



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

Mayor Dave Potter, Council Members Jeff Baron,  
Karen Ferlito, Bobby Richards, and Carrie Theis  
Contact: 831.620.2000 [www.ci.carmel.ca.us](http://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 4, 2021**

**Governor Newsom's Executive Order N-29-20 has allowed local legislative bodies to hold public meetings via teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body. Also, see the Order by the Monterey County Public Health Officer issued March 17, 2020. The health and well-being of our residents is the top priority for the City of Carmel-by-the-Sea. To that end, this meeting will be held via teleconference and web-streamed on the City's website ONLY.**

**To attend via Zoom click [here](https://zoom.us/j/95806441379?)(or copy and paste the link into your browser);  
<https://zoom.us/j/95806441379?>, Meeting ID (if needed): 958 0644 1379, Passcode (if  
needed): 173007; or to attend via telephone, dial 1-669-900-9128**

**The public can also email comments to [cityclerk@ci.carmel.ca.us](mailto:cityclerk@ci.carmel.ca.us). Comments must be received 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 added to the agenda and made part of the record.**

### **OPEN SESSION 4:30 PM**

#### **CALL TO ORDER AND ROLL CALL**

#### **EXTRAORDINARY BUSINESS**

- A.** Proclamation recognizing May 2-8, 2021 as Municipal Clerks Week
- B.** Proclamation recognizing May 16-22, 2021 as National Public Works Week "Stronger Together"

#### **PUBLIC APPEARANCES**

Members of the Public are invited to speak on any item that does not appear on the Agenda and that is within the subject matter jurisdiction of the City Council. The exception is a Closed Session agenda, where speakers may address the Council on those items before the Closed Session begins. Speakers are usually given three (3) minutes to speak on any item; the time limit is in the discretion of the Chair of the meeting and may be limited when appropriate. Applicants and appellants in land use matters are usually given more time to speak. If an individual

wishes to submit written information, he or she may give it to the City Clerk. Speakers and any other members of the public will not approach the dais at any time without prior consent from the Chair of the meeting.

## **CONSENT AGENDA**

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

1. Resolution 2021-018 approving a list of street projects for Fiscal Year 2021/22 funded by SB 1: the Road Repair and Accountability Act of 2017
2. Ordinance 2021-002 adding Chapter 12.48 "Special Events" to the Carmel-by-the-Sea Municipal Code

## **ORDERS OF BUSINESS**

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

3. Ordinance 2021-001 amending sections 2.28.030, 2.28.060, 2.32.030, 2.36.030, 2.72.030 and 2.74.010 of the Carmel-by-the-Sea Municipal Code related to timing of Board and Commission appointments and updating the Community Activities Commission Mission Statement and Resolution 2021-014 amending Policy C89-06, Appointments to Boards and Commissions
4. Resolution 2021-017 authorizing the City Administrator to restore voluntary compensation reductions, in whole or in part, for At Will Executives and for classifications covered under the Memorandum of Understanding between the City and the City of Carmel-by-the-Sea Police Officers Association
5. Consider applications submitted as part of the Fiscal Year 2021-2022 Council Discretionary Grant Program and provide funding recommendations to staff
6. Receive the Fiscal Year 2021-2022 Recommended Budget
7. Progress report on the Outdoor Seating Ad-Hoc Committee and consideration of expiration dates for parklet permits

## **PUBLIC HEARINGS**

8. Resolution 2021-019 adopting the Fiscal Year 2021- 2022 Fee Schedule for Administrative Services, Community Planning and Building, Public Safety and Public Works Services

## **FUTURE AGENDA ITEMS**

## **ADJOURNMENT**

This agenda was posted at City Hall, Monte Verde Street between Ocean Avenue and 7th Avenue, outside the Park Branch Library, NE corner of Mission Street and 6th Avenue, 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  
PROCLAMATION**

**A PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA  
DESIGNATING May 2 – May 8, 2021 AS  
PROFESSIONAL MUNICIPAL CLERKS WEEK**

Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, it is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

NOW, THEREFORE, BE IT PROCLAIMED THAT I, Dave Potter, Mayor of the City of Carmel-by-the-Sea, on behalf of the City Council and the citizens of Carmel hereby proclaim May 2 through May 8, 2021 as Professional Municipal Clerks Week and further extend appreciation to our Professional Municipal Clerk, Britt Avrit and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

---

David Potter, Mayor



# Stronger Together

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

### **A PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA RECOGNIZING MAY 16-22, 2021 AS NATIONAL PUBLIC WORKS WEEK “STRONGER TOGETHER”**

WHEREAS, public works professionals focus on infrastructure, facilities 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 the City of Carmel-by-the-Sea; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, public buildings, storm drain system, and other structures and facilities essential for our citizens; and,

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

WHEREAS, the year 2021 marks the 61<sup>st</sup> annual National Public Works Week sponsored by the American Public Works Association,

NOW, THEREFORE, BE IT PROCLAIMED THAT I, Dave Potter, Mayor of the City of Carmel-by-the-Sea do hereby designate the week of May 16 – 22, 2021 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national 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, DONE at the City of Carmel-by-the-Sea, CA this 4<sup>th</sup> day of May, 2021.



-----  
Dave Potter, Mayor



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

May 4, 2021  
CONSENT AGENDA

**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 2021-018 approving a list of street projects for Fiscal Year 2021/22 funded by SB 1: the Road Repair and Accountability Act of 2017

### RECOMMENDATION:

Adopt Resolution 2021-018 approving a list of projects for Fiscal Year 2021/22 funded by SB 1: the Road Repair and Accountability Act of 2017.

### BACKGROUND/SUMMARY:

California charges excise and sales taxes on gasoline and diesel fuel for transportation-related purposes and allocates a percentage of the funding to cities and counties. This funding is known as the Highway Users Tax Account (HUTA), also referred to as the gas tax. Until 2017, the gas tax had not been updated in 23 years, and the State was confronted with a backlog of deferred infrastructure repairs for bridges, freeways, and roads.

In April 2017, Governor Brown signed Senate Bill 1 (SB 1), the Road Repair and Accountability Act, into law. This legislation addresses road maintenance, rehabilitation, and safety needs of both the State highway system and local streets by increasing the per gallon fuel excise taxes, raising diesel fuel sales taxes, and charging new vehicle fees. SB 1 is estimated to generate \$1.5 billion a year for California cities and counties for street maintenance efforts statewide. Since November 1, 2017, a portion of this new funding, called the Road Maintenance and Rehabilitation Account (RMRA), has been apportioned by formula to eligible cities and counties for local street purposes.

In order for the City to be eligible to receive RMRA funds, the City must:

- A) Adopt City budgets that include the proposed SB 1 street projects list.
- B) Incorporate the SB 1 project list, including project description, locations, schedule, and estimated useful life, in the Capital Improvement Plan (CIP), and submit the CIP to the California Transportation Commission annually by October 16.
- C) Sustain a certain amount of local funding for streets, known as the Maintenance of Effort.
- D) Report on the use of the funds annually.

Public Works has identified the proposed street projects based on the Street Saver Pavement Management System, last updated in the Summer of 2018. Used by countless agencies throughout California, this system scientifically optimizes public funds by targeting overlays and other pavement rehabilitation strategies to roadway segments which are about to slip into rapid decline, rather than allocating dollars to an agency's most damaged pavement sections which will ultimately require more-costly, complete pavement section reconstructions. Public Works staff has slightly modified the Street Saver's recommended roadway segment list due to other planned projects and by grouping similar pavement rehabilitation treatments to further optimize cost-effectiveness.

When the Council adopts the FY 2021/22 Capital Improvement Plan and Operating budget, the project description for "Streets and Road Projects" will include the following lists of streets planned to be partially funded with RMRA account revenues:

*"Remove and repair failed pavement areas, crack seal, pave a microsurfacing layer, and restore striping and pavement markings, as indicated on the plans, along the following street segments:*

- 1. San Carlos Street, from Eighth Avenue to Thirteenth Avenue*
- 2. Northbound Junipero Street, from Fifth Avenue to Fourth Avenue*
- 3. Northbound Junipero Street, from Ocean Avenue to Sixth Avenue*
- 4. Southbound Junipero Street, from Fourth Avenue to Ocean Avenue*

*In addition, remove and repair failed pavement areas, mill where required, pave a 2-inch or 2-1/2-inch thick asphalt overlay, and restore striping and pavement markings, as indicated on the plans, along the following street segments:*

- 5. Northbound Junipero Street, from Fourth Avenue to Third Avenue*
- 6. Northbound Junipero Street, from Sixth Avenue to Fifth Avenue*
- 7. Southbound Junipero Street, from Third Avenue to Fourth Avenue*
- 8. San Antonio Avenue, from Fourth Avenue to Ocean Avenue*
- 9. San Antonio Avenue, from Ocean Avenue to Eighth Avenue*
- 10. Monte Verde Street, from Fourth Avenue to Ocean Avenue*
- 11. Camino Del Monte and Junipero Street intersection*
- 12. Junipero Street, from Second Avenue to Camino Del Monte*
- 13. Santa Fe Street, from Fifth Avenue to Sixth Avenue*
- 14. Torres Street, from Second Avenue past Third Avenue*
- 15. Fifth Avenue, from Junipero Street to Torres Street*

*Install ADA-compliant ramps at overlay intersections as indicated on the plans.*

*Repairing failed sections of asphalt pavement, crack sealing as required, microsurfacing four (4) street segments, and paving overlays along eleven (11) street segments, are anticipated from September through November of 2021.*

*Microsurfacing appears to be cost-effective and warranted for the selected street segments, but this pavement strategy has never been installed in the City before.*

*Microsurfacing's useful life is estimated to extend the selected streets for at least 10 years and up to 15 years. For the 2-inch overlays, the useful life is estimated at 10 to 12 years along arterials (Junipero) and the truck route (San Carlos), and from 15 to 20 years along residential and collector streets."*

### **FISCAL IMPACT:**

The City is estimated to receive a total of \$180,590 in FY 2021/22 from HUTA (\$102,665) and RMRA (\$77,925), which will be shown as revenue in the City's budget for FY 2021/22 and allocated to the street paving project within the Capital Projects Fund.

In order to receive RMRA funding, the City must annually expend from its General Fund for street purposes an amount not less than the annual average of its expenditures of the past three (3) fiscal years. This amount is known as Maintenance of Effort (MOE). Based on the most recent available information, the City's MOE is estimated to be \$571,815. This figure will be included in the City's Capital Improvement Plan for FY 2021/22.

### **PRIOR CITY COUNCIL ACTION:**

In April 2018, Council adopted Resolution 2018-039 approving a list of streets to be repaved for inclusion in the FY 2018/19 Budget and Capital Improvement Plan. In March 2019, Council adopted Resolution 2019-019 approving a list of streets to be repaved for inclusion in the FY 2019/20 Budget and Capital Improvement Plan. On April 7, 2020, Council adopted Resolution 2020-026, approving a list of streets to be repaved for inclusion in the FY 2020/21 Budget and Capital Improvement Plan.

### **ATTACHMENTS:**

Attachment #1 - Resolution 2021-018 Approving a List of Streets for FY 2021 22

**CITY OF CARMEL-BY-THE-SEA  
CITY COUNCIL  
RESOLUTION NO. 2021-018**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA  
APPROVING A LIST OF STREETS TO BE PAVED FOR INCLUSION IN THE FISCAL YEAR  
2021/22 CAPITAL IMPROVEMENT PLAN AND BUDGET PARTIALLY FUNDED BY SB1: THE  
ROAD REPAIR AND ACCOUNTABILITY ACT**

WHEREAS, Senate Bill 1 (SB1), the Road Repair and Accountability Act of 2017, was passed by the Legislature and signed into law by the Governor in April 2017 in order to address the significant, multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB1 includes accountability and transparency provisions that will ensure the residents of the City of Carmel-by-the-Sea are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City must include a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB1 by resolution, in the City budget, and which must include a description and location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvements; and

WHEREAS, the City will receive an estimated total of \$180,590 from SB1 in FY 2021/22, from the Highway Users Tax Account (HUTA) (\$102,664) and RMRA (\$77,925), and anticipates allocating \$571,815 of its General Fund (Measure C) and local revenues for street projects; and

WHEREAS, this is the fourth year in which the City is receiving SB1 funding which will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, and increase access and mobility options for the traveling public that would not have otherwise been possible without SB1; and

WHEREAS, the City has undergone a robust public process to ensure public input into our community's transportation priorities and project list; and

WHEREAS, the City has used a Pavement Management System to develop and update the SB1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment; and

WHEREAS, funding from SB1 will help the City maintain, overlay, rehabilitate, reconstruct, and/or micro-surface road segments throughout the City this year, as well as hundreds of similar projects into the future; and

WHEREAS, the 2016 California Statewide Local Streets and Roads Needs Assessment found that the City's roadways are in fair but at risk condition, that SB 1 revenues will increase the overall quality of our road network, and, over the next decade, help upgrade our streets into an overall satisfactory condition; and

WHEREAS, the SB1 project list and overall investment in our local street infrastructure with a focus on basic materials and practices, will have significant, positive benefits statewide.

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

1. The foregoing recitals are true and correct.
2. The following list of street projects will be funded in part with Fiscal Year 2021/22 Road Maintenance and Rehabilitation Account revenues:

Remove and repair failed pavement areas, crack seal, pave a microsurfacing layer, and restore striping and pavement markings, as indicated on the plans, along the following street segments:

1. San Carlos Street, from Eighth Avenue to Thirteenth Avenue
2. Northbound Junipero Street, from Fifth Avenue to Fourth Avenue
3. Northbound Junipero Street, from Ocean Avenue to Sixth Avenue
4. Southbound Junipero Street, from Fourth Avenue to Ocean Avenue

In addition, remove and repair failed pavement areas, mill where required, pave a 2-inch or 2-1/2-inch thick asphalt overlay, and restore striping and pavement markings, as indicated on the plans, along the following street segments:

5. Northbound Junipero Street, from Fourth Avenue to Third Avenue
6. Northbound Junipero Street, from Sixth Avenue to Fifth Avenue
7. Southbound Junipero Street, from Third Avenue to Fourth Avenue
8. San Antonio Avenue, from Fourth Avenue to Ocean Avenue
9. San Antonio Avenue, from Ocean Avenue to Eighth Avenue
10. Monte Verde Street, from Fourth Avenue to Ocean Avenue
11. Camino Del Monte and Junipero Street intersection
12. Junipero Street, from Second Avenue to Camino Del Monte
13. Santa Fe Street, from Fifth Avenue to Sixth Avenue
14. Torres Street, from Second Avenue past Third Avenue
15. Fifth Avenue, from Junipero Street to Torres Street

Install ADA-compliant ramps at overlay intersections as indicated on the plans.

Repairing failed sections of asphalt pavement, crack sealing as required, micro-surfacing four (4) street segments, and paving overlays along eleven (11) street segments, are anticipated from September through November of 2021.

Micro-surfacing appears to be cost-effective and warranted for the selected street segments, but this pavement strategy has never been installed in the City before.

Micro-surfacing's useful life is estimated to extend the selected streets for at least 10 years and up to 15 years. For the 2-inch overlays, the useful life is estimated at 10 to 12 years along arterials (Junipero) and the truck route (San Carlos), and from 15 to 20 years along residential and collector streets.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA  
this 4th day of May, 2021, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

---

Dave Potter  
Mayor

ATTEST:

---

Britt Avrit, MMC  
City Clerk



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

May 4, 2021  
CONSENT AGENDA

|                      |                                                                                                  |
|----------------------|--------------------------------------------------------------------------------------------------|
| <b>TO:</b>           | Honorable Mayor and City Council Members                                                         |
| <b>SUBMITTED BY:</b> | Ashlee Wright, Director, Libraries & Community Activities                                        |
| <b>APPROVED BY:</b>  | Chip Rerig, City Administrator                                                                   |
| <b>SUBJECT:</b>      | Ordinance 2021-002 adding Chapter 12.48 "Special Events" to the Carmel-by-the-Sea Municipal Code |

### RECOMMENDATION:

1. Request a reading of the title of the Ordinance
2. Motion to waive further reading and adopt Ordinance 2021-002 adding Chapter 12.48 "Special Events to the Carmel-by-the-Sea Municipal Code

### BACKGROUND/SUMMARY:

Chapter 12.48 was introduced at the April 6 regular City Council meeting by unanimous Council vote with an amendment to section 12.48.050 (C) to read "unlawful or impermissible uses, ensure accessibility for event attendees and the general public".

Special events, including public assemblies, parades, processions, block parties, car show events, and similar public gatherings provide cultural enrichment, economic vitality, enhance community identity, and generally provide a community benefit by enriching the lives of Carmel-by-the-Sea residents and business owners and visitors to the village.

The use of streets, sidewalks, and parks, and other traditional public forum for expressive activity is an inalienable and protected right under the First Amendment of the United States Constitution and Article I of the California Constitution, but may be subject to content-neutral time, place and manner restrictions as might be necessary to protect public property, the rights of other citizens to access and make use of such fora, and minimize public safety and traffic concerns related to such activity.

Public assemblies, parades and other special events also require a commitment of significant city resources, including public safety to regulate vehicular and pedestrian traffic, public works crews to mitigate maintenance impacts and ensure trash impacts do not cause environmental hazards, enforcement staff to issue citations, and administrative staff to administer and oversee such special events.

City Council Policy C16-01 "Special Events" was adopted in 2016 to provide guidelines for the administration of the application and permitting process for special events occurring in Carmel-by-the-Sea.

In May 2018, staff was directed by Council to work with an ad hoc committee of the Community Activities Commission (CAC) to update policy C16-01, including eliminating the “Special Event Support Program” section of the policy. Further in February 2020 Council directed staff to return to Council with a further augment to Policy C16-01 regarding Car Week specifically to limit the number of Car Week events to the Tuesday and Thursday events.

As part of the policy review and revision process, staff undertook a survey of other California city policies to conduct comparisons in process. As part of this research process, staff discovered that the majority of cities that issue permits for special events have a section of their municipal codes that governs special event permitting.

Staff is recommending the adoption of an ordinance to supplement policy C16-01 and provide a more thorough coordinated process for managing special events on public property to ensure the public health, safety and welfare of event patrons, residents and other visitors, and to provide for fees, charges and procedures required to administer the permit process.

This ordinance also places some restrictions on locations of events. Special events are not appropriate in all locations of the City of Carmel by the Sea, due to significant impacts that such events may have on key transportation thoroughfares, and on protected environmental resources.

It is proposed that more stringent permit requirements will be imposed for Forest Hill Park and Picadilly Park to regulate organized gatherings of more than twenty-five or more persons based on the small size of such parks. Further because of their designations as Environmentally Sensitive Habitats, it is proposed that Special events be prohibited at the Mission Trail Nature Preserve and on the North Dunes and Del Mar Dunes.

Policy C16-01 will continue to be in effect until Chapter 12.28 is adopted and until such time as Policy C16-01 is amended. Council provided staff with direction regarding policy C16-01 amendments and staff will also be returning with a separate policy regarding the rental of public facilities such as Vista Lobos.

It should be noted that as part of continuing efforts to improve customer service, staff conduct regular reviews of the special event application for efficiency, effectiveness, and opportunities to streamline.

#### **FISCAL IMPACT:**

There is no fiscal impact associated with this item.

#### **PRIOR CITY COUNCIL ACTION:**

City Council Policy C16-01 “Special Events” was adopted in 2016 to provide guidelines for the administration of the application and permitting process for special events occurring in Carmel-by-the-Sea.

In May 2018, staff was directed by Council to work with an ad hoc committee of the Community Activities Commission (CAC) to update policy C16-01, including eliminating the “Special Event Support Program” section of the policy. Further in February 2020 Council directed staff to return to Council with a further augment to Policy C16-01 regarding Car Week specifically to limit the number of Car Week events to the Tuesday and Thursday events.

#### **ATTACHMENTS:**

Attachment #2 - Draft Chapter 12.48 Special Events

Attachment #3 - Resolution 2016-035

Attachment #4 - Policy C16-01 Special Events

## ORDINANCE NO.

### AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY- THE-SEA TO ENACT CHAPTER 12.48 (SPECIAL EVENTS ORDINANCE) OF THE CARMEL-BY-THE-SEA MUNICIPAL CODE

The City Council ordains as follows:

#### **SECTION 1. Findings.** The City Council finds as follows:

A. Special events, including public assemblies, parades, processions, block parties, car show events, and similar public gatherings provide cultural enrichment, economic vitality, enhance community identity, and generally provide a community benefit by enriching the lives of the citizens of Carmel-by-the-Sea and members of the public from other jurisdictions.

B. The use of streets, sidewalks, and parks, and other traditional public forum for expressive activity is an inalienable and protected right under the First Amendment of the United States Constitution and Article I of the California Constitution, but may be subject to content-neutral time, place and manner restrictions as might be necessary to protect public property, the rights of other citizens to access and make use of such fora, and minimize public safety and traffic concerns related to such activity.

C. Public assemblies, parades and other special events also require a commitment of significant city resources, including public safety to regulate vehicular and pedestrian traffic, public works crews to mitigate maintenance impacts and ensure trash impacts do not cause environmental hazards, enforcement staff to issue citations, and administrative staff to administer and oversee such special events.

D. Special events are not appropriate in all locations of the City of Carmel by the Sea, due to significant impacts that such events may have on key transportation thoroughfares, and on protected environmental resources. More stringent permit requirements should be imposed for Forest Hill Park and Picadilly Park to regulate organized gatherings of more than twenty-five or more persons based on the small size of such parks, and anticipated health, safety, and traffic impacts that would arise out of larger public gatherings at such parks, which are not likely to accommodate such larger gatherings without the dedication of additional City resources.

E. Special events should be prohibited at the Mission Trail Nature Preserve, as a formally designated Environmentally Sensitive Habitat Area, and includes key habitat such as wetlands, Arroyo Willow thickets, Monterey pine forest and coastal prairie. The Preserve is also home to protected species, including the federally endangered Yadon's rein-orchid, Hickman's onion (a California Rare Plant), and Monterey dusky-footed woodrat (Species of Concern). Special events should also be prohibited at the North Dunes and Del Mar Dunes, which have been designated as Environmentally Sensitive Habitat Area (ESHA) and are maintained as a preserve under the North Dunes & Del Mar Dunes Habitat Restoration Plan. The North Dunes and Del Mar Dunes are home to sensitive native coastal habitats, including dune strand, coastal scrub, coastal prairie, and oak woodland. The Preserve is home to the Federally Endangered Tidestrom lupine, and the California legless lizard (Species of Concern). These areas have been designated as sites for the preservation and restoration of these habitats and species, while providing opportunities for

passive recreation and enjoyment of the outdoors, and as such, they are not suitable for holding public events and receiving large numbers of visitors.

F. The purpose of this ordinance is to provide a coordinated process for managing special events on public property to ensure the public health, safety and welfare of event patrons, residents and other visitors, and to provide for fees, charges and procedures required to administer the permit process.

**SECTION 2. Environmental Review.** The City Council exercises its independent judgment and finds that the proposed ordinance is not subject to California Environmental Quality Act (CEQA), pursuant to Section 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment), and section 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because the subject regulations have no potential for resulting in any significant physical change to the environment, either directly or indirectly.

**SECTION 3. Chapter 12.48 (Special Events) Enacted.** Chapter 12.48 (Special Events Ordinance) of Title 12 (Streets, Sidewalks, and Public Places) of the Carmel-by-the-Sea Municipal Code is hereby enacted as set forth in Exhibit A.

**SECTION 4. Effective Date.** This ordinance shall become effective 30 days from final passage.

**SECTION 5. Severability.** If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

**SECTION 6. Publication.** The City Clerk is directed to certify this ordinance and cause it to be published in the manner required by law.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL BY-THE-SEA this \_\_\_\_\_ day of \_\_\_\_\_, 2021.**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

---

Dave Potter  
Mayor

---

Britt Avrit, MMC  
City Clerk

OAK #4847-2096-2529 v1  
07904-0000

## Chapter 12.48 – Special Events Ordinance

## 12.48.010 Title

## 12.48.020 Purpose and intent

## 12.48.030 Definitions

## 12.48.040 General Provisions

## 12.48.050 Standards and Requirements

## 12.48.060 Permit Review Procedures and Fees.

## 12.48.070 Deposits for special events

## 12.48.080 Indemnification and Insurance

## 12.48.090 Permits and Fees Not Exclusive

## 12.48.100 Interference with Special Events

## 12.48.110 Penalties

## 12.48.010 Title

This chapter shall be known as the City of Carmel-by-the-Sea “Special Events Ordinance”.

## 12.48.020 Purpose and Intent.

To provide regulations allowing for special events while mitigating impacts on residents, visitors and businesses, maintaining traffic circulation, and ensuring public safety.

It is not the intent of this ordinance to prohibit conduct, the sole or principal object of which is the expression, dissemination or communication by verbal, visual, literary or auditory means of opinion, views or ideas which are protected by the First Amendment of the United States Constitution or Article 1, Section 2 of the California Constitution, but to provide for reasonable time, place, and manner restrictions related to the same in order to protect public safety.

## 12.48.030 Definitions

“Applicant” means any person who seeks a permit under this chapter to organize a special event.

“Attendance” means the number of attendees anticipated to attend or who participate in a special event, whichever number is greater.

“Attendee” means any person anticipated to attend or participate or who actually does participate in a special event.

“City” means the City of Carmel-by-the-Sea.

“City Administrator” means the City Administrator of the City of Carmel-by-the-Sea.

“City Council” or “Council” means the City Council of the City of Carmel-by-the-Sea.

“City property” means all real property and improvements owned, operated or controlled by City within the City’s jurisdiction. City property includes, but is not limited to City Hall, police and fire facilities, recreational facilities, parks, beaches, libraries, and streets and sidewalks.

“Concert” shall mean any concert or performance of non-recorded or recorded musical selections which is open to the general public, whether or not for charge. The term shall not include the presentation of non-recorded or recorded musical selections in connection with any public gathering where the presentation of such musical selection is only incidental to such public gathering and not a primary purpose thereof.

“Expressive Activity” means conduct, the sole or principal object of which is the expression, dissemination or communication by verbal, visual, literary or auditory means of opinion, views or ideas. Expressive Activity includes, but is not limited to, public oratory and the distribution of literature.

“Organize” means to organize, operate, manage, stage, promote, sponsor or carry on a special event.

“Organizer” means the person who organizes, operates, manages, stages, promotes, sponsors or carries on a special event.

“Outdoor(s)” means any place other than in a permanent building. Outdoor(s) shall include tents, canopies and temporary structures.

“Permittee” shall mean any person that has been issued a permit to organize a special event in accordance with this chapter.

“Person” means and includes an individual, corporation, partnership, trust, non-profit organization, association, group or other business entity or organization.

“Public Property” for the purposes of this chapter means any publicly owned property within the City, and shall include all parks, beaches, and streets.

“Reviewing Authority” means the Community Activities Director, or such other person as may be designated by the City Administrator, who is authorized under the provisions of this chapter to review and act upon a special event application.

“Special Event” means any of the following:

1. Any organized formation, parade, procession, demonstration or assembly which may include persons, animals, vehicles, or any combination thereof, which is to assemble or travel in unison on any street, sidewalk or other public right-of-way owned or controlled by the City which does not comply with applicable traffic regulations, laws or controls; or
2. Any organized assemblage of seventy-five (75) or more persons at any public place, public property or public facility which is to gather for a common purpose under the direction or control of a person, and any organized assemblage of twenty-five (25) or more persons at Forest Hill Park or Piccadilly Park.
3. Any other organized activity conducted by a person for a common or collective use, purpose, or benefit which shall require the use of city public services for street closure, erecting barriers, or traffic control, or that will interfere with normal use and operation of public right-of ways for vehicular travel.

For illustrative purposes, examples of special events include, but are not limited to, concerts, parades, circuses, fairs, festivals, block parties, street fairs, community events, on the water activities (such as boat races) with spectators on public land, mass participation sports (such as marathons and other running events), athletic or sporting events, and community celebrations and observances conducted on public property or public rights of way.

"Special Event Venue" means that area for which a special event permit has been issued.

#### 12.48.040 General Provisions.

A. Permit Required. Except as provided by the terms of a permit, lease or contract which has been specifically authorized by the City Council, no person shall operate any special event regulated by this chapter without first obtaining a permit in accordance with the provision of this chapter, unless exempt as set forth below.

B. Exempt Activities. The following activities are specifically exempt from the provisions of this chapter:

1. Commercial filming regulated by Chapter 5.28.

2. Activities conducted by a governmental agency acting within the scope of its authority, including events organized by the City;
3. Activities or events authorized under a conditional use permit under Title 17 of this Code.
4. Funeral processions by a licensed mortuary or funeral home.
5. Expressive Activity, provided that the Expressive Activity will abide by all applicable traffic regulations, laws or controls, and does not require any street closures, traffic or pedestrian barriers or traffic control. If practicable, the organizers should give notice to the City's Reviewing Authority at least four (4) hours prior to the event informing the City of the date and time of the event and provide an estimate of the approximate number of persons who will be participating.

#### 12.48.050 Standards and Requirements.

A. Event Venue and Hours of Operation. Special event activities shall be limited to the venue area so designated in the permit approval. Special events shall not be conducted between the hours of ten p.m. and seven a.m. unless the Reviewing Authority determines that such hours of operation will not result in conditions materially detrimental to nearby property owners, residents, or businesses, or to public health or safety.

B. Prohibited Locations. Permits will not be issued for the closure of the following streets and thoroughfares: San Antonio Street, Junipero Avenue, Carpenter Street, Santa Lucia Avenue, or streets with designated bus or truck routes. Permits for special events will not be issued for the use of the Mission Trail Nature Preserve, nor the North Dunes or Del Mar Dunes areas as identified in the Del Mar Master Plan and the North Dunes & Del Mar Dunes Habitat Restoration Plan.

C. Other Requirements. In addition to the requirements set out in this section, the Reviewing Authority may also impose reasonable conditions of approval as is necessary to coordinate multiple uses of public property, assure preservation of public property and public places, prevent dangerous, unlawful or impermissible uses, ensure accessibility for event attendees and the general public, protect the safety of persons and property and to control vehicular and pedestrian traffic in and around the venue, provided that such requirements shall not be imposed in a manner that will unreasonably restrict expressive or other activity protected by the California or United States constitutions. These conditions may include conditions relating to waste management and restoration of the special event venue, environmental protection, conditions to ensure safe accommodation of an event's pedestrian and vehicular traffic, including restricting events to city sidewalks, portions of a city street, or other public right-of-way, and reasonable designation of alternate sites, times, dates, or modes for exercising expressive activity.

#### 12.48.060 Permit Review Procedures and Fees.

A. Application Filing. Applications for special events shall be made in advance of the start of the special event. Applications shall be submitted to the Reviewing Authority. Applications shall be processed in the order of receipt and shall be processed within 14 days, unless, by written notice to the Applicant, the Reviewing determines to extend the period for an additional fourteen days.

If an application for a special event is submitted for a date less than 28 days before the proposed event, the Reviewing Authority shall determine if there is sufficient time remaining for proper review of the application under the provisions of this chapter. If the Reviewing Authority determines that there is sufficient time for review, the Reviewing Authority shall process the application. If the Reviewing Authority determines that there is not sufficient time, the Applicant shall be given the option of rescheduling the special event, or withdrawal of the application, or denial of the application. If the application is withdrawn prior to processing, the Applicant would be given a full refund of fees.

B. Submission Requirements. Applications for special events shall be completed in their entirety on forms supplied by the Reviewing Authority, and shall include information such as the Applicant, a description of the special event, a site plan or route plan, and any other information deemed necessary by the Reviewing Authority to complete review of the proposal. If the special event is proposed to be operated with another person different than the Applicant, the application

shall include the name, address and telephone number of each person who will operate the special event. Any person who applies for a permit as an authorized agent of the Applicant shall provide written authorization of such agency.

C. **Application Fees.** Applications shall be accompanied by a fee established by resolution of the City Council. The fee shall be established at a rate to cover the City's actual costs of review and processing of the application.

D. **Use and Service Fees.** Where a special event requires street closure, barriers, or other infrastructure, the Applicant shall pay such fees as may be established by resolution of the City Council for traffic control and related municipal expenses. Additionally, use of City buildings or facilities shall be subject to any use or rental fees established by the City which shall be deposited by the Applicant prior to use.

E. **Review Process.** The Reviewing Authority shall review and act on complete permit applications in accordance with the procedures set out below.

1. **Filing.** Applications shall undergo initial staff review. Within ten business days of filing, the Reviewing Authority shall cause the Applicant to be notified in writing whether the application is complete. If an application is determined to be incomplete, the notification shall identify those parts of the application that are incomplete and shall indicate the manner in which they can be made complete. The Director may reject the application if the Applicant fails to complete the application after having been notified of the additional information request.

2. **Action by Reviewing Authority.** After determination that the application is complete, the Reviewing Authority shall conduct an appropriate investigation, including consultation with other departments and site visits as deemed necessary. The Reviewing Authority shall then approve a special event permit, with or without conditions, upon finding that:

- a. The proposed use of the property is not governed by or subject to any other permit procedures provided elsewhere in this code or other applicable laws, rules or regulations;
- b. The event will not substantially interrupt public transportation or other vehicular and pedestrian traffic in the area of its location;
- c. The event will not conflict with construction or development in the public right of way or on public property;
- d. The event will not require the diversion of public safety or other city employees from their normal duties so as to unreasonably reduce adequate levels of service to any other portion of the City, and the event will not adversely affect the City's ability to reasonably perform municipal functions or furnish city services;
- e. The concentration of persons, animals or vehicles will not unreasonably interfere with the movement of police, fire, ambulance, and other public safety or emergency vehicles on the streets;
- f. The event will not unreasonably interfere with any other special event for which a permit has already been granted or with the provision of City services in support of other scheduled events or scheduled government functions; and
- g. The proposed use, event or activity will not have a significant adverse environmental impact.
- h. The event will not have an unmitigatable adverse impact upon residential or business access and traffic circulation in the same general venue area.

3. **Denial or Revocation by Reviewing Authority.** The Reviewing Authority shall deny, and may revoke an issued permit, if the Reviewing Authority finds that:

- a. The special event will unreasonably disrupt traffic or create an unreasonable danger to the health or safety of the applicant, spectators, city employees, or members of the public, which may not be adequately remedied by reasonable traffic control and other safety measures.
- b. The special event is scheduled to occur at a location and time in conflict with another special event permitted or that will be permitted to a prior applicant;
- c. The special event will unreasonably interfere with access to police or fire stations, or other public safety facilities, or will require the diversion of so many public employees that allowing the event would create inadequate levels of service to the remainder of the City;
- d. The location of the special event is reasonably likely to substantially interfere with any construction or maintenance work scheduled to take place upon or along the City streets, or a previously granted encroachment permit;
- e. The special event is in conflict with applicable provisions of any federal, state and/or local laws;
- f. Information in the application or supplemental information is found to be incomplete, materially false or misleading;
- g. The applicant fails to comply with all terms of this chapter including failure to remit all fees and deposits, or fails to provide proof of insurance and/or an indemnification agreement as required by this chapter; or
- h. The proposed area for the special event or for the set up or dispersal of the special event could not physically accommodate the number of participants expected to participate in the special event.

Nothing herein authorizes denial of a permit because of the need to protect participants from the conduct of others, if reasonable permit conditions can be imposed to allow for adequate protection of special event participants with the number of police officers available to police the special event.

- 4. Permit Issuance. If the permit is approved, the Director shall cause the permit to be issued subject to confirmation that all information and documents required by this chapter have been filed, all required fees, and deposits have been paid or posted, and all conditions of approval have been provided for.

F. Appeals to City Administrator. Within ten days of the date of written notification of action by the Reviewing Authority, an Applicant for a Permit may appeal any denial of the application or any condition of approval to the City Administrator or designee. The City Administrator or designee shall hear appeals within ten days following filing of the appeal. Such appeal shall set forth, with particularity, the facts upon which the appeal is being made. Decisions by the City Administrator shall be final with no right to further appeal. On appeal, the City Administrator or designee shall approve the application unless he or she makes one or more of the findings for denial set out in this section, in which case the City Administrator may deny the application. In approving a special event permit, the City Administrator or designee may exercise the authority of the Reviewing Authority to impose conditions of approval. The City Administrator or designee's determination to grant or deny the appeal shall be the final decision of the City.

#### 12.48.080 Deposits for special events.

A. Deposit. For special events using barriers or structures, displaying or using horses or other large animals, operation of water stations, food distribution or sales, beverage distribution or sales, and/or sale of other goods or services, the applicant shall provide a deposit prior to the issuance of a special event permit. The amount of the deposit shall be the amount established in the most recent fee schedule adopted by City Council resolution.

B. Refund of Deposit. The deposit shall be refunded after the special event when the Reviewing Authority determines

that the area used for the permitted special event has been cleaned and structures and personal property removed, such that the property is restored to the same condition as existed prior to the special event.

#### 12.48.090 Indemnification and Insurance.

A. Indemnification. Each Permittee shall execute a hold harmless agreement in a form approved by the City agreeing to defend, indemnify, and hold harmless the City against losses and liabilities incurred from the willful or negligent acts or omissions of Permittee or its officers, employees, and agents. Nothing in this provision shall require a permittee to indemnify the City from claims or losses occasioned by the reaction of third parties to Expressive Activity at the permittee's event.

B. Except as otherwise prohibited by law, the permittee shall procure and maintain in full force and effect during the term of the permit a policy of insurance from a reliable insurance company authorized to do business in the state, which policy includes the City, its boards, officers, agents, employees, and volunteers as either named insureds or additional named insureds and which provides the coverage that the Reviewing Authority determines to be commercially reasonable and adequate under the circumstances. The Reviewing Authority shall maintain a list of applicable insurance limits and coverages required that is determined solely on the size of the event, the use of vehicles, and the nature of the facilities involved. If the Reviewing Authority determines that a particular use, event, or activity which is for a permit period of no more than one day does not present a substantial or significant public liability or property damage exposure for the City or its officers, agents, employees, or volunteers, the Reviewing Authority may give a written waiver of the insurance requirements of this Section.

#### 12.48.100 Interference with Special Events.

It is unlawful for any person to obstruct, impede or interfere with any authorized assembly, person, vehicle or animal participating in a special event for which a special event permit has been issued.

#### 12.48.110 Penalties.

Any person willfully violating any provision of this chapter shall be deemed guilty of a misdemeanor, and shall be subject to penalty in accordance with Chapter 1.16.

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

**RESOLUTION NO. 2016-035**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA  
ADOPTING CITY COUNCIL POLICY C16-01 : "CITY OF CARMEL-BY-THE-SEA SPECIAL  
EVENTS POLICY"**

---

WHEREAS, current City policies governing special events are conflicting and outdated;  
and

WHEREAS, an Ad Hoc Event Policy and Event Fee Waiver Policy Review Committee  
was appointed to create an updated, comprehensive policy;

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

Adopt City Council Policy C16-01 : "City of Carmel-by-the-Sea Special Events Policy".

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-  
THE-SEA this 7<sup>th</sup> day of June, 2016, by the following roll call vote:

AYES: COUNCIL MEMBERS: Hardy, Reimers, Richards, Theis, and Dallas

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS

SIGNED:

ATTEST:

  
Steve G. Dallas, Mayor

  
Ashlee Wright, City Clerk

# City of Carmel-by-the-Sea **SPECIAL EVENTS**

---

## **POLICY**

**Community Activities Department**  
Carmel-by-the-Sea, CA 93921  
(831) 624-1366

Library and Community Activities  
Director

## SPECIAL EVENTS POLICY C16-\_\_\_\_

### TABLE OF CONTENTS

|                                                                                                                  |    |
|------------------------------------------------------------------------------------------------------------------|----|
| <b>GENERAL</b>                                                                                                   |    |
| Introduction .....                                                                                               | 4  |
| Purpose .....                                                                                                    | 4  |
| Previous Policies.....                                                                                           | 4  |
| <b>CRITERIA FOR EVALUATING AND SCHEDULING SPECIAL EVENTS</b> .....                                               | 4  |
| Community Benefits .....                                                                                         | 4  |
| Community Impacts .....                                                                                          | 4  |
| Criteria for Event Evaluation .....                                                                              | 4  |
| Events that Require A Permit .....                                                                               | 5  |
| City Support Groups .....                                                                                        | 5  |
| <b>PERMIT PROCESS</b> .....                                                                                      | 6  |
| Staff Committee .....                                                                                            | 7  |
| Staff Committee Review of Application .....                                                                      | 7  |
| Criteria for Review of Application .....                                                                         | 7  |
| Public Notification .....                                                                                        | 8  |
| Notification Process .....                                                                                       | 8  |
| Competing Interests .....                                                                                        | 9  |
| Resolving Conflicts .....                                                                                        | 9  |
| Application Approval / Denial Notification .....                                                                 | 9  |
| Appeals Process .....                                                                                            | 9  |
| Revocation of Permit .....                                                                                       | 10 |
| Cost Recovery .....                                                                                              | 10 |
| <b>SPECIAL EVENT SUPPORT PROGRAM</b> .....                                                                       | 10 |
| Type of Events for Support Program .....                                                                         | 10 |
| Eligibility Criteria .....                                                                                       | 10 |
| Ineligibility .....                                                                                              | 11 |
| Qualification Criteria .....                                                                                     | 11 |
| Evaluation Measures .....                                                                                        | 11 |
| Granting Process & Selection Committee .....                                                                     | 12 |
| Funding Levels .....                                                                                             | 12 |
| Funding .....                                                                                                    | 12 |
| Other Requirements .....                                                                                         | 12 |
| <b>EVENT DETAILS</b> .....                                                                                       | 13 |
| Permits .....                                                                                                    | 13 |
| Alcohol .....                                                                                                    | 13 |
| Crowd Management / Event Security / Traffic Control .....                                                        | 13 |
| Street Closures .....                                                                                            | 13 |
| Parades / Walks / Runs / Race Guidelines .....                                                                   | 14 |
| Insurance Requirements .....                                                                                     | 14 |
| Amplified Sound .....                                                                                            | 15 |
| Logistics and Cleanup .....                                                                                      | 15 |
| Merchandise and Alcoholic Beverages .....                                                                        | 15 |
| Table 2: Sales of Merchandise, Food and Alcoholic Beverages<br>In Public Places and/or Municipal Buildings ..... | 16 |

|                                             |    |
|---------------------------------------------|----|
| Food Permit / Food Booth Requirements ..... | 16 |
| Tent and Canopy Requirements .....          | 16 |
| Street Banner / Sign Requirements .....     | 17 |
| Electrical Requirements .....               | 17 |
| Air Jumpers ("Jump" Houses) .....           | 17 |
| <b>DEFINITIONS</b> .....                    | 17 |
| <b>REQUIRED TIMELINE</b>                    |    |
| Table 3: Required Timeline .....            | 20 |

## SPECIAL EVENTS POLICY

### Policy No. C16-\_\_

## GENERAL

### INTRODUCTION

The City of Carmel-by-the-Sea supports and encourages events that have a significant economic, charitable, or community benefit while maintaining the values and unique character of the village.

