



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, FEBRUARY 25, 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/89820402724>

- 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. PROCLAMATIONS:**
 - A.** Celebrating Black History Month
 - B.** Celebrating National Women's History Month
- 5. PRESENTATION:**
 - A.** AB 413 California's New Statewide "Daylighting Law"
- 6. CONSENT AGENDA:**
 - A. MINUTES: (CEQA: as to all, not a project per Guidelines Article 20, Section 15378)**

1. December 17, 2024, City Council Meeting Minutes

2. January 28, 2025, City Council Cancellation Notice

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

1. Financials December 2023 - December 2024 and January 2024 - January 2025

2. Fire Department Response Reports, December 2024 and January 2025

3. Police Activity Reports, December 2024 and January 2025

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

NONE

7. OLD BUSINESS:

NONE

8. NEW BUSINESS:

A. Adopt Resolution 2025-01 Updating and Establishing User and Regulatory Fees

B. Approve an Increase of 6% in Contingencies for the Rosita Rd Emergency Repair Project and Authorize the City Manager to Sign Change Orders

9. STAFF REPORTS:

A. Council Reports

10. CORRESPONDENCE:

A. MST Highlights
TAMC Highlights
Mosquito Abatement Highlights
Veteran Affairs Update

11. NEXT MEETING DATE:

Tuesday, March 25, 2025, at 6:00pm

12. 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.



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PROCLAMATION

Honoring Black History Month February 2025

WHEREAS, the city of Del Rey Oaks is committed to diversity, equity, inclusion and mutual respect as a fundamental aspect of a healthy, thriving community; and

WHEREAS, In 1976, as part of the nation's bicentennial, Black History Month was formally adopted to honor and affirm the importance of African American History throughout our American experience, and serves to promote cultural enrichment, ethnic pride, and self-esteem; and

WHEREAS, During Black History Month, we celebrate the many achievements and contributions made by African Americans to our economic, cultural, spiritual and political development: and

WHEREAS, Black History Month is a time for all Americans to remember the stories and teachings of those who helped build our nation, took a stance against prejudice to build lives of dignity and opportunity, advanced the cause of civil rights and strengthened families and communities; and

WHEREAS, the Black community has been the target of discrimination and violence based on identity, which conflicts with our core values as a community; and

WHEREAS, The observance of Black History Month calls our Nation's attention to the continued need to battle racism and look to the future to continue to improve society so that we live up to the ideals of freedom, equality and justice;

NOW, THEREFORE, I, Mayor Scott Donaldson, do hereby proclaim February 2024 as Black History Month. I urge all citizens to celebrate our diverse heritage and culture and continue our efforts to create a world that is more just, peaceful and prosperous for all.

IN WITNESS WHEREOF I have hereunto set my hand this 25th day of February, 2025.

Signed

Scott Donaldson, Mayor



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PROCLAMATION

The City of Del Rey Oaks City Council Celebrating March 2025 Women’s History Month

WHEREAS, March is National Women’s History Month; and

WHEREAS, we recognize the invaluable contributions of women who have dedicated themselves to advocating for equity, diversity, and inclusion in all aspects of society; and

WHEREAS women from diverse backgrounds have long been at the forefront of efforts to address systemic inequities and promote a more inclusive and just society; and

WHEREAS the courageous advocacy of women for practical goals such as equity, diversity, and inclusion serves as a beacon of inspiration for all individuals and communities; and

WHEREAS, in 2025, we honor the women who have tirelessly worked to dismantle barriers, challenge prejudices, and create opportunities for all individuals, regardless of their background and attacks against Diversity, Equity, and Inclusions programs and training in our institutions;

NOW, THEREFORE BE IT RESOLVED, that I, Mayor Scott Donaldson, do hereby proclaim March 2025 as Women's History Month in The City of Del Rey Oaks; and

BE IT FURTHER RESOLVED THAT, we encourage our communities to celebrate the achievements of women who have championed equity, diversity, and inclusion, and reaffirm our commitment to advancing these principles in our society. Let us honor the women who have dedicated themselves to advocating for equity, diversity, and inclusion, and let us continue to work together to build a more just, equitable, and inclusive world.

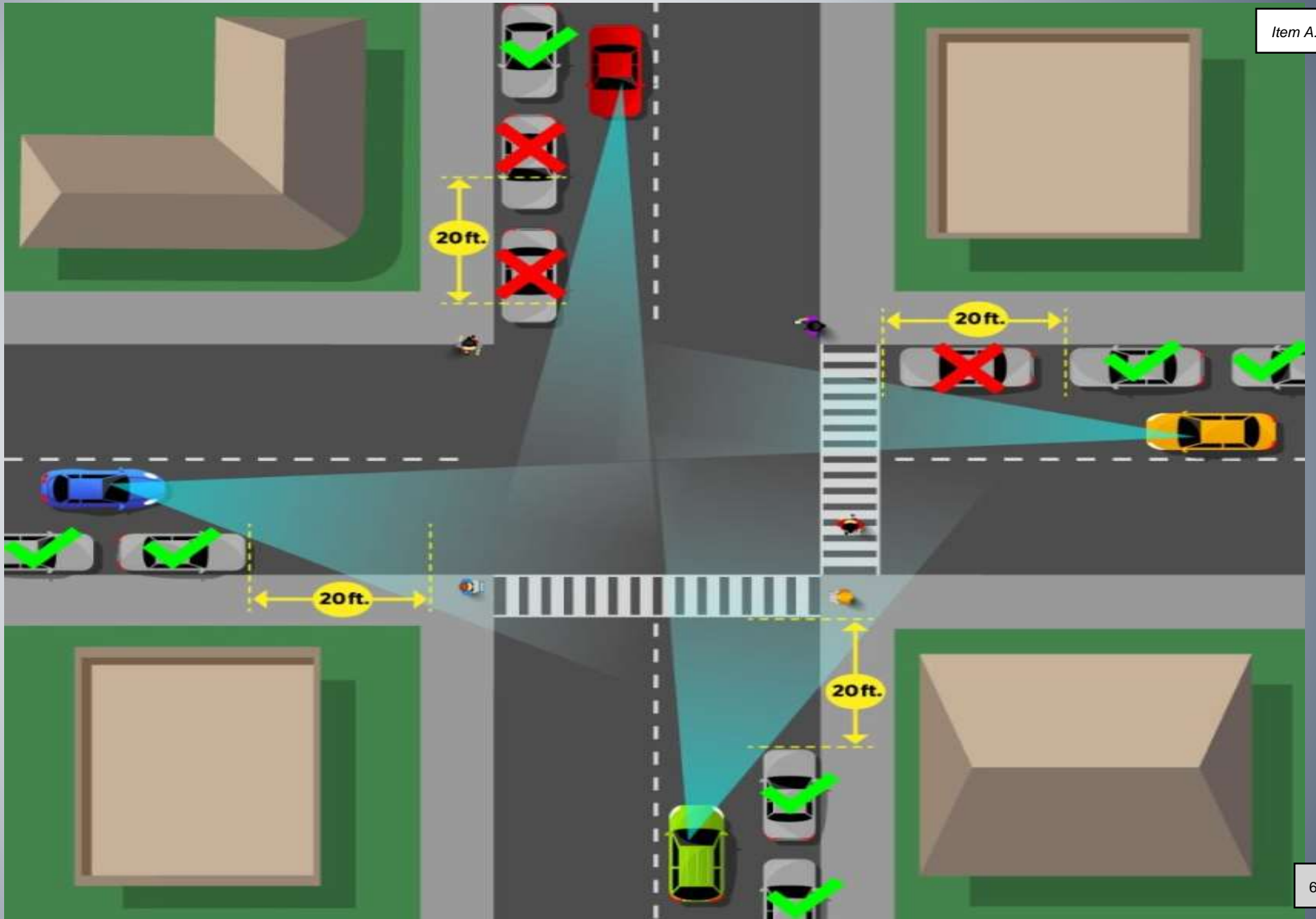
Signed this 25th day of February 2025

Scott Donaldson, Mayor



AB413

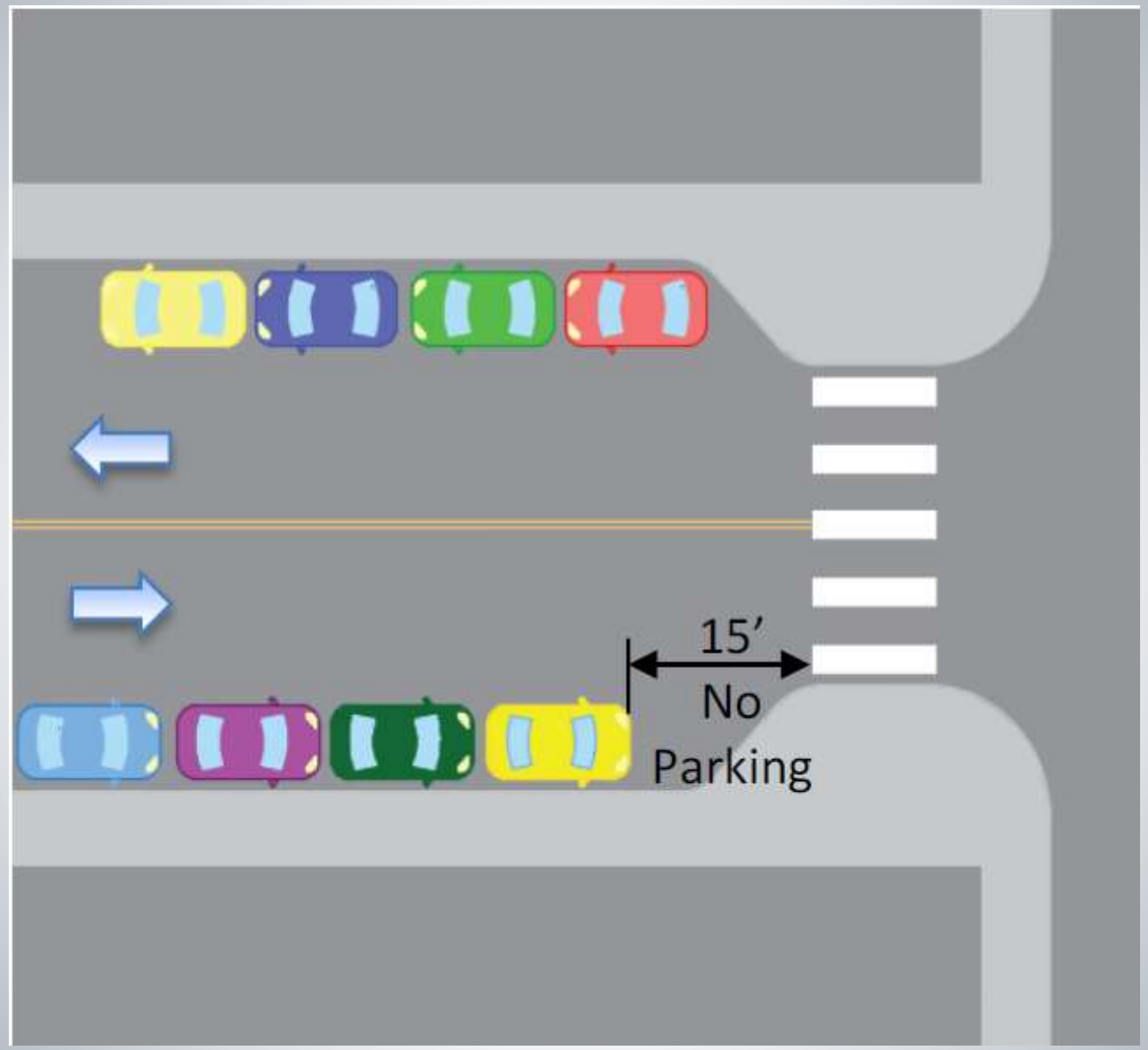
On January 1, 2025, California's new statewide "Daylighting Law" went into effect. Approved by the Governor on October 10, 2023, Assembly Bill 413 was created to enhance pedestrian safety by prohibiting vehicles from stopping, standing, or parking within 20 feet of marked and unmarked crosswalks, and within 15 feet of crosswalks that have curb extensions. These parking restrictions are designed to improve the visibility of both moving vehicles and pedestrians, helping reduce collisions.



Item A.



Item A.



OXNARD POLICE DEPARTMENT

Item A.

STRAIGHT TO YOU



COMMUNITY NOTIFICATION:
CALIFORNIA ASSEMBLY BILL 413 : "DAYLIGHTING"



AB413

Questions?

City of Del Rey Oaks

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



Action Minutes

Tuesday December 17, 2024

6:00 PM

City Council – Regular Meeting

Del Rey Oaks City Council

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

6:00 PM – Called to Order:

The meeting was called to order by Mayor Donaldson

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

Absent: None

Also Present: City Manager Guertin, City Attorney Lorca, City Clerk Minami, Administrative Services Technician Matthews, and Deputy City Clerk Batra.

Pledge of Allegiance:

Led by Mayor Donaldson

Public Comment:

None

City Attorney Lorca: Introduces Manny Jimenez, new Associate at Fenton and Keller, and new Assistant City Attorney for City of Del Rey Oaks.

NEW BUSINESS:

- A. Seating of New Council (CEQA: Not a project per Guidelines Article 20, Section 15378) Resolution 2024-19

Swearing in of Mayor Scott Donaldson, Councilmember Shirley and Councilmember Mike Burger

Mayor Donaldson: Explains briefly the swearing-in process.

City Clerk Minami: Swears in and congratulates new Councilmember Michael (Mike) Burger, returning Councilmember Kim Shirley, and returning Mayor Scott Donaldson.

Councilmember Burger: Thanks everyone and wife for support.

Councilmember Shirley: Thanks everyone for support, expresses how seriously takes job, excited about next four years, will work hard, extends offer to connect with those with needs or questions.

Mayor Donaldson: Honored to continue to serve as Mayor. Thanks City Council, City Staff, City Manager and residents for support; re-affirms dedication to mission and future.

- B. Approve the FY 2023-24 City Annual Audit

Roberto Moreno with Regional Government Services (RGS): Introduces Paul Pham of Chavan and Associates, the City's Auditors.

Paul Pham with Chavan and Associates: Thanks Council and Mayor and presents results of audit. Overall a clean audit.

Roberto Moreno: Clean audit due to Staff's work during the year references General Fund as money over which City has control. Discusses surplus, and additional unassigned, and unappropriated money; February midyear budget will discuss how to utilize these funds. Reminds Council of long-term debt carried by City in the form of leases, loans, and

accrued interest. All in all, City in good shape. Questions?

Council and Mayor: Thank Roberto and City Staff for work on audit and through year.

Councilmember Shirley: Expresses thanks and interest in discussing reserves expenditure, strategic planning, and unfunded liabilities from CalPERS at midyear.

A motion was made by **Council Member Shirley**, seconded by **Vice Mayor Uy** to approve the FY 2023-24 City Annual Audit.

Motion passed unanimously 5-0

PUBLIC COMMENT:

Dennis Allion: Thanks Roberto for referencing debt; cuts into discretionary funds. Much of funds already designated for specific projects. Residents deserve recognition for voting for the Transient Occupancy Tax and Add-On Sales Tax, increasing revenue. 1990s to mid-2000s monetarily bleak. Concerned debt is costing money in interest.

City Clerk Minami: Reminds Council need motion for Seating of Council Resolution.

A motion was made by **Vice Mayor Uy**, seconded by **Council Member Shirley** for the Seating of New Council (CEQA: Not a project per Guidelines Article 20, Section 15378) Resolution 2024-19, and the Swearing in of Mayor Scott Donaldson, Councilmember Shirley and Councilmember Mike Burger.

Motion passed unanimously 4-0

PUBLIC COMMENT:

None

CONSENT AGENDA:

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

1. November 19, 2024, 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, November 2024
2. Police Activity Report, November 2024
3. Financial Reports, October and November 2024

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

1. Approve the 2025 Calendar of City Council and Planning Commission meetings

2. Approve Award of a Contract with Prestige Roofing, LLC to Complete Roof Repairs from Damage Sustained during Winter Storms (FEMA-4699-DR)
3. Consider Adoption of Resolution 2024-20 Canvassing the November 5, 2024, Measure R Election Results
4. **Consider Approval of the 2025 Regional Agencies Board & Committees Appointment List – Pulled for Discussion**
5. **Approve modification of the Position Control List and modification of the Salary Schedule to Reflect promotion of Chief Bourquin to the position of Assistant City Manager/Chief of Police – Pulled for discussion**
6. Approval of Appointment of Councilmember Jeremy Hallock as Vice Mayor for the 2025 calendar year
7. Approve the transfer of \$167,446.00 from the ARPA Fund to the General Fund as reimbursement for the General Government Administration

A motion was made by **Councilmember Hallock**, seconded by **Vice Mayor Uy** to approve the Consent Agenda, minus items C4 and C5.

Motion passed unanimously 5-0

PUBLIC COMMENT:

None

Item C4 - Consider Approval of the 2025 Regional Agencies Board & Committees Appointment List

Councilmember Shirley: Thanks Council for assignment to Boards and Committees, emphasizes importance of reporting updates from Regional Boards and Committees back to Constituents and Council via Council Reports. Thanks Councilmember Uy for his detailed Council Reports. Wants clarification on how to call a meeting for City Committees.

Mayor Donaldson: Coordinated by City Manager and Mayor.

Councilmember Shirley: Concerned about Brown Act, seeks advice from City Attorney.

City Attorney Lorca: Confirms to work through City Manager

Councilmember Shirley and City Attorney Lorca: Discuss process to call meetings, and clarify how the City Manager prevents violation of the Brown Act by not sharing opinions of members of Council or the Mayor in regard to issues resulting in a meeting being called.

City Manager Guertin: Confirms would not share opinions in process of calling meeting or placing item on agenda.

Councilmember Shirley: Questions how freely can have meetings.

Mayor Donaldson: Goal is not to have a meeting just to have a meeting. If issues or concerns, share with the City Manager and we'll work on getting it scheduled.

A motion was made by **Council Member Shirley**, seconded by **Councilmember Uy** to Approve the 2025 Regional Agencies Board & Committees Appointment List.

Motion passed unanimously 5-0

PUBLIC COMMENT:

Louise Goetzelt, City of Del Rey Oaks Planning Commissioner: Thanks for recommending another two years on Mosquito Abatement District. Appreciate representing City of Del Rey Oaks for that.

Item C5 - Approve modification of the Position Control List and modification of the Salary Schedule to Reflect promotion of Chief Bourquin to the position of Assistant City Manager/Chief of Police

Councilmember Shirley: Thanks Chief Bourquin for stepping up, trust and appreciate him, excited.

Chief Bourquin: Thanks Councilmember Shirley.

A motion was made by **Council Member Shirley**, seconded by **Councilmember Uy** to Approve the 2025 Regional Agencies Board & Committees Appointment List.

Motion passed unanimously 5-0

PUBLIC COMMENT:

None

OLD BUSINESS:

A. None

STAFF REPORTS:

A. Council Reports in packet

CORRESPONDENCE:

A. TAMC Highlights

NEXT MEETING DATE: Tuesday, January 28, 2025 at 6:00pm

ADJOURNMENT: 6.36 pm

Attest:

Date:



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-NOTICE-

NOTICE IS HEREBY GIVEN THAT THE REGULAR
DEL REY OAKS CITY COUNCIL MEETING:

TUESDAY, JANUARY 28, 2025, AT 6:00 P.M.

HAS BEEN **CANCELED**
DUE TO LACK OF ITEMS TO BE HEARD

THE NEXT REGULAR SCHEDULED CITY COUNCIL MEETING
WILL BE HELD ON:

TUESDAY, FEBRUARY 25, 2025, AT 6:00 P.M.

A handwritten signature in blue ink that reads "Karen Minami".

KAREN MINAMI
City Clerk



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Staff Report

DATE: February 25, 2025
TO: Honorable Mayor and Members of the City Council
FROM: John Guertin, City Manager
SUBJECT: Receive December 2024 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 December 2024 Financial Reports.

Background

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

Summary & Discussion

Attached are the December 2024 financial reports.

- December 2024 Cash and Investments – The report shows where the City’s funds are invested. The City continues to have a healthy cash balance of \$13,466,234 much of which is restricted for specific purposes.
- December 2024 Check Register –This is a listing of all the payments issued during the month. The total checks issued is \$267,524.
- December 2024 General Fund Summary – This is a one-page summary of the General Fund summarized as follows:

	FY 2025 Budget	December 2024 Actual	FY 2025 YTD Actual	% Collected/ Spent
Revenue	\$ 4,808,300	\$ 720,569	\$ 2,539,431	53%
Expenditures	4,881,995	298,355	2,374,993	49%
Net Revenue over Expend	(73,695)	422,214	164,438	
Transfers In from ARPA	167,446	167,446	167,446	100%
Transfers Out to CIP	(80,000)	-	(9,738)	12%
Net Operating Surplus	\$ 13,751	\$ 589,660	\$ 322,146	

At 50% of the year (6 months) the revenues are at 53% and expenditures are at 49% of the budget. For the month of December 2024, the General Fund shows surplus net revenue of

\$589,660 and year-to-date surplus of \$322,146. Property taxes in the total amount of \$477,559 have been received this month and the FY 2024 COPS growth Special Allocation in the amount of \$94,663.

- December 2024 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:

- December 2024 Cash and Investments
- December 2024 Checks Register
- December 2024 General Fund Summary
- December 2024 Statement of Revenues & Expenditures

Respectfully Submitted,

John Guertin, City Manager

**City of Del Rey Oaks
Summary of Cash & Investments
As of December 31, 2024**

Accounts

Unrestricted

General Checking	\$	706,954	
Local Agency Investment Fund			
Reserve for Economic Uncertainties	\$	1,652,182	4.434%
Unappropriated Funds	\$	2,404,197	4.434%
Total Unrestricted	\$	4,763,333	

Restricted

PARS-115 Trust Fund	\$	367,857	
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	\$	8,702,901	

Total Cash and Investments	\$	13,466,234	
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City of Del Rey Oaks
Check/Voucher Register
From 12/01/2024 Through 12/31/2024

Check Number	Payee	Transaction Description	Check Amount
22505	AMERICAN LOCK & KEY	Dog Park Keys 2024-11	\$ 227.24
	AMERICAN LOCK & KEY	Storeroom Deadbolt & Keys	386.50
22506	AMERICAN SUPPLY COMPANY	Supplies	56.70
22507	AT&T	Airport Internet Service Period 10-25 to 11-24-24	84.89
22508	AT&T MOBIILITY	Telephone Service Period 10-03 to 11-02-24	40.24
	AT&T MOBIILITY	Telephone Service Period 10-19 to 11-18-24	68.75
22509	CALIFORNIA-AMERICAN WATER	Service Period 10/19/2024 to 11/20/2024	837.98
	CALIFORNIA-AMERICAN WATER	Service Period 10/19/24 to 11/20/24	44.18
22510	CHAVAN AND ASSOCIATES, LLP	Audit Servicedes FY Ending June 30, 2024	11,500.00
22511	CORONADO DEISEL MOBILE SERVICES, INC.	Ford Explorer #91 PM/Lube Job & Safety Inspection	308.04
	CORONADO DEISEL MOBILE SERVICES, INC.	Ford Explorer #93 PM/Lube Job & Safety Inspection	308.04
	CORONADO DEISEL MOBILE SERVICES, INC.	Ford Explorere #95 R&R Starter Motor	588.90
22512	CRITICAL REACH INC	2025 APBnet Annual Support Fee	350.00
22513	G.P.S. SOLUTIONS	Building Inspection Services 2024-11	2,028.63
22514	HOME DEPOT CRC	Supplies 2024-11	549.27
22515	JAMES DE CHALK	Janitorial Services 2024-11	500.00
22516	Julian Tree Care Inc.	Fire Prevention Program	85,000.00
22517	MARTINS IRRIGATION SUPPLY, INC.	Irrigation Supplies	57.65
22518	MBS BUSINESS SYSTEMS, INC.	Konika Minolta Copier - Billing Period 11/24/24 to 02/23/25	597.01
22519	MONTEREY BAY TECHNOLOGIES, INC.	IT Services 2024-12	1,800.00
22520	County of Monterey	911 FY 2024/25 QTR 3	17,778.00
22521	MONTEREY COUNTY WEEKLY CLASSIFIEDS	Notice of Publication Chapter 3.20 Uniform Transient Occupancy Tax	468.00
22522	MONTEREY ONE WATER	Service Period 11-01-2024 to 12-31-2024	89.82
22523	Napa Auto Parts	Auto Parts	94.57
22524	PG&E	Service Period 10/21/2024 to 11/18/2024	2,630.25
22525	PowerDMS, Inc.	Power Time Subscption 12-1-2024 to 11-30-2025	2,427.50
22526	PORAC LEGAL DEFENSE FUND	Legal Defense Fund - Police Officers	1,418.96
	PORAC LEGAL DEFENSE FUND	Reserve Legal Defense Fund 2025-01	144.00
22527	Peace Officers Research Association of California	ASSN ID #3163 2025-01	72.00
	Peace Officers Research Association of California	ASSN ID#3162 PORAC 2025-01	283.00
22528	PURE WATER	Supplies	69.75
22529	SOUTH BAY REGIONAL PUBLIC SAFETY TRAINING	Crisis Intervention Training Academy	80.00
22530	TERMINIX, INC.	Pest Control 2024-11	109.00
22531	US Bank Equipment Finance	Konika Minolta Copier 2024-12	428.84
22532	Verizon	Service Period 10/24/24 to 11/23/24	256.34

**City of Del Rey Oaks
Check/Voucher Register
From 12/01/2024 Through 12/31/2024**

Check Number	Payee	Transaction Description	Check Amount
22533	Whitson Engineers	Civil Engineering & Land Surveying Services - South Boundary Road	24,541.00
22534	WOODY'S AT THE AIRPORT	Holiday Dinner	3,295.95
22535	A.F. Electric, Inc.	Electrical Issue CH Bathrooms	150.00
22536	ANGEL ARMOR	Dodge Durango Door Panels for Unit 94	1,966.22
22537	AT&T CAL NET 2	Internet - Service Period 11/15/2024 - 12/14/2024	844.40
22538	AT&T MOBIIITY	Telephone Service Period 11-03-24 to 12-02-24	40.24
	AT&T MOBIIITY	Telephone Service Period 12-03-24 to 01-02-25	357.53
22539	CivicPlus, LLC	Muni Docs Subscription: 100+ GB - Minutes	385.88
22540	CoPower	Dental Premiums 2025-01	2,433.81
22541	CORELOGIC SOLUTIONS, LLC.	Software 2024-11	159.14
22542	DENISE DUFFY & ASSOCIATES	Task #772 July-Sept 2024	14,379.25
	DENISE DUFFY & ASSOCIATES	Task 776 July-Sept 2024	9,780.25
22543	ECONOMIC&PLANNING SYSTEMS, INC.	Project 222079 2024-11	3,174.90
22544	I.M.P.A.C.GOVERNM'T SER	5564-9924 2024-12	2,263.47
22545	KAREN MINAMI	Travel Reimbursement - City Clerk New Election Law Seminar 12/10 to 12/13/24	434.82
22546	Monterey Regional Waste Management District	50% FY 2024-2025 Annual Proportionate Share	4,500.00
22547	Napa Auto Parts	Auto Parts	50.21
22548	PG&E	Service Period 11/09/2024 - 12-10-2024	94.88
22549	PRECISION ALARMS AND AUTOMATION, INC.	Alarm Inspections & Monitoring 2024-12	170.00
22550	Rodriguez Tree Service, LLC.	Emergency Tree Service	3,000.00
22551	RON FUCCI	Wellness 2024-12	200.00
22552	SIGN WORKS, INC.	DRO Logo Decals	81.56
22553	Stacy Matthews	City Council 12/17/24 Meeting	37.98
22554	Stericycle, Inc.	Shred Service 2024-11	180.73
22555	US Bank Equipment Finance	Konika Minolta Copier Lease 2024-12	135.64
ACH DEC 2024	7-Eleven Mastercard	PD & PW Fuel Charges 2024/11	2,479.35
ACH DEC 2025	P.E.R.S.-HEALTH	CalPERS 1800 Health 12/2024	36,043.68
ACH PERS	PERS	CalPERS 1900 457 (12/06) Contribution 12/15/2024	2,050.00
	PERS	CalPERS 1900 457 (12/20) Contribution 12/31/2024	2,550.00
	PERS	PERS 3100 Contribution Retirement 11/30-12/13/24 -Plan 26934	2,412.56
	PERS	PERS 3100 Contribution Retirement 11/30/24-12/13/24 -Plan 1364	608.62
	PERS	PERS 3100 Contribution Retirement11/30-12/13/24 -Plan 25623	4,265.98
	PERS	PERS 3100 Contribution Retirement 11/30-12/13/24 -Plan 1365	3,255.15
PERS122824	PERS	PERS 3100 Contribution Retirement 11/16-11/29/24 -Plan 1364	540.15
	PERS	PERS 3100 Contribution Retirement 11/16-11/29/24 -Plan 25623	3,767.97
	PERS	PERS 3100 Contribution Retirement 11/16-11/29/24 -Plan 26934	1,410.95
	PERS	PERS 3100 Contribution Retirement 11/16-11/29/27 -Plan 1365	3,797.44

Report Total

\$267,523.76

City of Del Rey Oaks
Statement of Revenues and Expenditures-General Fund Summary

From 12/1/2024 Through 12/31/2024

	FY 2025 Budget	December 2024 Actual	FY 2025 Actual	Percent Collected/Spent
Revenue				
Property Taxes	780,800.00	477,252.45	477,252.45	61.12%
Sales Tax	1,313,000.00	90,236.06	611,011.55	46.53%
Other Taxes	511,500.00	6,856.40	248,688.61	48.61%
Licenses and Permits	281,300.00	5,527.17	95,651.96	34.00%
Fines and Forfeitures	12,200.00	4,037.27	16,074.51	131.75%
Other Revenue	140,700.00	318.27	122,135.53	86.80%
Grants	239,200.00	12,533.30	167,779.03	70.14%
Airport Police Services	1,345,700.00	111,852.50	669,719.50	49.76%
Current Services	183,900.00	11,955.15	131,118.14	71.29%
Total Revenue	4,808,300.00	720,568.57	2,539,431.28	52.81%
Expenditures				
Council	30,900.00	2,923.27	10,330.26	33.43%
City Clerk	579,800.00	36,804.15	311,692.98	53.75%
City Manager	357,100.00	20,464.86	166,754.04	46.69%
Finance	285,800.00	11,500.00	157,179.00	54.99%
Legal	128,300.00	468.00	25,998.55	20.26%
Planning & Building Regulation	103,400.00	29,363.03	50,123.22	48.47%
Government Buildings	11,000.00	250.00	1,366.00	12.41%
Non-Departmental	86,745.00	597.92	104,019.74	119.91%
Police	2,732,650.00	175,656.64	1,371,034.90	50.17%
Fire/Animal Control	234,400.00	0.00	59,153.90	25.23%
Public Works/Streets	288,800.00	19,130.61	108,293.16	37.49%
Parks/Recreation	43,100.00	1,196.41	9,047.17	20.99%
Total Expenditures	4,881,995.00	298,354.89	2,374,992.92	48.65%
Net Revenues	(73,695.00)	422,213.68	164,438.36	
Other Financing Sources and Uses				
Sources				
Transfers In from ARPA	167,446.00	167,446.25	167,446.25	100.00%
Total Sources	167,446.00	167,446.25	167,446.25	100.00%
Uses				
Transfers Out to CIP	(80,000.00)	0.00	(9,738.00)	12.17%
Total Uses	(80,000.00)	0.00	(9,738.00)	12.17%
Total Other Financing Sources and Uses	87,446.00	167,446.25	157,708.25	
Net Revenues After Other Financing Sources and Uses	13,751.00	589,659.93	322,146.61	

City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail

100 - General Fund
 From 12/1/2024 Through 12/31/2024

		<u>FY 2025 - Budget</u>	<u>December 2024 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Revenue					
Non Department Specific	000				
P/T-Secured	41110	541,600.00	329,275.77	329,275.77	60.79%
P/T-Unsecured	41120	27,000.00	30,603.03	30,603.03	113.34%
P/T-Prior Secured	41130	6,100.00	3,815.69	3,815.69	62.55%
Prior Unsecured	41140	100.00	0.00	0.00	0.00%
P/T-Unitary Tax	41150	10,000.00	6,396.46	6,396.46	63.96%
P/T-Supplemental Roll (SB813)	41160	12,200.00	5,919.48	5,919.48	48.52%
Property Tax - VLF	41170	183,000.00	100,244.50	100,244.50	54.77%
Prop Tax-Interest/Penalty	41180	800.00	997.52	997.52	124.69%
Sales Tax	42210	470,000.00	30,406.49	209,022.96	44.47%
Sales Tax - 145 (Measure S-1%)	42220	562,000.00	39,919.80	268,272.52	47.73%
Sales Tax -409 (Measure R 1/2%)	42221	281,000.00	19,909.77	133,716.07	47.58%
Cannabis Tax	42222	100,000.00	6,856.40	47,802.23	47.80%
Transient Occupancy Tax	42230	190,000.00	0.00	130,337.82	68.59%
Property Transfer Tax	42250	8,500.00	0.00	3,589.85	42.23%
Sewer Impact	42290	22,000.00	0.00	0.00	0.00%
Business Licenses	42310	210,000.00	695.45	59,705.18	28.43%
Gas Franchises	42761	8,000.00	0.00	0.00	0.00%
Electric Franchises	42762	22,000.00	0.00	0.00	0.00%
Garbage Franchises	42763	110,000.00	0.00	55,186.96	50.16%
Cable Tv Franchises	42764	26,000.00	0.00	11,771.75	45.27%
Water Franchises	42765	25,000.00	0.00	0.00	0.00%
SB1186 Disability Access Fund	43311	1,000.00	12.00	740.00	74.00%
SB1473 Environmental Assessment Fee	43312	100.00	4.00	48.00	48.00%
Building Permits	43320	40,000.00	2,418.24	22,916.97	57.29%
Cannabis Business Permit	43325	5,000.00	0.00	5,000.00	100.00%
Plan Check Fees	43330	17,000.00	584.48	3,156.81	18.56%
Street Opening Permits Fees	43340	5,000.00	1,200.00	2,200.00	44.00%
Plumbing Permits	43350	1,600.00	250.00	1,375.00	85.93%
Electrical Permits	43360	1,600.00	375.00	1,250.00	78.12%
Other Licenses/Permits	43390	1,000.00	0.00	0.00	0.00%
Fines & Forfeitures	45000	1,700.00	373.27	1,919.51	112.91%
Vehicle Code Fines	45510	3,000.00	600.00	2,470.00	82.33%
Parking and Admin Fines	45512	7,500.00	3,064.00	11,685.00	155.80%
Interest Earned	46100	120,000.00	0.00	92,267.52	76.88%
Interest Earned-PARS	46101	15,000.00	0.00	18,269.47	121.79%
Rental Income - Garden Center	46815	36,000.00	3,000.00	18,000.00	50.00%
Rental Income - Airport RV	46816	35,000.00	4,092.50	24,351.60	69.57%
Rental Income - PW Bldg (CHC Enterprise)	46817	24,000.00	2,000.00	24,000.00	100.00%
HOPTR	47130	1,200.00	306.27	306.27	25.52%
Vehicle License Collection	47140	2,500.00	0.00	0.00	0.00%
COPS	47240	185,000.00	8,333.33	144,663.48	78.19%
SB1383 Organics Recycling	47243	9,000.00	0.00	0.00	0.00%
Prop 172	47750	20,000.00	1,699.97	9,137.54	45.68%
Wellness Program	47760	7,500.00	0.00	7,500.00	100.00%
Police Grants & Other Reimbursements	47780	10,700.00	2,500.00	2,500.00	23.36%
POST Reimbursements	47781	7,000.00	0.00	3,978.01	56.82%

City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail

100 - General Fund
 From 12/1/2024 Through 12/31/2024

		<u>FY 2025 - Budget</u>	<u>December 2024 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
DDA Negotiation Payment	47912	0.00	0.00	10,000.00	0.00%
Police Service Fees	48210	1,000.00	50.00	975.00	97.50%
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	2,680.00	15,010.00	68.22%
Maps/Publications	48810	100.00	0.00	0.00	0.00%
Property Inspections	48825	4,500.00	0.00	750.00	16.66%
Miscellaneous Revenue	48840	10,300.00	132.65	25,681.44	249.33%
LAFCO Refund & Interest for FORA	48842	0.00	0.00	412.60	0.00%
Rental - Park	48910	3,500.00	0.00	2,250.00	64.28%
Miscellaneous Refunds	48930	1,000.00	0.00	552.27	55.22%
Total Non Department Specific		3,462,600.00	608,716.07	1,869,711.78	54.00%
Police	210				
Airport Police Services	48220	1,345,700.00	111,852.50	669,719.50	49.76%
Total Police		1,345,700.00	111,852.50	669,719.50	49.77%
Total Revenue		4,808,300.00	720,568.57	2,539,431.28	52.81%

Expense

Council	110				
Council Member Stipend	61115	7,500.00	525.00	3,350.00	44.66%
Medicare-ER	61130	200.00	7.61	48.56	24.28%
Social Security-ER	61131	500.00	32.55	207.70	41.54%
Unemployment Ins-Fed & State	61132	100.00	3.15	20.10	20.10%
Dental Expense	61135	8,900.00	511.03	3,577.21	40.19%
Materials/Supply	62410	200.00	0.00	0.00	0.00%
Membership Dues-Professional Org	64550	3,000.00	0.00	510.00	17.00%
Strategic Planning	64570	5,000.00	0.00	0.00	0.00%
Misc Expenses	64580	1,500.00	1,843.93	1,941.69	129.44%
Travel Expenses	64610	4,000.00	0.00	675.00	16.87%
Total Council		30,900.00	2,923.27	10,330.26	33.43%
City Clerk	111				
Payroll	61105	235,500.00	17,849.27	115,232.49	48.93%
Overtime	61110	10,000.00	199.62	2,033.57	20.33%
PERS UAL	61124	44,500.00	0.00	44,451.00	99.88%
PERS Retirement	61125	23,800.00	1,541.28	9,815.89	41.24%
Medicare-ER	61130	3,400.00	260.78	1,693.53	49.80%
Unemployment Ins-Fed & State	61132	100.00	0.00	6.80	6.80%
Dental Expense	61135	4,800.00	447.25	3,297.73	68.70%
Health Insurance	61140	99,400.00	8,762.30	52,601.06	52.91%
Health Insurance -Retiree	61141	1,000.00	0.00	157.00	15.70%
Vision Ins	61145	700.00	0.00	375.72	53.67%
Workers Comp and EAP	61150	14,100.00	0.00	13,991.00	99.22%
Wellness Program	61155	1,500.00	0.00	913.87	60.92%
Educational Incentive Pay	61157	0.00	461.54	2,769.24	0.00%
Longevity Pay	61158	0.00	283.90	1,561.45	0.00%
Materials/Supply	62410	5,000.00	884.87	1,358.70	27.17%
Office Supplies	62430	10,000.00	388.61	3,158.75	31.58%
Repair/Maintenance	63505	1,000.00	0.00	0.00	0.00%
Other Outside Services	63508	5,000.00	1,165.35	4,365.97	87.31%
Shredding Services	63509	1,000.00	90.36	506.29	50.62%
Telephone	63530	7,000.00	0.00	1,692.47	24.17%

**City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail**

100 - General Fund
From 12/1/2024 Through 12/31/2024

		<u>FY 2025 - Budget</u>	<u>December 2024 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Internet	63531	2,000.00	422.20	2,213.75	110.68%
Website Design & Maintenance	63535	1,000.00	0.00	0.00	0.00%
Postage / Shipping	63540	3,000.00	0.00	900.83	30.02%
Training	63605	5,000.00	1,226.94	5,164.98	103.29%
Insurance-Liability	63620	42,600.00	0.00	19,396.03	45.53%
Contract Services - IT	63635	10,000.00	900.00	5,400.00	54.00%
Software/Server Subscription	64310	15,000.00	1,534.88	8,152.45	54.34%
Agenda Management System	64315	5,000.00	0.00	4,920.00	98.40%
Document Management System	64316	1,500.00	0.00	0.00	0.00%
Municipal Code Service	64320	5,000.00	0.00	2,841.82	56.83%
Membership Dues-Professional Org	64550	500.00	385.00	1,070.00	214.00%
Membership Dues-Government Agency	64552	700.00	0.00	0.00	0.00%
Printing / Publications	64575	2,000.00	0.00	1,581.95	79.09%
Misc Expenses	64580	1,000.00	0.00	68.64	6.86%
Election Cost	64588	15,000.00	0.00	0.00	0.00%
Travel Expenses	64610	<u>2,700.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total City Clerk		579,800.00	36,804.15	311,692.98	53.76%
City Manager	120				
Payroll	61105	204,500.00	15,548.80	101,067.20	49.42%
PERS UAL	61124	400.00	0.00	395.50	98.87%
PERS Retirement	61125	15,900.00	572.50	6,119.24	38.48%
Medicare-ER	61130	2,900.00	225.46	1,465.49	50.53%
Unemployment Ins-Fed & State	61132	100.00	0.00	0.00	0.00%
Dental Expense	61135	2,400.00	193.29	1,353.03	56.37%
Health Insurance	61140	43,100.00	3,417.10	20,502.60	47.56%
Vision Ins	61145	400.00	0.00	177.60	44.40%
Workers Comp and EAP	61150	12,000.00	0.00	12,731.12	106.09%
Wellness Program	61155	500.00	0.00	0.00	0.00%
Educational Incentive Pay	61157	0.00	92.31	923.10	0.00%
Auto Allowance	61180	5,400.00	415.40	2,700.10	50.00%
Office Supplies	62430	1,500.00	0.00	9.64	0.64%
Insurance-Liability	63620	36,700.00	0.00	17,649.42	48.09%
Membership Dues-Professional Org	64550	3,000.00	0.00	1,660.00	55.33%
Membership Dues-Government Agency	64552	700.00	0.00	0.00	0.00%
Books and Periodicals	64565	300.00	0.00	0.00	0.00%
Travel Expenses	64610	4,000.00	0.00	0.00	0.00%
Contingency	66905	<u>23,300.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total City Manager		357,100.00	20,464.86	166,754.04	46.70%
Finance	130				
ADP Payroll Fees	62310	7,000.00	0.00	3,470.75	49.58%
Bank Service Charges	62320	6,000.00	0.00	4,916.27	81.93%
Accounting Software	62431	5,000.00	0.00	225.00	4.50%
Audit-Finance	63625	40,000.00	11,500.00	25,825.00	64.56%
Audit -Sales Tax	63626	5,000.00	0.00	0.00	0.00%
Actuarial Services	63627	4,500.00	0.00	2,500.00	55.55%
Accounting Services-RGS	63645	<u>218,300.00</u>	<u>0.00</u>	<u>120,241.98</u>	<u>55.08%</u>
Total Finance		285,800.00	11,500.00	157,179.00	55.00%
Legal	150				
Legal Services	63650	125,000.00	0.00	24,740.80	19.79%

