



# CITY OF DEL REY OAKS

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

## **REGULAR MEETING AGENDA OF THE CITY OF DEL REY OAKS CITY COUNCIL TUESDAY, MAY 21, 2024 AT 6:00 PM**

Del Rey Oaks City Hall is inviting you to an **IN-PERSON MEETING AT CITY HALL**  
**Zoom is for viewing only**  
<https://us02web.zoom.us/j/88918976680>

- 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. PRESENTATION:**
  - A. Introduction of New City Staff: Stacy Matthews and Laura Batra
  - B. Monterey County 6th Cycle Housing Element Sites in the Vicinity of Del Rey Oaks
- 5. PROCLAMATION:**
  - A.** [Pride Month, June 2024](#)
  - B.** [Public Works Appreciation Week May 19-25, 2024](#)
- 6. CONSENT AGENDA:**
  - A. MINUTES: (CEQA: as to all, not a project per Guidelines Article 20, Section 15378)**
    - [1.](#)** March 26, 2024, Regular City Council Minutes
  - B. MONTHLY REPORTS: (CEQA: as to all, not a project per Guidelines Article 20, Section 15378)**
    - [1.](#)** Financials April 2023 - April 2024

2. Fire Department Response Report, April 2024

3. Police Activity Report, April 2024

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

1. Adopt Resolution 2024-03 Approving the FY 2024-25 SB1 Funded Project List

2. Adopt Resolution 2024-04 Amending Exhibit A & B of the MOU between ReGen Monterey and Member Agencies for Fiscal Year 2024-25

3. Approve Bid Award for a Comprehensive Fee Study

**7. OLD BUSINESS:**

**A. None**

**8. NEW BUSINESS:**

A. Adopt Resolution 2024-05 approving a 3.30 percent rate increase to charges by the City's franchised hauler, GreenWaste Recovery, for the collection of solid waste, recycling and organics, effective July 1, 2024

B. Approve FY 2024-25 Draft Budget

**9. STAFF REPORTS:**

A. Council Reports

**B.** City Manager Report

**10. CORRESPONDENCE:**

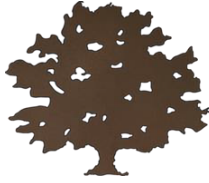
A. Mosquito Abatement District Highlights  
MST Highlights  
TAMC Highlights

**11. NEXT MEETING DATE:**

**A. June 25, 2024 at 6:00pm**

**12. ADJOURNMENT**

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



# CITY OF DEL REY OAKS

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

## **Proclamation Recognition of Pride Month June 2024**

WHEREAS, the City of Del Rey Oaks is a welcoming community and an exceptional place to live, work, play and raise a family; and

WHEREAS, Del Rey Oaks has a diverse Lesbian, Gay, Bisexual, Transgender and Questioning (LGBTQ+) community and is committed to supporting visibility, dignity and equity for all its residents; and

WHEREAS, many of the residents and business owners within the City of Del Rey Oaks who contribute to the enrichment of our City are a part of the LGBTQ+ community; and

WHEREAS, Del Rey Oaks is strengthened by the diversity of ethnic, cultural, racial, gender and sexual identities of its residents and business community members, all of which contribute to the character, talent, economy and leadership of our City.

WHEREAS, while critical steps have been made toward full LGBTQ+ equity and equality, members of our national, state and local community still face discrimination, exclusion and prejudice simply for being who they are and for whom they love; and

WHEREAS, discrimination against people from the LGBTQ+ community around the world make it imperative for cities like Del Rey Oaks to stand up and show support for our LGBTQ+ residents; and

WHEREAS, we respect and celebrate the richness and variety of cultures, values, traditions and uniqueness as they contribute to the tapestry of our community; and

WHEREAS, each of us can and should promote inclusiveness, celebrate diversity, support all fellow community members, prevent the spread of misinformation and reject hate and bias in all forms which will make Del Rey Oaks a stronger and healthier community; and

WHEREAS, June was chosen as national Pride Month to commemorate the 1969 protests and demonstrations in response to raids at the Stonewall Inn in New York's Greenwich Village; and

WHEREAS, June has become a symbolic month in which LGBTQ community and allies come together in various celebrations of pride; and

NOW THEREFORE BE IT RESOLVED that, I, Scott Donaldson, Mayor of Del Rey Oaks, do hereby proclaim the month of June as LGBTQ+ Pride month, and encourage all residents to actively promote, support and help build a culture of inclusiveness and acceptance.

Signed this 21st day of May, 2024

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Scott Donaldson, Mayor



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

## PROCLAMATION

**The City of Del Rey Oaks City Council  
Hereby Honoring National Public Works Week  
May 19-25, 2024**

**WHEREAS**, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of **Del Rey Oaks**; and,

**WHEREAS**, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals such as **Ron Fucci** and **Sherman Low** who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

**WHEREAS**, it is in the public interest for the citizens, civic leaders and children in **Del Rey Oaks** to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

**WHEREAS**, the year 2024 marks the 64<sup>th</sup> annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

**NOW THEREFORE**, I, Scott Donaldson, Mayor of Del Rey Oaks, do hereby designate the week May 19-25, 2024 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Del Rey Oaks to be affixed this 21<sup>st</sup> day of May, 2024.

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**Scott Donaldson, Mayor**

# **City of Del Rey Oaks**

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



## **Action Minutes**

**Tuesday March 26, 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 Mayor Donaldson.

**Roll Call:** Present: Mayor Donaldson, Councilmember Uy, Councilmember Shirley, Councilmember Hallock, and Councilmember Ragsdale-Cronin.

Absent: None

Also Present: City Manager Guertin, City Attorney Lorca, City Clerk Minami and Police Chief Bourquin

**Pledge of Allegiance:**

Mayor Donaldson led the Pledge of Allegiance

**Public Comment:**

**Ann Auburn:** April 6<sup>th</sup>, wild flower walk. April 13<sup>th</sup> spring cleaning at the butterfly garden and April 20<sup>th</sup> is earth day.

**Proclamation:** Mayor Donaldson acknowledges the Honoring Monterey Peninsula Chamber of Commerce Business of the Year 2023 Award to Monterey FC. Mayor Donaldson asks Council Member Shirley to read the Proclamation Honoring March as Women’s History Month.

**PRESENTATION:**

California-America Water slide show and information was presented by Josh Stratton and Tim O’Halloran. Discussion with public comments and questions followed.

**CONSENT AGENDA:           *Action Items***

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

1. February 24 2024, Regular City Council Meeting Minute
2. February 14, 2023, Regular Planning Commission Meeting Minutes

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

1. Financials February 2023 – February 2024
2. Fire Department Response Report, February 2024
3. Police Activity Report, February 2024

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

1. Approve Second Reading of Ordinance #318 Regulating Smoking in Multi-Unit Residences
2. Consider approval of Resolution 2024-01 for Submittal of the Annual Progress Report (APR) to the Office of Planning and Research (OPR) and the Office of Housing and Community Development (HCD)
3. Approve a Reimbursement Agreement with Monterey Peninsula Properties and a Proposal from Denise Duffy & Associates to Contract for Environmental Review on the Former Fort Ord.
4. Authorize the Mayor to sign a letter opposing Initiative 21-0042A1, also known as the California Business Roundtable "Taxpayer Protection and Government Accountability Act"
5. Authorize City Manager to Sign Three (3) Year Contract with Chavan and Associates, LLP, Certified Public Accountants

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

**Motion passed unanimously 5-0**

**No Public Comment was received.**

**OLD BUSINESS:**

**A. Housing Element Update (6<sup>th</sup> Cycle)-Denise Duffy and Associates**

**Denise Duffy:** Reviews Annual Progress Report and implementation. Questions and comments were taken and answered from the Council and no public comment was received.

**B. Carried Over Item from February 27, 2024, City Council Meeting:**

Appeal of Building Official Findings for Tenant Improvement Application at 121 Calle Del Oaks

Council Member Hallock recuses himself and leaves the council chamber.

**Tony Lomardo:** This mezzanine is more of a mechanical area. Asks the council to direct staff to sign the water form.

**Vince Venaldi:** Water management would approve water for a "mechanical area".

**Building Official Joe Headley:** The review and decision is being challenged. Explains the plans and permits. The city is behold to the records. This decision is from the records, it's not an opinion.

**Vince Venaldi:** Incomplete city records.

**Building Official Joe Headley:** Plans are very clear. He is a sworn position in the industry. '

**Mayor Donaldson:** Watched videos. All roads lead back to the records and they are consistent.

**Council Member Shirley:** Have to listen to the expert in the room and go with records.  
**Council Member Uy:** Not enough evidence, must adhere to policies and records. Should uphold Joe’s determination.

**PUBLIC COMMENTS:**

**Helen Birdsong:** If it’s 11,000 square feet, why doesn’t

A motion was made by **Council Member Ragsdale-Cronin**, seconded by **Council Member Shirley** to deny the appeal of Building Official Findings for Tenant Improvement Application at 121 Calle Del Oaks

**Motion passed unanimously 4-0**

Council Member Hallock returns the dais

**Staff and Council Reports:**

**City Manager Guertin:**

Chief Bourquin is looking into fuel costs, phone costs and new services to save money. A lot of great applications and will go through interviews next week. City Hall will be closed to the public on Fridays and on Monday through Thursdays between 12:30 and 1:30 for lunch breaks. Earth Day and Ice Cream Social on April 20<sup>th</sup>.

**Mayor Donaldson:** Thanks for Public Works and Police Department for the great work on enforcing the dumping on South Boundary Road.

**Council Member Ragsdale-Cronin:** Sustainable Seaside “Trashing Show” on April 21<sup>st</sup>.

**NEXT MEETING DATE:** Tuesday, April 23, 2024 at 6:00pm

**ADJOURNMENT** 7:55pm

**Attest:**

**Date:**

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

## Staff Report

**DATE:** May 21, 2024

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

**FROM:** John Guertin, City Manager

**SUBJECT:** Receive April 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 April 2024.

### Background

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

### Summary & Discussion

Attached are the April 2024 financial reports.

- April 2024 Cash Balances – The report shows where the City’s funds are invested. The City continue to have a healthy cash balance \$13,338,754 of which \$4,662,526 are unrestricted.
- April 2024 Checks Issued Register –This is a listing of all the payments issued during the month. The total checks issued of \$273,026.
- April 2024 General Fund Summary – This is a one-page summary of the General Fund summarized as follows:

	April 2024 Actual	April 2024 YTD Actual	% Collected/ Spent
Revenue	\$ 680,368	\$ 4,257,581	87%
Expenditures	339,240	3,715,628	75%
Net Operating Surplus	\$ 341,127	\$ 541,953	

At 83% of the year (10 months) the revenues are at 87%, the Property Taxes were received. The expenditures are at 75% of the budget. For the month of April 2024, General Fund shows a net operating surplus of \$341,127 which is typical for this time of the year as mentioned

that property taxes were received in April and a year-to-date operating surplus in the amount of \$541,953.

- April 2024 Statement of Revenues and Expenditures – shows fiscal year-to-date actuals in comparison with FY 2024 budget summarized as follows:

<b>REVENUE:</b>				
000 Non Departmental	\$ 3,522,700	\$ 569,911	\$ 3,263,468	93%
210 Airport Police Services	1,376,500	110,457	994,113	72%
	<u>4,899,200</u>	<u>680,368</u>	<u>4,257,581</u>	<u>87%</u>
<b>EXPENDITURES:</b>				
110 Council	\$ 32,200	\$ 1,187	\$ 20,410	63%
111 City Clerk	455,470	17,924	297,450	65%
120 City Manager	318,300	23,851	263,172	83%
130 Finance	362,052	24,806	269,187	74%
150 Legal	153,300	9,676	77,573	51%
160 Planning & Building Regulation	146,400	16,953	146,781	100%
180 Government Buildings	19,100	529	3,392	18%
190 Non-Departmental	42,700	46	33,349	78%
210 Police	2,667,800	165,671	2,079,966	78%
220 Fire/Animal Control	227,600	56,879	170,636	75%
311 Public Works/Streets	316,830	20,869	207,841	66%
411 Parks/Recreation	43,500	849	29,905	69%
	<u>4,785,252</u>	<u>339,240</u>	<u>3,599,662</u>	<u>75%</u>
Transfers to CIP-Housing Element 6	198,900	-	115,966	58%
Total	<u>\$ 4,984,152</u>	<u>\$ 339,240</u>	<u>\$ 3,715,628</u>	

- Planning and Building Regulations is at 100% due to higher than anticipated activity.
- It is projected that a few line items will be exceeding the budget and staff is proposing to prepare a budget adjustment to transfer within General Fund upon approval of the committee.

**Fiscal Impacts**

None. This is informational only.

**Recommendation**

Staff recommends receiving the reports.

**ATTACHMENTS:**

- April 2024 Cash and Investment
- April 2024 Checks Register
- April 2024 General Fund Summary
- April 2024 Statement of Revenues & Expenditures-YTD Budget v. Actual Detail

Respectfully Submitted,

John Guertin  
City Manager

**City of Del Rey Oaks  
Summary of Cash & Investments  
As of April 30, 2024**

Accounts

Unrestricted

General Checking	\$ 698,415.00	
Local Agency Investment Fund		
Reserve for Economic Uncertainties	1,652,182.00	4.232%
Unappropriated Funds	2,311,929.00	4.232%
Total Unrestricted	<u>4,662,526.00</u>	

Restricted

PARS-115 Trust Fund	341,184.00	
Dev - Monterey Peninsula Partner	9,063.00	
Fidelity Title Escrow Acct - GJM/SBR Intersection	1,056,168.00	
Fidelity Title Escrow Acct - SBR Construction	7,269,813.00	
Total Restricted	<u>8,676,228.00</u>	

**Total Cash and Investments** **\$ 13,338,754.00**

**City of Del Rey Oaks**  
**Check/Voucher Register**  
**From 04/01/2024 Through 04/30/2024**

Check Number	Payee	Transaction Description	Check Amount
043024-1	ADP	ADP Fees 03/2024	605.45
043024-2	P.E.R.S.-HEALTH	CalPERS 1800 Health 05/2024	30,008.06
043024-3	WEX BANK-CHEVRON	Fuel charges for 03/2024	2,881.27
	WEX BANK-CHEVRON	Fuel fees 03/2024	923.91
21978	A.F. Electric, Inc.	#1060 - Repair power to bathroom outlets & lights	200.00
	A.F. Electric, Inc.	#1070 - Installed outlet, switch's on steel posts w/ cover plates	975.00
21979	Andrea Carter	Earth Day Entertainment for 04/20/24	275.00
21980	AT&T CAL NET 2	Acct #9391033790 Mobile Service 02/19/24 to 03/18/24	129.39
	AT&T CAL NET 2	Acct #9391033791 Mobile Service 02/19/24 to 03/18/24	267.17
21981	CALIFORNIA-AMERICAN WATER	Acct #1015-210018796550 Service Period 02/22/24 to 03/19/24	41.15
	CALIFORNIA-AMERICAN WATER	Acct #1015-210018799016 Service Period 02/22/24 to 03/19/24	41.15
	CALIFORNIA-AMERICAN WATER	Acct #1015-210018869991 Service Period 02/22/24 to 03/19/24	170.79
	CALIFORNIA-AMERICAN WATER	Acct #1015-210021092445 Service Period 02/22/24 to 03/19/24	41.15
	CALIFORNIA-AMERICAN WATER	Acct #1015-210021255352 Service Period 02/22/24 to 03/19/24	34.96
	CALIFORNIA-AMERICAN WATER	Acct #1015-210021327653 Service Period 02/22/24 to 03/19/24	151.19
	CALIFORNIA-AMERICAN WATER	Acct #1015-210021396208 Service Period 02/22/24 to 03/19/24	41.15
	CALIFORNIA-AMERICAN WATER	Acct #1015-210021397607 Service Period 02/22/24 to 03/19/24	116.20
21982	COMCAST BUSINESS	Acct #8155100230699260 Internet 03/18/24 to 04/17/24	285.45
21983	Dell Marketing L.P.	Cust #17865625 OptiPlex Small Form Factor	1,336.01
21984	GLOBALSTAR USA	Acct #AC00115154 Wireless Service 3/16/24 to 04/15/24	133.74
21985	G.P.S. SOLUTIONS	Inv #79 Building Permits/code Enforcement 2024-03	4,569.25
21986	I.M.P.A.C.GOVERNM'T SER	Acct #5564-9924 Visa Charges 02/21/24	1,150.78
21987	JAMES DE CHALK	#374822 March 2024 Service	500.00
21988	Jenny Gin	Park Refund Due to Rain	50.00
21989	Kati Riphenburg	Park Refund due to Cancellation	50.00
21990	MONTEREY BAY TECHNOLOGIES, INC.	Inv #246040 April 2024 IT Service	1,800.00
21991	MONTEREY COUNTY ANIMAL	Acct #4000844280725750 3rd Qtr FY 2022-23	956.00
21992	MONTEREY ONE WATER	Acct #09-000306 Period 03/01/24 to 04/30/24	81.02
21993	ODP Business Solutions, LLC	Acct #29696772 - Supplies	232.54
	ODP Business Solutions, LLC	Acct #29696772 Office Supplies	54.31
	ODP Business Solutions, LLC	Acct #29696772 Supplies	135.58
21994	PG&E	Acct #6817283169-2 Period 02/13/24 to 03/13/24	80.30
21995	Pitney Bowes Bank Inc. Purchase Power	Acct #8000-9000-0346-3050 Postage	206.69
21996	STAN COOK	Inv #01 Professional Services-2024-03	2,375.00
21997	THE MAYNARD GROUP, INC.	Acct #AC3744 April 2024 Phone Service	67.00
21998	US Bank Equipment Finance	Acct #500-0673430 April 2024 Konica Copier	428.84
	US Bank Equipment Finance	Contract # 500-0687291 April 2024 Konica Copier	135.64
21999	Verizon	Acct #342533778-00001 Service Period 02/24/24 to 03/23/24	80.02
22000	VSP	ID #30004100 - Vision Plan 2024 04	261.27
22001	AFLAC	Acct #AAE62 Premiums 2024-03	572.55
22002	AT&T MOBILITY	Acct #287304221758 Service Period 03/03/24 to 04/02/24	3.24
22003	CITY OF SEASIDE	Fire Contract	56,878.75
22004	COMCAST BUSINESS	Acct #0008479 Service Period 04/10/24 to 05/09/24	368.13
22005	CORELOGIC SOLUTIONS, LLC.	Acct #2010705640RR681524 Data Research 2024-03	154.50
22006	CORONADO DEISEL MOBILE SERVICES, INC.	#91 Complete Lube Job & Safety Inspection	287.63
	CORONADO DEISEL MOBILE SERVICES, INC.	#92 Lube, Safety Inspection Auto Repairs	2,074.75
22007	ENTENMANN-ROVIN CO.	Supplies	168.15
22008	HOME DEPOT CRC	Acct #5194-3374 Charge Period 02/29/24 to 04/03/29/24	68.08
22009	HYDRO TURF, INC.	Inv# I788563 Supplies	568.10
22010	Illona Cooper	Park Rental Refund - Cancelled	150.00
22011	Justin Tang	Travel for 04/08/24	2,020.39
22012	County of Monterey	FY 23/24 Supplemental Alert & Warning System - Annual	118.00
22013	Monterey County, Environmental Health	Direct Cost-Per MOA for service rendered 10/01/23 to 12/31/23	147.94
22014	MONTEREY COUNTY SHERIFF	QE 09/30/23 Criminal Justice Info System 07/01/23 to 09/30/23	2,804.98
22015	MONTEREY COUNTY WEEKLY CLASSIFIEDS	Legal Notice	2,457.00
22016	MONTEREY TIRE SERVICE	Vehicle #91 Tire Repair	69.92
22017	ODP Business Solutions, LLC	Acct #29696772 Supplies	8.27
	ODP Business Solutions, LLC	Acct #29696772 Supplies	52.97
22018	PG&E	Acct #4283033409-2 Service Period 02/22/24 to 03/21/24	2,635.84
22019	PURE WATER	Inv #431840 Supplies	49.75

**City of Del Rey Oaks  
Check/Voucher Register  
From 04/01/2024 Through 04/30/2024**

Check Number	Payee	Transaction Description	Check Amount
22020	QUALITY PRINT & COPY, LLC.	Office Supplies	295.23
22021	REGIONAL GOVERNMENT SERVICES	Contract Service 2024-03	24,200.34
22022	SIGN WORKS, INC.	Supplies	190.31
22023	TERMINIX, INC.	Pest Control Service 2024-03	109.00
22024	THE MAYNARD GROUP, INC.	Telephone Service 2024-03	67.00
22045	CoPower	Cust ID# 145153 MAY 2024 Dental Plan	2,113.54
22046	Employment Development Department	Acct ID 925-0483-6 UI Liability Period 03/31/23 and 06/30/23	3,567.91
22048	AFLAC	Acct #QAE62 -Premiums 2024-04	381.70
22049	AT&T CAL NET 2	Acct #9391033790 Service Period 03/19/24 to 04/18/24	129.24
	AT&T CAL NET 2	Acct #9391033791 Service Period 03/19/24 to 03/18/24	265.70
	AT&T CAL NET 2	Acct #9391081967 - Service Period 03/15/24 to 04/14/24	1,677.48
22050	AT&T MOBILITY	Acct #287290891231 Service Period 04/03/24 to 05/02/24	613.57
22051	COMCAST BUSINESS	Acct #8155100230699260 Service Period 04/18/24 to 05/17/24	285.30
22052	DENISE DUFFY & ASSOCIATES	#9614 Task #772- 2023-12	575.50
	DENISE DUFFY & ASSOCIATES	Task #776-2024-12	7,519.50
	DENISE DUFFY & ASSOCIATES	Task #776 2023-11	4,288.50
	DENISE DUFFY & ASSOCIATES	Task 782 HMP Compliance-2023-12	741.00
	DENISE DUFFY & ASSOCIATES	Task 782 HMP Compliance-2024-11 & 12	2,148.50
	DENISE DUFFY & ASSOCIATES	Task 776-C HE 6th-2023-11&12	22,934.00
22053	FENTON & KELLER	Professional Services 2024-03	7,219.38
22054	I.M.P.A.C.GOVERNM'T SER	Acct #5564-9924 VISA CC Charges	433.95
22055	LEHR	Service Auto Part Vehicle #93	3,188.19
22056	Monterey County Peace Officers	Awards Dinner 2024-04	531.00
22057	MP EXPRESS	Parking Notices	663.85
22058	ODP Business Solutions, LLC	Acct #29696772 Supplies	187.55
	ODP Business Solutions, LLC	Acct #29696772 Office Supplies	102.41
22059	Paragon Investigative Services	Service Dates 04/18/24 to 04/23/24	187.50
22060	PG&E	Acct #6817283169-2 Service Period 03/14/24 to 04/12/24	80.11
22061	Pitney Bowes Bank Inc. Purchase Power	Acct #0346-3050 Postage	246.16
22062	PRECISION ALARMS AND AUTOMATION, INC.	Fire Alarm Monitoring 2024-04	170.00
22063	Rodriguez Tree Service, LLC.	Tree Trimming & Removal of Dead Wood Service	1,500.00
	Rodriguez Tree Service, LLC.	Tree Trimming Service	3,400.00
22064	Stericycle, Inc.	Cust #1000110277 - Shredding Service 2024-03	171.45
22065	US Bank Equipment Finance	Contract #0687291 MAY 2024 Konica Minolta Copier	135.64
22066	VALLEY SAW & GARDEN EQUIP, INC.	Cust #104610 Yard Equipment	20,667.73
22067	VSP	ID #30004100 MAY 2024 Vision Plan	261.27
PERS 042624-1	PERS	CalPERS 1900 457 (04/26) Contribution 04/30/2024	2,600.00
	PERS	PERS 3100 Contribution Retirement 04/06-04/19/24 -Plan 26934	1,579.85
	PERS	PERS 3100 Contribution Retirement 4/06-04/19/24 -Plan 1364	567.74
	PERS	PERS 3100 Contribution Retirement 4/06-04/19/24 -Plan 25623	3,749.46
	PERS	PERS 3100 Contribution Retirement 4/06-04/19/24 -Plan 1365	4,478.37
PERS032924-1	PERS	CalPERS 1900 457 (03/29) Contribution 03/31/2024	2,350.00
	PERS	PERS 3100 Contribution Retirement 03/09-03/22/24 -Plan 1364	577.98
	PERS	PERS 3100 Contribution Retirement 03/09-03/22/24 -Plan 25623	4,032.63
	PERS	PERS 3100 Contribution Retirement 03/09-03/22/24 -Plan 26934	1,579.85
	PERS	PERS 3100 Contribution Retirement 03/09-03/22/24 -Plan 1365	3,644.06
PERS042324-1	PERS	CalPERS 1900 457 (4/12) Contribution 04/15/24	2,600.00
	PERS	PERS 3100 Contribution Retirement 03/23-04/05/24 -Plan 1364	574.97
	PERS	PERS 3100 Contribution Retirement 3/23-04/05/24 -Plan 25623	4,037.76
	PERS	PERS 3100 Contribution Retirement 3/23-04/05/24 -Plan 26934	1,579.85
	PERS	PERS 3100 Contribution Retirement 3/23-04/05/24 --Plan 1365	4,293.01
Report Total			<b><u>273,026.41</u></b>

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

From 4/1/2024 Through 4/30/2024

	FY 2024 Budget	April 2024 Actual	FY 2024 YTD Actual	Percent Collected/Spent
<b>Revenue</b>				
Property Taxes	770,100.00	355,125.22	810,597.46	105.25%
Sales Tax	1,313,000.00	79,247.40	1,089,699.00	82.99%
Other Taxes	500,650.00	60,639.08	460,801.09	92.04%
Licenses and Permits	286,300.00	7,396.18	275,788.29	96.32%
Fines and Forfeitures	12,200.00	542.32	11,273.88	92.40%
Other Revenue	125,700.00	42,647.65	168,001.34	133.65%
Grants	285,550.00	9,640.50	249,141.24	87.24%
Airport Police Services	1,376,500.00	110,457.00	994,113.00	72.22%
Current Services	229,200.00	14,672.41	198,166.08	86.45%
<b>Total Revenue</b>	<b>4,899,200.00</b>	<b>680,367.76</b>	<b>4,257,581.38</b>	<b>86.90%</b>
<b>Expenditures</b>				
Council	32,200.00	1,187.59	20,410.22	63.38%
City Clerk	455,470.00	17,924.26	297,449.51	65.30%
City Manager	318,300.00	23,851.06	263,171.89	82.68%
Finance	362,052.39	24,805.79	269,186.80	74.35%
Legal	153,300.00	9,676.38	77,572.84	50.60%
Planning & Building Regulation	146,400.00	16,952.75	146,780.94	100.26%
Government Buildings	19,100.00	529.00	3,392.01	17.75%
Non-Departmental	42,700.00	46.00	33,349.57	78.10%
Police	2,667,800.00	165,670.61	2,079,966.19	77.96%
Fire/Animal Control	227,600.00	56,878.75	170,636.25	74.97%
Public Works/Streets	316,830.00	20,869.19	207,840.86	65.60%
Parks/Recreation	43,500.00	848.90	29,904.85	68.74%
<b>Total Expenditures</b>	<b>4,785,252.39</b>	<b>339,240.28</b>	<b>3,599,661.93</b>	<b>75.22%</b>
<b>Net Revenues</b>	<b>113,947.61</b>	<b>341,127.48</b>	<b>657,919.45</b>	<b>577.38%</b>
<b>Other Financing Sources and Uses</b>				
<b>Uses</b>				
Transfers Out to CIP	(198,900.00)	0.00	(115,966.00)	58.30%
<b>Total Uses</b>	<b>(198,900.00)</b>	<b>0.00</b>	<b>(115,966.00)</b>	<b>58.30%</b>
<b>Total Other Financing Sources and Uses</b>	<b>(198,900.00)</b>	<b>0.00</b>	<b>(115,966.00)</b>	<b>58.30%</b>
<b>Net Revenues After Other Financing Sources and Uses</b>	<b>(84,952.39)</b>	<b>341,127.48</b>	<b>541,953.45</b>	

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

**100 - General Fund**  
From 4/1/2024 Through 4/30/2024

		FY 2024 Budget - Revised	April 2024 Actual	FY 2024 YTD Actual	Percent Collected/Used
Revenue					
Non Department Specific	000				
P/T-Secured	41110	531,000.00	246,866.53	560,193.93	105.49%
P/T-Unsecured	41120	26,900.00	0.00	26,962.16	100.23%
P/T-Prior Secured	41130	6,100.00	1,489.66	7,518.04	123.24%
Prior Unsecured	41140	100.00	0.00	0.00	0.00%
P/T-Unitary Tax	41150	10,000.00	5,611.12	11,593.11	115.93%
P/T-Supplemental Roll (SB813)	41160	12,200.00	5,082.19	12,461.39	102.14%
Property Tax - VLF	41170	183,000.00	95,158.50	190,317.00	103.99%
Prop Tax-Interest/Penalty	41180	800.00	917.22	1,551.83	193.97%
Sales Tax	42210	470,000.00	27,855.51	370,368.46	78.80%
Sales Tax - 145 (Measure S-1%)	42220	562,000.00	34,262.06	480,232.11	85.45%
Sales Tax -409 (Measure R 1/2%)	42221	281,000.00	17,129.83	239,098.43	85.08%
Cannabis Tax	42222	99,000.00	6,608.71	89,771.60	90.67%
Cannabis Tax-Delinquent	42223	10,000.00	0.00	4,000.00	40.00%
Transient Occupancy Tax	42230	190,000.00	22,981.06	184,785.91	97.25%
Property Transfer Tax	42250	8,150.00	926.75	9,934.38	121.89%
Sewer Impact	42290	15,000.00	0.00	21,650.14	144.33%
Business Licenses	42310	210,000.00	228.00	213,474.04	101.65%
Gas Franchises	42761	8,000.00	8,206.82	8,206.82	102.58%
Electric Franchises	42762	21,500.00	21,915.74	21,915.74	101.93%
Garbage Franchises	42763	100,000.00	0.00	76,885.13	76.88%
Cable Tv Franchises	42764	26,000.00	0.00	18,712.55	71.97%
Water Franchises	42765	23,000.00	0.00	24,938.82	108.42%
SB1186 Disability Access Fund	43311	1,000.00	18.44	488.44	48.84%
SB1473 Environmental Assessment Fee	43312	100.00	5.00	92.80	92.80%
Building Permits	43320	40,000.00	2,634.11	35,845.48	89.61%
Cannabis Business Permit	43325	10,000.00	0.00	0.00	0.00%
Plan Check Fees	43330	17,000.00	3,404.07	19,050.97	112.06%
Street Opening Permits Fees	43340	5,000.00	750.00	4,700.00	94.00%
Plumbing Permits	43350	1,600.00	250.00	1,875.00	117.18%
Electrical Permits	43360	1,600.00	125.00	750.00	46.87%
Other Licenses/Permits	43390	1,000.00	0.00	0.00	0.00%
Fines & Forfeitures	45000	1,700.00	76.32	1,809.88	106.46%
Vehicle Code Fines	45510	3,500.00	275.00	2,189.00	62.54%
Parking and Admin Fines	45512	7,000.00	191.00	7,275.00	103.92%
Interest Earned	46100	120,000.00	41,907.77	145,603.68	121.33%
Interest Earned-PARS	46101	2,500.00	0.00	18,255.58	730.22%
Rental Income - Garden Center	46815	36,000.00	3,000.00	30,000.00	83.33%
Rental Income - Airport RV	46816	35,000.00	4,092.50	39,685.97	113.38%
Rental Income - PW Bldg (CHC Enterprise)	46817	24,000.00	0.00	10,000.00	41.66%
HOPTR	47130	1,200.00	721.44	1,030.63	85.88%
Vehicle License Collection	47140	0.00	0.00	1,963.78	0.00%
COPS	47240	165,200.00	8,333.33	169,492.30	102.59%
AMBAG REAP Grant	47241	20,980.00	0.00	20,980.25	100.00%
HCD LEAP Grant	47242	18,300.00	0.00	18,226.50	99.59%
SB1383 Organics Recycling	47243	9,000.00	0.00	4,957.78	55.08%
Prop 172	47750	25,000.00	1,307.17	15,444.63	61.77%
Wellness Program	47760	7,500.00	0.00	7,500.00	100.00%

