



# CITY OF DEL REY OAKS

650 CANYON DEL REY BLVD, DEL REY OAKS, CALIFORNIA 93940  
PHONE (831) 394-8511 FAX (831) 394-6421

## **REGULAR CITY COUNCIL MEETING AGENDA OF THE CITY OF DEL REY OAKS CITY COUNCIL TUESDAY, AUGUST 26, 2025 AT 6:00 PM**

Del Rey Oaks City Hall is inviting you to an **IN-PERSON MEETING AT CITY HALL**

PLEASE NOTE THIS WILL BE LIVE STREAMED FOR VIEWING ONLY  
YOU WILL NOT BE ABLE TO MAKE PUBLIC COMMENTS ON ZOOM

### **Join Zoom Meeting**

<https://us02web.zoom.us/j/82109685221>

- 1. ROLL CALL - Council**
- 2. PLEDGE OF ALLEGIANCE**
- 3. PUBLIC COMMENTS: General Public Comment must deal with matters subject to the jurisdiction of the City and the Council that are not on the Agenda. Anyone wishing to address the City Council on matters not appearing on the Agenda may do so now. The public may comment on any other matter listed on the Agenda at the time the matter is being considered. There will be a time limit of not more than three minutes for each speaker. No action will be taken on matters brought up under this item and all comments will be referred to staff.**
- 4. PROCLAMATION:**
  - A.** [Honoring George Jaksha for 34 years of Distinguished Service to the City and Community](#)  
The meeting will take a brief recess to enjoy refreshments in Commissioner Jaksha's honor
- 5. CONSENT AGENDA:**
  - A. MINUTES: (CEQA: as to all, not a project per Guidelines Article 20, Section 15378)**
    - 1.** [June 24, 2025, City Council Meeting Minutes](#)

**B. MONTHLY REPORTS: (CEQA: as to all, not a project per Guidelines Article 20, Section 15378)**

- 1. Fire Department Response Reports June and July 2025
- 2. Police Activity Reports, June and July 2025
- 3. Financial Reports, June and July 2025

**C. MISCELLANEOUS: (CEQA: as to all, not a project per Guidelines Article 20, Section 15378)**

- 1. Consider Approval of the Consultant Services Agreement with Avenu Insights and Analytics, LLC, and Authorize the City Manager to execute the Agreement on behalf of the City
- 2. Consider Approval of the Amended Salary Schedule for FY 2025-26
- 3. Consider Approval and to Authorize City Manager to sign the Contract with Smith & Enright Landscaping, Inc. for Annual Landscape Maintenance Services
- 4. Consider Approval and to Authorize City Manager to Sign Agreement for Professional Planning and Environmental Consulting Services with Denise Duffy & Associates
- 5. Approval to Contract with Dell Solutions for a New Server for the Police Department

**6. OLD BUSINESS:**

**7. NEW BUSINESS:**

- A. Consider Approval of Contract with ClearGov for Electronic Budget Development and Management Services
- B. Consider Approval and to Authorize the City Manager to Sign a Memorandum of Understanding with ReGen Monterey and Participating Member Agencies Regarding Assistance with Franchise Agreement Matters

**8. STAFF REPORTS:**

- A. Council Reports

**9. CORRESPONDENCE:**

- A. MST Highlights  
Mosquito Abatement Highlights

**10. NEXT MEETING DATE:**

A. Tuesday, September 23, 2025 at 6:00pm

**11. ADJOURNMENT**

***Information distributed to the Council at the meeting becomes part of the public record. A copy of written material, pictures, etc. must be provided to the secretary for- this purpose. All enclosures and materials regarding these agenda items are available for public review at the Del Rey Oaks City Hall, 650 Canyon Del Rey Road, Del Rey Oaks.***



# CITY OF DEL REY OAKS

650 CANYON DEL REY BLVD., DEL REY OAKS, CALIFORNIA 93940  
PHONE (831) 394-8511 FAX (831) 394-6421

## PROCLAMATION

### Honoring George Jaksha

#### for 34 Years of Distinguished Service to the City and Community

**WHEREAS**, George Jaksha has faithfully served the City of Del Rey Oaks for 34 years as a dedicated and thoughtful member of the Planning Commission, having been appointed and reappointed by multiple City Councils and having served with distinction several times as Chair of the Commission; and

**WHEREAS**, George Jaksha has contributed to the quality of life in Del Rey Oaks not only through his formal role in city planning, but also through his deep engagement as a long-time, active member of the Del Rey Oaks Citizens Action Group (CAG), always ready to pitch in, speak up, and bring neighbors together; and

**WHEREAS**, George Jaksha is a proud life-long resident of Del Rey Oaks, who has exemplified civic pride and community spirit in every aspect of his life; and

**WHEREAS**, George is affectionately known around town as “Garage Sale George” for founding and tirelessly running the Citywide Garage Sale, an annual tradition that has brought neighbors together and cleaned out countless closets and garages; and

**WHEREAS**, George has earned the respect, admiration, and friendship of generations of residents, staff, and elected officials, who have relied on his judgment, humor, and deep love for this city; and

**WHEREAS**, in the spirit of George’s sense of humor, we pause to recognize his legacy with a “dad joke” in his honor:

**What do you call a frog who helps run a citywide garage sale?  
A toad-ally committed citizen.**

**NOW, THEREFORE**, I, **Scott Donaldson**, Mayor of the City of Del Rey Oaks, on behalf of the City Council and the entire community, do hereby recognize and extend our deepest gratitude to **George Jaksha** for his 34 years of extraordinary service, leadership, and commitment to the betterment of Del Rey Oaks.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Del Rey Oaks to be affixed this **26th day of August, 2025**.

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**Scott Donaldson, Mayor**

# **City of Del Rey Oaks**

**City Hall  
650 Canyon Del Rey Blvd  
Del Rey Oaks, CA 93940**



## **Action Minutes**

**Tuesday, June 24, 2025**

**6:00 PM**

**City Council – Regular Meeting**

**Del Rey Oaks City Council**

**Scott Donaldson – Mayor  
Jeremy Hallock – Vice Mayor  
John Uy – Councilmember  
Kim Shirley – Councilmember  
Mike Burger – Councilmember**

**6:00 PM – Called to Order:**

The meeting was called to order by Mayor Donaldson

**Roll Call:** Present: Vice Mayor Hallock, Councilmember Shirley, Councilmember Burger, and Mayor Donaldson.

Absent: Councilmember Uy

Also Present: City Manager Guertin, Assistant City Attorney Jimenez, City Clerk Minami, Administrative Services Technician Matthews, and Chief of Police Bourquin.

**Pledge of Allegiance:**

Led by Marlow and Farah of the Del Rey Oaks Chess Club

**Public Comment:**

**Jasmine Vargas:** A representative from PG&E outreach for Del Rey Oaks.

**PRESENTATION:**

**Mayor Donaldson** introduced resident Mike Obrien and young members of the Del Rey Oaks Chess Club.

**Mike O'Brien** introduces Marlow and Farah, who are sisters. Proud to be the coach. Thanks Citizens' Action Group, staff, and council. Shares a picture of the group on the TV screen and explains story of the pictures. Presented a framed group photo to the Council to be hung up in City Hall lobby.

**PROCLAMATIONS:**

**Mayor Donaldson** read the following proclamations:

**Celebrating Chief Bourquin's 30 Years of Service**  
**Celebrating Detective Salopek's 25 Years of Service**

**PRESENTATION:**

**Del Rey Oaks Chess Club**

**Mayor Donaldson** introduced resident Mike Obrien and young members of the Del Rey Oaks Chess Club.

**Mike O'Brien** introduces Marlow and Farah, who are sisters. Proud to be the coach. Thanks Citizens' Action Group, staff, and council. Shares a picture of the group on the TV screen and explains story of the pictures. Presented a framed 8x10 group photo to the Council to be hung up in City Hall lobby.

**Central Coast Community Energy (3CE)**

**Sophia Schwirzke:** Reviewed the annual report focusing on the following:

2024 Energy Highlights, Sourcing Renewable Energy 2022-2028, Battery Energy Storage Systems, Reviews Supply Trends on September 2022 and July 2024, Utility Scale Battery Safety, New Renewable Energy Projects and the projects that are online presently, Community

Engagement and Programs, Member agency programs and Community Investment.

She took questions from the Council regarding electric buses, batteries, community outreach, nuclear energy and fossil fuels.

**PUBLIC COMMENT:**

Denise Wood: Program for battery storage reimbursement?

Sophia: Give them a call, but basically install it, apply for reimbursement and a check is issued.

**CONSENT AGENDA:**

**A. MINUTES: (CEQA: as to all, not a project per Guidelines Article 20, Section 15378)**

1. May 20, 2025, Regular City Council Meeting Minutes
2. May 21, 2025, Special City Council Meeting Minutes

**B. MONTHLY REPORTS: (CEQA: as to all, not a project per Guidelines Article 20, Section 15378)**

1. Fire Department Response Report, May 2025
2. Police Activity Report, May 2025
3. Financial Reports, May 2025

**C. MISCELLANEOUS: (CEQA: as to all, not a project per Guidelines Article 20, Section 15378)**

1. Adopt Resolution 2025-08 Amending Exhibit A & B of the Memorandum of Understanding between ReGen Monterey and Member Agencies for Fiscal Year 2025-26
2. Adopt Resolution 2025-06 Approving a 5.07 percent rate increase to charges by the City's franchised hauler, GreenWaste Recovery, for the collection of solid waste, recycling and organics, effective July 2, 2025
3. Award Contract and Authorize the City Manager to Sign Agreement with Graniterock of \$81,150.00 for the Work Ave Drainage Improvement Project
4. Second Reading of an Ordinance Amending Municipal Code Chapter 15.08 by Adding Section 15.08.10 Designating Fire Hazard Severity Zones

A motion was made by **Councilmember Hallock**, seconded by **Councilmember Shirley**, to Approve the Consent Agenda as presented.

**Motion passed unanimously 4-0**

**PUBLIC COMMENT:**

None

**OLD BUSINESS:**

**None**

**NEW BUSINESS:**

- A.** Consider Applications to Fill Four (4) Vacancies on the Planning Commission and Approve Resolution 2025-09 to Appoint 4 Residents to the Planning Commission for 4-Year Terms

The Council and public heard from 4 out of the 5 applicants:

Mike Hayworth

Vincent Machi

Ann Ahmadi

Gary Kreeger was not in attendance, but Ann Ahmadi read his letter that the Council received earlier in the week.

Navid Homami was not in attendance

Each spoke regarding their desire to serve on the Commission and their experience.

There is a question-and-answer period between Council Members and the applicants.

**Due to technical issues, the meeting was put on a 5-minute recess.**

Back in session:

The Council is tasked with filling out ballots and choosing 4 of the 5 applicants. The ballots are passed to the City Clerk to tally.

City Clerk Minami: The following folks are nominated to be on the Del Rey Oaks Planning Commission: Congratulations!

Mike Hayworth

Vincent Machi

Ann Ahmadi

and

Gary Kreeger

**Motion passed unanimously 4-0**

- B.** Consider Approval of the FY 2025-26 Budget Documents to include Appropriation Limits and Investment Policy

**City Manager Guertin:** Explains sales tax affected by economics. Points are correction on staff report. Further explains the use of the fund balance.

**Elizabeth Mariano of RGS:** Shows slide show to feature budget aspects such as:

General Fund Summary

Appropriation limits

A pie chart showing the percentage of the City's revenue and another one that shows the

General Fund expenditures by department

Contributions to Non Profit Organizations

2026 Capitol Improvement Plan

Recommends approval of 2026 Budget Resolution 2025-10

2026 Appropriation Limit Resolution 2025-11

Investment Policy Resolution 2025-13

**Council Member Hallock:** Thanks RGS and staff. With services maintained, we are in good shape.

**Council Member Shirley:** Thanks team. We are lucky and grateful for a balanced budget. Would like to have a robust conversation about the usage of funds. It's not clear to the public what the Council's goals and priorities are for the next year. Asking for a strategic planning session.

**Council Member Burger:** Impressed by budget meetings and staff work. No room for mistakes in uncertain times.

**Mayor Donaldson:** Thanks all concerned. Great that we have reserves set aside. Thanks Elizabeth for her kind words about the Clerk's office staff, it is nice to hear. There have been several meetings, special meetings, budget meetings and all provide an opportunity to have opinions and discussions about priorities. Comfortable with the guidance given to staff regarding budget.

**Council Member Hallock:** Would like the public to be involved with the subject of having a Council Strategic Planning Session. Defers to the Assistant City Attorney.

**Assistant City Attorney Jimenez:** Prudent to address this subject at a City Council Meeting.  
**Council Member Shirley:** Asks for the strategic planning subject to be agendaized.

A motion was made by **Councilmember Burger**, seconded by **Councilmember Hallock**, to approve the FY 25-26 Budget documents to include appropriation limits and investment policy.

#### **Motion passed unanimously 4-0**

- C. Consider Annual AB 2561 Staffing Vacancies Report and Adopt Resolution 2025-12, to comply with Government Code Section 3502.3

**Chief of Police Bourquin:** Reviews slide show AB 2561 and explains the vacancy issue at Del Rey Oaks in comparison to the needs of other departments. Excited to get a 10<sup>th</sup> officer. Retention is the key to success.

**Council Member Hallock:** Community thanks you!

**Council Member Shirley:** Signing bonus?

**Chief of Police Bourquin:** Moving bonus could be looked at on a case by case basis.

**Council Member Burger:** Reviews today job market issues.

**Mayor Donaldson:** Retention is important and people enjoy working at Del Rey Oaks.

A motion was made by **Councilmember Shirley**, seconded by **Councilmember Burger**, to approve the Annual AB 2561 Staffing Vacancies Report and Adopt Resolution 2025-12, to comply with Government Code Section 3502.3

#### **Motion passed unanimously 4-0**

#### **PUBLIC COMMENT:**

**None**

#### **STAFF REPORTS:**

- A. Council Reports are in the packet

**CORRESPONDENCE:**

**A. MST Highlights**

**Closed Session: As permitted by Government Code Section 54956 et. seq. the Council may adjourn to a Closed Session to consider specific matters dealing with certain litigation, personnel, or labor/real property negotiations.**

**A. Public Comment on Closed Session Items: Anyone wishing to address the City Council on an item to be discussed in closed session may do so now. There will be a time limit of not more than three minutes for each speaker. No action will be taken on matters brought up under this public comment period.**

**The following people made statements, and some letters were read regarding the quality of John Guertin's stellar character and his effectiveness and fairness as a City Manager.**

- Administrative Services Technician Stacy Matthews**
- Public Works Supervisor Ron Fucci**
- City Clerk Karen Minami**
- City Clerk Karen Minami read a letter written by Deputy City Clerk Laura Batra**
- Police Chief Bourquin**
- Police Commander Roger Guzman**
- Resident Mike Hayworth**

**B. Closed Session Items:**

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION Title: City Manager (Gov't Code section 54957)**

**Adjournment to closed session at 8:20 pm**

**Mayor called Regular Meeting to order at 9:30 pm**

**City Attorney Lorca: An Ad Hoc Committee of Council Member Uy and Council Member Burger was formed to review City Manager Guertin's contract.**

**NEXT MEETING DATE:**

**Tuesday, August 26, 2025 at 6:00 pm**

**ADJOURNMENT: 9:35 pm**

**Attest:\_\_\_\_\_**

**Date:-----**



**FIRE DEPARTMENT**

1635 Broadway Avenue  
Seaside, CA 93955

Telephone (831) 899-6790  
FAX (831) 899-6261

July 7, 2025

John Guertin, City Manager  
Del Rey Oaks City Hall  
650 Canyon Del Rey  
Del Rey Oaks, CA 93940

Dear Mr. Guertin:

Enclosed is a copy of the response reports for the Seaside Fire Department's response to Del Rey Oaks for the period of June 1, 2025, through June 30, 2025.

The Seaside Fire Department responded to the following incidents in June:

Incident #

- |                 |                 |                 |
|-----------------|-----------------|-----------------|
| 250602-SEA01421 | 250610-SEA01499 | 250619-SEA01583 |
| 250605-SEA01447 | 250613-SEA01521 | 250621-SEA01601 |
| 250605-SEA01450 | 250613-SEA01522 | 250622-SEA01606 |
| 250606-SEA01460 | 250616-SEA01568 | 250626-SEA01637 |
| 250608-SEA01473 | 250616-SEA01569 |                 |

There are fourteen (14) fire calls for June. If you have any questions, please contact me.

Sincerely,

Paul Blaha  
Fire Chief  
CC: File

**SEASIDE FIRE DEPARTMENT**  
**City of Del Rey Oaks - Response Report**

Incident Date	Incident Number	Alarm Time	Arrival Time	Response Time (Minutes)	Incident Type Code	District	Street Or Highway Name	Priority
6/2/2025	250602-SEA01421	10:54:00 PM	N/A	N/A	600 - Good Intent Call	29	Paloma	Canceled
6/5/2025	250605-SEA01447	1:40:00 PM	1:46:00 PM	6.00	300 - Rescue & EMS	29	Quendale	Emergent
6/5/2025	250605-SEA01450	2:58:00 PM	3:03:00 PM	5.00	600 - Good Intent Call	29	Canyon Del Rey	Emergent
6/6/2025	250606-SEA01460	7:06:00 PM	7:12:00 PM	6.00	600 - Good Intent Call	29	Portola	Canceled
6/8/2025	250608-SEA01473	8:44:00 AM	8:50:00 AM	6.00	500 - Service Call	29	Del Rey Gardens	Non-Emergent
6/10/2025	250610-SEA01499	1:13:00 PM	1:18:00 PM	5.00	300 - Rescue & EMS	29	Via Verde	Emergent
6/13/2025	250613-SEA01521	7:27:00 AM	7:34:00 AM	7.00	300 - Rescue & EMS	29	Los Encinos	Emergent
6/13/2025	250613-SEA01522	10:11:00 AM	10:18:00 AM	7.00	700 - False Alarm	29	Canyon Del Rey	Non-Emergent
6/16/2025	250616-SEA01568	9:15:00 PM	9:20:00 PM	5.00	600 - Good Intent Call	29	Canyon Del Rey	Canceled
6/16/2025	250616-SEA01569	10:59:00 PM	11:06:00 PM	7.00	300 - Rescue & EMS	29	Sonoma	Emergent
6/19/2025	250619-SEA01583	12:41:00 PM	12:46:00 PM	5.00	300 - Rescue & EMS	29	Quail Run	Emergent
6/21/2025	250621-SEA01601	8:37:00 PM	8:42:00 PM	5.00	500 - Service Call	29	Canyon Del Rey	Emergent
6/22/2025	250622-SEA01606	9:45:00 AM	9:52:00 AM	7.00	300 - Rescue & EMS	29	Pheasant Ridge	Emergent
6/26/2025	250626-SEA01637	4:09:00 AM	4:09:00 AM	0.00	700 - False Alarm	29	Rosita	Canceled

Total Calls 14

LEGEND CODE:	INCIDENT TYPE:
100-173	FIRE
200-251	OVERPRESSURE
300-381	MEDICAL RESPONSE
400-482	HAZARDOUS CONDITION
500-571	SERVICE CALL
600-672	GOOD INTENT CALL
700-751	FALSE ALARM/FALSE CALL
800-810	SEVERE WEATHER
900-911	SPECIAL/CITIZEN COMPLAINT



**FIRE DEPARTMENT**

1635 Broadway Avenue  
Seaside, CA 93955

Telephone (831) 899-6790  
FAX (831) 899-6261

August 11, 2025

John Guertin, City Manager  
Del Rey Oaks City Hall  
650 Canyon Del Rey  
Del Rey Oaks, CA 93940

Dear Mr. Guertin:

Enclosed is a copy of the response reports for the Seaside Fire Department's response to Del Rey Oaks for the period of July 1, 2025, through July 31, 2025.

The Seaside Fire Department responded to the following incidents in July:

Incident #

250701-SEA01684	250707-SEA01741	250721-SEA01841	250724-SEA01883
250704-SEA01707	250711-SEA01763	250722-SEA01852	
250705-SEA01720	250712-SEA01770	250723-SEA01867	
250706-SEA01731	250715-SEA01794	250724-SEA01879	
250706-SEA01735	250719-SEA01828	250724-SEA01881	

There are sixteen (16) fire calls for July. If you have any questions, please contact me.

Sincerely,

Paul Blaha  
Fire Chief  
CC: File

**SEASIDE FIRE DEPARTMENT**  
**City of Del Rey Oaks - Response Report**

Incident Date	Incident Number	Alarm Time	Arrival Time	Response Time (Minutes)	Incident Type Code	District	Street Or Highway Name	Priority
7/1/2025	250701-SEA01684	8:01:00 PM	8:06:00 PM	5.00	300 - Rescue & EMS	29	CANYON DEL REY	Emergent
7/4/2025	250704-SEA01707	5:22:00 PM	5:27:00 PM	5.00	600 - Good Intent Call	29	Saucito	Non-Emergent
7/5/2025	250705-SEA01720	7:40:00 AM	7:48:00 AM	8.00	500 - Service Call	29	SAUCITO	Non-Emergent
7/6/2025	250706-SEA01731	10:00:00 AM	10:07:00 AM	7.00	600 - Good Intent Call	29	Saucito	Non-Emergent
7/6/2025	250706-SEA01735	10:41:00 PM	10:45:00 PM	4.00	600 - Good Intent Call	29	Canyon Del Rey	Non-Emergent
7/7/2025	250707-SEA01741	4:24:00 PM	4:29:00 PM	5.00	600 - Good Intent Call	29	Rosita	Non-Emergent
7/11/2025	250711-SEA01763	10:00:00 AM	10:07:00 AM	7.00	300 - Rescue & EMS	29	Adair	Emergent
7/12/2025	250712-SEA01770	11:43:00 AM	11:47:00 AM	4.00	300 - Rescue & EMS	29	Canyon Del Rey	Emergent
7/15/2025	250715-SEA01794	12:36:00 PM	12:43:00 PM	7.00	600 - Good Intent Call	29	Rosita	Emergent
7/19/2025	250719-SEA01828	7:35:00 PM	7:42:00 PM	7.00	500 - Service Call	29	Pheasant Ridge	Emergent
7/21/2025	250721-SEA01841	11:39:00 AM	11:48:00 AM	9.00	600 - Good Intent Call	29	Portola	Non-Emergent
7/22/2025	250722-SEA01852	1:50:00 PM	1:58:00 PM	8.00	500 - Service Call	29	Arlington	Non-Emergent
7/23/2025	250723-SEA01867	5:50:00 PM	5:55:00 PM	5.00	300 - Rescue & EMS	29	General Jim Moore	Emergent
7/24/2025	250724-SEA01879	1:09:00 PM	1:20:00 PM	11.00	600 - Good Intent Call	29	Portola	Non-Emergent
7/24/2025	250724-SEA01881	4:21:00 PM	4:27:00 PM	6.00	500 - Service Call	29	Los Encinos	Non-Emergent
7/24/2025	250724-SEA01883	9:10:00 PM	9:16:00 PM	6.00	500 - Service Call	29	Pheasant Ridge	Emergent

Total Calls 18

LEGEND CODE:	INCIDENT TYPE:
100-173	FIRE
200-251	OVERPRESSURE
300-381	MEDICAL RESPONSE
400-482	HAZARDOUS CONDITION
500-571	SERVICE CALL
600-672	GOOD INTENT CALL
700-751	FALSE ALARM/FALSE CALL
800-810	SEVERE WEATHER
900-911	SPECIAL/CITIZEN COMPLAINT



# POLICE

## DEL REY OAKS

# City Council Report

## June 2025

### Chris Bourquin - Chief

Case #	Date	Offense Code 1	Offense Code Description	DRO	MPAD	OJ	Residential	Commercial
25-135	06/01/2025	ACN	Vehicle accident	X				X
25-136	06/02/2025	273.5(A) PC	Inflict Corporal Injuries	X				X
25-137	06/03/2025	12500(A) VC	Driving without license			X		X
25-138	06/04/2025	Information Only	Informational		X			X
25-139	06/06/2025	459 PC	Burglary Arrest	X			X	
25-140	06/06/2025	Lost Property	Informational		X			X
25-141	06/11/2025	Strike Violation	Strike Violation		X			X
25-142	06/14/2025	12500(A) VC	Driving without license			X		X
25-143	06/15/2025	459 PC	Burglary from vehicle arrest	X				X
25-144	06/17/2025	476 PC	Check Fraud	X				X
25-145	06/17/2025	20002(A)(1) VC	Hit and Run	X				X
25-146	06/17/2025	148.9(A) PC	Providing false information to PD	X				X
25-147	06/19/2025	Information Only	Informational	X			X	
25-148	06/20/2025	Information Only	Informational	X			X	
25-149	06/21/2025	Information Only	Informational	X			X	
25-150	06/21/2025	ACN	Accident	X			X	
25-151	06/22/2025	166(C)(4) PC	Violation of Court Order	X				X
25-152	06/24/2025	Susp Circ	Suspicious Circumstances		X			X
25-153	06/27/2025	Information Only	Informational		X			X
25-154	06/30/2025	Strike Violation	Strike Violation		X			X
25-155	06/30/2025	Outside Warrant/M	Arrest	X				X
20 Cases								

Calls for Service	
Month	YTD
256	1,762

Case Reports	
Month	YTD
20	155

Alarms					
Residential		Commercial		MPAD	
Mo.	YTD	Mo.	YTD	Mo.	YTD
1	7	5	15	8	39

Citations					
Moving		Parking		Warning	
Mo.	YTD	Mo.	YTD	Mo.	YTD
22	95	15	97	11	57



# Group A Offense Report

Printed On: 07/01/2025

Page 1 of 1

Item 2.

Beginning Date: 06/01/2025

Ending Date: 06/30/2025

Agency: All

Offense	Reported in 2025	Reported in 2024	Percent Change	Offenses Cleared	Percent Cleared	Percent Of Category	Rate Per 100,000*
Murder	0	0	NA	0	0.00%	0.00%	NA
Negligent Manslaughter	0	0	NA	0	0.00%	0.00%	NA
Justifiable Homicide	0	0	NA	0	0.00%	0.00%	NA
Non-consensual Sex Offenses:							
Rape	0	0	NA	0	0.00%	0.00%	NA
Sodomy	0	0	NA	0	0.00%	0.00%	NA
Sexual Assault with Object	0	0	NA	0	0.00%	0.00%	NA
Fondling	0	0	NA	0	0.00%	0.00%	NA
Aggravated Assault	2	0	NA	1	50.00%	100.00%	NA
Simple Assault	0	0	NA	0	0.00%	0.00%	NA
Intimidation	0	0	NA	0	0.00%	0.00%	NA
Kidnapping/Abduction	0	0	NA	0	0.00%	0.00%	NA
Consensual Sex Offenses:							
Incest	0	0	NA	0	0.00%	0.00%	NA
Statutory Rape	0	0	NA	0	0.00%	0.00%	NA
Human Trafficking, Commercial Sex Acts	0	0	NA	0	0.00%	0.00%	NA
Human Trafficking, Involuntary Servitude	0	0	NA	0	0.00%	0.00%	NA
<b>Crimes Against Persons Total</b>	<b>2</b>	<b>0</b>	<b>NA</b>	<b>1</b>	<b>50%</b>	<b>28.57%</b>	<b>NA</b>
Robbery	0	0	NA	0	0.00%	0.00%	NA
Burglary/Breaking & Entering	1	0	NA	1	100.00%	20.00%	NA
Larceny/Theft Offenses	1	6	-83.33%	1	100.00%	20.00%	NA
Motor Vehicle Theft	0	0	NA	0	0.00%	0.00%	NA
Arson	0	0	NA	0	0.00%	0.00%	NA
Destruction Of Property	1	2	-50.00%	1	100.00%	20.00%	NA
Counterfeiting/Forgery	0	0	NA	0	0.00%	0.00%	NA
Fraud Offense	0	1	-100.00%	0	0.00%	0.00%	NA
Embezzlement	0	0	NA	0	0.00%	0.00%	NA
Extortion/Blackmail	0	0	NA	0	0.00%	0.00%	NA
Bribery	0	0	NA	0	0.00%	0.00%	NA
Stolen Property Offenses	2	1	100.00%	2	100.00%	40.00%	NA
<b>Crimes Against Property Total</b>	<b>5</b>	<b>10</b>	<b>-50%</b>	<b>5</b>	<b>100%</b>	<b>71.43%</b>	<b>NA</b>
Drug/Narcotic Violations	0	0	NA	0	0.00%	0.00%	NA
Drug Equipment Violations	0	1	-100.00%	0	0.00%	0.00%	NA
Gambling Offenses	0	0	NA	0	0.00%	0.00%	NA
Pornography/Obscene Material	0	0	NA	0	0.00%	0.00%	NA
Prostitution	0	0	NA	0	0.00%	0.00%	NA
Weapons Law Violation	0	0	NA	0	0.00%	0.00%	NA
Animal Cruelty	0	0	NA	0	0.00%	0.00%	NA
<b>Crimes Against Society Total</b>	<b>0</b>	<b>1</b>	<b>-100%</b>	<b>0</b>	<b>0.00%</b>	<b>0.00%</b>	<b>NA</b>
<b>Total Group "A" Offenses</b>	<b>7</b>	<b>11</b>	<b>-36.36%</b>	<b>6</b>	<b>85.71%</b>	<b>100%</b>	<b>NA</b>

Note: The Rate per 100,000 will be 'NA' when the Adjusted Population Base is Zero.



# Group A Offense Report

Printed On: 07/01/2025

Page 1 of 1

Item 2.

Beginning Date: 01/01/2025

Ending Date: 06/30/2025

Agency: All

Offense	Reported in 2025	Reported in 2024	Percent Change	Offenses Cleared	Percent Cleared	Percent Of Category	Rate Per 100,000*
Murder	0	0	NA	0	0.00%	0.00%	NA
Negligent Manslaughter	0	0	NA	0	0.00%	0.00%	NA
Justifiable Homicide	0	0	NA	0	0.00%	0.00%	NA
Non-consensual Sex Offenses:							
Rape	0	0	NA	0	0.00%	0.00%	NA
Sodomy	0	0	NA	0	0.00%	0.00%	NA
Sexual Assault with Object	0	0	NA	0	0.00%	0.00%	NA
Fondling	0	0	NA	0	0.00%	0.00%	NA
Aggravated Assault	3	2	50.00%	1	33.33%	42.86%	NA
Simple Assault	2	1	100.00%	2	100.00%	28.57%	NA
Intimidation	2	3	-33.33%	1	50.00%	28.57%	NA
Kidnapping/Abduction	0	0	NA	0	0.00%	0.00%	NA
Consensual Sex Offenses:							
Incest	0	0	NA	0	0.00%	0.00%	NA
Statutory Rape	0	0	NA	0	0.00%	0.00%	NA
Human Trafficking, Commercial Sex Acts	0	0	NA	0	0.00%	0.00%	NA
Human Trafficking, Involuntary Servitude	0	0	NA	0	0.00%	0.00%	NA
<b>Crimes Against Persons Total</b>	<b>7</b>	<b>6</b>	<b>16.67%</b>	<b>4</b>	<b>57.14%</b>	<b>24.14%</b>	<b>NA</b>
Robbery	1	0	NA	1	100.00%	4.76%	NA
Burglary/Breaking & Entering	1	2	-50.00%	1	100.00%	4.76%	NA
Larceny/Theft Offenses	7	17	-58.82%	4	57.14%	33.33%	NA
Motor Vehicle Theft	1	1	0.00%	1	100.00%	4.76%	NA
Arson	0	1	-100.00%	0	0.00%	0.00%	NA
Destruction Of Property	4	9	-55.56%	3	75.00%	19.05%	NA
Counterfeiting/Forgery	1	1	0.00%	0	0.00%	4.76%	NA
Fraud Offense	4	7	-42.86%	0	0.00%	19.05%	NA
Embezzlement	0	0	NA	0	0.00%	0.00%	NA
Extortion/Blackmail	0	0	NA	0	0.00%	0.00%	NA
Bribery	0	0	NA	0	0.00%	0.00%	NA
Stolen Property Offenses	2	2	0.00%	2	100.00%	9.52%	NA
<b>Crimes Against Property Total</b>	<b>21</b>	<b>40</b>	<b>-47.5%</b>	<b>12</b>	<b>57.14%</b>	<b>72.41%</b>	<b>NA</b>
Drug/Narcotic Violations	1	5	-80.00%	1	100.00%	100.00%	NA
Drug Equipment Violations	0	2	-100.00%	0	0.00%	0.00%	NA
Gambling Offenses	0	0	NA	0	0.00%	0.00%	NA
Pornography/Obscene Material	0	1	-100.00%	0	0.00%	0.00%	NA
Prostitution	0	0	NA	0	0.00%	0.00%	NA
Weapons Law Violation	0	4	-100.00%	0	0.00%	0.00%	NA
Animal Cruelty	0	0	NA	0	0.00%	0.00%	NA
<b>Crimes Against Society Total</b>	<b>1</b>	<b>12</b>	<b>-91.67%</b>	<b>1</b>	<b>100%</b>	<b>3.45%</b>	<b>NA</b>
<b>Total Group "A" Offenses</b>	<b>29</b>	<b>58</b>	<b>-50%</b>	<b>17</b>	<b>58.62%</b>	<b>100%</b>	<b>NA</b>

Note: The Rate per 100,000 will be 'NA' when the Adjusted Population Base is Zero.



# POLICE

## DEL REY OAKS

# City Council Report

## July 2025

### Chris Bourquin - Chief

Case #	Date	Offense Code 1	Offense Code Description	DRO	MPAD	OJ	Residential	Commercial
25-156	07/03/2025	Information Only	Information Only	X			X	
25-157	07/09/2025	Information Only	Information Only		X			X
25-158	07/10/2025	Civil	Civil	X				X
25-159	07/12/2025	1203.2(A) PC	Probation Violation	X				X
25-160	07/13/2025	Information Only	Information Only		X			X
25-161	07/13/2025	666.1(A)(1) PC	Theft with Prior Arrest	X				X
25-162	07/14/2025	484G PC	Credit Card Fraud	X				X
25-163	07/15/2025	166(A)(1) PC	Contempt of Court	X			X	
25-164	07/21/2025	602(T)(1) PC	Trespass	X				X
25-165	07/22/2025	Elder Abuse	Elder Abuse	X			X	
25-166	07/22/2025	20002(A)(1) VC	Hit and Run	X				X
25-167	07/22/2025	ACN	Accident Non injury	X				X
25-168	07/23/2025	ACN	Accident Non Injury	X				X
25-169	07/23/2025	5150 W&I	5150 Hold	X			X	
25-170	07/24/2025	Information Only	Information Only	X				X
25-171	07/24/2025	Lost Property	Lost Property		X			X
25-172	07/26/2025	Information Only	Information Only	X				X
25-173	07/27/2025	Information Only	Information Only	X			X	
25-174	07/28/2025	Information Only	Information Only	X				X
25-175	07/29/2025	Information Only	Information Only		X			X
25-176	07/30/2025	12500(A) VC	Unlicensed			X		X
21 Cases								

Calls for Service	
Month	YTD
278	2,040

Case Reports	
Month	YTD
21	176

Alarms					
Residential		Commercial		MPAD	
Mo.	YTD	Mo.	YTD	Mo.	YTD
1	8	1	16	5	44

Citations					
Moving		Parking		Warning	
Mo.	YTD	Mo.	YTD	Mo.	YTD
9	104	7	104	8	65



# Group A Offense Report

Printed On: 08/01/2025

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Item 2.

Beginning Date: 07/01/2025

Ending Date: 07/31/2025

Agency: All

Offense	Reported in 2025	Reported in 2024	Percent Change	Offenses Cleared	Percent Cleared	Percent Of Category	Rate Per 100,000*
Murder	0	0	NA	0	0.00%	0.00%	NA
Negligent Manslaughter	0	0	NA	0	0.00%	0.00%	NA
Justifiable Homicide	0	0	NA	0	0.00%	0.00%	NA
Non-consensual Sex Offenses:							
Rape	0	0	NA	0	0.00%	0.00%	NA
Sodomy	0	0	NA	0	0.00%	0.00%	NA
Sexual Assault with Object	0	0	NA	0	0.00%	0.00%	NA
Fondling	0	0	NA	0	0.00%	0.00%	NA
Aggravated Assault	0	0	NA	0	0.00%	0.00%	NA
Simple Assault	0	1	-100.00%	0	0.00%	0.00%	NA
Intimidation	0	0	NA	0	0.00%	0.00%	NA
Kidnapping/Abduction	0	0	NA	0	0.00%	0.00%	NA
Consensual Sex Offenses:							
Incest	0	0	NA	0	0.00%	0.00%	NA
Statutory Rape	0	0	NA	0	0.00%	0.00%	NA
Human Trafficking, Commercial Sex Acts	0	0	NA	0	0.00%	0.00%	NA
Human Trafficking, Involuntary Servitude	0	0	NA	0	0.00%	0.00%	NA
<b>Crimes Against Persons Total</b>	<b>0</b>	<b>1</b>	<b>-100%</b>	<b>0</b>	<b>0.00%</b>	<b>0.00%</b>	<b>NA</b>
Robbery	0	0	NA	0	0.00%	0.00%	NA
Burglary/Breaking & Entering	0	0	NA	0	0.00%	0.00%	NA
Larceny/Theft Offenses	1	1	0.00%	0	0.00%	50.00%	NA
Motor Vehicle Theft	0	0	NA	0	0.00%	0.00%	NA
Arson	0	0	NA	0	0.00%	0.00%	NA
Destruction Of Property	0	0	NA	0	0.00%	0.00%	NA
Counterfeiting/Forgery	0	0	NA	0	0.00%	0.00%	NA
Fraud Offense	1	0	NA	0	0.00%	50.00%	NA
Embezzlement	0	0	NA	0	0.00%	0.00%	NA
Extortion/Blackmail	0	0	NA	0	0.00%	0.00%	NA
Bribery	0	0	NA	0	0.00%	0.00%	NA
Stolen Property Offenses	0	0	NA	0	0.00%	0.00%	NA
<b>Crimes Against Property Total</b>	<b>2</b>	<b>1</b>	<b>100%</b>	<b>0</b>	<b>0.00%</b>	<b>100%</b>	<b>NA</b>
Drug/Narcotic Violations	0	1	-100.00%	0	0.00%	0.00%	NA
Drug Equipment Violations	0	1	-100.00%	0	0.00%	0.00%	NA
Gambling Offenses	0	0	NA	0	0.00%	0.00%	NA
Pornography/Obscene Material	0	0	NA	0	0.00%	0.00%	NA
Prostitution	0	0	NA	0	0.00%	0.00%	NA
Weapons Law Violation	0	0	NA	0	0.00%	0.00%	NA
Animal Cruelty	0	0	NA	0	0.00%	0.00%	NA
<b>Crimes Against Society Total</b>	<b>0</b>	<b>2</b>	<b>-100%</b>	<b>0</b>	<b>0.00%</b>	<b>0.00%</b>	<b>NA</b>
<b>Total Group "A" Offenses</b>	<b>2</b>	<b>4</b>	<b>-50%</b>	<b>0</b>	<b>0.00%</b>	<b>100%</b>	<b>NA</b>

Note: The Rate per 100,000 will be 'NA' when the Adjusted Population Base is Zero.



# Group A Offense Report

Printed On: 08/01/2025

Page 1 of 1

Item 2.

