18,500.00
9080 · Other Rentals		7,500.00		7,500.00	7,500.00
9115 · Properties & Weapons	178.74	1,200.00	178.74	1,200.00	1,200.00
9130 · Lighting	1,572.18	1,900.00	1,572.18	1,900.00	1,900.00
9150 · Sound	2,983.65	6,900.00	2,983.65	6,900.00	6,900.00
9305 · Costumes & Make Up Supplies	1,391.20	3,250.00	1,391.20	3,250.00	3,250.00
9310 · Costume Cleaning	81.98	1,100.00	81.98	1,100.00	1,100.00
9430 · Royalties	16,216.02	27,785.00	16,216.02	27,785.00	27,785.00
9999 · Production Exp - Misc.	79.07		79.07		
9000 · PRODUCTION COSTS - Other	2,010.92		2,010.92		
Total 9000 · PRODUCTION COSTS	41,154.51	68,135.00	41,154.51	68,135.00	68,135.00
Total Expense	1,216,725.34	1,275,147.00	1,216,725.34	1,275,147.00	1,275,147.00
Net Ordinary Income	(72,660.04)	(15,215.79)	(72,660.04)	(15,215.79)	(15,215.79)
Other Income/Expense					
Other Income					
4215 · Unrealized CapGain Endowment	11,400.26		11,400.26		

10:40 AM
01/18/23
Accrual Basis

Pacific Repertory Theatre
Balance Sheet
As of December 31, 2022

	Dec 31, 22
ASSETS	
Current Assets	
Checking/Savings	
1001 · CHECKING ACCOUNTS	
1003 · Santa Cruz County Bank (2591)	40,351.23
1019 · Wells Fargo (3332)	164,250.99
1010 · Monterey County Bank (7093)	272,012.67
1018 · Mechanics - Checking (6382)	249,945.73
1060 · CASH ON HAND - Box Office	1,488.00
Total 1001 · CHECKING ACCOUNTS	728,048.62
1002 · INVESTMENT ACCOUNTS	
1039 · SCCB- Capital Campaign (2645)	2,613,094.79
1071 · Charles Schwab	
1071-C · Schwab Treasury Obligation	7,720.32
1071-D · Charles Schwab Bank	73.03
1071 · Charles Schwab - Other	(0.12)
Total 1071 · Charles Schwab	7,793.23
1030 · WFB-8670 Capital Money Mkt Fund	
1030.20 · Restricted - Forest Theatre	25,883.35
1030 · WFB-8670 Capital Money Mkt Fund - Other	620,132.05
Total 1030 · WFB-8670 Capital Money Mkt Fund	646,015.40
Total 1002 · INVESTMENT ACCOUNTS	3,266,903.42
Total Checking/Savings	3,994,952.04
Accounts Receivable	
1235 · Contributions Receivable II	247,999.96
1201 · Accounts Receivable	8,350.00
1150 · A/R - Goverment Grants	237,214.00
Total Accounts Receivable	493,563.96
Other Current Assets	
1105 · Equity Bond	5,191.00
1100 · Sec Deposits (Due to PacRep)	5,400.00
1499 · Undeposited Funds	(625.00)
1900 · Prepaid Expense	21,950.00
Total Other Current Assets	31,916.00
Total Current Assets	4,520,432.00
Fixed Assets	
1560 · Condominium Building	135,386.26
1505 · Golden Bough - Building	399,560.00
1510 · Golden Bough - Improvements	2,146,363.18
1515 · Land	825,370.44
1515CDT · Land - Corral deTierra	525,000.00
1520 · Costumes	108,971.85
1525 · Production Equipment	291,022.83
1526 · Assisted Listening System	6,302.14
16402 · Vehicle - Ford Truck	45,348.38
1535 · Furniture	15,472.53
1540 · Office Equipment	66,969.38
1550 · Concession Equipment	5,070.87
1950 · Construction In Progress	2,160,218.67
1599 · Accum Dep	(1,419,322.29)
Total Fixed Assets	5,311,734.24

10:40 AM
01/18/23
Accrual Basis

Pacific Repertory Theatre
Balance Sheet
As of December 31, 2022

	Dec 31, 22
Other Assets	
1700 · Endowment investments	161,282.98
1750 · Pacific Repertory 457B Plan	110,255.03
Total Other Assets	271,538.01
TOTAL ASSETS	10,103,704.25
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 · Accounts Payable	79,625.90
Total Accounts Payable	79,625.90
Other Current Liabilities	
2410 · Refundable Advances	126,695.00
2070 · 457(b) - Liability	90,196.00
2602 · Forest Theatre - Remodel Funds	40,883.74
2140 · A/P Payroll - Equity Dues/Fees	(115.20)
2300 · Deferred Rev - Subscriptions	1,100.00
2400 · Deferred Contributions	50,000.00
2600 · Sec.Dep on Hold (Due to others)	250.00
2601 · A/P Ticket Sales for others	(30.00)
Total Other Current Liabilities	308,979.54
Total Current Liabilities	388,605.44
Long Term Liabilities	
2115CDT · Note Payable-Hall/Nelson Trust	472,500.00
Total Long Term Liabilities	472,500.00
Total Liabilities	861,105.44
Equity	
3800 · Permanent Restricted Net Assets	163,831.00
3100 · Unrestricted Net Assets	2,460,859.88
3000 · Opening Bal Equity	78,648.00
3900 · Temp Restricted Net Assets	4,743,228.42
Net Income	1,796,031.51
Total Equity	9,242,598.81
TOTAL LIABILITIES & EQUITY	10,103,704.25

10:18 AM
01/05/24
Accrual Basis

Pacific Repertory Theatre
Balance Sheet
As of December 31, 2023

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
1001 · CHECKING ACCOUNTS	
1003 · Santa Cruz County Bank (2591)	54,367.21
1019 · Wells Fargo (3332)	23,951.32
1060 · Cash on Hand - Box Office/Conc	1,488.00
Total 1001 · CHECKING ACCOUNTS	79,806.53
1001R · RESTRICTED ACCOUNTS	
1001R1 · CAPITAL CAMPAIGN	
1071 · Charles Schwab	
1071-A · Charles Schwab - Cash Balance	(354,450.65)
1071-G · Capital Campaign Funds	
1071-GB · Schwab Certificates of Deposit	250,000.00
1071-GD · SCOXX Treasury Fund	759,273.71
Total 1071-G · Capital Campaign Funds	1,009,273.71
Total 1071 · Charles Schwab	654,823.06
1039 · SCCB- Capital Campaign (2645)	25,699.06
Total 1001R1 · CAPITAL CAMPAIGN	680,522.12
1001R3 · PLANNED GIVING	
1071-F · SCOXX Treasury Fund (PG)	500,000.00
1010 · MoCo Bank Chk (7093)	16,936.87
1018 · Mechanics Bank Chk (6382)	4,970.00
Total 1001R3 · PLANNED GIVING	521,906.87
1001R2 · CORRAL DE TIERRA	
1030 · WFB-8670 Corral De Tierra	543,069.63
Total 1001R2 · CORRAL DE TIERRA	543,069.63
1001R4 · FOREST THEATRE	
1030.20 · Restricted - Forest Theatre	27,653.26
Total 1001R4 · FOREST THEATRE	27,653.26
Total 1001R · RESTRICTED ACCOUNTS	1,773,151.88
Total Checking/Savings	1,852,958.41
Accounts Receivable	
1150 · A/R - Goverment Grants	11,246.10
1201 · Accounts Receivable	40,933.00
1202 · A/R - Grants Receivable	20,000.00
1231 · discount receivables to PV	(10,208.00)
1235 · Contributions Receivable II	160,999.96
Total Accounts Receivable	222,971.06
Other Current Assets	
1090 · Cash Clearing	2,439.09
1100 · Sec Deposits (Due to PacRep)	5,400.00
1105 · Equity Bond	5,191.00
1900 · Prepaid Expense	8,902.01
Total Other Current Assets	21,932.10
Total Current Assets	2,097,861.57

Pacific Repertory Theatre
Balance Sheet
As of December 31, 2023

	Dec 31, 23
Fixed Assets	
1500GB · GOLDEN BOUGH PLAYHOUSE	
1505 · Golden Bough - Building	399,560.00
1515 · Golden Bough - Land	825,370.44
1510 · Golden Bough - Improvements	2,146,363.18
Total 1500GB · GOLDEN BOUGH PLAYHOUSE	3,371,293.62
1500FT · FOREST THEATRE	
1511FT · Forest Theatre Improvements	(15,000.00)
Total 1500FT · FOREST THEATRE	(15,000.00)
1500CDT · CORRAL DE TIERRA**	
1515CDT · Land - Corral deTierra	525,000.00
Total 1500CDT · CORRAL DE TIERRA**	525,000.00
1500OF · OCEAN FOREST CONDO	
1560 · Condominium Building	135,386.26
Total 1500OF · OCEAN FOREST CONDO	135,386.26
1500PE · PRODUCTION EQUIPMENT	
1526 · Assisted Listening System	6,302.14
1550 · Concession Equipment	5,070.87
1520 · Costumes	108,971.85
1535 · Furniture	10,204.53
1540 · Office Equipment	50,922.55
1525 · Production Equip.	294,003.83
Total 1500PE · PRODUCTION EQUIPMENT	475,475.77
1500V · PRODUCTION VEHICLES	
16402 · Vehicle - Ford Truck	45,348.38
Total 1500V · PRODUCTION VEHICLES	45,348.38
1599 · Accum Dep	(1,474,505.29)
1950 · Construction In Progress	4,666,238.02
Total Fixed Assets	7,729,236.76
Other Assets	
1700 · Endowment investments	184,896.22
1750 · Pacific Repertory 457B Plan	107,462.78
Total Other Assets	292,359.00
TOTAL ASSETS	**10,119,457.33**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 · Accounts Payable	66,185.70
Total Accounts Payable	66,185.70
Credit Cards	
2005 · Chase Ink	830.97
Total Credit Cards	830.97

10:18 AM
01/05/24
Accrual Basis

Pacific Repertory Theatre
Balance Sheet
As of December 31, 2023

	Dec 31, 23
Other Current Liabilities	
2054 · Equity Pension (co)_8%	(577.92)
2055 · Equity Health Contr (co.)	(0.01)
2070 · 457(b) - Liability	93,421.70
2300 · Deferred Rev - Subscriptions	1,100.00
2400 · Deferred Contributions	(50,000.00)
2600 · Sec.Dep on Hold (Due to others)	375.00
2601 · A/P Ticket Sales for others	560.00
2602 · Forest Theatre - Remodel Funds	25,883.74
Total Other Current Liabilities	70,762.51
Total Current Liabilities	137,779.18
Long Term Liabilities	
2115CDT · Note Payable-Hall/Nelson Trust	472,500.00
Total Long Term Liabilities	472,500.00
Total Liabilities	610,279.18
Equity	
3000 · Opening Bal Equity	78,648.00
3100 · Unrestricted Net Assets	4,434,015.88
3800 · Permanent Restricted Net Assets	204,069.00
3900 · Temp Restricted Net Assets	4,381,281.10
Net Income	411,164.17
Total Equity	9,509,178.15
TOTAL LIABILITIES & EQUITY	**10,119,457.33**

Attachment 12

Organization Information

Enter applicant's email below:

Email *

gbpck1@yahoo.com

Name of Applicant Organization: *

Leadership Carmel, a program organized under the Carmel Chamber of Commerce Foundation

Name and Position/Title of staff applying on behalf of the Organization: *

Kyle Sabdo, Leadership Carmel 2024 member

Organization Mailing Address: *

PO Box 4444 Carmel By The Sea, CA 93921

Telephone Number: *

N/A

Email: *

info@carmelleadership.org

Geographic Area(s) the Organization serves: *

Community of Carmel-by-the-Sea

Age groups served by the Organization: *

- [x] 0-12
- [x] 13-17
- [x] 18-24
- [x] 25-34
- [x] 35-44
- [x] 45-54
- [x] 55-64
- [x] 65 and over

Number of Carmel-by-the-Sea (93921) residents the Organization serves: *

Leadership Carmel serves all residents of Carmel-by-the-Sea, as well as visitors, merchants, and business owners.

Attachment 12

Is this Organization incorporated as a Nonprofit Organization? *

- [x] Yes
- [ ] No

Is this Organization a Carmel school? *

- [ ] Yes
- [x] No

Project/Program Details

Project/Program Name: *

The Scenic Outlook SW of 8th Restoration Project / Leadership Carmel Program

Amount requested (up to $3,000): *

$3,000.00

Please provide the name of the project, program, or service that the Carmel-by-the-Sea grant ("grant") funding will be used to support. *

The Scenic Outlook SW of 8th Restoration Project

Please provide a description of the project, program, or service that the grant funding will be used to support. *

The Leadership Carmel program is a nine-month professionally-led learning and professional development program to foster broad awareness of how the village of Carmel-by-the-Sea operates and to build strong networks among leaders, stakeholders, and influencers in and around Carmel-by-the-Sea.
Each year the program's class executes a legacy project to give back to the community. Leadership Carmel's 2024 class project will focus on restoration of an outlook area along the Scenic Pathway just southwest of 8th Avenue. The Outlook area needs restoration to maintain its functionality and inherent beauty.
This project will help restore the Scenic Outlook to create an accessible and inviting viewing patio. Some of the improvements will include addressing the existing decomposed granite (DG) surfaces to rebuild a natural grade and provide a level transition from the Scenic Pathway, creating a natural border for the patio on the western boundary using landscaping features consistent with other areas along the Pathway, addressing the irrigation box location, as needed, and installing a flexible drain line and surface drains to mitigate puddling and erosion.
The plan has already been reviewed and approved by the Forest & Beach Commission. The work will be done in cooperation and consultation with Carmel Cares and the City of Carmel-by-the-Sea, and we will continue to engage with an arborist to ensure the protection of the trees in proximity to the outlook.

Please describe the specific benefit to the Carmel-by-the-Sea community that your project, program, or service will provide. Be sure to include the target population and number of community members that will be served. *

The Coastal Access and Recreation Element report, under the General Use/Coastal Land Use Plan, estimates that more than 2.5 million people each year visit Carmel, and many of these come to see the beach. Yet, while other attractions may be largely used by visitors alone, the Scenic Pathway and its associated lookouts, benches, and patios are widely used by not only tourists but also the local community. On any given day, residents walk the path, workers stop to eat their lunches, students swing by on breaks, and community groups connect for informal meetings. Scenic is such a resource to the local community that one senior at Carmel High School pronounced it, "the hot spot of community-ness."

This project will help restore and improve the usability of the Outlook, which is used continuously throughout the day by a wide range of people. It is unique in that it provides benches in closest proximity to the handicap spots, so it has special benefit in making a welcoming spot for those who may have a harder time getting to other benches.

Attachment 12

Please describe how your organization would use the funding awarded, including equipment or services that would be purchased and why. *

The funding would be applied directly toward materials and labor needed to restore the Outlook patio surface, smooth the transition from Scenic Pathway to the Outlook and other items described in section 15 above. Leadership Carmel received not-to-exceed estimates for the landscaping work from a professional landscaping company that works regularly in the scenic neighborhood.

Estimated labor is $8000 and estimated materials and equipment is $12,695.10.
In addition, Leadership Carmel plans to sand and refinish the two memorial benches and plant City-approved plants in and around the border of the Outlook.

Attachments

To complete your application, kindly email the following four (4) attachments to cityclerk@ci.carmel.ca.us. Please be sure your organization's name is in the subject line of the email and on all attachments.

1) **Proof of non-profit status**: provide a copy of the organization's 501(c) letter from the IRS.

2) **Budget Plan for the Grant:** provide a detailed line item budget plan explaining how the grant funds will be utilized for the project, program, or service.

3) **Current Annual Operating Budget:** provide an up to date operating budget that provides detailed information on your organization's annual revenue sources.

4) **Past two year's financial statements:** provide a copy of the **past two year's** financial statements , featuring balance sheets, revenue sources, profit/loss statements, and a breakdown of the percentage of revenue allocated for administration, salaries, and program costs.

Certification and Signature

The Applicant Organization hereby acknowledges and agrees to the following terms:

1) Compliance with City Council Discretionary Funds Grant Program requirements is mandatory, encompassing submission deadlines and payment disbursements.

2) Utilization of City Council Discretionary Funds Grant Program funds for ineligible activities/services, as delineated in City Council Policy C16-: City Council Discretionary Funds Grant Program, is prohibited.

3) Receipt of City Council Discretionary Funds Grant Program funding does not guarantee an automatic annual allocation.

4) Any allocated City Council Discretionary Funds Grant Program funding must be utilized solely as specified in the application form.

5) The applicant organization must sign an agreement with the City of Carmel-by-the-Sea, as provided by the City, by a duly authorized representative to receive the funds.

6) All awarded funds must be expended by the end of the 2024-2025 fiscal year (June 30, 2025).

7) Within 30 days after the conclusion of the Project/Program/Service or by June 30, 2025, the recipient must furnish a comprehensive account with supporting documentation regarding fund usage.

8) Any unspent funds or funds not properly documented as per the signed agreement must be returned to the City.

9) The City reserves the right to conduct audits and/or request additional documentation to substantiate fund expenditure. Failure to provide adequate documentation may impact future funding prospects.

I, acting on behalf of the aforementioned nonprofit applicant organization, certify that I have read, understand and agree that the aforesaid information is accurate, factual, and current.

Name and Title of staff applying on behalf of the Organization *

Kyle Sabdo, member of Leadership Carmel class of 2024

Organization name *

Carmel Chamber of Commerce Foundation/Leadership Carmel

Date *

MM DD YYYY

04 / 04 / 2024

This form was created inside of Carmel-by-the-Sea.

Google Forms

Attachment 12

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 0 6 2020

CARMEL CHAMBER OF COMMERCE
FOUNDATION
41 OCEAN PINES LANE
PEBBLE BEACH, CA 93953-3077

Employer Identification Number:
84-3375773
DLN:
26053708002109
Contact Person:
PAUL F CAPPEL II ID# 31665
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
September 18, 2019
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

Estimated Budget for Scenic SW of 8th Outlook Restoration Project

Item	*Description*	*Cost*	*Total*
Irrigation	irrigation parts and drain parts	1161.41	1161.41
Labor	for irrigation and drain	1500	1500
Retaining Wall	redwood lumber and stakes	1594.82	1594.82
Labor	retaining wall	1500	1500
Tool Rental Fee	tool to move boulders and large drift wood	1900	1900
Stones	boulders	3710	3710
Labor	placing stone	2500	2500
Soil	decomposed granite (DG)	4128.87	4128.87
Labor	spreading and compacting DG	2500	2500
Disposal Fee	Dump Disposal Fee	200	200
			20695.1

	BUDGET COST	# PARTICIPANTS	BUDGET	ACTUAL	VARIANCE
		12			
PER PARTICIPANT RECURRING ITEMS					
ASSESSMENTS	$ 210.00	12	$ 2,520.00	$ 1,080.00	**$ 1,440.00**
GRADATION: CERTIFICATE COVER & BOOK	$ 50.00	12	$ 600.00		**$ 600.00**
SUPPLIES (BINDER & TABS)	$ 10.00	12	$ 120.00	$ 59.39	**$ 60.61**
PER CLASS RECURRING ITEMS					
COMMUNITY SHARED SPACE	$ 480.00		$ 480.00	$ 480.00	**$ -**
SUPPLIES	$ 365.00		$ 365.00	$ 406.19	**$ (41.19)**
GRADUATION	$ 470.00		$ 470.00		**$ 470.00**
PROJECT	$ -		$ -		**$ -**
ONE TIME INVESTMENTS					
WATER DISPENSER	$ 150.00		$ 150.00		**$ 150.00**
COFFEE BREWER	$ 190.00		$ 190.00	$ 197.01	**$ (7.01)**
REUSABLE POSTERS & EASELS	$ 280.00		$ 280.00	$ 43.08	**$ 236.92**
BUSINESS CARDS	$ 100.00		$ 100.00		**$ 100.00**
ONE TIME LOAN TO JUMPSTART ALUMNI ACTIVITY	$ 2,000.00		$ 2,000.00		**$ 2,000.00**
TOTAL	**$ 4,305.00**		**$ 7,275.00**	**$ 2,265.67**	**$ 5,009.33**

INCOME		
	Tuition received	15,200.00
	Other Income	2,885.00
	Total Income	**18,085.00**
EXPENSES		
	Director Fees	9,000.00
	Class 2 Reimbursements	555.27
	Class 3 Reimbursements	2,265.67
	Check order	22.25
	Insurance	1,483.00
	Class 2 graduation	495.00
	Total Expenses	**13,821.19**
2022 Net Income		4,263.81

GENERAL ACCOUNT

Date	Description	Deposit	Withdrawal	Balance
12/31/2021	Beg Bal			34,216.61
1/12/2022		995.00		35,211.61
1/20/2022	Director Fees (3 of 3)		(4,000.00)	31,211.61
1/24/2022	Paypal deposit to confirm account	0.03		31,211.64
1/24/2022	Paypal deposit to confirm account	0.19		31,211.83
1/24/2022	Paypal withdrawal after account confirmed		(0.22)	31,211.61
1/26/2022		995.00		32,206.61
2/3/2022	Transfer to Fundraiser Account	895.00		33,101.61
2/4/2022	to fund account		(100.00)	33,001.61
6/1/2022	Checkbook order		(22.25)	32,979.36
6/10/2022	Insurance		(1,483.00)	31,496.36
6/13/2022	Class 2 Reimbursements		(282.88)	31,213.48
7/1/2022	Leadership Carmel Graduation		(495.00)	30,718.48
7/6/2022	Reimburse Barry & Jeanne for Graduation Gifts		(172.39)	30,546.09
7/14/2022	Graduation gift to Jeanne & Barry		(100.00)	30,446.09
	Transfer from Fundraiser			
9/12/2022	Account (From Class 2)	7,185.97		37,632.06
10/14/2022	Class 3 Tuition	11,500.00		49,132.06
10/21/2022	Class 3 Tuition	1,700.00		50,832.06
11/28/2022	Class 3 Tuition	2,000.00		52,832.06
12/8/2022	Director Fee & reimbursement for supplies		(6,080.00)	46,752.06
12/14/2022	Reimbursement for Supplies		(1,185.67)	45,566.39
Less: Transfers		(7,185.97)	100.00	
Paypal confirmation		(0.22)	0.22	
		18,085.00	**(13,821.19)**	

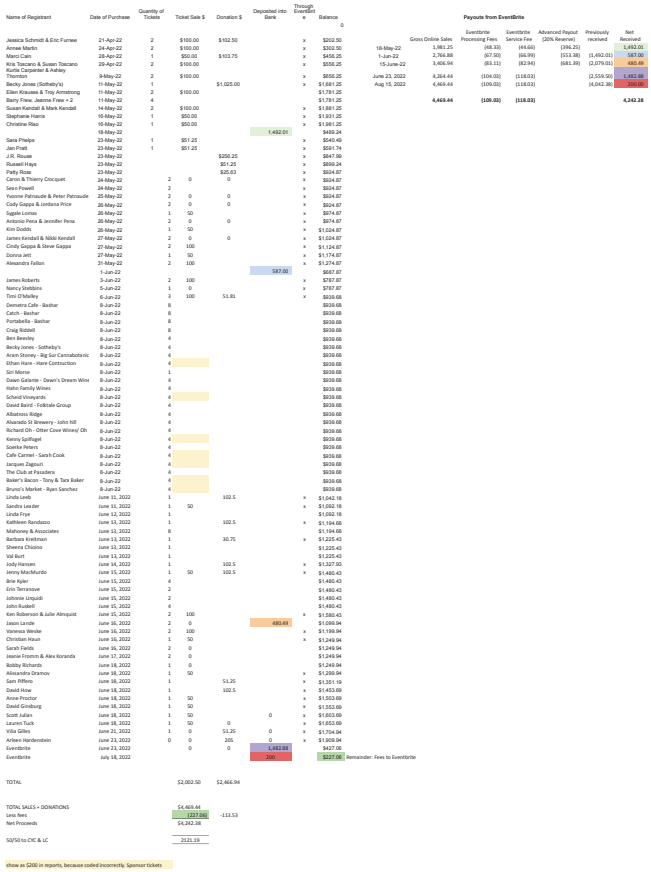
SUMMARY:		CYC	LC	Total
Sponsorships		8,500.00		8,500.00
Sponsorships, Split		5,000.00	5,000.00	10,000.00
Donations		601.00	251.00	852.00
Donations, Split		2,225.97	2,225.97	4,451.94
Ticket Sales		1,001.25	1,001.25	2,002.50
Drawings, drink tickets		637.50	637.50	1,275.00
Less Expenses		(1,465.46)	(1,794.03)	(3,259.49)
Less Fees		(135.72)	(135.72)	(271.44)
Total		16,364.54	7,185.97	23,550.51
Check		0.00	0.00	0.00
		16,364.54	7,185.97	

Date	Customer Name	Transaction Description	Category	Withdrawal/Payment	Deposit/Receipt	Ending Balance	Comment	% CYC	% LC	CYC $ Cumulative	LC $ Cumulative
April 2, 2022		Initial deposit to create account			100.00	100.00	We owe back to CCoC at end				
May 18, 2022	MJ Murphy	Sponsorship			500.00	600.00		250.00	250.00	250.00	250.00
May 18, 2022	Team Beesley	Sponsorship			1,000.00	1,600.00		500.00	500.00	750.00	750.00
May 18, 2022	Hayashi Wayland	Sponsorship			500.00	2,100.00		250.00	250.00	1000.00	1000.00
May 18, 2022	Frew & Associates	Sponsorship			1,000.00	3,100.00		500.00	500.00	1500.00	1500.00
May 18, 2022	Dr Kay Lubansky	Donate to event			150.00	3,250.00		75.00	75.00	1575.00	1575.00
May 18, 2022	Manco Abbott	Donate to event			225.00	3,475.00		112.50	112.50	1687.50	1687.50
May 18, 2022	Kris Toscano	Purchase tickets for HW			300.00	3,775.00		150.00	150.00	1837.50	1837.50
May 18, 2022	Sean Powell	Use for admission			150.00	3,925.00		75.00	75.00	1912.50	1912.50
May 18, 2022	John (Gus) Underdown	Donate to event			300.00	4,225.00		150.00	150.00	2062.50	2062.50
May 18, 2022	Daniel Hightower	Donate to event			150.00	4,375.00		75.00	75.00	2137.50	2137.50
May 19, 2022	Eventbrite	Initial receipt from ticket sales			1,492.01	5,867.01		746.01	746.01	2883.51	2883.51
May 24, 2022	ABC	Liquor license		50.00		5,817.01		-25.00	-25.00	2858.51	2858.51
May 25, 2022	Portabella	Sponsorship			2,500.00	8,317.01		2500.00		5358.51	2858.51
May 25, 2022	Catch/ Mediterranean	Sponsorship			2,500.00	10,817.01		2500.00		7858.51	2858.51
May 25, 2022	Demetra	Sponsorship			2,500.00	13,317.01		2500.00		10358.51	2858.51
June 1, 2022	Harland Clarke	Check Order		22.25		13,294.76			-22.25	10358.51	2836.26
June 1, 2022	Jeanne Frew	Diplomas		82.88		13,211.88			-82.88	10358.51	2753.38
June 1, 2022	Sunset Center	Graduation deposit		200.00		13,011.88			-200.00	10358.51	2553.38
June 1, 2022	Hare Construction	Sponsorship			1,000.00	14,011.88		500.00	500.00	10858.51	3053.38
June 1, 2022	BSCB Enterprises	Sponsorship			1,000.00	15,011.88		1000.00		11858.51	3053.38
June 1, 2022	Morse Consulting	Donation			150.00	15,161.88		75.00	75.00	11933.51	3128.38
June 1, 2022	Annee Martin, Sanctuary	Sponsorship			2,500.00	17,661.88		1250.00	1250.00	13183.51	4378.38
June 2, 2022	Eventbrite	2nd receipt from ticket sales			587.00	18,248.88		293.50	293.50	13477.01	4671.88
June 3, 2022	Carmel CoC Foundation- General	Reimburse prior expenses			282.88	18,531.76			282.88	13477.01	4954.76
June 9, 2022	Mahoney & Associates	Sponsorship			2,500.00	21,031.76		1250.00	1250.00	14727.01	6204.76
June 13, 2022	Annee Martin, Ami Carmel	Sponsorship			1,000.00	22,031.76		500.00	500.00	15227.01	6704.76
June 13, 2022	John- DJ	DJ for event		500.00		21,531.76		-250.00	-250.00	14977.01	6454.76
June 15, 2022	Eventbrite	3rd receipt of ticket sales			480.49	22,012.25		240.25	240.25	15217.25	6695.00
June 21, 2022	Square	Receipts from event, less fees			1,577.62	23,589.87		1496.31	81.31	16713.56	6776.31
June 22, 2022	Deposit, cash & checks	Dance Through Decades			1,065.00	24,654.87			1065.00	16713.56	7841.31
June 24, 2022	Eventbrite	Ticket sales & donations			1,482.88	26,137.75		741.44	741.44	17455.00	8582.75
July 7, 2022	Tony Pena	Reimbursement-event related		846.63		25,291.12		-423.32	-423.32	17031.69	8159.44
July 7, 2022	Tony Pena	Reimbursement - not event related		306.32		24,984.80			-306.32	17031.69	7853.12
July 7, 2022	Annee Martin	Reimbursement-event related		280.07		24,704.73		-140.04	-140.04	16891.65	7713.08
July 7, 2022	Yvonne Patnaude	Reimbursement-event related		751.94		23,952.79		-375.97	-375.97	16515.68	7337.11
July 7, 2022	Cody Gappa	Reimbursement-event related		209.78		23,743.01		-104.89	-104.89	16410.79	7232.22
July 18, 2022	Eventbrite	final receipt for ticket sales			200.00	23,943.01		100	100	16510.79	7332.22
July 20, 2022	Monterey County Herald	Ad from Sygale		292.50		23,650.51		-146.25	-146.25	16364.54	7185.97
	CARMEL YOUTH CENTER			16,364.54		7,285.97		(16,364.54)		0.00	7185.97
	TRANSFER TO FOUNDATION GENERAL ACCOUNT			7,185.97		100.00			(7,185.97)	0.00	0.00
	REMAINING IN ACCOUNT					100.00				0.00	0.00
				27,092.88	27,192.88	100.00					

Deposits:	27,192.88
Less beginning bal	(100.00)
Total Deposits	27,092.88
Less payments made	(3,542.37)
Net Income	23,550.51

Donations (CYC)	8,500.00	
Donations (Split)	5,000.00	5,000.00
	13,500.00	5,000.00
Other Split Receipts	712.5	712.5
Total Sponsorships + Donations (outside of eventbrite & Square	14,212.50	5,712.50

Date	Customer Name	Transaction Description	Withdrawal/Payment	Deposit/Receipt	Ending Balance	Comment
2/4/22		Initial deposit to create account		100.00	100.00	
5/18/22	MJ Murphy	Sponsorship		500.00	600.00	
5/18/22	Team Beesley	Sponsorship		1,000.00	1,600.00	
5/18/22	Hayashi Wayland	Sponsorship		500.00	2,100.00	
5/18/22	Frew & Associates	Sponsorship		1,000.00	3,100.00	
5/18/22	Dr Kay Lubansky	Donate to event		150.00	3,250.00	
5/18/22	Manco Abbott	Donate to event		225.00	3,475.00	
5/18/22	Kris Toscano	Purchase tickets for HW		300.00	3,775.00	
5/18/22	Sean Powell	Use for admission		150.00	3,925.00	
5/18/22	John (Gus) Underdown	Donate to event		300.00	4,225.00	
5/18/22	Daniel Hightower	Donate to event		150.00	4,375.00	
5/19/22	Eventbrite	Initial receipt from ticket sales		1,492.01	5,867.01	
5/25/22	Portabella	Sponsorship		2,500.00	8,367.01	
5/25/22	Catch/ Mediterranean	Sponsorship		2,500.00	10,867.01	
5/25/22	Demetra	Sponsorship		2,500.00	13,367.01	
6/1/22	Harland Clarke	Check Order	22.25		13,344.76	
6/1/22	Hare Construction	Sponsorship		1,000.00	14,344.76	
6/1/22	Big Sur Cannabotannicals	Sponsorship		1,000.00	15,344.76	
6/1/22	Annee Martin (Sanctuary)	Sponsorship		2,500.00	17,844.76	
6/1/22	Morse Consulting Inc	Donation		150.00	17,994.76	
6/2/22	Eventbrite	2nd receipt from ticket sales		587.00	18,581.76	
6/13/22	Square	Square verify		0.01	18,581.77	
6/13/22	Square	Square verify	0.01		18,581.76	
6/13/22	Sunset Cultural Center	Deposit for Graduation	200.00		18,381.76	
6/13/22	Carmel COC Foundation-General	Reimbursement for expenses		282.88	18,664.64	
6/13/22	Mahoney & Associates	Sponsorship		2,500.00	21,164.64	
6/13/22	Anee Martin, Ami Carmel	Sponsorship		1,000.00	22,164.64	
6/15/22	ABC	Liquor license	50.00		22,114.64	
6/15/22	Eventbrite	3rd receipt of ticket sales		480.49	22,595.13	
6/21/22	Square	Receipts from event, less fees		1,577.62	24,172.75	
6/22/22	John Upshaw - DJ	DJ for event	500.00		23,672.75	
6/22/22	Deposit	Dance Through the Decades Proceeds, cash & checks		1,065.00	24,737.75	
6/24/22	Eventbrite	Deposit from Ticket sales & donations		1,482.88	26,220.63	
7/6/22	Jeanne Frew	Diplomas	82.88		26,137.75	
7/14/22	Tony Pena	Reimbursements	1,152.95		24,984.80	
7/18/22	Eventbrite	Final receipt for ticket sales		200.00	25,184.80	
7/20/22	Cody Gappa	Reimbursements	209.78		24,975.02	
7/27/22	Annee Martin	Reimbursements	280.07		24,694.95	
7/27/22	Monterey Herald	Advertising	292.50		24,402.45	
8/1/22	Yvonne Patnaude	Reimbursements	751.94		23,650.51	
Outstanding	Carmel Youth Center	Provide check for donations collected	16,364.54		7,285.97	
Outstanding	Carmel COC Foundation - General	Transfer to General Account	7,185.97		100.00	remaining in account



Name of Registrant	Date of Purchase	Quantity of Tickets	Ticket Sale $	Donation $	Deposited into Bank	Through EventBrite	Balance
							0
Jessica Schmidt & Eric Furnee	21-Apr-22	2	$100.00	$102.50		x	$202.50
Annee Martin	24-Apr-22	2	$100.00			x	$302.50
Marci Cain	28-Apr-22	1	$50.00	$103.75		x	$456.25
Kris Toscano & Susan Toscano	29-Apr-22	2	$100.00			x	$556.25
Kurtis Carpenter & Ashley Thornton	9-May-22	2	$100.00			x	$656.25
Becky Jones (Sotheby's)	11-May-22	1		$1,025.00		x	$1,681.25
Ellen Krausse & Troy Armstrong	11-May-22	2	$100.00				$1,781.25
Barry Frew, Jeanne Frew + 2	11-May-22	4					$1,781.25
Susan Kendall & Mark Kendall	14-May-22	2	$100.00			x	$1,881.25
Stephanie Harris	16-May-22	1	$50.00			x	$1,931.25
Christine Rieo	16-May-22	1	$50.00			x	$1,981.25
	18-May-22				1,492.01		$489.24
Sara Phelps	22-May-22	1	$51.25			x	$540.49
Jan Pratt	23-May-22	1	$51.25			x	$591.74
J.R. Rouse	23-May-22			$256.25		x	$847.99
Russell Hays	23-May-22			$51.25		x	$899.24
Patty Rose	23-May-22			$25.63		x	$924.87
Caron & Thierry Crocquet	24-May-22	2	0	0		x	$924.87
Sea-n Powell	24-May-22	2				x	$924.87
Yvonne Patnaude & Peter Patnaude	25-May-22	2	0	0		x	$924.87
Cody Gappa & Jordana Price	26-May-22	2	0	0		x	$924.87
Sgaile Lomas	26-May-22	1	50			x	$974.87
Antonio Pena & Jennifer Pena	26-May-22	2	0	0		x	$974.87
Kim Dodds	26-May-22	1	50			x	$1,024.87
James Kendall & Nikki Kendall	27-May-22	2	0	0		x	$1,024.87
Cindy Gappa & Steve Gappa	27-May-22	2	100			x	$1,124.87
Donna Jett	27-May-22	1	50			x	$1,174.87
Alexandra Fallon	31-May-22	2	100			x	$1,274.87
	1-Jun-22				587.00		$687.87
James Roberts	3-Jun-22	2	100			x	$787.87
Nancy Stebbins	5-Jun-22	1	0			x	$787.87
Toni O'Malley	6-Jun-22	3	100	51.81		x	$939.68
Demetra Cafe - Bashar	8-Jun-22	8					$939.68
Catch - Bashar	8-Jun-22	8					$939.68
Portabella - Bashar	8-Jun-22	8					$939.68
Craig Riddell	8-Jun-22	8					$939.68
Ben Beesley	8-Jun-22	4					$939.68
Becky Jones - Sotheby's	8-Jun-22	4					$939.68
Aram Stoney - Big Sur Cannabotanic	8-Jun-22	4					$939.68
Ethan Hare - Hare Construction	8-Jun-22	4					$939.68
Siri Morse	8-Jun-22	1					$939.68
Dawn Galante - Garen's Dream Wine	8-Jun-22	4					$939.68
Hahn Family Wines	8-Jun-22	4					$939.68
Scheid Vineyards	8-Jun-22	4					$939.68
David Baird - Folktale Group	8-Jun-22	4					$939.68
Albatross Ridge	8-Jun-22	4					$939.68
Alvarado St Brewery - John Nil	8-Jun-22	4					$939.68
Richard Oh - Other Cove Winery/ Oh	8-Jun-22	4					$939.68
Kenny Spiffogel	8-Jun-22	4					$939.68
Sweka Peters	8-Jun-22	4					$939.68
Cafe Carmel - Sarah Cook	8-Jun-22	4					$939.68
Jacques Zagouri	8-Jun-22	4					$939.68
The Club at Pasadera	8-Jun-22	4					$939.68
Baker's Bacon - Tony & Tara Baker	8-Jun-22	4					$939.68
Bruno's Market - Ryan Sanchez	8-Jun-22	4					$939.68
Linda Leeb	June 11, 2022	1		102.5		x	$1,042.18
Sandra Leader	June 11, 2022	1	50			x	$1,092.18
Linda Frye	June 12, 2022	1					$1,092.18
Kathleen Randazzo	June 13, 2022	1		102.5		x	$1,194.68
Mahoney & Associates	June 13, 2022	8					$1,194.68
Barbara Kreitman	June 13, 2022	1		30.75		x	$1,225.43
Sheena Chisino	June 13, 2022	1					$1,225.43
Val Burt	June 13, 2022	1					$1,225.43
Jody Hansen	June 14, 2022	1		102.5		x	$1,327.93
Jenny MacMurdo	June 15, 2022	1	50	102.5		x	$1,480.43
Brie Ryler	June 15, 2022	4					$1,480.43
Eric Terranova	June 15, 2022	2					$1,480.43
Johnnie Urquidi	June 15, 2022	2					$1,480.43
John Rudell	June 15, 2022	4					$1,480.43
Ken Roberson & Julie Almquist	June 15, 2022	2	100			x	$1,580.43
Jason Lande	June 16, 2022	2	0		480.49		$1,099.94
Vanessa Weide	June 16, 2022	2	100			x	$1,199.94
Christian Haun	June 16, 2022	1	50			x	$1,249.94
Sarah Fields	June 16, 2022	2	0				$1,249.94
Jeanie Fromm & Alex Koranda	June 17, 2022	2	0				$1,249.94
Bobby Richards	June 18, 2022	1	0				$1,249.94
Alexandra Dramov	June 18, 2022	1	50			x	$1,299.94
Sam Piffero	June 18, 2022	1		51.25		x	$1,351.19
David How	June 18, 2022	1		102.5		x	$1,453.69
Anne Proctor	June 18, 2022	1	50			x	$1,503.69
David Grinsburg	June 18, 2022	1	50			x	$1,553.69
Scott Julian	June 18, 2022	1	50		0	x	$1,603.69
Lauren Tuck	June 18, 2022	1	50	0		x	$1,653.69
Villa Gilles	June 21, 2022	1	0	51.25	0	x	$1,704.94
Arleen Hardenstein	June 21, 2022	0	0	205	0	x	$1,909.94
Eventbrite	June 23, 2022		0	0	1,482.88		$427.06
Eventbrite	July 18, 2022				200		$227.06
TOTAL			$2,002.50	$2,466.94			
TOTAL SALES + DONATIONS			$4,469.44				
Less fees			(227.06)	-113.53			
Net Proceeds			$4,242.38				
50/50 to CYC & LC			2121.19				

Remainder: Fees to Eventbrite

show as $200 in reports, because coded incorrectly. Sponsor tickets

Payouts from EventBrite

	Gross Online Sales	Eventbrite Processing Fees	Eventbrite Service Fee	Advanced Payout (20% Reserve)	Previously received	Net Received
18-May-22	1,981.25	(68.33)	(44.66)	(396.25)		1,492.01
1-Jun-22	2,764.88	(97.50)	(66.99)	(553.38)	(1,492.01)	587.00
15-June-22	3,406.94	(83.11)	(82.94)	(681.39)	(2,079.01)	480.49
June 23, 2022	4,364.44	(104.03)	(118.03)		(2,559.50)	1,482.88
Aug 15, 2022	4,469.44	(109.03)	(118.03)		(4,042.38)	200.00
	4,469.44	**(109.03)**	**(118.03)**			**4,242.38**

		Carmel Youth Center	Leadership Carmel	
Cash collected	865.00			
Checks	200.00			
Card	1,622.00			
	2,687.00			
ACTIVITY RECORDED IN SQUARE				
Donation to CYC	601.00	601.00		
Donation to LC	251.00		251.00	
Donation Split	560.00	280.00	280.00	
Drawings 3 for $5	85.00	42.50	42.50	
Drawings $25 arm's length	725.00	362.50	362.50	
Drinks	75.00	37.50	37.50	
	2,297.00			
Total collected	2,687.00			
less, recorded in Square	-2,297.00			
Difference	390.00	195.00	195.00	
Difference is cash & checks collected that wasn't recorded in Square				
Split is 50/50				
TOTAL		**1,518.50**	**1,168.50**	**2,687.00**
less processing fees		-22.19	-22.19	-44.38
NET PROCEEDS		**1,496.31**	**1,146.31**	**2,642.62**
				-1,577.62 Square
				-1,065.00 Cash & Check
				0.00 Check figure

	CYC	LC
SQUARE	1,496.31	1,146.31
EVENTBRITE	2,121.19	2,121.19
Other Cash Donations	14,212.50	5,712.50
Less costs	-1,465.46	-1,794.03
	16,364.54	7,185.97

	Annee	Caron	Cody	Heather	James	Tony	Yvonne	TOTAL		Event-related	Not Event-related	TOTAL	
Squarespace - website domain		0.00	0.00	0.00	0.00	19.00				2,088.42	556.32	2,644.74	
Squarespace - website domain						149.00					-125.00	-125.00	expense reimbursed by group
Website domain						22.34				2,088.42	431.32	2,519.74	Total reimbursed costs
Balloons for event						41.50							
Vinyl Banners						115.98							
Pine Cone Ad						387.00							
Second pine cone ad						387.00							
red carpet						31.13							
Plastic cups							29.49						
champagne cups							32.99						
decorations							50.22						
decorations							48.59						
decorations							41.48						
receipt books							43.65						
decorations							103.25						
decorations							30.58						
badge holders							18.99						
Square devices							291.64						
Staples- supplies							61.06						
Poster Boards for event			84.00										
Poster Boards for event			17.99										
Drinks, ice for event			107.79										
$250 gift card for J & B $100 to be reimb by general account $125 to be reimb by the group		250.00											
Webparty supplies	60.93												
Party City Supplies	123.06												
Table Cloths	96.08												
	280.07	250.00	209.78	0.00	0.00	1,152.95	751.94	2,644.74					

Organization Information

Enter applicant's email below:

Email *

gbpck1@yahoo.com

Name of Applicant Organization: *

Leadership Carmel, a program organized under the Carmel Chamber of Commerce Foundation

Name and Position/Title of staff applying on behalf of the Organization: *

Kyle Sabdo, Leadership Carmel 2024 member

Organization Mailing Address: *

PO Box 4444 Carmel By The Sea, CA 93921

Telephone Number: *

N/A

Email: *

info@carmelleadership.org

Geographic Area(s) the Organization serves: *

Community of Carmel-by-the-Sea

Age groups served by the Organization: *

- [x] 0-12
- [x] 13-17
- [x] 18-24
- [x] 25-34
- [x] 35-44
- [x] 45-54
- [x] 55-64
- [x] 65 and over

Number of Carmel-by-the-Sea (93921) residents the Organization serves: *

Leadership Carmel serves all residents of Carmel-by-the-Sea, as well as visitors, merchants, and business owners.

Is this Organization incorporated as a Nonprofit Organization? *

- [x] Yes
- [ ] No

Is this Organization a Carmel school? *

- [ ] Yes
- [x] No

Project/Program Details

Project/Program Name: *

The Scenic Outlook SW of 8th Restoration Project / Leadership Carmel Program

Amount requested (up to $3,000): *

$3,000.00

Please provide the name of the project, program, or service that the Carmel-by-the-Sea grant ("grant") funding will be used to support. *

The Scenic Outlook SW of 8th Restoration Project

Please provide a description of the project, program, or service that the grant funding will be used to support. *

The Leadership Carmel program is a nine-month professionally-led learning and professional development program to foster broad awareness of how the village of Carmel-by-the-Sea operates and to build strong networks among leaders, stakeholders, and influencers in and around Carmel-by-the-Sea.
Each year the program's class executes a legacy project to give back to the community. Leadership Carmel's 2024 class project will focus on restoration of an outlook area along the Scenic Pathway just southwest of 8th Avenue. The Outlook area needs restoration to maintain its functionality and inherent beauty.
This project will help restore the Scenic Outlook to create an accessible and inviting viewing patio. Some of the improvements will include addressing the existing decomposed granite (DG) surfaces to rebuild a natural grade and provide a level transition from the Scenic Pathway, creating a natural border for the patio on the western boundary using landscaping features consistent with other areas along the Pathway, addressing the irrigation box location, as needed, and installing a flexible drain line and surface drains to mitigate puddling and erosion.
The plan has already been reviewed and approved by the Forest & Beach Commission. The work will be done in cooperation and consultation with Carmel Cares and the City of Carmel-by-the-Sea, and we will continue to engage with an arborist to ensure the protection of the trees in proximity to the outlook.

Please describe the specific benefit to the Carmel-by-the-Sea community that your project, program, or service will provide. Be sure to include the target population and number of community members that will be served. *

The Coastal Access and Recreation Element report, under the General Use/Coastal Land Use Plan, estimates that more than 2.5 million people each year visit Carmel, and many of these come to see the beach. Yet, while other attractions may be largely used by visitors alone, the Scenic Pathway and its associated lookouts, benches, and patios are widely used by not only tourists but also the local community. On any given day, residents walk the path, workers stop to eat their lunches, students swing by on breaks, and community groups connect for informal meetings. Scenic is such a resource to the local community that one senior at Carmel High School pronounced it, "the hot spot of community-ness."

This project will help restore and improve the usability of the Outlook, which is used continuously throughout the day by a wide range of people. It is unique in that it provides benches in closest proximity to the handicap spots, so it has special benefit in making a welcoming spot for those who may have a harder time getting to other benches.

Attachment 13

Please describe how your organization would use the funding awarded, including equipment or services that would be purchased and why. *

The funding would be applied directly toward materials and labor needed to restore the Outlook patio surface, smooth the transition from Scenic Pathway to the Outlook and other items described in section 15 above. Leadership Carmel received not-to-exceed estimates for the landscaping work from a professional landscaping company that works regularly in the scenic neighborhood.

Estimated labor is $8000 and estimated materials and equipment is $12,695.10.
In addition, Leadership Carmel plans to sand and refinish the two memorial benches and plant City-approved plants in and around the border of the Outlook.

Attachments

To complete your application, kindly email the following four (4) attachments to cityclerk@ci.carmel.ca.us. Please be sure your organization's name is in the subject line of the email and on all attachments.

1) **Proof of non-profit status**: provide a copy of the organization's 501(c) letter from the IRS.

2) **Budget Plan for the Grant:** provide a detailed line item budget plan explaining how the grant funds will be utilized for the project, program, or service.

3) **Current Annual Operating Budget:** provide an up to date operating budget that provides detailed information on your organization's annual revenue sources.

4) **Past two year's financial statements:** provide a copy of the **past two year's** financial statements , featuring balance sheets, revenue sources, profit/loss statements, and a breakdown of the percentage of revenue allocated for administration, salaries, and program costs.

Certification and Signature

The Applicant Organization hereby acknowledges and agrees to the following terms:

1) Compliance with City Council Discretionary Funds Grant Program requirements is mandatory, encompassing submission deadlines and payment disbursements.

2) Utilization of City Council Discretionary Funds Grant Program funds for ineligible activities/services, as delineated in City Council Policy C16- City Council Discretionary Funds Grant Program, is prohibited.

3) Receipt of City Council Discretionary Funds Grant Program funding does not guarantee an automatic annual allocation.

4) Any allocated City Council Discretionary Funds Grant Program funding must be utilized solely as specified in the application form.

5) The applicant organization must sign an agreement with the City of Carmel-by-the-Sea, as provided by the City, by a duly authorized representative to receive the funds.

6) All awarded funds must be expended by the end of the 2024-2025 fiscal year (June 30, 2025).

7) Within 30 days after the conclusion of the Project/Program/Service or by June 30, 2025, the recipient must furnish a comprehensive account with supporting documentation regarding fund usage.

8) Any unspent funds or funds not properly documented as per the signed agreement must be returned to the City.

9) The City reserves the right to conduct audits and/or request additional documentation to substantiate fund expenditure. Failure to provide adequate documentation may impact future funding prospects.

I, acting on behalf of the aforementioned nonprofit applicant organization, certify that I have read, understand and agree that the aforesaid information is accurate, factual, and current.

Name and Title of staff applying on behalf of the Organization *

Kyle Sabdo, member of Leadership Carmel class of 2024

Organization name *

Carmel Chamber of Commerce Foundation/Leadership Carmel

Date *

MM DD YYYY

04 / 04 / 2024

This form was created inside of Carmel-by-the-Sea.

Google Forms

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 0 6 2020

CARMEL CHAMBER OF COMMERCE
FOUNDATION
41 OCEAN FINES LANE
PEBBLE BEACH, CA 93953-3077

Employer Identification Number:
84-3375773
DLN:
26053708802109
Contact Person:
PAUL F CAPPEL II ID# 31665
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
September 18, 2019
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

Estimated Budget for Scenic SW of 8th Outlook Restoration Project			
Item	***Description***	***Cost***	***Total***
Irrigation	Irrigation parts and drain parts	1161.41	1161.41
Labor	for irrigation and drain	1500	1500
Retaining Wall	Redwood lumber and stakes	1594.82	1594.82
Labor	retaining wall	1500	1500
Tool Rental Fee	tool to move boulders and large drift wood	1900	1900
Stones	Boulders	3710	3710
Labor	placing stone	2500	2500
Soil	decomposed granite (DG)	4128.87	4128.87
Labor	spreading and compacting DG	2500	2500
Disposal Fee	Dump Disposal Fee	200	200
			20695.1

Attachment 13

	BUDGET COST	# PARTICIPANTS 12	BUDGET	ACTUAL	VARIANCE
PER PARTICIPANT RECURRING ITEMS					
ASSESSMENTS	$ 210.00	12	$ 2,520.00	$ 1,080.00	$ 1,440.00
GRADATION: CERTIFICATE COVER & BOOK	$ 50.00	12	$ 600.00	$ -	$ 600.00
SUPPLIES (SENIOR & TUBE)	$ 10.00	12	$ 120.00	$ 59.39	$ 60.61
PER CLASS RECURRING ITEMS					
COMMUNITY SHARED SPACE	$ 480.00		$ 480.00	$ 480.00	$ -
SUPPLIES	$ 869.56		$ 869.56	$ 859.39	$ (45.39)
GRADUATION	$ 470.00		$ 470.00	$ -	$ 470.00
PROJECT	$ -		$ -	$ -	$ -
ONE TIME INVESTMENTS					
WATER DISPENSER	$ 150.00		$ 150.00	$ -	$ 150.00
COFFEE BREWER	$ 190.00		$ 190.00	$ 197.01	$ (7.01)
REUSABLE POSTERS & EASELS	$ 280.00		$ 280.00	$ 43.08	$ 236.92
BUSINESS CARDS	$ 100.00		$ 100.00	$ -	$ 100.00
ONE TIME LOAN TO JUNIPSTART ALUMNI ACTIVITY	$ 2,000.00		$ 2,000.00	$ -	$ 2,000.00
TOTAL	$ 4,809.56		$ 7,270.00	$ 2,249.47	$ 5,009.53

INCOME		
	Tuition received	11,300.00
	Other income	1,883.82
	Total Income	**13,183.82**
EXPENSES		
	Director Fees	9,000.00
	Class 2 Reimbursements	331.27
	Class 3 Reimbursements	2,301.47
	Check order	22.25
	Insurance	1,883.82
	Class 3 graduation	82.88
	Total Expenses	**13,621.69**
2022 Net Income		-4,263.81

GENERAL ACCOUNT

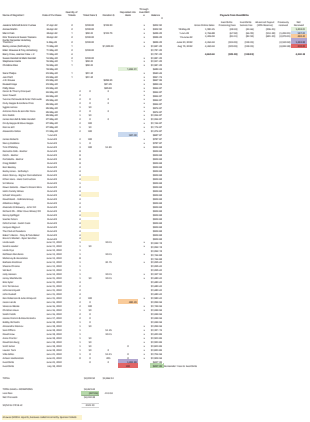
Date	Description	Deposit	Withdrawal	Balance
1/1/2022	Beg Bal			35,234.63
1/12/2022		995.00		36,229.63
1/20/2022	Director Fees (3 of 3)		(4,000.00)	32,229.63
1/24/2022	Paypal deposit to confirm account	0.01		32,229.64
1/26/2022	Paypal deposit to confirm account	0.19		32,229.83
1/26/2022	Paypal withdrawal after account confirmed		(0.22)	32,229.61
1/31/2022		995.00		33,224.61
1/31/2022		895.00		34,119.61
1/31/2022				34,119.61
	Transfer to fundraiser Account			
2/4/2022	to fund account		(320.00)	33,001.61
6/1/2022	Checkbook order		(22.25)	32,979.36
6/1/2022	Insurance		(1,883.82)	31,095.54
6/13/2022	Class 2 Reimbursements		(331.27)	30,764.27
7/1/2022	Leadership Camnet Graduation		(495.00)	30,269.27
7/6/2022	Reimburse Barry & Joanne for Graduation Gifts		(172.39)	30,096.88
7/14/2022	Graduation gift to Joanne & Barry		(320.00)	29,776.88
	Transfer from Fundraiser Account			
9/14/2022	Account (From Class 3)	7,185.97		37,962.85
10/14/2022	Class 3 Tuition	11,500.00		49,462.85
10/21/2022	Class 3 Tuition	1,750.00		51,212.85
11/28/2022	Class 3 Tuition	2,000.00		53,212.85
11/28/2022	Director fee & reimbursement for supplies		(6,000.00)	47,212.85
12/14/2022	Reimbursement for Supplies		(1,130.47)	46,082.39
	Less: Transfers	(7,185.97)	320.00	
	Paypal confirmation	(0.22)	0.22	
		16,090.00	**(10,821.19)**	

SUMMARY		CYC	LC	Total
Sponsorships		8,500.00		8,500.00
Sponsorships, Split		5,000.00	5,000.00	10,000.00
Donations		601.00	251.00	852.00
Donations, Split		2,225.97	2,225.97	4,451.94
Ticket Sales		1,001.25	1,001.25	2,002.50
Drawings, drink tickets		637.50	637.50	1,275.00
Less Expenses		(1,465.46)	(1,794.03)	(3,259.49)
Less Fees		(135.72)	(135.72)	(271.44)
Total		16,364.54	7,185.97	23,550.51
Check		0.00	0.00	0.00
		16,364.54	7,185.97	

Date	Customer Name	Transaction Description	Category	Withdrawal/Payment	Deposit/Receipt	Ending Balance	Comment	% CYC	% LC	CYC $ Cumulative	LC $ Cumulative
April 1, 2022		Initial deposit to create account			500.00	500.00	We owe back to CCAC at end				
May 16, 2022	Bill Murphy	Sponsorship			500.00	1,000.00		250.00	250.00	250.00	250.00
May 16, 2022	Team Reenley	Sponsorship			1,000.00	2,000.00		500.00	500.00	750.00	750.00
May 16, 2022	Hayashi Wayland	Sponsorship			500.00	2,500.00		250.00	250.00	1000.00	1000.00
May 16, 2022	Frew & Associates	Sponsorship			1,000.00	3,500.00		500.00	500.00	1500.00	1500.00
May 16, 2022	Dr Kay Lubansky	Donate to event			150.00	3,650.00		75.00	75.00	1575.00	1575.00
May 16, 2022	Marcia Abbott	Donate to event			225.00	3,875.00		112.50	112.50	1687.50	1687.50
May 16, 2022	Kris Toccaso	Purchase tickets for MW			300.00	3,775.00		150.00	150.00	1837.50	1837.50
May 16, 2022	Iolan Powell	Use for admission			150.00	3,925.00		75.00	75.00	1912.50	1912.50
May 16, 2022	John (Dan) Underdown	Donate to event			300.00	4,225.00		150.00	150.00	2062.50	2062.50
May 16, 2022	Daniel Hightower	Donate to event			150.00	4,375.00		75.00	75.00	2137.50	2137.50
May 19, 2022	Eventbrite	Initial receipt from ticket sales			1,492.01	5,867.01		746.01	746.01	2883.51	2883.51
May 20, 2022	ABC	Liquor license		50.00		5,817.01		-25.00	-25.00	2858.51	2858.51
May 25, 2022	PortaBella	Sponsorship			2,500.00	8,317.01		2500.00		5358.51	2858.51
May 25, 2022	Cielo's Mediterranean	Sponsorship			2,500.00	10,817.01		2500.00		7858.51	2858.51
May 25, 2022	Genetics	Sponsorship			2,500.00	13,317.01		2500.00		10358.51	2858.51
June 1, 2022	Harland Clarke	Check Order		22.25		13,294.76			-22.25	10336.26	2836.26
June 1, 2022	Jeanne Frew	Diplomas		82.88		13,211.88			-82.88	10358.51	2753.38
June 1, 2022	Sunset Center	Graduation deposit		200.00		13,011.88			-200.00	10358.51	2553.38
June 1, 2022	Horn Construction	Sponsorship			1,000.00	14,011.88		500.00	500.00	10858.51	3053.38
June 1, 2022	RICB Enterprises	Sponsorship			1,000.00	15,011.88		1000.00		11858.51	3053.38
June 1, 2022	Monar Consulting	Donation			150.00	15,161.88		75.00	75.00	11933.51	3128.38
June 1, 2022	Avinee Martin, Sanctuary	Sponsorship			2,500.00	17,661.88		1250.00	1250.00	13183.51	4378.38
June 2, 2022	Eventbrite	2nd receipt from ticket sales			587.10	18,248.98		293.50	293.50	13477.01	4671.88
June 9, 2022	Carmel CoC Foundation General	Reimburse prior expenses				18,511.76			262.88	13477.01	4934.76
June 9, 2022	Mahoney & Associates	Sponsorship			2,500.00	21,011.76		1250.00	1250.00	14727.01	6184.76
June 13, 2022	Avinee Martin, Ann Carmel	Sponsorship			1,000.00	22,011.76		500.00	500.00	15227.01	6684.76
June 13, 2022	John Ell	Ell for event		500.00		21,511.76		-250.00	-250.00	14977.01	6434.76
June 15, 2022	Eventbrite	3rd receipt of ticket sales			680.49	22,012.25		340.25	340.25	15317.25	6695.00
June 21, 2022	Square	Receipts from event, less fees			1,577.62	23,589.87		1496.31	81.31	16713.56	6776.31
June 22, 2022	Deposit, cash & checks	Dance through Decades			1,265.00	24,854.87			1265.00	16713.56	7841.31
June 24, 2022	Eventbrite	Ticket sales & donations			1,482.88	26,337.75		741.44	741.44	17455.00	8582.75
July 7, 2022	Tony Pena	Reimbursement-event related		886.63		25,451.12		-623.12	-623.12	17531.88	8199.63
July 7, 2022	Tony Pena	Reimbursement - not event related		306.32		24,984.80			-306.32	17531.88	7893.32
July 7, 2022	Avinee Martin	Reimbursement-event related		280.07		24,760.73		-140.04	-140.04	16851.85	7713.28
July 7, 2022	Yvonn Palisade	Reimbursement-event related		751.94		23,952.79		-375.97	-375.97	16515.68	7337.31
July 7, 2022	Cody Scapa	Reimbursement-event related		205.78		23,743.01		-103.89	-102.89	16410.79	7232.22
July 18, 2022	Eventbrite	final receipt for ticket sales			300.00	23,943.01		100	100	16510.79	7332.22
July 20, 2022	Monterey County Herald	Ad from Aggie		292.50		23,650.51		-104.25	-188.25	16306.54	7185.97
	CARMEL YOUTH CENTER			16,364.54		7,285.97		(16,364.54)		0.00	7185.97
	TRANSFER TO FOUNDATION GENERAL ACCOUNT			7,185.97		100.00			(7,185.97)	0.00	0.00
	REMAINING IN ACCOUNT					100.00				0.00	0.00
					27,092.88	27,192.88	100.00				

Deposits:	27,192.88	Donations (CYC)	8,500.00
Less beginning bal	(100.00)	Donations (Split)	4,000.00 5,000.00
Total Deposits	27,092.88		12,500.00 5,000.00
Less payments made	(19,62.37)		
Net Income	23,530.51	Other Split Receipts	712.5 712.5
		Total Sponsorships + Donations (outside of eventbrite & Square	16,212.50 5,712.50

Date	Customer Name	Transaction Description	Withdrawal/Payment	Deposit/Receipt	Ending Balance	Comment
2/4/22		Initial deposit to create account		100.00	100.00	
5/18/22	MJ Murphy	Sponsorship		500.00	600.00	
5/18/22	Team Beesley	Sponsorship		1,000.00	1,600.00	
5/18/22	Haywin Wayland	Sponsorship		500.00	2,100.00	
5/18/22	Frew & Associates	Sponsorship		1,000.00	3,100.00	
5/18/22	Dr Kay Lubansky	Donate to event		150.00	3,250.00	
5/18/22	Manco Abbott	Donate to event		225.00	3,475.00	
5/18/22	Kris Toscano	Purchase tickets for HW		300.00	3,775.00	
5/18/22	Sean Powell	Use for admission		150.00	3,925.00	
5/18/22	John (Gus) Underdown	Donate to event		300.00	4,225.00	
5/18/22	Daniel Hightower	Donate to event		150.00	4,375.00	
5/19/22	Eventbrite	Initial receipt from ticket sales		1,492.01	5,867.01	
5/25/22	Portabella	Sponsorship		2,500.00	8,367.01	
5/25/22	Catch/ Mediterranean	Sponsorship		2,500.00	10,867.01	
5/25/22	Demetra	Sponsorship		2,500.00	13,367.01	
6/1/22	Harland Clarke	Check Order	22.25		13,344.76	
6/1/22	Hare Construction	Sponsorship		1,000.00	14,344.76	
6/1/22	Big Sur Cannabotanicals	Sponsorship		1,000.00	15,344.76	
6/1/22	Annee Martin (Sanctuary)	Sponsorship		2,500.00	17,844.76	
6/1/22	Monse Consulting Inc	Donation		150.00	17,994.76	
6/2/22	Eventbrite	2nd receipt from ticket sales		587.00	18,581.76	
6/13/22	Square	Square verify		0.01	18,581.77	
6/13/22	Square	Square verify	0.01		18,581.76	
6/13/22	Sunset Cultural Center	Deposit for Graduation	200.00		18,381.76	
6/13/22	Carmel COC Foundation-General	Reimbursement for expenses		282.88	18,664.64	
6/13/22	Mahoney & Associates	Sponsorship		2,500.00	21,164.64	
6/13/22	Anee Martin, Ami Carmel	Sponsorship		1,000.00	22,164.64	
6/15/22	ABC	Liquor license	50.00		22,114.64	
6/15/22	Eventbrite	3rd receipt of ticket sales		480.49	22,595.13	
6/21/22	Square	Receipts from event, less fees		1,577.62	24,172.75	
6/22/22	John Upshaw - DJ	DJ for event	500.00		23,672.75	
6/22/22	Deposit	Dance Through the Decades Proceeds, cash & checks		1,065.00	24,737.75	
6/24/22	Eventbrite	Deposit from Ticket sales & donations		1,482.88	26,220.63	
7/5/22	Jeanne Frew	Diplomas	82.88		26,137.75	
7/14/22	Tony Pena	Reimbursements	1,152.95		24,984.80	
7/18/22	Eventbrite	Final receipt for ticket sales		200.00	25,184.80	
7/20/22	Cody Gappa	Reimbursements	209.78		24,975.02	
7/27/22	Annee Martin	Reimbursements	280.07		24,694.95	
7/27/22	Monterey Herald	Advertising	292.50		24,402.45	
8/1/22	Yvonne Patneaude	Reimbursements	751.94		23,650.51	
Outstanding	Carmel Youth Center	Provide check for donations collected	16,364.54		7,285.97	
Outstanding	Carmel COC Foundation - General	Transfer to General Account	7,185.97		100.00	remaining in account



Carmel Youth Center Leadership Carmel

Cash collected	865.00		
Checks	200.00		
Card	1,622.00		
	2,687.00		
ACTIVITY RECORDED IN SQUARE			
Donation to CYC	601.00	601.00	
Donation to LC	251.00		251.00
Donation Split	560.00	280.00	280.00
Drawings 3 for $5	85.00	42.50	42.50
Drawings $25 arm's length	725.00	362.50	362.50
Drinks	75.00	37.50	37.50
	2,297.00		
Total collected	2,687.00		
less, recorded in Square	-2,297.00		
Difference	390.00	195.00	195.00
Difference is cash & checks collected that wasn't recorded in Square			
Split is 50/50			
TOTAL		**1,518.50**	**1,168.50**	**2,687.00**
less processing fees		-22.19	-22.19	-44.38
NET PROCEEDS		**1,496.31**	**1,146.31**	**2,642.62**
				-1,577.62 Square
				-1,065.00 Cash & Check
				0.00 Check figure

	CYC	LC
SQUARE	1,496.31	1,146.31
EVENTBRITE	2,121.19	2,121.19
Other Cash Donations	14,212.50	5,712.50
Less costs	-1,465.46	-1,794.03
	16,364.54	7,185.97

	Annee	Caron	Cody	Heather	James	Tony	Yvonne	TOTAL
Squarespace - website domain		0.00	0.00	0.00	0.00	10.00		
Squarespace - website domain						149.00		
Website domain						22.34		
Balloons for event						41.50		
Vinyl Banners						115.98		
Pine Cone Ad						387.00		
Second pine cone ad						387.00		
red carpet						31.13		
Plastic cups							29.49	
champagne cups							32.99	
decorations							50.22	
decorations							48.59	
decorations							41.48	
receipt books							43.65	
decorations							103.25	
decorations							30.58	
badge holders							18.99	
Square devices							291.64	
Staples- supplies							61.06	
Poster Boards for event			84.00					
Poster Boards for event			17.99					
Drinks, ice for event			107.79					
$250 gift card for J & B $100 to be reimb by general account $125 to be reimb by the group		250.00						
Wetbparty supplies	60.93							
Party City Supplies	123.06							
Table Cloths	96.08							
	280.07	250.00	209.78	0.00	0.00	1,152.95	751.94	2,644.74

	Event-related	Not Event-related	TOTAL	
	2,088.42	556.22	2,644.74	
		-125.00	-125.00	expense reimbursed by group
	2,088.42	431.32	2,519.74	Total reimbursed costs

Attachment 14

Organization Information

Enter applicant's email below:

Email *

mpbtgrants@gmail.com

Name of Applicant Organization: *

Monterey Peninsula Ballet Theatre (MPBT)

Name and Position/Title of staff applying on behalf of the Organization: *

Jennifer Watts, MPBT Grants

Organization Mailing Address: *

225 The Crossroads Blvd #253

Telephone Number: *

8319980793

Email: *

mpbtgrants@gmail.com

Geographic Area(s) the Organization serves: *

Monterey County, CA

Age groups served by the Organization: *

- [x] 0-12
- [x] 13-17
- [ ] 18-24
- [ ] 25-34
- [ ] 35-44
- [ ] 45-54
- [ ] 55-64
- [ ] 65 and over

Number of Carmel-by-the-Sea (93921) residents the Organization serves: *

75-85 young artists (and the many residents who come see our annual Nutcracker Performance at the Sunset Center)

Attachment 14

Is this Organization incorporated as a Nonprofit Organization? *

- [x] Yes
- [ ] No

Is this Organization a Carmel school? *

- [ ] Yes
- [x] No

Project/Program Details

Project/Program Name: *

The Nutcracker Ballet

Amount requested (up to $3,000): *

$3000

Please provide the name of the project, program, or service that the Carmel-by-the-Sea grant ("grant") funding will be used to support. *

Nutcracker Community Performances at Sunset Center

Please provide a description of the project, program, or service that the grant funding will be used to support. *

Each year since 2017 (except for 2020), MPBT has staged 3 community performances of the Nutcracker Ballet over one weekend in early December at the Sunset Center. Combining a youth-driven, locally based, pre-professional production with a locally based performing arts venue has afforded Carmel youth and the local Carmel community an opportunity to fully engage their senses in the music, dance, costumes, lighting, and joy of Tchaikovsky's Nutcracker. For many families, this event has become an annual holiday tradition, and complements the other holiday programming Carmel-by-the-Sea offers. For numerous years, the Nutcracker fills Sunset Center's capacity with sold-out shows. Local children who attend the Kingdom of Sweets Party (a pre-Sunday matinee experience put on by MPBT and held in the Sunset Center) engage with Clara and the Sugar Plum Fairy, as well as other lead cast members, and revel in the beauty, poise, kindness, and confidence of these performers. These traditions and memories last a lifetime – for the dancers and audience members, kids and adults, of our community.

Attachment 14

Please describe the specific benefit to the Carmel-by-the-Sea community that your project, program, or service will provide. Be sure to include the target population and number of community members that will be served. *

In 2023, over 130 boys and girls aged 5-18 participated in the three community performances as well as a Friday morning Free Arts Outreach Community Performance for students from the Salinas Unified School District. The 130 performers (approximately 70% from Tularcitos Elementary, River School, Carmel Middle School, Carmel High School, Stevenson Lower & Middle Divisions, as well as home schooled children living in Carmel), spent their weekends, and for some their weeknights, for almost four months learning their parts, collaborating with others, surprising & supporting their younger dancer buddies through a "buddy program," engaging in outreach support activities (i.e., conducting mini-performances at local schools, making holiday cards for the Community Partnership for Youth), and personally developing their own dance and on-stage presence skills, as well as their confidence and self-esteem. In essence, MPBT provides a safe place for these youth to share their passions, develop their leadership skills, make connections amongst themselves and with their community, and thrive in an environment where they are celebrated for their passions, successes, shortcomings, talents and efforts. Thankfully, Carmel residents and surrounding communities also celebrate the hard work and dedication of these dancers and demonstrate their genuine appreciation by attending the performances and generously giving their thunderous applause as the curtain falls.

Primary Target Population:
- 130+ boys & girls aged 5-18 from various school districts and cooperatives.
- Over 700 students from the Salinas Unified School District (attended a free Friday morning production of the Nutcracker)
- Over 2000 arts patrons from the Carmel & surrounding Monterey County communities (watched one of 3 pre-professional productions)

Secondary Target Population (via MPBT Outreach programs):
- Over 450 students at Community Partnership for Youth (received homemade holiday cards)
- Over 600 students at a few Monterey County schools who see 20-minute excerpts of the Nutcracker during school visits, leading up to the December performances

Please describe how your organization would use the funding awarded, including equipment or services that would be purchased and why. *

Each year, MPBT contracts with the Sunset Center, a local entity equipped to support a professional production, in Carmel-by-the-Sea. Understandably, Sunset Center – as a professional organization themselves – does not negotiate contract rates. Sunset Center costs rose 20% last year and 15% the year prior, challenging MPBT to cover increased venue costs as well as all operating expenses as it recovered from the pandemic. This year, MPBT consciously expanded its fundraising and grant writing efforts to help cover both sets of expenses, as it had to dip into reserves in the initial years out of COVID. As such, if awarded, MPBT would use this grant to help defray a portion of the rising cost of our event venue – Sunset Center.

Attachments

To complete your application, kindly email the following four (4) attachments to cityclerk@ci.carmel.ca.us. Please be sure your organization's name is in the subject line of the email and on all attachments.

1) **Proof of non-profit status**: provide a copy of the organization's 501(c) letter from the IRS.

2) **Budget Plan for the Grant:** provide a detailed line item budget plan explaining how the grant funds will be utilized for the project, program, or service.

3) **Current Annual Operating Budget:** provide an up to date operating budget that provides detailed information on your organization's annual revenue sources.

4) **Past two year's financial statements:** provide a copy of the **past two year's** financial statements , featuring balance sheets, revenue sources, profit/loss statements, and a breakdown of the percentage of revenue allocated for administration, salaries, and program costs.

Certification and Signature

The Applicant Organization hereby acknowledges and agrees to the following terms:

1) Compliance with City Council Discretionary Funds Grant Program requirements is mandatory, encompassing submission deadlines and payment disbursements.

2) Utilization of City Council Discretionary Funds Grant Program funds for ineligible activities/services, as delineated in City Council Policy C16-: City Council Discretionary Funds Grant Program, is prohibited.

3) Receipt of City Council Discretionary Funds Grant Program funding does not guarantee an automatic annual allocation.

4) Any allocated City Council Discretionary Funds Grant Program funding must be utilized solely as specified in the application form.

5) The applicant organization must sign an agreement with the City of Carmel-by-the-Sea, as provided by the City, by a duly authorized representative to receive the funds.

6) All awarded funds must be expended by the end of the 2024-2025 fiscal year (June 30, 2025).

7) Within 30 days after the conclusion of the Project/Program/Service or by June 30, 2025, the recipient must furnish a comprehensive account with supporting documentation regarding fund usage.

8) Any unspent funds or funds not properly documented as per the signed agreement must be returned to the City.

Attachment 14

9) The City reserves the right to conduct audits and/or request additional documentation to substantiate fund expenditure. Failure to provide adequate documentation may impact future funding prospects.

I, acting on behalf of the aforementioned nonprofit applicant organization, certify that I have read, understand and agree that the aforesaid information is accurate, factual, and current.

Name and Title of staff applying on behalf of the Organization *

Jennifer Watts, MPBT Grants

Organization name *

Monterey Peninsula Ballet Theatre (MPBT)

Date *

MM DD YYYY

04 / 04 / 2024

This form was created inside of Carmel-by-the-Sea.

Google Forms

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: AUG 30 2017

MONTEREY PENINSULA BALLET THEATRE
CORP
225 THE CROSSROADS BLVD STE 253
CARMEL, CA 93923

Employer Identification Number:
81-5074438
DLN:
17053117305027
Contact Person:
CHRIS BROWN ID# 31503
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
April 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
January 4, 2017
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

Attachment 14

MONTEREY PENINSULA BALLET THEATRE

Sincerely,

Stephen a. Martin

Director, Exempt Organizations
Rulings and Agreements

Letter 947

Carmel-by-the-Sea

Nova Romero <nromero@ci.carmel.ca.us>

Supplemental Info needed on Carmel Discretionary Grant Application

MPBTGrants <mpbtgrants@gmail.com> Thu, Apr 25, 2024 at 11:05 AM
To: Nova Romero <nromero@ci.carmel.ca.us>

Nova,

I greatly appreciate you reaching out to seek clarification on MPBT's grant request this year. I had interpreted the "no rent" funding policy as not covering the organization's operating rent for our weekly rehearsals, administration activities, etc. I did not fully appreciate that this meant our performance venue facility fee would also be considered "rent." Thank you for that clarification.

As with last year, our request is exactly for the purpose you mention - offering free attendance to a Nutcracker performance for the youth of Monterey county who may not otherwise be able to attend such a performance due to financial constraints. Our Friday morning performance - Free Arts Outreach Community Performance, allows students from the Salinas Unified School District (SUSD) to attend the Nutcracker - at no cost to them. The Sunset Center facility fee is just one of many costs MPBT incurs to mount this particular performance. Other costs include third-party technology services, guest artist fees, Sunset Center labor & equipment costs, etc. While this year we are not seeking financial aid for some of our performers, we are politely requesting the City Council's consideration to help defray the other expenses needed to hold the Friday morning performance for SUSD.

Each performance of the Nutcracker (removing the Sunset Center Facility Fees only) costs about $12,500. If all Sunset Center expenses are removed (including labor & technical equipment - lights, sound, etc. - costs), MPBT still spends an additional $9,000 to make this particular SUSD performance happen. (Please see attached budget for details.) MPBT is pursuing the City Council Discretionary Funding (as well as other grant opportunities) to defray these additional costs so we may continue delighting 700+ students from SUSD with the Nutcracker this December 2024.

