

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

REGULAR MEETING Tuesday, May 3, 2022

THIS MEETING IS VIA TELECONFERENCE AND IN-PERSON AT CITY HALL

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 community is the top priority for the City of Carmel-by-the-Sea.

To that end, this meeting will be held via teleconference and in-person in the City Council Chambers at City Hall located on Monte Verde Street between Ocean and Seventh Avenue. To participate via teleconference click the following link to attend via Zoom (or copy and paste link in your browser): https://ci-carmel-caus.zoom.us/j/88124858589?pwd=dDJJZWxjZjREUVc4V3gvcVZFbGdlQT09; Meeting ID: 881 2485 8589; Passcode: 464629; Dial +1 253 215 8782

To participate in this meeting in-person in the City Council Chambers, the public must show proof of vaccination (including virus booster) and wear a face covering at all times. Seating will be limited and available on a first come first served basis. The meeting will also be web-streamed on the City's website.

The public can also email comments to 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

PLEDGE OF ALLEGIANCE

EXTRAORDINARY BUSINESS

A. Community Vibrancy

- **B.** Proclamation recognizing May 15-21, 2022 as National Public Works Week "Ready and Resilient"
- **C.** Introduction to Winter & Co. and early guidance from Council on the Design Traditions 1.5 Project

PUBLIC APPEARANCES

Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Appearances. Each person's comments shall be limited to 3 minutes, or as otherwise established by the Chair. Matters not appearing on the agenda will not receive action at this meeting and may be referred to staff. Persons are not required to provide their names, and it is helpful for speakers to state their names so they may be identified in the minutes of the meeting.

ANNOUNCEMENTS

- A. City Administrator Announcements
- B. City Attorney Announcements
- C. Council Member Announcements

ORDERS OF BUSINESS

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

- 1. Consider applications submitted as part of the Fiscal Year 2022-2023 Council Discretionary Grant Program and provide funding recommendations to staff
- 2. Receive the Fiscal Year 2022-2023 Recommended Budget
- **3.** Approve Fiscal Year 2021/22 carry-over and proposed Fiscal Year 2022/23 Capital Improvement Plan projects, and provide direction to staff
- 4. Consideration of whether or not to reconsider Permanent Encroachment Permit EN 21-272 (Fountain) to retain a fence constructed in the public right of way
- 5. Receive a report on the process required to consider a permanent outdoor seating program in the public right of way, and provide direction to staff on whether or not to proceed with the effort as a City Council top priority project

PUBLIC HEARINGS

- 6. CONTINUE TO JUNE 7, 2022 Consideration of a recommendation from the Historic Resources Board to the City Council that the City Council enter into a Mills Act Historical Property Contract (MA 21-238, L'Auberge Carmel) with Esperanza Carmel Commercial, LLC for the historic 'Sundial Lodge' now known as L'Auberge Carmel located on Monte Verde 2 northeast of 7th Avenue (APN 010-191-005)
- Resolution 2022-041 adopting Fiscal Year 2022-2023 Fee schedule for Administrative Services, Community Planning and Building, Public Safety and Public Works Services

FUTURE AGENDA ITEMS

ADJOURNMENT

8. Correspondence Received

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

A PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA RECOGNIZING MAY 15-21, 2022 AS NATIONAL PUBLIC WORKS WEEK "Ready and Resilient"

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

WHEREAS, streets, facilities, parks, and infrastructure services could not be provided and maintained without the dedicated efforts of public works professionals, managers, and employees at all levels of government volunteers, and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, storm drain system, public buildings, green infrastructure, 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 programs and services in their respective communities; and,

WHEREAS, the year 2022 marks the 62nd 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 15 – 21, 2022 as National Public Works Week. I urge all citizens to join with representatives of the American Public Works Association to pay tribute to our public works professionals, managers, and employees, and to recognize the substantial contributions they make to protect our City's health, safety, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City to be affixed at the City of Carmel-by-the-Sea, CA this 3rd day of May, 2022.



Dave Potter, Mayor



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

May 3, 2022 EXTRAORDINARY BUSINESS

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Brandon Swanson, Community Planning & Building Director
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Introduction to Winter & Co. and early guidance from Council on the Design Traditions 1.5 Project

RECOMMENDATION:

Meet the team from Winter & Co., and provide early guidance on the Design Traditions 1.5 Project

BACKGROUND/SUMMARY:

On March 1st, 2022, Council approved a contract with Winter & Co. to update the City's Design Guidelines and Zoning Code through the Design Traditions 1.5 (DT-1.5) Project. This effort will preserve and honor the existing framework of these successful guiding documents, while updating them to ensure they will serve the City for another 10 to 20 years. In total, the project will take approximately one (1) year, and will include numerous community workshops, public hearings, and meetings with the Council's appointed "Steering Committee".

Work on DT-1.5 began almost immediately after Council approved the contract in March, and significant progress has already been made laying the groundwork for a successful project. From March 12th through March 14th, Winter & Co. conducted a site visit here in Carmel-by-the-Sea. This visit included all-day working sessions with staff, a productive kickoff meeting with the Steering Committee, informal introductions to Council Members, and walking/driving tours of the Village.

Nore' Winter, the Company's founder and principal, is making another site visit from May 3rd though May 4th to continue progress on laying the groundwork for DT-1.5. The team will also begin crafting in-person exercises for the first community workshop which will take place some time this June. As part of this visit, the DT-1.5 team would like to formally introduce Winter & Co. to Council and the public and get feedback on two (2) high level questions that will help guide the project over the coming year. In addition to direction from Council, this will also allow members of the public the opportunity to provide early feedback on the project's direction.

With that in mind, the DT-1.5 team is seeking feedback from Council on two (2) broad questions. Of course, Council is welcome to share any other thoughts about the project's direction with the DT-1.5 Team as well.

QUESTIONS:

- 1. What are some key design issues or emerging design trends that the DT-1.5 Project needs to address?
- 2. What will make the DT-1.5 Project a success?

FISCAL IMPACT:

None.

PRIOR CITY COUNCIL ACTION:

None specific to this agenda item.

ATTACHMENTS:



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

May 3, 2022 ORDERS OF BUSINESS

то:	Honorable Mayor and City Council Members
SUBMITTED BY:	Ashlee Wright, Director, Libraries & Community Activities
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Consider applications submitted as part of the Fiscal Year 2022-2023 Council Discretionary Grant Program and provide funding recommendations to staff

RECOMMENDATION:

Consider applications submitted as part of the Fiscal Year 2022-2023 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

Library and Community Activities Director Ashlee Wright and Executive Assistant Leslie Fenton 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.

Three applications that were received and reviewed by staff were not included for Council consideration. One application from Lu Ganiban was incomplete and did not include any required attachments. The other two applications from Monterey County Film Commission and United Way of Monterey County were not included as those requested funds have been included as line items in the operating budget per direction from Council during the last budget planning cycle.

Staff seeks direction from Council regarding which responsive applications, if any, to fund as part of the Fiscal Year 2022-2023 Adopted Budget.

FISCAL IMPACT:

The City received 8 applications requesting a total of \$24,500 in funding. The Fiscal Year 2022-2023 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 2022-23 budget and after the start of the fiscal year on July 1, 2022.

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 Carmel Heritage Society
- Attachment #4 Carmel Padre Parents
- Attachment #5 Carmel Residents Association
- Attachment #6 Carmel Youth Center
- Attachment #7 Community Human Services
- Attachment #8 Food Bank for Monterey County
- Attachment #9 Monterey Peninsula Ballet Theatre
- Attachment #10 Pacific Repertory Theater

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

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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

Benefit **Relationship to City Programs** Example Complementary service Donation to the Tree The Tree Foundation has Foundation in return for specialized knowledge about agreement to replace planting trees suitable for the trees that have been area. New trees will enhance removed by the City property values. The service due to disease 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 programs can after-school program boost academic performance, reduce risky behaviors,

The following chart contains examples that illustrate public benefit:

APPLICATION PROCEDURE

but does not

Service the City could provide,

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

Homeless shelter and

placement programs

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

promote physical health, and provide a safe, structured environment for the children

Programs such as this help

of working parents.

end the cycle of

homelessness.

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 backup 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 Critera
1	Carmel Heritage Society	\$3,000	The exhibit will feature text and photos documenting some of our notable citizens. We will celebrate the many people, places and things that contributed to Carmel's creative environment. A special section will honor the late Betty White and her enormous gifts to the citizens and animals of Carmel. Also featured will be ongoing cultural institutions like the Forest Theater the Bach Festival and the Sunset Center as well as some of the outstanding writers, artists and photographers who achieved world wide recognition for their work. We plan to open this exhibit in October 2022 as part of Carmel's annual birthday celebrations.	YES. The grant supports a one-time event sponsored by this organization.
2	Carmel Padre parents Club - Sober Grad Night	¢2.000	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.
3	Carmel Residents Association	\$3,000	Support rental expenses for public programs held at the Sunset Center's Carpenter Hall. We request being awarded this grant to assist us in our vital work for the citizens of this Village.	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.
4	Carmel Youth Center	¢2 000	Purchase new cubbies for our newly renovated lobby. We will have a cubby for each child served by our Center, so they may store all of their personal belongings such as backpacks, homework, jackets, snacks, etc. These will meet the growing needs of our Center as we accept new children during the new school year and camps.	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.
5	Community Human Services	\$3,000	General operating support at Casa de Noche Buena, the Monterey Peninsula's only emergency homeless shelter for single women and families with children located in Seaside. Casa de Noche Buena (CDNB) provides a maximum of 35 shelter beds, depending on the sizes of the families and ages of the children.	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	Foodbank for Monterey County	\$3,000	Provide fresh produce, eggs, dairy, lean proteins and other nutritious foods to City of Carmel residents in need at our weekly direct distribution site that takes place at St. Philip's Lutheran Church on the 1st and 3rd Fridays of every month and serves City residents of all ages.	YES. The grant may be considered as supporting general operating expenses; however it would also fund the one-time purchase of food.

FY 2021-2022 COUNCIL DISCRETIONARY FUNDS GRANT PROGRAM

7	Monterey Peninsula Ballet Theater	\$3,000	Provide dance education and financial aid assistance to youth of various socio-economic status, while teaching different genres of dance to enhance arts appreciation, establish teamwork fundamentals, and build a dynamic, healthy community vision. 100% of awarded funds will be used to support the direct expenses incurred for the Outreach Program giving over 700 children, from underrepresented communities in Monterey County the Opportunity to watch a free Nutcracker performance.	going operation of the applicant, including, but not
8	Pacific Repertory Theatre	\$3,000	during subsidizes that. In addition, funding would support expanded marketing efforts	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.
	TOTAL FUNDS REQUESTED	\$24,000		



City Council Discretionary Grant Program

Attachment 3

Organization Information

Name of Applicant Organization: Carmel Heritage Society

Name and Position/Title of staff applying on behalf of the Organization:Linda Jaffe, Executive Director

Organization Mailing Address: PO Box 701, Carmel, CA 93921

Telephone Number:8316244447

Email:info@carmelheritage.org

Geographic Area(s) the Organization serves: Local Monterey County and the entire Bay Area

Age groups served by the Organization:0-12, 13-17, 18-24, 25-34, 35-44, 45-54, 55-64, 65 and over Number of Carmel-by-the-Sea (93921) residents the Organization serves:3,000

Is this Organization incorporated as a Nonprofit Organization?: Yes

Is this Organization a Carmel school?:No

Project/Program Details

Project/Program Name: In Honor of Betty White: Carmel-Home to Creative Minds and Hearts

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

Please provide a description of the Project, Program, or Service that the City of Carmel-by-the-Sea grant funding will be used to support. Since the early 20th century artists, writers, actors, musicians and photographers have made their homes in Carmel. The exhibit will feature text and photos documenting some of our notable citizens. We will celebrate the many people, places and things that contributed to Carmel's creative environment. A special section will honor the late Betty White and her enormous gifts to the citizens and animals of Carmel. Also featured will be ongoing cultural institutions like the Forest Theater the Bach Festival and the Sunset Center as well as some of the outstanding writers, artists and photographers who achieved world wide recognition for their work. We plan to open this exhibit in October 2022 as part of Carmel's annual birthday celebrations.

Please provide the project, program, or service objectives that the City of Carmel-by-the-Sea grant funding will be used to support. Our mission is to educate and celebrate Carmel's history. Creative people have been drawn to Carmel for decades and their contributions to our historic legacy is profound. Our main objective is to explore this history and educate people about the importance of cultural heritage in the history and development of



Carmel.

Attachment 3

Please describe the specific benefit to the Carme-by-the-Sea community that your project, program, or service will provide, including the target population and number of community members that will be served. Increasing knowledge and understanding is the primary benefit to the community and this exhibit will explore an important component of Carmel's history. It will also celebrate and honor the men and women who contributed their artistic talents over the years to create the extraordinary quality of life we enjoy today. In addition, we will remember a long-time Carmelite, Betty White. Our target population is all community members as well as visitors from the greater Bay Area.

Please describe how your organization would use the funding awarded, including equipment or services that would be purchased and why. Funds will be used to reproduce photos and fabricate text panels that form the core of the exhibit. In addition, an informative educational brochure will be created for visitors to take home with them.

Attachments

Please provide the following attachments via email to cityclerk@ci.carmel.ca.us. Make sure to include the name of the Organization in the subject line of the email and on all attachments.

- A copy of the Organization's proof of non-profit status, with a copy of the letter from the IRS.

- A detailed, line item budget plan for the project, program, or service's use of the grant funds.

- A current, detailed operating budget that includes information on your organization's annual sources of revenue received.

- The Organization's past two year's financial statements - including the current year - with balance sheets, sources of revenue, profit/loss statements and indicating the percentage of revenue that is used for administration, salaries and program costs.

Certification and Signature

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! 3

- 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 of staff applying on behalf of the Organization:Linda Jaffe, Executive Director

Organization name: Carmel Heritage Society

Date:03/02/2022

Internal Revenue Sen

Department of Treasury

District Director

450 Golden Gate Ave. San Francisco, Calif. 94102

Person to Contact: DESK OFFICER 415-556-0338 Refer Reply to: E0-6 Date: Jan. 5, 1989

Carmel Heritage P.O. Box 4056 Carmel, CA 93921

Reference is made to your request for verification of the tax exempt status of your organization.

We are unable to furnish you with a copy of the original determination or ruling letter that was issued to your organization. However, our records indicate that exemption was granted as shown below.

A determination or ruling letter issued to an organization granting exemption under the Internal Revenue Code of 1954 or under a prior or subsequent Revenue Act remains in effect until exempt status has been terminated, revoked or modified.

Our records indicate that there has been no change in your organization's exempt status.

Sincerely yours,

- Dulerich C. nulm

District Director

Name of the organization: Carmel Heritage

94-2375719

Date of exemption letter: April 1977

Exemption granted pursuant to 1954 Code section 501(c)(3) or its predecessor Code section.

Foundation Classification (if applicable) 509(a)(1) and 170(b)(1)(A)(vi)

PROGRAM BUDGET				
Carmel Heritage Society				
Program Name: 75 Years Later: A Look at Carmel During World War II				
Program Date: August 2020				
Request to: Arts Council for Monterey Council				
REVENUE				
	Arts4MC	Other Proposals	Committed Funds	TOTAL
Arts Council	\$5,000			
City of Carmel		\$3,000		
Carmel Heritage Society			\$3,500	
	\$5,000	\$3,000	\$3,500	\$11,500
EXPENSES				
Graphic Design	\$4,500			
BrochureDesign	\$820			
Photo Reproduction	\$680			
Lighting	\$2,000			
Research and writing of text panelsCHS ED % of salary	\$3,500			
	\$11,500			

Carmel Heritage Society					
	2022			 	
	2022				
	Budget		 		
Income			 		
Year End Donation	\$6,000.00		 		
Donation	\$3,000.00				
House Tour	\$26,000.00				
Inns Tour	\$5 <i>,</i> 000.00				
Membership Dues	\$7,000.00				
Product Sales	\$1,000.00				
Other types of Income	\$500.00				
Gross Profit					
	\$48,500.00				
Expense					
Books, Subscriptions, Reference	\$100.00				
Holiday Party	\$150.00				
House Tour	\$10,000.00				
Inns Tour	\$3,000.00				
FMH	\$3,000.00				
Insurance - Liability, D and O	\$3,500.00				
Office	\$12,000.00				
Dues & Subscriptions	\$700.00				
Payroll Expenses	\$30,000.00				
Gross Expense	\$62,450.00				
operating surplus/deficit	\$13,950.00				

Carmel Heritage Society Balance Sheet As of March 1, 2022

Less Accumulated Depreciation-43,264.60Total Fixed Assets10,087.03TOTAL ASSETS167,637.54LIABILITIES & EQUITY114bilitiesLiabilities6,534.69Other Current Liabilities6,534.69Total Other Current Liabilities6,534.69Total Current Liabilities193.86City Grant - Personalities1,267.99Scholarship1,454.00Total Temp. Restricted Net Assets2,915.85Unrestricted Net Assets2,915.85Unrestricted Net Assets163,911.95Net Income-5,724.95Total Equity161,102.85		Mar 1, 22
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LiabilitiesCurrent LiabilitiesOther Current LiabilitiesPayroll Liabilitiesfotal Other Current Liabilitiesfotal Liabilitiesfotal Liabilitiesfotal Setticted Net Assetsfotal Temp. Restricted Net Assetsfotal Liabilitiesfotal Equityfotal Equity	TOTAL ASSETS	167,637.54
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Temp. Restricted Net AssetsArts Council -WWII/Covid Exhibt193.86City Grant - Personalities1,267.99Scholarship1,454.00Total Temp. Restricted Net Assets2,915.85Unrestricted Net Assets163,911.95Net Income-5,724.95Total Equity161,102.85	Total Liabilities	6,534.69
Temp. Restricted Net AssetsArts Council -WWII/Covid Exhibt193.86City Grant - Personalities1,267.99Scholarship1,454.00Total Temp. Restricted Net Assets2,915.86Unrestricted Net Assets163,911.95Net Income-5,724.95Total Equity161,102.85	Equity	
Arts Council -WWI/Covid Exhibt193.86City Grant - Personalities1,267.99Scholarship1,454.00Total Temp. Restricted Net Assets2,915.85Unrestricted Net Assets163,911.95Net Income-5,724.95Total Equity161,102.85		
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Total Temp. Restricted Net Assets2,915.85Unrestricted Net Assets163,911.95Net Income-5,724.95Total Equity161,102.85		1,267.99
Unrestricted Net Assets 163,911.95 Net Income -5,724.95 Total Equity 161,102.85	Scholarship	1,454.00
Net Income -5,724.95 Total Equity 161,102.85	Total Temp. Restricted Net Assets	2,915.85
Net Income -5,724.95 Total Equity 161,102.85	Unrestricted Net Assets	163 911 94
		-
TOTAL LIABILITIES & EQUITY 167.637.54	Total Equity	161,102.85
	TOTAL LIABILITIES & EQUITY	167,637.54

5:33 AM 03/01/22 Cash Basis

Carmel Heritage Society Profit & Loss January through December 2021

	Jan - Dec 21
Ordinary Income/Expense	
Income Employee Retention	3,828.00
Credit	633.66
paypal transfer	496.94
PROGRAM INCOME Membership Dues	6,297.68
Total PROGRAM INCOME	6,297.68
EVENT REVENUE House Tour EVENT REVENUE - Other	25,527.38 28.88
Total EVENT REVENUE	25,556.26
UNRESTRICTED CONTRIBUTIONS Year End Gift Donation	5,140.00 18,503.50
Total UNRESTRICTED CONTRIBUTIONS	23,643.50
TEMP RESTRICTED DONATIONS Arts Council Grant TEMP RESTRICTED DONATIONS - Other	-40.00 1,000.00
Total TEMP RESTRICTED DONATIONS	960.00
SALES REVENUE Book Sales DVD SALES REVENUE - Other	526.56 447.94 75.00
Total SALES REVENUE	1,049.50
Other Types of Income Miscellaneous Revenue Other Types of Income - Other	523.27 272.42
Total Other Types of Income	795.69
Total Income	63,261.23
Gross Profit	63,261.23
Expense Accounting Fees Bank Card Fees Books, Subscriptions, Reference Business Expenses Business Registration Fees Contract Services Dues & Subscriptions Equip Rental and Maintenance House Tour	3,826.28 1,273.74 117.00 128.11 17.00 9,341.50 770.00 1,330.76
Fees Printing Publicity Supplies for tours House Tour - Other	326.25 1,162.42 650.00 683.00 11,845.12
Total House Tour	14,666.79
Insurance - Liability, D and O Office & Administration Other Costs Other Types of Expenses Outside Contract Services	3,467.00 620.52 400.00 74.31 960.00

Carmel Heritage Society Profit & Loss January through December 2021

	Jan - Dec 21
Payroll Expenses	
Payroll Taxes	5,678.98
Payroll Expenses - Other	23,878.25
Total Payroll Expenses	29,557.23
Postage, Mailing Service	882.25
Printing	210.26
Reconciliation Discrepancies	-8.68
Rent, Parking, Utilities	1,125.21
Supplies	678.44
Telephone, Telecommunications	2,684.09
Website Costs	822.99
Total Expense	72,944.80
Net Ordinary Income	-9,683.57
Net Income	-9,683.57

Carmel Heritage Society Balance Sheet As of December 31, 2021

ASSETS Current Assets Checking/Savings petty cash Wells Fargo 2497 Wells Fargo Savings 8002 Total Checking/Savings	345.61 14,282.53
Checking/Savings petty cash Wells Fargo 2497 Wells Fargo Savings 8002 Total Checking/Savings	14,282.53
petty cash Wells Fargo 2497 Wells Fargo Savings 8002 Total Checking/Savings	14,282.53
Wells Fargo 2497 Wells Fargo Savings 8002 Total Checking/Savings	14,282.53
Wells Fargo Savings 8002 Total Checking/Savings	-
	500.03
	15,128.17
Other Current Assets	
Inventory Asset	
Inventory - Books	307.00
Inventory - Video	560.00
Total Inventory Asset	867.00
Investment	
Community Foundation Enowment F	146,707.47
Total Investment	146,707.47
Total Other Current Assets	147,574.47
Total Current Assets	162,702.64
Fixed Assets Exhibit (Opened 3/31/16)	21,817.34
Furniture & Fixtures	21,017.0-
Storage Shed	11,192.54
Computers	2,322.15
First Murphy House F&F	16,113.00
software	1,906.60
Total Furniture & Fixtures	31,534.29
Less Accumulated Depreciation	-43,264.60
Total Fixed Assets	10,087.03
TOTAL ASSETS	172,789.67
LIABILITIES & EQUITY Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	5,961.87
Total Other Current Liabilities	5,961.87
Total Current Liabilities	5,961.87
Total Liabilities	5,961.87
Equity	
Temp. Restricted Net Assets	
Arts Council -WWII/Covid Exhibt	193.86
City Grant - Personalities Scholarship	1,267.99 1,454.00
	·
Total Temp. Restricted Net Assets	2,915.85
Unrestricted Net Assets	173,595.52 -9,683.57
Net Income	
Net Income	166.827.80
	166,827.80 172,789.67



City Council Discretionary Grant Program

Attachment 4

Organization Information

Name of Applicant Organization: Carmel Padre Parents Club

Name and Position/Title of staff applying on behalf of the Organization: Sarah Myers, Sober Grad Night Parent Volunteer

Organization Mailing Address: P.O. Box 222780

Telephone Number: (831) 238-7559

Email:sarahwmyers@gmail.com

Geographic Area(s) the Organization serves:Carmel Unified School District: Carmel-by-the-Sea, Carmel, Carmel Valley, Carmel Highlands, Big Sur, Pebble Beach

Age groups served by the Organization:13-17, 18-24

Number of Carmel-by-the-Sea (93921) residents the Organization serves: I don't have exact number this year. Last year had 25 in 93921. There are 189 seniors this year.

Is this Organization incorporated as a Nonprofit Organization?: Yes

Is this Organization a Carmel school?: Yes

Project/Program Details

Project/Program Name: Sober Grad Night 2022

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

Please provide a description of the Project, Program, or Service that the City of Carmel-by-the-Sea grant funding will be used to support. Sober Grad Night, organized by Carmel 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 3. Through generous donations from the community and parents, we provide a safe and sober celebration that keeps our Seniors and others who share the roads with them safe on one of the most important days of their lives. Furthermore, with the onset of Covid and the isolation and anxiety it has caused, mental health has become a grave issue for many youth. This event will provide a wonderful opportunity for the community to encourage and celebrate these young people who will be leading us in the near future. 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 promote a super fun event so that all graduates will want to come.



Attachment 4

Please provide the project, program, or service objectives that the City of Carmel-by-the-Sea grant funding will be used to support. The objective of Sober Grad Night is to ensure safe passage of all high school graduates as they transition into adulthood. 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. To reach this objective, we must make it attractive to a diverse group so that all the students will want to come!

Please describe the specific benefit to the Carme-by-the-Sea community that your project, program, or service will provide, including the target population and number of community members that will be served. Most importantly, this event reduces the risk of a teenage automobile accident affecting our small community. It keeps the graduates safe and having fun while keeping the town safe and undisturbed. Additionally, Sober Grad Night provides ongoing goodwill within our community of people who have children, grandchildren, nieces and nephews at our schools, 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.

Furthermore with mental health a growing concern, this event gives students who may otherwise drift into further isolation and depression on this climactic evening, the opportunity to have memorable camaraderie with their fellow graduates while safely chaperoned by caring parents. We need to do all we can to work against any potential tragedy. The class of 2022 has 189 students including 4 who attend Carmel Valley High School.

Please describe how your organization would use the funding awarded, including 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 \$250/per student.

Attachments

Please provide the following attachments via email to cityclerk@ci.carmel.ca.us. Make sure to include the name of the Organization in the subject line of the email and on all attachments.

- A copy of the Organization's proof of non-profit status, with a copy of the letter from the IRS.

- A detailed, line item budget plan for the project, program, or service's use of the grant funds.

- A current, detailed operating budget that includes information on your organization's annual sources of revenue received.

- The Organization's past two year's financial statements - including the current year - with balance sheets, sources of revenue, profit/loss statements and indicating the percentage of revenue that is used for administration, salaries and program costs.

Certification and Signature

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 of staff applying on behalf of the Organization: Sarah Myers, Padre Parents Sober Grad Night Volunteer

Organization name: Carmel Padre Parents Club

Date:03/29/2022

RS Department of the Treasury Internal Revenue Service P.O. Box 2508, Room 4010 Cincinnati OH 45201

Attachment 4 In reply refer to: 4077555433 Jan. 26, 2016 LTR 4168C 0 94-1725948 000000 00 00052332 BODC: TE

CARMEL PADRE PARENTS CLUB PO BOX 222780 CARMEL CA 93922-2780

052439

Employer ID Number: 94-1725948 Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated Dec. 23, 2015, regarding your tax-exempt status.

We issued you a determination letter in February 1972, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c) (3).

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

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

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

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

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

Attachment 4 4077555433 Jan. 26, 2016 LTR 4168C 0 94-1725948 000000 00 00052333

CARMEL PADRE PARENTS CLU PO BOX 222780 CARMEL CA 93922-2780

Sincerely yours,

JUAN

Jeffrey I. Cooper Director, EO Rulings & Agreement

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SOBER GRAD NIGHT 2022 BUDGET						
		BUDGET	ACTUAL	ACTUAL	ACTUAL	
FUNDRAISING FUNDS:		2022	TO-DATE	2021	2018	
Grants		21,000	18,200	35,000		
Donations		10,000	9,096			
Rummage Sale		10,000		17,000		
	Subtotal ~ income	41,000	27,296	52,000	0	
EXPENSES:						
Boardwalk (per person cost)		29,975	6,145	26,625	30,000	
Gradnight lounge (@ boardwalk)		2,500				
Decorations				1,500	3,000	
Blankets						
Blanket embroidery						
F-shirts for seniors		2,000	2,940			
ood & Beverages					360	
)J		1,525		1,000	1,000	
Hypnotist (fee + hotel)		1,050	750	1,750	1,750	
Photographer					3,000	
Audio Visual				7,000	7,000	
Jhaul				500	500	
Pop up tent 10x10 (6)						
ransportation (for tents/décor)						
General Labor				500	500	
Party book expenses		500				

Advertising/Signage on campus		319		
Fundraising:			1,000	1,000
Minute Parties	1,000	55	1,000	0
Transportation (charter buses)	8,250		7,500	7,500
CHS THEATER:				
Use fee (arrival & departure)			500	500
Breathalizer Rental				
To-go breakfast				
CHS gym (arrival & departure)				2,500
<u>Miscellaneous</u>				1,000
POST ACTIVITIES:				
Acknowledgment (Pine Cone)	1,000			
Wrap-up party				
Subtotal ~ expenses	47,800	10,209	48,875	59,610
Net	(6,800)	17,087	3,125	(59,610)

2022 Sober Grad Grant Requests & Rummage Sale

ORGANIZATION	2022 GRANT	Goal
Carmel Highlands Fire Protection District	\$500	\$500
Pebble Beach Community Services District	\$1,000	\$1,000
Carmel Gives	\$1,000	\$1,000
Carmel-by-the-Sea City Council Discretionary Fund		\$3,000
Carmel Residents Association	\$510.65	\$250
Carmel Valley Kiwanis	\$250	\$250
CHOMP/Montage Health	\$750	\$750
Carmel Unified School District		\$35,000
Doug Steiny Real Estate	\$500	\$500
Drive Carmel	\$200	\$200
Marcia DeVoe Foundation	\$5,000	\$5,000
Monterey Peninsula Foundation	\$2,000	\$2,000
Nielsen Brothers Market	\$200	\$250
Padre Parents	\$2,000	\$2,000
Rotary Club of Carmel-by-the-Sea	\$3,000	\$3,000
Rotary Club of Carmel Valley		\$500
Yellow Brick Road	\$1,000	\$1,000
Sober Grad Night Rummage Sale ~ April 2!		\$8,000
Total Grant \$	\$17,911	\$64,200

Carmel Padre Parents Club

Attachment 4

Profit and Loss July 2020 - June 2021

	TOTAL
Income	
Cash On Hand	23.00
Donations	6,753.08
Fundraising	1,596.52
Interest	2.16
Membership	17,820.00
Rebate Programs	35.47
AmazonSmile	184.73
EScrip	59.38
Total Rebate Programs	279.58
Sales	6,000.00
Sober Grad Income	2,100.00
Donations	2,285.00
From Donors	25,442.33
From Padre Parents	600.00
Total Donations	28,327.33
Fundraising	16,012.78
Total Sober Grad Income	46,440.11
Total Income	\$78,914.45
GROSS PROFIT	\$78,914.45
Expenses	
Awards & Recognition	
Academic Recognition	4,326.47
Faculty Awards	1,016.05
Staff Appreciation Luncheon	2,100.63
Staff Appreciation(Monthly)	1,013.01
Total Awards & Recognition	8,456.16
Bank fees	312.40
Hospitality	312.40 1,350.00
Hospitality Operating Expenses	
Hospitality	1,350.00
Hospitality Operating Expenses Accounting Fees	1,350.00 873.90 35.00
Hospitality Operating Expenses Accounting Fees Insurance	1,350.00 873.90 35.00 562.83
Hospitality Operating Expenses Accounting Fees Insurance Miscellaneous	1,350.00 873.90 35.00 562.83 269.89
Hospitality Operating Expenses Accounting Fees Insurance Miscellaneous Postage	1,350.00 873.90 35.00 562.83 269.89 709.50
Hospitality Operating Expenses Accounting Fees Insurance Miscellaneous	1,350.00 873.90 35.00 562.83 269.89 709.50 1,636.65
Hospitality Operating Expenses Accounting Fees Insurance Miscellaneous Postage Supplies	1,350.00 873.90 35.00 562.83 269.89 709.50

Carmel Padre Parents Club

Profit and Loss July 2020 - June 2021

	TOTAL
Sober Grad Expenses	744.67
Construction/Decorating	2,581.82
Credit Card Fees	32.74
DJ	1,050.00
Entertainment	1,525.00
Event Food	3,600.00
Facilities	24,975.00
Minute Parties	1,060.86
Misc	1,992.57
Senior Gifts	6,444.50
Transportation	6,755.45
Vendors	25.00
Total Sober Grad Expenses	50,787.61
Student/Teacher Support	500.00
Ways & Means(Grants)	
Grants - Current Year	7,490.67
Total Ways & Means(Grants)	7,490.67
Total Expenses	\$73,237.70
NET OPERATING INCOME	\$5,676.75
NET INCOME	\$5,676.75

Carmel Padre Parents Club

Attachment 4

Balance Sheet

As of June 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Wells Fargo PP Checking 9216	27,733.48
Wells Fargo Raffle 3319	4,560.77
Wells Fargo Sober Grad 7121	13,968.44
Total Bank Accounts	\$46,262.69
Other Current Assets	
Cashbox	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$46,262.69
TOTAL ASSETS	\$46,262.69
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Bal Equity	40,315.76
Retained Earnings	270.18
Net Income	5,676.75
Total Equity	\$46,262.69
TOTAL LIABILITIES AND EQUITY	\$46,262.69

Carmel Padre Parents Club

Profit and Loss

July 2019 - June 2020

	Attachment 4 TOTAL
Income	
Interest	3.23
Membership	21,267.00
Misc Income	1.00
Rebate Programs	
AmazonSmile	61.65
EScrip	129.52
Total Rebate Programs	191.17
Sober Grad Income	4,350.00
Donations	15,725.00
Raffle	475.00
Total Sober Grad Income	20,550.00
Super Bowl Raffle Ticket Sales	36,777.00
Total Income	\$78,789.40
GROSS PROFIT	\$78,789.40
Expenses	
Awards & Recognition	165.00
Academic Recognition	963.71
Faculty Awards	1,000.00
Staff Appreciation Luncheon	1,800.00
Total Awards & Recognition	3,928.71
Bank fees	336.11
Super Bowl Bank Fees	211.89
Total Bank fees	548.00
Operating Expenses	620.19
Accounting	357.80
Fees	55.00
Insurance	560.00
Miscellaneous	490.83
Total Operating Expenses	2,083.82
Sober Grad Expenses	14,385.25
Credit Card Fees	36.65
Lighting	8,561.50
Photography	4,193.09
Publicity/Thank You's	1,015.00 28,191.49
Total Sober Grad Expenses	
Super Bowl Raffle Bank Fees	60.70
Super Bowl Raffle Cash Prize	250.00
Super Bowl Raffle Expenses	2,447.21
Ways & Means(Grants)	2,000.00
Grants - Current Year	6,935.65
Grants - Raffle Proceeds	26,964.50
Total Ways & Means(Grants)	35,900.15
Total Expenses	\$73,410.08
NET OPERATING INCOME	\$5,379.32
NET INCOME	\$5,379.32

Carmel Padre Parents Club

Attachment 4

Balance Sheet

As of June 30, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Wells Fargo PP Checking 9216	30,112.77
Wells Fargo Raffle 3319	4,588.77
Wells Fargo Sober Grad (deleted)	12,069.79
Wells Fargo Sober Grad 7121	5,996.40
Total Bank Accounts	\$52,767.73
Other Current Assets	
Cashbox	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$52,767.73
TOTAL ASSETS	\$52,767.73
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Bal Equity	52,385.55
Retained Earnings	-4,997.14
Net Income	5,379.32
Total Equity	\$52,767.73
TOTAL LIABILITIES AND EQUITY	\$52,767.73



City Council Discretionary Grant Program

Attachment 5

Organization Information

Name of Applicant Organization: Carmel Residents Association (CRA) - 501(c)(4) Non-Profit Organization

Name and Position/Title of staff applying on behalf of the Organization: Tim Twomey, Treasurer

Organization Mailing Address: P.O. Box 13, Carmel-by-the-Sea, CA 93921

Telephone Number:916-335-3399

Email:info@carmelresidents.org

Geographic Area(s) the Organization serves: Carmel-by-the-Sea and sphere of influence

Age groups served by the Organization:13-17, 18-24, 25-34, 35-44, 45-54, 55-64, 65 and over Number of Carmel-by-the-Sea (93921) residents the Organization serves:800 members and all Carmel-by-the-Sea plus sphere of influence residents and home owners.

Is this Organization incorporated as a Nonprofit Organization?: Yes

Is this Organization a Carmel school?:No

Project/Program Details

Project/Program Name: Civic and Informational Community Programs

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

Please provide a description of the Project, Program, or Service that the City of Carmel-by-the-Sea grant funding will be used to support. For over thirty years the Carmel Residents Association has been one of the most generous nonprofit organizations in Carmel. When we say 'generous,' we mean that we have supported the citizenry in areas of education through lectures, entertainment, vital information regarding voting, public access, and the celebration of people who have been in the forefront of making this Village a better place to live, work, and nurture in this iconic hamlet.

We produce speakers on vital subjects that impact our hometown. We have hosted the Candidates Forum for many years (an educational/informational program). We have honored the Citizen of the Year through the years. The CRA has funded Music in the Schools, Graduation Night gifts, and scholarships. Every year we choose a local business for special recognition--Business of the Year.



And we do this at no cost to the City of Carmel by-the-Sea, with only Membership fees covering them. Attachment 5

The City of Carmel-by-the-Sea grant funding will to be used to support our rental expenses for public programs held at the Sunset Center's Carpenter Hall. We request being awarded this grant to assist us in our vital work for the citizens of this Village.

Please provide the project, program, or service objectives that the City of Carmel-by-the-Sea grant funding will be used to support. The CRA hosts civic and informational local relevant programs 5-6 per year in Carpenter Hall of the Sunset Center. These open to the public programs, whether a solo speaker or panel, embrace local artists, historians, authors, performers, and city leaders. Residents of Carmel-by-the-Sea and our expanded sphere of influence are welcome to these live and in person programs.

Of course, during pandemic times, we initially postponed and then shifted to Zoom for delivery – however our default is in-person at Carpenter Hall (and corresponding costs) – encouraging mixing/mingling with fellow residents and presenters on either side of the program content.

Please describe the specific benefit to the Carme-by-the-Sea community that your project, program, or service will provide, including the target population and number of community members that will be served. Our programs work to educate and engage locals on the richness and value of what our people, architecture, and natural resources bring to our Village and area from past, present, and future. Our target population are residents of Carmel-by-the-Sea and our sphere of influence. A list of past and some upcoming programs can be found at https://www.carmelresidents.org/our-programs.

Please describe how your organization would use the funding awarded, including equipment or services that would be purchased and why. The funding awarded will be used to cover Carpenter Hall rental fees, including setup & logistics for 5 to 6 programs per year (Sept-June) at an estimated cost of \$600 per program. Our September program will be the resident's focused Candidates Forum (panel of those on the November ballot for City Mayor & Council Member). This is purely educational and informative. We do not endorse candidates. Our planned October program will be the rescheduling of John Sanders "Historic Hotel Del Monte & 17 Mile Drive". January, March, and May 2023 programs are yet to be finalized. This funding will be used to enrich all of these programs.

Attachments

Please provide the following attachments via email to cityclerk@ci.carmel.ca.us. Make sure to include the name of the Organization in the subject line of the email and on all attachments.

- A copy of the Organization's proof of non-profit status, with a copy of the letter from the IRS.

- A detailed, line item budget plan for the project, program, or service's use of the grant funds.

- A current, detailed operating budget that includes information on your organization's annual sources of revenue received.

- The Organization's past two year's financial statements - including the current year - with balance sheets, sources of revenue, profit/loss statements and indicating the percentage of revenue that is used for administration, salaries



and program costs.

Attachment 5

Certification and Signature

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.

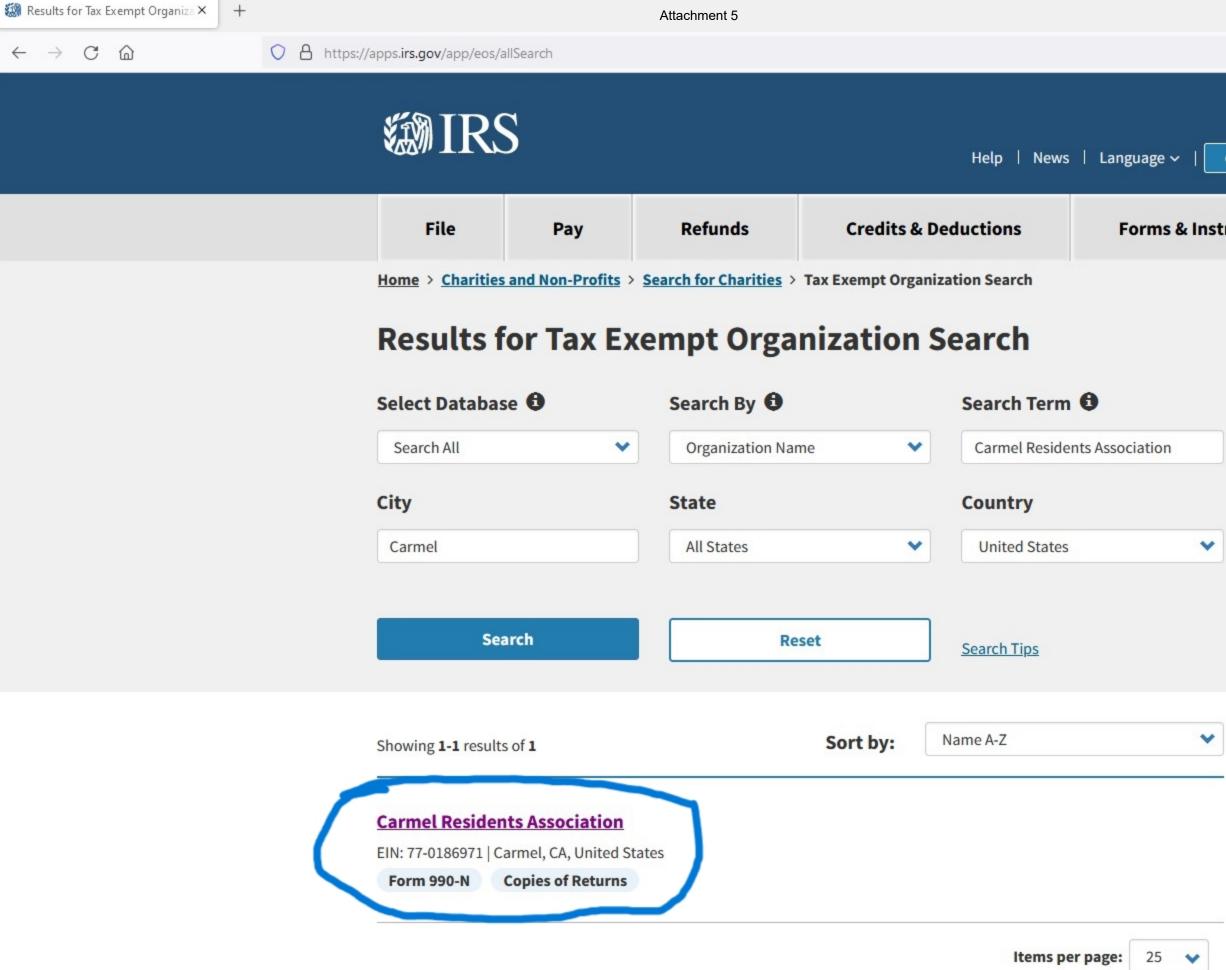
- The City reserves the right to conduct an audit and/or require additional backup information to substantiate how funds received from the City were expended. Failure to provide proper documentation may jeopardize future funding.

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 of staff applying on behalf of the Organization: Tim Twomey, Treasurer

Organization name: Carmel Residents Association

Date:03/18/2022

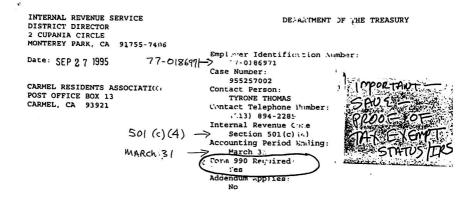


Return to Top

Instructions							
Charities & Nonp	rofits	Tax Pros					
Search		Q					
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Additional information

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



Dear Applicant:

Based on information ε pplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under mattion 50.400 of the Internal Revenue Code as an organization described in the section thdicated above.

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

If your sources of supjort, or your purposes, character, or method of operation change, please let us know no we can consider the effect of the change on your exempt statu. In the case of an elementmic to your organizational document or bylaws, please send to a copy of the emended document or bylaws. Also, you should platema of a discharge in your name or address.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Vos is indicated, you are required to file Form 9°0 only if your gross receipts each year are normally more than 525.000. However, if you receive a Firm 990 package in the mail, please file the return even if you do not exceed this gross receipts test. If you are not required to ile, simply attach the label provided, check the box in the heading to indicate that your aroual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15%, day of the fifth month after the end of your annual accounting period. A genalty of \$10 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the commum penalty charged cannot where 5,200 or 5 periods and the second se

Letter 948 (DO/CG)

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

	Carmel-by-the-Sea Fiscal Year 2022-2023 (7-1-2022 to 6-30-2023)
INCOME	
City Grant Fund	3,000
TOTAL INCOME	3,000
EXPENSES	
Carpenter Hall Rent for September 2022 Program	600
Carpenter Hall Rent for October 2022 Program	600
Carpenter Hall Rent for January 2023 Program	600
Carpenter Hall Rent for March 2023 Program	600
Carpenter Hall Rent for May 2023 Program	600
TOTAL EXPENSES	3,000

Carmel Residents Association Balance Sheet (Accounting period 4/1 through 3/31)

	03/31/2020 Available	Available	Available
	Balances	Balances	Balances
ASSETS			
Cash, Savings, and Investments	\$25,614	\$23,244	\$17,647
Restricted Gifted Funds	\$32,306	\$68,406	\$86,413
Land and Buildings	0	0	0
TOTAL ASSETS	\$57,920	\$91,650	\$104,060
LIABILITIES	\$0	\$0	\$0
EQUITY	\$57,920	\$91,650	\$104,060
TOTAL LIABILITIES & EQUITY	\$57,920	\$91,650	\$104,060

Carmel Residents Association Income and Expense Statement (Accounting Period 4/1 to 3/31)

	FY 2019 - 2020	FY 2020 - 2021	FY 2021 - 2022 (2/28/22)
INCOME			
Sales of Inventory	1,040	715	754
Contributions and Programs	52,501	41,581	36,403
Membership Dues	21,386	22,741	21,800
TOTAL INCOME	74,927	65,037	58,957
EXPENSES			
Community Programs	20,151	10,069	21,990
Printing, Publications, Postage & Shipping	10,654	9,503	14,201
Insurance	891	4,302	2,600
Software & Website	2,949	3,898	3,442
Advertising	1,206	1,875	1,630
Supplies & Non-Capital Equipment	447	1,083	174
Payment Processing & Legal Fees	74	605	986
Rent/Storage	0	0	1,527
TOTAL EXPENSES	36,372	31,334	46,548
EXCESS OR (DEFICIT)	38,555	33,703	12,408
NOTE			
Percentage of revenue used for:			
Administration costs	0%	0%	0%
Salary costs	0%	0%	0%
Program costs	29%	18%	40%

Carmel Residents Association FY 2021-2022 Budget (Accounting Period 4/1 to 3/31)

	FY 2021 - 2022 Budget
INCOME	
Sales of Inventory	752
Contributions and Programs	19,520
Membership Dues	25,878
TOTAL INCOME	46,150
EXPENSES	
Community Programs	25,232
Printing, Publications, Postage & Shipping	10,217
Insurance	2,800
Software & Website	3,426
Advertising	800
Supplies & Non-Capital Equipment	1,326
Payment Processing & Legal Fees	800
Rent/Storage	1,550
TOTAL EXPENSES	46,150



City Council Discretionary Grant Program

Attachment 6

Organization Information

Name of Applicant Organization: Carmel Youth Center

Name and Position/Title of staff applying on behalf of the Organization: Leanne Leonard, Grant Writer

Organization Mailing Address: PO Box 2399, Carmel, CA 93921-2399

Telephone Number:831.624.3285

Email:grants@carmelyouth.org

Geographic Area(s) the Organization serves: Monterey County

Age groups served by the Organization:0-12, 13-17 Number of Carmel-by-the-Sea (93921) residents the Organization serves:33 households

Is this Organization incorporated as a Nonprofit Organization?: Yes

Is this Organization a Carmel school?:No

Project/Program Details

Project/Program Name:New cubbies available for all Carmel Youth Center kids served in our newly renovated lobby.

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

Please provide a description of the Project, Program, or Service that the City of Carmel-by-the-Sea grant funding will be used to support. The Carmel Youth Center would like to purchase new cubbies for our newly renovated lobby. We will have a cubby for each child served by our Center, so they may store all of their personal belongings such as backpacks, homework, jackets, snacks, etc. These will meet the growing needs of our Center as we accept new children during the new school year and camps.

Please provide the project, program, or service objectives that the City of Carmel-by-the-Sea grant funding will be used to support. Our project objective is to purchase enough cubbies so each child served by our Center has one for their belongings. We currently do not have enough cubbies for every child served by our after-school program or camps. Newly purchased cubbies will be available once our renovation is complete this Summer in time for the new school year in August.



Please describe the specific benefit to the Carme-by-the-Sea community that your project, program, operate 6 service will provide, including the target population and number of community members that will be served. There will be 33 Carmel-by-the-Sea households that will directly benefit from newly purchased cubbies, but all children served by our Center will benefit as well. Each child at Carmel Youth Center will be given a new cubby for their belongings. We currently have an average of 60 kids who participate in our after-school program.

Please describe how your organization would use the funding awarded, including equipment or services that would be purchased and why. The Carmel Youth Center (CYC) will be revitalizing our lobby area to better suit the needs of the children served by our organization. Our future lobby will host a new reception desk, co-ed restroom, displays for artwork, and new cubby holes or containers for the children to store their personal belongings such as backpacks, homework, jackets, snacks, etc. We would like to respectfully request \$3,000 to purchase new cubby holes that will be large enough to store all of the children's belongings and have enough cubbies for each child served by our Center. Funding received by the City of Carmel will allow our Center to purchase approximately three cubby containers (30 individual cubby holes) for children served. These new cubbies would be an excellent addition to our future newly renovated lobby.

Attachments

Please provide the following attachments via email to cityclerk@ci.carmel.ca.us. Make sure to include the name of the Organization in the subject line of the email and on all attachments.

- A copy of the Organization's proof of non-profit status, with a copy of the letter from the IRS.

- A detailed, line item budget plan for the project, program, or service's use of the grant funds.

- A current, detailed operating budget that includes information on your organization's annual sources of revenue received.

- The Organization's past two year's financial statements - including the current year - with balance sheets, sources of revenue, profit/loss statements and indicating the percentage of revenue that is used for administration, salaries and program costs.

Certification and Signature

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 Attachment 6 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 of staff applying on behalf of the Organization: Leanne Leonard, Grant Writer

Organization name: Carmel Youth Center

Date:04/01/2022

CINCINNATI OH 45999-0038

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

CARMEL YOUTH CENTER INC PO BOX 2399 CARMEL CA 93921

your tax-exempt status.

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

Dear Taxpaver:

This is in response to your request dated June 03, 1969, regarding

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

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

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

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

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

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



032464

Attachment 6

CARMEL YOUTH CENTER INC PO BOX 2399 CARMEL CA 93921

Sincerely yours,

Attachment 6

Doris Kenwright, Operation Mgr. Accounts Management Operations 1

Dois P. Kenwright

Organization Name:		Carmel Youth Center			
Program Name:		Carmel You	th Center Lob	by Renovatio	n
INCOME:	Amount needed	Grants	Committed Funds	Other Proposals	тот
Carmel Gives			\$15,000		\$15,0
Anonymous Donor Advised Fund				\$5,000	\$5,00
Rotary Club of Carmel by the Sea		\$25,000			\$25,0
TOTAL		\$25,000	\$15,000	\$5,000	\$45,0
EXPENSES (a pre-bid estimate of division of funds) Rotary funds may also be used for reception or security components pending actual expenses. Actual expenses to follow after accepted bids:		Grants	Committed Funds	Other Proposals	тота
Reception Area			\$15,000		\$15,0
Updated Security				\$5,000	\$5,00
ADA Bathroom		\$25,000			\$25,0
Cubbies (6 cubby containers = 60)	\$5,300				

Actuals	
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report)	
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Heavy-Duty Storage & Communication Center

\$879.00





Store Pickup ⑦ Not eligible for store pickup at San Jose, CA.

	FY22 Approved Budget
Ordinary Income/Expense Income	
5000 · Earned Income	
5009 · Jujutsu	800.00
5011 · Processing Fee Charged	3,000.00
5005 · Rental Fees	6,600.00
5004 · School Year/Memberships 5001 · Snack Bar Sales/Hot Lunch	60,000.00 1,000.00
5008 · Camps	85,000.00
Total 5000 · Earned Income	156,400.00
5100 · Grants	
5130 · Restricted	40,000.00
5105 · Unrestricted	45,000.00
5100 · Grants - Other Total 5100 · Grants	0.00
5200 · Donations	33,000.00
5215 · Board Member Donations	13,000.00
5201 · Unsolicited Funds	40,000.00
Total 5200 · Donations	53,000.00
5300 · Fundraiser Revenue	
5301 · AT&T Event Revenue	12,000.00
5304 · Concours D' Elegance	34,000.00
5300 · Fundraiser Revenue - Other Total 5300 · Fundraiser Revenue	25,000.00
Total Income	71,000.00
Cost of Goods Sold	365,400.00
50002 · Snack Bar	1,000.00
Total COGS	1,000.00
Gross Profit	364,400.00
Expense	
7200 · Fund Raiser Expense	
7201 · AT&T Event Expense	150.00
Total 7200 · Fund Raiser Expense	150.00
6100 · Advertising 6120 · Automobile Expense	5,000.00
6150 · Bank Charges	2,500.00
6180 · Board Expense	1,300.00
6200 · Dues & Subscriptions	10,000.00
6300 · Entertainment	200.00
6350 · Human Resources Costs	1,800.00
6400 · Insurance	
6410 · Workmans' Comp	5,500.00
6400 · Insurance - Other	10,200.00
Total 6400 · Insurance	15,700.00
6500 · Interest Expense 6600 · Janitorial	50.00 13,000.00
6650 · Linen Service	2,000.00
6710 · Meals	1,000.00
7030 · Outside Contractors	12,250.00
7037 · Payroll Expenses	
7038 · Gross Wages	175,000.00
7039 · Benefits	3,000.00
7050 · Payroll Taxes - Other	15,000.00
Total 7050 · Payroll Taxes	15,000.00
7040 · Payroll Services Total 7037 · Payroll Expenses	5,000.00
7300 · Postage	198,000.00 100.00
7400 · Professional Services	100.00
7410 · Accounting	13,000.00
Total 7400 · Professional Services	13,000.00
7500 · Repair & Maintenance	
7500 · Repair & Maintenance - Other	15,000.00
Total 7500 · Repair & Maintenance	15,000.00
7700 · Security	1,800.00
7750 · Supplies 7751 · Office	5,500.00
7750 · Supplies - Other	20,000.00
Total 7750 · Supplies	25,500.00
7800 · Taxes	
7820 · Sales Taxes	300.00
Total 7800 · Taxes	300.00
7930 · Telephone	1,800.00
8100 · Transportation	2,200.00
7900 · Utilities	
7907 · Trash 7901 · Water	3,000.00
7901 · Water 7902 · Cable	3,000.00
	7,000.00
7904 · Gas & Electric	
7904 · Gas & Electric 7906 · Internet Service	3,000.00
7906 · Internet Service Total 7900 · Utilities Total Expense	16,500.00 339,400.00
7906 · Internet Service Total 7900 · Utilities	3,000.00 16,500.00 339,400.00 25,000.00 25,000.00

Jijuitsu going - staff are volunteers Processing fees that donors and or parents can pay for us. We hope to have more events in 2022 We were not open the first half of the year. I am hoping next year to get back to 2019 numbers. Not sure it this will open. Budgeting break even in case it does open. Same as prior year.
With a dedicated grant writer - should be able to get more grants. With a dedicated grant writer - should be able to get more grants. these should either be recorded unrestricted (5105) or restricted (account 5130)
Assume \$1k per member Difficult to budget / predict - this is a good goal.
We expect approxiamtely \$12k from AT&T. Same as prior year. These are smaller fundraisers.
Assume break even for snack bar.
Snacks or labels for volunteers.
fundraising software, mailchimp use, news ads Gas costs for Concours. Same as prior year - slight increase with more attendance. retreat, dinner, etc. Online subscriptions - amazon, mailchimp website. Netfilx, Disney+ Staff shirts, lawyer, HR costs, \$150/mo
We have a lot of staff over summer Annual liability insurance
Expect increase with more events. Rags, mops, toilet paper, paper towels (Mission Linen) Staff meals for dinners, lunches. grant writer
raise 403b, phone stipend 8.5% of salaries
same as prior year
same as prior year
Assume won't need all of \$2k each month.
This is for building stuff not people, should not increase.
General supplies. Programming supplies.
Sales taxes on facility rentals and snack bar .
Same as prior year. This is car rental for Concours (Fundraiser expense) and or if Jesssica puts in for mileage to go to ikea, etc.
Expect increase with CYC more during year. Expect increase with CYC more during year.

Expect increase with CYC more during year. Same as prior year. Expect increase with CYC more during year. Same as prior year. capital assets - equipment / building improvements (cash outlay)

Budget Balance

Items not in budget:

depreciation expense investment income/loss - - -

_

not in QB - would be a balance sheet addition

should be zero

2:18 PM

03/22/22

Accrual Basis

Carmel Youth Center Transaction Detail By Account January 2018 through February 2022

Туре	Date	Num	Adj	Name	Memo	Class	Clr	Split	Debit	Credit	Balance
5100 · Grants											
5130 · Restricted 5110 · MC Gives											
Deposit	03/13/2018	15312		-MULTIPLE-	-MULTIPLE-	Fundraisi		1001 · Checki		8,105.88	8,105.88
· Total 5110 · MC G	ives								0.00	8,105.88	8,105.88
5130 · Restricted	- Other										
Deposit	11/16/2018				Tutor Doctor	Administr		1001 · Checki		1,000.00	1,000.00
Deposit	02/25/2019	042104			City of Carmel Grant- tablets/acce	Grants		1001 · Checki		3,000.00	4,000.00
Deposit	06/11/2020	18895			-MULTIPLE-	Grants		1001 · Checki		11,000.00	15,000.00
Deposit	01/11/2021	19420			Community Foundation	Grants		1001 · Checki		7,000.00	22,000.00
Deposit	06/23/2021	2225			Pebble Beach Foundation suppli	Grants		1001 · Checki		5,775.00	27,775.00
Deposit	09/23/2021	20381			-MULTIPLE-	Grants		1001 · Checki		13,000.00	40,775.00
Deposit	11/01/2021	1081			-MULTIPLE-	Grants		1001 · Checki		6,362.00	47,137.00
Deposit	11/17/2021	1082			Carmel Chamber of Commerce (C	Grants		1001 · Checki		10,325.50	57,462.50
Total 5130 · Restri	cted - Other								0.00	57,462.50	57,462.50
Total 5130 · Restricted	d								0.00	65,568.38	65,568.38
5105 · Unrestricted											
5108 · Goldman S		00040			Demotion form the Orad Otamond	A				4 000 00	4 000 00
Deposit	12/24/2018	00012			Donation from the Good Steward	Administr		1001 · Checki		4,000.00	4,000.00
Total 5108 · Goldn	nan Sachs								0.00	4,000.00	4,000.00
5105 · Unrestricte						a <i>i</i>				40.000.00	40.000.00
Deposit	08/27/2020	10003			Carmel Rotary Fund	Grants		1001 · Checki		10,000.00	10,000.00
Deposit	09/10/2021	4070			Carmel Rotary Fund	Grants		1001 · Checki		35,000.00	45,000.00
Deposit	09/23/2021	1078			Carmel Chamber of Commerce (C	Grants		1001 · Checki		1,312.50	46,312.50
Total 5105 · Unres	tricted - Other								0.00	46,312.50	46,312.50
Total 5105 · Unrestric	ted								0.00	50,312.50	50,312.50
5100 · Grants - Other	r										
Deposit	04/28/2020				Network for Good (NFG) Grant	Grants		1001 · Checki		25.00	25.00
Deposit	09/18/2020	1062			Rotary Club of Carmel	Grants		1001 · Checki		2,500.00	2,525.00
Deposit	10/08/2020	7352			Arts Council for Monterey County	Grants		1001 · Checki		975.00	3,500.00
Deposit	11/19/2020	6662			11/10 Carmel Woman's Club	Grants		1001 · Checki		500.00	4,000.00
Deposit	03/12/2021	198702			U.S. Charitable Gift Trust	Grants		1001 · Checki		500.00	4,500.00
Total 5100 · Grants - 0	Other								0.00	4,500.00	4,500.00
Total 5100 · Grants									0.00	120,380.88	120,380.88
TAL									0.00	120,380.88	120,380.88

Carmel Youth Center Balance Sheet As of February 28, 2022

	Feb 28, 22
ASSETS	
Current Assets Checking/Savings	
1001 · Checking Wells Fargo-8686 1002 · Checking WF-9356 (Petty Cash)	98,461.08 1,669.76
Total Checking/Savings	100,130.84
Other Current Assets 1300 · Snack Bar Inventory	1,006.66
Total Other Current Assets	1,006.66
Total Current Assets	101,137.50
Fixed Assets 1550 · Land and Building 1580 · Building improvements 1590 · Machinery and equipment 1588 · Landscape improvements 1599 · Accumulated Depreciation 1598 · Furniture and Fixtures	343,582.00 419,962.26 40,472.72 7,806.27 -575,515.00 6,687.35
Total Fixed Assets	242,995.60
TOTAL ASSETS	344,133.10
LIABILITIES & EQUITY Liabilities Current Liabilities Accounts Payable 2000 · Accounts Payable	818.81
Total Accounts Payable	818.81
Credit Cards 1015 · WF Visa cc-5977	-26.00
Total Credit Cards	-26.00
Total Current Liabilities	792.81
Total Liabilities	792.81
Equity 3900 · Retained Earnings 4000 · Net Assets 4350 · Fund Balance Acc. Depreciation 4100 · Unrestricted 4101 · Operating	-222,835.01 -532,710.00 1,044,929.62
Total 4100 · Unrestricted	1,044,929.62
4300 · Permanently restricted 4301 · Permanent endowments	75,000.00
Total 4300 · Permanently restricted	75,000.00
Total 4000 · Net Assets	587,219.62
Net Income	-21,044.32
Total Equity	343,340.29
TOTAL LIABILITIES & EQUITY	344,133.10

2:12 PM

03/22/22

Accrual Basis

Carmel Youth Center Profit & Loss

January through February 2022

	Administrative	AT&T (Fundraising)	Concours (Fundraising)	Fundraising-general (Fundraising)	Total Fundraising	After School/Drop Ins (Programs)	Camps (Programs)	Jujitsu (Programs)	Parents Night Out (Programs)	Total Programs	TOTAL
Ordinary Income/Expense											
Income 5000 · Earned Income											
5009 · Jujutsu 5011 · Processing Fee Charged	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00 296.28	0.00	160.00 0.00	0.00 0.00	160.00 296.28	160.00 296.28
5004 · School Year/Memberships	0.00	0.00	0.00	63.00	63.00	11,640.49	0.00	0.00	200.00	11,840.49	11,903.49
5001 · Snack Bar Sales/Hot Lunch 5008 · Camps	0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 5,345.00	0.00 0.00	0.00 0.00	0.00 5,345.00	0.00 5,345.00
Total 5000 · Earned Income	0.00	0.00	0.00	63.00	63.00	11,936.77	5,345.00	160.00	200.00	17,641.77	17,704.77
5200 · Donations 5215 · Board Member Donations 5201 · Unsolicited Funds	0.00 0.00	0.00	0.00	250.00 6,980.97	250.00 6,980.97	0.00 0.00	0.00	0.00 80.00	0.00 0.00	0.00 80.00	250.00 7,060.97
Total 5200 · Donations	0.00	0.00	0.00	7,230.97	7,230.97	0.00	0.00	80.00	0.00	80.00	7,310.97
5300 · Fundraiser Revenue											
5301 · AT&T Event Revenue 5304 · Concours D' Elegance 5300 · Fundraiser Revenue - Other	0.00 0.00 0.00	994.00 0.00 0.00	0.00 1,000.00 0.00	0.00 0.00 0.00	994.00 1,000.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	994.00 1,000.00 0.00
Total 5300 · Fundraiser Revenue	0.00	994.00	1,000.00	0.00	1,994.00	0.00	0.00	0.00	0.00	0.00	1,994.00
5900 · Interest Income	1.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.76
Total Income	1.76	994.00	1,000.00	7,293.97	9,287.97	11,936.77	5,345.00	240.00	200.00	17,721.77	27,011.50
Cost of Goods Sold 50002 · Snack Bar	0.00	0.00	0.00	0.00	0.00	146.40	945.90	0.00	0.00	1,092.30	1,092.30
Total COGS	0.00	0.00	0.00	0.00	0.00	146.40	945.90	0.00	0.00	1,092.30	1,092.30
Gross Profit	1.76	994.00	1,000.00	7,293.97	9,287.97	11,790.37	4,399.10	240.00	200.00	16,629.47	25,919.20
Expense 7200 · Fund Raiser Expense 7201 · AT&T Event Expense	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00
Total 7200 · Fund Raiser Expense	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00
6100 · Advertising	537.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	537.79
6150 · Bank Charges	325.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	325.95
6200 · Dues & Subscriptions	1,001.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,001.09
6400 · Insurance 6410 · Workmans' Comp 6400 · Insurance - Other	1,046.00 3,391.42	0.00 0.00	0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,046.00 3,391.42
Total 6400 · Insurance	4,437.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,437.42
6650 · Linen Service	0.00	0.00	0.00	0.00	0.00	194.05	38.81	0.00	0.00	232.86	232.86
6710 · Meals 7037 · Payroll Expenses	9.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.00
7038 · Gross Wages 7050 · Payroll Taxes	7,226.00 638.49	1,096.92 90.60	0.00 0.00	2,753.85 276.46	3,850.77 367.06	0.00 0.00	12,662.79 1,282.46	0.00 0.00	0.00 0.00	12,662.79 1,282.46	23,739.56 2,288.01
7040 · Payroll Services	1,066.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,066.67
Total 7037 · Payroll Expenses	8,931.16	1,187.52	0.00	3,030.31	4,217.83	0.00	13,945.25	0.00	0.00	13,945.25	27,094.24
7400 · Professional Services 7410 · Accounting	1,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,100.00
Total 7400 · Professional Services	1,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,100.00
7500 · Repair & Maintenance	2,135.00	0.00	0.00	1,200.00	1,200.00	0.00	0.00	0.00	0.00	0.00	3,335.00
7700 · Security	446.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	446.25
7750 · Supplies 7751 · Office 7750 · Supplies - Other	316.31 33.25	0.00	0.00	0.00 0.00	0.00	0.00 805.71	0.00 2.050.71	0.00	0.00	0.00 2.856.42	316.31 2.889.67
Total 7750 · Supplies	349.56	0.00	0.00	0.00	0.00	805.71	2,050.71	0.00	0.00	2,856.42	3,205.98
7930 · Telephone	359.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	359.21
8100 · Transportation 6700 · Travel 7900 · Utilities	0.00 97.20	1,786.76 0.00	0.00 0.00	0.00 0.00	1,786.76 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,786.76 97.20
7907 · Trash 7901 · Water	1,388.61 194.52	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00 0.00	0.00	1,388.61 194.52
7902 · Cable	85.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	85.60 923.66
7904 · Gas & Electric 7906 · Internet Service	923.66 362.38	0.00	0.00	0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00 0.00	923.66 362.38
Total 7900 · Utilities	2,954.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,954.77
Total Expense	22,724.40	2,974.28	0.00	4,230.31	7,204.59	999.76	16,034.77	0.00	0.00	17,034.53	46,963.52
Net Ordinary Income	-22,722.64	-1,980.28	1,000.00	3,063.66	2,083.38	10,790.61	-11,635.67	240.00	200.00	-405.06	-21,044.32
Net Income	-22,722.64	-1,980.28	1,000.00	3,063.66	2,083.38	10,790.61	-11,635.67	240.00	200.00	-405.06	-21,044.32

Carmel Youth Center Balance Sheet As of December 31, 2021

	Dec 31, 21
ASSETS	
Current Assets	
Checking/Savings 1001 · Checking Wells Fargo-8686	123,638.60
1002 · Checking WF-9356 (Petty Cash)	2,232.70
Total Checking/Savings	125,871.30
Other Current Assets	
1300 · Snack Bar Inventory	1,006.66
Total Other Current Assets	1,006.66
Total Current Assets	126,877.96
Fixed Assets	
1550 · Land and Building	343,582.00
1580 · Building improvements	419,962.26
1590 Machinery and equipment	40,472.72
1588 · Landscape improvements	7,806.27
1599 · Accumulated Depreciation 1598 · Furniture and Fixtures	-575,515.00 6,687.35
Total Fixed Assets	242,995.60
TOTAL ASSETS	369,873.56
= LIABILITIES & EQUITY Liabilities Current Liabilities	
Accounts Payable 2000 · Accounts Payable	5,514.95
Total Accounts Payable	5,514.95
Credit Cards 1015 · WF Visa cc-5977	-26.00
Total Credit Cards	-26.00
Total Current Liabilities	5,488.95
Total Liabilities	5,488.95
Equity 3900 · Retained Earnings	-332,587.01
4000 · Net Assets 4350 · Fund Balance Acc. Depreciation	-532,710.00
4100 · Unrestricted 4101 · Operating	1,044,929.62
Total 4100 · Unrestricted	1,044,929.62
4300 · Permanently restricted 4301 · Permanent endowments	75,000.00
Total 4300 · Permanently restricted	75,000.00
Total 4000 · Net Assets	587,219.62
Net Income	109,752.00
- Total Equity	364,384.61
TOTAL LIABILITIES & EQUITY	369,873.56

03/22/22

Accrual Basis

Carmel Youth Center

Profit & Loss

	Administrative	Facility Rental	Concours (Fundraising)	Fundraising-general (Fundraising)	Yearly Event (Fundraising)	Total Fundraising	Grants	After School/Drop Ins (Programs)	Camps (Programs)	Jujitsu (Programs)	Parents Night Out (Programs)	Total Programs	TOTAL
Ordinary Income/Expense													
Income 5000 · Earned Income													
5009 · Jujutsu 5011 · Processing Fee Charged	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 986.11	0.00 2.618.60	240.00 0.00	0.00	240.00 3.604.71	240.00 3.604.71
5005 · Rental Fees 5004 · School Year/Memberships	0.00	3,250.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00 33,650.62	0.00	0.00	0.00 884.00	0.00 34,534.62	3,250.00 34,534.62
5004 · School rear/menhoerships 5001 · Snack Bar Sales/Hot Lunch 5008 · Camps	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00 0.00	15.00 87,349.71	0.00	0.00	25.00 87,349.71	25.00 87,349.71
5000 · Earned Income - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 5000 · Earned Income	0.00	3,250.00	0.00	0.00	0.00	0.00	0.00	34,646.73	89,983.31	240.00	884.00	125,754.04	129,004.04
5100 · Grants 5130 · Restricted	0.00	0.00	0.00	0.00	0.00	0.00	42,462.50	0.00	0.00	0.00	0.00	0.00	42,462.50
5105 · Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	36,312.50	0.00	0.00	0.00	0.00	0.00	36,312.50
5100 · Grants - Other	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	500.00
Total 5100 · Grants	0.00	0.00	0.00	0.00	0.00	0.00	79,275.00	0.00	0.00	0.00	0.00	0.00	79,275.00
5200 · Donations 5215 · Board Member Donations 5201 · Unsolicited Funds	0.00 200.00	0.00 0.00	0.00 0.00	13,141.30 56,634.50	0.00 2,283.15	13,141.30 58,917.65	0.00 6,315.00	0.00 0.00	0.00 5,000.00	0.00 0.00	0.00 0.00	0.00 5,000.00	13,141.30 70,432.65
Total 5200 · Donations	200.00	0.00	0.00	69,775.80	2,283.15	72,058.95	6,315.00	0.00	5,000.00	0.00	0.00	5,000.00	83,573.95
5300 · Fundraiser Revenue	0.00	0.00	33,500.00	1,508.09	0.00	35,008.09	0.00	0.00	0.00	0.00	70.00	70.00	35,078.09
5600 · Refunds/Rebates 5900 · Interest Income	27.00 9.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 0.00	0.00	0.00 0.00	0.00 0.00	27.00 9.09
Total Income	236.09	3,250.00	33,500.00	71,283.89	2,283.15	107,067.04	85,590.00	34,646.73	94,983.31	240.00	954.00	130,824.04	326,967.17
Cost of Goods Sold													
50002 · Snack Bar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	343.20	809.90	0.00	0.00	1,153.10	1,153.10
Total COGS Gross Profit	0.00 236.09	0.00 3,250.00	0.00 33,500.00	0.00 71,283.89	2,283.15	0.00	0.00 85,590.00	343.20	94,173.41	0.00	0.00	1,153.10	1,153.10 325,814.07
Gross Pront	230.09	3,250.00	33,500.00	/1,263.69	2,263.15	107,067.04	85,590.00	34,303.53	94,173.41	240.00	954.00	129,670.94	325,814.07
7100 · Program Exp 7104 · Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	131.07	0.00	0.00	131.07	131.07
Total 7100 · Program Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	131.07	0.00	0.00	131.07	131.07
7150 · Administrative Costs 7155 · Equipment Lease	83.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	83.44
Total 7150 · Administrative Costs	83.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	83.44
7200 · Fund Raiser Expense 7201 · AT&T Event Expense	109.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	109.21
Total 7200 · Fund Raiser Expense	109.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	109.21
6100 · Advertising	2,908.45	0.00	0.00	3,218.20	0.00	3,218.20	0.00	345.00	0.00	0.00	0.00	345.00	6,471.65
6120 · Automobile Expense 6150 · Bank Charges	0.00 1,260.52	0.00	229.23 0.00	0.00	0.00	229.23 0.00	0.00	0.00 21.10	0.00	0.00 0.00	0.00	0.00 21.10	229.23 1,281.62
6180 · Board Expense 6200 · Dues & Subscriptions	142.02 10,077.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	142.02 10,077.74
6300 · Entertainment 6350 · Human Resources Costs	0.00 25.00	0.00	0.00	0.00	0.00	0.00 0.00 0.00	0.00	40.00 0.00	394.22 0.00	0.00 0.00 0.00	0.00 0.00 0.00	434.22 0.00	434.22 25.00
6400 · Insurance 6410 · Workmans' Comp 6400 · Insurance - Other	6,788.00 11,883.73	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00 0.00	0.00	0.00 0.00	6,788.00 11,883.73
Total 6400 · Insurance	18,671.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,671.73
6500 · Interest Expense 6600 · Janitorial	39.80 1.920.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00 3.954.42	0.00 6.695.84	0.00	0.00	0.00 10.650.26	39.80 12,570.63
6650 · Linen Service 6710 · Meals	0.00 291.38	0.00	0.00 0.00	0.00	0.00	0.00 0.00	0.00	330.55 0.00	691.55 0.00	0.00 0.00	0.00	1,022.10 0.00	1,022.10 291.38
7037 · Payroll Expenses 7038 · Gross Wages 7050 · Payroll Taxes	46,222.28 2,848.26	0.00 0.00	1,501.41 166.47	7,990.55 784.48	0.00 0.00	9,491.96 950.95	0.00 0.00	10,132.86 870.47	76,703.31 7,319.73	0.00 0.00	1,055.96 102.38	87,892.13 8,292.58	143,606.37 12,091.79
7040 · Payroll Services	5,424.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,424.58
Total 7037 · Payroll Expenses	54,495.12	0.00	1,667.88	8,775.03	0.00	10,442.91	0.00	11,003.33	84,023.04	0.00	1,158.34	96,184.71	161,122.74
7300 · Postage 7400 · Professional Services 7410 · Accounting	7.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.38
Total 7400 · Professional Services	11,762.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,762.34
7500 · Repair & Maintenance	16,201.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	278.00	0.00	0.00	278.00	16,479.69
7700 · Security	1,968.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,968.00
7750 · Supplies 7751 · Office 7750 · Supplies - Other	3,977.00 1,162.59	0.00 0.00	0.00	0.00 722.08	0.00 0.00	0.00 722.08	0.00	361.72 2,601.31	1,124.27 16,097.71	0.00	0.00	1,485.99 18,699.02	5,462.99 20,583.69
Total 7750 · Supplies	5,139.59	0.00	0.00	722.08	0.00	722.08	0.00	2,963.03	17,221.98	0.00	0.00	20,185.01	26,046.68

03/22/22 Accrual Basis

Carmel Youth Center

Profit & Loss

	Administrative	Facility Rental	Concours (Fundraising)	Fundraising-general (Fundraising)	Yearly Event (Fundraising)	Total Fundraising	Grants	After School/Drop Ins (Programs)	Camps (Programs)	Jujitsu (Programs)	Parents Night Out (Programs)	Total Programs	TOTAL
7800 · Taxes 7820 · Sales Taxes	211.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	211.73
Total 7800 · Taxes	211.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	211.73
7930 · Telephone 8100 · Transportation 7900 · Utilities	1,820.23 0.00	0.00 0.00	0.00 1,577.72	0.00 0.00	0.00 0.00	0.00 1,577.72	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,820.23 1,577.72
7900 · Unities 7907 · Trash 7901 · Water 7902 · Cable 7904 · Gas & Electric 7906 · Internet Service	2,009.93 2,349.90 642.90 4,346.23 2,454.64	0.00 0.00 0.00 0.00 0.00	2,009.93 2,349.90 642.90 4,346.23 2,454.64										
Total 7900 · Utilities	11,803.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,803.60
Total Expense	138,939.34	0.00	3,474.83	12,715.31	0.00	16,190.14	0.00	18,657.43	109,435.70	0.00	1,158.34	129,251.47	284,380.95
Net Ordinary Income	-138,703.25	3,250.00	30,025.17	58,568.58	2,283.15	90,876.90	85,590.00	15,646.10	-15,262.29	240.00	-204.34	419.47	41,433.12
Other Income/Expense Other Income 9998 - Grant 9999 - PPP Forgiveness	0.00 53,318.88	0.00 0.00	0.00 0.00	0.00	0.00	0.00	15,000.00 0.00	0.00	0.00	0.00 0.00	0.00	0.00	15,000.00 53,318.88
Total Other Income	53,318.88	0.00	0.00	0.00	0.00	0.00	15,000.00	0.00	0.00	0.00	0.00	0.00	68,318.88
Net Other Income	53,318.88	0.00	0.00	0.00	0.00	0.00	15,000.00	0.00	0.00	0.00	0.00	0.00	68,318.88
Net Income	-85,384.37	3,250.00	30,025.17	58,568.58	2,283.15	90,876.90	100,590.00	15,646.10	-15,262.29	240.00	-204.34	419.47	109,752.00

03/22/22 Accrual Basis

Carmel Youth Center

Profit & Loss

	Administrative	Facility Rental	AT&T (Fundraising)	Fundraising-general (Fundraising)	MC Gives (Fundraising)	Total Fundraising	Grants	After School/Drop Ins (Programs)	Camps (Programs)	Jujitsu (Programs)	Parents Night Out (Programs)	Total Programs	TOTAL
Ordinary Income/Expense Income													
5000 · Earned Income 5009 · Jujutsu	0.00	0.00	0.00	25.00	0.00	25.00	0.00	0.00	0.00	515.00	0.00	515.00	540.00
5011 · Processing Fee Charged	0.00	0.00	0.00	0.00 0.00	0.00	0.00	0.00	1,330.26	0.00	0.00	0.00	1,330.26	1,330.26 225.00
5005 · Rental Fees 5004 · School Year/Memberships	0.00 0.00	225.00 0.00	0.00 0.00	50.00	0.00 0.00	50.00	0.00 0.00	0.00 21,235.70	7,424.80	0.00 0.00	0.00 495.00	0.00 29,155.50	29,205.50
5001 · Snack Bar Sales/Hot Lunch	0.00	0.00	0.00	50.00	0.00	50.00	0.00	2,086.22	0.00	0.00	0.00	2,086.22	2,136.22
Total 5000 · Earned Income	0.00	225.00	0.00	125.00	0.00	125.00	0.00	24,652.18	7,424.80	515.00	495.00	33,086.98	33,436.98
5100 · Grants 5130 · Restricted	0.00	0.00	0.00	0.00	0.00	0.00	11,000.00	0.00	0.00	0.00	0.00	0.00	11,000.00
5105 · Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00
5100 · Grants - Other	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00	4,000.00
Total 5100 · Grants	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00	0.00	0.00	0.00	0.00	0.00	25,000.00
5200 · Donations 5215 · Board Member Donations 5201 · Unsolicited Funds	0.00 0.00	0.00 0.00	0.00 0.00	1,650.00 63,998.10	0.00	1,650.00 63,998.10	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,650.00 63,998.10
Total 5200 · Donations	0.00	0.00	0.00	65,648.10	0.00	65,648.10	0.00	0.00	0.00	0.00	0.00	0.00	65,648.10
5300 · Fundraiser Revenue	0.00	0.00	30,837.74	100.00	3,218.74	34,156.48	0.00	0.00	0.00	0.00	0.00	0.00	34,156.48
5600 · Refunds/Rebates 5900 · Interest Income	20.01 6.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.01 6.56
Total Income	26.57	225.00	30,837.74	65,873.10	3,218.74	99,929.58	25,000.00	24,652.18	7,424.80	515.00	495.00	33,086.98	158,268.13
Cost of Goods Sold										-			
50001 · Hot Lunch 50002 · Snack Bar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 1,029.18	116.46 266.34	0.00	0.00	116.46 1,295.52	116.46 1,295.52
Total COGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,029.18	382.80	0.00	0.00	1,411.98	1,411.98
Gross Profit	26.57	225.00	30,837.74	65,873.10	3,218.74	99,929.58	25,000.00	23,623.00	7,042.00	515.00	495.00	31,675.00	156,856.15
Expense 6100 · Advertising	2,028.57	0.00	0.00	684.32	0.00	684.32	0.00	192.90	0.00	0.00	0.00	192.90	2,905.79
6120 · Automobile Expense 6150 · Bank Charges	369.23 2,742.86	0.00	0.00 0.00	12.99 0.00	0.00 0.00	12.99 0.00	0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00 0.00	382.22 2,742.86
6200 · Dues & Subscriptions	3,694.48	0.00	0.00	0.00	0.00	0.00	0.00	595.48	0.00	0.00	0.00	595.48	4,289.96
6300 · Entertainment 6310 · Equipment Rental 6350 · Human Resources Costs	0.00 0.00 503.83	0.00 0.00 0.00	0.00 0.00 0.00	0.00 588.66 0.00	0.00 0.00 0.00	0.00 588.66 0.00	0.00 0.00 0.00	73.90 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	73.90 0.00 0.00	73.90 588.66 503.83
6400 · Insurance 6410 · Workmans' Comp	6,538.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,538.00
6400 · Insurance - Other	20,167.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,167.70
Total 6400 · Insurance 6500 · Interest Expense	26,705.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,705.70 19.85
6600 · Janitorial	8,975.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,975.70
6650 · Linen Service 6710 · Meals	0.00 860.51	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	1,275.63 290.15	0.00 0.00	0.00 0.00	0.00 177.65	1,275.63 467.80	1,275.63 1,328.31
7037 · Payroll Expenses 7038 · Gross Wages	59,803.07	0.00	0.00	2,088.16	0.00	2,088.16	0.00	29,558.09	5,853.70	0.00	512.86	35,924.65	97,815.88
7050 · Payroll Taxes	4,330.11	0.00	0.00	214.63	0.00	214.63	0.00	2,819.48	596.35	0.00	58.08	3,473.91	8,018.65
7040 · Payroll Services Total 7037 · Payroll Expenses	<u>5,313.79</u> 69,446.97	0.00	0.00	2,302.79	0.00	2,302.79	0.00	0.00	6,450.05	0.00	0.00 570.94	0.00 39,398.56	5,313.79 111,148.32
7300 · Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	115.00	0,450.05	0.00	0.00	115.00	115.00
7400 · Professional Services 7410 · Accounting	8,662.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,662.50
Total 7400 · Professional Services	8,662.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,662.50
7500 · Repair & Maintenance 7502 · Facility 7500 · Repair & Maintenance - Other	2,930.00 1,038.15	0.00	0.00	0.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,930.00 1,038.15
Total 7500 · Repair & Maintenance	3,968.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00 -	0.00	0.00	0.00	0.00	3,968.15
7700 · Security	1,795.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,795.31
7750 · Supplies 7751 · Office 7750 · Supplies - Other	207.80 338.47	0.00	0.00 31.62	0.00 370.16	0.00	0.00 401.78	0.00	1,216.85 1,835.74	0.00 3,852.61	0.00 180.00	0.00 109.56	1,216.85 5,977.91	1,424.65 6,718.16
Total 7750 · Supplies	546.27	0.00	31.62	370.16	0.00	401.78	0.00	3,052.59	3,852.61	180.00	109.56	7.194.76	8,142.81
7800 · Taxes												,	
7820 · Sales Taxes 7800 · Taxes - Other	-96.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	153.00 -96.98
Total 7800 · Taxes 7930 · Telephone	56.02 4,548.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	56.02 4,548.76
8100 · Transportation 6700 · Travel 7900 · Utilities	4,346.70	0.00	4,892.24 0.00	0.00	0.00	4,892.24 0.00	0.00	0.00 30.00	0.00	0.00	0.00	0.00 30.00	4,046.70 4,892.24 30.00
7907 · Trash 7901 · Water 7902 · Cable	1,923.87 1,336.45 444.92	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	1,923.87 1,336.45 444.92

03/22/22

Accrual Basis

Carmel Youth Center

Profit & Loss

	Administrative	Facility Rental	AT&T (Fundraising)	Fundraising-general (Fundraising)	MC Gives (Fundraising)	Total Fundraising	Grants	After School/Drop Ins (Programs)	Camps (Programs)	Jujitsu (Programs)	Parents Night Out (Programs)	Total Programs	TOTAL
7904 · Gas & Electric 7906 · Internet Service 7908 Taxes & Fees	4,508.41 2,102.71 17.52	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	4,508.41 2,102.71 17.52
Total 7900 · Utilities	10,333.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,333.88
Total Expense	145,258.59	0.00	4,923.86	3,958.92	0.00	8,882.78	0.00	38,003.22	10,302.66	180.00	858.15	49,344.03	203,485.40
Net Ordinary Income	-145,232.02	225.00	25,913.88	61,914.18	3,218.74	91,046.80	25,000.00	-14,380.22	-3,260.66	335.00	-363.15	-17,669.03	-46,629.25
Net Income	-145,232.02	225.00	25,913.88	61,914.18	3,218.74	91,046.80	25,000.00	-14,380.22	-3,260.66	335.00	-363.15	-17,669.03	-46,629.25

Carmel Youth Center Balance Sheet As of December 31, 2020

	Dec 31, 20
ASSETS Current Assets Checking/Savings 1001 · Checking Wells Fargo-8686 1002 · Checking WF-9356 (Petty Cash) 1020 · BAC Community Bank	58,448.10 570.18 13,467.82
Total Checking/Savings	72,486.10
Other Current Assets	,
1300 · Snack Bar Inventory	1,006.66
Total Other Current Assets	1,006.66
Total Current Assets	73,492.76
Fixed Assets 1550 · Land and Building 1580 · Building improvements 1590 · Machinery and equipment 1588 · Landscape improvements 1599 · Accumulated Depreciation 1598 · Furniture and Fixtures	343,582.00 415,287.76 40,472.72 7,806.27 -575,515.00 4,617.10
Total Fixed Assets	236,250.85
TOTAL ASSETS	309,743.61
LIABILITIES & EQUITY Liabilities Current Liabilities Accounts Payable 2000 · Accounts Payable	550.00
Total Accounts Payable	550.00
Credit Cards 1015 · WF Visa cc-5977	-26.00
Total Credit Cards	-26.00
Total Current Liabilities	524.00
Long Term Liabilities 2200 · SBA Stimulus 2210 · PPP Loan	10,000.00 4,587.00
Total Long Term Liabilities	54,587.00
Total Liabilities	55,111.00
Equity 3900 · Retained Earnings 4000 · Net Assets	-285,957.76
4350 · Fund Balance Acc. Depreciation 4100 · Unrestricted	-532,710.00
4101 · Operating	1,044,929.62
Total 4100 · Unrestricted	1,044,929.62
4300 · Permanently restricted 4301 · Permanent endowments	75,000.00
Total 4300 · Permanently restricted	75,000.00
Total 4000 · Net Assets	587,219.62
Net Income	-46,629.25
Total Equity	254,632.61

Dec 31, 20

309,743.61

TOTAL LIABILITIES & EQUITY



City Council Discretionary Grant Program

Attachment 7

Organization Information

Name of Applicant Organization: Community Human Services

Name and Position/Title of staff applying on behalf of the Organization: Robin McCrae, Chief Executive Officer

Organization Mailing Address: P.O. Box 3076, Monterey, CA 93942-3076

Telephone Number:831-658-3811

Email:rmccrae@chservices.org

Geographic Area(s) the Organization serves: Monterey County

Age groups served by the Organization:0-12, 13-17, 18-24, 25-34, 35-44, 45-54, 55-64, 65 and over Number of Carmel-by-the-Sea (93921) residents the Organization serves:15 in FY2020-21; 5 in FY2021-22 (thru Jan '21)

Is this Organization incorporated as a Nonprofit Organization?: Yes

Is this Organization a Carmel school?:No

Project/Program Details

Project/Program Name: Casa de Noche Buena

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

Please provide a description of the Project, Program, or Service that the City of Carmel-by-the-Sea grant funding will be used to support. Grant funding will be used for general operating support at Casa de Noche Buena, the Monterey Peninsula's only emergency homeless shelter for single women and families with children located in Seaside. Casa de Noche Buena (CDNB) provides a maximum of 35 shelter beds, depending on the sizes of the families and ages of the children. Supportive services include intensive case management, housing navigation, linkages to income, employment and education, assessment and referral to health, mental health and substance abuse services, and information and referral to other community services. Our services are evidence-based (Motivational Interviewing, e.g.), trauma-informed (Seeking Safety, e.g.) and client-centered. Length of stay varies from 90 to 180 days depending on individual/ family need.