**City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail**

100 - General Fund
From 12/1/2024 Through 12/31/2024

		<u>FY 2025 - Budget</u>	<u>December 2024 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Legal Advert	64560	2,300.00	468.00	1,257.75	54.68%
Misc Expenses	64580	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Legal		128,300.00	468.00	25,998.55	20.26%
Planning & Building Regulation	160				
Economic Development Services	63639	10,000.00	3,174.90	7,064.32	70.64%
Planning Services	63640	50,000.00	24,159.50	24,159.50	48.31%
Building Inspections Services	63648	32,400.00	2,028.63	18,599.40	57.40%
Engineering Services	63649	5,000.00	0.00	300.00	6.00%
Code Enforcement Services	63656	5,000.00	0.00	0.00	0.00%
Travel Expenses	64610	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Planning & Building Regulation		103,400.00	29,363.03	50,123.22	48.48%
Government Buildings	180				
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	116.00	11.60%
Janitorial Services	63660	<u>3,000.00</u>	<u>250.00</u>	<u>1,250.00</u>	<u>41.66%</u>
Total Government Buildings		11,000.00	250.00	1,366.00	12.42%
Non-Departmental	190				
Materials/Supply	62410	500.00	0.00	30.61	6.12%
Utilities - PG&E	63520	0.00	387.09	1,333.46	0.00%
Insurance-Liability	63620	0.00	0.00	24,359.25	0.00%
Insurance-Property	63621	10,000.00	0.00	8,362.23	83.62%
Insurance-PLL (Pollution Lagal Liability)	63623	52,645.00	0.00	52,643.04	99.99%
Membership Dues-Professional Org	64550	4,800.00	0.00	500.00	10.41%
Membership Dues-Non Profit Agency Contrib	64551	12,000.00	0.00	11,100.00	92.50%
Membership Dues-Government Agency	64552	5,500.00	0.00	4,460.10	81.09%
Misc Expenses	64580	1,000.00	0.00	42.00	4.20%
S.M.I.P.	64930	200.00	0.00	107.90	53.95%
SB 1473	64940	100.00	0.00	27.00	27.00%
Principal-PG&E	65751	<u>0.00</u>	<u>210.83</u>	<u>1,054.15</u>	<u>0.00%</u>
Total Non-Departmental		86,745.00	597.92	104,019.74	119.91%
Police	210				
Payroll	61105	1,120,900.00	69,508.88	484,136.22	43.19%
Overtime	61110	140,000.00	11,978.57	76,576.22	54.69%
Overtime-DEA	61111	0.00	5,564.00	14,697.09	0.00%
Reserves Payroll	61120	95,000.00	8,094.82	47,106.86	49.58%
PERS UAL - After 06/30/18	61123	13,400.00	0.00	13,165.00	98.24%
PERS UAL	61124	110,200.00	0.00	110,338.00	100.12%
PERS Retirement	61125	150,200.00	8,983.26	63,436.96	42.23%
PERS 457 Expense	61126	32,400.00	2,400.00	14,400.00	44.44%
Medicare-ER	61130	16,200.00	1,496.23	9,279.76	57.28%
Social Security-ER	61131	0.00	26.53	480.87	0.00%
Unemployment Ins-Fed & State	61132	11,000.00	0.00	7,353.70	66.85%
Dental Expense	61135	16,200.00	1,155.26	8,086.82	49.91%
Health Insurance	61140	304,800.00	21,235.74	126,942.64	41.64%
Health Insurance -Retiree	61141	0.00	0.00	314.00	0.00%
Vision Ins	61145	2,500.00	0.00	1,082.58	43.30%

City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail

100 - General Fund
 From 12/1/2024 Through 12/31/2024

		<u>FY 2025 - Budget</u>	<u>December 2024 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Workers Comp and EAP	61150	142,000.00	0.00	70,093.57	49.36%
Wellness Program	61155	5,000.00	0.00	0.00	0.00%
Educational Incentive Pay	61157	0.00	1,384.63	7,933.54	0.00%
Longevity Pay	61158	0.00	799.88	4,330.00	0.00%
Uniform Allowance	61160	10,000.00	0.00	4,500.00	45.00%
Admin Leave	61175	0.00	8,443.68	10,479.21	0.00%
Materials/Supply	62410	15,000.00	1,366.17	4,454.98	29.69%
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	199.98	1,523.92	30.47%
Auto Operations - Supplies / Equip	62710	2,500.00	2,111.00	2,466.00	98.64%
Auto Operations - Fuel	62720	30,000.00	2,329.35	15,548.23	51.82%
Repair/Maintenance	63505	2,000.00	0.00	282.49	14.12%
Other Outside Services	63508	5,000.00	275.14	2,529.93	50.59%
Shredding Services	63509	1,000.00	90.37	506.29	50.62%
Utilities - PG&E	63520	0.00	2,022.80	2,969.14	0.00%
Telephone	63530	13,000.00	763.10	4,422.27	34.01%
Internet	63531	6,500.00	507.09	4,518.81	69.52%
Annual Maintenance-Records Mgmt Software	63537	6,500.00	0.00	3,193.07	49.12%
Annual Maintenance	63538	3,400.00	0.00	0.00	0.00%
Postage / Shipping	63540	500.00	0.00	83.34	16.66%
Training	63605	5,000.00	80.00	2,366.27	47.32%
Insurance-Liability	63620	205,800.00	0.00	105,588.95	51.30%
Insurance-Property	63621	10,000.00	0.00	8,362.22	83.62%
Insurance-Vehicles	63622	0.00	0.00	2,523.50	0.00%
Audit-Finance	63625	5,000.00	0.00	0.00	0.00%
Actuarial Services	63627	0.00	0.00	2,500.00	0.00%
Contract Services - IT	63635	12,900.00	900.00	5,400.00	41.86%
Contract Services-Others	63637	4,200.00	0.00	2,000.00	47.61%
Janitorial Services	63660	3,000.00	250.00	1,250.00	41.66%
911-NGEN Phase II Upgrade	63664	7,000.00	0.00	0.00	0.00%
911-Radio Dispatch	63665	59,350.00	14,539.00	43,617.00	73.49%
911-Inform MDT Terminal Service	63666	900.00	0.00	0.00	0.00%
911-Notification System	63667	400.00	0.00	0.00	0.00%
911-NGEN O&M	63668	13,400.00	3,239.00	9,717.00	72.51%
911-NGEN Debt (Capital Fee)	63669	7,700.00	0.00	7,633.00	99.12%
Auto Repair/Maintenance	63730	14,000.00	1,204.98	7,365.33	52.60%
Parking & Admin Citations Services	63812	5,000.00	1,225.47	5,237.46	104.74%
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	20,000.00	1,563.75	14,966.28	74.83%
Computer Server	64318	2,500.00	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	1,917.96	3,907.70	43.41%
Membership Dues-Non Profit Agency Contrib	64551	0.00	0.00	500.00	0.00%

**City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail**

100 - General Fund
From 12/1/2024 Through 12/31/2024

		<u>FY 2025 -Budget</u>	<u>December 2024 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Membership Dues-Government Agency	64552	0.00	0.00	5,000.00	0.00%
Books and Periodicals	64565	900.00	0.00	0.00	0.00%
Printing / Publications	64575	2,000.00	0.00	1,384.21	69.21%
Misc Expenses	64580	1,000.00	0.00	0.00	0.00%
Travel Expenses	64610	13,000.00	0.00	7,616.60	58.58%
Principal-Motorola Lease-Cameras	65104	21,350.00	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%
Vehicle Replacement	66735	<u>21,050.00</u>	<u>0.00</u>	<u>16,867.87</u>	<u>80.13%</u>
Total Police		2,732,650.00	175,656.64	1,371,034.90	50.17%
Fire/Animal Control	220				
Fire Seaside	63810	<u>234,400.00</u>	<u>0.00</u>	<u>59,153.90</u>	<u>25.23%</u>
Total Fire/Animal Control		234,400.00	0.00	59,153.90	25.24%
Public Works/Streets	311				
Payroll	61105	84,800.00	6,428.80	41,787.20	49.27%
Overtime	61110	3,000.00	0.00	0.00	0.00%
PERS UAL	61124	400.00	0.00	395.50	98.87%
PERS Retirement	61125	6,600.00	491.51	3,052.18	46.24%
Medicare-ER	61130	1,300.00	93.22	605.93	46.61%
Unemployment Ins-Fed & State	61132	100.00	0.00	0.00	0.00%
Dental Expense	61135	1,600.00	126.98	888.86	55.55%
Health Insurance	61140	33,200.00	2,628.54	15,771.24	47.50%
Vision Ins	61145	300.00	0.00	99.06	33.02%
Workers Comp and EAP	61150	5,500.00	0.00	5,266.31	95.75%
Wellness Program	61155	500.00	200.00	200.00	40.00%
Educational Incentive Pay	61157	0.00	92.30	553.80	0.00%
Materials/Supply	62410	12,000.00	605.97	3,033.00	25.27%
Office Supplies	62430	1,500.00	111.92	1,044.72	69.64%
Auto Operations - Supplies / Equip	62710	2,500.00	0.00	50.91	2.03%
Auto Operations - Fuel	62720	6,000.00	150.00	1,864.92	31.08%
Repair/Maintenance	63505	30,000.00	3,000.00	3,550.00	11.83%
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	35,000.00	104.41	3,956.58	11.30%
Utilities - Water	63525	5,000.00	596.96	2,071.93	41.43%
Telephone	63530	300.00	0.00	0.00	0.00%
Training	63605	4,000.00	0.00	23.83	0.59%
Insurance-Liability	63620	15,600.00	0.00	7,300.80	46.80%
Insurance-Vehicles	63622	5,000.00	0.00	2,523.50	50.47%
Organic Waste Regs Services	63654	9,000.00	4,500.00	4,500.00	50.00%
Auto Repair/Maintenance	63730	8,300.00	0.00	1,298.78	15.64%
Street Lighting	63910	(15,000.00)	0.00	0.00	0.00%
Printing / Publications	64575	1,300.00	0.00	988.72	76.05%
Storm Water Project - Phase 4	64920	23,000.00	0.00	7,279.00	31.64%
Equipment	66302	<u>2,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Public Works/Streets		288,800.00	19,130.61	108,293.16	37.50%
Parks/Recreation	411				
Materials/Supply	62410	14,000.00	227.24	2,741.11	19.57%

City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail

100 - General Fund
 From 12/1/2024 Through 12/31/2024

		<u>FY 2025 - Budget</u>	<u>December 2024 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Office Supplies	62430	1,000.00	0.00	0.00	0.00%
Repair/Maintenance	63505	25,000.00	594.15	4,644.15	18.57%
Utilities - Water	63525	3,000.00	375.02	1,661.91	55.39%
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>1,196.41</u>	<u>9,047.17</u>	<u>20.99%</u>
Total Expense		<u>4,881,995.00</u>	<u>298,354.89</u>	<u>2,374,992.92</u>	<u>48.65%</u>
Other Financing Sources and Uses					
Non Department Specific	000				
Transfers Out to CIP	81003	(80,000.00)	0.00	(9,738.00)	12.17%
Transfers In from ARPA	82005	<u>167,446.00</u>	<u>167,446.25</u>	<u>167,446.25</u>	<u>100.00%</u>
Total Non Department Specific		<u>87,446.00</u>	<u>167,446.25</u>	<u>157,708.25</u>	
Total Other Financing Sources and Uses		<u>87,446.00</u>	<u>167,446.25</u>	<u>157,708.25</u>	
Excess(Deficit) of Revenue Over Expenditures		13,751.00	589,659.93	322,146.61	

City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail

210 - Gas Tax Fund
 From 12/1/2024 Through 12/31/2024

		<u>FY 2025 - Budget</u>	<u>December 2024 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Revenue					
Non Department Specific	000				
Gas Tax 2103	47010	15,100.00	1,500.42	8,570.08	56.75%
Gas Tax 2105	47020	10,500.00	836.88	5,120.83	48.76%
Gas Tax 2106	47030	9,500.00	766.12	4,642.88	48.87%
Gas Tax 2107	47040	12,400.00	1,192.51	6,862.29	55.34%
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>4,295.93</u>	<u>26,196.08</u>	<u>54.01%</u>
Total Revenue		<u>48,500.00</u>	<u>4,295.93</u>	<u>26,196.08</u>	
Expense					
Public Works/Streets	311				
Street Sweeping	63510	10,000.00	0.00	0.00	0.00%
Utilities - PG&E	63520	0.00	0.00	5,008.24	0.00%
Street Lighting	63910	<u>15,000.00</u>	<u>0.00</u>	<u>1,293.15</u>	<u>8.62%</u>
Total Public Works/Streets		<u>25,000.00</u>	<u>0.00</u>	<u>6,301.39</u>	<u>25.21%</u>
Total Expense		<u>25,000.00</u>	<u>0.00</u>	<u>6,301.39</u>	<u>25.21%</u>
Excess(Deficit) of Revenue Over Expenditures		23,500.00	4,295.93	19,894.69	

City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail

211 - SB1 Fund-RMRA
 From 12/1/2024 Through 12/31/2024

		<u>FY 2025 - Budget</u>	<u>December 2024 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Revenue					
Non Department Specific	000				
SB 1 Funds	47777	<u>40,800.00</u>	<u>3,133.37</u>	<u>21,486.31</u>	<u>52.66%</u>
Total Non Department Specific		<u>40,800.00</u>	<u>3,133.37</u>	<u>21,486.31</u>	<u>52.66%</u>
Total Revenue		<u>40,800.00</u>	<u>3,133.37</u>	<u>21,486.31</u>	<u>52.66%</u>
Expense					
Saucito/Work Gutter & Curb	537				
Curb and Gutter Repair	66327	<u>40,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Saucito/Work Gutter & Curb		<u>40,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Rosita Emergency Repairs	539				
Curb and Gutter Repair	66327	<u>150,000.00</u>	<u>0.00</u>	<u>85,000.00</u>	<u>56.66%</u>
Total Rosita Emergency Repairs		<u>150,000.00</u>	<u>0.00</u>	<u>85,000.00</u>	<u>56.67%</u>
Total Expense		<u>190,000.00</u>	<u>0.00</u>	<u>85,000.00</u>	<u>44.74%</u>
Excess(Deficit) of Revenue Over Expenditures		(149,200.00)	3,133.37	(63,513.69)	

City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail

212 - Measure X Fund
 From 12/1/2024 Through 12/31/2024

		<u>FY 2025 - Budget</u>	<u>December 2024 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Revenue					
Non Department Specific	000				
Measure X	47775	<u>94,400.00</u>	<u>0.00</u>	<u>25,325.46</u>	<u>26.82%</u>
Total Non Department Specific		<u>94,400.00</u>	<u>0.00</u>	<u>25,325.46</u>	<u>26.83%</u>
Total Revenue		<u>94,400.00</u>	<u>0.00</u>	<u>25,325.46</u>	<u>26.83%</u>
Expense					
Debt Service - Measure X	610				
Principal - Measure X Loan	65103	<u>80,400.00</u>	<u>0.00</u>	<u>19,835.85</u>	<u>24.67%</u>
Interest - Measure X	65203	<u>14,000.00</u>	<u>0.00</u>	<u>5,489.61</u>	<u>39.21%</u>
Total Debt Service - Measure X		<u>94,400.00</u>	<u>0.00</u>	<u>25,325.46</u>	<u>26.83%</u>
Total Expense		<u>94,400.00</u>	<u>0.00</u>	<u>25,325.46</u>	<u>26.83%</u>
Other Financing Sources and Uses					
Rosita Emergency Repairs	539				
Transfers Out to Grants	81004	<u>(74,100.00)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Rosita Emergency Repairs		<u>(74,100.00)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Other Financing Sources and Uses		<u>(74,100.00)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Excess(Deficit) of Revenue Over Expenditures		<u>(74,100.00)</u>	<u>0.00</u>	<u>0.00</u>	

City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail

221 - FORA Habitat Management Fund

From 12/1/2024 Through 12/31/2024

		<u>FY 2025 - Budget</u>	<u>December 2024 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Expense					
Planning & Building Regulation	160				
Contract Services - Habitat Management Plan	63646	16,884.00	0.00	0.00	0.00%
Total Planning & Building Regulation		<u>16,884.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Expense		<u>16,884.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Excess(Deficit) of Revenue Over Expenditures		(16,884.00)	0.00	0.00	0.00%

City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail

222 - FORA Land Development
 From 12/1/2024 Through 12/31/2024

		<u>FY 2025 - Budget</u>	<u>December 2024 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Revenue					
Non Department Specific	000				
DDA Developer Deposit	47911	<u>0.00</u>	<u>0.00</u>	<u>75,000.00</u>	<u>0.00%</u>
Total Non Department Specific		<u>0.00</u>	<u>0.00</u>	<u>75,000.00</u>	<u>0.00%</u>
Total Revenue		<u>0.00</u>	<u>0.00</u>	<u>75,000.00</u>	<u>0.00%</u>
Excess(Deficit) of Revenue Over Expenditures		0.00	0.00	75,000.00	0.00%

City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail

223 - ARPA Fund
 From 12/1/2024 Through 12/31/2024

		<u>FY 2025 - Budget</u>	<u>December 2024 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Expense					
City Hall Parking Lot Imp	527				
Parking Lot Improvements & Repairs	66425	50,000.00	0.00	0.00	0.00%
Total City Hall Parking Lot Imp		<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Expense		<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Other Financing Sources and Uses					
Non Department Specific	000				
Transfers Out to GF	81005	<u>(167,446.00)</u>	<u>(167,446.25)</u>	<u>(167,446.25)</u>	<u>100.00%</u>
Total Non Department Specific		<u>(167,446.00)</u>	<u>(167,446.25)</u>	<u>(167,446.25)</u>	<u>100.00%</u>
Total Other Financing Sources and Uses		<u>(167,446.00)</u>	<u>(167,446.25)</u>	<u>(167,446.25)</u>	<u>100.00%</u>
Excess(Deficit) of Revenue Over Expenditures		(217,446.00)	(167,446.25)	(167,446.25)	

City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail

231 - BSCC-Officer Wellness & Mental Health Grant

From 12/1/2024 Through 12/31/2024

		<u>FY 2025 - Budget</u>	<u>December 2024 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Expense					
Police	210				
Law Enforcement Wellness App	64314	<u>2,000.00</u>	<u>0.00</u>	<u>1,999.00</u>	<u>99.95%</u>
Total Police		<u>2,000.00</u>	<u>0.00</u>	<u>1,999.00</u>	<u>99.95%</u>
Total Expense		<u>2,000.00</u>	<u>0.00</u>	<u>1,999.00</u>	<u>99.95%</u>
Excess(Deficit) of Revenue Over Expenditures		(2,000.00)	0.00	(1,999.00)	

City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail

236 - Drug Enforcement Administration (DEA)

From 12/1/2024 Through 12/31/2024

		<u>FY 2025 - Budget</u>	<u>December 2024 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Revenue					
Police	210				
DEA Reimbursements	47782	44,000.00	0.00	21,536.39	48.94%
Total Police		<u>44,000.00</u>	<u>0.00</u>	<u>21,536.39</u>	<u>48.95%</u>
Total Revenue		<u><u>44,000.00</u></u>	<u><u>0.00</u></u>	<u><u>21,536.39</u></u>	<u><u>48.95%</u></u>
Expense					
Police	210				
Overtime-DEA	61111	44,000.00	0.00	4,674.46	10.62%
Total Police		<u>44,000.00</u>	<u>0.00</u>	<u>4,674.46</u>	<u>10.62%</u>
Total Expense		<u><u>44,000.00</u></u>	<u><u>0.00</u></u>	<u><u>4,674.46</u></u>	<u><u>10.62%</u></u>
Excess(Deficit) of Revenue Over Expenditures		0.00	0.00	16,861.93	

City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail

242 - REAP Grant
 From 12/1/2024 Through 12/31/2024

		<u>FY 2025 - Budget</u>	<u>December 2024 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Revenue					
Planning & Building Regulation	160				
AMBAG REAP Grant	47241	<u>42,500.00</u>	<u>19,017.00</u>	<u>44,045.00</u>	<u>103.63%</u>
Total Planning & Building Regulation		<u>42,500.00</u>	<u>19,017.00</u>	<u>44,045.00</u>	<u>103.64%</u>
Total Revenue		<u><u>42,500.00</u></u>	<u><u>19,017.00</u></u>	<u><u>44,045.00</u></u>	<u><u>103.64%</u></u>
Expense					
Planning & Building Regulation	160				
Planning Services	63640	<u>42,500.00</u>	<u>0.00</u>	<u>19,017.00</u>	<u>44.74%</u>
Total Planning & Building Regulation		<u>42,500.00</u>	<u>0.00</u>	<u>19,017.00</u>	<u>44.75%</u>
Total Expense		<u><u>42,500.00</u></u>	<u><u>0.00</u></u>	<u><u>19,017.00</u></u>	<u><u>44.75%</u></u>
Excess(Deficit) of Revenue Over Expenditures		0.00	19,017.00	25,028.00	

City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail

251 - Cal Fire Grant
 From 12/1/2024 Through 12/31/2024

		<u>FY 2025 - Budget</u>	<u>December 2024 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Revenue					
Parks/Recreation	411				
Cal Fire Grant	47768	297,300.00	0.00	20,631.90	6.93%
Total Parks/Recreation		<u>297,300.00</u>	<u>0.00</u>	<u>20,631.90</u>	<u>6.94%</u>
Total Revenue		<u><u>297,300.00</u></u>	<u><u>0.00</u></u>	<u><u>20,631.90</u></u>	<u><u>6.94%</u></u>
Expense					
Parks/Recreation	411				
Tree Service	63913	297,300.00	85,000.00	85,000.00	28.59%
Total Parks/Recreation		<u>297,300.00</u>	<u>85,000.00</u>	<u>85,000.00</u>	<u>28.59%</u>
Total Expense		<u><u>297,300.00</u></u>	<u><u>85,000.00</u></u>	<u><u>85,000.00</u></u>	<u><u>28.59%</u></u>
Excess(Deficit) of Revenue Over Expenditures		0.00	(85,000.00)	(64,368.10)	

City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail

260 - CDBG Fund
 From 12/1/2024 Through 12/31/2024

		<u>FY 2025 - Budget</u>	<u>December 2024 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Revenue					
Parks/Recreation	411				
CDBG Grant	47765	<u>90,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Parks/Recreation		<u>90,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Revenue		<u>90,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Expense					
Parks/Recreation	411				
Park Improvements	66420	<u>90,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Parks/Recreation		<u>90,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Expense		<u>90,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Excess(Deficit) of Revenue Over Expenditures		0.00	0.00	0.00	0.00%

**City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail**

301 - Capital Projects
From 12/1/2024 Through 12/31/2024

		<u>FY 2025 - Budget</u>	<u>December 2024 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Expense					
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	9,738.00	48.69%
Total City Hall Facility Repairs & Upgrades		20,000.00	0.00	9,738.00	48.69%
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%
Total Expense		80,000.00	0.00	9,738.00	12.17%
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	9,738.00	48.69%
Total City Hall Facility Repairs & Upgrades		20,000.00	0.00	9,738.00	48.69%
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	0.00	9,738.00	12.17%
Excess(Deficit) of Revenue Over Expenditures		0.00	0.00	0.00	

City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail

321 - SBR Engineering Fund
 From 12/1/2024 Through 12/31/2024

		<u>FY 2025 - Budget</u>	<u>December 2024 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Expense					
SBR Contract-Engineering & Others	518				
Contract Services - Engineering	63611	<u>300,000.00</u>	<u>24,541.00</u>	<u>32,702.50</u>	<u>10.90%</u>
Total SBR Contract-Engineering & Others		<u>300,000.00</u>	<u>24,541.00</u>	<u>32,702.50</u>	<u>10.90%</u>
Total Expense		<u>300,000.00</u>	<u>24,541.00</u>	<u>32,702.50</u>	<u>10.90%</u>
Excess(Deficit) of Revenue Over Expenditures		(300,000.00)	(24,541.00)	(32,702.50)	

City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail

331 - FHA Grant Fund
 From 12/1/2024 Through 12/31/2024

		<u>FY 2025 - Budget</u>	<u>December 2024 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
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%
Expense					
Rosita Emergency Repairs	539				
Contract Services - Engineering	63611	90,371.20	0.00	13,741.51	15.20%
Road Construction	66411	494,000.00	0.00	0.00	0.00%
Total Rosita Emergency Repairs		584,371.20	0.00	13,741.51	2.35%
Total Expense		584,371.20	0.00	13,741.51	2.35%
Other Financing Sources and Uses					
Rosita Emergency Repairs	539				
Transfers In from Measure X	82004	74,100.00	0.00	0.00	0.00%
Total Rosita Emergency Repairs		74,100.00	0.00	0.00	0.00%
Total Other Financing Sources and Uses		74,100.00	0.00	0.00	0.00%
Excess(Deficit) of Revenue Over Expenditures		33,128.80	0.00	(13,741.51)	

City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail

332 - FEMA & OES
 From 12/1/2024 Through 12/31/2024

		<u>FY 2025 - Revised</u>	<u>December 2024 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Revenue					
Non Department Specific	000				
OES	47519	14,555.00	0.00	14,554.27	99.99%
FEMA	47520	<u>58,218.00</u>	<u>0.00</u>	<u>58,217.06</u>	<u>99.99%</u>
Total Non Department Specific		<u>72,773.00</u>	<u>0.00</u>	<u>72,771.33</u>	<u>100.00%</u>
Total Revenue		<u><u>72,773.00</u></u>	<u><u>0.00</u></u>	<u><u>72,771.33</u></u>	<u><u>100.00%</u></u>
Expense					
City Hall Facility Repairs & Upgrades	541				
Repairs and Improvements	66322	<u>58,218.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total City Hall Facility Repairs & Upgrades		<u>58,218.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Expense		<u><u>58,218.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00%</u></u>
Excess(Deficit) of Revenue Over Expenditures		14,555.00	0.00	72,771.33	



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: February 25, 2025

TO: Honorable Mayor and Members of the City Council

FROM: John Guertin, City Manager

SUBJECT: Receive January 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 January 2025 Financial Reports.

Background

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

Summary & Discussion

Attached are the January 2025 financial reports.

- January 2025 Cash and Investments – The report shows where the City’s funds are invested. The City continues to have a healthy cash balance of \$12,953,411, much of which is restricted for specific purposes.
- January 2025 Check Register –This is a listing of all the payments issued during the month. The total checks issued are \$654,268.
- January 2025 General Fund Summary – This is a one-page summary of the General Fund summarized as follows:

	FY 2025 Budget	January 2025 Actual	FY 2025 YTD Actual	% Collected/ Spent
Revenue	\$ 4,808,300	\$ 349,994	\$ 3,044,527	63%
Expenditures	4,901,995	632,499	3,009,510	61%
Net Revenue over Expend	(93,695)	(282,505)	35,017	
Transfers In from ARPA	167,446	-	167,446	100%
Transfers Out to CIP	(80,000)	-	(9,738)	12%
Net Operating Surplus	\$ (6,249)	\$ (282,505)	\$ 192,725	

At 58% of the year (7 months) the revenues are at 63% and expenditure is at 61% of the budget. For the month of January 2025, the General Fund shows deficit net revenue of \$282,505 due to the final payment made to MBSIA and year-to-date surplus of \$35,017.

- January 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 2025-01
- Check/Voucher Register 2025-01
- General Fund Summary 2025-01
- Statement of Revenues & Expenditures 2025-01

Respectfully Submitted,

John Guertin, City Manager

**City of Del Rey Oaks
Summary of Cash & Investments
As of January 2025**

Accounts			
Unrestricted			
General Checking	\$	154,868	
Local Agency Investment Fund			
Reserve for Economic Uncertainties	\$	1,652,182	4.366%
Unappropriated Funds	\$	2,451,374	4.366%
Total Unrestricted	\$	<u>4,258,424</u>	
Restricted			
PARS-115 Trust Fund	\$	359,943	
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>8,694,987</u>	
Total Cash and Investments	\$	<u>12,953,411</u>	

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

Check Number	Payee	Transaction Description	Check Amount
22556	ADAMSON POLICE PRODUCTS	Supplies 2024-12	\$ 375.44
22557	A.F. Electric, Inc.	LED Lights Parkside Bathrooms and Storage Room	700.00
22558	AFLAC	Premium 2024-12	1,355.52
22559	AMERICAN SUPPLY COMPANY	Supplies	306.99
22560	AT&T	Airport Internet Period 11/25/24 to 12/24/24	84.89
22561	AT&T MOBILITY	Service Period 11/19 to 12/18/2024	69.76
22562	CALIFORNIA-AMERICAN WATER	Service Period 11/21/2024 to 12/17/2024	44.18
	CALIFORNIA-AMERICAN WATER	Service Period 11/21/2024 to 12/18/2024	715.41
22563	Cook's Communications	Cradelpoint -Dodge	1,850.62
22564	CORELOGIC SOLUTIONS, LLC.	Software 2024-12	159.14
22565	CORONADO DEISEL MOBILE SERVICES, INC.	Ford Explorer #91 Diagnosis & Parts	694.66
22566	CSMFO	Membership - Stacy Matthews	60.00
22567	DENISE DUFFY & ASSOCIATES	July-Sept 2024 Task 782	383.00
	DENISE DUFFY & ASSOCIATES	Rosita NOE, Task # 359 July-Sept 2024	334.50
22568	FENTON & KELLER	City Attorney General Services	3,737.50
	FENTON & KELLER	Employment Matters 2024-12	2,827.50
	FENTON & KELLER	Seaside Basin Adjudication & Watermaster	232.00
22569	G.P.S. SOLUTIONS	Building Inspection Services 2024-12	3,545.40
22570	HOME DEPOT CRC	Supplies 2024-12	637.92
22571	JAMES DE CHALK	Janitorial Services 2024-12	500.00
22572	Julian Tree Care Inc.	Fire Prevention Program	204,000.00
22573	MONTEREY BAY AREA INSURANCE FUND	FY 24/25 Premium WC, Liability Insurance	208,165.50
22574	MONTEREY COUNTY SHERIFF	Criminal Justice Info System July 1 - Sept 30, 2024	2,371.14
22575	MONTEREY TIRE SERVICE	17 Ford Explorer Tire Repair	32.92
22576	Napa Auto Parts	Auto Parts	220.49
22577	PG&E	Service Period 11/19/2024 to 12/19/2024	3,010.22
22578	PURE WATER	Supplies	44.75
22579	RingCentral, Inc.	Service Period 12/29/2024 to 01/28/2025	329.42
22580	Rodriguez Tree Service, LLC.	Emergency Tree Service	2,400.00
22581	US Bank Equipment Finance	Konika Minolta Copier Lease 2025-01	397.84
22582	Verizon	Service Period 11/24/24 to 12/23/24	156.04
22583	VSP	Vision 2025-01	289.16
22584	AT&T CAL NET 2	Internet - Period 12-15-2024 to 01-14-2025	844.40
22585	AT&T MOBILITY	Telephone Period 01-03-25 to 02-02-25	358.55
	AT&T MOBILITY	Telephone Period 12-03-24 to 01-02-25	40.24
22586	CALIFORNIA-AMERICAN WATER	Period 11/21/2024 to 12/18/2024	41.15
22587	CALIFORNIA BUILDING STANDARDS COMMISSION	Building Permit Fee QTR 2 FY 2024/2025	16.20
22588	CHAVAN AND ASSOCIATES, LLP	Audit Services FY 2024	2,850.00
	CHAVAN AND ASSOCIATES, LLP	Audit Services Measure X FY 2024	3,675.00
22589	CITY OF SEASIDE	Fire Prevention Services 2nd Qtr FY24/25	59,153.90
22590	CoPower	Dental Premiums 2025-02	2,433.81
22591	CORONADO DEISEL MOBILE SERVICES, INC.	Ford Explorer #91 Repair	496.62
22592	DEPT OF CONSERVATION	SMIP Fees 10/01/24 to 12/31/24	34.37
22593	DIVISION OF THE STATE ARCHITECT	DSA 786 Fees 2024 Oct - Dec	9.20
22594	ECONOMIC&PLANNING SYSTEMS, INC.	Project 222079 December 2024	3,214.60
	ECONOMIC&PLANNING SYSTEMS, INC.	Project 222079 November 2024	6,988.00
22595	FENTON & KELLER	City Attorney General Services	845.00
	FENTON & KELLER	Employment Matters 2024-12	130.00
	FENTON & KELLER	Public Records Act Request 2024-12	1,820.00
22596	Julian Tree Care Inc.	Fire Prevention Program	8,300.00
22597	Monterey County Peace Officers	Shooting Range Use 10/21 & 10/26/2024	280.00
22598	MONTEREY BAY TECHNOLOGIES, INC.	IT Services 2025-01	1,800.00
22599	NEILL ENGINEERS CORP	Retainer 10/1/2024 to 12/31/2024	300.00
	NEILL ENGINEERS CORP	Rosita Road Emergency Repair Oct-Nov 2024	7,872.00
22600	ODP Business Solutions, LLC	Supplies 2025-01	68.29

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

Check Number	Payee	Transaction Description	Check Amount
22601	PG&E	Service Period 12-10-2024 - 01-10-2025	93.35
22602	Pitney Bowes Bank Inc. Purchase Power	Postage Meter Refill 2025-01	178.81
22603	PRECISION ALARMS AND AUTOMATION, INC.	Alarm Inspections & Monitoring 2025-01	170.00
22604	QUALITY PRINT & COPY, LLC.	Business Cards Burger/Headley	191.48
22605	REGIONAL GOVERNMENT SERIVCES	Management & Admin Services 2024-12	27,388.00
22606	RingCentral, Inc.	Service Period 08/16/2024 to 09/28/2024	470.18
	RingCentral, Inc.	Service Period 11/29/2024 to 12/28/2024	329.42
22607	Stericycle, Inc.	Shred Service 2024-12	181.55
22608	TERMINIX, INC.	Pest Control 2024-12	109.00
22609	US Bank Equipment Finance	Konika Minolta Copier Lease 2025-01	135.64
22610	Whitson Engineers	Project #03685.08 South Boundary Rd-Civil 2024-11	7,435.00
22611	PRESTIGE ROOFING LLC	City Hall Roof Replacement	7,490.00
ACH - PERS	PERS	PERS 3100- 12/28/24-01/10/25 -Plan 26934	2,402.00
	PERS	PERS 3100-12/28/24-01/22/25 -Plan 1364	608.62
	PERS	PERS 3100-12/28/24-01/10/25 -Plan 25623	4,108.72
	PERS	PERS 3100 -12/28/24-01/10/25 - Plan 1365	3,576.60
ACH 1/8/2025	7-Eleven Mastercard	PD & PW Fuel Charges 2024/12	2,785.75
ACH 1/8/2026	P.E.R.S.-HEALTH	CalPERS 1800 Health 01/2025	40,443.96
PERS010125	PERS	CalPERS 1900 457 -01/15/2025	2,550.00
	PERS	PERS 3100-12/14-12/27/24 -Plan 1364	612.42
	PERS	PERS 3100-12/14-12/27/24 -Plan 25623	4,281.71
	PERS	PERS 3100-12/14-12/27/24 -Plan 26934	2,374.45
	PERS	PERS 3100-12/14-12/27/24 -Plan 1365	4,747.69
Report Total			<u>654,267.59</u>

City of Del Rey Oaks
Statement of Revenues and Expenditures-General Fund Summary
100 - General Fund

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

	FY 2025 Budget - Revised	January 2025 Actual	FY 2025 YTD Actual	Percent Collected/Spent
Revenue				
Property Taxes	780,800.00	0.00	477,252.45	61.12%
Sales Tax	1,313,000.00	84,842.26	695,853.81	52.99%
Other Taxes	511,500.00	73,554.50	323,719.11	63.28%
Licenses and Permits	281,300.00	7,355.60	266,022.83	94.56%
Fines and Forfeitures	12,200.00	5,300.56	21,375.07	175.20%
Other Revenue	140,700.00	47,224.79	161,446.67	114.74%
Grants	239,200.00	9,746.20	177,525.23	74.21%
Airport Police Services	1,345,700.00	111,852.50	781,572.00	58.07%
Current Services	183,900.00	10,117.40	139,759.54	75.99%
Total Revenue	4,808,300.00	349,993.81	3,044,526.71	63.32%
Expenditures				
Council	30,900.00	1,187.59	11,517.85	37.27%
City Clerk	579,800.00	72,126.93	383,929.62	66.21%
City Manager	357,100.00	55,770.44	223,143.59	62.48%
Finance	305,800.00	33,913.00	192,356.23	62.90%
Legal	128,300.00	9,592.00	35,590.55	27.74%
Planning & Building Regulation	103,400.00	14,382.50	64,505.72	62.38%
Government Buildings	11,000.00	250.00	1,616.00	14.69%
Non-Departmental	86,745.00	827.60	104,847.34	120.86%
Police	2,732,650.00	355,538.10	1,726,412.04	63.17%
Fire/Animal Control	234,400.00	59,153.90	118,307.80	50.47%
Public Works/Streets	288,800.00	26,031.39	134,510.42	46.57%
Parks/Recreation	43,100.00	3,725.23	12,772.40	29.63%
Total Expenditures	4,901,995.00	632,498.68	3,009,509.56	61.39%
Net Revenues	(93,695.00)	(282,504.87)	35,017.15	(37.37)%
Other Financing Sources and Uses				
Sources				
Transfers In from ARPA	167,446.00	0.00	167,446.25	100.00%
Total Sources	167,446.00	0.00	167,446.25	100.00%
Uses				
Transfers Out to CIP	(80,000.00)	0.00	(9,738.00)	12.17%
Total Uses	(80,000.00)	0.00	(9,738.00)	12.17%
Total Other Financing Sources and Uses	87,446.00	0.00	157,708.25	
Net Revenues After Other Financing Sources and Uses	(6,249.00)	(282,504.87)	192,725.40	

**City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail**

100 - General Fund
From 1/1/2025 Through 1/31/2025

		<u>FY 2025 Budget</u>	<u>January 2025 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Revenue					
Non Department Specific	000				
P/T-Secured	41110	541,600.00	0.00	329,275.77	60.79%
P/T-Unsecured	41120	27,000.00	0.00	30,603.03	113.34%
P/T-Prior Secured	41130	6,100.00	0.00	3,815.69	62.55%
Prior Unsecured	41140	100.00	0.00	0.00	0.00%
P/T-Unitary Tax	41150	10,000.00	0.00	6,396.46	63.96%
P/T-Supplemental Roll (SB813)	41160	12,200.00	0.00	5,919.48	48.52%
Property Tax - VLF	41170	183,000.00	0.00	100,244.50	54.77%
Prop Tax-Interest/Penalty	41180	800.00	0.00	997.52	124.69%
Sales Tax	42210	470,000.00	29,000.00	238,022.96	50.64%
Sales Tax - 145 (Measure S-1%)	42220	562,000.00	37,194.92	305,467.44	54.35%
Sales Tax -409 (Measure R 1/2%)	42221	281,000.00	18,647.34	152,363.41	54.22%
Cannabis Tax	42222	100,000.00	8,665.28	56,467.51	56.46%
Transient Occupancy Tax	42230	190,000.00	36,660.96	168,474.78	88.67%
Property Transfer Tax	42250	8,500.00	332.75	3,922.60	46.14%
Sewer Impact	42290	22,000.00	0.00	0.00	0.00%
Business Licenses	42310	210,000.00	1,127.00	223,847.45	106.59%
Gas Franchises	42761	8,000.00	0.00	0.00	0.00%
Electric Franchises	42762	22,000.00	0.00	0.00	0.00%
Garbage Franchises	42763	110,000.00	27,895.51	83,082.47	75.52%
Cable Tv Franchises	42764	26,000.00	0.00	11,771.75	45.27%
Water Franchises	42765	25,000.00	0.00	0.00	0.00%
SB1186 Disability Access Fund	43311	1,000.00	48.00	788.00	78.80%
SB1473 Environmental Assessment Fee	43312	100.00	9.00	57.00	57.00%
Building Permits	43320	40,000.00	4,598.18	27,515.15	68.78%
Cannabis Business Permit	43325	5,000.00	0.00	5,000.00	100.00%
Plan Check Fees	43330	17,000.00	871.42	4,028.23	23.69%
Street Opening Permits Fees	43340	5,000.00	250.00	2,450.00	49.00%
Plumbing Permits	43350	1,600.00	375.00	1,750.00	109.37%
Electrical Permits	43360	1,600.00	125.00	1,375.00	85.93%
Other Licenses/Permits	43390	1,000.00	0.00	0.00	0.00%
Fines & Forfeitures	45000	1,700.00	175.97	2,095.48	123.26%
Vehicle Code Fines	45510	3,000.00	2,789.59	5,259.59	175.31%
Parking and Admin Fines	45512	7,500.00	2,335.00	14,020.00	186.93%
Interest Earned	46100	120,000.00	47,176.79	139,444.31	116.20%
Interest Earned-PARS	46101	15,000.00	0.00	10,355.82	69.03%
Rental Income - Garden Center	46815	36,000.00	3,000.00	21,000.00	58.33%
Rental Income - Airport RV	46816	35,000.00	3,786.14	28,137.74	80.39%
Rental Income - PW Bldg (CHC Enterprise)	46817	24,000.00	2,000.00	26,000.00	108.33%
HOPTR	47130	1,200.00	0.00	306.27	25.52%
Vehicle License Collection	47140	2,500.00	0.00	0.00	0.00%
COPS	47240	185,000.00	8,333.33	152,996.81	82.70%
SB1383 Organics Recycling	47243	9,000.00	0.00	0.00	0.00%
Prop 172	47750	20,000.00	1,412.87	10,550.41	52.75%
Wellness Program	47760	7,500.00	0.00	7,500.00	100.00%
Police Grants & Other Reimbursements	47780	10,700.00	0.00	2,500.00	23.36%
POST Reimbursements	47781	7,000.00	0.00	3,978.01	56.82%