We greatly appreciate your time and consideration. Please let me know if you have any further questions about our application.
With gratitude,
Jennifer Watts
MPBT, Grants
(415) 412-8887

[Quoted text hidden]

CCDF Application - Free Youth Community Performance_budget_2024.pdf
180K

Monterey Peninsula Ballet Theatre (MPBT)
Nutcracker Community Performances

Total Funding Request	**$3,000**
Project Name	**Nutcracker Community Performances**
Contact Name:	**Jennifer Watts, MPBT Grants**
Contact Email & Phone Number:	**mpbtgrants@gmail.com; (415) 412-8887**

EXPENSES - 2023

Sunset Center Costs (4 shows)	$	62,880
Total Cost (3 ticketed community shows)	**$**	**47,160**
Total Cost (1 Free Youth Outreach Show)	***$***	***15,720***

Details	
Sunset Labor	15,596
Extra Tech	8,230
Facility Fees	39,057

Monterey Peninsula Ballet Theatre, Corp

Budget vs. Actuals: FY2024 Budget - FY24 P&L

May 2023 - March 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
3000 Individual Donations	350.00	5,000.00	-4,650.00	7.00 %
3029 Board Member Donations	1,500.00		1,500.00	
3030 RaiseCraze Fundraising	9,000.72		9,000.72	
3031 Monterey Gives Donations	10,197.67		10,197.67	
Total 3000 Individual Donations	**21,048.39**	**5,000.00**	**16,048.39**	**420.97 %**
3005 Corporate Donations	19,082.98	2,000.00	17,082.98	954.15 %
3010 Grants	1,500.00	6,000.00	-4,500.00	25.00 %
3070 Advertising Revenue	8,700.00	7,500.00	1,200.00	116.00 %
3100 Special Events Income				
3110 Auction Revenue	6,283.46	5,000.00	1,283.46	125.67 %
3124 Pointe of Art Revenue	10,092.00		10,092.00	
3125 Event Revenue	1,006.06	20,000.00	-18,993.94	5.03 %
3130 Benefit Drawing Tickets		1,500.00	-1,500.00	
Total 3100 Special Events Income	**17,381.52**	**26,500.00**	**-9,118.48**	**65.59 %**
3200 Fees				
3200.1 Nutcracker Income (Net Sunset Settlement)	50,379.69	35,000.00	15,379.69	143.94 %
3200.2 Audition Fees	60.00	2,500.00	-2,440.00	2.40 %
3200.3 Participation Fees	50,240.00	40,000.00	10,240.00	125.60 %
3200.5 Convenience Fee	274.27	300.00	-25.73	91.42 %
3200.6 Volunteer Opt Out Fee	3,600.00		3,600.00	
Total 3200 Fees	**104,553.96**	**77,800.00**	**26,753.96**	**134.39 %**
3500 Sales of Product Income	13,001.70		13,001.70	
3500.1 Sweatshirt Sales		1,200.00	-1,200.00	
3500.5 Misc Merch. Sales		7,000.00	-7,000.00	
Total 3500 Sales of Product Income	**13,001.70**	**8,200.00**	**4,801.70**	**158.56 %**
Unapplied Cash Payment Income	0.00		0.00	
Total Income	**$185,268.55**	**$133,000.00**	**$52,268.55**	**139.30 %**
GROSS PROFIT	**$185,268.55**	**$133,000.00**	**$52,268.55**	**139.30 %**
Expenses				
6000 Cost of Labor				
6005 Artistic Director	35,132.14	30,000.00	5,132.14	117.11 %
6010 Instructors	10,885.33	11,000.00	-114.67	98.96 %
6100 Payroll Tax Expense	4,580.08	4,200.00	380.08	109.05 %
6150 Payroll Processing Fees	1,141.56	1,100.00	41.56	103.78 %
Total 6000 Cost of Labor	**51,739.11**	**46,300.00**	**5,439.11**	**111.75 %**
7000 Advertising & Marketing	7,288.00	6,000.00	1,288.00	121.47 %
7000.3 Program Advertising		2,500.00	-2,500.00	
Total 7000 Advertising & Marketing	**7,288.00**	**8,500.00**	**-1,212.00**	**85.74 %**
7020 Bank Charges & Fees	1,009.75	1,000.00	9.75	100.98 %
7040 Contractors	24,947.78	14,000.00	10,947.78	178.20 %
7042 Costumes	2,145.69	5,000.00	-2,854.31	42.91 %

Monterey Peninsula Ballet Theatre, Corp

Budget vs. Actuals: FY2024 Budget - FY24 P&L

May 2023 - March 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
7047 Fees & Licenses	1,470.00	700.00	770.00	210.00 %
7050 Special Events Expenses	442.35		442.35	
7050.1 Gala Venue / Catering		7,500.00	-7,500.00	
7050.2 Other Gala Expenses		1,000.00	-1,000.00	
7050.4 Sponsor Reception		500.00	-500.00	
Total 7050 Special Events Expenses	**442.35**	**9,000.00**	**-8,557.65**	**4.92 %**
7060 Insurance				
7060.1 D &O Insurance	744.00	800.00	-56.00	93.00 %
7060.2 General Liability Ins	995.00	1,000.00	-5.00	99.50 %
7060.3 Worker's Comp Ins	695.37	1,500.00	-804.63	46.36 %
Total 7060 Insurance	**2,434.37**	**3,300.00**	**-865.63**	**73.77 %**
7070 Supplies	35.45		35.45	
7070.1 Nutcracker	3,321.01	2,000.00	1,321.01	166.05 %
7070.2 Kingdom of Sweets	6,694.98	5,000.00	1,694.98	133.90 %
7070.3 Wrap Party	819.26	500.00	319.26	163.85 %
7070.4 Youth Ambassador Program	1,013.66		1,013.66	
7070.5 MPBT Buddy Program	155.37		155.37	
7070.6 Next Year's KOS Supplies	850.11		850.11	
Total 7070 Supplies	**12,889.84**	**7,500.00**	**5,389.84**	**171.86 %**
7075 Professional Services				
7075.1 Accounting Services		800.00	-800.00	
7075.2 Legal Services	30.00		30.00	
7075.4 Videography/Photography	3,979.80	2,500.00	1,479.80	159.19 %
Total 7075 Professional Services	**4,009.80**	**3,300.00**	**709.80**	**121.51 %**
7075.3 Website & Email Expenses	1,297.58		1,297.58	
7083 Merchandise Purchase	5,419.67	5,000.00	419.67	108.39 %
7085 Office Supplies	601.90	1,500.00	-898.10	40.13 %
7086 Outreach	576.00	1,000.00	-424.00	57.60 %
7090 Postage & PO Box Fees	668.20	50.00	618.20	1,336.40 %
7092 Printing & Copying	1,164.05	1,000.00	164.05	116.41 %
7093 Props Sets and Dry Ice	8,312.13	4,000.00	4,312.13	207.80 %
7095 Rent & Lease	11,768.80	18,000.00	-6,231.20	65.38 %
7120 Travel	2,654.32	10,000.00	-7,345.68	26.54 %
7130 Utilities	64.56	200.00	-135.44	32.28 %
Total Expenses	**$140,903.90**	**$139,350.00**	**$1,553.90**	**101.12 %**
NET OPERATING INCOME	**$44,364.65**	**$ -6,350.00**	**$50,714.65**	**-698.66 %**
NET INCOME	**$44,364.65**	**$ -6,350.00**	**$50,714.65**	**-698.66 %**

Monterey Peninsula Ballet Theatre, Corp

Profit and Loss

May 2023 - March 2024

	TOTAL
Income	
3000 Individual Donations	350.00
3029 Board Member Donations	1,500.00
3030 RaiseCraze Fundraising	9,000.72
3031 Monterey Gives Donations	10,197.67
Total 3000 Individual Donations	**21,048.39**
3005 Corporate Donations	19,082.98
3010 Grants	1,500.00
3070 Advertising Revenue	8,700.00
3100 Special Events Income	
3110 Auction Revenue	6,283.46
3124 Pointe of Art Revenue	10,092.00
3125 Event Revenue	1,006.06
Total 3100 Special Events Income	**17,381.52**
3200 Fees	
3200.1 Nutcracker Income (Net Sunset Settlement)	50,379.69
3200.2 Audition Fees	60.00
3200.3 Participation Fees	50,240.00
3200.5 Convenience Fee	274.27
3200.6 Volunteer Opt Out Fee	3,600.00
Total 3200 Fees	**104,553.96**
3500 Sales of Product Income	13,001.70
Unapplied Cash Payment Income	0.00
Total Income	**$185,268.55**
GROSS PROFIT	**$185,268.55**
Expenses	
6000 Cost of Labor	
6005 Artistic Director	35,132.14
6010 Instructors	10,885.33
6100 Payroll Tax Expense	4,580.08
6150 Payroll Processing Fees	1,141.56
Total 6000 Cost of Labor	**51,739.11**
7000 Advertising & Marketing	7,288.00
7020 Bank Charges & Fees	1,009.75
7040 Contractors	24,947.78
7042 Costumes	2,145.69
7047 Fees & Licenses	1,470.00
7050 Special Events Expenses	442.35

Monterey Peninsula Ballet Theatre, Corp

Profit and Loss

May 2023 - March 2024

	TOTAL
7060 Insurance	
7060.1 D &O Insurance	744.00
7060.2 General Liability Ins	995.00
7060.3 Worker's Comp Ins	695.37
Total 7060 Insurance	**2,434.37**
7070 Supplies	35.45
7070.1 Nutcracker	3,321.01
7070.2 Kingdom of Sweets	6,694.98
7070.3 Wrap Party	819.26
7070.4 Youth Ambassador Program	1,013.66
7070.5 MPBT Buddy Program	155.37
7070.6 Next Year's KOS Supplies	850.11
Total 7070 Supplies	**12,889.84**
7075 Professional Services	
7075.2 Legal Services	30.00
7075.4 Videography/Photography	3,979.80
Total 7075 Professional Services	**4,009.80**
7075.3 Website & Email Expenses	1,297.58
7083 Merchandise Purchase	5,419.67
7085 Office Supplies	601.90
7086 Outreach	576.00
7090 Postage & PO Box Fees	668.20
7092 Printing & Copying	1,164.05
7093 Props Sets and Dry Ice	8,312.13
7095 Rent & Lease	11,768.80
7120 Travel	2,654.32
7130 Utilities	64.56
Total Expenses	**$140,903.90**
NET OPERATING INCOME	**$44,364.65**
NET INCOME	**$44,364.65**

Monterey Peninsula Ballet Theatre, Corp

Profit and Loss

May 2022 - April 2023

	TOTAL
Income	
3000 Individual Donations	4,600.00
3005 Corporate Donations	2,208.72
3010 Grants	2,000.00
3070 Advertising Revenue	7,010.00
3100 Special Events Income	
3110 Auction Revenue	4,370.00
3130 Benefit Drawing Tickets	640.00
Total 3100 Special Events Income	**5,010.00**
3200 Fees	
3200.1 Nutcracker Income (Net Sunset Settlement)	38,120.14
3200.2 Audition Fees	2,803.00
3200.3 Participation Fees	40,640.00
3200.5 Convenience Fee	209.25
Total 3200 Fees	**81,772.39**
3301 Costume Sales	800.00
3500 Sales of Product Income	
3500.1 Sweatshirt Sales	1,160.80
3500.5 Misc Merch. Sales	7,617.77
Total 3500 Sales of Product Income	**8,778.57**
Total Income	**$112,179.68**
GROSS PROFIT	**$112,179.68**
Expenses	
6000 Cost of Labor	
6005 Artistic Director	30,000.00
6010 Instructors	12,042.85
6100 Payroll Tax Expense	4,203.72
6150 Payroll Processing Fees	1,830.18
Total 6000 Cost of Labor	**48,076.75**
7000 Advertising & Marketing	7,093.13
7000.3 Program Advertising	2,200.00
Total 7000 Advertising & Marketing	**9,293.13**
7020 Bank Charges & Fees	907.94
7040 Contractors	12,980.09
7042 Costumes	12,354.24
7047 Fees & Licenses	760.00
7060 Insurance	
7060.1 D &O Insurance	744.00
7060.2 General Liability Ins	912.00
7060.3 Worker's Comp Ins	1,444.37
Total 7060 Insurance	**3,100.37**

Monterey Peninsula Ballet Theatre, Corp

Profit and Loss

May 2022 - April 2023

	TOTAL
7070 Supplies	
7070.1 Nutcracker	1,706.03
7070.2 Kingdom of Sweets	3,654.96
7070.3 Wrap Party	373.45
Total 7070 Supplies	**5,734.44**
7075 Professional Services	
7075.4 Videography/Photography	2,523.75
Total 7075 Professional Services	**2,523.75**
7083 Merchandise Purchase	9,198.72
7085 Office Supplies	1,524.00
7086 Outreach	782.29
7090 Postage & PO Box Fees	25.85
7092 Printing & Copying	125.76
7093 Props Sets and Dry Ice	5,975.84
7095 Rent & Lease	18,127.03
7108 Sales Tax	87.80
7120 Travel	8,015.54
7130 Utilities	108.05
Total Expenses	**$139,701.59**
NET OPERATING INCOME	**$ -27,521.91**
NET INCOME	**$ -27,521.91**

Monterey Peninsula Ballet Theatre, Corp

Balance Sheet

As of March 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 BUSINESS CHECKING (8782)	208,754.73
Total Bank Accounts	**$208,754.73**
Accounts Receivable	
1100 Accounts Receivable (A/R)	0.00
Total Accounts Receivable	**$0.00**
Other Current Assets	
1300 Uncategorized Asset	0.00
Total Other Current Assets	**$0.00**
Total Current Assets	**$208,754.73**
Other Assets	
Prepaid Expenses	0.00
Total Other Assets	**$0.00**
TOTAL ASSETS	**$208,754.73**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
Total Accounts Payable	**$0.00**
Other Current Liabilities	
1350 Sales Tax Payable	1,265.16
2051 Restricted Donation-Financial AID	12,663.92
Total Other Current Liabilities	**$13,929.08**
Total Current Liabilities	**$13,929.08**
Total Liabilities	**$13,929.08**
Equity	
2050 Retained Earnings	150,461.00
Net Income	44,364.65
Total Equity	**$194,825.65**
TOTAL LIABILITIES AND EQUITY	**$208,754.73**

Monterey Peninsula Ballet Theatre, Corp

Balance Sheet

As of April 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 BUSINESS CHECKING (8782)	163,639.69
Total Bank Accounts	**$163,639.69**
Accounts Receivable	
1100 Accounts Receivable (A/R)	0.00
Total Accounts Receivable	**$0.00**
Other Current Assets	
1300 Uncategorized Asset	0.00
Total Other Current Assets	**$0.00**
Total Current Assets	**$163,639.69**
Other Assets	
Prepaid Expenses	0.00
Total Other Assets	**$0.00**
TOTAL ASSETS	**$163,639.69**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
Total Accounts Payable	**$0.00**
Other Current Liabilities	
1350 Sales Tax Payable	818.69
2051 Restricted Donation-Financial AID	12,360.00
Total Other Current Liabilities	**$13,178.69**
Total Current Liabilities	**$13,178.69**
Total Liabilities	**$13,178.69**
Equity	
2050 Retained Earnings	177,982.91
Net Income	-27,521.91
Total Equity	**$150,461.00**
TOTAL LIABILITIES AND EQUITY	**$163,639.69**

Attachment 15

Organization Information

Enter applicant's email below:

Email *

torusert@torhouse.org

Name of Applicant Organization: *

Robinson Jeffers Tor House Foundationn

Name and Position/Title of staff applying on behalf of the Organization: *

Outreach and Education Program Coordinator

Organization Mailing Address: *

PO Box 2713 - 26304 Ocean View Avenue, Carmel, CA. 93921

Telephone Number: *

831-624-1813 x 3

Email: *

torusert@torhouse.org

Geographic Area(s) the Organization serves: *

Carmel - Monterey

Age groups served by the Organization: *

- [ ] 0-12
- [x] 13-17
- [x] 18-24
- [x] 25-34
- [x] 35-44
- [x] 45-54
- [x] 55-64
- [x] 65 and over

Number of Carmel-by-the-Sea (93921) residents the Organization serves: *

3000 per year

Is this Organization incorporated as a Nonprofit Organization? *

- [x] Yes
- [ ] No

Attachment 15

Is this Organization a Carmel school? *

- [ ] Yes
- [x] No

Project/Program Details

Project/Program Name: *

Tor House Foundation Multimedia Outreach Project

Amount requested (up to $3,000): *

$3000

Please provide the name of the project, program, or service that the Carmel-by-the-Sea grant ("grant") funding will be used to support. *

Tor House Foundation Outreach/Education -
Multimedia Presentation

Please provide a description of the project, program, or service that the grant funding will be used to support. *

PROJECT - Create a 5-10 minute professional multimedia outreach presentation with collateral education materials, celebrating the 100 plus years of historic, cultural and literary contributions by world famous local residents, Robinson and Una Jeffers, relevant to Carmel and the surrounding communities.

Please describe the specific benefit to the Carmel-by-the-Sea community that your project, program, or service will provide. Be sure to include the target population and number of community members that will be served. *

Tor House Foundation fully participates in the local community serving approximately 3000 visitors per year at the local home of Robinson and Una Jeffers. Tor House offers weekly public tours year round, a Spring Garden Party, Jeffers Fall Festival, monthly cottage concerts with local performers, Carmel Earth & Arbor Day Celebration, educational workshops collaborations for local secondary schools and higher educational institutes, cultural collaborations with Carmel Visitor Center, Chamber of Commerce, Bach Festival, Carl Cherry Center, YMMC, Western Flyer Foundation, Carmel Youth Center, Forest Theater Guild, THF Poetry Contest, Plein Air artists, local libraries and art galleries. The THF also offers collaborations with several Monterey County non-profits.

Please describe how your organization would use the funding awarded, including equipment or services that would be purchased and why. *

Below is a best estimate breakdown for this THF multimedia project.
-Talent fees (voice over & studio music) ~ $800.00
-Research & script development time ~ $300.00
-Equipment rentals ~ $300.00
-Physical production: location & interviews ~ $500.00
-Crew fees -- $500.00
-Post-production & editorial ~ $600.00

Attachments

To complete your application, kindly email the following four (4) attachments to cityclerk@ci.carmel.ca.us. Please be sure your organization's name is in the subject line of the email and on all attachments.

1) **Proof of non-profit status**: provide a copy of the organization's 501(c) letter from the IRS.

2) **Budget Plan for the Grant:** provide a detailed line item budget plan explaining how the grant funds will be utilized for the project, program, or service.

3) **Current Annual Operating Budget:** provide an up to date operating budget that provides detailed information on your organization's annual revenue sources.

4) **Past two year's financial statements:** provide a copy of the **past two year's** financial statements , featuring balance sheets, revenue sources, profit/loss statements, and a breakdown of the percentage of

Attachment 15

revenue allocated for administration, salaries, and program costs.

Certification and Signature

The Applicant Organization hereby acknowledges and agrees to the following terms:

1) Compliance with City Council Discretionary Funds Grant Program requirements is mandatory, encompassing submission deadlines and payment disbursements.

2) Utilization of City Council Discretionary Funds Grant Program funds for ineligible activities/services, as delineated in City Council Policy C16-: City Council Discretionary Funds Grant Program, is prohibited.

3) Receipt of City Council Discretionary Funds Grant Program funding does not guarantee an automatic annual allocation.

4) Any allocated City Council Discretionary Funds Grant Program funding must be utilized solely as specified in the application form.

5) The applicant organization must sign an agreement with the City of Carmel-by-the-Sea, as provided by the City, by a duly authorized representative to receive the funds.

6) All awarded funds must be expended by the end of the 2024-2025 fiscal year (June 30, 2025).

7) Within 30 days after the conclusion of the Project/Program/Service or by June 30, 2025, the recipient must furnish a comprehensive account with supporting documentation regarding fund usage.

8) Any unspent funds or funds not properly documented as per the signed agreement must be returned to the City.

9) The City reserves the right to conduct audits and/or request additional documentation to substantiate fund expenditure. Failure to provide adequate documentation may impact future funding prospects.

I, acting on behalf of the aforementioned nonprofit applicant organization, certify that I have read, understand and agree that the aforesaid information is accurate, factual, and current.

Name and Title of staff applying on behalf of the Organization *

Thomas O Rusert - Outreach and Education Coordinator

Organization name *

Tor House Foundation

Date *

MM DD YYYY

04 / 05 / 2024

This form was created inside of Carmel-by-the-Sea.

Google Forms

Attachment 15

Internal Revenue Service
District Director

Department of the Treasury

SF:EO:78-2043

Date: DEC 22 1978

Employer Identification Number:
94-2495236
Accounting Period Ending:
December 31
Foundation Status Classification:
509(a)(2)
Advance Ruling Period Ends:
December 31, 1980
Person to Contact:
Ron Hom
Contact Telephone Number:
(415) 556-8460

Robinson Jeffers' Tor House Foundation
c/o Fredrick S. Farr, P. O. Box 3305
Carmel, CA 93921

Dear Applicant

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in section 509(a)(2) .

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within the 90 days, grantors and donors may continue to rely on the advance determination until the Service makes a final determination of your foundation status. However, if notice that you will no longer be treated as a section 509(a)(2) organization is published in the Internal Revenue Bulletin, grantors and donors may not rely on this determination after the date of such publication. Also, a grantor or donor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 509(a)(2) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(2) organization.

P.O. Box 36040, San Francisco, Calif. 94102 (over) Letter 1045(DO) (6-7

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Generally, you are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. If you have paid FICA taxes without filing the waiver, you should call us. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than $10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of $10 a day, up to a maximum of $5,000, when a return is filed late, unless there is reasonable cause for the delay.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

District Director

Letter 1045(DO) (6-77

Budget Plan for Grant Funds:

Please describe how your organization would use the funding awarded, including equipment or services that would be purchased and why. *

Below is a best estimate breakdown for this THF multimedia project.
-Talent fees (voice over & studio music) ~ $800.00
-Research & script development time ~ $300.00
-Equipment rentals ~ $300.00
-Physical production: location & interviews ~ $500.00
-Crew fees -- $500.00
-Post-production & editorial ~ $600.00

TOR HOUSE FOUNDATION
BUDGET 2024

DRAFT 11-14-23 DRAFT DRAFT

		Projected 2023	Total Budget 2024	Q1-24 Budget	Q2-24 Budget	Q3-24 Budget	Q4-24 Budget
Operations:							
Sales		10,865	11,250	2,200	4,000	3,200	1,850
Tours		36,450	40,250	6,750	14,000	13,000	6,500
Membership Dues		15,360	16,500	2,500	4,000	5,000	5,000
Miscellaneous		0	0				
General Contributions		18,871	19,600	6,000	4,000	4,800	4,800
MC Gives-Year end appeal?		31,160	32,500	0	32,500	Distribution from 2023 Contributions	
Total Operations		112,706	120,100	17,450	58,500	26,000	18,150
Restricted Grants:							
Grants- Various	(*)	25,000	10,000			10,000	0
Community Foundation Poetry Prize		7,300	7,500	6,500	1,000	0	0
Total Restricted Grants		32,300	17,500	6,500	1,000	10,000	0
Programs:							
Garden Party		1,200	1,250		1,250		
Fall Festival		475	1,700			500	1,200
Poets And Speakers Programs		25			150		150
Total Programs		1,700	2,950	0	1,400	500	1,350
Investment Income		2,850	4,500	450	1,800	450	1,800
Total Revenues:		149,556	145,050	24,400	62,700	36,950	21,300
Transfer to Restricted Funds		(10,000)	(10,000)		0	(10,000)	
		139,556	135,050	24,400	62,700	26,950	21,300

(*) $15,000 California Grant in 2022 only?

2024
ANNUAL BUDGET Pg. 2

		Projected 2023	Total 2024 Budget	Q1-24 Budget	Q2-24 Budget	Q3-24 Budget	Q4-24 Budget
EXPENSES:							
Property Expenses:							
Janitorial	Variable	3,850	3,750	750	1,500	750	750
Gardening	Semi	16,531	14,100	3,600	4,800	2,400	3,300
Trans from Reserve	(Trees)	(14,019)	(7,500)	(3,600)	(3,900)	0	0
Repairs & Maintenance	Variable	20,376	5,950	750	1,500	2,500	1,200
Trans from Reserve		(14,839)	(4,000)		(1,500)	(2,500)	
Security	Fixed	2,122	3,000	750	750	750	750
Property Insurance	Fixed	4,691	4,700	4,700			
Property Taxes	Fixed	1,710	1,850				1,850
Supplies		1,875	1,500	250	750	250	250
Utilities:			0				
Water	Variable	2,975	3,050	350	750	1,100	850
PG&E	Variable	2,196	2,500	950	550	450	550
Waste	Fixed	510	480	120	120	120	120
Miscellaneous			0				
					0		
Total Property Expenses		27,978	29,380	8,620	5,320	5,820	9,620
Gift Shop Expenses:							
Merchandise Costs	Variable	2,675	2,850	300	1,850	600	100
Miscellaneous			0				
Total Gift Shop Expenses		2,675	2,850	300	1,850	600	100
Program Expenses:							
Garden Party	Variable	3,267	3,300	0	3,300		
Fall Festival	Variable	3,666	5,400	350	0	2,050	3,000
Poets & Speakers	Variable	3,140	3,200	800	800	800	800
Poetry Contest	Variable	4,945	5,500		3,000	2,500	
							0
Total Program Expenses		15,018	17,400	1,150	7,100	5,350	3,800

TOR HOUSE FOUNDATION
2024

ANNUAL BUDGET Pg. 3

			Total 2024 Budget	Q1-24 Budget	Q2-24 Budget	Q3-24 Budget	Q4-24 Budget
Gen. & Admin. Expenses:							
Board Expenses		75	200	50	50	50	50
Archives -		0	0				
Supplies		444	450		450		
Equipment			0				
On-Line Fees	Variable	450	725	250	175	175	125
Computer Expenses	Fixed	3,955	850	550	0	0	300
Docent Recognition	Variable	350	350				350
Insurance D&O	Fixed	1,250	1,300				1,300
Legal & Accounting	Fixed	750	750				750
Newsletter/Brochures	Variable	1,800	1,180	295	295	295	295
Office Expense							
- Postage	Variable	950	950	50	250	600	50
- Printing/Copying	Variable	1,720	1,725		1,150	575	
- Supplies	Variable	1,750	920	220	550	100	50
- Telephone	Fixed	3,675	3,800	950	950	950	950
Salaries	Variable	44,659	75,400	18,850	21,450	17,550	17,550
Payroll Taxes	Variable	3,466	5,768	1,442	1,641	1,343	1,343
Worker's Comp.	Variable	1,116	1,746	471	536	439	300
Miscellaneous		0	0				
Total Gen. & Admin. Expenses		66,410	95,964	23,078	27,497	22,026	23,363
Total Expenses		112,081	145,594	33,148	41,767	33,796	36,883
Net Surplus(Deficit)		27,475	(10,544)	(8,748)	20,933	(6,846)	(15,583)
Transfer from Operating Reserve			10,544				
Net Surplus(Deficit)			0				

			Q1-24	Q2-24	Q3-24	Q4-24	
Tom			7,800	7,800	7,800	7,800	31,200
Hours/Wk	20						
$/Hr	$30.00						
Melinda			3,900	3,900	0	0	7,800
Hours/Wk	12						
$/Hr	$25.00						
Susie			7,150	9,750	9,750	9,750	36,400
Hours/Wk	20	Q2 Increase					
$/Hr	$27.50	$30.00					
			18,850	21,450	17,550	17,550	75,400

Tor House Foundation Budget v. Actual 2018

	Actual 2018	Budget 2018	Diff.
Operations:			
Sales	10,578	11,500	(922)
Tours	35,112	25,450	9,662
Membership Dues	10,255	15,700	(5,445)
Miscellaneous	381	100	281
General Contributions	8,556	8,700	(144)
Year End Appeal	5,540	5,000	540
Total Operations	70,422	66,450	3,972
Restricted Grants:			
Grants- Various	10,000	1,500	8,500
Community Foundation			
Varady Poetry Prize	4,000	4,000	0
Total Restricted Grants	14,000	5,500	8,500
Programs:			
Garden Party	777	4,000	(3,223)
Fall Festival	1,040	5,500	(4,460)
Poetry Contest	3,192	5,000	(1,808)
Poets And Speakers Programs	502	2,000	(1,498)
Total Programs	5,511	16,500	(10,989)
Interest Income	772	660	112
	90,705	89,110	1,595
Transfer to Restricted Funds	(10,000)		
Total Revenues	80,705	89,110	(8,405)

TOR HOUSE FOUNDATION

		Actual 2018	Budget 2018		
EXPENSES:					
Property Expenses:					
Janitorial		3,396	5,000	1,604	
Gardening		14,178	15,500	1,322	
Trans from Reserve				0	
Repairs & Maintenance		1,612	3,000	1,388	
Trans from Reserve			(3,000)	(3,000)	
Security		2,260	1,500	(760)	
Property Insurance		4,921	4,900	(21)	
Property Taxes		2,206	1,500	(706)	
Supplies			200	200	
Utilities					
Water		2,523			
PG&E		1,390			
Waste		355			
Total Utilities	4,268		4,250	(18)	
Miscellaneous		73	200	127	
Total Property Expenses		32,914	33,050	136	
Gift Shop Expenses:					
Merchandise Costs		1,886	5,200	3,314	
Miscellaneous				0	
Total Gift Shop Expenses		1,886	5,200	3,314	
Program Expenses:					
Garden Party		550	800	250	
Fall Festival		7,714	2,000	(5,714)	Travel, Hotel & Honorariums
Poets & Speakers		3,623	3,000	(623)	
Poetry Contest		4,168	3,000	(1,168)	
				0	
Total Program Expenses		16,055	8,800	(7,255)	

TOR HOUSE FOUNDATION

	Actual 2018	Budget 2018		
Gen. & Admin. Expenses:				
Archives -				
Training	0	250	250	
Supplies	0	270	270	
Equipment	0	75	75	
Bank Charges	2	60	58	
Computer Expenses	1,577	600	(977)	Computer for Docent Desk
Docent Recognition		500	500	
Insurance	2,424	1,212	(1,212)	Under estimated
Legal & Accounting	1,265	1,245	(20)	
Newsletter/Brochures	1,834	1,600	(234)	
Postage		1,500	1,500	
Office Expense	194	1,300	1,106	
Salaries	25,035	24,232	(803)	
Payroll Taxes	2,062	2,060	(2)	
Telephone	1,318	1,000	(318)	
Worker's Comp.	3,630	1,800	(1,830)	$1,270 Prepaid for 2019
Miscellaneous		100	100	
			0	
Total Gen. & Admin. Expenses	39,341	37,804	(1,537)	
Total Expenses	90,196	84,854	(5,342)	
Net Surplus(Deficit)	(9,491)	4,256	(13,747)	

		Jan-19	Feb-19	Mar-19		Apr-19	May-19	Jun-19		Jul-19	Aug-19	Sep-19		Oct-19	Nov-19	Dec-19	
Operations:																	
Sales	10,343	600	1,000	750	2,350	1,125	730	1,370	3,225	1,040	1,170	975	3,185	430	653	500	1,583
Tours	36,000	6,000	3,600	3,900	13,500	4,500	2,100	2,700	9,300	3,500	3,900	3,500	10,900	500	900	900	2,300
Membership Dues	11,200	750	1,400	800	2,950	1,100	600	800	2,500	600	1,050	300	1,950	1,400	1,450	950	3,800
Miscellaneous	0				0				0				0				0
General Contributions	9,590	150	350	1,500	2,000	850	100	450	1,400	1,400	2,400	200	4,000	800	390	1,000	2,190
Year End Appeal	5,400	3,500			3,500				0				0		1,900		1,900
Total Operations	72,533	11,000	6,350	6,950	24,300	7,575	3,530	5,320	16,425	6,540	8,520	4,975	20,035	3,130	5,293	3,350	11,773
	0																
Restricted Grants:	0																
Grants- Various	10,000				0		10,000		10,000				0				0
Community Foundatio	0				0				0				0				0
Varady Poetry Prize	4,000			4,000	4,000				0				0				0
													0				0
Total Restricted Grant	14,000	0	0	4,000	4,000	0	10,000	0	10,000	0	0	0	0	0	0	0	0
	0																
Programs:	0																
Garden Party	0				0				0				0				0
Fall Festival	1,050				0				0				0	1,050			1,050
Poetry Contest	3,200				0	3,200			3,200				0				0
Poets And Speakers Pr	500			350	350				0			150	150				0
Total Programs	4,750	0	0	350	350	3,200	0	0	3,200	0	0	150	150	1,050	0	0	1,050
Interest Income	1,500	250		250	500		250		250	250		250	500		250		250
Transfer to Restricted	(10,000)				0		(10,000)		(10,000)				0				0
Total Revenues:	82,783	11,250	6,350	11,550	29,150	10,775	3,780	5,320	19,875	6,790	8,520	5,375	20,685	4,180	5,543	3,350	13,073

TOR HOUSE FOUNDATION
2019
ANNUAL BUDGET Pg. 2

EXPENSES:																	
Property Expenses:																	
Janitorial	3,385	275	220	275	770	220	350	275	845	350	250	220	820	400	330	220	950
Gardening	14,085	1,080	1,450	1,180	3,710	1,000	1,550	1,350	3,900	1,000	850	1,300	3,150	1,300	1,075	950	3,325
Trans from Reserve	(7,500)	(7,500)			(7,500)				0				0				0
Repairs & Maintenanc	1,625	175	300		475		600		600		50		50	500			500
Trans from Reserve	0				0				0				0				0
Security	2,275		300	325	625		300	150	450	150	150	150	450	300	150	300	750
Property Insurance	4,950				0			4,950	4,950				0				0
Property Taxes	2,225		725		725				0				0		1,500		1,500
Supplies	0				0				0				0				0
Utilities	0				0				0				0				0
Water	2,510	225	130	200	555	120	230	330	680	300	200	225	725	200	200	150	550
PG&E	1,430	100	125	125	350	100	125	130	355	100	200	120	420	50	120	135	305
Waste	360	90			90	90			90	90			90	90			90
Miscellaneous	0				0				0				0				0
Total Property Expens	25,345	(5,555)	3,250	2,105	(200)	1,530	3,155	7,185	11,870	1,990	1,700	2,015	5,705	2,840	3,375	1,755	7,970
	0																
Gift Shop Expenses:	0																
Merchandise Costs	1,830	575	230		805		450	575	1,025				0				0
Miscellaneous	0				0				0				0				0
Total Gift Shop Expen	1,830	575	230	0	805	0	450	575	1,025	0	0	0	0	0	0	0	0
	0																
Program Expenses:	0																
Garden Party	0				0				0				0				0
Fall Festival	7,700				0				0			450	450	7,250			7,250
Poets & Speakers	3,620	720			720	900			900				0	2,000			2,000
Poetry Contest	4,170				0		2,450		2,450		720	1,000	1,720				0
Total Program Expens	15,490	720	0	0	720	900	2,450	0	3,350	0	720	1,450	2,170	9,250	0	0	9,250

TOR HOUSE FOUNDATION
2019
ANNUAL BUDGET Pg. 3

Gen. & Admin. Expenses:																	
Archives -	0																
Training	0				0				0				0				0
Supplies	300	50		50	100		50		50	50		50	100		50		50
Equipment	0				0				0				0				0
Bank Charges	0				0				0				0				0
Computer Expenses	1,550		250		250	700		250	950			250	250		100		100
Docent Recognition	0				0				0				0				0
Insurance	1,300				0			1,300	1,300				0				0
Legal & Accounting	1,350				0				0				0		1,350		1,350
Newsletter/Brochures	1,825	445			445	380	275		655		450		450		275		275
Postage	0				0				0				0				0
Office Expense	270	75	50		125			70	70			75	75				0
Salaries	25,050	3,800	1,100	3,000	7,900	2,100	2,475	2,000	6,575	1,125	1,750	1,725	4,600	3,200	2,125	650	5,975
Payroll Taxes	2,041	370	108	270	748	150	190	153	493	80	130	130	340	250	160	50	460
Telephone	1,310	110	300		410	100	100	100	300	100	100	100	300	100	100	100	300
Worker's Comp.	3,815				0			2,050	2,050		425		425	70	470	800	1,340
Miscellaneous	0				0				0				0				0
Total Gen. & Admin. E	38,811	4,850	1,808	3,320	9,978	3,430	3,090	5,923	12,443	1,355	2,855	2,330	6,540	3,620	4,630	1,600	9,850
Total Expenses	81,476	590	5,288	5,425	11,303	5,860	9,145	13,683	28,688	3,345	5,275	5,795	14,415	15,710	8,005	3,355	27,070
Net Surplus(Deficit)	1,307	10,660	1,062	6,125	17,847	4,915	(5,365)	(8,363)	(8,813)	3,445	3,245	(420)	6,270	(11,530)	(2,462)	(5)	(13,997)

TOR HOUSE FOUNDATION(THF)
Balance Sheet Prev Year Comparison
As of December 31, 2023

Attachment 15

	Dec 31, 23	Dec 31, 22	$ Change
ASSETS			
Current Assets			
Checking/Savings			
Fremont General Account - 2147	98,912.29	241,988.66	(143,076.37)
Deferred Maintenance - 2198	78,017.90	78,017.90	0.00
Certificates of Deposit	145.43	145.43	0.00
Total Checking/Savings	177,075.62	320,151.99	(143,076.37)
Other Current Assets			
Prepaid Insurance	0.00	4,691.00	(4,691.00)
Accrued Interest	(3,821.63)	(641.82)	(3,179.81)
Archival Assets	5,006.00	5,006.00	0.00
Merchandise Inventory	9,874.97	9,874.97	0.00
CD - Salt Lake 7-20-26	133,628.09	0.00	133,628.09
Morgan Stanley - Active Assets			
CD Salt Lake 02-10-25	128,233.44	0.00	128,233.44
CD Synchrony 04-29-24	126,419.83	124,187.39	2,232.44
CD - Salt Lake 7-17-23	3.10	126,317.07	(126,313.97)
Cash	4,948.11	2,758.36	2,189.75
CD - Goldman Sachs	(0.02)	(0.02)	0.00
Total Morgan Stanley - Active Assets	259,604.46	253,262.80	6,341.66
Other Assets-Current	34,500.00	34,500.00	0.00
Total Other Current Assets	438,791.89	306,692.95	132,098.94
Total Current Assets	615,867.51	626,844.94	(10,977.43)
Fixed Assets			
Building	175,000.00	175,000.00	0.00
Furniture & Fixtures	5,160.71	5,160.71	0.00
Improvements	57,440.81	57,440.81	0.00
Land	75,000.00	75,000.00	0.00
Office Equipment	7,346.27	7,346.27	0.00
Accum. Depreciation	(203,941.36)	(203,941.36)	0.00
Total Fixed Assets	116,006.43	116,006.43	0.00
TOTAL ASSETS	731,873.94	742,851.37	(10,977.43)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	1,626.82	1,166.52	460.30
Total Accounts Payable	1,626.82	1,166.52	460.30
Other Current Liabilities			
Garden Maintenance Fund	1,057.10	7,500.00	(6,442.90)
Publications Fund	6,549.06	6,549.06	0.00
Unrealized Gain(Loss) on Invest	(2,058.22)	(5,970.06)	3,911.84
Piano Maint.& Music Prog. Fund	2,500.00	2,500.00	0.00

5:32 PM
01/15/24
Accrual Basis

TOR HOUSE FOUNDATION(THF)
Balance Sheet Prev Year Comparison
As of December 31, 2023

	Dec 31, 23	Dec 31, 22	$ Change
Deferred Maintenance Fund			
Renovations	1,280.01	1,280.01	0.00
Deferred Maintenance Fund - Other	65,601.90	78,017.90	(12,416.00)
Total Deferred Maintenance Fund	66,881.91	79,297.91	(12,416.00)
Memorial Gift Fund	33,101.52	33,101.52	0.00
Payroll Liabilities	5,438.84	3,214.79	2,224.05
Sales Tax Payable	346.11	100.22	245.89
Total Other Current Liabilities	113,816.32	126,293.44	(12,477.12)
Total Current Liabilities	115,443.14	127,459.96	(12,016.82)
Total Liabilities	115,443.14	127,459.96	(12,016.82)
Equity			
General Fund	457,793.24	457,793.24	0.00
Opening Balance Equity	40,312.00	40,312.00	0.00
Retained Earnings	117,286.17	115,130.20	2,155.97
Net Income	1,039.39	2,155.97	(1,116.58)
Total Equity	616,430.80	615,391.41	1,039.39
TOTAL LIABILITIES & EQUITY	731,873.94	742,851.37	(10,977.43)

TOR HOUSE FOUNDATION
OPERATING SUMMARY
Full Year 2023

	Actual	Budget	Variance Fav(Unfav)	
General Fund Income:				
Earned Income				
Sales	12,068	8,650	3,418	
Tours	40,335	22,300	18,035	
Membership Dues	14,596	14,750	(154)	
Grants	25,000	10,000	15,000	CA Relief Grant for Non-Profits Bennet $10,000
Interest Income	8,552	3,950	4,602	Interest rate increase on rollover, Additional Investment - mid year
Contributions	23,102	12,000	11,102	
Poetry prize Income	7,298	4,400	2,898	$4,000 transfered from MCGives
Garden Party Income	1,200	3,750	(2,550)	
Fall Festival Income	1,244	2,250	(1,006)	
Poets & Speakers	0	0	0	
Misc. Income	45	0	45	
Year End Appeal	31,160	36,000	(4,840)	$4,000 transfered to Poetry Prize Income from MCGives
Sub-total General Fund Income	164,600	118,050	46,550	
Transfer to Restricted Funds	(10,000)	(10,000)	0	Bennet Grant to Defrred Maint.
Total Current Period Income	154,600	108,050	46,550	
General Fund Expenses:				
Property Expense	38,150	30,780	(7,370)	Rug Repair, Misc. Electrical
Gift Shop Expense	3,093	1,840	(1,253)	
Garden Party Expense	3,267	2,750	(517)	
Fall Festival Expense	12,229	7,550	(4,679)	
Poets & Speakers Expense	5,343	3,075	(2,268)	
Poetry Prize Expense	5,679	2,950	(2,729)	
Gen. & Adm. Expense	85,823	48,059	(37,764)	New Computer $2,411, Software $1,445 Postage from 2022-$699, NHL $1,975 Underestimated Wages $19,981, Book Purchase Supplies $1,775
Sub-total General Fund Expenses	153,584	97,004	(56,580)	
Transfer From Restricted Funds	0	0	0	
Total Current Period Gen. Fund Expenses	153,584	97,004	(56,580)	
Net Surplus(Deficit)	1,016	11,046	(10,030)	

Attachment 16

Organization Information

Enter applicant's email below:

Email *

info@carmelheritage.org

Name of Applicant Organization: *

The Carmel Heritage Society

Name and Position/Title of staff applying on behalf of the Organization: *

Constantine Theodosion/Executive Director

Organization Mailing Address: *

PO Box 701, Carmel, CA 93921

Telephone Number: *

(831) 624-4447

Email: *

info@carmelheritage.org

Geographic Area(s) the Organization serves: *

Carmel-by-the-Sea

Age groups served by the Organization: *

- [x] 0-12
- [x] 13-17
- [x] 18-24
- [x] 25-34
- [x] 35-44
- [x] 45-54
- [x] 55-64
- [x] 65 and over

Number of Carmel-by-the-Sea (93921) residents the Organization serves: *

3000 residents

Is this Organization incorporated as a Nonprofit Organization? *

- [x] Yes
- [ ] No

Attachment 16

Is this Organization a Carmel school? *

- [ ] Yes
- [x] No

Project/Program Details

Project/Program Name: *

Carmel Heritage Society Exhibits

Amount requested (up to $3,000): *

$3000.00

Please provide the name of the project, program, or service that the Carmel-by-the-Sea grant ("grant") funding will be used to support. *

Comstock Hansel and Gretel Exhibit

Please provide a description of the project, program, or service that the grant funding will be used to support. *

This exhibit is part of the Hugh Comstock 100th Anniversary of Hansel and Gretel. It will provide funding for an exhibit at the First Murphy House and a lecture.

Please describe the specific benefit to the Carmel-by-the-Sea community that your project, program, or service will provide. Be sure to include the target population and number of community members that will be served. *

The exhibit and lecture will benefit the Carmel-by-the-Sea by celebrating the 100 anniversary of the Hansel and Gretel House built by Hugh Comstock and educating the community on his place in Carmel's architectural history.

Please describe how your organization would use the funding awarded, including equipment or services that would be purchased and why. *

The funds would be used to create a wall exhibit, posters, brochures, and other related materials.

Attachments

To complete your application, kindly email the following four (4) attachments to cityclerk@ci.carmel.ca.us. Please be sure your organization's name is in the subject line of the email and on all attachments.

1) **Proof of non-profit status**: provide a copy of the organization's 501(c) letter from the IRS.

2) **Budget Plan for the Grant:** provide a detailed line item budget plan explaining how the grant funds will be utilized for the project, program, or service.

3) **Current Annual Operating Budget:** provide an up to date operating budget that provides detailed information on your organization's annual revenue sources.

4) **Past two year's financial statements:** provide a copy of the **past two year's** financial statements , featuring balance sheets, revenue sources, profit/loss statements, and a breakdown of the percentage of revenue allocated for administration, salaries, and program costs.

Certification and Signature

The Applicant Organization hereby acknowledges and agrees to the following terms:

1) Compliance with City Council Discretionary Funds Grant Program requirements is mandatory, encompassing submission deadlines and payment disbursements.

Attachment 16

2) Utilization of City Council Discretionary Funds Grant Program funds for ineligible activities/services, as delineated in City Council Policy C16-: City Council Discretionary Funds Grant Program, is prohibited.

3) Receipt of City Council Discretionary Funds Grant Program funding does not guarantee an automatic annual allocation.

4) Any allocated City Council Discretionary Funds Grant Program funding must be utilized solely as specified in the application form.

5) The applicant organization must sign an agreement with the City of Carmel-by-the-Sea, as provided by the City, by a duly authorized representative to receive the funds.

6) All awarded funds must be expended by the end of the 2024-2025 fiscal year (June 30, 2025).

7) Within 30 days after the conclusion of the Project/Program/Service or by June 30, 2025, the recipient must furnish a comprehensive account with supporting documentation regarding fund usage.

8) Any unspent funds or funds not properly documented as per the signed agreement must be returned to the City.

9) The City reserves the right to conduct audits and/or request additional documentation to substantiate fund expenditure. Failure to provide adequate documentation may impact future funding prospects.

I, acting on behalf of the aforementioned nonprofit applicant organization, certify that I have read, understand and agree that the aforesaid information is accurate, factual, and current.

Name and Title of staff applying on behalf of the Organization *

Constantine (Dean) Theodosion, Executive Director

Organization name *

Carmel Heritage Society

Date *

MM DD YYYY

04 / 05 / 2024

This form was created inside of Carmel-by-the-Sea.

Google Forms

Attachment 16

Carmel Heritage
P.O. Box 4056
Carmel, CA 93921

415-556-0338
Refer Reply to:
EO-6
Date:
Jan. 5, 1989

Reference is made to your request for verification of the tax exempt status of your organization.

We are unable to furnish you with a copy of the original determination or ruling letter that was issued to your organization. However, our records indicate that exemption was granted as shown below.

A determination or ruling letter issued to an organization granting exemption under the Internal Revenue Code of 1954 or under a prior or subsequent Revenue Act remains in effect until exempt status has been terminated, revoked or modified.

Our records indicate that there has been no change in your organization's exempt status.

Sincerely yours,

District Director

Name of the organization: Carmel Heritage
94-2375719

Date of exemption letter: April 1977

Exemption granted pursuant to 1954 Code section 501(c)(3) or its predecessor Code section.

Foundation Classification (if applicable) 509(a)(1) and 170(b)(1)(A)(vi)

2024 Comstock Exhibition - Proposed Budget

Brochure-printing-500	$268.00
Brochure-shipping	$37.00
Invitations to opening	$130.61
Food for Reception	$318.96
Pine Cone Ad	$375.00
Lecturer	$200.00
Total	**$1,329.57**

Carmel Heritage Society		
BUDGET 2022		
	2022	2021
	Budget	Actual
Income		
Year End Donation	$6,000.00	$6,410
Donation	$3,000.00	$3,503
House Tour	$26,000.00	$25,723
Inns Tour	$5,000.00	
Membership Dues	$7,000.00	$6,894
Product Sales	$1,000.00	$1,048
Other types of Income	$500.00	$523
Gross Profit	**$48,500.00**	**$44,101**
Expense		
Books, Subscriptions, Reference	$100.00	$117
House Tour	$10,000.00	$13,333
Inns Tour	$3,000.00	
FMH	$3,000.00	$3,316
Insurance - Liability, D and O	$3,500.00	$3,467
Office	$12,000.00	$11,827
Dues & Subscriptions	$700.00	$770
Payroll Expenses (Anne/Linda contract for 6 months)***	$9,306.00	$29,556
Gross Expense	**-$41,606.00**	**$62,386.00**
Revenue	**$48,500.00**	**-$44,101.00**
Surplus/Deficit	**$6,894.00**	**-$18,285.00**
2021 Additional Revenue/$10,000 endowment $8,828 Feds		**$18,828.00**
Surplus		**$543.00**
***Payroll Expenses		
Anne and Linda are both currently working as contract		

employees through June 2022.		
There are IRS regulations we need to adhere to regarding		
contract/employees. I would suggest a discussion at the		
March board meeting. I will supply the board with IRS		
guidelines on this issue prior to the discussion. The		
budget will be revised after the board decision to reflect		
payroll and payroll taxes that are not known at this time.		

								`

Carmel Heritage Society
Profit and Loss
January - December 2023

	Total
Income	
Covid relief	5,000.00
Endowment Withdrawal	10,000.00
EVENT REVENUE	
House Tour	32,820.29
House Tour Reception Tickets	1,575.00
House Tour Sponsorships	10,000.00
Total House Tour	$ 44,395.29
Inns Tour	0.00
Total EVENT REVENUE	$ 44,395.29
Other Types of Income	
Miscellaneous Revenue	0.13
Total Other Types of Income	$ 0.13
Postage Revenue	25.00
PROGRAM INCOME	
Membership Dues	7,433.17
Rental Income	400.00
Total PROGRAM INCOME	$ 7,833.17
SALES REVENUE	
Book Sales	443.70
DVD	165.00
Total SALES REVENUE	$ 608.70
UNRESTRICTED CONTRIBUTIONS	
Donation	3,215.01
Year End Gift	4,630.00
Total UNRESTRICTED CONTRIBUTIONS	$ 7,845.01
Total Income	$ 75,707.30
Gross Profit	$ 75,707.30
Expenses	
Accounting Fees	1,798.58
Bank Card Fees	2,658.35
Books, Subscriptions, Reference	605.00
Business Expenses	1,936.78
Filing Fees	150.00
Total Business Expenses	$ 2,086.78
Computer Costs	1,257.16
Contract Services	1,540.00
Dues & Subscriptions	389.05
Equip Rental and Maintenance	600.00
House Tour	17,136.35
Fees	1,125.00
Printing	502.24
Publicity	1,464.50
Supplies for tours	6,480.65
Total House Tour	$ 26,708.74
Inns Tour	98.66
Publicity	425.00
Supplies for Inn Tours	1,307.68
Total Inns Tour	$ 1,831.34
Insurance - Liability, D and O	3,935.30
Office & Administration	670.00
Office Supplies	53.58
Other Types of Expenses	7.49
Outside Contract Services	550.00
Payroll Expenses	0.00
Payroll Taxes	2,652.84
Taxes	1,085.20
Wages	22,400.00
Total Payroll Expenses	$ 26,138.04
Postage, Mailing Service	883.76
Printing	438.54
Reconciliation Discrepancies	-1,830.00
Sales Tax	26.61
Supplies	1,871.08
Telephone, Telecommunications	4,685.77
Unapplied Cash Bill Payment Expense	0.00
Utilities	945.42
Website Costs	1,304.80
Total Expenses	$ 79,155.39
Net Operating Income	-$ 3,448.09
Other Expenses	
Reconciliation Discrepancies-1	1,238.38
Total Other Expenses	$ 1,238.38
Net Other Income	-$ 1,238.38
Net Income	-$ 4,686.47

Attachment 17

Organization Information

Enter applicant's email below:

Email *

carmelcares1@gmail.com

Name of Applicant Organization: *

Carmel Cares

Name and Position/Title of staff applying on behalf of the Organization: *

Dale Byrne/President

Organization Mailing Address: *

carmelcares1@gmail.com

Telephone Number: *

831 233-2288

Email: *

carmelcares1@gmail.com

Geographic Area(s) the Organization serves: *

City of Carmel

Age groups served by the Organization: *

- [x] 0-12
- [x] 13-17
- [x] 18-24
- [x] 25-34
- [x] 35-44
- [x] 45-54
- [x] 55-64
- [x] 65 and over

Number of Carmel-by-the-Sea (93921) residents the Organization serves: *

All residents and visitors

Is this Organization incorporated as a Nonprofit Organization? *

- [x] Yes
- [ ] No

Attachment 17

Is this Organization a Carmel school? *

- [ ] Yes
- [x] No

Project/Program Details

Project/Program Name: *

Carl Cherry Center for the Arts Statuary Garden Restoration Project

Amount requested (up to $3,000): *

3000

Please provide the name of the project, program, or service that the Carmel-by-the-Sea grant ("grant") funding will be used to support. *

Our mission is to keep Carmel beautiful, safe, and inviting. This project satisfies all three.

Please provide a description of the project, program, or service that the grant funding will be used to support. *

A portion of the Cherry Center gardens has been restored and made into a wonderful environment for residents and visitors to enjoy. It is a peaceful, beautiful place that was made possible by dedicated volunteers who have worked tirelessly over the past four years. However, there is a large area called the Sculpture Garden that is reasonably barren and needs improvement. It is described on the Cherry website as "the Geraldine M. and Tom R. Houston Memorial Sculpture Garden which provides an exhibition of contemporary American outdoor sculpture. The garden contains five or more artworks at any given time, including works on loan by preeminent Monterey County artists. The informal garden includes a canopy of Monterey pine and native live oak, flowering trees and perennials. The circular path features seating for rest and reflection amongst the oaks."

The project improvements include:
- Adding an efficient and automatic irrigation system.
- Acquiring and planting native shrubs to place along the fence line.
- Refreshing the pathway and pathway borders to make them safer for mobility impaired (not necessarily ADA).
- Removing any remaining invasive species and replacing them with native plants appropriate for the setting.
- Trimming the trees in the park to make them safe by removing any dead or dangerous branches and/or removing trees that are recommended for removal by City Forester. We believe that most of this has already been done following winter storms.
- Ongoing maintenance of the park will continue to be performed by Carmel Cares volunteers and any required fertilizer, tools, and any other professional landscape assistance will be paid by donated funds.

Attachment 17

Please describe the specific benefit to the Carmel-by-the-Sea community that your project, program, or service will provide. Be sure to include the target population and number of community members that will be served. *

Carmel has several public parks throughout the community. While the Cherry Center is not owned by the City of Carmel, the gardens there are very accessible to the public and are a unique space due to its proximity to the Cherry Center's art gallery and theater. Over the last 4 years, volunteers have created beautiful gardens that provide a wonderful and very affordable place for gatherings for organizations, families, and a very peaceful place in this beautiful Carmel neighborhood to relax and read a book and it is a welcoming environment for patrons of the gallery and theater.

The volunteer leaders of this project, Nance and Denny Hoeft, have worked diligently over the past 4 years and would like to extend their work to the larger Sculpture Garden which does not have an irrigation system. This garden will provide a place for them and other volunteers to apply their skills to create an incredible environment for people to enjoy for years into the future.

By using native plants, this park will become another pollinator-friendly environment that will encourage residents to use similar plants and connect pollinators to native plant gardens at Forest Theater and future ones on the Ocean Avenue Medians, Scenic Pathway and those at the North Dunes. We call it the "Pollinator Pathway".

As an organization, Carmel Cares serves the entire City of Carmel, and our project and maintenance work gives a purpose to our volunteers with the results of their work being enjoyed by residents and visitors. Our volunteers also come from surrounding communities, and they take back their experiences to assist those cities as well.

Please describe how your organization would use the funding awarded, including equipment or services that would be purchased and why. *

This grant will provide seed funds for Carmel Cares to perform all of the items in the Project Description above. Work will be done by licensed contractors and volunteers.

All material and labor costs above this $3,000 grant will be funded by Carmel Cares through donated funds. Where possible, volunteers and additional in-kind donations of professional labor, plants, and materials will be used for implementation of this project. If necessary, prior to project start, a detailed plan will be submitted to Carmel's Forest and Beach Commission or Carmel's Planning Department for approval and then it will be permitted through Carmel's Public Works and Building and Planning Departments, if required.

Estimated Project Budget
Cherry Center for the Arts Restoration Project
July 1, 2024 - June 2025

Description	Amount
Irrigation System parts and labor	2,500
Plants	1,500
Mulch	300
Pathway renovation materials	1,000
Tree work	1,000
Other landscaping services	1,000
Estimated Total	7,300

Attachments

To complete your application, kindly email the following four (4) attachments to cityclerk@ci.carmel.ca.us. Please be sure your organization's name is in the subject line of the email and on all attachments.

1) **Proof of non-profit status**: provide a copy of the organization's 501(c) letter from the IRS.

2) **Budget Plan for the Grant:** provide a detailed line item budget plan explaining how the grant funds will be utilized for the project, program, or service.

3) **Current Annual Operating Budget:** provide an up to date operating budget that provides detailed information on your organization's annual revenue sources.

4) **Past two year's financial statements:** provide a copy of the **past two year's** financial statements , featuring balance sheets, revenue sources, profit/loss statements, and a breakdown of the percentage of revenue allocated for administration, salaries, and program costs.

Attachment 17

Certification and Signature

The Applicant Organization hereby acknowledges and agrees to the following terms:

1) Compliance with City Council Discretionary Funds Grant Program requirements is mandatory, encompassing submission deadlines and payment disbursements.

2) Utilization of City Council Discretionary Funds Grant Program funds for ineligible activities/services, as delineated in City Council Policy C16-: City Council Discretionary Funds Grant Program, is prohibited.

3) Receipt of City Council Discretionary Funds Grant Program funding does not guarantee an automatic annual allocation.

4) Any allocated City Council Discretionary Funds Grant Program funding must be utilized solely as specified in the application form.

5) The applicant organization must sign an agreement with the City of Carmel-by-the-Sea, as provided by the City, by a duly authorized representative to receive the funds.

6) All awarded funds must be expended by the end of the 2024-2025 fiscal year (June 30, 2025).

7) Within 30 days after the conclusion of the Project/Program/Service or by June 30, 2025, the recipient must furnish a comprehensive account with supporting documentation regarding fund usage.

8) Any unspent funds or funds not properly documented as per the signed agreement must be returned to the City.

9) The City reserves the right to conduct audits and/or request additional documentation to substantiate fund expenditure. Failure to provide adequate documentation may impact future funding prospects.

I, acting on behalf of the aforementioned nonprofit applicant organization, certify that I have read, understand and agree that the aforesaid information is accurate, factual, and current.

Name and Title of staff applying on behalf of the Organization *

Dale Byrne, President

Organization name *

Carmel Cares

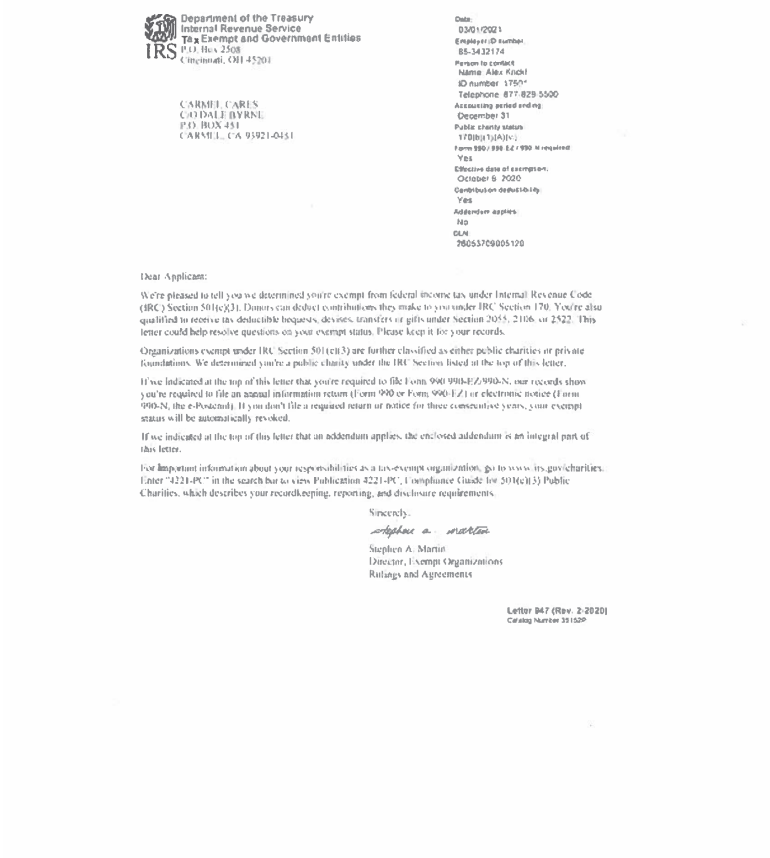
Date *

MM DD YYYY

04 / 05 / 2024

This form was created inside of Carmel-by-the-Sea.

Google Forms



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

CARMEL CARES
C/O DALE BYRNE
P.O. BOX 451
CARMEL, CA 93921-0451

Date:
03/01/2021
Employer ID number:
85-3432174
Person to contact:
Name: Alex Knickl
ID number: 1750*
Telephone: 877.829.5500
Accounting period ending:
December 31
Public charity status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N required:
Yes
Effective date of exemption:
October 6, 2020
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053709005120

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106 or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Sections listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Letter 947 (Rev. 2-2020)
Catalog Number 35152P

All material and labor costs above this $3,000 grant will be funded by Carmel Cares through donated funds. Where possible, volunteers and additional in-kind donations of professional labor, plants, and materials will be used for implementation of this project. If necessary, prior to project start, a detailed plan will be submitted to Carmel's Forest and Beach Commission or Carmel's Planning Department for approval and then it will be permitted through Carmel's Public Works and Building and Planning Departments, if required.

***Estimated* Project Budget**	
Cherry Center for the Arts Restoration Project	
July 1, 2024 - June 2025	
Description	**Amount**
Irrigation System	2,500
Plants	1,500
Mulch	300
Pathway renovation	1,000
Tree work	1,000
Professional landscaping services	1,000
Estimated Total	**$7,300**

Operating Budget and Historical Actuals
Carmel Cares
For the period January 1 to December 31 2024

Account								
	2024		2023		2022		2021	
Revenue	**Budget**	**% Total**	**Actual**	**% Total**	**Actual**	**% Total**	**Actual**	**% Total**
Donations - General Fund	150,000	51.3%	86,978	29.7%	90,812	31.5%	81,116	44.0%
Donations - Forest Theater	30,000	10.3%	5,890	2.0%	36,596	12.7%	0	0.0%
Donations - Downtown Beautification	60,000	20.5%	12,388	4.2%	2,700	0.9%	0	0.0%
Donations - Safety Projects	150,000	51.3%	19,300	6.6%	52,000	18.0%	55,000	29.9%
Donations - Scenic Pathway	50,000	17.1%	81,386	27.8%	27,639	9.6%	33,929	18.4%
Donations - Vista Lobos Park	7,000	2.4%	3,000	1.0%	0	0.0%	0	0.0%
Donations - Cherry Center Park	3,000	1.0%	0	0.0%	0	0.0%	3,000	1.6%
Donations - Cell Tower Project	1,000	0.3%	0	0.0%	14,721	5.1%	0	0.0%
Donations - Defined Other Grants	10,000	3.4%	10,514	3.6%	38,196	13.2%	0	0.0%
Program Revenue Beautification	30,000	10.3%	39,308	13.4%	24,000	8.3%	0	0.0%
Program Revenue Inviting	5,000	1.7%	3,404	1.2%	0	0.0%	0	0.0%
Grants - Keep America Beautiful	40,000	13.7%	0	0.0%	0	0.0%	0	0.0%
In-Kind Donations	25,000	8.5%	30,376	10.4%	2,026	0.7%	11,200	6.1%
Total Revenue	**561,000**	**191.8%**	**292,544**	**100.0%**	**288,690**	**100.0%**	**184,245**	**100.0%**
Direct and Subcontractor Costs		**% Total**		**% Total**		**% Total**		**% Total**
Direct Cost - Forest Theater	5,000	2.1%	19,669	8.3%	28,838	12.3%	4,074	5.0%
Direct Cost - Other Projects	10,000	4.2%	4,652	2.0%	23,254	9.9%	246	0.3%
Direct Cost - Other Defined Projects	5,000	2.1%	10,011	4.2%	9,704	4.1%	0	0.0%
Direct Cost - Downtown Beautification	20,000	8.4%	16,080	6.8%	5,752	2.5%	0	0.0%
Direct Cost - In Kind	10,000	4.2%	0	0.0%	0	0.0%	11,200	13.8%
Direct Cost - Keep Carmel Beautiful	5,000	2.1%	3,132	1.3%	0	0.0%	156	0.2%
Direct Cost - Median Minder	3,000	1.3%	3,077	1.3%	71	0.0%	315	0.4%
Direct Cost - Pick Up Posse	2,500	1.1%	710	0.3%	1,397	0.6%	139	0.2%
Direct Cost - Scenic Pathway	15,000	6.3%	17,669	7.4%	1,798	0.8%	102	0.1%
Direct Cost - Structures	4,000	1.7%	0	0.0%	3,969	1.7%	1,437	1.8%
Direct Cost - Sunset Center	5,000	2.1%	0	0.0%	70	0.0%	498	0.6%
Direct Cost - Tree Tender	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Direct Cost - Safety Projects	5,000	2.1%	18,773	7.9%	70,986	30.3%	2,500	3.1%
Direct Cost - Vista Lobos Park	7,000	2.9%	0	0.0%	0	0.0%	0	0.0%
Direct Cost - Cherry Center	4,000	1.7%	250	0.1%	66	0.0%	0	0.0%
Direct Cost - Devendorf Park	2,500	1.1%	68	0.0%	340	0.1%	2,035	2.5%
Direct Cost - Restaurant Meal Program	5,000	2.1%	5,450	2.3%	3,659	1.6%	0	0.0%
Subcontractors - Devendorf Park	2,500	1.1%	0	0.0%	8,637	3.7%	22,583	27.8%
Subcontractor - Sunset Center	0	0.0%	0	0.0%	0	0.0%	2,547	3.1%
Subcontractors - Forest Theater	50,000	21.0%	44,424	18.7%	8,158	3.5%	2,130	2.6%
Subcontractors - Vista Lobos Park	3,000	1.3%	0	0.0%	0	0.0%	0	0.0%
Subcontractors - Cherry Center	3,000	1.3%	0	0.0%	0	0.0%	840	1.0%
Subcontractors - Other Projects	5,000	2.1%	4,874	2.0%	1,925	0.8%	5,655	7.0%
Subcontractors - Median Minder	2,000	0.8%	600	0.3%	3,533	1.5%	2,490	3.1%
Subcontractors - Scenic Pathway Project	100,000	42.0%	80,514	33.8%	50,164	21.4%	22,152	27.3%
Subcontractors - Downtown Beautification	60,000	25.2%	1,589	0.7%	0	0.0%	0	0.0%
Subcontractors - Structures	2,000	0.8%	0	0.0%	649	0.3%	43	0.1%
Subcontractors - Safety Projects	150,000	63.0%	5,000	2.1%	0	0.0%	0	0.0%
Subcontractors - Cell Tower Project	1,000	0.4%	1,500	0.6%	11,078	4.7%	0	0.0%
Total Direct and Subcontractor Expense	**486,500**	**204.4%**	**238,042**	**100.0%**	**234,048**	**100.0%**	**81,142**	**100.0%**
		% Revenue		**% Revenu**		**% Revenu**		**% Revenu**
Donations/Grants to other Nonprofits/City	5,000	1.7%	5,400	1.8%	56,375	19.5%	3,716	2.0%
Automobile Expenses	3,000	1.0%	1,090	0.4%	320	0.1%	0	0.0%
Advertising and Promotion	15,000	5.1%	2,518	0.9%	11,176	3.9%	11,020	6.0%
Office Expenses	1,000	0.3%	959	0.3%	637	0.2%	35	0.0%
Other Expenses	2,000	0.7%	1,910	0.7%	45	0.0%	75	0.0%
Dues & Subscriptions	7,000	2.4%	6,833	2.3%	3,745	1.3%	6,574	3.6%
Insurance	3,000	1.0%	2,520	0.9%	2,366	0.8%	2,366	1.3%
Business License and Fees	100	0.0%	101	0.0%	0	0.0%	0	0.0%
Meals and Entertainment	5,000	1.7%	4,548	1.6%	1,426	0.5%	0	0.0%
Landscaping Expense	0	0.0%	0	0.0%	0	0.0%	58	0.0%
Safety Equipment	4,000	1.4%	3,746	1.3%	0	0.0%	357	0.2%
Miscellaneous Expense	1,500	0.5%	18	0.0%	1,624	0.6%	4,371	2.4%
Fundraising	2,000	0.7%	0	0.0%	0	0.0%	0	0.0%
Professional Fees	4,000	1.4%	2,961	1.0%	8,815	3.1%	5,854	3.2%
Total Operating Expenses	**47,600**	**18.0%**	**32,604**	**11.1%**	**86,529**	**30.0%**	**34,426**	**18.7%**
Total Expenses	**534,100**	**182.6%**	**270,646**	**92.5%**	**320,577**	**109.6%**	**115,568**	**39.5%**
Change in Net Assets	**26,900**	**4.8%**	**21,898**	**7.5%**	**-31,887**	**-11.0%**	**68,677**	**37.3%**

Carmel Cares
Statement of Activities
For the 12 months ended December 31, 2022

Account	Jan-Dec 2022	
Income		
Donation - Carmel Cares Defined Other	38,196	13.2%
Donation - Cell Tower Ordinance Project	14,721	5.1%
Donation - Forest Theater Project	36,596	12.7%
Donation - General Fund	90,812	31.5%
Donation - In Kind Goods	2,026	0.7%
Donation - Safety Related Projects	52,000	18.0%
Donation - Scenic Pathway Project	51,639	17.9%
Program Service Revenue - Beautification	2,700	0.9%
Total Income	**288,690**	100.0%
Cost of Goods Sold		
Direct Cost - Cherry Center Project	66	0.0%
Direct Cost - Devendorf Park Project	340	0.1%
Direct Cost - Downtown Beautification Projects	5,752	2.5%
Direct Cost - Forest Theater Project	28,838	12.3%
Direct Cost - Median Minder Program	71	0.0%
Direct Cost - Other Defined Project	9,704	4.1%
Direct Cost - Other Projects	23,254	9.9%
Direct Cost - Pick Up Posse	1,397	0.6%
Direct Cost - Restaurant Meal Program	3,659	1.6%
Direct Cost - Safety Related Projects	70,986	30.3%
Direct Cost - Scenic Pathway Project	1,798	0.8%
Direct Cost - Structures	3,969	1.7%
Direct Cost - Sunset Center Project	70	0.0%
Subcontractors - Cell Tower Ordinance Project	11,078	4.7%
Subcontractors - Devendorf Park Project	8,637	3.7%
Subcontractors - Forest Theater Project	8,158	3.5%
Subcontractors - Median Minder Program	3,533	1.5%
Subcontractors - Other Projects	1,925	0.8%
Subcontractors - Scenic Pathway Project	50,164	21.4%
Subcontractors - Structures	649	0.3%
Total Cost of Goods Sold	**234,045**	**100.0%**
Change in Assets before Operating Expenses	**54,645**	
Operating Expenses		
Advertising and Promotion	15,176	43.8%
Automobile Expense	320	0.9%
Donation - City	76	0.2%
Donation - Other Nonprofit	6,375	18.4%
Dues & Subscriptions	3,745	10.8%
Insurance	2,366	6.8%
Meals & Entertainment	1,426	4.1%
Miscellaneous	1,624	4.7%
Office Supplies	637	1.8%
Other Expense	45	0.1%
Professional Fees	2,890	8.3%
Total Operating Expenses	**34,680**	**100.0%**
Changes in Assets	**19,965**	6.9%

Carmel Cares
Statement of Financial Position
As of December 31, 2022

Assets		
Current Assets		
	Cash and Cash Equivalents	
	Bank Account	103,067
	Total Cash and Cash Equivalents	103,067
Total Current Assets		**103,067**
Fixed Assets		
	Landscaping Equipment	5,816
Total Fixed Assets		5,816
Total Assets		**108,883**
Liabilities and Equity		
Liabilities		
Current Liabilities		
	Liabilities	0
Total Current Liabilities		0
Total Liabilities		**0**
Equity		
	Current Year Change in Assets	19,965
	Retained Earnings	88,918
Total Equity		**108,883**
Total Liabilities and Equity		**108,883**

Carmel Cares
Statement of Activities
Calendar Year 2023

Account		
Support and Revenue		**% Revenue**
Donation - Carmel Cares Defined Other	10,514	3.6%
Donation - Forest Theater Project	5,890	2.0%
Donation - General Fund	85,978	29.4%
Donation - In Kind Goods	30,176	10.3%
Donation - In Kind Services	200	0.1%
Donation - Keep Carmel Beautiful	8,388	2.9%
Donation - Safety Related Projects	19,300	6.6%
Donation - Scenic Pathway Project	78,686	26.9%
Donation - Vista Lobos Park	3,000	1.0%
Program Service Revenue - Beautification	46,008	15.7%
Program Services Revenue - Inviting	3,404	1.2%
Program Services Revenue - Safety	1,000	0.3%
Total Support and Revenue	**292,543**	**100.0%**
Project/Program Expenses		**Expenses**
Direct Cost - Cherry Center Project	250	0.1%
Direct Cost - Devendorf Park Project	68	0.0%
Direct Cost - Downtown Beautification Projects	16,080	5.5%
Direct Cost - Forest Theater Project	19,669	6.7%
Direct Cost - Keep Carmel Beautiful	3,132	1.1%
Direct Cost - Median Minder Program	3,077	1.1%
Direct Cost - Other Defined Project	10,011	3.4%
Direct Cost - Other Projects	4,652	1.6%
Direct Cost - Pick Up Posse	710	0.2%
Direct Cost - Restaurant Meal Program	5,450	1.9%
Direct Cost - Safety Related Projects	18,773	6.4%
Direct Cost - Scenic Pathway Project	17,669	6.0%
Subcontractor - Downtown Beautificaiton	1,589	0.5%
Subcontractor - Safety Related Projects	5,000	1.7%
Subcontractors - Cell Tower Ordinance Project	1,500	0.5%
Subcontractors - Forest Theater Project	44,424	15.2%
Subcontractors - General	4,874	1.7%
Subcontractors - Median Minder Program	600	0.2%
Subcontractors - Scenic Pathway Project	80,514	27.5%
Total Cost of Goods Sold	**238,041**	**100.0%**
Change in Assets before Operating Expenses	**54,502**	**18.6%**
Operating Expenses		**% Revenue**
Advertising and Promotion	2,518	7.7%
Automobile Expense	1,090	3.3%
Business License & Fees	101	0.3%
Donation - Other Nonprofit	5,400	16.6%
Dues & Subscriptions	6,833	21.0%
Insurance	2,520	7.7%
Meals & Entertainment	4,548	13.9%
Miscellaneous	18	0.1%
Office Supplies	959	2.9%
Other Expense	1,910	5.9%
Professional Fees	2,961	9.1%
Safety Equipment	3,746	11.5%
Total Operating Expenses	**32,604**	**100.0%**
Total Expenses	**270,645**	
Change in Net Assets	**21,898**	**7.5%**

Carmel Cares
Statement of Financial Position
As of December 31, 2023

Account			As of 12/31/23
Assets			
	Current Assets		
		Cash and Cash Equivalents	
		Checking	109,542
		Total Cash	**109,542**
		Accounts Receivable	3,500.00
	Total Current Assets		**113,042**
	Fixed Assets		
		Office Equipment	10,000
		Landscaping Equipment	7,739
	Total Fixed Assets		**17,739**
Total Assets			**130,781**
Liabilities and Equity			
	Liabilities		
		Current Liabilities	
		Accounts Payable	0
		Fiscal Agency Liability	0
		Total Current Liabilities	**0**
	Total Liabilities		**0**
	Equity		
		Current Year Earnings	21,898
		Retained Earnings	108,883
	Total Equity		**130,781**
Total Liabilities and Equity			**130,781**

Attachment 18

Organization Information

Enter applicant's email below:

Email *

amohamed@chservices.org

Name of Applicant Organization: *

Community Human Services

Name and Position/Title of staff applying on behalf of the Organization: *

Anab Mohamed/Grants Manager

Organization Mailing Address: *

P.O Box 3076 Monterey, CA 93942

Telephone Number: *

(831) 658-3811

Email: *

amohamed@chservices.org

Geographic Area(s) the Organization serves: *

Monterey County

Age groups served by the Organization: *

- [x] 0-12
- [x] 13-17
- [x] 18-24
- [x] 25-34
- [x] 35-44
- [x] 45-54
- [x] 55-64
- [x] 65 and over

Number of Carmel-by-the-Sea (93921) residents the Organization serves: *

In FY22-23, we served 19 Carmel-by-the-Sea residents (93921 zip code), and another 31 in 93922, 93923, and 93924 zip codes.

Attachment 18

Is this Organization incorporated as a Nonprofit Organization? *

- [x] Yes
- [ ] No

Is this Organization a Carmel school? *

- [ ] Yes
- [x] No

Project/Program Details

Project/Program Name: *

Casa de Noche Buena emergency shelter for homeless unaccompanied women and families with children

Amount requested (up to $3,000): *

$3,000

Please provide the name of the project, program, or service that the Carmel-by-the-Sea grant ("grant") funding will be used to support. *

Funding will be used for general operating support of Casa de Noche Buena emergency shelter for homeless unaccompanied women and families with children. This includes providing case management and rapid rehousing services to guests during their 90-180 day stays, as well as meals, internet and computer access, playroom and backyard, and assistance accessing employment, health services, education, and permanent housing.

Please provide a description of the project, program, or service that the grant funding will be used to support. *

Casa de Noche Buena, an emergency shelter for homeless unaccompanied women and families with children, provides up to 35 beds of emergency shelter depending on the sizes of the families. Guests may stay up to three months, with an additional 3 months possible if needed. This period of respite allows our dedicated case managers /housing navigators to work with our guests to get them the help they need, including healthcare, a permanent home, a job, education, and any support service they may need.

Case managers/housing navigators meet with our shelter guests, help them establish goals, and connect them to the services and information they need to exit out of homelessness. They help find housing and arrange for financial assistance to move in, which can include direct payments to landlords for first month's rent, security deposits, moving expenses, furnishings and more.

Urgently needed emergency homeless shelters like Casa de Noche Buena provide safety and support to help our vulnerable guests get back on their feet and find a safe, permanent place to live.

Our shelter provides temporary living arrangements that include meals, full baths, laundry, mail service, computers, internet access, and inside and outside play areas for the children. Children also benefit from children-specific activities that include tutoring and homework help, birthday parties, arts and crafts, games, books, movies, TV shows, story time, and more.

Cribs and toddler beds are available. All shelter guests have internet access, which the youth often need for school, and our case managers work with school district homeless liaisons to coordinate services, meals and transportation to support the youths' academic success.

Attachment 18

Please describe the specific benefit to the Carmel-by-the-Sea community that your project, program, or service will provide. Be sure to include the target population and number of community members that will be served. *

The Monterey Peninsula has one of the most expensive housing markets in the country. Water restrictions further exacerbate the lack of affordable housing in our area. This has negative impacts for the community as a whole and for local businesses. It is difficult to hire for service jobs when the cost of living is so high, and becoming homeless makes it very difficult to continue to hold a job (though studies show that nearly half of shelter guests are employed.) Because housing costs are so high, many households are one emergency away from losing their home - it could be an unexpected job loss, a work-related or car accident or fall, an illness or unexpected medical expenses, death of a family member, or a sudden raise in rent, often when properties pass to new owners or family members. This unfortunately happens in every single community on the Monterey Peninsula.

We serve unhoused Carmel residents in need of help as well as individuals who work in Carmel, often as a care provider or in hospitality, but are currently homeless due to the high cost and low availability of housing in our region.

Casa de Noche Buena does more than provide shelter. We have dedicated case managers who help our guests find a permanent home by helping them get the resources and help they need, and by providing funds to cover rental and utility deposits, first month's rent, application and moving fees directly to the providers, to help overcome the cost of moving into a home.

Homelessness is a national crisis around the country and here in Monterey County, driven by increasingly expensive housing and costs of living. Just in the past year the number of homeless individuals nationally went up 12%. Older women, families with children, and youth 24 and under are three of the most vulnerable homeless populations, and those are the ones we focus on in Monterey County.

Casa de Noche Buena addresses the barriers that women face in securing homeless housing options by offering a low barrier emergency shelter that follows a "Housing First" model—as such income, employment, sobriety, mandatory for program participation and other eligibility requirements are not imposed— so that homeless women and families with children can find a safe place to rebuild their lives.

Childhood abuse, domestic violence, poverty, and sexual violence are homelessness risk factors for women, and survivors often struggle with mental health issues, substance abuse and risky behaviors. We recognize that these factors intersect, so we offer wrap-around services and referrals to ancillary services for our guests to ensure they get the help they need to get back on their feet.

In FY22-23, we sheltered and provided case management and housing support for 82 guests at Casa de Noche Buena, including 42 single women, 14 adults with children, and 26 children. We provided a total of almost 8,000 bed nights, and over 15,000 nutritious meals.

Please describe how your organization would use the funding awarded, including equipment or services that would be purchased and why. *

The funds will be used to for general operating support for our shelter, which includes supporting our case managers/housing navigators who directly work with shelter guests to provide case management, and the recurring costs of maintaining Casa de Noche Buena, including providing meals, utilities, and support staff.

Attachments

To complete your application, kindly email the following four (4) attachments to cityclerk@ci.carmel.ca.us. Please be sure your organization's name is in the subject line of the email and on all attachments.

1) **Proof of non-profit status**: provide a copy of the organization's 501(c) letter from the IRS.

2) **Budget Plan for the Grant:** provide a detailed line item budget plan explaining how the grant funds will be utilized for the project, program, or service.

3) **Current Annual Operating Budget:** provide an up to date operating budget that provides detailed information on your organization's annual revenue sources.

4) **Past two year's financial statements:** provide a copy of the **past two year's** financial statements , featuring balance sheets, revenue sources, profit/loss statements, and a breakdown of the percentage of revenue allocated for administration, salaries, and program costs.

Certification and Signature

The Applicant Organization hereby acknowledges and agrees to the following terms:

1) Compliance with City Council Discretionary Funds Grant Program requirements is mandatory, encompassing submission deadlines and payment disbursements.

2) Utilization of City Council Discretionary Funds Grant Program funds for ineligible activities/services, as delineated in City Council Policy C16-: City Council Discretionary Funds Grant Program, is prohibited.

3) Receipt of City Council Discretionary Funds Grant Program funding does not guarantee an automatic annual allocation.

4) Any allocated City Council Discretionary Funds Grant Program funding must be utilized solely as specified in the application form.

Attachment 18

5) The applicant organization must sign an agreement with the City of Carmel-by-the-Sea, as provided by the City, by a duly authorized representative to receive the funds.

6) All awarded funds must be expended by the end of the 2024-2025 fiscal year (June 30, 2025).

7) Within 30 days after the conclusion of the Project/Program/Service or by June 30, 2025, the recipient must furnish a comprehensive account with supporting documentation regarding fund usage.

8) Any unspent funds or funds not properly documented as per the signed agreement must be returned to the City.

9) The City reserves the right to conduct audits and/or request additional documentation to substantiate fund expenditure. Failure to provide adequate documentation may impact future funding prospects.

I, acting on behalf of the aforementioned nonprofit applicant organization, certify that I have read, understand and agree that the aforesaid information is accurate, factual, and current.

Name and Title of staff applying on behalf of the Organization *

Anab Mohamed, Grants Manager

Organization name *

Community Human Services

Date *

MM DD YYYY

04 / 05 / 2024

This form was created inside of Carmel-by-the-Sea.

Google Forms

Internal Revenue Service

District Director

Department of the Treasury

P.O. Box 2350 Los Angeles, Calif. 90053

Person to Contact: Barbara S. Cowans
Telephone Number: (213) 894-2336
Refer Reply to: EO(1102)92
Date: May 18, 1993

Community Human Services
P O Box 3076
Monterey, CA 93942-3076

RE: Community Human Services
EIN: 94-6367167

Gentlemen:

This letter is in response to your request for a copy of the determination letter for the above named organization.

Our records indicate that this organization was recognized to be exempt from Federal Income Tax in June 1982, as described in Internal Revenue Code Section 501(c)(3). It is further classified as an organization that is not a private foundation as defined in Section 509(a) of the code, because it is an organization described in Section 170(b)(1)(A)(vi).

The exempt status for the determination letter issued in June 1982, continues to be in effect.

If you need further assistance, please contact our office at the above address or telephone number.

Sincerely,

Barbara S. Cowans

Barbara S. Cowans
Disclosure Assistant

Community Human Services
Casa de Noche Buena Program Budget & Budget Plan
FY24-25

	FY24-25	
Revenues:		
Contracts	$ 100,000	
Grants	370,000	
CFMC Special Purpose Fund	100,000	
Joint Powers Agency	25,000	
Donations	50,000	
Other Income	-	
Total Revenues	**$ 645,000**	
Expenses:		
Salaries	$ 385,379	3 full-time staff and 5 part-time staff
Employee Benefits	54,219	Employee benefits average 14% of salaries
Occupancy Expenses	92,479	Rent, utilities, maintenance and repairs
Professional Fees	37,080	Housing Navigator provided by Gathering for Women
Office & Program Supplies	13,761	Shelter supplies such as bedding, laundry, etc.
Food	75,705	3 meals a day provided to all shelter guests
Depreciation	157,946	Non-cash item
Equipment Leases	2,410	Leased printer
Communications	4,820	Phone and internet
Insurance	6,983	Commercial general, property and cyber coverage
Conferences & Training	803	Staff training
Vehicles & Mileage	3,054	Fuel and maintenance for shelter van
Dues, Licenses & Publications	2,200	Health Dept. license, homelessness sw licenses
Advertising & Marketing	515	Flyers
Client Assistance	45,000	Rental assistance and other rapid rehousing funds
Administrative Costs	150,089	17.01% Admin Fees forecast for FY24-25
Total Expenses	**$ 1,032,444**	
Net Surplus/(Deficit)	**$ (387,444)**	

Budget Plan:
As of April 2024, we have raised $645,000 of the $1,032,444 required to operate the shelter in FY24-25 (beginning July 1, 2024). Aside from the Food and Client Assistance line items, additional funding is required for all of the line items. A $3,000 grant from Carmel-by-the-Sea would be used to help cover these operating deficits.

Community Human Services
Total Agency Operating Budget
FY2023-2024

	Total Agency
Revenues:	
Contracts	$ 8,975,580
Program Fees	150,772
Private Pay	95,556
Grants	2,789,268
Joint Powers Agency Support	261,200
Donations	685,051
Total Revenues	**$ 12,957,427**
Expenses:	
Salaries	$ 7,476,505
Employee Benefits	1,581,923
Occupancy Expenses	1,136,905
Professional Fees	466,589
Office & Program Supplies	152,880
Food	271,260
Depreciation	414,347
Equipment Leases	34,400
Communications	99,744
Insurance	86,035
Interest	44,173
Medical Supplies & Medications	96,870
Conferences & Training	64,395
Vehicles & Mileage	54,310
Dues, Licenses & Publications	99,738
Advertising & Marketing	228,944
Client Assistance	150,987
Administrative Costs	-
Total Expenses	**$ 12,460,005**
Net Surplus/(Deficit)	**$ 497,422**

Note:
Net Surplus for the Agency of $497,422 assumes 100% fulfillment of all contracts in the Mental Health and Substance Use Disorder programs. Actual Net Surplus is likely to be significantly less.