Please provide the project, program, or service objectives that the City of Carmel-by-the-Sea grant funding will be used to support. The overarching goal at CDNB is to provide our guests safe shelter and supportive



services that lead to their securing permanent housing and economic stability. Our objectives are: Attachment 7

- 1. Provide shelter to 75 individuals per year
- 2. Provide 5,000 bed nights
- 3. Provide 16,000 meals
- 4. 100% will participate in case management/housing navigation
- 5. 60% will exit to permanent housing
- 6. 10% will exit to transitional housing

Please describe the specific benefit to the Carme-by-the-Sea community that your project, program, or service will provide, including the target population and number of community members that will be served. CDNB provides shelter opportunities to eligible women and families in Monterey County, including residents of Carmel-by-the-Sea. It benefits peninsula communities by providing homeless women and families with safe exits off city streets and eventually into permanent. This has a positive impact on law enforcement, public maintenance, public works, tourism, hospitality, business and schools. Target population is single women and families with children. We intend to serve 75 individuals per year. Last year was our first year in operation. We opened January 19, 2021. From that date to December 31, 2021, we served 61 individuals and provided 5,460 bed nights and 16,416 meals. Sixty-eight percent exited to permanent housing.

Please describe how your organization would use the funding awarded, including equipment or services that would be purchased and why. Funding would be used for general operating support of the shelter. General operating includes staff salaries and benefits, utilities, maintenance and repairs, vehicle maintenance and fuel, food, supplies, etc.

Attachments

Please provide the following attachments via email to cityclerk@ci.carmel.ca.us. Make sure to include the name of the Organization in the subject line of the email and on all attachments.

- A copy of the Organization's proof of non-profit status, with a copy of the letter from the IRS.

- A detailed, line item budget plan for the project, program, or service's use of the grant funds.

- A current, detailed operating budget that includes information on your organization's annual sources of revenue received.

- The Organization's past two year's financial statements - including the current year - with balance sheets, sources of revenue, profit/loss statements and indicating the percentage of revenue that is used for administration, salaries and program costs.

Certification and Signature

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.



Attachment 7

- 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 of staff applying on behalf of the Organization: Robin McCrae

Organization name: Community Human Services

Date:03/31/2022

010493

ATE OF CALIFORNIA

ANCHISE TAX BOARD D. BOX 1286 NCHO CORDOVA, CA. 95741-1286 December 29, 1992

> In reply refer to 340:G :CCL

COMMUNITY HUMAN SERVICES PO BX 3076 MONTEREY CA 93942

Purpose	:	CHARITABLE
Code Section	:	23701d
	:	Association
Accounting Period Ending	:	June 30
Organization Number	:	9787059 CH6SP

This letter confirms your previous exemption from state franchise and income tax under Section 23701d, Revenue and Taxation Code. In confirming your exempt status, we have made no examination of your current activities. If the organization has changed its operation, character, or purpose since exemption was originally granted, that change must be reported immediately to this office.

You may be required to file Form 199 (Exempt Organization Annual Information Return) on or before the 15th day of the 5th month (4 1/2 months) after the close of your accounting period. See annual instructions with forms for requirements.

You are not required to file state franchise or income tax returns unless you have income subject to the unrelated business income tax under Section 23731 of the Code. In this event, you are required to file Form 109 (Exempt Organization Business Income Tax Return) by the 15th day of the 5th month (4 1/2 months) after the close of your annual accounting period.

Contributions made to you are deductible by donors as provided by Sections 17214 through 17216.2 and 24357 through 24359 of the Code, unless your purpose is testing for Public Safety.

K SCHULTZ EXEMPT ORGANIZATION UNIT CORPORATION AUDIT SECTION Telephone (916) 369-4171

RTF:

Internal Revenue Service

Community Human Services

Monterey, CA 93942-3076

Department of the Treasury Atta

District Director

P O Box 3076

P.O. Box 2350 Los Angeles, Calif. 90053

Person to Contact:

Barbara S. Cowans Telephone Number:

(213) 894-2336 Refer Reply to:

EO(1102)92 Date:

May 18, 1993

RE: Community Human Services EIN: 94-6367167

Gentlemen:

This letter is in response to your request for a copy of the determination letter for the above named organization.

Our records indicate that this organization was recognized to be exempt from Federal Income Tax in June 1982, as described in Internal Revenue Code Section 501(c)(3). It is further classified as an organization that is not a private foundation as defined in Section 509(a) of the code, because it is an organization described in Section 170(b)(1)(A)(vi).

The exempt status for the determination letter issued in June 1982, continues to be in effect.

If you need further assistance, please contact our office at the above address or telephone number.

Sincerely,

Jurbara & Course

Barbara S. Cowans Disclosure Assistant

Community Human Services For the Twelve Months Ending June 30, 2023 Casa de Noche Buena

	Budget
Revenues	
Contracts	0.00
Program Fees	0.00
Private Pay	0.00
Grants	707,000.00
Joint Powers Agency Support	0.00
Donations	58,041.00
Private Insurance	0.00
Other Income	0.00
	765 041 00
Total Revenues	765,041.00

Total Revenues	765

Expenses	
Salaries	308,734.00
Employee Benefits	49,402.00
Occupancy Expense	80,977.00
Professional Fees	32,955.00
Office and Program Supplies	13,529.00
Food and Personal Expense	93,960.00
Depreciation/Building Expense	168,915.00
Equip Lease/Printing/Copier	2,716.00
Communications	4,620.00
Insurance	6,522.00
Interest Expense	0.00
Medical/Medications/Lab Exp	6,000.00
Conferences and Training	1,000.00
Vehicle/Travel/Mileage Expense	3,900.00
Dues/License/Publications	450.00
Advertising Expense	3,796.00
Miscellaneous Expense	0.00
Administrative Cost	146,700.00
Total Expenses	924,176.00
-	
Net Income	(159,135.00)

Community Human Services Budget For the Twelve Months Ending June 30, 2022 Agency

	Budget
Revenues	
Contracts	5,602,977.00
Program Fees	209,441.00
Private Pay	248,107.00
Grants	1,547,156.00
Joint Powers Agency Support	212,400.00
Donations	258,041.00
Private Insurance	0.00
Other Income	2,000.00
Total Revenues	8,080,122.00

Expenses	
Salaries	4,565,606.00
Employee Benefits	991,994.00
Occupancy Expense	833,216.00
Professional Fees	257,555.00
Office and Program Supplies	142,126.00
Food and Personal Expense	212,640.00
Depreciation/Building Expense	332,181.00
Equip Lease/Printing/Copier	35,536.00
Communications	82,440.00
Insurance	80,705.00
Interest Expense	143,123.00
Medical/Medications/Lab Exp	96,250.00
Conferences and Training	31,175.00
Vehicle/Travel/Mileage Expense	47,854.00
Dues/License/Publications	74,513.00
Advertising Expense	76,196.00
Miscellaneous Expense	0.00
Administrative Cost	2.00
Total Expenses	8,003,112.00
Net Income	77,010.00

FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2021

Attachment 7

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Attachment 7

BOARD OF DIRECTORS

FOR THE YEAR ENDED JUNE 30, 2021

AGENCIES	PRIMARIES	ALTERNATE
City of Carmel	Darlene Mosley	Paul Tomasi
City of Del Rey Oaks	Patricia Lintell	John Gaglioti
City of Marina	Lisa Berkley	Gail Morton
City of Monterey	Alan Haffa	Vacant
City of Pacific Grove	Alan Cohen	Amy Tomlinson
City of Salinas	Carla Viviana Gonzalez	Anthony Rocha
City of Sand City	Mary Ann Carbone	Linda Scholink, Finance Committee Member
City of Seaside	Mary Mitchell	Dave Pacheco
Carmel Unified School District	Tess Arthur	Ann-Marie Rosen
Monterey Peninsula Unified School District	Alana Myles, Chair	Jessica Hare
Pacific Grove Unified School District	Cristy Dawson	Vacant
Monterey Peninsula Community College District	Loren Steck	Rosalyn Green
North Monterey County Unified School District	Kyle Samuels, Vice Chair	Noemy Loveless
Monterey County Office of Education	Harvey Kuffner, Finance Committee Member	Mary Claypool
Santa Rita Union School District	Vacant	Vacant
Salinas Union High School District	Sandra Ocampo	Patty Padilla-Salsberg



SALINAS OFFICE Attachment 7 450 LINCOLN AVENUE SUITE 200 SALINAS, CA 93901

PHONE 831-757-5311 FAX 831-757-9529

BKPCPA.COM

INDEPENDENT AUDITORS' REPORT

To the Board of Directors Community Human Services Monterey, California

Report on the Financial Statements

We have audited the accompanying financial statements of each major enterprise fund, and the aggregate remaining fund information of Community Human Services, a Joint Powers Authority of California local governments, (Agency) as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of each enterprise major fund, and the aggregate remaining fund information of Community Human Services, as of June 30, 2021, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 5-12 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Agency's basic financial statements. The accompanying supplementary information such as the Schedule of Expenditures of Federal Awards (SEFA), as required by *Title 2 U.S. Code of Federal Regulations (CFR)* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)* and the other supplementary information, such as the Combining Schedule of Functional Revenues and Expenses and budgetary

comparison information are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The SEFA, the Combining Schedule of Functional Revenues and Expenses and the budgetary comparison information are the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the SEFA, the Combining Schedule of Functional Revenues and Expenses and the budgetary comparison information are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 9, 2021, on our consideration of the Agency's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Agency's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control over financial reporting and compliance.

Bianchi, Kasavan ; Pope, Rop

Salinas, California December 9, 2021

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR THE YEAR ENDED JUNE 30, 2021

This section of Community Human Services' (Agency) annual financial report presents our discussion and analysis of the Agency's financial performance during the year ended on June 30, 2021. Since the Management's Discussion and Analysis (MD&A) is designed to focus on the current year activities, resulting changes and currently known facts, please read it in conjunction with the Agency's basic financial statements, which begin on page 14. Comparisons to and analysis of the prior year are incorporated where appropriate.

FINANCIAL HIGHLIGHTS

- The Agency's net position increased by \$2,996,593 (or 95.2%) during 2021. Since the Agency engages only in business type activities, the increase is all in the category of business-type net position. Net position was \$6,145,321 and \$3,148,728 for 2021 and 2020, respectively.
- The Agency's return on total ending net position was 48.8%.
- Total cost of all the Agency's programs was \$6,801,254 and \$6,392,509 for 2021 and 2020, respectively.

OVERVIEW OF THE FINANCIAL STATEMENTS

The financial statements include a Statement of Net Position, Statement of Revenues, Expenses and Changes in Net Position, Statement of Cash Flows, Notes to the Basic Financial Statements, an Independent Auditors' Report thereon and this Management's Discussion and Analysis. Readers of these financial statements are encouraged to consider the report as a whole to obtain a complete understanding of the Agency's financial condition.

Statement of Net Position

The Statement of Net Position is a report of the Agency's assets, liabilities and net position. Assets and liabilities are reported at book value on an accrual basis as of the statement date. Assets and liabilities have been segregated between current (expected to be liquidated or paid within one year) and noncurrent. Net Position is reported in major categories reflecting any restrictions thereon.

Statement of Revenues, Expenses and Changes in Net Position

The Statement of Revenues, Expenses and Changes in Net Position presents the Agency's revenue earned and expenses incurred during the period on an accrual basis. The Statement has been segregated into operating and nonoperating sections.

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR THE YEAR ENDED JUNE 30, 2021

OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)

Statement of Cash Flows

The Statement of Cash Flows presents the sources and uses of cash and is segregated into operating, capital and related financing, noncapital financing and investing activities. The direct method of cash flows reporting has been used and the indirect method of calculating cash provided (used) by operations is also presented.

Fund Financial Statements

The Fund Financial Statements provide more detailed information about the Agency's most significant funds. The Agency consists of exclusively Enterprise Funds, but the focus now is on Major Funds, rather than fund types. In order to be selected as a major fund, the fund's assets, liabilities, revenues, or expenses should be at least 10% or more of the fund type's total assets, liabilities, revenues or expenses and at least 5% or more of the Agency's total assets, liabilities, revenues or expenses. Since the Agency has only one fund type, the 10% criteria is used to determine major funds. The Enterprise method of accounting is similar to accounting utilized by private sector accounting.

THE AGENCY'S FUNDS

Business Type Funds

Operating Fund – This is the Agency's main operating fund.

Prevention and Treatment of Substance Abuse Program Fund – Under the Prevention and Treatment of Substance Abuse Fund, the Agency provides residential drug treatment, outpatient drug treatment, a supported sober living environment and a youth substance abuse education and intervention program. The Fund consists of seven programs:

Genesis House Perinatal Program Genesis House Co-Ed Program Sober Living Drug and Alcohol Intervention Services for Youth (DAISY) Program Outpatient Drug Treatment Centers in Salinas and Monterey Substance Use Prevention Program

Narcotic Treatment Program Fund – Under the Narcotic Treatment Program Fund, the Agency operates Off Main Clinic, a medication-assisted treatment program. The Clinic offers closely monitored methadone dispensing and substance abuse counseling to Medi-Cal and private pay patients.

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR THE YEAR ENDED JUNE 30, 2021

THE AGENCY'S FUNDS (Continued)

Business Type Funds (Continued)

Counseling Services – Under the Counseling Services Fund, the Agency provides outpatient mental health counseling, parent education and family safety-net services. The Fund consists of eight programs operating out of the Family Service Centers in Salinas and Seaside:

Pathways to Safety Program Access to Treatment Outpatient Mental Health Program Counseling and Therapy Services (CATS) Program for individuals with HIV/AIDS Parent Education Program

Other Non-Major Funds – In addition to the major funds above, the Agency also maintains the following non-major funds:

Basic Center Program for runaway and homeless youth Street Outreach Program for runaway and homeless youth Safe Passage Program for homeless youth ages 18 – 21 Domestic Violence/Anger Management Program Supervised Visitation and Exchange Program Youth Shelter, an overnight shelter in downtown Monterey for homeless youth Salinas Street Outreach for runaway and homeless youth Casa de Noche Buena, an emergency shelter for women and families with children Shuman HeartHouse, a homeless shelter for women and families with children

COMPARATIVE ANALYSIS

Statement of Net Position

A comparative summary of the Agency's Statement of Net Position as of June 30, which generally reflects its financial condition, is as follows:

	2021	2020	<u>Changes</u>	% Changes
Assets				
Current assets	\$ 12,652,798	\$ 9,572,616	\$ 3,080,182	32.2%
Capital and other assets	7,374,913	3,145,273	4,229,640	134.5%
Total Assets	20,027,711	12,717,889	7,309,822	57.5%

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR THE YEAR ENDED JUNE 30, 2021

COMPARATIVE ANALYSIS (Continued)

Statement of Net Position (Continued)

	2021	2020	Changes	% Changes
Liabilities	* 10 000 100	* 0.005.445	¢ 0.704.045	
Current liabilities Long-term obligations	\$ 10,966,460 2,915,930	\$ 8,205,415 1,363,746	\$ 2,761,045 1,552,184	33.6% 113.8%
Total Liabilities	13,882,390	9,569,161	4,313,229	45.1%
		0,000,101	1,010,220	10.170
Net Position				
Net investment in				
capital assets	4,474,885	2,213,006	2,261,879	102.2%
Restricted	2,261,649	2,012,906	248,743	12.4%
Unrestricted	(591,213)	<u>(1,077,184</u>)	485,971	45.1%
Total Net Position	<u>\$ 6,145,321</u>	<u>\$ 3,148,728</u>	<u>\$_2,996,593</u>	95.2%

Major Factors Affecting the Statement of Net Position

Current year's net position increased by \$2,996,593 from the prior year. The current year increase was related primarily to increases in public grants and contracts offset by decreases in salaries and benefits.

Statement of Revenues, Expenses and Changes in Net Position

A comparative summary of the Agency's Statement of Revenues, Expenses and Changes in Net Position, which generally reflects its results of operations as of June 30, is as follows:

_	2021	2020	<u>Changes</u>	<u>% Changes</u>
Revenues				
Program revenues:				
Public grants and contracts \$	7,634,580	\$ 6,314,690	\$ 1,319,890	20.9%
Charges and fees	302,894	369,208	(66,314)	(18.0%)
Private grants and				
contributions	1,466,966	297,365	1,169,601	393.3%
Joint Powers Agency				
support	200,296	173,950	26,346	15.2%
Other revenue	193,111	15,707	177,404	1,129.5%
Total Revenues	9,797,847	7,170,920	2,626,927	36.6%

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR THE YEAR ENDED JUNE 30, 2021

COMPARATIVE ANALYSIS (Continued)

Statement of Revenues, Expenses and Changes in Net Position (Continued)

		2021		2020	Changes	<u>% Changes</u>
Expenses						
General	\$	1,000,845	\$	955,051	\$ 45,794	4.8%
Off Main Clinic Methadone						
Program		1,172,659		1,128,917	43,742	3.9%
Genesis House Co-Ed Program		994,383		1,126,010	(131,627)	(11.7%)
Access to Treatment Outpatient						
Mental Health Program		589,031		672,498	(83,467)	(12.4%)
Genesis House Perinatal Program		42,488		48,063	(5,575)	(11.6%)
Basic Center Program for						
Runaway and Homeless Youth		27,236		186,040	(158,804)	(85.4%)
Street Outreach Program for						
Runaway and Homeless Youth		316,222		241,096	75,126	31.2%
Safe Passage Program		202,995		175,681	27,314	15.5%
Mental Health Services						
Act Programs (PE, CATS A&B)		151,220		173,730	(22,510)	(13.0%)
DAISY Program		200,602		159,949	40,653	25.4%
Pathways to Safety Program		158,341		164,553	(6,212)	(3.8%)
Outpatient Drug						
Treatment Centers		413,881		460,185	(46,304)	(10.1%)
Youth Shelter		122,690		50,970	71,720	140.7%
Self-Referred Mental Health						
Counseling Program		-		27,125	(27,125)	(100.0%)
Supervised Visitation and						
Exchange Program		19,103		26,834	(7,731)	(28.8%)
Domestic Violence/Anger					. ,	
Management Program		24,067		39,902	(15,835)	(39.7%)
Sober Living		222,903		76,988	145,915	189.5%
SuperKids/Super Teens		·				
Program		-		6,828	(6,828)	(100.0%)
Substance Use Prevention					, , , , , , , , , , , , , , , , , , ,	· · ·
Program		412,724		408,773	3,951	1.0%
Micro Innovation		-		20,362	(20,362)	(100.0%)
Salinas Street Outreach		291,352		242,954	48,398	`19.9% ´
Casa de Noche Buena		434,007		-	434,007	100.0%
Heart House		4,505		-	4,505	100.0%
Total Expenses		6,801,254	_	6,392,509	408,745	6.4%
. .						
Change in Net Position	<u>\$</u>	2,996,593	<u>\$</u>	778,411	<u>\$ 2,218,182</u>	285.0%

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR THE YEAR ENDED JUNE 30, 2021

COMPARATIVE ANALYSIS (Continued)

Major Factors Affecting the Statement of Revenues, Expenses and Changes in Net Position

Current year revenue increased by \$2,626,927 over the prior year due to increases in public grants and contracts and increases in private grants and contributions, of which \$2,466,613 is revenue from various capital grants for asset purchases which will be depreciated over future years. The additional increase in revenue is due mainly to a large insurance payment for property damage at Elm House.

Current year expenses increased by \$408,745 due primarily to partial year operating expenses of \$434,007 in a new program, Casa de Noche Buena, offset by savings in other programs.

Note that the increase in net position of \$2,218,182 is due primarily to capital grants of \$2,466,613 which purchased assets to be depreciated over future years.

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR THE YEAR ENDED JUNE 30, 2021

COMPARATIVE ANALYSIS (Continued)

Capital Assets and Debt Administration

Capital Assets

As of June 30, 2021, the Agency had \$7,374,913 invested in a variety of capital assets as reflected in the following schedule, which represents a net increase, including additions, deductions and depreciation, of 134.48% or \$4,229,640 from the prior year.

	2021	2020	Changes	<u>% Changes</u>
Capital assets, not being				
depreciated: Land	\$ 1,948,995	\$ 486,495	\$ 1,462,500	300.6%
Construction in Progress	44,654	285,409	(240,755)	(84.4%)
Total capital assets, not	1 000 0 40	¢ 774.004	¢ 1 001 745	450.00/
being depreciated		<u>\$ 771,904</u>	<u>\$ 1,221,745</u>	158.3%
Capital assets, being depreciated:				
Buildings and Improvements	5,422,423	3,877,604	1,544,819	39.8%
Office Equipment	36,294	36,294	-	0.0%
Transportation Equipment	259,954	237,319	22,635	9.5%
Furniture and Fixtures	186,118	186,118	-	0.0%
Leasehold Improvements	1,764,084	141,469	1,622,615	1,147.0%
Operating and Other Equipment	15,394	10,254	5,140	50.1%
Total capital assets,				
being depreciated	7,684,267	4,489,058	3,195,209	71.2%
Less accumulated depreciation	2,303,003	2,115,689	187,314	8.9%
Total capital assets, being depreciated – net	5,381,264	2,373,369	3,007,895	126.7%
Total Capital Assets	<u>\$ 7,374,913</u>	<u>\$ 3,145,273</u>	<u>\$ 4,229,640</u>	134.5%

Debt Outstanding

Long-term debt obligations at June 30, 2021 and 2020, consist of the following:

	2021	2020	Changes	% Changes
Note payable to Mechanics Bank				
Collateralized by Sonoma				
Avenue property	\$ 904,470	\$ 932,267	\$ (27,797)	(3.0%)
PPP Loan	818,005	818,005	-	0.0%
Shuman HeartHouse Note	2,000,000	-	2,000,000	100.0%
Less: current portion	846,545	386,526	460,019	119.0%
Total Long-Term Debt	<u>\$ 2,875,930</u>	<u>\$ 1,363,746</u>	<u>\$ 1,512,184</u>	110.9%

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR THE YEAR ENDED JUNE 30, 2021

<u>COMPARATIVE ANALYSIS</u> (Continued)

Capital Assets and Debt Administration (Continued)

Net increase to long-term debt of \$1,512,184 is a result of acquiring the Franklin Street property (Shuman HeartHouse) and principal payments for the Sonoma Avenue property. A Paycheck Protection Program (PPP) Loan was acquired during April 2020 for \$818,005 less \$846,545 which is the current portions of the PPP Loan and Sonoma Avenue note payable totaling \$818,005 and \$28,540, respectively.

FACTORS AFFECTING FUTURE PERIODS

The Agency will be significantly expanding its mental health services division with the addition of several new contracts for fiscal years 2021-22 and 2022-23 with the Behavioral Health Bureau and the Department of Social Services of Monterey County. These contracts total almost \$950,000 a year in new funding and include Short-term Therapeutic Services, Family Support Groups, Multi-cultural Outreach and Engagement, Migrant Farmworker Education and Outreach, and Parenting Education.

The Agency received a significant donation and pledge totaling over \$3,000,000 in 2021 to acquire a building for a 35-bed homeless shelter for single women and families with children in Monterey. The building has ample water credits and is located in the City-approved shelter overlay zone. The Agency has embarked on a capital campaign to raise \$3,200,000 to renovate the facility. Construction is scheduled to start in the spring of 2022 with the shelter, Shuman HeartHouse, opening in the spring of 2023.

The Agency will fully utilize the Homeless Housing, Assistance and Prevention (HHAP) multi-year grants that were awarded in 2020 for the Casa de Noche Buena shelter and street outreach services for youth. The focus of State and Federal funding to address homelessness is shifting toward permanent housing solutions. Community Human Services will be expanding its fund development staff in 2022 with the goal of increasing private gifts from individuals and businesses. This strategy will help to lessen the reliance on government funding for programs.

The Agency continues to adjust the working environments in response to COVID-19 and the challenges brought by the pandemic. Most of the equipment and supply needs have been met. Policies and procedures are updated frequently as new recommendations are made by CDC and local health officials. Staff continues to provide essential services in person or via telehealth. However, uncertainties and stress are taking a toll on staff. Position vacancies have increased and been more difficult to fill. We anticipate that this situation will persist.

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR THE YEAR ENDED JUNE 30, 2021

REQUESTS FOR INFORMATION

The financial report has been designed to provide a general overview of the Agency's accounting for anyone interested in its finances. Questions concerning any of the information should be addressed to the attention of the Chief Financial Officer, Community Human Services, P.O. Box 3076, Monterey, California 93942.

Attachment 7

FINANCIAL STATEMENTS

STATEMENT OF NET POSITION -ENTERPRISE FUNDS

JUNE 30, 2021

ASSETS

	Operating Fund	Prevention and Treatment of Substance Abuse Program	Narcotic Treatment Program
CURRENT ASSETS	A AAF AAF	•	•
Cash and cash equivalents	\$ 865,805	\$ -	\$ -
Contracts and grants receivable - Note 4	31,446	559,561	325,542
Prepaid expenses	87,373	-	-
Investments - Note 2	862,224	-	-
Due from other funds	7,320,780	-	2,330,997
TOTAL CURRENT ASSETS	9,167,628	559,561	2,656,539
PROPERTY AND EQUIPMENT - net - Note 5		1,895,200	3,700
TOTAL ASSETS	\$ 9,167,628	\$ 2,454,761	\$ 2,660,239

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES Accounts payable Accrued retirement payable Unearned revenue Due to other funds Current portion of notes payable - Note 6 Accrued vacation payable	\$ 77,288 36,728 1,753 - 818,005 196,227	\$ - - 3,135,231 28,540 -	\$ - - - - - -	
TOTAL CURRENT LIABILITIES	1,130,001	 3,163,771		_
NONCURRENT LIABILITIES Notes payable - net of current portion - Note 6 Other noncurrent liabilities TOTAL NONCURRENT LIABILITIES TOTAL LIABILITIES		 875,930 - 875,930 4.039,701		_
NET POSITION Net investment in capital assets Restricted for narcotic prevention Unrestricted	8,037,627	 990,730 (2,575,670)	8,142 2,261,649 390,448)
TOTAL NET POSITION	8,037,627	 (1,584,940)	2,660,239)
TOTAL LIABILITIES AND NET POSITION	\$ 9,167,628	\$ 2,454,761	\$ 2,660,239)

STATEMENT OF NET POSITION -ENTERPRISE FUNDS

JUNE 30, 2021

ASSETS

	Counseling Services	Other Non-major Funds	Total	
CURRENT ASSETS Cash and cash equivalents Contracts and grants receivable - Note 4 Prepaid expenses Investments - Note 2 Due from other funds	\$ - 156,336 - - -	\$ - 112,734 - - -	\$ 865,805 1,185,619 87,373 862,224 9,651,777	
TOTAL CURRENT ASSETS	156,336	112,734	12,652,798	
PROPERTY AND EQUIPMENT - net - Note 5	243,691	5,232,322	7,374,913	
TOTAL ASSETS	\$ 400,027	\$ 5,345,056	\$ 20,027,711	

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES Accounts payable Accrued retirement payable Unearned revenue Due to other funds Current portion of notes payable - Note 6 Accrued vacation payable	\$ - - 2,491,044 -	\$	\$ 77,288 36,728 157,895 9,651,777 846,545 196,227
TOTAL CURRENT LIABILITIES	2,491,044	4,181,644	10,966,460
NONCURRENT LIABILITIES Notes payable - net of current portion - Note 6 Other noncurrent liabilities TOTAL NONCURRENT LIABILITIES		2,000,000 40,000 2,040,000	2,875,930 40,000 2,915,930
TOTAL LIABILITIES NET POSITION Net investment in capital assets Restricted for narcotic prevention Unrestricted	2,491,044 243,691 (2,334,708)	6,221,644 3,232,322 (4,108,910)	13,882,390 4,474,885 2,261,649 (591,213)
TOTAL NET POSITION	(2,091,017)	(876,588)	6,145,321
TOTAL LIABILITIES AND NET POSITION	\$ 400,027	\$ 5,345,056	\$ 20,027,711

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION - ENTERPRISE FUNDS

FOR THE YEAR ENDED JUNE 30, 2021

	Operating Fund		Tr S	vention and eatment of ubstance use Program	Т	Narcotic reatment Program
OPERATING REVENUES						
Public grants and contracts Charges and fees	\$	1,322,329	\$	2,523,019 107,831	\$	1,628,056 127,512
Total Operating Revenues		1,322,329		2,630,850		1,755,568
OPERATING EXPENSES						
Salaries		637,203		1,224,568		575,426
Employee benefits		159,015		255,939		159,672
Facilities rental		56,525		72,353		69,720
Professional fees		44,296		88,577		77,139
Utilities and maintenance		25,950		242,470		121,646
Operating supplies		25,425		22,382		28,397
Medical supplies and laboratory fees		-		4,576		75,038
Food		56		84,389		417
Insurance		7,485		26,828		6,874
Auto and travel		317		14,002		61
Telephone		9,189		19,153		8,572
Conferences and meetings		1,783		3,612		2,004
Advertising		9,906		7,774		4,231
Equipment rental		5,125		5,991		3,261
Miscellaneous		851		-		-
Dues, licenses and fees		16,404		8,103		34,073
Client costs		-		57,582		-
Printing and publications		1,315		2,257		3,907
Depreciation		-		88,146		2,221
Total Operating Expenses		1,000,845		2,228,702		1,172,659
OPERATING INCOME (LOSS)		321,484		402,148		582,909
NONOPERATING REVENUES (EXPENSES)						
Joint Powers Agency support		200,296		-		-
Private grants and contributions		1,293,176		4,320		7,465
Other local sources		25,184		153,312		-
Interest expense		-		(58,279)		-
Total Nonoperating Revenues (Expenses)		1,518,656		99,353		7,465
		4 0 40 4 40		504 504		500.074
INCOME (LOSS) BEFORE TRANSFERS		1,840,140		501,501		590,374
Expenses transfered from (to) other funds		(1,000,828))	399,808		204,433
CHANGES IN NET POSITION		2,840,968		101,693		385,941
NET POSITION, BEGINNING OF YEAR		5 106 650		(1 696 622)		2,274,298
		5,196,659		(1,686,633)		2,214,230
NET POSITION, END OF YEAR	\$	8,037,627	\$	(1,584,940)	\$	2,660,239

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION -ENTERPRISE FUNDS

FOR THE YEAR ENDED JUNE 30, 2021

		Other Counseling Non-Major Services Funds			 Total
OPERATING REVENUES					
Public grants and contracts Charges and fees	\$	915,827 8,812	\$	1,245,349 58,739	\$ 7,634,580 302,894
Total Operating Revenues		924,639		1,304,088	 7,937,474
OPERATING EXPENSES					
Salaries		584,603		734,885	3,756,685
Employee benefits		128,863		128,940	832,429
Facilities rental		45,814		16,499	260,911
Professional fees		12,665		30,023	252,700
Utilities and maintenance		61,351		114,583	566,000
Operating supplies		8,514		92,920	177,638
Medical supplies and laboratory fees		-		4,465	84,079
Food		-		32,821	117,683
Insurance		7,228		21,331	69,746
Auto and travel		487		25,782	40,649
Telephone		13,682		21,895	72,491
Conferences and meetings		1,822		31,656	40,877
Advertising		7,679		15,546	45,136
Equipment rental		3,107		5,659	23,143
Miscellaneous		-		-	851
Dues, licenses and fees		13,399		2,646	74,625
Client costs		-		7,840	65,422
Printing and publications		754		2,262	10,495
Depreciation		8,624		152,424	 251,415
Total Operating Expenses		898,592		1,442,177	 6,742,975
OPERATING INCOME (LOSS)		26,047		(138,089)	 1,194,499
NONOPERATING REVENUES (EXPENSES)					
Joint Powers Agency support		-			200,296
Private grants and contributions		25,000		137,005	1,466,966
Other local sources		20,000		14,615	193,111
Interest expense		-		-	(58,279)
		05.000			
Total Nonoperating Revenues (Expenses)	(25,000		151,620	 1,802,094
INCOME (LOSS) BEFORE TRANSFERS		51,047		13,531	2,996,593
Expenses transfered from (to) other funds		156,434		240,153	 -
CHANGES IN NET POSITION		(105,387)		(226,622)	2,996,593
NET POSITION,					
BEGINNING OF YEAR		(1,985,630)		(649,966)	 3,148,728
NET POSITION, END OF YEAR	\$	(2,091,017)	\$	(876,588)	\$ 6,145,321

STATEMENT OF CASH FLOWS -ENTERPRISE FUNDS

FOR THE YEAR ENDED JUNE 30, 2021

	Operating Fund	Prevention and Treatment of Substance Abuse Program	Narcotic Treatment Program
CASH FLOWS FROM OPERATING ACTIVITIES Cash receipts from clients Cash receipts from public contracts Cash payments to suppliers and employees	\$ - 1,333,104 (1,027,927)	\$	\$ 127,512 1,637,623 (1,170,438)
NET CASH PROVIDED BY (USED FOR) OPERATING ACTIVITIES	305,177	237,495_	594,697
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES Interest paid on debt Payments on long-term debt Cash payments for acquisiton of capital assets	-	(58,279) (27,797) (78,450)	-
NET CASH PROVIDED BY (USED FOR) CAPITAL AND RELATED FINANCING ACTIVITIES		(164,526)	
CASH FLOWS FROM INVESTING ACTIVITIES Investment earnings Investment purchases	21,956 (424,618)	-	-
NET CASH USED FOR INVESTING ACTIVITIES	(402,662)		
CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES Net payments for long-term deposits Joint Powers Agency support Cash receipts from private grants and contributions Other local sources Cash receipts from (paid to) other funds	- 200,296 1,436,445 555 (1,468,884)	- 4,320 153,312 (230,601)	- 7,465 - (602,162)
NET CASH PROVIDED BY (USED BY) NON-CAPITAL FINANCING ACTIVITIES	168,412	(72,969)	(594,697)
NET INCREASE IN CASH AND CASH EQUIVALENTS	70,927	-	-
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	794,878		
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ 865,805	<u>\$ </u>	\$ -

STATEMENT OF CASH FLOWS -ENTERPRISE FUNDS

FOR THE YEAR ENDED JUNE 30, 2021

	Counseling Services	Other Non-major Funds	Total
CASH FLOWS FROM OPERATING ACTIVITIES Cash receipts from clients Cash receipts from public contracts Cash payments to suppliers and employees	\$ 8,812 870,653 (889,968)	\$ 58,739 1,234,998 (1,289,753)	\$ 302,894 7,346,598 (6,518,642)
NET CASH PROVIDED BY (USED FOR) OPERATING ACTIVITIES	(10,503)	3,984	1,130,850
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES Interest paid on debt Payments on long-term debt Cash payments for acquisiton of capital assets	-	(2,410,707)	(58,279) (27,797) (2,489,157)
NET CASH PROVIDED BY (USED FOR) CAPITAL AND RELATED FINANCING ACTIVITIES		(2,410,707)	(2,575,233)
CASH FLOWS FROM INVESTING ACTIVITIES Investment earnings Investment purchases	-		21,956 (424,618)
NET CASH USED FOR INVESTING ACTIVITIES			(402,662)
CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES Net payments for long-term deposits Joint Powers Agency support Cash receipts from private grants and contributions Other local sources Cash receipts from (paid to) other funds		40,000 - 35,964 14,615 2,316,144	40,000 200,296 1,509,194 168,482 -
NET CASH PROVIDED BY (USED BY) NON-CAPITAL FINANCING ACTIVITIES	10,503	2,406,723	1,917,972
NET INCREASE IN CASH AND CASH EQUIVALENTS	-	-	70,927
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR			794,878
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ -	\$ -	\$ 865,805

STATEMENT OF CASH FLOWS -ENTERPRISE FUNDS

FOR THE YEAR ENDED JUNE 30, 2021

	Operating Fund		Prevention and Treatment of Substance Abuse Program		Narcotic Treatment Program	
RECONCILIATION OF OPERATING GAIN (LOSS) TO NET CASH PROVIDED BY (USED BY) OPERATING ACTIVITIES						
Operating income (loss) Adjustments to reconcile change in net assets to net cash provided by operating activities:	\$	321,484	\$	402,148	\$	582,909
Depreciation and amortization Charge-off of uncollectible receivable (Increase) decrease in assets:		- 10,775		88,146 -		2,221 -
Contracts and grants receivable Prepaid expenses Increase (decrease) in liabilities:		- (14,586)		(252,799) -		9,567 -
Accounts payable Accrued retirement payable		(40,532) 5,607 (6,971)		-		-
Worker's compensation payable Accrued vacation payable		29,400				
NET CASH PROVIDED BY (USED FOR) OPERATING ACTIVITIES	\$	305,177	\$	237,495	\$	594,697
SUPPLEMENTARY NONCASH INVESTING AND FINANCING TRANSACTIONS						
Property acquired with debt	\$		\$		\$	

STATEMENT OF CASH FLOWS -ENTERPRISE FUNDS

FOR THE YEAR ENDED JUNE 30, 2021

		unseling ervices	N	Other Ion-major Funds		Total
RECONCILIATION OF OPERATING GAIN (LOSS) TO NET CASH PROVIDED BY (USED BY) OPERATING ACTIVITIES						
Operating income (loss) Adjustments to reconcile change in net assets to net cash provided by operating activities:	\$	26,047	\$	(138,089)	\$	1,194,499
Depreciation and amortization Charge-off of uncollectible receivable (Increase) decrease in assets:		8,624 -		152,424 -		251,415 10,775
Contracts and grants receivable Prepaid expenses Increase (decrease) in liabilities:		(45,174) -		(10,351) -		(298,757) (14,586)
Accounts payable Accrued retirement payable		-		-		(40,532) 5,607
Worker's compensation payable Accrued vacation payable		-		-		(6,971) 29,400
NET CASH PROVIDED BY (USED FOR) OPERATING ACTIVITIES	\$	(10,503)	\$	3,984	\$	1,130,850
SUPPLEMENTARY NONCASH INVESTING AND FINANCING TRANSACTIONS						
5	¢		¢	0 000 000	٠	0 000 000

Property acquired with debt	\$ -	\$	2,000,000	\$	2,000,000	
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JUNE 30, 2021

1. ORGANIZATION AND NATURE OF ACTIVITIES

Organization and Description

Community Human Services (Agency) is a tax exempt, 501(c)(3) Joint Powers Authority. The Board of Directors is made up of appointed representatives from local governmental entities comprising the Joint Powers Authority.

The Agency, through contracts with government agencies, private grants and donations, and client charges and fees, provides a variety of services including outpatient counseling and therapy for people with drug or alcohol problems, an in-house recovery center for addicted persons, and other counseling and educational programs.

Reporting Entity

The financial statements of the Agency are prepared in accordance with accounting principles generally accepted in the United States of America and in compliance with requirements set by the Government Accounting Standards Board (GASB), include funds that are controlled by or dependent on the Agency. Control or dependence is determined on the basis of budget adoption, designation of management, and ability to significantly influence operations. All known activities of the Agency have been included in these financial statements. The Agency does not have component units.

Basis of Accounting and Financial Statement Presentation

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Enterprise Funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with an enterprise fund's principal ongoing operations. The principal operating revenues of the Agency's enterprise funds are service charges to clients, and contract fees from other government agencies.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2021

1. ORGANIZATION AND NATURE OF ACTIVITIES (Continued)

Basis of Accounting and Financial Statement Presentation (Continued)

Operating expenses for enterprise funds include the cost of operating the primary activities of funds, administrative expenses and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

The financial statements are accounted for using the flow of economic resources measurement focus and accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Description of Funds

The accounts of the Agency are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts which comprise its assets, liabilities, fund equity, revenues and expenses. Resources are allocated to and accounted for in proprietary funds based upon the purposes for which spending activities are controlled.

Major Funds

Operating Fund - The Fund is the chief operating fund for the Agency. It is used to account for the ordinary operations of the Agency. All transactions except those accounted for in another fund are accounted for in this fund.

Prevention and Treatment of Substance Abuse Program - The Fund is used to account separately for residential and outpatient drug treatment and recovery options. These services include Genesis House Perinatal Program, Genesis House Co-Ed Program, Sober Living environment, Outpatient Treatment Centers (OTC), DAISY substance abuse program for youth and the Substance Use Prevention Program in the Salinas Union High School District and King City Union School District.

Narcotic Treatment Program - The Fund is used to account separately for substance abuse counseling and methadone maintenance services at Off Main Clinic.

JUNE 30, 2021

1. ORGANIZATION AND NATURE OF ACTIVITIES (Continued)

Counseling Services - The Fund is used to account separately for services and education provided to individuals and families. These services include the Parent Education Program, Pathways to Safety, Micro Innovation and outpatient mental health counseling at the Family Service Centers.

Non-Major Funds

Basic Center Program - The Fund is used to account for the Basic Center Program at Safe Place, which provides runaway and homeless youth with individual and group counseling, family counseling, family reunification or alternate placement, temporary shelter, substance abuse education and aftercare services.

Street Outreach Program - The Fund is used to account for the Street Outreach Program at Safe Place, which provides runaway and homeless youth with street outreach, informal counseling, education about sexual and personal safety, survival aid such as food, clothing and personal care products and information and referral to other services.

Safe Passage Program - The Fund is used to account for transitional housing and supportive services for homeless youth ages 18–21. Services include counseling, case management, life skills education and linkages to education, employment and permanent housing.

Supervised Visitation and Exchange Program - The Fund is used to account for monitored visits between children and their non-custodial parents in a safe, family-like environment.

Domestic Violence/Anger Management Program - The Fund is used to account for Probation-certified psycho-educational counseling groups for domestic violence offenders and those seeking assistance with anger issues.

Youth Shelter Program - The Fund is used to account for an overnight shelter in downtown Monterey for homeless youth.

Salinas Street Outreach – The Fund is used to account for the street outreach program in Salinas and the Salinas Valley, which provides runaway and homeless youth with individual and group counseling, family counseling, family reunification or alternate placement, temporary shelter, substance abuse education and aftercare services.

JUNE 30, 2021

1. ORGANIZATION AND NATURE OF ACTIVITIES (Continued)

Non-Major Funds (Continued)

Casa de Noche Buena – The Fund is used to account for services provided to women and families with children to set and achieve their personal goals for housing, income, employment, education, and other areas that support a successful exit from homelessness. Casa de Noche Buena is a partnership between the Agency and Gathering for Women, a local non-profit organization.

Shuman HeartHouse – The Fund is to account for services related to providing temporary shelter, supportive services and a path to stable housing for women and families with children.

Cash and Cash Equivalents

The Agency's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

<u>Receivables</u>

Receivables from grantor agencies are recorded when the revenues are earned under the accrual method of accounting and accounted for using the allowance method.

Prepaid Expenses

Prepaid amounts have been allocated to expense pro-rata in the periods in which the benefits were received.

Investments

Marketable debt and equity securities are stated at fair market value. Increases or decreases in market value are recognized in the period in which they occur. Certificates of deposit with an original maturity of greater than 90 days are classified as investments.

Capital Assets

Purchased capital assets are presented at cost. Donated assets are presented at fair market value as of the date of donation.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2021

1. ORGANIZATION AND NATURE OF ACTIVITIES (Continued)

Depreciation

Depreciation is computed using the straight-line method based on the estimated useful life of the assets as follows:

Buildings and improvements	3-35 Years
Office equipment	3-10 Years
Furniture and fixtures	3-5 Years
Operating and other equipment	3-8 Years
Leasehold improvements	4-5 Years
Transportation equipment	5 Years

Interfund Balances

On the Statement of Net Position, receivables and payables resulting from shortterm interfund loans are classified as "due to/from other funds".

Grants and Fees

Except for grants from Joint Powers Agency members, all government grants and fees are applicable to specific programs and are considered restricted funds. Program service expenses that apply to these same specific programs are considered restricted. All expenses for administration and fund raising are treated separately and considered unrestricted. For grant reimbursement purposes, administrative expenses are in fact reimbursable under allocation formulas contained in each contract. However, for financial statement purposes, no such allocation is made.

Accrued Compensated Absences

Vacation compensation earned is recorded as an expense and liability each month. Paid vacation for the month is recorded against the liability.

Estimates

The preparation of the financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported. Actual results could differ from those estimates.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2021

1. ORGANIZATION AND NATURE OF ACTIVITIES (Continued)

Net Position

Net position represents the difference between assets and liabilities and are classified into the following net asset categories:

- Net investment in Capital Assets Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction or improvement of those assets. Net investment in capital assets excludes unspent debt proceeds.
- Restricted Restricted components of net position are reported as restricted when there are limitations imposed on their use either through external restrictions imposed by creditors, grantors or laws or regulations of other governments. Restricted resources are used first when an expense is incurred for purposes for which both restricted and unrestricted net assets are available.
- **Unrestricted** Unrestricted components of net position consist of amounts that do not meet the definition of "net investment in capital assets" or "restricted".

Income Taxes

The Agency is a non-profit public benefit corporation that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation and qualifies for deductible contributions as provided in Section 170(b)(1)(A)(vi). It is also exempt from State franchise and income taxes under Section 23701(d) of the California Revenue and Taxation Code. Accordingly, no provision for income taxes has been reflected in these financial statements. Income tax returns for 2016 and forward may be audited by regulatory agencies, however, the Agency is not aware of any such actions at this time.

Subsequent Events

The Agency's management has evaluated events or transactions that may occur for potential recognition or disclosure in the financial statements from the balance sheet date through December 9, 2021, which is the date the financial statements were available to be issued. Management has determined that there were no subsequent events or transactions that would have a material impact on the current year financial statements.

JUNE 30, 2021

2. DEPOSITS AND INVESTMENTS

Deposits and investments as of June 30, 2021, consist of the following:

	Amount			
Checking and savings Investments	\$ 863,507 <u>862,224</u>			
Total	<u>\$1,725,731</u>			

Custodial Credit Risk - Deposits

Custodial credit risk is the risk that, in the event of a bank failure, the Agency's deposits might not be recovered. The Agency does not have a deposit policy for custodial credit risk. As of June 30, 2021, the total carrying amount was \$863,507 with a corresponding bank balance of \$952,774. The Agency's bank balances were not exposed to custodial credit risk.

Custodial Credit Risk – Investments

The custodial credit risk for investments is the risk that an entity will not be able to recover the value of investment or collateral securities that are in the possession of an outside party if the counterparty to the transaction fails. The Agency does not have an investment policy for custodial credit risk.

As of June 30, 2021, the Agency has investment balances of \$857,083 in Community Human Services' Stewardship Fund with the Community Foundation for Monterey County that is not FDIC insured, therefore, it is exposed to custodial credit risk.

Concentration of Credit Risk

There is a concentration of credit risk when the amount of investment in any one entity is at least 5% of total investments except investments held in the U.S. Government or investments guaranteed by the U.S. Government. As of June 30, 2021, the Agency holds its 1% investment in Fidelity mutual funds and 99% in Community Human Services' Stewardship Fund with the Community Foundation for Monterey County.

JUNE 30, 2021

3. FAIR VALUE MEASUREMENTS

The Agency categorizes the fair value measurements of its investments based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy, which has three levels, is based on the valuation inputs used to measure an asset's fair value. The following provides a summary of the hierarchy used to measure fair value:

Level 1 - Quoted prices in active markets for identical assets that the Agency has the ability to access at the measurement date. Level 1 assets may include debt and equity securities that are traded in an active exchange market and that are highly liquid and are actively traded in over-the-counter markets.

Level 2 - Observable inputs other than Level 1 prices such as quoted prices for similar assets in active markets, quoted prices for identical or similar assets in markets that are not active, or other inputs that are observable, such as interest rates and curves observable at commonly quoted intervals, implied volatilities, and credit spreads. For financial reporting purposes, if an asset has a specified term, a Level 2 input is required to be observable for substantially the full term of the asset.

Level 3 - Unobservable inputs should be developed using the best information available under the circumstances, which might include the Agency's own data. The Agency should adjust that data if reasonable available information indicates that other market participants would use different data or certain circumstances specific to the Agency are not available to other market participants.

The Agency's fair value measurements are as follows at June 30, 2021:

	Fair Value Measurements Using									
investment Type	_Fa	ir Value	L	evel 1	Le	evel 2	Le	evel 3	Uncat	egorized
Fidelity Mutual Funds Community Human Services	\$	5,141	\$	5,141	\$	-	\$	-	\$	-
Stewardship Fund		857,083		-				-		857,083
	\$	862,224	\$	5,141	<u>\$</u>		\$	-	\$	857,083

All assets have been valued using a market approach, with quoted market prices.

JUNE 30, 2021

4. CONTRACTS AND GRANTS RECEIVABLE

Contracts and grants receivable are amounts due to the Agency at the end of each fiscal year from governmental entities. Payments for grants receivable as of June 30 will be contingent upon final approval by the funding agencies after their review of year-end cost reports

Contracts and grants receivable at June 30, 2021, consist of the following:

	(Dperating fund	Tre s	revention and eatment of substance abuse program	tı	Narcotic reatment program	c	ounseling services	r	Other non-major funds	Total
General Operating	\$	31,446	\$	-	\$	-	\$	_	\$	2,619 \$	34,065
DAISY Program	¥	-	Ŧ	7,532	Ŧ	-	Ť	-	•	_,0.0 +	7,532
Genesis House Co-ed and Perinatal				.,							.,
Programs		-		411,793		-		-		-	411,793
Mental Health Services				111,100							,
Act Programs		-		-		-		781		-	781
Off Main Clinic											
Methadone Program		-		-		325,542		-		-	325,542
Outpatient Drug Free		-		96,331		-		-		-	96,331
Outpatient Mental											
Health Program		-		-		-		93,391		-	93,391
Parent Education		-		-		-		30,401		-	30,401
Pathways to Safety		-		- 2		-		31,763		-	31,763
Youth Shelter		-		-		-		-		5,477	5,477
Safe Place –											
SOP and BCP		-		-		-		-		30,370	30,370
Salinas Street Outreach		-		-		-		-		15,146	15,146
Substance Use											40.005
Prevention		-		43,905		-		-		-	43,905
Casa de Noche Buena		-			-		_			59,122	59,122
Contracts and grants receivable	<u>\$</u>	31,446	<u>\$</u>	559,561	<u>\$</u>	325,542	<u>\$</u>	156,336	<u>\$</u>	<u>112,734</u>	1,185,619

JUNE 30, 2021

5. CAPITAL ASSETS

Capital assets at June 30, 2021, are summarized as follows:

	Balance July 1, 2020	Net Additions _(Disposais)	Balance June 30, 2021
Capital assets not being depreciated: Land Construction in Progress	\$ 486,495 <u>285,409</u>	\$ 1,462,500 (240,755)	\$ 1,948,995 <u> 44,654</u>
Total Capital Assets, Not Being Depreciated	771,904	1,221,745	1,993,649
Capital Assets Being Depreciated: Buildings and improvements Office equipment Transportation equipment Furniture and fixtures Leasehold improvements Operating and other equipment	3,877,604 36,294 237,319 186,118 141,469 10,254	1,544,819 - 22,635 - 1,622,615 5,140	5,422,423 36,294 259,954 186,118 1,764,084 15,394
Subtotal Less accumulated depreciation	4,489,058 <u>2,115,689</u>	3,195,209 <u>187,314</u>	7,684,267 2,303,003
Total Capital Assets, Being Depreciated	2,373,369	3,007,895	5,381,264
Capital Assets – Net	<u>\$ 3,145,273</u>	<u>\$ 4,229,640</u>	<u>\$ 7,374,913</u>

Depreciation expense was charged as an operating expense to each fund as follows:

	Amount
Operating fund	\$ -
Prevention and treatment of substance abuse program	88,146
Narcotic treatment program	2,221
Counseling services Other non-major funds	8,624 <u>152,424</u>
TOTAL	<u>\$ 251,415</u>

JUNE 30, 2021

6. NOTES PAYABLE

At June 30, 2021, the Agency has a note payable to Mechanics Bank for the Sonoma Avenue property (Genesis House), interest at 6.44% per annum, due in monthly installments of \$7,173, including interest through 2024 at which time all outstanding principal and interest are due and payable.

Outstanding balance	\$ 904,470
Less current portion	28,540

Total noncurrent portion of Genesis House note payable

\$ 875,930

Total interest charged to expense during the year ended June 30, 2021, amounted to \$58,279.

On April 30, 2020, the Agency was granted a loan (PPP Loan) from Mechanics Bank in the amount of \$818,005, pursuant to the Paycheck Protection Program (PPP) under Division A, Title I of the CARES Act, which was enacted March 27, 2020.

The PPP Loan, which was in the form of a Note dated April 30, 2020, matures on May 07, 2022, and bears interest at a rate of 1.00% per annum, payable monthly commencing on October 07, 2021. The Note may be prepaid at any time prior to maturity with no prepayment penalties. Funds from the PPP Loan may only be used for payroll costs, costs used to continue group health care benefits, mortgage payments, rent, utilities, and interest on other debt obligations. Under the terms of the PPP, certain amounts of the PPP Loan may be forgiven if they are used for qualifying expenses as described in the CARES Act. The PPP Loan outstanding balance of \$818,005 is classified as current on the Statement of Financial Position. Subsequent to the year ended June 30, 2021, the Agency received partial forgiveness of PPP loan, see note 11.

At June 30, 2021 the Agency has a \$2,000,000 note payable to a private party for, and secured by, the Franklin Street property (Shuman HeartHouse), interest at 4.00% per annum, due in monthly installments of interest only at \$6,667 through fiscal year 2023. The entire unpaid principal balance and any accrued interest are due May 31, 2023.

JUNE 30, 2021

6. **NOTE PAYABLE** (Continued)

Long-term debt repayments for years ending June 30 are approximately as follows:

Fiscal Year	Principal Interest
2022 2023 2024	\$ 846,545 \$ 139,643 2,030,434 135,643 <u>845,496 18,106</u>
TOTAL	<u>\$3,722,475</u> <u>\$ 293,392</u>

Under the terms of the credit agreement, there are various reporting and financial covenants. At June 30, 2021, the Agency was in compliance with the debt covenants.

7. GRANTS FROM MONTEREY COUNTY

The Agency receives various grants from the Department of Social Services (DSS) of the County of Monterey. For the specific grants listed below, certain procedures were applied to the federal and other funding expenses reported under these grants.

C C		Total	F	ederal		Other		
Grantor, Program and Term		mount	<u></u> Ει	unding	_ <u>F</u>	unding		
County of Monterey DSS, Community Action Partnership- Youth Engagement July 1, 2020 – June 30, 2021	\$	100,000	\$	25,000	\$	75,000		
County of Monterey DSS, Community Action Partnership Youth Shelter July 1, 2020 – June 30, 2021	\$	30,000	\$	-	\$	30,000		
County of Monterey DSS, Community Action Partnership- Casa de Noche Buena July 1, 2020 – June 30, 2021	\$	100,000	\$	-	\$	100,000		
County of Monterey DSS, Parent Education July 1, 2020 – June 30, 2021	\$	18,000	\$	18,000	\$	-		
County of Monterey DSS, Commercially Sexually Exploited Children July 1, 2020 – June 30, 2021	\$	112,100	\$	56,050	\$	56,050		
	-							

JUNE 30, 2021

8. COMMITMENTS AND CONTINGENCIES

<u>Grants</u>

The Agency received financial assistance from federal and other government agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and are subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the General Fund or other applicable funds. However, in the opinion of management, any such disallowed claims will not have a material adverse effect on the overall financial position of the Agency at June 30, 2021.

Litigation

The Agency is involved in litigation arising from the normal course of business. In the opinion of management and legal counsel, the disposition of all litigation pending is not expected to have a material adverse effect on the overall financial position of the Agency at June 30, 2021.

Operating Leases

During the fiscal year ended June 30, 2021, the Agency leased buildings for its Outpatient Drug Treatment Programs, Off Main Clinic Methadone Program and Family Service Center Salinas counseling office, Street Outreach Salinas Program office, Sober Living Residential Program as well as its Administrative office. In addition, during March 2019, the Agency leased a passenger van for the Safe Passage Program.

The minimum future net lease commitments for the year ending June 30 are approximately as follows:

Year Ending	Lease
June 30,	Payment
2022	\$ 110,798
2023	97,560
2024	<u>99,996</u>
TOTAL	<u>\$ 308,354</u>

JUNE 30, 2021

9. DEFINED CONTRIBUTION PENSION PLAN

In lieu of Social Security, the Agency maintains a contributory defined contribution pension plan for its employees. During the current year, the agency contributed 5% of gross wages for eligible employees (those who work at least 30 hours per week on a permanent basis). Eligible employees must also contribute a minimum of 2.5% of their gross pay, but may contribute up to \$19,500 for 2021, with an additional \$5,500 if age 50 or older. Ineligible employees must contribute 7.5% of their gross pay.

Until December 31, 2018, the Agency contracted with the Nationwide Trust Company to purchase a group annuity contract which is individually allocated. Under this contract, a provision is made for the accumulation of contract values for the Agency to provide fixed annuity accumulation and benefits to the individual participants. Actual annuity payments commencing on retirement may be on a variable basis or on a fixed basis as determined by each individual contract owner. The amount available in each participant's account at the time of his or her retirement is the total of the amounts contributed by both the employer and employee, plus returns on the investments of those contributions.

As of January 1, 2019, the Agency contracted with Ascensus to provide administration of the contributory defined contribution pension plan.

The Agency's contribution to the plan amounted to \$180,159 for the year ended June 30, 2021, and is equal to 100% of the required contribution. Total payroll was \$3,756,685 and covered payroll was \$3,352,646.

10. JOINT POWERS AGENCY MEMBERS

The Agency's Board of Directors is made up of representatives from the following agencies:

City of Carmel	City of Del Rey Oaks
City of Marina	City of Monterey
City of Pacific Grove	City of Salinas
City of Seaside	City of Sand City
Carmel Unified School District	Pacific Grove Unified School District
Monterey County Office of Education	Monterey Peninsula Community College
Monterey Peninsula Unified School District	North Monterey County Unified School District
Santa Rita Union School District	Salinas Union High School District

JUNE 30, 2021

11. SUBSEQUENT EVENT

On September 22, 2021, the Agency was notified by its lender, Mechanics Bank, that the application for partial forgiveness of the PPP Loan in the amount of \$20,365 was approved by the Small Business Administration (SBA). Repayment of the remaining PPP Loan balance of \$797,640 will be in accordance with the terms of the promissory note agreement with Mechanics Bank.

SUPPLEMENTARY INFORMATION

Attachment 7

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FOR THE YEAR ENDED JUNE 30, 2021

Federal Grantor/ Pass-Through Grantor/ Program or Cluster Title	Federal CFDA Number	Grant Identifying Number	Federal Expenditures
U.S. Department of Health and Human Services (USHHS) Passed through:			
County of Monterey, California	93.959	A 44040	
Block Grants for Prevention and Treatment of Substance Abuse Residential Program	93.959	A-14018	\$ 244,410
Youth Treatment Program			40,182
Total Prevention and Treatment Clusters			284,592
Foster Care Title IV-E (CSEC)	93.658	[1]	56,050
Promoting Safe and Stable Families	93.556	[1]	18,000
Youth Engagement	93.569	[1]	25,000
Direct Program: Administration for Children, Youth and Families -			
Runaway and Homeless Youth Education and Prevention Grants to Reduce Sexual Abuse	93.623	9OCY699001	58,230
of Runaway, Homeless and Street Youth Total USHHS	93.557	9OYO228301	28,336 470,208
U.S. HOUSING AND URBAN DEVELOPMENT (USHUD) Direct Program:			
Supportive Housing Program			
Transitional Housing	14.235	[1]	130,574
Passed through:			
Cities of Salinas, Seaside and Monterey, California			
Community Development Block Grant	14.218	[1]	77,146
Total USHUD			207,720
Total Expenditures of Federal Awards			\$ 677,928

^[1] Grant Identifying Number not available

COMBINING SCHEDULE OF FUNCTIONAL REVENUES AND EXPENSES

FOR THE YEAR ENDED JUNE 30, 2021

REVENUES Public grants and contracts Charges and fees	General \$ 1,322,329	MHSA Parent Education	Outpatient Mental Health Counseling	MHSA HIV / AIDS	Dethurse	Genesis House	Genesis				:	Substance Use
Public grants and contracts Charges and fees	\$ 1,322,329			Counseling	Pathways to Safety	Perinatal Residential	House Residential	OTC - Salinas	OTC - Monterey	Sober Living	DAISY Program	Prevention Program
Charges and fees	\$ 1,322,329			-				¢.				
•		\$ 164,179	\$ 579,816	\$ 2,117	\$ 169,715	\$ 3,639			\$ 339,413		\$ 176,425	\$ 515,303
	-	-	8,812	-	-	-	6,667	2,525	2,420	96,219	-	-
Joint Powers Agency	200,296	-	-	-	-	-	-	-	-	-	-	-
Private grants and contributions	1,293,176	-	25,000	-	-	-	320	-		-	4,000	-
Other local sources	25,184	-	-	-			4,446	-	-	148,866	-	
TOTAL REVENUES	2,840,985	164,179	613,628	2,117	169,715	3,639	1,245,534	256,663	341,833	245,085	180,425	515,303
EXPENSES												
Salaries	637,203	82,915	382,097	-	119,591	13,288	498,063	104,399	130,769	-	151,592	326,457
Employee benefits	159,015	17,612	89,063	(16)	22,204	2,113	101,310	25,062	23,938	-	37,262	66,254
Facilities rental	56,525	10,788	28,554	2,157	4,315	122	1,824	22,014	19,497	28,896	-	-
Professional fees	44,296	925	10,759	26	955	9,159	39,497	17,714	15,928	2,617	1,168	2,494
Utilities and maintenance	25,950	21,592	31,687	1,601	6,471	5,223	107,823	12,950	11,330	91,008	3,669	10,467
Operating supplies	25,425	1,257	5,672	217	1,368	474	7,802	4,665	2,721	44	3,829	2,847
Medical supplies and					-							
laboratory fees	-	-	-	-	-	187	4,346	15	28	-	-	-
Food	56	, -	-	-	-	3,254	62,135	75	80	18,504	149	192
Insurance	7,485	1,404	4,604	142	1,078	1,008	17,450	1,408	1,660	1,776	1,170	2,356
Auto and travel	317	10	477	-	-	641	13,303	-	-	-	42	16
Telephone	9,189	3,589	8,248	615	1,230	299	5,933	2,803	2,245	6,497	1,376	-
Conferences and meetings	1,783	490	987	-	345	20	1,256	490	521	-	345	980
Advertising	9,906	3,125	4,554	-	-	-	5,439	815	859	- ,	-	661
Equipment rental	5,125	777	1,864	155	311	147	2,796	1,554	1,494	-	-	-
Miscellaneous	851	· -	-	-		-	-	-	-	-	-	-
Dues, licenses and fees	16,404	1,427	11,368	201	403	6	183	3,911	3,984	19	-	-
Client costs	-	-	-	-	-	19	1,087	-	-	56,476	-	-
Printing and publications	1,315	176	473	35	70	60	1,245	411	541	-	-	-
Interest - net		-	-	-	-	2,914	55,365	-	-	-	=	-
Total before depreciation	1,000,845	146,087	580,407	5,133	158,341	38,934	926,857	198,286	215,595	205,837	200,602	412,724
Depreciation			8,624	-	-	3,554	67,526	-	-	17,066	-	-
Total Expenses	1,000,845	146,087	589,031	5,133	158,341	42,488	994,383	198,286	215,595	222,903	200,602	412,724
Net income before distribution	1,840,140	18,092	24,597	(3,016)	11,374	(38,849)	251,151	58,377	126,238	22,182	(20,177)	102,579
Management distribution	(1,000,828)	25,710	102,142	889	27,693	7,407	173,870	34,473	37,966	38,761	35,236	72,095
NET INCOME (LOSS)		\$ (7,618)								,	,	and the second se

COMBINING SCHEDULE OF FUNCTIONAL REVENUES AND EXPENSES

FOR THE YEAR ENDED JUNE 30, 2021

					Oth	er Non-Major	ſ				
	Narcotic Treatment Program	Runaway Basic Center	Runaway Street Outreach	Safe Passage	Youth Shelter	Casa de Noche Buena	Heart House	Supervised Visitation	Salinas Street Outreach	Domestic Violence	Total
REVENUES				. accuge							
Public grants and contracts	\$ 1,628,056	\$ 74,190	\$ 300,835	\$ 130,574	\$ 80,000 \$	338,360	\$-	\$ 4,335	\$ 310,236	\$ 6,819	\$ 7,634,580
Charges and fees	127,512	-	-	3,518	-	-	15,194	13,939	-	26,088	302,894
Joint Powers Agency	-	-		-	-	-	-	-	-	-	200,296
Private grants and contributions	7,465	19,025	39,428	-	2,000	76,552	-	-	-	-	1,466,966
Other local sources	-	-	12,710	_	-	1,905	-	-	-	-	193,111
TOTAL REVENUES	1,763,033	93,215	352,973	134,092	82,000	416,817	15,194	18,274	310,236	32,907	9,797,847
EXPENSES											
Salaries	575,426	15,579	138,948	111,275	78,200	164,738	-	9,813	202,160	14,172	3,756,685
Employee benefits	159,672	1,418	35,102	26,906	5,794	26,544	-	1,086	29,041	3,049	832,429
Facilities rental	69,720	-	132	80	-	3,966	-		12,321	-	260,911
Professional fees	77,139	314	2,547	1,319	697	22,763	-	291	1,949	143	252,700
Utilities and maintenance	121,646	3,279	28,751	16,577	12,835	38,859	51	3,378	7,968	2,885	566,000
Operating supplies	28,397	649	26,851	3,663	5,194	50,245	-	2,234	3,271	813	177,638
Medical supplies and											
laboratory fees	75,038	-	-	-	-	4,465	-	-	-	-	84,079
Food	417	-	8,627	3,143	414	18,953	-	-	1,684	-	117,683
Insurance	6,874	747	4,605	3,582	1,876	4,730	183	256	5,014	338	69,746
Auto and travel	61	-	5,201	12,104	-	2,565	-	702	. 5,200	10	40,649
Telephone	8,572	668	5,645	5,168	1,380	2,141	-	954	5,939	-	72,491
Conferences and meetings	2,004		29,902	425	70	424	-	145	690	-	40,877
Advertising	4,231	20	620	5,301	2,846	3,559	-	244	597	2,359	45,136
Equipment rental	3,261	257	990	-	554	1,178	-	-	2,680	-	23,143
Miscellaneous	-	-	-	-	-	-	-	-	-	- **	851
Dues, licenses and fees	34,073	-	1,434	30	-	878	-	-	6	298	74,625
Client costs	-	130	3,087	747	380	1,775	-	-	1,721	-	65,422
Printing and publications	3,907	35	358	-	29	1,298	-	-	542	-	10,495
Interest - net	-	-	-	-	-	-	-	-	-	-	58,279
Total before depreciation	1,170,438	23,096	292,800	190,320	110,269	349,081	234	19,103	280,783	24,067	6,549,839
Depreciation	2,221	4,140	23,422	12,675	12,421	84,926	4,271	-	10,569	-	251,415
Total Expenses	1,172,659	27,236	316,222	202,995	122,690	434,007	4,505	19,103	291,352	24,067	6,801,254
Net income before distribution	590,374	65,979	36,751	(68,903)	(40,690)	(17,190)	10,689	(829)	18,884	8,840	2,996,593
Management distribution	204,433	4.879	54,486	35,508	21,141	66,090	4	3,242	50,633	4,170	_
	201,100	.,	01,100	00,000	21,141	00,030	4	0,242	00,000	4,170	

SCHEDULE OF REVENUES AND EXPENSES -BUDGET TO ACTUAL - AGENCY WIDE

FOR THE YEAR ENDED JUNE 30, 2021

OPERATING REVENUES	0	riginal and Final Budget	 Actual	Variance Favorable (Unfavorable)		
Public grants and contracts Charges and fees	\$	6,686,695 287,244	\$ 7,634,580 302,894	\$	947,885 15,650	
Total operating revenues		6,973,939	 7,937,474		963,535	
OPERATING EXPENSES						
Salaries		4,013,130	3,756,685		256,445	
Employee benefits		936,529	832,429		104,100	
Facilities rental, utilities and maintenance		735,693	826,911		(91,218)	
Professional fees		289,524	252,700		36,824	
Operating supplies		166,707	177,638		(10,931)	
Medical supplies and laboratory fees		121,884	84,079		37,805	
Food and client costs		237,327	183,105		54,222	
Insurance		79,704	69,746		9,958	
Auto and travel		58,794	40,649		18,145	
Telephone		80,688	72,491		8,197	
Conferences and meetings		39,981	40,877		(896)	
Advertising		51,616	55,631		(4,015)	
Equipment rental		47,673	23,143		24,530	
Miscellaneous		950	851		99	
Dues, licenses and fees		63,579	74,625		(11,046)	
Depreciation		256,170	 251,415		4,755	
Total Operating Expenses		7,179,949	 6,742,975		436,974	
OPERATING GAIN (LOSS)		(206,010)	 1,194,499		1,400,509	
NONOPERATING REVENUES (EXPENSES)						
Joint Powers Agency support		192,450	200,296		7,846	
Private grants and contributions		76,416	1,466,966		1,390,550	
Other local sources		2,004	193,111		191,107	
Interest Expense		(64,860)	 (58,279)	-	6,581	
Total Nonoperating Revenues (Expenses)		206,010	 1,802,094		1,596,084	
CHANGES IN NET POSITION	\$	-	2,996,593	\$	2,996,593	
NET POSITION, BEGINNING OF YEAR			 3,148,728			
NET POSITION, END OF YEAR			\$ 6,145,321			

NOTE TO SUPPLEMENTARY INFORMATION

JUNE 30, 2021

1. PURPOSE OF SCHEDULES

Schedule of Expenditures of Federal Awards

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of the Agency and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements. The Agency has not elected to use the ten percent de minimis cost rate as covered in Section 200.414 Indirect (F&A) costs of the Uniform Guidance.

Combining Schedule of Functional Revenues and Expenses

This schedule provides the Agency the comparison of revenues and expenses by each program function.

Schedule of Revenues and Expenses- Budget to Actual- Agency Wide

This schedule provides the Agency the comparison of actual and planned revenues and expenses.

INDEPENDENT AUDITORS' REPORT



SALINAS OFFICE Attachment 7 450 LINCOLN AVENUE SUITE 200 SALINAS, CA 93901

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INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Directors Community Human Services Monterey, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of each major enterprise fund and the aggregate remaining fund information of Community Human Services, a Joint Powers Agency of California Local governments, (Agency) as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise Community Human Services' basic financial statements, and have issued our report thereon dated December 9, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Agency's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Agency's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Agency's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Agency's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Bianchi, Kasavan & Pope, ZZP

Salinas, California December 9, 2021

FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2020

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FOR THE YEAR ENDED JUNE 30, 2020

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BOARD OF DIRECTORS

FOR THE YEAR ENDED JUNE 30, 2020

AGENCIES	PRIMARIES	ALTERNATE
City of Carmel	Darlene Mosley	Paul Tomasi
City of Del Rey Oaks	Patricia Lintell	Layne Buckley
City of Marina	Lisa Berkley	Gail Morton
City of Monterey	Alan Haffa	Dan Albert
City of Pacific Grove	Alan Cohen	Amy Tomlinson
City of Salinas	Steve McShane	Vacant
City of Sand City	Mary Ann Carbone	Linda Scholink, Finance Committee Member
City of Seaside	Mary Mitchell	Dave Pacheco
Carmel Unified School District	Annette Yee Steck, Finance Committee Chair	Vacant
Monterey Peninsula Unified School District	Alana Myles, Chair	Vacant
Pacific Grove Unified School District	Cristy Dawson	Vacant
Monterey Peninsula Community College District	Loren Steck	Yuri Anderson
North Monterey County Unified School District	Kyle Samuels, Vice Chair	Noemy Loveless
Monterey County Office of Education	Harvey Kuffner, Finance Committee Member	Mary Claypool
Santa Rita Union School District	Vacant	Vacant
Salinas Union High School District	Anthony Rocha	Patty Padilla-Salsberg



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INDEPENDENT AUDITORS' REPORT

To the Board of Directors Community Human Services Monterey, California

Report on the Financial Statements

We have audited the accompanying financial statements of each major enterprise fund, and the aggregate remaining fund information of Community Human Services, a Joint Powers Authority of California local governments, (Agency) as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of each enterprise major fund, and the aggregate remaining fund information of Community Human Services, as of June 30, 2020, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 5-12 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Agency's basic financial statements. The accompanying supplementary information such as the Schedule of Expenditures of Federal Awards (SEFA), as required by *Title 2 U.S. Code of Federal Regulations (CFR)* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)* and the other supplementary information, such as the Combining Schedule of Functional Revenues and Expenses and budgetary

comparison information are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The SEFA, the Combining Schedule of Functional Revenues and Expenses and the budgetary comparison information are the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the SEFA, the Combining Schedule of Functional Revenues and Expenses and the budgetary comparison information are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 30, 2020, on our consideration of the Agency's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Agency's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control over financial control over financial reporting and compliance.

Bianski, Kasacan g Pope, TTP

Salinas, California October 30, 2020

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR THE YEAR ENDED JUNE 30, 2020

This section of Community Human Services' (Agency) annual financial report presents our discussion and analysis of the Agency's financial performance during the year ended on June 30, 2020. Since the Management's Discussion and Analysis (MD&A) is designed to focus on the current year activities, resulting changes and currently known facts, please read it in conjunction with the Agency's basic financial statements, which begin on page 14. Comparisons to and analysis of the prior year are incorporated where appropriate.

FINANCIAL HIGHLIGHTS

- The Agency's net position increased by \$778,411 (or 32.84%) during 2020. Since the Agency engages only in business type activities, the increase is all in the category of business-type net position. Net position was \$3,148,728 and \$2,370,317 for 2020 and 2019, respectively.
- The Agency's return on total ending net position was 24.72%.
- Total cost of all the Agency's programs was \$6,392,509 and \$6,575,448 for 2020 and 2019, respectively.

OVERVIEW OF THE FINANCIAL STATEMENTS

The financial statements include a Statement of Net Position, Statement of Revenues, Expenses and Changes in Net Position, Statement of Cash Flows, Notes to the Basic Financial Statements, an Independent Auditors' Report thereon and this Management's Discussion and Analysis. Readers of these financial statements are encouraged to consider the report as a whole to obtain a complete understanding of the Agency's financial condition.

Statement of Net Position

The Statement of Net Position is a report of the Agency's assets, liabilities and net position. Assets and liabilities are reported at book value on an accrual basis as of the statement date. Assets and liabilities have been segregated between current (expected to be liquidated or paid within one year) and noncurrent. Net Position is reported in major categories reflecting any restrictions thereon.

Statement of Revenues, Expenses and Changes in Net Position

The Statement of Revenues, Expenses and Changes in Net Position presents the Agency's revenue earned and expenses incurred during the period on an accrual basis. The Statement has been segregated into operating and nonoperating sections.

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR THE YEAR ENDED JUNE 30, 2020

OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)

Statement of Cash Flows

The Statement of Cash Flows presents the sources and uses of cash and is segregated into operating, capital and related financing, noncapital financing and investing activities. The direct method of cash flows reporting has been used and the indirect method of calculating cash provided (used) by operations is also presented.

Fund Financial Statements

The Fund Financial Statements provide more detailed information about the Agency's most significant funds. The Agency consists of exclusively Enterprise Funds, but the focus now is on Major Funds, rather than fund types. In order to be selected as a major fund, the fund's assets, liabilities, revenues, or expenses should be at least 10% or more of the fund type's total assets, liabilities, revenues or expenses and at least 5% or more of the Agency's total assets, liabilities, revenues or expenses. Since the Agency has only one fund type, the 10% criteria is used to determine major funds. The Enterprise method of accounting is similar to accounting utilized by private sector accounting.

THE AGENCY'S FUNDS

Business Type Funds

Operating Fund – This is the Agency's main operating fund.

Prevention and Treatment of Substance Abuse Program Fund – Under the Prevention and Treatment of Substance Abuse Fund, the Agency provides residential drug treatment, outpatient drug treatment, a supported sober living environment and a youth substance abuse education and intervention program. The Fund consists of seven programs:

Genesis House Perinatal Program Genesis House Co-Ed Program Sober Living Drug and Alcohol Intervention Services for Youth (DAISY) Program Outpatient Drug Treatment Centers in Salinas and Monterey Substance Use Prevention Program

Narcotic Treatment Program Fund – Under the Narcotic Treatment Program Fund, the Agency operates Off Main Clinic, a medication-assisted treatment program. The Clinic offers closely monitored methadone dispensing and substance abuse counseling to Medi-Cal and private pay patients.

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR THE YEAR ENDED JUNE 30, 2020

THE AGENCY'S FUNDS (Continued)

Business Type Funds (Continued)

Counseling Services – Under the Counseling Services Fund, the Agency provides outpatient mental health counseling, parent education and family safety-net services. The Fund consists of eight programs operating out of the Family Service Centers in Salinas and Seaside:

Pathways to Safety Program Access to Treatment Outpatient Mental Health Program Counseling and Therapy Services (CATS) Program for individuals with HIV/AIDS Self-Referred Mental Health Counseling Program Parent Education Program Micro Innovation

Other Non-Major Funds – In addition to the major funds above, the Agency also maintains the following non-major funds:

Basic Center Program for runaway and homeless youth Street Outreach Program for runaway and homeless youth Safe Passage Program for homeless youth ages 18 – 21 Domestic Violence/Anger Management Program Supervised Visitation and Exchange Program SuperKids/SuperTeens school-based counseling program Permanent Youth Shelter, an overnight shelter in downtown Monterey for homeless youth Salinas Street Outreach for runaway and homeless youth

COMPARATIVE ANALYSIS

Statement of Net Position

A comparative summary of the Agency's Statement of Net Position as of June 30, which generally reflects its financial condition, is as follows:

	2020		2019		<u>Changes</u>	<u>% Cl</u>	hanges
Assets							
Current assets	\$ 9,572,616	\$	7,589,657	\$	1,982,959		26.13%
Capital and other assets	3,145,273		2,890,736		254,537		8.81%
Total Assets	12,717,889		10,480, <u>393</u>	_	2,237,496		21.35%

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR THE YEAR ENDED JUNE 30, 2020

COMPARATIVE ANALYSIS (Continued)

Statement of Net Position (Continued)

	2020	2019	Changes	% Changes
Liabilities				
Current liabilities	\$ 8,205,415	\$ 7,176,956	\$ 1,028,459	14.33%
Long-term obligations	1,363,746	933,120	430,626	46.15%
Total Liabilities	9,569,161	8,110,076	1,459,085	17.99%
Net Position				
Net investment in				
capital assets	2,213,006	1,932,525	280,481	14.51%
Restricted	2,012,906	1,747,778	265,128	15.17%
Unrestricted	(1,077,184)	(1,309,986)	232,802	17.77%
Total Net Position	<u>\$ 3,148,728</u>	<u>\$ 2,370,317</u>	<u>\$ 778,411</u>	32.84%

Major Factors Affecting the Statement of Net Position

Current year's net position increased by \$778,411 from the prior year. The current year increase was related primarily to increases in public grants and contracts offset by decreases in salaries and benefits.