Beginning Date: 01/01/2025

Ending Date: 07/31/2025

Agency: All

Offense	Reported in 2025	Reported in 2024	Percent Change	Offenses Cleared	Percent Cleared	Percent Of Category	Rate Per 100,000*
Murder	0	0	NA	0	0.00%	0.00%	NA
Negligent Manslaughter	0	0	NA	0	0.00%	0.00%	NA
Justifiable Homicide	0	0	NA	0	0.00%	0.00%	NA
Non-consensual Sex Offenses:							
Rape	0	0	NA	0	0.00%	0.00%	NA
Sodomy	0	0	NA	0	0.00%	0.00%	NA
Sexual Assault with Object	0	0	NA	0	0.00%	0.00%	NA
Fondling	0	0	NA	0	0.00%	0.00%	NA
Aggravated Assault	3	2	50.00%	1	33.33%	42.86%	NA
Simple Assault	2	2	0.00%	2	100.00%	28.57%	NA
Intimidation	2	3	-33.33%	1	50.00%	28.57%	NA
Kidnapping/Abduction	0	0	NA	0	0.00%	0.00%	NA
Consensual Sex Offenses:							
Incest	0	0	NA	0	0.00%	0.00%	NA
Statutory Rape	0	0	NA	0	0.00%	0.00%	NA
Human Trafficking, Commercial Sex Acts	0	0	NA	0	0.00%	0.00%	NA
Human Trafficking, Involuntary Servitude	0	0	NA	0	0.00%	0.00%	NA
<b>Crimes Against Persons Total</b>	<b>7</b>	<b>7</b>	<b>0%</b>	<b>4</b>	<b>57.14%</b>	<b>22.58%</b>	<b>NA</b>
Robbery	1	0	NA	1	100.00%	4.35%	NA
Burglary/Breaking & Entering	1	2	-50.00%	1	100.00%	4.35%	NA
Larceny/Theft Offenses	8	18	-55.56%	4	50.00%	34.78%	NA
Motor Vehicle Theft	1	1	0.00%	1	100.00%	4.35%	NA
Arson	0	1	-100.00%	0	0.00%	0.00%	NA
Destruction Of Property	4	9	-55.56%	3	75.00%	17.39%	NA
Counterfeiting/Forgery	1	1	0.00%	0	0.00%	4.35%	NA
Fraud Offense	5	7	-28.57%	0	0.00%	21.74%	NA
Embezzlement	0	0	NA	0	0.00%	0.00%	NA
Extortion/Blackmail	0	0	NA	0	0.00%	0.00%	NA
Bribery	0	0	NA	0	0.00%	0.00%	NA
Stolen Property Offenses	2	2	0.00%	2	100.00%	8.70%	NA
<b>Crimes Against Property Total</b>	<b>23</b>	<b>41</b>	<b>-43.9%</b>	<b>12</b>	<b>52.17%</b>	<b>74.19%</b>	<b>NA</b>
Drug/Narcotic Violations	1	6	-83.33%	1	100.00%	100.00%	NA
Drug Equipment Violations	0	3	-100.00%	0	0.00%	0.00%	NA
Gambling Offenses	0	0	NA	0	0.00%	0.00%	NA
Pornography/Obscene Material	0	1	-100.00%	0	0.00%	0.00%	NA
Prostitution	0	0	NA	0	0.00%	0.00%	NA
Weapons Law Violation	0	4	-100.00%	0	0.00%	0.00%	NA
Animal Cruelty	0	0	NA	0	0.00%	0.00%	NA
<b>Crimes Against Society Total</b>	<b>1</b>	<b>14</b>	<b>-92.86%</b>	<b>1</b>	<b>100%</b>	<b>3.23%</b>	<b>NA</b>
<b>Total Group "A" Offenses</b>	<b>31</b>	<b>62</b>	<b>-50%</b>	<b>17</b>	<b>54.84%</b>	<b>100%</b>	<b>NA</b>

Note: The Rate per 100,000 will be 'NA' when the Adjusted Population Base is Zero.



# CITY OF DEL REY OAKS

650 CANYON DEL REY BLVD, DEL REY OAKS, CALIFORNIA 93940  
 PHONE (831) 394-8511 FAX (831) 394-6421

## Staff Report

**DATE:** August 26, 2025

**TO:** Honorable Mayor and Council Members

**FROM:** John Guertin, City Manager

**SUBJECT:** Receive June 2025 Financial Reports

**CEQA:** This action does not constitute a “project” as defined by the California Environmental Quality Act (CEQA) guidelines section 15378 as it is an administrative activity of the City that will not result in direct or indirect physical changes in the environment.

### Consideration

Receive June 2025 Financial Reports.

### Background

The Members of the City Council routinely receive financial reports for the previous month.

### Summary & Discussion

Attached are the June 2025 preliminary financial reports. June numbers are preliminary because the City is still paying bills for last fiscal year. Once all bills are received and paid, we will have an accurate amount for the expenditure. The revenues will also be adjusted due to accruals. These are some revenues received in July and August that belong to last fiscal year. At the end of August, the June 2025 revenue accruals will be recorded. Then we will have an accurate picture of fiscal year 2025. At that point we will present a final FY 2025 financial report that will be audited.

- June 2025 Cash and Investments – The report shows where the City’s funds are invested. The City continues to have a healthy cash balance of \$12,980,918, much of which is restricted for specific purposes.
- June 2025 Check Register – This is a listing of all the payments issued during the month. The total checks issued are \$167,015.
- June 2025 General Fund Summary – This is a one-page summary of the General Fund summarized as follows:

	FY 2025 Budget	June 2025 Actual	FY 2025 YTD Actual	% Collected/ Spent
Revenue	\$ 4,821,300	\$ 265,316	\$ 4,933,744	102%
Expenditures	4,977,995	403,809	4,675,466	94%
Net Revenue over Expend	(156,695)	(138,493)	258,278	
Transfers In from ARPA	167,446	-	167,446	100%
Transfers Out to CIP	(80,000)	(6,480)	(23,199)	12%
Net Operating Surplus	\$ (69,249)	\$ (144,973)	\$ 402,525	

At 100% of the year (12 months) the revenues are at 102% and expenditure is at 94% of the budget. For the month of June 2025, the General Fund shows deficit net revenue of \$144,973 and year-to-date surplus of \$402,525 due to the Property Taxes for the April distribution.

- June 2025 Statement of Revenues and Expenditures – shows fiscal year-to-date actuals in comparison with FY 2024-25 Budget

**Fiscal Impacts**

None. This is informational only.

**Recommendation**

Staff recommend receiving the reports.

**ATTACHMENTS:**

- Cash and Investments 2025-06
- Check/Voucher Register 2025-06
- General Fund Summary 2025-06
- Statement of Revenues & Expenditures 2025-06

Respectfully Submitted,

---

John Guertin, City Manager

**City of Del Rey Oaks  
Summary of Cash & Investments  
As of June 30, 2025**

Accounts

Unrestricted

General Checking	\$ 1,123,490	
Local Agency Investment Fund		
Reserve for Economic Uncertainties	\$ 1,652,182	4.269%
Unappropriated Funds	\$ 1,492,424	4.269%
Total Unrestricted	<u>\$ 4,268,096</u>	

Restricted

PARS-115 Trust Fund	\$ 377,778	
Dev - Monterey Peninsula Partner	\$ 9,063	
Fidelity Title Escrow Acct - GJM/SBR Intersection	\$ 1,056,168	
Fidelity Title Escrow Acct - SBR Construction	\$ 7,269,813	
Total Restricted	<u>\$ 8,712,822</u>	

**Total Cash and Investments**

**\$ 12,980,918**

City of Del Rey Oaks  
 Check/Voucher Register  
 From 06/01/2025 Through 06/30/2025

Check Number	Payee	Transaction Description	Check Amount
22854	AMERICAN SUPPLY COMPANY	Supplies	319.43
22855	AT&T	Airport Internet Service Period 05/25/25 to 06/24/25	84.89
22856	AT&T MOBILITY	Internet Service Period 04-19 to 05-18-25	68.75
22857	CivicPlus, LLC	Municode Electronic Update Supp & Municode Blank Supplement Pages	642.20
22858	CORELOGIC SOLUTIONS, LLC.	Software 2025-05	159.14
22859	DAVID NGUYEN	Tuition Reimbursement - Bachelors Degree	4,225.00
22860	G.P.S. SOLUTIONS	Building Inspection Services FY2025	4,273.30
22861	HOME DEPOT CRC	Supplies 2025-05	65.35
22862	Justin Tang	Wellness	534.75
22863	LEAGUE OF CALIFORNIA CITIES	Membership Dues for Monterey Bay Division (2025)	300.00
22864	MBS BUSINESS SYSTEMS, INC.	Konika Minolta Copier - Billing Period 05/24/25 to 08/23/25	706.61
22865	MONTEREY BAY TECHNOLOGIES, INC.	IT Services 2025-06	1,800.00
22866	MONTEREY ONE WATER	Service Period 05-01-25 to 06-30-25	89.82
22867	ODP Business Solutions, LLC	Supplies	165.66
22868	PG&E	Service Period 04/21/2025 to 05/19/2025	2,542.60
22869	Pitney Bowes Global Financial Servies LLC	Postage Meter Refill 2025-05	205.46
22870	PRECISION ALARMS AND AUTOMATION, INC	Alarm Inspections & Monitoring 2025-06	170.00
22871	PURE WATER	Supplies	79.75
22872	QUALITY PRINT & COPY, LLC.	Envelopes	616.81
22873	RingCentral, Inc.	Service Period 05/29/2025 to 06/28/2025	327.78
22874	SIGN WORKS, INC.	Engineer Grade Relective Sign Panel	1,468.13
22875	SMITH & ENRIGHT LANDSCAPING, INC.	Install Concrete Bollards, Enclosure and Blanket to Protect Backflow	2,840.00
22876	Stacy Matthews	Wellness 2025-06	85.49
22877	TERMINIX, INC.	Pest Control 2025-05	115.24
22878	US Bank Equipment Finance	Konika Minolta Copier Lease 2025-05	397.84
22879	Verizon	Service Period 04/24/2025 - 05/23/2025	118.03
22880	YSS BUILDERS, INC.	City Hall Chambers Paint, Drywall, Plaster Texture	3,984.00
22881	AMERICAN LOCK & KEY	962 Keys	17.48
22882	AT&T MOBILITY	Aircard Service Period 05-03-25 to 06-02-25 PW	40.24
	AT&T MOBILITY	Telephone Service Period 05-06-25 to 06-02-25	325.89
	AT&T MOBILITY	Telephone Service Period 06-03-25 to 07-02-25	183.02
22883	BOURQUIN, CHRISTOPHER L	Travel Reimbursement - Cal Chief's Meeting 06-11-25 to 06-13-25	642.24
22884	BRIAN PEREZ	Brian Perez Training Reimbursement 10/15/24 - 10/17/24	-
22885	CivicPlus, LLC	Municode Meetings Premium Annual 06-01-2025 to 05-31-2026	4,920.00
22886	CLEARSOURCE FINANCIAL CONSULTING	Comprehensive Fee Study	7,030.00
22887	COASTAL PAVING & EXCAVATING, INC.	Invoice for PO2425-31 Rosita Road Emergency Road Work	6,791.71
22888	DAVID NGUYEN	Wellness 2025-06	535.71
22889	DENISE DUFFY & ASSOCIATES	Reap 2.0 Project #9614 Task #779D	11,916.75
	DENISE DUFFY & ASSOCIATES	South Boundary Road Realignment Task # 4 & Task # 7	6,757.60
	DENISE DUFFY & ASSOCIATES	Task #772- FT Ord/Developer 2025 - Apr to May	289.50
	DENISE DUFFY & ASSOCIATES	Task #776 General On-Call Consulting Apr - May 2025	8,488.75
	DENISE DUFFY & ASSOCIATES	Task #782 HMP Compliance	439.75
22890	GOLDFARB & LIPMAN	City Ventures 2025-02	365.00
	GOLDFARB & LIPMAN	City Ventures 2025-03	876.00
22891	John Guertin	Wellness 2025-06	535.71
22892	Juan Gomez	Wellness 2025-06	535.71
22893	Monterey County, Environmental Health	Direct Cost Per MOA Service Period 07-01-24 to 03-31-25	306.63
22894	Napa Auto Parts	Auto Parts	47.58
22895	PG&E	Service Period 05/10/2025 - 06/10/2025	82.64
22896	Pitney Bowes Bank Inc. Purchase Power	Postage Meter Refill 2025-05	201.00
22897	PORAC HEADQUARTERS	Legal Defense Fund - Police Officers	1,233.90
	PORAC HEADQUARTERS	Legal Defense Fund - Reserve Officers	144.00
22898	REGIONAL GOVERNMENT SERIVCES	Managment & Admin Services 2025-05	21,192.80
22899	SMITH & ENRIGHT LANDSCAPING, INC.	Irrigation Repair 2025-03	995.00
22900	Stacy Matthews	Wellness 2024-07	140.85
22901	Stericycle, Inc.	Shred Service 2025-05 & 2025-06	358.04
22902	Traffic Safety Store	Reflective Traffic Signs	1,344.66
22903	US Bank Equipment Finance	Konika Minolta Copier Lease 2025-06	135.64
22904	Yesenia Rivera	Refund Park West 10/06/2024 Cancellation	150.00
ACH 06-06	7-Eleven Mastercard	PD & PW Fuel Charges 2025/05	2,981.52
ACH 06-06	P.E.R.S.-HEALTH	CalPERS 1800 Health 06/2025	37,150.38
ACH 06-06	PERS	CalPERS 1900 457 (06/06) Contribution 06/15/2025	2,950.00
	PERS	PERS 3100 Contribution Retirement 05/17-05/30/25 -Plan 26934	2,354.71
	PERS	PERS 3100 Contribution Retirement 5/17-5/30/25 -Plan 1364	608.62
	PERS	PERS 3100 Contribution Retirement 5/17-5/30/25 -Plan 25623	3,438.49
	PERS	PERS 3100 Contribution Retirement 5/17-5/30/25 -Plan 1365	3,576.59
ACH PERS	PERS	PERS 3100 Contribution Retirement 05/31-06/13/25 -Plan 26934	2,323.74
	PERS	PERS 3100 Contribution Retirement 5/31-6/13/25 -Plan 1364	608.62
	PERS	PERS 3100 Contribution Retirement 5/31-6/13/25 -Plan 25623	4,259.40
	PERS	PERS 3100 Contribution Retirement 5/31-6/13/25 -Plan 1365	3,352.82
<b>Report Total</b>			<b>\$ 167,014.72</b>

City of Del Rey Oaks  
Statement of Revenues and Expenditures  
100 - General Fund  
From 06/01/2025 Through 06/30/2025

		FY 2025 Budget	June 2025 Actual	FY 2025 YTD Actual	Percent Collected/Spent
<b>Revenue</b>					
Property Taxes	000	784,400.00	14,666.77	862,401.62	109.94%
Sales Tax	000	1,224,000.00	95,921.74	1,192,782.77	97.44%
Other Taxes	000	511,500.00	21,636.62	541,715.67	105.90%
Licenses and Permits	000	281,300.00	(6,709.93)	302,090.23	107.39%
Fines and Forfeitures	000	16,200.00	1,801.03	31,820.92	196.42%
Other Revenue	000	210,700.00	12,423.66	224,921.71	106.74%
Grants	000	248,200.00	1,788.14	233,574.59	94.10%
Airport Police Services	210	1,345,700.00	111,852.50	1,340,834.50	99.63%
Current Services	000	199,300.00	11,935.61	203,602.48	102.15%
<b>Total Revenue</b>	<b>000</b>	<b>4,821,300.00</b>	<b>265,316.14</b>	<b>4,933,744.49</b>	<b>102.33%</b>
<b>Expenditures</b>					
Council	110	30,900.00	568.31	21,009.87	67.99%
City Clerk	111	582,200.00	44,500.45	582,466.75	100.04%
City Manager	120	330,800.00	23,868.23	328,044.15	99.16%
Finance	130	311,800.00	47,978.87	377,516.83	121.07%
Legal	150	88,950.00	1,302.14	45,313.19	50.94%
Planning & Building Regulation	160	166,400.00	19,268.60	134,781.42	80.99%
Government Buildings	180	16,000.00	1,248.96	11,893.78	74.33%
Non-Departmental	190	110,245.00	138.15	101,934.32	92.46%
Police	210	2,781,000.00	173,977.10	2,569,776.12	92.40%
Fire/Animal Control	220	236,600.00	59,153.90	236,615.60	100.00%
Public Works/Streets	311	280,000.00	22,519.04	225,759.46	80.62%
Parks/Recreation	411	43,100.00	9,285.10	40,354.79	93.63%
<b>Total Expenditures</b>		<b>4,977,995.00</b>	<b>403,808.85</b>	<b>4,675,466.28</b>	<b>93.92%</b>
<b>Net Revenues</b>		<b>(156,695.00)</b>	<b>(138,492.71)</b>	<b>258,278.21</b>	
<b>Other Financing Sources &amp; Uses</b>		<b>87,446.00</b>	<b>(6,480.41)</b>	<b>144,247.75</b>	
<b>Net Revenues After Other Financing Sources &amp; Uses</b>		<b>(69,249.00)</b>	<b>(144,973.12)</b>	<b>402,525.96</b>	

City of Del Rey Oaks  
Statement of Revenues and Expenditures

100 - General Fund  
From 6/1/2025 Through 6/30/2025

		FY 2025 Budget	June 2025 Actual	FY 2025 YTD Actual	Percent Collected/Spent
Revenue					
Non Department Specific 000					
P/T-Secured	41110	541,600.00	11,522.06	599,566.81	110.70%
P/T-Unsecured	41120	30,600.00	693.06	31,296.09	102.27%
P/T-Prior Secured	41130	6,100.00	849.88	6,048.01	99.14%
Prior Unsecured	41140	100.00	267.46	267.46	267.46%
P/T-Unitary Tax	41150	10,000.00	9.65	12,265.05	122.65%
P/T-Supplemental Roll (SB813)	41160	12,200.00	735.03	9,790.29	80.24%
Property Tax - VLF	41170	183,000.00	0.00	200,489.00	109.55%
Prop Tax-Interest/Penalty	41180	800.00	589.63	2,678.91	334.86%
Sales Tax	42210	420,000.00	33,909.51	412,976.74	98.32%
Sales Tax - 145 (Measure S-1%)	42220	536,000.00	41,341.44	520,351.44	97.08%
Sales Tax -409 (Measure R 1/2%)	42221	268,000.00	20,670.79	259,454.59	96.81%
Cannabis Tax	42222	100,000.00	9,983.30	109,585.17	109.58%
Transient Occupancy Tax	42230	190,000.00	11,653.32	225,212.28	118.53%
Property Transfer Tax	42250	8,500.00	0.00	6,235.35	73.35%
Sewer Impact	42290	22,000.00	0.00	21,713.05	98.69%
Business Licenses	42310	210,000.00	(13,366.87)	227,181.45	108.18%
Gas Franchises	42761	8,000.00	0.00	7,330.19	91.62%
Electric Franchises	42762	22,000.00	0.00	24,142.11	109.73%
Garbage Franchises	42763	110,000.00	0.00	106,663.28	96.96%
Cable Tv Franchises	42764	26,000.00	0.00	23,238.94	89.38%
Water Franchises	42765	25,000.00	0.00	17,595.30	70.38%
SB1186 Disability Access Fund	43311	1,000.00	304.00	1,332.00	133.20%
SB1473 Environmental Assessment Fee	43312	100.00	3.00	84.00	84.00%
Building Permits	43320	40,000.00	1,471.63	41,254.21	103.13%
Strong-Motion Instrumental Program (SMIP) Fees	43322	0.00	6.50	66.57	0.00%
Cannabis Business Permit	43325	5,000.00	0.00	5,000.00	100.00%
Plan Check Fees	43330	17,000.00	5,175.81	15,179.00	89.28%
Street Opening Permits Fees	43340	5,000.00	0.00	8,950.00	179.00%
Plumbing Permits	43350	1,600.00	0.00	2,750.00	171.87%
Electrical Permits	43360	1,600.00	0.00	1,625.00	101.56%
Other Licenses/Permits	43390	1,000.00	0.00	0.00	0.00%
Fines & Forfeitures	45000	1,700.00	121.03	2,906.33	170.96%
Vehicle Code Fines	45510	3,000.00	525.00	6,534.59	217.81%
Parking and Admin Fines	45512	11,500.00	1,155.00	22,380.00	194.60%
Interest Earned	46100	180,000.00	0.00	180,494.51	100.27%
Interest Earned-PARS	46101	15,000.00	8,788.77	28,191.15	187.94%
Rental Income - Garden Center	46815	36,000.00	3,000.00	36,000.00	100.00%
Rental Income - Airport RV	46816	35,000.00	3,826.82	43,179.70	123.37%
Rental Income - PW Bldg (CHC Enterprise)	46817	24,000.00	2,000.00	39,822.50	165.92%
HOPTR	47130	1,200.00	1,020.89	2,041.78	170.14%
Vehicle License Collection	47140	2,500.00	0.00	0.00	0.00%
COPS	47240	194,000.00	0.00	194,663.46	100.34%
SB1383 Organics Recycling	47243	9,000.00	0.00	5,000.00	55.55%
Prop 172	47750	20,000.00	1,788.14	18,289.55	91.44%
Wellness Program	47760	7,500.00	0.00	7,500.00	100.00%

**City of Del Rey Oaks  
Statement of Revenues and Expenditures**

**100 - General Fund**  
From 6/1/2025 Through 6/30/2025

		FY 2025 Budget	June 2025 Actual	FY 2025 YTD Actual	Percent Collected/Spent
Police Grants & Other Reimbursements	47780	10,700.00	0.00	3,398.85	31.76%
POST Reimbursements	47781	7,000.00	0.00	4,722.73	67.46%
DDA Negotiation Payment	47912	10,000.00	0.00	10,000.00	100.00%
Police Service Fees	48210	1,000.00	100.00	1,575.00	157.50%
Police Services-Special Events	48211	40,000.00	0.00	19,687.50	49.21%
Public Events	48212	7,500.00	0.00	0.00	0.00%
Use Permits	48805	22,000.00	1,760.00	31,890.00	144.95%
Maps/Publications	48810	100.00	0.00	0.00	0.00%
Property Inspections	48825	4,500.00	500.00	1,500.00	33.33%
Miscellaneous Revenue	48840	25,300.00	198.79	24,845.18	98.20%
LAFCO Refund & Interest for FORA	48842	400.00	0.00	412.60	103.15%
Rental - Park	48910	3,500.00	550.00	4,690.00	134.00%
Miscellaneous Refunds	48930	1,000.00	2,310.00	2,862.27	286.22%
<b>Total Non Department Specific</b>		<u>3,475,600.00</u>	<u>153,463.64</u>	<u>3,592,909.99</u>	<u>103.38%</u>
Police	210				
Airport Police Services	48220	1,345,700.00	111,852.50	1,340,834.50	99.63%
<b>Total Police</b>		<u>1,345,700.00</u>	<u>111,852.50</u>	<u>1,340,834.50</u>	<u>99.64%</u>
<b>Total Revenue</b>		<u>4,821,300.00</u>	<u>265,316.14</u>	<u>4,933,744.49</u>	<u>102.33%</u>

Expenditures

Council	110				
Council Member Stipend	61115	7,500.00	525.00	6,600.00	88.00%
Medicare-ER	61130	200.00	7.61	95.67	47.83%
Social Security-ER	61131	500.00	32.55	409.20	81.84%
Unemployment Ins-Fed & State	61132	100.00	3.15	39.60	39.60%
Dental Expense	61135	7,900.00	0.00	6,894.24	87.26%
Materials/Supply	62410	200.00	0.00	0.00	0.00%
Membership Dues-Professional Org	64550	3,000.00	0.00	2,131.53	71.05%
Strategic Planning	64570	5,000.00	0.00	0.00	0.00%
Misc Expenses	64580	2,500.00	0.00	2,731.05	109.24%
Travel Expenses	64610	4,000.00	0.00	2,108.58	52.71%
<b>Total Council</b>		<u>30,900.00</u>	<u>568.31</u>	<u>21,009.87</u>	<u>67.99%</u>
City Clerk	111				
Payroll	61105	235,500.00	20,450.50	237,364.08	100.79%
Overtime	61110	10,000.00	199.62	2,826.59	28.26%
PERS UAL-Before 06/30/2018	61124	44,500.00	0.00	44,451.00	99.88%
PERS Retirement	61125	23,800.00	1,505.35	19,840.68	83.36%
Medicare-ER	61130	3,400.00	297.66	3,445.48	101.33%
Unemployment Ins-Fed & State	61132	100.00	0.00	574.77	574.77%
Dental Expense	61135	4,800.00	0.00	5,533.98	115.29%
Health Insurance	61140	99,400.00	9,832.14	111,609.66	112.28%
Health Insurance -Retiree	61141	1,000.00	0.00	0.00	0.00%
Vision Ins	61145	700.00	0.00	751.44	107.34%
Workers Comp and EAP	61150	14,100.00	0.00	13,498.32	95.73%
Wellness Program	61155	1,500.00	85.49	1,607.14	107.14%
Educational Incentive Pay	61157	0.00	509.54	5,817.25	0.00%
Longevity Pay	61158	0.00	318.90	3,441.80	0.00%
Materials/Supply	62410	4,000.00	26.58	1,547.21	38.68%
Office Supplies	62430	7,000.00	468.94	5,866.50	83.80%
Repair/Maintenance	63505	1,000.00	0.00	107.46	10.74%

City of Del Rey Oaks  
**Statement of Revenues and Expenditures**

100 - General Fund  
 From 6/1/2025 Through 6/30/2025

		FY 2025 Budget	June 2025 Actual	FY 2025 YTD Actual	Percent Collected/Spent
Other Outside Services	63508	6,000.00	1,907.99	9,844.56	164.07%
Shredding Services	63509	1,000.00	179.02	1,138.38	113.83%
Telephone	63530	4,000.00	408.62	3,325.99	83.14%
Internet	63531	3,200.00	211.14	4,822.56	150.70%
Website Design & Maintenance	63535	1,000.00	0.00	742.50	74.25%
Postage / Shipping	63540	3,000.00	447.93	1,703.44	56.78%
Training	63605	9,000.00	141.28	7,064.52	78.49%
Insurance-Liability	63620	42,600.00	0.00	38,792.06	91.06%
Contract Services - IT	63635	10,000.00	900.00	11,700.00	117.00%
Software/Server Subscription	64310	17,000.00	323.05	12,288.75	72.28%
Agenda Management System	64315	5,000.00	4,920.00	12,528.00	250.56%
Document Management System	64316	1,500.00	0.00	0.00	0.00%
Municipal Code Service	64320	5,000.00	642.20	3,484.02	69.68%
Membership Dues-Professional Org	64550	1,200.00	0.00	1,130.00	94.16%
Membership Dues-Government Agency	64552	700.00	0.00	646.50	92.35%
Printing / Publications	64575	2,500.00	0.00	1,581.95	63.27%
Misc Expenses	64580	1,000.00	(62.20)	1,174.77	117.47%
Election Cost	64588	15,000.00	0.00	6,387.32	42.58%
Travel Expenses	64610	2,700.00	786.70	5,828.07	215.85%
<b>Total City Clerk</b>		<b>582,200.00</b>	<b>44,500.45</b>	<b>582,466.75</b>	<b>100.05%</b>
City Manager	120				
Payroll	61105	204,500.00	16,201.80	199,677.64	97.64%
PERS UAL-Before 06/30/2018	61124	400.00	0.00	395.50	98.87%
PERS Retirement	61125	15,900.00	1,145.00	16,364.83	102.92%
Medicare-ER	61130	2,900.00	249.46	2,954.98	101.89%
Unemployment Ins-Fed & State	61132	100.00	0.00	42.00	42.00%
Dental Expense	61135	2,400.00	0.00	2,319.48	96.64%
Health Insurance	61140	42,600.00	3,837.86	43,529.76	102.18%
Health Insurance -Retiree	61141	0.00	158.00	945.00	0.00%
Vision Ins	61145	400.00	0.00	289.75	72.43%
Workers Comp and EAP	61150	12,000.00	0.00	11,811.03	98.42%
Wellness Program	61155	500.00	535.71	535.71	107.14%
Educational Incentive Pay	61157	0.00	0.00	1,661.58	0.00%
Admin Leave	61175	0.00	980.00	4,089.76	0.00%
Auto Allowance	61180	5,400.00	460.40	5,445.20	100.83%
Office Supplies	62430	1,500.00	0.00	9.64	0.64%
Insurance-Liability	63620	36,700.00	0.00	35,298.84	96.18%
Membership Dues-Professional Org	64550	3,500.00	0.00	1,660.00	47.42%
Membership Dues-Government Agency	64552	700.00	300.00	946.50	135.21%
Books and Periodicals	64565	300.00	0.00	0.00	0.00%
Travel Expenses	64610	1,000.00	0.00	66.95	6.69%
<b>Total City Manager</b>		<b>330,800.00</b>	<b>23,868.23</b>	<b>328,044.15</b>	<b>99.17%</b>
Finance	130				
ADP Payroll Fees	62310	7,000.00	619.65	9,279.90	132.57%
Bank Service Charges	62320	6,000.00	1,120.42	8,638.73	143.97%
Credit Card Fees	62321	6,000.00	0.00	1,769.33	29.48%
Accounting Software	62431	5,000.00	0.00	5,734.32	114.68%
Audit-General	63625	40,000.00	0.00	40,075.00	100.18%
Audit -Sales Tax	63626	5,000.00	0.00	0.00	0.00%

City of Del Rey Oaks  
Statement of Revenues and Expenditures

100 - General Fund  
From 6/1/2025 Through 6/30/2025

		FY 2025 Budget	June 2025 Actual	FY 2025 YTD Actual	Percent Collected/Spent
Actuarial Services	63627	4,500.00	0.00	2,500.00	55.55%
Accounting Services-RGS	63645	218,300.00	39,208.80	289,539.55	132.63%
Contract Services -Fee Study	63651	20,000.00	7,030.00	19,980.00	99.90%
Total Finance		311,800.00	47,978.87	377,516.83	121.08%
Legal	150				
Legal Services	63650	85,650.00	1,302.14	44,055.44	51.43%
Legal Advert	64560	2,300.00	0.00	1,257.75	54.68%
Misc Expenses	64580	1,000.00	0.00	0.00	0.00%
Total Legal		88,950.00	1,302.14	45,313.19	50.94%
Planning & Building Regulation	160				
Economic Development Services	63639	10,000.00	0.00	0.00	0.00%
Planning Services	63640	50,000.00	10,380.00	87,263.25	174.52%
Building Inspections Services	63648	95,400.00	8,588.60	46,318.17	48.55%
Engineering Services	63649	5,000.00	300.00	1,200.00	24.00%
Code Enforcement Services	63656	5,000.00	0.00	0.00	0.00%
Travel Expenses	64610	1,000.00	0.00	0.00	0.00%
Total Planning & Building Regulation		166,400.00	19,268.60	134,781.42	81.00%
Government Buildings	180				
Materials/Supply	62410	2,000.00	0.00	0.00	0.00%
Repair/Maintenance	63505	5,000.00	0.00	2,620.00	52.40%
Other Outside Services	63508	1,000.00	0.00	116.00	11.60%
Utilities - PG&E	63520	5,000.00	998.96	6,157.78	123.15%
Janitorial Services	63660	3,000.00	250.00	3,000.00	100.00%
Total Government Buildings		16,000.00	1,248.96	11,893.78	74.34%
Non-Departmental	190				
Materials/Supply	62410	500.00	0.00	30.61	6.12%
Insurance-Liability	63620	25,000.00	0.00	24,359.25	97.43%
Insurance-Property	63621	9,000.00	0.00	8,362.23	92.91%
Insurance-PLL (Pollution Legal Liability)	63623	52,645.00	0.00	52,643.04	99.99%
Membership Dues-Professional Org	64550	1,300.00	0.00	500.00	38.46%
Membership Dues-Non Profit Agency Contrib	64551	15,000.00	0.00	11,100.00	74.00%
Membership Dues-Government Agency	64552	5,500.00	0.00	4,460.10	81.09%
Misc Expenses	64580	1,000.00	52.40	168.70	16.87%
S.M.I.P.	64930	200.00	63.25	234.79	117.39%
SB 1473	64940	100.00	22.50	75.60	75.60%
Total Non-Departmental		110,245.00	138.15	101,934.32	92.46%
Police	210				
Payroll	61105	1,120,900.00	73,171.20	945,987.31	84.39%
Overtime	61110	140,000.00	28,221.96	184,443.96	131.74%
Reserves Payroll	61120	95,000.00	6,966.96	88,298.51	92.94%
PERS UAL - After 06/30/18	61123	13,400.00	0.00	13,165.00	98.24%
PERS UAL-Before 06/30/2018	61124	110,200.00	0.00	110,338.00	100.12%
PERS Retirement	61125	150,200.00	8,728.28	122,027.72	81.24%
PERS 457 Expense	61126	32,400.00	1,050.00	27,450.00	84.72%
Medicare-ER	61130	19,200.00	1,657.99	18,618.92	96.97%
Social Security-ER	61131	0.00	4.00	865.15	0.00%
Unemployment Ins-Fed & State	61132	13,000.00	11.13	7,925.68	60.96%

City of Del Rey Oaks  
Statement of Revenues and Expenditures

100 - General Fund  
From 6/1/2025 Through 6/30/2025

		FY 2025 Budget	June 2025 Actual	FY 2025 YTD Actual	Percent Collected/Spent
Dental Expense	61135	16,200.00	0.00	13,089.96	80.80%
Health Insurance	61140	304,800.00	20,370.18	256,209.12	84.05%
Vision Ins	61145	2,500.00	0.00	2,046.76	81.87%
Workers Comp and EAP	61150	142,000.00	0.00	138,357.77	97.43%
Wellness Program	61155	5,000.00	2,677.59	3,213.30	64.26%
Educational Incentive Pay	61157	0.00	1,324.01	15,626.83	0.00%
Longevity Pay	61158	0.00	941.10	9,941.15	0.00%
Uniform Allowance	61160	10,000.00	0.00	8,500.00	85.00%
Admin Leave	61175	0.00	4,210.56	25,523.37	0.00%
Materials/Supply	62410	15,000.00	173.81	6,678.60	44.52%
Ammunition	62420	5,000.00	0.00	4,278.05	85.56%
Body Armor Vests	62422	1,500.00	0.00	0.00	0.00%
Office Supplies	62430	5,000.00	688.65	3,295.82	65.91%
Auto Operations - Supplies / Equip	62710	2,500.00	0.00	570.63	22.82%
Auto Operations - Fuel	62720	30,000.00	5,387.06	33,115.30	110.38%
Repair/Maintenance	63505	2,000.00	0.00	1,989.95	99.49%
Other Outside Services	63508	5,000.00	335.88	7,962.79	159.25%
Shredding Services	63509	1,000.00	179.02	1,138.34	113.83%
Utilities - PG&E	63520	5,000.00	924.83	7,758.79	155.17%
Telephone	63530	8,000.00	378.61	7,063.25	88.29%
Internet	63531	9,500.00	491.86	9,022.31	94.97%
Annual Maintenance-Records Mgmt Software	63537	3,500.00	0.00	6,568.07	187.65%
Record Management-Historical	63538	3,400.00	0.00	0.00	0.00%
Postage / Shipping	63540	500.00	0.00	158.37	31.67%
Training	63605	5,000.00	4,260.32	8,660.34	173.20%
Insurance-Liability	63620	214,300.00	0.00	203,069.30	94.75%
Insurance-Property	63621	9,000.00	0.00	8,362.22	92.91%
Insurance-Vehicles	63622	2,550.00	0.00	2,523.50	98.96%
Audit-General	63625	5,000.00	0.00	0.00	0.00%
Actuarial Services	63627	2,500.00	0.00	2,500.00	100.00%
Professional Services	63628	12,000.00	0.00	12,000.00	100.00%
Contract Services - IT	63635	12,900.00	900.00	11,700.00	90.69%
Contract Services-Others	63637	4,200.00	1,162.63	4,024.63	95.82%
Legal Services	63650	3,800.00	682.50	12,111.58	318.72%
Janitorial Services	63660	3,000.00	250.00	3,000.00	100.00%
911-NGEN Phase II Upgrade	63664	7,000.00	0.00	0.00	0.00%
911-Radio Dispatch	63665	59,350.00	0.00	58,156.00	97.98%
911-Inform MDT Terminal Service	63666	900.00	0.00	728.00	80.88%
911-Notification System	63667	400.00	0.00	0.00	0.00%
911-NGEN O&M	63668	13,400.00	0.00	12,956.00	96.68%
911-NGEN Debt (Capital Fee)	63669	7,700.00	0.00	7,633.00	99.12%
Auto Repair/Maintenance	63730	19,500.00	0.00	18,681.66	95.80%
Parking & Admin Citations Services	63812	9,000.00	669.44	9,910.80	110.12%
Animal Regulation Fire	63820	500.00	0.00	0.00	0.00%
Fund Jail & Prisoner	63830	200.00	0.00	0.00	0.00%
ACJIS System	63840	9,000.00	5,176.36	14,247.44	158.30%
Software/Server Subscription	64310	20,000.00	0.00	17,859.81	89.29%
Computer Server	64318	2,500.00	0.00	0.00	0.00%

**City of Del Rey Oaks  
Statement of Revenues and Expenditures**

**100 - General Fund**  
From 6/1/2025 Through 6/30/2025

		FY 2025 Budget	June 2025 Actual	FY 2025 YTD Actual	Percent Collected/Spent
Personnel Recruit & Pre-Employment	64545	3,000.00	0.00	51.00	1.70%
Membership Dues-Professional Org	64550	9,000.00	1,377.90	7,203.45	80.03%
Membership Dues-Non Profit Agency Contrib	64551	500.00	0.00	500.00	100.00%
Membership Dues-Government Agency	64552	5,000.00	0.00	5,000.00	100.00%
Books and Periodicals	64565	900.00	0.00	265.66	29.51%
Printing / Publications	64575	2,000.00	0.00	1,384.21	69.21%
Misc Expenses	64580	1,000.00	0.00	1,084.62	108.46%
Travel Expenses	64610	13,000.00	1,603.27	13,861.69	106.62%
Principal-Motorola Lease-Cameras	65104	21,350.00	0.00	21,319.32	99.85%
Principal-Sunridge Records Mgmt	65106	8,500.00	0.00	8,612.40	101.32%
Interest-Sunridge Records Mgmt	65107	300.00	0.00	101.00	33.66%
Vehicle Replacement	66735	21,050.00	0.00	21,039.71	99.95%
<b>Total Police</b>		<b>2,781,000.00</b>	<b>173,977.10</b>	<b>2,569,776.12</b>	<b>92.40%</b>
Fire/Animal Control	220				
Fire Seaside	63810	236,600.00	59,153.90	236,615.60	100.00%
<b>Total Fire/Animal Control</b>		<b>236,600.00</b>	<b>59,153.90</b>	<b>236,615.60</b>	<b>100.01%</b>
Public Works/Streets	311				
Payroll	61105	84,800.00	7,136.80	84,282.40	99.38%
Overtime	61110	3,000.00	0.00	0.00	0.00%
PERS UAL-Before 06/30/2018	61124	400.00	0.00	395.50	98.87%
PERS Retirement	61125	6,600.00	427.24	5,913.19	89.59%
Medicare-ER	61130	1,300.00	103.22	1,221.86	93.98%
Unemployment Ins-Fed & State	61132	100.00	0.00	42.01	42.01%
Dental Expense	61135	1,800.00	0.00	1,523.76	84.65%
Health Insurance	61140	33,200.00	2,952.20	33,484.44	100.85%
Vision Ins	61145	300.00	0.00	198.12	66.04%
Workers Comp and EAP	61150	5,500.00	0.00	5,061.88	92.03%
Wellness Program	61155	500.00	0.00	535.72	107.14%
Educational Incentive Pay	61157	0.00	56.15	1,117.60	0.00%
Materials/Supply	62410	12,000.00	2,975.71	8,448.04	70.40%
Office Supplies	62430	1,500.00	0.00	1,393.74	92.91%
Auto Operations - Supplies / Equip	62710	2,500.00	47.58	554.70	22.18%
Auto Operations - Fuel	62720	6,000.00	678.03	3,823.72	63.72%
Repair/Maintenance	63505	29,800.00	7,383.70	27,912.71	93.66%
Other Outside Services	63508	1,000.00	0.00	186.39	18.63%
Gabilan Crew	63515	5,000.00	0.00	0.00	0.00%
Utilities - PG&E	63520	10,000.00	188.00	2,867.94	28.67%
Utilities - Water	63525	5,000.00	413.70	5,723.37	114.46%
Telephone	63530	400.00	81.16	177.35	44.33%
Internet	63531	600.00	40.24	362.16	60.36%
Training	63605	4,000.00	35.31	568.29	14.20%
Insurance-Liability	63620	15,600.00	0.00	14,601.60	93.60%
Insurance-Vehicles	63622	5,000.00	0.00	2,523.50	50.47%
SB1383 Organics Waste Regs Services	63654	9,000.00	0.00	4,500.00	50.00%

City of Del Rey Oaks  
**Statement of Revenues and Expenditures**

**100 - General Fund**  
 From 6/1/2025 Through 6/30/2025

		FY 2025 Budget	June 2025 Actual	FY 2025 YTD Actual	Percent Collected/Spent
Auto Repair/Maintenance	63730	8,300.00	0.00	2,480.75	29.88%
Printing / Publications	64575	1,300.00	0.00	988.72	76.05%
Storm Water Project - Phase 4	64920	23,500.00	0.00	14,870.00	63.27%
Equipment	66302	<u>2,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Public Works/Streets		280,000.00	22,519.04	225,759.46	80.63%
Parks/Recreation	411				
Materials/Supply	62410	13,500.00	3,938.90	8,045.24	59.59%
Office Supplies	62430	1,000.00	72.56	72.56	7.25%
Repair/Maintenance	63505	25,000.00	4,370.00	25,163.77	100.65%
Utilities - Water	63525	3,500.00	903.64	7,073.22	202.09%
Travel Expenses	64610	<u>100.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Parks/Recreation		<u>43,100.00</u>	<u>9,285.10</u>	<u>40,354.79</u>	<u>93.63%</u>
Total Expenditures		<u>4,977,995.00</u>	<u>403,808.85</u>	<u>4,675,466.28</u>	<u>93.92%</u>
Net Revenues		(156,695.00)	(138,492.71)	258,278.21	
Other Financing Sources and Uses					
Non Department Specific	000				
Transfers Out to CIP	81003	(80,000.00)	(6,480.41)	(23,198.50)	28.99%
Transfers In from ARPA	82005	<u>167,446.00</u>	<u>0.00</u>	<u>167,446.25</u>	<u>100.00%</u>
Total Non Department Specific		<u>87,446.00</u>	<u>(6,480.41)</u>	<u>144,247.75</u>	
Total Other Financing Sources and Uses		<u>87,446.00</u>	<u>(6,480.41)</u>	<u>144,247.75</u>	
Net Revenues After Other Financing Sources and Uses		(69,249.00)	(144,973.12)	402,525.96	