COMPARATIVE ANALYSIS (Continued)

Statement of Net Position (Continued)

	2022	2021	Changes	% Changes
Liabilities				
Current liabilities	$ 13,191,867	$ 10,966,460	$ 2,225,407	20.3%
Long-term obligations	2,135,343	2,915,930	(780,587)	(26.8%)
Total Liabilities	15,327,210	13,882,390	1,444,820	10.4%
Net Position				
Net investment in capital assets	4,352,757	4,474,885	(122,128)	(2.7%)
Restricted	2,414,014	2,261,649	152,365	6.7%
Unrestricted	(396,901)	(591,213)	194,312	32.9%
Total Net Position	$ 6,369,870	$ 6,145,321	$ 224,549	3.7%

Major Factors Affecting the Statement of Net Position

Current year's net position increased by $224,549 from the prior year. The current year increase was related primarily to slight increases in public grants and contracts offset by decreases in private grants and contributions, due to a major donation received in fiscal year 2021 for a capital project, and increases in salaries and benefits.

Statement of Revenues, Expenses and Changes in Net Position

A comparative summary of the Agency's Statement of Revenues, Expenses and Changes in Net Position, which generally reflects its results of operations as of June 30, is as follows:

	2022	2021	Changes	% Changes
Revenues				
Program revenues:				
Public grants and contracts	$ 7,728,963	$ 7,634,580	$ 94,383	1.2%
Charges and fees	410,670	302,894	107,776	35.6%
Private grants and contributions	561,081	1,466,966	(905,885)	(61.8%)
Joint Powers Agency support	181,875	200,296	(18,421)	(9.2%)
Other revenue / (losses)	(5,210)	193,111	(198,321)	(102.7%)
Total Revenues	8,877,379	9,797,847	(920,468)	(9.4%)

COMPARATIVE ANALYSIS (Continued)

Statement of Revenues, Expenses and Changes in Net Position (Continued)

	2022	2021	Changes	% Changes
Expenses				
General	$ 1,249,787	$ 1,000,845	$ 248,942	24.9%
Off Main Clinic Methadone Program	1,310,137	1,172,659	137,478	11.7%
Genesis House Residential Program	1,266,181	1,036,871	229,310	22.1%
Access to Treatment Outpatient Mental Health Program	593,372	589,031	4,341	0.7%
Monterey Peninsula Street Outreach Program	380,698	343,458	37,240	10.8%
Safe Passage Program	217,277	202,995	14,282	7.0%
MHSA Parent Education	114,986	151,220	(36,234)	(24.0%)
DAISY Program	205,988	200,602	5,386	2.7%
Pathways to Safety Program	115,685	158,341	(42,656)	(26.9%)
Outpatient Drug Treatment Centers	519,942	413,881	106,061	25.6%
Safe Place Youth Shelter	115,924	122,690	(6,766)	(5.5%)
Supervised Visitation and Exchange Program	31,303	19,103	12,200	63.9%
Domestic Violence/Anger Management Program	24,769	24,067	702	2.9%
Sober Living	81,278	222,903	(141,625)	(63.5%)
SuperKids/Super Teens Program	10,467	-	10,467	100.0%
Substance Use Prevention Program	528,384	412,724	115,660	28.0%
Micro Innovation	26,444	-	26,444	100.0%
Salinas Valley Street Outreach Program	275,744	291,352	(15,608)	(5.4%)
Casa de Noche Buena	772,285	434,007	338,278	77.9%
Heart House	174,180	4,505	169,675	3,766.4%
Short-Term Therapeutic Services	358,056	-	358,056	100.0%
CONNECT	59,130	-	59,130	100.0%
Family Support Groups	45,172	-	45,172	100.0%
Outreach and Engagement	175,641	-	175,641	100.0%
Total Expenses	8,652,830	6,801,254	1,851,576	27.2%
Change in Net Position	$ 224,549	$ 2,996,593	$ (2,772,044)	(92.5%)

COMPARATIVE ANALYSIS (Continued)

Statement of Revenues, Expenses and Changes in Net Position (Continued)

Major Factors Affecting the Statement of Revenues, Expenses and Changes in Net Position

Current year revenue decreased by $920,468 from the prior year due to decreases in private grants and donations. A major donation was received in fiscal year 2021 for a capital project.

Current year expenses increased by $1,851,576 due primarily to new programs and higher wages.

Capital Assets and Debt Administration

Capital Assets

As of June 30, 2022, the Agency had $7,219,474 invested in a variety of capital assets as reflected in the following schedule, which represents a net decrease, including additions, deductions and depreciation, of 2.1% or $155,439 from the prior year.

	2022	2021	Changes	% Changes
Capital assets, not being depreciated:				
Land	$ 1,948,995	$ 1,948,995	$ -	0.0%
Construction in Progress	103,371	44,654	58,717	131.5%
Total capital assets, not being depreciated	2,052,366	1,993,649	58,717	3.0%
Capital assets, being depreciated:				
Buildings and Improvements	5,586,299	5,422,423	163,876	3.0%
Office Equipment	36,294	36,294	-	0.0%
Transportation Equipment	251,588	259,954	(8,366)	(3.2%)
Furniture and Fixtures	186,118	186,118	-	0.0%
Leasehold Improvements	1,768,567	1,764,084	4,483	0.3%
Operating and Other Equipment	15,394	15,394	-	0.0%
Total capital assets, being depreciated	7,844,260	7,684,267	159,993	2.1%
Less accumulated depreciation	2,677,152	2,303,003	374,149	16.3%
Total capital assets, being depreciated – net	5,167,108	5,381,264	(214,156)	(4.0%)
Total Capital Assets	$ 7,219,474	$ 7,374,913	$ (155,439)	(2.1%)

COMMUNITY HUMAN SERVICES

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR THE YEAR ENDED JUNE 30, 2022

COMPARATIVE ANALYSIS (Continued)

Capital Assets and Debt Administration (Continued)

Debt Outstanding

Long-term debt obligations at June 30, 2022 and 2021, consist of the following:

	2022	2021	Changes	% Changes
Note payable to Mechanics Bank Collateralized by Sonoma Avenue property	$ 874,859	$ 904,470	$ (29,611)	(3.3%)
PPP Loan	-	818,005	(818,005)	(100.0%)
Shuman HeartHouse Note	2,000,000	2,000,000	-	0.0%
Less: current portion	2,030,434	846,545	1,183,889	139.9%
Total Long-Term Debt	$ 844,425	$ 2,875,930	$(2,031,505)	(70.6%)

Net decrease to long-term debt of $2,031,505 or 139.9% is a result of the payoff of the Paycheck Protection Program loan as well as an increase in the current portion of the Shuman HeartHouse note.

Lease Obligations

Long-term lease obligations at June 30, 2022 and 2021, consist of the following:

	2022	2021	Changes	% Changes
Occupancy leases	$ 1,553,584	$ 551,403	$ 1,002,181	181.8%
Equipment leases	28,451	48,304	(19,853)	(41.1%)
Less: current portion	291,117	196,536	94,581	48.1%
Total Long-Term Lease Obligations	$ 1,290,918	$ 403,171	$ 887,747	220.2%

Net increase to long-term lease obligations of $887,747, or 220.2%, is a result of entering into a lease agreement for the Administration office and Outpatient Drug Treatment Monterey during fiscal year 2022 offset by payments made in accordance with other occupancy and equipment lease agreements.

COMPARATIVE ANALYSIS (Continued)

Statement of Net Position (Continued)

	2023	2022	Changes	% Changes
Liabilities				
Current liabilities	$ 15,913,255	$ 13,191,867	$ 2,721,388	20.6%
Long-term obligations	1,026,261	2,135,343	(1,109,082)	(51.9%)
Total Liabilities	16,939,516	15,327,210	1,612,306	10.5%
Net Position				
Net investment in capital assets	7,892,759	4,352,757	3,540,002	81.3%
Restricted	2,766,959	2,414,014	352,945	14.6%
Unrestricted	(1,775,117)	(396,901)	(1,378,216)	347.2%
Total Net Position	$ 8,884,601	$ 6,369,870	$ 2,514,731	39.5%

Major Factors Affecting the Statement of Net Position

Current year's net position increased by $2,514,731 from the prior year. The current year increase was related primarily to slight increases in public grants and contracts, and a large increase in private grants and contributions due to a major donation and capital campaign in fiscal year 2023 for the Shuman HeartHouse capital project.

Statement of Revenues, Expenses and Changes in Net Position

A comparative summary of the Agency's Statement of Revenues, Expenses and Changes in Net Position, which generally reflects its results of operations as of June 30, 2023, is as follows:

	2023	2022	Changes	% Changes
Revenues				
Program revenues:				
Public grants and contracts	$ 9,841,124	$ 7,728,963	$ 2,112,161	27.3%
Charges and fees	266,249	410,670	(144,421)	(35.2%)
Private grants and contributions	2,518,117	561,081	1,957,036	348.8%
Joint Powers Agency support	238,000	181,875	56,125	30.9%
Other revenue / (losses)	89,883	(5,210)	95,093	(1,825.2%)
Total Revenues	12,953,373	8,877,379	4,075,994	45.9%

COMPARATIVE ANALYSIS (Continued)

Statement of Revenues, Expenses and Changes in Net Position (Continued)

	2023	2022	Changes	% Changes
Expenses				
General	$ 1,496,081	$ 1,249,787	$ 246,294	19.7%
Off Main Clinic Methadone Program	1,447,087	1,310,137	136,950	10.5%
Genesis House Residential Program	1,567,694	1,266,181	301,513	23.8%
Access to Treatment Outpatient Mental Health Program	801,668	593,372	208,296	35.1%
Monterey Peninsula Street Outreach Program	349,693	380,698	(31,005)	(8.1%)
Safe Passage Program	256,916	217,277	39,639	18.2%
MHSA Parent Education	94,260	114,986	(20,726)	(18.0%)
DAISY Program	208,591	205,988	2,603	1.3%
Pathways to Safety Program	-	115,685	(115,685)	(100.0%)
Outpatient Drug Treatment Centers	655,178	519,942	135,236	26.0%
Safe Place Youth Shelter	131,092	115,924	15,168	13.1%
Supervised Visitation and Exchange Program	39,391	31,303	8,088	25.8%
Domestic Violence/Anger Management Program	34,507	24,769	9,738	39.3%
Sober Living	85,206	81,278	3,928	4.8%
SuperKids/Super Teens Program	43,247	10,467	32,780	313.2%
Substance Use Prevention Program	874,457	528,384	346,073	65.5%
Micro Innovation	10,739	26,444	(15,705)	(59.4%)
Salinas Valley Street Outreach Program	449,246	275,744	173,502	62.9%
Casa de Noche Buena	823,765	772,285	51,480	6.7%
Shuman HeartHouse	146,968	174,180	(27,212)	(15.6%)
Short-Term Therapeutic Services	589,415	358,056	231,359	64.6%
CONNECT	65,228	59,130	6,098	10.3%
Family Support Groups	49,055	45,172	3,883	8.6%
Outreach and Engagement	219,158	175,641	43,517	24.8%
Total Expenses	10,438,642	8,652,830	1,785,812	20.6%
Change in Net Position	$ 2,514,731	$ 224,549	$ 2,290,182	1,019.9%

COMPARATIVE ANALYSIS (Continued)

Statement of Revenues, Expenses and Changes in Net Position (Continued)

Major Factors Affecting the Statement of Revenues, Expenses and Changes in Net Position

Current year revenue increased by $4,075,994 from the prior year due primarily to increases in private grants and donations. A major donation was received in fiscal year 2023 for the Shuman HeartHouse capital project.

Current year expenses increased by $1,785,812 due primarily to new programs and higher salaries and benefits.

Capital Assets and Debt Administration

Capital Assets

As of June 30, 2023, the Agency had $8,724,234 invested in a variety of capital assets as reflected in the following schedule, which represents a net increase, including additions, deductions and depreciation, of 20.8% or $1,504,760 from the prior year.

	2023	2022	Changes	% Changes
Capital assets, not being depreciated:				
Land	$ 1,948,995	$ 1,948,995	$ -	0.0%
Construction in Progress	1,885,802	103,371	1,782,431	1,724.3%
Total capital assets, not being depreciated	3,834,797	2,052,366	1,782,431	86.9%
Capital assets, being depreciated:				
Buildings and Improvements	5,677,026	5,586,299	90,727	1.6%
Office Equipment	36,294	36,294	-	0.0%
Transportation Equipment	251,588	251,588	-	0.0%
Furniture and Fixtures	186,118	186,118	-	0.0%
Leasehold Improvements	1,768,567	1,768,567	-	0.0%
Operating and Other Equipment	55,390	15,394	39,996	259.8%
Total capital assets, being depreciated	7,974,983	7,844,260	130,723	1.7%
Less accumulated depreciation	3,085,546	2,677,152	408,394	15.3%
Total capital assets, being depreciated – net	4,889,437	5,167,108	(277,671)	(5.4%)
Total Capital Assets	$ 8,724,234	$ 7,219,474	$ 1,504,760	20.8%

COMPARATIVE ANALYSIS (Continued)

Capital Assets and Debt Administration (Continued)

Debt Outstanding

Long-term debt obligations at June 30, 2023 and 2022, consist of the following:

	2023	2022	Changes	% Changes
Note payable to Mechanics Bank Collateralized by Sonoma Avenue property	$ 843,319	$ 874,859	$ (31,540)	(3.6%)
Shuman HeartHouse Note	-	2,000,000	(2,000,000)	(100.0%)
Less: current portion	843,319	2,030,434	(1,187,115)	(58.5%)
Total Long-Term Debt	$ -	$ 844,425	$ (844,425)	(100.0%)

Net decrease to long-term debt of $844,425, or 100.0%, is a result of the remaining portion of the note payable to Mechanics Bank maturing in October 2023.

Lease Obligations

Long-term lease obligations at June 30, 2023 and 2022, consist of the following:

	2023	2022	Changes	% Changes
Occupancy leases	$ 1,281,815	$ 1,553,584	$ (271,769)	(17.5%)
Equipment leases	9,100	28,451	(19,351)	(68.0%)
Less: current portion	264,654	291,117	(26,463)	(9.1%)
Total Long-Term Lease Obligations	$ 1,026,261	$ 1,290,918	$ (264,657)	(20.5%)

Net decrease to long-term lease obligations of $264,657, or 20.5%, is a result of payments made during the year in accordance with occupancy and equipment lease agreements.

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

May 7, 2024
ORDERS OF BUSINESS

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Jane Hogan, Accountant
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Receive the Fiscal Year 2024-2025 Recommended Budget

RECOMMENDATION:

Receive the Fiscal Year 2024-2025 Recommended Budget.

BACKGROUND/SUMMARY:

In accordance with Carmel Municipal Code Section 3.06.020, prior to the beginning of each fiscal year, the City Administrator shall prepare and submit to the City Council a proposed operating and capital budget for the forthcoming fiscal year. The proposed budget, referred to as the Fiscal Year 2024-2025 (FY 24-25) Recommended Budget of $43.9 million is submitted for Council's consideration. The proposed expenditures totaling $43.9 million, include the General Fund operating budget ($28.2 million), debt service ($519,100), pension unfunded liability ($2.4 million), capital budget ($12.6 million), and workers compensation ($127,000). The proposed revenues totaling $31.4 million include property taxes ($8.6 million), sales tax ($9.8 million), transient occupancy tax ($7.5 million), and other revenue ($5.5 million). The FY 24-25 Recommended Budget requires the use of $12.4 million in prior years' savings ("fund balance") in order to balance, unless additional reductions are made.

FY 24-25 Recommended Revenues	**$31,431,249**
General Fund Operating Expenditures	28,249,593
Debt Service Expenditures	519,100
Pension Unfunded Liability Mitigation Expenditures	2,375,351
Capital Outlay Expenditures	12,579,000
Workers Compensation Expenditures	127,000
FY 24-25 Total Recommended Expenditures	**$43,850,044**
Use of Fund Balance	**$12,418,795**

The total fund balance is estimated to end the FY 23-24 at $37.3 million which includes all restricted, reserves and unassigned funds. City Council has the authority to tap into the unassigned fund balance ($15M).

As the economy continues to be unpredictable, the City remains cautious and anticipates a conservative increase in revenues for FY 24-25. Conversely, the City also expects its expenditures to grow in FY 24-25, primarily related to increased staffing, pension costs, general operating costs, and a robust Capital Improvement Plan. Highlights of the budget include:

- Salary and benefit costs of approximately $16 million with minimal changes to FTE over prior FY (97.25 FTE total).
- Pension costs of approximately $2.4 million for the City's annual unfunded accrued liability ("UAL") payment to CalPERS. Additionally, the City will restrict $1 million by transferring funds into the City's established Section 115 Trust.
- Services and supplies costs of approximately $12.4 million to fund contractual services, fuel and vehicle maintenance, supplies and materials, utilities, fire services, insurance premiums, Sunset Center, staff training, marketing and other operational costs.
- $12.6 million for capital projects and vehicle and equipment purchases in the following categories: public safety ($3.4 million), streets/sidewalks ($4.0 million), facilities ($1.1 million), drainage ($1.7 million), green infrastructure ($275,000), environment ($1.1M), IT/Planning ($300,000), fleet ($150,000), libraries ($145,000) and CIP Contingency ($400,000).
- $519,100 for debt service payments and $127,000 for workers compensation claim administration, potential claims and costs associated with the implementation of preventive measures.

Staff will provide a brief overview of the budget as part of the May 7, 2024 Council meeting. In addition, a budget workshop is scheduled for May 21, 2024. Staff will present a detailed review of the budget during the forthcoming workshop, present responses to any questions that staff may receive in advance of the meeting, and receive preliminary direction from Council on the budget. This direction will be incorporated into the FY 24-25 Recommended Budget, which will be considered for adoption by Council on June 4, 2024.

FISCAL IMPACT:

There is no fiscal impact associated with receiving the FY 24-25 Recommended Budget. Forthcoming direction by Council may change the planned expenditures in Fiscal Year 24-25.

PRIOR CITY COUNCIL ACTION:

Council received a presentation regarding the Five-Year CIP on March 26, 2024.

ATTACHMENTS:

Attachment 1) FY24-25 Recommended Budget Book



Fiscal Year 2024-2025

RECOMMENDED BUDGET

CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL



DAVE POTTER,
MAYOR



BOBBY RICHARDS,
MAYOR PRO TEMPORE



JEFF BARON,
COUNCILMEMBER



KAREN FERLITO,
COUNCILMEMBER



ALISSANDRA DRAMOV,
COUNCILMEMBER

CHIP RERIG, CITY ADMINISTRATOR

CITY OF CARMEL-BY-THE-SEA
P.O. BOX CC
CARMEL-BY-THE-SEA, CA 93921
T: (831) 620-2000
www.ci.carmel.ca.us

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INTRODUCTION

RECOMMENDED BUDGET MESSAGE

Honorable Mayor Potter, City Councilmembers, and Residents of Carmel-by-the-Sea:

The Fiscal Year 2024-2025 ("FY 24-25") recommended budget is submitted for your consideration and tentative adoption on June 4, 2023. This budget continues to be structurally balanced and maintain service levels from last fiscal year, all in an effort to continue to build organizational resiliency. The City has risen to a magnitude of challenges over the last year including another season of severe winter storms that absorbed a profound amount of our capacity, and several high interest community projects such as the General Plan Housing Element, and the Police Station Project. Throughout, the City's dedicated staff, volunteer groups and the community at large worked together to serve and take the best actions under challenging circumstances. Please allow me to reinforce that we have a strong and dedicated workforce, and unparalleled leadership from the City Council combined with an impassioned and solutions-oriented citizenry.

The adopted Operating Budget serves as a policy document, financial plan, operations guide, and communications device. It is a living document that reflects the City Council's strategic goals and objectives and provides a framework to meet future challenges such as rising operational costs and limited growth in revenues.

As we move forward and plan the Fiscal Year 24-25 operating budget for the upcoming year, it is important to take into consideration the various factors that impact our financial health at the global, national, State, and local levels.

At the global level, we continue to face economic uncertainty and instability due to high interest rates, changes in leisure travel patterns, market distress, and volatility in financial markets. Although far from our backyard, the two major wars currently being fought overseas factor into the overall economic picture. These variables have resulted in a decrease in revenue for many businesses and organizations, and we would be wise to anticipate and prepare for potential impacts on our own financial situation.

At the national level, we have continued to see declines in personal savings which fell from roughly 4.8% in June of 2023 to 3.2% at the time of this report. This trend could add to a greater sell-off of investments and potentially steep market declines. Going on fifteen years, the current economic cycle is likely the longest in US history, so there is also uncertainty around how long [soon] it will be before we see a major change, especially given all of the financial "levers" that have been pulled over the last year by the FED in efforts to affect the economy.

At the state level, California faces its own set of challenges. The state has a large and diverse economy, but it also has a high cost of living and a significant homeless population. The state's budget is also impacted by various factors such as natural disasters, healthcare costs, and public education funding. Very recently, the Governor has signaled the need to make cuts to the State Budget, which could impact grant funding anticipated to be received by local governments like ours.

At the local level, Monterey County is no exception to these challenges. We must also consider factors such as our aging infrastructure, affordable housing shortage, and rising healthcare costs. Additionally, our County-wide tourism industry continues to recover from the pandemic, resulting in a decrease in revenue for our county. The City's three major sources (Property Tax, Sales and Use Tax and Transient Occupancy Tax) of General Fund revenue continue to increase, but only slightly as the trend of "revenge spending" that was seen coming out of the pandemic continues to flatten. This trend has led to decreased occupancy in our hotels and a remaining uncertainty about travel patterns, impacting two of these three major revenue pillars. It is also worth noting that as Highway 1 through Big Sur seems to have some sort of annual disaster event, we will continue to see less visitor trade and traffic coming up along the coast from the L.A. area and bringing important visitor dollars to the peninsula.

As I said, the factors identified above may reflect a monetary tightening that could impact the City's revenue pillars into the future. As such, we approached our budget planning with an understanding of these factors and their potential impacts on our financial health. This budget is a thoughtful representation working together internally and with the community to identify areas where we can maintain costs at status quo, and where there may be room to cautiously spend budgetary dollars to enhance services for the Village. Given trends though, it is likely the City will soon need to begin to explore the need for additional sources of revenue to maintain our financial stability, or adopt a position of significantly reducing costs in future fiscal years.

The recommended budget is not operationally balanced, meaning the total projected incoming revenue does not compensate for our projected expenditures. The recommended budget is, however, structurally balanced – balanced by strategically using unrestricted fund balance (revenue saved over past fiscal years) to address past and current direction of Council. That direction is to maintain core services and invest heavily in deferred infrastructure maintenance, natural resource management, community character and of course the Police Building Project. We are fortunate to have an available fund balance, accumulated through the prudent budgeting in past years, to close the gap in revenue that we are forecasting. In total, the funds needed to structurally balance the budget is approximately $12,500,000. Using this amount will virtually eliminate our current fund balance.

STAFFING

After no increase in the previous Fiscal Year, I am proposing an increase in the number of City staff. This includes a restructuring of some existing positions to meet the changing operational needs of the City and to respond to the City Council and Community's desires for additional services. At face value in the FY24-25 budget, it appears that only 1 FTE is being added to the entire workforce, but this number does not reflect the full story, which is the addition of approximately 6 new FTE staff members. In the Library, a total of 1.25 new Library Assistant FTEs are proposed, which will allow for additional weekend hours; In Community Planning and Building, 1 Principal Planner FTE is proposed, which will allow for implementation of the General Plan Housing Element; and in Public Works total of the following 4 new FTEs: 1 Maintenance Worker, which will increase capacity to complete deferred maintenance around the Village, 1 Project Manager, which will help with accomplishing more CIP projects without contractors, 1 Assistant City Forester, which will help with response time for development plan review and implementation of the forthcoming Urban Forest Management Plan, and 1 Tree Permit Technician, which will help with processing tree permits and inspection requests.

These new positions are offset in the total count of FTEs by a few things: 1) reallocation of some existing vacant positions which no longer support operational needs such as the Library Circulation Supervisor, and the Public Works Natural Resource Manager; 2) The removal of 4 Police Department positions still listed on the City roster which should have been removed after the major restructuring that took place in FY22-23.

CAPITAL IMPROVEMENT AND MAINTENANCE

On March 4, 2024 and, again on March 26, 2024, the City Council reviewed the FY 24-25 Capital Improvement Program. Comprised of 27 projects, the combined total CIP investment for carry-over plus new projects would be $12,579,000 – a figure that includes both internal and external funding. Capital projects included in the recommended budget consist of rehabilitation of City facilities, sidewalk and street improvements, enhanced public safety, Citywide ADA improvements, and protection and preservation of the natural environment. More generally speaking, the FY 24-25 budget recognizes the importance of investing in our "green" infrastructure (Mission Trails Nature Preserve, Carmel Beach and Coastline, etc.), and includes funding for continuation of the Police Building project, Library Master planning, and improvements at Sunset Center and other City facilities.

Vehicle & Equipment Fund

The total vehicle acquisition costs for FY 24-25 are budgeted at $570,000 and the City's 10% replacement reserve target is approximately $500,000. Currently, the Vehicle & Equipment Fund balance is estimated at $1,060,000 for FY 23-24 and will be utilized for FY 24-25 acquisitions. The City will continue to maintain the Vehicle & Equipment replacement

reserve at 10% of the estimated replacement value of the City's vehicles and equipment, adjusted annually based on CPI.

FISCAL YEAR 24/25 BUDGET AT A GLANCE

FY 24-25 Recommended Revenues	**$31,431,249**
General Fund Operating Expenditures	28,249,593
Debt Service Expenditures	519,100
Pension Unfunded Liability Mitigation Expenditures	2,375,351
Capital Outlay Expenditures	12,579,000
Workers Compensation Expenditures	127,000
FY 24-25 Total Recommended Expenditures	**$43,850,044**
Use of Fund Balance for Capital Projects	**$12,418,795**
Funded Full Time Equivalent (FTE) positions	**97.25**

Many of you know the level of respect I have for the lessons one can learn by studying the past. And while much of my message may seem dour, history teaches us that economic cycles are intrinsic to local government. Consequently, as clear as I can be about the likelihood of an unavoidable down cycle in two of our three major revenue pillars, I am equally as confident about the inevitable upcycle to follow. The budget I am presenting is not intended to be irrepressibly contrarian; it is meant to be cautious and realistic. In the long term, I remain very bullish, and indeed optimistic about our future.

My profound thanks to my department heads, and especially our Finance Division team, for developing a budget that is realistic given the realities that we are facing. I look forward to Council's leadership and guidance as we balance fiscal sustainability with the need to fund projects and services for our community.

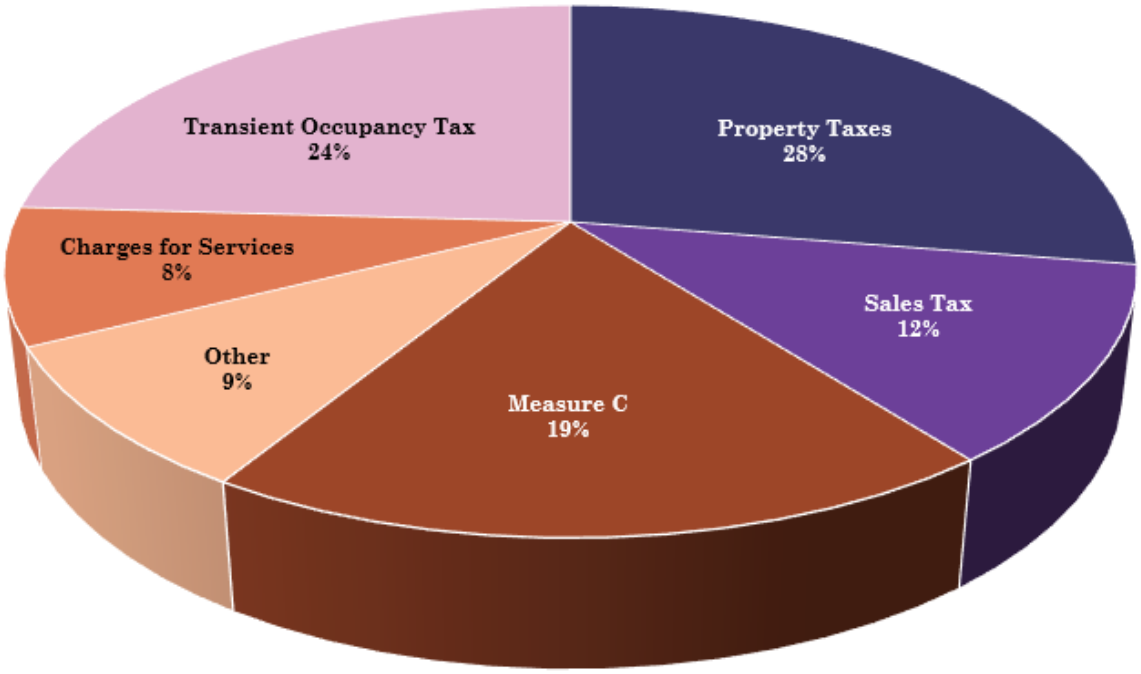
Respectfully submitted,

Chip Rerig
City Administrator

REVENUE

The FY 24-25 Recommended Budget includes $31.4 million in estimated new revenue. As illustrated in the chart below, statewide sales tax (Sales Tax) and local Measure C district tax (Measure C), contribute 31% and is the largest City revenue source. This reveals the importance and impact of the voter approved of Measure C in 2020. Property Tax reflects its customary stable growth accounting for 28% of the budgeted revenue. Hotel Tax (TOT) increases 2% over last fiscal year to 24% of budgeted revenue, followed by Other revenues and Charges for Services combined at 17%, a 2% decrease over prior FY 23-24.

FY 24-25 Citywide Revenue Sources



Source	Budget
Property Taxes	$8,634,384
Sales Tax	3,738,511
Measure C	6,045,063
Other	2,920,028
Charges for Services	2,550,029
Transient Occupancy Tax	7,543,234
Total	**$31,431,249**

Property taxes are estimated at $8.6 million, reflecting a 2% projected growth over the previous year's adopted budget. The City's portion of the Sales Tax is $3.7 million and Measure C $6 million, which remains at 12% and 19% of revenue respectively. The significance of the March 2020 Carmel voter approval of Measure C, at a renewed rate of 1.5%, cannot be understated. Amid COVID-19, Measure C provided a financial lifeline allowing for the continuance of core City services and still plays significantly in funding both operational and capital needs. Sales Tax has also fared well. This FY 24-25 Recommended Budget projects a continuation of status quo in Measure C and Sales Tax trends as consumers remain cautious of inflation and overall price increases of goods and services.

Transient Occupancy Tax ("TOT") is levied at 10% of the rent charged by a hostelry operator within the City. TOT has slowed over the FY 22-23 high. Recommended at $7.5 million, TOT accounts for 24% of revenues, a 2% increase over FY 23-24. Charges for Services are fees collected from a specific user of a service, such as plan review, building inspection and ambulance transports and account for $2.6 million, or 8% of the budget. The category of "Other" revenue includes General Fund revenues from business license tax, franchise fee and other intergovernmental revenue as well as restricted revenue for Community Oriented Policing Services (COPS), road maintenance and transportation-related projects and federal and State grants for planning, parks, and radio communications.

Table 1: Estimated Performance and Recommended Budget for Major Revenue Sources

Key Revenues	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Estimated Actual	FY 24-25 Budget
Property Taxes	$7,389,656	$7,694,722	$8,136,928	$8,481,385	$8,634,384
Sales Tax	$3,020,937	$3,626,263	$3,469,412	$3,665,207	$3,738,511
Measure C	$4,007,104	$5,970,464	$5,868,695	$6,147,450	$6,045,063
TOT	$5,339,285	$7,787,643	$8,455,742	$7,531,004	$7,543,234

The City's three major sources of revenue include Property Tax, Sales and Use Tax, and Transient Occupancy Tax. As shown on the Table 1 above entitled "Estimated Performance and Recommended Budget for Major Revenue Sources", property taxes had historically been a strong component to the City's financial health. Each tax represents about 1/3 of the City's total revenues. Revenue generated from sales and use taxes have become increasingly important to the City, especially after the passage of a local 1% sales tax measure by Carmel voters in 2012 and the subsequent approval of a new 1.5% sales tax for 20 years in March 2020. Transient occupancy taxes ("TOT") have also significantly contributed to the City's revenues, eclipsing nearly $7 million in fiscal year 2018-2019,

rebounding to approximately $7.7 million in FY 21-22 returning to pre-COVID levels, and exceeding $8.4 million in FY 22-23.

PROPERTY TAXES

The desirability of Carmel-by-the-Sea as a place to reside, coupled with its limited housing stock, contribute to a strong local real estate market. Property tax revenue has been increasing on average by 6% over the past 9 years, reaching $8.14 million in fiscal year 2022-2023.

The State median home price is expected to rise 6.2% to $860,300 in 2024, after dropping 1.5% to $810,000 in 2023 from $822,300 in 2022. The City has budgeted Property Tax revenue at 2% over last fiscal year's adopted budget, as done in prior years. This budget conservatively projects growth yet remains confident in the stability of Carmel's property tax performance.

SALES AND USE TAXES

The majority of the City's sales and use taxes are attributed to businesses within the categories known as general consumer goods and restaurants. The City receives a portion (1%) of the statewide sales tax, known as Bradley- Burns tax, as well as revenue from a local sales tax. On March 3, 2020, the Carmel electorate voted and approved Measure C to increase the sales tax rate to 1.5%. The timing of Measure C helped minimize the effects of reduced sales tax revenue suffered during the pandemic, allowing the City to survive and recover to pre-pandemic levels by fiscal year 2020-2021. In fiscal year 2021-2022, the City of Carmel-by-the- Sea experienced a peak increase in sales and use tax revenue, a reflection of the revenge consumer spending and relief from consumer goods shortages and logistic headaches brought out during COVID-19. Fiscal year 2022- 2023 sales and use tax revenue finished slightly under the prior year's high of $9.6 million at $9.3 million, a -2.69% decrease.

The City remains conservative and vigilant to the current trends, as we are aware geopolitical tensions, inflation concerns, and interest rates drive consumer spending patterns. Consumer spending for certain goods and services remain high, particularly for online shopping and dining. General consumer goods spending slowed by the end of FY 22-23, hitting outlets, galleries and gift shops the hardest. We project stagnant sales tax activity in FY 24-25 coming in at $3.7 million and $6.0 million in line with the current year's estimates based on Statewide sales tax trends.

TRANSIENT OCCUPANCY TAX

The FY 24-25 Recommended Budget for TOT is $7.5 million, which assumes continued occupancy at the current fiscal year's rate. In FY 23-24, daily occupancy rates have been lower while the daily room rate are higher over prior fiscal year. For the reasons noted

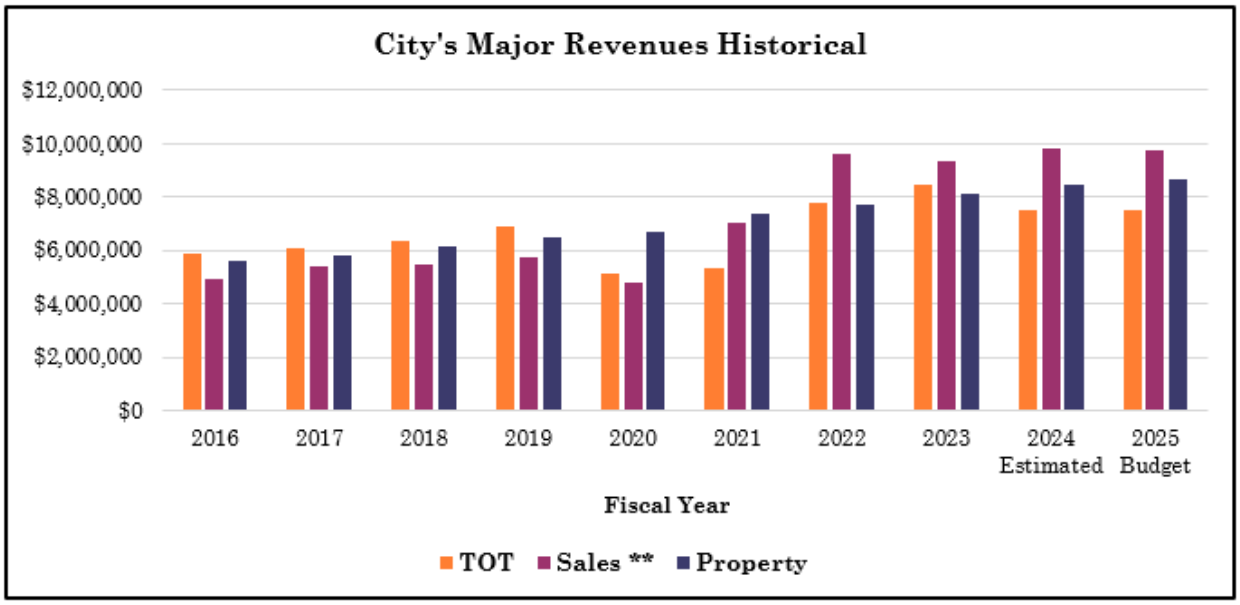
above under Sales and Use Taxes, as well as Highway 1 Big Sur closures, we remain guarded by consumer travel trends in our TOT revenue projections.

As the City looks forward to its future revenues that fund services, capital projects and other initiatives, stepping back and reviewing the City's historic performance is of value. The chart below depicts the performance of the City's three major revenue sources over the last 10 years.

Fiscal Year *	TOT	Sales **	Property
2016	$5,890,538	$4,897,325	$5,598,743
2017	$6,112,347	$5,373,800	$5,825,889
2018	$6,329,074	$5,476,123	$6,163,959
2019	$6,882,015	$5,719,521	$6,496,558
2020	$5,115,277	$4,766,313	$6,690,948
2021	$5,339,285	$7,028,041	$7,389,656
2022	$7,787,643	$9,596,727	$7,694,722
2023	$8,455,742	$9,338,107	$8,136,928
2024 Estimated	$7,531,004	$9,812,657	$8,481,385
2025 Budget	$7,543,234	$9,783,574	$8,634,384

*ending June 30th

** Combination of Bradley Burns & Measure C 1.5%



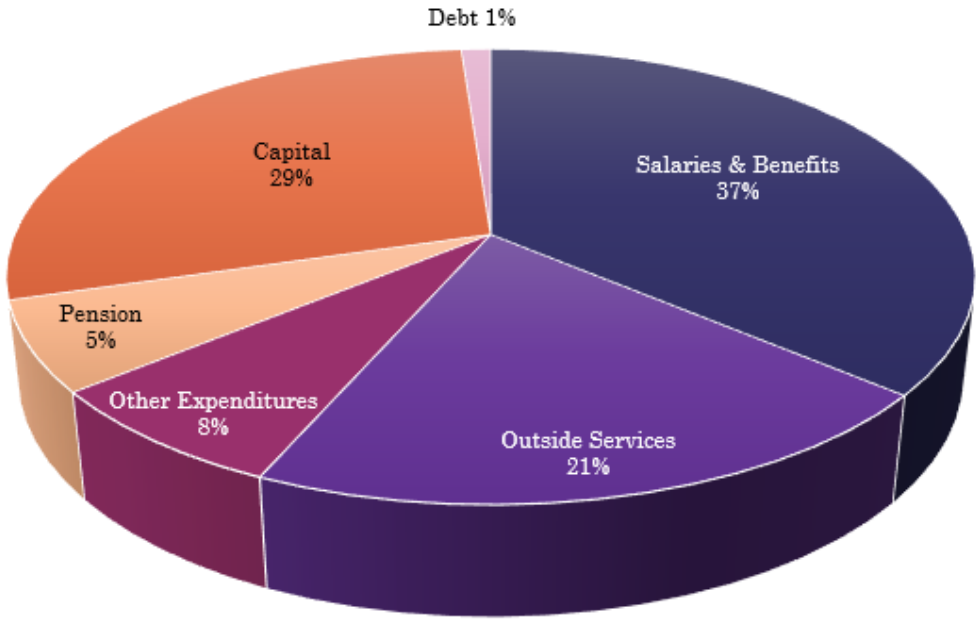
EXPENDITURES

The FY 24-25 Recommended Budget totals $43.9 million, which consists of the following:

- Operating Budget, or General Fund, totals $30.7 million, or 71%, of the citywide budget
- Debt service totals $519,100, or 1% of the citywide budget
- Capital outlay, including Capital Improvement Projects ($12,009,000) and Vehicles and Equipment ($580,000), makes up 29% of the recommended budget

The Operating Budget consists of the City's departments and services. Debt is based upon required payments toward various bonds issued by the City or by other governmental agencies on behalf of the City. As shown in the chart below, *FY 24-25 Expenditure by Type*, the FY 24-25 Budget includes the Operating Budget and Debt Service. The Operating Budget is further categorized by types of expenditure including salaries and benefits, outside services, and other expenditures as explained below.

FY 24-25 Expenditure by Type



Type of Expenditure	Budget
Salaries & Benefits	$16,016,392
Outside Services	9,044,941
Other Expenditures	3,315,260
Pension	2,375,351
Capital Outlay	12,579,000
Debt Service	519,100
Total	**$43,850,044**

The City's largest expenditure is related to the cost of personnel. Salaries and benefits total $16 million and account for 36% of the citywide budget. Capital Outlay is the second largest type of expenditure at $12.6 million, or 29% of the budget. The third largest type of expenditure is Outside Services. This category includes various line-item accounts, such as advertising and noticing, contract services and community promotions. Contract services are used as an alternative to City staff directly providing the service due to cost savings or the specialized nature of the work being performed and include funding for expenses such as fire service provided by the City of Monterey ($3.3 million); support for the operations of the Sunset Center and other marketing activities ($1.2 million); legal services ($517,000); tree care and landscape maintenance ($1.5 million) and janitorial service ($280,000).

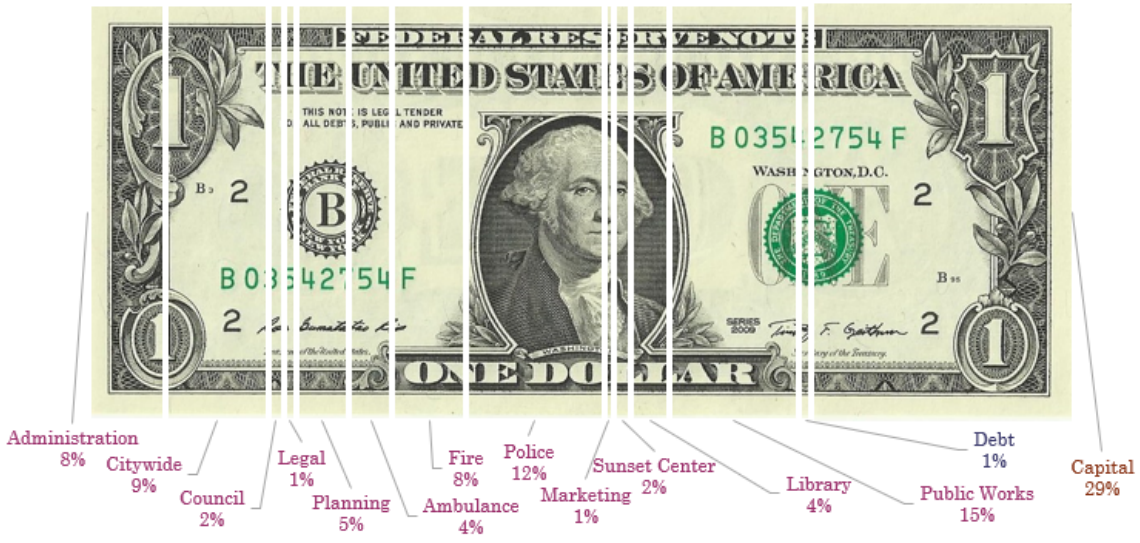
Other expenditures total $3.3 million and account for 8% of the citywide budget. This category includes various line-item accounts such as retiree healthcare and citywide operational expenses like property tax assessments and utilities. Also included here are the City's general liability and property insurance premiums ($1.1 million) and expenses such as public works materials and supplies, telecommunications, fuel, training and conferences, vehicle maintenance, medical and safety supplies and printing and postage.

Pension expenses total $2.4 million, or 5%, of the budget and only include the annual required unfunded pension liability ($2.4 million). The City will also make its annual funding transfer to the City's Section 115 trust ($1.0 million) for pension mitigation.

The citywide budget is rounded out with Debt Service ($519,100) accounting for 1% of the citywide budget.

Another way to view operating expenditures is by function, as depicted in the *FY 24-25 Expenditures by Function* illustration. Capital Outlay makes up 29% of operating expenditures. The public safety functions of Ambulance, Fire and Police make up 24% of the budget. The Public Works Department is the next largest operating expenditure at 15% followed by Citywide at 9% of the budget, as it includes the City's unfunded actuarial liability. In total, Administration, Council, Planning, Legal, Marketing, the Sunset Center, and Library and Community Activities represent the remaining 23% of the Operating Budget.

FY 24-25 Expenditures by Function



Expenditures		Budget	Percentage
Administration	$	3,409,232	8%
Citywide		4,084,351	9%
Council		246,934	2%
Legal		517,000	1%
Planning		2,211,584	5%
Ambulance		1,755,492	4%
Fire		3,441,874	8%
Police		5,377,455	12%
Marketing		406,297	1%
Sunset Center		750,000	2%
Library		1,886,724	4%
Public Works		6,538,001	15%
Operating Budget		**30,624,944**	**70%**
Debt		**519,100**	**1%**
Capital		**12,579,000**	**29%**
Workers Comp		**127,000**	**0%**
Total	**$**	**43,850,044**	**100%**

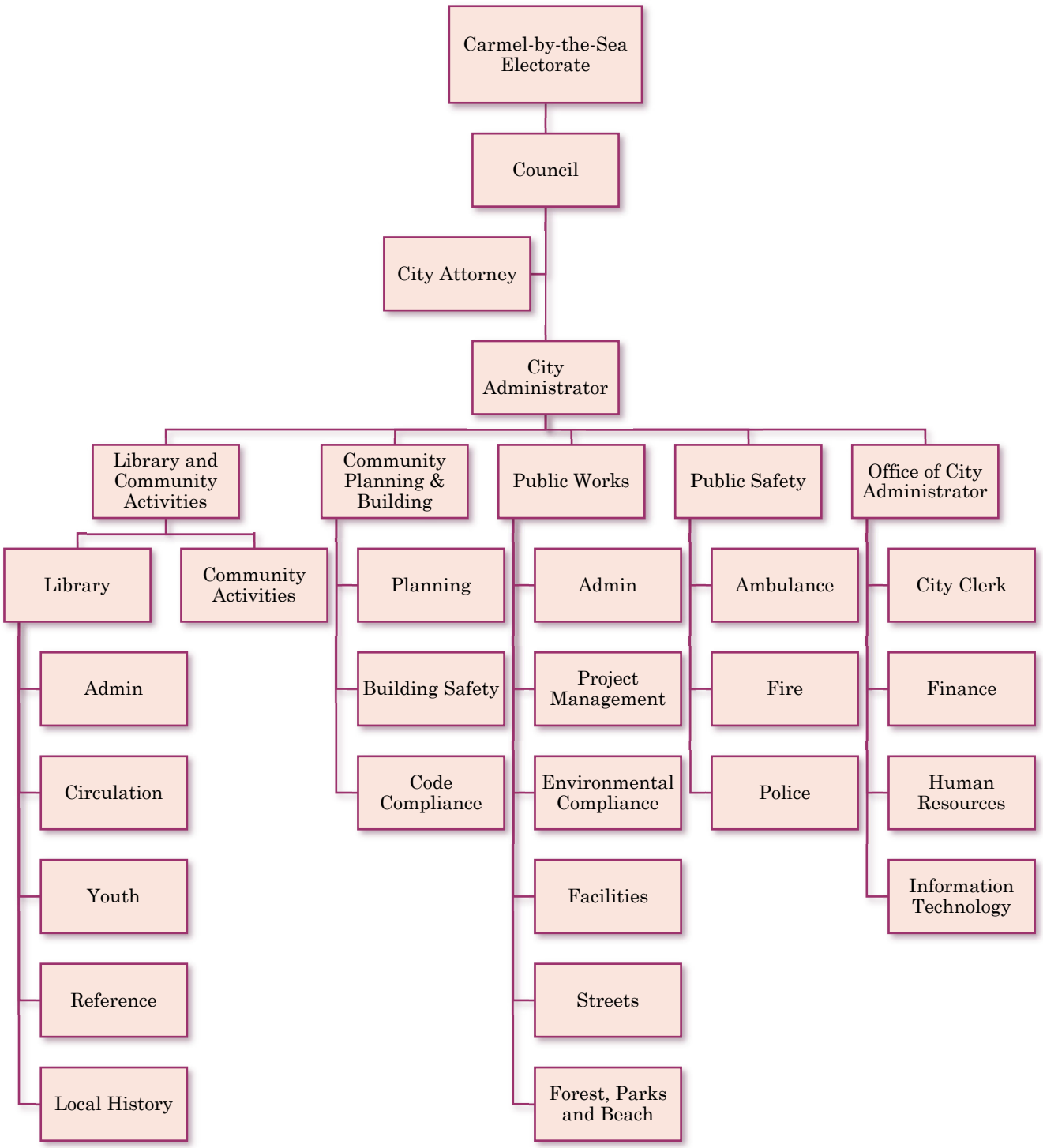
FY 24-25 AUTHORIZED POSITIONS

Department and Title	FY 23/24 Adopted	FY 24/25 Recommended	FY 24/25 Change
Council			
Councilmember	4.00	4.00	0.00
Mayor	1.00	1.00	0.00
City Council Total	**5.00**	**5.00**	**0.00**
Administration			
City Administrator	1.00	1.00	0.00
Assistant City Administrator	1.00	1.00	0.00
Administrative Coordinator	0.50	1.00	0.50
Administrative Analyst	1.00	1.00	0.00
City Clerk	1.00	1.00	0.00
Finance Manager	1.00	1.00	0.00
Senior Human Resources Analyst	1.00	1.00	0.00
Information Services / Network Manager	1.00	1.00	0.00
IT Help Desk/Technician	1.00	1.00	0.00
Finance Specialist	1.50	1.00	-0.50
Accountant	1.00	1.00	0.00
Retired Annuitant - Extra help (480 hrs)	0.23	0.00	-0.23
Finance Analyst	1.00	1.00	0.00
Administration Total	**12.23**	**12.00**	**-0.23**
Community Activities			
Community Services Assistant	1.00	1.00	0.00
Executive Assistant	0.50	0.50	0.00
Community Activities Total	**1.50**	**1.50**	**0.00**
Library			
Circulation Supervisor	1.00	0.00	-1.00
Director of Library and Community Services	1.00	1.00	0.00
Hourly Librarian I	1.00	1.00	0.00
Librarian I	1.00	1.00	0.00
Librarian II	2.00	2.00	0.00
Librarian II (Local History)	1.00	1.00	0.00
Library Assistant (full-time)	3.00	4.00	1.00
Hourly Library Assistant	2.00	3.25	1.25
Executive Assistant	0.50	0.50	0.00
Library Total	**12.50**	**13.75**	**1.25**
Community Planning & Building			
Administrative Coordinator	1.00	1.00	0.00
Assistant Planner	1.00	1.00	0.00
Associate Planner	2.00	2.00	0.00
Building Inspector	1.00	1.00	0.00
Building Official	1.00	1.00	0.00
Code Compliance Coordinator	2.00	2.00	0.00
Permit Technician	1.00	1.00	0.00
Planning & Building Services Director	1.00	1.00	0.00
Principal Planner	1.00	2.00	1.00
Community Planning & Building Total	**11.00**	**12.00**	**1.00**

Department and Title	FY 23/24 Adopted	FY 24/25 Recommended	FY 24/25 Change
Public Works			
Administrative Coordinator	1.00	1.00	0.00
Director of Public Works	1.00	1.00	0.00
Environmental Compliance Manager	1.00	1.00	0.00
Maintenance Worker I/II	7.00	8.00	1.00
Public Works Superintendent	1.00	1.00	0.00
Maintenance Worker III	2.00	2.00	0.00
Street Supervisor	1.00	1.00	0.00
Project Manager	1.00	2.00	1.00
Facilities Maintenance Supervisor	1.00	1.00	0.00
Facilities Maintenance Specialist	1.00	1.00	0.00
Natural Resources Manager	1.00	0.00	-1.00
Assistant City Forester	0.00	1.00	1.00
City Forester	1.00	1.00	0.00
Administrative Analyst	2.00	2.00	0.00
Tree Permit Technician	0.00	1.00	1.00
Tree Climber & Care Specialist	1.00	1.00	0.00
Public Works Total	**22.00**	**25.00**	**3.00**
Police			
Community Services Officer	1.00	1.00	0.00
Community Services Officer/Animal Control	1.00	1.00	0.00
Community Services Officer - 2 year limited term*	2.00	0.00	-2.00
Corporal	2.00	0.00	-2.00
Police Commander	1.00	1.00	0.00
Police Officer	5.00	5.00	0.00
Police Officer/Detective	1.00	1.00	0.00
Police Officer/FTO	2.00	2.00	0.00
Police Services Supervisor	0.00	1.00	1.00
Police Services Officer	6.00	6.00	0.00
Police/Patrol Officer	1.00	1.00	0.00
Police Officer - 2 year limited term*	1.00	0.00	-1.00
Public Safety Director	1.00	1.00	0.00
Sergeant	2.00	2.00	0.00
Police Total	**26.00**	**22.00**	**-4.00**
Ambulance			
Paramedic/Firefighters	6.00	6.00	0.00
Ambulance Total	**6.00**	**6.00**	**0.00**
Citywide Total Funded Positions	**96.23**	**97.25**	**1.02**

* 2 year limited terms end June 30, 2024

ORGANIZATIONAL CHART



OPERATING BUDGET

GENERAL FUND - 101
(CITY DEPARTMENTS AND SERVICES)

CITY COUNCIL

The City Council consists of the Mayor and four Councilmembers, elected at large by the citizens of Carmel-by-the-Sea on a non-partisan basis. The City Council is the policy-making legislative body of the City. The Council adopts the annual budget, enacts ordinances, and approves major contracts, acquisitions, and leases. With the advice and assistance of the City Administrator and City Attorney, the City Council reviews proposals to meet the community's needs, initiates action for new policies, and allocates resources.

2023-2024 INITIATIVES AND ACCOMPLISHMENTS

- Develop Telecommunication Ordinance consistent with federal law
- Stormwater Ordinance Update
- Car Week Safety and Impacts
- Review barriers to construction of affordable housing (Housing Element Adoption)

2024-2025 PRIORITIES

- Continued oversight of the implementation of the strategic plan and updating of City priorities to include some of the following: plan for natural areas, reduce fire risk, review opportunities for enhanced fire/ambulance service; develop forest management plan and update tree ordinance; update zoning code & design guidelines; ADU ordinance; wireless ordinance; increase beautification effort; review barriers to affordable housing; explore street addresses, develop a facilities master plan; underground utilities rule 20A; explore reinstatement of design review board; explore opportunities for Flanders Mansion and Scout House.
- Continue to respond to any forthcoming State legislation that undermines local control, especially as it relates to local land-use decisions.

BUDGET SUMMARY AND SERVICE IMPACTS

- Community Promotions includes $30,000 for the Council discretionary grant program, $3,000 for United Way 211, $3,000 for the Monterey County Film Commission, and $86,600 for the cost of courier service for the mail delivery program for a total budget of $122,600.

City Council				
Account Number	**Account Description**	**FY23-24 Amended Budget**	**FY23-24 Estimated Actual**	**FY24-25 Recommended**
101-110-00-41008	Salaries -Elected	$9,600	$9,600	$9,600
101-110-00-41101	Retirement	80	80	88
101-110-00-41104	Health Insurance	36,210	36,210	52,517
101-110-00-41105	Social Security	484	484	484
101-110-00-41106	Medicare	139	139	139
101-110-00-41108	Worker's Comp	133	133	160
	Salaries & Benefits Subtotal	**$46,646**	**$46,646**	**$62,988**
101-110-00-42005	Community Promotions	$105,793	$105,796	$122,600
101-110-00-42007	Regional Memberships	48,996	48,996	50,546
101-110-00-42101	Office Supplies	450	0	450
101-110-00-42302	Conferences & Meetings	8,350	7,100	10,350
	Services & Supplies Subtotal	**$163,589**	**$161,892**	**$183,946**
	Total	**$210,235**	**$208,538**	**$246,934**

Regional Memberships				
Account Number	**Account Description**	**FY23-24 Amended Budget**	**FY23-24 Estimated Actual**	**FY24-25 Recommended**
101-110-00-42007	Transportation Agency of Monterey County	$1,295	$1,295	$1,295
101-110-00-42007	Association of Monterey Bay Area Governments	3,950	3,950	3,950
101-110-00-42007	Monterey Peninsula Chamber of Commerce	900	900	900
101-110-00-42007	Monterey County Mayors Association	1,575	1,575	1,575
101-110-00-42007	Monterey County Business Council	500	500	500
101-110-00-42007	MBUAPCA (Air Pollution Control District)	1,900	1,900	1,900
101-110-00-42007	League of CA Cities	3,380	3,380	3,380
101-110-00-42007	League of CA Cities- Monterey Bay Division	300	300	300
101-110-00-42007	LAFCo	16,796	16,796	16,796
101-110-00-42007	Community Human Services	17,625	17,625	19,175
101-110-00-42007	CoastWalks/Coastal Trail Association	300	300	300
101-110-00-42007	Carmel Chamber of Commerce	475	475	475
	Total	**$48,996**	**$48,996**	**$50,546**

CITY ATTORNEY

The City Council appoints the City Attorney. The City Attorney legally represents the City and provides legal advice and/or training to the City Council, City Administrator, boards, commissions, and departments; investigates and resolves claims against the City; defends the City in litigation and administrative actions; initiates and prosecutes litigation on behalf of the City; and drafts and reviews legal documents and agenda items.

BUDGET SUMMARY AND SERVICE IMPACTS

- The FY 24-54 contract services budget totals $442,000 and consists of $360,000 for general legal services and $75,000 for other specialized legal assistance from the City's attorney office, including labor negotiations and personnel. The budget also includes $7,000 for the City's attorney's annual performance evaluation. There are no changes from FY 23-24 adopted budget.
- $75,000 is budgeted for supplementary specialized legal costs, such as wireless communications.

City Attorney				
Account Number	**Account Description**	**FY23-24 Amended Budget**	**FY23-24 Estimated Actual**	**FY24-25 Recommended**
101-112-00-42001	Contract Services	$442,000	$442,000	$442,000
101-112-00-42004	Legal Costs	75,000	50,000	75,000
	Total	**$517,000**	**$492,000**	**$517,000**



ADMINISTRATION

The City Administrator is appointed by the City Council and is responsible for the enforcement of City laws and ordinances; ensuring that the orders of the City Council are executed; preparing the budget and monitoring City finances; and managing day-to-day operations. In addition to overseeing City departments, the Administrator also serves as the director of the centralized administrative functions pertaining to the City Clerk, Finance, Human Resources, and Information Technology.

2023-2024 INITIATIVES AND ACCOMPLISHMENTS

- Ensured the execution of Council policy direction, completion of capital projects, hiring of staff and continuity of daily citywide operations to deliver services in an efficient and effective manner
- Pursued collaborative relationships with USPS and the Postmaster and through staff research produced four next step options in exploring street addresses
- Awarded Certificate of Achievement for Excellence in Financial Reporting for the City's Annual Comprehensive Financial Report for the Fiscal Year ended June 30, 2022
- Continued execution of the City's multi-pronged financial strategy to address pension liability
- Updated the City's Purchasing Policy
- Refreshed the City's website
- Completed public engagement phase through public meetings and outreach for the Parking and Traffic Management Program

2024-2025 PRIORITIES

- Explore Opportunities for Flanders Mansion
- Explore Street Addresses
- Develop and Implement a Social Media Plan
- Explore Parking and Traffic Management Program
- Review and update reserve and financial policies
- Transient Occupancy Tax (TOT) increase: Explore a ballot measure for 2024 election
- Carmel Area Wastewater District (CAWD) Bridge to Everywhere Project
- Board and Commissioner Training



BUDGET SUMMARY AND SERVICE IMPACTS

Office of the City Administrator				
Account Number	**Account Description**	**FY23-24 Amended Budget**	**FY23-24 Estimated Actual**	**FY24-25 Recommended**
101-111-00-41001	Salaries	$1,550,992	$1,364,837	$1,849,792
101-111-00-41003	Salaries -Part time	36,806	0	0
101-111-00-41005	Overtime	0	486	0
101-111-00-41101	Retirement	95,751	85,547	125,810
101-111-00-41103	Deferred Compensation	45,363	51,773	48,261
101-111-00-41104	Health Insurance	294,986	211,286	363,609
101-111-00-41106	Medicare	25,560	19,839	26,821
101-111-00-41107	LTD/STD/Life	1,823	1,199	1,691
101-111-00-41108	Worker's Comp	34,130	29,762	40,958
101-111-00-41109	Benefits-MOU Obligations	10,400	5,665	10,400
	Salaries & Benefits Subtotal	**$2,095,811**	**$1,770,394**	**$2,467,342**
101-111-00-42001	Contract Services	$512,150	$360,446	$213,715
101-111-00-42002	Recruiting Services	41,100	35,000	71,100
101-111-00-42003	Auditing Services	51,650	57,990	87,000
101-111-00-42006	Records Management	6,000	7,333	7,000
101-111-00-42009	Advertising and Legal Notices	22,000	20,932	22,900
101-111-00-42015	Other Services	12,000	26,362	24,800
101-111-00-42101	Office Supplies	8,325	6,775	10,375
101-111-00-42102	Publications & Subscriptions	301,210	302,140	269,480
101-111-00-42106	Small Tools and Equipment	0	0	1,200
101-111-00-42202	Equipment Maintenance	42,500	4,045	24,600
101-111-00-42301	Training & Education	10,700	10,365	10,200
101-111-00-42302	Conferences & Meetings	14,400	14,777	16,125
101-111-00-42304	Dues & Memberships	4,470	3,035	8,550
101-111-00-42305	Mileage Reimbursement	50	0	0
101-111-00-42306	Employee Programs	2,950	2,950	3,000
101-111-00-42307	Employee Appreciation	20,700	16,200	18,500
101-111-00-42403	Printing	14,100	11,107	9,800
101-111-00-42404	Shipping/Postage/Freight	18,700	18,130	24,545
101-111-00-42405	Telephone & Communications	118,000	117,815	80,000
101-111-00-42406	Bank & Merchant Fees	17,500	1,850	4,000
101-111-00-42407	Computer Non Capital	32,000	17,400	32,000
101-111-00-42410	Pre-employment Costs	3,000	1,500	3,000
	Services & Supplies Subtotal	**$1,253,505**	**$1,036,152**	**$941,890**
	Total	**$3,349,316**	**$2,806,546**	**$3,409,232**

ADMINISTRATION

The Administration Divisional budget includes funding for the City Administrator's performance evaluation within contract services, office supplies, copier fees, and the citywide postage meter.

Administration				
Account Number	**Account Description**	**FY23-24 Amended Budget**	**FY23-24 Estimated Actual**	**FY24-25 Recommended**
101-111-10-42001	Contract Services	$115,550	$37,595	$60,000
101-111-10-42015	Other Services	12,000	26,362	24,800
101-111-10-42101	Office Supplies	6,375	6,465	6,375
101-111-10-42102	Publications & Subscriptions	650	320	540
101-111-10-42302	Conferences & Meetings	7,400	8,079	5,325
101-111-10-42304	Dues & Memberships	1,350	900	1,350
101-111-10-42307	Employee Appreciation	1,200	1,200	0
101-111-10-42403	Printing	100	0	100
101-111-10-42404	Shipping/Postage/Freight	18,500	18,130	24,545
	Services & Supplies Subtotal	**$163,125**	**$99,051**	**$123,035**

CITY CLERK

The City Clerk provides timely and accessible service in response to all inquiries and requests for public information and records, and is responsible for the administration of elections, public records requests processing, records management, and the legislative process. Records the City's legislative history through approved minutes and maintaining City Ordinances and the Municipal Code; facilitates applications for appointments to boards and commissions and coordinates Statements of Economic Interest as well as campaign and other financial disclosure-related filings.

City Clerk				
Account Number	**Account Description**	**FY23-24 Amended Budget**	**FY23-24 Estimated Actual**	**FY24-25 Recommended**
101-111-11-42001	Contract Services	$50,600	$50,600	$52,300
101-111-11-42006	Records Management	6,000	6,000	7,000
101-111-11-42009	Advertising and Legal Notice	15,000	15,000	15,000
101-111-11-42101	Office Supplies	0	0	1,000
101-111-11-42302	Conferences & Meetings	2,000	1,500	2,000
101-111-11-42304	Dues & Memberships	385	385	500
101-111-11-42403	Printing	11,000	11,000	5,500
	Services & Supplies Subtotal	**$84,985**	**$84,485**	**$83,300**

FINANCE

Finance provides financial analysis, management and reporting through the development of the annual budget, ongoing financial monitoring and reporting of revenues and expenditures. Routine financial duties including vendor payments, payroll, business license processing and the collection of the transient occupancy tax and the administration of pass-through funding to the hospitality and tourism improvement districts. Provides treasury services, invests revenue, and issues and manages debt.

Finance				
Account Number	**Account Description**	**FY23-24 Amended Budget**	**FY23-24 Estimated Actual**	**FY24-25 Recommended**
101-111-12-42001	Contract Services	$227,000	$216,420	$47,710
101-111-12-42003	Auditing Services	51,650	57,990	87,000
101-111-12-42102	Publications & Subscriptions	28,315	34,680	21,000
101-111-12-42301	Training & Education	900	695	2,500
101-111-12-42304	Dues & Memberships	635	0	600
101-111-12-42305	Mileage Reimbursement	50	0	0
101-111-12-42403	Printing	2,600	2,262	3,800
101-111-12-42406	Bank & Merchant Fees	17,500	1,850	4,000
	Services & Supplies Subtotal	**$328,650**	**$313,897**	**$166,610**

HUMAN RESOURCES

Human Resources recruits, develops, and retains a diverse, well-qualified workforce that reflects the high standards of the community, and leads the City departments in positive employee relations, talent management, succession planning, and employee engagement. Services include employee orientation, recruitment, performance assessment, compensation and job classification assessments, safety and wellness programs; and organization development services efficiently to City departments. Staff is responsible for negotiating Memorandums of Understanding with the City's three bargaining units, subject to Council direction and approval.

The HR divisional budget includes funding for implementing new employee supplemental benefits, managing an updated and expanded citywide Safety Program, and digitizing personnel records using LaserFiche. Funding for the staff appreciation events, such as the annual holiday party, is now separately reflected under Employee Appreciation.

HR				
Account Number	**Account Description**	**FY23-24 Amended Budget**	**FY23-24 Estimated Actual**	**FY24-25 Recommended**
101-111-13-42001	Contract Services	$8,000	$8,000	$8,100
101-111-13-42002	Recruiting Services	41,100	35,000	71,100
101-111-13-42009	Advertising & Legal Notice	7,000	7,000	7,900
101-111-13-42101	Office Supplies	450	310	500
101-111-13-42102	Publications & Subscriptions	6,000	1,200	1,700
101-111-13-42301	Training & Education	9,500	9,500	1,500
101-111-13-42302	Conferences & Meetings	4,800	4,800	8,800
101-111-13-42304	Dues & Memberships	1,600	1,400	6,100
101-111-13-42306	Employee Programs	2,950	2,950	3,000
101-111-13-42307	Employee Appreciation	19,500	15,000	18,500
101-111-13-42403	Printing	400	400	400
101-111-13-42404	Shipping/Freight/Postage	200	0	0
101-111-13-42410	Pre-employment Costs	3,000	1,500	3,000
	Services & Supplies Subtotal	**$104,500**	**$87,060**	**$130,600**

INFORMATION TECHNOLOGY

Information Technology (IT) provides innovative and secure technology solutions that support City departments in delivering quality services to the community. The purpose of IT is to provide a broad range of high-quality technology-related solutions to employees, departments, Council members, and the community; and to support and continuously improve essential technology infrastructure for enabling day-to-day operations of the City.

IT				
Account Number	**Account Description**	**FY23-24 Amended Budget**	**FY23-24 Estimated Actual**	**FY24-25 Recommended**
101-111-14-42001	Contract Services	$111,000	$62,825	$45,605
101-111-14-42101	Office Supplies	1,500	0	2,500
101-111-14-42102	Publications & Subscriptions	266,245	265,940	246,240
101-111-14-42106	Small Tools and Equipment	0	0	1,200
101-111-14-42202	Equipment Maintenance	42,500	4,045	24,600
101-111-14-42301	Training & Education	300	170	6,200
101-111-14-42302	Conferences & Meetings	200	132	0
101-111-14-42304	Dues & Memberships	500	400	0
101-111-14-42405	Telephone and Communications	118,000	117,815	80,000
101-111-14-42407	Computer Non capital	32,000	17,400	32,000
	Services & Supplies Subtotal	**$572,245**	**$468,727**	**$438,345**



CITYWIDE (NON-DEPARTMENTAL)

Citywide, or non-departmental costs, are expenses that are spread across the entire organization. These items include the unfunded pension liability, the City's insurance premiums for general liability and property insurance, and the City's share of costs toward retiree healthcare. Other operational expenses include utilities, property tax assessments and the administrative fee charged by Monterey County for property tax collection.

BUDGET SUMMARY AND SERVICE IMPACTS

- In addition to the employer contribution toward retirement for City employees, the City also is responsible for pension obligations for the unfunded actuarial liability ("UAL"). This amount increases by $432,584, or 22%, in FY 24-25 compared to the FY 23-24 originally Adopted Budget. The FY23-24 lump sum payment was paid in July 2023 for a savings of $65,000 and those savings were transferred to other budget line items during the fiscal year.
- The City will pay the annual lump sum UAL in July, which will result in approximately $75,000 of interest savings. Those savings would then be available for other line item expenses.
- On September 7, 2021, Council authorized the adoption of a Section 115 Trust known as the Public Agencies Post Employment Benefits Trust administered by the Public Agency Retirement Service (PARS). Since, City staff has deposited three $1 million annual contributions into the Trust, which are to be made over the next five years. The City will be contributing the fourth annual $1 million tranche into the Section 115 Trust in FY 24-25. As this is a transfer to restrict funds for pension obligations, it is not included in the FY 24-25 recommended budget.
- The City's liability insurance premiums are budgeted to increase by $125,490, or 13%.
- The utility expenses for the Forest Theater are separated out for tracking purposes, as required by the lease.

Non-Departmental				
Account Number	**Account Description**	**FY23-24 Amended Budget**	**FY23-24 Estimated Actual**	**FY24-25 Recommended**
101-130-00-42501	Liability Insurance Premium	$946,965	$946,010	$1,071,500
101-130-00-42503	PERS Unfunded Accrued Liability Payment	2,942,767	1,942,767	2,375,351
101-130-00-42504	Insurance Claims Paid	30,000	42,500	50,000
101-130-00-42505	Utilities	245,000	307,003	269,500
101-130-00-42506	Property Tax Assessments	91,755	90,910	100,000
101-130-00-42508	Unemployment Costs	15,000	5,000	15,000
101-130-00-42510	Retiree Health Share	84,980	84,850	95,000
101-130-00-42511	County Property Tax Admin Fees	89,335	89,335	98,000
101-130-00-42512	Forest Theater Utilities	10,000	-	10,000
	Total	**$4,455,802**	**$3,508,375**	**$4,084,351**

ECONOMIC DEVELOPMENT

Two of the City's unique facilities include the performing arts venue known as the Sunset Community and Cultural Center and the Forest Theater, an outdoor amphitheater. These locations support musical performances, lectures and other cultural activities that enhance the quality of life for residents and promote the City and the Monterey Peninsula as an artistic and cultural destination.

In 2017, the City entered into a lease agreement with the Sunset Cultural Center, Inc. (SCC) for the management of these facilities and the terms of the lease require the City to make an annual grant to SCC to support operations. In 2021, Sunset Cultural Center, Inc.'s management of the Forest Theater ended. The annual grant for management of only Sunset Center remains in the budget.

In 2021, the City entered into a lease agreement with Pac Rep Theater for the management of the Forest Theater. This new lease does not require an operational grant payment. Rather, the City pays for a portion of utilities and repairs, which are budgeted in the Citywide (Non-Departmental) and Public Works budgets, respectively.

The City funds the Monterey County Convention and Visitors Bureau (MCCVB) and Visit Carmel to manage visitors. Visit Carmel maintains the City's official travel website (www.carmelcalfornia.com) and develops targeted and seasonal marketing campaigns to encourage visitors to stay overnight, dine, and shop within the Village.

In addition to supporting these organizations with General Fund revenues, the City also collects a tourism improvement district assessment from its lodging establishments on behalf of the County and remits these pass-thru funds to MCCVB on a bi-monthly basis. The City also collects an assessment on lodging through the Carmel Hospitality Improvement District and remits these funds to Visit Carmel for the marketing of overnight stays within the Village during mid-week and the non-peak season. As of January 1, 2019, the City also began collecting an assessment from full-service restaurants on behalf of the Carmel Restaurant Improvement District (CRID) and remits these funds to Visit Carmel for marketing efforts to increase food and beverage sales within the City. An ordinance of the City Council renewed the CRID for a term of nine years and six months beginning January 1, 2024 and ending on June 30, 2033.

Another partner agency is the Carmel Chamber of Commerce, which operates the Visitor Center in town, publishes a comprehensive visitor guide, and assists businesses. The Chamber also supports small businesses and provides services to assist its members, including listing businesses on the Chamber website, providing educational programs, conducting outreach with businesses via weekly business walks with City elected officials and staff and marketing opportunities to "shop locally".

BUDGET SUMMARY AND SERVICE IMPACTS

Visit Carmel has been budgeted funding in the amount of $120,000 annually. Funding to MCCVB is $226,297 equates to 3% of the FY 24-25 transient occupancy tax revenue budget of $7,453,000.

Marketing & Economic Development				
Account Number	**Details**	**FY23-24 Amended Budget**	**FY23-24 Estimated Actual**	**FY24-25 Recommended**
101-122-00-42008	SCC- Sunset Center Operating Grant	$750,000	$750,000	$750,000
101-122-00-42008	MCCVB	204,030	204,030	226,297
101-122-00-42008	Visit Carmel	120,000	120,000	120,000
101-122-00-42008	Carmel Chamber of Commerce	60,000	60,000	60,000
		$1,134,030	**$1,134,030**	**$1,156,297**



LIBRARY AND COMMUNITY ACTIVITIES

LIBRARY

The Library is an efficient medium for the free and equitable distribution and exchange of books, information, and ideas; and a recognized social center providing the community with a place to learn, interact and gather. The Library aspires to be a welcoming place, in-person and virtually, where reading, learning and imagination thrive; a recognized leader and respected voice in our community; and a model library in our industry.



A five-member Board of Trustees appointed by the City Council governs the Library. The Harrison Memorial Library Board of Trustees, the Carmel Public Library Foundation, Harrison Memorial Library Friends of the Library, and the City work together in partnership to sustain the vital and historic tradition of providing free public library service of excellent quality for the residents and visitors of the City of Carmel and the Monterey Peninsula.

2023-2024 WORKLOAD INDICATORS / PERFORMANCE MEASURES

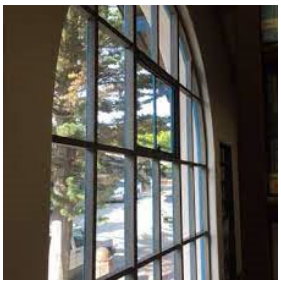
- 15,722 reference and information questions were answered.
- 2,088 library cards were issued.
- 85,223 library items were circulated.
- 5,006 people attended library programs.
- 120,194 visits were made to the library.
- 9,390 log-ins were made to library wi-fi.
- 84,485 digital items (e-books, audios, magazines, films, music) were accessed.
- 5 new oral history interviews were captured.

2023-2024 INITIATIVES AND ACCOMPLISHMENTS

- Worked with the Community Activities Department, Police Department, and Carmel CERT to launch the Carmel Prepares initiative to communicate with the community on a regular basis on regional agency preparedness efforts and to encourage citizens to be prepared for disasters and emergencies.

- With funds from the Harrison Memorial Library Board of Trustees purchased equipment to turn the Park Branch Library into a charging station for the community during power outages.
- Created a space in the Park Branch Library for ongoing Friends of the Library book sales.
- Began working with the Carmel-by-the-Sea Rotary to launch Dolly Parton Imagination Library countywide to provide free books to children ages 5 and under.

2024-2025 PRIORITIES



- Restore Saturday hours.
- Complete a new Library's Strategic Plan.
- Continue to work on moving the Library Facilities Master Plan project forward.

BUDGET SUMMARY AND SERVICE IMPACTS

The City funds the personnel and building maintenance costs for operating the Main and Park Branch libraries. The sources of funding for library materials, programs and services are the Carmel Public Library Foundation, the Friends of the Library, and other donations.

Library				
Account Number	**Account Description**	**FY23-24 Amended Budget**	**FY23-24 Estimated Actual**	**FY24-25 Recommended**
101-120-00-41001	Salaries	$796,461	$842,840	$920,168
101-120-00-41003	Salaries -Part time	228,106	88,985	301,662
101-120-00-41101	Retirement	46,077	52,706	58,669
101-120-00-41103	Deferred Compensation	15,000	6,885	15,600
101-120-00-41104	Health Insurance	129,079	126,000	158,212
101-120-00-41105	Social Security	11,142	5,294	18,703
101-120-00-41106	Medicare	14,856	13,395	17,716
101-120-00-41107	LTD/STD/Life	1,311	1,200	1,205
101-120-00-41108	Worker's Comp	25,204	22,032	30,324
101-120-00-41109	Benefits-MOU Obligations	16,640	16,904	16,640
	Salaries & Benefits Subtotal	**$1,283,876**	**$1,176,241**	**$1,538,899**
101-120-00-42001	Contract Services	$5,530	$4,884	$6,530
	Services & Supplies Subtotal	**$5,530**	**$4,884**	**$6,530**
	Total	**$1,289,406**	**$1,181,125**	**$1,545,429**

COMMUNITY ACTIVITIES

The Community Activities department and Commission encourage and support the interaction of neighbors, friends, families and visitors through the shared experience of special events, programs, and gatherings which bring the community together virtually and in-person safely on the City's streets and in its parks and create opportunities to interact, celebrate, enrich people's lives, and promote inclusiveness.



The Community Activities department facilitates the weekly Farmers' Market, permitting special events, beach events, and filming, in addition to organizing the City's annual special events (Memorial Day, 4th of July, Sandcastle Contest, Pumpkin Roll, Halloween Parade, Veteran's Day, Homecrafters' Marketplace, and Holiday Menorah and Tree-lighting).

2023-2024 WORKLOAD INDICATORS / PERFORMANCE MEASURES

- Planned and facilitated twelve City special events.
- An estimated 6,000 people attended City Special Events.
- Issued 46 event, beach, and film permits.



2023-2024 INITIATIVES AND ACCOMPLISHMENTS

- Worked with the Library, Police Department, and Carmel CERT to launch the Carmel Prepares initiative to communicate with the community on a regular basis on regional agency preparedness efforts and to encourage citizens to be prepared for disasters and emergencies, which will be a biannual event going forward.
- Collaborated with Public Works on a combined Community, Earth, and Arbor Day celebration, in addition to the annual Community Day event in the Fall.

- Continue to work with Car Week event organizers to build Car Week in Carmel back to something like it was pre-pandemic.

2024-2025 PRIORITIES

- Holding beloved annual special events and always looking for ways to make them safer and more fun.
- Building and sustaining community partnerships for current special events and future smaller events.
- Soliciting community input on new small community-oriented events and initiatives through surveys, Farmers' Market outreach, and work with community partners.
- Continuing to facilitate community gatherings and special events, and ensure that processes are streamlined and conducive to encouraging events within the bounds of current city regulations.



- Continue to keep the Council informed on new initiatives and provide report outs on items like Car Week and the Farmers' Market.

BUDGET SUMMARY AND SERVICE IMPACTS

Community Activities department expenses include costs for advertising, banners and signage, event and office supplies for City events, equipment replacements, Community Activities Commission initiatives, and the Farmers' Market.

Community Activities				
Account Number	**Account Description**	**FY23-24 Amended**	**FY23-24 Estimated**	**FY24-25 Recommended**
101-121-00-41001	Salaries	$143,756	$46,680	$154,116
101-121-00-41101	Retirement	11,314	3,290	14,672
101-121-00-41103	Deferred Compensation	2,100	0	2,100
101-121-00-41104	Health Insurance	33,257	3,700	35,379
101-121-00-41106	Medicare	2,084	650	2,235
101-121-00-41107	LTD/STD/Life	195	60	205
101-121-00-41108	Worker's Comp	8,269	7,228	9,948
101-121-00-41109	Benefits-MOU Obligations	2,080	0	2,080
	Salaries & Benefits Subtotal	**$203,055**	**$61,608**	**$220,735**
101-121-00-42001	Contract Services	$35,975	$34,169	$88,245
101-121-00-42005	Community Promotions	56,567	56,567	23,465
101-121-00-42009	Advertising and Legal Notice	7,350	7,350	8,300
101-121-00-42101	Office Supplies	300	200	250
101-121-00-42403	Printing	1,050	1,012	300
	Services & Supplies Subtotal	**$101,242**	**$99,298**	**$120,560**
	Total	**$304,297**	**$160,906**	**$341,295**

COMMUNITY PLANNING AND BUILDING

The Community Planning and Building Department (CPB) includes the Planning, Building and Code Compliance Divisions and is responsible for preserving community character while fostering a vibrant community and a high quality of life for its residents, businesses and visitors.

PLANNING

The Planning division processes current development applications, maintains the General Plan, and ensures that capital programs, zoning and other activities of the City are consistent with the goals and policies of the Plan.

BUILDING SAFETY

The Building Safety division is responsible for plans examination and inspections of City and private development projects to ensure compliance with building codes.

CODE COMPLIANCE

The Code Compliance division ensures compliance with the City Municipal Code. This function includes public education and outreach on existing laws and resolving code violations.