Statement of Revenues, Expenses and Changes in Net Position

A comparative summary of the Agency's Statement of Revenues, Expenses and Changes in Net Position, which generally reflects its results of operations as of June 30, is as follows:

	2020	2019	<u>Changes</u>	% Changes
Revenues				
Program revenues:				
Public grants and contracts	\$ 6,314,690	\$ 5,625,346	\$ 689,344	12.25%
Charges and fees	369,208	332,543	36,665	11.03%
Private grants and				
contributions	297,365	192,392	104,973	54.56%
Joint Powers Agency				
support	173,950	156,800	17,150	10.94%
Other revenue	15,707	83,937	(68,230)	(81.29%)
Total Revenues	7,170,920	6,391,018	779,902	12.20%

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR THE YEAR ENDED JUNE 30, 2020

COMPARATIVE ANALYSIS (Continued)

Statement of Revenues, Expenses and Changes in Net Position (Continued)

		2020		2019	C	hanges	% Changes
Expenses							
General	\$	955,051	\$	1,041,663	\$	(86,612)	(8.31%)
Off Main Clinic Methadone							
Program		1,128,917		1,080,141		48,776	4.52%
Genesis House Co-Ed Program		1,126,010		1,001,733		124,277	12.41%
Access to Treatment Outpatient							
Mental Health Program		672,498		988,115		(315,617)	(31.94%)
Genesis House Perinatal Program	i i	48,063		59,428		(11,365)	(19.12%)
Basic Center Program for							
Runaway and Homeless Youth		186,040		215,077		(29,037)	(13.50%)
Family to Family Program		-		10,050		(10,050)	(100.00%)
Street Outreach Program for							. ,
Runaway and Homeless Youth		241,096		244,170		(3,074)	(1.26%)
Safe Passage Program		175,681		205,141		(29,460)	(14.36%)
Mental Health Services		,		,			(,
Act Programs (PE, CATS A&B)		173,730		290,394		(116,664)	(40.17%)
DAISY Program		159,949		133,992		25,957	19.37%
Pathways to Safety Program		164,553		168,671		(4,118)	(2.44%)
Outpatient Drug		,		,		(, , , , , , , , , , , , , , , , , , ,	()
Treatment Centers		460,185		522,794		(62,609)	(11.98%)
Permanent Youth Shelter		50,970		62,327		(11,357)	(18.22%)
Self-Referred Mental Health				,		(,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	(
Counseling Program		27,125		33,421		(6,296)	(18.84%)
Supervised Visitation and		,		,		(-,,	(,
Exchange Program		26,834		40,764		(13,930)	(34.17%)
Domestic Violence/Anger		20,001		10,101		(,)	(0
Management Program		39,902		51,312		(11,410)	(22.24%)
Sober Living		76,988		60,603		16,385	27.04%
SuperKids/Super Teens		, 0,000		00,000		,	21101/0
Program		6,828		35,935		(29,107)	(81.00%)
Family Service Center -		0,020		00,000		(20,107)	(01.0070)
DSS Counseling		-		762		(762)	(100.00%)
Substance Use Prevention				102		(102)	(100.0070)
Program		408,773		328,955		79,818	24.26%
Micro Innovation		20,362		520,500		20,362	100.00%
Salinas Street Outreach		242,954		_		242,954	100.00%
Sainas Street Outreach		272,304	_		-	242,304	100.0070
Total Expenses		6,392,509	_	6,575,448		(182,939)	(2.78%)
Change in	•	770 444	۴	(404 400)	¢	062 944	E00.000/
Net Position	<u>\$</u>	778,411	<u>\$</u>	(184,430)	<u>\$</u>	962,841	522.06%

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR THE YEAR ENDED JUNE 30, 2020

COMPARATIVE ANALYSIS (Continued)

Major Factors Affecting the Statement of Revenues, Expenses and Changes in Net Position

Current year revenue increased by \$779,902 over the prior year due to increases in public grants and contracts, and increases in private grants and contributions.

Note that the increase in net position also includes:

- 1) Income of \$404,538 from various capital grants which will purchase capital items to be depreciated over future years
- 2) An estimated contract cost settlement payment of \$347,522 due to Monterey County Behavioral Health for FY 2019-20

Current year expenses decreased by \$182,939 due primarily to a \$304,194 decrease in salaries and benefits, mainly due to open positions. This was offset by a \$156,737 increase in facilities rental, utilities and maintenance expenses. Reasons for increased costs include depreciation on new capital improvements and vehicle purchases, increased occupancy costs, additional Employment Practices Liability insurance, and the purchase of Narcan for County-wide distribution for the prevention of deaths due to opioid overdose.

The second year of operating Genesis House under the new Medi-Cal waiver was disappointing financially. The Medi-Cal reimbursement rates that the County negotiated with the State did not cover expenses, and the board and care rate set by the Monterey County Behavioral Health Department also did not cover expenses. Despite several requests and pressure put on the County by the Behavioral Health Contractors' Association, the reimbursement rates are still inadequate in FY 2020-21, with the exception of increased rates for Intensive Outpatient Services. The Contractors' Association will continue to press the issue with Behavioral Health.

The Access to Mental Health Services contract was inadequate to meet the public's mental health needs. See last year's statement.

Elm House was certified for Medi-Cal outpatient treatment, but because of lower than expected demand for women's residential services and low Medi-Cal reimbursement rates, we pivoted and turned Elm House back into a sober living environment. The certified Outpatient Treatment Centers (OTCs) were licensed by the State Department of Health Care Services, which will allow us to bill private insurance once the programs are enrolled on insurance panels. Our efforts to do so for the OTCs, as well as Genesis House and the outpatient mental health programs were unsuccessful due to nonperformance by a third-party contractor. We did receive a full refund.

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR THE YEAR ENDED JUNE 30, 2020

COMPARATIVE ANALYSIS (Continued)

Capital Assets and Debt Administration

Capital Assets

As of June 30, 2020, the Agency had \$3,145,273 invested in a variety of capital assets as reflected in the following schedule, which represents a net increase, including additions, deductions and depreciation, of 8.81% or \$254,537 from the prior year.

	2020	2019	Changes	% Changes
Capital assets, not being depreciated:				
Land	\$ 486,495	\$ 486,495	\$-	0.00%
Construction in Progress	285,409		285,409	100.00%
Total capital assets, not being depreciated	771,904	\$ 486,495	<u>\$ 285,409</u>	58.67%
		<u> </u>	<u> </u>	00.01 /0
Capital assets, being depreciated:				
Buildings and improvements	3,877,604	3,824,182	53,422	1.40%
Office equipment	36,294	302,670	(266,376)	(88.01%)
Transportation Equipment	237,319	258,933	(21,614)	(8.35%)
Furniture and fixtures	186,118	186,118	-	0.00%
Leasehold Improvements	141,469	141,469	-	0.00%
Operating and Other equipment	10,254	80,188	(69,934)	(87.21%)
Total capital assets,				
being depreciated	4,489,058	4,793,560	(304,502)	(6.35%)
Less accumulated depreciation	2,115,689	2,389,319	(273,630)	(11.45%)
Total capital assets, being	2,110,000	_2,003,013	(270,000)	(11.4070)
depreciated – net	2,373,369	2,404,241	(30,872)	(1.28%)
Total Capital Assets	<u>\$ 3,145,273</u>	<u>\$ 2,890,736</u>	<u>\$ 254,537</u>	8.81%

Debt Outstanding

Long-term debt obligations at June 30, 2020 and 2019, consist of the following:

		2020		2019	С	hanges	% Changes
Note payable to Mechanics Bank							
Collateralized by Sonoma Avenue property	\$	932,267	\$	958,211	\$	(25,944)	(2.71%)
PPP Loan		818,005		-		818,005	100.00%
Less current portion		386,526		25,091		361,435	1,440.50%
Total Long-Term Debt	<u>\$</u>	<u>1,363,746</u>	<u>\$</u>	933,120	<u>\$</u>	430,626	46.15%

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR THE YEAR ENDED JUNE 30, 2020

COMPARATIVE ANALYSIS (Continued)

Capital Assets and Debt Administration (Continued)

Net increase to long-term debt of \$430,626 is a result of acquiring a Paycheck Protection Program (PPP) Loan during April for \$818,005 less \$386,526 which is the current portions of the PPP Loan and note payable totaling \$359,761 and 26,765 respectively.

FACTORS AFFECTING FUTURE PERIODS

The Monterey County Contractors' Association will continue to press for fairer reimbursement rates from the Behavioral Health Department. If successful, we will get closer to full or complete reimbursement for services rendered to the County.

The conversion of Elm House to sober living as well as opening another sober living environment, Sonoma House, will also allow us support our graduates' ongoing recovery, collect rents, and provide Medi-Cal billable recovery support services, thereby maximizing our income.

Private insurance continues to be a potential source of revenue. We will continue to seek approvals from insurance companies to bill for behavioral health services.

We were awarded a total of \$2,444,989 in Homeless Emergency Assistance Program (HEAP) funding from the State via the local administrator of the Monterey-San Benito Counties' Continuum of Care, the Coalition of Homeless Services Providers. The funds, to be distributed over a two year period, are for the rehabilitation of a modular building in Seaside for use as a homeless shelter for women and families with children (\$1,287,658); a street outreach program for unaccompanied homeless youth in the Salinas Valley (\$857,331); and Casa de Noche Buena shelter operations (\$300,000).

HEAP funding of \$300,000 to operate the Peninsula shelter Casa de Noche Buena will partially fund shelter operations in FY 2020-21. The shelter is a partnership between CHS and Gathering for Women, a nonprofit agency located in Monterey, CA that serves homeless women. A joint fund development team will lead efforts to raise money from the State, the County, Monterey Peninsula cities, public grants and private grants/donations for ongoing shelter operations. A special purpose fund (The Casa Shelter Fund) was established with the Community Foundation for Monterey County to facilitate private philanthropy.

In June 2020, CHS was awarded a \$600,000 Homeless Housing, Assistance and Prevention (HHAP) Program grant for Casa de Noche Buena shelter operations and a \$228,145 HHAP grant for street outreach services homeless youth in Salinas Valley and on the Monterey Peninsula. HHAP funding must be fully expended by June 30, 2025.

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR THE YEAR ENDED JUNE 30, 2020

FACTORS AFFECTING FUTURE PERIODS (Continued)

CHS is prepared to apply for more homeless funding with at least one new program in mind – a drop-in center for unaccompanied homeless youth in Salinas. The next known source of funding - Homeless Housing, Assistance and Prevention (HHAP) Program – Round 2, will include a set-aside for unaccompanied homeless youth. It will be awarded in the spring of 2021.

The agency's response to the COVID-19 pandemic and shelter-in-place (SIP) order was Strict cleaning and disinfecting procedures were immediately put into place. swift. Employees and clients were provided with hand sanitizer. Hand washing stations were installed at Off Main Clinic and Safe Place for the clients' use. Social distancing and Clients and staff were provided with COVID-19 mask wearing were required. educational materials. Policies and procedures were developed to address protocols for news admissions, quarantining and isolation in the residential programs. All essential services - drug treatment, medication-assisted treatment, mental health counseling and homeless outreach services - continued to be provided without interruption either in person, via telehealth, or through a combination of the two. Nonessential services such as parenting education and family support services continued uninterrupted via telehealth. Only supervised visitations and domestic violence groups were temporarily suspended until the SIP order was modified and have since resumed on a size-limited basis. We received a Payroll Protection Program loan which provided economic relief to those programs that experienced loss of income and allowed us to maintain staff positions. We also received some COVID relief grant funding to cover unbudgeted costs related to Personal Protective Equipment and supplies. We anticipate that these activities and costs will be ongoing in future periods and have budgeted for them in FY 2020-21.

REQUESTS FOR INFORMATION

The financial report has been designed to provide a general overview of the Agency's accounting for anyone interested in its finances. Questions concerning any of the information should be addressed to the attention of the Chief Financial Officer, Community Human Services, P.O. Box 3076, Monterey, California 93942.

FINANCIAL STATEMENTS

STATEMENT OF NET POSITION -ENTERPRISE FUNDS

JUNE 30, 2020

ASSETS

	Operating Fund	Tre Subs	vention and atment of tance Abuse Program	Narcotic Treatment Program
CURRENT ASSETS Cash and cash equivalents Contracts and grants receivable - Note 4 Prepaid expenses Investments Due from other funds	\$ 794,878 182,268 72,787 437,606 4,859,170	\$	306,762 - 134,034	\$ - 335,109 - - 2,010,342
TOTAL CURRENT ASSETS	6,346,709		440,796	2,345,451
PROPERTY AND EQUIPMENT - net - Note 5			1,947,984	5,921
TOTAL ASSETS	\$ 6,346,709	\$	2,388,780	\$ 2,351,372

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES					
Accounts payable	\$ 117,820	\$	-	\$-	
Accrued retirement payable	31,121		-	-	
Worker's compensation payable	6,971		-	-	
Unearned revenue	9,306		-	-	
Due to other funds	-		3,143,146	77,074	
Current portion of notes payable - Note 6	359,761		26,765	-	
Accrued vacation payable	166,827		-		_
TOTAL CURRENT LIABILITIES	691,806		3,169,911	77,074	
NOTES PAYABLE - net of current portion - Note 6	458,244		905,502	-	_
TOTAL LIABILITIES	1,150,050		4,075,413	77,074	
NET POSITION					
Net investment in capital assets	-		1,015,717	5,921	
Restricted for narcotic prevention	-		-	2,012,906	
Unrestricted	5,196,659		(2,702,350)	255,471	
		-			
TOTAL NET POSITION	5,196,659		(1,686,633)	2,274,298	;
		•	0 000 700	¢ 0.054.070	
TOTAL LIABILITIES AND NET POSITION	\$ 6,346,709	\$	2,388,780	\$ 2,351,372	_

STATEMENT OF NET POSITION -ENTERPRISE FUNDS

JUNE 30, 2020

ASSETS

	Counseling Services	Other Non-major Funds	Total
CURRENT ASSETS Cash and cash equivalents Contracts and grants receivable - Note 4 Prepaid expenses Investments	\$ - 111,162 - -	\$- 102,383 - -	\$ 794,878 1,037,684 72,787 437,606
Due from other funds	10,876	215,239	7,229,661
TOTAL CURRENT ASSETS PROPERTY AND EQUIPMENT - net - Note 5	122,038 252,315_	317,622 939,053_	9,572,616
TOTAL ASSETS	\$ 374,353	\$ 1,256,675	\$ 12,717,889

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES Accounts payable Accrued retirement payable Worker's compensation payable Unearned revenue Due to other funds Current portion of notes payable - Note 6 Accrued vacation payable	\$ - - - 2,359,983 - -	\$ - - - 257,183 1,649,458 - -	\$ 117,820 31,121 6,971 266,489 7,229,661 386,526 166,827
TOTAL CURRENT LIABILITIES	2,359,983	1,906,641	8,205,415
NOTES PAYABLE - net of current portion - Note 6			1,363,746
TOTAL LIABILITIES	2,359,983	1,906,641	9,569,161
NET POSITION Net investment in capital assets Restricted for narcotic prevention Unrestricted	252,315 - (2,237,945)	939,053 (1,589,019)	2,213,006 2,012,906 (1,077,184)
TOTAL NET POSITION	(1,985,630)	(649,966)	3,148,728
TOTAL LIABILITIES AND NET POSITION	\$ 374,353	\$ 1,256,675	\$ 12,717,889

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION - ENTERPRISE FUNDS

FOR THE YEAR ENDED JUNE 30, 2020

	Operating Fund		Prevention and Treatment of Substance Abuse Program		т	Narcotic reatment Program
OPERATING REVENUES						
Public grants and contracts Charges and fees	\$	325,032	\$	2,587,635 88,170	\$	1,589,570 129,640
Total Operating Revenues		325,032		2,675,805		1,719,210
OPERATING EXPENSES						
Salaries		597,843		1,213,087		545,601
Employee benefits		129,643		311,327		157,196
Facilities rental		58,913		73,578		67,662
Professional fees		25,518		65,759		74,395
Utilities and maintenance		27,548		211,076		107,443
Operating supplies		36,092		41,919		22,530
Medical supplies and laboratory fees		-		7,242		75,668
Food		6,012		101,884		124
Insurance		7,316		29,223		8,064
Auto and travel		1,668		14,166		1,566
Telephone		10,318		19,761		8,158
Conferences and meetings		5,554		2,389		156
Advertising		26,152		2,157		1,632
Equipment rental		5,153		6,897		3,261
Miscellaneous		1,082		53		-
Dues, licenses and fees		8,036		16,969		43,042
Client costs		-		4,462		2,346
Printing and publications		6,876		3,262		1,948
Depreciation		1,327		94,624		2,762
Total Operating Expenses		955,051		2,219,835		1,123,554
OPERATING INCOME (LOSS)		(630,019)		455,970	3	595,656
NONOPERATING REVENUES (EXPENSES)						
Joint Powers Agency support		173,950		-		-
Private grants and contributions		204,127		12,049		6,771
Other local sources		14,863		94		-
Interest expense		-		(60,133)		(5,363)
Total Nonoperating Revenues (Expenses)		392,940		(47,990)		1,408
INCOME (LOSS) BEFORE TRANSFERS		(237,079)		407,980		597,064
Transfers from (to) other funds		(955,061)		401,287		198,126
		(333,001)		401,201		100,120
CHANGES IN NET POSITION		717,982		6,693		398,938
NET POSITION, BEGINNING OF YEAR		4,478,677		(1,693,326)		1,875,360
	13	.,,		(, ,		
NET POSITION, END OF YEAR	\$	5,196,659	\$	(1,686,633)	\$	2,274,298

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION - ENTERPRISE FUNDS

FOR THE YEAR ENDED JUNE 30, 2020

OPERATING REVENUES	Counseling Services		Other Non-Major Funds		Total	
Public grants and contracts	\$	772,469	\$	1,039,984	\$	6,314,690
Charges and fees		83,745		67,653		369,208
Total Operating Revenues		856,214		1,107,637		6,683,898
OPERATING EXPENSES						
Salaries		655,830		543,359		3,555,720
		182,095		116,570		896,831
Employee benefits						
Facilities rental		42,402		15,013		257,568
Professional fees		25,086		13,867		204,625
Utilities and maintenance		74,251		77,830		498,148
Operating supplies		17,919		33,163		151,623
Medical supplies and laboratory fees		-		-		82,910
Food		1,363		15,938		125,321
Insurance		9,133		15,439		69,175
Auto and travel		6,089		22,496		45,985
Telephone		14,728		19,228		72,193
Conferences and meetings		7,559		5,836		21,494
Advertising		4,283		12,676		46,900
Equipment rental		3,096		3,610		22,017
Miscellaneous		-		-		1,135
Dues, licenses and fees		1,996		10,071		80,114
Client costs		331		6,584		13,723
Printing and publications		1,308		4,335		17,729
Depreciation		10,799		54,290		163,802
Total Operating Expenses		1,058,268		970,305		6,327,013
OPERATING INCOME (LOSS)		(202,054)		137,332		356,885
NONOPERATING REVENUES (EXPENSES)						
Joint Powers Agency support		-		-		173,950
Private grants and contributions		28,431		45,987		297,365
Other local sources		-		750		15,707
Interest expense		-		-		(65,496)
Total Nonoperating Revenues (Expenses)		28,431		46,737		421,526
INCOME (LOSS) BEFORE TRANSFERS		(173,623)		184,069		778,411
Transfers from (to) other funds		186,797		168,851		-
CHANGES IN NET POSITION		(360,420)		15,218		778,411
NET POSITION,						
BEGINNING OF YEAR		(1,625,210)		(665,184)		2,370,317
	¢		¢	(640.066)	¢	2 1 4 9 7 9 9
NET POSITION, END OF YEAR	\$	(1,985,630)	\$	(649,966)	\$	3,148,728

STATEMENT OF CASH FLOWS -ENTERPRISE FUNDS

FOR THE YEAR ENDED JUNE 30, 2020

	Operating Fund	Prevention and Treatment of Substance Abuse Program	Narcotic Treatment Program
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash receipts from clients	\$- 325.032	\$	\$ 129,640 1,589,527
Cash receipts from public contracts Cash payments to suppliers and employees	(931,310)	(2,125,211)	(1,120,792)
	(001,010)	(=,:=0,=::)	
NET CASH PROVIDED BY (USED FOR) OPERATING ACTIVITIES	(606,278)	579,726	598,375
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES			
Interest paid on debt	-	(60,133)	(5,363)
Proceeds from long-term debt	818,005	-	-
Payments on long-term debt	-	(25,944)	-
Cash payments for acquisiton of capital assets	(132,930)		
NET CASH PROVIDED BY (USED FOR) CAPITAL AND RELATED FINANCING ACTIVITIES	685,075	(86,077)	(5,363)
CASH FLOWS FROM INVESTING ACTIVITIES			
Gain on sale of equipment	-	-	-
Investment earnings	347	-	-
Investment purchases	(400,355)		
NET CASH USED FOR INVESTING ACTIVITIES	(400,008)		
CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES			
Net payments on line of credit	(234,718)	-	-
Joint Powers Agency support	173,950	-	-
Cash receipts from private grants and contributions	10,786	12,049	6,771
Other local sources	21,487	94	-
Cash receipts from (paid to) other funds	1,092,017	(505,792)	(599,783)
NET CASH PROVIDED BY (USED BY) NON-CAPITAL FINANCING ACTIVITIES	1,063,522	(493,649)	(593,012)
NET INCREASE IN CASH AND CASH EQUIVALENTS	742,311	-	-
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	52,567	-	-
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ 794,878	\$ -	\$ -

STATEMENT OF CASH FLOWS -ENTERPRISE FUNDS

FOR THE YEAR ENDED JUNE 30, 2020

	Counseling Services	Other Non-major Funds	Total
CASH FLOWS FROM OPERATING ACTIVITIES Cash receipts from clients Cash receipts from public contracts Cash payments to suppliers and employees	\$83,745 756,719 (1,047,469)	\$ 67,653 994,867 (916,015)	\$ 369,208 6,282,912 (6,140,797)
NET CASH PROVIDED BY (USED FOR) OPERATING ACTIVITIES	(207,005)	146,505	511,323_
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES Interest paid on debt Proceeds from long-term debt Payments on long-term debt Cash payments for acquisiton of capital assets	- - -	- - - (285,409)	(65,496) 818,005 (25,944) (418,339)
NET CASH PROVIDED BY (USED FOR) CAPITAL AND RELATED FINANCING ACTIVITIES	<u> </u>	(285,409)	308,226
CASH FLOWS FROM INVESTING ACTIVITIES Gain on sale of equipment Investment earnings Investment purchases	-	750 - -	750 347 (400,355)
NET CASH USED FOR INVESTING ACTIVITIES		750	(399,258)
CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES Net payments on line of credit Joint Powers Agency support Cash receipts from private grants and contributions Other local sources Cash receipts from (paid to) other funds	- 28,431 - 178,574	- 303,170 (165,016)	(234,718) 173,950 361,207 21,581
NET CASH PROVIDED BY (USED BY) NON-CAPITAL FINANCING ACTIVITIES	207,005	138,154	322,020
NET INCREASE IN CASH AND CASH EQUIVALENTS	-	-	742,311
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR			52,567
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ -	\$ -	\$ 794,878

STATEMENT OF CASH FLOWS -ENTERPRISE FUNDS

FOR THE YEAR ENDED JUNE 30, 2020

	Operating Fund		Prevention and Treatment of Substance Abuse Program		T	larcotic reatment Program
RECONCILIATION OF OPERATING GAIN (LOSS) TO NET CASH PROVIDED BY (USED BY) OPERATING ACTIVITIES						
Operating income (loss) Adjustments to reconcile change in net assets to net cash provided by operating activities:	\$	(630,019)	\$	455,970	\$	595,656
Depreciation and amortization		1,327		94,624		2,762
Change in allowance for uncollectible receivables (Increase) decrease in assets:		-		-		-
Contracts and grants receivable		_		29,132		(43)
Prepaid expenses		(1,377)		-		-
Increase (decrease) in liabilities:						
Accounts payable		26,227		-		-
Accrued retirement payable		(4,146)		-		-
Accrued vacation payable		1,710	·	-		-
NET CASH PROVIDED BY (USED FOR)						
OPERATING ACTIVITIES	\$	(606,278)	\$	579,726	\$	598,375

STATEMENT OF CASH FLOWS -ENTERPRISE FUNDS

FOR THE YEAR ENDED JUNE 30, 2020

	Counseling Services		Other on-major Funds	 Total
RECONCILIATION OF OPERATING GAIN (LOSS) TO NET CASH PROVIDED BY (USED BY) OPERATING ACTIVITIES				
Operating income (loss) Adjustments to reconcile change in net assets to net cash provided by operating activities:	\$	(202,054)	\$ 137,332	\$ 356,885
Depreciation and amortization		10,799	54,290	163,802
Change in allowance for uncollectible receivables (Increase) decrease in assets:		(56,301)	-	(56,301)
Contracts and grants receivable		40,551	(45,117)	24,523
Prepaid expenses			(40,117)	(1,377)
Increase (decrease) in liabilities:				
Accounts payable		-	-	26,227
Accrued retirement payable		-	-	(4,146)
Accrued vacation payable		-	 	 1,710
NET CASH PROVIDED BY (USED FOR)				
OPERATING ACTIVITIES	\$	(207,005)	\$ 146,505	\$ 511,323

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2020

1. ORGANIZATION AND NATURE OF ACTIVITIES

Organization and Description

Community Human Services (Agency) is a tax exempt, 501(c)(3) Joint Powers Authority. The Board of Directors is made up of appointed representatives from local governmental entities comprising the Joint Powers Authority.

The Agency, through contracts with government agencies, private grants and donations, and client charges and fees, provides a variety of services including outpatient counseling and therapy for people with drug or alcohol problems, an in-house recovery center for addicted persons, and other counseling and educational programs.

Reporting Entity

The financial statements of the Agency are prepared in accordance with accounting principles generally accepted in the United States of America and in compliance with requirements set by the Government Accounting Standards Board (GASB), include funds that are controlled by or dependent on the Agency. Control or dependence is determined on the basis of budget adoption, designation of management, and ability to significantly influence operations. All known activities of the Agency have been included in these financial statements. The Agency does not have component units.

Basis of Accounting and Financial Statement Presentation

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Enterprise Funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with an enterprise fund's principal ongoing operations. The principal operating revenues of the Agency's enterprise funds are service charges to clients, and contract fees from other government agencies.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2020

1. ORGANIZATION AND NATURE OF ACTIVITIES (Continued)

Basis of Accounting and Financial Statement Presentation (Continued)

Operating expenses for enterprise funds include the cost of operating the primary activities of funds, administrative expenses and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

The financial statements are accounted for using the flow of economic resources measurement focus and accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Description of Funds

The accounts of the Agency are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts which comprise its assets, liabilities, fund equity, revenues and expenses. Resources are allocated to and accounted for in proprietary funds based upon the purposes for which spending activities are controlled.

Major Funds

Operating Fund - The Fund is the chief operating fund for the Agency. It is used to account for the ordinary operations of the Agency. All transactions except those accounted for in another fund are accounted for in this fund.

Prevention and Treatment of Substance Abuse Program - The Fund is used to account separately for residential and outpatient drug treatment and recovery options. These services include Genesis House Perinatal Program, Genesis House Co-Ed Program, Sober Living environment, Outpatient Treatment Centers (OTC), DAISY substance abuse program for youth and the Substance Use Prevention Program in the Salinas Union High School District.

Narcotic Treatment Program - The Fund is used to account separately for substance abuse counseling and methadone maintenance services at Off Main Clinic.

JUNE 30, 2020

1. ORGANIZATION AND NATURE OF ACTIVITIES (Continued)

Counseling Services - The Fund is used to account separately for services and education provided to individuals and families. These services include the Parent Education Program, Pathways to Safety, Micro Innovation and outpatient mental health counseling at the Family Service Centers.

Non-Major Funds

Basic Center Program - The Fund is used to account for the Basic Center Program at Safe Place, which provides runaway and homeless youth with individual and group counseling, family counseling, family reunification or alternate placement, temporary shelter, substance abuse education and aftercare services.

Street Outreach Program - The Fund is used to account for the Street Outreach Program at Safe Place, which provides runaway and homeless youth with street outreach, informal counseling, education about sexual and personal safety, survival aid such as food, clothing and personal care products and information and referral to other services.

Safe Passage Program - The Fund is used to account for transitional housing and supportive services for homeless youth ages 18–21. Services include counseling, case management, life skills education and linkages to education, employment and permanent housing.

SuperKids/SuperTeens Program - The Fund is used to account for schoolbased counseling programs for youth in participating middle and high schools.

Supervised Visitation and Exchange Program - The Fund is used to account for monitored visits between children and their non-custodial parents in a safe, family-like environment.

Domestic Violence/Anger Management Program - The Fund is used to account for Probation-certified psycho-educational counseling groups for domestic violence offenders and those seeking assistance with anger issues.

Permanent Youth Shelter Program - The Fund is used to account for an overnight shelter in downtown Monterey for homeless youth.

Salinas Street Outreach – The Fund is used to account for the street outreach program in Salinas and the Salinas Valley, which provides runaway and homeless youth with individual and group counseling, family counseling, family reunification or alternate placement, temporary shelter, substance abuse education and aftercare services.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2020

1. ORGANIZATION AND NATURE OF ACTIVITIES (Continued)

Cash and Cash Equivalents

The Agency's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

Receivables

Receivables from grantor agencies are recorded when the revenues are earned under the accrual method of accounting and accounted for using the allowance method.

Prepaid Expenses

Prepaid amounts have been allocated to expense pro-rata in the periods in which the benefits were received.

Investments

Marketable debt and equity securities are stated at fair market value. Increases or decreases in market value are recognized in the period in which they occur. Certificates of deposit with an original maturity of greater than 90 days are classified as investments.

Capital Assets

Purchased capital assets are presented at cost. Donated assets are presented at fair market value as of the date of donation.

Depreciation

Depreciation is computed using the straight-line method based on the estimated useful life of the assets as follows:

Buildings and improvements	3-35 Years
Office equipment	3-10 Years
Furniture and fixtures	3-5 Years
Operating and other equipment	3-8 Years
Leasehold improvements	4-5 Years
Transportation equipment	5 Years

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2020

1. ORGANIZATION AND NATURE OF ACTIVITIES (Continued)

Interfund Balances

On the Statement of Net Position, receivables and payables resulting from shortterm interfund loans are classified as "due to/from other funds".

Grants and Fees

Except for grants from Joint Powers Agency members, all government grants and fees are applicable to specific programs and are considered restricted funds. Program service expenses that apply to these same specific programs are considered restricted. All expenses for administration and fund raising are treated separately and considered unrestricted. For grant reimbursement purposes, administrative expenses are in fact reimbursable under allocation formulas contained in each contract. However, for financial statement purposes, no such allocation is made.

Accrued Compensated Absences

Vacation compensation earned is recorded as an expense and liability each month. Paid vacation for the month is recorded against the liability.

Estimates

The preparation of the financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported. Actual results could differ from those estimates.

Net Position

Net position represents the difference between assets and liabilities and are classified into the following net asset categories:

• Net investment in Capital Assets – Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction or improvement of those assets. Net investment in capital assets excludes unspent debt proceeds.

JUNE 30, 2020

1. ORGANIZATION AND NATURE OF ACTIVITIES (Continued)

<u>Net Position</u> (Continued)

- Restricted Restricted components of net position are reported as restricted when there are limitations imposed on their use either through external restrictions imposed by creditors, grantors or laws or regulations of other governments. Restricted resources are used first when an expense is incurred for purposes for which both restricted and unrestricted net assets are available.
- **Unrestricted** Unrestricted components of net position consist of amounts that do not meet the definition of "net investment in capital assets" or "restricted".

Income Taxes

The Agency is a non-profit public benefit corporation that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation and qualifies for deductible contributions as provided in Section 170(b)(1)(A)(vi). It is also exempt from State franchise and income taxes under Section 23701(d) of the California Revenue and Taxation Code. Accordingly, no provision for income taxes has been reflected in these financial statements. Income tax returns for 2015 and forward may be audited by regulatory agencies, however, the Agency is not aware of any such actions at this time.

New Accounting Pronouncement

The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The Agency adopted Statement No. 95 - "*Postponement of the Effective Dates of Certain Authoritative Guidance*". The requirements of this Statement are effective immediately.

Subsequent Events

The Agency's management has evaluated events or transactions that may occur for potential recognition or disclosure in the financial statements from the balance sheet date through October 30, 2020, which is the date the financial statements were available to be issued. Management has determined that there were no subsequent events or transactions that would have a material impact on the current year financial statements.

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NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2020

2. DEPOSITS AND INVESTMENTS

Deposits and investments as of June 30, 2020, consist of the following:

	Amount
Checking and savings Investments	\$ 792,830 437,606
TOTAL	<u>\$1,230,436</u>

Custodial Credit Risk - Deposits

Custodial credit risk is the risk that, in the event of a bank failure, the Agency's deposits might not be recovered. The Agency does not have a deposit policy for custodial credit risk. As of June 30, 2020, the total carrying amount was \$792,830 with a corresponding bank balance of \$1,271,517. The Agency's bank balances were not exposed to custodial credit risk.

Custodial Credit Risk – Investments

The custodial credit risk for investments is the risk that an entity will not be able to recover the value of investment or collateral securities that are in the possession of an outside party if the counterparty to the transaction fails. The Agency does not have an investment policy for custodial credit risk.

As of June 30, 2020, the Agency has investment balances of \$36,857 in Community Human Services' Stewardship Fund that is not FDIC insured, therefore, were exposed to custodial credit risk.

Concentration of Credit Risk

There is a concentration of credit risk when the amount of investment in any one entity is at least 5% of total investments except investments held in the U.S. Government or investments guaranteed by the U.S. Government. As of June 30, 2020, the Agency holds its 92% investment in Fidelity mutual funds and 8% in Community Human Services' Stewardship Fund.

JUNE 30, 2020

3. FAIR VALUE MEASUREMENTS

The Agency categorizes the fair value measurements of its investments based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy, which has three levels, is based on the valuation inputs used to measure an asset's fair value. The following provides a summary of the hierarchy used to measure fair value:

Level 1 - Quoted prices in active markets for identical assets that the Agency has the ability to access at the measurement date. Level 1 assets may include debt and equity securities that are traded in an active exchange market and that are highly liquid and are actively traded in over-the-counter markets.

Level 2 - Observable inputs other than Level 1 prices such as quoted prices for similar assets in active markets, quoted prices for identical or similar assets in markets that are not active, or other inputs that are observable, such as interest rates and curves observable at commonly quoted intervals, implied volatilities, and credit spreads. For financial reporting purposes, if an asset has a specified term, a Level 2 input is required to be observable for substantially the full term of the asset.

Level 3 - Unobservable inputs should be developed using the best information available under the circumstances, which might include the Agency's own data. The Agency should adjust that data if reasonable available information indicates that other market participants would use different data or certain circumstances specific to the Agency are not available to other market participants.

The Agency's fair value measurements are as follows at June 30, 2020:

	Fair Value Measurements Using								
<u>Investment Type</u>	Fa	air Value	Level 1	L	<u>evel 2</u>	Le	vel 3	Uncate	gorized
Fidelity Mutual Funds Community Human Services	\$	400,749	\$400,749	\$	-	\$	-	\$	-
Stewardship Fund		36,857					-		36,857
	<u>\$</u>	437,606	<u>\$400,749</u>	\$		\$	-	\$	36,857

All assets have been valued using a market approach, with quoted market prices.

JUNE 30, 2020

4. CONTRACTS AND GRANTS RECEIVABLE

Contracts and grants receivable are amounts due to the Agency at the end of each fiscal year from governmental entities. Payments for grants receivable as of June 30 will be contingent upon final approval by the funding agencies after their review of year-end cost reports

Contracts and grants receivable at June 30, 2020, consist of the following:

	0	perating fund	Preven and Treatme substa abus progra	ent of ince se		Narcotic treatment program		unseling ervices		Other on-major funds	T	otal
General Operating	\$	182,268	\$	-	\$	-	\$	-	\$	-	\$ 18	32,268
DAISY Program	Ψ	-		1,128	Ψ	-	+	-	•	-	• • •	4,128
Genesis House												,
Co-ed and Perinatal												
Programs		-	141	1,174		-		-		-	14	41,174
Mental Health Services								4 007				4 007
Act Programs		-		-		-		1,637		-		1,637
Off Main Clinic Methadone Program		_		_		335,109		_		_	33	35.109
Outpatient Drug Free		_	115	5,042		-		_		-		15,042
Outpatient Mental				,042								10,012
Health Program		-		-		-		47,223		-	4	47,223
Safe Passage												
Program		-		-		-		-		8,397		8,397
Salinas Street Outreach		-		-		-		-		53,643		53,643
Safe Place – SOP and BC	CP	-		-		-		-		35,358	3	35,358
Permanent Shelter		-		-		-		-		4,985		4,985
Substance Use			A (- 440								10 110
Prevention Parent Education		-	40	5,418		-		- 18,834		-		46,418 18,834
Pathways to Safety		-		-		-		43,468				13,4 <u>68</u>
r allways to Salety								-0,+00				10,100
Contracts and grants receivable	<u>\$</u>	182,268	<u>\$ 306</u>	<u>6,762</u>	<u>\$</u>	335,109	\$	111,162	<u>\$</u>	102,383	<u>\$1,0</u>	037,684

JUNE 30, 2020

5. CAPITAL ASSETS

Capital assets at June 30, 2020, are summarized as follows:

Conital assets not being depresisted:	Balance July 1, 2019	Net Additions (Disposals)	Balance June 30, 2020
Capital assets not being depreciated: Land	\$ 486,495	\$-	\$ 486,495
Construction in Progress		285,409	285,409
Total Capital Assets, Not Being Depreciated	486,495	285,409	771,904
Capital Assets Being Depreciated:			
Buildings and improvements	3,824,182	53,422	3,877,604
Office equipment	302,670	(266,376)	36,294
Transportation equipment	258,933	(21,614)	237,319
Furniture and fixtures	186,118	-	186,118
Leasehold improvements	141,469	-	141,469
Operating and other equipment	80,188	(69,934)	10,254
Subtotal	4,793,560	(304,502)	4,489,058
Less accumulated depreciation	2,389,319	(273,630)	2,115,689
Total Capital Assets, Being Depreciated	2,404,241	(30,872)	2,373,369
Capital Assets – Net	<u>\$ 2,890,736</u>	<u>\$ 254,537</u>	<u>\$ 3,145,273</u>

Depreciation expense was charged as an operating expense to each fund as follows:

	Amount
Operating fund	\$ 1,327
Prevention and treatment of	04 604
substance abuse program	94,624
Narcotic treatment program	2,762
Counseling services	10,799
Other non-major funds	54,290
TOTAL	<u>\$ 163,802</u>

JUNE 30, 2020

6. NOTES PAYABLE

At June 30, 2020, the Agency has a note payable to Mechanics Bank for the Sonoma Avenue property (Genesis House), interest at 6.44% per annum, due in monthly installments of \$7,173, including interest through 2024 at which time all outstanding principal and interest are due and payable.

Outstanding balance	\$ 932,267
Less current portion	26,765

Total noncurrent portion of Genesis House note payable

<u>\$ 905,502</u>

Total interest charged to expense during the year ended June 30, 2020, amounted to \$65,496.

On April 30, 2020, the Agency was granted a loan (PPP Loan) from Mechanics Bank in the amount of \$818,005, pursuant to the Paycheck Protection Program (PPP) under Division A, Title I of the CARES Act, which was enacted March 27, 2020.

The PPP Loan, which was in the form of a Note dated April 30, 2020, matures on April 30, 2022, and bears interest at a rate of 1.00% per annum, payable monthly commencing on November 30, 2020. The Note may be prepaid at any time prior to maturity with no prepayment penalties. Funds from the PPP Loan may only be used for payroll costs, costs used to continue group health care benefits, mortgage payments, rent, utilities, and interest on other debt obligations. The Company intends to use the entire PPP Loan amount for qualifying expenses. Under the terms of the PPP, certain amounts of the PPP Loan may be forgiven if they are used for qualifying expenses as described in the CARES Act.

Outstanding balance	\$ 818,005
Less current portion	<u>359,761</u>
Total noncurrent portion of PPP Loan payable	<u>\$ 458,244</u>

JUNE 30, 2020

6. NOTE PAYABLE (Continued)

Long-term debt repayments for years ending June 30 are approximately as follows:

Fiscal Year	Principal	Interest
2021	\$ 386,526	\$ 67,831
2022	486,784	59,643
2023	30,434	55,643
2024	846,528	18,106
TOTAL	<u>\$1,750,272</u>	<u>\$ 201,223</u>

Under the terms of the credit agreement, there are various reporting and financial covenants. At June 30, 2020, the Agency was in compliance with the debt covenants.

7. GRANTS FROM MONTEREY COUNTY

The Agency receives various grants from the Department of Social Services of the County of Monterey. For the specific grants listed below, certain procedures were applied to the federal and other funding expenses reported under these grants.

Grantor, Program and Term		Total Mount	ederal unding	Other Funding		
County of Monterey DSS, Community Action Partnership- Youth Engagement July 1, 2019 – June 30, 2020	\$	58,955	\$ 13,636	\$ 45,319		
County of Monterey DSS, Community Action Partnership- Youth Shelter July 1, 2019 – June 30, 2020	\$	30,000	\$ -	\$ 30,000		
County of Monterey DSS, Parent Education July 1, 2019 – June 30, 2020	\$	18,000	\$ 18,000	\$ -		
County of Monterey DSS, Commercially Sexually Exploited Children July 1, 2019 – June 30, 2020	\$	105,857	\$ 52,929	\$ 52,928		

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2020

8. COMMITMENTS AND CONTINGENCIES

<u>Grants</u>

The Agency received financial assistance from federal and other government agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and are subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the General Fund or other applicable funds. However, in the opinion of management, any such disallowed claims will not have a material adverse effect on the overall financial position of the Agency at June 30, 2020.

Litigation

The Agency is involved in litigation arising from the normal course of business. In the opinion of management and legal counsel, the disposition of all litigation pending is not expected to have a material adverse effect on the overall financial position of the Agency at June 30, 2020.

Operating Leases

During the fiscal year ended June 30, 2020, the Agency leased buildings for its Outpatient Drug Treatment Programs, Off Main Clinic Methadone Program and Family Service Center Salinas counseling office, Street Outreach Salinas Program office, Sober Living Residential Program as well as its Administrative office. In addition, during March 2019, the Agency leased a passenger van for the Safe Passage Program.

The minimum future net lease commitments for the year ending June 30 are approximately as follows:

Year Ending	Lease
June 30,	Payment
2021	\$255,384
2022	110,798
2023	97,560
2024	99,996
TOTAL	<u>\$ 563,738</u>

JUNE 30, 2020

9. DEFINED CONTRIBUTION PENSION PLAN

In lieu of Social Security, the Agency maintains a contributory defined contribution pension plan for its employees. During the current year, the agency contributed 5% of gross wages for eligible employees (those who work at least 30 hours per week on a permanent basis). Eligible employees must also contribute a minimum of 2.5% of their gross pay, but may contribute up to \$18,500 for 2020, with an additional \$5,500 if age 50 or older. Ineligible employees must contribute 7.5% of their gross pay.

Until December 31, 2018, the Agency contracted with the Nationwide Trust Company to purchase a group annuity contract which is individually allocated. Under this contract, a provision is made for the accumulation of contract values for the Agency to provide fixed annuity accumulation and benefits to the individual participants. Actual annuity payments commencing on retirement may be on a variable basis or on a fixed basis as determined by each individual contract owner. The amount available in each participant's account at the time of his or her retirement is the total of the amounts contributed by both the employer and employee, plus returns on the investments of those contributions.

As of January 1, 2019, the Agency contracted with Ascensus to provide administration of the contributory defined contribution pension plan.

The Agency's contribution to the plan amounted to \$176,891 for the year ended June 30, 2020, and is equal to 100% of the required contribution. Total payroll was \$3,555,720 and covered payroll was \$3,294,715.

10. JOINT POWERS AGENCY MEMBERS

The Agency's Board of Directors is made up of representatives from the following agencies:

City of Carmel	City of Del Rey Oaks
City of Marina	City of Monterey
City of Pacific Grove	City of Salinas
City of Seaside	City of Sand City
Carmel Unified School District	Pacific Grove Unified School District
Monterey County Office of Education	Monterey Peninsula Community College
Monterey Peninsula Unified School District	North Monterey County Unified School District
Santa Rita Union School District	Salinas Union High School District

Attachment 7

SUPPLEMENTARY INFORMATION

Attachment 7

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FOR THE YEAR ENDED JUNE 30, 2020

Federal Grantor/ Pass-Through Grantor/ Program or Cluster Title	Federal CFDA Number	Grant Identifying Number	Federal Expenditures			
U.S. Department of Health and Human Services (USHHS) Passed through: County of Monterey, California Block Grants for Prevention and Treatment of Substance Abuse Residential Program Youth Treatment Program Total Prevention and Treatment Clusters	93.959	A-14018	\$ 244,410 40,182 284,592			
Foster Care Title IV-E (CSEC) Promoting Safe and Stable Families Youth Engagement	93.658 93.556 93.569	[1] [1] [1]	52,928 18,000 13,636			
Direct Program: Administration for Children, Youth and Families - Runaway and Homeless Youth Education and Prevention Grants to Reduce Sexual Abuse of Runaway, Homeless and Street Youth Total USHHS	93.623 93.557	9OCY699001 9OYO228301	183,895 			
U.S. HOUSING AND URBAN DEVELOPMENT (USHUD) Direct Program: Supportive Housing Program Transitional Housing	14.235	[1]	130,574			
Passed through: Cities of Salinas, Seaside and Monterey, California Community Development Block Grant Total USHUD	14.218	[1]	<u> </u>			
Total Expenditures of Federal Awards						

^[1] Grant Identifying Number not available

COMBINING SCHEDULE OF FUNCTIONAL REVENUES AND EXPENSES

FOR THE YEAR ENDED JUNE 30, 2020

		Counseling Services					Prevention and Treatment of Substance Abuse					
	General	MHSA Parent Education	Outpatient Mental Health Counseling	MHSA HIV / AIDS Counseling	Pathways to Safety	Micro Innovation	Self Referred Program	Genesis House Perinatal Residential	Genesis House Residential	OTC - Salinas	OTC - Monterey	
REVENUES												
Public grants and contracts	\$ 325,032	\$ 190,863	\$ 368,576	\$ 2,684	\$ 175,205	\$ 19,825	\$ 15,316	\$ 40,113	\$ 1,197,986 \$	277,470 \$	337,030	
Charges and fees	-	-	69,597	-	-	-	14,148	-	4,000	-	5,330	
Joint Powers Agency	173,950	-	-	-	-	-	-	-	-	-	-	
Private grants and contributions	204,127	-	28,331	100	-	-	-	373	7,482	-	-	
Other local sources	14,863		(-	-	-	-	-		-	-	94	
TOTAL REVENUES	717,972	190,863	466,504	2,784	175,205	19,825	29,464	40,486	1,209,468	277,470	342,454	
EXPENSES												
Salaries	597,843	71,380	424,527	3,417	121,749	14,297	20,460	12,880	512,662	108,203	153,641	
Employee benefits	129,643	18,276	127,637	1,123	25,768	3,747	5,544	2,973	123,089	30,583	46,357	
Facilities rental	58,913	9,944	26,491	1,989	3,978	-	-	105	1,995	21,366	21,219	
Professional fees	25,518	11,449	12,071	97	1,097	135	237	8,449	25,069	13,601	13,954	
Utilities and maintenance	27,548	21,759	42,579	2,367	7,546	-	-	7,283	145,813	13,109	12,447	
Operating supplies	36,092	10,437	4,630	286	1,262	1,268	36	1,545	24,121	2,171	5,068	
Medical supplies and					-							
laboratory fees	-	-	÷	-	-	-	-	276	5,249	1,077	640	
Food	6,012	982	381	-	-	-	-	4,940	94,572	36	389	
Insurance	7,316	1,632	5,687	181	1,357	103	173	898	18,633	1,611	2,026	
Auto and travel	1,668	2,037	3,824	-	_60	168	-	639	11,390	87	478	
Telephone	10,318	3,742	9,073	628	1,285	-	-	351	6,371	2,984	2,176	
Conferences and meetings	5,554	6,437	1,082	-	40	-	-	26	837	278	278	
Advertising	26,152	2,884	799	-	-	600	-	43	1,624	-	-	
Equipment rental	5,153	774	1,857	155	310	-	-	207	3,924	1,548	1,218	
Miscellaneous	1,082	-	*	-	:	-	-	3	-	-	-	
Dues, licenses and fees	8,036	745	(99)	675	-	-	675	486	17,624	(644)	(515)	
Client costs	-	-	331	-	-	-	-	144	3,884	-	-	
Printing and publications	6,876	266	829	68	101	44	-	41	877	1,106	1,145	
Interest - net	-	-	-	-	-	-	-	3,007	57,126	-	-	
Total before depreciation	953,724	162,744	661,699	10,986	164,553	20,362	27,125	44,296	1,054,860	197,116	260,521	
Depreciation	1,327	-	10,799	-	-	-	-	3,767	71,150	2,548	-	
Total Expenses	955,051	162,744	672,498	10,986	164,553	20,362	27,125	48,063	1,126,010	199,664	260,521	
Net income before distribution	(237,079)	28,119	(205,994)	(8,202)	10,652	(537)	2,339	(7,577)	83,458	77,806	81,933	
Management distribution	(955,061)	27,745		1,907	29,376	2,182	4,792	8,311	196,768	35,327	46,630	
NET INCOME (LOSS)	\$ 717,982									42,479		

COMBINING SCHEDULE OF FUNCTIONAL REVENUES AND EXPENSES

FOR THE YEAR ENDED JUNE 30, 2020

	Prevention and Treatment of Substance Abuse												
	Sober Living	DAISY Program	Substance Use Prevention Program	Narcotic Treatment Program	Runaway Basic Center	Runaway Street Outreach	Safe Passage	Other No Permanent Youth Shelter	SuperKids/ SuperTeens	Supervised Visitation	Salinas Street Outreach	Domestic Violence	Total
REVENUES													
Public grants and contracts	\$	\$ 177,530	\$ 557,506	\$ 1,589,570	\$ 210,763	\$ 261,738		\$ 30,000	\$ 9,897	\$ 10,086	\$ 363,310	\$ 23,616	\$ 6,314,
harges and fees	78,840	-	-	129,640	-	-	9,007	-	-	22,839	-	35,807	369,
oint Powers Agency	-	-	-	-	-	-	-	-	-	-	-	-	173,
Private grants and contributions	144	4,050	-	6,771	19,967	19,667	2,520	3,833	-	-	-	-	297,
Other local sources	-	-			-	750	-	-	-	-	-	-	15,
TOTAL REVENUES	78,984	181,580	557,506	1,725,981	230,730	282,155	142,101	33,833	9,897	32,925	363,310	59,423	7,170,
EXPENSES													
Salaries	-	123,615	302,086	545,601	103,558	119,784	89,071	32,713	5,092	17,080	147,201	28,860	3,555,
Employee benefits	-	27,398	80,927	157,196	31,559	27,262	19,260	2,571	1,276	1,139	30,272	3,231	896,
acilities rental	28,893	_	-	67,662	83	83	2,847	-	-	-	12,000	-	257,
Professional fees	668	822	3,196	74,395	1,359	8,651	1,325	363	112	214	1,466	377	204,
Jtilities and maintenance	20,576	2,889		107,443	13,550	14,336	21,077	9,613	-	4,812	11,243	3,199	498,
Operating supplies	543	1,497	6,974	22,530	3,794	12,749	1,763	300	-	381	13,925	251	151,
Medical supplies and													
laboratory fees	-	-	-	75,668	-	-	-	-	-	-	-	-	82,
Food	-	586	1,361	124	508	11,263	3,547	-	-	-	620	-	125,
nsurance	1,879	1,285	2,891	8,064	2,795	3,950	3,720	1,005	44	167	3,500	258	69,
Auto and travel	44	181	1,347	1,566	927	3,753	14,370	-	304	140	2,718	284	45,
Felephone	6,774	1,105	-	8,158	2,296	5,101	5,058	765	-	1,580	4,428	-	72,
Conferences and meetings	-	565	405	156	56	1,690	61	38	-	(421)) 2,987	1,425	21,
Advertising	-	-	490	1,632	4,906	1,979	-	2,301	-	817	1,606	1,067	46,
Equipment rental	-	-	-	3,261	755	755	-	-	-	-	2,100	-	22,
Aiscellaneous	-	-	50	-	-	-	-	-	-	-	-	-	1,
Dues, licenses and fees	18	-	-	43,042	1,678	3,249	455	1,202	-	925	,	950	80,
Client costs	434	-	-	2,346	1,131	3,972	-	99	-	-	1,382	-	13,
Printing and publications	-	6	87	1,948	465	3,233	28	-	-	-	609	-	17,
nterest - net	-	-		5,363		-	-	-	-	-	-	-	65,
Total before depreciation	59,829	159,949	408,773	1,126,155	169,420	221,810	162,582	50,970	6,828	26,834		39,902	6,228,
Depreciation	17,159	-	-	2,762	16,620	19,286	13,099	-	-	-	5,285		163,
Total Expenses	76,988	159,949	408,773	1,128,917	186,040	241,096	175,681	50,970	6,828	26,834	242,954	39,902	6,392,
Net income before distribution	1,996	21,631	148,733	597,064	44,690	41,059	(33,580)	(17,137)	3,069	6,091	120,356	19,521	778,
Management distribution	13,355	28,503		198,126	32,575	41,498	30,564	8,823	1,160	4,663	42,655	6,913	
NET INCOME (LOSS)	\$ (11,359)			\$ 398,938	\$ 12,115	\$ (439)	\$ (64,144)	\$ (25,960)	\$ 1,909	\$ 1,428	\$ 77,701	\$ 12,608	\$ 778,

SCHEDULE OF REVENUES AND EXPENSES -BUDGET TO ACTUAL - AGENCY WIDE

FOR THE YEAR ENDED JUNE 30, 2020

OPERATING REVENUES	01	riginal and Final Budget	 Actual	Variance Favorable (Unfavorable)		
Public grants and contracts Charges and fees	\$	8,195,511 617,000	\$ 6,314,690 369,208	\$	(1,880,821) (247,792)	
Total operating revenues		8,812,511	 6,683,898)	(2,128,613)	
OPERATING EXPENSES						
Salaries		4,275,240	3,555,720		719,520	
Employee benefits		1,124,808	896,831		227,977	
Facilities rental, utilities and maintenance		671,444	755,716		(84,272)	
Professional fees		229,678	204,625		25,053	
Operating supplies		206,244	151,623		54,621	
Medical supplies and laboratory fees		124,196	82,910		41,286	
Food and client costs		153,160	139,044		14,116	
Insurance		78,816	69,175		9,641	
Auto and travel		61,292	45,985		15,307	
Telephone		73,060	72,193		867	
Conferences and meetings		41,340	21,494		19,846	
Advertising		80,637	64,629		16,008	
Equipment rental		57,615	22,017		35,598	
Miscellaneous		1,200	1,135		65	
Dues, licenses and fees		77,053	80,114		(3,061)	
Depreciation		152,474	 163,802		(11,328)	
Total Operating Expenses		7,408,257	 6,327,013	()	1,081,244	
OPERATING GAIN (LOSS)		1,404,254	356,885		(1,047,369)	
NONOPERATING REVENUES (EXPENSES)						
Joint Powers Agency support		205,860	173,950		(31,910)	
Private grants and contributions		100,000	297,365		197,365	
Other local sources		2,000	15,707		13,707	
Interest Expense		(84,300)	 (65,496)		18,804	
Total Nonoperating Revenues (Expenses)		223,560	 421,526		197,966	
CHANGES IN NET POSITION	\$	1,627,814	778,411	\$	(849,403)	
NET POSITION, BEGINNING OF YEAR			 2,370,317			
NET POSITION, END OF YEAR			\$ 3,148,728			

NOTE TO SUPPLEMENTARY INFORMATION

JUNE 30, 2020

1. PURPOSE OF SCHEDULES

Schedule of Expenditures of Federal Awards

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of the Agency and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements. The Agency has not elected to use the ten percent de minimis cost rate as covered in Section 200.414 Indirect (F&A) costs of the Uniform Guidance.

Combining Schedule of Functional Revenues and Expenses

This schedule provides the Agency the comparison of revenues and expenses by each program function.

Schedule of Revenues and Expenses- Budget to Actual- Agency Wide

This schedule provides the Agency the comparison of actual and planned revenues and expenses.

INDEPENDENT AUDITORS' REPORTS



SALINAS OFFICE Attachment 7 AVENUE 450 LINCOLN AVENUE SUITE 200 SALINAS, CA 93901

> PHONE 831-757-5311 FAX 831-757-9529

> > BKPCPA.COM

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Directors Community Human Services Monterey, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of each major enterprise fund and the aggregate remaining fund information of Community Human Services, a Joint Powers Agency of California Local governments, (Agency) as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise Community Human Services' basic financial statements, and have issued our report thereon dated October 30, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Agency's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Agency's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Agency's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Agency's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Branchi, Kakavan & Pope, ZZP Salinas. California Salinas, California

October 30, 2020



SALINAS OFFICE Attachment 7 AVENUE 450 LINCOLN AVENUE SUITE 200 SALINAS, CA 93901

> PHONE 831-757-5311 FAX 831-757-9529

> > **BKPCPA.COM**

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Board of Directors Community Human Services Monterey, California

Report on Compliance for Each Major Federal Program

We have audited Community Human Services' compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Community Human Services' (Agency) major federal programs for the year ended June 30, 2020. Community Human Services' major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of Community Human Services' major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Community Human Services compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Community Human Services compliance.

Opinion on Each Major Federal Program

In our opinion, Community Human Services complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020.

Report on Internal Control Over Compliance

Management of Community Human Services is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Community Human Services' internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Community Human Services' internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies in internal control over compliance that most been identified. We did not identify any deficiencies in internal control over compliance to be material weaknesses. However, material weaknesses may exist that have not been identified to be material weaknesses.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Bianchi, Kasaran & Pope, 250 Salinas, California

October 30, 2020

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

SUMMARY OF AUDITOR'S RESULTS

FOR THE YEAR ENDED JUNE 30, 2020

FINANCIAL STATEMENTS Type of auditor's report issued: Internal control over financial re Material weakness identified Significant deficiency identifi Noncompliance material to fina	eporting: ? ed?	Unmodified No None reported No
Any audit findings disclosed the	?	No None reported Unmodified No
Identification of major programs:		
CFDA Number(s)	Name of Federal Program or Cluster	
93.959	Block Grant for Prevention and Treatment of Substance Abuse	
Dollar threshold used to distinguis programs: Auditee qualified as low-risk audite	<u>\$ 750,000</u> <u>Yes</u>	

FINANCIAL STATEMENT FINDINGS

FOR THE YEAR ENDED JUNE 30, 2020

There were no financial statement findings reported in the current year.

FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS

FOR THE YEAR ENDED JUNE 30, 2020

There were no federal awards findings or questioned costs reported in the current year.

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

FOR THE YEAR ENDED JUNE 30, 2020

There were no audit findings reported in the prior year's schedule of financial statement findings. There were no findings reported in the prior year's schedule of federal awards findings or questioned costs.



City Council Discretionary Grant Program

Attachment 8

Organization Information

Name of Applicant Organization: Food Bank for Monterey County

Name and Position/Title of staff applying on behalf of the Organization: Melissa Kendrick, Executive Director

Organization Mailing Address: 353 West Rossi Street, Salinas, CA 93907

Telephone Number:831-758-1523

Email:mkendrick@food4hungry.org

Geographic Area(s) the Organization serves: Monterey County

Age groups served by the Organization:0-12, 13-17, 18-24, 25-34, 35-44, 45-54, 55-64, 65 and over Number of Carmel-by-the-Sea (93921) residents the Organization serves:400 households per month

Is this Organization incorporated as a Nonprofit Organization?: Yes

Is this Organization a Carmel school?:No

Project/Program Details

Project/Program Name: Emergency Supplemental Food Assistance

Amount requested (up to \$3,000):3000

Please provide a description of the Project, Program, or Service that the City of Carmel-by-the-Sea grant funding will be used to support. Funds will be used to provide fresh produce, eggs, dairy, lean proteins and other nutritious foods to City of Carmel residents in need at our weekly direct distribution site that takes place at St. Philip's Lutheran Church on the 1st and 3rd Fridays of every month and serves City residents of all ages.

Please provide the project, program, or service objectives that the City of Carmel-by-the-Sea grant funding will be used to support. Emergency food assistance is a vital service proven to "benefit the City's community and enhance the well-being of its citizens." In addition to our twice-monthly direct distribution sites, we also stock the emergency pantries of Carmel area nonprofits such as Pacific Meadows Retirement Community and Our Lady of Mount Carmel, who serve struggling residents. We also continue to maintain senior-only sites in Carmel Valley and Cachagua that City of Carmel seniors are welcome to attend.

Please describe the specific benefit to the Carme-by-the-Sea community that your project, program, or



service will provide, including the target population and number of community members that will the served.

As our county's slow economic recovery continues to leave our most vulnerable residents even further behind, our healthful foods will help City of Carmel seniors, veterans, families, persons with disabilities, children, and other vulnerable residents to adhere to medically required diets, manage chronic illnesses such as Type 2 diabetes and hypertension, and maintain health. Last year, we provided over 170,000 pounds of food, or 42,000 meals to Carmel residents in need

Please describe how your organization would use the funding awarded, including equipment or services that would be purchased and why. Funds would be used to provide nutritious food, including fresh produce, dairy, eggs, proteins, and healthful staple items, to City of Carmel residents who cannot afford to nourish themselves. Our rents, already among the nation's highest, continue to rise, and inflation has caused the prices of gas, food, and other basics to rise. The healthiest foods, already prohibitively expensive for working families and seniors on fixed incomes, are put even further out of the reach of those who need them most.

Attachments

Please provide the following attachments via email to cityclerk@ci.carmel.ca.us. Make sure to include the name of the Organization in the subject line of the email and on all attachments.

- A copy of the Organization's proof of non-profit status, with a copy of the letter from the IRS.

- A detailed, line item budget plan for the project, program, or service's use of the grant funds.

- A current, detailed operating budget that includes information on your organization's annual sources of revenue received.

- The Organization's past two year's financial statements - including the current year - with balance sheets, sources of revenue, profit/loss statements and indicating the percentage of revenue that is used for administration, salaries and program costs.

Certification and Signature

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 of staff applying on behalf of the Organization: Melissa Kendrick, Executive Director

Organization name: Food Bank for Monterey County

Date:03/30/2022

DEPARTMENT OF THE TREASURY

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

Date: FEB 2 0 1995

FOOD BANK FOR MONTEREY COUNTY 815 W MARKET ST STE 5 SALINAS, CA 93901 Employer Identification Number: 77-0270228 Case Number: 956039020 Contact Person: TYRONE THOMAS Contact Telephone Number: (213) 894-2289 Our Letter Dated: April 1991 Addendum Applies: No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

Richard R. Orosco District Director

Letter 1050 (DO/CG)

FBMC BUDGET FOR GRANT FUNDS REQUESTED FROM CITY-OF-CARMEL-BY-THE-SEA CITY COUNCIL DISCRETIONARY GRANT FUNDS

	Amount Requested from City Council Discretionary Funds	
Food (fresh produce, eggs, dairy, lean proteins, basic nourishing staple items) for our City of Carmel-by-the-Sea direct distribution site	\$3000	

FOOD BANK for MONTEREY COUNTY Annual Operating Budget Projection

Revenues:		
Contributions	\$	2,576,370.00
Church, Corp, & Service Club	\$	426,500.00
Special Events	\$	885,130.00
Product Fees	\$	282,427.94
Government Grants	\$	1,561,000.00
Foundation Grants	\$	1,390,000.00
Revenue Other	\$	600,000.00
Interest & Miscellaneouse	\$	400,000.00
In-Kind Personnel	\$	459,000.00
In-Kind Food	\$	5,000,000.00
USDA Commodities	\$	1,250,000.00
Total:	\$	14,830,427.94
Total Revenues:	\$	14,830,427.94
(Total Revenues less In-Kind)		8,121,427,94
`		αφηγήχρα (Α.υπακώτετ κ. μ.
Expenses: Salaries		1,812,922.00
		616,705:94
Payroll Taxes & Benefits Professional Services	15	150,000.00
	100	150,000.00
Printing & Advertising		20,400.00
Postage		30,400.00
Membership Dues/Subscriptions		71,400.00
Supplies		30,000.00
		170,000.00
Insurance & Utilities		352,000.00
Interest Expense - Building		65;000.00
Building Maintenance		36,000.00
Computer Expense		50,400.00
Equipment Expense		150,000.00
Vehicle Expense		20,400.00
Meetings, Training & Travel		
Food Costs and Food Fees		3,460,000.00
Fundraising and Misc. Expense		432,300.00
Depreciation		478,500.00
Organizations Taxes		450 000 00
In-Kind Personnel	\$	459,000.00
In-Kind Food	\$	5,000,000.00
USDA Commodities	\$	1,275,000.00
Total Expenses	\$	14,830,427.94
(Total Expenses less In-Kind)	\$	8,096,427.94

FOOD BANK FOR MONTEREY COUNTY STATEMENT OF ACTIVITIES FOR THE YEAR ENDED JUNE 30, 2021

.

	_		_				
	-	/ithout Donor Restrictions	r	With Donor Restrictions	_	2021 Total	
SUPPORT AND REVENUE:							
General support and fees:							
Food donations	Ś	9,027,049	Ś	5 -	\$	9,027,049	
Product fees	•	125,985		_	7	125,985	
Cash contributions		7,293,359		_		7,293,359	
In-kind contributions		143,350		_		143,350	
Donated assets		193,757		_		193,757	
Grants		2,580,445		75,000		2,655,445	
Government contracts		33,720,370		· –		33,720,370	
Bequests		6,532		_		6,532	
Bingo income		308,319		_		308,319	
Investment return/(loss)		58,337		_		58,337	
Miscellaneous income		_		_		-	
Gain (loss) on sale of assets		_				-	
Net assets released from restrictions		402,013	_	(402,013)		_	
Total support and revenue	_	53,859,516		(327,013)		53,532,503	
EXPENSES:							
Program services:							
Direct Distributions		7,758,081		_		7,758,081	
Emergency Food Assistance Program (EFA	P)	35,035,415		_		35,035,415	
Education and Advocacy	'	18,533		_		18,533	
Produce Market		1,275,754		_		1,275,754	
Support services:						,	
Administration		803,408		-		803,408	
Fundraising	_	137,941	_			137,941	
Total avrances		45 020 122				45 020 122	
Total expenses	_	45,029,132	-			45,029,132	
Increase (decrease) in net assets		8,830,384		(327,013)		8,503,371	
NET ASSETS, BEGINNING OF YEAR		13,589,797	_	608,910		14,198,707	675
NET ASSETS, END OF YEAR	<u>\$</u>	22,420,181	<u>\$</u>	281,897	\$	22,702,078	

FOOD BANK FOR MONTEREY COUNTY STATEMENT OF FINANCIAL POSITION JUNE 30, 2021

-

	2021
ASSETS	
CURRENT ASSETS: Cash and cash equivalents Investments Agency receivables Grant and contract receivables Inventory Prepaid expenses Total current assets	\$ 13,270,896 229,828 385,362 46,029 2,532,476 1,144,106 17,608,697
PLEDGE RECEIVABLE	-
PROPERTY AND EQUIPMENT- NET	12,043,229
CASH RESTRICTED TO SERVICE DEBT	307,000
TOTAL ASSETS	<u>\$ 29,958,926</u>
LIABILITIES AND NET ASSETS	
CURRENT LIABILITIES: Accounts payable Accrued vacation Refundable advance Current portion of loan payable Total current liabilities	\$ 22,455 112,990
LONG-TERM LIABILITIES – Loan payable Total liabilities	<u> </u>
NET ASSETS: Without donor restrictions: Undesignated Held in property and equipment – net of related debt Held in inventory Total without donor restrictions	14,965,879 4,921,826 2,532,476 22,420,181
With donor restrictions	281,897
Total net assets	22,702,078
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 29,958,926</u>

FOOD BANK FOR MONTEREY COUNTY STATEMENT OF ACTIVITIES FOR THE YEAR ENDED JUNE 30, 2020

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		1		
	Without Donor Restrictions	With Donor Restrictions	2020 Total	
SUPPORT AND REVENUE:				
General support and fees:		•	A 43 570 337	
Food donations	\$ 13,278,237	Ş —	\$ 13,278,237	
Product fees	308,895		308,895	_
Cash contributions	4,899,643	-	4,899,643	-
In-kind contributions	1,500		1,500 11,712	
Donated assets	11,712	654,000	2,276,430	
Grants	1,622,430	054,000	4,704,372	
Government contracts	4,704,372 66,772	_	66,772	
Bequests	326,621	-	326,621	
Bingo income	(14,815)		(14,815)	
Investment return/(loss) Miscellaneous income	762	_	762	-
Gain (loss) on sale of assets	(9,014)	-	(9,014)	
Net assets released from restrictions	760,823	(760,823)	—	
NEL 055ELS TETEDSEU TETTT TESTT TETT		ttttttttt		
Total support and revenue	25,957,938	(106,823)	25 851 115	
EXPENSES:				
Program services:				
Agency Clearinghouse Program	10,446,914	_	10,446,914	**
Emergency Food Assistance Program (EFA		_	6,927,531	
Education and Advocacy	16,241	-	16,241	
Family Market	2,013,438		2,013,438	
Support services:				
Administration	709,384	-	709,384	
Fundraising	111 524		111,524	
-			20 225 022	
Total expenses	20,225,032		20.225.032	
	5,732 ,90 6	(106,823)	5,626,083	
Increase (decrease) in net assets	5,752,900	(100,025)	5,020,005	
NET ASSETS, BEGINNING OF YEAR	7 856 891	715 733	8,572,624	
NET ASSETS, DEGININING OF TLAN	, 000 00 L	. 10,100		
NET ASSETS, END OF YEAR	<u>\$ 13.589.797</u>	S 608,910	\$ 14 198 707	
NET AJULIA, END OF TEAM	The second se	And a second sec		

FOOD BANK FOR MONTEREY COUNTY STATEMENT OF FINANCIAL POSITION JUNE 30, 2020

	2020	
ASSETS		
CURRENT ASSETS:	\$ 6,929,302	
Cash and cash equivalents Investments	124,953	
Agency receivables	461,249	
Grant and contract receivables	56,250	
Inventory Prepaid expenses	1,989,686 66,947	
Total current assets	9 628 387	
PLEDGE RECEIVABLE	236,496	
PROPERTY AND EQUIPMENT- NET	11,906,182	
CASH RESTRICTED TO SERVICE DEBT	307,000	
TOTAL ASSETS	<u>\$ 22,078,065</u>	
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES:	4 4 6 6 9 7 4	
Accounts payable	\$ 108,874 105,559	
Vacation liability Refundable advance	377,640	
Current portion of loan payable	160 843	
Total current liabilities	752,916	
LONG-TERM LIABILITIES -		
Loan payable	7,126,442	
Total liabilities	7,879,358	
NET ASSETS:		
Without donor restrictions: Undesignated	7,081,611	
Held in property and equipment – net,		
net of related debt	4,618,897 1,889,289	
Held in inventory		
Total without donor restrictions	13,589,797	
With donor restrictions	608.910	
Total net assets	14,198,707	
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 22,078,065</u>	

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City Council Discretionary Grant Program

Attachment 9

Organization Information

Name of Applicant Organization: Monterey Peninsula Ballet Theatre

Name and Position/Title of staff applying on behalf of the Organization: Tia Brown Rosenblum, Artistic Director

Organization Mailing Address: 225 The Crossroads Blvd, #253, Carmel, CA 93923

Telephone Number: (831) 233-2513

Email:hmptyhmp8910@yahoo.com

Geographic Area(s) the Organization serves: Carmel, Pacific Grove, Monterey, Salinas

Age groups served by the Organization:0-12, 13-17 Number of Carmel-by-the-Sea (93921) residents the Organization serves:3,000

Is this Organization incorporated as a Nonprofit Organization?: Yes

Is this Organization a Carmel school?:No

Project/Program Details

Project/Program Name: Arts Outreach for Local Youth

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

Please provide a description of the Project, Program, or Service that the City of Carmel-by-the-Sea grant funding will be used to support.MPBT is committed to giving back to communities we serve. Our Mission is to foster the passion and development of local youth through the performing arts, where talents and life skills may grow in an inspiring and nurturing environment. We provide financial aid assistance to youth of various socio-economic status and to support the expenses incurred for the Outreach Program giving over 700 children from underrepresented communities in Monterey County the opportunity to watch and partake in the annual Nutcracker performance.

Please provide the project, program, or service objectives that the City of Carmel-by-the-Sea grant funding will be used to support. Monterey Peninsula Ballet Theatre (MPBT) works hard to fulfill its mission: reaching out to students and giving them the rare opportunity to perform in a professional environment, allowing them to learn about theatre production by assisting experts with props and costumes. MPBT seeks to provide dance education and financial aid assistance to youth of various socio-economic status, while teaching different genres of dance to



enhance arts appreciation, establish teamwork fundamentals, and build a dynamic, healthy community Attachment 9

Please describe the specific benefit to the Carme-by-the-Sea community that your project, program, or service will provide, including the target population and number of community members that will be served. MPBT caters to all local youth in dance, theater, and the arts through teaching, conducting outreach, and performing. MPBT dancers have had the wonderful opportunity to perform for Cottages of Carmel, Carmel Hills Care Facility, Del Mesa Carmel, Carmel Rotary, Robert Downs Elementary School, Carmelo School, Forest Grove Elementary School, Greenfield / Gonzales, and North County Elementary & Middle Schools. MPBT is committed to serving children from all socioeconomic backgrounds and performing throughout the Central Coast provides performing opportunities and possibilities for students in underserved households.

Please describe how your organization would use the funding awarded, including equipment or services that would be purchased and why.100% of awarded funds will be used to support the direct expenses incurred for the Outreach Program giving over 700 children, from underrepresented communities in Monterey County the Opportunity to watch a free Nutcracker performance.

Attachments

Please provide the following attachments via email to cityclerk@ci.carmel.ca.us. Make sure to include the name of the Organization in the subject line of the email and on all attachments.

- A copy of the Organization's proof of non-profit status, with a copy of the letter from the IRS.

- A detailed, line item budget plan for the project, program, or service's use of the grant funds.

- A current, detailed operating budget that includes information on your organization's annual sources of revenue received.

- The Organization's past two year's financial statements - including the current year - with balance sheets, sources of revenue, profit/loss statements and indicating the percentage of revenue that is used for administration, salaries and program costs.

Certification and Signature

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.

Attachment 9

- 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 of staff applying on behalf of the Organization: Aungela Fairbanks, Board Member

Organization name: Monterey Peninsula Ballet Theatre

Date:03/29/2022

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

Attachment 9

Date: AUG 3 0 2017

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

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

Dear Applicant:

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

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

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

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

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

MONTEREY PENINSULA BALLET THEATRE

Attachment 9

Sincerely,

stephen a martin

Director, Exempt Organizations Rulings and Agreements

.

Monterey Peninsula Ballet Theatre Arts Outreach for Local Youth Program Budget 2021-2022

Total Funding Request:	3,000.00
Project Name:	MPBT Arts Outreach
Expenses	
Scholarships for Nutcracker Participation Fees	
Nutcracker Participation Fees	3,000.00
Nutcracker Free Performance at Sunset Center	
Advertising & Marketing	250.00
Contractors	2,500.00
Costumes	1,000.00
Total Expenses	6,750.00
Income	
Individual Donors	2,600.00
Foundations: City Council Discretionary Program	3,000.00
Foundations: Yellow Brick Road Foundation	1,000.00
Total Revenue	6,600.00
Total Project Shortfall	(150.00)

Monterey Peninsula Ballet Theatre, Corp

Budget Overview: FY2022 Budget - FY22 P&L

May 2021 - April 2022

	TOTAL
Income	
3000 Individual Donations	6,000.00
3005 Corporate Donations	1,200.00
3010 Grants	6,000.00
3070 Advertising Revenue	7,500.00
3100 Special Events Income	
3110 Event Auction Items	25,000.00
3125 Event Revenue	15,000.00
3130 Benefit Drawing Tickets	1,500.00
Total 3100 Special Events Income	41,500.00
3200 Fees	
3200.1 Nutcracker Tickets	25,000.00
3200.2 Audition Fees	4,000.00
3200.3 Participation Fees	40,000.00
Total 3200 Fees	69,000.00
3500 Sales of Product Income	
3500.1 Sweatshirt Sales	1,500.00
3500.5 Misc Merch. Sales	7,600.00
Total 3500 Sales of Product Income	9,100.00
Total Income	\$140,300.00
Cost of Goods Sold	
5000 Cost of Goods Sold	5,000.00
Total Cost of Goods Sold	\$5,000.00
GROSS PROFIT	\$135,300.00
Expenses	
6000 Cost of Labor	
6005 Artistic Director	20,000.00
6010 Instructors	5,000.00
6020 Admin and Operations payroll	2,400.00
6100 Payroll Tax Expense	2,500.00
6150 Payroll Processing Fees	768.00
Total 6000 Cost of Labor	30,668.00
7000 Advertising & Marketing	11,000.00
7020 Bank Charges & Fees	240.00
7040 Contractors	16,000.00
7042 Costumes	8,000.00
7047 Fees & Licenses	90.00
7047 Fees & Licenses 7050 Special Events Expenses	90.00
	90.00 8,000.00
7050 Special Events Expenses	

Monterey Peninsula Ballet Theatre, Corp

Budget Overview: FY2022 Budget - FY22 P&L

May 2021 - April 2022

	TOTAL
7060 Insurance	
7060.1 D &O Insurance	595.00
7060.2 General Liability Ins	912.00
7060.3 Worker's Comp Ins	1,000.00
Total 7060 Insurance	2,507.00
7070 Job Supplies	2,000.00
7085 Office Supplies	200.00
7090 Postage	70.00
7092 Printing & Copying	3,000.00
7093 Props	7,500.00
7095 Rent & Lease	10,512.00
7110 Software/IT	720.00
7120 Travel	2,000.00
Total Expenses	\$116,507.00
NET OPERATING INCOME	\$18,793.00
NET INCOME	\$18,793.00

Monterey Peninsula Ballet Theatre, Corp

Profit and Loss May 1, 2021 - March 28, 2022

	TOTAL
Income	
3000 Individual Donations	9,455.00
3005 Corporate Donations	6,237.69
3010 Grants	8,500.00
3070 Advertising Revenue	6,990.00
3100 Special Events Income	
3110 Event Auction Items	12,987.00
3130 Benefit Drawing Tickets	1,025.00
Total 3100 Special Events Income	14,012.00
3200 Fees	150.00
3200.1 Nutcracker Tickets	34,911.36
3200.2 Audition Fees	2,635.00
3200.3 Participation Fees	39,500.75
Total 3200 Fees	77,197.11
3300 Costume Rental	525.00
3500 Sales of Product Income	
3500.5 Misc Merch. Sales	6,676.00
Total 3500 Sales of Product Income	6,676.00
Total Income	\$129,592.80
Cost of Goods Sold	
5000 Cost of Goods Sold	9,527.75
Total Cost of Goods Sold	\$9,527.75
GROSS PROFIT	\$120,065.05
Expenses	
6000 Cost of Labor	
6010 Instructors	3,621.58
6100 Payroll Tax Expense	415.25
6150 Payroll Processing Fees	1,612.63
Total 6000 Cost of Labor	5,649.46
7000 Advertising & Marketing	5,835.18
7020 Bank Charges & Fees	1,037.41
7040 Contractors	9,835.00
7042 Costumes	
7042 COStumes	/.49/.2/
	7,497.27 1,740.00
7047 Fees & Licenses	1,740.00

Monterey Peninsula Ballet Theatre, Corp

Profit and Loss May 1, 2021 - March 28, 2022

NET INCOME	\$43,204.66
NET OPERATING INCOME	\$43,204.66
Total Expenses	\$76,860.39
7130 Utilities	140.50
7120 Travel	4,718.02
7095 Rent & Lease	14,600.29
7093 Props	12,146.63
7092 Printing & Copying	297.52
7083 Merchandise Purchase	1,516.69
7080 Meals & Entertainment	179.26
7075.3 Website	83.88
7075 Professional Services	2,960.00
7070 Job Supplies	1,377.91
Total 7060 Insurance	3,709.37
7060.3 Worker's Comp Ins	2,202.37
7060.2 General Liability Ins	912.00
7060.1 D &O Insurance	595.00
7060 Insurance	
	TOTAL

Monterey Peninsula Ballet Theatre, Corp

Attachment 9

Balance Sheet

As of March 28, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 BUSINESS CHECKING (8782)	180,492.24
Total Bank Accounts	\$180,492.24
Accounts Receivable	
1100 Accounts Receivable (A/R)	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
1300 Uncategorized Asset	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$180,492.24
Other Assets	
Prepaid Expenses	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$180,492.24
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
1350 Sales Tax Payable	546.51
Total Other Current Liabilities	\$546.51
Total Current Liabilities	\$546.51
Total Liabilities	\$546.51
Equity	
2050 Retained Earnings	136,741.07
Net Income	43,204.66
Total Equity	\$179,945.73
TOTAL LIABILITIES AND EQUITY	\$180,492.24

Monterey Peninsula Ballet Theatre, Corp

Profit and Loss

May 2020 - April 2021

	TOTAL
Income	
3000 Individual Donations	Attachment 9 675.00
3005 Corporate Donations	1,469.32
3010 Grants	2,500.00
3070 Advertising Revenue	250.00
3100 Special Events Income	
3125 Event Revenue	8,319.27
Total 3100 Special Events Income	8,319.27
3200 Fees	
3200.3 Participation Fees	6,589.35
Total 3200 Fees	6,589.35
3500 Sales of Product Income	
3500.5 Misc Merch. Sales	32.38
Total 3500 Sales of Product Income	32.38
Total Income	\$19,835.32
GROSS PROFIT	\$19,835.32
Expenses	
6000 Cost of Labor	
6010 Instructors	1,879.16
6100 Payroll Tax Expense	206.07
6150 Payroll Processing Fees	1,242.27
Total 6000 Cost of Labor	3,327.50
7000 Advertising & Marketing	403.00
7020 Bank Charges & Fees	2.78
7040 Contractors	3,200.00
7042 Costumes	656.51
7047 Fees & Licenses	305.75
7050 Special Events Expenses	
7050.3 Other special events expenses	1,064.79
Total 7050 Special Events Expenses	1,064.79
7060 Insurance	,
7060.1 D &O Insurance	595.00
7060.2 General Liability Ins	912.00
7060.3 Worker's Comp Ins	256.62
Total 7060 Insurance	1,763.62
7070 Job Supplies	162.12
7075 Professional Services	102.12
7075.1 Accounting Services	985.00
Total 7075 Professional Services	985.00
7075.3 Website	957.50
7085 Office Supplies	898.00
7094 Refunds	4,000.00
7095 Rent & Lease 7108 Sales Tax	13,480.00
7108 Sales Tax 7130 Utilities	1,322.02 102.68
	\$32,631.27
	\$ -12,795.95
NET INCOME	\$ -12,795.95

Monterey Peninsula Ballet Theatre, Corp

Balance Sheet

As of April 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 BUSINESS CHECKING (8782)	136,741.07
Total Bank Accounts	\$136,741.07
Other Current Assets	
1300 Uncategorized Asset	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$136,741.07
Other Assets	
Prepaid Expenses	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$136,741.07
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
1350 Sales Tax Payable	0.00
Total Other Current Liabilities	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
2050 Retained Earnings	149,537.02
Net Income	-12,795.95
Total Equity	\$136,741.07
TOTAL LIABILITIES AND EQUITY	\$136,741.07



City Council Discretionary Grant Program

Attachment 10

Organization Information

Name of Applicant Organization: Pacific Repertory Theatre

Name and Position/Title of staff applying on behalf of the Organization: John Newkirk, Development & Marketing Executive

Organization Mailing Address: PO Box 222035, Carmel, CA 93922

Telephone Number:831-622-0700

Email:johnnewkirk@pacrep.org

Geographic Area(s) the Organization serves: Monterey County and beyond

Age groups served by the Organization:0-12, 13-17, 18-24, 25-34, 35-44, 45-54, 55-64, 65 and over Number of Carmel-by-the-Sea (93921) residents the Organization serves:Our programs are open to all 93921 residents. In 2021, more than 300 used our services.

Is this Organization incorporated as a Nonprofit Organization?: Yes

Is this Organization a Carmel school?:No

Project/Program Details

Project/Program Name: School of Dramatic Arts (SoDA)

Amount requested (up to \$3,000):3000

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



Please provide the project, program, or service objectives that the City of Carmel-by-the-Sea grant and the City of Carmel-by-the-Sea grant and the City of Carmel-by-the-Sea grant and the City of Senester's Classes, and is currently underway with 2022 Spring Semester's Classes, including our premiere education program, the Saturday Academy (1st-12th grades), featuring a curriculum that advances, year-by-year, with each class grade. Our Saturday Academy has become a much sought-after educational opportunity. In addition, SoDA provides special topic classes each semester, such as Fairytale Theatre, Broadway Musical Theatre, Beginner/Intermediate Tap and Vocal Techniques. SoDA Summer Camp sessions are generally 2-4 hours each day for 1-2 weeks, during the months of June, July and August, while school-year SoDA sessions are generally 2-4 hours each week for 12 weeks, with our current semester scheduled through April. Tuition scholarships are offered, and while based upon a student's need, no student is ever denied participation. Under the SoDA banner, our Tix4Kids program invites young clients from over fifty youth-serving organizations and schools to attend a PacRep productions at no cost. Tickets are made available to all appropriate productions.

Please describe the specific benefit to the Carme-by-the-Sea community that your project, program, or service will provide, including the target population and number of community members that will be served. SoDA Classes, Camps and SoDAonStage productions include children and young people throughout Monterey County, with the majority of the participants residing on the Monterey Peninsula. SoDA activities are available to any child who has the time, interest and discipline to participate. Based upon a 5-year average, we anticipate that 130-150 unduplicated students will participate in SoDA classes and summer camps over the next 12 months. In addition to actual enrollment numbers, we continue to conduct surveys of SoDA participants and their parents, and we learn about how students have progressed in the SoDA programs. We look to see if students are improving their communication skills, their ability to work as a member of a team and if SoDA has made a difference in their traditional schoolwork as well as their attitude.

Through our Tix4Kids program, an average over a 3-year period shows 360 children and young people experienced seeing a SoDAonStage show. Even with only two eligible productions in 2021, we welcomed over 300 students to our audiences. We anticipate similar results again in 2022. However, we have increased the number of organizations and schools who have been invited to participate so we may see a significant increase in the number of participants. A two-year average shows that over 100 adult chaperones have attended along with the students.

Please describe how your organization would use the funding awarded, including equipment or services that would be purchased and why. Funding would be used to purchase items required during the ongoing pandemic, include hand sanitizer, fans, HEPA filters, masks and other required PPE. Also, the spaces where SoDA classes are conducted receive professional deep-cleaning services, and grant funding subsidizes that. 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.

Attachments

Please provide the following attachments via email to cityclerk@ci.carmel.ca.us. Make sure to include the name of the Organization in the subject line of the email and on all attachments.

- A copy of the Organization's proof of non-profit status, with a copy of the letter from the IRS.

- A detailed, line item budget plan for the project, program, or service's use of the grant funds.

- A current, detailed operating budget that includes information on your organization's annual sources of revenue received.



- The Organization's past two year's financial statements - including the current year - with balance sheets, sources¹⁰ of revenue, profit/loss statements and indicating the percentage of revenue that is used for administration, salaries and program costs.

Certification and Signature

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 of staff applying on behalf of the Organization: John Newkirk, Development & Marketing Executive

Organization name: Pacific Repertory Theatre

Date:04/01/2022

State of California Secretary of State

CERTIFICATE OF STATUS

ENTITY NAME:

PACIFIC REPERTORY THEATRE

FILE NUMBER:	C1141843
FORMATION DATE:	05/13/1983
TYPE:	DOMESTIC NONPROFIT CORPORATION
JURISDICTION:	CALIFORNIA
STATUS:	ACTIVE (GOOD STANDING)

I, DEBRA BOWEN, Secretary of State of the State of California, hereby certify:

The records of this office indicate the entity is authorized to exercise all of its powers, rights and privileges in the State of California.

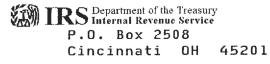
No information is available from this office regarding the financial condition, business activities or practices of the entity.



IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of April 06, 2011.

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DEBRA BOWEN Secretary of State



PACIFIC REPERTORY THEATRE PO BOX 222035 CARMEL CA 93922-2035



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

Dear Taxpayer:

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

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

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

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

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

2022 SoDA Budget Organization Name: Pacific Repertory Theatre

INCOME	Attributable to SoDA-related Activities		
	Ticket Sales		
	Season Flex Pass	\$20,700	
	Single Tickets	\$198,450	
	Group Sales	\$7,500	
	Svc Chgs.	\$17,573	
	Education Revenue	Ţ17,575	\$244,223
	Comm. College Students	\$8,100	7244,223
	SoDA Tuition	\$55,000	
	Related Sales	<i>400,000</i>	\$63,100
	Concessions	\$17,500	<i>\$00,100</i>
	Contributed Income	<i>917,500</i>	\$17,500
	Individual Donations	\$10,000	<i> </i>
	SoDA Underwriters	\$25,000	
	Service Clubs	\$4,500	
	Soda Indv/Family Fdn	\$1,500	
	Ransom Fdn	\$20,000	
	Harden Fdn	\$15,000	
	Barnet Segal Trust	\$10,000	
	Other Foundations	\$4,500	
		+ .)	\$90,500
	TOTAL INCOME		\$415,323
EXPENSES	Attributable to SoDA-related Acti	vities	
EXPENSES	Attributable to SoDA-related Acti Administration Salaries & Contracts	vities	
EXPENSES		vities \$23,000	
EXPENSES	Administration Salaries & Contracts		
EXPENSES	Administration Salaries & Contracts Technical Director	\$23,000	
EXPENSES	Administration Salaries & Contracts Technical Director Executive Director	\$23,000 \$37,000	
EXPENSES	Administration Salaries & Contracts Technical Director Executive Director Promotional Director	\$23,000 \$37,000 \$8,400	
EXPENSES	Administration Salaries & Contracts Technical Director Executive Director Promotional Director Business Manager	\$23,000 \$37,000 \$8,400 \$27,500	
EXPENSES	Administration Salaries & Contracts Technical Director Executive Director Promotional Director Business Manager Marketing Manager	\$23,000 \$37,000 \$8,400 \$27,500 \$19,732	
EXPENSES	Administration Salaries & Contracts Technical Director Executive Director Promotional Director Business Manager Marketing Manager Box Office Manager	\$23,000 \$37,000 \$8,400 \$27,500 \$19,732 \$13,958	\$132,090
EXPENSES	Administration Salaries & Contracts Technical Director Executive Director Promotional Director Business Manager Marketing Manager Box Office Manager Development Asst.	\$23,000 \$37,000 \$8,400 \$27,500 \$19,732 \$13,958	\$132,090
EXPENSES	Administration Salaries & Contracts Technical Director Executive Director Promotional Director Business Manager Marketing Manager Box Office Manager Development Asst. Production Salaries	\$23,000 \$37,000 \$8,400 \$27,500 \$19,732 \$13,958 \$2,500	\$132,090
EXPENSES	Administration Salaries & Contracts Technical Director Executive Director Promotional Director Business Manager Marketing Manager Box Office Manager Development Asst. Production Salaries Company Manager	\$23,000 \$37,000 \$8,400 \$27,500 \$19,732 \$13,958 \$2,500 \$13,250	\$132,090 \$21,950
EXPENSES	Administration Salaries & Contracts Technical Director Executive Director Promotional Director Business Manager Marketing Manager Box Office Manager Development Asst. Production Salaries Company Manager Master Carpenter SoDA Salaries Faculty	\$23,000 \$37,000 \$8,400 \$27,500 \$19,732 \$13,958 \$2,500 \$13,250	
EXPENSES	Administration Salaries & Contracts Technical Director Executive Director Promotional Director Business Manager Marketing Manager Box Office Manager Development Asst. Production Salaries Company Manager Master Carpenter SoDA Salaries Faculty Administrator	\$23,000 \$37,000 \$8,400 \$27,500 \$19,732 \$13,958 \$2,500 \$13,250 \$8,700	\$21,950
EXPENSES	Administration Salaries & Contracts Technical Director Executive Director Promotional Director Business Manager Marketing Manager Box Office Manager Development Asst. Production Salaries Company Manager Master Carpenter SoDA Salaries Faculty Administrator Seasonal Directors & Designers	\$23,000 \$37,000 \$8,400 \$27,500 \$19,732 \$13,958 \$2,500 \$13,250 \$8,700 \$29,000 \$7,500	
EXPENSES	Administration Salaries & Contracts Technical Director Executive Director Promotional Director Business Manager Marketing Manager Box Office Manager Development Asst. Production Salaries Company Manager Master Carpenter SoDA Salaries Faculty Administrator Seasonal Directors & Designers Directors & Choreographers	\$23,000 \$37,000 \$8,400 \$27,500 \$19,732 \$13,958 \$2,500 \$13,250 \$8,700 \$29,000 \$7,500 \$9,000	\$21,950
EXPENSES	Administration Salaries & Contracts Technical Director Executive Director Promotional Director Business Manager Business Manager Box Office Manager Box Office Manager Development Asst. Production Salaries Company Manager Master Carpenter SoDA Salaries Faculty Administrator Seasonal Directors & Designers Costume Designers	\$23,000 \$37,000 \$8,400 \$27,500 \$19,732 \$13,958 \$2,500 \$13,250 \$8,700 \$29,000 \$7,500 \$9,000 \$5,000	\$21,950
EXPENSES	Administration Salaries & Contracts Technical Director Executive Director Promotional Director Business Manager Business Manager Marketing Manager Box Office Manager Development Asst. Production Salaries Company Manager Master Carpenter SoDA Salaries Faculty Administrator Seasonal Directors & Designers Costume Designers Lighting Designers	\$23,000 \$37,000 \$8,400 \$27,500 \$19,732 \$13,958 \$2,500 \$13,250 \$8,700 \$29,000 \$7,500 \$9,000 \$5,000 \$4,000	\$21,950
EXPENSES	Administration Salaries & Contracts Technical Director Executive Director Promotional Director Business Manager Business Manager Box Office Manager Box Office Manager Development Asst. Production Salaries Company Manager Master Carpenter SoDA Salaries Faculty Administrator Seasonal Directors & Designers Costume Designers	\$23,000 \$37,000 \$8,400 \$27,500 \$19,732 \$13,958 \$2,500 \$13,250 \$8,700 \$29,000 \$7,500 \$9,000 \$5,000	\$21,950

Seasonal Actors & Musicians		
Artistic Equity Company	\$4,500	
Artistic Non Equity Company	\$11,500	
Co. Per Diem/ Travel	\$2,900	
MPC Registration	\$1,875	
		\$20,775
Season: Stage Managers	\$3,800	
House Managers	\$4 <i>,</i> 800	
Carpenters/Scenic Artists	\$9,100	
Electricians	\$7,650	
Booth Operators/Stage Crew	\$4,000	
Sound & Track Operators	\$1,500	
		\$30,850
Personi Payroll Taxes	\$24,750	
Workers' Compensation	\$14,550	
Staff Health Insurance	\$8,300	
Staff Life Insurance	\$1,500	
Equity Health Insurance	\$1,670	
Equity Pension	\$360	
		\$51,130
Admini Telephone	\$4,000	
Postage	\$1,000	
Office Supplies	\$350	
Auto Expense	\$500	
		\$5 <i>,</i> 850
Facilitic SoDA Classes at Forest Theater	\$3,500	
Golden Bough Utilities	\$4,200	
Golden Bough Janitorial	\$1,800	
		\$9 <i>,</i> 500
Market Print Advertising	\$4,100	
Television Advertising	\$2,500	
Concessions	\$9,000	
Ticketing Services	\$6,200	
		\$21,800
Product Materials	\$12,000	
Equipment Rentals	\$19,473	
Properties	\$1,500	
Lighting	\$1,500	
Sound	\$1,000	
Costumes/Make Up Supplies	\$2,000	
Costume Cleaning	\$500	
Royalties	\$16,405	
Miscellaneous	\$3,500	
Rentals	\$8,000	
		\$65 <i>,</i> 878
TOTAL EXPENSE		\$415,323
TOTAL INCOME		\$415,323
TOTAL PROFIT/LOSS		\$0
		÷s

Pacific Repertory Theatre - 2022 Projected Budget

2022 ProjBud 12/01/2021	2022 PROGRAM	TOTAL (GB Closed to 9/22)	ADMINISTRATION	Classes
TOTAL INCOME	1,289,744	1,289,744	653044	39350
TOTAL EXPENSE	(1,364,817)	(1,364,817)	-852888	-53850
NET ORDINARY INCOME/LOSS	(75,073)	(75,073)	(199844)	(14500
Shuttered venue operating grant	182,661	182,661		
End of year fund balance	107,588	107,588	(199844)	(14500)

	2019 Attendance: 27,202	2021 Attendance: 9500		2022 Attendance:		21,192	
2022 Pi	ojBud 12/01/2021	2022 PROGRAM	I TOTAL	ADMINISTRATION			Classes
acnts	EARNED INCOME/REVENUE	2GB + FT -	+ 1CT				
4000	TICKETING REVENUE						
4010	SEASON SUBSCRIPTIONS	32,840					
4020	SINGLE TICKETS -	473,360					
4030	GROUP SALES/BUY HOUSE	14,000					
4050	SERVICE CHARGES	48,830		10000			
	TICKETING REVENUE		569,030		10000		
4060	EDUCATION						
4061	COMMUNITY COLLEGE STDNTS	0					
4301	SODA TUITION:School (SoDA)	39,350					393
4320	FIELD TRIP REGISTRATIONS	0					
4350	SODASHOW PARTICIPANT FEES	0					
	EDUCATION REVENUE		39,350		0		
4070	RELATED SALES						
4071	CONCESSION REVENUE	36,820					
4080	MERCHANDISING REVENUE	0		show dvd's, so	uvineers		
4120	PROGRAM AD SALES	2,000		2000			
4130	SODA AD SALES	0		0			
	TOTAL RELATED SALES		38,820		2000		
4200	OTHER INCOME						
4050	Per Ticket fees FT	7,719		7719			
4050	Per Ticket fees GB	11,200		11200			
4201	RENTS- THEATRE	5,000		5000			
4202	RENTS- EQUIPMENT	1,000		1000			
4203	RENTS- COSTUME	2,500		2500			
4250	RENTS- HOUSING	20,000		20000			
	TOTAL RENTAL INCOME		47,419		47419		
4400	CONTRACT SERVICE (other)	0					
4401	CONTRACT SERVICES INCOME	10,000		10000	mpusd, etc.		
4402	CONTRACT SERVICES EXPENSE	(5,000)		-5000			
	NET CONTRACT INCOME		5,000		5000		
4005,4	Other(Interest, Dividends, Cap Gains,etc.	1,500		1500			
	Total other		1,500		1500		Τ
			711,679	chk			
	TOTAL EARNED INCOME	701,119	701,119	65919	65919		393!
2022 Pi	ojBud 12/01/2021	2022 PROGRAM	TOTAL	ADMINISTRA	TION		Classe

2022 Pi	rojBud 12/01/2021	2022 PROGRAM	1 TOTAL	ADMINISTRA	TION		Classes
	CONTRIBUTED INCOME						
4501	DONATIONS & PRIVATE GRANTS						
4520	INDIVIDUAL DONATIONS	100,000		100000			
	WAREHOUSE DONATION	48,000		48000			
4670	SoDA Underwriters (Sp.Event)	15,000		15000	w/sp.events		
4522	MC Gives (gb campaign)	0		0			
4525	INDIVIDUAL funs/founda.	20,000		20000			
4530	BOARD & Advisory Bd. DONATIONS	60,000		60000			
4535	BOARD FOUND Bialek-Elliott	25,000		25000			
	TOTAL INDIV DONATIONS		268,000		268000		
4570	EDUCATION/SoDA DONATIONS & GRANTS	S					
4572	SODA BUS/CORP SPON.	0		0			
4575	SoDA SERVICE CLUBS/etc.	2,500		2500			
4571	SODA Indiv. /Family Fnd.	2,000		2000			
4573	CHAPMAN/Other Foundation	2,500		2500			
4577	HARDEN Foundation	15,000		15000			
4578	STAR Foundation	0		0			
4579	NANCY BUCK RANSOM Found	20,000		20000			
	TOTAL EDU SUPPORT	· · ·	42,000		42000		
4600	SPECIAL EVENTS						
4620	SPRING EVENT:Tix & Product Sales	0	cap camp event				
4625	SPRING EVENT:Auction income	0	cap camp event				
7050	SPRING EVENT EXPENSE	0	cap camp event				
4630	FALL EVENT TIX SALES	23,125	incl 20 dinners @500	23125	100 x \$175 ea	ch (not inclu	udina 40 sp
4635	FALL EVENT:Auction income	30,000			Live Auction:		
7060	FALL EVENT: EXPENSE	(16,500)		-16500		-	\$6K auctio
7050	Event/Film Sponsors - Individuals	25,000		25000			
7051	Event/Film Sponsors - Business	21,500		20000		· · ·	
4635	Online Auctions	10,000		10000	Spring Online		
4636	Online Auction Expenses	(1,000)		(1,000)			
4660	NEW YEARS/other events	16,500		16500		ew Years Eve	e, plus anv
	TOTAL SP EVENT INCOME		108,625		107125		
	GRANTS		100/025		10/125		
4700	MAJOR FOUNDATIONS						
4710	PACKARD FOUNDATION	50,000		50000			
4710	PACKARD FOUNDATION PACKARD FOUNDATION - supplemental	0		0			
4715	MONT PEN FOUNDATION	50,000		50000			
4713	BERKSHIRE FOUNDATION	40,000		40000			
4718	CFMC FOUNDATION FUNDS	6,000		6000			
	BARNET SEGAL	10,000		10000			
4750		10,000		10000			
	GOVERNMENT						
4775	Carmel-by-the-Sea Grant	4,000		4000			
4775		4,000		4000			
4050	BUSINESS	<u> </u>					
4850	SERVICE CLUBS/etc. (not SoDA above)	0		0			
4800	BUSINESS/CORPORATE Grants	10,000	170.000	10000	470000		
40.00			170,000		170000		
4900		^					
4910	SP.PRO - CONTRIBUTED (PPP2)	0					
4910	SP.PRO - CONTRIBUTED (SVOG)	0					
4910	SP.PRO - CONTRIBUTED (SVOG)						
4910	SP.PRO - CONTRIBUTED (CaRelief)	0					
4920	SP.PRO - EXPENSE	0		0			
4950							
9998	Suspense Accounts - Income	ļ					
	TOTAL OTHER		0				
			590,125	check figures			
	TOTAL CONTRIB. INCOME	588,625	588,625	587125	587125		0
L		701,119	701,119	65919	65919		39350
	TOTAL INCOME (COMBINED)	1,289,744	1,289,744	653044			39350
2022 Pi	rojBud 09/01/2021	2022 PROGRAM	1 IOTAL	ADMINISTR/	TION		Classes

2022 P	ojBud 09/01/2021	2022 PROGRAM	1 TOTAL	ADMINISTRA	TION		Classes
	EXPENSE						
5001	ARTISTIC/PRODUCING SALARIES						
5005	ARTSTC DRCTR: KK	3,500					
5185	TECHNICAL DRCTR: PM	56,864	FT with ben	56864			
		·	60,364		56864		
5100	ADMIN. SALARIES & CONTRACTS						
5105	EXEC_DIRECTOR:SM	88,618	FT with ben	88618			
5115	DEV/MARKETING ADMINISTRATOR: JN	55,000	FT w/ben \$26.50/hr	55000			
5140	MARKETING MNGR:KK	45,661	FT with ben	45661			
5110	EVENTS/SPONSORSHIP MANAGER	24,000	PT-20hrs/wk \$23/hr	24000			
5115	SOCIAL MEDIA MANAGER	12,000	PT-10hrs/wk \$23/hr	12000			
5120	DEVELOPMENT ASST - SH (pt)	15,600	PT-15hrs/wk \$20/hr	15600			
5125	BUSINESS MGR - JH	65,564	FT with ben	65564			
5130	BOXOFFICE MGR:CW	35,943	FT with ben (\$20/hr+b)	35943			
5150	BOOKKEEPER -	3,500		3500			
	TOTAL ADMIN SALARIES		345,886		345886		
5184	PRODUCTION SALARIES						
5193	COMPANY MANAGER -	20,500	1/2 time	20500			
5190	MASTER CARPENTER -	12,000	,				0
5195	ASSOCIATE TD -	0				0	0
5155	TOTAL PROD. SALARIES		32,500	0	20500		
			52,000				
5169	SODA SALARIES						
5170	SODA ADMINISTRATOR	12,000	1/4 time		12 mo.		12000
5175	SODA TEACHERS	30,500	-,	0			30500
	TOTAL SODA SALARIES		42,500		0		
			,				
5200	SEASONAL DIRECTORS & DESIGNERS						
5210	DIRECTORS & CHOREOG.	17,500		0			0
5220	SET DESIGN	0					0
5230	CSTMR DESIGNR	10,000		0			0
5240	LIGHTING DESIGN	8,500		0			0
5250	SOUND DESIGNER	500					
5260	OTHER DESIGN:SOUND/VIDEO	250		0			
	TOTAL DIR/DSGNRS		36,750		0		
			,				
5300	SEASONAL - ACTORS & MUSICIANS						
5310	ARTISTIC COMPANY - EQUI	29,700		0			0
	ARTISTIC COMPANY NON EQUI	46,600					
5325	COMPAN PER DIEMS/TRAVEL EX	6,700					
5330	HOUSING	0		0			0
5340	ORCHESTRA (\$75/srvc)	0		0			0
5345	MPC REGISTRATION	0					
5350	CONTRACT FEES: ACTORS	0					
5360	CONTRACT FEES: MUSICIANS	6,000					
	TOTAL - ACTORS/MUSNS		89,000		0		
<u> </u>			05,000	0	Ű		
5400	SEASONAL - PRODUCTION PERSONNEL						
5410	STAGE MANAGERS	21,748		8000			0
5420	HOUSE MANAGERS	8,700		0			0
5430	CARPENTRS/SCENIC ARTISTS	23,800		0			0
	ELECTRICIANS			0			0
5435 5440		12,300		0			0
5440		13,200					-
5445?	SOUND & TRACK OPERATORS	8,160	000 50	0			0
	TOTAL PROD SALARIES		87,908		8000		
2022 P	rojBud 09/01/2021	2022 PROGRAM		ADMINISTRA	TION		Classes
	0,000 00/ 01/ 2021	LOLL FROGRAM		A PRIMARY A			003363

2022 P	rojBud 09/01/2021	2022 PROGRAM	1 TOTAL	ADMINISTRA	TION		Classes
5800	PERSONNEL COSTS						
5810	PAYROLL TAX	68,821		43125			4250
	EMPLOYEE RETENTION TAX CREDIT	(20,000)		-20000	placeholder		
5820	WORKMAN'S CO	23,216		12937			1700
5830	STAFF HEALTH	81,600		81600	(8800*12)-\$15	500/mo [50%	% of depen
5825	STAFF LIFE/AD&D/Disa/BENS	4,716		4716	(393/mo x 12)	
5840	EQUITY/ssdc HEALTH	14,606		0			
5850	EQUITY PENSION at 8%	2,750		0			
5899	PERSONNEL COSTS - MIS	20,000				. +6%	. +6%
5899	PERSONNEL COSTS - MIS			SM	88618	5317	5317
5899	PERSONNEL COSTS - MIS			ЭН	65564	3934	3934
5899	PERSONNEL COSTS - MIS			PM	56864	3412	
5899	PERSONNEL COSTS - MIS			KK	45661	2740	
5899	PERSONNEL COSTS - MIS	47.550		CW	35943	2157	
5899 5899	PERSONNEL COSTS - PENSION PERSONNEL COSTS - CATCHUP	17,559 9,251		17559 9251		17559	9251
2099		9,231		9201			
	TOTAL PERSONNEL COST		222,518		149188		5950
			222,518				
			917,426				
5000	TOTAL PAYROLL EXPEN	917,426	917,426	580438	580438		48450
6000	ADMIN EXPENSE				ļ		
6010	TELEPHO	14,000		14000			0
6020	OFFICE POSTA	2,500		2500			0
6030	OFFICE SUPPLI	1,500		1500			0
6040	DUES & SUBSCRIPTIONS/taxes/permi	10,000		10000			0
6050	EQUIPMENT:Lease pymts	24,000		24000	copiers,phone,	speakers	0
6060	INSURANCE	20,000		20000			0
6070	AUTO EXPEN	1,000		1000			0
6080	TRAVEL & ENT.	0		0			0
6090	AUDIT/REVIEW FE	18,000	20K+2Kreview	18000			0
		200					0
6095	FINANCE CHGS			200			
6096	LONG TERM Ln Pmt (Interest)	0		0			0
6098	BANK/CCcharges	16,000		16000			0
6099	AdminMISC, incl Invstmt Exp)	1,000		1000			0
4002	Reconcilliation Disc./Misc	0					0
	TOTAL ADMIN EXPEN		108,200		108200		
6500	FACILITY COSTS						
6501	HOUSING EXPENSE	6,580					
6505	SALINAS WAREHOUSE EXPENSE	108,000	net \$60K after donation	108000			0
6505	ATC WAREHOUSE EXPENSE	14,000		14000			0
6510	SODA CLASSES - Indoor Forest	3,000		0			3000
6512	SODA UTILITIES	1,800					1800
6515	OUTDOOR FOREST TH. RENT	19,540		0			0
6516	OTHER FACILITY RENTALS						
6530	GOLDEN BOUGH UTILITI	10,000		10000			0
6540	GOLDEN BOUGH SECURITY	500		500			0
6560		1,000		1000			0
6570	GOLDEN BOUGH FACILITY SUPPLI	4,000		4000			0
6580	GB MAINTENANCE/REPAIR	1,000		1000			0
6585	CONDO REPAIR/MAINTENANCE	250		250			
6590	GB COMPUTOR/FILM SYSTEM	5,000		5000			0
	TOTAL FACILITY EXP		174,670		143750		
	ļ						
7000	DEVELOPMENT EXPENSE						
7020	FUNDRIVE (PRINTING, POSTAGE, ETC.	3,000		3000			0
7030	PATRON/PARTICIPANT RECOGNITIO	500		500			
		500		500			0
7040	ENTERTAINMENT/CULTIVATI						
7040 7090		2,000		2000			
7090	EXTRA EVENT - EXPENSE	2,000					n
			6,500	2000 500	6500		0

2022 P	rojBud 09/01/2021	2022 PROGRAM	2022 PROGRAM TOTAL		ADMINISTRATION	
8000	MARKETING/PUBLIC RELATIONS					
8010	PRINT Ads (Herald \$6150)	9,600		2500		600
8020	TV (some radio?)	3,500		1000		0
8025	WEB	4,000		4000		
8100	SEASON BROCHURE PRINTING	250		250		0
8105	POSTAGE-SEA BROCHURE	500		500		
2	COPIER Printing/Maint.	2,000		2000		0
8115	POSTAGE:FLYERS/OTHER	0		0		
8220	PHOTO/VIDEOS					
8230	OUTSIDE COPYING/PRINTI	0		0		0
8240	PROGRAMS - Covers/pap	500		500	(cover)	0
8305	LOBBY/WINDOW DISPLAYS, et	1,500		1500		0
8310	ENTERTAINMENT/CAST PARTYS	2,500		500		0
8350	CONCESSIONS (offset 4071)	13,750		1000		
8360	MERCHANDISING (offset 4080)	0		0		
8540	TICKET STOCK/ENVELOPE	0		0		0
8550	TICKETING SERVICE	10,596		0		
	TOTAL MARKETING EXP		48,696		13750	
9000	PRODUCTION COSTS					
9060	MATERIALS	24,000		0		0
9080	OTHER RENTALS	24,000	frgrnds/truss/lift/fly	0		
9115	PROPERTIES	1,400		0		0
9130	LIGHTING	1,150		0		0
9150	SOUND	1,400		0		0
9305	COSTUME/Make-up suppli	3,500		0		0
9310	COSTUME cleani	900		250		0
9430	ROYALTIES	52,975		0		0
9999	PRODUCTION EXP - Misc.	0		0		0
	TOTAL PROD. EXP		109,325		250	
	TOTAL EXPENSE	(1,364,817)	(1,364,817)	-852888		-53850
	TOTAL INCOME	1,289,744	1,289,744	653044	0	39350
	Profit-(loss) / Contingency	(75,073)	(75,073)	(199844)		(14500)
	NET ORDINARY INCOME	(75,073)	(75,073)	(199844)		(14500)
	End of year balance	(75,073)	(75,073)	(199844)		(14500)
2022 P	rojBud 09/01/2021	2022 PROGRAM	1 TOTAL	ADMINISTRA	TION	Classes

12:25 PM 04/01/22 Accrual Basis

Pacific Repertory Theatre Profit & Loss Budget vs. Actual January through March 2022

Attachment 10

	Jan - Mar 22	Budget
Ordinary Income/Expense		
Income		
4000 · EARNED INCOME		
4001 · TICKETING REVENUE		
4010 · Season Subscriptions	1,325.00	
4020 · Single Tickets	1,420.00	
4030 · Group Sales/Buy the House	1,056.00	
4040 · Opening/Closing Galas		
4050 · Service Charges	284.00	
Total 4001 · TICKETING REVENUE	4,085.00	
4060 · EDUCATION		
4061 · Community College Students	2,677.50	
4301 · SoDA Tuition - Lower Schools	5,003.00	9,636.35
Total 4060 · EDUCATION	7,680.50	9,636.35
4070 · RELATED SALES		
4071 · Concession Revenue		
4120 · Program Ad Sales - Gross		
Total 4070 · RELATED SALES		
4200 · RENTAL INCOME		
4201-FT · Forest Theater rental Income	500.00	
4250 · Rents/Housing	6,928.61	6,500.00
4201 · Rents - Theatre		
4202 · Rents - Equipment		
4203 · Rents - Costumes		
Total 4200 · RENTAL INCOME	7,428.61	6,500.00
4400 · CONTRACT SERVICES	.,	-,
4401 · Contract Services Income		5,000.00
4402 · Contract Services Expense	(699.80)	-,
Total 4400 · CONTRACT SERVICES	(699.80)	5,000.00
4005 · Interest Income - Banks	8.92	0,000.00
Total 4000 · EARNED INCOME	18,503.23	21,136.35
4500 · CONTRIBUTED INCOME	10,000.20	21,100.00
4520-01 · MC Gives	89,458.45	
4501 · DONATIONS & PRIVATE GRANTS	00,400.40	
4520.w · Donation - warehouse	12,000.00	12,000.00
4670 · Sponsors/Underwriters	12,000.00	12,000.00
4520 · Individual Donations	1,400.02	
4525 · Individual Funds & Foundations	350.00	
4525 · Individual Funds & Foundations 4530 · Board Donations	8,625.00	5,000.00
4535 · Board Funds & Foundations	0,020.00	3,000.00
	00.075.00	17 000 00
Total 4501 · DONATIONS & PRIVATE GRANTS	22,375.02	17,000.00
4570 · EDUCATION SoDA DONATIONS/GRANTS		
4577 · Harden Foundation		

4579 · Nancy Buck Ransom Foundation

Pacific Repertory Theatre Profit & Loss Budget vs. Actual January through March 2022

	Jan - Mar 22	Budget
4571 · SoDA Ind. Donations/Family Fdns	250.00	
4573 · Chapman/Other SoDA Grants		
Total 4570 · EDUCATION SoDA DONATIONS/GRANTS	250.00	
4600 · SPECIAL EVENTS		
4661 · Event Sponsor-Individual		
4662 · Event Sponsor-Business		
4620 · Spring Event - Ticket Income		
4625 · Spring Event - Auction Income	225.00	
7050 · Spring Event Expense	(10,106.38)	
4630 · Fall Event - Ticket Income		
4635 · Fall Event - Auction Income		
7060 · Fall Event Expense	(78.20)	
4660 · New Years/Other Events		
Total 4600 · SPECIAL EVENTS	(9,959.58)	
4700 · FOUNDATIONS & OTHER GRANTS		
4705 · MAJOR FOUNDATIONS		
4718 · Berkshire Foundation		
4710 · Packard Foundation	50,000.00	50,000.00
4715 · Mont Pen Foundation	45,000.00	50,000.00
4720 · CFMC Foundation(s)		
4750 · Barnet Segal		
4775 · Other Grants		
Total 4705 · MAJOR FOUNDATIONS	95,000.00	100,000.00
4707 · GOVERNMENTAL		
4707.01 · Federal Grant	182,661.25	182,661.25
4730 · Monterey County Arts Council	5,000.00	
4780 · State - SVOG	225,000.00	
Total 4707 · GOVERNMENTAL	412,661.25	182,661.25
4709 · BUSINESS/OTHER		
4850 · Service Clubs/Organizations		
4890 · Business/Corp. Grants/Donations		
Total 4709 · BUSINESS/OTHER		
Total 4700 · FOUNDATIONS & OTHER GRANTS	507,661.25	282,661.25
Total 4500 · CONTRIBUTED INCOME	609,785.14	299,661.25
Total Income	628,288.37	320,797.60
Gross Profit	628,288.37	320,797.60
Expense	,	,
5000 · PAYROLL & CONTRACTS EXPENSE		
5001 · ARTISTIC/PRODUCING SALARIES		
5005 · Artistic Director		
5185 · Tech/Assoc. Artistic Director	13,945.26	13,945.26
Total 5001 · ARTISTIC/PRODUCING SALARIES	13,945.26	13,945.26
5100 · ADMIN. SALARIES & CONTRACTS		
5105 · Executive Director	22,154.52	22,154.49
	, 10 1.02	,

Pacific Repertory Theatre Profit & Loss Budget vs. Actual January through March 2022

Jan - Mar 22 Budget 5115 Development & Marketing Exec. 13,750.02 13,749.99 5120 · Development Asst. 4,300.00 3,900.00 5125 · Business Manager 16,390.98 16,391.01 5130 · Box Office Manager 8,985.78 8,985.75 5140 · Marketing Manager 11,415.24 11,415.24 454.58 875.01 5150 · Marketing Assistant/Bookkeeper 6,000.00 5110 · Promotional Director Total 5100 · ADMIN. SALARIES & CONTRACTS 77,451.12 83,471.49 5169 · SoDA SALARIES 5170 · SoDA Administrators 1,075.00 1,879.97 5175 · SoDA Teachers 6,766.25 5,000.00 Total 5169 · SoDA SALARIES 7,841.25 6,879.97 **5184 · PRODUCTION SALARIES** 5190 · Master Carpenter 5193 · Company Manager 500.00 **Total 5184 · PRODUCTION SALARIES** 500.00 5200 · SEASONAL -DIRECTORS & DESIGNERS 5210 · Directors & Choreographers 5230 · Cstmr Designer (& Assts.) 5240 · Lighting Designers 5250 Sound Designer 5260 · Contract Designers Total 5200 · SEASONAL -DIRECTORS & DESIGNERS 5300 · SEASONAL - ACTORS & MUSICIANS 5310 · Artistic Company - Equity 5320 · Artistic Company - Non-Equity 5325 · Company Per Diems/Travel Exp. 5345 · MPC Registration 552.00 5360 · Contract Fees - Musicians Total 5300 · SEASONAL - ACTORS & MUSICIANS 552.00 5400 · SEASONAL - PRODUCTION PERSONNEL 5445 · Sound Operator 5435 · Electricians 788.00 5410 · Stage Managers/ASM's 5420 · House Managers 5430 · Carpenters/ME/Scenic 6,075.00 6,000.00 5440 · Board Ops/Crews **Total 5400 · SEASONAL - PRODUCTION PERSONNEL** 6,863.00 6,000.00 5800 · PERSONNEL COSTS 5810 · Payroll Taxes (26, 292.39)10,486.50 5820 · Workers Compensation Insurance 4,585.00 4,244.00 5830 · Benefits/Staff Health 20,402.75 20,400.00 5831 · Benefits / Staff Life Ins 1,003.83 1,179.00

5840 · Equity Health Ins(Co.)

		— • • •
	Jan - Mar 22	Budget
5850 · Equity Pension Expense (8%-Co)		
5899 · Personnel Costs - Misc.		
Total 5800 · PERSONNEL COSTS	(300.81)	36,309.50
5000 · PAYROLL & CONTRACTS EXPENSE - Other	4,543.75	4,500.00
Total 5000 · PAYROLL & CONTRACTS EXPENSE	111,395.57	151,106.22
6000 · ADMINSTRATIVE EXPENSE		
6010 · Telephone	4,040.69	3,949.97
6020 · Office Postage & Delivery	378.42	625.03
6030 · Office Supplies	61.22	375.00
6040 · Dues/Subs/Permits/Taxes	934.00	1,000.00
6050 · Equipment Leases	1,578.57	3,500.00
6060 · Insurance	7,349.47	7,500.00
6070 · Auto Expense	1,887.77	1,000.00
6090 · Audit/Review Fees	500.00	
6095 · Finance Charges/Penalties	190.00	
6098 · Bank Charges/Returns	1,828.46	1,500.00
6099 · Administrative Exp - Misc.	650.00	150.00
Total 6000 · ADMINSTRATIVE EXPENSE	19,398.60	19,600.00
6500 · FACILITY COSTS		
6501 · Housing Expense	2,077.00	1,645.03
6505 · Warehouse	30,311.50	31,999.98
6510 · SoDA Classes/Studio	1,250.00	450.00
6516 · Other Facility Rentals	(2,694.00)	
6530 · G.B. Utilities	4,355.42	2,500.03
6540 · G.B. Security	25.00	
6560 · G.B. Janitorial Services	575.00	285.70
6570 · G.B. Facility Supplies	475.13	571.42
6580 · G.B. Maintenance & Repairs	150.89	166.67
6590 · G.B. Computer Systems	2,156.24	1,249.97
6585 · Condo - Repair & Maint.	80.00	
Total 6500 · FACILITY COSTS	38,762.18	38,868.80
6600 · CORRAL DI TIERRA		
6605CDT · Interest Exp -Hall/Nelson Trust	1,771.88	
6610CDT · Corral deTierra Expense	5,427.77	
Total 6600 · CORRAL DI TIERRA	7,199.65	
7000 · DEVELOPMENT EXPENSE		
7020 · Fund Drive		
7030 · Patron/Participant Recognition		
7040 · Entertainment/Cultivation		
7090 · Open/Closing Gala Expenses		
7099 · Development Misc.		
Total 7000 · DEVELOPMENT EXPENSE		
8000 · MARKETING/PR		
8010 · Newspapers/Print Ads		

	Jan - Mar 22	Budget
8020 · TV/Radio Ads		
8025 · Web	838.50	1,000.03
8100 · Season Brochure Printing		
8105 · Postage - Season Brochure		
8110 · Maint. Copier	178.47	499.97
8115 · Flyers-postage		
8230 · Outside Copying & Printing	23.66	
8305 · Lobby/Window/Exterior Displays		
8310 · Entertainment/Cast Parties		
8350 · Concession Inventory	100.00	
8550 · Ticketing Service		1,491.33
Total 8000 · MARKETING/PR	1,140.63	2,991.33
9000 · PRODUCTION COSTS		
9060 · Set Materials	2,286.28	2,000.00
9080 · Other Rentals		
9115 · Properties & Weapons		
9130 · Lighting		
9150 · Sound		
9305 · Costumes & Make Up Supplies	274.28	
9310 · Costume Cleaning		
9430 · Royalties	812.50	
9999 · Production Exp - Misc.		
Total 9000 · PRODUCTION COSTS	3,373.06	2,000.00
Total Expense	181,269.69	214,566.35
Net Ordinary Income	447,018.68	106,231.25
Other Income/Expense		
Other Income		
4502 · CAMPAIGN INCOME		
4502.10 · Capital Campaign Dividend Inc.	29.03	
4541 · Foundations-CAPITAL Camp/Restri	300,000.00	
4531 · Board Member-CAPITAL Camp/Restr	500.00	
4521 · Individuals-CAPITAL Camp/Restri	26,750.00	
Total 4502 · CAMPAIGN INCOME	327,279.03	
Total Other Income	327,279.03	
Net Other Income	327,279.03	
Net Income	774,297.71	106,231.25

Attachment 10

	\$ Over Budget	% of Budget
Ordinary Income/Expense		
Income		
4000 · EARNED INCOME		
4001 · TICKETING REVENUE		
4010 · Season Subscriptions	1,325.00	100.0%
4020 · Single Tickets	1,420.00	100.0%
4030 · Group Sales/Buy the House	1,056.00	100.0%
4040 · Opening/Closing Galas		
4050 · Service Charges	284.00	100.0%
Total 4001 · TICKETING REVENUE	4,085.00	100.0%
4060 · EDUCATION		
4061 · Community College Students		
4301 · SoDA Tuition - Lower Schools	(4,633.35)	51.92%
Total 4060 · EDUCATION	(1,955.85)	79.7%
4070 · RELATED SALES		
4071 · Concession Revenue		
4120 · Program Ad Sales - Gross		
Total 4070 · RELATED SALES		
4200 · RENTAL INCOME		
4201-FT · Forest Theater rental Income		
4250 · Rents/Housing	428.61	106.59%
4201 · Rents - Theatre		
4202 · Rents - Equipment		
4203 Rents - Costumes		
Total 4200 · RENTAL INCOME	928.61	114.29%
4400 · CONTRACT SERVICES		
4401 · Contract Services Income	(5,000.00)	
4402 · Contract Services Expense	(699.80)	100.0%
Total 4400 · CONTRACT SERVICES	(5,699.80)	(14.0%)
4005 · Interest Income - Banks	(-,)	(******)
Total 4000 · EARNED INCOME	(2,633.12)	87.54%
4500 · CONTRIBUTED INCOME	(2,000.12)	01.0470
4520-01 · MC Gives		
4501 · DONATIONS & PRIVATE GRANTS		
4520.w · Donation - warehouse		100.0%
4670 · Sponsors/Underwriters		100.070
4520 · Individual Donations	1,400.02	100.0%
4525 · Individual Funds & Foundations	350.00	100.0%
4530 · Board Donations	3,625.00	172.5%
4535 · Board Funds & Foundations	0,020.00	172.070
Total 4501 · DONATIONS & PRIVATE GRANTS	5 275 00	121 620/
4570 · EDUCATION SoDA DONATIONS/GRANTS	5,375.02	131.62%
4570 · EDUCATION SOLA DONATIONS/GRANTS		

4579 · Nancy Buck Ransom Foundation

	\$ Over Budget	% of Budget
4571 · SoDA Ind. Donations/Family Fdns	250.00	100.0%
4573 · Chapman/Other SoDA Grants		
Total 4570 · EDUCATION SoDA DONATIONS/GRANTS	250.00	100.0%
4600 · SPECIAL EVENTS		
4661 · Event Sponsor-Individual		
4662 · Event Sponsor-Business		
4620 · Spring Event - Ticket Income		
4625 · Spring Event - Auction Income		
7050 · Spring Event Expense		
4630 · Fall Event - Ticket Income		
4635 · Fall Event - Auction Income		
7060 · Fall Event Expense	(78.20)	100.0%
4660 · New Years/Other Events		
Total 4600 · SPECIAL EVENTS	(9,959.58)	100.0%
4700 · FOUNDATIONS & OTHER GRANTS		
4705 · MAJOR FOUNDATIONS		
4718 · Berkshire Foundation		
4710 · Packard Foundation		100.0%
4715 · Mont Pen Foundation	(5,000.00)	90.0%
4720 · CFMC Foundation(s)		
4750 · Barnet Segal		
4775 · Other Grants		
Total 4705 · MAJOR FOUNDATIONS	(5,000.00)	95.0%
4707 · GOVERNMENTAL		
4707.01 · Federal Grant		100.0%
4730 · Monterey County Arts Council		
4780 · State - SVOG		
Total 4707 · GOVERNMENTAL	230,000.00	225.92%
4709 · BUSINESS/OTHER		
4850 · Service Clubs/Organizations		
4890 · Business/Corp. Grants/Donations		
Total 4709 · BUSINESS/OTHER		
Total 4700 · FOUNDATIONS & OTHER GRANTS	225,000.00	179.6%
Total 4500 · CONTRIBUTED INCOME	310,123.89	203.49%
Total Income	307,490.77	195.85%
Gross Profit	307,490.77	195.85%
Expense	001,400.11	100.0070
5000 · PAYROLL & CONTRACTS EXPENSE		
5001 · ARTISTIC/PRODUCING SALARIES		
5005 · Artistic Director		
5185 · Tech/Assoc. Artistic Director		100.0%
Total 5001 · ARTISTIC/PRODUCING SALARIES		100.0%
5100 · ADMIN. SALARIES & CONTRACTS		100.070
5105 · Executive Director	0.03	100.0%
	0.00	100.070

	\$ Over Budget	% of Budget
5115 · Development & Marketing Exec.	0.03	100.0%
5120 · Development Asst.	400.00	110.26%
5125 · Business Manager	(0.03)	100.0%
5130 · Box Office Manager	0.03	100.0%
5140 · Marketing Manager		100.0%
5150 · Marketing Assistant/Bookkeeper	(420.43)	51.95%
5110 · Promotional Director	(6,000.00)	
Total 5100 · ADMIN. SALARIES & CONTRACTS	(6,020.37)	92.79%
5169 · SoDA SALARIES		
5170 · SoDA Administrators	(804.97)	57.18%
5175 · SoDA Teachers	1,766.25	135.33%
Total 5169 · SoDA SALARIES	961.28	113.97%
5184 · PRODUCTION SALARIES		
5190 · Master Carpenter		
5193 · Company Manager	500.00	100.0%
Total 5184 · PRODUCTION SALARIES	500.00	100.0%
5200 · SEASONAL -DIRECTORS & DESIGNERS		
5210 · Directors & Choreographers		
5230 · Cstmr Designer (& Assts.)		
5240 · Lighting Designers		
5250 · Sound Designer		
5260 · Contract Designers		
Total 5200 · SEASONAL -DIRECTORS & DESIGNERS		
5300 · SEASONAL - ACTORS & MUSICIANS		
5310 · Artistic Company - Equity		
5320 · Artistic Company - Non-Equity		
5325 · Company Per Diems/Travel Exp.		
5345 · MPC Registration		
5360 · Contract Fees - Musicians		
Total 5300 · SEASONAL - ACTORS & MUSICIANS	552.00	100.0%
5400 · SEASONAL - PRODUCTION PERSONNEL		
5445 · Sound Operator		
5435 · Electricians	788.00	100.0%
5410 · Stage Managers/ASM's		
5420 · House Managers		
5430 · Carpenters/ME/Scenic	75.00	101.25%
5440 · Board Ops/Crews		
Total 5400 · SEASONAL - PRODUCTION PERSONNEL	863.00	114.38%
5800 · PERSONNEL COSTS		
5810 · Payroll Taxes	(36,778.89)	(250.73%)
5820 · Workers Compensation Insurance	341.00	108.04%
5830 · Benefits/Staff Health	2.75	100.01%
5831 · Benefits / Staff Life Ins	(175.17)	85.14%
	,	

5840 · Equity Health Ins(Co.)

	\$ Over Budget	% of Budget
5850 · Equity Pension Expense (8%-Co)		
5899 · Personnel Costs - Misc.		
Total 5800 · PERSONNEL COSTS	(36,610.31)	(0.83%)
5000 · PAYROLL & CONTRACTS EXPENSE - Other	43.75	100.97%
Total 5000 · PAYROLL & CONTRACTS EXPENSE	(39,710.65)	73.72%
6000 · ADMINSTRATIVE EXPENSE	х <i>У</i>	
6010 · Telephone	90.72	102.3%
6020 · Office Postage & Delivery	(246.61)	60.54%
6030 · Office Supplies	(313.78)	16.33%
6040 · Dues/Subs/Permits/Taxes	(66.00)	93.4%
6050 · Equipment Leases	(1,921.43)	45.1%
6060 · Insurance	(150.53)	97.99%
6070 · Auto Expense	887.77	188.78%
6090 Audit/Review Fees	500.00	100.0%
6095 · Finance Charges/Penalties	190.00	100.0%
6098 · Bank Charges/Returns	328.46	121.9%
6099 · Administrative Exp - Misc.	500.00	433.33%
Total 6000 · ADMINSTRATIVE EXPENSE	(201.40)	98.97%
6500 · FACILITY COSTS	(, , , , , , , , , , , , , , , , , , ,	
6501 · Housing Expense	431.97	126.26%
6505 · Warehouse	(1,688.48)	94.72%
6510 · SoDA Classes/Studio	800.00	277.78%
6516 · Other Facility Rentals	(2,694.00)	100.0%
6530 · G.B. Utilities	1,855.39	174.22%
6540 · G.B. Security	25.00	100.0%
6560 · G.B. Janitorial Services	289.30	201.26%
6570 · G.B. Facility Supplies	(96.29)	83.15%
6580 · G.B. Maintenance & Repairs	(15.78)	90.53%
6590 · G.B. Computer Systems	906.27	172.5%
6585 · Condo - Repair & Maint.	80.00	100.0%
Total 6500 · FACILITY COSTS	(106.62)	99.73%
6600 · CORRAL DI TIERRA		
6605CDT · Interest Exp -Hall/Nelson Trust		
6610CDT · Corral deTierra Expense		
Total 6600 CORRAL DI TIERRA		
7000 · DEVELOPMENT EXPENSE		
7020 · Fund Drive		
7030 · Patron/Participant Recognition		
7040 · Entertainment/Cultivation		
7090 · Open/Closing Gala Expenses		
7099 · Development Misc.		
Total 7000 · DEVELOPMENT EXPENSE		
8000 · MARKETING/PR		
8010 · Newspapers/Print Ads		

Net Income

Pacific Repertory Theatre Profit & **Actual**

Profit & L	-oss e	suaget	VS. AC	tuai
Janu	ary throu	ugh Marc	h 2022	

	\$ Over Budget	% of Budget
8020 · TV/Radio Ads		
8025 · Web	(161.53)	83.85%
8100 · Season Brochure Printing		
8105 · Postage - Season Brochure		
8110 · Maint. Copier	(321.50)	35.7%
8115 · Flyers-postage		
8230 · Outside Copying & Printing		
8305 · Lobby/Window/Exterior Displays		
8310 · Entertainment/Cast Parties		
8350 · Concession Inventory	100.00	100.0%
8550 · Ticketing Service	(1,491.33)	
Total 8000 · MARKETING/PR	(1,850.70)	38.13%
9000 · PRODUCTION COSTS		
9060 · Set Materials	286.28	114.31%
9080 · Other Rentals		
9115 · Properties & Weapons		
9130 · Lighting		
9150 · Sound		
9305 · Costumes & Make Up Supplies	274.28	100.0%
9310 · Costume Cleaning		
9430 · Royalties	812.50	100.0%
9999 · Production Exp - Misc.		
Total 9000 · PRODUCTION COSTS	1,373.06	168.65%
Total Expense	(33,296.66)	84.48%
Net Ordinary Income	340,787.43	420.8%
Other Income/Expense		
Other Income		
4502 · CAMPAIGN INCOME		
4502.10 · Capital Campaign Dividend Inc.		
4541 · Foundations-CAPITAL Camp/Restri		
4531 · Board Member-CAPITAL Camp/Restr		
4521 · Individuals-CAPITAL Camp/Restri		
Total 4502 · CAMPAIGN INCOME		
Total Other Income		
Net Other Income		
t Income	668,066.46	728.88%
	<u>·</u>	

11:38 AM 02/15/22 Accrual Basis

	Jan - Dec 21
Ordinary Income/Expense	
4000 · EARNED INCOME 4001 · TICKETING REVENUE	
4010 · Season Subscriptions	1,100.00
4020 · Single Tickets	204,151.75
4030 · Group Sales/Buy the House	9,123.20
4050 · Service Charges	31,838.00
Total 4001 · TICKETING REVENUE	246,212.95
4060 · EDUCATION	
4061 · Community College Students 4301 · SoDA Tuition - Lower Schools	4,819.50 77,075.00
	<u>·</u>
Total 4060 · EDUCATION	81,894.50
4070 · RELATED SALES	
4071 · Concession Revenue	18,367.29
4120 · Program Ad Sales - Gross	200.00
Total 4070 · RELATED SALES	18,567.29
4200 · RENTAL INCOME	
4250 · Rents/Housing	19,666.94
4201 · Rents - Theatre 4202 · Rents - Equipment	(1,000.00) 100.00
4203 · Rents - Costumes	50.00
Total 4200 · RENTAL INCOME	18,816.94
4400 · CONTRACT SERVICES	
4401 · Contract Services Income	10,930.00
4402 · Contract Services Expense	(3,618.66)
Total 4400 · CONTRACT SERVICES	7,311.34
4005 · Interest Income - Banks	42.80
4204 · Dividend Income	3,113.98
4205 · Capital Gains - Short Term	(76.95)
4210 · Capital Gains - Long Term 4215 · Unrealized Capital Gains	31.82 12,648.77
Total 4000 EARNED INCOME	388,563.44
4500 · CONTRIBUTED INCOME	
4520-01 · MC Gives	33,905.11
4501 · DONATIONS & PRIVATE GRANTS	
4520.w · Donation - warehouse	32,000.00
4670 · Sponsors/Underwriters 4520 · Individual Donations	14,785.12 112,567.74
4525 · Individual Donations	14,100.00
4530 · Board Donations	70,707.65
Total 4501 · DONATIONS & PRIVATE GRANTS	244,160.51
4570 · EDUCATION SoDA DONATIONS/GRANTS	
4577 · Harden Foundation	15,000.00
4579 · Nancy Buck Ransom Foundation	20,000.00
4571 · SoDA Ind. Donations/Family Fdns	2,435.00
4573 · Chapman/Other SoDA Grants	2,776.86
Total 4570 · EDUCATION SoDA DONATIONS/GRANTS	40,211.86
4600 · SPECIAL EVENTS	40 400 00
4636 · Online Auction income	13,120.00
4661 · Event Sponsor-Individual 4662 · Event Sponsor-Business	7,000.00 8,500.00
4620 · Spring Event - Ticket Income	390.00
4625 · Spring Event - Auction Income	6,580.00
	-

	Jan - Dec 21
7050 · Spring Event Expense	(4,809.13)
4630 · Fall Event - Ticket Income	14,150.00
4635 · Fall Event - Auction Income	40,855.00
7060 · Fall Event Expense 4660 · New Years/Other Events	(9,163.74)
Total 4600 · SPECIAL EVENTS	76,622.13
4700 · FOUNDATIONS & OTHER GRANTS 4705 · MAJOR FOUNDATIONS	
4718 · Berkshire Foundation	40,000.00
4710 · Packard Foundation	70,000.00
4720 · CFMC Foundation(s) 4750 · Barnet Segal	5,842.37 10,000.00
4775 · Other Grants	2,500.00
	128,342.37
4707 · GOVERNMENTAL	
4707.01 · Federal Grant	365,330.00
4780 · State - SBA	25,000.00
4790 · City of Carmel	3,000.00
Total 4707 · GOVERNMENTAL	393,330.00
4709 · BUSINESS/OTHER	0 500 00
4850 · Service Clubs/Organizations	3,500.00 4,675.15
4890 · Business/Corp. Grants/Donations	
Total 4709 · BUSINESS/OTHER Total 4700 · FOUNDATIONS & OTHER GRANTS	8,175.15
	529,847.52
	<u>924,747.13</u> 1,313,310.57
Gross Profit	1,313,310.57
Expense	
5000 · PAYROLL & CONTRACTS EXPENSE 5001 · ARTISTIC/PRODUCING SALARIES	
5005 · Artistic Director	4,000.00
5185 · Tech/Assoc. Artistic Director	54,156.00
Total 5001 · ARTISTIC/PRODUCING SALARIES	58,156.00
5100 · ADMIN. SALARIES & CONTRACTS	
5105 · Executive Director	86,037.12
5115 · Development & Marketing Exec.	36,666.72
5120 · Development Asst.	11,320.06
5125 · Business Manager 5130 · Box Office Manager	63,654.00 34,896.00
5140 · Marketing Manager	44,331.12
5150 · Marketing Assistant/Bookkeeper	4,345.86
5155 · Contract Marketing	11,750.00
Total 5100 · ADMIN. SALARIES & CONTRACTS	293,000.88
5169 · SoDA SALARIES	_
5170 · SoDA Administrators	2,107.50
5175 · SoDA Teachers	30,484.25
Total 5169 · SoDA SALARIES	32,591.75
5184 · PRODUCTION SALARIES	· · ··
5431 · Master Carpenter- Hourly 5193 · Company Manager	8,155.00 20,147.50
Total 5184 · PRODUCTION SALARIES	28,302.50

	Jan - Dec 21
5200 · SEASONAL -DIRECTORS & DESIGNERS	
5210 · Directors & Choreographers	3,000.00
5230 · Cstmr Designer (& Assts.)	4,200.00
5240 Lighting Designers	3,800.00
Total 5200 · SEASONAL -DIRECTORS & DESIGNERS	11,000.00
5300 · SEASONAL - ACTORS & MUSICIANS	
5310 · Artistic Company - Equity	200.00
5320 · Artistic Company - Non-Equity	25,025.00
5325 · Company Per Diems/Travel Exp.	5,692.34
5340 · Orchestra (\$75 service)	1,900.00
5345 · MPC Registration 5350 · Contract Fees - Actors	1,242.00
5360 · Contract Fees - Actors 5360 · Contract Fees - Musicians	300.00 2,750.00
Total 5300 · SEASONAL - ACTORS & MUSICIANS	37,109.34
5400 · SEASONAL - PRODUCTION PERSONNEL	
5445 · Sound Operator	4,200.00
5435 Electricians	6,178.75
5410 · Stage Managers/ASM's	4,015.00
5420 · House Managers	7,571.30
5430 · Carpenters/ME/Scenic	19,689.53
5440 · Board Ops/Crews	8,725.00
Total 5400 · SEASONAL - PRODUCTION PERSONNEL	50,379.58
5800 · PERSONNEL COSTS	
5810 · Payroll Taxes	49,514.19
5820 · Workers Compensation Insurance	18,791.00
5830 · Benefits/Staff Health	107,537.25
5831 · Benefits / Staff Life Ins	3,969.01
5840 · Equity Health Ins(Co.)	317.49
58000 · PR Tax/WC - Capital Campaign 5800 · PERSONNEL COSTS - Other	(3,720.03)
Total 5800 · PERSONNEL COSTS	176,486.53
5000 · PAYROLL & CONTRACTS EXPENSE - Other	19,735.47
Total 5000 · PAYROLL & CONTRACTS EXPENSE	706,762.05
6000 · ADMINSTRATIVE EXPENSE	
6010 · Telephone	15,775.36
6020 · Office Postage & Delivery	2,262.91
6030 · Office Supplies	3,751.00 12,747.95
6040 · Dues/Subs/Permits/Taxes 6050 · Equipment Leases	15,778.91
6060 · Insurance	16,926.28
6070 · Auto Expense	4,287.77
6080 · Travel & Entertainment	105.17
6090 · Audit/Review Fees	24,164.80
6095 · Finance Charges/Penalties	913.61
6098 · Bank Charges/Returns	20,356.42
6099 · Administrative Exp - Misc.	1,307.17
6240 · Investment Expense	1,550.41
Total 6000 · ADMINSTRATIVE EXPENSE	119,927.76
6500 · FACILITY COSTS	6 400 00
6501 · Housing Expense	6,168.00
6511 · Soda classes/Field Trips 6505 · Warehouse	239.83 101,108.56
6505 · Warenouse 6510 · SoDA Classes/Studio	4,072.98
6515 · Forest Theatre Rent	4,072.98
6516 · Other Facility Rentals	6,987.00
6530 · G.B. Utilities	24,395.51
6540 · G.B. Security	1,571.73
to to other ordering	1,071.10

	Jan - Dec 21
6560 · G.B. Janitorial Services	3,900.00
6570 · G.B. Facility Supplies	1,105.66
6580 · G.B. Maintenance & Repairs	2,396.31
6590 · G.B. Computer Systems	5,878.80
6585 · Condo - Repair & Maint.	76.04
Total 6500 · FACILITY COSTS	175,011.72
7000 · DEVELOPMENT EXPENSE 7020 · Fund Drive	1,549.47
7030 · Patron/Participant Recognition	71.02
7090 · Open/Closing Gala Expenses 7095 · Volunteer Event Expense	864.17 64.20
Total 7000 · DEVELOPMENT EXPENSE	2,548.86
8000 · MARKETING/PR	
8010 · Newspapers/Print Ads	6,228.00
8020 · TV/Radio Ads	2,712.00
8025 · Web	4,931.97
8110 · Maint. Copier	3,040.07
8220 · Photo & Video/CD Production	1,032.99
8230 · Outside Copying & Printing	20.48
8305 · Lobby/Window/Exterior Displays	522.00
8310 · Entertainment/Cast Parties	2,354.94
8350 · Concession Inventory	13,403.34
8540 · Ticket Stock & Envelopes	216.32
8550 · Ticketing Service	4,634.76
Total 8000 · MARKETING/PR	39,096.87
9000 · PRODUCTION COSTS	
9060 · Set Materials	18,682.37
9080 · Other Rentals	25,990.17
9115 · Properties & Weapons	2,165.78
9130 · Lighting	970.40
9150 · Sound	3,423.20
9305 · Costumes & Make Up Supplies	3,858.79
9430 · Royalties	15,157.40
9999 · Production Exp - Misc.	177.93
Total 9000 · PRODUCTION COSTS	70,426.04
Total Expense	1,113,773.30
Net Ordinary Income	199,537.27
Other Income/Expense Other Income 4502 · CAMPAIGN INCOME	0.074.40
4502.11 · Capital Campaign Interest Inc.	9,374.16
4502.10 · Capital Campaign Dividend Inc.	287.26
4551 · Endowment fund contributions	25.00
4541 · Foundations-CAPITAL Camp/Restri	100,000.00
4531 · Board Member-CAPITAL Camp/Restr 4526 · Business-CAPITAL Camp/Restricte	145,284.95 5,000.00
4520 · Business-CAPITAL Camp/Restrice	284,587.00
·	
	544,558.37
4510 · 457(b) Investment Earnings 10000 · Stabilization Fund	6,935.68 1,247.33
Total Other Income	552,741.38
Other Expense	
5900 · CAMPAIGN DEVELOPMENT	
5953 · Cap. Camp. Printing & Marketing	2,988.50
5951 · Capital Campaign Director	48,138.81

	Jan - Dec 21
Total 5900 · CAMPAIGN DEVELOPMENT	51,127.31
Total Other Expense	51,127.31
Net Other Income	501,614.07
Net Income	701,151.34



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

May 3, 2022 ORDERS OF BUSINESS

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Robin Scattini, Finance Manager
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Receive the Fiscal Year 2022-2023 Recommended Budget

RECOMMENDATION:

Receive the Fiscal Year 2022-2023 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 2022-2023 (FY 22-23) Recommended Budget of \$32.4 million is submitted for Council's consideration. The proposed expenditures totaling \$32.4 million, include the General Fund operating budget (\$23.3 million), debt service (\$878,000), pension mitigation and unfunded liability (\$3.1 million), capital budget (\$5.0 million), and workers compensation (\$148,000). The proposed revenues totaling \$30.3 million include property taxes (\$8.3 million), sales tax (\$8.9 million), transient occupancy tax (\$6.7 million), and other revenue (\$6.4 million). The FY 22-23 Recommended Budget requires the use of \$2.1 million in prior years' savings ("fund balance") in order to balance, unless additional reductions are made.

FY22-23 Recommended Revenue	\$30,258,000
General Fund Operating Expenditures	23,215,415
Debt Service	878,303
Pension Mitigation / Unfunded Liability	3,082,464
Capital Outlay	5,029,000
Workers Compensation	148,160
FY22-23 Recommended Expenditures	\$32,353,342
Revenues Over (Under)	(2,095,342)
Use of Fund Balance	\$2,095,342

As the economy continues to rebound from the economic impacts associated with the coronavirus pandemic, the City anticipates an increase in revenues for FY 22-23. Conversely, the City also expects its expenditures to grow in FY 22-23, primarily related to increased staffing, pension costs, general operating costs, and a robust Capital Improvement Plan. Highlights of the budget include:

- Salary and benefit costs of approximately \$13.5 million, which include funding for an additional 2.0 full-time equivalent (FTE) positions comprised of one restored position and one brand new position to support daily citywide operations, Council prioritized projects, capital projects and the full reopening of City facilities (96.23 FTE total).
- Pension costs of approximately \$3.1 million, which includes \$2.1 million for the City's annual unfunded accrued liability ("UAL") payment to CalPERS and \$1.0 million investment into the City's established Section 115 Trust.
- Services and supplies costs of approximately \$9.7 million to fund contractual services, fuel and vehicle maintenance, supplies and materials, utilities, fire services, insurance premiums, Sunset Center, staff training, marketing and other operational costs.
- \$5.0 million for capital projects and vehicle and equipment purchases in the following categories: public safety (\$1.4 million), streets/sidewalks (\$1.0 million), facilities (\$880,000), drainage (\$500,000), green infrastructure (\$400,000), environment (\$752,000), IT/Planning (\$87,000).
- \$878,000 for debt service payments on the City's three existing bonds and \$148,000 for workers compensation claim administration, potential claims and costs associated with the implementation of preventive measures.

Staff will provide a brief overview of the budget as part of the May 3, 2022 Council meeting. In addition, a budget workshop is scheduled for May 17, 2022. Staff will present a detailed review of the budget during the forthcoming workshop, present responses to any questions that staff may receive in advance of the meeting, and receive preliminary direction from Council on the budget. This direction will be incorporated into the FY 22-23 Recommended Budget, which will be considered for adoption by Council on June 7, 2022. The FY22-23 Recommended Budget, as well as an updated five-year financial forecast, will be issued under separate cover on Friday, April 29, 2022.

FISCAL IMPACT:

There is no fiscal impact associated with receiving the FY 22-23 Recommended Budget. Forthcoming direction by Council may change the planned expenditures in Fiscal Year 22-23.

PRIOR CITY COUNCIL ACTION:

Council received a presentation regarding the Five-Year Financial Forecast and Five-Year CIP on March 22, 2022.

ATTACHMENTS:



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

May 3, 2022 ORDERS OF BUSINESS

то:	Honorable Mayor and City Council Members
SUBMITTED BY:	Robert Harary, P.E, Director of Public Works
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Approve Fiscal Year 2021/22 carry-over and proposed Fiscal Year 2022/23 Capital Improvement Plan projects, and provide direction to staff

RECOMMENDATION:

Receive a report regarding:

- Twelve (12) capital improvement projects funded in Fiscal Year (FY) 2021/22 to be carried over into FY 2022/23
- Twenty Five (25) proposed capital improvement projects recommended for funding in FY 2022/23
- Four (4) proposed special projects to be funded and executed by others in FY 2022/23
- Funding needs as included in the FY 2022/23 Recommended Budget and projected for the subsequent four years of the 5-year Capital Improvement Plan (CIP)
- A discussion of CIP implementation addressing existing staff capabilities, recruitment for Project Manager(s) for larger projects, combining similar projects, assigning projects across multiple departments, and considering the deferral, staging, or reduction of certain projects.

Council to:

- Approve carry-over projects as proposed into the FY 2022/23 Capital Budget
- Approve proposed CIP projects to be funded in FY 2022/23
- Approve the proposed special projects to be funded and implemented by others
- Provide direction on the authorized use of available fund balance as proposed in the FY2022/23 Operating and Capital Budget
- Direct staff to present the proposed projects to the Planning Commission for a General Plan consistency review as required by California Government Code 65401 and the City's Municipal Code Section 17.52.060.

BACKGROUND/SUMMARY:

Capital Project Definition

For the City of Carmel-by-the-Sea, a Capital Project, or Capital Outlay, is defined as an asset with any single component or piece of equipment that **costs more than \$10,000** and has an expected **useful life exceeding ten (10) years**.

Some of the projects listed below, such as reports, do not fall under the definition of a capital project. However, these reports would include recommendations for future capital projects. Other projects may not result in future capital improvements but are considered one-time, special projects designed to meet regulatory requirements, address public safety needs, and/or enhance operational effectiveness. Staff seeks Council direction regarding these projects so that funding may be allocated within the CIP and/or the operating budget of the respective departments.

Strategic Priorities

At the March 22, 2022 Special Council Meeting, a preliminary list of priorities guiding the development of the CIP was presented. These priorities include:

1. **Deferred Maintenance:** infrastructure projects that address facilities that are failing to provide adequate levels of service or are falling into rapid decline in condition

- 2. **Grants:** projects that leverage funding from outside sources
- 3. Public Safety: projects that enhance public safety
- 4. **Resilience:** projects that enhance the resilience of City assets to existing and future disruptions (e.g. long duration power outages, climate impacts)
- 5. Planning: projects necessary to properly scope and allocate budget for future CIP projects

At the March 22, 2022 Special Meeting, the Interim Public Works Director spoke about the condition of the City's buildings, most of which have significant deficiencies and deferred maintenance needs. City staff are also working in cramped, outdated, and inadequate facilities. Therefore, while the proposed projects for FY 2022/23 cover the spectrum of City infrastructure, including streets, drainage, forestry, fleet, and information technology (IT), there is a heavy emphasis next year on improving buildings and facilities

A draft CIP is included in Attachment 1. It provides information on the needs for infrastructure repairs and improvements for the upcoming fiscal year, as well as a forecast for the subsequent four years. Many of these needs have been identified through assessments of City assets including the 2013 Carmel Facilities Assessment, 2018 Street Saver Pavement Management Plan, 2018 ADA Transition Plan, 2019 Mission Trail Nature Preserve Stream Stability Study, 2020 Storm Drain Master Plan, and the 2022 Climate Adaptation and Action Plans (draft).

As indicated in both the Recommended Operating and Capital Budget, FY 2022/23 capital projects, at the level proposed, will require the use of available fund balances. This recommendation arises from the need to proceed ahead on infrastructure and maintenance projects that were deferred prior to and during the pandemic. The subsequent four years of the CIP are preliminary and are subject to change as more information becomes known, or as new condition assessments dictate. The overall CIP provides a framework for the Council to forecast funding needed for the most critical projects over time and reflects the pressure on future year revenues and fund balances to cover the costs of these future needs. Over the five-year term the CIP tells us that, absent additional revenue sources, a balance will have to be struck between needs and the City's annual revenue stream. The 5-Year CIP is discussed further below in Section IV.

As this is the second time potential capital improvement projects will be presented to Council, the objective of this Agenda item is confirm the carryover projects for upcoming FY 2022/23, and to drill down and "lock in" those new projects to be funded in the FY 2022/23.

I. Twelve (12) FY 2021/22 Funded Projects Recommended to be Carried-Over to FY 2022/23

Although staff completed 15 projects in FY 2021/22, several projects could not be completed predominantly due to staffing shortages since the Covid-19 pandemic. The following **twelve (12)** capital

improvement projects, funded in Fiscal Year 2021/22 but not completed, have been organized by strategic priority. The current status of partially-completed projects are also noted.

1) Deferred Maintenance

• Water Well and Tank Removal in MTNP: Proper, regulatory decommissioning of the water well and physical removal of the elevated tank are needed. Otherwise, the City continues to be exposed to potential environmental or safety liability. The City allocated **\$150,000** for this project. A Project Manager (PM) is needed to implement this project. (See Capital Improvement Plan Implementation in Section V below.)

• Scenic Pathway Renovation – Barrier Rails: The FY 2021/22 budget included \$50,000 to match or supplement funding proposed from Carmel Cares. Carmel Cares is eager to execute this project, and preliminary work has commenced. Recently, the City Attorney's office advised that Carmel Cares could proceed with the project independently of the City if they wish to, provided that proper plan checks, Commission approvals, and (no-fee) permits are obtained. No City funds can be expended for the volunteer-contracted portion of the work as City funds would trigger formal bidding procedures as a Public Works project under state law, likely at higher cost.

Note: Council's Strategic Priority #15 is to improve oversight of the many City volunteers, allowing the volunteer organizations to beautify and improve the Village in a more expeditious manner at nearly no cost to the City. Several staffing options have been explored, but it is assumed at this time that overseeing volunteers would be part time, and the employee, whether an existing or new employee to be hired, would be assigned other duties as well. Regardless of the staffing approach utilized, throughout the balance of this report, the term "Volunteer Coordinator" refers to this position.

The Volunteer Coordinator will oversee and guide Carmel Cares on this project. Therefore, these carry-over funds should be forwarded and reserved to supplement the barrier rail renovation by a City contractor, as a Public Works project, upon completion by Carmel Cares.

2) Grant Funded

• FY 2019/20 Citywide Annual Paving Project (funded in FY 2021/22 budget): This paving project, coupled with the San Carlos Street Bike Route, San Carlos Street Median Islands, and Mission Street Sidewalk Repair, (initially four CIP Projects) were put on hold at the 90% level in final design at the start of the Covid-19 pandemic. Funding for this project was included in the FY 2021/22 budget.

Based on the Pavement Management System's Pavement Condition Index ratings, this project includes resurfacing pavement along Junipero Street, between Third and Ocean Avenues, San Antonio Avenue between Fourth and Eighth Avenues, and, for the first time, introduces micro-surfacing technology along San Carlos Street between Eighth and Thirteenth Avenues.

The City receives restricted funding from the State for street maintenance and other transportation-related projects through the Highway Users Tax Account and the Road Maintenance and Road Rehabilitation funds (RMRA) enacted as part of Senate Bill 1. The City also receives a portion of the voter-approved sales tax allocated for transportation safety projects (Measure X) from the Transportation Agency for Monterey County (TAMC). As a condition of receiving these funds, the City is required to allocate a portion of its local General Fund revenues for transportation-related projects. This is known as the Maintenance of Effort (MOE) requirement,

which has the objective that local funds used for street maintenance and other eligible expenses are maintained and State funds do not replace, or supplant, local funds allocated for this purpose. If the City does not meet its annual MOE requirement, it may be required to make up the difference the following year (annual MOE of Year 1 + annual MOE of Year 2) or risk repaying back the funds to the State. The City's MOE was calculated at \$571,815 for FY 2021/2022.

The City is projected to receive \$184,794 from Measure X, \$95,186 from the Highway Users Tax and \$68,523 from the State RMRA, or \$348,503 in total. The City would be required to pay for the entire cost of the paving project, which would be offset by the incoming revenue. In addition, the City receives an allocation of Regional Transportation Improvement Program (RSTIP) funds through TAMC every two years, which is not subject to a MOE requirement. Currently \$15,311 of RSTIP funds are programmed for the Mission Street Sidewalk Repair to restore a significantly uneven brick sidewalk on the west side of Mission Street, between Fifth and Sixth Avenues. This project is included with the paving project described above.

This project was on hold pending hiring of an in-house PM. Unfortunately, two entire recruitment cycles for PM were unsuccessful in filling the position. Recently, the City retained a firm, 4Leaf, with a \$24,999 professional services agreement, to provide a PM to oversee this large-scale project. This contract PM is currently working with the engineering firm to update and complete the contractual and bidding documents, and special provision necessary to advertise this project for construction bids. The total estimated cost of this project, including all funding sources, is **\$935,629**.

• **Wayfinding Signs:** As approved at the March 2, 2021 Council meeting, TAMC will reimburse the City up to **\$18,500** for approximately 15 wooden signs. These signs will provide directions to various Carmel area points of interest, especially for bicyclists, pedestrians, and visitors. Staff will seek Planning Commission and Council approval regarding the design and locations. A PM is needed to implement this project.

• Forest Management Plan (FMP) Update: The City allocated \$20,000 in FY 2021/22 to commence a Forest Management Plan Update. During FY 2021/22, the City successfully applied for and received a Cal Fire grant of approximately \$150,000 to substantially increase the scope of the update. The FMP will now include a complete inventory of City trees, update of the existing FMP in light of a changing climate and aggressive pathogens and pests, developing recommendations to improve tree health in the downtown, involvement of the community in strategy development, and planting of approximately 108 trees. The City should carry over the \$20,000 match for the grant, in addition to in-kind staff time. With the grant, the total project cost is **\$170,000**.

A request for Statements of Qualifications has been posted to hire a consultant to execute this, and many other projects. The project is being managed by the City Forester.

• **Mission Trail Nature Preserve Stream Project:** The FY 2021/22 CIP allocated **\$20,000** in City funds. Engineering and environmental consultants have been retained to design and obtain environmental permits for the first three (3) of eight (8) stream restoration and drainage improvement projects recommended in the 2019 Mission Trail Nature Preserve Stream Stability Study. The majority of funding for design, environmental review and permitting, and construction will be from the awarded California State Parks Per Capita Grant of \$187,000. There is a 20% local grant match requirement. Any unspent FY 2021/22 funding for the design and permitting of this project will need to be carried over into next FY.

The design of these three projects is over 30% complete and is being managed by the Environmental Compliance Manager. Construction of these drainage improvements is included in the FY 2022/23 CIP.

• **Police Radio Antenna:** This antenna is needed to meet 2013 FCC requirements for Digital Radio usage. An Urban Areas Security Initiative grant in the amount of \$175,000 was received in October 2021. The City's portion of the project is \$200,000 for a combined project total of **\$375,000**. The City is awaiting the delivery of the radio equipment, which will be installed by the County of Monterey. The Police Department is managing the project with technical support by the IT Manager and Public Works.

3) Public Safety

• **Police Building Renovation Project:** \$1.0 million was previously budgeted for this project, which consisted of ADA upgrades, including ADA access ramp, accessible front doors, and ADA restroom, a new roof, asbestos abatement, office space reconfiguration, and HVAC repairs. The project was bid in the Spring of 2020, at the start of the pandemic. The low bid of \$1.3 million was rejected, and the project was unfunded at that time.

Council has recently reprioritized its implementation. At the February 7, 2022 meeting, Council amended the FY 2021/22 CIP to include the Police Renovation Project with a budget of **\$2.0 million** to reflect, and to address materials and labor cost inflation, supply chain challenges, potential bidder contingency increase due to re-bidding, and design costs to update the plans to meet current building codes and process the project through the Planning Commission.

Council also directed staff to evaluate an expanded project scope to include locker room modernization, public report taking area, an Emergency Operations Center (EOC)/community meeting room, and EV charging infrastructure. Based on preliminary meetings with the architect and Building Official, this added project scope may trigger a building-wide analyses, and possible additional code-required improvements, including a fire sprinkler system, additional ADA facilities including a possible elevator/lift, seismic upgrades, and/or replacement of electrical wiring.

At the March 22, 2022 Special Meeting, staff noted that the additional cost for these additional items would be at least \$1.3 million, but as described in the next section on the Fiscal Year 2022/23 CIP, the costs may go higher. A PM, or a contract PM, is needed to recommence this increasingly complex project.

Throughout the balance of this report, the term "PM" refers to a Project Manager, whether that be an in-house City employee or a contracted PM via a consultant.

• **Ambulance:** This capital purchase would replace the 12-year-old front line engine, which would become the back-up ambulance, and replace a 22-year-old vehicle that has far exceeded its life expectancy and will be retired. The City allocated **\$200,000** for this purchase and received a **\$50,000** donation to support it. To expedite the purchase, staff is reviewing purchasing through a piggy-back arrangement with the State of California or other local agency. The Police and Fire Departments are leading this project.

4) Resilience

• **Beach Sand Survey and Wall Inspections:** This project involves collecting and reviewing existing data and aerial imagery to determine rates of beach sand loss. Next, the project

establishes a series of beach profile transects to facilitate long-term beach sand monitoring. In addition, this project funds the initial, non-destructive inspection by a coastal engineer of the shoreline armoring structures during low sand levels to determine priorities and phasing for anticipated repairs. The City allocated **\$25,000** for this project.

For efficiency, this project should be merged with a new project proposed for FY 2022/23 entitled Coastal Engineering Report. The Environmental Compliance Manager will manage this project.

5) CIP Planning

• **Drainage System Repairs - Design:** The 2020 City-wide Drainage Master Plan identified numerous spot repairs needed for our existing underground storm drain pipes, as well as significant "bottlenecks" in the drainage system, which result in excess surface runoff flowing down streets and potentially onto private properties during heavy storms. Nearly \$7.5 million will be needed to complete the highest and moderate priority repairs.

\$100,000 was allocated in FY 2021/22 to start the design of the highest priority repairs of this important, multi-year project. Additional funding to provide a design of more high and moderate priority repairs is proposed in FY 2022/23, and the carry-over funding should be pooled together as one project. A PM is needed to implement this project.

• **Library Master Plan:** This complements the Library's Strategic Plan objective to develop facility plans for the Harrison Memorial and Park Branch library buildings. The plan will identify opportunities for improvements within the buildings, including accessibility, shelving, modular furniture and improved catalog access. The City allocated **\$50,000** for this project.

Now that library operations are nearing pre-pandemic services, this project can resume. A consultant has been selected, but we have not yet negotiated the terms of a Professional Services Agreement. A PM is needed to implement this project.

These twelve (12) carry-over Capital Improvement Projects for FY 2021/22 represent nearly \$3.4 million in City funds, and an estimated \$826,000 in grant funding, as shown in Table 1 below.

Strategic Priority	Asset Category	Project	City Funds	External Funds
Def. Maint.	FP&B	MTNP Tank & Well Demo	\$150,000	\$0
Def. Maint.	FP&B	Scenic Pathway Barrier Rails	50,000	0
Grants	Streets	Roads and Sidewalk Repairs MOE	572,000 (C/O balance)	363,000 (C/O balance)
Grants	Streets	Wayfinding Signs	\$0	18,500
Grants	FP&B	MTNP Stream Projects	20,000 (C/O balance)	70,000 (C/O balance)
Grants	FP&B	Forest Management Plan	20,000	150,000
Grants	Facilities	PD Radio Antenna	200,000 (C/O balance)	175,000 (C/O balance)

Table 1: Summary of Carry-Over Projects

Strategic Priority	Asset Category	Project	City Funds	External Funds		
Public Safety	Facilities	PD Renovation	2,000,000	0		
Public Safety	Fleet	Ambulance	200,000	50,000		
Resilience	FP&B	Beach Sand Survey & Wall Inspection	25,000	0		
CIP Planning	Drainage	Drainage System Repairs - Design	100,000	0		
CIP Planning	Library	Libraries Master Plan	50,000	0		
	TOTAL		\$3,387,000	\$826,500		

Note: At the March 22, 2022 meeting, the Wildfire Risk Assessment Plan project was previously identified as a carry-over CIP project; however, it was included in the FY 2022/23 operating budget for the Fire Department, and thus has been removed from the CIP.

II. Twenty Five (25) proposed Capital Improvement Projects Recommended for FY 2022/23

The following twenty-five (25) FY 2022/23 projects include the most pressing needs for critical infrastructure and assets, or are public-safety-related, and/or are linked to external funding opportunities. They are organized by strategic priority and asset category.

The proposed allocation of FY 2022/23 funding for capital projects is intended to mitigate the deterioration of City infrastructure at a pace faster than we can repair it, requiring increasing maintenance, despite efforts to advance into a full preventative maintenance program. Most significantly, the cost to repair and update City buildings and facilities, including six (6) buildings that are nearly 100 years old in particular, will also increase in the future. These projects are described below. To the extent that the need of a Project Manager and/or professional service consultant is needed for project management, design, and execution, such costs are included in the total project cost itemized within the CIP.

1) Deferred Maintenance

• Sunset Center Hazardous Materials Remediation and Exterior Painting: The exterior of Sunset Center has not been painted in many decades. As part of a recently-completed FY 2021/22 project, paint and window casing samples were tested for hazardous materials. Hazardous material remediation and repair of some of the windows was planned for FY 2021/22; however, the funding was re-appropriated for an emergency replacement of the HVAC Controller necessary for the continued operation of the theatre facilities.

Asbestos was noted in only a few locations; however, lead was present in the paint in nearly all cases. Without further testing, we can no longer assume that the lead paint can be encapsulated in place, rather costlier remediation/removal of the existing paint will likely be necessary prior to new painting.

This project cost would include hiring a consultant to prepare performance specifications for the lead remediation and exterior painting, and hiring a contractor to do the remediation and painting in the field. It is premature to determine the extent to which the proposed budget of **\$150,000** will go, but

future phases may be necessary. A request for Statements of Qualifications has been posted to hire a consultant to design this project. A PM is needed to implement this project.

• **Sunset Center Cottage Window Repairs:** This project is a companion project to the Sunset Center Hazardous Materials Remediation and Exterior Painting Project above. This project would be to remediate asbestos and lead paint around the windows of the Sunset Center Cottages, and repair or replace the imminently-failing windows. Consultant-prepared performance specifications prepared for the above project, and the PM for the above project, should also perform these services for this related project, for efficiency. The project cost estimate for the Cottage Windows is **\$105,000**.

• Harrison Memorial Library Exterior and Interior Painting: This project and the following project (carpet replacement) for the Harrison Memorial Library could be considered a "package deal." A City investment of \$100,000 to paint the exterior of the library, \$100,000 to paint the interior, (combined **\$200,000**) and another \$100,000 to replace all of the carpeting, would satisfy the City's deferred and ongoing maintenance obligation for this historic building. This \$300,000 total investment by the City would likely leverage significant private donations to the library for extensive interior renovations, including shelving, furniture, lighting, and other upgrades. A request for Statements of Qualifications has been posted to hire a consultant to design this project. A PM is needed for this project.

• Harrison Memorial Library Carpet Replacement: This project, along with the interior and exterior painting project described above, would satisfy the City's ongoing maintenance obligation for this historic building. The carpet replacement cost estimate is \$100,000. This project should not commence until the FY 2021/22 carry-over Libraries Master Plan project is completed so that no carpeting will have to be redone for any proposed remodels. However, the carpet specifications should be prepared concurrently during the design of the exterior and interior painting project above. The PM assigned to the painting project will also oversee this carpet replacement project.

• **City Hall Roof Replacement:** The City Hall roof was last replaced in 1984 and is approximately 15-years past its warranty. Roof leaks have been increasing and repaired by contractors, or staff, over the past few years as the roof progressively deteriorates. Based on a budgetary quote, the cost for this project is **\$100,000**. A PM is needed for this project.

• **City Hall Retaining Wall Emergency Repair:** This new, unanticipated project is identified as a high-priority emergency repair for the planter retaining wall on the south side of the City Hall building. The planter retaining wall not only supports the planter box but is also a structural element of the building wall and foundation. A structural repair plan is underway, but the cost for this project is unknown at this time. At this time, **\$100,000** is recommended for repairs. The project design is being overseen by the Building Official, and a PM will be needed for bidding and construction of this project.

• Vista Lobos Interior Remodel Design: Several City departments have severe shortages of suitable workspace for existing staff, let alone new recruits. This proposed project would involve designing the remodel of the community room at Vista Lobos to be converted into staff workspaces (modular offices) after renovation, if funded in the subsequent FY 2023/24. Due to the urgent need of office space, this remodel would be limited to just the community room and kitchenette area, not the entire building.

The community room needs new insulation, interior lighting, HVAC system, partition walls and door for a small meeting room, sheetrock, and painting. The main roof support beams may need to be

structurally tied to the support columns. The cost to design this limited remodel is estimated to be **\$25,000**. A request for Statements of Qualifications has been posted to hire a consultant to design this project. A PM is needed to implement this project.

Beautification Projects: The City has been working collaboratively for years with several community organizations such as Carmel Cares, Friends of the Forest, Friends of Mission Trail Nature Preserve, the Garden Club, and others to rectify deferred landscape maintenance and improve and beautify public spaces throughout the City. The purpose of this **\$25,000** project would be fund and provide materials and supplies, and potentially limited contracted landscape services, to support beautification projects and similar, volunteer-led efforts across the City. This Beautification Project will be managed by the City Forester supported by the Volunteer Coordinator.

• **Street Sweeper**: The existing street sweeper is 12 years old and is past its useful life, requiring frequent repairs, sometimes costing over \$5,000 for each repair. Staff evaluated alternatives for a repurchase including renting/leasing a sweeper (which is economically restrictive over just a few years), or contracting out these services to a private company. Multiple agency contacts warned staff that contracted street sweeping services are often plagued by substandard performance levels, inability to be promptly responsive, and complaints. Furthermore, with Carmel's lack of curbs and gutters, coupled with extensive pine needles, the privatized street sweeping operations would likely be substandard for Carmel.

Staff has been exploring diesel, as well as electric and hybrid sweeper models that work on a vacuum system (rather than a broom system that would not be effective on Carmel streets). Although electric sweepers are more costly, Central Coast Community Energy has a grant program that would fund the cost difference between a diesel and electric sweeper, up to a maximum of \$200,000. A total of **\$350,000** is budgeted for the sweeper purchase. While electric sweepers would be preferred, a disadvantage would be to charge up the sweeper overnight at electric vehicle charging stations until a more powerful, commercial-grade vehicle charger could be installed at the Public Works Yard. The Public Works Superintendent will manage this project.

2) Grant Funded

• **FY 2022/23 Concrete Street Repairs**: This project includes the repair of concrete street segments, including Ocean Avenue between Monte Verde Street and San Antonio Avenue, plus the intersections of Ocean Avenue at San Antonio, San Carlos Street and Fifth Avenue, San Carlos and Sixth Avenue, and a curb bulb-out and ADA ramp on the east side of Junipero Street across from Seventh Avenue. Public Works initially identified this project based on the Street Saver Pavement Management System and recommends focusing one full funding cycle strictly on concrete street repairs for cost-effectiveness. Details about restoration options, design features, such as bike routes and drainage improvements, life expectancy, and schedule of the project was introduced in a separate City Council report for the May 2, 2022 meeting.

The City receives restricted funding from the State and TAMC for street maintenance projects through the Highway Users Tax Account, Road Maintenance and Road Rehabilitation Fund (RMRA), Measure X, and the Regional Surface Transportation Improvement Plan (RSTIP). As a condition of receiving these funds, the City is subject to an MOE requirement which, for FY 2022/23, is **\$578,965**. This investment would leverage \$203,095 from Measure X, \$117,769 from HUTA, \$91,703 from RMRA, and \$13,437 from RSTIP for a total outside funding estimate of \$426,004. Combined, this will be a \$1,004,969 project.

A request for Statements of Qualifications has been posted to hire a consultant to design this project. This project will be managed by the Public Works Director and Public Works Superintendent.

• **Mission Trails Nature Preserve (MTNP) Stream Stability Projects – Construction:** This project is the construction phase of the first three (3) of eight (8) stream restoration and erosion control measures recommended by the Mission Trail Nature Preserve Stream Stability Study. The project is largely funded by a California State Parks Per Capita Grant in the amount of \$187,000. There is a non-reimbursable 20% grant match of approximately \$45,000, for a total project cost of \$230,000.

In FY 2021/22, the City retained engineering and environmental consultants to design and obtain environmental permits for the project (unspent balance to be carried over). **\$25,000** should be budgeted in FY 2022/23 as the City's share of the cost to complete construction of these first three projects. The project will continue to be managed by the Environmental Compliance Manager.

• **Two Residential Electric Vehicles (REVs) for Community Planning and Building:** The Community Planning and Building Department requests to utilize the proceeds from the sale of the existing building inspection vehicle, as well as to apply for grant funding from Central Coast Community Energy, to purchase two REVs for use by Planning and Building staff to conduct site visits and inspections. It is anticipated that the purchase will be largely funded by the vehicle sale (\$15,000) and 3CE grants (\$10,000), with the remaining **\$5,000** provided by the City.

Recharging is anticipated to be via 120-volt outlets; thus, an EV charging station at City Hall, while desirable, would not be urgently needed. The Community Planning and Building Director, Public Works Superintendent, and Facilities Maintenance Supervisor will collaborate on this project.

3) Public Safety

• **Police Building Renovation Additional Scope**: At the March 22, 2022 Special Meeting, staff noted that the additional cost for the expanded project scope, including locker room modernization, public report taking area, an Emergency Operations Center (EOC)/community meeting room, and EV charging infrastructure, would be **\$1.3 million**.

However, as noted in the carry-over project, this added project scope may trigger additional coderequired improvements, including a fire sprinkler system, additional ADA facilities, seismic upgrades, and/or replacement of electrical wiring. Since the scope of these additional improvements, if required, is premature to determine at this time, staff recommends that the \$1.3 million budget be maintained. Please be advised that this cost may go higher.

As the design of the project additions progress, it may be advisable at some future point to split the project into two phases, with the first phase of the project as previously bid (with minor updates) and a second phase to include the new EOC, locker rooms, report taking area, EV charging station, and any code-triggered, building-wide upgrades. For now, staff recommends to keep this one combined project without multiple phases, with a combined cost estimate of \$3.3 million.

The architectural consultant has been evaluating these changes and developing budgetary cost estimates for the City's benefit, but they are not yet under contract to commence work. A PM is needed to recommence this increasingly complex, but urgently needed project. Discussions are in progress with the Architect to determine if they should serve as the City's PM during construction.

• ADA Upgrades, Year 5: Funding should continue to be programmed each year to demonstrate

good faith efforts to address disability obstacles across the City. Year 5 would continue with in-house and vendor upgrades to water fountains, bathroom facilities, signage, and railings as specified in the ADA Transition Plan. A budget of **\$15,000** is recommended for FY 2022/23. This program will continue to be managed by the Facilities Maintenance Supervisor.

• **Radios Lease (Year 2):** Twenty-two (22) Police radios were leased starting last year to replace the prior, hand-held radios that were past their useful life. The radios are leased/purchased at **\$30,000** per year for a total of six (6) years. FY 2022/23 marks the second year of the six-year lease. The Police and Finance Departments will coordinate this project.

• Ambulance Equipment and Automated External Defibrillator (AED): Upon purchase of the Ambulance, a FY 2021/22 carry-over project, additional funding is required to purchase the necessary safety equipment and AED to be installed in the new ambulance. **\$75,000** is recommended. The Police and Fire Departments will lead this project.

4) Resilience

• **Resilience Infrastructure Pilot Project Planning and Design**: In accordance with the recommendations of the Climate Adaptation Plan, this pilot project involves developing a feasibility analysis and engineering plans for sustainable backup power to provide continued operations of critical facilities at the Police, Public Works, and Youth Center community emergency hub, and potentially tie in the Vista Lobos facility, in the event of an extended power outage. Currently, the first three buildings are backed up by an above-ground diesel powered backup generator. However, diesel may become more difficult to obtain in extended emergencies, and health and safety regulations may make the above ground tanks an environmental liability into the future.

This project will need to be coordinated with the electrical panel upgrades proposed at some of these locations (as described in the project below), and it may be beneficial to combine the project using one consultant and one PM. Additionally, the Police Building being a mission critical facility, may require a combination of an alternative energy backup system with that of a conventional generator backup system to avert power interruptions that would otherwise have a severe impact on operations. This project could be expanded at some point to include City Hall and/or other City buildings.

Staff acknowledges that there are grants that may partially cover the cost of implementation. The budget for this first planning and design phase of the project is **\$85,000**. A request for Statements of Qualifications has been posted to hire a consultant to design this project. A PM is needed to implement this project.

• Electrical Panel Upgrades for City Hall, Public Works, Sunset Center, and Vista Lobos Facilities: Despite some reduced loads on existing electrical panels due to the installation of numerous LED lights and energy-efficient HVAC equipment over the past few years, electrical panels at these facilities are at capacity and in some cases, circuits trip with small additional loads. Upgrades are necessary for these facilities to accommodate more computer equipment, increased staffing, new/additional electric vehicle chargers to allow the progressive replacement of the existing fleet with electric vehicles, and to accommodate future needs. The PG&E power conductors to these electrical panels may also need to be enlarged to handle the higher projected loads.

Before the panels can be upgraded, a study is necessary to determine: a) the existing electrical capacity available at each location, b) PG&E and building code requirements, and c) current and anticipated future electrical loads. The cost to perform such a study along with PG&E's design review cost of \$5k per site is estimated to be **\$75,000**. A request for Statements of Qualifications has been

posted to hire a consultant to evaluate this project. A PM is needed to implement this project.

• Sea Level Rise/Coastal Engineering Report: This report has been identified by the Climate Committee as a critical document for sea level rise resilience planning. This report will ensure the City has the information and tools necessary to make decisions related to the long-term durability and maintenance needs of our coastal resources and infrastructure. For efficiency, this project would be combined with the Beach Sand Survey and Wall Inspections project, a FY 2021/22 carry-over project.

A consultant would be needed with an estimated fee of **\$150,000**. Staff is researching whether grant opportunities can be leveraged to fund this project. A request for Statements of Qualifications has been posted to hire a consultant to execute this, and many other projects. The Environmental Compliance Manager will manage this project.

• North Dunes Habitat Restoration Project (Year 7): Significant habitat improvements have been made at the North Dunes in recent years by removing invasive trees, non-native plants, ice plant, planting native dune vegetation, installing post and cable fencing, and other restoration actions. The progress on the restoration project should be maintained by continuing to fund restoration activities and biological monitoring and reporting.

The cost to maintain restoration activities and monitoring is **\$10,000**. Staff will seek grant funding, donations, and/or additional volunteer labor donations to continue additional enhancements, including new interpretive signage and/or split rail border fencing. The Environmental Compliance Manager will continue to manage this project.

• **Public Access Property Records and GIS (Phase 2):** The Community Planning and Building Department retained a consultant in FY2021/22 to digitize the City's vast property files, to link those records to the City's existing online GIS portal, and to incorporate additional data layers into the GIS.

The project was split into two years with \$66,250 budgeted in FY 2021/22, and **\$67,000** proposed for FY 2022/23 to complete the project. Once complete, this project will significantly increase public access to the City's property records while reducing staff time spent on fulfilling records requests. The Community Planning and Building Director will continue to manage this project.

• **Backup Generator at the Harrison Memorial Library:** Preliminary quotes were received for a new generator to predominantly backup the IT servers and essential equipment in the lower level of the library. This has proven to be a tricky project as there is limited outdoor space available for the generator, which has restricted progress to date. The quotes were under **\$60,000**. It is recommended that the implementation of this project be conducted in coordination with the Resilience Infrastructure Planning and Design Project and managed by the same PM.

• Uninterrupted Power Supply System: An estimate of **\$20,000** is needed to protect our computer systems and secure the City's data from power disruptions. The IT Manager will manage this project.

5) CIP Planning

Drainage System Repair Design, Phase II: This project, which is part of a multi-year drainage improvement program, would allocate an additional **\$500,000** to continue the development of drainage system improvement plans to fix the highest and moderate priority broken pipes and bottlenecks, based on the findings of the Drainage Master Plan. This funding would supplement the Drainage System Repairs – Design project carryover funds from FY 2021/22. Nearly \$7.5 million will

be needed to complete the highest and moderate priority repairs. A request for Statements of Qualifications has been posted to hire a consultant to design this project. A PM is needed to implement this project.

Facilities Component Inspections: This project would be a follow-up to the cursory Facilities Assessment conducted in 2013 and would include ASTM E 2018-5 or similar property condition assessments for City Hall, Fire Station, Public Works, and Vista Lobos facilities by qualified engineers and architects. Reports would include detailed specifics on building infrastructure along with any noted deficiencies and their associated estimated costs. The cost estimate for this project is **\$85,000**. A request for Statements of Qualifications has been posted to hire a consultant to design this project.

A PM is needed to implement this project.

These 25 proposed Capital Improvement Projects for FY 2022/23 represent over \$4.24 million in City funds, and an estimated \$788,000 in grant funding, as shown in Table 2 below.

Strategic Priority	Asset Category	Project	City Funds	External Funds
Def. Maint.	Facilities	Sunset Center Haz Mat Remediation and Exterior Painting	\$150,000	\$0
Def. Maint.	Facilities	Sunset Center Cottage Windows	105,000	0
Def. Maint.	Facilities	HML Exterior and Interior Painting	200,000	0
Def. Maint.	Facilities	HML Carpet Replacement	100,000	0
Def. Maint.	Facilities	City Hall Roof Replacement	100,000	0
Def. Maint.	Facilities	City Hall Retaining Wall Repair [New]	100,000	0
Def. Maint.	Facilities	Vista Lobos Interior Remodel Design [New]	25,000	0
Def. Maint.	FP&B	Beautification Projects	25,000	0
Def. Maint.	Fleet	Street Sweeper	350,000	200,000
Grants	Streets	Concrete Street Repairs - MOE	578,965	426,000
Grants	FP&B	MTNP 3 Stream/Drainage Projects - Construction	25,000	117,000
Grants	Fleet	Residential Electric Vehicles for CPB [New]	5,000	20,000
Public Safety	Facilities	Police Building Renovation - Additional Scope	1,300,000	0
Public Safety	Facilities	ADA Upgrades	15,000	0
Public Safety	Fleet	Radios Lease (Yr 2) [New]	30,000	0
Public Safety	Fleet	Ambulance Equipment + AED	75,000	0
Resilience	Facilities	Resilience Infrastructure Pilot Design	85,000	0
Resilience	Facilities	Electrical Panel Upgrade Design	75,000	0
Resilience	FP&B	Coastal Engineering Report	150,000	0

Table 2: Summary of Proposed FY 2022/23 Projects

Strategic Priority	Asset Category	Project	City Funds	External Funds
Resilience	FP&B	North Dunes Restoration/Split Rail Fence/Signage	10,000	25,000
Resilience	IT	Public Access Property Records (Yr 2)	67,000	0
Resilience	IT	HML Generator	60,000	0
Resilience	IT	UPS Systems	20,000	0
CIP Planning	Drainage	Drainage System Repairs – Design, Phase	500,000	0
CIP Planning	Facilities	Facilities Component Inspections	85,000	0
	TOTAL		\$4,236,000	\$788,000

III. 4 Special Projects that are Anticipated to be Funded and Implemented by Others in FY 2022/23

The following four (4) projects and initiatives are led by City partners and community groups and do not appear to require any City funding at this time. However, like all capital projects affecting City properties and facilities, project management and other support staff time and guidance are required.

• **Scout House Renovation:** Several community groups have expressed an interest in leading efforts to restore the building for functional use by the community. Council directed staff to work with community groups to develop an appropriate operation and maintenance agreement to allow the restoration to move forward and under what terms and conditions.

Staff is completing a Request for Proposal for this work, and the City Attorney is researching the terms for such an agreement. Staff estimates that the total cost of the renovation would be approximately **\$400,000**. Following the restoration, the selected proposer would continue to program activities and manage the facility for years to come.

• Ocean Avenue Medians Split Rail Fence: The Carmel Residents Association plans to donate to the City \$55,000 for installation of a split rail fence along all five Ocean Avenue raised median islands, tentatively to be installed in a saw-tooth pattern along the center of each median island, subject to Planning Commission and Forest and Beach Commission approvals. The applicant has been coordinating with Community Planning and Public Works to submit an application package for staff review. This project was included in the FY 2021/22 CIP and is carried over as a project led by others. This project would need to be adopted into an amended CIP at the time the donation is received and the permit approvals were ready for construction.

• **Mission Trail Laiolo Footbridge:** The Friends of Mission Trail Nature Preserve and Carmel Cares have expressed an interest in donating funds and/or in-kind volunteer labor to construct a new footbridge at the northern end of Doolittle Trail in the Mission Trail Nature Preserve. The new footbridge would provide safer access for pedestrians than the current crossing on a concrete ford. This improvement is identified in the Mission Trail Stream Stability Study.

The design work is currently in progress at no cost to the City. The Volunteer Coordinator will be assigned to guide the volunteers through the permitting and construction phases of the project when

donations become available for construction.

• **Scenic Barrier Rails Repair:** Carmel Cares is eager to provide volunteer labor to design and construct barrier rails to replace the deteriorated railings along the Scenic Pathway. This project will require Planning Commission and Forest & Beach Commission design approvals for proposed modifications to the barrier rails.

The Volunteer Coordinator will oversee and guide Carmel Cares on this project. Once complete by Carmel Cares to the extent that they wish to fund, the City's FY 2021/22 carry-over funds should be used to continue the barrier rail renovation by a City hired contractor. A PM will be needed to implement the City's portion of the project.

IV. Key Projects and Funding Needs for the Subsequent Four (4) Fiscal Years, to be included as an Exhibit in the Budget as a 5-year Capital Improvement Plan (CIP)

A preliminary 5-year Capital Improvement Plan is included as Attachment 1. Although only the first fiscal year (2022/23) would be funded as part of the City Budget, the remaining years serve as a planning tool to identify, well in advance, anticipated future projects. The 5-year CIP is a "snap shot" in time of anticipated needs for future infrastructure revitalization funding in the outer years.

As a dynamic planning document, the CIP for Years 2-5 is subject to change as updated information becomes available. Staff suggests that this year, should this 5-Year CIP be accepted by Council, staff could post this document on the City's website.

The following are key projects, by asset category, and ballpark budget estimates (including probable grants), for Years 2-5:

- Drainage: pipe repairs, bottleneck reconfigurations, outfall repairs, and CDS design = \$1.8 million
- Streets: paving, sidewalk repairs, parking lot repairs, and bike routes = \$4.0 million
- Facilities: building repairs, renovations, resilience upgrades, equipment replacement = \$3.9 million
- Forest, Parks, Beach: beach wall stabilizations, MTNP and N. Dunes projects = \$1.8 million
- Fleet: outdated heavy equipment and vehicle replacements, electric vehicles = \$1.2 million
- Environmental: climate change improvements, program development = \$195k
- IT: equipment replacements, security upgrades, PD records, and GIS expansion = \$430k
- **Libraries:** renovations per master plan, roof replacement = \$600k

The grand total estimate of \$13.9 million clearly exceeds anticipated revenues and ending fund balance for projects in those future years. Since the noted infrastructure above will not repair itself and will simply continue to decline without adequate funding, additional revenue should be considered. One concept that was suggested during generation of this report is to potentially use parking fees, if such fees are to be established, to pay for climate change and resiliency improvements.

V. Capital Improvement Plan Implementation

Implementation of the 12 carry-over projects from FY 2021/22 and the 25 proposed projects for FY 2022/23 (37 total) will represent a significant strain on staff resources, particularly in the Public Works Department and supporting functions (i.e. Finance, Planning). In order to successfully complete these projects, where possible, within the next one to two years, we anticipate using the following strategies:

• **Recognize capabilities and accomplishments of existing staff:** 17 Capital Improvement Projects funded in FY 2021/22 were completed, or will be substantially completed, by June 30, 2022, despite having no in-house PM over the past two years. Of these 17 projects, 11 were managed by Public Works, and 6 were managed by other departments. Clearly there is an advantage to decentralizing execution of capital projects to applicable departments while keeping the Master CIP list and oversight with the Public Works Director.

It should be noted that 15 of these 17 projects were valued under \$100,000. Furthermore, Public Works has four division managers who are capable of managing certain capital projects under guidance of the Public Works Director: the Environmental Compliance Manager, Public Works Superintendent, City Forester, and Facilities Maintenance Supervisor. However, since these individuals are operating at capacity for the foreseeable future, it should be assumed that no greater than 11 carry-over and new projects could be handled by existing staff next fiscal year.

• **Combine similar projects for efficiency:** If funded, the following 13 projects (carry-over and proposed) should be combined into 6 projects during implementation:

- o Drainage System Repairs Design and Drainage System Repairs, Phase II
- MTNP 3 Stream Projects Design and MTNP 3 Stream Projects Construction
- PD Renovation (\$2M) and PD Renovation Additional Scope (\$1.3M)

 $_{\odot}\,$ HML Exterior/Interior Paint, Sunset Center Cottage Windows, and Sunset Center Exterior Paint

- Beach Sand Survey/Wall Inspections and Coastal Engineering Report
- o Resilience Infrastructure Planning and Electrical Panel Upgrades for 4 Buildings

• **Assign projects across and within departments:** For the 12 carry-over projects from FY 2021/22 and 25 new projects for FY 2022/23, it is estimated that the following departments would be able to implement the following 17* projects with existing staff (*compared to 17 this FY):

- **Police (4):** Ambulance, Ambulance Equipment/AED, Antenna, Radios
- o **CP&B (2):** Public Access Property Records, Residential Electric Vehicles/grant
- IT (1): UPS Systems

PW Environmental Compliance Manager (4): Beach Sand/Coastal Report, MTNP 3
 Drainage Projects, North Dunes Restoration

• PW Superintendent (2): Concrete Street Repairs, Street Sweeper

• **PW City Forester (2):** Forest Management Plan, Beautification

• **PW Facilities Maintenance Supervisor (1):** ADA Upgrades

o New Recruit (1): Oversee volunteer projects, such as Scenic barrier rails, as needed

• **Recruit Project Managers:** Factoring in the merger of 13 projects into 6, and assigning 17 projects to existing staff, new PMs will be needed to execute the remaining 13, mostly larger scale or complex projects. The following approach is suggested:

• Re-open the recruitment for in-house PM as "Open and Continuous."

• The City should continue to use consulting firm 4Leaf to manage the carry-over FY20 Annual City-wide Paving Project. The consultant PM will complete the contract documents and manage the project through the bidding and construction phases. An Amendment to the Professional Services Agreement with 4Leaf may be needed at a later date.

• When Statements of Qualifications from consulting firms offering project management are received in late May, expedite evaluation and rankings of these firms, and submit to Council a relatively large, Professional Services Agreement. Fees for contract PM services would be directly charged to the assigned capital improvement projects; thus, funding for construction would be reduced accordingly.

It is anticipated that contract project management services will be required and assigned the last 12 unassigned projects:

PM #1 (4): PD Renovation + Expanded Scope, Library Master Plan, City Hall Roof Repair, and Vista Lobos Remodel Design.

PM #2 (4): MTNP Water Well & Tank Removal, Wayfinding Signs, Drainage Repairs + Phase II, City Hall Retaining Wall Emergency Repair, and HML Backup Generator.

PM #3 (3): HML Ext/Interior Paint + Sunset Center Hazardous Materials Remediation and Exterior Paint + Sunset Center Cottage Windows, Resilience Infrastructure Planning + Electrical Panel Upgrades, and HML Carpeting.

• Alternative deferral or re-configurations of carry-over and new projects to reduce the CIP workload burden or lessen the use of Fund balance in FY2022-2023: Should Council wish to reduce the level of proposed CIP expenditures or workload challenges, the following would be suggested by staff:

- $_{\odot}$ Defer the HML Carpeting until the Library Master Plan is completed, \$100,000
- Defer the Resilience Infrastructure Pilot Project to FY 2023/24, \$85,000
- o Defer the Scenic Pathway Barrier Rails (City-funded portion) to FY 2023/24, \$50,000

 Reduce the scope of the combined Drainage Design Projects from \$600k total to \$400k, a reduction of \$200k, but elongating the duration of essential drainage repairs Split the Police Building Renovation Project into two phases with the initial, limited scope \$2M project as Phase1. Phase 1 would only require a minor code update followed by bidding and commencement of construction. This could occur while the \$1.3M allocated for Phase 2, covering the additional improvements and potential code-triggered, building-wide upgrades, are evaluated and designed. Splitting projects typically results in a net cost increase in the long term, but phasing would facilitate delivering the project sooner.

VI. Recommendations and Council Direction

Staff is seeking Council's direction on the following items so that the final CIP can be ready to present to the City Council with adoption of the Budget, in June:

• Approve the 12 projects with funds carried over from FY 2021/22

• Approve the 25 proposed projects for the FY 2022/23 CIP which entails the authorization for the use of available fund balances as included in the Recommended FY 2022-2023 Operating Budget and Capital Plan, or alternatively;

- Defer or stage certain projects or add/replace with alternate projects
- Approve the 4 special projects if funded and implemented by others
- Approve the overall 5-Year CIP for inclusion as an exhibit only in the FY 2022/23 Budget
- Direct staff to present all proposed projects to the Planning Commission for a General Plan consistency review at their May 2022 meeting as required by California Government Code 65401 and the City's Municipal Code Section 17.52.060.

FISCAL IMPACT:

At the May 3, 2022 meeting, the Finance Department will present a Financial Forecast noting availability of funding to allocate to the Capital Improvement Program, as part of the Budget for FY 2022/23.

The budget, as recommended, proposes the use of available fund balance, in the amount of \$2,095,342, to specifically fund capital projects and make up for recent year deferrals in the total amount of \$5,029,000. Should the City Council prefer to not use available fund balance savings or lessen the amount drawn upon, total capital project expenditures would have to be reduced to \$2,933,658, or some portion thereof.

The ultimate fiscal impact to the FY 2022/23 Budget for Capital Improvement Projects cannot be assessed until after specific capital projects are selected by Council, particularly regarding the 25 new projects proposed for FY 2022/23.

The presentation will also introduce considerations for funding capital expenditures in future years (Years 2-5) in which it is clear that the need for improvements will exceed available revenues and ending fund balance.

PRIOR CITY COUNCIL ACTION:

A preliminary 5-Year Financial Forecast was presented to Council at the March 22, 2022 Special Meeting. That presentation was followed by a summary of completed FY 2021/22 capital projects, an introduction on the strategy to identify capital projects for the 5-year CIP, and an introduction to potential capital projects to

be funded in FY 2022/23, including special projects funded by others.

ATTACHMENTS:

Draft 5-Year Capital Improvement Program

						City of Carmol by the Sea							
				Attack	hment 5-Y	City of Carmel-by-the-Sea	an						
						al Years 2022/23 Through 2		,					
	BOLD = PROJECTS ADDED Spring 2022												Т
	RED = COMPLETE BY 6/30/22						-						
	EXTERNAL I All Costs x 1,000					5/3/22							_
													1
Category	Current FY			Year 1 Recommended	Year 1	Year 2	Year 2	Year 3	Year 3	Year 4	Year 4	Year 5	Year 5
Drainage	FY 2021/22 Design for Broken Pipes & Bypass	Estimate	Status Carry Over	FY 2022/23 Design Bottlenecks & Spot Repairs	Estimate \$500	FY 2023/24 Junipero (7th-9th) Bypass Pipe	Estimate 500	FY 2024/25 Spot Repairs Pipes	Estimate 350	FY 2025/26 4th Ave CDS Design	Estimate 60	FY 2026/27 4th Ave CDS Construction	Estimate 350
Dramage		100	Carry Over		4000		500	Redesign 4th Ave Outfall		Rio Box Culverts Design		Rio Box Culverts Construction	250
										Reconstruct 4th Ave Outfall	150		
\$2,435 Streets	FY 20 Paving Overlay/Micro Surf	\$ 100 570	Carry Over	Concrete Street Repairs	\$ 500	Pavement Overlay FY 23/24	\$ 500	Pavement - Reconstructs FY 25/26	\$ 425	Pavement - Slurry FY 24/25	\$310 522	Pavement Reconstruction	\$600 400
Sileets	San Carlos Bike Route		Carry Over	TAMC: SB1, X, RSTIP, HUTA		Resurface Parking Areas		Sidewalk Repairs		Pavement Survey Update		Sidewalk Repairs	100
	Mission St Sidewalk		Carry Over			TAMC: SB1, X, RSTIP, HUTA		TAMC: SB1, X, RSTIP, HUTA	400	TAMC: SB1, X, RSTIP, HUTA	405	TAMC: SB1, X, RSTIP, HUTA	400
	San Carlos Medians TAMC: SB1, X, HUTA		Carry Over Carry Over			Bicycle Master Plan Sunset Ctr Pkg Resurf. + Ret. Wall	60 200						4
	TAMC: 3B1, X, HUTA		Carry Over				200						
	Wayfinding Signs	18	Carry Over										
\$5,960		\$ 954	I		\$ 1,005	I	\$ 1,202		\$ 947		\$952		\$900
Facilities	PD Renovation	-	Carry Over	PD Renovation (additional scope)	1,300	ADA Updates - Year 6		PW Renovation Construction	-	PBL Com. Hub Upgrades		Sunset Center Railings	150
	Police Radio Antenna	200		Sunset Center Ext Painting		Resilience Infr. Pilot Constr.		Resilience Infrastructure Constr.		Resilience Infrastructure Constr.	-	Energy Upgrade	50
	Radio Antenna UASI Grant Sunset Ctr Hazmat	175 10	C-O Balance	Sunset Ctr Cottage Windows City Hall Roof Replacement	-	PW Renovation Design Fire Backflow Abovegd (3 bldgs)		Park Restroom Repairs Fire Station Painting		Energy Upgrade License Plate Readers	50 30	ADA Updates - Year 9	15
	Sunset Cir Hazmat Sun Center Fire Pump	106		City Hall Retaining Wall Repair		VL Int. Remodel Construction		Energy Upgrade Project		ADA Updates - Year 8	30		
	Sunset Ctr HVAC Controller	50	Done	Vista Lobos Int. Remodel Design	25	Panel Upgrades (VL, PW, SC, CH)	50	ADA Updates - Year 7	15				
	Dispatch Renovation	50		Panel Upgr. Design (VL,PW,SC,CH)		3CE Panel Upgrade/EV charger Grant	60						4
	PBL Backup Generator ADA Updates - Year 4	15 15	Done Done	Resilience Infr. Pilot Design Facilities Inspections	85 85								
				ADA Updates - Year 5	15								
\$8,091 Forestry,	MTNP - Design 3 Stream Projects	\$ 2,621		MTNP - Stream 3 Projects Constr	\$ 2,040	Design 13th Ave Wall, Revetment	\$ 1,120	MTNP - Stream Pits 4-6 Construction	\$ 1,800	MTNP -Stream Pjts 7-8 Design	\$295 100	MTNP -Stream Pits 7-8 Const.	\$215 250
Parks & Beach	MTNP - Stream Projects Grant			MTNP Stream Projects Grant		MTNP Stream Pjts 4-6 Design		N Dunes Habitat Restoration		Stabilize Revetments 10-13th	200	N Dunes Habitat Restoration	15
	MTNP Tank & Well Demo		Carry over	Beautification Projects		Shoreline Mgmt Plan Update		Beautification Projects	-	Shoreline Management Plan Update	100	Beautification Projects	25
	Forestry Management Plan		Carry over	N Dunes Habitat Restoration		N Dunes Habitat Restoration		Stabilize 13th Ave Retaining Wall	400	N Dunes Habitat Restoration Beautification Projects	15		4
	Forestry Management Plan N Dunes Habitat Restoration	150	Carry over Done	N Dunes Split Rail Fence + Signage	25	Beautification Projects	25				25		
	Scenic Pathway, Ph 2 Barrier Rails		Carry Over										
\$2,434 Fleet &	Ambulance	\$ 472 200	Carry Over	Street Sweeper (2010 Tymco)	\$ 202 350	Fire Engine Lease Yr 1 (2000 Cyclone)	\$ 340 450	Fire Engine Lease Yr 2 (2000 Cyclone)	\$ 690 450	Admin Vehicle C1 (2013) EV	\$440 45	Radios Lease, year 6	\$290 30
Equipment	Ambulance (donation)		Carry Over	3CE rebate if electric sweeper		2 EV Fstry Trucks (2000, 2002) w/ wtr tank		Fire Vehicle (2010 Ford) EV		Fire Vehicle (2012) EV	45		00
	Police Radios (22, 6 year Lease)	30	Done	Ambulance equip. + AED		PW Dump Truck (1995)		PD Animal Control AC1 (2009) EV	-	PD C9 Radar Trailer (2000)	15		
	PD vehicles C5 (2014), C8 (2012)	120	Done	Radios Lease, year 2		PD Vehicle C3 (2006) EV		PD Motorcycle M1 (2008) EV		Radios Lease, year 5	30		4
				2 Residential EVs (CPB) 3CE EV rebate	5	Radios Lease, year 3	30	Amb Heart Monitor Radios Lease, year 4	30 30	Bucket Truck	150		
				CPB vehicle sale	15			······································					
\$2,820		\$ 400			\$ 685		\$ 775		\$ 645		\$285		\$30
Environmental	Beach Sand Survey, Wall Insp	1	Carry Over	Coastal Engineering Report		Underground Utility Assesst Dist.	25	Green Business Program		Origin Dest. Transp. Model		CAP Update	30
(Inc Climate Change)	Greenhouse Gas Analysis	20	Done			Electrification Reach Code Devt	30 25	Underground Utility District 20A Design	20	Alt. Transp. Incentives	15		
						Green Visitor Program Devt							
\$410 IT	Dublio Access Dreparty Descrite	\$ 45		HML Concreter	\$ 150	PD Records Management	\$ 80	IT Equipment	\$ 40		\$65	1	\$30
11	Public Access Property Records Retention Schedule (Consultant)		Done Done	HML Generator UPS Systems		PD Records Management Network Firewalls		GIS - Phase 3	20	IT Equipment	40	IT Equipment	40
	Servers- Resilience		Done	Pub Access Pty Records Yr 2	67								
****					* · · · -				^				
\$693 Library	Libraries Master Plan	\$ 136 50	Carry Over	HML Ext. + Int. Paint	\$ 147 200	Master Plan Project #1 - Design	\$ 260 50	Master Plan Project #1 - Constr	\$ 70 125	Master Plan Project #2 - Design	\$40 50	Master Plan Project #2 - Constr	\$40 125
		50		HML Carpet		HML Roof Replacement		PBL Roof Replacement	125		0		125
\$950 Grand Totals	\$23,793	\$50 <u>\$4,778</u>		31	\$ 300 <u>\$5,029</u>	30	\$ 200 <u>\$4,477</u>		\$ 225 \$4,842		\$50 <u>\$2,437</u>	15	\$125 <u>\$2,230</u>
City Funding	\$23,793	\$3,951		31	\$4,236		\$4,022		\$4,842 \$4,442		<u>\$2,437</u> \$1,982	10	<u>\$2,230</u> \$1,830
External Funding	\$3,330	\$827			\$793		\$455		\$400		\$455		\$400
Use of Available Fund Balance General Fund		\$0 -	1		\$2,095		\$2,801		\$2,631 2,631		\$1,489 1,489		\$1,672 1,672
Mesure C, Hostelry, CIP		-			2,095		2,801		- 2,031		1,409		-
CIP Breakeven Level		\$4,778			\$2,934	1	\$1,676		\$2,211		\$948		\$558



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

May 3, 2022 ORDERS OF BUSINESS

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Marnie Waffle, AiCP, Senior Planner
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Consideration of whether or not to reconsider Permanent Encroachment Permit EN 21-272 (Fountain) to retain a fence constructed in the public right of way

RECOMMENDATION:

Consider the request by Council Member Jeff Baron to reconsider Permanent Encroachment Permit application EN 21-272 (Fountain) and direct staff to either,

1) Proceed with issuing a letter of denial on the application, or

2) Schedule the application to return for a second public hearing on June 7, 2022, or a future meeting date to be determined.

BACKGROUND/SUMMARY:

On April 5, 2022, the City Council considered Permanent Encroachment Permit application EN 21-272 (Fountain) for an existing fence located in the public right-of-way on the southern side of the single family residence on the northwest corner of Junipero Avenue and 8th Avenue in the Residential and Limited Commercial (RC) Zoning District. On a motion to deny the application, the Council voted 3-2 in favor of the denial.

In accordance with Carmel Municipal Code Section 2.04.140 (Reconsideration of Council Action), "*Any City Council member voting in the majority on any given item may move reconsideration of Council action on that item for consideration at a future meeting*". In other words, if a Council member was part of the majority vote, they can bring the item back before the full Council, and request that Council decide whether or not to re-open and reconsider the item at a future meeting.

On April 12, 2022, Council Member Jeff Baron requested reconsideration of the subject Permanent Encroachment Permit application EN 21-272 (Fountain). This meeting is to consider whether to reconsider the application at a future meeting date. No action on the permit application will be taken at this meeting. If a simple majority of the Council votes to reconsider the application, the matter will be placed on a future agenda and will be duly noticed. The future meeting would be de novo, meaning that it would essentially be a new hearing where all merits of the project could be considered.

FISCAL IMPACT:

None.

PRIOR CITY COUNCIL ACTION:

ATTACHMENTS:

Attachment 1 - April 5, 2022 City Council Staff Report

Attachment 1



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

April 5, 2022 PUBLIC HEARINGS

TO:	Honorable Mayor and City Council Members	
SUBMITTED BY:	Marnie Waffle, AiCP, Senior Planner	
APPROVED BY:	Chip Rerig, City Administrator	
SUBJECT:	Consideration of a Permanent Encroachment Permit (EN 21-272, Fountain) for an existing fence located in the public right-of-way on the southern side of the single family residence on the northwest corner of Junipero Avenue and 8 th Avenue in the Residential and Limited Commercial (RC) Zoning District	

RECOMMENDATION:

Consider an Permanent Encroachment Permit (EN 21-272, Fountain) for an existing fence located in the public right-of-way on the southern side of the single family residence on the northwest corner of Junipero Avenue and 8th Avenue in the Residential and Limited Commercial (RC) Zoning District.

BACKGROUND/SUMMARY:

On February 5, 2003, the Planning Commission approved a Design Review (DR 01-04, Mackey) and Use Permit (UP 01-24, Mackey) for the construction of two attached single-family residences and a lot line adjustment to modify two 2,500 square-foot lots into one, 2,000 square-foot lot (fronting on 8th Avenue) and one 3,000 square-foot lot (located at the northwest corner of Junipero Avenue & 8th Avenue) (Attachments 1 and 2). A single-family residence was constructed on the 3,000 square foot corner lot while the lot on 8th Avenue remains vacant to this day.

The Planning Commission's approval of the project included Use Permit condition of approval number 8 requiring the applicant to continue a pedestrian sidewalk along Eighth Avenue for use by the public on public property that will further protect the health, safety, and welfare of the community. Additionally, Design Review condition of approval number 13 required the applicant to install and maintain public way improvements adjacent to the project including new sidewalks, curb and gutter, and landscape improvements in conformance with City requirements for the public way. An improvement plan was required to be submitted to the Planning Director for review and approval prior to the issuance of a building permit to include an improved sidewalk surface treatment that complimented the character of the commercial district and provide for a sidewalk along the north side of Eighth Avenue adjacent to the Scout House. The applicant was required to design and install the sidewalk at their sole expense.

On October 8, 2003, the Planning Commission approved a revision to Use Permit condition of approval number 8 to allow the relocation of the public walkway from the north side of Eighth Avenue between

Attachment 1 Junipero and Mission to the south side of the street with the added condition that the applicant install a crosswalk, and that all property owners on the south side of Eighth Avenue be notified of the project and encouraged to respond in writing (Attachments 3 and 4). The proposed relocation, due to grading issues according to City staff, was reviewed by the Traffic Safety Committee on September 3, 2003 and was supported by the Committee (Attachment 5).

On March 22, 2005, former owner Mr. Don Mackey submitted a building permit revision to construct a threefoot-tall and 28-foot-long wooden grapestake picket fence located in the public right-of-way approximately 5 feet, 8 inches from the southern street side yard property line on 8th Avenue (Attachments 6 and 7). The fence was approved by Planning staff subject to approval of an Encroachment Permit. However, there is no record in the property file that an Encroachment Permit was issued. Mr. Mackey did provide proof of liability insurance in 2005 and signed a Hold Harmless Encroachment Agreement that does not appear to have been notarized or recorded. In 2017, the new owner, Mr. Thomas Fountain provided proof of liability insurance for the encroachment.

On March 19, 2015, Planning staff approved Design Study 15-085 for the installation of a 3-foot wide decomposed granite pathway on the south side of 8th Avenue between Junipero Avenue and Mission Street to satisfy the revised condition of approval from 2003 (Attachment 8). The path was installed and in June 2015, the path was inspected by Planning staff and the Building Inspector and found to be in compliance with the revised condition of approval (Attachment 9).

Mr. Fountain is requesting that the prior fence approval be formalized with the issuance of a Permanent Encroachment Permit. If the City Council approves the permit, a Hold Harmless Encroachment Agreement (Attachment 10) would be signed, notarized, and recorded with the Monterey County Recorder's Office.

Analysis:

Section 12.08.050 of the Carmel Municipal Code (CMC) grants authority to the City Administrator to approve encroachment permit applications that conform to the Encroachment Application Review Standards (CMC 12.08.060). CMC section 12.08.050 also gives the City Administrator the authority to refer Encroachment Permit applications to the City Council for determination.

In this case, given the unique nature of the proposal and the level of public interest in the application, the City Administrator has exercised his authority to elevate this decision to the Council. The City Administrator will be prepared at the hearing to provide his perspective on the proposed encroachment as the effective 'junior hearing body' for this matter.

The decision by the Council would be final in this case, as there would be no appeal authority or administrative remedies remaining within the City's regulatory framework. In considering this application, the Council should refer to CMC Section 12.08.060 (Encroachment Application Review Standards), which essentially function as the findings required for approval. This section, in whole, has been included as Attachment 11 for convenience. Since the Code does not require approval via resolution when elevated, the Council does not need to adopt a resolution in this case. The decision can be made by a simple motion to approve or deny the application and a majority vote.

If the Council approves the encroachment permit, the fence would remain and could be repaired or replaced as needed so long as the location and design remained consistent with the encroachment permit approval. The City may terminate and revoke the Agreement at any time that it is determined by the City Council to be in the best interests of the City and necessary to promote the public health, safety, or welfare.

If the Council denies the encroachment permit, the fence would need to be removed from the public right-

Attachment 1 of-way. The property owner could construct a similar fence on his property. However, because the residence was constructed in such close proximity to the southern property line, a fenced in open space buffer between the house and the public way would be eliminated.

Environmental Review:

If the Council is inclined to approve the project, Staff recommends the project be found categorically exempt from the California Environmental Quality Act (CEQA), State CEQA guidelines and local environmental regulations, pursuant to Section 15303 (Class 3) – New Construction or Conversion of Small Structures. Class 3 exemptions include, but are not limited to the construction of small facilities or structures and the installation of new small equipment. The proposed project consists of the installation of a wooden fence. The project does not change the existing or former use of the property and does not present any unusual circumstances that would result in a potentially significant environmental impact as proposed and conditioned. No exceptions apply to the exemption pursuant to Section 15300.2 of the CEQA guidelines.

FISCAL IMPACT:

None.

PRIOR CITY COUNCIL ACTION:

There has been no prior City Council action on the permanent fence encroachment.

ATTACHMENTS:

- Attachment 1 February 5, 2003 Planning Commission Agenda Report
- Attachment 2 February 5, 2003 Planning Commission Meeting Minutes
- Attachment 3 October 8, 2003 Planning Commission Agenda Report
- Attachment 4 October 8, 2003 Planning Commission Meeting Minutes
- Attachment 5 September 3, 2002 Traffic Safety Committee Meeting Minutes
- Attachment 6 2005 Plan Check_Revision Submission dated 3.22.05
- Attachment 7 Project Plans
- Attachment 8 DS 15-085 (Old Mill) Approval Afteraction
- Attachment 9 June 4, 2015 Pathway Compliance Verification
- Attachment 10 Hold Harmless Encroachment Agreement 04.05.22
- Attachment 11 CMC Section 12.08.060

CITY OF CARMEL-BY-THE-SEA PLANNING COMMISSION AGENDA CHECKLIST

MEET	TING DATE: <u>5 February 2003</u>	BLOCK: <u>89</u> LOTS: <u>25 and 26</u>
FIRST	THEARING: X	CONTINUED FROM: N/A
ITEM	NO: DR 01-04/UP 01-24	OWNER: Don Mackey
		DESIGNED BY: John Mandurrago
		STREAMLINING: 3/14/03
SUBЛ	ECT:	
	Consideration of Design Review and Use Po	ermit applications for the construction
	of two attached single-family residences and	· ·
	Residential and Limited Commercial (RC) I	District and the Archaeological
	Significant (AS) Overlay District.	
ENVI	RONMENTAL REVIEW:	
	Exempt (Class 3 – new construction)	
LOCA	TION:	ZONING:
	NW Corner of Junipero and Eighth	RC and AS
ISSUE		
1.	Does the proposal comply with the Design I	Regulations for the Residential and
	Limited Commercial District (17.12)?	
2	Description of the condition	and Standards for annexed of a lat
2.	Does the proposal comply with the Condition line adjustment (17.43)?	ons and Standards for approval of a lot
	ine adjustment (17.45)?	
OPTIC	ONS:	
01 110		
1.	Approve the application as submitted with C	Conditions.
2.	Continue consideration of the application.	
3.	Deny the application and direct staff to prep	are Findings for Decision.
RECO	MMENDATION:	
	Option #1 (Approve the application as subm	nitted with Conditions.)

ATTACHMENTS:

- 1. Staff Report dated 5 February 2003.
- 2. Application materials.
- 3. Findings for Decision.

STAFF CONTACT: Chip Rerig, Senior Planner

CITY OF CARMEL-BY-THE-SEA

DEPARTMENT OF COMMUNITY PLANNING AND BUILDING

STAFF REPORT

TO: CHAIRMAN STRID AND PLANNING COMMISSION

FROM: CHIP RERIG, SENIOR PLANNER

DATE: 5 FEBRUARY 2003

SUBJECT: DR 01-04/UP 01-24/DON MAKEY NW CORNER OF JUNIPERO AND EIGHTH BLOCK 89; LOTS 25 AND 26

I. SUMMARY RECOMMENDATION

Approve the Design Review and Use Permit applications subject to attached Conditions.

II. EXISTING SITE CONDITIONS

The existing parcel contains two 2,500 square foot legal lots of record. The project site has a moderate slope of approximately 14% downward from east to west. The site is currently vacant but contains numerous Acacia and Coast Live Oak trees, many of which have been conditionally approved for removal by the Forest and Beach Commission.

III. PROJECT DESCRIPTION

The applicant proposes to construct two, attached, two-story, single-family residential structures and adjust a lot line in the RC (Residential and Limited Commercial) District. The lot line adjustment would create a 2,000 square foot lot and a 3,000 square foot lot. The applicant is also proposing to construct a sidewalk in the public right-of-way along the north side of Eighth Avenue. The sidewalk would continue the sidewalk that currently exists, and simply ends at Eighth Avenue, on the west side of Junipero Avenue.

Lot Line Adjustment

The applicant proposes to realign the lot line that currently separates lots 25 and 25 along the east/west axis to the north/south axis. The new lot line is located sixty (60) west of the

DR 01-04/UP 01-24/Makey Staff Report 5 February 2003 Page Two

property line located on Junipero Avenue. This would create a 2,000 square foot parcel (40'x50') immediately to the east of the City's Scout House and a 3,000 square foot parcel (60'x50') located at the corner of Junipero and Eighth Avenues. Both new lots would abut the RC (Residential and Limited Commercial) District and be across the street from the R-1 (single-family residential) District along both Junipero and Eighth Avenues.

Residence #1

Residence #1 is proposed on the larger of the two new lots. The building is sited along both the north and west property lines, and is set back from both Junipero Avenue and the corner of Junipero and Eighth Avenues. Vehicular access is proposed from Junipero Avenue to a two-car garage. The second story is located centrally on both the first story and the parcel. Proposed exterior materials include a clay barrel tile roof, Carmel stone veneer on the first story and stucco on the second story, and unclad wood windows.

Don Makey Project Data Residence #1 (Site Area 3,000 sq. ft.)		
Site Considerations	Allowed/Required	Proposed
Floor Area	2,400 sf (80%)	2,400 sf (80%)
Building Coverage	2,100 sf (70%)	1,876 sf (63%)
Height (ridge)	24 ft.	22 ft.
Parking (per unit)	1.5 spaces	2 spaces
Setbacks	Minimum Required	Proposed
Front (Junipero)	7'-6"	7'-6"
Rear	0 ft.	0 ft.
North Side	0 ft.	0 ft
South Side	0 ft.	0 ft.

DR 01-04/UP 01-24/Makey Staff Report 5 February 2003 Page Three

Residence #2

Residence #2 is proposed for the smaller of the two new lots. The building is sited along both the west and north property lines and set back from Eight Avenue. The second story is located toward the northwestern portion of the building footprint, away from Eighth Avenue. Private outdoor space is located in the rear yard of the unit. The proposed Spanish-Revival style architecture includes 12:4 pitched roofs with clay barrel tile, stucco walls, a wrought iron balcony inset from the front elevation and unclad wood windows.

Site Considerations	A 11 3 //D 1	
Site Considerations	Allowed/Required	Proposed
Floor Area	1,600 sf (80%)	1,600 sf (80%)
Building Coverage	1,400 sf (70%)	1,214 sf (61%)
Height (ridge)	24 ft.	22'-5"
Parking (per unit)	1.5 spaces	1 space*
Setbacks	Minimum Required	Proposed
Front (Eighth)	7'-6"	7'-6"
Rear	0 ft.	0 ft.
North Side	0 ft.	0 ft
South Side	0 ft.	0 ft.

*Staff has added a Special Condition that requires the applicant to pay the in lieu parking fee for the ½ space required.

DR 01-04/UP 01-24/Makey Staff Report 5 February 2003 Page Three

IV. STAFF REVIEW

The project complies with the Municipal Code provisions for lot line adjustments and, except as conditioned for parking, the dimensional standards contained in Municipal Code Chapter 17.12 (Design Regulations).

Regarding design, Section 17.12.010 states: "The character of the commercial and multifamily districts is enhanced by a diversity of architecture that is none the less sensitive to village traditions. The design of new buildings, and of modifications to existing buildings, should respect these traditions and avoid out-of-scale or bizarre building forms or incompatible design treatments." The proposed project utilizes building forms and materials that are internally consistent and add to the architectural diversity of the neighborhood. Additionally, the proposed project is compatible within its surrounding context that is a mix of one and two-story single-family dwellings, transient commercial buildings, service commercial buildings, and commercial retail buildings.

Staff has added a Condition that requires the applicant to continue the sidewalk on the north side of Eighth Avenue (on the Scout House site). This will effectively provide a pedestrian link from Junipero Avenue to Mission Street along Eighth Avenue that does not require pedestrians to walk in the street.

V. <u>STAFF RECOMMENDATION</u>

Approve the Design Review and Use Permit applications subject to attached Conditions.

CITY OF CARMEL-BY-THE-SEA

DEPARTMENT OF COMMUNITY PLANNING AND BUILDING

FINDINGS FOR DECISION

DR 01-04/UP 01-24 NW Corner of Junipero and Eighth Avenues Block 89: Lot: 25 and 26

5 February 2003

CONSIDERATION: The applicant requests approval of a Use Permit for a lot line adjustment and a Design Review permit to construct two single-family residential dwellings on 2,000 and 3,000 square foot lots in the Residential and Limited Commercial (RC) District.

FINDINGS OF FACT:

- 1. That the property is currently two 2,500 square foot legal lots of record located at the northwest corner of Junipero and Eighth Avenues (Block 89; Lot 25 and 26) and the lots are zoned Residential and Limited Commercial (RC).
- 2. That the property contains a moderate upward slope towards the rear property line at approximately fifteen percent (15%).
- 3. That on 25 January 2001, the applicant submitted an application to adjust the existing lot line to create a 2,000 and a 3,000 square foot parcel, and construct two new single-family residential dwellings.
- 4. That the project site is currently void of any structures or buildings.
- 5. That review of this project is subject to a design review application and the standards contained in Municipal Code Chapters 17.12 and 17.43.

CONDITIONS AND STANDARDS FOR USE PERMIT APPROVAL OF A LOT LINE ADJUSTMENT

- 1. That the proposed lot line adjustment shall not increase or create a zoning nonconformity in that the two new lots meet all standards for development as independent parcels.
- 2. That the proposed lot line adjustment shall not increase or create any zoning violations or any other kind of illegality in that the two new lots are legal parcels that meet all standards for development independently.
- 3. That the proposed lot line adjustment shall not create an additional building site in that the current configuration of lots 25 and 26 in block 89 are independently developable in the current configuration.
- 4. That the current site does not contain any zoning nonconformities and the lot line adjustment shall meet all zoning requirements and not create any zoning nonconformities.
- 5. That the proposed lot line adjustment will increase the average length of frontage on public streets since both new lots will front on either Eighth Avenue or both Eighth Avenue and Junipero Avenue.
- 6. That the current lot lines are straight and the proposed lot line adjustment will not straighten the lot lines nor make the lot lines less straight since the proposed lot line adjustment is turning the lot line that separates two independently developable lots from east/west to north/south
- 7. That the current lots are rectangular and the proposed lots are rectangular.
- 8. That as permitted by Municipal Code Section 17.43.030.I and 17.43.030.J Conditions have been added that require the applicant to continue a pedestrian sidewalk along Eighth Avenue for use by the public on pubic property that will further protect the health, safety, and welfare of the community.

9. That as a result of the proposed lot line adjustment, a driveway and parking area will be relocated to Junipero Avenue and that the Forest and Beach Commission has reviewed the project to ensure that the relocation shall protect existing significant trees.

DECISION: The Use Permit and Design Review applications are approved subject to the following Conditions.

CONDITIONS OF APPROVAL:

- 1. All subsequent activities on either parcel including, but not limited to, approval of use permits, and approval of additions and alterations shall be subject to City review and approval according to the findings and conditions of this permit. No activity shall be approved nor undertaken unless it conforms to the findings and conditions of the use permit and design review application.
- 2. This permit constitutes a land use entitlement to construct two single-family residences on two newly formed lots. No part of this project shall be implemented in reliance of this permit unless the entire project is implemented.
- 3. No business activities shall be permitted on either lot unless a permit amendment is submitted and approved by the City prior to establishment on the premises. Any future applications to conduct commercial activities on either lot in the future will be reviewed for the proposals' impact on off-street parking, floor area ratio, coverage and the pertinent dimensional and design standards for the RC District.
- 4. No commercial use shall be allowed to operate from either residential unit within the project. Neither residence shall be partitioned, divided or subdivided to create more than the two units or the two lots authorized by this permit. Neither residence shall be leased, subleased occupied, rented or let for, in connection with, any timeshare or time interval ownership agreement. Neither residence shall be rented, leased, subleased or otherwise made available to any person for any period of time of 30 consecutive calendar days or less.
- 5. Both residential units shall be accessed by its own entry/exist door as shown on the approved project plans and shall be independently metered for water. Both residences shall be maintained on the site in good repair.

DR 01-04/UP 01-24/Makey 5 February 2003 Page Four

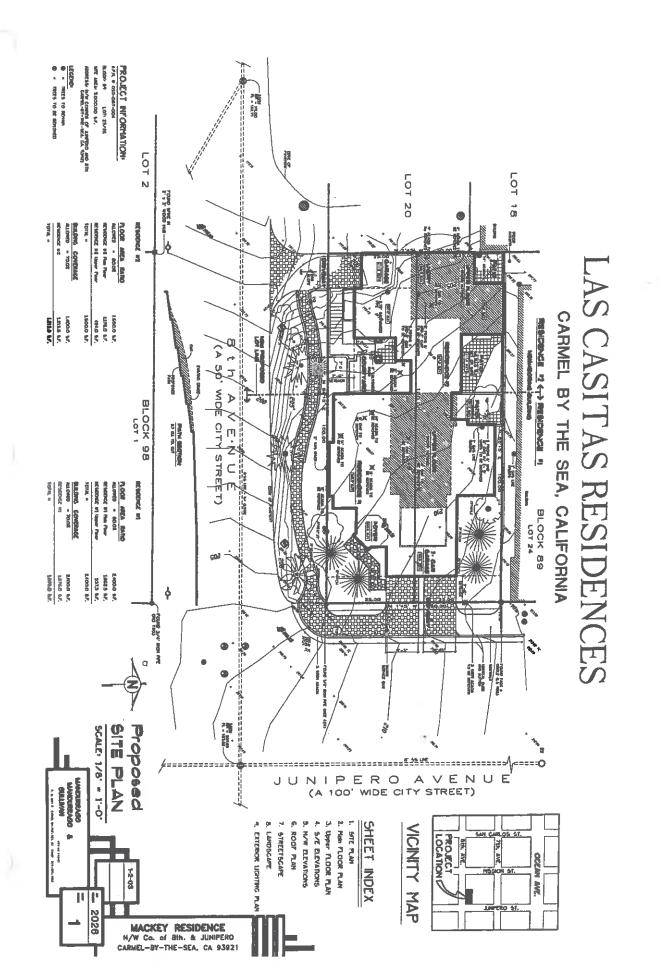
- 6. Trash, garbage and containers for recycling materials shall be stored on private property, screened from public view and disposed of in the manner established in Chapter 16, Title 8 of the Municipal Code.
- 7. The parking garage shall be used only for parking vehicles, storage and the housing of utilities, trash, garbage and recycling materials. All parking spaces shall be reserved and permanently assigned for tenants of each unit on the parcel. These spaces shall not be rented, leased or sold separately.
- 8. As part of the building permits to construct the project, the permittee shall be responsible for undergrounding all new and existing overhead utility lines fronting either lot without erecting any new permanent poles. Alternatively, the permittee shall pay equivalent funding to the City for undergrounding 50 linear feet of the utilities based on estimated costs provided by the utility companies, or a lesser amount to be determined by the Director of Public Works.
- 9. If excessive groundwater or seepage is encountered during excavation or construction, such conditions shall be mitigated in a manner approved by the Building Official of the City.
- 10. All new utility connections serving either residence shall be installed on private property and screened from public view. Meters shall not be installed in areas used for pedestrian circulation and shall be installed in the garages, paved areas on site or as a last resort in landscaped areas on the site. Plans illustrating such placement of utility meters shall be submitted on the building plans for approval by the City.
- 11. The City reserves the right to require bonding or equivalent financial security for maintenance of the landscaped areas on the project site.
- 12. The applicant shall submit the draft landscape plan approved by the Planning Commission for review by the City Forester prior to issuance of a building permit. The plan shall include drip irrigation systems set on timers and shall be maintained by the property owners. The landscaping and irrigation system shall also serve the public right-of-way along Eighth Avenue and be maintained by the property owners' expense.

- 13. The applicant shall be responsible for installing and maintaining public way improvements adjacent to the project including new sidewalks, curb and gutter, and landscaping improvements in conformance with all current City requirements for the public way. An improvement plan for the public way shall be submitted for review and approval by the Planning Director prior to issuance of a building permit. The plan shall provide an improved sidewalk surface treatment that compliments the character of the commercial district consistent with the City's policies on improvements in the public way. The plan shall also provide for a sidewalk along the north side of Eighth Avenue adjacent to the Scout House (Block 89, Lot 20). The applicant shall design and install this sidewalk at their sole expense.
- 14. Buildings authorized by this permit shall use fire retardant materials and sprinklers that meet the requirements of the State Uniform Building and Fire Codes.
- 15. Prior to issuance of a building permit for grading the permittee shall submit a plan for approval by the Department of Community Planning and Building defining the excavation and disposal activity associated with the project. The plan shall define truck/hauling routes through the City, the proposed disposal site, and any street closures or traffic interruptions necessary or anticipated.
- 16. A soils report shall be prepared by a qualified engineer as part of the design process to define the amount of cuts and fills required and to establish a drainage plan to accommodate peak storm events and prevent erosion and damage to property. Drainage facilities shall be reviewed by the City Engineer and coordinated with the area-wide drainage plan administered by the department of Public Works. The City reserves the right to require off-site drainage improvements or equivalent funding for such improvements determined to be necessary to upgrade drainage infrastructure to meet the incremental demands generated by this project.
- 16. Grading and excavation activities shall be prohibited during the months of November through March unless a temporary erosion control plan is submitted and approved by the City. Hours of construction shall be limited to 8:00 a.m. to 5:00 p.m. Monday through Friday.

DR 01-04/UP 01-24/Makey 5 February 2003 Page Six

- 17. Approval of this permit is conditioned on the applicant receiving a building permit within one (1) year of Planning Commission approval of the project. The City may authorize an extension of this permit for a period of up to one (1) additional year provided that the Municipal Code regulations have not been changed related to the findings and conditions of this permit.
- 18. All trees on the site shall be protected during demolition by methods approved by the City Forester. No trees shall be removed by the future site development until the applicant has obtained approval by the City Forester and Forest and Beach Commission. The removal of trees from the site shall not occur until a plan has been approved by the Planning Commission to develop a new dwelling on the property.
- 19. If during construction any tree roots larger than two inches (2") are encountered during construction, the City Forester shall be contacted before cutting the roots. If roots larger than two inches (2") in diameter are cut without prior City Forester approval or any significant tree is endangered as a result of construction activity, the building permit will be suspended and all work stopped until an investigation by the City Forester has been completed.
- 20. All development on the building sites shall comply with the design and zoning regulations with the City.
- 21. The applicant shall submit in writing any proposed changes to the project plans approved by the Planning Commission prior to incorporating changes on the site. The project will be reviewed for its compliance to the approved design study plans prior to final inspection by the Building Inspector.
- 22. Exterior lighting shall be limited to 25 watts or less per fixture. Landscape lighting shall be limited to 15 watts or less per fixture.
- 23. All water fixtures within the premises in which the use is located shall be retrofitted with water conservation hardware and shall be inspected for conformance with the standards contained in 15.28.020 of the CMC prior to establishment of the use.

- 24. The interior of the garages require illumination in conformance with the requirements of the Uniform Building Code and such lighting will be visible to the public.
- 25. The applicant will submit copies of the drainage and soils reports for development on the site, preliminary title report and applicable CC&R's and other requirements contained in the Subdivision Map Act of California.
- 26. The use of the two residences shall be conducted in a manner consistent with the presentations and statements submitted in the application and at the public hearing, and any change in use that would alter the findings or conditions adopted as part of this permit shall require approval of a new use permit by the Planning Commission.
- 27. Violation of the terms of this use permit or other ordinances of the City may constitute grounds for revocation of this use permit. Upon termination or revocation of this use permit for any reason, the use shall immediately cease and shall not be re-established without issuance of a new use permit.
- 28. Prior to issuance of a building permit, the applicant shall pay the parking in lieu fee in the amount of \$24,990 for the ½ parking space required under Municipal Chapter 17.34.
- 29. The applicant shall prepare a Phase I archaeological study consistent with the Archaeological Resources Management Report format prior to issuance of any building permits.



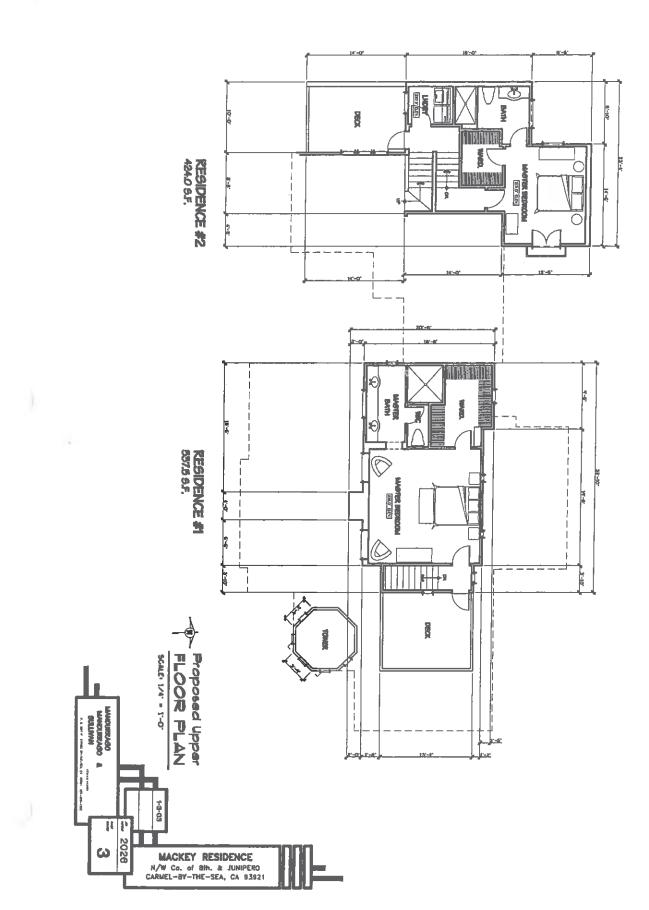
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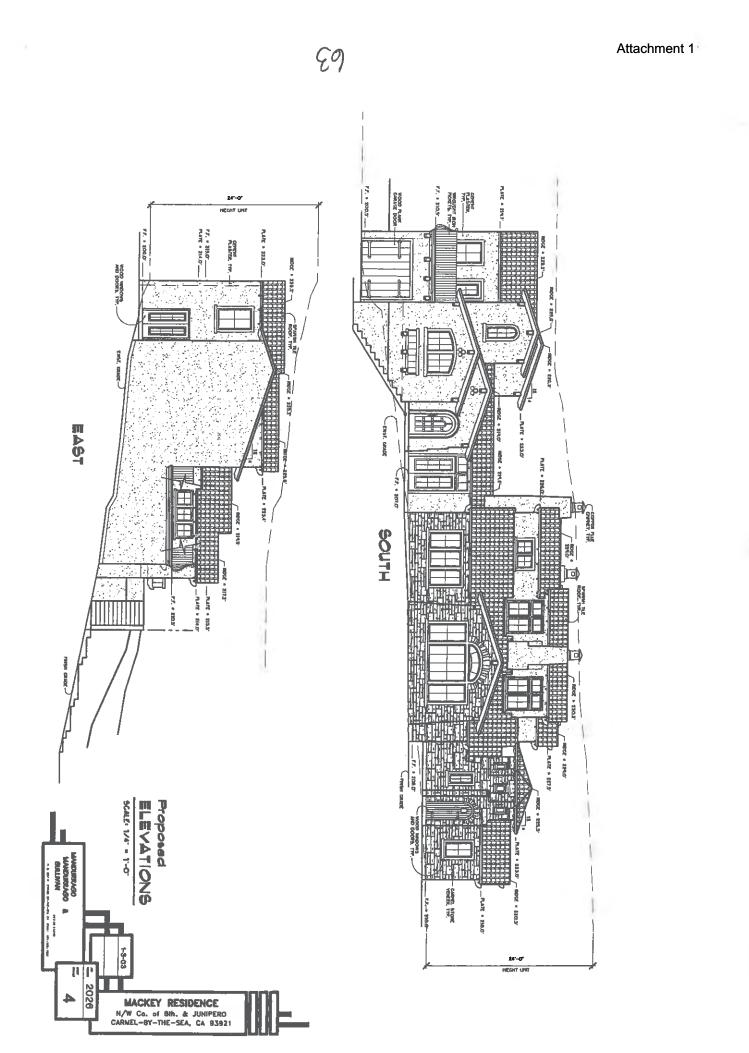
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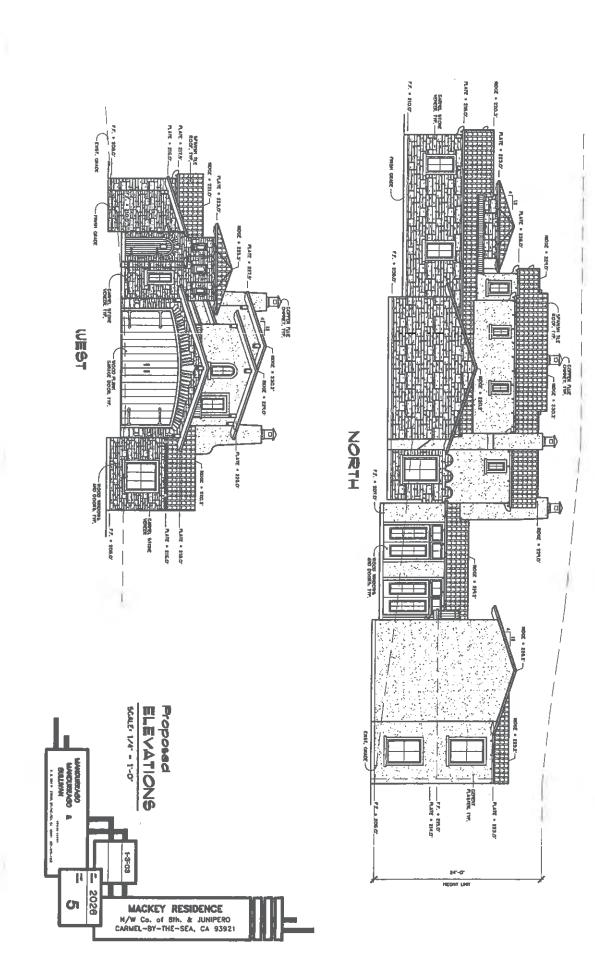
Č GNR/ACT Mill Hill **MV** RESIDENCE #2 U78.0 S.F. C JOA,C INTY 10% C AL 9-91 Ē No. Pr ŝ INNO IN. PAND in the ĩ CONKINNED ş L PATIO 1017 NAV HUS 01-21 ÷ Ø \$ RESIDENCE #1 12625 S.F. MOULD BEDROOM 10 Θ JO D () JOAO' BLEV . 4 1-0k WANDA - DALD 9 S-CAR GAUAGE FLOOR PLAN Proposed Main SCALE: 1/4" + 1'-0" 0-44 2 T-2 13-03 0 P 2026 N MACKEY RESIDENCE N/W Co. of 8th. & JUNIPERO CARMEL-BY-THE-SEA, CA 93921

Attachment 1

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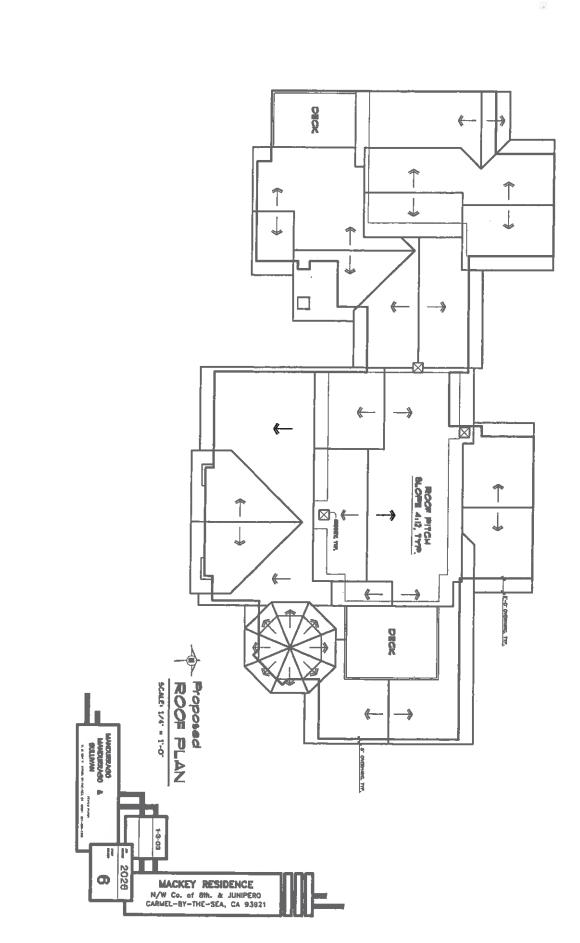


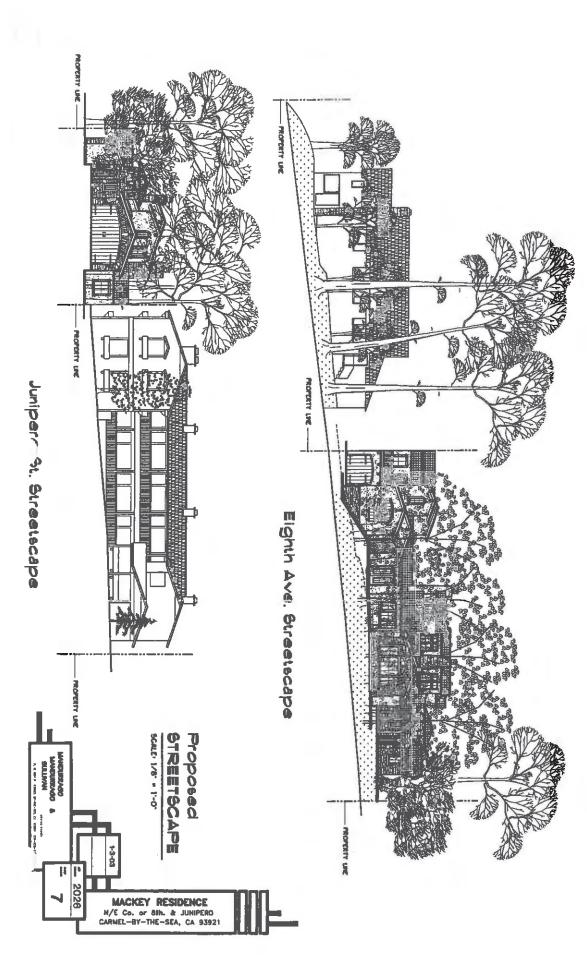
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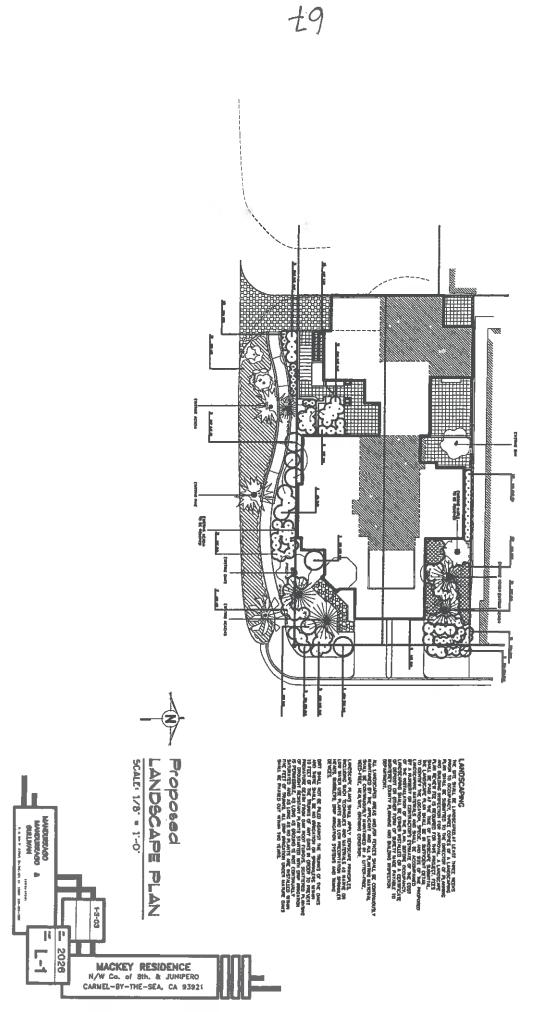








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Attachment 1 the-Sea 9 April 2001 Mr. John Mandurrago P.O. Box R Carmel, CA 93921

Dear Mr. Mandurrago:

The Forest and Beach Commission considered your application to remove (5) 9"dbh, and (2) 7"dbh Coast Live Oaks, to remove (2) 9", 7"dbh, and (2) 6"dbh Black acacias and to prune two 5" limbs from a 7" double spar oak.

In a unanimous vote the Commission approved your application with the following conditions.

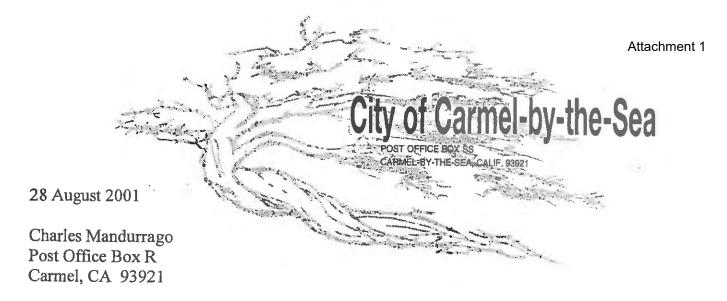
- 1. All footings must be hand dug within 15 feet of any tree.
- 2. Two upper canopy trees (Monterey pine, Monterey Cypress or coast redwoods) must be planted as replacement trees on private property and two on public property.
- 3. All measures of tree protection shall be adhered to during construction.
- 4. No trees may be removed until you have received approval through the Planning Commission, the issuance of a valid building permit, and the issuance of a valid tree removal/pruning permit.

Should you disagree with the decision of the Forest and Beach Commission, you may appeal their decision the City Council within five working days. All appeals need to be filed with Karen Crouch, City Clerk, located at City Hall, east side of Monte Verde between Ocean and 7th Avenues.

If you have any questions please phone my office at (831) 624-35643.

Sincerely,

Sandra H. Bernstein Acting Secretary to the Forest and Beach Commission



SUBJECT: ADDITIONAL TREE REMOVAL FOR NW CORNER OF 8TH AND JUNIPERO JUNIPERO RES. LLC AND DON MACKEY

Dear Mr. Mandurrago:

Your application to remove an additional 14" dbh black acacia as indicated on your site plan at the northwest corner of 8th and Junipero Avenue has been approved.

All conditions regarding tree removal, pruning, and planting on this site are in effect. No trees may be removed until you have project approval through the Planning Commission, issuance of a valid building permit and the issuance of a tree removal permit.

If you have any questions, please contact my office at (831) 624-3543.

Sincerely,

chuel Brange

Michael J. Branson Acting Forest, Parks and Beach Director

MB/mmp

CITY OF CARMEL-BY-THE-SEA PLANNING COMMISSION AGENDA CHECKLIST

MEETING DATE:	<u>12 N</u>	1arch 2003	BLOCK:	LOT:
FIRST HEARING	x	or	CONTINUED FROM:	
ITEM NO:			OWNER: ARCHITECT/DESIGNER: STREAMLINING DEADLINE:	

SUBJECT:

Consideration of minutes for the 5 February 2003 Planning Commission meeting.

LOCATION:

ZONING:

ISSUES:

OPTIONS:

- 1. Approve the minutes as submitted
- 2. Amend and approve the minutes
- 3. Deny the minutes

RECOMMENDATION:

1. Approve the minutes as submitted

ATTACHMENTS:

1. Minutes of 5 February 2003.

STAFF CONTACT: Anne Morris, Planning Services Coordinator

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CITY OF CARMEL-BY-THE-SEA

PLANNING COMMISSION

MINUTES

Regular Meeting Recorded

5 February 2003 3:15 p.m.

The Regular Meeting of the Planning Commission of the City of Carmel-by-the-Sea, California was held on the above date at the stated hour of 3:15 p.m. Chairman Strid called the meeting to order and the roll was called.

I. ROLL CALL

PRESENT:	COMMISSIONERS:	CULVER HEWER WASKO WILSON STRID, CHAIRMAN
ABSENT:	COMMISSIONERS:	NONE
ALSO PRESENT:	DIRECTOR SENIOR PLANNER CONTRACT PLANNER SECRETARY	DI IORIO RERIG CARAKER MORRIS

II. TOUR OF INSPECTION

The Planning Commission left at 3:20 p.m. to tour the following sites: Meresman, Arlington, Mackey, Mueller-Vollmer, Parsons, Olf, and Hendy. Commissioner Culver joined the tour. The meeting was reconvened at 4:30 p.m.

III. PLEDGE OF ALLEGIANCE

The Planning Commission and those present pledged allegiance to the flag.

IV. ANNOUNCEMENTS FROM DIRECTOR OR CHAIR

Chairman Strid announced that the Planning Commission meeting for April will be held on the 30th as neither he nor the Vice Chairman would be present. Chairman Strid reminded the Commissioners to speak into the microphones for the recording of the meeting.

Planning Commission Minutes Regular Meeting 5 February 2003 Page Two

V. APPEARANCES

None

VI. CONSENT AGENDA

- 1. Consideration of minutes for the January 8, 2003 Planning Commission meeting.
- DS 02-65
 Arlington Investments
 E/s Lincoln between 10th and 11th
 Block 115, lot 6
- DS 02-26 Stan Meresman NW corner San Antonio and 13th Block A5, lot 6
- DR 01-4/UP 01-24 Don Mackey NW corner Junipero and 8th Block 89, lots 25 and 26

Consideration of a Design Study application for the rehabilitation of an existing single family dwelling that is a significant historic resource located in the Residential (R-1) District.

Consideration of a Beach District Permit for the substantial alteration of an existing single family dwelling located in the Residential (R-1) and Beach Overlay (B) Districts.

Consideration of Design Review and Use Permit applications for the construction of two attached single-family residences, a lot line adjustment, and an encroachment into the side yard setback located in the Residential and Limited Commercial (RC) District.

A member of the audience requested that item #2 be pulled from the consent agenda. Commissioner Hewer requested that item #4 be pulled from the consent agenda. Motion of WASKO/WILSON TO APPROVE ITEMS 1 AND 3 CARRIED ON THE FOLLOWING ROLL CALL VOTE.

AYES:	COMMISSIONERS:	Culver, Hewer, Wasko, Wilson, and Strid
NOES:	COMMISSIONERS:	None
ABSENT:	COMMISSIONERS:	None

Planning Commission Minutes Regular Meeting 5 February 2003 Page Three

VII. CONSENT AGENDA (PULLED ITEMS)

2. DS 02-65

Arlington Investments E/s Lincoln between 10th and 11th Block 115, lot 6 Consideration of a Design Study application for the rehabilitation of an existing single family dwelling that is a significant historic resource located in the Residential (R-1) District.

Senior Planner Rerig presented a staff report. Chairman Strid opened the public hearing. Tanya Fazinni appeared to say that she and her husband had always wanted to buy the property and wanted to know whether there was any chance of buying the house. Chairman Strid explained that the Planning Commission was not the proper forum for purchasing the property and the subject should be taken up with the owner. Brian Congleton, representing the property owner, appeared to clarify that Ms. Fazinni was referring to another property and not about the property currently before the Planning Commission. There were no other appearances and the public hearing was closed. Commissioner Hewer noted that there were more trees on the property than the staff report had stated. Motion of HEWER/CULVER TO APPROVE CARRIED ON THE FOLLOWING ROLL CALL VOTE:

AYES:	COMMISSIONERS:	Culver, Hewer, Wasko, Wilson, and Strid
NOES:	COMMISSIONERS:	None
ABSENT:	COMMISSIONERS:	None
		Consideration of Design Review and Use Permit applications for the construction of two attached single-family residences, a lot line adjustment, and an encroachment into the side yard setback located in the Residential and Limited Commercial (RC) District.

Commissioner Hewer asked whether the applicant had provided staff with a water balance sheet and had received approval from the MPWMD. Senior Planner Rerig explained that a Condition of Approval was added to ensure adequate water resources for this project. Commissioner Hewer stated that there was a mix of too many building materials for the project. Commissioner Wilson found the tower element to conflict with the Design Guidelines. Commissioner Culver felt that the project did not comply with Residential Design Traditions with regard to simplicity of form. Senior Planner Rerig explained that the project was in the commercial district and did Planning Commission Minutes Regular Meeting 5 February 2003 Page Four

meet the Commercial Design Guidelines. Chairman Strid opened the public hearing. John Mandurrago, designer for the project, appeared to defend the tower and Mediterranean style. There were no other appearances and the public hearing was closed. Chairman Strid did not care for the tower element either and asked the designer whether the double car garage door could be made two doors rather than one. Commissioner Wilson suggested that, in the future, the Commission develop some guidelines for residential dwellings in commercial districts. Motion of WILSON/WASKO TO APPROVE THE APPLICATION WITH THE ADDED CONDITION THAT THE DOUBLE GARAGE DOOR AT THE WEST ELEVATION BE CONVERTED TO TWO SINGLE GARAGE DOORS CARRIED ON THE FOLLOWING ROLL CALL VOTE:

ABSENT:	COMMISSIONERS:	None	
NOES:	COMMISSIONERS:	None	
AYES:	COMMISSIONERS:	Culver, Hewer, Wasko, Wilson, and Strid	

VIII. PUBLIC HEARINGS

 DS 02-68/RE 02-12/UP 02-32 Robert Ruggles NE corner Guadalupe and Mt. View Block 84, lot 24 Consideration of Design Study, Demolition, and Use Permit (Concept Review) applications for the demolition of an existing twostory single family dwelling and Class 2 subordinate unit and the construction of a new two-story single family dwelling and attached guest house located in the Residential (R-1) and Park Overlay (PO) Districts. **CONTIN-UED FROM JANUARY 8 2003.**

Chairman Strid announced that the application would be continued to a date uncertain at the request of the applicant. Motion of CULVER/HEWER TO TABLE THE APPLICATION CARRIED ON THE FOLLOWING ROLL CALL VOTE:

AYES:	COMMISSIONERS:	Culver, Hewer, Wasko, Wilson, and Strid
NOES:	COMMISSIONERS:	None
ABSENT:	COMMISSIONERS:	None

Planning Commission Minutes Regular Meeting 5 February 2003 Page Five

 DS 02-1/RE 02-1/HR 02-1 Patricia Mueller-Vollmer SW corner Santa Rita and 6th Block 66, Parcel A

Consideration of a Design Study application for the rehabilitation of an existing single family dwelling that is a significant historic resource located in the Residential (R-1) District.

Senior Planner Rerig presented the staff report for the rehabilitation of a garage for the Comstock "Birthday House" recommending conditional approval. Rerig explained that the applicant proposed to disassemble the garage and reassemble it on a foundation and replace structural members. The project had been reviewed by the Historic Preservation Committee and was determined to be an historic resource. As conditioned the project complies with the Secretary of Interior Standards. Leslie Dill, the City's Historic Architect, did not recommend removing the window for compliance with the Secretary of Interior Standards. However, the Historic Preservation Committee did recommend the window on the west elevation be eliminated. Commissioner Wilson asked whether a "Comstock Historic District" had been authorized as a historic district and Rerig responded that the grouping of Comstock houses in this area had been identified as a historic district. Commissioner Wilson felt that this was an example of Historic Preservation run mad. Director di Iorio pointed out that the Building Official had determined that there could be no openings in any structure closer than three feet to the property line. Wasko questioned the possibility of replacing rotten boards that had been sitting on dirt without rebuilding the entire garage.

Chairman Strid opened the public hearing. Jon Erlandson, architect for the project, said he and the applicant would like to maintain the window on the west side but other than that, he had no other issues with the staff recommendation. Chairman Strid suggested that the decision about the window rest with the Building Official. Commissioner Wasko asked whether the structure would be used as a garage and Mr. Erlandson responded that, as it had to be rebuilt with the same dimensions, it was too small for today's cars. Patricia Mueller-Vollmer appeared to support the concept of historic preservation, but felt that the constraints put forth by the HPC were ludicrous. She felt the garage had neither aesthetic value nor structural integrity (even Enid Sales said that the garage had no integrity) and hoped the Planning Commission would show some flexibility. Ms. Mueller-Vollmer requested the window, the Carmel Stone to complement the Comstock house, and that the garage roofing material be consistent with the house and not plastic. There were no other appearances and the public hearing was closed.

Leslie Dill appeared as staff to answer questions from the Commission. Commissioner Wasko said that the Birthday House was a jewel but that the garage was a blight and that Mansard roofs belonged on car washes and in the commercial district. The only connection between the garage and the house is that they are on the same property. Ms. Dill explained that it is up to the community whether a structure was historic. When questioned about the copper gutter and the

Planning Commission Minutes Regular Meeting 5 February 2003 Page Six

Carmel Stone, Ms. Dill responded that, in her opinion, the copper gutter was too attention getting and the Carmel Stone seemed an effort to make the garage something that it was not original. Ms. Dill explained that the Secretary of Interior Standards required that building elements stay as true to the original as possible. Commissioner Wilson could not see what difference a copper gutter would make.

Chairman Strid reopened the public hearing. Jon Erlandson explained that the project had originally come in as a demolition and a new building and at the time of noticing, was reviewed as a historic structure. There were no other appearances and the public hearing was closed.

Commissioner Wilson asked if the structure was deemed a historic resource because of its association with the Birthday House. Director di Iorio said that the Department of Parks and Recreation 503 was taken to the Historic Preservation Committee and the Committee confirmed the garage was identified as a historic resource. Motion of WILSON/HEWER TO APPROVE THE APPLICATION WITHOUT ANY CONDITIONS EXCEPT THE WINDOW CODE VIOLATION ISSUE FAILED TO CARRY ON THE FOLLOWING ROLL CALL VOTE:

AYES:	COMMISSIONERS:	Hewer and Wilson
NOES:	COMMISSIONERS:	Culver, Wasko, and Strid
ABSENT:	COMMISSIONERS:	None

Senior Planner Rerig pointed out that the conditions were important because they helped the project conform to the Secretary of Interior standards. Motion of HEWER/WILSON TO APPROVE THE APPLICATION WITH ELIMINATION OF CONDITIONS 4 AND 5 CARRIED ON THE FOLLOWING ROLL CALL VOTE:

AYES:	COMMISSIONERS:	Culver, Hewer, Wilson, and Strid
NOES:	COMMISSIONERS:	None
ABSENT:	COMMISSIONERS:	None
ABSTAIN:	COMMISSIONERS:	Wasko

Planning Commission Minutes Regular Meeting 5 February 2003 Page Seven

 DS 02-103/UP 02-38/HR 02-3 Glenn Olf W/s Palou between Casanova and 2nd Block KK, lot 17 Consideration of a Design Study application for the rehabilitation of an existing single family dwelling that is a significant historic resource located in the Residential (R-1) District.

Senior Planner Rerig presented the staff report that recommended conditional approval, noting that the applicant proposed to designate the building as a historic resource. The Historic Preservation Committee denied all alterations but approved the historic designation. Mr. Rerig noted that Leslie Dill reviewed the proposed alterations and found them to be in conformance with the Secretary of Interior Standards. Chairman Strid opened the public hearing. Richard Moss, architect for the project, appeared to explain that the applicants wished to improve the structure's livability while maintaining the historic integrity and reviewed the proposed changes. Mr. Moss reported that in speaking with Roger Larson, who studied under Charles Moore at UC Berkeley, felt that the proposed changes would be in keeping with his architectural philosophy. Jean Ewe, co-owner of the property, appeared to explain her reasons for the remodel and felt that the proposed design met both the Secretary of Interior Standards and the needs for her family. There were no other appearances and the public hearing was closed. Commissioner Wilson suggested that the City was suffering from a false sense of historicity. Commissioner Culver thought the applicants did a wonderful job of meeting the Secretary of Interior Standards. Commissioner Wasko was in favor of the project. Chairman Strid preferred to see the house remain as is but realized that the structure was in need of renovation in the kitchen area. He was not in favor the proposed balcony off the master bedroom, the window configuration changes, changing the exterior at the rear of the building, but did support the additional skylight and suggested a slight indent where the breezeway is being enclosed. Motion of WILSON/HEWER TO APPROVE OF THE HISTORIC DESIGNATION AND APPROVE THE PROPOSED **REMODEL SUBJECT TO STAFF RECOMMENDATION CARRIED ON THE** FOLLOWING ROLL CALL VOTE:

AYES:	COMMISSIONERS:	Culver, Hewer, Wasko, and Wilson
NOES:	COMMISSIONERS:	Strid
ABSENT:	COMMISSIONERS:	None

Planning Commission Minutes Regular Meeting 5 February 2003 Page Eight

 UP 02-34/DR 87-87 Mary Lou Hendy (Lucy's) W/s Dolores between Ocean and 7th Block 75, lot 13

Consideration of a Commercial Use Permit application for a new full-line restaurant and consideration of the Conditions of Approval of a Commercial Design Review (DR 87-87) application to provide public restrooms on private property at the private property owner's expense on a site located in the Central Commercial (CC) District.

Senior Planner Rerig presented the staff report for the Use Permit that included a condition to have the restrooms opened within ten days during business hours to the general public from Picadilly Park. Chairman Strid opened the public hearing. Herb Beckett, one of the owners of Lucy's, appeared to express his surprise and dismay that the City was requiring the restrooms to be reopened to non-patrons, which caused problems with maintaining cleanliness and supplies. Commissioner Wasko pointed out to Mr. Beckett that he had the luxury of having 49 more seats by having a second exit and making the restrooms available to the public. Monte Miller appeared to support the staff recommendation. There were no other appearances and the public hearing was closed. Commissioner Wasko said that he would like to see a win-win situation by having the City participate and contribute in some way to the maintenance of the restrooms. Commissioner Wilson agreed and suggested a continuance. Chairman Strid said that he was hesitant to go against an agreement that was made at the Council level. Mr. Beckett requested a continuance so that he could discuss options with staff and the City. Motion of WILSON/CULVER TO CONTINUE THE APPLICATION TO MARCH 12, 2003 CARRIED ON THE FOLLOWING ROLL CALL VOTE:

AYES:	COMMISSIONERS:	Culver, Hewer, Wasko, Wilson, and Strid
NOES:	COMMISSIONERS:	None
ABSENT:	COMMISSIONERS:	None
Jon Parson E/s Missic	JP 03-3/RE 03-2 ns on between 2 nd and 3 rd lots 10 and pt. 11	Consideration of Design Study, Demolition, and Use Permit applications for the demolition of an existing single family dwelling and the construction of a new two- story dwelling located in the Residential (R-1) District.

Contract Planner Caraker presented the staff report. Commissioner Hewer pointed out that the water balance sheet was in error that might impact the project and questioned how much of the

Planning Commission Minutes Regular Meeting 5 February 2003 Page Nine

lot was at a 30% slope. Chairman Strid opened the public hearing. Jon Parsons, owner, appeared to explain his request and to note that Paul Davis, architect, was in the audience to answer questions. Mr. Parsons explained that he was discussing with his architect a change to the parking/garage arrangement as suggested by a neighbor. Paul Davis, architect for the project, appeared to explain the areas of 30% slope. Motion of WILSON TO APPROVE PROJECT AND DEMOLITION WITH AN ADDITIONAL CONDITION THAT MOVING OF GARAGE BE DISCUSSED WITH STAFF DIED FOR LACK OF SECOND. Chairman Strid was concerned about blocking of view corridors for neighbors, the breadth of design going lot line to lot line, and the height of the garage. Commissioner Culver was concerned about how square footage was being calculated based on the buildable portion of the lot. Chairman Strid reopened the public hearing. Paul Davis appeared again to address the proposed future elevator that was to be lower than ridgeline and would not block any views. Mr. Davis questioned calculations that subtracted easements from the buildable area. Discussion followed regarding benefits of asking for a continuance. Mr. Parsons appeared to request continuance to the meeting of March 12, 2003. Motion of WILSON/HEWER TO CONTINUE THE APPLICATION TO THE MEETING OF MARCH 12, 2003 TO ADDRESS ISSUES OF VIEWS, BALCONY IMPACT, GARAGE LOCATION, SLOPE/TOPOGRAPHY, AND EASEMENTS NOT BEING TAKEN INTO CONSIDERATION IN CALCULATING FLOOR AREA CARRIED ON THE FOLLOWING ROLL CALL VOTE:

AYES:	COMMISSIONERS:	Culver, Hewer, Wasko, Wilson, and Strid	
NOES:	COMMISSIONERS:	None	
ABSENT:	COMMISSIONERS:	None	

IX. ADMINISTRATION

Director di Iorio announced that the City Council reviewed demolition ordinance and will have for second reading on March 4th. Ms. di Iorio asked that anyone wishing to attend the 2003 Planners Institute in San Diego let the office know right away.

X. PUBLIC ANNOUNCEMENTS

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XI. ADJOURNMENT

There being no further business to come before the Commission at this time, the meeting was adjourned at 7:25 p.m.

Anne Morris, Secretary

ATTEST:

Bill Strid, Chairman

CITY OF CARMEL-BY-THE-SEA PLANNING COMMISSION AGENDA CHECKLIST

MEETING	DATE:	8 October	2003

BLOCK: 89 LOT: 25/26

FIRST HEA	RING:	Х	CONTINUED FRO	DM: n/a
ITEM NO:	DR 03-24/UP	01-24	OWNER: D	on Mackey
			DESIGNER	Charles Mandurrago
			STREAMLI	NING: 10/9/03

SUBJECT:

Consideration of a revision to Condition #8 of Use Permit 01-24 to allow the relocation of the public walkway from the north side of Eighth Avenue between Junipero and Mission to the south side of the street.

ENVIRONMENTAL REVIEW:

Exempt (Class 3 new construction) LOCATION:

ZONING:

N/W corner of Junipero & 8th R-1

ISSUES:

Does the proposed walkway comply with Municipal Code Section 12.04 (Sidewalk Construction and Repair), Policy and Standards for Public Way Design, and Residential Design Guidelines?

OPTIONS:

- 1. Approve the application as submitted with amended conditions.
- 2. Continue consideration of the application with a request for design changes.

3. Deny the application and adopt the attached Findings for Decision. RECOMMENDATION:

Option #1 (Approve the application as submitted with revised conditions.) ATTACHMENTS:

- 1. Staff Report dated 8 October 2003.
- 2. UP 01-24 Conditions of Approval.
- 3. Plans.
- 4. Traffic Committee Meeting Draft Minutes dated September 3, 2003

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STAFF CONTACT: TJ Wiseman, Contract Planner

CITY OF CARMEL-BY-THE-SEA COMMUNITY PLANNING AND BUILDING STAFF REPORT

APPLICATION:DS 01-04, UP 01-24APPLICANT:MackeyBLOCK:89LOTS:25 & 26LOCATION:N/W Corner of Junipero & 8th

REQUEST:

Consideration of a revision to Condition #8 of Use Permit 01-24 (for a lot-line adjustment) to allow the relocation of the public walkway from the north side of Eighth Avenue between Junipero and Mission to the south side of the street.

OTHER APPROVALS REQUIRED:

1. Traffic Commission

PROJECT ISSUES:

The proposal for the walkway includes the use of a material (asphalt/concrete) which is identified in the Policy and Standards for Public Way Design as one to be avoided.

BACKGROUND:

The Planning Commission has approved a Use-Permit for a lot-line adjustment and Design Study for two single family attached homes on the NW corner of Junipero and Eighth. Also approved was a use permit for a lot-line adjustment. One of the conditions required the inclusion of a plan to "continue a pedestrian sidewalk along Eighth Avenue for use by the public on public property that will further protect the health, safety, and welfare of the community" between Mission and Junipero. The Traffic Committee at its September 3, 2003 meeting recommended modifying the condition to require the sidewalk be relocated to the south side of 8th Avenue.

PROJECT DESCRIPTION:

The applicant proposes to construct a meandering four feet wide concrete/asphalt walkway approximately 220 linear feet in length along 8th Avenue between Junipero and Mission Streets. The proposed walkway will effectively remove four existing on-street parking spaces. The proposed design will not adversely affect the existing vegetation.

DISUSSION OF ISSUES:

The City's Policy and Standards for Public Way Design recommend a standard urban sidewalk be made of a material allowing for percolation of water, avoiding the use of blacktop and plain concrete. Recommended instead are sand-set pavers. The Public DR 01-04 Staff Report 8 October 2003 Page 2

Works Director and the Building Official reviewed the proposed walkway and determined that due to its proximity to the tour parking area and adjacent commercial areas, the path would be a major destination used by numerous people and should be constructed of a more durable material. The proposed surface would allow ADA accessibility and avoid a loose footing and erosion from heavy foot-traffic.

SUMMARY:

The proposed design meets the criteria set forth in section 12.04 of the Municipal Code and the Residential Design Guidelines which call for preserving the forest character while allowing safe public access. The sidewalk will be ADA accessible and will allow the continuation of the existing public walkway from Junipero.

RECOMMENDATIONS:

As recommended by the Traffic Committee, staff recommends approval of the revision to Condition #8 of Use Permit 01-24.

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CITY OF CARMEL-BY-THE-SEA

DEPARTMENT OF COMMUNITY PLANNING AND BUILDING

FINDINGS FOR DECISION

DR 01-04/UP 01-24 NW Corner of Junipero and Eighth Avenues Block 89: Lot: 25 and 26

5 February 2003

CONSIDERATION: The applicant requests approval of a Use Permit for a lot line adjustment and a Design Review permit to construct two singlefamily residential dwellings on 2,000 and 3,000 square foot lots in the Residential and Limited Commercial (RC) District.

FINDINGS OF FACT:

- 1. That the property is currently two 2,500 square foot legal lots of record located at the northwest corner of Junipero and Eighth Avenues (Block 89; Lot 25 and 26) and the lots are zoned Residential and Limited Commercial (RC). The lots are also located in the Archaeological Significance (AS) Overlay District.
- 2. That the property contains a moderate upward slope towards the rear property line at approximately fifteen percent (15%).
- 3. That on 25 January 2001, the applicant submitted an application to adjust the existing lot line to create a 2,000 and a 3,000 square foot parcel, and construct two new single-family residential dwellings.
- 4. That the project site is currently void of any structures or buildings.
- 5. That review of this project is subject to a design review application and the standards contained in Municipal Code Chapters 17.12 and 17.43.

CONDITIONS AND STANDARDS FOR USE PERMIT APPROVAL OF A LOT LINE ADJUSTMENT

- 1. That the proposed lot line adjustment shall not increase or create a zoning nonconformity in that the two new lots meet all standards for development as independent parcels.
- 2. That the proposed lot line adjustment shall not increase or create any zoning violations or any other kind of illegality in that the two new lots are legal parcels that meet all standards for development independently.
- 3. That the proposed lot line adjustment shall not create an additional building site in that the current configuration of lots 25 and 26 in block 89 are independently developable in the current configuration.
- 4. That the current site does not contain any zoning nonconformities and the lot line adjustment shall meet all zoning requirements and not create any zoning nonconformities.
- 5. That the proposed lot line adjustment will increase the average length of frontage on public streets since both new lots will front on either Eighth Avenue or both Eighth Avenue and Junipero Avenue.
- 6. That the current lot lines are straight and the proposed lot line adjustment will not straighten the lot lines nor make the lot lines less straight since the proposed lot line adjustment is turning the lot line that separates two independently developable lots from east/west to north/south
- 7. That the current lots are rectangular and the proposed lots are rectangular.
- 8. That as permitted by Municipal Code Section 17.43.030.I and 17.43.030.J Conditions have been added that require the applicant to continue a pedestrian sidewalk along Eighth Avenue for use by the public on pubic property that will further protect the health, safety, and welfare of the community.

DR 01-04/UP 01-24/Makey 5 February 2003 Page Three

- 9. That as a result of the proposed lot line adjustment, a driveway and parking area will be relocated to Junipero Avenue and that the Forest and Beach Commission has reviewed the project to ensure that the relocation shall protect existing significant trees.
- DECISION: The Use Permit and Design Review applications are approved subject to the following Conditions.

CONDITIONS OF APPROVAL:

- 1. All subsequent activities on either parcel including, but not limited to, approval of use permits, and approval of additions and alterations shall be subject to City review and approval according to the findings and conditions of this permit. No activity shall be approved nor undertaken unless it conforms to the findings and conditions of the use permit and design review application.
- 2. This permit constitutes a land use entitlement to construct two single-family residences on two newly formed lots. No part of this project shall be implemented in reliance of this permit unless the entire project is implemented.
- 3. No business activities shall be permitted on either lot unless a permit amendment is submitted and approved by the City prior to establishment on the premises. Any future applications to conduct commercial activities on either lot in the future will be reviewed for the proposals' impact on off-street parking, floor area ratio, coverage and the pertinent dimensional and design standards for the RC District.
- 4. No commercial use shall be allowed to operate from either residential unit within the project. Neither residence shall be partitioned, divided or subdivided to create more than the two units or the two lots authorized by this permit. Neither residence shall be leased, subleased occupied, rented or let for, in connection with, any timeshare or time interval ownership agreement. Neither residence shall be rented, leased, subleased or otherwise made available to any person for any period of time of 30 consecutive calendar days or less.
- 5. Both residential units shall be accessed by its own entry/exist door as shown on the approved project plans and shall be independently metered for water. Both residences shall be maintained on the site in good repair.

DR 01-04/UP 01-24/Makey 5 February 2003 Page Four

- 6. Trash, garbage and containers for recycling materials shall be stored on private property, screened from public view and disposed of in the manner established in Chapter 16, Title 8 of the Municipal Code.
- 7. The parking garage shall be used only for parking vehicles, storage and the housing of utilities, trash, garbage and recycling materials. All parking spaces shall be reserved and permanently assigned for tenants of each unit on the parcel. These spaces shall not be rented, leased or sold separately.
- 8. As part of the building permits to construct the project, the permittee shall be responsible for undergrounding all new and existing overhead utility lines fronting either lot without erecting any new permanent poles. Alternatively, the permittee shall pay equivalent funding to the City for undergrounding 50 linear feet of the utilities based on estimated costs provided by the utility companies, or a lesser amount to be determined by the Director of Public Works.
- 9. If excessive groundwater or seepage is encountered during excavation or construction, such conditions shall be mitigated in a manner approved by the Building Official of the City.
- 10. All new utility connections serving either residence shall be installed on private property and screened from public view. Meters shall not be installed in areas used for pedestrian circulation and shall be installed in the garages, paved areas on site or as a last resort in landscaped areas on the site. Plans illustrating such placement of utility meters shall be submitted on the building plans for approval by the City.
- 11. The City reserves the right to require bonding or equivalent financial security for maintenance of the landscaped areas on the project site.
- 12. The applicant shall submit the draft landscape plan approved by the Planning Commission for review by the City Forester prior to issuance of a building permit. The plan shall include drip irrigation systems set on timers and shall be maintained by the property owners. The landscaping and irrigation system shall also serve the public right-of-way along Eighth Avenue and be maintained by the property owners' expense.

DR 01-04/UP 01-24/Makey 5 February 2003 Page Five

- 13. The applicant shall be responsible for installing and maintaining public way improvements adjacent to the project including new sidewalks, curb and gutter, and landscaping improvements in conformance with all current City requirements for the public way. An improvement plan for the public way shall be submitted for review and approval by the Planning Director prior to issuance of a building permit. The plan shall provide an improved sidewalk surface treatment that compliments the character of the commercial district consistent with the City's policies on improvements in the public way. The plan shall also provide for a sidewalk along the north side of Eighth Avenue adjacent to the Scout House (Block 89, Lot 20). The applicant shall design and install this sidewalk at their sole expense.
- 14. Buildings authorized by this permit shall use fire retardant materials and sprinklers that meet the requirements of the State Uniform Building and Fire Codes.
- 15. Prior to issuance of a building permit for grading the permittee shall submit a plan for approval by the Department of Community Planning and Building defining the excavation and disposal activity associated with the project. The plan shall define truck/hauling routes through the City, the proposed disposal site, and any street closures or traffic interruptions necessary or anticipated.
- 16. A soils report shall be prepared by a qualified engineer as part of the design process to define the amount of cuts and fills required and to establish a drainage plan to accommodate peak storm events and prevent erosion and damage to property. Drainage facilities shall be reviewed by the City Engineer and coordinated with the area-wide drainage plan administered by the department of Public Works. The City reserves the right to require off-site drainage improvements or equivalent funding for such improvements determined to be necessary to upgrade drainage infrastructure to meet the incremental demands generated by this project.
- 16. Grading and excavation activities shall be prohibited during the months of November through March unless a temporary erosion control plan is submitted and approved by the City. Hours of construction shall be limited to 8:00 a.m. to 5:00 p.m. Monday through Friday.

DR 01-04/UP 01-24/Makey 5 February 2003 Page Six

- 17. Approval of this permit is conditioned on the applicant receiving a building permit within one (1) year of Planning Commission approval of the project. The City may authorize an extension of this permit for a period of up to one (1) additional year provided that the Municipal Code regulations have not been changed related to the findings and conditions of this permit.
- 18. All trees on the site shall be protected during demolition by methods approved by the City Forester. No trees shall be removed by the future site development until the applicant has obtained approval by the City Forester and Forest and Beach Commission. The removal of trees from the site shall not occur until a plan has been approved by the Planning Commission to develop a new dwelling on the property.
- 19. If during construction any tree roots larger than two inches (2") are encountered during construction, the City Forester shall be contacted before cutting the roots. If roots larger than two inches (2") in diameter are cut without prior City Forester approval or any significant tree is endangered as a result of construction activity, the building permit will be suspended and all work stopped until an investigation by the City Forester has been completed.
- 20. All development on the building sites shall comply with the design and zoning regulations with the City.
- 21. The applicant shall submit in writing any proposed changes to the project plans approved by the Planning Commission prior to incorporating changes on the site. The project will be reviewed for its compliance to the approved design study plans prior to final inspection by the Building Inspector.
- 22. Exterior lighting shall be limited to 25 watts or less per fixture. Landscape lighting shall be limited to 15 watts or less per fixture.
- 23. All water fixtures within the premises in which the use is located shall be retrofitted with water conservation hardware and shall be inspected for conformance with the standards contained in 15.28.020 of the CMC prior to establishment of the use.

DR 01-04/UP 01-24/Makey 5 February 2003 Page Seven

- 24. The interior of the garages require illumination in conformance with the requirements of the Uniform Building Code and such lighting will be visible to the public.
- 25. The applicant will submit copies of the drainage and soils reports for development on the site, preliminary title report and applicable CC&R's and other requirements contained in the Subdivision Map Act of California.
- 26. The use of the two residences shall be conducted in a manner consistent with the presentations and statements submitted in the application and at the public hearing, and any change in use that would alter the findings or conditions adopted as part of this permit shall require approval of a new use permit by the Planning Commission.
- 27. Violation of the terms of this use permit or other ordinances of the City may constitute grounds for revocation of this use permit. Upon termination or revocation of this use permit for any reason, the use shall immediately cease and shall not be re-established without issuance of a new use permit.
- Prior to issuance of a building permit, the applicant shall pay the parking in lieu fee in the amount of \$24,990 for the ½ parking space required under Municipal Chapter 17.34.
- 29. The applicant shall prepare a Phase I archaeological study consistent with the Archaeological Resources Management Report format prior to issuance of any building permits.

DRAFT CITY OF CARMEL-BY-THE-SEA COMMUNITY TRAFFIC SAFETY COMMISSION

MINUTES OF MEETING

Regular Meeting City Hall Council Chambers East Side of Monte Verde Street Between Ocean and 7th Carmel-by-the-Sea, California September 3, 2003 Wednesday 3:00 p.m.

I. CALL TO ORDER AND ROLL CALL

COMMISSIONERS PRESENT:

Carl Roetter Lee Eldred Warren Neidenberg Erik Bethel Robert Clifford

STAFF MEMBERS PRESENT:

Corporal Steve Rana Martha L. Nilsson, Secretary

II. PLEDGE OF ALLEGIANCE

Chairman Roetter led the Commissioners in the Pledge of Allegiance.

III. APPEARANCES

None

IV. ANNOUNCEMENTS

- A. Announcements & Reports from the Police Department
 - Mark Liskin submitted a request for a "slow-blind curve" sign at W/San Antionio and Fourth Street. Corporal Steve Rana said the department "will be looking into it".

V. CONSENT CALENDAR

A. Ratify the minutes of the meeting of August 6, 2003 meeting.

A MOTION WAS MADE BY BETHEL, SECONDED BY NEIDENBERG, TO APPROVE THE MINUTES OF THE AUGUST 6, 2003 MEETING AS WRITTEN. THE MOTION PASSED UNANIMOUSLY.

Carmel Traffic Safety Commission

Minutes

VI. ORDERS OF BUSINESS

B. Planning Director, Christi di Orio, made a report to the commissioners about the proposed Eighth Street pedestrian pathway relating to the approved application by Mackey and Mandurago for a 2 unit condominium complex on the NW corner of Junipero and Eighth. The pedestrian pathway is being proposed to be placed on the south side of Eighth Street due to grading issues.

A MOTION WAS MADE BY ROETTER, SECONDED BY LEE, TO ENDORSE AND SUPPORT THE PROPOSED WALKWAY AS PROPOSED. THE MOTION PASSED UNANIMOUSLY.

C. Corporal Steve Rana reported on proposed loading zone on San Carlos Street. Women's Club President, Joan McHenry and Vice-President Fleece Dennis appeared before the Commission to explain the parking problems at the Women's Club.

A MOTION WAS MADE BY NEIDENBERG, SECONDED BY ELDRED, THAT THE TRAFFIC COMMISSION ENDORSE THE PROPOSED LOADING ZONE ON SAN CARLOS AND 9TH. ELDRED. THE MOTION PASSED UNANIMOUSLY.

D. Commissioner Roetter presented the Commission with a Work Plan to resolve residential traffic problems such as: Speeding Blind Hills, Curves and Obstructions, Lack of Sidewalks, Street Lights and Vegetation Overgrowth. After a lengthy discussion by the commission, it was decided to place this matter on the agenda for a future meeting.

VII. ADJOURNMENT

There being no further business to come before the Commission, A MOTION WAS MADE BY ROETTER, AND SECONDED BY CLIFFORD TO ADJOURN THE MEETING AT 5:00 P.M. THE MOTION PASSED UNANIMOUSLY.

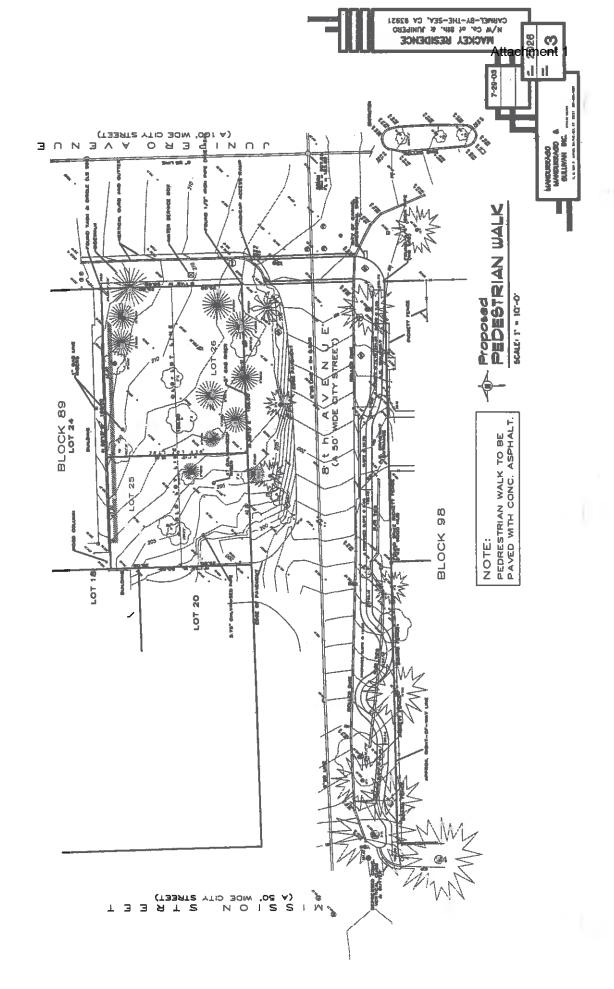
ATTEST: Respectfully submitted,

Carl Roetter, Chairman

Martha L. Nilsson, Secretary

Carmel Traffic Safety Commission

Minutes



CITY OF CARMEL-BY-THE-SEA PLANNING COMMISSION AGENDA CHECKLIST

MEETING DATE:	<u>12 N</u>	ovember 2003		BLOCK:	LOT:
FIRST HEARING	x	or	CONTINUED FROM:		
TEM NO:			OWNER: ARCHITECT/DESIGNER: STREAMLINING DEADLI		
SUBJECT: Consideration	ofmi	nutes for the 8	October 2003 Planning Comm	ission meeting	კ .
LOCATION:			ZON	NG:	
SSUES:					
OPTIONS: . Approve the minu	ites as	submitted			

- 2. Amend and approve the minutes
- 3. Deny the minutes

RECOMMENDATION:

1. Approve the minutes as submitted

ATTACHMENTS:

1. Minutes of 8 October 2003.

STAFF CONTACT: Anne Morris, Planning Services Coordinator

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CITY OF CARMEL-BY-THE-SEA

PLANNING COMMISSION

MINUTES

Regular Meeting Recorded 8 October 2003 3:15 p.m.

The Regular Meeting of the Planning Commission of the City of Carmel-by-the-Sea, California was held on the above date at the stated hour of 3:15 p.m. Chairman Strid called the meeting to order and the roll was called.

I. ROLL CALL

PRESENT:	COMMISSIONERS:	CULVER CUNNINGHAM HEWER WILSON STRID, CHAIRMAN
ABSENT:	COMMISSIONERS:	NONE
ALSO PRESENT:	DIRECTOR CONTRACT PLANNER SECRETARY	DI IORIO CARAKER MORRIS

II. TOUR OF INSPECTION

The Planning Commission left at 3:05 p.m. to tour the following sites: Marson, Mackey, Spieker, and Fink. The meeting was reconvened at 4:30 p.m.

III. PLEDGE OF ALLEGIANCE

The Planning Commission and those present pledged allegiance to the flag.

IV. ANNOUNCEMENTS FROM DIRECTOR OR CHAIR

V. APPEARANCES

Alan Patterson appeared to address the topic of Track Three Design Study and to read from the City Council minutes. A group of architects and builders had proposed several changes to the Track Three Design Study to the City Council. The proposals had been referred to the Planning Commission by the City Council and Mr. Patterson asked why it did not appear on the Planning Commission agenda.

Planning Commission Minutes Regular Meeting 8 October 2003 Page Two

Mr. Patterson said that submitting such an important change to the City Council without Planning Commission review was not the proper way to handle the issue. All the hard work done by so many people and the money spent on Design Traditions should not be undone without Planning Commission review. Mr. Patterson was of the mind that Design Traditions was an example of some of the best planning work in the country. Track Three allows some room for creativity and should not be viewed as a threat. He said the one staff person who knows Design Traditions inside and out is Brian Roseth and he should be accountable to the Planning Commission for the way Track Three is being handled.

Director di Iorio said that the direction received from the City Council was not to proceed at this time with the recommendations made by the group of contractors and architects. Perhaps Track Three would be reviewed by the Planning Commission and considered by the City Council at a later date. The material that was forwarded to the Coastal Commission was the same material reviewed by the Historic Preservation Board, the Design Review Board, the Planning Commission and City Council and which did not include Track Three.

VI. CONSENT AGENDA

- 1. Consideration of minutes for the 27 August and 10 September 2003 Planning Commission meetings.
- DS 03-13
 Phillip Marson
 N/s 1st between Torres and Junipero
 Block 7, lots 8 and 10
- DR 03-24/UP 01-24 Don Mackey NW corner Junipero and 8th Block 89, lots 25 and 26

Consideration of a Design Study application for alterations to an existing historic resource located in the Residential (R-1) District.

Consideration of a revision to Condition #8 of Use Permit 01-24 to allow the relocation of the public walkway from the north side of Eighth Avenue between Junipero and Mission to the south side of the street.

Director di Iorio noted a correction of the minutes of 10 September 2003. Commissioner Cunningham requested that items 2 and 3 be pulled from the Consent Agenda.

Motion of HEWER/CUNNINGHAM TO ACCEPT THE MINUTES AS CORRECTED CARRIED ON THE FOLLOWING ROLL CALL VOTE:

Planning Commission Minutes Regular Meeting 8 October 2003 Page Three

AYES:	COMMISSIONERS:	Cunningham, Hewer, Wilson, and Strid
NOES:	COMMISSIONERS:	None
ABSENT:	COMMISSIONERS:	None
ABSTAIN:	COMMISSIONERS:	Culver
	UIL CONSENT	CENTRA (DI IL ED ITEMS)

VII. CONSENT AGENDA (PULLED ITEMS)

DS 03-13
 Phillip Marson
 N/s 1st between Torres and Junipero
 Block 7, lots 8 and 10

Consideration of a Design Study application for alterations to an existing historic resource located in the Residential (R-1) District.

Commissioner Cunningham questioned the duration of time in the planning process between when an application is reviewed by an architectural historian and by the Historic Preservation Committee and when drawings and a staff report are presented to the Planning Commission. He was concerned about the possibility that something of significance would happened during that time and suggested that the process be tightened up.

Contract Planner Caraker said that once the historian looks at a set of plans, any changes would be outlined in the staff report.

Director di Iorio noted that the applicant may choose to make changes suggested by the architectural historian or the Historic Preservation Committee and perhaps those areas of change could be clouded for the Planning Commission.

Motion of CUNNINGHAM/CULVER TO APPROVE AS CONDITIONED CARRIED ON THE FOLLOWING ROLL CALL VOTE:

AYES:	COMMISSIONERS:	Culver, Cunningham, Hewer, Wilson, and Strid
NOES:	COMMISSIONERS:	None
ABSENT:	COMMISSIONERS:	None

Planning Commission Minutes Regular Meeting 8 October 2003 Page Four

 DR 03-24/UP 01-24 Don Mackey NW corner Junipero and 8th Block 89, lots 25 and 26 Consideration of a revision to Condition #8 of Use Permit 01-24 to allow the relocation of the public walkway from the north side of Eighth Avenue between Junipero and Mission to the south side of the street.

Commissioner Cunningham had three questions: what is the motivation for moving the sidewalk from the north side to the south side; what responsibility does the City have to the property owners on the south side of Eighth to advise them of the City's intentions so that they have an opportunity to comment; and how much consideration should loosing four parking spaces be given in approving the change?

Chairman Strid asked whether Condition 8 reflected the change of location and Director di Iorio responded that it did not and that it would be changed.

Director di Iorio noted that the Director of Public Works, the Police Chief, the Building Official and City Forester looked at the site and recommended that the walkway be moved to the south side of Eighth due to extreme site conditions and significant trees. The proposal was taken to the Traffic Committee and the decision was that the need for pedestrian access outweighed the need for four parking spaces. Condition 8 should read "...that require the applicant to continue a pedestrian sidewalk along the south side of Eighth Avenue between Junipero and Mission Streets for use by the public on public property..."

Commissioner Cunningham was concerned that the property owners be notified and have an opportunity to respond before approving the application.

Commissioner Culver agreed with Commissioner Cunningham's comments and noted that the diagram in the packet showed a cross walk at Eighth and Junipero but the site visit showed no crosswalk. A crosswalk crossing Eighth is proposed and should be a condition. Read "pedestrian walkway and crosswalk."

Motion of HEWER/CULVER TO APPROVE THE AMENDMENT TO THE USE PERMIT WITH THE ADDED CONDITION THAT THE APPLICANT BE RESPONSIBLE FOR THE CROSSWALK AND THAT THE PROPERTY OWNERS ON THE SOUTH SIDE OF EIGHT AVENUE BE NOTIFIED OF THE PROJECT AND ENCOURAGED TO RESPOND IN WRITING CARRIED ON THE FOLLOWING ROLL CALL VOTE: Planning Commission Minutes Regular Meeting 8 October 2003 Page Five

A	YES:	COMMISSIONERS:	Cul	ver, Cunningham, Hewer, Wilson, and Strid
N	DES:	COMMISSIONERS:	No	ne
Al	BSENT:	COMMISSIONERS:	No	ne
		VIII. PU	JBLIC	C HEARINGS
1.	NE corner	n Investors Lincoln and 7 th lots 16, 18, 20, and 22		Consideration of an amendment to a Commercial Use Permit for the conversion of a restaurant use to hotel rooms in an existing inn located in the Central Commercial (CC) District. CONTINUED TO NOVEMBER 12, 2003 .
2.	DS 03-84 Steve Kallison E/s Mission between Vista and 1 st Block 5½, lot 16			Consideration of a Design Study (Concept Review) application of a rebuild of an existing single family dwelling with a new detached garage located in the Residential (R-1) District. REFERRED TO THE DESIGN REVIEW BOARD.
3.	UP 03-35 Sandya Ko E/s Crespi Flanders Block 104,	between Mt. View and		Consideration of a residential Use Permit for a guesthouse located in the Residential (R-1) District. CONTINUED TO NOVEMBER 12, 2003 AT THE REQUEST OF THE APPLICANT.
4.		ieker o between 10 th and 11 th ots 12 and 14		Consideration of Track Three Design Study (Concept and Final Review) and Use Permit applications for the rehabilitation of, and addition to, an existing historic, two-story auxiliary structure with a bar sink and

construction of a detached garage with

District. CONTINUED FROM

SEPTEMBER 10, 2003.

exceptions to the composite side yard setback on a property located in the Residential (R-1) Planning Commission Minutes Regular Meeting 8 October 2003 Page Six

Chairman Strid stepped down due to conflict of interest and Vice Chairman Hewer assumed the chair. Contract Planner Caraker presented the staff report reviewing the proposal and the conditions of approval. Director di Iorio suggested adding condition #6 that would change the three-foot side yard setback to four feet.

Commissioner Cunningham asked what classification the subordinate was and what the ramifications were of that status. Director di Iorio responded that approval for the subordinate units for this property was granted under a use permit in the 1980s.

Vice Chairman Hewer opened the public hearing. Eric Miller, architect representing Mr. Spieker, appeared to say that the previous owner of the property had been given permission for the subordinate units during the City's window of opportunity when he could register the units. Mr. Spieker was interested in restoring an historic, single-family residence and in eliminating the oversized subordinate units. The concerns of Mrs. Yateman, neighbor to the south, were addressed by moving the garage one foot to the north so that pittosporum could be planted.

Commissioner Wilson thought the 12:12 pitch and the encroachment of the garage into the front setback made the garage unnecessarily obtrusive. Mr. Miller explained that the historic preservationist wanted the garage to look different from the historic house and he explained his reasons for designing the garage the way he did. Commissioner Hewer also voiced his opposition to the garage roof and that that if the pitch were lowered it would be less obtrusive. Commissioner Cunningham had questions regarding privacy issues and Mr. Miller pointed out the positioning of windows.

Anna Yateman, neighbor to the south, agreed with the choice of pittosporum as plant material. There were no other appearances and the public hearing was closed.

Commissioner Culver agreed with the comments regarding the garage. Commissioners Cunningham and Wilson spoke to the additional windows on the east side and Mr. Miller said he was agreeable to moving the window to the north side or using opaque glass.

Motion of WILSON/CULVER TO APPROVE THE APPLICATION WITH THE CONDITIONS SET FORTH ON PAGE 6 OF THE STAFF REPORT AND WITH THE ADDED OF CONDITIONS TO INSTALL OPAQUE WINDOWS OR MOVE THE WINDOWS TO THE NORTH ELEVATION IN INTERESTS OF PRIVACY; TO REMOVE THE GARAGE DORMER AND ALLOW A ROOF PITCH NO GREATER THAN 7:12; THAT THE EXISTING PITTOSPORUM BE REPLACED WITH NEW PITTOSPORUM; AND MOVE THE GARAGE ONE FOOT TO THE NORTH CARRIED ON THE FOLLOWING ROLL CALL VOTE: Planning Commission Minutes Regular Meeting 8 October 2003 Page Seven

AYES:	COMMISSIONERS:	Culver, Cunningham, Wilson, and Hewer
-------	----------------	---------------------------------------

NOES: COMMISSIONERS: None

ABSENT: COMMISSIONERS: Strid

Chairman Strid returned to his seat.

IX. DESIGN REVIEW (COMMERCIAL)

1.	DR 03-14	
	David Fink	
	E/s Monte Verde between Ocean	
	and 7 th	
	Block 74, lots 18 and 20	

Consideration of Design Review and Historic Designation applications for alterations to an existing, historic, nonconforming hotel located in the Residential and Limited Commercial (RC) District.

Contract Planner Caraker presented the staff report and reviewed the proposed changes and the conditions of approval. Commissioner Culver questioned the Historic Preservation Committee condition regarding entry doors and Director di Iorio explained that the Historic Preservation Committee had recommended the removal of Condition 1 that had approved the entry doors and requested that the door details be brought back to them for review.

Chairman Strid opened the public hearing. City Attorney Don Freeman noted that Kent Seavey, who has done work for the City, is today representing the applicant. Todd Bessiere, attorney representing David Fink, appeared to discuss the new handicapped bathroom and the nonconforming breakfast nook. He presented a transcript from the Historic Preservation Committee meeting that stated that a simple glass and wood panel entry door would meet the standards for new materials and features and would allow views into the interior courtyard. Mr. Seavey's statement at that meeting also supported the door design.

Regarding whether the courtyard should remain open, Mr. Bessiere cited a section of the Carmel Municipal Code that existing courtyards are to be conserved. The applicant is not proposing to change the courtyard, only a change of bathroom location. The breakfast nook has existed for 35-40 years and the nonconforming section of the code does not apply. The Planning Commission may offer incentives to owners of historic buildings.

Commissioner Wilson asked how breakfast was provided to guests. David Fink said that the breakfast is a self-serve breakfast but in the future they plan to serve the hotel guests. There were no other appearances and the public hearing was closed.

Planning Commission Minutes Regular Meeting 8 October 2003 Page Eight

Commissioner Cunningham noted that the Historic Designation was a separate issue. He thought that the proposed doors limit public access as is required by the historian. Commissioner Hewer agreed with the comments made by Commissioner Cunningham.

David Fink, applicant, appeared to say that the handicapped bathrooms were moved because the existing space was too small to convert into a handicapped space. Mr. Fink also mentioned that a former owner of the Sundial, Bud Allen, had wrought iron gates at the entrance with a buzzer.

Commissioner Culver asked when the proposed doorways would be open to the public and Mr. Fink responded from 7:00 a.m. to midnight. Commissioner Culver asked what the proposed design was for the glass doors and Mr. Fink responded that the glass door was recommended to him as a way to differentiate from the carved doors inside. His main concern was having a door that could be secured during the night. Commissioner Hewer asked why two doors were being proposed and Mr. Fink responded that weather could come from either the east or west. Commissioner Wilson asked whether Mr. Fink considered his courtyard private or open to anyone and he responded that the courtyard was open to the public during business hours.

Commissioner Culver cited Section 17.41.070 from the Municipal Code regarding historic structures whereby the Planning Commission may grant the applicant incentives in the way of relief from zoning regulations. Commissioner Hewer thought the Secretary of Interior Standards wouldn't allow glass doors but Commissioner Culver pointed out that the Historic Preservation Committee recommended that the Planning Commission approve the doors.

David Fink said that he was voluntarily requesting local designation and wanted to get started with his project. He didn't see how a glass door that would be open most of the time would keep the courtyard from being uninviting. Director di Iorio said that if designated, the Planning Commission could grant the applicant relief from the zoning standards. Commissioner Culver said that in some sense an applicant is handcuffed because twenty years in the future the codes might change and the applicant couldn't do anything with his property.

Todd Bessiere, attorney for the applicant, proposed a condition that the doors be left open from 7 a.m. to 11 p.m.

Motion of WILSON/CULVER TO APPROVE THE HISTORIC DESIGNATION AND THE DESIGN REVIEW APPLICATION WITH THE ELIMINATION OF CONDITION 1, RETAINING CONDITION 4 UNTIL CLARIFICATION CAN BE PROVIDED REGARDING THE SERVING OF FOOD, AND ADDING THE CONDITION THAT THE TRANSPARENT DOORS BE APPROVED BY THE HISTORIC PRESERVATION COMMITTEE AND BE PROPED OPEN FROM 7:00 A.M. TO 11:00 P.M. UNLESS WEATHER PROHIBITS CARRIED ON THE FOLLOWING ROLL CALL VOTE: Planning Commission Minutes Regular Meeting 8 October 2003 Page Nine

AYES:	COMMISSIONERS:	Culver,	Cunningham,	Hewer.	Wilson.	and S	trid
					, ,, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	1. 10-01-0-00-0-0-0-0-0-0-0-0-0-0-0-0-0-0-	

NOES: COMMISSIONERS: None

ABSENT: COMMISSIONERS: None

X. ADMINISTRATION

 DS 02-70 William Callahan E/s Torres between 3rd and 4th Block 38, lot 14

Progress report on placement of Red Tag and subsequent removal.

Director di Iorio stated that the memo was informational only and no Planning Commission action was required.

XI. PUBLIC ANNOUNCEMENTS

Commissioner Wilson asked what happened to Track Three discussion that was referred to earlier in the meeting. Commissioners Wilson, Strid and Cunningham had no recollection of any discussion regarding Track Three. Commissioner Hewer said that the City Council had held some discussion on Track Three but not at the Planning Commission level. Director di Iorio explained that the deletion of Track Three had been contained in the errata sheet handed out at the meeting of August 27, 2003. Commissioner Wilson thought that Track Three should be discussed by the Planning Commission at some point.

XII. ADJOURNMENT

There being no further business to come before the Commission at this time, the meeting was adjourned at 6:50 p.m.

Anne Morris, Secretary

ATTEST:

Bill Strid, Chairman

DRAFT CITY OF CARMEL-BY-THE-SEA COMMUNITY TRAFFIC SAFETY COMMISSION

MINUTES OF MEETING

Regular Meeting City Hall Council Chambers East Side of Monte Verde Street Between Ocean and 7th Carmel-by-the-Sea, California

September 3, 2003 Wednesday 3:00 p.m.

I. CALL TO ORDER AND ROLL CALL

Carl Roetter Lee Eldred Warren Neidenberg Erik Bethel Robert Clifford

STAFF MEMBERS PRESENT:

Corporal Steve Rana Martha L. Nilsson, Secretary

II. PLEDGE OF ALLEGIANCE

Chairman Roetter led the Commissioners in the Pledge of Allegiance.

III. APPEARANCES

None

IV. ANNOUNCEMENTS

A. Announcements & Reports from the Police Department

• Mark Liskin submitted a request for a "slow-blind curve" sign at W/San Antionio and Fourth Street. Corporal Steve Rana said the department "will be looking into it".

V. CONSENT CALENDAR

A. Ratify the minutes of the meeting of August 6, 2003 meeting.

A MOTION WAS MADE BY BETHEL, SECONDED BY NEIDENBERG, TO APPROVE THE MINUTES OF THE AUGUST 6, 2003 MEETING AS WRITTEN. THE MOTION PASSED UNANIMOUSLY.

Carmel Traffic Safety Commission

Minutes

VI. ORDERS OF BUSINESS

B. Planning Director, Christi di Orio, made a report to the commissioners about the proposed Eighth Street pedestrian pathway relating to the approved application by Mackey and Mandurago for a 2 unit condominium complex on the NW corner of Junipero and Eighth. The pedestrian pathway is being proposed to be placed on the south side of Eighth Street due to grading issues.

A MOTION WAS MADE BY ROETTER, SECONDED BY LEE, TO ENDORSE AND SUPPORT THE PROPOSED WALKWAY AS PROPOSED. THE MOTION PASSED UNANIMOUSLY.

C. Corporal Steve Rana reported on proposed loading zone on San Carlos Street. Women's Club President, Joan McHenry and Vice-President Fleece Dennis appeared before the Commission to explain the parking problems at the Women's Club.

A MOTION WAS MADE BY NEIDENBERG, SECONDED BY ELDRED, THAT THE TRAFFIC COMMISSION ENDORSE THE PROPOSED LOADING ZONE ON SAN CARLOS AND 9TH. ELDRED. THE MOTION PASSED UNANIMOUSLY.

D. Commissioner Roetter presented the Commission with a Work Plan to resolve residential traffic problems such as: Speeding Blind Hills, Curves and Obstructions, Lack of Sidewalks, Street Lights and Vegetation Overgrowth. After a lengthy discussion by the commission, it was decided to place this matter on the agenda for a future meeting.

VII. ADJOURNMENT

There being no further business to come before the Commission, A MOTION WAS MADE BY ROETTER, AND SECONDED BY CLIFFORD TO ADJOURN THE MEETING AT 5:00 P.M. THE MOTION PASSED UNANIMOUSLY.

ATTEST: Respectfully submitted,

Carl Roetter, Chairman

Martha L. Nilsson, Secretary

Carmel Traffic Safety Commission

Minutes

City of Carmel-by-the-Sea
Department of Community Planning & Building;
Public Works/Forestry & Beach P.O. Drawer G
Carmel, CA 93921
(831) 620-2010 OFFICE/(831) 620-2014 FAX
PLAN CHECK/REVISION SUBMISSION City Use Only This Section
Date Rec'd.: 32265 Fee: \$_75 Receipt #:By:
Existing Permit #:
APPLICANT SECTION
Complete items 1-8 in this section and provide additional information and/or plans as required to describe the work proposed. <u>SIGN THE BACK OF THIS FORM</u>
1. Project Location: 1 NW bet. BTH and JVNIPERO
Street the project is on Block: 89 Lot(s): 25/26 Parcel #: 010 · 087 · 004
2. Legal Property Owner: DON MACKEY
Mailing Address:P.O. Box
City:State:Zip:
Telephone #FAX:
3. Contractor/Agent/Contact Person: DAN SILVERIE (Circle One)
Mailing Address: <u>P-0-box</u> P.O. Box: <u>223103</u>
City: CAMEL State: CA_Zip: 93922_Phone(831)_402.7985
City License #: 20484 State License #: 780912 / Type: B
Value of Project: \$1.0m
Check the appropriate Department action proposed:
PUBLIC WORKS DEPT.: Encroachment/Sidewalk/curb-Gutter/Driveway/Utilities FORESTRY/BEACH: Tree removal/Pruning/Landscaping/Encroachment PLANNING/BUILDING: Residential/Commerical/Structural/Architectural/Encroachment/Site Coverage/Exterior Changes
FIRE DEPARTMENT ACTION: Fire Sprinkler System/Fire Alarm System
FULLY DESCRIBE ALL WORK PROPOSED: ADD OF PICKET FENCE POST
SHEET A1.1. APPROX. 5' PAST PROPERTY ON NORTH FACING BUT
REVISED PLANT PER SHEET L.1.
L.S. ALAN RAVISIQUES
S \PlanBldg\Forms lapplications\plan ck-revision submission.doc Revised 12/04

Applicant Acknowledgement

Attachment 6 I understand and agree to comply with all pertinent conditions, standards and requirements as specified by the Carmel Municipal Code, State, County and Federal regulations pertaining to this permit application. I agree to properly maintain the subject work at no expense to the City and to indemnify the *City* from any liability arising from the permit issued. Acceptance by the *City* of the work described hereon is not a waiver of my obligations as stated herein.

Applicant Name (Print Clearly): DAN	SIWERIE
Signature: Did S	Date: 3.23.05
ter and the second s	USE ONLY BELOW
Action:	Forester (Poppher D)
Public Works: Approve/Disapprove	Forestry/Beach: Approve/Disapprove
By:Date:	Forestry/Beach: Approve/Disapprove By: <u>M. B. M. Bate</u> : <u>3/20</u> 65
Planning: Approve/Disapprove	Building: Approve/Disapprove

Date: 3-28-05 By:_____ Date:

Additional Requirements: (Circle each) Workers Comp/Liability Insurance/Driveway Grade & Drainage Agreement/ Hold Harmless Agreement

Comments/Conditions:

Flag ok if an encroachment permit is approved. 3-28-05 52

St/PlanBldg/Forms/applications/plan ck-revision submission.doc

Revised 12/04

P.001/005 F-526 T-445 JAN-27-2006 11:20AM FROM-DON MACKEY OLDS Attachment 1 PONTIAC Don Mackey Phone: Fax: Facsimile Transmittal Sheet See From MARON m Date. Company: 2006 Fax Number: Total No. Of Pages(Including Cover): 2004 831-620-20 🗆 For Review 🗖 Please Comment 🗹 Please Reply 🗆 Urgent Notes Or Comments:

lim, all the best in 2006. I still would like your advice and quid same on the gramite Rip Rap I had planned to put on the 8th street embankment planned to put on the 8th street embankment the city is protected by the Insurance, plus the fact it looks pretty fad and d'on afraid of tank erosion. Let me know your thoughts. Thanks

T-445 P 004/005 F-526

Attachment 1

WHEN RECORDED, MAIL TO:

CITY OF CARMEL-BY-THE-SEA BOX CC CARMEL-BY-THE-SEA CA 93921

THIS SPACE FOR RECORDER'S USE ONLY

HOLD HARMLESS ENCROACHMENT AGREEMENT

AGREEMENT made this _____ day of _____, 20___, between the CITY OF CARMEL-BY-THE-SEA, hereinafter called CITY, and _____, hereinafter called OWNER, with reference to the following facts:

OWNER is in possession of and owns certain real property in CITY known as Block ______, Lot(s)______, Assessor's Parcel No. ______, Zoning District ______, street location ______,

OWNER has requested from CITY permission to construct and maintain a structural encroachment on CITY street or sidewalk area adjacent to or near the property, described as follows:

NOW, THEREFORE, the parties, in consideration of the mutual covenants contained herein, agree as follows:

1. CITY grants permission to OWNER to construct and maintain a structural encroachment on CITY street or sidewalk area adjacent to or near OWNER'S property, as described above. Said permission is subject to the following conditions:

a. Execution of this Hold Harmless Agreement and compliance with the provisions of paragraph 3 below.

b.

2. OWNER, his successors and assigns, agrees to name CITY an additional insured and to hold CITY harmless from any and all claims, actions and demands of third parties of any kind, character and description arising out of or due to any accident or mishap in, on, or about said structural encroachment so constructed or so maintained or any error or omission resulting in personal injury or property damage.

3. OWNER agrees to provide CITY and maintain a certificate of insurance from an insurance carrier acceptable to CITY certifying that OWNER has public liability and property damage insurance with limits of not less than \$500,000 combined single limit for personal injury and/or property damage for property located in the R-1 zoning district and limits of not less than \$1,000,000

Rcv. 3/02

Attachment 1 Attachment 6

for property located in all other zoning districts. The certificate must indicate this insurance is primary over any other valid or collectible insurance CITY may have, insures owner's performance of this Hold Harmless Agreement and that the Carrier will notify CITY in the event of any material change in the policy, including the nonrenewal thereof. Said Certificate of Insurance must name CITY, its elected officials, officers, agents and employees as additional insured insofar as the insurance pertains to this encroachment. Owner further agrees to maintain said insurance as long as said encroachment remains on CITY property.

In the event of cancellation or nonrenewal, the insurance company will give thirty (30) days' written notice to CITY. The Certificate must be signed by an authorized employee of the insurance carrier and mailed to : City Clerk, Carmel-by-the-Sea, P. O. Box CC, Carmel-by-the-Sea, CA 93921.

4. CITY may terminate and revoke this Agreement at any time that it is determined by the City Council to be in the best interests of City and necessary to promote the public health, safety or welfare. Any expense caused to OWNER, his successors or assigns, by termination of this Agreement shall be borne by OWNER, his successors or assigns.

5. The parties agree that this contract is for the direct benefit of the land in that it makes the property more usable and increases its value, as such, agree that the covenants herein shall run with the land, and the parties agree that the covenants shall bind the successors and assigns of OWNER.

CITY OF CARMEL-	BY-THE-SEA:	OWNER(S)	4/18/05
By: Richard Guillen,	City Administrator	/	11.0100
ATTEST:	/		
Karen Crouch, City C	Clerk		
State of California	CALIFORNIA ALL-PURPOSI	E ACKNOWLEDGMENT	
County of Monterey	SS.		
On	, 20, before me,		lotary Public,
	isfactory evidence to be the perso	, personally known to m on(s) whose name(s) is/are su	

within instrument and acknowledgment to he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal:

Signature of Notary

Attachment 1



JANUARY 27,2006

TIM MARONEY CITY OF CARMEL BY THE SEA

FÀX NO. 831-620-2014

IN REGARD TO THE CERTIFICATE OF INSURANCE, MR. MACKEY'S AGENT IS LAURIE PIKE (FARMERS INSURANCE) IN MONTEREY. WE REQUESTED THE NEW CERTIFICATE AND SHE ADVISED THAT THE CITY OF CARMEL IS LISTED IN THE POLICY AND IT IS AN ON GOING LISTING.

LAURIE'S PHONE NUMBER IS 831-373-2925, SHE WILL BE CALLING YOU REGARDING THIS ISSUE. SHOULD THERE BE ANY OTHER PROBLEM YOU CAN CALL ME AT AND I WILL GET BACK INVOLVED.

BEST WISHES!

JOHN H. ATWELL

ASSISTANT TO DON MACKEY

131 N Country Club Rd Fucson, Az 85716		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR			
	ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.				
20-325-5000	INSURER A	armers In	surance Excha	nge	
Mackey, Donald	INSURER & Farmers Insurance Exchange				
	INSURER C				
	INSURER D				
	INSURER F				
DVERAGES					
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE IN NYY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HI POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID (DOCUMENT WITH	RESPECT TO WI	HICH THIS CERTIFICATE N	AAY BE ISSUED OR	
	POLICY EFFECTIVE	POLICY EXPIRATIO		AITS	
GENERAL LIABILITY			EACH OCCURRENCE	\$100000	
COMMERCIAL GENERAL LIABILITY			FIRE DAMAGE (Any one file) 5	
			MED EXP (Any one portion)	\$ 1000	
K Comp Pers Liab	11/04/04	11/04/05		\$100000	
Harrison () () () () () () () () () (1	GENERAL AGGREGATE	\$100000	
GENLAGGREGATE LIMIT APPLIES PER 51/16/562714			PRODUCTS . COMPIOP AG	G \$	
			COMBINED SINGLE LIMIT (Es acoldent)	2	
ALL OWNED AUTOS SCHEDULED AUTOS			BODILY INJURY (Per person)	5	
			BOOILY INJURY (Per accidant)	5	
			PROPERTY DAMAGE (Por accident)	\$	
OARAGE LIABILITY			AUTO ONLY - EA ACCIDENT	5	
ANY AUTO		1	OTHER THAN EA ACT		
			AG	2 5	
			EACH OCCURRENCE	\$5000000	
	09-01-04	09-01-05	ADDIEDATE	\$	
DEDUCTIBLE	09-01-04	09-01-03		\$	
RETENTION \$ COMPLETE OVICE OF		1		\$	
WORKERS COMPENSATION AND			TWESTATU TOT	-	
EMPLOYERS' LIABILITY		F	EL EACH ACCIDENT	\$	
		1	E.L. DISEASE - EA EMPLOY	E \$	
		-	EL. DISEASE . POLICY LINE	r s	
OTHER	1				
CRIPTION OF OPERATIONS/COATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEM esidence: Lot 25 Block 89, Carmel by th AKA: Northwest Corner of 8th	ne Sea, Ca	zmel, Ca			

Attachment 6

City of Carmel-by-the-Sea Department of Community Planning & Building P.O. DRAWER G CARMEL, CA 93921 (831)620-2010 office (831) 620-2014 fax

Building Services Division

Project Plan Check List No. 1

Applicant: MACKEY <u>Contact</u>: Dan Silverie <u>Designer/Architect</u>:

Description of Work: Landscaping and Encroachment Revisions

T. Meroney, Building Official

Date: 4/1/05

The following items have been found to be deficient from the set of plans as submitted for the above noted work description. Make all corrections as necessary on the originals or blue prints as noted below. *Provide a list of the location of all corrections made to expedite re-check.*

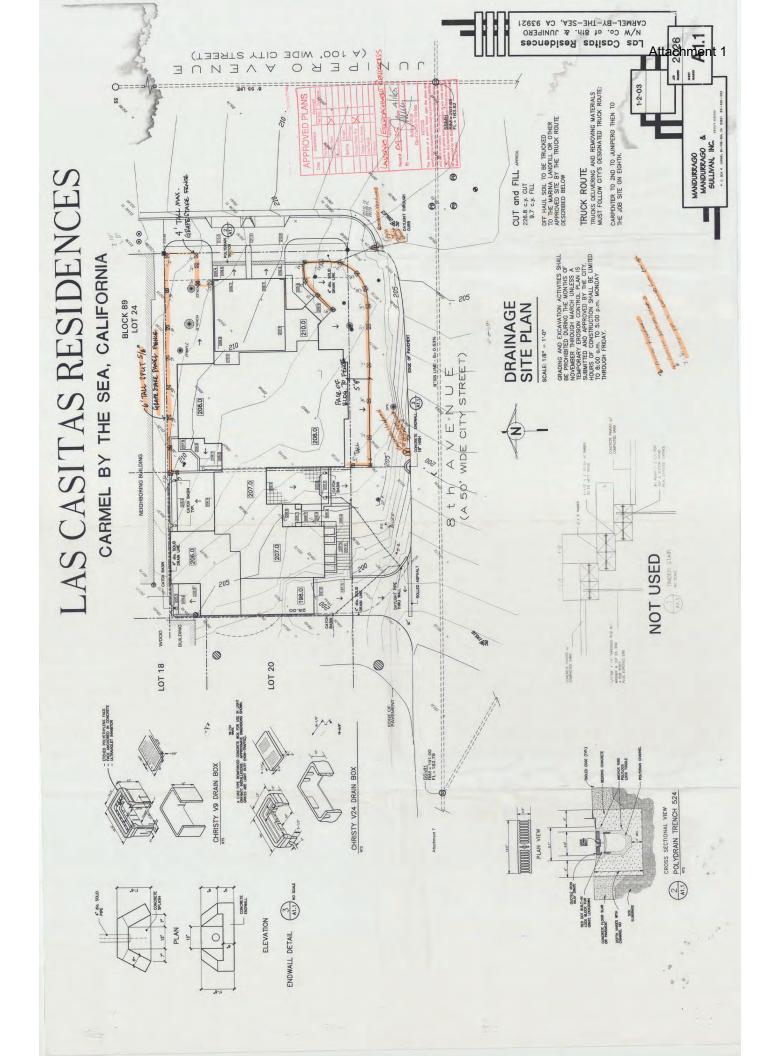
Please Make Corrections on:

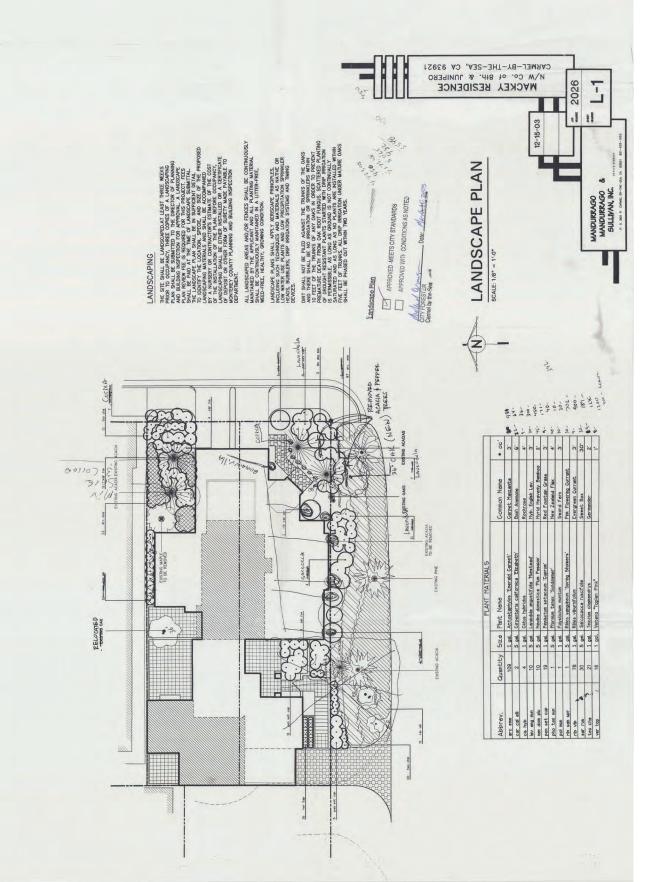
 Submit a signed notarized hold harmless agreement and liability insurance endorsement in the amount of \$500,000 adding "the City, its employees, elected officials, officers and agents are additionally insured under the policy."

Planning Corrections: (CONROY) NONE

Forest/Beach Dept. Corrections: (BRANSON) NONE

Fire Dept. Corrections: NONE





Attachment 8

City of Carmel-by-the-Sea

COMMUNITY PLANNING AND BUILDING DEPARTMENT POST OFFICE DRAWER G CARMEL-BY-THE-SEA, CA 93921 (831) 620-2010 OFFICE (831) 620-2014 FAX

March 18, 2015

Stillwater Construction PO Box 223103 Carmel, CA 93922

Subject: Approval Letter Design Study Application: DS 15-085 (8th Ave Pathway) South side of 8th Ave between Junipero Ave and Mission Street Property Owner: City of Carmel –by-the-Sea

Dear Dan:

Staff has issued an approval of Design Study (DS 15-085) subject to the attached conditions of approval. This Design Study is valid for a one-year period from date of approval, and hence, expires on March 17, 2015. Should you require an extension for the Design Study permit, a written request must be submitted to the Community Building and Planning Department prior to the permit's expiration.

This approval is subject to a 10 calendar-day appeal period. The enclosed Notice of Approval must be conspicuously posted on the project site and must be mailed to property owners who own property within 100 feet of the project site. Included with this packet are labels with the mailing addresses of property owners that own property within 100 feet of the project site. You are required to sign and return the attached affidavit confirming that the public noticing requirements have been completed once the appeal period has passed. The 10 calendar-day appeal period commences the day that the Notice of Approval is posted and circulated. A Building Permit is not required for this project; however, staff will issue you a Notice of Authorized Work once the affidavit is signed returned.

You may contact me at (831) 620-2024, if you have any questions about the requirements in this letter.

Thank you.

VL L

Marc Wiener Senior Planner

Encl: Conditions of Approval Public Notice & Affidavit of Posting

AUTHORIZATION:

1. This approval of Design Study (DS 15-085) authorizes the installation of a 3-foot wide decomposed granite pathway on the south side of 8th Avenue between Junipero Avenue and Mission Street as depicted on the March 17, 2015, approved plan set.

SPECIAL CONDITIONS:

- 2. The applicant shall work with staff on determining the color of the truncated dome prior to installation.
- 3. This Design Study approval is valid for a one-year period from date of approval, and hence, expires on March 17, 2016.
- 4. The applicant agrees, at the applicant's sole expense, to defend, indemnify, and hold harmless the City, its public officials, officers, employees, and assigns, from any liability; and shall reimburse the City for any expense incurred, resulting from, or in connection with any project approvals. This includes any appeal, claim, suit, or other legal proceeding, to attack, set aside, void, or annul any project approval. The City shall promptly notify the applicant of any legal proceeding, and shall cooperate fully in the defense. The City may, at its sole discretion, participate in any such legal action, but participation shall not relieve the applicant of any obligation under this condition. Should any party bring any legal action in connection with this project, the Superior Court of the County of Monterey, California, shall be the situs and have jurisdiction for the resolution of all such actions by the parties hereto.

*Acknowledgement and acceptance of conditions of approval.

Property Owner Signature

Printed Name

Date

Once signed, please return to the Community Planning and Building Department.



NOTICE OF APPROVAL

The Department of Community Planning & Building of the City of Carmel-by-the-Sea has approved a Track 1 Project pursuant to Section 17.58.040 of the City's Municipal Code. Persons interested in the project may review additional materials available at the Department of Community Planning & Building located at City Hall on Monte Verde Street between Ocean and 7th Avenues, phone number 831-620-2010. <u>The decision to approve this project may be</u> <u>appealed within 10-calendar days from the date of this notice by filing a written</u> <u>appeal with the Department of Community Planning & Building</u>.

Planning Case #: DS 15-085 Case Planner: Marc Wiener, Senior Planner

Date Posted: _____

Date Approved: 3/18/15

Project Location: South side of 8th Avenue between Junipero Avenue and Mission Street (City right-of-way)

Applicant: Old Mill Properties, LLC

Project Description: This approval of Design Study (DS 15-085) authorizes the installation of a 3-foot wide decomposed granite pathway on the south side of 8th Avenue between Junipero Avenue and Mission Street. All curb-side parking spaces along 8th Avenue will be retained.

Is this project appealable to the Coastal Commission? Yes No 🔀

Upon completion of the 10 calendar-day appeal period, please return this form, along with the Affidavit of Posting, to the case planner noted above.



AFFIDAVIT OF POSTING

DECLARATION UNDER PENALTY OF PERJURY

APPLICATION #:

<u>DS 15-085</u>

APPLICANT:

Old Mill Properties

STREET ADDRESS (Location): <u>South side of 8th Ave between Junipero Ave and</u> <u>Mission Street</u>

BLOCK <u>N/A</u> LOTS <u>N/A</u>

APN<u>N/A</u>_____

I, _____, declare: I am a resident of the City of

_____, County of _____, State of _____. I am over the age

of twenty-one (21) years. On the _____ day of _____ 2015, I posted the attached

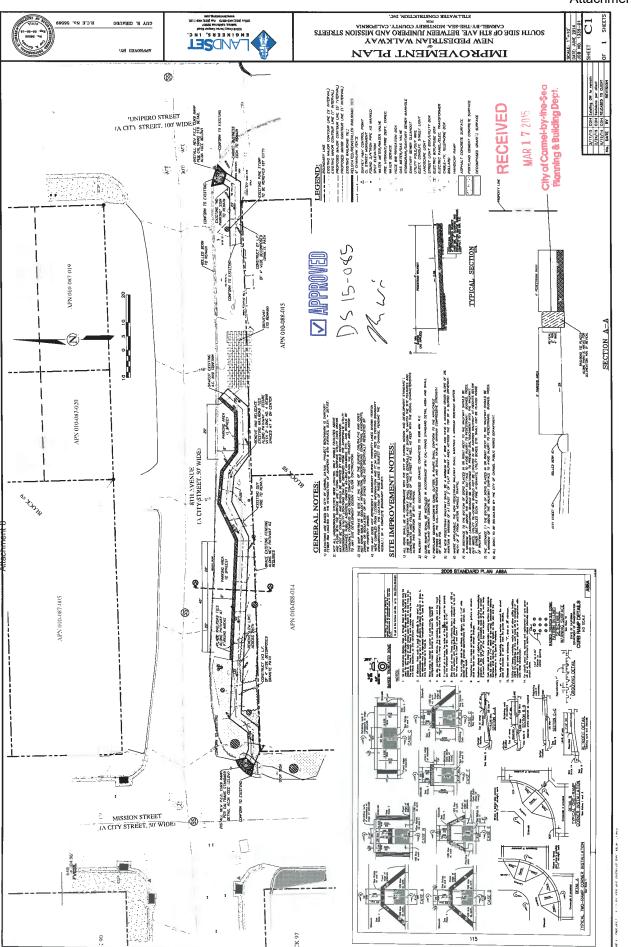
Notice of Approval in a conspicuous, publicly-accessible location at the subject property

and that this notice remained continuously posted for the duration of the 10-day appeal period.

I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.

Declarant

Date



Attachment 1

Attachment 9

City of Carmel-by-the-Sea

COMMUNITY PLANNING AND BUILDING DEPARTMENT POST OFFICE DRAWER G CARMEL-BY-THE-SEA, CA 93921 (831) 620-2010 OFFICE (831) 620-2014 FAX

June 4, 2015

Don Mackey P.O. Box 35250 Tucson, AZ 85740

Subject: Compliance Verification Design Study Application: DS 15-085 (8th Ave Pathway) South side of 8th Ave between Junipero Ave and Mission Street

Dear Mr. Mackey:

On March 18, 2015, staff issued an approval of Design Study (DS 15-085) for the installation of a decomposed granite pedestrian pathway on the south side of 8th Avenue between Junipero Avenue and Mission Street. You were required to install the pathway as a condition of approval for Design Review (DR 14-01) and Use Permit (UP 01-24) applications, which permitted the construction of two new single-family residences and an associated lot line adjustment. Staff notes that the original condition issued in 2003 required the pathway to be located on the north side of 8th Avenue, but the condition was revised by the City in 2005 for the pathway to be on the south side of 8th Avenue.

The pathway was recently completed and staff has had the opportunity to inspect the site. This letter is to confirm that you have complied with the requirements of the approval condition. Thank you for completing the pathway. It is a great addition to the City and will be enjoyed by residents and visitors for years to come!

Sincerely,

Marc Wiener Senior Planner

City of Carmel-by-the-Sea Attn: City Clerk Post Office Drawer CC Carmel, CA 93921

This space reserved for the Recorder's use only

HOLD HARMLESS ENCROACHMENT AGREEMENT

AGREEMENT made this 5th day of April, 2022, between the CITY OF CARMEL-BY-THE-SEA, hereinafter called CITY, and Thomas Dean & Kristin Kim Sato Fountain TRS, hereinafter called OWNER, with reference to the following facts:

OWNER is in possession of and owns certain real property in CITY known as Block 89, Lot(s) 26, Assessor's Parcel No. 010-087-019, Zoning District R-C and street location northwest corner of Junipero Street and 8th Avenue.

OWNER has requested from CITY permission to construct and maintain a structural encroachment on CITY street or sidewalk area adjacent to or near the property, described as follows:

A three-foot tall and 28-foot long wooden grapestake picket fence located in the public right-of-way fivefeet, eight-inches from the southern street side yard property line of OWNERs property as depicted in the project plans prepared by Mandurrago Mandurrago & Sullivan, Inc., dated 1-2-03, for the Las Casitas Residences consisting of 2 sheets, Sheet A1.1 and Sheet L-1, stamped approved and on file in the Community Planning & Building Department, Carmel City Hall, located on the east side of Monte Verde between Ocean Avenue and 7th Avenue, Carmel-By-The-Sea, CA 93921.

NOW, THEREFORE, the parties, in consideration of the mutual covenants contained herein, agree as follows:

- 1. CITY grants permission to OWNER to construct and maintain a structural encroachment on CITY rightof-way, street or sidewalk area adjacent to, or near, OWNER'S property, as described above. Said permission is subject to the following conditions:
 - a. Execution of the Hold Harmless Encroachment Agreement and compliance with the provisions of paragraph 3 below.
 - b. ____
- 2. OWNER, their successors and assigns, agrees to name CITY as additional insured and to hold CITY harmless from any and all claims, actions and demands of third parties of any kind, character and description arising out of or due to any accident or mishap in, on, or about said encroachment so constructed or so maintained or any error or omission resulting in personal injury or property damage.

3. OWNER, their successors and assigns, agrees to provide CITY and maintain a certificate of insufance¹⁰ from an insurance carrier acceptable to CITY certifying that OWNER has public liability and property damage insurance with limits of not less than \$2,000,000 in combined single limit insurance for personal injury and/or property damage per occurrence and \$4,000,000 in aggregate caused by or due to the presence of the encroachment in the CC, SC, RC and R-4 Districts and \$500,000 of the coverage in the R-1 district. The certificate must indicate this insurance is primary over any other valid or collectible insurance CITY may have, ensures OWNER'S performance of the Hold Harmless Encroachment Agreement and that the insurance carrier will notify CITY in the event of any material change in the policy, including the nonrenewal thereof. Said Certificate of Insurance must name CITY, its elected officials, officers, agents and employees as additional insured insofar as the insurance pertains to the encroachment. OWNER, their successors and assigns, further agrees to maintain said insurance as long as said encroachment remains on CITY property.

In the event of cancellation or nonrenewal, the insurance company will give thirty (30) days written notice to CITY. The Certificate of Insurance must be signed by an authorized employee of the insurance carrier and mailed to: City of Carmel-by-the-Sea, Attn: City Clerk, PO Box CC, Carmel-by-the-Sea, CA 93921.

- 4. CITY may terminate and revoke this Agreement at any time that it is determined by the City Council to be in the best interests of CITY and necessary to promote the public health, safety or welfare. Any expenses caused to OWNER, their successors or assigns, by termination of this Agreement shall be borne by the OWNER, their successors or assigns.
- 5. The parties agree that this contract is for the direct benefit of the land in that it makes the property more useable and increases its value, as such, agree that the covenants herein shall run with the land, and the parties agree that the covenants shall bind the successors and assigns of OWNER.

CITY OF CARMEL-BY-THE-SEA:

OWNER(S):

Richard L. Rerig, City Administrator

Thomas Dean Fountain, Property Owner

Kristin Kim Sato, Property Owner

ATTEST:

Brandon Swanson, Director of Community Planning & Building

12.08.060 Encroachment Application Review Standards.

A. Need. The applicant shall be determined to have a justifiable need for the encroachment, and the encroachment shall not be contrary to the public interest.

B. Safety. The granting of an encroachment permit shall not create a hazard to public health or safety.

C. Drainage. The proposed encroachment shall not adversely affect the normal drainage of surface water, unless an acceptable mitigation is included that will be advantageous to the general public and meet the standards herein.

D. Circulation and Parking.

1. The proposed encroachment shall not adversely affect vehicular and/or pedestrian traffic nor the parking of vehicles.

2. The proposed encroachment shall not adversely impact existing rights-of-way nor preclude or make difficult the establishment or improvement of existing or potential streets or pedestrian ways.

E. Public Use and Enjoyment.

1. The proposed encroachment shall not diminish public use or enjoyment, either visual or physical, of the City property or public right-of-way to be encroached upon.

2. The encroachment and enjoyment shall be in the public interest.

3. The length of time an encroachment has existed shall not by itself prejudice a decision.

F. Compatibility.

1. The proposed encroachment and its mitigation shall be consistent with the General Plan and the adopted ordinances of the City. Particular attention shall be given to Section P1-48 of the General Plan, which prohibits the construction of sidewalks and concrete curbs in the R-1 district, unless necessary for drainage and/or pedestrian safety.

2. The encroachment shall not create, extend, or be reasonably likely to lead to an undesirable land use precedent.

3. Granting of a permit shall not adversely affect the usability or enjoyment of one or more adjoining parcels.

4. The proposed encroachment and its mitigation shall be compatible with the surrounding area and adjoining properties.

G. Public Property/Greenbelt.

1. The proposed encroachment shall not adversely affect any public property, including existing vegetation or its root structure, and shall not significantly reduce greenbelt area that may be used for tree planting.

2. Significant trees which would be affected by the proposed encroachment shall be identified by the Director of Forest, Parks and Beach and approval for removal shall follow City policy.

H. Mitigation. When deemed appropriate by the City, the applicant shall include those measures appropriate to compensate the City for the loss of the use of City property or the public right-of-way, or to repair damage thereto. (Ord. 89-9 § 1, 1989).



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

May 3, 2022 ORDERS OF BUSINESS

то:	Honorable Mayor and City Council Members
SUBMITTED BY:	Brandon Swanson, Community Planning & Building Director
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Receive a report on the process required to consider a permanent outdoor seating program in the public right of way, and provide direction to staff on whether or not to proceed with the effort as a City Council top priority project

RECOMMENDATION:

Receive a report on the process required to consider a permanent outdoor seating program in the public right of way, and provide direction to staff on whether or not to proceed with the effort as a City Council top priority project

BACKGROUND/SUMMARY:

Executive summary:

This report provides an overview of the process required to fully develop a permanent outdoor seating program in the public right of way, ultimately for consideration by Council. This would include numerous public hearings and workshops, discussing major policy issues such as rental fees, and updating several City regulatory documents including the City's General Plan and Zoning Code.

As part of this agenda item, Council is respectfully being asked to consider potential impacts to the recently approved list of 16 "Priority Projects" (**Attachment 1**). These 16 projects were prioritized as part of a larger list of 30 important projects, which includes exploring an outdoor dining program. If Council chooses to move forward immediately with this project, it would largely be led by the Community Planning and Building Department (CPB). Direction would be requested on which of the eight (8) projects already led by CBP might be put on hold or set on a slower track to free up the needed resources for this effort. Examples of priority projects with a similar level of effort include: creation of street addresses; developing a paid parking program; updating the City's telecommunications ordinance; the Design Traditions 1.5 project; and exploring barriers to affordable housing in preparation for updating the City's Housing Element. All of the projects on the larger list of 30 are important and worthwhile, including exploring outdoor dining in the right of way. Each project will be addressed at some point in the next couple of years, so the question for Council revolves around timing and utilization of staff resources.

Discussion:

At their April 5th, 2022 meeting, Council decided to keep the mandatory removal date of April 20, 2022 for all temporary parklets. As part of this action, staff was asked to return at the next regular meeting to lay out the process to consider a permanent outdoor seating program in the public right of way. Although the aesthetics and physical design of outdoor seating play a major factor in the development of this program, there are several other regulatory considerations that must be addressed first, or at least at the same time. This means that once the development of an outdoor seating program in the right of way is started in earnest, the process will require a significant commitment of City time and staff resources. This process would effectively have three major components:

- Component # 1 Public meetings;
- Component #2 Policy decisions; and
- Component #3 Regulatory considerations.

These three major components would each include multiple steps along the way, but are discussed below in broader detail:

Component #1 - Public Meetings

Given the scope and impact of a permanent outdoor dining program in the right of way, there would need to be numerous public meetings. Staff would recommend conducting at least one (1) focused community workshop at a location like sunset center early on in the process. This workshop would allow staff to get the broad community engaged in the conversation and garner important early feedback. In addition to this workshop, there would need to be at least three (3) Planning Commission meetings in order to formally discuss and develop program parameters such as consistency with existing regulations, design/aesthetics, public safety, allowed uses, permitting requirements, and other important planning topics. Additionally, at least one (1) meeting with the Historic Resources Board would be required due to the historic nature of the downtown area. Ultimately, these planning and development meetings would culminate with at least three (3) City Council hearings to consider the merits of the program, and regulatory changes required to implement it. Most of these regulatory changes, which require adoption by ordinance, would necessitate at least two City Council hearings on the matter. Ultimately, if a program was adopted by the City, it would not become effective until a Local Coastal Program (LCP) amendment was processed and certified by the California Coastal Commission at one (1) final public hearing. All told, this would add up to no less than nine (9) public meetings to successfully develop a permanent outdoor dining program in the right of way. It should be noted that there has already been effort geared towards gathering public input about this program, so staff would not be starting from scratch. An ad hoc committee made up of Mayor Potter and Mayor Pro Tempore Richards convened public meetings beginning on February 8th, 2021, with over half a dozen more that followed.

Ad hoc conversations centered around basic constraints that would need to be considered for a permanent program, all of which would require thorough analysis if the program development moved forward. After those initial discussions, a public survey (**Attachment 2**) was crafted over the course of three (3) Ad-Hoc meetings. The survey gathered feedback from residents, business owners, and other stakeholder groups on the some of the largest and most complicated aspects of a permanent program. These survey results are still useful data, and will be included as part of the analysis done by the Planning Commission, and City Council

Component #2 - Policy Decisions

Policy decisions would need to be made somewhat early in the process by City Council. This policy

direction is necessary to shape many of the regulatory updates required to implement a new program. This component is intentionally called out separately from the regulatory considerations, because it would need to take place prior to drafting updates to the Zoning Code and General Plan. These policy decisions would include, but are not limited to such complicated legal and political topics such as:

- Nature of parklet ownership (lease/rent vs. private ownership)
- Whether or not (and how much) to charge for permanent parklet spaces
- How to handle changes in business ownership
- Insurance and liability requirements
- Whether to include other businesses like wine tasting, specialty restaurants, etc.

The fine tuning and specifics of these and other policy decisions would be worked out through the numerous public meetings noted above. However, early direction from City Council would be important to guide the process in the right direction.

Component #3 - Regulatory Considerations

In 2020, under the City's Proclamation of a Local Emergency, CMC section 2.64.060 allowed for the creation of temporary rules to protect life and safety, even if those rules did not conform to the City's codified regulations. Under these provisions, temporary parklets were allowed to be put in place and remain in the right of way for nearly two years. Now that temporary parklets are no longer allowed, outdoor dining in the public right of way must conform to the City's codified regulations before it can be permitted. In several cases, this means that existing regulatory documents would need to be amended, including the City's Zoning Code, General Plan, and Design Guidelines.

The following is a list of the most prevalent examples of code sections which could need amendments. The code section is listed first, and then a brief explanation of the potential conflicts are given. This list is not exhaustive, and could change as the program was developed:

CMC 17.14.070 - Enclosed Structures Required for All Uses:

"All uses in all districts shall be conducted within a completely enclosed building."

• Restaurants are exempt from this requirement, so a restaurant parklet would not be in conflict. However, if any other uses such as wine tasting shops were to be included in the program, an amendment to this section of code would need to be considered.

CMC 17.14.220.D.3 - Design Regulations for Exterior Seating Associated with a Restaurant:

"The area in which the seating is proposed shall be fully contained on private property and shall not interfere with automobile or pedestrian traffic on any public right-of-way or through any intra-block walkway."

• This would require a wholesale change in the regulatory language to allow seating on public property. The City would also have to consider if auto and pedestrian traffic would be impacted, and whether this language requires amending.

CMC 17.14.220.D.6 - Design Regulations for Exterior Seating Associated with a Restaurant:

"Physical structures that enhance comfort such as windscreens, heaters, and exterior lighting shall be shielded from view from the public right-of-way and from intra-block walkways or shall be designed to be architecturally compatible with the village character and the adjacent buildings."

• Code requires considering not only the façade of the business operating the parklet, but also adjacent businesses. There may not be agreement among neighboring businesses about "compatibility".

CMC 12.32.160 – Picnicking and Camping:

"It is unlawful to picnic, camp, place tables, place chairs, eat, hang out things to dry, or do any other act connected with human habitation, on any public right-of-way, sidewalk area or in any parking area."

• This is another section of code requiring a wholesale change to the language regarding how sidewalks and parking are used.

CMC 12.08.060 – Encroachment Application Review Standards:

[See standards A. through H. – Attachment 3]

• These are the standards that have been reviewed in conjunction with other recent permanent encroachment applications. If outdoor seating in the right of way became permanent, these standards may have to be revised or a specific exception created for outdoor restaurant seating.

CMC 12.12.010 – Obstruction of Streets:

"It is unlawful for any person to leave, or cause to be left, any goods, wares, merchandise, merchandise containers, refuse or waste containers, building materials or equipment, or other articles, upon any sidewalk, sidewalk area, street, parkway, or other public property, within the City, except under the following conditions:"

• Currently, the exceptions to this regulation do not include dining in the public right of way. Amendments would be required in this section of code.

General Plan Policy P1-20 – Land Use and Community Character Element:

"Encourage outdoor eating areas that are in character with the design of the commercial district, do not adversely impact adjacent residential land uses, interfere with pedestrian or vehicular circulation, or result in a net increase in the mount of restaurant seating."

• Portions of this General Plan policy may need to be amended depending on how the program would be structured. If restaurants were able to add one (1) or more seats through outdoor seating in the right of way, an amendment would be required. Findings would also need to be made that parklets do not impact adjacent residential uses or interfere with pedestrian or vehicle circulation.

General Plan Land Use and Community Character Element - Pg. 1-18:

"Pedestrian congestion detracts from the shopping and walking experience and the overall economic vitality in the commercial district, especially on Ocean Avenue. The large number of establishments offering food that can be consumed immediately on the sidewalks and litter and food debris left, also detract from the pedestrian experience."

• Although not a numbered Policy, this section from the purpose statement of the Land Use and Community Character Element may need to be amended, or findings made that permanent outdoor seating in the public right of way does NOT detract from the "pedestrian experience".

Commercial Design Guidelines:

[All impacted Sections - no specific language]

• The existing Commercial Design Guidelines do speak to colors and materials for buildings in the downtown area. Some language would need to be created to guide the look and feel of permanent outdoor seating areas in the public right of way, since there is currently no mention of them.

Local Coastal Program (LCP):

[All impacted sections - no specific language]

As a City with a certified Local Coastal Program (LCP), Carmel-by-the-Sea is required to submit an
application to the California Coastal Commission (CCC) to amend its LCP any time a component of that
LCP is modified. That required application seeks certification from the CCC that all modifications are in
accordance with the California Coastal Act. Since the Zoning Code and General Plan are both part of the
City's LCP, certification of these regulatory changes would be required before they became effective.

Based on review of these three (3) major components of developing a permanent outdoor seating program in the public right of way, staff is seeking Council direction on whether or not to begin development of the program. If the Council is inclined to begin work on this program immediately, staff is also seeking direction as to which of City Council's 16 top priority projects should be set aside to free up the necessary staff resources.

FISCAL IMPACT:

PRIOR CITY COUNCIL ACTION:

ATTACHMENTS:

Attachment 1 - List of 16 Priority Projects Attachment 2 - Ad hoc Committee Survey Results Attachment 3 - Encroachment Permit Review Standards

Carmel-by-the-Sea City Council Priority Project List

Already In Progress - Keep as Top Priority					
Project Description	% Complete	Lead			
Review opportunities for enhanced fire/ambulance service	35%	PD			
Review and Update Sign Ordinance		СРВ			
Prepare Climate Action/Adaptation Plan		PW/CPB			
Develop Forest Management Plan (FMP) and Update Tree Ordinance	20%	PW			
Update Zoning Code & Design Guidelines (Residential & Commercial)		СРВ			
Develop Telecommunication Ordinance consistent with federal law	40%	СРВ			
Filling vacant positions	50%	Admin.			
Forest Theater Facilities Manager	90%	PW/CA			
Pandemic recovery (reopening, reporting, etc.)	50%	Admin.			
Stormwater Ordinance update	15%	PW			
Review barriers to construction of affordable housing	15%	СРВ			
Added by Consensus - Make a Top Priority					
Project Description	% Complete	Lead			
Develop Accessory Dwelling Unit (ADU) Ordinance	0%	СРВ			
Explore opportunities for Scout House	0%	TBD			
Explore street addresses	0%	PW/CPB			
Explore Paid Parking Program	20%	CPB/PD			
Develop plan to maintain natural areas (pub/priv) to reduce fire risk	10%	PW/Fire			
Add to next year's Budget					
Project Description	% Complete	Lead			
New Position - Volunteer Group Facilitator	0%	Admin.			
New Position - Climate Action Plan Project Manager	0%	Admin.			
Hire Consultant to Update Purchasing Ordinance	0%	Admin.			

<u>"Lead" Key:</u>			
PW - Public Works			
CPB - Community Planning and Building			
PD - Police Department			
CA - Community Activities			
Admin City Administrator/Assistant City Administrator			
TBD - Lead To Be Determined			



Outdoor Seating Ad-Hoc Committee

Survey Results

July 22, 2021



- How survey was conducted
 - Online and also available hardcopy
 - Active for 30 days
 - Multiple outreach/marketing efforts to encourage participation
 - 1485 total responses
 - Includes 2 submitted via paper copy
 - 94 duplicates removed (same email address)
 - 1391 adjusted total responses

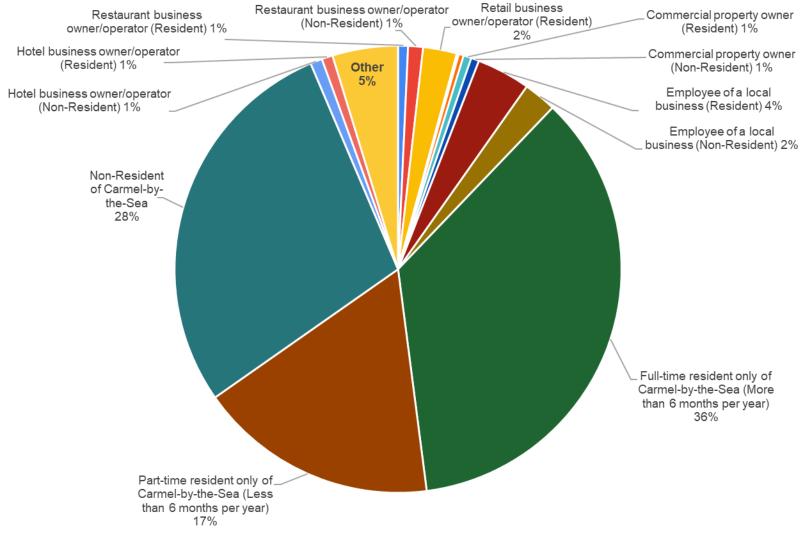
How survey is being reported

- Data calculated two ways for each question
- First chart for each question analyzed by **specific respondent** type
- Second chart for each question analyzed by **general respondent** type
- Additional data sorting possible if directed by Ad Hoc
- Comments received as part of survey have been converted to a "word cloud" that illustrates the most frequently used words



Respondent Type

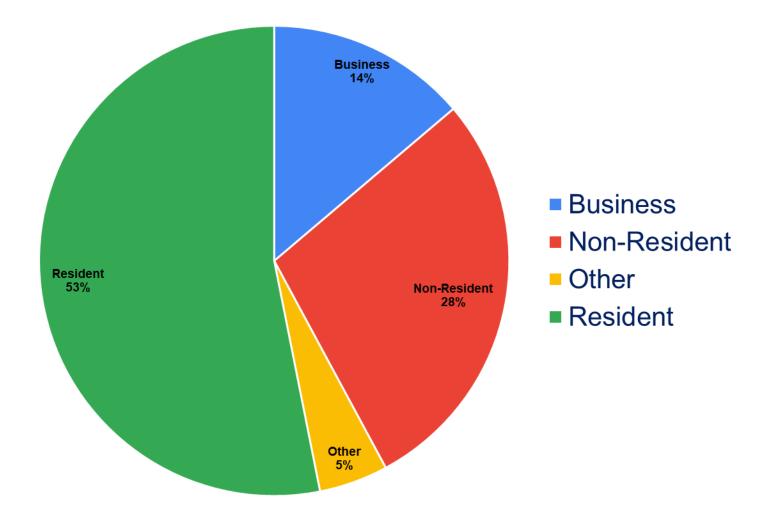
QUESTION 1 - Which category (SELECT ONE) best describes you?





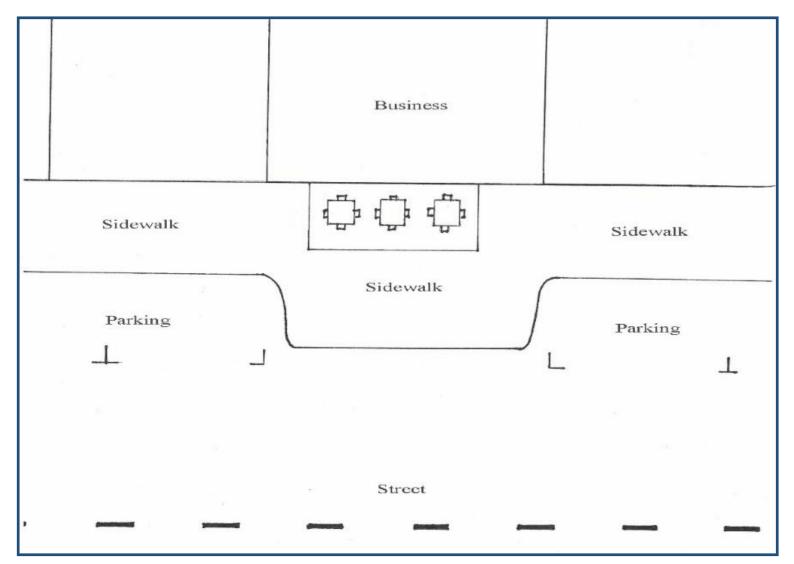
Respondent Type

QUESTION 1 - Which category (SELECT ONE) best describes you?



Consistency With Character (Attached)

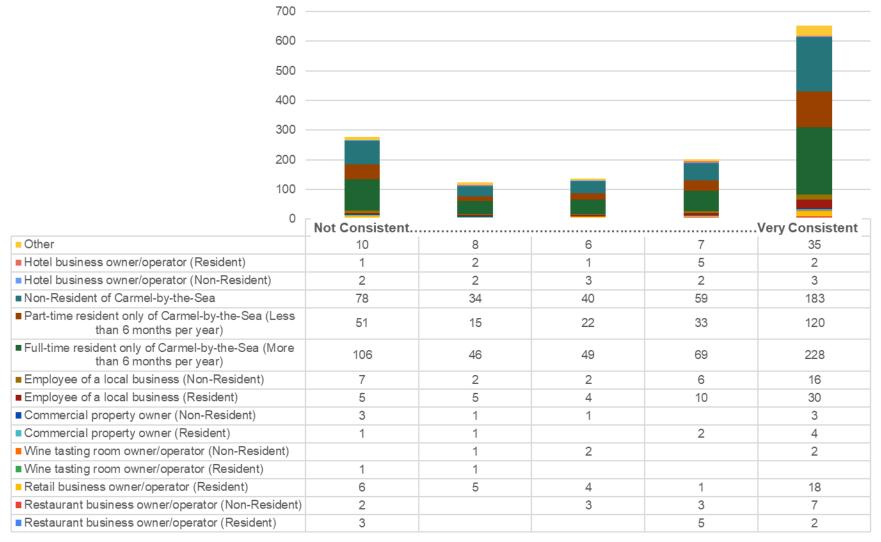
QUESTION 2a - On a scale of 1-5, how consistent is the dining type with the character of Carmel-by-the-Sea if allowed in the future?



5

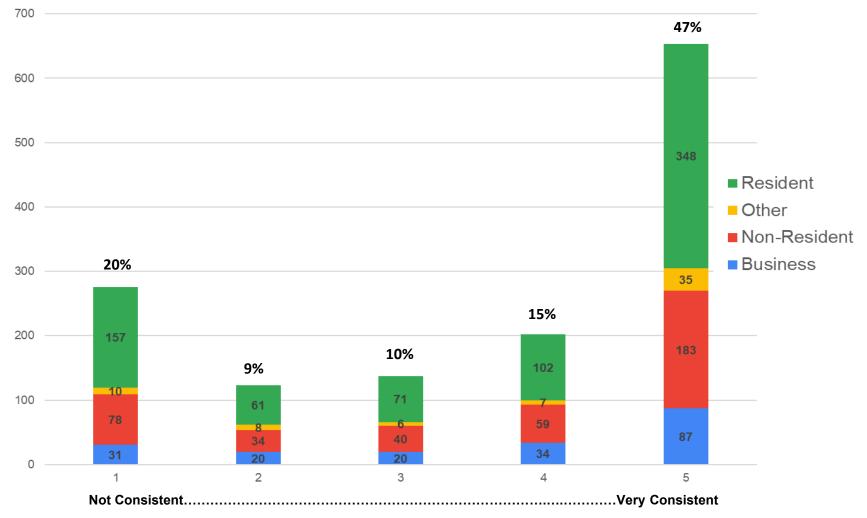
Consistency With Character (Attached)

<u>QUESTION 2a -</u> On a scale of 1-5, how consistent is the dining type with the character of Carmel-by-the-Sea if allowed in the future?



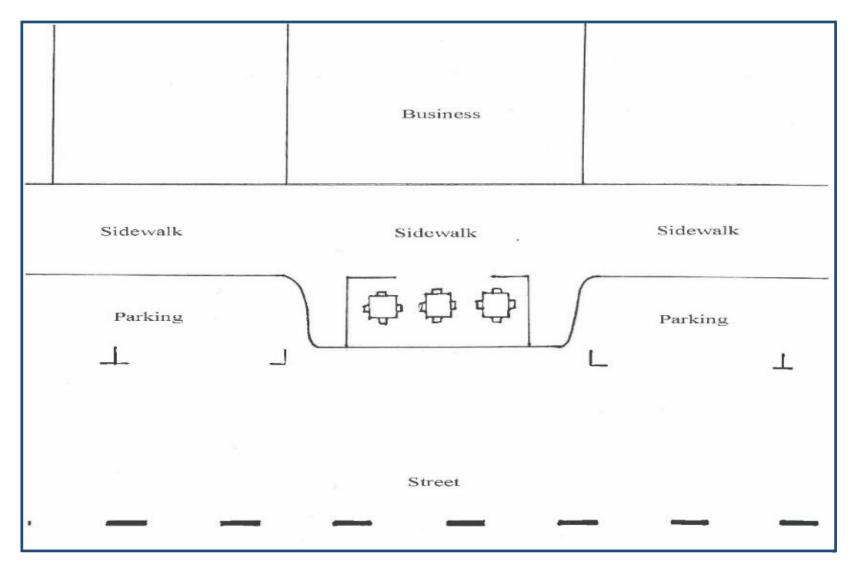
Consistency With Character (Attached)

QUESTION 2a - On a scale of 1-5, how consistent is the dining type with the character of Carmel-by-the-Sea if allowed in the future?



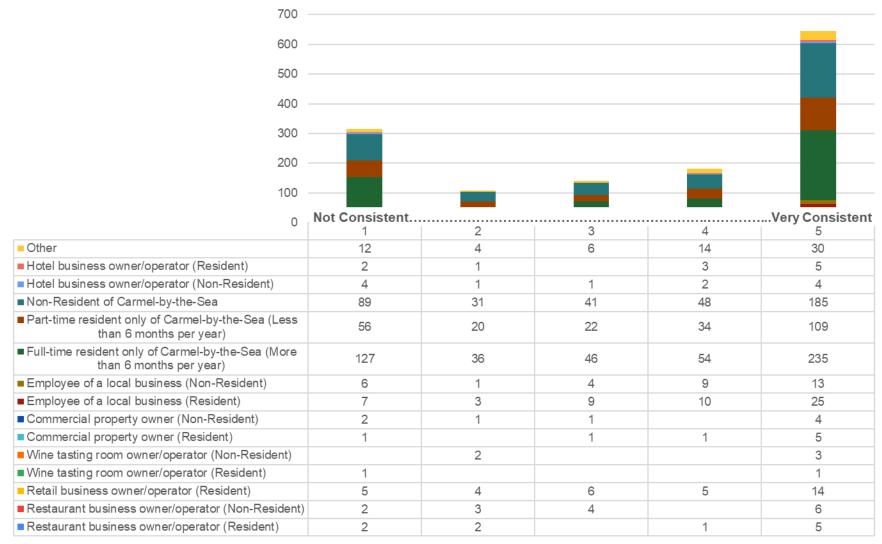
Consistency With Character (Detached)

<u>QUESTION 2b -</u> On a scale of 1-5, how consistent is the dining type with the character of Carmel-by-the-Sea if allowed in the future?



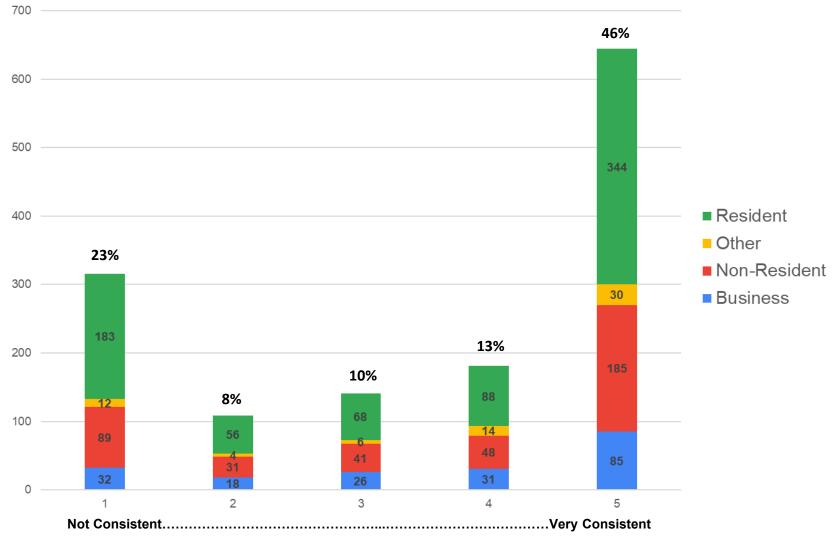
Consistency With Character (Detached)

QUESTION 2b - On a scale of 1-5, how consistent is the dining type with the character of Carmel-by-the-Sea if allowed in the future?



Consistency With Character (Detached)

<u>QUESTION 2b -</u> On a scale of 1-5, how consistent is the dining type with the character of Carmel-by-the-Sea if allowed in the future?



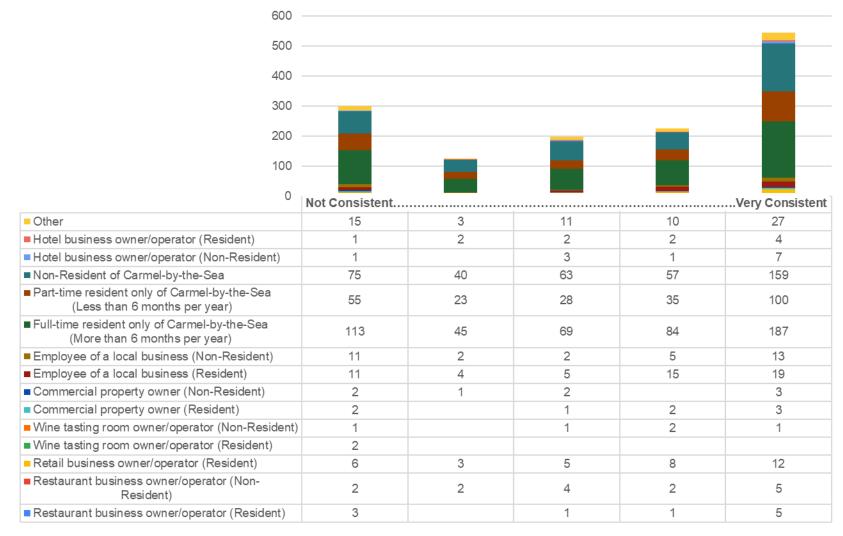
Consistency With Character (Bistro)

<u>QUESTION 2c -</u> On a scale of 1-5, how consistent is the dining type with the character of Carmel-by-the-Sea if allowed in the future?

	Business		
Sidewalk	Ö Ö Ö Ö Sidewalk	Sidewalk	
Parking	Parking	Parking	
_L		1	上
	Street		
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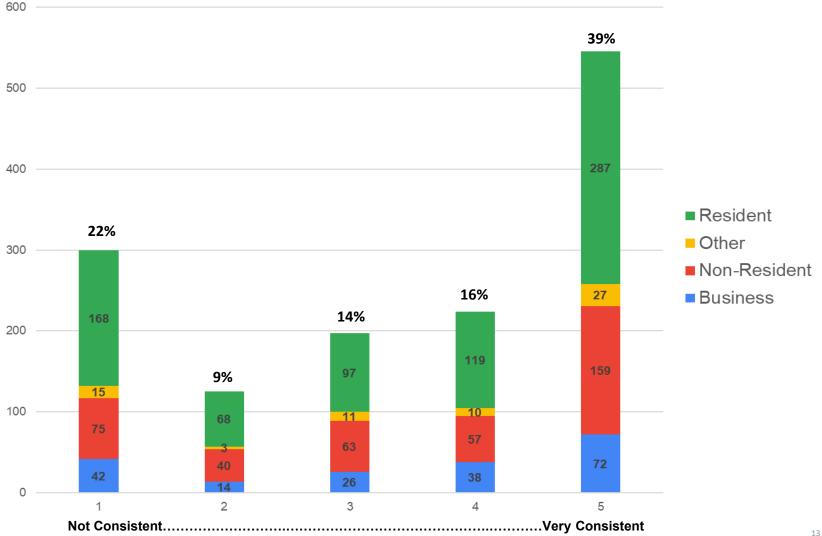
Consistency With Character (Bistro)

QUESTION 2c - On a scale of 1-5, how consistent is the dining type with the character of Carmel-by-the-Sea if allowed in the future?



Consistency With Character (Bistro)

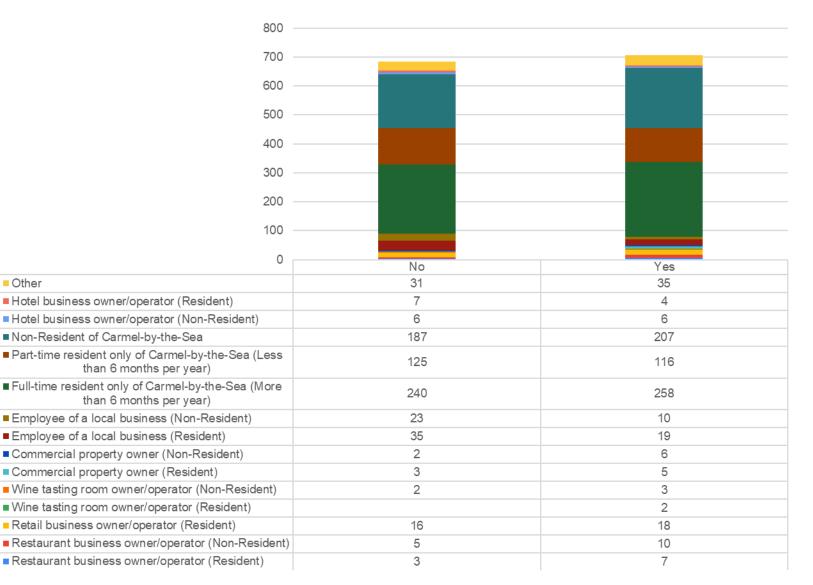
QUESTION 2c - On a scale of 1-5, how consistent is the dining type with the character of Carmel-by-the-Sea if allowed in the future?





Standard Closure Time

QUESTION 3 - If sidewalk seating/dining is allowed in the future, should there be a standard closure time for all?

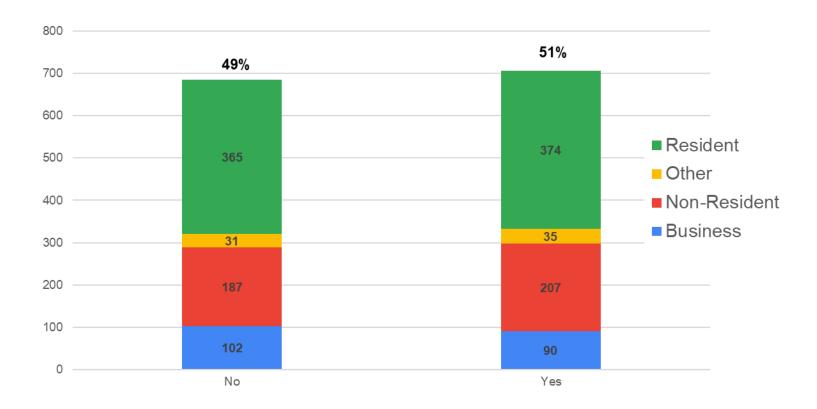


14



Standard Closure Time

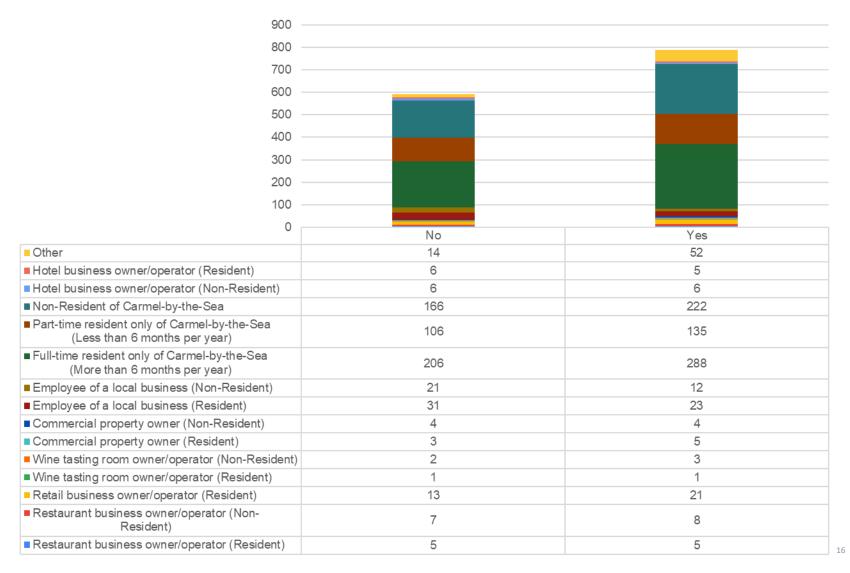
QUESTION 3 - If sidewalk seating/dining is allowed in the future, should there be a standard closure time for all?





Annual Fee

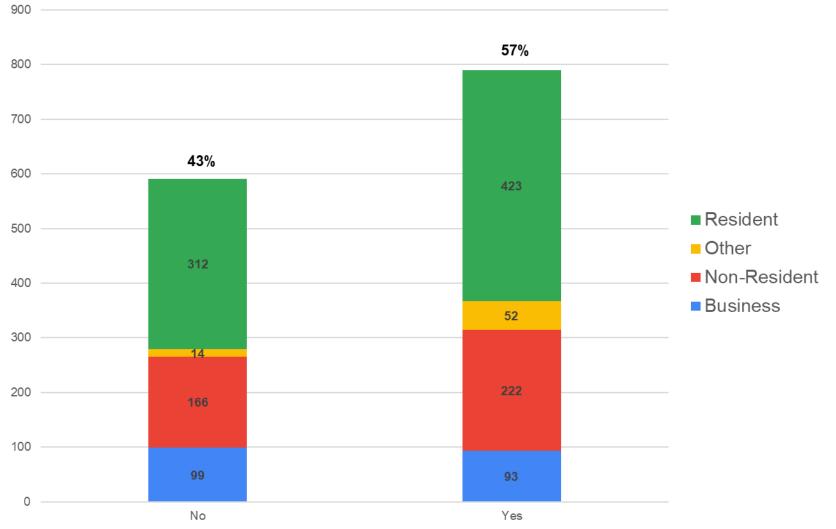
QUESTION 4 - If sidewalk seating/dining is allowed in the future, should the City charge some form of annual fee for those who receive a permit?





Annual Fee

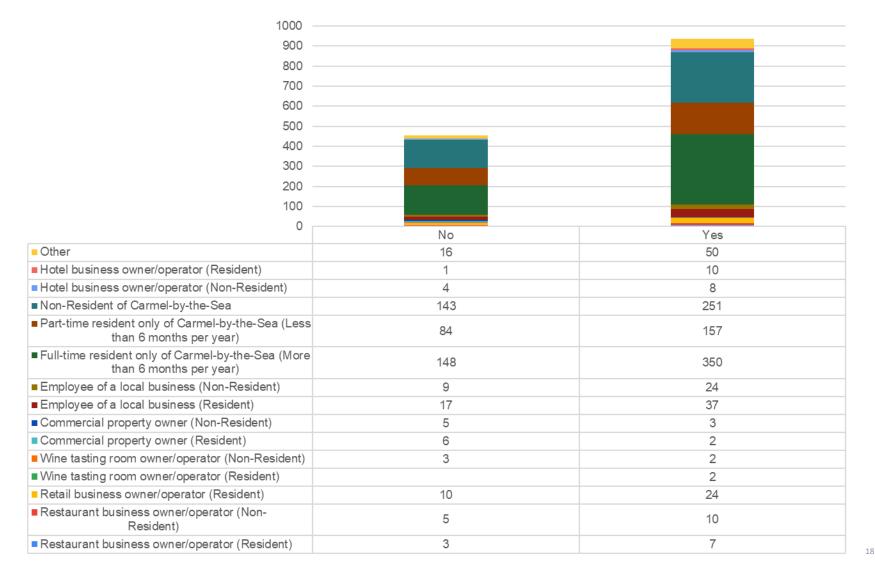
QUESTION 4 - If sidewalk seating/dining is allowed in the future, should the City charge some form of annual fee for those who receive a permit?





Business Frontage

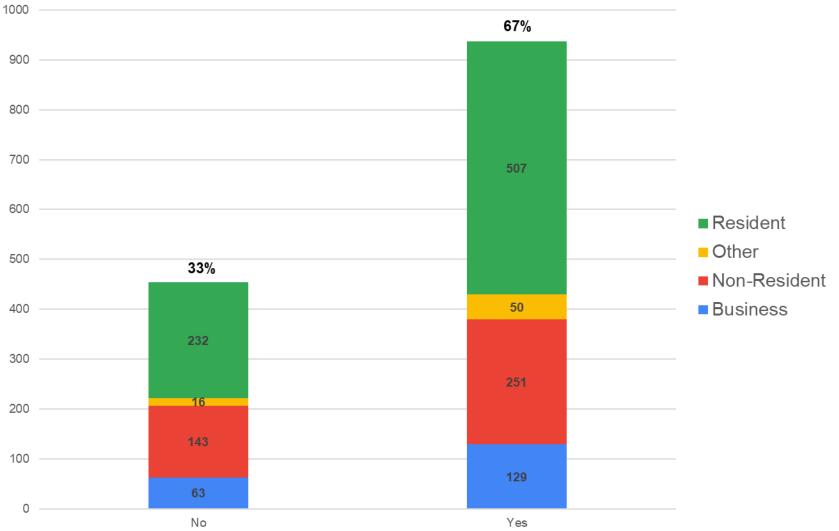
QUESTION 5 - If sidewalk seating/dining is allowed in the future, should a business be limited to the area in front of their establishment (I.e.: store frontage only)?





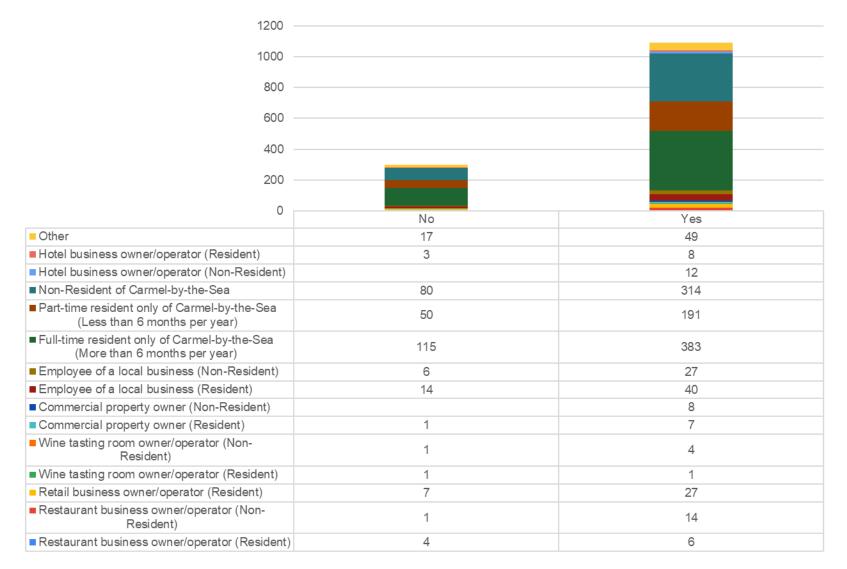
Business Frontage

<u>QUESTION 5</u> - If sidewalk seating/dining is allowed in the future, should a business be limited to the area in front of their establishment (I.e.: store frontage only)?



Specialty Restaurants

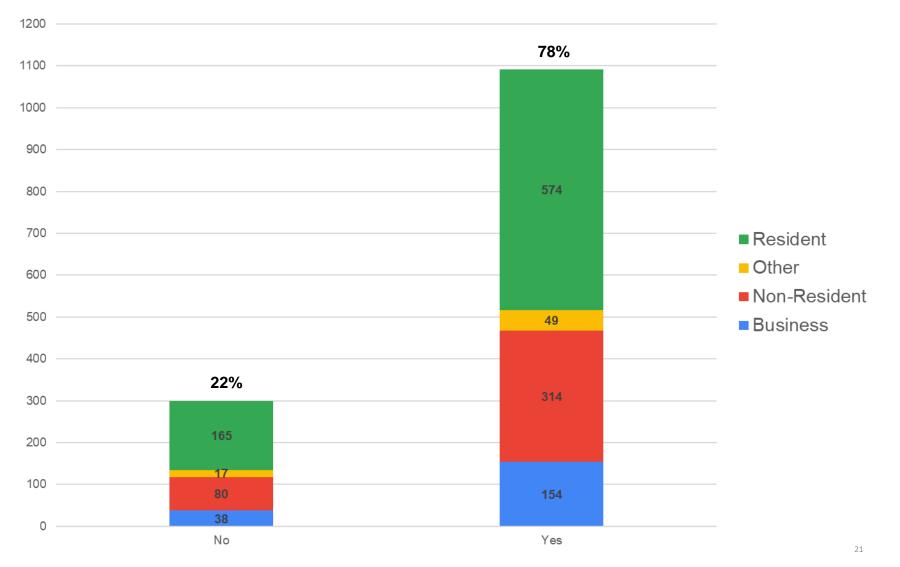
QUESTION 6 - If sidewalk seating/dining is allowed in the future, should "specialty restaurants" (e.g.: coffee shop, bakery, etc.) be allowed to apply for a permit?





Specialty Restaurants

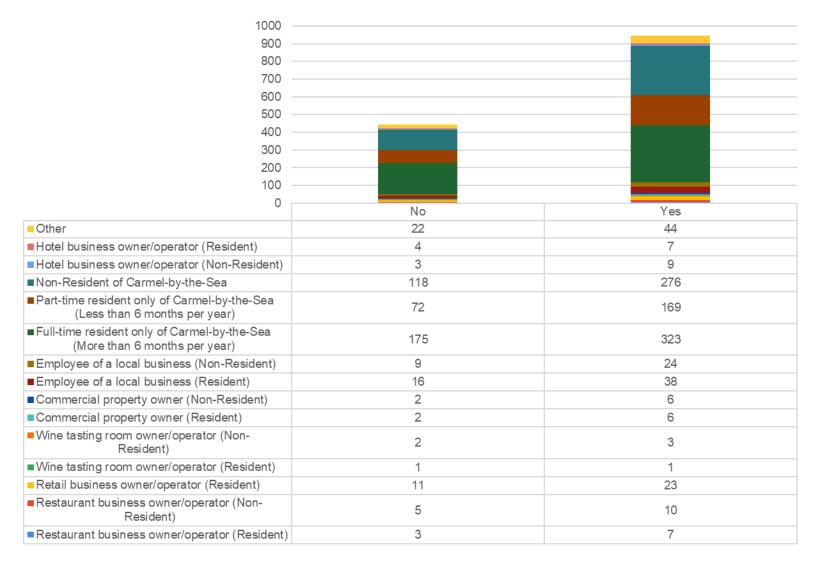
QUESTION 6 - If sidewalk seating/dining is allowed in the future, should "specialty restaurants" (e.g.: coffee shop, bakery, etc.) be allowed to apply for a permit?





Wine Tasting Shops

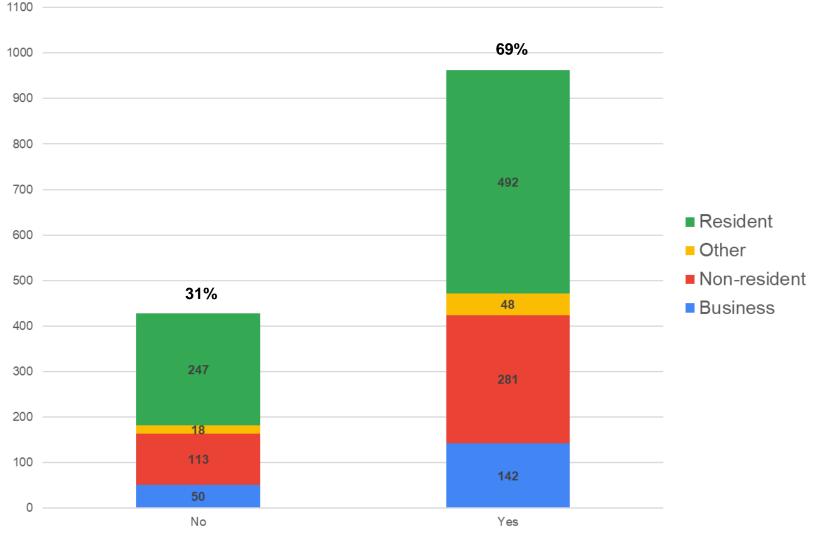
QUESTION 7 - If sidewalk seating/dining is allowed in the future, should wine tasting rooms be allowed to apply for a permit?





Wine Tasting Shops

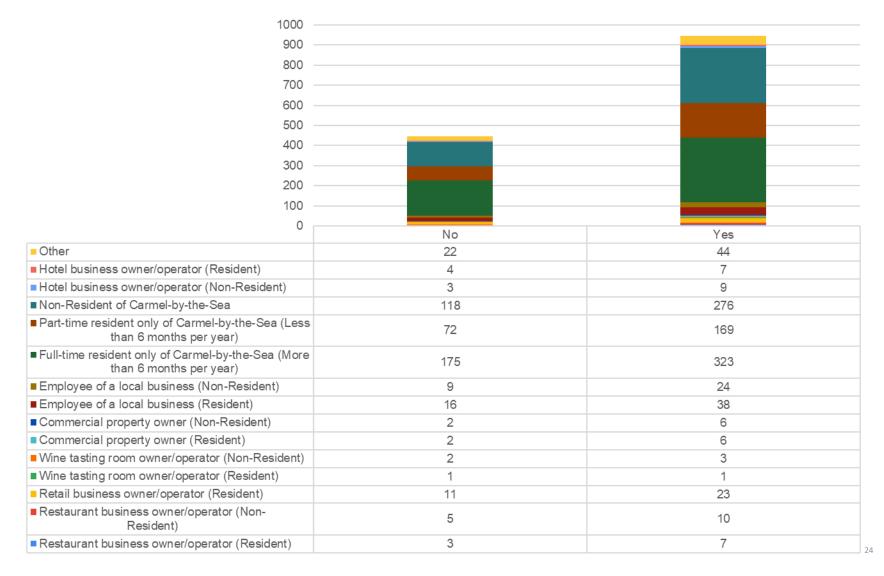
QUESTION 7 - If sidewalk seating/dining is allowed in the future, should wine tasting rooms be allowed to apply for a permit?





Existing Space

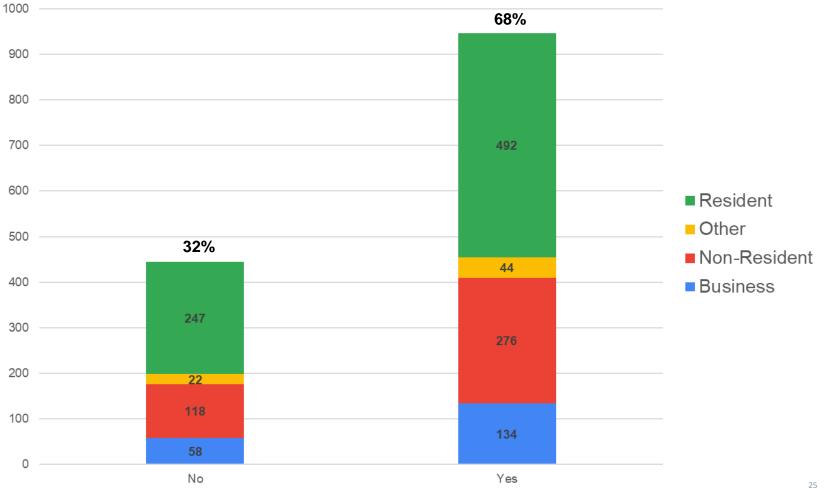
QUESTION 8 - If sidewalk seating/dining is allowed in the future, should businesses with existing private outdoor space be allowed to apply for a permit?





Existing Space

QUESTION 8 - If sidewalk seating/dining is allowed in the future, should businesses with existing private outdoor space be allowed to apply for a permit?

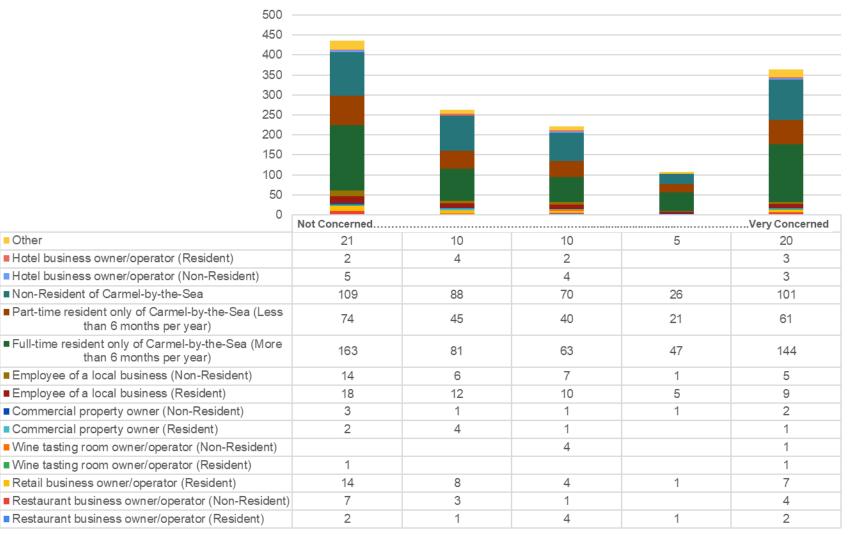


Existing Ourdoor Space



Parking

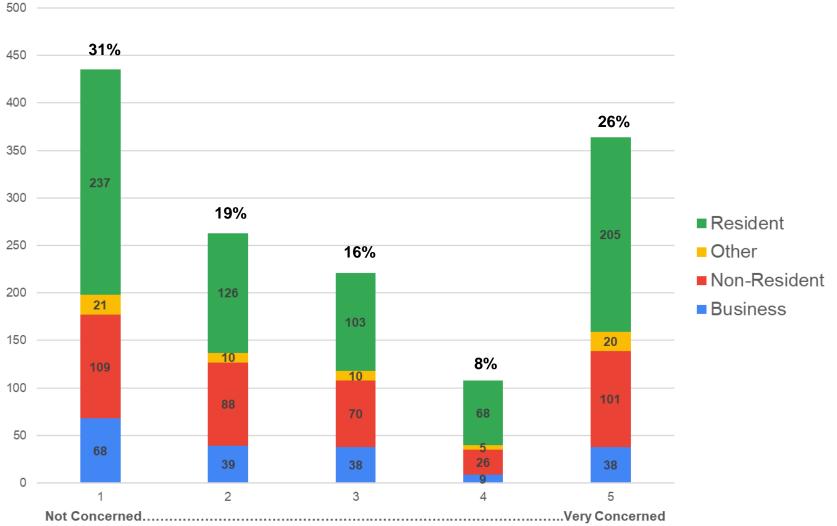
QUESTION 9 - On a scale of 1-5, how concerned are you about the loss of parking in the downtown area if a program was approved in the future?



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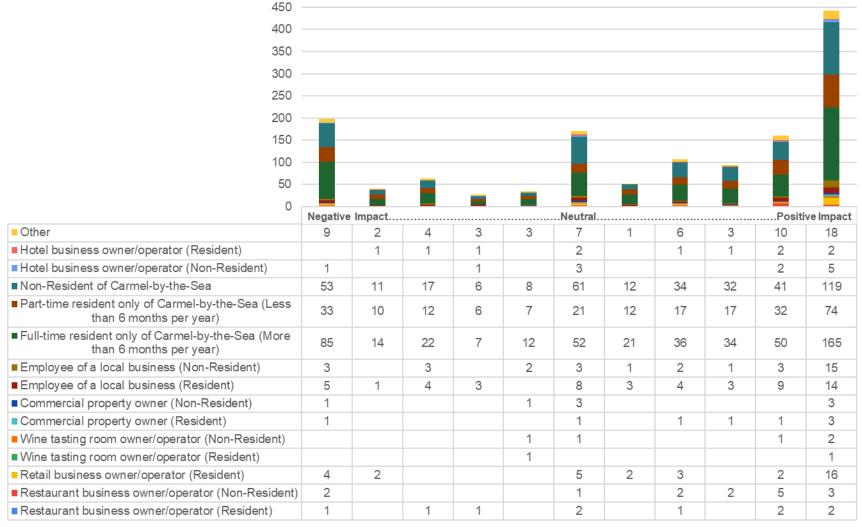
Parking

QUESTION 9 - On a scale of 1-5, how concerned are you about the loss of parking in the downtown area if a program was approved in the future?



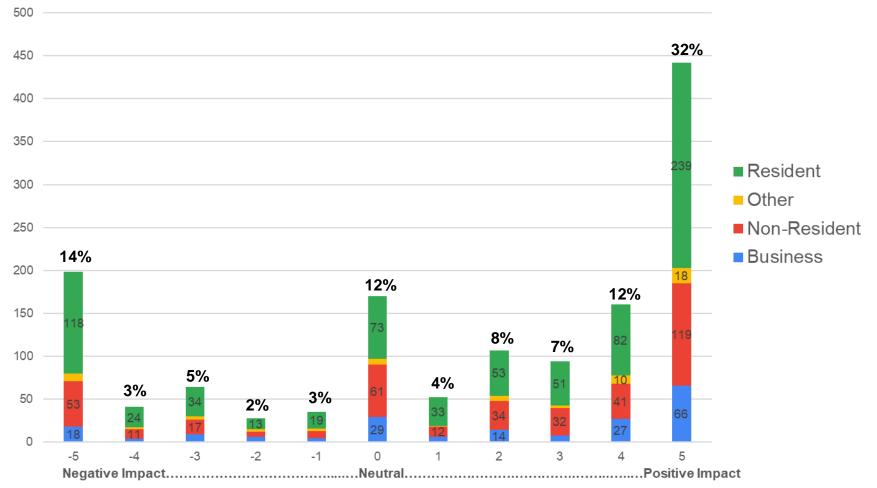
Impact Area – Design/Aesthetic

QUESTION 10a - If sidewalk seating/dining is allowed in the future, how do you think the program would impact design/aesthetics of the City?



Impact Area – Design/Aesthetic

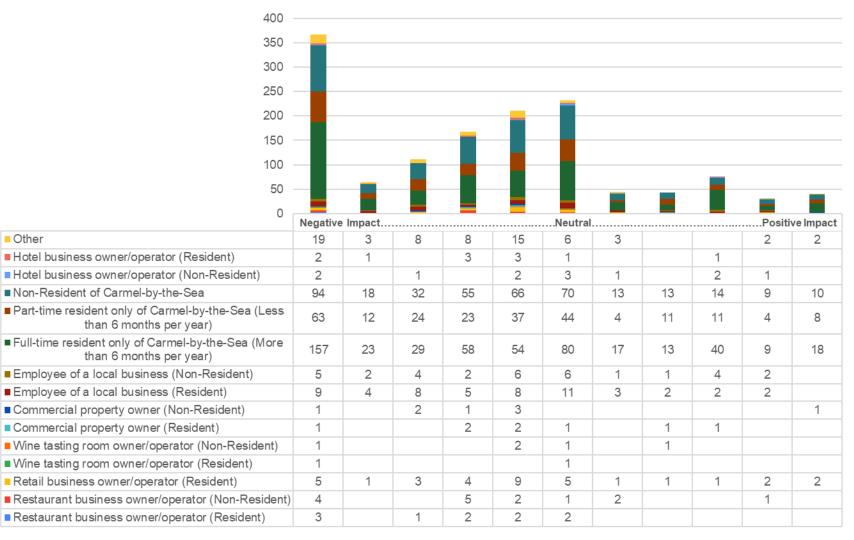
QUESTION 10a - If sidewalk seating/dining is allowed in the future, how do you think the program would impact design/aesthetics of the City?





Impact Area – Parking

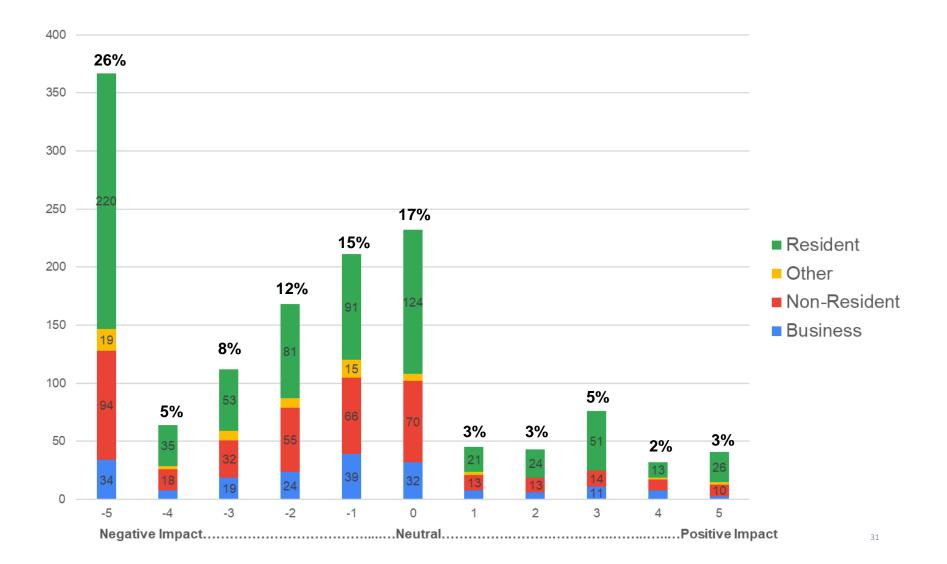
QUESTION 10b - If sidewalk seating/dining is allowed in the future, how do you think the program would impact parking in the City?





Impact Area – Parking

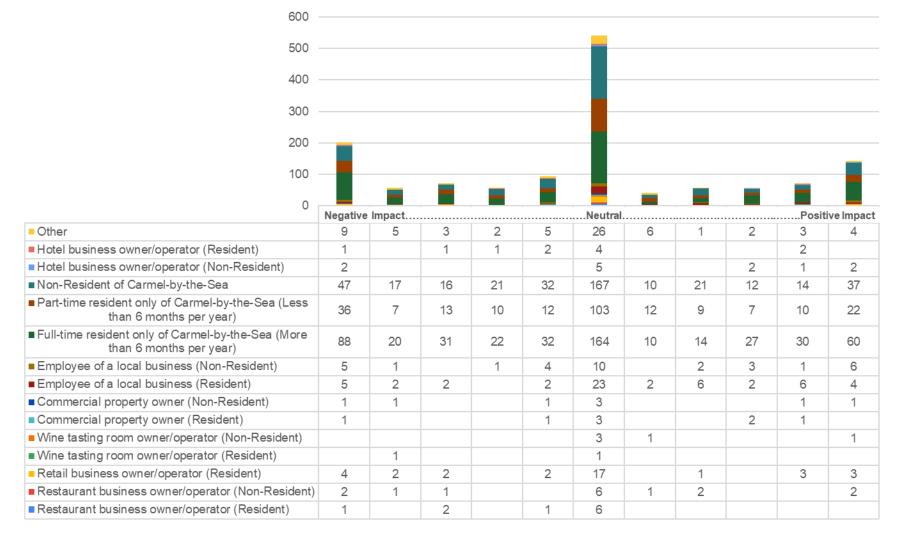
QUESTION 10b - If sidewalk seating/dining is allowed in the future, how do you think the program would impact parking in the City?





Impact Area – Public Safety

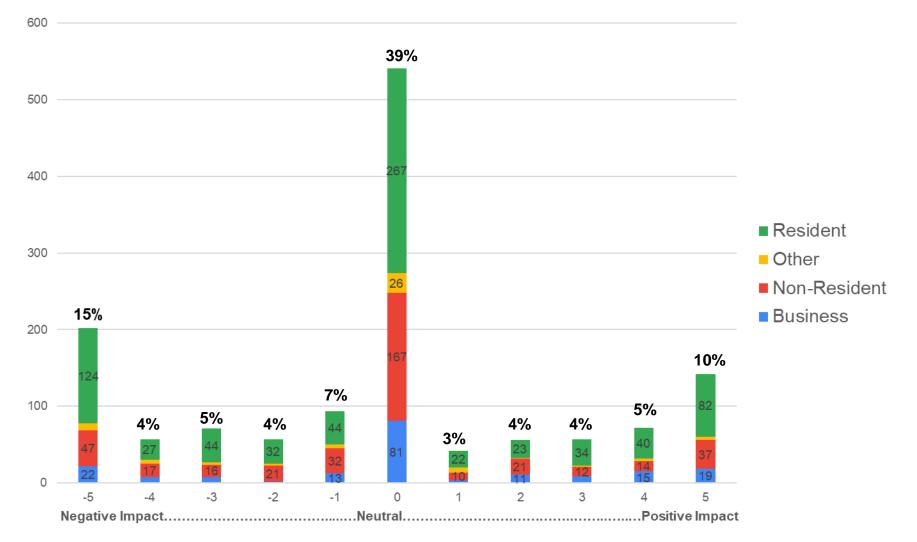
<u>QUESTION 10c</u> - If sidewalk seating/dining is allowed in the future, how do you think the program would impact public safety in the City?





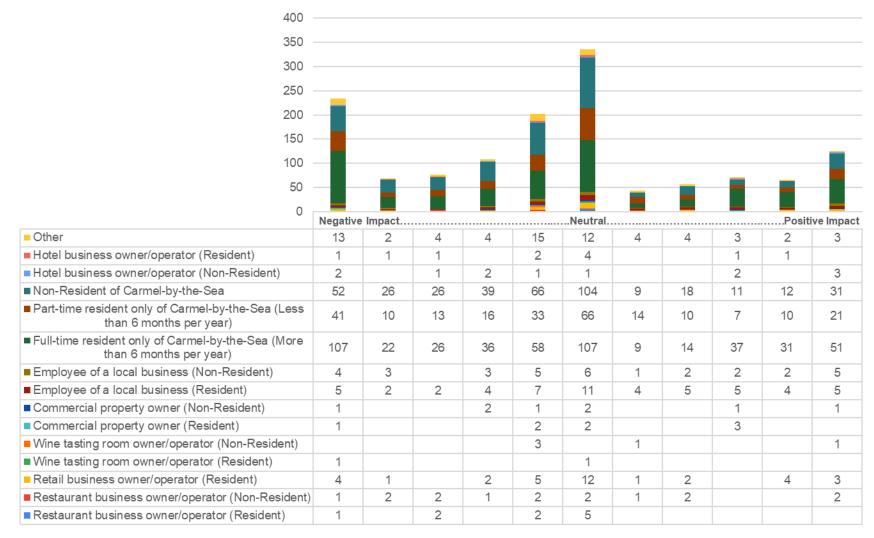
Impact Area – Public Safety

<u>QUESTION 10c</u> - If sidewalk seating/dining is allowed in the future, how do you think the program would impact public safety in the City?



Impact Area – Pedestrian Flow

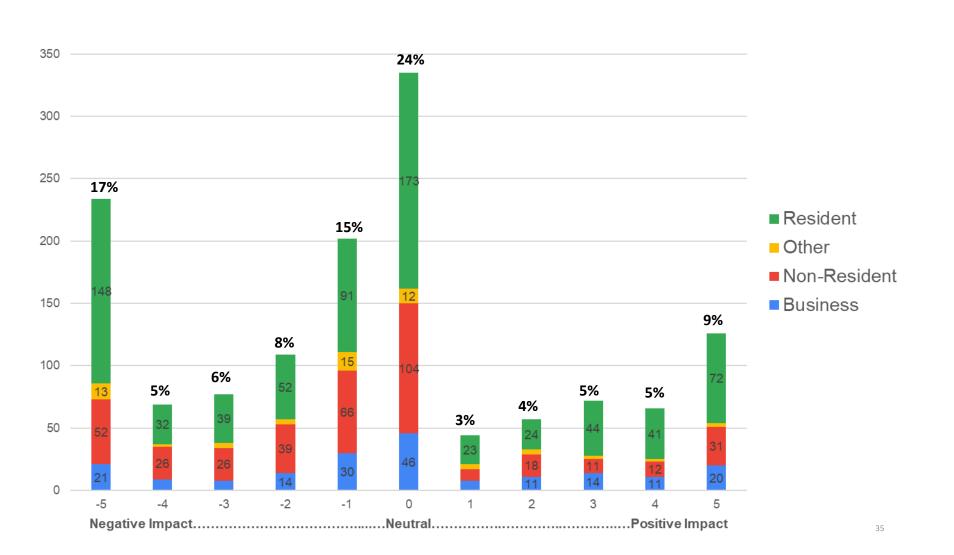
<u>QUESTION 10d</u> - If sidewalk seating/dining is allowed in the future, how do you think the program would impact pedestrian flow in the City?



Impact Area – Pedestrian Flow

<u>QUESTION 10d</u> - If sidewalk seating/dining is allowed in the future, how do you think the program would impact pedestrian flow in the City?

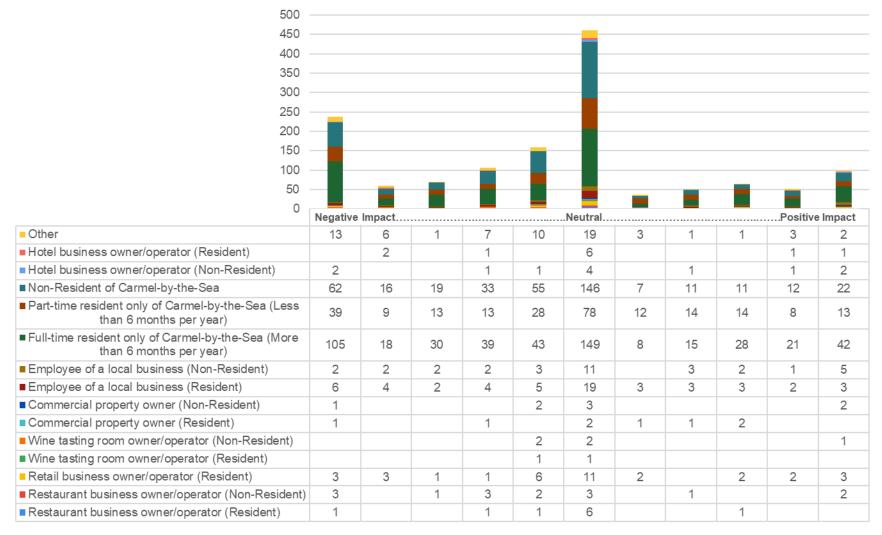
400





Impact Area – Vehicle Flow

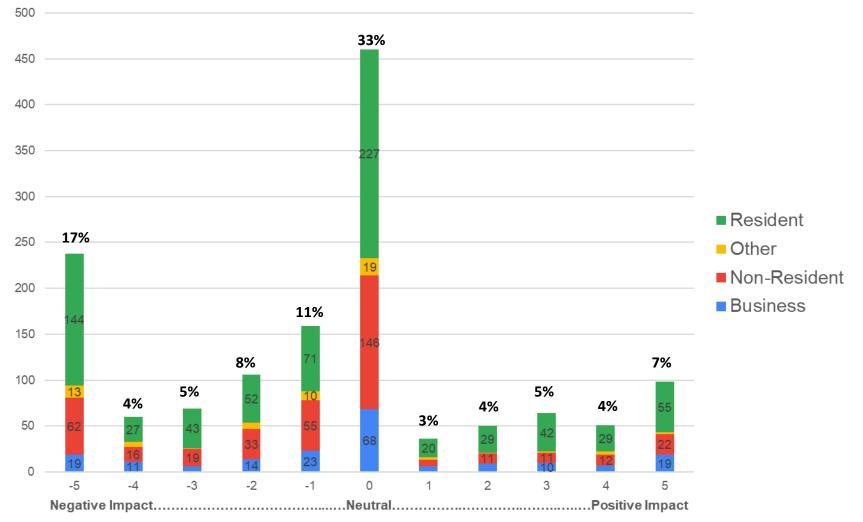
QUESTION 10e - If sidewalk seating/dining is allowed in the future, how do you think the program would impact vehicle flow in the City?





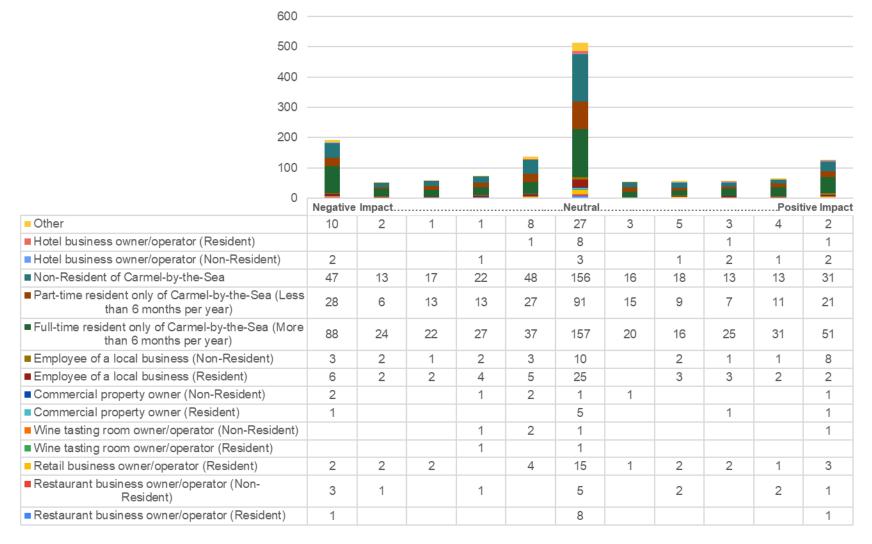
Impact Area – Vehicle Flow

<u>QUESTION 10e</u> - If sidewalk seating/dining is allowed in the future, how do you think the program would impact vehicle flow in the City?



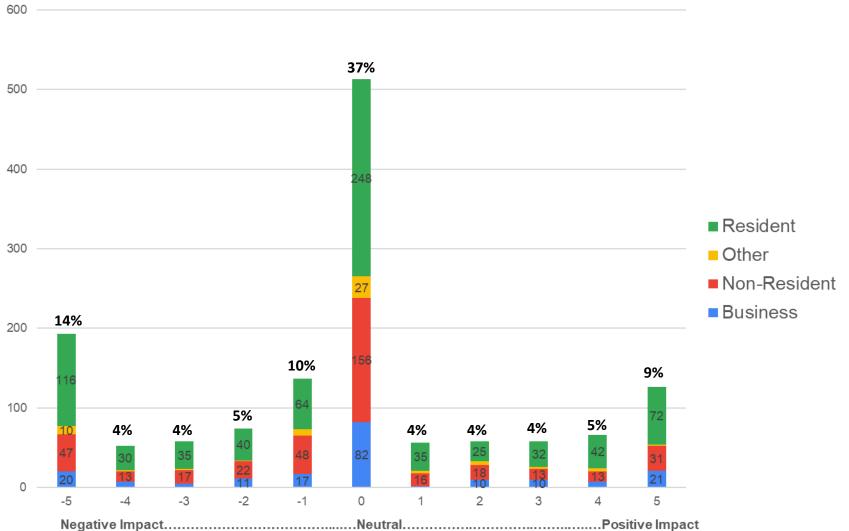
Impact Area – Noise/Nuisance

QUESTION 10f - If sidewalk seating/dining is allowed in the future, how do you think the program would impact noise/nuisances in the City?



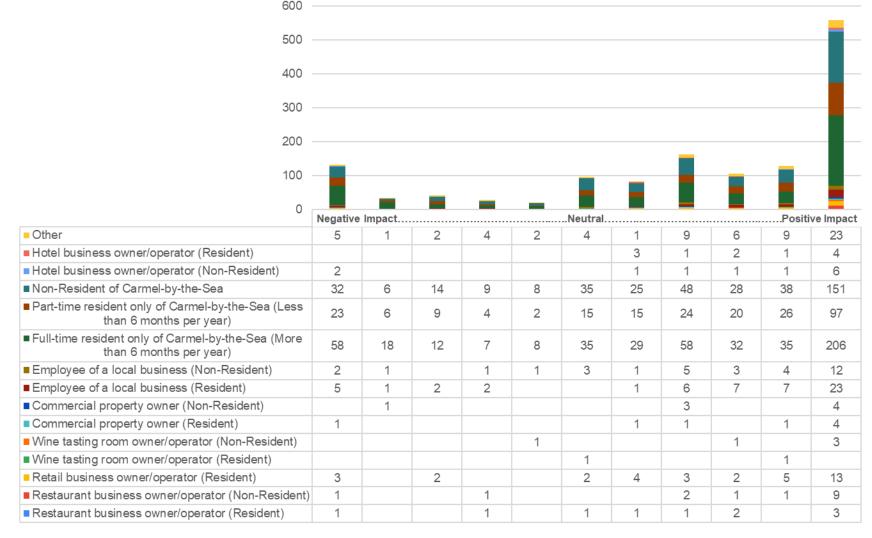
Impact Area – Noise/Nuisance

<u>QUESTION 10f</u> - If sidewalk seating/dining is allowed in the future, how do you think the program would impact noise/nuisances in the City?



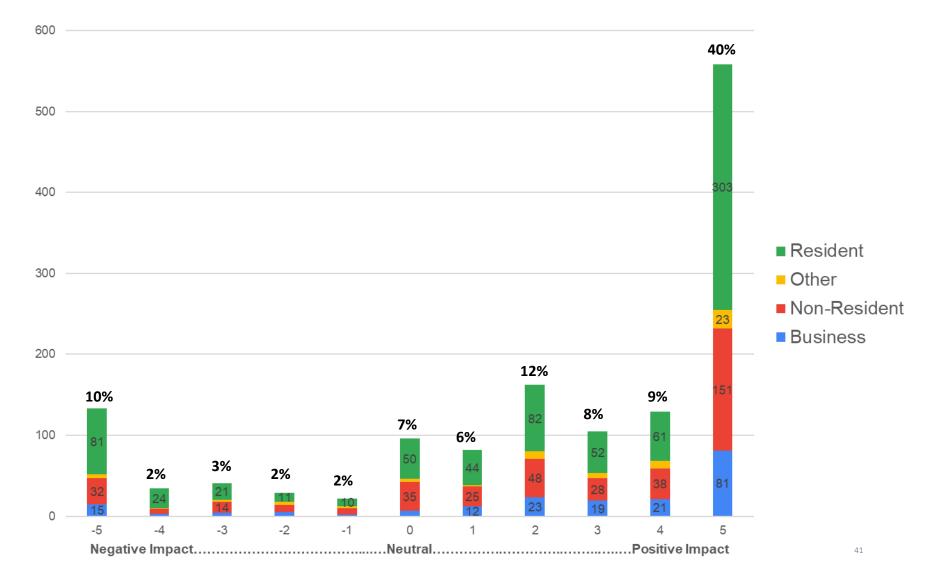
Impact Area – Appeal to Visitors

QUESTION 10g - If sidewalk seating/dining is allowed in the future, how do you think the program would impact appeal to visitors of the City?



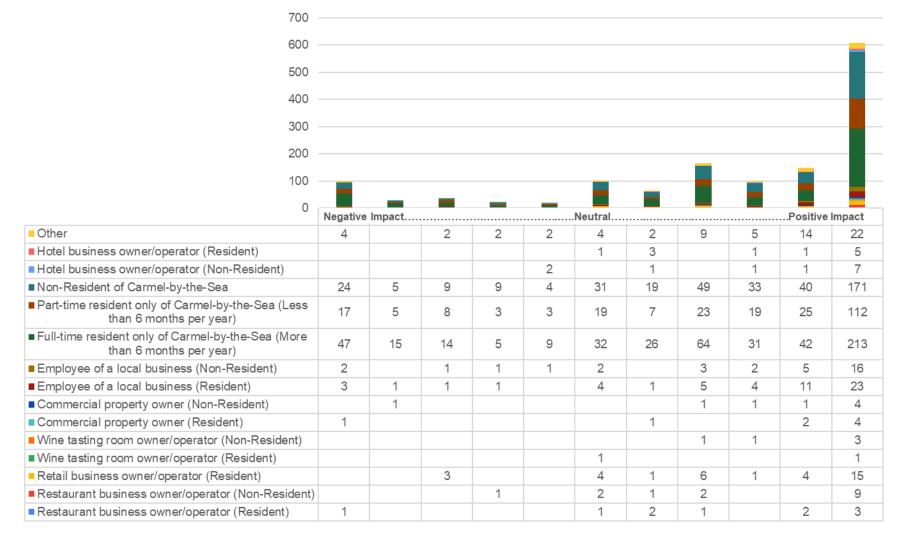
Impact Area – Appeal to Visitors

<u>QUESTION 10g</u> - If sidewalk seating/dining is allowed in the future, how do you think the program would impact appeal to visitors of the City?



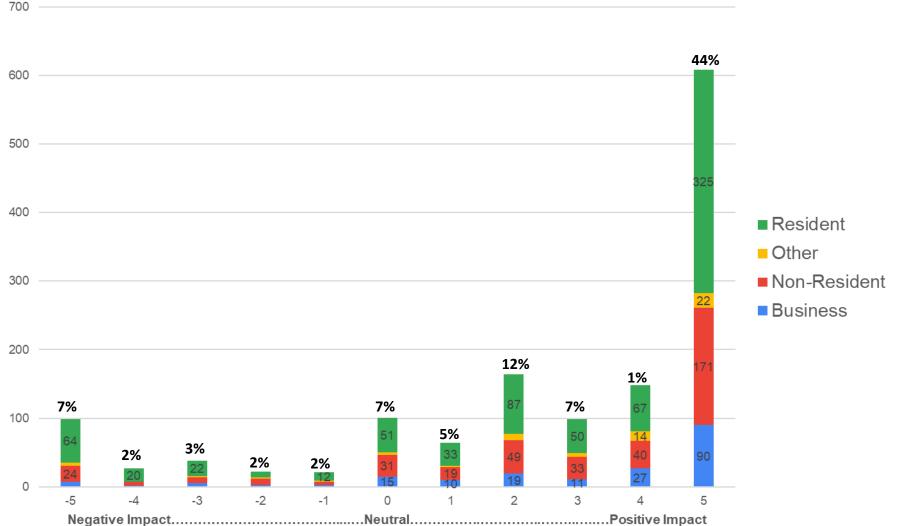
Impact Area – Desire to Dine Out

QUESTION 10h - If sidewalk seating/dining is allowed in the future, how do you think the program would impact the desire to dine out in the City?



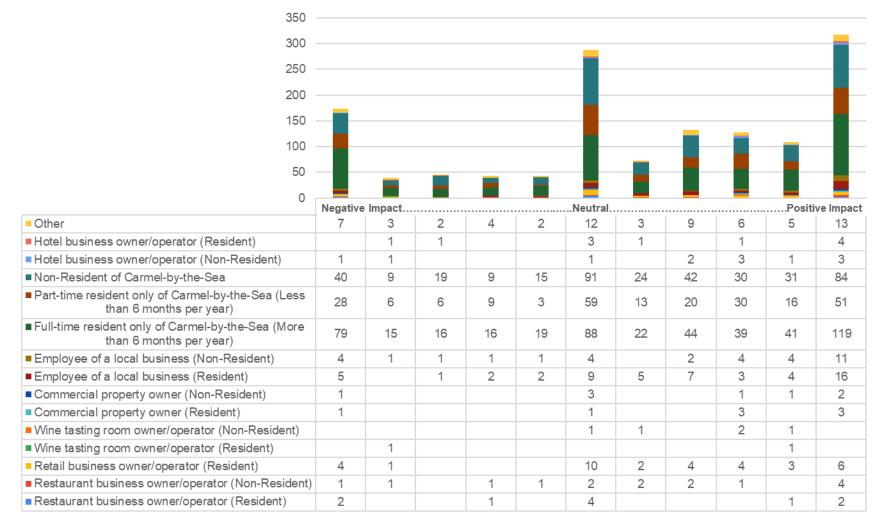
Impact Area – Desire to Dine Out

QUESTION 10h - If sidewalk seating/dining is allowed in the future, how do you think the program would impact the desire to dine out in the City?



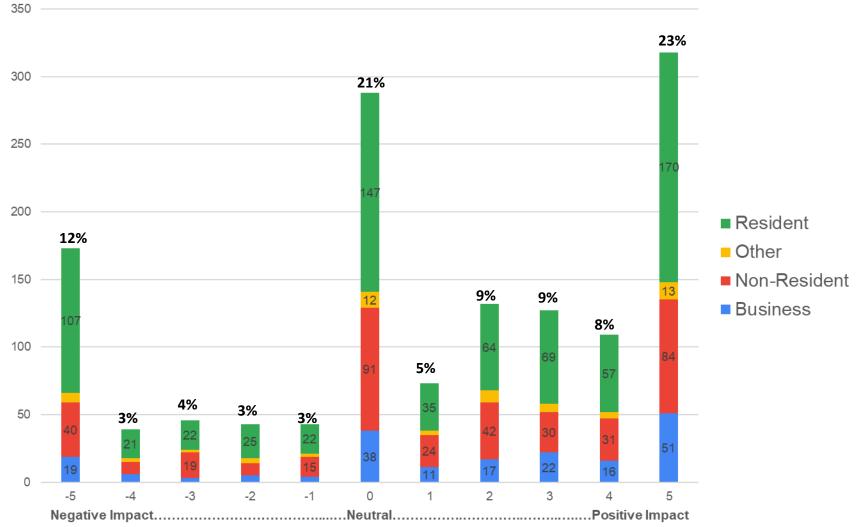
Impact Area – Retail Shopping Experience

QUESTION 10i - If sidewalk seating/dining is allowed in the future, how do you think the program would impact the retail shopping experience in the City?



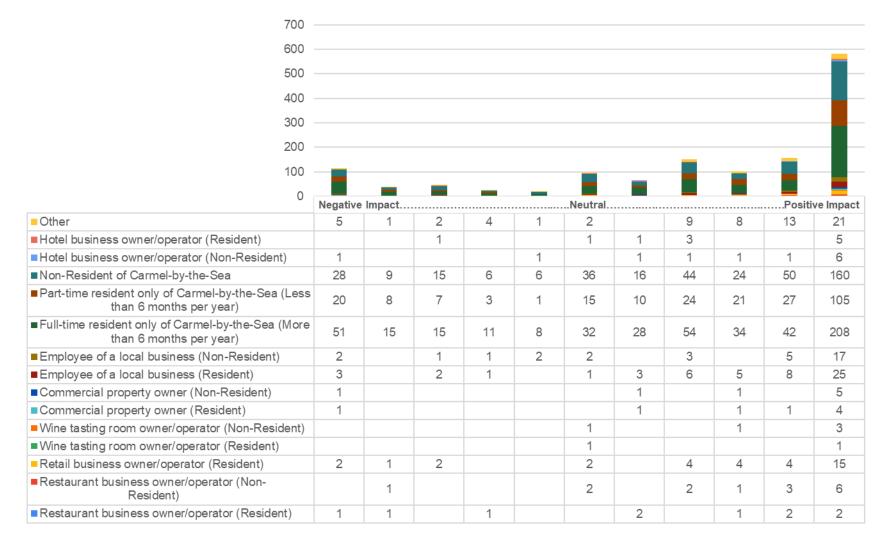
Impact Area – Retail Shopping Experience

QUESTION 10i - If sidewalk seating/dining is allowed in the future, how do you think the program would impact the retail shopping experience in the City?



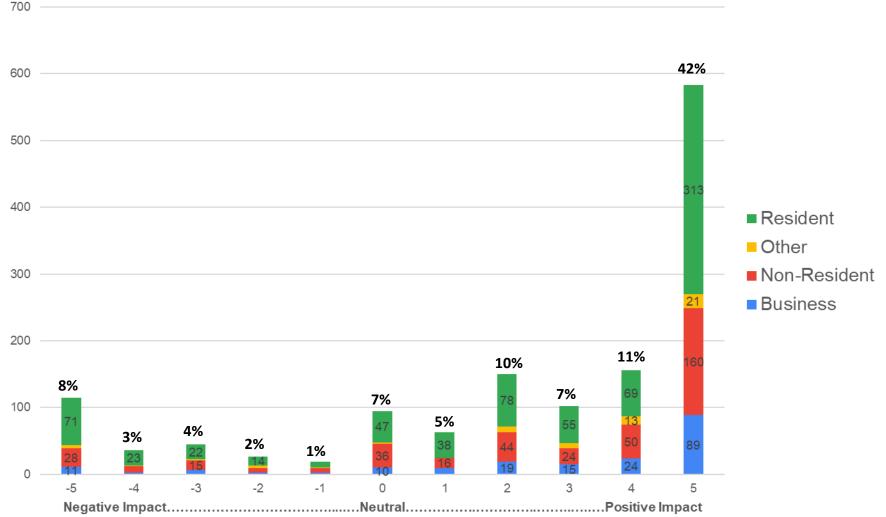
Impact Area – Restaurant Dining Experience

<u>QUESTION 10j</u> - If sidewalk seating/dining is allowed in the future, how do you think the program would impact the restaurant dining experience in the City?



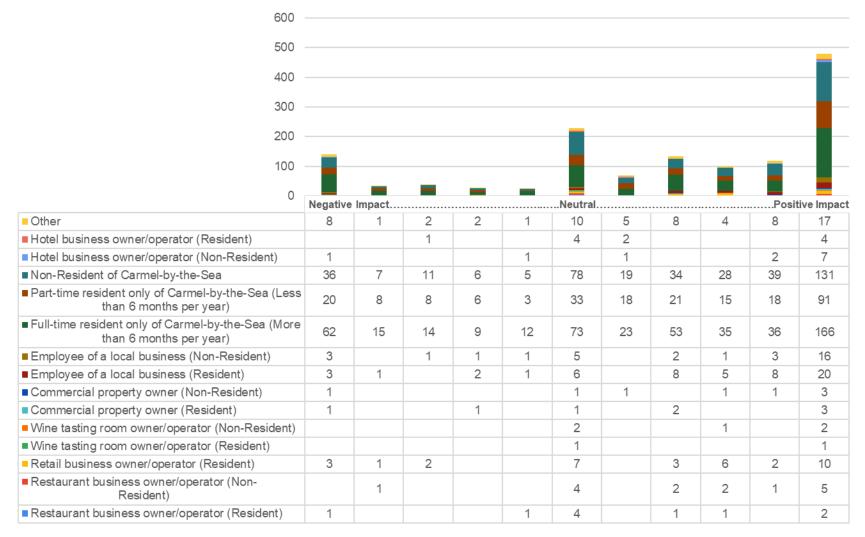
Impact Area – Restaurant Dining Experience

<u>QUESTION 10j</u> - If sidewalk seating/dining is allowed in the future, how do you think the program would impact the restaurant dining experience in the City?