Special events can create a sense of community by, among other things:

- Providing a social gathering place for residents and visitors.
- Establishing and maintaining local traditions.
- Enhancing and supporting the unique village character and residential values.
- Showcasing talents of local artists and residents
- Providing cultural, educational and recreational enrichment.
- Enhancing the local economy and the City's reputation as a world-renowned destination.
- Providing funding opportunities for local community-serving, non-profit organizations.

### PURPOSE

The purpose of this policy is to provide guidelines, processes, and regulations for special events that will protect public property and provide safety for participants and residents, and will strike an appropriate balance between the benefits of organized events and their associated impacts on the community and on the environment.

### PREVIOUS POLICIES RESCINDED

This policy incorporates relevant information contained in previously adopted City policies pertaining to events and eliminates conflicting policies. For those reasons, the following policies are to be rescinded by City Council resolution: C89-45, C90-01, C95-06 and C12-02.

## DEFINITIONS

For the purpose of this policy, the following definitions apply:

**Application processing fee** - Charges for staff time and expenses for processing special event permit applications. Application fees are established by the City Council by resolution.

**City property** - Any City street, sidewalk, parking lot, park, plaza, or any other property owned or controlled by the City.

**City-sponsored event** - A special event that meets at least one of the following criteria:

1. The event is planned, organized and executed by City staff, either solely or in cooperation with City-sanctioned partners (e.g., Fourth of July celebration, the Sandcastle Contest, Halloween parade and birthday party, and Tree-lighting Ceremony).
2. The event is held by an official City Support Group as defined in City Policy C89-47.

**Event** - Includes special event.

**Event Organizer** - Any person or organization that conducts, manages, promotes, organizes, aids or solicits attendance at a commercial or non-commercial special event.

**Merchandise** - Includes goods, wares, personal property, merchandise or any other similar item that is generally sold.

**Non-profit organization** - A charitable organization (not an individual) that is exempted from payment of income taxes by federal or state law as designated by IRS Code 501(c)3 and has

been in existence for a minimum of three months preceding the date of application for a special event permit.

**Public notification** - If necessary, the Event Organizer provides notice to affected businesses and/or residents of the event's potential impacts. The Event Organizer is responsible for following the Notification Process outlined in this policy.

**Public facility** - Any property located within the City limits and owned by the City of Carmel-by-the-Sea.

**Rental fee** - A fixed amount for the rental of all or a portion of a venue, based on the length of the event; where applicable, a maintenance fee for facility rehabilitation/maintenance may be included with the rental fee if appropriate. Rental fees are established by the City Council by resolution.

**Sale by donation** - Refers to such events as raffles, or to monetary contributions given to offset cost of goods provided (e.g., donations toward wine provided at event for no charge).

**Sidewalk** - That portion of a street, other than the roadway, set apart by curbs, barriers, markings or other delineation for pedestrian travel.

**Special event** - An activity on public property open to the general public, with or without an admission charge. Special events include:

- Any organized formation, parade, procession or assembly of persons, which may or may not include animals, vehicles or any combination thereof that is to assemble or travel in unison on any street that does not comply with normal or usual traffic regulations or controls; or,
- Any organized assemblage of persons at any park or facility, owned by the City that is to gather for a common purpose under the direction and control of a person; or,
- Any other organized activity conducted by a sponsoring organization or person for a common or collective use, purpose or benefit that involves the use of, or has an impact on, City property or facilities and the provisions of city services.

Examples of special events include, but are not limited to concerts, parades, special interest shows or expos, markets, fairs, festivals, block parties, community events or mass participation sports (such as marathons and running events, bicycle races or tours, etc.).

For the purpose of this policy, special events are distinguished from the following:

- Recurring program activities on public property, conducted by the City or by a lessee of City property, where the activity is specifically authorized by use permit and/or by the terms of the property lease; and
- Events on private property.

**Special Event Coordinator** - The person assigned by the City Administrator to carry out the duties and responsibilities set forth in this policy.

**Special event permit** - A permit issued under this policy.

**Special event venue** - That area for which a special event permit has been issued.

**Staff Committee** - Composition of the City committee includes Community Activities staff, Public Works Superintendent, Police Department staff, Planning Department staff, and Risk Manager.

**Street** - A way or place of whatever nature publicly maintained and open to use of the public for purposes of vehicular travel.

**Support group** - Associations of individuals who have voluntarily joined together in a unit whose sole or primary purpose is to provide assistance—monetary, social, cultural or otherwise, but not political—to the City or one of its departments. A group that has been formally designated by the City Council and is recognized to be private body.

**Vendor** - any person who sells or offers to sell any goods, food, or beverages within a special event venue.

## CRITERIA FOR EVALUATING AND SCHEDULING SPECIAL EVENTS

Careful consideration will be made for each event being held in the City of Carmel-by-the-Sea taking into consideration the following:

### COMMUNITY IMPACTS

Special events can impact the community by, among other things:

- Adding to traffic congestion and exacerbating parking problems.
- Impinging on use of public spaces for passive enjoyment by area residents.
- Having a negative impact on the health and appearance of public landscaping and on the condition of public buildings and property.
- Adding direct and indirect expenses to the City budget for maintenance of public facilities.
- Adding direct and indirect expenses to City operations by diverting staff resources away from other high priority work programs and projects.

### CRITERIA FOR EVENT EVALUATION

The City of Carmel-by-the-Sea has the responsibility for determining whether or not any applicant shall be entitled to hold a special event. The City shall take into account the effect the proposed special event will have upon the community and the environment as defined in the purpose. The City will also consider:

- Whether any inconvenience that the general public may suffer is outweighed by the potential benefit to the community as a whole.
- Whether the holding of the special event as planned would create an undue burden upon the resources of the City.
- The safety of the proposed event.
- The frequency of the same or similar event(s).

### EVENTS THAT REQUIRE A PERMIT

A formal permit is required for use of public property in the City of Carmel-by-the-Sea for any of the following conditions:

- Exclusive use of any portion of any City property to the exclusion of the general public. (CMC Chapter 17.70 Definition of “Temporary Event”)
- Support of any commercial enterprise, e.g., caterer, portable restrooms, etc.
- Sound equipment use requiring greater than a 12-volt system. (CMC Chapter 8, 56.085)
- Erection of any structure, e.g., stage, tents, etc. (CMC Chapter 12, Section 32.060)
- Any request that involves special outside or City support, e.g., traffic control, traffic cones, barricades, signage, extra trash pickup, etc.
- Any request that involves the use of a stationary internal combustion engine, e.g., gas generator.
- A gathering or assemblage of 50 people or more.

Any request for exception from current City codes, rules, regulations, restrictions and policies governing activities on City property requires City Council authorization.

### CITY SUPPORT GROUPS

This policy does not apply to City support groups as designated by the City Council and defined in the City's Support Groups Policy. Requests for use of public facilities by City support groups shall be in compliance with the Support Groups Policy C89-47 dated September 21, 1989 (adopted in Resolution No. 89-121) and revised from time to time thereafter.

## **PERMIT PROCESS**

On forms provided by the City, a group or individual may make application to hold a special event using public property. Applications for special events are to be submitted at least 90 days in advance of the event and evaluated by the Staff Committee.

The City is not obligated to accept applications submitted less than 90 days in advance. Special Event Permit applications may not be submitted more than one year in advance of the date of the proposed event. The application may be approved, denied, or approved with conditions by the Staff Committee. Following action by the Staff Committee, the application may be reviewed and/or approved by the Community Activities Commission and/or the City Council.

## **STAFF COMMITTEE**

The composition of the Staff Committee includes the following: Community Activities staff, Public Works Superintendent, Police Department staff, Planning Department staff, and Risk Manager. The Staff Committee may be expanded or contracted by enlisting the aid of other City personnel, as determined by event location or other pertinent criteria.

## **STAFF COMMITTEE REVIEW OF APPLICATION**

The event organizer will be required to attend a pre-event meeting with the Staff Committee as referenced in the "Required Timeline", Attachment 1.

If the proposed use is deemed by the Staff Committee to potentially impact the community or the general public's well being, the Event Organizer shall provide public notice. For annual or continuing events, the Staff Committee shall decide – taking into consideration factors such as size, complexity, significant or substantive changes, etc. – whether public noticing will be required in subsequent years.

For annual or continuing events the permit may be renewable, provided there are no significant or substantive changes to the event. Following each event the Staff Committee will evaluate the event and determine if permit conditions should be amended and/or whether it will be renewable.

All events that require downtown street closures, have a significant impact on public facilities, require a significant amount of City staff support, or require an exemption from current City codes or policies require City Council approval. City Staff will inform the Event Organizer of the date and time at which the Community Activities Commission and/or City Council will review the application. The Event Organizer or a representative shall be present at this meeting to respond to questions.

## **CRITERIA FOR REVIEW OF APPLICATION**

The Staff Committee will take into consideration:

- Consistency with the City's General Plan, Shoreline Management Plan, Ordinances, and Policies.
- Safety of the proposed event.
- Anticipated amount of extra personnel hours required to be furnished by the City.

- Event interference with the flow of traffic in the area and the need to close streets in a safe manner to allow emergency access for fire, police and EMS vehicles.
- Anticipated number of attendees over the entire timeframe of the special event.
- Potential need for notification to impacted neighbors or businesses.

The Staff Committee will also consider the following issues:

- Season of year/time of day/duration of activity.
- Conflicts with other events.
- Staging requirements.
- Parking.
- Street closures.
- Noise.
- Lights.
- Vehicles (trucks/number of vehicles).
- Advertising and signage.
- Sale of merchandise.

With input from the Staff Committee, the City Administrator will make a determination whether the Event Organizer has demonstrated a positive working relationship with the City and staff by:

- Cooperating/collaborating with City staff prior to, during, and after the event.
- Meeting all application deadlines.
- Properly caring for City property and/or City equipment.
- Providing a pre-event budget and post-event financial report to the Community Activities Director.

In reviewing permits, the Staff Committee shall neither discriminate nor infringe on rights related to free speech, protected classes or their Constitutional issue. If such issues arise, the City Attorney will be consulted.

## **PUBLIC NOTIFICATION**

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

## **NOTIFICATION PROCESS**

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

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

- Date, time and location of the public meeting(s) at which the event request will be considered.

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

To complete the notification requirement, applicant must submit a Notification Certification listing the residents and businesses that were sent the notification, and the method of notification that was used. The Notification Certification form can be obtained from the Community Activities Department.

### **COMPETING INTERESTS**

To avoid overlapping requests for a scarce resource, the Community Activities Department will maintain a calendar to schedule events at specific sites. The following ranked priority list shall be used as a guide by the Staff Committee in resolving conflicts among competing interests:

- Contractual obligations (leases, etc.).
- City Council, Commission, or department activities.
- City-sponsored events.
- Permit renewals for annual events.
- Events to raise funds for city programs.
- New events – non-profit organizations.
- New events – for-profit organizations.

### **RESOLVING CONFLICTS**

If two or more events are proposed within the same priority at the same time and place, the Staff Committee shall use the following criteria for making a recommendation on which event to approve:

- Local organization vs. regional or outside organization.
- Impacts of the event on the community.
- Date of application.
- Ease of rescheduling to another time or place.

### **APPLICATION APPROVAL / DENIAL NOTIFICATION**

After review, the Community Activities Director shall notify the applicant in writing of approval or denial of all special event requests.

All parties whose special event request have been approved shall assume full responsibility for compliance with all conditions, fees, and City, State and Federal laws. They assume responsibility for their actions, and any consequences associated with the special event. The Event Organizer or any event sponsors are advised not to announce, advertise or promote events until a permit has been issued.

Permit applications may be denied at the City's sole discretion. The City may propose alternate locations or dates, or may refuse to issue a permit. If the proposed special event does not satisfactorily pass the assessment in terms of the section "Criteria for Review of Application," the application will be recommended for denial.

### **APPEALS PROCESS**

An Event Organizer whose application is denied, or who objects to the conditions or restrictions placed on the permit, may appeal to the City Administrator by submitting a written request to the

Community Activities Director within 10 working days of the date on the City's notification of denial, conditions or restrictions. The appeal must be based on the original submitted application. The appealing party will be notified in writing of the City Administrator's decision or action.

If the appealing party is dissatisfied with the City Administrator's response, the party may appeal to the City Council within 14 working days of receipt of the City Administrator's response. The appeal shall be in writing, including a copy of the appeal to the Community Activities Director and City Administrator and their responses. The appeal must be based on the original submitted application and shall include the reasons for disagreeing with the responses and include any supporting documents.

Upon receipt of the appeal, the City Council will hear the matter at an upcoming meeting. The decision of the City Council is final.

### **REVOCATION OF PERMIT**

Any conditions not met as set out in the approval of the application may be grounds for revocation of the permit by the City.

### **COST RECOVERY**

Through permit review, the Staff Committee will estimate direct costs (labor, equipment and materials) for trash, portable toilets, and City departments Public Safety (Police and Ambulance), Forest and Beach, Community Activities, Public Works and Administration. Permit applications will be billed for staff hours, equipment, and associated costs.

Fees are established by Resolution of the City Council. These fees shall apply to short-term use for special events. Exceptions: Cost recovery will not be required for City-sponsored events (e.g., Fourth of July celebration, Sandcastle contest, Halloween parade and birthday party, Tree-lighting Ceremony).

## **EVENT DETAILS**

### **PERMITS**

The Event Organizer is responsible for obtaining all necessary required permits. Depending on the event, these may include, but are not limited to, the following:

- Sign or banner approval from the City's Community Planning and Building Department.
- Encroachment permits from the City's Community Planning and Building Department.
- Monterey County Environmental Health Department permit.
- Department of Alcoholic Beverage Control (ABC) permit.

The Event Organizer is also responsible for ensuring that event vendors obtain all required permits including, but not limited to, Temporary Event Food Permit and Temporary Seller's Permit. Event Organizer must also ensure that event vendors have a current City of Carmel-by-the-Sea business license.

### **ALCOHOL**

The sale of alcohol is allowed by permit only. The Event Organizer:

- Must obtain a permit from the State of California Alcoholic Beverage Control (ABC).
- Must post signs at all exits that "Alcohol is NOT Allowed Beyond this Point."

- Will be responsible for maintaining controls as specified by the Alcoholic Beverage Control Board.

Hours of sale will be regulated by the Carmel-by-the-Sea Police Department. Police may close the sale of alcohol at any time during the event in the interest of public safety or if they determine that these controls are not being followed.

The ABC Permit application must be submitted to the City for approval at least 30 days prior to the event. A copy of the temporary license must be provided to the Community Activities Department at least 10 days in advance of the event.

### **CROWD MANAGEMENT / EVENT SECURITY / TRAFFIC CONTROL**

The Event Organizer must develop an event security plan in cooperation with the Police Department, and should incorporate an on-site private security plan for final Police Department approval. The plan should also include how vehicular and pedestrian traffic will be directed, whether there will be shuttle buses, and location of pick-up and drop-off areas. The City may require the Event Organizer to retain uniformed police personnel as needed for traffic, alcohol control and event security.

### **STREET CLOSURES**

Permits will not be issued for such thoroughfares as San Antonio Street, Junipero Avenue, Carpenter Street, Santa Lucia, or bus/truck routes. Closure of other downtown streets will be considered on a case-by-case basis and will require City Council approval.

For any street closure, the Event Organizer will be required to provide uniformed officers or security officers on site to ensure public safety. Any closure of public streets will require physical barriers (cones, barricades, delineators) to ensure public safety. The number and placement of street barriers will be determined by the City. Rental fees for the barriers will be charged.

The Event Organizer must work with the City to specify the times and locations of all proposed lane closures and develop a traffic control plan that will ensure an adequate level of service on the public streets that remain open.

### **PARADES / WALKS / RUNS / RACE GUIDELINES**

All proposed routes will be reviewed by the Police Department and the City to determine the impact on public safety. Any route that would severely impact public safety or others' rights will not be approved.

The duration of any parade, walk, run or race should not exceed two hours. The Event Organizer will be required to provide sufficient monitors to control the staging area, direct orderly entry from the staging area, ensure continuous forward motion of participants along the route, and direct dispersal.

An adequate number of trash receptacles as determined by the City must line the route.

### **INSURANCE REQUIREMENTS**

The City of Carmel-by-the-Sea requires liability coverage for \$1,000,000 (or \$2,000,000 for large-scale events) for non-City-sponsored special events on City property. All property and locations that are to be utilized and insured must be listed to reflect the City's interest in the insured property.

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

Endorsement/Special Provisions. A separate, “Additionally Insured” endorsement page, with the same wording as above, is also required.

The policy must specify commencement and expiration dates for coverage of the event.

NAME/ADDRESS OF INSURED must read: City of Carmel-by-the-Sea, PO Box CC, Carmel, CA 93921. The name of the insurance company writing the policy, policy number, address, e-mail address, phone and fax must be included. The Insurance Company must be a company doing business in California and must be rated A+ or better. The rating of the company must be attached to the Certificate of Liability/Additionally Insured Endorsement.

The following insurance requirements are standard for special events. The Event Organizer shall furnish the City a “Certificate of Insurance” showing there is in force the following valid policy naming the Event Organizer as insured and showing:

- **Commercial General Liability** – minimum \$1,000,000 (or minimum \$2,000,000 for large-scale events) combined single limit per occurrence for bodily injury and property damage including products and completed operations;
- **Automobile Liability** – (required for parades and car shows) minimum \$1,000,000 (or minimum \$2,000,000 for large-scale events) combined single limit per accident for bodily injury and property damage for all owned, hired or non-owned vehicles.
- **Liquor Liability** – (when alcohol is being served or sold):
  - If the Event Organizer will be supplying alcoholic beverages for no charge, the Commercial General Liability insurance should include host liquor liability coverage.
  - If the Event Organizer is using a caterer or other vendor to supply alcohol, that vendor must have liquor liability coverage with minimum limit of \$1,000,000 per occurrence.
  - If the Event Organizer intends to sell alcohol, either the Event Organizer or vendor providing the alcohol for sale must have a valid liquor sales license and liquor liability insurance covering the sale of alcohol with minimum liquor liability limit of \$1,000,000 per occurrence.

## **AMPLIFIED SOUND**

Any event using amplified sound requires a permit and must follow the regulations of Municipal Code Section 8.56.010 through 8.56.110 to avoid “unnecessary, excessive and annoying noises from all sources.”

## **LOGISTICS AND CLEANUP**

Portable toilets: The Event Organizer shall be responsible to provide portable toilets and indicate their location on the site diagram. The number of portable toilets will be based on a formula of at least one for every 250 people, or in the case of large-scale events, as determined by the Staff Committee. City facilities will not be substituted for the requirement and shall not be included in the formula. Ten percent of the total number of toilets shall be ADA/handicapped accessible. The goal is to have at least one wheelchair accessible toilet in each grouping of portable restrooms.

Cleanup: The Event Organizer must submit an event cleanup plan and must work with the City’s waste management provider to address recycling and waste diversion. The plan must indicate sufficient staff to handle cleanup throughout the day and after the event, and sufficient equipment placed in effective locations.

- In the case of a street event, streets will remain closed to allow for adequate cleanup. Post-event cleanup must commence immediately after the end of the event.

- Litter and trash control shall include the event site and a one-block radius around the event site.
- Event Organizer shall provide copies of rental agreements for commercial dumpsters and portable toilets.

## **MERCHANDISE AND ALCOHOLIC BEVERAGES**

There is no distinction between “direct sales” and “sale by donation” (e.g., raffles, requesting a donation in exchange for merchandise, alcohol, etc.). Table 2 shall be used as a guide to determine where such sales would be appropriate. In all cases where alcohol is sold or distributed, the operator must have all of the appropriate licenses, permits and insurance coverage.

Authorization to sell merchandise or food/beverages at locations outside the commercial district and outside a fixed place of business is usually prohibited by the Zoning Code, the Business License Code or the General Plan. Granting a permit under this Policy must therefore be limited to special events that are of limited duration, within a defined space and consistent with the following in Table 2:

**TABLE 2  
SALES OF MERCHANDISE, FOOD AND ALCOHOLIC BEVERAGES  
IN PUBLIC PLACES AND/OR MUNICIPAL BUILDINGS**

| <b>Municipal Location</b>            | <b>Merchandise</b> | <b>Food</b> | <b>Alcohol</b> |
|--------------------------------------|--------------------|-------------|----------------|
| Carmel Beach                         | No                 | No          | No             |
| Del Mar Parking Lot                  | No                 | No          | No             |
| Devendorf Park                       | Yes                | Yes         | No             |
| Forest Hill Park                     | Yes                | Yes         | No             |
| Piccadilly Park                      | No                 | No          | No             |
| Mission Trail Nature Preserve        | No                 | No          | No             |
| Scout House                          | No                 | Yes         | Yes *          |
| Forest Theater                       | No                 | Yes         | Yes *          |
| Vista Lobos                          | No                 | Yes         | Yes *          |
| Indoor city facilities               | Yes                | Yes         | Yes *          |
| Outdoor city facilities              | Yes                | Yes         | No             |
| Commercial streets and parking lots  | Yes                | Yes         | No             |
| Residential streets and parking lots | No                 | No          | No             |

**\*Alcohol:** Permittee must have a license for sales and distribution

## **FOOD PERMIT / FOOD BOOTH REQUIREMENTS**

The Health and Safety Code for the State of California states that the organizer of a community or special event which involves temporary food and/or food booth facilities must obtain a health permit. This applies to both selling and giving food away. The Event Organizer is responsible for obtaining all necessary permits – temporary event food and temporary seller’s permits - from the Monterey County Health Department. The Event Organizer is also responsible for ensuring that all event vendors obtain temporary event food and temporary seller’s permits.

The Event Organizer and food vendors must comply with all State and County requirements governing temporary food facilities, as outlined in the [California Retail Food Code, Chapter 11](#).

To review County requirements and download forms and applications, go to the [Monterey County Health Department website](#).

The Event Organizer must submit a complete list of all food vendors at least 14 working days prior to the event. All participating food vendors must have valid permits from the Monterey County Health Department and a business license from the City of Carmel-by-the-Sea.

The use of single-use carryout plastic bags at any business, restaurant, corporate or individual special event is prohibited (Carmel Municipal Code Chapter 8.74).

The use of CFC-processed food packaging or polystyrene foam food packaging is also prohibited (Carmel Municipal Code Chapter 8.68).

### **TENT AND CANOPY REQUIREMENTS**

Erection of any tent will require a permit and may be inspected by the Fire Department. Article 32 of the State Fire Code requires that permits be obtained for the rental, use, or installation of any tents over 200 square feet in size, and canopies over 400 square feet in size.

When more than one tent or canopy is installed at the same location, adjacent to one another, the total square footage shall be computed for the purpose of enforcing the need for a permit.

When erecting a tent or canopy, no stakes shall be placed into the ground (to prevent damage to streets, irrigation systems or tree roots). Weights, sand bags or barrels of water are suggested alternatives.

### **STREET BANNER / SIGN REQUIREMENTS**

A special event permit will be issued only after a banner and/or sign permit, along with any applicable Coastal Development permit, has been obtained. Applications for those permits must be submitted to the Community Planning and Building Department for review and approval or denial. Policy C95-07 (revised May 7, 2013) "Banners on Public Property" sets forth the duration, installation, monitoring and removal of banners. Carmel Municipal Code Chapter 17.40 sets forth signage requirements and guidelines.

### **ELECTRICAL REQUIREMENTS**

Electrical power is limited by location and the amount of power needed. The City will not be able to provide power in many locations, and in those cases the Event Organizer will need to use "whisper quiet" type generators for power in compliance with noise regulations as outlined in Carmel Municipal Code Sections 8.56.010 through 8.56.110.

### **AIR JUMPERS ("JUMP" HOUSES)**

Inflatable structures such as "jump" houses or air jumpers are not permitted.

## **Table 3 REQUIRED TIMELINE**

| WHAT ORGANIZER MUST DO<br>PERMITTING PROCESS                                                                                     | DUE DATE                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Submit Special Event Application including site map to the City.                                                                 | <b><i>At least 90 days (small events) or 180 days (large scale events)</i></b> before event and no more than 1 year before the event                   |
| Submit banner/sign permit application to Community Planning and Building Department.                                             | <b><i>A minimum of 90 days</i></b> before event                                                                                                        |
| Submit any partial fee waiver request, accompanied by a pre-event budget.                                                        | <b><i>At least 90 days</i></b> in advance for consideration by CA&CC and City Council                                                                  |
| Attend pre-event meeting scheduled by the City. Develop event security and traffic control plans in cooperation with City Staff. | New events require meeting at least <b><i>90 days</i></b> in advance. Returning events require meeting <b><i>60 days</i></b> in advance                |
| Deliver written notice as need to neighbors and/or businesses.                                                                   | <b><i>At least 14 days prior to the public meeting at which the event will be considered</i></b>                                                       |
| Secure and submit Certificate of Insurance to the City.                                                                          | <b><i>14 to 60 days</i></b> before event                                                                                                               |
| Secure required permits from appropriate departments or agencies.                                                                | <b><i>14 to 60 days</i></b> before event                                                                                                               |
| Event fee estimates for City services available from the City.                                                                   | <b><i>14 to 30 days</i></b> before event                                                                                                               |
| Submit copies of all applicable permits to the City.                                                                             | <b><i>14 to 21 days</i></b> before event                                                                                                               |
| Submit applicable ABC permit application to City.                                                                                | <b><i>At least 30 days</i></b> before event                                                                                                            |
| Submit temporary ABC permit to City.                                                                                             | <b><i>At least 10 days</i></b> before event                                                                                                            |
| Provide evidence of portable toilet and trash bin arrangements; provide an event cleanup plan.                                   | <b><i>14 days</i></b> before event                                                                                                                     |
| If required, attend pre-event site walkthrough – arranged by the City staff.                                                     | <b><i>1 to 2 days</i></b> before event                                                                                                                 |
| HOLDING THE EVENT                                                                                                                | SCHEDULED EVENT DATE                                                                                                                                   |
| Clear event site of all remaining litter                                                                                         | <b><i>Immediately</i></b> after event                                                                                                                  |
| Remove all event equipment from event site (portable toilets, fencing, booths, stage, signs, etc.).                              | <b><i>Within 24 hours</i></b> after event and/or before start of business the next day. Signs are to be removed <b><i>immediately</i></b> after event. |
| If required, post-event site walkthrough – arranged by the City staff.                                                           | <b><i>1 to 2 days</i></b> after event                                                                                                                  |
| Post-event meeting with the Staff Committee.                                                                                     | <b><i>7 to 30 days</i></b> after event                                                                                                                 |
| Submit post-event financial report reflecting income and expenses.                                                               | <b><i>7 to 30 days</i></b> after event                                                                                                                 |



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

May 4, 2021  
ORDERS OF BUSINESS

|                      |                                                                                                                                                                                                                                                                                                                                                             |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>TO:</b>           | Honorable Mayor and City Council Members                                                                                                                                                                                                                                                                                                                    |
| <b>SUBMITTED BY:</b> | Britt Avrit, City Clerk                                                                                                                                                                                                                                                                                                                                     |
| <b>APPROVED BY:</b>  | Chip Rerig, City Administrator                                                                                                                                                                                                                                                                                                                              |
| <b>SUBJECT:</b>      | Ordinance 2021-001 amending sections 2.28.030, 2.28.060, 2.32.030, 2.36.030, 2.72.030 and 2.74.010 of the Carmel-by-the-Sea Municipal Code related to timing of Board and Commission appointments and updating the Community Activities Commission Mission Statement and Resolution 2021-014 amending Policy C89-06, Appointments to Boards and Commissions |

### RECOMMENDATION:

1. Request a reading of the title of the Ordinance
2. Motion to waive further reading and introduce Ordinance 2021-001 amending sections 2.28.030, 2.28.060, 2.32.030, 2.36.030, 2.72.030 and 2.74.010 of the Carmel-by-the-Sea Municipal Code related to timing of Board and Commission appointments and updating the Community Activities Commission Mission Statement
3. Adopt Resolution 2021-014 amending Policy C89-06, Appointments to Boards and Commissions

### BACKGROUND/SUMMARY:

City 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. Currently these appointments are made at the City Council meeting in September each year with the appointees' terms beginning in October each year. The appointments took place after the City's General Municipal Election which was held in April of even-numbered years. Beginning in 2018, the City's General Municipal Election was moved to November of even-numbered years.

The City Clerk worked with the City Attorney's Office to update the Municipal Code. The attached ordinance changes the timing for the Board/Commission appointments to take place in May each year to be more in line with the timing of the City's General Municipal Election. The Ordinance would extend existing terms in order to effectuate the timing change.

Additionally, the Community Activities Commission recently updated its mission statement to more accurately reflect the current state of community gatherings.

To remain consistent, Policy C89-06 Appointments to Boards and Commissions also needs to be updated

to reflect the change in timing. The policy provided in Exhibit A to Resolution 2021-014 reflects the change in timing and reflects current practices as it relates to Board/Commission recruitment and appointment. Additionally, the policy updates the process for handling unscheduled vacancies.

#### **FISCAL IMPACT:**

None for this action.

#### **PRIOR CITY COUNCIL ACTION:**

Policy C89-06 was last updated March 2, 2009.

#### **ATTACHMENTS:**

Attachment #1 - Ordinance 2021-001 Amending Sections of Chapter 2 of the Municipal Code  
Attachment #2 - Policy C89-06 Appointments to Boards and Commissions, redline  
Attachment #3 - Resolution 2021-014 Amending Policy C89-06, Appointments to Boards and Commissions

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

**ORDINANCE NO. 2021-001**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA AMENDING SECTIONS 2.28.030, 2.28.060, 2.32.030, 2.36.030, 2.72.030, AND 2.74.010 OF THE CARMEL-BY-THE-SEA MUNICIPAL CODE RELATED TO TIMING OF BOARD AND COMMISSION APPOINTMENTS AND UPDATING THE COMMUNITY ACTIVITIES COMMISSION MISSION STATEMENT**

WHEREAS, to ensure for the orderly administration of the City of Carmel-by-the-Sea, the City Council has determined it necessary to amend provisions of the municipal code regarding the timing of appointments to the City's boards and commissions and to update the Community Activities Commission Mission Statement.

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

**SECTION 1.** Amendment of Section 2.28.030. Section 2.28.030 of Title 2, Chapter 2.28 of the Carmel-by-the-Sea Municipal Code is amended to read in its entirety as follows:

**2.28.030 Appointment Process.**

A. Members of the Community Activities Commission shall be nominated by the Mayor, whose nomination shall be ratified by at least three of the five members of the City Council.

B. Terms of the members shall be staggered so that at least one term, but no more than two terms, shall expire annually. Terms of office for new members shall begin at the commencement of the first regular meeting in the month of ~~October~~ May of the appropriate year. Terms of outgoing members shall end simultaneously. The newly appointed member(s) shall be sworn in by the City Clerk.

C. In the event an appointment cannot be made in a timely manner, ~~the City Council, with the consent of the incumbent, may extend the incumbent's term for up to 90 days.~~ the incumbent may continue to serve until a new member is appointed.

**SECTION 2.** Amendment of Section 2.28.060. Section 2.28.060 of Title 2, Chapter 2.68 of the Carmel-by-the-Sea Municipal Code is amended to read in its entirety as follows:

**2.28.060 Duties, Responsibilities and Authority.**

The Community Activities Commission's mission is to 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 ~~safely~~ virtually on the City's streets and in its parks ~~and weave the fabric of our community~~ by creating opportunities to interact, celebrate, enrich people's lives, and promote inclusiveness.

**SECTION 3. Amendment of Section 2.32.030.** Section 2.32.030 of Title 2, Chapter 2.32 of the Carmel-by-the-Sea Municipal Code is amended to read in its entirety as follows:

**2.32.030 Appointment Process.**

A. Members of the Forest and Beach Commission shall be nominated by the Mayor, whose nomination shall be ratified by at least three of the five members of the City Council.

B. Terms of the members shall be staggered so that at least one term, but no more than two terms, shall expire annually. ~~Appointments shall be, where possible, made prior to the beginning of the term of office, in order that the new member(s) shall be able to become familiar with the functions of the commission.~~ Terms of office for new members shall begin at the commencement of the first regular meeting in the month of ~~October~~ May of the appropriate year. Terms of outgoing members shall end simultaneously. The newly appointed member(s) shall be sworn in by the City Clerk.

C. In the event an appointment cannot be made in a timely manner, ~~the City Council, with the consent of the incumbent, may extend the incumbent's term for up to 90 days~~ the incumbent may continue to serve until a new member is appointed.

**SECTION 4. Amendment of Section 2.36.030.** Section 2.36.030 of Title 2, Chapter 2.36 of the Carmel-by-the-Sea Municipal Code is amended to read in its entirety as follows:

**2.36.030 Appointment Process.**

A. Members of the Planning Commission ~~shall be appointed in accordance with City policy adopted by resolution of the City Council~~ shall be nominated by the Mayor, whose nomination shall be ratified by at least three of the five members of the City Council.

B. Terms of the members shall be staggered so that at least one term, but no more than two terms, shall expire annually. ~~Appointments shall be, where possible, made prior to the beginning of the term of office, in order that the new member(s) shall be able to become familiar with the functions of the commission prior to being seated.~~ Terms of office for new members shall begin at the commencement of the first regular meeting in the month of ~~October~~ May of the appropriate year. Terms of office for outgoing members shall end simultaneously. The newly appointed members shall be sworn in by the City Clerk.

C. In the event an appointment cannot be made in a timely manner, ~~the City Council, with the consent of the incumbent, may extend the incumbent's term for up to 90 days.~~ the incumbent may continue to serve until a new member is appointed.

**SECTION 5. Amendment of Section 2.72.030.** Section 2.72.030 of Title 2, Chapter 2.72 of the Carmel-by-the-Sea Municipal Code is amended to read in its entirety as follows:

**2.72.030 Appointment Process.**

A. Members of the Harrison Memorial Library Board of Trustees shall be nominated by the Mayor, whose nomination shall be ratified by at least three of the five members of the City Council.

B. Terms of the members shall be staggered so that at least one term, but no more than two terms, shall expire annually. ~~Appointments shall be, where possible, made prior to the beginning of the term of office, in order that the new member(s) shall be able to become familiar with the functions of the board.~~ Terms of office for new members shall begin the date of the regular meeting in ~~October~~ May of the appropriate year. Terms of office of outgoing members shall end simultaneously. The newly appointed members shall be sworn in by the City Clerk.

C. In the event an appointment cannot be made in a timely manner, ~~the City Council, with the consent of the incumbent, may extend the incumbent's term for up to 90 days. the incumbent may continue to serve until a new member is appointed.~~

**SECTION 6.** Amendment of Section 2.74.010. Section 2.74.010 of Title 2, Chapter 2.74 of the Carmel-by-the-Sea Municipal Code is amended to read in its entirety as follows:

**2.74.010 Historic Resources Board.**

A. Establishment. There is hereby established in the City a Historic Resources Board consisting of five members with powers and duties to administer the City's historic preservation program. Specific duties, responsibilities and functions of the Board are established in this title.

B. Board Member Qualifications.

1. Members of the Board shall have demonstrated interest in and knowledge of architectural history, architecture, archaeology, anthropology, paleontology, architecture, historic architecture, local history or fields related to historic preservation such as construction, planning, geography, landscape architecture, urban design, ethnography, fine arts, or real estate.

2. The Board shall be comprised of three professional members, consisting of one member each, from the following combined fields: (1) history, architectural history, or urban design, (2) architecture or historic architecture, and (3) archaeology, anthropology, or paleontology. The remaining two public members may represent any of the related historic preservation fields noted above.

3. All members shall be residents and electors of the City, except in the event that no resident with the requisite expertise needed for a professional member can be found. In such case one professional member appointee may reside outside the City limits but within the sphere of influence. In any event, a majority of the Board shall at all times be composed of resident-electors of the City and all public members shall at all times be resident-electors.

4. If professional members with the required expertise cannot be found, the City Council may substitute one or more additional public members with a demonstrated interest in historic preservation.

C. Term.

~~4. Board members shall serve for a term of four years. Terms of the members shall be staggered so that at least one term, but no more than two terms, shall expire annually. Appointments shall be made, where possible, prior to the beginning of the term of office, in order that the new member(s) may become familiar with the functions of the Board.~~

2. Terms of office for new members shall commence at the beginning of the first regular meeting in the month of ~~October~~ May. Terms of outgoing members shall end simultaneously.

D. Board Member Appointment.

1. Members of the Historic Resources Board shall be nominated by the Mayor whose nomination shall be ratified by at least three members of and appointed by the City Council. The newly appointed members shall be sworn in by the City Clerk. ~~The City Clerk shall swear in the newly appointed member(s).~~

2. In the event an appointment cannot be made in a timely manner, ~~the City Council, with consent of the incumbent, may extend the incumbent's term for up to 90 days. the incumbent may continue to serve until a new member is appointed.~~ Any new appointee to a scheduled or unscheduled vacancy shall hold office until the expiration date of that position.

3. All members shall serve at the pleasure of the City Council. Any member may be removed from the Board upon a majority vote of the City Council.

**SECTION 7. Effect on Existing Terms.** The term of each current member of the Community Activities Commission, Forest and Beach Commission, Planning Commission, Harrison Memorial Library Board of Trustees, and Historic Resources Board, shall be extended approximately seven months in duration so that the expiration of such member's term shall now be on the first regular meeting in May that is after the October expiration date that would have applied to such member's term in the absence of this Ordinance.

**SECTION 8. Environmental Review.** The City Council exercises its independent judgment and finds that the proposed ordinance is not subject to California Environmental Quality Act (CEQA), pursuant to Section 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment), and section 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because the subject regulations have no potential for resulting in any significant physical change to the environment, either directly or indirectly.

**SECTION 9. Severability.** If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

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

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL BY-  
THE-SEA this \_\_\_\_\_ day of \_\_\_\_\_, 2021.**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

---

Dave Potter  
Mayor

---

Britt Avrit, MMC  
City Clerk

C89-06

**CITY OF CARMEL-BY-THE-SEA  
POLICY AND PROCEDURE**

|                                                        |                                    |
|--------------------------------------------------------|------------------------------------|
| <b>Subject:</b> Appointments to Boards and Commissions | <b>Policy/Procedure No:</b> C89-06 |
|--------------------------------------------------------|------------------------------------|

|                                       |                                        |
|---------------------------------------|----------------------------------------|
| <b>Effective Date:</b> 1 October 1988 | <b>Authority:</b> Resolution No. 88-47 |
|---------------------------------------|----------------------------------------|

**Purpose:**

To provide guidelines for appointments to Boards and Commissions.

**Policy/Procedure:**

As set forth fully in the policy document attached.

**Responsible Party:**

City Clerk

**Department of Origin:**

Administration

**Revision Dates:**

4 April 1989 (Resolution No. 1989-33)  
 7 May 1991 (Resolution No. 91-46) (Resolution No. 1986-27)  
 1 October 1991 (Minute Motion)  
 5 November 1991 (Resolution No. 91-103)  
 4 April 1995 (Resolution No. 95-34)  
 9 September 1997 (Resolution No. 97-97)  
 5 December 2000 (Resolution No. 2000-143)  
 2 March 2009 (28 October 2008 Council Retreat)  
[6 April 2021 \(Resolution 2021-014\)](#)

**City Administrator Approval of Departmental Policies:** 12/2000

**Rescinded Date:**

## C89-06

## POLICY C89-06

## APPOINTMENT TO COMMISSIONS, BOARDS, COMMITTEES

Appointment to all City Boards, Commissions and Committees are established by the City's Municipal Code as Mayoral appointments with confirmation by the City Council.