2023-2024 INITIATIVES AND ACCOMPLISHMENTS

- Began work on Phase 2 update of the City's Historic Context Statement.
- Adopted and certified an update to the City's General Plan Housing Element for the 6th Cycle of the Regional Housing Needs Allocation (RHNA).
- Adopted a full update to the City's Wireless Ordinance, including robust public participation and complete redraft to all existing regulations.
- Implemented several measures in line with the CPB 2019 strategic plan's customer service, technology, and streamlining goals including but not limited to: expanding the online payment system, simplifying CPB's website portal, refreshing SOPs for the Building and Planning processes.
- Certified an update to the City's Timeshare Ordinance with the California Coastal Commission.
- Multiple community workshops and meetings for the Design Traditions 1.5 Project, following the release of a first draft update to the Commercial and Residential Guidelines.
- Conducted citywide code compliance effort to bring excess outdoor seating/guest amenities still remaining from the Covid-19 emergency proclamation into conformity or to gain the required permits.
- Conducted complete fee study on department wide permit fees, adjusted amounts, and implemented new fees.
- Completed first draft of ADU ordinance, held public workshop with Planning Commission, and worked with Coastal Commission and HCD staff to refine policy language.
- Purchased and rolled-out of two (2) electric bicycles for Planning, Building, and Code Compliance inspections.

2024-2025 PRIORITIES

- Continued implementation of the CPB 2019 strategic plan, with a focus on customer service, technology, and streamlining processes.
- Begin year one of eight to implement the General Plan Housing Element and utilize State grant funding through the Regional Early Action Planning (REAP) 2.0 program.
- Adopt the General plan Safety Element updates by December, 2024.
- Adopt Phase 2 (final phase) of the Historic Context Statement update.
- Adoption of: (1) updated Accessory Dwelling Unit Ordinance; (2) updated Beach Fire Ordinance.
- Formalize a Long Range Planning work plan to help with planning and tracking ordinance related tasks.
- Update the City's Mills Act Policy and bring it to City Council for Consideration.

- Complete the scanning/digitizing of rolled building plans currently in storage at Vista Lobos.
- Adoption of updated Design Guidelines and Zoning Code through the Design Traditions 1.5 Project.
- Complete a successful recruitment to install a new Director of Community Planning and Building
- Engage staff to participate in more training opportunities to continue the professionalization and growth of the Community Planning and Building Department.

BUDGET SUMMARY AND SERVICE IMPACTS

Community Planning & Building				
Account Number	**Account Description**	**FY23-24 Amended Budget**	**FY23-24 Estimated Actual**	**FY24-25 Recommended**
101-115-00-41001	Salaries	$1,298,806	$1,042,408	$1,408,426
101-115-00-41005	Overtime	3,452	9,025	3,623
101-115-00-41101	Retirement	63,654	51,025	81,116
101-115-00-41103	Deferred Compensation	9,900	7,748	10,200
101-115-00-41104	Health Insurance	276,527	215,812	348,542
101-115-00-41106	Medicare	18,832	14,751	20,423
101-115-00-41107	LTD/STD/Life	1,613	1,124	1,664
101-115-00-41108	Worker's Comp	25,245	22,032	30,330
101-115-00-41109	Benefits-MOU Obligations	18,720	14,335	20,800
	Salaries & Benefits Subtotal	**$1,716,749**	**$1,378,260**	**$1,925,124**
101-115-00-42001	Contract Services	$468,400	$437,600	$241,900
101-115-00-42009	Advertising and Legal Notice	500	500	500
101-115-00-42101	Office Supplies	6,400	6,400	6,400
101-115-00-42102	Publications & Subscriptions	1,425	1,425	1,425
101-115-00-42104	Safety Equipment and Supplies	800	200	2,700
101-115-00-42107	Gas and Oil	250	100	250
101-115-00-42115	Other Supplies	2,900	2,900	3,950
101-115-00-42301	Training & Education	9,805	5,500	11,305
101-115-00-42302	Conferences & Meetings	8,350	2,500	8,350
101-115-00-42304	Dues & Memberships	7,980	2,600	8,680
101-115-00-42403	Printing	1,000	1,000	1,000
	Services & Supplies Subtotal	**$507,810**	**$460,725**	**$286,460**
	Total	**$2,224,559**	**$1,838,985**	**$2,211,584**

Planning contract services ($136,010 total) includes items such as $82,500 for General Plan Housing Element implementation and Safety Element updates; $40,000 for scanning rolled plans stored at Vista Lobos, and $40,000 for the completion of Phase 2 update of the Historic Context Statement. The City will receive a total of $82,500 in various State grant awards to offset some of the contract services associated with the Housing Element and the Historic Context Statement Update.

The State has signaled that potential housing program budget cuts will be made to balance the overall State budget. Due to this, it is likely that the previously awarded REAP 2.0

Grant from last fiscal year ($85,000), will be reduced by 50% to $42,500 in this coming fiscal year. This reduction has been reflected in the FY 2024/24 budget. The REAP 2.0 Grant funds are used for Housing Element implementation.

In an effort to continue professionalizing and growing the Board and Commission members along with the Community Planning and Building Department staff, the overall budget for training and education has been increased to include training for boards and commissions.

The Planning Department is seeking to add one new position, which would effectively be the Housing Element Implementation Planner. This position would be created at the Principal Planner level. With the 6th Cycle Housing Element now adopted, the task at hand is an 8-year implementation plan. This complex and detailed plan will require a full time effort, that will be undertaken and managed by this new position. The addition of this new Planning Position will also greatly reduce the need for utilizing costly contract support for the implementation of the Housing Element.

PLANNING

Community Planning & Building: Planning				
Account Number	**Account Description**	**FY23-24 Amended Budget**	**FY23-24 Estimated Actual**	**FY24-25 Recommended**
101-115-20-42001	Contract Services	$367,600	$367,600	$136,100
101-115-20-42009	Advertising and Legal Notice	500	500	500
101-115-20-42101	Office Supplies	6,400	6,400	6,400
101-115-20-42102	Publications & Subscriptions	1,425	1,425	1,425
101-115-20-42104	Safety Equipment and Supplies	800	200	2,700
101-115-20-42115	Other Supplies	2,900	2,900	1,750
101-115-20-42301	Training & Education	5,325	3,000	6,825
101-115-20-42302	Conferences & Meetings	4,000	1,000	4,000
101-115-20-42305	Mileage Reimbursement	0	0	0
101-115-20-42403	Printing	1,000	1,000	1,000
	Services & Supplies Subtotal	**$393,050**	**$385,625**	**$164,500**

BUILDING SAFETY

Community Planning & Building: Building				
101-115-21-42001	Contract Services	$90,800	$60,000	$90,800
101-115-21-42107	Gas and Oil	250	100	250
101-115-21-42115	Other Supplies	0	0	2,200
101-115-21-42301	Training & Education	4,480	2,500	4,480
101-115-21-42302	Conferences & Meetings	3,350	1,500	3,350
101-115-21-42304	Dues & Memberships	2,080	1,000	2,080
	Services & Supplies Subtotal	**$100,960**	**$65,100**	**$103,160**

CODE COMPLIANCE

Community Planning & Building: Code Compliance				
101-115-22-42001	Contract Services	$10,000	$10,000	$15,000
101-115-22-42301	Training & Education	1,000	0	1,000
101-115-22-42302	Conferences & Meetings	2,800	0	2,800
	Services & Supplies Subtotal	**$13,800**	**$10,000**	**$18,800**

PUBLIC WORKS

The mission of the Public Works Department is to plan, design, construct, operate, and maintain public infrastructure, streets, sidewalks, storm drains, building facilities, the urban forest, parks, and beach that contribute to the health, safety, and well-being of the Village. Public Works consists of an administrative unit and five operating divisions with responsibilities as follows:

ADMINISTRATION

Prepares Council agenda reports, monthly status reports, and annual 5-year Capital Improvement Plan, make presentations, serves as Executive Team liaison to the Forest and Beach Commission and on the TAMC TAC and Traffic Safety Committees, liaison to volunteer groups throughout the City, performs engineering services, and provides administrative support, budgeting, scheduling, and performance oversight of the operating divisions.



STREET MAINTENANCE

Supervises Public Works field personnel, prioritizes and allocates equipment, tools, and material resources, repairs streets, potholes, sidewalks, curbs, fencing, storm drainage system, berms, traffic signs, striping, and pavement markings, performs street sweeping, provides fleet maintenance services, reviews utility and encroachment permit applications, supports City events, and provides emergency response.

FACILITIES MAINTENANCE

Maintains and repairs 20 City-owned buildings and facilities with 137,000 square feet, including 8 historic buildings nearly 100 years old, supports facility renovation capital improvements, oversees janitorial contract, obtains quotes and manages building trade contractors, implements ADA projects, and performs annual fire safety apparatus, generators, and backflow inspections.

ENIVORNMENTAL COMPLIANCE

Enforces State storm water quality and waste reduction/recycling regulations, oversees the City's waste hauler contract, implements Climate Action and Adaptation Plan projects, serves on ReGen Monterey and Monterey Regional Stormwater Management Program TAC committees, manages sensitive projects in the North Dunes and Mission Trail Nature Preserve (MTNP), evaluates energy reduction initiatives, and coordinates with partners on resiliency, environmental, and sustainability-focused projects.



FORESTRY, PARKS AND BEACH



Performs tree management for 10,000+ City trees, including planting, pruning, and removal services, prepares reports and presentations for Forest & Beach Commission meetings, maintains eight City parks, Carmel Beach, open spaces, and landscaped islands, collaborates with volunteer organizations, processes tree removal/pruning permits, reviews private development applications, manages multiple on-call tree care and landscape maintenance service contractors, and provides emergency response during storms.

PROJECT MANAGEMENT

Implements planning, engineering, design, public bidding, and construction- of capital improvement projects, including transportation, drainage, and facility renovation projects, performs condition assessments, manages consultants and contractors, coordinates with utilities and other City departments, prepares special conditions of approval for major encroachment permits, checks technical reports and plans, obtains permits, and prepares specifications, contract documents, and cost estimates.

2023-2024 INITIATIVES AND ACCOMPLISHMENTS

- Facilitated community volunteer organizations in obtaining permits for projects such as Leadership Carmel's Forest Hill Park "Nature Play" project and Carmel Cares' Scenic Road Barrier Rails
- Continued developing the Urban Forest Master Plan and completed technical studies
- Planted new trees following removal of dozens of dead, diseased, and hazardous trees that were removed via task orders by our on-call tree services contractors
- Coordinated emergency response and clean up of tree incidents from February 2024 storms
- Established 48 sites which receive ongoing landscaping maintenance by our on-call landscaping contractor
- Updated the City's Stormwater Ordinances
- Issued two Emergency Coastal Development Permits to repair six beach access stairways



- Completed Phase I of the Coastal Engineering Study, including the Shoreline Assessment and Beach Change Analysis, Erosion Exposure Modeling, Coastal Hazards, and Sea Level Rise Vulnerability Assessment
- Awarded a $500,000 Coastal Commission Local Coastal Program Grant to perform Phase 2
- Held the 2nd-Annual Earth Day/Arbor Day celebration
- Installed new split rail fencing at Forest Hill Park and the North Dunes Habitat Restoration area
- Implemented waste management compliance with organics and recycling regulations, and implemented a new waiver application process
- Installed new dual, ribbon style, trash and recycling cans throughout downtown and residential areas
- Supported the re-formed Climate Committee
- Remodeled the Police Dispatch Office
- At Sunset Center, installed new bollards, a recirculating fire pump system, and replaced the heater for Carpenter Hall
- Completed other Facility Renovation Projects: Fire Station back patio resurfacing, Police evidence locker installation, and Park Branch Library dumbwaiter decommissioning
- Updated the "StreetSaver" Pavement Management System database



- Used 30 tons of asphalt to fill potholes and street repairs and 70 gallons of traffic paint to update pavement markings
- As a Public Works team building project, rebuilt a foot bridge in MTNP and installed new roadway surfacing and new gate at the Preserve entrance at Eleventh Avenue
- Began using the all-electric Street Sweeper and received a $250,000 rebate from 3CE
- Auctioned 7 surplus vehicles for a total of $36,000
- Completed construction of the following Capital Improvement Projects:
    - City Hall Retaining Wall Repair Project
    - MTNP – Well Abandonment, and Removal of Tank and Pump House
    - Completed construction of the FY 22 Paving Project, which included the City's first application of micro-surfacing and establishment of the first official bike route along San Carlos Street
    - Hazardous materials remediation and painting the exterior of Sunset Center and Harrison Memorial Libraries
- Electrical panel assessments at four sites: Public Works, City Hall, and Fire Station, and Ocean Avenue median

- Completed engineering, design, and environmental review of the following Capital Projects:
    - MTNP – 3 Drainage Improvements for Stream Stability
    - Four Drainage System repairs and bottlenecks
    - FY 23 Concrete Street Repair Project
    - FY 23-24 Street Resurfacing Project
    - San Antonio Pathway Repairs (Second to Fourth Avenues)
    - Sunset Center Retaining Wall Repairs
    - Electrical Panel Upgrade at Vista Lobos
    - Police Building - completed building condition assessment and Police Department space needs
    - Developed a conceptual design for Sunset Center Portico

2024-2025 PRIORITIES

- Adopt and implement the Urban Forest Master Plan, which will kick off a 3-year "catch up" plan with the goal of resolving the backlog of Stump Removals and Tree Removals for dead, dying, or diseased trees. The backlog is anticipated to be reduced by 1/3 by the end of FY 24-25. A "catch up" plan will also be implemented to plant trees equal to the number of trees which fell in recent years' storms, all the while continuing to replant 1-for-1 for non-storm removals. All progress on these efforts will be reported monthly at Forest & Beach Commission meetings.
- Establish an Underground Utility District utilizing PG&E Rule 20A funds.
- Develop adaptation strategies and launch public outreach for Coastal Engineering Study, Phase 2
- Continue North Dunes Restoration Improvements and Reporting Implement updates to the Monterey Regional StormWater Management Program and Reporting
- Construct the FY 24 Street Resurfacing Project, including 4 bid additives from the FY 22 paving project and the San Antonio/Ocean Avenues intersection reconstruction from the FY 23 concrete streets project
- Construct four Drainage System repairs and bottleneck improvements
- Complete construction of the MTNP – 3 Drainage Improvements for Stream Stability
- Construct the Electrical Panel Upgrade and EV Chargers at Vista Lobos
- Implement beautification projects, notably the re-landscaping of the Ocean Avenue Medians
- Construct the City Hall Roof Replacement and Sunset Center Cottage Window Repairs
- Reconstruct the San Antonio Pathway
- Repair retaining walls at Sunset Center
- Remove and replace 167 trees and remove 200 stumps

BUDGET SUMMARY AND SERVICE IMPACTS

Public Works Department Total				
Account Number	**Account Description**	**FY23-24 Amended Budget**	**FY23-24 Estimated Actual**	**FY24-25 Recommended**
101-119-00-41001	Salaries	$2,285,627	$1,928,611	$2,702,652
101-119-00-41101	Retirement	127,616	125,586	174,564
101-119-00-41103	Deferred Compensation	23,223	18,433	26,523
101-119-00-41104	Health Insurance	437,009	364,480	631,333
101-119-00-41106	Medicare	34,189	27,845	39,190
101-119-00-41107	LTD/STD/Life	3,201	2,395	3,287
101-119-00-41108	Worker's Comp	108,118	94,697	130,340
101-119-00-41109	Benefits-MOU Obligations	33,280	30,452	39,520
	Salaries & Benefits Subtotal	**$3,067,263**	**$2,609,865**	**$3,762,409**
101-119-00-42001	Contract Services	$2,216,450	$1,395,427	$2,369,162
101-119-00-42009	Advertising and Legal Notice	2,500	67	5,000
101-119-00-42101	Office Supplies	5,000	2,317	3,000
101-119-00-42102	Publications & Subscriptions	6,500	7,670	5,000
101-119-00-42104	Safety Equipment and Supplies	10,000	8,487	10,000
101-119-00-42105	Materials and Supplies	242,000	124,241	247,550
101-119-00-42106	Small Tools and Equipment	2,000	1,063	14,500
101-119-00-42107	Gas and Oil	48,000	23,477	30,000
101-119-00-42202	Equipment Maintenance	20,000	6,775	10,000
101-119-00-42203	Vehicle Maintenance	27,000	25,424	38,000
101-119-00-42301	Training & Education	12,000	10,712	15,000
101-119-00-42304	Dues & Memberships	3,500	475	3,180
101-119-00-42403	Printing	2,000	250	2,000
101-119-00-42408	Permits and Licenses	13,000	10,884	13,200
101-119-00-42409	Rentals	9,200	5,732	10,000
	Services & Supplies Subtotal	**$2,619,150**	**$1,623,001**	**$2,775,592**
	Total	**$5,686,413**	**$4,232,866**	**$6,538,001**

ADMINISTRATION

The Administration Unit budget includes funding for Contract Services ($32,200), including uniforms and software contracts, training ($15,000), subscriptions ($5,000), and office supplies ($3,000). Line item increases reflect all field positions being filled.

PW Administration				
Account Number	**Account Description**	**FY23-24 Amended Budget**	**FY23-24 Estimated Actual**	**FY24-25 Recommended**
101-119-40-42001	Contract Services	$22,500	$19,124	$32,200
101-119-40-42009	Advertising and Legal Notice	2,500	67	5,000
101-119-40-42101	Office Supplies	5,000	2,317	3,000
101-119-40-42102	Publications & Subscriptions	6,500	7,670	5,000
101-119-40-42104	Safety Equipment and Supplies	10,000	8,487	10,000
101-119-40-42301	Training & Education	12,000	10,712	15,000
101-119-40-42304	Dues & Memberships	3,500	475	3,180
101-119-40-42403	Printing	2,000	250	2,000
	Services & Supplies Subtotal	**$64,000**	**$49,102**	**$75,380**

STREET MAINTENANCE

The Street Division budget includes funding for Materials and Supplies ($71,000) for black and pick mutt mitts ($30,000), asphalt, sidewalk pavers, and traffic paint, Equipment and Vehicle Maintenance ($10,000), Fuel ($30,000), and Contract Services ($46,200) including reconstruction of the San Antonio Pathway, between Second and Fourth Avenues damaged by January storms and subject to FEMA reimbursement.

PW Street				
Account Number	**Account Description**	**FY23-24 Amended Budget**	**FY23-24 Estimated Actual**	**FY24-25 Recommended**
101-119-41-42001	Contract Services	$78,000	$24,845	$46,200
101-119-41-42105	Materials and Supplies	67,000	33,993	71,000
101-119-41-42106	Small Tools and Equipment	2,000	1,063	14,500
101-119-41-42107	Gas and Oil	48,000	23,477	30,000
101-119-41-42202	Equipment Maintenance	20,000	6,775	10,000
101-119-41-42203	Vehicle Maintenance	27,000	25,424	38,000
101-119-41-42409	Rentals	9,200	5,732	10,000
	Services & Supplies Subtotal	**$251,200**	**$121,309**	**$219,700**

FACILITIES MAINTENANCE

The budget for the Facilities Maintenance Division includes funding for Contract Services ($571,762) including janitorial ($280,412), alarm monitoring, and generator services, HVAC, plumbing, roofing, and electrical repairs, and Materials & Supplies ($94,350) for doors, hardware, lighting, filters, plumbing, and first aid supplies.

PW Facilities				
Account Number	**Account Description**	**FY23-24 Amended Budget**	**FY23-24 Estimated Actual**	**FY24-25 Recommended**
101-119-42-42001	Contract Services	$615,000	$442,536	$571,762
101-119-42-42105	Materials and Supplies	109,000	63,140	94,350
	Services & Supplies Subtotal	**$724,000**	**$505,676**	**$666,112**

ENIVORNMENTAL COMPLIANCE

The Environmental Compliance Division budget includes funding for Contract Services ($292,800), including SB1383 implementation, recycling containers, and waste hauler oversight ($8,000), stormwater quality enforcement and watershed monitoring ($26,000). Cleaning of storm drains, on-call environmental consultants, and climate change initiatives, and Permits and Licenses ($13,200) for stormwater and Air Resources District permits and MTNP invasive removals and North Dunes habitat monitoring services.

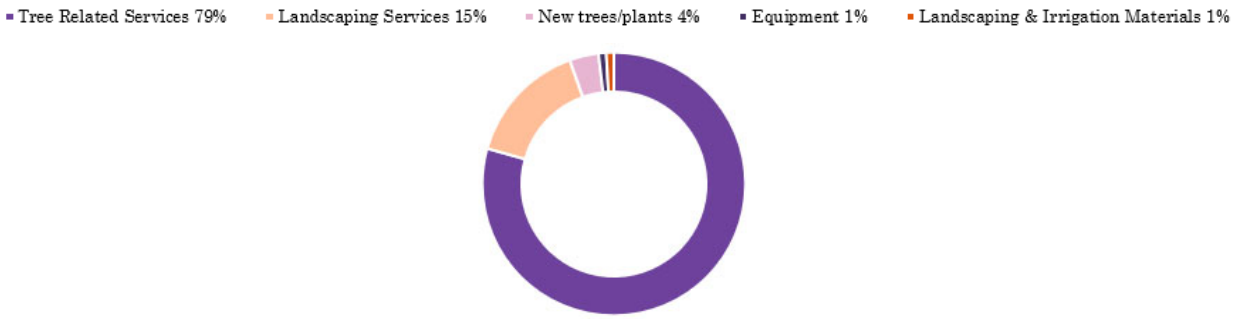
PW Environmental Compliance				
Account Number	**Account Description**	**FY23-24 Amended Budget**	**FY23-24 Estimated Actual**	**FY24-25 Recommended**
101-119-43-42001	Contract Services	$272,250	$108,956	$292,800
101-119-43-42408	Permits and Licenses	13,000	10,884	13,200
	Services & Supplies Subtotal	**$285,250**	**$119,840**	**$306,000**

FORESTRY, PARKS AND BEACH

The Forestry, Parks, and Beach Division budget includes funding for Contract Services ($1,426,200), including tree contractors for removals, pruning, stump grinding, MTNP tree work, beautification projects ($25,000), landscape maintenance contract ($179,200), and Materials and Supplies ($82,200) for trees, landscaping and irrigation supplies. Tree contract budget increased to reflect numerous dead/unsafe tree removals and the backlog of stumps, all part of a 3-year tree maintenance catch-up plan.

PW Forest & Beach				
Account Number	**Account Description**	**FY23-24 Amended Budget**	**FY23-24 Estimated Actual**	**FY24-25 Recommended**
101-119-45-42001	Contract Services	$1,228,700	$799,966	$1,426,200
101-119-45-42105	Materials and Supplies	66,000	27,108	82,200
	Services & Supplies Subtotal	**$1,294,700**	**$827,074**	**$1,508,400**

FY 24-25 FORESTRY, PARKS & BEACH EXPENDITURE DETAIL



Type of Expenditure		Budget	Percentage
Tree Related Services	$	1,197,000	79%
Landscaping Services		229,200	15%
New trees/plants		54,000	4%
Equipment		14,200	1%
Landscaping & Irrigation Materials		14,000	1%
Total	**$**	**1,508,400**	**100%**

PUBLIC SAFETY

The Director of Public Safety/Police Chief manages the Public Safety Department and three distinct functions:

POLICE DEPARTMENT



The Police Department is responsible for law enforcement and crime prevention within the City. The mission of the Department is to protect and serve, with the primary responsibility of ensuring the rights of citizens and visitors to live in peace and safety. It also oversees the management and operation of the Emergency Operations Center; the Volunteers in Policing Program that assists with daily clerical activities, errands, public outreach and special events and the City Community Emergency Response Team of volunteers ready to assist the community during an emergency situation.

FIRE DEPARTMENT

The Fire Department is primarily responsible for saving lives and protecting property through the prevention and control of fires. The Fire Department has operated under a contract with the City of Monterey since 2012. The Public Safety Department manages the contract with the City of Monterey and is responsible for oversight of needed equipment and supplies.

CARMEL FIRE AMBULANCE

Carmel Fire Ambulance provides advanced life support ambulance service to the residents of Carmel- by-the-Sea. Ambulance staffing includes paramedic-firefighters and emergency medical technician- firefighters to provide front line medical emergency response and all-hazard response as a key component of the City's public safety services. The City of Monterey also provides administrative oversight of this function through a contractual agreement managed by the Public Safety Department.

2023-2024 INITIATIVES AND ACCOMPLISHMENTS

- Vacancies were filled to include, (1) Police Chief/Director of Public Safety, (1) Police Officer, and (2) Dispatchers. Recruitments to fill the vacant Police Officer position continue.
- In the process of developing new contract language for Fire services with the City of Monterey.
- A new radio tower was purchased in conjunction with Monterey County and a grant through the Bay Area Urban Areas Security Initiative (UASI). The installation of the

tower is in its final stages and should allow the police department the ability to transition to the digital network used by all county law enforcement agencies.

- A new Ambulance and Fire Engine were ordered to replace aging vehicles.
- The police department is working to convert a majority of its fleet to fully electric vehicles. The department purchased two fully electric vehicles, one administrative vehicle and an electric pick-up, which will be used for patrol operations.
- Volunteer groups like (VIPS) volunteers in policing and (CERT) Community Emergency Response Team were utilized during essential situations such as storms and flooding.
- In January 2024, in Conjunction with City Departments, including Fire, Public Works, Library, Forestry, VIP's, CERT, and County Agencies including, Monterey County Department of Emergency Management and CalFire, began a planned series of educational forums for the public called Carmel Prepares. The series will include bi-annual training for our village on how to prepare for emergencies in our village.
- The Volunteer in Policing (V.I.P.) program is composed of people who give freely of their time. They enjoy the satisfaction of providing worthwhile contributions to departmental personnel and the Community of Carmel. They are motivated by their interest in a higher quality of life for Carmel. The VIP's provide a variety of services for the village, including acting as ambassadors for the village by helping to direct and educate visitors. Our VIP's play an important role during emergencies, including traffic control and operating and maintaining our Temporary Assistance Center.



- Our Carmel CERT (Community Emergency Response Team) was also integral to our safety in the community and was activated multiple times during the storm emergencies to help with power outages, contacting residents, and assisting in life saving measures alongside police, fire, and ambulance services. Our CERT Team is made up of 30 dedicated volunteers who support our village as well as provide mutual aid to our neighboring communities. During emergencies or disasters, both self-reliance and the use of volunteers under professional direction will be necessary. CERT provides community members with disaster related know how. They need to be self-sufficient and support others until further help can arrive.

2024-2025 PRIORITIES

- Continue recruitments to fill additional Police Officer positions and be fully staffed.
- Continue work towards the completion of the Police Department Remodel Project.
- Upgrade outdated computer equipment in police vehicles and parking scooters.
- Increase efforts in retention of police officers through positive leadership and training in preparation for promotional advancement and growth.

- Increase transparency and education of the use and placement of the Flock camera system.

BUDGET SUMMARY AND SERVICE IMPACTS

POLICE DEPARTMENT

- The FY 24-25 Budget decreases by $404,964 over the FY 23-24 Amended Budget. The Department will continue to focus on patrol and responding to public safety needs.
- The FY 24-25 Budget reflects an increase of $21,023 in services and supplies over FY 23-24. The increase is primarily the result of upgrading aging equipment, and an increase in ammunition prices, providing CERT team uniforms and equipment, and training and supplies needed to fill vacant positions. Training expenses were increased to add Critical Incident Training, De-escalation and Racial Bias Training for all department members. Contract services include expenses critical to operations including dispatch, jail booking and animal services provided by Monterey County; tasers, body and surveillance cameras and associated software and maintenance costs.

Police				
Account Number	**Account Description**	**FY23-24 Amended Budget**	**FY23-24 Estimated Actual**	**FY24-25 Recommended**
101-116-00-41001	Salaries	$841,462	$556,210	$706,786
101-116-00-41002	Salaries -Safety	2,488,403	1,752,210	2,173,856
101-116-00-41006	Overtime -Safety	205,000	386,000	205,000
101-116-00-41009	Holiday in Lieu	188,251	158,800	160,018
101-116-00-41101	Retirement	53,829	39,830	56,159
101-116-00-41102	Retirement -Safety	373,000	289,300	364,915
101-116-00-41103	Deferred Compensation	141,617	164,800	176,051
101-116-00-41104	Health Insurance	519,944	354,900	531,906
101-116-00-41106	Medicare	54,507	42,700	47,397
101-116-00-41107	LTD/STD/Life	4,108	2,475	3,117
101-116-00-41108	Worker's Comp	156,971	137,214	188,860
101-116-00-41111	Uniform Allowance	36,000	28,800	23,040
	Salaries & Benefits Subtotal	**$5,063,092**	**$3,913,239**	**$4,637,105**
101-116-00-42001	Contract Services	$411,707	$350,000	$416,555
101-116-00-42005	Community Promotions	1,500	1,200	4,500
101-116-00-42101	Office Supplies	8,800	7,700	8,800
101-116-00-42102	Publications & Subscriptions	420	130	420
101-116-00-42104	Safety Equipment and Supplies	114,000	79,000	101,000
101-116-00-42107	Gas and Oil	50,000	45,600	45,000
101-116-00-42201	Building Maintenance	15,000	320	2,000
101-116-00-42202	Equipment Maintenance	31,675	32,500	81,200
101-116-00-42203	Vehicle Maintenance	28,000	20,120	25,000
101-116-00-42301	Training & Education	30,550	18,500	28,000
101-116-00-42304	Dues & Memberships	1,775	1,200	1,475
101-116-00-42403	Printing	7,300	5,300	6,300
101-116-00-42404	Shipping/Postage/Freight	600	500	600
101-116-00-42405	Telephone and Communications	9,000	4,000	9,500
101-116-00-42415	Other Expenditures	9,000	8,400	10,000
	Services & Supplies Subtotal	**$719,327**	**$574,470**	**$740,350**
	Total	**$5,782,419**	**$4,487,709**	**$5,377,455**



FIRE DEPARTMENT

- The FY 24-25 Budget increases by $235,815 over the FY 23-24 Amended Budget. Contract services include fire services provided to the Village by the City of Monterey ($3,253,597).
- The FY 24-25 Budget also includes funding for fuel ($19,000) and vehicle maintenance ($40,000) as Carmel is responsible for vehicle repair and replacement under the contract with Monterey.

Fire				
Account Number	**Account Description**	**FY23-24 Amended Budget**	**FY23-24 Estimated Actual**	**FY24-25 Recommended**
101-117-00-42001	Contract Services	$3,078,609	$3,078,609	$3,346,924
101-117-00-42005	Community Promotions	1,000	0	1,000
101-117-00-42103	Medical Supplies	3,000	0	3,000
101-117-00-42104	Safety Equipment and Supplies	27,500	2,000	27,500
101-117-00-42107	Gas and Oil	19,000	10,000	19,000
101-117-00-42202	Equipment Maintenance	6,950	2,700	4,450
101-117-00-42203	Vehicle Maintenance	70,000	70,000	40,000
	Total	**$3,206,059**	**$3,163,309**	**$3,441,874**

CARMEL FIRE AMBULANCE

- The FY 24-25 Budget decreases by $36,108 over the FY 23-24 Amended Budget. Overtime reflects an anticipated decrease from FY 23-24 Estimated Actual due to being fully staffed. Contract services include station coverage by the City of Monterey as needed ($85,000), ambulance billing ($48,000), Monterey Fire management of Ambulance personnel ($27,222). Other major expenses include medical supplies ($48,150), fuel and vehicle maintenance ($21,000 and $37,000 respectively), safety equipment ($17,500) and required training to maintain credentials ($19,150).

Ambulance				
Account Number	**Account Description**	**FY23-24 Amended Budget**	**FY23-24 Estimated Actual**	**FY24-25 Recommended**
101-118-00-41002	Salaries -Safety	$826,109	$677,292	$828,493
101-118-00-41006	Overtime -Safety	140,000	231,533	140,000
101-118-00-41009	Holiday in Lieu	75,401	74,040	53,920
101-118-00-41102	Retirement -Safety	107,640	80,654	118,036
101-118-00-41103	Deferred Compensation	5,400	5,100	5,400
101-118-00-41104	Health Insurance	93,642	75,265	133,767
101-118-00-41106	Medicare	15,154	14,056	14,903
101-118-00-41107	LTD/STD/Life	858	644	791
101-118-00-41108	Worker's Comp	84,013	73,438	101,080
101-118-00-41111	Uniform Allowance	3,600	3,000	5,400
	Salaries & Benefits Subtotal	**$1,351,817**	**$1,235,022**	**$1,401,790**
101-118-00-42001	Contract Services	$275,483	$180,000	$195,902
101-118-00-42101	Office Supplies	1,000	0	1,000
101-118-00-42103	Medical Supplies	48,150	27,400	48,150
101-118-00-42104	Safety Equipment and Supplies	37,000	18,600	17,500
101-118-00-42107	Gas and Oil	21,000	11,000	21,000
101-118-00-42201	Building Maintenance	7,000	1,600	10,000
101-118-00-42202	Equipment Maintenance	4,000	850	4,000
101-118-00-42203	Vehicle Maintenance	27,000	2,600	37,000
101-118-00-42301	Training & Education	19,150	480	19,150
	Services & Supplies Subtotal	**$439,783**	**$242,530**	**$353,702**
	Total	**$1,791,600**	**$1,477,552**	**$1,755,492**



CAPITAL IMPROVEMENT PLAN (CIP)

CAPITAL IMPROVEMENT PLAN

VEHICLE AND EQUIPMENT FUND

Table 1: FY 24-25 Recommended Vehicle and Equipment Acquisitions and Funding Source

Vehicle and Equipment Fund			
Account Number	Account Description	FY24-25 Recommended	Funding Source
503-513-00-43005	Public Works Dump Truck	$150,000	V&E Fund Balance
503-513-00-43005	Police EV Patrol Vehicle	90,000	V&E Fund Balance
503-513-00-43006	Police Radios Lease (Year 4 of 6)	30,000	V&E Fund Balance
503-513-00-43007	Council Chambers AV Upgrade	70,000	V&E Fund Balance
503-513-00-43007	Core Networks	50,000	V&E Fund Balance
503-513-00-43007	Network Firewalls	180,000	V&E Fund Balance
	Total	**$570,000**	

Funding prioritizes public safety response capabilities, including enhanced communications and the purchase of new vehicles. A focus on environmentally friendly vehicles is evident in this year's spending plan.

Ambulance

A contract to build the new ambulance and furnish equipment for $410,000 was executed last year. Delivery is anticipated in late 2025. Funding of $275,000 from the Vehicle and Equipment Fund and a $50,000 donation will be carried forward into FY 24-25 until the invoice is due. The estimated $85,000 balance for the ambulance will be programmed in FY 25-26.

Fire Engine

In October 2022, Council appropriated $880,000 and added the fire engine into the Fiscal Year (FY) 22-23 Capital Improvement Program (CIP). The Pierce Manufacturer Enforcer diesel fire engine has been ordered with delivery anticipated by late 2025. Although the purchase is complete, the project is being carried forward until delivery of the fire engine.

Public Works Dump Truck

In October 2022, Public Works' 5-yard dump truck, a 1995 F700, broke down on Highway 1 with a seized transmission and had to be towed to the Vista Lobos parking lot where it still resides. Due to the age of the truck and the unavailability of a new transmission, despite an exhaustive search, staff recommended its replacement. In the interim, dump trucks have been rented periodically for certain tasks, but this approach is not sustainable.

A dump truck is needed year-round by all divisions in the Public Works Department. The dump truck is often used for hauling materials such as debris, wood chips, tree-rounds, logs, sand, gravel, decomposed granite, and asphalt.

The estimated cost for a new 2024 or 2025 Ford F650 chassis (or similar) and a 5-yard dump bed is $150,000. Preliminary research has not yet resulted in a cost-effective electric vehicle alternative of the capacity we need, but additional research is warranted. With proper maintenance, a new truck should have a life expectancy of another 20+ years.

Police EV Patrol Vehicle

The Police EV Patrol Vehicle will replace a gas-powered 2017 Dodge Charger that has reached the end of its useful life. This vehicle continues to have mechanical issues, which require increasingly expensive repairs, and it is no longer reliable for emergency response.

The estimated cost of $90,000 includes the purchase of the vehicle and outfitting it for Police use. Electric Vehicle grants from 3CE will be pursued for all new electric vehicles. While the amount of any grants is unknown at this time, staff estimates that up to $15,000 in rebates or incentives may be funded by 3CE. The existing gas-powered vehicle will ultimately be sold at a public auction.

Police Radios Lease (Years 4 of 6)

Twenty-two (22) radios were purchased in 2021 with a payment schedule of $30,000 per year for six years, with funding from the Vehicle and Equipment Fund.

Council Chambers AV Upgrade

In 2017, the Council Chambers' Audio Visual (A/V) system upgraded from standard to high definition. However, some of the equipment has reached the end of its useful life, and IT staff and vendors have determined that it needs to be replaced to be functional.

Upgrades are crucial to ensure smooth facilitation of hybrid meetings, accommodating both in-person and remote participation, especially via Zoom. Reliable audio and video systems are essential for seamless remote engagement and comprehensive meeting recordings. Therefore, allocating resources for timely A/V infrastructure upgrades aligns with modern communication demands and demonstrates the City's commitment to inclusive civic engagement. The estimated cost is $70,000.

Core Networks

The existing Arista switches that connect our computer server locations together were purchased in November 2016 and have reached the end of their useful life. The manufacturer no longer provides updates or support for these switches. The budget for new core networks is $50,000.

Network Firewalls

Purchased in April 2017, the existing network firewalls have reached the end of their useful life and must be replaced as soon as possible. The budget for new network firewalls is $180,000.

CAPITAL PROJECTS FUND

Table2: FY 24-25 Recommended Capital Projects and Funding Source

Capital Projects Fund				
Fund 301 Account 43008				
Strategic Priority	Category	Description	FY 24/25 Recommended	Funding Source
Grants	Streets	Conglomerate Paving Project FY 24-25	1,373,306	UA Fund Balance/RSTIP
Grants	Streets	Conglomerate Paving Project FY 24-25	1,436,694	TAMC: Gas Tax, RMRHA
		Grants Streets	2,810,000	
Resilience	Streets	San Antonio Pathway Reconstruction	550,000	Unassigned Fund Balance
Resilience	Streets	Sunset Center Retaining Wall	550,000	Unassigned Fund Balance
Resilience	Streets	Lincoln/Fourth Trestle Bridge	40,000	Unassigned Fund Balance
Resilience	Streets	Ocean Avenue, Carpenter to Highway 1- Monterey County Project	-	Monterey County
Grants	Drainage	MTNP 3 Stream/Drainage Projects	335,000	UA Fund Balance /Grant
CIP Planning	Drainage	Drainage System Repairs	1,218,000	Unassigned Fund Balance
CIP Planning	Drainage	Junipero Bypass Drainage Project - Design	175,000	Unassigned Fund Balance
Public Safety	Facilities	Police Building Project	3,239,000	Unassigned Fund Balance
Public Safety	Facilities	ADA Upgrades Year 7	20,000	Unassigned Fund Balance
Resilience	Facilities	Norton Court Garage Security Access	15,000	Unassigned Fund Balance
Resilience	Facilities	Sunset Center - North Lot Electrical Panel	100,000	Unassigned Fund Balance
Resilience	Facilities	Vista Lobos: 3 EV Charging Stations and Building Electrical Panel	460,000	UA Fund Balance /Grant
Deferred Maint	Facilities	Facility Renovations	527,000	Unassigned Fund Balance
Resilience	Frst/Parks/Bch	MTNP Doolittle Bridge	175,000	Unassigned Fund Balance
Resilience	Frst/Parks/Bch	Scenic Pathways - Hardscape Renovations	100,000	Unassigned Fund Balance
Resilience	Environmental	Coastal Engineering Study - Phase II	500,000	UA Fund Balance /Grant
Resilience	Environmental	Shoreline Infrastructure Repairs	400,000	UA Fund Balance /Grant
Resilience	Environmental	Shoreline Wall: Fourth Avenue Outfall	250,000	Unassigned Fund Balance
Resilience	Environmental	PG&E Rule 20A Undergrounding	-	PG&E
Resilience	Libraries	Library Master Plan - Phases II-IV	100,000	Unassigned Fund Balance
Resilience	Libraries	Park Branch - Windows and Dry Rot Treatment	45,000	Unassigned Fund Balance
CIP Planning	Contigency	CIP Contingency	400,000	Unassigned Fund Balance
		Total	**$ 12,009,000**	

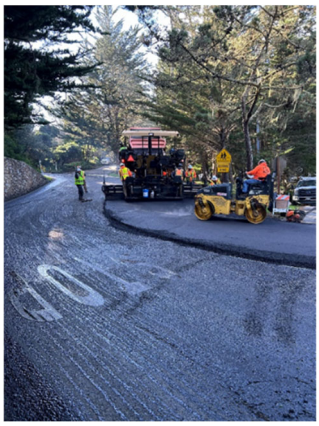
STREETS

Paving Project : Conglomerate Paving Project FY 24-25

Annual Paving Project, FY 23-24**:** In April 2023, Council adopted a list of streets to be included in the FY 23-24 Annual Paving Project. The City's annual Maintenance of Effort funding ($674,000 for FY 24-25) leverages external funds via TAMC from

Measure X, Gas Tax, SB 1 - the Road Maintenance and Rehabilitation Account (RMRHA), and the Regional Surface Transportation Program (RSTIP). This project includes design and construction of asphalt pavement overlays of five roadway segments, including Upper Ocean Avenue and Santa Lucia Avenue, between Dolores Street and Rio Road, removal of failed pavement sections and providing a slurry seal treatment on 21 road segments predominately in residential neighborhoods, and replacing broken sidewalks with permeable pavers along five road segments in the downtown area.

All of these improvements, which have a construction cost estimate of $1.68 million, will be included in the Conglomerate Paving Project for FY 2024-25; however, several of the most expensive roadways may be included in the construction bid documents as additive bids and awarded if sufficient funding is available upon receiving the bid proposals.



Annual Paving Project, FY 21-22**:** Construction of this Project is substantially complete. This project included paving overlays along Junipero Street, between Third and Fourth Avenues, at the Junipero-Camino del Monte intersection, and along Santa Fe Street between Fifth and Sixth and Avenues. Also, the City's first application of a micro-surfacing pavement treatment was completed along Junipero Street, between Fourth and Ocean Avenues, and along San Carlos Street, between Eighth and Thirteenth Avenues. Four large downtown sidewalk repairs were also completed. No budget remains from this project.

Due to higher than anticipated construction bids received for this Annual Paving Project for FY 21-22, four additive bid items were not awarded for the construction contract. The bid items were for paving overlays along San Antonio Avenue, between Fourth and Ocean Avenues, San Antonio, between Ocean and Eighth Avenues, Monte Verde Street, between Fourth and Ocean Avenues, and along Torres Street, from Third to Fifth Avenues. All four of these bid additives, which have a construction cost estimate of $835,000, will be merged into the Conglomerate Paving Project FY 24-25.

Concrete Street Repairs, FY 22-23**:** The design of this project is complete and "shovel ready" for construction; however, this construction cost estimate is nearly $3 million. Therefore, the majority of this project will be shelved until future capital funding becomes available. The project includes repairs and resurfacing of concrete intersections at Ocean-San Antonio, San Carlos-Fifth, San Carlos- Sixth, and ADA

ramps and bulb out improvements at the Junipero-Seventh intersection. Also, structural repairs and resurfacing are included along Ocean Avenue, between Monte Verde and San Antonio, as well as the three intermittent side streets, up to the sidewalks, on both sides of Ocean Avenue. In addition, the project includes repairs and resurfacing of San Carlos Street between Fifth and Sixth Avenues.

The project balance of $792,000 is being reallocated into the Conglomerate Paving Project for FY 24-25. Only one portion of this project will be included in the Conglomerate Paving Project – Reconstruction of the San Antonio-Ocean Avenue intersection – which has a cost estimate of $293,000.

San Antonio Pathway Reconstruction

The San Antonio Avenue Pathway, located on the west side between Second and Fourth Avenues, was damaged by winter storms in early 2023. FEMA funding was promptly applied for reconstruction costs, but this effort was not successful.

Funded out of the Public Works/Streets and Forestry operating budgets for FY 23-24, a structural engineering firm designed the repairs to restore the pathway. The design process revealed that the original construction was deficient in that while the original buried concrete piers were fine, the wooden lagging supporting the pathway did not accommodate proper drainage, and the connection of the wooden posts supporting the grape stake fencing were not properly connected to the piers. Consequently, stormwater traveled along the west edge of the fencing, rotting the lagging and the bottom of the posts, and resulted in the fence falling down.

The repair involves excavating around 44 concrete piers, constructing concrete pier caps to support new column posts, replacing the wood lagging, installing a drainage facility, restoring the Pathway, and installing grape stake fence to appear as the original fence. The FY 24-25 budget of $550,000 will cover the cost of construction and construction management.

Sunset Center Retaining Wall Repairs

Sunset Center initially requested this project. In FY 23-24, $40,000 was allocated to the project to prepare structural engineering evaluations and repair plans for deteriorated walls surrounding Sunset Center. The design was completed for five retaining walls. In the north lot, a 100-foot long, Carmel stone wall along Eighth Avenue is leaning, and there are significant cracks in the wall along Mission Street. In the south parking lot off of Tenth Avenue, there is a rotted wooden wall on top of a granite retaining wall. These and other walls require various structural repairs, restoration treatments, and replacement of fencing and railings. The FY 24-25 budget for construction and project management oversight is $550,000.

Lincoln/Fourth Trestle Bridge

Originally built in the 1930s, the Lincoln Street/Fourth Avenue wooden trestle bridge was last formally inspected in 1998 when the footbridge was modified to provide parking for two homes adjacent to the bridge. Since then, Public Works crews have made numerous repairs to damaged boards, posts, and railings. Currently, there are some rotten deck boards, loose posts, and noticeable settling of concrete pier blocks on the east side of the bridge.

This project consists of hiring a structural engineering firm to assess the condition of the bridge, identify needed repairs and their urgency, and prepare cost estimates. The budget is $40,000. Depending on the condition findings, the design plans, CEQA review, and construction of the repairs would be programmed in subsequent fiscal year CIP budgets.

Ocean Avenue, Carpenter Street to Highway 1 – Monterey County Project

Ocean Avenue, between the east City limits near Carpenter Street and Highway 1, is currently inundated with potholes and pavement distress. The pavement condition has deteriorated to the point that a minor paving resurfacing treatment would be insufficient, and the roadway may need to be reconstructed in some areas followed by an asphalt overlay. While located in the jurisdiction of Monterey County, Ocean Avenue is a primary arterial entryway from Highway 1 into the central downtown core of the City of Carmel.

Numerous calls have come in over the years requesting the City to repair these potholes, until the callers are notified that this is the responsibility of the County. Public Works has contacted the County's Public Works Department numerous times to alert them to potholes. While the County is typically very responsive to the City's requests, repairs can be delayed at times, particularly following storms.

This new CIP project for FY 24-25 would allow the City to launch this major street improvement project on behalf of, but at the full cost of, the County. The first step in this process would be to enter into a funding agreement, to be approved by the County Board of Supervisors and City Council, outlining the work to be performed by the City and its consultants and contractors, payment or reimbursement of all direct costs by the County, and a mechanism to allow the City to terminate the agreement at any time.

While these necessary roadway improvements would clearly benefit citizens of Carmel and the County alike, this project does pose risks. For example, the required Encroachment Permit from CalTrans could potentially trigger intersection improvements at Highway 1, such as modified turn movement and/or signalization updates. The roadway design must include drainage improvements, repairs and/or additions to sidewalks along both sides of the street, and accessibility ramps. Additional project implementation and construction issues that must be addressed include CEQA documentation, environmental permits, community outreach, and reconciliation of design and contracting standards between the County and City.

The City does not currently have the capacity to implement this project. Therefore, one of the City's Project Management consultants would be needed for this project. Next, a third-party engineering/environmental firm must be retained for engineering design, permitting, and bid phase and construction engineering support. While the vast majority of the work would be performed by consultants and contractors, all at the expense of the County, the impact to City staff cannot be understated.

The County provided an initial cost estimate of $500,000 for the paving portion of the project. Preliminarily, it appears that the full cost for project management, design, and construction, including drainage, sidewalks, ADA improvements, and traffic control, will be substantially higher.

DRAINAGE

Mission Trail Nature Preserve 3 Stream/Drainage Projects

This carry-over project consists of the first three of eight stream restoration and drainage improvements recommended in the 2019 MTNP Stream Stability Study. Acquisition of environmental permits from the U.S. Army Corps of Engineers, California Department of Fish and Wildlife Service, and Water Quality Control Board delayed the project for one year. The remaining funding of approximately $60,000 will be carried over into FY 24-25 for construction.

Construction includes three projects: 1**)** Drainage improvements along the Doolittle Trail, 2) swale reconstruction on the Willow Trail: and 3) an elevated boardwalk on the Willow Trail. A construction contract was awarded in May 2024 in the amount of $394,380. Funding is available from a $178,000 California State Parks Per Capita Grant, the remaining balance of $163,169 from the FY 23-24 CIP Contingency Fund account, and $67,599 from FY 24-25 CIP funds. Construction is scheduled to be completed by late 2024.

Drainage System Repairs

The 2023 City-wide Drainage Master Plan Update identified numerous spot repairs needed for our existing underground storm drainpipes, as well as reconfigurations to eliminate significant "bottlenecks" in the drainage system. The Master Plan divided these repairs into 6 high priority repairs valued at $3.7M, 9 medium priority improvements at $7.7M, and 8 low priority projects at $3.3M. This Project, and subsequent projects programmed in the 5-year CIP, are intended to address these high priority issues.

In July 2023, Neill Engineers was issued a $159,100 Amendment to their Professional Services Agreement to design four of these high priority drainage system repairs at: 1) Eleventh Avenue (Carmelo to San Antonio Streets), 2) along Lincoln Street, from First to Second Avenues, and along Second Avenue, from Lincoln to Monte Verde Streets, 3) along Santa Fe Street from Eighth Avenue south to the MTNP outfall, and 4) a new headwall at Acacia Way/Flanders Way. The design plans are substantially complete, as are the required

CEQA documents for two locations, and the acquisition of one small drainage easement is in progress.

The remaining FY 23-24 funding of approximately $414,000 will be carried over into FY 24-25. However, the revised construction cost for all four drainage projects is $1.052M, and supplemental funding of $638,000 is required to complete this project.

Junipero Bypass Drainage Project - Design

As noted in the project description above for Drainage System Repairs, the 2023 Storm Drain Master Plan Update divided identified drainage concerns into high, medium, and low priorities. Modeling results indicated significant hydraulic inadequacies in the storm drain in the vicinity of Junipero and Mission Streets between Seventh and Ninth Avenues. Currently, stormwater from the north and eastern portions of the City's watershed is channeled along Junipero between Fifth and Seventh Avenues. However, the pipeline then is inefficiently routed west to Mission Street, south to Ninth Avenue, and east back to Junipero Street. This jog is referred to as the Bypass.

The objective of this high priority project is to install a continuous, 36-inch drainage pipeline along Junipero, between Seventh and Ninth Avenues, to eliminate the bypass bottleneck. The upstream pipeline along Junipero, between Fifth and Seventh Avenues, is a medium priority project requiring a 30-inch parallel pipeline; however, it is most cost-effective and efficient to combine these two adjacent segments for design.

This new FY 24-25 project allocates $175,000 for design of both pipeline segments. The cost of construction would be on the magnitude of $2.5M. Consequently, construction may need to be split to accommodate future funding availability.

FACILITIES

Police Building Project This is a carry-over project advancing approximately $2.6M into the FY 23-24 CIP Budget. In 2023, Council formed an Ad Hoc Committee and awarded a $300,000 Professional Services Agreement to an architectural firm. In FY 23-24, the architectural team and their engineering consultants prepared a Condition Assessment Report of the Police Building which is available on the City's website. The architect also developed a Police space programming needs assessment to accommodate modern police operations and standards.



In January 2024, the results of these tasks were introduced to Council. Preliminary discussion was introduced to consider advancing the project only into the schematic design phase to obtain more information to

consider the possibility of significantly renovating the Police/Public Works building at the existing site, completely reconstructing the building at the existing site, or constructing a new Police Building at a different site and subsequently renovating and repurposing the existing building. Prior to consideration for advancing the program into schematic design, Council held a series of public meetings to solicit public input, and tours were conducted of the Carmel station and a new police station in Salinas.

Throughout this major project, a number of urgent safety repairs were completed in the Police Building, including electrical panels, steel doors, security systems, lighting, evidence lockers, dispatch room renovation, and others. These repairs are also funded by this CIP project.

The FY 23-24 project balance of approximately $2.6M will be carried over into FY 24-25 to cover remaining costs for schematic design, cost estimating, and potentially commencing design development of a selected alternative. Funding should also be earmarked to continue with a consultant project management firm, as well as to continue to make necessary safety repairs in the building. Additional public outreach will also continue.

ADA Upgrade, Year 7

This project would continue the City's annual program of modifying public facilities, as identified in the City's 2018 Americans with Disabilities Act Transition Plan, to improve access to the disabled. Last year, the City increased its annual allocation from $15,000 to $20,000 to continue to demonstrate good faith efforts to implement these improvements and to reflect higher costs due to inflation.

As has been the case in the past, the project will be managed, and improvements will be installed, by the Facilities Maintenance Division supplemented by vendors as needed. Tentative projects will include installing ADA-compliant railings, drinking fountains, restroom facilities, and signage.

Norton Court Garage Security Access System

The Norton Court parking garage access control system provides security for the underground parking garage. The outdated system no longer has the ability to program new access cards and is in disrepair. The new system will have the ability to be programmed by staff, rather than only by the vendor, and includes replacing two card readers at the pedestrian access points into the garage. The cost estimate is $15,000.

Sunset Center – North Lot Electrical Panel

In July 2023, Council awarded a Professional Services Agreement to an electrical engineering consultant for three projects, including this project for a fee of $18,240. Based on the 60% design plans and consultations with PG&E and Sunset Center, this project will allow the City to install additional EV charging stations to cover the entire west wall of the parking lot.

A two-pronged approach is being pursued. First, the existing, undersized electric panel along the Eighth Avenue ramp will be relocated down into the parking lot and rebuilt. This relocated panel will contain a new commercial service meter for the parking lot lights and a separate meter for the existing and future EV chargers. A new PG&E transformer, which will be installed by PG&E at no cost to the City, will provide power to all of the EV charging stations at discounted energy rates.

This project was initially funded at $100,000 in the FY 23-24 CIP, and remaining funds will be rolled over into the FY 24-25 CIP. It is anticipated that 3CE will provide a rebate or other incentives for EV charging stations, but for an amount currently unknown.

Vista Lobos 3 EV Charging Stations and Building Electrical Panel

This is a follow-on project to the $75,000 Electrical Panel Assessments at Four Buildings Project which was funded and completed in FY 23-24.

In July 2023, Council awarded a Professional Services Agreement to an electrical engineering consultant for three projects, including this project, for a fee of $24,110. The design is currently 90% complete. This "new" $400,000 project for FY 24-25 will cover the cost for construction of a new electrical system to allow for the expansion of three more EV charging stations along the south wall of the Vista Lobos parking lot, tying into a new transformer to be set by PG&E at no cost to the City. Funding will also cover the cost to reconstruct and upsize the electrical service at a new electrical panel located on the south wall of the Vista Lobos building.

One of the three new EV stations will be high capacity to charge the City's electric street sweeper. The other stations will be available to the public. Rebates from 3CE are anticipated to partially cover the cost of the EV charging stations. Staff anticipates up to $60,000 from 3CE,, but the actual amount is unknown at this time.

Facility Renovation Projects

Two carry-over facility renovation projects remain in the Capital Improvement Plan: The City Hall Roof Replacement Project and the Sunset Center Cottage Window Repairs Project.

- City Hall Roof Replacement**:** The City Hall roof was last replaced in 1984 and is 16 years past its warranty. Several roof leaks have been repaired by contractors and staff over the past few years as the roof progressively deteriorates. Contract documents for this project were extracted from a larger, bundled facilities renovation project which resulted in very high bids which were subsequently rejected by Council. This "shovel ready" project is anticipated to be constructed by Fall 2024. The cost estimate has increased to $350,000, and supplemental funding is being programmed to cover the construction shortfall in FY 24-25.

- **Sunset Center Cottage Window Repairs:** The Cottage Window Repairs will be advertised for bids following the City Hall Roof Replacement. Contract documents for this project have also been extracted from the larger facility renovation projects. Unlike the original bidding documents in which all work had to be done at the jobsite, this time, the contractor will have the option of physically removing affected windows, performing hazardous materials remediation, wood framing repairs, and painting at their own shop, and replacing them at the site. The cost estimate has increased to $200,000, and supplemental funding is being programmed to cover the construction shortfall in FY 24-25.

FOREST, PARKS AND BEACH

MTNP Doolittle Footbridge and Path Realignment

The Friends of Mission Trail Nature Preserve have expressed an interest in donating labor and materials to ultimately construct a new footbridge in the Redwood Grove at the northern end of Doolittle Trail in the MTNP. This footbridge was previously referred to as the Laiolo Bridge.

The proposed footbridge would provide safer creek crossings for pedestrians who currently cross over an often-wet concrete ford. This project was also included in the 2019 MTNP Stream Stability Report as the fourth of eight recommended projects along the MTNP creek bed.

The FY 24-25 budget for this new project is $175,000. These funds would be used for structural and civil engineering designs for construction of a new bridge, removal of a portion of the concrete ford in the creek, and minor realignment and regrading along the Doolittle Trail. However, a portion of the ford must remain within the easement used by the Carmel Area Wastewater District. Environmental permitting for the project may include approvals and permits from the US Army Corps of Engineers, California Department of Fish and Wildlife Service, Coastal Commission, and/or the Regional Water Quality Control Board. Construction funding would be programmed in a subsequent CIP budget.

Scenic Pathway Hardscape Renovations

In FY 23-24, the City appropriated $100,000, and City support group Carmel Cares committed to matching these funds, to continue to improve the Scenic Pathway. City expenses to date from this fund in FY 23-24 has been minimal and includes additional lumber and hardware for barrier rail and pathway widening improvements. Remaining funds will be carried over into FY 24-25.



Proposed additional improvements along the Pathway include: signage, irrigation repairs, pathway trim edging, decomposed granite repairs, barrier rail extensions, and other hardscape amenities. Also, Council requested the project team to develop a holistic game plan to cover the complete renovation of the Pathway; however, certain contracting methods may trigger State public works contracting regulations, and these issues are currently under review.

ENVIRONMENTAL

Coastal Engineering Study, Phase II

This Study was identified in the City Council-adopted Climate Adaptation Plan as a critical document for sea level rise resilience planning to ensure the City has the tools necessary to make decisions related to the long-term maintenance of coastal resources. All five primary tasks in Phase I are complete, including the Shoreline Infrastructure Condition Evaluation, Shoreline and Beach Exposure Modeling, Coastal Hazard and Sea Level Rise Vulnerability Assessment, and Policy Review. Key findings were presented to the Forest and Beach Commission, Climate Committee, and City Council in 2023 and 2024.

Phase II is a carry-over project that is now underway, and will focus on hazards policy review and revisions, public outreach and engagement, socio-economic analysis, adaptation strategies, pathway development, and development of the City's Local Coastal Program Amendment. This project is fully funded under a recently-executed, $500,000 Local Coastal Program Grant Agreement by the California Coastal Commission.

Shoreline Infrastructure Repairs

The first phase of the Coastal Engineering Study included a Shoreline Infrastructure Condition Assessment. The Assessment concluded that 2-4 existing seawalls need repairs, with the highest priority repair being the Fourth Avenue Outfall. Eleven coastal access stairs were assessed with 9 stairs needing repairs, and two stairs are currently closed due to structural damage resulting from winter storms. In addition, of the 6 rock revetments, 4 are high priority in need of repair; one in its entirety and others in some portions. The total cost for engineering design, environmental permits, and construction for all of these repairs will likely exceed $2 million over the next few years, as outlined in the 5-Year CIP.



This Shoreline Infrastructure Repair Project will initiate the engineering and design of the highest priority repairs, as well as to repair the damaged beach access stairs with similar materials as a maintenance project. This approach is expected to streamline the regulatory approval process. This initial project will also allow the City to better estimate costs and phasing to complete future shoreline infrastructure repairs. A Request for Proposal has been prepared to retain a consultant with expertise in environmental permitting, coastal and structural engineering, and cost estimating.

Project funding for FY 23-24 was initially set at $250,000. An additional $100,000 previously budgeted for the Coastal Engineering Study, Phase 2 was reallocated to the Shoreline Infrastructure Project, and a FEMA grant of approximately $50,000 was received for beach stair repairs. All funds will be carried over into FY 24-25.

Shoreline Wall- Fourth Avenue Outfall

The Fourth Avenue Outfall is located on Carmel Beach west of the North Dunes Habitat Restoration site and north of Ocean Avenue. This seawall was identified as the highest priority seawall repair in the 2023 Carmel Beach Coastal Infrastructure Condition Assessment Report, prepared as part of the Coastal Engineering Study, Phase I. The seawall foundation is partially undermined, there are a number of significant structural cracks, and reinforcing steel bars have been exposed by spalling concrete and are corroded. The seawall is at the end of its service life and poses a potential risk to beach users, particularly during a major storm or a seismic event. The Report recommended complete reconstruction of the seawall including the drainage box culvert outfall.

This is a new FY 24-25 project with an initial budget of $250,000 for engineering design and environmental permitting. For efficiency and cost-effectiveness, the design and environmental review are proposed to be completed in conjunction with the Shoreline Infrastructure Repairs Project described above. Construction of the project is currently estimated at $900,000 and is included in the 5-Year CIP for FY 25-26.

PG&E Rule 20A Undergrounding

In 1967, in response to local government interest in enhancing the aesthetics of their communities, the California Public Utilities Commission (CPUC) established electric tariff Rule 20 which includes various programs for undergrounding existing overhead utility lines. Rule 20A is the primary program for municipalities to underground utilities in urban areas that meet certain criteria. Since Rule 20A funding is primarily from ratepayer electric bills, proposed undergrounding projects must provide a benefit to the public at large.

Currently, the City is inactive in the program but has a work credit balance of $667,639. As the Rule 20A program phases out from aesthetic-based projects to wildfire risk-based programs, a portion of the City's credits have already been reallocated to shovel ready projects in other cities. In order to freeze the remaining credits, the City would need to formally establish an Underground Utility District(s) by December 31, 2024.

Two potential undergrounding projects/districts have been proposed by staff and considered by the City Council as follows:



- North side of Ocean Avenue, from San Antonio Avenue extending 800 feet west to the end of the Del Mar Parking Lot.
- In the Mission Trails Nature Preserve and along the west side of the Willow Trail extending 1,100 feet south from the entrance gate at Eleventh Avenue.

Both districts would ultimately result in the removal of up to 10 power poles and associated overhead electric, telephone, and cable tv lines. Both districts also would require 7-8 property owners to convert their homes from overhead to underground services at the time the utility lines are undergrounded. Upon Council's adoption of a Resolution selecting a District(s), a formal application is submitted to PG&E to commence the design, utility coordination, and easements, environmental permits, and funding agreement processes. Currently, PG&E estimates a 10-year lead time until actual construction would begin.

This has long been a carry-over project as funds have accumulated over many years. The project is listed in the FY 24-25 CIP since adoption of the Underground Utility District for Rule 20A in this fiscal year would upgrade the City's program from inactive to active status – the first key milestone for this long range project.

LIBRARIES

Library Master Plan – Phases II-IV

This project complements the Library's Strategic Plan objective to develop facility plans for the Harrison Memorial and Park Branch library buildings. In January 2023, Council awarded a $55,000 Professional Services Agreement to Jayson Architecture to prepare the Master Plan. The Master Plan was completed in mid-2023 and presented to the Library Board of Trustees and City Council in early 2024.

The Harrison Memorial Library is 96 years old, and the Park Branch Library was last significantly remodeled 35 years ago. Phases II-IV will encompass community outreach, conceptual designs, and construction documents for the renovation of the first building – tentatively the Harrison Memorial Library. Renovations to the facilities are intended to ensure that both library facilities are able to continue to serve the community well into the future. A Request for Proposals is being prepared to retain an architect to design the proposed renovations. The Carmel Public Library Foundation will be embarking on a significant fundraising campaign to support proposed renovations to both library buildings.

In FY 23-24, $100,000 was allocated for this Project and will be carried over into the FY 24-25 CIP.



Park Branch Library – Windows and Dry Rot Treatment

Throughout the Park Branch Library, there are a number of windows which are well over 30 years old that need to be replaced. These windows have become unsealed or have cracks, and the loss of integrity in the seals contributes to heat loss in the building during the colder months. This detracts from the City's efforts to be as carbon neutral as possible with regards to energy usage.

In addition, the front of the building (south facing) is showing significant signs of dry rot around the windows, including peeling paint and framing detaching from the building. Repair costs will be approximately $45,000.

CIP PLANNING

CIP Contingency Fund

In FY 23-24, a $500,000 Contingency Fund was established. This account was used during the fiscal year as follows: $262,779 to award the construction contract for the FY 21/22 Paving Project, $163,169 to award the contract for the MTNP 3 Stream/Drainage Project, $42,378 to award the contract for the MTNP Tank and Pump House Removal and Well Decommissioning Project, $17,860 for the Urban Forest Master Plan to cover unanticipated funding shortfalls from the CalFire Grant, and final payment of $13,814 for the electric Street Sweeper following the 3CE rebate. This was the first year for this contingency fund account and has proven to be successful to complete the above-named projects.

Similarly, for FY 24-25, $400,000 will be budgeted to cover any shortfalls to award construction contracts or to close out projects. Any balance should be carried over into FY 25-26.

KEY PROJECTS AND FUNDING NEEDS FOR THE SUBSEQUENT FOUR (4) FISCAL YEARS OF THE 5-YEAR CAPITAL IMPROVEMENT PLAN (CIP)

The 5-year CIP has been updated and is available on the City's website. Although only the first Fiscal Year 24-25 would be funded as part of the City Budget, the remaining four years serve as a planning tool to identify in advance anticipated future projects.

The 5-year CIP is a "snapshot" in time of anticipated needs for future infrastructure revitalization funding in the outer years. As a dynamic planning document, the CIP for Years 2-5 is subject to change as updated information becomes available. A multi-year plan also accommodates scheduling larger projects into multiple years to allow more projects to be underway concurrently, and to allocate construction funding only when those funds are needed.

Note that the needs for infrastructure renewal and facility repairs far exceed the anticipated revenue over the subsequent four years as well.

The following are key projects, by asset category and preliminary budget estimates, for Years 2-5 only:

Drainage: Includes highest priority drainage repairs and upsizing for 20-year storm events as identified in the 2023 Storm Drain Master Plan Update, bottleneck reconfigurations, and CDS reconstruction = **$3.33M.**

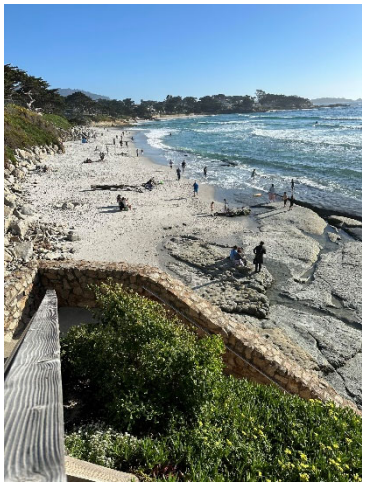
Streets: Annual paving MOE and TAMC match funding for Years 2 and 3 are earmarked for the FY 23 Concrete Street Repair Projects. For Years 4 and 5, traditional paving overlays, micro-surfacing treatments, slurry seals, sidewalk repairs, parking lot resurfacing, and a bicycle master plan are proposed = **$4.1M City plus $1.7M external funds via TAMC.**

Facilities: As a placeholder, a total allocation of $22M is included to cover final design and construction of a Police Building Project (whether a new station or renovation of the existing building) plus launching the design of the Public Works building renovations. This major project will obviously require a dedicated funding source once a project concept is approved, and these "plug in" numbers need to be adjusted as more information and scheduling becomes available.

Additional facility renovation projects include relocation and renovation of the Scout House wherein the sale of the existing parcel may offset the costs for renovation, critical repairs and Building Code corrections to City Hall and the Fire Station, the Sunset Center Portico, repairs to park restrooms, and facility condition assessments, painting, and railing repairs = **$25.9M.**

Forestry Parks, and Beach: Design and construction of the remaining 5 MTNP stream stability projects should continue during this time. Funding for construction of the MTNP Doolittle Bridge was proposed in Year 2, for a total of = **$1.50M.**

Fleet and Equipment: Replace aging Police, Fire, and Public Works vehicles with Electric Vehicles whenever possible. Replace broken and outdated heavy equipment, including Street's asphalt patch truck, Forestry's bucket truck and water truck, Police's speed radar trailer and animal control vehicle, and other vehicles and equipment nearing the end of their useful lives. Complete funding for the Police radios lease and the ambulance purchase = **$1.48M plus $0.12M 3CE rebates**.



Environmental and Climate Change: Shoreline infrastructure repairs, notably reconstruction of the Fourth Avenue outfall/wall, as well as for repairs to structurally-damaged beach access stairs and revetments, and climate action projects and energy upgrade initiatives = **$3.85M**

IT: Equipment replacements, security upgrades, Police records management system, and GIS applications expansion = **$0.58M.**

Library: It is difficult to estimate costs for the library as major renovations proposed under the Library Master Plan are largely subject to donor funding. As a placeholder, for Years 2-5, the 5-Year CIP plan assumes the design and construction of the first major renovation project with a cost to the City of $800,000, supplemented by significant private donations, = **$0.8M plus donations of millions of dollars.** These "plug in" numbers need to be adjusted as more information and scheduling becomes available.

Years 2 - 5 Needs Summary

The total estimated investment of City funds identified for Years 2-5 is **$42M**. This amount exceeds anticipated CIP fund revenues over those four years plus any ending fund balance that may be available in those future years. However, without proper investment, the City's infrastructure will further decline into worsening conditions with more costly deferred repairs. Therefore, additional revenue sources should be considered.

DEBT SERVICE

FUND 401

DEBT SERVICE – FUND 401

Debt Service includes payments for the 2020 Refunding Lease Revenue Bonds. These payments total $519,100 as shown in Table 1, *FY 24-25 Debt Service*, below.

2020 Refunding Lease Revenue Bonds

On September 10, 2010, City Council approved issuance and sale of certificates to finance improvements and the Sunset Center (the Sunset Theater Project), including the refinancing of the City's lease payment obligation related to the preliminary financing of the Sunset Center (the 2010 Refunding Lease Revenue Bond). The COP of approximately $7.6 million included a maturity date of November 1, 2031. On September 3, 2020, the Public Improvement Authority and City Council determined that a refunding of the 2010 Bond was in the City's best interest to take advantage of historically low interest rates and to achieve cash flow savings in light of the economic impact of the pandemic on the City's revenues. The 2020 Refunding Lease Revenue Bond of approximately $3.9 million matures on November 1, 2032. The City made its first principal payment in FY 23-24 after two years of interest only payments.

Funding Sources

General Fund revenue is the source of funding for debt service obligations. The General Fund (Fund 101) will transfer $519,100 to Debt Service (Fund 401) in FY 24-25.

Table 1: FY 24-25 City Total Debt Service

Debt Service: Total				
Account Number	Account Description	FY23-24 Amended Budget	FY23-24 Estimated Actual	FY24-25 Recommended
401-411-00-44001	Principal	$369,744	$370,033	$375,000
401-411-00-44002	Interest	155,800	155,800	141,600
401-411-00-44003	Administrative Fees	2,500	2,035	2,500
	Total	**$528,044**	**$527,868**	**$519,100**

Table 2: FY 24-25 Debt Service by Bond

Debt Service: by Bond				
Bond	Principal	Interest	Admin. Fee	Total
Sunset Center	375,000	141,600	2,500	519,100
Total	**375,000**	**141,600**	**2,500**	**519,100**

OTHER FUNDS

OTHER FUNDS OVERVIEW

The City uses a fund accounting structure, which is an accounting structure to record and track resources that are limited in use by law or governing agency. The major governmental funds are the General Fund, Measure D and Capital Projects. The first set of funds listed below are discretionary, meaning there are no legal or policy-related restrictions on their use and can be used at the discretion of Council for services and projects.

General Fund (Fund 101)

Most of the City's revenues and the expenditure budgets for City services and daily governmental operations are housed within the General Fund (Fund 101) and this is where the majority of the City's financial activity occurs. The major revenue sources associated with the General Fund include property tax, the City's share of the statewide sales and use tax, charges for services, franchise fees, business tax, and intergovernmental revenue. These revenues are considered to be general in nature. Throughout this budget document, the General Fund is also referred to as the Operating Budget and City policy recommends a 15% Reserve.

Hostelry Fund (102)

This fund is used to account for the transient occupancy tax and is intended to fund the portion of the municipal budget covering community and cultural and recreation activities including, but not limited to Sunset Center and the Forest Theater, parks, public facilities and municipal structures, and parking lots; acquisition and improvement of parks, recreation land and other municipal purposes as determined from time to time by the City Council; provided, that all such uses shall be in accordance with the General Plan of the City and General Fund for usual and current expenses. City financial policy recommends a reserve of 10% of revenues.

Measure C Sales Tax (Fund 206)

Carmel voters approved a temporary (10 year) 1% increase in the transactions and use tax in 2012 known as Measure D. On March 3, 2020, voters approved Measure C, which increases the tax to 1.5% for 20 years. Measure C may be used for debt service, capital projects and general City services.

RESTRICTED FUNDS

The next set of funds are restricted as there are requirements prescribed by the local, state or federal governmental agencies regarding how these funds may be used.

Gas Tax (Fund 201)

This fund is used to account for revenues collected in accordance with California Streets and Highway Code.

Transportation Safety (Fund 202)

Measure X, a 30-year 3/8 of one-percent transactions and use tax, was passed by the voters in November 2016 to fund transportation safety and mobility projects in Monterey County. This fund accounts for the expenditures for eligible transportation safety projects.

COPS Grant

This fund accounts for the expenditures for the Department of Justice Community Oriented Policing Services (COPS) grant for public safety. This fund transfers into the General Fund for the Police Department budget.

Parking in Lieu (Fund 204)

This fund is used to account for activities associated with parking in-lieu fees as prescribed by Carmel Municipal Code Section 17.38.040.

Asset Seizure (Fund 205)

This fund accounts for expenditures related to asset seizures.

CAPITAL PROJECTS FUND

Capital Projects (Fund 301)

This fund accounts for resources utilized, committed, assigned or restricted for capital projects.

DEBT SERVICE FUND

Debt Service (Fund 401)

This fund accounts for activities related to the repayment of the Certificate of Participation, Pension Obligation Bond and capital lease obligations.

INTERNAL SERVICE FUNDS

Workers Compensation (Fund 501)

This fund accounts for workers' compensation insurance provided to departments on a cost reimbursement basis.

Other Post-Employment Benefits (OPEB) Liability Reserve Fund

This fund accounts for other post-employment benefits.

Vehicle and Equipment Replacement Fund

This fund is to set aside financial resources for future purchases of replacement equipment essential to the operations of the City.

AGENCY FUNDS

Refundable Deposits

This fund accounts for monies received that are unearned and required to be returned by the City.

PROJECTED FUND BALANCE

PROJECTED FUND BALANCE AS OF JUNE 30, 2024

Projected Fund Balances

Projected Fund Balance June 30, 2024

Fund	Description	Audited Fund Balance June 2023	Revenue & Transfers In	Expenditures & Transfers Out	Estimated Fund Balance June 2024	Change in Fund Balance
101	General Fund	7,538,207	30,641,138	31,501,490	6,677,855	(860,352)
101	General Fund Reserve	6,994,965	3,066,671	2,596,535	7,465,102	470,137
101	**General Fund Total**	**14,533,172**	**33,707,809**	**34,098,025**	**14,142,957**	**(390,215)**
102	Hostelry	7,211,328	7,531,004	10,023,245	4,719,085	(2,492,241)
102	Hostelry Reserve	656,856	23,245	0	680,101	23,245
102	**Hostelry Total**	**7,868,182**	**7,554,249**	**10,023,245**	**5,399,186**	**(2,468,996)**
201	Gas Tax	536,346	179,934	179,934	536,346	0
202	Transportation Safety	856,226	231,779	302,757	785,248	(70,978)
203	COPS	10,817	144,492	155,309	0	(10,817)
204	Parking in Lieu	738,592	0	0	738,592	0
205	Asset Seizure	5,466	0	0	5,466	0
206	Local Measure Sales Tax	1,911,499	6,147,450	6,145,082	1,913,867	2,368
301	Capital Projects	3,676,973	8,890,335	1,973,367	10,593,941	6,916,968
401	Debt Service	26,805	528,044	527,868	26,981	176
501	Worker's Comp	259,716	59,219	33,643	285,292	25,576
502	OPEB Reserve	1,768,710	0	0	1,768,710	0
503	Veh & Eq Replacement	462,820	1,343,660	747,306	1,059,174	596,354
		32,655,324	**58,786,971**	**54,186,536**	**37,255,759**	**4,600,435**

PROJECTED FUND BALANCE AS OF JUNE 30, 2025

Projected Fund Balances

Projected Fund Balance June 30, 2025

Fund	Description	Estimated Fund Balance June 2024	Revenue & Transfers In	Expenditures & Transfers Out	Estimated Fund Balance June 2025	Change in Fund Balance
101	General Fund	6,677,855	25,184,836	31,144,044	718,647	(5,959,208)
101	General Fund Reserve	7,465,102	1,195,311	0	8,660,413	1,195,311
101	**General Fund Total**	**14,142,957**	**26,380,147**	**31,144,044**	**9,379,060**	**(4,763,897)**
102	Hostelry	4,719,085	7,543,234	11,456,298	806,021	(3,913,064)
102	Hostelry Reserve	680,101	74,222	0	754,323	74,222
102	**Hostelry Total**	**5,399,186**	**7,617,456**	**11,456,298**	**1,560,344**	**(3,838,842)**
201	Gas Tax	536,346	169,695	574,678	131,363	(404,983)
202	Transportation Safety	785,248	238,421	862,016	161,653	(623,595)
203	COPS	0	158,000	158,000	0	0
204	Parking in Lieu	738,592	0	0	738,592	0
205	Asset Seizure	5,466	0	0	5,466	0
206	Local Measure Sales Tax	1,913,867	6,045,063	7,000,000	958,930	(954,937)
301	Capital Projects	10,593,941	10,873,459	12,009,000	9,458,400	(1,135,541)
401	Debt Service	26,981	519,100	519,100	26,981	0
501	Worker's Comp	285,292	0	127,000	158,292	(127,000)
502	OPEB Reserve	1,768,710	0	0	1,768,710	0
503	Veh & Eq Replacement	1,059,174	0	570,000	489,174	(570,000)
		37,255,759	**52,001,341**	**64,420,136**	**24,836,964**	**(12,418,795)**

FINANCIAL POLICIES

BUDGET POLICIES AND PROCEDURES

The budget process for the City of Carmel-by-the-Sea involves the citizens, City Council, and staff. Each person plays a critical role in the development of the budget for the upcoming year. The annual budget and operating plan balances the public service demands of the community with the fiscal resources of the City. It is intended to achieve the goals and objectives established by the City Council.

The goal of the City Administrator is to present a balanced budget to the City Council for review and adoption. A balanced budget is a budget in which sources meet or exceed use. Available funding sources shall be at least equal to recommended appropriations. As a general rule, the year-end undesignated General Fund balance should not be used to fund ongoing operations.

As set in the Carmel Municipal Code prior to the beginning of each fiscal year, the City Council shall adopt a budget for expenditures and anticipated revenues. On or before February 15th of each year, the City Administrator will present to the City Council a proposed budget schedule. The City Administrator prepares and submits to the City Council a proposed operating and capital budget for the forthcoming fiscal year. The City Council shall adopt the budget by July 1st.

The City Administrator shall have the right to approve the transfer of appropriations within a departmental budget; however, no additional positions shall be created without the authorization of the City Council. All transfers of appropriations between departments or in regards to capital items or projects shall be approved by the City Council. The City Administrator shall be charged with the responsibility of controlling the expenditures for all departments in accordance with the approved budget. A report on current year revenues, expenditures and fund balances shall be maintained.

The accounts of the City are organized on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balanced set of accounts. The minimum number of funds is maintained consistent with legal and managerial requirements. Annually appropriated budgets are legally adopted on a budgetary basis for the governmental fund types (General Fund, Special Revenue Fund, Debt Service Fund, and Capital Projects Fund) and are controlled on a fund and departmental level. These funds are used to account for most of the City's general government activities. Governmental fund types use the flow of current financial resources measurement focus and the modified-accrual basis of accounting and budgeting. Expenditures are recognized as encumbrances when a commitment is made. Unencumbered appropriations lapse at year-end.

FINANCIAL POLICIES AND PROCEDURES

The City of Carmel-by-the-Sea has strong financial policies that provide City Council direction to allow staff to provide sound fiscal planning and continued management of fiscal integrity. The financial policies are divided into five categories: Capital Budget Policies, Operating Management, Fund Balance Policy, Debt Policies, and Investment Policies. The City has financial policies that are adopted by the City Council with review every two years during the budget development process. The financial policies help ensure that the City maintains a healthy financial foundation into the future.

- The goal of these policies is to promote:
- An extended financial planning horizon to increase awareness of future potential challenges and opportunities
- Setting aside reserves for contingencies, replacement of capital equipment, and other similar needs
- Maintaining the effective buying power of fees and charges and increasing cost recovery where directed to do so
- Accountability for meeting standards for financial management and efficiency in providing services
- Planning for the capital needs of the City
- Maintaining manageable levels of debt while furthering quality bond ratings
- Communication to residents and customers on how the community goals are being addressed

CAPITAL BUDGET POLICY

The City develops an annual five-year plan for capital improvements; it includes project design, development, implementation, and operating and maintenance costs. Each project in the Capital Improvement Plan (CIP) shows the estimated capital and on-going maintenance costs, known and potential funding sources and a design/development schedule. As used in the CIP, projects include land acquisition, buildings and facilities construction; these projects do not have a cost threshold. A capital outlay (fixed asset) purchase is any single item or piece of equipment that costs more than $10,000 and has an expected useful life exceeding one year. The development of the Capital Improvement Plan is coordinated with the development of the operating budget. The CIP is a planning document; the City Council appropriates funding for capital projects in the annual operating budget. Costs for professional services needed to implement the CIP are to be included in the appropriate year's operating budget.

Annual operating budgets should provide adequate funds for maintenance of the City's buildings and maintenance and replacement of the City's capital equipment. The City will make all capital improvements in accordance with an adopted and funded capital

improvement program. Prior to ratification of the capital budget for the forthcoming year by the City Council, the Planning Commission shall review the capital improvement plan and shall advise the City Council as to its recommendations regarding the proposed capital projects in accordance with the Government Code.

Capital expenditures shall be effectively planned and controlled.