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

**100 - General Fund**  
 From 4/1/2024 Through 4/30/2024

		FY 2024 Budget - Revised	April 2024 Actual	FY 2024 YTD Actual	Percent Collected/Used
Police Grants & Other Reimbursements	47780	6,250.00	0.00	5,982.87	95.72%
POST Reimbursements	47781	5,500.00	0.00	6,556.91	119.21%
DEA Reimbursements	47782	22,000.00	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	150.00	1,207.00	120.70%
Police Services-Special Events	48211	48,000.00	1,250.00	18,937.50	39.45%
Public Events	48212	7,500.00	0.00	7,500.00	100.00%
Use Permits	48805	20,000.00	5,620.00	27,210.89	136.05%
Maps/Publications	48810	100.00	0.00	0.00	0.00%
Property Inspections	48825	4,500.00	0.00	2,500.00	55.55%
Miscellaneous Revenue	48840	50,000.00	9.91	57,075.50	114.15%
Rental - Park	48910	3,100.00	550.00	4,049.22	130.62%
Miscellaneous Refunds	48930	1,000.00	0.00	659.23	65.92%
<b>Total Non Department Specific</b>		<u>3,522,700.00</u>	<u>569,910.76</u>	<u>3,263,468.38</u>	<u>92.64%</u>
Police	210				
Airport Police Services	48220	<u>1,376,500.00</u>	<u>110,457.00</u>	<u>994,113.00</u>	<u>72.22%</u>
<b>Total Police</b>		<u>1,376,500.00</u>	<u>110,457.00</u>	<u>994,113.00</u>	<u>72.22%</u>
<b>Total Revenue</b>		<u>4,899,200.00</u>	<u>680,367.76</u>	<u>4,257,581.38</u>	<u>86.90%</u>

Expense

Council	110				
Council Member Stipend	61115	7,500.00	625.00	6,250.00	83.33%
Medicare-ER	61130	200.00	9.06	90.60	45.30%
Social Security-ER	61131	500.00	38.75	387.50	77.50%
Unemployment Ins-Fed & State	61132	100.00	3.75	37.50	37.50%
Dental Expense	61135	7,450.00	511.03	4,462.75	59.90%
Materials/Supply	62410	150.00	0.00	100.00	66.66%
Membership Dues-Professional Org	64550	4,000.00	0.00	1,916.18	47.90%
Strategic Planning	64570	5,000.00	0.00	0.00	0.00%
Misc Expenses	64580	1,000.00	0.00	924.83	92.48%
Travel Expenses	64610	<u>6,300.00</u>	<u>0.00</u>	<u>6,240.86</u>	<u>99.06%</u>
<b>Total Council</b>		<u>32,200.00</u>	<u>1,187.59</u>	<u>20,410.22</u>	<u>63.39%</u>
City Clerk	111				
Payroll	61105	149,600.00	7,182.50	111,668.59	74.64%
Overtime	61110	20,000.00	697.13	5,989.25	29.94%
PERS UAL	61124	36,900.00	0.00	36,879.00	99.94%
PERS Retirement	61125	13,800.00	1,016.31	9,571.59	69.35%
Medicare-ER	61130	2,200.00	114.25	1,677.57	76.25%
Unemployment Ins-Fed & State	61132	200.00	0.00	84.00	42.00%
Dental Expense	61135	3,200.00	63.20	1,652.48	51.64%
Health Insurance	61140	60,500.00	2,726.68	36,985.33	61.13%
Health Insurance -Retiree	61141	1,800.00	0.00	0.00	0.00%
Vision Ins	61145	500.00	55.78	295.41	59.08%
Workers Comp and EAP	61150	9,100.00	0.00	9,337.48	102.60%
Wellness Program	61155	1,000.00	0.00	1,108.66	110.86%
Materials/Supply	62410	16,300.00	266.51	2,709.17	16.62%
Office Supplies	62430	11,200.00	1,758.03	5,235.77	46.74%
Repair/Maintenance	63505	1,000.00	0.00	597.23	59.72%
Other Outside Services	63508	3,000.00	428.84	4,683.92	156.13%
Shredding Services	63509	1,000.00	171.45	873.57	87.35%
Telephone	63530	7,700.00	599.87	5,211.00	67.67%

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

**100 - General Fund**  
From 4/1/2024 Through 4/30/2024

		FY 2024 Budget - Revised	April 2024 Actual	FY 2024 YTD Actual	Percent Collected/Used
Website Design & Maintenance	63535	3,800.00	0.00	0.00	0.00%
Postage / Shipping	63540	3,000.00	329.77	1,787.45	59.58%
Training	63605	5,000.00	0.00	1,324.59	26.49%
Insurance-Liability	63620	17,370.00	0.00	17,369.57	99.99%
Insurance-Property	63621	1,300.00	0.00	1,264.14	97.24%
Contract Services - IT	63635	7,800.00	900.00	11,550.00	148.07%
HR Services-RGS	63652	31,500.00	0.00	0.00	0.00%
Temporary Assistance	63657	10,000.00	0.00	6,514.20	65.14%
Software/Server Subscription	64310	10,000.00	1,038.94	11,625.27	116.25%
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	300.00	1,970.42	98.52%
Misc Expenses	64580	0.00	275.00	1,316.96	0.00%
Travel Expenses	64610	700.00	0.00	602.35	86.05%
Furniture & Equipment	66300	3,000.00	0.00	174.79	5.82%
<b>Total City Clerk</b>		<b>455,470.00</b>	<b>17,924.26</b>	<b>297,449.51</b>	<b>65.31%</b>
<b>City Manager</b>	<b>120</b>				
Payroll	61105	202,100.00	15,548.80	166,075.04	82.17%
PERS UAL	61124	1,000.00	0.00	0.00	0.00%
PERS Retirement	61125	14,800.00	1,676.01	9,181.54	62.03%
Medicare-ER	61130	2,800.00	225.46	2,453.21	87.61%
Unemployment Ins-Fed & State	61132	100.00	0.00	42.00	42.00%
Dental Expense	61135	1,600.00	193.29	1,932.90	120.80%
Health Insurance	61140	30,200.00	3,417.10	32,390.26	107.25%
Vision Ins	61145	200.00	0.00	118.40	59.20%
Workers Comp and EAP	61150	11,700.00	0.00	11,802.74	100.87%
Wellness Program	61155	500.00	0.00	0.00	0.00%
Admin Leave	61175	0.00	0.00	3,109.76	0.00%
Auto Allowance	61180	5,400.00	415.40	4,361.66	80.77%
Office Supplies	62430	1,500.00	0.00	641.31	42.75%
Insurance-Liability	63620	22,405.00	0.00	22,402.12	99.98%
Insurance-Property	63621	1,645.00	0.00	1,629.24	99.04%
Membership Dues-Professional Org	64550	2,800.00	0.00	300.00	10.71%
Membership Dues-Government Agency	64552	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	0.00	4,056.71	50.70%
Contingency	66905	11,250.00	2,375.00	2,375.00	21.11%
<b>Total City Manager</b>		<b>318,300.00</b>	<b>23,851.06</b>	<b>263,171.89</b>	<b>82.68%</b>
<b>Finance</b>	<b>130</b>				
ADP Payroll Fees	62310	8,000.00	605.45	6,168.31	77.10%
Bank Service Charges	62320	6,000.00	0.00	3,669.97	61.16%
Grant Writing Services	62327	24,800.00	0.00	4,458.00	17.97%
Accounting Software	62431	12,852.39	0.00	12,646.14	98.39%
Audit-Finance	63625	34,800.00	0.00	33,900.00	97.41%
Audit -Sales Tax	63626	5,000.00	0.00	0.00	0.00%
Actuarial Services	63627	4,500.00	0.00	1,200.00	26.66%

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

**100 - General Fund**  
From 4/1/2024 Through 4/30/2024

		FY 2024 Budget - Revised	April 2024 Actual	FY 2024 YTD Actual	Percent Collected/Used
Accounting Services-RGS	63645	266,100.00	24,200.34	207,144.38	77.84%
Total Finance		362,052.39	24,805.79	269,186.80	74.35%
Legal	150				
Legal Services	63650	150,000.00	7,219.38	72,295.29	48.19%
Legal Advert	64560	2,300.00	2,457.00	4,817.61	209.46%
Misc Expenses	64580	1,000.00	0.00	459.94	45.99%
Total Legal		153,300.00	9,676.38	77,572.84	50.60%
Planning & Building Regulation	160				
Economic Development Services	63639	26,000.00	0.00	23,423.75	90.09%
Planning Services	63640	48,000.00	12,383.50	53,487.50	111.43%
Contract Services - Housing Element	63642	17,500.00	0.00	16,856.15	96.32%
Building Inspections Services	63648	40,400.00	3,863.75	40,297.73	99.74%
Engineering Services	63649	10,000.00	0.00	7,829.25	78.29%
Code Enforcement Services	63656	1,000.00	705.50	1,660.00	166.00%
Travel Expenses	64610	3,500.00	0.00	3,226.56	92.18%
Total Planning & Building Regulation		146,400.00	16,952.75	146,780.94	100.26%
Government Buildings	180				
Repair/Maintenance	63505	15,100.00	0.00	346.01	2.29%
Other Outside Services	63508	1,000.00	279.00	796.00	79.60%
Janitorial Services	63660	3,000.00	250.00	2,250.00	75.00%
Total Government Buildings		19,100.00	529.00	3,392.01	17.76%
Non-Departmental	190				
Materials/Supply	62410	5,800.00	46.00	111.24	1.91%
Telephone	63530	1,000.00	0.00	123.32	12.33%
Insurance-Liability	63620	12,830.00	0.00	12,829.74	99.99%
Insurance-Property	63621	1,880.00	0.00	1,875.35	99.75%
Membership Dues-Professional Org	64550	2,590.00	0.00	500.00	19.30%
Membership Dues-Non Profit Agency Contrib	64551	11,800.00	0.00	11,679.00	98.97%
Membership Dues-Government Agency	64552	5,500.00	0.00	5,131.68	93.30%
Misc Expenses	64580	1,000.00	0.00	984.29	98.42%
S.M.I.P.	64930	200.00	0.00	49.23	24.61%
SB 1473	64940	100.00	0.00	65.72	65.72%
Total Non-Departmental		42,700.00	46.00	33,349.57	78.10%
Police	210				
Payroll	61105	1,036,000.00	73,646.49	788,797.69	76.13%
Overtime	61110	140,000.00	11,497.52	113,330.65	80.95%
Overtime-DEA	61111	44,000.00	2,848.62	19,327.56	43.92%
Reserves Payroll	61120	95,000.00	7,595.58	77,526.69	81.60%
PERS UAL - After 06/30/18	61123	1,050.00	0.00	1,020.00	97.14%
PERS UAL	61124	101,950.00	0.00	101,918.00	99.96%
PERS Retirement	61125	136,500.00	14,578.68	108,546.71	79.52%
PERS 457 Expense	61126	32,400.00	3,600.00	25,500.00	78.70%
Medicare-ER	61130	15,700.00	1,416.74	14,565.86	92.77%
Social Security-ER	61131	1,600.00	110.55	996.67	62.29%
Unemployment Ins-Fed & State	61132	10,500.00	3,589.31	4,206.17	40.05%
Dental Expense	61135	17,900.00	1,219.04	12,283.93	68.62%
Health Insurance	61140	296,400.00	21,078.74	197,969.12	66.79%

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

100 - General Fund  
 From 4/1/2024 Through 4/30/2024

		FY 2024 Budget - Revised	April 2024 Actual	FY 2024 YTD Actual	Percent Collected/Used
Health Insurance -Retiree	61141	2,000.00	157.00	1,534.00	76.70%
Vision Ins	61145	2,900.00	433.74	2,278.55	78.57%
Workers Comp and EAP	61150	172,400.00	0.00	173,311.44	100.52%
Wellness Program	61155	5,300.00	0.00	0.00	0.00%
Uniform Allowance	61160	10,000.00	2,250.00	6,750.00	67.50%
Materials/Supply	62410	18,670.00	823.35	9,001.74	48.21%
Ammunition	62420	5,000.00	0.00	3,905.89	78.11%
Body Armor Vests	62422	12,150.00	0.00	12,142.15	99.93%
Office Supplies	62430	5,000.00	731.78	3,368.95	67.37%
Auto Operations - Supplies / Equip	62710	2,500.00	0.00	0.00	0.00%
Auto Operations - Fuel	62720	30,000.00	2,881.27	29,898.96	99.66%
Repair/Maintenance	63505	14,000.00	0.00	605.00	4.32%
Other Outside Services	63508	0.00	458.78	4,543.98	0.00%
Shredding Services	63509	1,000.00	0.00	702.14	70.21%
Telephone	63530	14,000.00	2,833.68	15,448.15	110.34%
Internet	63531	6,500.00	938.88	6,554.48	100.83%
Annual Maintenance-Records Management Software	63537	6,020.00	0.00	6,277.79	104.28%
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	123.08	191.51	38.30%
Training	63605	15,000.00	0.00	3,867.65	25.78%
Insurance-Liability	63620	125,435.00	0.00	143,389.30	114.31%
Insurance-Property	63621	10,075.00	0.00	10,065.45	99.90%
Audit-Finance	63625	4,500.00	0.00	4,500.00	100.00%
Contract Services - IT	63635	12,900.00	900.00	11,237.50	87.11%
Contract Services-Others	63637	4,200.00	147.94	3,056.07	72.76%
HR Services-RGS	63652	3,000.00	0.00	0.00	0.00%
Janitorial Services	63660	3,000.00	250.00	2,250.00	75.00%
911-Radio Dispatch	63665	58,500.00	0.00	54,696.13	93.49%
911-Inform MDT Terminal Service	63666	1,500.00	0.00	716.00	47.73%
911-Notification System	63667	400.00	118.00	118.00	29.50%
911-NGEN O&M	63668	8,000.00	0.00	7,969.16	99.61%
911-NGEN Debt	63669	5,200.00	0.00	5,128.32	98.62%
Auto Repair/Maintenance	63730	14,000.00	5,620.49	17,778.41	126.98%
Parking & Admin Citations Services	63812	5,000.00	0.00	4,157.00	83.14%
Animal Regulation Fire	63820	500.00	956.00	1,195.00	239.00%
Fund Jail & Prisoner	63830	200.00	0.00	140.64	70.32%
ACJIS System	63840	9,000.00	2,804.98	2,804.98	31.16%
Software/Server Subscription	64310	14,000.00	39.98	16,040.34	114.57%
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	5,000.00	0.00	7,208.11	144.16%
Books and Periodicals	64565	900.00	0.00	252.40	28.04%
Printing / Publications	64575	3,000.00	0.00	1,079.21	35.97%
Misc Expenses	64580	0.00	0.00	924.83	0.00%
Travel Expenses	64610	13,000.00	2,020.39	7,897.93	60.75%

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

**100 - General Fund**  
From 4/1/2024 Through 4/30/2024

		FY 2024 Budget - Revised	April 2024 Actual	FY 2024 YTD Actual	Percent Collected/Used
Principal-Motorola Lease-Cameras	65104	21,350.00	0.00	21,319.32	99.85%
Principal-Sunridge Records Mgmt	65106	0.00	0.00	8,258.00	0.00%
Interest-Sunridge Records Mgmt	65107	0.00	0.00	455.40	0.00%
Vehicle Replacement	66735	<u>80,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Police		2,667,800.00	165,670.61	2,079,966.19	77.97%
Fire/Animal Control	220				
Fire Seaside	63810	<u>227,600.00</u>	<u>56,878.75</u>	<u>170,636.25</u>	<u>74.97%</u>
Total Fire/Animal Control		227,600.00	56,878.75	170,636.25	74.97%
Public Works/Streets	311				
Payroll	61105	83,600.00	6,428.80	67,502.40	80.74%
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	683.01	5,336.17	82.09%
Medicare-ER	61130	1,300.00	93.22	978.81	75.29%
Unemployment Ins-Fed & State	61132	100.00	0.00	42.01	42.01%
Dental Expense	61135	1,600.00	126.98	1,269.80	79.36%
Health Insurance	61140	30,300.00	2,628.54	24,915.60	82.22%
Vision Ins	61145	300.00	33.02	181.61	60.53%
Workers Comp and EAP	61150	5,200.00	0.00	5,317.74	102.26%
Wellness Program	61155	600.00	0.00	576.93	96.15%
Materials/Supply	62410	16,500.00	504.61	4,358.84	26.41%
Office Supplies	62430	1,500.00	137.89	637.67	42.51%
Auto Operations - Supplies / Equip	62710	2,500.00	0.00	645.97	25.83%
Auto Operations - Fuel	62720	6,000.00	923.91	5,071.13	84.51%
Repair/Maintenance	63505	38,260.00	6,075.00	13,019.40	34.02%
Other Outside Services	63508	1,000.00	0.00	440.00	44.00%
Gabilan Crew	63515	5,000.00	0.00	2,702.00	54.04%
Utilities - PG&E	63520	20,000.00	2,796.25	21,642.12	108.21%
Utilities - Water	63525	5,000.00	437.96	4,472.96	89.45%
Telephone	63530	300.00	0.00	246.35	82.11%
Training	63605	5,000.00	0.00	714.00	14.28%
Insurance-Liability	63620	10,660.00	0.00	10,658.17	99.98%
Insurance-Property	63621	780.00	0.00	775.50	99.42%
Insurance-Vehicles	63622	4,500.00	0.00	4,267.00	94.82%
Organic Waste Regs Services	63654	9,000.00	0.00	1,626.00	18.06%
Auto Repair/Maintenance	63730	8,300.00	0.00	2,502.83	30.15%
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	21,000.00	0.00	20,101.99	95.72%
Contingency	66905	<u>3,780.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Public Works/Streets		316,830.00	20,869.19	207,840.86	65.60%
Parks/Recreation	411				
Materials/Supply	62410	15,400.00	568.10	9,471.20	61.50%
Office Supplies	62430	0.00	0.00	68.19	0.00%
Repair/Maintenance	63505	25,000.00	0.00	17,637.00	70.54%
Utilities - Water	63525	3,000.00	280.80	2,658.61	88.62%
Travel Expenses	64610	100.00	0.00	69.85	69.85%
Total Parks/Recreation		<u>43,500.00</u>	<u>848.90</u>	<u>29,904.85</u>	<u>68.75%</u>
Total Expense		<u>4,785,252.39</u>	<u>339,240.28</u>	<u>3,599,661.93</u>	<u>75.22%</u>

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

**100 - General Fund**  
 From 4/1/2024 Through 4/30/2024

		<u>FY 2024 Budget - Revised</u>	<u>April 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>(198,900.00)</u>	<u>0.00</u>	<u>(115,966.00)</u>	<u>58.30%</u>
Total Non Department Specific		<u>(198,900.00)</u>	<u>0.00</u>	<u>(115,966.00)</u>	<u>58.30%</u>
Total Other Financing Sources and Uses		<u>(198,900.00)</u>	<u>0.00</u>	<u>(115,966.00)</u>	<u>58.30%</u>
Excess(Deficit) of Revenue Over Expenditures		(84,952.39)	341,127.48	541,953.45	

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

**210 - Gas Tax Fund**  
From 4/1/2024 Through 4/30/2024

		<u>FY 2024 Budget - Revised</u>	<u>April 2024 Actual</u>	<u>FY 2024 YTD Actual</u>	<u>Percent Collected/Used</u>
Revenue					
Non Department Specific	000				
Gas Tax 2103	47010	14,600.00	848.12	12,018.26	82.31%
Gas Tax 2105	47020	10,000.00	778.74	7,929.19	79.29%
Gas Tax 2106	47030	9,000.00	720.86	7,403.70	82.26%
Gas Tax 2107	47040	11,900.00	1,079.81	10,674.62	89.70%
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>3,427.53</u>	<u>39,025.77</u>	<u>83.93%</u>
Total Revenue		<u><u>46,500.00</u></u>	<u><u>3,427.53</u></u>	<u><u>39,025.77</u></u>	<u><u>83.93%</u></u>
Expense					
Public Works/Streets	311				
Street Sweeping	63510	10,000.00	0.00	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>0.00</u>	<u>6,166.99</u>	<u>24.67%</u>
Total Expense		<u><u>25,000.00</u></u>	<u><u>0.00</u></u>	<u><u>6,166.99</u></u>	<u><u>24.67%</u></u>
Excess(Deficit) of Revenue Over Expenditures		21,500.00	3,427.53	32,858.78	

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

**211 - SB1 Fund-RMRA**  
From 4/1/2024 Through 4/30/2024

		<u>FY 2024 Budget - Revised</u>	<u>April 2024 Actual</u>	<u>FY 2024 YTD Actual</u>	<u>Percent Collected/Used</u>
<b>Revenue</b>					
Non Department Specific	000				
SB 1 Funds	47777	<u>38,900.00</u>	<u>3,327.88</u>	<u>32,541.10</u>	<u>83.65%</u>
Total Non Department Specific		<u>38,900.00</u>	<u>3,327.88</u>	<u>32,541.10</u>	<u>83.65%</u>
Total Revenue		<u><u>38,900.00</u></u>	<u><u>3,327.88</u></u>	<u><u>32,541.10</u></u>	<u><u>83.65%</u></u>
<b>Expense</b>					
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)	3,327.88	19,346.10	

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

212 - Measure X Fund  
 From 4/1/2024 Through 4/30/2024

		<u>FY 2024 Budget - Revised</u>	<u>April 2024 Actual</u>	<u>FY 2024 YTD Actual</u>	<u>Percent Collected/Used</u>
<b>Revenue</b>					
Non Department Specific	000				
Measure X	47775	<u>94,400.00</u>	<u>0.00</u>	<u>75,905.27</u>	<u>80.40%</u>
Total Non Department Specific		<u>94,400.00</u>	<u>0.00</u>	<u>75,905.27</u>	<u>80.41%</u>
Total Revenue		<u>94,400.00</u>	<u>0.00</u>	<u>75,905.27</u>	<u>80.41%</u>
<b>Expense</b>					
Via Verde/Los Encinos Street Repair	524				
Street Improvements	66410	<u>39,500.00</u>	<u>0.00</u>	<u>39,480.00</u>	<u>99.94%</u>
Total Via Verde/Los Encinos Street Repair		<u>39,500.00</u>	<u>0.00</u>	<u>39,480.00</u>	<u>99.95%</u>
Angelus/Rosita Storm Drain Repair (Engineering)	525				
Street Improvements	66410	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Angelus/Rosita Storm Drain Repair (Engineering)		<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Angelus/Rosita Storm Drain Repair (Construction)	526				
Street Improvements	66410	<u>60,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Angelus/Rosita Storm Drain Repair (Construction)		<u>60,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Debt Service - Measure X	610				
Principal - Measure X Loan	65103	<u>80,400.00</u>	<u>0.00</u>	<u>60,463.41</u>	<u>75.20%</u>
Interest - Measure X	65203	<u>14,000.00</u>	<u>0.00</u>	<u>15,441.86</u>	<u>110.29%</u>
Total Debt Service - Measure X		<u>94,400.00</u>	<u>0.00</u>	<u>75,905.27</u>	<u>80.41%</u>
Total Expense		<u>203,900.00</u>	<u>0.00</u>	<u>115,385.27</u>	<u>56.59%</u>
Excess(Deficit) of Revenue Over Expenditures		(109,500.00)	0.00	(39,480.00)	

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

**221 - FORA Habitat Management Fund**

From 4/1/2024 Through 4/30/2024

		<u>FY 2024 Budget - Revised</u>	<u>April 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	2,889.50	6,983.50	20.22%
Total Planning & Building Regulation		<u>34,536.50</u>	<u>2,889.50</u>	<u>6,983.50</u>	<u>20.22%</u>
Total Expense		<u>34,536.50</u>	<u>2,889.50</u>	<u>6,983.50</u>	<u>20.22%</u>
Excess(Deficit) of Revenue Over Expenditures		(34,536.50)	(2,889.50)	(6,983.50)	20.22%

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

223 - ARPA Fund  
 From 4/1/2024 Through 4/30/2024

		<u>FY 2024 Budget - Revised</u>	<u>April 2024 Actual</u>	<u>FY 2024 YTD Actual</u>	<u>Percent Collected/Used</u>
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)	

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

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

From 4/1/2024 Through 4/30/2024

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

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

235 - Asset Forfeitures  
 From 4/1/2024 Through 4/30/2024

		<u>FY 2024 Budget - Revised</u>	<u>April 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**

242 - REAP Grant  
 From 4/1/2024 Through 4/30/2024

		<u>FY 2024 Budget - Revised</u>	<u>April 2024 Actual</u>	<u>FY 2024 YTD Actual</u>	<u>Percent Collected/Used</u>
Revenue					
Planning & Building Regulation	160				
AMBAG REAP Grant	47241	<u>85,000.00</u>	<u>6,386.00</u>	<u>6,386.00</u>	<u>7.51%</u>
Total Planning & Building Regulation		<u>85,000.00</u>	<u>6,386.00</u>	<u>6,386.00</u>	<u>7.51%</u>
Total Revenue		<u><u>85,000.00</u></u>	<u><u>6,386.00</u></u>	<u><u>6,386.00</u></u>	<u><u>7.51%</u></u>
Expense					
Planning & Building Regulation	160				
Planning Services	63640	<u>85,000.00</u>	<u>0.00</u>	<u>6,386.00</u>	<u>7.51%</u>
Total Planning & Building Regulation		<u>85,000.00</u>	<u>0.00</u>	<u>6,386.00</u>	<u>7.51%</u>
Total Expense		<u><u>85,000.00</u></u>	<u><u>0.00</u></u>	<u><u>6,386.00</u></u>	<u><u>7.51%</u></u>
Excess(Deficit) of Revenue Over Expenditures		0.00	6,386.00	0.00	0.00%

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

251 - Cal Fire Grant  
 From 4/1/2024 Through 4/30/2024

		<u>FY 2024 Budget - Revised</u>	<u>April 2024 Actual</u>	<u>FY 2024 YTD Actual</u>	<u>Percent Collected/Used</u>
Revenue					
Parks/Recreation	411				
Cal Fire Grant	47768	<u>317,932.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Parks/Recreation		<u>317,932.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Revenue		<u>317,932.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Expense					
Parks/Recreation	411				
Tree Service	63913	<u>297,300.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Equipment	66302	<u>20,632.00</u>	<u>20,667.73</u>	<u>20,667.73</u>	<u>100.17%</u>
Total Parks/Recreation		<u>317,932.00</u>	<u>20,667.73</u>	<u>20,667.73</u>	<u>6.50%</u>
Total Expense		<u>317,932.00</u>	<u>20,667.73</u>	<u>20,667.73</u>	<u>6.50%</u>
Excess(Deficit) of Revenue Over Expenditures		0.00	(20,667.73)	(20,667.73)	0.00%

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

**301 - Capital Projects**  
From 4/1/2024 Through 4/30/2024

		FY 2024 Budget - Revised	April 2024 Actual	FY 2024 YTD Actual	Percent Collected/Used
<b>Expense</b>					
Housing Element 6th Cycle	532				
Housing Element Cost - 6th Cycle	63638	138,900.00	22,934.00	138,900.00	100.00%
		<u>138,900.00</u>	<u>22,934.00</u>	<u>138,900.00</u>	<u>100.00%</u>
Total Housing Element 6th Cycle					
Vehicle Replacement	533				
Vehicle Replacement	66735	40,000.00	0.00	0.00	0.00%
Total Vehicle Replacement		40,000.00	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%
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%
Total Council Chamber Technology Project		10,000.00	0.00	0.00	0.00%
<b>Total Expense</b>		<u>198,900.00</u>	<u>22,934.00</u>	<u>138,900.00</u>	<u>69.83%</u>
<b>Other Financing Sources and Uses</b>					
Housing Element 6th Cycle	532				
Transfers In from GF	82003	138,900.00	0.00	115,966.00	83.48%
Total Housing Element 6th Cycle		138,900.00	0.00	115,966.00	83.49%
Vehicle Replacement	533				
Transfers In from GF	82003	40,000.00	0.00	0.00	0.00%
Total Vehicle Replacement		40,000.00	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%
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%
Total Council Chamber Technology Project		10,000.00	0.00	0.00	0.00%
<b>Total Other Financing Sources and Uses</b>		<u>198,900.00</u>	<u>0.00</u>	<u>115,966.00</u>	<u>58.30%</u>
<b>Excess(Deficit) of Revenue Over Expenditures</b>		0.00	(22,934.00)	(22,934.00)	0.00%

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

321 - SBR Engineering Fund  
 From 4/1/2024 Through 4/30/2024

		FY 2024 Budget - Revised	April 2024 Actual	FY 2024 YTD Actual	Percent Collected/Used
Expense					
SBR Engineering	518				
Contract Services - Engineering	63611	505,830.00	0.00	0.00	0.00%
Total SBR Engineering		505,830.00	0.00	0.00	0.00%
Total Expense		505,830.00	0.00	0.00	0.00%
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 4/1/2024 Through 4/30/2024

		FY 2024 Budget - Revised	April 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

May 2, 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 April 1, 2024 through April 30, 2024.