**City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail**

100 - General Fund
From 1/1/2025 Through 1/31/2025

		<u>FY 2025 Budget</u>	<u>January 2025 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
DDA Negotiation Payment	47912	0.00	0.00	10,000.00	0.00%
Police Service Fees	48210	1,000.00	0.00	975.00	97.50%
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	1,020.00	16,030.00	72.86%
Maps/Publications	48810	100.00	0.00	0.00	0.00%
Property Inspections	48825	4,500.00	0.00	750.00	16.66%
Miscellaneous Revenue	48840	10,300.00	76.26	24,281.70	235.74%
LAFCO Refund & Interest for FORA	48842	0.00	0.00	412.60	0.00%
Rental - Park	48910	3,500.00	235.00	2,485.00	71.00%
Miscellaneous Refunds	48930	1,000.00	0.00	552.27	55.22%
Total Non Department Specific		3,462,600.00	238,141.31	2,262,954.71	65.35%
Police	210				
Airport Police Services	48220	1,345,700.00	111,852.50	781,572.00	58.07%
Total Police		1,345,700.00	111,852.50	781,572.00	58.08%
Total Revenue		4,808,300.00	349,993.81	3,044,526.71	63.32%

Expense

Council	110				
Council Member Stipend	61115	7,500.00	625.00	3,975.00	53.00%
Medicare-ER	61130	200.00	9.06	57.62	28.81%
Social Security-ER	61131	500.00	38.75	246.45	49.29%
Unemployment Ins-Fed & State	61132	100.00	3.75	23.85	23.85%
Dental Expense	61135	8,900.00	511.03	4,088.24	45.93%
Materials/Supply	62410	200.00	0.00	0.00	0.00%
Membership Dues-Professional Org	64550	3,000.00	0.00	510.00	17.00%
Strategic Planning	64570	5,000.00	0.00	0.00	0.00%
Misc Expenses	64580	1,500.00	0.00	1,941.69	129.44%
Travel Expenses	64610	4,000.00	0.00	675.00	16.87%
Total Council		30,900.00	1,187.59	11,517.85	37.27%
City Clerk	111				
Payroll	61105	235,500.00	26,775.84	142,008.29	60.30%
Overtime	61110	10,000.00	133.08	2,166.65	21.66%
PERS UAL-Before 06/30/2018	61124	44,500.00	0.00	44,451.00	99.88%
PERS Retirement	61125	23,800.00	1,517.63	11,443.27	48.08%
Medicare-ER	61130	3,400.00	388.43	2,081.96	61.23%
Unemployment Ins-Fed & State	61132	100.00	126.00	132.80	132.80%
Dental Expense	61135	4,800.00	447.25	3,744.98	78.02%
Health Insurance	61140	99,400.00	9,840.02	62,441.08	62.81%
Health Insurance -Retiree	61141	1,000.00	0.00	157.00	15.70%
Vision Ins	61145	700.00	62.62	438.34	62.62%
Workers Comp and EAP	61150	14,100.00	9,134.40	23,125.40	164.00%
Wellness Program	61155	1,500.00	0.00	913.87	60.92%
Educational Incentive Pay	61157	0.00	692.31	3,461.55	0.00%
Longevity Pay	61158	0.00	425.85	1,987.30	0.00%
Materials/Supply	62410	5,000.00	14.92	1,373.62	27.47%
Office Supplies	62430	10,000.00	259.77	3,418.52	34.18%
Repair/Maintenance	63505	1,000.00	0.00	0.00	0.00%
Other Outside Services	63508	5,000.00	537.34	4,903.31	98.06%
Shredding Services	63509	1,000.00	90.78	597.07	59.70%
Telephone	63530	7,000.00	564.51	2,256.98	32.24%

**City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail**

100 - General Fund
From 1/1/2025 Through 1/31/2025

		<u>FY 2025 Budget</u>	<u>January 2025 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Internet	63531	2,000.00	422.20	2,635.95	131.79%
Website Design & Maintenance	63535	1,000.00	0.00	0.00	0.00%
Postage / Shipping	63540	3,000.00	178.81	1,079.64	35.98%
Training	63605	5,000.00	0.00	5,164.98	103.29%
Insurance-Liability	63620	42,600.00	19,396.03	38,792.06	91.06%
Contract Services - IT	63635	10,000.00	900.00	6,300.00	63.00%
Software/Server Subscription	64310	15,000.00	159.14	8,311.59	55.41%
Agenda Management System	64315	5,000.00	0.00	4,920.00	98.40%
Document Management System	64316	1,500.00	0.00	0.00	0.00%
Municipal Code Service	64320	5,000.00	0.00	2,841.82	56.83%
Membership Dues-Professional Org	64550	500.00	60.00	1,130.00	226.00%
Membership Dues-Government Agency	64552	700.00	0.00	0.00	0.00%
Printing / Publications	64575	2,000.00	0.00	1,581.95	79.09%
Misc Expenses	64580	1,000.00	0.00	68.64	6.86%
Election Cost	64588	15,000.00	0.00	0.00	0.00%
Travel Expenses	64610	2,700.00	0.00	0.00	0.00%
Total City Clerk		579,800.00	72,126.93	383,929.62	66.22%
City Manager	120				
Payroll	61105	204,500.00	23,323.20	124,390.40	60.82%
PERS UAL-Before 06/30/2018	61124	400.00	0.00	395.50	98.87%
PERS Retirement	61125	15,900.00	1,145.00	7,883.35	49.58%
Medicare-ER	61130	2,900.00	338.19	1,803.68	62.19%
Unemployment Ins-Fed & State	61132	100.00	42.00	42.00	42.00%
Dental Expense	61135	2,400.00	193.29	1,546.32	64.43%
Health Insurance	61140	43,100.00	3,837.86	24,340.46	56.47%
Vision Ins	61145	400.00	29.60	207.20	51.80%
Workers Comp and EAP	61150	12,000.00	8,311.85	21,042.97	175.35%
Wellness Program	61155	500.00	0.00	0.00	0.00%
Educational Incentive Pay	61157	0.00	276.93	1,200.03	0.00%
Auto Allowance	61180	5,400.00	623.10	3,323.20	61.54%
Office Supplies	62430	1,500.00	0.00	9.64	0.64%
Insurance-Liability	63620	36,700.00	17,649.42	35,298.84	96.18%
Membership Dues-Professional Org	64550	3,000.00	0.00	1,660.00	55.33%
Membership Dues-Government Agency	64552	700.00	0.00	0.00	0.00%
Books and Periodicals	64565	300.00	0.00	0.00	0.00%
Travel Expenses	64610	4,000.00	0.00	0.00	0.00%
Contingency	66905	23,300.00	0.00	0.00	0.00%
Total City Manager		357,100.00	55,770.44	223,143.59	62.49%
Finance	130				
ADP Payroll Fees	62310	7,000.00	0.00	4,193.90	59.91%
Bank Service Charges	62320	6,000.00	0.00	2,883.53	48.05%
Credit Card Fees	62321	0.00	0.00	2,573.82	0.00%
Accounting Software	62431	5,000.00	0.00	225.00	4.50%
Audit-General	63625	40,000.00	6,525.00	32,350.00	80.87%
Audit -Sales Tax	63626	5,000.00	0.00	0.00	0.00%
Actuarial Services	63627	4,500.00	0.00	2,500.00	55.55%
Accounting Services-RGS	63645	218,300.00	27,388.00	147,629.98	67.62%
Contract Services -Fee Study	63651	20,000.00	0.00	0.00	0.00%
Total Finance		305,800.00	33,913.00	192,356.23	62.90%

**City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail**

100 - General Fund
From 1/1/2025 Through 1/31/2025

		<u>FY 2025 Budget</u>	<u>January 2025 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Legal	150				
Legal Services	63650	125,000.00	9,592.00	34,332.80	27.46%
Legal Advert	64560	2,300.00	0.00	1,257.75	54.68%
Misc Expenses	64580	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Legal		128,300.00	9,592.00	35,590.55	27.74%
Planning & Building Regulation	160				
Economic Development Services	63639	10,000.00	10,202.60	17,266.92	172.66%
Planning Services	63640	50,000.00	334.50	24,494.00	48.98%
Building Inspections Services	63648	32,400.00	3,545.40	22,144.80	68.34%
Engineering Services	63649	5,000.00	300.00	600.00	12.00%
Code Enforcement Services	63656	5,000.00	0.00	0.00	0.00%
Travel Expenses	64610	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Planning & Building Regulation		103,400.00	14,382.50	64,505.72	62.38%
Government Buildings	180				
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	116.00	11.60%
Janitorial Services	63660	<u>3,000.00</u>	<u>250.00</u>	<u>1,500.00</u>	<u>50.00%</u>
Total Government Buildings		11,000.00	250.00	1,616.00	14.69%
Non-Departmental	190				
Materials/Supply	62410	500.00	0.00	30.61	6.12%
Utilities - PG&E	63520	0.00	557.00	1,890.46	0.00%
Insurance-Liability	63620	0.00	0.00	24,359.25	0.00%
Insurance-Property	63621	10,000.00	0.00	8,362.23	83.62%
Insurance-PLL (Pollution Legal Liability)	63623	52,645.00	0.00	52,643.04	99.99%
Membership Dues-Professional Org	64550	4,800.00	0.00	500.00	10.41%
Membership Dues-Non Profit Agency Contrib	64551	12,000.00	0.00	11,100.00	92.50%
Membership Dues-Government Agency	64552	5,500.00	0.00	4,460.10	81.09%
Misc Expenses	64580	1,000.00	9.20	51.20	5.12%
S.M.I.P.	64930	200.00	34.37	142.27	71.13%
SB 1473	64940	100.00	16.20	43.20	43.20%
Principal-PG&E	65751	<u>0.00</u>	<u>210.83</u>	<u>1,264.98</u>	<u>0.00%</u>
Total Non-Departmental		86,745.00	827.60	104,847.34	120.87%
Police	210				
Payroll	61105	1,120,900.00	114,788.68	598,924.90	53.43%
Overtime	61110	140,000.00	21,556.34	98,132.56	70.09%
Overtime-DEA	61111	0.00	3,098.02	17,795.11	0.00%
Reserves Payroll	61120	95,000.00	7,345.96	54,452.82	57.31%
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	10,055.76	73,492.72	48.92%
PERS 457 Expense	61126	32,400.00	1,200.00	15,600.00	48.14%
Medicare-ER	61130	16,200.00	2,242.20	11,521.96	71.12%
Social Security-ER	61131	0.00	75.17	556.04	0.00%
Unemployment Ins-Fed & State	61132	11,000.00	436.00	7,789.70	70.81%
Dental Expense	61135	16,200.00	1,155.26	9,242.08	57.04%
Health Insurance	61140	304,800.00	23,813.88	150,756.52	49.46%

**City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail**

100 - General Fund
From 1/1/2025 Through 1/31/2025

		<u>FY 2025 Budget</u>	<u>January 2025 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Health Insurance -Retiree	61141	0.00	0.00	314.00	0.00%
Vision Ins	61145	2,500.00	180.43	1,263.01	50.52%
Workers Comp and EAP	61150	142,000.00	45,762.50	115,856.07	81.58%
Wellness Program	61155	5,000.00	0.00	0.00	0.00%
Educational Incentive Pay	61157	0.00	1,938.48	9,872.02	0.00%
Longevity Pay	61158	0.00	1,273.65	5,603.65	0.00%
Uniform Allowance	61160	10,000.00	0.00	4,500.00	45.00%
Admin Leave	61175	0.00	8,443.68	18,922.89	0.00%
Materials/Supply	62410	15,000.00	14.92	4,469.90	29.79%
Ammunition	62420	5,000.00	375.44	375.44	7.50%
Body Armor Vests	62422	1,500.00	0.00	0.00	0.00%
Office Supplies	62430	5,000.00	0.00	1,523.92	30.47%
Auto Operations - Supplies / Equip	62710	2,500.00	0.00	2,466.00	98.64%
Auto Operations - Fuel	62720	30,000.00	2,478.54	18,026.77	60.08%
Repair/Maintenance	63505	2,000.00	0.00	282.49	14.12%
Other Outside Services	63508	5,000.00	275.14	2,805.07	56.10%
Shredding Services	63509	1,000.00	90.77	597.06	59.70%
Utilities - PG&E	63520	0.00	2,232.21	5,201.35	0.00%
Telephone	63530	13,000.00	963.30	4,561.39	35.08%
Internet	63531	6,500.00	732.89	5,914.92	90.99%
Annual Maintenance-Records Mgmt Software	63537	6,500.00	0.00	3,193.07	49.12%
Annual Maintenance	63538	3,400.00	0.00	0.00	0.00%
Postage / Shipping	63540	500.00	0.00	83.34	16.66%
Training	63605	5,000.00	0.00	2,366.27	47.32%
Insurance-Liability	63620	205,800.00	97,172.25	202,761.20	98.52%
Insurance-Property	63621	10,000.00	0.00	8,362.22	83.62%
Insurance-Vehicles	63622	0.00	0.00	2,523.50	0.00%
Audit-General	63625	5,000.00	0.00	0.00	0.00%
Actuarial Services	63627	0.00	0.00	2,500.00	0.00%
Contract Services - IT	63635	12,900.00	900.00	6,300.00	48.83%
Contract Services-Others	63637	4,200.00	280.00	2,280.00	54.28%
Janitorial Services	63660	3,000.00	250.00	1,500.00	50.00%
911-NGEN Phase II Upgrade	63664	7,000.00	0.00	0.00	0.00%
911-Radio Dispatch	63665	59,350.00	0.00	43,617.00	73.49%
911-Inform MDT Terminal Service	63666	900.00	0.00	0.00	0.00%
911-Notification System	63667	400.00	0.00	0.00	0.00%
911-NGEN O&M	63668	13,400.00	0.00	9,717.00	72.51%
911-NGEN Debt (Capital Fee)	63669	7,700.00	0.00	7,633.00	99.12%
Auto Repair/Maintenance	63730	14,000.00	1,224.20	8,589.53	61.35%
Parking & Admin Citations Services	63812	5,000.00	960.67	6,198.13	123.96%
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	2,371.14	2,371.14	26.34%
Software/Server Subscription	64310	20,000.00	0.00	14,966.28	74.83%
Computer Server	64318	2,500.00	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	0.00	3,907.70	43.41%

**City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail**

100 - General Fund
From 1/1/2025 Through 1/31/2025

		<u>FY 2025 Budget</u>	<u>January 2025 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Membership Dues-Non Profit Agency Contrib	64551	0.00	0.00	500.00	0.00%
Membership Dues-Government Agency	64552	0.00	0.00	5,000.00	0.00%
Books and Periodicals	64565	900.00	0.00	0.00	0.00%
Printing / Publications	64575	2,000.00	0.00	1,384.21	69.21%
Misc Expenses	64580	1,000.00	0.00	0.00	0.00%
Travel Expenses	64610	13,000.00	0.00	7,616.60	58.58%
Principal-Motorola Lease-Cameras	65104	21,350.00	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%
Vehicle Replacement	66735	21,050.00	1,850.62	18,718.49	88.92%
Total Police		2,732,650.00	355,538.10	1,726,412.04	63.18%
Fire/Animal Control	220				
Fire Seaside	63810	234,400.00	59,153.90	118,307.80	50.47%
Total Fire/Animal Control		234,400.00	59,153.90	118,307.80	50.47%
Public Works/Streets	311				
Payroll	61105	84,800.00	9,643.20	51,430.40	60.64%
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	466.60	3,543.69	53.69%
Medicare-ER	61130	1,300.00	139.83	745.76	57.36%
Unemployment Ins-Fed & State	61132	100.00	42.01	42.01	42.01%
Dental Expense	61135	1,600.00	126.98	1,015.84	63.49%
Health Insurance	61140	33,200.00	2,952.20	18,723.44	56.39%
Vision Ins	61145	300.00	16.51	115.57	38.52%
Workers Comp and EAP	61150	5,500.00	3,438.25	8,704.56	158.26%
Wellness Program	61155	500.00	0.00	200.00	40.00%
Educational Incentive Pay	61157	0.00	138.45	692.25	0.00%
Materials/Supply	62410	12,000.00	652.83	3,685.83	30.71%
Office Supplies	62430	1,500.00	0.00	1,044.72	69.64%
Auto Operations - Supplies / Equip	62710	2,500.00	220.49	271.40	10.85%
Auto Operations - Fuel	62720	6,000.00	307.21	2,172.13	36.20%
Repair/Maintenance	63505	30,000.00	0.00	3,550.00	11.83%
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	20,000.00	103.53	4,060.11	20.30%
Utilities - Water	63525	5,000.00	482.50	2,554.43	51.08%
Telephone	63530	300.00	0.00	0.00	0.00%
Internet	63531	0.00	0.00	160.96	0.00%
Training	63605	4,000.00	0.00	23.83	0.59%
Insurance-Liability	63620	15,600.00	7,300.80	14,601.60	93.60%
Insurance-Vehicles	63622	5,000.00	0.00	2,523.50	50.47%
Organic Waste Regs Services	63654	9,000.00	0.00	4,500.00	50.00%
Auto Repair/Maintenance	63730	8,300.00	0.00	1,298.78	15.64%
Printing / Publications	64575	1,300.00	0.00	988.72	76.05%
Storm Water Project - Phase 4	64920	23,000.00	0.00	7,279.00	31.64%
Equipment	66302	2,000.00	0.00	0.00	0.00%
Total Public Works/Streets		288,800.00	26,031.39	134,510.42	46.58%

City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail

100 - General Fund
 From 1/1/2025 Through 1/31/2025

		<u>FY 2025 Budget</u>	<u>January 2025 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Parks/Recreation	411				
Materials/Supply	62410	14,000.00	306.99	3,048.10	21.77%
Office Supplies	62430	1,000.00	0.00	0.00	0.00%
Repair/Maintenance	63505	25,000.00	3,100.00	7,744.15	30.97%
Utilities - Water	63525	3,000.00	318.24	1,980.15	66.00%
Travel Expenses	64610	100.00	0.00	0.00	0.00%
Total Parks/Recreation		<u>43,100.00</u>	<u>3,725.23</u>	<u>12,772.40</u>	<u>29.63%</u>
Total Expense		<u>4,901,995.00</u>	<u>632,498.68</u>	<u>3,009,509.56</u>	<u>61.39%</u>
Other Financing Sources and Uses					
Non Department Specific	000				
Transfers Out to CIP	81003	(80,000.00)	0.00	(9,738.00)	12.17%
Transfers In from ARPA	82005	167,446.00	0.00	167,446.25	100.00%
Total Non Department Specific		<u>87,446.00</u>	<u>0.00</u>	<u>157,708.25</u>	
Total Other Financing Sources and Uses		<u>87,446.00</u>	<u>0.00</u>	<u>157,708.25</u>	
Excess(Deficit) of Revenue Over Expenditures		(6,249.00)	(282,504.87)	192,725.40	

City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail

210 - Gas Tax Fund
 From 1/1/2025 Through 1/31/2025

		<u>FY 2025 Budget</u>	<u>January 2025 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Revenue					
Non Department Specific	000				
Gas Tax 2103	47010	15,100.00	1,396.26	9,966.34	66.00%
Gas Tax 2105	47020	10,500.00	898.51	6,019.34	57.32%
Gas Tax 2106	47030	9,500.00	770.71	5,413.59	56.98%
Gas Tax 2107	47040	12,400.00	1,249.31	8,111.60	65.41%
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>4,314.79</u>	<u>30,510.87</u>	<u>62.91%</u>
Total Revenue		<u><u>48,500.00</u></u>	<u><u>4,314.79</u></u>	<u><u>30,510.87</u></u>	<u><u>62.91%</u></u>
Expense					
Public Works/Streets	311				
Street Sweeping	63510	10,000.00	0.00	0.00	0.00%
Street Lighting	63910	<u>15,000.00</u>	<u>0.00</u>	<u>6,301.39</u>	<u>42.00%</u>
Total Public Works/Streets		<u>25,000.00</u>	<u>0.00</u>	<u>6,301.39</u>	<u>25.21%</u>
Total Expense		<u><u>25,000.00</u></u>	<u><u>0.00</u></u>	<u><u>6,301.39</u></u>	<u><u>25.21%</u></u>
Excess(Deficit) of Revenue Over Expenditures		23,500.00	4,314.79	24,209.48	

**City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail**

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

		<u>FY 2025 Budget</u>	<u>January 2025 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Revenue					
Non Department Specific	000				
SB 1 Funds	47777	40,800.00	3,734.88	25,221.19	61.81%
Total Non Department Specific		40,800.00	3,734.88	25,221.19	61.82%
Total Revenue		<u>40,800.00</u>	<u>3,734.88</u>	<u>25,221.19</u>	<u>61.82%</u>
Expense					
Saucito/Work Gutter & Curb	537				
Curb and Gutter Repair	66327	40,000.00	0.00	0.00	0.00%
Total Saucito/Work Gutter & Curb		40,000.00	0.00	0.00	0.00%
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 Expense		<u>190,000.00</u>	<u>0.00</u>	<u>85,000.00</u>	<u>44.74%</u>
Excess(Deficit) of Revenue Over Expenditures		(149,200.00)	3,734.88	(59,778.81)	

City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail

212 - Measure X Fund
 From 1/1/2025 Through 1/31/2025

		<u>FY 2025 Budget</u>	<u>January 2025 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Revenue					
Non Department Specific	000				
Measure X	47775	94,400.00	0.00	25,325.46	26.82%
Total Non Department Specific		94,400.00	0.00	25,325.46	26.83%
Total Revenue		<u>94,400.00</u>	<u>0.00</u>	<u>25,325.46</u>	<u>26.83%</u>
Expense					
Debt Service - Measure X	610				
Principal - Measure X Loan	65103	80,400.00	0.00	19,835.85	24.67%
Interest - Measure X	65203	14,000.00	0.00	5,489.61	39.21%
Total Debt Service - Measure X		94,400.00	0.00	25,325.46	26.83%
Total Expense		<u>94,400.00</u>	<u>0.00</u>	<u>25,325.46</u>	<u>26.83%</u>
Other Financing Sources and Uses					
Rosita Emergency Repairs	539				
Transfers Out to Grants	81004	(74,100.00)	0.00	0.00	0.00%
Total Rosita Emergency Repairs		(74,100.00)	0.00	0.00	0.00%
Total Other Financing Sources and Uses		<u>(74,100.00)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Excess(Deficit) of Revenue Over Expenditures		(74,100.00)	0.00	0.00	0.00%

City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail

221 - FORA Habitat Management Fund

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

		<u>FY 2025 Budget</u>	<u>January 2025 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Expense					
Planning & Building Regulation	160				
Contract Services - Habitat Management Plan	63646	16,884.00	383.00	383.00	2.26%
Total Planning & Building Regulation		<u>16,884.00</u>	<u>383.00</u>	<u>383.00</u>	<u>2.27%</u>
Total Expense		<u>16,884.00</u>	<u>383.00</u>	<u>383.00</u>	<u>2.27%</u>
Excess(Deficit) of Revenue Over Expenditures		(16,884.00)	(383.00)	(383.00)	

City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail

222 - FORA Land Development
 From 1/1/2025 Through 1/31/2025

		<u>FY 2025 Budget</u>	<u>January 2025 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Revenue					
Non Department Specific	000				
DDA Developer Deposit	47911	<u>0.00</u>	<u>0.00</u>	<u>75,000.00</u>	<u>0.00%</u>
Total Non Department Specific		<u>0.00</u>	<u>0.00</u>	<u>75,000.00</u>	<u>0.00%</u>
Total Revenue		<u>0.00</u>	<u>0.00</u>	<u>75,000.00</u>	<u>0.00%</u>
Excess(Deficit) of Revenue Over Expenditures		0.00	0.00	75,000.00	0.00%

**City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail**

223 - ARPA Fund
From 1/1/2025 Through 1/31/2025

		<u>FY 2025 Budget</u>	<u>January 2025 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Expense					
City Hall Parking Lot Imp	527				
Parking Lot Improvements & Repairs	66425	50,000.00	0.00	0.00	0.00%
Total City Hall Parking Lot Imp		<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Expense		<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Other Financing Sources and Uses					
Non Department Specific	000				
Transfers Out to GF	81005	(167,446.00)	0.00	(167,446.25)	100.00%
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>
Excess(Deficit) of Revenue Over Expenditures		(217,446.00)	0.00	(167,446.25)	

City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail
 231 - BSCC-Officer Wellness & Mental Health Grant
 From 1/1/2025 Through 1/31/2025

		<u>FY 2025 Budget</u>	<u>January 2025 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Expense					
Police	210				
Law Enforcement Wellness App	64314	2,000.00	0.00	1,999.00	99.95%
Total Police		<u>2,000.00</u>	<u>0.00</u>	<u>1,999.00</u>	<u>99.95%</u>
Total Expense		<u>2,000.00</u>	<u>0.00</u>	<u>1,999.00</u>	<u>99.95%</u>
Excess(Deficit) of Revenue Over Expenditures		(2,000.00)	0.00	(1,999.00)	

City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail

236 - Drug Enforcement Administration (DEA)

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

		<u>FY 2025 Budget</u>	<u>January 2025 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Revenue					
Police	210				
DEA Reimbursements	47782	<u>44,000.00</u>	<u>0.00</u>	<u>21,536.39</u>	<u>48.94%</u>
Total Police		<u>44,000.00</u>	<u>0.00</u>	<u>21,536.39</u>	<u>48.95%</u>
Total Revenue		<u>44,000.00</u>	<u>0.00</u>	<u>21,536.39</u>	<u>48.95%</u>
Expense					
Police	210				
Overtime-DEA	61111	<u>44,000.00</u>	<u>0.00</u>	<u>4,674.46</u>	<u>10.62%</u>
Total Police		<u>44,000.00</u>	<u>0.00</u>	<u>4,674.46</u>	<u>10.62%</u>
Total Expense		<u>44,000.00</u>	<u>0.00</u>	<u>4,674.46</u>	<u>10.62%</u>
Excess(Deficit) of Revenue Over Expenditures		0.00	0.00	16,861.93	

City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail

242 - REAP Grant
 From 1/1/2025 Through 1/31/2025

		<u>FY 2025 Budget</u>	<u>January 2025 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Revenue					
Planning & Building Regulation	160				
AMBAG REAP Grant	47241	42,500.00	0.00	44,045.00	103.63%
Total Planning & Building Regulation		42,500.00	0.00	44,045.00	103.64%
Total Revenue		<u>42,500.00</u>	<u>0.00</u>	<u>44,045.00</u>	<u>103.64%</u>
Expense					
Planning & Building Regulation	160				
Planning Services	63640	42,500.00	0.00	19,017.00	44.74%
Total Planning & Building Regulation		42,500.00	0.00	19,017.00	44.75%
Total Expense		<u>42,500.00</u>	<u>0.00</u>	<u>19,017.00</u>	<u>44.75%</u>
Excess(Deficit) of Revenue Over Expenditures		0.00	0.00	25,028.00	

City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail

251 - Cal Fire Grant
 From 1/1/2025 Through 1/31/2025

		<u>FY 2025 Budget</u>	<u>January 2025 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Revenue					
Parks/Recreation	411				
Cal Fire Grant	47768	<u>297,300.00</u>	<u>0.00</u>	<u>20,631.90</u>	<u>6.93%</u>
Total Parks/Recreation		<u>297,300.00</u>	<u>0.00</u>	<u>20,631.90</u>	<u>6.94%</u>
Total Revenue		<u>297,300.00</u>	<u>0.00</u>	<u>20,631.90</u>	<u>6.94%</u>
Expense					
Parks/Recreation	411				
Tree Service	63913	<u>297,300.00</u>	<u>212,300.00</u>	<u>297,300.00</u>	<u>100.00%</u>
Total Parks/Recreation		<u>297,300.00</u>	<u>212,300.00</u>	<u>297,300.00</u>	<u>100.00%</u>
Total Expense		<u>297,300.00</u>	<u>212,300.00</u>	<u>297,300.00</u>	<u>100.00%</u>
Excess(Deficit) of Revenue Over Expenditures		0.00	(212,300.00)	(276,668.10)	

City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail

260 - CDBG Fund
 From 1/1/2025 Through 1/31/2025

		<u>FY 2025 Budget</u>	<u>January 2025 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Revenue					
Parks/Recreation	411				
CDBG Grant	47765	<u>90,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Parks/Recreation		<u>90,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Revenue		<u>90,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Expense					
Parks/Recreation	411				
Park Improvements	66420	<u>90,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Parks/Recreation		<u>90,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Expense		<u>90,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Excess(Deficit) of Revenue Over Expenditures		0.00	0.00	0.00	

**City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail**

301 - Capital Projects
From 1/1/2025 Through 1/31/2025

		<u>FY 2025 Budget</u>	<u>January 2025 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Expense					
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	9,738.00	48.69%
Total City Hall Facility Repairs & Upgrades		20,000.00	0.00	9,738.00	48.69%
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%
Total Expense		80,000.00	0.00	9,738.00	12.17%
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	9,738.00	48.69%
Total City Hall Facility Repairs & Upgrades		20,000.00	0.00	9,738.00	48.69%
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	0.00	9,738.00	12.17%
Excess(Deficit) of Revenue Over Expenditures		0.00	0.00	0.00	0.00%

City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail

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

		<u>FY 2025 Budget</u>	<u>January 2025 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
Expense					
SBR Contract-Engineering & Others	518				
Contract Services - Engineering	63611	<u>300,000.00</u>	<u>0.00</u>	<u>40,137.50</u>	<u>13.37%</u>
Total SBR Contract-Engineering & Others		<u>300,000.00</u>	<u>0.00</u>	<u>40,137.50</u>	<u>13.38%</u>
Total Expense		<u>300,000.00</u>	<u>0.00</u>	<u>40,137.50</u>	<u>13.38%</u>
Excess(Deficit) of Revenue Over Expenditures		(300,000.00)	0.00	(40,137.50)	

City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail

331 - FHA Grant Fund
 From 1/1/2025 Through 1/31/2025

		<u>FY 2025 Budget</u>	<u>January 2025 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
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%
Expense					
Rosita Emergency Repairs	539				
Contract Services - Engineering	63611	90,371.20	7,872.00	21,613.51	23.91%
Road Construction	66411	494,000.00	0.00	0.00	0.00%
Total Rosita Emergency Repairs		584,371.20	7,872.00	21,613.51	3.70%
Total Expense		584,371.20	7,872.00	21,613.51	3.70%
Other Financing Sources and Uses					
Rosita Emergency Repairs	539				
Transfers In from Measure X	82004	74,100.00	0.00	0.00	0.00%
Total Rosita Emergency Repairs		74,100.00	0.00	0.00	0.00%
Total Other Financing Sources and Uses		74,100.00	0.00	0.00	0.00%
Excess(Deficit) of Revenue Over Expenditures		33,128.80	(7,872.00)	(21,613.51)	

City of Del Rey Oaks
Statement of Revenues and Expenditures-YTD Budget v. Actual Detail

332 - FEMA & OES
 From 1/1/2025 Through 1/31/2025

		<u>FY 2025 - Revised</u>	<u>January 2025 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>Percent Collected/Used</u>
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		<u>72,773.00</u>	<u>0.00</u>	<u>72,771.33</u>	<u>100.00%</u>
Total Revenue		<u>72,773.00</u>	<u>0.00</u>	<u>72,771.33</u>	<u>100.00%</u>
Expense					
City Hall Facility Repairs & Upgrades	541				
Repairs and Improvements	66322	72,772.00	7,490.00	7,490.00	10.29%
Total City Hall Facility Repairs & Upgrades		<u>72,772.00</u>	<u>7,490.00</u>	<u>7,490.00</u>	<u>10.29%</u>
Total Expense		<u>72,772.00</u>	<u>7,490.00</u>	<u>7,490.00</u>	<u>10.29%</u>
Excess(Deficit) of Revenue Over Expenditures		1.00	(7,490.00)	65,281.33	



FIRE DEPARTMENT

1635 Broadway Avenue
Seaside, CA 93955

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

January 3, 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 response to Del Rey Oaks for the period of December 1, 2024 through December 31, 2024.

The Seaside Fire Department responded to the following incidents in the month of December:

Incident #

241206-SEA02976	241215-SEA03102	241219-SEA03150	241227-SEA03235
241206-SEA02978	241215-SEA03112	241219-SEA03151	241227-SEA03235
241206-SEA02979	241216-SEA03122	241221-SEA03174	241230-SEA03264
241210-SEA03011	241218-SEA03139	241226-SEA03225	
241213-SEA03041	241218-SEA03145	241227-SEA03228	

There are Eighteen (18) fire calls for the month of December. If you have any questions, please contact me.

Sincerely,

Paul Blaha
Interim 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
12/6/2024	241206-SEA02976	6:46:00 PM	6:52:00 PM	6.00	500 - Service Call	29	Mty Sns	Non-Emergent
12/6/2024	241206-SEA02978	8:10:00 PM	8:12:00 PM	2.00	300 - Rescue & EMS	29	Canyon Del Rey	Emergent
12/6/2024	241206-SEA02979	9:32:00 PM	9:40:00 PM	8.00	300 - Rescue & EMS	29	Los Encinos	Emergent Downgraded to Non-Emergent
12/10/2024	241210-SEA03011	6:15:00 PM	6:24:00 PM	9.00	500 - Service Call	29	PORTOLA	Non-Emergent
12/13/2024	241213-SEA03041	3:11:00 PM	3:16:00 PM	5.00	300 - Rescue & EMS	29	Rosita	Emergent
12/15/2024	241215-SEA03102	12:25:00 PM	12:30:00 PM	5.00	300 - Rescue & EMS	29	Canyon Del Rey	Emergent
12/15/2024	241215-SEA03112	8:23:00 PM	8:28:00 PM	5.00	300 - Rescue & EMS	29	Canyon Del Rey	Emergent
12/16/2024	241216-SEA03122	10:22:00 AM	10:26:00 AM	4.00	300 - Rescue & EMS	29	HILLWILL	Emergent
12/18/2024	241218-SEA03139	8:33:00 AM	8:40:00 AM	7.00	300 - Rescue & EMS	29	Portola	Emergent
12/18/2024	241218-SEA03145	3:13:00 PM	3:21:00 PM	8.00	300 - Rescue & EMS	29	Serrano	Emergent
12/19/2024	241219-SEA03150	12:04:00 AM	12:10:00 AM	6.00	300 - Rescue & EMS	29	Canyon Del Rey	Emergent
12/19/2024	241219-SEA03151	5:27:00 AM	5:32:00 AM	5.00	600 - Good Intent Call	29	Mty Sns	Emergent
12/21/2024	241221-SEA03174	8:41:00 AM	8:47:00 AM	6.00	300 - Rescue & EMS	29	Quail Run	Emergent Downgraded to Non-Emergent
12/26/2024	241226-SEA03225	11:35:00 PM	11:42:00 PM	7.00	300 - Rescue & EMS	29	Work	Emergent
12/27/2024	241227-SEA03228	8:43:00 AM	8:49:00 AM	6.00	300 - Rescue & EMS	29	Los Encinos	Emergent
12/27/2024	241227-SEA03235	5:33:00 PM	5:39:00 PM	6.00	300 - Rescue & EMS	29	Los Encinos	Emergent
12/27/2024	241227-SEA03235	5:33:00 PM	5:39:00 PM	6.00	300 - Rescue & EMS	29	Los Encinos	Emergent
12/30/2024	241230-SEA03264	1:20:00 PM	1:31:00 PM	11.00	500 - Service Call	29	Pheasant Ridge	Non-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



FIRE DEPARTMENT

1635 Broadway Avenue
Seaside, CA 93955

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

February 5, 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 response to Del Rey Oaks for the period of January 1, 2025 through January 31, 2025.

The Seaside Fire Department responded to the following incidents in the month of January:

Incident #

- | | | |
|-----------------|-----------------|-----------------|
| 250101-SEA00007 | 250115-SEA00144 | 250123-SEA00233 |
| 250102-SEA00012 | 250119-SEA00184 | 250127-SEA00271 |
| 250106-SEA00047 | 250119-SEA00185 | 250129-SEA00289 |
| 250109-SEA00086 | 250120-SEA00196 | 250130-SEA00296 |
| 250111-SEA00099 | 250123-SEA00228 | 250131-SEA00308 |

There are Fifteen (15) fire calls for the month of January. If you have any questions, please contact me.

Sincerely,

Paul Blaha
Interim 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
1/1/2025	250101-SEA00007	11:43:00 PM	11:51:00 PM	8.00	300 - Rescue & EMS	29	Rosita	Emergent
1/2/2025	250102-SEA00012	10:47:00 AM	10:53:00 AM	6.00	300 - Rescue & EMS	29	Los Encinos	Emergent
1/6/2025	250106-SEA00047	10:03:00 AM	10:08:00 AM	5.00	300 - Rescue & EMS	29	Canyon Del Rey	Emergent
1/9/2025	250109-SEA00086	11:31:00 PM	11:38:00 PM	7.00	600 - Good Intent Call	29	Canyon Del Rey	Canceled
1/11/2025	250111-SEA00099	1:08:00 PM	1:15:00 PM	7.00	300 - Rescue & EMS	29	Arlington	Emergent
1/15/2025	250115-SEA00144	5:54:00 AM	6:01:00 AM	7.00	300 - Rescue & EMS	29	Canyon Del Rey	Emergent
1/19/2025	250119-SEA00184	10:15:00 AM	10:20:00 AM	5.00	300 - Rescue & EMS	29	Work	Emergent
1/19/2025	250119-SEA00185	1:33:00 PM	1:39:00 PM	6.00	300 - Rescue & EMS	29	Canyon Del Rey	Emergent
1/20/2025	250120-SEA00196	4:19:00 PM	4:25:00 PM	6.00	300 - Rescue & EMS	29	Mty Sns	Emergent
1/23/2025	250123-SEA00228	11:19:00 AM	11:27:00 AM	8.00	300 - Rescue & EMS	29	Rosita	Emergent
1/23/2025	250123-SEA00233	5:17:00 PM	5:23:00 PM	6.00	600 - Good Intent Call	29	South Boundary	Emergent
1/27/2025	250127-SEA00271	12:30:00 PM	N/A	N/A	600 - Good Intent Call	29	Canyon Del Rey	Canceled
1/29/2025	250129-SEA00289	3:13:00 PM	3:17:00 PM	4.00	300 - Rescue & EMS	29	Arlington	Emergent
1/30/2025	250130-SEA00296	11:30:00 AM	11:35:00 AM	5.00	600 - Good Intent Call	29	Canyon Del Rey	Canceled
1/31/2025	250131-SEA00308	2:49:00 PM	3:00:00 PM	11.00	700 - False Alarm	29	Rosita	Emergent Downgraded to Non-Emergent

Total Calls 15

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

Dec 2024

Chris Bourquin - Chief

Case #	Date	Offense Code 1	Offense Code Description	DRO	MPAD	OJ	Residential	Commercial
24-338	12/03/2024	Information Only	Information	X			X	
24-339	12/06/2024	Information Only	Information	X			X	
24-340	12/06/2024	Information Only	Information	X			X	
24-341	12/06/2024	243(B) PC	Domestic Battery	X				X
24-342	12/07/2024	11364(A) HS	Possession of narco paraphernalia	X				X
24-343	12/09/2024	484(A) PC	Theft	X				X
24-344	12/10/2024	Information Only	Information	X				X
24-345	12/12/2024	532(A) PC	Obtain money	X			X	
24-346	12/12/2024	23152(B) VC	DUI	X			X	
24-347	12/13/2024	AOD	Outside Assist	X			X	
24-348	12/14/2024	Information Only	Information	X			X	
24-349	12/14/2024	23152(A) VC	DUI	X				X
24-350	12/15/2024	242 PC	Battery	X				X
24-351	12/16/2024	166(A)(4) PC	Contempt of court	X			X	
24-352	12/17/2024	484(A) PC	Theft		X			X
24-353	12/18/2024	Medical Emergency	Medical Emergency		X			X
24-354	12/19/2024	Medical Emergency	Medical Emergency	X				X
24-355	12/19/2024	Medical Emergency	Medical Emergency		X			X
24-356	12/20/2024	Medical Emergency	Medical Emergency	X				X
24-357	12/21/2024	Surrendered Property	Surrendered Property		X			X
24-358	12/21/2024	484(A) PC	Theft	X				X
24-359	12/22/2024	Animal Bite Report	Animal Bite	X				X
24-360	12/24/2024	AOD	Outside Assist	X			X	
24-361	12/25/2024	171.5(B) PC	Possession of Weapon		X			X
24-362	12/25/2024	666.1 PC	Petty Theft with Priors	X				X
24-363	12/26/2024	Information Only	Information	X				X
24-364	12/27/2024	ACN	Accident	X			X	
24-365	12/28/2024	DOMESTIC	Domestic Incident	X			X	
24-366	12/28/2024	5150 W&I	72 Hour Hold	X			X	
24-367	12/28/2024	666.1(A)(1) PC	Petty Theft With Priors	X				X
24-368	12/30/2024	ACN	Accident	X				X
24-369	12/30/2024	Information Only	Information		X			X
24-370	12/30/2024	Information Only	Information	X			X	
33 Cases								

Calls for Service	
Month	YTD
354	3764

Case Reports	
Month	YTD
33	370

Alarms					
Residential		Commercial		MPAD	
Mo.	YTD	Mo.	YTD	Mo.	YTD
4	12	1	64	1	49

Citations					
Moving		Parking		Warning	
Mo.	YTD	Mo.	YTD	Mo.	YTD
5	127	29	427	3	188



Group A Offense Report

Printed On: 01/05/2025

Beginning Date: 12/01/2024

Ending Date: 12/31/2024

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Item 3.