Guidelines:

1. The level of capital improvement expenditures, excluding road maintenance program expenditures and lease payments, is established at three and one-half percent (3.5%) of total revenues.
2. Funding for the road maintenance program should improve the pavement condition index.
3. The City shall maintain a Five-Year Capital Improvement Program (CIP), which shall be updated at least annually as part of the budget review process.
4. The City shall annually establish a phasing calendar for capital improvement expenditures.
5. At least ten percent (10%) of the unrestricted funds designated for capital project expenditures shall be set aside for unanticipated expenditures.
6. The City shall conduct periodic reviews of property and facilities to determine the appropriate use and disposition of said property and facilities.
7. The City shall consider the ongoing impact of operations and maintenance expenses before undertaking any capital improvement expenditure.
8. The City shall maintain a capital reserve policy as described in the Reserve Policy.
9. Public participation in the Capital Improvement Program is a priority concern for the City.
10. All projects included in the Capital Improvement Plan shall be consistent with the City's General Plan.
11. Capital projects that are not encumbered or completed during the fiscal year are required to be rebudgeted to the next fiscal year and subsequently approved by the City Council. All rebudgeted capital projects should be so noted in the proposed budget

OPERATING MANAGEMENT POLICY

Operating revenues shall exceed operating expenditures.

Guidelines:

1. The annual operating budget shall contain a current surplus (or "revenue buffer") of at least five percent (5%) of projected expenditures.

2. A balanced budget is a budget in which total funding sources meet or exceed uses.
3. An appropriated City Discretionary Account of at least one-half of one percent (0.5%) of total projected General Fund expenditures shall be maintained.
4. Ongoing expenses shall not be funded with one-time revenues.
5. The City shall establish internal service funds for the repair, operation, and replacement of rolling stock and data processing equipment.
6. The level of capital outlay expenditures is established at three percent (3%) of total revenues.
7. The City shall annually establish a phasing calendar for capital outlay expenditures.
8. The City shall develop a five-year forecast of operating revenue and expenditures.
9. The City shall establish salary adjustments in conjunction with the budget process.
10. The City shall review the relationship between fees/charges and the cost of providing services at least every three years.
11. The City's fees and charges for services shall be adjusted annually, based upon the San Francisco-Oakland Consumer Price Index.
12. The City will seek to comply with suggested criteria of the Government Finance Officer's Association in producing a budget document that meets the Distinguished Budget Presentation criteria.

FUND BALANCE POLICY

The Fund Balance Policy is designed to develop standards for setting reserve levels for various, significant City funds. Adequate fund balance and reserve levels are a necessary component of the City's overall financial management strategy and a key factor in external agencies' measurement of the City's financial strength. The City shall maintain reserves at a prudent level, and shall use reserves appropriately with a focus on contributing to the reserves in good times and drawing on the reserves in times of difficult budget periods to maintain a consistent level of service and quality operations. Use of reserves are to supplement the annual budget.

Guidelines:

1. General Fund and Hostelry Fund reserves shall be maintained at no less than ten percent (10%) of their annual projected revenues.
2. The City shall maintain prudent reserves for identified liabilities.

3. A Vehicle Replacement reserve will be maintained sufficient to replace vehicles and heavy equipment at the end of their useful lives, with the target being 10% of the total City fleet replacement value.
4. Technology equipment replacement reserves will be maintained sufficient to repair covered equipment and for replacement at the end of its useful life.
5. The City will maintain a long-term budget stability reserve consisting of any unassigned General Fund balance. When available, the year-end General Fund operating surplus will be dedicated to the long-term budget stability reserve.
6. A general capital reserve fund will be maintained with a targeted balance of 20% of the estimated total five-year capital improvement plan project expenditure. Net proceeds from the sale of City owned property will be dedicated to the general capital reserve. Funds in the general capital reserve will be allocated through the budget process for capital projects.
7. Reserves shall be used only for established purposes.
8. Depleted reserves shall be restored as soon as possible.
9. A minimum level for each of the reserve funds shall be established (see chart below).
10. The City shall maintain reserves required by law, ordinance and/or bond covenants.

DEBT POLICY

The City considers the use of debt financing for one-time capital improvements that benefit the residents of Carmel-by-the-Sea when the term of the financing is no longer than the project life, and when specific resources are found to be sufficient to provide for the debt. Use of long-term debt is limited to capital projects or special projects or obligations that cannot be financed from current revenues. The City has traditionally kept annual debt service payments to less than 5% of the budget.

Use of Long-Term Debt Policy

The City recognizes that it may need to enter into long-term financial obligations to meet the demands of providing a high quality level of government services to our community. The following long-term debt policy sets the considerations for issuing debt and provides guidance in the timing and structuring of long-term debt commitments by the City.

General Practices:

1. The City will strive to maintain good relations with credit rating agencies, investors of the City's long-term financial obligations and those in the financial community that participate in the City's financings and demonstrate City officials are following a prescribed financial plan. The City also will strive to maintain and, if possible, improve its current AA+ bond rating in order to

minimize borrowing costs and preserve access to credit. The City will follow a policy of full disclosure by communicating with bond rating agencies to inform them of the City's financial condition.

2. Bond issue proposals are to be accompanied by an analysis defining how the new issue, combined with current debt, impacts the City's debt capacity and conformance with City debt policies. Such analysis shall include identification of the funding source, an assessment of the ability to repay the obligation, the impact on the current budget, commitments to future budgets, maintenance and operational impact of the facility or asset and the impact on the City's credit rating, if any.
3. City Council must review such analysis, including existing debt level, ability to pay debt service, impact on City services, and make a finding that use of debt is appropriate.
4. Debt service costs (COP, Lease Purchase Agreements and other contractual debt that are backed by General Fund Operating Revenues) are not to exceed 25% of the City's General Fund operating revenues.
5. The City recognizes that it is of the utmost importance that elected and appointed City officials, and all others associated with the issuance of City debt, not only avoid the reality of a conflict of interest, but the appearance thereof as well. City officials must conduct themselves in a fashion consistent with the best interests of the City and taxpayers.
6. Bonds will be sold on a competitive basis unless it is in the best interest of the City to conduct a negotiated sale. Competitive sales will be the preferred method. Negotiated sales may occur when selling bonds for a defeasance of existing debt, for current or advanced refunding of debt, or for other appropriate reasons.

The City will consider the issuance of long-term obligations under the following conditions:

1. The City will use debt financing for one-time capital improvement projects and specific nonrecurring equipment purchases or refunding of existing liabilities, and only under the following circumstances:
    a. When the project is included in the City's adopted five-year capital improvement program (CIP) and is in conformance with the City's adopted General Plan.
    b. When the project is not included in the City's adopted five-year capital improvement program (CIP), but the project is an emerging critical need whose timing was not anticipated in the five-year capital improvement program, or it is a project mandated by State or Federal requirements.
    c. When the project's useful life, or the projected service life of the equipment, will be equal to or exceed the term of the financing.

d. When there are designated General Fund revenues sufficient to service the debt, whether from project revenues, other specified and/or reserved resources, or infrastructure cost-sharing revenues.
e. Debt financing (other than tax and revenue anticipation notes) is not considered appropriate for any recurring purpose such as current operating and maintenance expenditures.

2. The City will follow all State and Federal regulations and requirements related to bonds and debt financing instruments regarding bond provisions, issuance, taxation and disclosure.
3. Costs incurred by the City, such as bond counsel and financial advisor fees, printing, underwriter's discount, and project design and construction costs, will be charged to the bond issue to the extent allowable by law.
4. The City will monitor compliance with bond covenants and adhere to federal arbitrage and disclosure regulations.
5. The City shall continually review outstanding obligations for opportunities to achieve debt service savings through refunding and shall pursue refinancing when economically feasible and advantageous.

Debt Limit

The City will keep outstanding debt within the limits prescribed by State of California statutes and at levels consistent with credit objectives. California Government Code provides that "a city may incur indebtedness for any municipal improvement requiring an expenditure greater than the amount allowed for it by the annual tax levy" (43602). A "city shall not incur an indebtedness for public improvements which exceeds in the aggregate 15 percent of the assessed value of all real and personal property of the city. Within the meaning of this section "indebtedness" means bonded indebtedness of the city payable from the proceeds of taxes levied upon taxable property in the city" (43605). The limit is relative to the principal amount of bonds sold and delivered (43606). The City of Carmel-by-the-Sea, Policy No C94-01 establishes "the City's debt shall not exceed predetermined levels." The guideline in that policy is that "the City's debt service level shall not exceed eight and one-fourth percent (8.25%) of total expenditures.

INVESTMENT POLICY

The City will maintain adequate cash availability and yield on invested idle funds while insuring that invested moneys are protected. Municipal moneys not required for immediate expenditure will be invested. The Carmel Municipal Code requires the City Administrator to prepare investment policies and guidelines for adoption by the City Council. The adopted investment policy follows.

Policy

In accordance with the Municipal Code of the City of Carmel-by-the-Sea and under authority granted by the City Council, the City Treasurer is responsible for investing the unexpended cash in the City Treasury.

The investment of the City of Carmel-by-the-Sea funds is directed to the goals of safety, liquidity and yield, in that order. The authority governing investments for municipal government is set forth in the California Government Code, Sections 53601 through 53659.

The primary objective of the investment policy of the City of Carmel-by-the-Sea is SAFETY OF PRINCIPAL. Investments shall be placed in those securities as outlined by type and maturity sector in this document. Effective cash flow management and resulting cash investment practices are recognized as essential to good fiscal management and control. The City's portfolio shall be designed and managed in a manner responsive to the public trust and consistent with state and local law. Portfolio management requires continual analysis, and as a result the balance between the various investments and maturities may change in order to give the City of Carmel-by-the-Sea the optimum combination of necessary liquidity and optimal yield based on cash flow projections.

Scope

The investment policy applies to all financial assets of the City of Carmel-by-the-Sea as accounted for in the Annual Financial Report. Policy statements outlined in this document focus on the City of Carmel-by-the-Sea's pooled funds, but will also apply to all funds under the City Treasurer's control unless specifically exempted by statute or ordinance.

Prudence

The standard to be used by investment officials shall be that of a "prudent person" and shall be applied in the context of managing all aspects of the overall portfolio. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, direction and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

It is the City's full intent, at the time of purchase, to hold all investments until maturity to insure the return of all invested principal dollars.

Safety

Safety of principal is the foremost objective of the City. Each investment transaction shall seek to ensure that capital losses are avoided, whether from securities default, broker-dealer default, or from erosion of the market value.

Liquidity

Historical cash flow trends are compared to current cash flow requirements on an ongoing basis in an effort to ensure that the City's investment portfolio will remain sufficiently liquid to enable the City to meet all reasonably anticipated operating requirements.

Yield

The investment portfolio should be designed to attain a market average rate of return through budgetary and economic cycles, consistent with the risk limitations, prudent investment principles and cash flow characteristics identified within the financial statements.

Performance Evaluation

Investment performance is continually monitored and evaluated by the City Treasurer. Investment performance statistics and activity reports are generated on a monthly basis for presentation to the City Administrator and City Council.

Delegation of Authority

For short-term investments, the Administrative Services Director has authority to make transfers to and from the City's Local Agency Investment Funds (LAIF) account in order to maximize interest earned and meet cash flow requirements. The transfers are made to and from the City's general checking account to the LAIF account, with a minimum balance maintained in the general checking account to meet daily cash requirements.

The City Treasurer is responsible for investment of all unexpended City funds as per California Government Code section 41000 et seq. The City Treasurer makes long-term investments after review and approval by the Administrative Services Director and the City Administrator.

Ethics and Conflict of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that conflicts with the proper execution of the investment program, or impairs their ability to make impartial investment decisions. Additionally, the City Treasurer and the members of the investment committee are required to annually file applicable financial disclosures as required by the Fair Political Practices Commission (FPPC).

Safekeeping of Securities

To protect against fraud, embezzlement, or losses caused by a collapse of an individual securities dealer, all securities owned by the City shall be held in safekeeping by a third party bank trust department, acting as an agent of the City under the terms of a custody agreement or PSA agreement (repurchase agreement collateral). The third party bank trust department must have safe keeping as a professional business line with expertise in this

particular service area. All trades executed by a dealer will settle Delivery vs. Payment (DVP) through the City's safekeeping agent. Securities held in custody for the City shall be independently audited on an annual basis to verify investment holdings. All exceptions to this safekeeping policy must be approved by the City Treasurer in written form and included in quarterly reporting to the City Council.

Internal Control

Separation of functions between the City Treasurer's Office and the Administrative Services Department would be an ideal situation. Time and necessity, however, dictate a different approach. Due to the lack of personnel dedicated to the investment function alone, a proper balance must be maintained between Treasury activities and Administrative Services Department functions. The City Treasurer will make the appropriate arrangements to buy and sell securities that are deemed permissible by the Laws of the State of California as time permits. The Administrative Services Director and/or City Administrator will have the power as granted under the section titled Delegation of Authority in the absence of the City Treasurer. The City Administrator will have the authority to enter into agreements on securities so long as written policies set by the City Treasurer and State Legislature are followed.

The investment portfolio and all related transactions are reviewed and balanced to appropriate general ledger accounts by the Administrative Services Director on a monthly basis. An independent analysis by an external auditor shall be conducted annually to review internal control, account activity, and compliance with government policies and procedures.

Reporting

The City Treasurer shall review and render monthly reports to the City Administrator and the City Council, which shall include the face amount of the cash investment, the classification of the investment, the name of the institution or entity, the rate of interest, the maturity date, and the current value and accrued interest to date due for all securities.

Qualified Broker/Dealers

The City shall transact business only with banks and broker/dealers that are properly licensed and in good standing. The Administrative Services Director and the City Treasurer shall investigate dealers who wish to do business with the City to determine if they are adequately capitalized and if they market securities appropriate to the City’s needs.

The City Treasurer shall annually send a copy of the current investment policy to all broker/dealers approved to do business with the City. Confirmation of receipt of the City’s policy by the broker/dealer shall be considered evidence that the broker/dealer understands the City’s investment policies and intends to sell the City only appropriate investments authorized by this investment policy.

Collateral Requirements

Collateral is required for investments in certificates of deposit. In order to reduce market risk, the collateral level will be at least 110% of market value of principal and accrued interest.

In order to conform with the provisions of the Federal Bankruptcy Code that provide for liquidation of securities held as collateral, the only securities acceptable as collateral shall be certificates of deposit, commercial paper, eligible banker's acceptances, medium term notes or securities that are the direct obligations of, or are fully guaranteed as to principal and interest by, the United States or any agency of the United States.

Authorized Investments

Investment of City funds is governed by the California Government Code Sections 53600 et seq. Within the context of the limitations, the following investments are authorized as further limited herein:

1) United States Treasury Bills, Bonds, and Notes or those for which the full faith and credit of the United States are pledged for payment of principal and interest. There is no percentage limitation of the portfolio that can be invested in this category, although a five-year maturity limitation is applicable but current market conditions and interest rate projections may call for shorter terms.
2) Local Agency Investment Fund (LAIF), which is a State of California managed investment pool, may be used up to the maximum permitted by the California State Law. LAIF is a demand account so no maturity limitation is required.

Investments detailed in items 3) are further restricted to percentage of the cost value of the portfolio in any one-issuer name to a maximum percentage of 15%. The total value invested in any one issuer shall not exceed 5% of the issuer's net worth. Again, a five-year maximum maturity is applicable unless further restricted by current policy. Market conditions should be evaluated as an important consideration and may indicate a shorter maturity.

3) Negotiable certificates of deposit issued by nationally or state chartered bank or state or federal savings institutions. Negotiable certificates of deposit shall be rated in a category of "A" or its equivalent or better by two Nationally Recognized Statistical Rating Organizations. Purchases of negotiable certificates of deposit may not exceed 30% of the total portfolio. A maturity limitation of up to five years is applicable after considered evaluation of the financial markets.

Ineligible investments are those that are not described herein, including, but not limited to, common stocks and long term (over five years maturity) notes, bonds, and time deposits,

unless specifically allowed both by state law and City Council approval. It is noted that special circumstances may arise where these methods of investment may become necessary. When this becomes necessary, the City Council will be asked to take the appropriate action to ratify the means of investment necessary, provided that it is allowable by California Code.

Legislative Changes

Any State of California legislative actions that further restrict allowable maturities, investment type, or percentage allocations will supersede any of the material presented herein. In this case, the applicable law will become part and parcel of this investment policy.

Interest Earnings

All moneys earned and collected from investments authorized in this policy shall be allocated monthly to the General Fund and various special funds of the City that legally require interest proration or when City Council action dictates such proration. This distribution will be based on the cash balance in the fund as a percentage of the entire pooled portfolio.

Policy Review

The City of Carmel-by-the-Sea's investment policy shall be approved by resolution of the City Council. This investment policy shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity and yield, and its relevance to current law and financial and economic trends. Any amendments to the policy, other than State and Federal laws that automatically supersede the relevant sections shall be forwarded to the City Council for approval by resolution.

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

May 7, 2024
ORDERS OF BUSINESS

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Jane Hogan, Accountant
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Receive the Fiscal Year 2024-2025 Fee Schedule for Administrative Services, Community Planning and Building, Public Safety, and Public Works services

RECOMMENDATION:

Receive the Fiscal Year 2024-2025 Fee Schedule for Administrative Services, Community Planning and Building, Public Safety, and Public Works services.

BACKGROUND/SUMMARY:

The City provides a variety of services that benefit specific customers, such as the issuance of business licenses, planning and building permits, and tree removal permits. In accordance with State law, the City is legally allowed to charge a fee to the used of a specific service to recover the cost of providing the service. To help determine the cost of providing certain services, as well as to develop alternative and more equitable ways to finance some services, the City hired Revenue and Cost Specialists, LLC to complete a cost of services study in March 2023. The proposed Fiscal Year 2024-2025 fee schedule is based on this study, reflects previous direction from Council regarding subsidies of certain services like tree permits, and incorporates an inflationary adjustment of 2.6 percent to all existing fees, with the exception of fees set by the State or courts, parking violations, and the fees as noted below.

Public Works: Dead Tree Removal Permit - $200. This is the same cost as the proposed FY24-25 fee for a Tree Evaluation. In an effort to encourage dead tree removal throughout the City, the City Forester is recommending a new dead tree removal permit that is less than the City's Tree Removal Permit proposed for FY 24-25 at $682. There is staff time involved in permit processing, communication with residents, and an in-person inspection to confirm if the tree is dead, which is compensatory to time associated with a Tree Evaluation.

For comparison, below are neighboring jurisdictions tree removal fees. Please note the actual process undertaken for reviewing a tree permit may be substantially different in other jurisdictions, which would contribute to the amount of the fee.

- Pacific Grove: Application $176 + $33 for each additional tree + Arborist Report ($300-$500).
- Monterey: Application $150 + Arborist Report ($300-$500). Applications for dead trees are free.
- Seaside: Application $126 + sometimes requiring Arborist Report ($300-$500).

- Monterey County: Application is $595. Applications for dead trees are free.

Summary

The purpose of this agenda item is to provide an update regarding fees and for Council to receive and make recommendations to the proposed master fee schedule for the upcoming fiscal year. If Council approves, the fees will become effective on August 4, 2024. A summary matrix of the current and proposed fees is included as reference **Attachment #1**.

The proposed fees associated with the charges for services are intended to recover 100% of the City's cost of providing the service from the user, or beneficiary, of the service. However, Council may determine that certain services have a community-wide benefit and choose to reduce fees associated with certain services. If fees are reduced to less than 100% of cost recovery, then the difference between the cost of the service and the fee charged to the user needs to be made up, or subsidized, by other General Fund revenues. This in turn means that there would be less General Fund revenue available for other community-wide services. Staff recommends that Council strive to achieve full cost recovery for all services. Historically, Council has subsidized tree permitting within the City and prior proposed tree permitting fees have not been approved with the adopted Fee Schedule.

FISCAL IMPACT:

Consistent with financial policy C94-01, the proposed fee schedule includes an annual adjustment based upon the San Francisco-Oakland Consumer Price Index (CPI), which was calculated by the Bureau of Labor and Statistics at 2.6 percent for the year ending December 2023. The Fiscal Year 2024-2025 Proposed Budget includes a 2.6 percent increase on the revenues known as "charges for services".

The revenue from fees allows the City to recover its costs for providing a service from the direct recipient, or user, like property, sales and use and transient occupancy taxes, are needed to help offset the cost of services. This means that the overall General Fund revenues are not subsidizing user fees, then more of the General Fund is available to fund community-wide activities that have a public benefit, like libraries, public safety, and public works.

PRIOR CITY COUNCIL ACTION:

Council adopted the Fiscal Year 2023-2024 Fee Schedule on July 11, 2023.

ATTACHMENTS:

Attachment 1) Current and Proposed FY 24-25 User Fees

PROPROSED FEE SCHEDULE EFFECTIVE JULY 1, 2024 - JUNE 30, 2025		Current Fee	Proposed Fee	$ Change
COMMUNITY PLANNING & BUILDING				
Design Study and Review				
TRACK 1 DESIGN REVIEW/STUDY - MINOR	$708 per application	690.00	708.00	18.00
TRACK 1 DESIGN REVIEW/STUDY - MAJOR	$1,016 per application	990.00	1,016.00	26.00
TRACK 1 DESIGN REVIEW/STUDY-STREAMLINE	$364 per application	355.00	364.00	9.00
TRACK 1 DESIGN REVIEW/STUDY - REFERRAL TO PLANNING COMMISSION	$1,831 per application in addition to the base Track 1 fee	1,785.00	1,831.00	46.00
TRACK 1 DESIGN REVIEW/STUDY-REFERRAL TO HISTORIC RESOURCES BOARD	$1,831 per application in addition to the base Track 1 fee	1,785.00	1,831.00	46.00
TRACK 2 DESIGN REVIEW - MINOR	$4,012 per application	3,910.00	4,012.00	102.00
TRACK 2 DESIGN REVIEW - MAJOR	$6,089 per application	5,935.00	6,089.00	154.00
TRACK 2 DESIGN REVIEW - MAJOR NEW COMMERCIAL BUILDING	$2,904 per application **plus a deposit determined by staff with charges at the fully allocated hourly rates for Project Planner**	2,830.00	2,904.00	74.00
PRELIMINARY SITE ASSESSMENT	$1,534 per application	1,495.00	1,534.00	39.00
REASONABLE ACCOMODATION	$200 per application, **plus fee for associated Design Study/Design Review as applicable**	195.00	200.00	5.00
VOLUMETRIC ANALYSIS	$139 per application **plus $1,500 deposit with charges at the fully allocated hourly rates plus any outside costs.**	135.00	139.00	4.00
Use Permit and Other Services				
USE PERMIT	$3,140 per application	3,060.00	3,140.00	80.00
USE PERMIT AMENDMENT	$2,837 per application	2,765.00	2,837.00	72.00
TEMPORARY USE PERMIT	$169 per application	165.00	169.00	4.00
RESTRICTED COMMERCIAL USE TRANSFER REQUEST	$580 per application	565.00	580.00	15.00
WATER CREDIT TRANSFER REQUEST	$3,181 per application	3,100.00	3,181.00	81.00
VARIANCE	$1,837 per application	1,790.00	1,837.00	47.00
PRELIMINARY APPLICATION REVIEW - STAFF	$1,400 per application with 50% of this fee credited towards future planning fees for this project.	1,365.00	1,400.00	35.00
PRELIMINARY APPLICATION REVIEW - PUBLIC HEARING (PLANNING COMMISSION, CITY COUNCIL, ETC.)	$3,848 per application with 50% of this fee credited towards future planning fees for this project.	3,750.00	3,848.00	98.00
COASTAL DEVELOPMENT PERMIT - DEVELOPMENT	$180 per application - Added to other Planning fees	175.00	180.00	5.00
COASTAL DEVELOPMENT PERMIT - EVENT	$759 per application	740.00	759.00	19.00
LANDSCAPE PLAN CHECK/INSPECTION	$708 per plan/inspection	690.00	708.00	18.00
PLANNING TECHNICAL ASSISTANCE	Charge the fully allocated hourly rate for all personnel involved after 15 minutes.			
TOBACCO RETAIL LICENSE	Current fee as adopted by the Monterey County Board of Supervisors			
EXTRAORDINARY DEVELOPMENT	Deposit amount TBD based on scope of project, with charges at the fully allocated hourly rates plus any outside costs			
Amendments, Annexations and Agreements				
SPECIFIC PLAN/SPECIFIC PLAN AMENDMENT GENERAL PLAN AMENDMENT SPHERE OF INFLUENCE AMENDMENT ZONING CODE AMENDMENT	$5,130 deposit with charges at the fully allocated hourly rates plus outside costs	5,000.00	5,130.00	130.00
ANNEXATION DEVELOPMENT AGREEMENT	$10,260 deposit with charges at the fully allocated hourly rates plus outside costs	10,000.00	10,260.00	260.00
Environmental Review Maps and Lot Lines				
ENVIRONMENTAL REVIEW (IS/ND/EIR)	Contract cost plus 10%			
FILING ENVIRONMENTAL NOTICE OF EXEMPTION	$508 per application **plus associated Monterey County fees**	495.00	508.00	13.00
MITIGATION MONITORING	$3,078 deposit **with charges at the fully allocated hourly rates plus outside costs.**	3,000.00	3,078.00	78.00
TENTATIVE/FINAL MAP	$4,104 deposit **with charges at the fully allocated hourly rates plus any outside costs.**	4,000.00	4,104.00	104.00
AMENDED FINAL MAP	$1,026 deposit **with charges at the fully allocated hourly rates plus any outside costs.**	1,000.00	1,026.00	26.00
CERTIFICATE OF COMPLIANCE	$770 per application **plus actual contract cost**	750.00	770.00	20.00
LOT LINE ADJUSTMENT/SUBDIV - PLANNING COMMISSION	$1,082 per application **plus actual contract cost**	1,055.00	1,082.00	27.00
LOT MERGER	$877 per application **plus actual contract cost**	855.00	877.00	22.00
Historic Evaluation				
PRELIMINARY PHASE 1 - INITIAL ASSESSMENT OF HISTORIC SIGNIFICANCE	$318 per application	310.00	318.00	8.00
PHASE 1 - HISTORIC EVALUATION	$416 per application **plus actual cost for Historian review with $1,500 deposit**	405.00	416.00	11.00
PHASE 2 - HISTORIC EVALUATION (INCLUDES HISTORIC RESOURCES BOARD HEARING)	$2,093 per application **plus actual cost for Historian review with $1,500 deposit**	2,040.00	2,093.00	53.00
APPEAL TO HISTORIC RESOURCES BOARD	$1,539 per application **plus actual cost for Historian review with $1,500 deposit**	1,500.00	1,539.00	39.00
MILLS ACT CONTRACT APPLICATION	$3,519 per application **plus actual cost to record contract with County of Monterey**	3,430.00	3,519.00	89.00
MILLS ACT MAINTENANCE PLAN REVIEW	$1,026 deposit **with charges at the fully allocated hourly rates plus any outside costs for qualified professional to review plan.**	1,000.00	1,026.00	26.00

PROPROSED FEE SCHEDULE EFFECTIVE JULY 1, 2024 - JUNE 30, 2025		Current Fee	Proposed Fee	$ Change
MILLS ACT 5-YEAR INSPECTION	$513 deposit **with charges at the fully allocated hourly rates plus any outside costs for qualified professional**	500.00	513.00	13.00
MILLS ACT 10-YEAR MAINTENANCE PLAN REVIEW	$1,026 deposit **with charges at the fully allocated hourly rates plus any outside costs for qualified professional to review plan.**	1,000.00	1,026.00	26.00
Determinations, Extensions and Appeals				
PLANNING COMMISSION CODE DETERMINATION	$1,785 per application	1,740.00	1,785.00	45.00
ZONING COMPLIANCE DETERMINATION	Charge the fully allocated hourly rates for all personnel involved with a one hour minimum			
PERMIT TIME EXTENSION - STAFF	$410 per application	400.00	410.00	10.00
PERMIT TIME EXTENSION - PLANNING COMMISSION	$1,180 per application	1,080.00	1,108.00	28.00
PERMIT TIME EXTENSION - CITY COUNCIL	$1,072 per application	1,045.00	1,072.00	27.00
PUBLIC HEARING CONTINUANCE - PLANNING COMMISSION	$852 per continuance	830.00	852.00	22.00
PUBLIC HEARING CONTINUANCE - COUNCIL	$857 per continuance	835.00	857.00	22.00
APPEAL TO PLANNING COMMISSION	$1,996 per appeal - No charge for appeals of Coastal Development Permits (CDPs) within the Coastal Commission Appeal Jurisdiction (CMC 17.20.140)	1,945.00	1,996.00	51.00
APPEAL TO CITY COUNCIL	$2,139 per appeal - No charge for appeals of Coastal Development Permits (CDPs) within the Coastal Commission Appeal Jurisdiction (CMC 17.20.140)	2,085.00	2,139.00	54.00
Sign and Banners				
SIGN APPLICATION	$462 per application	450.00	462.00	12.00
SIGN REFERRAL TO PLANNING COMMISSION	$1,544 per application	1,505.00	1,544.00	39.00
RELOCATE EXISTING SIGN	$246 per application	240.00	246.00	6.00
TEMPORARY SIGN PERMIT	No permit fee required	0.00	0.00	0.00
BANNER APPLICATION	$0 per application, applicant bears the fully burdened cost of installation through City approved third-party vendors			
Building Services				
BUILDING RELOCATION	Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs			
LARGE FAMILY DAY CARE (RESIDENTIAL)	$2,380 per application	2,320.00	2,380.00	60.00
GENERAL PLAN UPDATE	3.5% of all Building & Safety permits			
BUILDING PLAN CHECK	Based on Building and Safety Construction Valuation			
BUILDING INSPECTION	Based on Building and Safety Construction Valuation			
BUILDING RE-INSPECTION	$149 per re-inspection	145.00	149.00	4.00
BUILDING PERMIT APPLICATION EXTENSION	$97 per extension (maximum of 4)	95.00	97.00	2.00
BUILDING PERMIT EXTENSION	$154 per extension (maximum of 2)	150.00	154.00	4.00
BUILDING PERMIT PRE-APPLICATION CONFERENCE	$349 per application	340.00	349.00	9.00
BUILDING SINGLE TRADE PERMIT	$169 per permit	165.00	169.00	4.00
ON-SITE DRIVEWAY PERMIT	$405 per permit	395.00	405.00	10.00
SOLAR PLAN CHECK/INSPECTION PERMIT	Plan Check AND Inspection - $462 **plus $15 per kW over 15kW** (Per Assembly Bill 1414)	450.00	462.00	12.00
RE-ROOF PERMIT	$267 per permit	260.00	267.00	7.00
BUILDING BOARD APPEAL	$1,165 per appeal	1,135.00	1,165.00	30.00
DUPLICATE INSPECTION CARD	$62 per card	60.00	62.00	2.00
BUILDING TECHNICAL ASSISTANCE	Charge the fully allocated hourly rate for all personnel involved after 15 minutes.			
STOP WORK INVESTIGATION	$636 per investigation **plus double all Building Permit fees**	620.00	636.00	16.00
TEMPORARY CERTIFICATE OF OCCUPANCY	$231 per application	225.00	231.00	6.00
ALTERNATE MATERIALS/METHODS REVIEW	$226 per application **plus actual cost of City Staff for all time over one hour.**	220.00	226.00	6.00
BUILDING PHASED WORK REQUEST	$323 per application	315.00	323.00	8.00
BUILDING TECHNOLOGY SURCHARGE	$8 per permit	8.00	8.00	
Bench Program				
NEW BENCH LOCATION	$985 per application **plus the actual cost of the bench and plaque (plus $750 for future maintenance) plus $2,005 if a public hearing is required.**	960.00	985.00	25.00
ADOPTION OF EXISTING BENCH	$390 per application **plus the actual cost of the bench and plaque (plus $750 for future maintenance) plus $530 if a public hearing is required.**	380.00	390.00	10.00
REPLACEMENT OF BENCH PLAQUE	$503 per application **plus the actual cost of the plaque plus $530 if a public hearing is required.**	490.00	503.00	13.00
Encroachment Permits				
TEMPORARY ENCROACHMENT PERMIT	$354 per permit	345.00	354.00	9.00
STREET EXCAVATION	$821 per permit, **plus $8.75/lineal foot of work being performed**	800.00	821.00	21.00
PERMANENT ENCROACHMENT PERMIT	$487 per permit **plus $8.75/lineal foot** **Plus cost of any damage to public right-of-way or street as determined by the Public Works Director** **Plus cost of and Design Study/Design Review as needed** **Plus cost of referral to City Council if needed.**	475.00	487.00	12.00
TRAFFIC CONTROL PLAN REVIEW/INSPECTION	$693 per review **plus $405 per each additional review**	675.00	693.00	18.00
SIDEWALK VENDING PERMIT	$458 per new applications	446.00	458.00	12.00
	$226 per renewal	220.00	226.00	6.00

PROPROSED FEE SCHEDULE EFFECTIVE JULY 1, 2024 - JUNE 30, 2025		Current Fee	Proposed Fee	$ Change
USE OF ONLINE ELECTRONIC PAYMENT - CP&B DEPARTMENT	3.5% OF CHARGED AMOUNT			
USE OF CREDIT CARD/ DEBIT CARD - CP&B DEPARTMENT	3.5% OF CHARGED AMOUNT			
PUBLIC WORKS/FORESTRY				
TREE EVALUATION	$200 per application	195.00	200.00	5.00
TREE REMOVAL PERMIT - DEAD TREE	$200 per permit	-	200.00	200.00
TREE REMOVAL PERMIT	$682 per permit	665.00	682.00	17.00
TREE PRUNING PERMIT	$262 per permit	255.00	262.00	7.00
PRUNING OR REMOVAL OF CITY TREE USING PRIVATE FUNDS UNDER CITY FORESTER INSTRUCTIONS	No permit fee required	0.00	0.00	0.00
APPEAL TO FOREST & BEACH COMMISSION	$1,847 per appeal **plus actual outside costs**	1,800.00	1,847.00	47.00
APPEAL TO CITY COUNCIL	$1,847 per appeal **plus actual outside costs**	1,800.00	1,847.00	47.00
REMOVAL OF PRIVATE TREE FALL IN PUBLIC RIGHT-OF-WAY	Charge the fully allocated hourly rate for all personnel involved **plus any outside costs**			
DAMAGE TO CITY PROPERTY	Charge the fully allocated hourly rate for all personnel involved **plus any outside costs**			
USE OF ONLINE ELECTRONIC PAYMENT- PUBLIC WORKS DEPT	3.5% OF CHARGED AMOUNT			
USE OF CREDIT CARD/ DEBIT CARD- PUBLIC WORKS DEPT	3.5% OF CHARGED AMOUNT			
PUBLIC SAFETY				
Police Services				
LOUD PARTY PUBLIC DISTURBANCE RESPONSE	First Response - No Charge	0.00	0.00	0.00
	Second Response the same day - $224 per response	218.00	224.00	6.00
	Third Response within a calendar year - $561 per response	547.00	561.00	14.00
POLICE FALSE ALARM RESPONSE	First Activation - $112	109.00	112.00	3.00
	Second Activation - $134	131.00	134.00	3.00
	Each Subsequent Activation in a calendar year - $202	197.00	202.00	5.00
ALARM PERMIT	New - $39 per permit	38.00	39.00	1.00
	Renewal - $28 per permit	27.00	28.00	1.00
VEHICLE IMPOUND RELEASE	$157 per vehicle	153.00	157.00	4.00
MISDEMEANOR BOOKING	Non-Carmel bookings - $168 per booking	164.00	168.00	4.00
MISCELLANEOUS POLICE PERMIT	$207 per application plus DOJ fees	202.00	207.00	5.00
FINGERPRINTING ON REQUEST	$39 plus outside agency fees	38.00	39.00	1.00
CLEARANCE FORM TRAVEL LETTER	$56 per letter	55.00	56.00	1.00
VIN VERIFICATION	$56 per vehicle	55.00	56.00	1.00
CITATION SIGN-OFF	Non-Carmel citations - $28 per citation	27.00	28.00	1.00
SIGN ABATEMENT	$28 per sign	27.00	28.00	1.00
POLICE COURT WITNESS	Fees are set by the court			
POLICE REPORT COPY	1st 10 pages - No Charge, Each additional page - $0.20	0.20	0.20	
POLICE PHOTOGRAPH COPY	photo - $5 per photo, digital - $5 per disk	5.00	5.00	
Animal Services				
ANIMAL IMPOUND	Within a calendar year:			
	First impound - $112	109.00	112.00	3.00
	Second impound - $134	131.00	134.00	3.00
	Third and subsequent impounds - $157	153.00	157.00	4.00
ANIMAL TRANSPORT	Local Transport - $28 per transport	27.00	28.00	1.00
	To County Animal Shelter - $102 per transport	99.00	102.00	3.00
Parking				
RESIDENT/EMPLOYEE PARKING PERMIT	$34 per permit	33.00	34.00	1.00
	$124 Misuse of Residential Permit	121.00	124.00	3.00
CONTRACTOR PARKING PERMIT	$17 non specific	17.00	17.00	
	$28 space specific	27.00	28.00	1.00
NORTON COURT PARKING GARAGE	$2,460 annually per space, $615 quarterly per space	2,400.00	2,460.00	60.00
Fire Services				
FIRE PLAN CHECK/ REVIEW/INSPECTIONS	Current fee schedule as adopted by City of Monterey Council			
USE OF CREDIT CARD/ DEBIT CARD - PUBLIC SAFETY DEPTS	2.5% OF CHARGED AMOUNT			
ADMINISTRATIVE SERVICES				
NEW BUSINESS REGISTRATION PROCESS	Fixed Location - $348 per application + $4 State fee	339.00	348.00	9.00
	In & About - $23 per application + $4 State fee	22.00	23.00	1.00

PROPROSED FEE SCHEDULE EFFECTIVE JULY 1, 2024 - JUNE 30, 2025		Current Fee	Proposed Fee	$ Change
	Home License - $146 per application	142.00	146.00	4.00
BUSINESS REGISTER RENEWAL PROCESS	$17 per renewal	17.00	17.00	
DUPLICATE BUSINESS LICENSE	$10 per license	10.00	10.00	
CHANGE BUSINESS NAME	$23 per business	22.00	23.00	1.00
Finance				
NSF CHECK PROCESSING	$45 per NSF check	44.00	45.00	1.00
City Clerk				
DOCUMENT REPRODUCTION/SCANNING	First 10 copies - No Charge	0.00	0.00	
	Additional copies - $0.20 per copy	0.20	0.20	
	FPPC copies - $0.10 per copy plus $5 for retrieval of documents if more than five years old plus postage cost if mailed	0.10	0.10	
ELECTRONIC FILE COPY	$5 per device	5.00	5.00	
DOCUMENT CERTIFICATION	$10 per document	10.00	10.00	
RECORD COMPILATION	Record Compilation/Creation - charge the fully allocated hourly rate for all personnel involved plus any outside costs.			
LOCAL CANDIDATE FILING	$25 per candidate- Fee is set by the State	25.00	25.00	
LOCAL INITIATIVE PROCESSING	$200 per initiative- This fee is limited by the State Law - Elections Code Section 9202(b) - Fee is refundable to the filer, if within one year of filing the notice of intent, the elections official certifies the sufficiency of the petition.	200.00	200.00	
USE OF CREDIT CARD/ DEBIT CARD- ADMINISTRATION DEPT	2.5% OF CHARGED AMOUNT			

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

May 7, 2024
ORDERS OF BUSINESS

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Robert Harary, P.E, Director of Public Works
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Resolution 2024-036, authorizing the City Administrator to execute a Construction Contract with Monterey Peninsula Engineering for the Base Bid, Bid Additive, and 10% contingency, in the total amount of $433,818, for construction of the Mission Trail Nature Preserve, 3 Stream/Drainage Project

RECOMMENDATION:

Adopt Resolution 2024-036, authorizing the City Administrator to execute a Construction Contract with Monterey Peninsula Engineering for the Base Bid, Bid Additive, and 10% contingency, in the total amount of $433,818, for construction of the Mission Trail Nature Preserve, 3 Stream/Drainage Project

BACKGROUND/SUMMARY:

For the Fiscal Year (FY) 2021/22 Capital Improvement Program (CIP), the City Council approved a new project and initial funding to retain engineering and environmental consultants for the first three (3) of eight (8) stream restoration measures along the drainage creek in the Mission Trail Nature Preserve (MTNP). These stream restoration projects were identified in the 2019 "MTNP Stream Stability Report" which is available for review at: https://ci.carmel.ca.us/post/mission-trail-nature-preserve

Initial funding for the project of $203,000 was based on a California Department of Parks and Recreation Per Capita Grant of $178,000 and a required City match of $25,000, funded by Measure C.

In February 2022, the City entered into a Professional Services Agreement (PSA) with Neill Engineers Corp. for engineering and design of these three drainage projects. In November 2022, the City entered into a PSA with Dudek for on-call environmental services. Under this PSA, Dudek prepared biological and other environmental technical studies associated with the proposed projects.

In June 2023, Council adopted Resolution 2023-067 for the FY 2023/24 CIP, approving the carry-over of 25 prior FY projects, including this project, and approving a new CIP Contingency Fund with an initial budget of $500,000 to cover anticipated higher costs of construction contracts.

Project Development and Bidding Results

The Project plans, specifications, and cost estimates were prepared by Neill Engineers Corp. The City's Project Manager checked the plans, and compiled the contract and bidding documents.

The environmental review and permit acquisition process was facilitated Dudek. From mid-2022 through late 2023, permits had to be acquired from three regulatory agencies: the U.S Army Corps of Engineers, California Department of Fish and Wildlife Service, and the Regional Water Quality Control Board. Numerous project-specific requirements were generated from these permits and included in the construction bidding documents. A Coastal Development Permit was also issued by the Planning Commission. In addition, a CEQA Notice of Exemption (NOE) was issued in

February 2023 and filed with the Office of Planning and Research with the State of California and the Monterey County Clerk's office.

This project combined three stream stability and drainage-related improvement projects in the MTNP, all located in the southerly portion of the Preserve. The construction documents were divided into a Base Bid for the first two projects, and an Additive Bid for the third project. It is most cost-effective and efficient to award one construction contract to complete these similar improvements in the same general location at the same time.

The Base Bid includes the following two projects:

1. **Drainage Improvements along Doolittle Trail:** Trenching and installation of 150 feet of 18-inch to 24-inch diameter high-density polyethylene (HDPE) piping, two concrete catch basins; a rock apron, rip-rap at the pipe outlet into the creek, and related facilities.

2. **Swale Reconstruction on Willow Trail:** Demolition of the existing, high-maintenance, swale crossing, grading, reconstruction of a 10-feet x 15-feet rock-lined concrete swale, installation of a rip rap stilling basin on the top end and a rip-rap energy dissipater on the bottom end; placement of a 6-inch thick "Golden Granite" base along Willow Trail covering 1,000 square feet, and installation of 30 feet of 18-inch HDPE piping, a rock apron, and rip-rap.

The Bid Additive covers the third project as follows:

3. **Boardwalk on Willow Trail:** Construction of an 85-foot long, 4'-8" wide, elevated redwood boardwalk over a bog along the Willow Trail. The boardwalk will be supported by 22 structural helical piers. Conform both ends of the boardwalk extending 60-feet using "Golden Granite" base along the Trail.

The Project was approved for construction and extensively advertised for bids. Notices were published in the "Carmel Pine Cone" and "Monterey County Weekly," at the Central Coast Builders Association, and posted on the City's and other public purchasing websites. In addition, courtesy calls and emails were sent to 40 contractors that specialize in civil construction.
The City conducted a mandatory pre-bid meeting on February 21, 2024, and 14 prospective contractors attended. Seven bid proposals were received and opened at a Public Bid Opening held on March 19th, 2024, with the following results:

	Engineer's Estimate	**MPE**	South Bay Grading	Rehak General Engineering	Tyman Const.	Coastal Paving & Excavation	Don Chapin Company	Graniterock
Base Bid (Basis of Award)	$295,000	**$205,280**	$205,311	$229,505	$248,250	$258,200	$259,170	$343,548
Additive Alternatives	175,000	**189,100**	150,443	174,960	248,100	356,885	198,150	122,098
Grand Total	$470,000	**$394,380**	$355,754	$404,465	$496,350	$615,085	$457,320	$465,646

All bid proposals were responsive. The Base Bid, not the grand total, is the basis to award the contract.
The low Base Bid of $205,280, submitted by Monterey Peninsula Engineering (MPE), was 30% below the Engineer's Estimate and just $31 below the second low bidder. While the Additive Bid for the elevated boardwalk was 8% above the Estimate, it was still well below the average bid of the remaining six bidders. The Grant Total bid of $394,380 by MPE was 16% below the estimate.

Due to the efficiency of constructing all three, nearby drainage improvements under one construction contract, and given the favorable bids received, Staff is recommending that the Base Bid and Bid Additive be awarded at this time. A 10% contingency of $39,438 is requested should differing site conditions warrant urgent field changes.

MPE has completed a number of other construction contracts for the City. They are currently in the final phase of the FY 21/22 Annual Paving Project for the City, and will soon be underway on Cal Am Water's Dolores Pipeline Replacement

21/22 Annual Paving Project for the City, and will soon be underway on Cal Am Water's Dolores Pipeline Replacement Project for which Council approved an Encroachment Permit with Special Conditions of Approval on April 1st.

The Project site is within the MTNP and surrounded by wildlife, natural vegetation, trees, and walking trails. No work can be conducted adjacent to or within the creek while water is flowing; hence, construction is best performed in the Summer/Fall. Other conditions of approval included in the three regulatory agency permits include: pre-construction Monterey Dusky-footed Woodrat and nesting bird surveys, wildfire safety measures, tree protection, and other best management practices. An Amendment to the PSA with Dudek is currently being processed, in the amount of $34,950, to ensure that the pre-construction surveys and environmental permit conditions and reporting requirements will be met.

Construction will take four months to complete following issuance of the Notice to Proceed. MTNP will remain open during construction, and access to the trails will be maintained to the extent possible. However, the Contractor will fence off the work site for safety, and will periodically need to haul in heavy equipment and materials and remove debris. To minimize costs, construction management and inspection services will be performed by Public Works.

The Forest and Beach Commission and Friends of the MNTP also support this important project.

FISCAL IMPACT:

Costs for engineering design and environmental services, including permit acquisitions, were approximately $93,448 and were expended in prior FY CIP budgets.

The remaining costs for this Project, including the proposed construction contract, bid additive, and 10% contingency, are listed below.

No.	Company	Services	Cost
1	Dudek	Environmental Services (Permit Compliance Monitoring)	$34,950
2	MPE	Construction Base Bid	205,280
3	MPE	Construction Additive Bid	189,100
4		10% Contingency	39,438
		Remaining Project Cost	**$468,768**

The Project can be funded as follows:

No.	Funding Source	Amount
1	CA Department of Parks and Recreation Per Capita Reimbursement Grant	$178,000
2	Current Project fund balance	60,000
3	Remaining Balance of FY 2023/24 CIP Contingency Fund	163,169
4	Temporary allocation of CIP Fund Balance to award the Additive Bid (To be restored in FY 24/25 CIP – Measure C) See Note below.	67,599
	Total Funding	**$468,768**

Note: The City is required to identify all funding at the time a construction contract is awarded. At the March 5th and 26th Council meetings, the Public Works Director presented the CIP for FY 2024/25 and noted that supplemental funding of approximately $72,000 would be required to cover the construction shortfall for this project. The revised amount of $67,599 will be included in the Capital Improvement Budget for FY 2024/25. However, in order to award the entire Contract in FY 2023/24, prior to the allocation of these supplemental funds, Staff is requesting that the award be based on the current CIP Fund Balance temporarily, until the new budget takes effect and the CIP Fund Balance

restored. No progress payments for the Bid Additive are anticipated prior to July.

PRIOR CITY COUNCIL ACTION:

For the Fiscal Year (FY) 2021/22 Capital Improvement Program (CIP), the City Council approved a new project and initial funding to retain engineering and environmental consultants for the first three (3) of eight (8) stream restoration and erosion control measures along the drainage creek in the MTNP. Initial funding for the project of $203,000 was based on a California Department of Parks and Recreation Per Capita Grant of $178,000 and a required City match of $25,000, funded by Measure C.

In February 2022, the City entered into a Professional Services Agreement (PSA) with Neill Engineers Corp. for engineering and design of these three drainage improvements and other capital projects. In November 2022, the City entered into a PSA with Dudek for on-call environmental services.

In June 2023, Council adopted Resolution 2023-067 for the FY 2023/24 CIP, approving the carry-over of 25 prior FY CIP projects, including this Project, and approving a new CIP Contingency Fund with an initial budget of $500,000 to cover anticipated higher costs of construction contracts.

ATTACHMENTS:

Attachment 1) Resolution 2024-036

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

RESOLUTION NO. 2024-036

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONSTRUCTION CONTRACT WITH MONTEREY PENINSULA ENGINEERING FOR THE BASE BID AND ADDITIVE BID IN THE AMOUNT WITH CONTINGENCY, OF $433,818, FOR CONSTRUCTION OF THE MISSION TRAIL NATURE PRESERVE 3 STREAM/DRAINAGE PROJECTS

WHEREAS, in 2019, the Mission Trail Nature Preserve (MTNP) Stream Stability Study identified eight stream restoration projects along the MTNP creek, with the first three stream and drainage improvements including in this Project; and

WHEREAS, in 2021, the City was awarded a California Department of Parks and Recreation Per Capita Reimbursement Grant of $178,000 for this Project; and

WHEREAS, in 2022, the City entered into Professional Services Agreements with Neill Engineers Corp. to design the Project, and with Dudek to provide environmental documentation and facilitate permit acquisitions; and

WHEREAS, the Base Bid portion of the Project includes drainage improvements along the Doolittle Trail and swale reconstruction on the Willow Trail, and the Bid Additive includes an elevated redwood boardwalk over a bog on Willow Trail, all located in the southerly portion of the MTNP; and

WHEREAS, in 2022 and 2023, environmental permits were issued for the Project by the U.S. Army Corps of Engineers, California Department of Fish and Wildlife Service, and the Regional Water Quality Control Board, and a Coastal Development Permit was approved by the Planning Commission; and

WHEREAS, in June 2023, Council adopted Resolution 2023-067 approving the carry-over of 25 prior Fiscal Year (FY) Capital Improvement Plan (CIP) projects, including this Project; and

WHEREAS, seven responsive bid proposals were received at a Public Bid Opening held on March 19, 2024; and

WHEREAS, Monterey Peninsula Engineering submitted the lowest Base Bid, which is the Basis of Award, and their total bid, including the Bid Additive, of $394,380 is 16% below the Engineer's Estimate; and

WHEREAS, a 10% contingency of $39,438 is required for any differing site conditions that warrant field changes, resulting in a total contract award of $433,818; and

WHEREAS, the remaining balance of $169,169 from the FY 2023/24 CIP Contingency Fund is needed to award this contract; and

WHEREAS, the CIP Fund Balance of $67,599 is temporarily needed to award this contract; however, upon adoption of the CIP Budget for FY 2024/25, this amount will be replaced with new revenue in FY 2024/25, and the CIP Fund Balance will be restored; and

WHEREAS, the Forest and Beach Commission and Friends of the Mission Trail Nature Preserve support this Project.

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 Construction Contract with Monterey Peninsula Engineering for the Base Bid and Additive Bid, in the amount with contingency, of $433,818, for construction of the Mission Trail Nature Preserve 3 Stream/Drainage Projects.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 7th day of May, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Dave Potter
Mayor

ATTEST:

Nova Romero, MMC
City Clerk

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

May 7, 2024
ORDERS OF BUSINESS

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Nova Romero, City Clerk
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Resolution 2024-035 ratifying appointments to the Harrison Memorial Library Board of Trustees, Planning Commission, Historic Resources Board, and Forest and Beach Commission

RECOMMENDATION:

Adopt Resolution 2024-035 ratifying appointments to the Harrison Memorial Library Board of Trustees, Planning Commission, Historic Resources Board, and Forest and Beach Commission.

BACKGROUND/SUMMARY:

The City of Carmel-by-the-Sea Boards and Commissions perform a valuable service to the City by providing means by which the City Council can obtain advice, opinions, and recommendations of City residents and other members of the community. Terms of office for board and commission members are 4 years, except for the Harrison Memorial Library Board of Trustees who serve 3-year terms. To ensure continuity, terms are staggered, with no more than 2 members per board/commission having terms expiring within the same year.

Every December, the City posts a list of all board and commissions terms scheduled to expire the following year in accordance with State Law. In February and March 2024, in accordance with the City's policies, the City advertised open positions for several boards and commissions:

- Community Activities & Cultural Commission – 3 seats
- Harrison Memorial Library Board of Trustees - 1 seat
- Planning Commission - 1 seat
- Historic Resources Board - 1 seat
- Forest and Beach Commission – 2 seats

The application period ran from February 29th to March 29th. Current members with terms expiring in May were invited to re-apply by March 29th. The City received numerous qualified applications, and residency requirements were verified using the GIS assessment database.

Recommendation

An ad hoc committee, consisting of Mayor Potter and Mayor Pro Tem Richards, conducted interviews on April 5 and April 10, 2024 of all new applicants. Applicants interviewed within the past year or currently serving on a board or commission were considered without the need to re-interview. All applicants demonstrated a strong commitment to serving the community.

After careful consideration, the following individuals are recommended for appointment:

- Harrison Memorial Library Board of Trustees: Marie-Clare Gorham (term ending May 30, 2027)
- Planning Commission: Stephanie Locke (term ending May 30, 2028)
- Historic Resources Board: Kathryn Gualtieri (term ending May 30, 2028)
- Forest and Beach Commission: Sarah Berling and Hans Buder (both terms ending May 30, 2028)
- Community Activities Commission: No applications were received aside from Hans Buder.

Next Steps

The Council needs to ratify appointments through a Resolution. The Resolution (**Attachment 1**) to appoint the above individuals requires a majority vote for approval. Commissioners/Board members not re-appointed will continue to serve until their terms expire on May 30th, with newly appointed commissioners will begin their terms on May 31st.

FISCAL IMPACT:

None for this action.

PRIOR CITY COUNCIL ACTION:

The City Council annually ratifies appointments to vacancies occurring on the City's Commissions and Boards each year.

ATTACHMENTS:

Attachment 1) Resolution 2024-035
Attachment 2) Applications Received (redacted)

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

RESOLUTION NO. 2024-035

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA RATIFYING APPOINTMENTS TO THE HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES, PLANNING COMMISSION, HISTORIC RESOURCES BOARD, AND FOREST AND BEACH COMMISSION

WHEREAS, City Boards and Commission perform a valuable service to the City by providing means by which the City Council can obtain advice, opinions, and recommendations of City residents and other members of the community; and

WHEREAS, terms of Board and Commission members are staggered, with no more than 2 members per board/commission having terms expiring within the same year; and

WHEREAS, on February 29, 2024, the City advertised and invited applications from the public for various boards and commissions with terms expiring May 30, 2024; and

WHEREAS, during the application period the City received several qualified applications; and

WHEREAS, the Ad Hoc Committee, consisting of Mayor Potter and Mayor Pro Tempore Richards, conducted interviews and considered all applications received; and

WHEREAS, the Ad Hoc Committee is appreciative of all individuals who filled out an application and participated in the interview process, and after careful deliberation have determined the most qualified applicants for appointment.

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

Appoint the following individuals to serve on the following City Boards and Commissions with terms beginning on May 31, 2024:

- Harrison Memorial Library Board of Trustees: Marie-Clare Gorham (term ending May 30, 2027)

- Planning Commission: Stephanie Locke (term ending May 30, 2028)

- Historic Resources Board: Kathryn Gualtieri (term ending May 30, 2028)

- Forest and Beach Commission: Sarah Berling and Hans Buder (both terms ending May 30, 2028)

BE IT FURTHER RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA, does hereby defer appointments to the Community Activities Commission to a future date due to lack of applications received.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 7th day of May, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Dave Potter
Mayor

ATTEST:

Nova Romero, MMC
City Clerk

City of Carmel-By-The-Sea

MAR 05 2024

Office of the City Clerk

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

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

NAME David O'Neil DATE March 3, 2024

RESIDENCE ADDRESS [redacted] CITY Carmel-by-the-Sea ZIP 93921

MAILING ADDRESS [redacted] CITY Carmel-by-the-Sea ZIP 93921

RESIDENCE PHONE [redacted] BUSINESS PHONE [redacted]

EMAIL [redacted]

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 3 Years

Board or Commission Selection:

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

Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)	
Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)	
Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)	X
Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.)	
Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)	X
Board of Appeals (once annually and on an as-needed basis)	

Will you be available to attend board/commission meetings regularly? Yes

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

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

Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code? YES [X] NO [ ]

Reason for Interest in the Position:

Since childhood, the captivating architecture of Carmel-by-the-Sea, with its unique charm and diversity, has ignited a passion within me for construction, community engagement, real estate, and restoration. The inspiration drawn from my vacations here has not only led to a fulfilling career in these fields, but also instilled a desire within me to give back to this community that fostered countless joyful memories. Moreover, I made a heartfelt promise to my 101-year-old mother-in-law on her deathbed that I would uphold my commitment to caring for Carmel and preserving its legacy.

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

Growing up under the guidance of a General Contractor father and a Real Estate Broker mother instilled in me a passion for architecture and community stewardship. My career spans various sectors, including Commercial Construction, Land Planning, Development, Investments, Real Estate, and Historic Restoration. Noteworthy projects include commercial builds, luxury homes, and a 40,000 sq. ft. chateau renovation inspired by Carmel-by-the-Sea's preservation model. Actively contributing to Carmel-by-the-Sea through Steering Committees and City Council meetings, I have read and continue to study the Design Guidelines, General Plan, and Municipal Code. I demonstrate a commitment to serving with integrity as my journey harmonizes my dreams and promises toward an shared community vision, embracing collaboration, humility, and positivity.

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

Carmel Residents Association, Board of Directors
VELO, LLC, Marketing & Sales Director and Project Manager

Education:

Institution	Course of Study	Degree Year (s)
Leland High School College Prep.	College Prep.	Diploma
National Association of Realtors	California Real Estate	REALTOR®
	Senior Real Estate Service Designation	

Employment Experience (Start with Most Recent):

Organization:	VELO, LLC	
Position:	Marketing & Sales Director / Project Manager	Year: 2016-Present
Organization:	Chateau de Falloux SARL	
Position:	General Manager	Year: 2016-2020
Organization:	Energy Talk Radio	
Position:	Owner/Founder/Radio Host	Year: 2012-2016

Prior public service, civic or volunteer activities:

Organization:	Carmel Residents Association, Board of Directors	
Position:	Director	Year: 2023-Present
Organization:	VIPS - Volunteer in Police Service	
Position:	Volunteer Patrol Assisting for Carmel Police Department	Year: 2023-Present
Organization:	Meals on Wheels of the Monterey Peninsuela	
Position:	Dispatch, Safety.& Fundraiser	Year: 2022-Present

SPCA of Monerey County
Volunteer Cashier Shop & Telethon Fundraiser Operator 2021-Present
Stop AIDS Project
Operations & Human Resources Manager 2011-2012

[redacted]
Signature

March 3, 2024
Date

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

Return application to the City Clerk's Office, East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.

DAVID O'NEIL

[redacted]
Carmel-by-the-Sea
93921

Carmel-by-the-Sea is the epitome of proper preservation and advancement through charming architecture, natural landscape and commercial development.

While in France remodeling a chateau, opening it to the public and helping with local development, I used Carmel-by-the-Sea as the prime example of the perfect balance of architecture, nature, real estate, local enjoyment, tourism, and commerce.

I have profound respect for Carmel-by-the-Sea and would be honored to be of service in its continued protection and development.

OBJECTIVE:

Volunteer position for Carmel-by-the-Sea Planning or Historic Commissions

TECHNICAL SKILLS:

Plan review, land planning and development, property management, submittals/budgets/RFIs for commercial and residential, historic research, coordinating contractors, pre-planning in 3D Software/Sketch-up, PowerPoint, and Photoshop for architects/designers/clients, web design, commercial and high-end residential real estate sales and marketing, and 1031 tax deferred exchanges.

PERSONAL SKILLS:

Love of architecture and history, excellent listener, patient, reasonable, optimistic, objective, forthright, understanding, sympathetic, collaborative, perceptive, and a diplomatic communicator, facilitator and negotiator.

RELEVANT EXPERIENCE:

2021 - Present
Full time resident and volunteer in Carmel-by-the-Sea:
- Excellent understanding of the designs, landscape, architecture and commerce of the town.
- Have a vested interest in the long term development of the community.
- Volunteer for Meals on Wheels, SPCA, Carmel Preservation Association, Carmel Cares, and PacRep.

2007 - Present
Commercial and Residential Real Estate Agent:
- Excellent understanding of values, pricing and marketing.
- Negotiations and contracts.
- Branding, media and Internet marketing.
- Social media, web design, and graphic design.
- Video and photographic presentations.
- Discerning architecture and design observations.
- 1031 exchanges education and processing.

1998 - Present
Commercial and residential construction experience:
- Home, commercial and historic remodels and tenant improvements.
- Property management for both residential, commercial and HOAs.
- 3D visual plans for architects and clients.
- Management of plans, submittals, RFIs and correspondence.
- Liaison with contractors, owners, HOAs, architects, design boards and municipalities.

2005 - Present
Land planning/development, and landscape architecture:
-Work with clients, planning departments and communities to approve concepts, mixed use development and international large scale development.
- Negotiate needs between parties to find alternatives and solutions.
- Listen and communicate clearly to determine needs, benefits and costs.

VOLUNTEER EXPERIENCE:

Carmel Residents Association
Board of Directors

Carmel Chamber of Commerce
Public Relations

Meals on Wheels
Dispatch & Database Management

SPCA of Monterey County
Cashier Salesperson

Stop AIDS Project
Operations Manager

L'association 3P : Passé Présent Patrimoine
French Historic Association
Event Manager, Donor, Community Development, and Public Relations

LANGUAGES:

English and French

ENDORSEMENTS:

See Attached

SPCA
Monterey County
Changing Lives

Christy Jacoby
Box 3058
Monterey Ca, 93942
831-624-4211

December 1, 2022

To whom it may concern,

It is my pleasure to write on behalf of David O'Neil to volunteer for a position on the Carmel Design Review Board. I am the manager at the Benefit Shop for The SPCA Monterey County. David began volunteering for our shop in April 2021. After being fortunate enough to work with David, I'm extremely confident that he is the perfect candidate for the volunteer board member position.

David currently cashiers for us for 3 hours once a week. However, in the past, he often has taken on multiple weekly shifts and even multiple daily shifts sometimes working for us 6 hours in a day. His daily undertaking involves cashiering, greeting and helping customers in our shop. He always comes to volunteer with an exceptionally positive attitude. He demonstrates great problem-solving skills and is extraordinarily self-motivated, often finding projects on his own to complete when sales are slow such as straightening clothing racks, cleaning and organizing the shop. David is a huge asset to our team and pays great attention to detail. With his help, this past November 2022, we broke record sales for The SPCA Benefit Shop.

I would highly recommend David for the volunteer board member position on the Carmel Design Review Board. I'm extremely confident that he would be a great asset to the board and help the board attain high goals due to his exceptional attitude, exceedingly strong work ethic and attention to detail.

Please feel free to contact me with any further questions you might have. I can be reached at 831-624-4211 or by email at cjacoby@spcamc.org

Best Regards,

Christy Jacoby
Benefit Shop Manager
SPCA Monterey County
cjacoby@spcamc.org
831-624-4211

To whom it may concern

This letter of recommendation is for David Michael O'Neil in reference to his seeking a position on the Carmel Citizen Design Review Board.

I have personally worked with David off and on over the past 20+ years and have found him to be diligent, focused and very conscientious in all areas of the work he takes on.

During the late 90's thru the early 2000's we both worked at South Bay Construction located in Campbell, Ca.

I worked as a Superintendent of construction and David was a project Engineer during his time there.

We worked closely together on bringing projects in on time and budget and I could not have asked for a better team partner.

During later years in keeping in touch with David, I was aware of the work he accomplished refurbishing his 22000sf Chateau in France along with other projects located in Hawaii, Montecito and now in Carmel.

It is my belief that with David's drive to excel in anything he sets out to accomplish he would be an asset to the Township of Carmel in whatever capacity he is interested in being involved with.

Sincerely,

Michael Trudrung

Superintendent of Construction

Landmark Builders Inc. (408) 209-2464



David et William O'Neil, lors de leur séjour en France, ont restauré à l'identique le grand château du XIXème siècle d'Alfred de Falloux ministre sous Napoléon III. Ils se sont beaucoup impliqués pour la sauvegarde du patrimoine et la vie locale. Leur implication a rayonné sur le plan local, départemental, régional et même national.

David s'est beaucoup impliqué au cours des réunions. Il a été très accueillant et aimable vis-à-vis de tous les habitants en ouvrant les portes de leur château à tous et en organisant des festivals, des portes ouvertes, des concerts, une exposition pour retracer l'histoire des américains au cours du conflit mondial de 1914-1918 en participants aux marchés de Noël etc….

Avec David, il s'est passionné pour l'Histoire et le patrimoine dans le soucis de développer des liens avec tous. Il s'est beaucoup impliqué pour que des éoliennes ne soient pas installées à proximité.

Je pense que David a beaucoup de sensibilité pour poursuivre une action de grande envergure sur son nouveau lieu de vie.

Je tenais à témoigner en tant que présidente de l'association « Passé-Présent-Patrimoine » et en tant que voisine lors de leur séjour en France et néanmoins amie malgré la distance qui nous sépare maintenant.

Isabelle de Pontevès

La Cour

Le Bourg d'Iré

Le 23 novembre 2022

--Translation--

Past-Present-Heritage
3P
le Bourg d'Ire

David and William O'Neil, during their stay in France, restored identically the great 19th century castle of Alfred de Falloux, minister under Napoleon III. They are very involved in the preservation of heritage and local life. Their involvement has radiated locally, departmentally, regionally and even nationally.

David was very involved in the meetings. He was very welcoming and kind to all the inhabitants by opening the doors of their castle to all and by organizing festivals, open houses, concerts, and exhibition to retrace the history of the Americans during the world war of 1914-1918 in participants in the Christmas markets etc....

With David, he was passionate about history and heritage in order to develop links with everyone. He was very involved in ensuring that wind turbines were not installed nearby.

I think David has a lot of sensitivity to pursue a large-scale action in his new place of life.

I wanted to testify as president of the association "Past-Present-Heritage" and as a neighbor during their stay in France and nevertheless a friend despite the distance that separates us now.

Isabelle de Ponteves
The courtyard
Bourg d'Iré
November 23, 2022

Ian Strachan B.Arch (Hons) RIBA

Architect

O'Deasbhord – Tower Road – Mornington

County Meath - A92A3T3 – Ireland

archian2706@gmail.com

Attachment 2

Mornington 23 October 2022

To whom it may concern:

Mr David O'Neil

Before retiring back to Ireland in 2020, I had lived and worked for 27 years in France. During that time I was involved with the renovation and reconstruction of five châteaux, numerous large mansions and residential buildings included in protected and classified medieval villages, all over France.

I first met David when I was invited to participate in the project of reconstruction of the ruined Château de Falloux, situated in the famous Loire Valley. The château dated back to around 1850, and was in a terrible state having been neglected for over twenty years.

My brief was to assist in bringing the château back to its original splendor using, original materials, details and methods of construction along with specialist craftsmen. From the outset I could see that David had a total understanding of the architectural process, and that he was going to be a huge asset for the project. There exists in France a group of craftsmen called "Les Companions du Devoir", these represent the top 5% of all craftsmen in France, and are noted for their dedication to traditional methods and use of materials. David insisted these craftsmen were engaged for the works, and that our works respected the heritage of the château and its environment.

David has a fantastic eye for detail and also an ability to carry out relevant research. He was a constant partner at our site construction and design meetings, where his input was both highly respected and appreciated.

Although the château was not on the official government classified list, it was of significant architectural merit, and although we had no legal obligation, David insisted that our proposals were scrutinized by the government architect responsible for "Ancient Monuments" before any work commenced on site. We also had a requirement to consult and cooperate with the town's council. David and I would attend these meetings and it was obvious the Mayor and his councilors respected his opinions. We were often consulted as interested parties to comment on other projects in the community, unrelated to our own works. During his time in France, David also contributed to help the owners of neighboring châteaux with plans for their own renovations.

In time our work on the château was recognized with an official award from the French government, for our contribution to help save the French heritage and patrimony. Not something that is given easily.

I lived on site for two and a half years to complete the project. David was my daily companion throughout that time and hugely influential in the direction we took. I does not surprise me for one second that he would want to be involved in a group dedicated to the protection and appropriate development of a historic commune, and I am sure he would prove to be a huge asset.

I remain at your disposition for any subsequent enquiries you may have, please do not hesitate in contacting me as required.

Ian Strachan Architect.

To the Carmel Design Review Board,

David O'Neil has my full support as a volunteer on your Review Board. He & his partner William, renovated a chateau in France. They brought it back to its original, glorious self. David researched much of the history about the chateau & even down to the original rose named after the first owner of the chateau. Of course the rose was promptly planted in their garden.

You can't find a better person to be on your Design Review Board.

Truly,

Diane L. Wilcop

City of Carmel-By-The-Sea

MAR 05 2024

Office of the City Clerk

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

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NAME Karyl Hall DATE 3.3.2024

RESIDENCE ADDRESS [redacted] CITY Carmel ZIP 93921

MAILING ADDRESS [redacted] CITY Carmel ZIP 93921

RESIDENCE PHONE [redacted] BUSINESS PHONE _____

EMAIL [redacted]

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? childhood & 34 ~~yrs as adult~~

Board or Commission Selection:

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

Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)	
Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)	
Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)	
Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.)	
Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)	X
Board of Appeals (once annually and on an as-needed basis)	

Will you be available to attend board/commission meetings regularly? yes

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

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

Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code? YES [X] NO [ ]

Reason for Interest in the Position:

I feel passionate about preserving historic properties in Carmel, realizing that functionality, safety issues, and deterioration need to play a role in any individual case. I have served on the HRB for five years now, and want to contribute what I've learned over that period of time, respecting and applying understanding of codes and standards while appreciating "common sense" approaches where necessary within those standards.

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

See attached CV

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

N/A

Education:

Institution	Course of Study	Degree Year (s)
Santa Clara University	Psychology	BA
San Jose State University	Psychology	MA
Nova Southeastern University	Education	EdD

Employment Experience (Start with Most Recent):

Organization:	
Position:	Year:
Organization: See attached abbreviated Curriculum Vitae	
Position:	Year:
Organization:	
Position:	Year:

Prior public service, civic or volunteer activities:

Organization:	
Position:	Year:
Organization: See attached CV	
Position:	Year:
Organization:	
Position:	Year:

[redacted]

Karyl Hall
Signature

3.2.2024
Date

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

Return application to the City Clerk's Office, East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.

Pacific Repertory Theatre board member, past secretary, treasurer, vice chair, chair (twice)
past secretary CRA Board
Co-Chair, Carmel Preservation Association

Application for Historic Resources Board

I served on the Land Use Advisory Committee for unincorporated Carmel and the Highlands for several years. My professional career was as a Medical Research Psychologist, but I have always been interested in real estate and design and have bought, repaired/improved, and sold several houses through the years. My late husband and I "adopted" the historic Door House in 1997, for those who remember the considerable press about saving the little cottage.

I remodeled a 1927 "Carmel Charmer" that otherwise would have almost surely been torn down with two houses replacing it, because the lot is over 11,000 square feet. I have become aware of many of the dilemmas faced by the staff in trying to follow present codes while considering specific needs of homes/home owners.

I have been serving on the HRB for over five years, and would like to serve an additional four year term. Please consider my request for participation on the Board. I believe I offer a balanced, informed, and fair contribution to committee deliberations, and have learned a great deal over the years. Thank you for the opportunity to weigh in on this important work.

Sincerely,

[redacted]

Karyl Hall Ed.D., M.F.T.
[redacted]
Carmel, CA 93921
[redacted]

3.24

ABBREVIATED CURRICULUM VITAE
HRB APPLICATION
KARYL M. HALL

EMPLOYMENT EXPERIENCE

1995 – 1999 **Clinical Assistant Professor**
Department of Functional Restoration
Stanford University, Stanford, CA

1990 - 1999 **Director of Research**
Department of Physical Medicine and Rehabilitation
Santa Clara Valley Medical Center, San Jose, CA

1990 - 1999 **Project Co-Director**
Spinal Cord Injury Model System of Care
Santa Clara Valley Medical Center/Medical Staff Corp

1987 – 1999 **Project Director**
Traumatic Brain Injury Model System of Care
Santa Clara Valley Medical Center/Medical Staff Corp

1985 - 1987 **Project Director**
Evaluation and Learning Facility
Rehabilitation Research & Development Center
Veterans Administration Medical Center, Palo Alto, CA

1973 - 1986 **Associate Specialist I-IV, Research Psychologist**
University of California
Langley Porter Neuropsychiatric Institute, San Francisco, CA

1972 - 1980 **Psychology Instructor**
West Valley College and Ohlone College, Saratoga/Fremont, CA

CREDENTIAL/LICENSE:

Community College Teaching Credential
Marriage, Family and Child Counseling License (M.F.T.)

EXPERIENCE RELEVANT TO THE CARMEL HISTORIC RESOURCES BOARD:

Member of the Land Use Advisory Committee (LUAC) for Unincorporated Carmel and the Carmel Highlands for several years.

Member of the former Carmel Preservation Foundation and member of the Carmel Heritage Society of Carmel.

Preserved and enlarged the home of John Catlin, former mayor of Carmel, at 24814 Pescadero Road, Carmel

Renovated/preserved the Historic 1906 Door House in Carmel

Participated in the historic home tours by the Carmel Preservation Foundation and Carmel Heritage Society four times (Pescadero home), and the Bach Festival virtual home tour twice, and Carmel Heritage Society tour (Dolores home).

Preserved and renovated four homes in Saratoga, California, and one in San Jose.

In 2017 purchased and remodeled "Jollyhase" in Carmel, a 1927 home on Dolores Street believed to have been built by Dene and Watrous (founders of the Bach Festival), for the purpose of saving it from demolition and structurally bringing it up to modern standards while preserving its Carmel charm.

Three hours training on 2.29.24 on Standards & Guidelines for Preservation, offered to HRB members by the Planning Dept. of CBTS.

VOLUNTEER ACTIVITIES

I have served on the Board of Pacific Repertory Theatre for 17(!) years, as secretary, treasurer, vice president, president (twice), and also served on the Advisory Council.

Former secretary of the CRA Board

Founder and Co-Chair of the Carmel Preservation Association

Volunteer median minder and pick-up possee for Carmel Cares

3/2024

City of Carmel-By-The-Sea
MAR 13 2024
Office of the City Clerk

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

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NAME Adam Jeselnick DATE March 11, 2024

RESIDENCE ADDRESS [redacted] CITY Carmel ZIP 93923

MAILING ADDRESS Same as residence CITY ZIP

RESIDENCE PHONE [redacted] BUSINESS PHONE

EMAIL [redacted]

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 14.5 years

Board or Commission Selection:

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

Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)	
Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)	
Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)	
Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.)	X
Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)	X
Board of Appeals (once annually and on an as-needed basis)	

Will you be available to attend board/commission meetings regularly? yes

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

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

Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code? YES [x] NO [ ]

Reason for Interest in the Position:

As a local architect and business owner in Carmel-by-the-Sea, I have had the opportunity to be involved with many projects that involve historic buildings, the urban forest, and the beach. I believe that Carmel's historic buildings are essential to its unique character, and that preservation of these buildings is necessary to maintain the diversity of architectural styles from the early 1900s through today. As the effects of a warming climate continue to impact the beauty and sustainability of our natural environment, I believe we need to plan now for ways to prepare for the next 100 years.

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

Monterey County Land Use Advisory Committee (Carmel area) 2010-2013

Carmel Green Building Committee

Monterey county Housing Advisory Council

Licensed Architect in the State of California

LEED Accredited Professional

Direct experience with the HRB (Carmel, Monterey, Pacific Grove, and Monterey), and with the Forest & Beach commission (tree permits, etc.)

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

Education:

Institution	Course of Study	Degree Year (s)
University of Notre Dame - School of Architecture	Bachelor of Architecture	2004

Employment Experience (Start with Most Recent):

Organization: Adam Jeselnick Architect	
Position: Owner / Principal	Year: 2013-Present
Organization: Carver + Schicketanz Architects	
Position: Architect	Year: 2009-2013
Organization:	
Position:	Year:

Prior public service, civic or volunteer activities:

Organization: Carmel Woods Neighborhood Association (Secretary)	
Position:	Year: 2022
Organization: Building Board of Appeals	
Position:	Year:
Organization: Monterey Peninsula Ballet Theatre (Participant)	
Position:	Year: 2017-2023

[redacted]

Signature

3/11/2024

Date

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

Return application to the City Clerk's Office, East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.

City of Carmel-By-The-Sea

MAR 20 2024

Office of the City Clerk

City of Carmel-By-The-Sea

MAR 02 2024

Office of the City Clerk

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

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NAME Marie-Clare Tresedar Gorham DATE 3/11/24

RESIDENCE [redacted] CITY Carmel ZIP 93921

MAILING ADDRESS [redacted] CITY Carmel ZIP 93921

RESIDENCE PHONE [redacted] BUSINESS PHONE (Same)

EMAIL [redacted]

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? six years

Board or Commission Selection:

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

Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)	
Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)	✓
Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)	
Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.)	
Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)	
Board of Appeals (once annually and on an as-needed basis)	

Will you be available to attend board/commission meetings regularly? yes

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

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

Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code? YES [✓] NO [ ]

Reason for Interest in the Position:
In serving our library -- the heart of Carmel -- which has so served our community for more than a century, I have seen firsthand the value it provides. Ensuring its continued relevancy for the century to come, in its central role of a community organization and as our most beloved and learned landmark has become my focal point in joining the board.

Please list any relevant qualifications or experience you possess that would enhance the mission and goals of the board(s) or commission(s) for which you are applying:
Drawing upon half a decade of working in the public eye has trained me to both interpret and anticipate trends towards education and beautification; hallmarks of the Harrison Memorial Library. Its exceptional history, rife with engaging architectural details and collections of rare research materials preserve the quality of Carmel's character. While reverence for what has come before is a signature of my own practice, in serving our library I am able to promote these ideals harmoniously; encouraging a continued commitment to attractive design, quality events, and community service.

Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:
Visit Carmel: Artist-in-Residence, Murals: "Carmel Shells" "The Gathering Place" Harrison Memorial Library, Sunset Center Window Mural, Hofsa's House Crest Mural + restoration of Maxine Albro's mural + 2020-21 Residency, "Carmel Caws" Carmel Mission Inn, Cafe Carmel mural, and numerous local commissions, both for public and private.

Education:

Institution	Course of Study	Degree Year (s)
University of the Pacific	Degrees: Philosophy + Curation	2007-2011

Employment Experience (Start with Most Recent):

Organization: self employed	
Position: Professional artist	Year: since 2015
Organization: Crocker Art Museum + Pasadena Museum of California Art	
Position: Guest Curator	Year: 2011-2014
Organization: Singularity University	
Position: Media Producer	Year: 2009-2011

Prior public service, civic or volunteer activities:

Organization: Harrison Memorial Library Board of Trustees	
Position: Trustee	Year: 2023
Organization: California State Fair	
Position: Judge, Photography	Year: 2016-2018
Organization:	
Position:	Year:

[redacted]
Signature

3/11/24
Date

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

Return application to the City Clerk's Office, East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.

22 MAR '24 AM11:41

City of Carmel-By-The-Sea

MAR 22 2024

Office of the City Clerk

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

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

NAME Stephanie Ager Kirz DATE March 22, 2024

RESIDENCE ADDRESS [redacted] CITY CARMEL ZIP 93921

MAILING ADDRESS [redacted] CITY CARMEL ZIP 93924

RESIDENCE PHONE [redacted] BUSINESS PHONE _____

EMAIL [redacted]

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 14 years

* JUNIPERO AVE 2ND N.W. OF THIRD!

Board or Commission Selection:

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

Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)	
Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)	
Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)	
Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.)	
Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)	X
Board of Appeals (once annually and on an as-needed basis)	

Will you be available to attend board/commission meetings regularly? YES

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

Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code? YES [X] NO [ ]

Reason for Interest in the Position: See attached

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

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

Education:

Institution	Course of Study	Degree Year (s)

Stephanie Ager Kirz
REASON FOR INTEREST IN THE POSITION: Historic Resources Board

Preserving the essence of Carmel as expressed in its structures is an important and delicate role for the Historic Resources Board.

My love of Carmel developed when I attended and graduated from Carmel High School in 1964. After many years living and working in the Pacific Northwest, I was fortunate to find and purchase a vintage Comstock called Curtain Calls in 2010. I had, in my youth, frequented the Tuck Box and was well aware of the Comstock charisma.

Curtain Calls, on the other hand, as they say in real estate was, a "Blade Job." The cottage sat on the market for over a year and was in miserable shape. It was not on the historic roster and most likely would have been bulldozed by someone not sensitive to its historic potential.

My experience rebuilding the cottage and restoring the grounds with the Carmel City Council was extremely positive. A sentiment that I often communicate to the amazement of others. Later I added a guest house to replace an ugly garage with once again, complete cooperation from City Hall.

And yes, full disclosure, my stepfather was Fred Hofsas who built the Hofsas House so I had a front row seat in the recent deliberations of historic versus non-historic public debate.

RELEVANT QUALIFICATIONS OR EXPERIENCE THAT WOULD ENHANSE THE MISSION AND GOALS OF THE BOARD.

After working in the advertising and public relations field for over 35 years, upon retirement, I started a small publishing company called White Dog Press. One of my first projects after I purchased Curtain Calls was to buy the rights of Joanne Mathewson's book, *The Fairy Tale Cottages of Carmel* and breathe new life into her book which had been out of print. She died shortly after I purchased the rights. Kent Seavey kindly wrote the forward in my book.

My architect Ray Parks encouraged me to file for the Mills Act and place my cottage on the Historic Roster. My home was the first applicant to be approved for the Carmel Mills Act.

In addition, I joined the Carmel Heritage Society a decade ago and am working currently to help celebrate Comstock's 100 Year Anniversary. Past years my home has been available on their annual tours.

LIST OF LOCAL AREA ASSOCIATIONS, BOARDS, COMMISONS, ETC.

