



CITY OF DEL REY OAKS

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

REGULAR CITY COUNCIL MEETING AGENDA OF THE CITY OF DEL REY OAKS CITY COUNCIL TUESDAY, APRIL 23, 2024 AT 6:00 PM

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

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

Join Zoom Meeting

<https://us02web.zoom.us/j/87646706140>

- 1. ROLL CALL - Council**
- 2. PLEDGE OF ALLEGIANCE**
- 3. PUBLIC COMMENTS: General Public Comment must deal with matters subject to the jurisdiction of the City and the Council that are not on the Agenda. Anyone wishing to address the City Council on matters not appearing on the Agenda may do so now. The public may comment on any other matter listed on the Agenda at the time the matter is being considered. There will be a time limit of not more than three minutes for each speaker. No action will be taken on matters brought up under this item and all comments will be referred to staff.**
- 4. PROCLAMATION:**
 - A.** Celebrating Arbor Day 2024
- 5. PRESENTATION:**
 - A.** Reading of a poem by local resident, Patrice Vecchione in honor of National Poetry Month
 - B.** Honoring Police Chief Bourquin and City Manager Guertin for the support of America's National Guard and Reserve Forces

6. CONSENT AGENDA:

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

1. None prepared for this meeting packet

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

- [1.](#) Financial March 2023 - March 2024
- [2.](#) Fire Department Response Report, March 2024
- [3.](#) Police Activity Report, March 2024

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

- [1.](#) Authorize City Manager to Sign Contract Amendment with Regional Government Services
- [2.](#) Consider the Adoption of the Modified Military Equipment Use Police consistent with the requirements of AB 481
- [3.](#) Consider Adopting a Resolution to add the City of Del Rey Oaks as a participating agency to the Monterey Peninsula Special Response Unit (SRU)

7. OLD BUSINESS:

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

8. NEW BUSINESS:

- [A.](#) Consider Approving the Job Description for an Administrative Services Technician and amend the FY 2023-24 budget to include the new position

9. STAFF REPORTS:

- [A.](#) Council Reports

10. CORRESPONDENCE:

- [A.](#) Mosquito Abatement District Highlights
- [B.](#) MST Highlights
- [C.](#) TAMC Highlights
- [D.](#) Veteran's Affair Update

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

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

B. Closed Session Items:

**1. CONFERENCE WITH LEGAL COUNSEL—LIABILITY CLAIM –
Government Code Section 54956.9(e)(3)**

Claimant: Norma Gamez

Agency claimed against: City of Del Rey Oaks

**2. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
– Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2). 1 case.**

12. NEXT MEETING DATE: May 21, 2024 at 6:00pm

13. ADJOURNMENT

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



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PROCLAMATION The City of Del Rey Oaks City Council Hereby Celebrates Arbor Day 2024

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees, wherever they are planted, are a source of joy, and

WHEREAS, in cooperation with the City, longtime resident, Tomiko Breland with the help of friends and family, donated 20 trees to the City and celebrated her birthday with a planting party. The city wishes to thank her for the generous gesture to celebrate in a way that beautifies the City.

NOW, THEREFORE, I, Scott Donaldson, Mayor of the City of Del Rey Oaks, do hereby proclaim April 26, 2024 as Arbor Day in the City of Del Rey Oaks and I urge all citizens to celebrate Arbor Day now and in the future and to support efforts to protect our trees and woodlands, and I urge all citizens to plant trees to promote the well-being of this and future generations.

IN WITNESS WHEREOF, I have hereunto set my hand and cause the Seal of the City of Del Rey Oaks to be affixed this 23rd day of April 2024.

Scott Donaldson, Mayor



CITY OF DEL REY OAKS

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

Staff Report

DATE: April 23, 2024

TO: Honorable Mayor and Members of the City Council

FROM: John Guertin, City Manager

SUBJECT: Receive March 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 March 2024.

Background

The Budget and Finance Committee routinely receives financial reports for the previous month.

Summary & Discussion

Attached are the March 2024 financial reports.

- March 2024 Cash Balances – The report shows where the City’s funds are invested. The City continue to have a healthy cash balance \$13,036,751 of which \$4,360,524 are unrestricted.
- March 2024 Checks Issued Register –This is a listing of all the payments issued during the month. The total checks issued of \$222,748.
- March 2024 General Fund Summary – This is a one-page summary of the General Fund summarized as follows:

	March 2024 Actual	March 2024 YTD Actual	% Collected /Spent
Revenue	\$ 228,955	\$ 3,576,913	73%
Expenditures	456,238	3,376,388	69%
Net Operating Surplus	\$ (227,283)	\$ 200,525	

At 75% of the year (9 months) the revenues are slightly lower at 73%, remaining balance for the Property Taxes will be received in April 2024. The expenditures are at 69% of the budget. For the month of March 2024, General Fund shows a net operating deficit of \$227,283 which

is typical for this time of the year as mentioned that property taxes will be received in April and a year-to-date operating surplus in the amount of \$200,525.

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

	FY 2024 Current Budget	March 2024 Actual	March 2024 YTD Actual	% Collected /Spent
REVENUE:				
000 Non Departmental	\$ 3,522,700	\$ 118,498	\$2,693,257	76%
210 Airport Police Services	1,376,500	110,457	883,656	64%
	<u>4,899,200</u>	<u>228,955</u>	<u>3,576,913</u>	<u>73%</u>
EXPENDITURES:				
110 Council	\$ 32,200	\$ 3,571	\$ 19,223	60%
111 City Clerk	455,470	23,858	279,525	61%
120 City Manager	318,300	30,114	239,321	75%
130 Finance	303,852	23,972	244,381	80%
150 Legal	153,300	9,418	67,896	44%
160 Planning & Building Regulation	146,400	18,398	129,828	89%
180 Government Buildings	19,100	250	2,863	15%
190 Non-Departmental	42,700	3,972	33,304	77%
210 Police	2,667,800	207,418	1,914,296	72%
220 Fire/Animal Control	227,600	-	113,757	50%
311 Public Works/Streets	316,830	18,127	186,972	59%
411 Parks/Recreation	43,500	1,174	29,056	67%
	<u>4,727,052</u>	<u>340,272</u>	<u>3,260,422</u>	<u>69%</u>
Transfers to CIP	198,900	115,966	115,966	58%
Total	<u>\$ 4,925,952</u>	<u>\$ 456,238</u>	<u>\$3,376,388</u>	

- Finance is at 80% due to the implementation of the Purchase Order module. FY 2023 audit services were also paid.
- Planning and Building Regulations are at 89% of budget. Staff will review in details.
- Non-Departmental is at 77% of budget due to the Membership dues prepayments.

Fiscal Impacts

None. This is informational only.

Recommendation

Staff recommends receiving the reports.

ATTACHMENTS

- March 2024 Cash and Investment
- March 2024 Checks Register
- March 2024 General Fund Summary

- March 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 March 31, 2024

Accounts

Unrestricted

General Checking	\$ 438,320.22	
Local Agency Investment Fund		
Reserve for Economic Uncertainties	1,652,182.00	4.232%
Unappropriated Funds	2,270,021.64	4.232%
Total Unrestricted	<u>4,360,523.86</u>	

Restricted

PARS-115 Trust Fund	341,183.61	
Dev - Monterey Peninsula Partner	9,062.62	
Fidelity Title Escrow Acct - GJM/SBR Intersection	1,056,168.00	
Fidelity Title Escrow Acct - SBR Construction	7,269,813.00	
Total Restricted	<u>8,676,227.23</u>	

Total Cash and Investments

\$ 13,036,751.09

City of Del Rey Oaks
Check/Voucher Register
From 03/01/2024 Through 03/31/2024

Check Number	Payee	Transaction Description	Check Amount
02-2024-1	ADP	ADP fees 02-2024	598.95
02-2024-2	P.E.R.S.-HEALTH	CalPERS 1800 Health 02/2024	31,326.54
02-2024-3	WEX BANK-CHEVRON	Fuel charges for 02/2024	3,034.52
	WEX BANK-CHEVRON	Fuel fees 02/2024	156.50
030124-1	PERS	CalPERS 1900 457 (02/16) & (03/01) Contribution 02/29/2024	4,600.00
032024-1	ADP	ADP fees 03-2024	625.70
032024-2	P.E.R.S.-HEALTH	CalPERS 1800 Health 03/2024	31,326.54
032024-3	WEX BANK-CHEVRON	Fuel charges for 03-2024	2,810.51
	WEX BANK-CHEVRON	Fuel fees 03/2024	744.95
21918	AMERICAN SUPPLY COMPANY	Inv #0183024 Supplies	448.24
21919	AT&T	Acct #0207031927001 FEB 2024	3.04
21920	AT&T CAL NET 2	Acct #9391033790 Mobile Service Period 01-19-24 to 02-18-24	129.77
	AT&T CAL NET 2	Acct #9391033791 Mobile Service 01-19-24 to 02-18-24	267.24
	AT&T CAL NET 2	Acct #9391081967 Mobile Service 01-15-24 to 02-14-24	838.74
21921	CALIFORNIA-AMERICAN WATER	Acct #1015-210018796550 Service Period 01-23-24 to 02-21-24	41.74
	CALIFORNIA-AMERICAN WATER	Acct #1015-210018799016 Service Period 01-23-24 to 02-21-24	41.74
	CALIFORNIA-AMERICAN WATER	Acct #1015-210018869991 Service Period 01-23-24 to 02-21-24	185.04
	CALIFORNIA-AMERICAN WATER	Acct #1015-210021092445 Service Period 01-23-24 to 02-21-24	41.68
	CALIFORNIA-AMERICAN WATER	Acct #1015-210021255352 Service Period 01/20/24 to 02/21/24	35.48
	CALIFORNIA-AMERICAN WATER	Acct #1015-210021327653 Service Period 01-23-24 to 02-21-24	133.47
	CALIFORNIA-AMERICAN WATER	Acct #1015-210021396208 Service Period 01-23-24 to 02-21-24	76.12
	CALIFORNIA-AMERICAN WATER	Acct #1015-210021397607 Service Peirod 01-23-24 to 02-21-24	124.29
21922	Christina Luciano	Refund Park Rental Fee Balance - Cancellation	50.00
21923	COMCAST BUSINESS	Acct #8155100230699260 - Internet Service 02-18-24 to 03-17-24	285.45
21924	COMMUNITY HUMAN SERVICES	FY 2023-24 Shelter Funding Allocation	3,400.00
21925	COUNTY OF MONTEREY TREASURER	Asmt #031-191-028-000 TY 2023/2024 Tax Yr 2023	72.28
21926	DENISE DUFFY & ASSOCIATES	OCT 2023 tASK #772	3,185.00
	DENISE DUFFY & ASSOCIATES	OCT 2023 tASK #776	10,156.00
	DENISE DUFFY & ASSOCIATES	OCT 2023 Task 782 HMP Compliance	3,609.50
	DENISE DUFFY & ASSOCIATES	OCT 2023 - Task 779-C HE 6th	10,266.00
21927	Evident, Inc	Inv #237585B Supplies	81.44
21928	G.P.S. SOLUTIONS	Inv #78 Building Permits & Fees	5,657.24
21929	Hana Gardens Del Rey Oaks	Inv #220000224697 Supplies	112.07
21930	I.M.P.A.C.GOVERNM'T SER	#5564 9924 Visa Charges 12/29/23 to 02-20-24	4,527.48
21931	JAMES DE CHALK	Inv #374820 January 2024 Janitorial	500.00
21932	John Guertin	Reimburse Travel Expenses	195.81
21933	MBS BUSINESS SYSTEMS, INC.	Acct #3948511 Copier Lease Period 08-24-23 to 11-23-23	519.15
	MBS BUSINESS SYSTEMS, INC.	iNV #464430 Service Period 02-24-24 to 05-23-24	519.15
21934	MONTEREY BAY TECHNOLOGIES, INC.	Inv #246030 MAR 2023 IT Service	2,112.50
	MONTEREY BAY TECHNOLOGIES, INC.	Inv #246032 APC UPS Battery replacement	207.89
	MONTEREY BAY TECHNOLOGIES, INC.	Inv #246033 Annual Microsoft Office Subscription Renewal	3,369.40
21935	MONTEREY COUNTY BUSINESS COUNCIL	Inv #1914 2023 Partner Membership	500.00
21936	MONTEREY COUNTY DISTRICT ATTORNEY	ODACM FY2022/2023 Blood Alcohol Cost	140.64
21937	County of Monterey	911-FY 2023/24 Qtr 4	16,125.00
21938	MONTEREY COUNTY TAX COLLECTOR	Asmt #012-521-004-000 FY 2023-2024 Property Taxes	117.13
21939	MONTEREY TIRE SERVICE	Inv #1-116987 Tire Repair	29.92
21940	ODP Business Solutions, LLC	Acct #29696772 Supplies	53.70
21941	Pitney Bowes Bank Inc. Purchase Power	8000-9000-0346-3050 FEB 2024 Postage Refill	161.69
21942	Pitney Bowes Global Financial Servies LLC	Acct #0010628045 - Lease Period 12-30-23 to 03-29-24	169.79
21943	PRECISION ALARMS AND AUTOMATION, INC.	Inv #32935 FEB 2024 Fire Alarm System Monitoring	170.00
21944	PROAC LEGAL DEFENSE FUND	ASSN ID #3162 -Officers Legal Defense Fund	1,668.60
	PROAC LEGAL DEFENSE FUND	Assn ID #3163 Reserve Officers Legal Defense Fund	144.00
21945	Peace Officers Research Association of California	ASSN ID #3162 POA Member Dues	273.00
	Peace Officers Research Association of California	ASSN ID #3163 Reserve POA Member Dues	72.00
21946	Rebecca Armbruster	Park Rental Refund - Cancelled Due to Rain	150.00
21947	SUN RIDGE SYSTEMS, INC.	#8021 RIMS Records Mgmt 03-18-24 to 03-17-25	12,088.40
21948	THE MAYNARD GROUP, INC.	Inv # IN2043628 February 2023 Service	67.00
21949	US Bank Equipment Finance	Contract #500-0687291 March 2024 Konica Copier	135.64
	US Bank Equipment Finance	Contract ID #500-0673430 - March 2024 Konica Copier	397.84
21950	Verizon	Acct #342533778-00001 Service Period 01-24-24 to 02-23-24	80.02
21951	VSP	ID #3004100 MAR 2024 - Vision Plan	261.27
21952	AFLAC	Acct #QAE62 FEB 2024 Monthly Premium	381.70
21953	Ann Ahmadi	Employee Reim for Travel March 6 to 8, 2024	499.11
21954	AT&T MOBIIITY	Acct #287290891231X03102024 Service Period 03-03-24 to 04-02-24	614.17

City of Del Rey Oaks
Check/Voucher Register
From 03/01/2024 Through 03/31/2024

Check Number	Payee	Transaction Description	Check Amount
	AT&T MOBILITY	Acct #287304221758X03102024 Service Period 03-03-24 to 04-02-24	40.24
21955	CoPower	ID #145153 April 2024 Dental Plan	2,049.76
21956	COLANTUONO, HIGHSMITH & WHATLEY, PC	Inv #59362 - FEB 2024 -Professional Services	1,270.50
21957	COMCAST BUSINESS	Acct #8155100280008479 Service Period 03-10-24 to 04-09-24	368.13
21958	CORELOGIC SOLUTIONS, LLC.	Acct #2010705640RR681524 FEB 2023 Data Rearch	160.17
21959	CORONADO DEISEL MOBILE SERVICES, INC.	Inv #011308 Install Extend Push Bumper on Lawn Mower	200.00
	CORONADO DEISEL MOBILE SERVICES, INC.	Inv #011329 Veh #92 Ford Explorer Repair	300.00
	CORONADO DEISEL MOBILE SERVICES, INC.	Inv #011330 Veh #32 Ford Repair	150.00
21960	Denise Wood	Inv #031424 - Expense Reimbursement 03/05-03/08	558.64
21961	DENISE DUFFY & ASSOCIATES	DEC 2023 - Task #779D-REAP 2.0	6,386.00
21962	FENTON & KELLER	Inv #137506 FEB 2024 - Professional Services	1,311.50
	FENTON & KELLER	Inv #137507 - FEB 2024 Professional Services	481.50
	FENTON & KELLER	Inv #137508 FEB 2024 Professional Services	3,315.00
	FENTON & KELLER	Inv #137518 - FEB 2024 Professional Services	3,039.08
21963	GLOBALSTAR USA	Acct #AC00115154 Mobile Service 02-16-24 to 03-15-24	133.41
21964	HOME DEPOT CRC	Acct #6035322151943374 Supplies	34.26
21965	Mike Hayworth	Employee Travel Reimbursement March 05 to 08, 2024	1,326.03
21966	MTRY COUNTY PEACE ASSOC,	Inv #2024012R Shooting Range Use 021224	105.00
21967	Napa Auto Parts	Inv #4006-042328 Auto Parts	52.42
	Napa Auto Parts	Inv #4006-042546 Auto Parts	6.87
	Napa Auto Parts	Inv #4006-042564 Auto Parts	628.69
21968	ODP Business Solutions, LLC	Acct #29696772 Supplies	117.96
21969	PG&E	Acct #4283033409-2 Service Period 01-23-24 to 02-21-24	2,880.72
21970	PRECISION ALARMS AND AUTOMATION, INC.	Inv #33381 MAR 2024 Fire Alarm System Monitoring	170.00
21971	PURE WATER	Inv #430279 Supplies	34.75
21972	REGIONAL GOVERNMENT SERIVCES	Inv #16433 FEB 2024 Contract Services	23,103.94
21973	R.K. WILSON PLUMBING, INC.	Inv #4507 Park Bathroom Plumbing Repair	400.00
21974	RON FUCCI	Inv #031824 3/13-3/15 Expense Reimbursement	39.00
21975	SAFEGUARD BUSINESS SYSTEMS, INC.	Cust ID #603486191 Office Supplies	397.43
21976	Stericycle, Inc.	Inv #8006467360 FEB 2024 Shredding Service	170.17
21977	TERMINIX, INC.	Acct #6099531 February 2024 Pest Control	109.00
PERS032224-1	PERS	CalPERS 1900 457 (03/15) Contribution 03/15/24	2,550.00
	PERS	PERS 3100 Contribution Retirement 2/24-3/8/24 -Plan 1364	577.98
	PERS	PERS 3100 Contribution Retirement 2/24-3/8/24 -Plan 25623	3,799.26
	PERS	PERS 3100 Contribution Retirement 2/24-3/8/24 -Plan 26934	1,579.85
	PERS	PERS 3100 Contribution Retirement 2/24-3/8/24 -Plan 1365	4,182.89
Report Total			222,747.93

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

From 3/1/2024 Through 3/31/2024

	FY 2024 Budget	March 2024 Actual	FY 2024 YTD Actual	Percent Collected/Spent
Revenue				
Property Taxes	770,100.00	0.00	455,472.24	59.14%
Sales Tax	1,313,000.00	74,305.11	1,010,151.32	76.93%
Other Taxes	500,650.00	27,911.76	400,162.01	79.92%
Licenses and Permits	286,300.00	5,131.64	268,392.11	93.74%
Fines and Forfeitures	12,200.00	420.12	10,731.56	87.96%
Other Revenue	125,700.00	32.00	125,353.69	99.72%
Grants	285,550.00	1,968.85	239,500.74	83.87%
Airport Police Services	1,376,500.00	110,457.00	883,656.00	64.19%
Current Services	229,200.00	8,728.05	183,493.67	80.05%
Total Revenue	4,899,200.00	228,954.53	3,576,913.34	73.01%
Expenditures				
Council	32,200.00	3,571.37	19,222.63	59.69%
City Clerk	455,470.00	23,858.09	279,525.25	61.37%
City Manager	318,300.00	30,113.99	239,320.83	75.18%
Finance	303,852.39	23,971.70	244,381.01	80.42%
Legal	153,300.00	9,417.58	67,896.46	44.28%
Planning & Building Regulation	146,400.00	18,398.24	129,828.19	88.68%
Government Buildings	19,100.00	250.00	2,863.01	14.98%
Non-Departmental	42,700.00	3,972.28	33,303.57	77.99%
Police	2,667,800.00	207,418.20	1,914,295.58	71.75%
Fire/Animal Control	227,600.00	0.00	113,757.50	49.98%
Public Works/Streets	316,830.00	18,126.88	186,971.67	59.01%
Parks/Recreation	43,500.00	1,173.81	29,055.95	66.79%
Total Expenditures	4,727,052.39	340,272.14	3,260,421.65	68.97%
Net Revenues	172,147.61	(111,317.61)	316,491.69	183.84%
Other Financing Sources and Uses				
Uses				
Transfers Out to CIP	(198,900.00)	(115,966.00)	(115,966.00)	58.30%
Total Uses	(198,900.00)	(115,966.00)	(115,966.00)	58.30%
Total Other Financing Sources and Uses	(198,900.00)	(115,966.00)	(115,966.00)	58.30%
Net Revenues After Other Financing Sources and Uses	(26,752.39)	(227,283.61)	200,525.69	(749.56)%