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

Incident #

240401-SEA00823	240413-SEA00922	240424-SEA01013
240404-SEA00850	240419-SEA00968	240429-SEA01043
240411-SEA00899	240422-SEA00998	240429-SEA01048
240411-SEA00908	240422-SEA00999	
240412-SEA00915	240424-SEA01012	

There are Thirteen (13) fire calls for the month of April. 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
4/1/2024	240401-SEA00823	3:29:21 AM	3:39:17 AM	8.58	550	29	Pheasant Ridge	Non-Emergent
4/4/2024	240404-SEA00850	8:06:05 AM	8:10:07 AM	3.40	611	29	Canyon Del Rey	Emergent
4/11/2024	240411-SEA00899	8:12:27 AM	8:22:26 AM	9.00	322	29	Rosita	Emergent
4/11/2024	240411-SEA00908	8:58:39 PM	9:04:53 PM	5.77	321	29	Los Encinos	Emergent
4/12/2024	240412-SEA00915	1:58:21 PM	2:04:01 PM	5.13	321	29	Los Encinos	Emergent
4/13/2024	240413-SEA00922	4:01:25 AM	4:12:48 AM	10.77	151	29	Canyon Del Rey	Emergent
4/19/2024	240419-SEA00968	1:56:00 PM	2:07:25 PM	10.57	746	29	Paloma	Non-Emergent
4/22/2024	240422-SEA00998	11:45:26 AM	11:53:15 AM	7.82	321	29	Rosita	Emergent
4/22/2024	240422-SEA00999	18:03:04 PM	18:08:15 PM	5.11	611	29	Canyon Del Rey	Non-Emergent
4/24/2024	240424-SEA01012	4:01:55 PM	4:09:35 PM	7.08	321	29	Paloma	Emergent
4/24/2024	240424-SEA01013	4:17:08 PM	4:23:29 PM	5.82	531	29	Quendale	Emergent
4/29/2024	240429-SEA01043	8:41:10 AM	8:52:02 AM	10.23	6001	29	Arlington	Non-Emergent
4/29/2024	240429-SEA01048	5:19:27 PM	5:25:49 PM	5.78	6111	29	Canyon Del Rey	Emergent

Total Calls 13

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



# POLICE

## DEL REY OAKS

# City Council Report

## April 2024

### Chris Bourquin - Chief

Case #	Date	Offense Code 1	Offense Code Description	DRO	MPAD	OJ	Residential	Commercial
Case #	Date	Offense Code 1						
24-078	04/01/2024	602 PC	Trespassing		X			X
24-079	04/01/2024	Lost Property			X			X
24-080	04/02/2024	Information Only			X			X
24-081	04/03/2024	Found Property		X				X
24-082	04/03/2024	530.5(A) PC	Identity Theft	X			X	
24-083	04/03/2024	ACN	Accident Non injury	X				X
24-084	04/04/2024	ACN	Accident Non injury	X				X
24-085	04/05/2024	476 PC	Check Fraud	X			X	
24-086	04/08/2024	20002(A)(1) VC	Hit and Run	X				X
24-087	04/10/2024	Information Only		X				X
24-088	04/11/2024	ACN	Accident Non Injury	X			X	
24-089	04/11/2024	ACN	Accident Non Injury	X				X
24-090	04/12/2024	Surrendered Property			X			X
24-091	04/13/2024	451(D) PC	Arson	X				X
24-092	04/17/2024	Information Only			X			X
24-093	04/17/2024	Information Only		X				X
24-094	04/18/2024	Information Only		X				X
24-095	04/19/2024	Outside Warrant/F	arrest	X				X
24-096	04/21/2024	20002(A)(1) VC	Hit and Run			X		
24-097	04/22/2024	Information Only		X				X
24-098	04/22/2024	484(A) PC	Theft	X				X
24-099	04/24/2024	23152(F) VC	DUI	X				X
24-100	04/25/2024	ACEV	Accident involving City Property	X				X
24-101	04/27/2024	Information Only		X				X
24-102	04/29/2024	Outside Warrant/M	Arrest		X			X
24-103	04/30/2024	23152(A) VC	DUI	X				X
26 Cases								

Calls for Service	
Month	YTD
289	1150

Case Reports	
Month	YTD
26	103

Alarms					
Residential		Commercial		MPAD	
Mo.	YTD	Mo.	YTD	Mo.	YTD
4	4	11	20	10	16

Citations					
Moving		Parking		Warning	
Mo.	YTD	Mo.	YTD	Mo.	YTD
6	32	42	104	25	56



# Group A Offense Report

Printed On: 05/08/2024

Page 1 of 1

Item 3.

Beginning Date: 01/01/2024

Ending Date: 04/30/2024

Agency: All

Offense	Reported in 2024	Reported in 2023	Percent Change	Offenses Cleared	Percent Cleared	Percent Of Category	Rate Per 100,000*
Murder	0	0	NA	0	0.00%	0.00%	NA
Negligent Manslaughter	0	0	NA	0	0.00%	0.00%	NA
Justifiable Homicide	0	0	NA	0	0.00%	0.00%	NA
Non-consensual Sex Offenses:							
Rape	0	0	NA	0	0.00%	0.00%	NA
Sodomy	0	0	NA	0	0.00%	0.00%	NA
Sexual Assault with Object	0	0	NA	0	0.00%	0.00%	NA
Fondling	0	0	NA	0	0.00%	0.00%	NA
Aggravated Assault	2	2	0.00%	1	50.00%	33.33%	NA
Simple Assault	1	1	0.00%	0	0.00%	16.67%	NA
Intimidation	3	3	0.00%	3	100.00%	50.00%	NA
Kidnapping/Abduction	0	0	NA	0	0.00%	0.00%	NA
Consensual Sex Offenses:							
Incest	0	0	NA	0	0.00%	0.00%	NA
Statutory Rape	0	0	NA	0	0.00%	0.00%	NA
Human Trafficking, Commercial Sex Acts	0	0	NA	0	0.00%	0.00%	NA
Human Trafficking, Involuntary Servitude	0	0	NA	0	0.00%	0.00%	NA
<b>Crimes Against Persons Total</b>	<b>6</b>	<b>6</b>	<b>0%</b>	<b>4</b>	<b>66.67%</b>	<b>18.75%</b>	<b>NA</b>
Robbery	0	0	NA	0	0.00%	0.00%	NA
Burglary/Breaking & Entering	0	0	NA	0	0.00%	0.00%	NA
Larceny/Theft Offenses	8	22	-63.64%	3	37.50%	40.00%	NA
Motor Vehicle Theft	0	0	NA	0	0.00%	0.00%	NA
Arson	1	0	NA	1	100.00%	5.00%	NA
Destruction Of Property	5	3	66.67%	3	60.00%	25.00%	NA
Counterfeiting/Forgery	1	0	NA	0	0.00%	5.00%	NA
Fraud Offense	4	6	-33.33%	0	0.00%	20.00%	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	1	1	0.00%	1	100.00%	5.00%	NA
<b>Crimes Against Property Total</b>	<b>20</b>	<b>32</b>	<b>-37.5%</b>	<b>8</b>	<b>40%</b>	<b>62.5%</b>	<b>NA</b>
Drug/Narcotic Violations	2	4	-50.00%	1	50.00%	33.33%	NA
Drug Equipment Violations	0	3	-100.00%	0	0.00%	0.00%	NA
Gambling Offenses	0	0	NA	0	0.00%	0.00%	NA
Pornography/Obscene Material	1	1	0.00%	0	0.00%	16.67%	NA
Prostitution	0	0	NA	0	0.00%	0.00%	NA
Weapons Law Violation	3	1	200.00%	1	33.33%	50.00%	NA
Animal Cruelty	0	1	-100.00%	0	0.00%	0.00%	NA
<b>Crimes Against Society Total</b>	<b>6</b>	<b>10</b>	<b>-40%</b>	<b>2</b>	<b>33.33%</b>	<b>18.75%</b>	<b>NA</b>
<b>Total Group "A" Offenses</b>	<b>32</b>	<b>48</b>	<b>-33.33%</b>	<b>14</b>	<b>43.75%</b>	<b>100%</b>	<b>NA</b>

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



# Group A Offense Report

Printed On: 05/08/2024

Page 1 of 1

Item 3.

Beginning Date: 04/01/2024

Ending Date: 04/30/2024

Agency: All

Offense	Reported in 2024	Reported in 2023	Percent Change	Offenses Cleared	Percent Cleared	Percent Of Category	Rate Per 100,000*
Murder	0	0	NA	0	0.00%	0.00%	NA
Negligent Manslaughter	0	0	NA	0	0.00%	0.00%	NA
Justifiable Homicide	0	0	NA	0	0.00%	0.00%	NA
Non-consensual Sex Offenses:							
Rape	0	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	0	NA	1	100.00%	100.00%	NA
Simple Assault	0	0	NA	0	0.00%	0.00%	NA
Intimidation	0	1	-100.00%	0	0.00%	0.00%	NA
Kidnapping/Abduction	0	0	NA	0	0.00%	0.00%	NA
Consensual Sex Offenses:							
Incest	0	0	NA	0	0.00%	0.00%	NA
Statutory Rape	0	0	NA	0	0.00%	0.00%	NA
Human Trafficking, Commercial Sex Acts	0	0	NA	0	0.00%	0.00%	NA
Human Trafficking, Involuntary Servitude	0	0	NA	0	0.00%	0.00%	NA
<b>Crimes Against Persons Total</b>	<b>1</b>	<b>1</b>	<b>0%</b>	<b>1</b>	<b>100%</b>	<b>16.67%</b>	<b>NA</b>
Robbery	0	0	NA	0	0.00%	0.00%	NA
Burglary/Breaking & Entering	0	0	NA	0	0.00%	0.00%	NA
Larceny/Theft Offenses	1	2	-50.00%	0	0.00%	20.00%	NA
Motor Vehicle Theft	0	0	NA	0	0.00%	0.00%	NA
Arson	1	0	NA	1	100.00%	20.00%	NA
Destruction Of Property	1	1	0.00%	1	100.00%	20.00%	NA
Counterfeiting/Forgery	1	0	NA	0	0.00%	20.00%	NA
Fraud Offense	1	0	NA	0	0.00%	20.00%	NA
Embezzlement	0	0	NA	0	0.00%	0.00%	NA
Extortion/Blackmail	0	0	NA	0	0.00%	0.00%	NA
Bribery	0	0	NA	0	0.00%	0.00%	NA
Stolen Property Offenses	0	0	NA	0	0.00%	0.00%	NA
<b>Crimes Against Property Total</b>	<b>5</b>	<b>3</b>	<b>66.67%</b>	<b>2</b>	<b>40%</b>	<b>83.33%</b>	<b>NA</b>
Drug/Narcotic Violations	0	2	-100.00%	0	0.00%	0.00%	NA
Drug Equipment Violations	0	1	-100.00%	0	0.00%	0.00%	NA
Gambling Offenses	0	0	NA	0	0.00%	0.00%	NA
Pornography/Obscene Material	0	1	-100.00%	0	0.00%	0.00%	NA
Prostitution	0	0	NA	0	0.00%	0.00%	NA
Weapons Law Violation	0	0	NA	0	0.00%	0.00%	NA
Animal Cruelty	0	1	-100.00%	0	0.00%	0.00%	NA
<b>Crimes Against Society Total</b>	<b>0</b>	<b>5</b>	<b>-100%</b>	<b>0</b>	<b>0.00%</b>	<b>0.00%</b>	<b>NA</b>
<b>Total Group "A" Offenses</b>	<b>6</b>	<b>9</b>	<b>-33.33%</b>	<b>3</b>	<b>50%</b>	<b>100%</b>	<b>NA</b>

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

**RESOLUTION NO. 2024-03**

**RESOLUTION ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2024-25 FUNDED BY  
SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

**WHEREAS**, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

**WHEREAS**, SB 1 includes accountability and transparency provisions that will ensure the residents of our City of Del Rey Oaks are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

**WHEREAS**, the City of Del Rey Oaks must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

**WHEREAS**, the City of Del Rey Oaks, will receive an estimated \$40,359.00 in RMRA funding in Fiscal Year 2024-25 from SB 1; and

**WHEREAS**, this is the sixth year in which the City of Del Rey Oaks is receiving SB 1 funding and will enable the City of Del Rey Oaks to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

**WHEREAS**, the City of Del Rey Oaks has undergone a public process to ensure public input into our community's transportation priorities/the project list; and

**WHEREAS**, the City of Del Rey Oaks used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment; and

**WHEREAS**, the funding from SB 1 will help the City of Del Rey Oaks maintain and rehabilitate streets and roads throughout the City of Del Rey Oaks this year and many similar projects into the future; and

**WHEREAS**, the 2020 California Statewide Local Streets and Roads Needs Assessment found that the City of Del Rey Oaks' streets and roads are in good condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into excellent/good condition; and

**WHEREAS**, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive benefits statewide.

**NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND** by the City Council of the City of Del Rey Oaks, State of California, as follows:

- 1. The foregoing recitals are true and correct.
- 2. The following list of newly proposed projects will be funded in-part or solely with Fiscal Year 2024-25 Road Maintenance and Rehabilitation Account revenues:

Project Title: Angelus/Rosita Storm Road Drainage Repair  
 Project Description: Full Reconstruction of Curb, Gutter and Storm Drains  
 Project Location: Rosita Drive South of Intersection with Angelus Drive  
 Estimated Project Schedule: Start (06/24)– Completion (08/24) based on the component being funded with RMRA funds

**PASSED AND ADOPTED** by the City Council of the City of Del Rey Oaks, State of California this 21<sup>st</sup> day of May 2024, by the following vote:

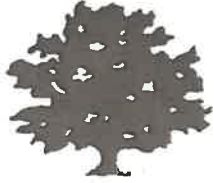
AYES:  
 NOES:  
 ABSENT:  
 ABSTAIN:

Attest

Signed

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

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



# CITY OF DEL REY OAKS

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

## Staff Report

**DATE:** May 21, 2024

**TO:** Honorable Mayor and City Council

**FROM:** John Guertin, City Manager

**SUBJECT:** Adopt Resolution 2024-04 Amending Exhibit A & B of the Memorandum of Understanding between ReGen Monterey and Member Agencies for Fiscal Year 2024/25.

**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

Adopt Resolution 2024-04 amending the Memorandum of Understanding (MOU) regarding cooperative assistance to comply with Senate Bill 1383, food waste reduction and organics recycling regulations, incorporating changes in the annual cost of program activities; and authorizing the City Manager to execute the MOU.

### Discussion

This request is submitted for City Council consideration and action. The ReGen Memo is attached and gives a detailed description of SB 1383 legislation and regulations, the MOU scope of services, and the amendments to Exhibits A & B of the MOU.

### Fiscal Impacts

The City's share of regional costs for implementation of SB 1383 in FY 2024/25 is \$9,000. This amount is reflected as an agency fee in the solid waste, recycling, and organics collection rate adjustment.

### ATTACHMENTS:

- ReGen Memo
- Resolution 2024-04

Respectfully Submitted,

---

John Guertin  
 City Manager

# MEMO



**Consent**

**Item #: [leave blank]**

Meeting Date: May 24, 2024

To: Board of Directors  
From: Director of Communications, Zoë Shoats  
Approved by: General Manager, Felipe Melchor

**Subject: Approve FY 25 Amendments to Exhibits A & B of the MOU between ReGen Monterey and its Member Jurisdictions Regarding Compliance with California’s Senate Bill 1383**

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**Recommendation**

Approve FY 25 Amendments to Exhibits A & B of the MOU between ReGen Monterey and its Member Jurisdictions regarding compliance with California’s Senate Bill 1383.

**Background**

The State of California has passed legislation, known as Senate Bill 1383, California’s Short-Lived Climate Pollutants legislation. The regulation has significant impact on each Member Agency with the goal of reducing organic material being landfilled by 75% by 2025, compared to a 2014 basis. The legislation mandates that Member Agencies undertake certain activities around the handling of organic waste materials collected within their jurisdictions. The regulation also requires 20% recovery of edible food by 2025 to direct it to a beneficial use and thus, prevent it from entering the waste stream. Regulations took effect and local program implementation began on January 1, 2022.

In 2021, the Member Agencies determined that it was in their best interest to coordinate their activities related to this legislation. This coordination is being facilitated by ReGen Monterey’s Technical Advisory Committee (TAC) comprised of staff from each Member Agency, the three haulers in our service area (Haulers) and ReGen Monterey.

The Member Agencies determined that ReGen Monterey has the expertise and resources necessary to implement shared activities on the Member Agencies’ behalf and requested that the ReGen incur costs to provide these activities. The Member Agencies have agreed to reimburse ReGen for proportionate shares of certain designated annual costs incurred by ReGen for these activities under a Memorandum of Understanding (MOU) between the Monterey Regional Waste Management District (DBA ReGen Monterey) and its Member Agencies Regarding Assistance with Compliance with California Senate Bill 1383.

**Physical Address**  
14201 Del Monte Blvd.  
Salinas, CA 93908

**Mailing Address**  
P.O. Box 1670  
Marina, CA 93933

**Phone / Fax**  
831-384-5313 PHONE  
831-384-3567 FAX

**Web / Social**  
ReGenMonterey.org  
@ReGenMonterey

*Let’s not waste this.*



The purpose of the MOU is to provide a structure for the Member Agencies to reimburse ReGen Monterey for SB 1383 related activities it performs on behalf of the Member Agencies. The MOU was voluntarily entered into by the Parties for the purpose of facilitating the implementation of SB 1383. The MOU was adopted by the ReGen Monterey Board on June 18, 2021, the Member Agencies soon thereafter, and became effective July 1, 2021.

- **Exhibit A** - Detailed Activities and Costs: Contains the scope of work, and associated costs related to general SB 1383 activities. (Enacted June 2021, updated annually.)
- **Exhibit B** - Member Agencies' Annual Proportionate Shares and Costs: Allocation of such costs to the Member Agencies. (Enacted June 2021, updated annually.)
- **Exhibit C** - Member Agencies' Estimated Allocation of CalRecycle Local Assistance Grant Program Funding for OWR1: Details proposed programs funded by the CalRecycle Local Assistance Grant Program. (Enacted February 2022. OWR1 grant term extended through November 2024.. Note: Per the application, CalRecycle Local Assistance Grant OWR4 (FY 2022-23) grant funds will be remitted directly to ReGen Monterey on behalf of member jurisdictions.)
- **Exhibit D** - Member Agencies' Estimated Procurement Requirements of Organic Material: Details the organic materials (compost or mulch) procurement requirements and costs for each Member Agency. (Enacted April 16, 2022, to be updated in 2026 when CalRecycle reevaluates annual procurement targets.)

### **Discussion**

Each year ReGen Monterey staff identifies expected expenses associated with jurisdictional compliance of SB 1383 and compiles those expenses in Exhibit A of the MOU. Expenses include items such as program administration, public education, monitoring, reporting and edible food recovery capacity building, program administration and outreach.

These expenses are then broken down to proportional percentages per population in Exhibit B.

The draft budget is first presented to the TAC for review, feedback, and consensus. It then is presented to the ReGen Monterey Board of Directors and Member Agencies' Councils and Boards for approval.

The amendment to Exhibits A and B of the MOU would supersede exhibits covering previous fiscal years.

### **Financial Impact**

None. These are costs that ReGen Monterey incurs and is then reimbursed by our Member Agencies, with invoicing occurring twice annually.

### **Conclusion**

ReGen Monterey will continue to support its Member Agencies with SB 1383 compliance in a manner that provides cost savings for the communities we serve.

# MEMO



## RESOLUTION NO. 2024-04

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL REY OAKS APPROVING AMENDMENTS TO THE MEMORANDUM OF UNDERSTANDING BETWEEN REGEN MONTEREY AND MEMBER AGENCIES REGARDING COOPERATIVE ASSISTANCE TO COMPLY WITH SB 1383, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE MOU**

WHEREAS, in September 2016, the Governor signed into law Senate Bill 1383 (SB 1383) establishing methane emissions reduction targets, and in November 2020, CalRecycle issued regulations to implement SB 1383; and

WHEREAS, ReGen's Technical Advisory Committee developed a Memorandum of Understanding to conduct tasks to comply with CalRecycle SB 1383 regulations on a regional basis; and

WHEREAS, regional implementation costs included in the Memorandum of Understanding must be updated annually; and

WHEREAS, the City's share of regional implementation costs is reflected as an agency fee in the solid waste, recycling, and organics collection rate adjustment.

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

1. Amend the Memorandum of Understanding (MOU) regarding cooperative assistance to comply with Senate Bill 1383, Food Waste Reduction and Organics Recycling Regulations, incorporating changes in the annual cost of program activities; and
2. Authorize the City Manager to execute the amended MOU (Exhibit A).

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF DEL REY OAKS**, this 21<sup>st</sup> day of May, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

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

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

## MEMORANDUM OF UNDERSTANDING

BETWEEN THE MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT AND ITS  
MEMBER AGENCIES REGARDING ASSISTANCE WITH COMPLIANCE WITH  
CALIFORNIA SENATE BILL 1383

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

Recitals

- A. The State of California has passed legislation, known as Senate Bill 1383, California’s Short-Lived Climate Pollutants regulation. The regulation will have significant impact on each Member Agency, with the goal of reducing organic material being landfilled by 75% by 2025, compared to a 2014 basis. The legislation mandates that Member Agencies undertake certain activities around the handling of organic waste materials collected within their jurisdictions. The regulation also requires 20% recovery of edible food by 2025 to direct it to a beneficial use and thus prevent it from entering the waste stream. Regulations take effect, and local program implementation will begin, on January 1, 2022.
- B. The Member Agencies have determined that it is in their best interest to coordinate their activities related to this legislation. This coordination is being facilitated by the District’s Technical Advisory Committee (TAC) comprised of staff from each Member Agency, the three Haulers in the District service area (Haulers), Salinas Valley Recycles (SVR) and MRWMD.
- C. The Member Agencies have further determined that the District has the expertise and resources necessary to implement some of these activities on the Member Agencies’ behalf and have now requested that the District incur costs to provide these activities.
- D. The Member Agencies have agreed to reimburse the District for proportionate shares of certain designated annual costs incurred by the District for these activities.
- E. The form and content of this MOU have been presented to the TAC, and the TAC has recommended it for approval by the Parties

NOW THEREFORE, in consideration of the mutual benefits to be derived by the District and the Member Agencies, and of the promises contained in this MOU, the Parties agree as

follows:

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

Section 2. Purpose: The purpose of this MOU is to provide a structure for the Member Agencies to reimburse the District for SB 1383 related activities it performs on behalf of the Member Agencies.

Section 3. Voluntary: This MOU is voluntarily entered into by the Parties for the purpose of facilitating the implementation of SB 1383.

Section 4. Term: This MOU shall become effective on the last day of its execution by a Party and shall remain in effect until terminated by the Parties.

Section 5. Scope of Work, Costs & Cost Sharing: The scope of work, and associated costs, are set out in Exhibit A, entitled Detailed Activities and Costs, attached hereto and incorporated herein. Allocation of such costs to the Member Agencies is set out in Exhibit B, entitled Member Agencies' Annual Proportionate Shares and Costs, attached hereto and incorporated herein. Exhibit C outlines estimated individual Member Agencies' allocations related to the Department of Resources Recycling and Recovery (CalRecycle) SB 1383 Local Assistance Grant Program (OWR1: 2021-22), attached hereto and incorporated herein. Exhibit D defines the estimated annual procurement requirements of organic material and estimated cost per ton of compost for each Member Agency, attached hereto and incorporated herein.

No later than March 1 of each year, and at such other times as directed by the Parties, the TAC shall meet to consider and, if deemed necessary, modify Exhibits A, B, C, and/or D subject to direction from the governing bodies of each Member Agency to its TAC representative.

Section 6. The District Agrees:

(a) District staff will manage activities as identified in Exhibit A, C, and D which activities include contracting with third party vendors when reasonably necessary and paying those vendors for contracted costs.

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

(c) Upon award of CalRecycle SB 1383 Local Assistance Grant Program funds, the District will invoice Member Agencies for their full allocation of grant funds as shown in Exhibit C. Four times during the grant term, aligned with dates identified by CalRecycle grant Terms & Conditions, the District shall report to Member Agencies a summary of actual grant expenditures and progress toward grant tasks to date.

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

(e) In year one only, in recognition of expected continuation of improved recycling revenues for the District from recyclable material sales, the District will off-set \$140,000 of the costs identified in Exhibit A. This off-set is reflected in the cost allocations set out in Exhibit B for FY 2021-22.

Section 7. The Member Agencies Agree:

(a) To reimburse the District for all expenses incurred by the District under this MOU in accordance with each Member Agency's proportionate share as shown on Exhibit B, C, and D.

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

Section 8. Termination. Any Party may terminate its participation in this MOU upon giving written notice to the District no later than April 1 of any calendar year during the term of this MOU. Within ten days following a Party's termination date, such party shall pay District all charges then due and payable and shall pay when determined any additional charges that shall later come due under the MOU, subject to the limits set out in Exhibits A, B, C, and D.

Section 9. General Provisions.

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

(b) This MOU is governed by, interpreted under, and construed and enforced in accordance with the laws of the State of California.

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

(d) Waiver by the District or any Party to this MOU of any term, condition, or covenant of this MOU will not constitute a waiver of any other term, condition, or covenant.

Waiver by the District or any Party of any breach of the provisions of this MOU will not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this MOU.

(e) This MOU may be executed in any number of counterparts, each of which is an original but all of which taken together will constitute one and the same instrument, provided, however, that such counterparts have been delivered to all parties to this MOU.

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

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

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

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

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

APPROVED AS TO FORM:

\_\_\_\_\_

CITY OF CARMEL-BY-THE-SEA

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

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

APPROVED AS TO FORM:

\_\_\_\_\_

CITY OF DEL REY OAKS

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

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

APPROVED AS TO FORM:

\_\_\_\_\_

CITY OF MARINA

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

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

APPROVED AS TO FORM:

\_\_\_\_\_

CITY OF MONTEREY

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

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

APPROVED AS TO FORM:

\_\_\_\_\_

CITY OF PACIFIC GROVE

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

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

APPROVED AS TO FORM:

\_\_\_\_\_

SAND CITY

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

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

APPROVED AS TO FORM:

\_\_\_\_\_

CITY OF SEASIDE

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

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

APPROVED AS TO FORM:

\_\_\_\_\_

PEBBLE BEACH COMMUNITY SERVICES DISTRICT

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

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

APPROVED AS TO FORM:

\_\_\_\_\_

COUNTY OF MONTEREY

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

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

APPROVED AS TO FORM:

\_\_\_\_\_

**EXHIBIT A**

**DETAILED ACTIVITIES & COSTS  
FY 2024-2025**

**Scope of Work**

The activities related to the implementation of SB 1383 may include contracting and policy development; public education; materials purchasing and distribution; reporting; contamination monitoring; edible food waste recovery; enforcement; procurement; organics processing; rate setting; cost monitoring; and any other related activities the Parties choose to address.

The District will take the lead producing public education campaigns in concert with the already-provided Hauler and/or Member Agency resources. The Member Agencies will be responsible for production and mailing fees associated with outreach. The District will also contract with a vendor to administer contamination monitoring in the form of curbside lid flipping. The District will also provide CalRecycle reporting services to the Member Agencies. In addition, funds will be allocated to food recovery organizations for procurement of refrigerated holding facilities or transport vehicles to support edible food recovery efforts.

**Costs**

SB 1383 Fee Category	Detail	FY 24/25 Cost	Notes
HF&H General Support & TAC meetings	Task #5 (general support) & task #6 (monthly TAC meetings) of HF&H FY 2025 proposal	\$ 20,500	
Edible Food Recovery Capacity Building	\$40,000 for grant allocations. \$10,000 for grant administration.	\$ 50,000	Grants offered jointly by ReGen & SVR. SVR allocating \$60k. ReGen allocating \$50k (inclusive of \$10k for grant admin) as County is omitted from this line item.
Edible Food Recovery Program Administration	Assessment Updates - Living Document Generation Estimate Update-Using ReGen WCS FRO Capacity Survey - Annual Update Conference Presentations (CRRA) and Other Support TBD EFR E&O - Cycle 2 - Tier 1&2 Follow-up target groups TBD Organics Collections E&O - Target Groups TBD School Food Waste Reductions - Targeted Groups TBD Total split 50/50 with Salinas Valley Recycles	\$ 25,000	ReGen member agency portion only. Split 50/50 with SVR. Omits County of Monterey.
Edible Food Generator Inspections for Tier 1 & 2		\$ 4,000	Omits County of Monterey.
Public Education	Design/creation of public education materials. Does not include production or distribution of materials created.	\$ 20,000	
Contamination Monitoring (Lid Flipping)		\$ 15,000	Omits County of Monterey due to WM Smart Truck.
Recyclist Fees	Cloud-based recordkeeping and reporting system shared by haulers, jurisdictions and processor.	\$ 12,912	Omits County & City of Monterey, who subscribe separately.
ReGen Monterey Staff Time	Coordination and Hosting of Monthly TAC Meetings Hosting and/or participating in TAC Subcommittees SB 1383 Program Coordination and Development of Pub Edu CalRecycle Reporting Outreach at Community Events School Outreach & Compliance Coordination with Sustainability Groups	\$ 50,000	
<b>Total</b>		<b>\$ 197,412</b>	

**EXHIBIT A**

**DETAILED ACTIVITIES & COSTS  
FY 2024-2025 (CONTINUED)**

**HF&H Franchise Management Fees**

<b>Task #</b>	<b>Detail</b>	<b>FY 2025</b>
1	Review Contractor's Quarterly Reports	\$ 12,500.00
2	Review Contractor's Annual Report	\$ 2,500
3	Review Franchise Fee Payments	\$ 2,500
4	Review Contractor's Annual Rate Adjustments	\$ 50,000
7	Develop New Reporting Templates	\$ 8,000
8	Monitor Contract Compliance	\$ 24,000
	<b>Total</b>	<b>\$ 99,500</b>

These fees are charged to ReGen Monterey by HF&H and are to be billed to the GreenWaste Recovery member jurisdictions only (omitting the City and County of Monterey).

**EXHIBIT B****MEMBER AGENCIES' ANNUAL PROPORTIONATE SHARES & COSTS\***  
**FY 2024-2025**

	Population			
	#	%	Per Agency Cost/Year	With Minimums
<b>Carmel</b>	3,830	2.4%	\$ 11,018	\$ 11,225
<b>DRO</b>	1,525	1.0%	\$ 4,387	\$ 9,000
<b>Marina</b>	21,981	13.7%	\$ 63,233	\$ 59,982
<b>PG</b>	15,522	9.7%	\$ 44,653	\$ 42,357
<b>PBCSD</b>	4,531	2.8%	\$ 13,034	\$ 12,821
<b>Sand City</b>	310	0.2%	\$ 892	\$ 9,000
<b>Seaside</b>	33,956	21.2%	\$ 97,682	\$ 92,660
<b>Monterey City</b>	28,352	17.7%	\$ 47,013	\$ 44,867
<b>County</b>	50,128	31.3%	\$ 15,000	\$ 15,000
<b>TOTAL</b>	<b>160,135</b>		<b>\$ 296,912</b>	<b>\$ 296,912</b>

\*Member Agencies' proportionate costs subject to adjustment annually in accordance with any change in scope and total costs. Costs "with minimums" will be utilized.

## EXHIBIT C

### MEMBER AGENCIES' ESTIMATED ALLOCATION OF CALRECYCLE LOCAL ASSISTANCE GRANT PROGRAM FUNDING (OWR1: 2021-22)\*\*

The Member Agencies of Carmel, Del Rey Oaks, Marina, Monterey, Sand City, Seaside, Pacific Grove, and the Pebble Beach Community Services District (PBCSD) join the Local Assistance Grant Program as a regional collaborative project for the implementation of regulation requirements associated with SB 1383, in coordination with other jurisdictions of the Monterey County region to maximize project impact and cost-effectiveness across the countywide area. This regional grant-funded project will be coordinated through the two local waste management governmental agencies within Monterey County, Monterey Regional Waste Management (MRWMD), and Salinas Valley Solid Waste Authority (SVSWA).

The Member Agencies, along with each of the MRWMD and SVSWA member agencies are applying individually to this grant program using a unified regional project design, budget and implementation approach. All participating jurisdictions' individual grant funding will be pooled together and expended in a cooperative manner by their agencies' respective waste districts, MRWMD and SVSWA. The County of Monterey is applying separately and will manage its budget and project implementation independently, in coordination with broader regional planning efforts.

Based on current regional needs and findings to date related to SB 1383 in Monterey County, the following four major components will comprise the principal focus areas of program expenditures under the proposed regional project approach:

- 1) Grant Management, Tracking & Reporting
- 2) Agency Procurement Support
- 3) Edible Food Recovery Implementation and Capacity Building
- 4) Organics & Edible Food Recovery Education, Outreach and Technical Assistance

Each element will be informed by regional coordination through the established MRWMD and SVSWA Technical Advisory Committee forums, Capacity Planning Assessments and related studies completed or in process throughout the region, and new data and information obtained through program implementation trials, stakeholder feedback and best practices as identified. All expenditures will be incurred jointly, facilitated through each respective waste agency, and tracked and reported by each jurisdiction, based on the percentage of grant funds received by each agency compared to the full funding received collectively by all participating member agencies. CalRecycle, based on per capita calculations, using the Department of Finance's January 2021 population statistics, estimates jurisdictions' proportionate grant allocations. A summary of individual and collective agency grant allocations is presented below as **Table 1**.

**Table 1. Thirteen Agency Collaborative Approach Budget Summary**

Agencies	Estimated Funding	% of District Subtotal	% of Region Total	Waste District
Carmel-by-the-Sea	\$20,000	9%	4%	MRWMD
Del Rey Oaks	\$20,000	9%	4%	MRWMD
Marina	\$29,771	14%	6%	MRWMD
Monterey	\$38,247	18%	7%	MRWMD
Pacific Grove	\$21,398	10%	4%	MRWMD
Sand City	\$20,000	9%	4%	MRWMD
Seaside	\$43,151	20%	8%	MRWMD
Pebble Beach Community Services District	\$20,000	9%	4%	MRWMD
<b>Subtotal (MRWMD):</b>	<b>\$212,566</b>	<b>100%</b>	<b>41%</b>	
Gonzales	\$20,000	6%	4%	SVSWA
Greenfield	\$25,157	8%	5%	SVSWA
King City	\$20,665	7%	4%	SVSWA
Salinas	\$211,143	68%	40%	SVSWA
Soledad	\$33,095	11%	6%	SVSWA
<b>Subtotal (SVSWA):</b>	<b>\$310,060</b>	<b>100%</b>	<b>59%</b>	
<b>TOTAL (13 Agency Regional Approach):</b>	<b>\$522,626</b>		<b>100%</b>	

\*\* Working in coordination with the designated CalRecycle grant manager or other agency representatives as appropriate, the region may adjust these proposed expenditure areas, amounts, or priorities, consistent with grant expenditure eligibility requirements, as needed during the course of the grant term based on the needs of the region.

**EXHIBIT D**  
**MEMBER AGENCIES' ESTIMATED PROCURMENT REQUIRMENTS**  
**OF ORGANIC MATERIAL**

The list below indicates the annual recovered organic waste product procurement targets for each jurisdiction (city, county, or city and county) that will be in effect from January 1, 2022, through December 31, 2026 per CalRecycle.

Member Jurisdiction	Population (1/1/21 estimate)	% of Population	Annual Procurement Target (Tons of Organic Waste)	Tons of Compost (.58)	Cost /Ton Compost	Cost of Compost
Carmel-by-the-Sea	4,023	1%	322	187	\$ 28.00	\$ 5,229.28
Del Rey Oaks	1,670	0%	134	78	\$ 28.00	\$ 2,176.16
Marina	21,920	7%	1,754	1,017	\$ 28.00	\$ 28,484.96
Monterey	28,382	8%	2,271	1,317	\$ 28.00	\$ 36,881.04
Pacific Grove	15,536	5%	1,243	721	\$ 28.00	\$ 20,186.32
Sand City	385	0%	31	18	\$ 28.00	\$ 503.44
Seaside	32,121	10%	2,570	1,491	\$ 28.00	\$ 41,736.80
Pebble Beach CSD	4531	1%	362	210	\$ 28.00	\$ 5,878.88
Unincorporated County*						\$ -
<b>Total MRWMD</b>	<b>108,568</b>	<b>32%</b>	<b>8,687</b>	<b>5,038</b>		<b>\$ 141,076.88</b>

\*Unincorporated County not participating in procurement portion of MOU  
 All product quoted as unbagged F.O.B MRWMD site.  
 Transportation costs are not included.



# CITY OF DEL REY OAKS

## Staff Report

**DATE:** May 21, 2024

**TO:** Honorable Mayor and City Council

**FROM:** John Guertin, City Manager

**SUBJECT:** Approve Bid Award for a Comprehensive Fee Study

**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

Approve bid award and authorize the City Manager to execute a contract in an amount not-to-exceed \$20,000 with ClearSource Financial Consulting for a comprehensive update of the City's Master Fee Schedule.

### Discussion

The City currently maintains a Master Fee Schedule of all the fees the City charges for various services. The City is a local government agency and as such is not in the practice to make a profit from these charges but, instead, fees are set to reasonably recover City costs.

It is customary for cities to regularly review their fees for appropriateness. It has been a long time since the City of Del Rey Oaks has conducted a comprehensive review of our fees.

Because the City's Master Fee Schedule is long overdue for review and updating, in January, staff recommended to the Council that the City circulate a Request for Proposals (RFP) to hire a qualified consultant to review and recommend changes and potential increases to the fee schedule.

This recommendation was approved, and an RFP was circulated. The City received three qualified bids – ClearSource Financial Consulting, \$19,980; Matrix Consulting Group, \$32,500; and Willdan Financial Services, \$27,600. Staff recommends authorizing the City Manager to execute a contract with ClearSource for the update of the Master Fee Schedule.

### Fiscal Impacts

The not-to-exceed amount of \$20,000 will be included in the FY 2024-25 Recommended Budget.

### ATTACHMENTS:

- ClearSource Proposal

- Matrix Proposal
- Willdan Proposal

Respectfully Submitted,

---

John Guertin  
City Manager

**CITY OF DEL REY OAKS**  
**AGREEMENT FOR COMPREHENSIVE FEE STUDY SERVICES**

**THIS AGREEMENT** (“Agreement”) is executed \_\_\_\_\_, 20\_\_\_\_ by and between the CITY OF DEL REY OAKS, a municipal corporation (hereinafter “City”), and ClearSource Financial Consulting (hereinafter “Consultant”), 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 Consultant to perform the services required by this Agreement as City does not have the capability to perform such work;

**WHEREAS**, Consultant 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**, Consultant represents and warrants 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.** Consultant agrees to provide to the City, as the scope of services under this Agreement, the following services: a comprehensive update of the City’s Master Fee Schedule. The scope of services are further described in the “Proposal to Perform Consulting Services” attached hereto 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 Consultant agrees to accept as full and fair consideration for the performance of this Agreement **\$19,980**. 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.** Consultant shall submit written invoices to the City. Consultant’s invoices shall include a brief description of services performed.

**3. AGREEMENT TERM**

A. **Term.** The work under this Agreement shall commence at the mutual reasonable agreement of the parties.

B. **Timely Work.** Consultant 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 CONSULTANT**

A. **Independent Consultant.**

i. Consultant is an independent consultant. 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 Consultant 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. Consultant 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 Consultant's performance of services under this Agreement. In connection therewith, Consultant shall defend, indemnify and hold the City harmless from any and all liability, which the City may incur because of Consultant'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 Consultant, or the employer of anyone working for or subcontracted by Consultant, and Consultant must not do anything that would result in anyone working for or subcontracted by Consultant being considered an employee of the City. Consultant 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. **Consultant's Representative.** Consultant appoints the individual named below as its contact person for the purposes of this Agreement.

Name: Terry Madsen  
Title: President, ClearSource  
Address: 7960 B Soquel Drive, Suite 363, Aptos, CA 95003  
Telephone: 831-288-0608

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

Consultant hereby agrees to the following indemnification clause:

To the fullest extent permitted by law Consultant shall 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 Consultant, anyone directly or indirectly employed by Consultant, or anyone Consultant controls (collectively "Liabilities"). Consultant shall have liability for reasonable and necessary defense costs incurred by persons indemnified to the extent caused by Consultant's negligence herein and recoverable under applicable law on account of negligence. 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

Consultant shall submit and maintain in full force all insurance as described herein. Without altering or limiting Consultant's duty to indemnify, Consultant 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 Consultant employs others in the performance of this Agreement, Consultant 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 Consultant'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, Consultant shall file certificates of insurance and endorsements evidencing the coverage required by this Agreement with the City Manager. Consultant 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 Consultant's insurance, nor whether any claims are covered under any insurance, shall in any way modify or change Consultant's obligations under the indemnification clause in this Agreement, which shall continue in full force and effect. Notwithstanding the insurance requirements contained herein, Consultant 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. Consultant warrants that Consultant and Consultant's employees performing services under this Agreement are specially trained and experienced to perform the services described herein.

B. Consultant 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. Consultant 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. Consultant 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 Consultant's Estimate.

D. Consultant 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 Consultant to review the quality of work and resolve the matters of concern.

## 9. CITY INFORMATION AND RESOURCES

A. **City Resources.** The City acknowledges that Consultant'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 Consultant. To the extent that the City fails to provide City resources, Consultant 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 Consultant be entitled to extra compensation for same.

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

## 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 Consultant under this Agreement (collectively, "the Materials") are and shall remain the property of the City even though Consultant or another party may have physical possession of them or a portion thereof. Consultant hereby waives, in favor of the City, any moral rights Consultant, its employees, vendors, successors or assignees may have in the Materials. Consultant 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 Consultant 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 Consultant requesting delivery by Consultant to the City of all or any part of the Materials in which event Consultant 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 Consultant shall make reasonable efforts to resolve any dispute by amicable negotiations and shall provide frank, candid, and timely disclosure of all relevant facts, information, and documents to facilitate negotiations.

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

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

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

## 12. TERMINATION OF AGREEMENT

A. **Termination for Cause or Default.** The City reserves the right to immediately terminate this Agreement, in whole or in part, if Consultant 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, Consultant is in default of its obligations contained in this Agreement if Consultant:

- 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, Consultant 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 Consultant'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 Consultant 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 Consultant 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 Consultant expressly reserve the right to enter into agreements with other Consultants 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.** Consultant 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 Exhibits are incorporated herein by reference as if fully set forth: Exhibit A, Proposal for Civil Engineering & Land Surveying Services.

**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**

**WHITSON ENGINEERS**

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John Guertin,  
City Manager

---

Terry Madsen,  
President

---

Date

---

Date

# CITY OF DEL REY OAKS

FEBRUARY 28, 2024  
PRICING PROPOSAL FOR CONSULTING SERVICES

## COMPREHENSIVE FEE STUDY

SUPPLEMENT TO SEPARATE TECHNICAL PROPOSAL



### **ClearSource Financial Consulting**

7960 B Soquel Drive, Suite 363  
Aptos, California 95003

**TERRY MADSEN | PRESIDENT**  
tmadsen@clearsourcefinancial.com  
831.288.0608



February 28, 2024

**CITY OF DEL REY OAKS**

Attention: Karen Minami, City Clerk | RFP Coordinator

650 Canyon Del Rey Boulevard

Del Rey Oaks, California 93940

VIA ELECTRONIC TRANSMISSION: [KMINAMI@DELREYOAKS.ORG](mailto:KMINAMI@DELREYOAKS.ORG)

**PRICING PROPOSAL: COMPREHENSIVE FEE STUDY**

To Ms. Minami and Other Members of the City's Proposal Evaluation Team:

Enclosed is the **ClearSource Pricing Proposal** submitted as a separate accompaniment to our Technical Proposal to perform a Comprehensive Fee Study for the City of Del Rey Oaks.

I am the President of ClearSource Financial Consulting authorized to negotiate and bind ClearSource contractually under the City's terms. My signature obligates ClearSource to the commitments in this proposal and confirms that it shall remain valid for a period of 90 calendar days from submittal.

Sincerely,

A handwritten signature in black ink, appearing to read "Terry Madsen".

**TERRY MADSEN, PRESIDENT | CLEARSOURCE FINANCIAL CONSULTING**

PHONE: 831.288.0608

EMAIL: [TMADSEN@CLEARSOURCEFINANCIAL.COM](mailto:TMADSEN@CLEARSOURCEFINANCIAL.COM)

# PRICING PROPOSAL

## PROJECT BUDGET

### Maximum Price

**TOTAL COST** | ClearSource has developed the Work Plan and schedule described in our separate Technical Proposal, designed to deliver a successful Comprehensive Fee Study to the City of Del Rey Oaks. To complete the project, ClearSource proposes a total maximum cost for this contract at \$19,980.

### Consulting Fee Detail

**CONSULTANT FEE BY PROJECT TASK** | The maximum consulting fee presented here is based on ClearSource research into the City's prevailing conditions, as well as our industry experience in comparable cities across California. Our proposal ensures that the fees and charges identified in the Scope of Services and eligible for the prescribed methodologies can be analyzed without shortcuts or explanations for non-analysis and that the process is carried through to successful implementation of recommendations.

A summary breakdown of the maximum consulting fee by project task is as follows in **Exhibit 1**:

**PROFESSIONAL RATES** | The proposed consulting fee presented is based on the schedule of hourly billing rates for all positions contemplated in this project, as follows:

- ➔ Rates fixed through December 31, 2024:
  - Project Manager: \$185 per hour
  - Principal Consultant: \$185 per hour
  - Senior Consultant: \$185 per hour

**DIRECT EXPENSES** | ClearSource does not bill clients for ordinary direct expenses, such as travel and document production. All costs incurred by ClearSource to complete the City's project as currently scoped are embedded in our professional rates. The City's project does not contemplate and include extraordinary expenses, such as mailing or polling, as part of the consultant's required deliverables; therefore, no cost above the billed time of our professionals is proposed in our consulting fee.

### Rates for Additional Services

Should the City seek an amendment to the contract to add consulting services it did not contemplate in its original scope of services as of this submittal date, ClearSource will estimate an additional consulting fee using the professional rates listed above.

### Manner of Payment

ClearSource will issue monthly progress reports to the City. Accompanying monthly invoices will be based on progress recorded to the project following the major tasks described in the Work Plan. We will not invoice for tasks not yet completed, and we will not submit a final invoice for the study until work is completed. Total invoices issued over the course the study will not exceed the maximum price presented here.

# PRICING PROPOSAL

## EXHIBIT 1 | CONSULTANT TIME AND FEE BY PROJECT TASK

Project Element and Major Task	ClearSource Labor			Total Project	
	Project Manager	Senior Consultant	Senior Consultant	Labor Hours	Consulting Fee
	Madsen	Hahn	Schroeder		
Professional Hourly Rates:	\$185	\$185	\$185		
<b>Comprehensive Fee Study</b>					
1   Study Orientation	2	0	2	4	\$ 740
2   Financial & Labor Time Inputs	2	0	4	6	\$ 1,110
3   Labor Time Valuation	2	0	8	10	\$ 1,850
4   Fee Design	5	1	4	10	\$ 1,850
5   Cost of Service Analysis	10	2	20	32	\$ 5,920
6   Cost Recovery & Impact Analysis	10	2	8	20	\$ 3,700
7   Reporting, Admin. Record, & Tools	4	2	8	14	\$ 2,590
8   Review, Engagement, & Approval	6	0	6	12	\$ 2,220
<b>GRAND TOTAL NOT TO EXCEED</b>	<b>41</b>	<b>7</b>	<b>60</b>	<b>108</b>	<b>\$ 19,980</b>



March 15, 2024

Karen Minami, City Clerk  
 City of Del Rey Oaks  
 650 Canyon Del Rey Boulevard  
 Del Rey Oaks, CA 93940

Dear Ms. Minami:

The Matrix Consulting Group is proposing to perform the tasks and services associated with the development of a Comprehensive User Fee Study for a fixed not-to-exceed fee of **\$32,500**. The following table provides a breakdown of hours by team member and costs for each task area to conduct the requested scope of services.

	Project Manager	Analyst (2)	Total Cost
Data Collection	2	2	\$850
Study Objectives	2	0	\$550
Current & Potential Fees	2	4	\$1,150
Data Workshops	4	6	\$2,000
Fully Burdened Hourly Rates	2	12	\$2,350
Total Cost Analysis	4	32	\$5,900
Comparative Survey	0	16	\$2,400
Review/Revise Results	6	10	\$3,150
Draft Fee Study Report	6	24	\$5,250
Prepare Final Report	4	12	\$2,900
Develop Master Fee Schedule	2	8	\$1,750
Excel Model and Training	2	10	\$2,050
Presentation of Fee Results	8	0	\$2,200
<b>Total Hours</b>	<b>44</b>	<b>136</b>	
<b>Hourly Rate</b>	<b>\$275</b>	<b>\$150</b>	
<b>Total Professional Fees</b>	<b>\$12,100</b>	<b>\$20,400</b>	<b>\$32,500</b>

Our typical practice is to bill for hours worked monthly, with our contracts set up as fixed not-to-exceed price contracts. We are open to billing on a task or deliverable basis as well.

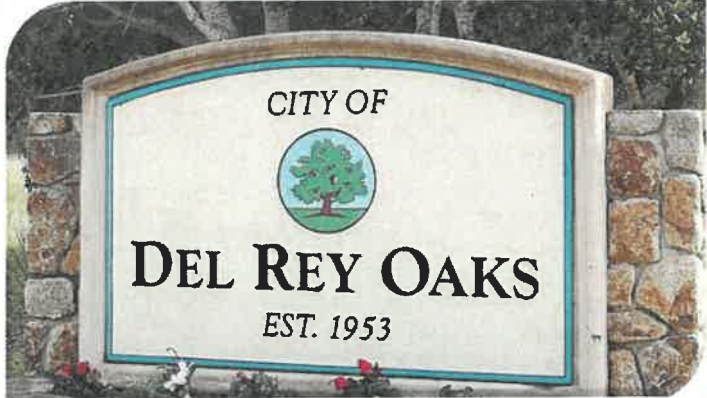
A handwritten signature in blue ink, appearing to read "Richard Brady".

Richard Brady, President  
**Matrix Consulting Group, Ltd**

1650 S. Amphlett Blvd., Suite 213 • San Mateo, CA 94402 • 650.858.0507  
 SF Bay Area (Headquarters), Charlotte, Dallas, Fort Myers, Irvine, Portland, St. Louis

# City of Del Rey Oaks

Cost Allocation Plan,  
Comprehensive User Fee Study &  
Development Impact Fee Study





March 15, 2024

Ms. Karen Minami  
City Clerk  
City of Del Rey Oaks  
650 Canyon Del Rey  
Del Rey Oaks, California 93940

submitted via email: [kminami@delreyoaks.org](mailto:kminami@delreyoaks.org)

**Re: Cost Proposal to Conduct a Comprehensive User Fee Study, Cost Allocation Plan, and a Development Impact Fee Study for the City of Del Rey Oaks**

Dear Ms. Minami:

Willdan Financial Services ("Willdan") is pleased to present the following cost proposal to the City of Del Rey Oaks ("City") to conduct a Comprehensive User Fee Study, Cost Allocation Plan, and Development Impact Fee Study.

This submission reflects our understanding of the City's Request for Proposal (RFP).

Willdan is excited about this opportunity to serve the City of Del Rey Oaks. To discuss any aspect of our technical and/or cost proposal, please contact me directly at (951) 587-3528 or via e-mail at [CFisher@Willdan.com](mailto:CFisher@Willdan.com).

Sincerely,

WILLDAN FINANCIAL SERVICES

A handwritten signature in blue ink, appearing to read 'Chris Fisher', is written over a light blue horizontal line.

Chris Fisher  
Vice President / Director

## Pricing Fixed Fees

Willdan Financial Services (“Willdan”) proposes a **fixed fee of \$79,595** for the Cost Allocation Plan, Comprehensive User Fee Study, and Development impact Fee Study engagement.

### Cost Allocation Plan

Willdan Financial Services proposes a **fixed fee of \$9,995** for the Full Cost Allocation Plan.

City of Del Rey Oaks Cost Allocation Plan							
Fee Proposal							
	C. Fisher Principal-in- Charge	T. Thrasher Project Manager	P. Patel Senior Analyst	S. Labitan Analytical Support	R. Quaid QA/Tech Advisor	<u>Total</u>	
	\$ 250	\$ 210	\$ 135	\$ 125	\$ 210	Hours	Cost
<b>Scope of Services</b>							
Task 1: Initial Document Request	-	-	1.0	-	-	1.0	\$ 135
Task 2: Kick-off /Refine Scope	-	1.0	1.0	-	-	2.0	345
Task 3: Gather Staffing Information & Develop CAP Model	1.0	2.0	6.0	12.0	1.0	22.0	3,190
Task 4: Test and Review Cost Allocation Methodology	-	2.0	6.0	3.0	0.5	11.5	1,710
Task 5: Prepare and Present Draft Report	1.0	2.0	4.0	6.0	1.0	14.0	2,170
Task 6: Discuss and Revise Report	1.0	2.0	4.0	1.0	-	8.0	1,335
Task 7: Prepare and Present Final Report/Instruct Staff on Model	-	4.0	2.0	-	-	6.0	1,110
<b>Total – Cost Allocation Plan</b>	<b>3.0</b>	<b>13.0</b>	<b>24.0</b>	<b>22.0</b>	<b>2.5</b>	<b>64.5</b>	<b>\$ 9,995</b>

### Comprehensive User Fee Study

Willdan Financial Services proposes a **fixed fee of \$27,600** for the Comprehensive User Fee Study.

City of Del Rey Oaks Comprehensive User Fee Study							
Fee Proposal							
	C. Fisher Principal-in- Charge	T. Thrasher Project Manager	P. Patel Senior Analyst	S. Labitan Analytical Support	R. Quaid QA/Tech Advisor	<u>Total</u>	
	\$ 250	\$ 210	\$ 135	\$ 125	\$ 210	Hours	Cost
<b>Scope of Services</b>							
Task 1: Initial Document Request	-	-	1.0	-	-	1.0	\$ 135
Task 2: Compile Inventory of Current and Potential Fees	-	0.5	1.0	1.0	-	2.5	365
Task 3: Kick-off /Refine Scope	-	1.0	1.0	-	-	2.0	345
Task 4: Develop User Fee Model	1.0	4.0	8.0	10.0	1.0	24.0	3,630
Task 5: Staff Interviews and On-site Information Gathering	-	2.0	8.0	8.0	-	18.0	2,500
Task 6: Data Analysis and Final Fee and Rate Schedule	1.0	5.0	32.0	40.0	1.0	79.0	10,830
Task 7: Common Fees Comparison	0.5	2.0	4.0	14.0	-	20.5	2,835
Task 8: Prepare and Present Draft Report	1.0	2.0	6.0	8.0	1.0	18.0	2,690
Task 9: Revise Draft/Determine Cost Recovery Levels	1.0	4.0	8.0	2.0	-	15.0	2,420
Task 10: Prepare and Present Final Report/Train Staff on Model	-	5.0	5.0	1.0	-	11.0	1,850
<b>Total – Comprehensive User Fee Study</b>	<b>4.5</b>	<b>25.5</b>	<b>74.0</b>	<b>84.0</b>	<b>3.0</b>	<b>191.0</b>	<b>\$ 27,600</b>

**Development Impact Fee Study**

Willdan Financial Services proposes a **fixed fee of \$42,000** for the Development Impact Fee Study. This fee assumes three fee categories.

City of Del Rey Oaks					
Development Impact Fee Study					
Fee Proposal					
	J. Edison	C. Villarreal	Total		
	Principal-in-Charge	Project Manager	Hours	Cost	
	\$	\$			
<b>Scope of Services</b>					
<b>Task 1:</b> Identify & Consider Fee Categories & Policy Issues	8.0	12.0	20.0	\$	4,440
<b>Task 2:</b> Identify Existing Development and Future Growth	8.0	16.0	24.0		5,280
<b>Task 3:</b> Determine Facility Standards	8.0	16.0	24.0		5,280
<b>Task 4:</b> Determine Facilities Needs and Costs	4.0	16.0	20.0		4,320
<b>Task 5:</b> Identify Funding and Financing Alternatives	4.0	16.0	20.0		4,320
<b>Task 6:</b> Fee Comparison	4.0	16.0	20.0		4,320
<b>Task 7:</b> Calculate Fees and Prepare Report	6.0	16.0	22.0		4,800
<b>Task 8:</b> Impact Fee Schedule Calculation Tool	4.0	12.0	16.0		3,480
<b>Task 9:</b> Meetings	10.0	16.0	26.0		5,760
<b>Total – Development Impact Fee Study</b>	<b>56.0</b>	<b>136.0</b>	<b>192.0</b>	<b>\$</b>	<b>42,000</b>

**Development Impact Fee Review Notes:**

- The fee denoted above includes attendance at four in-person meetings with City staff, stakeholders, and City Council.
- Attendance at more than four meetings will be billed at the per meeting fee. Attendance at additional on-site meetings or presentations will be \$2,000 per meeting; attendance at additional remote meetings or presentations will be \$1,000 per meeting.
- Comprehensive written responses to resolve conflicts or preparation of more than one set of major revisions to the draft report, will be classified as Additional Services, and may require additional billing at hourly rates stated in the hourly rate schedule listed below. These additional fees shall only take effect once the fixed fee stated above has been exceeded.

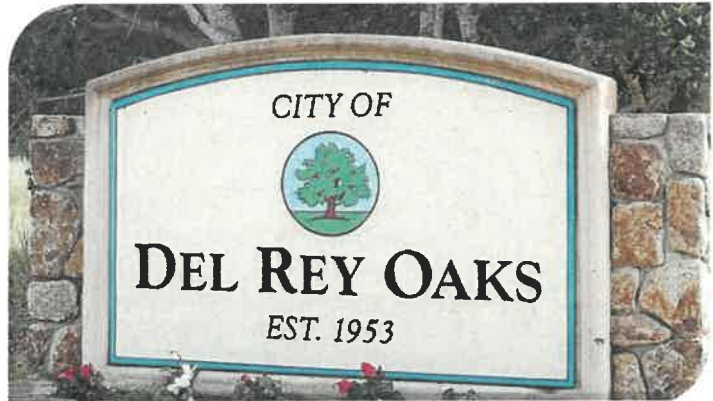
**Notes**

- Our fee includes all direct expenses associated with the project.
- We will invoice the City monthly based on percentage of project completed.
- Additional services may be authorized by the City and will be billed at our then-current hourly overhead consulting rates.
- City shall reimburse Willdan for any costs Willdan incurs, including without limitation, copying costs, digitizing costs, travel expenses, employee time and attorneys' fees, to respond to the legal process of any governmental agency relating to City or relating to the project. Reimbursement shall be at Willdan 's rates in effect at the time of such response.
- The cost of preparing the user fee study can be included in the resulting new user fee schedule. Therefore, over time, the City can recover the initial outlay of funds that was required to complete the studies.
- Willdan will rely on the validity and accuracy of the City's data and documentation to complete the analysis. Willdan will rely on the data as being accurate without performing an independent verification of accuracy and will not be responsible for any errors that result from inaccurate data provided by the client or a third party.

### Additional Professional Services

Our current hourly rates are listed below.

Willdan Hourly Rate Schedule		
Position	Team Member	Hourly Rate
Director	Chris Fisher	\$250
Managing Principal	James Edison	\$240
Principal Consultant	Tony Thrasher, Carlos Villarreal, & Bob Quaid	\$210
Senior Project Manager		\$185
Project Manager		\$165
Senior Project Analyst	Priti Patel	\$135
Senior Analyst	Samantha Labitan	\$125
Analyst II		\$110
Analyst I		\$100



27368 Via Industria, Suite 200  
Temecula, CA 92590  
800.755.6864 | Fax: 888.326.6864  
[www.willdan.com](http://www.willdan.com)



# CITY OF DEL REY OAKS

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

## Staff Report

**DATE:** May 21, 2024

**TO:** Honorable Mayor and City Council

**FROM:** John Guertin, City Manager

**SUBJECT:** Adopt Resolution 2024-05 approving a 3.30 percent rate increase to charges by the City's franchised hauler, GreenWaste Recovery, for the collection of solid waste, recycling and organics, effective July 1, 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

Adopt Resolution 2024-05 approving a 3.30 percent rate increase to charges by the City's franchised hauler, GreenWaste Recovery, for the collection of solid waste, recycling and organics, effective July 1, 2024.

### Background

On January 28, 2014, Council approved a Franchise Agreement (Agreement) with GreenWaste Recovery (GWR) for the collection of solid waste, recycling and organics, subsequent to a competitive Request for Proposals selection process. The Agreement became effective on July 1, 2015, and expires on June 30, 2030. The Agreement includes a prescribed formula to determine annual rate adjustments by GWR, effective each year on July 1. This index-based formula includes the cost of disposal and processing ("tipping fee") at the ReGen Monterey (formerly known as Monterey Regional Waste Management District) facility in Marina, inflationary indexes for adjustments to GWR labor and operating costs, regional implementation of SB 1383, and the City's Franchise Fee of 13%.

HF&H Consultants, LLC (HF&H) was retained by ReGen Monterey to review GWR's request for an adjustment to customer rates, effective July 1, 2024, attached. The rate review resulted in a 3.30% rate increase due to labor and material inflationary indices for the period reviewed.

## Summary & Discussion

While the Agreement requires the City Council to approve annual rate adjustments, the rate adjustment is based upon disposal fees and actual tonnage, inflationary indexes for GWR labor and operational costs, and cost for the City's Franchise Fee and other regulatory fees. City staff, in tandem with ReGen Monterey staff and HF&H, finds the rate calculation methodology to be consistent with the Agreement. Therefore, staff recommends Council approve Resolution 2024-05 and rate adjustment, which becomes effective on July 1, 2023, in accordance with the Agreement.

## Fiscal Impacts

The new collection rates reflect an increase of 3.30% and are included as Exhibit A to the Resolution. The 3.30% rate increase is due to labor and material inflationary indices for the period reviewed. The cost of SB 1383 implementation is also included in the fees.

The City's Franchise Fee for FY 2024/2025 will be approximately \$105,000.

## ATTACHMENTS:

- HF&H Consultants Memo
- Resolution 2024-05

Respectfully Submitted,

---

John Guertin  
City Manager



590 Ygnacio Valley Road, Suite 105  
Walnut Creek, California 94596  
Telephone: 925/977-6950

Northern California  
Southern California  
[www.hfh-consultants.com](http://www.hfh-consultants.com)

May 2, 2024

John Guertin  
City Manager  
City of Del Rey Oaks

*Sent via E-mail*

**Subject: Review of GreenWaste Recovery's 2024-25 Rate Request – Draft Report**

Dear John Guertin:

HF&H Consultants, LLC (HF&H) was retained by the Monterey Regional Waste Management District (District) to assist with a review of GreenWaste Recovery's (GWR) request for an adjustment to customer rates, effective July 1, 2024, submitted to the City of Del Rey Oaks (City) on March 1, 2024. This report presents our findings and recommendations.

## **EXECUTIVE SUMMARY**

HF&H's review of GWR's Rate Period 10 (RP10) rate request to the City, and subsequent negotiations with GWR, resulted in the following outcomes:

- HF&H has determined a 3.30% increase as appropriate as a result of the following components:
  - 4.50% inflationary increase in labor-related costs
  - 3.50% inflationary increase in vehicle-related costs (excl. fuel)
  - Fuel rate held flat as set by the District
  - 3.5% inflationary increase in other costs
  - Depreciation held flat per the Agreement
  - 10.18% net processing costs increase due to an increase in tonnage
  - 1.25% increase in disposal costs due to an increase in per ton disposal rate, offset by a slight decrease in tonnage

Refer to **Figure 1** below for the impact to sample residential rates.

John Guertin  
 May 2, 2024  
 Page 2 of 6

**Figure 1 – Example Rate Impact of Adjustment**

<b>Del Rey Oaks Rate Adjustment</b>		
	<b>Current Rates (RP9)</b>	<b>RP10</b>
<b>Adjustment</b>		<b>3.30%</b>
<b>Residential 32-gallon rate</b>	\$ 32.60	\$ 33.68
<b>Residential 64-gallon rate</b>	\$ 35.97	\$ 37.16

## BACKGROUND

In 2012, the City, participating with other members of the District, issued a competitive request for proposals for collection services and entered into the new Agreement with GWR effective July 1, 2015. The Agreement provides for the following, related to the adjustment of rates:

- Rates are to be adjusted annually throughout the term of the Agreement using various inflationary indices, actual tonnage, and changes in the tipping fees at the District, unless either the City or GWR request a Cost Based Rate Adjustment (CBRA).
- The City and GWR may mutually agree upon alternative approaches to structuring rates without amendment to the Agreement (Section 8.2.D).
- During the CBRA review in Rate Period 5 (RP5), a number of issues surrounding the process for setting rates and the resulting rate relationships amongst sectors and materials were identified. As such, the City and GWR have negotiated an amendment to the prescribed methodology for the CBRA and index adjustments so as to not alter rate relationships between service sectors and material types.
- Through negotiations of the amendment, and as a result of the desire to maintain current rate relationships between sectors and service levels, the City and GWR have prescribed a uniform rate adjustment to be applied to all sectors.

## RATE CALCULATION REVIEW

### HF&H Scope of Work

HF&H performed this review of the rate request in accordance with Exhibit E1 (for the index-based rate adjustment). The procedures included:

1. Review of the rate request for completeness and compliance with the procedures contained in Exhibit E1 of the Agreement.

John Guertin  
May 2, 2024  
Page 3 of 6

2. Review for mathematical accuracy and logical consistency to determine that the rate request is mathematically correct, that the rows and columns of numbers add down and across as intended, and that the stated assumptions were, in fact, used. Also, to determine that the rate request is internally consistent and that any summary schedules agree to the supporting schedules and worksheets.
3. Verification of the inclusion of the franchise fee calculation in the adjustment.
4. Verification of contract compliance with regard to:
  - A. The indices used in the adjustment.
  - B. The tip fees reported for the disposal and processing components of the rates.
  - C. The use of quarterly-reported tonnage data and allocations among agencies. A detailed audit of tonnage and allocations of tonnage reported by GWR was not a part of this scope of work. HF&H discussed GWR's allocation methodology with them and the methodology appears reasonable and consistent with standard practices within the industry.
  - D. Any changes in governmental fees on the fee component of the rates; and, the accurate application of the resultant percentage changes in the various rate components to the rate schedule approved by the City through the Agreement.
  - E. The addition of anticipated costs related to identified program changes resulting from SB 1383.

## **Review of Rate Request**

### **Rate Period 10 Application**

HF&H reviewed the rate application for RP10. The results of the calculation of RP10 per methodology of Exhibit E1 of the amendment can be seen in **Figure 2** on the following page.

John Guertin  
 May 2, 2024  
 Page 4 of 6

**Figure 2 – City of Del Rey Oaks Application of Index-Based Adjustments to RP10**

	RP 9	Adjustment Factor	RP 10
<b>Annual Cost of Operations</b>			
Labor-Related Costs	\$ 61,152	1.045	\$ 63,904
Vehicle-Related Costs	\$ 13,080	1.035	\$ 13,537
Fuel Costs	\$ 9,684	1	\$ 9,684
Other Costs	\$ 81,324	1.035	\$ 84,170
Direct Depreciation	\$ 32,755	N.A.	\$ 32,755
Total Allocated Costs - Labor, Vehicle, Fuel & Other	\$ 81,482	1.035	\$ 84,334
Total Allocated Costs - Depreciation & Start-Up	\$ 8,391	N.A.	\$ 8,391
<b>Total Annual Cost of Operations</b>	<b>\$ 287,868</b>		<b>\$ 296,775</b>
<b>Profit</b>	<b>\$ 34,493</b>	<b>OR=89.30</b>	<b>\$ 35,560</b>
<b>Pass-Through Costs</b>			
Disposal Costs	\$ 53,899	Tons*Tip Fee	\$ 54,574
Curbside Supplemental	\$ (1,367)	1.00	\$ (1,367)
Recycling Processing Costs	\$ 10,151	Tons*Tip Fee	\$ 11,297
Residue Processing Costs	\$ 1,333	Tons*Tip Fee	\$ -
Yard Trimmings Processing Costs	\$ 13,616	Tons*Tip Fee	\$ 16,059
Food Waste Processing Costs	\$ 3,237	Tons*Tip Fee	\$ 3,866
C&D Processing Costs	\$ -	Tons*Tip Fee	\$ -
Interest Expense	\$ 9,862	N.A.	\$ 9,862
Direct Lease Costs	\$ -	N.A.	\$ -
Total Allocated Costs - Lease	\$ 7,536	N.A.	\$ 7,536
<b>Total Pass-Through Costs</b>	<b>\$ 98,267</b>	<b>N.A.</b>	<b>\$ 101,826</b>
<b>Total Costs before Agency Fees</b>	<b>\$ 420,628</b>	<b>N.A.</b>	<b>\$ 434,161</b>
<b>Agency Fees/Payments</b>			
Franchise Fee	\$ 107,250	20.00%	\$ 110,790
Rate Application Review Costs	\$ 9,000	Actual	\$ 9,000
<b>Other Adjustments (as needed from time to time)</b>			
Adjustments from MRWMD Tip Fee Estimates	\$ (627)	N.A.	
<b>Total Calculated Costs</b>	<b>\$ 536,250</b>		<b>\$ 553,952</b>
<b>Rate Increase</b>			<b>3.30%</b>

John Guertin  
 May 2, 2024  
 Page 5 of 6

**Review of GWR Costs**

There are four major components to GWR's rate application: 1) calculation and application of the inflationary indexes as prescribed in the Agreement; 2) the disposal and processing component; 3) the Agency Fees; and, 4) other one-time adjustments.

There are three indexes used in the index adjustment: CPI, fuel index, and labor index. The annual percent change in each of the indices is used to calculate the coming year's projected cost for the line items to which these indexes are applied.

HF&H has reviewed and GWR has confirmed the accuracy of each of these indexes, and notes that the fuel index remains unchanged, as reported by management staff at the District.

**Review of Disposal and Processing Component**

Calendar year 2023 collected tons were used for the RP10 review in accordance with the amendment. The disposal and processing components also consider the tipping fees charged by the District in order to project anticipated disposal and processing costs at the District. The following table describes the changes in the City's disposal and processing costs for each material type based on the tip fees at the District, which have been incorporated into our RP10 review.

**Figure 3 - Impact of District Tip Fee Changes**

Material	2023 Tons	Current Per Ton Tip Fee	Rate Period 10 Costs
	A	B	A x B
Solid Waste	709	\$ 77.00	\$ 54,574
Recycling	282	\$ 40.00	\$ 11,297
Yard Trimmings	342	\$ 47.00	\$ 16,059
Food Waste	60	\$ 64.00	\$ 3,866
C&D*	-	\$ 77.00	\$ -

*\*The C&D per ton tip fee reflects an average weighted cost for multiple types of C&D materials.*

**Review of Fee Component**

HF&H ensured that the fee component of each rate matches the contractual percentage of 20% for franchise fees, remitted to the City by GWR.

Additionally, rate application review costs and other identified District costs totaling \$9,000 were added as a one-time adjustment to cover the rate review, franchise management, and other identified District costs, such as staff time and public education and outreach.

John Guertin  
May 2, 2024  
Page 6 of 6


**New Rates**

Attached hereto is a table of all rates recommended for RP10 based on the adjustments described in this report (Attachment B). HF&H recommends adopting these rates by resolution to be effective July 1, 2024.

\* \* \* \* \*

We would like to express our appreciation to GWR staff for their assistance and cooperation in this process. Should you have any questions, please contact me at (925) 977-6959 or rchilton@hfh-consultants.com.

Sincerely,  
HF&H CONSULTANTS, LLC

  
Rob Hilton  
President

  
Dave Hilton  
Senior Project Manager

**RESOLUTION NO. 2024-05**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL REY OAKS APPROVING A 3.30 PERCENT RATE INCREASE TO CHARGES BY THE CITY'S FRANCHISED HAULER, GREENWASTE RECOVERY, FOR THE COLLECTION OF SOLID WASTE, RECYCLING AND ORGANICS, EFFECTIVE JULY 1, 2024**

WHEREAS, the City of Del Rey Oaks entered into a Franchise Agreement with GreenWaste Recovery, Inc. (GWR) on January 28, 2014 for solid waste, recycling, and organics collection services for the period of July 1, 2015 through June 30, 2030; and,

WHEREAS, Section 8.2 of the Franchise Agreement requires annual inflationary adjustments to customer rates on July 1 of each year, as described in Exhibit E1 to the Agreement, based on agreed-upon cost indices, changes in tipping fees at the ReGen Monterey (formerly Monterey Regional Waste Management District) landfill, City fees, and actual tonnage of materials collected by GWR; and,

WHEREAS, HF&H Consultants, LLC (HF&H) was retained by ReGen on behalf of all its member agencies to review GWR's request for an adjustment to customer rates, as submitted to the City on April 1, 2023; and,

WHEREAS, HF&H's calculation of the rate adjustments have been reviewed by City staff, and staff finds the calculations to be consistent with the methodology and requirements of the Franchise Agreement; and,

WHEREAS, the rate review resulted in a 3.30 percent rate increase.

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

1. Approve a 3.30 percent rate increase to charges by the City's franchised hauler, GreenWaste Recovery, for the collection of solid waste, recycling and organics, effective July 1, 2024, as shown in the attached Exhibit A.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF DEL REY OAKS**, this 21<sup>st</sup> day of May, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

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

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

Residential Solid Waste Collection Rates			
Service Level	Solid Waste	Recycling	Organics
Curbside 32 Gallon	\$33.68	Included	Included
Curbside 64 Gallon	\$37.16	Included	Included
Curbside 96 Gallon	\$40.66	Included	Included

Notes: See Exhibit B1 for specific service availability

Commercial/Multi-Family Solid Waste Collection Rates						
Service Level	Frequency					
	1x/week	2x/week	3x/week	4x/week	5x/week	6x/week
64-Gallon Cart	\$55.02	\$121.05	\$181.57	\$242.09	\$302.61	\$363.13
96-Gallon Cart	\$66.44	\$132.88	\$219.24	\$292.31	\$365.40	\$438.47
1-Cubic Yard Bin	\$209.08	\$459.97	\$689.97	\$919.94	\$1,149.93	\$1,379.90
2-Cubic Yard Bin	\$351.71	\$645.43	\$945.44	\$1,547.56	\$1,934.45	\$2,321.35
3-Cubic Yard Bin	\$530.65	\$939.95	\$1,350.19	\$2,334.80	\$2,918.50	\$3,502.21
4-Cubic Yard Bin	\$603.46	\$1,231.99	\$2,182.42	\$2,655.22	\$3,319.02	\$3,982.83
6-Cubic Yard Bin	\$934.43	\$2,055.75	\$3,083.64	\$4,111.51	\$5,139.39	\$6,167.25
8-Cubic Yard Bin	\$1,226.48	\$2,452.96	\$3,679.44	\$4,905.92	\$6,132.42	\$7,358.90
2-Cubic Yard Compactor	\$390.95	\$723.90	\$1,063.12	n/a	n/a	n/a
3-Cubic Yard Compactor	\$589.49	\$1,057.63	\$1,526.74	n/a	n/a	n/a
4-Cubic Yard Compactor	\$681.92	\$1,388.91	\$2,417.80	n/a	n/a	n/a

Commercial/Multi-Family Recycling Collection Rates						
Service Level	Frequency					
	1x/week	2x/week	3x/week	4x/week	5x/week	6x/week
64-Gallon Cart	\$8.24	\$18.25	\$27.23	\$36.31	\$45.39	\$54.47
96-Gallon Cart	\$9.97	\$19.93	\$32.89	\$43.84	\$54.80	\$65.77
1-Cubic Yard Bin	\$31.36	\$68.99	\$103.50	\$137.99	\$172.49	\$206.98
2-Cubic Yard Bin	\$52.77	\$96.82	\$141.81	\$232.13	\$290.16	\$348.21
3-Cubic Yard Bin	\$79.60	\$140.99	\$202.53	\$350.22	\$437.78	\$525.33
4-Cubic Yard Bin	\$90.52	\$184.80	\$327.36	\$398.28	\$497.85	\$597.42
6-Cubic Yard Bin	\$140.16	\$308.36	\$462.54	\$616.73	\$770.91	\$925.09
8-Cubic Yard Bin	\$183.97	\$367.95	\$551.91	\$735.90	\$919.86	\$1,103.83
2-Cubic Yard Compactor	\$36.36	\$64.02	\$92.62	n/a	n/a	n/a
3-Cubic Yard Compactor	\$55.00	\$91.80	\$128.74	n/a	n/a	n/a
4-Cubic Yard Compactor	\$57.72	\$119.21	\$228.99	n/a	n/a	n/a

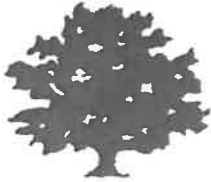
Commercial/Multi-Family Food Waste Collection Rates						
Service Level	Frequency					
	1x/week	2x/week	3x/week	4x/week	5x/week	6x/week
64-Gallon Cart	\$41.26	\$90.78	\$136.17	\$181.57	\$226.95	\$272.35
96-Gallon Cart	\$49.83	\$99.64	\$164.42	\$219.25	\$274.06	\$328.86
1-Cubic Yard Bin	\$156.81	\$344.97	\$517.48	\$689.97	\$862.44	\$1,034.93
2-Cubic Yard Bin	\$263.79	\$484.09	\$709.09	\$1,160.67	\$1,450.83	\$1,741.00

<b>Commercial/Multi-Family Yard Trimmings Collection Rates</b>						
	<b>Frequency</b>					
<b>Service Level</b>	<b>1x/week</b>	<b>2x/week</b>	<b>3x/week</b>	<b>4x/week</b>	<b>5x/week</b>	<b>6x/week</b>
64-Gallon Cart	\$41.26	\$90.78	\$136.17	\$181.57	\$226.95	\$272.35
96-Gallon Cart	\$49.83	\$99.64	\$164.42	\$219.25	\$274.06	\$328.86
1-Cubic Yard Bin	\$156.81	\$344.97	\$517.48	\$689.97	\$862.44	\$1,034.93
2-Cubic Yard Bin	\$263.79	\$484.09	\$709.09	\$1,160.67	\$1,450.83	\$1,741.00
3-Cubic Yard Bin	\$377.99	\$669.53	\$961.78	\$1,663.13	\$2,078.91	\$2,494.71
4-Cubic Yard Bin	\$429.86	\$877.57	\$1,554.60	\$1,891.37	\$2,364.21	\$2,837.07
6-Cubic Yard Bin	\$665.62	\$1,464.36	\$2,196.54	\$2,928.72	\$3,660.90	\$4,393.08
8-Cubic Yard Bin	\$873.66	\$1,747.30	\$2,620.96	\$3,494.61	\$4,368.27	\$5,241.91

<b>Roll-Off Collection Rates (Per Pull)</b>					
	<b>Material</b>				
<b>Service Level</b>	<b>MSW</b>	<b>REC</b>	<b>FW</b>	<b>YT</b>	<b>C&amp;D</b>
10 YD	\$757.96	\$757.96	\$757.96	\$757.96	\$757.96
20 YD	\$831.95	\$831.95	\$831.95	\$831.95	\$831.95
30 YD	\$1,087.67	\$1,087.67	\$1,087.67	\$1,087.67	\$1,087.67
40 YD	\$1,343.39	\$1,343.39	\$1,343.39	\$1,343.39	\$1,343.39
Per Ton	\$96.25	\$50.00	\$80.00	\$58.75	\$96.25

<b>Additional Service Rates</b>		
<b>Service</b>	<b>Sector</b>	<b>Charge Per Event</b>
Cart Rental	RES	\$3.88
Cart Replacement	RES	\$77.54
Re-Delivery or Re-Start	RES	\$32.30
Cart Cleaning	RES	\$32.30
Non-Scheduled Collection	RES	\$24.55
Difficult to Service Cart	COM	\$1.29
Difficult to Service Bin	COM	\$3.88
Locking Bin	COM	\$64.61
Cart Replacement	COM	\$77.54
Cart Cleaning	COM	\$32.30
Bin Swap- Cleaning or Repainting	COM	\$96.92
Bulky - Recyclable	COM/RES	\$25.84
Bulky - Non Recyclable	COM/RES	\$32.30
Bulky - Event	COM/RES	\$38.77
Covered Box	RO	\$96.92
Driver Time per Hour	RO	\$142.15
Dry Run or Relocation	RO	\$96.92
Extra Days	RO	\$32.30

\*Note: All rates charged monthly unless stated otherwise.



# CITY OF DEL REY OAKS

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

## Staff Report

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

**FROM:** John Guertin, City Manager

**BY:** Roberto Moreno, RGS Senior Advisor

**DATE:** May 21, 2024

**SUBJECT:** Preliminary Budget for Fiscal Year 2024-2025

Staff is pleased to present the Preliminary Budget for FY 2024-25 for Council's review and direction. Due to flat revenue projections for the General Fund, the operating budget is basically a continuation of the 2023-24 budget, with some minimal changes. As such, staff would like to take this opportunity to focus on policies for long-term financial planning in the following areas:

- Use of non-General Fund revenues
- Establishing a vehicle and equipment replacement reserve
- Establishing plans for handling of the City's debt
- Revising fund balance policies
- Developing financial policies

### Economic Outlook for FY 2024-25

The latest projections for the City's economic outlook are flat. HdL, the City's consultant for Sales Tax information does not expect an increase in the City's sales tax due to continued inflation and high interest rates having a negative effect on consumer spending. Since Sales Tax makes up 27% of the City's revenue, sales tax growth or no growth, has a dramatic impact on the City's budget. As a result, staff is recommending a very conservative approach in developing the FY 24-25 budget. Services are being kept at the level that revenue can support.

Addressing fluctuations in sales tax revenue growth by managing or reducing expenditures annually is not a sustainable practice if the City is to maintain current service levels. This highlights the fact that the City needs to diversify its revenue base. The City's best opportunity for this is through thoughtful economic development of the former Fort Ord property. The development of a more diverse revenue base is an important aspect of the City's financial planning for the future.

## General Fund Summary FY 2024-25

	2022-23 Actual	2023-24 Budget	2024-25 Proposed	Increase (Decrease)	Percent Change
Revenues	4,461,435	4,899,200	4,826,200	(73,000)	-1.5%
Expenditures	(4,327,637)	(4,727,052)	(4,788,700)	61,648	1.3%
Operating Surplus (Deficit)	133,797	172,148	37,500	(134,648)	
Transfers to Capital Projects	(35,000)	(198,900)	(80,000)	(118,900)	-59.8%
Net General Fund Surplus (Deficit)	98,797	(26,752)	(42,500)	(15,748)	

As the table above shows, we are anticipating a 1.5% decrease in revenue and a 1.3% increase in expenditures which will create a \$37,500 General Fund operating surplus for the year. In addition, staff recommends using \$80,000 for capital expenditures which will mean a decrease of \$42,500 in the General Fund fund balance. All the departments made adjustments to their budgets in order to live within the available revenue for the year, considering that some expenses, such as insurance and utilities are beyond the control of the City. This is an austere General Fund budget.

## General Fund Revenues & Expenditures

Below is a brief description of the General Fund estimated revenue changes followed by a summary of the General Fund Budget by Departments.

	FY 2022-2023		FY 2023-2024		FY 2024-25 Proposed	Increase (Decrease)	Percent Change
	Actual 06/30/2023		Current Budget				
<b>Revenue:</b>							
Property Taxes	774,674		770,100		780,800	10,700	1.4%
Sales Tax	1,305,062		1,313,000		1,313,000	-	0.0%
Other Taxes	481,457		500,650		511,500	10,850	2.2%
Licenses and Permits	308,381		286,300		281,300	(5,000)	-1.7%
Fines and Forfeitures	7,248		12,200		12,200	-	0.0%
Other Revenue	88,205		150,700		160,700	10,000	6.6%
Grants	238,261		232,730		219,200	(13,530)	-5.8%
Airport Police Services	1,083,650		1,376,500		1,341,600	(34,900)	-2.5%
Current Services	174,497		257,020		205,900	(51,120)	-19.9%
<b>Total Estimated Revenue</b>	<b>4,461,435</b>		<b>4,899,200</b>		<b>4,826,200</b>	<b>(73,000)</b>	<b>-1.5%</b>

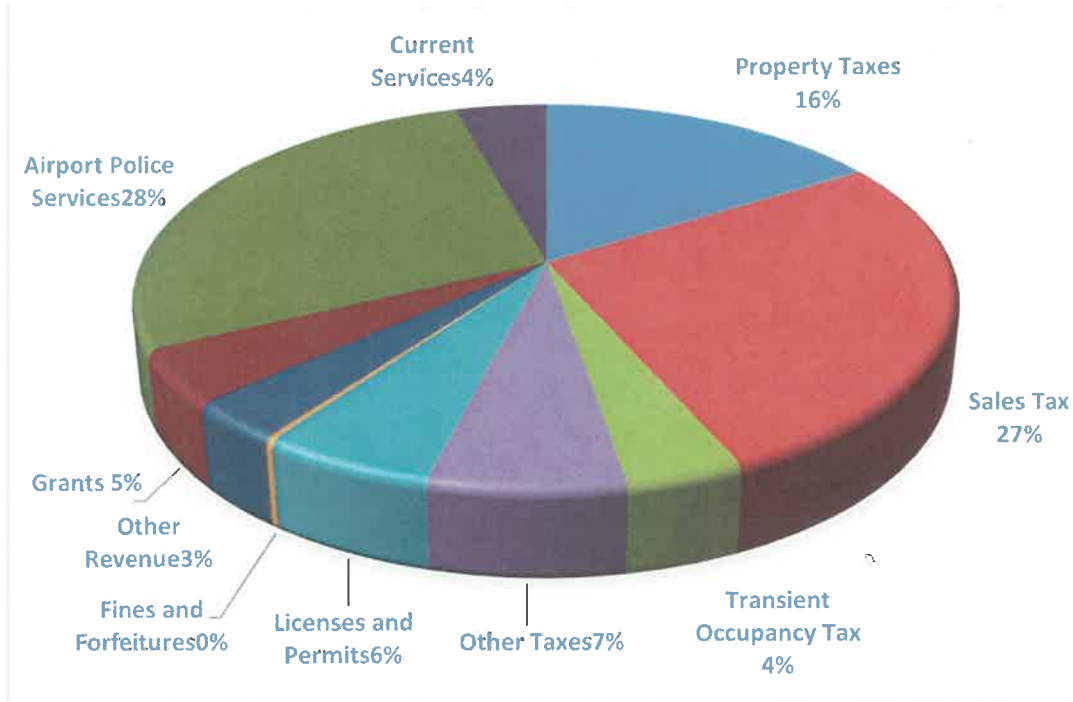
### Revenue Highlights

General Fund revenues are estimated to decrease by \$73,000, a 1.5% decrease. Whereas Sales Tax has been increasing in the past, it is expected to remain flat for the coming year due to the current economy.

Airport Police Services revenue is projected to have a slight decrease since this fee is 50% of the Police Department budget with some minor adjustments, which is a decrease over the previous year. It should be noted that the Police Department budget was higher in FY 2023-24 due to the purchase of a replacement vehicle. No such purchase is included in the proposed budget.

Current Services is projected to have a decrease due to one-time reimbursement received in FY 2023-24. All other revenues are basically flat or will have a slight decrease. For the revenue detail refer to the FY 2024-2025 Proposed Budget Detail.

The pie chart below shows the percentage allocation of the City's revenues.



**Expenditure Appropriations**

The General Fund Operating Budget shows a 1.3% increase in expenditures.

Below is a General Fund summary by department followed by a brief discussion regarding the change in each department.

	Actual 06/30/2023	Current Budget	Proposed Budget	Increase (Decrease)	Percent Change
<b>100 - General Fund</b>	-	-	-		
<b>Totals Expenditures by Department</b>					
Council	23,894	32,200	30,900	(1,300)	-4.0%
City Clerk	367,258	455,470	573,300	117,830	25.9%
City Manager	287,642	318,300	331,400	13,100	4.1%
Audit/Treasurer	271,604	303,852	285,800	(18,052)	-5.9%
Legal	139,898	153,300	128,300	(25,000)	-16.3%
Planning & Building	213,669	122,400	103,400	(19,000)	-15.5%
Government Buildings	10,494	19,100	11,000	(8,100)	-42.4%
Non-Departmental	32,256	42,700	34,100	(8,600)	-20.1%
Police	2,461,156	2,667,800	2,725,400	57,600	2.2%
Fire/Animal Control	219,102	227,600	234,400	6,800	3.0%
Public Works/Streets	252,945	340,830	287,600	(53,230)	-15.6%
Parks/Recreation	47,721	43,500	43,100	(400)	-0.9%
<b>Total FY 2025 Appropriations</b>	<b>4,327,637</b>	<b>4,727,052</b>	<b>4,788,700</b>	<b>61,648</b>	<b>1.3%</b>

### Appropriation Increases (Decreases) by Department

- Council slight decrease is due to decrease in dental premiums.
- City Clerk increase is due to salary and benefits of one new position.
- City Manager increase is due to increase in liability insurance premium.
- Audit/Treasurer decrease is due to elimination of \$30,000 for grant writing.
- Legal decrease is due to reduced use of legal services.
- Planning and Building decrease reflects moving cost of the Housing Element to Capital Projects Fund.
- Government Building decrease is due to decreased repair and maintenance.
- Non-departmental decrease is due to moving Liability insurance to departments.
- Police increase is due to \$80,000 increase in Liability insurance premium.
- Fire slight increase is per the agreement with the City of Seaside.
- Public Works decrease is due to elimination of \$27,780 contingency and the one-time increase of \$21,000 in FY 2023-24 for purchase of a lawn mower.
- Parks and Recreation minimal decrease is due to reduced supplies.

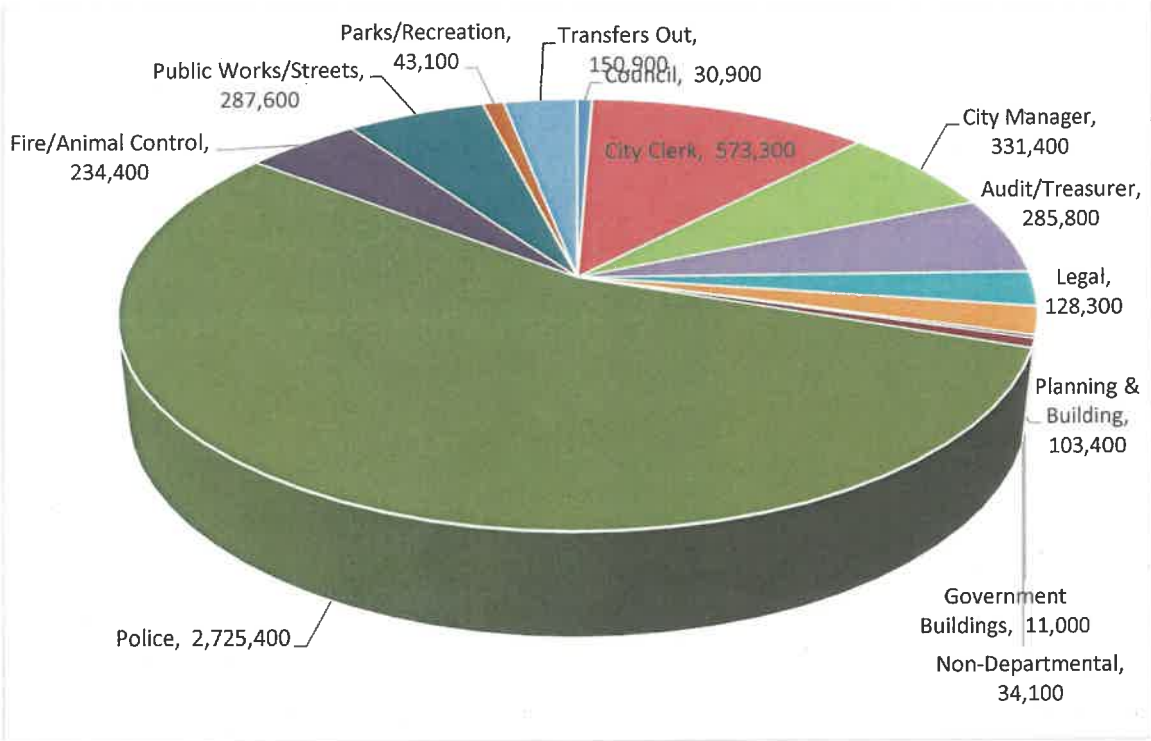
For the line-item detail to the Appropriations refer to the attached FY 2024-25 Proposed Budget Detail.

### Highlights of Operating Appropriations

While the General Fund Operating Budget reflects a minimal increase, it does include the following major items:

- One new position (Administrative Services Technician) is added in the City Clerk's office to assist with the increasing workload. With the addition of this position and the Deputy City Clerk/Permit Clerk position created in FY 2023-24, most of the day-to-day finance and HR duties will eventually be brought back inhouse resulting in a reduction in the need for services, and the associated costs, currently provided by RGS.
- Salary step increases for all employees that still have steps on their salary range.
- Keeping one police officer position vacant.
- Liability insurance premium increase of \$111,680 (50%).

The pie chart below shows the General Fund expenditures by department.



**All Funds Budget Summary and Discussion**

This table below shows the City's budget by fund.

City of Del Rey Oaks						
FY 2024-25 Budget Summary by Fund						
Fund	Estimated Fund Balance 6/30/2024	Estimated Revenue FY 24-25	Interfund Transfers FY 24-25	Appropriations FY 24-25	Surplus (Deficit) FY 24-25	Est. Fund Bal. 6/30/2025
<b>100 General Fund</b>						
<u>Available</u>						
Unassigned-Economic Uncertainty	1,637,349.00					1,637,349
Unappropriated	1,187,276.61					1,144,777
<b>Available Fund Balance</b>	<b>2,824,625.61</b>	4,826,200	(80,000.00)	(4,788,700)	(42,500)	<b>2,782,125.61</b>
<u>Special Revenue Funds</u>						
210 Gas Tax Fund	106,946.00	46,500		(25,000)	21,500	128,446
211 SB1 Fund	160,731.00	38,900		(210,000)	(171,100)	(10,369)
212 Measure X	75,039.00	94,400		(168,500)	(74,100)	939
221 FORA Habitat Management Fund	701,904.50	-		-	-	701,905
223 ARPA Fund	61,871.94	-		(50,000)	(50,000)	11,872
231 BSCC Officer Wellness & Health	12,833.00	-		(2,000)	(2,000)	10,833
235 Asset Forfeitures	5,000.00	-		-	-	5,000
242 REAP Grant	-	42,500		(42,500)	-	-
251 CalFIRE Grant	-	317,932		(317,932)	-	-
<u>Capital Project Funds</u>						
301 Capital Projects Fund	950.00		80,000.00	(80,000)	-	950
321 SBR Engineering Fund	505,830.00			(300,000)	(300,000)	205,830
322 SBR/GJM Intersection Fund	1,056,168.00			-	-	1,056,168
323 SBR Construction Fund	7,268,813.00			-	-	7,268,813
<b>Total All Funds</b>	<b>12,780,712.05</b>	<b>5,366,432</b>	<b>-</b>	<b>(5,984,632)</b>	<b>(618,200)</b>	<b>12,162,512</b>

The **General Fund** operating revenues and expenses are balanced. There is a slight use of fund balance for some capital improvement projects.

### **Special Revenue and Capital Project Funds Budgets (Non-General Fund)**

The non-general fund revenues are used in accordance with the grant or legal requirements. Appropriations details are included in the FY 2024-25 Proposed Budget Detail. Below is a brief description of each fund and its use.

The following **Special Revenue Funds** are used to account for funds as required by law or agreement. These monies can be used only for specific purposes as noted below.

The **Gas Tax Fund** is used to account for gas tax revenues received. For FY 2024-25, the fund shows an operating surplus of \$21,500, with an estimated year-end balance of \$128,446. These funds can be used only for street maintenance and repair purposes. The City uses these monies for street sweeping and street lighting. The surplus funds are available to be used as a match for grants or built up for a major street project.

The **SB1 Fund** is used to account for gas tax revenues generated under Senate Bill 1 otherwise known as the Road Rehabilitation Maintenance Act which can be spent only on street related purposes. For FY 2024-25 all funds are expected to be spent on street projects. The projects are listed in the Capital Improvement Plan (CIP) below.

The **Measure X Fund** was used in FY 2018-19 to pay for the major street resurfacing project for which the city borrowed against its future share of Measure X revenues. In FY 2018-19, the City received an advance of \$861,300 of future Measure X revenues to pay for the City's largest street improvement project budgeted at \$1.2 million. Over the next 10 years, TAMC will withhold the City's Measure X allocation to repay the advance, therefore the City will not receive any additional Measure X funds until the \$861,300 advance is paid in full. Measure X is administered by TAMC.

The funds are reflected on the City's budget even though the City does not receive the monies in order to track the amounts that are being paid toward the Measure X Loan.

The fund has a fund balance that staff recommends utilizing for the FHWA grant match requirement of \$74,100 for the Rosita Emergency Repairs project (in the CIP).

The **FORA Habitat Fund** is used to account for the monies received from FORA for the habitat management program the City agreed to manage. The funds can be spent only for this purpose.

The **American Rescue Plan Act (ARPA) Fund** is used to account for the \$395,672 in federal monies the City is received to mitigate revenue loss resulting from the pandemic. The remaining one-time monies in this account are recommended for use to fund the City Hall Parking Lot Improvements and City Hall Roof Repair projects, listed in the CIP.

The **BSCC Officer Wellness & Health Fund** and **Asset Forfeitures Fund** can be used only for police related expenditures as allowed by law and under the grant guidelines.

The **REAP Grant** can be used only for developing and implementing the Housing Element.

The **CalFIRE Grant** project will be used for the reduction of wildfire fuels along Del Rey Park and Via Verde and in Work Memorial Park.

The following **Capital Project Funds** are used to account for funds as required by law or agreement for major capital improvements. These monies can be used only for specific purposes as noted below.

The **Capital Projects Fund** is used to account for the City’s major capital projects. The budget process will deliberate on how much of the General Fund fund balance should be used to fund the City’s upcoming major construction projects.

The **SBR/GJM Intersection Construction Fund** is used to account for the monies received from FORA for the construction of the Intersection at South Boundary Road (SBR) and General Jim Moore Road which is presently on hold.

The **SBR Construction Fund** is used to account for the monies received from FORA for the construction of South Boundary Road.

**Capital Improvements**

Below is a summary of the proposed capital improvement projects included in the Proposed Budget.

City of Del Rey Oaks  
Capital Improvement Plan

Project Description	Estimated Cost	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	Funded	Unfunded	Source
Saucito/Work Gutter & Curb	\$ 40,000	\$ 40,000					\$ 40,000	\$ -	SB 1
Angelus/Rosita Drainage Repairs	\$ 150,000	\$ 150,000					\$ 150,000	\$ -	SB 1
Rosita Emergency Repair (Prelim. Eng.)	\$ 49,400	\$ 49,400					\$ 49,400	\$ -	FHWA Grant
Rosita Emergency Repair (Const. Eng.)	\$ 74,100	\$ 74,100					\$ 74,100	\$ -	Measure X FB
Rosita Emergency Repair (Construction.)	\$ 494,000	\$ 494,000					\$ 494,000	\$ -	FHWA Grant
Wildfire Fuels Reduction	\$ 297,300	\$ 297,300					\$ 297,300	\$ -	Cal Fire Grant
City Hall Parking Lot Improvements	\$ 150,000	\$ 150,000					\$ 150,000	\$ -	ARPA (FY23 carryover)
City Hall Roof Repairs	\$ 47,446	\$ 47,446					\$ 47,446	\$ -	ARPA (FY23 carryover)
City Hall Fence Replacement	\$ 20,000	\$ 20,000					\$ 20,000	\$ -	GF Fund Balance
Council Chamber Technology Upgrades	\$ 10,000	\$ 5,000	\$ 5,000				\$ 10,000	\$ -	GF Fund Balance
Del Rey Park Accessibility Improvements	\$ 50,000		\$ 50,000				\$ 50,000	\$ -	2024-25 CDBG
Via Verde Curb & Gutter Repair	\$ 90,000		\$ 90,000				\$ 90,000	\$ -	Gas Tax
City Hall Sewer Upgrades	\$ 40,000		\$ 40,000				\$ 40,000	\$ -	GF Fund Balance
Adair Stairs Repairs	\$ 15,000		\$ 15,000				\$ 15,000	\$ -	GF Fund Balance
City Hall Chamber Renovation	\$ 50,000		\$ 50,000				\$ 50,000	\$ -	GF Fund Balance
Park Bathroom Water Efficiency	\$ 40,000			\$ 40,000			\$ 40,000	\$ -	GF Fund Balance
Tot Playground Replacement	\$ 170,000			\$ 170,000			\$ -	\$ 170,000	TBD
Street Resurfacing Program	\$ 40,000					\$ 1,000,000	\$ -	\$ 1,000,000	Measure X Loan
South Boundary Realignment Design	\$ 40,000	\$ 300,000	\$ 200,000	\$ 100,000			\$ 600,000	\$ -	SBR Engineering Fund

The \$1.6 million in Capital Improvement Projects is funded by the sources as shown on the Source column.

**Budget Policy Changes**

Over the course of the next several months, staff will work with the Finance Committee to develop and update the City’s financial policies. Some areas of focus are recommended to include Establishing, Funding and Utilization of Reserve Funds; Use of Fund Balances; City Manager Signing Authority; Planning for Long-Range Capital Replacement Planning; Revenues; Capital Improvement Program.

**City’s Existing Debt**

At June 30, 2023, the City had the existing debt shown below. The FY 2024-25 budget includes payments on the financed purchases in the Police Department budget. Payments of \$94,400 on the Measure X loan are budgeted in the Measure X fund.

	Amount Due	Term	Notes
<b>Financed Purchases:</b>			
Police body cameras	79,008	5 yrs	Included in operating budget
Police software	16,738	2 yrs	Included in operating budget
<b>Loans Payable:</b>			
Federal Group	1,200,000	Undetermined	To be paid from Fort Ord Development revenues
Federal Group Compound Interest	390,454	Undetermined	To be paid from Fort Ord Development revenues
TAMC Measure X Loan	543,979	10 years	Being paid from City's Measure X revenue'
<b>Total Debt</b>	<b>2,230,179</b>		

Of the total debt of \$2,230,179, the General Fund is responsible for only \$95,746 for the financed purchases which are included in the police department operating budget.

### **Federal Group International, LLC Loan Payable**

The City has a promissory note with Federal Group International, LLC in the amount of \$1,200,000. Of that, \$700,000 is the City's obligation to pay for funds loaned by Federal/JER Associates I, LLC to the former Redevelopment Agency of the City of Del Rey Oaks. The remaining \$500,000 of the note is the City's obligation to pay the holder as settlement of claims between the City and Belmont Rock Holdings, LLC. Interest is accrued at 5% per annum on the \$700,000 beginning June 1, 2014, until the entire outstanding loan amount, plus interest, is paid in full. Payments on the note, once they commence, shall be for a five-year period, however if the note is not paid in full at the end of the five-year term it shall automatically renew, once, for an additional five-year term. No payment shall be due under this loan until commencement of construction on the Fort Ord property. Additionally, the requirement to begin to repay the loan is based on an increase of 50% of City revenue through new revenues generated by the development of the entire property.

The stipulation in the agreement tying the repayment to revenue generated by future development was included to protect the City in the case that development is not done or feasible. At this time staff recommends following the original plan of paying the note off from the additional revenues generated when development takes place on the former Fort Ord property.

### **TAMC Measure X Loan Payable \$543,979**

In December 2018, the City entered into an agreement with the Transportation Agency for Monterey County (TAMC) for the purpose of receiving advance funding for the Del Rey Oaks Slurry Seal (the project). As of June 30, 2021, TAMC advanced \$817,659 to the City. The loan is payable from Measure X revenue, which can only be estimated year to year, so no amortization schedule has been established at this time. An interest rate of 2.5% is fixed until such time as the Monterey County Pool Quarterly Rate rises above 2.0%, at which point the interest rate will be variable, tied to the Monterey County Pool Quarterly Rate plus 50 basis points, only becoming fixed again at 2.5% when the Monterey County Pool Quarterly Rate drops below 2.0%.

Repayment was originally estimated to take place over 10 years. The annual payment for FY 2024-25 is \$94,400 based on TAMC's estimate. Once the advance is paid off, then the City will begin to receive its annual share. Measure X is a county-wide sales tax measure. Measure X monies are restricted to transportation improvements.

**Use of General Fund Fund Balance**

At June 30, 2023, the General Fund had an available fund balance of \$2,824,626 of which \$1,637,349 was reserved by Council for Economic Uncertainties.

For FY 2024-2025, staff will work with the Finance Committee to establish a policy to guide the use of available General Fund balances.

**RECOMMENDATION**

Review the preliminary budget for FY 2024-25 and provide recommendations and direction.

**CONCLUSION**

The Finance Committee's recommendations for the FY 2024-25 budget are included in this staff report. Staff will bring back the final proposed budget for FY 2024-25 at the next meeting based on direction received from the Council.

Respectfully submitted,

John Guertin  
City Manager

Attachments:  
FY 2024-2025 Proposed Budget Detail  
FY 2024-2025 Draft CIP

City of Del Rey Oaks  
FY 2025 Proposed Budget

100 - General Fund	FY 2022-2023	FY 2023-2024	FY 2024-25	Increase (Decrease)
	Actual 06/30/2023	Current Budget	Proposed Budget	
Revenue				
Non Department Specific				
P/T-Secured	540,389	531,000	541,600	10,600
P/T-Unsecured	23,803	26,900	27,000	100
P/T-Prior Secured	4,510	6,100	6,100	-
Prior Unsecured	-	100	100	-
P/T-Unitary Tax	10,539	10,000	10,000	-
P/T-Supplemental Roll (SB813)	14,994	12,200	12,200	-
Property Tax - VLF	179,366	183,000	183,000	-
Prop Tax-Interest/Penalty	1,072	800	800	-
Sales Tax	455,955	470,000	470,000	-
Sales Tax - 145 (Measure S-1%)	508,336	562,000	562,000	-
Sales Tax -409 (Measure R 1/2%)	340,770	281,000	281,000	-
Cannabis Tax	103,668	99,000	100,000	1,000
Cannabis Tax-Delinquent	169,488	10,000	-	(10,000)
Transient Occupancy Tax	-	190,000	190,000	-
Property Transfer Tax	9,183	8,150	8,500	350
Sewer Impact	20,766	15,000	22,000	7,000
Business Licenses	205,750	210,000	210,000	-
Gas Franchises	8,071	8,000	8,000	-
Electric Franchises	21,570	21,500	22,000	500
Garbage Franchises	99,265	100,000	110,000	10,000
Cable Tv Franchises	26,580	26,000	26,000	-
Water Franchises	22,865	23,000	25,000	2,000
SB1186 Disability Access Fund	2,179	1,000	1,000	-
SB1473 Environmental Assessment Fe	86	100	100	-
Building Permits	51,083	40,000	40,000	-
Cannabis Business Permit	20,089	10,000	5,000	(5,000)
Plan Check Fees	23,853	17,000	17,000	-
Street Opening Permits Fees	3,500	5,000	5,000	-
Plumbing Permits	2,750	1,600	1,600	-
Electrical Permits	875	1,600	1,600	-
Other Licenses/Permits	395	1,000	1,000	-
Fines & Forfeitures	1,662	1,700	1,700	-
Vehicle Code Fines	275	3,500	3,000	(500)
Parking and Admin Fines	5,311	7,000	7,500	500
Interest Earned	93,965	120,000	120,000	-
Interest Earned-PARS	(28,823)	2,500	15,000	12,500

City of Del Rey Oaks  
FY 2025 Proposed Budget

	FY 2022-2023	FY 2023-2024	FY 2024-25	
	Actual 06/30/2023	Current Budget	Proposed Budget	Increase (Decrease)
<b>100 - General Fund</b>				
Rental Income - Garden Center	30,700	36,000	36,000	-
Rental Income - Airport RV	34,200	35,000	35,000	-
Rental Income - PW Bldg (CHC Enterpr	17,547	24,000	24,000	-
HOPTR	2,060	1,200	1,200	-
Vehicle License Collection	2,930	-	2,500	2,500
COPS	165,271	165,200	185,000	19,800
AMBAG REAP Grant - Housing Element	19,971	20,980	-	(20,980)
HCD LEAP Grant - Housing Element	33,750	18,300	-	(18,300)
SB1383 Organics Recycling	6,292	9,000	9,000	-
Prop 172	12,576	25,000	20,000	(5,000)
Wellness Program	7,500	7,500	7,500	-
Police Grants & Other Reimbursement	-	6,250	10,700	4,450
POST Reimbursements	5,476	5,500	7,000	1,500
DEA Reimbursements	-	22,000	22,000	-
Grant Other Agencies	-	5,820	-	(5,820)
Police Service Fees	3,325	1,000	1,000	-
Police Services-Special Events	37,050	48,000	40,000	(8,000)
Public Events	-	7,500	7,500	-
Use Permits	31,680	20,000	22,000	2,000
Maps/Publications	-	100	100	-
Property Inspections	3,750	4,500	4,500	-
Miscellaneous Revenue	10,845	50,000	10,300	(39,700)
Rental - Park	5,400	3,100	3,500	400
Miscellaneous Refunds	3,318	1,000	1,000	-
<b>Total Non Department Specific</b>	<b>3,377,784</b>	<b>3,522,700</b>	<b>3,484,600</b>	<b>(38,100)</b>
Police				
Airport Police Services	1,083,650	1,376,500	1,341,600	(34,900)
<b>Total Police</b>	<b>1,083,650</b>	<b>1,376,500</b>	<b>1,341,600</b>	<b>(34,900)</b>
<b>Total Revenue</b>	<b>4,461,435</b>	<b>4,899,200</b>	<b>4,826,200</b>	<b>(73,000)</b>
<b>Expense</b>				
Council				
Council Member Stipend	7,400	7,500	7,500	-
Medicare-ER	107	200	200	-
Social Security-ER	459	500	500	-
Unemployment Ins-Fed & State	67	100	100	-
Dental Expense	5,167	10,750	8,900	(1,850)
Materials/Supply	-	150	200	50
Membership Dues-Professional Org	982	4,000	3,000	(1,000)

City of Del Rey Oaks  
FY 2025 Proposed Budget

	FY 2022-2023	FY 2023-2024	FY 2024-25	
	Actual 06/30/2023	Current Budget	Proposed Budget	Increase (Decrease)
<b>100 - General Fund</b>				
Strategic Planning	2,125	5,000	5,000	-
Misc Expenses	-	-	1,500	1,500
Travel Expenses	7,587	4,000	4,000	-
<b>Total Council</b>	<b>23,894</b>	<b>32,200</b>	<b>30,900</b>	<b>(1,300)</b>
<b>City Clerk</b>				
Payroll	142,927	149,600	229,000	79,400
Overtime	8,013	20,000	10,000	(10,000)
PERS UAL	38,622	36,900	44,500	7,600
PERS Retirement	9,713	13,800	23,800	10,000
Medicare-ER	2,141	2,200	3,400	1,200
Unemployment Ins-Fed & State	196	200	100	(100)
Dental Expense	2,289	3,200	4,800	1,600
Health Insurance	40,601	60,500	99,400	38,900
Health Insurance -Retiree	-	1,800	1,000	(800)
Vision Ins	278	500	700	200
Workers Comp and EAP	11,091	9,100	14,100	5,000
Wellness Program	1,302	1,000	1,500	500
Materials/Supply	10,437	16,300	5,000	(11,300)
Office Supplies	6,322	11,200	10,000	(1,200)
Repair/Maintenance	3,341	1,000	1,000	-
Other Outside Services	-	3,000	5,000	2,000
Shredding Services	465	1,000	1,000	-
Telephone	8,527	7,700	7,000	(700)
Internet	-	-	2,000	2,000
Website Design & Maintenance	1,106	3,800	1,000	(2,800)
Postage / Shipping	4,861	3,000	3,000	-
Training	2,163	5,000	5,000	-
Insurance-Liability	13,266	17,370	42,600	25,230
Insurance-Property	-	1,300	-	(1,300)
Contract Services - IT	9,019	7,800	10,000	2,200
HR Services-RGS	51	31,500	-	(31,500)
Temporary Assistance	25,614	10,000	-	(10,000)
Software/Server Subscription	2,232	10,000	15,000	5,000
Agenda Management System	-	5,000	5,000	-
Document Management System	-	1,500	1,500	-
Municipal Code Service	6,221	10,000	5,000	(5,000)
Membership Dues-Professional Org	257	3,200	500	(2,700)
Membership Dues-Government Agenc	609	1,300	700	(600)
Printing / Publications	3,035	2,000	2,000	-
Misc Expenses	-	-	1,000	1,000

City of Del Rey Oaks  
FY 2025 Proposed Budget

	FY 2022-2023	FY 2023-2024	FY 2024-25	
	Actual 06/30/2023	Current Budget	Proposed Budget	Increase (Decrease)
<b>100 - General Fund</b>				
Election Cost	12,469	-	15,000	15,000
Travel Expenses	90	700	2,700	2,000
Furniture & Equipment	-	3,000	-	(3,000)
<b>Total City Clerk</b>	<b>367,258</b>	<b>455,470</b>	<b>573,300</b>	<b>117,830</b>
<b>City Manager</b>				
Payroll	193,845	202,100	202,100	-
PERS UAL	893	1,000	400	(600)
PERS Retirement	12,353	14,800	15,900	1,100
Medicare-ER	2,806	2,800	2,900	100
Unemployment Ins-Fed & State	77	100	100	-
Dental Expense	2,319	1,600	2,400	800
Health Insurance	35,211	30,200	43,100	12,900
Vision Ins	296	200	400	200
Workers Comp and EAP	11,191	11,700	12,000	300
Wellness Program	614	500	500	-
Admin Leave	-	-	-	-
Auto Allowance	5,400	5,400	5,400	-
Office Supplies	154	1,500	1,500	-
Insurance-Liability	14,327	22,405	36,700	14,295
Insurance-Property	-	1,645	-	(1,645)
Membership Dues-Professional Org	1,510	2,800	3,000	200
Membership Dues-Government Agenc	609	-	700	700
Books and Periodicals	-	300	300	-
Travel Expenses	1,037	8,000	4,000	(4,000)
Contingency	5,000	11,250	-	(11,250)
<b>Total City Manager</b>	<b>287,642</b>	<b>318,300</b>	<b>331,400</b>	<b>13,100</b>
<b>Finance</b>				
Dental Expense	20	-	-	-
ADP Payroll Fees	1,400	7,000	7,000	-
Bank Service Charges	6,285	6,000	6,000	-
Grant Writing Services	-	30,000	-	(30,000)
Accounting Software	3,881	8,652	5,000	(3,652)
Audit-Finance	29,933	34,800	40,000	5,200
Audit -Sales Tax	-	5,000	5,000	-
Actuarial Services	4,800	4,500	4,500	-
Accounting Services-RGS	225,285	207,900	218,300	10,400
<b>Total Finance</b>	<b>271,604</b>	<b>303,852</b>	<b>285,800</b>	<b>(18,052)</b>
<b>Legal</b>				
Legal Services	137,632	150,000	125,000	(25,000)
Legal Advert	2,265	2,300	2,300	-

City of Del Rey Oaks  
FY 2025 Proposed Budget

	FY 2022-2023	FY 2023-2024	FY 2024-25	
	Actual 06/30/2023	Current Budget	Proposed Budget	Increase (Decrease)
<b>100 - General Fund</b>				
Misc Expenses	-	1,000	1,000	-
<b>Total Legal</b>	<b>139,898</b>	<b>153,300</b>	<b>128,300</b>	<b>(25,000)</b>
<b>Planning &amp; Building Regulation</b>				
Economic Development Services	7,656	20,000	10,000	(10,000)
Planning Services	101,223	40,000	50,000	10,000
Contract Services - Housing Element	42,847	17,000		(17,000)
Building Inspections Services	56,299	32,400	32,400	-
Engineering Services	300	5,000	5,000	-
Code Enforcement Services	5,344	5,000	5,000	-
Travel Expenses	-	3,000	1,000	(2,000)
<b>Total Planning &amp; Building Regulation</b>	<b>213,669</b>	<b>122,400</b>	<b>103,400</b>	<b>(19,000)</b>
<b>Government Buildings</b>				
Materials/Supply			2,000	2,000
Repair/Maintenance	7,594	15,100	5,000	(10,100)
Other Outside Services	-	1,000	1,000	-
Janitorial Services	2,900	3,000	3,000	-
<b>Total Government Buildings</b>	<b>10,494</b>	<b>19,100</b>	<b>11,000</b>	<b>(8,100)</b>
<b>Non-Departmental</b>				
Materials/Supply	1,957	5,800	500	(5,300)
Telephone	67	1,000	-	(1,000)
Insurance-Liability	12,066	12,830	-	(12,830)
Insurance-Property	-	1,880	10,000	8,120
Membership Dues-Professional Org	6	2,590	4,800	2,210
Membership Dues-Non Profit Agency	8,054	11,800	12,000	200
Membership Dues-Government Agency	4,450	5,500	5,500	-
Misc Expenses	5,434	1,000	1,000	-
S.M.I.P.	173	200	200	-
SB 1473	49	100	100	-
<b>Total Non-Departmental</b>	<b>32,256</b>	<b>42,700</b>	<b>34,100</b>	<b>(8,600)</b>
<b>Police</b>				
Payroll	980,695	1,036,000	1,112,700	76,700
Overtime	164,023	140,000	140,000	-
Overtime-DEA	615	44,000	22,000	(22,000)
Reserves Payroll	92,325	95,000	95,000	-
PERS UAL - After 06/30/18	-	1,050	13,400	12,350
PERS UAL	105,353	101,950	110,200	8,250
PERS Retirement	106,666	136,500	150,200	13,700
PERS 457 Expense	30,600	32,400	32,400	-
Medicare-ER	17,971	15,700	16,200	500
Social Security-ER	4,444	1,600	-	(1,600)

City of Del Rey Oaks  
FY 2025 Proposed Budget

	FY 2022-2023	FY 2023-2024	FY 2024-25	Increase
	Actual 06/30/2023	Current Budget	Proposed Budget	(Decrease)
<b>100 - General Fund</b>				
Unemployment Ins-Fed & State	10,500	10,500	11,000	500
Dental Expense	14,692	17,900	16,200	(1,700)
Health Insurance	233,815	296,400	304,800	8,400
Health Insurance -Retiree	1,738	2,000	-	(2,000)
Vision Ins	2,441	2,900	2,500	(400)
Workers Comp and EAP	166,139	172,400	142,000	(30,400)
Wellness Program	6,106	5,300	5,000	(300)
Uniform Allowance	6,250	10,000	10,000	-
Materials/Supply	37,525	18,670	15,000	(3,670)
Ammunition	4,931	5,000	5,000	-
Body Armor Vests	-	12,150	1,500	(10,650)
Office Supplies	4,268	5,000	5,000	-
Auto Operations - Supplies / Equip	1,806	2,500	2,500	-
Auto Operations - Fuel	31,311	30,000	30,000	-
Repair/Maintenance	17,585	14,000	2,000	(12,000)
Other Outside Services	-	-	5,000	5,000
Shredding Services	465	1,000	1,000	-
Telephone	23,522	14,000	13,000	(1,000)
Internet	868	6,500	6,500	-
Annual Maintenance-Records Manage	6,014	6,020	6,500	480
Annual Maintenance	3,276	3,400	3,400	-
Annual Maintenance-MDT	-	3,300	-	(3,300)
Postage / Shipping	585	500	500	-
Training	12,796	15,000	5,000	(10,000)
Insurance-Liability	120,653	125,435	205,800	80,365
Insurance-Property	-	10,075	10,000	(75)
Audit-Finance	4,500	4,500	5,000	500
Contract Services - IT	9,250	12,900	12,900	-
Contract Services-Others	-	4,200	4,200	-
HR Services-RGS	-	3,000	-	(3,000)
Janitorial Services	2,900	3,000	3,000	-
911-Radio Dispatch	73,698	58,500	59,350	850
911-Inform MDT Terminal Service	-	1,500	900	(600)
911-Notification System	-	400	400	-
911-NGEN O&M	-	8,000	13,400	5,400
911-NGEN Debt	-	5,200	7,700	2,500
911-NGEN Phase II Upgrade	-	-	7,000	7,000
Auto Repair/Maintenance	14,735	14,000	14,000	-
Parking & Admin Citations Services	4,508	5,000	5,000	-
Animal Regulation Fire	-	500	500	-

City of Del Rey Oaks  
FY 2025 Proposed Budget

	FY 2022-2023	FY 2023-2024	FY 2024-25	
	Actual 06/30/2023	Current Budget	Proposed Budget	Increase (Decrease)
<b>100 - General Fund</b>				
Fund Jail & Prisoner	28	200	200	-
ACJIS System	11,006	9,000	9,000	-
Software/Server Subscription	12,428	14,000	20,000	6,000
Computer Server	3,455	3,500	2,500	(1,000)
Personnel Recruit & Pre-Employment	3,191	3,000	3,000	-
Membership Dues-Professional Org	4,568	5,000	9,000	4,000
Books and Periodicals	719	900	900	-
Printing / Publications	2,655	3,000	2,000	(1,000)
Misc Expenses	-	-	1,000	1,000
Travel Expenses	22,318	13,000	13,000	-
Principal-Motorola Lease-Cameras	19,752	21,350	21,350	-
Principal-Sunridge Records Mgmt	7,949	-	8,500	8,500
Interest-Sunridge Records Mgmt	2,331	-	300	300
Equipment	51,185	-	-	-
Computers	-	-	-	-
Vehicle Replacement	-	80,000	-	(80,000)
<b>Total Police</b>	<b>2,461,156</b>	<b>2,667,800</b>	<b>2,725,400</b>	<b>57,600</b>
<b>Fire/Animal Control</b>				
Fire Seaside	219,102	227,600	234,400	6,800
<b>Total Fire/Animal Control</b>	<b>219,102</b>	<b>227,600</b>	<b>234,400</b>	<b>6,800</b>
<b>Public Works/Streets</b>				
Payroll	82,966	83,600	83,600	-
Overtime	-	3,000	3,000	-
PERS UAL	893	1,000	400	(600)
PERS Retirement	5,672	6,500	6,600	100
Medicare-ER	1,198	1,300	1,300	-
Unemployment Ins-Fed & State	77	100	100	-
Dental Expense	1,524	1,600	1,600	-
Health Insurance	27,086	30,300	33,200	2,900
Vision Ins	198	300	300	-
Workers Comp and EAP	4,578	5,200	5,500	300
Wellness Program	614	600	500	(100)
Materials/Supply	13,853	16,500	12,000	(4,500)
Office Supplies	540	1,500	1,500	-
Auto Operations - Supplies / Equip	2,050	2,500	2,500	-
Auto Operations - Fuel	6,819	6,000	6,000	-
Repair/Maintenance	40,364	38,260	30,000	(8,260)
Other Outside Services	-	1,000	1,000	-
Gabilan Crew	-	5,000	5,000	-
Utilities - PG&E	15,712	20,000	20,000	-