Current Director of Stillwater Yacht Club and Co-Editor of the Cove'er Newsletter.
Organization: Carmel Cares – love gardening.
Carmel Heritage Society

EDUCATION:

University of Washington School of Art, bachelor's degree art, 1969

EMPLOYMENT EXPERIENCE:

White Dog Press, Ltd. www.stephaniekirz.com

Just a fun, creative outlet to keep me out of trouble in retirement.
I write books and travel articles in my spare time

Ager & Associates Public Relations, Seattle, long ago
Ager/BP&N Public Relations, Seattle Portland, long ago
Cole & Weber Public Relations Seattle (Ogilvy and Mather) representing Fortune 500 clients, even longer ago
Member AFTRA – American Federation of Radio and Television Announcers. (after college) radio commercials and on-air KOL Radio AM & FM Seattle

PRIOR PUBLIC SERVICE, CIVIC OR VOLUNTEER ACTIVITIES:

University of Arizona – School of Art Advisory Board 2013
Las Palomitas HOA Board Member, Tucson, AZ
Board Member Intiman Theatre, Seattle, WA

Stephanie Ager Kirz
March 22, 2024

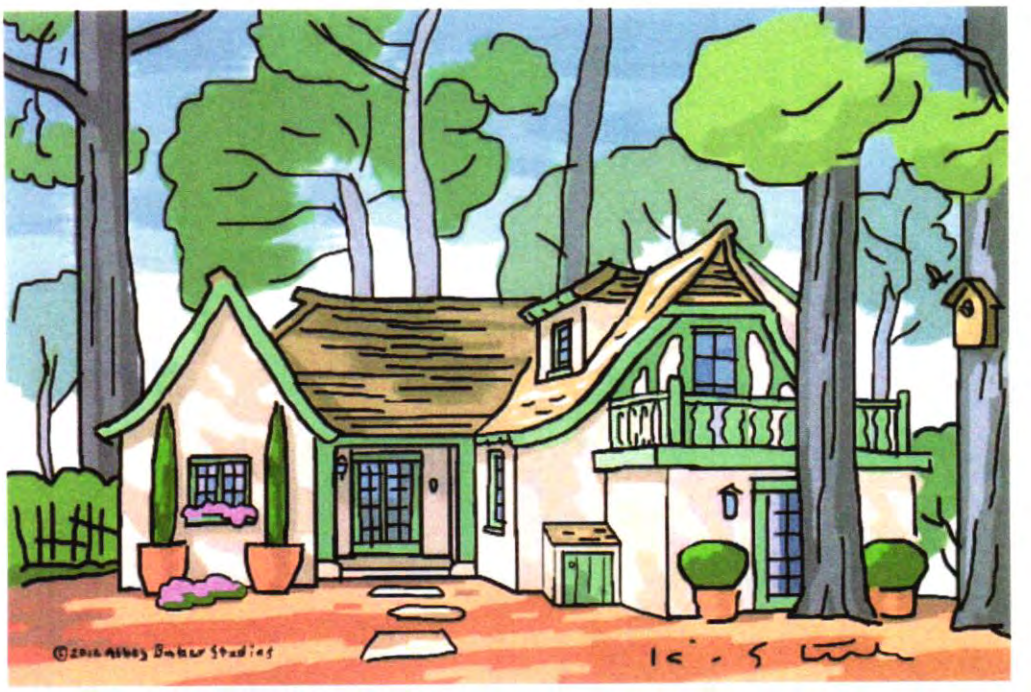


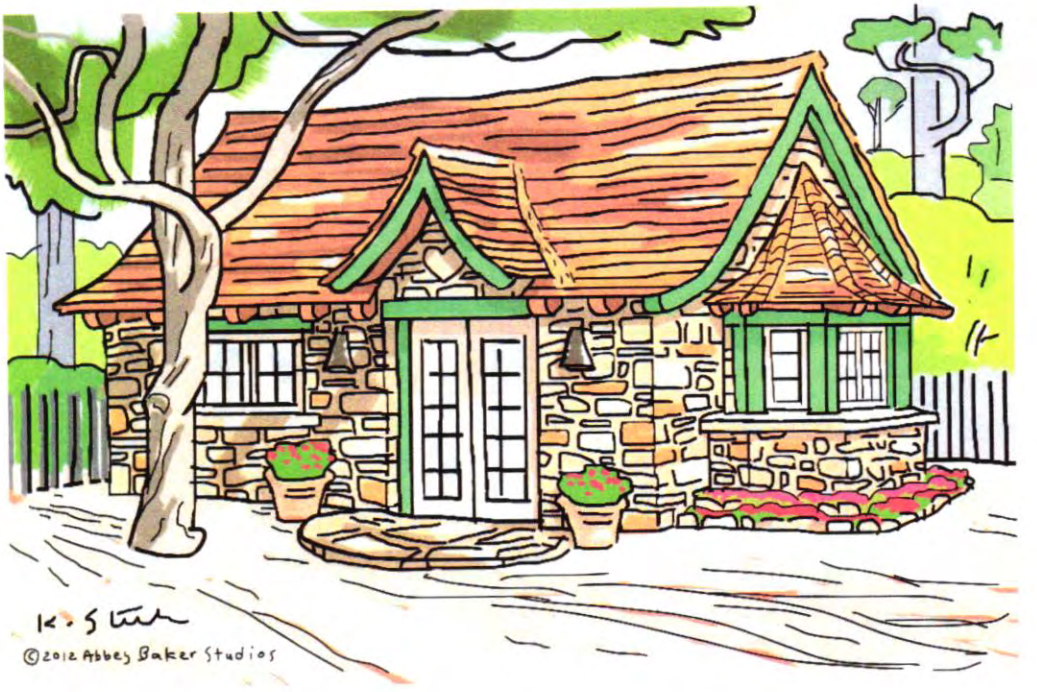
Stephanie Ager Kirz

[redacted]
Carmel by the Sea
California 93921

[redacted]

stephanie@stephaniekirz.com


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City of Carmel-By-The-Sea

MAR 25 2024

Office of the City Clerk

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

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NAME Kathryn Gualtieri DATE MARCH 25, 2024

RESIDENCE ADDRESS [redacted] CITY CARMEL ZIP 93921

MAILING ADDRESS [redacted] CITY CARMEL ZIP 93921

RESIDENCE PHONE [redacted] BUSINESS PHONE [redacted]

EMAIL [redacted]

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? PART-TIME SINCE 1985 FULL TIME SINCE NOV. 2023

Board or Commission Selection:

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

Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)	
Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)	
Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)	
Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.)	
Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)	X
Board of Appeals (once annually and on an as-needed basis)	

Will you be available to attend board/commission meetings regularly? Yes

Revised July 16, 2019

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

Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code? YES [X] NO [ ]

Reason for Interest in the Position:
I have a keen interest in Carmel's unique history and architecture. My background in community service will allow me to faithfully carry out the duties of the Board. One of their major responsibilities is to educate the citizens about the value of Carmel's past.

Please list any relevant qualifications or experience you possess that would enhance the mission and goals of the board(s) or commission(s) for which you are applying:
I have been a volunteer with city and county boards and commission throughout my adult life. I have worked to preserve historic properties since the 1960s. Over the past 25 years I have been involved with the former Carmel Historic Preservation Committee, which has become the current Historic Resources Board. I strongly support the city of Carmel's program and will do my best to furthers its goals.

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

Education:

Institution	Course of Study	Degree Year (s)
SAN Diego State University	B.A. Social Science	1959
San Jose State University	M.A. History	1982

Employment Experience (Start with Most Recent):

Organization: STATE of CA. Dept. of PARKS + RECREATION, SACRAMENTO, CA	
Position: STATE HISTORIC PRESERVATION OFFICER	Year: 1985 - 1991
Organization: CITY of SAN JOSE HISTORICAL LANDMARKS BD.	1975-'77
Position: CONSULTANT	Year:
Organization: TOWN SCHOOL FOR BOYS, SAN FRANCISCO	
Position: TEACHER	Year: 1960-62

Prior public service, civic or volunteer activities:

Organization: HISTORIC RESOURCES BOARD, CITY of CARMEL by the SEA	
Position: MEMBER, QND HISTORIAN	Year: 2013-2022
Organization: CAPITOLA PLANNING COMMISSION	1992-1995
Position: MEMBER + CHAIR	Year:
Organization: STATE HISTORICAL RESOURCES COMMISSION	
Position: MEMBER + CHAIR	Year: 1967-1980

[redacted]
Signature

March 25, 2024
Date

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

Return application to the City Clerk's Office, East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.

KATHRYN GUALTIERI

[redacted]

Carmel-By-The-Sea, CA 93921

[redacted]

EXPERIENCE

2013 - 2022	Member, Carmel Historic Resources Board
2003 – 2011	Historical Consultant, City of Carmel Planning Department
1998 – 2002	Member, Carmel Historic Preservation Committee
1992 – 1995	Member, City of Capitola Planning Commission
1985 – 1991	State Historic Preservation Officer for California
1967 – 1980	Member, State Historical Resources Commission

EDUCATION

1982 Master of Arts Degree, Department of History, San Jose State University

1959 Bachelor of Arts Degree, School of Social Science, San Diego State University

PUBLICATIONS

2016	*A Village in a Pine Forest: Carmel-by-the-Sea* with Lynn Momboisse
1988	*Half Moon Bay: Birth of a Coastside Town*, Magic Press, Burlingame

26 MAR '24 AM 7:48

City of Carmel-By-The-Sea

MAR 26 2024

Office of the City Clerk

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

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NAME Stephanie Locke DATE March 22, 2024

RESIDENCE ADDRESS [redacted] CITY Carmel ZIP 93921

MAILING ADDRESS [redacted] CITY Carmel ZIP 93921

RESIDENCE PHONE [redacted] BUSINESS PHONE _____

EMAIL [redacted]

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 10 years

Board or Commission Selection:

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

Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)	
Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)	
Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)	X
Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.)	
Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)	
Board of Appeals (once annually and on an as-needed basis)	

Will you be available to attend board/commission meetings regularly? _____

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

Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code? YES [X] NO [ ]

Reason for Interest in the Position:
I desire to serve the Village, and I have unique background + skills that I believe contribute to decisions made by the Commission. I am committed to balancing the goals/rules with the desires of the applicants to come up with projects that enhance the community. I enjoy doing my homework and participating in the decision-making process, including listening closely to fully understand the matter. I want to be part of maintaining the uniqueness + quaintness of my beloved village by serving on the Commission

Please list any relevant qualifications or experience you possess that would enhance the mission and goals of the board(s) or commission(s) for which you are applying:
I have had the honor of serving on the Commission since June 2017. I have learned a great deal ~~about~~ during this time. I also bring skills from 36 years at the Water Management District where I manage permitting + work in many capacities with builders, developers, property owners, attorneys, planning and building departments, Commissions (including Coastal), and Councils. I have knowledge of the planning and building process, rules and regulations, design standards/guidelines and government processes. I am a great listener, ask thoughtful and appropriate questions. I am interested in the opinions and comments of my fellow Commissioners. I support our rules, policies, guidelines, codes + Gen. Plan. I am committed to dedicating my time to be thoroughly prepared for each meeting. I look forward to continuing my commitment for another term.

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

Carmel Sk. Club

Education:

Institution	Course of Study	Degree Year (s)
Monterey Peninsula College	General Studies	1994
Cal State Monterey Bay	Earth Systems Science + Policy	

Employment Experience (Start with Most Recent):

Organization: Monterey Peninsula Water Management District	
Position: Water Demand Manager	Year: 1988-Present
Organization: Defense Language Institute Foreign Language Center	
Position: Technician & support/administration	Year: 1985-1988
Organization: Village Sport Shoppe, Carmel-by-the-Sea	
Position: Sales	Year: 1984-85

Prior public service, civic or volunteer activities:

Organization: Carmel-by-the-Sea	
Position: Forest & Beach Commission & Planning Commission	Year: 2016-Present
Organization: BPOE #1285 Monterey	
Position: Board of Trustees, House Committee, Elks National Found Chair	Year: 2012-2015
Organization: Leadership Monterey Peninsula	
Position: Board Chair (2000-2001), Boardmember	Year: 1999-2001

[redacted]
Signature

March 22, 2024
Date

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Return application to the City Clerk's Office, East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.

City of Carmel-By-The-Sea

MAR 2 8 2024

Office of the City Clerk

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

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NAME Sarah Berling DATE 9/10/19

RESIDENCE ADDRESS [redacted] CITY Carmel-by-the-Sea ZIP 93923

MAILING ADDRESS Same CITY _____ ZIP _____

RESIDENCE PHONE _____ BUSINESS PHONE [redacted]

EMAIL [redacted]

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? off & on since 1943

Board or Commission Selection:

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

Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)	
Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)	
Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)	
Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.)	X
Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)	
Board of Appeals (once annually and on an as-needed basis)	

Will you be available to attend board/commission meetings regularly? Yes

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Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code? YES [X] NO [ ]

Reason for Interest in the Position:

Long term interest and ideas re the preservation and improvement of Carmel beach, the Bay and our urban forest.

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

Many years of experience in Carmel-by-the-Sea concerning efforts to deal with our beach and forest -

60 years of interest in possible solutions to the above.

Study and protection of birds since membership in the Jr. Audubon Club at Sunset School in '48-50.

Experience and training others in group cooperation and effective decision-making in my 35 years of psychotherapy practice in Silicon Valley.

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

Big Sur Land Trust - director

Education:

Institution	Course of Study	Degree Year (s)
Stanford University	History	B.A. '59
Denver University	Clinical Social Work	M.S.W - '68

Employment Experience (Start with Most Recent):

Organization: Sarah M Wedge (also Sarah Berling) Psychotherapy Practice	
Position: Owner - Single person business - therapist	Year: 1972-2012
Organization: Family Service Assn. - San Jose	
Position: Therapist	Year: 1971-73
Organization: Catholic Charities	
Position: Director of day treatment for children	Year: 1973-80

Whoops - Cath. Char. should come before Fam. Serv.

Prior public service, civic or volunteer activities:

Organization: Carmel Foundation	
Position: President of Board	Year: about 2009
Organization: Carmel Heritage	
Position: Board	Year: Early 2000's
Organization: SPCA and Ventana Wildlife & Monterey College of Law	
Position: Director on Board	Year: 2000's

[redacted]
Signature

9/10/19
Date

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Return application to the City Clerk's Office, East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.

29 MAR '24 PM1:29

City of Carmel-By-The-Sea

MAR 29 2024

Office of the City Clerk

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

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NAME Hans Buder DATE 3/27/2024

RESIDENCE ADDRESS [redacted] CITY Carmel ZIP 93921

MAILING ADDRESS [redacted] CITY Carmel ZIP 93921

RESIDENCE PHONE [redacted] BUSINESS PHONE _____

EMAIL [redacted]

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 7 years

Board or Commission Selection:

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

Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)	X
Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)	
Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)	
Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.)	X
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Board of Appeals (once annually and on an as-needed basis)	

Will you be available to attend board/commission meetings regularly? _____

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Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code? YES [X] NO [ ]

Reason for Interest in the Position:

My wife and I have lived here in town for almost 8 years, and we greatly enjoy the community-wide events put on by the Community Activities Commission. They definitely enrich the vibrancy of our community, and I would love to give back by being a part of helping to plan and organize those events. Having lived here as a young couple, and now as a young family with kids, I would also love the opportunity to ensure that as we plan our events, we are being intentional about building community among younger residents and families with young children.

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

As I alluded to above, as the father of three young children (twin 3-year old girls and a 1-year old boy), I think that I would bring a helpful perspective to the Commission. I have some ideas about how we could develop some new events specifically geared towards families with kids, and about how we could make our existing roster of events and activities more family friendly.

In terms of additional qualifications, I also run my own business and I have an MBA and a Master's in Public Administration, so I believe I bring other relevant skillsets and experiences to the table.

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

The Big Sur Land Trust - Board Member
Monterey County Housing Authority - Board Chair

Education:

Institution	Course of Study	Degree Year (s)
Harvard	Masters in Public Administration	2014
Stanford	MBA	2013
Duke	BA	2008

Employment Experience (Start with Most Recent):

Organization: Partners in Opportunity	
Position: Executive Director	Year: 2019 - Present
Organization: The MTO Fund	
Position: Managing Member	Year: 2016 - Present
Organization: McCormack Baron Salazar	
Position: Affordable housing developer	Year: 2015 - 2016

Prior public service, civic or volunteer activities:

Organization: The Big Sur Land Trust	
Position: Board Member	Year: 2020 - Present
Organization: Monterey County Housing Authority	
Position: Commissioner	Year: 2020 - Present
Organization:	
Position:	Year:

[redacted]
Signature

3/27/2024
Date

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City of Carmel-By-The-Sea

MAR 29 2024

Office of the City Clerk

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

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

NAME Mel Ahlborn DATE 27 March 2024

RESIDENCE ADDRESS [redacted] CITY Carmel ZIP 93921

MAILING ADDRESS [redacted] CITY Carmel ZIP 93921

RESIDENCE PHONE [redacted] BUSINESS PHONE [redacted]

EMAIL [redacted]

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 7+ years

Board or Commission Selection:

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

Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)	
Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)	
Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)	
Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.)	
Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)	X
Board of Appeals (once annually and on an as-needed basis)	

Will you be available to attend board/commission meetings regularly? Yes

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

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

Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code? YES [x] NO [ ]

Reason for Interest in the Position:

Carmel owes much of its unparalleled beauty to the foresight and dedication of those who have worked to preserve its historic resources. I offer to volunteer my time to serve Carmel in this area. I was first introduced to historic preservation as a property owner in the City of Los Angeles. The City of Los Angeles provides exceptional planning and building department resources for property owners so that renovations to historic properties are collaborative partnerships between the city and the property owner. I am interested in assisting the City of Carmel in continuing its own well-established program of historic resource preservation.

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

My experience with historic preservation is modest: student of historic buildings - primarily Gothic, Byzantine and Romanesque ecclesiastical structures; museum-level expert in historic methods of manuscript illumination; coursework in archeology and archeological sciences, primarily medieval and Anglo-Saxon; consultant to clients resident in a Bertram Goodhue Romanesque church in Manhattan; owner and renovator of historic property in Los Angeles (built 1922); owner and renovator of several private homes; lover of Carmel and full-time resident here.

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

Illumination Studio, Art Services, Mission and 4th Unit 6 - I am the owner

Education:

Institution	Course of Study	Degree Year (s)
Tufts	Chemistry and Classics	1980
University of Bradford, UK	Archeology	1979

Employment Experience (Start with Most Recent):

Organization: Illumination Studio, Art Services, Mission and 4th Unit 6 - I am the owner	
Position:	Year:
Organization:	
Position:	Year:
Organization:	
Position:	Year:

Prior public service, civic or volunteer activities:

Organization: Carmel Cares - Volunteer landscape crew around town, graphic design services - CURRENT	
Position:	Year:
Organization: Carmelite Monastery, Route 1, Carmel, Ca - I am the webmaster for the sisters - CURRENT	
Position:	Year:
Organization: Episcopal Church & Visual Arts - I have served this org since 2000 - CURRENT	
Position: Vice President and Secretary	Year:

Signature

27 Mar 2024
Date

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

Return application to the City Clerk's Office, East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.

City of Carmel-By-The-Sea
MAR 2 9 2024
Office of the City Clerk

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

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NAME Mollie Westphal DATE 3/28/2024

RESIDENCE ADDRESS [redacted] CITY Carmel by the Sea ZIP 93923

MAILING ADDRESS [redacted] CITY Oakland ZIP 94612

RESIDENCE PHONE [redacted] BUSINESS PHONE [redacted]

EMAIL [redacted]

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? Property Owner 20 + years

Board or Commission Selection:

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

Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)	
Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)	
Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)	X
Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.)	
Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)	
Board of Appeals (once annually and on an as-needed basis)	

Will you be available to attend board/commission meetings regularly? YES

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

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

Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code? YES [x] NO [ ]

Reason for Interest in the Position:
I have an interest in this position because I would like to have influence and impact on the City. I would like the opportunity to help shape the future of Carmel by the Sea and have an impact on growth and development. I have an interest in connecting with other community leaders, professionals and stakeholders. I like the idea of being engaged with the civic life of our community. I hope to contribute ideas and share expertise on the decision making processes.

Please list any relevant qualifications or experience you possess that would enhance the mission and goals of the board(s) or commission(s) for which you are applying:
I have had 30 years of experience in real estate, owning homes in Carmel for over 20 years, and having completed several remodels in collaboration with City and Planning commissions. I believe I would be a great candidate for the Planning Commission. My extensive knowledge of real estate and the understanding of the local market would provide valuable insights into the City's development and planning processes. My long term home ownership in Carmel has helped me see and get a better understanding of the community's needs and preferences. I want to uphold the duties and authority of the commission to be sure to preserve the mission that has been set for our City to keep it the beautiful place that it is.

Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:
I belong to the Carmel Residents Association and the Carmel Women's Club- I'm not an officer in either but I thoroughly enjoy membership ! In Oakland I am on the Oakland Builder's Alliance Board, as well as the Neighbors Together Board. The OBA's mission is to promote partnership with the City of Oakland to enhance its safe growth while achieving economic benefits for businesses and community. Neighbors Together is an organization working for community safety, housing and thriving local businesses. Both have taught me quite a bit.

Education:

Institution	Course of Study	Degree Year (s)
Harvard School of Business	Owner Management Program	2022
Harvard Graduate School of Design	Advanced Management Program Real Estate	2019
University of San Francisco	Sociology	BA 1994

Employment Experience (Start with Most Recent):

Organization: Monarq, Inc. 1624 Franklin Street Suite 615 Oakland, CA 94612	
Position: CEO & President	Year: 2019-Present
Organization: Balco Properties 1624 Franklin Street Suite 1115 Oakland CA 94612	
Position:	Year: 1998 - 2019
Organization:	
Position:	Year:

Prior public service, civic or volunteer activities:

Organization: Neighbors Together Oakland CA	
Position: Board Member	Year: 2019-Present
Organization: Oakland Boys and Girls Club	
Position: Member	Year: 2016 - 2017
Organization: Tackling the Odds Oakland CA	
Position: Board Member	Year: 2012 -2014

[redacted]
Signature

3/28/2024
Date

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

Return application to the City Clerk's Office, East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.

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

May 7, 2024
ORDERS OF BUSINESS

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Nova Romero, City Clerk
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Transient Occupancy Tax (TOT) Ballot Measure Discussion and Request for Direction

RECOMMENDATION:

It is recommended that the City Council discuss and provide direction to staff on the preparation of a ballot measure to put before the voters at the November 2024 General Election amending the City's Transient Occupancy Tax rate.

BACKGROUND/SUMMARY:

On October 3, 2023, the City Council reviewed and updated its list of priorities, adding a new item "Transient Occupancy Tax (TOT) Increase - Explore adding to the Nov. 2024 ballot". This priority was elevated to "high priority" during the Strategic Priorities Workshop in March 2024. With the deadline to add a ballot measure to the November 5, 2024 election fast approaching, the purpose of this agenda item is to outline the possible timeline and actions required for placing a TOT measure on the November 5, 2024, ballot.

Executive Summary

The Transient Occupancy Tax ("TOT") also known as a "hotel tax" or a "bed tax", is authorized under State Revenue and Taxation Code section 7280, as an additional source of non-property tax revenue to local government. This tax applies to persons staying 30 days or less in hotels, motels, inns, or similar accommodations, with the tax on the customer's rent payment for a room rather than the lodging establishment itself. Taxes collected are remitted by all approved lodging operators within the City.

The City of Carmel-by-the-Sea has a current TOT rate of 10% which contributes to the General Fund revenue. The TOT generates approximately $6.5 million annually for the City, and accounts for approximately 22% of its revenue sources.

Since 1998, the City has not raised its TOT above 10%, making it lower than most other cities of similar size in Monterey County (see table below).

City/County	TOT Rate
Gonzalez	8%
Greenfield	8%
Carmel-by-the-Sea	10%
Del Rey Oaks	10%
King City	10%
Salinas	10%
Monterey County	10.5%
Monterey	12%
Seaside	12%
Soledad	12%
Pacific Grove	12%
Marina	14%

Taxes, Voter Approval, and Legal Parameters

A tax is a monetary imposition by a government on persons or property to generate revenue for governmental purposes. Unlike assessments or fees, a tax does not need to be levied in proportion to a specific benefit to a person or property. California general law cities (such as Carmel-by-the-Sea) receive their authority to tax from state law. State law sets certain limits and procedures and may exempt certain activities from taxes levied by general law cities.

The passage of Proposition 13 in 1978 created a distinction between "general" and "special" taxes. Proposition 218, in 1996, further defined and established procedures for general taxes.

General Tax:

- A general tax is a tax imposed for general governmental purposes, the proceeds of which are deposited into the General Fund.
    - A majority vote of the electorate (those voting on the measure) is required to impose, extend or increase any general tax.
    - Elections for general taxes **must coincide with regularly scheduled general election of city council members**.

Special Tax:

- A special tax is a tax that is collected and earmarked for a specific purpose and deposited either into a separate account or the General Fund.
    - A two-thirds vote of the electorate is required to impose, extend or increase any special tax.
    - Elections for special taxes **may be placed on the ballot of any election, including odd-numbered years.**

In summary, a TOT general tax amendment must align with a general municipal election which only occurs in November of even numbered years and requires a majority vote to pass.

A TOT special tax amendment does not need to align with a general election, and can be added to a special election in an odd numbered year. However, it requires a two-thirds majority vote to pass.

Required Actions and Timeline for a TOT Ballot Measure

Time is of the essence in completing the necessary steps to include a tax ballot measure on the November 5, 2024 ballot. The City already consolidates its general municipal election with the Monterey County Elections Department in even numbered years, and the County sets deadlines for certain actions based on the California Election Code.

In adherence to the Monterey County Elections Department's schedule and the CA Elections Code, the City must adopt a Resolution by July 1st, calling for a general municipal election on November 5, 2024, and requesting consolidation with the county. These resolutions are scheduled for adoption during the June 4th Regular City Council Meeting and will be forwarded to the County before the July 1st deadline.

Per California Elections Code Section 9222, the City Council "*may submit to the voters, without a petition therefor, a proposition for the repeal, amendment, or enactment of any ordinance, to be voted upon at any succeeding regular or special city election, and if the proposition submitted receives a majority of the votes cast on it at the election, the ordinance shall be repealed, amended, or enacted accordingly. A proposition may be submitted, or a special election may be called for the purpose of voting on a proposition, by ordinance or resolution. The election shall be held not less than 88 days after the date of the order of election.*"

In speaking with the County Elections Department, it was emphasized that if the Council intends to include a ballot measure in this year's election, a resolution calling for it must be adopted by August 9, 2024, 88 days prior to the election. However, considering the County's deadlines for their Board of Supervisors agenda in August, the County advises adopting the resolution no later than the July 9th to ensure timely processing by the County.

Various considerations surround the timing and voting requirements for both general and special taxes. Below are 3 potential timeline options for Council to consider.

Option # 1 - November 5, 2024 Election:

Timeline:

- June 4, 2024 – Adopt a Resolution calling for the election (Mayor, Councilmembers, and ballot measure), and adopt a Resolution requesting consolidation with the County. **Note:** The resolution calling for the election and requesting consolidation with the County must be adopted by July 1, 2024, according to the County's deadlines.

- July 9, 2024 – Last opportunity to adopt a Resolution calling for the inclusion of a ballot measure to be submitted to the voters.

- June – October, 2024 – Staff to conduct voter outreach and notify stakeholders (hotel owners). **Note:** consider staff capacity, and short public outreach timeframe.

- August 10-15, 2024 – Period to file primary arguments for or against measure.
- August 15, 2024 – Deadline for City Attorney to file Impartial Analysis with City Clerk.
- August 14, 2024 – Last day for local jurisdiction to withdraw ballot measure.
- August 16-22, 2024 – Period to file rebuttal arguments.
- November 5, 2024 – Election day.

Advantages of the November 2024 election timeline:
- Increased voter turnout during presidential election years.
- Potential elevation in TOT revenue, if measure passes.
- Cost savings of adding a ballot measure into a pre-scheduled election.

Drawbacks of the November 2024 election timeline:
- Limited timeframe for staff to engage in voter outreach and education.
- Limited timeframe to gather input from stakeholders, such as hotel owners.
- Not enough time to consider hiring a consultant to assist with voter outreach.

Option # 2 – Special Election in 2025 ***(option is only available for a special tax)***

If the Council opts to propose a TOT increase designated for a **special purpose**, they could consider scheduling a special election in an odd-numbered year instead of incorporating it into this year's election.

Advantages of a Special Election in 2025:
- More time for voter outreach and education.
- More time for soliciting feedback from stakeholders.
- More time to explore hiring a consultant for public outreach or feasibility studies.

Disadvantages of a Special Election in 2025:
- Mandates the tax to be a special tax if in an odd year.
- Requires a higher threshold of voter approval (2/3 of votes) for passage.
- Potentially lower overall voter turnout due to being held in an odd-numbered year.
- Extra costs for the City to conduct a special election during an odd year.

Option #3 – Plan ahead for November 2026 Election:

Timeline:

- Early 2025 (January - March) – Consider various options for a ballot measure, whether it is a special tax or general tax, and whether to explore using a consultant with expertise in conducting voter outreach.
- Mid to late 2025 – Select a consultant, if desired, and begin voter outreach process.
- June 2026 – Call for an election with a ballot measure for November 3, 2026.
- June – October 2026 – Continued public outreach.

- November 3, 2026 – Election day.

Advantages of the November 2026 election timeline:
- Increased voter turnout during a general election year.
- Cost savings of adding a ballot measure into a pre-scheduled election.
- More time to explore hiring a consultant for public outreach or feasibility studies.
- Extended timeframe for comprehensive public outreach and gathering input from stakeholders.

Disadvantages of the November 2026 election timeline:
- Distant prospect, with the election two years away.
- Risk of foregoing potential revenue in the interim.

Recommendation

Staff recommends that Council deliberate and provide guidance on the following matters:

1) Does the Council intend to propose a ballot measure to increase the City's TOT from 10% to X%
- If so, specify the amount of the TOT increase (e.g. 2% increase, etc.)

2) Does Council intend for the increase in TOT to serve a general purpose or a special purpose?
- A general purpose tax requires a majority vote of the electorate (50% + 1 vote), and can only coincide with an election in an even-numbered year.
- A special purpose tax requires a two-thirds majority vote of the electorate and can be conducted as a stand-alone special election during an odd-numbered year.

3) Does the Council want to consider adopting a Resolution by July 9, 2024, to include a TOT increase ballot measure on the November 5, 2024 election?
- This action can be done in June, pending direction from Council; however, July 9th is the latest date to adopt this resolution.
- If not, does council wish to pursue another timeline/direction?

FISCAL IMPACT:

No fiscal impact for this discussion.

PRIOR CITY COUNCIL ACTION:

On October 3, 2023, City Council reviewed and updated its list of priorities, adding a new item "Transient Occupancy Tax (TOT) Increase - Explore adding to the Nov. 2024 ballot".

On March 28, 2024, during the Strategic Priorities Workshop, City Council elevated Exploring a TOT increase to "high priority".

ATTACHMENTS:

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

May 7, 2024
ORDERS OF BUSINESS

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Marnie R. Waffle, AICP, Principal Planner
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Discussion/Direction on housing outreach to identify alternatives to the city-owned sites for the construction of affordable housing.

RECOMMENDATION:

Receive the report and provide direction.

BACKGROUND/SUMMARY:

At the April 8, 2024, special meeting of the City Council, the Council heard from concerned residents about the potential for affordable housing to be constructed on city-owned parking lots at Sunset Center and Vista Lobos. The concerns expressed included placing large-scale apartment buildings on city sites inconsistent with the village's small-scale character and concentrating affordable housing in these locations. In response to the concerns heard, a motion was passed to place an item on the May 7th agenda to discuss finding alternative sites for affordable housing throughout the Village that could facilitate removing the city-owned sites from the Housing Element through an amendment.

More specifically, Councilmember Dramov proposed directing staff to make a good-faith effort over the next year to conduct outreach to downtown business owners and church representatives to find out if they are interested in building affordable housing with the ultimate goal of removing the city-owned parking lot sites at Sunset Center and Vista Lobos from the Housing Element sites inventory list through an amendment to the Housing Element.

To aid in this discussion, staff is providing information on how the city-owned sites were selected and the outreach conducted to commercial property owners and churches during the development of the Housing Element in 2023 and 2024.

2023-2031 Regional Housing Needs Allocation (RHNA)

For the 2023-2031 Housing Element update, the City of Carmel is planning for 349 new housing units, of which 231 must be affordable to very low, low, and moderate-income households. The remaining 118 units are market-rate units.

The adopted Housing Element identifies three city-owned parking lots, Sunset Center North, Sunset Center

South, and Vista Lobos, to accommodate 149 of the 231 affordable housing units (65% of the total need). Accessory Dwelling Units (ADUs) and hospitality employee housing would achieve the remaining affordable housing units (refer to Attachment 1).

State law sets forth the criteria for identifying potential housing sites and calculating the number of housing units that can reasonably be accommodated on a site. Small parcels typically cannot support the number of housing units necessary to make affordable housing financially feasible for developers. In other words, small sites typically do not "pencil out." The State defines a "small parcel" as less than 0.5 acres or 26,730 square feet. Most commercial sites in Carmel are less than 0.5 acres.

Additionally, the City's Zoning Code limits the size of building sites in the three commercial districts (refer to Table 1 below). The RC District is the only District that allows lot sizes exceeding 0.5 acres. In the CC and SC Districts, sites could be consolidated to achieve a lot size that could accommodate affordable housing so long as the land area is broken up into two or more distinctly different developments to avoid the appearance of a single large project and to maintain the small scale and village character of the City.

Table 1. Maximum Building Site Area

Central Commercial (CC) District	8,000 square feet	0.18 acres
Service Commercial (SC) District	12,000 square feet	0.27 acres
Residential & Limited Commercial (RC) District	**32,000 square feet**	**0.73 acres**

For these reasons, it was difficult to identify properties in the three commercial districts that would meet the State's requirements for affordable housing. As discussed at many of the public meetings, the State's review of Housing Elements in this 6th Cycle leans heavily on the "viability" of a site to produce affordable housing during the planning period (2023-2031). Said differently, if the State does not believe that a proposed site has a realistic chance of having affordable units built, they will not certify a Housing Element that relies on that site. It's important to note that if the city-owned sites are not replaced with sites that meet HCD's criteria for affordable housing, the city risks housing element decertification. Failure to make progress on the programs outlined in the housing element also puts the city at risk of decertification or other penalties.

2023-2031 Sites Inventory

Identifying potential housing sites for the 2023-2031 Housing Element update began with a feasibility study undertaken by ECONorthwest. In their report, dated January 27, 2023, they identified 16 potential housing sites (Attachment 2). City staff contacted the property owners of the sites identified, provided a copy of the report, and extended an invitation to attend the February 7th City Council meeting, and February 28th community meeting. At least two property owners attended the February 7th meeting. At the February 28th meeting, no property owners expressed interest in developing housing.

The primary outreach tools utilized through the housing element update process included a dedicated project website (www.homecarmelbythesea.com), the City's official website (www.ci.carmel.ca.us), Constant Contact listserv, Pine Cone notices, and the City Administrator's Friday Letter. In addition to the February communication, City staff sent a direct letter through the USPS inviting 107 property owners to attend the May 24th community meeting.

At the urging of HCD, City staff sent another letter in December 2023 to the 20 property owners whose sites were listed in the draft sites inventory table to obtain firm commitments to construct housing. Of the eight responses, three expressed interest in developing housing, and five expressed disinterest.

Early in the development of the Housing Element update, church sites were considered as potential housing opportunity sites. The First Church of Christ Scientist parking lots on Lincoln Street have been included in the adopted Housing Element. City staff has met with church representatives several times since 2017 regarding potential housing proposals. Based on this interest, staff included the parking lots in the sites inventory. Because the parking lot sites are less than 0.5 acres, no affordable housing has been designated on these parcels. This does not preclude the church from constructing affordable units; if such units are constructed, they would be counted towards the city's RHNA obligation.

Carmel Presbyterian Church was also considered a potential housing opportunity site early in the Housing Element update process due to the size of its parking lot. However, the church did not express interest in constructing housing. Further, the site is located in the R-1 District, which would have required. As a result, the site was removed from the Housing Element. Staff notes that rezoning more recent state legislation may allow for redevelopment of church parking lots for affordable housing without the requirement to rezone.

All Saints Episcopal Church is also located in the R-1 District. It appears the church may have an approximately 2,000-square-foot parking lot. This site was not considered for inclusion in the Housing Element.

The Carmel Mission Basilica utilizes a parking area within public right-of-way fronting Rio Road. Other areas of the site may have development potential. Potential challenges may include impacts to the historic resource and disturbing an archaeologically sensitive area. Additionally, this site is located in the R-1 District. Due to the complexity of this site, it was not included in the Housing Element. However, as stated above, the church is not precluded from developing affordable housing, and any units constructed would be counted towards the city's affordable housing obligation.

During the public comment period of the April 2nd City Council meeting, information regarding church sites was presented, including a statement that 8 acres of church land is "unbuilt" and could satisfy the city's affordable housing requirements. As evidenced in the discussion above, staff explored church sites early in the Housing Element update process, and none met the State's criteria for affordable housing (refer to Attachment 3 for staff's data on existing church sites).

To encourage the development of affordable housing downtown and on church sites, the city might consider offering grants or other financial assistance to offset the cost of renovating existing buildings or constructing new ones.

FISCAL IMPACT:

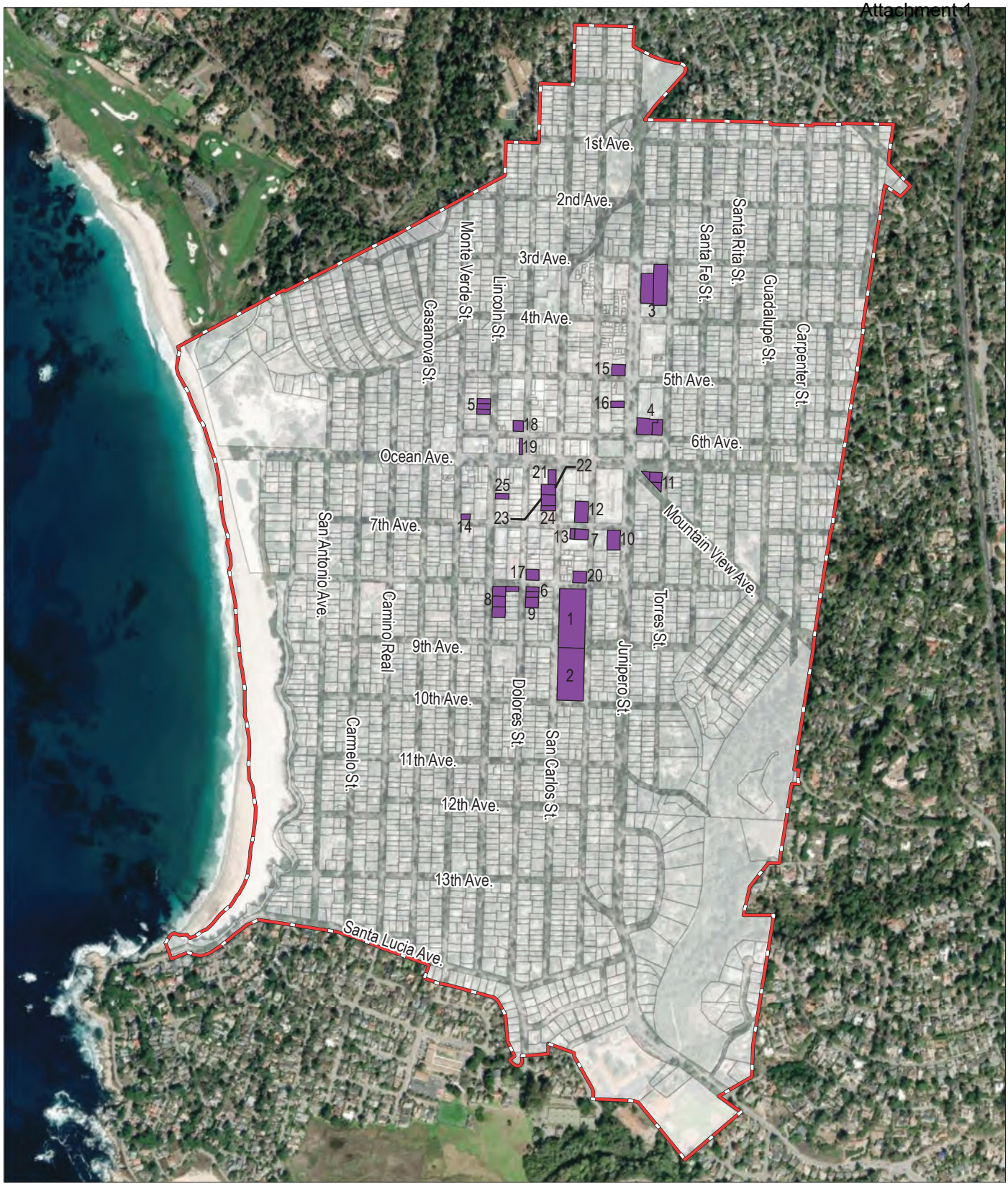
None.

PRIOR CITY COUNCIL ACTION:

On April 8, 2024, the City Council adopted Resolution 2024-029 approving a General Plan Amendment and adopting the 2023-2031 6th cycle Housing Element update.

ATTACHMENTS:

Attachment 1 - Housing Element Table C-3 Sites Inventory
Attachment 2 - ECONorthwest Report dated January 27, 2023
Attachment 3 - Church Site Data



0 1050 feet

Site Inventory Parcels

City Limit

Source: Monterey County GIS 2023, Google Earth 2023

Figure C-1

Sites Inventory

Carmel Housing & Safety Element Update

E M C

Note: The following sites have been identified as potential housing sites. Site numbers are for identification purposes only and correspond to the map in Figure C-1. Site numbers have no bearing on priority.

Table C-3 Housing Sites Inventory

Site #	Location (Reference to ECO NW Study)	APN	Zoning	General Plan	Acreage	Applied Density (DU/AC)	Minimum Capacity	Very Low	Low	Moderate	Above Moderate
Primary Underutilized Sites											
1	Sunset Center North Lot Site (#1), East Side of San Carlos between 8th & 10th Avenues	010143001000	A-2	OS/ Rec Cultural	1.02	33	33	20	10	3	--
2	Sunset Center South Lot Site, East Side of San Carlos between 8th & 10th Avenues	010151001000	A-2	OS/ Rec Cultural	1.84	33	60	30	25	5	--
3	City Public Works Site (Vista Lobos) (#3), W/S Torres between 3rd & 4th, and E/S Junipero between 3rd & 4th	010104001000 010104004000	R-4	MFR	1.28	44	56	28	11	17	--
4	Bruno's Market Site (#6) NE Corner of Junipero & 6th, and NW Corner of Torres & 6th	010095013000 010095012000	RC	RC	0.53	33	17	--	--	5	12
5	First Church of Christ Parking Lot (#8), Lincoln 2-4 NW of 6th	010212027000 010212004000 010212026000	SB 10	SB 10	0.28	33	9	--	--	--	9
6	Red Cross Site (#10), SE Corner of Dolores & 8th	010144015000 010144016000	SB 10	SB 10	0.18	33	5	--	--	--	5
7	Girl Boy Girl, SW Corner of Mission & 7th (#14)	010142001000	SC	CC	0.18	33	5	--	--	--	5
8	Carmel Foundation Site (#15), NE Corner of Lincoln & 8th	010149012000 010149010000 010149011000 010149001000	A-3	SFR	0.62	33	21	11	10	--	--
9	American Legion Site, Dolores 2 SE 8th	010144014000	SB 10	SB 10	0.18	33	5	--	--	--	5

Attachment 1

Site #	Location (Reference to ECO NW Study)	APN	Zoning	General Plan	Acreage	Applied Density (DU/AC)	Minimum Capacity	Very Low	Low	Moderate	Above Moderate
10	AT&T Building SW Corner of Junipero & 7th	010087012000	RC	RC	0.35	33	11	--	--	--	11
11	Forest Cottages Specific Plan, NE Corner of Ocean & Mountain View	010085004000 010085005000 010085003000	R-1	SFR	0.30	20	6	--	2	--	4
Subtotal Primary Underutilized Sites					**6.78**		**228**	**89**	**58**	**30**	**51**
Sites Recycled from 5th Cycle											
12	Court of the Fountains NW Corner Mission & 7th	010141003000	CC	CC	0.37	33	12	--	--	--	12
13	First American Title 7th 2 SW of Mission	010142013000	SC	CC	0.07	33	2	--	--	--	2
14	Office building NE Corner Monte Verde & 7th	010191004000	RC	RC	0.07	33	2	--	--	--	2
15	Yafa NW Corner Junipero & 5th	010097007000	SC	CC	0.18	33	5	--	--	--	5
16	Three Garages Site (#7)	010098004000	SC	CC	0.11	33	3	--	--	--	3
17	Carmel Realty Office Site (#4) NE Corner 8th & Delores	010145008000	RC	RC	0.19	33	6	--	--	--	6
18	(Parashis) Millard Building NW Corner Dolores & 6th	010138006000	CC	CC	0.13	33	4	--	--	--	4
19	The Agency NW Corner Ocean & Dolores	010139001000	CC	CC	0.09	33	2	--	--	--	2
20	Sunset Terrace NW Corner Mission & 8th	010142006000	RC	RC	0.19	33	6	--	--	--	6
21	Enzo's San Carlos 2 SW of Ocean	010146001000	CC	CC	0.15	33	4	--	--	--	4
22	Doud Arcade San Carlos 2 SW of Ocean	010146002000	CC	CC	0.18	33	5	--	--	--	5
23	Paseo San Carlos Square San Carlos 2 NW of 7th Ave	010146003000	CC	CC	0.18	33	5	--	--	--	5

Attachment 1

Site #	Location (Reference to ECO NW Study)	APN	Zoning	General Plan	Acreage	Applied Density (DU/AC)	Minimum Capacity	Very Low	Low	Moderate	Above Moderate
24	Paseo San Carlos Square San Carlos 2 NW of 7th Ave	010146004000	CC	CC	0.09	33	2	--	--	--	2
25	Carmel Office Supply & Business Center Lincoln SE of Ocean	010147010000	CC	CC	0.09	33	2	--	--	--	2
Subtotal Recycled Sites					**2.09**		**60**	**0**	**0**	**0**	**60**
TOTAL							**288**	**89**	**58**	**30**	**111**
Hospitality Employee Housing							31	8	12	11	0
Anticipated ADUs							34	10	10	10	4
Pipeline Projects (including 26 ADUs; see Table C-4)							57	7	7	7	36
Subtotal Other							**122**	**25**	**29**	**28**	**40**
GRAND TOTAL							**410**	**114**	**87**	**58**	**151**
RHNA							**349**	**113**	**74**	**44**	**118**
Difference							61	1	13	14	33
Difference (Percent)							**117%**	101%	118%	132%	128%

SOURCE: City of Carmel-by-the-Sea

Attachment 1

DATE: January 27, 2023
TO: Brandon Swanson, City of Carmel-by-the-Sea
FROM: Chris Blakney, ECONorthwest
SUBJECT: Housing Element Analysis for the City of Carmel-by-the-Sea

Introduction

In the State of California, local jurisdictions maintain a General Plan that serves as a blueprint for its long-term vision. Among the required "elements" of a general plan is the Housing Element. The Housing Element is the only element that state law requires be updated on a periodic cycle. The California Department of Housing and Community Development (HCD) is responsible for overseeing Housing Element updates. Every eight years, HCD allocates a share of projected statewide housing need to regions across the state. This is called the Regional Housing Need Allocation (RHNA). The state is currently in the sixth of these cycles. The sixth cycle will cover the June 30, 2023 to December 15, 2031 planning period for the City of Carmel-by-the-Sea [Carmel].

The City is a part of the Association of Monterey Bay Area Governments (AMBAG). AMBAG is responsible for developing a methodology for allocating its regional share of housing need to its individual jurisdictions. The Final Sixth Cycle (2023-2031) Regional Housing Needs Allocation plan, completed in October 2022, determined that Carmel's share of regional housing need is 349 units; 187 of these units must be suitable to accommodate lower income households. It is important to note that RHNA targets reflect zoned capacity, not a construction quota.

Figure 1: Regional Housing Needs Allocation, Fifth and Sixth Cycle
Source: California Department of Housing and Community Development[1]

Cycle	Income Level				Total
	Very Low	Low	Moderate	Above Mod.	
RHNA5 (2015-2023)	11	5	6	13	31
RHNA6 (2023-2031)	113	74	44	118	349
Sixth Cycle Income and Rent Ranges (County of Monterey)					
Income Levels	*$0 - $45,050*	*$45,050 - $72,080*	*$72,080 - $108,120*	*$108,120 +*	
Rent Level/mo	*$0 - $1,126*	*$1,126 - $1,802*	*$1,802 - $2,703*	*$2,703 +*	

While the City satisfied its Fifth Cycle RHNA planning target and received a certification for the 2015-2023 planning period, the market did not produce all 31 planned units. This underscores a considerable hurdle for the City in the Sixth Cycle which represents a 1,000% increase in its housing target for the cycle. This capacity is particularly challenging because Carmel does not have a deep supply of vacant land and presently lacks water resources to accommodate significant growth. This is further complicated by a parcelization pattern that includes many

[1] https://www.hcd.ca.gov/docs/grants-and-funding/inc2k22.pdf

small taxlots and market conditions that support high values for existing structures, making redevelopment improbable.

Executive Summary

As City officials begin to prepare for the Housing Element Update, they want to better understand some of the challenges to development and opportunities for adding housing capacity. This analysis summarizes our work exploring market conditions, observations in the City's zoning code, and sites/locations that are most likely to have development potential. While this report does not constitute a site alternatives analysis suitable for the City's Housing Element Update, it may provide insights into the development challenges, opportunities, and candidate sites for meeting the City's RHNA obligation in the Sixth Cycle.

Although renovation and replacement construction is common in Carmel, the City has had very limited net-new residential development during the Fifth Cycle (2015-2023) RHNA planning period[2]. This has been in part a function of barriers in the current zoning code, access to water rights, market conditions, and the existing development pattern in the City's commercial core. In this work, we have found that existing development standards, such as a two-story heigh limit, effectively prohibit achieving maximum allowed residential densities. Another challenge is a parcelization pattern of smaller lots with existing moderate scale commercial development with well-performing tenants. Despite these challenges, our analysis identified 17 sites in or adjacent to the commercial core that could be viable candidates for redevelopment or densification. To be sure, for development to occur on these sites—specifically development serving lower income households—the City will need to take action to remove barriers and identify resources to support financial feasibility. Actions recommended for consideration include financial subsidies, disposition of City-owned land, targeted rezoning of specific sites adjacent to the existing commercial zones, and amendments to development standards to remove development constraints.

Local Context

Carmel-by-the-Sea is a small coastal community located on the Monterey Peninsula. Incorporated in 1916, the City is among the most affluent communities in California. The City has a strong residential character and a centralized business district. Carmel's architecture in its business district has a distinct character, having been built out during the 1920s and 1930s. Over 45 properties in the commercial district are considered historical resources.

Carmel is also a popular coastal tourism and second home destination. There are over three dozen hotels in Carmel and roughly 40 percent of all housing units are for seasonal, recreational, or occasional use—a rate ten times the national average.[3] This dynamic has created a housing market that severely lacks affordability. Forty-seven percent of all households that

[2] According to Carmel's most recent Annual Progress Report to HCD.

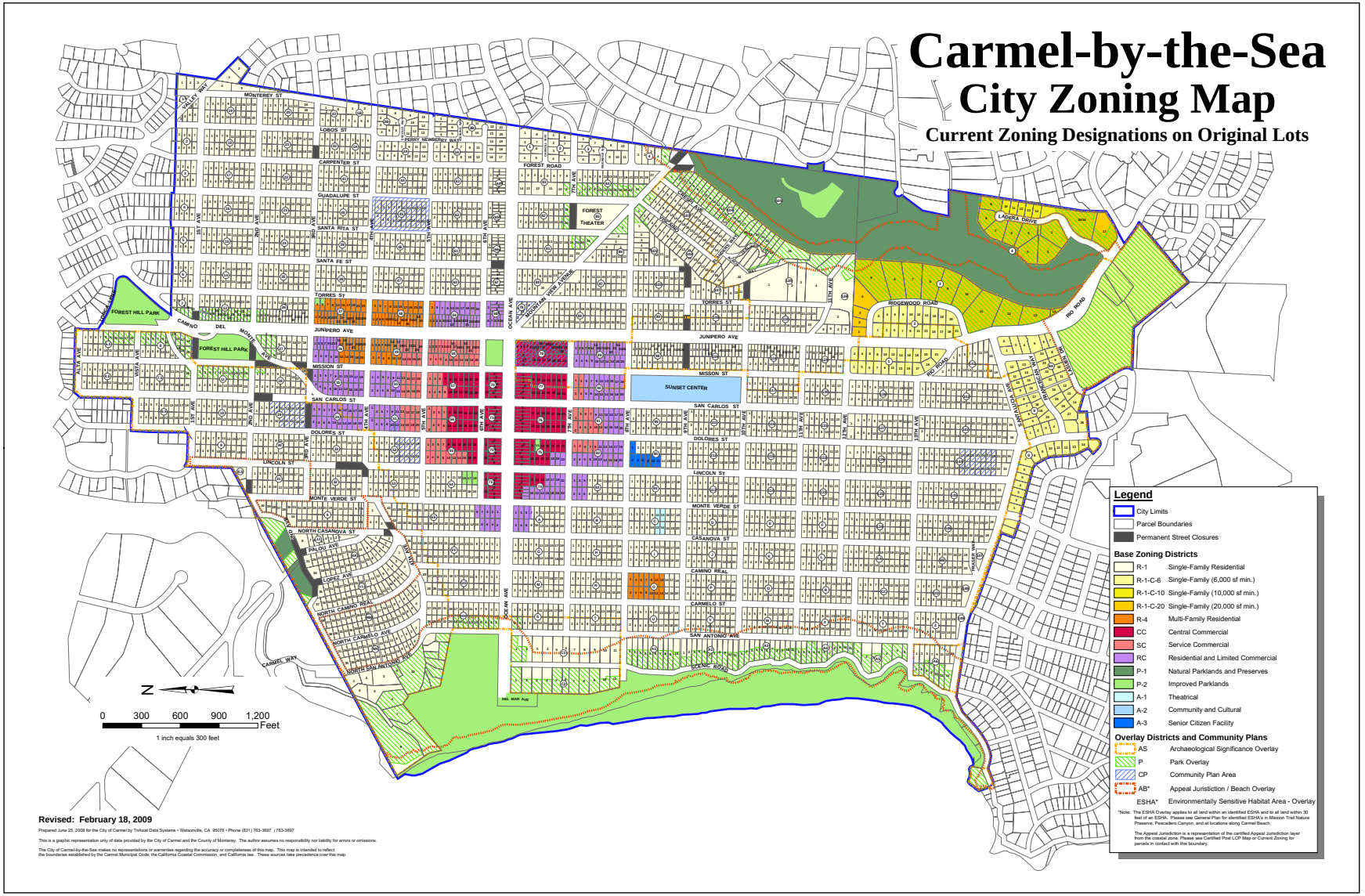
[3] U.S. Census Bureau. American Community Survey 5-Year Estimates (2016-2020); Table B2004. (See https://data.census.gov/)

rent (vs. own) their homes in Carmel are cost burdened, spending greater than 20 percent of their income on housing. Among these, a full 25 percent of renter households are severely cost burdened, spending 50 percent or more of their income on housing. 2,102 individuals work in Carmel, of whom only 2.6 percent live in Carmel.[4]

[4] U.S. Census Bureau Longitudinal Employer-Household Dynamics Data (See https://lehd.ces.census.gov/)

Figure 2: Carmel-by-the-Sea Zoning Map on Original Plat

Source: City of Carmel-by-the-Sea (see https://planningsites.org/CarmelPlanning/)



Site Visit

In June 2022, City staff hosted a walking tour of the village. The purpose of this exercise was to observe the characteristics of the built environment and evaluate the potential of City-owned sites to accommodate development of housing. Key themes from this visit include:

Height. The City's current code has a two-story height limit. However, there are many older structures throughout the commercial core that are taller than two stories and are adjacent to single- or two-story buildings.

Interior Courtyards. One of the unique characteristics of Carmel's built environment is the network of interior courtyards and intra-block passageways that connect businesses. Residents and visitors are encouraged to explore these interior areas behind business frontages and facades.

City-Owned Sites. The City owns several sites across the village. In addition to larger and potentially underutilized sites in the downtown core, it owns a series of sites that are unimproved street rights-of-way.

Sunset Center North and South Lots. If on-site parking could be accommodated, the north lot of the Sunset Center could be a redevelopment candidate. The South Lot may also be explored for development potential.

Topography. Some areas within and on the periphery of the commercial district have steep slopes. These areas could be opportunities for development with tuck-under parking.



Low density retail in commercial district



Example of interior courtyard



Ulrika Plaza at 5th and Dolores



Example of City-owned ROW site



Sunset Center North Lot



Example of underutilized parking

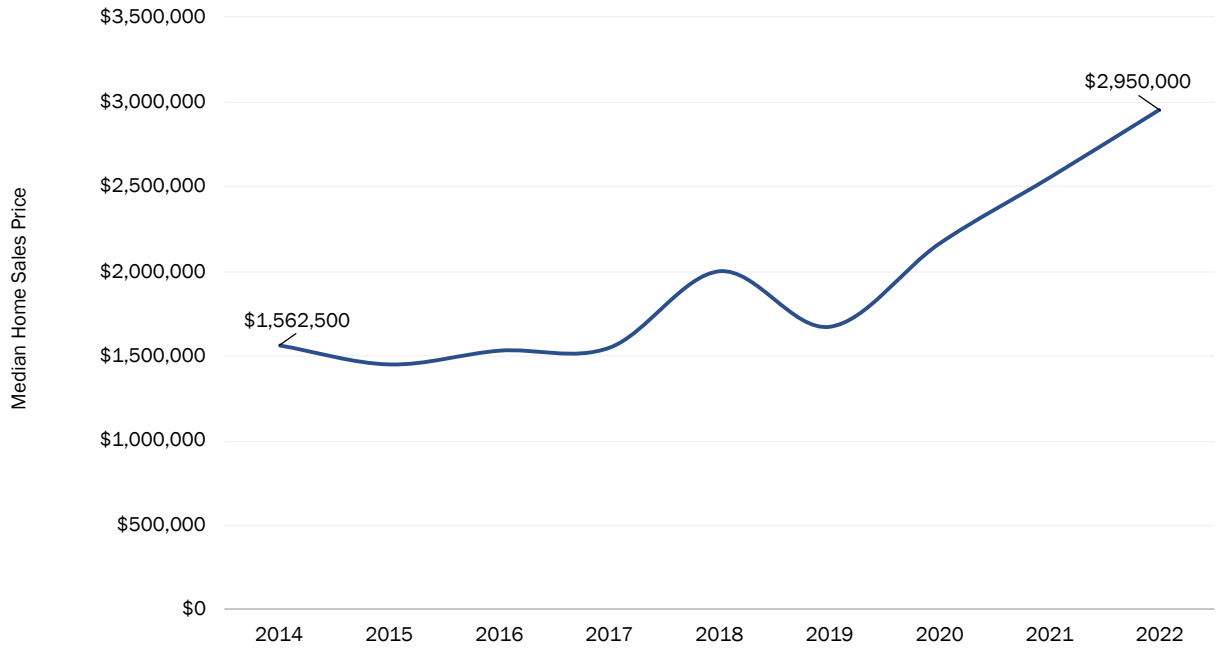
Market Overview

The ability of the market to deliver housing production in the future is largely a function of existing market conditions. An observation of socioeconomic conditions also informs housing need in the community.

For-Sale Market

Following several years of relative stability, the price of homeownership in Carmel has accelerated rapidly in recent years. Since 2019, the median home price in Carmel has jumped from $1.6 million to $2.95 million, an increase of 84 percent.[5] Price increases are being driven by demand-side forces.

Figure 3: Median Home Price
Source: Property Radar[6]



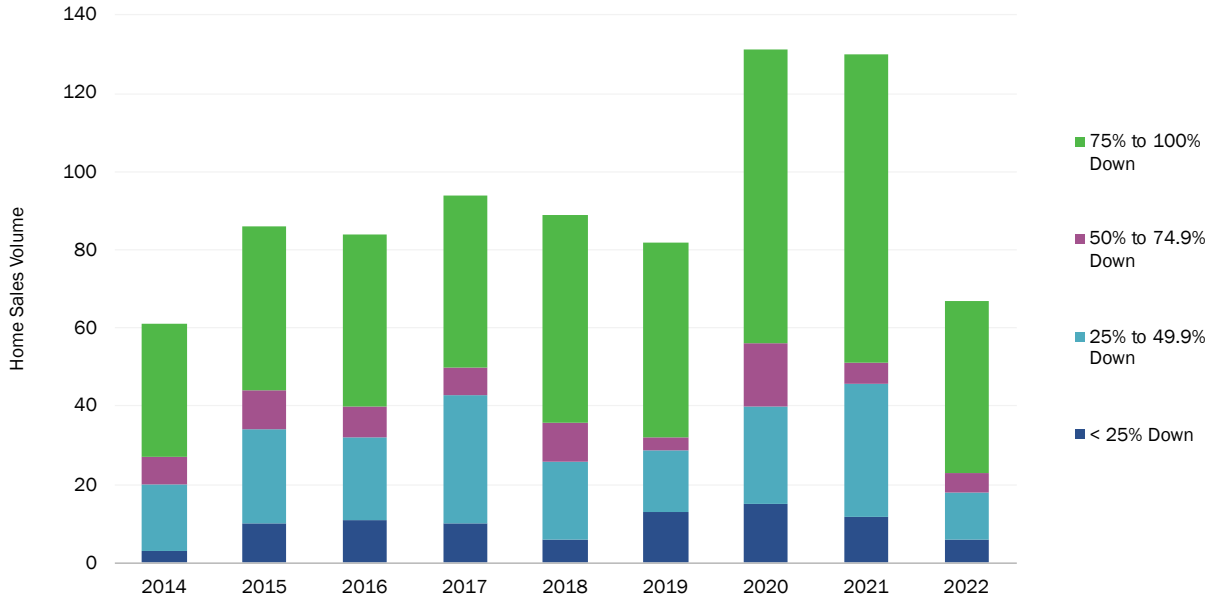
Over this same period, there has been an acceleration of both sales volume and the share of homes that are purchased all cash or with mostly cash. For example, in 2020 and 2021 sales volumes were 50 percent higher than the previous five-year average. Moreover, the percentage of home sales with 75 percent to 100 percent cash down increased from 53 percent to 61 percent through the first half of 2022. This is indicative of a market that is attracting outside capital from other high-value markets. In the context of observed migration patterns in Northern California because of the COVID-19 pandemic, we suspect that much of the movement in the market is being driven by migration of high-net-worth households out of the Bay Area. This is observed

[5] Property Radar. (See https://www.propertyradar.com/) Data reported through most recent period available

[6] Property Radar. (See https://www.propertyradar.com/) Data reported through most recent period available

in migration data from the U.S. Postal Service that shows that since March 2020 Carmel has seen a migration-driven increase of 552 households.[7]

Figure 4: Sales Volume and Percent of Purchase Price in Cash
Source: Property Radar[8]



Second-Home Market

Tourism and the impacts of second homes and long-term rentals are also having an observed impact on affordability in Carmel.[9] Data from the U.S. Census Bureau shows that nearly 40 percent of all housing units are used for seasonal, recreational, or occasional use. This rate is ten times the national average.

Figure 5: Share of Housing Units that are Second Homes
Source: U.S. Census American Community Survey (2016-2020 estimates); Table B25004[10]

	Nation	Carmel
Total housing units	138,432,751	3,731
For seasonal, recreational, or occasional use	5,303,302	1,479
Share of housing units that are second homes	3.8%	39.6%

[7] USPS Change-of-Address Migration Data
https://www.arcgis.com/apps/dashboards/951428e32723456c879d0966af4baa8a

[8] Property Radar. (See https://www.propertyradar.com/)

[9] Short-term rentals are not permissible as per CMC 17.08.060 and CMC 17.14.040. (See https://www.codepublishing.com/CA/CarmelbytheSea/html/Carmel17/Carmel1708.html)

[10] U.S. Census American Community Survey (2016-2020 estimates); Table B25004. (See https://data.census.gov/)

Renter Market

Reliable real-time market data on the local rental market is challenging to obtain because the majority of the rental market is organized through individual transactions, small property management firms, and in some cases informal agreements. Figure 6 below demonstrates that tenure split (owner vs. renter-occupied) in Carmel is roughly equal. However, a full 78 percent of the rental market is being met by single-family housing units (rather than apartment buildings), typically rented out by individuals as opposed to large property management firms.

Figure 6: Tenure (Rent vs. Own) by Units in Structure in Structure
Source: U.S. Census American Community Survey (ACS) (2016-2020 estimates)[11]
Note: Tenure refers to whether a unit is occupied by someone who owns the unit (owner-occupied) or rents the unit (renter-occupied).

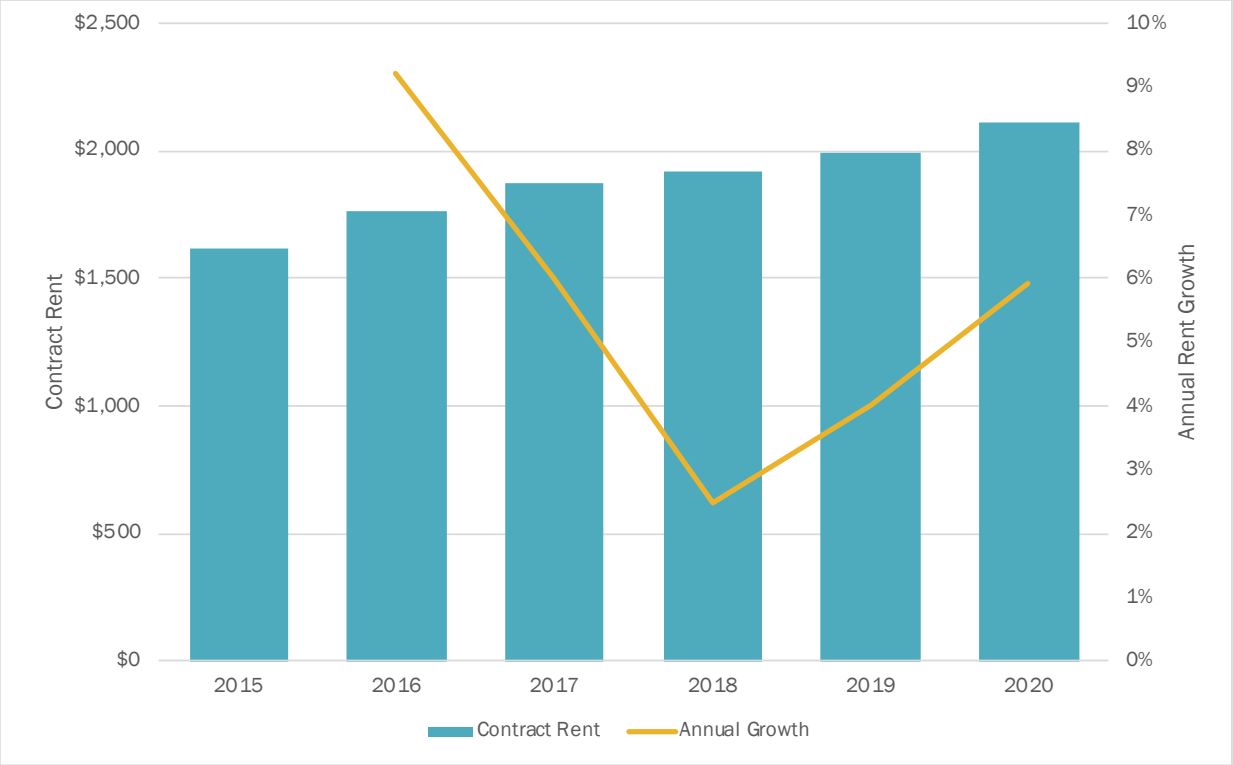
Unit Type	Owner-Occupied	Renter-Occupied	Total
Single-family Detached	993	694	1,687
Single-family Attached	0	19	19
Duplex	0	0	0
Triplex/Quadplex	0	22	22
Small Multifamily (5-19 units)	0	162	162
Large Multifamily (20+ units)	0	0	0
Mobile Homes[12]	0	19	19
Total	**993**	**916**	**1,909**
Tenure Split	*52.0%*	*48.0%*	

In Figure 7 below, we report annual contract rent reported for the market by the U.S. Census Bureau's American Community Survey. We consider "average" rent levels reported in the survey to be considerably lower than where rental properties transact at in the market based on observations of current rent levels. However, this data is showing the expected trend of accelerated rent growth over the last two observation years.

[11] U.S. Census American Community Survey (2016-2020 estimates). (See https://data.census.gov/)

[12] The U.S. Census uses survey data across a five-year period to produce estimates across a broad range of demographic and socioeconomic variables in the American Community Survey (ACS). Because the ACS uses survey data to develop estimates, results can be unintuitive and have larger margins of error in smaller geographies. See https://www.census.gov/programs-surveys/acs/methodology.html for a review of the Census Bureau's methodology for the ACS.

Figure 7: Annual Contract Rent
Source: U.S. Census American Community Survey (5-year estimates from 2015-2020)[13]



Cost Burden

State and federal standards specify that households spending more than 30% of gross annual income on housing experience a housing cost burden. Housing cost burdens occur when housing costs increase faster than household income. When a household spends more than 30% of its income on housing costs, it has less disposable income for other necessities, including health care, food, education, and clothing. In the event of unexpected circumstances such as the loss of employment or serious health problems, lower-income households with a burdensome housing cost are more likely to become homeless or be forced to double-up with other households. Homeowners with a housing cost burden have the option of selling their homes and becoming renters. Renters, on the other hand, are vulnerable and subject to constant changes in the housing market.

In Carmel, 47 percent of all households that rent their homes are cost burdened, spending greater than 30 percent of their income on housing. Among these, a full 25 percent of renter households are severely cost burdened, spending 50 percent or more of their income on housing.

Figure 8: Percent of Income Spent on Rent, City of Carmel-by-the-Sea (2020)
Source: American Community Survey 2016-2020 Five-Year Estimate (Table B25070)[14]

Income on Rent	Households	Share

[13] U.S. Census American Community Survey (5-year estimates from 2015-2020). (See https://data.census.gov/)

[14] American Community Survey 2016-2020 Five-Year Estimate (Table B25070). (See https://data.census.gov/)

Less than 10.0 percent	153	16.7%
10.0 to 14.9 percent	49	5.3%
15.0 to 19.9 percent	182	19.9%
20.0 to 24.9 percent	63	6.9%
25.0 to 29.9 percent	39	4.3%
30.0 to 34.9 percent	61	6.7%
35.0 to 39.9 percent	70	7.6%
40.0 to 49.9 percent	70	7.6%
50.0 percent or more	229	25.0%
Total:	916	100.0%

Commute Patterns

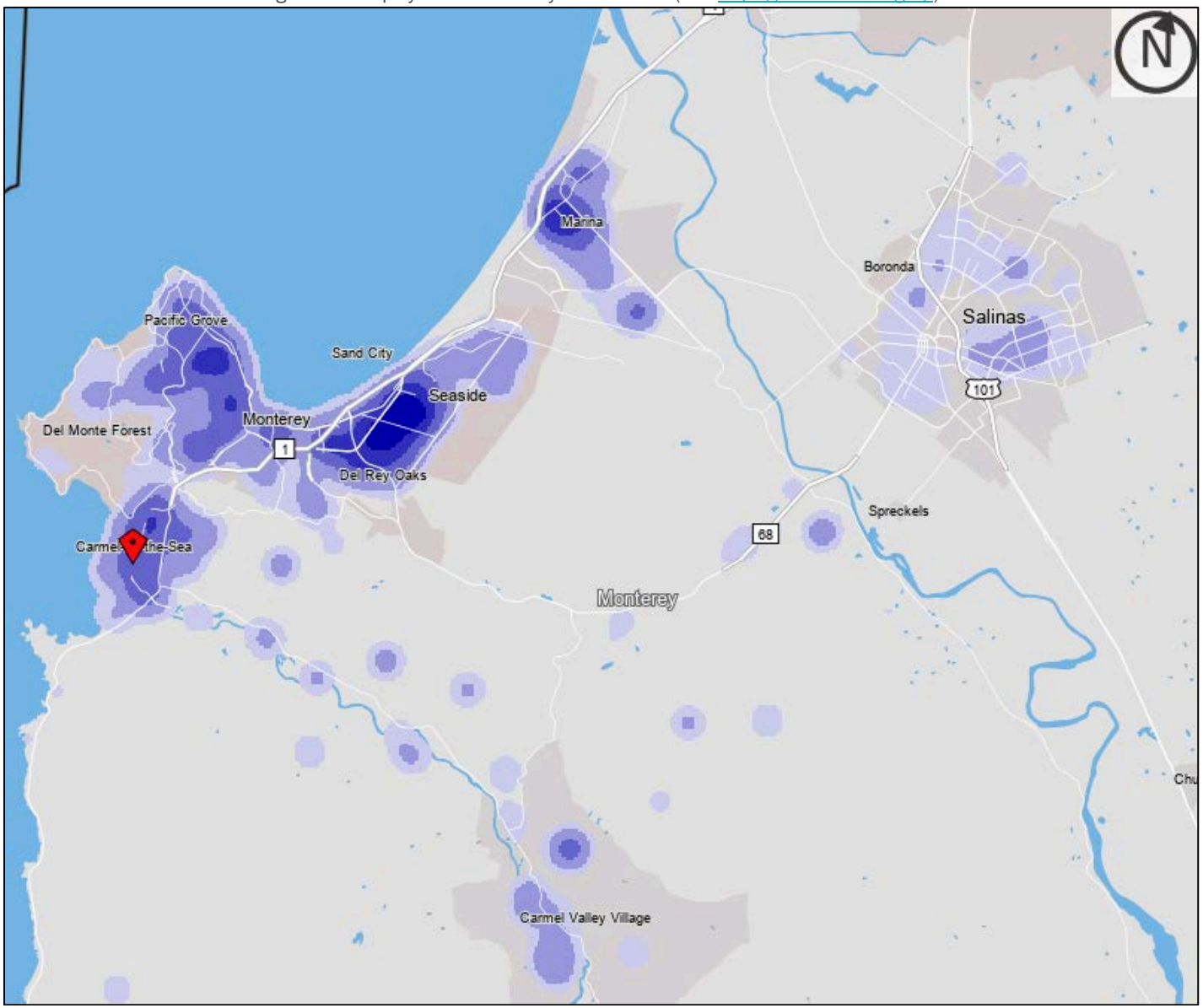
It is hypothesized that Carmel's concentration of jobs in the leisure and hospitality sector creates challenges for local workers who do not have sufficient incomes to afford housing in the community. This imbalance of jobs to housing impacts quality of life including how far workers must travel for work, increasing transportation costs, and reducing individual productivity. In general, a good balance of jobs to housing would occur where the jobs available in a community match the labor force skills, and where housing is available at prices, sizes, and locations suited to workers who wish to live in the area.

In Carmel, roughly half of all workers live within 10 miles of the city. Primary areas where workers live include Seaside, Monterey, Salinas, and Pacific Grove. A full 26 percent of workers commute from greater than 25 miles away. Only 2.6 percent of workers live and work in Carmel.[15]

[15] U.S. Census Bureau Longitudinal Employer-Household Dynamics Data (See https://lehd.ces.census.gov/)

Figure 9: Commute Patterns, Where Employees in Carmel Live (2019)

Source: U.S. Census Bureau Longitudinal Employer-Household Dynamics Data. (See https://data.census.gov/)



Code Review

As part of our scope, we conducted a code review to identify potential issues and barriers that could limit housing production in the Multifamily Residential (R-4) district and the commercial zones; Residential and Limited Commercial (RC) Central Commercial (CC), and Service Commercial (SC).

General Notes

- The pattern of existing development is small lot (3,800-6,000), detached single-family. Most new development will be infill.
- Multifamily is defined as any development with two of more units on the same lot.

Building Height in All Zones

Building height throughout the city is limited to two stories, with maximum heights established for each zone. CMC 17.14.150.B-C establishes maximum building heights for the R-4[16], RC, SC, and CC zones. Structures in R-4 and RC zones are limited to 26 feet and structures in the CC and SC zones are limited to 30 feet. Building sites which face, abut or adjoin any property in the R-1 district are limited to a height of 24 feet. Building height may also be determined by compatibility with nearby structures facing the same street or intersection and within the same pedestrian field of view (i.e., generally, within 100 feet to either side of, or across the street from the proposed structure).

Given the existing small lot sizes observed throughout the city and off-street parking requirements (discussed in more detail below for the R-4 zone), a two-story maximum height will likely prohibit many multifamily projects from achieving base density allowances in the R-4 zone. Building height limitations, maximum building coverage, and floor area ratio (F.A.R) limitations (discussed in more detail below) will even more severely limit multifamily projects from achieving base density allowances in commercial zones, even if parking requirements are lower than in residential zones.

R-4 Development Standards

Density

CMC 17.12.020.B establishes a maximum base density of 33 du/ac, and CMC 17.12.020.C offers a density bonus of 44 du/ac in exchange for affordable units. While these density thresholds are relatively high, they are difficult to achieve given the City's inventory of small lots between roughly 3,800-6000 square feet, with lot widths around 50-60 feet and two-story building height maximum. Off-street parking requirements will further limit the ability to achieve base density.

Given the site constraints and a need for many developments to achieve base density for financial reasons, it is unlikely developers will be able to take advantage of the density bonus

[16] Underground parking does not count as a story in the R-4 zone.

since their ability to achieve the *base* density is already constrained. If the density bonus was offered in another story, rather than du/ac, it could help reduce barriers and allow more housing production on smaller sites.

Parking

CMC 17.38.020 requires 1.5 parking spaces per residential dwelling unit and offers reduced parking standards for affordable units (0.5 spaces per unit) in the R-4 zone. CMC 17.12.020.F.1 prohibits parking requirements in the R-4 zone to be met on-street or through a fee-in-lieu.

Providing parking onsite while achieving the allowed density will be a challenge for many development sites given that many of the existing lots in the city are only 50-60 feet wide. While underground parking is allowed and does not count against the maximum building height, underground parking is far more expensive to construct. Reducing parking standards for certain areas (i.e. areas with access to transit or walkable to commercial districts) or for unit types (i.e. studios and one-bedrooms) may help developments achieve base densities.

Unit Distribution

CMC 17.12.020 requires that on sites larger than 4,000 sf, 50 percent of all units must be provided as rental apartments.

CMC 17.08.050.F. requires at least 25 percent of all units in a multifamily project containing more than two units be between 400-650 square feet. While this provision on its own is not necessarily a barrier to housing development, parking standards for these small units are the same as a single-family home. Reducing the parking standard for smaller multifamily units will help developments to achieve density more easily.

Commercial Zone Development Standards

Building Coverage

CMC 17.14.130.A. limits building coverage to 80 percent in the CC and SC zones.[17] The existing pattern of development in these two zones appears to exceed 80 percent building coverage on many parcels. Additionally, the code prohibits the removal of existing courtyard or intra-block walkways, which will further limit the amount of allowable building coverage on some sites.

Since the land costs in Carmel-by-the-Sea are exceptionally high, these maximum building coverage requirements will likely act as a development barrier. This becomes even more of a challenge in the context of redevelopment where the existing structure exceeds 80 percent building coverage. New developments may be required to build a smaller building than previously existed.

[17] Exceptions are granted up to 95 percent.

Floor Area Ratio

CMC 17.14.140.A-B establish F.A.R limits for the commercial zones. One-story buildings in the CC and SC zones are allowed to achieve an F.A.R equal to 95 percent of the site area. However, this contradicts the allowed building coverage discussed above (80 percent), excluding the exceptions. Two-story buildings can obtain an F.A.R equal to 135 percent of the site area, which further limits the allowed square footage outside of the building coverage maximums, as either the first or second story would need to be smaller than the other to meet this F.A.R. For example:

- A 5,000 square foot lot is allowed a maximum of 4,000 square feet in building coverage, which could translate to about an 8,000 square foot building if the two stories were of equal size. However, two-story buildings are limited to 135 percent of the total site area.
  - 135 percent of the total site area is 6,750 square feet. The F.A.R requirements reduces the potential square footage by approximately 1,250. This lost square footage could translate into roughly two additional apartment units.
  - However, if using a density bonus the limit would be 150% of the total site area, reducing the amount of lost square footage for project utilizing a density bonus.

The restriction is even more severe in the RC zone adjacent to the Single Family Residential (R-1) zone, where F.A.R requirements limit two-story buildings to 80 percent of the total site area. For example:

- A 5,000 square foot lot could result in a maximum building coverage of 3,500 (70 percent), so two stories of the same size could render a 7,000 square foot building.
  - With F.A.R. limited to 80 percent of the total site area for two-story structures, this limits the building to 4,000 square feet. This represents a loss of about 3,000 square feet.
  - Like the example above, the loss of square footage is reduced if a project can capitalize on a bonus.

F.A.R. bonuses are available for projects that include affordable housing, courtyards, and/or intra-block walkways.

Review Processes and Additional Studies

The City should be mindful of how additional procedures and studies can add time and cost to projects that are facing unprecedented cost escalations in the current economic environment. For example, CMC 17.08.050.F.1 requires all multifamily projects to prepare an acoustical analysis and the implementation of acoustical design treatments to meet noise standards contained in Title 25 of the California Government Code. While this is not a barrier to development on its own, it does require a small amount of time and cost to the development process. Cumulatively, review processes can add up to be a significant barrier to development and the City should endeavor to streamline review and approvals wherever possible.

The City also requires conditional use permits for certain residential developments in all zones (i.e. developments over 22 du/ac). The City's standard practice is to process approvals concurrently where possible; but removing this additional process could reduce extra steps and cost in the development process for both City staff and applicants, while eliminating the additional cost of preparing a conditional use application.

High-Level Sites Analysis

In its forthcoming update to the Housing Element of the General Plan, the City will be required to identify physical sites that have the zoned capacity to accommodate its share of regional housing need (349 units). The State agency (Housing and Community Development "HCD") responsible for oversight and certification of the Housing Element has specific requirements for this analysis. It is beyond the scope of this project to conduct a full HCD compliant alternative sites analysis. And the sites included in this review is unlikely to be an exhaustive list of candidates. It likely also includes candidates that future study my find less viable. However, as a precursor to the Housing Element Update, we provide a high-level overview of potential candidate sites. In our methodology we combine anecdotal context through conversations with local developers and property owners alongside a range of variables that are theoretically indicative of redevelopment potential. These include:

- Historic resources
- Sites with adjacent ownerships
- Sites identified in RHNA5
- Land-to-improvement ratio
- Total value per-square-foot
- Sites with high value uses
- Discussions with developers
- Site visit and spot checking

Defining a Study Area

Housing redevelopment generally requires scale to be financially feasible because the value of the new use must be measurably higher than the existing use. Scale is a function of site size and allowed density. Under the existing zoning code, only the R-4 and commercial zones allow multifamily development. For this reason, the focus of this work is on the commercial core, defined in Figure 11.