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

100 - General Fund
From 3/1/2024 Through 3/31/2024

		FY 2024 Budget	March 2024 Actual	FY 2024 YTD Actual	Percent Collected/Used
Revenue					
Non Department Specific	000				
P/T-Secured	41110	531,000.00	0.00	313,327.40	59.00%
P/T-Unsecured	41120	26,900.00	0.00	26,962.16	100.23%
P/T-Prior Secured	41130	6,100.00	0.00	6,028.38	98.82%
Prior Unsecured	41140	100.00	0.00	0.00	0.00%
P/T-Unitary Tax	41150	10,000.00	0.00	5,981.99	59.81%
P/T-Supplemental Roll (SB813)	41160	12,200.00	0.00	7,379.20	60.48%
Property Tax - VLF	41170	183,000.00	0.00	95,158.50	51.99%
Prop Tax-Interest/Penalty	41180	800.00	0.00	634.61	79.32%
Sales Tax	42210	470,000.00	26,217.28	330,754.54	70.37%
Sales Tax - 145 (Measure S-1%)	42220	562,000.00	32,025.24	479,970.42	85.40%
Sales Tax -409 (Measure R 1/2%)	42221	281,000.00	16,062.59	199,426.36	70.97%
Cannabis Tax	42222	99,000.00	0.00	83,162.89	84.00%
Cannabis Tax-Delinquent	42223	10,000.00	0.00	4,000.00	40.00%
Transient Occupancy Tax	42230	190,000.00	2,642.39	161,804.85	85.16%
Property Transfer Tax	42250	8,150.00	330.55	9,007.63	110.52%
Sewer Impact	42290	15,000.00	0.00	21,650.14	144.33%
Business Licenses	42310	210,000.00	858.00	213,246.04	101.54%
Gas Franchises	42761	8,000.00	0.00	0.00	0.00%
Electric Franchises	42762	21,500.00	0.00	0.00	0.00%
Garbage Franchises	42763	100,000.00	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	24,938.82	24,938.82	108.42%
SB1186 Disability Access Fund	43311	1,000.00	32.00	470.00	47.00%
SB1473 Environmental Assessment Fee	43312	100.00	4.00	87.80	87.80%
Building Permits	43320	40,000.00	2,546.92	33,211.37	83.02%
Cannabis Business Permit	43325	10,000.00	0.00	0.00	0.00%
Plan Check Fees	43330	17,000.00	1,222.72	15,646.90	92.04%
Street Opening Permits Fees	43340	5,000.00	250.00	3,950.00	79.00%
Plumbing Permits	43350	1,600.00	125.00	1,625.00	101.56%
Electrical Permits	43360	1,600.00	125.00	625.00	39.06%
Other Licenses/Permits	43390	1,000.00	0.00	0.00	0.00%
Fines & Forfeitures	45000	1,700.00	208.12	1,733.56	101.97%
Vehicle Code Fines	45510	3,500.00	200.00	1,914.00	54.68%
Parking and Admin Fines	45512	7,000.00	12.00	7,084.00	101.20%
Interest Earned	46100	120,000.00	0.00	103,695.91	86.41%
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	27,000.00	75.00%
Rental Income - Airport RV	46816	35,000.00	4,092.00	35,593.47	101.69%
Rental Income - PW Bldg (CHC Enterprise)	46817	24,000.00	0.00	10,000.00	41.66%
HOPTR	47130	1,200.00	0.00	309.19	25.76%
Vehicle License Collection	47140	0.00	0.00	1,963.78	0.00%
COPS	47240	165,200.00	0.00	161,158.97	97.55%
AMBAG REAP Grant - Housing Element	47241	20,980.00	0.00	20,980.25	100.00%
HCD LEAP Grant - Housing Element	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%

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

100 - General Fund
From 3/1/2024 Through 3/31/2024

		FY 2024 Budget	March 2024 Actual	FY 2024 YTD Actual	Percent Collected/Used
Prop 172	47750	25,000.00	1,968.85	14,137.46	56.54%
Wellness Program	47760	7,500.00	0.00	7,500.00	100.00%
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	75.00	1,057.00	105.70%
Police Services-Special Events	48211	48,000.00	0.00	17,687.50	36.84%
Public Events	48212	7,500.00	0.00	7,500.00	100.00%
Use Permits	48805	20,000.00	150.00	21,590.89	107.95%
Maps/Publications	48810	100.00	0.00	0.00	0.00%
Property Inspections	48825	4,500.00	1,250.00	2,500.00	55.55%
Miscellaneous Revenue	48840	50,000.00	11.05	57,065.59	114.13%
Rental - Park	48910	3,100.00	150.00	3,499.22	112.87%
Miscellaneous Refunds	48930	1,000.00	0.00	659.23	65.92%
Total Non Department Specific		3,522,700.00	118,497.53	2,693,257.34	76.45%
Police	210				
Airport Police Services	48220	1,376,500.00	110,457.00	883,656.00	64.19%
Total Police		1,376,500.00	110,457.00	883,656.00	64.20%
Total Revenue		4,899,200.00	228,954.53	3,576,913.34	73.01%

Expense

Council	110				
Council Member Stipend	61115	7,500.00	625.00	5,625.00	75.00%
Medicare-ER	61130	200.00	9.06	81.54	40.77%
Social Security-ER	61131	500.00	38.75	348.75	69.75%
Unemployment Ins-Fed & State	61132	100.00	3.75	33.75	33.75%
Dental Expense	61135	7,450.00	511.03	3,951.72	53.04%
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	6,300.00	2,383.78	6,240.86	99.06%
Total Council		32,200.00	3,571.37	19,222.63	59.70%
City Clerk	111				
Payroll	61105	149,600.00	10,224.48	104,486.09	69.84%
Overtime	61110	20,000.00	1,457.63	5,292.12	26.46%
PERS UAL	61124	36,900.00	0.00	36,879.00	99.94%
PERS Retirement	61125	13,800.00	341.38	8,555.28	61.99%
Medicare-ER	61130	2,200.00	169.39	1,563.32	71.06%
Unemployment Ins-Fed & State	61132	200.00	0.00	84.00	42.00%
Dental Expense	61135	3,200.00	63.20	1,589.28	49.66%
Health Insurance	61140	60,500.00	4,045.16	34,258.65	56.62%
Health Insurance -Retiree	61141	1,800.00	0.00	0.00	0.00%
Vision Ins	61145	500.00	27.89	239.63	47.92%
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	341.79	2,442.66	14.98%
Office Supplies	62430	11,200.00	570.60	3,477.74	31.05%
Repair/Maintenance	63505	1,000.00	0.00	597.23	59.72%
Other Outside Services	63508	3,000.00	1,086.99	4,255.08	141.83%

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

100 - General Fund
From 3/1/2024 Through 3/31/2024

		FY 2024 Budget	March 2024 Actual	FY 2024 YTD Actual	Percent Collected/Used
Shredding Services	63509	1,000.00	85.08	702.12	70.21%
Telephone	63530	7,700.00	303.78	4,611.13	59.88%
Website Design & Maintenance	63535	3,800.00	0.00	0.00	0.00%
Postage / Shipping	63540	3,000.00	331.48	1,457.68	48.58%
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	1,056.25	10,650.00	136.53%
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	3,198.82	10,586.33	105.86%
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	437.04	1,670.42	83.52%
Misc Expenses	64580	0.00	117.13	1,041.96	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%
Total City Clerk		455,470.00	23,858.09	279,525.25	61.37%
City Manager	120				
Payroll	61105	202,100.00	23,323.20	150,526.24	74.48%
PERS UAL	61124	1,000.00	0.00	0.00	0.00%
PERS Retirement	61125	14,800.00	558.67	7,505.53	50.71%
Medicare-ER	61130	2,800.00	338.19	2,227.75	79.56%
Unemployment Ins-Fed & State	61132	100.00	0.00	42.00	42.00%
Dental Expense	61135	1,600.00	193.29	1,739.61	108.72%
Health Insurance	61140	30,200.00	3,417.10	28,973.16	95.93%
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	623.10	3,946.26	73.07%
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	1,660.44	4,056.71	50.70%
Contingency	66905	11,250.00	0.00	0.00	0.00%
Total City Manager		318,300.00	30,113.99	239,320.83	75.19%
Finance	130				
ADP Payroll Fees	62310	8,000.00	625.70	5,562.86	69.53%
Bank Service Charges	62320	6,000.00	242.06	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%

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

100 - General Fund
From 3/1/2024 Through 3/31/2024

		FY 2024 Budget	March 2024 Actual	FY 2024 YTD Actual	Percent Collected/Used
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%
Accounting Services-RGS	63645	207,900.00	23,103.94	182,944.04	87.99%
Total Finance		303,852.39	23,971.70	244,381.01	80.43%
Legal	150				
Legal Services	63650	150,000.00	9,417.58	65,075.91	43.38%
Legal Advert	64560	2,300.00	0.00	2,360.61	102.63%
Misc Expenses	64580	1,000.00	0.00	459.94	45.99%
Total Legal		153,300.00	9,417.58	67,896.46	44.29%
Planning & Building Regulation	160				
Economic Development Services	63639	26,000.00	0.00	23,423.75	90.09%
Planning Services	63640	48,000.00	13,341.00	41,104.00	85.63%
Contract Services - Housing Element	63642	17,500.00	0.00	16,856.15	96.32%
Building Inspections Services	63648	40,400.00	5,657.24	36,433.98	90.18%
Engineering Services	63649	10,000.00	0.00	7,829.25	78.29%
Code Enforcement Services	63656	1,000.00	0.00	954.50	95.45%
Travel Expenses	64610	3,500.00	(600.00)	3,226.56	92.18%
Total Planning & Building Regulation		146,400.00	18,398.24	129,828.19	88.68%
Government Buildings	180				
Repair/Maintenance	63505	15,100.00	0.00	346.01	2.29%
Other Outside Services	63508	1,000.00	0.00	517.00	51.70%
Janitorial Services	63660	3,000.00	250.00	2,000.00	66.66%
Total Government Buildings		19,100.00	250.00	2,863.01	14.99%
Non-Departmental	190				
Materials/Supply	62410	5,800.00	0.00	65.24	1.12%
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	500.00	500.00	19.30%
Membership Dues-Non Profit Agency Contrib	64551	11,800.00	3,400.00	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	72.28	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	3,972.28	33,303.57	77.99%
Police	210				
Payroll	61105	1,036,000.00	108,825.34	715,151.20	69.03%
Overtime	61110	140,000.00	11,349.34	101,833.13	72.73%
Overtime-DEA	61111	44,000.00	3,331.00	16,478.94	37.45%
Reserves Payroll	61120	95,000.00	11,179.41	69,931.11	73.61%
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	4,820.85	93,968.03	68.84%
PERS 457 Expense	61126	32,400.00	1,200.00	21,900.00	67.59%
Medicare-ER	61130	15,700.00	1,951.03	13,149.12	83.75%
Social Security-ER	61131	1,600.00	101.69	886.12	55.38%
Unemployment Ins-Fed & State	61132	10,500.00	49.88	616.86	5.87%

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

100 - General Fund
 From 3/1/2024 Through 3/31/2024

		FY 2024 Budget	March 2024 Actual	FY 2024 YTD Actual	Percent Collected/Used
Dental Expense	61135	17,900.00	1,155.26	11,064.89	61.81%
Health Insurance	61140	296,400.00	21,078.74	176,890.38	59.67%
Health Insurance -Retiree	61141	2,000.00	157.00	1,377.00	68.85%
Vision Ins	61145	2,900.00	216.87	1,844.81	63.61%
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	0.00	4,500.00	45.00%
Materials/Supply	62410	18,670.00	267.07	8,178.39	43.80%
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	58.07	2,637.17	52.74%
Auto Operations - Supplies / Equip	62710	2,500.00	0.00	0.00	0.00%
Auto Operations - Fuel	62720	30,000.00	2,810.51	27,017.69	90.05%
Repair/Maintenance	63505	14,000.00	0.00	605.00	4.32%
Other Outside Services	63508	0.00	933.79	4,085.20	0.00%
Shredding Services	63509	1,000.00	85.09	702.14	70.21%
Telephone	63530	14,000.00	1,869.85	12,614.47	90.10%
Internet	63531	6,500.00	653.58	5,615.60	86.39%
Annual Maintenance-Records Management Software	63537	6,020.00	3,375.00	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	0.00	68.43	13.68%
Training	63605	15,000.00	575.90	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	1,056.25	10,337.50	80.13%
Contract Services-Others	63637	4,200.00	105.00	2,908.13	69.24%
HR Services-RGS	63652	3,000.00	0.00	0.00	0.00%
Janitorial Services	63660	3,000.00	250.00	2,000.00	66.66%
911-Radio Dispatch	63665	58,500.00	13,416.00	54,696.13	93.49%
911-Inform MDT Terminal Service	63666	1,500.00	716.00	716.00	47.73%
911-Notification System	63667	400.00	0.00	0.00	0.00%
911-NGEN O&M	63668	8,000.00	1,993.00	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	389.21	12,157.92	86.84%
Parking & Admin Citations Services	63812	5,000.00	0.00	4,157.00	83.14%
Animal Regulation Fire	63820	500.00	0.00	239.00	47.80%
Fund Jail & Prisoner	63830	200.00	140.64	140.64	70.32%
ACJIS System	63840	9,000.00	0.00	0.00	0.00%
Software/Server Subscription	64310	14,000.00	2,435.83	16,000.36	114.28%
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	2,157.60	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%

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

100 - General Fund
From 3/1/2024 Through 3/31/2024

		FY 2024 Budget	March 2024 Actual	FY 2024 YTD Actual	Percent Collected/Used
Travel Expenses	64610	13,000.00	0.00	5,877.54	45.21%
Principal-Motorola Lease-Cameras	65104	21,350.00	0.00	21,319.32	99.85%
Principal-Sunridge Records Mgmt	65106	0.00	8,258.00	8,258.00	0.00%
Interest-Sunridge Records Mgmt	65107	0.00	455.40	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	207,418.20	1,914,295.58	71.76%
Fire/Animal Control	220				
Fire Seaside	63810	<u>227,600.00</u>	<u>0.00</u>	<u>113,757.50</u>	<u>49.98%</u>
Total Fire/Animal Control		227,600.00	0.00	113,757.50	49.98%
Public Works/Streets	311				
Payroll	61105	83,600.00	9,643.20	61,073.60	73.05%
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	227.67	4,653.16	71.58%
Medicare-ER	61130	1,300.00	139.83	885.59	68.12%
Unemployment Ins-Fed & State	61132	100.00	0.00	42.01	42.01%
Dental Expense	61135	1,600.00	126.98	1,142.82	71.42%
Health Insurance	61140	30,300.00	2,628.54	22,287.06	73.55%
Vision Ins	61145	300.00	16.51	148.59	49.53%
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	346.80	3,854.23	23.35%
Office Supplies	62430	1,500.00	0.00	499.78	33.31%
Auto Operations - Supplies / Equip	62710	2,500.00	0.00	645.97	25.83%
Auto Operations - Fuel	62720	6,000.00	744.95	4,147.22	69.12%
Repair/Maintenance	63505	38,260.00	200.00	6,944.40	18.15%
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	2,880.72	18,845.87	94.22%
Utilities - Water	63525	5,000.00	353.99	4,035.00	80.70%
Telephone	63530	300.00	0.00	246.35	82.11%
Training	63605	5,000.00	39.00	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	778.69	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	18,126.88	186,971.67	59.01%
Parks/Recreation	411				
Materials/Supply	62410	15,400.00	448.24	8,903.10	57.81%
Office Supplies	62430	0.00	0.00	68.19	0.00%
Repair/Maintenance	63505	25,000.00	400.00	17,637.00	70.54%
Utilities - Water	63525	3,000.00	325.57	2,377.81	79.26%
Travel Expenses	64610	<u>100.00</u>	<u>0.00</u>	<u>69.85</u>	<u>69.85%</u>
Total Parks/Recreation		43,500.00	1,173.81	29,055.95	66.80%

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

100 - General Fund
 From 3/1/2024 Through 3/31/2024

	FY 2024 Budget	March 2024 Actual	FY 2024 YTD Actual	Percent Collected/Used
Total Expense	<u>4,727,052.39</u>	<u>340,272.14</u>	<u>3,260,421.65</u>	<u>68.97%</u>
Other Financing Sources and Uses				
Non Department Specific	000			
Transfers Out to CIP	81003	<u>(115,966.00)</u>	<u>(115,966.00)</u>	<u>58.30%</u>
Total Non Department Specific		<u>(198,900.00)</u>	<u>(115,966.00)</u>	<u>58.30%</u>
Total Other Financing Sources and Uses		<u>(198,900.00)</u>	<u>(115,966.00)</u>	<u>58.30%</u>
Excess(Deficit) of Revenue Over Expenditures	(26,752.39)	(227,283.61)	200,525.69	

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

210 - Gas Tax Fund
 From 3/1/2024 Through 3/31/2024

		FY 2024 Budget	March 2024 Actual	FY 2024 YTD Actual	Percent Collected/Used
Revenue					
Non Department Specific	000				
Gas Tax 2103	47010	14,600.00	1,090.69	11,170.14	76.50%
Gas Tax 2105	47020	10,000.00	805.62	7,150.45	71.50%
Gas Tax 2106	47030	9,000.00	748.88	6,682.84	74.25%
Gas Tax 2107	47040	11,900.00	795.77	9,594.81	80.62%
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>3,440.96</u>	<u>35,598.24</u>	<u>76.56%</u>
Total Revenue		<u><u>46,500.00</u></u>	<u><u>3,440.96</u></u>	<u><u>35,598.24</u></u>	<u><u>76.56%</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	3,440.96	29,431.25	

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

211 - SB1 Fund-RMRA
 From 3/1/2024 Through 3/31/2024

		FY 2024 Budget	March 2024 Actual	FY 2024 YTD Actual	Percent Collected/Used
Revenue					
Non Department Specific	000				
SB 1 Funds	47777	38,900.00	3,240.57	29,213.22	75.09%
Total Non Department Specific		38,900.00	3,240.57	29,213.22	75.10%
Total Revenue		<u>38,900.00</u>	<u>3,240.57</u>	<u>29,213.22</u>	<u>75.10%</u>
Expense					
Curb Repair	536				
Curb and Gutter Repair	66327	20,000.00	0.00	0.00	0.00%
Total Curb Repair		20,000.00	0.00	0.00	0.00%
Saucito/Work Gutter & Curb	537				
Curb and Gutter Repair	66327	40,000.00	0.00	0.00	0.00%
Total Saucito/Work Gutter & Curb		40,000.00	0.00	0.00	0.00%
Via Verde Curb & Gutter Repair	538				
Curb and Gutter Repair	66327	90,000.00	0.00	13,195.00	14.66%
Total Via Verde Curb & Gutter Repair		90,000.00	0.00	13,195.00	14.66%
Total Expense		<u>150,000.00</u>	<u>0.00</u>	<u>13,195.00</u>	<u>8.80%</u>
Excess(Deficit) of Revenue Over Expenditures		(111,100.00)	3,240.57	16,018.22	

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

212 - Measure X Fund
From 3/1/2024 Through 3/31/2024

		FY 2024 Budget	March 2024 Actual	FY 2024 YTD Actual	Percent Collected/Used
Revenue					
Non Department Specific	000				
Measure X	47775	94,400.00	0.00	0.00	0.00%
Total Non Department Specific		94,400.00	0.00	0.00	0.00%
Total Revenue		<u>94,400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Expense					
Via Verde/Los Encinos Street Repair	524				
Street Improvements	66410	39,500.00	0.00	39,480.00	99.94%
Total Via Verde/Los Encinos Street Repair		39,500.00	0.00	39,480.00	99.95%
Angelus/Rosita Storm Drain Repair (Engineering)	525				
Street Improvements	66410	10,000.00	0.00	0.00	0.00%
Total Angelus/Rosita Storm Drain Repair (Engineering)		10,000.00	0.00	0.00	0.00%
Angelus/Rosita Storm Drain Repair (Construction)	526				
Street Improvements	66410	60,000.00	0.00	0.00	0.00%
Total Angelus/Rosita Storm Drain Repair (Construction)		60,000.00	0.00	0.00	0.00%
Debt Service - Measure X	610				
Principal - Measure X Loan	65103	80,400.00	0.00	0.00	0.00%
Interest - Measure X	65203	14,000.00	0.00	0.00	0.00%
Total Debt Service - Measure X		94,400.00	0.00	0.00	0.00%
Total Expense		<u>203,900.00</u>	<u>0.00</u>	<u>39,480.00</u>	<u>19.36%</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 3/1/2024 Through 3/31/2024