City of Del Rey Oaks  
**Statement of Revenues and Expenditures**

210 - Gas Tax Fund  
 From 6/1/2025 Through 6/30/2025

		FY 2025 Budget	June 2025 Actual	FY 2025 YTD Actual	Percent Collected/Spent
Revenue					
Non Department Specific	000				
Gas Tax 2103	47010	15,100.00	1,545.37	15,091.47	99.94%
Gas Tax 2105	47020	10,500.00	873.39	9,806.13	93.39%
Gas Tax 2106	47030	9,500.00	794.63	9,082.14	95.60%
Gas Tax 2107	47040	12,400.00	1,194.98	12,969.45	104.59%
Gas Tax 2107.5	47050	<u>1,000.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>100.00%</u>
Total Non Department Specific		<u>48,500.00</u>	<u>4,408.37</u>	<u>47,949.19</u>	<u>98.86%</u>
Total Revenue		<u>48,500.00</u>	<u>4,408.37</u>	<u>47,949.19</u>	<u>98.86%</u>
Expenditures					
Public Works/Streets	311				
Street Sweeping	63510	10,000.00	6,409.08	9,613.62	96.13%
Street Lighting	63910	15,000.00	2,798.79	17,539.39	116.92%
Principal-PG&E	65751	<u>2,550.00</u>	<u>421.66</u>	<u>2,319.13</u>	<u>90.94%</u>
Total Public Works/Streets		<u>27,550.00</u>	<u>9,629.53</u>	<u>29,472.14</u>	<u>106.98%</u>
Total Expenditures		<u>27,550.00</u>	<u>9,629.53</u>	<u>29,472.14</u>	<u>106.98%</u>
Net Revenues		20,950.00	(5,221.16)	18,477.05	88.19%
Net Revenues After Other		20,950.00	(5,221.16)	18,477.05	88.19%
Financing Sources and Uses					

City of Del Rey Oaks  
**Statement of Revenues and Expenditures**

211 - SB1 Fund-RMRA  
 From 6/1/2025 Through 6/30/2025

		FY 2025 Budget	June 2025 Actual	FY 2025 YTD Actual	Percent Collected/Spent
Revenue					
Non Department Specific	000				
SB 1 Funds	47777	40,800.00	3,690.57	42,588.69	104.38%
Total Non Department Specific		40,800.00	3,690.57	42,588.69	104.38%
Total Revenue		40,800.00	3,690.57	42,588.69	104.38%
Expenditures					
Saucito/Work Gutter & Curb	537				
Curb and Gutter Repair	66327	40,000.00	2,403.50	2,403.50	6.00%
Total Saucito/Work Gutter & Curb		40,000.00	2,403.50	2,403.50	6.01%
Rosita Emergency Repairs	539				
Curb and Gutter Repair	66327	150,000.00	0.00	85,000.00	56.66%
Total Rosita Emergency Repairs		150,000.00	0.00	85,000.00	56.67%
Total Expenditures		190,000.00	2,403.50	87,403.50	46.00%
Net Revenues		(149,200.00)	1,287.07	(44,814.81)	30.03%
Net Revenues After Other		(149,200.00)	1,287.07	(44,814.81)	30.03%
Financing Sources and Uses					

City of Del Rey Oaks  
**Statement of Revenues and Expenditures**

212 - Measure X Fund  
 From 6/1/2025 Through 6/30/2025

		FY 2025 Budget	June 2025 Actual	FY 2025 YTD Actual	Percent Collected/Spent
<b>Revenue</b>					
Non Department Specific	000				
Measure X	47775	95,102.00	0.00	43,321.77	45.55%
Total Non Department Specific		95,102.00	0.00	43,321.77	45.55%
Total Revenue		95,102.00	0.00	43,321.77	45.55%
<b>Expenditures</b>					
Debt Service - Measure X	610				
Principal - Measure X Loan	65103	80,400.00	0.00	34,565.19	42.99%
Interest - Measure X	65203	14,000.00	0.00	8,756.58	62.54%
Total Debt Service - Measure X		94,400.00	0.00	43,321.77	45.89%
Total Expenditures		94,400.00	0.00	43,321.77	45.89%
Net Revenues		702.00	0.00	0.00	0.00%
<b>Other Financing Sources and Uses</b>					
Rosita Emergency Repairs	539				
Transfers Out to Grants	81004	(74,100.00)	0.00	(74,100.00)	100.00%
Total Rosita Emergency Repairs		(74,100.00)	0.00	(74,100.00)	100.00%
Total Other Financing Sources and Uses		(74,100.00)	0.00	(74,100.00)	100.00%
Net Revenues After Other Financing Sources and Uses		(73,398.00)	0.00	(74,100.00)	100.95%

City of Del Rey Oaks  
**Statement of Revenues and Expenditures**

**221 - FORA Habitat Management Fund**

From 6/1/2025 Through 6/30/2025

		FY 2025 Budget	June 2025 Actual	FY 2025 YTD Actual	Percent Collected/Spent
Expenditures					
Planning & Building Regulation	160				
Contract Services - Habitat Management Plan	63646	16,884.00	506.00	2,436.00	14.42%
Total Planning & Building Regulation		16,884.00	506.00	2,436.00	14.43%
Total Expenditures		16,884.00	506.00	2,436.00	14.43%
Net Revenues		(16,884.00)	(506.00)	(2,436.00)	14.42%
Net Revenues After Other Financing Sources and Uses		(16,884.00)	(506.00)	(2,436.00)	14.42%

City of Del Rey Oaks  
**Statement of Revenues and Expenditures**

222 - FORA Land Development  
 From 6/1/2025 Through 6/30/2025

		FY 2025 Budget	June 2025 Actual	FY 2025 YTD Actual	Percent Collected/Spent
Revenue					
Non Department Specific	000				
DDA Developer Deposit	47911	75,000.00	0.00	75,000.00	100.00%
Total Non Department Specific		75,000.00	0.00	75,000.00	100.00%
Total Revenue		<u>75,000.00</u>	<u>0.00</u>	<u>75,000.00</u>	<u>100.00%</u>
Expenditures					
Planning & Building Regulation	160				
Economic Development Services	63639	55,000.00	0.00	44,874.42	81.58%
Legal Services	63650	20,000.00	1,241.00	21,926.00	109.63%
Total Planning & Building Regulation		75,000.00	1,241.00	66,800.42	89.07%
Total Expenditures		<u>75,000.00</u>	<u>1,241.00</u>	<u>66,800.42</u>	<u>89.07%</u>
Net Revenues		0.00	(1,241.00)	8,199.58	0.00%
Net Revenues After Other		0.00	(1,241.00)	8,199.58	0.00%
Financing Sources and Uses					

City of Del Rey Oaks  
**Statement of Revenues and Expenditures**

**223 - ARPA Fund**

From 6/1/2025 Through 6/30/2025

		FY 2025 Budget	June 2025 Actual	FY 2025 YTD Actual	Percent Collected/Spent
Net Revenues		0.00	0.00	0.00	0.00%
Other Financing Sources and Uses					
Non Department Specific	000				
Transfers Out to GF	81005	<u>(167,446.00)</u>	<u>0.00</u>	<u>(167,446.25)</u>	<u>100.00%</u>
Total Non Department Specific		<u>(167,446.00)</u>	<u>0.00</u>	<u>(167,446.25)</u>	<u>100.00%</u>
Total Other Financing Sources and Uses		<u>(167,446.00)</u>	<u>0.00</u>	<u>(167,446.25)</u>	<u>100.00%</u>
Net Revenues After Other Financing Sources and Uses		(167,446.00)	0.00	(167,446.25)	100.00%

City of Del Rey Oaks  
**Statement of Revenues and Expenditures**  
**231 - BSCC-Officer Wellness & Mental Health Grant**  
 From 6/1/2025 Through 6/30/2025

		FY 2025 Budget	June 2025 Actual	FY 2025 YTD Actual	Percent Collected/Spent
Expenditures					
Police	210				
Law Enforcement Wellness App	64314	2,000.00	0.00	1,999.00	99.95%
Total Police		2,000.00	0.00	1,999.00	99.95%
Total Expenditures		2,000.00	0.00	1,999.00	99.95%
Net Revenues		(2,000.00)	0.00	(1,999.00)	99.95%
Net Revenues After Other Financing Sources and Uses		(2,000.00)	0.00	(1,999.00)	99.95%

City of Del Rey Oaks  
**Statement of Revenues and Expenditures**

**236 - Drug Enforcement Administration (DEA)**

From 6/1/2025 Through 6/30/2025

		FY 2025 Budget	June 2025 Actual	FY 2025 YTD Actual	Percent Collected/Spent
Revenue					
Police	210				
DEA Reimbursements	47782	44,000.00	1,996.96	39,637.19	90.08%
Total Police		44,000.00	1,996.96	39,637.19	90.08%
Total Revenue		<u>44,000.00</u>	<u>1,996.96</u>	<u>39,637.19</u>	<u>90.08%</u>
Expenditures					
Police	210				
Overtime-DEA	61111	44,000.00	2,109.98	35,532.61	80.75%
Total Police		44,000.00	2,109.98	35,532.61	80.76%
Total Expenditures		<u>44,000.00</u>	<u>2,109.98</u>	<u>35,532.61</u>	<u>80.76%</u>
Net Revenues		0.00	(113.02)	4,104.58	0.00%
Net Revenues After Other Financing Sources and Uses		0.00	(113.02)	4,104.58	0.00%

City of Del Rey Oaks  
**Statement of Revenues and Expenditures**

242 - REAP Grant  
 From 6/1/2025 Through 6/30/2025

		FY 2025 Budget	June 2025 Actual	FY 2025 YTD Actual	Percent Collected/Spent
<b>Revenue</b>					
Planning & Building Regulation	160				
AMBAG REAP Grant	47241	42,500.00	0.00	73,599.00	173.17%
Total Planning & Building Regulation		42,500.00	0.00	73,599.00	173.17%
<b>Total Revenue</b>		<u>42,500.00</u>	<u>0.00</u>	<u>73,599.00</u>	<u>173.17%</u>
<b>Expenditures</b>					
Planning & Building Regulation	160				
Planning Services	63640	42,500.00	13,286.75	62,455.75	146.95%
Total Planning & Building Regulation		42,500.00	13,286.75	62,455.75	146.95%
<b>Total Expenditures</b>		<u>42,500.00</u>	<u>13,286.75</u>	<u>62,455.75</u>	<u>146.95%</u>
Net Revenues		0.00	(13,286.75)	11,143.25	0.00%
Net Revenues After Other Financing Sources and Uses		0.00	(13,286.75)	11,143.25	0.00%

City of Del Rey Oaks  
**Statement of Revenues and Expenditures**

251 - Cal Fire Grant  
 From 6/1/2025 Through 6/30/2025

		FY 2025 Budget	June 2025 Actual	FY 2025 YTD Actual	Percent Collected/Spent
Revenue					
Parks/Recreation	411				
Cal Fire Grant	47768	297,300.00	0.00	317,931.90	106.93%
Total Parks/Recreation		<u>297,300.00</u>	<u>0.00</u>	<u>317,931.90</u>	<u>106.94%</u>
Total Revenue		<u>297,300.00</u>	<u>0.00</u>	<u>317,931.90</u>	<u>106.94%</u>
Expenditures					
Parks/Recreation	411				
Tree Service	63913	297,300.00	0.00	297,300.00	100.00%
Total Parks/Recreation		<u>297,300.00</u>	<u>0.00</u>	<u>297,300.00</u>	<u>100.00%</u>
Total Expenditures		<u>297,300.00</u>	<u>0.00</u>	<u>297,300.00</u>	<u>100.00%</u>
Net Revenues		0.00	0.00	20,631.90	0.00%
Net Revenues After Other		0.00	0.00	20,631.90	0.00%
Financing Sources and Uses					

City of Del Rey Oaks  
**Statement of Revenues and Expenditures**

260 - CDBG Fund  
 From 6/1/2025 Through 6/30/2025

		FY 2025 Budget	June 2025 Actual	FY 2025 YTD Actual	Percent Collected/Spent
Revenue					
Parks/Recreation	411				
CDBG Grant	47765	90,000.00	0.00	0.00	0.00%
Total Parks/Recreation		90,000.00	0.00	0.00	0.00%
Total Revenue		90,000.00	0.00	0.00	0.00%
Expenditures					
Parks/Recreation	411				
Park Improvements	66420	90,000.00	0.00	0.00	0.00%
Total Parks/Recreation		90,000.00	0.00	0.00	0.00%
Total Expenditures		90,000.00	0.00	0.00	0.00%
Net Revenues		0.00	0.00	0.00	0.00%
Net Revenues After Other Financing Sources and Uses		0.00	0.00	0.00	0.00%

City of Del Rey Oaks  
**Statement of Revenues and Expenditures**

301 - Capital Projects  
 From 6/1/2025 Through 6/30/2025

		FY 2025 Budget	June 2025 Actual	FY 2025 YTD Actual	Percent Collected/Spent
Expenditures					
Vehicle Replacement	533				
Vehicle Replacement	66735	45,000.00	0.00	0.00	0.00%
Total Vehicle Replacement		45,000.00	0.00	0.00	0.00%
City Hall Facility Repairs & Upgrades	541				
Repairs and Improvements	66322	20,000.00	0.00	20,297.73	101.48%
Total City Hall Facility Repairs & Upgrades		20,000.00	0.00	20,297.73	101.49%
Council Chamber Technology Project	542				
Technology Upgrades	66323	5,000.00	0.00	2,900.77	58.01%
Total Council Chamber Technology Project		5,000.00	0.00	2,900.77	58.02%
PD Radio Replacement	543				
PD Radio Replacement	66736	10,000.00	0.00	0.00	0.00%
Total PD Radio Replacement		10,000.00	0.00	0.00	0.00%
Total Expenditures		80,000.00	0.00	23,198.50	29.00%
Net Revenues		(80,000.00)	0.00	(23,198.50)	28.99%
Other Financing Sources and Uses					
Vehicle Replacement	533				
Transfers In from GF	82003	45,000.00	0.00	0.00	0.00%
Total Vehicle Replacement		45,000.00	0.00	0.00	0.00%
City Hall Facility Repairs & Upgrades	541				
Transfers In from GF	82003	20,000.00	6,480.41	23,198.50	115.99%
Total City Hall Facility Repairs & Upgrades		20,000.00	6,480.41	23,198.50	115.99%
Council Chamber Technology Project	542				
Transfers In from GF	82003	5,000.00	0.00	0.00	0.00%
Total Council Chamber Technology Project		5,000.00	0.00	0.00	0.00%
PD Radio Replacement	543				
Transfers In from GF	82003	10,000.00	0.00	0.00	0.00%
Total PD Radio Replacement		10,000.00	0.00	0.00	0.00%
Total Other Financing Sources and Uses		80,000.00	6,480.41	23,198.50	29.00%
Net Revenues After Other Financing Sources and Uses		0.00	6,480.41	0.00	0.00%

City of Del Rey Oaks  
**Statement of Revenues and Expenditures**

321 - SBR Engineering Fund  
 From 6/1/2025 Through 6/30/2025

		FY 2025 Budget	June 2025 Actual	FY 2025 YTD Actual	Percent Collected/Spent
Expenditures					
SBR Contract-Engineering & Others	518				
Contract Services - Engineering	63611	300,000.00	14,041.10	70,700.85	23.56%
Total SBR Contract-Engineering & Others		300,000.00	14,041.10	70,700.85	23.57%
Total Expenditures		300,000.00	14,041.10	70,700.85	23.57%
Net Revenues		(300,000.00)	(14,041.10)	(70,700.85)	23.56%
Net Revenues After Other Financing Sources and Uses		(300,000.00)	(14,041.10)	(70,700.85)	23.56%

City of Del Rey Oaks  
**Statement of Revenues and Expenditures**

331 - FHA Grant Fund  
 From 6/1/2025 Through 6/30/2025

		FY 2025 Budget	June 2025 Actual	FY 2025 YTD Actual	Percent Collected/Spent
Revenue					
Non Department Specific	000				
FHWA Grant	47523	543,400.00	0.00	0.00	0.00%
Total Non Department Specific		543,400.00	0.00	0.00	0.00%
Total Revenue		543,400.00	0.00	0.00	0.00%
Expenditures					
Rosita Emergency Repairs	539				
Contract Services - Engineering	63611	90,371.20	3,349.50	86,352.01	95.55%
Road Construction	66411	494,000.00	6,791.71	445,193.22	90.12%
Total Rosita Emergency Repairs		584,371.20	10,141.21	531,545.23	90.96%
Total Expenditures		584,371.20	10,141.21	531,545.23	90.96%
Net Revenues		(40,971.20)	(10,141.21)	(531,545.23)	1,297.36%
Other Financing Sources and Uses					
Rosita Emergency Repairs	539				
Transfers In from Measure X	82004	74,100.00	0.00	74,100.00	100.00%
Total Rosita Emergency Repairs		74,100.00	0.00	74,100.00	100.00%
Total Other Financing Sources and Uses		74,100.00	0.00	74,100.00	100.00%
Net Revenues After Other Financing Sources and Uses		33,128.80	(10,141.21)	(457,445.23)	(1,380.80)%

City of Del Rey Oaks  
**Statement of Revenues and Expenditures**

**332 - FEMA & OES**  
 From 6/1/2025 Through 6/30/2025

		FY 2025 Budget	June 2025 Actual	FY 2025 YTD Actual	Percent Collected/Spent
Revenue					
Non Department Specific	000				
OES	47519	14,555.00	0.00	14,554.27	99.99%
FEMA	47520	58,218.00	0.00	58,217.06	99.99%
Total Non Department Specific		72,773.00	0.00	72,771.33	100.00%
Total Revenue		72,773.00	0.00	72,771.33	100.00%
Expenditures					
City Hall Facility Repairs & Upgrades	541				
Repairs and Improvements	66322	72,773.00	0.00	67,919.91	93.33%
Total City Hall Facility Repairs & Upgrades		72,773.00	0.00	67,919.91	93.33%
Total Expenditures		72,773.00	0.00	67,919.91	93.33%
Net Revenues		0.00	0.00	4,851.42	0.00%
Net Revenues After Other		0.00	0.00	4,851.42	0.00%
Financing Sources and Uses					



# CITY OF DEL REY OAKS

650 CANYON DEL REY BLVD, DEL REY OAKS, CALIFORNIA 93940  
 PHONE (831) 394-8511 FAX (831) 394-6421

## Staff Report

**DATE:** August 26, 2025

**TO:** Honorable Mayor and Members Budget & Finance Committee

**FROM:** John Guertin, City Manager

**SUBJECT:** Receive July 2025 Financial Reports

**CEQA:** This action does not constitute a “project” as defined by the California Environmental Quality Act (CEQA) guidelines section 15378 as it is an administrative activity of the City that will not result in direct or indirect physical changes in the environment.

### Consideration

Receive July 2025 Financial Reports.

### Background

The Members of the City Council routinely receive financial reports for the previous month.

### Summary & Discussion

Attached are the July 2025 financial reports.

- July 2025 Cash and Investments – The report shows where the City’s funds are invested. The City continues to have a healthy cash balance of \$12,510,601, much of which is restricted for specific purposes.
- July 2025 Check Register –This is a listing of all the payments issued during the month. The total checks issued are \$803,293.
- July 2025 General Fund Summary – This is a one-page summary of the General Fund summarized as follows:

	FY 2026 Budget	July 2025 Actual	FY 2026 YTD Actual	% Collected/ Spent
Revenue	\$ 5,091,200	\$ 613,868	\$ 613,868	12%
Expenditures	5,178,300	468,028	468,028	9%
Net Revenue over Expend	(87,100)	145,840	145,840	
Transfers Out to CIP	(375,446)		-	0%
Net Operating Surplus	\$ (462,546)	\$ 145,840	\$ 145,840	

At 8.33% of the year (1 month) the revenues are at 12% due to all revenues received from Business Licenses, Transient Occupancy Tax, and Interest Earned. The expenditure is 9% of the budget due to all the payments made at the beginning of the year for FY 2026 UAL, Insurances-Liability, Workers Comp & Property. For the month of July 2025, the General Fund shows a surplus net revenue over expenditure of \$145,840.

- July 2025 Statement of Revenues and Expenditures – shows fiscal year-to-date actuals in comparison with FY 2025-26 Budget

### **Fiscal Impacts**

None. This is informational only.

### **Recommendation**

Staff recommend receiving the reports.

### **ATTACHMENTS:**

- Cash and Investments 2025-07
- Check/Voucher Register 2025-07
- General Fund Summary 2025-07
- Statement of Revenues & Expenditures 2025-07

Respectfully Submitted,

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John Guertin, City Manager

**City of Del Rey Oaks  
Summary of Cash & Investments  
As of July 31, 2025**

Accounts

Unrestricted

General Checking	\$	618,518	
Local Agency Investment Fund			
Reserve for Economic Uncertainties	\$	1,652,182	4.258%
Unappropriated Funds	\$	1,526,865	4.258%
Total Unrestricted	\$	<u>3,797,565</u>	

Restricted

PARS-115 Trust Fund	\$	377,992	
Dev - Monterey Peninsula Partner	\$	9,063	
Fidelity Title Escrow Acct - GJM/SBR Intersection	\$	1,056,168	
Fidelity Title Escrow Acct - SBR Construction	\$	7,269,813	
Total Restricted	\$	<u>8,713,036</u>	

**Total Cash and Investments**

**\$ 12,510,601**

City of Del Rey Oaks  
Check/Voucher Register  
From 07/01/2025 Through 07/31/2025

Check Number	Payee	Transaction Description	Check Amount
22905	AT&T	Internet City Hall & PD Service Period 06-13-25 to 07-12-25	\$ 203.30
22906	AT&T CAL NET 2	Outside PD Phone Service Period 05-19-25 to 06-18-25	31.70
22907	AT&T MOBILITY	Internet Service Period 05-19 to 06-18-25	69.76
22908	BOURQUIN, CHRISTOPHER L	Travel Reimbursement - MCCLEOA Training Seminar 04/27/25 to 04/30/	961.03
22909	CALIFORNIA-AMERICAN WATER	Service Period 05/21/2025 - 06/19/2025	360.38
	CALIFORNIA-AMERICAN WATER	Service Period 05/21/2025 to 06/19/2025	867.14
22910	CORELOGIC SOLUTIONS, LLC.	Software 2025-06	163.91
22911	DENISE DUFFY & ASSOCIATES	Reap 2.0 Project #9614 Task #779D	1,370.00
	DENISE DUFFY & ASSOCIATES	Task #776 General On-Call Consulting June 2025	1,601.75
	DENISE DUFFY & ASSOCIATES	Task #782 HMP Compliance	66.25
22912	FENTON & KELLER	City Attorney General Services	1,302.14
	FENTON & KELLER	Employment Matters	325.00
	FENTON & KELLER	Public Records Act Request 2025-05	357.50
22913	G.P.S. SOLUTIONS	Building Inspection Services FY2025	4,315.30
22914	HOME DEPOT CRC	Supplies 2025-06	190.45
22915	I.M.P.A.C.GOVERNM'T SER	Credit Card Charges 2025-06	659.59
22916	Inter Continental The Clement Monterey	Park West & East Park Refund	150.00
22917	JAMES DE CHALK	Janitorial Services 2025-06	500.00
22918	JEFF ANDOY	Wellness 2025-06	535.71
22919	Laura Batra	Travel Reimbursement - MMC 200 Training 6/24 to 6/27/25	786.70
22920	MONTEREY COUNTY ANIMAL	Acct# 4000-8442-8072-5750 4th QTR FY 2024-25	825.00
22921	MONTEREY COUNTY SHERIFF	Criminal Justice Information System April 1 - June 30, 2025	5,176.36
22922	NATIVIDAD MEDICAL CENTER	BLOOD ALCOHOL DRAW -DUI 12/14/24	31.00
22923	PG&E	Service Period 05/20/2025 to 06/20/2025	2,621.68
22924	Pitney Bowes Bank Inc. Purchase Power	Postage Meter Refill 2025-06	246.93
22925	ROGER GUZMAN	Awards for PD Staff -Reimbursement	129.75
	ROGER GUZMAN	Wellness 2025-06	535.71
22926	SMITH & ENRIGHT LANDSCAPING, INC.	#1374 Weed Abatement at Work Memorial Park	3,000.00
	SMITH & ENRIGHT LANDSCAPING, INC.	#1375 Certified Playground Mulch Installed at Park 2024-06	3,500.00
22927	TERMINIX, INC.	Pest Control 2025-06	115.24
22928	US Bank Equipment Finance	Konika Minolta Copier Lease 2025-06	397.84
22929	Verizon	Service Period 5/24/24 to 6/23/25	118.03
22930	Voided damaged in the mail-re issued Ck#22980	Civil Engineering & Land Surveying Services	-
22931	Voided spoiled check in the printer		-
22932	NEILL ENGINEERS CORP	Work & Saucito Storm Drain - Engineering Services 2025-03	2,403.50
22933	ALLIANT INSURANCE	Policy Renewal 7/1/25 to 7/1/2026	4,766.00
22934	AMBAG	Member Jurisdiction Dues FY 2025-26	863.63
22935	AT&T	Airport Internet Service Period 06/25/25 to 07/24/25	84.89
22936	CALIFORNIA POLICE CHIEFS ASSOC.	FY 25-26 CPCA Dues 13-25 Personnel	402.00
22937	City of Sand City	Monterey Peninsula Regional SRU FY 2025 - 2026	5,000.00
22938	CivicPlus, LLC	Municode Meetings Premium Annual 06-01-25 to 05-31-26	4,920.00
	CivicPlus, LLC	NextRequest Standard 10 Admin-Publisher Users and 2TB Storage	10,570.77
	CivicPlus, LLC	Online Code Hosting, Subscription & Ord Link Period 07/01/25 to 6/30/26	881.17
22939	Voided-lost in the mail	CoPower Dental Premiums 2025-07	-
22940	COMMUNITY HUMAN SERVICES	FY 25-26 Shelter Funding Allocation	5,025.00
22941	ICMA	Membership Renewal for FY 07/01/25 to 06/30/26	960.00
22942	Lexipol, LLC	Annual LEFTA Shield Suite Base Subscription & Per User Subscription - 1	2,999.42
	Lexipol, LLC	Cordico Law Enforcement Wellness App 7/1/25 to 6/30/26	1,999.00
22943	MONTEREY BAY TECHNOLOGIES, INC.	IT Services 2025-07	1,800.00
22944	County of Monterey	911 FY 2025/26 QTR 1	26,748.00
22945	MONTEREY TIRE SERVICE	17 Ford Explorer Police	1,011.82
22946	PEACE OFFICER RESEARCH ASSOC OF CALIFORNIA	PD POA Dues	243.00
	PEACE OFFICER RESEARCH ASSOC OF CALIFORNIA	Reserve Legal Defense Fund 2025-07	144.00
	PEACE OFFICER RESEARCH ASSOC OF CALIFORNIA	Reserve POA Dues	72.00
22947	PORAC HEADQUARTERS	Reserve Legal Defense Fund 2025-07	1,233.90
22948	PRECISION ALARMS AND AUTOMATION, INC.	Alarm Inspections & Monitoring 2025-07	170.00
22949	PUBLIC AGENCY RISK MANAGEMENT ASSOCIATION	Public Entity Membership 25/26	300.00
22950	PURE WATER	Supplies 2025-07	41.00
22951	RingCentral, Inc.	Service Period 06/29/2025 to 07/28/2025	327.78

**City of Del Rey Oaks  
Check/Voucher Register  
From 07/01/2025 Through 07/31/2025**

Check Number	Payee	Transaction Description	Check Amount
	22952 STRIPE-A-LOT, INC	Rosita Rd., Del Rey Oaks	3,000.00
	22953 SUN RIDGE SYSTEMS, INC.	Annual RIMS User Conference - Chris Bourquin	875.00
	22954 TAMC	CMP/Regional Transporation Planning Assessment FY 25-26	510.00
	22955 Veritone, Inc	FY 25/26 Period 07/17/25 to 07/16/26	1,700.00
	22956 VSP	Vision Premium 2025-07	234.63
	22957 A.F. Electric, Inc.	Old Town Hall Power Issues	375.00
	22958 AT&T MOBILITY	Aircard Service Period 06-03-25 to 07-02-25 PW	40.24
	22959 CALIFORNIA BUILDING STANDARDS COMMISSION	Building Permit Fee QTR 4 FY 2024/2025	22.50
	22960 CITY OF SEASIDE	Fire Prevention Services 4th Qtr FY24/25	59,153.90
	CITY OF SEASIDE	Street Sweeping Services 2025-01 to 2025-06	6,409.08
	22961 DEPT OF CONSERVATION	SMIP Fees 041/01/25 to 06/30/2025	63.25
	22962 DIVISION OF THE STATE ARCHITECT	DSA 786 Fees 04/01 - 06/01/2025	52.40
	22963 NEILL ENGINEERS CORP	Retainer 04/01/0225 to 06/30/2025	300.00
	NEILL ENGINEERS CORP	Rosita Road Emergency Repair	364.70
	NEILL ENGINEERS CORP	Rosita Road Emergency Repair FY 24/25	2,984.80
	22964 PG&E	Service Period 06/11/2025 - 07/11/2025	85.32
	22965 REGIONAL GOVERNMENT SERIVCES	Management & Admin Services	15,415.85
	REGIONAL GOVERNMENT SERIVCES	Management & Admin Services 2025-06	2,600.15
	22966 VALLEY SAW & GARDEN EQUIP, INC.	Maintenance DR & Leaf Blower	559.70
	22967 AT&T	Internet City Hall & PD Service Period 07-13-25 to 08-12-25	213.29
	22968 AT&T MOBILITY	Telephone Service Period 07-03-25 to 08-02-25	403.24
	22969 CoPower	Dental Premiums 2025-08	2,367.50
	22970 CORONADO DEISEL MOBILE SERVICES, INC.	94 Dodge Durango PM Lube Job and Safety Inspection	398.91
	CORONADO DEISEL MOBILE SERVICES, INC.	Ford Explorer #92 PM Lube Job and Safety Inspection	397.64
	22971 Hana Gardens Seaside	Supplies	41.50
	22972 MONTEREY BAY AIR RESOURCES DISTRICT	Per Capita Assessment FY 2025-2026	927.60
	22973 MONTEREY COUNTY AUDITOR/CONTROLLER	LAFCO Budget Allocation 2025-2026	2,860.48
	22974 MONTEREY COUNTY WEEKLY CLASSIFIEDS	Notice of Publication Chapter Ordinance No 321	533.25
	22975 ODP Business Solutions, LLC	Supplies	72.56
		Travel Reimbursement - Training Basic Vulnerability Assessment 07-08 to 07/09/25	935.34
	22976 ROGER GUZMAN		
	22977 The Briefing Room LLC	Online Law Enforcement Training Platform - Annual Subscription	461.08
	22978 US Bank Equipment Finance	Konika Minolta Copier Lease 2025-07	135.64
	22979 MONTEREY BAY AREA INSURANCE FUND	FY 25/26 Premium WC, Property, Liability Insurance	324,789.01
	22980 Whitson Engineers	Civil Engineering & Land Surveying Services	7,283.50
ACH July 2025	7-Eleven Mastercard	PD & PW Fuel Charges 2025-06	3,083.57
ACH PER UAL	PERS	PERS UAL FY24/25 Annual Lump Sum Prepayment -1365 Safety Classic	136,441.00
	PERS	PERS UAL FY25/26 Annual Lump Sum Prepayment - 1364 Misc	51,139.00
	PERS	PERS UAL FY25/26 Annual Lump Sum Prepayment - Misc 26934 PEPR	1,780.00
	PERS	PERS UAL FY25/26 Annual Lump Sum Prepayment -25623 Safety PEPR	4,942.00
ACH PERS	PERS	CALPERS 1900 457 (07/18) Contribution 07/15/2025	2,950.00
	PERS	PERS 3100 Contribution Retirement 06/28/25 - 07/11/25 - Plan 1364	706.31
	PERS	PERS 3100 Contribution Retirement 06/28/25 - 07/11/25 - Plan 25623	4,345.43
	PERS	PERS 3100 Contribution Retirement 06/28/25 - 07/11/25 - Plan 26934	1,715.81
	PERS	PERS 3100 Contribution Retirement 6/28-7/11/25 -Plan 1365	3,657.61
ACH PERS 2026	P.E.R.S.-HEALTH	CalPERS 1800 Health 07/2025	37,150.38
ACH PERS 2027	PERS	CalPERS 1900 457 (07/03) Contribution 06/30/2025	3,800.00
	PERS	PERS 3100 Contribution Retirement 06/15-06/28/24 -Plan 26934	2,263.96
	PERS	PERS 3100 Contribution Retirement 6/14-6/27/25 -Plan 1364	601.01
	PERS	PERS 3100 Contribution Retirement 6/14-6/27/25 -Plan 25623	4,155.90
	PERS	PERS 3100 Contribution Retirement 6/14-6/27/25 -Plan 1365	3,512.11

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**Report Total** **\$ 803,293.18**

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**City of Del Rey Oaks**  
**Statement of Revenues and Expenditures**  
**100 - General Fund**  
**From 07/01/2025 Through 07/31/2025**

		FY 2026 Budget	July 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
<b>Revenue</b>					
Property Taxes	000	867,500.00	-	-	0.00%
Sales Tax	000	1,189,000.00	112,155.73	112,155.73	9.43%
Other Taxes	000	551,400.00	96,968.38	96,968.38	17.58%
Licenses and Permits	000	322,700.00	219,883.46	219,883.46	68.13%
Fines and Forfeitures	000	25,100.00	1,630.49	1,630.49	6.49%
Other Revenue	000	205,700.00	34,886.54	34,886.54	16.95%
Grants	000	247,500.00	19,836.17	19,836.17	8.01%
Airport Police Services	210	1,489,000.00	111,852.50	111,852.50	7.51%
Current Services	000	193,300.00	16,655.07	16,655.07	8.61%
<b>Total Revenue</b>		<b>5,091,200.00</b>	<b>613,868.34</b>	<b>613,868.34</b>	<b>12.06%</b>
<b>Expenditures</b>					
Council	110	30,400.00	1,844.33	1,844.33	6.06%
City Clerk	111	648,200.00	90,868.12	90,868.12	14.01%
City Manager	120	338,400.00	21,581.68	21,581.68	6.37%
Finance	130	236,000.00	2,072.11	2,072.11	0.87%
Legal	150	89,300.00	533.25	533.25	0.59%
Planning & Building Reg	160	150,400.00	-	-	0.00%
Government Buildings	180	20,200.00	-	-	0.00%
Non-Departmental	190	56,800.00	9,323.08	9,323.08	16.41%
Police	210	2,998,900.00	324,442.49	324,442.49	10.81%
Fire/Animal Control	220	243,300.00	-	-	0.00%
Public Works/Streets	311	256,800.00	17,290.68	17,290.68	6.73%
Parks/Recreation	411	109,600.00	72.56	72.56	0.06%
<b>Total Expenditures</b>		<b>5,178,300.00</b>	<b>468,028.30</b>	<b>468,028.30</b>	<b>9.04%</b>
<b>Excess(Deficit) of Revenue Over Expend</b>		<b>(87,100.00)</b>	<b>145,840.04</b>	<b>145,840.04</b>	
<b>Other Financing Sources &amp; Uses</b>					
Transfers Out-CIP		(375,446.00)	-	-	
<b>Net Revenues After Other Financing Sources &amp; Uses</b>		<b>(462,546.00)</b>	<b>145,840.04</b>	<b>145,840.04</b>	

**City of Del Rey Oaks  
Statement of Revenues and Expenditures**

Item 3.

**100 - General Fund**

From 7/1/2025 Through 7/31/2025

		FY 2026 Budget	July 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
Revenue					
Non Department Specific	000				
P/T-Secured	41110	599,800.00	0.00	0.00	0.00%
P/T-Unsecured	41120	31,200.00	0.00	0.00	0.00%
P/T-Prior Secured	41130	6,200.00	0.00	0.00	0.00%
Prior Unsecured	41140	100.00	0.00	0.00	0.00%
P/T-Unitary Tax	41150	12,500.00	0.00	0.00	0.00%
P/T-Supplemental Roll (SB813)	41160	12,400.00	0.00	0.00	0.00%
Property Tax - VLF	41170	204,500.00	0.00	0.00	0.00%
Prop Tax-Interest/Penalty	41180	800.00	0.00	0.00	0.00%
Sales Tax	42210	409,000.00	39,591.87	39,591.87	9.68%
Sales Tax - 145 (Measure S-1%)	42220	520,000.00	48,342.19	48,342.19	9.29%
Sales Tax -409 (Measure R 1/2%)	42221	260,000.00	24,221.67	24,221.67	9.31%
Cannabis Tax	42222	100,000.00	8,797.66	8,797.66	8.79%
Transient Occupancy Tax	42230	229,500.00	62,673.08	62,673.08	27.30%
STR Annual Licenses Fee	42231	0.00	131.76	131.76	0.00%
Property Transfer Tax	42250	8,700.00	0.00	0.00	0.00%
Sewer Impact	42290	22,000.00	0.00	0.00	0.00%
Business Licenses	42310	225,000.00	206,371.67	206,371.67	91.72%
HOUP (Home Occupational User Permit)	42311	0.00	320.00	320.00	0.00%
Gas Franchises	42761	8,200.00	0.00	0.00	0.00%
Electric Franchises	42762	22,000.00	0.00	0.00	0.00%
Garbage Franchises	42763	110,000.00	25,497.64	25,497.64	23.17%
Cable Tv Franchises	42764	26,000.00	0.00	0.00	0.00%
Water Franchises	42765	25,000.00	0.00	0.00	0.00%
SB1186 Disability Access Fund	43311	1,000.00	232.00	232.00	23.20%
SB1473 Environmental Assessment Fee	43312	100.00	24.00	24.00	24.00%
Building Permits	43320	59,000.00	10,189.02	10,189.02	17.26%
Strong-Motion Instrumental Program (SMIP) Fees	43322	200.00	81.01	81.01	40.50%
Cannabis Business Permit	43325	5,000.00	0.00	0.00	0.00%
Plan Check Fees	43330	18,000.00	2,091.00	2,091.00	11.61%
Encroachment/Street Opening Permits Fees	43340	8,000.00	0.00	0.00	0.00%
Plumbing Permits	43350	3,400.00	128.00	128.00	3.76%
Electrical Permits	43360	3,000.00	187.00	187.00	6.23%
AVAILABLE	43362	0.00	300.00	300.00	0.00%
Other Licenses/Permits	43390	1,000.00	0.00	0.00	0.00%
Fines & Forfeitures	45000	2,600.00	186.49	186.49	7.17%
Vehicle Code Fines	45510	5,500.00	25.00	25.00	0.45%
Parking and Admin Fines	45512	17,000.00	1,419.00	1,419.00	8.34%
Interest Earned	46100	185,000.00	34,440.99	34,440.99	18.61%
Interest Earned-PARS	46101	15,000.00	213.55	213.55	1.42%
Rental Income - Garden Center	46815	18,000.00	3,000.00	3,000.00	16.66%
Rental Income - Airport RV	46816	39,600.00	3,890.54	3,890.54	9.82%
Rental Income - PW Bldg (CHC Enterprise)	46817	24,000.00	2,000.00	2,000.00	8.33%
HOPTR	47130	1,200.00	0.00	0.00	0.00%
Vehicle License Collection	47140	2,500.00	0.00	0.00	0.00%

**City of Del Rey Oaks  
Statement of Revenues and Expenditures**

Item 3.