Conservation District

The purpose of the Conservation District (codified in 2004) is to "recognize that Ocean Avenue and the commercial properties that surround this corridor contain some of the most memorable and important commercial buildings in Carmel".[18] The district includes special procedures that influence the development and design context for properties in the district. While we did not consider all properties in the district to be infeasible, the additional development and design standards add an additional layer of complexity to redevelopment potential.

[18] Carmel Municipal Code § 17.20.260. (See https://www.codepublishing.com/CA/CarmelbytheSea/html/Carmel17/Carmel1720.html)

Figure 10: Zoning Map; Carmel-by-the-Sea

Source: City of Carmel-by-the-Sea

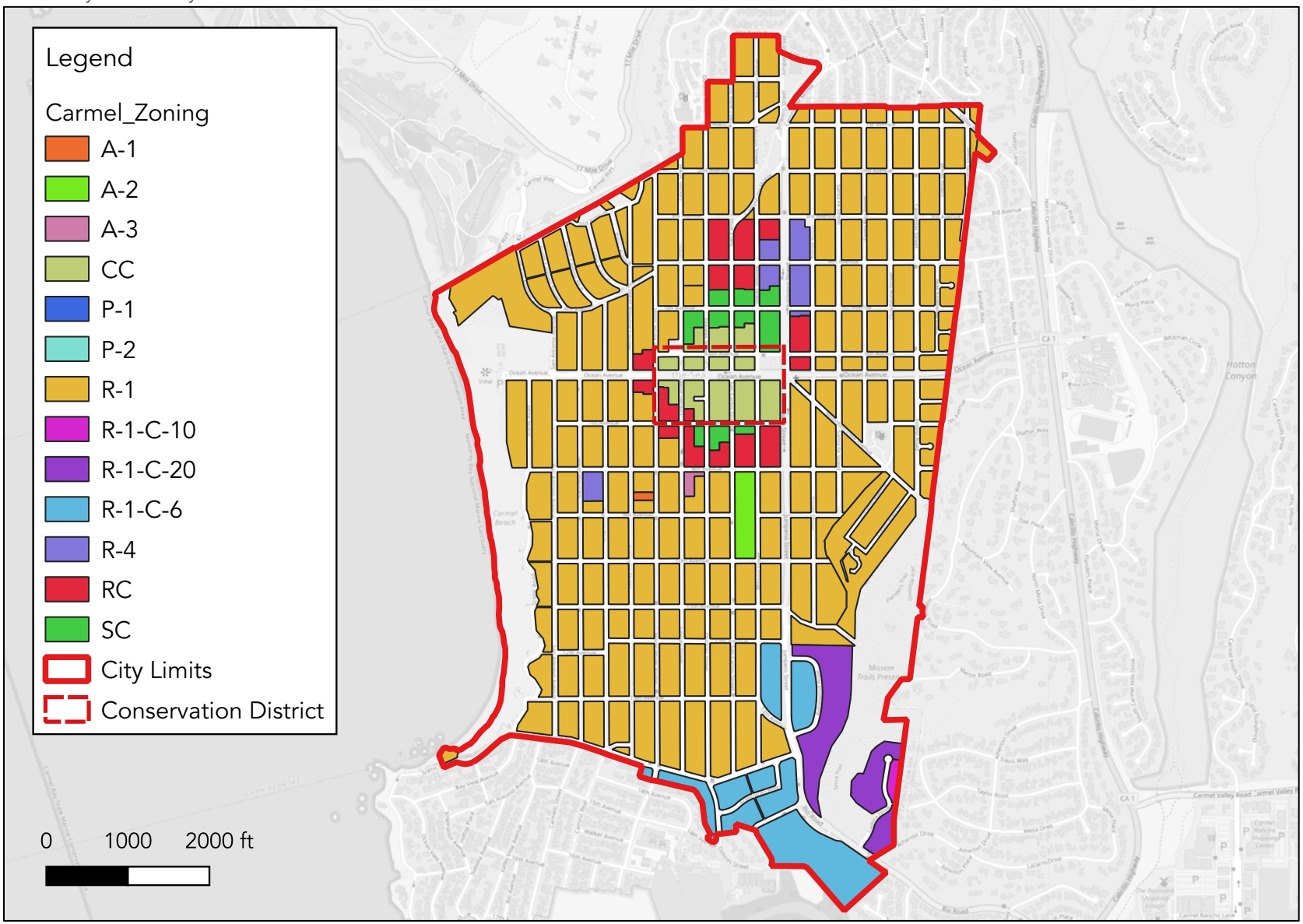
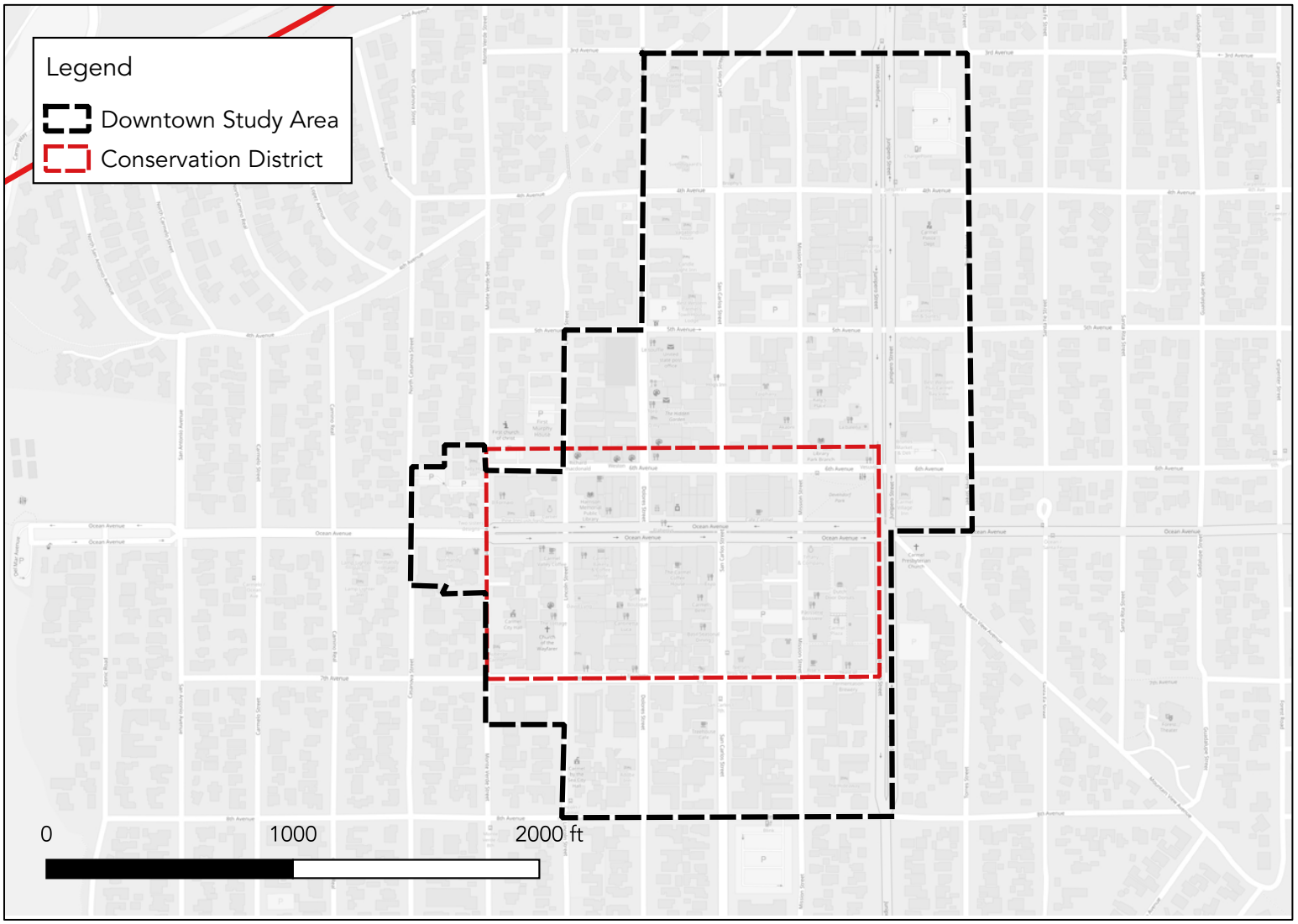


Figure 11: Commercial Core Study Area Definition

Source: ECONorthwest



Historic Resource Properties

The project study area includes 45 properties that are identified as historic. All but seven of these are in the Conservation District (see Figure 12). While we did not omit historic resource sites from being considered redevelopment candidates outright, redevelopment or renovation of historic resource sites will have an additional layer of complexity, as projects will need to meet the Secretary of the Interior's Standards for Rehabilitation.[19]

Properties Omitted Due to Existing Use

In this step we removed properties from consideration that have clear uses that would be a barrier to redevelopment, regardless of the redevelopment economics of the physical sites (see Figure 13). This included a removal of civic and institutional uses such as City Hall, libraries, parks, and open space. It also removed all attached ownership sites (such as condominiums) because assembling ownerships of these properties is nearly impossible. Lastly, we removed sites with businesses where the likely income generating potential of the use was high relative to the real estate asset (such as hotel properties). Due to Carmel's tourism draw, even a 2-star hotel commands room rates well above average for the class. Conversations with City staff and local developers further suggested that it would be highly unlikely that any hotel property in the commercial core would fully redevelop or reposition to permanent housing. However, there is opportunity to add workforce housing capacity through programs that convert a single hotel room to an on-site managers uint.

Fifth Cycle (RHNA5) Housing Element Sites

Carmel's Fifth Cycle Housing Element was adopted in 2015. This document includes an inventory of sites that were identified at the time as the most likely to accommodate future housing need (see Figure 14). The analytical process to identify these sites is established and findings certified by the State Department of Housing and Community Development (HCD).

Adjacent Ownerships

Sites that can obtain scale through size and density generally have a higher likelihood of redevelopment. Larger sites offer greater flexibility and fewer barriers. Often, two or more sites adjacent to each other that are both underutilized can be combined to make more feasible development site. However, assemblage of multiple ownerships can be a barrier. In this step we used ownership data in Assessor's records to identify properties that are adjacent to each other but have the same owner (see Figure 15). If they meet other redevelopment criteria, these sites are more likely to redevelop.

[19] Secretary of the Interior's Standards for Rehabilitation. (See https://www.nps.gov/subjects/taxincentives/secretarys-standards-rehabilitation.htm)

Figure 12: Historic Resource Properties

Source: City of Carmel-by-the-Sea.

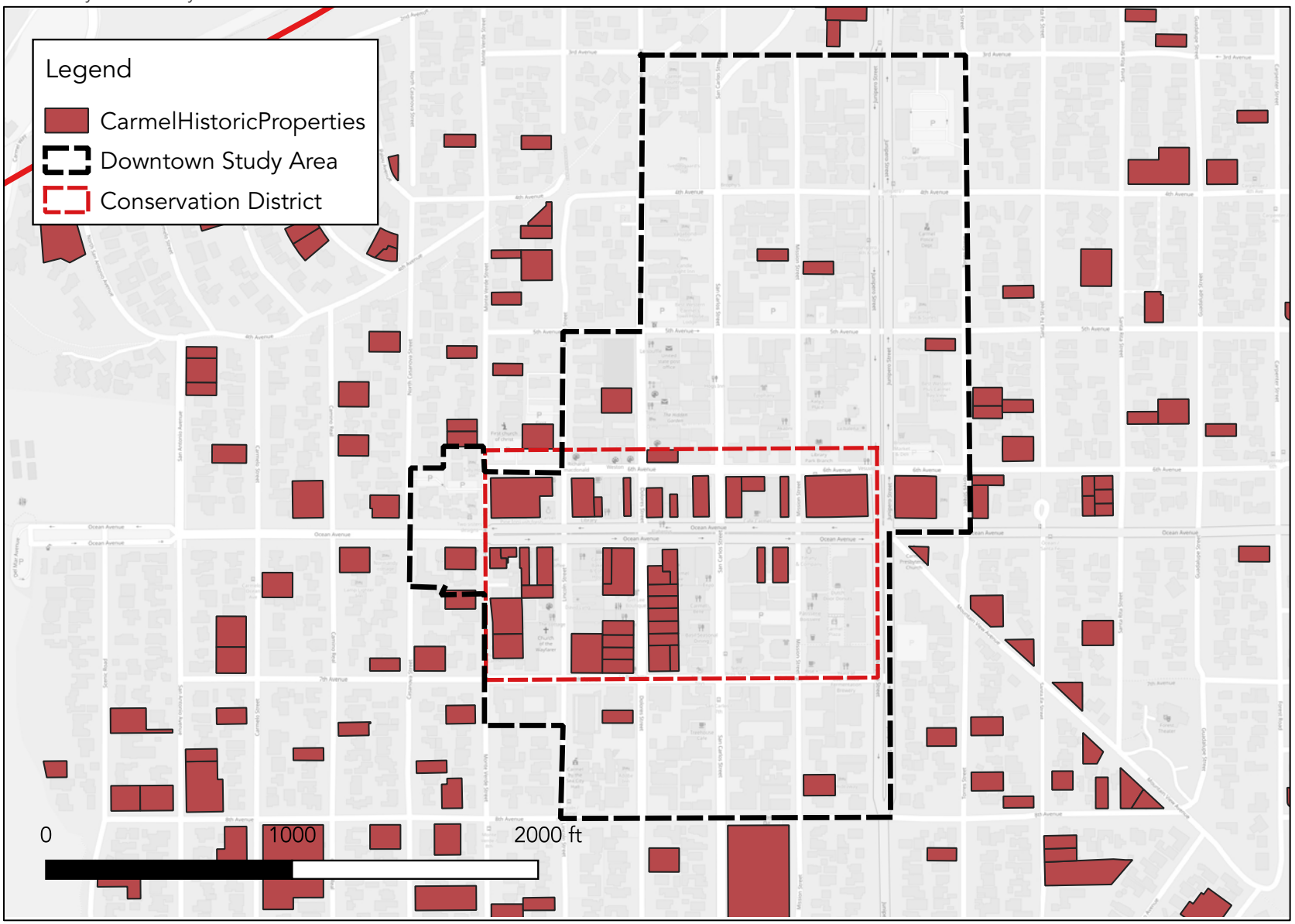


Figure 13: Omitted Properties do to Existing Use

Source: ECONorthwest



Figure 14: RHNA5 Sites in the Commercial Core

Source: Carmel-by-the-Sea Fifth Cycle Housing Element, Digitized by ECONorthwest



Figure 15: Sites with Adjacent Ownerships

Source: ECONorthwest



Land-to-Improvement Ratio

Land-to-Improvement ratio is a metric that compares the value of an improvement on a property to the value of the land using data from the Monterey County Assessor's Office. Theoretically, the more valuable land is compared to improvements on a site, the more likely the site is to redevelop (see Figure 16).

Data Limitations

The land-to-improvement metric and the value per-square-foot metric (below) use assessed value as reported by the Assessor. Assessor's data can deviate broadly from real market value in California due to Proposition 13 which limits the annual increase in assessed value to 2 percent until a property transacts. While the ratio of improvement and land value should be more stable, properties that have not transacted for a long time could provide misleading results. For this reason, we consider these metrics alongside all other variables and in conjunction with site/spot checks.

Total Value Per-Square-Foot

In development economics the term "residual land value" is defined as the maximum value that a developer can pay for a site for a given development program. It is influenced by a range of factors including construction costs, development form, market conditions, and the developer's threshold for rate of return, among other factors. It was beyond the scope of this work to do feasibility testing that would calculate actual residual land values. However, we know that the more expensive it is to acquire sites, the less likely development is to be feasible. Therefore, identifying sites in the study area with the lowest combined value (land plus improvements) relative to the size of the site can be an indicator of redevelopment potential (see Figure 17).

Candidate Site List

We combined the analysis above with an in-person site visit, visual assessment using aerial and streetscape photography, and conversations with local representative to develop an inventory of candidate sites that could have redevelopment potential. In addition to properties within the study area, we also evaluated sites adjacent to the commercial core that could be candidates for future rezoning to allow more housing density. Each site is briefly discussed below Figure 18.[20]

[20] Sites are not listed in any particular order of prioritization

Figure 16: Land-to-Improvement Ratio

Source: ECONorthwest using Monterey County Assessor's Data



Figure 17: Total Value Per-Square-Foot

Source: ECONorthwest using Monterey County Assessor's Data

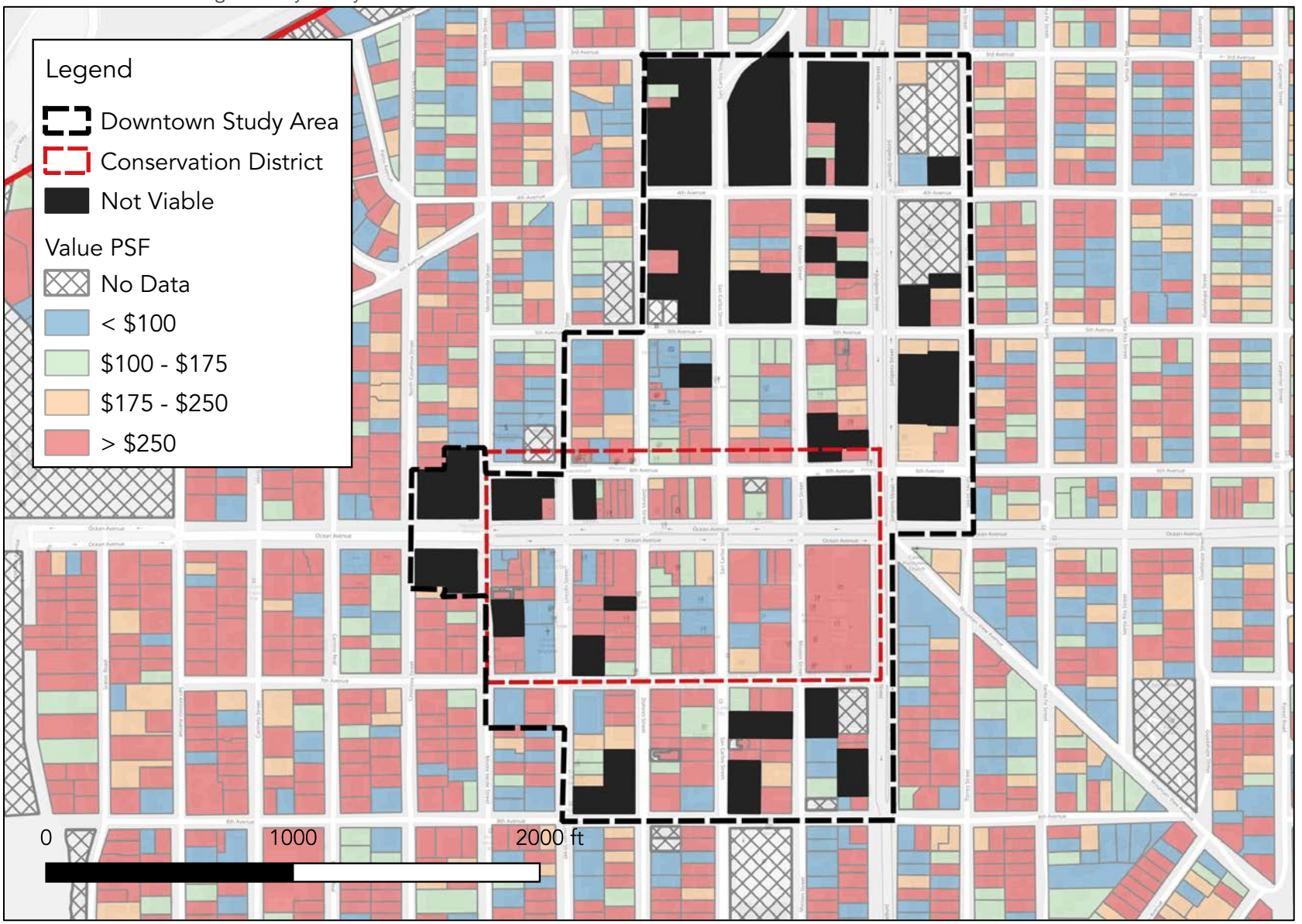


Figure 18: Candidate Site List

Source: ECONorthwest

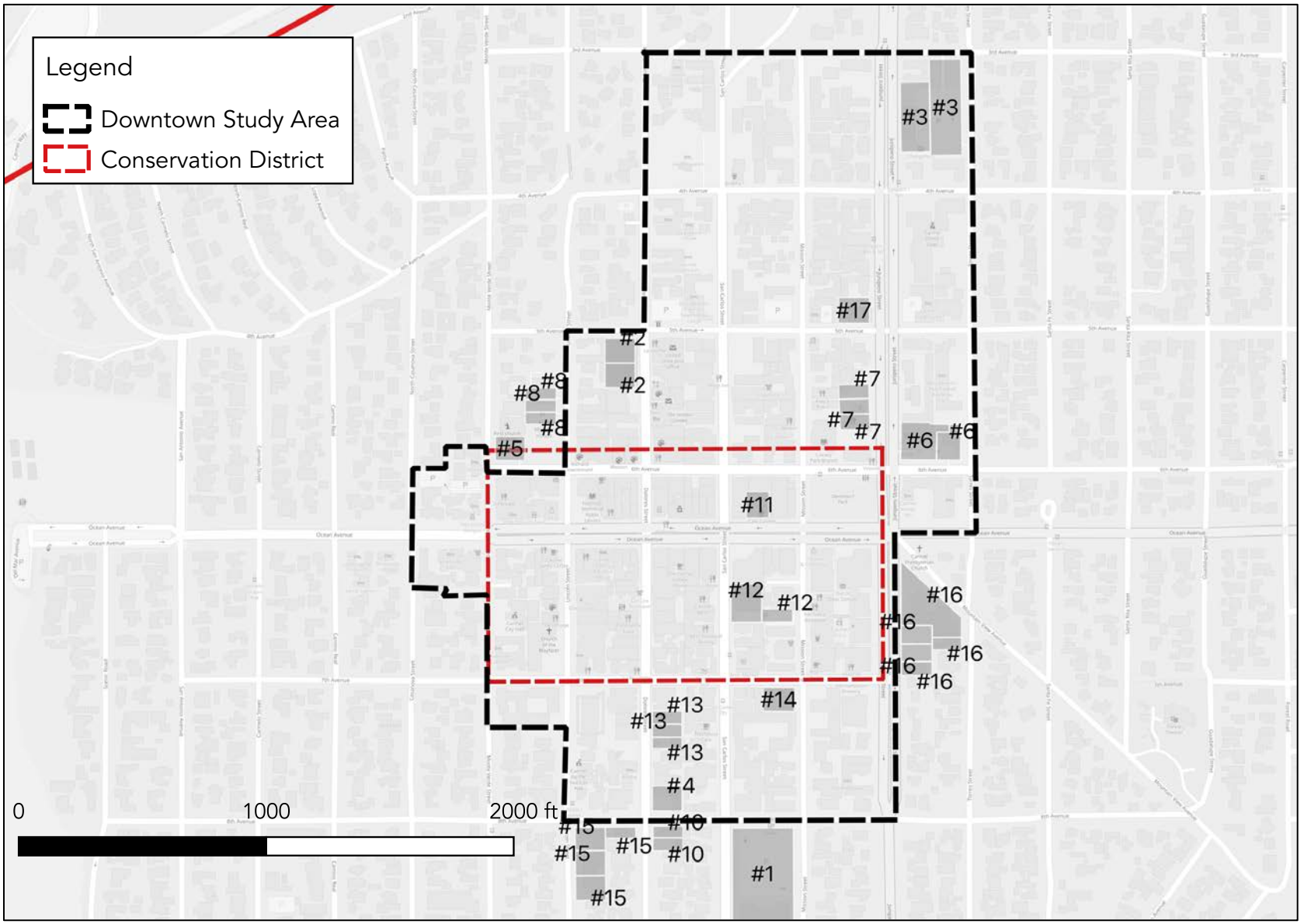


Figure 19: Data Table of Candidate Sites

Source: City of Carmel-by-the Sea Planning Department

Site ID	APN	Zoning	Lot Size	Acres	Max units @ 22 DUA[21]	Max Units @ 44 DUA[22]	Max Units @ 88 DUA[23]
#1	10143001000	A-2	90,084	1.02	22	45	90
#2	10138003000	SC	7,913	0.37	8	17	33
	10138021000	SC	7,949				
#3	10104001000	R-4	32,136	1.28	28	57	113
	10104004000	R-4	21,576				
#4	10145008000	RC	7,878	0.18	3	8	16
#5	10212010000	R-1	7,637	0.18	3	8	16
#6	10095013000	RC	15,313	0.53	11	24	47
	10095012000	RC	8,027				
#7	10098005000	SC	4,871	0.33	7	15	30
	10098004000	SC	4,676				
	10098006000	SC	4,901				
#8	10212027000	R-1	4,014	0.28	6	13	25
	10212004000	R-1	4,004				
	10212026000	R-1	3,994				
#10	10144015000	R-1	4,155	0.18	3	8	16
	10144016000	R-1	3,738				
#11	10133004000 (Example)	CC	6,398	0.14	3	7	13
#12	10141006000	CC	12,520	0.38	8	17	34
	10141011000	CC	4,377				
#13	10145012000	SC	3,632	0.30	6	14	27
	10145024000	SC	4,030				
	10145023000	SC	4,118				
#14	10142001000	SC	8,009	0.18	3	8	16
#15	10149012000	A-3	7,435	0.62	13	28	55
	10149010000	A-3	7,964				
	10149011000	A-3	7,985				
	10149001000	A-3	3,615				
#16	10084030000	R-1	26,874	1.10	24	49	97
	10084023000	R-1	5,822				
	10084024000	R-1	6,016				
	10084022000	R-1	4,496				
	10084003000	R-1	3,856				
#17	10097007000		8,534	.020	4	9	18
			TOTAL:	**7.27 acres**	**152 units**	**327 units**	**646 units**

[21] Permitted by-right. No affordable requirements

[22] 20% of units must be for low-income households OR 10% must be for very low-income households OR 50% must be for seniors. All units must be deed restricted for a minimum of 30 years.

[23] All units must be deed restricted affordable for a minimum of 30 years.

Site 1: Sunset Center Lots Site

The north lot at Sunset Center is a large (1.02 acre) parking lot with no improvements other than paving. It is a City-owned site. The City has expressed interest in redeveloping the site for housing so long as parking needs for Sunset Center could be accommodated in the development program. A zone change from Theatrical District (A-2) to Multifamily Residential (R-4) would be required to facilitate development of the site. The south lot could also be viable, but larger scale development may not be as compatible with existing residential development scale this far removed from the commercial core.



Site 2: Ulrika Plaza Site

The 0.37-acre Ulrika Plaza site previously entitled as a mixed-use building. The initial developer lost the project for financial reasons, and it was acquired by another developer. This developer has been working to get a development program for 12 market-rate apartment units approved on the site for several years. The site is a case study of a development not building to maximum density.



Site 3: City Public Works (Vista Lobos) Site

This is a City-owned site totaling 1.28 acres at the north end of the study area. The site is a large parking lot with low value improvement used for public parking. The City has expressed interest in using the site for housing if feasible. Potential height restrictions due to a protected viewshed to Point Lobos (see CMC 17.12.050) could limit achievable density and feasibility.



Site 4: Carmel Realty Office Site

This site is a 0.18-acre corner-lot parcel that is currently owned and used for office space by Carmel Realty. It has low lot coverage and scores well with a land-to-improvement ratio. It is a single-story structure that is surrounded on all sides by structures that are at least two stories tall. The site was previously used in the RHNA5 inventory.



Site 5: Pine Inn Parking Lot

This 0.18-acre site is the parking lot for the Pine Inn. The site is not attached or adjacent to the inn, it is a separate parcel across the street. As driving patterns and parking needs change, this site could be a future candidate for redevelopment.



Site 6: Bruno's Market Site

This site is two adjacent parcels totaling over 0.53 acres under the same ownership. The site includes a parking lot that leads to low lot coverage. It also scores in the top tier for land-to-improvement ratio. It could be a potential redevelopment candidate.



Site 7: Three Garages Site



This site would be an assemblage of three equal sized parcels totaling 0.33 acres. Two of the parcels are under the same ownership, and one was previously used in the RHNA5 inventory. Existing uses include a site with parking and three attached garages, and a commercial building used for real estate sales. Combined the site scores in the top tier for land-to-improvement ratio and in the mid-tier for value per-square-foot.

Site 8: First Church of Christ Parking Lot



This site is a parking lot used by the First Church of Christ. It is three separate taxlots totaling 0.28 acres. Assessor's records have missing values for ownership on the two southern parcels but given its existing use we assume that all three parcels are owned by the Church. In 2020, the State of California passed AB1851[24], commonly referred to as the "yes in God's backyard" bill. This bill makes it easier for religious institutions to convert excess parking to affordable housing by prohibiting a local agency from requiring the replacement of religious-use parking spaces that a developer of a religious institution affiliated housing development project proposes to eliminate as part of that housing development project. Redevelopment of the site would require a zone change.

Site 9: Misc. City-Owned Sites (Not Mapped)



The City owns a series of miscellaneous small vacant sites in the R-1 zone. These sites are legacy right-of-way that were not developed for streets. Some of these sites may have development potential. However, our site visit identified that barriers were common, including mature trees, topography, and use for primary access for existing homes.

[24] California Assembly Bill. 2020. "Religious institution affiliated housing development projects: parking requirements." 2019-2020 Regular Session. AB 1851. (See https://openstates.org/ca/bills/20192020/AB1851/)

Site 10: Red Cross Site

This site is two adjacent parcels owned and used by the American Red Cross. Collectively the site is 0.18 acres. Because the site is owned by a non-profit organization it does not have Assessor's values to calculate redevelopment metrics. However, site inspection confirms a low intensity use. Because the owner is a mission-driven organization, it's possible they may be a willing partner if they can find an alternative for their current operations.



Site 11: Café Carmel Site (Representing ALL single-story downtown buildings)

All single-story downtown buildings can be explored as opportunities for densification. Site orientation, existing and surrounding uses, and access are contributing factors to feasibility. The Café Carmel site pictured is one example of a single-story commercial property with two-story building on either side. The Café Carmel site specifically scores in the top tier for land-to-improvement ratio and has a land value around $100 per-square-foot. The site was previously used in the RHNA5 inventory.



Site 12: Wells Fargo Site

This site is two adjacent parcels comprised of the existing Wells Fargo building and associated parking lot. Combined the site is 0.38 acres. The site was identified as a candidate site in the RHNA5 Housing Element inventory. It scores in the top tier for land-to-improvement ratio. It is owned by an institutional entity (Wells Fargo). However, conversations with City staff indicate that it could be a candidate for inclusion as a historic property which would complicate redevelopment.



Site 13: Esperanza 7th and Dolores Site

This site is three adjacent parcels owned by Esperanza Carmel. The site totals roughly 0.30 acres. Esperanza has a development proposal on the site for eight market rate apartment units.



Site 14: 7th and Mission Site

This 0.18-acre site currently accommodates a clothing boutique in a single-story commercial building. Half of the site is comprised of a parking lot, which leads to low lot coverage and a land-to-improvement ratio above 1.5. However, it's value per-square-foot is high at nearly $500 per-square-foot, making acquisition of the property less likely.



Site 15: Carmel Foundation Site

The Carmel Foundation is the only provider of deed-restricted affordable housing in Carmel. Their administrative offices include four parcels totaling 0.62 acres. This site does not score high on land-to-improvement ratio but scores in the top tier of value per-square-foot. This site is being considered as a candidate because the Carmel Foundation is a mission-driven organization and interviews with leadership indicated that if they can accommodate their administrative functions off-site, they would consider redeveloping their property for affordable housing. Redeveloping this site would require rezoning.



Site 16: Carmel Presbyterian Site

This site is five adjacent parcels totaling almost 1.1 acres. Over a third of the site is a parking lot. See previous comments about AB1851. The site is outside of the commercial core and would require a zone change to facilitate redevelopment.



Site 17: 5th and Junipero Site

This is a corner lot site totaling just under 0.20 acres. The existing use is a parking lot and single-story commercial building. The site was included in the RHNA5 inventory. It scores in the mid-tier for both redevelopment metrics.



Housing Capacity Opportunities

Based on our review of market conditions, the character of existing development, and potential needs in the community, we see opportunities to add housing capacity in the following ways:

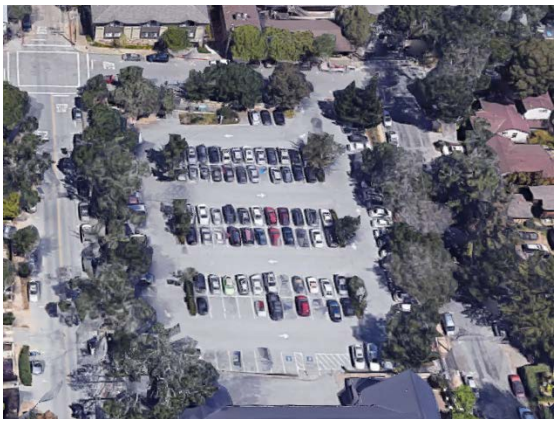
Promote Accessory Dwelling Units

Accessory dwelling units are commonly built as additional structures on lots with an existing home or are created through garage conversions. Lots that are conducive to accommodating ADUs have common characteristics including larger lot sizes, detached garages, and low lot coverage ratios. In Carmel over 87 percent of parcels are zoned for single-family residential uses (R-1), totaling nearly 2,900 lots. Carmel has also had growing interest in ADU development, receiving 13 applications for ADUs in 2021, up from 8 in 2020.



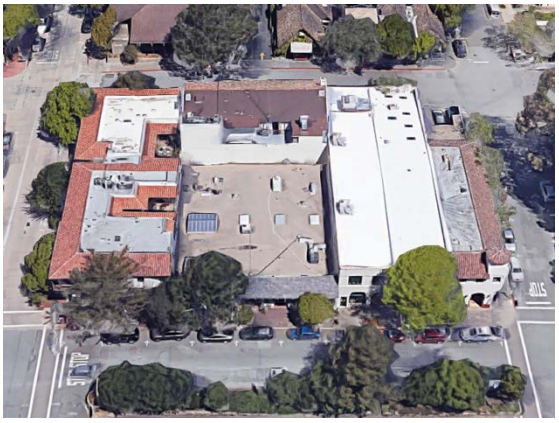
Infill Capacity

There are several sites, including City-owned properties, where infill could be possible. Development of these sites would require careful consideration of existing adjacent uses. Depending on the scale of the site, this redevelopment could be small-scale plex (duplex, triplex, quadplex) infill or relatively large-scale development. The City should consider amendments to development standards and design guidelines to facilitate achieving the maximum allowed densities. This would result in a greater likelihood of development feasibility for low-to-mid-rise multifamily development forms ranging from three to four stories.



Encourage adding residential units above commercial uses

Carmel's business district has many properties that are single-story low-intensity commercial uses. Some of these properties may be candidates to add an additional story of housing above the existing commercial. There is existing and recent development precedent that this densification is feasible, even for historic properties. The best candidates would be properties where the scale of adjacent properties is two-stories or greater.



Full Redevelopment

There may be opportunities in the commercial district where the value of housing may be higher than the existing commercial use. These sites would be candidates for razing the existing structure and building maximum feasible density. To be feasible the scale of development would have to maximize the development potential of the site through larger massing and maximum height.



Recommended Actions and Potential Incentives

Based on the preceding analysis, we offer the following recommendations for further consideration as the City progresses to an update of its Housing Element.

Explore changes to development standards. Our review of Carmel's zoning code found that overly restrictive development standards, such as the two-story heigh limit are not likely to facilitate maximum allowed densities. The City should explore options to remove these barriers consistent with the findings above.

Adopt objective design standards. Local developers indicate that the review and approval process in Carmel is overly restrictive. Senate Bill 35 and the Housing Accountability Act also require the use of objective standards. The City's code currently includes subjective standards. The City should analyze its current code language and develop recommendations for objective criteria and opportunities for a streamlined review process.

Create an accessory dwelling unit program. An accessory dwelling unit program could range broadly from creating promotional materials and informational outreach to an aggressive program that could project subsidies, development of pre-approved plans, assisting with allocating water credits (for deed-restricted units only), and technical assistance with planning and building staff navigating the planning and permitting process for property owners.

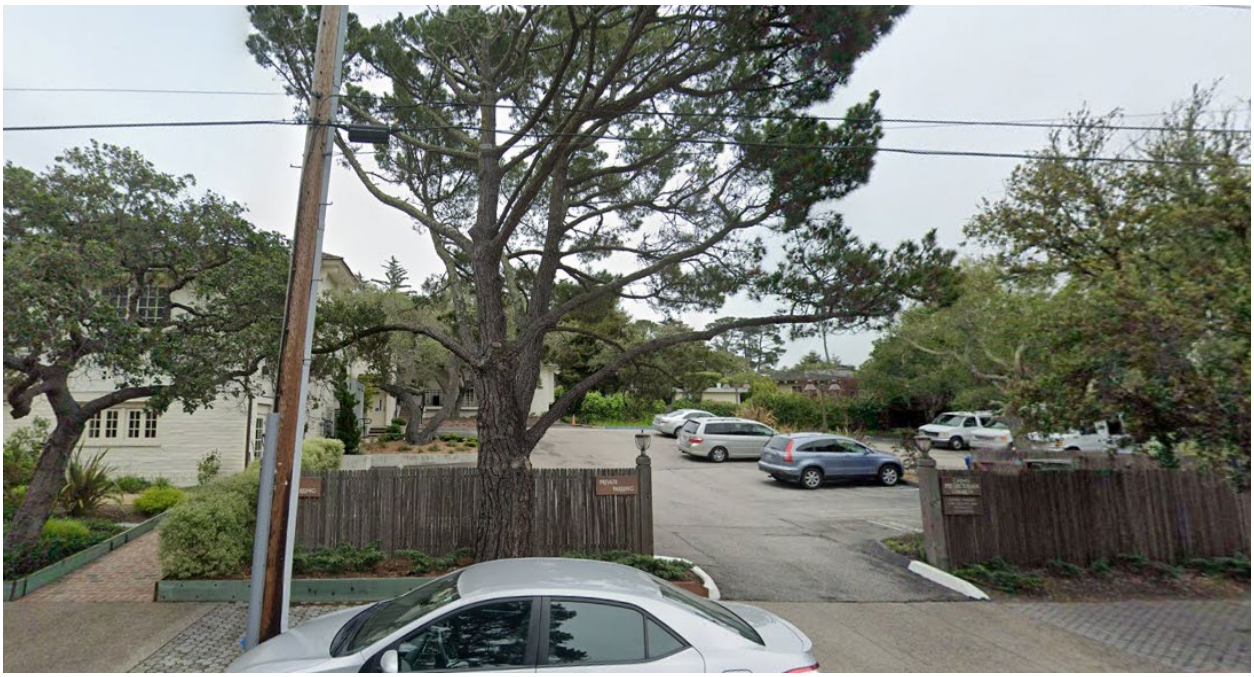
Create a preservation and monitoring program. The City should take action to understand its inventory of existing deed-restricted units and understand the risk of them converting to market rate.

Consider expanding the R-C and/or R-4 zone. Our analysis identified areas south and west of the commercial core that have opportunity sites and/or concentrations of parcels that could be candidates for redevelopment based on common metrics. The City should explore rezoning opportunities in these areas.

Inventory and incentivize properties with opportunities for densification. The City should consider at a minimum creating an inventory of single-story commercial properties with opportunities for densification and conducting property owner outreach. Other alternatives would be to establish flexible development standards like parking waivers and height limit adjustments, or to assist with water credits.

Explore solutions to water credit barriers to development. The water supply conditions on the Monterey Peninsula are a significant barrier to development. To add units to an existing structure or develop/redevelop a property, a developer must obtain water credits to accommodate the net change in fixtures. However, there are a finite number of credits available and no secondary market for transfer. To accommodate future development, the City should play an active role in regional efforts to improve access to water resources and water credits and facilitate prioritizing water credits for affordable housing.

1. Carmel Presbyterian, SE Junipero and Ocean: R-1 District
    a. 010-084-024, 0.13 acres
    b. 010-084-023, 0.13 acres
    c. 12,000 square feet, 0.26 acres total of parking lot



2. Church of the Wayfarer, NW Lincoln and 7th: RC District
    a. APN 010-191-002, 0.32 acres
    b. No on-site parking



3. All Saints Episcopal/St. John the Baptist, SW Dolores & 9th: R-1 District
    a. APN 010-157-013, 0.82 acres, 36,000 square feet – no on-site parking
    b. APN 010-157-012, 0.18 acres, 8,000 square feet - ~2,000 square feet of on-site parking



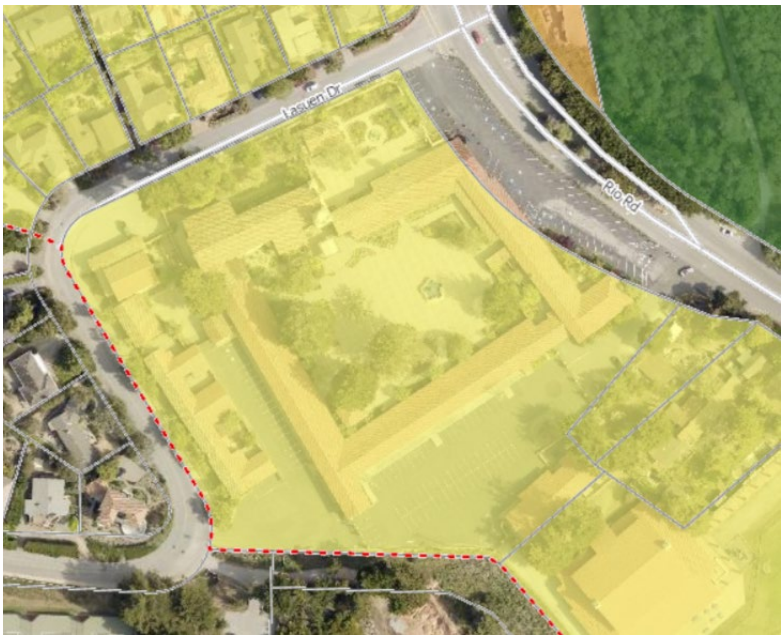


4. First Church of Christ, Scientist, Lincoln between 5th and 6th: R-1 District
    a. APN 010-212-027, 4,000 square feet
    b. APN 010-212-026, 4,000 square feet
    c. APN 010-212-004, 4,000 square feet
    d. 12,000 square feet total, 0.27 acres



5. Carmel Mission, Rio Road south of Lasuen: R-1 District
    a. APN 009-531-003, Diocese
    b. Acreage unknown
    c. Parking in the photo below is public right-of-way





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

May 7, 2024
PUBLIC HEARINGS

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Katherine Wallace, Associate Planner
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	**MA 23-103 (Cypress Inn)**: Consideration of a Mills Act Contract application MA 23-103 (Cypress Inn) for the historic "La Ribera Hotel" located on the northeast corner of Lincoln Street and 7th Avenue in the Residential and Limited Commercial (RC) District. APN 010-147-008-000.

RECOMMENDATION:

Accept the recommendation of the Historic Resources Board and approve the Mills Act Historical Property Contract MA 23-103 (Cypress Inn) for the historic "La Ribera Hotel" located on the northeast corner of 7th Avenue and Lincoln Street (APN 010-147-008-000) and authorize the City Administrator to execute the contract (**Attachment 1**).

BACKGROUND/SUMMARY:

BACKGROUND:

The property is located on the northeast corner of 7th Avenue and Lincoln Street in the Residential and Limited Commercial (RC) Zoning District (**Attachment 1, Exhibit A**). Originally named "La Ribera," the hotel was designed by Blaine & Olsen (an Oakland-based architectural firm) and built by Meese & Briggs in 1929. The hotel was re-named "Cypress West" c.1960 and later renamed "The Cypress Inn," in the 1980s. The property is significant as an excellent example of Spanish Eclectic commercial design by Blaine & Olsen. The reinforced concrete building is particularly notable for its red ceramic roof tiles, Moorish-style 3-story tower with a ziggurat top, and central courtyard. It is also significant for its 1949 two-story addition located at the southwest corner of the building, designed by San Francisco architect, Gardner Dailey, and built by Harold Geyer.

In 1990, a 4,000-square-foot lot (APN 010-147-009-00) located on Lincoln Street immediately north of the Cypress Inn was acquired by the hotel owners. The property contained the Mary DeNeale Morgan studio, a building deemed historically significant but which had lost integrity. The studio was demolished to accommodate a north addition to the Cypress Inn, containing a restaurant space and six new hotel unit. The project was approved by the Historic Resources Board (then called the Historic Preservation Committee) and the Planning Commission in 1999. Although the north addition is physically connected to the original hotel building, the lot (APN 010-147-009-000) was not merged with the original hotel property (APN 010-147-008-000) and the lots remain separate to this day. The north addition is located in the Central Commercial (CC) zone, and the original Cypress Inn is located in the Residential and Limited Commercial

(RC) zone. Additionally, the north addition is not listed on the Carmel Inventory nor the Carmel Register and is not part of this Mills Act application.

The Cypress Inn was first identified as a significant historic resource in 1978, in the "Monterey Architecture Resource Inventory" survey conducted by Richard Janick and the Monterey Peninsula College. In 1990, the property was documented by Erling Lagerholm; in 1997, Lagerholm prepared a Department of Parks and Recreation (DPR) Form 523 that included a more extensive description and analysis. In 2003, another DPR was completed by Kent Seavey (**Attachment 1, Exhibit B)**. Also in 2003, a "Historic Preservation/Conservation Easement" for Block 75, lots 16, 18, 20, and 22 was recorded with the Monterey County Recorder. The Easement record does not list Assessor Parcel Numbers. Lot 16 is associated with APN 010-147-009-000 (the north addition to the Cypress Inn), while lots 18, 20, and 22 are all associated with APN 010-147-008-000 (the original Cypress Inn property). It appears as though lot 16 was included in the Easement to ensure appropriate historical documentation and interpretation of the Mary DeNeale Morgan studio (i.e. a commemorative plaque).

In order to qualify for a Mills Act contract, a property must be included on the Carmel Inventory and added to the Carmel Register of Historic Resources. At the request of the then-property owner, the Planning Commission designated the Cypress Inn as a historic resource on June 9, 1999 following a unanimous recommendation by the Historic Preservation Committee on May 17, 1999. The resource was added to the Carmel Register on June 9, 1999 and later listed on the Carmel Inventory on May 25, 2005 (following the adoption of the City's Local Coastal Plan). A Resolution designating a Historic Resource for APN 010-147-008-000 was recorded with the County Recorder on January 4, 2007 (Document #2007001226). Please note that the designation recorded with the County Recorder lists only APN 010-147-008-00 as a historic resource (not APN 010-147-009-000, the separate north lot accommodating the 2003 north addition).

On April 4, 2023, Gerard A. Rose, Attorney, submitted an application (MA 23-103, Cypress Inn) for a Mills Act Historical Property Contract for the Cypress Inn on behalf of the property owner, Sentimental Journey LLC. On August 21, 2023, the Historic Resources Board adopted Resolution 2023-011-HRB (**Attachment 2**), recommending that the City Council enter into a Mills Act Contract with Sentimental Journey, LLC for the historic "La Ribera Hotel."

Contract Value

The Monterey County Assessor's Office is responsible for determining the value of a property under Mills Act Contract in accordance with Revenue and Taxation Code sections 439 through 439.4. Properties with a Mills Act Contract are not valued based on sales data; rather they are valued by a prescribed income capitalization method (**Attachment 3**). After a Contract is approved, it is forwarded to the Monterey County Assessor who then determines the Mills Act value.

Contract Summary

A Mills Act contract under State law is an agreement between the City of Carmel and a property owner of a historic building listed on the Carmel Register. In exchange for reduced property taxes, the property owner is contractually obligated to perform annual maintenance on the building. The property owner benefits from a reduction in property taxes. The City benefits from assurance, via contract, that the historic building is rehabilitated, maintained, and preserved with a portion of those property taxes that the city is giving up.

The primary purpose for offering Mills Act contracts in the City of Carmel-by-the-Sea is to assist in and ensure the rehabilitation or restoration and long-term maintenance of historic resources. All properties listed on the City's Historic Register in all districts that have been preserved in their historical size, form, and design without significant alterations are eligible for Mills Act contracts.

All Mills Act contracts have a term of 10 years, and one year is added to this term annually upon each

anniversary date of the contract unless one or both parties (City and property owner) have taken action to terminate the contract. The City Administrator is authorized to initiate contract termination on behalf of the City based on recommendations of the Community Planning & Building Department. The contract rights and obligations are binding upon all successive owners of the property during the life of the contract. The property retains the lower Mills Act tax rate when sold. To end a contract, either party may submit a notice of non-renewal to the other party. Such notices shall cause the contract to terminate at the end of the then-current 10-year contract period. Cancellation of a contract by the City due to non-compliance requires a public hearing and, if canceled, results in the immediate termination of the contract and a penalty equal to 12.5 percent of the assessed market value of the property.

The contract requires that the historical elements of the property are maintained in good condition. This includes a plan for rehabilitation and maintenance and may include a program to restore deteriorated features. All recipients of Mills Act contracts are required to implement a rehabilitation/restoration and maintenance plan prepared by a qualified professional. An annual report is submitted to the Community Planning & Building Department specifying all work that has been done to maintain and preserve the historic resource over the year in compliance with the approved rehabilitation/restoration and maintenance plan. All rehabilitation/restoration and maintenance work must be completed in conformance with the Secretary of Interior's Standards for Rehabilitation and all proposed projects are subject to a Design Study review prior to commencement of the work. Minor alterations, as defined in CMC section 17.32.150, may be approved by staff; however, major alterations, as defined in CMC section 17.32.160 would be reviewed by a qualified professional and presented to the Historic Resources Board for review. All Mills Act contracts must specify that the rehabilitation/restoration and maintenance plan shall be updated at least every ten years by a qualified professional and approved by both parties.

The Historic Resources Board considers each application for a Mills Act contract and provides a recommendation to the City Council to approve, approve with conditions, or deny the application.

The City Council considers the recommendations from the Historic Resources Board at a public hearing and resolves to approve, approve with conditions, or deny the proposed contract with sufficient time for action by the City Clerk so that recordation of approved contracts occurs before December 31st of the year in which the application is received.

STAFF ANALYSIS:

Findings

Carmel Municipal Code Section 17.32.100.B.6(c) sets forth findings that the Historic Resources Board and City Council shall make in order to grant approval of a Mills Act Contract. The required findings are listed below followed by a staff response on how the application meets the requirements.

1. *The building is designated as a historic resource by the City and is listed on the Carmel Register.*

Staff Response: The resource was added to the Carmel Register on June 6, 1999 and listed on the Carmel Inventory on May 25, 2005. The application meets this finding.

2. *The proposed rehabilitation/restoration and maintenance plan is appropriate in scope and sufficient in detail to guide long-term rehabilitation/restoration and maintenance. Required maintenance and rehabilitation should be more significant than just routine maintenance that would be expected for any property.*

Staff Response: The applicant submitted a rehabilitation and maintenance plan (**Attachment 1, Exhibit**

C). The plan covers a period of 10 years from 2024-2033 and estimates the total cost of work at $1,114,000. The plan has been compiled by Christopher Barlow, Architect (and qualified professional), and includes rehabilitation and on-going maintenance including structural upgrades; building system upgrades; rehabilitation and maintenance of exterior features, materials, and finishes; and hardscape/landscape projects. All rehabilitation and maintenance work will be performed in conformance with the Secretary of Interior's Standards for Rehabilitation. All exterior work is subject to Design Study approval and a determination of consistency with the Secretary of the Interior's Standards for Rehabilitation. The proposed plan meets this finding.

3. *Alterations to the historic resource have been in the past, and will continue to be in the future, limited to interior work and to exterior rehabilitation and alterations that:*

    (A) Comply with the Secretary's Standards (future additions only); and
    (B) Do not significantly alter, damage or diminish any primary elevation or character-defining feature; and
    (C) Do not increase floor area on the property by more than 15 percent beyond the amount established in the documented original or historic design of the resource; and
    (D) Do not result in any second-story addition to a single-story historic resource.

Staff Response: Regarding 3.(C), which necessitates that past alterations "not increase floor area on the property by more than 15 percent beyond the amount established in the documented original or historic design of the resource" staff has identified two additions of note. For different reasons, neither addition appears to disqualify the Cypress Inn for Mills Act contract eligibility.

In 1949, a two-story volume was added to the southwest corner of the hotel's original 1929 design. This was documented in Kent Seavey's DPR 523 form as a significant addition that contributes to the historicity of the resource. Not only does the southwest addition meet the 50-year-old age threshold, but it is significant as "the earliest known Carmel design by noted California architect, Gardner Dailey." Therefore, as part of the established historic design of the resource, the southwest addition complies with 3.(C) (full code citation is CMC 17.32.100.B.6.c.iii.C).

In 1990, then-owners of the Cypress Inn acquired an adjacent, 4,000-square-foot lot (APN 010-147-009-000) located immediately north of the hotel (APN 010-147-008-000). In 1999, the Historic Resources Board (then called the Historic Preservation Committee) approved a proposal to redevelop the adjacent north lot to accommodate a hotel restaurant (100 plus seats) and six additional rooms for the Cypress Inn. The 1999 project plans by Mandurrago, Mandurrago, and Sullivan are titled, "Cypress Inn Addition" and by that time the hotel featured 16,917 square feet of floor area. The north addition added 5,738 square feet of floor area (resulting in a floor area increase of 34%).

While the addition is physically connected to the original hotel and is clearly perceived as an addition, the lots were not merged, and the addition remains on a separate lot of record. In addition to remaining on a separate lot of record, the north addition is not included on the City's Historic Inventory nor the Historic Register, and it is not recorded as historic with Monterey County. If the two lots had been merged, the Council would need to consider whether the merging of the lots violates 3(C) and thereby disqualifies the hotel from a Mills Act Contract. However, that is not the case in this situation. Staff finds, for the reasons cited above, that the north addition does not disqualify the Cypress Inn under section 3(C).

If the City Council votes to enter into a Mills Act contract for the Cypress Inn, the Monterey County Assessor would calculate the tax benefit on the original Cypress Inn property (APN 010-147-008-000; the property upon which the north addition sits (APN 010-147-009-000) would be excluded.

Regarding finding 3 (A, B, and D), the planned rehabilitation and maintenance work for 2024-2032 will be performed in conformance with the Secretary of Interior's Standards for Rehabilitation. Any future alterations are required to be consistent with conditions A-D. Minor alterations, as defined in CMC section 17.32.150, may be approved by staff; however, major alterations, as defined in CMC section 17.32.160 would be reviewed by a qualified professional and presented to the Historic Resources Board for review. The application meets this finding.

4. *The Mills Act contract will aid in offsetting the costs of rehabilitating and maintaining the historic resource.*

Staff Response: Approval of the contract would assist in offsetting the rehabilitation/restoration and maintenance costs of preserving the Cypress Inn by reducing the tax liability on the property thereby freeing up funds for the necessary work. The application meets this finding.

5. *Approval of the Mills Act contract will represent an equitable balance of public and private interests and will not result in substantial adverse financial impact on the City.*

Staff Response: Approval of the Mills Act Contract will be consistent with Goal 1-5 and Objective 1-16 of the Land Use & Community Character Element of the General Plan which encourages providing incentives for property owners to preserve and rehabilitate historic resources. Although the adoption of a Mills Act Contract will decrease property tax revenue to the City, this contract represents an equitable balance of public and private interests:

1) The City Council adopted Resolution 2016-068 on September 13, 2016, limiting the number of Mills Act contracts that can be approved to fifteen (15) in any three-year calendar period. No applications were approved in 2020 or 2021, four applications were approved in 2022, two applications were approved in 2023 (L'Auberge and Griffin), and two applications have been approved in 2024 (Lopez 5 NW, LLC and Esperanza Carmel, LLC). No new applications are being accepted at this time.

2) Carmel currently has 292 historic resources, and since the adoption of the Mills Act program in 2004, the City has entered into a total of eighteen Mills Act Contracts. Three Contracts have completed their ten-year maintenance plans and will be issued nonrenewal notices. A fourth contract will complete their ten-year plan at the end of 2024.

3) The City would continue to receive a portion of the property tax revenue and the investment in rehabilitation and maintenance supports local tourism, which benefits both private and public interests.

4) The value of preserving a historic resource offsets the loss of revenue. The investment in rehabilitation/restoration and maintenance of the historic property supports local tourism, which benefits private and public interests.

5) The value of preserving a historic resource is a long-term investment that offsets a temporary loss in property tax revenue.

As previously described, this application is for APN 010-147-008-000; it does not include APN 011-147-009-000. The contract, if approved by the City Council, would apply only to APN 010-147-008-000.

FISCAL IMPACT:

Fiscal Impact: The City will have a diminished tax base from the property at the northeast corner of Lincoln

Street and 7th Avenue for the term of the contract. The amount is unknown at this point. According to the Office of Historic Preservation, Technical Assistance Bulletin #12, Mills Act Property Tax Abatement Program, because rental values vary from area to area property savings will vary from county to county. It is important to note that County Assessors are required to assess all Mills Act contract properties annually. Participants may see a fluctuation in property taxes each year.

PRIOR CITY COUNCIL ACTION:

On March 3, 2020, the City Council adopted standard contract language for Mills Act Contracts.

On April 4, 2023, the City Council reviewed the City's Mills Act Policy and opted not to make any changes.

On October 3, 2023, the City Council continued MA 23-146 to a date uncertain.

On November 7, 2023, the City Council directed the City Attorney to prepare an Urgency Ordinance establishing a moratorium on accepting any new Mills Act contract applications until the policy could be reevaluated. City Attorney Pierik clarified that existing Mills Act applications would be considered under existing rules.

On December 5, 2023, the City Council continued MA 23-103 to a date uncertain. At the December 5, 2023 meeting, the City Council also passed an Urgency Ordinance 2023-008 proclaiming the City will not accept any applications for Mills Act contracts until the City has completed its review of City Mills Act policies. Urgency Ordinance 2023-008 does not apply to MA 23-103 or any of the applications presented at the October 3, 2023 City Council meeting.

On April 2, 2024, because the public hearing notice was not hand-delivered to properties with 100 feet of the subject property as required, the City Council continued MA 23-103 to a date certain: May 7, 2024.

ATTACHMENTS:

Attachment 1) Mills Act Contract
Attachment 2) Exhibit A - Legal Description
Attachment 3) Exhibit B - DPR Form (2003)
Attachment 4) Exhibit C - Maintenance Plan
Attachment 5) 2023-010-HRB_Resolution
Attachment 6) Guidelines for the Assessment of Enforceably Restricted Historical Property
Attachment 7) Public Correspondence Received

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

AND WHEN RECORDED MAIL TO

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

This space reserved for the Recorder's use only

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

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

RECITALS

(i) California Government Code Section 50280, et seq. (known as the Mills Act) authorizes cities to enter into contracts with the owners of qualified historic properties to provide for their appropriate use, maintenance and restoration such that these historic properties retain their historic characteristics;

(ii) The Owner possesses fee title in and to that certain real property, together with associated structures and improvements thereon, located on the northeast corner of Lincoln Street and 7th Avenue (APN: 010-147-008), Carmel-By-The-Sea, California, (hereinafter referred to as the "Historic Property"). A legal description of the Historic Property is attached hereto, marked as **"Exhibit A"** and is incorporated herein by reference;

(iii) The property is identified as a historic resource on the City of Carmel-By-The-Sea's Historic Inventory and Register of Historic Resources and is further described in the DPR 523 Form attached hereto, marked as **"Exhibit B"** and is incorporated herein by reference;

(iv) City and Owner, for their mutual benefit, now desire to enter into this Agreement both to protect and preserve the characteristics of historical significance of the Historic Property, as it exists at the date of this contract and as described in the City's Register of Historic Resources, and to qualify the Historic Property for an assessment of valuation pursuant to the provisions of Article 1.9 (commencing with section 439) of Chapter 3 of Part 2 of Division 1 of the California Revenue and Taxation Code.

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

1. INCORPORATION OF RECITALS. All recitals are incorporated into this Agreement.

2. EFFECTIVE DATE AND TERM. This Agreement shall be effective and commence on the date the Agreement is signed by the City, unless otherwise indicated by the County of Monterey, and shall remain in effect for a minimum term of ten (10) years thereafter.

3. AUTOMATIC RENEWAL. Each year, upon the anniversary of the effective date of this Agreement (hereinafter referred to as "annual renewal date"), one (1) year shall be added automatically to the term of this Agreement, unless timely notice of nonrenewal is given as provided in paragraph 4 of this Agreement. The total length of the contract shall not exceed twenty (20) years.

4. NOTICE OF NONRENEWAL. If City or Owner desires in any year not to renew this Agreement, that party shall serve written notice of nonrenewal in advance of the annual renewal date of this Agreement as follows: Owner must serve written notice of nonrenewal at least ninety (90) days prior to the annual renewal date; City must serve written notice of the nonrenewal at least sixty (60) days prior to the annual renewal date. If notice is not received, the Agreement shall automatically be renewed for another year. Upon receipt by Owner of a notice of nonrenewal from the City, Owner may make a written protest. At any time prior to the annual renewal date, City may withdraw its notice of nonrenewal.

5. EFFECT OF NOTICE OF NONRENEWAL. If either City or Owner serves timely notice of nonrenewal in any year, and this contract is not renewed, this Agreement shall remain in effect shall remain in effect for the balance of the period remaining since the original execution or the last annual renewal date.

6. FEES. The City may require that the Owner(s) of the Historic Property pay a fee that shall not exceed the reasonable cost of providing services, such as inspections, pursuant to Government Code Section 50281.1 (Article 12 of Chapter 1 of Part 1 of Division 1 of Title 5 of the Government Code), for which the fee is charged.

7. VALUATION OF PROPERTY. During the term of this Agreement, Owner is entitled to seek assessment of valuation of the Historic Property pursuant to the provisions of Chapter 3 of Part 2 of Division 1 of the California Revenue and Taxation Code.

8. PRESERVATION OF PROPERTY. Owner shall preserve and maintain the characteristics of historical significance of the Historic Property and agrees to complete rehabilitation and/or maintenance activities as defined in the Rehabilitation/Restoration and Maintenance Plan attached as "Exhibit C". Requests for revisions to the Maintenance and

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

9. RESTORATION OF PROPERTY. Owner shall, where necessary, restore and rehabilitate the Historic Property to conform to the rules and regulations of the Office of Historic Preservation of the State Department of Parks and Recreation, U. S. Secretary of the Interior's Standards for Rehabilitation, the State Historical Building Code, and the City of Carmel-by-the-Sea, all as amended.

10. INSPECTIONS. Owner shall allow periodic examinations, at least every five (5) years, with reasonable notice thereof, of the interior and exterior of the Historic Property by representatives of the County of Monterey Assessor and the City of Carmel-By-The-Sea as may be necessary to determine Owner's compliance with the terms and provisions of this Agreement. The City will coordinate inspections by such other agencies that have jurisdiction and will keep them to the minimum necessary to determinate such compliance.

11. PROVISION OF INFORMATION. Owner shall furnish City with any and all information required by City, in order to determine the eligibility of the Historic Property, and that City deems necessary or advisable to determine compliance with the terms and provisions of this Agreement.

12. ANNUAL REPORT. Owner shall submit an annual report at least 90 days prior to each annual renewal date (October 1st) to the Department of Planning and Building specifying all work that has been done to maintain and preserve the historic resource over the preceding year in compliance with the approved maintenance plan.

13. CANCELLATION. The City has the right to cancel the contract if the owner allows the property to deteriorate to the point that it no longer meets the standards for a qualified historical property. The City also has the right to cancel this contract if the owner(s) breaches the provisions of paragraph's # 8, 9, 10 or 12 of this Agreement after the City has provided reasonable notice of any failure to comply with the agreement, and a public hearing. Notice of the hearing shall be mailed to the last known address of each owner of the property, with the notice conforming to the provisions of Government Code section 6061., If after notice and a hearing, the contract is cancelled, termination of the Agreement is immediate, and the owner shall pay a cancellation fee equal to 12.5 percent of the current fair market value of the property, as determined by the Monterey County Assessor as though the property were free of the contractual restriction. The cancellation fee shall be paid to the Assessor, at the time and in the manner that the Assessor shall prescribe. City's right to cancel this Agreement pursuant to this paragraph

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

14. ENFORCEMENT OF AGREEMENT. In lieu of and/or in addition to any provisions to cancel this Agreement as referenced herein, City may specifically enforce, or enjoin the breach of, the terms of this Agreement.

15. WAIVER. City does not waive any claim or default by Owner if City does not enforce or cancel this Agreement. All remedies at law or in equity, which are not otherwise provided for this Agreement or in City's regulations governing historic properties are available to City to pursue in the event there is a breach of this Agreement. No waiver by City of any breach or default under this Agreement shall be deemed to be a waiver of any other subsequent breach thereof or default hereunder.

16. BINDING EFFECT OF AGREEMENT. Owner hereby subjects the Historic Property to the covenants, reservations and restrictions set forth in this Agreement. City and Owner hereby declare their specific intent that the covenants, reservations, and restrictions as set forth herein shall be deemed covenants running with the land and shall pass to and be binding upon Owner's successors and assigns in title or interest to the Historic Property. A successor in interest shall have the same rights and obligations under this Agreement as the original owner who executed the Agreement.
Each and every contract, deed or other instrument hereinafter executed, governing or conveying the Historic Property, or any portion thereof, shall conclusively be held to have been executed, delivered and accepted subject to the covenants, reservations and restrictions expressed in this Agreement regardless of whether such covenants, reservations and restrictions are set forth in such contract, deed or other instrument. City and Owner hereby declare their understanding and intent that the burden of the covenants, reservations and restrictions set forth herein touch and concern the land in that it restricts development of the Historic Property. City and Owner hereby further declare their understanding and intent that the benefit of such covenants, reservations and restrictions touch and concern the land by enhancing and maintaining the cultural and historic characteristics and significance of the Historic Property for the benefit of the public and Owner.

17. NOTICE. Any notice required to be given by the terms of this Agreement shall be provided at the address of the respective parties as specified below, by personal delivery or United States mail, postage prepaid, addressed as follows:

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

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Owner: Sentimental Journey LLC
PO Box Y
Carmel, CA, 93921

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

18. RECORDATION. No later than twenty (20) days after the parties execute and enter into this Agreement, the City shall cause this Agreement to be recorded in the Office of the County Recorder of the County of Monterey. From and after the time of the recordation, this Agreement shall impart a notice thereof to all persons as is afforded under state law.

19. STATE LAW. The Owner or agent of Owner shall provide written notice of this Agreement to the State Office of Historic Preservation within six (6) months of the date of this Agreement.

20. GOVERNING LAW; VENUE. This Agreement shall be constructed and governed in accordance with the laws of the State of California. Should either party to this agreement bring legal action against the other, the case shall be handled in Monterey County, California and the party prevailing in such action shall be entitled to a reasonable attorney fee which shall be fixed by the judge hearing the case and such fee shall be included in the judgment together with all costs.

21. AMENDMENTS. This agreement may be amended in whole or in part, only by a written-recorded instrument executed by the parties hereto.

22. DESTRUCTION OF PROPERTY; EMINENT DOMAIN; CANCELLATION. If the Historic Property is destroyed by earthquake, fire, flood, or other natural disaster such that in the opinion of the City Building Official more than sixty percent (60%) of the original fabric of the structure must be preplaced, this Agreement shall be cancelled because the historic value of the structure will have been destroyed. If the Historic Property is acquired in whole or in part by eminent domain or other acquisition by any entity authorized to exercise the power of eminent domain, and the acquisition is determined by the City Council to frustrate the purpose of this Agreement, this Agreement shall be cancelled. No cancellation fee pursuant to Government Code Section 50286 shall be imposed if the Agreement is cancelled pursuant to this paragraph. Such Agreement shall be null and void for all purposes of determining the value of the property so acquired.

23. INDEMNIFICATION. Owner shall defend, indemnify, and hold harmless City and its elected officials, officers, agents and employees from any actual or alleged claims, demands, causes of action, liability, loss, damage, or injury to property or persons, including wrongful death, whether imposed by a court of law or by administrative action of any

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

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

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

CITY OF CARMEL-BY-THE-SEA:

By: _____ Date: _____

Richard L. Rerig ("Chip"), City Administrator

PROPERTY OWNER:

Sentimental Journey, LLC

By: _____ Date: _____

Denny LeVett

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EXHIBIT A
LEGAL DESCRIPTION

EXHIBIT B
DPR 523 FORM

EXHIBIT C
REHABILITATION AND MAINTENANCE PLAN

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The land referred to is situated in the County of Monterey, City of Carmel, State of California, and is described as follows:

Lots 18, 20 and 22 in Block 75, as said Lots and Block are shown on that certain map entitled, Map of “Carmel-by-the-Sea, Monterey County, California”, filed for record March 7, 1907 in the Office of the County Recorder of the County of Monterey, State of California, in Volume 1 of Maps, “Cities and Towns”, at Page 2.

State of California — The Resources Agency
DEPARTMENT OF PARKS AND RECREATION
PRIMARY RECORD

Primary #
HRI #
Trinomial
NRHP Status Code 5S1/5D1

Attachment 3

Other Listings
Review Code ____ Reviewer ____ Date ____

Page of

Resource Name or #: (Assigned by recorder) *La Ribera Hotel*

P1. Other Identifier:

P2. Location: Not for Publication Unrestricted **a. County** *Monterey*
and (P2b and P2c or P2d. Attach a Location Map as necessary.)
b. USGS 7.5' Quad Date **T** ; **R** ; **1/4 of** **1/4 of Sec** ; **B.M.**
c. Address: City *Carmel by-the-Sea* Zip *93921*
d. UTM: (Give more than one for large and/linear resources) ; mE/ mN
e. Other Locational Data (Enter Parcel #, legal description, directions to resource, elevation, etc., as appropriate)
NE cr. Lincoln & 7th (Blk 75, Lots 18, 20, 22)

Parcel No. *010-147-008*

P3. Description (Describe resource and its major elements. Include design, materials, condition, alterations, size, setting, and boundaries)

A two-story, reinforced concrete and wood-frame Spanish Eclectic Style hotel, "U" shaped in plan, resting on a concrete foundation. The exterior wall cladding is a smooth cement stucco. The low-pitched roof system employs gable, hipped and shed forms, all covered in Mission tile. The shed roofed portions tend to cover enclosed stairwells and entry porticos, including a covered, one-story arcade on the west side of the open courtyard, facing 7th Avenue. A tall, stepped Moorish style tower is centered in the hotel complex w/ paired, keyhole arched openings on each elevation, slightly modified from their original 1929 appearance. There is a chimney, w/bricked cap at the NW cr. of this feature. The main building block steps slightly back at the second floor corners on the NW and SW ends of the west facing facade. This allows for small balconies w/ocean views. A one-story hyphen, part of the original design, connects the main building block w/a two-story addition at the NW cr. of 7th Ave. The hyphen, just south of the ornate, raised concrete Spanish Baroque hotel entry, has two full height sets of wood French doors, set between massive square columns w/simple capitals. These column forms are repeated, in miniature, framing the apartment windows found on the NW cr. at the second floor. The facade is set w/decorative Spanish & Moorish tiles in several locations. A grassed patio separates the two wings that extend south from the main building block, enclosed by a wrought iron fence along 7th Ave.

3b. Resource Attributes: (List attributes and codes)

P4. Resources Present ☒ Building ☐ Structure ☐ Object ☐ Site ☐ District ☐ Element of District ☐ Other (Isolates, etc.)

P5a. Photograph or Drawing (Photograph required for buildings, structures, and objects)



P5b. Description of Photo: (View, date, accession #)
(View toward). Photo No: 3025-, .

P6. Date Constructed/Age and Sources:
☐ Prehistoric ☒ Historic ☐ Both
1929 Carmel bldg. records

P7. Owner and Address
Cypress Inn Investors
P.O. Box Y
Carmel, CA 93921

P8. Recorded by: (Name, affiliation, and address)
Kent L. Seavey, Preservation Consultant, 310 Lighthouse Ave., Pacific Grove, CA 93950

P9. Date Recorded: *2/13/2003*

P10. Survey Type: (Describe)
Carmel Historic Resource Inventory - 2001

11. Report Citation: (Cite survey report and other sources, or enter "none")
None

Attachments ☐ NONE ☐ Continuation Sheet ☐ District Record ☐ Rock Art Record ☐ Other: (List)
☐ Location Map ☐ Building, Structure, and Object Record ☐ Linear Feature Record ☐ Artifact Record
☐ Sketch Map ☐ Archaeological Record ☐ Milling Station Record ☐ Photograph Record

State of California — The Resources Agency
DEPARTMENT OF PARKS AND RECREATION
BUILDING, STRUCTURE, AND OBJECT RECORD **HRI #** **Primary #** Attachment 3

Page of **NRHP Status Code** 5S1/5D1

Resource Name or #: (Assigned by recorder) *La Ribera Hotel*

B1. Historic Name: *La Ribere Hotel/ Cypress West Hotel*
B2. Common Name: *Cypress Inn*
B3. Original Use: *hotel* B4. Present Use: *hotel*
B5. Architectural Style: *Spanish Eclectic*
B6. Construction History: (Construction date, alterations, and date of alterations)
Constructed 1929 (CBP# 2097); interior remodel 1948 (CBP# 1724); two-story add, SW cr. 1949 (CBP# 1873); series of interior remodels 1950-1961 (CBP#'s 1977, 3082, 3687); convert kitchen to off. space 1965 (CBP# 4342); store to restaurant 1971 (CBP# 71-87); commercial space to lounge 1989 (CBP# 89-237); iron balconies added to E/elev. 1995 (CBP# 95-13);
B7. Moved? ☒ No ☐ Yes ☐ Unknown Date: Original Location:
B8. Related Features:

B9a. Architect: *Blaine & Olsen (1929), Gardner Daily (1949)* b. Builder: *Meese & Briggs (1929) , Harold Geyer (1949)*
B10. Significance: Theme: *Arch. & Econ. Development* Area: *Carmel by-the-Sea*
Period of Significance: *1903-1940* **Property Type:** *hotel* **Applicable Criteria:** *CR 3*
(Discuss importance in terms of historical or architectural context as defined by theme, period and geographic scope. Also address integrity.)

The La Ribera Hotel is significant under California Register criterion 3, in the area of architecture as an excellent example of Spanish Eclectic commercial design by the Oakland architectural firm of Blaine & Olsen, and as a significant contributor to a potential Carmel downtown historic district. It is also significant for its 1949 addition, the earliest known Carmel design by noted California architect, Gardner Dailey.

The La Ribera Hotel was constructed two years after Oakland architects Roger W. Blaine & David Olsen had completed its neighboring business block to the east, La Giralda, or the Kocher Bldg. Dr. Rudolph Kocher, one of Carmel's two physicans at the time, was able to fund the project through his patron, Grace Deere Veile. Mrs. John S. Ball, a popular and competent hotel manager who successfully operated the Lincoln Inn on the site prior to the new construction, continued with the management of La Ribera. The new hotel offered its guests both high tea, and wine tasting, and had a regularly scheduled series of music recitals each Sunday evening, for guests and members of the community.

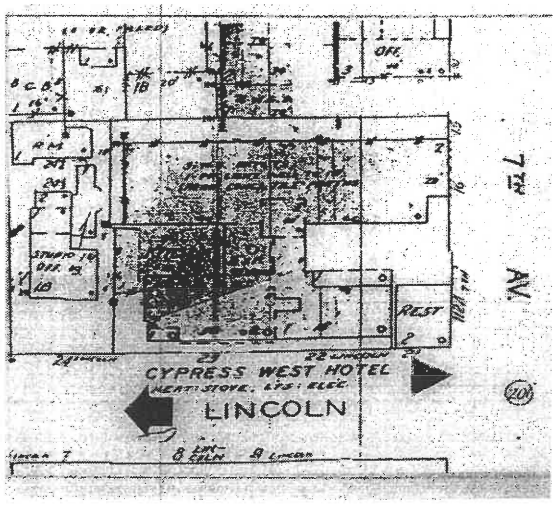
The building itself was designed to compliment the existing Kocher bldg., and another Blaine & Olsen project, the El Paseo Bldg., at the NE cr. of Dolores and 7th. In concert, the three Spanish Eclectic buildings form the most cohesive ensemble of period revival style commercial properties in Carmel. From the SW cr. of Lincoln & 7th., the scale, massing and proportion of the group reads like a classical Spanish hill town. The accuracy, and attention to detail in the application of the Spanish Eclectic decorative volcabulary, can be attributed to a visit to Spain by the architectural partnership. Notable is the treatment of the central Moorish tower, tying the varied elements of the hotel complex to a visual anchor . The composition of the west facing facade, w/its diagonal connection of large & small columned openings , and impressive cast-in-place Baroque entry is particularly effective.

B11. Additional Resource Attributes: (List attributes and codes) *HP5 - Hotel/Motel*
B12. References:
Carmel bldg. records, Carmel Planning Dept., City Hall, Carmel
Carmel Historic Context Statement 1997
The Carmelite, 7/10/29; 7/31/29; 8/7/29; 8/14/29
Game & Gossip Magazine, Aug. 1961
Monterey Peninsula Herald, 4/2/29; 7/2/29; 12/2/83
Sanborn insurance maps of Carmel, 1930, 1930-69
B13. Remarks: *Zoning RC*
CHCS (AD/ED)

B14. Evaluator: *Kent L. Seavey*
Date of Evaluation: *2/13/2003*

(This space reserved for official comments.)

(Sketch Map with north arrow required.)



State of California — The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

CONTINUATION SHEET

Primary #
HRI #
Trinomial

Attachment 3

Page of **Resource Name or #:** (Assigned by recorder) La Ribera Hotel

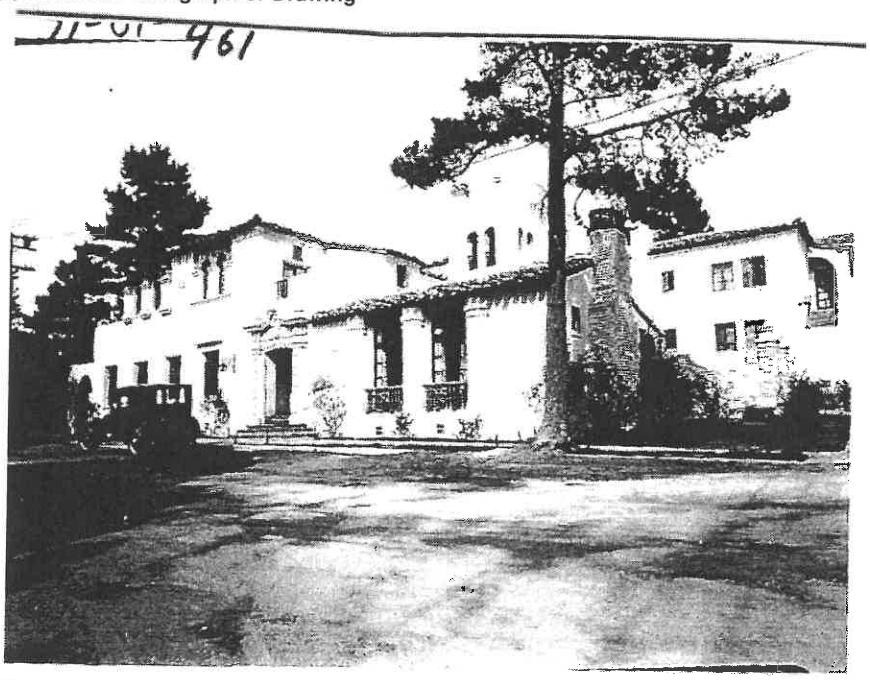
Recorded by: Kent L. Seavey **Date** 2/13/2003 ☒ Continuation ☐ Update

P3. These wings step up the rising 7th Ave. slope connecting the hotel visually w/its Spanish Eclectic neighbor, the Kocher Bldg., at the NW cr. of Dolors & 7th. The building frontages along the north side of 7th Ave. between Lincoln and Dolores read like a Spanish hill town. Fenestration is irregular, w/paired arched window openings in the tower, and along the upper floor of themain building block, secondary elevations have mutli-paned steel casement type windows, including the 1949 addition at the NW cr. of Lincoln & 7th. Several cloth awnings were added along the ground floor elevation in 1969. Iron balconies were added to the rear (east) elevation in 1995. The hotel is sited close to the sidewalk, along Lincoln and 7th Ave., behind planting beds of low shrubbery and flowers, w/a screen of low, well maintained street trees.

B6. interior remodel 2000 (CBP #00-28); restroom add. to north 2003 (CBP #02-55).

B10. Of particular interest is the 1949 two-story addition at the NW cr. of Lincoln & 7th Ave. This is an early period design by noted San Francisco architect Gardner Dailey, known more for his Bay Area modernist work. Dailey's familiarity with the Spanish Eclectic mode came in part from his experience as a plan checker for S.F.B. Morse at Pebble Beach, where Spanish/Mediterranean residential design was a requirement until 1937. Gardner Dailey (1885-1967) was educated at U.C. Berkeley, Stanford, and Heald's School of Engineering. He also studied landscape design. Dailey gained further experience working in several San Francisco architectural offices before establishing his own practice in 1926. He was influential in the residential field in the pre- and post WWI decades. His known Carmel area designs include the Grace Deere Velie Metabolic Clinic (1930) and his own home (1945) on Ocean Ave. Blaine and Olsen designed a number of the best Spanish Eclectic commercial buildings in Carmel in the late 1920s. They had been in partnership w/Wilson J. Wythe of Berkeley when Wythe died in 1926. The pair continued the partnership, concentrating on Spanish Eclectic design, in Oakland, Santa Barbara and Carmel, prior to the Great Depression. Little is known of the firm after 1930.
while Dr. Kocher survived the effects of the Depression, his hotel did not. It went into receivership in 1930. The hotel was reopened by A.G. Wood, former manager of Monterey's San Carlos Hotel. The La Ribera retained its original name until 1960s, when the aging business was retitled Cypress West. It has been the Cypress Inn since the 1980s. In spite of minor exterior changes over time, the La Ribera Hotel continues to evoke a strong sense of time, place, feeling and association. Many couples who spent their wedding nights in the tower room of the hotel are repeat visitors, and anyone who knew the hostelry in the 1930s and 1940s would easily recognize the La Ribera Hotel today. It clearly reflects the findings of, and is consistent with, the 1997 Carmel Historic Context Statement under the themes of architectural and economic development.

Supplemental Photograph or Drawing



Description of Photo: (View, date, accession #)
(View toward). Photo No: 3026-, .