Agency: All

Offense	Reported in 2024	Reported in 2023	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	2	1	100.00%	2	100.00%	66.67%	NA
Intimidation	1	0	NA	1	100.00%	33.33%	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
Crimes Against Persons Total	3	1	200%	3	100%	23.08%	NA
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	4	1	300.00%	1	25.00%	57.14%	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	1	0.00%	1	100.00%	14.29%	NA
Counterfeiting/Forgery	0	0	NA	0	0.00%	0.00%	NA
Fraud Offense	2	2	0.00%	1	50.00%	28.57%	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	1	-100.00%	0	0.00%	0.00%	NA
Crimes Against Property Total	7	5	40%	3	42.86%	53.85%	NA
Drug/Narcotic Violations	1	0	NA	1	100.00%	33.33%	NA
Drug Equipment Violations	1	0	NA	1	100.00%	33.33%	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	1	0	NA	0	0.00%	33.33%	NA
Animal Cruelty	0	0	NA	0	0.00%	0.00%	NA
Crimes Against Society Total	3	0	NA	2	66.67%	23.08%	NA
Total Group "A" Offenses	13	6	116.67%	8	61.54%	100%	NA

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



Group A Offense Report

Printed On: 01/05/2025

Page 1 of 1

Item 3.

Beginning Date: 01/01/2024

Ending Date: 12/31/2024

Agency: All

Offense	Reported in 2024	Reported in 2023	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	1	-100.00%	0	0.00%	0.00%	NA
Sodomy	0	1	-100.00%	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	3	0.00%	3	100.00%	15.79%	NA
Simple Assault	11	5	120.00%	7	63.64%	57.89%	NA
Intimidation	4	6	-33.33%	4	100.00%	21.05%	NA
Kidnapping/Abduction	1	0	NA	0	0.00%	5.26%	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
Crimes Against Persons Total	19	16	18.75%	14	73.68%	15.97%	NA
Robbery	0	0	NA	0	0.00%	0.00%	NA
Burglary/Breaking & Entering	2	6	-66.67%	0	0.00%	2.86%	NA
Larceny/Theft Offenses	36	39	-7.69%	11	30.56%	51.43%	NA
Motor Vehicle Theft	1	1	0.00%	0	0.00%	1.43%	NA
Arson	1	0	NA	1	100.00%	1.43%	NA
Destruction Of Property	14	10	40.00%	6	42.86%	20.00%	NA
Counterfeiting/Forgery	1	2	-50.00%	0	0.00%	1.43%	NA
Fraud Offense	12	15	-20.00%	3	25.00%	17.14%	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	3	3	0.00%	2	66.67%	4.29%	NA
Crimes Against Property Total	70	76	-7.89%	23	32.86%	58.82%	NA
Drug/Narcotic Violations	13	6	116.67%	11	84.62%	43.33%	NA
Drug Equipment Violations	9	7	28.57%	9	100.00%	30.00%	NA
Gambling Offenses	0	0	NA	0	0.00%	0.00%	NA
Pornography/Obscene Material	1	2	-50.00%	0	0.00%	3.33%	NA
Prostitution	0	0	NA	0	0.00%	0.00%	NA
Weapons Law Violation	7	2	250.00%	2	28.57%	23.33%	NA
Animal Cruelty	0	1	-100.00%	0	0.00%	0.00%	NA
Crimes Against Society Total	30	18	66.67%	22	73.33%	25.21%	NA
Total Group "A" Offenses	119	110	8.18%	59	49.58%	100%	NA

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



POLICE

DEL REY OAKS

City Council Report

Jan 2025

Chris Bourquin - Chief

Case #	Date	Offense Code 1	Offense Code Description	DRO	MPAD	OJ	Residential	Commercial
25-001	01/01/2025	Medical Emergency	Medical Emergency		X			X
25-002	01/01/2025	Information Only	Informational	X				X
25-003	01/01/2025	666.1(A)(1) PC	Petty Theft with Prior	X				X
25-004	01/03/2025	459 PC	Burglary	X				X
25-005	01/07/2025	Information Only	Informational	X				X
25-006	01/07/2025	484(A) PC	Theft	X				X
25-007	01/08/2025	Information Only	Informational	X				X
25-008	01/08/2025	Information Only	Informational	X			X	
25-009	01/08/2025	602(K) PC	Trespass Arrest	X				X
25-010	01/09/2025	487(A) PC	Wells Fargo	X				X
25-011	01/09/2025	Information Only	Informational		X			X
25-012	01/09/2025	Susp Circ	Suspicious Circumstances	X			X	
25-013	01/09/2025	148(A)(1) PC	Arrest 148PC	X				X
25-014	01/10/2025	Towed Vehicle	Towed Vehicle	X			X	
25-015	01/11/2025	Medical Emergency	Medical Emergency	X			X	
25-016	01/14/2025	Information Only	Informational	X			X	
25-017	01/16/2025	Information Only	Informational	X				X
25-018	01/16/2025	12500(A) VC	Unlicensed Driver	X			X	
25-019	01/17/2025	Information Only	Informational	X			X	
25-020	01/22/2025	Civil	Civil dispute	X			X	
25-021	01/24/2025	273.5(A) PC	273.5 Arrest	X				X
25-022	01/26/2025	10851(A) VC	Taking vehicle without owner's consent/arrest	X				X
25-023	01/26/2025	Information Only	Informational	X				X
25-024	01/27/2025	Information Only	Informational	X				X
25-025	01/28/2025	Lost Property	Lost Property		X			X
25-026	01/29/2025	Death Investigation	Death Investigation	X			X	
25-027	01/29/2025	12500(A) VC	Unlicensed driver	X				X
25-028	01/30/2025	Medical Emergency	Medical Emergency	X				X
25-029	01/30/2025	12500(A) VC	Unlicensed Driver	X			X	
25-030	01/30/2025	Information Only	Informational	X			X	
30 Cases								

Calls for Service	
Month	YTD
241	241

Case Reports	
Month	YTD
30	30

Alarms					
Residential		Commercial		MPAD	
Mo.	YTD	Mo.	YTD	Mo.	YTD
0	0	1	1	5	5

Citations					
Moving		Parking		Warning	
Mo.	YTD	Mo.	YTD	Mo.	YTD
18	18	17	17	15	15



Group A Offense Report

Printed On: 02/09/2025

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Item 3.

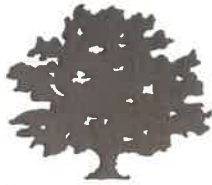
Beginning Date: 01/01/2025

Ending Date: 01/31/2025

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	1	-100.00%	0	0.00%	0.00%	NA
Simple Assault	0	0	NA	0	0.00%	0.00%	NA
Intimidation	0	3	-100.00%	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
Crimes Against Persons Total	0	4	-100%	0	0.00%	0.00%	NA
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	0	2	-100.00%	0	0.00%	0.00%	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	1	-100.00%	0	0.00%	0.00%	NA
Counterfeiting/Forgery	0	0	NA	0	0.00%	0.00%	NA
Fraud Offense	0	0	NA	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	0	0	NA	0	0.00%	0.00%	NA
Crimes Against Property Total	0	3	-100%	0	0.00%	0.00%	NA
Drug/Narcotic Violations	0	0	NA	0	0.00%	0.00%	NA
Drug Equipment Violations	0	0	NA	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	0	NA	0	0.00%	0.00%	NA
Animal Cruelty	0	0	NA	0	0.00%	0.00%	NA
Crimes Against Society Total	0	1	-100%	0	0.00%	0.00%	NA
Total Group "A" Offenses	0	8	-100%	0	0.00%	0.00%	NA

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

Item A.

Staff Report

DATE: February 25, 2025

TO: Honorable Mayor and City Council

FROM: John Guertin, City Manager

SUBJECT: Update of User Regulatory Fees

CEQA: The California Environmental Quality Act (CEQA) does not apply to activities that will not result in a direct or reasonably foreseeable indirect physical change in the environment or is otherwise not considered a project as defined by CEQA Statute §21065 and CEQA State Guidelines §15060(c)(3) and §15378. The approval of the resolution meets the above criteria and is not subject to CEQA. No additional environmental review is required.

Recommendation

Adopt resolution updating and establishing user and regulatory fees. Updated fees will be effective July 1, 2025.

Background

This item provides findings and recommendations from the recently completed user and regulatory fee study. The user and regulatory fee study, completed with support from ClearSource Financial Consulting (ClearSource), provides an up-to-date analysis of the City's current costs of providing fee-related services. This information can be used by the City Council as it considers potential updates to fees. User and regulatory fees are set at the direction of the City Council at the conclusion of a public hearing to consider adoption of any new fees or fee increases.

The services for which a city imposes a user or regulatory fee typically derive from an individual person or entity's action, request, or behavior. Therefore, except in cases where there is an overwhelming public benefit generated by a city's involvement in the individual action, a fee for service ensures that the individual bears most, if not all, of the cost incurred by the City to provide that service. When a fee targets "100% or full cost recovery," the individual is bearing the entirety of the cost. When a fee targets less than full cost recovery, another City revenue source – in most cases, the General Fund – subsidizes the individualized activity.

Industry best practice and California statute are in harmony: User and regulatory fees should be set according to the estimated reasonable cost of service and should bear a fair and reasonable relationship to the payer's burdens on, or benefits received from, the activities and/or services provided by the City.

Ongoing review and adjustment of fees provides multiple benefits, including:

- Increasing the availability of General Fund revenues to be used for services and activities available to all Del Rey Oaks residents and businesses, such as public safety services.
- Keeping pace with general cost inflation.
- Avoiding fee spikes that are more likely to occur when municipalities leave fees unchanged for a multi-year period.
- Providing fee payers, city staff, and city policymakers with a pattern of consistency that provides information for forecasting and decision-making purposes.
- Helping meet fee-payer service level expectations by collecting fees to fund the existing level of services provided.
- Encouraging generational equity among fee payers by avoiding long-term stagnation of fees followed by significant fee increases.

Fee Categories that Were Examined in this Study

This study specifically examined fee categories including, but not limited to:

- Building Fees: such as permitting of new construction or modifications to existing structures
- Planning Fees: such as entitlement review and review for compliance with the zoning code
- Land Development Engineering Fees: such as review and inspection of requests for subdivision and grading
- Encroachment Permit Fees: for work or activities conducted in the City right-of-way
- Police Fees: for specialized services provided such as vehicle releases and report delivery
- Reserved Facility Use Fees: such as reservation fees for exclusive use of City facilities by residents, non-profit groups, and non-residents.

Items Not Examined in this Study

This study specifically excluded examination of the following:

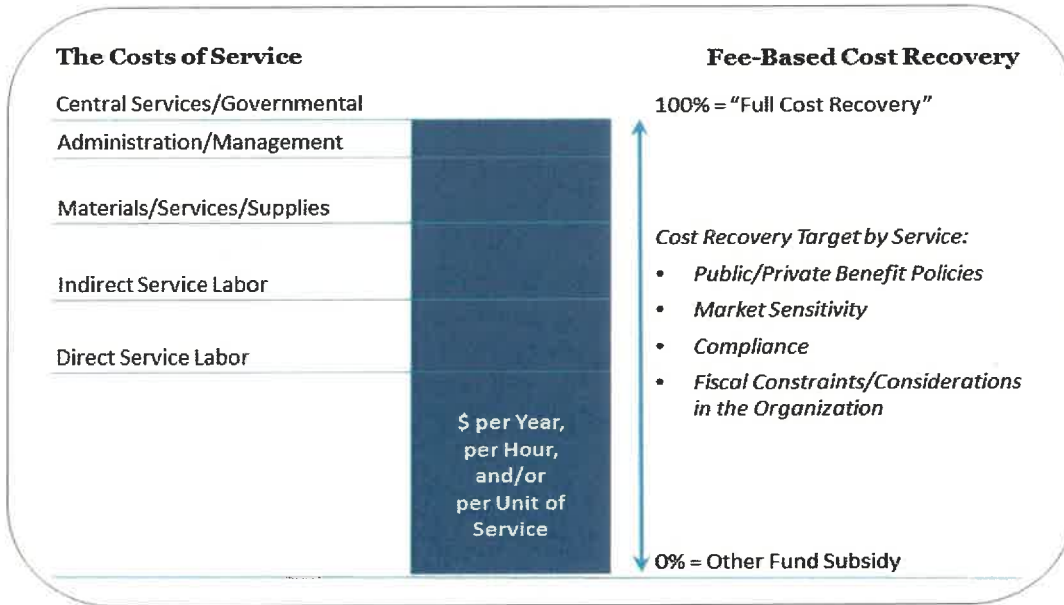
- Development Impact Fees
- Taxes
- Assessments
- Fines or Penalties
- Franchise Fees
- Utility Rates and Services Charges

These items are subject to different approval thresholds or are not subject to the same cost of service limitations as the fees examined as part of this study. Consequently, they were specifically excluded from the scope of this study.

Compliance with Law

All adjustments to fees are intended to comply with applicable federal, state, and local laws including providing confirmation that the proposed fees and charges are not a tax as defined in Article 13C of the California Constitution and that the proposed fees are no more than necessary to cover the reasonable costs of the City's activities and services addressed in the fees. Additionally, the manner in which the costs are allocated to a payor bear a fair and reasonable relationship to the payor's burdens on, or benefits received from the activities and services provided by the City.

Nearly every service for which a fee is imposed can be illustrated as follows, contrasting the components of the full cost of service, which is the maximum fee amount justified, against the local agency's goals for cost recovery:



Generally, fees for service are targeted to full cost recovery, inclusive of operating, direct, indirect, and capital costs, except in cases where the City Council cites a public interest in lower fees. The City may also be influenced by market conditions, comparing to municipalities of similar size and service profile. Based on the consultant's experience working with municipalities throughout California, most fee-paying stakeholders and city councilmembers accept high-cost recovery targets for development-related fees as long as:

- The elements of the cost of service and assumptions are clearly communicated.
- The city clearly communicates that only eligible costs are included in fees.

Summary & Discussion

Attachment 3 of this report includes the complete fee study report and cost of service analysis. Outcomes and proposals anticipated to be of particular interest to the City Council are summarized below.

Building Fees

- Building plan review, permit processing and field inspection fees have been restructured to enhance the correlation between services provided and fees collected. The proposed fee methodology scales to allow for lower fees for less complex projects and higher fees for more complex projects.
- Establish fixed, consolidated fees for the City's most common minor permits. This will allow applicants to easily estimate permit fees and allow staff to efficiently administer the fee calculation and collection process.

- Full cost recovery is targeted from proposed fees.

Planning Fees

- Due to the nature of development within California, many projects take a significant amount of resources over a multi-month and potentially multi-year timeframe, depending on project complexity and magnitude.
- Full cost recovery is targeted from most proposed fees due to the regulatory nature of the fees and the high level of direct benefit resulting from construction activities including enjoyment of property enhancements, increased property values, and the desire to avoid having other Del Rey Oaks residents and businesses subsidize an individual's private construction activities.
- Current cost recovery varies widely depending on the fee examined (10% - 90%).

Engineering and Encroachment Permit Fees

- Engineering and encroachment permit fees are collected to recover the costs associated with improvement plan review, permitting, and construction inspection along with review and inspection of work conducted within the City right-of-way.
- Full cost recovery is targeted from proposed fees.

Reserved Facility Use Fees

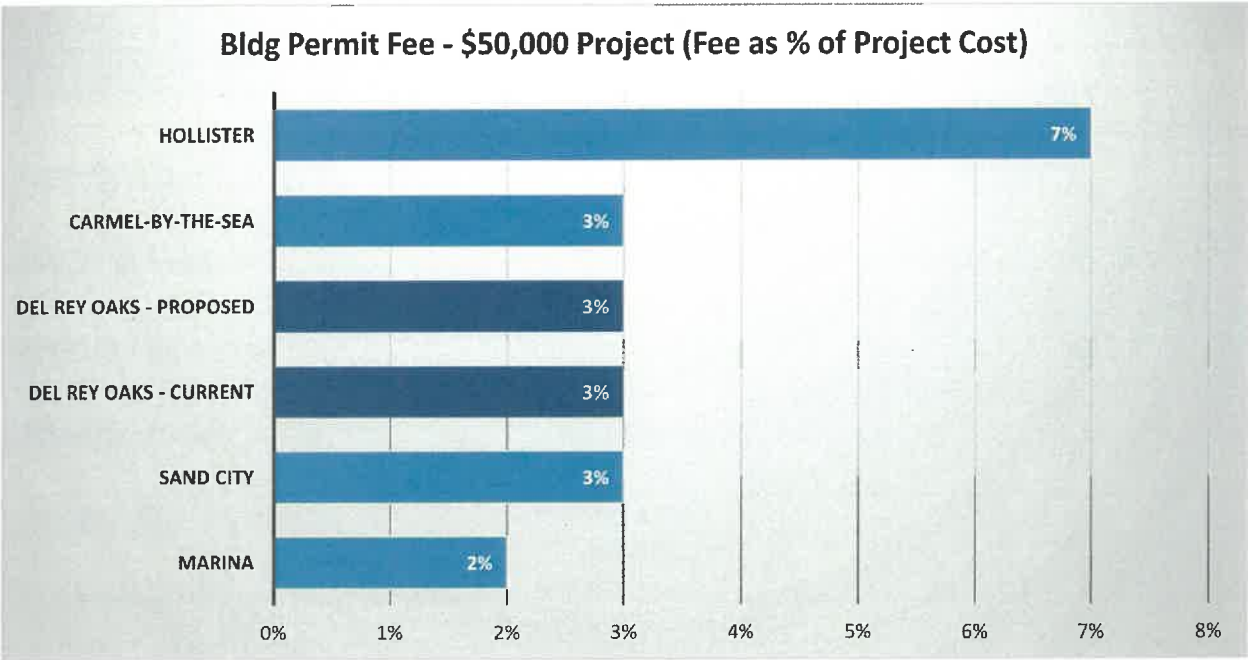
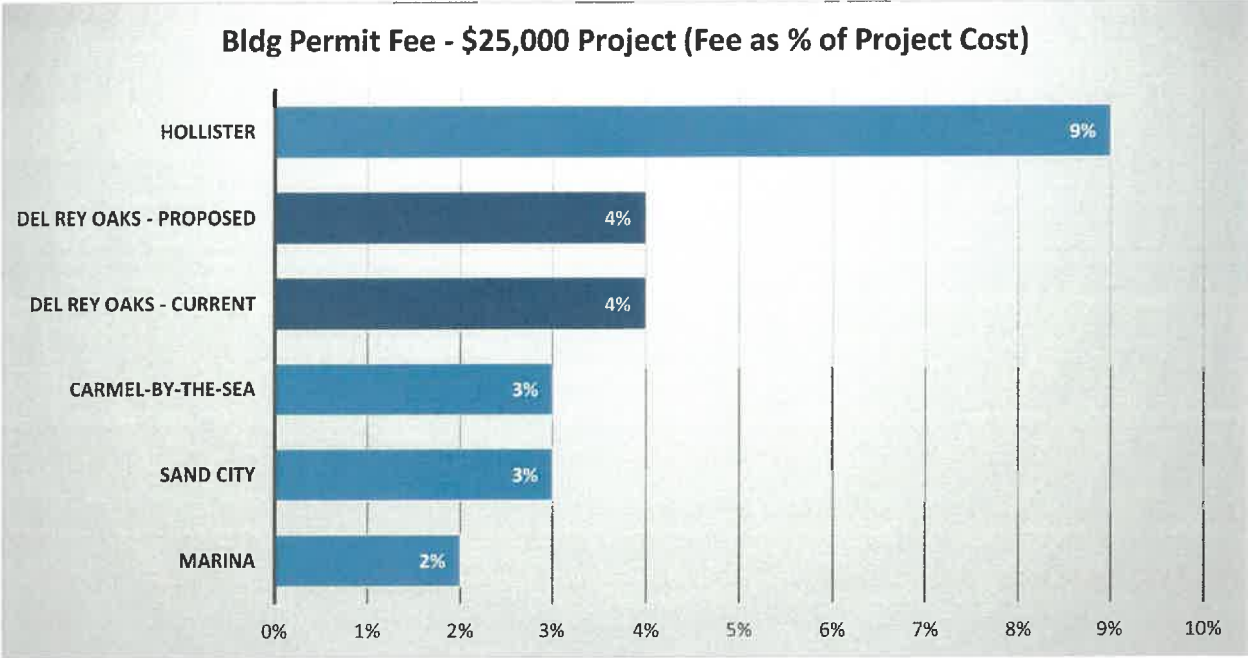
- Fees are generally proposed to be adjusted by approximately 20%. This represents an average of the change in regional cost inflation and California minimum wage since the City's most recent fee update. The proposed change results in annualized change of approximately 5% since the City's last update. If fees are left unchanged in an environment of increasing costs, the City's cost recovery levels deteriorate.

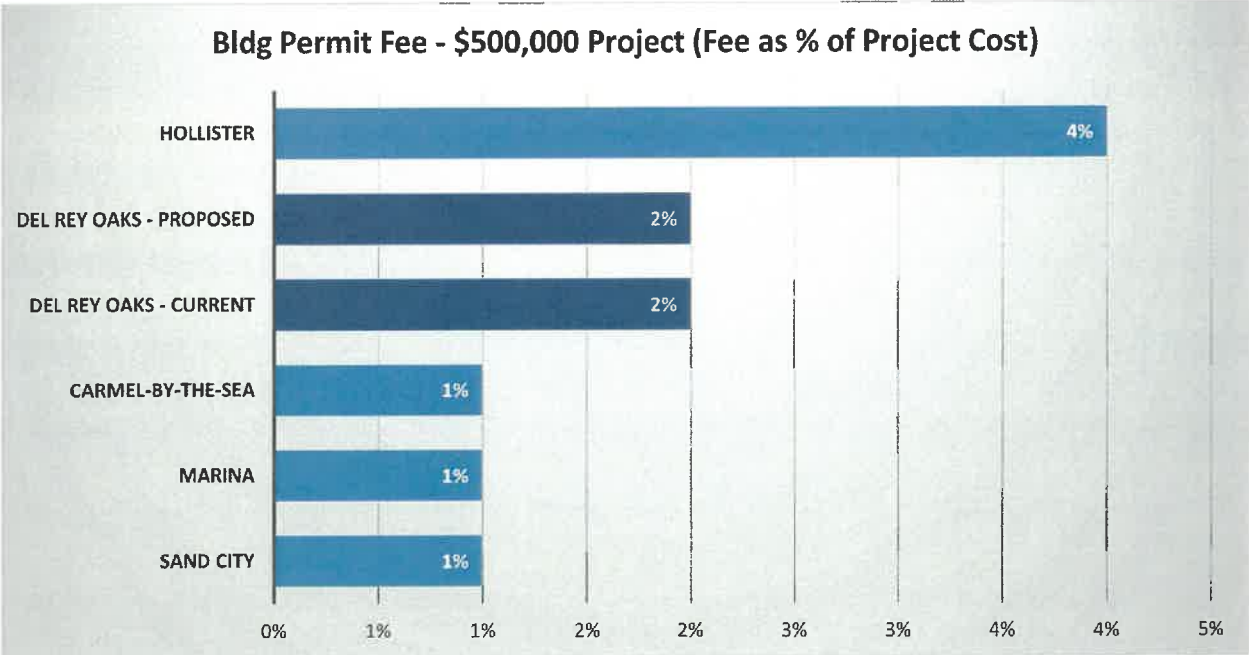
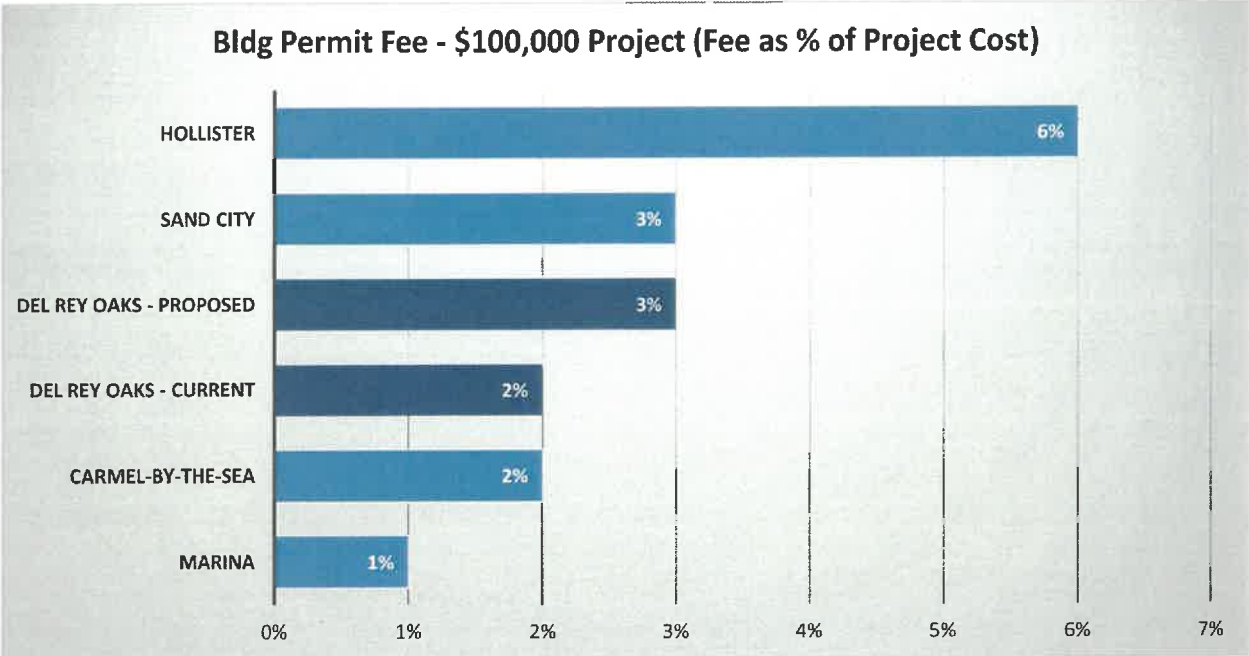
Police Fees

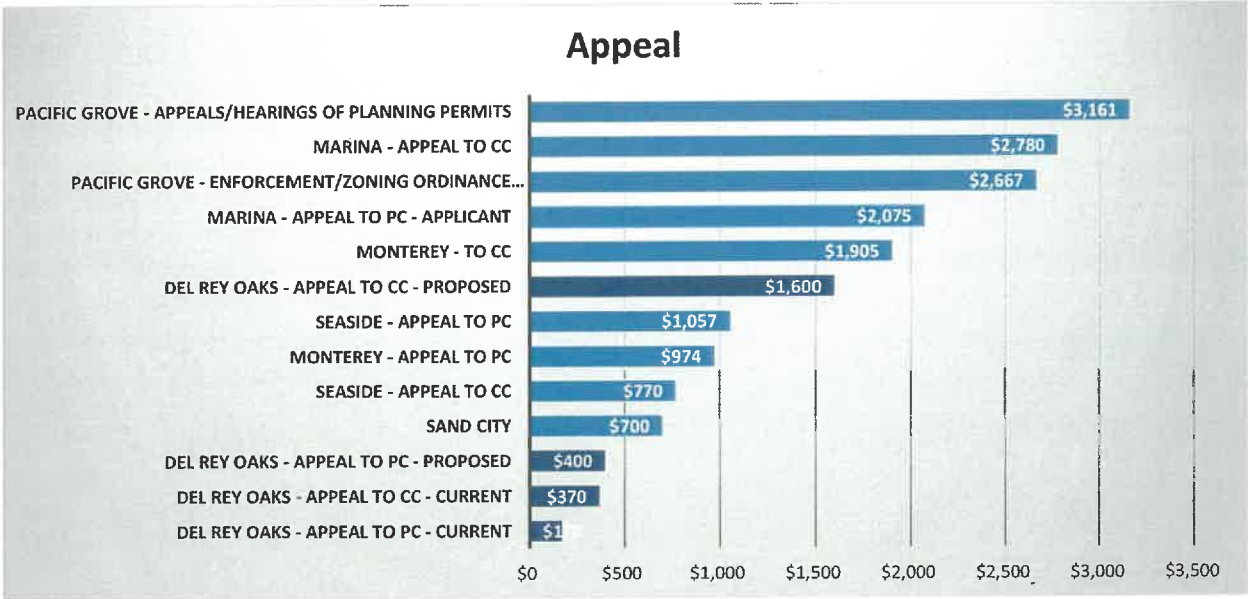
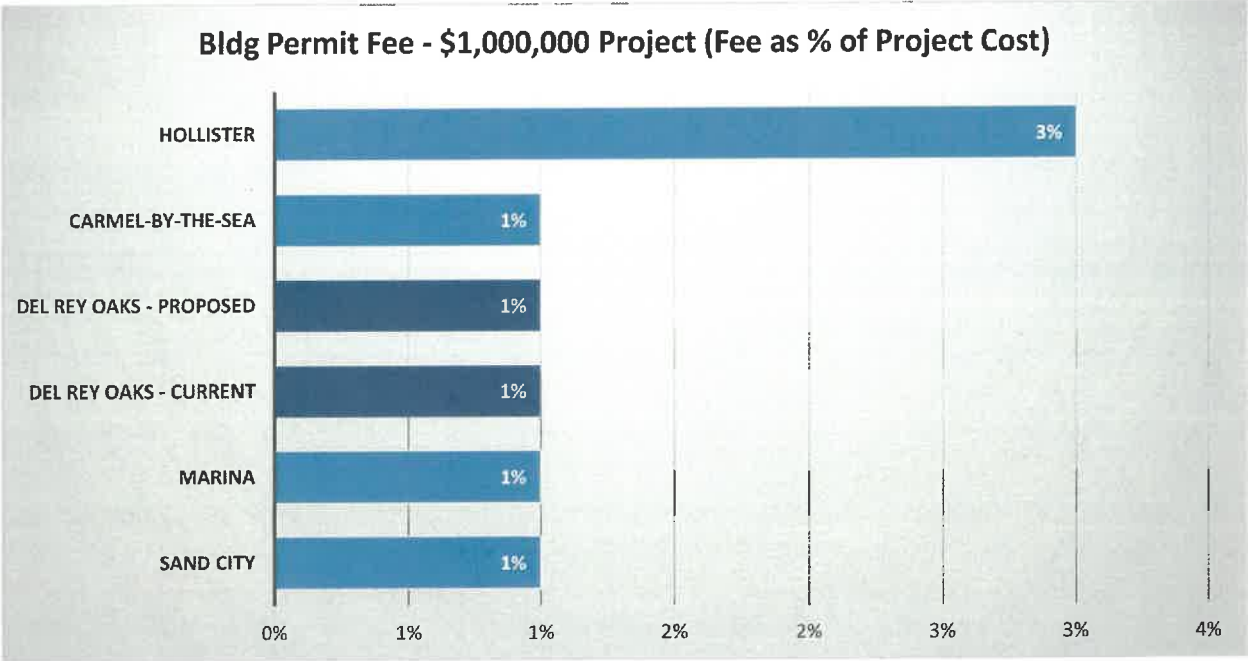
- Minor changes are proposed to Police fees. The changes are intended to align fees to the City's cost of service and/or amounts authorized by the State of California.

Fee Comparison Information

Similar fees are collected by communities throughout the region and the State. The proposed fee amounts do not exceed the City's cost of service and are in-range of amounts charged by other jurisdictions. The tables below illustrate building permit fees for a variety of scenarios ranging from simple to complex, and some common Planning Department service fees including fees for appeals, map review, sign permits, variance, and zone change. Note, amounts shown are based on consultant interpretation of other agency fee schedule. Amounts shown are intended for illustrative purposes rather than representing an exact calculation.



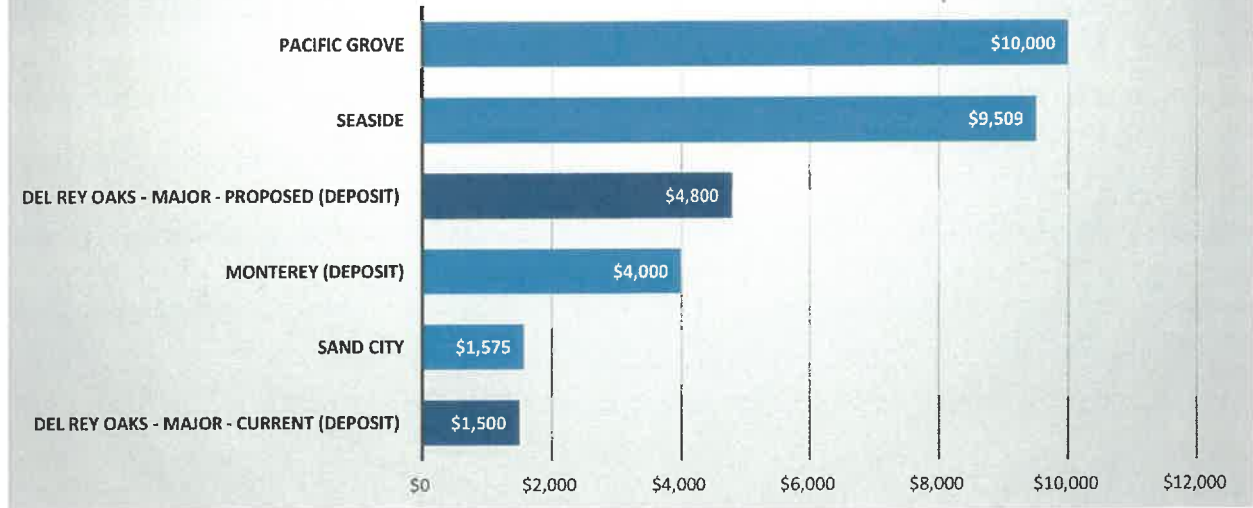


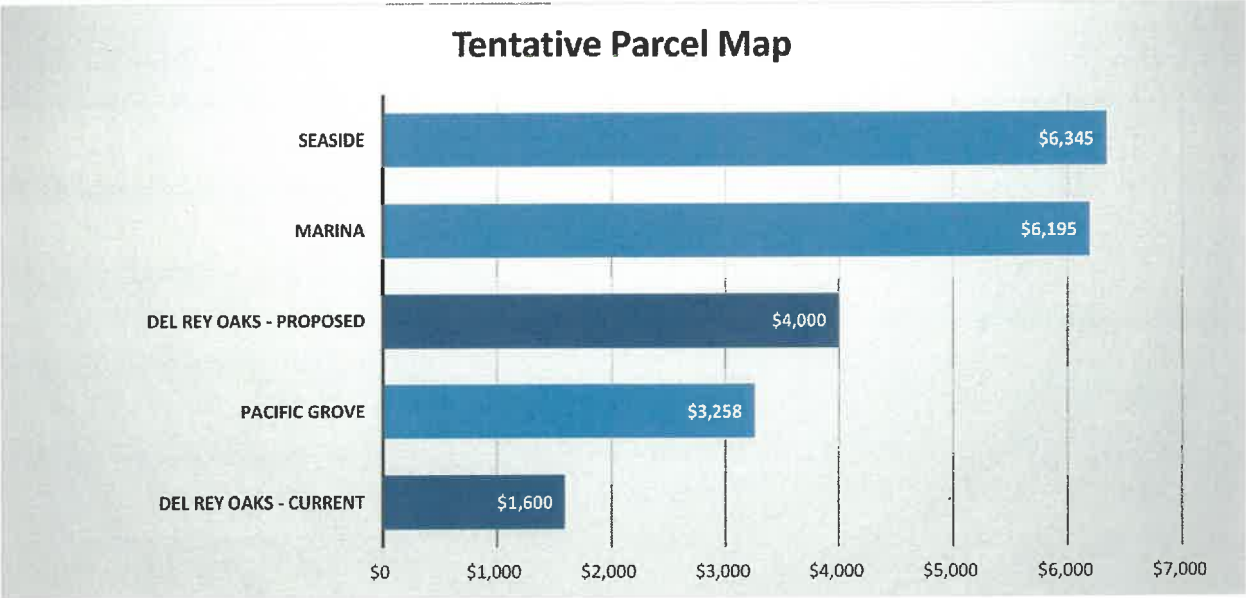


Variance



Zone Change





Fiscal Impact

Based on historical project application requests received by the City, it is anticipated that the proposed fee adjustments will result in additional revenue to the General Fund of approximately \$60,000 annually. This revenue is intended to “offset” the costs of existing services being provided by the City. Recovering these costs from service recipients will free up critical General Fund resources to be used for services and activities available to all Del Rey Oaks residents and businesses, such as public safety, public works, and parks maintenance services.

Recommended Action

Adopt resolution updating and establishing user and regulatory fees. Updated fees will be effective July 1, 2025.

ATTACHMENTS:

1. Resolution
2. Illustration of Current and Proposed Fees
3. Fee Study Report

Respectfully Submitted,

John Guertin
City Manager

RESOLUTION NO. 2025-01**A RESOLUTION OF THE CITY COUNCIL OF DEL REY OAKS UPDATING AND ESTABLISHING USER AND REGULATORY FEES**

WHEREAS, user and regulatory fees are established by the City Council; and

WHEREAS, the City recently completed a study to identify the cost of providing various user and regulatory fee-related services; and

WHEREAS, the study examined fee-related services provided by the City, the costs reasonably borne by the City in providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services; and

WHEREAS, the City Council finds that providing these services is of direct benefit to applicants both separate and apart from the benefit to the public; and therefore, in the interests of fairness to the general public, the City desires to better recover the costs of providing these services from applicants who have sought or require the City's services by revising its schedule of fees; and

WHEREAS, the City Council hereby finds that the study provides adequate evidence to conclude that the revised fees do not exceed the cost to provide the services for which the fees are charged; and

WHEREAS, the City Council desires that annually the City Manager may update the fees based on the annual percentage change in the all-urban Consumer Price Index for the San Francisco-Oakland-Hayward area (CPI); and

WHEREAS, if the CPI does not change or goes down in a given year, no change shall be made to the fee schedule that year; and

WHEREAS, in adopting this Resolution, the City Council is taking action only on those fees for the services, programs or products set forth in Exhibit "A" which have been modified from prior resolutions of the City Council. The remaining fees that have not been modified from prior resolutions shall remain in full force and effect.

NOW, THEREFORE, be it resolved that the City Council of the City of Del Rey Oaks finds that the foregoing recitals and findings are true and correct and are incorporated herein by reference.

BE IT FURTHER RESOLVED that the City Council of the City of Del Rey Oaks hereby adopts the fees, charges, and rates as set forth in attached Exhibit "A" and incorporated by this reference.

BE IT FURTHER RESOLVED that any new or adjusted fees adopted by this Resolution shall go into effect July 1, 2025.

PASSED AND ADOPTED as a resolution of the City Council of the City of Del Rey Oaks at a meeting held on this 25th day of February, 2025.

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

Scott Donaldson, Mayor

ATTEST:

Karen Minami, City Clerk

Exhibit "A"



Schedule of User and Regulatory Fees
Effective July 1, 2025

City of Del Rey Oaks Schedule of User and Regulatory Fees

Note: This Fee Schedule does not include all fees, rates, or charges that may be imposed by the City of Del Rey Oaks. Examples of excluded items include, but are not limited to, development impact fees, utility rates, and punitive fines and penalties. Certain items listed in this schedule are shown for reference purposes only, and are not considered as part of the Public Hearing process for setting user and regulatory fees.

Fee Type	Page
BUILDING FEES	1
PLANNING FEES	6
ENGINEERING AND ENCROACHMENT PERMIT FEES	9
POLICE FEES	10
RESERVED FACILITY USE FEES	11
CLERK / ADMINISTRATIVE FEES	12
ANIMAL REGULATION FEES	13

City of Del Rey Oaks

BUILDING FEES

A. Fees for Commonly Requested and Minor Miscellaneous Building Permit Types. Fees shown in this section (Section A.) include all applicable inspection, and plan review fees. Additional permit processing fees apply. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), Technology Enhancement Fees, and Fees Collected on Behalf of Other Agencies.

Fee Description	Fee	Note	Y'rly CPI
1 HVAC Change-Out - Residential	\$170		Y
2 Water Heater Change-Out - Residential	\$128		Y
3 Residential Re-Roof (without calculation)	\$255		Y
4 Siding - Residential	\$255		Y
5 Service Panel Upgrade - Residential	\$255		Y
6 Battery Backup Storage - Residential	\$170		Y
7 Electric Vehicle Charger - Residential	\$170		Y
8 Generator - Residential	\$170		Y
9 Residential Solar Photovoltaic System - Solar Permit			
a) 15kW or less	\$298	[a]	Y
b) Above 15kW	\$450 base fee, plus \$15 per kW for each kW above 15kW	[a]	N
10 Commercial Solar Photovoltaic System - Solar Permit			
a) 50kW or less	\$1,000	[a]	N
b) 50kW – 250kW	\$1,000 base fee, plus \$7 per kW for each kW above 50kW up to 250kW	[a]	Y
c) Above 250kW	\$2,400 base fee, plus \$5 per kW for each kW above 250 kW	[a]	Y
11 Ground-Mount Solar	\$340		Y
12 Swimming Pool/Spa Equipment Change-out Only	\$170		Y
13 Swimming Pool Replaster	\$255		Y
14 Residential Voluntary Seismic Retrofit	\$255		Y
15 Retaining Wall / CMU Wall			
a) Wall Under 4' in height	\$340		Y
b) Wall Over 4' in height			
i) Up to 100 LF	\$680		Y
ii) Each Additional 100 LF	\$43		Y
16 Window / Sliding Glass Door - Retrofit / Repair			
a) Up to 5	\$170		Y
b) Over 5	See Permit Fee Table		N
17 Fences Requiring a Building Permit	\$170		Y

[a] Total fees shall not exceed amounts outlined in California Government Code 66015(a)(1).

City of Del Rey Oaks

BUILDING FEES

Determination of Valuation for Fee-Setting Purposes

• Building Valuation shall be based on the higher of 1) the applicant’s estimated valuation or 2) the most current Building Valuation as printed and published by the International Code Council and adjusted using the most current City Cost Index printed and published by R. S. Means Building Construction Cost Data. CRC, R108.3 Building permit valuations. Building permit valuation shall include total value of the work for which a permit is being issued, such as electrical, gas, mechanical, plumbing equipment, and other permanent systems, including materials and labor. The final building permit valuation shall be set at an amount that allows the City to recover its costs of applicant plan check, permit and inspection activities.

Note: For construction projects with permit fees calculated using Section B, additional fees apply for permit issuance. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), Technology Enhancement Fees, and Fees Collected on Behalf of Other Agencies (e.g. State of California). Additional fees apply for plan review, when applicable.

B. Permit Fee for New Buildings, Additions, Tenant Improvements, Residential Remodels, and Mechanical, Electrical, and/or Plumbing Permits Not Identified Elsewhere in This Fee Schedule

Valuation	Permit Fee	Y'rly CPI
\$1 to \$2,000	\$170.00	Y
\$2,001 to \$25,000	\$170.00 for the first \$2,000 plus \$36.96 for each add'l \$1,000 or fraction thereof, to and including \$25,000	Y
\$25,001 to \$50,000	\$1,020.00 for the first \$25,000 plus \$27.20 for each add'l \$1,000 or fraction thereof, to and including \$50,000	Y
\$50,001 to \$100,000	\$1,700.00 for the first \$50,000 plus \$20.40 for each add'l \$1,000 or fraction thereof, to and including \$100,000	Y
\$100,001 to \$500,000	\$2,720.00 for the first \$100,000 plus \$13.60 for each add'l \$1,000 or fraction thereof, to and including \$500,000	Y
\$500,001 to \$1,000,000	\$8,160.00 for the first \$500,000 plus \$10.88 for each add'l \$1,000 or fraction thereof, to and including \$1,000,000	Y
\$1,000,001 and up	\$13,600.00 for the first \$1,000,000 plus \$7.07 for each additional \$1,000 or fraction thereof over \$1,000,000	Y

For permits for new construction, additions, tenant improvements or residential remodels requiring plumbing, electric, or mechanical review, the following percentages shall be added to the base permit fee

Plumbing inspection fees = Base permit fee x .10	N
Electrical inspection fees = Base permit fee x .10	N
Mechanical inspection fees = Base permit fee x .10	N

City of Del Rey Oaks

BUILDING FEES

C. Building Plan Review Fees

Activity Description	Fee	Note	Y'rly CPI
1 Building Plan Check Fees - Building			
a) Plan Review Fee, if applicable	75%	[a]	N
b) Expedited Plan Check - At Application Submittal (when applicable)	1.5x standard plan check fee		N
c) Revision Application Fee (per hour) (1-hour minimum)	\$170		Y
d) Tract Home / Master Plan Construction (Production Units)	20% of standard plan check fee	[b]	N
e) Alternate Materials and Materials Review (per hour)	\$170		Y
f) Excess Plan Review Fee (4th and subsequent) (per hour)	\$170		Y
g) Revisions (per hour)	\$170		Y
2 Building Plan Check Fees - Planning (Fees Only Applied to Projects Requiring Review)			
a) Zoning Clearance Verification	\$100		Y
b) Planning Plan Check			
i) Alterations/Additions - Residential	\$250		Y
ii) New Construction - Single Family Residential	\$450		Y
iii) New Construction - 2-4 Residential Units	\$850		Y
iv) New Construction - 5+ Residential Units	\$2,200		Y
v) New Construction - Non-Residential	\$850		Y
vi) Alterations/Additions - Non-Residential	\$450		Y
3 Building Plan Check Fees - Public Works Engineering (Fees Only Applied to Projects Requiring Review)			
a) Swimming Pool	\$200		Y
b) Block Wall	\$100		Y
c) Fence	\$100		Y
d) Sign	\$100		Y
e) Alterations/Additions - Residential	\$150		Y
f) New Construction - Single Family Residential	\$400		Y
g) New Construction - 2-4 Residential Units	\$600		Y
h) New Construction - 5+ Residential Units	\$1,200		Y
i) New Construction - Non-Residential	\$800		Y
j) Alterations/Additions - Non-Residential	\$200		Y
k) Trash Capture, SWPPP, and NPDES Review Fees	See Eng. Fee Schedule		N
l) Permits / Plan checks not listed above	See footnote	[c]	N

Plan check fees are in addition to building permit fees.

[a] Includes up to three plan checks. The City will bill hourly for additional plan review required.

[b] For identical buildings built by the same builder on the same lot or in the same tract and for which building permits are issued at the same time.

[c] Engineer/technician to determine hours and applicable fee at time of application.

City of Del Rey Oaks

BUILDING FEES

D. Other Fees

Activity Description	Fee	Note	Y'rly CPI
1 Permit Processing Fee	\$71		Y
2 Credit Card Transaction Processing Fee	3%		N
3 General Plan Maintenance Fee (% of permit fee)	5%		N
4 Technology Fee (% of plan review and permit fee)	5%		N
5 Strong Motion Instrumentation (SMI) Fee Calculation			
a) Residential	\$0.50 or valuation x .00013		N
b) Commercial	\$0.50 or valuation x .00028		N
6 Building Standards (SB 1473) Fee Calculation (Valuation)			
a) \$1 - \$25,000	\$1		N
b) \$25,001 - \$50,000	\$2		N
c) \$50,001 - \$75,000	\$3		N
d) \$75,001 - \$100,000	\$4		N
e) Each Add'l \$25,000 or fraction thereof	Add \$1		N
7 Business License Inspection Fee	\$85		Y
8 Temporary Certificate of Occupancy (per 30 Days)	\$255		Y
9 Permit Extension	\$71		Y
10 Permit Reactivation Fee			
a) Reactivation Fee if All Inspections Have Been Performed and Approved Up to But Not Including Final Inspection	\$71		Y
b) Reactivation Fee - All Other Scenarios			
i) Permit Expired Up to One Year	50% of Original Base Building Permit Fee		N
ii) Permit Expired More than One Year	100% of Original Base Building Permit Fee		N
11 Permit Reissuance Fee	\$71		Y
12 Damaged Building Survey (Fire, Flood, Vehicle Damage, Etc.)	\$255		Y
13 Residential Property Inspections Reports - Single Family Dwelling	\$255		Y

City of Del Rey Oaks

BUILDING FEES

D. Other Fees

Activity Description	Fee	Note	Y'rly CPI
Other Fees			
14 After Hours Inspection (per hour) (4-hour minimum)	\$204		Y
15 Re-inspection Fee (2nd Time or More) (each)	\$170	[a]	Y
16 Missed Inspection Fee	\$170		Y
17 Duplicate Copy of Permit	\$28		Y
18 Duplicate Copy of Certificate of Occupancy	\$28		Y
19 Construction and Demolition Waste Management Review Fee	\$85		Y
20 Fees for Services Not Listed in this Fee Schedule (per 1/2 hour)	\$85		Y
Violation Fees			
21 Investigation Fee For Work Done Without Permit(s)	equal to permit fee - In addition to standard permit fees		N
Refunds			
22 Refunds			
a) Fees Erroneously Paid or Collected by the City	100% refund		N
b) Refund of Plan Review Fees - Prior to Plan Review Commencing	up to 80% refund		N
c) Refund of Permit Fees - Prior to Inspection Commencing	up to 80% refund		N
d) 180 Days After Payment of Fees	no refund		N

[a] Reinspection fee applies after the first re-inspection.

City of Del Rey Oaks

PLANNING FEES

Activity Description	Fee	Note	Y'rly CPI
Architectural Review Committee Review			
1 Commercial			
a) Major (New Commercial)	\$3,200		Y
b) Minor (Commercial additions, remodels, exterior tenant improvements)	\$800		Y
2 Residential			
a) (New one or two-story buildings, or second-story additions)	\$1,600		Y
b) Minor (One-story additions, exterior alterations to one-story buildings or one-story of a two-story)	\$400		Y
Architectural Review Committee Sign and Solar Review			
3 Major (Large monument signs, multiple freestanding signs, pole signs, internally illuminated signs)	\$1,200		Y
4 Minor (All signs not included above)	\$200		Y
5 Architectural Review/Solar Panels	\$200		Y
Appeal Fees			
6 Appeals of Planning Commission Decisions to City Council	\$1,600		Y
7 Appeals of Staff Decisions/Home Occupation Permits	\$400		Y
Environmental Review			
8 Environmental Impact Report	Contract Cost plus 15%		N
9 Environmental Initial Study Leading to a Negative Declaration (Excludes Fish and Game Fee and technical studies)	\$6,400		Y
10 Environmental Exemption	\$200		Y
Use Permits			
11 Master (Projects requiring environmental review and/or multiple permits) (deposit)	\$6,000		Y
12 Major (Commercial, industrial, multi-family, cannabis)	\$4,800		Y
13 Minor (Single-family residential uses)	\$1,200		Y
Cannabis			
14 Annual Cannabis Business Permit	\$5,000		Y
15 Cannabis Tax	5% of Gross Receipts		N
Short Term Rental			
16 New (One-time approval fee Whole Home or Home Share)	\$820		Y
17 Annual			
a) Whole Home	\$500		Y
b) Home Share	\$250		Y

City of Del Rey Oaks

PLANNING FEES

Activity Description	Fee	Note	Y'rly CPI
Permits			
18 Home Occupation (Business) Permit due every year	\$150		Y
19 Home Occupational Use Permit Application Fee	\$10		Y
20 Permit Extension	\$800		Y
21 Reopen Permit	\$1,200		Y
22 Special Permits (Temporary Use)	\$300		Y
23 Special Sign Permit (Temporary window/banner sign)	\$200		Y
24 Tree Removal/Significant Alteration Permit	\$100		Y
Variance Permit			
25 Master (Multiple variances for commercial, multi-family or industrial projects)	\$4,800		Y
26 Major (One variance {coverage, height, parking adjustments} for commercial, multi-family or industrial sites)	\$3,200		Y
27 Minor (One variance - residential fences, setbacks, parking, etc.)	\$1,200		Y
Zoning Permits			
28 R-1 District	\$200		Y
29 D District (Condo.)	\$200		Y
30 Hotel/motel/multi-family			
a) 1-7 units	\$1,600		Y
b) 8-36 units (per unit)	\$200		Y
c) > 36 units	Negotiated fee for cost of service		N
31 Commercial & Industrial			
a) < 15,000 sf	\$800 + \$200 K/SF		Y
b) > 15,000	Negotiated fee for cost of service		N
32 Additional meetings	\$400		Y
Reclassification or Rezoning			
33 Major text (alterations of existing sections) (deposit)	\$4,800		Y
34 Minor text (addition of new section)			
a) 1st Section	\$3,200		Y
b) Each Additional Section	\$400		Y

City of Del Rey Oaks

PLANNING FEES

Activity Description	Fee	Note	Y'rly CPI
Subdivision Map			
35 Tentative Tract Map			
a) Base Fee	\$4,800		Y
b) Per Lot	\$100		Y
36 Tentative Parcel Map	\$4,000		Y
37 Exceptions (per lot w/ exceptions)	\$800		Y
38 Additional Meetings for Minor Text Amendments (per meeting)	\$200		Y
Development Agreement			
39 Development Agreement (Deposit)	\$20,000		N
General Plan Amendment			
40 General Plan Amendment	Contract Cost plus 15%		N
Other			
40 Credit Card Transaction Processing Fee	3%		N
41 Missed Inspections or work not complete (per hour)	\$200		Y
42 Investigative fee for work without permit(s)	equal to permit fee - In addition to standard permit fees		N
43 Fee Related Services Not Otherwise Listed Above			
a) In-House Planning	\$200		Y
b) Contract Service / Specialized Review	Actual Cost + 15%		N

[a] Each deposit and/or fee listed in this schedule is based on the estimated number of hours required to perform a standard service request and the typical cost of services/materials required to perform the requested service. For service requests that are anticipated to require efforts, services, or materials, materially different than those typically required, the Department reserves the right to modify the initial deposit amount and/or use a time and materials billing methodology rather than a fixed fee for service.

[b] In addition to the fees identified in this schedule, the City will pass-through to the applicant any discrete costs incurred from the use of outside service providers or other agencies required to process the specific application (e.g., County recording fees, Department of Fish and Wildlife fees, LAFCO fees, noticing fees, specialized review service fees, etc.)

City of Del Rey Oaks

ENGINEERING AND ENCROACHMENT PERMIT FEES

Activity Description	Fee	Note	Y'rly CPI
1 Grading Permit Fee	\$200		Y
2 Encroachment Permit			
a) Residential	\$300		Y
b) Commercial	\$400 plus 3% of cost of public improvements requires plan check		N
3 Street Opening Permit			
a) Residential	\$300		Y
b) Commercial	\$400 plus 3% of cost of public improvements requires plan check		N
4 Driveway, Curb, Gutter, Sidewalk Permit	\$300		Y
5 Construction Activity Road Impact Fee	1% of the sum of the building permit's project valuation		N
6 Storm Water Review & Inspection Fee			
a) Application Fee	\$300		Y
b) Plan Review and Inspection (per hour)	\$200		Y
Final Map			
7 Final Tract Map			
a) Base Fee (plus per lot fee)	\$4,000		Y
b) Per Lot	\$100		Y
8 Final Parcel Map	\$4,000		Y
9 Lot Line Adjustment	\$3,200		Y
Other			
10 Credit Card Transaction Processing Fee	3%		N
11 Investigative fee for work without permit(s)	equal to permit fee - In addition to standard permit fees		N
12 Fee Related Services Not Otherwise Listed Above	Actual Cost + 15%		N

[a] Each deposit and/or fee listed in this schedule is based on the estimated number of hours required to perform a standard service request and the typical cost of services/materials required to perform the requested service. For service requests that are anticipated to require efforts, services, or materials, materially different than those typically required, the Department reserves the right to modify the initial deposit amount and/or use a time and materials billing methodology rather than a fixed fee for service.

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City of Del Rey Oaks

POLICE FEES

Activity Description	Fee	Charge Basis	Note
1 Police Report (e.g., accident, crime)	\$30	each	
2 Fingerprinting (hard card; livescan)	\$50	per request	[a]
3 Vehicle Repossession	\$15	each	[b]
4 Vehicle Release	\$250	each	
5 Citation Sign-Off	\$25	each	
6 VIN Verification	\$25	each	
7 DUI Accident Response	Actual Cost; Not to Exceed \$12,000	T&M	
8 Loud Party Response / Noise Disturbance Response			
a) 1st Response in 24-hour Period	No Charge	each	
b) 2nd Response in 24-hour Period	\$100	each	
c) Each Additional Response in 24-hour Period	\$150	each	
9 Police False Alarm Response			
a) 1st False Alarm Response	No Charge	each	[c]
b) 2nd False Alarm Response	\$100	each	[c]
c) 3rd False Alarm Response	\$150	each	[c]
10 Special Event Support / Requests for Special Police Services	\$130	per hour	

[a] In addition to amounts shown, additional amounts due to Department of Justice and/or other agencies will be collected.

[b] Fee set by State of California.

[c] Based on number of false alarms per calendar year.

City of Del Rey Oaks

RESERVED FACILITY USE FEES

Activity Description	Fee	Note	Y'rly CPI
Park Barbeque Reservation Fees			
1 Residents			
a) Groups of 1 to 50	\$60		Y
b) Groups of 51 to 100	\$120		Y
c) Groups of 101 to 150	\$180		Y
2 Non-Residents			
a) Groups of 1 to 50	\$120		Y
b) Groups of 51 to 100	\$180		Y
c) Groups of 101 to 150	\$240		Y
3 Bounce House Permit	\$50		N
4 Temporary Day Use Permit	\$60		Y
Old Town Hall Reservation Fees			
1 Residents			
a) First 3 hours (per hour)	\$60		Y
b) Each additional hour	\$30		Y
c) Cleaning Fee	\$25		Y
d) Use Permit	\$60		Y
e) Refundable Cleaning/Damage Deposit	\$250		Y
2 Non-Residents			
a) First 3 hours (per hour)	\$80		Y
b) Each additional hour	\$30		Y
c) Cleaning Fee	\$25		Y
d) Use Permit	\$60		Y
e) Refundable Cleaning/Damage Deposit	\$250		Y
3 Non-Profits			
a) First 3 hours (per hour)	\$50		Y
b) Each additional hour	\$20		Y
c) Cleaning Fee	\$25		Y
d) Use Permit	\$60		Y
e) Refundable Cleaning/Damage Deposit	\$250		Y

City of Del Rey Oaks

CLERK / ADMINISTRATION FEES

Activity Description	Fee	Note	Y'rly CPI
1 Business License Application Fee			
a) Business License Application Fee - New	\$56		Y
b) Business License Application Fee - Renewal	\$28		Y
2 Stop Payment / NSF Fee	\$35	[a]	N
Duplication Fees			
3 Copies (per page)	\$0.20		N
4 Duplication of Audio Tape	\$50		N
5 Duplication of DVD (Council Meeting, Etc.)	\$50		N
6 Duplication of DVD / Police Photos	\$50		N
7 Enlargement of Photographs	Actual Cost		N
8 Maps	\$5		N
Mailing Fees			
9 Council Packet Yearly Subscription	\$180		N
10 All Other Mailing	Actual Cost of Postage and Materials		N
Credit Card Transaction Processing Fee			
11 Credit Card Transaction Processing Fee	3%		N
Other			
12 Requests Requiring Special Programming or Formatting	Actual Cost		N

[a] Fee limited by State of California.

City of Del Rey Oaks

ANIMAL REGULATION FEES

Activity Description	Fee	Note	Y'rly CPI
1 County of Monterey Animal Services	See County of Monterey fee schedule		N
2 Dog Park Annual Registration Fee	Free Membership - Replacement Key \$10		N



**CITY OF
DEL REY OAKS**

USER AND REGULATORY FEE STUDY

REPORT | DECEMBER, 2024

clear  source
FINANCIAL CONSULTING

7960 B Soquel Drive, Suite 363, Aptos, California 95003
CLEARSOURCEFINANCIAL.COM

REPORTING

- 1 TRANSMITTAL
- 2 EXECUTIVE SUMMARY
- 10 PROJECT ORIENTATION
- 14 IMPLEMENTATION

APPENDIX

- I COST OF SERVICE ANALYSIS





December 2024

CITY OF DEL REY OAKS
Attn: John Guertin, City Manager
650 Canyon Del Rey Blvd.
Del Rey Oaks, CA 93940

USER AND REGULATORY FEE STUDY

Dear Mr. Guertin:

ClearSource Financial Consulting submits the following report describing the findings of our preparation of a User and Regulatory Fee Study for the City of Del Rey Oaks.

Please refer to the Executive Summary for the key findings of the analysis. The balance of the report and its appendix provides the necessary documentation to support those outcomes.

Thank you for the opportunity to serve the City on this topic. We are happy to continue discussion on this study as the need arises or consult with you on additional topics.

Sincerely,

A handwritten signature in blue ink that reads "Terry Madsen".

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EMAIL: TMADSEN@CLEARSOURCEFINANCIAL.COM

STUDY OVERVIEW

The City of Del Rey Oaks has completed a User and Regulatory Fee Study. California cities regularly conduct these studies to justify fee amounts imposed and to optimize the overall portfolio of revenues available to the municipality to fund its services.

Industry practice and fiscal conditions in the state have led most cities to link cost recovery for services of individual action, cause, or benefit to that same individual through user fee revenue, relieving the agency's general revenues as much as possible for use toward services of broader community benefit.

USER AND REGULATORY FEES

Cities derive annual revenue from a number of sources. These include, but are not limited to, property taxes, sales taxes, license fees, franchise fees, fines, rents, and user and regulatory fees. **User and regulatory fees are intended to cover all, or a portion of, the costs incurred by the City for providing fee-related services and activities that are not otherwise provided to those not paying the fee.**

California law provides guidance regarding the amounts the City may charge for fee-related services and activities. Specifically, in order to avoid being considered taxes, the **fees charged shall not exceed the estimated reasonable cost of providing the services**, activities, or materials for which fees are charged.

At its conclusion, this study proposes for City Council review and consideration at public hearing a new **Schedule of User and Regulatory Fees** for application in Fiscal Year 2024-2025 and continued update in subsequent years.

COST RECOVERY POLICY AND PRACTICE

Recovering the costs of providing fee-related services directly influences the City's fiscal health and increases the City's ability to meet the service level expectations of fee payers.

The services for which the City imposes a user or regulatory fee typically derive from an individual person or entity's action, request, or behavior. Therefore, except in cases where there is an overwhelming public benefit generated by the City's involvement in the individual action, **a fee for service ensures that the individual bears most, if not all, of the cost incurred by the City to provide that service.** When a fee targets "100% or full cost recovery," the individual is bearing the entirety of the cost. When a fee targets less than full cost recovery, another City revenue source – in most cases, the General Fund – subsidizes the individualized activity.

Generally, **fees for service are targeted to full cost recovery, inclusive of operating, direct, indirect, and capital costs, except in cases where the City Council cites a public interest in lower fees.** The City may also be influenced by market conditions, comparing to municipalities of similar size and service profile.

FINDINGS AND PROPOSED ACTION

During the course of study, information and analysis was generated and is discussed substantively throughout this report and its technical appendix. However, summarized in the following table by broad fee category and highlighted in the subsequent findings statements, are outcomes and proposals of particular interest to City leaders and policymakers.

PRIMARY OUTCOMES

▷ BUILDING FEES

- Building plan review, permit processing and field inspection fees have been restructured to enhance the correlation between services provided and fees collected. The proposed fee methodology scales to allow for lower fees for less complex projects and higher fees for more complex projects.
- Establish fixed, consolidated fees for the City's most common minor permits. This will allow applicants to easily estimate permit fees and allow staff to efficiently administer the fee calculation and collection process.
- Full cost recovery is targeted from proposed fees.

▷ PLANNING FEES

- Due to the nature of development within California, many projects take a significant amount of resources over a multi-month and potentially multi-year timeframe, depending on project complexity and magnitude.
- Full cost recovery is targeted from most proposed fees due to the regulatory nature of the fees and the high level of direct benefit resulting from construction activities including enjoyment of property enhancements, increased property values, and the desire to avoid having other Del Rey Oaks residents and businesses subsidize an individual's private construction activities.
- Current cost recovery varies widely depending on the fee examined (10% - 90%).

▷ ENGINEERING FEES

- Engineering and encroachment permit fees are collected to recover the costs associated with improvement plan review, permitting, and construction inspection along with review and inspection of work conducted within the City right-of-way.
- Full cost recovery is targeted from proposed fees.

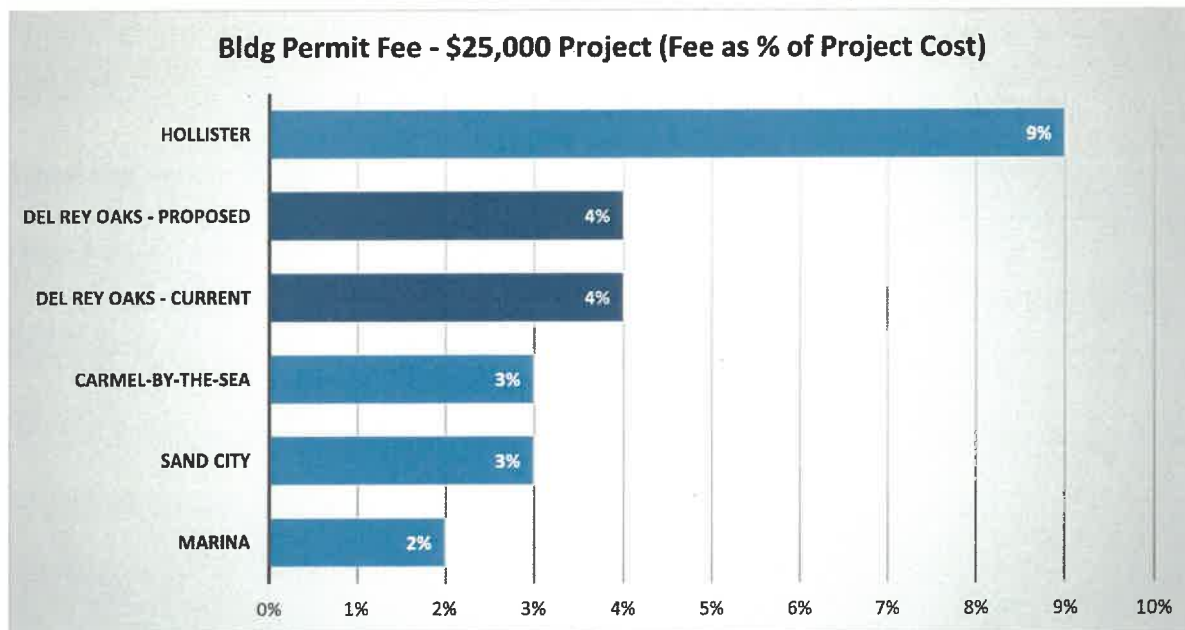
▷ RESERVED FACILITY USE FEES

- Fees are generally proposed to be adjusted by approximately 20%. This represents an average of the change in regional cost inflation and California minimum wage since the City's most recent fee update. The proposed change results in annualized change of approximately 5% since the City's last update. If fees are left unchanged in an environment of increasing costs, the City's cost recovery levels deteriorate.

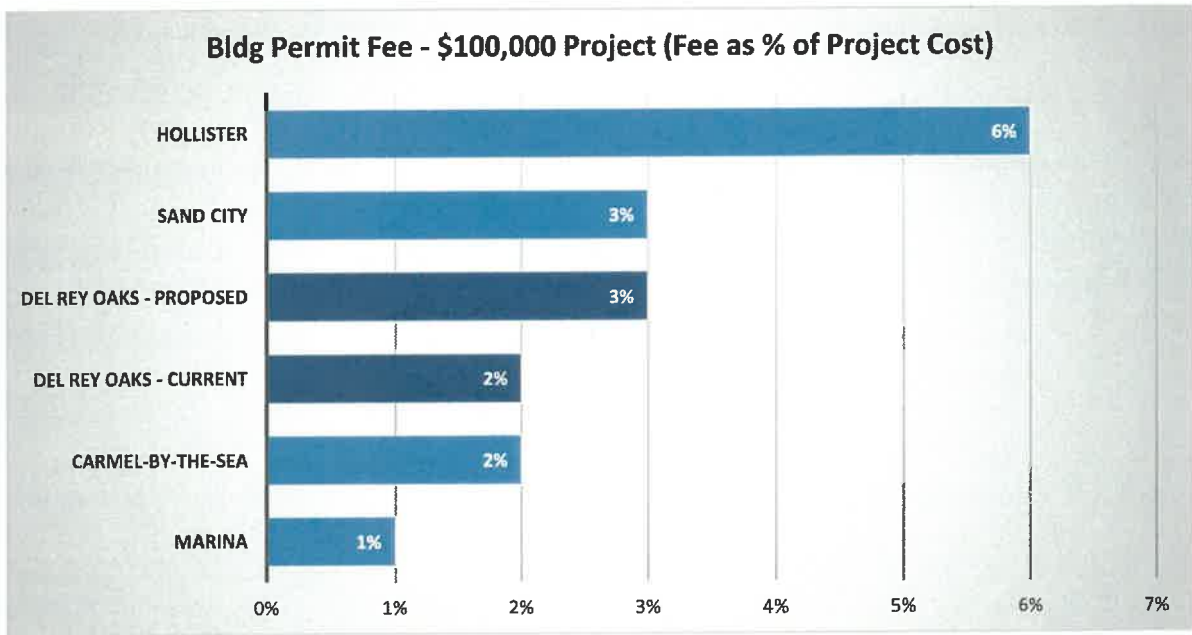
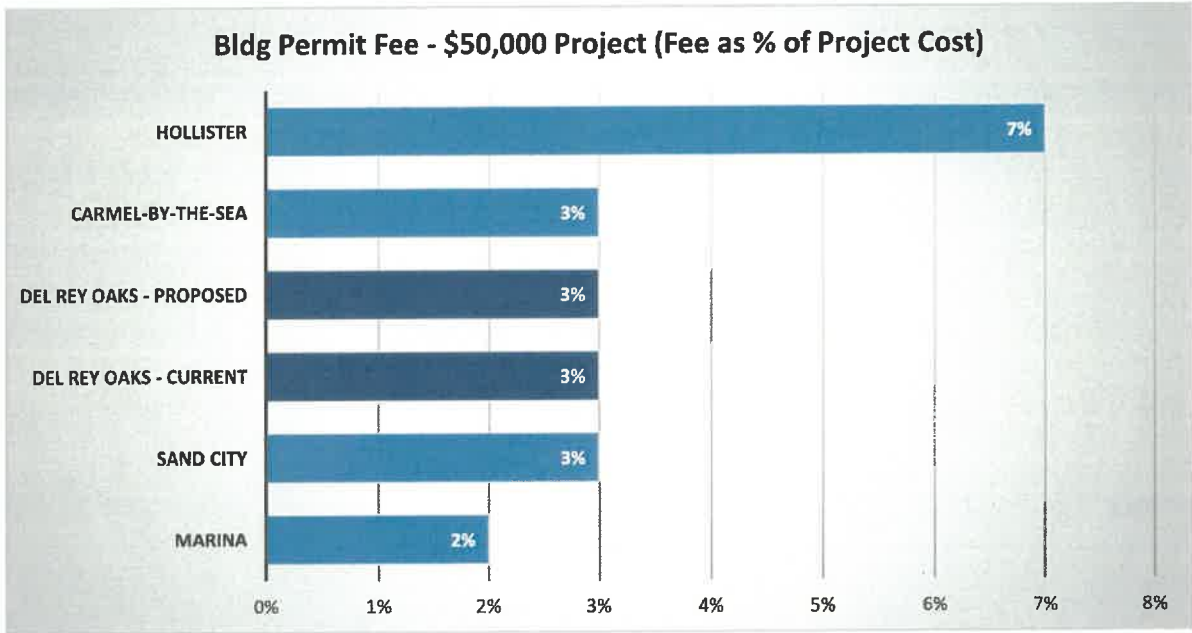
EXECUTIVE SUMMARY

REGIONAL FEE COMPARISON

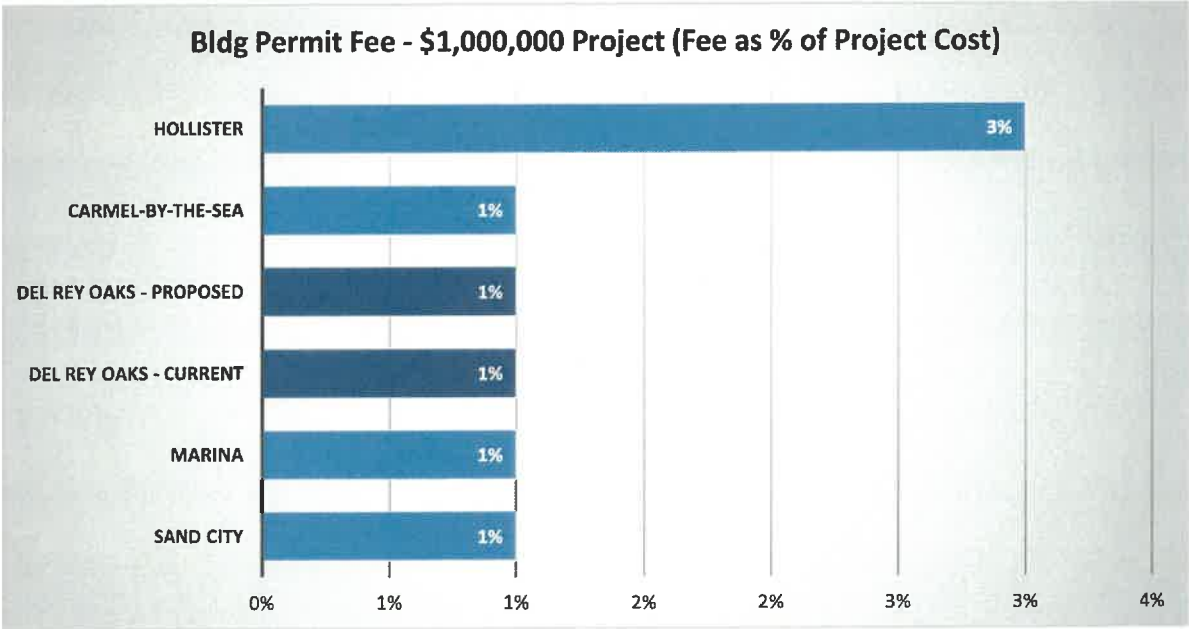
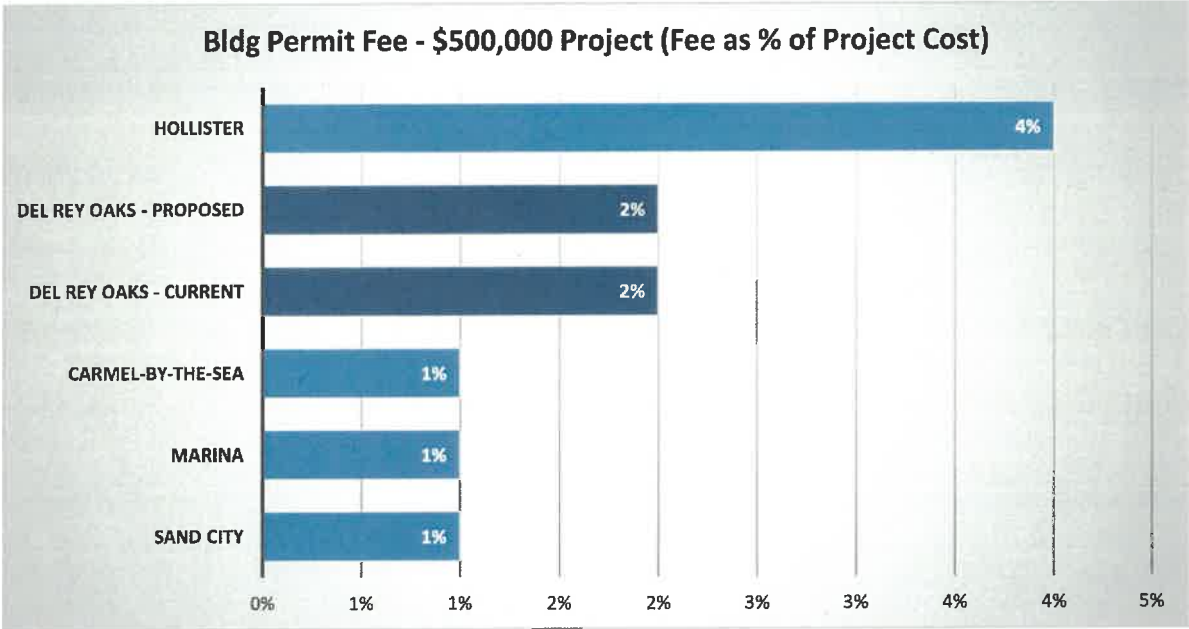
Similar fees are collected by communities throughout the region and the State. The proposed fee amounts do not exceed the City's cost of service and are in-range of amounts charged by other jurisdictions. The tables below illustrate building permit fees for a variety of scenarios ranging from simple to complex, and some common Planning Department service fees including fees for appeals, map review, zone change, sign permits, and variances. Note, amounts shown are based on consultant interpretation of other agency fee schedules. Amounts shown are intended for illustrative purposes rather than representing an exact calculation.



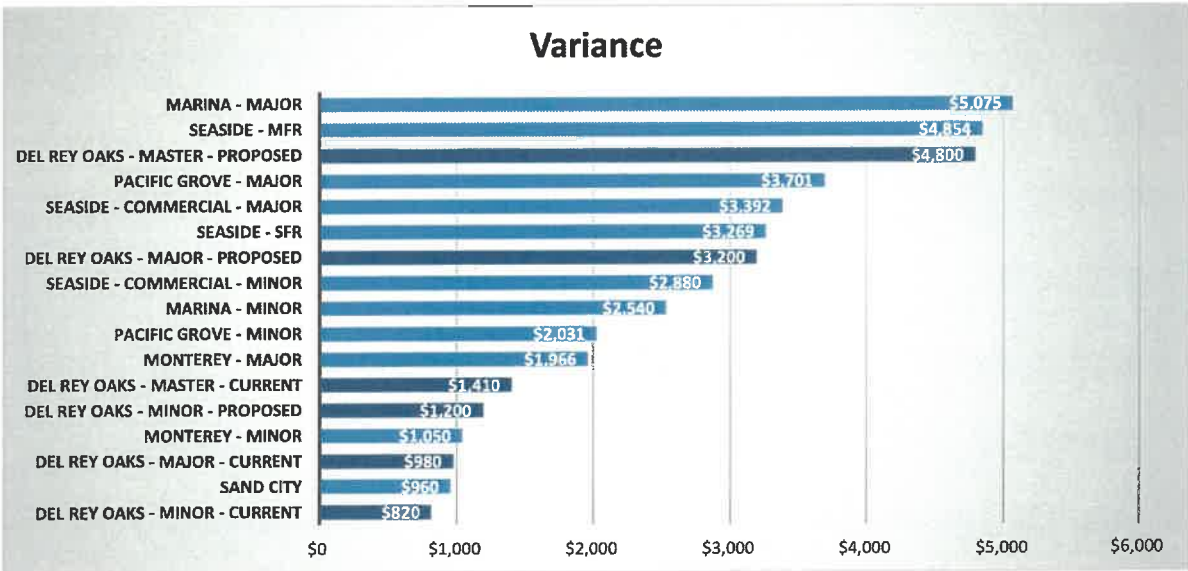
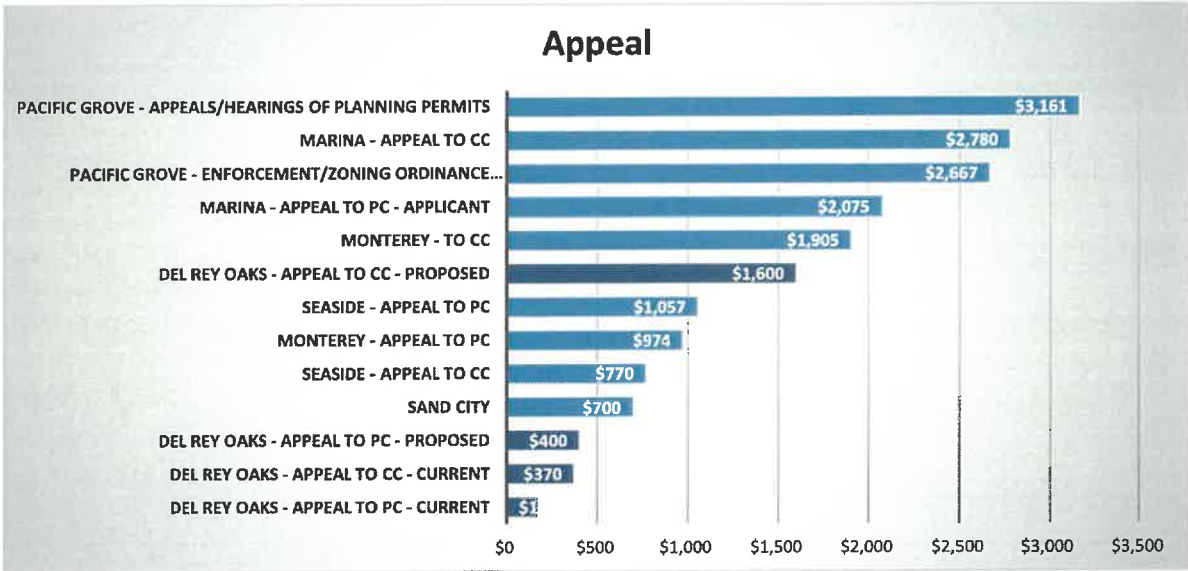
EXECUTIVE SUMMARY



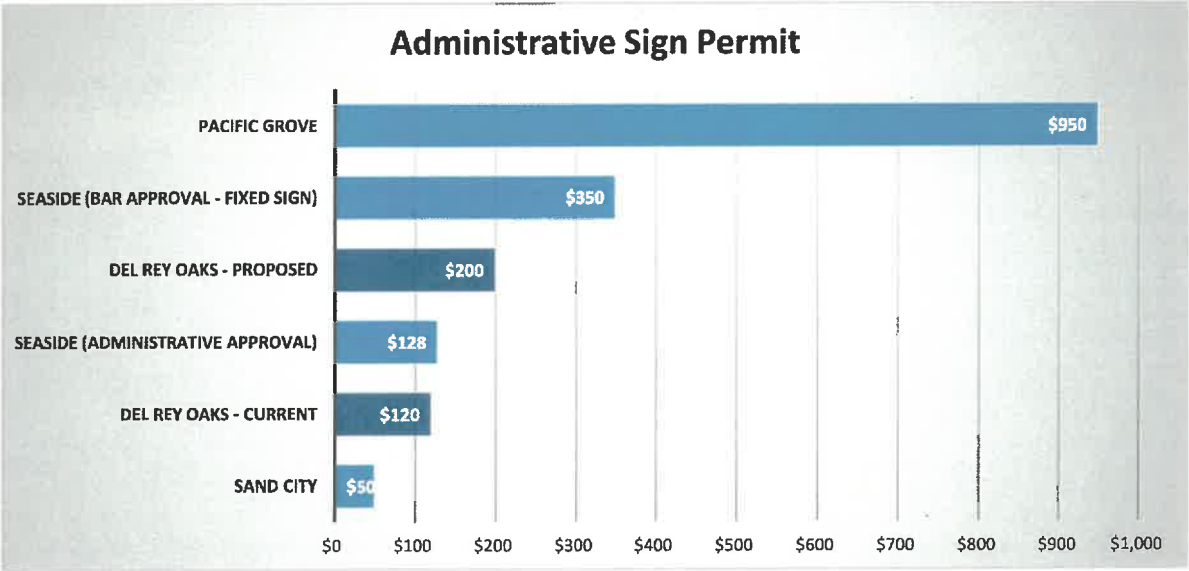
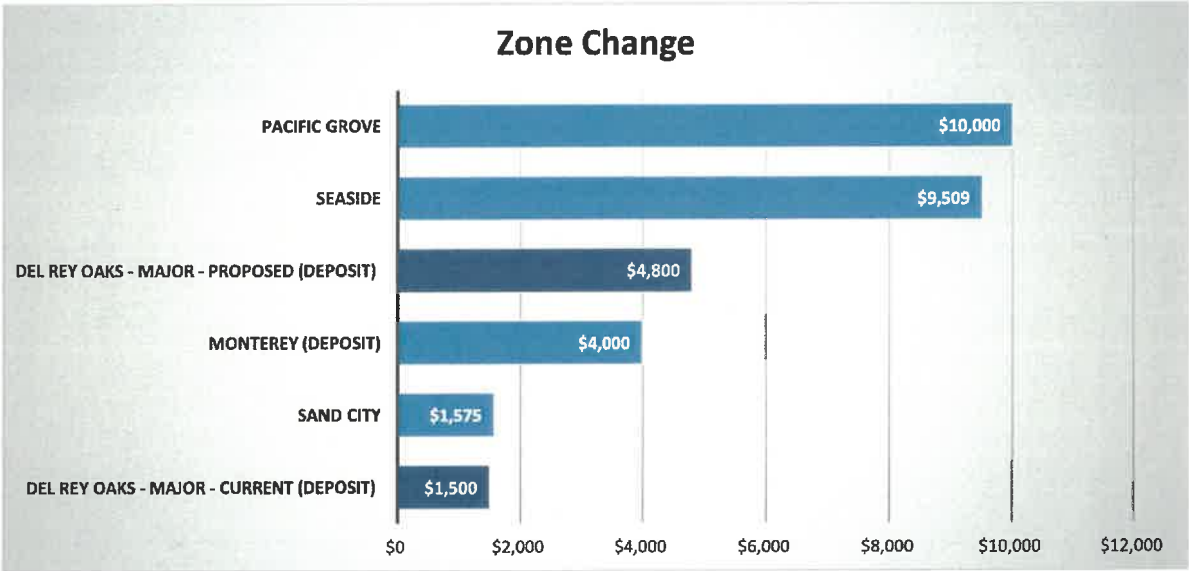
EXECUTIVE SUMMARY

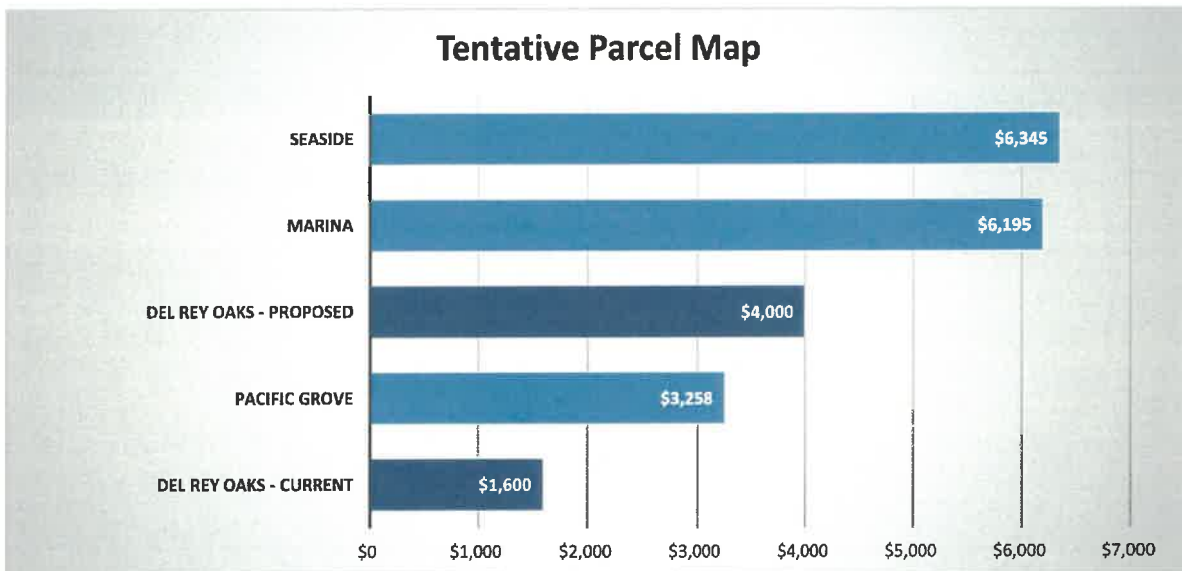


EXECUTIVE SUMMARY



EXECUTIVE SUMMARY





FISCAL IMPACT

The anticipated fiscal impact of the proposed fee changes is an additional **\$60,000 in annual General Fund revenue**. The primary purpose of the adjustments to the City’s fee schedule is to correlate fees to services provided. The City’s proposed fees seek to recover the City’s full cost of service for new development within the City and avoid cost recovery deterioration for non-development related fees.