		<u>FY 2024 Budget</u>	<u>March 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	3,609.50	4,094.00	11.85%
Total Planning & Building Regulation		<u>34,536.50</u>	<u>3,609.50</u>	<u>4,094.00</u>	<u>11.85%</u>
Total Expense		<u>34,536.50</u>	<u>3,609.50</u>	<u>4,094.00</u>	<u>11.85%</u>
Excess(Deficit) of Revenue Over Expenditures		(34,536.50)	(3,609.50)	(4,094.00)	

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

223 - ARPA Fund
 From 3/1/2024 Through 3/31/2024

		FY 2024 Budget	March 2024 Actual	FY 2024 YTD Actual	Percent Collected/Used
Expense					
Police	210				
Mobile Data Terminals	66305	5,998.17	0.00	465.55	7.76%
Portable Radios	66306	2,589.89	0.00	2,548.26	98.39%
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		100,000.00	0.00	0.00	0.00%
Total Expense		108,588.06	0.00	3,013.81	2.78%
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 3/1/2024 Through 3/31/2024

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

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

235 - Asset Forfeitures
From 3/1/2024 Through 3/31/2024

		<u>FY 2024 Budget</u>	<u>March 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>5,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</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 3/1/2024 Through 3/31/2024

		<u>FY 2024 Budget</u>	<u>March 2024 Actual</u>	<u>FY 2024 YTD Actual</u>	<u>Percent Collected/Used</u>
Expense					
Planning & Building Regulation	160				
Planning Services	63640	0.00	6,386.00	6,386.00	0.00%
Total Planning & Building Regulation		0.00	6,386.00	6,386.00	0.00%
Total Expense		0.00	6,386.00	6,386.00	0.00%
Excess(Deficit) of Revenue Over Expenditures		0.00	(6,386.00)	(6,386.00)	0.00%

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

301 - Capital Projects
From 3/1/2024 Through 3/31/2024

		FY 2024 Budget	March 2024 Actual	FY 2024 YTD Actual	Percent Collected/Used
Expense					
Housing Element 6th Cycle	532				
Housing Element Cost - 6th Cycle	63638	138,900.00	10,266.00	115,966.00	83.48%
		<u>138,900.00</u>	<u>10,266.00</u>	<u>115,966.00</u>	<u>83.49%</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%
Total Expense		<u>198,900.00</u>	<u>10,266.00</u>	<u>115,966.00</u>	<u>58.30%</u>
Other Financing Sources and Uses					
Housing Element 6th Cycle	532				
Transfers In from GF	82003	138,900.00	115,966.00	115,966.00	83.48%
Total Housing Element 6th Cycle		138,900.00	115,966.00	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%
Total Other Financing Sources and Uses		<u>198,900.00</u>	<u>115,966.00</u>	<u>115,966.00</u>	<u>58.30%</u>
Excess(Deficit) of Revenue Over Expenditures		0.00	105,700.00	0.00	0.00%

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

321 - SBR Engineering Fund
 From 3/1/2024 Through 3/31/2024

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

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

323 - SBR Construction Fund
 From 3/1/2024 Through 3/31/2024

		<u>FY 2024 Budget</u>	<u>March 2024 Actual</u>	<u>FY 2024 YTD Actual</u>	<u>Percent Collected/Used</u>
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>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>0.00%</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

April 3, 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 March 1, 2024 through March 31, 2024.

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

Incident #

- | | |
|-----------------|-----------------|
| 240301-SEA00589 | 240304-SEA00613 |
| 240302-SEA00592 | 240311-SEA00661 |
| 240303-SEA00601 | 240321-SEA00743 |
| 240303-SEA00605 | 240329-SEA00793 |
| 240304-SEA00611 | 240330-SEA00804 |

There are Ten (10) fire calls for the month of March. 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
3/1/2024	240301-SEA00589	5:37:29 PM	5:42:44 PM	4.05	412	29	Hillwill	Emergent
3/2/2024	240302-SEA00592	5:33:22 AM	5:41:19 AM	7.53	321	29	Rosita	Emergent
3/3/2024	240303-SEA00601	4:51:43 AM	4:59:03 AM	6.93	321	29	Carlton	Emergent
3/3/2024	240303-SEA00605	2:37:44 PM	2:45:09 PM	6.90	311	29	Los Encinos	Emergent
3/4/2024	240304-SEA00611	2:36:12 PM	2:47:51 PM	10.93	412	29	Rosita	Non-Emergent
3/4/2024	240304-SEA00613	7:21:18 PM	7:27:34 PM	5.63	321	29	Arlington	Emergent
3/11/2024	240311-SEA00661	6:29:28 AM	6:39:04 AM	8.92	321	29	Paloma	Emergent
3/21/2024	240321-SEA00743	7:04:24 PM	7:11:16 PM	6.23	321	29	Paloma	Emergent
3/29/2024	240329-SEA00793	7:36:54 AM	7:48:01 AM	10.32	554	29	Rosita	Non-Emergent
3/30/2024	240330-SEA00804	9:06:57 AM	9:14:23 AM	6.83	321	29	Paloma	Emergent

Total Calls 10

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



POLICE

DEL REY OAKS

City Council Report

Mar 2024

Chris Bourquin - Chief

Case #	Date	Offense Code 1	Offense Code Description	DRO	MPAD	OJ	Residential	Commercial
Case #	Date	Offense Code 1						
24-054	03/01/2024	Strike Violation			X			X
24-055	03/02/2024	Information Only						
24-056	03/04/2024	Information Only						
24-057	03/04/2024	ACN	Accident	X			X	
24-058	03/04/2024	530.5(A) PC	Identity Theft	X			X	
24-059	03/06/2024	Elder Abuse	Informational	X			X	
24-060	03/06/2024	Surrendered Property						
24-061	03/07/2024	Information Only						
24-062	03/08/2024	273.5(A) PC	Corporal Injury to Spouse	X			X	
24-063	03/10/2024	Information Only						
24-064	03/13/2024	487(A) PC	Grand Theft	X			X	
24-065	03/13/2024	23109(C) VC	Reckless Driving		X			X
24-066	03/15/2024	20002(A)(1) VC	Hit and Run		X			X
24-067	03/16/2024	20002(A)(1) VC	Hit and Run	X			X	
24-068	03/18/2024	21310 PC	Possession Dirk/Dagger	X			X	
24-069	03/18/2024	DROMC 8.08.050	Unlawful dumping	X				X
24-070	03/19/2024	DROMC 6.04.020	Dog at large	X			X	
24-071	03/19/2024	602 PC	Trespass	X				X
24-072	03/23/2024	Outside Warrant/M	Arrest	X			X	
24-073	03/25/2024	Strike Violation			X			X
24-074	03/27/2024	ACN	Accident	X			X	
24-075	03/29/2024	602(N) PC	Trespass		X			X
24-076	03/30/2024	484G PC	Credit Card					
24-077	03/30/2024	602(N) PC	Trespass	X				X
24 Cases								

Calls for Service	
Month	YTD
313	861

Case Reports	
Month	YTD
24	77

Alarms					
Residential		Commercial		MPAD	
Mo.	YTD	Mo.	YTD	Mo.	YTD
2	2	6	15	6	12

Citations					
Moving		Parking		Warning	
Mo.	YTD	Mo.	YTD	Mo.	YTD
13	26	16	62	24	31



Group A Offense Report

Printed On: 04/11/2024

Beginning Date: 03/01/2024

Ending Date: 03/31/2024

Page 1 of 1

Item 3.

Agency: All

Offense	Reported in 2024	Reported in 2023	Percent Change	Offenses Cleared	Percent Cleared	Percent Of Category	Rate Per 100,000*
Murder	0	0	NA	0	0.00%	0.00%	NA
Negligent Manslaughter	0	0	NA	0	0.00%	0.00%	NA
Justifiable Homicide	0	0	NA	0	0.00%	0.00%	NA
Non-consensual Sex Offenses:							
Rape	0	0	NA	0	0.00%	0.00%	NA
Sodomy	0	0	NA	0	0.00%	0.00%	NA
Sexual Assault with Object	0	0	NA	0	0.00%	0.00%	NA
Fondling	0	0	NA	0	0.00%	0.00%	NA
Aggravated Assault	0	0	NA	0	0.00%	0.00%	NA
Simple Assault	1	0	NA	0	0.00%	100.00%	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
Crimes Against Persons Total	1	1	0%	0	0.00%	11.11%	NA
Robbery	0	0	NA	0	0.00%	0.00%	NA
Burglary/Breaking & Entering	0	0	NA	0	0.00%	0.00%	NA
Larceny/Theft Offenses	2	9	-77.78%	2	100.00%	33.33%	NA
Motor Vehicle Theft	0	0	NA	0	0.00%	0.00%	NA
Arson	0	0	NA	0	0.00%	0.00%	NA
Destruction Of Property	2	0	NA	2	100.00%	33.33%	NA
Counterfeiting/Forgery	0	0	NA	0	0.00%	0.00%	NA
Fraud Offense	1	2	-50.00%	0	0.00%	16.67%	NA
Embezzlement	0	0	NA	0	0.00%	0.00%	NA
Extortion/Blackmail	0	0	NA	0	0.00%	0.00%	NA
Bribery	0	0	NA	0	0.00%	0.00%	NA
Stolen Property Offenses	1	1	0.00%	1	100.00%	16.67%	NA
Crimes Against Property Total	6	12	-50%	5	83.33%	66.67%	NA
Drug/Narcotic Violations	1	2	-50.00%	1	100.00%	50.00%	NA
Drug Equipment Violations	0	2	-100.00%	0	0.00%	0.00%	NA
Gambling Offenses	0	0	NA	0	0.00%	0.00%	NA
Pornography/Obscene Material	0	0	NA	0	0.00%	0.00%	NA
Prostitution	0	0	NA	0	0.00%	0.00%	NA
Weapons Law Violation	1	1	0.00%	1	100.00%	50.00%	NA
Animal Cruelty	0	0	NA	0	0.00%	0.00%	NA
Crimes Against Society Total	2	5	-60%	2	100%	22.22%	NA
Total Group "A" Offenses	9	18	-50%	7	77.78%	100%	NA

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



Group A Offense Report

Printed On: 04/11/2024

Beginning Date: 01/01/2024

Ending Date: 03/31/2024

Page 1 of 1

Item 3.

Agency: All

Offense	Reported in 2024	Reported in 2023	Percent Change	Offenses Cleared	Percent Cleared	Percent Of Category	Rate Per 100,000*
Murder	0	0	NA	0	0.00%	0.00%	NA
Negligent Manslaughter	0	0	NA	0	0.00%	0.00%	NA
Justifiable Homicide	0	0	NA	0	0.00%	0.00%	NA
Non-consensual Sex Offenses:							
Rape	0	0	NA	0	0.00%	0.00%	NA
Sodomy	0	0	NA	0	0.00%	0.00%	NA
Sexual Assault with Object	0	0	NA	0	0.00%	0.00%	NA
Fondling	0	0	NA	0	0.00%	0.00%	NA
Aggravated Assault	1	2	-50.00%	0	0.00%	20.00%	NA
Simple Assault	1	1	0.00%	0	0.00%	20.00%	NA
Intimidation	3	2	50.00%	3	100.00%	60.00%	NA
Kidnapping/Abduction	0	0	NA	0	0.00%	0.00%	NA
Consensual Sex Offenses:							
Incest	0	0	NA	0	0.00%	0.00%	NA
Statutory Rape	0	0	NA	0	0.00%	0.00%	NA
Human Trafficking, Commercial Sex Acts	0	0	NA	0	0.00%	0.00%	NA
Human Trafficking, Involuntary Servitude	0	0	NA	0	0.00%	0.00%	NA
Crimes Against Persons Total	5	5	0%	3	60%	19.23%	NA
Robbery	0	0	NA	0	0.00%	0.00%	NA
Burglary/Breaking & Entering	0	0	NA	0	0.00%	0.00%	NA
Larceny/Theft Offenses	7	20	-65.00%	3	42.86%	46.67%	NA
Motor Vehicle Theft	0	0	NA	0	0.00%	0.00%	NA
Arson	0	0	NA	0	0.00%	0.00%	NA
Destruction Of Property	4	2	100.00%	2	50.00%	26.67%	NA
Counterfeiting/Forgery	0	0	NA	0	0.00%	0.00%	NA
Fraud Offense	3	6	-50.00%	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%	6.67%	NA
Crimes Against Property Total	15	29	-48.28%	6	40%	57.69%	NA
Drug/Narcotic Violations	2	2	0.00%	1	50.00%	33.33%	NA
Drug Equipment Violations	0	2	-100.00%	0	0.00%	0.00%	NA
Gambling Offenses	0	0	NA	0	0.00%	0.00%	NA
Pornography/Obscene Material	1	0	NA	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	0	NA	0	0.00%	0.00%	NA
Crimes Against Society Total	6	5	20%	2	33.33%	23.08%	NA
Total Group "A" Offenses	26	39	-33.33%	11	42.31%	100%	NA

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



CITY OF DEL REY OAKS

Staff Report

DATE: April 23, 2024
TO: Honorable Mayor and City Council
FROM: John Guertin, City Manager
SUBJECT: Approve Amendment #2 to the Agreement with Regional Government Services for Finance Management and Administrative Services

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

Consideration

Approve an Amendment #2 to the professional services agreement with Regional Government Services (RGS) for Finance Management and Administrative Services for FY 2023-2024 through FY 2025-2026.

Discussion

The City has established an excellent working relationship with RGS since our initial agreement dated November 21, 2019. They have supplied Finance and Human Resource services for the Police Department and City Hall with professionalism and solid results. These duties include Accounts Payable, Payroll, Accounts Receivable, Bank Reconciliations, training staff, developing policies and procedures, CalPERS Processing, Council Financial Reporting and Audit Support and Budget preparation.

The professional services provided to the City by RGS have been instrumental in assisting with building a more financially stable organization through improved policies, practices, processes and training. In partnership with RGS, the City has established and updated its financial policies, implemented a municipal financial management system, established a solid economic reserve, achieved several consecutive years of clean audits with no findings, and is in the process of planning and implementing a budgeting system.

Key to these improvements has been training of City staff by RGS in financial and human resources best practices. The push for improvements in all aspects of our fiscal management and reporting along with the increase in training has resulting in an increase in RGS staff time. The recommended amendment reflects the current time demands and resulting fees associated with the workload. However, over the course of the next fiscal year it is anticipated that RGS will train our new administrative staff to take over the accounts receivable, payroll and accounts payable functions. Therefore, staff does not expect to utilize the full amount of the not-to-exceed amount provided in the amendment.

Fiscal Impact

The total not-to-exceed contract amount is \$266,100 for FY 2023-24; \$306,100 for FY 2024-25; and \$321,400 for FY 2025-26.

Item 1.

Attachments

RGS Agreement Amendment #2

Respectfully submitted,

John Guertin
City Manager



REGIONAL GOVERNMENT SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

AMENDMENT NO. 2 TO MANAGEMENT AND ADMINISTRATIVE SERVICES AGREEMENT

This second amendment to the Management and Administrative Services Agreement between the **CITY OF DEL REY OAKS** ("Agency") and Regional Government Services Authority, hereinafter called "RGS" is made and entered into this 19th day of March, 2024.

RECITALS

The Agency and RGS entered into an Agreement for services dated August 1, 2022. This Amendment is entered into with reference to the following facts and circumstances:

- A. **Section 3, Compensation**, is amended to strike the existing and replace with the following –
- a) Compensation for services under this Agreement shall not exceed \$893,600, which shall be allocated on a fiscal year basis as follow:
- i. Compensation for the period July 1, 2023 – June 30, 2024 (FY 2024) shall not exceed \$266,100.
 - ii. Compensation for the period July 1, 2024 – June 30, 2025 (FY 2025) shall not exceed \$306,100.
 - iii. Compensation for the period July 1, 2025 – June 30, 2026 (FY 2026) shall not exceed \$321,400.
- B. **Exhibit B, RGS Staff Rates**, is amended to remove the table and replace it with the one below.

RGS STAFF RATES 2024

TITLE	HOURLY RATE*
Strategic Services Consultant	\$176
Senior Advisor	\$150
Advisor	\$128
Technical Specialist	\$114
Administrative Specialist	\$102

* Subject to COLA adjustment per the Agreement terms

- C. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Additional Services Amendment to be executed on the date first above written by their respective officers duly authorized in that behalf.

Dated: _____

Dated: 4/11/2024 _____

Agency

RGS

DocuSigned by:

John Gueritn, City Manager

Sophia Selivanoff, Executive Director

RGS provides quality, innovative, cost-effective services exclusively to public agencies.
Main 650.587.7300 Fax 650.587.7311 P.O. Box 1350 Carmel Valley, CA 93924

www.rgs.ca.gov



Staff Report

DATE: April 25th, 2024

TO: Honorable Mayor and Members of City Council

FROM: Chris Bourquin, Chief of Police

SUBJECT: Consider the adoption of the modified Military Equipment Use Policy consistent with the requirements of AB 481. Required annual reporting required by AB 481.

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

Council adopt the modified Military Equipment Use Policy consistent with the requirements of AB 481

Background

On September 30th, 2021, California Assembly Bill 481 (AB 481) was signed into law. Subsequently, California Government Code Sections 7070-7075 were adopted to codify the requirements set forth in AB 481. The law has several requirements, which are listed below.

- Approval of this policy or any subsequent amendments requires adoption by ordinance at an open session of a regular meeting providing for public comment. (Government Code § 7071.)
- Within one year of approval of the military equipment policy, and annually thereafter, the Chief of Police or the authorized designee will submit a military equipment report for each type of military equipment for as long as the military equipment is available for use. (Government Code § 7072.)
- Within 30 days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community

engagement meeting, at which the Department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment.

Summary & Discussion

Several changes were made to the City's Military Equipment list. A new Section 3 was added, which lists lethal ammunition (.223 cal.). Although not required by AB 481, Section 3 was added for greater transparency.

As mentioned in last year's report to the Council, ten noise-flash diversionary devices and twelve munitions containing tear gas or oleoresin capsicum (OC) purchased by the Monterey Airport Police Department prior to its merger with the City were left off of the list of qualifying equipment as they were expired and not for operational use. On September 27th, 2023, the munitions were transferred to the Monterey Peninsula Regional Special Response Unit ("MPRSRU") to be used for training.

A well-publicized and conveniently located public meeting was held on March 21st, 2024 at the Del Rey Oaks City Hall where members of the public and the Police Safety Committee were briefed regarding funding, acquisition, or use of military equipment by our Department. Military Equipment used in Del Rey Oaks during the last operational year is as follows:

- Between operational period April 25th, 2023 and April 25th, 2024, the Del Rey Oaks Police Department has not used any military equipment outlined in AB 481 / Del Rey Oaks Police Department Policy 706 within the City of Del Rey Oaks.
- Between operational period April 25th, 2023 and April 25th, 2024, MPRSRU has not deployed within the City of Del Rey Oaks.
- Between operational period April 25th, 2023 and April 25th, 2024, the Del Rey Oaks Police Department has not purchased any military equipment outlined in AB 481 / Del Rey Oaks Police Department Policy 706.

Fiscal Impacts

The ongoing funding cost associated with our equipment listed in Section 1 of our Military Equipment List is \$4,320. Most of the associated costs are from ammunition. It should be noted that neither the Aero Precision Rifles nor the ammunition used in training are required to be listed by SB 481. We list these items for greater transparency.

The ongoing funding of the LMT Defense 40mm Launchers and Kinetic Energy Munitions is expected to be \$400 per year. No munitions were purchased between operational period April 25th, 2023 and April 25th, 2024.

ATTACHMENTS:

Del Rey Oaks Police Department Policy 706 (Revised) Military Equipment list Sections 1 (Revised), 2 (Revised) and 3 (New)

Respectfully Submitted,

Chris Bourquin
Chief of Police

ORDINANCE NO.

**AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
DEL REY OAKS AMENDING DEL REY OAKS POLICE DEPARTMENT
POLICY 706 “MILITARY EQUIPMENT USE”**

RECITALS

1. AB 481, the Law Enforcement and State Agencies Military Equipment Funding, Acquisition, and Use Act (the “Act”), effective January 1, 2022, is intended to increase transparency, accountability, and oversight surrounding the acquisition and use of military equipment by state and local law enforcement; and

2. AB 481 requires law enforcement agencies seeking to continue the use of any military equipment to obtain approval from their governing bodies before purchasing, raising funds for, or acquiring military equipment, by any means, including surplus military equipment from the federal government.

3. Law enforcement agencies are also required to seek governing body approval before collaborating with another law enforcement agency in the deployment or use of military equipment within the governing body's territorial jurisdiction or before using any new military equipment for a purpose, in any manner, or by a person not previously approved by the governing body; and

4. The redlines on the attached Del Rey Oaks Police Department Policy 706 “MILITARY EQUIPMENT USE” are made to conform with the requirements of AB 481.

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

SECTION 1. RECITALS. The foregoing Recitals are adopted as findings of the City Council as though set forth in fully within the body of this ordinance.

SECTION 2. AFFIRMATION AND ADOPTION. The Council hereby adopts Del Rey Oaks Police Department Policy 706 “MILITARY EQUIPMENT USE,” as amended and as attached hereto.

SECTION 3. CEQA. The activities described in this Ordinance are not a “project” as defined by California Environmental Quality Act because they are an organizational or administrative activity that will not result in direct or indirect physical changes in the environment.

SECTION 4. SEVERABILITY. If any provision, section, paragraph, sentence,

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

SECTION 5. EFFECTIVE DATE. This Ordinance will become effective immediately as an urgency ordinance upon approval by the City Council consistent with Government Code Section 36937 (b) and substantiated by the declaration contained with Section 3.

INTRODUCED, APPROVED, AND ADOPTED by the City Council of the City of Del Rey Oaks, California, at its regular meeting held on the 25th day of, April, 2024, by the following vote:

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

Scott Donaldson, Mayor _____

ATTEST:

John Guertin, City Clerk



Staff Report

DATE: April 25th, 2024

TO: Honorable Mayor and Members of City Council

FROM: Chris Bourquin, Chief of Police

SUBJECT: Adoption of a Resolution approving and directing execution of an authorizing to add the City of Del Rey Oaks to the Memorandum of Understanding pertaining to the implementation and deployment of a Monterey Peninsula regional police, Special Response Unit consisting of special weapons and tactics, tactical medicine, and crisis negotiation team components.

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

Recommendation

Del Rey Oaks City Council adopt a Resolution to add the City of Del Rey Oaks as a participating agency to the Monterey Peninsula Special Response Unit (SRU).

Background & Summary

In 2010 the cities of Seaside, Marina, Monterey, Pacific Grove, Sand City, Carmel, and California State University at Monterey Bay entered into Memorandum of Understanding for the “Implementation and Deployment of a Regional Police Special Response Unit (SRU) Consisting of Special Weapons and Tactics, Tactical Medicine, and Crisis Negotiation Team Components” (MOU). The City of Del Rey Oaks is the only Peninsula agency not to have joined SRU. Each of the participating agencies dedicate resources and personnel in support of SRU’s objective, which is to provide specialized support in handling critical field operations where intense negotiations and/or special tactical deployment methods are required, but beyond the normal scope of field officers.

The City of Del Rey Oaks would benefit greatly from joining SRU. The benefits include:

- Development of supervisors and leaders with specialized training.
- Regional integration which emphasizes teamwork, sacrifice, and dedication.
- Recruitment of personnel who would like this assignment opportunity.
- Executive oversight remains with partner agencies.
- Fast response times for critical incidents with a local team.

Section 8 of the MOU allows a new agency to join the SRU if agreed upon by all current parties. Currently all parties are in agreement to add Del Rey Oaks as a participating agency to the SRU MOU. Adding Del Rey Oaks will increase SRU resources and allow for more effective response times to critical incidents that require SRU capabilities.

Staff requests City Council adopt a resolution amending the SRU MOU to add the City of Del Rey Oaks as a participating agency.

Fiscal Impacts

The yearly dues to the SRU team from each city are \$5,000.00. Per the MOU, each agency will be responsible for all personnel costs and obligations associated with any officer(s) it assigns to the team, including but not limited to, base salary, overtime, and all other benefits. The costs associated with having a member of the Del Rey Oaks Police Department on the SRU is estimated to be between \$5,000 and \$10,000 per year. The vast majority of that cost is related to overtime.

ATTACHMENTS:

- SRU MOU
- Amendment No. 1

Respectfully Submitted,

Chris Bourquin
Chief of Police



CITY OF DEL REY OAKS

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

DATE: April 23, 2024

TO: Honorable Mayor and City Council

FROM: John Guertin, City Manager

SUBJECT: Authorize the Establishment of an Administrative Services Technician Position in the Fiscal Year 2023-24 Budget

CEQA: This is not a project for the purposes of the California Environmental Quality Act (CEQA) and has no potential for resulting in either a direct or indirect impact on the environment.

Recommended Action

It is recommended that the City Council consider approving the Job Description for an Administrative Services Technician and amend the Fiscal Year 2023-24 budget to include the new position.

Background

The City of Del Rey Oaks currently utilizes outsourced services for payroll, accounts payable, and accounts receivable functions. While these services have been adequate, there is an opportunity to enhance efficiency and reduce costs by bringing these functions in-house.

Discussion

The City has established an excellent working relationship with RGS since our initial agreement dated November 21, 2019. They have provided Finance and Human Resource services for the Police Department and City Hall with professionalism and solid results. These duties include Accounts Payable, Payroll, Accounts Receivable, Bank Reconciliations, training staff, developing policies and procedures, CalPERS Processing, Council Financial Reporting and Audit Support and Budget preparation.

While the services provided by RGS have been instrumental in assisting with building a more financially stable organization through improved policies, practices, processes, and training, there is an opportunity to enhance efficiency and reduce costs by bringing these functions in-house.

Justification for the Administrative Services Technician position:

Costs: The City's reliance on RGS for all financial services has benefited the City by establishing improved processes, policies and best practices. The benefits of this strategy have been

demonstrated in the City's improved financial stability and consecutive years of excellent audit reports.

However, we have reached a point where the costs associated with outsourcing the basic financial functions of payroll, accounts receivable and accounts payable no longer makes sense. The consultant charges for those services are approaching \$150,000 per year. At this time, the ongoing costs have demonstrated the need and available resources to warrant establishment of a full-time position in the City to accomplish these functions. The cost associated with the new Administrative Services Technician will be more than offset with savings from the RGS contract in the long term and salary savings from the vacant Administrative Assistant position.

Timing of Transition: The timing for transitioning from RGS to in-house services is optimal due to the established working relationship, the solid foundation that has been built through RGS's services, and the training that RGS will provide. The experience gained from working with RGS has provided the City with valuable insights and knowledge that can be applied to the in-house management of these functions.

Benefits of Transitioning: Transitioning from RGS to in-house services will provide several benefits to the City, including:

- **Increased Control:** In-house management of payroll, accounts payable, and accounts receivable will provide the City with greater control over its financial processes. The Administrative Services Technician will be able to tailor processes and procedures to meet the specific needs of the City, building on the foundation established with RGS.
- **Enhanced Efficiency:** Having an in-house position dedicated to these functions will result in increased efficiency and responsiveness. The Administrative Services Technician will be able to leverage the knowledge and experience gained from working with RGS to further improve service delivery.
- **Continued Professional Development:** The establishment of an in-house position will provide opportunities for professional development and growth for City staff. The Administrative Services Technician will be able to provide training and support to staff, further enhancing the City's financial stability and organizational effectiveness.

Fiscal Impacts

In FY 2023-34, the anticipated cost of the new position will be covered by salary savings resulting from the unfilled Administrative Assistant position. Ongoing costs will be offset by the salary savings of the unfilled Administrative Assistant position as well as reduced need for services from RSG.

Attachments

- Administrative Services Technician Job Description
- Amended Salary Schedule

Respectfully Submitted,

John Guertin
City Manager



CITY OF DEL REY OAKS

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

Job Description: Administrative Services Technician

Definition

Under direction, the Administrative Services Technician performs a wide variety of administrative and clerical duties. Primary duties include prepare payroll; assist with the administration of benefits; process accounts receivable and payable; assist with agenda packets; review/edit reports; coordinate recruitment for open positions; assist in the development of policies and maintenance of records; administer claims. The position will also assist with front counter and phone duties such as receptionist; permit processing; dog park registrations; park rental scheduling; records management, customer service; and other duties as assigned.

The Administrative Services Technician performs a variety of technical activities in support of the City. Primary functions the position supports include finance, human resources, information technology, and risk management.

Supervisory Relationship

Reports to the City Clerk. Works independently under the guidance of City policies, procedures, ordinances, and codes.

Examples of Duties (Illustrative Only)

Duties may include, but are not limited to, the following:

- Processes and distributes payroll including verification of timecards, personnel change orders, vacation and sick leave; receives, researches and responds to questions from employees and supervisors and researches issues related to payroll, leave balances, and deductions.
- Prepares supporting payroll reports and payments to various taxing, financial, insurance, and retirement organizations.
- Perform a variety of responsible clerical accounting and financial office support duties including in the areas of accounts receivable, accounts payable, payroll, business licenses, and revenue collection and cash management.
- Prepare, maintain, and/or verify a variety of accounting, financial, and statistical records, ledgers, logs, and files; gather, assemble, tabulate, enter, check, verify,

balance, adjust, record, and file financial data; codes data according to prescribed accounting procedures; reviews information to ensure accurate reporting; resolve discrepancies; establish and maintain various files and records.

- Perform data entry; post receipts and other information to various city accounts and funds.
- Creates purchase orders and ensures appropriate vendor documentation is collected and maintained.
- Serves as a lead to operate livestream for Council, Commission, and Committee meetings as necessary.
- Performs a variety of general accounting office support work including assisting with budget document preparation, organizing and maintaining files, preparing correspondence, reports and forms, proofreading for accuracy and compliance with departmental policies and regulations.
- Receives, researches and responds to inquiries from the public and employees regarding recruitment, salary and benefit information, policies and procedures, employment verification and other human resource issues.
- Assists in the recruitment process; develops and posts job announcements; reviews and screens applications; works with departments to develop and administer selection tools.
- Provides new employee orientation, ensures completion of required paperwork; responds to questions regarding benefits and City policies and procedures.
- Participates in the administration of City benefits including the open enrollment process, making changes to employees' benefits, and receiving and responding to questions regarding benefits.
- Prepares correspondence to employees regarding health plan changes/premiums and provides ongoing assistance regarding benefit changes.
- Supports Risk Management functions by ensuring vendor compliance with City insurance requirements and the facilitation of workers' compensation claims.
- Prepares separation packages for employees.
- Organizes employee wellness activities.
- Performs other related duties as required that are not specifically listed in the job description but are within the general responsibility level associated with this class.

Knowledge, Skills, and Abilities

- Basic principles and practices of human resources administration, including recruitment and benefit administration.
- Basic functions and structure of a municipal organization.
- Principles and practices of payroll, and financial record keeping, report writing, and basic governmental accounting.
- Basic mathematics.
- Proper English, spelling and grammar.
- Principles and practices of routine analytical techniques.
- Applicable federal, state and local laws, codes and regulations, including those dealing with confidentiality.
- Microsoft Office (Word, Excel and Powerpoint) and financial software programs.
- Standard office procedures, practices and equipment.
- Methods and techniques for record keeping and report preparation and writing.
- Principles and practices of customer service.
- Occupational hazards and standard safety practices.

Ability to:

- Perform difficult and responsible technical work involving financial, statistical and human resources support.
- Research, compile and analyze a variety of technical and financial data and keep accurate data.
- Organize and prioritize work, coordinate multiple activities, and meet critical deadlines.
- Interpret, apply and explain a variety of rules, policies and procedures.
- Perform mathematical calculations quickly and accurately.
- Read, interpret and record data accurately.
- Work independently and make sound decisions within established guidelines.
- Establish and maintain effective working relationships as part of a close-knit team.
- Make sound decisions within established guidelines.
- Maintain confidentiality of a wide range of sensitive information.

- Analyze payroll and benefit issues.
- Follow written and oral directions.
- Observe safety principles and work in a safe manner.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying. A typical qualification would be:

- Two (2) years of office support or technical experience in a human resources or finance environment.
- Experience utilizing a variety of computer software applications including data entry/retrieval, spreadsheets, word processing, files maintenance and records management.

License and Certificates

Possession of a valid Class C California driver's license and a satisfactory driving and criminal record are conditions of initial and continued employment.

Working Conditions

Physical Demands:

Work is performed primarily in a standard office setting with moderate noise levels and controlled temperature conditions. The position involves using standard office equipment, including a computer. While the role is primarily sedentary, standing and walking between work areas may be required. The Administrative Services Technician should have finger dexterity to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Occasionally, the employee may need to bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. The ability to lift, carry, push, and pull materials and objects up to 25 pounds is also necessary.

Environmental Elements:

The Administrative Services Technician works in an office environment with controlled temperature conditions and no direct exposure to hazardous physical substances.

Special Requirements:

The Administrative Services Technician is required to attend various meetings, some of which may occur at night.

Note: This job description is not exhaustive and may be subject to changes and additional duties as assigned by the City Clerk and/or City Manager.

CITY OF DEL REY OAKS
SALARY SCHEDULE FOR FISCAL YEAR 2023-2024

	Step 1	Step 2	Step 3	Step 4	Step 5	
City Manager	Per Contract					
Monthly						16,844.50
Bi-weekly						7,774.40
Hourly Rate						97.18
Annual						202,134.00
Chief of Police	Per Contract					
Monthly						13,333.33
Bi-weekly						6,154.00
Hourly Rate						76.93
Annual	-	-	-	-	-	160,000.00
City Clerk						
Monthly	6,974.92	7,323.33	7,689.08	8,073.83	8,477.75	
Bi-weekly	3,219.20	3,380.00	3,548.80	3,726.40	3,912.80	
Hourly Rate	40.24	42.25	44.36	46.58	48.91	
Annual	83,699.00	87,880.00	92,269.00	96,886.00	101,733.00	
Deputy City Clerk/Permit Clerk						
Monthly	5,286.67	5,551.83	5,829.17	6,120.42	6,427.17	
Bi-weekly	2,440.00	2,562.40	2,690.40	2,824.80	2,966.40	
Hourly Rate	30.50	32.03	33.63	35.31	37.08	
Annual	63,440.00	66,622.00	69,950.00	73,445.00	77,126.00	
Administrative Services Technician						
Monthly	5,286.67	5,551.83	5,829.17	6,120.42	6,427.17	
Bi-weekly	2,440.00	2,562.40	2,690.40	2,824.80	2,966.40	
Hourly Rate	30.50	32.03	33.63	35.31	37.08	
Annual	63,440.00	66,622.00	69,950.00	73,445.00	77,126.00	
Administrative Assistant						
Monthly	4,550.00	4,777.08	5,016.25	5,267.58	5,531.08	
Bi-weekly	2,100.00	2,204.80	2,315.20	2,431.20	2,552.80	
Hourly Rate	26.25	27.56	28.94	30.39	31.91	
Annual	54,600.00	57,325.00	60,195.00	63,211.00	66,373.00	
Police Commander						
Monthly	8,526.67	8,952.58	9,400.33	9,869.83	10,363.08	
Bi-weekly	3,935.40	4,131.96	4,338.60	4,555.32	4,782.96	
Hourly Rate	46.85	49.19	51.65	54.23	56.94	
Annual	102,320.00	107,431.00	112,804.00	118,438.00	124,357.00	
Police Sergeant						
Monthly	7,525.67	7,902.42	8,297.42	8,712.33	9,147.33	
Bi-weekly	3,473.40	3,647.28	3,829.56	4,021.08	4,221.84	
Hourly Rate	41.35	43.42	45.59	47.87	50.26	
Annual	90,308.00	94,829.00	99,569.00	104,548.00	109,768.00	
Police Officer						
Monthly	6,490.08	6,814.08	7,154.42	7,513.00	7,887.92	
Bi-weekly	2,995.44	3,144.96	3,302.04	3,467.52	3,640.56	
Hourly Rate	35.66	37.44	39.31	41.28	43.34	
Annual	77,881.00	81,769.00	85,853.00	90,156.00	94,655.00	
Public Works Supervisor						
Monthly	5,655.83	5,938.42	6,234.83	6,546.83	6,964.50	
Bi-weekly	2,610.40	2,740.80	2,877.60	3,021.60	3,214.40	
Hourly Rate	32.63	34.26	35.97	37.77	40.18	
Annual	67,870.00	71,261.00	74,818.00	78,562.00	83,574.00	
Temporary/Part Time EE						
Hourly Rate	At the discretion of the City Manager				50.00	

Mayor's Report

I want to take a moment to provide you with an update on the status of our Ft. Ord property and inform you of an upcoming event in May.

The approach we take with our property will involve coordination with multiple agencies, require robust community input and will impact us for years to come. It's very important our residents are informed of the steps involved and are able to provide input throughout the entire process.



We have an opportunity to ensure any potential development is done in a thoughtful way that is environmentally conscientious, economically sustainable and enhances the existing character of our city.

Projects on the former Ft. Ord

The South Boundary Road improvement project is one of the most important projects our city will embark upon in many years. In addition to providing a safer roadway, the upgrade of this road is a critical step toward providing the necessary infrastructure and utilities to our city owned property on the former Ft. Ord to facilitate future development.

I realize that the prospect of development can be anxiety producing and complicated so I wanted to take a moment to let you know what we've done so far and what the path forward would look like.

Most recently, we completed the requirements for the Surplus Land Act. (SLA). Under this law, all cities in California must advertise any undeveloped properties before they can move forward with development. The SLA was enacted with a focus on ensuring home builders have visibility on potential sites to increase the housing inventory in the state. Our Housing Element, the document that mandates where future housing will be located, identifies our Ft. Ord property as the main location to meet our housing needs.

After we advertised our Ft. Ord property, three organizations showed interest: Big Sur Land Trust, Monterey Peninsula Regional Parks District and City Ventures – a

developer based in San Francisco. More information about the developer can be found at: www.calcities.org/partner/city-ventures

Our City Manager has spoken with all three organizations to understand their intent and the city can decide whether or not we want to work with any, or all, of the organizations. City Ventures expressed interest in providing housing and revenue producing commercial sites. Because they are a housing provider, the SLA requires the city to negotiate in good faith with them. We are not obligated to enter into an actual development agreement with them, but it provides an opportunity to move forward if we want.

17 Acre Property

This property is located on the north side of Highway 218 across from The Oaks Condominiums. It’s often confused with other parcels within the city limits and is not part of the former Ft. Ord.

The 17 Acre property was included in the SLA process and the Monterey Peninsula Regional Parks District (MPRPD) expressed an interest. The developer, City Ventures, did not express an interest and there are no plans to develop this property.

The City Council created an Ad Hoc Committee consisting of two councilmembers and the City Manager to discuss options regarding this parcel with MPRPD, to include potentially selling the property or portions of the property to them. The City Manager has reached out to MPRPD’s General Manager to express the city’s willingness to meet, and we are waiting to hear if they are interested in discussing potential options. Most importantly, before moving forward with any potential action, the council would discuss the item in open session with transparency and public input.

Development Workshop

To help everyone gain a better understanding of the development process, we have scheduled a workshop on **16 May**. This will allow residents to see what we’ve accomplished so far and to layout the steps going forward. City representatives from our Environmental Consultant, Denise Duffy and Associates, our City Planner from Economic & Planning Systems and representatives from City Ventures will be on hand to provide presentations and answer questions.

Marina Coast Water District will be providing the water for our property and will have a representative on hand. We will also have a representative from Whitson Engineering to answer any questions pertaining to South Boundary Rd. Some of the other stakeholders invited to attend will include: The City of Monterey, Big Sur Land Trust, the Parks District, LandWatch and the California Native Plant Society.

My intent is to educate and inform our residents in an open, transparent way so we can potentially move forward with the next steps. I also want to emphasize that public input is extremely important throughout the entire process and reassure everyone that the council will not make any decisions until it's discussed during a City Council meeting in open session.

In order to accommodate the expected high attendance for the workshop, it will be held at the **Moose Lodge in Del Rey Oaks at 6pm on 16 May.**

Leadership Meetings

Since becoming your Mayor, I've had the opportunity to meet with elected leaders at the Federal, State and County levels to discuss ways they can support our potential development plans. Additionally, the mayors of Monterey County meet monthly to help find ways to mutually support one another.

There are ways Del Rey Oaks can benefit from action at the Federal, State and County level and I have expressed the importance of grant funding and support for our South Boundary Road project, as well as the need to find a regional water solution on the peninsula. These are critical items that will support development and help facilitate our efforts to meet the city's housing requirement mandated by the state.

I'm looking forward to seeing everyone on May 16th!

**Council Report from Vice Mayor John Uy
April 23, 2024**

I. Council Report: Del Rey Oaks Public Safety Committee Meeting on March 21, 2024



I am thrilled to share with you the highlights of our recent Public Safety Committee Meeting held on March 21, 2024. As a member of the committee, I am proud to report on the important matters that were discussed and the positive outcomes that were achieved.

One of the key agenda items was the consideration and adoption of the modified Military Equipment Use Policy, in accordance with the requirements of AB 481. This policy aims to increase transparency, accountability, and oversight surrounding the acquisition and use of military equipment by our local law enforcement agency. We are committed to safeguarding public welfare, safety, civil rights, and civil liberties while ensuring the effective functioning of our police department.

Furthermore, we discussed the annual reporting requirements mandated by AB 481. The Chief of Police submitted a military equipment report for each type of military equipment available for use. This report is made publicly available on the department website, promoting transparency and accountability.

In addition, we had the privilege of considering the addition of the City of Del Rey Oaks as a participating agency in the Monterey Peninsula Special Response Unit (SRU). This item will be presented to the next City Council Meeting for approval. This collaboration with other law enforcement agencies will enhance our resources and response times in critical incidents that require specialized support. By joining the SRU, we emphasize teamwork, sacrifice, and dedication, ultimately ensuring the safety and well-being of our community.

Lastly, we had the privilege of receiving an update on the Active Bystandership in Law Enforcement (ABLE) program. This program aims to promote and encourage active bystandership among law enforcement officers, emphasizing the importance of intervening in situations where misconduct or excessive force may occur. By implementing this program, we are taking proactive steps to ensure accountability and promote a culture of ethical and responsible policing within our community.



I am truly inspired by the commitment and dedication demonstrated by our Police Advisory Committee and the Del Rey Oaks Police Department. Their tireless efforts to uphold public safety and maintain transparency are commendable.

As your Vice Mayor, I am proud to serve a community that values open dialogue, accountability, and the well-being of its residents. Together, we will continue to work towards a safer and more inclusive Del Rey Oaks.

II. Council Report: Regular Meeting of the DRO City Council on March 26, 2024

Honoring March as Women’s History Month

I am delighted to share with you the inspiring and heartwarming moments that took place during our regular council meeting on March 26, 2024. One particular agenda item that resonated deeply with our community was the proclamation honoring March as Women's History Month, read by our esteemed Councilmember Kim Shirley.

As the sole woman on our current council, Councilmember Shirley's presence and voice hold immense significance. Her dedication to public service and commitment to representing the interests of our constituents is truly commendable. Through her leadership, she has become a role model for aspiring women leaders in our community.



During the meeting, Mayor Scott Donaldson took the opportunity to recognize the invaluable contributions of women throughout history who have dedicated themselves to advocating for equity, diversity, and inclusion in all aspects of society. The proclamation emphasized the need to celebrate the achievements of women who have championed these principles and reaffirmed our commitment to advancing them in our society.

This proclamation holds special meaning for all of us, as it highlights the remarkable women who have shaped our community and paved the way for progress. It serves as a reminder of the importance of acknowledging and honoring the women who have dedicated themselves to advocating for equity, diversity, and inclusion.

We are fortunate to have Councilmember Shirley as a beacon of inspiration, representing the voices and concerns of women in our community. Her presence on the council is a testament to the progress we have made in promoting gender equality and empowering women to take on leadership roles.

As we celebrate Women's History Month, let us reflect on the achievements of women who have fought against prejudice and injustice, and let us continue to work together to build a more just, equitable, and inclusive world. I encourage all constituents to join us in honoring the remarkable women in our community and to support initiatives that promote gender equality and empower women to reach their full potential.

Together, we can create a community where every individual, regardless of gender, is valued, respected, and given equal opportunities to thrive. I am grateful to Councilmember Shirley for her unwavering dedication and for being a trailblazer for women in our community.



6th Cycle Housing Element Update

I am thrilled to share with you the exciting progress we made during our regular council meeting on March 26, 2024, particularly regarding the Housing Element Update (6th Cycle). This agenda item holds immense significance for our community, as it directly impacts our efforts to address housing needs and ensure a vibrant and inclusive future for Del Rey Oaks.

During the meeting, we had the privilege of hearing from Denise Duffy and Associates, who provided valuable insights and expertise on the Housing Element Update. Their guidance and collaboration have been instrumental in shaping our approach to housing development and meeting the requirements set forth by the Regional Housing Needs Allocation (RHNA).

I am proud to announce that we successfully adopted the 6th Cycle Housing Element last December 2023, marking a significant milestone in our commitment to providing housing opportunities for all residents. This 6th cycle not only addresses our regional housing needs but also aligns with our vision for sustainable development and enhancing the quality of life in our community.

Through extensive public hearings, workshops, and engagement with stakeholders, we have ensured that the Housing Element reflects the needs and aspirations of our constituents. We have taken into account your valuable input and incorporated it into the programs and policies outlined in the update.

Our focus on affordable housing, access to adequate water supply, energy conservation, and housing for special needs groups demonstrates our dedication to creating a diverse and inclusive community. We have also prioritized the construction of Accessory Dwelling Units (ADUs) and implemented measures to remove governmental constraints on housing development.

While there is still work to be done to fully comply with the State Housing Element Law, I am confident that our collective efforts will lead us to success. We are committed to ongoing collaboration with the California Department of Housing and Community Development (HCD) to address their recommendations and ensure that our Housing Element meets all statutory requirements.

I want to express my gratitude to all the residents who have actively participated in this process, attending meetings, providing feedback, and advocating for a housing plan that reflects our shared values. Your engagement is vital in shaping the future of our community, and I encourage you to continue sharing your thoughts and ideas as we move forward.

Together, we can create a Del Rey Oaks that embraces diversity, fosters sustainable development, and provides housing opportunities for all. I am honored to serve as your councilmember and look forward to the positive impact we will make together.

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

As a member of this Appeals Board, I have carefully reviewed the appeal of the Building Official's determination regarding the square footage calculations at 121 Calle Del Oaks.

Firstly, it is important to note that this appeal hearing before the City Council is *de novo*, meaning that we are not bound by Mr. Headley's determination and must consider the evidence presented by both parties.

The factual and procedural background of this case is clear. The new owners of 121 Calle Del Oaks applied for a business license to operate an automotive restoration facility and submitted plans to modify the existing structure. However, upon review, Mr. Headley determined that the plans incorrectly stated the building's square footage. This determination was supported by the Plan Review Comment documents provided on June 9, 2023, and July 11, 2023.

In response to Mr. Headley's determination, the Owner's counsel submitted a letter arguing against it. However, the City Attorney, after meeting with Mr. Headley and City Manager Guertin, sent a letter outlining the reasons for the City's position and disputing the contentions made by the Owner's counsel. The City Attorney's letter, dated July 13, 2023, provides a clear and compelling explanation of the City's stance.

One of the key pieces of evidence supporting Mr. Headley's determination is the Commercial Water Inspection obtained by Jeff Davi on February 21st of 2023, which clearly shows that the Monterey Peninsula Water Management District determined the premises to contain 9,500 square feet. Additionally, an advertisement from the premises' former owner also listed it as 9,500 square feet. These independent sources further validate Mr. Headley's determination.

Furthermore, the City disputes the contention that the County of Monterey Assessor's Office determination or the data from MetroScan/CoreLogic is binding on the City. I would like to welcome a legal citation to support the claim that these sources should override the determination made by the City Building Official.

The Owner's counsel, Atty. Anthony Lombardo, has raised concerns regarding the accuracy of Mr. Headley's determination. In their letter dated June 16, 2023, they presented several reasons why they believe the determination was incorrect. They also attempted to address the City's issue regarding the stairs or lack thereof. They also presented the "mechanical space" written under the 1978 building code which does not require access by stairs. However, the plans still do not clearly state whether it is a mechanical space or not.

After considering all the facts and evidence presented, I am compelled to uphold Mr. Headley's determination regarding the square footage. It is clear that Mr. Headley's determination regarding the square footage is accurate and should be upheld. The City has provided strong evidence, including the Commercial Water Inspection and the former owner's advertisement, to support this determination. The Owner's arguments, while presented by competent legal counsel, do not provide sufficient and compelling evidence to overturn Mr. Headley's determination.

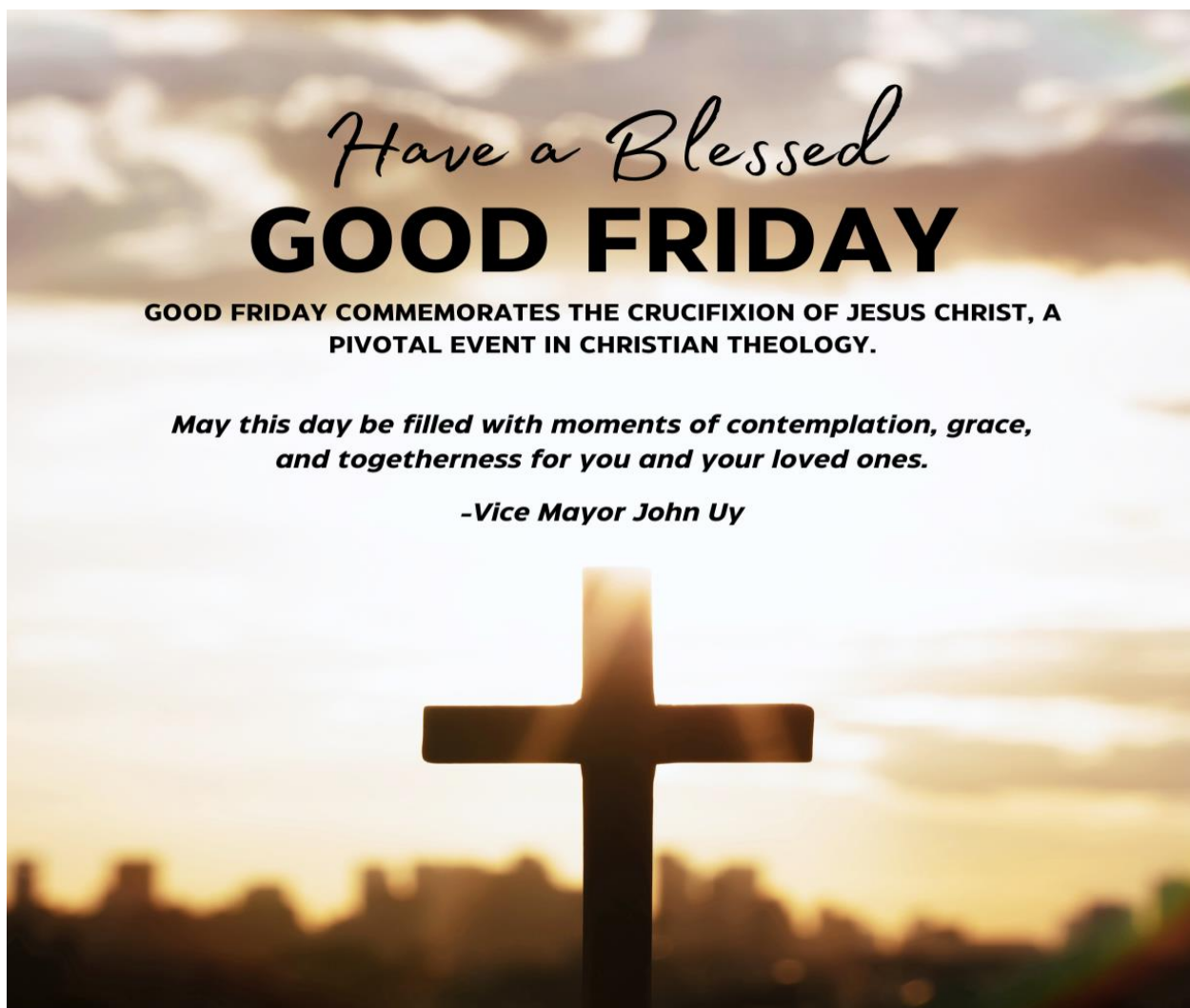
In making this decision, I have carefully considered the facts and evidence presented, and I believe that upholding Mr. Headley's determination is the most reasonable and fair course of

action. This decision is based on the specific findings and evidence provided, and it is in the best interest of all parties involved to uphold the facts and evidence.

I understand that my decision may disappoint the Owner, Mr. Finaldi, but it is important to prioritize accuracy and adherence to records and regulations in matters such as this. I am confident that this decision is supported by the facts and evidence presented, and it is my hope that all parties involved can accept and respect this decision.

I also understand that this decision may have implications for all parties involved, and I offer my sincere empathy to those affected. It is my hope that this decision reflects our unwavering commitment to upholding the integrity of our records and regulations, and ensuring transparency in our decision-making processes.

III. Council Report: Heartfelt Message of Vice Mayor John Uy for the Commemoration of Good Friday on March 29, 2024



As we commemorate Good Friday, a sacred day for our Christian community, I want to extend my warmest wishes to all of you who are observing this meaningful occasion.

Good Friday is a time of reflection, faith, and unity. It's a day that holds profound significance for Christians around the world, reminding us of the ultimate sacrifice and boundless love demonstrated by Jesus Christ.

In our diverse community of Del Rey Oaks and the Monterey Peninsula, we cherish the richness of our cultural tapestry and the various traditions that contribute to our collective identity. Regardless of our individual beliefs, occasions like Good Friday provide us with an opportunity to come together in solidarity and mutual respect.

May this day be filled with moments of contemplation, grace, and togetherness for you and your loved ones. As we pause to remember the significance of this day, let us also embrace the values of compassion, forgiveness, and kindness that lie at the heart of the Easter season.

On behalf of the entire community, I wish you a blessed Good Friday and a joyous Easter weekend ahead.

IV. Council Report: Special Meeting of the Seaside County Sanitation District (SCSD) Board of Directors last March 29, 2024



I am thrilled to share with you the highlights of our Seaside County Sanitation District (SCSD) Special Meeting, which took place on March 29, 2024. As the First Vice Chair of the SCSD Board of Directors, I am honored to represent your interests and ensure the efficient management of our wastewater collection systems.

One of the key agenda items was the consideration of a letter of commitment to move the district billing to the county tax roll. This move, proposed by M1Water, aims to streamline our billing services and enhance efficiency. After careful deliberation, the board directed the district manager to issue the attached letter of commitment. This decision will not only simplify the billing process but also ensure a seamless transition for our residents and businesses.

Moving the billing to the county tax roll means that the fees for wastewater collection services provided by the Seaside County Sanitation District (SCSD) will be included in the property tax bill of residents and businesses. This change is being proposed in conjunction with Monterey One Water's plan to move their wastewater service fee to the property tax bill as well.

This shift in billing method would have several implications for the residents. Firstly, it would streamline the billing process by consolidating the wastewater service fees with the property tax bill. This means that residents would receive a single bill for both their property taxes and wastewater collection fees, simplifying the payment process.

Additionally, including the SCSD fees in the property tax bill would ensure that the collection of these fees is more efficient and reliable. Property taxes are typically collected by the county government, which has established systems and processes in place for billing and collection. By leveraging these existing mechanisms, the SCSD can enhance the accuracy and timeliness of fee collection.

From the residents' perspective, this change would provide greater convenience and potentially reduce the administrative burden associated with separate billing for wastewater services. It would also ensure that the fees are collected consistently and reliably, as property tax payments are typically mandatory and closely monitored.

Overall, moving the billing to the county tax roll would streamline the payment process, improve fee collection efficiency, and provide residents with a more convenient and reliable method of paying for wastewater collection services.

As board members, we value your input and strive to address your concerns. Therefore, we set aside time for public comments, allowing us to hear your thoughts and ideas. Your feedback is invaluable in shaping our district's future, and we appreciate your active participation.

Finally, our next regularly scheduled meeting will take place on April 9, 2024, at 9:30 AM. Join us as we continue to work toward the betterment of our community.

I hope this summary provides you with an overview of our SCSD Special Meeting. Your engagement and support are vital in shaping the future of our district. Together, we can create a cleaner, more sustainable environment for generations to come.

V. Council Report: Heartfelt Message of Vice Mayor John Uy for Easter Sunday last March 31, 2024

Dear Residents of Del Rey Oaks and the Monterey Peninsula,

As we celebrate the Easter Season, I want to extend my heartfelt wishes to each and every one of you, regardless of your faith or beliefs.

Easter is a time of renewal, hope, and joy. It's a beautiful reminder of the triumph of light over darkness, of hope over despair, and of love over everything. In our diverse community, Easter holds significance for many in different ways, yet it unites us in the spirit of celebration and renewal.

May this Easter Season be a time of joyous gatherings with family and friends, of laughter shared and memories made. Let's take a moment to appreciate the blessings in our lives and to extend kindness and compassion to those around us.

As we embrace the symbolism of Easter, may we also reflect on the values it represents – forgiveness, redemption, and the promise of new beginnings. Let's strive to carry these values with us not just today, but every day, as we work together to build a brighter future for our community.

Wishing you all a blessed Easter filled with love, peace, and happiness.

Warm regards,
Vice Mayor John Uy



VI. Council Report: Seaside County Sanitation District (SCSD) Board of Directors Meeting – April 9, 2024



Given that the SCSD Board convened recently on March 29, 2024, the anticipated regular meeting slated for April 9, 2024, stands canceled. I extend this notice to inform you that the subsequent regular meeting of the SCSD is scheduled for May 14, 2024, at Seaside City Hall. I eagerly anticipate your presence at the forthcoming meeting!

VII. Council Report: AMBAG Board of Directors Meeting – April 10, 2024

I am pleased to provide you with an update on the recent meeting of the Association of Monterey Bay Area Governments (AMBAG) Board of Directors, which took place on April 10, 2024. As your representative on the AMBAG Board, I want to ensure that you are informed about the decisions and actions taken during this meeting, particularly regarding the approval of the 2050 Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS) performance measures.



During the meeting, the AMBAG Board of Directors approved the performance measures for the 2050 MTP/SCS. These performance measures are an essential component of the long-range transportation plan and sustainable communities strategy, which guide the development of transportation investments and land use planning in our region. The performance measures allow us to quantify our regional goals, estimate the impacts of proposed investments, and evaluate our progress over time.

The approved performance measures cover a wide range of areas, including mobility, environment, alternative transportation, equitable distribution of investments, and housing mix. These measures will help us track our progress in reducing vehicle delay, commute travel time, and peak period congested vehicle miles of travel. They will also enable us to monitor our efforts in reducing greenhouse gas emissions, increasing alternative transportation trips, and preserving open space and farmland.

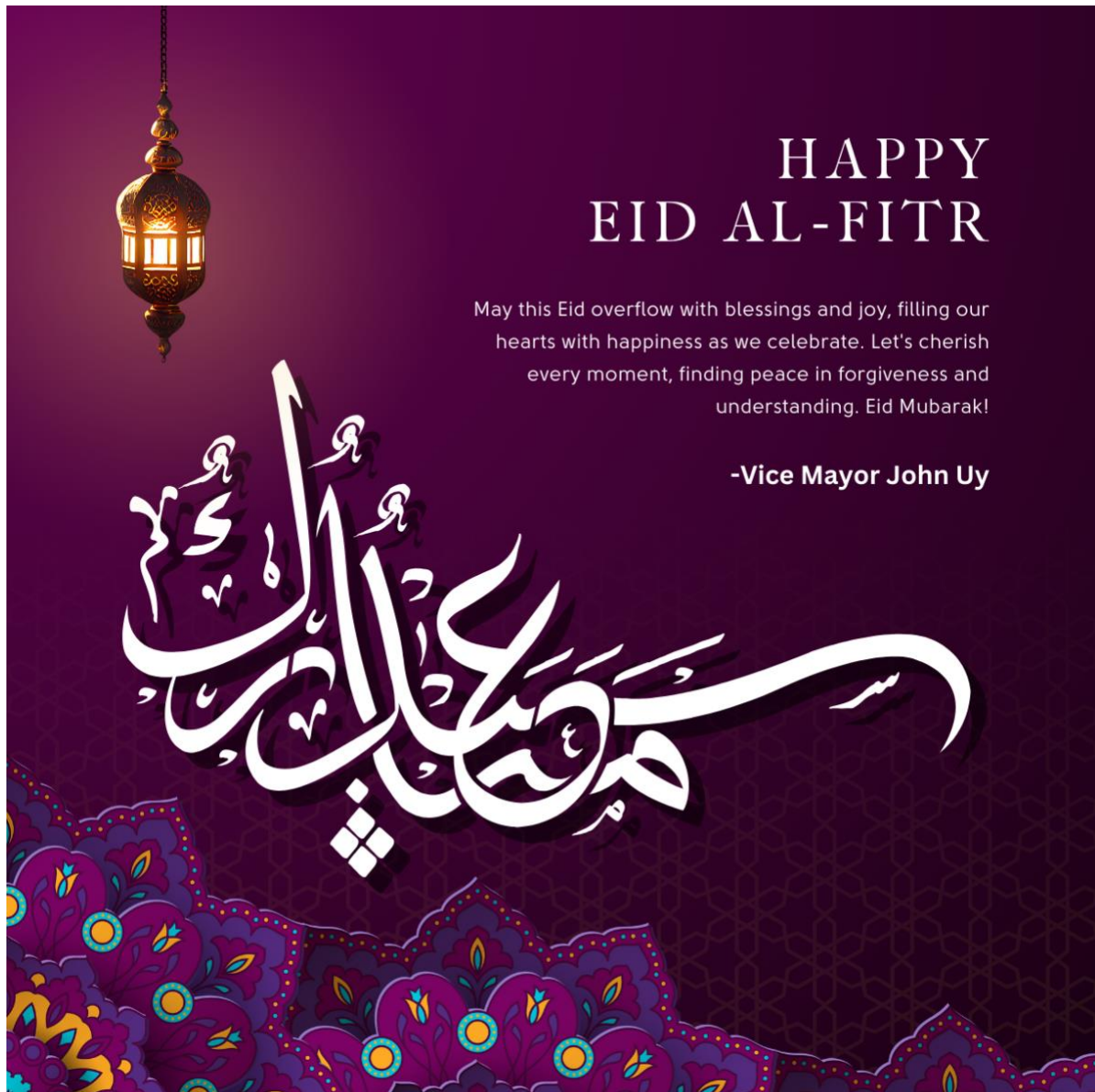
As your representative, I want to assure you that these performance measures are designed to address the unique needs and challenges of our community. They will help us make informed decisions about transportation investments and land use planning that align with our vision for a sustainable and equitable future.

Moving forward, AMBAG staff will finalize the methodologies for calculating these performance measures and continue to develop the other components of the 2050 MTP/SCS. We will work closely with our transportation partners, local jurisdictions, and key stakeholders to ensure that our planning efforts reflect the priorities and concerns of our community.

I encourage you to stay engaged in the planning process and provide your input and feedback as we work towards the adoption of the 2050 MTP/SCS in June 2026. Your participation is crucial in shaping the future of transportation and land use in our region.

Thank you for your continued support and engagement in our community's planning efforts.

VIII. Council Report: Heartfelt Message of Vice Mayor John Uy for Eid al-Fitr on April 10, 2024



As the holy month of Ramadan comes to a close, I extend my warmest greetings to our Muslim community on the joyous occasion of Eid al-Fitr.

This celebration is not just a culmination of fasting and prayer; it's a time for reflection, gratitude, and renewal of faith. It's a reminder of the values of compassion, generosity, and unity that lie at the heart of our community.

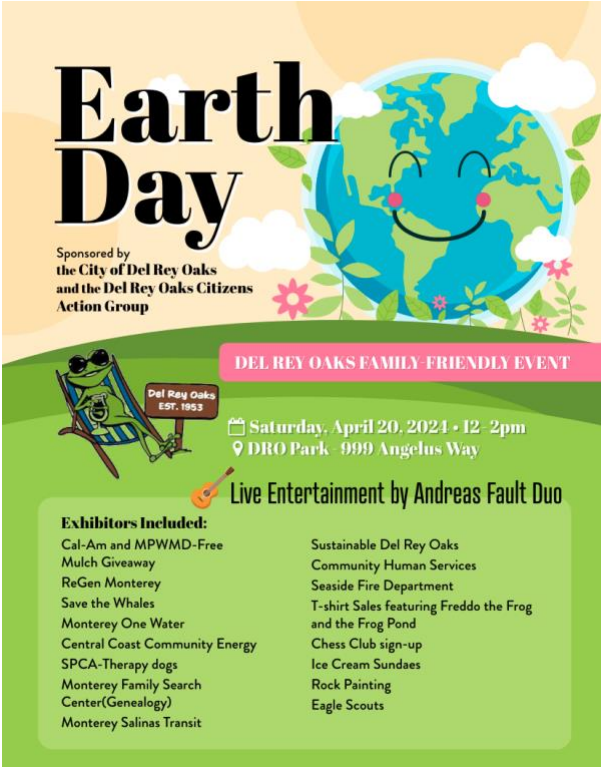
In a world where we often find ourselves pulled in different directions, Eid al-Fitr brings us together in solidarity and kinship. It reminds us that no matter our differences, we are bound by our shared humanity and our shared aspirations for peace and harmony.

As we gather with family and friends to mark this special day, let us remember those who are less fortunate, extending a hand of kindness and support to those in need. Let us embrace diversity and celebrate the richness it brings to our lives.

May this Eid bring you and your loved ones an abundance of joy, love, and blessings. May it be a time of happiness and fulfillment as we look forward to a future filled with hope and prosperity.

Eid Mubarak to you and your families!

IX. Council Report: Heartfelt Message of Vice Mayor John Uy for Del Rey Oaks' Earth Day Celebration on April 20, 2024



Dear Residents of Del Rey Oaks,

As we approach DRO's Earth Day Celebration on April 20, 2024, I am filled with both excitement and regret. While I am unable to join you in person for our city's Earth Day Celebration this year due to an unavoidable international commitment, my heart is with each and every one of you as we come together to honor and protect our precious planet.

Our Earth Day Celebration, hosted in collaboration with the Del Rey Oaks Citizen Action Group, promises to be a vibrant and enriching event, showcasing the collective efforts of our community to foster environmental stewardship and sustainability. I extend my deepest gratitude to the organizers and exhibitors who have

dedicated their time and resources to make this event possible.

From exhibitors like Cal-Am and MPWMD-Free Mulch Giveaway to ReGen Monterey, Sustainable Del Rey Oaks, and Save the Whales, each participant plays a vital role in promoting awareness and action towards a greener, healthier planet. Your commitment to environmental conservation is truly commendable, and I am immensely proud to stand alongside such dedicated advocates.

Last year, I had the privilege of showcasing a booth centered around the initiative "Choose Bubbles, Not Balloons," a cause close to my heart. While I am unable to personally advocate for this initiative this year, I encourage each of you to explore the various exhibits and engage with the important conversations surrounding environmental sustainability.



"Choose Bubbles, not Balloons" booth at the Del Rey Oaks Earth Day Celebration last April 29, 2023.

As we come together to celebrate Earth Day, let us reaffirm our commitment to caring for our Mother Earth, not just on this day, but every day. Let us inspire one another to take meaningful action toward preserving our planet for future generations. Together, we have the power to make a difference.

I urge you to embrace this opportunity to learn, connect, and celebrate the beauty and diversity of our natural world. Whether it's signing up for the Chess Club, indulging in Ice Cream Sundaes, or participating in Rock Painting, there is something for everyone to enjoy at our Earth Day Celebration.

In closing, I express my heartfelt appreciation to each and every one of you for your unwavering dedication to environmental conservation. Your passion and commitment serve as a beacon of hope for our community and beyond.

Wishing you all a joyous and inspiring Earth Day Celebration!

CHOOSE BUBBLES, NOT BALLOONS

BALLOONS ARE COMMON MARINE DEBRIS.
HELP KEEP THE OCEANS CLEAN BY CHOOSING BUBBLES INSTEAD
OF BALLOONS FOR FUN AND CELEBRATIONS.

BUBBLE RECIPE

4 CUPS OF WARM WATER
1/2 CUP DISH SOAP
1/2 CUP GRANULATED SUGAR

WHISK INGREDIENTS TOGETHER AND
LET SIT FOR A FEW HOURS
BEFORE USING.

A whale watch boat stops to pick up balloons. Photo: Whale and Dolphin Conservation

NOAA FISHERIES

The graphic features a teal background with several white bubbles of varying sizes. A large, detailed illustration of a humpback whale is positioned in the lower-left quadrant. In the upper-right, a circular inset photograph shows a boat on the water with people using long poles to retrieve colorful balloons. Logos for 'Whale SENSE' and 'NOAA' are also present.

City Council report for Bill Ragsdale-Cronin

Attended M1W board meeting;

Approved consent agenda. Including being assigned to the Budget and Personnel Committee

Received presentation from Ad-Hoc committee on moving monthly billing to tax rolls.

Received Recycled Water committee minutes.

Approved a contract for repairs to the Fort Ord interceptor at the RTP.

Received update on Pure water expansion project, project is moving forward with directional drilling at well field progressing as anticipated once pipeline construction is completed drilling of the new injection well can proceed.

Received update on Capital Improvement Program.

Attended Joint Ad-Hoc committee (Re-Gen/M1W resource sharing) Received report covering a myriad of opportunities that could benefit both agencies, most of them revolve around sharing energy (electrical and biogas) between the two sites. Recent changes to regulations would allow Re-Gen to sell power to M1W, and if properly prepared sell excess biogas to PG&E, resulting in savings on power and income from biogas sales.

Attended Budget and Personnel Committee meeting;

Approved minutes from previous meeting.

Approved purchasing/budget change limits for the Agencies purchasing policy.

Kim Shirley's Council Report for Tuesday, April 23, 2024

Saturday, March 16th- Braver Angels "Skills for Disagreeing Better" Workshop- Don't we all want to be heard and understood? This workshop was a masterclass in listening to what someone is saying, letting them know you heard them, and then gently sharing your perspective on a topic (because communication is a two-way street). The four skills we practiced in this class went by the acronym LAPP which stands for Listen, Acknowledge, Pivot, and Perspective. When talking politics, we don't always expressly say it, but what we're often sharing roots back to our values and concerns. And so for the first portion, "listen", we reviewed some common values and concerns from both the conservative and liberal points of view. For me, that was the big takeaway which is a reminder that even though we may not be explicitly stating it, we're all speaking from a place where we have meaningfully held values and beliefs.

In the second portion of LAPP where you "acknowledge" what someone has said, that person feels heard and knows you understand where they're coming from. Acknowledgment can also come in the form of clarifying questions and sharing any agreement you might have with the person.

The third step, "pivot" lets the person know you are about to offer your viewpoint. This also allows you to know whether that person is ready to hear your perspective. Language such as, "Can I offer my thoughts on this?" lets the person know that you're about to offer a different point of view.

The final step is "perspective" and there were some pointers for that, too. Using "I" statements, naming your sources, sharing a life experience, avoiding negative labels, and avoiding lumping people into larger groups were ideas for providing your thoughts in a way that might allow you to be heard, too. Given that it was a workshop, we got to practice all these steps with a partner and then share out with the group. I was grateful for the lessons today and hope to put them to good use as we enter into this polarizing election season. Big thanks to DRO resident Deanna Ross for organizing and DRO resident Carol Kaplan for carpooling with me!

Thursday, March 21st- DRO Public Safety Committee Mtg- This was our inaugural meeting of the DRO Public Safety Committee whose members include myself, Councilmember Ragsdale-Cronin, and Councilmember Uy. The first item was a review of our Military Equipment Use Policy which is required by AB 481. "Military equipment" which is defined in an official list, allows the police chief to review what military equipment we have and how it would be used. This is an annual report that needs to be publicly reviewed prior to going to the council.

The second item was an information item detailing the amendment to the Monterey Peninsula Regional Special Response Unit that will allow Del Rey Oaks to partner in this important police unit, which focuses on specialized support when negotiations or special tactical teams are needed. Regionally, DRO was the only city not participating, so I'm happy that we'll now have access to this service while also providing opportunities for our officers to have this advanced training. I have also been advocating that DRO establish an official and detailed *Emergency Operation Plan* and this can be one piece to the broader plan we need to lay out for our city.

Lastly, we received an update from Chief Bourquin regarding the Active Bystandership in Law Enforcement (ABLE) training that our officers have been doing. Two of our officers were trained as trainers and after two sessions they will have trained our entire police force. They will also be conducting this training in other local police forces. I'm so grateful that Chief Bouquin has been proactive with this training as it's such an important skill to be able to step in and speak to other law enforcement officers, irrespective of rank, whenever they see behavior that may not be appropriate for any given circumstance. Ultimately, all the council members expressed satisfaction and support for all the agenda items in this meeting. I would like to thank Chief Bourquin for putting together a good agenda packet and for his interest in transparency. We are SO lucky to have him!

Friday, March 22nd- ReGen Monterey Board Mtg- This was one of our shortest meetings on record! Things of note on the consent agenda were the approval to purchase a new transport van for our education team so they can give site tours to more people. We also approved a new recycling attendant position for the drop-off area in front of the Last Chance Mercantile. This person will not only educate those who are there dropping off materials, but they can make sure appropriate material is being deposited and also make sure that people are not taking items from the drop-off bins.

During our presentations portion, I was happy to give a 15-year Service Award to Vice Chair, Marina Mayor Bruce Delgado. He's SO dedicated to the environment and the health of our organization, as well as the surrounding community. He's probably picked up more trash than all of us combined! In fact, he was gifted with a golden trash picker in honor of all of his work. Our other recognition went to Jeaneva Frequez who works in the Materials Recovery Facility as a heavy equipment operator for 20 years of service. I'm sure when she started she did not anticipate operating heavy machinery, but she's a wonderful testament to our organization's ability to move people into increasingly more challenging (and rewarding) positions.

Lastly, we voted on a candidate for whom I could cast a vote for the Special District Regular Member seat for the Local Agency Formation Commission (LAFCO) of Monterey County. After some discussion, we unanimously voted for Russ Jeffries who is a commissioner for the Moss Landing Harbor District.

Tuesday, March 26th- City Council Mtg- During public comments, we received a comment from Sustainable Del Rey Oaks (SDRO) member, Anne Auburn who shared the many activities going on this month involving SDRO. There's the April 6th Fort Ord flower walk, the Butterfly Garden clean-up day on Saturday, April 13th, and the Earth Day event on April 20th. For the last four years, SDRO has been sponsoring the Earth Day event and now the city has incorporated this important event to go along with the ice cream social put on by the DRO Citizens Action Group (CAG).

After public comment, Mayor Donaldson gave me the pleasure of reading the proclamation honoring March as Women's History Month while he acknowledged our local professional soccer team (Monterey Bay F.C.) as the Monterey Peninsula Chamber of Commerce Business of the Year Award 2023.

Next, California American Water (Cal-Am) presented its proposed desalination project. I have never favored this project because of the costs to ratepayers, the costs to the City of Marina and the loss of their water (with no benefits), environmental degradation, and the lack of need for a project this size. Ultimately, the private company of Cal-Am and its stockholders will gain the most from this project, while the ratepayers continue to pay increasing water costs. In particular, I was disturbed by several portions of this presentation and my questions reflected my dissatisfaction. In particular, Cal-Am (which is a national company but was presented as a "local" company) overstated how much water is currently used (by over 400 Acre Feet which is not a small amount). They did not state the benefits of our Aquifer Storage and Recovery (ASR) and how much is being saved. They also did not tout the benefits of the expansion of Pure Water Monterey, the recycled water project that provides us with the water we need now (so as to not overdraft the Carmel River and our Seaside Basin). The history of Cal-Am stalling these much-needed projects is appalling. They also did not state the critical information of how much water this desal will produce nor how much it would cost (when asked they said they'd have to wait until 2025 when they bid it out). They seem to think that once all this water is available people will be building out gardens, adding bathrooms, and using water without any worries. Unfortunately, they failed to admit that we already have very expensive water and the water would only get more expensive since we would be the ones paying for this project. Lastly, they also failed to mention the litigation that's happening with the project nor did they mention the CPUC decision regarding demand supply that will determine whether this desal is even needed. So much was left out that I felt it was just all propaganda. Phew. Sorry about that soapbox, but this topic can get me going. I won't deny that we may need a desalination project in the future, but I certainly know we don't need this desal project now.

After passing the consent agenda, we received an update on the 6th Cycle Housing Element and the need for edits as we work through the comment letter we received from the State Housing and Community Development Department (HCD). I know there are several areas we will need to address further and I look forward to Denise Duffy and her

work toward getting this document completed promptly. For those of you reading, please make sure to participate in our Planning Commission and Council meetings regarding this important topic.

Our last item for the evening was continuing the item of appeal from our Building Official's decision regarding the tenant improvements for 121 Calle Del Oaks. After hearing from the appellant and the building official, we discussed further and ultimately voted to deny the appeal. My vote was such that I was given no evidence that showed for certain that the extra space, that had been used over time, was ever permitted before 1985 and therefore was not eligible for the necessary extra water credits.

Wednesday, April 3rd- ReGen Monterey Finance Committee Mtg- We had a few big items up for discussion with our finance meeting this month. The first was a discussion regarding the proposed District fee increases for the FY 24/25. We are looking again to raise the disposal fee by 5% in addition to raising some of the minimum rates and other charges for items that come across our scales. While the 5% tip fee equates to \$3 at the gate for self-haulers, the rate increase for residents on their waste hauling bill would only be around \$0.16 and \$1.03 for commercial. The reasons for these increases include the need to keep pace with ongoing costs for regulatory mandates (SB1383), the need to create reserves for future costs (closure/post-closure), and supply-chain and labor cost increases for the next 3 years. Even with these increases, ReGen remains one of the lower-cost options regionally for waste and recycling. Overall, the committee was supportive of these increases.

Next, we discussed the draft White Paper and staff shared the updates they continue to make with the paper. As a reminder, this is a paper that shares the summary of solid waste practices in CA as well as the solid waste practices at ReGen Monterey, with the overarching idea that it will help explain why we take contracts (waste and recycling) outside of our member jurisdictions and how those contracts affect our pricing for members. Even though this paper is a long time coming, our staff has been wonderful at receiving feedback and I look forward to seeing this again at our regular board meeting. I believe it will be an important document for all of the board members as we make future decisions for the District.

Lastly, we learned the history of organics management at ReGen, which led to a discussion of biosolids (received from M1W) and the need to divert 75% by January 1, 2025, to comply with SB1383. Biosolids have had a preferred pricing history (\$42/ton vs our disposal rate of \$74/ton). With that knowledge, we began discussing the potential rate for biosolids for the rest of this calendar year (after the start of our new fiscal year in July) and whether we wanted to continue to accept biosolids in 2025. It seemed as though, at the very least, we would look to raise the rates for the rest of 2024 and then we were questioning the benefits of collecting this waste which needs separate handling. In the end, we provided some feedback to staff and they will come back to us with suggestions on this

topic at our next meeting. At this point in the meeting, we did not have time to finish our last item which was tabled for the next meeting.

Friday, April 5th- Ad-Hoc Monterey Renewable Energy Project Mtg- Back in 2022, ReGen Monterey and M1W agreed to do a feasibility study around renewable energy and the potential benefits both agencies could gain from using our waste products. This was the first meeting of this ad-hoc committee for the 2024 year and my first meeting as I was newly appointed after I became Chair at ReGen. In this joint meeting, our consultants who completed the study provided the committee with an overview of their results which focused on four areas of energy, as well as a path to implementation for these projects.

The first project area reviewed was the “base case electric network” which looks at providing a direct 21kV connection between ReGen Monterey and M1W in addition to other connections that can be made from this main connection and how it all factors in with connections to PG&E. Since ReGen produces more energy than is needed, the plan is to sell our excess to M1W for their Advanced Water Purification Facility (Pure Water Monterey). We’d be selling it for more than PG&E currently pays and it would still be cheaper than what M1W is currently paying for their electricity. In terms of ReGen, this project has already been approved and once the details are worked out in regards to a back up plan and how PG&E might play a part in that, we would like to move forward with this project.

The second project area was focused on codigestion at M1W. They’ve already received a \$4 million grant from CalRecycle for this project but are still in need of a processed organic feedstock for the digesters. The cost to process the slurry is high and so at the moment, ReGen won’t be able to offer what they need, but if it does become beneficial to ReGen then we may become a source of organic waste material for this project.

The third project focused on utilizing the extra biogas produced between both agencies. Beyond using it for electricity, it was decided that the next best use for this resource, based on revenues, would be to turn it into renewable natural gas (RNG). And then based on the market demand, both agencies could adjust their production of electricity and RNG.

The fourth project focused on M1W’s biosolids. Turns out there is a lot of processing that needs to be done to make this usable in the commercial market. There is also a problem with PFAS (forever chemicals) in the product (what does THAT tell you about how much is potentially in our bodies!!) and the fact that the only way to be rid of those is to put it through pyrolysis (a high heat process). At this time, we don’t have the ability to do this in large quantities. PFAS aside, after some processing, this resource could be made into compost. The other options with advanced thermal treatment would be used as pellets or biochar. In terms of ReGen Monterey, this project area would not benefit our organization and falls mainly with M1W.

Next steps, both boards (ReGen Monterey and M1W) will be hearing this final report and providing feedback on where they'd like to go with these projects. Collectively project costs for all areas total in the hundreds of millions of dollars, so we will be taking our time to look at these projects which may take decades to complete (except for that 21kV line...we're hoping for next year on that one).

Saturday, April 6th- Fort Ord Flower Walk with Dr. Dorthy Denning, sponsored by Sustainable Del Rey Oaks- What a beautiful day for a walk! Kevin and I, along with other DRO residents and neighbors from other cities, met Dr. Dorthy Denning and took a lovely 4-mile walk starting at the Jerry Smith trailhead. We crossed both county and Fort Ord Monument lands while viewing not only the vegetation but also various vernal pools. I'm generally not one for flower taxonomy, but it was fun to be with an expert who pointed out flowers I would have normally missed on the trail. I thoroughly enjoyed this time to talk with neighbors while admiring these beautiful spaces! Thank you so much to Alison Kerr and Sustainable Del Rey Oaks for arranging this walk.