**100 - General Fund**

From 7/1/2025 Through 7/31/2025

		FY 2026 Budget	July 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
COPS	47240	194,000.00	16,666.66	16,666.66	8.59%
SB1383 Organics Recycling	47243	14,000.00	1,250.00	1,250.00	8.92%
Prop 172	47750	20,000.00	1,418.01	1,418.01	7.09%
Wellness Program	47760	7,500.00	0.00	0.00	0.00%
Police Grants & Other Reimbursements	47780	5,000.00	0.00	0.00	0.00%
POST Reimbursements	47781	7,000.00	501.50	501.50	7.16%
Police Service Fees	48210	1,000.00	130.00	130.00	13.00%
Police Services-Special Events	48211	35,000.00	3,500.00	3,500.00	10.00%
Public Events	48212	5,000.00	0.00	0.00	0.00%
Use Permits	48805	52,000.00	1,820.00	1,820.00	3.50%
Maps/Publications	48810	100.00	0.00	0.00	0.00%
Property Inspections	48825	4,500.00	760.00	760.00	16.88%
Miscellaneous Revenue	48840	10,000.00	10.00	10.00	0.10%
Credit Card Processing Fee	48841	0.00	544.53	544.53	0.00%
LAFCO Refund & Interest for FORA	48842	400.00	0.00	0.00	0.00%
Rental - Park	48910	3,700.00	1,000.00	1,000.00	27.02%
Day Use Permits (Park only)	48911	0.00	60.00	60.00	0.00%
Miscellaneous Refunds	48930	1,000.00	0.00	0.00	0.00%
Total Non Department Specific		3,602,200.00	502,015.84	502,015.84	13.94%
Police	210				
Airport Police Services	48220	1,489,000.00	111,852.50	111,852.50	7.51%
Total Police		1,489,000.00	111,852.50	111,852.50	7.51%
Total Revenue		5,091,200.00	613,868.34	613,868.34	12.06%
<b>Expenditures</b>					
Council	110				
Council Member Stipend	61115	7,500.00	525.00	525.00	7.00%
Medicare-ER	61130	200.00	7.61	7.61	3.80%
Social Security-ER	61131	500.00	32.55	32.55	6.51%
Unemployment Ins-Fed & State	61132	100.00	3.15	3.15	3.15%
Dental Expense	61135	8,900.00	1,276.02	1,276.02	14.33%
Materials/Supply	62410	200.00	0.00	0.00	0.00%
Membership Dues-Professional Org	64550	2,500.00	0.00	0.00	0.00%
Strategic Planning	64570	5,000.00	0.00	0.00	0.00%
Misc Expenses	64580	2,500.00	0.00	0.00	0.00%
Travel Expenses	64610	3,000.00	0.00	0.00	0.00%
Total Council		30,400.00	1,844.33	1,844.33	6.07%
City Clerk	111				
Payroll	61105	252,300.00	14,954.00	14,954.00	5.92%
Overtime	61110	5,000.00	299.43	299.43	5.98%
PERS UAL - After 06/30/18	61123	11,100.00	890.00	890.00	8.01%
PERS UAL-Before 06/30/2018	61124	41,000.00	51,139.00	51,139.00	124.72%
PERS Retirement	61125	26,700.00	1,587.07	1,587.07	5.94%
Medicare-ER	61130	3,800.00	251.20	251.20	6.61%
Unemployment Ins-Fed & State	61132	1,200.00	0.00	0.00	0.00%
Dental Expense	61135	5,700.00	894.50	894.50	15.69%
Health Insurance	61140	122,800.00	9,832.14	9,832.14	8.00%
Vision Ins	61145	800.00	59.60	59.60	7.45%
Workers Comp and EAP	61150	4,000.00	0.00	0.00	0.00%
Wellness Program	61155	1,500.00	0.00	0.00	0.00%

**City of Del Rey Oaks  
Statement of Revenues and Expenditures**

Item 3.

**100 - General Fund**

From 7/1/2025 Through 7/31/2025

		FY 2026 Budget	July 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
Educational Incentive Pay	61157	6,000.00	413.54	413.54	6.89%
Longevity Pay	61158	3,700.00	271.30	271.30	7.33%
Materials/Supply	62410	4,000.00	13.66	13.66	0.34%
Office Supplies	62430	7,000.00	0.00	0.00	0.00%
Repair/Maintenance	63505	1,000.00	0.00	0.00	0.00%
Other Outside Services	63508	6,000.00	85.00	85.00	1.41%
Shredding Services	63509	1,000.00	0.00	0.00	0.00%
Short Term Rental Services	63511	17,500.00	0.00	0.00	0.00%
Telephone	63530	3,000.00	263.71	263.71	8.79%
Internet	63531	1,500.00	106.65	106.65	7.11%
Website Design & Maintenance	63535	1,000.00	0.00	0.00	0.00%
Postage / Shipping	63540	2,000.00	0.00	0.00	0.00%
Training	63605	11,000.00	0.00	0.00	0.00%
Insurance-Liability	63620	62,400.00	0.00	0.00	0.00%
Contract Services - IT	63635	10,000.00	900.00	900.00	9.00%
Software/Server Subscription	64310	15,500.00	2,642.69	2,642.69	17.04%
Agenda Management System	64315	7,000.00	4,920.00	4,920.00	70.28%
Municipal Code Service	64320	5,000.00	881.17	881.17	17.62%
Membership Dues-Professional Org	64550	1,000.00	0.00	0.00	0.00%
Membership Dues-Government Agency	64552	700.00	0.00	0.00	0.00%
Printing / Publications	64575	2,000.00	0.00	0.00	0.00%
Misc Expenses	64580	500.00	463.46	463.46	92.69%
Election Cost	64588	500.00	0.00	0.00	0.00%
Travel Expenses	64610	3,000.00	0.00	0.00	0.00%
<b>Total City Clerk</b>		<b>648,200.00</b>	<b>90,868.12</b>	<b>90,868.12</b>	<b>14.02%</b>
<b>City Manager</b>	<b>120</b>				
Payroll	61105	202,100.00	9,578.16	9,578.16	4.73%
PERS UAL - After 06/30/18	61123	500.00	445.00	445.00	89.00%
PERS Retirement	61125	16,100.00	780.24	780.24	4.84%
Medicare-ER	61130	2,900.00	201.46	201.46	6.94%
Unemployment Ins-Fed & State	61132	100.00	0.00	0.00	0.00%
Dental Expense	61135	2,400.00	386.58	386.58	16.10%
Health Insurance	61140	48,400.00	3,837.86	3,837.86	7.92%
Health Insurance -Retiree	61141	1,900.00	158.00	158.00	8.31%
Vision Ins	61145	400.00	15.71	15.71	3.92%
Workers Comp and EAP	61150	3,000.00	0.00	0.00	0.00%
Wellness Program	61155	500.00	0.00	0.00	0.00%
Admin Leave	61175	0.00	3,684.64	3,684.64	0.00%
Auto Allowance	61180	5,400.00	370.40	370.40	6.85%
Office Supplies	62430	300.00	0.00	0.00	0.00%
Insurance-Liability	63620	51,000.00	0.00	0.00	0.00%
Membership Dues-Professional Org	64550	1,700.00	2,123.63	2,123.63	124.91%
Membership Dues-Government Agency	64552	700.00	0.00	0.00	0.00%
Travel Expenses	64610	1,000.00	0.00	0.00	0.00%
<b>Total City Manager</b>		<b>338,400.00</b>	<b>21,581.68</b>	<b>21,581.68</b>	<b>6.38%</b>
<b>Finance</b>	<b>130</b>				
ADP Payroll Fees	62310	8,500.00	621.95	621.95	7.31%
Bank Service Charges	62320	4,000.00	1,450.16	1,450.16	36.25%
Credit Card Fees	62321	5,000.00	0.00	0.00	0.00%

**City of Del Rey Oaks  
Statement of Revenues and Expenditures**

Item 3.

**100 - General Fund**

From 7/1/2025 Through 7/31/2025

		FY 2026 Budget	July 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
Accounting Software	62431	5,000.00	0.00	0.00	0.00%
Budget Software	62433	14,000.00	0.00	0.00	0.00%
Audit-General	63625	40,000.00	0.00	0.00	0.00%
Audit -Sales Tax	63626	5,000.00	0.00	0.00	0.00%
Actuarial Services	63627	4,500.00	0.00	0.00	0.00%
Accounting Services-RGS	63645	150,000.00	0.00	0.00	0.00%
<b>Total Finance</b>		<b>236,000.00</b>	<b>2,072.11</b>	<b>2,072.11</b>	<b>0.88%</b>
<b>Legal</b>	<b>150</b>				
Legal Services	63650	86,000.00	0.00	0.00	0.00%
Legal Advert	64560	2,300.00	533.25	533.25	23.18%
Misc Expenses	64580	1,000.00	0.00	0.00	0.00%
<b>Total Legal</b>		<b>89,300.00</b>	<b>533.25</b>	<b>533.25</b>	<b>0.60%</b>
<b>Planning &amp; Building Regulation</b>	<b>160</b>				
Economic Development Services	63639	20,000.00	0.00	0.00	0.00%
Planning Services	63640	40,000.00	0.00	0.00	0.00%
Contract Services - Housing Element	63642	50,000.00	0.00	0.00	0.00%
Building Inspections Services	63648	32,400.00	0.00	0.00	0.00%
Engineering Services	63649	5,000.00	0.00	0.00	0.00%
Code Enforcement Services	63656	2,000.00	0.00	0.00	0.00%
Travel Expenses	64610	1,000.00	0.00	0.00	0.00%
<b>Total Planning &amp; Building Regulation</b>		<b>150,400.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Government Buildings</b>	<b>180</b>				
Materials/Supply	62410	2,000.00	0.00	0.00	0.00%
Repair/Maintenance	63505	5,000.00	0.00	0.00	0.00%
Other Outside Services	63508	1,000.00	0.00	0.00	0.00%
Utilities - PG&E	63520	8,000.00	0.00	0.00	0.00%
Janitorial Services	63660	4,200.00	0.00	0.00	0.00%
<b>Total Government Buildings</b>		<b>20,200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Non-Departmental</b>	<b>190</b>				
Materials/Supply	62410	500.00	0.00	0.00	0.00%
Insurance-Liability	63620	25,000.00	0.00	0.00	0.00%
Insurance-Property	63621	9,000.00	0.00	0.00	0.00%
Membership Dues-Professional Org	64550	500.00	5,025.00	5,025.00	1,005.00%
Membership Dues-Non Profit Agency Contrib	64551	15,000.00	0.00	0.00	0.00%
Membership Dues-Government Agency	64552	5,500.00	4,298.08	4,298.08	78.14%
Misc Expenses	64580	1,000.00	0.00	0.00	0.00%
S.M.I.P.	64930	200.00	0.00	0.00	0.00%
SB 1473	64940	100.00	0.00	0.00	0.00%
<b>Total Non-Departmental</b>		<b>56,800.00</b>	<b>9,323.08</b>	<b>9,323.08</b>	<b>16.41%</b>
<b>Police</b>	<b>210</b>				
Payroll	61105	1,167,800.00	57,851.64	57,851.64	4.95%
Overtime	61110	150,000.00	28,332.13	28,332.13	18.88%
Reserves Payroll	61120	95,000.00	5,593.65	5,593.65	5.88%
PERS UAL - After 06/30/18	61123	30,400.00	25,476.01	25,476.01	83.80%
PERS UAL-Before 06/30/2018	61124	111,000.00	115,906.99	115,906.99	104.42%
PERS Retirement	61125	163,000.00	9,318.75	9,318.75	5.71%
PERS 457 Expense	61126	32,400.00	1,050.00	1,050.00	3.24%

**City of Del Rey Oaks  
Statement of Revenues and Expenditures**

Item 3.

**100 - General Fund**

From 7/1/2025 Through 7/31/2025

		FY 2026 Budget	July 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
Medicare-ER	61130	17,400.00	1,519.93	1,519.93	8.73%
Social Security-ER	61131	1,000.00	17.35	17.35	1.73%
Unemployment Ins-Fed & State	61132	13,000.00	5.26	5.26	0.04%
Dental Expense	61135	16,200.00	1,923.94	1,923.94	11.87%
Health Insurance	61140	342,300.00	20,370.18	20,370.18	5.95%
Vision Ins	61145	2,500.00	143.61	143.61	5.74%
Workers Comp and EAP	61150	141,500.00	0.00	0.00	0.00%
Wellness Program	61155	5,000.00	0.00	0.00	0.00%
Educational Incentive Pay	61157	16,800.00	1,076.02	1,076.02	6.40%
Longevity Pay	61158	9,300.00	768.41	768.41	8.26%
Uniform Allowance	61160	10,000.00	2,000.00	2,000.00	20.00%
Materials/Supply	62410	15,000.00	13.67	13.67	0.09%
Ammunition	62420	5,000.00	0.00	0.00	0.00%
Body Armor Vests	62422	1,500.00	0.00	0.00	0.00%
Office Supplies	62430	5,000.00	0.00	0.00	0.00%
Auto Operations - Supplies / Equip	62710	1,000.00	0.00	0.00	0.00%
Auto Operations - Fuel	62720	30,000.00	0.00	0.00	0.00%
Repair/Maintenance	63505	2,000.00	0.00	0.00	0.00%
Other Outside Services	63508	5,000.00	220.64	220.64	4.41%
Shredding Services	63509	1,000.00	0.00	0.00	0.00%
Utilities - PG&E	63520	8,000.00	0.00	0.00	0.00%
Telephone	63530	8,000.00	422.44	422.44	5.28%
Internet	63531	6,000.00	191.53	191.53	3.19%
Annual Maintenance-Records Mgmt Software	63537	5,000.00	0.00	0.00	0.00%
Record Management-Historical	63538	3,400.00	0.00	0.00	0.00%
Postage / Shipping	63540	500.00	0.00	0.00	0.00%
Training	63605	5,000.00	1,336.08	1,336.08	26.72%
Insurance-Liability	63620	290,200.00	0.00	0.00	0.00%
Insurance-Property	63621	9,000.00	0.00	0.00	0.00%
Insurance-Vehicles	63622	2,550.00	0.00	0.00	0.00%
Audit-General	63625	5,000.00	0.00	0.00	0.00%
Actuarial Services	63627	2,500.00	0.00	0.00	0.00%
Professional Services	63628	12,000.00	0.00	0.00	0.00%
Contract Services - IT	63635	12,900.00	900.00	900.00	6.97%
Contract Services-Others	63637	4,200.00	0.00	0.00	0.00%
Legal Services	63650	3,800.00	0.00	0.00	0.00%
Janitorial Services	63660	4,200.00	0.00	0.00	0.00%
911-NGEN Phase II Upgrade	63664	7,000.00	0.00	0.00	0.00%
911-Radio Dispatch	63665	61,800.00	15,440.00	15,440.00	24.98%
911-Inform MDT Terminal Service	63666	1,000.00	0.00	0.00	0.00%
911-Notification System	63667	400.00	0.00	0.00	0.00%
911-NGEN O&M	63668	14,400.00	3,578.00	3,578.00	24.84%
911-NGEN Debt (Capital Fee)	63669	8,000.00	7,730.00	7,730.00	96.62%
Auto Repair/Maintenance	63730	23,000.00	1,808.37	1,808.37	7.86%
Parking & Admin Citations Services	63812	9,000.00	790.15	790.15	8.77%
Animal Regulation Fire	63820	500.00	0.00	0.00	0.00%
Fund Jail & Prisoner	63830	200.00	0.00	0.00	0.00%
ACJIS System	63840	9,000.00	0.00	0.00	0.00%
Software/Server Subscription	64310	22,700.00	12,627.50	12,627.50	55.62%

**City of Del Rey Oaks  
Statement of Revenues and Expenditures**

Item 3.

**100 - General Fund**

From 7/1/2025 Through 7/31/2025

		FY 2026 Budget	July 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
Computer Server	64318	370.00	0.00	0.00	0.00%
Personnel Recruit & Pre-Employment	64545	3,000.00	0.00	0.00	0.00%
Membership Dues-Professional Org	64550	9,000.00	2,094.90	2,094.90	23.27%
Membership Dues-Non Profit Agency Contrib	64551	500.00	0.00	0.00	0.00%
Membership Dues-Government Agency	64552	5,000.00	5,000.00	5,000.00	100.00%
Books and Periodicals	64565	900.00	0.00	0.00	0.00%
Printing / Publications	64575	2,000.00	0.00	0.00	0.00%
Misc Expenses	64580	1,000.00	0.00	0.00	0.00%
Travel Expenses	64610	13,000.00	935.34	935.34	7.19%
Principal-Motorola Lease-Cameras	65104	21,350.00	0.00	0.00	0.00%
Principal-Dell	65105	4,325.00	0.00	0.00	0.00%
Principal-Sunridge Records Mgmt	65106	8,500.00	0.00	0.00	0.00%
Interest-Sunridge Records Mgmt	65107	300.00	0.00	0.00	0.00%
Interest-Dell	65205	305.00	0.00	0.00	0.00%
<b>Total Police</b>		<u>2,998,900.00</u>	<u>324,442.49</u>	<u>324,442.49</u>	<u>10.82%</u>
<b>Fire/Animal Control</b>	<b>220</b>				
Fire Seaside	63810	243,300.00	0.00	0.00	0.00%
<b>Total Fire/Animal Control</b>		<u>243,300.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
<b>Public Works/Streets</b>	<b>311</b>				
Payroll	61105	87,800.00	5,172.80	5,172.80	5.89%
PERS UAL - After 06/30/18	61123	500.00	445.00	445.00	89.00%
PERS Retirement	61125	7,100.00	417.13	417.13	5.87%
Medicare-ER	61130	1,300.00	85.54	85.54	6.58%
Unemployment Ins-Fed & State	61132	100.00	0.00	0.00	0.00%
Dental Expense	61135	1,600.00	253.96	253.96	15.87%
Health Insurance	61140	37,200.00	2,952.20	2,952.20	7.93%
Vision Ins	61145	300.00	15.71	15.71	5.23%
Workers Comp and EAP	61150	1,500.00	0.00	0.00	0.00%
Wellness Program	61155	500.00	0.00	0.00	0.00%
Educational Incentive Pay	61157	1,200.00	82.30	82.30	6.85%
Materials/Supply	62410	10,000.00	55.17	55.17	0.55%
Office Supplies	62430	1,500.00	0.00	0.00	0.00%
Auto Operations - Supplies / Equip	62710	2,500.00	0.00	0.00	0.00%
Auto Operations - Fuel	62720	5,000.00	0.00	0.00	0.00%
Repair/Maintenance	63505	17,900.00	3,000.00	3,000.00	16.75%
Other Outside Services	63508	1,000.00	0.00	0.00	0.00%
Gabilan Crew	63515	3,000.00	0.00	0.00	0.00%
Utilities - PG&E	63520	5,000.00	0.00	0.00	0.00%
Utilities - Water	63525	5,000.00	0.00	0.00	0.00%
Telephone	63530	200.00	44.87	44.87	22.43%
Internet	63531	600.00	0.00	0.00	0.00%
Training	63605	2,000.00	0.00	0.00	0.00%
Insurance-Liability	63620	21,200.00	0.00	0.00	0.00%
Insurance-Vehicles	63622	5,000.00	4,766.00	4,766.00	95.32%

**City of Del Rey Oaks  
Statement of Revenues and Expenditures**

Item 3.

**100 - General Fund**

From 7/1/2025 Through 7/31/2025

		FY 2026 Budget	July 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
SB1383 Organics Waste Regs Services	63654	14,000.00	0.00	0.00	0.00%
Hazardous Waste Disposal	63655	500.00	0.00	0.00	0.00%
Auto Repair/Maintenance	63730	5,000.00	0.00	0.00	0.00%
Printing / Publications	64575	1,300.00	0.00	0.00	0.00%
Storm Water Project - Phase 4	64920	15,000.00	0.00	0.00	0.00%
Equipment	66302	2,000.00	0.00	0.00	0.00%
Total Public Works/Streets		256,800.00	17,290.68	17,290.68	6.73%
Parks/Recreation	411				
Materials/Supply	62410	10,000.00	0.00	0.00	0.00%
Office Supplies	62430	1,000.00	72.56	72.56	7.25%
Repair/Maintenance	63505	20,000.00	0.00	0.00	0.00%
Utilities - Water	63525	3,500.00	0.00	0.00	0.00%
Contract Services - Consultant	63612	75,000.00	0.00	0.00	0.00%
Travel Expenses	64610	100.00	0.00	0.00	0.00%
Total Parks/Recreation		109,600.00	72.56	72.56	0.07%
Total Expenditures		5,178,300.00	468,028.30	468,028.30	9.04%
Net Revenues over Expenditures		(87,100.00)	145,840.04	145,840.04	

**City of Del Rey Oaks  
Statement of Revenues and Expenditures**

Item 3.

**210 - Gas Tax Fund**

From 7/1/2025 Through 7/31/2025

		FY 2026 Budget	July 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
<b>Revenue</b>					
Non Department Specific	000				
Gas Tax 2103	47010	15,000.00	1,211.93	1,211.93	8.07%
Gas Tax 2105	47020	10,100.00	854.75	854.75	8.46%
Gas Tax 2106	47030	9,200.00	763.62	763.62	8.30%
Gas Tax 2107	47040	13,700.00	1,181.18	1,181.18	8.62%
Gas Tax 2107.5	47050	1,000.00	0.00	0.00	0.00%
Total Non Department Specific		<u>49,000.00</u>	<u>4,011.48</u>	<u>4,011.48</u>	<u>8.19%</u>
Total Revenue		<u>49,000.00</u>	<u>4,011.48</u>	<u>4,011.48</u>	<u>8.19%</u>
<b>Expenditures</b>					
Public Works/Streets	311				
Street Sweeping	63510	10,000.00	0.00	0.00	0.00%
Street Lighting	63910	20,400.00	0.00	0.00	0.00%
Principal-PG&E	65751	2,550.00	0.00	0.00	0.00%
Total Public Works/Streets		<u>32,950.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Expenditures		<u>32,950.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Net Revenues Over Expenditures		16,050.00	4,011.48	4,011.48	

**City of Del Rey Oaks  
Statement of Revenues and Expenditures**

Item 3.

**211 - SB1 Fund-RMRA**  
From 7/1/2025 Through 7/31/2025

		<u>FY 2026 Budget</u>	<u>July 2025 Actual</u>	<u>FY 2026 YTD Actual</u>	<u>Percent Collected/Spent</u>
Revenue					
Non Department Specific	000				
SB 1 Funds	47777	<u>41,300.00</u>	<u>3,611.37</u>	<u>3,611.37</u>	<u>8.74%</u>
Total Non Department Specific		<u>41,300.00</u>	<u>3,611.37</u>	<u>3,611.37</u>	<u>8.74%</u>
Total Revenue		<u>41,300.00</u>	<u>3,611.37</u>	<u>3,611.37</u>	<u>8.74%</u>
Net Revenues Over Expenditures		41,300.00	3,611.37	3,611.37	

**City of Del Rey Oaks  
Statement of Revenues and Expenditures**

Item 3.

**212 - Measure X Fund**

From 7/1/2025 Through 7/31/2025

		FY 2026 Budget	July 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
<b>Revenue</b>					
Non Department Specific	000				
Measure X	47775	95,900.00	0.00	0.00	0.00%
Total Non Department Specific		95,900.00	0.00	0.00	0.00%
Total Revenue		95,900.00	0.00	0.00	0.00%
<b>Expenditures</b>					
Debt Service - Measure X	610				
Principal - Measure X Loan	65103	83,900.00	0.00	0.00	0.00%
Interest - Measure X	65203	12,000.00	0.00	0.00	0.00%
Total Debt Service - Measure X		95,900.00	0.00	0.00	0.00%
Total Expenditures		95,900.00	0.00	0.00	0.00%
Net Revenues Over Expenditures		0.00	0.00	0.00	0.00%
		0.00	0.00	0.00	0.00%

**City of Del Rey Oaks  
Statement of Revenues and Expenditures**

Item 3.

**231 - BSCC-Officer Wellness & Mental Health Grant**

From 7/1/2025 Through 7/31/2025

		<u>FY 2026 Budget</u>	<u>July 2025 Actual</u>	<u>FY 2026 YTD Actual</u>	<u>Percent Collected/Spent</u>
Expenditures					
Police	210				
Law Enforcement Wellness App	64314	<u>2,000.00</u>	<u>1,999.00</u>	<u>1,999.00</u>	<u>99.95%</u>
Total Police		<u>2,000.00</u>	<u>1,999.00</u>	<u>1,999.00</u>	<u>99.95%</u>
Total Expenditures		<u>2,000.00</u>	<u>1,999.00</u>	<u>1,999.00</u>	<u>99.95%</u>
Net Revenues Over Expenditures		(2,000.00)	(1,999.00)	(1,999.00)	

**City of Del Rey Oaks  
Statement of Revenues and Expenditures**

Item 3.

**236 - Drug Enforcement Administration (DEA)**

From 7/1/2025 Through 7/31/2025

		<u>FY 2026 Budget</u>	<u>July 2025 Actual</u>	<u>FY 2026 YTD Actual</u>	<u>Percent Collected/Spent</u>
Revenue					
Police	210				
DEA Reimbursements	47782	<u>44,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Police		<u>44,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Revenue		<u>44,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Expenditures					
Police	210				
Overtime-DEA	61111	<u>44,000.00</u>	<u>4,193.30</u>	<u>4,193.30</u>	<u>9.53%</u>
Total Police		<u>44,000.00</u>	<u>4,193.30</u>	<u>4,193.30</u>	<u>9.53%</u>
Total Expenditures		<u>44,000.00</u>	<u>4,193.30</u>	<u>4,193.30</u>	<u>9.53%</u>
Net Revenues Over Expenditures		0.00	(4,193.30)	(4,193.30)	0.00%

**City of Del Rey Oaks  
Statement of Revenues and Expenditures**

Item 3.

**301 - Capital Projects**

From 7/1/2025 Through 7/31/2025

		FY 2026 Budget	July 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
Expenditures					
Vehicle Replacement	533				
Vehicle Replacement	66735	45,000.00	0.00	0.00	0.00%
Total Vehicle Replacement		45,000.00	0.00	0.00	0.00%
City Hall Facility Repairs & Upgrades	541				
Repairs and Improvements	66322	20,000.00	0.00	0.00	0.00%
Total City Hall Facility Repairs & Upgrades		20,000.00	0.00	0.00	0.00%
Council Chamber Technology Project	542				
Technology Upgrades	66323	5,000.00	0.00	0.00	0.00%
Total Council Chamber Technology Project		5,000.00	0.00	0.00	0.00%
PD Radio Replacement	543				
PD Radio Replacement	66736	10,000.00	0.00	0.00	0.00%
Total PD Radio Replacement		10,000.00	0.00	0.00	0.00%
Technology Replacement	544				
Technology Replacement	66324	3,000.00	0.00	0.00	0.00%
Total Technology Replacement		3,000.00	0.00	0.00	0.00%
City Hall Sewer Upgrades	545				
City Hall Sewer Upgrades	66426	40,000.00	0.00	0.00	0.00%
Total City Hall Sewer Upgrades		40,000.00	0.00	0.00	0.00%
City Hall Chamber Renovations	546				
City Hall Chamber Renovations	66427	50,000.00	0.00	0.00	0.00%
Total City Hall Chamber Renovations		50,000.00	0.00	0.00	0.00%
City Hall Fence Replacement	547				
City Hall Fence Replacement	66428	20,000.00	0.00	0.00	0.00%
Total City Hall Fence Replacement		20,000.00	0.00	0.00	0.00%
City Hall Parking Lot Improvements	548				
City Hall Parking Lot Impvts	66429	167,446.00	0.00	0.00	0.00%
Total City Hall Parking Lot Improvements		167,446.00	0.00	0.00	0.00%
Adair Stairs Repairs	549				
Adair Stairs Repairs	66430	15,000.00	0.00	0.00	0.00%
Total Adair Stairs Repairs		15,000.00	0.00	0.00	0.00%
Total Expenditures		375,446.00	0.00	0.00	0.00%
Net Revenues		(375,446.00)	0.00	0.00	0.00%
Other Financing Sources and Uses					
Vehicle Replacement	533				
Transfers In from GF	82003	45,000.00	0.00	0.00	0.00%
Total Vehicle Replacement		45,000.00	0.00	0.00	0.00%
City Hall Facility Repairs & Upgrades	541				
Transfers In from GF	82003	20,000.00	0.00	0.00	0.00%
Total City Hall Facility Repairs & Upgrades		20,000.00	0.00	0.00	0.00%
Council Chamber Technology Project	542				

**City of Del Rey Oaks  
Statement of Revenues and Expenditures**

Item 3.

**301 - Capital Projects**

From 7/1/2025 Through 7/31/2025

		FY 2026 Budget	July 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
Transfers In from GF	82003	<u>5,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Council Chamber Technology Project		5,000.00	0.00	0.00	0.00%
PD Radio Replacement	543				
Transfers In from GF	82003	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total PD Radio Replacement		10,000.00	0.00	0.00	0.00%
Technology Replacement	544				
Transfers In from GF	82003	<u>3,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Technology Replacement		3,000.00	0.00	0.00	0.00%
City Hall Sewer Upgrades	545				
Transfers In from GF	82003	<u>40,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total City Hall Sewer Upgrades		40,000.00	0.00	0.00	0.00%
City Hall Chamber Renovations	546				
Transfers In from GF	82003	<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total City Hall Chamber Renovations		50,000.00	0.00	0.00	0.00%
City Hall Fence Replacement	547				
Transfers In from GF	82003	<u>20,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total City Hall Fence Replacement		20,000.00	0.00	0.00	0.00%
City Hall Parking Lot Improvements	548				
Transfers In from GF	82003	<u>167,446.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total City Hall Parking Lot Improvements		167,446.00	0.00	0.00	0.00%
Adair Stairs Repairs	549				
Transfers In from GF	82003	<u>15,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Adair Stairs Repairs		15,000.00	0.00	0.00	0.00%
Total Other Financing Sources and Uses		<u>375,446.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Net Revenues After Other Financing Sources and Uses		0.00	0.00	0.00	0.00%

**City of Del Rey Oaks  
Statement of Revenues and Expenditures**

Item 3.

**321 - SBR Engineering Fund**  
From 7/1/2025 Through 7/31/2025

		FY 2026 Budget	July 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
Expenditures					
SBR Contract-Engineering & Others	518				
Contract Services - Engineering	63611	200,000.00	0.00	0.00	0.00%
Total SBR Contract-Engineering & Others		200,000.00	0.00	0.00	0.00%
Total Expenditures		200,000.00	0.00	0.00	0.00%
Net Revenues Over Expenditures		(200,000.00)	0.00	0.00	0.00%



# CITY OF DEL REY OAKS

650 CANYON DEL REY BLVD., DEL REY OAKS, CALIFORNIA 93940  
 PHONE (831) 394-8511 FAX (831) 394-6421

**DATE:** August 26, 2025

**TO:** Honorable Mayor and City Council

**FROM:** John Guertin, City Manager

**SUBJECT:** Approve Contract with Avenu Insights & Analytics for Short-Term Rental Program Management Services

**CEQA:** Not applicable.

## Discussion

In 2024, the City Council directed staff to pursue engaging a consultant to manage and enforce the City's Short-Term Rental (STR) program. This direction was in response to concerns regarding impacts to staff resources associated with overseeing compliance, enforcement, and administration of STR regulations. To support this effort, the Council allocated funding for a consultant contract in the Fiscal Year 2025-26 Adopted Budget.

Following this direction, staff evaluated available providers and recommends contracting with Avenu Insights & Analytics, LLC ("Avenu"). Avenu specializes in STR program management and tax compliance services for local governments and has extensive experience with California municipalities.

Under the proposed three-year agreement (effective August 1, 2025), Avenu will provide a comprehensive Short-Term Rental Compliance 360° Bundle, which includes:

**Identification & Monitoring:** Weekly data collection from over 80 STR platforms (e.g., Airbnb, Vrbo, Booking.com) to identify unpermitted properties and monitor activity.

**Compliance Tools:** A secure online portal for City staff, enabling real-time monitoring, enforcement tracking, and data reporting.

**Complaint Hotline:** A 24/7 staffed hotline and online tip form for residents to report STR-related concerns, with live operator escalation to property managers or enforcement staff.

**Registration & Permitting Portal:** Online STR registration system with document upload, automated notifications, and administrative approval workflow.

**Tax Collection Portal:** System for STR operators to remit Transient Occupancy Tax (TOT), with

late payment tracking, penalties, and delinquency reporting.

**Compliance Outreach:** Mailing services for notices to non-compliant operators, audit support, and annual training for City staff.

The Agreement also includes Discovery/Recovery Services (contingency-based revenue recovery from unregistered businesses) and Transient Occupancy Tax Compliance Services (audits of hotel and STR operators as requested).

### **Fiscal Impacts**

Funding for the contract is included in the adopted Fiscal Year 2025-26 Budget. Compensation is structured as follows:

- **Year 1:** \$2,500 setup fee plus \$15,000 (or \$255 per STR property, whichever is greater).
- **Year 2:** \$15,750 (or \$255 per property, whichever is greater).
- **Year 3:** \$16,500 (or \$255 per property, whichever is greater).

Additional optional services, such as STR and hotel audits, are billed per-examination, and recovery services are compensated on a contingency fee basis tied to revenues collected.

### **Recommendation**

Staff recommends that the City Council:

1. **Approve the Consultant Services Agreement** with Avenu Insights & Analytics, LLC, for Short-Term Rental Program Management Services, effective August 1, 2025, for an initial three-year term.
2. **Authorize the City Manager** to execute the Agreement on behalf of the City.

### **Attachments**

- Avenu Insights & Analytics Consultant Services Agreement (STR Contract 2025)

Respectfully submitted,

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John Guertin  
City Manager

## Consultant Services Agreement

This Consultant Services Agreement (the “Agreement”) is made as of August 1, 2025 (“Effective Date”) by and between **City of Del Rey Oaks**, a municipal corporation of the State of California (“CLIENT”) and **Avenu Insights & Analytics, LLC**, a Delaware limited liability company (“CONSULTANT”), collectively the Parties. In consideration of the mutual promises herein contained and other good and valuable consideration, the adequacy and receipt of which is hereby acknowledged, the parties agree as follows:

### A. Services

1. CONSULTANT will provide CLIENT with the Services described in EXHIBIT A, Statement of Work, which is attached hereto and incorporated by reference. CONSULTANT shall provide said services at the time, place, and in the manner specified in EXHIBIT A.
2. CONSULTANT shall furnish at its own expense all labor, materials, equipment and other items necessary to carry out the terms of this Agreement.

### B. Compensation

1. Upon execution of this Agreement, CLIENT will pay CONSULTANT as outlined in EXHIBIT B, Compensation Schedule, incorporated and included herein.

### C. General Provisions

1. **Term of the Agreement:** The term of this Agreement shall be for a period of three (3) years following the Effective Date (the “Term”). Either party shall have the right to terminate this Agreement in the event of a material breach by the other party. Any such termination may be made only by providing sixty (60) days prior written notice to the other party, specifically identifying the breach or breaches on which termination is based. Following receipt of such notice, the party in breach shall have thirty (30) days to cure such breach or breaches. In the event that such cure is not made, this Agreement shall terminate in accordance with the initial sixty (60) days’ notice. Provided, however, this Agreement is subject to termination upon not less than thirty (30) days written notice to CONSULTANT if CLIENT has failed to receive funds for the continued procurement of the Products or Services after every reasonable effort has been made by CLIENT to secure the necessary funding and if no substitute arrangement is made by CLIENT to obtain the same or similar System or Services from another source. CLIENT agrees to discontinue use of all hardware, software, and other CONSULTANT-owned materials no later than the effective date of termination and return the hardware, software, and other CONSULTANT-owned materials to CONSULTANT within thirty (30) calendar days after termination.
2. **Effect of Termination:** Notwithstanding non-renewal or termination of this Agreement, CLIENT shall be obligated to pay CONSULTANT for services performed through the effective date of termination for which CONSULTANT has not been previously paid. In addition, because the services performed by CONSULTANT prior to termination or non-renewal of this Agreement may result in the CLIENT’s receipt of revenue after termination which are subject to CONSULTANT’s fee, the CLIENT shall remain obligated after termination or non-renewal to provide to CONSULTANT such information as is necessary for CONSULTANT to calculate compensation due as a result of the receipt of revenue by the CLIENT. Termination of this Agreement for any reason will not affect any liabilities or obligations of either party arising before termination or out of events causing termination and will not affect any damages or other

remedies to which a party may be entitled under this Agreement, at law, or in equity, arising from any breach or default.

3. **Independent Contractor:** It is understood that CONSULTANT and its subcontractors, if any, in the performance of the work and services agreed to be performed, shall act as and be an independent contractor and shall not act as an agent or employee of the CLIENT. CLIENT understands that CONSULTANT may perform similar services for others during the term of this Agreement and agrees that CONSULTANT representation of other government sector clients is not a conflict of interest. CONSULTANT shall obtain no rights to retirement benefits or other benefits which accrue to CLIENT's employees, and CONSULTANT hereby expressly waives any claim it may have to any such rights.
4. **Subcontractors:** CONSULTANT shall have the right to hire subcontractors to provide the services described herein. CONSULTANT, in rendering performance under this Agreement shall be deemed an independent contractor and nothing contained herein shall constitute this arrangement to be employment, a joint venture, or a partnership. CONSULTANT shall be solely responsible for and shall hold CLIENT harmless from any and all claims for any employee related fees and costs including without limitation employee insurance, employment taxes, workman's compensation, withholding taxes or income taxes.
5. **Notice:** Any notice required to be given under this Agreement shall be in writing and either served personally, sent prepaid first-class mail, or by express mail courier (i.e. FedEx, UPS, etc.). Any such notice shall be addressed to the other party at the address set forth below. All notices, including notices of address changes, provided under this Agreement are deemed received on the third day after mailing if sent by regular mail, or the next day if sent overnight delivery.

**If to CLIENT:**

**City of Del Rey Oaks**

Attn: Karen Minami  
650 Canyon Del Rey Road  
Del Rey Oaks, CA 93940  
Phone: (831) 394-8511  
Email: [kminami@delreyoaks.org](mailto:kminami@delreyoaks.org)

**If to CONSULTANT:**

**Avenu Insights & Analytics, LLC**

Attn: Contracts Department  
5860 Trinity Parkway, Suite 120  
Centreville, VA 20120  
Email: [contracts@avenuinsights.com](mailto:contracts@avenuinsights.com)

6. **Representative or designees:** CONSULTANT Primary Representative/Project Manager shall be:

**Spencer Streeter**, Client Services Manager

Email: [spencer.streeter@avenuinsights.com](mailto:spencer.streeter@avenuinsights.com)

7. **Indemnity:** CONSULTANT shall indemnify, defend, and hold harmless the CLIENT, its officers, agents, and employees, from and against any and all claims, liabilities, and losses whatsoever (including damages to property and injuries to or death of persons, court costs, and reasonable attorneys' fees) to extent occurring or resulting from CONSULTANT's negligent or unlawful performance of its obligations under or breach of the terms of this Agreement, unless such claims, liabilities, or losses arise out of, or are caused at least in part by the sole negligence or willful misconduct of the CLIENT. "CONSULTANT's performance" includes CONSULTANT's action or inaction and the action or inaction of CONSULTANT's officers, employees, agents and subcontractors.

8. Limitation of Liability: **IN NO EVENT SHALL CONSULTANT, ITS EMPLOYEES, CONTRACTORS, DIRECTORS, AFFILIATES AND/OR AGENTS BE LIABLE FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, SUCH AS, BUT NOT LIMITED TO, DELAY, LOST DATA, DISRUPTION, AND LOSS OF ANTICIPATED PROFITS OR REVENUE ARISING FROM OR RELATED TO THE SERVICES, WHETHER LIABILITY IS ASSERTED IN CONTRACT OR TORT, AND WHETHER OR NOT CONSULTANT HAS BEEN ADVISED OF THE POSSIBILITY OF ANY SUCH LOSS OR DAMAGE. IN ADDITION, CONSULTANT'S TOTAL LIABILITY HEREUNDER, INCLUDING REASONABLE ATTORNEYS' FEES AND COSTS, SHALL IN NO EVENT EXCEED AN AMOUNT EQUAL TO THE FEES DESCRIBED IN EXHIBIT B. THE FOREGOING SETS FORTH THE CLIENT'S EXCLUSIVE REMEDY FOR CLAIMS ARISING FROM OR OUT OF THIS AGREEMENT. THE PROVISIONS OF THIS SECTION ALLOCATE THE RISKS BETWEEN CONSULTANT AND THE CLIENT AND CONSULTANT'S PRICING REFLECTS THE ALLOCATION OF RISK AND LIMITATION OF LIABILITY SPECIFIED HEREIN.**
9. Insurance: CONSULTANT shall keep in full force and effect insurance coverage during the term of this Agreement, including without limitation statutory workers' compensation insurance; employer's liability and commercial general liability insurance; comprehensive automobile liability insurance; professional liability and fidelity insurance. The insurance certificate shall name the CLIENT, its agents, officers, servants and employees as additional insureds under the CGL and Automobile policies with respect to the operations and work performed by the named insured as required by written contract. The General Liability policy is Primary & Non-Contributory. Waiver of Subrogation applies under the General Liability and Workers' Compensation policies. The CGL insurance minimum coverage shall be at least \$1,000,000 per incident, claim or occurrence and \$2,000,000 aggregate. The Cybersecurity insurance minimum coverage shall be at least \$2,500,000 per incident, claim or occurrence. The Automobile Liability insurance minimum coverage shall be at least \$1,000,000 covering all owned, non-owned, and hired vehicles. The certificate shall provide that there will be no cancellation, termination, or non-renewal of the insurance coverage without a minimum 30-day written notice to the CLIENT, except in the case of cancellation for non-payment of premium which shall be at least 10-days written notice.
10. Equal Opportunity to Draft: The parties have participated and had an equal opportunity to participate in the drafting of this Agreement. No ambiguity shall be construed against any party upon a claim that that party drafted the ambiguous language.
11. Assignment: This Agreement shall be binding upon and inure to the benefit of the parties, their successors, representatives and assigns. CONSULTANT shall not assign this Agreement, or delegate its duties or obligations under this Agreement, without the prior written consent of CLIENT, which consent shall not be unreasonably withheld, delayed or conditioned. Notwithstanding the foregoing, CONSULTANT may assign this Agreement, in whole or in part, without the consent of CLIENT to any corporation or entity into which or with which CONSULTANT has merged or consolidated; any parent, subsidiary, successor or affiliated corporation of CONSULTANT; or any corporation or entity which acquires all or substantially all of the assets of CONSULTANT. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of the parties and their successors or assigns.
12. Ownership of Documents: Except for CONSULTANT's preexisting proprietary information and processes, any and all documents, including draft documents where completed documents are unavailable, or materials prepared or caused to be prepared by CONSULTANT pursuant to this agreement shall be the property of the CLIENT at the moment of their completed preparation.

13. Intellectual Property Rights: The entire right, title and interest in and to CONSULTANT's database and all copyrights, patents, trade secrets, trademarks, trade names, and all other intellectual property rights associated with any and all ideas, concepts, techniques, inventions, processes, or works of authorship including, but not limited to, all materials in written or other tangible form developed or created in the course of this Agreement (collectively, the "Work Product") shall vest exclusively in CONSULTANT or its subcontractors. The foregoing notwithstanding, in no event shall any CLIENT-owned data provided to CONSULTANT be deemed included within the Work Product.
14. Public Release and Statements: Neither party or its representatives or agents shall disseminate any oral or written advertisement, endorsement or other marketing material relating to each other's activities under this Agreement without the prior written approval of the other party. Neither party shall make any public release or statement concerning the subject matter of this Agreement without the express written consent and approval of the other party. No party or its agent will use the name, mark or logo of the other party in any advertisement or printed solicitation without first having prior written approval of the other party. The parties shall take reasonable efforts to ensure that its subcontractors shall not disseminate any oral or written advertisement, endorsement or other marketing materials referencing or relating to the other party without that party's prior written approval. In addition, the parties agree that their contracts with all subcontractors will include appropriate provisions to ensure compliance with the restrictions of this Section.
15. Force Majeure: CONSULTANT shall not be in default of its obligations hereunder to the extent that its performance is delayed or prevented by causes beyond its control, including but not limited to acts of God, government, quarantines, pandemics, epidemics, fire, flood, earthquake, weather, climate change, elements of nature, war, terrorism, civil disturbance, labor disruptions, strikes, embargoes, power or telecommunications failures, inability to obtain supplies, breakdown of equipment or interruption in vendor services or communications, or cause beyond the reasonable control of CONSULTANT ("Force Majeure Event"). Upon the occurrence of a Force Majeure Event, the party that has experienced a delay or failure of performance caused by the Force Majeure Event will be excused from further performance or observance of the affected obligation(s) for as long as the extenuating circumstances prevail and that party continues to attempt to recommence performance or observance whenever and to whatever extent possible without delay. The party that experienced a delay or failure of performance caused by the Force Majeure Event will immediately notify the other party and describe in reasonable detail the circumstances causing the delay or failure of performance. The provisions of this Section shall survive termination of this Agreement.
16. Relationship of the Parties: This Agreement shall not constitute, create, give effect to, or otherwise imply a joint venture, partnership, or business organization of any kind. CONSULTANT and CLIENT are independent parties, and neither party shall act as an agent for or partner of the other for any purpose. Nothing in this Agreement shall grant to either party any right to make any commitments of any kind for or on behalf of the other party without the prior written consent of the other party. CONSULTANT shall not be restricted from providing products or performing services for others and shall not be bound to CLIENT except as provided under this Agreement.
17. Severability: If all or part of any term or condition of this Agreement, or the application of any term or condition of this Agreement, is determined by any court of competent jurisdiction to be invalid or unenforceable to any extent, the remainder of the terms and conditions of this Agreement (other than those portions determined to be invalid or unenforceable) shall not be affected, and the remaining terms and

conditions (or portions of terms or conditions) shall be valid and enforceable to the fullest extent permitted by law. If a judicial determination prevents the accomplishment of the purpose of this Agreement, the invalid term or condition (or portions of terms or conditions) shall be restated to conform to applicable law and to reflect as nearly as possible the original intent of the parties.

18. Waiver Or Forbearance: Any delay or failure of either party to insist upon strict performance of any obligation under this Agreement or to exercise any right or remedy provided under this Agreement shall not be a waiver of that party's right to demand strict compliance, irrespective of the number or duration of any delay(s) or failure(s). No term or condition imposed on either party under this Agreement shall be waived and no breach by either party shall be excused unless that waiver or excuse of a breach has been put in writing and signed by both parties. Waiver in any instance of any right or remedy shall not constitute waiver of any other right or remedy under this Agreement. Consent to or forbearance of any breach or substandard performance of any obligation under this Agreement shall not constitute consent to modification or reduction of the other obligations or forbearance of any other breach.
19. Entire Agreement: This Agreement constitutes the entire agreement between the parties hereto and supersedes any prior understandings or written or oral agreements between the parties respecting the subject matter contained herein. Said Agreement shall not be amended, altered, or changed, except by a written amendment signed by both parties.
20. Headings: The section headings used in this Agreement are merely for reference and have no independent legal meaning and impose no obligations or conditions on the parties.
21. Governing Law: This Agreement shall be governed by, interpreted, construed, and enforced in accordance with the laws of the State of Virginia, without reference to the principles of conflict of laws.
22. Counterparts: This Agreement may be signed in separate counterparts including facsimile copies. Each counterpart (including facsimile copies) is deemed an original and all counterparts are deemed on and the same instrument and legally binding on the parties.
23. Invalidity: If any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
24. Implementation: Implementation should begin as soon as possible from the signing of this Agreement (the "Implementation Date") for the performance of services under the terms of this Agreement.

***[SIGNATURES ON FOLLOWING PAGE]***

IN WITNESS HEREOF, the parties have caused this Agreement to be executed on the date first written above.

**“CLIENT”**

**City of Del Rey Oaks**  
a Municipal Corporation

By: \_\_\_\_\_


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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**“CONSULTANT”**

**Avenu Insights & Analytics, LLC**  
a Delaware limited liability company

By:  Sabrina Stover

Name: Sabrina Stover

Title: CFO

Date: 7/25/2025

## EXHIBIT A - STATEMENT OF WORK

This Statement of Work is incorporated in the Consultant Services Agreement (“Agreement”) by and between Avenu Insights & Analytics, LLC (“CONSULTANT”) and City of Del Rey Oaks (“CLIENT”).

### A.1 SHORT-TERM RENTAL COMPLIANCE 360 BUNDLE

#### Scope of Work

---

CONSULTANT’s Short Term Rental Monitoring and Identification Services are designed to assist CLIENT in enhancing its short-term rental/lodging tax revenues by providing targeted web monitoring, web portal and identification services thereby producing previously unrealized revenue and improved compliance opportunities for CLIENT. Using its Short-Term Rental Compliance Software, CONSULTANT will be responsible for providing the following modules and components as part of this Agreement:

#### Identification Services - Bundled

- Validate STR listing data with at least two (2) different data points to public records
- Correctly identify single-family-dwelling STR listings with exact street address at least ninety-nine percent (99%) of the time
- Identify multi-family-dwelling STR listings with full name, exact address including unit number at least seventy-five (75%) of the time

#### Targeted Website Monitoring

- Data collection and archiving from eighty (80) different short-term rental websites including Airbnb, HomeAway, Booking. Additional websites may be supported upon CLIENT request, for additional cost.
- Data collection is run at least once per week
- Collect and store calendar availability data for at least six (6) months each time listing data is collected
- Archive and estimate gross revenue via review or calendar bookings
- Generate statistics on and group by room type, occupancy rate, host name, owner name, STR density heatmaps, average nightly rates, and other metadata in a dashboard report
- Capture of time-stamped STR listings data in JPG
- Automated matching of STR listings to STR Licensees via proximity and host name

#### Web Portal for Monitoring

- 24/7 accessible web-portal with keyword-search
- Log into a secured, password-protected web-based graphical user interface
- Compatible with desktop, tablet, and mobile version of internet browsers
- Navigate listings by keyword search and by interactive map with dynamic filtering
- Reporting on sixty-nine (69) different data points and filtering/grouping
- Enter notes and track compliance activity on forty (40) different categories of compliance
- English Customer Support
- Generate a mailout of non-compliant STR operators within the interface
- Compare up to ten (10) STR listings with thumbnail photos at the same time

## 24/7 Complaint Hotline

- 24/7 hotline and online tipform, fielding all tips, complaints, and violation reports from residents, in regard to disruptions at an alleged short-term rental property. These violations are tracked and maintained in the STR database and become part of the compliance activity for a property.
- Live operator will receive these violation calls and (if the CLIENT so chooses) make outbound outreach to the designated responsible agent of the STR address in question and/or escalate to other enforcement agencies
- Any configuration change to the complaint call flow after thirty (30) days of go-live may result in additional charges

## Registration and Permitting Portal

- Layout of form on multiple screens to reduce clutter with Next and Back buttons
- Compatible with desktop, tablet and mobile version of internet browsers
- Upload up to ten (10) supporting documents for registering via photo or attachment
- Allow host registrant data to be approved, rejected, or inspected from an administrative account accessible by an authorized user
- One-time data load of active registered STR properties via CSV file during onboarding
- Email notification of registration changes to both the registrant and the customer
- Configurable registration application, review, approval and/or renewal statuses
- Document notes on permit or renewal application throughout review process
- Allow manual payment processing by cash, check or point-of-sale by administrator
- Reporting and filtering by registration date, permit status, payment status, reconciliation report
- English Customer Support

## Tax Collection Portal

- Layout of form on multiple screens to reduce clutter with Next and Back buttons
- Allow remittance over monthly, quarterly, or annual reporting periods
- Compatible with desktop, tablet and mobile version of internet browsers
- Report interface for reviewing tax remittances, delinquent payments and non-filers
- Email notification of tax remittances to both the registrant and the CLIENT
- Allow manual payment processing by cash, check or point-of-sale by administrator
- Apply and calculate penalty and interest for late remittances
- Reporting and filtering by filing period, permit status, delinquency report, reconciliation report
- English Customer Support

## Compliance Outreach

- Print and Mail - Up to two (2) rounds of letters per non-compliant STR host per year

## 360 Full Service Registration and Tax Administration Services, and Reporting

- Print and Mail services (Registration, Citation, Violation Notices, Licenses, Renewals, Postage)
- Approving and rejecting permitting/licensing Staff Support
- One (1) Town Hall on-site meeting per year
- Short-Term Rental delinquency outreach
- Compliance audit of five percent (5%) of the Tax accounts included

## CONSULTANT Deliverables

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- Portal will begin archiving and monitoring, within sixty (60) days of contract signature, at a minimum, the following information (herein, the “Self-Service STR Report”):
  - STR unique id, website URL, duplicate STR ids
  - Approximate or exact STR address (and apartment number if applicable), city, state, postal code
  - Partial or full operator information (name, address, city, state, postal code)
  - Number of bedrooms
  - Maximum guests
  - Nightly rate
  - Number of reviews
  - Minimum nights
  - Permit numbers displayed on the ad (if any)
- CONSULTANT will provide CLIENT with login access to the system for up to 100 staff members
- Perform all on-going support of the system, including hardware and software throughout Term
- Provide online webinar style training on the system to CLIENT staff once per year for up to two (2) hours. On-site training or online training more than once per year will incur additional costs as outlined in Exhibit B.

## CLIENT Assistance

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CLIENT shall assist CONSULTANT by providing necessary information and assistance to include, but not be limited to, the following:

Prior to the start of the work to be performed, provide CONSULTANT with:

- All existing Short-Term Rental Permit, License and Tax records to be converted in a file format agreed to by the CONSULTANT and a time specified in the implementation plan.
- Provide a copy of all ordinances related to short-term rental, hotel occupancy, lodging tax, permits and or business registration.
- Provide CLIENT shape file (boundary file)
- Provide at no additional cost to the CONSULTANT Land Title, Land Ownership, and/or Parcel Ownership File
- Inform CONSULTANT of any circumstances concerning current existing payees.
- Inform CONSULTANT of the development of new lodging properties no later than the Certificate of Occupancy being granted.
- The most recent registration to collect the tax and returns for the time period requested as needed to compile a historical database for the period of the statute of limitations.
- Cooperate in the transition by reviewing proposed processing and materials, offering comments and suggestions, and providing timely approvals.
- Undergo training in the use of online applications.
- Provide authorization for CONSULTANT to act as an agent of the CLIENT to accept Registrations, Applications, Tax Returns, payments and to pursue compliance/collection efforts.
- Provide notification of payment receipt from non-compliant entities identified within two (2) business days of receipt.
- If applicable, provide the most recent sales tax and business license registry and payment history for the prior three (3) years.

Through the course of the Term, CLIENT shall:

- Pursue those Short-Term Rentals identified by CONSULTANT within thirty (30) days of the date they are first identified for non-compliance per CLIENT's ordinance
- In the event of a mis-identification, provide CONSULTANT with documentation and feedback
- Provide a valid email address(es) and/or phone number(s) to receive 24/7 nuisance escalations, and respond to escalations as required
- For 360 service only, provide a guideline for how to review, approve and/or reject registrations and/or answer any escalations that come from registrants and taxpayers

## A.2 DISCOVERY/RECOVERY SERVICES

### Scope of Work

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Discovery/Recovery Services are designed to provide a full-service solution to the CLIENT'S designated tax or fee enforcement procedures. It does not replace current functions but provides a focused solution to the identification of entities subject to taxation and/or registration by the CLIENT, which are not properly registered, or otherwise not reporting taxes and/or fees to the CLIENT. In performing the Discovery/Recovery Services, CONSULTANT shall:

- Establish a comprehensive inventory of the entities subject to taxation by the CLIENT and the database elements needed to facilitate a comprehensive comparative analysis with the CLIENT'S records of those entities that are properly registered.
- Compare CONSULTANT'S database of business records with the CLIENT'S records to identify potential non-reporting and non-registered entities subject to taxation.
- For unregistered or non-reporting entities identified and confirmed, assist the entities, as necessary, to complete the CLIENT'S applicable registration and/or tax returns.
- Invoice entities (including supporting documentation) on behalf of the CLIENT for the number of identified deficiencies, with payment to be remitted to CONSULTANT.
- Exhaust reasonable efforts to collaborate with the taxpayer in submitting registration and/or tax returns and payment correctly. Where deemed reasonably appropriate, accounts may be turned over to audit or third party collection.
- Collect the number of identified deficiencies, together with required supporting documentation, and remit payment received to the CLIENT as agreed upon in the workplan. (CONSULTANT shall follow the CLIENT'S business rules in collecting partial payments or the tax in full at the CLIENT'S direction.)
- Provide call center open during normal business hours (7:30 a.m. - 4:30 p.m. CST.) to assist entities with questions concerning application of the CLIENT'S taxes, and reporting and remittance requirements.
- Educate entities regarding the CLIENT'S reporting requirements to prevent recurring deficiencies in future years.

### CONSULTANT Deliverables

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Throughout the course of the Agreement, CONSULTANT will:

- Provide reports addressing each taxpayer who has failed to register and/or report appropriate taxes, penalties, interest and any fees due.
- Provide a detailed payment listing showing all taxes and fees paid to CONSULTANT.
- Monitor and analyze the tax registry files of CLIENT no less than annually.
- Remit payment to the CLIENT for funds received on behalf of the CLIENT no less than once per month on or before the tenth (10<sup>th</sup>) day of the month following collection.

## CLIENT Assistance

---

CLIENT shall assist CONSULTANT by providing necessary information and assistance to include, but not be limited to, the following:

- the most recent registration to collect the tax and
- returns for the time period requested as needed to compile a historical database for the period of the statute of limitations;
- all existing License and Tax records to be converted in a file format agreed to by the CONSULTANT and a time specified in the implementation plan.
- Provide a copy of all ordinances related to sales tax, rental, hotel occupancy, lodging tax, permits and or business registration.
- **Distribution Confirmation:** The CLIENT will fill in the account information requested on **Attachment A**, sign and attach the same to the fully executed Agreement. Should there be any changes to the account or percentages in Attachment A, the CLIENT shall immediately notify CONSULTANT in writing of all changes in amounts to be deposited into the accounts of designated recipients.
- **Changes to Attachment A:** The CLIENT shall notify CONSULTANT in writing immediately of all changes in amounts to be deposited into the accounts of designated recipients. An amended Attachment A shall be prepared and executed by the Parties as soon as reasonably possible. In addition, CONSULTANT shall provide documentation confirming each change under the preceding sentence with the first monthly report reflecting the applicable change. If the changes reflected in the monthly report do not properly reflect the intended changes of the CLIENT, then the CLIENT shall immediately notify CONSULTANT and, thereafter, CONSULTANT shall take the steps necessary to ensure that designated recipients receive the amounts intended by the CLIENT.
- CLIENT agrees to examine reports immediately. If no error is reported by the CLIENT to CONSULTANT within thirty (30) days, the statement will be deemed accurate.

### A.3 LOCAL TRANSIENT OCCUPANCY TAX COMPLIANCE SERVICES

#### Objectives and Methods

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CONSULTANT's Local Transient Occupancy Tax Compliance Service is intended to assist the CLIENT in maximizing tax revenue it is entitled to through an examination of records and education of the lodging providers to ensure the appropriate collection and remittance of the occupancy tax.

#### Scope of Work

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##### Examination Services

- Establish a comprehensive inventory of all registered lodging providers subject to taxation by the CLIENT.
- Enter and analyze lodging provider return data received from the CLIENT.
- Provide CLIENT staff with a draft engagement announcement letter to be sent to each lodging provider requiring examination.
- In coordination with CLIENT staff, schedule, and conduct reviews at the property locations or remotely of those providers identified and authorized for examination.
- Verify accuracy of filed lodging tax returns with annual and monthly activity summaries and P&L statements.
- Review a random sample of the daily and monthly summaries to determine if the daily summaries reconcile to the monthly summaries if applicable.

- Review bank statements to verify that deposits reconcile with the reported revenue on the lodging tax returns if necessary.
- Review a random sample of exempted guest revenue for proper qualifying documentation and trace registration and/or other source documents to verify compliance with the CLIENT ordinance.
- For each error/omission identified and confirmed, submit substantiating documentation to designated CLIENT staff to facilitate collection of revenue due from lodging providers for prior periods.
- Coordinate with designated CLIENT official(s) as necessary to review findings and recommendations.
- Prepare draft notices of deficiency determination, commendation, and credit letters, as applicable, for CLIENT to advise lodging providers of examination results.

### **Additional Consulting**

- Assist CLIENT in reviewing any matters submitted in extenuation and mitigation by lodging providers in contesting a deficiency determination.
- Prepare and document any changes to the review findings and provide revised tax amounts due to the CLIENT.

## **CONSULTANT Deliverables**

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### **Examination Services**

- Provide CLIENT staff with a draft Announcement Letter to be sent to each lodging provider to be examined on CLIENT letterhead.
- For each error/omission identified and confirmed, submit a written report substantiating documentation to designated CLIENT staff to facilitate collection of revenue due from lodging providers for prior periods together with draft notices of deficiency determination, and/or credit, or commendation letters as applicable.

### **Additional Consulting**

- Prepare and document any changes to the review findings and provide revised tax amounts due to the CLIENT.
- Review any extenuation or mitigation proffered to deficiency determinations and prepare draft response to CLIENT staff.
- Provide other collections advice upon request.

## **CLIENT Assistance**

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- Provide CONSULTANT with:
  - a. List of all properties registered within CLIENT's jurisdiction.
  - b. Thirty-six (36) months of returns for all properties (or properties CLIENT selected)
- CLIENT agrees to provide signed authorization letters on CLIENT letterhead as needed within thirty (30) days of request.
- CLIENT agrees to provide CONSULTANT with its ordinances, codes, and tax rates within thirty (30) days of the effective date of the Agreement, and notice of any changes thereafter in the ordinances, codes, and tax rates levied by the CLIENT.
- CLIENT agrees to timely sign subpoenas, as required.
- CLIENT agrees to timely sign and approve letters and notices, as required.

## EXHIBIT B – COMPENSATION SCHEDULE

This Compensation Schedule is incorporated in the Consultant Services Agreement (“Agreement”) by and between Avenu Insights & Analytics, LLC (“CONSULTANT”) and City of Del Rey Oaks (“CLIENT”).

### B.1 SHORT-TERM RENTAL COMPLIANCE 360 BUNDLE

Fees for the Short-Term Rental Monitoring and Identification Services described in Exhibit A will be billed in accordance with the schedule set forth below. Payments are due within forty-five (45) days of invoice receipt.

Description	Invoice Date	Invoice Amount
Year 1 STR Portal Setup / Onboarding	+30 days after signature	\$2,500
Year 1 STR Report	+60 days after signature	\$15,000 or \$255 per property, whichever is greater
Year 2 Maintenance	August 1, 2026	\$15,750 or \$255 per property, whichever is greater
Year 3 Maintenance	August 1, 2027	\$16,500 or \$255 per property, whichever is greater

### ADDITIONAL CONSULTING

CLIENT may request that CONSULTANT provide additional consulting services at any time during the Term of this Agreement. If CONSULTANT and CLIENT agree on the scope of the additional consulting services requested, then CONSULTANT shall provide the additional consulting on a Time and Materials basis. Depending on the personnel assigned to perform the work, standard hourly rates range from one hundred dollars (\$100) per hour to three hundred fifty dollars (\$350) per hour. These additional consulting services will be invoiced at least monthly based on actual time and expenses incurred.

### TRAVEL AND OUT-OF-POCKET

CLIENT shall reimburse CONSULTANT for reasonable travel and other out-of-pocket expenses associated with the performance of field audits and/or field examinations, including but not limited to lodging, parking, mileage, per diem, etc. (Mileage and per diem shall be according to IRS regulations). Such reimbursement shall be billed incrementally.

### B.2 DISCOVERY/RECOVERY SERVICES

The Discovery/Recovery Services shall be provided for a contingency fee of fifty percent (50%) of the additional delinquent revenue received by CLIENT for the services. The fifty percent (50%) contingency fee shall apply to the current license/fee year and/or period, all eligible prior period revenues collected, and any applicable penalties, interest, and late charges. The contingency fee is also due on all payments made direct to the CLIENT. The contingency fee only applies to revenue actually received by CLIENT. The term “current license/fee year/period” shall mean the most recent year or period for which local license and/or fees are due and payable to CLIENT, and in which CONSULTANT has identified deficiencies.

### B.3 LOCAL TRANSIENT OCCUPANCY TAX COMPLIANCE SERVICES

CLIENT agrees to a work plan and compensation schedule for the Local Transient Occupancy Tax Compliance Services, per the charts below.

Description	Period	Min # Examinations	Compensation
Hotel Examination	Year 1	per Client request	\$2,000 per examination
Hotel Examination	Year 2	per Client request	\$2,100 per examination
Hotel Examination	Year 3	per Client request	\$2,210 per examination

Description	Period	Min # Examinations	Compensation
STR Examination	Year 1	per Client request	\$750 per property
STR Examination	Year 2	per Client request	\$800 per property
STR Examination	Year 3	per Client request	\$855 per property

#### ADDITIONAL CONSULTING

CLIENT may request that CONSULTANT provide additional consulting services at any time during the Term of this Agreement. If CONSULTANT and CLIENT agree on the scope of the additional consulting services requested, then CONSULTANT shall provide the additional consulting on a Time and Materials basis. Depending on the personnel assigned to perform the work, standard hourly rates range from one hundred dollars (\$100) per hour to three hundred fifty dollars (\$350) per hour. These additional consulting services will be invoiced at least monthly based on actual time and expenses incurred.

#### TRAVEL AND OUT-OF-POCKET

CLIENT shall reimburse CONSULTANT for reasonable travel and other out-of-pocket expenses associated with the performance of field audits and/or field examinations, including but not limited to lodging, parking, mileage, per diem, etc. (Mileage and per diem shall be according to IRS regulations). Such reimbursement shall be billed incrementally.

# ATTACHMENT A

## Distribution Confirmation

July 18, 2025

City of Del Rey Oaks  
Attn: Karen Minami  
650 Canyon Del Rey Road  
Del Rey Oaks, CA 93940

Dear Ms. Minami,

Funds will be distributed in the following accounts pursuant to this Agreement:

Agency	Routing #	Account #	Distribution %	Tax Type

If at any time there are any discrepancies between the schedule set out above and the CLIENT’s records, please notify us in writing immediately.

**IT IS YOUR RESPONSIBILITY TO PROVIDE NOTICE TO US OF ANY CHANGES IN TAX RATES OR IN THE DISTRIBUTION OF FUNDS. NOTICE MUST BE IN WRITING AND SENT, VIA CERTIFIED MAIL, TO:**

Avenu Insights & Analytics, LLC  
600 Beacon Parkway West, Suite 900  
Birmingham, AL 35209  
Attn.: Connie Taylor, Client Relations Manager

Thank you for your assistance. If you have any questions, or if I may be of assistance, please let me know.

Connie Taylor, Client Relations Manager  
Avenu Insights & Analytics, LLC  
Phone: 213-246-2445, Fax: 205-423-4097  
E-mail: [connie.taylor@avenuinsights.com](mailto:connie.taylor@avenuinsights.com)

I have reviewed the above distribution and verify that it is correct.

**City of Del Rey Oaks, California**

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# CITY OF DEL REY OAKS

650 CANYON DEL REY BLVD, DEL REY OAKS, CALIFORNIA 93940  
PHONE (831) 394-8511 FAX (831) 394-6421

## Staff Report

**DATE:** August 26, 2025  
**TO:** Honorable Mayor and City Council  
**FROM:** John Guertin, City Manager  
**SUBJECT:** Approve the Amended Salary Schedule for FY 2025-26

**CEQA:** This action does not constitute a “project” as defined by the California Environmental Quality Act (CEQA) guidelines section 15378 as it is an organizational activity of the City that will not result in direct or indirect physical changes in the environment.

### Recommendation

Approve the Amended Salary Schedule for FY 2025-26 with the 5%COLA and Police Reserve Officers rate of \$45.51 per hour worked (5thStep Police Officer) effective the pay period that includes July 1, 2025.

### Background

The FY 2025-2026 Budget was approved at June 24, 2025, Regular City Council Meeting per Resolution No. 2025-10. The approved budget included the 5% cost of living adjustment and the new rate of \$45.51 for the Police Reserve Officers.

### Summary & Discussion

The FY 2025-2026 Salary Schedule attached to FY 2025-2026 Budget was not revised to reflect the 5% COLA and the new rate for the Police Reserve Officers.

### Fiscal Impacts

None. The FY 2025-26 Adopted Budget includes this cost.

### Recommended Action

Approve the Amended Salary Schedule for FY 2025-26 with the 5%COLA and Police Reserve Officers rate of \$45.51 per hour worked (5thStep Police Officer) effective the pay period that includes July 1, 2025.

**ATTACHMENTS:**

- 1. Amended Salary Schedule for FY 2025-26

Respectfully Submitted,

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John Guertin  
City Manager

**CITY OF DEL REY OAKS**  
**SALARY SCHEDULE FOR FISCAL YEAR 2025-2026**  
**Effective 7/1/2025**

<b>Title</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Contract</b>
<b>City Manager</b>	Per Contract					
Monthly						16,844.50
Bi-weekly						7,774.40
Hourly Rate						97.18
Annual						202,134.00
<b>Assistant City Manager &amp; Chief of P</b>	Per Contract					
Monthly						14,666.67
Bi-weekly						6,769.23
Hourly Rate						84.62
Annual	-	-	-	-	-	176,000.00
<b>City Clerk</b>						
Monthly	7,323.33	7,689.08	8,073.83	8,477.75	8,902.42	
Bi-weekly	3,380.00	3,548.80	3,726.40	3,912.80	4,108.80	
Hourly Rate	42.25	44.36	46.58	48.91	51.36	
Annual	87,880.00	92,269.00	96,886.00	101,733.00	106,829.00	
<b>Deputy City Clerk/Permit Clerk</b>						
Monthly	5,550.17	5,827.50	6,118.67	6,425.50	6,746.17	
Bi-weekly	2,561.60	2,689.60	2,824.00	2,965.60	3,113.60	
Hourly Rate	32.02	33.62	35.30	37.07	38.92	
Annual	66,602.00	69,930.00	73,424.00	77,106.00	80,954.00	
<b>Administrative Services Technician</b>						
Monthly	5,550.17	5,827.50	6,118.67	6,425.50	6,746.17	
Bi-weekly	2,561.60	2,689.60	2,824.00	2,965.60	3,113.60	
Hourly Rate	32.02	33.62	35.30	37.07	38.92	
Annual	66,602.00	69,930.00	73,424.00	77,106.00	80,954.00	
<b>Police Commander</b>						
Monthly	8,952.58	9,400.33	9,869.83	10,363.08	10,881.75	
Bi-weekly	4,131.96	4,338.60	4,555.32	4,782.96	5,022.36	
Hourly Rate	49.19	51.65	54.23	56.94	59.79	
Annual	107,431.00	112,804.00	118,438.00	124,357.00	130,581.00	
<b>Police Sergeant</b>						
Monthly	7,900.58	8,295.58	8,710.50	9,145.50	9,602.33	
Bi-weekly	3,646.44	3,828.72	4,020.24	4,221.00	4,431.84	
Hourly Rate	43.41	45.58	47.86	50.25	52.76	
Annual	94,807.00	99,547.00	104,526.00	109,746.00	115,228.00	
<b>Police Officer</b>						
Monthly	6,814.08	7,154.42	7,513.00	7,887.92	8,282.83	
Bi-weekly	3,144.96	3,302.04	3,467.52	3,640.56	3,822.84	
Hourly Rate	37.44	39.31	41.28	43.34	45.51	
Annual	81,769.00	85,853.00	90,156.00	94,655.00	99,394.00	
<b>Police Officer - Reserve</b>						
Hourly Rate					45.51	
<b>Public Works Supervisor</b>						
Monthly	5,938.42	6,234.83	6,546.83	6,874.42	7,311.17	
Bi-weekly	2,740.80	2,877.60	3,021.60	3,172.80	3,374.40	
Hourly Rate	34.26	35.97	37.77	39.66	42.18	
Annual	71,261.00	74,818.00	78,562.00	82,493.00	87,734.00	
<b>Temporary/Part Time EE</b>						
Hourly Rate	At the discretion of the City Manager				50.00	

**CITY OF DEL REY OAKS**  
**SALARY SCHEDULE FOR FISCAL YEAR 2025-2026**

- 1.** Mayor and City Council Members shall be paid the sum of \$100.00 per month for attendance at all regular and special council meetings unless previously granted a leave of absence with pay, or unless excused by the Mayor.
- 2.** The Mayor is paid an additional \$125 per month for promoting and advertising the City.
- 3.** All employees of the City pay the full employee paid percent contribution to each employee's PERS account.
- 4.** The Police Chief and the City manager's salaries are per individual contract.
- 5.** Police Reserve officers are paid at a rate of \$45.51 per hour worked (5th Step Police Officer).
- 6** Police Officers Uniform Allowance \$1,000 annually
- 7** City Manager: Auto Allowance \$450/month (\$5,400 annual)
- 8** PD works 84 hours/ pay period
- 9** Educational Incentive:
  - \$100 per month for Associate's degree
  - \$200 per month for Bachelor's degree
- 10** Longevity Pay:
  - 2% longevity pay for individual's working over 10 years
  - 4% longevity pay for individual's working over 20 years
- 11** Wellness: \$500.00 per year



# CITY OF DEL REY OAKS

650 CANYON DEL REY BLVD., DEL REY OAKS, CALIFORNIA 93940  
 PHONE (831) 394-8511 FAX (831) 394-6421

**DATE:** August 26, 2025

**TO:** Honorable Mayor and City Council

**FROM:** John Guertin, City Manager

**SUBJECT:** Approve Contract with Smith & Enright Landscaping, Inc. for Annual Landscape Maintenance Services

**CEQA:** Not applicable.

## Discussion

When adopting the FY 2025-26 Budget, the City Council directed staff to evaluate options for ensuring high-quality landscape maintenance of City facilities and public spaces, recognizing that the City does not have in-house staffing or equipment to perform such services. Funding for a contract was included in the Fiscal Year 2025-26 Adopted Budget.

Following this direction, staff solicited proposals and recommends contracting with Smith & Enright Landscaping, Inc., a professional firm with extensive experience in municipal landscaping and grounds maintenance. Smith & Enright has a long-standing record of providing landscape services in Monterey County and is equipped with the staff, equipment, and expertise to ensure timely and reliable service delivery.

Under the proposed agreement, effective September 1, 2025, Smith & Enright will provide landscaping services as outlined in *Proposal #785* (attached as Exhibit A to the contract). Services include routine landscape maintenance, mowing, trimming, irrigation system monitoring, debris removal, and related tasks necessary to maintain City-owned grounds in a safe, attractive, and environmentally responsible manner.

## Fiscal Impacts

Funding for this contract is included in the adopted Fiscal Year 2025-26 Budget. The total annual cost is \$18,480.00.

## Recommendation

Staff recommends that the City Council:

1. Approve the Agreement with Smith & Enright Landscaping, Inc. for Annual Landscape Maintenance Services, effective September 1, 2025, for an initial one-year term.
2. Authorize the City Manager to execute the Agreement on behalf of the City.

**Attachments**

- Smith & Enright Landscaping, Inc. Agreement for Annual Landscape Maintenance Services (2025)

Respectfully submitted,

---

John Guertin  
City Manager

**CITY OF DEL REY OAKS**  
**AGREEMENT FOR ANNUAL LANDSCAPE MAINTENANCE SERVICE**

**THIS AGREEMENT** (“Agreement”) is executed this 26 day of August 2025, by and between the CITY OF DEL REY OAKS, a municipal corporation, (hereinafter “City”), and Smith & Enright Landscaping, Inc (hereinafter “Contractor”), each of which is referred to herein as a “party,” and collectively referred to herein as the “parties”.

**RECITALS**

**WHEREAS**, the City wishes to engage Contractor to perform the services required by this Agreement as City does not have the capability to perform such work; and

**WHEREAS**, Contractor is customarily engaged in the business of providing the services required herein and is willing to provide such services on the following terms and conditions; and

**WHEREAS**, Contractor represents it is specially trained, experienced, and competent to perform the services required by this Agreement.

**AGREEMENT**

**NOW, THEREFORE**, in consideration of the terms and conditions herein contained, the parties hereby covenant and agree as follows:

**1. SERVICES**

A. **Scope of Services.** Contractor agrees to provide to the City, as the scope of services under this Agreement, the services described in “Proposal #785” attached hereto and incorporated herein as Exhibit “A”.

B. **Amendment of Services.** The parties may make changes to the scope of services as defined in Section 1.A above. The parties shall agree in writing prior to commencement of any such changes.

**2. COMPENSATION**

A. **Total Fee.** The City agrees to pay, and the Contractor agrees to accept as full and fair consideration for the performance of this Agreement, \$1,540.00 monthly, totaling \$18,480.00 annually. If the City determines the services set forth in the written invoice have not been performed in accordance with the terms of this Agreement, the City shall not be responsible for payment until the services have been satisfactorily performed.

B. **Invoicing.** Contractor shall submit written monthly invoices to the City. Contractor’s invoices shall include a brief description of services performed.

**3. AGREEMENT TERM**

A. **Term.** The work under this Agreement shall commence on September 1, 2025.

B. **Timely Work.** Contractor shall perform all monthly services in a timely fashion. Failure to perform shall be deemed a material breach of this Agreement, and the City may terminate this Agreement with no further liability hereunder, or may authorize, in writing, an extension of time to the Agreement.

**4. INDEPENDENT CONTRACTOR**

A. **Independent Contractor.**

i. Contractor is an independent contractor. This Agreement does not create the relationship of employer and employee, a partnership, or a joint venture.

ii. No offer or obligation of permanent employment with the City or particular City department or agency is intended in any manner, and Contractor shall not become entitled by virtue of this Agreement to receive from the City any form of employee benefits including but not limited to sick leave, vacation, retirement benefits, workers' compensation coverage, insurance or disability benefits. Contractor shall be solely liable for and obligated to pay directly all applicable taxes, including federal and state income taxes and social security, arising out of Contractor's performance of services under this Agreement. In connection therewith, Contractor shall defend, indemnify and hold the City harmless from any and all liability, which the City may incur because of Contractor's failure to pay such taxes.

B. **Not an Agent of the City.** Nothing in this Agreement shall be interpreted so as to render the City the agent, employer, or partner of Contractor, or the employer of anyone working for or subcontracted by Contractor, and Contractor must not do anything that would result in anyone working for or subcontracted by Contractor being considered an employee of the City. Contractor is not, and must not claim to be, an agent of the City.

**5. REPRESENTATIVES AND COMMUNICATIONS**

A. **City's Representative.** The City appoints the individual named below as the City's contact person for the purposes of this Agreement.

Name: John Guertin  
Title: City Manager  
Address: 650 Canyon Del Rey Blvd. Del Rey Oaks, CA 93940  
Telephone: (831) 394-8511

B. **Contractor's Representative.** Contractor appoints the person named below as its contract person for the purposes of this Agreement.

Name: Rich Alcala  
Title: Owner  
Address: 540 Work St. Suite C Salinas, CA 93901  
Telephone: 831-758-6766

C. **Communications and Notices.** Any notice, report, or other document that either party may be required or may wish to give to the other must be in writing, unless otherwise provided for, and shall be deemed to be validly given to and received by the addressee, if delivered personally,

on the date of such personal delivery, if delivered by email, on the date of transmission, or if by mail, seven (7) calendar days after posting.

## 6. INDEMNIFICATION

Contractor hereby agrees to the following indemnification clause:

To the fullest extent permitted by law Contractor shall defend (with legal counsel reasonably acceptable to the City), indemnify and hold harmless the City and its officers, designated agents, departments, officials, representatives and employees (collectively "Indemnitees") from and against claims, loss, cost, damage, injury expense and liability (including incidental and consequential damages, court costs, reasonable attorneys' fees, litigation expenses and fees of experts, consultants or expert witnesses incurred in connection therewith and costs of investigation) to the extent they arise out of, pertain to, or relate to, the negligence, recklessness, or willful misconduct of Contractor, anyone directly or indirectly employed by Contractor, or anyone Contractor controls (collectively "Liabilities"). Such obligations to defend, hold harmless and indemnify any Indemnitee shall not apply to the extent that such Liabilities are caused in part by the gross negligence or willful misconduct of such Indemnitee.

## 7. INSURANCE

Contractor shall submit and maintain in full force all insurance as described herein. Without altering or limiting Contractor's duty to indemnify, Contractor shall maintain in effect throughout the term of this Agreement a policy or policies of insurance with the following minimum limits of liability:

A. Commercial General Liability Insurance including but not limited to premises, personal injuries, bodily injuries, property damage, products, and completed operations, with a combined single limit of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

B. Automobile Liability Insurance covering all automobiles, including owned, leased, non-owned, and hired automobiles, used in providing services under this Agreement, with a combined single limit of not less than \$1,000,000 per occurrence.

C. Workers' Compensation Insurance. If Contractor employs others in the performance of this Agreement, Contractor shall maintain Workers' Compensation insurance in accordance with California Labor Code section 3700 and with a minimum of \$1,000,000 per occurrence.

D. Other Insurance Requirements:

- i. The City shall be a named additional insured on Contractor's policy.
- ii. All insurance required under this Agreement must be written by an insurance company either:
  1. admitted to do business in California with a current A.M. Best rating of no less than A:VI;
  - or
  2. an insurance company with a current A.M. Best rating of no less than A:VII.

iii. Prior to the start of work under this Agreement, Contractor shall file certificates of insurance and endorsements evidencing the coverage required by this Agreement with the City Manager. Contractor shall file a new or amended certificate of insurance promptly after any change is made in any insurance policy that would alter the information on the certificate then on file, including, without limitation, the amount of coverages or the term of coverages.

iv. Neither the insurance requirements hereunder, nor acceptance or approval of Contractor's insurance, nor whether any claims are covered under any insurance, shall in any way modify or change Contractor's obligations under the indemnification clause in this Agreement, which shall continue in full force and effect. Notwithstanding the insurance requirements contained herein, Contractor is financially liable for its indemnity obligations under this Agreement.

v. City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

## 8. PERFORMANCE STANDARDS

A. Contractor warrants that Contractor and Contractor's employees performing services under this Agreement are specially trained and experienced to perform the services described herein.

B. Contractor and its employees shall perform all services in a safe and skillful manner consistent with the highest standards of care, diligence and skill ordinarily exercised by professionals in similar fields. All services performed under this Agreement that are required by law to be performed or supervised by licensed personnel shall be performed in accordance with such licensing requirements.

C. Contractor shall furnish, at its own expense, all materials, equipment and personnel necessary to carry out the terms of this Agreement, except as otherwise specified in this Agreement. Contractor shall not use the City premises, property (including equipment, instruments, or supplies) or personnel for any purpose other than in the performance of its obligations under this Agreement, the RFP, or Contractor's Estimate.

D. Contractor agrees to perform all work under this Agreement to the satisfaction of City and as specified herein. The City Manager or his or her designee shall perform an evaluation of the work. If the quality of work is not satisfactory, City in its discretion may meet with Contractor to review the quality of work and resolve the matters of concern.

## 9. CITY INFORMATION AND RESOURCES

A. **City Resources.** The City acknowledges that Contractor's ability to provide services in accordance with this Agreement may be dependent on the City providing available information and resources in a prompt and timely manner as reasonably required by Contractor. To the extent that the City fails to provide City resources, Contractor shall not be liable for any resulting delay in services, but in no event shall such delay or failure to provide City resources constitute a breach of this Agreement by the City, nor shall Contractor be entitled to extra compensation for same.

B. **Obligations of Contractor.** No reviews, approvals, or inspections carried out or supplied by the City shall derogate from the duties and obligations of Contractor, and all responsibility related to performance of services shall be and remain with Contractor.

## 10. OWNERSHIP AND USE OF MATERIALS

A. **Ownership of the Materials.** All data, studies, reports, calculations, field notes, sketches, designs, drawings, plans, specifications, cost estimates, manuals, correspondence, agendas, minutes, notes, audio-visual materials, photographs, models, software data, computer software (if purchased on the City's behalf) and other documents or products produced by Contractor under this Agreement (collectively, "the Materials") are and shall remain the property of the City even though Contractor or another party may have physical possession of them or a portion thereof. Contractor hereby waives, in favor of the City, any moral rights Contractor, its employees, vendors, successors or assignees may have in the Materials. Contractor agrees that all copyrights, which arise from creation of the work or services pursuant to this Agreement, shall be vested in the City and waives and relinquishes all claims to copyright or intellectual property rights in favor of the City.

B. **Delivery and Use of the Materials.** All Materials shall be transferred and delivered by Contractor to the City without further compensation following the expiration or sooner termination of this Agreement, provided that the City may, at any time prior to the expiration or earlier termination of this Agreement, give written notice to Contractor requesting delivery by Contractor to the City of all or any part of the Materials in which event Contractor shall forthwith comply with such request. The Materials created electronically must be submitted in a format and medium acceptable to the City. The Materials may be used by the City in any manner for the intended purpose or as part of its operations associated with the Materials.

## 11. DISPUTE RESOLUTION

The City Manager and Contractor shall make reasonable efforts to resolve any dispute by amicable negotiations and shall provide frank, candid, and timely disclosure of all relevant facts, information, and documents to facilitate negotiations.

If all or any portion of a Dispute cannot be resolved by good faith negotiations as set forth above within thirty (30) days either party may, by notice to the other party, submit the dispute for formal mediation to a mediator selected mutually by the parties. The cost of the mediation (including fees of mediators) shall be borne equally by the parties, and each party shall bear its own costs of participating in mediation. The mediation shall take place within Monterey County.

Should either party not be satisfied with the outcome of the mediation, the matter may be submitted to a court of competent jurisdiction.

All claims by Contractor against the City for money or damages must comply with the Government Claims Act (California Government Code Sections 810-996.6).

## 12. TERMINATION OF AGREEMENT

A. **Termination for Cause or Default.** The City reserves the right to immediately terminate this Agreement, in whole or in part, if Contractor defaults or fails to deliver the services in accordance with the terms and conditions of this Agreement. Such termination shall be in writing, shall set forth the effective date of termination, and may be issued without any prior notice. Without limitation, Contractor is in default of its obligations contained in this Agreement if Contractor:

- i. Fails to perform the required services within the term and/or in the manner provided under this Agreement;
- ii. Fails to observe or comply with the City's reasonable instructions;
- iii. Otherwise violates any provision of this Agreement.
- iv. Agreement is for a one year period starting on September 1, 2025

## 13. LEGAL ACTION / VENUE

Should either party to this Agreement bring legal action against the other, the validity, interpretation and performance of this Agreement shall be controlled by and construed under the laws of the State of California, excluding California's choice of law rules. Venue for any such action relating to this Agreement shall be in the Monterey County Superior Court.

## 14. MISCELLANEOUS PROVISIONS

A. **Non-discrimination.** During the performance of this Agreement, Contractor shall not unlawfully discriminate against any person because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, either in Contractor's employment practices or in the furnishing of services to recipients.

B. **Acceptance of Services Not a Release.** Acceptance by the City of services to be performed under this Agreement does not operate as a release of Contractor from professional responsibility for the services performed.

C. **Headings.** The headings appearing herein shall not be deemed to govern, limit, modify, or in any manner affect the scope, meaning or intent of the provisions of this Agreement. The headings are for convenience only.

D. **Entire Agreement.** This Agreement, including the Exhibits attached hereto, constitute the entire agreement between the parties hereto with respect to the terms, conditions, and services and supersedes any and all prior proposals, understandings, communications, representations and agreements, whether oral or written, relating to the subject matter thereof pursuant to Section 1B, "Amendment of Services". Any amendment to this Agreement will be effective only if it is in writing signed by both parties hereto and shall prevail over any other provision of this Agreement in the event of inconsistency between them.

E. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and may be signed in counterparts, but all of which together shall constitute one and the same Agreement.

F. **Multiple Copies of Agreement.** Multiple copies of this Agreement may be executed, but the parties agree that the Agreement on file in the office of the City’s City Clerk is the version of the Agreement that shall take precedence should any difference exist among counterparts of this Agreement.

G. **Authority.** Any individual executing this Agreement on behalf of the City or Contractor represents and warrants hereby that he or she has the requisite authority to enter into this Agreement on behalf of such party and bind the party to the terms and conditions of this Agreement.

H. **Severability.** If any of the provisions contained in this Agreement are held illegal, invalid or unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. Limitations of liability and indemnities shall survive termination of the Agreement for any cause. If a part of the Agreement is valid, all valid parts that are severable from the invalid part remain in effect. If a part of this Agreement is invalid in one or more of its applications, the part remains in effect in all valid applications that are severable from the invalid applications.

I. **Non-exclusive Agreement.** This Agreement is non-exclusive and both the City and Contractor expressly reserve the right to enter into agreements with other Contractors for the same or similar services, or may have its own employees perform the same or similar services.

J. **Assignment of Interest.** The duties under this Agreement shall not be assignable, delegable, or transferable without the prior written consent of the City. Any such purported assignment, delegation, or transfer shall constitute a material breach of this Agreement upon which the City may terminate this Agreement and be entitled to damages.

K. **Laws.** Contractor agrees that in the performance of this Agreement it will reasonably comply with all applicable federal, state and local laws and regulations. This Agreement shall be governed by and construed in accordance with the laws of the State of California and the City of Del Rey Oaks.

L. **Exhibits.** The following Exhibit is incorporated herein by reference as if fully set forth: Exhibit A, Proposal #785

IN WITNESS WHEREOF, the parties enter into this Agreement on the day and year first above written in Del Rey Oaks, California.

CITY OF DEL REY OAKS

CONTRACTOR

\_\_\_\_\_  
John Guertin,  
City Manager  
Date:\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Printed name  
Date:\_\_\_\_\_



**Customer:**

Ron Fucci  
Del Rey Oaks  
650 Canyon Del Rey Rd  
Del Rey Oaks, CA 93940

**Property:**

Del Rey Oaks Public Works  
650 Canyon Del Rey Blvd  
Del Rey Oaks , CA 93940

**Landscape Maintenance Agreement 2025**

At Smith & Enright Landscaping, we provide comprehensive landscape maintenance services to keep your property healthy, vibrant, and well-maintained throughout the year. This proposal outlines the scope of work and pricing for your property's maintenance services.

**Weekly Landscape Maintenance at Del Rey Oaks City Hall, Baseball Fields and Yard Space (will support other landscape maintenance areas as deemed necessary)**

- **Lawn Care:** Mowing, edging, trimming, fertilization 1x per year (aeration & overseeding an extra)
- **Plant Care:** Pruning and deadheading.
- **Irrigation:** Spring systems check and programming. Fall shut off (all repairs extra)
- **Leaf & Debris Removal:** Regular clearing

**Fixed Payment Services**

Description of Services	
<b>Landscape Services</b>	
Maintenance Service	
Irrigation Inspection	
Spring Fertilization	
<b>Annual Maintenance Price</b>	<b>\$18,480.00</b>

**Payment Schedule**

Schedule	Price	Sales Tax	Total Price
September	\$1,540.00	\$0.00	\$1,540.00
October	\$1,540.00	\$0.00	\$1,540.00
November	\$1,540.00	\$0.00	\$1,540.00
December	\$1,540.00	\$0.00	\$1,540.00
January	\$1,540.00	\$0.00	\$1,540.00
February	\$1,540.00	\$0.00	\$1,540.00
March	\$1,540.00	\$0.00	\$1,540.00
April	\$1,540.00	\$0.00	\$1,540.00
May	\$1,540.00	\$0.00	\$1,540.00
June	\$1,540.00	\$0.00	\$1,540.00
July	\$1,540.00	\$0.00	\$1,540.00
August	\$1,540.00	\$0.00	\$1,540.00
	<b>\$18,480.00</b>	<b>\$0.00</b>	<b>\$18,480.00</b>

**Terms & Conditions**

1. This agreement is for a period of one (1) year beginning and ending on the date signed and dated below. his contract shall renew itself automatically if notice is not given by either party 30 days prior to the ending date.
2. In consideration of the above mentioned, the Client agrees to pay the Contractor the monthly sum of the contract (as indicated above in this contract) due on signing and subsequent payments due on the 1<sup>st</sup> of each month thereafter. Any extra charges will be due in full upon receipt of invoice.
3. Services performed which are not specifically described above will be considered 'Additional Services'. Additional services will be billed separately and will be due upon receipt. The performance of and the payment for Additional Services are subject to all the terms and conditions of this Agreement.
4. The Contractor will furnish all materials, labor, and equipment necessary to perform the services specified above.
5. Either party may terminate this agreement, without cause, by giving the other at least 30 days written notice. The Client agrees to pay all monies due to the Contractor for work completed prior to cancellation of the contract.
6. The Contractor shall stop work if amounts due to the Contractor are not paid by the 15<sup>th</sup> of each month. Contractor shall charge interest on all outstanding money at a rate of 1 ½ % per month and calculated daily.
7. The Contractor is an independent contractor and the Client assumes no liability for injury to the Contractor or the Contractor's employees, unless such injury is caused by the Client, the Client's agents, or employees. The Contractor is not liable for any damage of any kind whatsoever that is not caused by the Contractor or its employees. The Contractor shall not be responsible for any damages other than direct damages.

**Acceptance - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment is due Net 30 days of receipt of invoice. I have read the Terms and Conditions and understand them.**

By \_\_\_\_\_

**Rich Alcalá**

Date 8/12/2025

**Smith & Enright Landscaping**

By \_\_\_\_\_

Date

**Del Rey Oaks Public Works**



# CITY OF DEL REY OAKS

650 CANYON DEL REY BLVD., DEL REY OAKS, CALIFORNIA 93940  
 PHONE (831) 394-8511 FAX (831) 394-6421

**DATE:** August 26, 2025

**TO:** Honorable Mayor and City Council

**FROM:** John Guertin, City Manager

**SUBJECT:** Approval of Agreement for Professional Planning and Environmental Consulting Services with Denise Duffy & Associates  
 Not applicable.

**CEQA:**

## BACKGROUND

The City of Del Rey Oaks has historically relied upon Denise Duffy & Associates (“Consultant”) for on-call planning and environmental consulting services. These services have supported City staff in managing specialized or complex planning projects that require expertise not available in-house.

Given the City’s ongoing planning needs—particularly related to new residential, commercial, and industrial projects, as well as long-range planning for the former Fort Ord properties, it is necessary to continue this relationship under a formalized agreement.

## Discussion

The Agreement for Professional Services, dated August 26, 2025, establishes an on-call framework for Denise Duffy & Associates to provide the City with a range of planning and environmental services, including:

- Research, mapping, biological services, and consulting for development of the former Fort Ord property.
- CEQA compliance review and preparation of environmental documentation.
- Assistance with project applications, entitlements, and permitting processes.
- Review of projects for compliance with the City’s General Plan, zoning ordinance, and other planning documents.
- Preparation and presentation of staff reports to the Planning Commission and City Council.
- Coordination and communication with developers, property owners, contractors, and other stakeholders.

- Support with special projects such as mapping, biological assessments, and permitting coordination.

The agreement allows the City Manager to request services on an as-needed basis. Compensation will be based on the Consultant's hourly rates (as outlined in the agreement), plus reimbursable expenses. Special projects that exceed the monthly estimate will require prior authorization from the City Manager, with a defined scope of work and budget.

Either party may terminate the agreement with seven days' written notice.

Larger projects, such as some associated with Housing Element program implementation, will require separate contracts and funding budgets.

### **Fiscal Impacts**

The agreement does not obligate the City to a fixed cost but provides flexibility to utilize consulting services on an as-needed basis. Expenditures will be based on approved hourly rates and reimbursable expenses, and will be charged to the appropriate planning and special projects budget accounts. Sufficient funding was included in the FY 2025-26 Adopted Budget.

### **Recommendation**

It is recommended that the City Council approve the attached Agreement for Professional Services between the City of Del Rey Oaks and Denise Duffy & Associates for as-needed planning and environmental consulting services, and authorize the City Manager to execute the agreement.

### **Attachments**

1. Agreement for Professional Services – Denise Duffy & Associates

Respectfully submitted,

---

John Guertin  
City Manager

## **CITY OF DEL REY OAKS DRAFT AGREEMENT FOR PROFESSIONAL SERVICES**

**Agreement dated August 26, 2025**, between Denise Duffy & Associates, (“Consultant”), and the City of Del Rey Oaks (“City”) for **Planning and Environmental Consulting Services**.

### **Background and Purpose**

The City and the Consultant have had a long-term relationship of Consultant providing on-call planning and environmental consulting services on an as-needed basis for planning and special projects as requested. The City is in need of limited and specialized services from time to time that City Staff is not available or able to provide. The City has requested Consultant to formalize this service provision with an updated formal agreement for services on an as-needed, on-call basis. The following provides a scope of services.

### **Scope of Services**

Consultant will conduct professional planning and environmental services on behalf of the City on an on-call planning services basis for all types of projects requesting permitting assistance, including but not limited to new residential, commercial, and industrial buildings and special projects as assigned.

Potential on-call planning services may include the following scope of services which would be conducted upon specific request by the City and would include:

1. Research, mapping, biological services and consulting services for development of the former Fort Ord City property.
2. Attend meetings at City Hall or other local agencies as requested by City Manager.
3. Analyze projects for compliance with the City’s General Plan, zoning ordinance, Subdivision Map Act, Design Guidelines, applicable specific plans and other policies.
4. As needed or specifically requested, assist City staff in the review and processing of minor and ministerial applications and discretionary entitlements which may involve review of applications for application consistency with zoning, conditional compliance with ordinances and other City approved documentation and policies.
5. Upon request from City Management, provides background information requested on environmental and physical factors affecting land use.

6. Meet with developers, engineers, property owners, contractors and other individuals to discuss projects, explain City application and environmental review processes.
7. Provide forms for projects as assigned and review the following: pre-applications, development applications, feasibility analysis, conceptual development plans and code interpretation.
8. Prepare and present staff reports to Planning Commission and City Council, Attend public hearings and community meetings as requested.
9. Analyze projects for California Environmental Quality Act (CEQA) compliance and complete CEQA documentation as requested to meet CEQA Guidelines.
10. For assigned projects including Tentative Maps, and General Plan and Zoning amendments or assigned larger projects not conducted by existing City staff, review projects and provide comments within timelines specified by the Permit Streamlining Act and the City for projects assigned to Consultant. Process these assigned projects through the City entitlement process.
11. Conduct special projects such as mapping, biological resource assessment or coordination of federal and state permitting of special projects as assigned.

### **Fee for Professional Services**

Consultant will work in collaboration with the City, under the direction of the City Manager, to accomplish the above Scope of Services, which may be amended. The fee for professional services is to be paid at billable hourly rates as shown on the attached rate sheet plus reimbursable expenses, which shall include mileage and, if appropriate, document reproduction, or other direct project expenses as shown on the attached rate sheet.

At times, the City Manager or City Management will request a special project that would exceed the monthly estimate. Specific projects are defined as those projects with a separate scope of work and assigned budget for completion which would be above the monthly fee estimate. Special projects require pre-authorization from the City Manager to initiate and conduct, with a task list and fee estimate for completion of a project.

### **Interim Services Provision**

The City has requested Consultant to formalize this service provision under an agreement however it is acknowledged by both parties that Consultant services are provided on an as-needed, on-call basis.

**Termination**

Either party may terminate this Agreement for any reason at any time, with 7 days advance notice. In this case, the City will pay Consultant all fees and expenses incurred through the notice of termination and the time necessary to “close out Consultant’s work on the project and transfer all materials to the City.

DENISE DUFFY & ASSOCIATES

CITY OF DEL REY OAKS

\_\_\_\_\_

\_\_\_\_\_

Denise Duffy & Associates Principal

John Guertin, City Manager

Date

Date

\_\_\_\_\_

\_\_\_\_\_



# Denise Duffy & Associates, Inc.

PLANNING AND ENVIRONMENTAL CONSULTING

## City of Del Rey Oaks SCHEDULE OF RATES\* for 2025

Principal	\$	265
Project Director	\$	245
Senior Compliance Manager/Engineering Specialist	\$	225
Senior Project Manager	\$	192
Principal Planner	\$	200
Senior Botanist	\$	178
Senior Planner/Senior Scientist II	\$	176
Arborist	\$	176
Project Manager	\$	167
Senior Planner/Scientist	\$	156
Assistant Project Manager	\$	140
Associate Planner/ Environmental Scientist II	\$	134
Associate Planner/ Environmental Scientist I	\$	128
Assistant Planner/ Environmental Scientist II	\$	120
Assistant Planner/ Environmental Scientist I	\$	116
GIS/Computer Specialist	\$	122
GIS/Graphics Technician	\$	93
Administrative Manager	\$	98
Planning Technician	\$	85
Field Technician	\$	80
Publication/Production Editor	\$	90
Administrative Assistant	\$	78

*Direct reimbursable costs associated with the execution of a project are charged at cost plus 15%. These expenses may include, but are not limited to: subconsultant services, printing and graphic charges, permits, filing fees, authorized travel charges, courier, postage, mileage and field supplies. Mileage will be charged at the current IRS mileage rate.*

\*This rate sheet shows current rates for the City of Del Rey Oaks; these represent reduced rates for DD&A. The above rates are effective through December 31, 2025



# Denise Duffy & Associates, Inc.

PLANNING AND ENVIRONMENTAL CONSULTING

## City of Del Rey Oaks SCHEDULE OF RATES\*\* for 2026

Principal	\$	278
Project Director	\$	257
Senior Compliance Manager/Engineering Specialist	\$	236
Principal Planner	\$	210
Senior Project Manager	\$	202
Senior Botanist	\$	185
Senior Planner/Senior Scientist II	\$	185
Arborist	\$	185
Project Manager	\$	174
Senior Planner/Scientist	\$	165
Assistant/Deputy Project Manager	\$	150
Associate Planner/ Environmental Scientist II	\$	141
Associate Planner/ Environmental Scientist I	\$	136
GIS/Computer Specialist II	\$	145
GIS/Computer Specialist I	\$	132
Assistant Planner/ Environmental Scientist II	\$	127
Assistant Planner/ Environmental Scientist I	\$	123
Administrative Manager	\$	98
Graphics Technician	\$	98
Planning Technician	\$	90
Field Technician	\$	85
Publication/Production Editor	\$	95
Administrative Assistant	\$	82

*Direct reimbursable costs associated with the execution of a project are charged at cost plus 15%. These expenses may include, but are not limited to: subconsultant services, printing and graphic charges, permits, filing fees, authorized travel charges, courier, postage, mileage and field supplies. Mileage will be charged at the current IRS mileage rate.*

\*\*This rate sheet provides 2026 reduced rates for the City of Del Rey Oaks.  
These rates are effective through December 31, 2026



## Staff Report

**DATE:** August 26<sup>th</sup>, 2025

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

**FROM:** Chris Bourquin, Chief of Police

**SUBJECT:** Approval to contract with Dell Solutions for a new server

**CEQA:** This action does not constitute a “project” as defined by the California Environmental Quality Act (CEQA) guidelines section 15378 as it is an administrative activity of the City that will not result in direct or indirect physical changes in the environment.

### Recommendation

Del Rey Oaks City Council approve the signing of a contract with Dell Solutions to provide the Police Department with a new server.

### Background & Summary

The Police Department uses a server to manage police records. Our current server, purchased in September 2020 is end of useful life and best practice suggests the replacement of a server after five years. The funds to purchase the server are in the FY25/26 budget which was passed by council. This purchase is necessary and vital to the smooth running of the department.

### Fiscal Impacts

The total cost of the server is \$14,877.91. The cost of the server will be paid over 3 years at a yearly cost of \$4,914.74 paid from fund 100-210-64318.

### ATTACHMENTS:

1. Dell Solutions quote
2. Dell Solutions financing schedule

Respectfully Submitted,

Chris Bourquin  
Chief of Police

Note: You can add up to 10 quotes in checkout



## Summary

	PowerEdge R660xs Quantity 1	<b>\$13,858.27</b>
---	--------------------------------	--------------------

Get it by **Wednesday, September 3, 2025**  
[View Details](#)

Subtotal (1)	\$13,858.27
Delivery	Free
Estimated Tax ⓘ	\$1,019.64
<b>Total</b>	<b>\$14,877.91</b>

Item 5.

Proposal No. 0000163708.1

Expiration Date: 09/05/2025

36 Month TELP				
Payments	Annual			
Due	Advance			
Interim Rent	None			
Quote	Description	Product Subtotal	Rate Factor	Payment
3000187710139.9	PowerEdge R660xs	\$13,858.27	0.35464	\$4,914.74
	PowerEdge R660xs	\$13,858.27	0.35464	\$4,914.74
*Personal Property Management Fee may apply				
<b>Total Amount:</b>		Rate Factor & Payment Financed Amount	0.35464	\$4,914.74 \$13,858.27
Structure Notes				

**Ben Contreras**  
Account Manager  
Dell Technologies | Dell Financial Services  
[✉ Ben.Contreras@dell.com](mailto:Ben.Contreras@dell.com)

Proposal Notes

End of Term Option(s):

Tax Exempt Lease Purchase (TELP) options:

1. Exercise the option to purchase the products for one dollar; or,
2. For an agreed upon fee, return all products to DFS at lessee's expense.

Payment solutions provided and serviced by Dell Financial Services L.L.C. or its affiliate or designee ("DFS") to qualified customers. Offers may not be available or may vary in certain countries. Where available, offers may be changed without notice and are subject to product availability, credit approval, execution of documentation provided by and acceptable to DFS, and may be subject to minimum transaction size. Offers not available for personal, family or household use. Restrictions and additional requirements may apply to transactions with governmental or public entities. Proposal is property of DFS, contains confidential information and shall not be duplicated or disclosed in whole or part. Proposal is not a firm offer of a payment solution. Pricing and rates based upon the final amount, configuration and specification of the supplied equipment, software, services or fees. Prorata payment may be due in the first payment cycle. Proposal excludes additional costs to customer such as shipping, maintenance, filing fees, applicable taxes, insurance and similar items. Proposal valid through the expiration date shown above, or if none is specified, for 30 calendar days from date of presentation. Upon expiration, lease rates may be changed in the event that market rates change. CALIFORNIA: Loans made or arranged pursuant to California Finance Lenders Law license #6037884.

Additional Information:

**LEASE QUOTE:** The Lease Quote is exclusive of shipping costs, maintenance fees, filing fees, licensing fees, property or use taxes, insurance premiums and similar items which shall be for Lessee's account. Lessee will pay payments and all other amounts without set-off, abatement or reduction for any reason whatsoever. Additionally, Lessee shall declare and pay all sales, use and personal property taxes to the appropriate taxing authorities. If you are sales tax exempt, please provide a copy of your Exemption Certificate with the Lease Contract. If Lessee provides the appropriate tax exemption certificates to DFS, sales and use taxes will not be collected by DFS. However, if your taxing authority assesses a personal property tax on leased equipment, and if DFS pays that tax under your lease structure, Lessee must reimburse DFS for that tax expense in connection with the Lessee's lease.

**PURCHASE ORDER:** The Purchase Order must be made out to Dell Financial Services L.L.C., One Dell Way, RR8-23, Round Rock, TX 78682. The Purchase Order will need to include the quote number, quantity and description of the equipment. Please indicate that the PO is for a lease order and shows the type of lease, the term length, and payment frequency. The date of the lease quote referenced should be included. Please be sure to include any applicable shipping costs as a line item and include your address as the SHIP TO destination.

**DOCUMENTATION:** The Agreement executed between DFS and Lessee shall include all required leasing terms and conditions, including, but not limited to, payment terms, non-appropriation, essential use, authority, taxes, and insurance. In addition to a duly executed Agreement, other documents as reasonably requested by DFS may be required, such as but not limited to opinions of counsel, IRS tax exemption forms (if applicable), and audited financials.

**PROPOSAL VALIDITY / APPROVALS:** This is a proposal based upon market conditions and is valid for 30 days, is subject to final credit approval, review of the economics of the transaction, and execution of mutually acceptable documentation.

To explore how Dell Payment Solutions can help take your business to the next level, please visit [Payment Solutions | Dell USA](#)

## OFFER SUMMARY - DELL FINANCIAL SERVICES TECHNOLOGY OWNERSHIP \*\*

Funding Provided	\$13,858.27	This is how much funding Dell Financial Services LLC (DFS) will provide.
Annual Percentage Rate (APR)	6.54%	APR is the cost of your financing expressed as a yearly rate. APR incorporates the amount and timing of the funding you receive, fees you pay, the periodic payments you make, and the anticipated cost for you to acquire the property at the end of the lease term.  Your APR is not an interest rate.
Finance Charge	\$885.96	This is the sum of lease payments (including any regular periodic payments and irregular payments) and the price of the purchase option that you may pay to acquire the leased goods at the end of the lease, minus that amount financed.
Total Payment Amount	\$14,744.23	This is the total dollar amount of payments you will make during the term of the contract (including the cost of the purchase option).
Average Monthly Cost	\$409.56	Although you do not make payments on a monthly basis, this is our calculation of your average monthly cost based upon the payment amounts disclosed below.
Payment	\$4,914.74 / year	This is how much you will pay each year. At the end of the initial contract term, you may purchase the equipment for \$1 or return the equipment to DFS.
Term	36 months	[This space intentionally left blank]
Prepayment	If you pay off the financing before the end of the term, you will be required to pay all or a portion of the finance charge other than accrued and unpaid interest, up to \$885.96.	
	If you pay off the financing before the end of the term, you will not be required to pay additional fees or charges.	

Applicable law requires this information to be provided to you to help you make an informed decision.

\*\*Payment solutions provided and serviced by Dell Financial Services L.L.C. or its affiliate or designee ("DFS") for qualified customers. Offers may not be available or may vary in certain countries. Where available offers may be changed without notice and are subject to product availability, applicable law, credit approval, documentation provided by and acceptable to DFS and may be subject to minimum transaction size. Offers not available for personal, family or household use. Dell Technologies and the Dell Technologies logo are trademarks of Dell Inc. Restrictions and additional requirements may apply to transactions with governmental or public entities. CALIFORNIA: Loans made or arranged pursuant to California Finance Lenders Law license #6037884. **Finance Lease:** At the end of the initial contract term, the customer may purchase the equipment for \$1 or return the equipment to DFS.

ITEMIZATION OF AMOUNT FINANCED	
1. Amount Given Directly to You	\$0.00
2. Amount Paid to Dell Technologies on Your Behalf	\$13,858.27
3. Documentation Fee Paid to Us from Financing Proceeds	\$0.00
4. Amount Provided to You or on Your Behalf (1+2+3)	\$13,858.27
5. Prepaid Finance Charge: Documentation Fee	\$0.00
6. Amount Financed (4-5)	\$13,858.27



# CITY OF DEL REY OAKS

650 CANYON DEL REY BLVD., DEL REY OAKS, CALIFORNIA 93940  
 PHONE (831) 394-8511 FAX (831) 394-6421

**DATE:** August 26, 2025

**TO:** Honorable Mayor and City Council

**FROM:** John Guertin, City Manager

**SUBJECT:** Approval of Contract with ClearGov for Electronic Budget Development and Management Services

**CEQA:** Not applicable.

## BACKGROUND

During recent budget development discussions, the City Council directed staff to pursue a consultant or software provider to enhance the City's budget process through the implementation of electronic budgeting and management tools. The Council further included funding for this purpose in the Fiscal Year 2025–26 Adopted Budget.

ClearGov provides a comprehensive budgeting and financial transparency platform that assists municipalities in developing, managing, and publishing operating and capital budgets, as well as producing interactive digital budget books. These tools will improve efficiency, accuracy, and transparency in the City's budget development process.

## Discussion

Staff evaluated available providers of municipal budget management systems and identified ClearGov as a best-fit solution for the City of Del Rey Oaks. ClearGov's "Civic Edition" suite includes:

- **ClearGov Base Platform** – a centralized platform for budget management and reporting.
- **Operational Budgeting** – supports multi-year operating budget development with forecasting tools.
- **Capital Budgeting** – streamlines planning and management of capital improvement projects.
- **Digital Budget Book** – generates an interactive, web-based budget book to enhance communication with residents and stakeholders.

The onboarding process will begin upon approval of the contract and will include training for City staff, financial data integration, and creation of the City's first interactive digital budget book for FY 2026–27.

The adoption of ClearGov's budgeting platform will provide the City with modern, efficient, and transparent tools for budget development and management. This aligns with the Council's direction to improve fiscal planning and public engagement.

### **Fiscal Impacts**

The Fiscal Year 2025–26 Adopted Budget includes funding to support the ClearGov contract.

The contract includes:

- A one-time setup and onboarding fee of \$3,000 (after bundled discounts).
- An annual subscription fee of \$11,000, billed in advance each year of the initial three-year term (FY 2025–26 through FY 2027–28).
- A 3% annual increase in subscription fees during the initial term, with 6% per year thereafter.
- A 30-day satisfaction guarantee allowing the City to terminate with a full refund if services are not satisfactory.

### **Recommendation**

It is recommended that the City Council approve and authorize the City Manager to execute the contract with ClearGov, Inc. for electronic budget development and management services in the amount of \$3,000 for a one-time setup fee and \$11,000 annually for subscription services, with a 3% annual increase during the initial contract term.

### **Attachments**

- ClearGov Service Order Agreement (signed)

Respectfully submitted,

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John Guertin  
City Manager



# Service Order

2 Mill & Main; Suite 630; Maynard, MA 01754

<b>Created by</b>	Ryan Wilson
<b>Contact Phone</b>	(901) 937-9735
<b>Contact Email</b>	rwilson@cleargov.com

<b>Order Date</b>	Apr 16, 2025
<b>Order valid if signed by</b>	<b>Jun 13, 2025</b>

Customer Information			
<b>Customer</b>	City of Del Rey Oaks	<b>Contact</b>	John Guertin
<b>Address</b>	650 Canyon Del Rey Blvd	<b>Title</b>	City Manager
<b>City, St, Zip</b>	Del Rey Oaks, CA 93940	<b>Email</b>	jguertin@delreyoaks.org
<b>Phone</b>	(831) 394-8511	<b>Billing Contact</b>	
		<b>Title</b>	
		<b>Email</b>	
		<b>PO # (If any)</b>	

The Services you will receive and the Fees for those Services are...		
<b>Set up Services</b>		<b>Tier/Rate</b>
ClearGov Setup: Includes activation, onboarding and training for ClearGov solutions		Tier 0
ClearGov Setup: Bundle Discount - Discount for bundled solutions		Tier 0
<b>Total ClearGov Setup Service Fee - Billed ONE-TIME</b>		<b>\$ 3,000.00</b>
<b>Subscription Services</b>		<b>Tier</b>
ClearGov Base Platform - Civic Edition		Tier 0
ClearGov Operational Budgeting - Civic Edition		Tier 0
ClearGov Capital Budgeting - Civic Edition		Tier 0
ClearGov Digital Budget Book - Civic Edition		Tier 0
Bundle Discount: Micro-Tier Bundle		Tier 0
<b>Total ClearGov Subscription Service Fee - Billed ANNUALLY IN ADVANCE</b>		<b>\$ 11,000.00</b>

ClearGov will provide your Services according to this schedule...			
Period	Start Date	End Date	Description
<b>Setup</b>	Jul 1, 2025	Jul 1, 2025	ClearGov Setup Services
<b>Initial</b>	Jul 1, 2025	Jun 30, 2028	ClearGov Subscription Services

To be clear, you will be billed as follows...		
Billing Date(s)	Amount(s)	Notes
Jul 1, 2025	\$3,000.00	One Time Setup Fee
Jul 1, 2025	\$11,000.00	Annual Subscription Fee
Additional subscription years and/or renewals will be billed annually in accordance with pricing and terms set forth herein.		
Billing Terms and Conditions		
<b>Valid Until</b>	<b>Jun 13, 2025</b>	Pricing set forth herein is valid only if ClearGov Service Order is executed on or before this date.
<b>Payment</b>	<b>Net 30</b>	All invoices are due Net 30 days from the date of invoice.
<b>Initial Period Rate Increase</b>	3% per annum	During the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.
<b>Rate Increase</b>	6% per annum	After the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.

**General Terms & Conditions**

<b>Customer Satisfaction Guarantee</b>	During the first thirty (30) days of the Service, Customer shall have the option to terminate the Service, by providing written notice. In the event that Customer exercises this customer satisfaction guarantee option, such termination shall become effective immediately and Customer shall be eligible for a full refund of the applicable Service Fees.
<b>Statement of Work</b>	ClearGov and Customer mutually agree to the ClearGov Service activation and onboarding process set forth in the attached Statement of Work. Please note that ClearGov will not activate and/or implement services for any Customer with outstanding balance past due over 90 days for any previous subscription services.
<b>Taxes</b>	The Service Fees and Billing amounts set forth above in this ClearGov Service Order <b>DO NOT</b> include applicable taxes. In accordance with the laws of the applicable state, in the event that sales, use or other taxes apply to this transaction, ClearGov shall include such taxes on applicable invoices and Customer is solely responsible for such taxes, unless documentation is provided to ClearGov demonstrating Customer's exemption from such taxes.
<b>Term &amp; Termination</b>	Subject to the termination rights and obligations set forth in the ClearGov BCM Service Agreement, this ClearGov Service Order commences upon the Order Date set forth herein and shall continue until the completion of the Service Period(s) for the Service(s) set forth herein. Each Service shall commence upon the Start Date set forth herein and shall continue until the completion of the applicable Service Period. To be clear, Customer shall have the option to Terminate this Service Order on an annual basis by providing notice at least sixty (60) days prior to the end of the then current Annual Term.
<b>Auto-Renewal</b>	After the Initial Period, the Service Period for any ClearGov Annual Subscription Services shall automatically renew for successive annual periods (each an <b>"Annual Term"</b> ), unless either Party provides written notice of its desire not to renew at least sixty (60) days prior to the end of the then current Annual Term.
<b>Agreement</b>	The signature herein affirms your commitment to pay for the Service(s) ordered in accordance with the terms set forth in this ClearGov Service Order and also acknowledges that you have read and agree to the terms and conditions set forth in the ClearGov BCM Service Agreement found at the following URL: <a href="http://www.ClearGov.com/terms-and-conditions">http://www.ClearGov.com/terms-and-conditions</a> . This Service Order incorporates by reference the terms of such ClearGov BCM Service Agreement.

<b>Customer</b>	
<b>Signature</b>	<i>John Guertin</i>
<b>Name</b>	John Guertin
<b>Title</b>	City Manager

<b>ClearGov, Inc.</b>	
<b>Signature</b>	<i>Bryan A Burdick</i>
<b>Name</b>	Bryan A. Burdick
<b>Title</b>	President

**Please e-mail signed Service Order to [Orders@ClearGov.com](mailto:Orders@ClearGov.com) or Fax to (774) 759-3045**

**Customer Upgrades (ClearGov internal use only)**

<b>This Service Order is a Customer Upgrade</b>	No	<b>If Yes: Original Service Order Date</b>	
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# Statement of Work

This Statement of Work outlines the roles and responsibilities by both ClearGov and Customer required for the activation and onboarding of the ClearGov Service. ClearGov will begin this onboarding process upon execution of this Service Order. All onboarding services and communications will be provided through remote methods - email, phone, and web conferencing.

## ClearGov Responsibilities

- ClearGov will activate ClearGov Service subscription(s) as of the applicable Start Date(s). ClearGov will create the initial Admin User account, and the Customer Admin User will be responsible for creating additional User accounts.
- ClearGov will assign an Implementation Manager (IM) responsible for managing the activation and onboarding process. ClearGov IM will coordinate with other ClearGov resources, as necessary.
- ClearGov IM will provide a Kickoff Call scheduling link to the Customer's Primary Contact. Customer should schedule Kickoff Call within two weeks after the Service Order has been executed.
- If Customer is subscribing to any products that require data onboarding:
  - ClearGov IM will provide a Data Discovery Call scheduling link to the Customer's Primary Contact. Customer should schedule Data Discovery Call based on the availability of Customer's staff.
  - ClearGov will provide Customer with financial data requirements and instructions, based on the ClearGov Service subscription(s).
  - ClearGov will review financial data files and confirm that data is complete, or request additional information, if necessary. Once complete financial data files have been received, ClearGov will format the data, upload it to the ClearGov platform and complete an initial mapping of the data.
  - After initial mapping, ClearGov will schedule a Data Review call with a ClearGov Data Onboarding Consultant (DOC), who will present how the data was mapped, ask for feedback, and address open questions. Depending upon Customer feedback and the complexity of data mapping requests, there may be additional follow-up calls or emails required to complete the data onboarding process.
- ClearGov will inform Customer of all training, learning, and support options. ClearGov recommends all Users attend ClearGov Academy training sessions and/or read Support Center articles before using the ClearGov Service to ensure a quick ramp and success. As needed, ClearGov will design and deliver customized remote training and configuration workshops for Admins and one for End Users - via video conference - and these sessions will be recorded for future reference.
- ClearGov will make commercially reasonable efforts to complete the onboarding/activation process in a timely fashion, provided Customer submits financial data files and responds to review and approval requests by ClearGov in a similarly timely fashion. Any delay by Customer in meeting these deliverable requirements may result in a delayed data onboarding process. Any such delay shall not affect or change the Service Period(s) as set forth in the applicable Service Order.

## Customer Responsibilities

- Customer's Primary Contact will coordinate the necessary personnel to attend the Kickoff and Data Discovery Calls within two weeks after the Service Order has been executed. If Customer needs to change the date/time of either of these calls, the Primary Contact will notify the ClearGov IM at least one business day in advance.
- If Customer is subscribing to any products that require data onboarding:
  - Customer will provide a complete set of requested financial data files (revenue, expense, chart of accounts, etc.) to ClearGov in accordance with the requirements provided by ClearGov.
  - Customer's Primary Contact will coordinate the necessary personnel to attend the Data Discovery and Data Review calls. It is recommended that all stakeholders with input on how data should be mapped should attend. Based on these calls and any subsequent internal review, Customer shall provide a detailed list of data mapping requirements and requested changes to data mapping drafts in a timely manner, and Customer will approve the final data mapping, once completed to Customer's satisfaction.
- Customer will complete recommended on-demand training modules in advance of customized training & configuration workshops.
- Customer shall be solely responsible for importing and/or inputting applicable text narrative, custom graphics, performance metrics, capital requests, personnel data, and other such information for capital budget, personnel budget, budget books, projects, dashboards, etc.

## Document History

SignNow E-Signature Audit Log

All dates expressed in MM/DD/YYYY (US)

**Document name:** ClearGov SO for Del Rey Oaks - Basic '25 (1) (1)  
**Document created:** 05/30/2025 15:05:54  
**Document pages:** 3  
**Document ID:** 6f6204e150ab475f9d1ef2e7298df80014676714  
**Document Sent:** 05/30/2025 15:06:29 UTC  
**Document Status:** Signed  
 05/30/2025 15:28:09UTC

**Sender:** rwilson@cleargov.com  
**Signers:** bburdick@cleargov.com  
**CC:** serviceorders@cleargov.com

Client	Event	By	Server Time	Client Time	IP Address
SignNow Web Application	Uploaded the Document	rwilson@cleargov.com	05/30/2025 15:05:55 pm UTC	05/30/2025 15:05:51 pm UTC	24.147.255.130
SignNow Web Application	Viewed the Document	rwilson@cleargov.com	05/30/2025 15:06:00 pm UTC	05/30/2025 15:06:00 pm UTC	24.147.255.130
SignNow Web Application	Document Saved	rwilson@cleargov.com	05/30/2025 15:06:21 pm UTC	05/30/2025 15:06:21 pm UTC	24.147.255.130
SignNow Web Application	Invite Sent to: bburdick@cleargov.com	rwilson@cleargov.com	05/30/2025 15:06:30 pm UTC	05/30/2025 15:06:28 pm UTC	24.147.255.130
SignNow Web Application	Viewed the Document	bburdick@cleargov.com	05/30/2025 15:23:19 pm UTC	05/30/2025 15:23:19 pm UTC	98.110.245.96
SignNow Web Application	Viewed the Document	bburdick@cleargov.com	05/30/2025 15:23:27 pm UTC	05/30/2025 15:23:19 pm UTC	192.232.16.69
SignNow Web Application	Signed the Document	bburdick@cleargov.com	05/30/2025 15:28:09 pm UTC	05/30/2025 15:28:09 pm UTC	98.110.245.96
SignNow Web Application	Document Saved	bburdick@cleargov.com	05/30/2025 15:28:09 pm UTC	05/30/2025 15:28:09 pm UTC	98.110.245.96



# CITY OF DEL REY OAKS

650 CANYON DEL REY BLVD., DEL REY OAKS, CALIFORNIA 93940  
PHONE (831) 394-8511 FAX (831) 394-6421

**DATE:** August 26, 2025

**TO:** Honorable Mayor and City Council

**FROM:** John Guertin, City Manager

**SUBJECT:** Approve and Authorize the City Manager to Sign a Memorandum of Understanding with ReGen Monterey and Participating Member Agencies Regarding Assistance with Franchise Agreement Matters

**CEQA:** Not applicable.

## Discussion

The City of Del Rey Oaks, along with other participating member agencies of the Monterey Regional Waste Management District (ReGen Monterey), is entering into a regional effort to coordinate and prepare for the next generation of solid waste collection franchise agreements.

The participating agencies—Carmel-by-the-Sea, Del Rey Oaks, Marina, Pacific Grove, Sand City, Seaside, and Pebble Beach Community Services District—have determined that coordination in planning, negotiation, and administration of franchise agreement matters will improve efficiency, reduce duplicative costs, and strengthen negotiating positions.

The proposed Memorandum of Understanding (MOU) establishes a framework for ReGen Monterey to manage coordination activities on behalf of the member agencies. These activities include:

- Supporting development of future franchise agreements through public engagement, solicitation document drafting, RFP process support, and negotiation assistance.
- Coordinating with third-party consultants for surveys and technical support.
- Facilitating Technical Advisory Committee (TAC) Franchise Subcommittee meetings among agency staff.
- Providing cost-sharing and accounting to ensure equitable distribution of expenses.

The estimated cost for the multi-year Coordination Activities is \$534,620, with equal cost-sharing among the seven participating agencies. Each agency, including Del Rey Oaks, will contribute 14.29% (\$76,374) over the course of the project.

The TAC Subcommittee has reviewed the final draft MOU and recommended its approval by all member agencies. Participation in this MOU allows Del Rey Oaks to leverage regional expertise and

resources while ensuring representation in the planning and negotiations of future franchise agreements.

### **Fiscal Impacts**

Del Rey Oaks' proportionate share is \$76,374, representing 14.29% of total costs. Funding will be budgeted across fiscal years as invoices are received from ReGen Monterey. ReGen will invoice agencies annually based on actual costs incurred.

As provided in Section 5 of the MOU, no later than March 1 of each year, and at such other times as directed by the Parties, the TAC subcommittee shall meet to consider and, if deemed necessary, recommend modifications to Exhibit A of the MOU, including establishing a budget for services in each Fiscal Year.

ReGen will submit invoices to the Participating Member Agencies on an annual basis (or more frequently, if requested) to reimburse ReGen for the Participating Member Agency's proportionate share of the actual cost of services incurred under this MOU in the invoice period. Participating Member Agencies shall endeavor to make payment within forty-five (45) days after receipt of the invoice.

### **Recommendation**

Staff recommends that the City Council:

1. Approve the Memorandum of Understanding with ReGen Monterey and participating member agencies regarding assistance with franchise agreement matters; and
2. Authorize the City Manager to execute the MOU on behalf of the City of Del Rey Oaks.

### **Attachments**

1. Resolution 2025-15
2. Memorandum of Understanding – Franchise Agreement Matters
3. Exhibit A – Detailed Activities & Costs
4. Exhibit B – Participating Member Agencies' Proportionate Shares & Costs

Respectfully submitted,

---

John Guertin  
City Manager



## RESOLUTION NO. 2025-15

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL REY OAKS APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT (DBA REGEN MONTEREY) AND PARTICIPATING MEMBER AGENCIES REGARDING ASSISTANCE WITH FRANCHISE AGREEMENT MATTERS AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT**

**WHEREAS**, the City of Del Rey Oaks is a member agency of the Monterey Regional Waste Management District, doing business as ReGen Monterey (“ReGen”); and

**WHEREAS**, the City, along with Carmel-by-the-Sea, Marina, Pacific Grove, Sand City, Seaside, and Pebble Beach Community Services District, each has jurisdiction and authority over solid waste collection services within their boundaries; and

**WHEREAS**, the member agencies have determined that it is in their mutual best interest to coordinate franchise agreement matters, including planning, negotiation, and administration of future solid waste collection franchise agreements; and

**WHEREAS**, the proposed Memorandum of Understanding (“MOU”) establishes a structure for ReGen to provide coordination activities, supported by HF&H Consultants, with costs shared equally among the seven participating agencies; and

**WHEREAS**, the City of Del Rey Oaks’ proportionate share of costs under the MOU is \$76,374, representing 14.29% of the total project budget of \$534,620; and

**WHEREAS**, the Technical Advisory Committee (TAC) Franchise Agreement Subcommittee has reviewed the MOU and recommended its approval by all participating agencies;

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Del Rey Oaks does hereby:

1. Approve the Memorandum of Understanding with ReGen Monterey and the participating member agencies regarding assistance with franchise agreement matters; and
2. Authorize the City Manager to execute the Memorandum of Understanding and any implementing documents on behalf of the City.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF DEL REY OAKS**, this 26<sup>th</sup> day of August, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

\_\_\_\_\_  
Scott Donaldson, Mayor

\_\_\_\_\_  
Karen Minami, City Clerk

MEMORANDUM OF UNDERSTANDING

BETWEEN THE MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT DBA REGEN MONTEREY AND ITS PARTICIPATING MEMBER AGENCIES REGARDING ASSISTANCE WITH FRANCHISE AGREEMENT MATTERS

This Memorandum of Understanding (“MOU”) is made and entered into as of the date of the signatures set forth below by and between the MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT DBA REGEN MONTEREY (“ReGen Monterey,” or “ReGen”), a California Garbage and Refuse Disposal District, and its participating member agencies the cities of CARMEL-BY-THE-SEA, DEL REY OAKS, MARINA, PACIFIC GROVE, SAND CITY, and SEASIDE; and the PEBBLE BEACH COMMUNITY SERVICES DISTRICT (“Participating Member Agencies”). Collectively these entities shall be known herein as “Parties” or individually as a “Party.”

Recitals

- A. The Participating Member Agencies have jurisdiction and authority to make adequate provisions for solid waste collection within their territories. The Participating Member Agencies have certain rights and interests related to administration and management of their existing franchise agreements, planning for future franchise agreements, and other matters within the Participating Member Agencies’ jurisdiction related to solid waste.
- B. The Participating Member Agencies have determined that it is in their best interest to coordinate some of these activities. This coordination is being facilitated by ReGen Monterey’s Technical Advisory Committee (TAC) through a subcommittee comprised of staff from each Participating Member Agency and ReGen.
- C. The Participating Member Agencies have further determined that ReGen Monterey has the expertise and resources necessary to support the Participating Member Agencies in their implementation of these activities and have now requested that ReGen incur costs to provide these activities.
- D. The Participating Member Agencies have agreed to reimburse the ReGen Monterey for proportionate shares of certain costs incurred by the ReGen for these activities.
- E. The form and content of this MOU have been presented to the TAC subcommittee, and the TAC subcommittee has recommended it for approval by the Parties.

NOW THEREFORE, in consideration of the mutual benefits to be derived by ReGen Monterey and the Participating Member Agencies, and of the promises contained in this MOU, the Parties agree as follows:

Section 1. Recitals: The recitals set forth above are incorporated into this MOU.

Section 2. Purpose: The purpose of this MOU is to provide a structure for the Participating Member Agencies to authorize ReGen Monterey to perform certain activities to support the Participating Member Agencies' in their administration and management of their existing franchise agreements, plan for future franchise agreements, and implement other matters within the Participating Member Agencies' jurisdiction related to solid waste ("Coordination Activities"), and reimburse ReGen for such Coordination Activities it performs.

Section 3. Voluntary: This MOU is voluntarily entered into by the Parties for the purpose of coordinating the Coordination Activities.

Section 4. Term: This MOU shall become effective on the date of its full execution by the Parties and shall remain in effect until the services are completed, or it is earlier terminated in accordance with Section 8 of this Agreement.

Section 5. Scope of Work, Costs & Cost Sharing: The scope of work for the Coordination Activities, and associated costs, are set out in Exhibit A, entitled Detailed Activities and Costs, attached hereto and incorporated herein. Allocation of such costs to the Participating Member Agencies is set out in Exhibit B, entitled Participating Member Agencies' Annual Proportionate Shares and Costs, attached hereto and incorporated herein.

No later than March 1 of each year, and at such other times as directed by the Parties, the TAC subcommittee shall meet to consider and, if deemed necessary, recommend modifications to Exhibits A and B; subject to approval of such modified Exhibits A and B by ReGen Monterey and each Participating Member Agency, this MOU shall be deemed amended to incorporate such modified Exhibits A and B.

Section 6. ReGen Monterey Agrees:

(a) ReGen staff will manage the Coordination Activities as identified in Exhibit A, which activities may include contracting with third party vendors when reasonably necessary and paying those vendors for contracted costs.

(b) Two times per year, on dates to be determined by the TAC subcommittee, ReGen will invoice Participating Member Agencies for each Participating Member Agency's proportionate share of estimated costs as shown in Exhibit B with each invoice to be fifty percent (50%) of the Participating Member Agency's estimated share of costs.

(c) ReGen Monterey will maintain an accounting of activities and actual incurred costs and provide reconciliation of payments annually. Differences between estimated costs and actual incurred costs will result in either: 1) an adjustment made to the final annual payment for each Participating Member Agency, or 2) such cost difference shall be incorporated into the subsequent year cost allocation.

Section 7. The Participating Member Agencies Agree:

(a) To reimburse ReGen Monterey for all expenses incurred by ReGen under this MOU in accordance with each Participating Member Agency's proportionate share as shown on Exhibit B.

(b) To make a full-faith effort to cooperate with one another and with ReGen Monterey to achieve the purposes of this MOU by providing information, reviewing information in a timely manner, and informing their respective administration and governing bodies.

Section 8. Early Termination. Any Party may terminate its participation in this MOU effective at the conclusion of a phase of work (as described in Exhibit A) upon giving written notice to the other Parties. Within ten (10) days following a Party's termination date, such party shall pay ReGen all charges then due and payable and shall pay when determined any additional charges in effect prior to their termination date, that shall later come due under the MOU, as provided in and subject to the limits set out in Exhibits A and B. The costs for the scope of work occurring after the effective date of any such early termination shall be reallocated among the remaining Participating Member Agencies and this MOU shall be deemed amended to incorporate such reallocation in Exhibit B.

Section 9. General Provisions.

(a) This MOU is binding and for the benefit of the respective successors, heirs, and assigns of each Party; provided however, no Participating Member Agency may assign its respective rights or obligations under this MOU without the prior written consent of ReGen Monterey.

(b) This MOU is governed by, interpreted under, and construed and enforced in accordance with the laws of the State of California. The Parties agree that the jurisdiction and venue of any dispute between the Parties will be the Superior Court of California of the County of Monterey.

(c) If any provision of this MOU is determined by any court to be invalid, illegal, or unenforceable to any extent, then the remainder of this MOU will not be affected, and this MOU will be construed as if the invalid, illegal, or unenforceable provision had never been contained in this MOU.

(d) Waiver by the any Party to this MOU of any term, condition, or covenant of this MOU will not constitute a waiver of any other term, condition, or covenant. Waiver by any Party of any breach of the provisions of this MOU will not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this MOU.

(e) This MOU may be executed in any number of counterparts, each of which is an original but all of which taken together will constitute one and the same instrument, provided, however, that such counterparts have been delivered to all parties to this MOU. A signature delivered on any counterpart by electronic means will for all purposes be deemed to be an original signature to this MOU. The term "electronic means" means one that is executed by applying an electronic signature using technology mutually acceptable to the Parties.

(f) All parties acknowledge they have been represented, or have had the opportunity to be represented, by counsel in the preparation and negotiation of this MOU. Accordingly, this MOU will be construed according to its fair language. Any ambiguities will be resolved in a collaborative manner by the Parties and must be rectified by amending this MOU.

(g) This MOU supersedes and replaces all prior MOUs between the Parties hereto relating to the subject matter of this MOU.

(h) Nothing in this MOU may be construed as giving a Party the right or ability to bind the other Party and nothing in this MOU may be construed to create any joint liability with regard to, or as a result of, the activities undertaken by the other Party or its agents. All officers, directors, employees, representatives, and agents of a Party will remain the officers, directors, employees, representatives, and agents of that Party and will be subject to the laws, procedures, rules, and policies governing such Party.

(i) Nothing herein may be considered as creating any rights and/or obligations by any of the Parties to this MOU to any third parties, beyond those otherwise required and established by law.

(j) Each entity signing below warrants and represents that it has the power, authority and right to act on behalf of its Party and to bind its Party in accordance with this MOU.

(k) From time to time, by mutual agreement, the Parties may reopen, in whole or in part, elements of this MOU, including modifying the member agencies participating in the MOU if approved by each Participating Member Agency. Except as provided in Section 5 above, this MOU may not be changed, modified, or amended, in whole or in part, except in a writing signed by an authorized representative of each Party.

IN WITNESS WHEREOF, the Parties have caused this MOU to be executed by their duly authorized representatives as of the date of their respective signatures.

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT dba REGEN MONTEREY

By: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_

CITY OF CARMEL-BY-THE-SEA

By: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_

CITY OF DEL REY OAKS

By: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_

CITY OF MARINA

By: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_

CITY OF PACIFIC GROVE

By: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_

SAND CITY

By: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_

CITY OF SEASIDE

By: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_

PEBBLE BEACH COMMUNITY SERVICES DISTRICT

By: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_

## EXHIBIT A

### DETAILED ACTIVITIES & COSTS

#### Scope of Work

ReGen Monterey, through its own forces or through retention of third-party consultants, will perform the following Coordination Activities:

1. **Support Participating Member Agencies' Development of Next Generation of Franchise Agreements.** The scope generally includes the following phases, and is described in more detail in the HF&H proposal dated March 26, 2025:
  - Phase 1. Public and Stakeholder Engagement
  - Phase 2. Solicitation Document Design and Drafting
  - Phase 3. RFP Process Support
  - Phase 4. Negotiations
  
2. **Other Support Tasks as Assigned by the Participating Member Agencies.** Such tasks may include retention of a third-party consultant to perform a survey(s).

Except as expressly provided above, all activities related to administration and management of Participating Member Agency franchise agreements and other tasks within the jurisdiction of the Participating Member Agency remain with the Participating Member Agency.

#### Estimated Costs

The not to exceed budget for the Coordination Activities is \$534,620. The estimated fees per phase is summarized below, and is described in more detail in the HF&H proposal dated March 26, 2025:

Phase 1.	\$122,840 + \$35,000 (third-party survey consultant)
Phase 2.	\$102,310
Phase 3.	\$161,120
Phase 4.	\$108,500

The above is an estimate of the costs to provide the Coordination Activities per Phase; actual costs may vary based on level of effort required, change in assumptions, change in requested scope, significant and unanticipated issues or concerns, and other factors. Notwithstanding the foregoing, HF&H shall not incur time or expense that exceeds the specified not to exceed amount without the prior written approval of ReGen, which ReGen shall not grant without the prior written approval of the Parties.

As provided in Section 5 of the MOU, no later than March 1 of each year, and at such other times as directed by the Parties, the TAC subcommittee shall meet to consider and, if deemed necessary, recommend modifications to this Exhibit A, including establishing a budget for services in each Fiscal Year.

ReGen will submit invoices to the Participating Member Agencies on an annual basis (or more frequently, if requested) to reimburse ReGen for the Participating Member Agency's proportionate share of the actual cost of services incurred under this MOU in the invoice period. Participating Member Agencies shall endeavor to make payment within forty-five (45) days after receipt of the invoice.

**EXHIBIT B****PARTICIPATING MEMBER AGENCIES'  
PROPORTIONATE SHARES & COSTS**

	<b>% of Total</b>	<b>Per Agency Estimated Total Cost</b>
<b>Carmel-by-the-Sea</b>	14.29%	\$76,374
<b>Del Rey Oaks</b>	14.29%	\$76,374
<b>Marina</b>	14.29%	\$76,374
<b>Pacific Grove</b>	14.29%	\$76,374
<b>Pebble Beach CSD</b>	14.29%	\$76,374
<b>Sand City</b>	14.29%	\$76,374
<b>Seaside</b>	14.29%	\$76,374
<b>TOTAL</b>	100%	\$534,618



**HF&H Consultants**  
590 Ygnacio Valley Rd. Suite 105  
Walnut Creek, CA 94596  
Phone: (925) 977-6950  
Web: hfh-consultants.com

March 26, 2025

Zoë Shoats  
Director of Communications  
ReGen Monterey  
14201 Del Monte Blvd  
Salinas, CA 93908

*Sent via email*

**Subject: Proposal to Support Collection Franchise Planning**

Dear Zoë Shoats,

HF&H Consultants, LLC (HF&H) is pleased to present this proposal to the Monterey Regional Waste Management District (ReGen) to assist in the development of the next generation solid waste collection franchise agreement for ReGen and its member agencies. This will be a multi-year project between now and the end of the franchise agreement, including multiple phases that have been detailed in our scope of work below.

## Scope of Work

This scope of work outlines the tasks and activities for a comprehensive collection services planning project, divided into four phases: Public and Stakeholder Engagement, Solicitation Document Design and Drafting, RFP Process Support, and Negotiations. Each phase is carefully designed to support the goals of ReGen and its member agencies as they consider their next generation franchise agreement.

### PHASE 1: PUBLIC & STAKEHOLDER ENGAGEMENT

During Phase 1, HF&H will support ReGen and its member agencies in the performance of public and stakeholder engagement related to the next generation franchise agreement. The goal of this phase of the project is to gather sufficient information from the public and stakeholders to inform decision-making about: 1) the extent of cooperation among the member agencies in the upcoming contracting process; and, 2) whether the member agencies intend to negotiate extended or restated contracts with their existing service providers or issue a competitive Request for Proposals (RFP) to choose the new provider. This will include conducting the following activities:

1. Member Agency Staff – HF&H will meet monthly with ReGen’s subcommittee that has been formed for the purpose of the next generation franchise agreement project. HF&H will prepare agendas for these meetings, facilitate the meetings, and provide meeting summaries with action items following each meeting. These meetings will be used to work through high level decisions like process, schedule, involved parties, etc., and will also be used to discuss the work conducted under this project with the members of the subcommittee who we understand will steer this effort. This task is assumed to cover the



period from May 2025 through March 2026. We assume that eight of these 10 meetings will be virtual.

2. Residential Customers – HF&H will develop a survey instrument to use in gathering input about services, affordability, and satisfaction from residential customers throughout the service area. HF&H strongly recommends that the surveys be conducted by a third-party public opinion survey firm in a statistically valid manner, and HF&H has not included the cost of that third party in our proposal. If that option is not selected, HF&H recommends that each member agency promote an online survey through newsletters, email lists, and other methods available to them to encourage participation. It may also be possible to request that the current haulers promote the survey through bill inserts. HF&H has not included any budget for promoting the survey nor coordinating with parties that do. HF&H has budgeted up to 40 hours of in-person intercept surveying using that same survey instrument at locations throughout the service area identified by ReGen staff and/or the subcommittee members.
3. Commercial & Multi-Family Customers – HF&H will participate in up to eight in-person meetings with commercial and multi-family customer groups to make a presentation and solicit their input on service needs, affordability, and satisfaction. These customers are less likely to participate in surveys and their feedback tends to be more nuanced and specific to their business type. This in-person approach will facilitate a more candid and nuanced understanding of the needs. HF&H assumes that the same presentation can be used in each meeting, with only updates to the name of the group and the date of the meeting needed.
4. Industry Stakeholders – HF&H will facilitate a series of virtual meetings with up to six industry stakeholders that could provide services under the next generation franchise agreement. These industry stakeholder meetings are intended to offer the subcommittee an opportunity to meet potential future service providers and understand their experience, service options, and innovative approaches. These meetings would include the two incumbent service providers as well as up to four additional interested parties.
5. Report Out to City Councils – Following the engagement work performed in this Phase 1, HF&H will prepare and present to the subcommittee a PowerPoint style presentation that documents the results of the engagement with each group of stakeholders, identifies potential services and contract terms to include in the next generation franchise agreement, and identifies datapoints that may inform a decision on whether to negotiate with the existing provider(s) or conduct a competitive RFP process. HF&H will consider feedback from the subcommittee regarding the presentation and will make one round of revisions to the presentation before finalizing it. This presentation will then be used to discuss the RFP or negotiate policy question with the ReGen Board of Directors and subsequently each member agency's City Council. HF&H assumes that the subcommittee will make a staff-level recommendation regarding whether to negotiate or use a competitive process and that recommendation would be included in the presentations to the elected bodies. HF&H assumes that each agency will only require one meeting for this presentation. If additional meetings or analysis are required for a specific agency, HF&H recommends that agency contracts separately with HF&H for those services.

## PHASE 2: SOLICITATION DOCUMENT DESIGN & DRAFTING

During Phase 2 of this project, HF&H will support ReGen and its member agencies in the design and drafting of the next generation franchise agreement model and the request document sent to potential proposers. The specifics of this task, including the extent of



changes to the agreement and whether it will be solicited on a sole-source or competitive basis will be largely determined in Phase 1. As such, the scope of this task is defined broadly and flexibly to allow the project to follow the direction of the elected bodies. This phase of the project will include the following tasks:

1. Subcommittee Meetings – HF&H will meet monthly with ReGen’s subcommittee that has been formed for the purpose of the next generation franchise agreement project. HF&H will prepare agendas for these meetings, facilitate the meetings, and provide meeting summaries with action items following each meeting. These meetings will be used to work through detailed design and drafting issues and will also be used to discuss the work conducted under this project with the members of the subcommittee who we understand will steer this effort. This task is assumed to cover the period from April 2026 through December 2026. We assume that eight of these 10 meetings will be virtual.
2. Update Model Franchise Agreement – HF&H will prepare an updated franchise agreement model document that will combine the current GreenWaste Recovery base agreement with all amendments that have been negotiated to date (mostly including SB 1383). We will also address new issues that have been included in modern franchise agreements, including the handling of zero emission vehicles, extended producer responsibility programs, and modernized approaches for customer service and outreach. Finally, we will incorporate changes to programs and contract terms that are requested by consensus in the subcommittee’s design discussions or that have been directed in the City Council discussions had in Phase 1. HF&H will provide a draft of this agreement to the subcommittee for review and comments. HF&H anticipates that each agency will prepare their own set of comments and that the comments from each agency will be consolidated and non-conflicting. HF&H will discuss these comments with the subcommittee at a monthly meeting to review consensus comments and attempt to reconcile comments from multiple parties that may be in conflict. Each agency will be responsible for reviewing and providing data on agency-specific needs, contract terms, and services.
3. Draft Solicitation Document – HF&H will prepare a document to solicit proposal(s) from either the existing provider (i.e., a “mini-RFP”) or from a competitive field (i.e., a traditional RFP like was done in 2012/13). The document will present the current and desired services for each participating agency, proposal format and content requirements, and evaluation criteria. The solicitation document will be developed based on the direction received in Phase 1 and from the subcommittee. HF&H will provide a draft of this agreement to the subcommittee for review and comments. HF&H anticipates that each agency will prepare their own set of comments and that the comments from each agency will be consolidated and non-conflicting. HF&H will discuss these comments with the subcommittee at a monthly meeting to review consensus comments and to attempt to reconcile comments from multiple parties that may be in conflict. Each agency will be responsible for reviewing and providing data on agency-specific needs, contract terms, and services.
4. Presentation to Participating Agency City Councils – Once the solicitation document and draft agreements have been finalized, HF&H will prepare a model presentation for each of the participating agencies to use with their City Council to inform them about the new franchise agreement, describe the process being used to solicit proposals, and preview any changes in services. HF&H anticipates that each agency will make this presentation as an informational item for their City Council. If an agency would like HF&H to present



the information to their City Council, HF&H would contract separately with each agency that desires that service.

### PHASE 3: RFP PROCESS SUPPORT

During Phase 3 of this project, HF&H will support ReGen and its member agencies in the process of issuing the mini-RFP document, as determined in Phase 1 and developed in Phase 2, managing the process for proposer(s) to prepare their response, and conducting the initial review of proposals received. The level of effort budgeted for this task assumes a competitive RFP and the receipt and evaluation of up to four collection proposals. If the decision in Phase 1 is to conduct a sole-source negotiation with the existing service provider, this budget will need to be revised to reflect the lower level of effort associated with reviewing fewer companies' proposals. This phase of the project will include:

1. Subcommittee Meetings – HF&H will meet monthly with ReGen's subcommittee that has been formed for the purpose of the next generation franchise agreement project. HF&H will prepare agendas for these meetings, facilitate the meetings, and provide meeting summaries with action items following each meeting. These meetings will be used to discuss the work conducted under this project with the members of the subcommittee who we understand will steer this effort. This task is assumed to cover the period from January 2027 through June 2027. We assume that four of these six meetings will be virtual.
2. Issue RFP – In the event of a competitive RFP, HF&H will develop a dedicated RFP website to house the RFP documents and manage communication with proposers. HF&H will post all of the final documents to that site. HF&H will advertise the RFP process to the industry stakeholders engaged in Phase 1, HF&H's list of over 150 interested parties in RFP processes, and will post the RFP notice to industry email groups and associations to ensure all interested parties are aware of it. In the event of a sole-source process, the documents will simply be emailed directly to the company's key representatives.
3. Pre-Proposal Meeting – HF&H will facilitate an in-person pre-proposal meeting at ReGen's offices. This meeting will include a presentation to the proposers outlining the requirements and timelines of the RFP process. The meeting would also, ideally, include a tour or site walk of the ReGen hauling yard so that non-incumbent providers understand the extent of the facilities available to them.
4. Manage Proposer Q&A – HF&H will facilitate the questions and answers with proposers during the RFP process. HF&H anticipates up to 50 questions from proposers about the scope, process, facilities, customer profiles, programs, billing terms, etc., that are included in the RFP and franchise agreement. This is a normal part of the RFP process that is important for ensuring their understanding and receiving the best possible proposals. HF&H anticipates that ReGen staff will be available to support responses related to ReGen facilities and that member agency staff will be available to support responses related to agency-specific services.
5. Initial Proposal Evaluation – HF&H will conduct an initial evaluation of the proposals received to ensure completeness and compliance with the requirements of the RFP. This review will simply identify any areas of the required proposal(s) that were missing and will produce a recommendation for the subcommittee about which proposals to: 1) accept; 2) accept with certain required corrections; or, 3) reject as non-compliant.
6. Technical Review – HF&H will perform an initial technical review of each of the received proposals. HF&H will prepare a high level summary of each proposal's technical approach to be used in briefing the subcommittee and later to present information to City Councils.



HF&H will also prepare clarification and interview questions resulting from the review of the technical proposals.

7. **Cost Review** – HF&H will perform an initial review of the cost proposals received. This review will include a mathematical accuracy and logical consistency check as well as benchmarking the proposal against current service costs and other proposals received in the region through other RFPs. HF&H will prepare a high level summary of each proposal's costs to be used in briefing the subcommittee and later to present information to the City Councils. HF&H will also prepare clarification and interview questions resulting from the review of the cost proposals.
8. **Contract Exception Review** – HF&H will perform a review of the contract term exceptions proposed by each of the respondents. This review will include assessing the number and nature of the exceptions as well as assessing the likelihood of successful negotiations with each proposer. This task will produce an "exceptions digest" that will be used as a tool both for briefing the subcommittee and in the negotiations process with the successful proposer.
9. **Proposer Interviews** – HF&H will facilitate interviews with each proposer at the ReGen offices or some other location on the Peninsula provided by ReGen or one of the participating agencies. HF&H anticipates that all interviews will be conducted over two consecutive days and that each interview will be approximately 90 minutes in duration, in addition to pre- and post- meetings with the subcommittee to prepare for and debrief the interviews. Following the final interview, HF&H will facilitate a meeting of the subcommittee to make a recommendation on which proposer(s) to enter into negotiations with. HF&H will not make a recommendation but will help to facilitate the subcommittee's evaluation and recommendation.

#### PHASE 4: NEGOTIATIONS

During Phase 4 of this project, HF&H will support ReGen and its member agencies in the negotiation of the final model franchise agreement with the selected provider. This proposal assumes that only one company will be included in the final negotiations. If the subcommittee determines that parallel negotiations with more than one proposer are appropriate, this budget will need to be amended to reflect the additional time required for the additional negotiation. This phase of the project will include the following tasks:

1. **Subcommittee Meetings** – HF&H will meet monthly with ReGen's subcommittee that has been formed for the purpose of the next generation franchise agreement project. HF&H will prepare agendas for these meetings, facilitate the meetings, and provide meeting summaries with action items following each meeting. These meetings will be used to discuss the work conducted under this project with the members of the subcommittee who we understand will steer this effort. This task is assumed to cover the period from July 2027 through December 2027. We assume that four of these six meetings will be virtual.
2. **Group Negotiations** – HF&H will lead the negotiations with the selected proposer, though we assume participation by a portion of the subcommittee that is identified as the negotiation team. These negotiations will be focused on achieving agreement on all common business terms, scope items, and compensation issues. These negotiations will not include issues that are unique to one or two agencies – such negotiations should be performed following the group negotiations and would be performed under a separate scope of work and budget from this task. HF&H assumes that there will be a total of four negotiations sessions, all in-person hosted somewhere on the Monterey Peninsula by



- ReGen or one of the member agencies. HF&H will prepare for and facilitate the negotiations, draft revisions to the contract based on those negotiations, and manage changes to the cost proposals resulting from the negotiations. HF&H will brief the subcommittee through the meetings performed under this phase. HF&H will produce a final model franchise agreement for execution by each agency, subject to any agency-specific negotiations that need to be conducted related to agency-specific rates or services.
3. **Presentation to Elected Bodies** – HF&H will prepare a model presentation for use in presenting the recommendation for award of the franchise agreement to the various elected bodies. HF&H assumes that the subcommittee will preview the presentation at a subcommittee meeting and will provide feedback and requests for edits at that meeting. HF&H will finalize the presentation based on that feedback and will then make the presentation to the ReGen Board of Directors. HF&H will provide that presentation to each of the member agencies who may choose to present the recommendation to their city council or engage HF&H separately to support them in making that presentation.

## Budget

The proposed budget for this project is \$499,620, as detailed in the fee estimate on the following page. Hourly rates for professional and administrative personnel through December 31, 2025 are outlined in Attachment A and will increase by three percent on January 1 of each subsequent year.



**Figure 1. Fee Estimate**

		Executive	Sr Project Manager	Sr Associate	Sr Associate	Associate	Administrative	Total Hours	Proposed Cost	
		\$365	\$315	\$250	\$240	\$200	\$170			
<b>Phase 1 Public &amp; Stakeholder Engagement</b>										
1a	SubCommittee Meetings	40	0	64	0	0	0	104	\$30,600	
1b	Residential Surveys	4	0	54	24	30	0	112	\$26,720	
1c	Commercial & MFD Surveys	4	0	40	8	0	0	52	\$13,380	
1d	Industry Stakeholders	8	0	16	0	0	0	24	\$6,920	
1e	Report & Revise	16	4	24	8	0	4	56	\$15,700	
1f	Present to Elected Bodies	48	0	48	0	0	0	96	\$29,520	
	<b>Task 1</b>	<b>120</b>	<b>4</b>	<b>246</b>	<b>40</b>	<b>30</b>	<b>4</b>	<b>444</b>	<b>\$122,840</b>	
<b>Phase 2 Solicitation Design &amp; Drafting</b>										
2a	SubCommittee Meetings	40	40	0	0	0	0	80	\$27,200	
2b	Update Model Franchise	8	56	24	0	60	0	148	\$38,560	
2c	Prepare Solicitation Document	8	44	24	0	24	12	112	\$29,620	
2d	Presentation to City Councils	2	8	12	0	0	4	26	\$6,930	
	<b>Task 2</b>	<b>58</b>	<b>148</b>	<b>60</b>	<b>0</b>	<b>84</b>	<b>16</b>	<b>366</b>	<b>\$102,310</b>	
<b>Phase 3 RFP Process Support</b>										
3a	SubCommittee Meetings	28	28	0	0	0	0	56	\$19,040	
3b	Issue RFP	0	2	0	0	4	4	10	\$2,110	
3c	Pre-Proposal Meeting	6	8	4	0	0	4	22	\$6,390	
3d	Proposer Q&A	6	18	12	0	12	8	56	\$14,620	
3e	Initial Proposal Evaluation	4	16	8	0	24	0	52	\$13,300	
3f	Technical Review	16	48	32	0	16	8	120	\$33,520	
3g	Cost Review	8	56	0	40	0	0	104	\$30,160	
3h	Contract Exceptions Review	8	40	24	0	40	0	112	\$29,520	
3i	Proposer Interview(s)	16	16	2	0	2	4	40	\$12,460	
	<b>Task 3</b>	<b>92</b>	<b>232</b>	<b>82</b>	<b>40</b>	<b>98</b>	<b>28</b>	<b>572</b>	<b>\$161,120</b>	
<b>Phase 4 Negotiations</b>										
4a	SubCommittee Meetings	28	28	0	0	0	0	56	\$19,040	
4b	Group Negotiations	48	112	60	0	60	0	280	\$79,800	
4c	Presentation to Elected Bodies	8	12	0	0	8	8	36	\$9,660	
	<b>Task 4</b>	<b>84</b>	<b>152</b>	<b>60</b>	<b>0</b>	<b>68</b>	<b>8</b>	<b>372</b>	<b>\$108,500</b>	
<b>Total Costs</b>										
		<b>Labor</b>	354	536	448	80	280	56	1,754	\$494,770
		<b>Out-of-Pocket Expenses</b>								\$4,850
		<b>Total Budget</b>								<b>\$499,620</b>

In the event that the total proposed budget is more than is required to perform the work, HF&H will bill ReGen the lesser amount. If it appears that more hours or expenses will be required than have been estimated here, HF&H will work with ReGen staff to determine the appropriate way to meet that need, which may include assignment of tasks to ReGen staff or adjustment to the budget.



Zoë Shoats  
March 26, 2025  
Page 8 of 8

\* \* \* \* \*

HF&H appreciates this opportunity to be of service to ReGen and its member agencies and we look forward to starting work as soon as we receive your authorization to proceed. Should you have any questions or comments, please do not hesitate to contact me directly at (925) 977-6959 or [rchilton@hfh-consultants.com](mailto:rchilton@hfh-consultants.com).

Sincerely,  
HF&H Consultants, LLC

A handwritten signature in black ink, appearing to read 'Rob Hilton', written over a horizontal line.

Rob Hilton  
President

Attachment A – Standard Hourly Rates and Billing Arrangements



# Attachment A: Standard Hourly Rates and Billing Arrangements

(Effective January 1, 2025)

## PROFESSIONAL FEES

Hourly rates for professional and administrative personnel are as follows:

Position	Rate
Executive	\$330 - \$365
Senior Project Manager	\$305 - \$325
Project Manager	\$275 - \$285
Senior Associate	\$225 - \$270
Associate Analyst	\$185 - \$205
Assistant Analyst	\$160 - \$180
Administrative Staff	\$135 - \$170

## DIRECT EXPENSES

Standard charges for common direct expenses are as follows:

Automobile Travel.....	Prevailing IRS mileage rate
Airfare and Public Transit.....	Actual Cost

## BILLING POLICIES

Our policy is to bill for our services based on the standard hourly rates of the staff member assigned, multiplied by the time required to perform the client-related tasks, plus the direct expenses as described above. In implementing this policy, we adhere to the following practices:

- It is our standard practice to e-mail invoices to our clients, although hard copies of invoices can be sent to clients on request.
- We round to the nearest one-quarter hour (e.g., if two hours and 55 minutes are spent on a task, it is recorded as three hours, if two hours and 5 minutes are spent on a task, it is recorded as two hours). A minimum charge of one-quarter hour is charged for any client work performed in a day.
- We do not markup out-of-pocket expenses; however, we may charge administrative or professional time related to the provision of the goods and services associated with these charges.
- If subcontractors are used, HF&H reserves the right to charge a 10% markup.
- Mileage fees are based on the round-trip distance from the point of origin.
- If a client's change to a previously scheduled meeting results in penalties being assessed by a third party (e.g., airline cancellation fee), then the client will bear the cost of these penalties.



# Attachment A: Standard Hourly Rates and Billing Arrangements

(Effective January 1, 2025)

While no minimum fee for a consulting engagement has been established, it is unlikely (given the nature of our services) that we can gain an understanding of a client's particular requirement, identify alternatives, and recommend a solution in less than twenty-four consulting hours.

## INSURANCE

We maintain the following policies of insurance with carriers doing business in California:

- Commercial General Liability Insurance (\$2,000,000 Occurrence/\$4,000,000 Aggregate)
- Workers' Compensation (\$1,000,000)
- Professional Liability Insurance (\$2,000,000 Occurrence/\$2,000,000 Aggregate)
- Hired and Non-Owned Auto Liability<sup>1</sup> (\$2,000,000)
- Umbrella Liability (\$3,000,000 Occurrence/\$3,000,000 Aggregate)
- Cyber Liability (\$1,000,000 Each Claim)

All costs incurred in complying with additional coverages or limits (excluding additional insured and waiver of subrogation endorsements) become the responsibility of the client and are not included in the fees for services or direct charges but are billed in addition to the contract at cost, plus any professional or administrative fees.

## INVOICES AND PAYMENT FOR SERVICES

Our time reporting and billing system has certain standard formats that are designed to provide our clients with a detailed invoice of the time and charges associated with their engagement and we typically discuss these with our clients at our kick-off meeting. We are also pleased to provide our clients with a custom invoice format, but we will have to bill the client for time spent conforming our invoices to their unique requirements.

Billings for professional services and charges are submitted every month, in order that our clients can more closely monitor our services.

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<sup>1</sup> HF&H Consultants does not own any company automobiles.

# Benefits of Regional Solid Waste Franchise Collection Planning

Complied by ReGen Monterey

## Collaborative Framework & Governance

- **Unified Regional Model:** Creates a platform where all member agencies work together toward consistent, efficient solid waste collection services while maintaining positions for local community needs and priorities
- **Strengthened Negotiating Position:** Collective bargaining power increases leverage with haulers, resulting in better contract terms, service levels, and pricing than individual agencies could achieve alone
- **Shared Decision-Making:** Establishes a process where all agencies have input on service standards, performance metrics, and contract specifications

## Financial Benefits & Cost Efficiencies

- **Equitable Cost-Sharing:** Pooled funding split evenly among participating agencies reflects shared value while keeping individual costs manageable and predictable
- **Economies of Scale:** Larger service areas and combined tonnage volumes enable more competitive pricing and reduced per-unit costs for residents and businesses
- **Reduced Administrative Costs:** Eliminates duplicative procurement processes, legal reviews, and contract management expenses across multiple agencies
- **Shared Infrastructure Benefits:** Agencies selecting common haulers benefit from shared facilities like truck yards, and maintenance facilities, improving operational efficiency

## Expertise & Professional Support

- **Shared Consultant Access:** Single expert consultant provides informed, professional guidance for complex negotiations while avoiding duplicative consulting costs across agencies
- **Specialized Knowledge:** Access to industry expertise in waste management trends, regulatory compliance, and best practices that individual agencies might not afford independently
- **Consistent Contract Standards:** Professional oversight ensures uniform service quality standards, performance metrics, and accountability measures across the region

## Operational & Service Advantages

- **Optimized Route Efficiency:** Coordinated service areas enable more efficient routing, reducing truck traffic, emissions, and wear on local roads

- **Standardized Service Levels:** Consistent collection schedules, container standards, and customer service protocols create predictable experiences for residents
- **Enhanced Service Quality:** Larger contracts attract more qualified haulers and enable investment in newer, cleaner equipment and technology
- **Improved Emergency Response:** Coordinated backup coverage and resource sharing during equipment failures or natural disasters

## Administrative & Staffing Support

- **Addresses Limited Staff Capacity:** Some agencies lack in-house expertise or dedicated time to manage complex franchise negotiations independently
- **Streamlined Procurement:** Single coordinated process reduces administrative burden on individual agency staff while maintaining competitive bidding
- **Ongoing Contract Management:** Shared oversight of performance monitoring, complaint resolution, and contract compliance reduces individual agency workload
- **ReGen's Coordination Role:** Leverages ReGen's established success in regional coordination (demonstrated through SB 1383 compliance support) to provide administrative backbone without becoming a contracting party

## Strategic & Long-Term Benefits

- **Regional Consistency:** Creates a uniform waste management approach that supports regional sustainability goals and reduces confusion for multi-jurisdictional businesses
- **Enhanced Compliance Support:** Coordinated approach better positions agencies to meet evolving state regulations like SB 1383 and future environmental mandates
- **Market Stability:** Larger, longer-term contracts provide haulers with business certainty, encouraging investment in improved services and equipment
- **Future Adaptability:** Regional framework enables coordinated responses to emerging waste management challenges, technology advances, and regulatory changes

## Risk Mitigation & Quality Assurance

- **Reduced Procurement Risk:** Shared expertise and resources minimize the risk of flawed contract terms or inadequate service specifications
- **Performance Accountability:** Coordinated oversight creates stronger enforcement mechanisms and faster resolution of service issues
- **Financial Security:** Larger contracts with established haulers reduce risk of service disruptions due to contractor financial instability
- **Legal Protection:** Shared legal review and contract development provides stronger protection against disputes and ensures compliance with procurement laws

## Mayor Donaldson Report

Below is a summary of board meetings I attended:

### Transportation Agency for Monterey County (TAMC)



June 25, 2025

#### **TAMC Board Receives Presentation on Potential Gas Tax Replacement Mechanisms**

Transportation Agency state legislative analyst, Gus Khouri, Principal, Khouri Consulting, presented an update on state legislative activities to the TAMC Board of Directors. His presentation (available online [here](#)) included information on the complexities of state negotiations related to potential replacement mechanisms for the gas tax to ensure reliable funding for transportation in the future.

Today, the main source of funding for transportation is the gas tax. Mr. Khouri explained that the purchasing power of the gas tax is waning in the face of increasing adoption of electric vehicles and increased fuel efficiency. Potential replacement mechanisms include a mileage-based user fee (also known as a vehicle miles traveled fee or a road user charge) or a vehicle registration fee. Mr. Khouri discussed the issues of equity and regressive vs. progressive fees.

Following an engaging and inquisitive conversation with Board members, the Board will continue to discuss this issue at future meetings to reach a consensus on a position on gas tax replacement options that best serves the residents and businesses of Monterey County.

#### **TAMC Board Takes a Support Position On To Reduce Speeds in School Zones**

The TAMC Board of Directors took a “support” position on Assembly Bill (AB) 382 (Berman) to support pedestrian safety in school zones. The bill reduces the speed limit in a school zone when children are present, from 25 miles per hour (mph) to 20 mph. With proper enforcement, this bill will enhance safety for school children, pedestrians, and cyclists on local arterials near schools.

## Monterey One Water (M1W)



June 30, 2025

### **Board Actions:**

- Public Hearing held and adopted a resolution declaring liens against real property for delinquent sewer user charges
- Adopted resolution certifying compliance with State Law w/respect to levying of general and special taxes, assessments and fees/charges levied as an incident of property ownership
- Approved blanket/open Purchase Orders to vendors over \$135k or more for FY 25/26
- Awarded contract for Monterey Regional Stormwater Management Program public education/outreach and public involvement/participation services to Environmental Innovations in the amount of \$147,768
- Approved amendment to Professional Services Agreement with TM Process & Controls Inc. for 1 year SCADA/PLC support on the amount of \$340,026
- Approved purchase of a 100kw portable trailer mounted generator from Energy Link in the amount of \$571,438.64
- Awarded equipment contract purchase for a Skid Mounted Permanent Tier 4 Final Diesel-Powered pump CS-500 for the Salinas Pump Station Bypass capabilities for station reliability to Pac Machine in the amount of \$673,693.75
- Approved contract increase with Brown & Caldwell for Outfall Improvement Projects for Monterey Peninsula Water Supply Project by 220,780 for a not to exceed amount of \$88,310
- Approved waiving minor deviations in the bid submitted by Edges Electrical Group and approve purchase of a new Standby Generator Square D Custom QED2 Switchboard in the amount of \$239,138.04
- Authorized participation in a Co-op Purchasing Agreement through Sourcewell and approve purchase of one new/used Freightliner M2106, Cummings ISB Engine, Allison 2500 RDS transmission with Warner 10k body, Liftmore 60100 Crane Truck from National Auto Fleet Group in the amount of \$263,469.35
- Adopted resolutions establishing salary classifications and ranges for FY 2025/26 for General Employee's Bargaining Group, Management Employee's Bargaining Group and Executive Staff, Mid-Management Employee's Group, Confidential and Limited-Term Employees and Operations Employee's Bargaining Group
- Authorized submittal of the Amended Report of Waste Discharge to the Regional Water Quality Control Board
- Approved amendment 4 to the Amended and Restate Water Recycling Agreement (ARWRA) between Monterey One Water and Monterey County Water Resources Agency

**Monterey One Water (M1W)**

July 28, 2025

**Informational Items:**

- *Director of Information Systems/Chief Technology Officer, Frank Rich presented an Information Technology Strategic Plan update*

**Board Actions:**

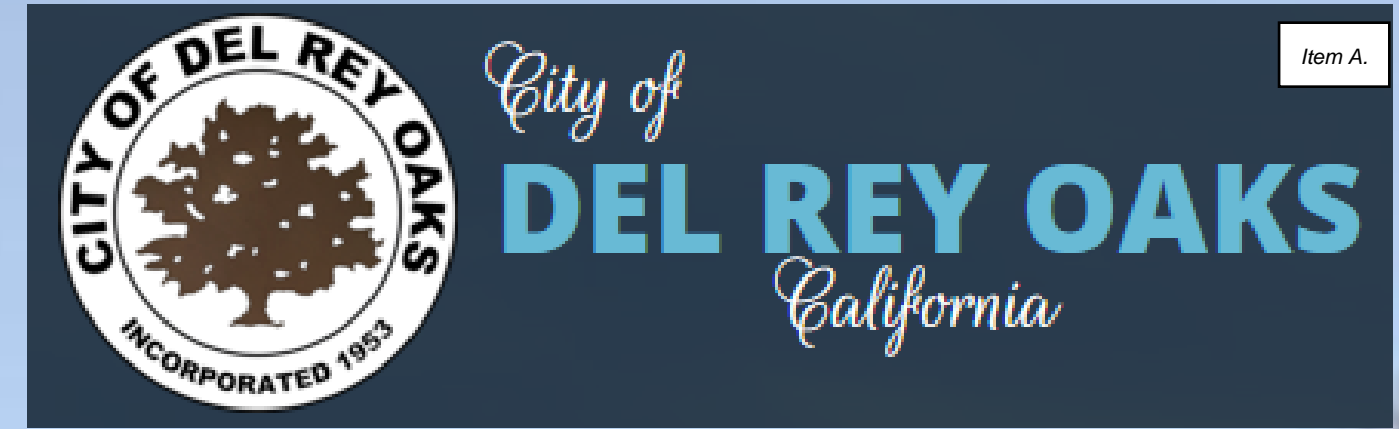
- *Approved the nomination of Executive Officer Paul Sciuto to the Advisory Committee of the Salinas Valley Basin Groundwater Sustainability Agency*
- *Approved the Central Coast Long-Term Environmental Assessment Network (CCLEAN) Budget for FY 25/26 in the amount of \$171,739.*
- *Awarded construction contract to Specialty Construction for CP346 Fire Pump House, Fire Storage Tanks and Well Water Tank Project in the amount of \$1,951,000.*
- *Approved second amendment to USP Technologies for the Full-Service Sulfide Control Program for the collection System and Wastewater Treatment Plant for the amount of \$2,466,560.89.*
- *Approved a professional services agreement with Black & Veatch for Engineering Services for Solids Handling and Resources Recovery Improvements in the amount of \$2,315,451.*
- *Approved amendment extending the negotiation period in the 9/29/23 outfall capacity negotiation, cooperation and funding agreement for 24 months.*
- *Approved a fifth amendment to the employment agreement with Executive Officer/General Manager Paul Sciuto.*

**On Wednesday, August 13<sup>th</sup>, the Mayor and City Manager hosted the 2<sup>nd</sup> Annual State of the City presentation at the Moose Lodge in Del Rey Oaks.**

**It provided an opportunity for all residents to hear the latest updates and ask questions.**

**The topics covered are shown below:**

# State of the City



- **Budget**
- **Committees**
- **Partnerships**
- **Ft. Ord Development**
- **S. Boundary Rd.**
- **FORTAG**


# Budget



- **Balanced**
  - **No Reduction in Services**
  - **Sufficient Reserves**
- **Revenue/Expenses**
  - **Top 5 Revenue Sources**
  - **Top Expense - Police Services**
  - **Focus – Sustainability/Create New Revenue**
- **Projects**
  - **Rosita Rd, Fire Fuel Reduction, Cal Am Pipes**
  - **City Hall, Park ADA, Adair Stairway**



Item A.



*City of*  
**DEL REY OAKS**  
*California*



# Committees



- **Purpose**

- **Make Recommendations**
- **Receive Community Input**
- **Add Transparency**
- **As Needed**

- **Finance**

- **Update/Revise Budget**

- **Public Works**

- **Review Capital Projects**

- **Parks/Rec**

- **Determine Best Use**

- **Public Safety**

- **Public Outreach Event**

# Partnerships



- **3 Adjacent Jurisdictions**

- **Parks District**
- **Caltrans**
- **Airport**

- **Examples**

- **Fire Fuel Reduction**
- **Maintenance**
- **Safety – Hwy 218 Crosswalk**

- **Noise**

- ✓ **Airport Resolution**
- ✓ **New Terminal**
- ✓ **FAA Ombudsman**

# Ft. Ord Development



- **Developer**
  - **Exclusive Right to Negotiate (ERN)**
  - **Viability Determination**
- **Next Steps**
  - **Request for Proposal (RFP) Process**
  - **Surplus Land Act Requirement Met**
  - **Community Outreach**
- **Focus**
  - **Community/Revenue Opportunities**
  - **Housing Element Requirements**

# S. Boundary Rd.



- **Safety**
  - Intersection at Gen. Jim Moore
  - Original Design from Army
- **Design & EIR**
  - Roundabout with Sufficient Lane Capacity
  - Avoids Native Plant Site
  - Utility Infrastructure
- **Funding**
  - \$8 Mil
  - Govt/Developer Funding

# FORTAG



- **Current Situation**

- **PG&E – Transmission Pole**
- **City Oversight/Quality Control**

- **Timeline**

- **Fall 2026 Est. Completion**
- **Utility Resolution and Weather**

***City Website for  
Latest Information***

- **Impacts**

- **Traffic at Carlton/Highway 218**
- **Access – Frog Pond, Work Memorial, Safeway**
- **Shift Construction Resources**



# Questions?

## Kim Shirley's Council Report for Tuesday, August 26, 2025

**Wednesday, June 18th- Tri-County Press Conference in Support of Immigrants in our Communities-** I was happy to attend this press conference outside the Monterey County Board of Supervisors' offices where elected officials, sheriffs from all three counties, leaders from non-profit agencies, and leaders from hospitality, medical, and agricultural industries, came together to share their support for immigrants in our communities. I deeply appreciated everyone's comments and the acknowledgement that immigrants add so much to our communities through their hard work, their integration into our everyday lives, as well as the cultural benefits they provide, too. It was important to hear that in our tri-county area, we have the largest immigrant population in comparison to anywhere else in California. Knowing that we're dominated by industries such as hospitality and agriculture explains this and shows how much we depend on them in order to maintain our local economies. Immigrants make up the fabric of our tri-county area, and we all benefit when they can live and work without the fear of their lives being instantly upended.

**Friday, June 20th- ReGen Monterey Board Meeting-** Not too many items needed to be discussed today, but we did talk about the money ReGen gives to the County of Monterey for litter abatement. Continuing with the same memorandum of understanding that we've had since 2020, staff decided that we would contribute our usual \$25,000 and extend the partnership for one year. Salinas Valley Solid Waste Authority also contributes \$100,000 to support litter abatement efforts. The litter abatement program provides for the collection and disposal of litter (waste) and hazardous materials that are dumped illegally along County roads, public rights-of-way, and public lands. The program removes 150-200 tons of household and industrial materials from roads annually. Representatives from our communication and education team participate in this committee, which allows ReGen some input into how they're using these funds. Our board will be learning more about their efforts at a future board meeting. Some are questioning how the money is spent (they'd like to see more cameras that can operate at night), and others are wondering about this donation, which essentially benefits the city of Marina. I think this is a big issue that many cities tackle (including ours), so I look forward to these future discussions.

The only other item was getting an update on the planning that's happening to address our franchise agreements, which will be up in 2030. The committee put out a request for contractors who can help us evaluate these agreements, and we'll be learning more about the MOU for member agencies and which contractor they've chosen at our next board meeting.

**Tuesday, June 24th- City Council Meeting-** As usual, our council meeting started off with some great celebrations. We had two proclamations celebrating Chief Bourquin's 30 years

of service as well as Detective Salopek's 25 years of service. Next, the good times continued with a presentation from resident Mike O'Brien about the one-year anniversary of the Del Rey Oaks Chess Club for kids that he's been running. He's done an incredible job, donating many, many hours to provide coaching and playing opportunities for students to learn chess and spend one day a month playing each other while they practice their skills. Thank you, Coach Mike!

We also had a very informative presentation from Sophia Schwirzke at Central Coast Community Energy (3CE). I particularly enjoyed hearing how they were growing their profile of clean energy and the programs that they're offering to help residents move towards a cleaner energy future through battery purchases or various ways of electrifying homes/transportation. I'm happy to hear they'll be working with DRO staff to see how the city might benefit from their programs. I look forward to learning more and staying engaged with 3CE.

After passing our consent agenda, we interviewed the four applicants who attended (5 applied) for the four vacant spots on the Planning Commission. That night we happily reappointed three current commissioners (Mike Hayworth, Ann Ahmadi, and Gary Kreeger) and appointed Vincent Machi as our fourth new commissioner. Thanks to all of them for being willing to volunteer their time for these important positions within our city. Congratulations on your appointments!

Next, we adopted our budget for FY 2025-26. I spent lots of time the day before our council meeting reviewing all of our documents and ended up sending a dozen questions to our city manager. One of the items was realizing that we were missing our Section 115 Trust for \$150,000, which funds our CalPERS liabilities. This had been discussed previously, but somehow it was missing from the budget in our packet. Another question I had was asking more specifics about some larger line items (\$70,000 for city hall upgrades/fixes) and (\$75,000 for a park consultant). I was told that these expenses would be discussed further at future "Parks and Rec", "Public Works", and "Finance" committee meetings. During our council meeting, I expressed my disappointment that we didn't spend more time talking and discussing these items prior to passing our budget. I do feel that we need to encourage more resident participation and council participation in these discussions, and providing more opportunities that aren't mid-day meetings would be helpful.

I also took this opportunity at the council meeting to initiate a discussion about strategic planning, since we put this in the budget every year, but it never gets done. I was hoping to hear more from my fellow council members about their thoughts on advocating for this type of planning. Unfortunately, Council Member Hallock and Mayor Donaldson thought this discussion was a potential Brown Act violation, and the Assistant City Attorney agreed, so the discussion was stopped. I disagreed with this since we were talking about an item in the budget, and that was the agenda item, but I declined to push forward and instead asked for this topic to be put on a future agenda. I look forward to that conversation.

Besides the lack of specifics and planning in our budget, I was pleased with the 5% COLA for our staff (outside of the city manager and police chief), the balanced budget (operation expenses equal revenue), and money available for needed capital projects (Adair stairs, city hall parking lot, etc.).

Our last item was reviewing our job vacancies in the city. Since we only have one police position that's open, police chief Bourquin gave the presentation. Our budget this year will fund that position, so we did talk briefly about recruitment. According to Chief Bourquin, it's harder to bring in and hire police officers, but thankfully, we have a much better time retaining our police officers.

**Saturday, June 28th- Monterey Pride Event-** Big thanks to Council Member John Uy for organizing space for Del Rey Oaks in the Monterey Pride parade! Along with organizing our place in the parade, Council Member Uy brought along his DRO Pride banner, friends and family, and lots of bubbles, which was an excellent addition. It was lovely to see residents join us as we marched (danced!) down Alvarado with pride for our city and for absolute acceptance of diversity and love. I'm always impressed with the event that Monterey Pride puts on, as they make sure to create such an inclusive and joyful celebration. It was an excellent way to round out Pride month!

**Saturday, June 28th-MST SURF! Groundbreaking-** As a Monterey-Salinas Transit Board member and a supporter of the MST SURF! Project, I was honored to attend the groundbreaking at the future site of the 5th Street Station in Marina. Over 100 people attended, including many local and state elected officials. I spoke in favor of this project at the Coastal Commission, and staff, along with Senator John Laird, worked very hard to get the funding and the necessary permits for this project. With climate change and our freeways only becoming more congested, we will have to look at mass transit to take cars off the road and make it more convenient for people to travel, and I believe this is a great step in that effort. I look forward to the completion of this important project.

**Wednesday, July 2nd-ReGen Monterey Finance Committee Mtg-** Our big discussion today was the edits that were brought to us from staff on the Guiding Principles. The Guiding Principles document is an update to documents that were board-approved in 2004, 2005, and revised in 2007. It addresses governance structure, labor policy, reserve policies, landfill capacity, and rate policies. Our big discussion today was over the rate policies and the newly edited sentence that stated, "ReGen will aspire to have at least 80% of our base operating costs funded by member agency tip fees, with non-member revenue treated as supplemental", essentially making up the financial differential. At this point, we're about 50% relying on outside revenue for our services and staff. In looking at our regional contracts (non-member agencies), we are keeping track of when they end, so we can make sure to increase our revenue in other places (regular tip fees, other potential revenue through the production of electricity, and possibly renewable natural gas) to make up for the decrease in regional revenue. In the meantime, when regional contracts come

up, staff are looking for more favorable contracts to help bridge the difference. Mayor Delgado has asked that the staff give us some scenarios for what this 80% might look like in terms of our tip fees and other revenue sources, so we'll definitely be hearing more about this topic at our next board meeting.

**Wednesday, July 9th- Seaside Groundwater Basin Watermaster Technical Advisory Committee-** One of two large topics we discussed today was a presentation of the Salinas Valley Basin Groundwater Sustainability Agency (SVBGSA) Seawater Intrusion Model. This model is being developed along with the Marina Coast Water District Groundwater Sustainability Agency and the Monterey County Water Resources Agency. They are also working on a larger Integrated Hydrologic Model for the larger region, but our interest today was for the Seawater Intrusion Model, which will also encompass parts of our Seaside Basin. The idea is that you might as well develop a model that everyone can use (yes!), which is important since all of our basins have some connections. We have asked that our consultant work with the SVBGSA consultants on this model, so that all data sources are included, making for a more robust model. This model will likely be completed late summer, early fall. We'll be talking more at the Watermaster Board level to talk more about this model and how it fits into our modeling needs and how it might influence our approach with the Seawater Intrusion Response Plan.

Our second topic focused on the draft 2026 Monitoring and Management Program. Many of the areas needed additional information in order to come up with the costs associated with the tasks. As of now, there are no new monitoring wells that will be needed (although that may change once we talk more about the seawater intrusion response plan). There was money set aside for another year of subsurface electromagnetic imaging. Remember, this year is the first that was done, and we haven't seen the results yet, so that may also influence some of our actions for next year. We'll also have to continue talking about the modeling updates, as that will influence our costs for next year, too. One of the more shocking things that was in this document was that CalAm is still saying that they'll be sticking shovels in the ground for their desalination project in October 2025. Given that they still need to go before the Coastal Commission, this seems very unlikely. Regardless, I'm sure the Watermaster will be having additional discussions on replenishment options for our basin.

**Monday, July 14th- Monterey-Salinas Transit Board Meeting-** Please see the MST board highlights in our agenda packet.

**Monday, July 14th- Monterey County Regional Taxi Authority Meeting-** Please see the Regional Taxi Authority board highlights in our agenda packet.

As a taxi authority, we meet once a year to approve the budget and deal with any other issues that may have come up. We received a report that shared that the companies we approved last year have done a great job with their businesses and were nice additions to our regional fleet. This year, we had 81 vehicle permits for cars that operate on the

Peninsula and in Salinas. The budget for next year will have a shortfall, but it will be covered by reserves. A question came up about a reserve policy and whether the taxi authority has one or not. Next year, staff will bring this topic back to the board. If we continue with the shortfall, we may need to raise prices for the next year, but for now, they're keeping the prices stable.

**Friday, July 18th- ReGen Monterey Board Meeting-** Unfortunately, I had to skip this month's meeting because of my knee surgery.

**Wednesday, July 23rd- Seaside Groundwater Basin Watermaster, Water**

**Replenishment Ad Hoc Committee-** In an effort to bring in more water to our basin to achieve a more protective elevation, the Watermaster Staff prepared this agenda to allow us to review some ideas that may be within our reach. I actually thought it was an excellent way to get us talking in a more proactive manner. For this meeting, the staff prepared four strategies for us to review.

1. **No Alternative Producer Underproduction Added to Standard Producer Allocation-** the short version is that when our alternative producers (producers are those who are pulling water out of the ground) don't use their entire allotment, their unproduced water is allowed to be produced by the "standard producers" (these are generally the larger producers). As a Watermaster, we could stop these "carryovers" to the standard producer and theoretically lessen the chance of this water being produced, thus leaving it in the basin. The estimate was that this would save an average of 600 AFY (acre feet/year). Overall, the committee was supportive of this idea. It's not "new" water, so it's not guaranteed, but we felt this was something that should be discussed at the wider board level.
2. **Reduce the Natural Safe Yield of the Basin to 2,370 AFY-** this would reduce the total amount of water production. Essentially, by saying that the amount of water we're taking now is causing the potential for sea water intrusion, thus causing a "material injury," we'd be able to lower the amount that everyone takes. This would basically provide an average of 630 AFY of water that would be left in the basin. Interestingly, the past two water years, we've actually taken less than this amount, but it's not that way every year. This option was not as well received because of the greater restriction and our lack of agreement on exactly what the "Natural Safe Yield" should be, and therefore, this idea will likely not be put forth to the larger board.
3. **Basin Storage Sustainability Contribution-** this basically means that we'll shave off 10% of everyone's water allotment to "pay" for their storage use of the basin. This makes sense, and it's used widely in other adjudicated basins, sometimes even shaving off up to 35% as payment. If we stick to the 10% we could keep an additional 720 AFY in the basin. This concept will be brought forth to the larger board.

4. **California American Water Monterey Peninsula Water Supply Project-** this is the only “new” water that was discussed. Really, no discussion here. This is talking about the 700 AFY that would be left in the basin if Cal Am’s desalination plant is completed. There is nothing that the Watermaster will do regarding this option.

The last item on this agenda was an informational item called: **Consider Recommendation to Board to Enter into Agreement with Marina Coast Water District for Aquifer Storage and Recovery Cooperation-** we weren’t presented with many details, but the staff report was produced by Dave Stoldt at the Water Management District. This item was in reference to our last presentation we had at our last Ad Hoc committee meeting (if you’re interested, check out the meeting minutes in this packet). Basically, Marina Coast Water is thinking about taking water that would normally flow into the 180/400 basin (the next basin over from the Monterey Subbasin) and injecting it into the Seaside Basin for storage. The infrastructure already exists, so this might be an easy solution that provides more water to the Seaside basin and allows Marina Coast to keep their water from flowing out of their basin (our basin generally flows into their Monterey Subbasin). All we heard is that we will be presented with this potential project sometime in the next couple of months. I look forward to getting more information!

**Thursday, August 7th- Joint Meeting between our City Council and the Planning Commission-** Unfortunately, because of scheduling, I had to miss this meeting. I was very happy to hear that they successfully approved our 6th Cycle Housing Element. I now look forward to doing the work for implementation.

**Monday, August 11th- Monterey-Salinas Transit Board Meeting-** Please see the MST board highlights in our agenda packet. This was a longer meeting, primarily made up of strategic planning activities.

## Council Report from Councilmember John Uy August 26, 2025 Meeting

### I. Council Report: 2025 DRO Contingent at the Monterey Peninsula Pride Parade on June 28, 2025

On **Saturday, June 28, 2025**, Del Rey Oaks was flying with pride and color as we joined the **Monterey Peninsula Pride Parade** in downtown Monterey.

This annual event is one of the most joyful and moving celebrations on the Peninsula, and this year's parade was no exception. Our contingent proudly marched alongside community members, friends, and allies, showing the Monterey Peninsula that Del Rey Oaks is a city where **love, inclusion, and belonging** are not just values but lived commitments.

With rainbow flags waving, signs of support held high, and neighbors walking together, our presence sent a powerful message: **Del Rey Oaks stands united with the LGBTQ+ community**. The energy was contagious—filled with cheers, music, and moments that reminded us all why representation matters.



I want to extend my heartfelt thanks to everyone who joined our contingent and to those who supported us from the sidelines. Your presence made our group stronger and our message louder. Together, we showed what **Del Rey Oaks Pride** looks like: small but mighty, diverse yet united, joyful and inclusive.



Marching in this year's Pride Parade was a deeply moving and uplifting experience because my brother from the Philippines was visiting and joined us in the parade. I was humbled to see the outpouring of support from my family and residents across the Peninsula and proud to see Del Rey Oaks represented with such vibrancy. What stood out most to me were the smiles, the hugs, and the heartfelt words of thanks we received along the way. It reminded me that our role as leaders extends beyond city business. We are here to affirm the dignity of every person in our community. Walking together in this parade was not only a celebration, but also a reaffirmation of our city's commitment to compassion, respect, and inclusivity.

This was more than just a parade. It was a moment of community pride and solidarity, and I look forward to building on this momentum in the years ahead.

## II. Council Report: Regular Meeting of the Seaside County Sanitation District (SCSD) Board of Directors – August 12, 2025



As Chair of the Seaside County Sanitation District, I am pleased to update the Council on our most recent meeting held on **August 12, 2025**. The SCSD continues to provide reliable and efficient wastewater services for Del Rey Oaks, Sand City, and Seaside.

At the meeting, the Board received the **July 2025 Operations Report**, which showed very positive results. Notably, there were **no stoppages, no sanitary sewer overflows (SSOs), and no emergency repairs** reported during the month. More than **38,600 linear feet of sewer mains** were proactively cleaned across the District, including in Del Rey Oaks, helping to keep our system in strong working condition.

I want to commend our dedicated staff for their continued focus on preventative maintenance and environmental stewardship. Their hard work ensures the protection of public health and the natural environment that our communities value so highly.

As Chair, I am proud that SCSD remains a strong example of inter-city collaboration, and I will continue to ensure Del Rey Oaks' voice is represented in shaping policies and projects that safeguard our shared infrastructure.

## III. Council Report: AMBAG Board of Directors Meeting – August 13, 2025

On August 13, 2025, I attended the **Association of Monterey Bay Area Governments (AMBAG)** Board of Directors meeting, where representatives from across the tri-county region (Monterey, Santa Cruz, and San Benito Counties) gathered to address pressing regional challenges and opportunities.



### **Regional Planning and Housing**

One of the central topics was the ongoing development of the **Sustainable Communities Strategy (SCS)**, which ties together housing, transportation, and land-use planning to meet state-mandated greenhouse gas reduction targets. The Board discussed how local jurisdictions must continue aligning their housing production goals with regional planning efforts to ensure eligibility for future state and federal funding. This is particularly relevant for smaller cities like

**Del Rey Oaks**, which benefit directly when regional planning bodies advocate for equity in funding distribution.

### **Climate Action and Sustainability**

AMBAG staff provided updates on regional **climate action initiatives**, including greenhouse gas inventory tracking and long-term sustainability strategies. The discussion underscored the importance of collaboration in addressing climate impacts, from transportation emissions to energy efficiency. These efforts not only reduce our region's environmental footprint but also position our communities for future **grant funding opportunities** tied to climate resilience.

### **Transportation and Infrastructure**

The Board reviewed progress on **regional transportation planning**, including coordination with Caltrans and the Metropolitan Transportation Improvement Program (MTIP). Transportation improvements remain a critical focus, as they directly impact mobility, economic vitality, and quality of life for residents across the Peninsula. Emphasis was placed on ensuring transportation planning supports housing growth and sustainable development patterns.

### **Representation and Advocacy**

As your representative, I emphasized the importance of ensuring that **small cities like Del Rey Oaks have a strong voice** in these regional decisions. While our population may be modest, the policies and funding allocations developed at AMBAG directly affect our infrastructure, housing opportunities, and environmental future. By being at the table, we help guarantee that the unique needs of our community are recognized and addressed.

### **Reflection**

The AMBAG meeting was a powerful reminder of the importance of **regional collaboration**. Issues such as housing affordability, climate resilience, and sustainable growth cannot be solved by one city alone. By working together, we can achieve solutions that serve the entire Monterey Bay Area while ensuring that communities like Del Rey Oaks continue to thrive.

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**MST HIGHLIGHTS**  
**Board of Directors Meeting**  
**July 14, 2025**

**RECOGNIZED JULY EMPLOYEE OF THE MONTH**

The MST Board adopted Resolution 2026-01 recognizing Daniel Rodriguez, Customer Service Representative, as the July 2025 Employee of the Month for his outstanding contribution to MST and the entire community.

**25 YEARS OF SERVICE**

The MST Board recognized Leticia Trevino, Coach Operator for her 25 years of service and for her outstanding contribution to MST and the entire community.

**CONDUCTED STRATEGIC PLANNING WORKSHOP PART 1 OF 2**

The MST Board conducted the first part of the Strategic Planning Workshop by receiving 1) FY2022-FY2025 Strategic Plan Results, 2) a presentation on the Better Bus Network Update, and 3) a review of MST Board and Executive Team survey results. The Board provided feedback on the facilitated discussion of past and current strategies.

**AUTHORIZED AN AMENDMENT WITH KIMLEY-HORN FOR SURF! PROJECT**

The MST Board authorized the General Manager/CEO or their designee to execute an amendment with Kimley-Horn for design services during SURF! project construction in an amount not to exceed \$270,000.

**RECEIVED SOUTH COUNTY CIRCULATOR UPDATE**

The MST Board received an update on the implementation of the South County Circulators.

**AUTHORIZED THE PURCHASE OF 32 VONTAS TRANSIT MASTER UNITS**

The MST Board authorized the General Manager/CEO or their designee to purchase thirty-two (32) Vontas TransitMaster V8 integrated vehicle logic units in an amount not to exceed \$343,200.

**REAPPOINTED MOBILITY ADVISORY COMMITTEE MEMBER**

The MST Board reappointed Leticia Garcia to the Mobility Advisory Committee for a new 3-Year term.

**RECEIVED SURF! PROJECT GROUNDBREAKING CEREMONY PRESENTATION**

The MST Board received a presentation on the SURF! Project groundbreaking ceremony held on June 28, 2025.

**NEXT MST BOARD MEETING**

The next regular MST Board meeting and Strategy Workshop, Part 2 of 2 is scheduled for August 11, 2025.



## **MONTEREY COUNTY REGIONAL TAXI AUTHORITY BOARD MEETING HIGHLIGHTS**

**July 14, 2025**

### **RECEIVED PRELIMINARY FINANCIAL REPORT FOR FY 2025**

The RTA board received and approved the preliminary financial report for fiscal year 2025 of the Monterey County Regional Taxi Authority (RTA).

### **RECEIVED THE FISCAL YEAR 2024 AUDIT AND AUTHORIZED REIMBURSEMENT OF MST EXPENSES BILLED TO THE RTA**

The RTA Board received the FY 2024 RTA Audit and approved the transfer of \$26,702 to MST to reimburse audited expenses incurred by MST on behalf of RTA during FY 2024.

### **RECEIVED MEMO OF GENERAL LIABILITY AND DIRECTORS AND OFFICERS INSURANCE**

The RTA Board received a memo on the procurement of General Liability and Directors and Officers Insurance Premium not to exceed \$18,221 for one year of coverage.

### **RECEIVED A REPORT FROM THE RTA ADMINISTRATOR REPORTS FOR FY 2025**

The RTA Board received the RTA Administrator Report and RTA Incident Log for FY 2025 (July 2024 through June 2025).

### **APPROVED FISCAL YEAR 2026 FINAL OPERATING BUDGET**

The RTA Board received and approved the Fiscal Year 2026 Final Operating Budget.

### **NEXT SCHEDULED MEETING**

The regular RTA board meeting is scheduled for July 13, 2026.



**MST HIGHLIGHTS**  
**Board of Directors Meeting and Strategic Planning Workshop**  
**August 11, 2025**

**APPROVED UPDATED ZERO EMISSION BUS ROLLOUT PLAN**

The MST Board adopted Resolution 2026-02 approving Monterey-Salinas Transit District's Zero Emission Bus (ZEB) Rollout Plan for submission to the California Air Resources Board (CARB) in compliance with the Innovative Clean Transit (ICT) Regulation.

**APPROVED RESOLUTION 2026-03 TO EXECUTE GRANT DOCUMENTS**

The MST Board approved Resolution 2026-03 authorizing the General Manager/CEO or their designee to execute grant documents for Sustainable Transportation Planning Grant Program Funds.

**CONDUCTED STRATEGIC PLANNING WORKSHOP**

The MST Board conducted a Strategic Planning Workshop facilitated by Jerry Benson of 3<sup>rd</sup> Wind Leadership LLC, Part 2 of 2:

- 1) a review of Pre-work from Workshop, Part 1,
- 2) a review of community issues and priorities,
- 3) a breakout discussion on agency purpose, mission, and values,
- 4) a breakout discussion on strengths, weaknesses, opportunities, and challenges,
- 5) a breakout discussion on selection of strategies and goals, and
- 6) a group exercise on MST vision.

A draft strategic plan will be provided to the Board in the following months for further review and direction.

**NEXT MST BOARD MEETING**

The next regular MST Board meeting is scheduled for September 8, 2025.



**SPECIAL MEETING  
OF THE  
BOARD OF TRUSTEES**  
926 East Blanco Road  
Salinas, CA. 93901

**August 12<sup>th</sup>, 2025**

~AGENDA~

**12:00 P.M. Noon**

926 East Blanco Road

Salinas, CA 93901

(831) 422-6438 p

Office Hours:  
Monday – Friday  
8 a.m. – 4:30 p.m.

Jeff Cecilio  
Board Chair  
County at Large

Don Cranford  
Vice Chair  
County at Large

Nancy Amadeo  
Secretary  
City of Marina

Ian Oglesby  
Trustee  
City of Seaside

Ray Coopersmith  
Trustee  
County at Large

Mary Ann Carbone  
Trustee  
City of Sand City

Louise Goetzelt  
Trustee  
City of Del Rey Oaks

Jim Tashiro  
Trustee  
City of Salinas

Jeff Glass  
Trustee  
City of Monterey

*We strive to host inclusive, accessible meetings that enable all individuals, including individuals with disabilities, to engage fully. To request an accommodation or for inquiries about accessibility, please contact the District.*

**A. CALL TO ORDER:**

**B. ROLL CALL – ESTABLISHMENT OF QUORUM:**

**C. PUBLIC INPUT: (Limited to 3 minutes)**

*The consent calendar includes routine items than can be approved with a single motion and vote. A member of the Board of Trustees may request that any item be pulled from the Consent Calendar for separate consideration*

**D. BUISNESS ITEM:**

Rick Howard from Howard Consulting Group to give the presentation :

**Good Governance; Leading with Integrity,  
Strategy, and Accountability**

*Adjournment to: September 9<sup>th</sup>, 2025*



878<sup>th</sup> REGULAR MEETING  
OF THE  
BOARD OF TRUSTEES  
926 East Blanco Road  
Salinas, CA. 93901

Item A.

July 8<sup>th</sup>, 2025

~AGENDA~

12:00 P.M. Noon

926 East Blanco Road

Salinas, CA 93901

(831) 422-6438 p

Office Hours:  
Monday – Friday  
8 a.m. – 4:30 p.m.

*We strive to host inclusive, accessible meetings that enable all individuals, including individuals with disabilities, to engage fully. To request an accommodation or for inquiries about accessibility, please contact the District.*

**A. CALL TO ORDER:**

**B. AGENDA MANAGEMENT:**

**C. ROLL CALL – ESTABLISHMENT OF QUORUM:**

**D. PUBLIC INPUT: (Limited to 3 minutes)**

*The consent calendar includes routine items than can be approved with a single motion and vote. A member of the Board of Trustees may request that any item be pulled from the Consent Calendar for separate consideration*

**E. CONSENT CALENDAR:**

- A. APPROVAL OF THE MINUTES: June 2025
- B. PAYROLL WARRANTS: June 2025 \$112,397.11
- C. COMMERCIAL WARRANTS: June 2025 \$49,270.85
- D. UMPQUA BANK: June 2025 \$2,282.63
- E. BALANCE SHEET: June 2025
- F. SCHEDULE OF EXPENDITURES: June 2025
- G. Q3 Financial Report

**F. BUSINESS ITEMS:**

- A. AB 2561 Annual Workforce Vacancy Public Hearing Policy Consideration and approval of Policy 1120
- B. AB 2561 Annual Public Hearing – Workforce Vacancy and Hiring Report Pursuant to Government Code § 3505.10, the Board will hold a public hearing to present and receive public comment on workforce vacancies, recruitment, and hiring transparency.
- C. Consideration and Approval of Succession Plan and authorize the Board Chair to work with the Administrative Assistant to implement and carry out the plan

Jeff Cecilio  
Board Chair  
County at Large

Don Cranford  
Vice Chair  
County at Large

Nancy Amadeo  
Secretary  
City of Marina

Ian Oglesby  
Trustee  
City of Seaside

Ray Coopersmith  
Trustee  
County at Large

Mary Ann Carbone  
Trustee  
City of Sand City

Louise Goetzelt  
Trustee  
City of Del Rey Oaks

Jim Tashiro  
Trustee  
City of Salinas

Jeff Glass  
Trustee  
City of Monterey

**D. Budget Deficits** The Board will consider and approve the transfer of \$8,591.63 from the Contingency Fund to cover deficits in specific accounts and balance the Fiscal Year 2024–2025 budget.

**E. Consideration and Approval of change to Holiday Schedule** to include the Federal Holiday on June 19.

**E. SDA Dinner July 15<sup>th</sup>, 2025 from 6:00-8:00 PM** Bayonet Golf Course. The guest speaker is Fire Chief George Nunez Jr.

**G. MONTHLY ADMINISTRATIVE REPORT: Ken Klemme District Manager**

**H. TRUSTEE COMMENTS:**

*Adjournment to August 12<sup>th</sup>, 2025*

**DRAFT MINUTES OF THE 877th REGULAR  
MEETING OF THE BOARD OF TRUSTEES OF THE  
MONTEREY COUNTY MOSQUITO ABATEMENT DISTRICT  
June 10th, 2025**

A meeting of the Board of Trustees of the Monterey County Mosquito Abatement District was held on June 10<sup>th</sup>, 2025, at the District Office in Salinas, California.

**MEMBERS PRESENT:**

Jeff Cecilio, Chair, County of Monterey  
Don Cranford, Vice Chair, County of Monterey  
Mary Ann Carbone, City of Sand City  
Jim Tashiro, City of Salinas  
Jeff Glass, City of Monterey  
Ian Oglesby, City of Seaside  
Nancy Amadeo, Secretary, City of Marina  
Ray Coopersmith, County of Monterey

**STAFF PRESENT:**

Ken Klemme, District Manager  
Kelli Gutierrez, Administrative Assistant

**PUBLIC:**

Michelle Adams

**ABSENT:**

Louise Goetzelt, City of Del Rey Oaks

**1. CALL TO ORDER:**

Board Chair Jeff Cecilio called the 877th Regular Meeting to order at 12:00PM

**2. AGENDA MANAGEMENT: NONE****3. ROLL CALL:**

Administrative Assistant Kelli Gutierrez called roll; it was determined that a quorum was present

**4. PUBLIC COMMENTS:**

Michelle Adams introduced herself. Michelle is Mary Ann Carbone alternate for the Monterey County Mosquito Abatement District board member. She will be joining us monthly.

**5. CONSENT CALENDAR:**

- A. APPROVAL OF THE MINUTES: May 2025
- B. PAYROLL WARRANTS: May 2025 \$91,545.72
- C. COMMERCIAL WARRANTS: May 2025 \$230,719.12

- D. UMPQUA BANK: May 2025 \$3,028.55
- E. BALANCE SHEET: May 2025
- F. SCHEDULE OF EXPENDITURES: May 2025

With no further inquiries, **Trustee Carbone moved to approve the consent calendar as presented, Trustee Tashiro seconded; the motion was passed unanimously.**

**6. BUSINESS ITEMS:**

**A. Consideration and Approval of**

**Resolution No. 2425-04 A RESOLUTION OF THE BOARD OF TRUSTEE OF THE MONTEREY COUNTY MOSQUITO ABATEMENT DISTRICT A RESOLUTION APPROVING THE ENGINEER'S REPORT, CONFIRMING THE ASSESSMENT DIAGRAM AND ASSESSMENT AND ORDERING THE CONTINUATION OF THE LEVY OF ASSESSMENTS FOR FISCAL YEAR 2025-26 FOR THE MODQUITO AND DISEASE CONTROL ASSESSMENT**

Hearing no discussion, **Trustee Cranford moved to approve Resolution No. 2425-04 as presented, Trustee Amadeo seconded; the motion passed unanimously.**

**7. MONTHLY ADMINISTRATIVE REPORT: Ken Klemme, District Manager**

**District Manager Klemme provided an oral report regarding the recent truck accident.** Fortunately, no one was injured. The other vehicle involved ran a red light, and we are currently working with the Vector Control Joint Powers Agency (VCJPA) to facilitate repairs to the truck. The Argo has been returned from Sacramento after servicing; one of the chains had broken while in use in the field. The kitchen door has been repaired; however, there is now an issue with the door handle popping when the door is closed, which we are addressing. Finally, as the peak of mosquito season begins to taper off, we will soon be ramping up our trapping operations.

**8. TRUSTEE COMMENTS:**

Trustee Carbone reminded everyone that the Monterey Bay Air Resources Board is still accepting applications for the Electric Fleet Program through August 1, 2025.

**9. ADJOURNMENT:**

***With no further inquiries, Board Chair Cecilio adjourned the meeting at 12:03 PM to the next regularly scheduled meeting on July 8<sup>th</sup>, 2025 at noon.***

**ATTEST:**

\_\_\_\_\_  
Jeff Cecilio, Board Chair

\_\_\_\_\_  
Nancy Amadeo, Secretary