Please continue to the following technical report and appendix for further discussion of this User and Regulatory Fee Study.



SCOPE OF STUDY

The City of Del Rey Oaks has completed a **User and Regulatory Fee Study**, which represents an external review of prevailing practices and development of a new **Schedule of User and Regulatory Fees**. ClearSource Financial Consulting has prepared this analysis using FY 2024/25 organizational information and will be available to answer questions as the City proceeds in implementing findings as it chooses.

Key tasks expected by the City from this study included the following:

- ▶ Review eligible fee-related services Citywide to establish the reasonable relationship between current fees for service and the underlying costs of service.
- ▶ Calculate the full cost of service, including estimated Citywide overhead costs.
- ▶ Recommend fees to be charged for each service.
- ▶ Recommend cost recovery strategies and best practices in setting fees, while considering the complexities and demands of responsible programs or departments.
- ▶ Identify underlying billable rates for cost recovery opportunities and as the basis for user fees.

DIRECT SERVICES UNDER REVIEW

FEE CATEGORIES

- ▶ Building – Services include, but are not limited to building plan review, permitting, and inspection for construction and sub-trades.
- ▶ Engineering – Services include, but are not limited to, Including and development plan review and inspection, and encroachment permitting.
- ▶ Planning – Services include, but are not limited to, entitlement review, and review for project compliance with the City's Zoning Code.
- ▶ Police Fees - Services include vehicle release and requests for specialized services.
- ▶ Community Services – Services include reserved facility use fees.
- ▶ Administrative Fees - Services include business license application review processing.

REASON FOR STUDY

Cities derive annual revenue from a number of sources. These include, but are not limited to, property taxes, sales taxes, franchise fees, fines, rents, and user and regulatory fees. User and regulatory fees are intended to cover all, or a portion of, the costs incurred by a City for providing fee-related services and activities that are not otherwise provided to those not paying the fee.

California cities regularly conduct fee studies to justify fee amounts imposed and to optimize the overall body of revenues available to the municipality to fund its services. Widespread industry practice and fiscal conditions in the state have led most cities to link cost recovery for services of individual action, cause, or benefit to that individual through user fee revenue, relieving the agency's general revenues for services of broader community benefit.

PREVAILING GUIDANCE

The objectives of this study, the methodology used to complete the study, and the formulation of outcomes and recommendations for future consideration were significantly influenced by Article 13C of the California Constitution and Section 66014 of the California Government Code.

Article 13C states that the local government bears the burden of proving by a preponderance of the evidence that a levy, charge, or other exaction is not a tax, that the amount is no more than necessary to cover the reasonable costs of the governmental activity, and that the manner in which those costs are allocated to a payer bear a fair or reasonable relationship to the payer's burdens on, or benefits received from, the governmental activity. Additionally, Article 13C identifies the following as items that are not defined as taxes:

- ▶ A charge imposed for a specific benefit conferred or privilege granted directly to the payer that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege.
- ▶ A charge imposed for a specific government service or product provided directly to the payer that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product.
- ▶ A charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof.
- ▶ A charge imposed for entrance to or use of local government property, or the purchase, rental, or lease of local government property.
- ▶ A fine, penalty, or other monetary charge imposed by the judicial branch of government or a local government, as a result of a violation of law.
- ▶ A charge imposed as a condition of property development.
- ▶ Assessments and property-related fees imposed in accordance with the provisions of Article XIII D.

Section 66014(a) of the California Government Code includes the following, "Notwithstanding any other provision of law, when a local agency charges fees for zoning variances; zoning changes; use permits; building inspections; building permits; ...the processing of maps under the provisions of the Subdivision Map Act...; or planning services...; those fees may not exceed the estimated reasonable cost of providing the service for which the fee is charged, unless a question regarding the amount of the fee charged in excess of the estimated reasonable cost of providing the services or materials is submitted to, and approved by, a popular vote of two-thirds of those electors voting on the issue.

The outcomes and recommendations of the study are intended to comply with applicable federal, state, and local laws including providing confirmation that the proposed fees ("charges") recommended as a result of this study are not taxes as defined in Article 13C of the California Constitution and that the proposed fees are no more than necessary to cover the reasonable costs of the City's activities and services addressed in the fees. Additionally, this report is intended to show that the manner in which the costs are allocated to a payer bear a fair and reasonable relationship to the payer's burdens on, or benefits received from the activities and services provided by the City.

METHODOLOGY AND DATA SOURCES

This study calculated the estimated reasonable cost of providing various fee-related services across the City organization. Generally, the estimated reasonable cost of providing the fee-related services and activities examined in this study can be calculated as the product of the composite fully-burdened hourly labor rate of the division responsible for providing services and the estimated labor time required to process a typical request for service.

The composite fully-burdened hourly rates calculated in this study are based on the estimated annual hours spent providing fee related services, and estimated labor, services and supplies, and Citywide overhead expenditures, sourced as follows:

- ▶ Labor expenditures for in-house personnel were based on budgeted salary and benefits expenditures.
- ▶ Contract service personnel and other services and supplies related costs were based on current industry market rates for service.
- ▶ Citywide overhead cost allocations were developed to assign a reasonable share of central service support to the City's direct service units.
- ▶ Estimated labor time spent providing fee related services were developed based on interviews with City staff and are in-line with typical direct service ratios experienced by the consultant via studies of similar municipalities throughout California. Commonly used industry data also aided in the development of time estimates and proposed fee structures.

Once cost of service levels are identified, the City may use this information to inform targeted cost recovery from fees. Fees set at the cost of service target full cost recovery. Fees set at any amount less than the cost of service target less than full cost recovery.

An illustration of the methods used in this analysis is shown in [Exhibit 1](#).

EXHIBIT 1 | STEPS IN ANALYZING COSTS OF SERVICE AND USER FEES

COST OF SERVICE ANALYSIS | Process and Methods

1 ANNUAL LABOR TIME	<ul style="list-style-type: none"> Identify annual hours spent providing fee services for each participating division Information is developed and tested using a combination of interviews, questionnaires, historical project information, and historical revenue information
2 ANNUAL EXPENDITURES	<ul style="list-style-type: none"> Identify annual cost of providing fee services for each participating division Information is developed and tested using a combination of information found in the City's adopted budget, expenditure history, and the overhead cost plan.
3 FULLY BURDENED HOURLY RATES	<ul style="list-style-type: none"> Calculate the estimated fully burdened hourly rate using information from Steps 1 and 2 <p style="text-align: center;"><i>Annual Cost ÷ Annual Hours = Hourly Rate</i></p>
4 SERVICE/ACTIVITY LABOR TIME	<ul style="list-style-type: none"> Estimate labor time required to process individual request for service Information is developed and tested using a combination of interviews, questionnaires, commonly used measures, and information developed in Step 1
5 UNIT COST OF SERVICE	<ul style="list-style-type: none"> Calculate the estimated cost of service using information from Steps 3 and 4 <p style="text-align: center;"><i>Hourly Rate x Labor Hours = Unit Cost of Service</i></p>
6 CURRENT COST RECOVERY	<ul style="list-style-type: none"> Calculate current cost recovery level for a specific service <p style="text-align: center;"><i>Current Fee ÷ Unit Cost of Service = Current Cost Recovery</i></p>
7 TARGETED COST RECOVERY	<ul style="list-style-type: none"> Use laws, industry standards, goals and policies, and historical trends to determine targeted cost recovery <p style="text-align: center;"><i>Proposed Fee ÷ Unit Cost of Service = Targeted Cost Recovery</i></p>
8 TEST FOR REASONABLENESS	<ul style="list-style-type: none"> Test to confirm forecast revenue from fees will not exceed program costs Use historical permit volume and proposed fees to forecast anticipated revenue from fees Forecasted revenues should not exceed program costs



CONSIDERATIONS FOR IMPLEMENTATION

If the City decides to adopt or otherwise utilize outcomes generated through this study, it should:

- ▶ **Update Systems for Fee Outcomes** - Ensure that City staff begin using updated fees and associated outcomes once the updated schedule of fees becomes effective. Values should be included in all official fee schedules used throughout the City (e.g., departmental pamphlets, counter schedules, and online information). Additionally, ensure collections processes are updated, which may include coding in billing systems and training for personnel who handle fees directly with the public.
- ▶ **Actively Monitor the Use of Fees** - In order to recover accurate and eligible amounts expected, the City should be diligent about tracking time to projects for time and materials billings and ensuring fees are applied in the correct amount and using the correct and intended basis for fixed fee billings.
- ▶ **Monitor Feedback and Permit Statistics** - Monitor permit and application volume and applicant feedback to determine if fee modifications are resulting in any unanticipated changes in project frequency and to increase the level of detail available for revenue forecasting.
- ▶ **Annually Review and Adjust Fee Values** - In order to generally maintain pace with regional cost inflation and/or the City's salary cost inflation, the City should adjust its fees on an annual basis. A commonly used, reasonable inflation index is the annual change in the all-urban Consumer Price Index (CPI) representative of the region.
- ▶ **Periodically Perform Comprehensive Analysis** - A comprehensive fee study should be conducted periodically (e.g., every three to five years) to ensure fee levels remain at or below legal limits and are consistent with evolving service practices and local conditions.



APPENDIX I

COST OF SERVICE ANALYSIS

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FINANCIAL CONSULTING

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User and Regulatory Fees
Fee-Related Cost of Service Analysis

City of Del Rey Oaks Cost of Service Analysis

Description	Page
Building Fees	3
Planning Fees	12
Engineering and Encroachment Permit Fees	21
Police Fees	23
Reserved Facility Use Fees	25
Clerk / Administrative Fees	27
Animal Regulation Fees	29
Allocation of Citywide Overhead	31



User and Regulatory Fees

Cost of Service Calculations

[Building Fees](#)

City of Del Rey Oaks
 User and Regulatory Fee Study
 Allocation of Annual Labor Effort - Building Division

Position	Hourly	FTE	Yearly	Total Hours Per FTE	Less: Holiday & Leave	Productive Hours Per FTE	Productive Hours	Notes
Deputy City Clerk/Permit Clerk	\$37	0.50	\$38,563	2,080	216	1,864	932	[a],[b]
Total		0.50	\$38,563				932	

Contract Services

Description	Total	Est Hrly Cost	Total Hours	Notes
Annual Contract Services	\$56,599	\$145	390	[c]

Total Productive Hours	Total	Notes
In-House	932	
Contract	390	
Total	1,322	

Allocation of Hours	Share	Total	Notes
Indirect	35%	463	[b]
Direct	65%	860	[b]
Total	100%	1,322	

[a] Source: FY 24/25 authorized positions.
 [b] Direct/Indirect hours are intended to serve as reasonable estimates. Amounts will vary from year-to-year depending on activity, projects, and City Council priorities.
 [c] Amounts intended to serve as reasonable estimates of market rates for contract service providers.

City of Del Rey Oaks
 User and Regulatory Fee Study
 Calculation of Cost Recovery and Fully-Burdened Hourly Rate - Building

Recurring Expenditures [a]

Fund	Department	Account	Acct Desc	Total	Adjust	Total	Notes
General Fund	Planning & Building Regulation	63639	Economic Development Services	\$7,656	(\$7,656)	\$0	[b]
General Fund	Planning & Building Regulation	63640	Planning Services	\$101,223	(\$101,223)	\$0	[b]
General Fund	Planning & Building Regulation	63642	Contract Services - Housing Ele	\$42,847	(\$42,847)	\$0	[b]
General Fund	Planning & Building Regulation	63648	Building Inspection Services	\$56,299	\$0	\$56,299	
General Fund	Planning & Building Regulation	63649	Engineering Services	\$300	\$0	\$300	
General Fund	Planning & Building Regulation	63656	Code Enforcement Services	\$5,344	(\$5,344)	\$0	[b]
General Fund	Planning & Building Regulation	64610	Travel Expenses	\$0	\$0	\$0	
General Fund	Planning & Building Regulation		Adjustment (Deputy City Clerk/	\$0	\$57,845	\$57,845	[c]
Total				\$213,669	(\$99,226)	\$114,444	

Allocation of Citywide Overhead

Description	C'wide OH Rate	Mod Op Exp	Allocation of C'wide OH	Notes
Citywide Overhead Allocation	28%	\$114,444	\$32,044	[d]

Allocation of Total Costs

Description	Total	Share	Notes
Direct Expenses	\$114,444	78%	
Allocation of Citywide Overhead	\$32,044	22%	
Total	\$146,488	100%	

City of Del Rey Oaks
 User and Regulatory Fee Study
 Calculation of Cost Recovery and Fully-Burdened Hourly Rate - Building

Revenue Summary

Fund Desc	Acct Desc	Account	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Actual	Multi-Year Average	FY 24/25 Budget
General Fund	Building Permits	43320	\$37,980	\$37,268	\$51,083	\$42,110	\$40,000
General Fund	Plan Check Fees	43330	\$17,425	\$18,871	\$23,853	\$20,050	\$17,000
General Fund	Plumbing Permits	43350	\$1,875	\$2,125	\$2,750	\$2,250	\$1,600
General Fund	Electrical Permits	43360	\$2,055	\$1,000	\$875	\$1,310	\$1,600
General Fund	Other Licenses/Permits	43390	\$1,136	\$0	\$395	\$510	\$1,000
Total			\$60,471	\$59,264	\$78,956	\$66,230	\$61,200

Description	Total
Revenues	\$66,230
Expenditures	\$146,488
Cost Recovery Rate	45%
General Fund Subsidy	\$80,258

Calculation of Fully-Burdened Hourly Rate

Description	Total
Costs	\$146,488
Direct Hours	860
Fully-Burdened Hourly Rate	\$170

Calculation of Cost Multiplier for Fully-Burdened Hourly Rate (Apply to Base Salary Cost Per Hour)

Description	FTE	Annual Hours Per FTE	Total Annual Hours	Estimated Salaries	Hourly Wage Rate Only Assuming Total Annual Hours	Fully-Burdened Hourly Rate	Indirect Cost Rate Multiplier (ICR)
Building	0.50	2,080	1,040	\$38,563	\$37	\$170	4.58

Calculation of Fully-Burdened Hourly Rate by Position

Position	Total Salaries	Total FTE	Avg Salary Per FTE	Avg Salary Per Hour	ICR for Fully-Burdened Hourly Rate	Fully-Burdened Hourly Rate
Deputy City Clerk/Permit Clerk	\$38,563	0.50	\$77,126	\$37	4.58	\$170

- [a] Source: FY 24/25 Adopted Budget.
- [b] Adjustment to exclude costs not linked to building permit fees.
- [c] Adjustment to include 75% of Deputy City Clerk/Permit Technician. Calculation based on top step salary x 1.5 to account for salary and benefits x .75 to account for allocation of time to Building.
- [d] Source: Citywide overhead cost allocation developed for purposes of this analysis. See separate worksheet for details.

City of Del Rey Oaks
 User and Regulatory Fee Study
 Building Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Service Time		Hourly Rate	=	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Note
1 HVAC Change-Out - Residential	1.00	x	\$170	=	\$170	\$125	varies	\$170	100%	
2 Water Heater Change-Out - Residential	0.75	x	\$170	=	\$128	\$125	varies	\$128	100%	
3 Residential Re-Roof (without calculation)	1.50	x	\$170	=	\$255	varies	varies	\$255	100%	
4 Siding - Residential	1.50	x	\$170	=	\$255	\$125	varies	\$255	100%	
5 Service Panel Upgrade - Residential	1.50	x	\$170	=	\$255	\$125	varies	\$255	100%	
6 Battery Backup Storage - Residential	1.00	x	\$170	=	\$170	\$125	varies	\$170	100%	
7 Electric Vehicle Charger - Residential	1.00	x	\$170	=	\$170	\$125	varies	\$170	100%	
8 Generator - Residential	1.00	x	\$170	=	\$170	\$125	varies	\$170	100%	
9 Residential Solar Photovoltaic System - Solar Permit										
a) 15kW or less	1.75	x	\$170	=	\$298	\$125	varies	\$298		[a]
b) Above 15kW							varies	\$450 base fee, plus \$15 per kW for each kW above 15kW		[a]
10 Commercial Solar Photovoltaic System - Solar Permit										
a) 50kW or less						\$125	varies	\$1,000		[a]
b) 50kW – 250kW							varies	\$1,000 base fee, plus \$7 per kW for each kW above 50kW up to 250kW		[a]
c) Above 250kW							varies	\$2,400 base fee, plus \$5 per kW for each kW above 250 kW		[a]
11 Ground-Mount Solar	2.00	x	\$170	=	\$340	\$125	varies	\$340	100%	
12 Swimming Pool/Spa Equipment Change-out Only	1.00	x	\$170	=	\$170	\$125	varies	\$170	100%	
13 Swimming Pool Replaster	1.50	x	\$170	=	\$255	varies	varies	\$255	100%	
14 Residential Voluntary Seismic Retrofit	1.50	x	\$170	=	\$255	varies	varies	\$255	100%	
15 Retaining Wall / CMU Wall										
a) Wall Under 4' in height	2.00	x	\$170	=	\$340	varies	varies	\$340	100%	
b) Wall Over 4' in height										
i) Up to 100 LF	4.00	x	\$170	=	\$680	varies	varies	\$680	100%	
ii) Each Additional 100 LF	0.25	x	\$170	=	\$43	varies	varies	\$43	100%	
16 Window / Sliding Glass Door - Retrofit / Repair										
a) Up to 5	1.00	x	\$170	=	\$170	varies	varies	\$170	100%	
b) Over 5		x	\$170	=	varies	varies	varies	See Permit Fee Table		
17 Fences Requiring a Building Permit	1.00	x	\$170	=	\$170	varies	varies	\$170	100%	

[a] Total fees shall not exceed amounts outlined in California Government Code 66015(a)(1).

City of Del Rey Oaks
 User and Regulatory Fee Study
 Building Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Service Time	Hourly Rate	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Note
Permit Fee for New Buildings, Additions, Tenant Improvements, Residential Remodels, and Combined Mechanical, Electrical, and/or Plumbing Permits								
1 \$1 - \$2,000	1.00	x \$170	= \$170	\$100	59%	\$170	100%	
2 \$2,001 - \$25,000	1.00	x \$170	= \$170	\$125	74%	\$170	100%	
3 \$25,001 - \$50,000	6.00	x \$170	= \$1,020	\$880	86%	\$1,020	100%	
4 \$50,001 - \$100,000	10.00	x \$170	= \$1,700	\$1,465	86%	\$1,700	100%	
5 \$100,001 - \$500,000	16.00	x \$170	= \$2,720	\$2,283	84%	\$2,720	100%	
6 \$500,001 - \$1,000,000	48.00	x \$170	= \$8,160	\$7,541	92%	\$8,160	100%	
7 \$1,000,001 and up	80.00	x \$170	= \$13,600	\$13,118	96%	\$13,600	100%	
For permits requiring plumbing, electric, or mechanical review, the following percentages shall be added to the base permit fee								
1 Mechanical	10%					10%	100%	
2 Plumbing	10%					10%	100%	
3 Electrical	10%					10%	100%	

City of Del Rey Oaks
 User and Regulatory Fee Study
 Building Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Service Time	Hourly Rate	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Notes
1 Building Plan Check Fees - Building								
a) Plan Review Fee, If applicable	75%			varies	varies	75%	100%	[a]
b) Expedited Plan Check - At Application Submittal (when applicable)	1.5x standard plan check fee					1.5x standard plan check fee	100%	
c) Revision Application Fee (per hour) (1-hour minimum)	1.00	x	\$170 = \$170			\$170	100%	
d) Tract Home / Master Plan Construction (Production Units)	20%					20% of standard plan check	100%	[b]
e) Alternate Materials and Materials Review (per hour)	1.00	x	\$170 = \$170			\$170	100%	
f) Excess Plan Review Fee (4th and subsequent) (per hour)	1.00	x	\$170 = \$170			\$170	100%	
g) Revisions (per hour)	1.00	x	\$170 = \$170			\$170	100%	
2 Building Plan Check Fees - Planning (Fees Only Applied to Projects Requiring Review)								
a) Zoning Clearance Verification	0.50	x	\$200 = \$100			\$100	100%	
b) Planning Plan Check								
i) Alterations/Additions - Residential	1.25	x	\$200 = \$250			\$250	100%	
ii) New Construction - Single Family Residential	2.25	x	\$200 = \$450			\$450	100%	
iii) New Construction - 2-4 Residential Units	4.25	x	\$200 = \$850			\$850	100%	
iv) New Construction - 5+ Residential Units	11.00	x	\$200 = \$2,200			\$2,200	100%	
v) New Construction - Non-Residential	4.25	x	\$200 = \$850			\$850	100%	
vi) Alterations/Additions - Non-Residential	2.25	x	\$200 = \$450			\$450	100%	
3 Building Plan Check Fees - Public Works Engineering (Fees Only Applied to Projects Requiring Review)								
a) Swimming Pool	1.00	x	\$200 = \$200			\$200	100%	
b) Block Wall	0.50	x	\$200 = \$100			\$100	100%	
c) Fence	0.50	x	\$200 = \$100			\$100	100%	
d) Sign	0.50	x	\$200 = \$100			\$100	100%	
e) Alterations/Additions - Residential	0.75	x	\$200 = \$150			\$150	100%	
f) New Construction - Single Family Residential	2.00	x	\$200 = \$400			\$400	100%	
g) New Construction - 2-4 Residential Units	3.00	x	\$200 = \$600			\$600	100%	
h) New Construction - 5+ Residential Units	6.00	x	\$200 = \$1,200			\$1,200	100%	
i) New Construction - Non-Residential	4.00	x	\$200 = \$800			\$800	100%	
j) Alterations/Additions - Non-Residential	1.00	x	\$200 = \$200			\$200	100%	
k) Trash Capture, SWPPP, and NPDES Review Fees						See Eng. Fee Schedule	100%	
l) Permits / Plan checks not listed above						See footnote	100%	[c]

[a] Includes up to three plan checks. The City will bill hourly for additional plan review required.
 [b] For identical buildings built by the same builder on the same lot or in the same tract and for which building permits are issued at the same time.
 [c] Engineer/technician to determine hours and applicable fee at time of application.

City of Del Rey Oaks
 User and Regulatory Fee Study
 Building Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Service Time	Hourly Rate	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Notes
1 Permit Processing Fee	0.42 x	\$170 =	\$71			\$71	100%	
2 Credit Card Transaction Processing Fee						3%		
3 General Plan Maintenance Fee (% of permit fee)						5%		
4 Technology Fee (% of plan review and permit fee)						5%		
5 Strong Motion Instrumentation (SMI) Fee Calculation								
a) Residential						\$0.50 or valuation x .00013		
b) Commercial						\$0.50 or valuation x .00028		
6 Building Standards (SB 1473) Fee Calculation (Valuation)								
a) \$1 - \$25,000						\$1		
b) \$25,001 - \$50,000						\$2		
c) \$50,001 - \$75,000						\$3		
d) \$75,001 - \$100,000						\$4		
e) Each Add'l \$25,000 or fraction thereof						Add \$1		
7 Business License Inspection Fee	1.00 x	\$170 =	\$170			\$85	50%	
8 Temporary Certificate of Occupancy (per 30 Days)	1.50 x	\$170 =	\$255			\$255	100%	
9 Permit Extension	0.42 x	\$170 =	\$71			\$71	100%	
10 Permit Reactivation Fee								
a) Reactivation Fee If All Inspections Have Been Performed and Approved Up to But Not Including Final Inspection	0.42 x	\$170 =	\$71			\$71	100%	
b) Reactivation Fee - All Other Scenarios								
i) Permit Expired Up to One Year						50% of Original Base Building		
ii) Permit Expired More than One Year						100% of Original Base Building		
11 Permit Reissuance Fee	0.42 x	\$170 =	\$71			\$71	100%	
12 Damaged Building Survey (Fire, Flood, Vehicle Damage, Etc.)	1.50 x	\$170 =	\$255			\$255	100%	
13 Residential Property Inspections Reports - Single Family Dwelling	1.50 x	\$170 =	\$255	\$250	98%	\$255	100%	
Other Fees								
14 After Hours Inspection (per hour) [4-hour minimum]	1.20 x	\$170 =	\$204			\$204	100%	
15 Re-inspection Fee (2nd Time or More) (each)	1.00 x	\$170 =	\$170	\$95 per hour	varies	\$170	100%	[a]

City of Del Rey Oaks
 User and Regulatory Fee Study
 Building Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Service Time		Hourly Rate	=	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Notes
16 Missed Inspection Fee	1.00	x	\$170	=	\$170	\$95 per hour	varies	\$170	100%	
17 Duplicate Copy of Permit	0.17	x	\$170	=	\$28	\$25	88%	\$28	100%	
18 Duplicate Copy of Certificate of Occupancy	0.17	x	\$170	=	\$28			\$28	100%	
19 Construction and Demolition Waste Management Review Fee	0.50	x	\$170	=	\$85			\$85	100%	
20 Fees for Services Not Listed in this Fee Schedule (per 1/2 hour)	0.50	x	\$170	=	\$85			\$85	100%	
Violation Fees										
21 Investigation Fee For Work Done Without Permit(s)								equal to permit fee - In addition to standard permit fees		
Refunds										
22 Refunds								100% refund up to 80% refund up to 80% refund no refund		
a) Fees Erroneously Paid or Collected by the City										
b) Refund of Plan Review Fees - Prior to Plan Review Commencing										
c) Refund of Permit Fees - Prior to Inspection Commencing										
d) 180 Days After Payment of Fees										

[a] Reinspection fee applies after the first re-inspection.



User and Regulatory Fees

Cost of Service Calculations

[Planning Fees](#)

City of Del Rey Oaks
 User and Regulatory Fee Study
 Allocation of Annual Labor Effort - Building Division

Position	Hourly	FTE	Yearly	Total Hours Per FTE	Less: Holiday & Leave	Productive Hours Per FTE	Productive Hours	Notes
		-		2,080	216	1,864	-	[a],[b]
Total		-	\$0				-	

Contract Services

Description	Total	Est Hrly Cost	Total Hours	Notes
Annual Contract Services	\$101,223	\$145	698	[c]

Total Productive Hours	Total	Notes
In-House	0	
Contract	698	
Total	698	

Allocation of Hours	Share	Total	Notes
Indirect	10%	70	[b]
Direct	90%	628	[b]
Total	100%	698	

[a] Source: FY 24/25 authorized positions.

[b] Direct/Indirect hours are intended to serve as reasonable estimates. Amounts will vary from year-to-year depending on activity, projects, and City Council priorities.

[c] Amounts intended to serve as reasonable estimates of market rates for contract service providers.

City of Del Rey Oaks
 User and Regulatory Fee Study
 Calculation of Cost Recovery and Fully-Burdened Hourly Rate - Planning

Recurring Expenditures [a]

Fund	Department	Account	Acct Desc	Total	Adjust	Total	Notes
General Fund	Planning & Building Regulation	63639	Economic Development Service	\$7,656	(\$7,656)	\$0	[b]
General Fund	Planning & Building Regulation	63640	Planning Services	\$101,223	\$0	\$101,223	
General Fund	Planning & Building Regulation	63642	Contract Services - Housing Elem	\$42,847	(\$42,847)	\$0	[b]
General Fund	Planning & Building Regulation	63648	Building Inspection Services	\$56,299	(\$56,299)	\$0	[b]
General Fund	Planning & Building Regulation	63649	Engineering Services	\$300	(\$300)	\$0	[b]
General Fund	Planning & Building Regulation	63656	Code Enforcement Services	\$5,344	(\$5,344)	\$0	[b]
General Fund	Planning & Building Regulation	64610	Travel Expenses	\$0	\$0	\$0	
Total				\$213,669	(\$112,446)	\$101,223	

Allocation of Citywide Overhead

Description	C'wide OH Rate	Mod Op Exp	Allocation of C'wide OH	Notes
Citywide Overhead Allocation	28%	\$101,223	\$28,342	[c]

Allocation of Total Costs

Description	Total	Share	Notes
Direct Expenses	\$101,223	78%	
Allocation of Citywide Overhead	\$28,342	22%	
Total	\$129,565	100%	

Allocation of Annual Labor Effort

Description	Total	Total	Notes
Indirect: General Admin; Mgmt; Policies; Procedures; Training; Public Info	33%	\$42,757	[c]
Direct: Long-Range Planning, Current Planning	67%	\$86,809	[c]
Total	100%	\$129,565	

Allocation of Annual Labor Effort Among Core Services

Description	Total	Total	Notes
Current Planning and Permitting	65%	\$84,218	[c]
All Other Planning Services (e.g., Advance Planning / Regional Planning)	35%	\$45,348	[c]
Total	100%	\$129,565	

City of Del Rey Oaks
 User and Regulatory Fee Study
 Calculation of Cost Recovery and Fully-Burdened Hourly Rate - Planning

Revenue Summary

Fund Desc	Acct Desc	Account	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Actual	Multi-Year Average	FY 24/25 Budget
General Fund	Use Permits	48805	\$17,454	\$21,934	\$31,680	\$23,689	\$22,000
Total			\$17,454	\$21,934	\$31,680	\$23,689	\$22,000

Description	Total
Revenues	\$23,689
Expenditures	\$84,218
Cost Recovery Rate	28%
General Fund Subsidy	\$60,528

Calculation of Fully-Burdened Hourly Rate

Description	Total
Costs	\$129,565
Direct Hours	628
Fully-Burdened Hourly Rate	\$206

- [a] Source: FY 24/25 Adopted Budget.
- [b] Adjustment to exclude costs not linked to planning current planning and planning permit fees.
- [c] Source: Citywide overhead cost allocation developed for purposes of this analysis. See separate worksheet for details.
- [d] Allocation intended to serve as reasonable estimate. Amounts will vary from year-to-year depending on activity, projects, and City Council priorities.

City of Del Rey Oaks
 Planning and Community Development Fees
 Cost of Service Calculation - Planning Fees

Fee Description	Service Time	Hourly Rate	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Change	Note
Architectural Review Committee Review									
1 Commercial									
a) Major (New Commercial)	16.00	x \$200	= \$3,200	\$1,990	62%	\$3,200	100%	\$1,210	
b) Minor (Commercial additions, remodels, exterior tenant improvements)	4.00	x \$200	= \$800	\$620	78%	\$800	100%	\$180	
2 Residential									
a) (New one or two-story buildings, or second-story additions)	8.00	x \$200	= \$1,600	\$840	53%	\$1,600	100%	\$760	
b) Minor (One-story additions, exterior alterations to one-story buildings or one-story of a two-story)	2.00	x \$200	= \$400	\$200	50%	\$400	100%	\$200	
Architectural Review Committee Sign and Solar Review									
3 Major (Large monument signs, multiple freestanding signs, pole signs, internally illuminated signs)	6.00	x \$200	= \$1,200	\$680	57%	\$1,200	100%	\$520	
4 Minor (All signs not included above)	1.00	x \$200	= \$200	\$120	60%	\$200	100%	\$80	
5 Architectural Review/Solar Panels	1.00	x \$200	= \$200	\$0	0%	\$200	100%	\$200	
Appeal Fees									
6 Appeals of Planning Commission Decisions to City Council	16.00	x \$200	= \$3,200	\$370	12%	\$1,600	50%	\$1,230	
7 Appeals of Staff Decisions/Home Occupation Permits	4.00	x \$200	= \$800	\$170	21%	\$400	50%	\$230	
Environmental Review									
8 Environmental Impact Report	varies		varies	contract price + 17%		Contract Cost plus 15%			
9 Environmental Initial Study Leading to a Negative Declaration (Excludes Fish and Game Fee and technical studies)	32.00	x \$200	= \$6,400	\$3,570	56%	\$6,400	100%	\$2,830	
10 Environmental Exemption	1.00	x \$200	= \$200	\$100	50%	\$200	100%	\$100	
Use Permits									
11 Master (Projects requiring environmental review and/or multiple permits) (deposit)	32.00	x \$200	= \$6,400	\$4,000	63%	\$6,000	94%	\$2,000	
12 Major (Commercial, industrial, multi-family, cannabis)	24.00	x \$200	= \$4,800	\$2,990	62%	\$4,800	100%	\$1,810	
13 Minor (Single-family residential uses)	6.00	x \$200	= \$1,200	\$820	68%	\$1,200	100%	\$380	
Cannabis									
14 Annual Cannabis Business Permit	28.00	x \$200	= \$5,600	\$5,000	89%	\$5,000	89%	\$0	
15 Cannabis Tax				5% of Gross Receipts	n/a	5% of Gross Receipts	n/a		

City of Del Rey Oaks
 Planning and Community Development Fees
 Cost of Service Calculation - Planning Fees

Fee Description	Service Time	Hourly Rate	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Change	Note
Short Term Rental									
16 New (One-time approval fee Whole Home or Home Share)	6.00	x \$200	= \$1,200	\$820	68%	\$820	68%	\$0	
Annual									
17 a) Whole Home	3.00	x \$200	= \$600	\$500	83%	\$500	83%	\$0	
b) Home Share	1.50	x \$200	= \$300	\$250	83%	\$250	83%	\$0	
Permits									
18 Home Occupation (Business) Permit due every year	0.75	x \$200	= \$150	\$150	100%	\$150	100%	\$0	
19 Home Occupational Use Permit Application Fee	0.75	x \$200	= \$150	\$10	7%	\$10	7%	\$0	
20 Permit Extension	4.00	x \$200	= \$800	\$780	98%	\$800	100%	\$20	
21 Reopen Permit	6.00	x \$200	= \$1,200	\$850	71%	\$1,200	100%	\$350	
22 Special Permits (Temporary Use)	2.00	x \$200	= \$400	\$280	70%	\$300	75%	\$20	
23 Special Sign Permit (Temporary window/banner sign)	1.00	x \$200	= \$200	\$170	85%	\$200	100%	\$30	
24 Tree Removal/Significant Alteration Permit	2.00	x \$200	= \$400	\$50	13%	\$100	25%	\$50	
Variance Permit									
25 Master (Multiple variances for commercial, multi-family or industrial projects)	24.00	x \$200	= \$4,800	\$1,410	29%	\$4,800	100%	\$3,390	
26 Major (One variance (coverage, height, parking adjustments) for commercial, multi-family or industrial sites)	16.00	x \$200	= \$3,200	\$980	31%	\$3,200	100%	\$2,220	
27 Minor (One variance - residential fences, setbacks, parking, etc.)	12.00	x \$200	= \$2,400	\$820	34%	\$1,200	50%	\$380	

City of Del Rey Oaks
 Planning and Community Development Fees
 Cost of Service Calculation - Planning Fees

Fee Description	Service Time	Hourly Rate	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Change	Note
Zoning Permits									
28 R-1 District	1.00	x \$200	= \$200	\$100	50%	\$200	100%	\$100	
29 D District (Condo.)	1.00	x \$200	= \$200	\$100	50%	\$200	100%	\$100	
Hotel/motel/multi-family									
a) 1-7 units	8.00	x \$200	= \$1,600	\$925	58%	\$1,600	100%	\$675	
b) 8-36 units (per unit)	1.00	x \$200	= \$200	\$125	63%	\$200	100%	\$75	
c) > 36 units				Negotiated fee for cost of service		Negotiated fee for cost of service			
Commercial & Industrial									
a) < 15,000 sf	4.00	x \$200	= \$800	\$500+140 K/sf		\$800 + \$200 K/SF	100%		
b) > 15,000		x \$200	= \$0	Negotiated fee for cost of service		Negotiated fee for cost of service			
32 Additional meetings	2.00	x \$200	= \$400	\$400	100%	\$400	100%	\$0	
Reclassification or Rezoning									
33 Major text (alterations of existing sections) (deposit)	24.00	x \$200	= \$4,800	\$1,500	31%	\$4,800	100%	\$3,300	
Minor text (addition of new section)									
a) 1st Section	16.00	x \$200	= \$3,200	\$1,000	31%	\$3,200	100%	\$2,200	
b) Each Additional Section	2.00	x \$200	= \$400	\$300	75%	\$400	100%	\$100	
Subdivision Map									
Tentative Tract Map									
a) Base Fee	24.00	x \$200	= \$4,800	\$1,800	38%	\$4,800	100%	\$3,000	
b) Per Lot	0.50	x \$200	= \$100	\$100	100%	\$100	100%	\$0	
36 Tentative Parcel Map	20.00	x \$200	= \$4,000	\$1,600	40%	\$4,000	100%	\$2,400	
37 Exceptions (per lot w/ exceptions)	4.00	x \$200	= \$800	\$700	88%	\$800	100%	\$100	
38 Additional Meetings for Minor Text Amendments (per meeting)	1.00	x \$200	= \$200	\$120	60%	\$200	100%	\$80	
Development Agreement									
39 Development Agreement (Deposit)						\$20,000	100%		
General Plan Amendment									
40 General Plan Amendment	40.00	x \$200	= \$8,000	Contract Cost plus 10% - 15%	n/a	Contract Cost plus 15%	100%		

City of Del Rey Oaks
 Planning and Community Development Fees
 Cost of Service Calculation - Planning Fees

Fee Description	Service Time	Hourly Rate	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Change	Note
Other									
40 Credit Card Transaction Processing Fee						3%			
41 Missed Inspections or work not complete (per hour)	1.00 x	\$200 =	\$200	\$95	48%	\$200	100%	\$105	
42 Investigative fee for work without permit(s)				Cost of the permit		equal to permit fee - In addition to standard permit fees			
43 Fee Related Services Not Otherwise Listed Above									
a) In-House Planning	1.00 x	\$200 =	\$200			\$200	100%		
b) Contract Service / Specialized Review						Actual Cost + 15%			

[a] Each deposit and/or fee listed in this schedule is based on the estimated number of hours required to perform a standard service request and the typical cost of services/materials required to perform the requested service. For service requests that are anticipated to require efforts, services, or materials, materially different than those typically required, the Department reserves the right to modify the initial deposit amount and/or use a time and materials billing methodology rather than a fixed fee for service.

[b] In addition to the fees identified in this schedule, the City will pass-through to the applicant any discrete costs incurred from the use of outside service providers or other agencies required to process the specific application (e.g., County recording fees, Department of Fish and Wildlife fees, LAFCO fees, noticing fees, specialized review service fees, etc.)