Wednesday, April 10th- Fieldtrip to see wells from the Seaside Basin- As a member of the Seaside Groundwater Basin Watermaster and a member of the Watermaster Technical Advisory Committee, I was invited by our staff person, Bob Jacques, to head out to see some of the wells we talk about in our meetings. After experiencing a meeting where only the engineer who was running the meeting and I were doing most of the talking, I think Bob figured I'd be interested in seeing these things in person, and he was right! Happy to head out the door in my running shoes, Bob and I parked over in the Sand City parking lot and walked over to the dunes where the "ecoresort" has been long in the planning (it's currently locked in a lawsuit, so who knows when or if it will ever get built). In that same general area, we know there's one well on that property with a broken casing which we believe is causing seawater to leak into the basin. We're also seeing an increase in conductivity (indicates potential seawater) in one of our monitoring wells (Sentinal Well #4) which is also in the same general vicinity. While we were out there we also hiked to a couple of other wells that are in the same area but because they're harder to get to with equipment, they have not been logged. We're hoping we can get some data from those wells in the near future so that we can get a better picture of this nearshore seawater profile. At the end of the field trip, Bob also took me to our newest well in Seaside near the Bayonet and Black Horse golf course. I deeply appreciated the time Bob took to show me these sites we've talked about in meetings and now I've got the picture in my mind, too. Very helpful!

Saturday, April 13th- Butterfly Garden Clean Up- Although we were delayed by rain, a few of us from Sustainable Del Rey Oaks were able to get out in the afternoon to do some major weed pulling and weed whacking (thanks Kevin!). The good thing about starting with so many weeds is that after a few hours of pulling—it shows! It felt good to walk away being able to see the flowering plants in the garden once again. I also enjoyed the many lizards, ladybugs, and bees that crossed our paths as we worked. It's a lovely space! Thanks to everyone who helped out that day.

Monday, April 15th- Monterey-Salinas Transit Board Mtg- Please see the MST Board Highlights in our agenda packet. As a note, we will be covering the SURF! Busway project in our meetings every month. This month we focused on informing the public that this project will NOT preclude railway from ever going into that area. At this point, all of the tracks would need to be replaced, but the busway does leave room for a train if that were to happen in the future. During this meeting, we also established an Ad Hoc committee to nominate the chair and vice-chair for MST for the next two years. I was asked to be on that committee, which was approved at today's meeting.

Monday, April 15th- City Finance Committee Mtg- This was another positive finance committee meeting in that our expenses are being kept under budget, while our revenues continue to match our budget. City Manager Guertin also reviewed the three proposals we received for the fee study which the Council approved at a previous meeting. As a reminder, the fee study will help us gauge what areas we may be undercharging as well as any areas where we're overcharging. Thankfully, one local company came in at the expected cost and its proposal will be sent to the council for approval this month. We're hoping that work will be done by June. Lastly, we had a long conversation about potential capital improvement projects we may want to complete in the next year or so. The good news is that we have a combination of grants, FEMA money, and other sources of funds, beyond our "fund balances" (money in categories that has not been spent or revenue that comes in over budget), that will allow us to tackle many of these projects. Of course, the bad news is that we don't have enough funds to cover all of the projects nor the capacity (after all, Ron can only do so much!) to manage these projects. City Manager Guertin will come back next month with a ranking, timeline, and funding sources for these projects. I encourage anyone interested to attend these meetings. Lots of interesting topics are covered, especially as we talk about the budget for next year. Important stuff!



863rd REGULAR MEETING

Item A.

OF THE BOARD OF TRUSTEES

926 East Blanco Road
Salinas, CA. 93901

April 9th, 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. **ROLL CALL – ESTABLISHMENT OF QUORUM:**

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

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

4. **AGENDA MANAGEMENT:**

5. **CONSENT CALENDAR:**

- A. **APPROVAL OF THE MINUTES: March 2024**
- B. **PAYROLL WARRANTS: March 2024 \$93,902.90**
- C. **COMMERICAL 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**

6. **BUSINESS ITEMS:**

- A. Approval of Projected Revenues for FY 2024-2025
- B. Approval of Budget for FY 2024-2025
- C. SDA Dinner at Bayonet Golf Course April 16th 2024 6:00 PM
- D. LAFCO Elections for Special District seat

7. **FIELD REPORT: Sylvester Onofre-Zamudio, Technician**

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

9. **TRUSTEE COMMENTS:**

Adjournment to: May 14, 2024

**DRAFT MINUTES OF THE 862nd REGULAR
MEETING OF THE BOARD OF TRUSTEES OF THE
MONTEREY COUNTY MOSQUITO ABATEMENT DISTRICT
March 12, 2024**

A meeting of the Board of Trustees of the Monterey County Mosquito Abatement District was held on March 12, 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
Tersa Soria, Mosquito Technician

1. CALL TO ORDER:

Board Chair Jeff Cecilio called the 862nd Regular Meeting to order at 11:58AM

2. AGENDA MANAGEMENT: NONE

3. ROLL CALL:

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

4. PUBLIC COMMENTS: NONE

5. CONSENT CALENDAR:

- A. APPROVAL OF THE MINUTES: February 2024
- B. PAYROLL WARRANTS: February 2024 \$94,493.07
- C. COMMERCIAL WARRANTS: February 2024 \$35,084.75
- D. UMPQUA BANK: January 2024 \$2,659.85
- E. TIME DISTRIBUTION: February 2024
- F. BALANCE SHEET: February 2024
- G. SCHEDULE OF EXPENDITURES: February 2024

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

6. BUSINESS ITEMS:

A. Approval of District’s Succession Plan to be Integrated with Strategic Plan

After discussion, **Trustee Tashiro moved to approve the Succession Plan as presented, Trustee Goetzelt seconded; the motion was passed unanimously.**

B. In Response to AB 2188, Approval to Change Policy #2190 Substance Abuse

Pending a typo correction, **Trustee Carbone moved to approve the change to Policy #2190 as presented; Trustee Glass seconded; the motion was passed unanimously**

C. First Reading of the 24-25 Fiscal Year Budget

Budget Committee Member Tashiro presented the Board with the first reading of the proposed budget for the 2024-2025 fiscal year. The discussion primarily revolved around health insurance, workers' compensation insurance, agricultural services concerning drone work, advertising, and equipment upgrades. Additionally, District investment options and the possibility of increasing tax assessment rates were deliberated upon. The committee decided to convene once more before presenting the finalized budget to the Board for approval at the regular meeting scheduled for May 14th.

7. MONTHLY OPERATIONS REPORT: Tersa Soria, Mosquito Technician

Mosquito Technician Tersa Soria briefed the Board on activity in Zone 4. Starting on Hwy 68, Soria noted significant water presence, though it's currently flowing and not causing issues. She also highlighted numerous areas in Salinas, Del Rey Oaks, Seaside, Marina, and Monterey where creeks are running and ponds are nearing capacity. Among the larger sources she monitors, the Frog Pond in Del Rey Oaks and the pond at Laguna Seca are nearly dried up. Notably, part of Soria's responsibilities involves overseeing our fish program. She informed the Board about her recent visit with Manager Klemme to the Delta Mosquito & Vector Control District in Visalia, where they explored an extensive fish facility/program and gathered valuable maintenance and fabrication insights. Soria expressed enthusiasm for establishing connections with other mosquito fish programs in California and is eager to apply the knowledge gained from her visit.

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

Manager Klemme informed the Board that there are two open seats on the Local Agency Formation Commission (LAFCO). Additionally, Klemme notified the Trustees that Board Chair Cecilio has volunteered to serve as secretary for the Special District Association (SDA). Regarding recent activities, Klemme mentioned attending the Vector Control Joint Powers Association (VCJPA) meeting in Santa Cruz, where he reported that despite a downturn in investments, the association has decided to maintain its current strategy without making any changes. Moreover, Klemme informed the Board about the Bi-Annual Public Health Inspection at the District, which resulted in two suggestions for additional signage in the yard. Furthermore, he mentioned replacing the faucets in all bathrooms due to water pressure issues. Lastly, Administrative Assistant Sloan will commence training her successor starting April 2nd.

9. TRUSTEE COMMENTS:

NONE

10. ADJOURNMENT:

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

Jeff Cecilio, Board Chair

ATTEST:

Nancy Amadeo, Secretary



MST HIGHLIGHTS
Board of Directors Meeting
April 15, 2024

RECOGNIZED APRIL EMPLOYEE OF THE MONTH

The MST Board adopted Resolution 2024-18 recognizing Noe Figueroa, Mechanic A, as the April 2024 Employee of the Month for his outstanding contribution to MST and to the entire community.

35 YEARS OF SERVICE

The MST Board recognized Renaldo Hernandez, Coach Operator for 35 years of service and his outstanding dedication and contribution to MST and to the entire community.

25 YEARS OF SERVICE

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

RECOGNIZED MST NAVIGATOR VOLUNTERS

The MST Board adopted resolution 2024-19 recognizing MST navigator volunteers for National Volunteer Week in April 21-27, for their dedication, contribution to the community, and supreme effort toward the success of MST in fulfilling its mission.

GOVERNMENT FINANCE OFFICERS ASSOCIATION CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING

The MST Board recognized MST staff in receiving the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting.

LOW CARBON TRANSIT OPERATIONS PROGRAM RESOLUTION 2024-20

The MST Board of Directors adopted Resolution 2024-20, authorizing the certification and assurances, authorized agent forms, and execution of the Low Carbon Transit Operations Program projects for FY 2023/24.

LEASE RENEWAL FOR OFFICE SPACE AT THE BUS STOP SHOP

The MST Board authorized the General Manager/CEO to execute a five-year lease renewal for office space known as the Bus Stop Shop at 201 Pearl Street, Monterey, opposite the Monterey-Transit Plaza (Simoneau Plaza) for a total cost not to exceed \$315,363 over the five-year lease term.

FINANCIAL AUDIT SERVICES CONTRACT

The MST Board authorized the General Manager/CEO to enter into a three-year contract with Brown Armstrong Accountancy Corporation for financial audit services, with the option to extend for two (2) individual one (1) year terms, for a total contract amount not to exceed \$274,200.

SURF! BUSWAY AND BUS RAPID TRANSIT PROJECT

The MST Board received an update on the SURF! Busway and Bus Rapid Transit Project, authorized the General Manager/CEO to enter into a contract with Graniterock-Myers to purchase Build America, Buy America-Compliant Steel Soldier Pile beams for retaining walls in an amount not to exceed \$1,027,024, and adopted Resolution 2024-21 committing MST local general fund capital reserve funds for construction under a Letter of No Prejudice request to advance the project

AD HOC NOMINATING COMMITTEE FOR FY 2025-26 BOARD OFFICERS AND STAFF APPOINTMENTS

The MST Board authorized the chair to appoint an ad hoc nominating committee to nominate FY 2025-26 Board officers and staff appointments.

EMPLOYEE-EMPLOYER RELATIONS POLICY

The MST Board approved an amendment to the Employee-Employer Relations Policy.

NEXT MST BOARD MEETING

The next regular MST Board meeting is scheduled for May 13, 2024.



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

www.tamcmonterey.org

HIGHLIGHTS

March 27, 2024

TAMC Board Adopts Policy Objectives for the 2026 Regional Transportation Plan

The Board of Directors of the Transportation Agency for Monterey County adopted goals and policy objectives for the 2026 Regional Transportation Plan for Monterey County. The document is a long-range (20+ year) plan, updated every four years, pursuant to state and federal transportation planning requirements. The adoption of the goals and policy objectives by the Board is a necessary step in the development of the 2026 Transportation Plan, which will inform transportation decisions and investments for the 20-year vision for Monterey County.

The guideline policies of the Regional Transportation Plan include:

- Describe the region's transportation issues.
- Identify and quantify regional needs, both short and long-range planning horizons.
- Maintain internal consistency with financial elements and fund estimates.

The 2026 Regional Transportation Plan goals include: economic benefits to support a sustainable and productive economy that protects the environment and provides communities with economic benefit and opportunity; sustainability and environmental benefits to protect and enhance Monterey County's built and natural environment and promote energy efficiency; safety and health benefits to create a safe transportation system that fosters county-wide health and well-being through promoting active lifestyles; and access and mobility benefits to deliver a reliable and accessible transportation system that promotes viable transportation alternatives for all users.

The next steps in the development of the 2026 Regional Transportation Plan will include the Board's adoption of the Plan's performance measures; adoption of a final project list in early 2025, public review and comment period in December 2025; and the Board's approval of the Final Regional Transportation Plan in June 2026.

FORTAG Canyon Del Rey Project Plans and Construction Contract

The TAMC Board of Directors approved the project plans for the Canyon Del Rey segment of the Fort Ord Regional Trail and Greenway (FORTAG) project. The Board also approved and authorized the Transportation Agency to execute a contract with Granite Rock Company for the construction of the Canyon Del Rey segment of the regional trail.

The execution of the contract is subject to the approval of Agency Counsel, the Independent Office of Audits and Investigations, and the Office of Civil Rights; and is subject to the and the clearance of any protests related to the bid. The contingent contract award is based upon the Agency’s advertised construction bid documents, which included a Disadvantaged Business Enterprise (DBE) goal of 22%. Granite Rock Company was the apparent low bidder, with a DBE commitment of 10%. Since Granite Rock Company did not meet the project’s DBE goal of 22%, Agency staff has submitted documentation to the Caltrans Office of Civil Rights detailing the good faith efforts made by Granite Rock Company to include DBE firms in their bid. After reviewing the submitted information, the Office of Civil Rights will make a determination if the contractor demonstrated a sufficient good faith effort to meet the DBE participation goal.

The Canyon Del Rey segment is the first segment of the FORTAG project to go into construction. The project will construct the trail through the City of Del Rey Oaks from Fremont Boulevard to Del Rey Woods Elementary School in the City of Seaside. The project includes an underpass under Canyon Del Rey Boulevard between Del Rey Oaks City Hall and the Frog Pond Wetland Preserve. A 12-foot-wide raised pathway will be constructed to connect trail users from the underpass to Carlton Drive at an accessible grade. Along Carlton Drive, the trail will consist of a new 12-foot-wide multi-use sidewalk with a 5-foot-wide buffer on the west side of the road and will continue along the south side of Plumas Avenue to Del Rey Woods Elementary School.

The vision for the FORTAG project is to create a multimodal route designated to accommodate people of all ages and abilities to connect communities in and around the former Fort Ord to each other and to education, employment, community, and recreation centers. It will serve as a safe pedestrian and bicycle corridor connecting the cities of Seaside, Marina, Del Rey Oaks, Monterey, and unincorporated county community residents to California State University Monterey Bay, the Fort Ord National Monument, and the Monterey Bay Sanctuary Scenic Trail.

Monterey County Veterans Issues Advisory Committee ((VIAC)

Report to the Del Rey Oaks City Council

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

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

-Rick Johnson

Date and location of Meeting March 28, 2024, Military & Veterans Affairs Office (MVAO)

The following is an overview of issues reported to, and considered at, the February 22, 2024 meeting:

Correspondence

None reported

Veterans Transition Center (VTC)

- The VTC is currently accepting bids for Additional Housing Units (ADU's) to expand by an increase of 24 beds.
- VTC will host its annual gala on May 11th at Pasadera Country Club, and their July 4th concert at Rancho Cielo.

Central Coast Veterans Cemetery

- Grounds-keeping staff at the cemetery have removed all of the shrubbery that was home to rattlesnakes

- The Cemetery and the Presidio of Monterey will sponsor a joint Memorial Day ceremony this year. More information at the April meeting.

Cemetery Foundation

- The Foundation's Appreciation Wall construction has begun!
It is everyone's hope that it will be completed by Memorial Day.
The Board is in the process of strategic planning. Anyone who has ideas or concerns regarding future projects is urged to contact the Foundation.

Ord Military Community

- The Director of Family Morale and Welfare Recreation is hoping to expand weekday activities at Stillwell Center.
- They are close to establishing an RV park near the old PX and Credit Union.

Ft. Ord Retiree Council

- The Retiree Appreciation may have to be moved to a different date because of a venue conflict. There will be more info after the next Retiree Council meeting on April 4th, and will be shared with VIAC at our April meeting.
- Louise Goetzelt will be attending Chief of Staff Army Retiree Council meeting in-person from April 14 to 19 at the Pentagon.
- Retiree issues that need to be addressed should be brought up before the November meeting

VA-DOD Clinic Update

- VA Health Chat will be implemented to VA Palo Alto Network. This is intended to streamline communication between the patient and their medical team.
- MVAI is temporarily closing the Marina VA Clinic office due to staffing issues, They will be increasing walk-in days at the main office to Monday, Tuesday and Wednesday.

Municipalities

- **City of Del Rey Oaks**
No pertinent update at this time.

- **City of Monterey**
The City Manager and the VIAC Representative for the City of Monterey will be attending the Defense Communities National Conference in Washington DC from April 10 to 12. Updates will be shared at the April VIAC Meeting.
The Monterey Bay Defense Alliance will be formulating an updated economic impact report.
- The City of Monterey will again be sponsoring the 4th of July Parade. Interested military groups are interested to apply to be part of the parade.
- **City of Seaside**
Nothing to Report
- **City of Marina**
The City of Marina is continuing work on its General Plan. Of particular interest to veterans is to possibly establish a small Fort Ord Museum in one of the old barracks.

Military & Veterans Affairs Office (MVAO)

- The MVAO Annual Activity Report was submitted, please see attached.
- Jack Murphy discussed the current legislative climate and its impact on veteran services.
- Explained the recent PACT ACT expansion to all veterans who were exposed to toxic substances during various periods of service and participation in certain military operations.
- Veteran of the Year nominations are now open. Nominations can be submitted to MVAO.org
- MVAO met with the county HR Director to discuss veteran related HR initiatives the county is wanting to implement. These programs include: Veterans Preference Policy, Military Spouse Hiring Policy, Military Leave Policy, the DoD Skillbridge Program, and Operation Greenlight.



County of Monterey Military & Veterans Affairs Office



MILITARY & VETERANS AFFAIRS OFFICE MONTHLY ACTIVITY REPORT February 2024



10
Outreach Events
133
New Contacts


434
Phone Calls

297
Vet Rep Appointments

396 Claims Actions
211 Unique Veterans
124 Compensation Awards



1 College Fee Waiver valued
\$7,815

New Disability Compensation Awards

\$220,855
Retroactive Payments

\$41,774
Recurring Monthly Payments



 **Customer Satisfaction Survey**
80% Very Satisfied

www.mvao.org Serving those who served (831) 647-7613



County of Monterey Military & Veterans Affairs Office



MILITARY & VETERANS AFFAIRS OFFICE MONTHLY ACTIVITY REPORT March 2024



11
Outreach Events
156
New Contacts


482
Phone Calls

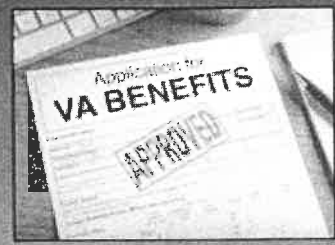
360
Vet Rep Appointments

454 Claims Actions
224 Unique Veterans
163 Compensation Awards



5 College Fee Waiver valued
\$23,445

New Disability Compensation Awards
\$425,684
Retroactive Payments
\$96,599
Recurring Monthly Payments



 **Customer Satisfaction Survey**
80% Very Satisfied

April 08,2024

Karen Minami
City of Del Rey Oaks

RE: Our Client: City of Del Rey Oaks
 GHC Claim #: GHC0070226
 Claimant: Norma Gamez
 Date of Loss: 02/12/2024

Dear Ms. Minami:

We have reviewed the above captioned claim and request that you take the action indicated below:

- **Reject claim based on Government Code 835 and to commence six month statute.**

Please provide us with a copy of the notice once sent.

Should you have any questions, please feel free to contact the undersigned.

Kindest Regards,
George Hills Company, Inc.
Shawna Bryant
Shawna Bryant
Claims Adjuster
Direct Dial: (916) 352-7799
Email: Shawna.bryant@georgehills.com



NOTICE OF CLAIM AGAINST THE CITY OF DEL REY OAKS, CALIFORNIA

Government Code §910,910.2

CLAIMANT INFORMATION			
Last Name:	First Name:	Phone No.:	
Gamez	Norma	831.402.8597	
Mailing Address:	City:	State:	Zip Code:
24700 Bit Rd	Monterey	CA	93940

FACT SURROUNDING CLAIM		
Date of Loss:	Time of Loss:	Location of Loss:
February 12, 2024	5:30pm	South Boundary Rd from Gen. Jim Moore
Description of incident/accident which caused you to make this claim: On February 12, 2024 I was driving on General Jim Moore merging onto South Boundary Road my front right car tire hit a pothole on this road, which led to me getting a flat tire which was unable to get repaired as sidewall was damaged. This road has multiple major potholes need to be repaired ASAP. Car tire replacement: \$500.00 towing truck \$100.00		
What specific injury, damages or other losses did you incur? Car tire replacement \$500.00 purchased from Lexus Dealer ship Towing Truck: \$100.00 Total losses seeking reimbursement for: \$600.00		

NAME OF INVOLVED PUBLIC EMPLOYEES		
Last Name:	First Name:	Job Description:
Last name:	First Name:	Job Description:

DAMAGES
What amount of money are you seeking to recover? (Check one of the boxes below): The amount claimed totals less than \$10,000. Enter Amount claimed here: \$ <u>600.00</u> The amount claimed is more than \$10,000 but not over \$25,000; jurisdiction rests in Municipal Court. The amount claimed is more than \$25,000; jurisdiction rests in Superior Court.