City of Carmel Mills Act Rehabilitation and Maintenance Plan	
Property Address:	Lincoln St. at Seventh Ave.
Owner Name:	Sentimental Journey LLC
Owner Telephone No.:	(831) 624-3871
Plan Prepared by: Christopher Barlow AIA, LEED AP, NCARB	

Cypress Inn (a.k.a. Hotel La Ribera) Lincoln St. at Seventh Avenue, Carmel CA

Mills Act Rehabilitation and Maintenance Plan

Work Item	Anticipated Year of Completion										Cost Estimate
(Maintenance/Rehabilitation)	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	(net per item)
	STRUCTURAL UPGRADES										
Investigate plaster cracking at tower & repair (Maintenance)				$80,000							$80,000
	BUILDING SYSTEM UPGRADES										
Plumbing repairs: Replace old galvanized H2O pipes (Rehab.)			$95,000								$95,000
Plumbing repairs: Replace aged sewer pipe sections (Rehab.)		$20,000									$20,000
Required Fire Alarm upgrades (Maintenance)	$60,000										$60,000
Required elevator upgrades for ADA (Rehabilitation)							$50,000				$50,000
ADA upgrades for public restrooms (Rehabilitation)				$24,000							$24,000
Major infrastructure replacemnt: Boiler & H2O Softener (Rehab.)					$90,000						$90,000
Major infrastructure upgrade: Electrical distribution (Rehab.)									$80,000		$80,000
	EXTERIOR FEATURES, MATERIALS, AND FINISHES										
Paint all Exterior of all walls every 6 years (Maintenance)				$80,000						$80,000	$160,000
Repair/Rehabilitate windows for egress and acoustics (Rehab.)		$110,000									$110,000
In kind' Roofing repairs and replacement (Rehabilitation)						$50,000					$50,000
Termite testing and repairs (Maintenance)								$75,000			$75,000
	HARDSCAPE AND LANDSCAPE										
Exterior gate, stair, walkway & door landings ADA work (Rehab.)						$10,000	$10,000	$10,000	$10,000		$40,000
Resolve waterproofing issues at existing courtyard planter			$180,000								$180,000
ANNUAL TOTAL	$60,000	$130,000	$275,000	$184,000	$90,000	$60,000	$60,000	$85,000	$90,000	$80,000	**CUMULATIVE TOTAL**
RUNNING TOTAL	$60,000	$190,000	$465,000	$649,000	$739,000	$799,000	$859,000	$944,000	$1,034,000	$1,114,000	**$1,114,000**

Notes: Frequency of repairs continues beyond 2032 based on interval proposed. Dollar amounts will be reviewed at 10 year intervals and adjusted for inflation as appropriate

CYPRESS INN

Lincoln Street at Seventh Avenue

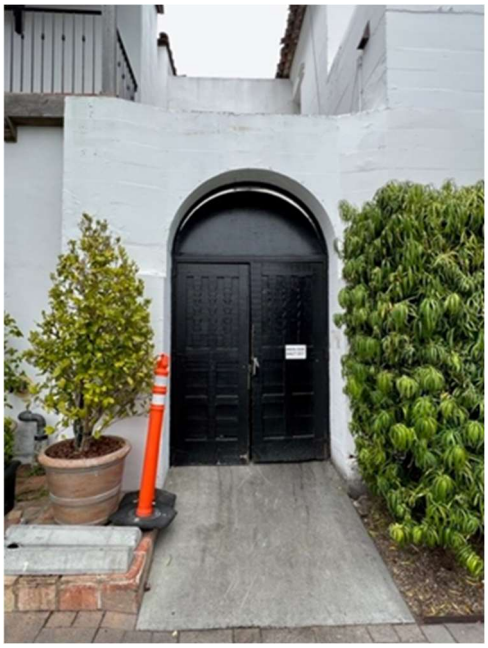


Photo #1, Overall main façade looking East from Lincoln Street



Photo #2, Detail: Tilework and Tower looking East from Lincoln Street

Photos by Julie Barlow for Wald, Ruhnke and Dost Architects (June 29, 2023)





Photos #3-4, Plaster/paint damage at Lincoln Street service entrance



Photo #5, Typical deterioration of exposed wood at underside of eave (viewed from Lincoln Street)



Photo #6, Patch over cracking plaster at Lincoln Street façade



Photo #7, View of main entry from Lincoln Street (ADA entry is off 7th)



Photo #8, Overall side façade looking North from Seventh Avenue



Photo #9, View of tower near courtyard entry at Seventh Avenue



Photo #11 View of rear facade (North side of building is inaccessible)



Photo #12, Typical deterioration of single pane metal window (View from 7th Ave)



Photo #13, Concrete and plaster cracking as seen from Seventh Avenue courtyard

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CITY OF CARMEL-BY-THE-SEA
HISTORIC RESOURCES BOARD

HISTORIC RESOURCES BOARD RESOLUTION NO. 2023-010-HRB

A RESOLUTION OF THE HISTORIC RESOURCES BOARD OF THE CITY OF CARMEL-BY-THE-SEA RECOMMENDING THAT THE CITY COUNCIL ENTER INTO A MILLS ACT CONTRACT WITH SENTIMENTAL JOURNEY LLC FOR THE HISTORIC "LA RIBERA HOTEL" LOCATED ON THE NORTHEAST CORNER OF LINCOLN STREET AND 7TH AVENUE (APN 010-147-008).

WHEREAS, on April 14, 2023, Gerard A. Rose, Attorney ("Applicant") submitted an application on behalf of Sentimental Journey LLC ("Owner") requesting to enter into a Mills Act contract (MA 23-103, Cypress Inn) described herein as ("Application") for the historic "La Ribera Hotel" also known as the Cypress Inn; and

WHEREAS, the Application has been submitted for the property located on the northeast corner of Lincoln Street and 7th Avenue, in the Residential-Commercial (R-C) District (Block 75, Lots 18, 20, 22); and

WHEREAS, the historic "La Ribera Hotel" is already listed on the Carmel Inventory (May 25, 2005) and Carmel Register of Historic Resources (June 6, 1999); and

WHEREAS, one of the benefits of being included on the Register is the ability to enter into a Mills Act Historical Property Contract with the City; and

WHEREAS, the Applicant is also requesting to enter into a Mills Act contract with the City and in accordance with Carmel Municipal Code (CMC) Section 17.32.100.B.6 (Review Process), the Historic Resources Board shall consider the application and make a recommendation to the City Council to approve, approve with conditions, or deny the application; and

WHEREAS, on August 11, 2023 notice of the August 21, 2023 public hearing was published in the Carmel Pine Cone in compliance with State law (California Government Code 65091) and mailed to owners of real property within a 300-foot radius of the project indicating the date and time of the public hearing; and

WHEREAS, on or before August 11, 2023 the Applicant posted the public notice on the project site and hand-delivered a copy of the public notice to each property within a 100-foot radius of the project site indicating the date and time of the public hearing; and

WHEREAS, on or before August 18, 2023 the meeting agenda was posted in three locations in compliance with State law indicating the date and time of the public hearing; and

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WHEREAS, on August 21, 2023, the Historic Resources Board held a public meeting to consider the application for a Mills Act contract, including without limitation, information provided to the Historic Resources Board by City staff and through public testimony; and

WHEREAS, this Resolution and its findings are made based upon evidence presented to the Historic Resources Board at the August 21, 2023 meeting including, without limitation, the staff report and attachments submitted by the Community Planning and Building Department; and

WHEREAS, the Historic Resources Board did hear and consider all said reports, attachments, recommendations and testimony herein above set forth and used their independent judgment to evaluate the project; 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 Historic Resources Board of the City of Carmel-By-The-Sea does hereby make the following findings and determinations regarding the Mills Act Contract:

FINDINGS REQUIRED FOR A MILLS ACT CONTRACT For each of the required findings listed below, staff has indicated whether the application supports the adoption of the findings. For all findings checked "no" the staff report discusses the issues to facilitate the Historic Resources Board's decision-making. Findings checked "yes" may or may not be discussed in the report depending on the issues.		
CMC 17.32.100.B.6.c	YES	NO
i. The building is designated as an historic resource by the City and is listed on the Carmel Register.	✓	
ii. The proposed rehabilitation/restoration and maintenance plan is appropriate in scope and sufficient in detail to guide long-term rehabilitation/restoration and maintenance. Required maintenance and rehabilitation should be more significant than just routine maintenance that would be expected for any property.	✓	
iii. Alterations to the historic resource have been in the past, and will continue to be in the future, limited to interior work and to exterior rehabilitation and alterations that: (A) Comply with the Secretary's Standards (future additions only); and (B) Do not significantly alter, damage or diminish any primary elevation or character-defining feature; and (C) Do not increase floor area on the property by more than 15 percent beyond the amount established in the documented original or historic design of the resource; and (D) Do not result in any second-story addition to a single-story historic resource.	✓	

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iv. The Mills Act contract will aid in offsetting the costs of rehabilitating and maintaining the historic resource.	✓	
v. Approval of the Mills Act contract will represent an equitable balance of public and private interests and will not result in substantial adverse financial impact on the City.	✓	

BE IT FURTHER RESOLVED that the Historic Resources Board of the City of Carmel-by-the-Sea does hereby recommend that the City Council enter into a Mills Act Contract (MA 23-103, Cypress Inn) for the historic "La Ribera Hotel" located on the northeast corner of Lincoln Street and 7th Avenue (APN 010-147-008).

PASSED, APPROVED AND ADOPTED BY THE HISTORIC RESOURCES BOARD OF THE CITY OF CARMEL-BY-THE-SEA this 21st day of August, 2023, by the following vote:

AYES: Chroman, Dyar, Pomeroy, Goodhue, Hall

NOES:

ABSENT:

ABSTAIN:

APPROVED:

DocuSigned by:
Jordan Chroman
B0C3DE9052B8494...

Jordan Chroman
Chair

ATTEST:

DocuSigned by:
Leah Young
2960DA9BEC1C495...

Leah Young
Historic Resources Board Secretary

Attachment 6

STATE OF CALIFORNIA

STATE BOARD OF EQUALIZATION
PROPERTY AND SPECIAL TAXES DEPARTMENT
450 N STREET, SACRAMENTO, CALIFORNIA
PO BOX 942879, SACRAMENTO, CALIFORNIA 94279-0064
916 445-4982 ● FAX 916 323-8765
www.boe.ca.gov

BETTY T. YEE
Acting Member
First District, San Francisco

BILL LEONARD
Second District, Sacramento/Ontario

CLAUDE PARRISH
Third District, Long Beach

JOHN CHIANG
Fourth District, Los Angeles

STEVE WESTLY
State Controller, Sacramento

RAMON J. HIRSIG
Executive Director

June 2, 2005

No. 2005/035

TO COUNTY ASSESSORS AND INTERESTED PARTIES:

NOTICE OF BOARD ACTION

GUIDELINES FOR THE ASSESSMENT OF ENFORCEABLY RESTRICTED HISTORICAL PROPERTY

On May 25, 2005, the Board of Equalization approved the following guidelines pertaining to the assessment of enforceably restricted historical property. These guidelines supersede Letter To Assessors No. 77/174 (dated December 19, 1977).

On June 8, 1976, the voters of California approved Proposition 7 which amended section 8 of article XIII of the California Constitution. This amendment requires that enforceably restricted historical property be valued on a basis that is consistent with its restrictions and uses. Sections 439 through 439.4 were added to the Revenue and Taxation Code to implement Proposition 7. These statutes, in particular section 439.2, prohibit a valuation of enforceably restricted historical property based on sales data and instead require that such property be valued by a prescribed income capitalization method.

Staff drafted these guidelines in consultation with interested parties and, after discussions, no issues remained unresolved. The guidelines discuss the enforceably restricted historical property requirements, the income to be capitalized, the capitalization rate, the effect of Proposition 13 upon enforceably restricted historical properties that undergo change in ownership or new construction, and the valuation of property under notice of nonrenewal.

The guidelines are posted on the Board's website at www.boe.ca.gov/proptaxes/guideproc.htm. We hope this information proves useful and promotes uniformity of assessment for these properties. If you have any questions, please contact our Real Property Technical Services Unit at 916-445-4982.

Sincerely,

/s/ David J. Gau

David J. Gau
Deputy Director
Property and Special Taxes Department

DJG:grs
Enclosure

GUIDELINES FOR THE ASSESSMENT OF ENFORCEABLY RESTRICTED HISTORICAL PROPERTY

HISTORY

Effective March 7, 1973, Chapter 1442 of the Statutes of 1972 (also known as the Mills Act) added sections 50280 through 50289 to the Government Code to allow an owner of qualified historical property to enter into a preservation contract with local government. When property is placed under such a contract, the owner agrees to restore the property if necessary, maintain its historic character, and use it in a manner compatible with its historic characteristics.

Prior to the passage of Proposition 7 in 1976, these agreements (i.e., Mills Act contracts) constituted enforceable restrictions on the use of land within the meaning of Revenue and Taxation Code section 402.1[1] (Property Tax Rule 60, repealed January 10, 1978). However, Proposition 7 added the second paragraph to section 8 of article XIII of the California Constitution:

> To promote the preservation of property of historical significance, the Legislature may define such property and shall provide that when it is enforceably restricted, in a manner specified by the Legislature, it shall be valued for property tax purposes only on a basis that is consistent with its restrictions and uses.

To implement Proposition 7, Chapter 1040 of the Statutes of 1977 (Senate Bill 380) added sections 439 through 439.4 to the Revenue and Taxation Code. These statutes, in particular section 439.2, prohibit a valuation of enforceably restricted historical property based on sales data and instead require that such property be valued by a prescribed income capitalization method.

ENFORCEABLY RESTRICTED HISTORICAL PROPERTY

Under section 439, historical property is "enforceably restricted" if it meets the definition of a "qualified historical property" as defined in Government Code section 50280.1 and is subject to a historical property contract executed pursuant to Government Code section 50280 and following. A qualified historical property includes qualified historical improvements and the land on which the improvements are situated, as specified in the historical property contract. If the contract does not specify the land to be included, the qualified historical property includes only a land area of reasonable size to situate the improvements.

A qualified historical property is privately-owned property that is not exempt from property taxation and that also meets either of the following criteria:

- The property is listed in the National Register of Historic Places, or is located within a registered historic district; or

[1] Unless otherwise noted, all statutory references are to the Revenue and Taxation Code.

- The property is listed in any official state, county, city, or city and county official register of historical or architecturally significant sites, places or landmarks, including the California Register of Historical Resources, California Historical Landmarks, State Points of Historical Interest, local landmarks, and local survey listings of historical properties.

The historical property contract must have a minimum term of ten years, and, as applicable, must contain certain other elements, including the following:

- A provision relating to the preservation of the qualified historical property and, when necessary, the restoration and rehabilitation of the property in conformance with state historic preservation guidelines;

- A requirement for the periodic examination of the property to ensure compliance with the agreement;

- A requirement that the historical property agreement be binding upon successor owners of the qualified historical property; and

- A provision for an automatic one-year extension of the contract, with an additional year added to the initial contract term on each anniversary of the contract, unless either party provides notice of nonrenewal. If a notice of nonrenewal is given, the contract runs for its remaining term.

Once a contract is signed, accepted, and recorded, the property subject to the contract must be assessed under section 439.2 on the ensuing lien date. For example, if a contract were recorded in August 2004, the property should have been valued pursuant to section 439.2 for lien date January 1, 2005.

Local authorities may cancel a historical property agreement for breach of contract or failure to protect the historical property. Alternatively, the local entity may take legal action to enforce the contract.

ASSESSMENT

The assessment of an enforceably restricted historical property involves the following aspects: (1) valuing the restricted historical property; (2) properly applying certain assessment provisions relating to article XIII A of the California Constitution (Prop 13); (3) valuing the restricted historical property following a notice of nonrenewal; and (4) valuing the restricted historical property following cancellation of the contract.

Valuing the Restricted Historical Property

Section 439.2 prohibits the assessor from using sales data relating to similar properties, whether or not enforceably restricted, to value an enforceably restricted historical property. Instead, the assessor must annually value a restricted historical property using an income approach that

follows the specific provisions of section 439.2. These provisions explicitly address (1) the determination of the income to be capitalized, (2) the development of the capitalization rate, (3) the capitalization technique to be used, and (4) the determination of the restricted historical property's taxable value on each lien date.

Income to be Capitalized

As provided in section 439.2(a), the income to be capitalized when valuing a restricted historical property is the property's fair rent less allowed expenditures, or allowed expenses. In general, section 439.2(a) follows Property Tax Rule 8(c), with fair rent in section 439.2 corresponding to gross return in Rule 8(c); allowed expenditures, or allowed expenses, in section 439.2 corresponding to gross outgo in Rule 8(c); and the income to be capitalized in section 439.2 corresponding to net return in Rule 8(c). In addition, for the purposes here, "gross income" is synonymous with fair rent, and "net operating income" is synonymous with the income to be capitalized.

The parties to a historical property agreement may stipulate a minimum annual income to be capitalized, in which case the income to be capitalized may not be less than the stipulated amount.

Fair rent, or gross income. The gross income of a restricted historical property is the fair rent for the property considering the restrictions on the property's use. When establishing the fair rent for a restricted historical property, the appraiser should consider the actual rent and typical rents in the area for similar properties in similar use, where the owner pays the property taxes.

The actual rent received by the owner of the subject restricted historical property is relevant to an estimate of fair market rent only if the actual rent is the same rent that would be expected if the existing lease were renegotiated in light of current market conditions, including the subject property's enforceable restrictions on use. With respect to rents from similar, or comparable, properties, if such rents are from properties outside the geographic or market area of the subject property, or from properties that are otherwise dissimilar to the subject property, the rents may not be relevant to an estimate of the subject property's fair rent.

Comparable rental data for single-family residences can be obtained from real estate brokers, rental agencies, and newspaper ads. Many assessors offices maintain rental data for commercial properties, and this data may be helpful when establishing the fair rent for restricted historical property when the contract allows a commercial use. Rental data for commercial property also can be obtained from commercial real estate brokers. For the purpose of estimating anticipated market fair rent and expenditures for use in calculating the subject property's value, rental and expense data for existing restricted historical properties, including the subject historical property, can be obtained through an annual questionnaire sent to property owners.

If sufficient rental data are not available, or such data are unreliable, the appraiser must impute a gross income for the subject restricted historical property. The imputed income should be based on what an informed investor would reasonably expect the property to yield under prudent management, given the provisions under which the property is enforceably restricted.

Allowed expenditures. Section 439.2(a)(3) defines allowed expenditures, or allowed expenses, as expenses necessary for the maintenance of the property's income. Allowed expenses are the same as those permitted in Property Tax Rule 8(c).

Typical expenses include the cost of utilities, maintenance and repair, insurance and property management. Allowed expenses also may include amounts owing for special assessments and special taxes. Expenses related to debt service, general property taxes, and depreciation should not be deducted.

In general, to arrive at the net income to be capitalized, allowed expenses are subtracted from the estimated rental income. However, in order to properly process the income, the appraiser must be aware of the structure of the lease with regard to how expenses are shared between the landlord-owner and the tenant.

The proper perspective from which to view the processing of income and expenses is that of the landlord-owner. The objective is to estimate the net income to the landlord-owner—this is the amount that should be capitalized—and the correct question to ask is the following: What, if any, allowed expenses must the landlord-owner pay out of the rental income that he or she receives?

In a gross lease, almost all of the allowed expenses must be paid out of the gross rent and, therefore, must be subtracted from the gross rent to arrive at the net income to be capitalized. In a net lease, relatively few allowed expenses must be paid by the landlord-owner out of the net rent (because the tenant pays most expenses) and only these expenses should be subtracted from the net rent to arrive at the net income to be capitalized. Frequently, there is a hybrid arrangement—some expenses are paid by the landlord-owner and some by the tenant. How expenses are shared often depends upon the property type together with local conventions.

Income to be capitalized, or net operating income. The income to be capitalized, or net operating income, is simply the fair rent, or gross income, described above less the allowed expenditures described above.

Capitalization Rate

The method of developing the capitalization rate to be used when valuing restricted historical property is prescribed by statute; a capitalization rate derived from sales data or the band of investment is not permitted.

Section 439.2 prescribes two types of capitalization rates for restricted historical property: (1) a capitalization rate to be used when valuing restricted historical property that is an owner-occupied single-family residence and (2) a capitalization rate to be used when valuing all other restricted historical property. Both types of capitalization rates include components for interest (i.e., yield), risk, property taxes, and amortization of improvements; in fact, the two rates are identical except for the amount of the risk component. The capitalization rate contains the following components:

- An interest component annually determined by the State Board of Equalization and based on the effective rate on conventional mortgages as determined by the Federal Housing Finance Board. The interest component is announced annually, in a Letter To Assessors, by October 1 of the preceding assessment year.

- A historical property risk component determined by property type. For owner-occupied single-family residences, the rate is 4 percent; for all other types of restricted historical property, the rate is 2 percent.

- An amortization component for improvements defined as a percentage equal to the reciprocal of the remaining life of the improvements (e.g., if the remaining economic life of the improvements were 20 years, the amortization component would be 5 percent). Since the amortization component applies only to improvements, not to land, which is a non-depreciating asset, it is necessary to adjust the amortization component described in the statute. We recommend the following method of adjustment:

    1. Based upon market data, estimate the percentage of total property value attributable to improvements.

    2. Multiply this percentage by the amortization component described in the statute (i.e., by the reciprocal of the remaining life of the improvements). For example, if the remaining life of the improvements was 20 years, yielding a reciprocal percentage of 5 percent, and if 70 percent of the total property value was attributable to the improvements, the adjusted amortization factor would be 3.5 percent (0.05 x 0.70 = 0.035).

    3. Add the adjusted amortization component to the other capitalization rate components to arrive at the total capitalization rate.

- A property taxes component equal to the percentage of the estimated total tax rate applicable to the property for the assessment year multiplied by the assessment ratio. Typically, the property tax component includes the basic tax rate of 1 percent plus an additional ad valorem rate related to any bonded indebtedness pertaining to the tax rate area in which the property is located. Special district assessments and special taxes are not included in the property tax component. As noted above, they should be treated as allowed expenses.

Capitalization Technique

The capitalization technique to be used when valuing a restricted historical property is prescribed by statute and is formulaic. Section 439.2(e) provides that the restricted value shall be the income to be capitalized, or net operating income, developed as prescribed by statute, divided by one of the two types of capitalization rates prescribed by statute. In other words, the restricted value is the simple quotient of the prescribed income to be capitalized and the prescribed capitalization rate.

Determination of Taxable Value on Each Lien Date

Section 439.2(d) provides that a historical property's restricted value may not be enrolled if it exceeds either (1) the value of the subject property as determined under section 110 (i.e., current market value) or (2) the value of the subject property as determined under section 110.1 (i.e., factored base year value). In other words, section 439.2 states that the taxable value of a restricted historical property on each lien date shall be the lowest of its restricted value, current market value, or factored base year value. The factored base year value for an enforceably restricted historical property is the value that was established for the 1975 lien date[2] or as of the date of the most recent change in ownership, whichever is later, adjusted by the annual inflation factor.

Article XIII A (Prop 13) Considerations

This section discusses how three important elements relating to implementation of article XIII A—change in ownership, new construction, and supplemental assessment—relate to the assessment of restricted historical property. Also discussed is the case in which only a portion of a property is subject to the historical property agreement—that is, the case in which a single property unit contains both restricted and unrestricted portions.

Change in Ownership

When a property subject to a historical property contract undergoes a change in ownership, a new base year value should be established for the property as of the date of change in ownership, as provided in section 110.1. Typically, a restricted historical property's base year value will be greater than its restricted value determined under section 439.2 and hence will not be enrolled as the property's taxable value. However, the establishment of a new base year value enables the assessor to perform the three-way value comparison prescribed by section 439.2(d) and described above. The establishment of a base year value is also necessary in order to calculate the assessed values of historical property should the historical property agreement enter nonrenewal status.

New Construction

Section IV of National Register Bulletin #15 defines a "building" as follows:

> A building, such as a house, barn, church, hotel, or similar construction, is created principally to shelter any form of human activity. "Building" may also be used to refer to a historically and functionally related unit, such as a courthouse and jail or a house and barn.

Section IV further specifies that "[b]uildings eligible for the National Register must include all of their basic structural elements. Parts of buildings, such as interiors, facades, or wings, are not eligible independent of the rest of the existing building. The whole building must be considered,

[2] Sections 110.1(d) and 405.5 do not apply to historical properties under contract as of lien date 1975 because the constitutional amendment which placed the valuation of historical property under article XIII rather than article XIII A had not yet been passed and, thus, was not in effect for the 1975 lien date.

and its significant features must be identified." Thus, eligibility for the National Register is determined by the extent to which the basic structural elements of an existing building are intact. In general, a newly constructed building would not be eligible because it is not an existing building with basic structural elements.[3]

Also, a newly constructed building is not a historic resource, and, thus, is not a qualified historical property within the meaning of Government Code section 50280.1. For example, a newly constructed detached garage (assuming it is not a reconstruction of a historical garage) clearly would not be eligible because it has no significance in American history or architecture, nor does it meet any of the other requisite criteria.

Bulletin 15, however, does list one type of newly constructed property that may be eligible for inclusion under the Mills Act. A reconstructed historic building is eligible for the National Register if the reconstruction is "accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived."

The historical property contract typically specifies the scope and type of any work to be performed on the historical improvements. Improvements existing as of the date of the contract would be subject to the provisions of section 439.2 unless specifically excluded by the contract. Any new construction made to the historical structure after the issuing date of the contract would not be subject to the provisions of section 439.2 unless specifically included in the contract or an amendment to the contract. Any questions regarding new construction to enforceably restricted historical structures should be directed to the counsel of the legislative body of the city, county, or city and county that contracted with the property owner.

Assuming that the newly constructed property is subject to the historical property contract, a base year value should be established for the newly constructed portion and this value added to the factored base year value of the existing restricted property.

In some cases, an existing historical property may include a portion that is restricted (i.e., subject to a historical property contract) and a portion that is unrestricted. In this case, separate factored base year values should be maintained for the restricted and unrestricted portions and the base year value of any newly constructed property added to the appropriate portion. The assessment treatment of this type of property is discussed further below.

Supplemental Assessment

Although the assessor is required to establish a new base year value upon a change in ownership or completed new construction involving restricted historical property, such property is not subject to supplemental assessment. As provided in Revenue and Taxation Code section 75.14:

> **Supplemental assessment; limitation**. A supplemental assessment pursuant to this chapter shall not be made for any property not subject to the assessment

[3] National Register Bulletin 15, "How to Apply the National Register Criteria for Evaluation," U.S. Department of the Interior, National Park Service (www.cr.nps.gov/nr/publications/).

> limitations of Article XIII A of the California Constitution. All property subject to the assessment limitations of Article XIII A of the California Constitution shall be subject to the provisions of this chapter, except as otherwise provided in this article.

As discussed above, the assessment of enforceably restricted historical property is subject to the provisions of article XIII, section 8 of the California Constitution, not article XIII A. Thus, section 75.14 precludes the assessor from enrolling supplemental assessments for enforceably restricted historical property.

Historical property not yet under contract that undergoes a change in ownership or new construction is subject to supplemental assessment, even if the property owner later executes a historical property contract in the same fiscal year. Also, any new construction involving a historical property that does not come under the existing historical property contract (e.g., a detached garage added to a restricted historical property) would be subject to supplemental assessment.

When a Property Contains Both Restricted and Unrestricted Portions

When only a portion of a property that would normally be considered a single appraisal unit is restricted by a historical property contract, the assessed value should be determined by making a comparison of three values, determined as follows. First, the portion under contract should be valued using the capitalization method prescribed by section 439.2. Added to this figure should be the lower of the unrestricted portion's fair market value or factored base year value. The resulting sum should be compared to both the fair market value and the factored base year value of the entire property (i.e., both restricted and unrestricted portions) and the lowest of the three figures should be enrolled.

Valuing Property Under Notice of Nonrenewal

As provided in Government Code section 50282, either the owner of a restricted historical property or the local government entity may serve notice that it does not intend to renew the historical property contract. If such notice is not given, another year is automatically added to the term of the initial contract, thus creating a "rolling" contract term that is always equal to the initial contract term.

Section 439.3 prescribes the valuation method for a restricted historical property in nonrenewal status; this valuation method applies until the end of the restricted period (i.e., until the existing contract expires). In essence, the method results in a restricted value that gradually approaches the historical property's factored base year value as the remaining term under the contract decreases. For a property in nonrenewal status, the assessor must annually value the property as follows:

1. Determine the full cash value (i.e., factored base year value) of the property in accordance with section 110.1. (Alternatively, if the property will not be subject to section 110.1 when the historical property agreement expires, determine its fair market value in accordance with

section 110, as if the property were free of the agreement's restrictions; or, if the property will be subject to another type of restricted value standard when the historical property agreement expires, determine the property's value as if it were subject to the new restrictions.)

2. Determine the restricted value of the property by the capitalization of income method provided in section 439.2.

3. Subtract the restricted value determined in Step 2 from the factored base year (or other) value determined in Step 1.

4. Using the amount for the interest rate component (section 439.2(b)(1)) announced by the Board, discount the amount obtained in Step 3 for the number of years remaining until the termination of the contract.

5. Determine the restricted value of the property in nonrenewal status by adding the value determined in Step 2 to the amount obtained in Step 4.

The historical property's restricted value in nonrenewal status—that is, the value determined above, in accordance with section 439.3—should be compared with the historical property's factor base year and current market values, and the lowest of these three values should be enrolled as the property's taxable value.

Cancellation of Contract

The government entity party to a historical property contract may cancel the contract, after notice and a public hearing, if it determines that either the owner has breached the agreement or the property has deteriorated to the extent that it no longer meets the standards of a historical property. If the contract is cancelled, the property owner must pay a cancellation fee equal to 12½ percent of the property's current fair market value as though free of the contractual restriction, such value to be determined by the county assessor. After a contract is cancelled, the lower of the property's factored base year value or current market value should be enrolled for the ensuing lien date.

SUMMARY

The key points contained in these guidelines can be summarized as follows:

1. An owner of qualified historical property may enter into a preservation contract with local government. When property is placed under such a contract, the owner agrees to restore the property if necessary, maintain its historic character, and use it in a manner compatible with its historic characteristics. Such property receives the special valuation treatment prescribed under Revenue and Taxation Code sections 439 through 439.4.

2. Enforceably restricted historical property is to be annually valued by the income capitalization method prescribed in section 439.2, which contains specific instructions with

regard to the income to be capitalized, the capitalization rate, and the capitalization technique to be used. The restricted value must be compared to the property's current market value and factored base year value, with the lowest of these three values enrolled as the property's taxable value.

3. When assessing restricted historical property, the appraiser should consider how three important elements of article XIII A—change in ownership, new construction, and supplemental assessment—relate to the assessment. The appraiser should consider how a property should be assessed when only a portion of it is subject to a historical property agreement.

4. Restricted historical property under a notice of nonrenewal should be valued in accordance with section 439.3.

5. The government entity party to a historical property contract may cancel the contract. The cancellation fee is 12½ percent of the property's current fair market value as though free of the contractual restriction, with such value to be determined by the local assessor.

Additional information about Mills Act contracts may be obtained from the state Office of Historic Preservation, either by telephone at 916-653-6624, or from their website (www.ohp.parks.ca.gov).

(Note: Please see the assessment examples following.)

EXAMPLE 1 (OWNER-OCCUPIED SINGLE-FAMILY RESIDENCE)

Subject Restricted Historical Property
Restored, 105-year-old, Victorian single-family residence. Excellent condition. Under Mills Act contract since 1985 and not in nonrenewal status. Owner-occupied.

Determination of Restricted Value (current lien date)

Gross income (Fair rent)		
$1,500 per month x 12 months =		$18,000
Less: Anticipated vacancy and collection loss		
$18,000 x 5%		- 900
Effective gross income		$17,100
Less: Anticipated operating expenses		
Grounds maintenance	$600	
Fire insurance	400	
Management Fee	360	
Water and garbage	240	
Building maintenance	+ 500	- 2,100
Net Operating Income		$15,000
Restricted Capitalization Rate		
Rate Components:		
Interest rate	.080	
Risk (owner-occupied SFR)	.040	
Property tax (ad valorem)	.015	
Amortization (50-year remaining life; improvements constitute 70% of total property market value; 0.02 x 0.70 – 0.014)	+ .014	.149
Restricted Value		
$15,000 ÷ .149		= $100,671

Taxable Value—Three-Way Value Comparison

Restricted value	$100,671
Factored base year value (based on prior change in ownership)	$357,000
Current market value (based on comparable sales)	$450,000

The lowest of the three possible values is the restricted value. Thus, the net taxable value would be $93,671 ($100,671 restricted value less the homeowners' exemption of $7,000).

Note 1: If this property had been a non-owner-occupied SFR, the only difference in the determination of the restricted value would have been the use of a risk rate component of 2% rather than 4% in the capitalization rate.

Note 2: In this and the following examples, the gross income, or fair rent, is presented on a gross rent basis, that is, under the assumption that the landlord-owner pays all operating expenses out of the gross income.

EXAMPLE 2 (OFFICE USE)

Subject Restricted Historical Property
Multi-tenant, restored historical office building in a downtown commercial district. Under Mills Act contract since 1985 and not in nonrenewal status.

Determination of Restricted Value (current lien date)

Gross Income (Fair rent):			
Offices	140,000 sf @ $1.75/sf =	$245,000	
	x 12 months		= $2,940,000
Less: Anticipated vacancy and collection loss			
$2,940,000 x 5%			- 147,000
Effective gross income			$2,793,000
Less: Anticipated operating expenses			
Management	$290,000		
Maintenance	95,000		
Insurance	75,000		
Utilities	360,000		
Janitorial	+ 140,000		- 960,000
Net Operating Income			$1,833,000
Restricted Capitalization Rate			
Rate Components:			
Interest component		.08	
Risk		.02	
Property tax (ad valorem)		.011	
Amortization (50-year remaining life; improvements constitute 75% of total property market value 0.02 x 0.75 = 0.015)		+ .015	.126
Restricted Value ($1,833,000 ÷ .126)			= $14,547,619

Taxable Value—Three-Way Value Comparison

Restricted value	$14,547,619
Factored base year value (based on prior change in ownership)	$18,191,077
Current market value (based on comparable sales)	$21,000,000

The lowest of the three possible values is the restricted value. Thus, the taxable value would be $14,547,619

EXAMPLE 3 (MIXED USE—RESIDENTIAL AND OFFICE)

Subject Restricted Historical Property

Two-story, restored historical property in a downtown district. Upper level is residential unit occupied by owner. Lower level contains three office spaces subject to short-term rental agreements. The income stream for the upstairs unit must be calculated separately from the downstairs unit because the risk rate is different for the owner-occupied unit.

Determination of Restricted Value

Separate restricted values for the upper-level residence and the lower-level office space must be determined, because the risk components are different for the two types of use. The total restricted value is sum of these two values.

Upper-Level Unit

Gross income (Fair rent) based upon comparable rent data		
$975 per month x 12 months =		$11,700
Less: Anticipated vacancy and collection loss		
$11,700 x 5%		- 585
Effective gross income		$11,115
Less: Anticipated operating expenses		
Grounds maintenance	$300	
Fire insurance	200	
Management Fee	180	
Water and garbage	120	
Building maintenance	+ 250	- 1,050
Upper-Level Net Operating Income		$10,065
Restricted Capitalization Rate (owner-occupied SFR)		
Rate components:		
Interest rate	.080	
Risk	.040	
Property tax	.010	
Amortization (50-year remaining life; improvements constitute 70% of total property market value; 0.02 x 0.70 = 0.014)	+ .014	.144
Upper-level Restricted Value ($10,065 ÷ .144)		= $69,895

Lower-Level Offices

Gross income (Fair rent)	
1000 sf @ $1.60/sf = $1,600 x 12 months	$19,200
Less: Anticipated vacancy and collection loss	
$19,200 x 5%	- 960
Effective gross income	$18,240

Less: Anticipated operating expenses		
Grounds maintenance	$300	
Fire insurance	200	
Management Fee	180	
Water and garbage	120	
Building maintenance	+ 250	- 1,050
Lower-Level Net Operating Income		$17,190

Restricted Capitalization Rate		
Rate components:		
Interest component	.080	
Risk	.020	
Property tax	.010	
Amortization (50-year remaining life; improvements constitute 70% of total property market value; 0.02 x 0.70 = 0.014)	+ .014	.124
Lower Level Restricted Value ($17,190 ÷ .124)		$138,629
Add: Upper Level Restricted Value		+ $69,895
Total Restricted Value		$208,524

Taxable Value—Three-Way Value Comparison

Restricted Value	$208,524
Factored base year value (based upon prior change in ownership)	$364,140
Current market value (based upon comparable sales data)	$400,000

The lowest of the three possible values is the restricted value. Thus, the net taxable value would be $201,524 ($208,524 less the homeowners' exemption of $7,000).

EXAMPLE 4 (MIXED VALUATION—PART RESTRICTED AND PART UNRESTRICTED)

Description of Subject Property (Comprises Both Restricted and Unrestricted Portions)

The subject property is a 10-acre parcel with a farmhouse and barn situated on 2 acres; the remaining 8 acres are farmland. The farmhouse and barn are used as an owner-occupied single-family residence; this portion of the property is restricted under a Mills Act contract. The remaining 8 acres of farmland are unrestricted.

Value of Restricted Portion (current lien date)

Gross income (Fair rent) for farmhouse and barn		
$2,000 per month x 12 months =		$24,000
Less: Anticipated vacancy and collection loss		
$24,000 x 5%		- 1,200
Effective gross income		$22,800
Less: Anticipated operating expenses		
Grounds maintenance	$600	
Fire insurance	400	
Management Fee	360	
Water and garbage	240	
Building maintenance	+ 500	- 2,100
Net Operating Income		= $20,700

Restricted Capitalization Rate		
Rate components:		
Interest component	.080	
Risk (owner-occupied)	.040	
Property tax (ad valorem)	.010	
Amortization (50-year remaining life; improvements constitute 70% of total property market value 0.02 x 0.70 = 0.014)	+ .014	.144
Restricted Value ($20,700 ÷ .144)		= $143,750

Taxable Value—Three-Way Comparison

Total Property Restricted Value (sum of restricted value above and lower of FBYV or current market value of unrestricted portion)

Restricted Value (portion under contract)	$143,750
FBYV (unrestricted portion)	+ $102,000
Restricted Value (total property)	$245,750

Factored base year values (based upon a prior change in ownership of the entire property, allocated between restricted and unrestricted portions):

Farmhouse, barn, and 2 acres (restricted portion)	$204,000
8 acres (unrestricted portion)	+ $102,000
Total FBYV (total property)	$306,000

Current market values (based upon comparable sales data):

Farmhouse, barn, and 2 acres (restricted portion)	$230,000
8 acres (unrestricted portion)	+ $120,000
Total Current Market Value (total property)	$350,000

The lowest of the three values is the Restricted Value (total property), $245,750. Thus, the net taxable value would be $238,750 ($245,750 less $7,000 homeowners' exemption).

EXAMPLE 5 (PROPERTY IN NONRENEWAL STATUS)

Description of Subject Restricted Historical Property

The same property as in Example 2, except the property owner has served notice of renewal. The Mills Act contract covering the property was originally executed in September 1995, and the owner served notice of nonrenewal in June 2004. Value the property for the 2005 lien date, reflecting its nonrenewal status. Assume that the property's restricted, current market, and factored base year values from Example 2, provided below, also refer to January 1, 2005.

Restricted value	$14,547,619
Current market value	$21,000,000
Factored base year value	$18,191,077

Restricted Value in Nonrenewal Status

Value as if unrestricted (factored base year value)	$18,191,077
Restricted value	- 14,547,619
Difference	$ 3,643,458
Present worth of difference	
PW1 @ 6.00 %, 9 years (interest component for lien date 2005)	x .591898
	= $ 2,156,555
Plus restricted value	+ $14,547,619
Restricted value in nonrenewal status—lien date January 1, 2005	$16,704,174

Taxable Value

Since the restricted value in nonrenewal status, $16,704,174, is less than either the property's current market value or its factored base year value, this is the taxable value.

 CC Meeting 4/2/2024 Item #6 Attachment 7

Carmel-by-the-Sea

Nova Romero <nromero@ci.carmel.ca.us>

Fwd: In connection with Cypress Inn

3 messages

bswanson@ci.carmel.ca.us <bswanson@ci.carmel.ca.us> Mon, Apr 1, 2024 at 4:41 PM
To: "Waffle Marnie R." <mwaffle@ci.carmel.ca.us>, Romero Nova <nromero@ci.carmel.ca.us>

See below for council please.

Sent from my iPhone, please excuse brevity or typos.

City of Carmel-By-The-Sea

APR 02 2024

Office of the City Clerk

Begin forwarded message:

From: Angela Love <Angela@alombardolaw.com>
Date: April 1, 2024 at 2:01:52 PM PDT
To: Brandon Swanson <bswanson@ci.carmel.ca.us>
Subject: In connection with Cypress Inn

Dear Mr. Swanson:

Per instructions from Mr. Lombardo, attached please find a copy of an article regarding Cypress Inn. He would like this to be distributed to the City Council in connection with tomorrow's meeting. If you have any problems opening up the attachment, please let me know.

Sincerely,

Angela M. Love

Legal Assistant to Anthony L. Lombardo

ANTHONY LOMBARDO & ASSOCIATES

A Professional Corporation

144 W. Gabilan St.

Salinas, CA 93901

Phone (831) 751-2330

Fax (831) 751-2331

Email: angela@alombardolaw.com

Attachment 7

CC meeting 4/2/2024
Item #10
Cypress Inn

City of Carmel-By-The-Sea

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Travel: Cypress Inn in Carmel By The Sea

Wednesday, July 19, 2017

16 Views No Comments Human Interest Rick

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Situated in the enchanting and ultra-quaint seaside village of Carmel By The Sea, the Doris Day-owned, pet-



friendly Cypress Inn in one of the most fascinating vacation destinations that you could ever experience.

BY RICK WEINBERG, CALIFORNIA BUSINESS JOURNAL

When Dennis LeVett approached his business partner, iconic Hollywood actress Doris Day, about purchasing a hotel in the quaint and picturesque Northern California seaside town of Carmel By The Sea, she was adamant about one thing: making it a pet-friendly hotel.

Thirty years later, the peaceful, Mediterranean-styled Cypress Inn is regarded as perhaps the best and most prominent pet-friendly hotel in America.

The fact that it's situated in the mesmerizing charm of Carmel makes it that much more special — thanks to Ms. Day.

The legendary Hollywood star won the Oscar for her signature song "Que Sera, Sera" in Alfred Hitchcock's "The Man Who Knew Too Much" in 1956 and a Golden Globe for the film, "Pillow Talk." She was voted the top box office female star for four consecutive years during the early '60s and was among the Top 10 for 10 consecutive years. She was the headline actress opposite such leading men as Rock Hudson, Cary Grant, Clark Gable, James Cagney, James Stewart and Kirk Douglas. She received the Presidential Medal of Freedom from George W. Bush in 2004 and was awarded a Grammy for Lifetime Achievement in 2008.



Since leaving her fabled film, television, music and dance career, Ms. Day has devoted herself to the welfare of animals. For half of her life, she has worked tirelessly rescuing, healing and placing thousands of abused or neglected animals in new homes. She started her own organization, the Doris Day Pet Foundation, now known as the Doris Day Animal Foundation. She also established the Doris Day Animal League, which is a lobbying group on behalf of animal rights and is now



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a part of the Humane Society of the United States. The Foundation has grown into one of the largest animal welfare organizations in the world – and it continues to operate under her guidance, even at the age of 95.

Ms. Day's love for animals – and especially dogs – is felt everywhere you walk at the delightful and immaculately historic Cypress Inn, which was built in 1929 and was first used as an art gallery and atelier. Today, beautiful and obedient dogs are everywhere you turn at this pet-obsessed hotel, including the dining area.

At this moment, two well-behaved Shih Tzus, dressed alike in blue tulle skirts and hair bows, are sitting up in a baby carriage looking at other dogs and their owners pass by. Five feet away is a beautiful well-mannered black Lab stretched out on the floor, satisfied after consuming her Cypress Inn pet menu choice of chicken.

No matter where you are at the hotel – by the fireplace in the living room, Terry's Lounge, walking through the hallways, or on the outside dining patio, adorable, loving dogs are everywhere with their doting owners – the kind of dog owners who consider their dogs as a family member and take them everywhere.

Even the Cypress Inn staff treat dogs as honored guests. Rooms even come equipped with pet bowls and plush dog beds.

The Moroccan-inspired and modern décor hotel rooms also come complete with a complimentary crystal decanter of cream sherry (one of Ms. Day's favorite drinks) atop the wet bar.



The hotel features an endless array of photos and posters of Ms. Day and her films. The television in the dining area regularly plays her films.

The hotel's signature restaurant, Terry's Lounge, is named after Ms. Day's son, Terry Melcher, who was a musician and record producer. He was

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Love articles like this. What an interesting story. [...]

Manny July 07, 2017
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Don Daye June 29, 2017
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instrumental in shaping the California sound and American West Coast rock music, particularly during the counterculture era.

By the time Happy Hour rolls around on any given day, the popular lounge is hopping with local people who come by to drink, hangout and eat. The Lounge has a lovely dining room — reservations are a must because of its popularity with locals — that has an eclectic menu of delicious Country-French style seafood and steaks.

The quality, preparation and presentation of the food is impeccable – from its Wild Salmon fresh from Monterrey Bay and Roky Chicken to the Sole Petrale from San Francisco Bay and the close-to-unparalleled Filet Mignon.

The Cypress Inn epitomizes everything that is special about Carmel, easily one of the America's greatest and charming towns.

It was established as a laid-back, mystical Bohemian community home to intellectuals, artists and authors like Jack London and Sinclair Lewis and poet Robinson Jeffers.

The enchanting one-square-mile village on California's windswept Central Coast – it's only 120 miles south of San Francisco — has no streetlights or sidewalks (except in the downtown commercial district).

Fast-food restaurants, neon signs and parking meters are prohibited.

Carmel's captivating downtown – with its ecologically harmonious backdrop, gorgeous flower gardens, hidden passageways and secret courtyards – features hundreds of art galleries, wine tasting rooms, unique specialty stores, small art studios, cafes, bakeries, restaurants and clothing boutiques.



The sidewalk-less side streets are highlighted by fairytale houses that look like something out of Hansel and Gretel. In fact, one is named the "Hansel House" and another is named the "Gretel House." The homes do not have street numbers – only names.

"This town is like a fantasy, like you're stepping back in time to a period in America when everything was just simple and perfect," says one Cypress Inn guest who makes a semi-annual trek to the hotel with his two golden retrievers. "Whenever I'm away from it, I dream about it and can't wait to come back. It's the most special hotel and city I've ever visited."

Guests are treated overwhelmingly superbly by the Cypress Inn staff – from the front desk and concierge to restaurant host and the servers at The Lounge. They're all so personable and helpful.

Their wonderful and pleasant attitude is an extension of General Manager Peter Radler, who has had a remarkable career in hospitality worldwide. He once owned his own restaurant, Opus One, in Munich, Germany and was the assistant general manager at Hotel Schloessli in Biel, Switzerland before coming to California, where he was an executive at some renowned

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restaurants and hotels, including the luxurious Oceana Hotel in Santa Monica and the Avalon Hotel in Beverly Hills.

"My No. 1 priority is the great attitude of our team," Radler says. "That's what I drive. My philosophy is if you have to work, you might as well have fun doing it. We have a lot of fun here and we just love the environment of the people and their pets."

Cypress Inn

Lincoln St. and 7th Ave.

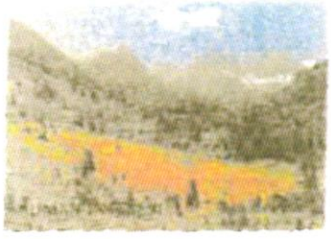
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CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL
Staff Report

May 7, 2024
PUBLIC HEARINGS

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Justin Ono, City Forester
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Resolution 2024-038 ordering the abatement of a declared Public Nuisance, a privately-owned Monterey pine tree, located at the southeast corner of Casanova Street and Eleventh Avenue

RECOMMENDATION:

Staff recommends that the City Council:

1. Hold a Public Hearing to consider any objections to the proposed removal of the Public Nuisance; and
2. Authorize the City Forester to remove the declared nuisance tree on private property; and
3. Determine the final cost to the City of the tree's removal and levy a lien on the property owner to recoup the cost.

BACKGROUND/SUMMARY:

In accordance with Carmel Municipal Code (CMC) Section 17.48.130, trees, shrubs, and other plants growing on private property may be declared a public nuisance by the City Forester if the plants are infested, diseased, dead, or present any danger to persons or property. Such public nuisances must be removed as directed by the City Forester.

The private property located at the southeast corner of Casanova Street and Eleventh Avenue, belonging to the Estate of Eric Stoesser Trust, contains a dead, 75-foot-tall Monterey pine tree that leans toward the public right-of-way. This dead tree must be promptly removed for public safety and at the expense of the property owner.

To initiate the nuisance abatement process, the Public Works/Forestry Division attempted to contact the owner of this property multiple times, as recently as December 13, 2023 by certified mail. Although this notice was sent to the property owner's last address of record, we did not receive any response within 30 days. The letter was returned with a label indicating the recipient no longer lives at that address. As such, adequate notice has been given to the property owner, but the nuisance has not yet been abated.

At the April 2, 2024 meeting, the City Council adopted Resolution 2024-025 declaring the tree a Public

Nuisance and setting a Public Hearing on May 7, 2024 as a time for hearing objections to the abatement of the Public Nuisance.
The May 7th Public Hearing has been duly noticed in the “Carmel Pine Cone” by the City Clerk. The City Forester also posted “Notices to Abate Public Nuisance” on the property no less than 5 days prior to this Pubic Hearing. Following the opportunity for public comments, Council may authorize the City Forester to abate the nuisance by having the dead tree removed. The stump will remain on the private property.

Staff will keep an account of all actual costs of abatement and submit an itemized statement to the City Council for approval. The statement shall also be sent to the property owner. Following any public comments or objections, Council may raise, lower, or accept the amount of abatement cost, and the determination of Council shall be final. The amount for abatement must be reimbursed by the private property owner, or if not, the amount will be levied against the property via the Assessor per CMC 17.48.130.

Environmental Evaluation
This action does not constitute a project within the meaning of the California Environmental Quality Act under Public Resources Code Section 21065. It has no potential to cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment and, therefore, does not require environmental review.

FISCAL IMPACT:

All expenses incurred from the removal and cleanup of the nuisance tree will be at the property owner's expense.

PRIOR CITY COUNCIL ACTION:

At the April 2, 2024 meeting, the City Council adopted Resolution 2024-025 declaring the tree a Public Nuisance and setting a Public Hearing on May 7, 2024 as a time for hearing objections to the abatement of the Public Nuisance.

ATTACHMENTS:

Attachment #1 - Resolution 2024-038

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

RESOLUTION NO. 2024-038

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA ORDERING THE ABATEMENT OF A DECLARED PUBLIC NUISANCE, A PRIVATELY-OWNED MONTEREY PINE TREE, LOCATED AT THE SOUTHEAST CORNER OF CASANOVA STREET AND ELEVENTH AVENUE

WHEREAS, Carmel Municipal Code (CMC) 17.48.130 indicates trees, shrubs, and other plants growing on private property may be declared a nuisance by the City Forester if the plants are infested, diseased, dead, or present any danger to persons or property; and

WHEREAS, a dead Monterey pine tree on the private property, located at the southeast corner of Casanova Street and Eleventh Avenue, has been identified by the City Forester to be unsafe and a public nuisance; and

WHEREAS, without a response from the property owner to remove the dead Monterey pine, following a Public Hearing on April 2, 2024, the City Council adopted Resolution 2024-025, declaring the tree to be a Public Nuisance; and

WHEREAS, as part of the Public Nuisance declaration, Council established a subsequent Public Hearing date of May 7, 2024 to provide an opportunity for any public objections to the tree's removal; and

WHEREAS, per CMC 17.48.130, the City Forester posted a notice to abate the Public Nuisance on the property no less than five days prior to the Public Hearing, and the Public Hearing was duly noticed by the City Clerk.

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

1) Overrule any public objections to the removal of the declared Public Nuisance.
2) Authorize the City Forester to remove the dead Monterey pine tree located on the Southeast corner of Casanova and Eleventh Avenue.
3) Establish a Public Hearing on June 4, 2024 to review and determine the final cost of removal and levy an assessment on the private property, if necessary, to recover the final cost to the City.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 7th day of May, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED: ATTEST:

_____ _____

Dave Potter, Mayor Nova Romero, MMC, City Clerk

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

May 7, 2024
PUBLIC HEARINGS

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Katherine Wallace, Associate Planner
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	**PERM EN 23-272 (De Caussin)**: Consideration of a Permanent Encroachment Permit application, PERM EN 23-272 (De Caussin), for existing encroachments in the public right-of-way, fronting a single-family residence located on Carmelo Street 2 northeast of 8th Avenue. APN 010-265-010-000.

RECOMMENDATION:

Adopt a resolution (Attachment 1) denying a Permanent Encroachment Application (PERM EN 23-272, De Caussin) for extant unpermitted encroachments in the City right-of-way adjacent to the subject residence, located at Carmelo Street 2 northeast of 8th Avenue, APN: 010-265-010.

BACKGROUND/SUMMARY:

On August 9, 2023, the Planning Commission considered a Track 2 Design Study application (DS 23-019, De Caussin) and approved a new two-story addition to a single-family residence located at Carmelo Street 2 northeast of 8th Avenue. Resolution No. 2023-040-PC contained a number of standard and special Conditions of Approval, one of which addressed the existing unpermitted encroachments located in the City right-of-way adjacent to the property. The unpermitted encroachments include 110 square feet of sealed decomposed granite paving; 47 square feet of mortared river rock planter bed edging; and 12 square feet of stone walkway/landing with fan-shaped brick edging; (Attachment 2, Site Photographs, and Attachment 3, Site Plan). Condition of Approval #31 of Resolution 2023-040-PC read as follows:

> *Right of Way. The applicant shall submit a permanent encroachment application for any encroachments that meet the standards outlined in CMC 12.08.060 (Encroachment Application Review Standards) and obtain a permanent encroachment permit and insurance prior to issuance of a building permit. Alternatively, the applicant shall revise the plans to indicate unpermitted encroachments will be removed. All unpermitted encroachments shall be removed by the time of Final Inspection.*

The associated Building Permit (BP 23-519, De Caussin), was approved on February 26, 2024 and issued on March 29, 2024. The Track 2 project has not yet been finaled by the Building Division.

In addition to the unpermitted extant encroachments (sealed decomposed granite paving; mortared river

rock planter bed edging; stone walkway/landing with fan-shaped brick edging) there are extant "stones placed in a manner forming a curbing/planter" as well as 10.75 linear feet of mortared stone garden wall previously authorized by the City Council in 2004.

Staff identified both the unpermitted and authorized encroachments during a Preliminary Site Assessment (PSA 22-372, De Caussin) that preceded Design Study 23-019, De Caussin. In the course of compiling the Preliminary Site Assessment, staff review of the digitized property file revealed that in August 3, 2004, the City Council authorized the following encroachments, as identified in a letter dated April 8, 2004, from Building Official Timothy Meroney to then-property owner Charlotte Marchiando (Attachment 4, 2004 Encroachment Authorization):

1. Stones placed in a manner forming a curbing/planter.
2. Stepping stones placed flat along the front of the planter.
3. ~~Landscape lighting fixtures~~. *(Ordered removed by City Council).*
4. Plants/shrubs carved in the shape of animals.
5. Statues and/or birdhouse structures standing approximately 24" tall.

While most of the features approved in 2004 either were never installed, no longer exist, or (in the case of the plants/shrubs) do not require an encroachment permit, the "stones placed in a manner forming a curbing/planter" are extant and thus are considered legal non-conforming. Additionally, a 2004 photograph indicates the stone garden wall was also in place in 2004 and presumably included in the encroachment authorization, even though it wasn't explicitly referenced in the code compliance letter. However, there are additional extant encroachments not described in the April 8, 2004 letter that appear to have exceeded the scope of the 2004 authorization. These include the flagstone and brick step landing, the small crushed rock border around the planters, and the sealed decomposed granite parking area.

Because there are extant unpermitted encroachments, CoA #31 was included in Resolution No. 2023-040-PC in accordance with CMC 12.08.125, Nonconforming Existing Encroachments. CMC 12.08.125.A states: *At the transfer of property ownership or the issuance of a building permit, the Building Official shall inspect the public right-of-way adjacent to the affected private property. He/she shall require the abatement of any nonconforming encroachments or the property owner may submit an application for an encroachment permit that will be processed in accordance with CMC 12.08.050.* As part of the PSA report, staff informed the applicant of the unpermitted existing encroachments. The topic was also raised during the Design Study review process. While the city's practice of performing property inspections at the transfer of property ownership ceased in 1984 (Ordinance 84-13), the Community Planning and Building Department regularly performs site inspections as part of project reviews and requires the abatements of non-conforming encroachments as a Condition of Approval associated with the project.

The current property owners wish to maintain all existing encroachments. The request for the encroachment has been referred to the City Council in accordance with CMC 12.08.050.D, which states: *If the proposed encroachment does not conform to these standards* (CMC 12.08.060)*, or it is the opinion of the City Administrator that the nature of the encroachment is contrary to the public interest or should be referred to the City Council for determination.* It has been identified that the proposed encroachment does not conform to the standards below.

STAFF ANALYSIS

CMC 12.08.050 outlines the process for which encroachment permits are reviewed. Encroachment permits may be approved by the City Administrator if the request conforms with the standards outlined in CMC 12.08.060, however, the City Administrator also reserves the right to refer any application to the City Council for consideration if the nature of the application is contrary to the public interested, or should be referred to

the City Council for determination.

CMC 12.08.060 - Encroachment Application Review Standards.

A. **Need.** The applicant shall be determined to have a justifiable need for the encroachment, and the encroachment shall not be contrary to the public interest.

Staff Analysis: The applicant has not provided a justifiable need for the encroachment. The subject property accommodates on-site parking. Paving (included sealed decomposed granite) and other above ground encroachments are expressly prohibited (CMC 17.34.070.B.4) – refer to section F, below.

B. **Safety.** The granting of an encroachment permit shall not create a hazard to public health or safety.

Staff Analysis: The proposed encroachment does not appear to create a hazard to public health or safety.

C. **Drainage.** The proposed encroachment shall not adversely affect the normal drainage of surface water, unless an acceptable mitigation is included that will be advantageous to the general public and meet the standards herein.

Staff Analysis: The encroachments adversely affect the normal drainage of surface water, as sealed decomposed granite and mortared stone and brick are impermeable surfaces.

D. **Circulation and Parking.**

a. The proposed encroachment shall not adversely affect vehicular and/or pedestrian traffic nor the parking of vehicles.

b. The proposed encroachment shall not adversely impact existing rights-of-way nor preclude or make difficult the establishment or improvement of existing or potential streets or pedestrian ways.

Staff Analysis: While the sealed decomposed granite area is used for the parking of vehicles, there may be an unintended consequence of maintaining the appearance of a private parking space which would adversely affect the use of the right-of-way by pedestrians and use of the right-of-way for parking of vehicles by the public.

E. **Public Use and Enjoyment.**

a. The proposed encroachment shall not diminish public use or enjoyment, either visual or physical, of the City property or public right-of-way to be encroached upon.

b. The encroachment and enjoyment shall be in the public interest.

c. The length of time an encroachment has existed shall not by itself prejudice a decision.

Staff Analysis: Refer to staff analysis in Section D, above. The use of the right-of-way shall be a public benefit and encroachments shall not diminish enjoyment of the right-of-way either visual or physical.

Similarly, the City has adopted clear standards that guide the treatment of the right-of-way that are described and adopted in the General Plan, zoning code, and Residential Design Guidelines. The proposed encroachment is contrary to the policy direction, design objectives, and standards of the zoning code.

F. **Compatibility.**

a. The proposed encroachment and its mitigation shall be consistent with the General Plan and the adopted ordinances of the City. Particular attention shall be given to Section [P2-3] of the General Plan, which prohibits the construction of sidewalks and concrete curbs in the R-1 district, unless necessary for drainage and/or pedestrian safety.

b. The encroachment shall not create, extend, or be reasonably likely to lead to an undesirable land use precedent.

c. Granting of a permit shall not adversely affect the usability or enjoyment of one or more

adjoining parcels.

d. The proposed encroachment and its mitigation shall be compatible with the surrounding area and adjoining properties.

Staff Analysis: The City has adopted clear standards that guide the treatment of the right-of-way that are described and adopted in the General Plan, zoning code, and Residential Design Guidelines. The proposed encroachment is contrary to the policy direction, design objectives, and standards of the zoning code. Allowing for a paved parking space, or other paved area within the right-of-way, could lead to an undesirable land use precedent. Relevant General Plan Policies, Ordinances, and Design Guidelines are described below:

General Plan/Land Use Plan

P1-43 *Maintain and enhance the informal, vegetated, open space character of the City's rights-of-way. Trees in the rights-of-way shall not be removed to provide parking. With the exception of driveways, installation of new paving in the rights-of-way by private property owners is prohibited. (LUP)*

P2-3 *Prohibit the construction of formal sidewalks and concrete curbs in the R-I district. Allow informal pedestrian paths and drainage improvements where needed. Control other construction (e.g., retaining walls, pavement, etc.) in the City's public rights-of-way. (LUP)*

CMC 17.34.070.B. Public Right-of-Way in the R-1 District.

1. Landscaping in public rights-of-way in the R-1 district is limited to drought-tolerant plants that are native and are consistent with the character of the Monterey Peninsula environment.

2. Plants should be natural in character and informally arranged to reflect the surrounding forest atmosphere. Landscaping shall not include bedding plants, highly colorful flowering plants and "formal plant arrangements."

3. Landscaping should consist of leafy ground covers, low shrubs and/or trees of the urbanized forest. Natural dirt rights-of-way with pine needles is also permitted. Parking spaces may be defined in the unpaved right-of-way with landscaping.

4. Paving, gravel, boulders, logs, timbers, planters or other above-ground encroachments are prohibited, except paving for driveways. Pathways paved only with decomposed paved only with decomposed granite or other soil materials made of soil materials are permitted.

Residential Design Guidelines

- ***1.5 Maintain and enhance the informal, vegetated, open space character of the right-of-way***
  - o *Use simple planting plans when right-of-way landscaping is proposed.*
  - o *Emphasize native plants*
  - o *Do not add paving or boulders to the right-of-way.*

- ***1.7. Where a parking area in the right of way is to be defined, use a design that will reinforce the forest image.***
  - o *Natural Soil, shredded bark and wood chips are preferred surface materials. Gravel is prohibited.*
  - o *Separate an existing parking space in the right-of-way from any driveway with plantings.*
  - o *Only the city is authorized to add paving or boulders in the public right-of-way, except in the cases of driveways and authorized encroachments.*

- ***2.2 Maintain existing patterns of street edge design and street paving***

- o *Avoid adding new pavement at the edge that would widen the street or create a parking space.*
- o *Maintain an informal unpaved and/or landscaped edge where it exists.*

G. **Public Property/Greenbelt.**

a. The proposed encroachment shall not adversely affect any public property, including existing vegetation or its root structure, and shall not significantly reduce greenbelt area that may be used for tree planting.

b. Significant trees which would be affected by the proposed encroachment shall be identified by the Director of Forest, Parks and Beach and approval for removal shall follow City policy.

Staff Analysis: The General Plan describes the right-of-way as an important open space resource that contributes to the city's parklike environment. As described in the General Plan:

> *The city of Carmel has nine formally designated park, open space, and recreational areas as well as the Rio Park, which is located outside of the City limits, but is owned by the City. The parks and open space amount to over 68 acres of land. In addition, the City has approximately 67 acres of other areas that can be considered an important open space resource, but are not available for the traditional park and recreation use. Unimproved Right of Way, otherwise known as a linear greenbelt, as well as miniature parks are examples of such resources.* (Open Space and Conservation Element, Page 7-6)

The General Plan further defines the greenbelt area as:

> *An unimproved right-of-way (ROW), where roadway* width is reduced and a certain percentage of the ROW is dedicated to self-sufficient landscaping. Linear *greenbelt landscaping might include shrubbery, decorative rocks, occasional benches, and trees that may also act as traffic calming features. Management of these areas is limited.*

Approval of the subject encroachments would preclude the ability to enhance the public right-of-way –Residential Design Guideline 1.5 states: *Maintain and enhance the informal, vegetated, open space character of the right-of-way.* Paving the right-of-way precludes the ability to establish, enhance, and provide for future landscaping.

H. **Mitigation.** When deemed appropriate by the City, the applicant shall include those measures appropriate to compensate the City for the loss of the use of City property or the public right-of-way, or to repair damage thereto.

Staff Analysis: As staff has recommended denial of the encroachment, mitigation has not been proposed. If the City Council is inclined to grant the encroachment, or a similar encroachment, mitigation may be considered to compensate the city for the loss of the use of the city's property or the public right-of-way.

FISCAL IMPACT:

There is no fiscal impact associated with the denial of the encroachment permit. The property owner is responsible for the removal of unpermitted encroachments per CoA #31 of Resolution 2023-040-PC. Alternatively, the Council may consider CMC 12.08.125.B, below.

> ***CMC 12.08.125.B.*** *City staff may cooperate with the property owner to help remove and dispose of asphalt that has not been authorized by the City.*

FISCAL IMPACT:

There is no fiscal impact associated with the denial of the encroachment permit. The property owner is

responsible for the removal of unpermitted encroachments per CoA #31 of Resolution 2023-040-PC. Alternatively, the Council may consider CMC 12.08.125.B, below.

> ***CMC 12.08.125.B.*** *City staff may cooperate with the property owner to help remove and dispose of asphalt that has not been authorized by the City.*

PRIOR CITY COUNCIL ACTION:

On August 3, 2004, the City Council approved a permit for encroachments in the City right-of-way (see Attachment 4), which have since exceeded the scope of the 2004 permit.

ATTACHMENTS:

Attachment 1 - Resolution 2024-037
Attachment 2 - Site Photographs
Attachment 3 - Site Plan
Attachment 4 - 2004 Encroachment Permit

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

RESOLUTION NO. 2024-037

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DENYING A PERMANENT ENCROACHMENT APPLICATION (PERM EN 23-272, DE CAUSSIN) FOR ENCROACHMENTS IN THE RIGHT-OF-WAY ADJACENT TO THE SUBJECT RESIDENCE, LOCATED AT CARMELO STREET 2 NORTHEAST OF 8TH AVENUE, APN: 010-265-010.

WHEREAS, on December 8, 2023, Amy Denney, ("Applicant") submitted an application on behalf of Myrtle De Caussin ("Owner") requesting approval of a Permanent Encroachment Permit application PERM EN 23-272 (De Caussin) described herein as ("Application"); and

WHEREAS, the Application has been submitted for the property located on Carmelo Street 2 northeast of 8th Avenue in the Single-Family Residential (R-1) District; and

WHEREAS, the Applicant is proposing to maintain extant unpermitted encroachments, specifically 110 square feet of sealed decomposed granite paving; 47 square feet of mortared river rock planter bed edging; and 12 square feet of stone walkway/landing with fan-shaped brick edging; and

WHEREAS, these encroachments would be in addition to encroachments previously authorized by the City Council on August 4, 2004, including but not limited to stones placed in a manner forming a curbing/planter and a stone garden wall; and

WHEREAS, the application has been referred to the City Council in accordance with CMC 12.08.050.D, which states: *If the proposed encroachment does not conform to these standards* (CMC 12.08.060)*, or it is the opinion of the City Administrator that the nature of the encroachment is contrary to the public interest or should be referred to the City Council for determination*; and

WHEREAS, on April 26, 2024, a notice of the public hearing scheduled for May 7, 2024, was published in the Carmel Pine Cone in compliance with State law (California Government Code 65091) and mailed to owners of real property within a 300-foot radius of the project indicating the date and time of the public hearing; and

WHEREAS, on or before April 27, 2024, the Applicant posted the public notice on the project site and hand-delivered a copy of the public notice to each property within a 100-foot radius of the project site indicating the date and time of the public hearing; and

WHEREAS, on May 7, 2024, the City Council held a public hearing to receive public testimony regarding the Encroachment Permit, including without limitation, information provided to the City Council by City staff and through public testimony on the conceptual design of the project; and

WHEREAS, this Resolution and its findings are made based upon evidence presented to the Council at the hearing including, without limitation, the staff report and attachments submitted by the Community Planning and Building Department; and

WHEREAS, the City Council did hear and consider all said reports, attachments, recommendations and testimony herein above set forth and used their independent judgement to evaluate the project; 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, according to Section 15270 of the California Environmental Quality Act (CEQA), State CEQA guidelines, and local environmental regulations, CEQA does not apply to projects which a public agency rejects or disapproves.; 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 make the following findings and determinations regarding Encroachment Permit Application EN 23-272 (De Caussin):

1) There is no justifiable need for the encroachment;
2) The encroachment is contrary to public interest;
3) The encroachment may impact the public's right to access the right-of-way;
4) The encroachment is incompatible with the policies, ordinances, and design guidelines for the treatment of the right-of-way; and
5) The encroachment would diminish the ability to enhance and improve the public greenbelt.

BE IT FURTHER RESOLVED that the City Council of the City of Carmel-by-the-Sea does hereby **DENY** a Permanent Encroachment Application (PERM EN 23-272, De Caussin) for encroachments in the right-of-way adjacent to the subject residence, located at Carmelo Street 2 northeast of 8th Avenue, APN: 010-265-010.

PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 7th day of May, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED: ATTEST:

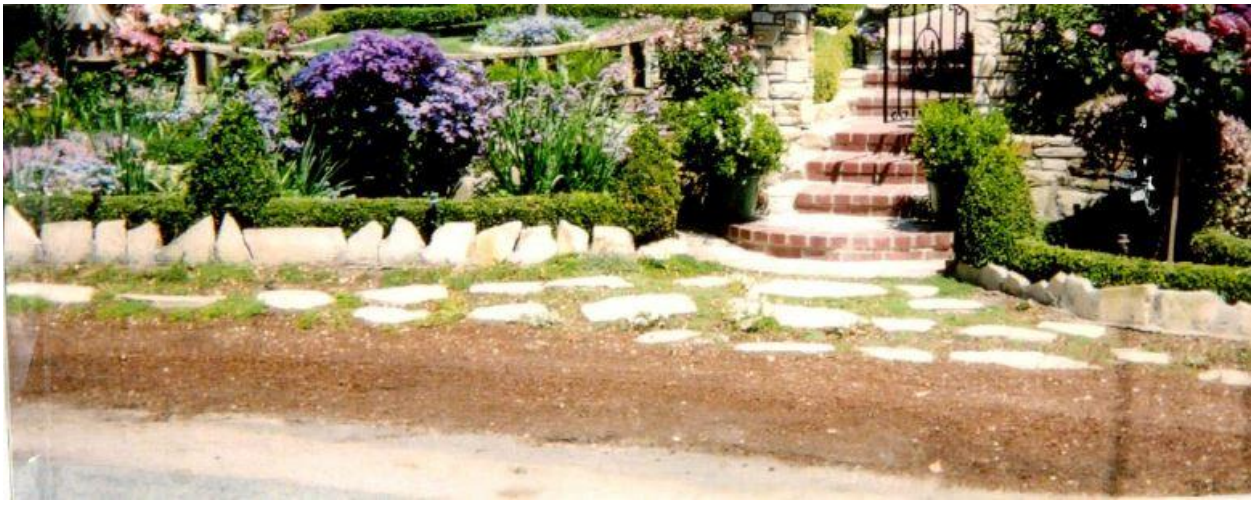
_____ _____

Dave Potter
Mayor

Nova Romero
City Clerk



2004



2004



2008



2011



2016



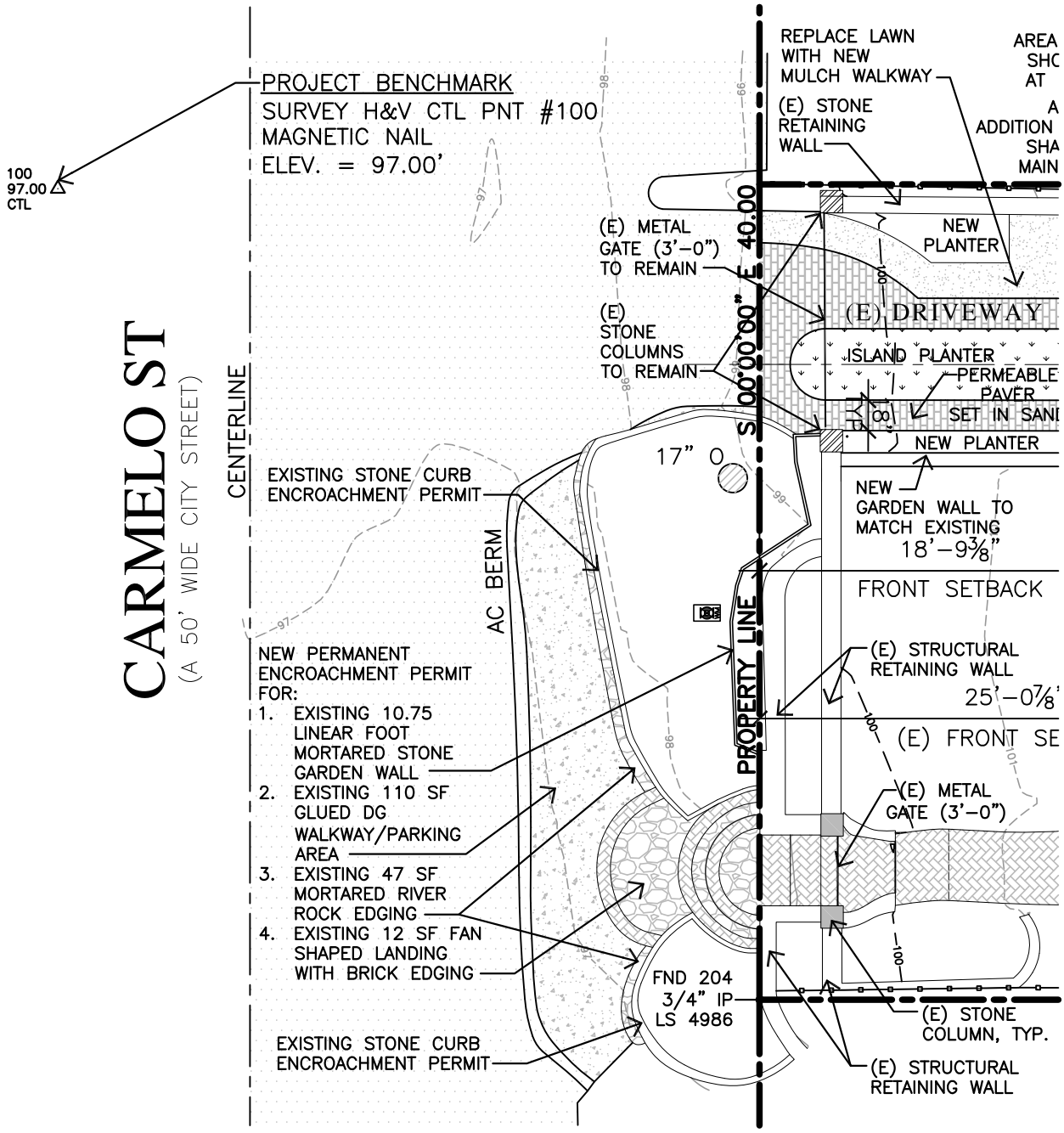
2018



Current condition

DE CAUSSIN RESIDENCE

Carmelo St. 2NE of 8th Ave.
Carmel-by-the-Sea, CA
APN: 010-265-010



PARTIAL SITE PLAN

SCALE 1/8" = 1'-0"



Previous (Undated) photograph of right-of-way.

1. Existing mortared stone garden wall (not shown, hidden by the plants).
2. Existing glued DG walkway/parking area (previously dirt).
3. Existing mortared river rock edging (previously steppingstones).
4. Existing fan shaped landing with brick edging (previously steppingstones and brick edging).



Existing right-of-way encroachments.

Attachment 4

City of Carmel-by-the-Sea

Community Planning and Building
Building Services Division
and Office of Code Enforcement
(Office Hours of the Building Official; 8-9am M-F)
POST OFFICE DRAWER G
CARMEL-BY-THE-SEA, CA 93921
(831) 620-2010 OFFICE
(831) 620-2014 FAX

April 8, 2004

Charlotte J. Marchiando
P.O. Box 7596
Carmel, CA 93921

RE: E/S Carmelo between 7th and 8th
Block N, Lot 16, APN 10-265-10

Dear Ms. Marchiando,

A recent inspection of the property noted above reveals that numerous items have been placed at the front of the site within the public right-of-way. This has been done without the required approval of the City of Carmel. The items I speak of are as follows:

1. Stones placed in a manner forming a curbing/planter.
2. Stepping-stones placed flat along the front of the planter.
3. Landscape lighting fixtures.
4. Plants/shrubs carved in the shape of animals.
5. Statues and/or birdhouse structures standing approximately 24" tall.

This situation constitutes a violation of the Carmel Municipal Code since no Encroachment Permit has been granted by the City Council for this work.

Therefore, please remove all of the aforementioned items from City property as soon as possible but no later than April 26, 2004 to avoid further enforcement action. Upon removal, you may apply for approval from the City Council through the Encroachment Permit process. I have enclosed an application for your convenience.

I wish to resolve this matter amicably and seek your immediate cooperation. Should you have any questions please contact this office.

Sincerely,

Timothy J. Meroney
Building Official/Manager
Code Compliance Coordinator

Cc: Brian Roseth, Principle Planner
Rich Guillen, City Administrator

4/26/04 MET W/ OWNER (MALE); APP. BY 5/15/04 FOR CC REVIEW



CAMELLO 2 NE / 8TH
ROW
STONE CURBS, LITES,
CARVED NAILS, STATUES

Attachment 4

CITY HALL
BOX CC
CARMEL-BY-THE-SEA, CALIFORNIA 93921

August 4, 2004

Charlotte J. Marchiando
Post Office Box 7596
Carmel, CA 93921

Re: Encroachment application

Dear Ms. Marchiando:

At its regular meeting of August 3, 2004, the City Council of the City of Carmel-by-the-Sea approved your encroachment application with the condition that the lighting be removed as soon as possible. Please contact Building Official Meroney at 620-2010 at your earliest convenience to complete the permit process.

If you need any further information or have any questions, please feel free to contact me at 831-620-2000.

Sincerely,

Karen Crouch

Karen Crouch
City Clerk

C: Tim Meroney, Building Official

Attachment 4

WHEN RECORDED, MAIL TO:

CITY OF CARMEL-BY-THE-SEA
BOX CC
CARMEL-BY-THE-SEA CA 93921

THIS SPACE FOR RECORDER'S USE ONLY

HOLD HARMLESS ENCROACHMENT AGREEMENT

AGREEMENT made this 11 day of May, 2004, between the CITY OF CARMEL-BY-THE-SEA, hereinafter called CITY, and _____, hereinafter called OWNER, with reference to the following facts:

OWNER is in possession of and owns certain real property in CITY known as Block D, Lot(s) 16, Assessor's Parcel No. 10-265-10, Zoning District Res, street location _____.

OWNER has requested from CITY permission to construct and maintain a structural encroachment on CITY street or sidewalk area adjacent to or near the property, described as follows:

As existing Per Letter of 4-8-04

NOW, THEREFORE, the parties, in consideration of the mutual covenants contained herein, agree as follows:

1. CITY grants permission to OWNER to construct and maintain a structural encroachment on CITY street or sidewalk area adjacent to or near OWNER'S property, as described above. Said permission is subject to the following conditions:

   a. Execution of this Hold Harmless Agreement and compliance with the provisions of paragraph 3 below.

   b. _____

2. OWNER, his successors and assigns, agrees to name CITY an additional insured and to hold CITY harmless from any and all claims, actions and demands of third parties of any kind, character and description arising out of or due to any accident or mishap in, on, or about said structural encroachment so constructed or so maintained or any error or omission resulting in personal injury or property damage.

3. OWNER agrees to provide CITY and maintain a certificate of insurance from an insurance carrier acceptable to CITY certifying that OWNER has public liability and property damage insurance with limits of not less than $500,000 combined single limit for personal injury and/or property damage for property located in the R-1 zoning district and limits of not less than $1,000,000

for property located in all other zoning districts. The certificate must indicate this insurance is primary over any other valid or collectible insurance CITY may have, insures owner's performance of this Hold Harmless Agreement and that the Carrier will notify CITY in the event of any material change in the policy, including the nonrenewal thereof. Said Certificate of Insurance must name CITY, its elected officials, officers, agents and employees as additional insured insofar as the insurance pertains to this encroachment. Owner further agrees to maintain said insurance as long as said encroachment remains on CITY property.

In the event of cancellation or nonrenewal, the insurance company will give thirty (30) days' written notice to CITY. The Certificate must be signed by an authorized employee of the insurance carrier and mailed to : City Clerk, Carmel-by-the-Sea, P. O. Box CC, Carmel-by-the-Sea, CA 93921.

4. CITY may terminate and revoke this Agreement at any time that it is determined by the City Council to be in the best interests of City and necessary to promote the public health, safety or welfare. Any expense caused to OWNER, his successors or assigns, by termination of this Agreement shall be borne by OWNER, his successors or assigns.

5. The parties agree that this contract is for the direct benefit of the land in that it makes the property more usable and increases its value, as such, agree that the covenants herein shall run with the land, and the parties agree that the covenants shall bind the successors and assigns of OWNER.

CITY OF CARMEL-BY-THE-SEA:

_____
By: Richard Guillen, City Administrator

ATTEST:

_____
Karen Crouch, City Clerk

OWNER(S):

Charlotte Jo Marchiando

_____

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

State of California
County of Monterey ss.

On May 11, 2004, before me, Linda Harvey, Notary Public, personally appeared CHARLOTTE J. MARCHIANDO, ~~personally known to me~~ **or** ___ proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledgment to he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal:

Linda Harvey
Signature of Notary

LINDA HARVEY
Comm #1336726
Notary Public-California
Monterey County
My Comm. Exp. Dec 29, 2005

Rev. 3/02

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

May 7, 2024
PUBLIC HEARINGS

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Evan Kort, Associate Planner
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Consideration of a Permanent Encroachment Permit application, PERM EN 23-242 (Maxcy-Levy) for the installation of pavers in the public right-of-way fronting a single-family residence located at Camino Real 3 northwest of 8th Avenue (APN: 010-265-005) - ***Recommended for continuance to August 6, 2024***

RECOMMENDATION:

Recommended for continuance to August 6, 2024.

BACKGROUND/SUMMARY:

FISCAL IMPACT:

PRIOR CITY COUNCIL ACTION:

ATTACHMENTS: