



# CITY OF DEL REY OAKS

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

## AGENDA

### REGULAR DEL REY OAKS CITY COUNCIL MEETING

TUESDAY, MAY 26, 2009 AT 7:00 P.M.

CHARLIE BENSON MEMORIAL HALL, CITY HALL

1. 7:00 P.M. – ROLL CALL

2. PUBLIC COMMENT:

Anyone wishing to address the Council or Agency 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 by the Council. *There will be a time limit of not more than three minutes for each speaker. No action will be taken by the Council on matters brought up under this item and all comments will be referred to staff.*

3. CONSENT AGENDA:

*Action Items*

A. MINUTES:

1. April 28, 2009, City Council Meeting
2. May 13, 2009, Regular Planning Commission Meeting-Cancellation

B. MONTHLY REPORT:

1. Claims, April 2009
2. Financial Statement, April 2009
3. Fire Department Response Report, April 2009
4. Police Activity Report, April 2009

4. OLD BUSINESS:

*Action Items*

- A. Consider Adopting Ordinance No. 265 Amending Title 17 (Zoning Ordinance) of the Municipal Code Relating to Lot Coverage and Site Assessment Requirements (*second reading*)

5. NEW BUSINESS:

*Action Items*

- A. Request for Proposals; Auditing Services
- B. Records Retention Policy
- C. Ordinance 266; An Ordinance Adding Chapter 1.20 to the Municipal Code to Create a Procedure for Imposing and Collecting Administrative Fines for Violations of the Del Rey Oaks Municipal Code (*first reading*)

**6. STAFF REPORTS:**

A. City Manager Report

**7. MAYOR AND COUNCIL REPORTS:**

Reports from Mayor, Council and Staff concerning standing committees and board meetings attended and staff information reports on City matters.

**8. CORRESPONDENCE:**

*Information Only*

A. Community Human Services Highlights of Regular and Special Board Meetings

B. Monterey Regional Waste Management District Highlights of the Board Meeting.

**9. CLOSED SESSION:**

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

A. Conference with Real Property Negotiator

1) Property: 360 Acres of Former Fort Ord

Negotiating Party: Federal Development Partners

Under Negotiation: Price and Terms of Payment

**10. SET NEXT MEETING DATE:** Establish **Tuesday, June 23, 2009, 7:00 P.M.** as the date and time of the Council's next regular meeting.

**11. ADJOURNMENT**

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

**THE SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF DEL REY OAKS CONVENED AT 7:00 P.M. ON WEDNESDAY, APRIL 28, 2009 IN THE CHARLES BENSON MEMORIAL HALL, CITY HALL**

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**Present:** Council Members Clark, Cecilio, Allion and Mayor Russell

**Absent:** Council Member Edelen

**Also present:** City Attorney Wellington, City Manager Evans and Deputy City Clerk Carvalho

Meeting came to order at 7:00 p.m. and roll call was taken.

**PUBLIC COMMENT:**

**Irene Barlich:** Asked that the council report at the May meeting on the Ft. Ord property.

**Bob Oliver:** Was pulled over for a speeding ticket, and feels this was a speed trap. He stated the City has stalled on resolving this issue. He requested via notice several pieces of information from the police department.

**Kathi Smith:** Asked about Cal-Am Road Project down Carlton Drive.

**Ana Vargas, US Census Bureau:** Explained the Census process.

**City Attorney Wellington:** Addressed the questions:

- 1) There will be a follow-up report on the former Ft. Ord property.
- 2) Mr. Oliver was given a claim form from the clerk to file the request to go through the official process. Mr. Oliver stated he just found this out today.

**Mayor Russell:** Carlton Drive issue is currently under negotiation and will be coming back to the Council once this has been resolved.

**PRESENTATION:**

Presentation of a new reserve officer by Chief Langford

**Chief Langford:** Stated that he is introducing Officer David Laurits who will be our new reserve officer and possibly our K-9 officer.

**CONSENT AGENDA:**

**A. MINUTES:**

1. March 24, 2009, City Council Meeting
2. April 8, 2009, Regular Planning Commission Meeting-Draft

**B. MONTHLY REPORT:**

1. Claims, March 2009
2. Financial Statement, March 2009
3. Fire Department Response Report, March 2009
4. Police Activity Report, March 2009

*Motion by Council Member Clark to approve, seconded by Council Member Allion*

*There were no public comments received.*

*Motion passed 4-0*

**OLD BUSINESS:**

The Council considered **ITEM 5.A.**, Consider Adopting Ordinance No. 265 Amending Title 17 (Zoning Ordinance) of the Municipal Code Relating to Lot Coverage and Site Assessment Requirements. (*first reading*)

**City Attorney Wellington:** Discussing the proposed adoption of Ordinance 265 Amending Title 17 (Zoning Ordinance) of the municipal Code Relating to Lot Coverage and Site Assessment Requirements. He went over the basic premise of the ordinance and discussed the need for this ordinance and how it came to be.

**Council Member Clark:** After sitting on the planning commission is happy to see this being considered.

**Mayor Russell:** Likes the removal of flagging and netting has a question about a word in a paragraph which was explained by the City Attorney, and he commented about the survey needs and how calculated. This was explained by the City Attorney stating that this would be done by staff with direction from the City Engineer. Exception for flag poles, chimneys, and general height, this would be done by the Commission, and side yards relating to a "Key lot", explained by the City Attorney as the pie shaped lot at the end of a cul-de-sac.

**PUBLIC COMMENT:**

**Kathi Smith:** Asked questions about garages and signing date of the document.

**Bob Oliver:** What does the slope mean?

**City Attorney Wellington:** States this is a footprint issue and the slope is relating to assessment of slope of the land.

**Bob Oliver:** Had an issue in Monterey of a sloped property and went into great detail. The City Attorney stopped Mr. Oliver stating relevance to Del Rey Oaks.

*Motion by Council Member Allion to approve the first reading, seconded by Council Member Cecilio.*

*Mayor called for a roll call vote:*

*Council Member Clark: Aye*

*Council Member Cecilio: Aye*

*Council Member Allion: Aye*

*Mayor Russell: Aye*  
*There were no further public comments received*  
*Motion passed 4-0*

The Council Considered **ITEM 5.B.** Update: Regarding Recruitment of New City Manager

**City Manager Evans:** Stated on the recruitment of a permanent City Manager a committee was formed and they authorized a timeline, job description, etc for the announcement, with 150 notices mailed out. May 6<sup>th</sup> the ad will be in The Herald, it is also listed on Craigslist.com, Yahoojobs.com, and other websites related to job searches. There will be a process of applications, interviews, background checks, etc.

**Council Member Clark:** Once the person is chosen will they come before the council?

**Mayor Russell:** Yes after the screening process.

**PUBLIC COMMENT:**

**Kathi Smith:** Wants to know about the salary and the wording of the application.

**Bob Oliver:** What is the current salary?

**City Manager Evans:** Stated he is paid a maximum of \$8,000 a month but the hours worked far exceed the hours he is paid for because there is a maximum salary per his contract.

**NEW BUSINESS:**

The Council considered **ITEM 6.A.**, Consider Resolution No. 2009-04, A Resolution of the City of Del Rey Oaks accepting title to certain public improvements subject to grant restrictions imposed by the Economic Development Administration. Authorization to accept title to South Boundary Road from FORA.

**Mayor Russell:** We are required to accept title in order to get future work done by FORA. There are currently funds available at FORA for this improvement.

**Redevelopment Project Manager Goblirsch:** We are required to place a road up to the Monterey Yard from a past agreement.

**Council Member Clark:** Any future costs?

**Mayor Russell:** No, other than lighting exceptions.

**Council Member Allion:** How does General Jim Moore connect to South Boundary?

**Redevelopment Project Manager Goblirsch:** Funds are being looked into in Washington by FORA, and the road will go down to 2 lanes because of the protected species. There is an engineering map at the FORA offices.