City of Del Rey Oaks
 Planning and Community Development Fees
 Cost of Service Calculation - Planning and Engineering Fees

Fee Description	Service Time	Hourly Rate	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Change	Note
1 General Plan Amendment - Minor Text (alterations of existing sections)				Contract Cost plus 10%					
2 General Plan Amendment - Major Text (addition of new sections)				Contract Cost plus 15%					
3 Duplicate Job Card				\$25					
4 Electrical/Plumbing/Mechanical Permit				\$125					
Printed Material									
5 R-1 Guidelines				\$10					
6 Commercial Guidelines				\$10					
7 Sign Ordinance				\$10					
8 Subdivision Ordinance				\$10					
9 Zoning Ordinance Text				\$15					
10 General Plan Text				\$20					
Development Agreement									
11 Development Agreement									
<p>Consultant fee, plus 10% of consultant fees to cover normal staff costs, plus 15% of consultant fee as a contingency fund to cover unanticipated costs, plus duplication. These fees shall be considered advanced and should the actual cost be less than the fee advanced, the excess shall be returned to the applicant; should the actual cost be more than the fee advanced, the difference shall be paid by the applicant.</p> <p>Applicant shall, in addition to these fees listed in this fee schedule, pay the actual cost of legal advertising.</p> <p>It is the City policy and requirement that processing of development or planning projects be fully cost recoverable. Application fees are intended to reimburse the City for minimal costs incurred for the normal or routine amount of time necessary to process applicant's requests. If additional or other unusual time is required on a particular project, then the developer/applicant will be charged for these additional costs to the City, plus a 20% administrative overhead fee.</p>									



User and Regulatory Fees

Cost of Service Calculations

[Engineering and Encroachment Permit Fees](#)

City of Del Rey Oaks
 Planning and Community Development Fees
 Cost of Service Calculation - Engineering Fees

Fee Description	Service Time	Hourly Rate	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Change	Note
1 Grading Permit Fee	1.00 x	\$200 =	\$200	\$120	60%	\$200	100%	\$80	
2 Encroachment Permit									
a) Residential	2.00 x	\$200 =	\$400	\$250	63%	\$300	75%	\$50	
b) Commercial	varies x	\$200 =	varies	\$300 plus 2% of cost of public improvements requires plan check	n/a	\$400 plus 3% of cost of public improvements requires plan check	100%		
3 Street Opening Permit									
a) Residential	2.00 x	\$200 =	\$400	\$250	63%	\$300	75%	\$50	
b) Commercial	varies x	\$200 =	varies	\$300 plus 2% of cost of public improvements requires plan check	n/a	\$400 plus 3% of cost of public improvements requires plan check	100%		
4 Driveway, Curb, Gutter, Sidewalk Permit	2.00 x	\$200 =	\$400	\$150	38%	\$300	75%	\$150	
5 Construction Activity Road Impact Fee				1% of the sum of the building permit's project valuation		1% of the sum of the building permit's project valuation			
6 Storm Water Review & Inspection Fee									
a) Application Fee	1.50 x	\$200 =	\$300	\$250	83%	\$300	100%	\$50	
b) Plan Review and Inspection (per hour)	1.00 x	\$200 =	\$200	\$95	48%	\$200	100%	\$105	
Final Map									
7 Final Tract Map									
a) Base Fee (plus per lot fee)	20.00 x	\$200 =	\$4,000	\$750	19%	\$4,000	100%	\$3,250	
b) Per Lot	0.50 x	\$200 =	\$100	\$60	60%	\$100	100%	\$40	
8 Final Parcel Map	20.00 x	\$200 =	\$4,000	\$600	15%	\$4,000	100%	\$3,400	
9 Lot Line Adjustment	16.00 x	\$200 =	\$3,200	\$1,000	31%	\$3,200	100%	\$2,200	
Other									
10 Credit Card Transaction Processing Fee						3%			
11 Investigative fee for work without permit(s)						equal to permit fee - In addition to standard permit fees			
12 Fee Related Services Not Otherwise Listed Above						Actual Cost + 15%			

[a] Each deposit and/or fee listed in this schedule is based on the estimated number of hours required to perform a standard service request and the typical cost of services/materials required to perform the requested service. For service requests that are anticipated to require efforts, services, or materials, materially different than those typically required, the Department reserves the right to modify the initial deposit amount and/or use a time and materials billing methodology rather than a fixed fee for service.

[b] In addition to the fees identified in this schedule, the City will pass-through to the applicant any discrete costs incurred from the use of outside service providers or other agencies required to process the specific application (e.g., County recording fees, Department of Fish and Wildlife fees, LAFCO fees, noticing fees, specialized review service fees, etc.)



Cost of Service Analysis

Police Fees

City of Del Rey Oaks
 Police Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Equivalent to Records / Non-sworn	Equivalent to Officer / Sgt. / Sworn	Total		\$100		=	Cost of Svc.	Current Fee	Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Type	Note
					Equivalent to Records / Non-sworn	Equivalent to Officer / Sgt. / Sworn									
1 Police Report (e.g., accident, crime)	0.33		0.33	x	\$33	\$0	=	\$33	\$25	75%	\$30	90%	\$5	each	
2 Fingerprinting (hard card; livescan)	0.50		0.50	x	\$50	\$0	=	\$50	\$25 - \$70	varies	\$50	100%	varies	per request	[a]
3 Vehicle Repossession	0.33		0.33	x	\$33	\$0	=	\$33	\$25	75%	\$15	45%	(\$10)	each	[b]
4 Vehicle Release	0.33	1.50	1.83	x	\$33	\$248	=	\$281	\$250	89%	\$250	89%	\$0	each	
5 Citation Sign-Off		0.25	0.25	x	\$0	\$41	=	\$41	\$25	61%	\$25	61%	\$0	each	
6 VIN Verification		0.33	0.33	x	\$0	\$55	=	\$55	\$25	45%	\$25	45%	\$0	each	
7 DUI Accident Response			varies						New		Actual Cost; Not to Exceed \$12,000	100%	New	T&M	
8 Loud Party Response / Noise Disturbance Response															
a) 1st Response in 24-hour Period	0.17	0.50	0.67	x	\$17	\$83	=	\$99	New		No Charge	0%	New	each	
b) 2nd Response in 24-hour Period	0.17	0.50	0.67	x	\$17	\$83	=	\$99	New		\$100	50%	New	each	
c) Each Additional Response In 24-hour Period	0.17	0.50	0.67	x	\$17	\$83	=	\$99	New		\$150	84%	New	each	
9 Police False Alarm Response															
a) 1st False Alarm Response	0.17	0.50	0.67	x	\$17	\$83	=	\$99	No Charge	0%	No Charge	0%	\$0	each	[c]
b) 2nd False Alarm Response	0.17	0.50	0.67	x	\$17	\$83	=	\$99	\$150	76%	\$150	50%	varies	each	[c]
c) 3rd False Alarm Response	0.17	0.50	0.67	x	\$17	\$83	=	\$99	\$250	134%	\$150	84%	varies	each	[c]
e)-1st alarm within 60 days									No Charge						
b)-2nd alarm within 60 days									\$150						
e)-Subsequent Alarms									\$250						
10 Special Event Support / Requests for Special Police Services		1.00	1.00	x	\$0	\$198	=	\$198	\$125	63%	\$130	66%	\$5	per hour	
Reports															
11 Accident Report									\$25						
12 Police Report									\$25						
Police - Fire Fees															
13 Hazardous Materials / Fire Response Fee / Traffic Accident - (Fire presence required)									\$3,500						
14 False Alarm / Fire Response / Fire Alarm - Sprinkler System (Fire presence required)									\$3,500						
15 Fingerprinting - Hard Card									\$25						
16 Fingerprinting - Livescan									\$70						
17 Police Shoulder Patch Request									\$20						

[a] In addition to amounts shown, additional amounts due to Department of Justice and/or other agencies will be collected.
 [b] Fee set by State of California.
 [c] Based on number of false alarms per calendar year.
 * Fully-burdened hourly rates intended to represent reasonable estimates of fully-burdened hourly rates for typical service providers. Del Rey Oaks currently does not have any non-sworn/records dedicated personnel. For purposes of this analysis ClearSource has assumed that certain fee related services would typically be performed by non-sworn/records dedicated personnel.



Cost of Service Analysis
Reserved Facility Use Fees

City of Del Rey Oaks
 Cost of Service Calculation - Reserved Facility Use Fees

Fee Description	Service Time	Hourly Rate	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Change	Note
Park Barbeque Reservation Fees									
1 Residents									
a) Groups of 1 to 50				\$50		\$60		\$10	
b) Groups of 51 to 100				\$100		\$120		\$20	
c) Groups of 101 to 150				\$150		\$180		\$30	
2 Non-Residents									
a) Groups of 1 to 50				\$100		\$120		\$20	
b) Groups of 51 to 100				\$150		\$180		\$30	
c) Groups of 101 to 150				\$200		\$240		\$40	
3 Temporary Day Use Permit				\$50		\$60		\$10	
4 Bounce House Permit				\$50					
Old Town Hall Reservation Fees									
1 Residents									
a) First 3 hours (per hour)				\$50		\$60		\$10	
b) Each additional hour				\$25		\$30		\$5	
c) Cleaning Fee				\$10		\$25		\$15	
d) Use Permit				\$50		\$60		\$10	
e) Refundable Cleaning/Damage Deposit				\$250		\$250		\$0	
2 Non-Residents									
a) First 3 hours (per hour)				\$70		\$80		\$10	
b) Each additional hour				\$25		\$30		\$5	
c) Cleaning Fee				\$10		\$25		\$15	
d) Use Permit				\$50		\$60		\$10	
e) Refundable Cleaning/Damage Deposit				\$250		\$250		\$0	
3 Non-Profits									
a) First 3 hours (per hour)				\$40		\$50		\$10	
b) Each additional hour				\$15		\$20		\$5	
c) Cleaning Fee				\$10		\$25		\$15	
d) Use Permit				\$50		\$60		\$10	
e) Refundable Cleaning/Damage Deposit				\$250		\$250		\$0	

* Fees proposed to be adjusted by 20%. This represents rounded CPI / CA minimum wage change since last update of fees.



Cost of Service Analysis
Clerk / Administrative Fees

City of Del Rey Oaks
 Cost of Service Calculation - Clerk / Administrative Fees

Fee Description	Service Time	Hourly Rate	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Change	Note
1 Business License Application Fee									
a) Business License Application Fee - New	0.50	x \$111	= \$56	\$26	47%	\$56	100%	\$30	
b) Business License Application Fee - Renewal	0.25	x \$111	= \$28	\$26	94%	\$28	100%	\$2	
2 Stop Payment / NSF Fee	0.50	x \$111	= \$56	\$35	63%	\$35	63%	\$0	[a]
Duplication Fees									
3 Copies (per page)				\$0.20		\$0.20		\$0	
4 Duplication of Audio Tape				\$50		\$50		\$0	
5 Duplication of DVD (Council Meeting, Etc.)				\$50		\$50		\$0	
6 Duplication of DVD / Police Photos				\$50		\$50		\$0	
7 Enlargement of Photographs				Actual Cost		Actual Cost			
8 Maps				\$5		\$5		\$0	
Mailing Fees									
9 Council Packet Yearly Subscription				\$180		\$180		\$0	
10 All Other Mailing				Actual Cost of Postage and Materials		Actual Cost of Postage and Materials			
Credit Card Transaction Processing Fee									
11 Credit Card Transaction Processing Fee						3%			
Other									
12 Requests Requiring Special Programming or Formatting						Actual Cost			

[a] Fee limited by State of California.



Cost of Service Analysis
Animal Regulation Fees

City of Del Rey Oaks
Cost of Service Calculation - Animal Regulation

Fee Description	Service Time	Hourly Rate	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Change	Note
1 County of Monterey Animal Services				See County of Monterey fee schedule		See County of Monterey fee schedule			
2 Dog Park Annual Registration Fee				Free Membership - Replacement Key \$10		Free Membership - Replacement Key \$10			



User and Regulatory Fees
Allocation of Citywide Overhead

City of Del Rey Oaks
 User and Regulatory Fee Analysis
 Estimated Citywide Overhead Allocation (for Cost of Service Calculation Purposes Only)

Central Service Center - General Fund Allocation [a]

Description	Annual Expenses	Adjustment	Adjusted Expenses	Notes
Council	\$23,894	\$0	\$23,894	
City Clerk	\$367,258	(\$57,845)	\$309,414	[b]
City Manager	\$287,642	\$0	\$287,642	
Finance	\$271,604	\$0	\$271,604	
Legal	\$139,898	(\$139,898)	\$0	[c]
Government Buildings	\$10,494	\$0	\$10,494	
Non-Departmental	\$32,256	\$0	\$32,256	
	\$1,133,046	(\$197,743)	\$935,304	

Direct Service Department - General Fund - Estimated Expenditures [a]

Description	Annual Expenses	Adjustment	Adjusted Expenses	Notes
Planning & Building Regulation	\$213,669	\$57,845	\$271,514	[b]
Police Department	\$2,460,541	\$0	\$2,460,541	
Fire/Animal Control	\$219,102	\$0	\$219,102	
Public Works/Streets	\$252,945	\$0	\$252,945	
Parks/Recreation	\$47,721	\$0	\$47,721	
Legal	\$0	\$139,898	\$139,898	[c]
	\$3,193,978	\$197,743	\$3,391,721	

Estimated Townwide Indirect Cost Rate - General Fund

Dept/Division	Total	Notes
Indirect Costs	\$935,304	
Direct Expenses	\$3,391,721	
Total	28%	<<< Indirect cost rate *

* This represents a conservative indirect cost rate calculation. This estimate was developed for purposes of user and regulatory fee cost of service analysis. As part of day-to-day operations, staff may categorize, assign, or quantify indirect costs using different criteria and methods.

[a] Source: FY 22/23 actual expenditures.

[b] Adjustment to exclude 50% of Deputy City Clerk/Permit Clerk. Calculation based on top step salary x 1.5 to account for salary and benefits x .5 to account for allocation of time to Building. Consider this a direct cost to Building.

[c] Adjustment to exclude legal expenditures. For purposes of this analysis only, legal costs are considered direct to avoid potentially allocating direct costs as indirect.



CITY OF DEL REY OAKS

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

DATE: February 25, 2025

TO: Honorable Mayor and City Council

FROM: John Guertin, City Manager

SUBJECT: Approve an Increase of 6% in Contingencies for the Rosita Rd Emergency Repair Project and Authorize the City Manager to Sign Change Orders

CEQA: Staff has determined this project to be categorically exempt per Section 15301 of the CEQA Guidelines.

Discussion

In February 2024, the City was awarded \$543,400 in Federal Highway Administration Grant funds (Caltrans project LTP-DRO-001) for emergency road repairs on Rosita Road. In June, to efficiently and effectively execute the various documents associated with the grant funding, the City Council approved acceptance of the grant and delegated authority to execute all documents to the City Manager. In November 2024, the Council awarded an agreement to Coastal Paving to conduct the work and authorized the City Manager to approve additional work up to a 15% contingency.

The project is an emergency road repair project. 150 feet of the west shoulder of Rosita Rd failed due to winter storms, causing half of the roadway to sink substantially. This caused major cracking in the asphalt and left the road susceptible to erosion and further damage from future storms. The project consists of emergency repair of the road to allow continued use of the road and prevent traffic/road hazards.

As is common with these types of projects, there are unknown issues that can come up and require modifications to the work plan and costs. This is the reason for the contingency funding. As work progressed on this emergency project it was determined that the contractor would have to remove and haul off unsuitable material existing on-site that could not be utilized in the embankment fill. Therefore, additional import fill material was required to be hauled in to construct the embankment. The extra cost to remove and haul off the unsuitable material is approximately \$20,000 and the extra cost to provide, place and compact the additional import fill is approximately \$21,300. This extra cost total is \$41,300.

Additional rock rip-rap and geogrid material was required to be installed due the excessive wet ground conditions encountered at the ends of the embankment keyway construction. These locations required a deeper keyway for stabilization. The increased cost for additional rock rip-rap material is approx. \$6,950.

Other extra work items include installation of a finger drain (French drain) to relieve subsurface water at the downhill end of the new embankment (approx. \$1,600), convert existing rolled curb to a vertical curb and gutter (approx. \$3,000), remove and off-haul leaning oak tree for safety (approx. \$2,000), remove tree, branches and smooth out creek bed (approx. \$5,000).

The cost overruns will exceed the previously approved contingency amount of \$61,562 by approximately \$25,000.

Fiscal Impacts

The City received \$543,400 in grant funds for the project. A match of \$74,100 is included in the FY 2024-25 CIP budget. In November 2024, the Council approved award of a contract to Coastal Paving and Excavating in the amount of \$410,410, authorized the City Manager to sign the contract, and authorized the City Manager to expend up to 15% (\$61,562) in contingencies for a total authorization of \$471,972. This action would increase the contingency funding by approximately 6%, or \$25,000.

The additional costs are available in the approved project budget.

Recommendation

Approve an increase in contingencies of \$25,000 for the Rosita Rd Emergency Repair Project contract to Coastal Paving and Excavating.

Attachment

Staff Report and Approved Contract from November 2024 City Council Meeting

Respectfully submitted,

John Guertin
City Manager



CITY OF DEL REY OAKS

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

DATE: November 19, 2024

TO: Honorable Mayor and City Council

FROM: John Guertin, City Manager

SUBJECT: Award Contract and Authorize the City Manager to Sign Agreement with Coastal Paving and Excavating in the amount of \$410,410 plus a 15% Contingency for the Rosita Rd Emergency Repair Project

CEQA: Staff has determined this project to be categorically exempt per Section 15301 of the CEQA Guidelines.

Discussion

In February 2024, the City was awarded \$543,400 in Federal Highway Administration Grant funds (Caltrans project LTP-DRO-001) for emergency road repairs on Rosita Road. In June, to efficiently and effectively execute the various documents associated with the grant funding, the City Council approved acceptance of the grant and delegates authority to execute all documents to the City Manager.

The project is an emergency road repair project. 150 feet of the west shoulder of Rosita Rd failed due to winter storms, causing half of the roadway to sink substantially. This caused major cracking in the asphalt and left the road susceptible to erosion and further damage from future storms. The project consists of emergency repair of the road to allow continued use of the road and prevent traffic/road hazards.

In October, city staff placed a call for bids in accordance with the City of Del Rey Oaks Purchasing Ordinance. Bids were opened for the Project on October 31, 2024. Seven bids were received from the following Contractors, listed in ascending order below:

Contractor	Base Bid
Coastal Paving & Excavating	\$ 410,410.00
Precision Grading	\$ 439,580.00
Graniterock	\$ 474,880.00
Tyman Construction	\$ 490,250.00
Brannon Corp	\$ 492,765.00
Rehak General Engineering	\$ 511,500.00
Monterey Peninsula Engineering	\$ 525,400.00

Engineer's Estimate	\$ 526,000.00

The City Engineer reviewed the bid proposals for mathematical accuracy, bid bond, and other proposal requirements. The City Engineer found all proposals to be in order and, therefore, considered responsive bids. A copy of the City Engineer's letter and the Tabulation of Bids are enclosed. Staff recommend that the contract be awarded to the low bidder, Coastal Paving & Excavating.

Pending Council approval and weather conditions, staff expects construction to begin in early 2025.

Fiscal Impacts

The City will receive \$543,400 in grant funds for the project. A match of \$74,100 is included in the FY 2024-25 CIP budget.

Recommendation

Approve award of a Rosita Rd Emergency Repair Project contract to Coastal Paving and Excavating in the amount of \$410,410, authorize the City Manager to sign the contract, and authorize the City Manager to expend up to 15% (\$61,562) in contingencies for a total authorization of \$471,972.

Attachments

- City Engineer Recommendation/Tabulation of Bids
- Del Rey Oaks Rosita Rd Emergency Repair Project Agreement

Respectfully submitted,

John Guertin
City Manager

CITY OF DEL REY OAKS
AGREEMENT FOR ROSITA ROAD
EMERGENCY REPAIR
ID #0524000135
FEDERAL-AID PROJECT 15J9 (180)

THIS AGREEMENT is executed this ____ day of _____, 2024, by and between the CITY OF DEL REY OAKS, a municipal corporation, (hereinafter "City"), and Coastal Paving and Excavating (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;

WHEREAS, Contractor is willing to render 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 following services: Rosita Road Emergency Repair. The scope of services are further described in: 1) "Contractor's Response to Bid Proposal" attached hereto as Exhibit "A"; 2) "Notice to Bidders & Special Provisions" attached hereto as Exhibit "B"; and 3) the Project Plans attached hereto as Exhibit "C." In case of any conflict between these documents, this Agreement shall take first precedence, Contractor's response shall take second precedence, the Special Provisions shall take third precedence, and the Project Plans shall take fourth precedence.

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 Contractor agrees to accept as full and fair consideration for the performance of this Agreement \$410,410.00. 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 monthly written 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 _____ and terminate on _____.

B. **Timely Work.** Contractor shall perform all 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: Mike Melicia
 Title: President
 Address: 24560 Sliver Cloud Ct. Ste 102, Monterey, CA 93940
 Telephone: 831-646-2099

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 Indemnatee shall not apply to the extent that such Liabilities are caused in part by the gross negligence or willful misconduct of such Indemnatee.

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 Bidder 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 the 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.

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.

FHWA-1273, "Required Contract Provisions Federal-Aid Construction Contracts" (Attachment #1) and the Federal Wage Rates (Attachment #2) are a part of this agreement and included as attachments.

L. **Exhibits.** The following Exhibits are incorporated herein by reference as if fully set forth: 1) "Contractor's Response to Bid Proposal" - Exhibit "A"; 2) "Notice to Bidders & Special Provisions" - Exhibit "B"; and 3) the Project Plans - Exhibit "C." Bidder's Bond - Exhibit E, Payment Bond - Exhibit F, Performance Bond - Exhibit G.

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

Mike Melicia
President, Coastal Paving and Excavating

Date

Date

A Message from the Mayor...

If it feels like you're living through a major home renovation, you're not alone. Several projects around the city are in various stages of completion and you can get the latest status by going to the Del Rey Oaks website at delreyoaks.org



Here's a snapshot of each project:

FORTAG – The entire project is scheduled for completion in 2026 but the contractor has focused efforts on certain portions of the trail. The undercrossing at the Frog Pond is the most resource intensive and construction activity will continue for several months. Construction will also continue in the park and the area between Safeway and the Garden Center, and along Carlton Drive. In addition to the information on the city website, you can sign up for updates at: tamcmonterey.org/fort-ord-regional-trail-greenway-canyon-del-rey

Rosita Road – The portion of the road near Angelus Way has been eroding down the hillside for several years and temporary repairs have been made to slow the progress. Ultimately, the road had become unsafe and in desperate need of a permanent fix. This project will ensure the long-term safety of our residents and is scheduled for completion by the end of February.

Water Line Replacement – CalAm has completed pothole work along Portola Drive and the adjacent cul-de-sacs. Trenching and water main line replacement is now underway. Upon completion, a new slurry seal will be placed to return the roads to their original condition.

DRO Committees

For those of you looking for an opportunity to provide input and have a voice on a variety of topics impacting our community, the city has four committees designed to bring people together to share ideas and make recommendations to the City Council. We're in the process of scheduling meeting times and dates for the committees with the goal of having initial meetings in March or April. The four committees are:

Budget and Finance – Perfect for those of you wanting an in-depth look at the city’s revenue streams and expenditures, and would like to provide input on funding recommendations for things like personnel, equipment, services and projects.



Parks and Recreation – Share your ideas on how to preserve, enhance and protect our open spaces, parks and facilities. This is an opportunity to offer input on park projects and recreation experiences, and help plan the future use of open space within the city.

Public Safety – Provide input to DRO Police regarding safety and welfare activities and procedures. Offer recommendations on how to approach our most pressing public safety issues and challenges.



Public Works – Help with reviewing and prioritizing city projects, and identifying future infrastructure needs and maintenance requirements. Provide input on neighborhood improvement ideas and potential projects.

These committees are a wonderful opportunity to get involved and help shape our community. Keep an eye out for details and please consider participating. Feel free to contact me directly at sdonaldson@delreyoaks.org if you’re interested in participating.

Tree Planting

Lastly, you may have noticed all of the trees planted in the park. This team effort began when our Public Works Director, Ron Fucci, acquired the trees through a program sponsored by PG&E. The DRO Citizen’s Action Group organized the effort under the leadership of Denise Wood and volunteers from the community and DLI spent a rainy Saturday morning putting the trees in the ground. All of the hard work resulted over 40 trees being planted and contributed to our Tree City status. Thank you to all who made this possible!



Boards and Committees

Below is a summary of meetings I attended in the past 30 days:

Transportation Agency for Monterey County (TAMC)



Highlights include:

- The election of new officers and committee members
- Presentation of the annual Transportation Excellence Awards
- Appointment of members to the California Association of Council of Governments
- Update on the Toro Park Traffic Pilot Program

For details on these topics, go to: tamcmonterey.org/files/53d928e3d/TAMC-Board+Highlights-+January+22%2C+2025.pdf

Monterey One Water (M1W)

Highlighted Action Items include:



- M1W's current Enterprise Resource Planning System is approaching end-of-life and will be unsupported in March 2027. It currently supports the core business functions of M1W including Accounts Payable and Receivable, Purchasing, Payroll, Utility Billing, Fixed Assets, Budgeting and Human Resources. Without a supported system, M1W would have increased cybersecurity risks and would not have access to important updates, including changing tax rates. The board unanimously approved a contract with Oracle NetSuite to provide the functionality.
- M1W owns and operates a 29.6 million gallon per day capacity Regional Treatment Plant (RTP) that provides wastewater treatment for approximately 279,000 people in north Monterey County. There are many reasons why the plant needs a comprehensive upgrade. The RTP is 34 years old and many treatment components have reached the end of useful life. Some components are in danger of failing. The RTP was

originally designed when energy efficiency was less important, thus is not very efficient. The board voted unanimously to enter into a professional services agreement with Black & Veatch for preparation of a Master Plan for upgrade of the RTP.

For more details and access to audio and video recordings, go to: <https://www.montereyonewater.org/192/Public-Meetings>

Monterey Bay Defense Alliance

This organization is a membership-based nonprofit organized originally by the City of Monterey. It is committed to enhancing, growing and protecting the national security assets in the Monterey Bay Area. I attended a presentation along with other elected officials, business leaders and military representatives.



Highlights from the presentation:

- Monterey County is home to nearly 12,000 military personnel and DoD civilians, and more than 17,500 veterans
- The DoD, Coast Guard and Veterans Affairs invest more than \$2.4 billion

- The total economic impact of defense activity is \$4.9 billion, or nearly 15% of Monterey County's gross regional product
- Defense activity in Monterey County generates \$69 million in local tax revenue and \$254 million in state tax revenue

For more details, go to: montereybaydefensealliance.org

City Selection Committee

This committee consists of all 12 mayors in Monterey County and meets periodically to appoint members to certain boards and committees requiring representation in the county.

The committee met in February to appoint two mayors to the Local Agency Formation Committee (LAFCO), one representing the Salinas Valley and one representing the Monterey Peninsula. The mission of this organization is to promote orderly growth and development in Monterey County. LAFCO does this by: encouraging orderly growth of local government agencies, preserving agricultural lands and open space, discouraging urban sprawl and efficiently provide local government services.

The Selection Committee was provided with objective guidance from Government Code with regard to population and geography to assist in making the selection. With any decision I make, I always try to be as objective as possible. In this case, I used the Government Code provided to help guide my decision.

In the valley, Salinas has the largest population by far and its geographic boundaries touch on 4 of the 5 county districts and a large portion of unincorporated area. On the peninsula, Seaside has the largest population and its boundaries touch 4 of 7 peninsula cities.

I also considered input from the other mayors. 4 out of 5 Salinas Valley mayors supported Salinas for the valley slot, and all Monterey Peninsula mayors supported Seaside for the peninsula slot.

Based on the guidance provided to the committee and feedback from the other mayors, I voted for Salinas and Seaside to fill the two LAFCO seats.

Kim Shirley's Council Report for Tuesday, February 25, 2025

(These are my combined January and February Council Reports)

Monday, December 9th- Monterey-Salinas Transit Board Meeting- Please see the MST Board Highlights in our agenda packet.

Wednesday, December 11th- Seaside Groundwater Basin Watermaster Technical Advisory Committee- This was a big meeting today as we were receiving the Seawater Intrusion Analysis Report for 2024. The good news is that after looking at all of their different data sets, there does not seem to be any seawater intrusion at this time in the Seaside Basin. It's clear with the basin levels where they're at (still many areas below sea level) we will very likely see seawater intrusion in the future, unless we replenish the basin with an additional water source. Based on their findings, they did recommend some actions that were mainly focused on a few coastal wells where we are seeing some increased conductivity in the water, which may indicate the beginning of seawater intruding in the area. In summary, we need to keep monitoring those wells, including additional data gathering through the use of electromagnetic land based measurements (already planned for!). There is also a private well in the area that we know is leaking, which could be introducing seawater into the basin. They suggested destroying it. It was reported that our lawyers have been trying to make contact with the lawyers of the landowners (the land is currently in litigation), with minimal success. I suggested to staff that they have the lawyers make a report to the larger Watermaster group as it seems we need to keep putting pressure to get this issue settled.

The other larger item on our agenda was reviewing the preliminary draft Watermaster 2024 annual report. This was a very thorough document that summarizes all the aspects surrounding the basin including— extractions, storage, administration costs, budget, water quality monitoring, and overall status of the basin. One issue that I brought up to staff prior to the meeting was the idea of carryover credits for those who are extracting water but not extracting their full allotment. I found it interesting, although not surprising, that these water producers get to accumulate water over the years, presumably for use in drought conditions. For this year, there was over 2,000 acre/ft that was left in the basin that was considered carryover credit. Makes me wonder if we should be a bit more focused on the health of the basin and taking a percentage of this and leaving it permanently in the basin. After talking to staff, they returned to tell me that the court decision for the basin does allow the Watermaster to “discount” these carryovers, so that might be something I bring up in the future.

Friday, December 13th- City Finance Meeting- As usual, this was a very positive finance meeting for the city. We reviewed the financials for both October and November. Our

revenues are slightly lower, but that's to be expected since we haven't received the most recent property taxes just yet. Our expenditures are right in line with the budget, so I'm grateful for the wise spending. We'll be doing mid-year budget adjustments probably in February. Our financial consultant also said that they'll bring back draft reserve policies at that time, too. This is something I've been anxious to talk more about, so I look forward to that discussion. I also asked about our plans moving forward in regards to our unfunded CalPERS liabilities. It was shared that there will be some work done by consultants who will be able to look at our liabilities (CalPERS liabilities are always complicated) to help us decide what would be the best path forward in paying those down. At this time, we pay the minimum and then we set money aside in a trust which can only be used for these liabilities. There may be other options or we may stick with what we're doing with some small changes. Regardless, I'm happy we'll be having that conversation, too.

Our other big discussion for this meeting was talking about the audit, which came with no findings (a clean audit!). The auditor will be at our next council meeting to present on this topic and our financial consultant will be there, too. It was great to hear his review of all the financial details of the city. Basically, if we had to do a fire sale, we'd come out in the positive, which is great news!

Tuesday, December 17th- City Council Meeting- Our last council meeting of the year was a celebratory affair with the swearing in of our newest council member, Mike Burger, my swearing in for a second term, and the swearing in of Mayor Scott Donaldson for his second term. I was happy to have my husband and kids in the audience, and my parents on-line to witness the moment. I'm very grateful to have this opportunity to serve Del Rey Oaks and I look forward to continuing to work hard to represent residents both in city hall but also regionally through my other board appointments (more on that later). I'm always open to any feedback and look forward to hearing from residents as we look towards the future in Del Rey Oaks.

Our next agenda item was also celebratory in nature in that we received the audit results from Fiscal year 22-23, which came out "clean." The staff and our finance consultants have done a good job throughout the year of making sure the revenue that comes in and goes out is properly categorized. They also did a great job working with the auditors so the process went smoothly. With their diligence, we ended up with an audit that didn't show anything that needed fixing which is something we should all be proud of.

Last was the consent agenda, which I ended up pulling a couple of items for further discussion. The first was our regional board appointments made by the Mayor. I was happy he appointed me to the same boards I've been serving on for the past two years. I love that work since I'm learning so much and it gives me the opportunity to work with other electeds and people in the community. If you're a regular reader, you'll know I spend a lot of time going to these meetings, but it's worth it because I find it so enriching. I did use this agenda item as an opportunity to make a plug for other council members to report

out on their meetings. Given one of our core values in the city is “Open Communication and Transparency” it seems these council reports are an excellent tool for fulfilling that value. I also asked for clarification regarding bringing items to the city committees. It’s difficult since we have three council members on each committee, so we can’t talk to even one of them about meeting since that would be a Brown Act violation. City Attorney Alex Lorca said that the process would be to go through the City Manager and then he would talk with the Mayor. I do hope they both are responsive to this process. These city committees generally don’t meet (except for the finance committee and once for the public safety committee), so I’d really like to see these committees begin to meet in the new year.

The other item I pulled was the item that promoted Police Chief Bourquin to Assistant City Manager. It’s not totally clear how much he will be utilized as Asst. City Manager, but I wanted to let him know that I support the promotion and that I trust he’ll do a great job in that position.

Wednesday, January 8th- Seaside Groundwater Basin Watermaster- We began this meeting by electing Mayor Ian Oglesby as Chair and Mayor Mary Ann Carbone as Vice Chair, keeping with the same leadership as last year. Supervisor Wendy Root Askew will continue as our treasurer and our administrative staff member, Laura Paxton will continue in the secretary role.

The two big items for this meeting were ones that were covered in our December Technical Advisory Committee (see above). The first was receiving a presentation and approving our annual seawater intrusion analysis report for 2024. The second item was approving the 2024 annual report which is required to be submitted to the courts every year. Both of these items were easily approved. I appreciated that Director Root Askew asked that we include a sentence in the annual report which states our acknowledgement that although we don’t fall under the same state sustainability requirements as other groundwater basins, we are still working towards becoming a sustainable basin using the powers we were given through the adjudication. I was very supportive of inserting this language as it reflects much of what I’ve been thinking about since the last TAC mtg in December. Having reviewed the seawater intrusion report and the annual reports, I’ve been asking questions of our staff over email about some of the terminology we use and its relation to the court decision. For instance, the court decision states that 3,000 Acre Feet per year is the “natural safe yield” which is the amount of water that can be taken from the basin (water in = water out). Unfortunately, that amount does not include the need to increase our basin to a protective elevation which would prevent seawater intrusion. Apparently, the “natural safe yield” several years ago was calculated to be a smaller amount (around 2,300), which I’m assuming would offer some protection to the basin. But, we have never changed these numbers to accurately reflect the needs of the basin. Another topic I brought up was the idea of carryover water and being able to hold some of that water back for protection of the basin.

With these thoughts, I brought up at the meeting that I felt we should be more proactive as a board and look at what we can be doing under the court decision that will protect our basin from seawater intrusion. This topic seemed to be well received and it was decided that we would have a more broad discussion on this topic at our February meeting. I'm looking forward to the discussion.

Monday, January 13th- Monterey-Salinas Transit Board Meeting- Please see the MST board highlights in our agenda packet.

Monday, January 20th- Democratic Women of Monterey County (DWMC)- I was happy to attend the annual membership meeting where our very own DRO resident, Frederica Jones will be vice president of the Democratic Women's club. Besides inspirational speeches from the outgoing (Dr. Lisa Berkley) and incoming (Dr. Kim Barber) presidents, we also had gubernatorial candidate Betty Yee deliver a thoughtful and uplifting talk. It was the perfect way to start off Dr. Martin Luther King day.

Monday, January 20th- Seaside's Dr. Martin Luther King March- After the DWMC meeting, my daughter and I attended the MLK march in Seaside. After greeting several people, we ended up showing our Lobo Pride and marched with the MPC group (my daughter and son are students at MPC and my husband and I both teach there). I always appreciate being amongst the many people who are there to celebrate the legacy of Dr. King and I am grateful for the work that goes into creating such a welcoming and positive event.

Friday, January 24th- ReGen Monterey Board Meeting- With our first board meeting of the year, after passing the consent agenda, we presented a resolution of appreciation to former board member Pacific Grove Mayor Bill Peake. I very much appreciated his time on the board as he persistently, but politely pushed the envelope in terms of questioning finances and asking for greater transparency. His participation on the board definitely left our organization better than when he arrived, so it was nice to acknowledge his work. We also presented an award to Luis Cazares who has worked for ReGen for 25 years. Our final presentation of the day was hearing about the organizations who received the Edible Food Recovery grant awards. Edible food recovery is part of SB 1383 and to help promote the efforts of those in the community who are feeding people in need, ReGen and Salinas Valley Recycles put \$90,000 towards grants that can help those entities increase their ability to take in food and/or deliver food to the community. The awards this year went to three churches, Dorothy's place, and two branches of the Salvation Army. In hearing who and how many they all serve, it really is shocking to think about how much food is provided for people everyday throughout the county. This is definitely one of those win/win situations where climate legislation is not only helping the environment but is also having a direct positive impact on those who are in need.

Our first item of discussion was formally asking our staff to develop protocols and procedures for emergency site closures, generally caused by extreme weather events, or any other reason where it may be unsafe to remain open. The fires in Moss Landing this past week certainly brought to light how important it is to have potential site closures fully flushed out before the need is there. We all agreed this was an important topic to move forward.

The next topic was exciting for our engineering staff and I'm excited about it, too. In 2023, the board approved a pilot study that looked at automated control systems for our landfill gas (LFG) collection wells (about 20). And since the pilot study had gone so well, they stopped it early and decided to implement this automated system on all of our LFG wellheads (about 100). It will be an investment of over \$800,000 but it comes with many benefits, some of which may allow us to make more money from the increased methane gas we collect from the landfill. It will also help us with compliance and we'll have better quality gas which could allow us to not only turn that LFG into more electricity, but also create renewable natural gas (RNG) that we can sell back to PG&E at a much higher rate than electricity. Without the automated control systems, we're adjusting wellheads every month, whereas with this automated system, the wellheads would be adjusted every three hours allowing us much greater control over what comes out of the landfill. It really does seem like the new direction for landfills and I was happy to approve this technology.

Our last item was approving a request for proposal for new legal counsel for ReGen Monterey. Our current counsel, Rob Wellington has been our lawyer for over 50 years! We've been so lucky to have someone so dedicated to our agency. We know this new contract will be more costly, but hopefully we can find someone just as dedicated to our industry as Rob has been for so many years.

My final action for the meeting was appointing members to our Finance and Personnel committees. Director Root Askew along with our new Directors Chaps Poduri and Mayor Dale Byrne will be on our Personnel committee. Mayor Bruce Delgado and Director Jerry Blackwelder will join me on the Finance committee.

Wednesday, February 5th- ReGen Special Board Meeting Workshop- I'd like to ask you all a question, which I realize may be hard to answer without additional details, but just go with it for the moment. **OK, would you be more interested in extending the life of our landfill and have higher prices at the scales (which would translate to higher garbage prices) or would you rather decrease the life of the landfill and have lower prices?** That's basically the philosophical question that the ReGen board will need to answer as we look towards the future when our largest outside contract (Green Waste, San Jose) ends in 2036. The waste we take in from San Jose makes up 50% of our total solid municipal waste stream and brings in roughly \$9 million/year. With that contract ending in 11 years, we've got some decisions to make as an organization. Do we slowly increase prices over those 11 years to make up for the eventual lost revenue and not

provide our landfill space to outside agencies or do we continue to seek outside sources of waste, charge them a fair price, all the while keeping our prices lower for our member agencies, knowing that the tradeoff would decrease the life of our landfill? What would you do? Previous boards established guiding principles for thinking about these decisions. For example, in 2007 they felt we needed to maintain at least 75 years of life for our landfill and then the “excess” could be sold to outside contracts. These guiding principles are what our current board will be revisiting in the coming months.

Today’s workshop was laying the groundwork to start helping us make these decisions. As you might expect, it’s actually very complex as we look at future projects to utilize all of our 475 acres of land (actually 315 acres are permitted for landfill use; we’re currently using 156). Moving ponds and relocating the compost and truck yards mean we need to either purchase adjacent land and/or move these operations to another location. At the same time, we need to evaluate how best to use our landfill gas. Do we continue using it just for electricity or do we start using some of it for the far more profitable renewable natural gas? All the while, maintaining the excellent service we provide and keeping our employees safe and happy. Balancing cost with our desired outcome is important, but I think we all need to agree on what that desired outcome might be. Certainly we need more details on all of these issues, but today’s meeting provided the board and the public with some foundational knowledge for what we need to be thinking. What are your thoughts on these big decisions? I’d love to know. Please email (kshirley@delreyoaks.org) or call (831-917-4115) to share what you’re thinking and to ask any further questions.

Wednesday, February 5th- Seaside Groundwater Basin Watermaster- It shouldn’t be a surprise (to me at least!), but I’m realizing more and more that I’m someone who really needs a plan or a path forward. Today’s Watermaster meeting was the beginning of trying to understand what exactly our path forward is for protecting the basin. Based on some questions that Supervisor Root Askew and myself came up with, staff provided a report that answered these questions and allowed us to have a discussion about what’s next. We had questions about Watermaster funding, the differences in authority between our adjudicated decision and basins under the state groundwater sustainability act, and overall control of water, in terms of acceptable amount of water that can be taken from the basin.

For me, I’d really like to see the Watermaster take a more proactive approach to protecting our basin. Right now, we work under the assumption that seawater intrusion WILL happen at some point. What if we tried to change the paradigm and work towards a basin that’s protected, as best we can, from seawater intrusion? We know more about our basin since the basin became adjudicated and with Pure Water Monterey expansion coming online this year, we’re now going to have more water. We also have the possibility of injecting some water from Marina Coast Water. In other words, we’ve got some options, but I feel we need to know what they are and collectively understand what we’re trying to achieve. And with that discussion, it was decided that we needed some dedicated time for presentations to help us and the public understand a bit more of the parameters for our path forward. I’m

guessing that the workshop will come in March or April, so stay tuned to learn more or maybe even attend!

