



CITY OF DEL REY OAKS

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

REGULAR CITY COUNCIL MEETING AGENDA OF THE CITY OF DEL REY OAKS CITY COUNCIL TUESDAY, FEBRUARY 27, 2024 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/83300921835>

- 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. Celebrating Black History Month**
- 5. CONSENT AGENDA:**
 - A. MINUTES: (CEQA: as to all, not a project per Guidelines Article 20, Section 15378)**
 - 1. January 23, 2024, Regular City Council Meeting Minutes**
 - 2. December 13, 2023, Regular Planning Commission Meeting Minutes**
 - B. MONTHLY REPORTS: (CEQA: as to all, not a project per Guidelines Article 20, Section 15378)**

1. Financial January 2023 - January 2024
2. Fire Department Response Report, January 2024
3. Police Activity Report, January 2024

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

1. Authorize City Manager to release Community Tree Service from any responsibility and approve award of contact to Julian Tree Care for Cal Fire Grant project

6. OLD BUSINESS:

- A. Carried Over Item from January 3, 2024, City Council Meeting:
Appeal of Building Official Findings for Tenant Improvement Application at 121 Calle Del Oaks

7. NEW BUSINESS:

- A. Approve First Reading of Ordinance Regulation Smoking in Multi-Unit Residences
- B. Approve Mid-Year FY 2023-24 Budget Recommendations
- C. Receive Information and Provide Direction Regarding Placing a Measure on the November 2024 General Election Ballot to Increase the City's Transient Occupancy Tax by Two Percentage Points

8. STAFF REPORTS:

- A. City Manager Report
- B. Council Reports

9. CORRESPONDENCE:

- A. Mosquito Abatement District Highlights
MST Highlights
TAMC Highlights
Veterans Issues Advisory Committee

10. NEXT MEETING DATE: March 26, 2024 at 6:00pm

11. ADJOURNMENT

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



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PROCLAMATION

Honoring Black History Month February 2024

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

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

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

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

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

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

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

IN WITNESS WHEREOF I have hereunto set my hand this 27th day of February, 2024.

Signed

Scott Donaldson, Mayor

City of Del Rey Oaks

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



Action Minutes

Tuesday January 23, 2024 - 6:00 PM

City Council – Regular Meeting

Del Rey Oaks City Council

Scott Donaldson – Mayor

John Uy – Vice Mayor

Jeremy Hallock – Councilmember

Kim Shirley – Councilmember

Bill Ragsdale-Cronin - Councilmember

6:00 PM – Called to Order:

The meeting was called to order by Vice Mayor Uy.

Roll Call:

Present: Vice Mayor Uy, Councilmember Shirley, Councilmember Hallock, and Councilmember Ragsdale-Cronin.

Absent: Mayor Donaldson

Also Present: City Manager Guertin, City Attorney Lorca, City Clerk Minami and Administrative Assistant Fitz

Pledge of Allegiance:

Vice Mayor Uy led the Pledge of Allegiance

Public Comment:

Helen Birdsong: Confused why the no smoking in multi-unit item is on this agenda. Reads letter from another Oaks resident regarding a smoking neighbor having to move because of health concerns.

Oaks Resident: Wants to move forward with no smoking in multi-unit buildings.

Kristin Clark: Joe Russell cared about the city; he was part of the changing of the guards.

Jerry Edelen: Honor to work alongside Joe Russell.

CONSENT AGENDA: *Action Items*

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

- 1. December 13, 2023, Special City Council Meeting Minutes
- 2. December 19, 2023, Regular City Council Meeting Minutes

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

- 1. Financials December 2023
- 2. Fire Department Response Report, December 2023
- 3. Police Activity Report December 2023

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

- 1. Adoption of Tobacco Retailer License Ordinance and Smoke Free Public Places Ordinance (Second Reading)

- 2. Authorize City Manager to Publish Request for Proposals for Comprehensive Fee Study

3. Authorize City Manager to sign the Agreement with Community Tree Service for the work to be performed for the Cal Fire Grant.

A motion was made by **Council Member Ragsdale-Cronin**, seconded by **Council Member Hallock** to approve the Consent Agenda as presented.

Motion passed unanimously 4-0

PUBLIC COMMENT:

None

NEW BUSINESS:

- A. **Approval of the FY 2022-23 City Audit Report**

Paul Phan of Chavon and Associates presents the Audit Report and takes questions and comments from the City Council.

PUBLIC COMMENT:

Helen Birdsong: Is the 17 acres up for sale?
City Manager Guertin: Parks District.

Public Comment Closed

A motion was made by **Council Member Hallock**, seconded by **Council Member Ragsdale-Cronin** to approve the 2022-23 Audit Report as presented.

Motion passed unanimously 4-0

- B. **Appeal of Building Official Determination Regarding Square Footage Calculations at 121 Calle Del Oaks**

Vice Mayor Uy: Reviews the appeal process and explains the timing allowed for the parties involved.

Council Member Hallock: Recuses himself based on the construction work he does in the community.

The appellant took 15 minutes to review why they appeal the Building Officials findings.
Anthony Lombardo: Mezzanine was constructed legally, received water district approval already,

Vince Venaldi: Introduces business partners. Owners of the building for 4.2 million. Paying taxes on 11,620 square footage which includes the mezzanine. Not increasing water usage. Mc Donald was the original owner. Missing this and that from copies from the building department. Spent over 50 grand in legal bills so far. Since he is losing money and is going to fight it.

The Building Official for the City, **Joe Headley**, took 15 minutes to explain the findings that lead to the decision for this project. Showed slide show regarding the process and evidence for the findings. Further reviews of the documents in detail.

Public comment:

Mike Obrien: Why aren't we helping this business?

Helen Birdsong: Why the permit, it's like for like.

Justin Hastings: Seaside Fire Fighter has been on inspections in that building, no issues.

Jeff Davi: Always used mezzanine for storage, want to help this state-of-the-art car place open.

Gary Kreeger: Let's move forward and support business.

Public Comment Closed.

5 minute rebuttal by the appellant:

Vince Venaldi: Joe isn't relying on records that they have. They deserve due process.

Anthoney Lomardo: Legal since 1978, letters to proof it. The district recognizes the square feet.

5 minute rebuttal by the Building Official for the City:

Joe Headley: Trying to enforce the rules of the city and water district. The mentioned stairs were in a different structure. He asks who will sign the permit because he can't sign it.

Council Member Ragsdale-Cronin: How did we get here, we haven't been shown plans or permits and neither has appellant. Issue with additional square footage and water.

Dave Stoldt: This is more of a time related problem. Always been 11,200 square feet.

Joe Headley: No permits for the 11,200.

Council Member Shirley: Didn't get enough information ahead of time.

Joe Headley: Explains AHJ stands for Authority Having Jurisdiction. And reviews MetroScan methodology, is not exact. There are exiting implications.

Vice Mayor Uy: The impact if appeal is granted. They have paid for square feet since 1978. Looked up the meaning of mezzanine.

City Attorney Lorca: Explains how to come to a decision of facts and findings.

Council Member Shirley: Torn by this decision. Paying taxes legally but understands Joe's position.

Council Member Ragsdale-Cronin: City side of this is weak.

City Manager Guertin: There are plans.

Vice Mayor Uy: Research needed, more time to consider both sides.

A motion was made by **Council Member Ragsdale-Cronin**, seconded by **Vice Mayor Uy** to continue public hearing until the March meeting.

Motion passed unanimously 3-0

PUBLIC COMMENT:

None

City Manager Guertin: Positive Housing Element letter from HCD.

Council Member Hallock returned to the dais.

NEXT MEETING DATE: Tuesday, February 27, 2024 at 6:00pm

ADJOURNMENT and a moment of silence for Former Mayor Joseph Russell 8:25pm

Attest:

Date:

City of Del Rey Oaks

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



Action Minutes

Wednesday, December 13, 2023 - 6:00 PM

Planning Commission – Regular Meeting

Del Rey Oaks Planning Commission

Mike Hayworth – Chair

Denise Wood – Vice Chair

George Jaksha – Commissioner

Gary Kreeger – Commissioner

Louise Goetzelt - Commissioner

Ann Ahmadi – Commissioner

Celine Pinet - Commissioner

6:00PM – Called to Order:

The meeting was called to order by Chair Hayworth.

Roll Call:

Present: Chair Hayworth, Vice Chair Wood, Commissioner Jaksha, Commissioner Goetzelt, Commissioner Kreeger, Commissioner Pinet

Absent: Commissioner Ahmadi

Staff Present:

City Manager Guertin, City Clerk Minami and Admin. Assistant Leigh Fitz

Pledge of Allegiance:

Chair Hayworth led the Pledge of Allegiance.

Consent Agenda:

A. Adopt November 8, 2023, Planning Commission Meeting Minutes

A motion to approve was made by Commissioner Goetzelt and seconded by Commissioner Pinet. Minutes were approved 6-0

Public Comment:

None

Reports:

The November Building Activity Report was accepted unanimously.

Old Business:

None

New Business:

The Planning Commission received comments from the public and consider adopting a Resolution recommending that the Del Rey Oaks City Council amend the Del Rey Oaks General Plan by Adopting the 6th Cycle (2023-2031) Draft Housing Element.

Planner Denise Duffy: Staff report details changes made to the Housing Element based on public comment, HCD recommended changes and feedback from City Council, Planning Commission and public workshops. All changes have been detailed in the Staff Report. Advised the Planning Commission recommend City Council to amend the General Plan by adopting the 6th Cycle Housing Element.

Commissioner Goetzelt makes Motion to Approve Resolution 2023-21, recommendation from the Planning Commission that the City Council approve the adoption of the City's 2023-2031 6th Cycle Housing Element Update and direction to staff to submit the Housing Element to HCD for review.

Commissioner Pinet seconds the motion.

Passes 6-0 (Commissioner Ahmadi absent)

Public Comment:

None

Announcements:

Commissioner Wood: there is another movie night on December 29th featuring Elf in the DRO Park

Commissioner Kreeger: thanks everyone involved in the Santa's Workshop event, says it was the best one ever.

Commissioners Pinet, Goetzelt and Jaksha appreciate all the decorations and wish everyone happy holidays.

Next Meeting:

Wednesday, January 10, 2024 at 6pm

Adjournment:

6:10pm

All enclosures and materials regarding this agenda are available for public review at Del Rey Oaks City Hall. Information distributed to the Planning Commission at the meeting becomes part of the public Record. A copy of written material, pictures, etc. should be provided to the Secretary for this purpose.



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

Staff Report

DATE: February 27, 2024

TO: Honorable Mayor and Members of the City Council

FROM: John Guertin, City Manager

SUBJECT: Approve January 2024 Financial Reports

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

Consideration

Receive financial reports for the month of January 2024.

Background

The City Council routinely receives financial reports for the previous month.

Summary & Discussion

Attached are the January 2024 financial reports.

- January 2024 Cash Balances – The report shows where the City’s funds are invested. The City continue to have a healthy cash balance \$13,283,543 of which \$4,609,544 are unrestricted.
- January 2024 Checks Issued Register –This is a listing of all the payments issued during the month. The total checks issued of \$415,925.
- January 2024 General Fund Summary – This is a one-page summary of the General Fund, the City’s main operating fund. For the month of January, the General Fund shows revenue of \$373,358. As of 01/31/2024 the General Fund shows an operating deficit of \$158,976. At 58.33% of the year (7 months) the revenues are slightly higher at 64.89% due to the receipt of Property Taxes in December and the expenditures are at 55.14% of the budget. The fire contract with the City of Seaside is paid this month. The final payment of the liability and workers comp premiums are also paid in January.
- January 2024 YTD Budget v. Actual Detail – This report shows the line-item detail for all revenues and expenditures by fund and department.

Fiscal Impacts

None. This is informational only.

Recommendation

Staff recommends approve the reports.

ATTACHMENTS:

- January 2024 Cash and Investment
- January 2024 Checks Register
- January 2024 General Fund Summary
- January 2024 YTD Budget v. Actual Detail

Respectfully Submitted,

John Guertin
City Manager

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

Accounts			
Unrestricted			
General Checking	\$ 687,340.00		
Local Agency Investment Fund			
Reserve for Economic Uncertainties	1,652,182.00	4.012%	
Unappropriated Funds	2,270,021.64	4.012%	
Total Unrestricted	<u>4,609,543.64</u>		
Restricted			
PARS-115 Trust Fund	338,955.96		
Dev - Monterey Peninsula Partner	9,062.62		
Fidelity Title Escrow Acct - GJM/SBR Intersection	1,056,168.00		
Fidelity Title Escrow Acct - SBR Construction	7,269,813.00		
Total Restricted	<u>8,673,999.58</u>		
Total Cash and Investments	<u>\$ 13,283,543.22</u>		

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

Check Number	Payee	Transaction Description	Check Amount
21803	AMERICAN LOCK & KEY	#79159 - Supply, Entry & New Key for Medialian Drop Off Box in Lobby	303.70
21804	AT&T CAL NET 2	000020990219 Mobile Service 11-19-23 to 12-18-23	129.45
	AT&T CAL NET 2	000020990220 Mobile Service 11-19-23 to 12-18-23	267.30
21805	AT&T MOBILITY	Acct #287304221758 Mobile Service Period 12-03-23 to 01-02-24	40.24
21806	CALIFORNIA-AMERICAN WATER	#1015-210021396208 Water Service - 11-18-23 to 12-20-23	43.01
	CALIFORNIA-AMERICAN WATER	#1015-210021397607 Water Service 11-18-23 to 12-20-23	116.08
	CALIFORNIA-AMERICAN WATER	1015-210018796550 Water Service 11-18-23 to 12-20-23	38.97
	CALIFORNIA-AMERICAN WATER	1015-210018799016 Water Service 11-18-23 to 12-20-23	38.97
	CALIFORNIA-AMERICAN WATER	1015-210018869991 Water Service 11-18-23 to 12-20-23	243.36
	CALIFORNIA-AMERICAN WATER	1015-210021255352 Water Service 11-18-23 to 12-19-23	70.15
	CALIFORNIA-AMERICAN WATER	1015-210021327653 Water Service 11-18-23 to 12-20-23	139.49
21807	CITY OF SEASIDE	INV03167 Street Sweeping Services July 2023 to November 2023	4,215.60
21808	COMCAST BUSINESS	Acct 8155100230699260 Internet Service 12-18-23 to 01-17-24	285.29
21809	CORONADO DEISEL MOBILE SERVICES, INC.	Inv #011242 Service Call - Lube Job, Safety Inspection	378.63
21810	ECONOMIC&PLANNING SYSTEMS, INC.	#222079-5 Planning Services - Ford Ord Developer & Negotiations	5,643.75
21811	Express Services, Inc	30029871 Admin Assistant for 12/03/23	396.00
	Express Services, Inc	30064624 Admin Assistant for 12/10/23	249.15
	Express Services, Inc	30091109 Admin Assistant for 12/17/23	198.00
21812	FENTON & KELLER	#136214 - November 2023 - Legal Services	366.00
	FENTON & KELLER	136213 - November 2023 - Housing Element Update	335.50
	FENTON & KELLER	136215 - November 2023 Legal Services	1,708.00
	FENTON & KELLER	136216 November 2023 - Legal Services	3,519.00
21813	I.M.P.A.C.GOVERNM'T SER	Acct #5564-9924 Visa Charges 12-06-23 to 12-22-23	5,896.66
21814	JAMES DE CHALK	374816 - December 2023 - Janitorial Service	500.00
21815	MARTINS IRRIGATION SUPPLY, INC.	#646507 - Supplies	614.85
21816	MONTEREY BAY AREA INSURANCE FUND	Inv #240101-02 FY 2024 Work Comp & Liability Insurance	192,313.00
21817	Motorola Solutions, INC.	Trans #1411044808 11-11-23 InCar System w/ Body Camera	21,319.32
21818	ODP Business Solutions, LLC	3426579220010 - Office Supplies	107.86
	ODP Business Solutions, LLC	345647431001 - Supplies	88.41
21819	PG&E	Acct #6817283169-2 Service Period 11-11-23 to 12-12-23	6.24
21820	PRECISION ALARMS AND AUTOMATION, INC.	R-30411 - December 2023 - Fire Alarms System Monitoring	170.00
21821	REGIONAL GOVERNMENT SERVICES	Inv #15996 - November 2023 - Contract Services	13,912.92
21822	R.K. WILSON PLUMBING, INC.	#4415 - Plumbing Repair	250.00
	R.K. WILSON PLUMBING, INC.	Inv #4408 - Plumbing Repairs	4,500.00
21823	SMITH & ENRIGHT LANDSCAPING, INC.	43102 - Moved Backflow	3,483.00
21824	Stericycle, Inc.	8005541874 - November 2023 Shredding Service	175.91
21825	T-Mobile USA Inc. Law Enforcement Finance	9544756256 - GPS Locate/ Timing Advance - 08-11-23 to 09-05-23	25.00
	T-Mobile USA Inc. Law Enforcement Finance	9547246122 - GPS Tracking - 09-26-23 to 10-25-23	100.00
21826	UNITED SITE SERVICES, INC.	INV-4056226 - December2023 Services	215.81
21827	US Bank Equipment Finance	Acct #500-0673430 January 2023 - Konica Minolta	428.84
21828	VALLEY SAW & GARDEN EQUIP, INC.	Inv #357569 - Supplies	128.85
21829	Verizon	Acct #342533778-00001 Mobile Service 11-24-23 to 12-23-23	80.02
21830	VSP	Acct #30004100 - January 2024 - Vision Plan	261.27
21831	YSS BUILDERS, INC.	Inv #231232 - Service Call to Park Restrooms 12/20/2023	2,572.00
21832	AFLAC	December 2023 - Acct #QAE62 Monthly Premium	381.70
21833	ANDRES FLORES	460764 - Labor and Materials for Exterior Light repair	395.00
21834	ANGEL ARMOR	SO8792 - Body Armor Vests,	12,142.15
21835	AT&T CAL NET 2	Acct #9391033790 Mobile Service Period 12-19-23 to 01-18-24	128.86
	AT&T CAL NET 2	Acct #9391033791 Mobile Service Period 12-19-23 to 01-18-24	267.76
	AT&T CAL NET 2	Acct #9391081967 - Mobile Service Period 11-14-23 to 01-14-24	1,677.48
21836	AT&T MOBILITY	Acct #287290891231 Mobile Service Period 01-03-24 to 02-02-24	614.17
	AT&T MOBILITY	Acct #287304221758 - Mobile Service Period 01-03-24 to 02-02-24	40.24
21837	BLUE360 MEDIA	Acct #B201808067724 - California Penal Code Handbook	245.31
	BLUE360 MEDIA	Acct #B201808067724 - California Vehicle Code Book	195.59
21838	CALIFORNIA BUILDING STANDARDS COMMISSION	California Building Standards Fee - Period 10-01-23 to 12-31-23	36.45
21839	Christina Luciano	Park Rental Refund - Cancelled Reservation	50.00
21840	CITY OF SEASIDE	Inv03394 - FY 23/24 2nd Qtr Fire Contract	56,878.75
21841	CoPower	ID# 145153 - February 2024 Dental Coverage	2,177.32
21842	COMCAST BUSINESS	Acct #8155100230699260 Internet Service Period 01-18-24 to 02-17-24	295.45
	COMCAST BUSINESS	Acct #8155100280008479 - Interenet Service Period 01-10-24 to 02-09-24	368.13
21843	CORELOGIC SOLUTIONS, LLC.	Acct #2010705640RR681524 - December 2023 Data Research	154.50
21844	CORONADO DEISEL MOBILE SERVICES, INC.	#011274 - #91 Ford Explorer - Service Call	1,278.02
	CORONADO DEISEL MOBILE SERVICES, INC.	011270 - #92 Ford Service Call	

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

Check Number	Payee	Transaction Description	Check Amount
	CORONADO DEISEL MOBILE SERVICES, INC.	011285 - Service Call	331.37
21845	DEPT OF CONSERVATION	DOC-123123 SMIP FEES FY 23/24 2nd Qtr	30.24
21846	ECONOMIC&PLANNING SYSTEMS, INC.	Project 222079 Planning Services 09-01-23 to 12-31-23	5,643.75
21847	ENTENMANN-ROVIN CO.	0173766-IN -Replace check# 21371-correcting amount	168.15
21848	FENTON & KELLER	136650 - December 2023 City Attorney General Services	2,470.50
	FENTON & KELLER	136651 - December 2023 Public Records Act Requests	457.50
	FENTON & KELLER	136652 - December 2023 Professional Legal Services	122.00
	FENTON & KELLER	136653 - December 2023 Housing Element Update	91.50
21849	GLOBALSTAR USA	Acct #AC00115154 Wireless Service Period 12-16-23 to 01-15-24	133.37
21850	G.P.S. SOLUTIONS	76 - December 2023 Building Permits & Inspections	5,203.41
21851	MARTINS IRRIGATION SUPPLY, INC.	646958 - Supplies	89.16
21852	KAREN MINAMI	Wellness Program	137.46
21853	MONTEREY BAY TECHNOLOGIES, INC.	246010 - January 2024 IT Services	1,800.00
	MONTEREY BAY TECHNOLOGIES, INC.	246013 - Office Supplies	408.20
21854	Monterey Regional Waste Managment District	025B13832223F - FY 22/23 Remaining Balance: Share of Cost CA SB 1383	1,626.00
21855	MONTEREY TIRE SERVICE	1-116242 - Flat Tire Repair	29.37
21856	Napa Auto Parts	4006-033276 - Auto Parts	49.14
21857	NEILL ENGINEERS CORP	Retainer - Period 10-01-23 to 12-31-23	300.00
	NEILL ENGINEERS CORP	WO 8480 - Cal Fire Grant-review application & bids	4,458.00
21858	ODP Business Solutions, LLC	348805289001 - Office Supplies	52.13
21859	PG&E	Acct #4283033409-2 Service Period 11-21-23 to 12-20-23	2,276.63
	PG&E	Acct #6817283169-2 Service Period 12-13-23 to 01-10-24	70.34
21860	PURE WATER	427146 - Office Supplies	34.75
21861	REGIONAL GOVERNMENT SERIVCES	16121 - December 2023 Accounting Services	21,457.40
21862	Stericycle, Inc.	#8005843288 - December 2023 Shredding Service	174.64
21863	TERMINIX, INC.	Acct #6099531 - December 2023 Pest Control Service	102.00
21864	THE MAYNARD GROUP, INC.	IN2041974 - December 2023 Telephone Service	67.00
PERS010823-1	PERS	PERS 3100 Contribution Retirement 12/16-12/29/23 -Plan 25623	3,746.14
	PERS	PERS 3100 Contribution Retirement 12/16-12/29/23 -Plan 26934	801.80
	PERS	PERS 3100 Contribution Retirement 12/26-12/29/23 -Plan 1364	549.68
	PERS	PERS 3100 Contribution Retirement 12/16-12/29/23 -Plan 1365	4,619.38
PERS012224-1	PERS	CalPERS 1900 457 (01/05/24) Contribution 01/15/2024	2,050.00
	PERS	CalPERS 1900 457 (01/19) Contribution 01/30/2024	2,550.00
	PERS	PERS 3100 Contribution Retirement 12/30-01/12/24 -Plan 1364	542.46
	PERS	PERS 3100 Contribution Retirement 12/30-01/12/24 -Plan 25623	3,916.14
	PERS	PERS 3100 Contribution Retirement 12/30-01/12/24 -Plan 26934	1,462.62
	PERS	PERS 3100 Contribution Retirement 12/30-01/12/24 -Plan 1365	4,353.99
Report Total			415,924.62

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

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

	FY 2024 Budget - Revised	January 2024 Actual	FY 2024 YTD Actual	Percent Collected/Spent
Revenue				
Property Taxes	767,700.00	0.00	455,472.24	59.32%
Sales Tax	1,313,000.00	99,627.66	819,278.53	62.39%
Other Taxes	487,500.00	93,546.37	354,734.38	72.76%
Licenses and Permits	286,300.00	7,881.50	254,735.70	88.97%
Fines and Forfeitures	10,200.00	1,395.93	9,875.83	96.82%
Other Revenue	12,200.00	39,055.91	121,106.26	992.67%
Grants	264,520.00	9,914.58	218,531.11	82.61%
Airport Police Services	1,376,500.00	110,457.00	662,742.00	48.14%
Current Services	186,700.00	11,479.37	156,488.77	83.81%
Total Revenue	4,704,620.00	373,358.32	3,052,964.82	64.89%
Expenditures				
Council	32,200.00	2,112.42	11,160.15	34.65%
City Clerk	443,900.00	30,862.03	229,130.73	51.61%
City Manager	318,300.00	34,731.88	184,087.21	57.83%
Audit/Treasurer	288,100.00	39,828.32	174,561.33	60.59%
Legal	201,500.00	9,070.00	50,444.88	25.03%
Planning & Building Regulation	105,400.00	17,697.55	71,866.05	68.18%
Government Buildings	19,100.00	494.01	2,254.01	11.80%
Non-Departmental	42,700.00	27,801.01	50,011.77	117.12%
Police	2,668,790.00	280,457.21	1,529,593.72	57.31%
Fire/Animal Control	227,600.00	56,878.75	113,757.50	49.98%
Public Works/Streets	313,530.00	20,689.51	149,800.46	47.77%
Parks/Recreation	43,500.00	11,711.85	27,603.24	63.45%
Total Expenditures	4,704,620.00	532,334.54	2,594,271.05	55.14%
Net Revenues	0.00	(158,976.22)	458,693.77	0.00%
Other Financing Sources and Uses				
Uses				
Transfers Out to CIP	(193,900.00)	0.00	0.00	0.00%
Total Uses	(193,900.00)	0.00	0.00	0.00%
Total Other Financing Sources and Uses	(193,900.00)	0.00	0.00	0.00%
Net Revenues After Other Financing Sources and Uses	(193,900.00)	(158,976.22)	458,693.77	(236.56)%

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

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

Revenue		FY 2024 Budget - Revised	January 2024 Actual	FY 2024 YTD Actual	Percent Collected/Used
Non Department Specific	000				
P/T-Secured	41110	531,000.00	0.00	313,327.40	59.00%
P/T-Unsecured	41120	24,500.00	0.00	26,962.16	110.04%
P/T-Prior Secured	41130	6,100.00	0.00	6,028.38	98.82%
Prior Unsecured	41140	100.00	0.00	0.00	0.00%
P/T-Unitary Tax	41150	10,000.00	0.00	5,981.99	59.81%
P/T-Supplemental Roll (SB813)	41160	12,200.00	0.00	7,379.20	60.48%
Property Tax - VLF	41170	183,000.00	0.00	95,158.50	51.99%
Prop Tax-Interest/Penalty	41180	800.00	0.00	634.61	79.32%
Sales Tax	42210	470,000.00	22,541.96	267,481.91	56.91%
Sales Tax - 145 (Measure S-1%)	42220	562,000.00	77,085.70	393,146.62	69.95%
Sales Tax -409 (Measure R 1/2%)	42221	281,000.00	0.00	158,650.00	56.45%
Cannabis Tax	42222	99,000.00	7,667.88	76,116.32	76.88%
Cannabis Tax-Delinquent	42223	0.00	0.00	4,000.00	0.00%
Transient Occupancy Tax	42230	190,000.00	38,277.65	154,952.69	81.55%
Property Transfer Tax	42250	5,000.00	552.75	8,677.08	173.54%
Sewer Impact	42290	15,000.00	21,650.14	21,650.14	144.33%
Business Licenses	42310	210,000.00	296.00	211,957.04	100.93%
Gas Franchises	42761	8,000.00	0.00	0.00	0.00%
Electric Franchises	42762	21,500.00	0.00	0.00	0.00%
Garbage Franchises	42763	100,000.00	25,397.95	76,885.13	76.88%
Cable Tv Franchises	42764	26,000.00	0.00	12,453.02	47.89%
Water Franchises	42765	23,000.00	0.00	0.00	0.00%
SB1186 Disability Access Fund	43311	1,000.00	4.00	414.00	41.40%
SB1473 Environmental Assessment Fee	43312	100.00	16.00	71.80	71.80%
Building Permits	43320	40,000.00	6,944.50	24,941.82	62.35%
Cannabis Business Permit	43325	10,000.00	0.00	0.00	0.00%
Plan Check Fees	43330	17,000.00	0.00	12,690.04	74.64%
Street Opening Permits Fees	43340	5,000.00	250.00	3,200.00	64.00%
Plumbing Permits	43350	1,600.00	250.00	1,375.00	85.93%
Electrical Permits	43360	1,600.00	125.00	500.00	31.25%
Other Licenses/Permits	43390	1,000.00	0.00	0.00	0.00%
Fines & Forfeitures	45000	200.00	161.93	1,451.83	725.91%
Vehicle Code Fines	45510	5,000.00	300.00	1,464.00	29.28%
Parking and Admin Fines	45512	5,000.00	934.00	6,960.00	139.20%
Interest Earned	46100	10,000.00	39,011.15	103,695.91	1,036.95%
Interest Earned-PARS	46101	0.00	0.00	16,027.93	0.00%
Rental Income - Garden Center	46815	36,000.00	3,000.00	23,000.00	63.88%
Rental Income - Airport RV	46816	35,000.00	4,092.00	27,409.47	78.31%
Rental Income - PW Bldg (CHC Enterprise)	46817	24,000.00	0.00	8,000.00	33.33%
HOPTR	47130	1,200.00	0.00	309.19	25.76%
COPS	47240	165,200.00	8,333.33	144,492.31	87.46%
AMBAG REAP Grant - Housing Element	47241	0.00	0.00	20,980.25	0.00%
HCD LEAP Grant - Housing Element	47242	0.00	0.00	18,226.50	0.00%
SB1383 Organics Recycling	47243	9,000.00	0.00	4,957.78	55.08%
Prop 172	47750	25,000.00	1,461.25	10,737.62	42.95%

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

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

		FY 2024 Budget - Revised	January 2024 Actual	FY 2024 YTD Actual	Percent Collected/Used
Wellness Program	47760	7,500.00	0.00	7,500.00	100.00%
Police Grants & Other Reimbursements	47780	5,000.00	0.00	5,982.87	119.65%
POST Reimbursements	47781	3,000.00	120.00	5,653.78	188.45%
DEA Reimbursements	47782	44,000.00	0.00	0.00	0.00%
Grant Other Agencies	47783	5,820.00	0.00	0.00	0.00%
Police Service Fees	48210	1,000.00	300.00	907.00	90.70%
Police Services-Special Events	48211	48,000.00	0.00	17,687.50	36.84%
Public Events	48212	5,000.00	0.00	7,500.00	150.00%
Use Permits	48805	20,000.00	1,655.00	16,740.89	83.70%
Maps/Publications	48810	100.00	0.00	0.00	0.00%
Property Inspections	48825	4,500.00	250.00	1,250.00	27.77%
Miscellaneous Revenue	48840	10,000.00	1,132.37	50,594.69	505.94%
Rental - Park	48910	3,100.00	1,050.00	3,399.22	109.65%
Miscellaneous Refunds	48930	0.00	40.76	659.23	0.00%
Total Non Department Specific		<u>3,328,120.00</u>	<u>262,901.32</u>	<u>2,390,222.82</u>	<u>71.82%</u>
Police	210				
Airport Police Services	48220	<u>1,376,500.00</u>	<u>110,457.00</u>	<u>662,742.00</u>	<u>48.14%</u>
Total Police		<u>1,376,500.00</u>	<u>110,457.00</u>	<u>662,742.00</u>	<u>48.15%</u>
Total Revenue		<u><u>4,704,620.00</u></u>	<u><u>373,358.32</u></u>	<u><u>3,052,964.82</u></u>	<u><u>64.89%</u></u>

Expense

Council	110				
Council Member Stipend	61115	7,500.00	625.00	2,647.31	35.29%
Medicare-ER	61130	200.00	9.06	63.42	31.71%
Social Security-ER	61131	500.00	38.75	271.25	54.25%
Unemployment Ins-Fed & State	61132	100.00	3.75	26.25	26.25%
Dental Expense	61135	11,400.00	511.03	2,929.66	25.69%
Materials/Supply	62410	0.00	0.00	100.00	0.00%
Membership Dues-Professional Org	64550	4,000.00	0.00	340.35	8.50%
Strategic Planning	64570	5,000.00	0.00	0.00	0.00%
Misc Expenses	64580	0.00	924.83	924.83	0.00%
Travel Expenses	64610	<u>3,500.00</u>	<u>0.00</u>	<u>3,857.08</u>	<u>110.20%</u>
Total Council		32,200.00	2,112.42	11,160.15	34.66%
City Clerk	111				
Payroll	61105	149,600.00	11,391.15	80,613.29	53.88%
Temp Payroll	61107	10,000.00	0.00	0.00	0.00%
Overtime	61110	20,000.00	443.63	3,209.35	16.04%
PERS UAL	61124	36,900.00	0.00	36,879.00	99.94%
PERS Retirement	61125	13,800.00	958.55	6,833.37	49.51%
Medicare-ER	61130	2,200.00	171.61	1,209.96	54.99%
Unemployment Ins-Fed & State	61132	200.00	66.49	66.49	33.24%
Dental Expense	61135	3,200.00	190.76	1,335.32	41.72%
Health Insurance	61140	60,500.00	(36.42)	21,941.07	36.26%
Health Insurance -Retiree	61141	1,800.00	0.00	0.00	0.00%
Vision Ins	61145	500.00	27.89	183.85	36.77%
Workers Comp and EAP	61150	9,100.00	4,493.00	9,337.48	102.60%
Wellness Program	61155	1,000.00	137.46	1,108.66	110.86%
Materials/Supply	62410	16,300.00	64.75	1,998.05	12.25%
Office Supplies	62430	11,200.00	374.86	2,812.95	25.11%
Repair/Maintenance	63505	3,000.00	0.00	597.23	19.90%
Other Outside Services	63508	0.00	428.84	2,770.25	0.00%

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

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

		FY 2024 Budget - Revised	January 2024 Actual	FY 2024 YTD Actual	Percent Collected/Used
Shredding Services	63509	1,000.00	175.28	531.00	53.10%
Telephone	63530	7,700.00	430.71	4,273.85	55.50%
Website Design & Maintenance	63535	3,800.00	0.00	0.00	0.00%
Postage / Shipping	63540	4,000.00	0.00	1,126.20	28.15%
Training	63605	5,000.00	0.00	1,324.59	26.49%
Insurance-Liability	63620	17,370.00	8,685.00	17,369.57	99.99%
Insurance-Property	63621	230.00	0.00	1,264.14	549.62%
Contract Services - IT	63635	6,000.00	900.00	8,693.75	144.89%
HR Services-RGS	63652	31,500.00	0.00	0.00	0.00%
Temporary Assistance	63657	0.00	843.15	6,514.20	0.00%
Software/Server Subscription	64310	2,000.00	190.49	6,812.01	340.60%
Agenda Management System	64315	5,000.00	0.00	4,920.00	98.40%
Document Management System	64316	1,500.00	0.00	437.50	29.16%
Municipal Code Service	64320	10,000.00	0.00	1,097.25	10.97%
Membership Dues-Professional Org	64550	3,200.00	0.00	285.00	8.90%
Membership Dues-Government Agency	64552	1,300.00	0.00	650.00	50.00%
Printing / Publications	64575	2,000.00	0.00	1,233.38	61.66%
Misc Expenses	64580	0.00	924.83	924.83	0.00%
Travel Expenses	64610	0.00	0.00	602.35	0.00%
Furniture & Equipment	66300	3,000.00	0.00	174.79	5.82%
Total City Clerk		443,900.00	30,862.03	229,130.73	51.62%
City Manager	120				
Payroll	61105	192,500.00	12,439.04	111,727.77	58.04%
PERS UAL	61124	1,000.00	0.00	0.00	0.00%
PERS Retirement	61125	14,800.00	319.84	5,270.85	35.61%
Medicare-ER	61130	2,800.00	225.46	1,664.10	59.43%
Unemployment Ins-Fed & State	61132	100.00	42.00	42.00	42.00%
Dental Expense	61135	1,600.00	193.29	1,353.03	84.56%
Health Insurance	61140	30,200.00	0.00	18,721.86	61.99%
Vision Ins	61145	200.00	0.00	118.40	59.20%
Workers Comp and EAP	61150	11,700.00	5,777.00	11,802.74	100.87%
Wellness Program	61155	500.00	0.00	0.00	0.00%
Admin Leave	61175	0.00	3,109.76	3,109.76	0.00%
Auto Allowance	61180	5,400.00	415.40	2,907.76	53.84%
Office Supplies	62430	1,500.00	0.00	641.31	42.75%
Insurance-Liability	63620	22,405.00	11,201.00	22,402.12	99.98%
Insurance-Property	63621	295.00	0.00	1,629.24	552.28%
Membership Dues-Professional Org	64550	0.00	0.00	300.00	0.00%
Books and Periodicals	64565	300.00	0.00	0.00	0.00%
Travel Expenses	64610	8,000.00	1,009.09	2,396.27	29.95%
Contingency	66905	25,000.00	0.00	0.00	0.00%
Total City Manager		318,300.00	34,731.88	184,087.21	57.83%
Audit/Treasurer	130				
ADP Payroll Fees	62310	3,500.00	0.00	3,783.83	108.10%
Bank Service Charges	62320	4,600.00	0.00	2,910.33	63.26%
Grant Writing Services	62327	30,000.00	4,458.00	4,458.00	14.86%
Accounting Software	62431	3,600.00	0.00	8,493.75	235.93%
Audit-Finance	63625	29,000.00	0.00	16,950.00	58.44%
Audit -Sales Tax	63626	5,000.00	0.00	0.00	0.00%
Actuarial Services	63627	4,500.00	0.00	0.00	0.00%

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

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

		FY 2024 Budget - Revised	January 2024 Actual	FY 2024 YTD Actual	Percent Collected/Used
Accounting Services-RGS	63645	207,900.00	35,370.32	137,965.42	66.36%
Total Audit/Treasurer		288,100.00	39,828.32	174,561.33	60.59%
Legal	150				
Legal Services	63650	200,000.00	9,070.00	48,150.83	24.07%
Legal Advert	64560	1,500.00	0.00	1,834.11	122.27%
Misc Expenses	64580	0.00	0.00	459.94	0.00%
Total Legal		201,500.00	9,070.00	50,444.88	25.03%
Planning & Building Regulation	160				
Economic Development Services	63639	20,000.00	0.00	0.00	0.00%
Planning Services	63640	40,000.00	11,287.50	21,087.50	52.71%
Contract Services - Housing Element	63642	0.00	0.00	16,735.15	0.00%
Building Inspections Services	63648	32,400.00	5,203.41	25,333.09	78.18%
Engineering Services	63649	5,000.00	300.00	3,929.25	78.58%
Code Enforcement Services	63656	5,000.00	0.00	954.50	19.09%
Travel Expenses	64610	3,000.00	906.64	3,826.56	127.55%
Total Planning & Building Regulation		105,400.00	17,697.55	71,866.05	68.18%
Government Buildings	180				
Repair/Maintenance	63505	16,100.00	142.01	346.01	2.14%
Other Outside Services	63508	0.00	102.00	408.00	0.00%
Janitorial Services	63660	3,000.00	250.00	1,500.00	50.00%
Total Government Buildings		19,100.00	494.01	2,254.01	11.80%
Non-Departmental	190				
Materials/Supply	62410	6,200.00	0.00	65.24	1.05%
Telephone	63530	1,000.00	0.00	123.32	12.33%
Insurance-Liability	63620	12,830.00	6,415.00	12,829.74	99.99%
Insurance-Property	63621	170.00	0.00	1,875.35	1,103.14%
Membership Dues-Professional Org	64550	4,300.00	0.00	0.00	0.00%
Membership Dues-Non Profit Agency Contrib	64551	11,800.00	0.00	8,279.00	70.16%
Membership Dues-Government Agency	64552	5,100.00	0.00	5,131.68	100.62%
Misc Expenses	64580	1,000.00	21,319.32	21,592.49	2,159.24%
S.M.I.P.	64930	200.00	30.24	49.23	24.61%
SB 1473	64940	100.00	36.45	65.72	65.72%
Total Non-Departmental		42,700.00	27,801.01	50,011.77	117.12%
Police	210				
Payroll	61105	1,081,000.00	79,757.44	528,773.27	48.91%
Overtime	61110	110,000.00	7,604.37	83,763.34	76.14%
Overtime-DEA	61111	44,000.00	0.00	12,541.72	28.50%
Reserves Payroll	61120	80,000.00	6,276.16	52,065.45	65.08%
PERS UAL - After 06/30/18	61123	1,000.00	0.00	1,020.00	102.00%
PERS UAL	61124	102,000.00	0.00	101,918.00	99.91%
PERS Retirement	61125	136,500.00	10,099.59	74,593.13	54.64%
PERS 457 Expense	61126	32,400.00	2,400.00	17,100.00	52.77%
Medicare-ER	61130	15,700.00	1,355.82	9,822.27	62.56%
Social Security-ER	61131	1,600.00	50.85	751.27	46.95%
Unemployment Ins-Fed & State	61132	10,500.00	415.67	523.22	4.98%
Dental Expense	61135	17,900.00	1,155.26	8,754.37	48.90%
Health Insurance	61140	296,400.00	(345.28)	111,582.48	37.64%

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

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

		FY 2024 Budget - Revised	January 2024 Actual	FY 2024 YTD Actual	Percent Collected/Used
Health Insurance -Retiree	61141	2,000.00	0.00	906.00	45.30%
Vision Ins	61145	2,900.00	216.87	1,411.07	48.65%
Workers Comp and EAP	61150	172,400.00	85,129.00	173,311.44	100.52%
Wellness Program	61155	5,300.00	0.00	0.00	0.00%
Uniform Allowance	61160	10,000.00	0.00	2,250.00	22.50%
Materials/Supply	62410	28,670.00	819.64	6,388.93	22.28%
Ammunition	62420	5,000.00	0.00	3,905.89	78.11%
Body Armor Vests	62422	12,150.00	12,142.15	12,142.15	99.93%
Office Supplies	62430	3,000.00	240.93	1,601.41	53.38%
PD Safety Equip Lease - Principal	62460	24,300.00	0.00	0.00	0.00%
PD Safety Equip Lease - Interest	62461	1,000.00	0.00	0.00	0.00%
Auto Operations - Supplies / Equip	62710	2,500.00	0.00	0.00	0.00%
Auto Operations - Fuel	62720	30,000.00	0.00	18,297.46	60.99%
Repair/Maintenance	63505	14,000.00	125.00	605.00	4.32%
Other Outside Services	63508	0.00	170.00	2,671.16	0.00%
Shredding Services	63509	1,000.00	175.27	531.00	53.10%
Telephone	63530	14,000.00	2,974.94	9,843.28	70.30%
Internet	63531	2,500.00	948.87	4,593.89	183.75%
Annual Maintenance-Records Management Software	63537	6,020.00	0.00	2,902.79	48.21%
Annual Maintenance	63538	3,400.00	0.00	0.00	0.00%
Annual Maintenance-MDT	63539	3,300.00	0.00	0.00	0.00%
Postage / Shipping	63540	500.00	0.00	68.43	13.68%
Training	63605	15,000.00	323.10	3,291.75	21.94%
Insurance-Liability	63620	125,435.00	62,716.00	143,389.30	114.31%
Insurance-Property	63621	1,665.00	0.00	10,065.45	604.53%
Audit-Finance	63625	4,500.00	0.00	0.00	0.00%
Contract Services - IT	63635	6,000.00	900.00	8,381.25	139.68%
Contract Services-Others	63637	4,200.00	0.00	2,791.05	66.45%
HR Services-RGS	63652	3,000.00	0.00	0.00	0.00%
Janitorial Services	63660	3,000.00	250.00	1,500.00	50.00%
911-Radio Dispatch	63665	58,500.00	0.00	41,280.13	70.56%
911-Inform MDT Terminal Service	63666	1,500.00	0.00	0.00	0.00%
911-Notification System	63667	400.00	0.00	0.00	0.00%
911-NGEN O&M	63668	8,000.00	0.00	5,976.16	74.70%
911-NGEN Debt	63669	5,200.00	0.00	5,128.32	98.62%
Auto Repair/Maintenance	63730	14,000.00	2,412.45	11,018.35	78.70%
Parking & Admin Citations Services	63812	5,000.00	757.40	4,157.00	83.14%
Animal Regulation Fire	63820	500.00	0.00	239.00	47.80%
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	12,000.00	19.98	12,860.03	107.16%
Computer Server	64318	3,500.00	0.00	0.00	0.00%
Personnel Recruit & Pre-Employment	64545	3,000.00	0.00	957.26	31.90%
Membership Dues-Professional Org	64550	4,000.00	245.31	4,946.51	123.66%
Books and Periodicals	64565	900.00	195.59	195.59	21.73%

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

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

		FY 2024 Budget - Revised	January 2024 Actual	FY 2024 YTD Actual	Percent Collected/Used
Printing / Publications	64575	3,000.00	0.00	1,079.21	35.97%
Misc Expenses	64580	0.00	924.83	924.83	0.00%
Travel Expenses	64610	13,000.00	0.00	5,454.79	41.95%
Principal-Motorola Lease-Cameras	65104	21,350.00	0.00	21,319.32	99.85%
Vehicle Replacement	66735	70,000.00	0.00	0.00	0.00%
Total Police		2,668,790.00	280,457.21	1,529,593.72	57.31%
Fire/Animal Control	220				
Fire Seaside	63810	227,600.00	56,878.75	113,757.50	49.98%
Total Fire/Animal Control		227,600.00	56,878.75	113,757.50	49.98%
Public Works/Streets	311				
Payroll	61105	83,600.00	6,428.80	45,075.13	53.91%
Overtime	61110	3,000.00	0.00	0.00	0.00%
PERS UAL	61124	1,000.00	0.00	0.00	0.00%
PERS Retirement	61125	6,500.00	493.74	3,684.88	56.69%
Medicare-ER	61130	1,300.00	93.22	652.54	50.19%
Unemployment Ins-Fed & State	61132	100.00	38.58	38.58	38.58%
Dental Expense	61135	1,600.00	126.98	888.86	55.55%
Health Insurance	61140	30,300.00	0.00	14,401.44	47.52%
Vision Ins	61145	300.00	16.51	115.57	38.52%
Workers Comp and EAP	61150	5,200.00	2,568.00	5,317.74	102.26%
Wellness Program	61155	500.00	0.00	576.93	115.38%
Materials/Supply	62410	16,500.00	439.57	3,412.40	20.68%
Office Supplies	62430	1,500.00	37.66	438.62	29.24%
Auto Operations - Supplies / Equip	62710	2,500.00	0.00	645.97	25.83%
Auto Operations - Fuel	62720	5,000.00	0.00	2,852.31	57.04%
Repair/Maintenance	63505	41,000.00	645.00	6,494.40	15.84%
Other Outside Services	63508	0.00	0.00	440.00	0.00%
Gabilan Crew	63515	5,000.00	0.00	566.60	11.33%
Utilities - PG&E	63520	15,000.00	2,353.21	13,019.46	86.79%
Utilities - Water	63525	4,000.00	453.00	3,267.02	81.67%
Telephone	63530	0.00	40.24	246.35	0.00%
Training	63605	5,000.00	0.00	675.00	13.50%
Insurance-Liability	63620	10,660.00	5,329.00	10,658.17	99.98%
Insurance-Property	63621	140.00	0.00	775.50	553.92%
Insurance-Vehicles	63622	4,500.00	0.00	4,267.00	94.82%
Organic Waste Regs Services	63654	9,000.00	1,626.00	1,626.00	18.06%
Auto Repair/Maintenance	63730	8,300.00	0.00	1,724.14	20.77%
Printing / Publications	64575	1,250.00	0.00	770.86	61.66%
Storm Water Project - Phase 4	64920	23,000.00	0.00	7,067.00	30.72%
Equipment	66302	0.00	0.00	20,101.99	0.00%
Contingency	66905	27,780.00	0.00	0.00	0.00%
Total Public Works/Streets		313,530.00	20,689.51	149,800.46	47.78%
Parks/Recreation	411				
Materials/Supply	62410	15,500.00	919.82	8,454.86	54.54%
Office Supplies	62430	0.00	0.00	68.19	0.00%
Repair/Maintenance	63505	25,000.00	10,555.00	17,237.00	68.94%
Utilities - Water	63525	3,000.00	237.03	1,773.34	59.11%
Travel Expenses	64610	0.00	0.00	69.85	0.00%
Total Parks/Recreation		43,500.00	11,711.85	27,603.24	63.46%
Total Expense		4,704,620.00	532,334.54	2,594,271.05	55.14%

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

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

		<u>FY 2024 Budget - Revised</u>	<u>January 2024 Actual</u>	<u>FY 2024 YTD Actual</u>	<u>Percent Collected/Used</u>
Other Financing Sources and Uses					
Non Department Specific	000				
Transfers Out to CIP	81003	<u>(193,900.00)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Non Department Specific		<u>(193,900.00)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Other Financing Sources and Uses		<u>(193,900.00)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Excess(Deficit) of Revenue Over Expenditures		(193,900.00)	(158,976.22)	458,693.77	(236.56)%

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

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

		FY 2024 Budget - Revised	January 2024 Actual	FY 2024 YTD Actual	Percent Collected/Used
Revenue					
Non Department Specific	000				
Gas Tax 2103	47010	14,600.00	989.39	9,031.17	61.85%
Gas Tax 2105	47020	10,000.00	719.87	5,570.69	55.70%
Gas Tax 2106	47030	9,000.00	682.78	5,196.05	57.73%
Gas Tax 2107	47040	11,900.00	1,008.04	7,733.01	64.98%
Gas Tax 2107.5	47050	<u>1,000.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>100.00%</u>
Total Non Department Specific		<u>46,500.00</u>	<u>3,400.08</u>	<u>28,530.92</u>	<u>61.36%</u>
Total Revenue		<u><u>46,500.00</u></u>	<u><u>3,400.08</u></u>	<u><u>28,530.92</u></u>	<u><u>61.36%</u></u>
Expense					
Public Works/Streets	311				
Street Sweeping	63510	10,000.00	4,215.60	4,215.60	42.15%
Street Lighting	63910	<u>15,000.00</u>	<u>0.00</u>	<u>1,951.39</u>	<u>13.00%</u>
Total Public Works/Streets		<u>25,000.00</u>	<u>4,215.60</u>	<u>6,166.99</u>	<u>24.67%</u>
Total Expense		<u><u>25,000.00</u></u>	<u><u>4,215.60</u></u>	<u><u>6,166.99</u></u>	<u><u>24.67%</u></u>
Excess(Deficit) of Revenue Over Expenditures		21,500.00	(815.52)	22,363.93	104.01%

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

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

		<u>FY 2024 Budget - Revised</u>	<u>January 2024 Actual</u>	<u>FY 2024 YTD Actual</u>	<u>Percent Collected/Used</u>
Revenue					
Non Department Specific	000				
SB 1 Funds	47777	<u>38,900.00</u>	<u>2,844.28</u>	<u>22,108.15</u>	<u>56.83%</u>
Total Non Department Specific		<u>38,900.00</u>	<u>2,844.28</u>	<u>22,108.15</u>	<u>56.83%</u>
Total Revenue		<u><u>38,900.00</u></u>	<u><u>2,844.28</u></u>	<u><u>22,108.15</u></u>	<u><u>56.83%</u></u>
Expense					
Curb Repair	536				
Curb and Gutter Repair	66327	<u>20,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Curb Repair		<u>20,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Saucito/Work Gutter & Curb	537				
Curb and Gutter Repair	66327	<u>40,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Saucito/Work Gutter & Curb		<u>40,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Via Verde Curb & Gutter Repair	538				
Curb and Gutter Repair	66327	<u>90,000.00</u>	<u>0.00</u>	<u>13,195.00</u>	<u>14.66%</u>
Total Via Verde Curb & Gutter Repair		<u>90,000.00</u>	<u>0.00</u>	<u>13,195.00</u>	<u>14.66%</u>
Total Expense		<u><u>150,000.00</u></u>	<u><u>0.00</u></u>	<u><u>13,195.00</u></u>	<u><u>8.80%</u></u>
Excess(Deficit) of Revenue Over Expenditures		(111,100.00)	2,844.28	8,913.15	(8.02)%

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

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

		FY 2024 Budget - Revised	January 2024 Actual	FY 2024 YTD Actual	Percent Collected/Used
Revenue					
Non Department Specific	000				
Measure X	47775	94,400.00	0.00	0.00	0.00%
Total Non Department Specific		94,400.00	0.00	0.00	0.00%
Total Revenue		<u>94,400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Expense					
Via Verde/Los Encinos Street Repair	524				
Street Improvements	66410	30,000.00	0.00	39,480.00	131.60%
Total Via Verde/Los Encinos Street Repair		30,000.00	0.00	39,480.00	131.60%
Angelus/Rosita Storm Drain Repair (Engineering)	525				
Street Improvements	66410	10,000.00	0.00	0.00	0.00%
Total Angelus/Rosita Storm Drain Repair (Engineering)		10,000.00	0.00	0.00	0.00%
Angelus/Rosita Storm Drain Repair (Construction)	526				
Street Improvements	66410	60,000.00	0.00	0.00	0.00%
Total Angelus/Rosita Storm Drain Repair (Construction)		60,000.00	0.00	0.00	0.00%
Debt Service - Measure X	610				
Principal - Measure X Loan	65103	80,400.00	0.00	0.00	0.00%
Interest - Measure X	65203	14,000.00	0.00	0.00	0.00%
Total Debt Service - Measure X		94,400.00	0.00	0.00	0.00%
Total Expense		<u>194,400.00</u>	<u>0.00</u>	<u>39,480.00</u>	<u>20.31%</u>
Excess(Deficit) of Revenue Over Expenditures		(100,000.00)	0.00	(39,480.00)	39.48%

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

221 - FORA Habitat Management Fund

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

		<u>FY 2024 Budget - Revised</u>	<u>January 2024 Actual</u>	<u>FY 2024 YTD Actual</u>	<u>Percent Collected/Used</u>
Expense					
Planning & Building Regulation	160				
Contract Services - Habitat Management Plan	63646	34,536.50	0.00	0.00	0.00%
Total Planning & Building Regulation		<u>34,536.50</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Expense		<u>34,536.50</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Excess(Deficit) of Revenue Over Expenditures		(34,536.50)	0.00	0.00	0.00%

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

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

		FY 2024 Budget - Revised	January 2024 Actual	FY 2024 YTD Actual	Percent Collected/Used
Expense					
Police	210				
Mobile Data Terminals	66305	5,998.17	0.00	465.55	7.76%
Portable Radios	66306	<u>2,589.89</u>	<u>0.00</u>	<u>2,548.26</u>	<u>98.39%</u>
Total Police		8,588.06	0.00	3,013.81	35.09%
City Hall Parking Lot Imp	527				
Parking Lot Improvements & Repairs	66425	100,000.00	0.00	0.00	0.00%
Total City Hall Parking Lot Imp		<u>100,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Expense		<u>108,588.06</u>	<u>0.00</u>	<u>3,013.81</u>	<u>2.78%</u>
Excess(Deficit) of Revenue Over Expenditures		(108,588.06)	0.00	(3,013.81)	2.77%

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

231 - BSCC-Officer Wellness & Mental Health Grant

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

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

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

235 - Asset Forfeitures
 From 1/1/2024 Through 1/31/2024

		<u>FY 2024 Budget - Revised</u>	<u>January 2024 Actual</u>	<u>FY 2024 YTD Actual</u>	<u>Percent Collected/Used</u>
Revenue					
Police	210				
Police Grants & Other Reimbursements	47780	5,000.00	0.00	0.00	0.00%
Total Police		<u>5,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Revenue		<u><u>5,000.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00%</u></u>
Excess(Deficit) of Revenue Over Expenditures		5,000.00	0.00	0.00	0.00%

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

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

		FY 2024 Budget - Revised	January 2024 Actual	FY 2024 YTD Actual	Percent Collected/Used
Expense					
Housing Element 6th Cycle	532				
Housing Element Cost - 6th Cycle	63638	138,900.00	0.00	0.00	0.00%
		<hr/>	<hr/>	<hr/>	<hr/>
Total Housing Element 6th Cycle		138,900.00	0.00	0.00	0.00%
Vehicle Replacement	533				
Vehicle Replacement	66735	35,000.00	0.00	0.00	0.00%
		<hr/>	<hr/>	<hr/>	<hr/>
Total Vehicle Replacement		35,000.00	0.00	0.00	0.00%
City Hall Facility Repairs & Upgrades	541				
Repairs and Improvements	66322	10,000.00	0.00	0.00	0.00%
		<hr/>	<hr/>	<hr/>	<hr/>
Total City Hall Facility Repairs & Upgrades		10,000.00	0.00	0.00	0.00%
Council Chamber Technology Project	542				
Technology Upgrades	66323	10,000.00	0.00	0.00	0.00%
		<hr/>	<hr/>	<hr/>	<hr/>
Total Council Chamber Technology Project		10,000.00	0.00	0.00	0.00%
		<hr/>	<hr/>	<hr/>	<hr/>
Total Expense		193,900.00	0.00	0.00	0.00%
Other Financing Sources and Uses					
Housing Element 6th Cycle	532				
Transfers In from GF	82003	138,900.00	0.00	0.00	0.00%
		<hr/>	<hr/>	<hr/>	<hr/>
Total Housing Element 6th Cycle		138,900.00	0.00	0.00	0.00%
Vehicle Replacement	533				
Transfers In from GF	82003	35,000.00	0.00	0.00	0.00%
		<hr/>	<hr/>	<hr/>	<hr/>
Total Vehicle Replacement		35,000.00	0.00	0.00	0.00%
City Hall Facility Repairs & Upgrades	541				
Transfers In from GF	82003	10,000.00	0.00	0.00	0.00%
		<hr/>	<hr/>	<hr/>	<hr/>
Total City Hall Facility Repairs & Upgrades		10,000.00	0.00	0.00	0.00%
Council Chamber Technology Project	542				
Transfers In from GF	82003	10,000.00	0.00	0.00	0.00%
		<hr/>	<hr/>	<hr/>	<hr/>
Total Council Chamber Technology Project		10,000.00	0.00	0.00	0.00%
		<hr/>	<hr/>	<hr/>	<hr/>
Total Other Financing Sources and Uses		193,900.00	0.00	0.00	0.00%
		<hr/>	<hr/>	<hr/>	<hr/>
Excess(Deficit) of Revenue Over Expenditures		0.00	0.00	0.00	0.00%

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

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

		<u>FY 2024 Budget - Revised</u>	<u>January 2024 Actual</u>	<u>FY 2024 YTD Actual</u>	<u>Percent Collected/Used</u>
Expense					
SBR Engineering	518				
Contract Services - Engineering	63611	505,830.00	0.00	0.00	0.00%
Total SBR Engineering		<u>505,830.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Expense		<u>505,830.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Excess(Deficit) of Revenue Over Expenditures		(505,830.00)	0.00	0.00	0.00%

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

323 - SBR Construction Fund
 From 1/1/2024 Through 1/31/2024

		FY 2024 Budget - Revised	January 2024 Actual	FY 2024 YTD Actual	Percent Collected/Used
Revenue					
Non Department Specific	000				
FORA Contribution for SBR Construction	47772	0.00	0.00	1,000.00	0.00%
Total Non Department Specific		<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>0.00%</u>
Total Revenue		<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>1,000.00</u></u>	<u><u>0.00%</u></u>
Excess(Deficit) of Revenue Over Expenditures		0.00	0.00	1,000.00	0.00%



FIRE DEPARTMENT

1635 Broadway Avenue
Seaside, CA 93955

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

February 6, 2024

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

Dear Mr. Guertin:

Enclosed is a copy of the response reports for the Seaside Fire Department response to Del Rey Oaks for the period of January 1, 2024 through January 31, 2024.

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

Incident #

240102-SEA00018	240111-SEA00094	240128-SEA00252
240103-SEA00026	240112-SEA00108	240129-SEA00258
240108-SEA00064	240114-SEA00125	240130-SEA00263
240109-SEA00076	240124-SEA00207	240131-SEA00274
240110-SEA00085	240128-SEA00251	

There are Fourteen (14) fire calls for the month of January. If you have any questions, please contact me.

Sincerely,

Paul Blaha
Deputy Fire Chief
CC: File

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

Incident Date	Incident Number	Alarm Time	Arrival Time	Response Time (Minutes)	Incident Type Code	District	Street Or Highway Name	Priority
1/2/2024	240102-SEA00018	4:45:44 PM	4:53:15 PM	6.82	321	29	Via Verde	Emergent
1/3/2024	240103-SEA00026	5:21:05 PM	5:28:00 PM	5.97	500	29	Portola	Non-Emergent
1/8/2024	240108-SEA00064	12:35:55 PM	1:47:47 PM	70.43	552	29	Paloma	Emergent Downgraded to Non-Emergent
1/9/2024	240109-SEA00076	12:12:29 PM	12:20:35 PM	7.38	412	29	Voe	Non-Emergent
1/10/2024	240110-SEA00085	9:10:15 PM	9:16:51 PM	5.78	321	29	Los Encinos	Emergent
1/11/2024	240111-SEA00094	2:29:30 PM	2:33:08 PM	2.85	321	29	Canyon Del Rey	Emergent
1/12/2024	240112-SEA00108	9:03:46 PM	9:09:06 PM	4.50	321	29	Quendale	Emergent
1/14/2024	240114-SEA00125	8:11:28 PM	8:21:03 PM	8.72	6111	29	Serrano	Emergent
1/24/2024	240124-SEA00207	1:56:37 PM	2:01:38 PM	4.92	400	29	Carlton	Non-Emergent
1/28/2024	240128-SEA00251	6:14:04 PM	6:19:59 PM	5.92	321	29	Quendale	Non-Emergent
1/28/2024	240128-SEA00252	8:01:26 PM	8:06:43 PM	5.28	622	29	Via Verde	Emergent
1/29/2024	240129-SEA00258	1:09:47 PM	1:13:59 PM	4.20	321	29	Los Encinos	Emergent
1/30/2024	240130-SEA00263	10:51:15 AM	10:59:25 AM	7.70	522	29	Altura	Non-Emergent
1/31/2024	240131-SEA00274	1:57:54 PM	2:06:05 PM	7.58	321	29	Portola	Emergent

Total Calls 14

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



Seaside Fire Department

1635 Broadway Avenue
Seaside, CA. 93955 831-899-6790

INCIDENT

Incident Number 240108-SEA00064	Incident Date 01/08/2024	NFIRS Number 0000063	Incident Type (552) - Police matter
FDID 27080	Station Seaside Fire	Shift B shift	District 029
Initial Dispatch Code MED			
Alarms	Working Fire? No	COVID-19 was a factor? Unknown	Critical Incident
Critical Incident Team 			
Temporary Resident Involvement None			
Hazardous Materials Released 			
Action Taken 1 (92) - Standby			

AID

Aid Given/Received
(N) - None

LOCATION

Location Type (1) - Street address			
Address 1028 Paloma Road, DEL REY OAKS, California, 93940			
Cross Street, USNG, or Directions 	Latitude 36.59269500	Longitude -121.83845200	Census Tract
Detector Altered/ Occupant 			
Property Use (419) - 1 or 2 family dwelling	Mixed Use 		

TIMES

PSAP Received 12:35:55, 01/08/2024	Dispatch Notified Time 12:35:55, 01/08/2024	Alarm Time 12:35:55, 01/08/2024
Arrival Time 13:47:47, 01/08/2024	Water on Fire Time 	At Patient Time
Loss Stop Time 	Controlled Time 	Last Unit Cleared Time 14:51:54, 01/08/2024

TIMES

Total On Scene Time
1 hrs 4 mins 7 sec

Total Incident Time
2 hrs 15 mins 59 sec

COUNTS

Counts Include Aid Received?
No

Suppression:

Apparatus: **1**
Personnel: **3**

EMS:

Apparatus: **0**
Personnel: **0**

Other:

Apparatus: **0**
Personnel: **0**

AUTHORIZATION

Report Writer:

Name	Employee Number	Assignment	Authorization Date
Hicks, Jason	H01726	Captain	01/09/2024

Officer in Charge:

Name	Employee Number	Assignment	Authorization Date
Hicks, Jason	H01726	Captain	01/09/2024

Quality Control:

Name	Authorization Date
Blaaha, Paul	01/12/2024

INCIDENT NARRATIVE

E6211 responded and staged at Via Verde and Durbin Way. Monterey County Sheriff's Officers were serving a eviction notice at 1028 Paloma Road. We staged at the request of Law enforcement for medical evaluation. The person being evicted refused to come out of the residence. MCSO called off the eviction process and would come back at a later date. E6211 was released from the scene and returned to quarters.

[View more details for this incident.](#)

Unit Reports

E6211

Use	Responding From	Priority
(1) - Suppression	Station 1	Emergent Downgraded to Non-Emergent

Response Delays
None/No Delay

Dispatch Time	Enroute Time	Arrival Time
12:37:21, 01/08/2024	12:38:04, 01/08/2024	13:47:47, 01/08/2024

At Patient Time	Clear Time	In District Time
	14:51:54, 01/08/2024	

Actions Taken:
Standby

Personnel
Jason Hicks, Ben Flores, Jonathan Gonzalez



POLICE

DEL REY OAKS

City Council Report

Jan 2024

Chris Bourquin - Chief

Case #	Date	Offense Code 1	Offense Code Description	DRO	MPAD	OJ	Residential	Commercial
Case #	Date	Offense Code 1						
24-001	01/02/2024	AOD	Outside assistant arrest		X			X
24-002	01/02/2024	Information Only						
24-003	01/03/2024	Information Only						
24-004	01/04/2024	245(A)(4) PC	Assault with Deadly Weapon	X				X
24-005	01/08/2024	422(A) PC	Criminal Threats	X			X	
24-006	01/09/2024	311.1(A) PC	Possession Of Obscene Material	X			X	
24-007	01/11/2024	Information Only						
24-008	01/11/2024	DROMC 6.04.020	Dog at large	X			X	
24-009	01/11/2024	12500(A) VC	No driver's license	X			X	
24-010	01/12/2024	Found Property						
24-011	01/12/2024	Civil						
24-012	01/18/2024	Susp Circ						
24-013	01/19/2024	Information Only						
24-014	01/23/2024	20002(A)(2) VC	Hit and Run	X				X
24-015	01/25/2024	484(A) PC	Theft	X				X
24-016	01/25/2024	Civil						
24-017	01/27/2024	415(2) PC	Loud Noise	X			X	
24-018	01/28/2024	Information Only						
24-019	01/29/2024	484(A) PC	Theft	X				X
24-020	01/29/2024	Information Only						
24-021	01/29/2024	Surrendered Property						
24-022	01/31/2024	Lost Property						
24-023	01/31/2024	Susp Circ						
23 Cases								

Calls for Service	
Month	YTD
271	271

Case Reports	
Month	YTD
23	23

Alarms					
Residential		Commercial		MPAD	
Mo.	YTD	Mo.	YTD	Mo.	YTD
0	0	4	4	1	1

Citations					
Moving		Parking		Warning	
Mo.	YTD	Mo.	YTD	Mo.	YTD
7	7	20	20	3	3



Group A Offense Report

Printed On: 02/20/2024

Beginning Date: 01/01/2024

Ending Date: 01/31/2024

Page 1 of 1

Item 3.

Agency: All

Offense	Reported in 2024	Reported in 2023	Percent Change	Offenses Cleared	Percent Cleared	Percent Of Category	Rate Per 100,000*
Murder	0	0	NA	0	0.00%	0.00%	NA
Negligent Manslaughter	0	0	NA	0	0.00%	0.00%	NA
Justifiable Homicide	0	0	NA	0	0.00%	0.00%	NA
Non-consensual Sex Offenses:							
Rape	0	0	NA	0	0.00%	0.00%	NA
Sodomy	0	0	NA	0	0.00%	0.00%	NA
Sexual Assault with Object	0	0	NA	0	0.00%	0.00%	NA
Fondling	0	0	NA	0	0.00%	0.00%	NA
Aggravated Assault	1	2	-50.00%	0	0.00%	25.00%	NA
Simple Assault	0	0	NA	0	0.00%	0.00%	NA
Intimidation	3	0	NA	0	0.00%	75.00%	NA
Kidnapping/Abduction	0	0	NA	0	0.00%	0.00%	NA
Consensual Sex Offenses:							
Incest	0	0	NA	0	0.00%	0.00%	NA
Statutory Rape	0	0	NA	0	0.00%	0.00%	NA
Human Trafficking, Commercial Sex Acts	0	0	NA	0	0.00%	0.00%	NA
Human Trafficking, Involuntary Servitude	0	0	NA	0	0.00%	0.00%	NA
Crimes Against Persons Total	4	2	100%	0	0.00%	50%	NA
Robbery	0	0	NA	0	0.00%	0.00%	NA
Burglary/Breaking & Entering	0	0	NA	0	0.00%	0.00%	NA
Larceny/Theft Offenses	2	5	-60.00%	1	50.00%	66.67%	NA
Motor Vehicle Theft	0	0	NA	0	0.00%	0.00%	NA
Arson	0	0	NA	0	0.00%	0.00%	NA
Destruction Of Property	1	2	-50.00%	0	0.00%	33.33%	NA
Counterfeiting/Forgery	0	0	NA	0	0.00%	0.00%	NA
Fraud Offense	0	0	NA	0	0.00%	0.00%	NA
Embezzlement	0	0	NA	0	0.00%	0.00%	NA
Extortion/Blackmail	0	0	NA	0	0.00%	0.00%	NA
Bribery	0	0	NA	0	0.00%	0.00%	NA
Stolen Property Offenses	0	0	NA	0	0.00%	0.00%	NA
Crimes Against Property Total	3	7	-57.14%	1	33.33%	37.5%	NA
Drug/Narcotic Violations	0	0	NA	0	0.00%	0.00%	NA
Drug Equipment Violations	0	0	NA	0	0.00%	0.00%	NA
Gambling Offenses	0	0	NA	0	0.00%	0.00%	NA
Pornography/Obscene Material	1	0	NA	0	0.00%	100.00%	NA
Prostitution	0	0	NA	0	0.00%	0.00%	NA
Weapons Law Violation	0	0	NA	0	0.00%	0.00%	NA
Animal Cruelty	0	0	NA	0	0.00%	0.00%	NA
Crimes Against Society Total	1	0	NA	0	0.00%	12.5%	NA
Total Group "A" Offenses	8	9	-11.11%	1	12.5%	100%	NA

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



Staff Report

DATE: February 27, 2024

TO: Honorable Mayor and Members of City Council

FROM: John Guertin, City Manager

SUBJECT: Award of Contract for the Calfire Grant Funded Fire Prevention Project to Julian Tree Care

CEQA: The project is categorically exempt from the California Environmental Quality Act (CEQA) Guidelines Sections, Section 15304 (i) Minor Alteration to Land – Fuel management activities within 30 to 100 feet of structures to reduce the volume of flammable vegetation, provided that the activities will not result in the taking of endangered, rare, or threatened plant or animal species or significant erosion and sedimentation of surface waters. The understory fuel reduction is a minor alteration to land that involves fuel management activities within 30 to 100 feet of structures.

Recommendation

It is recommended that the City Council:

1. Accept Community Tree Service's request to withdraw their bid; and
2. Approve the Award of a Contract to the next lowest bidder Julian Tree Care in the amount of \$154,000 for the Del Rey Oaks Fire Prevention Program (Work Memorial Park) Project; and
3. Authorize the City Manager to approve additional expenditures up to \$30,800 (20% of the agreement value) in contract contingencies for potential additional services and unanticipated work that may arise, for a total amount not-to-exceed \$184,800; and
4. Authorize the City Manager to sign and execute the contract services agreement and potential future amendments to the agreement within the designated contingency amount, on behalf of the City Council.

Background

On February 28, 2023, the City Council approved Resolution #2023-01 authorizing the filing of an application for "California Climate Investment Fire Prevention Grant Program", for the Del Rey Oaks Fire Prevention Program. On September 29, 2023, the City was awarded \$317,931.90 in grant funding for the project.

The project is expected to reduce fire fuels along Work Memorial Park (from Via Verde to Fremont Blvd). The Treatment Influence Zone is approximately 41 acres in area, including proximity to over 300 homes. The project area is located near Highway 68 and the former Fort Ord, both of which are designated as high fire threat areas according to the Monterey County Community Wildfire Protection Plan.

Summary & Discussion

The bid opening for the Fuel Reduction contractor occurred on January 11, 2024. Four (4) bids were received (Tabulation of Bids – Attachment 1). Community Tree Services was the lowest responsive bidder. On January 23, 2024, the Council approved an agreement with Community Tree Services for the project. Since that time, Community ownership has determined that their proposal contained significant estimating errors and that they are unable to perform the required services for the amount bid. As a result, they have requested to withdraw their bid from consideration. Due to the significant discrepancy between Community’s bid amount and the engineer’s estimate for the project, staff recommends accepting the withdrawal of Community’s proposal and proceeding with an award of contract to the next lowest responsible bidder, Julian Tree Care. The City will retain the bid bond of \$6,107 included with Community’s proposal submittal.

Fiscal Impacts

The City has received the Grant Agreement (5GG22134) from the State of California CAL FIRE Program. The total amount of the grant is \$317,931.90. Within this amount the Fuel Reduction Treatment portion allocated is \$297,300. The \$184,800 for this agreement will be charged to the C.I.P. project account which is reimbursable by the grant. The proposed contract amount is fully budgeted within the project budget.

ATTACHMENTS:

- Attachment 1 – Tabulation of Bids
- Attachment 2 – Julian Tree Care Bid Package
- Attachment 3 – Contract Services Agreement
- Attachment 4 – January 23, 2024 Staff Report

Respectfully Submitted,

John Guertin
City Manager



Owner: CITY OF DEL REY OAKS
 Project: FIRE PREVENTION PROGRAM
 WORK MEMORIAL PARK

Bid Opening: January 11, 2024 11:00 AM

TABULATION OF BIDS

Description	Qty. / Unit	Community Tree Service	Julian Tree Care	Rodriguez Tree Service	Topes Tree Service
		Royal Oaks, CA Amount	Richmond, CA Amount	Salinas, CA Amount	Pacific Grove, CA Amount
AREA 1 Create shaded fuel break condition, thin from below to reduce horizontal and vertical continuity of fuels within greenbelt area along northside of Via Verde from Canyon Del Rey Blvd to 996 Via Verde	Lump Sum	\$27,579.00	\$65,000.00	\$85,000.00	\$95,000.00
AREA 2 Create shaded fuel break condition, thin from below to reduce horizontal and vertical continuity of fuels within Work Memorial Park for the area along Rosita Rd and Angelus Way	Lump Sum	\$26,625.00	\$39,000.00	\$50,000.00	\$32,000.00
AREA 3 Create shaded fuel break condition, thin from below to reduce horizontal and vertical continuity of fuels within Work Memorial Park for the area along the southside of Canyon Del Rey from Hana Gardens to Safeway grocery store	Lump Sum	\$3,721.00	\$30,000.00	\$25,000.00	\$25,000.00
AREA 4 Create shaded fuel break condition, thin from below to reduce horizontal and vertical continuity of fuels along southside of Canyon Del Rey Blvd from City Hall to front entrance of Del Rey Park	Lump Sum	\$3,145.00	\$20,000.00	\$10,000.00	\$25,000.00
GRAND TOTAL:		\$61,070.00	\$154,000.00	\$170,000.00	\$177,000.00

PROPOSAL TO THE CITY OF DEL REY OAKS, CALIFORNIA

**FIRE PREVENTION PROGRAM
WORK MEMORIAL PARK**

NAME OF BIDDER Julian Cabrera

BUSINESS ADDRESS 561 Juliga Woods St Richmond CA 94804

PLACE OF RESIDENCE 561 Juliga Woods St Richmond CA 94804

GENERAL DESCRIPTION

The construction referred to herein is in the City of Del Rey Oaks, Monterey County, California, located within the corporate limits of the City of Del Rey Oaks, and is to be performed in accordance with the Special Provisions, Technical Specifications and the Contract annexed hereto and in accordance with the applicable sections of the 2015 Standard Specifications of the State of California, Department of Transportation.

TO THE CITY COUNCIL:

The undersigned, as bidder, declares that the only person or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion with any other person, firm, or corporation; that he has carefully examined the location of the proposed work, the annexed proposed form of contract, and the plans therein referred to; and he proposes and agrees if this proposal is accepted, that he will contract with the City of Del Rey Oaks in the form of the copy of the contract annexed hereto, to provide all necessary machinery, tools, apparatus and other means of construction and to do all the work and furnish all the materials specified in the contract, in the manner and time therein prescribed, and according to the requirements of the Public Works Supervisor as therein set forth and that he will take in full payment there fore the following unit prices, to wit:

RECEIVED
JAN 09 2024
CITY OF DEL REY OAKS
CITY CLERK

CITY OF DEL REY OAKS

BIDDING SCHEDULE

**FIRE PREVENTION PROGRAM
WORK MEMORIAL PARK**

AREA 1

Create shaded fuel break condition, thin from below to reduce horizontal and vertical continuity of fuels within greenbelt area along northside of Via Verde from Canyon Del Rey Blvd to 996 Via Verde

Work generally includes but not limited to:

- Mastication of shrubs and weeds
- Remove fallen, diseased, dead and hazardous trees
- Remove ivy and poison oak or any ladder fuel from live trees
- Haul and dispose of wood
- Install Silt Fence for sediment control along creek

Lump Sum Cost \$ 65,000

AREA 2

Create shaded fuel break condition, thin from below to reduce horizontal and vertical continuity of fuels within Work Memorial Park for the area along Rosita Rd. and Angelus Way

Work generally includes but not limited to:

- Mastication of shrubs and weeds
- Remove fallen, diseased, dead and hazardous trees
- Remove ivy and poison oak or any ladder fuel from live trees
- Haul and dispose of wood
- Install Silt Fence for sediment control along creek

Lump Sum Cost \$ 39,000

CITY OF DEL REY OAKS

BIDDING SCHEDULE

**FIRE PREVENTION PROGRAM
WORK MEMORIAL PARK**

AREA 3

Create shaded fuel break condition, thin from below to reduce horizontal and vertical continuity of fuels within Work Memorial Park for the area along the southside of Canyon Del Rey from Hana Gardens to Safeway Grocery store

Work generally includes but not limited to:

- Mastication of shrubs and weeds
- Remove fallen, diseased, dead and hazardous trees
- Remove ivy and poison oak or any ladder fuel from live trees
- Haul and dispose of wood

Lump Sum Cost \$ 30,000

AREA 4

Create shaded fuel break condition, thin from below to reduce horizontal and vertical continuity of fuels along southside of Canyon Del Rey Blvd. from City Hall to front entrance of Del Rey Park

Work generally includes but not limited to:

- Remove fallen diseased and dead trees
- Haul and dispose of wood

Lump Sum Cost \$ 20,000

TOTAL: \$ 154,000

Low bid will be based on the total amount.

In case of discrepancy between the unit prices and the extended amounts, unit prices shall prevail.

The quantities as set forth under the foregoing items are approximate only. The undersigned agrees that these quantities may be increased or decreased, or the relative amounts of the various items varied, without claim for damage, or loss of anticipated profit.

The undersigned has examined the location of the proposed work and is familiar with the Special Provisions, Technical Specifications and the local conditions at the place where the work is to be done. The undersigned has checked all the above figures and understands that the City will not be responsible for any errors or omissions on the part of the undersigned in making up this proposal.

The undersigned understands that the City reserves the right to reject any and all bids and to waive any informalities in bids received and may at its option make the award that in the judgment of the City is to the best interest of the City. Award of contract will be to the lowest responsible bidder.

It is agreed that this proposal may not be withdrawn within a period of thirty (30) days after the date set for the opening thereof.

Enclosed herein is a (bidder's bond, certified check, cashier's check) for the sum of One hundred and sixty thousand dollars being not less than ten (10) percent of the total amount of this proposal and the undersigned agrees that, in case of his default in executing the contract and the necessary bonds after award and due notice thereof, the said check or bond and the money payable thereon shall become and remain the property of the City as liquidated damages without proof of actual loss.

Attached hereto is a true and correct statement of Contractor's Subcontractors proposed to be used on the proposed public work.

Licensed in accordance with an act providing for the registration of Contractor,
License No.: 1009796
Name of Business: Julian Tree Care Inc
Full Legal Name of Licensee: Julian Cabrera

Organized as (check one) Individual
 Partnership
 Corporation
 Other: Describe _____

SIGN HERE By [Signature]
Name and Title

BIDDER'S STATEMENT OF SUBCONTRACTORS

The undersigned submits herewith a list of subcontractors whom he proposes to employ on the work, with the proper firm name and business address of each.

N/A
Firm Name

Principal Name

Address

Portion of Work

Firm Name

Principal Name

Address

Portion of Work

Firm Name

Principal Name

Address

Portion of Work

Signed 

WORK EXPERIENCE HISTORY

Work Experience History:

Job Name Midpeninsula Regional Open Space District
 Owner Arianna Compton
 Engineer/Representative Arianna Compton
 Bid Cost 232,300 Date of Completion phase 1 12/1/23
 Location 5050 El Camino Los Altos, CA 94022
 Description of Work Tree removal, installation wattles strawbale, chipping

Work Experience History:

Job Name San Mateo Resource Conservation District
 Owner Calieen Viehwey
 Engineer/Representative Calieen Viehwey
 Bid Cost 106,635.92 Date of Completion 10/30/23
 Location Inew years Creek road, Pescadero CA 94060
 Description of Work Trimming, Removal, Mastication

Work Experience History:

Job Name City of Richmond
 Owner Mark Maltagliati
 Engineer/Representative Mark Maltagliati
 Bid Cost Plus 250,000 Date of Completion 05/20/15 - present
 Location Various locations
 Description of Work tree trimming, stump grinding, tree removal

Bond No.
Pending

BIDDER'S BOND

For: City of Del Rey Oaks
Monterey County, California

KNOW ALL MEN BY THESE PRESENTS,
THAT WE Julian Tree Care, Inc.

AS PRINCIPAL, and

The Ohio Casualty Insurance Company

AS SURETY,

are held and firmly bound unto the City of Del Rey Oaks, hereinafter called the City, in the penal sum of TEN PER CENT (10%) of the TOTAL AMOUNT OF THE BID of the Principal above named, submitted by said principal to the City of Del Rey Oaks, Monterey County, California, for the work described below, for the payment of which sum in lawful money of the United States, as well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly an severally, firmly by these presents. In no case shall the liability of the surety hereunder exceed the sum of ten percent (10%) of the total amount of the bid.

THE CONDITION OF THIS OBLIGATION IS SUCH

that whereas the Principal has submitted the above-mentioned bid to the City of Del Rey Oaks for certain construction specifically described as follows, for which the bids are to be opened at City Hall - 650 Canyon Del Rey Boulevard, Del Rey Oaks California,
11:00am January 11, 2024, for Fire Prevention Program Work Memorial Park

(insert date of bid opening)

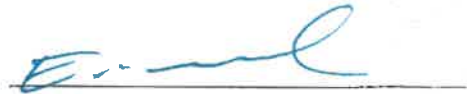
Canyon Del Rey Blvd to via north Rosita Rd and Angelus Way, Haul Grading to Sift and grocery store, City hall to Del Rey park. Remove trees, Haul wood, mastication, remove log and install Silt Fence.

(COPY HERE THE EXACT DESCRIPTION OF WORK INCLUDING LOCATION, AS IT APPEARS ON THE PROPOSAL)

NOW, THEREFORE, if the aforesaid Principal is awarded the contract and, within the time and manner required under the specifications, after the prescribed forms are presented to him for signature, enters into a written contract in the prescribed form, in accordance with the bid, then this obligation shall be null and void; otherwise, it shall be and remain in full force and virtue.

In the event suit is brought upon this bond by the Obligee and judgment is recovered, the surety shall pay all costs incurred by the Obligee in such suit, including a reasonable attorney's fee to be fixed by the court.

IN WITNESS WHEREOF, we have hereunto set our hands and seals on this eight day of January A.D.



BY: The Ohio Casualty Insurance Company



Julian Tree Care, Inc.
Principal

State of Oregon Notarial Certificate (ORS Ch. 194.280, 194.285)

Acknowledgment in a Representative Capacity

State of OREGON

County of Douglas

This record was acknowledged before me on (date) January 4, 20 24

by (name(s) of individual(s)) ERIC VERKOTEREN as

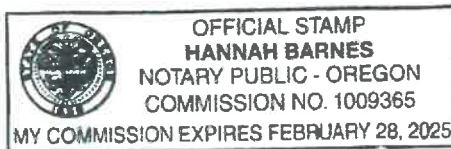
(type of authority) Attorney in Fact of (name of party on whose behalf

record was executed) The Ohio Casualty Insurance Company

H. Barnes

Notary Public - State of Oregon

Official Stamp



Document Description

This certificate is attached to page 2 of a Bidders Bond (title or

type of document), dated January 4, 20 24, consisting of 2 pages.



This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8210042-992782

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Kevin Harvey, Eric Verkouteren

all of the city of Ten Mile state of OR each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 1st day of May, 2023.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company
By: David M. Carey, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

State of PENNSYLVANIA ss
County of MONTGOMERY

On this 1st day of May, 2023 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 4 day of January 2024



By: Renee C. Llewellyn, Assistant Secretary

**CITY OF DEL REY OAKS
AGREEMENT FOR FIRE PREVENTION PROGRAM
WORK MEMORIAL PARK PROJECT**

THIS AGREEMENT (“Agreement”) is executed this _____, by and between the CITY OF DEL REY OAKS, a municipal corporation, (hereinafter “City”), and Julian Tree Care, (hereinafter “Contractor”), each of which is referred to herein as a “party,” and collectively referred to herein as the “parties”.

RECITALS

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

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

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

AGREEMENT

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

1. SERVICES

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

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

2. COMPENSATION

A. **Total Fee.** The City agrees to pay and Contractor agrees to accept as full and fair consideration for the performance of this Agreement \$154,000.00. If the City determines the services set forth in the written invoice have not been performed in accordance with the terms of this Agreement, the City shall not be responsible for payment until the services have been satisfactorily performed.

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

3. AGREEMENT TERM

A. **Term.** The work under this Agreement shall commence on _____.

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

4. **INDEPENDENT CONTRACTOR**

A. **Independent Contractor.**

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

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

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

5. **REPRESENTATIVES AND COMMUNICATIONS**

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

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

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

Name:
Title:
Address:
Telephone: _____

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

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

6. INDEMNIFICATION

Contractor hereby agrees to the following indemnification clause:

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

7. INSURANCE

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

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

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

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

D. Other Insurance Requirements:

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

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

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

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

8. PERFORMANCE STANDARDS

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

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

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

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

9. CITY INFORMATION AND RESOURCES

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

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

10. OWNERSHIP AND USE OF MATERIALS

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

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

11. DISPUTE RESOLUTION

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

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

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

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

12. TERMINATION OF AGREEMENT

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

- i. Fails to perform the required services within the term and/or in the manner provided under this Agreement;
- ii. Fails to observe or comply with the City's reasonable instructions;
- iii. Otherwise violates any provision of this Agreement.

13. LEGAL ACTION / VENUE

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

14. MISCELLANEOUS PROVISIONS

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

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

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

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

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

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

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

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

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

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

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

L. **Exhibits.** The following Exhibit is incorporated herein by reference as if fully set forth: Exhibit A, Proposal from Julian Tree Care.

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

CITY OF DEL REY OAKS

CONTRACTOR

John Guertin,
City Manager
Date: _____

Printed name
Date: _____



Staff Report

DATE: January 23, 2024

TO: Honorable Mayor and Members of City Council

FROM: John Guertin, City Manager

SUBJECT: Award of Contract for the Calfire Grant Funded Fire Prevention Project to Community Tree Service

CEQA: The project is categorically exempt from the California Environmental Quality Act (CEQA) Guidelines Sections, Section 15304 (i) Minor Alteration to Land – Fuel management activities within 30 to 100 feet of structures to reduce the volume of flammable vegetation, provided that the activities will not result in the taking of endangered, rare, or threatened plant or animal species or significant erosion and sedimentation of surface waters. The understory fuel reduction is a minor alteration to land that involves fuel management activities within 30 to 100 feet of structures.

Recommendation

It is recommended that the City Council:

1. Approve the Award of a Contract to Community Tree Service in the amount of \$61,070 for the Del Rey Oaks Fire Prevention Program (Work Memorial Park) Project; and
2. Authorize the City Manager to approve additional expenditures up to \$12,214 (20% of the agreement value) in contract contingencies for potential additional services and unanticipated work that may arise, for a total amount not-to-exceed \$73,284; and
3. Authorize the City Manager to sign and execute the contract services agreement and potential future amendments to the agreement within the designated contingency amount, on behalf of the City Council.

Background

On February 28, 2023, the City Council approved Resolution #2023-01 authorizing the filing of an application for "California Climate Investment Fire Prevention Grant Program", for the Del Rey Oaks Fire Prevention Program. On September 29, 2023, the City was awarded \$317,931.90 in grant funding for the project.

The project is expected to reduce fire fuels along Work Memorial Park (from Via Verde to Fremont Blvd). The Treatment Influence Zone is approximately 41 acres in area, including proximity to over 300 homes. The project area is located near Highway 68 and the former Fort Ord, both of which are designated as high fire threat areas according to the Monterey County Community Wildfire Protection Plan.

Summary & Discussion

The bid opening for the Fuel Reduction contractor occurred on January 11, 2024. Four (4) bids were received (Tabulation of Bids – Attachment 1). Community Tree Services was the lowest responsive bidder. Although Community's bid is significantly lower than the other three received,

staff has confirmed with their management that they can perform the required services for the amount bid. Additionally, staff have contacted references for Community and are confident in their abilities to address the grant scope.

The project includes fire fuel clearing with hand crews and mechanical abatement depending on slope, accessibility, and density. An estimated 41 acres based on surface area will be treated. Community Tree Services intends to start mobilizing in early Spring. The target sites contain some of the heaviest areas of fine fuels, trees, shrubs and non-native vegetation. In addition, these areas are near residences, high intensity power lines, and community facilities including City Hall, parks, and churches. The fuel biomass in these areas contributes to increased fuel load and potential fire. By removal of hazardous fuels, a reduction in the frequency and intensity of wildfires will be realized along with a reduction in GHG emissions.

Fiscal Impacts

The City has received the Grant Agreement (5GG22134) from the State of California CAL FIRE Program. The total amount of the grant is \$317,931.90. Within this amount the Fuel Reduction Treatment portion allocated is \$297,300. Expenses for this agreement will be charged to the C.I.P. project account which is reimbursable by the grant. The proposed contract amount is fully budgeted within the project budget.

ATTACHMENTS:

- Attachment 1 – Tabulation of Bids
- Attachment 2 – Community Tree Services Bid Package
- Attachment 3 – Contract Services Agreement

Respectfully Submitted,

John Guertin
City Manager



Staff Report

DATE: February 27, 2023

TO: Honorable Mayor and City Council

FROM: John Guertin, City Manager

SUBJECT: Appeal of Building Official Determination Regarding Square Footage Calculations at 121 Calle Del Oaks

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

Recommendation

An appeal hearing for this issue was conducted on January 23, 2024. The hearing was continued to the next regularly scheduled City Council meeting on February 27, 2024. The appellant has since had discussions with the Monterey Peninsula Water Management District and believes they have reached and agreed solution to the water permitting issue. They have requested that the appeal hearing be continued to the March 26, 2024, City Council meeting to allow time for them to work on a solution.

Staff recommends that the City Council approve the appellant’s request to continue the hearing to the March 26, 2024 City Council meeting.

Summary & Discussion

Authority for Appeal

The California Building Code, at Section 1.8.8.1 provides, in relevant part, “[e]very city... shall establish a process to hear and decide appeals of orders, decisions and determinations made by the enforcing agency relative to the application and interpretation of this code and other regulations governing construction, use, maintenance and change of occupancy. The governing body of any city... may establish a local appeals board and a housing appeals board to serve this purpose.” And that, “[w]here no such appeals boards or agencies have been established, the governing body of the city... shall serve as the local appeals board...”

Factual and Procedural Background

In May of 2023, the new owners (Owner) of 121 Calle Del Oaks (Property) applied for a business license from the City to operate an automotive restoration facility. Shortly thereafter, the Owner submitted plans to modify the existing structure at the Property (Building).

On June 9, 2023, the City's Building Official, Joe Headley, provided Plan Review Comments that included, in relevant part, a determination that the plans incorrectly stated the Building's square footage. The June 9, 2023, Plan Review Comment document is attached hereto as Exhibit A.

Shortly thereafter, the Owner's counsel submitted a letter, dated June 16, 2023, to the City arguing that Mr. Headley's determination regarding the Building's square footage was incorrect for a variety of reasons. The letter is attached hereto as Exhibit B.

In response, Mr. Headley issued another Plan Review Comment document dated July 11, 2023, which clarified and augmented the June 9, 2023 Plan Review Comment document. The July 11, 2023, Plan Review Comment document is attached hereto as Exhibit C.

Shortly thereafter, Mr. Headley and City Manager Guertin met with the City Attorney to discuss this matter. After the meeting, on July 13, 2023 the City Attorney sent Owner's counsel a letter outlining the reasons for the City's position on the matter, and why the City disputed the contentions made by the Owner's counsel. The July 13, 2023, City Attorney's letter is attached hereto as Exhibit D.

Thereafter, the Owner filed an appeal of Mr. Headley's determination.

Appeal

In many jurisdictions, a separate hearing board is established to hear appeals of building decisions and interpretations. Here, the City has no such hearing board and therefore, as noted above, the Council is the appropriate body to hear this appeal.

This appeal hearing before the City Council is *de novo*, meaning the Council does not defer to Mr. Headley's determination. Rather, the Council must hear the Owner's appeal, the City's response, and consider the evidence presented by both parties at the hearing. From there, the Council has the authority to deny the appeal (and therefore uphold Mr. Headley's determination), or grant the appeal (and therefore reverse Mr. Headley's determination).

Whether the Council upholds the appeal or denies it, it must make specific findings on the record at the hearing to support its decision.

Fiscal Impacts

There will be no direct financial impact as a result of this action.

ATTACHMENTS:

- As noted.

Respectfully Submitted,

John Guertin
City Manager



CITY OF DEL REY OAKS

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

DATE: February 27, 2024

TO: Honorable Mayor and City Council

FROM: John Guertin, City Manager

SUBJECT: First Reading of Ordinance Regulating Smoking in Multi-Unit Residences

CEQA: This activity is covered by the commonsense exemption that the California Environmental Quality Act (CEQA) applies only to projects that have the potential to have 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 pursuant to Section 15061(b)(3) of the CEQA Guidelines.

Recommended Action

It is recommended that the City Council:

1. Open a public hearing; and
2. Consider introducing and reading by title only and waiving further reading Ordinance 318, Amending Chapter 8.38 of the Municipal Code to Prohibit Smoking in New and Existing Units of Multi-Unit Residences.

Background

On January 23, 2024, the Council adopted Ordinance 317 amending the Municipal Code to regulate smoking in public places. At this meeting, staff were directed to develop additional regulations for the prohibition of smoking in multi-unit residences.

Discussion

The County Health Department as well as some residents of The Oaks have requested the City consider adopting updates to its existing ordinance regulating smoking in multi-unit residences. As of January 1, 2024, 82 municipalities have enacted a law at the city or county level that prohibits smoking in 100% of private units of rental multi-unit housing properties. Of these municipalities, 75 have laws that prohibit smoking in 100% of private units of both rental and owner-occupied multi-unit housing properties.

The proposed amendments include additions to the “Definitions” section of Chapter 8.38, as well as the addition of Section 8.38.035 “Prohibition of Smoking in New and Existing Units of Multi-Unit Residences.”

The ordinance is submitted for City Council consideration.

Fiscal Impacts

There are no fiscal impacts associated with consideration of this item.

Attachments

- Multi-Unit Residence Smoking Regulations Ordinance #318
- American Nonsmokers' Rights Foundation City Regulations List

Respectfully Submitted,

John Guertin
City Manager

ORDINANCE NO. 318

AN ORDINANCE OF THE CITY OF DEL REY OAKS AMENDING CHAPTER 8.38 OF THE DEL REY OAKS MUNICIPAL CODE REGARDING SMOKING REGULATIONS

WHEREAS, tobacco use causes death and disease and continues to be an urgent public health threat, as evidenced by the following:

- The World Health Organization (WHO) estimates that tobacco kills up to half of its users, amounting to more than 8 million deaths each year worldwide, including nearly half a million people who die prematurely from smoking in the United States alone;
- Tobacco use can cause disease in nearly all organs of the body and is responsible for an estimated 87% of lung cancer deaths, 32% of coronary heart disease deaths, and 79% of all chronic obstructive pulmonary disease deaths, in the United States;
- 5.6 million of today’s Americans who are younger than 18 are projected to die prematurely from a smoking-related illness; and
- The estimated economic damage attributable to smoking and exposure to secondhand smoke in the United States is nearly \$300 billion annually; and

WHEREAS, exposure to secondhand smoke anywhere has negative health impacts; and

WHEREAS, smokeless tobacco is not a safe alternative to smoking and causes its own share of death and disease, as smokeless tobacco use can lead to nicotine addiction, and cause oral, esophageal, and pancreatic cancers; and

WHEREAS, nonsmokers who live in multi-unit dwellings can be exposed to neighbors’ secondhand smoke, as evidenced by the following:

- Research demonstrates that secondhand smoke in multi-unit housing can and does transfer between units, seeping into smoke-free areas from areas where smoking occurs;
- Residents of multi-unit housing have higher levels of cotinine (a biomarker for nicotine) in their blood and saliva than those living in detached houses;
- Among children who live in homes in which no one smokes indoors, those who live in multi-unit housing have 45% higher cotinine levels than children who live in detached houses;
- Twelve studies have found between 26% and 64% of residents of multi-unit housing report secondhand smoke drifting into their home;
- Surveys have found that 65% to 90% of multi-unit housing residents who experience secondhand smoke in their home are bothered by it, and a 2019–2020 survey documented variations in secondhand smoke source among multi-unit housing residents in Los Angeles County, who reported secondhand smoke exposure from tobacco (39%), marijuana (36%), and e-cigarettes (9%); and

WHEREAS, in December 2023, the City Council directed that staff prepare the proposed amendments to Chapter 8.38 to include smoking regulations for multi-unit residences; and

WHEREAS, enactment of this Ordinance is exempt from CEQA pursuant to section 15061(b)(3) of the Guidelines. The City Council determines it does not have the potential to cause a significant effect on the environment.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF DEL REY OAKS DOES ORDAIN AS FOLLOWS:

Section 1. Findings.

The City Council finds and determines the recitals set forth above to be true and correct and by this reference, incorporates the same herein as findings.

Section 2. Existing Municipal Code Chapter 8.38, titled "Smoke Free Public Places" shall be amended by the deletion of all text shown in strikethrough text (~~strikethrough text~~) and by the addition of all text shown in bold, italic text (***bold italic text***), as follows::

CHAPTER 8.38 ~~SMOKE FREE PUBLIC PLACES~~ SMOKING REGULATIONS

Sections:

8.38.010 Purpose and Intent.

8.38.020 Definitions.

8.38.030 Prohibition of Smoking in Unenclosed Areas.

8.38.035 Prohibition of Smoking in New and Existing Units of Multi-Unit Residences.

8.38.040 Smoke Free Buffer Zones.

8.38.050 Tobacco Waste.

8.38.060 Enforcement.

8.38.070 Violation and Penalties.

8.38.010 Purpose and Intent.

The council of the City of Del Rey Oaks hereby finds:

(a) Numerous studies have found that tobacco smoke is a major contributor to indoor air pollution; and

(b) Reliable studies have shown that breathing secondhand smoke is a significant health hazard for certain population groups, including elderly people, those with cardiovascular disease, and those with impaired respiratory function, including asthmatics and those with obstructive airway disease; and

(c) Health hazards induced by breathing secondhand smoke include lung cancer, respiratory infection, decreased exercise tolerance, decreased respiratory function, bronchoconstriction, and bronchospasm; and

(d) The smoking or vaping of tobacco, or any other plant or substance, is a proven danger to health; and

(e) Section 6404.5 of the California Labor Code prohibits smoking in a “place of employment,” with certain exceptions, and provides that local government may regulate smoking in any areas not included within the definition of place of employment. The provisions of this Chapter are intended to prohibit smoking in areas deemed by the council as worthy of regulation, such areas, in the opinion of the council, not covered by Labor Code Section 6404.5, as may be amended.

(f) The use of electronic smoking devices has increased significantly in recent years, and studies on electronic smoking devices’ vapor emissions and cartridge contents have found a number of dangerous substances.

8.38.020 Definitions.

For the purposes of this Chapter the following definitions shall govern unless the context clearly requires otherwise.

A. “Cannabis” has the meaning set forth in California Business and Professions Code Section 26001, as that section may be amended from time to time.

B. “Common Area” means an area in a Multi-Unit Residence that residents of more than one Unit are entitled to enter or use, including, without limitation, halls, pathways, lobbies, courtyards, elevators, stairs, community rooms, playgrounds, gym facilities, swimming pools, parking garages, parking lots, grassy or landscaped areas, restrooms, laundry rooms, cooking areas, and eating areas.

C. “Electronic smoking device” means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen, or e-hookah. This shall not include inhalers or medical devices prescribed by a physician for medical purposes.

D. “Enclosed Area” means all space between a floor and a ceiling that is bounded by walls, doorways, or windows, whether open or closed, covering more than 50 percent of the combined surface area of the vertical planes constituting the perimeter of the area. A wall includes any retractable divider, garage door, or other physical barrier, whether temporary or permanent.

E. “Landlord” means any person or agent of a person who owns, manages, or is otherwise legally responsible for a Unit in a Multi-Unit Residence that is leased to a residential tenant, except that “Landlord” does not include a tenant who sublets a Unit (e.g., a sub-lessor).

F. “Multi-Unit Residence” means property containing three or more units, including, but not limited to, apartment buildings, common interest developments, senior and assisted living facilities, and long-term health care facilities.

G. “New Unit” means a unit that is issued a certificate of occupancy, or a unit that is let for residential use, for the first time after the effective date of the ordinance codified in this Chapter.

H. “Outdoor Dining Area” means any publicly or privately owned outdoor area, including streets and sidewalks, that is available to or customarily used by the general public or an employee, and that is designed, established, or regularly used for consuming food or drink.

I. “Reasonable Distance” shall mean a distance of 25 feet in any direction from an area in which smoking is prohibited.

J. “Person” means any natural person, business, corporation, partnership, cooperative association, personal representative, receiver, trustee, assignee, or any other legal entity.

K. “Public event areas” means any publicly or privately owned place used for an event open to the general public, regardless of any fee or age requirement, including a farmers’ market, parade, fair, or festival.

L. “Public place” means any publicly or privately owned place that is open to the general public, regardless of any fee or age requirement, including public parks, streets, parking lots, plazas, shopping areas, stadiums, or sporting facilities.

M. “Recreational area” means any publicly or privately owned area, including streets and sidewalks located within the area, that is open to the general public for recreational purposes, regardless of any fee or age requirement. The term “Recreational Area” includes, but is not limited to, facilities, parks, playgrounds, athletic fields, restrooms, picnic areas, spectator and concession areas, walking paths, gardens, vernal ponds, hiking trails, bike paths, riding trails, roller and ice-skating rinks, and skateboard parks.

N. “Service area” means any publicly or privately owned area, including streets and sidewalks, designed to be used or is regularly used by one or more persons to receive a service, wait to receive a service, or to make a transaction, whether or not such service or transaction includes the exchange of money. The term “service area” includes, but is not limited to, areas including or within 25 feet of information kiosks, automatic teller machines (ATMs), service lines, bus stops or shelters, or cab stands.

O. “Service lines” means an outdoor line, in any publicly or privately owned area, in which one or more persons are waiting for or receiving service of any kind, whether or not the service involves the exchange of money, including but not limited to, ATM lines, concert lines, food vendor lines, mobile vendor lines, movie ticket lines, and sporting event lines.

P. “Smoke” or “Smoking” means: (1) inhaling, exhaling, or burning, any tobacco, nicotine, cannabis, or plant product, whether natural or synthetic; (2) carrying any lighted, heated, or activated tobacco, nicotine, cannabis, or plant product, whether natural or synthetic, intended for inhalation; or (3) using an electronic smoking device or hookah.

Q. “Tobacco Product” means any substance containing tobacco leaf, including but not limited to cigarettes, cigars, pipe tobacco, hookah, tobacco, snuff, chewing tobacco, dipping tobacco, bidis, or any other preparation of tobacco, and any product or formulation of matter containing biologically active amounts of nicotine that is product or matter that will be introduced into the human body.

R. “Tobacco product waste” means any component, part, or remnant of any tobacco product. Tobacco product waste includes any waste that is produced from the use of a tobacco product, including all tobacco product packaging and incidental waste such as lighters or matches, whether or not it contains tobacco or nicotine.

S. "Tobacco use" means the act of smoking or the consumption of any other tobacco product in any form.

T. "Unenclosed Area" means any area that is not an enclosed area.

U. "Unit" means a personal dwelling space, even where lacking cooking facilities or private plumbing facilities, and includes any associated exclusive-use Enclosed Area or Unenclosed Area, such as, for example, a private balcony, porch, deck, or patio. "Unit" includes, without limitation, an apartment, a condominium, a townhouse, a room in a senior facility, a room in a long-term health care facility, assisted living facility, or hospital; a room in a hotel or motel; a dormitory room; a room in a single room occupancy facility; a room in a homeless shelter; a mobile home; a camper vehicle or tent; a single-family home; and an accessory dwelling unit. Unit includes, without limitation, a New Unit.

8.38.030 Prohibition of Smoking in Unenclosed Areas.

A. Smoking is prohibited in the Unenclosed Areas of the following places within the city:

1. Recreational areas
2. Service areas
3. Outdoor dining areas
4. Public event areas
5. Sidewalks
6. Public places

B. Nothing in this Chapter prohibits any person or employer with control over any property from prohibiting smoking and tobacco use on any part of such property, even if smoking or tobacco use is not otherwise prohibited in that area.

8.38.035 Prohibition of Smoking in New and Existing Units of Multi-Unit Residences.

A. Smoking is prohibited in all Units of a Multi-Unit Residence, including any associated exclusive use Enclosed Areas or Unenclosed Areas, such as a private balcony, porch, deck, or patio as provided below:

- 1. Smoking in any New Unit of a Multi-Unit Residence on or after May 1, 2024, is a violation of this Chapter.**
- 2. Smoking in an existing Unit of a Multi-Unit Residence that is not a New Unit, on or after October 1, 2024, is a violation of this Chapter.**

B. An owner or Landlord may designate a Smoking Area in a Multi-Unit Residence if the area is:

- 1. An Unenclosed Area;**
- 2. Located a reasonable distance from Unenclosed Areas primarily used by children or Unenclosed Areas with improvements that facilitate physical activity including but not limited to playgrounds, tennis courts, swimming pools, and school campuses;**
- 3. Located a reasonable distance from any nonsmoking area. The location of nonsmoking areas may change due to enactment of law, execution of an agreement, or other event that**

affects the area's Smoking designation. If an event occurs that changes a nonsmoking area, a person with legal control over a designated Smoking area within less than a reasonable distance of that nonsmoking area must modify, relocate, or eliminate that designated Smoking Area so as to maintain compliance with the requirements of this Chapter;

a. In the case of a nonsmoking area on an adjacent property established by private agreement or designation and not by this Chapter or other law, it shall not be a violation of this Chapter for a person with legal control to designate a Smoking area within a reasonable distance of the nonsmoking area unless that person has actual knowledge of, or a reasonable person would know of, the private agreement or designation. It shall not be a violation of this Chapter for a person to Smoke within a nonsmoking area if the area is erroneously designated as a Smoking area unless a reasonable person would know of the error.

4. No more than ten percent (10%) of the total Unenclosed Area of the Multi-Unit Residence for which it is designated;

5. Defined by a clearly marked perimeter;

6. Identified by conspicuous signs; and

7. Not overlapping any other area where Smoking is prohibited by this Chapter or other law.

C. No person with legal control over a Common Area of a Multi-Unit Residence in which Smoking is prohibited by this Chapter or other law shall knowingly permit the presence of ash trays, ash cans, or other receptacles designed for or primarily used for disposal of Smoking waste within the Area.

8.38.040 Smoke Free Buffer Zones

Smoking in all Unenclosed Areas shall be prohibited within 25 feet from any area in which smoking is prohibited under Section 8.38.030 of this Chapter or by any other law. This prohibition shall not apply to Unenclosed Areas of private residential properties that are not Multi-Unit residences.

8.38.050 Tobacco Waste

A. No person or employer shall permit smoking ash receptacles within an area under their control and in which smoking is prohibited by law, including within twenty-five (25) feet from any area in which smoking is prohibited. The presence of smoking ash receptacles in violation of this subsection shall not be a defense to a charge of smoking in violation of any provision of this Chapter.

B. No person shall dispose of tobacco product waste within the boundaries of an area in which smoking is prohibited.

8.38.060 Enforcement

A. No person shall permit smoking or tobacco use in an area that is under the control of that person and in which smoking, or tobacco use is prohibited by this article or any other law.

B. Event organizers shall post no smoking signs at an entrance to the event. Signs shall have letters of no less than one inch in height and shall include the international “No Smoking” symbol and may be printed.

C. A person that has control of an area in which smoking and tobacco use is prohibited by this Chapter shall direct anyone who is smoking or using tobacco in violation of this Chapter to extinguish the product being smoked or stop using the tobacco product.

D. No person shall intimidate, threaten any reprisal, or effect any reprisal, for the purpose of retaliating against another person who seeks to attain compliance with this Chapter.

8.38.070 Violations and Penalties.

Enforcement of these provisions shall be governed by Chapter 1.19 of the Del Rey Oaks Municipal Code. Each instance of smoking or tobacco use in violation of this Chapter shall be an infraction and constitute a separate violation. The remedies provided by this Chapter are cumulative and in addition to any other remedies available at law or in equity.

Section 3. California Environmental Quality Act (CEQA).

The adoption of this ordinance is exempt from the California Environmental Quality Act, based on 14 California Code of Regulations Section 15061(b)(3), where, as the case here, it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment because no change in existing permitted uses of land results from adoption of this ordinance, and to the extent impacts associated with the proposed location of cultivation and manufacturing facilities exist, they have been previously addressed in other environmental documents.

Section 4. Severability.

It is the intent of the City Council of the City of Del Rey Oaks to supplement applicable state and federal law and not to duplicate or contradict such law and this ordinance shall be construed consistently with that intention. If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases of this ordinance, or its application to any other person or circumstance. The City Council declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause, or phrase independently, even if any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases were declared invalid or unenforceable.

Section 5. Effective Date.

This ordinance shall be in full force and effect thirty (30) days following its passage and adoption, as certified by the City Clerk.

ADOPTED BY THE COUNCIL OF THE CITY OF DEL REY OAKS THIS ____ day of _____, 2024, by the following vote:

AYES:

NOES:

ABSENT:
ABSTAIN:

SIGNED:

Scott Donaldson, Mayor

ATTEST:

Karen Minami, City Clerk



U.S. Laws for 100% Smokefree Multi-Unit Housing

January 1, 2024

This list represents communities with laws that regulate smoking in private units of multi-unit housing.

As of January 1, 82 municipalities have enacted a law at the city or county level that prohibits smoking in 100% of private units of rental multi-unit housing properties. Of these municipalities, 75 have laws that prohibits smoking in 100% of private units of both rental and owner-occupied multi-unit housing properties. The vast majority of the laws—70 municipalities—apply to properties with 2 or more units.

For public housing policies, see U.S. Public Housing Authority Policies Restricting or Prohibiting Smoking.

See Definitions and Explanatory Notes starting on page 4.

Visit our smokefree multi-unit housing page at no-smoke.org/at-risk-places/homes/ for more information.

Municipalities with Laws for 100% Smokefree Multi-Unit Housing:

This table represents communities that have municipal laws at the city or county level that prohibit smoking in 100% of private units of all specified types of multi-unit housing. These laws apply to both privately-owned and publicly-owned multi-unit residences, as well as all existing and future buildings, and do not permit current residents to continue smoking in the building (i.e. no "grandfather" clause). Most, but not all, municipal laws include condominiums and other owner-occupied properties.

Municipalities marked with # require multi-unit buildings to be 100% smokefree when the law is in full effect as of the listed Final Effective Date. Municipalities marked Some under "% of Units Currently Smokefree" will be 100% when the law is in full effect.

Table with 7 columns: Municipality, State, % of Units Currently Smokefree, Final Effective Date, Minimum Number of Units, Includes Patio/Balcony, Includes Condos. Lists 17 municipalities including Alameda, Albany, Berkeley, etc.

Municipality	State	% of Units Currently Smokefree	Final Effective Date	Minimum Number of Units	Includes Patio/Balcony	Includes Condos
18. Corte Madera	CA	100%	6/17/2022	2	Yes	Yes
19. Cotati	CA	100%	1/1/2017	2	Yes	Yes
20. Crescent City	CA	100%	1/1/2022	2	Yes	Yes
21. Cudahy	CA	100%	1/3/2020	2	Yes	Yes
22. Culver City	CA	100%	5/26/2016	2	Yes	Yes
23. Cupertino	CA	100%	10/1/2021	2	Yes	Yes
24. Daly City	CA	100%	1/21/2014	2	Yes	No
25. Danville	CA	100%	5/1/2016	3	Yes	Yes
26. El Cerrito	CA	100%	10/1/2015	2	Yes	Yes
27. El Monte	CA	100%	8/19/2017	3	Yes	Yes
28. Emeryville	CA	100%	7/1/2019	2	N/S	Yes
29. Firebaugh	CA	100%	7/1/2019	2	Yes	Yes
30. Foster City	CA	100%	11/5/2015	N/S	Yes	Yes
31. Fresno	CA	100%	1/1/2022	2	No	No
32. Guadalupe	CA	100%	8/27/2020	2	Yes	Yes
33. Half Moon Bay	CA	100%	1/15/2020	2	Yes	Yes
34. Healdsburg	CA	100%	5/6/2020	2	N/S	Yes
35. Hercules	CA	100%	6/13/2020	10	Yes	Yes
36. Huntington Park	CA	100%	7/1/2013	2	Yes	Yes
37. Larkspur	CA	100%	9/17/2022	2	Yes	Yes
38. Los Gatos	CA	100%	6/25/2017	2	Yes	No
39. Manhattan Beach	CA	100%	5/5/2017	3	Yes	Yes
40. Marin County^	CA	100%	10/14/2021	2	Yes	Yes
41. Mill Valley	CA	100%	11/18/2016	2	Yes	Yes
42. Millbrae	CA	100%	1/1/2020	2	Yes	Yes
43. Milpitas	CA	100%	1/1/2022	2	Yes	Yes
44. Monte Sereno	CA	100%	10/1/2020	2	Yes	Yes
45. Moorpark	CA	100%	2/1/2019	2	Yes	No
46. Morro Bay	CA	100%	8/1/2020	2	Yes	Yes
47. Mountain View	CA	100%	1/1/2022	3	Yes	Yes
48. Novato	CA	100%	1/1/2018	2	Yes	Yes
49. Pacific Grove	CA	100%	10/1/2021	2	Yes	Yes
50. Pacifica	CA	100%	10/9/2020	2	Yes	Yes
51. Palo Alto	CA	100%	1/1/2018	2	Yes	Yes
52. Pasadena	CA	100%	1/1/2013	2	Yes	Yes
53. Petaluma	CA	100%	1/1/2014	2	Yes	Yes
54. Pinole	CA	100%	10/18/2019	2	Yes	Yes
55. Pleasanton	CA	100%	7/1/2022	2	Yes	No
56. Rancho Cordova	CA	100%	11/4/2021	2	N/S	Yes
57. Redwood City	CA	100%	1/1/2019	2	Yes	Yes
58. Richmond	CA	100%	1/1/2011	2	Yes	Yes
59. Rohnert Park	CA	100%	4/23/2018	2	Yes	Yes
60. Ross	CA	100%	2/9/2020	2	Yes	Yes
61. San Anselmo	CA	100%	1/8/2016	2	Yes	Yes
62. San Bruno	CA	100%	2/22/2018	2	Yes	Yes
63. San Carlos	CA	100%	7/8/2020	2	Yes	Yes
64. San Mateo	CA	100%	11/14/2015	2	Yes	Yes
65. San Mateo County^	CA	100%	2/4/2016	2	Yes	Yes

Municipality	State	% of Units Currently Smokefree	Final Effective Date	Minimum Number of Units	Includes Patio/Balcony	Includes Condos
66. San Pablo	CA	100%	7/1/2021	2	Yes	No
67. San Rafael	CA	100%	11/14/2013	3	Yes	Yes
68. Santa Clara	CA	100%	8/1/2019	2	Yes	Yes
69. Santa Clara County [^]	CA	100%	2/9/2012	2	Yes	Yes
70. Santa Rosa	CA	100%	8/7/2016	2	Yes	Yes
71. Saratoga	CA	100%	9/16/2016	4	Yes	Yes
72. Sebastopol	CA	100%	11/2/2011	2	Yes	Yes
73. Sierra Madre#	CA	Some	10/1/2024	4	No	Yes
74. Sonoma	CA	100%	12/12/2016	2	Yes	Yes
75. Sonoma County [^]	CA	100%	1/12/2013	2	Yes	Yes
76. South San Francisco	CA	100%	11/9/2017	2	N/S	Yes
77. Sunnyvale	CA	100%	9/23/2016	2	Yes	Yes
78. Tiburon	CA	100%	10/16/2018	4	Yes	Yes
79. Union City	CA	100%	2/23/2012	2	Yes	No
80. Vallejo	CA	100%	9/21/2022	2	Yes	Yes
81. Walnut Creek	CA	100%	1/30/2014	2	Yes	Yes
82. Windsor	CA	100%	8/15/2017	2	Yes	Yes

[^] = In California, county laws only cover unincorporated areas of the county, and do not cover cities in the county. Cities located within the county need to adopt their own local laws.

Municipalities with Laws that Partially Restrict Smoking in Multi-Unit Housing:

This table represents communities that have **municipal laws** at the city or county level that **restrict smoking in some private units** of multi-unit housing, but do not require multi-unit buildings to be 100% smokefree.

The trend is now for communities to adopt laws that require multi-unit properties to be 100% smokefree, as listed in the chart above. It is not recommended that communities adopt the types of partial laws represented in the chart below.

Municipalities marked **Some** under “All Units Currently Smokefree?” have some buildings that are required to be 100% smokefree. Often, these laws prohibit smoking in all newly occupied buildings or newly leased units, but either do not address smoking in existing buildings or only apply to a certain percent of units in existing buildings.

Municipalities marked **No** under “All Units Currently Smokefree?” have no buildings required to be 100% smokefree now or in the future. These laws may apply to only a certain percent of units in existing and future buildings, or permit current residents to continue smoking in the building indefinitely (a “grandfather” clause).

Additionally, communities not represented on this list may have local laws that do not address smoking in private units, but restrict smoking in multi-unit housing to a lesser extent, such as by prohibiting smoking in indoor common areas or only on patios and balconies.

Municipality	State	All Units Currently Smokefree?	Min. % of Units Currently Smokefree	Initial Effective Date	Final Effective Date	Min. # of Units	Includes Condos
1. Baldwin Park	CA	Some	100% new/ 80% existing	6/21/2012	12/2/2014	2	Yes

Municipality	State	All Units Currently Smokefree?	Min. % of Units Currently Smokefree	Initial Effective Date	Final Effective Date	Min. # of Units	Includes Condos
2. Burbank	CA	No	N/S	5/1/2011	5/1/2011	N/S	Yes
3. Calabasas	CA	No	80%	1/1/2012	Not Specified	2	No
4. Dublin	CA	No	75%	1/1/2011	1/1/2013	16	N/S
5. Fairfax	CA	No	75%	9/1/2012	9/1/2012	4	N/S
6. Fremont	CA	Some	100% new/ 0% existing	2/1/2017	Not Specified	2	Yes
7. Glendale	CA	Some	100% new/ 0% existing	6/27/2013	Not Specified	2	Yes
8. Jurupa Valley	CA	Some	100% new/ designated existing units	3/6/2021	Not Specified	3	No
9. Lafayette	CA	Some	100% new/ 0% existing	2/10/2014	Not Specified	3	Yes
10. Loma Linda	CA	No	70%	1/1/2012	Not Specified	2	No
11. Oakley	CA	No	100% new/ 0% existing	3/13/2014	4/1/2014	2	Yes
12. Pleasant Hill	CA	Some	100% new/ 50% existing	5/5/2010	Not Specified	4	No
13. Riverside	CA	No	100% new/ 0% existing	7/28/2022	7/28/2022	2	No
14. Santa Monica	CA	Some	100% new/ designated existing units	5/21/2013	Not Specified	N/S	Yes
15. Sausalito	CA	Some	100% new/ 80% existing	8/30/2012	Not Specified	2	Yes
16. South Pasadena	CA	Some	100% new/ 80% existing	3/3/2011	Not Specified	2	Yes
17. Temecula	CA	No	25%	12/7/2007	6/7/2012	10	N/S
18. West Hollywood	CA	Some	100% new/ 0% existing	5/19/2021	7/15/2021	3	Yes

Definitions and Explanatory Notes:

Communities on the two charts of municipal laws adopted a municipal ordinance to regulate smoking in all (first chart) or some (second chart) types of multi-unit housing.

= Law requires multi-unit buildings to be 100% smokefree when the law is fully in effect on the stated Final Effective Date, but currently the law provides partial coverage.

^ = In California, county laws only cover unincorporated areas of the county, and do not cover cities in the county. Cities located within the county need to adopt their own local laws.

Minimum Percent of Units Currently Smokefree:

The percent of specified multi-unit housing that is currently required to be smokefree:

100%: All units in specified multi-unit housing must be smokefree.

Another stated %: The stated percent of units in specified multi-unit housing must be smokefree.

N/S = Not Specified: The law does not specify the percent of units currently required to be smokefree or the percent of units currently required to be smokefree cannot be determined by how the law is written, such as: applying only to new multi-unit buildings but not to existing multi-unit buildings or designating a certain percentage of units as nonsmoking or limiting smoking to certain buildings or permitting current residents to continue to smoke indefinitely.

Initial Effective Date:

The date when some multi-unit housing must be 100% smokefree. For example, Baldwin Park, CA (marked as Some for *All Units Currently Smokefree*) requires that all newly occupied buildings must be 100% smokefree as of 6/21/2012, which is the Initial Effective Date. Baldwin Park also requires that at least 80% of units in all existing buildings be smokefree. Because existing buildings may never be fully smokefree, the Final Effective Date is “Not Specified.”

Final Effective Date:

For communities marked as Yes or Some for All Units Currently Smokefree, the Final Effective Date is when all buildings must be 100% smokefree. For communities marked as No for All Units Currently Smokefree, the Final Effective Date is when the strongest provisions of the law goes into effect.

Not Specified:

The law does not specify when all multi-unit buildings must be completely smokefree, due to provisions such as: law permits current residents to continue smoking indefinitely **or** law applies only to newly constructed buildings **or** law applies only to a certain percent of existing units.

ANR Foundation is actively collecting additional laws. **If you know of local laws that you think should be included on the list**, or want to inquire about additional information on particular laws, please contact the ANR Foundation at info@no-smoke.org or 510-841-3032.

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[LS-41]



CITY OF DEL REY OAKS

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

Date: February 27, 2024
TO: Honorable Mayor and Members of the City Council
FROM: John Guertin, City Manager
SUBJECT: Mid-Year Budget Review and Amendment for Fiscal Year 2023-2024

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

Recommendation

Staff recommends approve the mid-year budget adjustments.

Background

We are pleased to present the Mid-Year Budget Adjustments for Fiscal Year 2023-2024. The mid-year budget uses actual revenues and expenditures through December 31, 2023 and incorporates staff’s revised estimates for revenue and expenditures for the remainder of the fiscal year.

Summary & Discussion

The impact of the mid-year budget adjustments is summarized for the General Fund as follows:

	FY 2024 Current Budget	FY 2024 MidYear Adjustments	FY 2024 Revised Budget
Estimated Revenues	\$ 4,704,620	\$ 194,580	\$ 4,899,200
Appropriations	4,704,620	22,432	4,727,052
Transfers to CIP	193,900	5,000	198,900
	\$ (193,900)	\$ 167,148	\$ (26,752)

The proposed Mid-Year budget adjustments result in General Fund estimated revenues increasing \$194,580, while appropriations and transfers are requested to increase \$27,432. This results in a net increase of \$167,148 to the original estimated operating

surplus of \$-0- bringing the estimated surplus for the year to \$167,148. The details of the changes are explained in the following sections.

Estimated Revenue Increase of \$194,580

The increase in estimated revenues is primarily due to the increase in Interest revenue from Local Agency Investment Fund (LAIF), the receipt of the payment from the LEAP and REAP grants and a one-time settlement from MBSIA. The details of the increase are shown on the attachment. Revenue adjustments are recommended only for known dramatic changes.

General Fund Appropriation Increase of \$27,432

The details of the increase in appropriations of \$27,432 are shown on the attachment. The total changes by department are shown below:

	FY 2024 Current Budget	FY 2024 MidYear Adjustments	FY 2024 Revised Budget
110 Council	32,200	-	32,200
111 City Clerk	443,900	11,570	455,470
120 City Manager	318,300	-	318,300
130 Finance	288,100	15,752	303,852
150 Legal	201,500	(48,200)	153,300
160 Planning & Building	105,400	17,000	122,400
180 Government Buildin	19,100	-	19,100
190 Non-Departmental	42,700	-	42,700
210 Police	2,668,790	(990)	2,667,800
220 Fire/Animal Control	227,600	-	227,600
311 Public Works/Street	313,530	27,300	340,830
411 Parks/Recreation	43,500	-	43,500
	4,704,620	22,432	4,727,052
Transfers to CIP	193,900	5,000	198,900
Total	\$ 4,898,520	\$ 27,432	\$ 4,925,952

Fiscal Impacts

The increases in estimated revenues and appropriations will result in the Estimated General Fund operating surplus for the fiscal year increasing by \$167,148.

Recommended Action

Staff recommends approve the mid-year budget adjustments.

ATTACHMENTS:

FY 2023-2024 Mid-Year Budget Adjustments

Respectfully submitted,

John Guertin
City Manager

City of Del Rey Oaks
Statement of Revenue & Expenditures
FY 2024 Mid-Year Budget Adjustments

v11-2/27/2024

Fund Dept Account	FY 2023 As of 12/31/2023	FY 2024 Budget - Revised	Percent of Budget Collected/ Expended	FY 2024 Midyear Adjustments	FY 2024 Adjusted Budget
100 - General Fund					
Revenue					
Non Department Specific					
100 000 41110 P/T-Secured	313,327.40	531,000.00	59.00%		531,000.00
100 000 41120 P/T-Unsecured	26,962.16	24,500.00	110.04%	2,400.00	26,900.00
100 000 41130 P/T-Prior Secured	6,028.38	6,100.00	98.82%		6,100.00
100 000 41140 Prior Unsecured	-	100.00	0.00%		100.00
100 000 41150 P/T-Unitary Tax	5,981.99	10,000.00	59.81%		10,000.00
100 000 41160 P/T-Supplemental Roll (SB813)	7,379.20	12,200.00	60.48%		12,200.00
100 000 41170 Property Tax - VLF	95,158.50	183,000.00	51.99%		183,000.00
100 000 41180 Prop Tax-Interest/Penalty	634.61	800.00	79.32%		800.00
100 000 42210 Sales Tax	244,939.95	470,000.00	52.11%		470,000.00
100 000 42220 Sales Tax - 145 (Measure S-1%)	316,060.92	562,000.00	56.23%		562,000.00
100 000 42221 Sales Tax -409 (Measure R 1/2%)	158,650.00	281,000.00	56.45%		281,000.00
100 000 42222 Cannabis Tax	68,448.44	99,000.00	69.13%		99,000.00
100 000 42223 Cannabis Tax-Delinquent	4,000.00	-		10,000.00	10,000.00
100 000 42230 Transient Occupancy Tax	116,675.04	190,000.00	61.40%		190,000.00
100 000 42250 Property Transfer Tax	8,124.33	5,000.00	162.48%	3,150.00	8,150.00
100 000 42290 Sewer Impact	-	15,000.00	0.00%		15,000.00
100 000 42310 Business Licenses	111,661.04	210,000.00	53.17%		210,000.00
100 000 42761 Gas Franchises	-	8,000.00	0.00%		8,000.00
100 000 42762 Electric Franchises	-	21,500.00	0.00%		21,500.00
100 000 42763 Garbage Franchises	51,487.18	100,000.00	51.48%		100,000.00
100 000 42764 Cable Tv Franchises	12,453.02	26,000.00	47.89%		26,000.00
100 000 42765 Water Franchises	-	23,000.00	0.00%		23,000.00
100 000 43311 SB1186 Disability Access Fund	410.00	1,000.00	41.00%		1,000.00
100 000 43312 SB1473 Environmental Assessment Fee	55.80	100.00	55.80%		100.00
100 000 43320 Building Permits	17,997.32	40,000.00	44.99%		40,000.00
100 000 43325 Cannabis Business Permit	-	10,000.00	40.00%		10,000.00
100 000 43330 Plan Check Fees	12,690.04	17,000.00	74.64%		17,000.00
100 000 43340 Street Opening Permits Fees	2,950.00	5,000.00	59.00%		5,000.00
100 000 43350 Plumbing Permits	1,125.00	1,600.00	70.31%		1,600.00
100 000 43360 Electrical Permits	375.00	1,600.00	23.43%		1,600.00
100 000 43390 Other Licenses/Permits	-	1,000.00	0.00%		1,000.00
100 000 45000 Fines & Forfeitures	1,289.90	200.00	644.95%	1,500.00	1,700.00
100 000 45510 Vehicle Code Fines	1,164.00	5,000.00	23.28%	(1,500.00)	3,500.00

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Fund Dept Account	FY 2023 As of 12/31/2023	FY 2024 Budget - Revised	Percent of Budget Collected/ Expended	FY 2024 Midyear Adjustments	FY 2024 Adjusted Budget
Parking and Admin Fines	6,026.00	5,000.00	120.52%	2,000.00	7,000.00
Interest Earned	64,684.76	10,000.00	646.84%	110,000.00	120,000.00
Interest Earned-PARS 115 Trust	1,971.49	-	0.00%	2,500.00	2,500.00
Rental Income - Garden Center	20,000.00	36,000.00	55.55%		36,000.00
Rental Income - Airport RV	23,317.47	35,000.00	66.62%		35,000.00
Rental Income - PW Bldg (CHC Enterprise)	8,000.00	24,000.00	33.33%		24,000.00
HOPTR	309.19	1,200.00	25.76%		1,200.00
Vehicle License Collection	-	-	0.00%		-
COPS	136,158.98	165,200.00	82.42%		165,200.00
AMBAG REAP Grant - Housing Element	20,980.25	-	0.00%	20,980.00	20,980.00
HCD LEAP Grant - Housing Element	18,226.50	-	0.00%	18,300.00	18,300.00
SB1383 Organics Recycling	4,957.78	9,000.00	55.08%		9,000.00
Prop 172	9,276.37	25,000.00	37.10%		25,000.00
Wellness Program	7,500.00	7,500.00	100.00%		7,500.00
Police Grants & Other Reimbursements	5,982.87	5,000.00	119.65%	1,250.00	6,250.00
POST Reimbursements	5,533.78	3,000.00	184.45%	2,500.00	5,500.00
DEA Reimbursements	-	44,000.00	0.00%	(22,000.00)	22,000.00
Grant Other Agencies	-	5,820.00	0.00%		5,820.00
Police Service Fees	607.00	1,000.00	60.70%		1,000.00
Police Services-Special Events	17,687.50	48,000.00	36.84%		48,000.00
Public Events	7,500.00	5,000.00	150.00%	2,500.00	7,500.00
Use Permits	15,085.89	20,000.00	75.42%		20,000.00
Maps/Publications	-	100.00	0.00%		100.00
Property Inspections	1,000.00	4,500.00	22.22%		4,500.00
Miscellaneous Revenue	49,462.32	10,000.00	494.62%	40,000.00	50,000.00
Rental - Park	2,349.22	3,100.00	75.78%		3,100.00
Miscellaneous Refunds	618.47	-	0.00%	1,000.00	1,000.00
Total Non Department Specific	1,956,333.49	3,328,120.00	58.78%	194,580.00	3,522,700.00
Police					
Airport Police Services	552,285.00	1,376,500.00	40.12%		1,376,500.00
Total Police	552,285.00	1,376,500.00	40.12%	-	1,376,500.00
Total Revenue	2,508,618.49	4,704,620.00	53.32%	194,580.00	4,899,200.00
Expense					

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Council					
100 110 61115 Council Member Stipend	2,022.31	7,500.00	26.96%		7,500.00
100 110 61130 Medicare-ER	54.36	200.00	27.18%		200.00
100 110 61131 Social Security-ER	232.50	500.00	46.50%		500.00
100 110 61132 Unemployment Ins-Fed & State	22.50	100.00	22.50%		100.00
100 110 61135 Dental Expense	2,418.63	11,400.00	21.21%	(650.00)	10,750.00
100 110 62410 Materials/Supply	100.00	-	0.00%	150.00	150.00
100 110 64550 Membership Dues-Professional Org	340.35	4,000.00	8.50%		4,000.00
100 110 64570 Strategic Planning	-	5,000.00	0.00%		5,000.00
100 110 64610 Travel Expenses	3,857.08	3,500.00	110.20%	500.00	4,000.00
Total Council	9,047.73	32,200.00	28.10%	-	32,200.00
City Clerk					
100 111 61105 Payroll	69,222.14	149,600.00	46.27%		149,600.00
100 111 61107 Temp Payroll	-	10,000.00	0.00%	(10,000.00)	-
100 111 61110 Overtime	2,765.72	20,000.00	13.82%		20,000.00
100 111 61124 PERS UAL	36,879.00	36,900.00	99.94%		36,900.00
100 111 61125 PERS Retirement	5,874.82	13,800.00	42.57%		13,800.00
100 111 61130 Medicare-ER	1,038.35	2,200.00	47.19%		2,200.00
100 111 61132 Unemployment Ins-Fed & State	-	200.00	0.00%		200.00
100 111 61135 Dental Expense	1,144.56	3,200.00	35.76%		3,200.00
100 111 61140 Health Insurance	21,977.49	60,500.00	36.32%		60,500.00
100 111 61141 Health Insurance -Retiree	-	1,800.00	0.00%		1,800.00
100 111 61145 Vision Ins	155.96	500.00	31.19%		500.00
100 111 61150 Workers Comp and EAP	4,844.48	9,100.00	53.23%		9,100.00
100 111 61155 Wellness Program	971.20	1,000.00	97.12%		1,000.00
100 111 62410 Materials/Supply	1,933.30	16,300.00	11.86%		16,300.00
100 111 62430 Office Supplies	2,438.09	11,200.00	21.76%		11,200.00
100 111 63505 Repair/Maintenance	597.23	3,000.00	19.90%	(2,000.00)	1,000.00
100 111 63508 Other Outside Services	2,341.41	-	0.00%	3,000.00	3,000.00
100 111 63509 Shredding Services	355.72	1,000.00	35.57%		1,000.00
100 111 63530 Telephone	3,843.14	7,700.00	49.91%		7,700.00
100 111 63535 Website Design & Maintenance	-	3,800.00	0.00%		3,800.00
100 111 63540 Postage / Shipping	1,126.20	4,000.00	28.15%	(1,000.00)	3,000.00
100 111 63605 Training	1,324.59	5,000.00	26.49%		5,000.00
100 111 63620 Insurance-Liability	8,684.57	17,370.00	49.99%		17,370.00

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Fund Dept Account	FY 2023 As of 12/31/2023	FY 2024 Budget - Revised	Percent of Budget Collected/ Expended	FY 2024 Midyear Adjustments	FY 2024 Adjusted Budget
Insurance-Property	1,264.14	230.00	549.62%	1,070.00	1,300.00
Contract Services - IT	7,793.75	6,000.00	129.89%	1,800.00	7,800.00
HR Services-RGS	-	31,500.00	0.00%	-	31,500.00
Temporary Assistance	5,671.05	-	0.00%	10,000.00	10,000.00
Janitorial Services	-	-	0.00%	-	-
Software/Server Subscription	6,621.52	2,000.00	331.07%	8,000.00	10,000.00
Agenda Management System	4,920.00	5,000.00	98.40%	-	5,000.00
Document Management System	437.50	1,500.00	29.16%	-	1,500.00
Municipal Code Service	1,097.25	10,000.00	10.97%	-	10,000.00
Membership Dues-Professional Org	285.00	3,200.00	8.90%	-	3,200.00
Membership Dues-Government Agency	650.00	1,300.00	50.00%	-	1,300.00
Printing / Publications	1,233.38	2,000.00	61.66%	-	2,000.00
Election Cost	-	-	0.00%	-	-
Travel Expenses	602.35	-	0.00%	700.00	700.00
Furniture & Equipment	174.79	3,000.00	5.82%	-	3,000.00
Total City Clerk	198,268.70	443,900.00	44.83%	11,570.00	455,470.00
City Manager					
Payroll	99,288.73	192,500.00	51.57%	9,600.00	202,100.00
PERS UAL	-	1,000.00	0.00%	-	1,000.00
PERS Retirement	4,951.01	14,800.00	33.45%	-	14,800.00
Medicare-ER	1,438.64	2,800.00	51.38%	-	2,800.00
Unemployment Ins-Fed & State	-	100.00	0.00%	-	100.00
Dental Expense	1,159.74	1,600.00	72.48%	-	1,600.00
Health Insurance	18,721.86	30,200.00	61.99%	-	30,200.00
Vision Ins	118.40	200.00	59.20%	-	200.00
Workers Comp and EAP	6,025.74	11,700.00	51.50%	-	11,700.00
Wellness Program	-	500.00	0.00%	-	500.00
Auto Allowance	2,492.36	5,400.00	46.15%	-	5,400.00
Office Supplies	641.31	1,500.00	40.36%	-	1,500.00
Insurance-Liability	11,201.12	22,405.00	49.99%	-	22,405.00
Insurance-Property	1,629.24	295.00	552.28%	1,350.00	1,645.00
Membership Dues-Professional Org	300.00	-	0.00%	2,800.00	2,800.00
Books and Periodicals	-	300.00	0.00%	-	300.00
Travel Expenses	1,387.18	8,000.00	17.33%	-	8,000.00
Contingency	-	25,000.00	0.00%	(13,750.00)	11,250.00
Total City Manager	149,355.33	318,300.00	46.92%	-	318,300.00

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Fund Dept Account	FY 2023 As of 12/31/2023	FY 2024 Budget - Revised	Percent of Budget Collected/ Expended	FY 2024 Midyear Adjustments	FY 2024 Adjusted Budget
Finance					
100 130 62310	3,783.83	3,500.00	108.10%	3,500.00	7,000.00
100 130 62320	2,910.33	4,600.00	63.26%	1,400.00	6,000.00
100 130 62327	-	30,000.00	0.00%		30,000.00
100 130 62431	8,493.75	3,600.00	235.93%	5,052.39	8,652.39
100 130 63625	16,950.00	29,000.00	58.44%	5,800.00	34,800.00
100 130 63626	-	5,000.00	0.00%		5,000.00
100 130 63627	-	4,500.00	0.00%		4,500.00
100 130 63645	102,595.10	207,900.00	49.34%		207,900.00
	134,733.01	288,100.00	46.77%	15,752.39	303,852.39
Legal					
100 150 63650	39,080.83	200,000.00	19.54%	(50,000.00)	150,000.00
100 150 64560	1,834.11	1,500.00	122.27%	800.00	2,300.00
100 150 64580	459.94	-	0.00%	1,000.00	1,000.00
	41,374.88	201,500.00	20.53%	(48,200.00)	153,300.00
Planning & Building Regulation					
100 160 63639	-	20,000.00	0.00%		20,000.00
100 160 63640	9,800.00	40,000.00	24.50%		40,000.00
100 160 63642	16,735.15	-	0.00%	17,000.00	17,000.00
100 160 63648	20,129.68	32,400.00	62.12%		32,400.00
100 160 63649	3,629.25	5,000.00	72.58%		5,000.00
100 160 63656	954.50	5,000.00	19.09%		5,000.00
100 160 64610	2,919.92	3,000.00	97.33%		3,000.00
	54,168.50	105,400.00	47.70%	17,000.00	122,400.00
Government Buildings					
100 180 63505	204.00	16,100.00	1.26%	(1,000.00)	15,100.00
100 180 63508	306.00	-	0.00%	1,000.00	1,000.00
100 180 63660	1,500.00	3,000.00	16.66%		3,000.00
	2,010.00	19,100.00	5.29%	-	19,100.00
Non-Departmental					
100 190 62410	65.24	6,200.00	1.05%	(400.00)	5,800.00
100 190 63530	123.32	1,000.00	12.33%		1,000.00
100 190 63620	6,414.74	12,830.00	49.99%		12,830.00
100 190 63621	1,875.35	170.00	1103.14%	1,710.00	1,880.00

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Fund	Dept	Account	FY 2023 As of 12/31/2023	FY 2024 Budget - Revised	Percent of		FY 2024 Adjusted Budget
					Budget Collected/ Expended	FY 2024 Midyear Adjustments	
100	190	64550	-	4,300.00	0.00%	(1,710.00)	2,590.00
100	190	64551	8,279.00	11,800.00	70.16%		11,800.00
100	190	64552	5,131.68	5,100.00	100.62%	400.00	5,500.00
100	190	64580	273.17	1,000.00	27.31%		1,000.00
100	190	64930	18.99	200.00	9.49%		200.00
100	190	64940	29.27	100.00	29.27%		100.00
		Total Non-Departmental	22,210.76	42,700.00	52.02%	-	42,700.00
		Police					
100	210	61105	449,015.83	1,081,000.00	41.53%	(45,000.00)	1,036,000.00
100	210	61110	76,158.97	110,000.00	69.23%	30,000.00	140,000.00
100	210	61111	12,541.72	44,000.00	28.50%		44,000.00
100	210	61120	45,789.29	80,000.00	57.23%	15,000.00	95,000.00
100	210	61123	1,020.00	1,000.00	102.00%	50.00	1,050.00
100	210	61124	101,918.00	102,000.00	99.91%	(50.00)	101,950.00
100	210	61125	64,493.54	136,500.00	47.24%		136,500.00
100	210	61126	14,700.00	32,400.00	45.37%		32,400.00
100	210	61130	8,466.45	15,700.00	53.92%		15,700.00
100	210	61131	700.42	1,600.00	43.77%		1,600.00
100	210	61132	107.55	10,500.00	1.02%		10,500.00
100	210	61135	7,599.11	17,900.00	42.45%		17,900.00
100	210	61140	111,927.76	296,400.00	37.76%		296,400.00
100	210	61141	906.00	2,000.00	45.30%		2,000.00
100	210	61145	1,194.20	2,900.00	41.17%		2,900.00
100	210	61150	88,182.44	172,400.00	51.14%		172,400.00
100	210	61155	-	5,300.00	0.00%		5,300.00
100	210	61160	2,250.00	10,000.00	22.50%		10,000.00
100	210	62410	5,569.29	28,670.00	19.42%	(10,000.00)	18,670.00
100	210	62420	3,905.89	5,000.00	78.11%		5,000.00
100	210	62422	-	12,150.00	0.00%		12,150.00
100	210	62430	1,360.48	3,000.00	45.34%	2,000.00	5,000.00
100	210	62460	-	24,300.00	0.00%	(24,300.00)	-
100	210	62461	-	1,000.00	0.00%	(1,000.00)	-
100	210	62710	-	2,500.00	0.00%		2,500.00
100	210	62720	18,297.46	30,000.00	60.99%		30,000.00
100	210	63505	480.00	14,000.00	3.42%		14,000.00
100	210	63508	2,501.16	-	0.00%		-

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100 210 63509	355.73	1,000.00	35.57%		1,000.00
100 210 63530	6,868.34	14,000.00	49.05%		14,000.00
100 210 63531	3,645.02	2,500.00	145.80%	4,000.00	6,500.00
100 210 63537	2,902.79	6,020.00	48.21%		6,020.00
100 210 63538	-	3,400.00	0.00%		3,400.00
100 210 63539	-	3,300.00	0.00%		3,300.00
100 210 63540	68.43	500.00	13.68%		500.00
100 210 63605	2,968.65	15,000.00	19.79%		15,000.00
100 210 63620	80,673.30	125,435.00	64.31%		125,435.00
100 210 63621	10,065.45	1,665.00	604.53%	8,410.00	10,075.00
100 210 63625	-	4,500.00	0.00%		4,500.00
100 210 63635	7,481.25	6,000.00	124.68%	6,900.00	12,900.00
100 210 63637	2,791.05	4,200.00	66.45%		4,200.00
100 210 63652	-	3,000.00	0.00%		3,000.00
100 210 63660	1,500.00	3,000.00	41.66%		3,000.00
100 210 63665	41,280.13	58,500.00	70.56%		58,500.00
100 210 63666	-	1,500.00	0.00%		1,500.00
100 210 63667	-	400.00	0.00%		400.00
100 210 63668	5,976.16	8,000.00	74.70%		8,000.00
100 210 63669	5,128.32	5,200.00	98.62%		5,200.00
100 210 63730	8,605.90	14,000.00	61.47%		14,000.00
100 210 63812	3,399.60	5,000.00	67.99%		5,000.00
100 210 63820	239.00	500.00	47.80%		500.00
100 210 63830	-	200.00	0.00%		200.00
100 210 63840	-	9,000.00	0.00%		9,000.00
100 210 64310	12,840.05	12,000.00	107.00%	2,000.00	14,000.00
100 210 64318	-	3,500.00	0.00%		3,500.00
100 210 64545	957.26	3,000.00	31.90%		3,000.00
100 210 64550	4,701.20	4,000.00	117.53%	1,000.00	5,000.00
100 210 64565	-	900.00	0.00%		900.00
100 210 64575	1,079.21	3,000.00	35.97%		3,000.00
100 210 64610	5,454.79	13,000.00	41.95%		13,000.00
100 210 65104	21,319.32	21,350.00	99.85%		21,350.00
100 210 66735	-	70,000.00	0.00%	10,000.00	80,000.00
Total Police	1,249,386.51	2,668,790.00	46.81%	(990.00)	2,667,800.00

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Fund Dept Account	FY 2023 As of 12/31/2023	FY 2024 Budget - Revised	Percent of Budget Collected/ Expended	FY 2024 Midyear Adjustments	FY 2024 Adjusted Budget
Fire/Animal Control					
Fire Seaside	56,878.75	227,600.00	24.99%		227,600.00
Total Fire/Animal Control	56,878.75	227,600.00	24.99%	-	227,600.00
Public Works/Streets					
Payroll	38,646.33	83,600.00	46.22%		83,600.00
Overtime	-	3,000.00	0.00%		3,000.00
PERS UAL	-	1,000.00	0.00%		1,000.00
PERS Retirement	3,191.14	6,500.00	49.09%		6,500.00
Medicare-ER	559.32	1,300.00	43.02%		1,300.00
Unemployment Ins-Fed & State	-	100.00	0.00%		100.00
Dental Expense	761.88	1,600.00	47.61%		1,600.00
Health Insurance	14,401.44	30,300.00	47.52%		30,300.00
Vision Ins	99.06	300.00	33.02%		300.00
Workers Comp and EAP	2,749.74	5,200.00	52.87%	100.00	5,200.00
Wellness Program	576.93	500.00	115.38%		600.00
Materials/Supply	2,972.83	16,500.00	18.01%		16,500.00
Office Supplies	400.96	1,500.00	26.73%		1,500.00
Auto Operations - Supplies / Equip	645.97	2,500.00	25.83%		2,500.00
Auto Operations - Fuel	2,852.31	5,000.00	57.04%	1,000.00	6,000.00
Repair/Maintenance	5,849.40	41,000.00	14.26%	(2,740.00)	38,260.00
Other Outside Services	440.00	-	0.00%	1,000.00	1,000.00
Gabilan Crew	566.60	5,000.00	11.33%		5,000.00
Utilities - PG&E	10,666.25	15,000.00	71.10%	5,000.00	20,000.00
Utilities - Water	2,814.02	4,000.00	70.35%	1,000.00	5,000.00
Telephone	206.11	-	0.00%	300.00	300.00
Training	675.00	5,000.00	13.50%		5,000.00
Insurance-Liability	5,329.17	10,660.00	49.99%		10,660.00
Insurance-Property	775.50	140.00	553.92%	640.00	780.00
Insurance-Vehicles	4,267.00	4,500.00	94.82%		4,500.00
Organic Waste Regs Services	-	9,000.00	0.00%		9,000.00
Auto Repair/Maintenance	1,724.14	8,300.00	20.77%		8,300.00
Printing / Publications	770.86	1,250.00	61.66%		1,250.00
Storm Water Project - Phase 4	7,067.00	23,000.00	30.72%		23,000.00
Storage Shed	-	-	0.00%		-

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City of Del Rey Oaks
Statement of Revenue & Expenditures
FY 2024 Mid-Year Budget Adjustments

v11-2/27/2024

Fund Dept Account	FY 2023 As of 12/31/2023	FY 2024 Budget - Revised	Percent of Budget Collected/ Expended	FY 2024 Midyear Adjustments	FY 2024 Adjusted Budget
100 311 66302 Equipment	20,101.99	-	0.00%	21,000.00	21,000.00
100 311 66905 Contingency	-	27,780.00	0.00%		27,780.00
Total Public Works/Streets	129,110.95	313,530.00	41.18%	27,300.00	340,830.00
Parks/Recreation					
100 411 62410 Materials/Supply	7,535.04	15,500.00	48.61%	(100.00)	15,400.00
100 411 62430 Office Supplies	68.19	-	0.00%		-
100 411 63505 Repair/Maintenance	6,682.00	25,000.00	26.72%		25,000.00
100 411 63525 Utilities - Water	1,536.31	3,000.00	51.21%		3,000.00
100 411 64610 Travel Expenses	69.85	-	0.00%	100.00	100.00
100 411 66210 Storage Shed	-	-	0.00%		-
Total Parks/Recreation	15,891.39	43,500.00	36.53%	-	43,500.00
Total Expense	2,062,436.51	4,704,620.00	43.75%	22,432.39	4,727,052.39
Other Financing Uses					
100 000 81003 Non Department Specific Transfers Out to CIP	-	(193,900.00)	0.00%	(5,000.00)	(198,900.00)
Total Non Department Specific	-	(193,900.00)	0.00%	(5,000.00)	(198,900.00)
Total Other Financing Uses	-	(193,900.00)	0.00%	(5,000.00)	(198,900.00)
Excess(Deficit) of Revenue Over Expenditures	446,181.98	(193,900.00)	0.00%	167,147.61	(26,752.39)
210 - Gas Tax Fund					
Revenue					
210 000 Non Department Specific					
210 000 47010 Gas Tax 2103	8,041.78	14,600.00	55.08%		14,600.00
210 000 47020 Gas Tax 2105	4,850.82	10,000.00	48.50%		10,000.00
210 000 47030 Gas Tax 2106	4,513.27	9,000.00	50.14%		9,000.00
210 000 47040 Gas Tax 2107	6,724.97	11,900.00	56.51%		11,900.00
210 000 47050 Gas Tax 2107.5	1,000.00	1,000.00	100.00%		1,000.00
Total Non Department Specific	25,130.84	46,500.00	54.04%	-	46,500.00
Total Revenue	25,130.84	46,500.00	54.04%	-	46,500.00
Expense					
Public Works/Streets					

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City of Del Rey Oaks
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v111-2/27/2024

Fund Dept Account	FY 2023 As of 12/31/2023	FY 2024 Budget - Revised	Percent of Budget Collected/ Expended	FY 2024 Midyear Adjustments	FY 2024 Adjusted Budget
210 311 63510 Street Sweeping	-	10,000.00	0.00%		10,000.00
210 311 63910 Street Lighting	1,951.39	15,000.00	13.00%		15,000.00
Total Expense	1,951.39	25,000.00	7.81%	-	25,000.00
Excess(Deficit) of Revenue Over Expenditures	23,179.45	21,500.00	107.81%		21,500.00
211 - SB1 Fund-RMRA					
Revenue					
Non Department Specific					
SB 1 Funds	19,263.87	38,900.00	40.28%		38,900.00
Total Revenue	19,263.87	38,900.00	49.52%	-	38,900.00
Expense					
Curb and Gutter Repair	-	20,000.00	0.00%		20,000.00
Saucito/Work Curb and Gutter Repair	-	40,000.00	0.00%		40,000.00
Via Verde Curb and Gutter Repair	13,195.00	90,000.00	14.66%		90,000.00
Total Expense	13,195.00	150,000.00	8.80%	-	150,000.00
Excess(Deficit) of Revenue Over Expenditures	6,068.87	(111,100.00)	-5.46%		(111,100.00)
212 - Measure X Fund					
Revenue					
Non Department Specific					
Measure X	-	94,400.00	0.00%		94,400.00
Total Non Department Specific	-	94,400.00	0.00%	-	94,400.00
Total Revenue	-	94,400.00	0.00%	-	94,400.00
Expense					
Via Verde/Los Encinos Street Improvements	39,480.00	30,000.00	131.60%	9,500.00	39,500.00
Angelus/Rosita Storm Drain Repair (Engineer	-	10,000.00	0.00%		10,000.00
Angelus/Rosita Storm Drain Repair (Construc	-	60,000.00	0.00%		60,000.00
Debt Service - Measure X	-	80,400.00	0.00%		80,400.00
Principal - Measure X Loan	-	14,000.00	0.00%		14,000.00
Interest - Measure X	-				

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Total Expense	39,480.00	194,400.00	20.31%	9,500.00	203,900.00
Excess(Deficit) of Revenue Over Expenditures	(39,480.00)	(100,000.00)	39.48%		(109,500.00)
221 - FORA Habitat Management Fund					
Expense					
Planning & Building Regulation					
Contract Services - Habitat Management Plan	-	34,536.50	0.00%		34,536.50
Total Planning & Building Regulation	-	34,536.50	0.00%	-	34,536.50
Total Expense	-	34,536.50	0.00%	-	34,536.50
Excess(Deficit) of Revenue Over Expenditures	-	(34,536.50)	0.00%		(34,536.50)
223 - ARPA Fund					
Revenue					
Non Department Specific					
ARPA Grant	-	-	0.00%		-
Total Non Department Specific	-	-	0.00%	-	-
Total Revenue	-	-	0.00%	-	-
Expense					
City Clerk					
Agenda Management System					
Computer Server					
Total City Clerk					
Police					
Mobile Data Terminals	465.55	5,998.17	7.76%		5,998.17
Portable Radios	2,548.26	2,589.89	98.39%		2,589.89
Total Police	3,013.81	8,588.06	35.09%	-	8,588.06
City Hall Parking Lot Imp					
Parking Lot Improvements & Repairs		100,000.00	0.00%		100,000.00
Park Parking Lot					
Parking Lot Improvements & Repairs					
Total Park Parking Lot					
Total Expense	-	-	0.00%	-	108,588.06

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Total Expense	3,013.81	108,588.06	2.78%	-	108,588.06
Excess(Deficit) of Revenue Over Expenditures	(3,013.81)	(108,588.06)	2.77%		(108,588.06)
Beginning Fund Balance, 7/1/2023		170,460.06			
Estimated Ending Fund Balance, 06/30/2024		61,872.00			
231 - BSCC-Officer Wellness & Mental Health Grant					
Expense					
Police					
231 210 64314 Law Enforcement Wellness App	1,999.00	2,000.00	99.95%		2,000.00
Total Police	1,999.00	2,000.00	99.95%	-	2,000.00
Total Expense	1,999.00	2,000.00	99.95%	-	2,000.00
Excess(Deficit) of Revenue Over Expenditures	(1,999.00)	(2,000.00)	99.95%		(2,000.00)
235 - Asset Forfeitures					
Revenue					
Police					
235 210 47780 Police Grants & Other Reimbursements	-	5,000.00	0.00%		5,000.00
Total Police	-	5,000.00	0.00%	-	5,000.00
Total Revenue	-	5,000.00	0.00%	-	5,000.00
Excess(Deficit) of Revenue Over Expenditures	-	5,000.00	0.00%		5,000.00
241 - CalFire Grant Fund					
Revenue					
Non Department Specific					
241 000 47768 CalFire Grant	-	317,931.90	0.00%		317,931.90
Total Non Department Specific	-	317,931.90	0.00%	-	317,931.90
Total Revenue	-	317,931.90	0.00%	-	317,931.90
Expense					

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City of Del Rey Oaks
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v11-2/27/2024

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241 411 63658	-	297,300.00	0.00%		297,300.00
241 411 62410	-	20,631.90	0.00%		20,631.90
Total Expense	-	317,931.90	0.00%	-	317,931.90
Excess(Deficit) of Revenue Over Expenditures					
	-	-	0.00%		-
301 - Capital Projects					
Other Financing Sources					
301 532 82003	-	138,900.00	0.00%		138,900.00
	-	138,900.00	0.00%		138,900.00
301 533 82003	-	35,000.00	0.00%	5,000.00	40,000.00
	-	35,000.00	0.00%		40,000.00
301 541 82003	-	10,000.00	0.00%		10,000.00
	-	10,000.00	0.00%		10,000.00
301 542 82003	-	10,000.00	0.00%		10,000.00
	-	10,000.00	0.00%		10,000.00
Total Other Financing Sources	-	193,900.00	0.00%	5,000.00	198,900.00
Expense					
532 63638	-	138,900.00	0.00%		138,900.00
	-	138,900.00	0.00%		138,900.00
533 66735	-	35,000.00	0.00%	5,000.00	40,000.00
	-	35,000.00	0.00%		40,000.00
541 66322	-	10,000.00	0.00%		10,000.00
	-	10,000.00	0.00%		10,000.00
542 66323	-	10,000.00	0.00%		10,000.00
	-	10,000.00	0.00%		10,000.00

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Total Expense	-	193,900.00	2.01%	5,000.00	198,900.00
Excess(Deficit) of Revenue Over Expenditures	-	(193,900.00)	2.00%		-
321 - SBR Engineering Fund					
Expense					
SBR Engineering					
321 518 63611 Contract Services - Engineering	-	505,830.00	0.00%		505,830.00
Total SBR Engineering	-	505,830.00	0.00%	-	505,830.00
Total Expense	-	505,830.00	0.00%	-	505,830.00
Excess(Deficit) of Revenue Over Expenditures	-	(505,830.00)	0.00%		(505,830.00)

Item B.



Staff Report

DATE: February 27, 2024

TO: Honorable Mayor and City Council

FROM: John Guertin, City Manager

SUBJECT: Receive Information and Provide Direction Regarding Placing a Measure on the November 5, 2024 General Election Ballot to Increase the City's Transient Occupancy Tax by Two Percentage Points

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

Recommendation

It is recommended that the Council provide direction regarding preferences for placing a measure on the November General Election ballot to increase the City's TOT by two percent.

Background

In 2018 when the City implemented the Short-term Rental Ordinance, Del Rey Oaks voters approved a 10% Transient Occupancy Tax (TOT). The tax is a general tax and revenues are retained and used as a General Fund revenue. The TOT generates about \$150,000 per year.

In November 2023, the Finance Committee discussed whether to pursue and options for an increase in the City's TOT. As part of the discussions, the Committee reviewed the attached excerpt from a report compiled by the State Controller's Office which shows the FY 2020-21 adopted TOT rate for all California Cities, including the Monterey County Cities that currently impose this tax. While this most recent report is from FY 2020-21, staff believe it is largely representative of the current tax rate by City. Monterey County rates range from a low of 8% to a high of 14% with the average rate at approximately 11%.

The Finance Committee recommended bringing the proposed resolution to the Council for consideration.

Discussion

Per the Revenue and Taxation Code, cities and counties may impose a "transient occupancy tax" ("TOT") on persons staying 30 days or less in hotels, motels and similar lodgings (i.e., short-term rentals). The tax is applied to a customer who pays for a room and not the business that provides the lodging. Taxes are remitted for all approved lodging operators in the City.

1. Taxes, Voter Approval and Legal Parameters

A tax is a monetary imposition by a government on persons or property for the purpose of raising revenue to support the purposes of the government. In contrast to an assessment or a fee, a tax need not be levied in proportion to a specific benefit to a person or property. California general law cities (such as Del Rey Oaks) receive their authority to tax from state law. State law sets certain limits and procedures and may exempt certain activities from taxes levied by general law cities.

The passage of Proposition 13 in 1978 created a distinction between “general” and “special” taxes. Proposition 218, in 1996, further defined and established procedures for general taxes.

- A general tax is a tax imposed for general governmental purposes, the proceeds of which are deposited into the General Fund.
 - A majority vote of the electorate (those voting on the measure) is required to impose, extend, or **increase** any general tax.
 - An election on a general tax must be consolidated with a regularly scheduled general election of city council members, except in cases of emergency declared by a unanimous vote of the city council.
- A special tax is a tax that is collected and earmarked for a specific purpose and deposited either into a separate account or the General Fund.
 - A two-thirds vote of the electorate is required to impose, extend, or increase any special tax.
 - A special tax may be placed on the ballot of any election.

2. How can the City increase the TOT?

To propose an increase of the TOT, the Council would need to adopt the resolution recommending an ordinance be put to the voters at the November 5, 2024 General Election. The Council must adopt the resolution by a 2/3rd vote per Government Code section 53724(b).

The resolution:

- explains the type of tax proposed, its rate, and how it will be collected;
- calls a general election for putting forward the ballot measure;
- directs the city attorney to prepare an impartial analysis;
- establishes deadlines to receive arguments for and against along with rebuttal arguments; and otherwise direct staff to prepare any other appropriate documents.

3. What would the new language look like?

The change in the rate would be accomplished by a simple change to Section 3.20.030 of the Del Rey Oaks Municipal Code:

Sec. 3.20.030. - Tax imposed.

For the privilege of occupancy in any hotel, each transient is subject to and shall pay a tax in the amount of **twelve percent (New Rate)** of the rent charged by the operator. Said tax constitutes a debt owed by the transient to the city, which is extinguished only by payment to the operator or to the city. The transient shall pay the tax to the operator of the hotel at the time the rent is paid. If the rent is paid in installments, a proportionate share of the tax shall be paid with each installment. The unpaid tax shall be due upon the transient's ceasing to occupy space in the hotel. If for any reason the tax due is not paid to the operator of the hotel, the tax collector may require that such tax shall be paid directly to the tax collector.

Fiscal Impacts

As noted previously, the current TOT rate of 10% generates slightly more than \$150,000 per year. It bears noting that the revenue figures cited are based on normally stable economic times and is a new level of TOT revenue for the city. Additionally, the City recently adopted an amendment to the Short-term Rental Ordinance that implemented a cap of 25 unhosted units in the city. The cap will keep the number of STR units in the city at current levels, meaning that TOT revenues will only increase relative to increases in rental rates.

Attached is an excerpt from a report compiled by the State Controller's Office which shows the FY 2020-21 adopted TOT rate for all California Cities, including the Monterey County Cities that currently impose this tax. While this most recent report is from FY 2020-21, staff believes it is largely representative of the current tax rate by City. Monterey County rates range from a low of 8% to a high of 14% with the average rate at approximately 11%.

Were Del Rey Oaks voters to approve a 2% increase in the TOT to 12%, the additional revenue generated would be approximately \$30,000/year.

The estimated cost of the November 2024 election including this potential ballot measure and the 3 vacant seats on the City Council will be available from the Monterey County Elections Office in March or April. The cost will need to be included in the FY 2024-25 Budget.

ATTACHMENTS:

- California Cities TOT Rates FY 2020-21
- Draft Resolution and Ordinance

Respectfully Submitted,

John Guertin
City Manager

**California Cities
Transient Occupancy Taxes Revenue, Tax Rate, and Effective Date
Fiscal Year 2021-22
(Including the City and County of San Francisco)**

County	City *	Transient Occupancy Taxes (\$)	Tax Rate (%)	Effective Date
Alameda	Alameda	2,555,336	10.00	9/18/1990
Alameda	Albany	56,472	10.00	7/1/1958
Alameda	Berkeley	6,976,513	12.00	7/25/1991
Alameda	Dublin	1,255,575	8.00	1/1/1982
Alameda	Emeryville	4,500,562	12.00	1/2/2002
Alameda	Fremont	4,721,814	10.00	1/1/2009
Alameda	Hayward	2,627,488	8.50	8/4/1993
Alameda	Livermore	3,210,941	8.00	10/1/1983
Alameda	Newark	4,152,881	10.00	11/6/2001
Alameda	Oakland	21,209,404	14.00	10/1/2009
Alameda	Piedmont			
Alameda	Pleasanton	3,706,353	8.00	9/1/1983
Alameda	San Leandro	685,026	14.00	11/8/2016
Alameda	Union City	1,491,262	12.87	7/1/2019
Amador	Amador	24,808	8.00	8/17/2000
Amador	Ione	5,485	10.00	1/1/2005
Amador	Jackson	491,260	10.00	1/1/2003
Amador	Plymouth	440,978	10.00	1/1/2013
Amador	Sutter Creek	318,545	12.00	7/1/2021
Butte	Biggs			
Butte	Chico	4,390,546	10.00	5/5/1994
Butte	Gridley	25,941	6.00	12/14/1998
Butte	Oroville	1,084,862	9.00	7/21/1992
Butte	Paradise	225,722	10.00	1/1/1990
Calaveras	Angels	1,403,240	10.00	5/6/2003
Colusa	Colusa	43,364	8.00	1/1/1995
Colusa	Williams	621,416	10.00	3/6/2001
Contra Costa	Antioch	286,040	10.00	9/11/1992
Contra Costa	Brentwood	657,874	10.00	1/1/1983
Contra Costa	Clayton			
Contra Costa	Concord	2,197,673	10.00	6/25/1991
Contra Costa	Danville	126,896	6.50	7/8/1982
Contra Costa	El Cerrito	113,434	10.00	7/1/1990
Contra Costa	Hercules	25,778	10.00	3/6/2001
Contra Costa	Lafayette	703,833	9.50	1/1/1993
Contra Costa	Martinez	370,111	10.00	9/1/1994
Contra Costa	Moraga			
Contra Costa	Oakley	261,273	10.00	7/1/1999
Contra Costa	Orinda	42,920	8.50	7/11/1989
Contra Costa	Pinole	487,687	10.00	5/6/1991

**California Cities
 Transient Occupancy Taxes Revenue, Tax Rate, and Effective Date
 Fiscal Year 2021-22
 (Including the City and County of San Francisco)**

County	City *	Transient Occupancy Taxes (\$)	Tax Rate (%)	Effective Date
Contra Costa	Pittsburg	505,971	10.00	1/1/2012
Contra Costa	Pleasant Hill	2,282,608	10.00	7/1/1991
Contra Costa	Richmond	818,247	10.00	7/1/1989
Contra Costa	San Pablo	569,390	12.00	8/1/2006
Contra Costa	San Ramon	1,587,436	7.25	4/1/1993
Contra Costa	Walnut Creek	816,099	8.50	11/1/1984
Del Norte	Crescent City	1,927,505	10.00	7/1/1993
El Dorado	Placerville	272,607	10.00	7/26/1966
El Dorado	South Lake Tahoe	21,511,526	12.00	1/7/2017
Fresno	Clovis	3,674,054	10.00	3/27/1996
Fresno	Coalinga	49,116	6.00	9/1/1974
Fresno	Firebaugh	2,481	4.00	10/10/2000
Fresno	Fowler	167,041	10.00	10/10/2010
Fresno	Fresno	15,205,022	12.00	10/1/1988
Fresno	Huron	2,360	10.00	1/1/1995
Fresno	Kerman			
Fresno	Kingsburg	436,439	12.00	1/1/2009
Fresno	Mendota	4,800	10.00	5/26/1998
Fresno	Orange Cove			
Fresno	Parlier			
Fresno	Reedley	63,579	8.00	7/1/1990
Fresno	San Joaquin			
Fresno	Sanger	5,934	4.00	7/15/1964
Fresno	Selma	565,510	12.00	2/1/2014
Glenn	Orland	97,185	10.00	7/1/2006
Glenn	Willows	821,944	12.00	2/1/2013
Humboldt	Arcata	2,029,489	10.00	7/1/1981
Humboldt	Blue Lake	249	10.00	11/6/2018
Humboldt	Eureka	3,451,384	10.00	1/1/2009
Humboldt	Ferndale	247,558	12.00	6/30/2015
Humboldt	Fortuna	951,039	12.00	7/1/2012
Humboldt	Rio Dell	18,955	10.00	4/18/2017
Humboldt	Trinidad	147,116	12.00	7/13/2011
Imperial	Brawley	481,889	8.00	10/1/1984
Imperial	Calexico	529,017	12.00	1/1/2019
Imperial	Calipatria	14,379	8.00	1/13/1989
Imperial	El Centro	2,423,575	10.00	1/1/1994
Imperial	Holtville*		4.00	5/12/1965
Imperial	Imperial	60,001	10.00	7/1/2010
Imperial	Westmorland	58,441	10.00	2/2/2002

**California Cities
 Transient Occupancy Taxes Revenue, Tax Rate, and Effective Date
 Fiscal Year 2021-22
 (Including the City and County of San Francisco)**

County	City *	Transient Occupancy Taxes (\$)	Tax Rate (%)	Effective Date
Inyo	Bishop	3,181,784	12.00	7/1/2004
Kern	Arvin			
Kern	Bakersfield	11,503,778	12.00	8/1/1993
Kern	California City	76,167	6.00	7/1/2004
Kern	Delano	686,499	10.00	6/20/1992
Kern	Maricopa	19,546	10.00	7/1/1992
Kern	McFarland*		6.00	7/1/1964
Kern	Ridgecrest	1,751,721	13.00	10/1/2012
Kern	Shafter			
Kern	Taft	198,740	10.00	1/1/1995
Kern	Tehachapi	1,045,538	8.00	1/1/1983
Kern	Wasco	216,564	10.00	7/1/1995
Kings	Avenal	7,416	6.00	3/27/1980
Kings	Corcoran	53,281	8.00	7/5/1988
Kings	Hanford	633,951	8.00	1/1/1985
Kings	Lemoore	303,500	8.00	1/9/1985
Lake	Clearlake	456,048	9.00	10/1/1992
Lake	Lakeport	238,747	10.00	1/1/1990
Lassen	Susanville	939,435	10.00	7/1/2004
Los Angeles	Agoura Hills	3,426,496	12.00	11/15/1996
Los Angeles	Alhambra	595,044	12.00	3/25/1991
Los Angeles	Arcadia	4,128,326	10.00	7/1/1993
Los Angeles	Artesia	410,567	12.50	1/1/2009
Los Angeles	Avalon	8,703,537	12.00	7/1/2004
Los Angeles	Azusa	864,997	10.00	4/1/2015
Los Angeles	Baldwin Park	426,728	10.00	7/13/1986
Los Angeles	Bell	468,828	12.00	5/10/2017
Los Angeles	Bell Gardens	638,634	8.00	10/1/1983
Los Angeles	Bellflower	866,613	9.00	4/12/1988
Los Angeles	Beverly Hills	42,456,193	14.00	2/1/1994
Los Angeles	Bradbury			
Los Angeles	Burbank	10,525,619	10.00	9/27/1983
Los Angeles	Calabasas	2,108,153	12.00	4/5/1991
Los Angeles	Carson	2,026,323	9.00	10/5/1993
Los Angeles	Cerritos	1,235,045	12.00	3/5/2015
Los Angeles	Claremont	1,627,061	10.00	7/1/1978
Los Angeles	Commerce	2,634,216	12.00	1/1/2006
Los Angeles	Compton	56,083	7.50	7/1/1983
Los Angeles	Covina	95,950	10.00	7/1/1991
Los Angeles	Cudahy	102,617	8.00	4/11/1988

**California Cities
 Transient Occupancy Taxes Revenue, Tax Rate, and Effective Date
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County	City *	Transient Occupancy Taxes (\$)	Tax Rate (%)	Effective Date
Los Angeles	Culver City	8,813,484	14.00	7/1/2012
Los Angeles	Diamond Bar	1,359,842	14.00	12/14/2018
Los Angeles	Downey	1,768,645	9.00	3/1/1992
Los Angeles	Duarte	246,762	10.00	6/25/1991
Los Angeles	El Monte	927,744	10.00	10/1/1992
Los Angeles	El Segundo	12,267,534	12.00	4/12/2016
Los Angeles	Gardena	1,110,343	11.00	1/1/2003
Los Angeles	Glendale	8,326,189	12.00	4/28/2015
Los Angeles	Glendora	175,236	6.00	12/22/1977
Los Angeles	Hawaiian Gardens	182,750	9.00	7/1/2002
Los Angeles	Hawthorne	6,071,367	12.00	12/1/2001
Los Angeles	Hermosa Beach	4,730,760	12.00	1/1/2016
Los Angeles	Hidden Hills			
Los Angeles	Huntington Park	91,596	5.00	9/4/1985
Los Angeles	Industry	559,783	10.00	7/1/1983
Los Angeles	Inglewood	6,615,598	15.50	1/1/2022
Los Angeles	Irwindale			
Los Angeles	La Canada Flintridge			
Los Angeles	La Habra Heights			
Los Angeles	La Mirada	1,475,114	10.00	1/1/2013
Los Angeles	La Puente	282,519	10.00	10/27/1993
Los Angeles	La Verne	32,660	10.00	1/1/2000
Los Angeles	Lakewood	97,753	8.00	8/7/1987
Los Angeles	Lancaster	2,709,026	7.00	11/1/1983
Los Angeles	Lawndale	601,130	9.00	1/1/1992
Los Angeles	Lomita	133,484	10.00	3/18/1996
Los Angeles	Long Beach	32,590,365	13.00	7/1/2020
Los Angeles	Los Angeles	268,825,035	14.00	8/1/1993
Los Angeles	Lynwood			
Los Angeles	Malibu	10,461,817	15.00	1/1/2021
Los Angeles	Manhattan Beach	6,464,049	12.00	5/1/2020
Los Angeles	Maywood	77,743	5.00	1/9/1960
Los Angeles	Monrovia	1,943,932	12.00	7/13/2018
Los Angeles	Montebello	340,195	10.00	7/1/1998
Los Angeles	Monterey Park	2,098,921	12.00	6/5/1989
Los Angeles	Norwalk	1,593,386	10.00	10/1/1990
Los Angeles	Palmdale	5,540,832	10.00	7/1/2009
Los Angeles	Palos Verdes Estates			
Los Angeles	Paramount			
Los Angeles	Pasadena	14,711,398	12.11	7/1/1999

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Los Angeles	Pico Rivera	533,482	10.00	5/21/1990
Los Angeles	Pomona	2,593,896	10.00	1/1/1995
Los Angeles	Rancho Palos Verdes	6,170,132	10.00	10/15/1991
Los Angeles	Redondo Beach	5,419,197	12.00	7/2/2005
Los Angeles	Rolling Hills			
Los Angeles	Rolling Hills Estates			
Los Angeles	Rosemead	2,097,700	10.00	4/1/1993
Los Angeles	San Dimas	1,817,839	12.00	7/1/2013
Los Angeles	San Fernando			
Los Angeles	San Gabriel	2,604,474	12.00	3/1/2013
Los Angeles	San Marino			
Los Angeles	Santa Clarita	4,874,977	10.00	11/8/1987
Los Angeles	Santa Fe Springs	158,797	10.00	10/1/1992
Los Angeles	Santa Monica	66,684,095	14.00	1/1/2005
Los Angeles	Sierra Madre			
Los Angeles	Signal Hill	330,413	9.00	1/19/1986
Los Angeles	South El Monte	212,705	8.00	4/10/1989
Los Angeles	South Gate	556,972	8.00	1/1/1998
Los Angeles	South Pasadena			
Los Angeles	Temple City	69,208	10.00	7/11/1992
Los Angeles	Torrance	10,275,248	11.00	3/1/1993
Los Angeles	Vernon			
Los Angeles	Walnut*		10.00	1/1/1989
Los Angeles	West Covina	1,756,473	10.00	1/1/1988
Los Angeles	West Hollywood	31,951,176	12.50	1/1/2004
Los Angeles	Westlake Village	4,075,366	10.00	8/1/1990
Los Angeles	Whittier	1,081,478	10.00	10/1/1995
Madera	Chowchilla	370,300	10.00	1/1/1991
Madera	Madera	1,149,939	9.00	6/22/1989
Marin	Belvedere			
Marin	Corte Madera	754,825	12.00	1/1/1990
Marin	Fairfax	17,830	10.00	7/1/2000
Marin	Larkspur	904,208	10.00	11/2/1993
Marin	Mill Valley	992,121	10.00	1/1/1993
Marin	Ross			
Marin	San Anselmo			
Marin	San Rafael	2,976,234	10.00	11/17/1988
Marin	Sausalito	2,185,017	14.00	7/1/2009
Marin	Tiburon	790,709	10.00	1/1/1990
Mendocino	Fort Bragg	3,444,990	12.00	4/1/2017

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Mendocino	Point Arena	233,254	12.00	4/1/2017
Mendocino	Ukiah	1,487,139	10.00	1/1/2007
Mendocino	Willits	463,162	9.00	10/5/1990
Merced	Atwater	76,224	8.00	1/1/1978
Merced	Dos Palos			
Merced	Gustine			
Merced	Livingston	126,544	9.00	5/18/2004
Merced	Los Banos	501,152	10.00	7/1/1995
Merced	Merced	2,389,419	10.00	7/1/1996
Modoc	Alturas	194,552	10.00	12/10/1992
Mono	Mammoth Lakes	33,639,205	10.00	1/1/1995
Monterey	Carmel-By-The-Sea	7,787,643	10.00	4/1/1989
Monterey	Del Rey Oaks	93,763	10.00	7/1/2018
Monterey	Gonzales	2,285	8.00	7/1/1986
Monterey	Greenfield	170,913	8.00	6/20/1985
Monterey	King City	546,656	10.00	9/1/1992
Monterey	Marina	4,631,337	14.00	1/1/2019
Monterey	Monterey	33,778,408	12.00	1/1/2021
Monterey	Pacific Grove	6,821,183	12.00	12/1/2017
Monterey	Salinas	3,682,621	10.00	7/1/1984
Monterey	Sand City	17,896	12.00	9/7/2016
Monterey	Seaside	4,121,252	12.00	8/2/1991
Monterey	Soledad	152,852	12.00	12/7/2016
Napa	American Canyon	1,646,437	12.00	1/10/2011
Napa	Calistoga	11,758,892	12.00	11/21/1993
Napa	Napa	28,733,810	12.00	9/11/1993
Napa	St. Helena	4,820,412	13.00	1/1/2019
Napa	Yountville	10,621,499	13.00	1/1/2019
Nevada	Grass Valley	1,058,697	10.00	12/1/1999
Nevada	Nevada City	519,586	10.00	1/1/1992
Nevada	Truckee	6,860,474	12.00	1/1/2021
Orange	Aliso Viejo	1,413,074	10.00	7/1/2001
Orange	Anaheim	177,056,942	15.00	7/1/1995
Orange	Brea	1,777,438	10.00	8/1/1989
Orange	Buena Park	6,572,341	12.00	10/1/1993
Orange	Costa Mesa	8,366,278	8.00	12/17/2010
Orange	Cypress	2,602,233	10.00	12/12/1991
Orange	Dana Point	16,195,450	10.00	9/1/1990
Orange	Fountain Valley	1,305,350	9.00	2/5/1991
Orange	Fullerton	3,140,435	10.00	8/1/1989

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Orange	Garden Grove	23,421,081	14.50	12/21/2012
Orange	Huntington Beach	15,753,576	10.00	11/1/2002
Orange	Irvine	13,749,850	8.00	7/1/1983
Orange	La Habra			
Orange	La Palma	392,423	8.00	6/1/2006
Orange	Laguna Beach	21,111,332	14.00	1/1/2017
Orange	Laguna Hills	1,021,089	10.00	10/1/1997
Orange	Laguna Niguel	66,693	8.00	12/1/1989
Orange	Laguna Woods	465,867	10.00	3/24/1999
Orange	Lake Forest	5,269,730	10.00	12/20/1991
Orange	Los Alamitos	522,187	8.00	4/22/1986
Orange	Mission Viejo	1,171,247	8.00	3/31/1988
Orange	Newport Beach	26,677,331	10.00	7/14/1993
Orange	Orange	5,253,367	10.00	1/1/1970
Orange	Placentia	1,385,271	10.00	7/1/1985
Orange	Rancho Santa Margarita			
Orange	San Clemente	3,491,826	10.00	10/1/1991
Orange	San Juan Capistrano	2,151,220	10.00	6/1/1983
Orange	Santa Ana	7,494,715	11.00	1/1/2005
Orange	Seal Beach	1,670,504	12.00	7/1/1989
Orange	Stanton	670,954	12.00	11/5/2019
Orange	Tustin	1,857,502	13.00	12/4/2018
Orange	Villa Park			
Orange	Westminster	940,292	8.00	7/1/1983
Orange	Yorba Linda	497,046	10.00	7/18/1988
Placer	Auburn	379,789	8.00	8/1/1991
Placer	Colfax	70,157	8.00	1/1/1975
Placer	Lincoln	407,621	10.00	10/1/1999
Placer	Loomis	27,733	8.00	7/1/1995
Placer	Rocklin	974,865	8.00	5/15/1985
Placer	Roseville	4,475,343	6.00	10/29/1975
Plumas	Portola	43,579	9.00	2/6/1992
Riverside	Banning	1,290,574	12.00	10/1/2010
Riverside	Beaumont	422,087	10.00	7/30/1995
Riverside	Blythe	1,867,351	10.00	8/9/1994
Riverside	Calimesa	95,675	10.00	10/1/1991
Riverside	Canyon Lake	90,044	10.00	12/1/1990
Riverside	Cathedral City	5,312,789	12.00	1/1/2007
Riverside	Coachella	768,522	9.00	10/28/1986
Riverside	Corona	3,204,109	10.00	7/1/1995

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Riverside	Desert Hot Springs	3,779,227	12.00	12/14/2007
Riverside	Eastvale			
Riverside	Hemet	1,038,796	10.00	1/4/1995
Riverside	Indian Wells	10,987,345	12.25	1/1/2020
Riverside	Indio	14,813,210	13.00	12/11/2014
Riverside	Jurupa Valley	352,179	10.00	7/1/2011
Riverside	La Quinta	17,055,602	10.00	7/1/2006
Riverside	Lake Elsinore	762,896	10.00	4/1/1991
Riverside	Menifee	529,006	10.00	1/1/2008
Riverside	Moreno Valley	4,731,985	13.00	11/22/2016
Riverside	Murrieta	2,111,609	10.00	7/1/1991
Riverside	Norco	1,057,978	11.00	11/3/2009
Riverside	Palm Desert	23,654,076	11.00	1/1/2017
Riverside	Palm Springs	54,326,094	13.50	1/1/2004
Riverside	Perris	18,677	10.00	12/8/1989
Riverside	Rancho Mirage	13,057,931	10.00	5/21/1992
Riverside	Riverside	8,763,684	13.00	7/1/2014
Riverside	San Jacinto	19,616	8.00	6/30/1979
Riverside	Temecula	4,530,407	8.00	2/13/1990
Riverside	Wildomar			
Sacramento	Citrus Heights	32,595	12.00	1/1/1997
Sacramento	Elk Grove	2,066,670	12.00	11/2/2010
Sacramento	Folsom	2,597,968	8.00	1/1/1986
Sacramento	Galt	294,922	10.00	12/1/1985
Sacramento	Isleton	1,723	10.00	7/10/1996
Sacramento	Rancho Cordova	3,863,347	12.00	7/31/2003
Sacramento	Sacramento	5,373,000	12.00	7/1/1994
San Benito	San Juan Bautista	280,516	12.00	4/1/2004
San Bernardino	Adelanto	20,208	10.00	5/9/2007
San Bernardino	Apple Valley	43,745	7.00	6/14/2005
San Bernardino	Barstow	4,297,962	12.50	1/1/2003
San Bernardino	Big Bear Lake	11,521,842	8.00	1/1/2010
San Bernardino	Chino	417,774	8.00	7/27/1978
San Bernardino	Chino Hills	1,954,880	10.00	7/1/2006
San Bernardino	Colton	1,455,684	10.00	5/3/1983
San Bernardino	Fontana	1,374,182	8.00	5/7/1985
San Bernardino	Grand Terrace			
San Bernardino	Hesperia	2,013,412	10.00	7/1/1998
San Bernardino	Highland	268,259	7.00	11/24/1987
San Bernardino	Loma Linda	608,866	10.00	1/14/1998

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San Bernardino	Montclair	80,059	10.00	4/23/1983
San Bernardino	Needles	983,675	10.00	5/20/1985
San Bernardino	Ontario	16,400,754	11.75	6/30/1996
San Bernardino	Rancho Cucamonga	4,423,148	10.00	4/6/1983
San Bernardino	Redlands	2,055,969	10.00	12/5/1998
San Bernardino	Rialto	396,488	9.00	1/18/1991
San Bernardino	San Bernardino	5,781,762	10.00	8/1/1990
San Bernardino	Twentynine Palms	2,481,175	9.00	1/1/2000
San Bernardino	Upland	171,240	10.00	7/1/1994
San Bernardino	Victorville	2,025,727	7.00	1/1/1980
San Bernardino	Yucaipa	23,658	7.00	3/8/1999
San Bernardino	Yucca Valley	2,686,405	7.00	8/31/1998
San Diego	Carlsbad	32,402,771	10.00	1/1/1990
San Diego	Chula Vista	7,418,924	10.00	4/1/1995
San Diego	Coronado	19,745,307	10.00	1/1/2013
San Diego	Del Mar	3,419,866	12.50	10/6/2015
San Diego	El Cajon	2,797,309	10.00	4/1/1993
San Diego	Encinitas	5,528,340	10.00	1/1/2009
San Diego	Escondido	2,530,715	10.00	1/15/1994
San Diego	Imperial Beach	1,353,140	10.00	7/1/1990
San Diego	La Mesa	1,335,653	10.00	1/1/1991
San Diego	Lemon Grove	68,749	6.00	7/1/2017
San Diego	National City	1,862,718	10.00	7/1/1992
San Diego	Oceanside	14,841,517	10.00	5/15/1993
San Diego	Poway	753,932	10.00	12/13/2002
San Diego	San Diego	259,109,645	10.50	8/1/1994
San Diego	San Marcos	1,416,495	10.00	7/12/1998
San Diego	Santee	693,796	10.00	12/12/2012
San Diego	Solana Beach	2,575,173	13.00	1/1/2009
San Diego	Vista	1,997,247	10.00	11/16/1990
San Francisco	San Francisco	174,609,059	14.00	8/1/1996
San Joaquin	Escalon	5,319	10.00	1/1/1995
San Joaquin	Lathrop	921,800	9.00	4/21/1992
San Joaquin	Lodi	1,485,320	6.00	7/1/2003
San Joaquin	Manteca	4,729,147	9.00	8/20/1990
San Joaquin	Ripon	325,052	10.00	7/2/2002
San Joaquin	Stockton	3,619,973	8.00	7/1/2006
San Joaquin	Tracy	2,263,129	10.00	12/1/1990
San Luis Obispo	Arroyo Grande	1,476,939	10.00	1/10/2001
San Luis Obispo	Atascadero	2,049,160	13.50	7/1/2020

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San Luis Obispo	El Paso De Robles	9,818,171	10.00	7/1/2015
San Luis Obispo	Grover Beach	952,228	10.00	9/2/1991
San Luis Obispo	Morro Bay	5,439,851	10.00	12/3/1996
San Luis Obispo	Pismo Beach	17,010,748	11.00	1/1/2021
San Luis Obispo	San Luis Obispo	10,650,762	10.00	10/1/1983
San Mateo	Atherton			
San Mateo	Belmont	2,432,335	10.00	6/26/1978
San Mateo	Brisbane	1,653,196	14.00	1/1/2010
San Mateo	Burlingame	12,378,959	12.00	1/1/2010
San Mateo	Colma*		12.00	1/1/2019
San Mateo	Daly City	1,187,552	13.00	7/1/2020
San Mateo	East Palo Alto	1,447,892	12.00	11/3/1998
San Mateo	Foster City	1,982,779	12.00	7/1/2019
San Mateo	Half Moon Bay	9,442,518	12.00	7/1/2008
San Mateo	Hillsborough			
San Mateo	Menlo Park	8,648,629	12.00	1/1/2013
San Mateo	Millbrae	4,893,188	12.00	1/1/2010
San Mateo	Pacifica	1,492,502	12.00	7/1/2011
San Mateo	Portola Valley			
San Mateo	Redwood City	3,620,639	12.00	1/1/2012
San Mateo	San Bruno	2,408,999	14.00	3/1/2021
San Mateo	San Carlos	2,136,750	13.50	1/1/2022
San Mateo	San Mateo	4,552,323	14.00	1/1/2021
San Mateo	South San Francisco	12,135,638	13.00	1/1/2020
San Mateo	Woodside			
Santa Barbara	Buellton	4,292,382	12.00	2/1/2013
Santa Barbara	Carpinteria	3,487,613	12.00	1/1/2013
Santa Barbara	Goleta	14,341,129	12.00	1/1/2013
Santa Barbara	Guadalupe*		6.00	6/26/1978
Santa Barbara	Lompoc	1,922,449	10.00	6/1/1984
Santa Barbara	Santa Barbara	31,955,795	12.00	1/1/2001
Santa Barbara	Santa Maria	4,375,748	10.00	12/5/1991
Santa Barbara	Solvang	6,031,568	12.00	7/1/2015
Santa Clara	Campbell	2,657,334	12.00	1/1/2011
Santa Clara	Cupertino	4,404,958	12.00	1/1/2012
Santa Clara	Gilroy	1,545,721	9.00	8/1/1983
Santa Clara	Los Altos	1,778,966	11.00	7/1/2017
Santa Clara	Los Altos Hills			
Santa Clara	Los Gatos	1,895,064	10.00	2/3/1993
Santa Clara	Milpitas	8,017,522	14.00	1/3/2019

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Santa Clara	Monte Sereno			
Santa Clara	Morgan Hill	2,494,220	11.00	3/1/2019
Santa Clara	Mountain View	4,437,081	10.00	7/10/1991
Santa Clara	Palo Alto	16,946,049	15.50	4/1/2019
Santa Clara	San Jose	26,283,626	10.00	3/19/1985
Santa Clara	Santa Clara	10,812,400	11.50	1/1/2022
Santa Clara	Saratoga	372,717	10.00	1/1/2002
Santa Clara	Sunnyvale	10,584,492	12.50	1/1/2019
Santa Cruz	Capitola	2,170,541	12.00	1/1/2019
Santa Cruz	Santa Cruz	12,066,476	12.00	1/1/2023
Santa Cruz	Scotts Valley	1,696,956	11.00	1/1/2019
Santa Cruz	Watsonville	1,611,253	11.00	11/2/2016
Shasta	Anderson	775,875	10.00	9/20/1994
Shasta	Redding	8,266,136	10.00	7/1/1982
Shasta	Shasta Lake	29,581	10.00	7/2/1993
Sierra	Loyalton			
Siskiyou	Dorris	12,807	5.00	8/14/1993
Siskiyou	Dunsmuir	331,727	10.00	7/1/2014
Siskiyou	Etna	19,526	6.00	1/1/1983
Siskiyou	Fort Jones			
Siskiyou	Montague			
Siskiyou	Mt. Shasta	1,186,841	10.00	7/1/1996
Siskiyou	Tulelake			
Siskiyou	Weed	549,216	12.00	7/1/2015
Siskiyou	Yreka	1,264,820	10.00	3/2/2004
Solano	Benicia	530,327	9.00	9/7/1993
Solano	Dixon	523,686	9.00	1/1/1990
Solano	Fairfield	2,218,312	10.00	10/1/1984
Solano	Rio Vista	32,019	10.00	12/1/2006
Solano	Suisun City	631,407	10.00	5/1/1991
Solano	Vacaville	2,235,393	8.00	11/1/1998
Solano	Vallejo	2,053,577	11.00	7/1/1991
Sonoma	Cloverdale	256,539	10.00	1/1/1993
Sonoma	Cotati*		10.00	1/1/1998
Sonoma	Healdsburg	10,691,290	14.00	1/1/2017
Sonoma	Petaluma	3,440,339	10.00	11/5/1990
Sonoma	Rohnert Park	4,663,780	12.00	1/1/2003
Sonoma	Santa Rosa	5,873,690	9.00	1/1/1994
Sonoma	Sebastopol	504,292	12.00	4/1/2019
Sonoma	Sonoma	6,796,471	13.00	9/1/2019

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Sonoma	Windsor	2,152,651	12.00	12/12/2008
Stanislaus	Ceres	258,863	10.00	7/1/2016
Stanislaus	Hughson			
Stanislaus	Modesto	3,621,190	9.00	4/1/1987
Stanislaus	Newman			
Stanislaus	Oakdale	381,416	7.00	11/3/1987
Stanislaus	Patterson	276,379	8.00	10/1/1986
Stanislaus	Riverbank*		4.00	12/13/1965
Stanislaus	Turlock	2,228,182	9.00	11/26/1991
Stanislaus	Waterford*		8.00	9/1/1995
Sutter	Live Oak			
Sutter	Yuba City	1,472,332	10.00	1/19/2001
Tehama	Corning	678,925	10.00	4/1/1994
Tehama	Red Bluff	1,589,670	10.00	10/1/1991
Tehama	Tehama			
Tulare	Dinuba	372,343	10.00	3/4/1995
Tulare	Exeter	156,504	8.00	1/1/2013
Tulare	Farmersville			
Tulare	Lindsay	88,244	8.00	3/1/1986
Tulare	Porterville	841,823	8.00	10/2/1990
Tulare	Tulare	1,985,244	10.00	7/1/2002
Tulare	Visalia	4,589,179	10.00	11/1/1993
Tulare	Woodlake			
Tuolumne	Sonora	449,522	12.00	2/1/2021
Ventura	Camarillo	3,172,970	9.00	9/14/1988
Ventura	Fillmore	164,490	10.00	5/22/1986
Ventura	Moorpark	391,325	10.00	9/19/2007
Ventura	Ojai	8,969,157	15.00	6/1/2020
Ventura	Oxnard	5,117,229	10.00	6/16/1998
Ventura	Port Hueneme	691,943	10.00	1/1/1980
Ventura	San Buenaventura	8,343,067	10.00	6/30/1986
Ventura	Santa Paula	144,098	10.00	11/21/1994
Ventura	Simi Valley	2,026,395	10.00	10/20/1994
Ventura	Thousand Oaks	4,503,872	10.00	12/1/1987
Yolo	Davis	2,857,832	12.00	8/1/2016
Yolo	West Sacramento	2,199,820	12.00	1/1/2005
Yolo	Winters	411,848	12.00	7/1/2014
Yolo	Woodland	1,555,940	12.00	7/1/2017
Yuba	Marysville	215,493	10.00	1/1/1993
Yuba	Wheatland			

California Cities
Transient Occupancy Taxes Revenue, Tax Rate, and Effective Date
Fiscal Year 2021-22
(Including the City and County of San Francisco)

County	City *	Transient Occupancy Taxes (\$)	Tax Rate (%)	Effective Date
		\$ 2,532,105,390		

* City currently has no hotels/motels, but has a current tax rate and effective date.

Source: Office of the State Controller
 Local Government Programs and Services
 Local Government Reporting Section - City

RESOLUTION 2024-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL REY OAKS SUBMITTING A MEASURE TO THE VOTERS AT THE GENERAL MUNICIPAL ELECTION ON NOVEMBER 5, 2024, TO ADOPT AN ORDINANCE TO AMEND TITLE 3 OF THE DEL REY OAKS MUNICIPAL CODE TO INCREASE THE CITY'S TRANSIENT OCCUPANCY TAX BY 2 PERCENTAGE POINTS TO 12 PERCENT

RECITALS

A. Pursuant to Section 3.20.030 of Title 3 of the Del Rey Oaks Municipal Code, the City currently levies a Transient Occupancy Tax.

B. The City Council desires to amend the Del Rey Oaks Municipal Code to increase the transient occupancy tax (commonly called the "TOT" or "hotel tax") which is currently charged on persons who occupy a short-term rental or "hotel" in the City for 30 days or less, by two percentage points, from 10% to 12%.

C. A proposed ordinance attached hereto and incorporated herein by reference as Attachment "A" (the "Ordinance") would implement the proposed revision to the tax.

D. By its Resolution 2024-XX, adopted on _____, 2024, the City Council called a general municipal election for November 5, 2024 ("Election").

E. Pursuant to Government Code Section 53724 and Election Code Section 9222, the City Council desires to submit the Ordinance to the voters of the City.

F. The City Council finds that under CEQA Guidelines sections 15060(c)(2) and 15378, subdivisions (2) and (4) of subdivision (b), this action does not constitute a project under CEQA and therefore review under CEQA is not required.

The City Council of the City of Del Rey Oaks RESOLVES as follows:

SECTION 1. Findings. The City Council finds and determines that each of the findings set forth above are true and correct.

SECTION 2. General Tax Election. The City Council proposes to impose the general tax set forth in the Ordinance and to present this proposal to the voters on November 5, 2024.

SECTION 3. Measure. Pursuant to Elections Code Section 9222, the City Council hereby submits the Ordinance to the voters at the Election and orders the following question to be submitted to the voters at the Election:

Shall the measure be adopted amending the City of Del Rey Oaks Municipal Code to increase the Transient Occupancy Tax rate from 10% to 12%, providing until ended by voters approximately \$30,000 in additional annual revenue for general government use such as public safety response, parks services, maintaining public infrastructure such as streets, sidewalks, parks and facilities; and applying the tax to all rent charged to "hotel" guests, including by online travel and short-term rental companies, for transient occupancy in any hotel?	YES
	NO

This question requires the approval of a majority of those casting votes.

SECTION 4. Adoption of Measure. The measure to be submitted to the voters is attached to this Resolution as Exhibit A and incorporated herein by this reference.

SECTION 5. Notice of Election. Notice of the time and place of holding the election is hereby given, and the City Clerk is authorized, instructed, and directed to give further or additional notice of the election, in time, form and manner as required by law.

SECTION 6. Impartial Analysis. Pursuant to California Elections Code Section 9280, the City Council hereby directs the City Clerk to transmit a copy of the measure to the City Attorney. The City Attorney shall prepare an impartial analysis of the measure, not to exceed 500 words in length, showing the effect of the measure on the existing law and the operation of the measure, and transmit such impartial analysis to the City Clerk on or before _____, 2024.

SECTION 7. Ballot Arguments. Pursuant to Elections Code Section 9286 et. seq., _____, 2024 at 5:00 p.m. shall be the deadline for submission of arguments in favor of, and arguments against, any local measures on the ballot. If more than one argument for and/or against is received, the priorities established by Elections Code Section 9287 shall control.

SECTION 8. Rebuttal Arguments. The provisions of Elections Code Section 9285 shall control the submission of any rebuttal arguments. The deadline for filing rebuttal arguments shall be _____, 2024 at 5:00 p.m.

SECTION 9. Consolidation Request. The Council of the City of Del Rey Oaks requests the governing body of any other political subdivision, or any officers otherwise authorized by law, to partially or completely consolidate such elections and the City Council consents to such consolidation. The Council requests the Board of Supervisors of the County of Monterey to include on the ballots and sample ballots, all qualified measures submitted by the City Council to be ratified by the qualified electors of the City of Del Rey Oaks. The Council acknowledges that the election will be held and conducted according to procedures in the Elections Code, including Section 10418.

SECTION 10. Request for County Services. Pursuant to Section 10002 of the California Elections Code, the Council of the City of Del Rey Oaks hereby requests the Board of Supervisors of

the County of Monterey to permit the Registrar of Voters to render services to the City of Del Rey Oaks relating to the conduct of Del Rey Oaks' General Municipal and Special Elections which are called to be held on Tuesday, November 5, 2024. The services shall be of the type normally performed by the Registrar of Voters in assisting the clerks of municipalities in the conduct of elections including, but not limited to, checking registrations, mailing ballots, hiring election officers and arranging for polling places, receiving absentee voter ballot applications, mailing and receiving absent voter ballots and opening and counting same, providing and distributing election supplies, and furnishing voting machines.

SECTION 11. Transmittal of Resolution. The City Clerk is hereby directed to submit forthwith a certified copy of this resolution to the County of Monterey Board of Supervisors and to the Registrar of Voters.

PASSED AND ADOPTED this _____ day of _____, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

SIGNED:

Scott Donaldson, Mayor

ATTEST:

Karen Minami, City Clerk

ORDINANCE _____

AN ORDINANCE OF THE CITY OF DEL REY OAKS AMENDING SECTION 3.20.030 OF CHAPTER 3.20 OF TITLE 3 OF THE DEL REY OAKS MUNICIPAL CODE INCREASING THE MAXIMUM RATE OF THE CITY'S TRANSIENT OCCUPANCY TAX FROM 10% TO 12%

The People of the City of Del Rey Oaks do ordain as follows:

SECTION 1. Subject to the approval of a majority of the voters of the City of Del Rey Oaks at the General Municipal Election so designated by the City Council in a separate resolution placing the proposal on the ballot for such election, Section 3.20.030 of Chapter 3.20 of Title 3 of the Del Rey Oaks Municipal Code is hereby amended as follows:

**Chapter 3.20
UNIFORM TRANSIENT OCCUPANCY TAX**

3.20.020 Tax Imposed.

For the privilege of occupancy in any hotel, each transient is subject to and shall pay a tax in the amount of ~~ten~~ **twelve** percent of the rent charged by the operator. Said tax constitutes a debt owed by the transient to the city, which is extinguished only by payment to the operator or to the city. The transient shall pay the tax to the operator of the hotel at the time the rent is paid. If the rent is paid in installments, a proportionate share of the tax shall be paid with each installment. The unpaid tax shall be due upon the transient's ceasing to occupy space in the hotel. If for any reason the tax due is not paid to the operator of the hotel, the tax collector may require that such tax shall be paid directly to the tax collector.

SECTION 2. General Tax. Proceeds of the tax imposed by this Ordinance shall be deposited in the general fund of the City and shall be available for any legal purpose.

SECTION 3. Amendment or Repeal. The City Council may repeal Chapter 3.20 of the Del Rey Oaks Municipal Code or amend that Chapter without a vote of the people except that any amendment to Chapter 3.20 that increases the amount or rate of tax due from any Person beyond the amounts and rates authorized by this Ordinance may not take effect unless approved by a vote of the people.

SECTION 4. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unenforceable by a court of competent jurisdiction, the remaining portions of this Ordinance shall nonetheless remain in full force and effect. The people hereby declare that they would have adopted each section, subsection, sentence, clause, phrase, or portion of this Ordinance, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions of this Ordinance be declared invalid or unenforceable.

SECTION 5. Effective Date. This ordinance shall be effective only if approved by a majority of the voters and shall go into effect immediately after the vote is declared by the City Council and the duty of service providers to collect the tax shall commence as provided in California Public Utilities Code Section 799.

SECTION 6. Execution. The Mayor is hereby authorized to attest to the adoption of this Ordinance by the voters of the City by signing where indicated below.

I hereby certify that the foregoing Ordinance was PASSED, APPROVED and ADOPTED by the People of the City of Del Rey Oaks voting on the 5th day of November, 2024.

ATTEST:

Karen Minami, City Clerk

Scott Donaldson, Mayor

APPROVED AS TO FORM:

APPROVED:

Alex Lorca, City Attorney

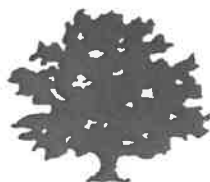
John Guertin, City Manager

CITY MANAGER GUERTIN'S REPORT

ATTACHMENTS:

*MEMO REGARDING MARCH MEETING DATES FOR THE
GENERAL PLAN ANNUAL PROGRESS REPORT, FROM
DENISE DUFFY*

*LETTER FROM HOUSING AND COMMUNITY
DEVELOPMENT REGARDING DEL REY OAKS 6TH CYCLE
HOUSING ELEMENT*



CITY OF DEL REY OAKS

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

DATE: February 27, 2024 Council Meeting
TO: John Guertin, City Manager's Report to Council
FROM: Denise Duffy, City Planning Consultant
SUBJECT: 2023 General Plan Annual Progress Report Council Report

PURPOSE: To provide an early update on upcoming action for the Annual Progress Report on the General Plan and Housing Element; this item is scheduled for March 26, 2024 Council meeting. Portions of the Staff Report are provided for background prior to the formal City Council meeting.

Annual Progress Report: Government Code section 65400(a)(2)(A) requires each City and County to provide an annual progress report to the Office of Planning and Research (OPR) and Housing and Community Development department (HCD) on the status of the general plan and progress in implementation of housing policies and programs since the previous reporting year. A primary purpose of this reporting is to detail the progress each jurisdiction has made in meeting the jurisdiction's share of regional housing needs allocation (RHNA) determined pursuant to Government Code section 65584, as well as updates on local efforts to remove governmental constraints to the maintenance, improvement, and development of housing pursuant to Government Code section 65583(c)(3) (Id. at § 65400(a)(2)(B)). The general requirements to the General Plan Annual Progress Report (APR) and Housing Element APR are addressed below.

Requirements and Timing: The annual progress reports must be provided to the OPR and HCD on or before April 1st of each year. Jurisdictions report on a calendar-year basis (January 1 through December 31). There is no standardized format for the preparation of an APR for the General Plan. The form and content of the report may vary based on the circumstances, resources, and constraints of each jurisdiction. The City has prepared and submitted these reports annually.

2023 General Plan Annual Progress Report: The 2023 APR incorporates the adopted 2022, APR submitted in 2023. The report provided a comprehensive review of progress made on the City General Plan. Consistent with previous reports, the City APR provides a comprehensive listing of general plan policies, categorized by element, with a commentary on status. The assessment notes how, or if a policy was implemented during the reporting period (i.e., a description of the activities underway or completed for implementation of cited policy).

Note: The purpose of an APR is to review progress made in implementing programs; it is not a review of adequacy of the adopted programs.

The most recent APR, adopted by the City Council in March 2023, continues to be applicable to this current APR reporting period. Planning Commission and City Council considered the APR and recommended approval of the APR at that time. Minor amendments corrections and additions were identified in 2023 and incorporated in the APR.

2023 Housing Element Annual Progress Report: Each jurisdiction (city council or board of supervisors) must also prepare and submit an APR on the jurisdiction's status and progress in implementing its Housing Element (Government Code Section 65400.). Each jurisdiction's Housing Element APR must be submitted to HCD and the Governor's Office of Planning and Research (OPR) by April 1st of each year and it covers the previous calendar year (January 1 to December 31, 2023). The purpose of the APR is to provide information regarding local agency progress in meeting its share of RHNA and removing governmental constraints to the development of housing pursuant to Government Code section 65583(c)(3). The focus of the report is progress made since the last reporting period. Since the City adopted a new housing element in 2023, the City Housing Element APR uses the program information in the Updated Housing Element submitted to HCD.

Future Action: Consideration of this item will be on the March 26, 2024 City Council agenda. This is a preview for early information. The next meeting of City Council will include the following:

1. City Council will consider March report and Recommendation from Planning Commission regarding the Draft 2023 Annual Progress Report on the Implementation of the General Plan, including resolution to approve APR and direct submittal of APR to HCD/OPR

Respectfully submitted,

Denise Duffy

Denise Duffy

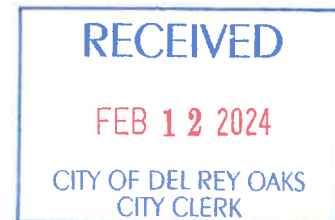
**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT**

2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833
(916) 263-2911 / FAX (916) 263-7453
www.hcd.ca.gov



February 12, 2024

John Guertin, City Manager
City of Del Rey Oaks
650 Canyon Del Rey Blvd.
Del Rey Oaks, CA 93940



Dear John Guertin:

RE: City of Del Rey Oaks' 6th Cycle (2023-2031) Adopted Housing Element

Thank you for submitting the City of Del Rey Oaks' (City) housing element adopted December 13, 2023 and received for review on December 14, 2023. Pursuant to Government Code section 65585, the California Department of Housing and Community Development (HCD) is reporting the results of its review. In addition, HCD considered comments from the California Native Plant Society pursuant to Government Code section 65585, subdivision (c).

The adopted housing element addresses some statutory requirements described in HCD's October 18, 2023 review; however, additional revisions are necessary to substantially comply with State Housing Element Law (Gov. Code, § 65580 et seq). The enclosed Appendix describes the revisions needed to comply with State Housing Element Law.

For your information, pursuant to Assembly Bill 1398 (Chapter 358, Statutes of 2021), if a local government does not adopt a compliant housing element within 120 days of the statutory deadline (December 15, 2023), then any rezoning to make prior identified sites available or accommodate the regional housing needs allocation (RHNA) shall be completed no later than one year from the statutory deadline pursuant to Government Code sections 65583, subdivision (c) and 65583.2, subdivision (c). Otherwise, the local government's housing element will no longer comply with State Housing Element Law, and HCD may revoke its finding of substantial compliance pursuant to Government Code section 65585, subdivision (i). Please be aware, if the City does not adopt a compliant housing element within one year from the statutory deadline, the element cannot be found in substantial compliance until these rezones are completed.

Public participation in the development, adoption and implementation of the housing element is essential to effective housing planning. During the housing element revision process, the City must continue to engage the community, including organizations that represent lower-income and special needs households, by making information regularly

John Guertin, City Manager
Page 2

available while considering and incorporating comments where appropriate. Please be aware, any revisions to the element must be posted on the local government's website and to email a link to all individuals and organizations that have previously requested notices relating to the local government's housing element at least seven days before submitting to HCD.

Several federal, state, and regional funding programs consider housing element compliance as an eligibility or ranking criteria. For example, the CalTrans Senate Bill (SB) 1 Sustainable Communities grant, the Affordable Housing and Sustainable Communities program, and HCD's Permanent Local Housing Allocation consider housing element compliance and/or annual reporting requirements pursuant to Government Code section 65400. With a compliant housing element, the City will meet housing element requirements for these and other funding sources.

We are committed to assist the City in addressing all statutory requirements of State Housing Element Law. If you have any questions or need additional technical assistance, please contact Clare Blackwell, of our staff, at Clare.Blackwell@hcd.ca.gov.

Sincerely,



Paul McDougall
Senior Program Manager

Enclosure

APPENDIX CITY OF DEL REY OAKS

The following changes are necessary to bring the City's housing element into compliance with Article 10.6 of the Government Code. Accompanying each recommended change, we cite the supporting section of the Government Code.

Housing element technical assistance information is available on HCD's website at <https://www.hcd.ca.gov/planning-and-community-development/hcd-memos>. Among other resources, the housing element section contains HCD's latest technical assistance tool, *Building Blocks for Effective Housing Elements (Building Blocks)*, available at <https://www.hcd.ca.gov/planning-and-community-development/housing-elements/building-blocks> and includes the Government Code addressing State Housing Element Law and other resources.

A. Housing Needs, Resources, and Constraints

1. *Affirmatively further[ing] fair housing in accordance with Chapter 15 (commencing with Section 8899.50) of Division 1 of Title 2...shall include an assessment of fair housing in the jurisdiction. (Gov. Code, § 65583, subd. (c)(10)(A).)*

Local Data and Knowledge, and Other Relevant Factors: HCD's prior review found that the element should include local data, knowledge, and other relevant factors to better describe and analyze fair housing conditions throughout the City. The element was revised to state that there is no concentration of income types, race and ethnicity, or poverty within the jurisdiction, and there is no disparity in access to education, employment, transportation, or healthy environments (p. A-45). However, the element must also utilize local data and knowledge to better describe and analyze any concentrations of disability, familial status, and disproportionate housing needs, such as cost burden and overcrowding. Please refer to HCD's October 18, 2023 review for additional information.

2. *Analyze any special housing needs such as elderly; persons with disabilities, including a developmental disability; large families; farmworkers; families with female heads of households; and families and persons in need of emergency shelter. (Gov. Code, § 65583, subd. (a)(7).)*

Special Need Households: HCD's prior review found that the element must be revised to include an analysis of the existing needs and resources for each special need group. While the element was revised to include analysis for some special need groups, the element must still include an analysis of resources and proposed programs to address the magnitude of need for persons with disabilities, large households, extremely low-income (ELI) households, and farmworkers.

3. *An inventory of land suitable and available for residential development, including vacant sites and sites having realistic and demonstrated potential for redevelopment during the planning period to meet the locality's housing need for a designated income level, and*

an analysis of the relationship of zoning and public facilities and services to these sites. (Gov. Code, § 65583, subd. (a)(3).)

Parcel Listing: HCD's prior review found that the element must identify the anticipated affordability level of the units for each site identified in the sites inventory. While the element was revised to include Table A-24, it must resolve discrepancies between anticipated affordability levels and total anticipated capacity for each site. In addition, the element should reconcile information relating to realistic site capacity and anticipated affordability throughout the element, including but not limited to Tables 3-4 (Site Inventory), 3-6 (Quantified Objectives), A-24 (Affirmatively Furthering Fair Housing (AFFH) Sites Inventory), and the electronic sites inventory.

Shortfall of Sites: The element inconsistently discusses whether the City has a shortfall of sites. For example, the element occasionally notes that the City addressed its unaccommodated need from the last planning period and therefore does not have a shortfall. However, the element still includes Program A-1 (Accommodate the City's regional housing need allocation (RHNA)) committing to rezoning sites pursuant to required shortfall requirements under Government Code section 65583.2, subdivisions (h) and (i). The element must reconcile this information and clearly discuss whether the City has addressed its unaccommodated need from the prior planning period and has sites with adequate zoning to address the 6th cycle RHNA. Based on a complete analysis, the element may need to include or modify programs as necessary.

Availability of Infrastructure:

- *Water Capacity* – HCD's prior review found that the element should clarify total water and sewer capacity for sites to accommodate the RHNA, including any potential limitations. While the element stated that the City reasonably assumes that it can accommodate residential units to meet RHNA from the Marina Coast Water District (MCWD) groundwater sources within the 6,160 residential unit limit, this statement seems to be largely based on a calculation of remaining capacity as of May 2019. The element should include an updated calculation of remaining capacity as of the start of the planning period. The element must also clarify whether there is sufficient water set-aside to accommodate the projected number of Accessory Dwelling Units (ADU).

In addition, while Program C.4 was revised committing to secure water entitlements for development on Former Fort Ord sites, the program should commit to additional actions to support water augmentation efforts with discrete timelines for implementation throughout the planning period. The program should also commit the City to annually monitor the availability and supply of water within the MCWD service district and commit to identifying alternative sites and rezoning within six months if the City is not on track to provide adequate water supply for the identified sites.

Water and Sewer Access – The element clearly states that the water and sewer utility lines will need to be extended to provide access to the RHNA sites. However, the element inconsistently discusses the timing of these infrastructure improvements. The element must demonstrate available or planned capacity and

access for water and sewer during the planning period. The element should be revised to discuss the timing and any potential constraints with the implementation of infrastructure extensions. Additionally, the element must include or modify programs with firm commitments, timelines, and milestones to completing these infrastructure improvements.

Environmental Constraints: The element was revised to clarify that there is adequate land without residential restrictions on Site 1 to accommodate the RHNA. However, the element should discuss any additional steps needed to initiate development in these areas including whether Department of Toxic Substances Control (DTSC) approval and other mitigation efforts are needed. Based on a complete analysis, the element may need to include or modify programs to facilitating development on these sites such as assisting developers and applicants in obtaining the appropriate approvals. Additionally, the element was revised to include the Environmental Impact Report (EIR), which identified various mitigation actions to address biological constraints and hazards on former Fort Ord sites. However, the element should include programs and commitments to supporting and implementing the mitigation measures as identified in the EIR.

Accessory Dwelling Units:

- *Incentives* – HCD’s prior review found that given the City’s reliance on ADUs to address the RHNA, the element must include strong policies that commit to facilitating and incentivizing ADUs including affordability. While the element included Program C.2 (Encourage the Construction of ADUs), which commits the city to waive or reduce development fees and expedite permit processing, the element generally does not address this requirement. For example, the program commits to “explore” the availability of standardized plans for ADUs; however, it should commit to more specific and measurable actions to provide pre-approved plans. Other strategies could include providing additional homeowner/applicant assistance tools, developing information packets to market ADU construction, pursuing funding opportunities, and targeted advertising of ADU development opportunities. In addition, programs for ADUs should be revised with quantified metrics that also target affordability.
- *Monitoring* – Lastly, as found in HCD’s prior review, the element must commit to monitoring ADU production and affordability throughout the course of the planning period and implement additional actions if the City is not meeting target numbers anticipated in the housing element. If necessary, additional actions, should be taken in a timely manner (e.g., within six months). The degree of additional actions should be in stride with the degree of the gap in production and affordability. While the element included Program C.2 (Encourage the Construction of ADUs) to monitor the production and affordability of ADUs, this program should specifically commit to identifying alternative sites and rezoning within six months if the City is not meeting the anticipated target numbers for their RHNA.
- *ADU Ordinance* – While the element included a program committing to updating the City’s ADU ordinance to be compliant with state law, the program must be

revised with a timeline for implementation. Additionally, as found in HCD's prior review, the element must commit to revising the ordinance to allow ADUs in all zones that allow residential including nonresidential zones e.g., mixed-uses and commercial.

Zoning for a Variety of Housing Types (Emergency Shelters): HCD's prior review found that the element must address all requirements under AB 2339 (2022). The element was revised to include a program committing to addressing all the requirements. However, the element must still provide an analysis of how the City addresses these requirements. This includes demonstrating the appropriateness of sites, zoning, and capacity to accommodate emergency shelters, as follows:

- *Zoning* – The element states that emergency shelters are permitted within the C-1 zone but must still indicate whether the City permits emergency shelters without discretionary action and whether the C-1 zone allows for residential uses.
- *Capacity* – The element must analyze the available capacity in the C-1 zone to adequately accommodate the city's most recent point-in-time count. For example, the element should discuss available acreage in the C-1 zone, including typical parcel sizes and the presence of reuse opportunities.
- *Suitability* – The element must demonstrate the suitability of sites and the identified zone. For example, to demonstrate the suitability of sites, the element should address whether sites are vacant or nonvacant. If sites are generally nonvacant, the analysis must address the extent existing uses impede additional development. For example, to demonstrate the potential for redevelopment, the analysis could evaluate a sample of representative sites, the existing uses and reuse opportunities. To demonstrate the suitability of the zone, the element should discuss the type of services and transit available, general uses in this zone and any conditions inappropriate for human habitability.
- *Definition of Emergency Shelters* – For your information, AB 2339 (2022) expanded the definition of "emergency shelters" to include other interim interventions, including but not limited to, navigation centers, bridge housing, and respite or recuperative care.

Based on a complete analysis, the element must add or modify programs to demonstrate compliance with these requirements.

4. *An analysis of potential and actual governmental constraints upon the maintenance, improvement, or development of housing for all income levels, including the types of housing identified in paragraph (1) of subdivision (c), and for persons with disabilities as identified in the analysis pursuant to paragraph (7), including land use controls, building codes and their enforcement, site improvements, fees and other exactions required of developers, and local processing and permit procedures... (Gov. Code, § 65583, subd. (a)(5).)*

Land Use Controls (Parking): The element indicates the City requires smaller bedroom units including studios and one-bedrooms to provide 1.75 spaces per unit and are required to have one garage space. HCD's prior review found that the element must reduce parking requirements and analyze the garage requirement. Additionally, based on a complete analysis, the element may need to include additional parking modifications. The element was revised to reduce the parking requirements for smaller bedroom units. Additionally, the element included an analysis of the garage requirements indicating that it can be a constraint on the development of multifamily housing. HCD generally finds garage requirements as a constraint to development. As such, the element should include or modify programs specifically committing to removing the garage requirements for multifamily development.

Local Processing and Permit Procedures: HCD's prior review found that the element must analyze the conditional use permit (CUP) requirement for multifamily housing in zones intended to permit multifamily housing. The element was revised to indicate that the City will include a program committing to updating the zoning code to remove the use permit requirements for uses that are already principally permitted (p. 4-9). While the element included Program C-3 (Mitigating Constraints) committing to a zoning code update, it must specifically commit to remove or replace the CUP requirement with a procedure that does not act as a constraint on housing.

B. Housing Programs

1. *Identify actions that will be taken to make sites available during the planning period with appropriate zoning and development standards and with services and facilities to accommodate that portion of the city's or county's share of the regional housing need for each income level that could not be accommodated on sites identified in the inventory completed pursuant to paragraph (3) of subdivision (a) without rezoning, and to comply with the requirements of Government Code section 65584.09. Sites shall be identified as needed to facilitate and encourage the development of a variety of types of housing for all income levels, including multifamily rental housing, factory-built housing, mobilehomes, housing for agricultural employees, supportive housing, single-room occupancy units, emergency shelters, and transitional housing. (Gov. Code, § 65583, subd. (c)(1).)*

As noted in Finding A3, the element does not include a complete site analysis; therefore, the adequacy of sites and zoning were not established. Based on the results of a complete sites inventory and analysis, the City may need to add or revise programs to address a shortfall of sites or zoning available to encourage a variety of housing types. In addition, the element should be revised as follows:

Publicly Identified Sites: HCD's prior review found that the element must include significant actions to facilitate and encourage development on City-Owned sites, including former Fort Ord Site. The element included a revised analysis indicating that the City released an request for proposal (RFP) and is still working to identify a developer. The element must include a schedule of actions to continue facilitating and incentivizing development on these sites. This includes a program with numerical

objectives including affordability that ensures compliance with the Surplus Land Act if applicable, provides incentives and actions along with a schedule to facilitate development of this site. Actions should include outreach with developers, issuing requests for proposals, incentives, fee waivers, priority processing and financial assistance.

2. *The Housing Element shall contain programs which assist in the development of adequate housing to meet the needs of extremely low-, very low-, low- and moderate-income households. (Gov. Code, § 65583, subd. (c)(2).)*

The element was revised to include some general commitments to address housing for persons with special needs including assisting and support developers with funding applications and conducting broader outreach efforts. However, given the importance of farmworkers and the regional needs, the element must include significant actions to specifically address the needs of farmworkers that are responsive to the analysis. For example, the element could commit to proactive actions to coordinate with non-profit developers, employers, and other related organizations, to explore funding and incentives and to identify specific development opportunities. Other strategies could include developing informational materials on farmworker housing, pursuing funding, and providing technical assistance on funding applications.

3. *Address and, where appropriate and legally possible, remove governmental and nongovernmental constraints to the maintenance, improvement, and development of housing, including housing for all income levels and housing for persons with disabilities. The program shall remove constraints to, and provide reasonable accommodations for housing designed for, intended for occupancy by, or with supportive services for, persons with disabilities. (Gov. Code, § 65583, subd. (c)(3).)*

As noted in Finding A4, the element requires a complete analysis of potential governmental constraints. Depending upon the results of that analysis, the City may need to revise or add programs and address and remove or mitigate any identified constraints.

4. *Promote and affirmatively further fair housing opportunities and promote housing throughout the community or communities for all persons regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status, or disability, and other characteristics... (Gov. Code, § 65583, subd. (c)(5).)*

The element was revised with some additional actions to address AFFH. However, this generally does not address HCD's prior review. First, as noted in Finding A1, the element requires a complete AFFH analysis. Goals and actions must specifically respond to the analysis and to the identified and prioritized contributing factors to fair housing issues. Second, actions must be significant and meaningful enough to overcome identified patterns and trends. Third, actions must have specific commitment, metrics and milestones as appropriate. Given that most of the City is considered majority high resourced community, the element should focus on programs that promote housing mobility and encourage development of more housing choices and affordable housing throughout the community. Examples include promoting more housing choices

and affordability in lower-density areas (e.g., missing middle housing types), identifying additional multifamily areas, additional religious institutional sites, enhancing ADUs, junior accessory dwelling units (JADU) or additional conversion of existing space, home sharing strategies and city-wide affordable rental registry. Furthermore, all programs must include geographic targeting and metrics to target significant and meaningful outcomes in the planning period.

C. Quantified Objectives

Establish the number of housing units, by income level, that can be constructed, rehabilitated, and conserved over a five-year time frame. (Gov. Code, § 65583, subd. (b)(1 & 2).)

As noted in HCD's prior review, the element must include quantified objectives to establish an estimate of housing units by income category that can be constructed, rehabilitated, and conserved over the planning period. While the element was revised to include Table 3-6, the table must still include objectives for ELI households. Additionally, HCD's prior review found that the element should include quantified objectives for rehabilitation and conservation across income categories. The element included rehabilitation objectives limited to ADUs. However, the element should increase objectives for rehabilitation and conservation beyond ADUs. For example, objectives could be increased by incorporating anticipated outcomes from the following programs: Program E.1 (Assist in Rehabilitating Housing) and Program E.2 (Continue Code Enforcement).

Kim Shirley's Council Report for Tuesday, February 27, 2024

Friday, January 19th- ReGen Monterey Board Mtg- This was my first meeting as Board Chair and although I was nervous, it all went fairly well! We welcomed two new board members- Council Member Alexis Garcia-Arrazola from Seaside and Peter McKee who is representing Pebble Beach Community Services. In addition, I was able to present a resolution of appreciation to our former Board Chair, Jason Campbell. I miss his guidance and dedication on our Board. We also did three year service awards to County Supervisor Wendy Root-Askew and myself (I can't believe it's been three years!). I've learned so much and am so proud of the work that ReGen does which makes me feel extremely grateful to be a part of an organization that puts our environment first.

Another highlight of this meeting was giving away grants to local nonprofits in support of our edible food recovery efforts. Along with composting food waste, SB1383 also addresses additional food coming from grocery stores and restaurants to make sure that the food gets donated and is used in the community, instead of heading to the landfill. To support that process, ReGen and Salinas Valley Recycles contributed grant funds that supports increased capacity for organizations throughout the region. Fifteen organizations applied and we were able to give out seven grants to a variety of organizations that serve all sectors of our community—from college students, to seniors, veterans, and disabled adults. Representatives of the organizations were in the board room to collect their checks and share how this money will help them as they continue to support the diverse needs of our region.

The two items of discussion were contracts for processing recycling from outside the region. One of the contracts is for processing recycling coming from North San Luis Obispo County and a South Monterey County military contract. Another was to process single-stream recycling from Santa Cruz County communities on an as needed basis.

After staff reports, our last item to address was board appointments. I appointed Peter McKee to the Finance committee. I will also remain on that committee. Additionally, we decided that Alexis Garcia-Arrazola would be appointed as an alternate to the Special Districts meeting (Dr. Kim Barber remains as the primary person for the Special District meetings) and I would take Jason Campbell's place on the Ad Hoc Committee which is addressing potential energy sources between ReGen Monterey and M1Water.

Tuesday, January 23rd- City Council Mtg- Our meeting was run this month by our Vice Mayor, John Uy, who did a great job of keeping us on track, all while maintaining, of course, his happy, caring, and thoughtful nature. During public comments we heard about the desire to have a multiunit smoke-free ordinance (it's coming in February- yay!) as well as accolades for our former Mayor, Joe Russell who recently passed.

The first item of new business was accepting the excellent results of our FY2022-23 audit. The finance committee had already reviewed this report, and so it was nice to bring these positive results back to the council. Again, I'm very grateful for the work staff did to get this completed and the work they've done in past years to get us to this place where we have good financial practices.

The second item, which took most of our meeting time, was reviewing the appeal of the city's determination of square footage for 121 Calle del Oaks. This is a difficult topic and ultimately, three of us were left on the dais to make the decision (Council Member Hallack recused himself and Mayor Donaldson was absent). After the hearing, we ultimately decided to push this decision to the February council meeting to give us more time to review what was presented before us (we had never seen the materials that our building official presented and the appellant's packet was sent to us just the night before the meeting).

Wednesday- Friday, January 24th-26th- League of California Cities- Mayors and Council Members Academy- Lucky for us this year, this annual event took place in our own backyard (Monterey) so it made it very convenient to attend. I'm grateful to the city for supporting these professional development opportunities as there is always something to learn. The League provided 2.5 days of sessions on various topics. I attended all of them except for the last one which was focused on ethics training as I'm currently up to date with my certification. Below are the sessions I attended, along with some highlights and takeaways for me as I reflect on the conference.

Wednesday, I attended the following sessions-

- **Harassment Prevention Training for Supervisors and Officials (AB 1661)**
 - Received my certificate after the two hour training
- **An introduction to Cal Cities**
 - A refresher on the League of California Cities leadership team and the organization's mission and structure. The main two things they provide are advocacy and educational tools.
- **Developing an Effective City Council and City Manager Team: The Key to Good Governance and City Success**
 - "Good governance requires building relationships"- ultimately, "Effective Communication = Trust = A Successful Relationship." My biggest takeaway from this session is how vital *meaningful* communication is for building trust between the council and the city manager. **Meaningful communication includes being honest, direct, respectful, and proactive.**
 - The city manager has many responsibilities which includes collaborating and supporting the council to be successful, working with staff to create a positive culture, and engaging with the public to build trust.

- City Managers should communicate consistently and equitably with all of their council members.
- It was made clear that council members meet regularly with the city manager and should hold the city manager accountable for achieving council goals. It's important to note that the council provides direction to the city manager only (not the staff...that's the responsibility of the city manager).
- The session and panel discussion with our very own Monterey Mayor, Tyller Williamson and Monterey City Manager, Hans Uslar got me thinking about the following:
 - **I'd like to have regular council workshops that include the mission, vision, and values and includes a discussion about organizational effectiveness and communication. These conversations can lead to greater fulfillment and increased community confidence.**
 - **The process for putting items on the Monterey agendas was collaborative and respectful. I'd like to revisit that for our city.**
- **Your Legal Powers and Obligations; Open Government and Conflicts of Interest**
 - This session provide some good reminders about being a general law city, the Brown Act (open and transparent meetings), Public Records Act, ethics, and city council/city attorney relationship (city attorneys represent the city not council members-consult the city attorney early and often).

Thursday, I attended the following sessions-

- **Policy Role in Land Use Planning**
 - Lots of information in this session about general plans (the vision for our city!), zoning and other planning tools, and the California Environmental Quality Act (CEQA)
 - **I walked away knowing that we need to update our general plan** (the joke was if your general plan can vote (at least 18 years old) then it should be updated!). Ours can not only vote but it can legally drink (last update was 27 years ago!).
- **Effective Advocacy and Key City Issues**
 - We learned all of the advocacy that's happening through Cal Cities with this session. They focus on legislative, legal, and ballot measure advocacy.
- **Social Media/Digital Communications and Civic Engagement**
 - I'm not a huge social media fan and lack much of a presence on social media but it's always good to get a refresher on this form of outreach.
 - It included the reminder that as elected officials we cannot block comments on our social media sites, no matter how offensive, obnoxious, or hateful they may be.
 - The larger takeaway for me was a series of thoughts when it was brought up that we should have a social media policy for the city so that it's clear who's posting during emergencies. As a city we don't have much of a social media

presence (besides Nextdoor), but **that reminded me that our city still does not have an Emergency Operations Plan.**

- **Financial Responsibilities, City Revenues Workshop (Part 1)**
 - Lots of information in this session but my takeaways include:
 - Fiscal policies should be stated in the annual budget report, including statements of plans for capital projects.
 - **The budget reflects the community's priorities and so it's very important to do goal/priority setting with the public before finalizing the budget. This is something that I'd really like to see in our city!**

Friday, I attended-

- **Financial Responsibilities, City Revenues Workshop (Part 2)**
 - This session reviewed many items, one of which described generally what happens in financially "troubled" cities. I'm happy to report that none of the items listed were issues in DRO.
 - The takeaway for me here, besides the nuts and bolts of learning more about Prop. 13, pensions and other post-employment benefits, was thinking about how we should really have a review of our financial policies for the city. I think it would be a good reminder for all of us.

Friday, January 26th- M1Water Tour- My husband and I joined council member Bill Ragsdale-Cronin on the tour of M1W. I've always been an alternate for this board appointment, but had never received an actual tour of the campus, so I appreciated that Bill let us tag along. It was a good reminder of the types of wastewater they're collecting, the processes that happen to treat our wastewater, and the various pathways that the treated water can take. I especially enjoyed seeing the demo building and larger building where wastewater is turned into clean water that can be injected into the Seaside Groundwater basin where it is pulled out for use months later (Pure Water Monterey). I hadn't realized that when they built the facility they literally left space in the building for an expansion. That expansion is currently in the works, and due to supply chain issues and the length of time for delivery of the parts, it's not scheduled to be in full operation until 2025.

Saturday, February 3rd- Braver Angels Meeting- Once again, we came together as Democrats and Republicans to talk about how we engage and reach across the aisle to find common ground. The introduction of this meeting was interesting as we were supposed to share a podcast/website/magazine/book, etc. that we believed was balanced Red/Blue or non-polarizing. I will admit...I had a hard time thinking about any type of media I consumed that was obviously non-polarizing, which made me wonder what exactly is "non-polarizing?" Does it mean it doesn't allow balanced thought and actively denies multiple perspectives? With my anxiety building, I shared my thoughts with the group about my interest in diving deeper into the idea of "polarization." In terms of recommendations, I'm absolutely sure there were some people in the room who probably thought any NPR

affiliated programing was certainly polarizing, but I shared anyways. Afterwards we spent time in small groups to discuss ways to “recruit across the aisle” as well as best practices/common ground. Although I know not everyone in my group believed the same way I do, we had a thoughtful and very meaningful conversation as we shared our experiences and talked about openingly listening to others and finding commonalities that are important for us all. At this meeting, they also announced a local workshop scheduled for Saturday, March 16th. The topic will either be, “Skills for disagreeing better” or “Depolarizing within.”

Wednesday, February 7th- ReGen Finance Committee Meeting- This was our first Finance meeting of the year so we started by electing committee officers. Mayor Peake was quick on the draw, so I was elected chair of the committee with Mayor Peake as vice chair. Next we reviewed our by-laws with the only addition being that the agenda will be decided in conjunction with the chair (Mayor Peake’s suggestions). After the by-laws, staff updated us on their budget planning for FY 24/25. With the anticipation of labor negotiations and a potential increase of \$1.8 million, staff is talking about a 5% tip fee increase for next year. Another agenda item was talking about the White Paper which describes the waste coming into Monterey County and the practice of ReGen accepting waste outside of our member jurisdictions in order to keep fees low for our members. Lastly, we discussed the continued efforts of ReGen to take on the state permits for composting while providing an extended contract for our compost contractor, Keith Day.

Wednesday, February 7th- Seaside Groundwater Basin Watermaster Meeting- As was requested in a previous meeting, we began our meeting hearing three important presentations. The first was the presentation on the Salt Water Intrusion Analysis Report. Lots of technical information, but the bottom line is that there needs to be some investigation into one of the wells because of an increase in conductivity and other than that, there remains no evidence of salt water intrusion even though it is very likely to happen in the future. Another interesting portion of this discussion was talking about how our basin flows into other basins because of the gradients between basins (even though we’re not currently overdrafting our basin, our levels continue to decline). This certainly highlights the fact that although we’re in charge of our basin, we need to remain cognizant of the connectedness of all of our basins in the region. The engineers ultimately had some recommendations in their report which we voted on moving forward to discuss feasibility of the actions.

Our next two presentations were on the status of the Pure Water Monterey expansion and Cal-Am’s desal plans. The expansion for Pure Water Monterey will give us an additional 2,250 Acre Feet of water per year. They will ramp up construction in the spring and will work on two new deep injection wells to accomodate the extra water, which should be flowing sometime in 2025. Cal-Am continues to work through the conditions that the Coastal Commission gave them when they approved the desalination project. One item is dealing with the brine discharge which will need outfall improvements. This work will be

done in conjunction with M1Water. They anticipate meeting half of the conditions (I believe there were over 20 total) this year and meeting the rest of the conditions in 2025 when they would begin construction. The litigation that's associated with this project was not mentioned, so I'm assuming the timeline they presented is absolutely their best case scenario.

The next item was a presentation from our lawyer talking about various ways the watermaster would be able to pay for replenishment water when it becomes available (no plans for that yet). Turns out the adjudication doesn't provide many funding options, so after comparing other adjudicated basins throughout the state, the lawyer suggested various options such as asking the court to amend the order to allow us to go after "special project" grants or being able to levy assessments as a basin or through another entity such as the Water Management District. Another option, which I find interesting, is using our basin for "water banking" which means if someone nearby has water that they'd like to "bank" they'd put it into our basin and then when they withdraw the water, they would leave a portion in the basin for protective measures (i.e. put in 10 acre feet and only withdraw 5). All interesting discussions in which our lawyers will continue to evaluate.

Our last item of the meeting was deciding on a new format for our meetings. With the idea that we'd like to provide additional access for the public, we'll now we running our meetings in a hybrid format and will meet in the Sand City Council Chamber which graciously offered to let us meet there and use their technology for free.

Monday, February 12th- Monterey-Salinas Transit Board Meeting- Please see the MST board highlights in our agenda packet.

Wednesday, February 14th- AMBAG Mtg- As an alternate, I attended this meeting in Council member John Uy's place. We began the evening with the presentation for the annual audit for the fiscal Year 2022-23. It was a positive report with no findings related to compliance requirements or violations of applicable laws and regulations. Next, board and committee appointments for 2024 were approved. With some minor committee reports and approval of the consent agenda, we moved onto the two larger items for the evening.

The first was approving the Carbon Reduction Program Draft Project Selection Criteria Adoption. This selection criteria was put together to help grade carbon reduction projects in the areas of bicycle and pedestrian, rail and transit, and zero-emission vehicles that will qualify for the nearly \$7 million dollars of federal funding from the Bipartisan Infrastructure Law for the AMBAG Region. The criteria had already been edited based on feedback, so there were only minor edits and it was easily passed.

The last item provided information on AMBAG's Draft Complete Streets Policy. This policy has been released for public comment and will be under review until March 15, 2024, with the final adoption of this policy in May 2024. This policy is a recognition of the importance

of multimodal streets. From the introduction, here's how they describe the policy- "AMBAG's Complete Streets Policy will build upon these previous efforts by promoting a transportation system that is designed to be multimodal to safely and comfortably accommodate users of all ages and abilities, including, but not limited to, pedestrians, bicyclists, shared and micromobility users, motorists, transit and school bus riders, persons with disabilities, freight and commercial providers, emergency responders, and adjacent land users." This balancing of needs for all users, eventually results in streets that are safer and more accessible for travelers of all ages and abilities. AMBAG is encouraging implementation of a "Complete Streets Policy" in all jurisdictions (while also recognizing it won't work for all areas). For me, I'm happy to know they're doing this planning and will be a resource for us as we look at development in our former Fort Ord.

Friday, February 16th- ReGen Monterey Board Meeting- During this monthly meeting, besides approving the consent agenda and recognizing an employee for 20 years of service in the Materials Recovery Facility (MRF), we covered two main topics. The first was a continued discussion of the Draft White Paper which is a document that explains and illustrates the municipal solid waste management practices in California and of our Waste Management District. It also provides some context for the regional waste coming into ReGen's facility from outside of the member agencies. All jurisdictions are responsible for their waste, but not all jurisdictions have regional landfills. With that need, ReGen has been able to accept some of this waste, which has in turn brought in more funding which allows us to keep fees lower for our member agencies. The document also provided the "Guiding Principles" that illustrates the thinking of previous boards and their desire to maintain a 75 year lifespan of our landfill while also accepting waste from outside of the area. Comments were provided to staff and the updated version will be reviewed again in our March board meeting with the final adoption of the document in April.

We also received the audit for fiscal year 2022-23. There were two findings that related to the timing of which a bond refunding payment was made as well as a change in the amount for the closure/postclosure liabilities. These issues caused the financial years of 2022 and 2023 to be restated. Nothing too alarming, but good to know moving forward. The audit did stimulate a note of future discussions regarding closure/postclosure planning and creating a policy for that liability as well as looking at our unfunded pension liabilities.

Friday, February 16th- City Finance Meeting- This meeting provided us an opportunity to review the January financials (still looking good and on-budget!). We also got the first look at our mid-year budget adjustments, which will be coming to the full council this month. In general, it's estimated that we'll have a General Fund operating surplus of \$110,998 which mainly stems from an increase in the interest revenue from our Local Agency Investment Fund, and the receipt of grants and a one-time settlement. In general, fairly minor adjustments were made throughout the budget.

Council Member Bill Ragsdale report.

1/12/24 Attended City Budget Committee meeting, received the city's financial reports, received audit report, and discussed a few items in the financials that could be presented in a clearer manner.

1/16/24 Attended my director's orientation at M1W, Met with General Manager Paul Scuito and he provided a short presentation on where the agency is currently and where it is headed. Did a brief overlook at the current budget, and an update on the Pure Water Monterey expansion project.

1/26/24 M1W provided Council Member Kim Shirley, Her husband Kevin and I, a tour of the Regional Treatment Plant, the Pure Water Monterey demonstration facility and the PWM facility. It was good to be back at the plant after 6 years. The new PWM production facilities are very impressive and operating as designed.

1/29/24 Attended M1W Board of Directors meeting, where I was introduced to the rest of the Directors. Board Chair Tom Moore read a proclamation honoring Mayor Scott Donaldson for his service to the district.

Received a report from Dave Stoldt on the current water supply calculations, and where the district is with getting the cease-and-desist order removed from the Regional Board, and the steps to get the water hookup moratorium issued by the CPUC removed.

Appointed committee members for the Chair and committee assignments.

Received a status update on the PWM expansion project, Contractor has all material for the plant expansion ordered and is awaiting delivery. The nano and R.O. filter skids have a significant lead time; manufacturing of these items is on schedule.

Construction of phase 4 injection well is under construction.

Reviewed the City's documentation related to the appeal concerning 121 Calle Del Oaks.

Respectfully submitted

Bill Ragsdale-Cronin

Council Report from Vice Mayor John Uy February 27, 2024

I. Council Report: Meeting of the Revenue and Taxation Policy Committee of the League of California Cities

As an appointee to the Revenue and Taxation Policy Committee of the League of California Cities, I am pleased to provide you with a report on the first meeting of the Revenue and Taxation Policy Committee, which took place on January 18, 2024. As the representative for the Monterey Bay Division, I am honored to serve on this committee and advocate for the interests of our city.

The meeting began with a warm welcome from Chair Kuldip Thusu and Vice Chair Kevin Bash. We were also fortunate to have speakers such as Cal Cities President Dan Parra and Executive Director and CEO Carolyn Coleman, who provided valuable insights and updates on the organization's advocacy priorities.

One of the key highlights of the meeting was the discussion on Cal Cities' 2023 Advocacy Priorities. We learned about the importance of safeguarding local revenues and bolstering local economic development, especially in light of the anticipated state budget deficit. It was emphasized that Cal Cities will use every tool at its disposal to fight against any threats to local control and funding.

Another significant topic of discussion was the 2023-24 State Legislative and Budget Review. Lourdes Morales, Principal Fiscal & Policy Analyst from the Legislative Analyst's Office, provided us with valuable information on Cal Cities' revenue and taxation bills for 2024, as well as the state's fiscal outlook. We also received updates on notable November ballot initiatives, including ACA 1 and ACA 13, which have the potential to impact local government financing and voting thresholds.

The City Managers Sales Tax Working Group provided an informative update on their progress, highlighting the importance of collaboration and coordination among city managers to address sales tax issues effectively. We had the opportunity to review and adopt the 2024 Policy Committee Work Plan, which will guide our future efforts in advocating for our city's interests.

Looking ahead, the Revenue and Taxation Policy Committee remains committed to promoting Cal Cities' advocacy priorities, including safeguarding local revenues, strengthening climate change resiliency, improving public safety, and expanding investments to prevent and reduce homelessness. We will continue to monitor legislative developments and engage in the regulatory process to ensure that our city's needs are represented.

In conclusion, the first meeting of the Revenue and Taxation Policy Committee was inspiring and productive. The discussions and decisions made during the meeting will guide our future efforts in advocating for our city's interests. I am confident that our committee's work will contribute to the overall success and well-being of our city. I look forward to sharing further updates and progress with you in the future.



II. Council Report: Regular Meeting of the DRO City Council on January 23, 2024

I am pleased to provide you with a report on the regular City Council meeting that took place on January 23, 2024. As the Vice Mayor of Del Rey Oaks, I had the honor of presiding over this meeting in the absence of our Mayor. It was a productive and inspiring gathering where important matters were discussed, and decisions were made for the betterment of our community.

One of the key agenda items of the meeting was the proposed ordinances related to tobacco use and smoking regulations. We approved the second reading of the ordinances, which were presented to the Council in October 2023, and held the first reading in December 2023. These ordinances aim to align our City with the Blue Zones Project's Tobacco Policy, promoting a healthier and smoke-free environment for all residents. We ultimately passed Ordinance No. 316, which amends the Del Rey Oaks Municipal Code by adding a chapter on "Tobacco Retailer License." Additionally, Ordinance No. 317 was passed, amending the Del Rey Oaks Municipal Code to regulate smoking and tobacco use in public places. These ordinances will come into effect 30 days after their adoption.

In addition to these important ordinances, we also reviewed and approved the minutes of the Special City Council Meeting held on December 13, 2023, and the Regular City Council Meeting held on December 19, 2023. It is crucial to ensure accurate documentation of our meetings and decisions, and these minutes serve as a record of our proceedings.

Furthermore, we approved to authorize the City Manager to publish a Request for Proposals for a comprehensive review of the City's fees for appropriateness. It has been a long time since such a review had taken place, and it was necessary to ensure that our fees align with the

current needs and demands of our community. This review will help us maintain transparency and fairness in our fee structure.



January 23, 2024 City Council Meeting

During the meeting, we also approved the award of the contract for the Calfire Grant Funded Fire Prevention Project to Community Tree Service, which was part of the California Climate Investment Fire Prevention Grant Program, for which the City had applied. I am pleased to announce that the City was awarded \$317,931.90 in grant funding for the Del Rey Oaks Fire Prevention Program. This funding will enable us to enhance our fire prevention efforts and ensure the safety of our residents. The project is expected to reduce fire fuels along Work

Memorial Park (from Via Verde to Fremont Blvd). The Treatment Influence Zone covers approximately 41 acres, including proximity to over 300 homes. The project area is located near Highway 68 and the former Fort Ord, both of which are designated as high-fire threat areas according to the Monterey County Community Wildfire Protection Plan.

Additionally, we reviewed and approved the City's annual financial audit report for the year ending June 30, 2023. The report provided an overview of the City's financial performance and position. We are pleased to report that the financial statements present a fair and accurate representation of the City's financial activities. The report is available for public review, and any questions or requests for additional information can be directed to the City of Del Rey Oaks.

The meeting adjourned with a moment of silence and a heartfelt adjournment in honor of Former Mayor Joseph Russell. We paid tribute to his dedicated service to our City and expressed our gratitude for his contributions. It was a poignant reminder of the impact that individuals can have on our community.

In conclusion, the January 23, 2024 council meeting was a productive and inspiring gathering. We made significant progress in promoting a healthier and smoke-free environment, secured grant funding for fire prevention, and ensured transparency in our financial reporting. I am proud to serve as your Vice Mayor and to be a part of a Council that is dedicated to the well-being and prosperity of our community.

Thank you for your continued support and engagement. Together, we will continue to make Del Rey Oaks a wonderful place to live, work, and thrive.

III. Council Report: My Attendance at the Cal Cities' Mayors and Council Members Academy Conference on January 24-26, 2024

It is with great pleasure and profound gratitude that I share with you the enriching experience of the 2024 Mayors and Council Members Academy, held in the picturesque city of Monterey, California. Hosted by the League of California Cities at the exquisite Monterey Marriott, this event transcended mere professional development; it was a gathering of hearts and minds dedicated to the noble cause of public service.





From January 24th to 26th, over 200 mayors and council members congregated from every corner of our beloved state, converging upon this coastal haven to partake in a symphony of knowledge-sharing, camaraderie, and inspiration. Whether seasoned veterans or freshly elected officials, each attendee brought with them a unique perspective, fostering a vibrant tapestry of ideas and experiences.

Throughout the academy, we delved into the foundational pillars of our roles as stewards of our communities: the legal intricacies, the financial responsibilities, and the practical applications essential to effective governance. But beyond the classroom sessions, we discovered something even more invaluable—the power of connection.

As we engaged in lively discussions, exchanged best practices, and forged new friendships, we realized that our collective strength lies not only in our individual expertise but in our ability to collaborate and support one another. The bonds we formed within those hallowed halls of learning will undoubtedly serve as the bedrock upon which we build a brighter future for our cities and towns.

Moreover, the academy provided a platform to stay abreast of crucial legislative matters and to gain a comprehensive understanding of the myriad services offered by Cal Cities. Empowered with this knowledge, we return to our respective communities with renewed vigor and a deeper sense of purpose, ready to tackle the challenges that lie ahead.



Lastly, I extend my heartfelt gratitude to DRO City Hall staff, the event organizers, sponsors, and fellow attendees who made this event possible. Together, we have ignited a flame of inspiration that will continue to illuminate our path as we strive to create thriving, inclusive, and resilient communities across the Golden State.

III. Council Report: Heartfelt Message of Vice Mayor John Uy for the Lunar New Year last February 10, 2024

Dearest Residents of Del Rey Oaks and City Hall Staff,

Happy Lunar New Year to all!

As we celebrate the first day of the Year of the Dragon, let us embrace the spirit of renewal and optimism that this auspicious occasion brings.

To our vibrant and diverse community, may this new lunar cycle be filled with boundless opportunities, prosperity, and happiness. Let us continue to cherish our cultural diversity and come together in unity, understanding, and mutual respect.

To those celebrating the Lunar New Year, may your homes be filled with warmth and laughter, your hearts with joy and peace, and your lives with abundance and success.

As Vice Mayor, I am continually inspired by the strength, resilience, and spirit of unity that define Del Rey Oaks and the Monterey Peninsula. Together, let us embark on this new year with unwavering determination, compassion, and solidarity.

Wishing you all a prosperous, healthy, and joyous Lunar New Year!



IV. Council Report: Seaside County Sanitation District Board of Directors Meeting – February 13, 2024



I am pleased to provide you with a summary of the Seaside County Sanitation District (SCSD) regular meeting that took place on February 13, 2024. The meeting was held in the City of Seaside Conference Room and was attended by all directors, including Jerry Blackwelder, Ian N. Oglesby, and myself, John Uy.

The meeting began promptly at 9:30 AM, with Chair Jerry Blackwelder calling it to order. Roll call was conducted, and all directors were present. We then proceeded with the public comment period, where members of the public had the opportunity to address the Board on matters within our jurisdiction.

The first agenda item of the meeting was a presentation on the Tax Roll Implementation Plan from Monterey One Water (M1W), of which SCSD is a member entity. According to the presentation, M1W can collect wastewater fees on the property tax roll pursuant to Health and Safety Code (HSC) Section 5473 et seq. They also presented the implementation schedule, steps, and the collection agreement that aligns with the County agreement.

Next, we moved on to the consent agenda, which included the approval of minutes from previous meetings and the acceptance of the Seaside County Sanitation District Operations Report for January 2024. The Board unanimously approved the consent agenda as presented.

Additionally, the Board considered the acceptance and filing of the Fiscal Year Ending June 30, 2023 Annual Financial Report for the Seaside County Sanitation District. The report, which had been audited by Maze and Associates, received a clean opinion, reflecting the district's sound financial management.

One of the key items on the agenda was the consideration of continuing our participation in the FOG Public Education Program for the Southern Monterey Bay Dischargers Group. After careful deliberation, the Board adopted a resolution authorizing the District Manager to sign a Memorandum of Understanding with Monterey One Water for participation in the Annual FOG Public Education Program for Fiscal Year 2023-2024. We believe that this program will contribute to our ongoing efforts to maintain the highest standards of sanitation in our county.

Overall, the February 13, 2024 SCSD meeting was productive and successful. The Board made important decisions regarding the District's operations, financials, and participation in key programs. We appreciate the engagement and collaboration of all directors and staff members in making this meeting a success.

Del Rey Oaks City Council's Representative to the
Monterey County Mosquito Abatement District (MCMAD) Board of Trustees

Report: February 2024

The MCMAD met at Noon on February 13, 2024. (See attached Jan and Feb Agendas)

The meeting was held at 926 E. Blanco Road in Salinas

The minutes of the January 2024 meeting were approved (attached).

The board reviewed the draft succession plan for the district. The board recommended adding an "emergency back-up" section to the plan. The board will review the modified plan at the March meeting.

The board was briefed on investments options, and requested additional details to be presented at the March meeting.

The board reviewed the draft policy change concerning substance abuse. A number of employees have FAA licenses to fly the districts drones, and apply pesticides with them. This could affect the policy, so additional research was requested.

Monthly Operations Report:

- a. The district received 4 calls for service since the last meeting.
- b. With the recent rains, ponds and other locations are filling with water. These areas of standing water are mosquito larva breeding grounds. District employees treated over 100 water sources.
- c. The district made and uploaded three You-Tube/Tic-Toc videos.

Monthly Administrative Report:

- a. The district is working to get on the "Public Access" TV channels.
- b. The district set up "dedicated" email addresses/services for employees and board of trustee members. This has encountered some issues with accessing by some board members. The matter will be addressed with the district's IT manager.
- c. The FAA has approved the licenses to fly the new (bigger and better) drones. The licenses to use the new drones to apply pesticides are pending.

The next meeting for the Monterey County Mosquito Abatement District Board of Trustees will be at Noon on March 12, 2024, at 926 East Blanco Rd, Salinas, CA 93901.



860th REGULAR MEETING

OF THE BOARD OF TRUSTEES

926 East Blanco Road
Salinas, CA. 93901

January 9, 2024

~AGENDA~

12:00 P.M. Noon

926 East Blanco Road

Salinas, CA 93901

(831) 422-6438 p
(831) 422-3337 f

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

Jeff Cecilio
Board Chair
County at Large

Don Cranford
Vice Chair
County at Large

Nancy Amadeo
Secretary
City of Marina

Ian Oglesby
Trustee
City of Seaside

Ray Coopersmith
Trustee
County at Large

Mary Ann Carbone
Trustee
City of Sand City

Louise Goetzelt
Trustee
City of Del Rey Oaks

Jim Tashiro
Trustee
City of Salinas

Jeff Glass
Trustee
City of Monterey

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

1. **CALL TO ORDER:**

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

3. **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

4. **CONSENT CALENDAR:**

- A. APPROVAL OF THE MINUTES: November 2023
- B. PAYROLL WARRANTS: November 2023 \$89,167.91
- C. PAYROLL WARRANTS: December 2023 \$87,962.56
- D. COMMERICAL WARRANTS: November 2023 \$81,442.66
- E. COMMERICAL WARRANTS: December 2023 \$260,900.49
- F. UMPQUA BANK: October 2023 \$5,747.32
- G. UMPQUA BANK: November 2023 \$5,116.15
- H. TIME DISTRIBUTION: November 2023
- I. TIME DISTRIBUTION: December 2023
- J. BALANCE SHEET: November 2023
- K. BALANCE SHEET: December 2023
- L. SCHEDULE OF EXPENDITURES: November 2023
- M. SCHEDULE OF EXPENDITURES: December 2023

5. **BUSINESS ITEMS:**

- A. Welcome of new Trustees Ian Oglesby for the City of Seaside Seat and Jeff Glass for the City of Monterey Seat
- B. Closed Session : Conference with Legal Counsel - Anticipated Litigation Government Code § 54956.9 (d) (2)
- C. Per Policy number 4040.30 election of officers in January of even years
- D. Consideration and Approval of FY22-23 Audit presented by BKP
- E. Consideration and Approval of District Cost Sharing CEQA document
- F. Closed Session: Public Employee Performance Evaluation (Government Code §54957(b))

6. **MONTHLY OPERATIONS REPORT:** Paul Palomo, Operational Supervisor

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

Item A.

8. **TRUSTEE COMMENTS:**

Adjournment to: February 13, 2024

**DRAFT MINUTES OF THE 859th REGULAR
MEETING OF THE BOARD OF TRUSTEES OF THE
MONTEREY COUNTY MOSQUITO ABATEMENT DISTRICT
November 14, 2023**

A meeting of the Board of Trustees of the Monterey County Mosquito Abatement District was held on November 14, 2023, at the District Office in Salinas, California.

MEMBERS PRESENT:

Jeff Cecilio, Chair, County of Monterey
Don Cranford, Vice Chair, County of Monterey
Nancy Amadeo, Secretary, City of Marina
Jim Tashiro, City of Salinas
Diane de Lorimier, City of Monterey
Jason Campbell, City of Seaside
Mary Ann Carbone, City of Sand City
Louise Goetzelt, City of Del Rey Oaks
Ray Coopersmith, County of Monterey

STAFF PRESENT:

Ken Klemme, District Manager
Mona Sloan, Administrative Assistant
Philip Maschmeyer, Operations Supervisor

1. CALL TO ORDER:

Board Chair Jeff Cecilio called the 859th Regular Meeting to order at 11:59 PM

2. ROLL CALL:

Administrative Assistant Mona Sloan called roll; it was determined that a quorum was present

3. PUBLIC COMMENTS:

NONE

4. CONSENT CALENDAR:

- A. APPROVAL OF THE MINUTES: October 2023
- B. PAYROLL WARRANTS: October 2023 \$89,297.07
- C. COMMERCIAL WARRANTS: October 2023 \$30,655.81
- D. UMPQUA BANK: September 2023 \$4,611.90
- E. TIME DISTRIBUTION: October 2023
- F. BALANCE SHEET: October 2023
- G. SCHEDULE OF EXPENDITURES: October 2023

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

5. **BUSINESS ITEMS:**

A. Commemoration of Trustee's Campbell and de Lorimier's last Board Meeting and Presentation of Service Appreciation Gifts

Board members took the opportunity to thank Trustees Campbell and de Lorimier for their many years of dedicated service to the Board and wish them luck in their future endeavors.

B. Final approval of the District's 5-Year Strategic Plan

Manager Klemme presented the final corrections for the District's strategic plan. Klemme confirmed that this is a living document that can be revisited to make any edits deemed necessary.

With no further inquiries, **Trustee Goetzelt moved to approve the Strategic Plan as presented, Trustee Amadeo seconded; the motion was passed unanimously.**

C. Discussion of Inter-District Cost Sharing Agreement and Proposed Addendum to Project Agreement

Preliminary talks began as Manager Klemme presented a Cost Sharing Agreement between seven Mosquito Districts regarding the California Environmental Quality Act (CEQA). Klemme stated the Programmatic Environmental Impact Report (PEIR) which was completed in 2016 requires updating to add new materials, techniques and equipment to comply with current statutes. The Districts would employ a consultant to review the current agreement and to provide all necessary updates.

D. Dedication of the Carl Hansen Wildlife Museum and Annual Holiday luncheon

Board members were invited to the District's annual holiday luncheon where we will be dedicating the Carl Hansen Wildlife Museum to posthumously honor the District's longest serving Board member who contributed greatly to the functioning of the District from 1974 to 2020. Mr. Hansen's family have also been invited to attend the celebration on Tuesday, December 12th at noon.

6. **MONTHLY OPERATIONS REPORT: Philip Maschmeyer, Operations Supervisor**

Philip Maschmeyer updated the Board on District activities for the month of October. Maschmeyer informed Trustees that most of our sources are drying up and that we only had (16) service call requests which were primarily for mosquito fish. Mowing has been completed for this season, but unfortunately there were some areas that we weren't able to access. Maschmeyer informed the Board that staff have attended conferences in Lake Tahoe for continuing education units and in Montana. Finally, Mosquito technicians Onofre-Zamudio, Soria & Vazquez will be attending testing in Richmond on November 16th to complete additional certifications for their Vector Control licensing.

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

Manager Klemme informed the Board that Trustees Coopersmith and Cranford had been approved by the Monterey County Board of Supervisors to the Board for a 4-year term. Klemme also let the Board know that he and several Trustees attended the California Special District's Association (CSDA) quarterly meeting on October 17th. Klemme recently became a Board member of the Vector Control Joint Powers Authority (VCJPA) which covers insurance for (33) Districts. He informed Trustees that the price of workers compensation coverage will be increasing in the next fiscal year.

8. **TRUSTEE COMMENTS:**

Trustee Goetzelt spoke to the Board about the construction delays on the Fort Ord Regional Trail & Greenway – Canyon Del Rey Segment project and offered to forward information regarding the delays to the District. Lastly, Board Chair Cecilio thanked retiring Trustees de Lorimier and Campbell again for their valued service and contributions to the District.

9. **ADJOURNMENT:**

With no further inquiries, Board Chair Cecilio adjourned the meeting at 12:40 PM to the next regularly scheduled meeting on January 9, 2024 at noon.

Jeff Cecilio, Board Chair

ATTEST:

Nancy Amadeo, Secretary



861st REGULAR MEETING

OF THE BOARD OF TRUSTEES

926 East Blanco Road
Salinas, CA. 93901

February 13, 2024

~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.

1. **CALL TO ORDER:**

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

3. **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

4. **CONSENT CALENDAR:**

- A. APPROVAL OF THE MINUTES: January 2024
- B. PAYROLL WARRANTS: January 2024 \$104,548.28
- C. COMMERCIAL WARRANTS: January 2024 \$36,748.28
- D. UMPQUA BANK: December 2023 \$4,687.34
- E. TIME DISTRIBUTION: January 2024
- F. BALANCE SHEET: January 2024
- G. SCHEDULE OF EXPENDITURES: January 2024
- H. FIRST QUARTER 2023 FINANCIAL STATEMENTS

5. **BUSINESS ITEMS:**

- A. Approval of District's Succession Plan to be integrated with Strategic Plan
- B. Discussion of investment options for the District
- C. In response to AB 2188, approval to change policy number 2190 Substance Abuse
- D. In response to SB 848, approval to change in policy 2040 Leave Time
- E. Set up ad-hoc budget committee for the FY 2024-2025 budget

6. **MONTHLY OPERATIONS REPORT:** Philip Maschmeyer, Operational Supervisor

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

8. **TRUSTEE COMMENTS:**

Adjournment to: March 12, 2024

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 860th REGULAR
MEETING OF THE BOARD OF TRUSTEES OF THE
MONTEREY COUNTY MOSQUITO ABATEMENT DISTRICT
January 9, 2024**

A meeting of the Board of Trustees of the Monterey County Mosquito Abatement District was held on January 9, 2024, at the District Office in Salinas, California.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Mary Ann Carbone, City of Sand City

STAFF PRESENT:

Ken Klemme, District Manager
Mona Sloan, Administrative Assistant
Paul Palomo, Operations Supervisor

GUESTS PRESENT:

Jarrod Penner, Bianchi, Kasavan & Pope
Alex Tinoco, Bianchi, Kasavan & Pope

GUESTS REMOTE:

Nisha Dale, Lozano Smith, LLP

1. CALL TO ORDER:

Board Chair Jeff Cecilio called the 860th Regular Meeting to order at 11:58 AM

2. ROLL CALL:

Administrative Assistant Mona Sloan called roll; it was determined that a quorum was present

3. PUBLIC COMMENTS:

NONE

4. CONSENT CALENDAR:

- A. APPROVAL OF THE MINUTES: November 2023
- B. PAYROLL WARRANTS: November 2023 \$89,167.91
- C. PAYROLL WARRANTS: December 2023 \$87,962.56
- D. COMMERCIAL WARRANTS: November 2023 \$81,442.66
- E. COMMERCIAL WARRANTS: December 2023 \$260,900.49
- F. UMPQUA BANK: October 2023 \$5,747.32
- G. UMPQUA BANK: November 2023 \$5,116.15
- H. TIME DISTRIBUTION: November 2023

- I. TIME DISTRIBUTION: December 2023
- J. BALANCE SHEET: November 2023
- K. BALANCE SHEET: December 2023
- L. SCHEDULE OF EXPENDITURES: November 2023
- M. SCHEDULE OF EXPENDITURES: December 2023

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

5. **BUSINESS ITEMS:**

A. Welcome of new Trustees Ian Oglesby, City of Seaside and Jeff Glass, City of Monterey

Board members welcomed new Trustees serving on the Board of Directors.

B. Closed Session: Conference with Legal Counsel - Anticipated Litigation Government Code § 54956.9 (d) (2)

Received information; taking action for the Board of Trustees

C. Per Policy Number 4040.30 – Election of Officers in January of Even Years

Following discussion to retain the existing officers in their current positions, for 2024 – 2026, **Trustee Amadeo moved to approve the decision as presented, Trustee Goetzelt seconded; the motion passed unanimously.**

D. Consideration and Approval of FY 22-23 Audit presented by Bianchi, Kasavan & Pope

Jarrold Penner, Audit Manager with Bianchi, Kasavan & Pope presented a clean unmodified audit to the Board for fiscal year 2022-2023.

With no further discussion, **Trustee Amadeo moved to approve the audit as presented; Trustee Goetzelt seconded; the motion passed unanimously.**

E. Consideration and Approval of District Cost Sharing CEQA Document

Manager Klemme led the discussion regarding a cost sharing agreement with seven other Mosquito Districts to update the Programmatic Environmental Impact Report (PEIR) of 2016 in order to add new materials, techniques and equipment to comply with current statutes, guidelines and decisional law.

After discussion, **Trustee Goetzelt moved to approve the agreement as presented; Trustee Amadeo seconded; the motion passed unanimously.**

F. Closed Session: Public Employee Performance Evaluation (Government Code §54957(b))

Information was taken, a decision was reached and voted unanimously on a 5% bonus for Mr. Klemme.

6. MONTHLY OPERATIONS REPORT: Paul Palomo, Operations Supervisor

Paul Palomo informed the Board of the District's operations performed in December, highlighting that there were minimal service requests. However, the rains are gradually causing some standing water issues. Technicians have been actively addressing the situation by treating the catch basins in the Laguna Grande area, the sewer pond in Oak Hills, and the Vierra's off Hwy 1 in Moss Landing. Furthermore, Palomo reported that all three mosquito technicians have passed Vector Control testing with the California Department of Public Health (CDPH). Additionally, two are studying for their upcoming tests scheduled for May. Palomo went on to say the District received the two drones that were purchased, one was showcased at the Board Meeting. Finally, he noted that four YouTube videos were posted in December.

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

Manager Klemme updated the Board, mentioning that he is actively developing the succession plan & hopes to present at the February 13th Board meeting. Additionally, Klemme also advised the Board that he is working with the Federal Aviation Association (FAA) regarding a Certificate of Authorization (COA) exemption per drone usage as well as working on the National Pollutant Discharge Elimination System (NPDES); an annual report that allows us to continue to treat waters of the State and the US. Lastly, Klemme touched on the dedication of the Carl Hansen Wildlife Museum and expressed satisfaction with how well it turned out. He noted that it served as a beautiful tribute to Carl.

8. **TRUSTEE COMMENTS:**

Trustee Cranford raised the idea of exploring an investment opportunity with a portion of District funds, aiming to expedite the repayment of the Districts building loan before its maturity. Manager Klemme affirmed his commitment to initiate research on potential items.

9. **ADJOURNMENT:**

With no further inquiries, Board Chair Cecilio adjourned the meeting at 1:16 PM to the next regularly scheduled meeting on February 13, 2024 at noon.

Jeff Cecilio, Board Chair

ATTEST:

Don Cranford, Vice Chair



MST HIGHLIGHTS
Board of Directors Meeting
February 12, 2024

RECOGNIZED FEBRUARY EMPLOYEE OF THE MONTH

The MST Board adopted Resolution 2024-15 recognizing Humberto Hernandez, Coach Operator, as the February 2024 Employee of the Month for his outstanding contribution to MST and the entire community.

25 YEARS OF SERVICE

The MST Board recognized Humberto Hernandez, Coach Operator for 25 years of service and his outstanding dedication and contribution to MST and to the entire community.

25 YEARS OF SERVICE

The MST Board recognized Reymund Rivera, Coach Operator for 25 years of service and his outstanding dedication and contribution to MST and to the entire community.

ADOPTED UPDATED MST CONFLICT OF INTEREST CODE

The MST Board approved resolution 2024-16 and adopted the updated MST conflict of interest code.

APPROVED MEASURE Q OVERSIGHT COMMITTEE MEMBER REAPPOINTMENT

The MST Board reappointed Sid Williams and Kevin Dayton as members of the Measure Q Oversight Committee.

AUTHORIZED SALE OF EIGHT HEAVY DUTY SURPLUS BUS TIRE RIMS

The MST Board authorized staff to sell eight (8) heavy duty surplus bus tire rims no longer needed by MST for transit operations.

SURF! BUSWAY AND BUS RAPID TRANSIT PROJECT

The MST Board authorized the General Manager/CEO to execute an agreement with the Transportation Agency for Monterey County (TAMC) for use of the Monterey Branch Line for SURF! Busway construction and long-term transit operations.

NEXT MST BOARD MEETING

The next regular MST Board meeting is scheduled for March 11, 2024.



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

www.tamcmonterey.org

HIGHLIGHTS

January 24, 2024

TAMC Board Elects New Officers & Executive Committee Members

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

- Chris Lopez, Chair
- Dave Potter, 1st Vice Chair
- Wendy Root Askew, 2nd Vice Chair
- Mike LeBarre, Past Chair
- Luis Alejo, County Representative
- Chaps Poduri, City Representative

Their terms began upon their election at the beginning of the January 24, 2024, Board meeting through the next election of officers.

22nd Annual Transportation Excellence Awards

The Transportation Agency presented their 22nd Annual Transportation Excellence Awards to honor community members, programs and projects that make a significant contribution to improve transportation in Monterey County. This year's awards honorees are:

- Individual: Amir Attia, Associate Professor of Graphic Design; and Gabby Lazarcheff & Monica Ocampo, Graphic Design Students, California State University, Monterey Bay, for developing designs for the first traffic gardens in Monterey County
- Business: Boyds Asphalt Services for striping thirteen traffic gardens across Monterey County
- Program: "Better Bus Network", Monterey-Salinas Transit
- Project: California Avenue Pedestrian Crossing at Marina Heights Drive, City of Marina
- Project: King City Downtown Streetscape, City of King
- Project: Marina Parking Lot Improvement Project, City of Monterey

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

<https://www.tamcmonterey.org/2023-transportation-excellence-awards>

Escalating Costs Will Delay the State Route 156/Castroville Boulevard Interchange Project

In what can only be described as “sticker shock,” TAMC’s Board of Directors learned during a presentation by TAMC staff and Caltrans that the cost of the State Route 156/Castroville Boulevard Interchange project has risen significantly, from \$77.5 million in May 2023 to \$114.5 million. The Transportation Agency’s share of this \$40 million cost increase is estimated to be between \$33 to \$35 million, with the State covering the remaining balance. The cost increases are illustrated across all phases of work in the graphic below, which are primarily driven by utility relocations and two new unfunded construction components for landscape planting and bio monitoring:

Project Costs

Phase	Pre-May 2023	May 2023	January 2024
1 – PS&E	\$6,200,000	\$6,200,000	\$8,700,000
2 – RW Support	\$1,400,000	\$1,400,000	\$2,000,000
3 – Con Support	\$5,500,000	\$5,500,000	\$8,400,000
4 – Construction Capital	\$27,375,000	\$46,375,000	\$50,375,000
9 – RW Capital	\$18,100,000	\$18,100,000	\$45,000,000
Estimated Total Cost	\$58,575,000	\$77,575,000	\$114,475,000

\$40,275,000 cost increase

A total of \$73.5 million has been secured from various local and state sources to construct the SR 156 Castroville Boulevard Interchange project. A competitively secured Trade Corridor Enhancement Program grant accounts for \$28 million of the construction funding, along with \$2.1 million of State Transportation Improvement Program funds. Since the last update to the Board in May 2023, Caltrans was successful in receiving a second 12-month time extension to request a funding allocation from the California Transportation Commission for these funds, making the new deadline June 30, 2024. This extension would have allowed PG&E to complete their utility relocation work and keep the project on track to meet the June allocation deadline. However, that is no longer the case with the cost increases. Since the project is not likely to meet its June 30, 2024, funding deadline for construction allocation, these funds will be forfeited back to the State.

After TAMC and Caltrans staff provided a comprehensive presentation of the cost and schedule challenges, the Board evaluated four alternatives to determine what the project's next steps should be. The four alternatives are shown in the graph below:

Next Steps & Alternatives		
Alternatives	Time Delay	Risk
Fund the increased costs	0 – 6 months	Increased Measure X contribution and potential the project still does not meet funding deadlines.
Reapply for SB1 Cycle 4	6 months - 1 year*	Forfeit current grant; Complete ROW and design with local funds, * potential the project is not awarded a future grant.
Value Engineering	2 – 4 years	Stop the project and forfeit current grant; value engineering results in modest cost improvements.
Reevaluate project	5 – 7 years	Stop the project and forfeit current grant; most time delay of alternatives; possible that no other alternatives meet State goals.

After reviewing the time delays and risks associated with each alternative, the Board of Directors directed staff to move forward with reapplying for Senate Bill 1 Cycle 4 funds. While this will delay the project by 6 months to a year, the timing for the upcoming grant cycle aligns well with the current project schedule. This option will also allow a larger portion of the project's cost to be covered by the State grant rather than having to be covered by local funds.

The State Route 156 Castroville Boulevard Interchange project is one of the regional safety and mobility projects listed in Measure X and approved by 67.7% of Monterey County voters in 2016. As noted by Supervisor Church there have been plans since the 1960s to do something to improve this congested corridor and the Castroville Boulevard Interchange project "is the closest we have come to getting something done."

Monterey County Veterans Issues Advisory Committee ((VIAC)

Report to the Del Rey Oaks City Council

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

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

-Rick Johnson

Date and location of Meeting January 25, 2024, Veterans Transition Center

The following is an overview of issues reported to, and considered at, the January 25, 2024 meeting:

Correspondence

The Committee received a letter requesting support for Christine Maries Star Riders, and equine therapy organization. The organization is in jeopardy of losing lease space and, consequently, not being able to provide services.

Veterans Transition Center (VTC)

- Lightfighter Village remains on track to be able to provide much needed housing for low and extremely-low income veterans, with a target date of January 2025.
- The VTC has approached VA Palo Alto to provide a geriatric program in our area. This is a critical issue as we see an aging veteran population. The request is for six beds.
- VTC is looking to add additional housing units through ADU's

Central Coast Veterans Cemetery

- Fernando Pimentel has been named the new cemetery director.
- The Central Coast Veterans Cemetery is hiring for a full-time security guard.
- The unclaimed remains of a veteran and his spouse will be laid to rest in the cemetery on February 5th, 2024.

Cemetery Foundation

- The Foundation is hopeful of receiving the Right of Entry documentation to start construction of the Appreciation Wall very soon, and plan to begin actual construction on February 5th.

Ord Military Community

- Work has begun to add a PX section to the Commissary.

Ft. Ord Retiree Council

- The Retiree Appreciation Day is scheduled for the third Saturday in July.
- Please note, there are a number of job openings at both NPS and the Presidio. If interested please look on USAJOBS.gov.
- The Retiree Council is meeting on February 1, 2024 at Stillwell Community Center.

Municipalities

- Del Rey Oaks has adopted the City's Housing Element. We will monitor for, and advocate for, veteran housing as possible development moves forward.

Military & Veterans Affairs Office (MVAO)

- The MVAO Annual Activity Report was submitted, please see attached.
- Jack Murphy explained joint work between MVAO and Senator Rubio's Office (Southern California) to make the change to the Los Angeles Housing Authorities rule on Area Median Income (AMI). This change would allow Los Angeles County's 100% Disabled Veterans to obtain housing vouchers which is already in place in Monterey County. They will be drafting a Joint Senate Resolution in the future.

- The MVAO office is looking to update the Veterans Preference Policy, the Military Leave Policy, implement the skill bridge program and Military Spouse hiring preference for the County.
- **Chair Oglesby opened nominations for 2024 Chair and Vice Chair positions. The Committee voted unanimously to elect Ian Ogelsby Chair, and Dan Presser Vice Chair.**



County of Monterey
Military & Veterans Affairs Office



Item A.

MILITARY & VETERANS AFFAIRS OFFICE

MONTHLY ACTIVITY REPORT

January 2024

3

Outreach Events

40

New Contacts



474

Phone Calls

2024
HAPPY
NEW YEAR

365

Vet Rep Appointments

463 Claims Actions

238 Unique Veterans

158 Compensation Awards



7 College Fee Waivers valued at nearly **\$39,075**

New Disability Compensation Awards



\$514,527

Retroactive Payments

\$95,366

Recurring Monthly Payments



Customer Satisfaction Survey

75% Satisfied or Better!



www.mvao.org

Serving those who served

(831) 647-7613



County of Monterey
Military & Veterans Affairs Office



Item A.

MILITARY & VETERANS AFFAIRS OFFICE
Monterey County Activity Report
January – December 2023



Outreach Events
114
 Resulting in 1968
 New Contacts


7,795
 Phone Calls

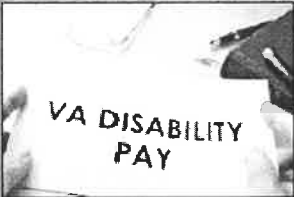

4,356
 Vet Rep Appointments

3,023 Unique Veterans
5,985 Claims Actions
1,203 Compensation



279
 College Fee
 Waivers Granted
\$1.97 million

Disability Compensation Awards
\$5,635,215
 Total Retroactive Payments
\$5,833,539
Recurring Monthly Payments




Customer Satisfaction Survey
90% Very Satisfied!

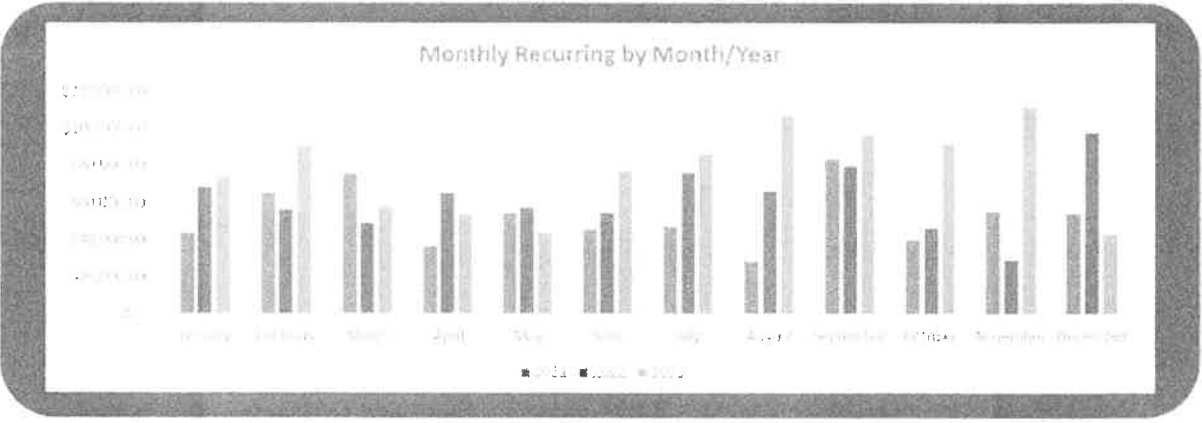
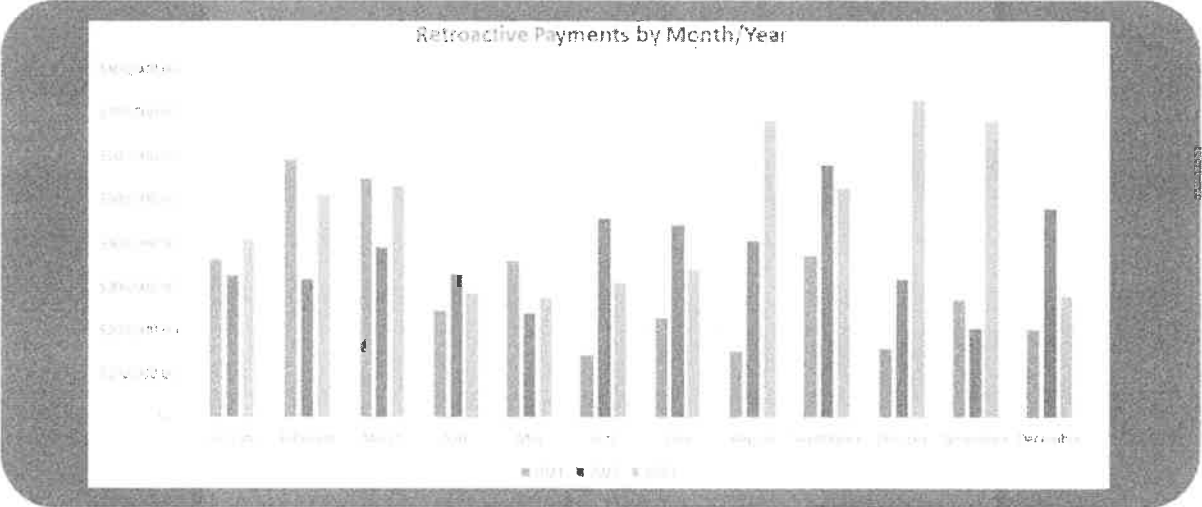


County of Monterey Military & Veterans Affairs Office



Item A.

MILITARY & VETERANS AFFAIRS OFFICE Monterey County Activity Report January – December 2023



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DEPARTMENT OF VETERANS AFFAIRS
Palo Alto Health Care System
3801 Miranda Ave.
Palo Alto, CA 94304

Item A.



In reply refer to:
Phil Torie or Kevin McCann
Recreation Therapist
VA Palo Alto Healthcare System
3801 Miranda Avenue – 11K
Palo Alto, CA 94304

Date: 11/03/2022

To: Marina City Council and Marina City Manager

Subject: Christine Marie Star Riders

Monterey County houses approximately 20,000 veterans throughout the county and the Marina Veterans Affairs (VA) Clinic serves veterans of all different capacities across the age spectrum. Recreation Therapy at the Marina VA clinic treats veterans with serious mental illness including post-traumatic stress disorder (PTSD), depression, anxiety addressing deficits such as poor emotional regulation tools, poor social functioning, and addressing treatment for veterans with history of substance abuse. The Marina clinic works in collaboration with many different teams including the Housing and Urbanization Development via VA Supported Housing service to address the needs of homeless veterans.

The National Center for PTSD defines Post-Traumatic Stress Disorder as the "result of experiencing a traumatic event during war such as combat, or a non-war traumatic event like a terrorist attack, serious accident, family violence, sexual assault, natural disaster, or serious injury," resulting in symptoms such as anxiety, sadness, fear, and social detachment (National Center for PTSD, n.d.). Having the Christine Marie Star Riders equine assisted therapy program, credentialed by PATH International, local to the Marina VA clinic provides an invaluable service to veterans in collaboration with the Department of Veterans Affairs. Equine Assisted Therapy is an evidence based modality that has been repeatedly shown to improve a variety of mental health and physical symptoms.

As a partner with the Veterans Affairs, Christine Marie Star Riders provide veterans enhanced goal delineated care through emotional, cognitive, and physical wellbeing. Veterans receive didactic training methodologies with hands on training on how to care for horses, maintain stables, identify potential veterinary health concerns in horses, developing skills in saddling and riding, as well as learn how to partition out meals for the horses. In the midst of veterans' training experiences veterans focus on building outcomes tied to developing tools and skills to build meaningful relationships and roles, healthy transferrable lifestyle habits, creating responsible behaviors, and learn to adapt to and control their environments. Veterans receive an orientation