Formatted: Justified

**Posting and Notification of Vacancies**

State law requires an annual posting prior to December 31 of all appointive terms on Boards, Commissions and Committees which are scheduled to expire within the upcoming year. The notice shall not be removed until these vacancies have been filled. State law requires unscheduled vacancies (resignation, etc.) to be publicly noticed within 20 days after the occurrence of the vacancy and prohibits appointment to the vacancy within 10 days of the public notice.

1. The City Clerk shall maintain ~~a file containing~~ all applications for appointive positions pursuant to the City's adopted retention schedule. All applications must be made on a form provided by the City Clerk. ~~Applications will be purged annually in November.~~ Interested applicants must reapply.
2. ~~A letter and application form~~ Notice shall be sent to each current Board/Commission/Committee member whose term is set to expire in ~~October~~ May, ~~inquiring about their intent to seek reappointment and specifying that an affirmative response does not automatically mean reappointment.~~ Those Commissioner/Board members who wish to be reappointed must ~~complete and return the application to the City Clerk~~ reapply by a date certain.
3. The City Clerk shall notify the Mayor, Mayor Pro Tempore, members of Council, the chairpersons of Boards/Commissions, and appropriate department directors of upcoming vacancies.
- ~~3-4.~~ 4. A subcommittee, comprised of the Mayor and Mayor Pro Tempore, shall review all applications and interview each prospective member.
- ~~4-1.~~ 4.1. ~~The City Clerk shall notify the Mayor, Mayor Pro Tempore, members of Council, the chairpersons of Boards/Commissions, and appropriate department directors of upcoming vacancies.~~
5. The City Clerk shall ~~place a display ad~~ advertise in the *Carmel Pine Cone* seeking applications from the general public. The Clerk shall establish a deadline for applications to be received. ~~Immediately f~~ Following the deadline, copies of these applications shall be provided to the subcommittee of the Mayor and Mayor Pro Tempore for their review.
6. The subcommittee shall notify the City Clerk in sufficient time to place the nominees on ~~the September~~ the September City Council agenda for ratification by the ~~full~~ Council.

C89-06

Formatted: Indent: Left: 0.25", No bullets or numbering

7. Pursuant to the Municipal Code, ~~a~~Appointments shall be ratified by at least three of the five members of the City Council, confirmed by majority vote of those members present at the Council meeting at which the matter has been scheduled.
8. The Mayor, Mayor Pro Tempore or the ~~and~~ City Clerk shall notify each appointee of the City Council's action. The Clerk shall provide each appointee with the process for filing a a current 700 Statement of Economic Interest, Form 700 Assuming Office Form and a Value Statement for acknowledgement of receipt by each new appointee.

Formatted: Justified

Formatted: Font: (Default) +Body (Calibri), 11 pt, Font color: Auto

C89-06

9. All new appointees shall receive a Handbook for New Commission/Board/Committee Mmembers.
10. The City Clerk shall notify all new appointees of the date and time to attend an orientation program conducted by the City Attorney. The program will cover City government in general, and not be Commission/Department specific presentation regarding the Brown Act.
11. Each department subsequently will arrange a full departmental orientation meeting, including review of the individual's own orientation handbook. This is the handbook that expands upon the information contained in the Citywide commissioner handbook.

Unscheduled Vacancies:

1. ~~1.~~ All resignations shall be in writing and filed with the City Clerk, who will distribute it to the affected parties. A Notice of Unscheduled vacancy will not be posted until such a written resignation is received.
2. ~~2.~~ The appointment procedure shall follow the same guidelines as that for regularly scheduled appointments, with the exception that no ~~no~~ appointment shall be made until 10 days after the public Notice of Unscheduled Vacancy.
3. The City Clerk shall advertise in the Carmel Pine Cone seeking applications from the general public. The Clerk shall establish a deadline for applications to be received. Following the deadline, copies of these applications shall be provided to the subcommittee of the Mayor and Mayor Pro Tempore for their review.
4. The Mayor and Mayor Pro Tempore, shall review all applications, including those received for the most recent annual recruitment, and interview each new applicant.
5. Steps 6- 11 above will be followed with regard to appointing individuals to unscheduled vacant positions.

Formatted: List Paragraph, Justified, Indent: Left: 0.25", Hanging: 0.56", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63" + Indent at: 0.88", Tab stops: Not at 0.75"

Formatted: Font: Not Italic

Formatted: Justified

Oath of Office:

1. The City Clerk shall administer the Oath of Office ~~and present a Certificate of Appointment to each new appointee at the applicable Board/Commission immediately as soon as possible~~ following the Council meeting when they are confirmed and prior to attending the first Commission/Board meeting.

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

**RESOLUTION NO. 2021-014**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA  
AMENDING POLICY C89-06, APPOINTMENTS TO BOARDS AND COMMISSIONS**

WHEREAS, the City adopted Resolution 89-33 establishing the process for appointments to Boards and Commission; and

WHEREAS, the City wishes to amend Policy C89-06 to change the appointment of the Board/Commission/Committee Members to occur in May each year as appropriate so that it follows the City's General Municipal Election which is held in November of each even-numbered year; and

WHEREAS, it is appropriate to clean up Policies from time-to time to reflect current practices and to be in line with other City Policies.

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

Amend Policy C89-06 Appointments to Boards and Commissions, as provided in Exhibit A

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 6<sup>th</sup> day of April, 2021, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

\_\_\_\_\_  
Dave Potter  
Mayor

\_\_\_\_\_  
Britt Avrit, MMC  
City Clerk

## EXHIBIT A

C89-06

### CITY OF CARMEL-BY-THE-SEA POLICY AND PROCEDURE

|                                                        |                                    |
|--------------------------------------------------------|------------------------------------|
| <b>Subject:</b> Appointments to Boards and Commissions | <b>Policy/Procedure No:</b> C89-06 |
|--------------------------------------------------------|------------------------------------|

|                                       |                                        |
|---------------------------------------|----------------------------------------|
| <b>Effective Date:</b> 1 October 1988 | <b>Authority:</b> Resolution No. 88-47 |
|---------------------------------------|----------------------------------------|

**Purpose:**

To provide guidelines for appointments to Boards and Commissions.

**Policy/Procedure:**

As set forth fully in the policy document attached.

**Responsible Party:**

City Clerk

**Department of Origin:**

Administration

**Revision Dates:**

4 April 1989 (Resolution No. 1989-33)  
7 May 1991 (Resolution No. 91-46) (Resolution No. 1986-27)  
1 October 1991 (Minute Motion)  
5 November 1991 (Resolution No. 91-103)  
4 April 1995 (Resolution No. 95-34)  
9 September 1997 (Resolution No. 97-97)  
5 December 2000 (Resolution No. 2000-143)  
2 March 2009 (28 October 2008 Council Retreat)  
6 April 2021 (Resolution 2021-014)

**City Administrator Approval of Departmental Policies:** 12/2000

**Rescinded Date:**

## C89-06

### POLICY C89-06

#### APPOINTMENT TO COMMISSIONS, BOARDS, COMMITTEES

Appointment to all City Boards, Commissions and Committees are established by the City's Municipal Code as Mayoral appointments with confirmation by the City Council.

##### **Posting and Notification of Vacancies**

State law requires an annual posting prior to December 31 of all appointive terms on Boards, Commissions and Committees which are scheduled to expire within the upcoming year. The notice shall not be removed until these vacancies have been filled. State law requires unscheduled vacancies (resignation, etc.) to be publicly noticed within 20 days after the occurrence of the vacancy and prohibits appointment to the vacancy within 10 days of the public notice.

1. The City Clerk shall maintain all applications for appointive positions pursuant to the City's adopted retention schedule. All applications must be made on a form provided by the City Clerk. Interested applicants must reapply.
2. Notice shall be sent to each current Board/Commission/Committee member whose term is set to expire in May. Those Commission/Board members who wish to be reappointed must reapply by a date certain.
3. The City Clerk shall notify the Mayor, Mayor Pro Tempore, members of Council, the chairpersons of Boards/Commissions, and appropriate department directors of upcoming vacancies.
4. A subcommittee, comprised of the Mayor and Mayor Pro Tempore, shall review all applications and interview each prospective member.
5. The City Clerk shall advertise in the *Carmel Pine Cone* seeking applications from the general public. The Clerk shall establish a deadline for applications to be received. Following the deadline, copies of these applications shall be provided to the subcommittee of the Mayor and Mayor Pro Tempore for their review.
6. The subcommittee shall notify the City Clerk in sufficient time to place the nominees on a City Council agenda for ratification by the Council.

## **C89-06**

7. Pursuant to the Municipal Code, appointments shall be ratified by at least three of the five members of the City Council.
8. The Mayor, Mayor Pro Tempore or the City Clerk shall notify each appointee of the City Council's action. The Clerk shall provide each appointee with the process for filing a Statement of Economic Interest, Form 700.
9. All new appointees shall receive a Handbook for New Commission/Board/Committee Members.
10. The City Clerk shall notify all new appointees of the date and time to attend a presentation regarding the Brown Act.
11. Each department subsequently will arrange a full departmental orientation meeting, including review of the individual's own orientation handbook. This is the handbook that expands upon the information contained in the Citywide commissioner handbook.

### **Unscheduled Vacancies:**

1. All resignations shall be in writing and filed with the City Clerk, who will distribute it to the affected parties. A Notice of Unscheduled vacancy will not be posted until such a written resignation is received.
2. No appointment shall be made until 10 days after the public Notice of Unscheduled Vacancy.
3. The City Clerk shall advertise in the *Carmel Pine Cone* seeking applications from the general public. The Clerk shall establish a deadline for applications to be received. Following the deadline, copies of these applications shall be provided to the subcommittee of the Mayor and Mayor Pro Tempore for their review.
4. The Mayor and Mayor Pro Tempore, shall review all applications, including those received for the most recent annual recruitment and interview each new applicant.
5. Steps 6-11 above will be followed with regard to appointing individuals to unscheduled vacant positions.

### **Oath of Office:**

The City Clerk shall administer the Oath of Office as soon as possible following the Council meeting when they are confirmed and prior to attending the first Commission/Board meeting.



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

**May 4, 2021  
ORDERS OF BUSINESS**

|                      |                                                                                                                                                                                                                                                                                                       |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>TO:</b>           | Honorable Mayor and City Council Members                                                                                                                                                                                                                                                              |
| <b>SUBMITTED BY:</b> | Sharon Friedrichsen - Director, Contracts and Budgets                                                                                                                                                                                                                                                 |
| <b>APPROVED BY:</b>  | Chip Rerig, City Administrator                                                                                                                                                                                                                                                                        |
| <b>SUBJECT:</b>      | Resolution 2021-017 authorizing the City Administrator to restore voluntary compensation reductions, in whole or in part, for At Will Executives and for classifications covered under the Memorandum of Understanding between the City and the City of Carmel-by-the-Sea Police Officers Association |

### **RECOMMENDATION:**

Adopt Resolution 2021-017 authorizing the City Administrator to restore voluntary compensation reductions, in whole or in part, for At Will Executives and for classifications covered under the Memorandum of Understanding between the City and the City of Carmel-by-the-Sea Police Officers Association.

### **BACKGROUND/SUMMARY:**

The Fiscal Year 2020-2021 Adopted Budget projected significant decreases in the City's major revenue sources, including transient occupancy tax and sales tax, due to the ongoing economic impact associated with COVID-19. The City projected a deficit of \$1 million even after enacting staffing reductions and curtailing spending on capital projects. As a result of the forecasted deficit, various City employees voluntarily agreed to defer negotiated salary increases and/or implement salary and other compensation reductions to help the City achieve cost savings and lessen the planned financial deficit.

Specifically, the City of Carmel-by-the-Sea Police Department includes various staff positions represented by the Police Officers' Association (POA). Given the City's forecasted financial condition, the POA voluntarily agreed to defer the negotiated cost-of-living-adjustment scheduled for July 1, 2020 until July 1, 2021. In addition, various "At Will" (Exempt) Executive positions voluntarily decreased their respective compensation packages through salary, deferred compensation and/or management leave reductions through June 30, 2021.

The coronavirus pandemic is unprecedented and thus it is difficult to model consumer behavior. Despite state shelter in place and travel restrictions and other COVID-19 protocols, the City's transient occupancy tax revenue was stronger than predicted for the first six months of the fiscal year. If this trend continues for the next six months and property taxes and sales taxes also remain strong for the latter part of the fiscal year, the City is expected to end the current fiscal year with a surplus. Based upon the projected surplus, Council may consider whether to fully or partially restore these voluntary reductions before July 1, 2021.

The attached resolution authorizes the City Administrator to restore voluntary reductions as directed by Council on or before June 1, 2021.

**Options:** All deferrals and other voluntary compensation reductions are effective from July 1, 2020 through June 30, 2021. Council may consider restoring the reductions prior to July 1, 2021 as summarized below:

1. Full Retroactive Compensation: Fully restore salary deferral and/or other compensation reductions incurred since July 1, 2020.
2. Partial Retroactive Compensation: Partially restore salary deferral and/or other compensation reductions based on the beginning of a pay period anywhere from August 1, 2020 to June 1, 2021, as determined appropriate by City Council.
3. Early Restoration with No Retroactive Compensation: Restore salary deferral and/or other compensation reductions by June 1, 2021, rather than on July 1, 2021. However, there is no retroactive compensation for the salary deferral and/or reductions incurred since July 1, 2020.
4. Status Quo: Salary deferral and/or compensation reductions lapse at the end of the current fiscal year on June 30, 2021. There is no retroactive compensation for salary deferral and/or compensation reductions incurred throughout the fiscal year.

#### **FISCAL IMPACT:**

The City is anticipated to achieve savings of approximately \$45,000 due to the deferral of the July 1, 2020 negotiated salary adjustment by the Police Officers' Association if the deferral sunsets on June 30, 2021. The value of salary and benefit savings resulting from voluntary reductions made by the nine At Will positions approximates \$120,000 for the period of July 1, 2020 through June 30, 2021.

#### **PRIOR CITY COUNCIL ACTION:**

The item is continued from the April 6, 2021 Council meeting.

#### **ATTACHMENTS:**

Attachment #1 - Resolution 2021-017 Restore Voluntary Reductions

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

**RESOLUTION NO. 2021-017**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA  
AUTHORIZING THE CITY ADMINISTRATOR TO RESTORE VOLUNTARY COMPENSATION  
REDUCTIONS IN WHOLE OR IN PART FOR AT WILL EXECUTIVES AND CLASSIFICATIONS  
COVERED UNDER THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND  
THE CITY OF CARMEL-BY-THE-SEA POLICE OFFICERS ASSOCIATION**

WHEREAS, the City of Carmel-by-the-Sea's Fiscal Year 2020-2021 Adopted Budget reflects a structural deficit whereby planned expenditures outpace projected revenue due to the economic impact of COVID-19 on the City's major revenue sources; and

WHEREAS, various employees have made voluntary concessions to help reduce the City's expenditures and is anticipated deficit during this unprecedented time; and

WHEREAS, the At-Will (Exempt) Executive Employees have voluntarily agreed to a reduction in compensation effective July 1, 2020 through June 30, 2021; and

WHEREAS, employees represented by the Police Officers Association voluntarily deferred the negotiated July 1, 2020 salary adjustment until July 1, 2021; and

WHEREAS, based upon actual performance to date, major revenue sources are projected to outpace budget projections resulting in surplus for Fiscal Year 2020-2021; and

WHEREAS, the City Council wishes to acknowledge the concessions made by these various employees and restore the reductions in compensation prior to July 1, 2021; and

WHEREAS, the City Council may fully restore salary deferrals and compensation reductions incurred since July 1, 2020 or authorize a partial restoration based on the beginning of a pay period anywhere from August 1, 2020 to June 1, 2021.

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

Authorize the City Administrator to restore voluntary compensation reductions for At Will Executives and for classifications covered under the Memorandum of Understanding between the City and the City of Carmel-by-the-Sea Police Officers Association based upon the following: (insert based on direction by City Council).

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-  
THE-SEA this 4th day of May, 2021 by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

---

Dave Potter  
Mayor

---

Britt Avrit, MMC  
City Clerk



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

May 4, 2021  
ORDERS OF BUSINESS

|                      |                                                                                                                                                       |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>TO:</b>           | Honorable Mayor and City Council Members                                                                                                              |
| <b>SUBMITTED BY:</b> | Sharon Friedrichsen - Director, Contracts and Budgets                                                                                                 |
| <b>APPROVED BY:</b>  | Chip Rerig, City Administrator                                                                                                                        |
| <b>SUBJECT:</b>      | Consider applications submitted as part of the Fiscal Year 2021-2022 Council Discretionary Grant Program and provide funding recommendations to staff |

### RECOMMENDATION:

Consider applications submitted as part of the Fiscal Year 2021-2022 Council Discretionary Grant Program and provide funding recommendations to staff.

### BACKGROUND/SUMMARY:

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

Various entities, including 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. The City has a history of allocating funding to a myriad of environmental and social programs and projects, and, on January 3, 2017, Council adopted the City Council Discretionary Funds Grant Program (Policy C17-01). The intent of this policy is to provide a clear and consistent framework for both the organizations seeking funding from the City as well as for the Council in making funding decisions based on the demonstrated public benefit to the Carmel-by-the-Sea community derived from the use of the City grant funds.

In accordance with the Council-adopted policy, an organization must meet the following criteria to be eligible to receive 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.

In keeping with the spirit of the eligibility criteria, the program specifically excludes the use of City funds 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 in nature; 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 ongoing operation of the applicant, including, but not limited to,

salaries, utilities, and rent expenses.

#### *Review Process*

Director of Budget and Contracts Sharon Friedrichsen and City Clerk Britt Avrit conducted the preliminary review of grant applications for completeness and to ensure that the criteria stipulated in Policy C17-01 were met.

The Summary of Grant Applications (Attachment 2), indicates the name of the applicant, the amount of the request, a brief description of the program or project seeking funding, and a determination as to whether the applicant met the eligibility requirements as specified within the adopted policy. All applications have been attached for Council consideration. Staff seeks direction from Council regarding which applications, if any, to fund as part of the Fiscal Year 2021-2022 Adopted Budget.

#### **FISCAL IMPACT:**

The City received 12 applications requesting a total of \$35,500 in funding. The Fiscal Year 2021-2022 Proposed Budget includes \$20,000 for the discretionary grant program. Staff seeks direction regarding the total number of applications to fund. The disbursement of the funds to the respective organizations will not occur until after the City Council adopts the FY 2021-22 budget and after the start of the fiscal year on July 1, 2021.

#### **PRIOR CITY COUNCIL ACTION:**

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

#### **ATTACHMENTS:**

Attachment #1 - Policy C17-01 Council Discretionary Funds Grant Program  
Attachment #2 - Summary of Grant Applications  
Attachment #3 - MEarth  
Attachment #4 - AIM Youth Mental Health  
Attachment #5 - CHS Sober Grad Night  
Attachment #6 - Pacific Repertory Theatre  
Attachment #7 - Community Human Services  
Attachment #8 - Carmel Heritage Society  
Attachment #9 - Monterey County Film Commission  
Attachment #10 - Carmel Youth Center  
Attachment #11 - Legal Services for Seniors  
Attachment #12 - Foodbank for Monterey County  
Attachment #13 - Connections 4 Growth 2 Communities 4 Good  
Attachment #14 - Carmel Cares

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 use 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.

## FY 2021-2022 COUNCIL DISCRETIONARY FUNDS GRANT PROGRAM

|    | Applicant                                    | Amount Requested | Purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Meets Eligibility Criteria                                                                                                                                                                                                                                                                                                                                                                                               |
|----|----------------------------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | MEarth                                       | \$3,000          | Provide native plants and recruit/supervise student and adult volunteer groups to eradicate invasive plant species and replant native plant species within ecologically sensitive areas within Carmel city limits. Grant will be used to purchase materials and equipment to grow native plants, for restoration events, outreach/marketing, recruitment & coordination software, and to purchase PPE. Intended to fund the propagation of up to 250 native plants, the scheduling and coordination of up to six field trips for local K-12 and college-aged students and up to 2 adult-focused volunteer work days at mutually-determined locations within City limits.                                                                                        | YES. The grant may be considered as supporting general operating expenses; however it would also fund the one-time purchase of plants and materials. The grant should not be used to pay for software.                                                                                                                                                                                                                   |
| 2  | AIM Youth Mental Health                      | \$3,000          | AIM Ideas Lab for Youth Mental Health (The Lab): Serves the dual purposes of intervention and prevention of mental health challenges in school aged youth of Monterey County. The Lab will be hosted as a collaborative think tank forum delivered in a virtual platform, with the ability to pivot to in-person when restrictions tied to the pandemic are lifted. The Lab will convene once a week for a minimum of 4 months via an open discussion. Participants will talk about mental health concerns and explore Technology Driven Interventions (TDIs) to help them address anxiety, mood disorders and other mental health challenges they may be experiencing. Intended to serve a minimum of 500 High School students, ages 14-18 in Monterey County. | NO. The grant may be considered as supporting general operating expenses as the funds are intended to pay for design and program implementation, including paying for the Lab Toolkit and Technology Driven Interventions (TDIs) that deliver virtual cognitive and mindfulness therapies. However, this may be considered a one-time cost for the program, as compared to an ongoing operational expense, as teh Lab is |
| 3  | Carmel Padre parents Club - Sober Grad Night | \$3,000          | Provide a safe and sober celebration on the eve of Carmel High School's graduation. All graduating Seniors are invited to attend at no cost to the students. Potentially 227 graduates may attend the event. The grant will be used to offset the estimated cost of \$225 per student for the event.                                                                                                                                                                                                                                                                                                                                                                                                                                                            | YES. The grant supports a one-time event sponsored by this organization.                                                                                                                                                                                                                                                                                                                                                 |
| 4  | Pacific Repertory Theatre                    | \$3,000          | Support PacRep's School of Dramatic Arts for the general operation of the program including cleaning equipment and supplies required by COVID rules and regulations, expanded marketing, and the ability to offer limited scholarship to students of need. Approximately 200 children age 5-18 attend SoDA classes and 1,000 Carmel residents attend yearly productions.                                                                                                                                                                                                                                                                                                                                                                                        | YES. The grant may be considered as supporting general operating expenses; however it would also fund the one-time purchase of cleaning equipment and supplies. The grant may not fund scholarships to high school or college students.                                                                                                                                                                                  |
| 5  | Community Human Services                     | \$3,000          | Casa de Noche Buena homeless sheter. The grant would pay for salaries and fringe benefits for staff working at the shelter including Case Managers, Program Officer, Front Desk staff and Overnight Shelter Monitors. CHS expects to provide emergeny shelter and case management to 125 individuals and have 10,000 bed nights available.                                                                                                                                                                                                                                                                                                                                                                                                                      | NO. The grant may not be used to support the on-going operation of the applicant, including, but not limited to, salaries, utilities, and rent expenses.                                                                                                                                                                                                                                                                 |
| 6  | Carmel Heritage Society                      | \$3,000          | Restore the original floor in the First Murphy House.<br><br>Attachment 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | NO. The grant may not be used for permanent improvement to any non-City owned structure or property. As this is a City facility, CHS should work directly with the Public Works Department regarding this facility maintenance request. Grant needs to demonstrate how restoring the floor is a public benefit.                                                                                                          |
| 7  | Monterey County Film Commission              | \$2,500          | Promote the film-friendly region of Carmel-by-the-Sea by providing detailed photographic images to the trade industry and online advertising spotlighting Carmel-by-the-Sea as a desirable film location and that Carmel-by-the-Sea is open for film business.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | NO. The grant may be considered as supporting general operating expenses; however there may be one-time costs of advertising that could be funded. Need to determine if the economic benefit derived from filming is a public benefit and meets the intended purpose of the grant to provide community, environmental or social services to the community of Carmel-by-the-Sea.                                          |
| 8  | Carmel Youth Center                          | \$3,000          | Purchase a 15 pack of folding tables that can be used in different spaces outside and throughout the building for safe spacing of summer camp activities, for future public events at CYC and for use inside the future Teen Garage, which will house an after-school space for Carmel teenagers to get homework tutoring help and safely hang out with friends. Purchase two sets of picnic tables and chairs to be used in the courtyard so that there are more lunch-time seating options during COVID. The Center hosts over 450 youth (age 5-14) from the Monterey Peninsula annually.                                                                                                                                                                     | YES. The grant may be considered as supporting general operating expenses; however it would also fund the one-time purchase of chairs and picnic tables.                                                                                                                                                                                                                                                                 |
| 9  | Legal Services for Seniors                   | \$3,000          | Provides no cost legal services to Monterey County seniors. The grant would fund salary and benefits for Advocates (paralegals). An estimated 160 Carmel residents would receive service.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | NO. The grant may not be used to support the on-going operation of the applicant, including, but not limited to, salaries, utilities, and rent expenses.                                                                                                                                                                                                                                                                 |
| 10 | Foodbank for Monterey County                 | \$3,000          | Provide bags of fresh produce and other nourishing foods to City of Carmel residents in need. Last year, the Foodbank provided 170,000 pounds of food, or 42,000 meals, to Carmel seniors, workers, families, veterans, persons with disabilities and residents.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | YES. The grant may be considered as supporting general operating expenses; however it would also fund the one-time purchase of food.                                                                                                                                                                                                                                                                                     |
| 11 | Connections 4 Growth 2 Communities 4 Good    | \$3,000          | Carmel Youth Center Teen Community Garden- build a community teen garden in the Carmel Youth Center parking lot. The grant would pay for material required to build mobile garden boxes and to purchase garden tools, soil and plants. The project is estimated to involve 35-50 teens from 5th and 6th grade.                                                                                                                                                                                                                                                                                                                                                                                                                                                  | NO. The organization does not have non-profit status or financial records. It is being sponsored by Carmel Cares. If awarded, the grant funding would be provided to Carmel Cares.                                                                                                                                                                                                                                       |
| 12 | Carmel Cares                                 | \$3,000          | Get Connected Volunteer Management System; this project will implement Galaxy Digital's Get Connected Membership Management System; cloud-based system for recruiting, managing and tracking volunteers that will be working on projects for the City of Carmel. The funding will be used to pay for the license fees for the Get Connected system for one year for Carmel Cares as the master user. The yearly fee is \$3,000 and will need to be paid every year the system is being used; will be operated by Carmel Cares on an ongoing basis; this grant only covers the first year; all other years will be paid either by another grant or by Carmel Cares.                                                                                              | NO. The grant may not be used to support the on-going operation of the applicant, including, but not limited to, salaries, utilities, and rent expenses. The annual license fee for the system constitutes an on-going operating expense.                                                                                                                                                                                |
|    | <b>TOTAL FUNDS REQUESTED</b>                 | <b>\$35,500</b>  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                          |



**CITY OF CARMEL-BY-THE-SEA  
FISCAL YEAR 2021/2022  
CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION**

**ORGANIZATION INFORMATION and GEOGRAPHIC AREA SERVED**

**Name of Applicant Organization:** MEarth

**Address:** PO Box 223702

**City:** Carmel **State:** CA **Zip:** 93922

**Contact Name:** Benjamin Eichorn **Title/Position:** Executive Director

**Telephone Number:** (831) 624-1032 **Email:**

**Geographic Area(s) the Organization serves:** Monterey County

**Age groups served by the Organization:** Youth (ages 5-18) and Adults (18+)

**Number of Carmel-by-the-Sea (93921) residents the Organization serves:** 3,800

**Is this Organization incorporated as a Nonprofit Organization?** Yes

**Is this Organization a Carmel school?** No

**PROJECT/PROGRAM INFORMATION**

**Please attach a copy of your proof of nonprofit status, with a copy of the letter from the IRS to this application**

**Project/Program Name:** Native Habitat Restoration and Education for the City of Carmel-by-the-Sea

**Amount Requested:** \$3,000.00

**Please provide**

**(1.) a brief description of the Project/Program/Service:**

For over a decade, MEarth has worked closely with the City of Carmel-by-the-Sea to support habitat restoration and education efforts. These projects have focused on restoring fragile native habitats heavily impacted by human traffic, including the Mission Trails Nature Preserve (MTNP), Lester Rowntree Garden, and North Carmel Dunes. Through a robust partnership network, including local K-12 schools, colleges, universities, and various nonprofit agencies, such as the Monterey Bay Chapter of the California Native Plant Society (with whom we co-manage our native nursery), MEarth has consistently been able to recruit school-aged and community volunteers of all ages to support native plant propagation at our nursery at the Hilton Bialek Habitat (adjacent to Carmel Middle School), as well as facilitate and manage invasive non-native plant eradication and native planting throughout the aforementioned fragile local habitats.

**(2.) the Project/Program/Service objectives that the City of Carmel-by-the-Sea grant funding will be used to support:**

In order to continue to meet MEarth's mission of "educating and inspiring through environmental stewardship," the primary objectives of the project will be to provide native plants and recruit and supervise student and adult volunteer groups to eradicate invasive plant species and replant natives plant species within ecologically sensitive areas within Carmel city limits. Details include:

- **Native Plant Propagation:** MEarth will propagate up to 250 native plants endemic to Carmel for restoration purposes. Our work will include site-specific seed collection, propagation and management by staff, students and volunteers. The exact plant list will be approved in advance by City Forester Sara Davis and determined in collaboration with CA Native plant expert and dune biologist Joey Dorrell-Canepa, the Friends of MTNP, Friends of Carmel Forest, and leadership of the Monterey Bay Chapter of the CA Native Plant Society, as appropriate (year-round).
- **Field Trips For Local School Students:** MEarth will schedule and coordinate up to six field trips for local K-12 and college-aged students to participate in service learning and environmental stewardship projects at mutually-determined locations within City limits (October – May, as permitted by Monterey County Health Officials).
- **Adult Work Days:** MEarth will schedule and coordinate up to 2 adult-focused volunteer work days in order to involve members of the public in community service and environmental stewardship projects at mutually-determined locations within City limits (year-round, as permitted by Monterey County Health Officials).

These efforts will further strengthen community partnerships across diverse constituencies in our community and allow MEarth to continue to seek its vision of building an interconnected community of engaged citizens and future leaders by promoting analytical thinking through experience-based learning.

**Please describe the specific benefit to the Carmel-by-the-Sea community that your Project/Program/Service will provide. Include in your description the target population and number community members that will be served by the Project/Program/Service:**

We estimate that MEarth will be able to provide a minimum of 300 staff and volunteer hours of labor to support City property and restoration efforts in the 2021-2022 fiscal year. Utilizing the 2020 California estimated value of volunteer time of \$27.20, our collaboration will result in an added value of at least \$8,160.00 that MEarth provides to the City of Carmel-by-the-Sea.

Additionally, MEarth's proposed project will benefit the City of Carmel-by-the-Sea community by beautifying highly trafficked natural areas within the city in order to keep them from being "loved to death." Through our efforts in years past, hundreds of pounds of invasive, non-native ice plant, and other invasive species have been removed from City properties. This is work that the city would have

to pay for otherwise, and if left undone, will be a problem that continues to compound year over year as the invasives continue to spread throughout our forests, beaches and park lands within the City.

The target population for the restoration events/field trips includes both school-age children and adults. The work accomplished during these volunteer events will benefit all community members who frequent and enjoy the stunning natural sites in the City of Carmel-by-the-Sea. This includes the approximately 3,800 residents within the City, as well as the thousands of tourists who visit our beautiful area on an annual basis.

This project will also benefit the non-human species who call the City of Carmel-by-the-Sea home, including endangered and protected species such as the California legless lizard, which makes its home in the sensitive dune habitat.

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

Discretionary grant funding through the City of Carmel-by-the-Sea would provide MEarth with the financial support needed to purchase materials and equipment for native plant propagation. As indicated in the attached budget documentation, MEarth will provide in excess of a funding match to our funding request to ensure continuity of this longstanding, high-impact, community-based land stewardship effort.

Funding granted to MEarth would support the meaningful programs outlined previously and include, but not be limited to: the purchasing of greenhouse supplies/equipment needed to grow identified native plants (such as soil, seeds, pots, fertilizers, irrigation supplies); tools and materials for restoration events (such as heavy-duty garbage bags/tarps to collect removed plant material, gloves/tools for plant removal and installation); the creation of educational outreach/marketing materials; and volunteer recruitment and coordination software. Finally, in the context of COVID-19, personal protective equipment (PPE), sanitation supplies, and first aid are of the utmost importance, so these items have been added to the “supplies” budget line item.

**Financial Statements**

Please see the attached City Budget Worksheet

**Additional Attachments**

- Proposed Project Line Item Budget for FY 2021/2022
- MEarth’s FY FY 2020/2021 Operating Budget
- MEarth’s FY 2018/2019 and FY 2019/2020 Financial Statements
- MEarth’s IRS Determination Letters (EIN# 26-2973625)
- City of Carmel-by-the-Sea Certification/Signature Page – Signed and Complete



**CITY OF CARMEL-BY-THE-SEA  
FISCAL YEAR 2021/2022  
CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION  
FINANCIAL STATEMENTS**

| <b>Native Habitat Restoration and Education for the City of Carmel-by-the-Sea</b>                                           | <b>Budgeted Revenues</b> | <b>Budgeted Expenses</b> | <b>Allocation of City Funding</b> |
|-----------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|-----------------------------------|
| Amount of funding requested from the City                                                                                   | \$3,000.00               |                          |                                   |
| Funds contributed to Project/Program/Service by Applicant                                                                   | \$5,725.00               |                          |                                   |
| Other Project/Program/Service funding already awarded or for which an application has been submitted and funding is pending | \$0.00                   |                          |                                   |
| Staffing expense for Project/Program/Service (ineligible for City funding)                                                  |                          | \$4,500.00               | \$0.00                            |
| Equipment expense for Project/Program/Service                                                                               |                          | \$750.00                 | \$500.00                          |
| Outside services expenses for Project/Program/Service                                                                       |                          | \$550.00                 | \$0.00                            |
| Food expenses for Project/Program/Service                                                                                   |                          | \$275.00                 | \$0.00                            |
| Marketing expenses for Project/Program/Service                                                                              |                          | \$300.00                 | \$300.00                          |
| Supplies expenses for Project/Program/Service                                                                               |                          | \$500.00                 | \$350.00                          |
| Facilities/Rent expense for Project/Program/Service                                                                         |                          | \$0.00                   | \$0.00                            |
| Other expenses for Project/Program/Service                                                                                  |                          | \$1,850.00               | \$1,850.00                        |
|                                                                                                                             |                          |                          |                                   |
| <b>TOTAL BUDGET FOR PROJECT/PROGRAM/SERVICE</b>                                                                             | <b>\$8,725.00</b>        | <b>\$8,725.00</b>        | <b>\$3,000.00</b>                 |



## MEarth Native Habitat Restoration and Education for the City of Carmel-by-the-Sea

### Line Item Budget (FY 2021/22)

| Item                                          | Description                                                                                                                                                    | Item Amount | Quantity | Total             |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------|-------------------|
| Native Plants                                 | Includes: 150 4 inch container sized, locally adapted native plants in support of ongoing restoration projects in the City of Carmel-by-the-Sea (year-round)   | \$5.00      | 150      | \$750.00          |
| Native Plants                                 | Includes: 100 1 gallon container sized, locally adapted native plants in support of ongoing restoration projects in the City of Carmel-by-the-Sea (year-round) | \$11.00     | 100      | \$1,100.00        |
| Equipment expense for Project/Program/Service | Includes: Purchase and repair of tools and mobile program infrastructure to support native plant propagation and restoration education (year-round)            |             |          | \$500.00          |
| Marketing + Volunteer Management              | Includes: Promotion of volunteer opportunities, volunteer scheduling software                                                                                  |             |          | \$300.00          |
| Supplies expenses for Project/Program/Service | Includes: Educational materials, first aid, sanitation supplies, waste management, etc.                                                                        |             |          | \$350.00          |
|                                               |                                                                                                                                                                |             |          |                   |
| <b>TOTAL:</b>                                 |                                                                                                                                                                |             |          | <b>\$3,000.00</b> |



## CITY OF CARMEL-BY-THE-SEA

FISCAL YEAR 2021/2022

## CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION

## CERTIFICATION/SIGNATURE PAGES

The applicant organization acknowledges and agrees to the following:

- That it is subject to all City Council Discretionary Funds Grant Program requirements, including submittal deadlines and payment disbursements.
- That it will not spend City Council Discretionary Funds Grant Program funds on ineligible activities/services as outlined in City Council Policy C16- : City Council Discretionary Funds Grant Program.
- The awarding of City Council Discretionary Funds Grant Program funding does not constitute an automatic annual allocation.
- City Council Discretionary Funds Grant Program funding, if allocated, will be for the sole use as reflected in this application form.
- As a condition of receiving funds, an agreement with the City of Carmel-by-the-Sea in a form and with content provided by the City, will be signed and executed by a duly authorized representative of the applicant organization.
- All funds awarded must be spent by the end of the fiscal year (June 30).
- The recipient shall provide a full accounting with documentation on the use of awarded funds within 30 days after the end of the Project/Program/Service or by June 30 of the fiscal year in which funds were awarded.
- The recipient shall return to the City any funds not spent or documented per the signed agreement.
- The City reserves the right to conduct an audit and/or require additional backup information to substantiate how funds received from the City were expended. Failure to provide proper documentation may jeopardize future funding.

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

Name and Title: Benjamin Eichorn, Executive Director

Signature: \_\_\_\_\_

Organization Name: MEarth, Inc.

Telephone: (831) 624 - 1032 Email address: benjamin@mearthcarmel.org

DATE: February 16, 2021  
(Month, Day, Year)



**CITY OF CARMEL-BY-THE-SEA  
FISCAL YEAR 2021 / 2022  
CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION**

Attachment 4

**ORGANIZATION INFORMATION and GEOGRAPHIC AREA SERVED**

**Name of Applicant Organization:** AIM Youth Mental Health

**Mailing Address:** P.O. Box 4235

**City:** Carmel **State:** CA **Zip:** 93921

**Contact Name:** Susan Stilwell

**Title/Position:** President

**Telephone Number:** (831) 372-1600

**Email:** susan@aimymh.org

**Geographic Area(s) the Organization serves:** Monterey County

**Age groups served by the Organization:** 14-18

**Number of Carmel-by-the-Sea (93921) residents the Organization serves:** 250

**Is this Organization incorporated as a Nonprofit Organization?** Yes

**Is this Organization a Carmel school?** No

**PROJECT/PROGRAM INFORMATION**

**Please attach a copy of your proof of nonprofit status, with a copy of the letter from the IRS to this application.**

**Project/Program Name:** AIM Ideas Lab for Youth Mental Health

**Amount Requested:** \$3,000

Please provide (1) a brief description of the Project/Program/Service, and (2) the Project/Program/Service objectives that the City of Carmel-by-the-Sea grant funding will be used to support:

**Program Description**

The **Centers for Disease Control and Prevention (CDC)** recommends increasing intervention and prevention efforts to address mental health conditions associated with COVID-19. In response to the COVID-19 pandemic, AIM developed the **AIM Ideas Lab (The Lab)**, for which it is seeking funding in the sum of \$3,000 from the City of Carmel-by-the-Sea.

The Lab is designed to serve the dual purposes of intervention and prevention of mental health challenges in our school aged youth of Monterey County, with an emphasis to educate on evidenced-based solutions. Attachment 4

The Lab will be hosted as a collaborative think tank forum delivered in a virtual platform, with the ability to pivot to in-person when restrictions tied to the pandemic are lifted.

AIM will leverage our network of mental health professionals, service providers, and volunteers to curate curriculum and a toolkit that will be implemented with participating schools and community-based organizations. Partnerships with organizations such as Mental Health Connect, a Monterey based mental health program consulting firm, will design, and deploy the pilot, as well as, measure and monitor changes in youth's mental wellbeing, attitudes on mental health, and awareness of research in mental health solutions.

AIM already has strong relationships through its AIM Ambassador program at various schools in the county, including but not limited to: Carmel High, Seaside High, Pacific Grove High, and Chartwell. Some of these schools' student populations are from underserved communities of color, often hardest hit by the COVID pandemic, particularly in the Salinas Valley Area.

The Lab intends to serve a minimum of 500 High School students, ages 14-18 in Monterey County. Each school cohort will have one mental health expert and an AIM Ambassador who will encourage engagement and oversee participation. The Lab will convene once a week for a minimum of 4 months via an open discussion. Participants will talk about mental health concerns and explore Technology Driven Interventions (TDIs) to help them address anxiety, mood disorders and other mental health challenges they may be experiencing.

### **Program Objectives**

The Ideas Lab will:

- raise awareness among our youth on mental health topics
- educate students on evidence-based mental health solutions, trends in research, and evolving digital treatments in the era of COVID
- amplify voices of youth mental health lived experience in research priorities
- extend therapeutic tools and resources as needed
- collect quantitative and qualitative data



**CITY OF CARMEL-BY-THE-SEA**  
**FISCAL YEAR 2021 / 2022**  
**CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION**

Please describe the specific benefit to the Carmel-by-the-Sea community that your Project/Program/Service will provide. Include in your description the target population and number of community members that will be served by the Project/Program/Service:

**Expected Outcome/Benefit to the Carmel-by-the-Sea Community**

We propose that the Lab will help:

- **Transform the understanding of the relationship between scientific research, treatment for mental health disorders, and practices of mental wellness in Carmel-by-the-Sea youth participants** through educational services and strategic mentorship.
- Students suffering from post-traumatic stress disorder (due to pandemic) and related symptoms will have **access to scientific experts and local resources**, provided by both well-trained specialists and a large cadre of non-specialists in the community, as well as, web and mobile applications for customized wellness programs.
- At least 250 Carmel High School students have the desire to seek treatment to improve their overall mental health and wellbeing, as a result of **decreased levels of stigmatization and discrimination**, encouraged by youth program participants.
- Carmel-by-the-Sea mental health specialists as well as non-specialists have access to **adequate capacity development opportunities** that enable them to provide high-impact student engagement.

Please describe how your organization would use the funding awarded. Include equipment or services that would be purchased and why:

We will use the \$3,000 for the collateral design and program implementation, as well as paying for part of the Lab Toolkit and other Technology Driven Interventions (TDIs) that deliver virtual cognitive and mindfulness therapies. These are the tools we need to effectively and successfully execute the Ideas Lab.



**CITY OF CARMEL-BY-THE-SEA**  
**FISCAL YEAR 2021 / 2022**  
**CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION**

**FINANCIAL STATEMENTS**

| <b>Project/Program/Service Name:</b> AIM Ideas Lab<br>for Youth Mental Health                                                     | <b>BUDGETED<br/>REVENUES</b> | <b>BUDGETED<br/>EXPENSES</b> |
|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------|
| Amount of funding requested from the City                                                                                         | <b>\$3,000</b>               |                              |
| Funds contributed to Project/Program/Service<br>by Applicant                                                                      |                              |                              |
| Other Project/Program/Service funding<br>already awarded or for which an application<br>has been submitted and funding is pending | <b>\$30,000</b>              |                              |
| Staffing expense for Project/Program/Service<br><i>note: this amount is ineligible for City funding</i>                           |                              | <b>\$18,000</b>              |
| Equipment expenses for Project/Program/Service                                                                                    |                              | \$                           |
| Outside services expenses for<br>Project/Program/Service                                                                          |                              | <b>\$5,000</b>               |
| Food expenses for Project/Program/Service                                                                                         |                              | \$                           |
| Marketing expenses for Project/Program/Service                                                                                    |                              | \$                           |
| Supplies expenses for Project/Program/Service                                                                                     |                              | <b>\$10,000</b>              |
| Facilities/Rent expense for Project/Program/Service                                                                               |                              | \$                           |
| Other expenses for Project/Program/Service                                                                                        |                              | \$                           |
|                                                                                                                                   |                              |                              |
| <b>TOTAL BUDGET FOR PROJECT/PROGRAM/SERVICE</b>                                                                                   | <b>\$ 33,000</b>             | <b>\$33,000</b>              |

**PLEASE ATTACH THE FOLLOWING TO YOUR APPLICATION:**

- 1. A DETAILED, LINE ITEM BUDGET PLAN FOR THE PROJECT/PROGRAM/SERVICE'S USE OF THE GRANT FUNDS.**
- 2. A CURRENT, DETAILED OPERATING BUDGET THAT INCLUDES INFORMATION ON YOUR ORGANIZATION'S ANNUAL SOURCES OF REVENUE RECEIVED.**
- 3. THE ORGANIZATION'S 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.**



**CITY OF CARMEL-BY-THE-SEA  
FISCAL YEAR 2021 / 2022  
CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION**

**CERTIFICATION/SIGNATURE PAGES**

The applicant organization acknowledges and agrees to the following:

- That it is subject to all City Council Discretionary Funds Grant Program requirements, including submittal deadlines and payment disbursements.
- That it will not spend City Council Discretionary Funds Grant Program funds on ineligible activities/services as outlined in City Council Policy C16- : City Council Discretionary Funds Grant Program.
- The awarding of City Council Discretionary Funds Grant Program funding does not constitute an automatic annual allocation.
- City Council Discretionary Funds Grant Program funding, if allocated, will be for the sole use as reflected in this application form.
- As a condition of receiving funds, an agreement with the City of Carmel-by-the-Sea in a form and with content provided by the City, will be signed and executed by a duly authorized representative of the applicant organization.
- All funds awarded must be spent by the end of the fiscal year (June30).
- The recipient shall provide a full accounting with documentation on the use of awarded funds within 30 days after the end of the Project/Program/Service or by June 30 of the fiscal year in which funds were awarded.
- The recipient shall return to the City any funds not spent or documented per the signed agreement.
- The City reserves the right to conduct an audit and/or require additional backup information to substantiate how funds received from the City were expended. Failure to provide proper documentation may jeopardize future funding.

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

Name and Title: Susan Stilwell

Signature:

Organization Name: AIM Youth Mental Health

Telephone: (831) 372-1600 Email address:

DATE: 03/24/2021



CITY OF CARMEL-BY-THE-SEA

FISCAL YEAR 20\_\_/20\_\_

CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION

Attachment 5

ORGANIZATION INFORMATION and GEOGRAPHIC AREA SERVED

Name of Applicant Organization: Carmel Padre Parents Club ~ Sober Grad Night

Mailing Address: P.O. Box 222780

City: Carmel State: CA Zip: 93922

Contact Name: JC MYERS Title/Position: Co-Chair

Telephone Number: (831) 915-5323 Email:

Geographic Area(s) the Organization serves: Carmel-by-the-Sea, Carmel,

Carmel Valley, Carmel Highlands, Big Sur

Age groups served by the Organization: High school SENIORS, Ages 17-18

Number of Carmel-by-the-Sea (93921) residents the Organization serves: 25 Seniors in 93921

Is this Organization incorporated as a Nonprofit Organization? YES

Is this Organization a Carmel school? No, it is the parent organization of CMS

PROJECT/PROGRAM INFORMATION

Please attach a copy of your proof of nonprofit status, with a copy of the letter from the IRS to this application.

Project/Program Name: Sober Grad Night 2021

Amount Requested: \$ 3,000

Please provide (1.) a brief description of the Project/Program/Service, and (2.) the Project/Program/Service objectives that the City of Carmel-by-the-Sea grant funding will be used to support:

PLEASE SEE ATTACHED.



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

**FISCAL YEAR 20\_\_/20\_\_**

**CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION**

Attachment 5

---

---

---

---

---

Please describe the specific benefit to the Carmel-by-the-Sea community that your Project/Program/Service will provide. Include in your description the target population and number of community members that will be served by the Project/Program/Service:

PLEASE SEE ATTACHED.

---

---

---

---

---

---

---

---

---

---

Please describe how your organization would use the funding awarded. Include equipment or services that would be purchased and why:

PLEASE SEE ATTACHED.

---

---

---

---

---

---

---



# CITY OF CARMEL-BY-THE-SEA

FISCAL YEAR 20\_\_/20\_\_

## CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION

Attachment 5

### FINANCIAL STATEMENTS

PLEASE FILL OUT THE FORM BELOW.

| Project/Program/Service Name:                                                                                               | BUDGETED REVENUES | BUDGETED EXPENSES |
|-----------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| Amount of funding requested from the City                                                                                   | \$ 3,000          |                   |
| Funds contributed to Project/Program/Service by Applicant                                                                   | \$ 1,000          |                   |
| Other Project/Program/Service funding already awarded or for which an application has been submitted and funding is pending | \$ 41,097         |                   |
| Staffing expense for Project/Program/Service <i>note: this amount is ineligible for City funding</i>                        |                   | \$ 500            |
| Equipment expenses for Project/Program/Service                                                                              |                   | \$                |
| Outside services expenses for Project/Program/Service                                                                       |                   | \$ 17,750         |
| Food expenses for Project/Program/Service                                                                                   |                   | \$                |
| Marketing expenses for Project/Program/Service                                                                              |                   | \$ 1,000          |
| Supplies expenses for Project/Program/Service                                                                               |                   | \$ 2,000          |
| Facilities/Rent expense for Project/Program/Service                                                                         |                   | \$ 26,625         |
| Other expenses for Project/Program/Service                                                                                  |                   | \$                |
| Rummage Sale & Seniors Fund-Raisers                                                                                         | 12,000            |                   |
| TOTAL BUDGET FOR PROJECT/PROGRAM/SERVICE                                                                                    | \$ 57,097         | \$ 47,875         |

PLEASE ATTACH THE FOLLOWING TO YOUR APPLICATION:

1. A DETAILED, LINE ITEM BUDGET PLAN FOR THE PROJECT/PROGRAM/SERVICE'S USE OF THE GRANT FUNDS.
2. A CURRENT, DETAILED OPERATING BUDGET THAT INCLUDES INFORMATION ON YOUR ORGANIZATION'S ANNUAL SOURCES OF REVENUE RECEIVED.
3. THE ORGANIZATION'S 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.



CITY OF CARMEL-BY-THE-SEA

FISCAL YEAR 20\_\_/20\_\_

CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION

Attachment 5

CERTIFICATION/SIGNATURE PAGES

The applicant organization acknowledges and agrees to the following:

- That it is subject to all City Council Discretionary Funds Grant Program requirements, including submittal deadlines and payment disbursements.
- That it will not spend City Council Discretionary Funds Grant Program funds on ineligible activities/services as outlined in City Council Policy C16- : City Council Discretionary Funds Grant Program.
- The awarding of City Council Discretionary Funds Grant Program funding does not constitute an automatic annual allocation.
- City Council Discretionary Funds Grant Program funding, if allocated, will be for the sole use as reflected in this application form.
- As a condition of receiving funds, an agreement with the City of Carmel-by-the-Sea in a form and with content provided by the City, will be signed and executed by a duly authorized representative of the applicant organization.
- All funds awarded must be spent by the end of the fiscal year (June 30).
- The recipient shall provide a full accounting with documentation on the use of awarded funds within 30 days after the end of the Project/Program/Service or by June 30 of the fiscal year in which funds were awarded.
- The recipient shall return to the City any funds not spent or documented per the signed agreement.
- The City reserves the right to conduct an audit and/or require additional backup information to substantiate how funds received from the City were expended. Failure to provide proper documentation may jeopardize future funding.

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

Name and Title: JC Myers, Co-Chair

Signature: \_\_\_\_\_

Organization Name: 1 Carmel Padre Parents Club ~ Sober Grand Night

Telephone: (831) 915-5323 Email address: \_\_\_\_\_

DATE: 03/28/2021  
(Month, Day, Year)

City of Carmel-by-the-Sea  
 City Council Discretionary Funds Grant Application  
 Answers to questions on pages 1-2

Please provide (1.) a brief description of the Project/Program/Service, and (2.) the Project/Program/Service objectives that the City of Carmel-by-the-Sea grant funding will be used to support:

Sober Grad Night, organized by Padre Parents Club, is an event held on the eve of Carmel High School's graduation. This year's event will be held on Friday June 4. Through generous donations from the community, we provide a safe and sober celebration that keeps our Seniors and others who share the roads with them safe one of the most important days of their lives. All graduating Seniors are invited to attend at no cost to the students allowing for 100% participation. Our team of dedicated and creative parent volunteers is working hard to plan and advertise a super fun event so that all the graduates will want to come. Covid has affected our fund raising and we are woefully behind in reaching our goal. We humbly ask for your support.

Please describe the specific benefit to the Carmel-by-the-Sea community that your Project/Program/Service will provide. Include in your description the target population and number of community members that will be served by the Project/Program/Service:

Working to ensure safe passage of all our students as they transition into adulthood is a goal that benefits all. High School graduation is a moment of great promise and excitement – as well as considerable risk. Statistically, graduation night is the most dangerous night of many young Americans' lives -- and endangers the lives of anyone who shares the roads with them. Most importantly, this event reduces the risk of a teenage automobile accident affecting our small community.

Additionally, Sober Grad Night provides ongoing goodwill within our community who have children and grandchildren (have, had, or will have!) at our local high school, who own and rent homes, who own and work at businesses, and who shop and dine, in our town. Many of these students work and shop in town themselves.

This year we have 227 potential graduates ages 17 and 18. Of these, 25 students live in 93921 and 91 live in 93923.

Please describe how your organization would use the funding awarded. Include equipment or services that would be purchased and why:

If granted funding by our City, the money will be used to offset the estimated cost of \$225/per student.



CITY OF CARMEL-BY-THE-SEA

FISCAL YEAR 2020/2021

CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION

Attachment 6

ORGANIZATION INFORMATION and GEOGRAPHIC AREA SERVED

Name of Applicant Organization: Pacific Repertory Theatre  
Mailing Address: Post Office Box 222035  
City: Carmel State: CA Zip: 93922  
Contact Name: Stephen Moorer Title/Position: Founder / Executive Director  
Telephone Number: 831-622-0700 / 831 238 0941 Email: \_\_\_\_\_  
Geographic Area(s) the Organization serves: Central Coast Region

Age groups served by the Organization: 5 years to Adulthood  
Number of Carmel-by-the-Sea (93921) residents the Organization serves: 1,286 annual average  
Is this Organization incorporated as a Nonprofit Organization? Yes  
Is this Organization a Carmel school? No. School of Dramatic Arts is not affiliated with Carmel schools.

PROJECT/PROGRAM INFORMATION

Please attach a copy of your proof of nonprofit status, with a copy of the letter from the IRS to this application.

Project/Program Name: School of Dramatic Arts (SoDA)  
Amount Requested: \$ 3,000.00

Please provide (1.) a brief description of the Project/Program/Service, and (2.) the Project/Program/Service objectives that the City of Carmel-by-the-Sea grant funding will be used to support:

PacRep's School of Dramatic Arts, established in 2000, prepares young people with life-long motivational/developmental/communication skills, through the discipline of the performing arts, strengthening their ability to succeed in college, business, and in the community. Goals are accomplished through structured progressing theatre classes, as well as opportunities to perform at Carmel's Golden Bough Playhouse and Forest



**CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION**

Theater. Grant funding from the City of Carmel-by-the-Sea will support SoDA by providing funds for general operation of the program, including cleaning equipment and supplies required by Covid rules and regulations, expanded marketing, and the ability to offer limited scholarship to students of need.

Please describe the specific benefit to the Carmel-by-the-Sea community that your Project/Program/Service will provide. Include in your description the target population and number of community members that will be served by the Project/Program/Service:

The future of our community is our youth. SoDA teaches our young people "creative confidence" in a safe and secure atmosphere, where the students are free to explore new and creative ideas. It is well known that the arts, particularly the performing arts, enhance a child's development through life-time learning experiences - including dependability, punctuality, being prepared, and - most important - teamwork, and getting along with diverse peoples. SoDA's targeted population are young people between the ages of 5 and 18. SoDA classes serve an average of 200 children per year, most of whom call Carmel-by-the-Sea or the surrounding Carmel communities their home. In addition, over 1,000 citizens of Carmel-by-the-Sea attend yearly productions featuring SoDA students, alumni, and community performers.

Please describe how your organization would use the funding awarded. Include equipment or services that would be purchased and why:

Funding would be used to purchase items required during the ongoing pandemic, including hand sanitizer, fans, HEPA filters, masks and other required PPE. In addition, funding would support expanded marketing efforts during this crucial time, as the community starts to return to a sense of normalcy, and begins to look to re-engage our young people in peer-to-peer in-person activities. Finally, funding will allow for additional scholarships to be offered to students of need.



# CITY OF CARMEL-BY-THE-SEA

FISCAL YEAR 2020/2021

## CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION

Attachment 6

### FINANCIAL STATEMENTS

PLEASE FILL OUT THE FORM BELOW.

| Project/Program/Service Name:<br>School of Dramatic Arts (SoDA)                                                             | BUDGETED<br>REVENUES | BUDGETED<br>EXPENSES |
|-----------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|
| Amount of funding requested from the City                                                                                   | \$ <u>3,000.00</u>   |                      |
| Funds contributed to Project/Program/Service by Applicant                                                                   | \$ <u>31,500.00</u>  |                      |
| Other Project/Program/Service funding already awarded or for which an application has been submitted and funding is pending | \$ <u>42,000.00</u>  |                      |
| Staffing expense for Project/Program/Service <i>note: this amount is ineligible for City funding</i>                        |                      | \$ 64510             |
| Equipment expenses for Project/Program/Service                                                                              |                      | \$4200               |
| Outside services expenses for Project/Program/Service                                                                       |                      | \$ 0                 |
| Food expenses for Project/Program/Service                                                                                   |                      | \$0                  |
| Marketing expenses for Project/Program/Service                                                                              |                      | \$2600               |
| Supplies expenses for Project/Program/Service                                                                               |                      | \$950                |
| Facilities/Rent expense for Project/Program/Service                                                                         |                      | \$4200               |
| Other expenses for Project/Program/Service                                                                                  |                      | \$ <u>0</u>          |
| TOTAL BUDGET FOR PROJECT/PROGRAM/SERVICE                                                                                    | \$76500              | \$76460              |

PLEASE ATTACH THE FOLLOWING TO YOUR APPLICATION:

1. A DETAILED, LINE ITEM BUDGET PLAN FOR THE PROJECT/PROGRAM/SERVICE'S USE OF THE GRANT FUNDS.
2. A CURRENT, DETAILED OPERATING BUDGET THAT INCLUDES INFORMATION ON YOUR ORGANIZATION'S ANNUAL SOURCES OF REVENUE RECEIVED.
3. THE ORGANIZATION'S 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.



## CITY OF CARMEL-BY-THE-SEA

FISCAL YEAR 2020/2021

## CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION

## CERTIFICATION/SIGNATURE PAGES

The applicant organization acknowledges and agrees to the following:

- That it is subject to all City Council Discretionary Funds Grant Program requirements, including submittal deadlines and payment disbursements.
- That it will not spend City Council Discretionary Funds Grant Program funds on ineligible activities/services as outlined in City Council Policy C16- : City Council Discretionary Funds Grant Program.
- The awarding of City Council Discretionary Funds Grant Program funding does not constitute an automatic annual allocation.
- City Council Discretionary Funds Grant Program funding, if allocated, will be for the sole use as reflected in this application form.
- As a condition of receiving funds, an agreement with the City of Carmel-by-the-Sea in a form and with content provided by the City, will be signed and executed by a duly authorized representative of the applicant organization.
- All funds awarded must be spent by the end of the fiscal year (June 30).
- The recipient shall provide a full accounting with documentation on the use of awarded funds within 30 days after the end of the Project/Program/Service or by June 30 of the fiscal year in which funds were awarded.
- The recipient shall return to the City any funds not spent or documented per the signed agreement.
- The City reserves the right to conduct an audit and/or require additional backup information to substantiate how funds received from the City were expended. Failure to provide proper documentation may jeopardize future funding.

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

Name and Title: Stephen Moorer, Founder and Executive Director

Signature: \_\_\_\_\_

Organization Name: Pacific Repertory Theatre

Telephone: 831-622-0700 Email address: \_\_\_\_\_

DATE: March 30, 2021

(Month, Day, Year)



## Grant support material: SoDA/Carmel-by-the-Sea

### Use of City Funds:

|              |         |                                                                                           |
|--------------|---------|-------------------------------------------------------------------------------------------|
| PPE          | \$810   | \$90/mo for 9 months - inclusive of masks, thermometers, disinfectant, foaming sterilizer |
| PPE          | \$790   | HEPA interior filtration units. 4 small, 2 large.                                         |
| Marketing    | \$750   | \$250/mo * 3 mo - M.Bay Parent Magazine                                                   |
| Scholarships | \$650   | Scholarships for 4-6 students.                                                            |
| Total        | \$3,000 |                                                                                           |



CITY OF CARMEL-BY-THE-SEA

FISCAL YEAR 20\_\_/20\_\_

**CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION**

Attachment 7

**ORGANIZATION INFORMATION and GEOGRAPHIC AREA SERVED**

Name of Applicant Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Geographic Area(s) the Organization serves: \_\_\_\_\_

Age groups served by the Organization: \_\_\_\_\_

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

Is this Organization incorporated as a Nonprofit Organization? \_\_\_\_\_

Is this Organization a Carmel school? \_\_\_\_\_

**PROJECT/PROGRAM INFORMATION**

**Please attach a copy of your proof of nonprofit status, with a copy of the letter from the IRS to this application.**

Project/Program Name: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Please provide (1.) a brief description of the Project/Program/Service, and (2.) the Project/Program/Service objectives that the City of Carmel-by-the-Sea grant funding will be used to support:

---

---

---

---

---



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

**FISCAL YEAR 20\_\_/20\_\_**

**CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION**

Attachment 7

---

---

---

---

---

Please describe the specific benefit to the Carmel-by-the-Sea community that your Project/Program/Service will provide. Include in your description the target population and number of community members that will be served by the Project/Program/Service:

---

---

---

---

---

---

---

---

---

---

Please describe how your organization would use the funding awarded. Include equipment or services that would be purchased and why:

---

---

---

---

---

---

---



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

**FISCAL YEAR 20\_\_/20\_\_**

**CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION**

Attachment 7

**FINANCIAL STATEMENTS**

**PLEASE FILL OUT THE FORM BELOW.**

| <b>Project/Program/Service Name:</b>                                                                                        | <b>BUDGETED REVENUES</b> | <b>BUDGETED EXPENSES</b> |
|-----------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Amount of funding requested from the City                                                                                   | \$ 3,000                 |                          |
| Funds contributed to Project/Program/Service by Applicant                                                                   | \$127,113                |                          |
| Other Project/Program/Service funding already awarded or for which an application has been submitted and funding is pending | \$ 727,000               |                          |
| Staffing expense for Project/Program/Service <i>note: this amount is ineligible for City funding</i>                        |                          | \$                       |
| Equipment expenses for Project/Program/Service                                                                              |                          | \$                       |
| Outside services expenses for Project/Program/Service                                                                       |                          | \$                       |
| Food expenses for Project/Program/Service                                                                                   |                          | \$                       |
| Marketing expenses for Project/Program/Service                                                                              |                          | \$                       |
| Supplies expenses for Project/Program/Service                                                                               |                          | \$                       |
| Facilities/Rent expense for Project/Program/Service                                                                         |                          | \$                       |
| Other expenses for Project/Program/Service                                                                                  |                          | \$ 77,010                |
|                                                                                                                             |                          |                          |
| <b>TOTAL BUDGET FOR PROJECT/PROGRAM/SERVICE</b>                                                                             | <b>\$</b>                | <b>\$ 857,113</b>        |

**PLEASE ATTACH THE FOLLOWING TO YOUR APPLICATION:**

- 1. A DETAILED, LINE ITEM BUDGET PLAN FOR THE PROJECT/PROGRAM/SERVICE'S USE OF THE GRANT FUNDS.**
- 2. A CURRENT, DETAILED OPERATING BUDGET THAT INCLUDES INFORMATION ON YOUR ORGANIZATION'S ANNUAL SOURCES OF REVENUE RECEIVED.**
- 3. THE ORGANIZATION'S 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.**

**CITY OF CARMEL-BY-THE-SEA****FISCAL YEAR 20\_\_/20\_\_****CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION****CERTIFICATION/SIGNATURE PAGES**

The applicant organization acknowledges and agrees to the following:

- That it is subject to all City Council Discretionary Funds Grant Program requirements, including submittal deadlines and payment disbursements.
- That it will not spend City Council Discretionary Funds Grant Program funds on ineligible activities/services as outlined in City Council Policy C16- : City Council Discretionary Funds Grant Program.
- The awarding of City Council Discretionary Funds Grant Program funding does not constitute an automatic annual allocation.
- City Council Discretionary Funds Grant Program funding, if allocated, will be for the sole use as reflected in this application form.
- As a condition of receiving funds, an agreement with the City of Carmel-by-the-Sea in a form and with content provided by the City, will be signed and executed by a duly authorized representative of the applicant organization.
- All funds awarded must be spent by the end of the fiscal year (June 30).
- The recipient shall provide a full accounting with documentation on the use of awarded funds within 30 days after the end of the Project/Program/Service or by June 30 of the fiscal year in which funds were awarded.
- The recipient shall return to the City any funds not spent or documented per the signed agreement.
- The City reserves the right to conduct an audit and/or require additional backup information to substantiate how funds received from the City were expended. Failure to provide proper documentation may jeopardize future funding.

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

Name and Title: **Robert Rapp, Development Director**

Signature: \_\_\_\_\_

Organization Name: **Community Human Services**

Telephone: **831-658-3811** Email address: \_\_\_\_\_

DATE: **March 31, 2021**

(Month, Day, Year)



## CITY OF CARMEL-BY-THE-SEA

FISCAL YEAR 20\_\_/20\_\_

## CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION

## ORGANIZATION INFORMATION and GEOGRAPHIC AREA SERVED

Name of Applicant Organization: Carmel Heritage Society  
 Mailing Address: PO Box 701  
 City: Carmel State: CA Zip: 93921  
 Contact Name: Linda Jaffe Title/Position: Executive Director  
 Telephone Number: 831 624-4447 Email: \_\_\_\_\_  
 Geographic Area(s) the Organization serves: City of Carmel, Monterey County, San Jose, Bay Area

Age groups served by the Organization: all age groups  
 Number of Carmel-by-the-Sea (93921) residents the Organization serves: all residents  
 Is this Organization incorporated as a Nonprofit Organization? yes  
 Is this Organization a Carmel school? no

## PROJECT/PROGRAM INFORMATION

Please attach a copy of your proof of nonprofit status, with a copy of the letter from the IRS to this application.

Project/Program Name: First Murphy House Floor Restoration  
 Amount Requested: \$ 3,000

Please provide (1.) a brief description of the Project/Program/Service, and (2.) the Project/Program/Service objectives that the City of Carmel-by-the-Sea grant funding will be used to support:

Over the years, the Carmel Heritage Society working with the City has been responsible for the care of the First Murphy House. We have staffed and maintained the house as a Welcome Center for Visitors and in, recent years, we have added an exhibit space to educate and celebrate Carmel's rich and diverse history. For a number of years we have been aware that the original wood flooring required maintenance. Because of budget considerations we needed to defer this work. After being closed


**CITY OF CARMEL-BY-THE-SEA**
**FISCAL YEAR 20\_\_/20\_\_**
**CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION**

for the past year, we are eager to open again with new exhibits and programs  
for residents and visitors alike. We would be proud to re-open with the house  
looking its best and are requesting funds from the city to help us achieve this goal.

Please describe the specific benefit to the Carmel-by-the-Sea community that your Project/Program/Service will provide. Include in your description the target population and number of community members that will be served by the Project/Program/Service:

The First Murphy House is a source of pride for our residents providing a space to highlight our history and celebrate members of the community who have made significant contributions to the growth, diversity and stability of Carmel. We welcome many of Carmel's walking tours and each year we provide hands-on interactive learning experiences for 4th graders from the Carmel River School. We also sponsor an annual scholarship contest for seniors at Carmel High School who are tasked with presenting a paper on some facet of our history or important current topics. Our annual House Tour and Inns Tour draw hundreds of visitors to Carmel to enjoy our city, our restaurants, inns and hotels.

Please describe how your organization would use the funding awarded. Include equipment or services that would be purchased and why:

We will use the funds to restore the original wood floor in the First Murphy House.  
A detailed proposal is attached which outlines the exact requirements for the requirements as well as an accurate bid from a well recommended vendor.



## CITY OF CARMEL-BY-THE-SEA

FISCAL YEAR 20\_\_/20\_\_

## CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION

## FINANCIAL STATEMENTS

3000

PLEASE FILL OUT THE FORM BELOW.

| Project/Program/Service Name:<br>First Murphy House Floor Restoration                                                       | BUDGETED<br>REVENUES | BUDGETED<br>EXPENSES |
|-----------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|
| Amount of funding requested from the City                                                                                   | \$ 3000.00           |                      |
| Funds contributed to Project/Program/Service by Applicant                                                                   | \$ 355.00            |                      |
| Other Project/Program/Service funding already awarded or for which an application has been submitted and funding is pending | \$                   |                      |
| Staffing expense for Project/Program/Service note: <i>this amount is ineligible for City funding</i>                        |                      | \$250                |
| Equipment expenses for Project/Program/Service                                                                              |                      | \$0                  |
| Outside services expenses for Project/Program/Service                                                                       |                      | \$ 105               |
| Food expenses for Project/Program/Service                                                                                   |                      | \$0                  |
| Marketing expenses for Project/Program/Service                                                                              |                      | \$0                  |
| Supplies expenses for Project/Program/Service                                                                               |                      | \$0                  |
| Facilities/Rent expense for Project/Program/Service                                                                         |                      | \$0                  |
| Other expenses for Project/Program/Service                                                                                  |                      | \$                   |
| TOTAL BUDGET FOR PROJECT/PROGRAM/SERVICE                                                                                    | \$ 3355              | \$3355               |

PLEASE ATTACH THE FOLLOWING TO YOUR APPLICATION:

1. A DETAILED, LINE ITEM BUDGET PLAN FOR THE PROJECT/PROGRAM/SERVICE'S USE OF THE GRANT FUNDS.
2. A CURRENT, DETAILED OPERATING BUDGET THAT INCLUDES INFORMATION ON YOUR ORGANIZATION'S ANNUAL SOURCES OF REVENUE RECEIVED.
3. THE ORGANIZATION'S 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.



CITY OF CARMEL-BY-THE-SEA

FISCAL YEAR 20\_\_/20\_\_

## CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION

## CERTIFICATION/SIGNATURE PAGES

The applicant organization acknowledges and agrees to the following:

- That it is subject to all City Council Discretionary Funds Grant Program requirements, including submittal deadlines and payment disbursements.
- That it will not spend City Council Discretionary Funds Grant Program funds on ineligible activities/services as outlined in City Council Policy C16- : City Council Discretionary Funds Grant Program.
- The awarding of City Council Discretionary Funds Grant Program funding does not constitute an automatic annual allocation.
- City Council Discretionary Funds Grant Program funding, if allocated, will be for the sole use as reflected in this application form.
- As a condition of receiving funds, an agreement with the City of Carmel-by-the-Sea in a form and with content provided by the City, will be signed and executed by a duly authorized representative of the applicant organization.
- All funds awarded must be spent by the end of the fiscal year (June 30).
- The recipient shall provide a full accounting with documentation on the use of awarded funds within 30 days after the end of the Project/Program/Service or by June 30 of the fiscal year in which funds were awarded.
- The recipient shall return to the City any funds not spent or documented per the signed agreement.
- The City reserves the right to conduct an audit and/or require additional backup information to substantiate how funds received from the City were expended. Failure to provide proper documentation may jeopardize future funding.

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

Name and Title: Linda Jaffe, Executive Director

Signature: \_\_\_\_\_

Organization Name: Carmel Heritage Society

Telephone: 831-624-4477 Email address: j

DATE: March 31, 2021

(Month, Day, Year)

# RODE BROS.

Fine hardwood flooring since 1930

550A Marin Ave. Mill Valley CA. 94941-3944 (415)-431-0457 Fax:(415)431-0459

|              |                                                                |            |                        |
|--------------|----------------------------------------------------------------|------------|------------------------|
| Charge To:   | <u>Thomas Bateman Hood</u>                                     | Date:      | <u>3/18/21</u>         |
| Address:     | <u>P.O.Box 4916 Carmel, CA. 93921</u>                          | Ph:        | <u>415-509-7836</u>    |
| Job Address: | <u>6<sup>th</sup> and Lincoln, Carmel by the Sea, CA 93921</u> | Fx:        | _____                  |
| Owner:       | <u>Carmel Heritage Society</u>                                 | Estimator: | <u>Larry Klosowski</u> |

**Sand and refinish the existing Doug Fir Plank Flooring in the front rooms, hall, kitchen and office.**  
**Floors are to be machine sanded smooth and finished with a commercial grade water base urethane.**  
**Job cost --- \$3,105.00**

|                  |            |                                                                                                                                                                                     |
|------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Payment of _____ | Deposit50% | Of the contract is required for materials to be ordered or start dates given.                                                                                                       |
| _____            | 50%        | Due upon completion of installation. Rode Bros. will have the right to stop work unless progress payment is made.                                                                   |
| _____            | Balance    | Due upon completion. Payments not received within ten (10) days after date of billing will bear interest at the rate of ten percent(10%) per annum from the date billed until paid. |



Accepted By: \_\_\_\_\_ Dated \_\_\_\_\_

**Rode Bros., Inc.**  
A Corporation  
By: Larry Klosowski Dated 3/18/21

Schedule: Work shall commence approx. \_\_\_\_\_ and be completed in approx. \_\_\_\_\_ work days.

|                                                       |         |                            |                          |
|-------------------------------------------------------|---------|----------------------------|--------------------------|
| <b>Carmel Heritage Society</b>                        |         | <b>Requested from City</b> | <b>Budgeted Expenses</b> |
| <b>First Murphy House Floor Refinishing</b>           |         |                            |                          |
| <b>Line Item Budget</b>                               |         |                            |                          |
|                                                       |         |                            |                          |
| Sand, refinish the existing floors--proposal attached | \$3,105 |                            | 105                      |
| 25% of ED salary for 2 weeks to manage project        | \$250   |                            | 250                      |
| PROJECT TOTAL                                         | \$3,355 | \$3,000                    | \$355                    |



CITY OF CARMEL-BY-THE-SEA

FISCAL YEAR 20\_\_/20\_\_

**CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION**

Attachment 9

**ORGANIZATION INFORMATION and GEOGRAPHIC AREA SERVED**

Name of Applicant Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Geographic Area(s) the Organization serves: \_\_\_\_\_

Age groups served by the Organization: \_\_\_\_\_

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

Is this Organization incorporated as a Nonprofit Organization? \_\_\_\_\_

Is this Organization a Carmel school? \_\_\_\_\_

**PROJECT/PROGRAM INFORMATION**

**Please attach a copy of your proof of nonprofit status, with a copy of the letter from the IRS to this application.**

Project/Program Name: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Please provide (1.) a brief description of the Project/Program/Service, and (2.) the Project/Program/Service objectives that the City of Carmel-by-the-Sea grant funding will be used to support:

---

---

---

---

---



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

**FISCAL YEAR 20\_\_/20\_\_**

**CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION**

Attachment 9

---

---

---

---

---

Please describe the specific benefit to the Carmel-by-the-Sea community that your Project/Program/Service will provide. Include in your description the target population and number of community members that will be served by the Project/Program/Service:

---

---

---

---

---

---

---

---

---

---

Please describe how your organization would use the funding awarded. Include equipment or services that would be purchased and why:

---

---

---

---

---

---

---



# CITY OF CARMEL-BY-THE-SEA

FISCAL YEAR 20\_\_ / 20\_\_

## CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION

Attachment 9



### FINANCIAL STATEMENTS

PLEASE FILL OUT THE FORM BELOW.

| Project/Program/Service Name:                                                                                               | BUDGETED REVENUES | BUDGETED EXPENSES |
|-----------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| Amount of funding requested from the City                                                                                   | \$                |                   |
| Funds contributed to Project/Program/Service by Applicant                                                                   | \$                |                   |
| Other Project/Program/Service funding already awarded or for which an application has been submitted and funding is pending | \$                |                   |
| Staffing expense for Project/Program/Service <i>note: this amount is ineligible for City funding</i>                        |                   | \$                |
| Equipment expenses for Project/Program/Service                                                                              |                   | \$                |
| Outside services expenses for Project/Program/Service                                                                       |                   | \$                |
| Food expenses for Project/Program/Service                                                                                   |                   | \$                |
| Marketing expenses for Project/Program/Service                                                                              |                   | \$                |
| Supplies expenses for Project/Program/Service                                                                               |                   | \$                |
| Facilities/Rent expense for Project/Program/Service                                                                         |                   | \$                |
| Other expenses for Project/Program/Service                                                                                  |                   | \$                |
|                                                                                                                             |                   |                   |
| TOTAL BUDGET FOR PROJECT/PROGRAM/SERVICE                                                                                    | \$                | \$                |

PLEASE ATTACH THE FOLLOWING TO YOUR APPLICATION:

1. A DETAILED, LINE ITEM BUDGET PLAN FOR THE PROJECT/PROGRAM/SERVICE'S USE OF THE GRANT FUNDS.
2. A CURRENT, DETAILED OPERATING BUDGET THAT INCLUDES INFORMATION ON YOUR ORGANIZATION'S ANNUAL SOURCES OF REVENUE RECEIVED.
3. THE ORGANIZATION'S 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.



## CITY OF CARMEL-BY-THE-SEA

FISCAL YEAR 2021 / 2022

## CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION



## FINANCIAL STATEMENTS

PLEASE FILL OUT THE FORM BELOW.

| Project/Program/Service Name:                                                                                               | BUDGETED REVENUES | BUDGETED EXPENSES |
|-----------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| MCFC Collaborative Marketing Program                                                                                        |                   |                   |
| Amount of funding requested from the City                                                                                   | \$ 2,500          |                   |
| Funds contributed to Project/Program/Service by Applicant                                                                   | \$ 16,800         |                   |
| Other Project/Program/Service funding already awarded or for which an application has been submitted and funding is pending | \$ 189,350        |                   |
| Staffing expense for Project/Program/Service <i>note: this amount is ineligible for City funding</i>                        |                   | \$ 142,680        |
| Equipment expenses for Project/Program/Service                                                                              |                   | \$ 0              |
| Outside services expenses for Project/Program/Service                                                                       |                   | \$ 500            |
| Food expenses for Project/Program/Service                                                                                   |                   | \$ 0              |
| Marketing expenses for Project/Program/Service                                                                              |                   | \$ 2,000          |
| Supplies expenses for Project/Program/Service                                                                               |                   | \$ 0              |
| Facilities/Rent expense for Project/Program/Service                                                                         |                   | \$                |
| Other expenses for Project/Program/Service                                                                                  |                   | \$ 0              |
| Non-related MCFC operational expenses                                                                                       |                   | 63,470            |
| <b>TOTAL BUDGET FOR PROJECT/PROGRAM/SERVICE</b>                                                                             | <b>\$ 208,650</b> | <b>\$ 208,650</b> |

PLEASE ATTACH THE FOLLOWING TO YOUR APPLICATION:

1. A DETAILED, LINE ITEM BUDGET PLAN FOR THE PROJECT/PROGRAM/SERVICE'S USE OF THE GRANT FUNDS.
2. A CURRENT, DETAILED OPERATING BUDGET THAT INCLUDES INFORMATION ON YOUR ORGANIZATION'S ANNUAL SOURCES OF REVENUE RECEIVED.
3. THE ORGANIZATION'S 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.

**CITY OF CARMEL-BY-THE-SEA****FISCAL YEAR 20\_\_/20\_\_****CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION****CERTIFICATION/SIGNATURE PAGES**

The applicant organization acknowledges and agrees to the following:

- That it is subject to all City Council Discretionary Funds Grant Program requirements, including submittal deadlines and payment disbursements.
- That it will not spend City Council Discretionary Funds Grant Program funds on ineligible activities/services as outlined in City Council Policy C16- : City Council Discretionary Funds Grant Program.
- The awarding of City Council Discretionary Funds Grant Program funding does not constitute an automatic annual allocation.
- City Council Discretionary Funds Grant Program funding, if allocated, will be for the sole use as reflected in this application form.
- As a condition of receiving funds, an agreement with the City of Carmel-by-the-Sea in a form and with content provided by the City, will be signed and executed by a duly authorized representative of the applicant organization.
- All funds awarded must be spent by the end of the fiscal year (June 30).
- The recipient shall provide a full accounting with documentation on the use of awarded funds within 30 days after the end of the Project/Program/Service or by June 30 of the fiscal year in which funds were awarded.
- The recipient shall return to the City any funds not spent or documented per the signed agreement.
- The City reserves the right to conduct an audit and/or require additional backup information to substantiate how funds received from the City were expended. Failure to provide proper documentation may jeopardize future funding.

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

Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

DATE: \_\_\_\_\_  
(Month, Day, Year)



## CITY OF CARMEL-BY-THE-SEA

FISCAL YEAR 20\_\_/20\_\_

## CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION

## ORGANIZATION INFORMATION and GEOGRAPHIC AREA SERVED

Name of Applicant Organization: Carmel Youth CenterMailing Address: PO Box 2399City: Carmel State: CA Zip: 93921Contact Name: Joan Biddle Title/Position: Grant WriterTelephone Number: 703-407-6646 Email: \_\_\_\_\_Geographic Area(s) the Organization serves: Monterey Peninsula, Carmel Valley, Salinas and N  
North CountyAge groups served by the Organization: 5-14Number of Carmel-by-the-Sea (93921) residents the Organization serves: 300Is this Organization incorporated as a Nonprofit Organization? YesIs this Organization a Carmel school? NO

## PROJECT/PROGRAM INFORMATION

**Please attach a copy of your proof of nonprofit status, with a copy of the letter from the IRS to this application.**

Project/Program Name: CYC Outdoor Activities and COVID PreparednessAmount Requested: \$ 3,000

Please provide (1.) a brief description of the Project/Program/Service, and (2.) the Project/Program/Service objectives that the City of Carmel-by-the-Sea grant funding will be used to support:

Our programs focus on providing STEAM enrichment, leadership development, and safe spaces for elementary and middle school aged youth to grow and make confident decisions. Each year the center hosts over 450 kids from across the Monterey Peninsula who participate in after school and summer programs that focus on subjects such as environmental sciences, visual arts, music, technology, computer coding, character building and leadership development. Our most popular after school activities, are Homework Help, Coding Club and #LEAD. Starting this June, CYC will be opening again for in person camp and after school programs. We are following county and state guidelines for COVID preparedness and excited to start safely welcoming kids into the center again.



**CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION**

Please describe the specific benefit to the Carmel-by-the-Sea community that your Project/Program/Service will provide. Include in your description the target population and number of community members that will be served by the Project/Program/Service:

The grant will allow the CYC to further serve Carmel-by-the-Sea and the greater Monterey County community through providing affordable opportunities for kids to participate in STEAM based summer camps and after school programs this summer and fall. As a response to the financial hardships of COVID on our families, in 2021 we have committed to reserving 20% of our program spaces for kids who are in need of tuition assistance. This summer we are starting with a series of new STEAM camps that focus on leadership, earth science, computer technology, engineering skills and more. In person camps are from 8am-3pm with early/late options (7am-4pm) so that parents have flexibility around their work schedules.

In a non-COVID year, the CYC serves over 450 kids with the majority of them coming from Carmel. We offer programs for all kids ages 5-14 with plans for a future Teen Program that will include after school tutoring.

Please describe how your organization would use the funding awarded. Include equipment or services that would be purchased and why:

This year, summer camp will resume for in-person camps running from June 7 to August 6. Due to COVID, the kids will be spending more time outside doing activities in our courtyard. With \$3,000 in grant funds, we would like to purchase a 15 pack of folding tables that can be used in different spaces outside and throughout the building for safe spacing of summer camp activities. The tables will also be used for future public events at CYC, and inside the future Teen Garage which will house an after-school space for Carmel teenagers to get homework tutoring help and safely hang out with friends. We will also be using funds to purchase two sets of picnic tables and chairs to be used in the courtyard so that there are more lunch-time seating options during COVID.

**CITY OF CARMEL-BY-THE-SEA****FISCAL YEAR 20\_\_/20\_\_**

Attachment 10

**CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION****FINANCIAL STATEMENTS****PLEASE FILL OUT THE FORM BELOW.**

| <b>Project/Program/Service Name:</b>                                                                                        | <b>BUDGETED REVENUES</b> | <b>BUDGETED EXPENSES</b> |
|-----------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Amount of funding requested from the City                                                                                   | \$ 3,000                 |                          |
| Funds contributed to Project/Program/Service by Applicant                                                                   | \$ 250.81                |                          |
| Other Project/Program/Service funding already awarded or for which an application has been submitted and funding is pending | \$                       |                          |
| Staffing expense for Project/Program/Service <i>note: this amount is ineligible for City funding</i>                        |                          | \$                       |
| Equipment expenses for Project/Program/Service                                                                              |                          | \$3,250.81               |
| Outside services expenses for Project/Program/Service                                                                       |                          | \$                       |
| Food expenses for Project/Program/Service                                                                                   |                          | \$                       |
| Marketing expenses for Project/Program/Service                                                                              |                          | \$                       |
| Supplies expenses for Project/Program/Service                                                                               |                          | \$                       |
| Facilities/Rent expense for Project/Program/Service                                                                         |                          | \$                       |
| Other expenses for Project/Program/Service                                                                                  |                          | \$                       |
|                                                                                                                             |                          |                          |
| <b>TOTAL BUDGET FOR PROJECT/PROGRAM/SERVICE</b>                                                                             | <b>\$3,250.81</b>        | <b>\$3,250.81</b>        |

**PLEASE ATTACH THE FOLLOWING TO YOUR APPLICATION:**

- 1. A DETAILED, LINE ITEM BUDGET PLAN FOR THE PROJECT/PROGRAM/SERVICE'S USE OF THE GRANT FUNDS.**
- 2. A CURRENT, DETAILED OPERATING BUDGET THAT INCLUDES INFORMATION ON YOUR ORGANIZATION'S ANNUAL SOURCES OF REVENUE RECEIVED.**
- 3. THE ORGANIZATION'S 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.**



CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION

CERTIFICATION/SIGNATURE PAGES

The applicant organization acknowledges and agrees to the following:

- That it is subject to all City Council Discretionary Funds Grant Program requirements, including submittal deadlines and payment disbursements.
- That it will not spend City Council Discretionary Funds Grant Program funds on ineligible activities/services as outlined in City Council Policy C16- : City Council Discretionary Funds Grant Program.
- The awarding of City Council Discretionary Funds Grant Program funding does not constitute an automatic annual allocation.
- City Council Discretionary Funds Grant Program funding, if allocated, will be for the sole use as reflected in this application form.
- As a condition of receiving funds, an agreement with the City of Carmel-by-the-Sea in a form and with content provided by the City, will be signed and executed by a duly authorized representative of the applicant organization.
- All funds awarded must be spent by the end of the fiscal year (June 30).
- The recipient shall provide a full accounting with documentation on the use of awarded funds within 30 days after the end of the Project/Program/Service or by June 30 of the fiscal year in which funds were awarded.
- The recipient shall return to the City any funds not spent or documented per the signed agreement.
- The City reserves the right to conduct an audit and/or require additional backup information to substantiate how funds received from the City were expended. Failure to provide proper documentation may jeopardize future funding.

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

Name and Title: Joan Biddle - Grant Writer

Signature: \_\_\_\_\_

Organization Name: Carmel Youth Center

Telephone: 703-407-6646 Email address: \_\_\_\_\_

DATE: April 1, 2021  
(Month, Day, Year)

Organization Name: Carmel Youth Center  
 Program Name: CYC Outdoor Activities and COVID Preparedness  
 Request to: City of Carmel by the Sea

| EXPENSES                                                         | City of Carmel | CYC Program Revenue | TOTAL              |
|------------------------------------------------------------------|----------------|---------------------|--------------------|
| Lifetime 60" Plastic Round Folding Tables (pack of 15 with cart) | \$2,174.99     |                     | <b>\$2,174.99</b>  |
| Stained Round Wooden Patio Garden Picnic Table with Benches X 2  | \$825.01       | \$250.81            | <b>\$1,075.82</b>  |
| <b>TOTAL</b>                                                     | <b>\$3,000</b> | <b>\$250.81</b>     | <b>\$ 3,250.81</b> |



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

**FISCAL YEAR 20\_\_/20\_\_**

**CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION**

**ORGANIZATION INFORMATION and GEOGRAPHIC AREA SERVED**

Name of Applicant Organization: Legal Services for Seniors

Mailing Address: 915 Hilby Ave. suite #2

City: Seaside State: CA Zip: 93955

Contact Name: Creighton Mendivil Title/Position: Executive Director

Telephone Number: (831) 442-7700 Email:

Geographic Area(s) the Organization serves: Monterey County

Age groups served by the Organization: Seniors (60+)

Number of Carmel-by-the-Sea (93921) residents the Organization serves: 220 in 2019; 189 in 2020

Is this Organization incorporated as a Nonprofit Organization? Yes

Is this Organization a Carmel school? No

**PROJECT/PROGRAM INFORMATION**

**Please attach a copy of your proof of nonprofit status, with a copy of the letter from the IRS to this application.**

Project/Program Name: Carmel Seniors Legal Services

Amount Requested: \$3,000

Please provide (1.) a brief description of the Project/Program/Service, and (2.) the Project/Program/Service objectives that the City of Carmel-by-the-Sea grant funding will be used to support:

Legal Services for Seniors (LSS) has provided no cost legal services to Monterey County Seniors since 1985. Services include the following areas of law: Elder Abuse Prevention and Recovery; Estate Planning/ Wills; Housing Protection (landlord/tenant & foreclosure); and Public Benefits. This is done by a bilingual staff and volunteer: 5 attorneys, 5 paralegals, and 4 support staff. LSS is the only no cost legal aid serving



**CITY OF CARMEL-BY-THE-SEA**  
**FISCAL YEAR 20\_\_/20\_\_**

**CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION**

Carmel seniors. LSS works with other Monterey County non profits to serve the Carmel senior population.

---

---

---

Please describe the specific benefit to the Carmel-by-the-Sea community that your Project/Program/Service will provide. Include in your description the target population and number of community members that will be served by the Project/Program/Service:

LSS estimates the following minimum future benefits to Carmel seniors (60+) based on our 35 years of serving Carmel seniors:

40 seniors Advanced Health Care Directives and/or Powers of Attorney

40 seniors assisted with Public Benefit issues (Social Security, Medicare)

40 seniors assisted w/ Housing issues (Tenancy, Foreclosure, Habitability)

20 seniors assisted with asset protection issues (Collections, Fraud, Scams)

20 seniors assisted with Elder Abuse issues (Physical and Financial)

---

---

---

Please describe how your organization would use the funding awarded. Include equipment or services that would be purchased and why:

Funds will be used for salary and Benefits or Advocates (paralegals)

---

---

---

---

---

---



**CITY OF CARMEL-BY-THE-SEA**  
**FISCAL YEAR 20\_\_/20\_\_**

**CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION**

**FINANCIAL STATEMENTS**

**PLEASE FILL OUT THE FORM BELOW.**

| <b>Project/Program/Service Name:</b>                                                                                        | <b>BUDGETED REVENUES</b> | <b>BUDGETED EXPENSES</b> |
|-----------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Amount of funding requested from the City                                                                                   | <b>\$5000</b>            |                          |
| Funds contributed to Project/Program/Service by Applicant                                                                   | <b>\$0</b>               |                          |
| Other Project/Program/Service funding already awarded or for which an application has been submitted and funding is pending | <b>\$ 75850</b>          |                          |
| Staffing expense for Project/Program/Service <i>note: this amount is ineligible for City funding</i>                        |                          | <b>\$ 80,000</b>         |
| Equipment expenses for Project/Program/Service                                                                              |                          | <b>\$0</b>               |
| Outside services expenses for Project/Program/Service                                                                       |                          | <b>\$ 0</b>              |
| Food expenses for Project/Program/Service                                                                                   |                          | <b>\$0</b>               |
| Marketing expenses for Project/Program/Service                                                                              |                          | <b>\$300</b>             |
| Supplies expenses for Project/Program/Service                                                                               |                          | <b>\$50</b>              |
| Facilities/Rent expense for Project/Program/Service                                                                         |                          | <b>\$500</b>             |
| Other expenses for Project/Program/Service                                                                                  |                          | <b>\$</b>                |
|                                                                                                                             |                          |                          |
| <b>TOTAL BUDGET FOR PROJECT/PROGRAM/SERVICE</b>                                                                             | <b>\$ 80850</b>          | <b>\$ 80850</b>          |

**PLEASE ATTACH THE FOLLOWING TO YOUR APPLICATION:**

- 1. A DETAILED, LINE ITEM BUDGET PLAN FOR THE PROJECT/PROGRAM/SERVICE'S USE OF THE GRANT FUNDS.**
- 2. A CURRENT, DETAILED OPERATING BUDGET THAT INCLUDES INFORMATION ON YOUR ORGANIZATION'S ANNUAL SOURCES OF REVENUE RECEIVED.**
- 3. THE ORGANIZATION'S 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.**



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

**FISCAL YEAR 20\_\_/20\_\_**

**CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION**

**CERTIFICATION/SIGNATURE PAGES**

The applicant organization acknowledges and agrees to the following:

- That it is subject to all City Council Discretionary Funds Grant Program requirements, including submittal deadlines and payment disbursements.
- That it will not spend City Council Discretionary Funds Grant Program funds on ineligible activities/services as outlined in City Council Policy C16- : City Council Discretionary Funds Grant Program.
- The awarding of City Council Discretionary Funds Grant Program funding does not constitute an automatic annual allocation.
- City Council Discretionary Funds Grant Program funding, if allocated, will be for the sole use as reflected in this application form.
- As a condition of receiving funds, an agreement with the City of Carmel-by-the-Sea in a form and with content provided by the City, will be signed and executed by a duly authorized representative of the applicant organization.
- All funds awarded must be spent by the end of the fiscal year (June 30).
- The recipient shall provide a full accounting with documentation on the use of awarded funds within 30 days after the end of the Project/Program/Service or by June 30 of the fiscal year in which funds were awarded.
- The recipient shall return to the City any funds not spent or documented per the signed agreement.
- The City reserves the right to conduct an audit and/or require additional backup information to substantiate how funds received from the City were expended. Failure to provide proper documentation may jeopardize future funding.

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

Name and Title: Creighton Mendivil, Executive Director

Signature: \_\_\_\_\_

Organization Name: Legal Services for Seniors

Telephone: (831) 442-7700

Email address: \_\_\_\_\_

DATE: April 2, 2021

(Month, Day, Year)



CITY OF CARMEL-BY-THE-SEA

FISCAL YEAR 20\_\_/20\_\_

**CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION**

Attachment 12

**ORGANIZATION INFORMATION and GEOGRAPHIC AREA SERVED**

Name of Applicant Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Geographic Area(s) the Organization serves: \_\_\_\_\_

Age groups served by the Organization: \_\_\_\_\_

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

Is this Organization incorporated as a Nonprofit Organization? \_\_\_\_\_

Is this Organization a Carmel school? \_\_\_\_\_

**PROJECT/PROGRAM INFORMATION**

**Please attach a copy of your proof of nonprofit status, with a copy of the letter from the IRS to this application.**

Project/Program Name: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Please provide (1.) a brief description of the Project/Program/Service, and (2.) the Project/Program/Service objectives that the City of Carmel-by-the-Sea grant funding will be used to support:

---

---

---

---

---



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

**FISCAL YEAR 20\_\_/20\_\_**

**CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION**

Attachment 12

---

---

---

---

---

Please describe the specific benefit to the Carmel-by-the-Sea community that your Project/Program/Service will provide. Include in your description the target population and number of community members that will be served by the Project/Program/Service:

---

---

---

---

---

---

---

---

---

---

Please describe how your organization would use the funding awarded. Include equipment or services that would be purchased and why:

---

---

---

---

---

---

---

**CITY OF CARMEL-BY-THE-SEA****FISCAL YEAR 20\_\_/20\_\_****CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION**

Attachment 12

**FINANCIAL STATEMENTS****PLEASE FILL OUT THE FORM BELOW.**

| <b>Project/Program/Service Name:</b>                                                                                        | <b>BUDGETED REVENUES</b> | <b>BUDGETED EXPENSES</b> |
|-----------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Amount of funding requested from the City                                                                                   | \$                       |                          |
| Funds contributed to Project/Program/Service by Applicant                                                                   | \$                       |                          |
| Other Project/Program/Service funding already awarded or for which an application has been submitted and funding is pending | \$                       |                          |
| Staffing expense for Project/Program/Service <i>note: this amount is ineligible for City funding</i>                        |                          | \$                       |
| Equipment expenses for Project/Program/Service                                                                              |                          | \$                       |
| Outside services expenses for Project/Program/Service                                                                       |                          | \$                       |
| Food expenses for Project/Program/Service                                                                                   |                          | \$                       |
| Marketing expenses for Project/Program/Service                                                                              |                          | \$                       |
| Supplies expenses for Project/Program/Service                                                                               |                          | \$                       |
| Facilities/Rent expense for Project/Program/Service                                                                         |                          | \$                       |
| Other expenses for Project/Program/Service                                                                                  |                          | \$                       |
|                                                                                                                             |                          |                          |
| <b>TOTAL BUDGET FOR PROJECT/PROGRAM/SERVICE</b>                                                                             | <b>\$</b>                | <b>\$</b>                |

**PLEASE ATTACH THE FOLLOWING TO YOUR APPLICATION:**

- 1. A DETAILED, LINE ITEM BUDGET PLAN FOR THE PROJECT/PROGRAM/SERVICE'S USE OF THE GRANT FUNDS.**
- 2. A CURRENT, DETAILED OPERATING BUDGET THAT INCLUDES INFORMATION ON YOUR ORGANIZATION'S ANNUAL SOURCES OF REVENUE RECEIVED.**
- 3. THE ORGANIZATION'S 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 PROGRAMCOSTS.**

**CITY OF CARMEL-BY-THE-SEA****FISCAL YEAR 20\_\_/20\_\_****CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION****CERTIFICATION/SIGNATURE PAGES**

The applicant organization acknowledges and agrees to the following:

- That it is subject to all City Council Discretionary Funds Grant Program requirements, including submittal deadlines and payment disbursements.
- That it will not spend City Council Discretionary Funds Grant Program funds on ineligible activities/services as outlined in City Council Policy C16- : City Council Discretionary Funds Grant Program.
- The awarding of City Council Discretionary Funds Grant Program funding does not constitute an automatic annual allocation.
- City Council Discretionary Funds Grant Program funding, if allocated, will be for the sole use as reflected in this application form.
- As a condition of receiving funds, an agreement with the City of Carmel-by-the-Sea in a form and with content provided by the City, will be signed and executed by a duly authorized representative of the applicant organization.
- All funds awarded must be spent by the end of the fiscal year (June 30).
- The recipient shall provide a full accounting with documentation on the use of awarded funds within 30 days after the end of the Project/Program/Service or by June 30 of the fiscal year in which funds were awarded.
- The recipient shall return to the City any funds not spent or documented per the signed agreement.
- The City reserves the right to conduct an audit and/or require additional backup information to substantiate how funds received from the City were expended. Failure to provide proper documentation may jeopardize future funding.

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

Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

DATE: \_\_\_\_\_  
(Month, Day, Year)

**CITY OF CARMEL-BY-THE-SEA****FISCAL YEAR 20\_\_/20\_\_****CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION****ORGANIZATION INFORMATION and GEOGRAPHIC AREA SERVED**

Name of Applicant Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Geographic Area(s) the Organization serves: \_\_\_\_\_

Age groups served by the Organization: \_\_\_\_\_

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

Is this Organization incorporated as a Nonprofit Organization? \_\_\_\_\_

Is this Organization a Carmel school? \_\_\_\_\_

**PROJECT/PROGRAM INFORMATION****Please attach a copy of your proof of nonprofit status, with a copy of the letter from the IRS to this application.**

Project/Program Name: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Please provide (1.) a brief description of the Project/Program/Service, and (2.) the Project/Program/Service objectives that the City of Carmel-by-the-Sea grant funding will be used to support:

---

---

---

---

---



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

**FISCAL YEAR 20\_\_/20\_\_**

**CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION**

Attachment 13

---

---

---

---

---

Please describe the specific benefit to the Carmel-by-the-Sea community that your Project/Program/Service will provide. Include in your description the target population and number of community members that will be served by the Project/Program/Service:

---

---

---

---

---

---

---

---

---

---

Please describe how your organization would use the funding awarded. Include equipment or services that would be purchased and why:

---

---

---

---

---

---

---



# CITY OF CARMEL-BY-THE-SEA

FISCAL YEAR 20\_\_/20\_\_

## CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION

Attachment 13

### FINANCIAL STATEMENTS

PLEASE FILL OUT THE FORM BELOW.

| Project/Program/Service Name:                                                                                               | BUDGETED REVENUES | BUDGETED EXPENSES |
|-----------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| Amount of funding requested from the City                                                                                   | \$                |                   |
| Funds contributed to Project/Program/Service by Applicant                                                                   | \$                |                   |
| Other Project/Program/Service funding already awarded or for which an application has been submitted and funding is pending | \$                |                   |
| Staffing expense for Project/Program/Service <i>note: this amount is ineligible for City funding</i>                        |                   | \$                |
| Equipment expenses for Project/Program/Service                                                                              |                   | \$                |
| Outside services expenses for Project/Program/Service                                                                       |                   | \$                |
| Food expenses for Project/Program/Service                                                                                   |                   | \$                |
| Marketing expenses for Project/Program/Service                                                                              |                   | \$                |
| Supplies expenses for Project/Program/Service                                                                               |                   | \$                |
| Facilities/Rent expense for Project/Program/Service                                                                         |                   | \$                |
| Other expenses for Project/Program/Service                                                                                  |                   | \$                |
|                                                                                                                             |                   |                   |
| TOTAL BUDGET FOR PROJECT/PROGRAM/SERVICE                                                                                    | \$                | \$                |

### PLEASE ATTACH THE FOLLOWING TO YOUR APPLICATION:

For purposes of this application, please use Carmel Cares operating budget and financial statements which you have.

1. A DETAILED, LINE ITEM BUDGET PLAN FOR THE PROJECT/PROGRAM/SERVICE'S USE OF THE GRANT FUNDS.
2. A CURRENT, DETAILED OPERATING BUDGET THAT INCLUDES INFORMATION ON YOUR ORGANIZATION'S ANNUAL SOURCES OF REVENUE RECEIVED.
3. THE ORGANIZATION'S 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.

**CITY OF CARMEL-BY-THE-SEA****FISCAL YEAR 20\_\_/20\_\_****CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION****CERTIFICATION/SIGNATURE PAGES**

The applicant organization acknowledges and agrees to the following:

- That it is subject to all City Council Discretionary Funds Grant Program requirements, including submittal deadlines and payment disbursements.
- That it will not spend City Council Discretionary Funds Grant Program funds on ineligible activities/services as outlined in City Council Policy C16- : City Council Discretionary Funds Grant Program.
- The awarding of City Council Discretionary Funds Grant Program funding does not constitute an automatic annual allocation.
- City Council Discretionary Funds Grant Program funding, if allocated, will be for the sole use as reflected in this application form.
- As a condition of receiving funds, an agreement with the City of Carmel-by-the-Sea in a form and with content provided by the City, will be signed and executed by a duly authorized representative of the applicant organization.
- All funds awarded must be spent by the end of the fiscal year (June 30).
- The recipient shall provide a full accounting with documentation on the use of awarded funds within 30 days after the end of the Project/Program/Service or by June 30 of the fiscal year in which funds were awarded.
- The recipient shall return to the City any funds not spent or documented per the signed agreement.
- The City reserves the right to conduct an audit and/or require additional backup information to substantiate how funds received from the City were expended. Failure to provide proper documentation may jeopardize future funding.

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

Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

DATE: \_\_\_\_\_  
(Month, Day, Year)



CITY OF CARMEL-BY-THE-SEA

FISCAL YEAR 20\_\_/20\_\_

CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION

Attachment 14

ORGANIZATION INFORMATION and GEOGRAPHIC AREA SERVED

Name of Applicant Organization: Carmel Cares  
Mailing Address: 225 Crossroads Blvd Suite 285  
City: Carmel State: CA Zip: 93923  
Contact Name: Dale Byrne Title/Position: President  
Telephone Number: 831 233-2288 Email: \_\_\_\_\_  
Geographic Area(s) the Organization serves: Carmel-by-the-Sea  
\_\_\_\_\_  
Age groups served by the Organization: All  
Number of Carmel-by-the-Sea (93921) residents the Organization serves: All  
Yes We are a 501(c)3 CA nonprofit corporation.  
Is this Organization incorporated as a Nonprofit Organization? \_\_\_\_\_  
Is this Organization a Carmel school? No.

PROJECT/PROGRAM INFORMATION

Please attach a copy of your proof of nonprofit status, with a copy of the letter from the IRS to this application.

Project/Program Name: Get Connected Volunteer Management System  
Amount Requested: \$ 3,000

Please provide (1.) a brief description of the Project/Program/Service, and (2.) the Project/Program/Service objectives that the City of Carmel-by-the-Sea grant funding will be used to support:

Please see that attached page for all following information.



## CITY OF CARMEL-BY-THE-SEA

FISCAL YEAR 20\_\_/20\_\_

Attachment 14

## CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION

## FINANCIAL STATEMENTS

PLEASE FILL OUT THE FORM BELOW.

| Project/Program/Service Name:                                                                                               | BUDGETED REVENUES | BUDGETED EXPENSES  |
|-----------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------|
| Amount of funding requested from the City                                                                                   | \$ 3,000          |                    |
| Funds contributed to Project/Program/Service by Applicant                                                                   | \$ 6,000          |                    |
| Other Project/Program/Service funding already awarded or for which an application has been submitted and funding is pending | \$                |                    |
| Staffing expense for Project/Program/Service note: <i>this amount is ineligible for City funding</i>                        |                   | \$ 2,500 (IN KIND) |
| Equipment expenses for Project/Program/Service                                                                              |                   | \$                 |
| Outside services expenses for Project/Program/Service                                                                       |                   | \$ 1,500           |
| Food expenses for Project/Program/Service                                                                                   |                   | \$                 |
| Marketing expenses for Project/Program/Service                                                                              |                   | \$ 500             |
| Supplies expenses for Project/Program/Service                                                                               |                   | \$                 |
| Facilities/Rent expense for Project/Program/Service                                                                         |                   | \$                 |
| Other expenses for Project/Program/Service                                                                                  |                   | \$ 4500            |
| TOTAL BUDGET FOR PROJECT/PROGRAM/SERVICE                                                                                    | \$ 9,000          | \$ 9,000           |

PLEASE ATTACH THE FOLLOWING TO YOUR APPLICATION:

1. A DETAILED, LINE ITEM BUDGET PLAN FOR THE PROJECT/PROGRAM/SERVICE'S USE OF THE GRANT FUNDS.
2. A CURRENT, DETAILED OPERATING BUDGET THAT INCLUDES INFORMATION ON YOUR ORGANIZATION'S ANNUAL SOURCES OF REVENUE RECEIVED.
3. THE ORGANIZATION'S 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.



FISCAL YEAR 20\_\_/20\_\_

CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION

CERTIFICATION/SIGNATURE PAGES

The applicant organization acknowledges and agrees to the following:

- That it is subject to all City Council Discretionary Funds Grant Program requirements, including submittal deadlines and payment disbursements.
- That it will not spend City Council Discretionary Funds Grant Program funds on ineligible activities/services as outlined in City Council Policy C16- : City Council Discretionary Funds Grant Program.
- The awarding of City Council Discretionary Funds Grant Program funding does not constitute an automatic annual allocation.
- City Council Discretionary Funds Grant Program funding, if allocated, will be for the sole use as reflected in this application form.
- As a condition of receiving funds, an agreement with the City of Carmel-by-the-Sea in a form and with content provided by the City, will be signed and executed by a duly authorized representative of the applicant organization.
- All funds awarded must be spent by the end of the fiscal year (June 30).
- The recipient shall provide a full accounting with documentation on the use of awarded funds within 30 days after the end of the Project/Program/Service or by June 30 of the fiscal year in which funds were awarded.
- The recipient shall return to the City any funds not spent or documented per the signed agreement.
- The City reserves the right to conduct an audit and/or require additional backup information to substantiate how funds received from the City were expended. Failure to provide proper documentation may jeopardize future funding.

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

Name and Title: DALE BYRNE, PRESIDENT

Signature: \_\_\_\_\_

Organization Name: CARMEL CARES

Telephone: 831 233-2288 Email address: \_\_\_\_\_

DATE: 4/2/21

EIN: \_\_\_\_\_

h, Day, Year)

**(1) Brief Description of the Project/Program/Service**

This project will implement Galaxy Digital's Get Connected Membership Management System. This is a cloud-based system for recruiting, managing and tracking volunteers that will be working on projects for the City of Carmel.

The implementation consists of a design phase that will document the requirements of the volunteer website based on a configurable platform. This will include a graphical interface, content that describes the overall purpose of the website, volunteer opportunities, online forms for liability releases, training documents and signing up for opportunities. The system also includes a detailed calendar for presenting all opportunities and allows for inputting and tracking volunteer time. Also included will be an integrated system for communicating, similar to MailChimp, that works via email or texts. There is also a mobile app for users to enter their time, but all of the applications are mobile adaptable.

**(2) Specific Benefit to the Carmel-by-the-Sea community**

Carmel has many nonprofit groups that recruit volunteers to take part in maintenance and improvement projects throughout the City. Carmel Cares began doing projects like this last June and has grown to be involved in many significant projects and community engagement programs. As we come out of COVID restrictions we will be recruiting many more volunteers for all of our activities. This is difficult to do manually, especially recruiting volunteers, getting all of the required documents signed and managed, scheduling and assigning volunteers to activities, tracking their time and communicating with them in an effective manner.

This system will allow Carmel Cares, other nonprofits and the City to perform the above tasks in a highly automated manner, allowing us to have hundreds and even thousands of volunteers performing valuable functions throughout the City. This will help to make Carmel more beautiful, safe and inviting and also allow for an increase in community engagement.

**(3) How your organization would use the funding awarded.**

Implementing this system will require dedicated technical assistance from Carmel Cares to:

- Conduct the on-boarding process which involves writing specifications, gathering required images, data and copy, attending training classes, configuring the system and testing it with sample and real-world situations. This is a major commitment.
- Carmel Cares will use existing hardware and take advantage of digital assets that have already been created and leverage our existing website.
- Update and maintain the system over time.

The onboarding fixed price for Galaxy Digital to get the system up and running is \$1,500. It is estimated that Carmel Cares will be putting in at least 40-60 hours of technical support to implement the system. This would normally be charged by Monterey Bay Design, our web consultant, at about \$100/hour or \$4-6,000. We will also have approximately \$1,500 in charges to Monterey Bay Design to integrate the system into our current website. Other organizations could also do this at a much lower cost after we determine the best approach.

It is hoped that we can locate at least two Carmel High School or Stevenson School students to participate in the implementation of this system. This would allow them to learn useful practical web design and technical skills and also allow them to participate in an ongoing basis in the operation of the system. They represent the future of Carmel Cares and all other nonprofits in the City and it is our goal to engage as many of them as we can in our activities.

All implementation costs and labor and any other charges above the basic license fee will be paid by Carmel Cares.

The funding will be used to pay for the license fees for the Get Connected system for one year for Carmel Cares as the master user, but we have negotiated the license fee so that the City and all other nonprofit organizations in the City can also use the system to advertise, manage and track their volunteers. The yearly fee is \$3,000 and will need to be paid every year the system is being used. Carmel Cares will assist the other organizations with training and assistance as they require it.

The system will be operated by Carmel Cares on an ongoing basis. It can support thousands of volunteers with no additional charge. This grant is only covering the first year. All other years will be paid either by another grant or by Carmel Cares.

Please see attachments for overview information on the system capabilities and a case study showing the impact the system can have. It is our vision that, at some point in the future, the system could be operated by the City of Carmel to allow all properly vetted organizations to post their volunteer positions. Other cities do this currently, and Galaxy Digital has provided websites links to them.

### **Summary**

In 2020, Carmel Cares provided over 2,000 hours of volunteer service to the City and was responsible, along with Carmel Gives, for about \$80,000 in donated equipment. We have raised over \$20,000 from citizens, \$5,000 from other grants and \$10,000 from board members. In a non-COVID environment this will increase dramatically. We believe that this \$3,000 grant is a great way for the City to partner with us in quickly building a very strong community engagement presence as schools open up and citizens come out to keep Carmel beautiful, safe and inviting. It will also create an opportunity for all nonprofits to work together to maximize volunteer involvement to better support each group's mission.



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

May 4, 2021  
ORDERS OF BUSINESS

**TO:** Honorable Mayor and City Council Members

**SUBMITTED BY:** Sharon Friedrichsen - Director, Contracts and Budgets

**APPROVED BY:** Chip Rerig, City Administrator

**SUBJECT:** Receive the Fiscal Year 2021-2022 Recommended Budget

### RECOMMENDATION:

Receive the Fiscal Year 2021-2022 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 2021-2022 ("FY 21-22") Recommended Budget of \$25.3 million is submitted for Council's consideration. Proposed expenditures total \$25.3 million, which includes the General Fund operating budget (\$22.0 million), capital budget (\$2.3 million) and funding for debt service (\$883,000) and workers compensation (\$116,000). The FY 21-22 Recommended Budget is balanced, meaning that anticipated revenues are equal to planned expenditures.

As the economy begins to rebound from the economic impacts associated with the coronavirus pandemic, the City anticipates an increase in revenues for FY 21-22. Conversely, the City also expects its expenditures to grow in FY 21-22, primarily related to increased staffing, pension costs and funding for other one-time projects. Highlights of the budget include:

- Salary and benefit costs of approximately \$11 million, which include funding for an additional 7.73 full-time equivalent (FTE) positions to support daily citywide operations, capital projects and a phased reopening of City facilities (80.21 FTE total).
- Pension costs of approximately \$2.8 million, which includes \$1.8 million for the City's annual unfunded accrued liability ("UAL") payment to CalPERS and \$1 million to implement pension mitigation strategies, such as funding a Section 115 Trust and/or making an additional payment to CalPERS.
- Contractual services, fuel and vehicle maintenance, and other operational supplies of approximately \$8.3 million to support City services and programs, including \$2.7 million for fire services and \$1 million for the Sunset Center, marketing and other agencies.
- The FY 21-22 Recommended Budget includes supplemental funding for many projects that were originally

presented to Council as part of the capital improvement plan. These items include facility maintenance (\$45,000), a \$30,000 supplemental for tree-related services (\$125,000 total); the development of the forest management plan (\$20,000), tree and ivy removal at Mission Trail Nature Preserve (\$10,000); the completion of a wildfire risk assessment (\$20,000), the second phase of the retention schedule project; (\$12,000); and funding to begin updating the stormwater ordinance (\$7,000).

- \$2.3 million for capital projects and vehicle and equipment purchases, including public safety vehicles and communications equipment, computer servers, digitizing of property files, street, sidewalk and storm drain repairs, and investments in the Village's "green" infrastructure for the Scenic Pathway, beach sand surveys and inspections, North Dunes Habitat Restoration and the Mission Trail Nature Preserve.
- \$883,000 for debt service payments on the City's three existing bonds and \$116,000 for workers compensation claim administration, potential claims and costs associated with the implementation of preventive measures.

On May 4, 2021, staff will present an update on the current fiscal year as well as the FY 21-22 budget in terms of the anticipated performance of the City's major revenue sources as well as proposed expenditures. The FY 21-22 Recommended Budget and updated five-year financial forecast will be issued under separate cover on Friday, April 30, 2021. A special Council meeting on the budget is scheduled for May 18, 2021, which will include a detailed presentation regarding the operating budget by department and function, other expenditures and responses to any questions that staff may receive in advance of the meeting.

The FY 21-22 Recommended Budget is balanced; however, additional operating and/or capital expenses will impact the budget. In particular, there are three policy options for Council to consider as part of the upcoming May 18, 2021 budget meeting, including:

(1) *Changes to service levels and staffing:* In light of the pandemic, City staff have developed alternative methods to deliver services while adhering to COVID-19 related safety protocols. As various City facilities re-open to the public, the manner in which some services are currently delivered would also change. As such, Council may provide direction regarding the delivery of services and proposed hours of operations at City facilities, which may impact proposed staffing levels.

(2) *Changes to capital projects:* Based upon the capital projects recommended for funding, City staff have developed the attached proposed FY 21-22 Capital Improvement Plan (CIP) Work Plan to help prioritize projects based upon current and proposed resources. While the FY 21-22 Recommended Budget includes funding for a capital projects manager, it will take time to recruit and hire for this position. This means that many of the proposed projects will be managed by existing City staff and other projects will be on hold until this position is filled. An increase in the total number of projects funded may result in some of the projects not being started in FY 21-22 and carried over to the next fiscal year based upon staff capacity as well as the potential complexity of the individual project. The Five-Year CIP has also been updated and is attached to this staff report as a reference regarding the City's current and long-term capital needs.

(3) *Changes to other operating expenses:* The City has received funding requests of approximately \$35,000 through the Council discretionary grant process while \$20,000 has been budgeted within the FY 21-22 Recommended Budget for this program. In addition, the City has received other requests for funding by various external agencies, including the Sunset Cultural Center and Monterey County Convention and Visitors Bureau, which are attached to this staff report. These funding requests total approximately \$185,000 more than the funding included within the FY 21-22 Recommended Budget for marketing.

As Council considers funding decisions for the upcoming fiscal year, it is worthwhile to also be mindful of the City's projected long-term financial forecast. As such, the attached Five-Year Financial Forecast has been

updated to reflect revenue and expenditure assumptions for Fiscal Years 2020-2021 through 2025-2026. The forecast assumes a phased economic recovery for the City's major revenues sources over the next several years. However, even as revenues are expected to increase, so too are other known City expenses. Salary and benefit costs increase to \$13.3 million in Fiscal Year 2025-2026, based on static staffing at the proposed Fiscal Year 2021-2022 level, while the City's unfunded accrued actuarial liability (UAL) payments are currently estimated at nearly \$2.5 million in Fiscal Year 2025-2026.

#### **FISCAL IMPACT:**

There is no fiscal impact associated with receiving the FY 21-22 Recommended Budget. Forthcoming direction by Council may change the planned expenditures in Fiscal Year 2021-2022.

#### **PRIOR CITY COUNCIL ACTION:**

Council received presentations regarding the Five-Year Financial Forecast and Five-Year CIP on March 16, 2021. Council also received a presentation regarding the FY 21-22 proposed capital projects on April 6, 2021.