Our other topic for this meeting was discussing whether we wanted to move forward with a spokesperson to help educate the public (through council meetings) about the basin. Given our previous discussion, we decided that it was premature to have a spokesperson, so we did not move forward with this option.

The last topic for our meeting was deciding that we would like to have our recorded zoom meetings posted online. Since staff did not know how to do this, a couple board members were going to talk to their staff to see if they could support this effort. I'm happy to know we'll be posting meetings in the future.

Friday, February 7th- City Selection Committee with County Mayors- This is a public meeting that I don't usually attend, but I was very interested in the outcome of their agenda item to appoint one of the south county mayors to LAFCO (Local Agency Formation Commission). I know it seems strange to be concerned over a south county mayor appointment, but as it turns out, it was mostly about water on the peninsula. Mayor Anna Velazquez of Soledad has been the alternate on LAFCO (non-voting member) and clearly understood the importance of this vote, not only to gain representation for her city, which has only held a primary seat on LAFCO once in the last 25 years, but also for the Peninsula cities which voted strongly for checking feasibility and pursuing the public purchase of Cal Am. The other south county option was appointing Salinas, yet again, to LAFCO simply because of its large size and the support of the other south county cities (for reference, Salinas has held a primary seat on LAFCO for 20 of the last 25 years).

Voting for Mayor Anna Velazquez would have given her a rightful and earned seat at the table, but would have also been a vote for streamlining the public buyout of Cal Am, eliminating an expensive Cal Am appeal currently in the courts.

Voting for Salinas Mayor Donohue, a known Cal Am supporter, would prolong the appeal, increasing the cost to peninsula taxpayers.

To my extreme disappointment Mayor Scott Donaldson voted along with Salinas Valley cities, abandoning the peninsula cities and their efforts towards a public water solution. He voted in favor of Mayor Anna Velazquez in January at the Mayor's meeting, but for some reason changed his vote in February when it really mattered. When I shared my disappointment with him, Mayor Donaldson stated that he voted for Salinas because of its large size and because the other south county mayors were also supporting Salinas.

There are no guidelines that state LAFCO directors should come from large cities or that the vote should be determined by the south county cities. He knew this vote would ultimately cost peninsula taxpayers more money and would be turning his back on his

fellow political colleagues who have worked hard for peninsula public ownership of water. When Mayor Donaldson should have been looking out for Del Rey Oaks residents (who voted overwhelmingly for the Cal Am buyout), he was instead aligning his vote with Salinas and other Cal Am supporters. If you find this troubling, feel free to reach out to Mayor Donaldson to share your thoughts on his vote.

Monday, February 10th- MST Board meeting- Please see the MST board highlights in our agenda packet.

Wednesday, February 12th- Seaside Groundwater Basin Watermaster Technical Advisory Committee- Today's action items helped us move forward some ideas that we've spoken about before. The first item was approving a professional services agreement for geophysical imaging around our Sentinel Well #4. This is the well that's been showing increased conductivity which may indicate seawater intrusion. This non-invasive, static surface testing creates a magnetic field that allows for subsurface imaging. We've never done this type of testing before, so I think everyone is anxious and interested to see the results. This contract will need final approval by the full board next month.

The next item we moved forward was a request for service to update our Seawater Intrusion Response Plan (SIRP). This update will replace our original plan from 2009. It will update data (figures, tables, etc.), review the triggers and associated actions, and incorporate the geophysical data that we will have received. My guess is that this will be an interesting process which will cause some good discussions regarding when and how far we need to go to prevent/stop seawater intrusion.

Our next item was looking at the best approach for updating the Seaside Basin Groundwater Model. It was recommended that we delay moving forward with this item, only until another model is released from the Salinas Valley Basin and Marina Coast Water District sustainability agencies. Waiting until that model is released will help us in developing our model so it was best to wait.

Our last item of note was talking about one of the recommendations that came from our seawater intrusion report from last year. Again, with the increased conductivity of Sentinel Well #4, we're hoping to get chloride concentrations and actual water chemistry from the 140-200 ft depths. Turns out this isn't easy! They looked at finding a new site for a monitoring well (too expensive, too difficult to find a site), adapting an existing well (no feasible approach for this option), and lastly looking into something called a Cone Penetration Testing drill rig. This last option is the least intrusive option and may be the most cost effective, therefore we suggested that staff move forward in trying to get more answers in terms of cost and whether it could reach the depths we need to test.

Friday, February 14th- DRO City Finance Committee- The main focus of today's meeting was reviewing the comprehensive fee study that the council commissioned last year. It has been several years since we've officially reviewed our pricing for permits and service fees in the city. Legally, we're only allowed to set fees at an estimated reasonable cost of service. In other words, we're not allowed to set fees to make a profit, but we set fees so that the cost of completing the service is recovered. Interestingly, some fees that provide a greater service to the community would have a lower cost recovery (ex. Facility use fees), versus a fee where there is only one beneficiary and so we'd have a higher cost recovery (ex. Building, engineering, and encroachment permits). Once all the factors that go into each fee is calculated, it's then compared with similar cities to make sure we're still in the ballpark. In the end, it looks like some of our fees are staying the same and some are increasing. In general, if adopted, this new fee schedule is estimated to bring in an additional \$60,000 per year in revenue that will go into the general fund. Once we have a public hearing and the new fee schedule is adopted, the city will have the ability to increase some of the rates on a yearly basis based on the annual consumer price index (CPI). Full fee studies would then be completed about every 5 years or so.

Additionally, we reviewed the January financials. We received our property taxes so our revenue is slightly over budget. Overall, our local sales tax revenue is down, which City Manager Guertin stated could be because of the administration change. We will be doing mid-year budget adjustments next month, which will give us another view of our overall revenue and expenses.

Council Report from Councilmember John Uy February 25, 2025 Meeting

I. Council Report: Annual Christmas Party of the Pilipino-American Solidarity Alliance on December 14, 2024

I am delighted to share a heartwarming experience that I recently had as your council representative. On December 14, 2024, I had the honor of being the guest speaker at the Annual Christmas Party of the Pilipino-American Solidarity Alliance (PASA). This opportunity allowed me to connect not only with our local Filipino-American community but also with the vibrant culture and cherished traditions that make the holiday season truly special.

Christmas, or *Pasko* as it is known in the Philippines, is a time of joy, family, and community. It is a season marked by generosity, faith, and hope, and being part of PASA's festivities brought back fond memories of my roots and reminded me of why I chose to serve in public office. As a Filipino-American who immigrated to the United States and made this beautiful country—and Del Rey Oaks in particular—my home, I felt a profound connection to the shared experiences of migration, perseverance, and the pursuit of the American Dream.



The evening was filled with laughter, traditional Filipino dishes like *lechon*, *pancit*, and *kakanin*, and the warmth of fellowship. From heartfelt carols to the traditional Filipino *parol* lanterns lighting up the venue, the event encapsulated the spirit of togetherness that the holidays inspire.



In my speech, I shared my gratitude for the contributions of the Filipino-American community in building bridges of understanding and unity here in Monterey County and beyond. I spoke about the values of *bayanihan*—the spirit of communal unity and effort—that resonate not only with Filipinos but with all of us as residents of Del Rey Oaks. I emphasized how these values strengthen the fabric of our community and inspire us to create a more inclusive, vibrant future together.



I left the evening inspired and filled with hope. Witnessing the energy and dedication of PASA's members reminded me of the importance of celebrating diversity and cultivating spaces where everyone feels valued.

As your council member, I am committed to representing all voices in our city and fostering connections that make Del Rey Oaks a welcoming place for all. I am deeply grateful for the opportunity to have shared in this celebration and for the chance to bring this experience back to our community.

Let us continue to embrace the joy, unity, and love that the holiday season brings, carrying its light into the new year ahead.



II. Council Report: Regular Meeting of the DRO City Council on December 17, 2024

I am thrilled to share a truly special moment from our City Council meeting on December 17, 2024. This gathering marked an inspiring milestone for our community as we celebrated the swearing-in of three of our councilmembers following the certification of the November 5, 2024, election results.

Please join me in warmly welcoming Mayor Scott Donaldson, Councilmember Kim Shirley, and Councilmember Mike Burger to their new terms. Their dedication and passion for serving Del Rey Oaks shine brightly, and I am excited to continue working alongside them to build on our shared vision for the city we love.



As we embark on this new chapter, I encourage all of you to stay engaged, voice your ideas, and connect with us. Together, we will tackle challenges, embrace opportunities, and continue to nurture the strong sense of community that defines Del Rey Oaks.

Let's celebrate this moment as a reminder of the power of civic engagement and the shared responsibility we all have in shaping the future of our city. Here's to a bright year ahead, filled with collaboration, progress, and pride in all that we accomplish together.

III. Council Report: New Year Message of Councilmember John Uy on January 1, 2025



Dear Del Rey Oaks Community,

As the New Year unfolds, I want to take a moment to reflect on the incredible spirit that makes Del Rey Oaks the wonderful place we all call home. From our close-knit neighborhoods to the beauty of our shared spaces, it's the people—each and every one of you—who bring this city to life.

2024 was a year of connection, resilience, and growth for our community. Together, we celebrated milestones, faced challenges, and strengthened the bonds that make us more than just a city—we're family. As we step into 2025, I am filled with hope and gratitude for all that lies ahead.

This year, let us continue to work hand-in-hand to create a future that reflects the very best of who we are. Whether it's caring for our environment, supporting local businesses, or simply waving hello to a neighbor, it's the little things we do that make a big difference.

I also want to thank each of you for your trust and support. Serving as your councilmember is an honor I hold close to my heart, and I promise to continue advocating for the needs and dreams of our community.

As we begin this new chapter, may 2025 bring you and your loved ones health, happiness, and countless moments of joy. Let’s keep dreaming big and building a stronger, brighter future— together.

Here’s to a year filled with purpose, progress, and pride in all we achieve as one community.

With heartfelt gratitude,
John Uy
Councilmember, Del Rey Oaks

IV. Council Report: AMBAG Board of Directors Meeting – January 8, 2025 (Canceled)

The regularly scheduled meeting of the AMBAG Board of Directors on January 8, 2025, has been canceled.

The next regular meeting is scheduled for February 12, 2025.



V. Council Report: Regular Meeting of the Seaside County Sanitation District (SCSD) Board of Directors – January 14, 2025



Serving as your representative on the **Seaside County Sanitation District (SCSD)** board is a responsibility I hold with great honor. I am committed to representing the interests of Del Rey Oaks while ensuring transparency and fairness in all decisions that impact our community.

During the regular SCSD meeting on January 14, 2025, one agenda item stood out for its potential significance to our city: a proposal to direct staff to draft an ordinance to update the SCSD Code (Titles 1, 4, and 5). These updates aim to address enforcement of the Fats, Oils, and Grease (FOG) Program,

sewer capacity fees for Accessory Dwelling Units (ADUs), an appeals process for fee assessments, and revisions to outdated code references.

While this item was listed for approval to move forward, I pulled it from the consent agenda to advocate for a thorough review and greater transparency. After engaging with SCSD staff and posing key questions, the Board decided to postpone the matter to the next meeting, ensuring more time for stakeholders—including our jurisdictions, residents, and businesses—to assess the proposed changes.

Questions I Raised to Get More Clarity from SCSD Staff:

1. **Clarity and Rationale:**
 - What problems are these revisions designed to address? Are the expected outcomes clear?
2. **Stakeholder Impact:**
 - How will residents, businesses, and other groups be affected? Have they been consulted or informed?
3. **Implementation and Enforcement:**
 - What mechanisms are proposed to ensure effective and equitable implementation? Will fees or penalties disproportionately impact any group?
4. **Transparency:**
 - Can staff provide a redline version of the proposed code changes to clarify the revisions?
5. **Legal and Fiscal Considerations:**
 - Are there risks, such as legal challenges or unexpected costs?

My Recommendations:

I encouraged SCSD staff to:

- Provide a redline comparison of the proposed and existing code.
- Expand public engagement strategies, including outreach beyond public hearings.
- Ensure the revisions align with state and regional standards while maintaining fairness and equity.
- Clearly document the rationale for each proposed change.

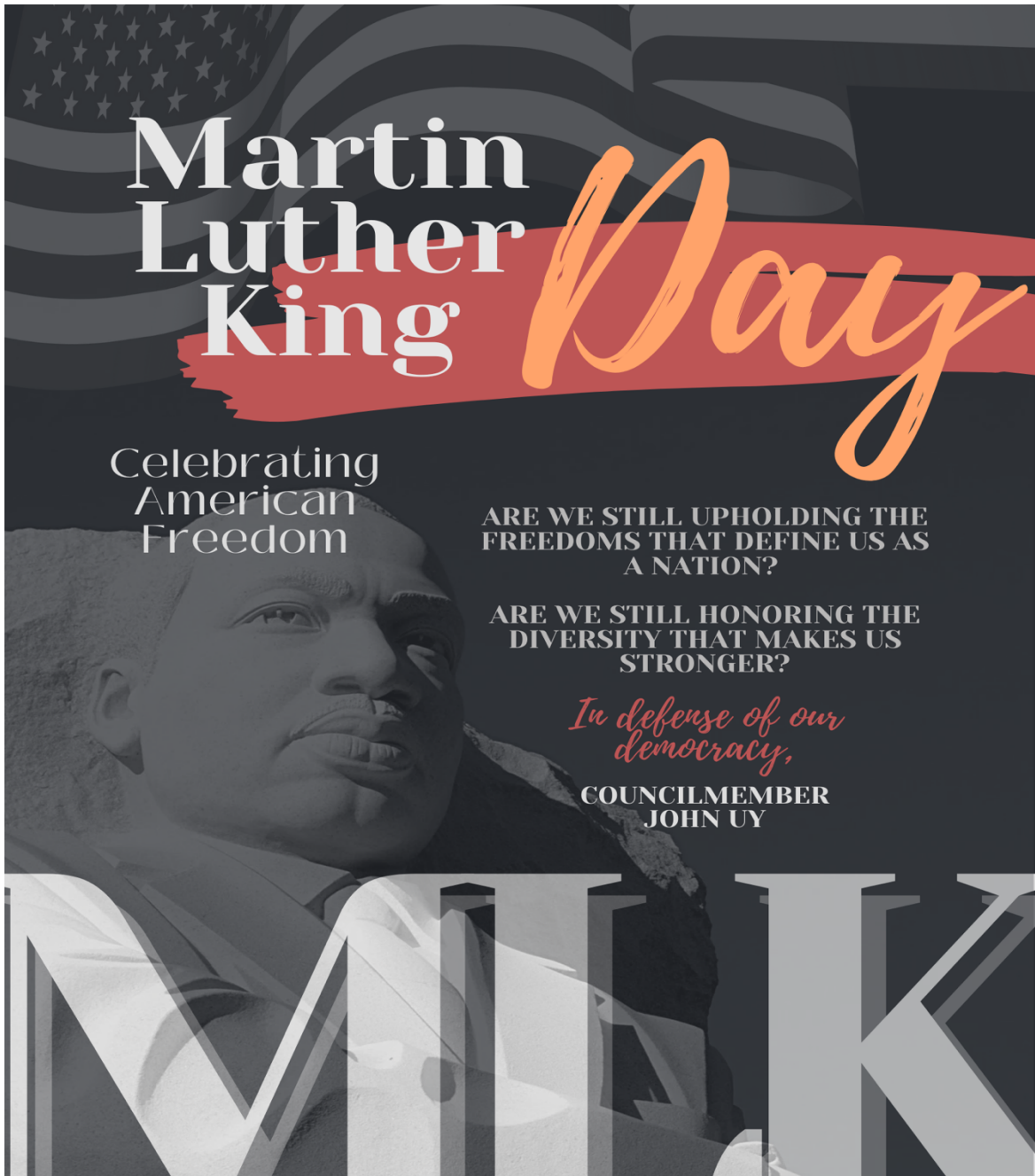
This approach reflects our commitment to fostering a collaborative and transparent decision-making process. By delaying the direction that the Board will provide, we've ensured all stakeholders have a voice, and the final ordinance will be one that balances progress with fairness.

I am grateful for the opportunity to represent Del Rey Oaks at the SCSD Board and will continue to advocate for solutions that uphold the values and priorities of our city. As always, I welcome your feedback and invite you to reach out with any concerns or suggestions.

Together, let's make 2025 a year where collaboration and community spirit lead us to achieve extraordinary goals. With your support and engagement, I am confident we will continue to build a Del Rey Oaks that future generations will be proud to call home.

Thank you!

VI. Council Report: MLK Day Message of Councilmember John Uy on January 20, 2025



As we observe **Martin Luther King Jr. Day** on January 20, 2025, we are reminded of the profound legacy of a leader who dared to dream of a more just, free, and inclusive America. Dr. King’s vision was not just about civil rights; it was about the very essence of **American freedom—the right to live with dignity, to speak without fear, and to build a future unshackled by discrimination and oppression.**

Today, as we navigate an era of uncertainty and change, we must ask ourselves: **Are we still upholding the freedoms that define us as a nation? Are we still honoring the diversity that makes us stronger?** The fabric of America has always been woven from the threads of different cultures, beliefs, and experiences. It is this diversity that has made us resilient, innovative, and powerful. Yet, freedom is not self-sustaining—it requires vigilance, courage, and unity to preserve.

Let this day be more than a reflection; let it be a **call to action.** Let us stand together against forces that seek to divide us, weaken our liberties, and erode the progress we have fought so hard to achieve. Let us continue to **amplify voices of justice, defend the rights of the marginalized, and ensure that the American promise of freedom remains unbreakable for future generations.**

Dr. King once said, *“Our lives begin to end the day we become silent about things that matter.”* My friends, let us never be silent. Let us be **fearless in our commitment to equality, bold in our pursuit of justice, and unwavering in our defense of democracy.**

Today, and every day, we reaffirm that the fight for freedom is not over, but together, we will ensure that it never fades.

VII. Council Report: Regular Meeting of the DRO City Council on January 28, 2025



For the scheduled Regular Council Meeting on January 28, 2025, there were no agenda items requiring Council action. After the City Manager consulted with the Mayor, they agreed to cancel the meeting. The City Clerk, Karen Minami, issued the official notice on January 24, 2025.

VIII. Council Report: Regular Meeting of the Seaside County Sanitation District (SCSD) Board of Directors – February 11, 2025



I am honored to share key updates from the Seaside County Sanitation District (SCSD) meeting held on February 11, 2025. It was a significant meeting as we elected our Board Officers for the year and deliberated on key policy improvements aimed at enhancing efficiency, transparency, and service equity across the district.

Election of Board Officers

I am humbled and grateful to have been elected as the **Chair of the SCSD Board**. It is a privilege to serve in this capacity, and I look forward to working collaboratively with my fellow board members, district staff, and the communities we serve to ensure that our sanitation infrastructure remains reliable, efficient, and sustainable.

New Business: Strengthening District Policies

One of the critical agenda items was directing staff to draft necessary updates to **Title 1, Title 4, and Title 5 of the SCSD Code**. These updates are essential for:

- 1.) Strengthening enforcement of the **Fats, Oils, and Grease (FOG) Program** to prevent sewer blockages.
- 2.) Establishing **sewer capacity fees for Accessory Dwelling Units (ADUs) and Junior ADUs (JADUs)** to ensure fair and equitable cost distribution.
- 3.) Introducing an **appeals process for fee assessments**, providing property owners and businesses with greater transparency and due process.
- 4.) Updating outdated references in the district code to align with current regulations.

During our discussion, I raised key questions to ensure that any proposed changes uphold **fairness, accountability, and clarity** for all jurisdictions under SCSD:

- a.) **Project Fee Consistency & Transparency** – Are all jurisdictions within SCSD held to the same fee structures and assessment timelines? If there are differences, what justifies them?
- b.) **Building Trust & Accountability** – Given the concerns about transparency in processes, what measures can be implemented to enhance clarity and public confidence moving forward?

c.) **Balancing Responsibilities** – How does SCSD staff manage its dual role in serving both the district and the City of Seaside?

After thoughtful discussion, the Board **unanimously directed staff** to draft the necessary ordinances and bring them back for a **public hearing at our next regular meeting**.

These actions mark a step forward in our commitment to **fairness, transparency, and operational efficiency**. I encourage all residents and stakeholders to stay engaged as we move forward with these important updates.

As always, I remain committed to advocating for the best interests of Del Rey Oaks and ensuring that our city's needs are well-represented in regional sanitation policy. Thank you for your continued support, and I look forward to providing further updates.

IX. Council Report: AMBAG Board of Directors Meeting – February 12, 2025

I am honored to share key updates from the February 12, 2025, **Association of Monterey Bay Area Governments (AMBAG) Board of Directors Meeting**. This meeting reflected AMBAG's ongoing commitment to fostering regional collaboration, sustainable planning, and equitable transportation solutions for our communities.



Planning for the Future: Public Transit & Sustainable Communities

One of the focal points of our meeting was **Agenda Item 12A**, where AMBAG staff provided an overview of the **2025 Coordinated Public Transit – Human Services Transportation Plan Development Process**. This plan is critical in ensuring that **transportation services meet the needs of seniors, individuals with disabilities, and low-income populations across the Monterey Bay area**. The Board engaged in a robust discussion about how we can enhance mobility, close service gaps, and leverage funding opportunities to create a more inclusive and accessible transit network.

I emphasized the importance of ensuring that this plan reflects **the unique needs of Del Rey Oaks and other smaller jurisdictions**, ensuring that our residents have equitable access to transit solutions. The input from Board members will be instrumental as AMBAG refines this plan for final approval.

Building a Sustainable Transportation Network for 2050

Under **Agenda Item 12B**, AMBAG staff presented an update on the **2050 Metropolitan Transportation Plan (MTP) / Sustainable Communities Strategy (SCS)**. This long-term planning document serves as the **roadmap for transportation investments** across the region, integrating land use planning with sustainable transportation strategies.

Key elements of the discussion included:

1. **Projected funding sources and priorities** for regional transportation infrastructure.
2. **Strategies to reduce greenhouse gas emissions and traffic congestion** while promoting multimodal transportation options.
3. **Collaborative planning with local jurisdictions** to align future development with transportation accessibility.

I raised key questions about how **smaller cities like Del Rey Oaks can ensure our voices are heard** in the development of this long-term strategy. AMBAG staff reassured us that extensive community engagement and local government input will continue to shape the plan's priorities.

Commitment to Regional Leadership

As the representative of Del Rey Oaks on the AMBAG Board, I am committed to advocating for policies that **enhance mobility, sustainability, and equity for our residents**. These discussions reaffirmed AMBAG's role in shaping the future of our region's infrastructure and ensuring that our communities are well-prepared for the decades ahead.

I encourage all residents to stay engaged and voice their priorities as these critical regional plans take shape. Your input is invaluable as we work toward a **more connected, resilient, and thriving Monterey Bay region**.

Thank you for your continued trust and support. I look forward to sharing more updates in the months ahead.



MST HIGHLIGHTS
Board of Directors Meeting
December 9, 2024

RECOGNIZED DECEMBER EMPLOYEE OF THE MONTH

The MST Board adopted Resolution 2025-10 recognizing Esteban Garcia, Utility Service Technician, as the December 2024 Employee of the Month for his outstanding contribution to MST and to the entire community.

25 YEARS OF SERVICE

The MST Board recognized Richard Higoy, Facilities Technician, for 25 years of service and his outstanding dedication and contribution to MST and to the entire community.

2024 ADMINISTRATIVE PEER OF THE YEAR

The MST Board recognized Courney Neff, Operations Superintendent, Auggie Ruelas, Mechanic A, and Jose de Jesus Ramirez Gomez, Coach Operator as the 2024 Peer of Year and for their outstanding dedication and contribution to MST and to the entire community.

2025 BOARD MEETING CALENDAR AND CONFERENCE DATES

The MST Board received the 2025 Board meeting calendar, committee meeting schedule, and conference dates.

SENTRY ALARM CONTRACT

The MST Board authorized the General Manager/CEO or their designee to enter into a contract with Sentry Alarm for alarm system replacement in the amount of \$123,997, and a three (3) year service contract, with the option to extend for two (2) additional one (1) year periods at \$3,398 per month, with a total contract amount not to exceed \$327,877, including option years.

2025 STATE LEGISLATIVE PROGRAM

The MST Board approved the 2025 State Legislative Program.

2025 FEDERAL LEGISLATIVE PROGRAM

The MST Board approved the 2025 Federal Legislative Program.

2025 BOARD STRATEGIC SESSION AGENDA

The MST Board reviewed the agenda for the Board Strategic Session in January 2025.

GREENFIELD ON-CALL SERVICES

The MST Board approved the extension of Greenfield on-call services beyond December 31, 2024.

NEXT MST BOARD MEETING

The next regular MST Board meeting is scheduled for January 13, 2025 at 9:00 AM.



MST HIGHLIGHTS

Board of Directors Meeting

January 13, 2025

RECOGNIZED 2024 EMPLOYEES OF THE YEAR

The MST Board adopted Resolution 2025-11 recognizing Jacob Huggins, IT Specialist as the 2024 Employee of the Year for his outstanding contribution to MST and to the entire community.

RECOGNIZED 2024 MANAGEMENT EXCELLENCE AWARD WINNER

The MST Board recognized Jarred Augusta, Risk & Security Manager as the 2024 recipient of the Manager Excellence Award for his outstanding contribution to MST and the entire community.

BOARD MEMBER SERVICE RECOGNITIONS

The MST Board recognized Mayor Mike LeBarre, City of King and David Pacheco, City of Seaside for their 10 years of service and for their outstanding contribution to MST and to the entire community.

CONDUCTED STRATEGIC PLANNING WORKSHOP

The MST Board conducted its annual strategic planning workshop; reviewed strategic progress to date and emerging issues; received the FY2023-2025 Strategic Plan and 2-year action plan update from staff. The Board and staff also reviewed and discussed six Board Policy and Performance items; 1) Contactless Fare Payment Transition Plan, 2) Zero Emissions Bus Transition Plan; 3) Future of Contracted Transportation Services; 4) MST Land Utilization; 5) MST Board Code of Conduct; and 6) Four-Year Strategic Plan.

NEXT MST BOARD MEETING

The next regular MST Board meeting is scheduled for February 10, 2025.



MST HIGHLIGHTS

Board of Directors Meeting

February 10, 2025

MST BOARD SERVICE RECOGNITION AND APPRECIATION

The MST Board adopted Resolution 2025-15 in recognition and appreciation of Anna Velazquez for her eight years of service on the MST Board and contribution to the entire community.

RECOGNIZED JANUARY EMPLOYEE OF THE MONTH

The MST Board adopted Resolution 2025-12 recognizing Ursulla Scardina, Communications Specialist, as the January 2025 Employee of the Month for her outstanding contribution to MST and the entire community.

RECOGNIZED FEBRUARY EMPLOYEE OF THE MONTH

The MST Board adopted Resolution 2025-13 recognizing Daniel Merillana, Safety Training Officer, as the February 2025 Employee of the Month for his outstanding contribution to MST and the entire community.

COMMUNITY DEVELOPMENT BLOCK GRANT RESOLUTION 2025-14

The MST Board adopted Resolution 2025-14 authorizing the General Manager/CEO to execute all required documents for the Community Development Block Grant (CBDG) Program.

BOARD OF DIRECTORS ROADEO AWARDS

Mike LeBarre was awarded with the 2025 Board of Directors Rodeo trophy and Lorraine Worthy received the "Orange Crush" award for their participation at the 2nd Annual Bus Driver Training.

APPROVED MEASURE Q OVERSIGHT COMMITTEE MEMBER APPOINTMENTS

The MST Board reappointed Juan Pablo Lopez to a new 3-year term and appointed new members Anna Velazquez and Dan Albert each to 3-year terms.

AUTHORIZED PURCHASE OF FIVE TOYOTA HYBRID VEHICLES

The MST Board authorized the General Manager/CEO to purchase five (5) Toyota Prius hybrid vehicles at the lowest price/best options at the time of purchase utilizing the

California Department of General Services (DGS) Contract #1-22-23-10 in an amount not to exceed \$162,000.

ENHANCING MOBILITY INNOVATION GRANT

The MST Board authorized the General Manager/CEO or their designee to execute contracts related to the Federal Transit Administration Enhancing Mobility Innovation Program award in an amount not to exceed \$449,860.

AWARD CONTRACT FOR PARATRANSIT AND FIXED ROUTE SERVICES

The MST Board authorized the General Manager/CEO or their designee to negotiate and execute a five (5) year contract with Transdev Services, Inc. for paratransit and fixed route services, with the option to extend for one (1) additional two (2) year term, in an amount not to exceed \$67,890,014 for the initial term, and \$33,107,556 for the option term.

AWARD CONTRACT FOR CITY OF GREENFIELD BUS STOP CONSTRUCTION

The MST Board authorized the General Manager/CEO or their designee to enter into a contract with the F. Loduca Company for construction of the South County circulator bus stops in the City of Greenfield in an amount not to exceed \$323,113.

AWARD CONTRACT FOR CITY OF PACIFIC GROVE BUS STOP CONSTRUCTION

The MST Board authorized the General Manager/CEO or their designee to enter into a contract with the Granite Rock Company for bus stop construction in the City of Pacific Grove in an amount not to exceed \$211,180.

NEXT MST BOARD MEETING

The next regular MST Board meeting is scheduled for March 10, 2025.



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

www.tamcmonterey.org

HIGHLIGHTS

January 22, 2025

TAMC Board Elects New Officers and Executive Committee Members

The Board of Directors of the Transportation Agency for Monterey County elected the following members to serve as their officers and members of the Executive Committee:

- Wendy Askew, Chair
- Chaps Poduri, 1st Vice Chair
- Luis Alejo, 2nd Vice Chair
- Chris Lopez, Past Chair
- Glenn Church, County Representative
- Jose Rios, City Representative

Their terms began upon their election at the beginning of January 22, 2025 Board meeting through the next election of officers in January 2026.

23rd Annual Transportation Excellence Awards

The Transportation Agency presented their 23rd Annual Transportation Excellence Awards to honor community members, programs and projects that make a significant contribution to improving transportation networks in Monterey County. This year's awards honorees are:

- Individual: Dwight Stump, for his leadership behind the public campaign to install Adaptive Signal Controls along an eight-mile stretch of the Highway 68 corridor.
- Group: Toro Park Cut-through Traffic Pilot Project Community Group: Residents who acted to address their safety concerns regarding traffic that used their neighborhoods to bypass traffic on Highway 68.

- Program: “Safe Routes to School Participatory Budgeting Steering Committees” in the cities of Greenfield, Gonzales, Soledad, and King City to identify projects that would cost under \$250,000 and could be constructed within a three-year timeline and would serve as a safe route to school.
- Program: Monterey-Salinas Transit’s “Commute with Enterprise Vanpool Program,” to increase transportation options for commuters in Monterey County.

Summaries of each honoree and their achievements are available on the TAMC website:

<https://www.tamcmonterey.org/2024-transportation-excellence-awards>

TAMC Board Members Appointed to the California Association of Councils of Governments

TAMC Board members Chaps Padori and Mike LeBarre have been appointed to the California Association of Councils of Government (CalCOG). CalCOG is a nonprofit organization formed to serve regional governments. Director Padori was appointed as representative, and Director LeBarre was appointed as the alternate.

The Transportation Agency for Monterey County is one of 49 members. Like TAMC, most CalCOG members are involved in planning and funding transportation infrastructure. CalCOG provides a forum to share information between members, to learn how proposed State policies could impact TAMC's ability to deliver projects and create opportunities for CalCOG members to partner to advocate for solutions that benefit their constituents.

Toro Park Cut-Through Traffic Pilot Project

The TAMC Board received an update and provided input on the recommendations for the Toro Park Cut-Through Traffic Pilot Project.

TAMC has led the pilot project to address cut-through traffic using roads in Toro Park to bypass excessive congestion on State Route 68. Kimley-Horn is conducting a study on the pilot project that included partial road closures. The pilot project is scheduled to end in January when it will become the County of Monterey's responsibility to implement and maintain any interim and long-term solutions.

Phase I of the pilot project began on July 12, 2024, with a partial road closure at Torero Drive and Bravo Court which blocked over 500 drivers who were attempting to use neighborhood streets to bypass congestion. Improvements near the school improved drop-off traffic flow.

Phase II of the project began on September 27, 2024, with a partial road closure on Portola Drive and Creekside Court to address new cut-through routes. Some commuters were rerouted to congested areas.

The success and challenges of the project include:

- The pilot project reduced cut-through traffic.
- CHP monitored compliance and emergency response times were unaffected.
- The school district reported improved traffic flow but noted challenges for rerouted school buses.
- Workshops gathered public input, showing strong support for the road closures. However, concerns included increased commute times, business access issues, and neighborhood bifurcation.

Recommendations and next steps going forward are:

- Develop a multiuse path linking the school to a nearby parking lot.
- Relocate Phase I and II closures to better locations.
- Maintain partial closures until a long-term solution is found.
- Use higher quality traffic control measures.
- Improve traffic flow at the school.
- Investigate safety concerns at State Route 68 and Torero Drive.
- Consider a transit-activated gate for buses during peak hours.

Future plans are to complete the Toro Park Cut-Through Traffic Study, incorporate findings into the Comprehensive Multimodal Corridor Study, coordinate with County staff for interim and long-term projects, and apply for grants to fund improvements.

The Toro Park Cut-Through Pilot Project was funded with \$150,000 of Regional Measure X funds to plan and install the Toro Park Cut-Through Traffic pilot project. Contingent on future Board action, any funds remaining from the pilot project may be made available to implement interim solutions or conduct environmental documentation for the long-term solutions.

For more information on these and other agenda items, please visit the TAMC website at www.tamcmonterey.org.



873rd REGULAR MEETING

Item A.

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

February 11th, 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: January 2025**
- B. PAYROLL WARRANTS: January 2025; \$90,174.36**
- C. COMMERCIAL WARRANTS: January 2025; \$65,149.23**
- D. UMPQUA BANK: January 2025 \$7,509.26**
- E. TIME DISTRIBUTION: January 2025**
- F. BALANCE SHEET: January 2025**
- G. SCHEDULE OF EXPENDITURES: January 2025**

F. BUSINESS ITEMS:

- A. Appoint an ad-hoc committee for fiscal year 25/26 budget**

G. MONTHLY ADMINISTRATIVE REPORT: Ken Klemme, District Manager

H. TRUSTEE COMMENTS:

Adjournment to: March 11th, 2025

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

**MINUTES OF THE 872nd REGULAR
MEETING OF THE BOARD OF TRUSTEES OF THE
MONTEREY COUNTY MOSQUITO ABATEMENT DISTRICT
January 14th, 2025**

A meeting of the Board of Trustees of the Monterey County Mosquito Abatement District was held on January 14th, 2025, at the District Office in Salinas, California.

MEMBERS PRESENT:

Jeff Cecilio, Chair, County of Monterey
Don Cranford, Vice Chair, County of Monterey
Nancy Amadeo, Secretary, City of Marina
Jeff Glass, City of Monterey
Ray Coopsmith, County of Monterey
Louise Goetzelt, City of Del Rey Oaks
Mary Ann Carbone, City of Sand City
Ian Oglesby, City of Seaside
Jim Tashiro, City of Salinas

STAFF PRESENT:

Ken Klemme, District Manager
Kelli Gutierrez, Administrative Assistant

ABSENT:

None

Guest Present

Jose Agular

1. CALL TO ORDER:

Board Chair Jeff Cecilio called the 872nd Regular Meeting to order at 12:00 PM

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

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

4. PUBLIC COMMENTS: NONE**5. CONSENT CALENDAR:**

- A. APPROVAL OF THE MINUTES: October 2024 (no Nov/Dec 2024 meeting)
- B. PAYROLL WARRANTS: Oct/Nov/December 2024
\$88,243.02/\$84,615.16/\$84,743.48
- C. COMMERCIAL WARRANTS: Oct/Nov/Dec 2024; \$116,374.71, \$18,661.62
\$199,968.99
- D. UMPQUA BANK: Oct/Nov/Dec 2024; \$8,150.95/\$16,015.49/\$2,340.29

- E. TIME DISTRIBUTION: October/November/December 2024
- F. BALANCE SHEET: October/November/December 2024
- G. SCHEDULE OF EXPENDITURES: October/ November/ December 2024

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

6. BUSINESS ITEMS:

A. Approval of Deposit to Ameriprise Financial Deposit (\$500,000)

After discussion, **Trustee Amadeo moved to approve the motion to Approval of Deposit to Ameriprise Financial Deposit (\$500,000), Trustee Goetzelt seconded;** the motion was passed unanimously.

B. Reminder of 700 Filings due April 1st

C. Approval of trade of Tractor & Mower toward new equipment purchases

A discussion ensued regarding our old tractor/mower for a trade in on a new mower from RDO to go along with the new tractor purchase. **Trustee Goetzelt moved to approve the motion to Approval of trade of Tractor & Mower toward new equipment purchases, Trustee Amadeo** seconded; the motion was passed unanimously.

D. SDA Meeting Bayonet Golf Course 6pm, Dr Allen Radner President Salinas Valley Health

Manager Klemme and Administrative Assistant Gutierrez would be attending and asked if any board members would like to attend, Trustee Canford will attend, and Trustee Tashiro would let Administrative Assistant Gutierrez know this afternoon.

7. MONTHLY ADMINISTRATIVE REPORT: Ken Klemme, District Manager/Biologist

Manager Klemme updated the Board on marsh area treatments, noting that the current lack of rain has been beneficial.

Our CEQA document is nearing completion, and all pesticide and drone usage records have been updated for the addendum.

Kelli finalized the financials for the last fiscal year and submitted them to the auditors for review.

On January 23rd, we will host a booth showcasing our equipment at Farm Day in King City.

At the end of the month, employees will attend the annual conference in Oakland.

9. **TRUSTEE COMMENTS:**

Trustee Goetzelt commented about the minutes at the Del Ray Oaks board meeting showed only 2-year term and not the 4-year term. Both Klemme and Gutierrez said they would investigate that.

10. **ADJOURNMENT:**

With no further inquiries, Board Chair Cecilio adjourned the meeting at 12:19 PM to the next regularly scheduled meeting on February 11th, 2025 at noon.

Jeff Cecilio, Board Chair

ATTEST:

Nancy Amadeo, Secretary

Monterey County Veterans Issues Advisory Committee ((VIAC)

Report to the Del Rey Oaks City Council

The Monterey County Veterans Issues Advisory Committee (VIAC), is part of the Military & Veterans Affairs Office (MVAO). VIAC meets the last Thursday of the month at the Veterans Transition Center (VTA) in Marina.

Approximately 10% of the overall population of Del Rey Oaks is either veterans or active duty military service members. This number increases significantly when spouses and dependents are factored in. VIAC is committed to the wellbeing and welfare of all who have answered the call to our nation's service. If any of you have questions about possible benefits, or have concerns related to your service, please don't hesitate to contact me through City Hall, or email me at rlj.dro@gmail.com.

-Rick Johnson

Date and location of Meeting January 23, 2025, Military & Veterans Affairs Office (MVAO)

The following is an overview of issues reported to, and considered at, the January 23, 2025

Please note that VIAC did not meet in November or December, 2024. The January 2025 meeting was primarily an organizational meeting to begin the new year.

VIAC Organization.

Ian Ogelsby was elected as 2025 Chair of the VIAC Committee, Dan Presser was elected Vice Chair unanimously by the committee.

Veterans Transition Center (VTC)

- Lightfighter Village will have an official ribbon cutting event around the end of January. This is an especially exciting time as the project has been completed, and will serve homeless, low income, and very low income military veterans.
- VTC was honored to be awarded the 2024 Veteran Employer of the Year from the California Employer Advisory Council.

Central Coast Veterans Cemetery

The Central Coast Veterans Cemetery staff, Foundation and CALVET continue to discuss the need to be able to enclose the gathering facility for funerals.

Ft. Ord Retiree Council

- Nothing to report at this time.

Ord Military Community

- Moving ahead with plans for the 250th Anniversary.

VA-DOD Clinic Update

- New imaging equipment is arriving for the clinic.

Municipalities

- **City of Del Rey Oaks**
Construction continues on the Del Rey Oaks on the first segment of the Fort Ord Recreation Trail and Greenway (FORTAG) Project passing under Canyon Del Rey Boulevard (Highway 218).
- **City of Monterey**
The Monterey Bay Defense Alliance will present the Monterey County Economic Impact Report at the quarterly MBDA Breakfast later this month.
- **City of Seaside**
Nothing to Report
- **City of Marina**
Nothing to Report

Military & Veterans Affairs Office (MVAO)

- MVAO is seeking applications for the 2025 Veteran of the Year. Please send them to MVAO.org.
- Jack briefed the Committee on the County and State Budget Climate and gave a short legislative update.
- Progress has been made with Monterey County government relating to Veteran related HR Initiatives: These programs include: The Veterans Preference Policy, Military Spouse Hiring Policy, The Military Leave Policy, DoD Skillbridge Program, and Operation Greenlight.



County of Monterey Military & Veterans Affairs Office



Military and Veterans Affairs Office

FY 25 Semi-Annual Report

(01 Jul – 31 Dec 24)



Supported

2

Counties to Best
Serve Veterans



3,233

Phone Calls



2,133

Vet Rep Appointments

2,592 Claims Actions

1,525 Unique Veterans

868 VA Compensation Awards



147

College Tuition
Fee Waivers

\$1,052,995

Disability Compensation Awards



\$2,988,034

Retroactive Payments

\$3,605,741

Annualized Recurring Monthly Payments



\$113,750 in Grants and Contracts

\$111,730 in State Subvention

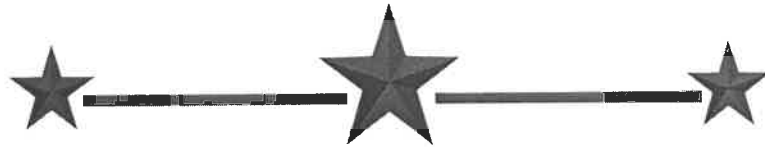


www.mvao.org

Serving those who served

(831) 647-7613

SAVE THE DATE



2025 Veteran Stand Down and Resource Fair

**Hosted by the County of Monterey
Military and Veterans Affairs Office**

Friday, April 18th, 2025

County of Monterey Coastal Offices

2620 1st Ave

Marina, CA 93933

**for more information please
call (831) 647-7613**