NOTICE OF CLAIM AGAINST THE CITY OF DEL REY OAKS, CALIFORNIA

Government Code §910,910.2

DAMAGES (cont.)

How was this amount calculated? (Itemize and attach bills, repair estimates, receipts, etc.; if claim is for vehicle damage, obtain and attach two (2) repair estimates):

Attached Pictures & Invoices

What is your basis for claiming that the City employee(s) are the cause of your injury, damages or loss?

I spoke to City of Seaside Dept. spoke to Marisela whom referred me to Monterey County.

The County denied my claim as stated this belongs to City of Del Rey Oaks. Intercare denied my claim.

WITNESSES

Name, address and phone number of any witness who can substantiate your claim:

Witness Name:

Witness Name:

Address

Address:

Phone No:

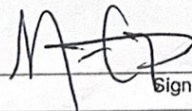
Phone No:

SIGNATURE

I/We, the undersigned, declare under penalty of perjury that I/We have read the forgoing claim for damages and know the contents thereof, that the same is true of My/Our own knowledge and belief, save and except as to those matters wherein stated on information and belief, and as to them I/We believe to be true.

Norma Gramez

Print Name



Signature

3/20/24

Date

WARNING: PRESENTATION FOR ALLOWANCE OR PAYMENT OF A FALSE OR FRADULENT CLAIM, WITH INTENT TO DEFRAUD, IS A CRIME PUNISHABLE AS A FELONY UNDER CALIFORNIA PENAL CODE, SECTION 72, AND INSURANCE CODE SECTION 1871.1.



Intercare Insurance Services, Inc.

PO Box 52810
Bellevue, WA 98015
Telephone (916)781-5536
Fax (425)748-8210
Email tmavroudis@intercareins.com

March 12, 2024

Norma Gamez
24700 Bit Rd
Monterey, CA 93940-6601

SENT VIA USPS FIRST CLASS MAIL & CERTIFIED MAIL RETURN RECEIPT REQUESTED:
7022 2410 0000 2425 7815

Re: Claim Number: 141725
Date of Incident: 02/12/2024

WRONG ENTITY - NOTICE OF REJECTION OF CLAIM

Dear Norma Gamez:

Intercare Insurance Services, Inc. is the Third-Party Claims Administrator for the County of Monterey. I am the Claims Adjuster assigned to this matter.

NOTICE IS HEREBY GIVEN, that the notice of Claim you presented to the Board of Supervisors of the County of Monterey on 03/04/2024 was rejected on 03/12/2024.

WARNING

Subject to certain exceptions, you have only six (6) months from the date this notice was personally delivered or deposited in the mail to file a court action on this claim. See Government Code Section 945.6. The six-month time limit referred to in this notice applies only to claims or causes of action for which Government Code Sections 900 – 915.4 require you to present a claim. Other causes of action, including those arising under federal law, may have different time limitations.

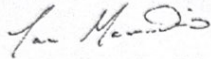
You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

As allowed by California Code of Civil Procedure Sections 128.5 and 1038, the County of Monterey may seek to recover all incurred costs and attorney fees from you and your attorney should you ultimately serve the County of Monterey with a lawsuit and it is later determined the suit was not brought in good faith or on reasonable grounds. If you feel you must name the County of Monterey in the lawsuit to protect yourself, we urge you not to serve the County of Monterey with a summons and complaint until you are certain there is a justiciable controversy with the County of Monterey

Claim No.: 141725
Page 2

For your protection California law requires the following to appear on this form. Any person who knowingly presents false or fraudulent information to obtain or amend insurance coverage or to make a claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

Respectfully,



Tasso Mavroudis, Claim Adjuster III
Tel. (916)781-5536, Fax (425)748-8210
Email tmavroudis@intercareins.com

Cc: Cecilia Merillana, GL Claims Manager, County of Monterey
Susan Blitch, Chief Assistant County Counsel

Claim: 141725



On Behalf of
MONTEREY COUNTY
RISK MANAGEMENT

DECLARATION OF SERVICE BY MAIL

I, MARIA NAJERA, DECLARE:

- 1. I AM OVER 18 YEARS OF AGE;
- 2. I AM EMPLOYED BY INTERCARE INSURANCE SERVICES, INC., FOR THE COUNTY OF MONTEREY, CALIFORNIA;
- 3. MY BUSINESS ADDRESS IS:
INTERCARE INSURANCE SERVICES, INC.
PO BOX 52810
BELLEVUE, WA 98015
- 4. I AM NOT A PARTY TO THE WITHIN-MENTIONED PROCEEDING;
- 5. I AM FAMILIAR WITH THE PRACTICE OF INTERCARE INSURANCE SERVICES, INC. FOR COLLECTION AND PROCESSING OF CORRESPONDENCE FOR MAILING WITH THE UNITED STATES POSTAL SERVICE. UNDER THAT PRACTICE, CORRESPONDENCE IS DEPOSITED WITH THE UNITED STATES POSTAL SERVICE THE SAME DAY IT IS SUBMITTED FOR MAILING;
- 6. ON MARCH 12, 2024, I SERVED THE WRONG ENTITY - NOTICE OF REJECTION OF CLAIM, A COPY OF WHICH IS ATTACHED HERETO, BY DEPOSITING THE SAME IN THE UNITED STATES MAIL AT ORANGE, CALIFORNIA, IN A SEALED ENVELOPE, POSTAGE FULLY PREPAID, AS FIRST-CLASS MAIL AND AS CERTIFIED MAIL RETURN RECEIPT REQUESTED, ADDRESSED AS FOLLOWS:

NORMA GAMEZ
24700 BIT RD
MONTEREY, CA 93940-6601

**SENT VIA CERTIFIED MAIL RETURN RECEIPT REQUESTED & USPS FIRST CLASS MAIL
7022 2410 0000 2425 7815**

I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT AND THAT THIS DECLARATION IS EXECUTED ON MARCH 12, 2024 AT ORANGE, CALIFORNIA.

Signature

Maria Najera



LEXUS

Monterey Peninsula

1721 DEL MONTE BLVD.
SEASIDE, CA 93955
831-393-3030

SERVICE AND PARTS Item 1.

MON - FRI 7:30 A.M. - 6:30 P.M.

SATURDAY 8:00 A.M. - 5:00 P.M.

SUNDAY 8:00 A.M. - 5:00 P.M.

BAR#: ARD 296675 EPA# CAL000463589
CAL000451601

CUSTOMER NO. 36860	ADVISOR AUSTIN PERKINS	2050	TAG NO. 2303	INVOICE DATE 02/19/24	INVOICE NO. LECS43083
NORMA GAMEZ 24700 BIT RD MONTEREY, CA 93955 NORMAGAMEZ1989@GMAIL.COM	LABOR RATE	LICENSE NO.	MILEAGE 2,680	COLOR IRIDIUM/BLK	STOCK NO. 6833533
	YEAR / MAKE / MODEL 24/LEXUS/IS/4DR AWD F SPORT			DELIVERY DATE 12/16/23	DELIVERY MILES 12
	VEHICLE I.D. NO. J T H G Z 1 E 2 7 R 5 0 3 3 5 3 3			SELLING DEALER NO.	PRODUCTION DATE
	R.O. DATE 02/17/24		REPRINT# 1		
RESIDENCE PHONE 831-402-8597	BUSINESS PHONE	COMMENTS			
					MO: 2682

JOB# 1 CHARGES

LABOR-----
J# 1 22LEZ1TIRE M&B 1 TIRE TECH(S):36907 40.00
 CUSTOMER REQUESTS MOUNT AND BALANCE 1 TIRE
 GUEST HIT A POTHOLE AND DAMAGED PASSENGER SIDE FRONT TIRE.
 DT00000221BS
 TIRE DAMAGED, REQUIRES REPLACEMENT
 COMPLETED REPLACEMENT OF PASSENGER FRONT TIRE
 DOT EJV1 DHM 2023

PARTS -----	QTY ---	FP-NUMBER -----	DESCRIPTION -----	UNIT PRICE -----	
	1	DT000-12817-BS	OE A 235/40R19 BS	348.75	348.75
				TOTAL - PARTS	348.75

MISC-----

CODE -----	DESCRIPTION -----	CONTROL NO -----		
5-TD	TIRE DISPOSAL FEE		2.25	
5-TT	TIRE TAX CA		1.75	
			TOTAL - MISC	4.00

JOB# 1 TOTALS-----

	LABOR	40.00	
	PARTS	348.75	
	MISC	4.00	
		JOB# 1 TOTAL	392.75

JOB# 2 CHARGES

LABOR-----
J# 2 01LEZ000QINSP MULTI-POINT INSP TECH(S):36907 0.00
 PERFORM LEXUS MONTEREY MULTI-POINT INSPECTION
 TIRE PRESSURE SET AT
 BRAKE LINING AT MM FRONT MM REAR
 TIRE TREAD AT /32 FRONT AND /32 REAR
 PERFORMED LEXUS MONTEREY PENINSULA MULTI-POINT INSPECTION
 CHECKLIST. LEXUS MONTEREY PENINSULA RECOMMENDS REFERRING TO
 YOUR OWNERS MANUAL FOR CHECKING FLUID LEVELS AND TOPPING OFF
 FLUIDS BETWEEN SERVICE INTERVALS.

JOB# 2 TOTALS-----

		JOB# 2 JOURNAL PREFIX LECS	JOB# 2 TOTAL	0.00
--	--	-----------------------------------	---------------------	-------------

JOB# 3 CHARGES

LABOR-----
J# 3 01LEZFLOORMAT FLOORMAT TECH(S):2460 0.00
 INSPECTION COMPLETED FLOOR MATS PLACED IN TRUNK IF INCORRECT
 OR DOUBLE STACKED
 FLOOR MAT INSPECTION PER LEXUS/TOYOTA GUIDE LINES
 INSPECTION COMPLETED: FLOOR MATS PLACED IN TRUNK IF INCORRECT
 OR DOUBLE STACKED.

JOB# 3 TOTALS-----

		JOB# 3 JOURNAL PREFIX LECS	JOB# 3 TOTAL	0.00
--	--	-----------------------------------	---------------------	-------------

Thank You for choosing Lexus Monterey Peninsula for your recent service visit. If you have any questions or comments, please give your Service Advisor a call, so that we may resolve any question that you might have.



LEXUS

Monterey Peninsula

1721 DEL MONTE BLVD.
SEASIDE, CA 93955
831-393-3030

SERVICE AND PARTS Item 1.

MON - FRI 7:30 A.M. - 6:30 P.M.

SATURDAY 8:00 A.M. - 5:00 P.M.

SUNDAY 8:00 A.M. - 5:00 P.M.

BAR#: ARD 296675 EPA# CAL000463589
CAL000451601

CUSTOMER NO. 36860		ADVISOR AUSTIN PERKINS	2050	TAG NO. 2303	INVOICE DATE 02/19/24	INVOICE NO. LECS43083	
NORMA GAMEZ 24700 BIT RD MONTEREY, CA 93955 NORMAGAMEZ1989@GMAIL.COM		LABOR RATE	LICENSE NO.	MILEAGE 2,680	COLOR IRIDIUM/BLK	STOCK NO. 6833533	
		YEAR / MAKE / MODEL 24/LEXUS/IS/4DR AWD F SPORT				DELIVERY DATE 12/16/23	DELIVERY MILES 12
		VEHICLE I.D. NO. J T H G Z 1 E 2 7 R 5 0 3 3 5 3 3				SELLING DEALER NO.	PRODUCTION DATE
		R.E.E. NO.		P.O. NO.		R.O. DATE 02/17/24	REPRINT# 1
RESIDENCE PHONE 831-402-8597	BUSINESS PHONE	COMMENTS				MO: 2682	

JOB# 4 CHARGES-----

LABOR-----

J# 4 01LEZTIREPSI TIRE PRESSURE TECH(S):2460 0.00

SET-ADJUST TIRE PRESSURE ALL TIRES

SET TIRE PRESSURES ON ALL TIRES

SET-ADJUST TIRE PRESSURES ON ALL TIRES :

RT FRT:

LFT FRT:

RT RR:

LFT RR:

JOB# 4 TOTALS-----

JOB# 4 JOURNAL PREFIX LECS JOB# 4 TOTAL 0.00

ESTIMATE-----

CUSTOMER HEREBY ACKNOWLEDGES RECEIVING

ORIGINAL ESTIMATE OF \$440.00 (+TAX)

COMMENTS-----

LOANER

TOTALS-----

TOTAL LABOR....	40.00
TOTAL PARTS....	348.75
TOTAL SUBLET...	0.00
TOTAL G.O.G....	0.00
TOTAL MISC CHG.	4.00
TOTAL MISC DISC	0.00
TOTAL TAX.....	32.26
TOTAL INVOICE \$	425.01

Thank You for choosing Lexus Monterey Peninsula for your recent service visit. If you have any questions or comments, please give your Service Advisor a call, so that we may resolve any question that you might have.

THANK YOU FOR YOUR BUSINESS!! YOU MAY IN THE NEAR FUTURE BE CONTACTED BY YOUR VEHICLES MANUFACTURER REGARDING YOUR MOST RECENT SERVICE EXPERIENCE. IF YOU ARE UNABLE TO GRADE US EXCELLENT, PLEASE CALL OUR SERVICE DEPT. WE THANK YOU IN ADVANCE FOR THE RETURN OF THE SURVEY.

CUSTOMER SIGNATURE _____

***** DUPLICATE INVOICE *****



← Hwy 218 68
Monterey
Hwy 1 NORTH →







Hwy 166
← Monterey
Hwy 1 NORTH →

Hwy 166
← Monterey
Hwy 1 NORTH →

CUNNY APC
LEGAL CONSULTING AND ADVISING

March 27, 2024

VIA E-MAIL

City of Del Rey Oaks
650 Canyon Del Rey Boulevard
Del Rey Oaks, CA 93940
(p) (831) 394-8511
(e) kminami@delreyoaks.org
lfitz@delreyoaks.org
jguertin@delreyoaks.org
joe@joegps.com
sdonaldson@delreyoaks.org
kshirley@delreyoaks.org
jhallock@delreyoaks.org
juy@delreyoaks.org
bragsdalecronin@delreyoaks.org
rfucci@delreyoaks.org

RE: Demand to Preserve Documents for Impending Litigation

Good afternoon,

Please be advised that my office (along with Mr. Lombardo) represents Mr. Vince Finaldi (“Mr. Finaldi”), Mrs. Melissa Finaldi (“Mrs. Finaldi”) and 121 Calle, LLC (collectively, “Plaintiffs”) in connection with dispute between the Plaintiffs and the City of Del Rey Oaks (the “Dispute”), regarding the property located at 121 Calle Del Oaks (the “Subject Property”), within the City of Del Rey Oaks (“the City” hereinafter.) As you are all aware, litigation is impending (and has been impending for some time) with respect to the refusal of the City to recognize the entirety of the square footage of the Subject Property for purposes of the requested building permit. This letter will serve as a formal demand that all employees, agents, officers, council members, contractors, officials and other affiliates be specifically advised of their duty to preserve relevant evidence to this impending litigation.

California law is express that documents for reasonably anticipated litigation must be preserved, and in effectuating this intent, has granted courts broad authority to punish the spoliation of evidence. *Cedars-Sinai Medical Center v. Superior Court* (1998) 18 Cal.4th 1.¹ Indeed, in

¹ “No one doubts that the intentional destruction of evidence should be condemned. Destroying evidence can destroy fairness and justice, for it increases the risk of an erroneous decision on the merits of the underlying cause of action. Destroying evidence can also increase the costs of litigation as parties attempt to reconstruct the destroyed evidence or to develop other evidence, which may be less accessible, less persuasive, or both.” *Id.* at 8.

Page 2
Preservation of Evidence Letter
March 27, 2024

California there is a strong presumption that evidence must be preserved when litigation is reasonably anticipated and failure to do so can result in monetary, issue, evidentiary or terminating sanctions imposed by the Court. *See Doppes v. Bentley* (2009) 174 Cal.App.4th 967. While this letter comes after the final hearing on the appeal of the City's decision, litigation was anticipated much earlier by all parties. As such, this letter is merely a memorialization of the ongoing duty that the parties have to preserve evidence.

Below, please find a non-exclusive list of measures to be taken and subject matter to be covered, in ensuring that all relevant evidence is preserved and not destroyed:

Measures to Be Taken By The City To Ensure Non-Destruction

The following is a non-exclusive list of measures that are requested to be taken by the City to ensure that no evidence pertaining to this anticipated litigation is destroyed, whether intentionally or incidentally.

1. For any physical documentary evidence, search for and sequester any such evidence from any physical location within the City's control, including but not limited to letters, correspondence, emails, memoranda, reports, lists, diaries, journals, logs, reports, investigation reports, statements, books, catalogues, or other written, physical evidence pertaining to the Dispute, defined further and more broadly *infra*. Once located, we request that those documents be preserved in their current form, without any edits, changes or alterations and sequestered in a safekept location;
2. For any electronic evidence, search all electronic storage devices and sequester all information, metadata, files, or other electronically stored information located on hard drives, data storage devices, USB drives/devices, removable data storage utilized by any of the individuals, computer devices, telephones, mobile phones, tablets, pagers, or other mobile devices (whether personal or issued by the City), or otherwise utilized by the above, and any emails, email accounts, email-storage systems or raw data, metadata, or cloud storage from email usage concerning, utilized by or otherwise referencing the Dispute. Once this electronic evidence is discovered, it is requested to be sequestered, unaltered, and safekept in a location where it can be accessed in its native format.
3. For any automatic deletion processes that are in effect on the personal devices (or City-issued devices to any employees, agents, officers, council members, contractors, officials and other affiliates), computers, servers, data storage devices or cloud storage programs, we request that these processes be halted for storage that includes any place in which relevant documentation (enumerated below) may be found. These automated deletion processes may include periodic purging of documents, automatic deletion of emails or text messages after a defined period of time, or other electronic data purging. All such automated procedures are requested to be halted at this point (and should have been halted as soon as litigation was anticipated.)

Types of Evidence Sought To Be Protected.

Separate from the measures to be instituted by the City in protecting against the intentional or inadvertent destruction of evidence, below, please find a list of the types of evidence that are sought to be preserved concerning the subject matter of the Dispute:

1. All “Communications”, which include but are not limited to: text messages (whether on personal or City-issued electronic devices), emails (whether on personal or City-issued electronic devices), letters, memoranda, telegrams, facsimile, instant messaging, direct messaging, social media messaging, Slack messaging (or other similar platform messaging) or any other written means of communication. These communications are not limited to intra-City correspondence, but also include all communications between City employees, agents, officers, council members, contractors, officials and other affiliates with third-parties, other agencies, or other non-employees, concerning the Dispute.
2. All notes, files, permits, photos, video recordings, audio recordings, reports (whether incomplete, preliminary, ongoing or final; in any form), opinions, journals, diaries, plans, city council minutes and draft minutes, written findings, investigation documentation, or other written or electronic memorialization of any opinion, finding, or determination made by any employees, agents, officers, council members, contractors, officials and other affiliates, concerning the Dispute as defined in the Subject Matter section *infra*;
3. All electronic storage, files and data, including but not limited to: word processing files (including but not limited to Word, Word Perfect or other word processing programs), Excel files, PDF files, email files, files stored on any document clouds, attachments to emails, metadata and raw data for the respective types of electronically stored information, and any electronic data related to the Dispute.

Subject Matter

As the City is well aware, the Dispute concerns the classification and refusal of the City to recognize the square footage on the Mezzanine² at the Subject Property. While the core of this matter is related to this dispute, California provides broad discovery into matters, assuming that the request is “reasonably calculated to lead to the discovery of admissible evidence.” *Code of Civil Procedure* §2017.010. Thus, the requested information should not only include materials that directly mention the Subject Property, but also, include (but not be limited to) the preservation of all information, documents and communications referencing Mr. Finaldi, Mrs. Finaldi, 121 Calle LLC, Caraiti Monterey, the Davi family, prior tenants and owners of the subject property, permitting of mezzanine space in Del Rey Oaks previously, and any issue that is related to Mr. Finaldi, the Subject Property, Mr. Finaldi’s business or matters related to those subjects.

///

² Legally defined term under the City’s own building regulations.

Page 4
Preservation of Evidence Letter
March 27, 2024

Thank you for your attention to this matter, and I look forward to a very positive and robust litigation with the City. If there are any ambiguities or uncertainties about the contents of this letter, I am available to discuss at (831) 252-0188 or by email at alex@cunnvapc.com.

Very Truly Yours,



Alex E. Cunny, Esq.
CUNNY APC