**Mayor Russell:** The Roads will not be at a 90 degree angle at the intersection of South Boundary Road and General Jim Road. The dirt movement does stop short of the Del Rey Oaks boundary.

**PUBLIC COMMENT:**

**Kathi Smith:** Thought that this was in their capital improvements before and was the money FORA is looking for is for General Jim Moore and not South Boundary Road?

**Redevelopment Project Manager Goblirsch:** Yes General Jim Moore is their priority.

**Mayor Russell:** Correct about this being taken out and then put back in.

*Motion by Council Member Clark to approve, seconded by Council Member Cecilio*

*There was no further public comment received.*

*Motion passed 4-0*

The Council considered **ITEM 6.B.** Adjust City Limit Line

**Mayor Russell:** Stated that the parking lot of Safeway is in 3 jurisdictions.

**City Manager Evans:** He demonstrated via a map how the Safeway parking lot is divided between the jurisdictions. This division has been a problem for many years. There is also a small piece in front of 800 Portola Drive, and also in the Cypress Center there is a small piece.

**Council Member Allion:** This just makes sense.

**Mayor Russell:** Monterey went ahead and did the corner of Cypress Center which didn't make anyone very happy.

**Council Member Clark:** Feels this is all very good and hopes that we will be able to enforce the sign ordinance in front of 800 Portola, because right now the sandwich board is in Seaside so we have no control.

**City Manager Evans:** There is a meeting with LAFCO, Monterey and Seaside on May 12<sup>th</sup>.

**STAFF REPORTS:**

**City Manager Evans:** Reported on the resurfacing of Portola Drive and Work Avenue, new email addresses for the City, Cal-Am roadwork, audit of 2007-2008, budget meeting coming up and hopes to have budget on the May meeting for first reading, also the new video taping by the city saving the City \$10,000 a year, and harassment training for the Council and staff. He also announced the next meeting on May 26<sup>th</sup>, 2009 at 7:00 p.m.

**COUNCIL REPORTS:**

**Council Member Clark:** Reported on MST, the new transit station is open downtown, and there are some preliminary talks about the DART being on a permanent route through Del Rey Oaks. Announced the garage sale is coming up the last weekend in July.

**Council Member Cecilio:** Reported on the Mosquito Abatement district meeting regarding West Nile Virus and how scary this virus is. He stated that you can get information from the Mosquito Abatement district website.

**Council Member Clark:** Would like to put pamphlets in the welcome packets.

**Council Member Cecilio:** Noted he has chickens now that are being tested every 10 days and a trap for mosquitoes is checked at the same time to track if there is West Nile in our area.

**Mayor Russell:** Reported on FORA and Watermaster. Stated there are some nice letters in the correspondence for the public works and police department.

**City Attorney Wellington:** Would like to add an urgency matter to closed session about existing litigation: Cal-Am vs. City of Seaside.

*Motion by Council Member Clark to approve addition, seconded by Council Member Cecilio*

*There was no public comment received*

*Motion passed 4-0*

8:21 p.m. – Adjourned to closed session

The city council came back in to open session at 8:50 p.m. City Attorney Wellington announced that the council had received information regarding the real property negotiation matter and the existing litigation (CalAm lawsuit), and gave instructions to the city negotiators and to City Attorney Wellington. No other action was taken.

8:51 p.m. – Adjourned to the next regular meeting.

Next Regular Meeting Date: Tuesday, May 26, 2009, 7:00 p.m.

Approved:

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May 7, 2009

**-NOTICE-**

NOTICE IS HEREBY GIVEN THAT THE REGULAR  
DEL REY OAKS PLANNING COMMISSION  
MEETING:

**WEDNESDAY, MAY 13, 2009 AT 7:00 P.M.**

**HAS BEEN CANCELLED DUE TO A LACK OF  
ITEMS TO BE HEARD**

THE NEXT REGULAR SCHEDULED PLANNING  
COMMISSION MEETING WILL BE HELD ON:

**WEDNESDAY, JUNE 10, 2009 AT 7:00 P.M.**  
CHARLIE BENSON MEMORIAL HALL, 650 CANYON  
DEL REY ROAD, DEL REY OAKS

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KAREN MINAMI  
Assistant Deputy City Clerk

**CITY OF DEL REY OAKS**  
**Check Detail**  
**April 2009**

ITEM 3.B.1.