#### **ATTACHMENTS:**

Attachment #1- Five Year Financial Forecast  
Attachment #2- 5 Year CIP  
Attachment #3-FY 2020-21 and 2021-22 CIP Work Plan  
Attachment #4- United Way Funding Request  
Attachment #5-Carmel Chamber Funding Request  
Attachment #6-MCCVB Funding Request  
Attachment #7- SCC Funding Request-Operations  
Attachment #8a- SCC Theater Upgrade Project Request  
Attachment# 8b-SCC Theater Upgrade Project List

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Fiscal Years                  |                    |                                |                      |                     |                                                          |                         |                        |                        |                        |                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------|--------------------------------|----------------------|---------------------|----------------------------------------------------------|-------------------------|------------------------|------------------------|------------------------|------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | FY 18-19<br>Adopted<br>Budget | FY 18-19<br>Actual | FY 19-20<br>Adopted<br>Budget* | FY 19-20<br>Actual** | FY 20-21<br>Adopted | FY 20-21<br>Preliminary<br>Estimated Actual<br>(4/27/21) | FY 21-22<br>Recommended | FY 22-23<br>Projection | FY 23-24<br>Projection | FY 24-25<br>Projection | FY 25-26<br>Projection |
| <b>Revenues</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                               |                    |                                |                      |                     |                                                          |                         |                        |                        |                        |                        |
| Property                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 6,368,550                     | 6,496,558          | 6,573,376                      | 6,663,614            | 6,822,304           | 7,250,053                                                | 7,629,510               | 7,858,395              | 8,094,147              | 8,336,972              | 8,587,081              |
| Sales- Bradley Burns                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 2,550,650                     | 2,639,607          | 2,606,100                      | 2,143,020            | 1,896,796           | 2,044,800                                                | 2,454,109               | 2,574,410              | 2,717,240              | 2,846,035              | 2,981,530              |
| Sales- Local                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 2,964,870                     | 3,079,914          | 3,023,000                      | 2,611,802            | 3,050,000           | 3,713,170                                                | 4,206,660               | 4,409,670              | 4,613,210              | 4,736,410              | 4,859,000              |
| Transient Occupancy Tax (TOT )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 6,350,000                     | 6,882,015          | 6,842,900                      | 6,477,220            | 2,488,198           | 4,000,409                                                | 5,333,562               | 5,849,713              | 6,193,814              | 6,537,914              | 6,734,052              |
| Charges for Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 2,040,620                     | 2,521,960          | 2,487,435                      | 2,139,035            | 2,080,159           | 1,595,610                                                | 2,127,620               | 2,170,172              | 2,213,576              | 2,257,847              | 2,303,004              |
| Other Revenues                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 2,469,810                     | 2,441,120          | 2,682,746                      | 2,596,158            | 2,442,768           | 2,315,557                                                | 3,209,048               | 2,983,228              | 3,042,893              | 3,103,751              | 3,165,826              |
| H.R.1319 "American Rescue Plan Act of 2021"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                               |                    |                                |                      |                     | 358,669                                                  | 358,669                 |                        |                        |                        |                        |
| <b>Revenue Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>22,744,500</b>             | <b>24,061,174</b>  | <b>24,215,557</b>              | <b>22,630,849</b>    | <b>18,780,225</b>   | <b>21,278,268</b>                                        | <b>25,319,177</b>       | <b>25,845,589</b>      | <b>26,874,880</b>      | <b>27,818,929</b>      | <b>28,630,493</b>      |
| <b>Expenditures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                               |                    |                                |                      |                     |                                                          |                         |                        |                        |                        |                        |
| Salaries/Benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 11,129,892                    | 9,718,662          | 11,500,087                     | 10,156,434           | 9,595,869           | 9,379,227                                                | 10,976,388              | 11,525,207             | 12,101,468             | 12,706,541             | 13,341,868             |
| CalPERS Unfunded Accrued Liability Payment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1,064,162                     | 1,026,968          | 1,434,476                      | 1,351,531            | 1,598,574           | 1,598,574                                                | 1,833,526               | 2,054,790              | 2,205,022              | 2,359,311              | 2,460,500              |
| Services/Supplies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 7,914,036                     | 8,657,484          | 8,251,667                      | 8,304,641            | 7,366,461           | 7,473,610                                                | 8,302,027               | 8,717,128              | 9,152,985              | 9,610,634              | 10,091,166             |
| <b>General Fund Operating Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>20,108,090</b>             | <b>19,403,114</b>  | <b>21,186,230</b>              | <b>19,812,606</b>    | <b>18,560,904</b>   | <b>18,451,411</b>                                        | <b>21,111,941</b>       | <b>22,297,126</b>      | <b>23,459,475</b>      | <b>24,676,486</b>      | <b>25,893,534</b>      |
| <b>Debt Service</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                               |                    |                                |                      |                     |                                                          |                         |                        |                        |                        |                        |
| Pension Bond                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 701,820                       | 701,220            | 699,176                        | 698,056              | 698,863             | 698,863                                                  | 702,918                 | 701,080                | 0                      | 0                      | 0                      |
| Sunset Center Refunding Lease Revenue Bond                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 507,390                       | 507,390            | 508,578                        | 500,334              | 508,678             | 72,613                                                   | 162,628                 | 156,000                | 503,700                | 509,100                | 499,000                |
| NGEN Radio                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 28,770                        | 51,663             | 36,974                         | 45,791               | 36,974              | 36,974                                                   | 17,110                  | 0                      | 0                      | 0                      | 0                      |
| <b>Debt Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>1,237,980</b>              | <b>1,260,273</b>   | <b>1,244,727</b>               | <b>1,244,181</b>     | <b>1,244,515</b>    | <b>808,450</b>                                           | <b>882,656</b>          | <b>874,190</b>         | <b>503,700</b>         | <b>509,100</b>         | <b>499,000</b>         |
| <b>Pension Mitigation Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                               |                    |                                |                      |                     |                                                          | <b>1,000,000</b>        | <b>1,000,000</b>       | <b>1,000,000</b>       | <b>1,000,000</b>       | <b>1,000,000</b>       |
| Capital Projects Revenue                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                               |                    |                                |                      |                     | 0                                                        | 655,614                 | 515,000                | 400,000                | 400,000                | 400,000                |
| Vehicle and Equipment Leases                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                               |                    |                                |                      |                     | 0                                                        | 30,000                  | 30,000                 | 30,000                 | 30,000                 | 30,000                 |
| Capital Projects/Purchases- General Fund                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                               |                    |                                |                      |                     | 385,000                                                  | 1,638,966               | 1,044,596              | 940,621                | 973,663                | 1,002,067              |
| <b>Capital Outlay Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>4,121,040</b>              | <b>3,778,271</b>   | <b>1,704,509</b>               | <b>869,596</b>       | <b>0</b>            | <b>385,000</b>                                           | <b>2,324,580</b>        | <b>1,589,596</b>       | <b>1,370,621</b>       | <b>1,403,663</b>       | <b>1,432,067</b>       |
| <b>Expenses Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>25,467,110</b>             | <b>24,441,658</b>  | <b>24,135,466</b>              | <b>21,926,383</b>    | <b>19,805,419</b>   | <b>19,644,861</b>                                        | <b>25,319,177</b>       | <b>25,760,911</b>      | <b>26,333,795</b>      | <b>27,589,249</b>      | <b>28,824,601</b>      |
| <b>Surplus/(Deficit)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>(2,722,610)</b>            | <b>(380,484)</b>   | <b>80,091</b>                  | <b>704,466</b>       | <b>(1,025,194)</b>  | <b>1,633,407</b>                                         | <b>0</b>                | <b>84,678</b>          | <b>541,084</b>         | <b>229,680</b>         | <b>(194,109)</b>       |
| Footnotes: *The Fiscal Year 2019-2020 Adopted Capital Outlay Budget was amended to \$3.4 million.**Transient occupancy tax revenue for Fiscal Year 2019-2020 includes \$5,115,271 in actual revenue and \$1,361,949 of Hosterly Fund Balance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                               |                    |                                |                      |                     |                                                          |                         |                        |                        |                        |                        |
| <b>FY 20-21 Preliminary Estimated Actual Assumptions: Revenues:</b> Projection based upon actuals received to date including property taxes received on 4/26/21 and assumes strong May-June (\$915,000) for TOT. <b>Expenditures:</b> Salary and benefit expenses include restoration of voluntary compensation reductions retroactive to July 1, 2020. Debt service reflects revised payment schedule due to the refinancing of the Sunset Center Lease Revenue Bond. Capital includes Sunset Center boiler retention payment (FY 19-20 project), funding for building and public safety projects approved on 4/6/21 and an additional \$30,000 for the purchase of one Police vehicle. The City also received transportation-related revenue in FY 20-21; however it is shown as \$0 since no street projects will be completed in FY 20-21.                                              |                               |                    |                                |                      |                     |                                                          |                         |                        |                        |                        |                        |
| <b>FY 21-22</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                               |                    |                                |                      |                     |                                                          |                         |                        |                        |                        |                        |
| <b>Revenues:</b> Property Tax: Assumes 3% growth over FY 20-21 Estimated Actual. Bradley Burns and Measure C assumes phased in economic recovery and return to FY 18-19 performance in FY 23-24. TOT assumes phased in recovery of approximately 78% in FY 21-22 until reaching 90% of FY 18-19 level in FY 23-24. Charges for Services and Other Revenues assumes 2% annual growth for inflation. Capital revenue assumes use of FY 21-22 State gas tax and Measure X for paving, reimbursement for wayfinding signs and federal and state grants for radio antenna and MTNP Stream Stability projects respectively.                                                                                                                                                                                                                                                                       |                               |                    |                                |                      |                     |                                                          |                         |                        |                        |                        |                        |
| <b>Expenditures:</b> General Fund Operating: Salaries and Benefits in FY 21-22 reflects restoration of FY 20-21 voluntary reductions and additional staffing of equivalent to 7.73 FTE. PERS based upon CalPERS actuarial dated July 2020 with additional amount to account for investment loss due to unrealized investment discount rate. Services and supplies assumes 5% annual inflationary growth. Debt: Based on debt schedules. Pension Mitigation: Reflects direction provided by Council on 3/2/21 to set aside funding for pension mitigation options. Capital: Leases reflect estimated payments for police radio leases. Capital expenditures based upon recommended projects.                                                                                                                                                                                                 |                               |                    |                                |                      |                     |                                                          |                         |                        |                        |                        |                        |
| <b>FY 23-23 to FY 25-26 Projections and Assumptions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                               |                    |                                |                      |                     |                                                          |                         |                        |                        |                        |                        |
| <b>Revenues:</b> Property Tax: Assumes 3% annual growth. Bradley Burns and Measure C assumes phased in economic recovery and return to FY 18-19 performance in FY 23-24. TOT assumes phased in recovery until reaching 90% of FY 18-19 level in FY 23-24. Charges for Services assumes 2% annual growth. Other Revenues assumes 2% annual growth for inflation and reduction in federal aid and grants.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                               |                    |                                |                      |                     |                                                          |                         |                        |                        |                        |                        |
| <b>Expenditures:</b> General Fund Operating: Salaries and Benefits reflects 5% annual growth over each prior year's budget and is based on the FY 21-22 recommended funded positions and assumes no additional increase in staffing. PERS based upon CalPERS actuarial dated July 2020 with additional amount to account for investment loss due to unrealized investment discount rate. Services and supplies assumes 5% annual inflationary growth. Debt: Based on debt schedules. Pension Mitigation: Reflects direction provided by Council on 3/2/21 to set aside funding for pension mitigation options. Capital: Leases reflect estimated payments for police radio leases. Other capital projects assumes allocation of 3.5% of projected revenues per financial policies with FY 22-23 including the estimated balance of the Park grant for the MTNP Streambed Stability Project. |                               |                    |                                |                      |                     |                                                          |                         |                        |                        |                        |                        |

|                      |                              |              |                                    |          |                                             |                            |                                   |          |                                   |          |                                  |
|----------------------|------------------------------|--------------|------------------------------------|----------|---------------------------------------------|----------------------------|-----------------------------------|----------|-----------------------------------|----------|----------------------------------|
|                      |                              |              |                                    |          | City of Carmel-by-the-Sea                   |                            |                                   |          |                                   |          |                                  |
|                      |                              |              |                                    |          | Preliminary 5-Year Capital Improvement Plan |                            |                                   |          |                                   |          |                                  |
|                      |                              |              |                                    |          | For Fiscal Years 2021/22 Through 2025/26    |                            |                                   |          |                                   |          |                                  |
|                      | BOLD = PROJECTS ADDED 4/6/21 |              |                                    |          |                                             |                            |                                   |          |                                   |          |                                  |
|                      | RED = COMPLETE BY 6/30/21    |              | All Costs x 1,000                  |          |                                             | For Planning Purposes Only |                                   |          |                                   |          |                                  |
|                      | EXTERNAL FUNDING             |              |                                    |          |                                             | 5/4/21                     |                                   |          |                                   |          |                                  |
|                      |                              |              |                                    |          |                                             |                            |                                   |          |                                   |          |                                  |
| Category             | Current                      | Current      | Year 1                             | Year 1   | Year 2                                      | Year 2                     | Year 3                            | Year 3   | Year 4                            | Year 4   | Year 5                           |
|                      | FY 2020/21                   | Estimate     | FY 2021/22                         | Estimate | FY 2022/23                                  | Estimate                   | FY 2023/24                        | Estimate | FY 2024/25                        | Estimate | FY 2025/26                       |
|                      |                              |              |                                    |          |                                             |                            |                                   |          |                                   |          |                                  |
| Drainage             |                              |              | Design for Broken Pipes & Bypass   | \$100    | Spot Repairs Pipes                          | \$350                      | Junipero (7th-9th) Bypass Pipe    | \$500    | Spot Repairs Pipes                | \$350    | 4th Ave CDS Design               |
|                      |                              |              | PBL Backup Generator               | \$15     | Design Bottlenecks                          | \$150                      |                                   |          |                                   |          | Rio Box Culverts Design          |
| \$1,715              |                              | \$0          |                                    | \$115    |                                             | \$500                      |                                   | \$500    |                                   | \$350    |                                  |
|                      |                              |              |                                    |          |                                             |                            |                                   |          |                                   |          |                                  |
| Streets              |                              |              | FY 20 Paving Overlay/Micro Surf    | \$227    | Concrete Street Repairs                     | \$425                      | Pavement Overlay FY 23/24         | \$297    | Pavement - Reconstructs FY 25/26  | \$397    | Pavement - Slurry FY 24/25       |
|                      |                              |              | San Carlos Bike Route              | inc      | Sidewalk Repairs                            | \$122                      | Resurface Parking Areas           | \$250    | Sidewalk Repairs                  | \$150    | Pavement Survey Update           |
|                      |                              |              | Mission St & Other Sidewalks       | \$94     | Bicycle Facilities                          | \$25                       | Bicycle Facilities                | \$25     | Bicycle Facilities                | \$25     | Bicycle Facilities               |
|                      |                              |              | San Carlos Medians                 | inc.     | TAMC: SB1, X, HUTA, RMRA                    | \$390                      | TAMC: SB1, X, HUTA, RMRA          | \$395    | TAMC: SB1, X, HUTA, RMRA          | \$400    | TAMC: SB1, X, HUTA, RMRA         |
|                      |                              |              | TAMC: SB1, X, HUTA, RMRA           | \$626    |                                             |                            |                                   |          |                                   |          |                                  |
|                      |                              |              | TAMC: RSTP                         | \$15     |                                             |                            |                                   |          |                                   |          |                                  |
|                      |                              |              | Wayfinding Signs                   | \$19     |                                             |                            |                                   |          |                                   |          |                                  |
| \$4,859              |                              | \$0          |                                    | \$981    |                                             | \$962                      |                                   | \$967    |                                   | \$972    |                                  |
|                      |                              |              |                                    |          |                                             |                            |                                   |          |                                   |          |                                  |
| Facilities           | Sun Center Fire Pump         | \$106        | Police Radio Antenna               | \$200    | PD Renovation                               | \$1,440                    | Sunset Center Cottage Windows     | \$100    | Fire Station Painting             | \$60     |                                  |
|                      | Dispatch Renovation          | \$50         | Radio Antenna UASI Grant           | \$175    | Sunset Center Ext Painting                  | \$150                      | Sunset Center Retaining Wall      | \$75     | Sunset Center Speakers, Lighting  | \$380    | Sunset Center Raillings          |
|                      | ADA Updates - Year 3         | \$16         | Sunset Ctr Hazmat & Windows        | \$60     | Facility Maint Supplement                   | \$50                       | Facility Maint Supplement         | \$50     | Park Restroom Repairs             | \$75     | Facility Maint Supplement        |
|                      | Safely Reopen to Public      | \$60         | Facility Maint Supplement (Ops)    | \$45     | Scout House Renovation - Design             | \$40                       | Police Range Lead Abatement       | \$20     | Facility Maint Supplement         | \$50     | PW Renovation Design             |
|                      |                              |              | ADA Updates - Year 4               | \$15     | ADA Updates - Year 5                        | \$15                       | ADA Updates - Year 6              | \$15     | ADA Updates - Year 7              | \$15     | ADA Updates - Year 8             |
|                      |                              | Attachment 2 | Energy Efficiency Upgrades         | \$0      |                                             |                            | Scout House Renovation            | \$360    | Vista Lobos Reno Design           | \$125    | Vista Lobos Renovation           |
| \$4,612              |                              | \$232        |                                    | \$495    |                                             | \$1,695                    |                                   | \$620    |                                   | \$705    |                                  |
|                      |                              |              |                                    |          |                                             |                            |                                   |          |                                   |          |                                  |
| Forestry,            | Scenic Path, Ph 1 , Landsc   | C Cares      | MTNP - Design 3 Stream Projects    | \$20     | MTNP - Stream 3 Projects Constr             | \$25                       | MTNP - Stream Projects Design     | \$100    | MTNP - Stream Project #2          | \$150    | Public Tree Inventory/Software   |
| Parks & Beach        |                              |              | MTNP - Stream Projects Grant       | \$70     | MTNP Stream Projects Grant                  | \$117                      | N Dunes Habitat Restoration       | \$15     | N Dunes Habitat Restoration       | \$15     | MTNP -Stream Project #3 Design   |
|                      |                              |              | MTNP Tank & Well Demo              | \$150    |                                             |                            |                                   |          |                                   |          | N Dunes Habitat Restoration      |
|                      |                              |              | MTNP Fuel Reduction (Ops)          | \$10     |                                             |                            |                                   |          |                                   |          |                                  |
|                      |                              |              | Ocean Median Split Rail Fence      | \$55     |                                             |                            |                                   |          |                                   |          |                                  |
|                      |                              |              | Forestry Management Plan           | \$20     | Beautification Projects                     | \$25                       |                                   |          |                                   |          |                                  |
|                      |                              |              | N Dunes Habitat Resto. (C-O, Ops)  | \$12     | N Dunes Habitat Restoration                 | \$15                       |                                   |          |                                   |          |                                  |
|                      |                              |              | Scenic Pathway, Ph 2 Barrier Rails | \$50     |                                             |                            |                                   |          |                                   |          |                                  |
|                      |                              |              | Carmel Cares Project Oversight     | \$0      |                                             |                            |                                   |          |                                   |          |                                  |
| \$849                |                              | \$0          |                                    | \$387    |                                             | \$182                      |                                   | \$115    |                                   | \$165    |                                  |
|                      |                              |              |                                    |          |                                             |                            |                                   |          |                                   |          |                                  |
| Fleet &              | Multi-Purpose Vehicle        | C Cares      | Ambulance                          | \$200    | Street Sweeper (2010 Tymco)                 | \$200                      |                                   |          |                                   |          |                                  |
| Equipment            | PD Vehicle C8                | \$60         |                                    |          | Forestry Truck 15 (2000 Dakota)             | \$35                       |                                   |          |                                   |          |                                  |
|                      |                              |              | PD Vehicle C5                      | \$60     | Forestry Truck 14 (2000 Dakota)             | \$35                       | Fire Engine (2000 Cyclone)        | \$800    | Fire Vehicle (2010 Ford)          | \$60     | 2 License Plate Readers          |
|                      |                              |              |                                    |          | Ambulance AED                               | \$25                       | 2 Forestry Trucks (2000, 2002)    | \$60     | PD Animal Control AC1 (2009)      | \$45     | PD Vehicle C11 (2013 Parking)    |
|                      |                              |              |                                    |          |                                             |                            | PW Dump Truck (1995)              | \$60     | PD Motorcycle M1 (2008)           | \$30     | PD Vehicle C1 (2013 Charger)     |
|                      |                              |              |                                    |          |                                             |                            | PD Vehicle C3 (2006 Fusion)       | \$30     | Amb Heart Monitor                 | \$30     | Fire Vehicle (2012 Charger)      |
|                      |                              |              | Police Radios (22, 6 year Lease)   | \$30     | Radios Lease, year 2                        | \$30                       | Radios Lease, year 3              | \$30     | CPB New Car - Inspections/Code    | \$30     | PD C9 Radar Trailer (2000)       |
|                      |                              |              |                                    |          |                                             |                            |                                   |          | Radios Lease, year 4              | \$30     | Radios Lease, year 5             |
| \$1,895              |                              | \$60         |                                    | \$290    |                                             | \$325                      |                                   | \$980    |                                   | \$225    |                                  |
|                      |                              |              |                                    |          |                                             |                            |                                   |          |                                   |          |                                  |
| Environmental        | GHG Emissions Study          | \$20         | Fire Risk Assessm Plan (C-O, Ops)  | \$20     | Coastal Engineering Report                  | \$150                      | Underground Utility - Methodology | \$25     | Env. Grant Application Support    | \$15     | Underground Utility District 20A |
| (Inc Climate Change) | PW Filtration System         | \$17         | Stormwater Ordinance Support       | \$7      | Stormwater Ordinance Support                | \$10                       | Env. Grant Application Support    | \$15     | Redesign 4th Ave Outfall          | \$75     | Reconstruct 4th Ave Outfall      |
|                      |                              |              | Beach Sand Survey, Wall Insp       | \$25     | Repair Stair Landings, 8th, 12th            | \$50                       | Design 13th Ave Wall, Revetment   | \$100    | Stabilize 13th Ave Retaining Wall | \$400    | Stabilize Revetments 10-13th     |
| \$1,079              |                              | \$37         |                                    | \$52     |                                             | \$210                      |                                   | \$140    |                                   | \$490    |                                  |
|                      |                              |              |                                    |          |                                             |                            |                                   |          |                                   |          |                                  |
| IT                   |                              |              | Public Access Prop Records 50%     | \$66     | HML Generator                               | \$60                       | PD Records Management             | \$200    | Server Refresh                    | \$120    | IT Equipment                     |
|                      |                              |              | Retention Schedule (Ops)           | \$12     | UPS Systems                                 | \$20                       | Network Firewalls                 | \$60     | IT Equipment                      | \$40     |                                  |
|                      |                              |              | Servers- Resilience                | \$45     | GIS - Phase 2                               | \$20                       | 10 Portal/Forms Licenses          | \$30     | GIS - Phase 3                     | \$20     |                                  |
|                      |                              |              |                                    |          | Public Access Prop Records 50%              | \$66                       |                                   |          |                                   |          |                                  |
| \$759                |                              | \$0          |                                    | \$123    |                                             | \$166                      |                                   | \$290    |                                   | \$180    |                                  |
|                      |                              |              |                                    |          |                                             |                            |                                   |          |                                   |          |                                  |
| Library              |                              |              | Libraries Master Plan              | \$50     | Sixth Ave Plaza - Design                    | \$250                      | Sixth Ave Plaza Pre-Construction  | \$250    | Sixth Ave Plaza Construction      | \$2,000  | Master Plan Project #2 - Design  |
|                      |                              |              | Sixth Ave Plaza-Outreach/Funding   | \$0      | HML Exterior Paint                          | \$100                      | Bookmobile                        | \$75     | Master Plan Project #1 - Constr   | \$125    |                                  |
|                      |                              |              |                                    |          | HML Interior Paint                          | \$100                      | Master Plan Project #1 - Design   | \$50     |                                   |          |                                  |
|                      |                              |              |                                    |          | HML Carpet                                  | \$100                      |                                   |          |                                   |          |                                  |
|                      |                              |              |                                    |          | HML Interior Restoration                    | \$500                      |                                   |          |                                   |          |                                  |
| \$3,600              |                              | \$0          |                                    | \$50     |                                             | \$1,050                    |                                   | \$375    |                                   | \$2,125  |                                  |
|                      | GRAND TOTALS:                |              |                                    |          |                                             |                            |                                   |          |                                   |          |                                  |
| Grand Totals         | \$19,368                     | \$329        |                                    | \$2,493  |                                             | \$5,090                    |                                   | \$3,987  |                                   | \$5,212  |                                  |
| City Funds           | \$13,876                     | \$329        |                                    | \$1,533  |                                             | \$4,083                    |                                   | \$3,267  |                                   | \$2,812  |                                  |
| Funding by Others    | \$5,492                      | \$0          |                                    | \$960    |                                             | \$1,007                    |                                   | \$720    |                                   | \$2,400  |                                  |
| Number of Projects   | 134                          |              | 28                                 |          | 28                                          |                            | 24                                |          | 23                                |          | 22                               |

Completed Project

## CIP FY 2021/22 WORK PLAN

Operating Budget Item

| Category                              | Current<br>FY 2020/21         | Current<br>Estimate | Year 1<br>FY 2021/22              | Jul-21<br>Estimate | Year 1<br>FY 2021/22                 | 22-Jan<br>Estimate | PM         |
|---------------------------------------|-------------------------------|---------------------|-----------------------------------|--------------------|--------------------------------------|--------------------|------------|
| Drainage                              |                               |                     |                                   |                    | Design for Broken Pipes & Bypass     | \$100              | PM         |
|                                       |                               |                     | PBL Backup Generator              | \$15               |                                      |                    | CW         |
| \$115                                 |                               | \$0                 |                                   | \$15               |                                      | \$100              |            |
| Streets                               |                               |                     | Paving Overlays/Micro Surfacing   | \$227              |                                      |                    |            |
|                                       |                               |                     | San Carlos Bike Route             | inc                |                                      |                    |            |
|                                       |                               |                     | Mission St and other Sidewalks    | \$94               |                                      |                    | RC, BH, PM |
|                                       |                               |                     | San Carlos Medians Landscaped     | inc                |                                      |                    |            |
|                                       |                               |                     | TAMC: SB1, X, HUTA, RMRA          | \$626              |                                      |                    |            |
|                                       |                               |                     | TAMC: RSTP                        | \$15               |                                      |                    |            |
|                                       |                               |                     |                                   |                    | Wayfinding Signs                     | \$19               | PM         |
| \$981                                 |                               | \$0                 | Attachment 3                      | \$962              |                                      | \$19               |            |
|                                       | Sun Center Fire Pump          | \$106               |                                   |                    |                                      |                    | CW         |
|                                       | Dispatch Renovation           | \$50                |                                   |                    |                                      |                    | PT, PM?    |
| Facilities                            |                               |                     |                                   |                    | Police Radio Antenna                 | \$200              | PT         |
|                                       |                               |                     |                                   |                    | Radio Antenna UASI Grant             | \$175              | PT         |
|                                       | ADA Updates - Year 3 (Ops)    | \$16                |                                   |                    |                                      |                    | CW         |
|                                       | Safely Reopen to Public (Ops) | \$60                |                                   |                    |                                      |                    | MG, JW     |
|                                       |                               |                     |                                   |                    | Sunset Ctr Hazmat & Windows          | \$60               | PM         |
|                                       |                               |                     | Facility Maint Supplement (Ops)   | \$45               |                                      |                    | CW, BH     |
|                                       |                               |                     | ADA Updates - Year 4              | \$15               |                                      |                    | CW, BH     |
|                                       |                               |                     | Energy Efficiency Upgrades        | \$0                |                                      |                    | AM         |
| \$727                                 |                               | \$232               |                                   | \$60               |                                      | \$435              |            |
|                                       | Scenic Pathway, Ph 1 Landsc   | C Cares             |                                   |                    |                                      |                    | SD         |
| Forestry,<br>Parks & Beach            |                               |                     | MTNP - Design 3 Stream Projects   | \$20               |                                      |                    | AM, PM     |
|                                       |                               |                     | MTNP - Stream Projects Grant      | \$70               |                                      |                    | AM         |
|                                       |                               |                     | MTNP - Fuel Reduction (Ops)       | \$10               |                                      |                    |            |
|                                       |                               |                     |                                   |                    | Ocean Median Split Rail Fence        | \$55               | PM         |
|                                       |                               |                     |                                   |                    | Forestry Management Plan             | \$20               | PM, SD     |
|                                       |                               |                     | N Dunes Habitat Restoration       | \$12               |                                      |                    | AM         |
|                                       |                               |                     |                                   |                    | Scenic Pathway, Ph 2 Barrier Rails   | \$50               | PM         |
|                                       |                               |                     |                                   |                    | MTNP Decommission Well, Tank         | \$150              | PM         |
|                                       |                               |                     | Carmel Cares Projects Oversight   | \$0                |                                      |                    | BH         |
| \$387                                 |                               | \$0                 |                                   | \$112              |                                      | \$275              |            |
| Fleet &<br>Equipment                  |                               |                     | Ambulance                         | \$200              |                                      |                    | PT         |
|                                       | Multi-Purpose Vehicle         | C Cares             |                                   |                    | Police Radios (22, 6 year Lease)     | \$30               | PT         |
|                                       | PD Vehicle C8                 | \$60                |                                   |                    |                                      |                    | JG         |
|                                       |                               |                     |                                   |                    |                                      |                    | PT         |
|                                       |                               |                     |                                   |                    | PD Vehicle C5                        | \$60               | PT         |
| \$350                                 |                               | \$60                |                                   | \$200              |                                      | \$90               |            |
| Environmental<br>(Inc Climate Change) | GHG Emissions Study           | \$20                |                                   |                    |                                      |                    | AM         |
|                                       | PW Filtration System          | \$17                |                                   |                    |                                      |                    | CW, RC     |
|                                       |                               |                     | Wild Fire Risk Assessm Plan (Ops) | \$20               |                                      |                    | PT, GP     |
|                                       |                               |                     |                                   |                    | Stormwater Ordinance Tech Support    | \$7                | AM         |
|                                       |                               |                     |                                   |                    | Beach Sand Survey, Wall Insp         | \$25               | PM         |
| \$89                                  |                               | \$37                |                                   | \$20               |                                      | \$32               |            |
| IT                                    |                               |                     |                                   |                    | Public Access Property Records (53%) | \$66               | BS         |
|                                       |                               |                     | Retention Schedule (Ops)          | \$12               |                                      |                    | BA         |
|                                       |                               |                     | IT Servers- Resilience            | \$45               |                                      |                    | JS         |
| \$123                                 |                               | \$0                 |                                   | \$57               |                                      | \$66               |            |
| Library                               |                               |                     | Libraries Master Plan             | \$50               |                                      |                    | AW, PM     |
|                                       |                               |                     | Sixth Ave Plaza-Outreach/Funding  | \$0                |                                      |                    | AW, PM     |
| \$50                                  |                               | \$0                 |                                   | \$50               |                                      | \$0                |            |
|                                       | GRAND TOTALS:                 |                     |                                   |                    |                                      |                    |            |
| Grand Totals                          | \$2,822                       | \$329               |                                   | \$1,476            |                                      | \$1,017            |            |
| City Funds                            | \$1,862                       | \$329               |                                   | \$765              |                                      | \$768              |            |
| Funding by Others                     | \$960                         | \$0                 |                                   | \$711              |                                      | \$249              |            |
| Number of Projects                    | 9                             |                     | 15                                |                    | 13                                   |                    |            |



**United Way  
Monterey County**

Attachment 4

February 24, 2021

**OFFICERS**

Doug Yount  
*Chair*

Sandi Eason  
*Incoming Chair*

Brett Harrell  
*Immediate  
Past Chair*

Warren Hoy  
*Vice Chair  
Community  
Investments*

Willard Lewallen  
*Vice Chair  
Resource Development*

Steve Emerson  
*Treasurer*

Debbie Sober  
*Secretary*

**BOARD MEMBERS**

Ann Kern  
Leinette Limtiaco  
Jacob Martinez  
René Mendez  
Jasmine Nguyen  
Juan P. Rodriguez  
Monica Tovar  
Michelle White

**STAFF**

Katy Castagna  
President and CEO

Chip Rerig  
City Manager  
City of Carmel by the Sea  
City Hall, Ocean Ave. & 7<sup>th</sup>  
Carmel-by-the-Sea, CA 93924

Re: Request for Support

Dear Mr. Rerig,

Thank you for your past financial support of United Way's 211 information and resource helpline. Your contribution helped us strengthen 211, and fully equipped us to meet the increasing needs of Monterey County residents. With your support we enhanced the 211 system, adding new initiatives such as Census 2020 Outreach, Rent and Utility Assistance, and other programs to meet the challenges brought on by the COVID-19 pandemic.

In 2020, 211 answered 18,390 calls from Monterey County residents seeking assistance with housing, utility, food, employment and income support, and legal services to name the top needs. Since the beginning of Shelter-in-Place, we have expanded the call center capacity of 211, upgraded 211's text messaging feature, and enhanced our website, [211MontereyCounty.org](http://211MontereyCounty.org).

**Funding Request**

We appreciate the opportunity to serve the residents of Carmel-by-the-Sea and look forward to continuing to do so. We respectfully request support from the City of Carmel-by-the-Sea of \$3,000 to help maintain the availability of 211 free of charge to people seeking help. Please consider including this contribution to 211 in your 2021 budget and beyond.

We consider information provided in this letter merely a snapshot and not a definitive assessment of any particular need or issue in the City of Carmel-by-the-Sea. We would like the opportunity to make a presentation before the Carmel-by-the-Sea City Council and/or staff to share detailed information on what services Carmel-by-the-Sea residents are requesting, new features we have introduced, and how 211 has helped Carmel-by-the-Sea residents in 2020.

Thank you for your consideration of this funding request. You may contact Lynda Patrick, Vice President, Resource Development, directly at [Lynda.Patrick@UnitedWayMCCA.org](mailto:Lynda.Patrick@UnitedWayMCCA.org) to schedule a presentation at your convenience.

Sincerely,

  
Katy Castagna  
President and CEO



April 19, 2021

Mayor Potter, Mayor Pro-Tem Bobby Richards, Councilman Baron, Councilwoman Ferlito, Councilwoman Theis, and City Administrator Rerig;

Thank you for your ongoing support of the Carmel Chamber of Commerce. We value our historic partnership with the City and its monetary support of our Carmel Visitor Center.

In the 2020/2021 City's fiscal year, the Carmel Chamber received \$15,000 from the City to assist in covering some of the costs of our Visitor Center. During the pandemic, our Visitor Center staff continued to field calls and emails from visitors, even when though our doors were closed for a few months in 2020. Visitor Center staff also took on the important task of reaching out each day to our visitor serving businesses to track their updates. The Visitor Center was able to safely reopen our doors from early May – late November 2020, then again starting in late January 2021. When visitors were allowed in our village, we have been here to serve them.

Our Center serves a vital purpose in our community, assisting numerous visitors in navigating our beautiful City, loving Carmel like a local, and showcasing our unique businesses. Every day visitors are directed to the doors of our local businesses with collateral and personal referrals. Our center also serves as the sole visitor contact on the city's DMO, Visit Carmel, website. The Visitor Center costs the Chamber approximately \$100,000 a year, the majority being personnel costs. The following is a basic financial breakdown of the costs to run the Center:

\$68,983 Staff Wages (1 FT, 1 PT)  
 \$12,124 Benefits & Payroll Taxes  
 \$9,200 Shipping & Storage of 120,000 Guides to Carmel  
 \$1,750 Volunteer Recognition & Training  
 \$3,750 Insurance  
\$4,000 Printing Informational Materials  
**\$99,807 TOTAL**

While the footprint of our Center is small, with little space to sell merchandise or generate revenue to pay for itself, our work is impressive. Here are some stats which speak to the breadth of the Visitor Center's impact:

- Supervised by one full-time Carmel Chamber staff during the week, one part-time Carmel Chamber staff on the weekends.
- Distribute 10,000 maps & 120,000 Guides to Carmel
- In a Normal Year
  - o Open 7 days a week, 8 hours a day, 362 days a year.
  - o Manned by over 29 community volunteers who give 2,068 hours
  - o Conduct local businesses tours weekly with VC Volunteers to better serve our visitors
  - o Assist over 33K walk-in visitors, Field over 3K visitor phone calls, book over 400 local inn nights each year





In addition to assisting with Visitor Center costs, the City has also been an ally of the Chamber's programs and events, and work to provide continuing educational opportunities, resources, and promotion for our small businesses. The Carmel Chamber's working philosophy is to create the links to help our businesses succeed and our communities thrive. We are defined by our three core values:

- 1) To be a Catalyst for Business Growth.
- 2) To be a Convener of Leaders and Influencers.
- 3) To be a Champion for a Strong Community.

Some highlights of how the Chamber continued to serve the community throughout the pandemic:

- Immediately implemented Daily Catalyst e-news briefings to keep members and the community up to date on the latest news and resources.
- Continually provided the status of businesses/organizations through the Catalyst.
- Worked with individual businesses to access and work through emergency financial resources.
- Immediately shifted our once-a-month Business Roundtable meetings to once-a-week updates.
- Launched a brand new 9-month professional development program, Leadership Carmel, which graduates its first class on May 14, 2021.
- Collaborated with Visit Carmel on City banners and business signage, as well as distribution.
- Collaborated with all Chambers in Monterey County to form the Monterey County Business Alliance
  - o Created business re-opening protocols for the County.
- Collaborated with the City on creative ways to keep restaurant and wine tasting room doors open.
- Collaborated with Carmel Gives to provide a pathway for funding community-related projects.
- Collaborated with hotels to publicize fire evacuee rates and contacts.
  - o Became the direct resource for 2-1-1 for fire evacuee information.
- Continually answered thousands of visitor inquiries through our Visitor Center.
- Initiated the #CarmelRISING campaign to showcase business resilience and community spirit.
- Re-imagined our largest annual chamber fundraiser, Taste of Carmel, into a safe Passport Event to benefit businesses during a slow winter month.
- Re-imagined our Annual Awards of Excellence Gala to celebrate all of our remarkable members.
- Launched our new 501c3: Carmel Chamber of Commerce Foundation to provide business-related educational programming opportunities for our community, as well as scholarships for future leaders and entrepreneurs.
- Relieved the pressure of membership payments from March to June.
  - o Allowed for membership deferrals and installments.
  - o Let new members join to have access to benefits without payment for up to 3 months.





The Chamber has never stopped working to be an advocate and a support system for local businesses and organizations. We believe it is crucial to work together and have a unified approach to navigating the uncertainty of our current economic climate. We know Carmel will have the greatest comeback story. We will be #CarmelRISING. And we will do it like we have always done, together.

We respectfully request funding for the Chamber from the City's FY 2021/2022 budget in the same amount as last year of **\$15,000**. Please note that this amount still constitutes less than 15% of the actual cost to run the Visitors Center, but we feel is a reasonable contribution towards our efforts to contribute to our local economy. We are incredibly thankful for the City's monetary dedication to our Visitor Center without which we wouldn't be able to operate to the same standards we have established over the years.

Thank you for all that you have done and continue to do and thank you for your consideration.

Sincerely,

Ashley Bennett-Stoddard  
Chair, Board of Directors, 2021

Jenny MacMurdo  
President/CEO



*FY2021-2022 Destination Marketing Investment Proposal, March 29, 2021*

Mr. Chip Rerig, City Administrator  
City of Carmel-by-the-Sea  
P.O. Box CC  
Carmel, CA 93921

Dear Mr. Rerig,

A year from the start of COVID-19, we find our community at the initial stages of recovery. I'm glad we could catch up last week to talk about. As you know, we couldn't influence the onset of COVID-19, but we certainly have the ability to drive the rate of recovery.

A return to pre-COVID levels of travel is not expected for three to five years. The longer it takes the longer businesses will operate below capacity and employment will lag. Key elements of our comeback plan include:

- Continued emphasis on promoting safe, responsible, respectful travel
- Investment in new markets – our drive markets remain important, but we will also invest to grow market share from short and long haul fly-in markets
- Targeted timeframes – especially off-season and midweek when our lodging partners, restaurants and shops need travelers the most
- Improved data/analysis – as you've already seen, we've expanded our analytics and provided CBTS and Visit Carmel new planning data – we'll build on this
- Community Outreach – one thing we've learned from COVID is the necessity of a communication bridge with our partners including residents
- National marketing campaign – launching within the next month – that campaign will be extended through the next year and beyond to international markets

The investment we are requesting will strengthen our approach and be amplified by the county-wide investment from other jurisdictions plus the TID investment.

As we are just starting down the long road to recovery we are requesting that, like the current year, we base our historical agreement of 3% of TOT collections on projections for the coming year. In fact, we hope to continue with the 'look forward' approach for the next two years to get past the COVID impact window and then return to the 'two-year' look back model. Based on that approach and our projections of CBTS TOT in the coming year of \$5,898,988, we are respectfully requesting 3% which would amount to \$176,970. These are our projections and I hope to meet again to compare notes on yours.

The coming fiscal year is but one major step forward. We are looking at the next three years and formulating strategies accordingly. I hope to talk again soon.

Sincerely,



Rob O'Keefe  
President and CEO

April 8, 2021

Honorable Mayor Dave Potter  
 City Administrator Chip Rerig  
 City of Carmel-by-the-Sea, CA

Greetings:

On behalf of the SCC Board of Trustees, I am submitting this letter to Council to confirm our intent to safely re-open the Sunset Center Campus and once again serve as a valuable source of live entertainment as well as an economic driver for the village in the coming 2021-22 fiscal year.

Beth Bowman  
*Managing Director*

Christine Sandin  
*Artistic Director*

**Board of Trustees:**

Steve Pearson  
*Chair*

Leslie Snorf  
*Immediate Past Chair*

Wayne Moon  
*Vice Chair*

Rick Thau  
*Secretary*

Rich Fineberg  
*Treasurer*

Nancy Doolittle

Bob Kavner

Elece Leverone

Judie Profeta

Mary Ruberry

We are grateful to have survived a full year of closure. Our 2020-21 fiscal year operating grant, even at the 25% reduced amount, ensured that the Sunset Center facility was able to quietly maintain systems to the point that they are ready to be activated once again.

By July 2020, eighty percent of our staff was laid-off or furloughed, systems related to operating the facility were reduced to the bare minimum, and zero earned revenue was anticipated. Even under those circumstances we were pleased to be able to present a series of live "drive-in" concerts in the North Lot and host a few on-stage, no-audience, performances.

While our City Agreement (5.4.3) states that the City shall provide funding of not less than \$600,000 per year during a declared fiscal emergency, in the spring of 2020, SCC recognized the dire situation facing the City and proposed a funding reduction to match the City's annual budget cuts, resulting in an annual payment of \$577,500 for fiscal year 2020-21. Based on the City's projected surplus for the current fiscal year, and the clear and substantial upswing in the economy in Carmel-by-the-Sea and statewide, we anticipate that a fiscal emergency will not be declared in fiscal year 2021-22. Sunset Cultural Center therefore hopes that the City will provide SCC's full contract amount of \$750,000.

Our first priority is to prepare the theater and grounds for the Historic Presenting Partners' and Sunset Present's season beginning in September 2021. Lead time will be used to conduct deferred maintenance, repairs, and annual inspections ensuring the safety and trust of the community and our partners. Special consideration will be taken to abide by COVID health guidelines proposed by the County for all SCC staff, theater users, audiences and guests.

We look forward to a continued strong partnership and are eager to once again make a very substantial contribution to the City's economy as we plan for long awaited re-opening.

Sincerely,



Beth Bowman, Managing Director

cc: Steve Pearson, Chair  
 Wayne Moon, Vice Chair

April 22, 2021

City Administrator Chip Rerig  
City of Carmel-by-the-Sea, CA

Greetings:

Beth Bowman  
*Managing Director*

Christine Sandin  
*Artistic Director*

**Board of Trustees:**

Steve Pearson  
*Chair*

Leslie Snorf  
*Immediate Past Chair*

Wayne Moon  
*Vice Chair*

Rick Thau  
*Secretary*

Rich Fineberg  
*Treasurer*

Nancy Doolittle

Bob Kavner

Elece Leverone

Judie Profeta

Mary Ruberry

Sunset Cultural Center invites the City of Carmel-by-the-Sea to partner on a new Sunset Theater Upgrade Project. The Sunset Center is an absolute gem in our City, drawing crowds from the local area, the Monterey Peninsula, and beyond. There is no other theater in the surrounding area with the intimacy, the acoustic purity, or architectural integrity of this fine building.

With an extensive renovation in 2003, the theater made bold progress toward being a state-of-the-art facility, including upgrades to the sound, lighting, and stage mechanics. This enhanced the audience experience and gave presenters a reason to make Carmel a viable performance option.

Twenty years have passed and once again the theater needs a state-of-the-art refresh. Much of the lighting equipment is more than twenty years old, the sound system and draperies are coming up to their twenty-year life span and technology continues to advance.

Though the pandemic has been a challenge for all of us, it offers a golden opportunity to take advantage of a darkened theater to polish this gem of ours. When we start presenting live events again, the theater will have a full schedule and audiences will be clamoring to gather and embrace the joy of live theater and musical performances. Many of the proposed upgrades require the theater to be closed, so this is the opportune time to launch the Sunset Theater Upgrade Project in anticipation of our grand reopening in Fall 2021.

***Project scope:***

**House Lights & Public Spaces:** Replace all incandescent auditorium lights with energy efficient LEDs. Existing bulbs have a lifespan of 2,000 hours, new LED units have a lifespan of 50,000 hours. Result: cost savings in electricity, air conditioning, and maintenance. Review lighting in all public spaces including parking lot. (\$133,000)

P.O. Box 1950 Carmel-by-the-Sea, CA 93921  
P: 831.620.2040 • F: 831.624.0147 • Box Office: 831.620.2048  
[www.sunsetcenter.org](http://www.sunsetcenter.org)

**Stage Systems:** Inspect and repair as needed all rigging systems, orchestra shell, fly rails and line sets, acoustic panels, stage floor pockets, stage ladders and lifts. Install new fire-retardant soft goods. (\$55,607)

**Theater Lighting:** Replace existing high wattage instruments with LED fixtures, including upgraded wiring and computer software. Result: cost savings in electricity, air conditioning and maintenance. (\$238,258)

**Sound:** Main speaker upgrade. Replace existing system with one that can modify the sound for specific events. (\$162,900)

**Video:** Purchase short-throw laser projector for rear projection and video switcher. Purchase long-throw projector, laser, or LCD for front projection. (\$85,500)

The project budget is \$675,000. To date the Sunset Cultural Center has raised \$110,000 from private donors and will draw \$55,000 of spendable earning from the Sunset Theater Endowment Fund at Community Foundation for Monterey County. We propose that the City of Carmel provide matching funds, 1:1, for this initial round of fundraising (\$165,000). We will continue to fundraise and ask the City to continue the match, 1:1, up to an additional \$175,000 until the project is complete.

Without the City's match, SCC is prepared to complete the house lights and stage systems portion of the project, best accomplished while the theater is closed. With the City's initial match, much of the theater lighting upgrade can be achieved. The project will move along as we continue to raise funds. The City's overall investment of \$340,000 will remove several items, valued at \$555,000, from the CIP budget.

Joining forces on this theater upgrade project is a great display of our public/private partnership and will inspire donors to leverage their donations. I look forward to answering any questions and welcome the opportunity to discuss this proposal in person. Here's to looking ahead to a grand reopening season!

Best regards,

*Beth Bowman*

Managing Director

Cc: Steve Pearson, Chair  
Wayne Moon, Vice Chair

**SUNSET THEATER UPGRADE PROJECT**  
**As proposed by Ken Smith with input from Rollie Weaver**  
**(version 04.12.2021)**

| THEATER LIGHTING UPGRADE                                                                                                                                                     |  | Cost             | Responsible   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------|---------------|
| <b>Priority 1</b>                                                                                                                                                            |  |                  |               |
| Lighting equipment maintenance and cleaning                                                                                                                                  |  | \$3,000          | SCC           |
| Replace current offstage work light systems with LED                                                                                                                         |  | \$3,000          | SCC           |
| Add worklights to Electrics, movable-2 per electric                                                                                                                          |  | \$2,600          | SCC           |
| Followspot cleaning and lamp replacement. Lamps have 843 and 395 hours-long overdue for change                                                                               |  | \$300            | SCC           |
| Upgrade lighting console to current software 3.0.2=bought 2015                                                                                                               |  | \$100            | SCC           |
| <b>Priority 2</b>                                                                                                                                                            |  |                  |               |
| Install 3 Moving Lights(HES Sola Frame) on Eyebrow for Specials, Install 3 Moving Lights (HES Sola Frame) on 1st Electric for Specials, Upgrade DMX/Artnet for Moving lights |  | \$77,858         | City/CIP 2015 |
| <b>Priority 3</b>                                                                                                                                                            |  |                  |               |
| Install 20 Moving Lights to replace Fresnels and Pars (Elation Fuze FR)                                                                                                      |  | \$90,000         | City/CIP 2015 |
| Purchase 8--LED ETC Lustre 2 ellipsoidals for dance booms                                                                                                                    |  | \$16,000         | City/CIP 2015 |
| Purchase 16 ETC Lustre2 lekos for Electrics                                                                                                                                  |  | \$32,000         | City/CIP 2015 |
| Electrical Power Distribution for touring acts                                                                                                                               |  | \$4,000          | City CIP 2015 |
| Replace worklights in Grid—old lamps=T8 20w 4100 electronic ballast                                                                                                          |  | \$4,000          | SCC           |
| Touchscreen for Lighting console                                                                                                                                             |  | \$400            | SCC           |
| Install 4 worklights on Catwalk for Stage and Auditorium                                                                                                                     |  | \$5,000          | SCC           |
| <b>THEATER LIGHTING UPGRADE TOTAL</b>                                                                                                                                        |  | <b>\$238,258</b> |               |

| VIDEO UPGRADE                                                    |  |                 |               |
|------------------------------------------------------------------|--|-----------------|---------------|
| <b>Priority 1</b>                                                |  |                 |               |
| Purchase Short Throw Projector, Laser or LCD for Rear Projection |  | \$35,000        | City CIP 2020 |
| Purchase video switcher                                          |  | \$500           | SCC           |
| <b>Priority 3</b>                                                |  |                 |               |
| Purchase Long Throw Projector, Laser or LCD for Front Projection |  | \$50,000        | Capital Exp   |
| <b>VIDEO UPGRADE TOTAL</b>                                       |  | <b>\$85,500</b> |               |

| SOUND UPGRADE                                                        |  |                  |               |
|----------------------------------------------------------------------|--|------------------|---------------|
| <b>Priority 1</b>                                                    |  |                  |               |
| The backstage page mic bleeds into audience right speaker cluster    |  | \$100            | SCC           |
| Check all audio controls throughout building                         |  | \$500            | SCC           |
| Review Clear Com system-different connectors in different locations  |  | \$300            | SCC           |
| <b>Priority 2</b>                                                    |  |                  |               |
| Main speakers in hall need to be upgraded-L-Acoustics or Meyer       |  | \$160,000        | City/CIP 2015 |
| <b>Priority 3</b>                                                    |  |                  |               |
| Repair/replace mid low audio amplifier to house left speaker cluster |  | \$2,000          | SCC           |
| Review Hearing Assist system-it is still working ok.                 |  |                  | SCC           |
| <b>SOUND UPGRADE TOTAL</b>                                           |  | <b>\$162,900</b> |               |

#### HOUSELIGHTS & PUBLIC SPACE LIGHTING UPGRADE

|                                                                                                                             |           |                  |
|-----------------------------------------------------------------------------------------------------------------------------|-----------|------------------|
| <b>Priority 1</b>                                                                                                           |           |                  |
| Replace all Houselights to LED.                                                                                             | \$120,000 | City/CIP 2017    |
| Repair R40 units over thrust-issues with DMX or lamp                                                                        | \$3,000   | SCC              |
| <b>Priority 3</b>                                                                                                           |           |                  |
| Review lighting in entire Sunset Center, including parking lot LED, lobby and other public areas, to lower operating costs. | \$10,000  | Capital Exp      |
| <b>HOUSELIGHTS &amp; PUBLIC SPACE LIGHTING UPGRADE TOTAL</b>                                                                |           | <b>\$133,000</b> |

**OTHER MAINTENANCE**

|                                                                                      |          |                 |
|--------------------------------------------------------------------------------------|----------|-----------------|
| <b>Priority 1</b>                                                                    |          |                 |
| Purchase new Borders, Legs and Traveler-end of flame retardant cycle                 | \$20,350 | Capital Exp     |
| Review condition of Fly rail and linesets                                            | \$2,500  | SCC             |
| Pit should be inspected for general maintenance                                      | \$3,000  | SCC             |
| Review condition of clouds and orchestra shell                                       | \$2,500  | SCC             |
| Review stage ladders and lifts                                                       | \$2,000  | SCC             |
| Acoustic fabric panel motors repaired                                                | \$8,872  | SCC             |
| Metal plates levelled for Downstage area holes                                       | \$500    | SCC             |
| Inspect and re-set motor assist controls for the 3 cloud line sets                   | \$985    | SCC             |
| The claw hook to hold the clouds have been sticky and worn down-Inspect and repair   | \$100    | SCC             |
| Clean and dust Shell                                                                 | \$500    | SCC             |
| <b>Priority 2</b>                                                                    |          |                 |
| Floor pockets on stage need to be properly leveled to stage floor                    | \$2,000  | SCC             |
| Add cage or fall arrest system around lower Arbor well for safety                    | \$5,000  | SCC             |
| Inventory of pipe and storage condition                                              | \$100    | SCC             |
| Build new storage rack on third floor - remove SCC equipment from Symphony Bass rack | \$2,000  | SCC             |
| <b>Priority 3</b>                                                                    |          |                 |
| The DSL Shell door sticks, causing noise during concerts.                            | \$200    | SCC             |
| Paint Stage                                                                          | \$4,000  | SCC             |
| Document all plans, systems, layouts and inventory                                   | \$1,000  | SCC             |
| <b>OTHER MAINTENANCE TOTAL</b>                                                       |          | <b>\$55,607</b> |

**Priority 1 TOTAL** \$209,707**Priority 2 TOTAL** \$246,958**Priority 3 TOTAL** \$218,600**SUNSET THEATER UPGRADE PROJECT TOTAL** \$675,265



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

May 4, 2021  
ORDERS OF BUSINESS

**TO:** Honorable Mayor and City Council Members

**SUBMITTED BY:** Brandon Swanson, Community Planning & Building Director

**APPROVED BY:** Chip Rerig, City Administrator

**SUBJECT:** Progress report on the Outdoor Seating Ad-Hoc Committee and consideration of expiration dates for parklet permits

### RECOMMENDATION:

Receive a report on the Outdoor Seating Ad Hoc Committee and provide direction regarding staff's recommended expiration dates for the existing temporary wine tasting and restaurant parklet permits.

### BACKGROUND/SUMMARY:

#### Executive summary:

This report is intended to cover two separate but related topics:

1. The Council is receiving a report on progress being made by the Outdoor Seating Ad Hoc Committee, including creation of a public survey to gauge general interest in the potential for permanent outdoor seating along sidewalks in the future, after all temporary parklets have been removed.
2. The Council is being asked to consider staff's recommendation for the expiration of existing parklet permits, and a date for removal of all temporary structures in the public right-of-way. The decision regarding expiration of parklet permits is not predicated on any work that has been done to date by the Ad-Hoc Committee. The Committee's efforts are solely focused on potential future actions which would take place after the parklets have been removed.

#### Discussion:

##### 1. Outdoor Seating Ad-Hoc Committee Update:

With the dynamic nature of outdoor seating in the Village, an Ad-Hoc Committee consisting of Mayor Potter and Councilmember Richards was created. The first public meeting of the "Outdoor Seating Ad-Hoc Committee" was February 8<sup>th</sup>, 2021, with several more meetings now having taken place. The Committee's goal is to create a dialogue with residents, business owners, and other local stakeholders to explore whether there is interest in a permanent outdoor seating program along City sidewalks after the temporary parklets have been removed. The Ad-Hoc Committee cannot make decisions on the matter, but will

ultimately be providing recommendations to the full City Council about whether to pursue a permanent outdoor seating program, post-pandemic.

Initial conversations at the Ad-Hoc Committee centered around understanding some basic constraints that would need to be considered if a permanent program was pursued. Of course, all of these topics would require thorough analysis if the City Council chose to explore a permanent outdoor seating program in the public right-of-way. The topics included in preliminary Ad-Hoc conversations so far include, but are not limited to:

- Design
- Safety
- Relationship to Existing Outdoor Seating
- Interest of Businesses to Participate
- Impacts on Parking Availability
- Permitting and General Plan Consistency
- Fees

These broad topics were discussed amongst the Ad-Hoc Committee and members of the public who attended the meetings. The Committee was provided examples of permanently constructed designs from neighboring jurisdictions like the City of Monterey. The general sentiment among those in attendance was that if a program was pursued in the future, it would require the creation of clear design guidelines to ensure consistency with the character of the Village. The Committee also agreed that standards would need to be developed to adequately ensure the safety of the general public. This included discussion about the potential for sidewalk bump-outs to allow separation from traffic, and/or limiting the scope of the project to small tables and chairs on the inside of the sidewalk only. The Committee also began exploring how a future program may interact with existing conditions in the Village. It was noted that there are already approximately 32 businesses with some sort of private outdoor seating ranging in capacity from 4 to 70 seats. The potential loss of some of the roughly 1,140 parking spaces in the greater downtown area was also noted as a major consideration of how a program would be structured. In discussions, the Committee recognized that if a permanent program was explored in the future upon direction from the Council, there is a great deal of regulatory work that would need to be done. This would include setting up fee structures, and determining consistency with the City's General Plan, Local Costal Plan, Zoning Code, and Design Guidelines, all of which would take time and careful consideration.

After initial discussion of these areas of concern, it was decided by the Ad-Hoc Committee and attendees that a survey should be created to gain input from as many members of the public as possible. The public survey (**Attachment 1**) was crafted over the course of three Ad-Hoc meetings. The Committee received feedback from residents, business owners, and other stakeholder groups like the Carmel Chamber of Commerce and Visit Carmel. The survey aims to gather feedback on the some of the largest and most complicated topics mentioned above. The survey will be made available online, and is intended to run for the entire month of May to allow for the greatest possible participation. The benefit of an online form is the ability to filter and analyze data based on specific criteria and to also help reduce the possibility of multiple submissions by requiring a unique email address for each completed survey. Staff will be advertising the survey in the Carmel Pinecone, the City's Friday Letter, and at the weekly farmer's market. For anyone who does not have access to the internet, paper copies will also be made available upon request and entered by staff upon receipt.

Following completion of the public survey, the results will be analyzed by Community Planning and Building, and presented to the Ad-Hoc Committee for review. Following Ad-Hoc Committee review, staff will return to the full City Council with a report on the outcome of the survey and any related recommendations from the Outdoor Seating Ad-Hoc Committee.

## **2. Expiration of Parklet Permits:**

The Outdoor Seating in the Public Way or ‘parklet’ program has allowed full-line restaurants, specialty restaurants (i.e. coffee shops), wine tasting rooms and bars serving food to establish outdoor seating areas in the public way for over one year now. With just over 60 total issued, these temporary permits were granted by the City in an effort to help provide local hospitality businesses some level of economic stability during the most restrictive period of the global pandemic. At times, these regulations under the “Governor’s Blueprint for a Safer Economy” did not allow any indoor dining, and at their most restrictive did not allow outdoor dining either (take-out only). All of these temporary permits are currently set to expire at the end of the day on May 31st, 2021. It is worth noting that while the parklet program has been generally successful, and has helped to offset economic impacts of the pandemic on local businesses, it has still been controversial and at sometimes extremely time consuming for City staff to manage compliance.

Since January 25<sup>th</sup>, 2021, when the Governor lifted his shelter in place order, Monterey County has steadily progressed through the colored tiers of the Blueprint. Once the Governor’s order was lifted on January 25<sup>th</sup>, the County was immediately in the ‘purple tier’, which allowed for outdoor dining only. In Carmel-by-the-Sea, this included restaurants, wine tasting rooms, and bars selling food. On March 17<sup>th</sup>, the County entered the ‘red tier’, which allowed restaurants to open indoors at 25% occupancy. Wine tasting rooms and bars serving food were still only allowed to operate outdoors in this red tier. On April 7<sup>th</sup>, the County crossed into the ‘orange tier’, and remains there as of the date of this report. The orange tier allows restaurants to increase indoor occupancy to 50%, and for wine tasting rooms to once again open indoors at 25% occupancy. Bars serving food are still required to serve outside in the orange tier. Based on the number of completed vaccinations in the state, and the pace at which they continue to be administered, California officials announced on April 6<sup>th</sup> that the Governor is planning to fully lift indoor seating occupancy limits by June 15<sup>th</sup> of this year. This would mean that all restaurants, wine tasting rooms, and bars could return to 100% normal operations, with no limits on seating capacity other than their existing Use Permits.

With all this in mind, staff is recommending that the City Council consider a phased closure and removal of parklets in the City of Carmel-by-the-Sea starting May 31<sup>st</sup>, 2021. Staff recommends that wine tasting rooms be required to cease parklet operations and have all structures, equipment, and other property removed from the public right of way by 5pm on Monday, May 31<sup>st</sup>. Staff also recommends that restaurants (including ‘specialty restaurants’ and bars serving food) be required to cease parklet operations and have all structures, equipment, and other property removed from the public right-of-way by 5pm on Saturday, July 31<sup>st</sup>, 2021, two months later. Rationale for these two recommendations is explained in the following section.

### **Wine Tasting Rooms**

On March 3<sup>rd</sup>, 2015, the City Council adopted Ordinance No. 2015-020 enacting specific wine tasting policies in the City of Carmel-by-the-Sea. As defined in the policy, wine tasting rooms are stand-alone operations where the “...primary purpose [is] to encourage patrons to purchase wine for off-site consumption. Establishments should not operate as a wine bar, where the primary purpose would be for patrons to consume wine on premise other than for the purpose of wine tasting.” Among other standards included in the adopted policy, standard number 4 states that: “In order to avoid the appearance of a wine bar, the wine tasting service and seating areas should generally be limited to no more than 30% of the floor area of the retail space.” For example, if a wine tasting room had 500 square feet of retail space (office and storage excluded), only 150 square feet (10 feet x 15 feet) of that should be used for wine tasting. With wine tasting rooms able to operate inside at 25% occupancy, this minimal floor space

should now be achievable without the need for an outdoor space on the street. Moving wine tasting back indoors will also better align with the City's wine tasting policy by minimizing the appearance of wine bars on the street.

In addition to consistency with the City's adopted wine tasting policy, moving tasting rooms fully back indoors will also help to begin a phased removal of parklet structures on the street. As the summer months approach, the volume of visitors to the Village historically increases, as does the need for downtown parking. Currently there are 12 wine tasting rooms with parklets, a handful of which include the use of two parking spaces.

With this in mind, staff is recommending that wine tasting rooms be required to cease parklet operations and have all structures, equipment, and other property removed from the public right of way by 5pm on Monday, May 31<sup>st</sup>. This closure date will have provided wine tasting rooms with nearly two months of additional space for tasting, starting back from April 7<sup>th</sup> when they were allowed to operate indoors at 25% occupancy. This period of allowing additional space (i.e.: revenue) is consistent with the temporary parklet program's original intention of trying to provide some economic relief for the businesses.

### Restaurants

As previously mentioned, State officials recently announced that indoor dining will likely be returning to 100% occupancy on June 15<sup>th</sup>, 2021 thanks to the success of vaccinations across California. This means that restaurants (includes 'specialty restaurants') and bars will be able to operate their businesses indoors to the maximum extent of their Use Permits, and that any parklet space would be in addition to that. The temporary permit program, which was established for parklets under the City's Emergency Declaration, was meant to provide businesses a way to get as close to full occupancy as possible while Covid-based restrictions were in place on indoor seating. If these restrictions are lifted on June 15<sup>th</sup> as expected, restaurants will effectively be allowed to return to normal operations.

Much like moving wine tasting rooms back indoors, removal of the approximately 48 restaurant parklets will free up parking spaces and reduce congestion in the downtown area as the number of visitors to the Village increases in the coming months. Also, as visitor traffic increases in the City, so does the risk of collisions with parklets and potential for injury along the heaviest traveled streets. As recently as April 11<sup>th</sup>, one of the parklets along Ocean Avenue was struck by a vehicle whose driver mistakenly put their vehicle in reverse when attempting to exit an adjacent parking space.

Therefore, staff is recommending that restaurants be required to cease parklet operations and have all structures, equipment, and other property removed from the public right of way by 5pm on Saturday, July 31<sup>st</sup>. Most notably, this closure date will ensure that the streets are clear by the beginning of August, which is known as 'Car Month'. This will greatly reduce the risk of serious injury or death during a time when the Village sees a massive influx of visitors and vehicular traffic due to events around the greater Monterey Bay area. Also, similar to wine tasting rooms, this closure date will still have provided restaurants with nearly two months of additional space for seating, starting from June 15<sup>th</sup> when they will likely be allowed to operate indoors at 100% occupancy. Again, this period of allowing additional space (i.e.: revenue) is consistent with the temporary parklet program's original intention of trying to provide some economic relief for the businesses.

### **FISCAL IMPACT:**

Encroachment Permits and Design Review permits associated with outdoor seating were issued as "no-fee" permits. Costs associated with staff time to manage and enforce the outdoor seating program are covered by the General Fund.

## **PRIOR CITY COUNCIL ACTION:**

At the June 2, 2020 meeting the City Council adopted Resolution 20-038 updating the City's insurance requirements. Insurance is required for most encroachment permit applications including outdoor seating in the public way.

On June 16, 2020, the City Council provided direction on modifications to the outdoor seating program.

On July 7, 2020, the City Council expanded the outdoor seating program to include wine tasting rooms and made other minor modifications to the program.

On August 4, 2020, the City Council adopted Urgency Ordinance 2020-005 for the enforcement of provisions and conditions of Encroachment Permits for outdoor dining and authorized the Code Compliance Officer to issue citations. The Council also received a report on the outdoor seating program and provided direction on a number of topics.

On December 8, 2020, Staff provided an update on the outdoor seating program. City Council came to a consensus decision that a uniform closure time should be enacted for all outdoor dining parklet spaces.

On January 20, 2021, the City Council considered whether to allow for public picnicking in the outdoor dining parklet spaces, but ultimately this consideration was moot, as the Governor's shelter in place order was lifted shortly after.

On March 3, 2021, the City Council considered and ultimately decided to make two case-specific changes to the existing uniform closure time of 10:00pm. These changes included extending the hours of Sade's Cocktails and the other two permitted drinking establishments to 1:00am, and creating a separate uniform closure time of 7:00pm for wine tasting rooms.

## **ATTACHMENTS:**

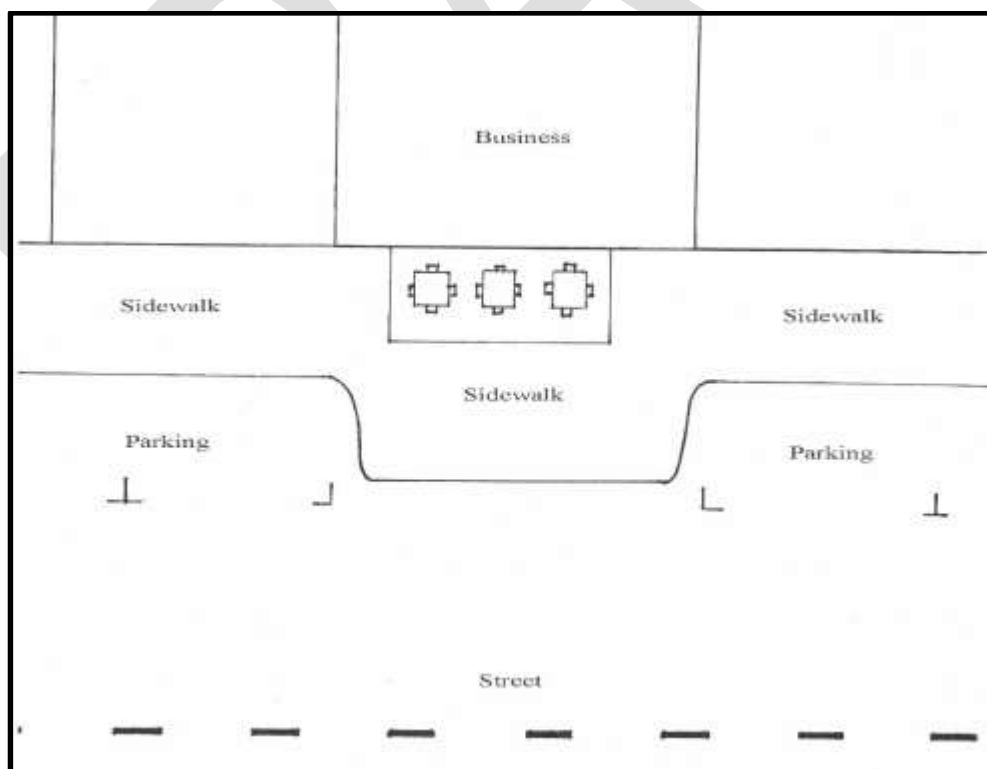
Attachment 1 - Outdoor Seating Public Survey

# **DRAFT ONLY**

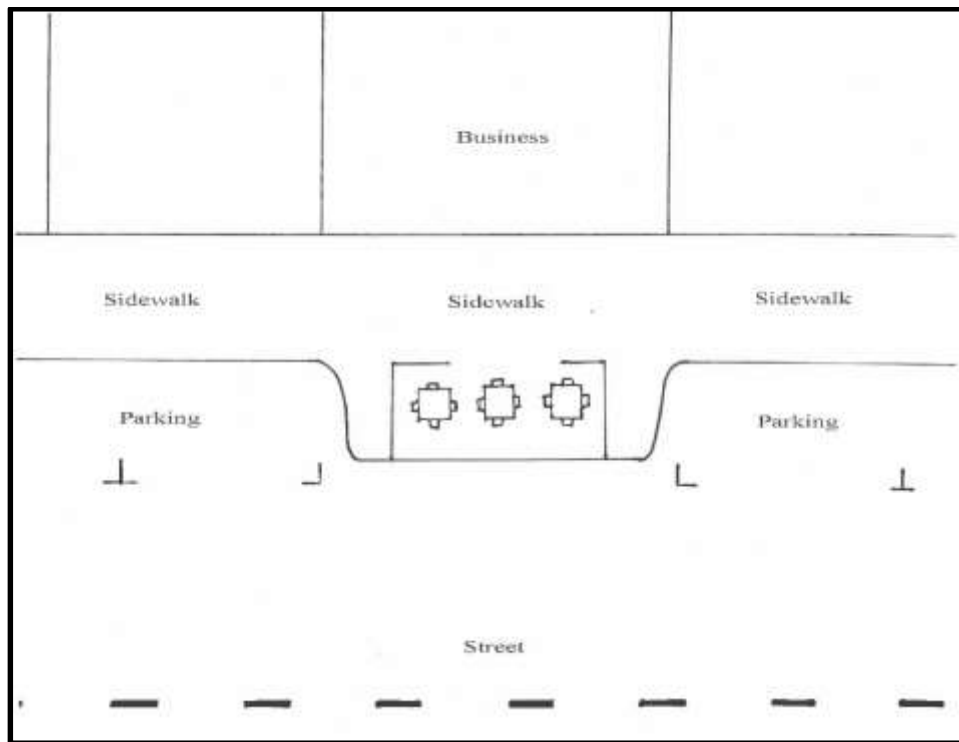
## **Survey on Sidewalk Seating/Dining in the Public Right of Way**

This survey is meant to gauge overall public sentiment about the potential for a **future** permanent outdoor seating/dining program in the City of Carmel-by-the-Sea **after the temporary parklets have been removed**. For the purposes of this survey, “sidewalk seating/dining” is a general term used for the potential concept of having a permanent outdoor seating program along the sidewalk in the future. Some questions in this survey reference specific types of sidewalk seating configurations (see diagrams below). “Attached Seating” and “Detached Seating” would be permanently constructed areas outside of a business (railings, etc.), and would require the sidewalk to be bumped out into an existing parking space to accommodate the addition. “Bistro Table Seating” would consist of tables and chairs placed in the sidewalk area without permanent construction required, meaning no loss of a parking space. An ADA compliant path of travel would still need to be maintained at all times along the sidewalk, so the “Bistro Table Seating” option may not be available in some areas of the city based on existing sidewalk widths.

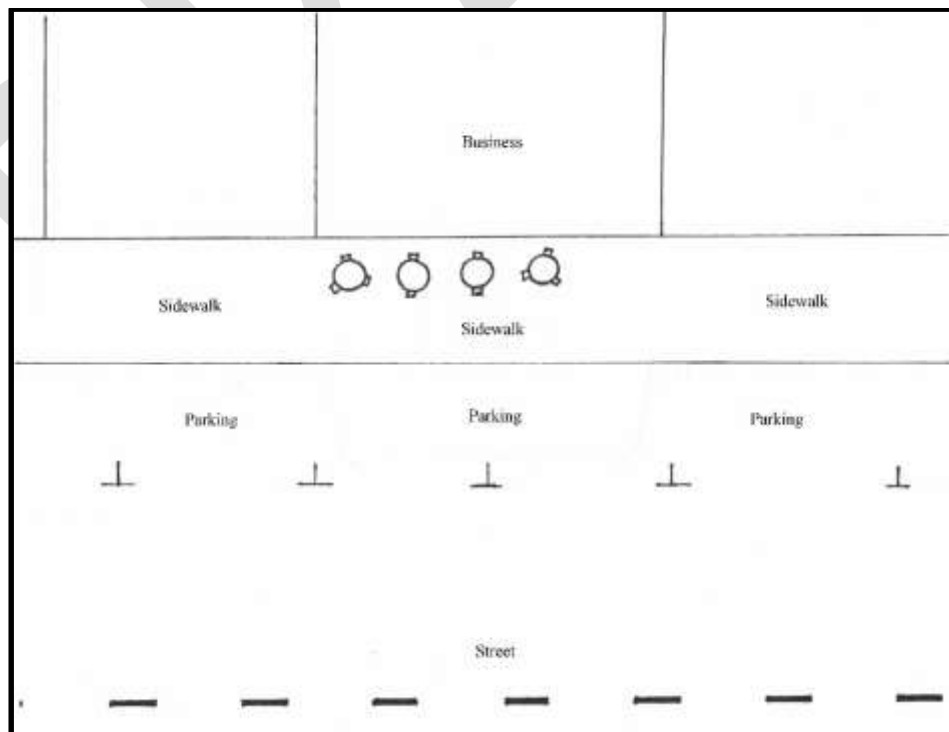
### **Attached Seating**



### Detached Seating



### Bistro Table Seating



1. Which of these categories best describes your affiliation with the City of Carmel-by-the-Sea?
  - ☐ Hotel business owner/operator (Resident/Non-Resident)
  - ☐ Restaurant business owner/operator (Resident/Non-Resident)
  - ☐ Retail business owner/operator (Resident/Non-Resident)
  - ☐ Wine tasting room owner/operator (Resident/Non-Resident)
  - ☐ Commercial property owner (Resident/Non-Resident)
  - ☐ Other business owner/operator: \_\_\_\_\_ (Resident/Non-Resident)
  - ☐ Employee of a local business (Resident/Non-Resident)
  - ☐ Full-time resident of Carmel-by-the-Sea (More than 6 months per year)
  - ☐ Part-time resident of Carmel-by-the-Sea (Less than 6 months per year)
  - ☐ Non-Resident of Carmel-by-the-Sea
  - ☐ Other: \_\_\_\_\_
  
2. On a scale of 1-5, with 5 being most consistent, how consistent do you feel each of the sidewalk seating/dining types would be with the character of Carmel-by-the-Sea if allowed in the future?
  - Attached Seating**
    - ☐ 1 - Not at all consistent
    - ☐ 2
    - ☐ 3
    - ☐ 4
    - ☐ 5 - Fully Consistent
  
  - Detached Seating**
    - ☐ 1 - Not at all consistent
    - ☐ 2
    - ☐ 3
    - ☐ 4
    - ☐ 5 - Fully Consistent
  
  - Bistro Table Seating**
    - ☐ 1 - Not at all consistent
    - ☐ 2
    - ☐ 3
    - ☐ 4
    - ☐ 5 - Fully Consistent
  
3. If any form of sidewalk seating/dining is allowed in the future, should there be a uniform closure time for all, regardless of the individual business closure times? For example, if a restaurant's Use Permit allows for an 11:00pm closure time indoors, but the uniform closure time for sidewalk seating/dining is 10:00pm, should that restaurant have to close the outdoor seating area one hour earlier than the indoor dining room?
  - ☐ Yes
  - ☐ No

4. If sidewalk seating/dining is allowed in the future, should the City charge some form of annual fee for those who apply for a permit?
  - ☐ Yes
  - ☐ No
5. If sidewalk seating/dining is allowed in the future, should a business be limited to the area directly in front of their establishment (I.e.: store frontage only)?
  - ☐ Yes
  - ☐ No
6. If sidewalk seating/dining is allowed in the future, should “specialty restaurants” (eg: coffee shop, bakery, ice cream shop, juice bar, etc.) be allowed to apply for a permit?
  - ☐ Yes
  - ☐ No
7. If sidewalk seating/dining is allowed in the future, should wine tasting rooms be allowed to apply for a permit?
  - ☐ Yes
  - ☐ No
8. If sidewalk seating/dining is allowed in the future, should businesses with existing private outdoor space be allowed to apply for a sidewalk seating/dining permit? (Note: Currently there are approximately 32 restaurants that have approved private outdoor seating, with capacities ranging from 4 to 70 seats)
  - ☐ Yes
  - ☐ No
9. On a scale of 1-5, with 5 being very concerned, how concerned are you about the loss of parking in the downtown area if a permanent sidewalk seating/dining program was approved in the future?
  - ☐ 1 – Not at all concerned
  - ☐ 2
  - ☐ 3
  - ☐ 4
  - ☐ 5 - Very concerned

10. If sidewalk seating/dining is allowed in the future, how do you think the program would impact each of the following areas in the city, with (-5) being most negatively, and (+5) being most positively:

- |                                                         |                                                       |
|---------------------------------------------------------|-------------------------------------------------------|
| ○ <u>Design/aesthetics of the city:</u>                 | <u>-5...-4...-3...-2...-1...0...1...2...3...4...5</u> |
| ○ <u>Parking:</u>                                       | <u>-5...-4...-3...-2...-1...0...1...2...3...4...5</u> |
| ○ <u>Public safety:</u>                                 | <u>-5...-4...-3...-2...-1...0...1...2...3...4...5</u> |
| ○ <u>Pedestrian traffic flow:</u>                       | <u>-5...-4...-3...-2...-1...0...1...2...3...4...5</u> |
| ○ <u>Vehicular traffic flow:</u>                        | <u>-5...-4...-3...-2...-1...0...1...2...3...4...5</u> |
| ○ <u>Noise/nuisance in the downtown area:</u>           | <u>-5...-4...-3...-2...-1...0...1...2...3...4...5</u> |
| ○ <u>Appeal to visitors/marketability:</u>              | <u>-5...-4...-3...-2...-1...0...1...2...3...4...5</u> |
| ○ <u>Desire for people to dine out at a restaurant:</u> | <u>-5...-4...-3...-2...-1...0...1...2...3...4...5</u> |
| ○ <u>Retail shopping experience:</u>                    | <u>-5...-4...-3...-2...-1...0...1...2...3...4...5</u> |
| ○ <u>Restaurant dining experience:</u>                  | <u>-5...-4...-3...-2...-1...0...1...2...3...4...5</u> |
| ○ <u>Wine tasting room experience:</u>                  | <u>-5...-4...-3...-2...-1...0...1...2...3...4...5</u> |
| ○ <u>Residential living experience:</u>                 | <u>-5...-4...-3...-2...-1...0...1...2...3...4...5</u> |
| ○ <u>Equity of economic development downtown:</u>       | <u>-5...-4...-3...-2...-1...0...1...2...3...4...5</u> |
| ○ <u>Other:</u>                                         | <u>-5...-4...-3...-2...-1...0...1...2...3...4...5</u> |
| ○ <u>Other:</u>                                         | <u>-5...-4...-3...-2...-1...0...1...2...3...4...5</u> |
| ○ <u>Other:</u>                                         | <u>-5...-4...-3...-2...-1...0...1...2...3...4...5</u> |

11. Please share any other thoughts you have regarding a possible future sidewalk seating/dining program in the public right of way:

---

---

---

---

---

---

---

---

---

---



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

May 4, 2021  
PUBLIC HEARINGS

|                      |                                                                                                                                                                            |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>TO:</b>           | Honorable Mayor and City Council Members                                                                                                                                   |
| <b>SUBMITTED BY:</b> | Sharon Friedrichsen - Director, Contracts and Budgets                                                                                                                      |
| <b>APPROVED BY:</b>  | Chip Rerig, City Administrator                                                                                                                                             |
| <b>SUBJECT:</b>      | Resolution 2021-019 adopting the Fiscal Year 2021- 2022 Fee Schedule for Administrative Services, Community Planning and Building, Public Safety and Public Works Services |

### RECOMMENDATION:

Adopt Resolution 2021-019 adopting the Fiscal Year 2021-2022 Fee Schedule for Administrative Services, Community Planning and Building, Public Safety and Public Works Services.

### BACKGROUND/SUMMARY:

In August 2015, the City hired Revenue and Cost Specialists, LLC ("RCS") to prepare a cost of services study ("Study"). The study calculated the cost to the City associated with providing certain types of services to specific customers, or users, of the services. Examples of charges for services include design plan review, tree removal permits and the processing of a business license. These services have an identifiable user that receives a direct benefit from the service, and thus, the City may legally recover its cost of providing the service from the user through a fee or charge for service.

The purpose of this agenda item is for Council to adopt the proposed master fee schedule for the upcoming fiscal year (Fiscal Year 2021-2022). An update to the Study occurred in March 2020 resulting in adjustments to the Fiscal Year 2020-2021 fees to reflect the cost of providing services. The proposed Fiscal Year 2021-2022 fees remain unchanged from the fees charged in Fiscal Year 2020-2021.

Council is currently considering amending the City's Municipal Code to add a chapter regarding special events. Staff will bring the special event fees housed under Community Activities to Council for consideration and adoption later. Likewise, there are other fees the City charges, such as facility rental fees, parking (contractor parking permits, tour bus parking, and Norton Garage rental) and vendor participation in the Homecrafters' Market. Staff will bring forward updates for these various fees for Council approval independently from this fee schedule.

### FISCAL IMPACT:

Some development fees, such as land use approval and processing fees, building permit and inspections and zoning and use permits are not effective until 60 days after Council adoption. Therefore, the proposed

fees become effective on July 5, 2021. The Fiscal Year 2021-2020 Proposed Budget includes \$2.1 million in revenue generated from charges for services. Cost recovery for services allows for a more equitable financing of these services as the specific user pays for the service rather than other General Fund revenues such as property tax, sales and use tax and transient occupancy tax subsidizing the cost of the service for the individual user.

#### **PRIOR CITY COUNCIL ACTION:**

Council adopted the Fiscal Year 2020-2021 fee schedule on May 5, 2020.

#### **ATTACHMENTS:**

Attachment #1 - Resolution 2021-019 Adopting FY 21-22 Fee Schedule

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

**RESOLUTION NO. 2021-019**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA  
ADOPTING THE FISCAL YEAR 2021-2022 FEE SCHEDULE FOR ADMINISTRATIVE  
SERVICES, COMMUNITY PLANNING AND BUILDING, PUBLIC SAFETY AND PUBLIC  
WORKS SERVICES**

WHEREAS, in accordance with City Financial Policies, Policy 94-01, the City shall review the relationship between fees/charges and the cost of providing services at least every three years; and

WHEREAS, the City of Carmel-by-the-Sea retained Revenue and Cost Specialists, LLC, to prepare the "Fee Study Update Report" in March 2020 to identify the City's reasonable costs borne for providing services; the beneficiaries of those services, and the revenues generated by those paying fees for receiving services; and

WHEREAS, the City wishes to comply with both the letter and the spirit of Article XIII B of the California Constitution and limit the growth of taxes; and,

WHEREAS, pursuant to Government Code Section 66016, the specific fees and charges to be levied for services must be adopted by the City Council by ordinance or resolution, after holding a public hearing; and,

WHEREAS, a notice of a public hearing has been published in the Carmel Pine Cone on April 23, 2021 and a public hearing to review the existing service charges was held on May 4, 2021; and

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

Section 1. Fee Schedule Adoption. The following schedule of fees and charges are hereby directed to be computed by and applied by the various City departments, and to be collected by the City Finance Department for the herein listed special services when provided by the City or its designated contractors.

Section 2. Separate Fee for Each Process. All fees set forth by this resolution are for each identified process; additional fees shall be required for each additional process or service that is requested or required. Where fees are indicated on a "per unit" of measurement basis, the fee is for each identified unit or portion thereof within the indicated ranges of such units.

Section 3. Listing of Fees. The following fees shall be charged and collected for the following enumerated services, as shown in Exhibits A and B.

Section 4. Interpretations. This Resolution may be interpreted by the City department heads in consultation with the City Administrator and, should there be a conflict between two fees, the lower in dollar amount of the two shall be applied.

A. It is the intention of the City Council to review the fees and charges as determined and set out herein based on the City's next Annual Budget and all the City's costs reasonably borne as established at that time and, as and if warranted, to revise such fees and charges based thereon.

Section 5. Constitutionality. If any portion of this Resolution is declared invalid or unconstitutional then it is the intention of the City Council to have passed the entire Resolution and all its component parts, and all other sections of this Resolution shall remain in full force and effect.

Section 6. Repealer. All resolutions and other actions of the City Council in conflict with the contents of this Resolution are hereby repealed.

