



# CITY OF DEL REY OAKS

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

## **CITY COUNCIL MEETING AGENDA OF THE CITY OF DEL REY OAKS CITY COUNCIL TUESDAY, OCTOBER 28, 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/84638097734>

- 1. ROLL CALL - Council**
- 2. PLEDGE OF ALLEGIANCE**
- 3. PUBLIC COMMENTS: General Public Comment must deal with matters subject to the jurisdiction of the City and the Council that are not on the Agenda. Anyone wishing to address the City Council on matters not appearing on the Agenda may do so now. The public may comment on any other matter listed on the Agenda at the time the matter is being considered. There will be a time limit of not more than three minutes for each speaker. No action will be taken on matters brought up under this item and all comments will be referred to staff.**
- 4. PROCLAMATION:**
  - A.** Filipino–American History Month
  - B.** Breast Cancer Awareness Month
  - C.** City of Marina - Celebrating 50th Anniversary
  - D.** LGBTQ+ History Month
- 5. CONSENT AGENDA:**
  - A. MINUTES: (CEQA: as to all, not a project per Guidelines Article 20, Section 15378)**
    - 1.** September 23, 2025 City Council Meeting Minutes

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

- 1.** Fire Department Report September, 2025
- 2.** Police Department Report September, 2025
- 3.** Financial Reports September, 2025

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

- 1.** Consider Approval of Resolution 2025-20 authorizing the City Manager to execute the 2025 Monterey Regional Stormwater Management Program (MRSWMP) Memorandum of Agreement ("MOA") with Monterey One Water.
- 2.** Consider Approval of Resolution 2025-17 Designating The City to be a BEE CITY USA affiliate
- 3.** Consider Approval of Resolution 2025-18 for a Memorial Bench Policy

**6. OLD BUSINESS:**

- A.** None

**7. NEW BUSINESS:**

- A.** Consider approving for first reading of an Ordinance amending Chapter 12.04 of the Del Rey Oaks Municipal Code relating to the definition of "Superintendent of Streets", sidewalk maintenance and repair, liability for injuries, and right-of-way maintenance

**8. STAFF REPORTS:**

- A.** Council Reports

**9. CORRESPONDENCE:**

- A.** Correspondence

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

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

**B. Closed Session Items:**

**1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Government Code § 54957**

Employee performance evaluation of City Manager.

**11. NEXT MEETING DATE: November 18, 2025 at 6:00pm , please note the meeting is scheduled for a week earlier due to the Thanksgiving Holiday**

**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

### The City of Del Rey Oaks City Council

### Hereby Honoring Filipino – American History Month

**Whereas**, on October 18, 1587, more than a century before the Mayflower crossed the Atlantic Ocean, the first “Luzones Indios,” as Filipinos were known in those days, arrived in Morro Bay, California after sailing across the Pacific Ocean as sailors on Spanish galleons; and

**Whereas**, between 1906 and 1935, the first large wave of Filipino immigration to the United States began, as Filipinos were recruited to work in the agricultural industries, canneries, and on sugarcane plantations; and

**Whereas**, during World War II, approximately 200,000 Filipino soldiers, including thousands from California, fought under United States command to preserve the liberty of our country and win back the liberty of the Philippines; and

**Whereas**, between 1941 and 1959, a second wave of Filipino immigration began, as nurses, students, fiancées of World War II military personnel, veterans, and many Filipinos who had served in the United States Navy settled in Navy towns, including Alameda, where they created flourishing Filipino American communities; and

**Whereas**, in 1965, the third wave of Filipino immigration began after enactment of the Immigration and Nationality Act abolished “national origins” as the basis for immigration, allowing for much-needed Filipino medical professionals to come to the United States; and

**Whereas**, October was first recognized as Filipino American History Month in California in 2009. During this month, Del Rey Oaks recognizes the lasting and significant contributions of Filipino Americans to our city and our nation, as educators and artists, politicians and laborers, veterans and judges. Every day, Filipino Americans continue to enrich our cultural, economic, intellectual, social, spiritual, and political lives; and

**NOW, THEREFORE** I, Scott Donaldson, Mayor of the City of Del Rey Oaks, do hereby proclaim October as Filipino-American History Month.

Signed this 28<sup>nd</sup> day of October, 2025

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Scott Donaldson, Mayor



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## PROCLAMATION

### The City of Del Rey Oaks City Council

#### Breast Cancer Awareness Month

**WHEREAS**, breast cancer is one of the most commonly diagnosed cancers among women; and

**WHEREAS**, Breast Cancer Awareness Month began in 1985 as a partnership between the American Cancer Society and Imperial Chemical Industries Pharmaceuticals (AstraZeneca); and

**WHEREAS**, many organizations, including the American Cancer Society and Susan G. Komen for the Cure, hold community events promoting awareness, raise funds for research and provide progress in how breast cancer is diagnosed and treated; and

**WHEREAS**, in 2025, more than 300,000 new cases of breast cancer are expected to be diagnosed; and

**WHEREAS**, more than 43,000 women die from breast cancer each year in the United States; and

**WHEREAS**, increased breast cancer screening increases early detection; reduces death; increases life expectancy; decreases late-stage cancer diagnoses; and increases five-year survival rates; and

**WHEREAS**, this is an opportunity for The City of Del Rey Oaks to “Go Pink” in October to raise awareness, promote early screening and honor those affected by breast cancer;

**NOW THEREFORE**, that I, Scott Donaldson, Mayor of the City of Del Rey Oaks, on behalf of the City Council, do hereby recognize October 2025, as **National Breast Cancer Awareness Month**.

Signed this 28<sup>th</sup> day of October, 2025

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Scott Donaldson, Mayor



# CITY OF DEL REY OAKS

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 PHONE (831) 394-8511 FAX (831) 394-6421

## Proclamation Celebrating the 50th Anniversary of the City of Marina

**WHEREAS**, the City of Marina, California, was incorporated on November 13, 1975, and in 2025 proudly marks 50 years as an incorporated municipality; and

**WHEREAS**, Marina has grown from a small, close-knit community into a vibrant, diverse city known for its scenic coastal beauty, its welcoming neighborhoods, and its commitment to opportunity and innovation; and

**WHEREAS**, over the past five decades, the City of Marina has been a regional leader in protecting the environment, promoting higher education, fostering economic development, and supporting military and veteran communities; and

**WHEREAS**, Marina's people have made invaluable contributions to the Monterey Peninsula and the broader region, enriching the cultural, civic, and economic life of all who call this area home; and

**WHEREAS**, the neighboring cities of Del Rey Oaks and Marina share a proud history of collaboration, friendship, and mutual support as part of the greater Monterey County community; and

**WHEREAS**, the City of Del Rey Oaks wishes to honor Marina's legacy and celebrate its bright future as it enters its next half-century of civic leadership and community spirit;

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Del Rey Oaks, on behalf of its residents, extends its warmest congratulations to the City of Marina on the occasion of its 50th Anniversary and joins in celebrating this remarkable milestone; and

**BE IT FURTHER RESOLVED**, that the City of Del Rey Oaks commends Marina's leaders, residents, and community partners—past, present, and future—for their vision, perseverance, and dedication to making Marina a thriving city and a valued neighbor.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Del Rey Oaks to be affixed this 28<sup>th</sup> day of October, 2025.

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**Scott Donaldson, Mayor**  
 City of Del Rey Oaks, California



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## PROCLAMATION

### The City of Del Rey Oaks City Council

#### LGBTQ+ History Month

**Whereas**, the path towards LGBTQ+ equality and liberation has been paved by courageous persons who have fought for the right to love and be loved, and their positive societal contributions of advancing areas of diversity, inclusion, equity, and respect deserve recognition; and

**Whereas**, LGBTQ+ History Month celebrates and commemorates those who fought for equal rights and services for the LGBTQ+ community; and is a means of educating others, promoting a culture of acceptance and inclusivity, and advancing equality for all; and

**Whereas**, the City of Del Rey Oaks is proud of its diverse community; committed to equality for individuals of all sexual orientations, gender identities and gender expressions; and engages with community partners to provide safe spaces for LGBTQ+ individuals and their families to receive culturally sensitive services; and

**Whereas**, today Del Rey Oaks endeavors to eliminate prejudice wherever it exists, recognize the multitude of identities that make each of us unique individuals, and envision a safe, inclusive world that allows all members of society to live openly and truthfully;

**Now, Therefore** I, Scott Donaldson, Mayor of the City of Del Rey Oaks, on behalf of the City Council, do hereby proclaim the month of October, 2025 as LGBTQ+ History Month.

Signed this 28<sup>th</sup> day of October, 2025

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Scott Donaldson, Mayor

# **City of Del Rey Oaks**

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



## **Action Minutes**

**Tuesday, September 23, 2025**

**6:00 PM**

**City Council – Regular Meeting**

**Del Rey Oaks City Council**

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

**6:00 PM – Called to Order:**

The meeting was called to order by Mayor Donaldson

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

Absent: Councilmember Uy

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

**Pledge of Allegiance:**

Led by Mayor Donaldson

**Public Comment:**

**Patrice Vecchione:** Lack of regard for the public. The trees on Carlton Drive were removed without any notice. Ethically, residents should have been informed beforehand. The removed tree is affecting her yard and the shade. Was told the trees had bark beetles and were a hazard, but there isn't a report to show for it. Asks for a report.

**Cecilia Carrasco:** Read a statement to Council regarding lack of Police involvement and enforcement of the no-smoking ordinance at The Oaks Condominiums that was passed in 2024. Asks for help in enforcing the ordinance and the rules at the Oaks.

**Helen Birdsong:** Reads from Ordinance: City Manager "shall" designate enforcement. Asks for a return call from the Chief of Police, still waiting after leaving her phone number for him to call her back.

**Gary Kreeger:** Mentions the Vacancy Ordinance and asks Council to consider it. Asks the City to pull the weeds on the CNPS land, it's a bad look for the City not to cooperate with them.

**PROCLAMATIONS:**

Mayor Donaldson reads excerpts from the following proclamations:

A. National Suicide Prevention Month

B. National Hispanic Heritage Month

C. Stormwater Awareness Week

**CONSENT AGENDA:**

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

1. August 26, 2025 City Council Meeting Minutes

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

1. Fire Department Response Report, August 2025

2. Police Activity Report, August 2025

3. Financial Reports, August 2025

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

1. Consider Approval of Contract with City of Seaside for Street Sweeping Services and Budget Modification to include Approval of Resolution 2025-16
2. Consider Budget Amendments to Appropriate Regional Surface Transportation Program (RSTP) Funds and Adjust SB1 Allocation for the Work Avenue Drainage Improvement Project

**PUBLIC COMMENT:**

**None**

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

**Motion passed unanimously 4-0**

**OLD BUSINESS:**

**None**

**NEW BUSINESS:**

- A. Consider Council Direction Regarding Development of a Memorial Bench Policy

**City Manager Guertin:** Shares the slide show to present how other Cities have developed a Memorial Bench Policy and ideas to get direction. The main question is, does the Council want a Memorial Bench Policy in place for the City?

Reviews concept and asks for direction on the following ideas:

- \*Application process and approvals: Staff approval
- \*Bench locations and placement strategies: Staff assigns to avoid over-concentration
- \*Cost recovery and fees: Full cost recovery, update annually
- \* Permit terms and renewals: 5-year renewable vs 10-15 years but recommends 7-10 year term.
- \*Maintenance responsibilities: City (Structural), permittee (cosmetic)
- \*Plaque standards: Standardized format, staff-approved
- \*Transferability and removal provisions: Removal allowed for safety/public need
- \*Only for residents who have passed away

**Mayor Donaldson:** Great way to honor and memorialize folks.

**Councilmember Hallock:** Beautiful idea. Likes 10 years. Can they take it with them when they move?

**City Manager Guertin:** No.

**Councilmember Shirley:** In support of it and agrees with City Manager Guertin. Maybe if the person is strongly tied to DRO, but not a resident (?). Likes after 10 years, no renewal. What kind of material?

**City Manager Guertin:** Composite because it will last longer than wood.  
**Councilmember Burger:** Speaks of the situations that occur in Pacific Grove at his business. Suggests around the park for location plan. Small discount for 10 years. \$50.00 annual maintenance fee. No statues should be allowed. Have a skateboard deterrent.  
**Mayor Donaldson:** Standard size and font. Renewal needs to be addressed in policy. City Manager shall decide on the location. Over-the-counter approval will work.

**PUBLIC COMMENT:**

**Mike Hayworth:** Verbiage needs to be approved ahead of time.  
**Cecilia Carrasco:** Excellent idea.  
**Gary Kreeger:** Great idea to have a policy and likes the idea of composite.  
**Celine Pinet:** It is welcoming

**PUBLIC COMMENT CLOSED**

**STAFF REPORTS:**

- A. Council Reports are in the packet

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

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

**No Public Comment**

**Adjournment to closed session at 6:50 pm**

**B. Closed Session Items:**

**1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 54956.8) Property: APNS: 031-191-026-000, 031-191-027-000 and 031-191-028-000 Agency Negotiators: John Guertin and Alex Lorca**

**Negotiating Parties: City of Del Rey Oaks and City Ventures Under Negotiation: Price and terms of payment**

**CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 54956.8) Property: 899 Rosita Rd, Del Rey Oaks, CA 93940 (APN 012-551-006-000) Agency Negotiator: City Manager John Guertin Negotiating Parties: City of Del Rey Oaks and Hana Gardens Del Rey Oaks (Del Rey Oaks Garden Center) Under Negotiation: Price and Terms of Payment**

**Meeting commenced to open session:**

**City Attorney Lorca: Direction was given to staff, and no decision or action was made.**

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

**ADJOURNMENT:** 7:50 pm

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

**Date:**-----



**FIRE DEPARTMENT**

1635 Broadway Avenue  
Seaside, CA 93955

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

October 2, 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 September 1, 2025, through September 30, 2025.

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

Incident #

250904-SEA02291	250917-SEA02427
250905-SEA02302	250919-SEA02444
250907-SEA02329	250921-SEA02461
250910-SEA02364	250922-SEA02471
250911-SEA02374	250930-SEA02554

There are ten (10) fire calls for September. If you have any questions, please contact me.

Sincerely,

Paul Blaha  
Fire Chief  
CC: File

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

Incident Date	Incident Number	Alarm Time	Arrival Time	Response Time (Minutes)	Incident Type Code	District	Street Or Highway Name	Priority
9/4/2025	250904-SEA02291	7:58:00 AM	8:01:00 AM	3.00	600 - Good Intent Call	29	Via Verde	Non-Emergent
9/5/2025	250905-SEA02302	5:53:00 AM	6:03:00 AM	10.00	500 - Service Call	29	Los Encinos	Non-Emergent
9/7/2025	250907-SEA02329	12:42:00 PM	N/A	N/A	600 - Good Intent Call	29	Rosita	Canceled
9/10/2025	250910-SEA02364	3:39:00 PM	3:49:00 PM	10.00	400 - Hazardous Condition	29	Pheasant Ridge	Non-Emergent
9/11/2025	250911-SEA02374	7:24:00 PM	7:31:00 PM	7.00	300 - Rescue & EMS	29	Rosita	Emergent
9/17/2025	250917-SEA02427	4:42:00 PM	4:49:00 PM	7.00	500 - Service Call	29	Rosita	Emergent
9/19/2025	250919-SEA02444	10:49:00 AM	10:59:00 AM	10.00	500 - Service Call	29	Paloma	Non-Emergent
9/21/2025	250921-SEA02461	10:03:00 AM	10:08:00 AM	5.00	300 - Rescue & EMS	29	LOS ENCINOS	Emergent Downgraded to Non-Emergent
9/22/2025	250922-SEA02471	12:36:00 PM	12:43:00 PM	7.00	300 - Rescue & EMS	29	Pheasant Ridge	Emergent
9/30/2025	250930-SEA02554	8:51:00 AM	8:56:00 AM	5.00	300 - Rescue & EMS	29	Saucito	Emergent

Total Calls 10

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

### Sept 2025

Chris Bourquin - Chief

Case #	Date	Offense Code 1	Offense Code Description	DRO	MPAD	OJ	Residential	Commercial
25-212	09/01/2025	Information Only	Information Only		X			X
25-213	09/02/2025	Medical Emergency	Medical Emergency	X			X	
25-214	09/04/2025	Death Investigation	Death Investigation	X			X	
25-215	09/05/2025	532(A) PC	Identity Theft	X				X
25-216	09/09/2025	Information Only	Information Only		X			X
25-217	09/09/2025	12500(A) VC	Unlicensed Driver			X		
25-218	09/10/2025	Information Only	Information Only	X			X	
25-219	09/10/2025	374.3(H)(1) PC	Illegal Dumping	X			X	
25-220	09/10/2025	ACN	Accident Non Injury	X				X
25-221	09/10/2025	374.3(H)(1) PC	Illegal Dumping	X				X
25-222	09/15/2025	Information Only	Information Only	X				X
25-223	09/16/2025	Civil	Civil Matter		X			X
25-224	09/17/2025	Lost Property	Lost Property		X			X
25-225	09/18/2025	Lost Property	Lost Property	X				X
25-226	09/19/2025	Information Only	Information Only	X			X	
25-227	09/19/2025	20002(A)(1) VC	Hit and Run	X				X
25-228	09/20/2025	Information Only	Information Only	X				X
25-229	09/21/2025	5150 W&I	72 hour hold	X			X	
25-230	09/22/2025	Information Only	Information Only	X				X
25-231	09/22/2025	602(O) PC	Trespass	X				X
25-232	09/24/2025	Information Only	Information Only	X			X	
25-233	09/24/2025	Lost Property	Lost Property			X		
25-234	09/25/2025	594(A)(3) PC	Vandalism		X			X
25-235	09/25/2025	Information Only	Information Only	X			X	
25-236	09/29/2025	ACN	Accident Non Injury	X				X
25 Cases								

Calls for Service	
Month	YTD
306	2,660

Case Reports	
Month	YTD
25	236

Alarms					
Residential		Commercial		MPAD	
Mo.	YTD	Mo.	YTD	Mo.	YTD
0	10	1	19	7	56

Citations					
Moving		Parking		Warning	
Mo.	YTD	Mo.	YTD	Mo.	YTD
34	151	31	160	36	103



# Group A Offense Report

Printed On: 09/01/2025

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Item 2.

Beginning Date: 08/01/2025

Ending Date: 08/31/2025

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	1	4	-75.00%	0	0.00%	100.00%	NA
Intimidation	0	0	NA	0	0.00%	0.00%	NA
Kidnapping/Abduction	0	0	NA	0	0.00%	0.00%	NA
Consensual Sex Offenses:							
Incest	0	0	NA	0	0.00%	0.00%	NA
Statutory Rape	0	0	NA	0	0.00%	0.00%	NA
Human Trafficking, Commercial Sex Acts	0	0	NA	0	0.00%	0.00%	NA
Human Trafficking, Involuntary Servitude	0	0	NA	0	0.00%	0.00%	NA
<b>Crimes Against Persons Total</b>	<b>1</b>	<b>5</b>	<b>-80%</b>	<b>0</b>	<b>0.00%</b>	<b>25%</b>	<b>NA</b>
Robbery	0	0	NA	0	0.00%	0.00%	NA
Burglary/Breaking & Entering	0	0	NA	0	0.00%	0.00%	NA
Larceny/Theft Offenses	1	4	-75.00%	1	100.00%	33.33%	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	2	1	100.00%	0	0.00%	66.67%	NA
Embezzlement	0	0	NA	0	0.00%	0.00%	NA
Extortion/Blackmail	0	0	NA	0	0.00%	0.00%	NA
Bribery	0	0	NA	0	0.00%	0.00%	NA
Stolen Property Offenses	0	0	NA	0	0.00%	0.00%	NA
<b>Crimes Against Property Total</b>	<b>3</b>	<b>6</b>	<b>-50%</b>	<b>1</b>	<b>33.33%</b>	<b>75%</b>	<b>NA</b>
Drug/Narcotic Violations	0	1	-100.00%	0	0.00%	0.00%	NA
Drug Equipment Violations	0	1	-100.00%	0	0.00%	0.00%	NA
Gambling Offenses	0	0	NA	0	0.00%	0.00%	NA
Pornography/Obscene Material	0	0	NA	0	0.00%	0.00%	NA
Prostitution	0	0	NA	0	0.00%	0.00%	NA
Weapons Law Violation	0	0	NA	0	0.00%	0.00%	NA
Animal Cruelty	0	0	NA	0	0.00%	0.00%	NA
<b>Crimes Against Society Total</b>	<b>0</b>	<b>2</b>	<b>-100%</b>	<b>0</b>	<b>0.00%</b>	<b>0.00%</b>	<b>NA</b>
<b>Total Group "A" Offenses</b>	<b>4</b>	<b>13</b>	<b>-69.23%</b>	<b>1</b>	<b>25%</b>	<b>100%</b>	<b>NA</b>

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



# Group A Offense Report

Printed On: 09/01/2025

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Item 2.

Beginning Date: 01/01/2025

Ending Date: 08/31/2025

Agency: All

Offense	Reported in 2025	Reported in 2024	Percent Change	Offenses Cleared	Percent Cleared	Percent Of Category	Rate Per 100,000*
Murder	0	0	NA	0	0.00%	0.00%	NA
Negligent Manslaughter	0	0	NA	0	0.00%	0.00%	NA
Justifiable Homicide	0	0	NA	0	0.00%	0.00%	NA
Non-consensual Sex Offenses:							
Rape	0	0	NA	0	0.00%	0.00%	NA
Sodomy	0	0	NA	0	0.00%	0.00%	NA
Sexual Assault with Object	0	0	NA	0	0.00%	0.00%	NA
Fondling	0	0	NA	0	0.00%	0.00%	NA
Aggravated Assault	3	3	0.00%	1	33.33%	37.50%	NA
Simple Assault	3	6	-50.00%	2	66.67%	37.50%	NA
Intimidation	2	3	-33.33%	1	50.00%	25.00%	NA
Kidnapping/Abduction	0	0	NA	0	0.00%	0.00%	NA
Consensual Sex Offenses:							
Incest	0	0	NA	0	0.00%	0.00%	NA
Statutory Rape	0	0	NA	0	0.00%	0.00%	NA
Human Trafficking, Commercial Sex Acts	0	0	NA	0	0.00%	0.00%	NA
Human Trafficking, Involuntary Servitude	0	0	NA	0	0.00%	0.00%	NA
<b>Crimes Against Persons Total</b>	<b>8</b>	<b>12</b>	<b>-33.33%</b>	<b>4</b>	<b>50%</b>	<b>22.86%</b>	<b>NA</b>
Robbery	1	0	NA	1	100.00%	3.85%	NA
Burglary/Breaking & Entering	1	2	-50.00%	1	100.00%	3.85%	NA
Larceny/Theft Offenses	9	22	-59.09%	6	66.67%	34.62%	NA
Motor Vehicle Theft	1	1	0.00%	1	100.00%	3.85%	NA
Arson	0	1	-100.00%	0	0.00%	0.00%	NA
Destruction Of Property	4	10	-60.00%	3	75.00%	15.38%	NA
Counterfeiting/Forgery	1	1	0.00%	0	0.00%	3.85%	NA
Fraud Offense	7	8	-12.50%	0	0.00%	26.92%	NA
Embezzlement	0	0	NA	0	0.00%	0.00%	NA
Extortion/Blackmail	0	0	NA	0	0.00%	0.00%	NA
Bribery	0	0	NA	0	0.00%	0.00%	NA
Stolen Property Offenses	2	2	0.00%	2	100.00%	7.69%	NA
<b>Crimes Against Property Total</b>	<b>26</b>	<b>47</b>	<b>-44.68%</b>	<b>14</b>	<b>53.85%</b>	<b>74.29%</b>	<b>NA</b>
Drug/Narcotic Violations	1	7	-85.71%	1	100.00%	100.00%	NA
Drug Equipment Violations	0	4	-100.00%	0	0.00%	0.00%	NA
Gambling Offenses	0	0	NA	0	0.00%	0.00%	NA
Pornography/Obscene Material	0	1	-100.00%	0	0.00%	0.00%	NA
Prostitution	0	0	NA	0	0.00%	0.00%	NA
Weapons Law Violation	0	4	-100.00%	0	0.00%	0.00%	NA
Animal Cruelty	0	0	NA	0	0.00%	0.00%	NA
<b>Crimes Against Society Total</b>	<b>1</b>	<b>16</b>	<b>-93.75%</b>	<b>1</b>	<b>100%</b>	<b>2.86%</b>	<b>NA</b>
<b>Total Group "A" Offenses</b>	<b>35</b>	<b>75</b>	<b>-53.33%</b>	<b>19</b>	<b>54.29%</b>	<b>100%</b>	<b>NA</b>

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



# CITY OF DEL REY OAKS

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

## Staff Report

**DATE:** October 28, 2025  
**TO:** Honorable Mayor and Members of the City Council  
**FROM:** John Guertin, City Manager  
**SUBJECT:** Receive September 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

Approve September 2025 Financial Reports.

### Background

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

### Summary & Discussion

Attached are the September 2025 financial reports.

- September 2025 Cash and Investments – The report shows where the City’s funds are invested. The City continues to have a healthy cash balance of \$12,516,446, much of which is restricted for specific purposes.
- September 2025 Check Register – This is a listing of all the payments issued during the month. The total checks issued are \$190,289.
- September 2025 General Fund Summary – This is a one-page summary of the General Fund summarized as follows:

	FY 2026 Budget	September 2025 Actual	FY 2026 YTD Actual	% Collected/ Spent
Revenue	\$ 5,091,200	\$ 293,063	\$ 1,214,791	24%
Expenditures	5,178,300	317,038	1,450,857	28%
Net Revenue over Expend	(87,100)	(23,975)	(236,066)	
Transfers Out to CIP	(375,446)		-	0%
Net Operating Surplus	\$ (462,546)	\$ (23,975)	\$ (236,066)	

At 25.00% of the year (3 months) the revenues are at 24% due to all revenues received from Business Licenses, Transient Occupancy Tax, and Interest Earned. For the month of September 2025, the General Fund shows a deficit net revenue over expenditure of \$236,063. The expenditure is 28% of the budget due to all the payments made at the beginning of the year for FY 2026 UAL, Insurances-Liability, Workers Comp & Property.

- September 2025 Statement of Revenues and Expenditures – shows fiscal year-to-date actuals in comparison with FY 2025-26 Budget. Please note that the carryovers from other funds have been recorded.
- Encumbrance Summary Report represents the purchase orders with a total outstanding balance of \$627,808.

### **Fiscal Impacts**

None. This is informational only.

### **Recommendation**

Staff recommend receiving the reports.

### **ATTACHMENTS:**

- Cash and Investments 2025-09
- Check/Voucher Register 2025-09
- General Fund Summary 2025-09
- Statement of Revenues & Expenditures 2025-09
- Encumbrance Summary 2025-09

Respectfully Submitted,

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John Guertin, City Manager

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

Accounts			
Unrestricted			
General Checking	\$	617,599	
Cash with TDS-Parking	\$	500	
Local Agency Investment Fund			
Reserve for Economic Uncertainties	\$	1,652,182	4.212%
Unappropriated Funds	\$	1,526,865	4.212%
Total Unrestricted	\$	<u>3,797,146</u>	
Restricted			
PARS-115 Trust Fund	\$	384,256	
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>8,719,300</u>	
<b>Total Cash and Investments</b>	<b>\$</b>	<b><u><u>12,516,446</u></u></b>	

**City of Del Rey Oaks  
Check/Voucher Register  
From 09/01/2025 Through 09/30/2025**

Check Number	Payee	Transaction Description	Check Amount
23035	A.F. Electric, Inc.	New GFI Outlet	\$ 380.00
23036	AFLAC	Premium 2025-08	1,824.24
23037	AT&T	Internet City Hall & PD Service Period 08-13-25 to 09-12-25	203.30
23038	AT&T MOBILITY	Internet Service Period 08-19 to 09-18-25	68.75
23039	BLUE360 MEDIA	California Vehicle Code Book	208.85
23040	CALIFORNIA-AMERICAN WATER	Service Period 07/22/20 to 08/20/2025	76.26
	CALIFORNIA-AMERICAN WATER	Service Period 07/22/2025 - 08/20/2025	339.52
	CALIFORNIA-AMERICAN WATER	Service Period 07/22/2025 to 08/20/2025	770.22
23041	CHRIS SALOPEK	Federal Drone Training 8/26-8/28/2025	631.40
23042	Hana Gardens Del Rey Oaks	Supplies	94.38
23043	I.M.P.A.C.GOVERNM'T SER	5564-9924 2025-08	5,212.12
23044	JAMES DE CHALK	Janitorial Services 2025-08	700.00
23045	LIEBERT, CASSIDY AND WHITMORE	Employment Matters	420.00
23046	MCCLEOA	MCCLEOA Dues FY 2025/2026	500.00
23047	Napa Auto Parts	Auto Parts	8.18
23048	NEILL ENGINEERS CORP	Rosita Road Emergency Repair FY 24/25	1,421.00
23049	ODP Business Solutions, LLC	Supplies	57.00
23050	PG&E	Service Period 07/22/2025 to 08/19/2025	2,549.46
23051	Pitney Bowes Bank Inc. Purchase Power	Postage Meter Refill 2025-08	209.80
23052	PRECISION ALARMS AND AUTOMATION, INC.	Alarm Inspections & Monitoring 2025-09	170.00
23053	Peace Officers Research Association of California	ASSN ID #3163 2025-08	48.00
	Peace Officers Research Association of California	ASSN ID#3162 PORAC 2025-08	283.00
23054	STATE OF CALIFORNIA - DOJ	Acct#145168 -Fingerpring Apps & Peace Officers- Billed	51.00
23055	THOMAS DOWSON	FTO Update Course 08/26-08/29/25	526.40
23056	Verizon	Service Period 7/24/25-8/23/25	118.03
23057	VSP	Vision Premium 2025-09	234.63
23058	G.P.S. SOLUTIONS	August Plan Checking & Building Inspection Services	3,131.80
23059	AT&T	Airport Internet Service Period 08/25/25 to 09/24/25	84.89
	AT&T	Telephone Service Period 09-03-25 to 10-02-25	49.91
23060	AT&T MOBILITY	Aircard Service Period 07/03/25 to 08/02/25 & 8/3/25 to 09/2/25	80.48
	AT&T MOBILITY	Telephone Service Period 09-03-25 to 10-02-25	303.42
23061	CALIFORNIA POLICE CHIEFS ASSOC.	FY 25-26 CPCA Associate Membership Dues	170.00
	CALIFORNIA POLICE CHIEFS ASSOC.	Technology Confrence	600.00
23062	CHAVAN AND ASSOCIATES, LLP	2024/25 Audit - City Audit, Phase 1 & City Audit 2024/25 - Measure X	14,285.00
23063	ClearGOV	FY25-26 Budget Software	14,000.00
23064	CoPower	Dental Premiums 2025-10	2,347.50
23065	COASTAL ROOTS HOSPITALITY EVENTS & CATERIN	City Manager Luncheon Catering 9/19/2025	1,190.54
23066	CORELOGIC SOLUTIONS, LLC.	Software 2025-08	163.91
23067	Dell Financial Services LLC	Power Edge R660xs Server	5,276.34
23068	ECONOMIC&PLANNING SYSTEMS, INC.	Project 182121 DRO Fort Ord DA Negotiations	3,150.00
23069	FENTON & KELLER	City Attorney General Services	3,428.97
	FENTON & KELLER	Public Records Act Request	1,462.50
23070	HOME DEPOT CRC	Supplies 2025-08	1,286.38
23071	MBS BUSINESS SYSTEMS, INC.	Konika Minolta Copier - Billing Period 08/24/25 to 11/23/25	666.41
23072	MONTEREY BAY TECHNOLOGIES, INC.	Cyber Power 1500VA Powersupply UPS for Council Chambers	163.86
	MONTEREY BAY TECHNOLOGIES, INC.	IT Services Retainer 2025-09	1,800.00
23073	NORTH BAY PENSIONS	GASB 75 & GASB 68 FY 2025 Audit	2,400.00
23074	ODP Business Solutions, LLC	Supplies	96.34
23075	PG&E	Service Period 08/12/2025 - 09/10/2025	80.25
23076	Pitney Bowes Global Financial Servies LLC	Postage Meter Refill 2025-05	205.46
23077	PURE WATER	Supplies 2025-09	51.00
23078	Raquel Barata	Park West Refund 10/5/2025	120.00
23079	REGIONAL GOVERNMENT SERIVCES	Accounting Services 2025-07	20,360.73
23080	RingCentral, Inc.	Service Period 08/29/2025 to 09/28/2025	330.72
23081	Rodriguez Tree Service, LLC.	Remove 3 infested trees on Carlton	4,500.00
23082	RON FUCCI	FY25/26 Wellness - Fucci	202.00
23083	SOFTWARE SIMPLIFIED, INC.	Software Simplified	281.25
23084	SOUTH BAY REGIONAL PUBLIC SAFETY TRAINING	Field Training Officer Update 7/21-7/23/25	337.00
23085	Stericycle, Inc.	Shred Service 2025-08	181.41
23086	TERMINIX, INC.	Pest Control 2025-08	115.24
23087	Transunion Risk & Alternative Data Solutions, Inc.	Subject Name Search Service	75.00
23088	US Bank Equipment Finance	Konika Minolta Copier Lease 2025-07	397.84
	US Bank Equipment Finance	Konika Minolta Copier Lease 2025-08	135.64

**City of Del Rey Oaks**  
**Check/Voucher Register**  
**From 09/01/2025 Through 09/30/2025**

Check Number	Payee	Transaction Description	Check Amount
23089	MONTEREY COUNTY BUSINESS COUNCIL	Cities Membership FY25/26	500.00
23090	MONTEREY COUNTY DISTRICT ATTORNEY	FY 2023/2024 & 2024/2025 Blood Alcohol Costs	325.72
23091	County of Monterey	911 FY 2025/26 QTR 2	19,018.00
ACH 7-11 Aug	7-Eleven Mastercard	PD & PW Fuel Charges 2025/08	2,744.46
ACH 7-11 Aug001	P.E.R.S.-HEALTH	CalPERS 1800 Health 09/2025	37,090.46
ACH PERS 09/12	PERS	CalPERS 1900 457 (09/18) Contribution 09/15/2025	3,450.00
	PERS	PERS 3100 Contribution Retirement 08/23-09/05/25 - Plan 26934	2,388.06
	PERS	PERS 3100 Contribution Retirement 8/23-9/05/25 -Plan 1364	645.90
	PERS	PERS 3100 Contribution Retirement 8/23-9/05/25 -Plan 25623	4,613.75
	PERS	PERS 3100 Contribution Retirement 8/23-9/05/25 -Plan 1365	3,682.50
ACH PERS 09/26	PERS	CalPERS 1900 457 (09/26) Contribution 09/30/2024	3,450.00
	PERS	PERS 3100 Contribution Retirement 09/06/25 – 09/19/25 – Plan 1364	654.74
	PERS	PERS 3100 Contribution Retirement 09/06/25 – 09/19/25 – Plan 25623	4,285.06
	PERS	PERS 3100 Contribution Retirement 09/06/25 – 09/19/25 – Plan 26934	2,448.62
	PERS	PERS 3100 Contribution Retirement 9/6-9/19/25 -Plan 1365	3,673.97
ACH PERS GASB	CAL PERS	ACH CALPERS GASB-68 FY25	700.00
<b>Report Total</b>			<b>\$ 190,288.57</b>

**City of Del Rey Oaks**  
**Statement of Revenues and Expenditures**  
**100 - General Fund**  
**From 09/01/2025 Through 09/30/2025**

		September			
		FY 2026	2025	FY 2026	Percent
		<u>Budget</u>	<u>Actual</u>	<u>YTD Actual</u>	<u>Collected/Spent</u>
<b>Revenue</b>					
Property Taxes	000	867,500.00	-	-	0%
Sales Tax	000	1,189,000.00	89,904.67	317,512.80	27%
Other Taxes	000	551,400.00	33,492.83	140,490.54	25%
Licenses and Permits	000	322,700.00	12,944.90	260,245.96	81%
Fines and Forfeitures	000	25,100.00	1,371.10	4,678.19	19%
Other Revenue	000	205,700.00	2,594.14	49,651.02	24%
Grants	000	247,500.00	9,809.63	31,472.66	13%
Airport Police Services	210	1,489,000.00	133,449.00	360,008.50	24%
Current Services		<u>193,300.00</u>	<u>9,496.67</u>	<u>50,731.37</u>	<u>26%</u>
<b>Total Revenue</b>		<b><u>5,091,200.00</u></b>	<b><u>293,062.94</u></b>	<b><u>1,214,791.04</u></b>	<b><u>24%</u></b>
<b>Expenditures</b>					
Council	110	30,400.00	1,206.32	4,256.97	14%
City Clerk	111	648,200.00	38,349.53	213,359.17	33%
City Manager	120	338,400.00	22,183.54	100,643.42	30%
Finance	130	236,000.00	50,476.98	52,549.09	22%
Legal	150	89,300.00	4,200.46	4,798.71	5%
Planning & Building Regulation	160	150,400.00	3,150.00	15,630.31	10%
Government Buildings	180	20,200.00	688.05	1,566.27	8%
Non-Departmental	190	56,800.00	1,001.03	17,909.40	32%
Police	210	2,998,900.00	177,162.62	969,974.16	32%
Fire/Animal Control	220	243,300.00	-	-	0%
Public Works/Streets	311	256,800.00	17,578.55	65,849.11	26%
Parks/Recreation	411	<u>109,600.00</u>	<u>1,040.59</u>	<u>4,317.50</u>	<u>4%</u>
<b>Total Expenditures</b>		<b><u>5,178,300.00</u></b>	<b><u>317,037.67</u></b>	<b><u>1,450,854.11</u></b>	<b><u>28%</u></b>
<b>Excess(Deficit) of Revenue Over Expenditures</b>		<b><u>(87,100.00)</u></b>	<b><u>(23,974.73)</u></b>	<b><u>(236,063.07)</u></b>	

City of Del Rey Oaks  
Statement of Revenues and Expenditures

100 - General Fund  
From 9/1/2025 Through 9/30/2025

		FY 2026 Budget	September 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
Revenue					
Property Taxes					
Non Department Specific	000				
P/T-Secured	41110	599,800.00	0.00	0.00	0.00%
P/T-Unsecured	41120	31,200.00	0.00	0.00	0.00%
P/T-Prior Secured	41130	6,200.00	0.00	0.00	0.00%
Prior Unsecured	41140	100.00	0.00	0.00	0.00%
P/T-Unitary Tax	41150	12,500.00	0.00	0.00	0.00%
P/T-Supplemental Roll (SB813)	41160	12,400.00	0.00	0.00	0.00%
Property Tax - VLF	41170	204,500.00	0.00	0.00	0.00%
Prop Tax-Interest/Penalty	41180	800.00	0.00	0.00	0.00%
Total Non Department Specific		<u>867,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Property Taxes		867,500.00	0.00	0.00	0.00%
Sales Tax					
Non Department Specific	000				
Sales Tax	42210	409,000.00	30,586.32	103,981.77	25.42%
Sales Tax - 145 (Measure S-1%)	42220	520,000.00	39,545.50	142,550.49	27.41%
Sales Tax -409 (Measure R 1/2%)	42221	260,000.00	19,772.85	70,980.54	27.30%
Total Non Department Specific		<u>1,189,000.00</u>	<u>89,904.67</u>	<u>317,512.80</u>	<u>26.70%</u>
Total Sales Tax		1,189,000.00	89,904.67	317,512.80	26.70%
Other Taxes					
Non Department Specific	000				
Cannabis Tax	42222	100,000.00	17,260.51	26,058.17	26.05%
Transient Occupancy Tax	42230	229,500.00	15,033.32	82,282.73	35.85%
Property Transfer Tax	42250	8,700.00	1,199.00	1,199.00	13.78%
Sewer Impact	42290	22,000.00	0.00	0.00	0.00%
Gas Franchises	42761	8,200.00	0.00	0.00	0.00%
Electric Franchises	42762	22,000.00	0.00	0.00	0.00%
Garbage Franchises	42763	110,000.00	0.00	25,497.64	23.17%
Cable Tv Franchises	42764	26,000.00	0.00	5,453.00	20.97%
Water Franchises	42765	25,000.00	0.00	0.00	0.00%
Total Non Department Specific		<u>551,400.00</u>	<u>33,492.83</u>	<u>140,490.54</u>	<u>25.48%</u>
Total Other Taxes		551,400.00	33,492.83	140,490.54	25.48%
Licenses and Permits					
Non Department Specific	000				
STR Annual Licenses Fee	42231	0.00	2,000.00	3,368.24	0.00%
Business Licenses	42310	225,000.00	1,918.59	228,455.77	101.53%
HOUP (Home Occupational User Permit)	42311	0.00	0.00	1,600.00	0.00%
SB1473 Environmental Assessment Fee	43312	100.00	14.60	42.60	42.60%
Building Permits	43320	59,000.00	5,222.16	17,451.68	29.57%
Strong-Motion Instrumental Program (SMIP) Fees	43322	200.00	48.07	136.69	68.34%
Cannabis Business Permit	43325	5,000.00	0.00	0.00	0.00%
Plan Check Fees	43330	18,000.00	2,325.60	6,425.10	35.69%
Encroachment/Street Opening Permits Fees	43340	8,000.00	0.00	0.00	0.00%
Plumbing Permits	43350	3,400.00	0.00	298.00	8.76%
Electrical Permits	43360	3,000.00	960.88	1,147.88	38.26%

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

**100 - General Fund**  
From 9/1/2025 Through 9/30/2025

		FY 2026 Budget	September 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
Tree Removal Permits	43361	0.00	200.00	500.00	0.00%
AVAILABLE	43362	0.00	0.00	300.00	0.00%
Other Licenses/Permits	43390	1,000.00	0.00	0.00	0.00%
Day Use Permits (Park only)	48911	0.00	120.00	240.00	0.00%
Old Town Hall Rental Fee	48912	0.00	135.00	280.00	0.00%
Total Non Department Specific		<u>322,700.00</u>	<u>12,944.90</u>	<u>260,245.96</u>	<u>80.65%</u>
Total Licenses and Permits		322,700.00	12,944.90	260,245.96	80.65%
Fines and Forfeitures					
Non Department Specific	000				
Fines & Forfeitures	45000	2,600.00	282.10	909.19	34.96%
Vehicle Code Fines	45510	5,500.00	25.00	80.00	1.45%
Parking and Admin Fines	45512	17,000.00	1,064.00	3,689.00	21.70%
Total Non Department Specific		<u>25,100.00</u>	<u>1,371.10</u>	<u>4,678.19</u>	<u>18.64%</u>
Total Fines and Forfeitures		25,100.00	1,371.10	4,678.19	18.64%
Other Revenue					
Non Department Specific	000				
SB1186 Disability Access Fund	43311	1,000.00	80.00	413.00	41.30%
Interest Earned	46100	185,000.00	0.00	34,440.99	18.61%
Interest Earned-PARS	46101	15,000.00	0.00	6,477.43	43.18%
HOPTR	47130	1,200.00	0.00	0.00	0.00%
Vehicle License Collection	47140	2,500.00	2,414.14	2,414.14	96.56%
Miscellaneous Refunds	48930	1,000.00	100.00	5,905.46	590.54%
Total Non Department Specific		<u>205,700.00</u>	<u>2,594.14</u>	<u>49,651.02</u>	<u>24.14%</u>
Total Other Revenue		205,700.00	2,594.14	49,651.02	24.14%
Grants					
Non Department Specific	000				
COPS	47240	194,000.00	8,333.37	25,000.03	12.88%
SB1383 Organics Recycling	47243	14,000.00	0.00	1,250.00	8.92%
Prop 172	47750	20,000.00	1,476.26	4,721.13	23.60%
Wellness Program	47760	7,500.00	0.00	0.00	0.00%
Police Grants & Other Reimbursements	47780	5,000.00	0.00	0.00	0.00%
POST Reimbursements	47781	7,000.00	0.00	501.50	7.16%
Total Non Department Specific		<u>247,500.00</u>	<u>9,809.63</u>	<u>31,472.66</u>	<u>12.72%</u>
Total Grants		247,500.00	9,809.63	31,472.66	12.72%
Airport Police Services					
Police	210				
Airport Police Services	48220	1,489,000.00	133,449.00	360,008.50	24.17%
Total Police		<u>1,489,000.00</u>	<u>133,449.00</u>	<u>360,008.50</u>	<u>24.18%</u>
Total Airport Police Services		1,489,000.00	133,449.00	360,008.50	24.18%
Current Services					
Non Department Specific	000				
Rental Income - Garden Center	46815	18,000.00	3,000.00	6,000.00	33.33%
Rental Income - Airport RV	46816	39,600.00	3,867.50	11,803.38	29.80%
Rental Income - PW Bldg (CHC Enterprise)	46817	24,000.00	2,000.00	6,000.00	25.00%
Police Service Fees	48210	1,000.00	0.00	130.00	13.00%
Police Services-Special Events	48211	35,000.00	0.00	17,000.00	48.57%
Public Events	48212	5,000.00	0.00	0.00	0.00%
Use Permits	48805	52,000.00	200.00	2,140.00	4.11%

City of Del Rey Oaks  
Statement of Revenues and Expenditures

100 - General Fund  
From 9/1/2025 Through 9/30/2025

		FY 2026 Budget	September 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
Maps/Publications	48810	100.00	0.00	0.00	0.00%
Property Inspections	48825	4,500.00	0.00	1,015.00	22.55%
Miscellaneous Revenue	48840	10,000.00	0.00	3,563.00	35.63%
Credit Card Processing Fee	48841	0.00	189.17	879.99	0.00%
LAFCO Refund & Interest for FORA	48842	400.00	0.00	0.00	0.00%
Rental - Park	48910	3,700.00	240.00	2,200.00	59.45%
Total Non Department Specific		193,300.00	9,496.67	50,731.37	26.24%
Total Current Services		193,300.00	9,496.67	50,731.37	26.24%
Total Revenue		5,091,200.00	293,062.94	1,214,791.04	<b>23.86%</b>

Expenditures

Council	110				
Council Member Stipend	61115	7,500.00	525.00	1,575.00	21.00%
Medicare-ER	61130	200.00	7.61	22.83	11.41%
Social Security-ER	61131	500.00	32.55	97.65	19.53%
Unemployment Ins-Fed & State	61132	100.00	3.15	9.45	9.45%
Dental Expense	61135	8,900.00	638.01	2,552.04	28.67%
Materials/Supply	62410	200.00	0.00	0.00	0.00%
Membership	64550	2,500.00	0.00	0.00	0.00%
Dues-Professional Org					
Strategic Planning	64570	5,000.00	0.00	0.00	0.00%
Misc Expenses	64580	2,500.00	0.00	0.00	0.00%
Travel Expenses	64610	3,000.00	0.00	0.00	0.00%
Total Council		30,400.00	1,206.32	4,256.97	14.00%
City Clerk	111				
Payroll	61105	252,300.00	20,480.80	65,574.00	25.99%
Overtime	61110	5,000.00	539.28	1,069.83	21.39%
PERS UAL - After 06/30/18	61123	11,100.00	0.00	890.00	8.01%
PERS UAL-Before 06/30/2018	61124	41,000.00	0.00	51,139.00	124.72%
PERS Retirement	61125	26,700.00	1,605.97	5,556.24	20.80%
Medicare-ER	61130	3,800.00	303.63	993.45	26.14%
Unemployment Ins-Fed & State	61132	1,200.00	0.00	0.00	0.00%
Dental Expense	61135	5,700.00	427.25	1,789.00	31.38%
Health Insurance	61140	122,800.00	9,772.22	29,376.58	23.92%
Vision Ins	61145	800.00	59.60	178.80	22.35%
Workers Comp and EAP	61150	4,000.00	0.00	3,062.00	76.55%
Wellness Program	61155	1,500.00	0.00	0.00	0.00%
Educational Incentive Pay	61157	6,000.00	461.54	1,567.39	26.12%
Longevity Pay	61158	3,700.00	328.70	1,093.05	29.54%
Materials/Supply	62410	4,000.00	180.86	213.18	5.32%
Office Supplies	62430	7,000.00	1,365.75	2,014.70	28.78%
Repair/Maintenance	63505	1,000.00	0.00	0.00	0.00%
Other Outside Services	63508	6,000.00	1,362.33	1,987.79	33.12%
Shredding Services	63509	1,000.00	90.70	270.06	27.00%
Short Term Rental Services	63511	17,500.00	0.00	0.00	0.00%
Telephone	63530	3,000.00	215.27	528.89	17.62%
Internet	63531	1,500.00	136.02	242.67	16.17%
Website Design & Maintenance	63535	1,000.00	0.00	0.00	0.00%
Postage / Shipping	63540	2,000.00	255.70	255.70	12.78%

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

**100 - General Fund**  
From 9/1/2025 Through 9/30/2025

		FY 2026 Budget	September 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
Training	63605	11,000.00	0.00	300.00	2.72%
Insurance-Liability	63620	62,400.00	0.00	31,841.70	51.02%
Contract Services - IT	63635	10,000.00	900.00	3,600.00	36.00%
Software/Server Subscription	64310	15,500.00	163.91	2,970.51	19.16%
Agenda Management System	64315	7,000.00	0.00	4,920.00	70.28%
Municipal Code Service	64320	5,000.00	0.00	881.17	17.62%
Membership	64550	1,000.00	(500.00)	330.00	33.00%
Dues-Professional Org					
Membership	64552	700.00	0.00	0.00	0.00%
Dues-Government Agency					
Printing / Publications	64575	2,000.00	0.00	0.00	0.00%
Misc Expenses	64580	500.00	200.00	713.46	142.69%
Election Cost	64588	500.00	0.00	0.00	0.00%
Travel Expenses	64610	3,000.00	0.00	0.00	0.00%
<b>Total City Clerk</b>		<b>648,200.00</b>	<b>38,349.53</b>	<b>213,359.17</b>	<b>32.92%</b>
<b>City Manager</b>	<b>120</b>				
Payroll	61105	202,100.00	15,548.80	48,450.16	23.97%
PERS UAL - After 06/30/18	61123	500.00	0.00	445.00	89.00%
PERS Retirement	61125	16,100.00	1,158.08	3,675.44	22.82%
Medicare-ER	61130	2,900.00	225.46	765.11	26.38%
Unemployment Ins-Fed & State	61132	100.00	0.00	0.00	0.00%
Dental Expense	61135	2,400.00	193.29	773.16	32.21%
Health Insurance	61140	48,400.00	3,837.86	11,513.58	23.78%
Health Insurance -Retiree	61141	1,900.00	158.00	474.00	24.94%
Vision Ins	61145	400.00	15.71	47.13	11.78%
Workers Comp and EAP	61150	3,000.00	0.00	2,042.00	68.06%
Wellness Program	61155	500.00	0.00	0.00	0.00%
Admin Leave	61175	0.00	0.00	3,684.64	0.00%
Auto Allowance	61180	5,400.00	415.40	1,408.90	26.09%
Office Supplies	62430	300.00	30.94	30.94	10.31%
Insurance-Liability	63620	51,000.00	0.00	25,473.36	49.94%
Membership	64550	1,700.00	400.00	1,660.00	97.64%
Dues-Professional Org					
Membership	64552	700.00	0.00	0.00	0.00%
Dues-Government Agency					
Travel Expenses	64610	1,000.00	200.00	200.00	20.00%
<b>Total City Manager</b>		<b>338,400.00</b>	<b>22,183.54</b>	<b>100,643.42</b>	<b>29.74%</b>
<b>Finance</b>	<b>130</b>				
ADP Payroll Fees	62310	8,500.00	0.00	621.95	7.31%
Bank Service Charges	62320	4,000.00	0.00	1,450.16	36.25%
Credit Card Fees	62321	5,000.00	0.00	0.00	0.00%
Accounting Software	62431	5,000.00	281.25	281.25	5.62%
Budget Software	62433	14,000.00	14,000.00	14,000.00	100.00%
Audit-General	63625	40,000.00	14,285.00	14,285.00	35.71%
Audit -Sales Tax	63626	5,000.00	0.00	0.00	0.00%
Actuarial Services	63627	4,500.00	1,550.00	1,550.00	34.44%
Accounting Services-RGS	63645	150,000.00	20,360.73	20,360.73	13.57%
<b>Total Finance</b>		<b>236,000.00</b>	<b>50,476.98</b>	<b>52,549.09</b>	<b>22.27%</b>
<b>Legal</b>	<b>150</b>				
Legal Services	63650	86,000.00	3,848.97	3,913.97	4.55%
Legal Advert	64560	2,300.00	351.49	884.74	38.46%
Misc Expenses	64580	1,000.00	0.00	0.00	0.00%

City of Del Rey Oaks  
Statement of Revenues and Expenditures

100 - General Fund  
From 9/1/2025 Through 9/30/2025

		FY 2026 Budget	September 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
Total Legal		89,300.00	4,200.46	4,798.71	5.37%
Planning & Building Regulation	160				
Economic Development Services	63639	20,000.00	0.00	0.00	0.00%
Planning Services	63640	40,000.00	3,150.00	3,150.00	7.87%
Contract Services - Housing Element	63642	50,000.00	0.00	0.00	0.00%
Building Inspections Services	63648	32,400.00	0.00	12,480.31	38.51%
Engineering Services	63649	5,000.00	0.00	0.00	0.00%
Code Enforcement Services	63656	2,000.00	0.00	0.00	0.00%
Travel Expenses	64610	1,000.00	0.00	0.00	0.00%
Total Planning & Building Regulation		150,400.00	3,150.00	15,630.31	10.39%
Government Buildings	180				
Materials/Supply	62410	2,000.00	0.00	0.00	0.00%
Repair/Maintenance	63505	5,000.00	0.00	17.68	0.35%
Other Outside Services	63508	1,000.00	0.00	0.00	0.00%
Utilities - PG&E	63520	8,000.00	338.05	848.59	10.60%
Janitorial Services	63660	4,200.00	350.00	700.00	16.66%
Total Government Buildings		20,200.00	688.05	1,566.27	7.75%
Non-Departmental	190				
Materials/Supply	62410	500.00	0.00	0.00	0.00%
Insurance-Liability	63620	25,000.00	0.00	(4,091.10)	(16.36)%
Insurance-Property	63621	9,000.00	0.00	7,812.76	86.80%
Membership	64550	500.00	500.00	500.00	100.00%
Dues-Professional Org					
Membership Dues-Non Profit Agency Contrib	64551	15,000.00	0.00	8,025.00	53.50%
Membership Dues-Government Agency	64552	5,500.00	0.00	5,161.71	93.84%
Misc Expenses	64580	1,000.00	501.03	501.03	50.10%
S.M.I.P.	64930	200.00	0.00	0.00	0.00%
SB 1473	64940	100.00	0.00	0.00	0.00%
Total Non-Departmental		56,800.00	1,001.03	17,909.40	31.53%
Police	210				
Payroll	61105	1,167,800.00	72,632.96	235,404.92	20.15%
Overtime	61110	150,000.00	22,462.19	88,527.55	59.01%
Reserves Payroll	61120	95,000.00	7,509.15	24,935.41	26.24%
PERS UAL - After 06/30/18	61123	30,400.00	0.00	25,476.01	83.80%
PERS UAL-Before 06/30/2018	61124	111,000.00	0.00	115,906.99	104.42%
PERS Retirement	61125	163,000.00	9,668.98	32,927.44	20.20%
PERS 457 Expense	61126	32,400.00	2,100.00	9,450.00	29.16%
Medicare-ER	61130	17,400.00	1,567.51	5,417.84	31.13%
Social Security-ER	61131	1,000.00	11.29	181.00	18.10%
Unemployment Ins-Fed & State	61132	13,000.00	1.09	28.78	0.22%
Dental Expense	61135	16,200.00	961.97	3,847.88	23.75%
Health Insurance	61140	342,300.00	20,370.18	61,110.54	17.85%
Vision Ins	61145	2,500.00	143.61	430.83	17.23%
Workers Comp and EAP	61150	141,500.00	0.00	95,957.00	67.81%
Wellness Program	61155	5,000.00	0.00	0.00	0.00%
Educational Incentive Pay	61157	16,800.00	1,200.02	4,076.07	24.26%
Longevity Pay	61158	9,300.00	871.72	2,947.71	31.69%

City of Del Rey Oaks  
Statement of Revenues and Expenditures

100 - General Fund  
From 9/1/2025 Through 9/30/2025

		FY 2026 Budget	September 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
Uniform Allowance	61160	10,000.00	2,000.00	4,000.00	40.00%
Materials/Supply	62410	15,000.00	1,202.62	1,324.43	8.82%
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	849.84	1,046.53	20.93%
Auto Operations - Supplies / Equip	62710	1,000.00	0.00	0.00	0.00%
Auto Operations - Fuel	62720	30,000.00	2,681.40	5,380.13	17.93%
Repair/Maintenance	63505	2,000.00	0.00	0.00	0.00%
Other Outside Services	63508	5,000.00	192.62	722.70	14.45%
Shredding Services	63509	1,000.00	90.71	270.07	27.00%
Utilities - PG&E	63520	8,000.00	338.08	807.06	10.08%
Telephone	63530	8,000.00	468.78	1,271.20	15.89%
Internet	63531	6,000.00	338.95	793.18	13.21%
Annual Maintenance-Records Mgmt Software	63537	5,000.00	0.00	0.00	0.00%
Record Management-Historical	63538	3,400.00	0.00	3,512.38	103.30%
Postage / Shipping	63540	500.00	0.00	0.00	0.00%
Training	63605	5,000.00	2,642.00	5,228.73	104.57%
Insurance-Liability	63620	290,200.00	0.00	142,414.64	49.07%
Insurance-Property	63621	9,000.00	0.00	7,812.75	86.80%
Insurance-Vehicles	63622	2,550.00	0.00	0.00	0.00%
Insurance-ADWRP	63624	0.00	0.00	829.00	0.00%
Audit-General	63625	5,000.00	0.00	0.00	0.00%
Actuarial Services	63627	2,500.00	1,550.00	1,550.00	62.00%
Professional Services	63628	12,000.00	0.00	0.00	0.00%
Contract Services - IT	63635	12,900.00	900.00	3,600.00	27.90%
Contract Services-Others	63637	4,200.00	461.36	597.00	14.21%
Legal Services	63650	3,800.00	1,462.50	1,462.50	38.48%
Janitorial Services	63660	4,200.00	350.00	700.00	16.66%
911-NGEN Phase II Upgrade	63664	7,000.00	0.00	0.00	0.00%
911-Radio Dispatch	63665	61,800.00	15,440.00	30,880.00	49.96%
911-Inform MDT Terminal Service	63666	1,000.00	0.00	0.00	0.00%
911-Notification System	63667	400.00	0.00	0.00	0.00%
911-NGEN O&M	63668	14,400.00	3,578.00	7,156.00	49.69%
911-NGEN Debt (Capital Fee)	63669	8,000.00	0.00	7,730.00	96.62%
Auto Repair/Maintenance	63730	23,000.00	0.00	3,497.12	15.20%
Parking & Admin Citations Services	63812	9,000.00	621.44	2,020.04	22.44%
Animal Regulation Fire	63820	500.00	0.00	0.00	0.00%
Fund Jail & Prisoner	63830	200.00	0.00	0.00	0.00%
ACJIS System	63840	9,000.00	0.00	0.00	0.00%
Software/Server Subscription	64310	22,700.00	75.00	12,702.50	55.95%
Computer Server	64318	0.00	0.00	5,276.34	0.00%
Personnel Recruit & Pre-Employment	64545	3,000.00	51.00	51.00	1.70%
Membership Dues-Professional Org	64550	9,000.00	331.00	2,740.90	30.45%
Membership Dues-Non Profit Agency Contrib	64551	500.00	500.00	500.00	100.00%

City of Del Rey Oaks  
Statement of Revenues and Expenditures

100 - General Fund  
From 9/1/2025 Through 9/30/2025

		FY 2026 Budget	September 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
Membership	64552	5,000.00	170.00	5,170.00	103.40%
Dues-Government Agency					
Books and Periodicals	64565	900.00	208.85	208.85	23.20%
Printing / Publications	64575	2,000.00	0.00	0.00	0.00%
Misc Expenses	64580	1,000.00	0.00	0.00	0.00%
Travel Expenses	64610	13,000.00	1,157.80	2,093.14	16.10%
Principal-Motorola Lease-Cameras	65104	21,350.00	0.00	0.00	0.00%
Principal-Dell	65105	5,000.00	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%
<b>Total Police</b>		<b>2,998,900.00</b>	<b>177,162.62</b>	<b>969,974.16</b>	<b>32.34%</b>
Fire/Animal Control	220				
Fire Seaside	63810	243,300.00	0.00	0.00	0.00%
<b>Total Fire/Animal Control</b>		<b>243,300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
Public Works/Streets	311				
Payroll	61105	87,800.00	6,748.80	22,044.80	25.10%
PERS UAL - After 06/30/18	61123	500.00	0.00	445.00	89.00%
PERS Retirement	61125	7,100.00	457.60	1,561.13	21.98%
Medicare-ER	61130	1,300.00	97.86	330.19	25.39%
Unemployment Ins-Fed & State	61132	100.00	0.00	0.00	0.00%
Dental Expense	61135	1,600.00	126.98	507.92	31.74%
Health Insurance	61140	37,200.00	2,952.20	8,856.60	23.80%
Vision Ins	61145	300.00	15.71	47.13	15.71%
Workers Comp and EAP	61150	1,500.00	202.00	1,223.00	81.53%
Wellness Program	61155	500.00	0.00	0.00	0.00%
Educational Incentive Pay	61157	1,200.00	92.30	313.05	26.08%
Materials/Supply	62410	10,000.00	1,192.83	3,857.48	38.57%
Office Supplies	62430	1,500.00	58.93	112.47	7.49%
Auto Operations - Supplies / Equip	62710	2,500.00	8.18	8.18	0.32%
Auto Operations - Fuel	62720	5,000.00	224.56	401.84	8.03%
Repair/Maintenance	63505	17,900.00	4,880.00	8,129.00	45.41%
Other Outside Services	63508	1,000.00	0.00	0.00	0.00%
Gabilan Crew	63515	3,000.00	0.00	0.00	0.00%
Utilities - PG&E	63520	5,000.00	89.78	183.30	3.66%
Utilities - Water	63525	5,000.00	350.34	734.15	14.68%
Telephone	63530	200.00	0.00	0.00	0.00%
Internet	63531	600.00	80.48	80.48	13.41%
Training	63605	2,000.00	0.00	19.95	0.99%
Insurance-Liability	63620	21,200.00	0.00	10,613.90	50.06%
Insurance-Vehicles	63622	5,000.00	0.00	4,766.00	95.32%
SB1383 Organics Waste Regs Services	63654	14,000.00	0.00	0.00	0.00%
Hazardous Waste Disposal	63655	500.00	0.00	0.00	0.00%
Auto Repair/Maintenance	63730	5,000.00	0.00	0.00	0.00%
Printing / Publications	64575	1,300.00	0.00	0.00	0.00%
Storm Water Project - Phase 4	64920	15,000.00	0.00	1,613.54	10.75%
Equipment	66302	2,000.00	0.00	0.00	0.00%

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

**100 - General Fund**  
 From 9/1/2025 Through 9/30/2025

		FY 2026 Budget	September 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
Total Public Works/Streets		<u>256,800.00</u>	<u>17,578.55</u>	<u>65,849.11</u>	<u>25.64%</u>
Parks/Recreation	411				
Materials/Supply	62410	10,000.00	94.38	473.10	4.73%
Office Supplies	62430	1,000.00	0.00	72.56	7.25%
Repair/Maintenance	63505	20,000.00	110.55	2,139.55	10.69%
Utilities - Water	63525	3,500.00	835.66	1,632.29	46.63%
Contract Services - Consultant	63612	75,000.00	0.00	0.00	0.00%
Travel Expenses	64610	<u>100.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Parks/Recreation		<u>109,600.00</u>	<u>1,040.59</u>	<u>4,317.50</u>	<u>3.94%</u>
Total Expenditures		<u>5,178,300.00</u>	<u>317,037.67</u>	<u>1,450,854.11</u>	<u><b>28.02%</b></u>
Net Revenues		(87,100.00)	(23,974.73)	(236,063.07)	
Other Financing Sources and Uses					
Uses					
Non Department Specific	000				
Transfers Out to CIP	81003	<u>(375,446.00)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Non Department Specific		<u>(375,446.00)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Uses		<u>(375,446.00)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Other Financing Sources and Uses		<u>(375,446.00)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Net Revenues After Other Financing Sources and Uses		(462,546.00)	(23,974.73)	(236,063.07)	

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

210 - Gas Tax Fund  
 From 9/1/2025 Through 9/30/2025

		FY 2026 Budget	September 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
Revenue					
Other Revenue					
Non Department Specific	000				
Gas Tax 2103	47010	15,000.00	1,521.30	4,036.82	26.91%
Gas Tax 2105	47020	10,100.00	829.48	2,463.87	24.39%
Gas Tax 2106	47030	9,200.00	767.94	2,280.47	24.78%
Gas Tax 2107	47040	13,700.00	945.38	3,188.96	23.27%
Gas Tax 2107.5	47050	1,000.00	0.00	1,000.00	100.00%
Total Non Department Specific		<u>49,000.00</u>	<u>4,064.10</u>	<u>12,970.12</u>	<u>26.47%</u>
Total Other Revenue		<u>49,000.00</u>	<u>4,064.10</u>	<u>12,970.12</u>	<u>26.47%</u>
Total Revenue		<u>49,000.00</u>	<u>4,064.10</u>	<u>12,970.12</u>	<u>26.47%</u>
Expenditures					
Public Works/Streets	311				
Street Sweeping	63510	12,070.00	0.00	0.00	0.00%
Street Lighting	63910	20,400.00	1,652.97	3,055.03	14.97%
Principal-PG&E	65751	2,550.00	210.83	421.66	16.53%
Total Public Works/Streets		<u>35,020.00</u>	<u>1,863.80</u>	<u>3,476.69</u>	<u>9.93%</u>
Total Expenditures		<u>35,020.00</u>	<u>1,863.80</u>	<u>3,476.69</u>	<u>9.93%</u>
Net Revenues		13,980.00	2,200.30	9,493.43	67.90%
Net Revenues After Other		13,980.00	2,200.30	9,493.43	67.90%
Financing Sources and Uses					

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

211 - SB1 Fund-RMRA  
 From 9/1/2025 Through 9/30/2025

		FY 2026 Budget	September 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
Revenue					
Other Revenue					
Non Department Specific	000				
SB 1 Funds	47777	41,300.00	3,491.96	11,085.22	26.84%
Total Non Department Specific		41,300.00	3,491.96	11,085.22	26.84%
Total Other Revenue		41,300.00	3,491.96	11,085.22	26.84%
Total Revenue		41,300.00	3,491.96	11,085.22	26.84%
Expenditures					
Saucito Rd & Work Ave Improvement Project	537				
Curb and Gutter Repair	66327	24,046.50	0.00	0.00	0.00%
Total Saucito Rd & Work Ave Improvement Project		24,046.50	0.00	0.00	0.00%
Rosita Emergency Repairs	539				
Curb and Gutter Repair	66327	65,000.00	0.00	0.00	0.00%
Total Rosita Emergency Repairs		65,000.00	0.00	0.00	0.00%
Total Expenditures		89,046.50	0.00	0.00	0.00%
Net Revenues		(47,746.50)	3,491.96	11,085.22	(23.21)%
Other Financing Sources and Uses					
Uses					
Non Department Specific	000				
Transfers Out to CIP	81003	(13,550.00)	0.00	0.00	0.00%
Total Non Department Specific		(13,550.00)	0.00	0.00	0.00%
Total Uses		(13,550.00)	0.00	0.00	0.00%
Total Other Financing Sources and Uses		(13,550.00)	0.00	0.00	0.00%
Net Revenues After Other Financing Sources and Uses		(61,296.50)	3,491.96	11,085.22	(18.08)%

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

212 - Measure X Fund  
 From 9/1/2025 Through 9/30/2025

		FY 2026 Budget	September 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
Revenue					
Other Revenue					
Non Department Specific	000				
Measure X	47775	95,900.00	0.00	0.00	0.00%
Total Non Department Specific		95,900.00	0.00	0.00	0.00%
Total Other Revenue		95,900.00	0.00	0.00	0.00%
Total Revenue		95,900.00	0.00	0.00	0.00%
Expenditures					
Debt Service - Measure X	610				
Principal - Measure X Loan	65103	83,900.00	0.00	0.00	0.00%
Interest - Measure X	65203	12,000.00	0.00	0.00	0.00%
Total Debt Service - Measure X		95,900.00	0.00	0.00	0.00%
Total Expenditures		95,900.00	0.00	0.00	0.00%
Net Revenues		0.00	0.00	0.00	0.00%
Net Revenues After Other		0.00	0.00	0.00	0.00%
Financing Sources and Uses					

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

**214 - RSTP**

From 9/1/2025 Through 9/30/2025

		FY 2026 Budget	September 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
Revenue					
Other Revenue					
Non Department Specific	000				
RSTP Funds	47776	67,602.00	0.00	0.00	0.00%
Total Non Department Specific		67,602.00	0.00	0.00	0.00%
Total Other Revenue		67,602.00	0.00	0.00	0.00%
Total Revenue		67,602.00	0.00	0.00	0.00%
Net Revenues		67,602.00	0.00	0.00	0.00%
Other Financing Sources and Uses					
Uses					
Non Department Specific	000				
Transfers Out to CIP	81003	(67,602.00)	0.00	0.00	0.00%
Total Non Department Specific		(67,602.00)	0.00	0.00	0.00%
Total Uses		(67,602.00)	0.00	0.00	0.00%
Total Other Financing Sources and Uses		(67,602.00)	0.00	0.00	0.00%
Net Revenues After Other Financing Sources and Uses		0.00	0.00	0.00	0.00%

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

**221 - FORA Habitat Management Fund**

From 9/1/2025 Through 9/30/2025

		FY 2026 Budget	September 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
Expenditures					
Planning & Building Regulation	160				
Contract Services - Habitat Management Plan	63646	14,448.00	0.00	0.00	0.00%
Total Planning & Building Regulation		14,448.00	0.00	0.00	0.00%
Total Expenditures		14,448.00	0.00	0.00	0.00%
Net Revenues		(14,448.00)	0.00	0.00	0.00%
Net Revenues After Other Financing Sources and Uses		(14,448.00)	0.00	0.00	0.00%

City of Del Rey Oaks  
**Statement of Revenues and Expenditures**  
**231 - BSCC-Officer Wellness & Mental Health Grant**  
 From 9/1/2025 Through 9/30/2025

		FY 2026 Budget	September 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
Expenditures					
Police	210				
Law Enforcement Wellness App	64314	2,000.00	0.00	1,999.00	99.95%
Total Police		<u>2,000.00</u>	<u>0.00</u>	<u>1,999.00</u>	<u>99.95%</u>
Total Expenditures		<u>2,000.00</u>	<u>0.00</u>	<u>1,999.00</u>	<u>99.95%</u>
Net Revenues		(2,000.00)	0.00	(1,999.00)	99.95%
Net Revenues After Other Financing Sources and Uses		(2,000.00)	0.00	(1,999.00)	99.95%

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

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

From 9/1/2025 Through 9/30/2025

		FY 2026 Budget	September 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
Revenue					
Grants					
Police	210				
DEA Reimbursements	47782	46,128.26	0.00	0.00	0.00%
Total Police		46,128.26	0.00	0.00	0.00%
Total Grants		46,128.26	0.00	0.00	0.00%
Total Revenue		<u>46,128.26</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Expenditures					
Police	210				
Overtime-DEA	61111	46,128.26	3,777.33	14,615.10	31.68%
Total Police		46,128.26	3,777.33	14,615.10	31.68%
Total Expenditures		<u>46,128.26</u>	<u>3,777.33</u>	<u>14,615.10</u>	<u>31.68%</u>
Net Revenues		0.00	(3,777.33)	(14,615.10)	0.00%
Net Revenues After Other		0.00	(3,777.33)	(14,615.10)	0.00%
Financing Sources and Uses					

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

**260 - CDBG Fund**

From 9/1/2025 Through 9/30/2025

		FY 2026 Budget	September 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
Revenue					
Grants					
Parks/Recreation	411				
CDBG Grant	47765	90,000.00	0.00	0.00	0.00%
Total Parks/Recreation		90,000.00	0.00	0.00	0.00%
Total Grants		90,000.00	0.00	0.00	0.00%
Total Revenue		90,000.00	0.00	0.00	0.00%
Expenditures					
Parks/Recreation	411				
Park Improvements	66420	90,000.00	0.00	0.00	0.00%
Total Parks/Recreation		90,000.00	0.00	0.00	0.00%
Total Expenditures		90,000.00	0.00	0.00	0.00%
Net Revenues		0.00	0.00	0.00	0.00%
Net Revenues After Other		0.00	0.00	0.00	0.00%
Financing Sources and Uses					

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

301 - Capital Projects  
 From 9/1/2025 Through 9/30/2025

		FY 2026 Budget	September 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
Expenditures					
Vehicle Replacement	533				
Vehicle Replacement	66735	90,000.00	0.00	0.00	0.00%
Total Vehicle Replacement		90,000.00	0.00	0.00	0.00%
Saucito Rd & Work Ave Improvement Project	537				
Repairs and Improvements	66322	81,150.00	0.00	0.00	0.00%
Total Saucito Rd & Work Ave Improvement Project		81,150.00	0.00	0.00	0.00%
City Hall Facility Repairs & Upgrades	541				
Repairs and Improvements	66322	20,000.00	0.00	0.00	0.00%
Total City Hall Facility Repairs & Upgrades		20,000.00	0.00	0.00	0.00%
Council Chamber Technology Project	542				
Technology Upgrades	66323	5,000.00	0.00	0.00	0.00%
Total Council Chamber Technology Project		5,000.00	0.00	0.00	0.00%
PD Radio Replacement	543				
PD Radio Replacement	66736	20,000.00	0.00	0.00	0.00%
Total PD Radio Replacement		20,000.00	0.00	0.00	0.00%
Technology Replacement	544				
Technology Replacement	66324	3,000.00	0.00	0.00	0.00%
Total Technology Replacement		3,000.00	0.00	0.00	0.00%
City Hall Sewer Upgrades	545				
City Hall Sewer Upgrades	66426	40,000.00	0.00	0.00	0.00%
Total City Hall Sewer Upgrades		40,000.00	0.00	0.00	0.00%
City Hall Chamber Renovations	546				
City Hall Chamber Renovations	66427	50,000.00	0.00	0.00	0.00%
Total City Hall Chamber Renovations		50,000.00	0.00	0.00	0.00%
City Hall Fence Replacement	547				
City Hall Fence Replacement	66428	20,000.00	0.00	0.00	0.00%
Total City Hall Fence Replacement		20,000.00	0.00	0.00	0.00%
City Hall Parking Lot Improvements	548				
City Hall Parking Lot Impvts	66429	167,446.00	0.00	0.00	0.00%
Total City Hall Parking Lot Improvements		167,446.00	0.00	0.00	0.00%
Adair Stairs Repairs	549				
Adair Stairs Repairs	66430	15,000.00	0.00	0.00	0.00%
Total Adair Stairs Repairs		15,000.00	0.00	0.00	0.00%
Total Expenditures		511,596.00	0.00	0.00	0.00%
Net Revenues		(511,596.00)	0.00	0.00	0.00%
Other Financing Sources and Uses					
Sources					
Vehicle Replacement	533				
Transfers In from GF	82003	90,000.00	0.00	0.00	0.00%
Total Vehicle Replacement		90,000.00	0.00	0.00	0.00%

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

301 - Capital Projects  
 From 9/1/2025 Through 9/30/2025

		FY 2026 Budget	September 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
Saucito Rd & Work Ave Improvement Project	537				
Transfers In from RSTP	82006	67,602.00	0.00	0.00	0.00%
Transfers In from SB1-RMRA	82007	13,550.00	0.00	0.00	0.00%
Total Saucito Rd & Work Ave Improvement Project		81,152.00	0.00	0.00	0.00%
City Hall Facility Repairs & Upgrades	541				
Transfers In from GF	82003	20,000.00	0.00	0.00	0.00%
Total City Hall Facility Repairs & Upgrades		20,000.00	0.00	0.00	0.00%
Council Chamber Technology Project	542				
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	20,000.00	0.00	0.00	0.00%
Total PD Radio Replacement		20,000.00	0.00	0.00	0.00%
Technology Replacement	544				
Transfers In from GF	82003	3,000.00	0.00	0.00	0.00%
Total Technology Replacement		3,000.00	0.00	0.00	0.00%
City Hall Sewer Upgrades	545				
Transfers In from GF	82003	40,000.00	0.00	0.00	0.00%
Total City Hall Sewer Upgrades		40,000.00	0.00	0.00	0.00%
City Hall Chamber Renovations	546				
Transfers In from GF	82003	50,000.00	0.00	0.00	0.00%
Total City Hall Chamber Renovations		50,000.00	0.00	0.00	0.00%
City Hall Fence Replacement	547				
Transfers In from GF	82003	20,000.00	0.00	0.00	0.00%
Total City Hall Fence Replacement		20,000.00	0.00	0.00	0.00%
City Hall Parking Lot Improvements	548				
Transfers In from GF	82003	167,446.00	0.00	0.00	0.00%
Total City Hall Parking Lot Improvements		167,446.00	0.00	0.00	0.00%
Adair Stairs Repairs	549				
Transfers In from GF	82003	15,000.00	0.00	0.00	0.00%
Total Adair Stairs Repairs		15,000.00	0.00	0.00	0.00%
Total Sources		511,598.00	0.00	0.00	0.00%
Total Other Financing Sources and Uses		511,598.00	0.00	0.00	0.00%
Net Revenues After Other Financing Sources and Uses		2.00	0.00	0.00	0.00%

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

321 - SBR Engineering Fund  
 From 9/1/2025 Through 9/30/2025

		FY 2026 Budget	September 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
Expenditures					
SBR Contract-Engineering & Others	518				
Contract Services - Engineering	63611	423,075.00	0.00	0.00	0.00%
Total SBR Contract-Engineering & Others		423,075.00	0.00	0.00	0.00%
Total Expenditures		423,075.00	0.00	0.00	0.00%
Net Revenues		(423,075.00)	0.00	0.00	0.00%
Net Revenues After Other Financing Sources and Uses		(423,075.00)	0.00	0.00	0.00%

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

**331 - FHA Grant Fund**  
 From 9/1/2025 Through 9/30/2025

		FY 2026 Budget	September 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
Revenue					
Grants					
Non Department Specific	000				
FHWA Grant	47523	<u>543,400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Non Department Specific		<u>543,400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Grants		<u>543,400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Revenue		<u><u>543,400.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00%</u></u>
Expenditures					
Rosita Emergency Repairs	539				
Contract Services - Engineering	63611	<u>4,019.19</u>	<u>1,421.00</u>	<u>1,421.00</u>	<u>35.35%</u>
Road Construction	66411	<u>48,806.78</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Rosita Emergency Repairs		<u>52,825.97</u>	<u>1,421.00</u>	<u>1,421.00</u>	<u>2.69%</u>
Total Expenditures		<u>52,825.97</u>	<u>1,421.00</u>	<u>1,421.00</u>	<u>2.69%</u>
Net Revenues		490,574.03	(1,421.00)	(1,421.00)	(0.28)%
Net Revenues After Other		490,574.03	(1,421.00)	(1,421.00)	(0.28)%
Financing Sources and Uses					

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

**332 - FEMA & OES**  
 From 9/1/2025 Through 9/30/2025

		FY 2026 Budget	September 2025 Actual	FY 2026 YTD Actual	Percent Collected/Spent
Expenditures					
City Hall Facility Repairs & Upgrades	541				
Repairs and Improvements	66322	4,853.09	0.00	0.00	0.00%
Total City Hall Facility Repairs & Upgrades		4,853.09	0.00	0.00	0.00%
Total Expenditures		4,853.09	0.00	0.00	0.00%
Net Revenues		(4,853.09)	0.00	0.00	0.00%
Net Revenues After Other		(4,853.09)	0.00	0.00	0.00%
Financing Sources and Uses					

**City of Del Rey Oaks  
Encumbrance Summary  
Balance as of 09/30/2025**

Vendor Name	PO Number	Encumbrance Description	Enc Date	Encumbrance Amount	Current Balance	Fund Code	Dept-Project Code	GL Code
AMERICAN FLOORS	PO2526-35	Flooring - Removal of Existing Flooring and Replace with Luxury Vinyl Plank	8/12/2025	\$ 7,373.64	\$ 7,373.64	301	541	66322
Access Monterey Peninsula, Inc.	PO2526-36	Video operators to produce, broadcast, record and live stream DRO meetings	7/1/2025	7,200.00	7,200.00	100	111	63508
CHAVAN AND ASSOCIATES, LLP	PO2526-37	City Audit Services FY 2026	7/1/2025	34,125.00	19,840.00	100	130	63625
Dell Financial Services LLC	PO2526-38	Power Edge R660xs Server	8/26/2025	5,276.35	0.01	100	210	64318
G.P.S. SOLUTIONS	PO2526-39	FY25/26 Plan Checking & Building Inspection Services	7/1/2025	23,051.49	19,919.69	100	160	63648
MONTEREY BAY TECHNOLOGIES, INC.	PO2526-41	FY25/26 IT Services Retainer	7/1/2025	9,000.00	7,200.00	100	111	63635
MONTEREY BAY TECHNOLOGIES, INC.	PO2526-41	FY25/26 IT Services Retainer	7/1/2025	9,000.00	7,200.00	100	210	63635
	Total PO2526-41	FY25/26 IT Services Retainer	7/1/2025	<u>18,000.00</u>	<u>14,400.00</u>			
SMITH & ENRIGHT LANDSCAPING, INC.	PO2526-42	FY25-26 Weekly Landscape Maintenance	8/26/2025	16,680.00	16,680.00	100	411	63505
ClearGOV	PO2526-43	FY25-26 Budget Software	7/1/2025	14,000.00	0.00	100	130	62433
FENTON & KELLER	PO2526-44	FY25/26 Legal Services	7/1/2025	80,000.00	76,571.03	100	150	63650
FENTON & KELLER	PO2526-44	FY25/26 Legal Services	7/1/2025	3,000.00	1,537.50	100	210	63650
	Total PO2526-44	FY25/26 Legal Services	7/1/2025	<u>83,000.00</u>	<u>78,108.53</u>			
REGIONAL GOVERNMENT SERVICES	PO2526-45	FY25/26 Accounting Services	9/11/2025	150,000.00	129,639.27	100	130	63645
CITY OF SEASIDE	PO2526-46	FY 25/26 Fire Protection	7/1/2025	243,713.00	243,713.00	100	220	63810
County of Monterey	PO2526-47	FY25/26 9-1-1 Dispatch & Related Services	7/1/2025	46,360.00	30,920.00	100	210	63665
County of Monterey	PO2526-47	FY25/26 9-1-1 Dispatch & Related Services	7/1/2025	10,822.00	7,244.00	100	210	63668
County of Monterey	PO2526-47	FY25/26 9-1-1 Dispatch & Related Services	7/1/2025	270.00	270.00	100	210	63669
	Total PO2526-47	FY25/26 9-1-1 Dispatch & Related Services	7/1/2025	<u>57,452.00</u>	<u>38,434.00</u>			
MONTEREY PENINSULA ENGINEERING	PO2526-48	Slurry & restriping of the road and intersection	7/1/2025	35,000.00	35,000.00	211	539	66327
Avenue Insights & Analytics, LLC	PO2526-49	Short Term Rental Management	7/1/2025	17,500.00	17,500.00	100	111	63511
<b>Report Balance</b>				<b>\$ 712,371.48</b>	<b>\$ 627,808.14</b>			



## Staff Report

**DATE:** October 28, 2025

**TO:** Honorable Mayor and Council Members

**FROM:** John Guertin, City Manager

**SUBJECT:** Authorize a Memorandum of Agreement with Monterey One Water for the 2025 Monterey Regional Stormwater Management Program

**CEQA:** Not a Project Under CEQA per Article 20, Section 15378 and Under General Rule Article 5, Section 15061.

### Recommendation

That the City Council approve a resolution authorizing the City Manager, or their designee, to execute the 2025 Monterey Regional Stormwater Management Program (MRSWMP) Memorandum of Agreement (“MOA”) with Monterey One Water. This action will authorize sharing the cost of managing storm water permit compliance, etc. with participating entities.

### Discussion

In January 2025, the MRSWMP Management Committee established an MOA Ad Hoc Committee to update the Memorandum of Agreement (MOA). The purpose of this update is to reflect current program membership, clarify administrative responsibilities, and prepare for the anticipated reissuance of the MS4 permit in 2026.

Key changes in the updated MOA include a requirement for biannual invoicing of incurred expenses, revised cost-sharing formulas, updated limitations on indirect costs, and a process for budget amendments. Additional administrative revisions include updated bylaws and incorporation of the Agency Procurement Policy.

The draft MOA was unanimously approved by the MRSWMP Management Committee on June 25, 2025. It is now being presented to each participating jurisdiction for formal adoption. Participating agencies include the cities of Carmel-by-the-Sea, Del Rey Oaks, Monterey, Pacific Grove, Sand City, and Seaside, as well as the County of Monterey.

Adoption of the 2025 MOA supports compliance with the federal Clean Water Act (33 U.S.C. § 1251 et seq.) and the State Water Resources Control Board’s (SWRCB) National Pollutant Discharge Elimination System (NPDES) Phase II Municipal Separate Storm Sewer System (MS4) General Permit (Order No. 2013-0001-DWQ, as amended and anticipated to be reissued in 2026). Participation in the Monterey Regional Stormwater Management Program (MRSWMP) provides a legally recognized framework for cooperative regional stormwater management which assists the City in meeting mandatory permit requirements related to pollutant discharge reduction, public outreach, monitoring, and reporting.

This action is consistent with the City of Del Rey Oaks’ Stormwater Ordinance (DROMC Chapter 8.32)

## **Fiscal Impacts**

The City's financial obligation will continue to be determined through the MRSWMP's adopted annual budget and calculated using the population-based cost-sharing formula set forth in the MOA. For Fiscal Year 2026, the City's approved budget is \$15,000.

These invoices are paid from the City's General Fund and are budgeted in the Public Works Department budget (Account No. 100-311-64920). Annual contributions may vary slightly from year to year depending on population adjustments and program costs.

## **ATTACHMENTS:**

- Draft Resolution
- MOA
- MRSWMP Management Committee Informational Memo

Respectfully submitted,

---

John Guertin  
City Manager

## RESOLUTION 2025-20

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL REY OAKS AUTHORIZING THE CITY MANAGER TO SIGN A MEMORANDUM OF AGREEMENT WITH MONTEREY ONE WATER FOR THE 2025 MONTEREY REGIONAL STORMWATER MANAGEMENT PROGRAM

**WHEREAS**, the Federal Clean Water Act requires municipalities to comply with the National Pollutant Discharge Elimination System (NPDES) Phase II Municipal Separate Storm Sewer System (MS4) permit requirements; and

**WHEREAS**, the Monterey Regional Stormwater Management Program (MRSWMP) was formed in 2002 to provide coordinated regional compliance among participating jurisdictions; and

**WHEREAS**, the City of Del Rey Oaks entered into a Memorandum of Agreement (MOA) with the other member agencies in 2013, with a population update in 2020; and

**WHEREAS**, the MRSWMP Management Committee has prepared an updated MOA to reflect current program membership, administrative structure, and upcoming permit reissuance; and

**WHEREAS**, on June 25, 2025, the MRSWMP Management Committee unanimously approved the 2025 MOA and directed member agencies to seek governing body approval; and

**WHEREAS**, the City of Del Rey Oaks determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA)(CCR, Title 14, Chapter 3 ("CEQA Guidelines), Article 20, Section 15378). In addition, CEQA Guidelines Section 15061 includes the general rule that CEQA applies only to activities which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Because the proposed action and this matter have no potential to cause any effect on the environment, or because it falls within a category of activities excluded as projects pursuant to CEQA Guidelines section 15378, this matter is not a project. Because the matter does not cause a direct or any reasonably foreseeable indirect physical change on or in the environment, this matter is not a project. Any subsequent discretionary projects resulting from this action will be assessed for CEQA applicability.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF DEL REY OAKS** that the above recitals are true and correct and are hereby incorporated and adopted as findings of the City Council as if fully set forth herein.

**NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF DEL REY OAKS** that it hereby authorizes the City Manager, or their designee, to execute the 2025 Monterey Regional Stormwater Management Program Memorandum of Agreement with Monterey One Water.

**PASSED AND ADOPTED** this 28th day of October, 2025, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

SIGNED:

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

ATTEST:

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



**MONTEREY SEA**

Stormwater Education Alliance

Carmel-by-the-Sea • County of Monterey • Del Rey Oaks  
Monterey • Pacific Grove • Sand City • Seaside

# Monterey Regional Stormwater Management Program

## Memorandum of Agreement 2025

DRAFT

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# MEMORANDUM OF AGREEMENT MONTEREY REGIONAL STORMWATER MANAGEMENT PROGRAM

THIS Memorandum of Agreement ("AGREEMENT"), is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by and between MONTEREY ONE WATER, hereinafter referred to as "AGENCY", a Joint Powers Authority (JPA) organized under the laws of the State of California, and the following public entities, each of which is hereinafter referred to as "PERMITTEE" or collectively as "PERMITTEES":

CITY OF CARMEL-BY-THE-SEA, a municipal corporation of the State of California;  
 CITY OF DEL REY OAKS, a municipal corporation of the State of California;  
 CITY OF MONTEREY, a municipal corporation of the State of California;  
 CITY OF PACIFIC GROVE, a municipal corporation of the State of California;  
 CITY OF SAND CITY, a municipal corporation of the State of California;  
 CITY OF SEASIDE, a municipal corporation of the State of California; and  
 COUNTY OF MONTEREY, a political subdivision of the State of California.

The AGENCY and the above-mentioned entities may also hereinafter be collectively referred to as "PARTIES" or individually as "PARTY," to form the Monterey Regional Stormwater Management Program (Program).

In addition, other organizations, including but not limited to non-traditional agencies (COORDINATING ENTITIES) that are not subject to similar National Pollutant Discharge Elimination System (NPDES) Phase 2 Municipal Separate Storm Sewer System (MS4) permits and include land parcels adjoining PERMITTEE areas that may impact shared watersheds, may coordinate with the Program and may provide contributions to the Program to help meet stormwater pollution reduction goals.

All participating PERMITTEES and COORDINATING ENTITIES shall be referred to herein collectively as PARTICIPATING ENTITIES.

## **RECITALS:**

- A. The Federal Clean Water Act (CWA) requires certain municipalities and industrial facilities to obtain an NPDES permit for the discharge of stormwater to navigable waters. NPDES permits also are required for any stormwater discharge which the Federal Environmental Protection Agency (EPA) or a state has determined contributes to a violation of a water quality standard or is a significant contributor of pollutants to surface waters.
- B. The EPA has delegated authority to the California State Water Resources Control Board (SWRCB) to administer the NPDES permit process within California and, in turn, the SWRCB has delegated authority to the California Regional Quality Control Board - Central Coastal Basin (RWQCB) to administer the NPDES permit process within its region.
- C. On December 8, 1999, the EPA promulgated Phase 2 stormwater regulations under authority of the Clean Water Act section 402(p)(6). These regulations require the SWRCB to issue NPDES stormwater permits to operators of Small MS4s, defined as entities with a population of under 100,000 people.
- D. On April 30, 2003, the SWRCB adopted Water Quality Order No. 2003-005-DWQ, NPDES General Permit CAS000004 Waste Discharge Requirements (WDRs) for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems (General Permit) to

comply with Clean Water Act section 402(p)(6).

- E. In 2002, in anticipation of these requirements, the PERMITTEES entered into a Memorandum of Agreement (MOA) and subsequently formed the Program in order to achieve regional cooperation and efficiency among the PERMITTEES in the implementation of the NPDES MS4 regulations.
- F. On February 5, 2013, the SWRCB adopted Water Quality Order No. 2013-0001-DWQ NPDES General Permit No. CAS000004 (Order), which modifies the previous General Permit, Order 2003-0005-DWQ. This Order establishes stormwater management program requirements and defines the minimum acceptable elements of municipal stormwater management programs, unless otherwise amended. Per Section J of the Small MS4 Permit, "This Order expires on July 1, 2018. If this Order is not reissued or replaced prior to the expiration date, it will be automatically continued in accordance with 40 CFR 122.6 and remain in full force and effect."
- G. On August 1, 2024, the SWRCB released a public notice to solicit comments on the Informal Draft Small Municipal Stormwater Permit currently under development. The issuance of a Formal Draft, followed by the adoption of a new MS4 permit by the SWRCB is expected between 2025 and 2026.
- H. In and for the mutual interest of the PERMITTEES, the PERMITTEES wish to continue to implement the Program by entering into this AGREEMENT for the purpose of cooperating to comply with NPDES permit requirements efficiently and economically.

**NOW, THEREFORE, THE PARTIES HERETO AGREE, AS FOLLOWS:**

Section 1. Monterey Regional Stormwater Management Program

- 1.01 The Program is intended to fulfill certain obligations of the PERMITTEES with regard to NPDES Phase 2 Storm Water permit requirements.
- 1.02 The Program is a collective effort and implementation of regional activities designed to benefit all PERMITTEES.
- 1.03 Each PERMITTEE shall implement individually its Community-Specific Program as required by its Small MS4 Permit.
- 1.04 PERMITTEES appoint AGENCY to serve as the Program Administrator for the Program and to provide the services set forth in Section 4 below and any other services under the direction of the Program Management Committee (MC, membership as defined in Section 2). AGENCY shall be responsible for selecting, retaining, assigning, or dismissing personnel to provide services on its behalf as called for in this MOA, in collaboration with the MC.
- 1.05 The AGENCY may withdraw as the Program Administrator upon the provision of ninety (90) days written notice to the MC. The MC may select a new Program Administrator upon the provision of a ninety-day (90) written notice to the AGENCY. In either event, the AGENCY shall issue invoices to each PERMITTEE for unreimbursed expenditures on behalf of the Program within forty-five (45) days of the 90-day period ending.
- 1.06 In the event that the AGENCY withdraws as the Program Administrator, or in the event that the MC wishes to select a new Program Administrator, another PERMITTEE may serve as a successor Program Administrator. Any PERMITTEE willing to serve as the successor Program Administrator may be nominated by another PERMITTEE. Selection of a Program Administrator must be by majority vote of the MC, and the newly selected Program Administrator shall provide the services set forth in Section 4 below and any other services under the direction of the MC.

## Section 2. Management Committee

- 2.01 A Program MC is hereby created, consisting of representatives from each PERMITTEE, to provide for overall Small MS4 Permit Program coordination, review, and budget oversight.
- 2.02 The MC is the official management and oversight body of the Program. The MC shall direct and guide the Program and review and approve the Program Budget. The MC shall consider permit compliance, including benefit to a majority of the PERMITTEES, as a primary objective in approving Program tasks and corresponding budgets.
- 2.03 The voting membership of the MC shall comprise one voting representative from each PERMITTEE, designated as specified in EXHIBIT A. An alternative voting representative may be appointed by each PERMITTEE.
- 2.04 The MC adopts the Bylaws contained in EXHIBIT A for its governance and may, from time to time, revise these Bylaws by majority vote of the MC at a duly-noticed meeting with a quorum of PERMITTEES in attendance.
- 2.05 The Program Administrator shall periodically re-evaluate and make recommendations to the PERMITTEES concerning the adjustment of the cost-share allocations that each PERMITTEE shall pay for the implementation of Program obligations.
- 2.06 A quorum of the MC shall be achieved when voting representatives from at least fifty percent (50%) of the PERMITTEES are present at any MC meeting.
- 2.07 Meetings of the MC, including any closed sessions with the Program Attorney, shall be conducted in accordance with the Ralph M. Brown Act (Government Code Section 54950 et seq.), including the public posting of meeting agendas at least 72 hours in advance of the meeting.
- 2.08 The MC shall establish timelines and budgets for the completion of Program tasks.
- 2.09 The MC, through its Bylaws, may establish procedures for tracking, accounting for, and auditing the Program funds.

## Section 3. Program Budget

- 3.01 A budget shall be adopted for each fiscal year by the MC. The fiscal year shall run from July 1 through June 30. The Budget shall be prepared by the Program Administrator and administered as described in EXHIBIT B.
- 3.02 The Program Administrator shall invoice PERMITTEES biannually for Program cost expenditures based upon the adopted budget for the fiscal year and the approved cost share allocation. The proportionate share of the Program Budget that each PERMITTEE shall pay shall be shown and specified in the adopted fiscal year budget.
- 3.03 The Program Administrator shall invoice PERMITTEES for expenses incurred no later than forty-five (45) days after the end of each biannual period.
- 3.04 Cost-sharing between PARTICIPATING ENTITIES shall be calculated utilizing formulas specific to the Budget Schedule Parameters laid out in EXHIBIT B.2, which include population-based computations, fixed fee contributions, and software usage rates, unless otherwise agreed to by the PARTICIPATING ENTITIES when the budget for each fiscal year is adopted, as described in EXHIBIT B.
- 3.05 PERMITTEES shall be responsible for reimbursing the Program Administrator for all costs incurred in connection with Program activities. The total annual amount paid by PERMITTEES to the Program Administrator shall not exceed the approved annual budgets. PERMITTEES

shall not reimburse the Program Administrator for expenses exceeding the approved annual budget of the Program, unless approved through the budget amendment process outlined in Subsection 3.06 and in EXHIBIT B.1.

- 3.06 The Program Administrator must submit a formal request to the MC for any anticipated expenditure that exceeds the limits of the adopted budget using the form included in EXHIBIT B.4. All budget amendment requests must include description of the proposed change, reason for the change, amount of the change, and estimated timeframe for expense to be incurred.
- 3.07 No budget amendment will be considered final or acted upon until it has received approval by majority vote of the MC.
- 3.08 The Program Administrator will evaluate all completed and proposed expenditures in order to reduce any budget amendments requested.

#### Section 4. Program Administrator's Roles & Responsibilities.

- 4.01 The Program Administrator shall be responsible for Program management, administration, and related duties as described in EXHIBIT D. The Program Administrator shall not be responsible for providing program management services related to individual PERMITTEES' Community-Specific Programs. Work assignments shall be delegated to the Program Administrator by the MC and not by individual PERMITTEES.
- 4.02 The Program Administrator shall be paid from Program Funds in accordance with the adopted Program Budget, for providing the services described hereunder. The Program Administrator shall be the treasurer of the Program funds and shall maintain Program funds in a separate designated account and shall not expend any funds except in accordance with the annual budget approved by the MC, or as otherwise directed by the MC.
- 4.03 The Program Administrator may request, as part of the annual Program Budget, reimbursement for reasonable and customary indirect costs incurred in providing the services described in this Section. Reimbursement to the Program Administrator shall be subject to MC review and approval as part of the Program Budget.
- 4.04 The MC must adhere to Program Administrator's procurement policies, as laid out in EXHIBIT C. This includes but is not limited to: the Program Administrator shall issue formal Requests for Proposals for services estimated to cost \$35,000 or more, and the Program Administrator shall issue Purchase Orders for purchases of \$5,000 or more.
- 4.05 The Program Administrator, in collaboration with the MC, shall be responsible for selecting any consultant(s) or contractor(s) who are to be paid from Program funds ("Outside Contractors") and for reviewing and approving any contracts with Outside Contractors, including the scope(s) of work, schedules of performance, use of subcontractors, and compensation for such Outside Contractors. The selection of Outside Contractors shall conform to the Program Administrator's procurement policies.
- 4.06 The Program Administrator shall act in a reasonable amount of time to execute contracts with Outside Contractors that have been requested by the MC. The Program Administrator shall provide a copy of any contract executed on behalf of the Program to any PERMITTEE, person designated by any PERMITTEE, or the MC upon request. The Program Administrator, at its discretion, may delegate authority to execute agreements and contracts approved by the Management Committee to a designated employee. Notice of any such delegation of authority shall be provided to the MC.
- 4.07 The Program Administrator reserves the right to amend and update the procurement policy

periodically and shall notify PERMITTEES of any changes in writing upon its adoption by the Program Administrator.

#### Section 5. Additional Rights and Duties of the PARTIES

- 5.01 In addition to participation in the MC, the PERMITTEES accept and agree to perform the following duties:
1. Each will participate in MC meetings and other required meetings of the PERMITTEES.
  2. Each will abide by the MC Code of Conduct specified in EXHIBIT A, Item 9.
  3. Each will comply with the NPDES Permit conditions that apply within its jurisdictional boundaries.
  4. Each will implement its jurisdiction's Community-Specific Program.
  5. Each will provide certain agreed upon reports to the Program Administrator for purposes of reporting, on a joint basis, compliance with applicable provisions of the NPDES Permit and the status of Program implementation.
  6. Each will address individually inter-agency issues, agreements, or other cooperative efforts.
  7. Each will only be responsible for performing the duties listed above for and on behalf of its own jurisdiction.
- 5.02 This AGREEMENT does not restrict the PERMITTEES from the ability to individually (or collectively) request NPDES Permit modifications and/or initiate NPDES Permit appeals for permit provisions to the extent that a provision affects an individual party (or group of PERMITTEES); however, any such PERMITTEE (or PERMITTEES) shall provide a minimum of 30-days written advance notice of their action to the other PARTIES and allow them to comment upon or join in their action before proceeding.

#### Section 6. Term of AGREEMENT

- 6.01 This AGREEMENT shall commence on the date that the last Duly Authorized Representative of the PARTIES executes it and shall continue indefinitely in accordance with the provisions of Subsections 6.02, 6.03, and 6.04 below.
- 6.02 This AGREEMENT shall terminate upon expiration of the NPDES Phase 2 Storm Water Permit Order Number 2013-0001-DWQ that is issued to the PERMITTEES, unless the SWRCB issues a new NPDES General MS4 Permit or this term is extended by the PARTIES.
- 6.03 Upon issuance of a new NPDES General MS4 Permit by the SWRCB, this AGREEMENT shall be amended to terminate at the expiration of the new permit, unless this term is extended by the PARTIES.
- 6.04 Any PERMITTEE may terminate its participation in this AGREEMENT by giving the MC at least a thirty (30) day written notice. If a PERMITTEE terminates its participation, the terminating PERMITTEE will bear the full responsibility for its compliance with the NPDES Permit commencing on the date it terminates its participation, including its compliance with both Community-Specific and Program-wide responsibilities. Unless the termination is scheduled to be effective at the close of the fiscal year in which the notice is given, termination shall constitute forfeiture of all of the terminating PERMITTEE'S share of the Program Budget, for the fiscal year in which the termination occurred (both paid and obligated, but unpaid, amounts). In addition, unless notice of termination is provided at least ninety (90) days prior to the date established by the MC for approval of the budget for the succeeding fiscal year, termination shall constitute forfeiture of all of the terminating PERMITTEE'S share of any

unexpended, unencumbered funds remaining from all previous fiscal years. The cost allocations for the remaining PERMITTEES may be recalculated for the following fiscal year by the PARTIES without the withdrawing PERMITTEE'S participation.

### Section 7. General Provisions

- 7.01 This AGREEMENT supersedes any prior agreement among the PARTIES regarding the Program but does not supersede any other agreements between any of the PARTIES.
- 7.02 This AGREEMENT may be amended only by written agreement of the PARTIES. All PARTIES agree to bring any proposed amendment to this AGREEMENT to their Council or Board, as applicable, within two (2) months following acceptance of the amendment by the MC.
- 7.03 In the event any provision of this AGREEMENT is determined to be void or unenforceable for any reason, such a determination shall not affect the remainder of this Agreement, which shall continue to be in force.
- 7.04 This AGREEMENT may be executed and delivered in any number of copies ("counterpart") by the PARTIES, including by means of electronic communicate. When each PARTY has signed and delivered at least one (1) counterpart to the Program Administrator, each counterpart shall be deemed an original and, taken together, shall constitute one and the same AGREEMENT, which shall be binding and effective as to the PARTIES hereto.
- 7.05 No PARTY shall, by entering into this AGREEMENT, participating in the MC, or agreeing to serve as Program Administrator, assume or be deemed to assume responsibility for any other PARTY in complying with the requirements of the NPDES Permit. This AGREEMENT is intended solely for the convenience and benefit of the PARTIES hereto and shall not be deemed to be for the benefit of any third party and may not be enforced by any third party, including, but not limited to, the EPA, the SWRCB, and the RWQCB, or any person acting on their behalf or in their stead.
- 7.06 In lieu of and notwithstanding the pro rata risk allocation which might otherwise be imposed between the PARTIES pursuant to Government Code Section 895.6, the PARTIES agree that all losses or liabilities incurred by a PARTY shall not be shared pro rata, but instead, the PARTIES agree that pursuant to the Government Code Section 895.4, each of the PARTIES hereto shall fully defend, indemnify, and hold harmless each of the other PARTIES from any claim, expense or cost, damage, or liability imposed for injury (as defined by Government Code Section 810.8) occurring by reason of the negligent acts or omissions or willful misconduct of the indemnifying PARTY, its officers, agents, or employees, under or in connection with or arising from any work, authority, or action taken under this AGREEMENT, including but not limited to any non-compliance by a PARTY with its obligations under the Program NPDES Permit. No PARTY, nor any officer, Councilmember, Board Member, employee, or agent thereof shall be responsible for any damage or liability incurred by reason of the negligent acts or omissions or willful misconduct of the other PARTIES hereto, their officers, Councilmembers, Board Members, employees, or agents under or in connection with or arising from any work, authority, or actions taken under this AGREEMENT, including but not limited to any non-compliance by a PARTY with its obligations under the Program NPDES Permit.
- 7.07 In the event that suit shall be brought by any PARTY to this contract, the PARTIES agree that venue shall be exclusively vested in the state courts of the County of Monterey, or, if brought in federal court, in the United States District Court handling matters arising in Monterey County. Further, the prevailing PARTY or PARTIES shall be entitled to reasonable attorney fees and costs.

IN WITNESS WHEREOF, the PARTIES hereto have executed this AGREEMENT as of the dates shown below:

MONTEREY ONE WATER, a Joint Powers Authority and public agency of the State of California

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

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Chair, Board of Directors

By: \_\_\_\_\_  
Legal Counsel

By: \_\_\_\_\_  
General Manager

ATTEST:

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

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

CITY OF CARMEL-BY-THE-SEA, a public entity of the State of California;  
CITY OF DEL REY OAKS, a public entity of the State of California;  
CITY OF MONTEREY, a public entity of the State of California;  
CITY OF SAND CITY, a public entity of the State of California;  
CITY OF SEASIDE, a public entity of the State of California;  
CITY OF PACIFIC GROVE, a public entity of the State of California; and  
COUNTY OF MONTEREY, a public entity of the State of California.

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

APPROVED AS TO FORM:

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

By: \_\_\_\_\_  
Legal Counsel

ATTEST:

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

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

# EXHIBIT A: MOA BYLAWS

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## A.1: MOA Bylaws

1. Management Committee Representation: Representation from each PERMITTEE will be designated formally by each jurisdiction’s authorized agent, including but not limited to City Manager, City/County Administrator, Mayor, and Board Chair. This appointment shall be identified in writing to the MC using the template included in EXHIBIT A.2. Should a new representative and/or alternate be chosen by a PERMITTEE, they shall submit an amended Nomination Letter to the MC as soon as possible.
2. Selection of Officers: Each calendar year, the MC shall select a Chair and Vice Chair. The selection of the members to serve in this position shall be at the regularly scheduled January meeting and shall be based on nominations by the MC. Members of the MC may express their interest in serving as Chair or Vice Chair at the regularly scheduled December meeting. No member of the MC may serve as Chair or Vice Chair for more than two consecutive and complete one-year terms.
3. Voting: Each PERMITTEE shall have one vote, provided that any PERMITTEE can call for a weighted vote on any issue. Voting on all matters shall be on a voice vote, unless a roll call vote is requested by any PERMITTEE in attendance or is required pursuant to the Brown Act. The affirmative vote of at least that number of the voting members of the MC which collectively contribute at least fifty percent (50%) of the area-wide Program costs (a “Majority Vote”), is necessary to approve any financial measure brought before the MC.

Weighting will be on a population basis, using the populations and numbers of votes shown in Table A. This table may be updated periodically by formal action of the MC. Amending the jurisdictional populations typically will occur when updated population figures are published by the U.S. Census Bureau or when other updated population figures are published and formally accepted by each of the PERMITTEES. If a weighted vote is called, each PERMITTEE will have the number of votes shown in the table below.

**Table A: Populations and Votes for Use in Weighted Voting & Cost Share**

<b>PERMITTEE</b>	<b>2020 Census Population Within Area Covered by Stormwater Permit<sup>1</sup></b>	<b>Number of Votes<sup>2</sup></b>
Carmel-by-the-Sea	3,220	2
Del Rey Oaks	1,592	1
Monterey City	30,212	15
Monterey County	55,339	28
Pacific Grove	15,090	8
Sand City	325	1
Seaside	32,366	16
<b>Total</b>	<b>138,144</b>	<b>71</b>

<sup>1</sup> The U.S. Census Bureau published updated population figures, based on the 2020 Census. U.S. Census Bureau, <https://www.census.gov/>

<sup>2</sup> One vote shall be provided for each 2,000-person increment of population, except that each PERMITTEE shall have a minimum of one vote, even if its population is less than 2,000.

4. Meeting Schedule: Meetings normally will be held at the Program Administrator's offices on the fourth (4<sup>th</sup>) Wednesday of each month at 09:30 am, unless changed by the MC.
5. Starting Time: Meetings will start promptly at the designated starting time. Any PARTY representative that knows they will be unable to attend or will be late will notify the Chairperson so as not to delay the start of the meeting.
6. Virtual Participation: Members may teleconference for "individual emergency" or "just cause". If a PERMITTEE is unable to attend in person, they must provide notice and reason as soon as possible to the Chair and/or Vice Chair for each meeting. A quorum of PERMITTEES must be present at a clearly identified single location within the MC's boundaries. The PERMITTEE participating remotely must join with both audio and visual input (with camera functionality enabled) and is not precluded from voting on agenda items. Virtual participation may be utilized a maximum of twice per calendar year.

"Just cause" includes: (i) childcare/caregiving, (ii) contagious illness, (iii) physical or mental disability not accommodated by AGENCY, (iv) travel on business for City, State, or another public agency, and (v) PERMITTEE has immunocompromised family member.

"Individual emergency" includes personal physical or family medical emergency that prevents attendance in person.

The Member participating virtually must make a statement substantively similar to the following: "I am participating in today's meeting remotely under recent amendments to the Brown Act, due to [state reason - i.e. a contagious illness] that prevents me from participating in person. There [is/is not] someone 18 or older in the room with me. [Briefly describe relationship to any person in the room who is 18 years or older.]"

7. Future Members: If additional entities wish to join with the other PARTIES by entering into this AGREEMENT and participating in the Program, the PARTIES will determine an appropriate method of calculating a "buy-in" cost to be paid by the new entity wishing to become a member. This buy-in cost shall, at a minimum, include the amount the new entity would have paid if it had been a PARTY as of the first day of the current fiscal year with a pro-rata deduction, or another method deemed appropriate by the PARTIES. Membership fees will be reassessed for all PARTIES for the following fiscal year to ensure equitable division of Program costs.
8. Coordinating Entities: Coordinating entities are defined as Program Participants with no NPDES Stormwater Permit requirements. This category of participants has no vote-share in the Program, and fees will be assessed based on Schedule B costs (see EXHIBIT B.2 "Schedule Parameters").
9. Code of Conduct Policy:
  - a. Purpose: This policy is established to encourage and maintain high standards of behavior by Program MC Members. This Code of Conduct applies to all MC Members and Alternates.
  - b. MC Conduct with the Public: MC Members should:
    - i. Study materials, comments, and information submitted by the staff, the public, and other interested parties prior to voting, to the extent reasonable.
    - ii. Be polite, impartial, respectful, and without prejudice toward the public and fellow MC members.
    - iii. Provide fair and equal treatment for all people and matters coming before the MC.
    - iv. Listen courteously and attentively to public comments and all public discussions at

MC meetings.

- v. Avoid body language that is defensive, disrespectful, or uninterested.
  - vi. Avoid interrupting speakers, including other MC Members, and any comments from MC Members should be directed through the Chair.
  - vii. Refrain from arguing with members of the public.
  - viii. Represent and work for the common good of the Program and not for any private interest.
- c. Violation of Policy: A perceived violation of this policy by a Member should be referred to the MC Chair for evaluation and consideration of any appropriate action warranted. In the case of a perceived violation by the MC Chair, the matter should be referred to the Vice Chair for evaluation and consideration of any appropriate action warranted. Reports, complaints, or concerns of perceived violations should be shared by the MC Chair or Vice Chair with the entire MC. The MC Chair or Vice Chair will seek assistance from the AGENCY with regard to the process to address a report or complaint of a perceived violation. A violation of this policy may be addressed as follows:
- i. Informal discussion with the MC Chair and/or Vice Chair
  - ii. Professional counseling/coaching for the individual MC Member, upon recommendation of a majority of the MC made at a duly-noticed meeting of the MC
- d. Applicability: Any individual representing MRSWMP at public meetings, community events, and other engagement opportunities is expected to abide by these standards. This includes MC Representatives, Program Administrator staff, and Outside Contractors. Should an issue arise with the conduct of Program Administrator staff or Outside Contractors, the matter will be addressed according to the AGENCY's personnel procedures.
10. Legal Services: The MC may select an attorney or firm (Program Attorney) that is experienced with the Clean Water Act and Municipal Storm Water NPDES Permits to provide legal advice to the MC on all matters involving administration of the Program's NPDES Permit and such other matters upon which the MC may seek legal advice or request legal representation. The Program Attorney shall not be responsible for providing legal advice related to permit compliance to individual PARTIES. The Program Attorney may provide such services under separate contract with any PARTY or PARTIES but shall provide advance notification to all PARTIES before providing such services to identify and resolve possible issues of conflict of interest. The Program Administrator may assist in coordination of activities with the Program Attorney but shall not give direction to the Program Attorney without prior authorization from the MC.

## **A.2: MC Representative Nomination Letter Template**

[Jurisdiction’s Letterhead]

[Date]

Monterey Regional Stormwater Management Program (MRSWMP)  
Management Committee Program Administrator

### **RE: Designation of MRSWMP Management Committee Representatives**

I, [signatory’s name], in my capacity as [signatory’s job title] for the [jurisdiction], do hereby designate the following individuals as the designated representatives to serve on the MRSWMP’s Management Committee (MC).

1. **Primary MC Representative:**  
**Title:**  
**Department:**  
**Contact Information:**
  
2. **Alternate MC Representative:**  
**Title:**  
**Department:**  
**Contact Information:**
  
3. **Legally Responsible Official (LRO):**  
**Title:**  
**Department:**  
**Contact Information:**

These representatives shall represent the [jurisdiction’s] Community-Specific Stormwater Management Program on the MC to ensure compliance with the National Pollutant Discharge Elimination System (NPDES) Phase 2 Municipal Separate Storm Sewer System (MS4) permit requirements. They shall have the authority to act on behalf of the [jurisdiction] in all matters, including but not limited to participation in meetings, policy discussions, and decision-making processes pertaining to regional stormwater management efforts.

This designation shall remain in effect until amended or revoked in writing by the [signatory’s job title].

Sincerely,

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[signatory’s name]  
[signatory’s job title]  
[jurisdiction]

We, the undersigned designated MC Representatives, do acknowledge receipt of the MRSWMP MC Code of Conduct and agree to abide by the conditions therein.

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Primary Representative

Alternate Representative

DRAFT

### **A.3: Chair & Vice Chair Roles & Responsibilities**

1. The MC Chair and Vice Chair, upon selection by the MC as laid out in EXHIBIT A.1, Item 2, shall conduct monthly MC meetings. This includes but is not limited to: call to order, lead meeting and agendized content, call for public comment, facilitate questions from Members and the public, and adjourn meeting.
2. Rules of Order
  - a. The Chair shall preside at all meetings of the Committee, ensuring that the meeting is conducted in an orderly manner. Items should be taken up in the order listed in the published agenda. However, when the circumstances warrant, the Chair may modify the order of business.
  - b. In the absence of the Chair, the Vice Chair shall preside and exercise all the powers and duties of the Chair. If there is a quorum present, and both the Chair and the Vice Chair are absent, the MC Members present may agree upon a Member to preside and serve as temporary Chair.
  - c. The Chair will recognize other MC Members who wish to speak.
  - d. The Chair has the same right to make or second a motion or to debate as the other MC Members. The role of presiding officer does not need to be assigned to another Member while the Chair exercises these rights.
  - e. The Chair may ask whether there is a motion and a second to bring a matter to a vote or may move or second a motion to bring a matter to a vote.
  - f. Agenda items for a MRSWMP meeting are determined by the Chair in consultation with Program Administrator Support Staff.
3. Brown Act - MRSWMP MC is regulated by the Brown Act and must comply with open public meeting noticing and assembly requirements. Key sections include the following:
  - a. A meeting is considered the congregation of a majority of members and shall be open to the public (including ADA accessibility needs).
  - b. There are seven MRSWMP voting members; a quorum constitutes communication with a minimum of four members at one time.
  - c. Agendas must be posted publicly at least 72 hours prior to the meeting time, to include a brief general description of each item to be discussed. Staff posts notices online on the Monterey SEA website, physically at the M1W Administration Office, and through bulk email notifications.
  - d. MC leadership shall offer public comment opportunities on any item of interest to the public, before or during the consideration of the item within MRSWMP's jurisdiction.
  - e. No communications between a majority of MC Members may be used to discuss, deliberate, or take action on any item within the subject matter jurisdiction of the MC outside of properly noticed meeting sessions.
  - f. Program Administrator staff may engage in separate conversations with MRSWMP Members regarding MC business to answer questions or provide additional information.

4. Other Duties:
  - a. Support generation of public meeting content - meet with Program Administrator Support Staff to suggest agenda items and to review meeting materials.
  - b. Provide feedback - review and provide input on meeting packet materials, official correspondence, and other supporting documents on behalf of MRSWMP.
5. Annual Calendar (approximate dates - may be adjusted to accommodate schedules and holidays)
  - a. Committee meetings: fourth Wednesday of each month
  - b. In-person meeting agenda/minutes review with Program Administrator Support Staff: second Wednesday of each month
  - c. Approval of draft meeting packets via email: third Wednesday of each month

*Meeting agendas and packets are not published until approval is received from the Chair and Vice Chair.*

## EXHIBIT B: BUDGET

DRAFT

## **B.1: Budget**

Prior to the start of each fiscal year, the Program Administrator, under the direction of the MC, will prepare a Draft Budget and submit it to the MC for its review. The Draft Budget will include a proposed approach for the allocation of costs (cost-sharing) to each PERMITTEE. The Program Administrator will revise the Draft Budget to address concerns and comments from the MC, and the MC then will approve and adopt a Final Budget for the fiscal year. The Final Budget shall be presented to the AGENCY's Director of Finance by May of the preceding fiscal year for approval by the Program Administrator's Board of Directors.

The Program Administrator will establish a separate job-cost code in its accounting system, to which hours spent and out-of-pocket costs related directly to performing work as the Program Administrator and for services of the Program Administrator will be charged. The Program Administrator will send quarterly reports to the MC summarizing the work the Program Administrator has performed during that quarter, the total fiscal year expenditures to conduct Program tasks, and the portion of the cost allocated to each PERMITTEE. The portion of the cost allocated to the PERMITTEE will be calculated in accordance with the cost-sharing approach specified in the adopted Final Budget. The parameters for cost-sharing calculations are described in EXHIBIT B.2.

Direct and Indirect Costs: The costs for AGENCY's services as the Program Administrator will consist of both direct and indirect costs. Direct costs are costs which can be tracked through timecards, invoices, record-keeping systems, and other records that specifically allocate a cost to these services.

Indirect costs are all other costs incurred by AGENCY in order to perform its duties as the Program Administrator, with the percentage of allowable indirect costs tied to the Consumer Price Index Average for San Francisco<sup>3</sup>. Examples of the types of indirect costs that AGENCY is likely to incur are described in EXHIBIT B.3.

Budget Amendments: The Program Administrator and the PERMITTEES recognize that the budget will be based on estimated costs and that actual costs may differ from the budgeted amounts. The Program Administrator will evaluate all completed and proposed expenditures in order to reduce any budget amendments requested. If it appears that costs will exceed the budgeted amounts, the Program Administrator will notify the MC before incurring costs in excess of the budgeted amounts.

Should any anticipated expenditure exceed the limits of the adopted budget, the AGENCY must submit a formal request to incur costs in excess of the budgeted amounts, using the Budget Amendment Form in EXHIBIT B.4. All budget amendment requests shall include description of the proposed change, reason for the change, amount of the change, and estimated timeframe for expenses to be incurred.

If the MC determines, by way of majority vote at a duly-noticed Committee meeting, that it is appropriate to have the Program Administrator incur additional costs above the budgeted amounts, the AGENCY shall proceed to expend the approved funds. No budget amendment will be considered final or acted upon until it has received formal approval by the MC.

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<sup>3</sup> US Bureau of Labor Statistics [https://www.bls.gov/regions/west/ca\\_sanfrancisco\\_cmsa.htm](https://www.bls.gov/regions/west/ca_sanfrancisco_cmsa.htm)

## **B.2: Schedule Parameters**

The costs of Program activities are shared between each PERMITTEE to ensure equitable division of budget elements. Parameters for each Cost Share Schedule are split into the categories specified in Table B and determined according to the calculations below.

**Table B: Cost Share Calculations**

<b>Cost Share Schedule</b>	<b>Basis of Calculation</b>
<i>A (total)</i>	<i>Program Administrator Positions</i>
A-1	Fixed Fee Portion
A-2	Population-Based Portion
B	Population, Permitted Area
C	Number of Monitoring Locations
D	Regional Module Cost Discount
E	Reg. Subscription Cost Discount

### 1. Schedule A

- a. Program Administrator Support Staff salaries and benefits - one Full Time Equivalent staff member (a total of 2,080 working hours annually). Staff members receive an annual cost of living adjustment (between three percent (3%) and six percent (6%)) and may be eligible for five percent (5%) salary step increases each year, both of which will be included in budget estimates.
- b. A-1: Fixed fee for each PERMITTEE for the portion of Support Staff hours deemed to be equally beneficial to all PERMITTEES.
- c. A-2: Based on census populations for each PERMITTEE.

### 2. Schedule B

- a. Programs budget - including training session organization, conferences, travel, and PERMITTEE enrichment.
- b. Direct percentage of population share of individual PERMITTEE areas, including COORDINATING ENTITIES' portion of the population.

### 3. Schedule C

- a. Stormwater Monitoring Program costs - including volunteer recruitment, laboratory analysis fees, data analysis, and annual report preparation.
- b. Direct percentage of water quality monitoring locations within each jurisdiction.

### 4. Schedule D

- a. Program Effectiveness Assessment and Improvement Plan software cost.
- b. Calculation based on software module use by each PERMITTEE and the population within each jurisdiction.

### 5. Schedule E

- a. California Stormwater Quality Association (CASQA) membership.
- b. Calculation based on individual subscriber cost by population and division of PERMITTEE discounts through the regional subscription total.

### **B.3: Indirect Costs**

Indirect costs are defined as cost items that cannot be identified specifically with a single cost objective in an economically feasible manner.

For the costs covered by this AGREEMENT, indirect costs will be charged at 10% of all other direct costs and will be updated, as deemed necessary, with Consumer Price Index adjustments for the San Francisco Region.

The following are the types of indirect costs expected to be incurred in conducting Program activities:

- Use of AGENCY electronic processing systems, including hardware/software for printers, modems, and financial and data processing. Costs include depreciation as well as internal and external maintenance, service agreements, software support, and payroll processing.
- The use of supplies and/or services that are not feasible or not cost-effective to segregate, such as disposables, shared office supplies, forms, paper, and postage.
- Purchasing services, including AGENCY staff time seeking bids, communicating with vendors, preparing requisitions, and issuing purchase orders.
- Use of existing office equipment (copiers, fax machines, scanners, computers) and their related repair, supplies, and maintenance.
- Centralized telephone system and use of AGENCY cellular phones.
- AGENCY Administration building costs (use, utilities, insurance).
- Administrative services including agency-wide training programs (such as safety, sexual harassment prevention), employee assistance programs, and general office support.
- Use of upper-level AGENCY staff for overall coordination, management, and support of stormwater permitting activities and Support Staff work performance.
- Utilization of Program Administrator Attorney to provide legal input on items pertaining to Program activities, at the request of the AGENCY or MC.

**B.4: Budget Amendment Form**  
**Monterey Regional Stormwater Management Program (MRSWMP)**  
**Budget Amendment Form**

<b>Amendment No.</b>	<b>Date:</b>
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**From:** Program Administrator [support staff names], Monterey One Water

**Description:** [Describe request]

**List Any Attachments:** [Please provide if any.]

**Amendment Dollar Amount:** Not to exceed [enter amount]

**APPROVED BY:**

<b>MRSWMP Management Committee Chair</b>	<b>Monterey One Water Program Administrator</b>
<b>Date:</b>	<b>Date:</b>
<b>Signed:</b>	<b>Signed:</b>

## EXHIBIT C: AGENCY PROCUREMENT POLICY

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## **Monterey One Water Procurement Policy**

The PARTIES to the MRSWMP MOA shall abide by the AGENCY Procurement Policy with respect to general purchases and consultant services for Program activities.

Should the AGENCY Board of Directors adopt new thresholds for purchasing authority levels of approval or required processes, the Program Administrator shall notify the MC in writing as soon as possible.

Table C.1 and C.2 show the Procurement Policy cost ranges and associated requirements, as approved by the AGENCY Board of Directors July 1, 2017, and amended October 28, 2022.

**Table C.1: Solicitation Types**

<b>Cost Range</b>	<b>Type of Solicitation</b>
Less than \$5,000	Informal; solicit one written quote
\$5,000 - \$35,000	Informal; solicit three (3) written quotes
Over \$35,000	Advertise for Sealed Bids or issue a Request for Proposals/Qualifications

**Table C.2: Authority Levels**

<b>Position</b>	<b>Authority Limit</b>
Designated Employees	\$11,000
Supervisor	\$25,000
Manager/Director	\$40,000
Director	\$60,000
Assistant General Manager/Director of Finance	\$80,000
General Manager	\$135,000
Board of Directors	\$135,001 or more

**EXHIBIT D: DUTIES OF  
THE PROGRAM ADMINISTRATOR &  
PROGRAM ADMINISTRATOR SUPPORT STAFF**

DRAFT

## **D.1: Duties of the Program Administrator**

**Program Administrator:** The Program Administrator shall perform the following duties:

- Assist in the recruitment, management, supervision, and retention of Stormwater Program Administrator Support Staff.
- Provide assistance in financial oversight, to include basic Program accounting services and Program budget management, of Stormwater Program Administrator Support Staff.
- Provide overall coordination, management, and support of Program activities.

**Program Administrator Support Staff:** The Stormwater Program Administrator Support Staff shall perform the following duties:

- The Program Administrator Support Staff will be paid from Program funds in accordance with the adopted Program budget.
- Work assignments are given to the Program Administrator by the MC and not by individual PERMITTEES.
- The Program Administrator Support Staff are not responsible for providing program management services related to individual PERMITTEES' Community-Specific Programs.
- In conformance with the Brown Act, arrange for and facilitate meetings of the MC, including making meeting room arrangements, preparation and distribution of agenda materials and meeting notices, and preparation and distribution of meeting minutes.
- Advise the MC to ensure that the PERMITTEES are in conformance with Robert's Rules of Order and parliamentary processes for meetings and decision making.
- Permit compliance management, including maintaining and promulgating an up-to-date schedule of the activities to be conducted by the MC and its individual PERMITTEES. Anticipate plans, procedures, policies, and other items necessary to carry out the commitments and obligations under the Program and MS4 Permits; prepare and present same to the MC for their review, direction, and approval.
- Prepare the consolidated Regional Annual Report required by the Permit and other permit-related reports and documents.
- Coordinate with RWQCB and SWRCB on Phase 2 Small Municipal Storm Water permitting issues at the direction of the MC.
- As directed by the MC, prepare updates to the Program in conjunction with permit renewals and/or implementation by the SWRCB and/or the RWQCB of new permits or permit requirements.
- At the direction of the MC, manage budget preparation and execution on behalf of the PERMITTEES, including recordation of employee expenses and the proper apportionment to the PARTICIPATING ENTITIES.
- Work with Program Administrator accounting staff with regard to accounts payable, receivable, and invoicing, and review and process Outside Consultant invoices in a timely manner.
- At the direction of the MC, manage contracts with and manage the work of Outside Consultants to perform Program tasks, if deemed necessary and approved by the MC.

- Interact with additional Program Administrator staff, such as secretarial, clerical, accounting, and source control, to carry out the work of the Program Administrator Support Staff.
- Maintain documents and files both electronically and in hard copy in a logical and understandable manner.
- Arrange for training programs to be conducted to fulfill Program Best Management Practices requirements at the direction of the MC. Such work may involve contracting with training consultants or preparing and presenting the training using in-house resources.
- Maintain an up-to-date awareness and knowledge of State and Federal stormwater requirements and, as directed, California Marine Protected Area policies and requirements and Monterey Bay National Sanctuary programs and requirements. Keep the MC sufficiently briefed on programs, potential changes in regulations, grants, and other such matters so that the MC may provide direction and take timely action regarding these types of items.
- Participate in California Stormwater Quality Association (CASQA), SWRCB, and RWQCB activities such as meetings, programs, etc. when and if directed by the MC to do so.
- Prepare other documents such as correspondence to regulatory agencies and advocacy organizations for review, editing, and finalization by the MC. If so directed by the MC, participate in State task forces and other groups pertaining to Program matters.
- As needed, and if so directed by the MC, assist the Public Education and Public Outreach Program Coordinator with such activities as public education, public outreach events, storm drain stenciling, publicity, grant writing, water quality monitoring, and source tracking.
- Research and report on various topics of interest to the MC, at the direction of the MC.

**Program Administrator Evaluations:** At the end of each fiscal year, the full Management Committee (MC) shall conduct an annual performance evaluation of the AGENCY. This evaluation shall be carried out during a closed session meeting, with the participation of the Program Administrator. Each MC Member shall assess independently the AGENCY's performance using the standardized evaluation template provided in EXHIBIT D.2. This process ensures transparency, accountability, and continuous improvement in the implementation of the AGREEMENT.

## **D.2: Program Administrator Evaluation Template**

**Agency:** Monterey One Water, MRSWMP Program Administrator (Agency)

**Support Staff Members:**

**Performance Feedback Period:**

**Evaluator:**

**Date of Discussion:**

### **COMPETENCY REVIEW**

Please provide feedback on the Agency's performance relating to the following competencies and specify the appropriate Performance Standards value (defined in description below).

- Accuracy & Quality of Work
- Decision Making
- Innovation & Creativity
- Planning & Goal Setting
- Problem Solving
- Teamwork, Consultant Coordination
- Other

**PROGRAM AREAS OF RESPONSIBILITY**

Given the two major categories of Program Administrator responsibilities, summarize the efficacy of these elements:

**Administration:**

**Outreach:**

**GOALS & EXPECTATIONS**

**Stormwater Permit Priorities:**

**Accomplishments:**

**Incomplete this year:**

**GOAL SETTING**

Identify and list the most important goals that support the MRSWMP objectives for the next review cycle, and indicate how to evaluate goals for success:

**SUMMARY OF OVERALL PERFORMANCE**

Please summarize the overall performance of the Program Administrator and assign a Performance Standards value.

**AGENCY COMMENTS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PERFORMANCE STANDARDS**

**E = Exceeds Performance Expectations**

Work can be described as consistently exceptional, regularly exceeding Program objectives, goals, and standards.

**P = Performs Well**

Strong performance and meets the Program’s high expectations and standards. Can be relied upon to consistently perform quality work that furthers the Program’s goals and objectives.

**N = Not Meeting Expectations**

Agency is not fully meeting all expectations of the job.

**C = Corrective Action**

Agency is not meeting performance expectations and needs to improve in order to retain the role of Program Administrator. A corrective action plan must accompany this document.

*The Program Administrator has reviewed this document and discussed the contents with the Committee.*

\_\_\_\_\_  
Program Administrator Representative Signature

\_\_\_\_\_  
Date

# EXHIBIT E: DEFINITIONS

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## Definitions

<b>Term</b>	<b>Definition</b>
<b>40 CFR 122.6</b>	"States authorized to administer the NPDES program may continue either EPA or State-issued permits until the effective date of the new permits, if State law allows."
<b>ADA</b>	Americans with Disabilities Act
<b>AGENCY</b>	Monterey One Water, a JPA organized under California law
<b>AGREEMENT</b>	Memorandum of Agreement, as signed in 2025 between individual MS4 permit holders
<b>Brown Act</b>	Also, Ralph M. Brown Act. Government Code Section 54950 et seq., regulating the procedures of MC meetings to ensure public access and transparency
<b>CASQA</b>	California Stormwater Quality Association
<b>Clean Water Act section 402(p)(6)</b>	"Not later than October 1, 1993, the Administrator, in consultation with State and local officials, shall issue regulations (based on the results of the studies conducted under paragraph (5)) which designate stormwater discharges, other than those discharges described in paragraph (2), to be regulated to protect water quality and shall establish a comprehensive program to regulate such designated sources. The program shall, at a minimum, (A) establish priorities, (B) establish requirements for State stormwater management programs, and (C) establish expeditious deadlines. The program may include performance standards, guidelines, guidance, and management practices and treatment requirements, as appropriate."
<b>Community-Specific Programs</b>	Each permit-holding jurisdiction must implement stormwater management requirements specified in their respective MS4 permits. These programs are separate from regional coordination efforts and unique to each PERMITTEE.
<b>COORDINATING ENTITIES</b>	Non-traditional agencies that are not subject to similar permit requirements and include land parcels adjoining PERMITTEE areas that may impact shared watersheds
<b>Counterpart</b>	A copy of the signed MOA, whether that be shared electronically or in hard copy
<b>CWA</b>	Federal Clean Water Act
<b>Duly Authorized Representative</b>	An individual with the authority to enter into agreements on behalf of each jurisdiction
<b>DWQ</b>	State Water Resources Control Board Division of Water Quality
<b>EPA</b>	Federal Environmental Protection Agency
<b>General Permit</b>	Water Quality Order No. 2003-005- DWQ, NPDES General Permit CAS000004 WDRs for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems, adopted April 30, 2003

<b>Government Code Section 54950 et seq.</b>	The Ralph M. Brown Act (Brown Act), pertaining to guidelines for public meetings to ensure public access and transparency
<b>Government Code Section 810.8</b>	"'Injury' means death, injury to a person, damage to or loss of property, or any other injury that a person may suffer to their person, reputation, character, feelings or estate, of such nature that it would be actionable if inflicted by a private person."
<b>Government Code Section 895.4</b>	"As part of any agreement, the public entities may provide for contribution or indemnification by any or all of the public entities that are parties to the agreement upon any liability arising out of the performance of the agreement."
<b>Government Code Section 895.6</b>	"Unless the public entities that are parties to an agreement otherwise provide in the agreement, if a public entity is held liable upon any judgment for damages caused by a negligent or wrongful act or omission occurring in the performance of the agreement and pays in excess of its pro rata share in satisfaction of such judgment, such public entity is entitled to contribution from each of the other public entities that are parties to the agreement. The pro rata share of each public entity is determined by dividing the total amount of the judgment by the number of public entities that are parties to the agreement. The right of contribution is limited to the amount paid in satisfaction of the judgment in excess of the pro rata share of the public entity so paying. No public entity may be compelled to make contribution beyond its own pro rata share of the entire judgment."
<b>JPA</b>	Joint Powers Authority
<b>Management Committee</b>	The official management and oversight body of MRSWMP
<b>MOA</b>	Memorandum of Agreement
<b>MONTEREY ONE WATER</b>	A JPA organized under the laws of the State of California
<b>MRSWMP</b>	Monterey Regional Storm Water Management Program
<b>MS4</b>	Municipal Separate Storm Sewer System
<b>NPDES</b>	National Pollutant Discharge Elimination System
<b>Order</b>	California Water Quality Order No. 2013-0001-DWQ NPDES General Permit No. CAS000004, adopted February 5, 2013
<b>Outside Contractors</b>	Any consultant(s) or contractor(s) to be paid from Program funds, who are selected by the Program Administrator to perform duties related to permit compliance activities
<b>PARTY</b> , or collectively as <b>PARTIES</b>	The AGENCY and PERMITTEES signing onto the 2025 MOA
<b>PERMITTEE</b> , or collectively as <b>PERMITTEES</b>	City of Carmel-by-the-Sea, a municipal corporation of California; City of Del Rey Oaks, a municipal corporation of California; City of Monterey, a municipal corporation of California; City of Pacific Grove, a municipal corporation of California; City of Sand City, a municipal corporation of California; City of Seaside, a municipal corporation of California; and County of Monterey, a political subdivision of California.

<b>Program</b>	Monterey Regional Storm Water Management Program
<b>Program Administrator</b>	Monterey One Water, a JPA organized under California law
<b>Program Attorney</b>	An attorney or firm selected by the MC that is experienced with the Clean Water Act and Municipal Storm Water NPDES Permits to provide legal advice to the Management Committee on all matters involving administration of the Program's NPDES Permit and such other matters upon which the Management Committee may seek legal advice or request legal representation
<b>RWQCB</b>	California Regional Quality Control Board - Central Coastal Basin
<b>SWRCB</b>	California State Water Resources Control Board
<b>WDQ</b>	Waste Discharge Requirements

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## Monterey Regional Stormwater Management Program (MRSWMP) Committee Informational Memo

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**TO: MRSWMP Management Committee (MC) Members**  
**FROM: Erica Parker, MRSWMP Program Administrator Support Staff**  
**DATE: July 1, 2025**  
**SUBJECT: Summary of MRSWMP Draft Memorandum of Agreement Updates**

### **BACKGROUND**

The initial Memorandum of Agreement (MOA) signed by stormwater permit-holding jurisdictions was created in 2013. Population numbers were updated in 2020 following the publication of new census data. Other than permittee population numbers, the MOA has remained substantially the same since MRSWMP's inception.

### **DISCUSSION**

Program Administrator Support Staff have worked to update the MOA, under the direction of Members, to reflect current Program membership, structure, and forthcoming stormwater permit reissuance.

Priority content that has been updated in this draft includes: updated program membership, language to specify MOA applicability upon the issuance of a new stormwater discharge permit, a member and staff Code of Conduct, and clarification on the roles of the Program Administrator and Program Administrator Support Staff.

### **PROCESS**

An MOA Ad Hoc Committee was formed in January 2025, consisting of Chair Kevin Anderson, Member Michael Trapani, and Program Administrator staff Erica Parker and Yohana Vargas. This draft has been presented to and reviewed by the MOA Ad Hoc Committee over the last five months. Monterey One Water legal counsel reviewed the final draft in its current form as well.

During the regular June 25, 2025, MRSWMP MC meeting, the June MOA Final Draft was approved unanimously. Each member now shall present the final MOA draft to their respective approval authorities (i.e. City Council, Board of Supervisors).

Should any jurisdiction wish to make substantive edits, these must be provided to the MC within three months of MC approval of the final draft. Minor edits do not require approval by the MC, but if Support Staff determines that the changes proposed constitute sizeable modifications, the entire MC shall weigh in on whether to accept these edits. If no changes are requested or made, MC Members shall provide signed counterparts of the MOA to Support Staff, electronically or by hard copy.

Once all Member Entities have provided signatures of approval to the Program Administrator, the MOA shall be presented to the Monterey One Water Board of Directors for final approval. No additional action is required to adopt the agreement, and, at that point, it shall be deemed complete and executed.

**Summary of Updates by Section:**

1. MOA Content:
  - a. Updated permittee list, agency name
  - b. Language added re: new permit issuance
  - c. Agency Procurement Policy included
  - d. Program Administrator invoicing specified as biannual and for expenses incurred only
  - e. Severability clause added
2. Exhibit A: Bylaws
  - a. Management Committee (MC) representation process specified
  - b. Clarification on virtual participation in meetings by MC Members
  - c. Definition of Coordinating Entities added
  - d. Code of Conduct included, specified application to all individuals acting on behalf of MRSWMP in any setting
  - e. MC Representative Nomination Letter created
  - f. Chair & Vice Chair Roles & Responsibilities added
3. Exhibit B: Budget
  - a. Allowable indirect cost percentage tied to San Francisco Consumer Price Index
  - b. Details on formulas to calculate cost-share for each budget schedule
  - c. Budget Amendment Form created
4. Exhibit C: Agency Procurement Policy included
5. Exhibit D: Program Administrator Duties
  - a. Program Manager wording changed to Program Administrator and Support Staff
  - b. Program Administrator Evaluation Template added
6. Exhibit E: Definitions page added

**RESOLUTION NO. 2025-17**

**A RESOLUTION** of The City of Del Rey Oaks City Council

Designating The City of Del Rey Oaks, California, as a BEE CITY USA® affiliate

**WHEREAS**, the mission of BEE CITY USA is to galvanize communities to sustain pollinators, responsible for the reproduction of almost 90% of the world's flowering plant species, by providing them with healthy habitat, rich in a variety of native plants and free to nearly free of pesticides; and

**WHEREAS**, thanks to the more than 3,600 species of native bees in the United States, along with introduced honey bees, we have very diverse dietary choices rich in fruits, nuts, and vegetables; and

**WHEREAS**, bees and other pollinators have experienced population declines due to a combination of habitat loss, poor nutrition, pesticides (including insecticides, fungicides, and herbicides), parasites, diseases, and climate change; and

**WHEREAS**, pollinator-friendly communities can benefit local and regional economies through healthier ecosystems, increased vegetable and fruit crop yields, and increased demand for pollinator-friendly plant materials from local growers; and

**WHEREAS**, ideal pollinator-friendly habitat (A) is comprised of mostly native wildflowers, grasses, vines, shrubs, and trees blooming in succession throughout the growing season to provide diverse and abundant nectar and pollen, since many wild pollinators prefer or depend on the native plants with which they co-adapted; (B) is free to nearly free of pesticides, as many pesticides can harm pollinators and/or their habitat; (C) comprises undisturbed spaces (leaf and brush piles, unmown fields or field margins, fallen trees and other dead wood) for nesting and overwintering; and (D) provides connectivity between habitat areas to support pollinator movement and resilience; and

**WHEREAS**, Integrated Pest Management (IPM) is a long-term approach to maintaining healthy landscapes and facilities that minimizes risks to people and the environment by: identifying and removing the causes of pest problems rather than only attacking the symptoms (the pests); employing pests' natural enemies along with cultural, mechanical, and physical controls when prevention is not enough; and using pesticides only when no other method is feasible or effective; and

**WHEREAS**, supporting pollinators fosters broad-based community engagement in environmental awareness and sustainability; and

**NOW, THEREFORE**, in order to enhance understanding among local government staff and the public about the vital role that pollinators play and what each of us can do to sustain them, The City of Del Rey Oaks chooses to support and encourage healthy pollinator habitat creation and enhancement, resolving as follows:

1. The City of Del Rey Oaks Public Works Department is hereby designated as the BEE CITY USA sponsor.
2. The Public Works Supervisor of the Public Works Department is designated as the BEE CITY USA Liaison.
3. Facilitation of the City of Del Rey Oaks BEE CITY USA program is assigned to the Public Works Committee.

- 4. The Public Works Committee is authorized to and shall:
  - a. **Celebration:** Host at least one educational event or pollinator habitat planting or restoration each year to showcase The City of Del Rey Oaks commitment to raising awareness of pollinator conservation and expanding pollinator health and habitat.
  - b. **Publicity & Information:** Install and maintain at least one authorized BEE CITY USA street sign in a prominent location, and create and maintain a webpage on the The City of Del Rey Oaks website which includes, at minimum a copy of this resolution and links to the national BEE CITY USA website; contact information for your BEE CITY USA Liaison and Committee; reports of the pollinator-friendly activities the community has accomplished the previous year(s); and your recommended native plant species list and integrated pest management plan (explained below).
  - c. **Habitat:** Develop and implement a program to create or expand pollinator-friendly habitat on public and private land, which includes, but is not limited to, Identifying and inventorying The City of Del Rey Oaks real property that can be enhanced with pollinator-friendly plantings; creating a recommended locally native plant list to include wildflowers, grasses, vines, shrubs, and trees and a list of local suppliers for those species; and, tracking (by square footage and/or acreage) annual area of pollinator habitat created or enhanced.
  - d. **Pollinator-Friendly Pest Management:** Create and adopt an integrated pest management (IPM) plan designed to prevent pest problems, reduce pesticide use, and expand the use of non-chemical pest management methods.
  - e. **Policy & Plans:** Establish, through The City of Del Rey Oaks a policy in the Bee City Plan of The City of Del Rey Oaks Comprehensive Plan to acknowledge and commit to the BEE CITY USA designation and review the Bee City Plan and other relevant documents to consider improvements to pest management policies and practices as they relate to pollinator conservation, identify appropriate locations for pollinator-friendly plantings, and consider other appropriate measures.
  - f. **Renewal:** After completing the first calendar year as a BEE CITY USA affiliate, each February, apply for renewal of The City of Del Rey Oaks BEE CITY USA designation following the format provided by BEE CITY USA, including a report of the previous year's BEE CITY USA activities, and paying the renewal fee based on The City of Del Rey Oaks population.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF DEL REY OAKS, this 28<sup>th</sup> day of October, 2025, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

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

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



# CITY OF DEL REY OAKS

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

**DATE:** October 28, 2025  
**TO:** Honorable Mayor and City Council  
**FROM:** John Guertin, City Manager  
**SUBJECT:** Adoption of a Memorial Bench Policy  
**CEQA:** Not applicable.

## Discussion

The City periodically receives requests from residents and community members to donate and install memorial benches in honor of family members, friends, or other individuals. While these requests demonstrate strong community engagement, the City currently does not have a formal policy to guide how such requests are processed, how locations are determined, or how costs are assigned.

To ensure fairness, transparency, and consistency, staff recommends the City Council adopt a Memorial Bench Policy. The recommended policy will establish clear guidelines for:

- Ensuring consistency, fairness, and transparency in the administration of memorial bench requests;
- Defining responsibilities between the donor and the City for installation, maintenance, and replacement; and
- Establishing a cost recovery framework ensuring City funds are not used for private dedications.

At the September Council meeting, the City Council discussed policy options and provided direction to staff regarding the development of the proposed policy. The proposed policy is based on the City of Pacific Grove's long-standing "Bench Naming Rights Policy" and, with the input from Council, has been adapted for Del Rey Oaks. It provides for ten-year renewable permits, establishes a waiting list when locations are unavailable, and defines City and donor responsibilities for maintenance and replacement.

## Fiscal Impacts

The policy is designed to ensure full cost recovery through fees established in the City's Master Fee Schedule. No direct fiscal impact is anticipated to the General Fund.

## Recommendation

Staff recommends that the City Council adopt the attached Memorial Bench Policy and approve the accompanying resolution establishing the City's formal policy and process for memorial bench donations, siting, and maintenance.

**Attachments**

- Resolution Adopting Policy
- Memorial Bench Policy

Respectfully submitted,

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John Guertin  
City Manager

RESOLUTION NO. 2025-18

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL REY OAKS  
ADOPTING A MEMORIAL BENCH POLICY**

**WHEREAS**, the City periodically receives requests from residents and others to donate and install memorial benches in public spaces; and

**WHEREAS**, the City Council desires to establish consistent policies and procedures to manage memorial bench applications, placement, and maintenance responsibilities; and

**WHEREAS**, the City’s policy is modeled after regional best practices, including the City of Pacific Grove’s bench naming rights program, and ensures full cost recovery for bench installations and renewals; and

**WHEREAS**, adoption of this policy will promote fairness, transparency, and sustainability in administering memorial bench dedications.

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

1. Adopt the *Memorial Bench Policy* attached as **Exhibit A**.
2. Authorize the City Manager, or their designee, to administer and enforce the policy, including establishing and maintaining a list of approved bench sites.
3. Establishes that fees related to the Memorial Bench Program shall be included and updated in the City’s Master Fee Schedule.
4. Affirms that this resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF DEL REY OAKS**, this 28<sup>th</sup> day of October, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

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

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

# CITY OF DEL REY OAKS

## Memorial Bench Policy

**Policy No.: PW-300.01**

**Effective Date: October 28, 2025**

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### **Purpose**

The purpose of this policy is to establish procedures for the donation, installation, and renewal of memorial benches placed on City property to commemorate individuals or organizations with ties to the community. The policy ensures consistent administration, equitable opportunities, and cost recovery for program sustainability.

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### **Policy**

#### **1. Program Administration**

- The City Manager, or designee, shall administer the Memorial Bench Program and maintain an inventory and waiting list of available bench locations.

#### **2. Application Process**

- Applicants must submit a Memorial Bench Application Form with applicable fees.
- Eligibility is limited to residents, former residents, or individuals with significant ties to Del Rey Oaks.
- Locations are offered in the order of approved applications as they become available.

#### **3. Permit Term**

- Each bench dedication shall be issued under a renewable ten (10) year permit.

#### **4. Fees**

- Fees shall be established in the City's Master Fee Schedule.

**Approved by: City Council Reso. #2025- | Revision: | Supersedes:**

- Applicants are responsible for the cost of the bench, plaque, installation, and, if necessary, replacement.
- All fees shall reflect full cost recovery and be reviewed annually.

#### **5. Bench Placement**

- Locations shall be assigned from an approved site list developed by Public Works staff and approved by the City Manager.
- The City Council shall not consider or hear appeals of bench placement decisions.

#### **6. Maintenance Responsibilities**

- The City shall maintain the structural condition of benches (e.g., slats, supports, hardware).
- If a bench needs to be replaced due to damage, donors will be responsible for the replacement costs.
- Donors are responsible for cosmetic care such as cleaning.

#### **7. Plaques**

- Plaques shall conform to City-approved design, size, and material standards.
- Text content shall be subject to review and approval by the City Manager or designee.

#### **8. Transferability**

- Bench naming rights may be transferred to family members if the wording on the plaque remains unchanged during the permit term.

#### **9. Removal or Relocation**

- Benches may be removed or relocated at the City's discretion for safety, accessibility, or park redesign purposes without refund.

#### **10. Vendors**

- The City may contract with third-party vendors for fabrication, engraving, and installation services as needed.

# CITY OF DEL REY OAKS

## Bench & Plaque Donation Application

Thank you for your interest in donating a public bench or plaque within the City of Del Rey Oaks. This program allows residents and friends of the community to commemorate individuals or events through the placement of benches and plaques in approved city locations.

### Applicant Information

Applicant Name:			
Mailing Address:			
City, State, ZIP:			
Phone:		Email:	

### Honoree Information

Honoree Name:			
Relationship to City of Del Rey Oaks:			

### Bench and Plaque Details

Requested Location(s):			
Type of Request:	<input type="checkbox"/> Plaque on Existing Bench <input type="checkbox"/> Replacement Bench <input type="checkbox"/> New Bench (requires approval)		

### Plaque Inscription (maximum 3 lines)

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### For City Use Only

City Manager Approval:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	
Plaque Ordered:	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Plaque Received:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Installation Completed:	Date:		



# CITY OF DEL REY OAKS

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

**DATE:** October 28, 2025

**TO:** Honorable Mayor and City Council

**FROM:** John Guertin, City Manager

**SUBJECT:** Introduce and approve the first reading an Ordinance amending Chapter 12.04 of the Del Rey Oaks Municipal Code

**CEQA:** Not applicable.

## Recommendation

That the City Council:

1. Introduce and approve the first reading an Ordinance amending Chapter 12.04 of the Del Rey Oaks Municipal Code relating to the definition of "Superintendent of Streets," sidewalk maintenance and repair, liability for injuries and right-of-way maintenance.
2. Provide policy direction regarding potential additional requirements for construction of new sidewalks upon (a) new development, (b) transfer of real property, and/or (c) issuance of building permits exceeding a set threshold.

## Background

Chapter 12.04 of the Del Rey Oaks Municipal Code (DROMC) regulates streets, sidewalks, and public places. Specifically with respect to the repair and maintenance of sidewalks, DROMC section 12.04.090 makes owners of property adjacent to sidewalks and rights-of-way responsible for their maintenance and repair via reference to Section 5610. However, staff feel the DROMC could be clearer in establishing this responsibility.

California Streets and Highways Code Chapter 22 (Division 7, Part 3, Sections 5600 et seq.) authorizes cities to require property owners to maintain and repair sidewalks, curbs, parking strips, and related frontage improvements adjacent to their property. Pursuant to this authority, Del Rey Oaks has imposed the obligation for sidewalk and right-of-way repair and maintenance on adjacent property owners.

In addition, some communities have adopted proactive policies requiring new sidewalk construction upon development, property transfer, or issuance of substantial building permits, in order to incrementally improve pedestrian safety and accessibility.

## Discussion

The proposed ordinance amendment would:

- Define the “Superintendent of Streets” as the City Manager.
- Replace existing Section 12.04.090 with new provisions assigning responsibility for sidewalk repair and maintenance to adjacent property owners, consistent with state law.

**~~12.04.090 – Streets and Highways Code provisions adopted.~~**

~~The provisions of Sections 5600 through 5629, inclusive, of the Streets and Highways Code of the State of California, as they now exist or may hereafter be amended, are adopted as the procedure governing the maintenance and repair of sidewalks, driveways, driveway approaches in the city. For the purpose of this chapter, "sidewalks" as defined in Section 5600 of said Streets and Highways Code, shall also include a "driveway" and a "driveway approach."~~

**12.04.090 – Maintenance and Repair of Sidewalks.**

A. Anything in this chapter to the contrary notwithstanding, the maintenance and repair of sidewalk areas and the making, confirming and collecting of assessments for the cost and expenses of said maintenance and repair may be done and the proceedings therefor may be had and taken in accordance with this part and the procedure therefor provided in Chapter 22 of Division 7, Part 3, of the Streets and Highways Code of the state as the same is now in effect or may hereafter be amended. In the event of any conflict between the provisions of said Chapter 22 of Division 7, Part 3, of the Streets and Highways Code of the state and this Chapter 12.04, the provisions of Chapter 12.04 shall control.

B. The owners of lots or portions of lots adjacent to or fronting on any portion of a sidewalk area between the property line of the lots and the street line, including parking strips, sidewalks, curbs and gutters, and persons in possession of such lots by virtue of any permit or right shall repair and maintain such sidewalk areas and pay the costs and expenses therefor, including a charge for the City of Del Rey Oaks' costs of inspection and administration whenever the city awards a contract for such maintenance and repair and including the costs of collection of assessments for the costs of maintenance and repair under subsection A. of this section or handling of any lien placed on the property due to failure of the property owner to promptly pay such assessments.

C. For the purposes of this Chapter, maintenance and repair of sidewalk area shall include, but not be limited to, maintenance and repair of surfaces including grinding, removal and replacement of sidewalks, repair and maintenance of curb and gutters, removal and filling or replacement of parking strips, removal of weeds and/or debris, tree root pruning and installing root barriers, trimming of shrubs and/or ground cover and trimming shrubs within the area between the property line of the adjacent property and the street pavement line, including parking strips and curbs, so that the sidewalk area will remain in a condition that is not dangerous to property or to persons using the sidewalk in a reasonable manner and will be in a condition which will not interfere with the public convenience in the use of said sidewalk area.

D. Notwithstanding the provisions of Section 5614 of the state Streets and Highways Code, the superintendent of streets may in his or her discretion, and for sufficient cause, extend the period within which required maintenance and repair of sidewalk areas must commence by a period of not to exceed ninety days from the time the notice referred to in said Section 5614 is

given.

- Add Section 12.04.100 clarifying that property owners may be liable for injuries caused by failure to maintain sidewalks in a safe condition, consistent with state law.

**12.04.100 – Liability for Injuries to Public.**

The property owner required by Section 12.04.090 to maintain and repair the sidewalk area shall owe a duty to members of the public to keep and maintain the sidewalk area in a safe and nondangerous condition. If, as a result of the failure of any property owner to maintain the sidewalk area in a nondangerous condition as required by Section 12.04.090, any person suffers injury or damage to person or property, the property owner shall be liable to such person for the resulting damages or injury.

- Add Section 12.04.110 with provisions assigning responsibility for right-of-way maintenance to adjacent property owners.

**12.04.110 Owner responsibility for right-of-way maintenance.**

A. The owner of any premises within the city has the primary responsibility for keeping said premises free of public nuisances. Tenants and occupants of the premises, for the purposes of this chapter, shall be deemed to be the agents of the owner for purposes of this chapter.

B. The owner of any lot fronting any portion of a parkway or sidewalk, or other public right-of-way, shall maintain such parkway, sidewalk, curb, gutter and right-of-way, including any and all trees, shrubs, hedges, or landscaping in the abutting parkway, sidewalk, or public right-of-way, in a condition that will not interfere with the public safety and convenience and the use of the parkway, sidewalk, curb, gutter and right-of-way.

C. The owners of lots fronting any portion of any parkway, sidewalk, curb, gutter or other public right-of-way shall keep those areas free of debris at all times.

D. The failure to comply with the requirements of this section shall be deemed a public nuisance. The city may exercise any remedy permitted by law for violations of this section, including those contained in Chapters 1.16 and 1.19.

E. Notwithstanding the owner's primary responsibility for the maintenance of parkways, sidewalks, curbs, gutters and public rights-of-way, the city shall retain discretion for ensuring the general maintenance level of public rights-of-way for the purpose of ensuring the safety of the public, including, but not limited to, maintaining street trees and other landscaping improvements, including irrigation systems, roadways systems and shoulders, utility services, parkways, and pedestrian sidewalks. This includes privately owned improvements within the public right-of-way.

**Maintenance and Repair Responsibilities**

The City of Del Rey Oaks' practices with respect to sidewalk (including curb and gutter) and parkway maintenance have been for many years based on the California Streets and Highways Code, Section 5610. The recommended changes to Chapter 12.04.090 and addition of Chapter 12.04.110 provide clear language regarding the responsibilities of property owners for maintenance and repairs of parkways, sidewalks, curbs, gutters and public rights-of-way adjacent to their properties.

## Liability for Injuries

While property owners are typically responsible for sidewalk repair, case law generally does not assign liability to them for injuries caused by sidewalk defects—unless the property owner directly caused the defect. Most California cities have adopted ordinances that place the duty to repair sidewalks on adjacent property owners. However, these ordinances vary in how the obligation is imposed and in the extent of property owner liability. Importantly, cities cannot fully transfer liability away from themselves under state law, as established by the Tort Claims Act. Cities may, however, establish concurrent liability, meaning both the city and the adjoining property owner can be held jointly responsible for damages or injuries resulting from defective sidewalks.

To impose concurrent liability, a city's ordinance must use clear and unambiguous language describing the respective responsibilities of the city and property owners. The City of San Jose's ordinance—upheld in *Gonzales v. San Jose* (2004)—is a key example. That ordinance requires property owners to maintain and repair sidewalks adjacent to their property in a safe condition and expressly holds them liable for any injury or damage resulting from unsafe sidewalks.

San Jose's ordinance does not absolve the city of liability but allows both the city and the property owner to share responsibility. According to the City of San Jose Department of Transportation, the city does not currently offer financial assistance for sidewalk or tree repairs; property owners must cover the full cost and obtain necessary permits for work in the public right-of-way.

The City of Sacramento follows a similar policy. The only distinction is that Sacramento allows property owners to request city crews or contractors to perform the repairs—though the property owner still bears the full cost.

The recommended amendment to the Del Rey Oaks Municipal Code would align closely with the approach used in San Jose.

## Policy Options for Potential Additional Requirements

In the recent past, community members as well as some council members have expressed concerns regarding pedestrian safety due to the lack of existing and standardized sidewalks throughout the city. To facilitate discussion of options for requiring property owners to install sidewalks, staff has reviewed how other agencies address this issue. In addition to the above amendments, Council may consider adopting one or more of the following options for future implementation:

### **Option A – New Development Requirement**

- Require installation of sidewalks along the frontage of all new development projects.
- This approach ensures new development contributes to community-wide pedestrian safety and ADA compliance.

### **Option B – Property Transfer Requirement**

- Require construction or repair of sidewalks upon the sale or transfer of real property.
- This approach uses the point of sale to incrementally upgrade sidewalk infrastructure but may impose costs on property sellers or buyers.

**Option C – Building Permit Threshold**

- Require sidewalk installation or upgrades when permits are issued that exceed a certain size or dollar amount (e.g., \$50,000 in valuation, or additions over 500 square feet).
- This ensures that substantial property improvements include corresponding public infrastructure improvements.

If Council approves, staff will return at the next meeting with the second reading and adoption of the ordinance. Staff also requests Council direction on whether to return with draft code language for one or more of the policy options (A–C).

**Fiscal Impacts**

The proposed ordinance clarifies that adjacent property owners are financially responsible for sidewalk repair and maintenance. City costs may include administrative and inspection expenses, which may be recoverable through assessments.

**Attachments**

- Draft Ordinance Amending Chapter 12.04

Respectfully submitted,

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John Guertin  
City Manager

**ORDINANCE No. 322**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DEL REY OAKS AMENDING CHAPTER 12.04 OF THE MUNICIPAL CODE RELATING TO STREETS, SIDEWALKS AND PUBLIC PLACES**

**WHEREAS**, the City of Del Rey Oaks Municipal Code Chapter 12.04 regulates streets, sidewalks, and public places; and

**WHEREAS**, Chapter 12.04 currently requires the owners of property adjoining sidewalks and rights-of-way to maintain and repair them; and

**WHEREAS**, the City wishes to make clearer the responsibilities of such owners.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Del Rey Oaks, California as follows:

**SECTION 1.** A new Section 12.04.005 is added to Chapter 12.04 to read as follows:

**12.04.005 – Superintendent of Streets Defined.**

As used in this chapter, the term “superintendent of streets” means the City Manager, or their designee.

**SECTION 2.** Section 12.04.090 of the Del Rey Oaks Municipal Code is amended in its entirety to read as follows:

**12.04.090 – Maintenance and Repair of Sidewalks.**

D. Anything in this chapter to the contrary notwithstanding, the maintenance and repair of sidewalk areas and the making, confirming and collecting of assessments for the cost and expenses of said maintenance and repair may be done and the proceedings therefor may be had and taken in accordance with this part and the procedure therefor provided in Chapter 22 of Division 7, Part 3, of the Streets and Highways Code of the state as the same is now in effect or may hereafter be amended.

B. The owners of lots or portions of lots adjacent to or fronting on any portion of a sidewalk area between the property line of the lots and the street line, including parking strips, sidewalks, curbs and gutters, and persons in possession of such lots by virtue of any permit or right shall repair and maintain such sidewalk areas and pay the costs and expenses therefor, including a charge for the City of Del Rey Oaks' costs of inspection and administration whenever the city awards a contract for such maintenance and repair and including the costs of collection of assessments for the costs of maintenance and repair under subsection A. of this section or handling of any lien placed on the property due to failure of the property owner to promptly pay such assessments.

C. For the purposes of this Chapter, maintenance and repair of sidewalk area shall include, but not be limited to, maintenance and repair of surfaces including grinding,

removal and replacement of sidewalks, repair and maintenance of curb and gutters, removal and filling or replacement of parking strips, removal of weeds and/or debris, tree root pruning and installing root barriers, trimming of shrubs and/or ground cover and trimming shrubs within the area between the property line of the adjacent property and the street pavement line, including parking strips and curbs, so that the sidewalk area will remain in a condition that is not dangerous to property or to persons using the sidewalk in a reasonable manner and will be in a condition which will not interfere with the public convenience in the use of said sidewalk area.

D. Notwithstanding the provisions of Section 5614 of the state Streets and Highways Code, the superintendent of streets may in his or her discretion, and for sufficient cause, extend the period within which required maintenance and repair of sidewalk areas must commence by a period of not to exceed ninety (90) days from the time the notice referred to in said Section 5614 is given.

**SECTION 3.** A new Section 12.04.100 is added to Chapter 12.04 to read as follows:

**12.04.100 – Liability for Injuries to Public.**

The property owner required by Section 12.04.090 to maintain and repair the sidewalk area shall owe a duty to members of the public to keep and maintain the sidewalk area in a safe and nondangerous condition. If, as a result of the failure of any property owner to maintain the sidewalk area in a nondangerous condition as required by Section 12.04.090, any person suffers injury or damage to person or property, the property owner shall be liable to such person for the resulting damages or injury.

**SECTION 4.** A new Section 12.04.110 is added to Chapter 12.04 to read as follows:

**12.04.110 – Owner responsibility for right-of-way maintenance.**

A. The owner of any premises within the city has the primary responsibility for keeping said premises free of public nuisances. Tenants and occupants of the premises, for the purposes of this chapter, shall be deemed to be the agents of the owner for purposes of this chapter.

B. The owner of any lot fronting any portion of a parkway or sidewalk, or other public right-of-way, shall maintain such parkway, sidewalk, curb, gutter and right-of-way, including any and all trees, shrubs, hedges, or landscaping in the abutting parkway, sidewalk, or public right-of way, in a condition that will not interfere with the public safety and convenience and the use of the parkway, sidewalk, curb, gutter and right-of-way.

C. The owners of lots fronting any portion of any parkway, sidewalk, curb, gutter or other public right-of-way shall keep those areas free of debris at all times.

D. The failure to comply with the requirements of this section shall be deemed a public nuisance. The city may exercise any remedy permitted by law for violations of this section, including those contained in Chapters 1.16 and 1.19.

E. Notwithstanding the owner's primary responsibility for the maintenance of parkways, sidewalks, curbs, gutters and public rights-of-way, the city shall retain discretion for ensuring the general maintenance level of public rights-of-way for the purpose of ensuring the safety of the public, including, but not limited to, maintaining street trees and other landscaping improvements, including irrigation systems, roadways systems and shoulders, utility services, parkways, and pedestrian sidewalks. This includes privately owned improvements within the public right-of-way.

**SECTION 5. Environmental Determination.** The City Council finds the enactment of this ordinance is not subject to the California Environmental Quality Act (CEQA) as it is not a project pursuant to Guidelines Section 15378 (b)(5) because it is an organizational or administrative activity of the City that will not result in direct or indirect physical changes in the environment. Also, it can be seen with certainty that there is no possibility the enactment of this ordinance may have a significant effect on the environment pursuant to Guidelines section 15061(b)(3).

**SECTION 6.** This ordinance shall take effect thirty (30) days following its final adoption.

**SECTION 7.** The City Manager and City Clerk are directed to perform all tasks necessary to implement this ordinance.

**SECTION 8. Severability.** If any provision, section, paragraph, sentence, clause, or phrase of this ordinance, or any part thereof, or the application thereof to any person or circumstance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance, or any part thereof, or its application to other persons or circumstances. The City Council hereby declares that it would have passed and adopted each provision, section, paragraph, subparagraph, sentence, clause, or phrase thereof, irrespective of the fact that any one or more sections, paragraphs, subparagraphs, sentences, clauses, or phrases, or the application thereof to any person or circumstance, be declared invalid or unconstitutional.

**SECTION 9. Publication.** The City Clerk is hereby directed to publish in a newspaper of general circulation.

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Del Rey Oaks, California, at its regular meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

ATTEST:

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

## Mayor Donaldson Report

Below is a summary of board meetings I attended:

### Transportation Agency for Monterey County (TAMC)



September 24, 2025

#### **TAMC Board Receives Presentation on the Road Charge Pilot Program**

The Transportation Agency's Board of Directors received a Caltrans presentation on the Road Charge Program. The program is one of the alternative funding mechanisms that allows drivers to support road and highway maintenance based upon how many miles they drive, instead of how many gallons of gas they use. Instead of paying the state's gas tax, which disproportionately impacts those who cannot afford more fuel-efficient vehicles, everyone would pay a per-mile fee for how much they use the road, regardless of what kind of car they drive.

In December 2023, the Legislative Analyst's Office released a report stating that the state's gas tax revenues are projected to drop by \$6 billion over the next decade. Senate Bill 339 (Wiener, Statutes of 2021) required the Road Charge Technical Advisory Committee to develop design recommendations for the Road Usage Charge pilot program that will test mileage-based revenue collection as an alternative to the gas tax system.

The Road Charge Program has completed several pilot programs to determine viability including the California's 2017 Road Charge Pilot Program, piloting more than 5,000 vehicles; the California Four Phase Demonstration, testing how road charge could work with usage-based insurance, ridesharing, electric vehicle charging stations, and autonomous vehicles; the Public/Private Roads Project, testing the ability of current GPS technology to differentiate when a car is driving on a public versus private road; and the Road Charge Collection Pilot, testing and evaluating issues with billings and payments of money to the State.

Lauren Prehoda, from the Caltrans Road Charge Program, reported that the analysis of the Road Charge Pilot Program is now underway with a final report to be released in 2026. A study session will be scheduled for the Board at a future date to discuss alternatives to the gas tax and the impacts on Monterey County residents.

## **Transportation Agency Will Request Construction Manager/General Contractor Delivery Method for the US 101 South of Salinas Corridor Project**

The TAMC Board of Directors received a presentation on the complexity of the US 101 South of Salinas Corridor project due to the scale, environmental considerations, right-of-way constraints, and the need for phased implementation based on available funding for the project aimed at converting the corridor into a full freeway.

The eight-mile segment of US Highway 101 between Salinas and Chualar functions as an expressway with eleven at-grade intersections and two interchanges. These at-grade crossings pose significant safety risks, particularly for agricultural vehicles and local traffic attempting to cross or merge onto the highway. The corridor also experiences congestion due to a mix of local, regional, and interregional travel, and lacks adequate frontage roads to support safe and efficient local circulation.

Given these challenges, the Construction Manager/General Contractor (CM/GC) delivery method was recommended over the traditional Design-Bid-Build approach. In the Design-Bid-Build model, the project is fully designed before a contractor is selected through a competitive bidding process. This linear structure limits the contractor's ability to provide input during design, often leading to unforeseen issues during construction, change orders, and delays. In contrast, CM/GC allows the construction manager and general contractor to be brought on board during the design phase. This early collaboration enables the team to identify and mitigate risks, optimize construction staging, and propose cost-saving innovations before construction begins.

Under CM/GC, Caltrans, as the project owner, will negotiate a guaranteed maximum price with the contractor prior to construction, providing greater cost certainty. The method also offers flexibility to adapt to changing conditions, such as shifts in funding availability or environmental permitting requirements. This is particularly important for a project like US 101 South of Salinas, which is expected to be delivered in phases and funded through a combination of state, federal, and local sources.

After a thorough discussion following the presentation, the Board agreed that the CM/GC method offers a more responsive and collaborative framework to ensure successful project delivery for the US 101 South of Salinas project and authorized the Transportation Agency's Executive Director to request that Caltrans use the Construction Manager/General Contractor delivery method for improvements in the US 101 South of Salinas Corridor project. Caltrans District 5 Director, Scott Eades, indicated that Caltrans would begin pursuing this delivery method for the project.

## **North Monterey County Safe Routes to School Plan & Participatory Budgeting**

### **Project Update**

TAMC staff provided an update on the North Monterey County Safe Routes to Schools Plan and Participatory Budgeting process.

The North Monterey County Safe Routes to School Plan is a collaborative effort led by the Transportation Agency for Monterey County, Monterey County Public Works, the Health Department, Ecology Action, and the Center for Community Advocacy.

Over a two-year planning process, the team identified barriers to safe access for ten public schools across North Monterey County, including Pajaro, Las Lomas, Prunedale, and Castroville, and developed recommendations for infrastructure and non-infrastructure improvements. These recommendations aim to reduce traffic congestion and promote healthier transportation options like walking, biking, carpooling, and bus use. Community engagement played a key role, with students, parents, and school staff participating in assessments, mapping, and surveys to highlight safety concerns.

Steering Committee members presented their recommendation for projects on North Monterey County Unified School District (NMCUSD) property to the district's Board of Directors on August 14, 2025, and their recommendation was approved by the Board. Steering Committee members will present their recommendations for projects that would be implemented by the County of Monterey to the Board of Supervisors on October 14, 2025. If the project list is approved by the Board of Supervisors, the funding agreements for both NMCUSD and the County of Monterey will be on the agenda at the October 22, 2025 TAMC Board meeting for consideration.

The North Monterey County Safe Routes to School Plan was funded through a \$665,092 Caltrans Sustainable Transportation Planning Grant and \$126,683 of Measure X Safe Routes to School Program funds. The projects selected through the Participatory Budgeting process are funded by \$781,500 in Regional Surface Transportation Program reserve funds and \$218,500 in Measure X Safe Routes to Schools funds, for a total of \$1 million.

## Monterey One Water (M1W)



September 29, 2025

### **Special Acknowledgements**

- Proclamation recognizing Stormwater Awareness Week, September 22-26, 2025

### **Informational Items**

- Dave Ceppos presented on the Department of Water Resources Facilitation of Support Services (DWR FSS) assessment for the Castroville Seawater Intrusion Project (CSIP)
- Update on reconciliation process with Monterey County Water Resources Agency and Monterey One Water, presented by General Manager Ara Azhderian and Executive Officer Paul Sciuto
- Received Fiscal Year 2024-2025 Grants and Funding Update from Yohana Vargas
- Director Smith reported on his attendance at the 2025 California WaterReuse conference, September 21-23, 2025, where Monterey One Water received the Large Recycled Water Agency Award

### **Board Actions:**

- Adopted Resolution 2025-14, revising records retention schedule, authorizing destruction of certain agency records and rescinding previous Resolution 2024-22.
- Approved a change order with Energy Link in the amount of \$118,784.86, associated with the Gardener Denver Gas Compressor Repair Contract.
- Approved an increase to the contract with Larry Walker Associates for NPDES services for the Monterey Peninsula Water Supply project in the not to exceed amount of \$280,376.00.
- Approved a contract amendment with MWH Constructors for a reduction of construction management services fee for the Injection Wells Phase 4 Project, in the not to exceed amount of \$500,000.
- Approved a contract amendment with MWH Constructors for additional construction management services for the Advanced Water Purification Facility Expansion Project in the not to exceed amount of \$748,331, plus a 5% contingency.
- Approved a Professional Services Agreement with RSI Security for Cybersecurity Plan Development and Implementation, as part of the state and local Cybersecurity Grant Program, in the not to exceed amount of \$176,475.
- Approved authorizing the Executive Officer to execute a Professional Services Agreement with Wildan Financial Services for a wastewater rate, capacity and comprehensive fee study and cost allocation plan, in the not to exceed amount of \$137,180.
- Adopted Resolution No. 2025-15, approving the statement of investment policy, delegation of investment authority to the Director of Finance/Treasurer and investment strategy and benchmark.
- Adopted Resolution No. 2025-16, authorizing an update to the procurement policy solicitation threshold

## Kim Shirley's Council Report for Tuesday, October 28, 2025

**Friday, September 19th- ReGen Monterey Board Meeting-** Although ReGen has a lot of projects going on right now, only one item was ready to be covered during this board meeting. After passing the consent agenda, our discussion focused on adopting the revised "Guiding Principles" that had been discussed at a previous board meeting. The changes weren't substantial. The biggest edit was within the "Rate Policies" portion, where it's noted that ReGen would aspire to have 80% of operating costs funded by member agency tip fees and 20% covered by non-member waste contracts (the previous draft was shooting for 100% covered by member agencies). It was also noted that we'd make efforts to negotiate out-of-district contract rates that were comparable to member agency rates.