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Paid Amount</u>
	4/3/2009	FIRST NATIONAL BANK	Merchant Bnkcd Interchange, fee, discount	1000 · GEN...		
			Merchant Bnkcd Interchange, fee, discount	20119 · BA...	GF:160 NO...	(0.05)
			Merchant Bnkcd Interchange, fee, discount	20119 · BA...	GF:160 NO...	(2.15)
			Merchant Bnkcd Interchange, fee, discount	20119 · BA...	GF:160 NO...	(34.79)
TOTAL						(36.99)
3149	4/15/2009	Kimberly Carvalho - DCC	Carvalho	1000 · GEN...		
			Carvalho DD	10010 · SA...	GF:090 AD...	(2,107.57)
			Carvalho DD	10010 · SA...	GF:090 AD...	(371.93)
			Carvalho ss/med er	10012 · ME...	GF:090 AD...	(37.41)
			Carvalho FWT	2290 · PAY...		361.17
			Carvalho SWT	2225 · STA...		109.35
			Carvalho SUI	2225 · STA...		28.38
			Carvalho AFLAC	2275 · AFL...		9.00
			Carvalho	2235 · PER...		49.59
			Carvalho AFLAC Pretax	2275 · AFL...		23.50
			Carvalho	2235 · PER...		(123.98)
			Carvalho	10011 · PERS	GF:090 AD...	123.98
			Carvalho ss/medicare ee	2290 · PAY...		37.41
			Carvalho ss/medicare er	2290 · PAY...	GF:090 AD...	37.41
TOTAL						(1,861.10)
3150	4/15/2009	Dewey Evans - Interim CM		1000 · GEN...		
			Evans	100102 · CI...	GF:090 AD...	(8,000.00)
			Evans FWT	2290 · PAY...	GF:090 AD...	600.00
TOTAL						(7,400.00)
3151	4/15/2009	Karen L. Minami - ADCC	Minami	1000 · GEN...		
			Minami DD	10010 · SA...	GF:090 AD...	(1,734.00)
			Minami DD	10010 · SA...	GF:090 AD...	(306.00)
			Minami ss/med er	10012 · ME...	GF:090 AD...	(30.84)
			Minami FWT	2290 · PAY...		158.20
			Minami SWT	2225 · STA...		34.78
			Minami SUI	2225 · STA...		23.39
			Minami AFLAC Pretax	2275 · AFL...		15.40
			Minami	2235 · PER...		40.80
			Minami 85% ERMTTC	10011 · PERS	GF:090 AD...	102.00
			Minami ERMTTC	2235 · PER...		(102.00)

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05/19/09

**CITY OF DEL REY OAKS**  
**Check Detail**  
**April 2009**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Paid Amount</u>
			Minami ss/med er	2290 · PAY...		30.84
			Minami ss/med ee	2290 · PAY...	GF:090 AD...	30.84
TOTAL						(1,736.59)
<b>3152</b>	<b>4/15/2009</b>	<b>Christopher L. Bourquin - ...</b>	<b>Borquin</b>	<b>1000 · GEN...</b>		
			Borquin DD	10010 · SA...	GF:172 PO...	(2,425.50)
			Borquin FWT	2290 · PAY...	GF:172 PO...	401.21
			Borquin SWT	2225 · STA...	GF:172 PO...	114.23
			Borquin er	10012 · ME...	GF:172 PO...	(37.47)
			Borquin ss/med er	2290 · PAY...	GF:172 PO...	37.47
			Borquin ee	2290 · PAY...		37.47
			Borquin SUI	2225 · STA...	GF:172 PO...	28.43
			Borquin	10130 · ED...	GF:172 PO...	(37.50)
			Borquin	2235 · PER...	GF:172 PO...	48.51
			Borquin ERMTC	10011 · PERS	GF:172 PO...	(121.28)
			Borquin ERMTC	2235 · PER...	GF:172 PO...	121.28
TOTAL						(1,833.15)
<b>3153</b>	<b>4/15/2009</b>	<b>Ronald Langford - Police ...</b>	<b>Langford</b>	<b>1000 · GEN...</b>		
			Langford DD	10010 · SA...	GF:172 PO...	(4,600.00)
			Langford	2290 · PAY...	GF:172 PO...	479.60
			Langford	2225 · STA...	GF:172 PO...	178.50
			Langford SUI	2225 · STA...	GF:172 PO...	53.68
			Langford	10130 · ED...	GF:172 PO...	(50.00)
			Langford PERS	2235 · PER...	GF:172 PO...	92.00
			Langford ERMTC	10011 · PERS	GF:172 PO...	(230.00)
			Langford ERMTC	2235 · PER...	GF:172 PO...	230.00
TOTAL						(3,846.22)
<b>3154</b>	<b>4/15/2009</b>	<b>David M Olmos - Officer (...)</b>	<b>Olmos</b>	<b>1000 · GEN...</b>		
			Olmos DD	10010 · SA...	GF:172 PO...	(2,425.50)
			Olmos FWT	2290 · PAY...	GF:172 PO...	315.79
			Olmos SWT	2225 · STA...	GF:172 PO...	102.49
			Olmos ss/med er	10012 · ME...	GF:172 PO...	(36.93)
			Olmos ss/med er	2290 · PAY...	GF:172 PO...	36.93
			Olmos ss/med ee	2290 · PAY...	GF:172 PO...	36.93
			Olmos SUI	2225 · STA...	GF:172 PO...	28.01
			Olmos	2235 · PER...	GF:172 PO...	48.51
			Olmos ERMTC	10011 · PERS	GF:172 PO...	121.28
			Olmos ERMTC	2235 · PER...	GF:172 PO...	(121.28)
TOTAL						(1,893.77)

4:09 PM

05/19/09

CITY OF DEL REY OAKS

Check Detail

April 2009

Num	Date	Name	Memo	Account	Class	Paid Amount
3155	4/15/2009	Ralph E Topps - Officer	Topps	1000 · GEN...		
			Topps DD	10010 · SA...	GF:172 PO...	(2,425.50)
			Topps FWT	2290 · PAY...	GF:172 PO...	103.11
			Topps SWT	2225 · STA...	GF:172 PO...	23.73
			Topps ss/med er	10012 · ME...	GF:172 PO...	(36.93)
			Topps ss/med er	2290 · PAY...	GF:172 PO...	36.93
			Topps ss/med ee	2290 · PAY...	GF:172 PO...	36.93
			Topps SUI	2225 · STA...	GF:172 PO...	28.01
			Topps	2270 · GAR...	GF:172 PO...	1,116.86
			Topps	2235 · PER...	GF:172 PO...	48.51
			Topps ERMTC	10011 · PERS	GF:172 PO...	(121.28)
			Topps ERMTC	2235 · PER...	GF:172 PO...	121.28
TOTAL						(1,068.35)
3156	4/15/2009	Russell V Van Zanten - Off...	Van Zanten	1000 · GEN...		
			Van Zanten DD	10010 · SA...	GF:172 PO...	(2,425.50)
			Van Zanten FWT	2290 · PAY...	GF:172 PO...	315.79
			Van Zanten SWT	2225 · STA...	GF:172 PO...	102.49
			Van Zanten er	10012 · ME...	GF:172 PO...	(36.93)
			Van Zanten ss/med er	2290 · PAY...	GF:172 PO...	36.93
			Van Zanten ss/med ee	2290 · PAY...	GF:172 PO...	36.93
			Van Zanten SUI	2225 · STA...	GF:172 PO...	28.01
			Van Zanten	2235 · PER...	GF:172 PO...	48.51
			Van Zanten ERMTC	10011 · PERS	GF:172 PO...	(121.28)
			Van Zanten ERMTC	2235 · PER...	GF:172 PO...	121.28
TOTAL						(1,893.77)
3157	4/15/2009	Mario A Villarreal - Serge...	Villarreal	1000 · GEN...		
			Villarreal DD	10010 · SA...	GF:172 PO...	(3,095.50)
			Villarreal Reg	10010 · SA...	GF:172 PO...	(285.76)
			Villarreal OT	10009 · OV...	GF:172 PO...	(214.32)
			Villarreal	2290 · PAY...	GF:172 PO...	347.94
			Villarreal	2225 · STA...	GF:172 PO...	106.19
			Villarreal er	10012 · ME...	GF:172 PO...	(54.95)
			Villarreal ss/med er	2290 · PAY...	GF:172 PO...	54.95
			Villarreal ss/med ee	2290 · PAY...	GF:172 PO...	54.95
			Villarreal SUI	2225 · STA...	GF:172 PO...	41.69
			Villarreal	10130 · ED...	GF:172 PO...	(25.00)
			Villareal	2235 · PER...	GF:172 PO...	67.63
			Villareal ERMTC	10011 · PERS	GF:172 PO...	(169.06)
			Villareal ERMTC	2235 · PER...	GF:172 PO...	169.06
TOTAL						(3,002.18)

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05/19/09

**CITY OF DEL REY OAKS**  
**Check Detail**  
**April 2009**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Paid Amount</u>
3158	4/15/2009	Joseph nmn Johnson - PW	Johnson	1000 · GEN...		
			Johnson DD 60%	10010 · SA...	GF:311 PU...	(1,224.00)
			Johnson 40%	10010 · SA...	GF:411 PA...	(816.00)
			Johnson	2290 · PAY...		136.38
			Johnson	2225 · STA...		24.76
			Johnson 60% er	10012 · ME...	GF:311 PU...	(18.56)
			Johnson 40% er	10012 · ME...	GF:411 PA...	(12.37)
			Johnson ss/med er	2290 · PAY...		30.93
			Johnson ss/med ee	2290 · PAY...		30.93
			Johnson SUI	2225 · STA...		23.47
			Johnson	2235 · PER...		40.80
			Johnson ERMTC 60%	10011 · PERS	GF:311 PU...	(61.20)
			Johnson ERMTC 40%	10011 · PERS	GF:411 PA...	(40.80)
			Johnson ERMTC	2235 · PER...		102.00
			Johnson	2275 · AFL...		26.00
			Johnson Pretax	2275 · AFL...		8.75
TOTAL						(1,748.91)
3159	4/15/2009	Terry L. Serrano - PW	Serrano	1000 · GEN...		
			Serrano DD 60%	10010 · SA...	GF:311 PU...	(1,224.00)
			Serrano 40%	10010 · SA...	GF:411 PA...	(816.00)
			Serrano FWT	2290 · PAY...		180.90
			Serrano	2225 · STA...		38.87
			Serrano 60% er	10012 · ME...	GF:311 PU...	(18.49)
			Serrano 40% er	10012 · ME...	GF:411 PA...	(12.33)
			Serrano med/ss er	2290 · PAY...		30.82
			Serrano med/ss ee	2290 · PAY...		30.82
			Serrano SUI	2225 · STA...		23.38
			Serrano	2235 · PER...		40.80
			Serrano ERMTC 60%	10011 · PERS	GF:311 PU...	(61.20)
			Serrano ERMTC 40%	10011 · PERS	GF:411 PA...	(40.80)
			Serrano ERMTC	2235 · PER...		102.00
			Serrano RV fee	3802 · RV ...	GF:411 PA...	50.00
			Serrano Pretax	2275 · AFL...		16.15
TOTAL						(1,659.08)