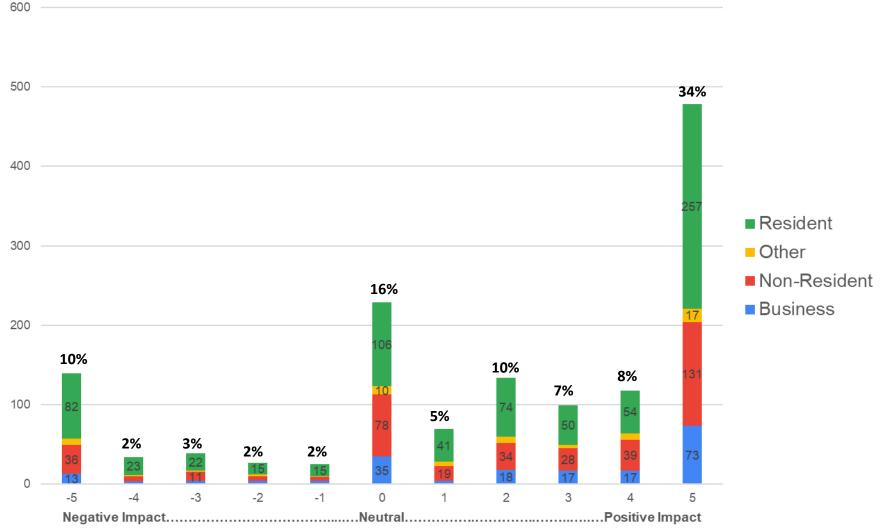
Impact Area – Wine Tasting Experience

QUESTION 10k - If sidewalk seating/dining is allowed in the future, how do you think the program would impact the wine tasting experience in the City?



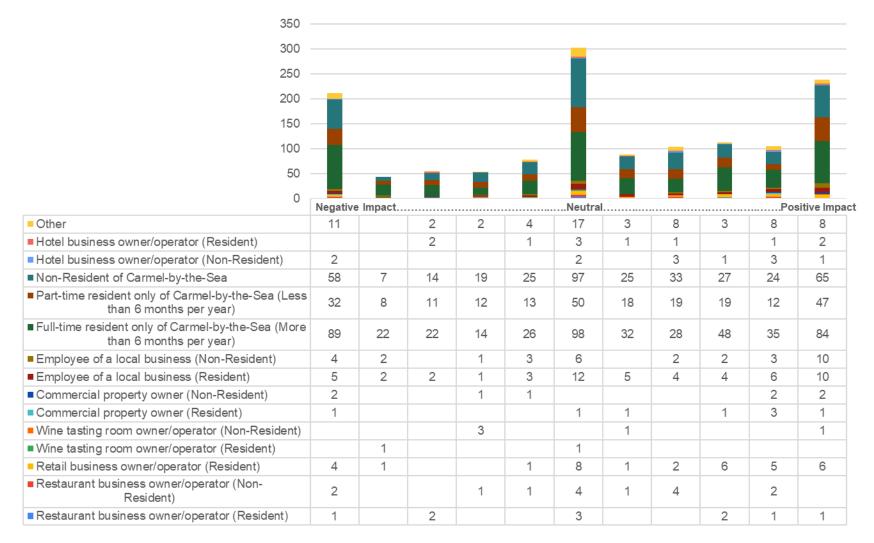
Impact Area – Wine Tasting Experience

QUESTION 10k - If sidewalk seating/dining is allowed in the future, how do you think the program would impact the wine tasting experience in the City?



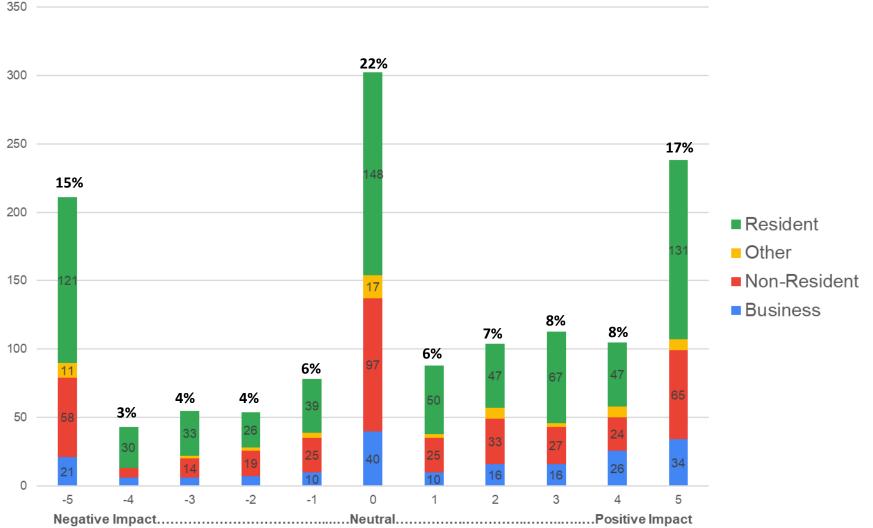
Impact Area – Residential Experience

QUESTION 101 - If sidewalk seating/dining is allowed in the future, how do you think the program would impact the residential experience in the City?



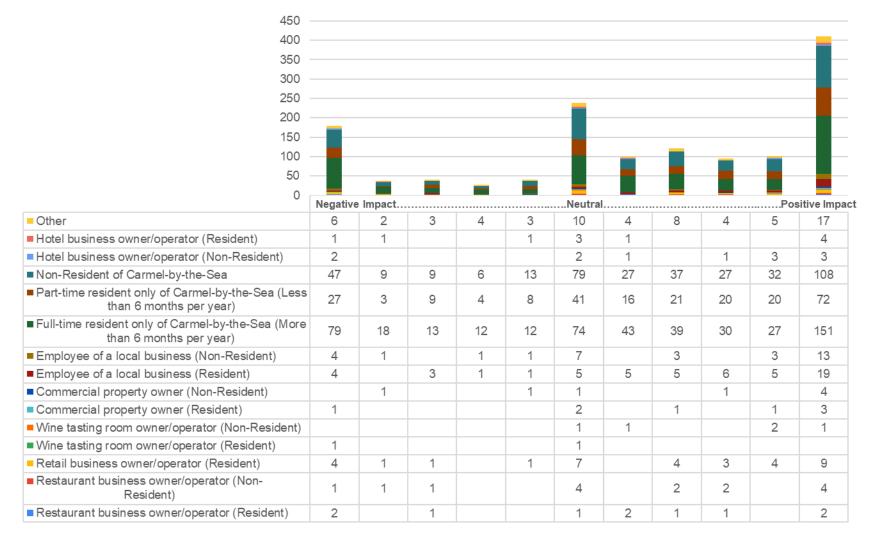
Impact Area – Residential Experience

<u>QUESTION 101</u> - If sidewalk seating/dining is allowed in the future, how do you think the program would impact the residential experience in the City?



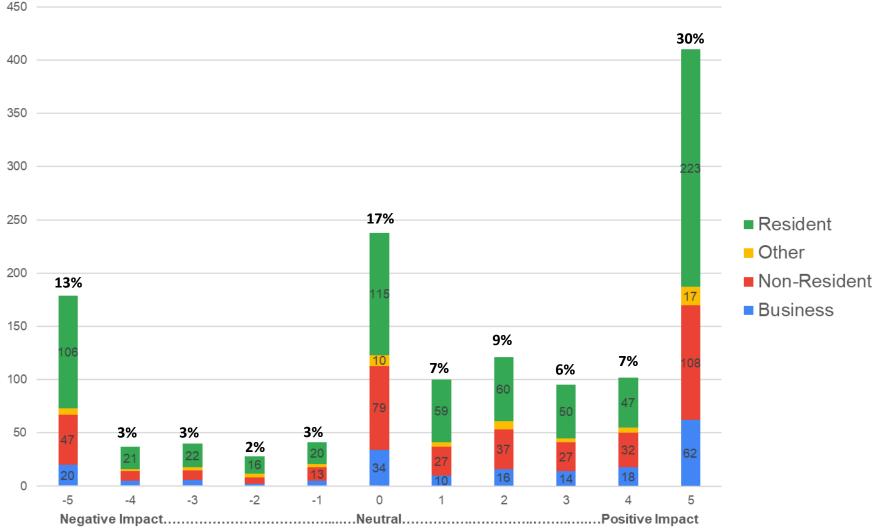
Impact Area – Economic Equity

<u>QUESTION 10m</u> - If sidewalk seating/dining is allowed in the future, how do you think the program would impact economic equity in the City?



Impact Area – Economic Equity

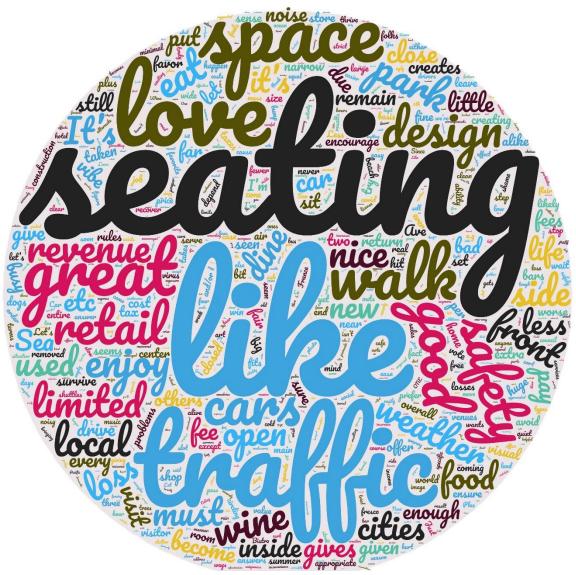
<u>QUESTION 10m</u> - If sidewalk seating/dining is allowed in the future, how do you think the program would impact economic equity in the City?





Additional Comments

QUESTION 11- Please share any other thoughts you have regarding a possible future sidewalk seating/dining program ?



12.08.060 Encroachment Application Review Standards.

A. Need. The applicant shall be determined to have a justifiable need for the encroachment, and the encroachment shall not be contrary to the public interest.

B. Safety. The granting of an encroachment permit shall not create a hazard to public health or safety.

C. Drainage. The proposed encroachment shall not adversely affect the normal drainage of surface water, unless an acceptable mitigation is included that will be advantageous to the general public and meet the standards herein.

D. Circulation and Parking.

1. The proposed encroachment shall not adversely affect vehicular and/or pedestrian traffic nor the parking of vehicles.

2. The proposed encroachment shall not adversely impact existing rights-of-way nor preclude or make difficult the establishment or improvement of existing or potential streets or pedestrian ways.

E. Public Use and Enjoyment.

1. The proposed encroachment shall not diminish public use or enjoyment, either visual or physical, of the City property or public right-of-way to be encroached upon.

2. The encroachment and enjoyment shall be in the public interest.

3. The length of time an encroachment has existed shall not by itself prejudice a decision.

F. Compatibility.

1. The proposed encroachment and its mitigation shall be consistent with the General Plan and the adopted ordinances of the City. Particular attention shall be given to Section P1-48 of the General Plan, which prohibits the construction of sidewalks and concrete curbs in the R-1 district, unless necessary for drainage and/or pedestrian safety.

2. The encroachment shall not create, extend, or be reasonably likely to lead to an undesirable land use precedent.

3. Granting of a permit shall not adversely affect the usability or enjoyment of one or more adjoining parcels.

4. The proposed encroachment and its mitigation shall be compatible with the surrounding area and adjoining properties.

G. Public Property/Greenbelt.

1. The proposed encroachment shall not adversely affect any public property, including existing vegetation or its root structure, and shall not significantly reduce greenbelt area that may be used for tree planting.

2. Significant trees which would be affected by the proposed encroachment shall be identified by the Director of Forest, Parks and Beach and approval for removal shall follow City policy.

H. Mitigation. When deemed appropriate by the City, the applicant shall include those measures appropriate to compensate the City for the loss of the use of City property or the public right-of-way, or to repair damage thereto. (Ord. 89-9 § 1, 1989).



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

May 3, 2022 PUBLIC HEARINGS

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Brandon Swanson, Community Planning & Building Director
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	CONTINUE TO JUNE 7, 2022 - Consideration of a recommendation from the Historic Resources Board to the City Council that the City Council enter into a Mills Act Historical Property Contract (MA 21-238, L'Auberge Carmel) with Esperanza Carmel Commercial, LLC for the historic 'Sundial Lodge' now known as L'Auberge Carmel located on Monte Verde 2 northeast of 7th Avenue (APN 010-191-005)

RECOMMENDATION:

Continue to June 7th, 2022 - Consideration of a recommendation from the Historic Resources Board to the City Council that the City Council enter into a Mills Act Historical Property Contract (MA 21-238, L'Auberge Carmel) with Esperanza Carmel Commercial, LLC for the historic 'Sundial Lodge' now known as L'Auberge Carmel located on Monte Verde 2 northeast of 7th Avenue (APN 010-191-005)

BACKGROUND/SUMMARY:

Staff requests continuation of this item is to a date certain of June 7th, 2022. The continuance will allow time to verify the amount of City tax revenue that would be reduced by the approval of this Mills Act Contract with the County of Monterey Assessor's Office.

FISCAL IMPACT:

None.

PRIOR CITY COUNCIL ACTION:

None based on the recommendation to continue this item.

ATTACHMENTS:



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

May 3, 2022 PUBLIC HEARINGS

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Robin Scattini, Finance Manager
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Resolution 2022-041 adopting Fiscal Year 2022-2023 Fee schedule for Administrative Services, Community Planning and Building, Public Safety and Public Works Services

RECOMMENDATION:

Adopt Resolution 2022-041 adopting the Fiscal Year 2022-2023 Fee Schedule for Administrative Services, Community Planning and Building, Public Safety and Public Works Services.

BACKGROUND/SUMMARY:

In 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 2022-2023). 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. Given the recent timing of that comprehensive study, FY 2021-22 fees were kept unchanged. This year, in line with the City's fiscal policy C94-01, the 2022-2023 proposed fee schedule includes an annual adjustment of 4.2% based upon the San Francisco-Oakland-Hayward area Consumer Price Index for all items (CPI) for the time period from December 2020 to December 2021.

In the upcoming year staff intends to refresh the cost of services study in line with City fiscal policy. That will be an opportune time to also bring, independent of the attached User Fee schedules, other fees the City charges, such as facility rental fees, and parking (contractor parking permits, tour bus parking, and Norton Garage rental).

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 3, 2022. The Fiscal Year 2022-2023 Proposed Budget includes \$2.2 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 2021-2022 fee schedule on May 4, 2021.

ATTACHMENTS:

Attachment #1: Resolution Exhibit A - FY22-23 User Fee Schedule Exhibit B - Building Safety Division Fees

CITY OF CARMEL-BY-THE-SEA CITY COUNCIL

RESOLUTION NO. 2022-041

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA ADOPTING THE FISCAL YEAR 2022-2023 FEE SCHEDULE FOR ADMINISTRATIVE SERVICES, COMMUNITY PLANNING AND BUILDING, PUBLIC SAFETY AND PUBLIC WORKS SERVICES

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, 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, consistent with City Policy C94-01, the proposed fee schedule is to include an annual adjustment based on the San Francisco-Oakland-Hayward area Consumer Price Index (CPI), which was reported as 4.2% from December 2020 to December 2021; 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 15, 2022 and a public hearing to review the existing service charges was held on May 3,2022; 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.

<u>Section 3. Listing of Fees</u>. The following fees shall be charged and collected for the following enumerated services, as shown in Exhibits A and B.

<u>Section 4. Interpretations</u>. 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.

Resolution No. 2022-041 Page2

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.

<u>Section 5. Constitutionality</u>. 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.

<u>Section 6. Repealer</u>. All resolutions and other actions of the City Council in conflict with the contents of this Resolution are hereby repealed.

<u>Section 7. Effective Date</u>. This Resolution shall go into full force and effect on July 3, 2022.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 3rd day of May, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dave Potter, Mayor

Yashin Abbas, Interim City Clerk

PROPOS	SED FEE SCHEDULE EFFECTIVE JULY 3, 2022 - JUNE 30, 2023	Proposed Fee
	COMMUNITY PLANNING & BUILDING	
Design Study and Review		
TRACK 1 DESIGN REVIEW/STUDY - MINOR	\$430 per application	448.00
TRACK 1 DESIGN REVIEW/STUDY - MAJOR	\$780 per application	813.00
TRACK 1 DESIGN REV/STUDY-STREAMLINE	\$195 per application	203.00
TRACK 1 DESIGN REV/STUDY - REFERRAL TO PLANNING COMMISSION	\$1,075 per application in addition to the base Track 1 fee	1,120.00
TRACK 1 DESIGN REV/STUDY-REFERRAL TO HISTORIC RESOURCES BOARD	\$1,075 per application in addition to the base Track 1 fee	1,120.00
TRACK 2 DESIGN REVIEW - MINOR	\$2,265 per application	2,360.00
TRACK 2 DESIGN REVIEW - MAJOR	\$5,175 per application	5,392.00
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	2,438.00
PRELIMINARY SITE ASSESSMENT	\$1,135 per application	1,183.00
VOLUMETRIC ANALYSIS	\$130 per application plus \$1,500 deposit with charges at the fully allocated hourly rates plus any outside costs.	135.00
Use Permit and Other Services	·	
USE PERMIT	\$2,620 per application	2,730.00
USE PERMIT AMENDMENT	\$1.745 per application	1,818.00
TEMPORARY USE PERMIT	\$350 per application	365.00
RESTRICTED COMM USE TRANSFER REQUEST	\$500 per application	521.00
WATER CREDIT TRANSFER REQUEST	\$3,515 per application	3,663.00
VARIANCE	\$2,145 per application	2,235.00
PRE-APPLICATION REVIEW - STAFF	\$1,615 per application with 50% of this fee credited towards future planning fees for this project.	1,683.00
PRELIMINARY REVIEW - PLANNING COMMISSION	\$3,345 per application with 50% of this fee credited towards future planning fees for this project.	3,485.00
COASTAL DEV. PERMIT - DEVELOPMENT	\$130 per application - Added to other Planning fees	135.00
COASTAL DEV. PERMIT - EVENT	\$1,360 per application	1,417.00
TOBACCO RETAIL LICENSE	Current fee as adopted by the Monterey County Board of Supervisors	
Amendments, Annexations and Agreements		
SPECIFIC PLAN/SPECIFIC PLAN AMENDMENT		5,210.00
GENERAL PLAN AMENDMENT SPHERE OF INFLUENCE AMENDMENT	\$5,000 deposit with charges at the fully allocated hourly rates plus outside costs	
ZONING CODE AMENDMENT		
ANNEXATION	\$10,000 deposit with charges at the fully allocated hourly rates plus outside costs	10,420.00
DEVELOPMENT AGREEMENT	\$ 10,000 deposit with charges at the fully allocated houry rates plus outside costs	
Environmental Review Maps and Lot Lines		
ENVIRONMENTAL REVIEW (IS/ND/EIR)	Contract cost plus 10%	
ENVIRONMENTAL NOTICE OF EXEMPTION	\$150 per application plus County fees	156.00
MITIGATION MONITORING	\$3,000 deposit with charges at the fully allocated hourly rates plus outside costs.	3,126.00
TENTATIVE/FINAL MAP	\$4,000 deposit with charges at the fully allocated hourly rates plus any outside costs.	4,168.00
AMENDED FINAL MAP	\$1,000 deposit with charges at the fully allocated hourly rates plus any outside costs.	1,042.00
CERTIFICATE OF COMPLIANCE	\$585 per application plus actual contract cost	610.00
LOT LINE ADJUSTMENT/SUBDIV - PLANNING COMMISSION	\$520 per application plus actual contract cost	542.00
LOT MERGER - STAFF REVIEW	\$900 per application plus actual contract cost	938.00
Historic Evaluation		
PRELIM (PHASE 1) HISTORICAL EVALUATION - STAFF	\$455 per application	474.00

PROPOSED FEE SCHEDULE EFFECTIVE JULY 3, 2022 - JUNE 30, 2023				
PHASE 1 HISTORIC EVALUATION - QUALIFIED PROFESSIONAL	\$260 per application plus actual cost for Historian review with \$1,500 deposit	271.00		
PHASE 2 HISTORIC EVALUATION-HISTORIC RESOURCES BOARD REVIEW	\$1,515 per application plus actual cost for Historian review with \$1,500 deposit	1,579.00		
APPEAL TO HISTORIC RESOURCES BOARD	\$2,035 per application plus actual cost for Historian review with \$1,500 deposit	2,120.00		
MILLS ACT CONTRACT PROCESSING	\$3,440 per application	3,584.00		
Determinations, Extensions and Appeals				
PLANNING COMMISSION CODE DETERMINATION	\$1,165 per application	1,214.00		
ZONING COMPLIANCE DETERMINATION	\$550 per application	573.00		
TIME EXTENSION - STAFF	\$300 per application	313.00		
TIME EXTENSION - PLANNING COMMISSION	\$870 per application	907.00		
TIME EXTENSION - CITY COUNCIL	\$1,055 per application	1,099.00		
PUBLIC HEARING CONTINUANCE - PLANNING COMMISSION	\$850 per continuance	886.00		
PUBLIC HEARING CONTINUANCE - COUNCIL	\$900 per continuance	938.00		
APPEAL TO PLANNING COMMISSION	\$2,000 per appeal - Appeal in the Coastal Zone - No Charge by State law	2,084.00		
APPEAL TO CITY COUNCIL	\$2,000 per appeal - Appeal in the Coastal Zone - No Charge by State law	2,084.00		
Sign and Banners				
SIGN APPLICATION	\$270 per application	281.00		
SIGN REFERRAL TO PLANNING COMMISSION	\$830 per application	865.00		
RELOCATE EXISTING SIGN	\$175 per application	182.00		
TEMPORARY SIGN PERMIT	\$100 per application	104.00		
Building Services				
BUILDING RELOCATION	\$1,860 per application	1,938.00		
LARGE FAMILY DAY CARE (RESIDENTIAL)	\$730 per application	761.00		
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	146.00		
PERMIT APPLICATION EXTENSION	\$90 per extension (maximum of 4)	94.00		
PERMIT EXTENSION	\$140 per extension (maximum of 2)	146.00		
BUILDING PERMIT PRE-APPLIC. CONFER.	\$305 per application	318.00		
BUILDING SINGLE TRADE PERMIT	\$160 per permit	167.00		
ON-SITE DRIVEWAY PERMIT	\$260 per permit	271.00		
	Plan Check - \$305	318.00		
SOLAR PLAN CHECK/INSPECTION PERMIT	Inspection - \$130	135.00		
RE-ROOF PERMIT	\$245 per permit	255.00		
BUILDING BOARD APPEAL	\$1,010 per appeal	1,052.00		
DUPLICATE INSPECTION CARD	\$60 per card	63.00		
BUILDING TECHNICAL ASSISTANCE	Charge the fully allocated hourly rate for all personnel involved after 15 minutes.			
STOP WORK INVESTIGATION	\$545 per investigation plus double the permit fee	568.00		
TEMPORARY CERTIFICATE OF OCCUPANCY	\$215 per application	224.00		
ALTERNATE MATERIALS/METHODS REVIEW	\$205 per application \$205 per application plus actual cost of City Staff for all time over one hour.	224.00		
BUILDING PHASED WORK REQUEST	\$200 per application plus actual cost of City Start for all time over one nour. \$290 per application	302.00		
LANDSCAPE PLAN CHECK/INSPECTION	\$290 per pan/inspection	281.00		
BUILDING TECHNOLOGY SURCHARGE	\$270 per pran/inspection \$8 per permit	8.00		
BOILDING TECHNOLOGY SURCHARGE Bench Program	lao her herrinr	8.00		

PROPOSED FEE SCHEDULE EFFECTIVE JULY 3, 2022 - JUNE 30, 2023				
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.	964.00		
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.	313.00		
REPLACEMENT OF BENCH PLAQUE	\$390 per application plus the actual cost of the plaque plus \$380 if a public hearing is required.	406.00		
Encroachment Permits		•		
TEMPORARY ENCROACHMENT PERMIT	\$210 per permit	219.00		
	Street Excavation - \$735 per permit and \$4.25/lineal foot	766.00		
PERMANENT ENCROACHMENT PERMIT	Other - \$415 per permit and \$4.25/lineal foot or \$415 per permit and \$2.13/lineal foot (aerial installation) Plus cost of	400.00		
	damage to public right-of-way or street as determined by the Public Works Director.	432.00		
TRAFFIC CONTROL PLAN REVIEW/INSPECTION	\$355 per review plus \$210 per each additional review	370.00		
USE OF CREDIT CARD/ DEBIT CARD	2.5% OF CHARGED AMOUNT			
	PUBLIC WORKS/FORESTRY	Г		
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	255.00		
TREE PRUNING REQUEST	\$245 per permit	255.00		
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	1,485.00		
TREE APPEAL TO CITY COUNCIL	\$1,425 per appeal plus actual outside cost	1.485.00		
PRIVATE TREE FALL IN PUBLIC RIGHT-OF-WAY	Charge the fully allocated hourly rate for all personnel involved plus any outside costs	.,		
DAMAGE TO CITY PROPERTY	Charge the fully allocated hourly rate for all personnel involved plus any outside costs			
USE OF CREDIT CARD/ DEBIT CARD	2.5% OF CHARGED AMOUNT			
	PUBLIC SAFETY			
Police Services				
	First Response - No Charge	-		
LOUD PARTY PUBLIC DISTURBANCE RESPONSE	Second Response the same day - \$200 per response	208.00		
	Third Response within a calendar year - \$500 per response	521.00		
	First Activation - \$100	104.00		
POLICE FALSE ALARM RESPONSE	Second Activation - \$120	125.00		
	Each Subsequent Activation in a calendar year - \$180	188.00		
	New - \$35 per permit	36.00		
ALARM PERMIT	Renewal - \$25 per permit	26.00		
VEHICLE IMPOUND RELEASE	\$140 per vehicle	146.00		
MISDEMEANOR BOOKING	Non-Carmel bookings - \$150 per booking	156.00		
MISCELLANEOUS POLICE PERMIT	\$185 per application plus DOJ fees	193.00		
FINGERPRINTING ON REQUEST	\$35 plus outside agency fees	36.00		
CLEARANCE FORM TRAVEL LETTER	\$50 per letter	52.00		
VIN VERIFICATION	\$50 per vehicle	52.00		
CITATION SIGN-OFF	Non-Carmel citations - \$25 per citation	26.00		
SIGN ABATEMENT	\$25 per sign	26.00		
POLICE COURT WITNESS	Fees are set by the court	20.00		
POLICE REPORT COPY	1st 10 pages - No Charge, Each additional page - \$0.20	0.20		
POLICE PHOTOGRAPH COPY	photo - \$5 per photo, digital - \$5 per disk	5.00		
Animal Services	The set of	3.00		
	Within a calendar year:	-		
	First impound - \$100	104.00		
ANIMAL IMPOUND	Second impound - \$120	125.00		

PRC	DPOSED FEE SCHEDULE EFFECTIVE JULY 3, 2022 - JUNE 30, 2023	Proposed Fee
	Third and subsequent impounds - \$140	146.00
ANIMAL TRANSPORT	Local Transport - \$25 per transport	26.00
ANIWALTRANSFORT	To County Animal Shelter - \$90 per transport	94.00
Parking		
RESIDENT/EMPLOYEE PARKING PERMIT	\$30 per permit	31.00
	\$110 Misuse of Residential Permit	115.00
CONTRACTOR PARKING PERMIT	\$15 non specific	16.00
	\$25 space specific	26.00
Fire Services		
FIRE PLAN CHECK/ REVIEW/INSPECTIONS	Current fee schedule as adopted by City of Monterey Council	
USE OF CREDIT CARD/ DEBIT CARD	2.5% OF CHARGED AMOUNT	
ADMINISTRATIVE SERVICES		
Business License		
	Fixed Location - \$310 per application + \$4 State fee	323.00
NEW BUSINESS REGISTRATION PROCESS	In & About - \$20 per application	21.00
	Home License - \$130 per application	135.00
BUSINESS REGISTER RENEWAL PROCESS	\$15 per renewal	16.00
DUPLICATE BUSINESS LICENSE	\$10 per license	10.00
CHANGE BUSINESS NAME	\$20 per business	21.00
Finance	•	
NSF CHECK PROCESSING	\$40 per NSF check	42.00
City Clerk		
	First 10 copies - No Charge	-
DOCUMENT REPRODUCTION/SCANNING	Additional copies - \$0.20 per copy	0.20
DOCUMENT REPRODUCTION/SCANNING	FPPC copies - \$0.10 per copy plus \$5 for retrieval of documents if more than five years old plus postage cost if mailed	0.10
ELECTRONIC FILE COPY	\$5 per device	5.00
DOCUMENT CERTIFICATION	\$10 per document	10.00
RECORD COMPILATION	Record Compilation/Creation - charge the fully allocated hourly rate for all personnel involved plus any outside costs.	
LOCAL CANDIDATE FILING	\$25 per candidate- Fee is set by the State	25.00
LOCAL INITIATIVE PROCESSING	\$200 per initiative- This fee is limited by the State Law - Elections Code Section 9202(b) - Fee is refundable to the filer, if within one year of filing the notice of intent, the elections official certifies the sufficiency of the petition.	200.00
USE OF CREDIT CARD/ DEBIT CARD	2.5% OF CHARGED AMOUNT	

City of Carmel-by-the-Sea 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

	City of Carmel-by-the-Sea					
	Building Safety Division Fees					
Construction Valuation	Plan Check Fee	Permit Fee	Construction Valuation	Plan Check Fee	Permit Fee	
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	

City of Carmel-by-the-Sea Building Safety Division Fees					
Construction Valuation	Plan Check Fee	Permit Fee	Construction Valuation	Plan Check Fee	Permit Fee
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

City of Carmel-by-the-Sea Building Safety Division Fees					
Construction Valuation	Plan Check Fee	Permit Fee	Construction Valuation	Plan Check Fee	Permit Fee
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	2,063.07	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

City of Carmel-by-the-Sea Building Safety Division Fees					
Construction Valuation	Plan Check Fee	Permit Fee	Construction Valuation	Plan Check Fee	Permit Fee
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

City of Carmel-by-the-Sea Building Safety Division Fees					
Construction Valuation	Plan Check Fee	Permit Fee	Construction Valuation	Plan Check Fee	Permit Fee
301,001 - 302,000	2,811.37	4,325.19	331,001 – 332,000	3,033.64	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 above	65% of	4,872.31 plus
				Permit	\$11.40 per
				Fee	\$1000.00 in
					Valuation
					Above
					350,000.00



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

May 3, 2022 ADJOURNMENT

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Yashin Abbas, Interim City Clerk

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Correspondence Received

RECOMMENDATION:

BACKGROUND/SUMMARY:

FISCAL IMPACT:

PRIOR CITY COUNCIL ACTION:

ATTACHMENTS:

Correspondence Received #1 Correspondence Received #2 Correspondence Received #3 Correspondence Received #4 Correspondence Received #5 Correspondence Received #6 Correspondence Received #7 Correspondence Received #8 Correspondence Received #9 Correspondence Received #10 Correspondence Received #11 Correspondence Received #12 Correspondence Received #12

April 15, 2022

To: Carmel-by-The Sea City Council Members, Planning Commission Members

Re: Dolores & Fifth development plans

Dear City Council Members and Planning Commissioners

For millions of years humans lived inextricably intertwined with nature and the *natural world*. That experience remains embedded in our genetic makeup. Only since modern day engineering, a comparative few seconds ago, has humankind been capable of building structures that have no resemblance to the natural world, and which are dramatically out of scale to what we experienced over the millions of years during which humanity evolved. What has made Carmel unique to people who visit it from around the world is that its architectural scale was created to respect common sense size and character, which resembled historical Europe. I would suggest that what attracts tourists and residents to Carmel has been its dedication to *old world character and charm*. What seems to have dictated this theme was the composition of the original plan for development (the small size of its lots), both in the city-proper and residential areas, combined with the influence of the artistic composition of early residents.

The critical element which kept Carmel-by-The Sea unique was the size relationship between the tall pine forest, and the height and mass of its architectural structures, combined with the European theme of building styles. Clearly, early city leaders were determined to maintain European character and scale as the city evolved. After millions of years living in caves, primitive shelters, and finally, one and two story structures, people are most comfortable spending time in space where forest trees are the most significant land features, followed by physical structures which do not physically overwhelm and dominate human figures, where structures are modestly larger than the height of the average 5 foot to 6 foot tall human. Look at Europe's most popular tourist destinations, you will find cities that have managed to retain their old world structures, and their old world sections("Old Town") of their cities, that attract the most tourists.

People coming to visit Carmel from San Jose and Los Angeles do not come here to see what they see daily in their own home cities. SanJotizing is rampant in downtown Monterey. Look at Monterey's hideous San Jose Convention Center, just steps away from California's first capitol building, its first theater, first customs house, and first brick building. So long as those who owned downtown Carmel properties put maintaining the character and charm that Carmel's founders established, were in charge, Carmel's architectural integrity remained safely intact. Profit was not the motive when new plans were drawn for new buildings; maintaining architectural integrity compatible with what existed dictated what was created and submitted. However, as property ownership changed, so did the motives of the new property owners.

Eventually, just as square footage became the dominant driving force of spec builders in residential neighborhoods during the 1970s, where buildings were virtually all 2 stories and built out to the lot lines in all 4 directions, and size and square footage was everything, so the same formula theme arrived in the downtown; character and scale and compatibility with the surrounding neighborhoods be damned. Profit became the dominant force driving new construction design, not character and charm. The bigger the building, the bigger the architect's fee, and the bigger the ROI of the developer. It surely began with the approval of Carmel Plaza(1960(?)and has continued relatively unrestrained to this day, with the latest projects, examples of the trend, on steroids. Out of town property ownership seems to have exacerbated this trend. There are exceptions.

Carmel is now at a crossroads. Is the trend of abandoning buildings designed in a harmonious human scale, stylistically as a village, which still remains in most of the city, going to continue? Is dissonance preferred over harmony? Are we ready to abandon the old world orientation, and continue forward with the modernization-*bigger is better theme*? Carmel made great progress in restraining the maximum bulk trend in residential neighborhoods by passing a series of new -square footage standards beginning in the 1970-80s. However, to my knowledge design-bulk standards have never been updated/upgraded for the downtown. Why not? Why haven't design standards like: "We want this _____, not this _____, been developed, in order to help guide developers in what they should submit? Why not show developers the scale, size(square footage coverage), and design styles that the City is seeking? Why leave everything up to the developers? Most likely it's because the ownership group of downtown properties has lobbied against it. Combine that with the inevitable conflict of interest municipal staff must experience when deciding what to support, wherein they must decide between maintaining historical standards VS bigger is better that will generate greater city income, thereby enhancing their salaries and pensions. We now know the Village is drowning in excessive tax revenue, more than it needs. We could even subsidize superior new developments, offering rewards for quality submissions. How about a \$1M reward to the best submitted plans for the "pit". A world class development there would repay the city in future sales tax revenue times ten.

Two things I've learned while closely observing Carmel's architectural evolution over the last 70 years. Just as with marks shooters who enter competitions in hopes of eventually getting to the Olympics, those who cannot hit the target at low level competitions will never be capable of gaining entry onto an Olympic shooting range stage. They will never suffer the embarrassment and the public humiliation of failing to hit the target at any Olympics. Fortunately, they are all weeded out early on. Such is not the same in the field of architecture, although the same

Attachment 1

normal curve describes both groups' aptitudes for hitting the mark. The result is while marks shooters do not rise, inept architects are not prevented from submitting the most grotesque examples of their art. Perhaps they survive on independent wealth. Perhaps they rise under the *Peter Principle*. Perhaps they marry into the firm. Maybe they are intrinsically great human beings, kept around for that reason. For whatever reason, there is no explaining bad taste, and there is no better example of bad taste than the submission by the design team that submitted plans for the downtown "pit". In my opinion, the first plans for it were no better than the current plans. Both are non sequiturs on steroids! Steroids literally, and figuratively. Both have profit, PROFIT, **PROFIT**, emblazoned on every page. Profit . . . and . . . bad taste. Neither submission has any relationship to the characteristics that attract tourists from around the world to Carmel-by-The Sea.

One thing can be discerned by the blind insensitivity of the current "pit" design submission. Whoever created the current submission is artistically incapable of ever coming up with an acceptable design . . . ever! They have effectively demonstrated that they are so far off the mark, that they possess no aptitude and have so little respect for the Village, that a totally new architect must be selected. That, or the City will simply eventually have *to settle*, as it has been doing for most of the past 30 years.

In a bizarre set of circumstances and unlikely coincidences, in my opinion the last quality developments which enhanced/not degraded the downtown architectural genre, was done by a dastardly businessman, who almost artistically swindled numerous banks out of millions of dollars using his downtown Carmel properties as fraudulent collateral for bank loans. His dastardly business deeds sent him to prison, but his respect for Carmel's downtown character and charm remain, and have never since been equaled(in my opinion). Those developments are found at the Grazing restaurant complex, the Kerry Lee Jewelers' building complex, and on the complex on the east side of Lincoln, first block off Ocean Avenue. I believe all three exemplify what make Carmel-by-The Sea unique and famous . . . European heritage, charm, human size scale(where buildings do not overwhelm people), and uncompromising tasteful design. His designs ought to be held up to developers to show them that, what "we" are looking for is . . . "this" . . . not "this".

If I were Carmel's Mayor, I would ask the "pit" property owner to request open submissions from architectural firms from across the country(put an ad in Architectural Digest?), for plans on what should/could be a world class development(at 5th & Dolores), of which the city and its residents will forever be proud; for what they desperately want, and what the city desperately needs. architectural enhancement, not degradation. While it has proven to be an impossible dream, preventing schlock shops from replacing one-of-a-kind shops filled with

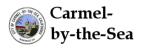
unique treasures, schlock architecture can be prevented from spreading, simply by creating restrictive design standards.

While the "pit" property owner is looking for a firm that places design sensitivity and architectural integrity above square footage profit motivation, perhaps the city can begin redesigning downtown building theme standards that will ensure Carmel remains true to its incredibly successful past and remains unique for the foreseeable future. The uniqueness of Carmel's businesses was long ago lost to profit motivated modernity. Building codes failed to protect those incredible, small, one of a kind businesses that once dominated Carmel and made it world famous. However, building codes CAN be used to protect and sustain Carmel's architectural integrity and uniqueness. There are nearby cities/towns, Santa Barbara and Los Gatos, to name two, which have successfully perpetuated their architectural integrity as they evolved over time. I wish the City Council, Planning Commission, and city staff could all take a guided bus tour of both of these cities in order to see how maintaining a town's character is possible.

Thank you for taking the time to read my opinions.

J D Wachs

70+ year-long Peninsula, Carmel, Carmel Valley resident/life-long student of architecture and design.



Yashin Abbas <yabbas@ci.carmel.ca.us>

Mon, Apr 18, 2022 at 8:24 AM

City Council/Addresses in Carmel-by-the-Sea

3 messages

Deanna Dickman <deannadickman@gmail.com> To: cityclerk@ci.carmel.ca.us

Please forward to all City Council members.

My name is Deanna Dickman. I am a resident of Carmel-by-the-Sea.

I love many of the charming aspects of our village, but as a result of changing times and ongoing package delivery issues, I am now a proponent of house numbers.

My experiences:

1. A delivery of a "refrigeration needed" prescription was incorrectly delivered to a house a block away and thrown over a locked gate. I was lucky that the owner had met me before and was on his once a month visit, or it could have been a serious issue. These are not medications that I can pick up locally.

2. Due to the increase in Amazon trucks slowly taking over the UPS/FedEx routes, delivery has gotten much worse. The Amazon drivers do not know our village and are dropping packages to wildly incorrect locations. I have received packages for people a block or more away. The Amazon objective is speed, not accuracy. Even when I have used the Post Office address, they try to deliver after hours and end up returning the items to Amazon. This has happened twice. To be safe, I now have important packages delivered to my parents in Salinas. Not ideal.

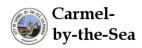
3. Lack of addresses means that credit card companies are hesitant to give us credit cards. With some companies, it is impossible. They cannot find us online and state that we "do not exist."

It would be nice if we could obtain all that we need here in our village and not have the need to have packages delivered. As we all know, that is not possible. We must face the fact that times do change. It has become a safety issue now. Residents must be able to feel secure that the items they order will arrive, especially prescriptions and other vital items.

A hybrid approach seems smart to me. Keep our Post Office boxes for regular USPS mail. Assign house numbers for ease of direct package delivery, police & fire, and ability to obtain credit cards with ease.

Thank you.

Deanna Dickman Palou Ave. Carmel-by-the-Sea



Fri, Apr 29, 2022 at 9:19 AM

Fwd: dining in the public right of way topic

1 message

Chip Rerig <crerig@ci.carmel.ca.us>

To: Yashin Abbas <yabbas@ci.carmel.ca.us>, Ashlee Wright <awright@ci.carmel.ca.us>, Leslie Fenton <lsfenton@ci.carmel.ca.us>

Take good care.

Chip Rerig, City Administrator City of Carmel-by-the-Sea 831.620.2058

------ Forwarded message ------From: **pepe pepeinternational.com** <pepe@pepeinternational.com> Date: Fri, Apr 29, 2022 at 9:15 AM Subject: dining in the public right of way topic To: PR Mary Brownfield <mary@carmelpinecone.com> Cc: Dave Potter <mntryd1@att.net>, Bobby Richards <brichards@ci.carmel.ca.us>, Chip Rerig <crerig@ci.carmel.ca.us>, Brandon Swanson <bswanson@ci.carmel.ca.us>, Carrie Theis <carrie.theis@hofsashouse.com>, Karen FERLITO <ferlito@me.com>, Jeff Baron <jeff@carmel2018.com>

To whom it may concern,

What will happen at the next city council meeting on ", is that the mayor and council members will hear a staff report on how to create a process for the Planning Commission to follow, to then develop a plan for dining in the public right of way.

Or put it another way, for commercial activity to be conducted on public property, something that is strictly prohibited in the general plan and in other long-established city regulations and ordinances and currently by the Coastal Commission.

In my opinion, to bring this agenda item forward at this time is misguided. City Hall is in the middle their annual budget review and is under-staffed. *To imagine the city council may move this to their high-priority list is unimaginable.*

The City recently hired a consulting firm, a nearly \$100,000 contract, to examine all city codes, guidelines, and design standards which also makes this proposal premature.

What bothers me most about this plan is that it is not equally fair to all business owners. Why should restaurants be granted use of public property for private gain and not all retailers and service providers?

Out of the sixty-five eating establishments in Carmel right now only twenty-one would qualify or have shown an interest in sidewalk dining. Factor in the actual cost of a parking space bump-out, monthly city rental fees, insurance, building owner approval, possible infrastructure limitations due to exiting trees, there will only be about twelve restaurants that may take advantage of this proposal.

The presentation by Planning Director Brandon Swanson that illustrated the sidewalk/parking space bump outs did not factor in existing tree wells, corner fire hydrants, parking and stop signs, slender width and unevenness of most sidewalks, all of which would make each individual application a design review nightmare.

This is not needed, is it only wanted by a handful of restaurant owners, not nearly the Attachment 3 majority. Why this may be considered a high-priority to city hall is dumbfounding.

Carmel already has outdoor dining at least 34 establishments, and with no restrictions or mandates on social distancing, all restaurants are back to their pre-Covid seating and sales levels. Many are reporting higher sales than ever before !

This potential program has no direct benefit to the residents of CBTS, and no evidence has been shown it may help retailers or any other business sector. To the contrary, most retailers who have sought me out hated the parklets and now hate this proposal.

With parking and street congestion at the worst in the city's history, this item needs to be voted down. Sidewalk dining will take away valuable parking spaces and downgrade the village into looking like a *"carnival atmosphere"*. Why consider a program that would require constant code enforcement.

There is a chance the council will vote to not send it to the planning commission, and just table this program for now or even completely discontinue it.

Or they can vote to continue to develop this program for sidewalk dining, which then will become a divisive election issue, as the Carmel Residents Association board has continually rejected this idea.

Please make you voice heard whether you agree with me or not.

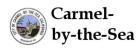
Rich Pepe

Rich Pèpe

Pepe International, Inc.



831-521-9631 PO Box 901 Carmel-by-the-Sea, CA 93921 http://chefpepe.com



Regarding - the recommendation to decline the CRA Submission for the Discretionary Grant Program - for Tuesday City Council May 3rd

1 message

Nancy Twomey <twomeyconnection@gmail.com> To: Dave Potter <dpotter@ci.carmel.ca.us>, Jeff Baron <jbaron@ci.carmel.ca.us>, Carrie Theis <Ctheis@ci.carmel.ca.us>, Bobby Richards <brichards@ci.carmel.ca.us>, Ashlee Wright <awright@ci.carmel.ca.us>, Karen Ferlito <kferlito@ci.carmel.ca.us>, cityclerk@ci.carmel.ca.us Cc: Nancy Twomey <twomeyconnection@gmail.com>, "Info@CarmelResidents.org" <info@carmelresidents.org>

City Council, City Clerk & Ashlee Wright.

In previewing the Council packet regarding Community Group Grant's, we see that the CRA submission is not recommended because our Carpenter Hall Events (and the fees) are tagged as operational costs.

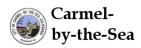
Carmel Residents Association, like other non-profits in our Village, is committed to delivering value to our community and beyond - especially for our members, but extending to all residents throughout our sphere of influence. This CRA value takes many forms, one of these are the programs we host in this City facility, with content of historic or civic interest.

CRA does not have its own facility and does not have much of any operational or overhead costs. We'd consider operational costs of CRA to be recurring items such as insurance, storage facility, supplies, web site, email, postage etc.

Each of the programs we host are discretionary, standalone expenses; these are free, open to the public, and are non revenue generating in any form. Therefore, we'd respectfully request your approval of our grant submission.

Thank you for your consideration,

Nancy Ann Twomey Carmel Residents Association - Programs & Communications Chair PO Box 13, Carmel-by-the-Sea, Ca 93921 C-650-740-3477 twomeyconnection@gmail.com



Regarding May 3rd City Council Item Orders of Business #5 (Parklets) and possibly Extraordinary Business Item C - Winter & Company

1 message

Nancy Twomey <twomeyconnection@gmail.com>

Sun, May 1, 2022 at 5:11 PM

To: cityclerk@ci.carmel.ca.us, Dave Potter <dpotter@ci.carmel.ca.us>, Jeff Baron <jbaron@ci.carmel.ca.us>, Karen Ferlito <kferlito@ci.carmel.ca.us>, Carrie Theis <Ctheis@ci.carmel.ca.us>, Bobby Richards <brichards@ci.carmel.ca.us>, Brandon Swanson <bswanson@ci.carmel.ca.us>, Chip Rerig <crerig@ci.carmel.ca.us> Cc: Nancy Twomey <twomeyconnection@gmail.com>

I believe you will find in Tuesday's Council, that to create a permanent parklet (or comparable) program for Carmel-bythe-Sea is not a 3+ month effort. Our Downtwon is critically worthy of doing any such program with the quality and attention to detail that our Village dserves.

As we all know, the charm of our Village is unique and is what attracts visitors and new residents. And our Commercial District contributes significant revenue and value to us all. Lets do it right or not at all.

As I offered in January this year, copied below, we really must not take on a permanent parklet program without a "Downtown Master Plan". Any Parklet offering, ties to the pritorized Paid Parking initiative and the Commercial Design Guidelines/Zoning Code underway. These, in my opinion, should not be created in isolation from each other. When I wrote you in January, the committment to engage Winter And Company was not yet agendized for approval. This firm has a proven track record, not only with our Village, but with many successful Downtown Master Plans.

I once again, want to put my name of the list of residents strongly requesting a Downtown Master Plan - especially prior to or in combination with any Parket, Paid Parking and Design Guidelines efforts.

Thank you all and sincerely,

Nancy Twomey, Resident of Carmel-by-the-Sea

----- Forwarded message ------

From: Nancy Twomey <twomeyconnection@gmail.com>

Date: Sat, Jan 8, 2022 at 5:12 PM

Subject: For potential future/permanent outdoor seating considerations - visual aspects only.

To: Brandon Swanson

swanson@ci.carmel.ca.us>, Chip Rerig <crerig@ci.carmel.ca.us>, Dave Potter

<dpotter@ci.carmel.ca.us>, Bobby Richards

brichards@ci.carmel.ca.us>, Carrie Theis <Ctheis@ci.carmel.ca.us>, Jeff Baron <jbaron@ci.carmel.ca.us>, Karen Ferlito <kferlito@ci.carmel.ca.us>

Cc: Nancy Twomey <twomeyconnection@gmail.com>

As you prepare for the February Council meeting, where the Council is to provide some guidance to the Planning Commission next steps, I thought I'd chime in with my two cents - only addressing the visual parts of this project.

Also as noted in many meetings on this topic previously, the EXISTING private space dining (30+) and wine tasting is not emphasized/marketed enough as a value to visitors and residents alike.

The following can be shared - if helpful to others.

Taking on permanent public space seating, especially focused for our restaurants, but not exclusively for them, I reflect back on our not frequent enough trips to europe. Carmel-by-the-Sea is not Italy or France of course - so caution on my part is needed. But as you know many of the public ways in villages in Europe are either pedestrian only and/or provide for very wide sidewalks. I've included a link to the images of these public space seating throughout many Italian towns. https://photos.app.goo.gl/LJSvn2LYYXowbHaP7

Circling back to the public survey conducted last Summer, I struggled with imagining visually what was being considered for our possible build out. And I was confused on how one space could be a bump out and the next one wasn't a bump out. And what if the restaurant changed hands and the outdoor public space was no longer wanted. The same issues/considerations could apply to wine tasting as well....if that was the civic/community/business agreement as well. If we go with bump outs - it is my belief that this has to be done for the one side of that full block and not individual store fronts.

However, I am a significant champion of a **new downtown master plan.** This, to me, should be a part of any permanent public outdoor seating program possibility. Even though this would be a more strategic/longer term effort - I am a big fan of eliminating the parallel parking and/or entirely closing down motorized vehicle access to many blocks throughout town - resulting in large pedestrian spaces and walkways. These could be big and wide enough for permanent public outdoor seating. <-- like the Italy images shared above. I do think that this approach can accommodate a very welcoming, engaging, charming layout that is NOT Cookie Cutter supporting diversity in look & feel, as much of our downtown does today.

Drastic yes & needed yes...in my humble opinion. If such an approach is considered and approved/funded....it would be beneficial to implement in small very contained increments so not to disrupt existing visitor and residential enjoyment of what our village has to offer. For example rework Dolores between Ocean and 7th.

This is one tough topic....I support efforts ahead to get to an approach with optimal outcomes (and trade offs explored). I personally remain open to alternatives recommended by you all and other experts being brought to the table for this cause.

PS: At minimum, even if the recommended master plan is not feasible and supported, please please please, invest in an artist rendered 3D layout of the options proposed in last Summer's Survey...or new alternatives.

Thank you!

Nancy Ann Twomey Resident - PO Box 6508, Carmel-by-the-Sea, Ca 93921 C-650-740-3477 twomeyconnection@gmail.com

Public Comment re: Winter & Co. Design Traditions 1.5 Project

May 2, 2022

Council Members, Staff & the Public,

The opportunity to comment on the extraordinarily important Winter & Co. project is very much appreciated. My observations below are offered from the perspective of five generations in Carmel-by-the-Sea, of which I am the third generation.

Over the many years here, I have, of course, heard stories from generations before me, but also have met numerous residents and visitors who have shared their thoughts and concerns about Carmel. This continues and, in fact, has increased due to my recent retirement and resulting ability to now be here full-time. It is my experience that the vast majority of residents and visitors I have met feel as expressed below.

What makes Carmel-by-the-Sea so special is the ocean, trees and unique architecture. The importance of this and the specific ways in which the neighborhoods and architectural integrity of Carmel-by-the Sea can be preserved is impeccably stated in the original Winter & Co. Design Guidelines. It seems obvious that it is of primary importance to maintain as much of this unique character as possible. This is vitally important for current and future residents and tourists alike. It also clearly is directly tied to the economy and culture of this area.

Accordingly, it is my strong hope and request, on behalf of many, that the Design Concept Guidelines and Final Details documents be updated only to the extent required to align with current laws and available construction materials. As clearly stated in the concept guidelines, the preeminent focus of new construction must be to preserve the forest character and the neighborhood street (and village) character. How this can be done is clearly articulated in both the Site Concept Guidelines and in the Guidelines for Final Details. The specificity of the current guidelines is impeccable and fully addresses these goals.

Of secondary, but equal or likely more, importance is that the guidelines actually be followed to every extent possible in new construction. It is critical that the updated guidelines are well considered, as they clearly were initially, but also that they actually are followed in the design and approval of new construction.

As stated, I strongly believe that this is the goal and concern of the vast majority of residents and of visitors to this special area. It seems to me that, while it may be slightly more costly or challenging to comply with this type of guideline, it ultimately is in the economic and personal interests of everyone to do so.

Kelly Francis Carmel-by-the-Sea

ANTHONY LOMBARDO & ASSOCIATES

A PROFESSIONAL CORPORATION

Anthony L. Lombardo Kelly McCarthy Sutherland Joseph M. Fenech Cody J. Phillips 144 W. GABILAN STREET SALINAS, CA 93901 (831) 751-2330 FAX (831) 751-2331

May 2, 2022

Our File No: 4822.000

Dave Potter, Mayor Members of the City Council City of Carmel-by-the-Sea P.O. Box CC Carmel-by-the-Sea, CA 93921

RE: Reconsideration of denial of encroachment permit 8th and Mission

Dear Mayor Potter and Members of the City Council:

Tom and Kristin Fountain want to extend their heartfelt gratitude to Councilmember Jeff Baron for being willing to reconsider the denial of the Fountain's encroachment permit application.

We are hoping that the following new evidence will be considered by the council at a subsequent hearing.

- 1. City staff can confirm that a sidewalk adjacent to the Fountain's home in the area between the wall of the Fountain's home and the grapestake fence could never be legally constructed with a sidewalk without violating the Americans with Disability Act.
- 2. The City staff can confirm it has and will receive compensation for the encroachment because the Fountain's predecessor in interest (Mackey) paid for and constructed a pedestrian path the entire length of 8th Street between Junipero and Mission. In addition, the prior owners and Fountains have watered and maintained the landscaping in the City right of way between the pavement and the grapestake fence as well as the landscaping between the grapestake fence and the Fountain's home.
- 3. The Fountains have paid to have the City included as additional insured on the Fountain's homeowners' insurance as required by the original (now missing) encroachment permit. They have provided proof annually to the City as required by the permit. If an encroachment permit had not been issued by the City why would the Fountains (and their predecessors) have done this. Enclosed is a copy of the Fountains <u>2014</u> homeowners' insurance policy naming the City as an additional insured as required by the missing encroachment permit.

Dave Potter, Mayor Members of the City Council May 2, 2022 Page | 2

The Fountains are grateful for the opportunity to have the council reconsider this matter and to bring their almost 8-year ordeal to a positive conclusion.

Respectfully,

Anthony L. Lombardo

ALL/al Enclosures

Chip Rerig Brandon Swanson cc: Brian Pierik, Esq. Client

Attachment 7



AGENCY - CA - 23097 SHORR AGENCY INC PALOS VERDES PENINSULA

ALLIED PROP AND CAS INS CO 1100 LOCUST ST DES MOINES IA 50391-1100

D-004603 004603 78 HOS FOUNTAIN, THOMAS FOUNTAIN, KRISTIN S. 1185 WOODLAND AVE MENLO PARK, CA 94025-2846

HOMEOWNERS POLICY NUMBER HMC 0048061569-0 ACCOUNT NUMBER 992406653

The enclosed information reflects changes made to your policy. Please review carefully. If you should find any information that is inaccurate, please contact us.

We are pleased to serve your homeowners insurance needs. Our company is committed to providing superior service to our policyholders. Your satisfaction is our first priority.

For questions, changes or to report a claim Call us toll free at 1-800-282-1446

- Monday through Friday 7:00 a.m. - 11:00 p.m. (CST)
- Saturday 8:00 a.m. - 4:30 p.m. (CST)
- To report a claim, simply call our toll free number above any day, 24 hours a day. .

Information about your policy . . .

- Special Notices. These notices, when included, point out specific items concerning your policy. -
- Coverage and Endorsement Forms. Provides policy and coverage information.
- Billing. Any premiums which are unpaid will be billed separately. Pay from that bill rather than this policy.
- myAlliedPolicy.com. View your policy and payment history online.

YOUR DISCOUNTS

Your premium shown on the declarations page reflects savings because you qualified for these discounts or special rating. For information on qualifying for additional discounts, contact your agent.

	DISCOUNTS APPLIED Multi-Policy - Qualifying home and auto policy with us Protective Device - burglar, fire or smoke alarm system. Age of Construction Discount Home Purchase Discount Roof Surface Credit - Credit for certain roof types. Personal Status Discount 8.0% Claims Free Discount Multi-Line Discount	DISCOUNTS AVAILABLE Multi-Policy - Qualifying home and auto policy with us Protective Device - burglar, fire or smoke alarm system Age of Insured Discount Age of Construction Discount Home Renovation Disc. Home Purchase Discount Roof Surface Credit - Credit for certain roof types. Personal Status Discount Gated Comm. Discount Claims Free Discount Retention Credit - Length of time insured. Multi-Line Discount
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the second s		COVERAGE AND L	IMITS OF	LIABILITY				
0 JUNIPERO AND 8TH NW CORNER CARMEL, CA 93921 Not a bill. Your bill is sent separately.					t			
		d herein. (No., Street, City, State,	Zip Code)	TO BE P	AID BY NAMED	INSURED		
The described	residence premises cov	ered hereunder is located at	the	PREVIOUS P	OLICY NUMBER			
FOUNTAIN, THOMAS FOUNTAIN, KRISTIN S. 1185 WOODLAND AVE MENLO PARK, CA 94025-2846					NON-RATED FORM INFO NON-RATED FORM INFO ADDITIONAL INTERESTS BLANK ENDORSEMENT MISC BLANK FORM 2			
The limit of liability for the structure (Coverage A) is based on the estimate of the cost to rebuild your home, including an approximate cost for labor and materials in your area, and specific information that you have provided about your home. NAME INSURED AND ADDRESS					COVERAGE INF	111214 TO NEO 1		
The I	imit of liability for the structure	e (Coverage A) is based on the estima	te of the cost	to rebuild	12:01 A.M. Standard Time Effective Date of Change			
AMENDED DECLARATIONS					Policy Period From: 08-04-14 To: 08-04-15			
AGENCY SHORR AGENCY INC PALOS VERDES PENINSULA					POLICY NUMBER: HMC 0048061569-0 ACCOUNT NUMBER: 992406653			
	1100 LOCUST ST DES MOINES IA (800) 282-1446	50391-1100		Г				
	ALLIED PROP AND CAS INS CO				Attachment 7 HOMEOWNERS POLICY			

OR LOSSES ARISING UNDER SECTION I, WE WILL PAY ONLY THAT PART OF THE LOSS IN EXCESS OF \$1,000.

COVERA		DESCRIPTION	PREMIUM	COVERA	AGES	DESCRIPTION	PREMIUM
12567R 16558 12747 11796 HO300CA IN0100 IN2264 10940	RAGE 01/00 01/11 07/11 12/01 07/11 12/12 01/10 03/06 07/89 01/00	Special Form Extend Repl Cost Equip Breakdown Fungi/Bacteria CA Res Prop Dis Spec Provisions Important Notice Merit Rating CA Ins Guarantee	1,059.00 87.00 29.00	HO90 12559 HO277 HO216 438BFUN IN0000 IN2004 IN2499 12601 IP2512	05/02 02/07 12/09 01/00 05/42 04/09 03/04 10/08 12/12 10//10	Calif Work Comp Per Prop Repl Ord or Law Cov Prem Alarm Prot Lenders Loss Pay Privacy Stmt Consumer Info Important Notice Premier Endrsmnt Misc Encorse	62.00 87.00CR
Additional Residence Occupied By Insured		DR PRIMARY RESIDENCE E POLICY HMC 004			NO AI		1,150.00
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DIRECT BILL	LUD9	14317 011594	INSURE			Authorized Representa 992406	ative

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INTERESTS Residence Premises

In addition to the Mortgagee(s) shown in the Declarations or elsewhere in this policy, the persons or organizations named in the Schedule below also have an interest in the "residence premises"

SEA, ITS ELECTED OFFICIALS,

1. Name of Person or Organization: "THE CITY OF CARMEL-BY-THE-

Address: **PO BOX CC SEE FORM 12514** Description of Interest:

CARMEL-BY-THE-SEA, CA 93921-1757

Effective Date of Interest: (Optional) 11/12/2014

2. Name of Person or Organization:

Address:

Description of Interest:

Effective Date of Interest: (Optional)

CANCELLATION AND NON-RENEWAL NOTIFICATION

If we decide to cancel or not to renew this policy, the persons or organizations named in the Schedule will be notified in writing.

All other provisions of this policy apply.

Includes copyrighted material of Insurance Office Services, Inc., with its permission.

Copyright, Insurance Services Office, Inc., 1984

11/13/14 011595

POLICY NO. HMC 0048061569-0

EFFECTIVE DATE OF ENDORSEMENT **11/12/14**, AT 12:01 AM THE INFORMATION ABOVE IS REQUIRED ONLY WHEN THIS ENDORSEMENT IS EITHER ISSUED OR EFFECTIVE AFTER THE EFFECTIVE DATE OF THE POLICY.

THIS ENDORSEMENT FORMS A PART OF THE POLICY, ISSUED BY THE COMPANY INDICATED ABOVE, TO WHICH IT IS ATTACHED AND TAKES EFFECT AS OF THE EFFECTIVE DATE OF SAID POLICY UNLESS OTHERWISE STATED HEREIN.

NOTHING HEREIN CONTAINED SHALL BE HELD TO VARY, WAIVE, ALTER, OR EXTEND ANY OF THE TERMS, CONDITIONS, AGREEMENTS OR DECLARATIONS OF THE POLICY, OTHER THAN IS STATED HEREIN.

The name of a person, description of property, location, or legal entity is abbreviated on another form or part of your policy due to the length of the description. The following references the form and or coverage that applies, as well as the full name of the person, description of property, location, or legal entity listed.

□ Additional Insured (Coverage applies as provided by the HO41 endorsement.)

Additional Interest or other (as listed on the HO310 endorsement)

□ Legal Description of property

□ Full name of Mortgagee

"THE CITY OF CARMEL-BY-THE-SEA, ITS ELECTED OFFICIALS, OFFICERS, AGENTS AND EMPLOYEES ARE ADDITIONALLY INSURED UNDER THE POLICY." CAN YOU PLEASE UPDATE THE POLICY AND SEND ME A NEW CERTIFICATE OF INSURANCE? IN ADDITION, THEY REQUIRE A HARDCOPY OF THE CERTIFICATE AND ANY NOTICES OF CANCELLATION OR NONRENEWAL. THE FIRST CERTIFICATE AND THE SUBSEQUENT NOTICES SHOULD BE SENT TO:

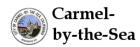
CITY CLERK, CARMEL-BY-THE-SEA PO BOX CC CARMEL-BY-THE-SEA, CA 93921

12514 (10-10)

HMC 00480615690

11/13/14 011596

78



Emailed comments for the May Council Meeting - re priorities for staff time

1 message

Susan Bjerre <susan@mbjerre.com> To: "cityclerk@ci.carmel.ca.us" <cityclerk@ci.carmel.ca.us>

Mon, May 2, 2022 at 5:43 PM

Hello,

I'll be traveling tomorrow, so I'm sending a comment to be forwarded to the City Council.

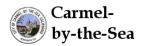
I'm in favor of reinstating curbside dining in order to enhance public safety (relating to the risk of communicable disease spreading indoors). I think there are other advantages, e.g. quieter seating areas and creation of a lively street scene. I understand that there is a need to review issues such as design and safety standards and the reduction in available parking. The compensation that would be appropriate for use of the public right of way also needs to be considered. Jeff Baron pointed out that this analysis will require significant staff time, so another project needs to be postponed.

I suggest the paid parking analysis be postponed. Even though some work has been done, I think it's the least timecritical of the items "Added by Consensus." I believe creation of street addresses is vital and affects everyone's daily lives. I don't care about mail delivery—going to the post office is fine with me. I like house names. Presumably people can choose whether to put numbers on their houses. But emergency services, utilities, repair services, and friends all *must* be able to find us via the google database. The cumulative hours we all spend dealing with problems created by the incompatibility of our system with modern technology are a total waste of precious time. Life is too short...

Thanks for considering my opinion.

Susan Bjerre

323-804-3248



Fwd: win-win option

2 messages

bswanson@ci.carmel.ca.us <bswanson@ci.carmel.ca.us> To: Yashin Abbas <yabbas@ci.carmel.ca.us>, Ashlee Wright <awright@ci.carmel.ca.us> Tue, May 3, 2022 at 6:53 AM

See below...

Sent from my iPhone, please excuse brevity or typos.

Begin forwarded message:

From: VE Beach <vebeach@gmail.com>
Date: May 2, 2022 at 9:31:49 PM PDT
To: dave potter <mntryd1@att.net>, Bobby Richards <bobbyrichards6@gmail.com>, Jeff Baron
<jeff@baronanddangelo.org>
Cc: Carrie Theis <carrie@hofsashouse.com>, Karen Ferlito <kferlito@ci.carmel.ca.us>, Chip Rerig
<crerig@ci.carmel.ca.us>, Brandon Swanson <bswanson@ci.carmel.ca.us>, "Pierik, Brian A."
<BPierik@bwslaw.com>
Subject: win-win option

FOR DISTRIBUTION TO THE ENTIRE CITY COUNCIL, CITY ADMINISTRATOR, AND CITY ATTORNEY — PLEASE PRINT AND INCLUDE IN MAY 2022 AGENDA PACKET

Dear Jeff, Dave, and Bobby.

As you can imagine, many Carmel citizens have been discussing the option of re-considering the Council's position on the 8th Avenue public parklands. Through these discussions I have personally come to appreciate the concern the three of you expressed that consistent treatment of property owners is a value the City ought to espouse.

I believe many citizens would appreciate an investigation into what, if any, unfair treatment occurred with the Fountain property. I also believe many citizens would find it productive to compensate the Fountains for any unfairness, once it can be quantified. Such a move could help spur the City into developing better processes for handling private property matters in the future.

Without investigating and quantifying any damages to the Fountains, certainly it would not yet be possible to speculate on any appropriate compensation. And certainly an illegal encroachment permit — one which defies every single mandatory requirement for approval — could never be the appropriate compensation.

Why not use the opportunity of the reconsideration item on your May 3rd agenda, to direct staff to look into the Fountain property history?

That way, you would not entertain a reconsideration (nor vote for one should it be so moved). This would both re-confirm the wisdom of your April vote to deny the unqualifying permit application and it would simultaneously satisfy your valid concern about possible inconsistencies in the City's treatment of this particular developer.

This win-win option would also have the welcome effect of unifying both the citizens who are afraid of the imminent danger to our public greenways and those who sympathize with the complexities of local property development.

Thank you for considering this option, Victoria

-----Original Message-----From: carmelgraeme@aol.com To: dpotter@ci.carmel.ca.us <dpotter@ci.carmel.ca.us>; kferlito@ci.carmel.ca.us <kferlito@ci.carmel.ca.us>; carrie@hofsashouse.com <carrie@hofsashouse.com>; jbaron@ci.carmel.ca.us <jbaron@ci.carmel.ca.us>; brichards@ci.carmel.ca.us <brichards@ci.carmel.ca.us> Cc: chip-carmel@gmail.com <chip-carmel@gmail.com>; bswanson@ci.carmel.ca.us <bswanson@ci.carmel.ca.us> Sent: Fri, Apr 29, 2022 7:41 am Subject: Dining in the Public Right of Way

Mayor Potter and City Council Persons,

Since 1916 the City of Carmel-by-the-Sea has taken a very thoughtful, methodical and unique approach to processes and decisions that change the look, character and traditions of our Village. One of the guiding principles is Ordinance 96 which you all know so well since you see it every time you are in Council Chambers at City Hall. Over the years the village as evolved and changed to become one of the jewels of California. This has not happened by mistake. We have Design Standards and a General Plan that has guided past/present City Councils over many decades.

I applaud the hiring of Nore Winter to review the commercial and residential Design Standards. While I don't really understand why you are considering dining in the Public Right of Way as one of your priorities, it's clear that Nore's scope of work should include the review of this concept. After all, the Design Standards would have to be amended to accommodate this change. In addition, the General Plan would need to be amended, the Coastal Commission would need to weigh in on this significant change, the Alcoholic Beverage Control would need to be consulted, the Water District would need to analyze the potential increased seating and most importantly the Commercial Property owners would need to agree to this dramatic change.

The Design Standards are currently being reviewed. The General Plan needs to be reviewed/updated. If you truly believe that dining in the Public Right of Way should be considered in the Commercial District, please follow the processes that has enabled the Village to attain the world class reputation that you have a responsibility to protect. Otherwise, vote to discontinue the discussion of dining in the Public Right of Way so that we can maintain the Character of our Village.

After all, since dining in the Public Right of Way benefits so few businesses and has no benefit to the Residents I ask the question....WHY are you even having the discussion?

Respectfully,

Graeme A. Robertson

Dear Council Members,

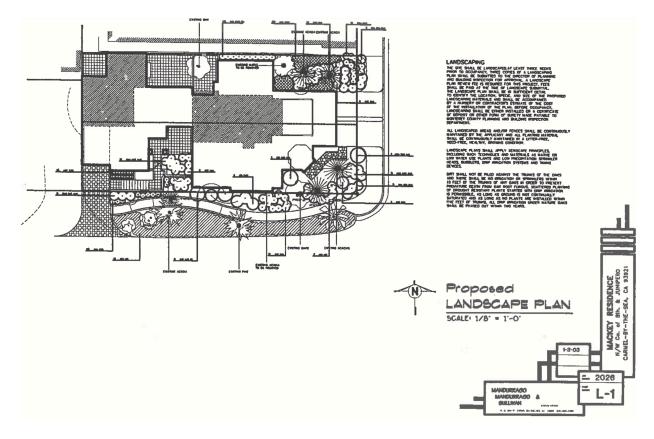
The following three statements of *"evidence"* (appearing in *italics* below) were submitted by Attorney Lombardo in his letter to you of May 2, 2022. Please consider the following factual corrections (appearing in plain text below each of the three statements).

- Victoria Beach, 2 May 2022

Lombardo statement #1: City staff can confirm that a sidewalk adjacent to the Fountain's home in the area between the wall of the Fountain's home and the grapestake fence could never be legally constructed with a sidewalk without violating the Americans with Disability Act.

INCORRECT. Just as in the approved 8th Avenue plan below and throughout hilly cities like San Francisco, circulation paths and sidewalks in rights of way are allowed to follow the general grade of the road. Because of that, they will often exceed the typical 8.333% ADA maximum. The regulations below address these situations.

"...where pedestrian access routes are contained within a street or highway right-of-way, the grade of pedestrian access routes shall not exceed the general grade established for the adjacent street or highway."



(see U.S. Access Board PROWAG R-302.5 and California DOT 4.3.4 (2))

Lombardo statement #2: The City staff can confirm it has and will receive compensation for the encroachment because the Fountain's predecessor in interest (Mackey) paid for and constructed a

pedestrian path the entire length of 8th Street between Junipero and Mission. In addition, the prior owners and Fountains have watered and maintained the landscaping in the City right of way between the pavement and the grapestake fence as well as the landscaping between the grapestake fence and the Fountain's home.

INCORRECT. The path and the encroachment are unrelated to each other. There is also no evidence of any compensation to or from any party in this matter. The pedestrian path required by the City in 2003 was a condition of approval for Mr. Mackey's Lot Line Adjustment request converting two 2500sf parcels to one 2000sf and one 3000sf parcel.

"5 February 2003 ... CONDITIONS AND STANDARDS FOR USE PERMIT APPROVAL OF A LOT LINE ADJUSTMENT ... 13. The applicant shall be responsible for installing and maintaining public way improvements adjacent to the project including new sidewalks...The plan shall also provide for a sidewalk along the north side of Eighth Avenue adjacent to the Scout House...at their sole expense."

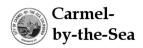
(see first attachment in the April 2022 Council Packet on this agenda item and attached landscape plan above)

The request to reduce Mr. Mackey's more expensive sidewalk obligation down to an improvement of the existing south side path came only a few months later that same year of 2003. It also did not relate to any encroachment and was instead a simple revision to the required condition of approval to the original Lot Line Adjustment request.

(see third attachment in the April 2022 Council Packet on this agenda item)

Lombardo statement #3. The Fountains have paid to have the City included as additional insured on the Fountain's homeowners' insurance as required by the original (now missing) encroachment permit. They have provided proof annually to the City as required by the permit. If an encroachment permit had not been issued by the City why would the Fountains (and their predecessors) have done this. Enclosed is a copy of the Fountains 2014 homeowners' insurance policy naming the City as an additional insured by the missing encroachment permit.

INCORRECT. As Planning Staff has attested, there is no evidence that an encroachment permit is either missing or ever existed for the private fencing on public parkland. The Fountains did not know their fencing was on public parkland until well after they bought the property and had never paid for expanded insurance coverage up to that point. When they expanded their insurance coverage (around 2014), they knowingly did so without obtaining a copy of any encroachment permit. In the file there was no permit, no application, nor even the four department signatures required to initiate an application. Even learning that no documentation existed, the Fountains did not then apply for an encroachment permit, focusing their efforts on other development proposals. This allowed them to avoid the strict regulatory review that all encroachment permit applications involve and to leave intact for eight more years a condition they knew had no record of a permit.



Revision to the CRA Submission for the Discretionary Grant Program - for Tuesday City Council May 3rd

1 message

Nancy Twomey <twomeyconnection@gmail.com> To: cityclerk@ci.carmel.ca.us Tue, May 3, 2022 at 1:32 PM

Cc: Dave Potter <dpotter@ci.carmel.ca.us>, Chip Rerig <crerig@ci.carmel.ca.us>, Ashlee Wright <awright@ci.carmel.ca.us>, Tim Twomey-Husband-911 <timtwomey@aol.com>, "Info@CarmelResidents.org" <info@carmelresidents.org>, Nancy Twomey <twomeyconnection@gmail.com>

In previewing the Council packet regarding Community Group Grant's, we see that the CRA submission is not recommended because our Carpenter Hall Events (and the fees) were tagged as operational costs.

We would like to amend our submission to have our request for funds apply to the production of special community informational mailers, informing and educating our citizens on critical civic topics.

Thank you for your reconsideration.

Nancy Ann Twomey Carmel Residents Association - Programs & Communications Chair PO Box 13, Carmel-by-the-Sea, Ca 93921 C-650-740-3477 twomeyconnection@gmail.com

245622



May 2, 2022

City of Carmel-by-the-Sea Attention: Mayor Potter, Mayor Pro-Tem Richards, Councilmembers Baron, Ferlito, and Theis, and City Administrator Rerig PO Box CC Carmel-by-the-Sea, CA 93921

Re: FY 2022-2023 Budget Request – Carmel Chamber of Commerce

Dear Mayor Potter, Mayor Pro-Tem Richards, Councilmember Baron, Councilmember Ferlito, Councilmember Theis, and City Administrator Rerig:

Thank you for your ongoing support of the Carmel Chamber of Commerce (Chamber). We value our longterm partnership with the City of Carmel-by-the-Sea (City) and its financial support of the Carmel Visitor Center (VC) located in Carmel Plaza. Our organization was originally founded in 1922 as the Carmel Business Association, and we are proud to celebrate 100 years of service to the Carmel-by-the-Sea community in 2022.

In the City's fiscal year 2021/2022, the Chamber received City funding in the amount \$15,000, which covered a small portion of the actual costs for operating our VC. Previous Chamber leadership had a desire to minimize requested support; however, since the pandemic, our Chamber's situation and outlook have changed. Our organization remains strong, however, the pandemic had significant impacts. Members struggled financially, necessitating some to drop their memberships or to require payment plans. Major fundraising events were cancelled because of continued health concerns well into the first quarter of 2022. Those revenues were lost and irretrievable. Even with PPP grant funding, which was essential to keeping our VC doors open, the Chamber's revenues were significantly reduced, and reserves were depleted. It required us to downsize one staff position. The cost of doing business is higher for all businesses and is increasing.

Despite these challenges, our VC staff continued to provide personal concierge services, welcoming visitors in person as businesses opened back up, fielding calls and emails from potential visitors with a myriad of questions and concerns, and making referrals to hotels, inns, and restaurants. We have maintained services 7 days a week, 8 hours a day, 362 days a year despite seeing our corps of volunteers (many of whom are retirees) decrease from pre-pandemic times of 29 to 15 currently. To maintain this level of service with a smaller number of volunteers has required paid staff to step in and work additional hours and/or overtime.

To provide adequate VC coverage, VC phone calls are forwarded to the Chamber's administrative offices where all other employees field questions and take messages when needed. The CEO and Director of Communications & Member Relations also deliver maps, brochures, and other collateral to the community on behalf of Visit Carmel and the VC. They fill-in when the Director of Tourism is out of the office on Fridays and interface with guests as needed. The CEO manages the Director of Tourism and oversees check writing, budgets for expenses, and volunteer recruitment.



FY 2022-2023 Budget Request Page Two of Four

The Chamber has experienced higher staff turnover in 2022. After five years on the job, our CEO departed for a better paying position in January, and our Director of Tourism retired in March after 6 years in the role. Recruitment is more difficult in today's competitive economy. With record inflation, nearly all of the costs of VC operations have increased. The following is a basic financial breakdown of the current costs to run the VC:

\$	62,000	Staff Wages for Direct Personnel (1 FT, 1 PT @ 100%)
\$	24,800	Direct Benefits & Payroll Taxes (100%)
\$	9,000	Other Wages & Benefits for CEO & Dir of Communications/Member Relations (5%)
\$	6,000	Rent
\$	9,300	Shipping, Storage & Distribution of 120,000 Guides to Carmel
\$	3,000	Volunteer Recognition & Training
\$	4,000	General Liability Insurance
\$	3,000	Printing Informational Materials
\$121,000		TOTAL

The VC provides vital information services for our community, assists visitors in navigating our scenic locale, offers quality concierge services, and shares local knowledge about Carmel-by-the-Sea's unique businesses. Many of our volunteers are "born and raised" here or long-time residents. Our VC is the sole phone contact referenced on Visit Carmel's website, operated by the City's designated destination marketing partner. We handle inquiries daily from older individuals who are not computer savvy and need extra attention. They ask our staff to mail the printed guide to them, which we send as a courtesy along with a card suggesting a \$4 donation. Most do not donate, and rising postage costs have added to our budget shortfalls.

Each year the Chamber distributes 10,000 maps provided by Visit Carmel to those who come to the VC. The Chamber also publishes 120,000 free *Guides to Carmel*. The annual publication is supported by business member advertising that covers production and printing costs. The Chamber pays an independent fulfillment company for storage and distribution of these guides throughout the year. The guides are designed to keep visitors in town longer. Extended stays increase spending and, in turn, increase transient occupancy tax (TOT) revenue.

Prior to the pandemic, 29 community volunteers helped staff the VC and contributed 2,068 hours, nearly comparable to two full-time staff members. This contribution of volunteer time would be equivalent to over \$31,000 in gross wages, exclusive of costs for payroll taxes and benefits. The assumption is based on a \$15 per hour minimum wage, which given the high cost of living in Monterey County, is barely a living wage. A paid position at this low wage would likely result in high turnover. Volunteers work at the VC because they enjoy it, and many have served for years.

If the City had to provide those same services, the personnel costs with taxes and benefits would be far greater. As mentioned, the volunteer corps is understaffed because many of our older volunteers did not



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return after the pandemic. However, we are actively reaching out and recruiting new volunteers and expect to be fully staffed by the end of 2022.

VC stats indicate tourism traffic and demand are in a gradual recovery, and this trend is encouraging. For January 2022, there were 761 walk-ins versus 1,591 in 2019. For February 2022, there were 1,038 walk-ins versus 1,570 in 2019. In March 2022, there were 1,498 walk-ins versus 2,019 in 2019. In April, there were 1,592 walk-ins versus 2,203 in 2019. We expect and traffic and demand to return to prior pandemic levels.

Recent phone stats indicate renewed activity. In January 2022, there were 232 phone calls versus 244 in 2019. In February 2022, there were 638 calls versus 143 in 2019. In March 2022, there were 185 phone calls versus 245 in 2019. In April 2022, there were 168 phone calls versus 269 in 2019. Other than February 2022, when the AT&T Pro-Am had a record turnout, most months are trailing behind 2019 stats.

Room nights booked are lower than 2019 levels. The minimal bookings during the first three months were possibly due to the earlier pandemic surge: January 2022 had no bookings versus 10 in 2019. February 2022 saw 1 booking versus 7 in 2019. March 2022 had 2 bookings versus 21 in 2019. April had more activity with 14 bookings versus 18 in 2019.

The Carmel Chamber of Commerce is a 501(c)(6) non-profit organization that operates as a small business. We have continually answered thousands of visitor inquiries through our VC. Our services contribute to visitor satisfaction, which may lead to extended stays and return visits. We have funded these services with minimal cost and maximum benefit to the City for many years.

Having the Chamber handle visitor services creates significant savings for the City, since a major portion of expenses for running the VC is associated with payroll, taxes, and benefits. Donated volunteer hours represent a valuable added benefit. Our tourism staff members and volunteers share their love for our community with visitors from around the world. Their personal interactions with guests create a unique visitor experience and continue to grow general fund revenues.

For the 2022-2023 fiscal year, we propose a services contract between the City of Carmel-by-the-Sea and the Carmel Chamber of Commerce with greater cost-sharing between the parties. We therefore respectfully request \$60,500 for the FY 2022-2023 budget, which represents a 50/50 proportionate partnership. This increased level of support will allow the Chamber to maintain the high level of personalized information services our visitors expect. Otherwise, our operations may require further downsizing, which would impact the delivery of quality visitor services and reduce hours of operation.

Thank you for your consideration. We look forward to continued success in our partnership with the City.

R. Lomas

2022 Chair, Board of Directors

Jody Hansen

Jody Hansen Interim President & CEO

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Highlights of recent accomplishments and goals from the current Plan of Work:

• The Carmel Chamber of Commerce board met with board members from the Carmel Residents Association in April 2022, and they plan future gatherings.

• Leadership Carmel – The second cohort will graduate on May 6, 2022. The program is funded through the Chamber's 501(c)(3) Foundation.

• The State of the City Breakfast was postponed earlier in the year but will be combined with the Membership Luncheon program and held on June 29, 2022.

Shuttle rides – in 2022 the Chamber provided shuttle ride service for 2,817 trips to and from the AT&T Pebble Beach Pro-Am. The shuttle service reduces traffic and encourages attendees to stay in Carmel.
Regular Business Walks will resume with the participation of Chamber staff, board members, council members, and others.

• Business Roundtables are monthly forums hosted by the Chamber where local business leaders can discuss timely business issues and how to approach them with the Mayor and City Administrator to promote a stronger community.

• The Chamber's weekly *Catalyst* eblast continues to inform businesses about important issues, programs, and events. This electronic newsletter was an invaluable resource for local businesses during the pandemic providing up-to-date information. It can be activated in the event of other emergencies facing the business community and residents.

• The Chamber's website has a variety of information about visiting Carmel, relocating to Carmel, starting a business, demographics, job openings, Chamber leadership, events, membership, and other valuable resources.

• The Shop Local Program sponsored through American Express will be continued. Additional efforts will be made to focus on the needs of local small businesses and retail. Three board members represent small and local businesses located within the City of Carmel-by-the-Sea: Azniv Amirkhanian (Nielsen Bros. Market), Ashley Bennett-Stoddard (Bennett Sculpture Carmel), and Philip Studer (Beachwood Home).

• The Chamber hosts ribbon cutting ceremonies, mixers, and large fundraising events throughout the year, including the State of the City, the Membership Luncheon, the Taste of Carmel, and the Awards of Excellence. In addition, there will be a special event to celebrate the Chamber's 100-Year Anniversary.

 The Chamber plays an important role in advocacy for business interests such as event support, developing a local water source, water credits, disaster preparedness, traffic and parking. When addressing critical issues, the Chamber joins with other organizations—such as other chambers of commerce, Visit Carmel, Monterey County Hospitality Association, and Monterey County Convention and Visitors Bureau—to testify at public hearings, council meetings, and community meetings.

• To protect the vitality of Carmel-by-the-Sea, the Chamber plans to actively participate when Sustainable Tourism meetings offered by various groups and agencies resume.