Overall, with over 100 years left of our landfill life, we're still well within the "greater than 75 years of capacity" where we can make our landfill space available to external parties. As a reminder, once we have 50-75 years of capacity, then we limit our disposal services only to Monterey, Santa Cruz, San Benito, and SLO county customers. At that stage, we'd also start to pursue options for future landfill capacity, including onsite expansions or new disposal site identification. Once we're at 50 years or less, then the landfill is only for member agencies.

**Saturday, September 20th- California Coastal Clean Up Day-** Thank you to Sustainable Del Rey Oaks, who collaborated with Sustainable Seaside and Seaside High School to staff a table at the beach at the end of Canyon Del Rey. My husband, Kevin Raskoff, also joined in by bringing grabbers, buckets, and students from his Environmental Club at Monterey Peninsula College. After wandering for a couple of hours, Kevin and I picked up almost 20 pounds of trash, including hundreds of cigarette butts (I mainly walked the street and the parking lots near the beach). It felt great knowing we were preventing this trash from washing into the ocean, but my hard work actually paid off in dollars, when I found the "trashure" box that had been hidden under one of the bushes (it was so cute, I just had to open it...forgetting that it could be a possible prize). I ended up with a \$50 Visa card that I used to take Kevin to lunch, so it really turned out to be a lovely volunteer gig.

**Tuesday, September 23rd- City Council Meeting-** We started off our meeting with a few public comments. The first was from Patrice Vecchione, who spoke about her newspaper editorial that criticized the city's response to the request from the California Native Plant Society (CNPS) to care for the plant reserve, which contains the endangered plant Seaside's Bird's-Beak. After much delay, the city denied CNPS the ability to pull invasive plants that could harm the endangered plant. Patrice also spoke about the trees that were cut down on public property behind her house and how upsetting it was to see these large trees taken down without any warning or explanation. She explained that these two

instances showed a lack of regard for both residences and our land. Her comments have led me to follow up on both of these topics.

Additionally, we had Cecilia Carrasco and Helen Birdsong, both residents at The Oaks, talk about the importance of our no-smoking in multi-unit housing ordinance. They talked about the rise in their insurance costs and becoming a firewise community. Unfortunately, they also shared that they're having a difficult time with one condo owner who has received many complaints for continuing to smoke. Their HOA has been following the protocol in issuing letters and reaching out to support this owner with information on quitting smoking. They're additionally looking to the city to help with enforcement or even to help educate, but no one had returned their calls. These comments have also led me to follow up on this issue.

Our last public comment was from Gary Kreeger, who, upon noticing that Blue Pearl Veterinary was no longer in Stone Creek, felt that it was time for the city to look at a vacancy tax or find some way to encourage businesses to fill these empty spaces in the Stone Creek shopping center. He also mentioned that the way the city handled the CNPS situation made the city look bad.

Our one discussion topic for the night was discussing the possibility of a new memorial bench policy. Our city manager had given us some suggestions based on policies from other cities, mainly Pacific Grove. We talked about charging a fee so that the city wouldn't incur any additional costs. The city would also decide on the placement and final approval of the language on the bench plaque. Overall, the entire council was happy with this idea and directed staff to create a policy to bring back at a later date.

### **Tuesday, September 30th- "Beyond the Bridge: A Solution to Homelessness"**

**Screening and Panel Discussion-** I attended this movie screening, which showed the work of two guys (Don Sawyer-Producer/Director and Tim Hashko-Cinematographer/Editor- <https://asolutiontohomelessness.com/>) who set out to see if they could find a solution to homelessness that could be replicated in areas across the country. And (spoiler alert), they did! Turns out, when you bring all the stakeholders to the table (really everyone- government on all levels, businesses, non-profits, educators, etc.) and have them collaborate to implement a housing first approach that provides permanent housing with services, that treat unsheltered people as people, you can find success! Milwaukee and Houston were two cities that had found at least an 80-90% success rate in moving people off the streets. This really was an inspirational movie, and the panel discussion afterward gave us examples and ideas for how this might be implemented in Monterey County. I know Del Rey Oaks doesn't have a lot of resources or space to help with this situation, but it did make me even more interested in going back to our Housing Element and looking at our programs, making sure we're implementing everything we can to help solve the crisis of housing. Thanks go to the Community

Foundation for Monterey County and Dorothy's Place for sponsoring this event. Thank you for shining a light on this important topic!

**Wednesday, October 1st- ReGen Monterey Financial Committee-** Besides the usual consent agenda, we only had one big discussion topic that took up our entire meeting, and that was the topic of our landfill gas and how best to utilize it.

Since the 90's we've been taking our landfill gas and converting it into electricity, which fueled all of our electricity needs and provided extra that we'd feed back to PG&E. A couple of years ago, we collaborated with M1Water and engaged in a feasibility study to look at our resources and how best to use them. Turns out, taking our methane gas and converting it to renewable natural gas and feeding it into a pipeline would be much more profitable than creating electricity. Given that we realized our ability to partner with M1W was limited, we decided to move forward with a second feasibility study to analyze how best to use our landfill gas.

Currently, the consultant is looking at three scenarios. The first would be converting all of our landfill gas to electricity. The second would be to convert all of our landfill gas to renewable natural gas and have ReGen pay for all the infrastructure needed for that transition. The third scenario is to convert all of our gas to renewable natural gas, but use a contract with a developer who pays for the infrastructure. In reality, it's not going to be any of these scenarios, but some hybrid version that allows us flexibility, resilience, doesn't break the bank, yet provides a much higher return on our almost limitless methane gas. It really is a fascinating discussion (so many variables to think about!), and I appreciated the staff bringing us in on this topic early so we can begin to understand our next steps (more research) before it comes back to the board.

**Wednesday, October 1st- Seaside Groundwater Basin Watermaster Meeting-** This was not a long meeting, but we accomplished a lot. The first new business item was approving our budget for the next fiscal year. We have a budget committee that approves these budgets first, so there wasn't much discussion. Probably the biggest change was approving an increase in our administrative cost so we could make sure to have enough to cover the training and additional hours for our new administrative officer that we'll be hiring in November.

The second item was approving the replenishment assessment costs for 2026. This is basically how much we would charge a producer for overproduction of water. To come up with a cost, we take into consideration the cost of all of the sources and potential sources of water that go or would go into our basin and divide by the total acre-feet/year that those sources would provide. Interestingly, we calculate desalination water even though that's not part of our current water portfolio. Cal Am wasn't able to give us a current estimated cost, so we went off the older 2021 cost of \$6,147/acre-foot (AF). That is at least 1/3 more

expensive than our other sources, and I can only imagine how much that price will have risen since 2021.

Our last big item for the day was approving our final draft of our Seawater Intrusion Response Plan. I was pleased with the edits that they brought back to the board. The plan is clearer and conveys the urgency we'd need if we indeed had to declare our basin as seawater intruded. Given that Part 1 of the Plan needs to be executed prior to any seawater intrusion declaration, we'll no doubt be talking about this more next year when we begin to execute the steps to look at wells that have the greatest risk after we finish our basin modeling.

**Thursday, October 2nd- Pure Water Monterey Expansion Ribbon Cutting-** I was honored to attend this historic event as Monterey One Water celebrated the completion of the expansion portion of Pure Water Monterey. This project, which takes wastewater from four sources (municipal wastewater, ag drainage water, food industry processing water, and stormwater), treats it for discharge, but instead of discharging it, cleans it further so it can be injected and stored in the Seaside Groundwater Basin. This additional water will provide Cal-Am water users with the additional water they've been seeking, which will hopefully allow the Cease and Desist order from the State to be removed. It's been a long road to get to this place, so the joy was palpable! The super fun flash mob, which erupted during the presentations, also helped (my first!). Monterey One Water does know how to celebrate!

**Wednesday, October 8th- Seaside Basin Watermaster Technical Advisory Committee-** Today's meeting did not cover big topics of discussion. Essentially, we approved the initial request for services for our various hydrogeologic consultants that we'll need as we begin 2026. We also received an update on the work towards a Seaside Basin Groundwater model. Our consultant has been working with the Salinas Valley Basin Groundwater Sustainability Agency as they develop a larger regional model and a seawater intrusion model. The assumption is that with this work, they'll be able to provide our basin with some information that could be used as we develop our own model for our basin. With that, we should be getting an update on model recommendations sometime in early to mid-2026. Lastly, we received an update on the geophysical imaging work that was done near the sentinel well #4, which is the well where we've seen increased conductivity, which could be an indication of seawater intrusion. They had only preliminary conclusions, which show there may be an indication of seawater intrusion in the area, but it did not show any indications of intrusion to the east of that location. We'll be getting their final report at our December meeting, along with our usual annual Seawater Intrusion report, so stay tuned!

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

**Council Report from Councilmember John Uy  
October 28, 2025 Meeting**

**I. Council Report: Pilipino-American Solidarity Association (PASA) Picnic in Del Rey Oaks on September 13, 2025**

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I had the honor of joining neighbors, families, and friends at the PASA Picnic in Del Rey Park last September 13, 2025, in Del Rey Oaks, CA. It was a joyful celebration of the Filipino-American community and a reminder of what makes Del Rey Oaks such a special place: we show up for each other, we learn from one another, and we make room for everyone at the table.



From the first hello to the last goodbye, the park was alive with the sights, sounds, and flavors of culture and community. The spread of Filipino-American food was both delicious and welcoming, shared family-style, just the way community should be. Laughter carried across the lawn as kids and adults jumped into Pinoy games and friendly contests, creating new memories and friendships along the way.

What stood out most to me wasn't any single activity, but the spirit of the day: hospitality, gratitude, and pride. Our diversity is one of Del Rey Oaks' greatest strengths. When we gather like this, when we share stories, recipes, and traditions, we build a city where everyone feels seen and valued. Events like the PASA Picnic are more than festivities. They are living lessons in belonging.



I want to thank PASA for organizing an inclusive and family-friendly celebration, and to acknowledge the many volunteers, community partners, and neighbors who gave their time, talent, and resources to make it possible. Your efforts turned a beautiful Saturday into something meaningful for our whole city.



As your council member, I remain committed to supporting community-led events that bring us together, strengthen our connections, and showcase the rich tapestry of cultures that call Del Rey Oaks home. Together, let's keep building a welcoming Del Rey Oaks where every neighbor belongs and every tradition has a place to shine.

## **II. Council Report: AMBAG Board of Directors Meeting – October 8, 2025**

The AMBAG meeting on October 8<sup>th</sup> was canceled in advance, not at the last minute. The AMBAG office routed attendance ahead of time and confirmed that, with many elected officials traveling to the League of California Cities conference in the Los Angeles area, the Board would not reach a legal quorum. Calling the meeting off early was the right move. Thank you to AMBAG staff for responsibly forecasting attendance and avoiding a hollow meeting, and to residents for staying engaged. Professional development, like the League conference, helps local leaders bring back tools and partnerships. Pairing that with strict open-meeting compliance is how we protect the integrity of our regional decisions.



I'm proud to represent Del Rey Oaks at the AMBAG table.

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



Our SCSD meeting last October 14, 2025, was about the basics that matter most to every household and business in Seaside, Sand City, and Del Rey Oaks: **reliable sewer service, strong prevention, and careful stewardship** of your dollars. Here’s what we advanced and why it matters to you.

#### What we acted on

- **Kept operations steady and safe.** We received the September Operations Report showing **no sanitary sewer overflows (SSOs)**, continued proactive jetting/video work, and mapped flushing to reduce risk across the system. That’s quiet success—the kind you should expect from essential infrastructure.
- **Protected pipes before problems happen.** We received our **Quarterly Fats, Oils, and Grease (FOG) inspection report**. Staff inspected dozens of food-service establishments; where grease levels exceeded the standard, education and quick re-inspections were scheduled. Prevention beats cleanup—every time.
- **Funded the work responsibly.** We approved the April–June 2025 expenditures and a **drawdown of \$765,118.70**—routine, transparent funding to cover already-incurred costs for maintenance, safety, and service delivery.
- **Accelerated field responsiveness.** We adopted a resolution to **award the 2025 General Engineering On-Call contracts (not-to-exceed \$1,000,000 annually)** to three qualified contractors, with the District Engineer authorized to issue task orders. This lets us move fast on repairs and spot projects without sacrificing competitive pricing or oversight.

#### Why this matters on your block

- **Fewer emergencies, faster fixes.** On-call contracts mean we don’t wait weeks to mobilize a crew when a line fails or a manhole needs work.
- **Clean streets, healthy creeks.** Ongoing flushing, inspections, and FOG enforcement keep wastewater where it belongs—in the pipes—not in our neighborhoods or waterways.
- **Predictable, transparent finances.** Routine approvals and clear reporting keep the District stable and accountable, which helps avoid costly surprises.

#### Gratitude and standards

Thank you to our District team for disciplined maintenance and to local businesses cooperating with FOG best practices. As Chair, I'm holding us to three standards: **prevention first, response without delay, and full transparency** in how we spend every dollar.

I'm honored to serve as your Chair. Our commitment is simple: **quiet, reliable service you don't have to think about because we do.**

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

October 14<sup>th</sup>, 2025

~AGENDA~

12:00 P.M. Noon

926 East Blanco Road

Salinas, CA 93901

(831) 422-6438 p

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

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

**A. CALL TO ORDER:**

**B. AGENDA MANAGEMENT:**

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

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

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

**E. CONSENT CALENDAR:**

- A. **APPROVAL OF THE MINUTES:** September 2025
- B. **PAYROLL WARRANTS:** September 2025 \$84,514.79
- C. **COMMERICAL WARRANTS:** September 2025 \$34,757.21
- D. **UMPQUA BANK:** September 2025 \$3972.24
- E. **BALANCE SHEET:** September 2025
- F. **SCHEDULE OF EXPENDITURES:** September 2025

**F. BUSINESS ITEMS:**

- A. Consideration, Discussion, and Possible Adoption of Resolution No. 2526-01 Approving District Bylaws
- B. Creation of Ad-hoc Policy Book Committee, for purpose of review and editing
- C. Discussion of Sale of Surplus Vehicles Policy # 3080
  - VIN# 1FTRF14577KB81730 Ford 350 (2007)
  - VIN# 1FTFX1EF8DFC88829 Ford 150 (2013)
  - VIN# 1C4RDHAG8EC549005 Dodge Durango (2014)
  - VIN# 1CUKRECYFF203986 Chevy Silverado 1500 (2015)
  - VIN# 1GC1KUE86GF215247 Chevy 1500 (2016)

**G. MONTHLY FIELD REPORT: Raul Vasquez, Mosquito Technician**

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

**G. TRUSTEE COMMENTS:**

*Adjournment to: November 12th, 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

**DRAFT MINUTES OF THE 880th REGULAR  
MEETING OF THE BOARD OF TRUSTEES OF THE  
MONTEREY COUNTY MOSQUITO ABATEMENT DISTRICT  
September 9th, 2025**

A meeting of the Board of Trustees of the Monterey County Mosquito Abatement District was held on September 9th, 2025, at the District Office in Salinas, California.

**MEMBERS PRESENT:**

Jeff Cecilio, Chair, County of Monterey  
Don Cranford, Vice Chair, County of Monterey  
Ray Coopersmith, County of Monterey  
Jim Tashiro, City of Salinas  
Ian Oglesby, City of Seaside  
Louise Goetzelt, City of Del Rey Oaks

**STAFF PRESENT:**

Kelli Gutierrez, Administrative Assistant  
Ken Klemme, District Manager

**Guests Present****ABSENT:**

Mary Ann Carbone, City of Sand City  
Nancy Amadeo, City of Marina  
Jeff Glass, City of Monterey

**1. CALL TO ORDER:**

Board Chair Jeff Cecilio called the 880th Regular Meeting to order at 12:00PM

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

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

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

- A. APPROVAL OF THE MINUTES: July 2025
- B. PAYROLL WARRANTS: July/Aug 2025 \$255,098.85/\$84,373.14
- C. COMMERCIAL WARRANTS: July/Aug 2025 \$114,068.98/\$230,049.10
- D. UMPQUA BANK: July/Aug 2025 \$5,613.14/\$2,586.95
- E. BALANCE SHEET: July/Aug 2025
- F. SCHEDULE OF EXPENDITURES: July/Aug 2025

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

6. **BUSINESS ITEMS:**

- A. Consideration, Discussion, and Possible Adoption of Resolution No. 2526-01 Approving District Bylaws

After Discussion, it was tabled until the October 14<sup>th</sup> meeting.

- B. Consideration, Discussion, and Possible Adoption of Resolution No. 2526-02 Rosenberg's Rules of Order as the Rules of Parliamentary Procedure for Board Meetings.

After Discussion , **Trustee Goetzelt moved to approve the Resolution No. 2526-02 Rosenberg's Rules of Order as presented, Trustee Oglesby seconded; the motion was passed unanimously**

- C. Consideration, Discussion and Possible Adoption of Amended Surplus Vehicles Policy # 3080

After Discussion , **Trustee Tashiro moved to approve the Amended Surplus Vehicles Policy as presented, Trustee Goetzelt seconded; the motion was passed unanimously.**

- D. Notification: November Regular Board Meeting Falls on Veterans Day

After Discussion , **Trustee Goetzelt moved to have November board meeting on November 12<sup>th</sup>, 2025, Trustee Oglesby seconded; the motion was passed unanimously.**

- E. SDA Dinner October 7th, 2025 from 6:00-8:00 PM

Trustees Cranford and Goetzelt confirmed registration. Along with District Manager Klemme and Administrative Assistant Gutierrez.

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

Ken Klemme provided updates on district activities, including:

- Multiple **yellowjacket calls** over the past month.
- Local developments regarding the **Santa Cruz Proposition 218 ballot measure**.
- Increased **tule mosquito activity in Marina**.
- Updates from **CSDA activities in Monterey**.

8. **TRUSTEE COMMENTS:**

Trustee Goetzelt talked about the CSDA Annual conference, gave report of classes that Trustee Goetzelt attended.

9. **ADJOURNMENT:**

*With no further inquiries, Board Chair Cecilio adjourned the meeting at 12:33 PM to the next regularly scheduled meeting on October 14th, 2025 at noon.*

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Jeff Cecilio, Board Chair

**ATTEST:**

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Don Cranford, Vice Chair

## **Military and Veterans Matters Report 9 Oct 2025**

(Significant items only, and items may be combined/updated as many things are addressed at multiple meetings.)

**United Veterans Council of Monterey County (UVC): 24 Sep 2025**

**Ft Ord Area Retires Soldiers Council: 2 Oct 2025**

**Monterey County Military and Veterans Affairs Advisory Commission (MVAAC): 8 Oct 2025**

Veterans Transition Center (VTC)/Affordable Housing: No Representative.

CA Central Coast Veterans Cemetery (CCCVC): There will be a "Veterans Day Ceremony" at 1100 on 11 Nov 2025 at the cemetery. The MVAAC has written letters to local state legislators asking assistance in getting CalTrans to install the highway sign. The problem appears to be with the posts needed for the installation.

The cemetery is seeking an electrician to install heaters in the committal shelter. The cemetery director will assist getting them into the state "service providers" system.

CCCVC Foundation: The foundation is seeking board members.

Presidio of Monterey (POM)/Ord Military Community: Limited services due to shutdown, but DLI classes continue.

Retired Soldiers Council: Submissions of issues and nomination to CSA RSC: CW5 (Ret) Goetzelt explained what serving on the council entailed, and explained the types of issues the council works to address. No issues were identified, one person expressed interested in being nominated to serve on the council

Heroes Open Golf Tournament: Scheduled for Black Horse Golf Course on 25 Oct 2025. There are still spots open for golf teams.

Veteran of the Year Program: Dinner at 1800, 7 Nov 2025 at the Salinas Elks. Tickets are \$70. Ticket sales are slow, which is a concern, since the UVC will have to cover any short-fall. They are seeking donations for the raffle and silent auction. The speaker will be CAPT William (Bill) Sherrod, USN (Ret), Associate Director of Hopkins Marine Station.

Military and Veterans Affairs Office (MVAO): They are working on hiring a management analyst. The Board of Supervisors will approve the Veterans Hiring and Military Leave policies at the 4 Nov 2025 meeting, at 1000. Military and veterans are invited to attend as part of their Veterans Day celebration and show their support for the updated policies. The chambers are at 168 W. Alisal, Salinas.

MVAO's next projects will be a military spouse hiring policy and, working with the county HR, the DoD Skillbridge program.

The MVAO has changed its outreach focus to smaller, underserved populations, such as colleges, military installations and South County. Once a month, they are at Fleet and Family Services at Naval Support Activity, Monterey; they now have space in Supervisor Lopez's office in King City (and will have VA and Vet Center persons there, too)

Legislative update: the state legislature is out of session; the federal government is shut down.

The MVAO is putting together a list of Veterans Day events. Thus far, these include a Jamboree at the Veterans Transition Center, an event in Salinas, a parade in Greenfield and a ceremony at the CA Central Coast Veterans Cemetery, with more to come.

The county will be participating in "Operation Green Light" by lighting four county government buildings green leading up to Veterans Day

VA/DoD Clinic: The VA has a "Peer Navigator" (Robert) to assist veterans navigation the VA Healthcare system. He is assigned to the local clinic, and can be reached at 650-495-5578. The clinic continues to have staffing issues. It continues to provide flu shots 0900-1200 and 1300-1500, and expect to have the COVID vaccines soon.

The UVC: There will be an installation of a star for James Bogan (among others) on 11 Oct, 12:30 – 2:30 PM, 705 Broadway Ave, Seaside

Ord Commissary: Sales continue to be up - 2.4% over the prior month and 2.96%, with a total sales of just under \$19 million for FY 2025. The commissary will remain open during the government shutdown for up to 60 days. There will be seafood roadshows on 9-10 Oct, 5-6 Nov and 10-11 Dec.

AAFES: No Representative

Navy: No Representative



**MST HIGHLIGHTS**  
**Board of Directors Meeting**  
**October 13, 2025**

**RECOGNIZED OCTOBER EMPLOYEE OF THE MONTH**

The MST Board adopted Resolution 2026-06 recognizing Ezequiel Rebollar, Systems Engineer, as the October 2025 Employee of the Month for his outstanding contribution to MST and the entire community.

**30 YEARS OF SERVICE**

The MST Board recognized James "Jim" Lopez, Mechanic A, for 30 years of service and for his outstanding dedication and contribution to MST and to the entire community.

**THE WRIGHT WAY AWARD WINNERS RECOGNITION**

The MST Board recognized 52 Coach Operators who received the MST Wright Way Award for being safe while providing outstanding customer service. To be eligible for this award, Coach Operators had to have no safety-related incidents and/or accidents, no valid customer complaints, and no official discipline during the fiscal year.

**RECEIVED 1<sup>st</sup> DRAFT 2026-2030 STRATEGIC PLAN**

The MST Board received the 1<sup>st</sup> Draft of the 2026-2030 Strategic Plan and provided comment in order for staff to present a final Strategic Plan no later than the Board meeting of December 8, 2025.

**AUTHORIZED PURCHASE OF 22 PARATRANSIT VEHICLES**

The MST Board authorized the General Manager/CEO, or their designee to purchase 22 paratransit vehicles for MST's RIDES program from Model 1 in an amount not to exceed \$2,782,000.

**AUTHORIZED AGREEMENT WITH DENISE DUFFY AND ASSOCIATES**

The MST Board authorized the General Manager/CEO, or their designee to execute an agreement with Denise Duffy and Associates for habitat mitigation monitoring program services in support of coastal permit conditions for the SURF! Project in an amount not to exceed \$310,000.

**APPROVED UPDATES TO MST PUBLIC TRANSPORTATION AGENCY SAFETY PLAN**

The MST Board approved updates to MST's Public Transportation Agency Safety Plan (PTASP).

**AWARDED CONTRACTS RELATED TO THE ENHANCING MOBILITY INNOVATION PROJECT AWARD**

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

**APPROVED 3% FY 2025 INCENTIVE POOL FOR MSTE AND CONFIDENTIAL UNIT EMPLOYEES**

The MST Board approved 3% FY 2025 incentive pay pool for eligible Monterey-Salinas Transit Employee Association and Confidential Unit Employees (excluding the General Manager/CEO).

**RECEIVED A REPORT ON THE TRANSFER OF FOUR RETIRED MCI OVER-THE-ROAD COACHES**

The MST Board received a report describing the transfer of four retired MCI over-the-road coaches, of which, two were transferred to San Joaquin Regional Transit District, and two were transferred to Stanislaus Regional Transit Authority.

**AWARDED CONTRACT TO ADVANCED CHEMICAL TRANSPORT, LLC**

The MST Board authorized the General Manager/CEO or their designee to enter into a three (3) year contract with Advanced Chemical Transport, LLC, with the option to extend for two (2) additional one (1) year terms, for the transportation and disposal of hazardous waste in an amount not to exceed \$535,500, including option years.

**AUTHORIZED THE PURCHASE OF FOUR FORD TRUCKS**

The MST Board authorized the General Manager/CEO, or their designee to purchase four Ford trucks at the lowest price/best options available at the time of purchase in an amount not to exceed \$370,000.

**NEXT MST BOARD MEETING**

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