Section 7. Effective Date. This Resolution shall go into full force and effect on July 5, 2021.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-  
THE-SEA this 4th day of May, 2021, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

\_\_\_\_\_  
Dave Potter  
Mayor

\_\_\_\_\_  
Britt Avrit, MMC  
City Clerk

| SERVICE                                                       | PROPOSED FEE SCHEDULE<br>EFFECTIVE JULY 5, 2021- JUNE 30, 2022                                                                  |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>COMMUNITY PLANNING &amp; BUILDING</b>                      |                                                                                                                                 |
| <b>Design Study and Review</b>                                |                                                                                                                                 |
| TRACK 1 DESIGN REVIEW/STUDY - MINOR                           | \$430 per application                                                                                                           |
| TRACK 1 DESIGN REVIEW/STUDY - MAJOR                           | \$780 per application                                                                                                           |
| TRACK 1 DESIGN REV/STUDY-STREAMLINE                           | \$195 per application                                                                                                           |
| TRACK 1 DESIGN REV/STUDY - REFERRAL TO PLANNING COMMISSION    | \$1,075 per application in addition to the base Track 1 fee                                                                     |
| TRACK 1 DESIGN REV/STUDY-REFERRAL TO HISTORIC RESOURCES BOARD | \$1,075 per application in addition to the base Track 1 fee                                                                     |
| TRACK 2 DESIGN REVIEW - MINOR                                 | \$2,265 per application                                                                                                         |
| TRACK 2 DESIGN REVIEW - MAJOR                                 | \$5,175 per application                                                                                                         |
| TRACK 2 DESIGN REV - MAJOR NEW COMMERCIAL BUILDING            | \$2,340 per application plus a deposit determined by staff with charges at the fully allocated hourly rates for Project Planner |
| PRELIMINARY SITE ASSESSMENT                                   | \$1,135 per application                                                                                                         |
| VOLUMETRIC ANALYSIS                                           | \$130 per application plus \$1,500 deposit with charges at the fully allocated hourly rates plus any outside costs.             |
| <b>Use Permit and Other Services</b>                          |                                                                                                                                 |
| USE PERMIT                                                    | \$2,620 per application                                                                                                         |
| USE PERMIT AMENDMENT                                          | \$1,745 per application                                                                                                         |
| TEMPORARY USE PERMIT                                          | \$350 per application                                                                                                           |
| RESTRICTED COMM USE TRANSFER REQUEST                          | \$500 per application                                                                                                           |
| WATER CREDIT TRANSFER REQUEST                                 | \$3,515 per application                                                                                                         |
| VARIANCE                                                      | \$2,145 per application                                                                                                         |
| PRE-APPLICATION REVIEW - STAFF                                | \$1,615 per application with 50% of this fee credited towards future planning fees for this project.                            |
| PRELIMINARY REVIEW - PLANNING COMMISSION                      | \$3,345 per application with 50% of this fee credited towards future planning fees for this project.                            |
| COASTAL DEV. PERMIT - DEVELOPMENT                             | \$130 per application - Added to other Planning fees                                                                            |
| COASTAL DEV. PERMIT - EVENT                                   | \$1,360 per application                                                                                                         |

|                                                             |                                                                                          |
|-------------------------------------------------------------|------------------------------------------------------------------------------------------|
| TOBACCO RETAIL LICENSE                                      | Current fee as adopted by the Monterey County Board of Supervisors                       |
| <b>Amendments, Annexations and Agreements</b>               |                                                                                          |
| SPECIFIC PLAN/SPECIFIC PLAN AMENDMENT                       | \$5,000 deposit with charges at the fully allocated hourly rates plus outside costs      |
| GENERAL PLAN AMENDMENT                                      |                                                                                          |
| SPHERE OF INFLUENCE AMENDMENT                               |                                                                                          |
| ZONING CODE AMENDMENT                                       |                                                                                          |
| ANNEXATION                                                  | \$10,000 deposit with charges at the fully allocated hourly rates plus outside costs     |
| DEVELOPMENT AGREEMENT                                       |                                                                                          |
| <b>Environmental Review Maps and Lot Lines</b>              |                                                                                          |
| ENVIRONMENTAL REVIEW (IS/ND/EIR)                            | Contract cost plus 10%                                                                   |
| ENVIRONMENTAL NOTICE OF EXEMPTION                           | \$150 per application plus County fees                                                   |
| MITIGATION MONITORING                                       | \$3,000 deposit with charges at the fully allocated hourly rates plus outside costs.     |
| TENTATIVE/FINAL MAP                                         | \$4,000 deposit with charges at the fully allocated hourly rates plus any outside costs. |
| AMENDED FINAL MAP                                           | \$1,000 deposit with charges at the fully allocated hourly rates plus any outside costs. |
| CERTIFICATE OF COMPLIANCE                                   | \$585 per application plus actual contract cost                                          |
| LOT LINE ADJUSTMENT/SUBDIV - PLANNING COMMISSION            | \$520 per application plus actual contract cost                                          |
| LOT MERGER - STAFF REVIEW                                   | \$900 per application plus actual contract cost                                          |
| <b>Historic Evaluation</b>                                  |                                                                                          |
| PRELIM (PHASE 1) HISTORICAL EVALUATION - STAFF              | \$455 per application                                                                    |
| PHASE 1 HISTORIC EVALUATION - QUALIFIED PROFESSIONAL        | \$260 per application plus actual cost for Historian review with \$1,500 deposit         |
| PHASE 2 HISTORIC EVALUATION-HISTORIC RESOURCES BOARD REVIEW | \$1,515 per application plus actual cost for Historian review with \$1,500 deposit       |
| APPEAL TO HISTORIC RESOURCES BOARD                          | \$2,035 per application plus actual cost for Historian review with \$1,500 deposit       |
| MILLS ACT CONTRACT PROCESSING                               | \$3,440 per application                                                                  |

|                                                  |                                                                                     |
|--------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>Determinations, Extensions and Appeals</b>    |                                                                                     |
| PLANNING COMMISSION CODE DETERMINATION           | \$1,165 per application                                                             |
| ZONING COMPLIANCE DETERMINATION                  | \$550 per application                                                               |
| TIME EXTENSION - STAFF                           | \$300 per application                                                               |
| TIME EXTENSION - PLANNING COMMISSION             | \$870 per application                                                               |
| TIME EXTENSION - CITY COUNCIL                    | \$1,055 per application                                                             |
| PUBLIC HEARING CONTINUANCE - PLANNING COMMISSION | \$850 per continuance                                                               |
| PUBL HEARING CONTINUANCE - COUNCIL               | \$900 per continuance                                                               |
| APPEAL TO PLANNING COMMISSION                    | \$2,000 per appeal.<br>Appeal in the Coastal Zone - No Charge by State law          |
| APPEAL TO CITY COUNCIL                           | \$2,000 per appeal<br>Appeal in the Coastal Zone - No Charge by State law           |
| <b>Sign and Banners</b>                          |                                                                                     |
| SIGN APPLICATION                                 | \$270 per application                                                               |
| SIGN REFERRAL TO PLANNING COMMISSION             | \$830 per application                                                               |
| RELOCATE EXISTING SIGN                           | \$175 per application                                                               |
| TEMPORARY SIGN PERMIT                            | \$100 per application                                                               |
| <b>Building Services</b>                         |                                                                                     |
| BUILDING RELOCATION                              | \$1,860 per application                                                             |
| LARGE FAMILY DAY CARE (RESIDENTIAL)              | \$730 per application                                                               |
| GENERAL PLAN UPDATE                              | 3.5% of all Building & Safety permits                                               |
| PLANNING TECHNICAL ASSISTANCE                    | Charge the fully allocated hourly rate for all personnel involved after 15 minutes. |
| BUILDING PLAN CHECK                              | Based on Building and Safety Construction Valuation                                 |
| BUILDING INSPECTION                              | Based on Building and Safety Construction Valuation                                 |
| BUILDING RE-INSPECTION                           | \$140 per re-inspection                                                             |
| PERMIT APPLICATION EXTENSION                     | \$90 per extension (maximum of 4)                                                   |
| PERMIT EXTENSION                                 | \$140 per extension (maximum of 2)                                                  |
| BUILDING PERMIT PRE-APPLIC. CONFER.              | \$305 per application                                                               |
| BUILDING SINGLE TRADE PERMIT                     | \$160 per permit                                                                    |
| ON-SITE DRIVEWAY PERMIT                          | \$260 per permit                                                                    |

|                                        |                                                                                                                                                                                                                                                                                     |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SOLAR PLAN CHECK/INSPECTION PERMIT     | Plan Check - \$305<br>Inspection - \$130                                                                                                                                                                                                                                            |
| RE-ROOF PERMIT                         | \$245 per permit                                                                                                                                                                                                                                                                    |
| BUILDING BOARD APPEAL                  | \$1,010 per appeal                                                                                                                                                                                                                                                                  |
| DUPLICATE INSPECTION CARD              | \$60 per card                                                                                                                                                                                                                                                                       |
| BUILDING TECHNICAL ASSISTANCE          | Charge the fully allocated hourly rate for all personnel involved after 15 minutes.                                                                                                                                                                                                 |
| STOP WORK INVESTIGATION                | \$545 per investigation and double the permit fee                                                                                                                                                                                                                                   |
| TEMPORARY CERTIFICATE OF OCCUPANCY     | \$215 per application                                                                                                                                                                                                                                                               |
| ALTERNATE MATERIALS/METHODS REVIEW     | \$205 per application plus actual cost of City Staff for all time over one hour.                                                                                                                                                                                                    |
| BUILDING PHASED WORK REQUEST           | \$290 per application                                                                                                                                                                                                                                                               |
| BUILDING TECHNOLOGY SURCHARGE          | \$8 per permit                                                                                                                                                                                                                                                                      |
| <b>Bench Program</b>                   |                                                                                                                                                                                                                                                                                     |
| NEW BENCH LOCATION                     | \$925 per application plus the actual cost of the bench and plaque (plus 20% for future maintenance) plus \$1,325 if a public hearing is required.                                                                                                                                  |
| ADOPTION OF EXISTING BENCH             | \$300 per application plus the actual cost of the bench and plaque (plus 20% for future maintenance) plus \$580 if a public hearing is required.                                                                                                                                    |
| REPLACEMENT OF BENCH PLAQUE            | \$390 per application plus the actual cost of the plaque plus \$380 if a public hearing is required.                                                                                                                                                                                |
| <b>Encroachment Permits</b>            |                                                                                                                                                                                                                                                                                     |
| TEMPORARY ENCROACHMENT PERMIT          | \$210 per permit                                                                                                                                                                                                                                                                    |
| PERMANENT ENCROACHMENT PERMIT          | Street Excavation - \$735 per permit and \$4.25/lineal foot<br>Other - \$415 per permit and \$4.25/lineal foot or \$415 per permit and \$2.13/lineal foot (aerial installation)<br>Plus cost of damage to public right-of-way or street as determined by the Public Works Director. |
| TRAFFIC CONTROL PLAN REVIEW/INSPECTION | \$355 per review plus \$210 per each additional review                                                                                                                                                                                                                              |
| USE OF CREDIT CARD/ DEBIT CARD         | 2.5% OF CHARGED AMOUNT                                                                                                                                                                                                                                                              |

| <b>PUBLIC WORKS/FORESTRY</b>                                                         |                                                                                                                                                             |
|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| LANDSCAPE PLAN CHECK/INSPECTION                                                      | \$270 per plan/inspection                                                                                                                                   |
| TREE REMOVAL PERMIT                                                                  | \$245 per tree removal assessment (initial Forester assessment); \$340 per permit for removal of 1-5 trees; \$585 per permit for removal of 6 or more trees |
| TREE PRUNING REQUEST                                                                 | \$245 per permit                                                                                                                                            |
| PRUNING OR REMOVAL OF CITY TREE USING PRIVATE FUNDS UNDER CITY FORESTER INSTRUCTIONS | No permit fee required                                                                                                                                      |
| TREE APPEAL TO FOREST & BEACH COMMISSION                                             | \$1,425 per appeal plus actual outside costs                                                                                                                |
| TREE APPEAL TO CITY COUNCIL                                                          | \$1,425 per appeal plus actual outside cost                                                                                                                 |
| 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                                                              |                                                                                                                                                             |
| USE OF CREDIT CARD/ DEBIT CARD                                                       | 2.5% OF CHARGED AMOUNT                                                                                                                                      |
| <b>PUBLIC SAFETY</b>                                                                 |                                                                                                                                                             |
| <b>Police Services</b>                                                               |                                                                                                                                                             |
| LOUD PARTY PUBLIC DISTURBANCE RESPONSE                                               | First Response - No Charge<br>Second Response the same day - \$200 per response<br>Third Response within a calendar year - \$500 per response               |
| POLICE FALSE ALARM RESPONSE                                                          | First Activation - \$100<br>Second Activation - \$120<br>Each Subsequent Activation in a calendar year - \$180                                              |
| ALARM PERMIT                                                                         | New - \$35 per permit<br>Renewal - \$25 per permit                                                                                                          |
| VEHICLE IMPOUND RELEASE                                                              | \$140 per vehicle                                                                                                                                           |
| MISDEMEANOR BOOKING                                                                  | Non-Carmel bookings - \$150 per booking                                                                                                                     |
| MISCELLANEOUS POLICE PERMIT                                                          | \$185 per application plus DOJ fees                                                                                                                         |
| FINGERPRINTING ON REQUEST                                                            | \$35 plus outside agency fees                                                                                                                               |
| CLEARANCE FORM TRAVEL LETTER                                                         | \$50 per letter                                                                                                                                             |
| VIN VERIFICATION                                                                     | \$50 per vehicle                                                                                                                                            |
| CITATION SIGN-OFF                                                                    | Non-Carmel citations - \$25 per citation                                                                                                                    |
| SIGN ABATEMENT                                                                       | \$25 per sign                                                                                                                                               |

|                                    |                                                                                                                                                                                                 |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| POLICE COURT WITNESS               | Fees are set by the court                                                                                                                                                                       |
| POLICE REPORT COPY                 | 1st 10 pages - No Charge, Each additional page - \$0.20                                                                                                                                         |
| POLICE PHOTOGRAPH COPY             | photo - \$5 per photo, digital - \$5 per disk                                                                                                                                                   |
| <b>Animal Services</b>             |                                                                                                                                                                                                 |
| ANIMAL IMPOUND                     | Within a calendar year:<br>First impound - \$100<br>Second impound - \$120<br>Third and subsequent impounds - \$140                                                                             |
| ANIMAL TRANSPORT                   | Local Transport - \$25 per transport<br>To County Animal Shelter - \$90 per transport                                                                                                           |
| <b>Parking</b>                     |                                                                                                                                                                                                 |
| RESIDENT/EMPLOYEE PARKING PERMIT   | \$30 per permit, Misuse of Residential Permit - \$110                                                                                                                                           |
| <b>Fire Services</b>               |                                                                                                                                                                                                 |
| FIRE PLAN CHECK/ REVIEW/INSECTIONS | Current fee schedule as adopted by City of Monterey Council                                                                                                                                     |
| USE OF CREDIT CARD/ DEBIT CARD     | 2.5% OF CHARGED AMOUNT                                                                                                                                                                          |
| <b>ADMINISTRATIVE SERVICES</b>     |                                                                                                                                                                                                 |
| <b>Business License</b>            |                                                                                                                                                                                                 |
| NEW BUSINESS REGISTRATION PROCESS  | Fixed Location - \$310 per application + \$4 State fee<br>In & About - \$20 per application<br>Home License - \$130 per application                                                             |
| BUSINESS REGISTER RENEWAL PROCESS  | \$15 per renewal                                                                                                                                                                                |
| DUPLICATE BUSINESS LICENSE         | \$10 per license                                                                                                                                                                                |
| CHANGE BUSINESS NAME               | \$20 per business                                                                                                                                                                               |
| <b>Parking Permit</b>              |                                                                                                                                                                                                 |
| CONTRACTOR PARKING PERMIT          | Non-space specific: \$15<br>Space-specific: \$25                                                                                                                                                |
| <b>Finance</b>                     |                                                                                                                                                                                                 |
| NSF CHECK PROCESSING               | \$40 per NSF check                                                                                                                                                                              |
| <b>City Clerk</b>                  |                                                                                                                                                                                                 |
| DOCUMENT REPRODUCTION/SCANNING     | First 10 copies - No Charge<br>Additional copies - \$0.20 per copy<br>FPPC copies - \$0.10 per copy plus \$5 for retrieval of documents if more than five years old plus postage cost if mailed |

|                                |                                                                                                                                                                                                                                                       |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ELECTRONIC FILE COPY           | \$5 per device                                                                                                                                                                                                                                        |
| DOCUMENT CERTIFICATION         | \$10 per document                                                                                                                                                                                                                                     |
| 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<br>Fee is set by the State                                                                                                                                                                                                         |
| LOCAL INITIATIVE PROCESSING    | \$200 per initiative<br>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.<br>This fee is limited by the State Law - Elections Code Section 9202(b) |
| USE OF CREDIT CARD/ DEBIT CARD | 2.5% OF CHARGED AMOUNT                                                                                                                                                                                                                                |

| City of Carmel-by-the-Sea<br>Building Safety Division Fees |                |            |                        |                |            |
|------------------------------------------------------------|----------------|------------|------------------------|----------------|------------|
| Construction Valuation                                     | Plan Check Fee | Permit Fee | Construction Valuation | Plan Check Fee | Permit Fee |
| \$ 1 – 2,000                                               | \$101.77       | \$193.36   | 48,001 – 49,000        | 838.33         | 1,289.14   |
| 2,001 – 3,000                                              | 110.13         | 193.36     | 49,001 – 50,000        | 851.69         | 1,310.30   |
| 3,001 – 4,000                                              | 128.66         | 197.94     | 50,001 – 51,000        | 860.96         | 1,324.56   |
| 4,001 – 5,000                                              | 147.18         | 226.44     | 51,001 – 52,000        | 870.22         | 1,338.80   |
| 5,001 – 6,000                                              | 165.70         | 254.94     | 52,001 – 53,000        | 878.49         | 1,353.05   |
| 6,001 – 7,000                                              | 184.22         | 283.43     | 53,001 – 54,000        | 888.74         | 1,367.30   |
| 7,001 – 8,000                                              | 202.75         | 311.93     | 54,001 – 55,000        | 898.01         | 1,381.55   |
| 8,001 – 9,000                                              | 221.28         | 340.43     | 55,001 – 56,000        | 907.27         | 1,395.80   |
| 9,001 – 10,000                                             | 239.80         | 368.93     | 56,001 – 57,000        | 916.53         | 1,410.04   |
| 10,001 – 11,000                                            | 258.32         | 397.41     | 57,001 – 58,000        | 925.79         | 1,424.29   |
| 11,001 – 12,000                                            | 276.82         | 425.91     | 58,001 – 59,000        | 935.05         | 1,438.54   |
| 12,001 – 13,000                                            | 295.37         | 454.41     | 59,001 – 60,000        | 944.31         | 1,452.79   |
| 13,001 – 14,000                                            | 313.89         | 482.90     | 60,001 – 61,000        | 953.57         | 1,467.03   |
| 14,001 – 15,000                                            | 332.41         | 511.40     | 61,001 – 62,000        | 962.83         | 1,481.29   |
| 15,001 – 16,000                                            | 350.93         | 539.90     | 62,001 – 63,000        | 972.10         | 1,495.53   |
| 16,001 – 17,000                                            | 369.46         | 568.40     | 63,001 – 64,000        | 981.36         | 1,509.78   |
| 17,001 – 18,000                                            | 387.98         | 596.89     | 64,001 – 65,000        | 990.62         | 1,524.03   |
| 18,001 – 19,000                                            | 406.50         | 625.39     | 65,001 – 66,000        | 999.88         | 1,538.27   |
| 19,001 – 20,000                                            | 425.02         | 653.88     | 66,001 – 67,000        | 1,009.13       | 1,552.52   |
| 20,001 – 21,000                                            | 443.55         | 682.37     | 67,001 – 68,000        | 1,018.40       | 1,566.77   |
| 21,001 – 22,000                                            | 462.05         | 710.87     | 68,001 – 69,000        | 1,027.66       | 1,581.02   |
| 22,001 – 23,000                                            | 480.59         | 739.37     | 69,001 – 70,000        | 1,036.92       | 1,595.26   |
| 23,001 – 24,000                                            | 499.11         | 767.87     | 70,001 – 71,000        | 1,046.18       | 1,609.52   |
| 24,001 – 25,000                                            | 517.63         | 796.36     | 71,001 – 72,000        | 1,055.45       | 1,623.76   |
| 25,001 – 26,000                                            | 530.99         | 816.92     | 72,001 – 73,000        | 1,064.71       | 1,638.01   |
| 26,001 – 27,000                                            | 544.36         | 837.47     | 73,001 – 74,000        | 1,073.97       | 1,652.26   |
| 27,001 – 28,000                                            | 557.71         | 858.04     | 74,001 – 75,000        | 1,083.23       | 1,666.50   |
| 28,001 – 29,000                                            | 571.08         | 878.59     | 75,001 – 76,000        | 1,092.49       | 1,680.76   |
| 29,001 – 30,000                                            | 584.45         | 899.15     | 76,001 – 77,000        | 1,092.35       | 1,695.00   |
| 30,001 – 31,000                                            | 597.81         | 919.70     | 77,001 – 78,000        | 1,111.01       | 1,709.25   |
| 31,001 – 32,000                                            | 611.18         | 940.27     | 78,001 – 79,000        | 1,120.27       | 1,723.59   |
| 32,001 – 33,000                                            | 624.43         | 960.82     | 79,001 – 80,000        | 1,129.54       | 1,737.75   |
| 33,001 – 34,000                                            | 637.90         | 981.38     | 80,001 – 81,000        | 1,138.80       | 1,751.99   |
| 34,001 – 35,000                                            | 660.67         | 1,001.93   | 81,001 – 82,000        | 1,148.06       | 1,766.25   |
| 35,001 – 36,000                                            | 664.62         | 1,022.50   | 82,001 – 83,000        | 1,157.32       | 1,780.49   |
| 36,001 – 37,000                                            | 715.60         | 1,043.06   | 83,001 – 84,000        | 1,166.58       | 1,794.74   |
| 37,001 – 38,000                                            | 691.35         | 1,063.61   | 84,001 – 85,000        | 1,175.84       | 1,808.99   |
| 38,001 – 39,000                                            | 704.72         | 1,084.18   | 85,001 – 86,000        | 1,185.10       | 1,823.23   |
| 39,001 – 40,000                                            | 718.07         | 1,104.72   | 86,001 – 87,000        | 1,194.36       | 1,837.49   |
| 40,001 – 41,000                                            | 731.44         | 1,125.29   | 87,001 – 88,000        | 1,206.77       | 1,851.73   |
| 41,001 – 42,000                                            | 744.80         | 1,145.84   | 88,001 – 89,000        | 1,212.89       | 1,865.98   |
| 42,001 – 43,000                                            | 758.16         | 1,166.41   | 89,001 – 90,000        | 1,222.15       | 1,880.23   |
| 43,001 – 44,000                                            | 771.52         | 1,186.96   | 90,001 – 91,000        | 1,231.41       | 1,894.48   |
| 44,001 – 45,000                                            | 784.89         | 1,207.52   | 91,001 – 92,000        | 1,240.66       | 1,908.72   |
| 45,001 – 46,000                                            | 798.52         | 1,128.07   | 92,001 – 93,000        | 1,249.93       | 1,922.98   |
| 46,001 – 47,000                                            | 811.61         | 1,248.64   | 93,001 – 94,000        | 1,259.19       | 1,937.22   |
| 47,001 – 48,000                                            | 824.97         | 1,269.19   | 94,001 – 95,000        | 1,268.45       | 1,951.46   |
| 95,001 – 96,000                                            | 1,277.71       | 1,965.72   | 144,001 – 145,000      | 1,648.16       | 2,535.64   |
| 96,001 – 97,000                                            | 1,286.98       | 1,979.96   | 145,001 – 146,000      | 1,657.61       | 2,547.03   |
| 97,001 – 98,000                                            | 1,296.24       | 1,994.21   | 146,001 – 147,000      | 1,662.98       | 2,558.43   |

|                   |          |          |                   |          |          |
|-------------------|----------|----------|-------------------|----------|----------|
| 98,001 – 99,000   | 1,305.50 | 2,008.46 | 147,001 – 148,000 | 1,670.39 | 2,569.83 |
| 99,001 – 100,000  | 1,314.76 | 2,022.71 | 148,001 – 149,000 | 1,677.80 | 2,581.23 |
| 100,001 – 101,000 | 1,322.70 | 2,034.10 | 149,001 – 150,000 | 1,685.21 | 2,592.62 |
| 101,001 – 102,000 | 1,329.57 | 2,045.50 | 150,001 – 151,000 | 1,692.62 | 2,604.02 |
| 102,001 – 103,000 | 1,336.98 | 2,056.90 | 151,001 – 152,000 | 1,700.03 | 2,615.43 |
| 103,001 – 104,000 | 1,344.39 | 2,068.30 | 152,001 – 153,000 | 1,707.43 | 2,626.83 |
| 104,001 – 105,000 | 1,351.80 | 2,079.70 | 153,001 – 154,000 | 1,714.84 | 2,638.23 |
| 105,001 – 106,000 | 1,366.62 | 2,091.10 | 154,001 – 155,000 | 1,722.25 | 2,649.62 |
| 106,001 – 107,000 | 1,366.62 | 2,102.50 | 155,001 – 156,000 | 1,729.66 | 2,661.02 |
| 107,001 – 108,000 | 1,374.03 | 2,113.90 | 156,001 – 157,000 | 1,737.07 | 2,672.42 |
| 108,001 – 109,000 | 1,381.44 | 2,125.29 | 157,001 – 158,000 | 1,744.48 | 2,683.82 |
| 109,001 – 110,000 | 1,388.85 | 2,136.69 | 158,001 – 159,000 | 1,751.89 | 2,695.21 |
| 110,001 – 111,000 | 1,396.25 | 2,148.09 | 159,001 – 160,000 | 1,759.30 | 2,706.51 |
| 111,001 – 112,000 | 1,403.66 | 2,159.49 | 160,001 – 161,000 | 1,766.71 | 2,718.01 |
| 112,001 – 113,000 | 1,411.07 | 2,170.88 | 161,001 – 162,000 | 1,774.12 | 2,729.41 |
| 113,001 – 114,000 | 1,418.48 | 2,182.28 | 162,001 – 163,000 | 1,781.53 | 2,740.80 |
| 114,001 – 115,000 | 1,425.89 | 2,193.68 | 163,001 – 164,000 | 1,788.93 | 2,752.20 |
| 115,001 – 116,000 | 1,433.30 | 2,205.08 | 164,001 – 165,000 | 1,796.34 | 2,763.61 |
| 116,001 – 117,000 | 1,440.71 | 2,216.49 | 165,001 – 166,000 | 1,803.75 | 2,775.01 |
| 117,001 – 118,000 | 1,448.12 | 2,227.88 | 166,001 – 167,000 | 1,811.16 | 2,786.40 |
| 118,001 – 119,000 | 1,389.69 | 2,239.28 | 167,001 – 168,000 | 1,818.57 | 2,797.80 |
| 119,001 – 120,000 | 1,462.94 | 2,250.68 | 168,001 – 169,000 | 1,825.98 | 2,809.20 |
| 120,001 – 121,000 | 1,470.34 | 2,262.08 | 169,001 – 170,000 | 1,833.39 | 2,820.60 |
| 121,001 – 122,000 | 1,477.75 | 2,273.47 | 170,001 – 171,000 | 1,840.80 | 2,831.99 |
| 122,001 – 123,000 | 1,485.16 | 2,284.87 | 171,001 – 172,000 | 1,848.21 | 2,843.39 |
| 123,001 – 124,000 | 1,492.57 | 2,296.27 | 172,001 – 173,000 | 1,855.62 | 2,854.79 |
| 124,001 – 125,000 | 1,499.98 | 2,307.67 | 173,001 – 174,000 | 1,863.03 | 2,866.19 |
| 125,001 – 126,000 | 1,507.39 | 2,319.06 | 174,001 – 175,000 | 1,870.43 | 2,877.58 |
| 126,001 – 127,000 | 1,514.80 | 2,330.46 | 175,001 – 176,000 | 1,877.84 | 2,888.99 |
| 127,001 – 128,000 | 1,522.21 | 2,341.86 | 176,001 – 177,000 | 1,885.25 | 2,900.39 |
| 128,001 – 129,000 | 1,529.62 | 2,353.27 | 177,001 – 178,000 | 1,892.66 | 2,911.79 |
| 129,001 – 130,000 | 1,537.03 | 2,364.66 | 178,001 – 179,000 | 1,900.07 | 2,923.18 |
| 130,001 – 131,000 | 1,544.44 | 2,376.06 | 179,001 – 180,000 | 1,907.48 | 2,934.58 |
| 131,001 – 132,000 | 1,551.84 | 2,387.46 | 180,001 – 181,000 | 1,914.89 | 2,945.98 |
| 132,001 – 133,000 | 1,559.25 | 2,398.86 | 181,001 – 182,000 | 1,922.30 | 2,957.38 |
| 133,001 – 134,000 | 1,566.66 | 2,410.25 | 182,001 – 183,000 | 1,929.70 | 2,968.77 |
| 134,001 – 135,000 | 1,574.07 | 2,421.65 | 183,001 – 184,000 | 1,937.12 | 2,980.17 |
| 135,001 – 136,000 | 1,581.48 | 2,433.05 | 184,001 – 185,000 | 1,944.52 | 2,991.57 |
| 136,001 – 137,000 | 1,588.89 | 2,444.45 | 185,001 – 186,000 | 1,951.93 | 3,002.97 |
| 137,001 – 138,000 | 1,596.30 | 2,455.84 | 186,001 – 187,000 | 1,959.34 | 3,014.36 |
| 138,001 – 139,000 | 1,603.71 | 2,420.22 | 187,001 – 188,000 | 1,966.75 | 3,025.77 |
| 139,001 – 140,000 | 1,611.12 | 2,478.64 | 188,001 – 189,000 | 1,974.16 | 3,037.17 |
| 140,001 – 141,000 | 1,618.53 | 2,490.05 | 189,001 – 190,000 | 1,981.57 | 3,048.57 |
| 141,001 – 142,000 | 1,625.94 | 2,501.44 | 190,001 – 191,000 | 1,988.99 | 3,059.97 |
| 142,001 – 143,000 | 1,633.34 | 2,512.84 | 191,001 – 192,000 | 1,996.39 | 3,071.36 |
| 143,001 – 144,000 | 1,640.75 | 2,524.24 | 192,001 – 193,000 | 2,003.80 | 3,082.76 |
| 193,001 – 194,000 | 2,011.21 | 3,094.16 | 242,001 – 243,000 | 2,374.24 | 3,652.68 |
| 194,001 – 195,000 | 2,018.62 | 3,105.56 | 243,001 – 244,000 | 2,381.65 | 3,664.08 |
| 195,001 – 196,000 | 2,026.02 | 3,116.95 | 244,001 – 245,000 | 2,389.06 | 3,675.47 |
| 196,001 – 197,000 | 2,033.43 | 3,128.35 | 245,001 – 246,000 | 2,396.47 | 3,686.87 |
| 197,001 – 198,000 | 2,040.84 | 3,139.75 | 246,001 – 247,000 | 2,403.88 | 3,698.27 |
| 198,001 – 199,000 | 2,048.25 | 3,151.15 | 247,001 – 248,000 | 2,411.28 | 3,709.68 |
| 199,001 – 200,000 | 2,055.66 | 3,162.55 | 248,001 – 249,000 | 2,418.69 | 3,721.07 |

|                   |          |          |                   |          |          |
|-------------------|----------|----------|-------------------|----------|----------|
| 200,001 – 201,000 | 2063.07  | 3,173.94 | 249,001 – 250,000 | 2,416.70 | 3,732.47 |
| 201,001 – 202,000 | 2,070.48 | 3,185.35 | 250,001 – 251,000 | 2,433.51 | 3,743.87 |
| 202,001 – 203,000 | 2,077.89 | 3,196.75 | 251,001 – 252,000 | 2,440.92 | 3,755.27 |
| 203,001 – 204,000 | 2,085.30 | 3,208.14 | 252,001 – 253,000 | 2,448.33 | 3,766.66 |
| 204,001 – 205,000 | 2,092.71 | 3,219.54 | 253,001 – 254,000 | 2,455.74 | 3,778.06 |
| 205,001 – 206,000 | 2,100.11 | 3,230.94 | 254,001 – 255,000 | 2,463.15 | 3,789.46 |
| 206,001 – 207,000 | 2,107.52 | 3,242.34 | 255,001 – 256,000 | 2,470.56 | 3,800.86 |
| 207,001 – 208,000 | 2,114.93 | 3,253.73 | 256,001 – 257,000 | 2,477.97 | 3,812.25 |
| 208,001 – 209,000 | 2,122.34 | 3,265.13 | 257,001 – 258,000 | 2,485.37 | 3,823.65 |
| 209,001 – 210,000 | 2,129.75 | 3,276.53 | 258,001 – 259,000 | 2,492.78 | 3,835.05 |
| 210,001 – 211,000 | 2,137.16 | 3,287.93 | 259,001 – 260,000 | 2,500.19 | 3,846.46 |
| 211,001 – 212,000 | 2,144.57 | 3,299.33 | 260,001 – 261,000 | 2,507.60 | 3,857.85 |
| 212,001 – 213,000 | 2,151.98 | 3,310.73 | 261,001 – 262,000 | 2,515.01 | 3,869.25 |
| 213,001 – 214,000 | 2,159.38 | 3,322.13 | 262,001 – 263,000 | 2,522.42 | 3,880.65 |
| 214,001 – 215,000 | 2,166.79 | 3,333.53 | 263,001 – 264,000 | 2,529.83 | 3,892.05 |
| 215,001 – 216,000 | 2,174.19 | 3,344.92 | 264,001 – 265,000 | 2,537.24 | 3,903.45 |
| 216,001 – 217,000 | 2,181.60 | 3,356.32 | 265,001 – 266,000 | 2,544.65 | 3,914.84 |
| 217,001 – 218,000 | 2,189.01 | 3,367.72 | 266,001 – 267,000 | 2,552.06 | 3,926.24 |
| 218,001 – 219,000 | 2,196.42 | 3,379.12 | 267,001 – 268,000 | 2,559.47 | 3,937.64 |
| 219,001 – 220,000 | 2,203.83 | 3,390.51 | 268,001 – 269,000 | 2,566.87 | 3,949.04 |
| 220,001 – 221,000 | 2,211.24 | 3,401.91 | 269,001 – 270,000 | 2,574.28 | 3,960.43 |
| 221,001 – 222,000 | 2,218.65 | 3,413.31 | 270,001 – 271,000 | 2,581.69 | 3,971.83 |
| 222,001 – 223,000 | 2,226.06 | 3,424.71 | 271,001 – 272,000 | 2,589.10 | 3,983.24 |
| 223,001 – 224,000 | 2,233.47 | 3,436.11 | 272,001 – 273,000 | 2,596.51 | 3,994.64 |
| 224,001 – 225,000 | 2,240.88 | 3,447.51 | 273,001 – 274,000 | 2,603.92 | 4,006.03 |
| 225,001 – 226,000 | 2,248.29 | 3,458.91 | 274,001 – 275,000 | 2,611.33 | 4,017.43 |
| 226,001 – 227,000 | 2,255.69 | 3,470.31 | 275,001 – 276,000 | 2,618.74 | 4,028.83 |
| 227,001 – 228,000 | 2,263.10 | 3,481.71 | 276,001 – 277,000 | 2,626.14 | 4,040.23 |
| 228,001 – 229,000 | 2,270.51 | 3,493.10 | 277,001 – 278,000 | 2,633.56 | 4,051.62 |
| 229,001 – 230,000 | 2,277.92 | 3,504.50 | 278,001 – 279,000 | 2,640.96 | 4,063.02 |
| 230,001 – 231,000 | 2,285.33 | 3,515.90 | 279,001 – 280,000 | 2,648.37 | 4,074.42 |
| 231,001 – 232,000 | 2,292.74 | 3,527.30 | 280,001 – 281,000 | 2,655.78 | 4,085.82 |
| 232,001 – 233,000 | 2,300.15 | 3,538.69 | 281,001 – 282,000 | 2,663.19 | 4,097.21 |
| 233,001 – 234,000 | 2,307.56 | 3,550.09 | 282,001 – 283,000 | 2,670.60 | 4,108.62 |
| 234,001 – 235,000 | 2,314.97 | 3,561.49 | 283,001 – 284,000 | 2,678.01 | 4,120.01 |
| 235,001 – 236,000 | 2,322.38 | 3,572.90 | 284,001 – 285,000 | 2,685.42 | 4,131.42 |
| 235,001 – 237,000 | 2,329.78 | 3,584.29 | 285,001 – 286,000 | 2,692.83 | 4,142.81 |
| 237,001 – 238,000 | 2,337.19 | 3,595.69 | 286,001 – 287,000 | 2,700.24 | 4,154.21 |
| 238,001 – 239,000 | 2,344.60 | 3,607.09 | 287,001 – 288,000 | 2,707.65 | 4,165.61 |
| 239,001 – 240,000 | 2,352.01 | 3,618.49 | 288,001 – 289,000 | 2,715.06 | 4,177.01 |
| 240,001 – 241,000 | 2,359.42 | 3,629.88 | 289,001 – 290,000 | 2,722.46 | 4,188.40 |
| 241,001 – 242,000 | 2,366.83 | 3,641.28 | 290,001 – 291,000 | 2,729.87 | 4,199.80 |
| 291,001 – 292,000 | 2,729.87 | 4,199.80 | 321,001 – 322,000 | 2,959.55 | 4,553.16 |
| 292,001 – 293,000 | 2,744.69 | 4,222.60 | 322,001 – 323,000 | 2,966.96 | 4,564.55 |
| 293,001 – 294,000 | 2,752.10 | 4,233.99 | 323,001 – 324,000 | 2,974.37 | 4,575.95 |
| 294,001 – 295,000 | 2,759.51 | 4,245.40 | 324,001 – 325,000 | 2,981.78 | 4,587.35 |
| 295,001 – 296,000 | 2,766.92 | 4,256.80 | 325,001 – 326,000 | 2,989.19 | 4,598.75 |
| 296,001 – 297,000 | 2,774.33 | 4,268.20 | 326,001 – 327,000 | 2,996.60 | 4,610.14 |
| 297,001 – 298,000 | 2,781.73 | 4,279.58 | 327,001 – 328,000 | 3,004.01 | 4,621.54 |
| 298,001 – 299,000 | 2,789.15 | 4,290.99 | 328,001 – 329,000 | 3,011.42 | 4,632.94 |
| 299,001 – 300,000 | 2,796.55 | 4,302.39 | 329,001 – 330,000 | 3,018.83 | 4,644.34 |
| 300,001 – 301,000 | 2,803.96 | 4,313.79 | 330,001 – 331,000 | 3,026.24 | 4,655.74 |
| 301,001 – 302,000 | 2,811.37 | 4,325.19 | 331,001 – 332,000 | 3033.64  | 4,667.14 |

|                   |          |          |                      |                         |                                                                                       |
|-------------------|----------|----------|----------------------|-------------------------|---------------------------------------------------------------------------------------|
| 302,001 – 303,000 | 2,818.78 | 4,336.58 | 332,001 – 333,000    | 3,041.05                | 4,678.54                                                                              |
| 303,001 – 304,000 | 2,826.19 | 4,347.98 | 333,001 – 334,000    | 3,048.46                | 4,689.94                                                                              |
| 304,001 – 305,000 | 2,833.60 | 4,359.38 | 334,001 – 335,000    | 3,055.87                | 4,701.33                                                                              |
| 305,001 – 306,000 | 2,841.01 | 4,370.78 | 335,001 – 336,000    | 3,063.28                | 4,712.73                                                                              |
| 306,001 – 307,000 | 2,848.42 | 4,382.18 | 336,001 – 337,000    | 3,070.68                | 4,724.13                                                                              |
| 307,001 – 308,000 | 2,855.82 | 4,393.58 | 337,001 – 338,000    | 3,078.09                | 4,735.53                                                                              |
| 308,001 – 309,000 | 2,863.24 | 4,404.98 | 338,001 – 339,000    | 3,085.50                | 4,746.93                                                                              |
| 309,001 – 310,000 | 2,870.65 | 4,416.38 | 339,001 – 340,000    | 3,092.91                | 4,758.32                                                                              |
| 310,001 – 311,000 | 2,878.05 | 4,427.77 | 340,001 – 341,000    | 3,100.32                | 4,769.72                                                                              |
| 311,001 – 312,000 | 2,885.46 | 4,439.17 | 341,001 – 342,000    | 3,107.72                | 4,575.24                                                                              |
| 312,001 – 313,000 | 2,892.87 | 4,450.57 | 342, 001 – 343,000   | 3,115.13                | 4,792.53                                                                              |
| 313,001 – 314,000 | 2,900.28 | 4,461.97 | 343,001 – 344,000    | 3,122.54                | 4,803.91                                                                              |
| 314,001 – 315,000 | 2,907.69 | 4,473.36 | 344,001 – 345,000    | 3,129.95                | 4,815.32                                                                              |
| 315,001 – 316,000 | 2,915.10 | 4,484.76 | 345,001 – 346,000    | 3,137.36                | 4,826.72                                                                              |
| 316,001 – 317,000 | 2,922.51 | 4,496.16 | 346,001 – 347,000    | 3,144.77                | 4,838.12                                                                              |
| 317,001 – 318,000 | 2,929.92 | 4,507.56 | 347,001 – 348,000    | 3,152.18                | 4,849.51                                                                              |
| 318,001 – 319,000 | 2,937.33 | 4,537.76 | 348,001 – 349,000    | 3,159.59                | 4,860.91                                                                              |
| 319,001 – 320,000 | 2,944.74 | 4,530.36 | 349,001 – 350,000    | 3,167.00                | 4,872.31                                                                              |
| 320,001 – 321,000 | 2,952.14 | 4,541.75 | 350,000 and<br>above | 65% of<br>Permit<br>Fee | 4,872.31<br>plus<br>\$11.40 per<br>\$1000.00 in<br>Valuation<br>Above<br>\$350,000.00 |