**City of Del Rey Oaks  
FY 2025 Proposed Budget**

	<b>FY 2022-2023</b>	<b>FY 2023-2024</b>	<b>FY 2024-25</b>	
	<b>Actual 06/30/2023</b>	<b>Current Budget</b>	<b>Proposed Budget</b>	<b>Increase (Decrease)</b>
<b>100 - General Fund</b>				
Utilities - Water	4,457	5,000	5,000	-
Telephone	-	300	300	-
Training	-	5,000	4,000	(1,000)
Insurance-Liability	9,999	10,660	15,600	4,940
Insurance-Property	-	780	-	(780)
Insurance-Vehicles	-	4,500	5,000	500
Organic Waste Regs Services (SB 1383)	-	9,000	9,000	-
Auto Repair/Maintenance	4,336	8,300	8,300	-
Printing / Publications	1,897	1,250	1,300	50
Storm Water Project - Phase 4	21,037	23,000	23,000	-
Storage Shed	7,075	-	-	-
Equipment	-	21,000	2,000	(19,000)
Contingency	-	27,780	-	(27,780)
<b>Total Public Works/Streets</b>	<b>252,945</b>	<b>340,830</b>	<b>287,600</b>	<b>(53,230)</b>
<b>Parks/Recreation</b>				
Materials/Supply	7,006	15,400	14,000	(1,400)
Office Supplies	-	-	1,000	1,000
Repair/Maintenance	30,018	25,000	25,000	-
Utilities - Water	3,622	3,000	3,000	-
Travel Expenses	-	100	100	-
Storage Shed	7,075	-	-	-
<b>Total Parks/Recreation</b>	<b>47,721</b>	<b>43,500</b>	<b>43,100</b>	<b>(400)</b>
<b>Total Expense</b>	<b>4,327,637</b>	<b>4,727,052</b>	<b>4,788,700</b>	<b>61,648</b>
<b>Other Financing Sources and Uses:</b>				
Transfers Out to FHA Grant-Match	0		(70,900)	
Transfers Out to CIP :				
Transfers Out to CIP (From Fund Balance) :	(35,000)	(198,900)	(80,000)	
<b>Total Other Financing Sources and Uses</b>	<b>(35,000)</b>	<b>(198,900)</b>	<b>(150,900)</b>	
<b>TOTAL GENERAL FUND</b>	<b>4,362,637</b>	<b>4,925,952</b>	<b>4,939,600</b>	
<b>Excess(Deficit) of Revenue Over Expenditures</b>	<b>98,797</b>	<b>(26,752)</b>	<b>(113,400)</b>	
<b>Beginning Fund Balance</b>		<b>2,851,378</b>	<b>2,824,626</b>	
<b>Ending Fund Balance</b>		<b>2,824,626</b>	<b>2,711,226</b>	

**City of Del Rey Oaks  
FY 2025 Proposed Budget**

	FY 2022-2023	FY 2023-2024	FY 2024-25	
	Actual 06/30/2023	Current Budget	Proposed Budget	Increase (Decrease)
<b>100 - General Fund</b>				
	FY 22-23 Actual As of	FY 23-24 YTD Budget - Revised	FY 2024-25 Proposed	
<b>210 - Gas Tax Fund</b>	06/30/2023			
Revenue				
Non Department Specific				
Gas Tax 2103	12,852.72	14,600.00	14,600	-
Gas Tax 2105	8,976.92	10,000.00	10,000	-
Gas Tax 2106	9,704.91	9,000.00	9,000	-
Gas Tax 2107	11,220.56	11,900.00	11,900	-
Gas Tax 2107.5	1,000.00	1,000.00	1,000	-
Total Non Department Specific	<b>43,755.11</b>	<b>46,500.00</b>	<b>46,500</b>	-
Total Revenue	<b>43,755.11</b>	<b>46,500.00</b>	<b>46,500</b>	-
Expense				
Public Works/Streets				
Street Sweeping	12,156.20	10,000.00	10,000	-
Street Lighting	12,304.09	15,000.00	15,000	-
Total Public Works/Streets	<b>24,460.29</b>	<b>25,000.00</b>	<b>25,000</b>	-
Total Expense	<b>24,460.29</b>	<b>25,000.00</b>	<b>25,000</b>	-
Excess(Deficit) of Revenue Over Expenditures	19,294.82	21,500.00	21,500.00	
Beginning Fund Balance		85,446.00	106,946	
Ending Fund Balance		106,946.00	128,446	
	FY 22-23 Actual As of	FY 23-24 YTD Budget - Revised	FY 2024-25 Proposed	
<b>211 - SB1 Fund-RMRA</b>	06/30/2023			
Revenue				
Non Department Specific				
SB 1 Funds	32,186.29	38,900.00	38,900	
Total Non Department Specific	<b>32,186.29</b>	<b>38,900.00</b>	<b>38,900</b>	
Total Revenue	<b>32,186.29</b>	<b>38,900.00</b>	<b>38,900</b>	
Expense				
Curb Repair				
Curb and Gutter Repair	-	-	20,000	Not Included in

**City of Del Rey Oaks  
FY 2025 Proposed Budget**

	<b>FY 2022-2023</b>	<b>FY 2023-2024</b>	<b>FY 2024-25</b>	
	<b>Actual 06/30/2023</b>	<b>Current Budget</b>	<b>Proposed Budget</b>	<b>Increase (Decrease)</b>
<b>100 - General Fund</b>				
Total Curb Repair	-	-	20,000	
Saucito/Work Gutter & Curb				
Curb and Gutter Repair	-	-	40,000	
Total Saucito/Work Gutter & Curb	-	-	40,000	
Angelus/Rosita Drainage Repairs				
Drainage Repairs	-	-	150,000	
Total Saucito/Work Gutter & Curb	-	-	150,000	
Via Verde Curb & Gutter Repair				
Curb and Gutter Repair	-	13,200.00		
Total Via Verde Curb & Gutter Repair	-	13,200.00	-	
Total Expense	-	13,200.00	210,000	
Excess(Deficit) of Revenue Over Expenditures:	32,186.29	25,700.00	(171,100)	
<b>Beginning Fund Balance</b>		135,031.00	160,731	
<b>Ending Fund Balance</b>		160,731.00	(10,369)	
	<b>FY 22-23 Actual</b>	<b>FY 23-24 YTD</b>	<b>FY 2024-25</b>	
	<b>As of</b>	<b>Budget - Revised</b>	<b>Proposed</b>	
	<b>06/30/2023</b>			
<b>212 - Measure X Fund</b>				
Revenue				
Non Department Specific				
Measure X	99,031.32	94,400.00	94,400	
Total Non Department Specific	99,031.32	94,400.00	94,400	
Total Revenue	99,031.32	94,400.00	94,400	
Expense				
Via Verde/Los Encinos Street Repair				
Street Improvements	-	39,500.00		
Total Via Verde/Los Encinos Street Repa	-	39,500.00	-	
Angelus/Rosita Storm Drain Repair (Engineering)				
Street Improvements	-	-		
Total Angelus/Rosita Storm Drain Repair	-	-	-	
Angelus/Rosita Storm Drain Repair (Construction)				
Street Improvements	-	-	74,100	Grant Match
Total Angelus/Rosita Storm Drain Repair	-	-	74,100	
Debt Service - Measure X				
Principal - Measure X Loan	82,690.99	80,400.00	80,400	

**City of Del Rey Oaks  
FY 2025 Proposed Budget**

	FY 2022-2023	FY 2023-2024	FY 2024-25	Increase (Decrease)
	Actual 06/30/2023	Current Budget	Proposed Budget	
<b>100 - General Fund</b>				
Interest - Measure X	16,340.36	14,000.00	14,000	
Total Debt Service - Measure X	<b>99,031.35</b>	<b>94,400.00</b>	<b>94,400</b>	
Total Expense	<b>99,031.35</b>	<b>133,900.00</b>	<b>168,500</b>	
Excess(Deficit) of Revenue Over Expenditures	(0.03)	(39,500.00)	(74,100)	
<b>Beginning Fund Balance</b>		<b>114,539.00</b>	<b>75,039</b>	
<b>Ending Fund Balance</b>		<b>75,039.00</b>	<b>939</b>	
<b>221 - FORA Habitat Management Fund</b>	<b>FY 22-23 Actual As of 06/30/2023</b>	<b>FY 23-24 YTD Budget - Revised</b>	<b>FY 2024-25 Proposed</b>	
Expense				
Planning & Building Regulation				
Contract Services - Habitat Managemen	-	34,536.50		
Total Planning & Building Regulation	-	<b>34,536.50</b>	-	
Total Expense	-	<b>34,536.50</b>	-	
Excess(Deficit) of Revenue Over Expenditures	-	(34,536.50)	-	
<b>Beginning Fund Balance</b>		<b>736,441.00</b>	<b>701,905</b>	
<b>Ending Fund Balance</b>		<b>701,904.50</b>	<b>701,905</b>	
<b>223 - ARPA Fund</b>	<b>FY 22-23 Actual As of 06/30/2023</b>	<b>FY 23-24 YTD Budget - Revised</b>	<b>FY 2024-25 Proposed</b>	
Revenue				
Non Department Specific				
ARPA Grant	197,836.00	-		
Total Non Department Specific	<b>197,836.00</b>	-		
Total Revenue	<b>197,836.00</b>	-	-	
Expense				
City Clerk				
Agenda Management System	8,070.00	-		
Document Management System	-	-		
Council Chamber Technology	626.09	-		
Computer Server	9,988.72	-		

**City of Del Rey Oaks  
FY 2025 Proposed Budget**

	FY 2022-2023	FY 2023-2024	FY 2024-25	Increase (Decrease)
	Actual 06/30/2023	Current Budget	Proposed Budget	
<b>100 - General Fund</b>				
Total City Clerk	18,684.81	-	-	
Police				
Mobile Data Terminals	12,217.49	5,998.17		
Portable Radios	57,931.66	2,589.89		
Total Police	70,149.15	8,588.06	-	
City Hall Parking Lot Imp				
Parking Lot Improvements & Repairs	97,556.27	100,000.00	50,000	
Total City Hall Parking Lot Imp	97,556.27	100,000.00	50,000	
Total Expense	186,390.23	108,588.06	50,000	
Excess(Deficit) of Revenue Over Expenditures	11,445.77	(108,588.06)	(50,000)	
Beginning Fund Balance		170,460.00	61,872	
Ending Fund Balance		61,871.94	11,872	
	FY 22-23 Actual As of	FY 23-24 YTD Budget - Revised	FY 2024-25 Proposed	
<b>231 - BSCC-Wellness &amp; Mental Health Gr</b>	06/30/2023			
Revenue				
Police				
Officer Wellness & Mental Health Gra	15,000.00	-		
Total Police	15,000.00	-	-	
Total Revenue	15,000.00	-	-	
Expense				
Police				
Law Enforcement Wellness App	166.58	2,000.00	2,000	
Total Police	166.58	2,000.00	2,000	
Total Expense	166.58	2,000.00	2,000	
Excess(Deficit) of Revenue Over Expenditures	14,833.42	(2,000.00)	(2,000)	
Beginning Fund Balance		14,833.00	12,833	
Ending Fund Balance		12,833.00	10,833	
	FY 22-23 Actual As of	FY 23-24 YTD Budget - Revised	FY 2024-25 Proposed	
<b>235- Asset Forfeitures</b>	06/30/2023			

**City of Del Rey Oaks  
FY 2025 Proposed Budget**

	<b>FY 2022-2023</b>	<b>FY 2023-2024</b>	<b>FY 2024-25</b>	
	<b>Actual 06/30/2023</b>	<b>Current Budget</b>	<b>Proposed Budget</b>	<b>Increase (Decrease)</b>
<b>100 - General Fund</b>				
Revenue				
Police				
Police Grants & Other Reimbursement	-	5,000.00		
Total Police	-	5,000.00	-	
Total Revenue	-	5,000.00	-	
Excess(Deficit) of Revenue Over Expenditures	-	5,000.00		
<b>Beginning Fund Balance</b>		-	5,000	
<b>Ending Fund Balance</b>		5,000.00	5,000	
	<b>FY 22-23 Actual As of 06/30/2023</b>	<b>FY 23-24 YTD Budget - Revised</b>	<b>FY 2024-25 Proposed</b>	
<b>242 - REAP Grant</b>				
Revenue				
Planning				
REAP Grant	-		42,500	
Total	-	-	42,500	
<b>Total Revenue</b>	-	-	<b>42,500</b>	
Expense				
Planning				
Planning Services	-		42,500	
Total Police	-	-	42,500	
Total Expense	-	-	42,500	
Excess(Deficit) of Revenue Over Expenditures	-	-	-	
<b>Beginning Fund Balance</b>		-	-	
<b>Ending Fund Balance</b>		-	-	
	<b>FY 22-23 Actual As of 06/30/2023</b>	<b>FY 23-24 YTD Budget - Revised</b>	<b>FY 2024-25 Proposed</b>	
<b>251 - Cal Fire Grant</b>				
Revenue				
Recreation & Parks				
Cal Fire Grant	-		317,932	
Total	-	-	317,932	

**City of Del Rey Oaks  
FY 2025 Proposed Budget**

	FY 2022-2023	FY 2023-2024	FY 2024-25	
	Actual 06/30/2023	Current Budget	Proposed Budget	Increase (Decrease)
<b>100 - General Fund</b>				
<b>Total Revenue</b>	-	-	317,932	
Expense				
Recreation & Parks				
Tree Service	51		297,300	
Equipemt	-		20,632	
Total Police	-	-	317,932	
Total Expense	-	-	317,932	
Excess(Deficit) of Revenue Over Expenditures	-	-	-	
<b>Beginning Fund Balance</b>		-	-	
<b>Ending Fund Balance</b>		-	-	
	<b>FY 22-23 Actual</b>	<b>FY 23-24 YTD</b>	<b>FY 2024-25</b>	
	<b>As of</b>	<b>Budget - Revised</b>	<b>Proposed</b>	
	<b>06/30/2023</b>			
<b>301 - Capital Projects</b>				
Expense				
Housing Element 6th Cycle				
Housing Element Cost - 6th Cycle	-	138,900.00		
Total Housing Element 6th Cycle	-	138,900.00	-	
Vehicle Replacement				
Vehicle Replacement	-	40,000.00	45,000	Set-Aside
Total Vehicle Replacement	-	40,000.00	45,000	
PD Radio Replacement				
PD Radio Replacement	-	-	10,000	Set-Aside
Total PD Radio Replacement	-	-	10,000	
Safeway Repairs				
Parking Lot Improvements & Repairs	34,050.50	-		
Total Safeway Repairs	34,050.50	-	-	
City Hall Facility Repairs & Upgrades				
Repairs and Improvements	-	10,000.00	20,000	
Total City Hall Facility Repairs & Upgrade	-	10,000.00	20,000	
Council Chamber Technology Project				
Technology Upgrades	-	10,000.00	5,000	
Total Council Chamber Technology Proje	-	10,000.00	5,000	
Total Expense	34,050.50	198,900.00	80,000	
Other Financing Sources and Uses				
Safeway Repairs				

**City of Del Rey Oaks  
FY 2025 Proposed Budget**

	FY 2022-2023	FY 2023-2024	FY 2024-25	
	Actual 06/30/2023	Current Budget	Proposed Budget	Increase (Decrease)
<b>100 - General Fund</b>				
Transfers In from GF (IFT-DO NOT USE)	35,000.00	-		
Total Safeway Repairs	<b>35,000.00</b>	-	-	
Housing Element 6th Cycle				
Transfers In from GF	-	138,900.00		
Total Housing Element 6th Cycle	-	<b>138,900.00</b>	-	
Vehicle Replacement				
Transfers In from GF-Fund Balance	-	40,000.00	45,000	for set-aside
Total Vehicle Replacement	-	<b>40,000.00</b>	<b>45,000</b>	
PD Radio Replacement				
Transfers In from GF-Fund Balance	-	-	10,000	fro set-aside
Total PD Radio Replacement	-	-	<b>10,000</b>	
City Hall Facility Repairs & Upgrades				
Transfers In from GF	-	10,000.00	20,000	
Total City Hall Facility Repairs & Upgrades	-	<b>10,000.00</b>	<b>20,000</b>	
Council Chamber Technology Project				
Transfers In from GF	-	10,000.00	5,000	
Total Council Chamber Technology Project	-	<b>10,000.00</b>	<b>5,000</b>	
Total Other Financing Sources and Uses	<b>35,000.00</b>	<b>198,900.00</b>	<b>80,000</b>	
Excess(Deficit) of Revenue Over Expenditures	949.50	-		
<b>Beginning Fund Balance</b>		<b>950.00</b>	<b>950</b>	
<b>Ending Fund Balance</b>		<b>950.00</b>	<b>950</b>	
	<b>FY 22-23 Actual</b>	<b>FY 23-24 YTD</b>	<b>FY 2024-25</b>	
	<b>As of</b>	<b>Budget - Revised</b>	<b>Proposed</b>	
<b>311 - Prop 68 Grant Fund</b>	<b>06/30/2023</b>			
Revenue				
Non Department Specific				
Prop 68 Grant	177,952.00	-		
Total Non Department Specific	177,952.00	-	-	
<b>Total Revenue</b>	<b>177,952.00</b>	-	-	
Expense				
Park Improvements	24,049.72	-		
Total Park Parking Lot/Accessibility Project	<b>24,049.72</b>	-		
<b>Total Expense</b>	<b>24,049.72</b>	-	-	

**City of Del Rey Oaks  
FY 2025 Proposed Budget**

	<b>FY 2022-2023</b>	<b>FY 2023-2024</b>	<b>FY 2024-25</b>	
	<b>Actual 06/30/2023</b>	<b>Current Budget</b>	<b>Proposed Budget</b>	<b>Increase (Decrease)</b>
<b>100 - General Fund</b>				
Other Financing Sources				
Non Department Specific				
Transfers In from Other Funds (IFT-DO)	30,000.00	-		
Total Non Department Specific	<b>30,000.00</b>	-		
Total Other Financing Sources	<b>30,000.00</b>	-		
Excess(Deficit) of Revenue Over Expenditures	183,902.28	-	-	
Beginning Fund Balance		-	-	
Ending Fund Balance		-	-	
	<b>FY 22-23 Actual As of 06/30/2023</b>	<b>FY 23-24 YTD Budget - Revised</b>	<b>FY 2024-25 Proposed</b>	
<b>321 SBR Engineering Fund</b>				
Revenue				
Non Department Specific				
Prop 68 Grant	-	-		
Total Non Department Specific	-	-	-	
<b>Total Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	
Expense				
SBR Engineering				
Contract Services - Engineering	-	-	300,000	
Total SBR Engineering	-	-	<b>300,000</b>	
Total Expense	-	-	<b>300,000</b>	
Excess(Deficit) of Revenue Over Expenditures		-	(300,000)	
Beginning Fund Balance		505,830.00	505,830	
Ending Fund Balance		505,830.00	205,830	

City of Del Rey Oaks  
Capital Improvement Plan

Project Description	Estimated Cost	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	Funded	Unfunded
Saucito/Work Gutter & Curb	\$ 40,000	\$ 40,000					\$ 40,000	\$ -
Angelus/Rosita Drainage Repairs	\$ 150,000	\$ 150,000					\$ 150,000	\$ -
Rosita Emergency Repair (Prelim. Eng.)	\$ 49,400	\$ 49,400					\$ 49,400	\$ -
Rosita Emergency Repair (Const. Eng.)	\$ 74,100	\$ 74,100					\$ 74,100	\$ -
Rosita Emergency Repair (Construction.)	\$ 494,000	\$ 494,000					\$ 494,000	\$ -
Wildfire Fuels Reduction	\$ 297,300	\$ 297,300					\$ 297,300	\$ -
City Hall Parking Lot Improvements	\$ 150,000	\$ 150,000					\$ 150,000	\$ -
City Hall Roof Repairs	\$ 47,446	\$ 47,446					\$ 47,446	\$ -
City Hall Fence Replacement	\$ 20,000	\$ 20,000					\$ 20,000	\$ -
Council Chamber Technology Upgrades	\$ 10,000	\$ 5,000	\$ 5,000				\$ 10,000	\$ -
Del Rey Park Accessibility Improvements	\$ 50,000		\$ 50,000				\$ 50,000	\$ -
Via Verde Curb & Gutter Repair	\$ 90,000		\$ 90,000				\$ 90,000	\$ -
City Hall Sewer Upgrades	\$ 40,000		\$ 40,000				\$ 40,000	\$ -
Adair Stairs Repairs	\$ 15,000		\$ 15,000				\$ 15,000	\$ -
City Hall Chamber Renovation	\$ 50,000		\$ 50,000				\$ 50,000	\$ -
Park Bathroom Water Efficiency	\$ 40,000			\$ 40,000			\$ 40,000	\$ -
Tot Playground Replacement	\$ 170,000			\$ 170,000			\$ -	\$ 170,000
Street Resurfacing Program	\$ 40,000					\$ 1,000,000	\$ -	\$ 1,000,000
South Boundary Realignment Design	\$ 40,000	\$ 300,000	\$ 200,000	\$ 100,000			\$ 600,000	\$ -

Source	SB1	Measure X	Gas Tax	CDBG
SB 1	160,736	75,059	105,000	
SB 1	40,000	-		50,000
FHWA Grant	190,000	74,100	90,000	
Measure X FB	<b>10,736</b>	<b>959</b>	<b>15,000</b>	<b>50,000</b>
FHWA Grant				
Cal Fire Grant				
ARPA (FY23 carryover)				
ARPA (FY23 carryover)				
GF Fund Balance				
GF Fund Balance				
2024-25 CDBG				
Gas Tax				
GF Fund Balance				
GF Fund Balance				
GF Fund Balance				
GF Fund Balance				
TBD				
Measure X Loan				
SBR Engineering Fund				

Source	SB1	Measure X	Gas Tax	CDBG
FB	160,736	75,059	105,000	
Revenue	40,000	-		50,000
Budget	190,000	74,100	90,000	
<b>Balance</b>	<b>10,736</b>	<b>959</b>	<b>15,000</b>	<b>50,000</b>

## Kim Shirley's Council Report for Tuesday, May 21, 2024

**Friday, April 19th- ReGen Monterey Board Meeting-** This was my most challenging board meeting yet, with a packed agenda, including a closed session, and the desire to wrap it up within our usual 3-hour timeframe. OK, so maybe we didn't wrap it up by 12, but I did my best with the hand I was dealt!

After passing the consent agenda items and presenting a resolution of appreciation for Brian McMinn, a retired city of Marina public works director and city engineer who worked on the Technical Advisory Committee (TAC), we had a lengthy presentation on the Joint Feasibility Study done in collaboration with M1Water. This was the same report I heard at the Ad Hoc Renewable Energy Project on April 5th (see my April council report for the summary). In short, there are four categories of projects that were analyzed based on the managed organics of both organizations. For ReGen, we have already approved the 21kV line that will be a direct connection to M1W and provide cheaper electricity for Pure Water Monterey. There are some additional build outs of this system that can be considered, which would provide additional power to other parts of the M1W campus. Details also need to be worked out with PG&E as backup, but in terms of ReGen Monterey, this project is the most likely one to move forward. The Co-Digestion and Biosolids projects are mainly focused on M1W and their needs. We may eventually supply organics for their co-digestion, but we won't be doing so at this time. Lastly, there's the question of what to do with the extra biogas that both organizations produce. Do we make more energy or do we move forward with the more profitable (but more expensive) plan of producing renewable natural gas for pipeline injection? That will be something we also tackle at a future date.

Next was the presentation on the 2024 Waste Characterization Study. This was a hands-on sample study of trash (they literally hand-sorted trash!) for residential and commercial member jurisdictions, as well as visual sampling done of roll-off/self-haul trash. The table below shows the data from both the collective sampling as well as the sampling associated with Del Rey Oaks. Keep in mind that the sampling from Del Rey Oaks was very small (better to look at the larger data set), but it's still interesting to see where we can do better! This data will ultimately inform infrastructure planning, community outreach needs, and provide a snapshot of our solid waste disposal to help monitor SB 1383 (organic waste composting). I'm always interested in seeing how we can change our habits to better care of our earth's resources. If you'd like to talk more about these numbers, please reach out! (See Table on Page 2)

<b>Material</b>	<b>All Jurisdictions-Residential</b>	<b>Del Rey Oaks-Residential</b>	<b>All Jurisdictions-Commercial</b>	<b>Del Rey Oaks-Commercial</b>
<b>Correctly placed Waste</b>	57%	54%	51%	63%
<b>Should have been recycled</b>	14%	15%	19%	14%
<b>Should have been yard waste</b>	17%	16%	17%	21%
<b>Should have been put in "other"</b>	11%	14%	14%	3%

After the presentations, we had four discussion items (see why this meeting ran long?). The first was a discussion of the draft White Paper. This paper is a long time in the making, but staff is doing a good job of fine-tuning the paper so it comprehensively explains why we've been accepting waste beyond our member jurisdictions. I'm sure this paper will prove to be an excellent resource for the public and the board members as we continue to evaluate future contracts and how we want to collectively move forward in the future.

Next was a discussion on the proposed tip fee increase. We ended up approving a roughly 4% increase in municipal solid waste (from \$74/ton to \$77/ton), as well as an increase in single-stream recyclables for a couple of our regional contracts, and an increase on some of the minimum charges per load and other fees that haven't had increases in a very long time. Some of the reasons for the cost increases include:

- Increasing labor costs
- Rising cost of capital expenditures
- Costs of regulatory mandates and compliance
- Funding of capital infrastructure and capital equipment reserves
- Creation and funding of closure and post-closure liability reserves
- Creation and funding of CalPERS Unfunded Pension Liability Reserve

For DRO residents, this increase in costs will equate to roughly \$0.16/month on our GreenWaste Recovery bill.

The next two items up for discussion pertained to biosolids coming from M1W. The first was a discussion on the rate increase for biosolid disposal for the first part of the next fiscal year (July 1st - Dec. 31st). Historically, M1W has been getting a screaming deal on their disposal of biosolids with minimal increases over the years. They are currently paying

\$42/ton (remember...everyone else is currently paying \$74/ton). After a brief discussion, the board settled on increasing the rate to \$60/ton for the next 6 months of FY24/25.

The second topic of biosolids is a bit more nuanced. The question was should ReGen Monterey continue to accept a smaller portion or any of the biosolids starting Jan. 1st, 2025? The reason why this comes up is that with the SB 1383 regulation, biosolids are also considered "organic waste" and therefore 75% of it needs to be diverted away from the landfill by January 1, 2025. M1W does have a place to take these biosolids, but they will need to truck them to that location. Ultimately, we did not provide an answer and asked that the staff provide some additional information and a recommendation for further discussion. Statewide there may be some room for delaying the 75% diversion rate for 2025 since many jurisdictions in the state are having a difficult time even starting up their composting programs. Some of our board members may also want to weigh the environmental impacts of trucking this material to another location. It will certainly be more expensive to do that, so I'm sure M1W will also be weighing in on this future decision.

**Saturday, April 20th- Earth Day Celebration, DRO Park-** Although I did not have an official part in the Earth Day Celebration, I did attend to help Sustainable Del Rey Oaks (SDRO) set up their table (after all, those were my composting worms on display!). Besides the worms, SDRO did such a fabulous job covering lots of topics from vermicomposting, a solar battery display, SDRO's Earth Friendly Household program, kitchen organic waste, bees/pollinators, reuse and refillable household cleaners, and pet-safe rodent control. Thank you to Gerry Orton for engaging the kids in making a fabulous bug hotel for the Butterfly Garden. And thanks to Kristi Volmensky for the always super popular tomato plant seedling giveaways. After set up, I enjoyed walking around and talking to everyone who came to participate in the event. Thank you to the city for organizing the event and thank you to the Citizens Action Group for the ice cream.

**Tuesday, April 23rd- City Council Meeting-** This month's council began with a proclamation from the Mayor for Arbor Day. In honor of National Poetry Month, our own DRO resident poet, writer, and educator, Patrice Vecchione read a few of her poems for the council (Thank you, Patrice! Your writing always brings me joy!). Next, we honored Police Chief Bourquin and City Manager Guertin for their support of America's National Guard and Reserve Forces. I appreciate the flexibility they have in supporting our police officers who take time to serve our country.

After we passed the consent agenda, our contract planner, Denise Duffy provided us an update on the 6th cycle housing element. We received a letter of suggestions from the State Housing and Community Development earlier this year and now we need to work on those revisions. Besides program revisions, Denise spoke about clarifying water supply timelines, meeting our RHNA numbers without ADUs and only using ADUs as a buffer, clarifying our shelter ordinance, addressing mitigating constraints around parking, an ordinance on garages, rehabbing units for seniors, infrastructure timelines, and safety

restrictions for the former Fort Ord property. In other words, lots of interesting topics are coming our way. I'd like to see these updates go before the Planning Commission in addition to the Council as I believe their critical eye is important and frankly, the more people who review our documents the better they become.

Lastly, we approved a new Administrative Services Technician for City Hall. This full-time position will alleviate some of our need for contract services, bringing the work in-house. This will ultimately reduce costs and increase efficiencies within City Hall (and how nice it will be for Karen and John to have more help!).

**Wednesday, May 1st- ReGen Monterey Finance Committee Meeting-** Our meeting this month was fairly short. Besides approving our minutes from the previous month's meeting, we were given a presentation on our preliminary budget for FY 24/25. With projected operating revenues being almost \$57 million and our operating expenses just over \$49 million, we'll meet our 20% operating reserve as well as our debt service ratio (1.25 required and we'll be at 2.89).

**Friday, May 10th- Del Rey Oaks Finance Committee Meeting-** After reviewing the April financials (still looking good, and even better with the property taxes in!), we talked about the draft budget for FY 24/25. Staff is calling it a "status-quo" budget while they project no real increases in revenues or expenditures. The good news is that we continue to have a large economic uncertainty fund (\$1.6 million) and a fund balance of over \$1.8 million. City Manager Guertin will be suggesting a reserve policy to address these pots of money, so I look forward to those discussions. I'm also very interested in hearing from residents regarding their thoughts on the use of these monies (how much do we continue to save, what do we save for, do we look at other immediate needs around the city?). City Manager Guertin also reviewed our Capital Improvement Plan, which lays out a five-year plan for projects throughout the city. The ones planned for this next fiscal year are mostly covered by restricted fund categories, which also include FEMA and grants that the city has worked hard to garner over this past year. To see the list of these projects and our budget for FY24/25, please check out the agenda packet for this meeting. Lastly, I did have a few requests for the budget packet. The first was to explain all the financial policies we currently have in the city. I also wanted our long-term debt from the former Fort Ord lawsuit explained within the budget report. And lastly, I asked for a description of all of the current employees for the city since we'll have an additional 2 full-time employees next year. The reason for these requests is to help the public and council members understand the entire picture of our financial situation. Also understanding what financial policies we currently have will help us understand what additional policies we'd like to develop. And finally, transparency, although it's more work, it is an excellent goal!

**Saturday, May 11th- Butterfly Garden Clean-Up-** The second Saturday is reserved for the Butterfly Garden clean-up through Sustainable Del Rey Oaks. The weeds are always aplenty on this parcel, so it's always a fulfilling project! I can guarantee it will always look

so much better by the time we're done—and we got to chat with our neighbors and friends. It's always such a nice time. I would like to offer extra thanks to my husband, Kevin Raskoff for always being so dedicated to the weed whacking! Council Member Ragsdale-Cronin also offered his time for some weed whacking, too. Thanks for all of the work!

**Monday, May 13th- Monterey-Salinas Transit Administrative Performance**

**Committee-** Every other month, I attend this committee meeting prior to our larger board meeting. We always hear from our State and Federal lobbyists, and additionally we may cover a few other topics. In regards to the State budget, we all know that we're contending with a large deficit this year and at the moment, revisions are still in motion with many of the bills. Some of our current funding for the year was "frozen" so our lobbyist and General Manager Sedoryk were going to be meeting with legislative representatives to talk about getting it released sooner rather than later. On the Federal side, thankfully the bulk of our money is intact thanks to the Infrastructure bill which will provide us with \$22 million for the SURF! Project. The rest of the meeting included a presentation on our draft budget for FY 24/25 and FY 25/26. It is a balanced budget (as long as that State funding is received), with an ending surplus of almost \$3.5 million for FY 24/25. Right now, MST is doing well with its reserves, but it anticipates decreased funding in the next few years, in addition to requiring capital improvements such as zero-emission buses and associated infrastructure. Our last agenda topic was reviewing the survey results from polling that was done regarding Measure Q which is a 1/8 cent sales tax that funds many of our services. This tax will sunset in 2030. Based on the results, MST as an agency was very well received and it's clear people are interested in a tax measure that serves the most needy (seniors, disabled, veterans, etc.). They aren't as likely to vote for a tax increase for environmental reasons (zero emission buses) or to help students with bus passes. Ultimately, with the work that's going into the SURF! Project, staff felt that this was not something we'd pursue this election year, but now they have the information they need to put it on the ballot for Nov. 2026.

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

## **Council Report from Vice Mayor John Uy May 21, 2024**

### **I. Council Report: Regular Meeting of the DRO City Council on April 23, 2024**

I am thrilled to provide you with a recap of our recent City Council meeting held on April 23, 2024. It was a momentous gathering where important decisions were made, and significant updates were shared for the betterment of our beloved community.

The meeting commenced with the adoption of a proclamation celebrating Arbor Day 2024. Arbor Day, a special day dedicated to the planting of trees, holds great significance for our city. We acknowledged the efforts of Tomiko Breland, a long-time resident, who generously donated 20 trees to beautify our community. These trees not only enhance the aesthetic appeal of Del Rey Oaks but also contribute to the economic vitality of our business areas and increase property values. We expressed our gratitude to Tomiko for her thoughtful gesture, which aligns with our commitment to environmental sustainability and the well-being of future generations.

Next in the meeting, we had the honor of the presence of our local renowned poet, Patrice Vecchione in honor of National Poetry Month. Your heartfelt reading of a poem in honor of National Poetry Month truly touched our hearts and illuminated the beauty of language and expression. Your words resonated deeply with all of us, reminding us of the power and magic that poetry holds in capturing emotions and experiences. Your contribution added a special touch to our Council meeting, and we are grateful for your talent and creativity. Thank you for sharing your poetic gift with us and for enriching our gathering with your artistry. Your presence and words have left a lasting impression, inspiring us to appreciate the beauty of language and the depth of human emotions.

During the meeting, we also had the pleasure of honoring Police Chief Bourquin and City Manager Guertin for their support of America's National Guard and Reserve Forces. Chief Bourquin and City Manager Guertin, your unwavering support and dedication to America's National Guard and Reserve Forces have not gone unnoticed. Your commitment to honoring and assisting those who serve our country selflessly is truly commendable. Your leadership and compassion shine brightly, inspiring us all to show gratitude and respect to those who protect our nation. Thank you, Chief Bourquin and City Manager Guertin, for your outstanding support and advocacy for our National Guard and Reserve Forces.



Moving forward, we delved into various important matters that impact our city. One significant adoption revolved around the modified Military Equipment Use Policy, in compliance with AB 481. This policy ensures transparency, accountability, and oversight in the acquisition and use of military equipment by our esteemed Police Department. By adopting this policy, we reaffirm our commitment to maintaining the highest standards of law enforcement while prioritizing the safety and well-being of our residents.

Additionally, we considered the addition of the City of Del Rey Oaks as a participating agency to the Monterey Peninsula Special Response Unit (SRU). This regional police team, consisting of specialized units for special weapons and tactics, tactical medicine, and crisis negotiation, plays a crucial role in handling critical field operations. By joining the SRU, we aim to enhance our emergency response capabilities and ensure the utmost safety and security of our community.

During the meeting, we also received and approved financial reports for the month of March 2024. These reports provide a comprehensive overview of our city's financial health, showcasing our commitment to fiscal responsibility and transparency in financial matters. We remain dedicated to managing our resources efficiently and effectively to support the growth and development of Del Rey Oaks.

Furthermore, we had the privilege of hosting several presentations that shed light on important topics. Denise Duffy and Associates provided an update on the Housing Element Update (6th Cycle), highlighting the progress made in ensuring adequate housing for our residents. We also discussed the job description for an Administrative Services Technician and considered amending the FY 2023-24 budget to accommodate this new position, which will contribute to the smooth functioning of our city's administrative services.

In conclusion, our City Council meeting was a resounding success, with decisions made and updates shared that will shape the future of Del Rey Oaks. We remain steadfast in our commitment to serving you, our valued residents, and working towards a prosperous and vibrant community.

Thank you for your continued support and engagement in the governance of our city. Together, we can achieve great things and ensure a bright future for Del Rey Oaks.

## **II. Council Report: ISR Monterey Bay Swim Facility Ribbon Cutting Ceremony on May 7, 2024**

I am delighted to share with you the heartwarming and impactful event that I recently had the honor of attending—the Ribbon-Cutting Ceremony for the ISR Monterey Bay Swim Facility. Hosted by Kerri Williams, the passionate founder and certified Infant Swimming Resource (ISR) instructor, this event marked a significant milestone for our community in Del Rey Oaks.

On May 7th, 2024, amidst the joyous spirit of National Water Safety Month, the ISR Monterey Bay Swim Facility opened its doors at 202 Calle Del Oaks, Del Rey Oaks, CA. The ceremony,

attended by Mayor Donaldson, City Manager Guertin, and myself, among others, was a testament to our collective commitment to water safety and drowning prevention.



**The Cause:**

Kerri Williams, a devoted mother and former United States Navy Reserves member, shared her deeply personal journey that led to the establishment of ISR Monterey Bay. Witnessing her two daughters undergo ISR training while she was deployed ignited her passion for water safety. Kerri's dedication to preventing childhood drownings, the leading cause of death for children ages 1 to 4, resonates deeply with our community.



### The Impact:

Since its inception, ISR Monterey Bay has equipped 359 children in our community with life-saving skills, empowering them to become aquatic problem solvers. Recognized as the best swim lesson provider by Monterey Bay Parent Magazine and the Monterey Herald, ISR Monterey Bay stands as a beacon of excellence in water safety education.

### The ISR Approach:

The ISR Self-Rescue method, developed in 1966, integrates swimming skills tailored to young children, teaching them to potentially save their own lives. With over 19 million safe and effective lessons provided by more than 1,000 Certified ISR instructors worldwide, ISR's impact is undeniable. The comprehensive six-week program ensures that each child is guided safely through the learning process, fostering confidence and resilience.

### Community Support:

As we approach the summer season, ISR Monterey Bay's commitment to proactive drowning prevention is more crucial than ever. By offering not just swim lessons but essential life-saving skills, ISR Monterey Bay transforms potential tragedies into moments of empowerment and safety for families in our community.

### Conclusion:

I urge our community to rally behind ISR Monterey Bay in its noble mission to safeguard our children and promote water safety. Kerri Williams' dedication and passion serve as an inspiration to us all, and I am confident that together, we can make a meaningful difference in the lives of our residents.



**III. Council Report: Heartfelt Message of Vice Mayor John Uy for Teacher Appreciation Day last May 7, 2024**

Celebrate the educators who shape minds and hearts every day.

Thank you, teachers, for all you do!

#HappyTeacherAppreciationDay  
#fromViceMayorJohnUy



On this Teacher Appreciation Day, let's take a moment to honor the extraordinary individuals who shape the minds and hearts of our future leaders. From guiding the youngest learners through their ABCs to mentoring scholars on their path to earning PhDs, every teacher plays a vital role in building a brighter tomorrow.

I am deeply grateful for the dedication and passion that teachers bring to their classrooms every day. Your tireless efforts to inspire, lead, and nurture the next generation do not go unnoticed. You are the foundation upon which our society thrives, and we owe you a debt of gratitude for your invaluable contributions.

Thank you, teachers, for your unwavering commitment to excellence and for instilling the love of learning in the hearts of our students. Your impact is immeasurable, and your influence will be felt for generations to come.

Happy Teacher Appreciation Day!

**IV. Council Report: AMBAG Board of Directors Meeting – May 8, 2024**

As your representative to the AMBAG Board, it is my duty to keep you informed about the decisions and discussions that impact our community. I am pleased to share with you the highlights of our recent AMBAG meeting that took place on May 8, 2024.



One of the significant topics discussed during the meeting was the Carbon Reduction Program (CRP) Project Award Recommendations. This program aims to decrease transportation emissions and promote sustainability. I am delighted to inform you that our region has received funding for several submitted projects that will contribute to reducing carbon emissions. These projects include the implementation of electric vehicle infrastructure, the improvement of multi-use trails and bike lanes, and the enhancement of transit facilities. These initiatives align with our commitment to creating a greener and more sustainable community.

Another important item on the agenda was the adoption of the AMBAG Complete Streets Policy. This policy emphasizes the importance of designing our transportation network to prioritize the safety and accessibility of all users, including pedestrians, bicyclists, and public transportation users. By adopting this policy, we are taking a significant step towards creating a well-connected and inclusive transportation system in our region. This will not only enhance the quality of life for our residents but also promote economic development and reduce vehicle emissions.

During the meeting, we also received an update on the Draft 2026 Regional Growth Forecast. This forecast provides projections for population, housing, and employment in our region. It is crucial for us to understand the expected changes in these areas as we plan for the future of Del Rey Oaks. The forecast will guide our decision-making processes and help us develop strategies to accommodate growth while preserving the unique character of our community. Del Rey Oaks numbers are below:

Del Rey Oaks	Actual		Projected	Chg. 2020-2050		Chg. 2023-2050	
	2020	2023	2050	Numeric	%	Numeric	%
Population	1579	1540	1717	138	9	177	11
Housing	739	746	918	179	24	172	23
Employment	670	738	751	81	12	13	2

Lastly, the meeting included a presentation on the Public Draft Monterey Bay Natural and Working Lands Climate Mitigation and Resiliency Study. This study focuses on the importance of natural and working lands in mitigating climate change and building resilience. It provides an inventory of carbon stock in our region and recommends adaptation and mitigation strategies. This study will empower us to consider the health of our natural and working lands in our long-term planning efforts and integrate climate mitigation strategies into our climate action planning process.

In conclusion, the AMBAG meeting provided valuable insights and updates on various initiatives that will shape the future of Del Rey Oaks. The Carbon Reduction Program, the Complete Streets Policy, the Regional Growth Forecast, and the Climate Mitigation and Resiliency Study all contribute to our goal of creating a sustainable, accessible, and resilient community. I am committed to working diligently to ensure that these initiatives are implemented effectively and that the needs and concerns of our constituents are addressed.

**V. Council Report: Special Meeting of the Seaside County Sanitation District (SCSD) Board of Directors last May 14, 2024**



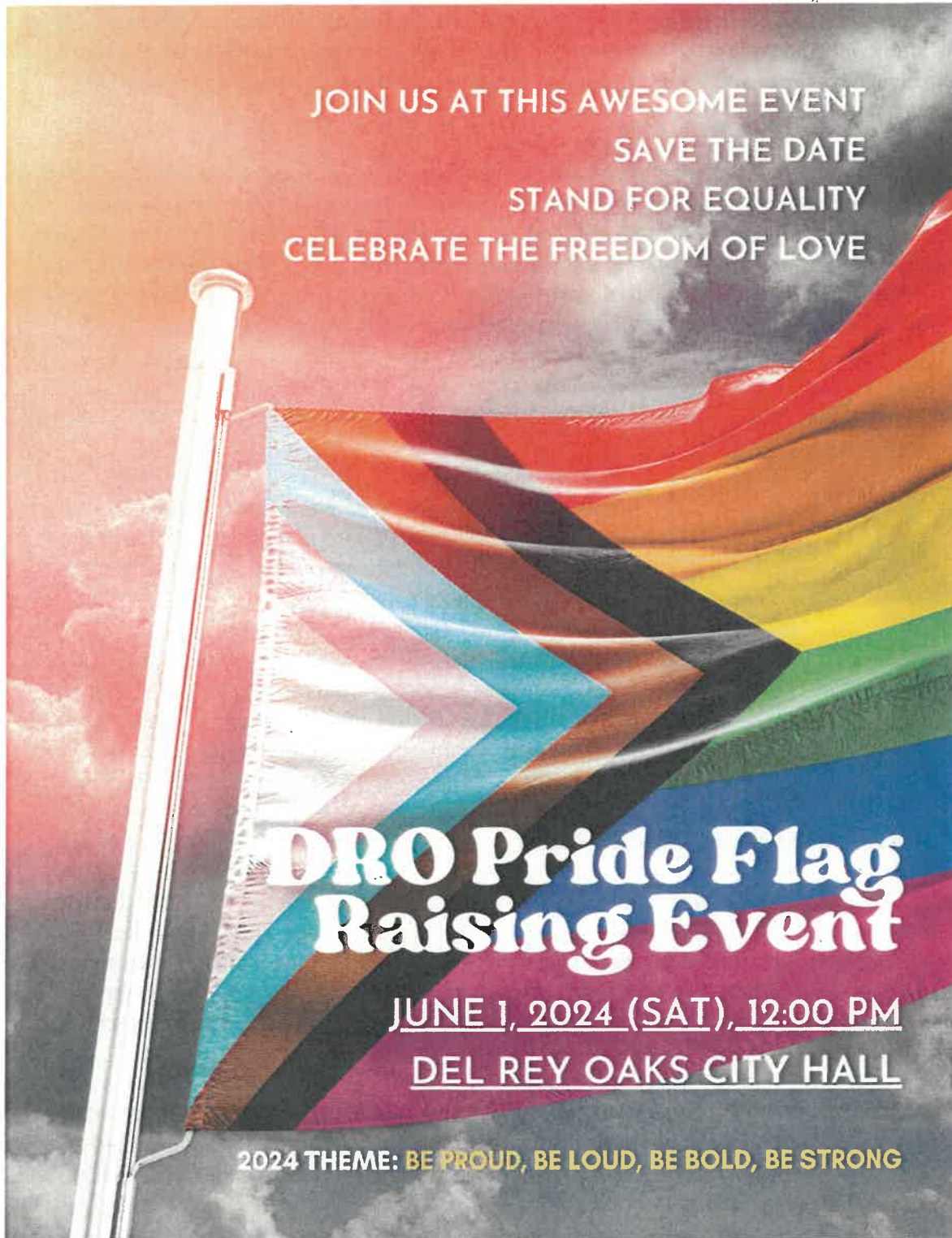
As your councilman and a member of the Seaside County Sanitation District (SCSD) Board of Directors, I wanted to provide you with an update on our recent regular meeting held on May 14, 2024.

One of the key items on the agenda was the receipt of the SCSD Operations Report for March and April 2024. This report provided valuable insights into the district's operations during these months, including information on mainline treatments for grease control, stoppage locations, and overflow locations. The report highlighted the ongoing efforts to maintain and improve our sanitation services in the district.

Furthermore, we adopted a resolution approving a budget amendment of \$30,000.00 to the SCSD Administration - Legal Services account for the fiscal year 2023-2024. This amendment was necessary to address the increased legal services required by the district, including matters related to sewer conflicts, capacity fees, and easements. By approving this amendment, we are ensuring that the SCSD has the necessary resources to address legal issues and protect the interests of our community.

In conclusion, the May 14, 2024 SCSD Board meeting was productive and focused on addressing the operational and financial needs of the district. As your Vice Mayor, I am committed to representing your interests and ensuring that our sanitation services are efficient, reliable, and environmentally responsible.

**VI. Council Report: Warm Invitation to the Del Rey Oaks (DRO) Pride Flag Raising Event on June 1, 2024, 12:00 PM, DRO City Hall**



Our dearest Del Rey Oaks family and the Monterey Peninsula community,

I hope this message finds you well and filled with the same excitement and anticipation that I have as we approach a significant event for our city. As your Vice Mayor, it brings me immense joy to extend a heartfelt invitation to you and your loved ones to join us for the **Del Rey Oaks Pride Flag Raising Event on June 1, 2024, at 12 PM at Del Rey Oaks City Hall.**

This event holds a special place in our hearts as it symbolizes not only a celebration of diversity but also a powerful statement of unity and solidarity within our community. Whether you identify as a member of the LGBTQ+ community, an ally, a parent, a leader, or simply a caring neighbor, your presence at this event is invaluable and deeply appreciated.

At its core, this event is about inclusivity and acceptance. It's about recognizing and honoring the rich tapestry of identities and experiences that make our community vibrant and resilient. It's about standing together, hand in hand, to show our unwavering support for equality and love in all its forms.

The Pride Flag Raising Event is more than just a ceremony; it's a beacon of hope, a testament to our commitment to creating a welcoming and supportive environment for all who call Del Rey Oaks home. It's an opportunity for us to come together, share stories, and forge bonds that strengthen the fabric of our community.

I encourage you to mark your calendars and join us for this momentous occasion. Together, let's raise our voices in celebration, let's paint the sky with colors of pride, and let's reaffirm our shared values of acceptance and compassion.

Thank you for being an integral part of our community, and I look forward to celebrating with you on June 1st.

With warmest regards,

**John Uy, Ed.D.**  
Vice Mayor  
Del Rey Oaks





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

May 14, 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.*

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

1. **CALL TO ORDER:**

2. **AGENDA MANAGEMENT:**

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

4. **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*

5. **CONSENT CALENDAR:**

- A. APPROVAL OF THE MINUTES: April 2024
- B. PAYROLL WARRANTS: April 2024 \$104,966.12
- C. COMMERCIAL WARRANTS: April 2024 \$30,124.22
- D. UMPQUA BANK: March 2024 \$2,984.59
- E. TIME DISTRIBUTION: April 2024
- F. BALANCE SHEET: April 2024
- G. SCHEDULE OF EXPENDITURES: April 2024
- H. APPROVAL OF SPECIAL MEETING MINUTES APRIL 30th

6. **BUSINESS ITEMS:**

- A. Edwic Kwan with SCI will be presenting the FY 24/25 engineers report for discussion and approval.
- B. Approval of RESOLUTION NO. 2425-01

**RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE MONTERREY COUNTY MOSQUITO ABATEMENT DISTRICT  
INTENTION TO CONTINUE ASSESSMENTS FOR FISCAL YEAR 2024-  
25, PRELIMINARILY APPROVING THE ENGINEER'S REPORT, AND PROVIDING FOR  
NOTICE OF HEARING  
FOR THE MOSQUITO AND DISEASE CONTROL ASSESSMENT**

- C. Approval of RESOLUTION NO. 2425-02

**RESOLUTION NO. 2425-02 RESOLUTION CERTIFYING COMPLIANCE WITH STATE LAW WITH RESPECT TO THE LEVYING OF GENERAL AND SPECIAL TAXES, ASSESSMENTS, AND PROPERTY-RELATED FEES AND CHARGES**

- D. Monterey County Mosquito Abatement was presented with Dorothy Giannini Presenters Award from Monterey County Agricultural Education Inc. in April.**
  - E. Discussion and approval of transferring \$650,000 from the general fund to the restricted building & educational fund.**
  - F. Discuss date for the required AB 1825 California Sexual Harassment Prevention training.**
- 
- 7. MONTHLY TECHNICIAN REPORT: Raul Vazquez, Mosquito Technician**
  - 8. MONTHLY ADMINISTRATIVE REPORT: Ken Klemme, District Manager**
  - 9. TRUSTEE COMMENTS:**

*Adjournment to: June 11, 2024*

**MINUTES OF THE 863rd REGULAR  
MEETING OF THE BOARD OF TRUSTEES OF THE  
MONTEREY COUNTY MOSQUITO ABATEMENT DISTRICT  
April 9, 2024**

A meeting of the Board of Trustees of the Monterey County Mosquito Abatement District was held on April 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  
Mary Ann Carbone, City of Sand City  
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

**STAFF PRESENT:**

Ken Klemme, District Manager  
Mona Sloan, Administrative Assistant  
Sylvestre Onofre-Zamudio Mosquito Tech  
Kelli Gutierrez, Administrative Assistant

**PUBLIC PRESENT:**

Mary Ann Leffel

**1. CALL TO ORDER:**

Board Chair Jeff Cecilio called the 863<sup>rd</sup> Regular Meeting to order at 12:02 PM

**2. AGENDA MANAGEMENT: NONE**

**3. ROLL CALL:**

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

**4. PUBLIC COMMENTS:**

**5. CONSENT CALENDAR:**

- A. APPROVAL OF THE MINUTES: March 2024
- B. PAYROLL WARRANTS: March 2024 \$ 93,902.90
- C. COMMERCIAL WARRANTS: March 2024 \$ 42,281.07
- D. UMPQUA BANK: February 2024 \$ 2,369.53
- E. TIME DISTRIBUTION: March 2024

- F. BALANCE SHEET: March 2024
- G. SCHEDULE OF EXPENDITURES: March 2024

Trustee Goetzelt pulled the minutes and inquired about a potential misstatement regarding the Frog Pond in Del Ray Oaks being dry. Manager Klemme agreed with Trustee Goetzelt that the Frog Pond is indeed wet and that next Month's minutes would reflect this conversation.

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

**6. BUSINESS ITEMS:**

**A. Approval of Projected Revenues for FY 2024-2025**

After discussion, **Trustee Carbone moved to approve the Projected Revenues as presented, Trustee Amadeo seconded; the motion was passed unanimously.**

**B. Approval of Budget for FY 2024-2025**

After discussion, **Trustee Goetzelt moved to approve the Budget for FY 2024-2025 as presented; Trustee Oglesby seconded; the motion was passed unanimously.**

**C. SDA Dinner at Bayonet Golf Course April 16<sup>th</sup>, 2024, 6:00 pm**

Board members were invited to attend the quarterly Special District Association (SDA) meeting on Tuesday April 16<sup>th</sup>. Trustees Cranford & Tashiro said they would attend, along Manager Klemme & Administrative Assistant Gutierrez.

**D. LAFCO Elections for Special District seat**

After discussion regarding the open seat on the Local Agency Formation Commission (LAFCO) Board, the District unanimously voted to endorse Chad Lindley.

**7. MONTHLY OPERATIONS REPORT: Silvestre Onofre-Zamudio, Mosquito Technician**

Mosquito Technician Onofre-Zamudio presented to the Board the monthly report for Zone 2 (Prunedale, Castroville, etc.) Onofre-Zamudio stated last month we had a total of 23 service requests. Most of the requests were in the Oak Hills area where he noticed the issues were backyard problems; (container breeders) which is a good reminder to flip or dump any containers holding water. The work done this past month also included drone

work performed on March 12<sup>th</sup> -15<sup>th</sup> by Leading Edge. We've treated 324 acres which included Pete's Finger, Pete's Field, Lower Tressel and North Monterey County High School. We also treated smaller sources by hand and Argo. As of now, he is continuing to check his bigger sources, for the next treatment while constantly treating smaller sources.

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

Manager Klemme informed the Board that he has been working on compliance for the California Air Resources Board (CARB) emissions standards regarding (2) District vehicles. Klemme stated the website has been difficult to maneuver, but he is making headway. Klemme also mentioned that we will need to hold a special meeting this Month to approve entering an agreement with the Successor Agency to the Redevelopment Agency's sale of properties. Klemme ended his report by letting the Board know that the District attended Science Day at Spreckels Elementary School and they had a really enjoyable time.

**9. TRUSTEE COMMENTS:**

NONE

**10. ADJOURNMENT:**

***With no further inquiries, Board Chair Cecilio adjourned the meeting at 12:25 PM to the next regularly scheduled meeting on May 14, 2024 at noon.***

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Jeff Cecilio, Board Chair

**ATTEST:**

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Nancy Amadeo, Secretary



**MST HIGHLIGHTS**  
**Board of Directors Meeting**  
**May 13, 2024**

**RECOGNIZED MAY EMPLOYEE OF THE MONTH**

The MST Board adopted Resolution 2024-22 recognizing Janet Madler, Fleet Supervisor as the May 2024 Employee of the Month for her outstanding contribution to MST and to the entire community. The Board also recognized last month's employee of the month, Noe Rodriguez, Mechanic.

**RECEIVED FY 2023 ANNUAL COMPREHENSIVE FINANCE REPORT**

The MST Board of Directors received MST's audited FY 2023 Annual Comprehensive Financial Report and letter from the Measure Q Oversight Committee.

**APPROVED UPDATED MST BUS ADVERTISING RATES**

The MST Board updated MST Bus Advertising Rates for internal and external space.

**ALLIED UNIVERSAL SECURITY FOOT AND MOBILE PATROL SERVICES**

The MST Board ratified a one-year contract extension with Allied Universal from July 1, 2024, to June 30, 2025, for security foot and mobile patrol services, and approved a rate increase for foot patrol from \$27.24/hour to \$29.25/hour, in an amount not to exceed \$317,772.

**SURF! BUSWAY AND BUS RAPID TRANSIT PROJECT**

The MST Board received an update on the SURF! Busway and Bus Rapid Transit Project.

**TRANSIT-ORIENTED DEVELOPMENT STUDY**

The MST Board received a report and presentation on the Transit-Oriented Development Study.

**MV CONTRACT TERMS**

The MST Board received a report on a request by MV Transportation to modify their contract terms to increase their rates and asked staff to provide further analysis.

**NEXT MST BOARD MEETING**

The next regular MST Board meeting is scheduled for June 10, 2024.



## TRANSPORTATION AGENCY FOR MONTEREY COUNTY

[www.tamcmonterey.org](http://www.tamcmonterey.org)

### HIGHLIGHTS

**April 24, 2024**

#### **TAMC Board Receives Scenic State Route 68 Corridor Improvement Project Update**

The Transportation Agency Board of Directors received an extensive update on the Scenic State Route 68 Corridor Improvements Project.

The Scenic State Route 68 Corridor Improvement project was identified and approved by Monterey County voters in the Transportation Safety & Investment Plan, known as Measure X. The project was identified because the corridor between Salinas and the Monterey Peninsula experiences heavy congestion, travel delays, and safety issues. Daily travel delays are predicted to nearly triple by the year 2045 with the existing intersection traffic controls and lane configurations. Long lines of westbound vehicles queue back during the morning and eastbound traffic queues back in the early evening commute hours. Congestion and safety issues are primarily the result of conflicting traffic movements at the signalized intersections.

The identified needs and improvements to address these safety issues and improve traffic flow along State Route 68, identified in the Scenic State Route 68 Corridor Improvement Project are the following:

1. Improve signalized intersections along the highway between Josselyn Canyon Road and San Benancio Road.
2. Enhance wildlife connectivity.
3. Reduce the rate of collisions between vehicles and wildlife.
4. Improve bicycle and pedestrian access within the project section of State Route 68.

Two alternatives are under consideration to meet the project's purpose and need. They are Alternative 1, which calls for the conversion of signalized intersections to roundabouts, and Alternative 2, which involves signal modifications and lane widening.

After a through explanation of each alternative, followed by public comment and a vigorous discussion by the Board, the TAMC Board of Directors authorized the Executive Director to submit the following recommendations to Caltrans:

1. Select Alternative 1 (Roundabouts) as the preferred project alternative that best meets the project objectives.
2. Identify and pursue funding to construct a Phase 1 of the project that includes improvements to the intersections at San Benancio Road, Corral de Tierra, and Laureles Grade, and associated wildlife crossings.
3. Ensure that roundabout designs for Alternative 1 enable upgrades to hybrid roundabout for the Phase 1 intersections.
4. Continue to work with emergency responders to address project impacts on emergency response times.
5. Request that Caltrans pursue interim operational improvements along the corridor focused on signal coordination including a pilot project to implement adaptive signal operations, with a recommendation to include all nine intersection locations in the pilot program.

Caltrans will consider the TAMC Board of Director's recommendations and incorporate them into the Scenic State Route 68 Corridor Improvement project Final Environmental Document, which is scheduled to be completed in October 2024.

Indexed for inflation, Measure X has \$60.5 million dedicated towards improvements on the Scenic State Route 68 corridor between Salinas and the Monterey Peninsula. The State Transportation Improvement Program (STIP) will fund the project through final design and the preparation of a bid package for construction. The Board action will allow staff to pursue funding options that can leverage Measure X funds for construction of Phase 1 improvements and support a pilot project to implement adaptive signal operations as an interim project.