4:09 PM

05/19/09

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**April 2009**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Paid Amount</u>
3160	4/15/2009	Jaime C Del Valle		1000 · GEN...		
			Reserve Del Valle	100103 · R...	GF:172 PO...	(91.98)
			Reserve Del Valle ss med ee	2290 · PAY...	GF:172 PO...	1.33
			Reserve Del Valle ss med er	2290 · PAY...	GF:172 PO...	1.33
			Reserve Del Valle ss med er	10012 · ME...	GF:172 PO...	(1.33)
			Reserve Del Valle SUI	2290 · PAY...	GF:172 PO...	1.01
TOTAL						(89.64)
3161	4/15/2009	Henry J. Muse - Reserve O...		1000 · GEN...		
			Reserve Muse DD	100103 · R...	GF:172 PO...	(468.93)
			Reserve Muse DD ss med ee	2290 · PAY...	GF:172 PO...	6.80
			Reserve Muse DD ss med er	2290 · PAY...	GF:172 PO...	6.80
			Reserve Muse DD ss med er	10012 · ME...	GF:172 PO...	(6.80)
			Reserve Muse DD SUI	2290 · PAY...	GF:172 PO...	5.16
TOTAL						(456.97)
3162	4/15/2009	Matthew Young - Reserve ...	Young	1000 · GEN...		
			Reserve Young DD @22.33	100103 · R...	GF:172 PO...	(803.88)
			Young @ 15.33	100103 · R...	GF:172 PO...	(61.32)
			Young er	10012 · ME...	GF:172 PO...	(12.55)
			Young ss/med er	2290 · PAY...	GF:172 PO...	12.55
			Young ss/med ee	2290 · PAY...	GF:172 PO...	12.55
			Young SUI	2225 · STA...	GF:172 PO...	9.52
TOTAL						(843.13)
3163	4/30/2009	Kimberly Carvalho - DCC	Carvahlo	1000 · GEN...		
			Carvalho DD	10010 · SA...	GF:090 AD...	(2,107.57)
			Carvalho DD	10010 · SA...	GF:090 AD...	(371.93)
			Carvalho ss/med er	10012 · ME...	GF:090 AD...	(37.41)
			Carvalho FWT	2290 · PAY...		361.17
			Carvalho SWT	2225 · STA...		114.98
			Carvalho SUI	2225 · STA...		28.38
			Carvalho AFLAC	2275 · AFL...		9.00
			Carvalho	2235 · PER...		49.59
			Carvalho AFLAC Pretax	2275 · AFL...		23.50
			Carvalho	2235 · PER...		(123.98)
			Carvalho	10011 · PERS	GF:090 AD...	123.98
			Carvalho ss/medicare ee	2290 · PAY...		37.41
			Carvalho ss/medicare er	2290 · PAY...	GF:090 AD...	37.41
TOTAL						(1,855.47)

4:09 PM

05/19/09

**CITY OF DEL REY OAKS**  
**Check Detail**  
**April 2009**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Paid Amount</u>
3164	4/30/2009	Karen L. Minami - ADCC	<b>Minami</b>	<b>1000 · GEN...</b>		
			Minami DD	10010 · SA...	GF:090 AD...	(1,734.00)
			Minami DD	10010 · SA...	GF:090 AD...	(306.00)
			Minami ss/med er	10012 · ME...	GF:090 AD...	(30.84)
			Minami FWT	2290 · PAY...		158.20
			Minami SWT	2225 · STA...		39.35
			Minami SUI	2225 · STA...		23.39
			Minami AFLAC Pretax	2275 · AFL...		15.40
			Minami	2235 · PER...		40.80
			Minami 85% ERMTC	10011 · PERS	GF:090 AD...	102.00
			Minami ERMTC	2235 · PER...		(102.00)
			Minami ss/med er	2290 · PAY...		30.84
			Minami ss/med ee	2290 · PAY...	GF:090 AD...	30.84
TOTAL						(1,732.02)
3165	4/30/2009	Christopher L. Bourquin - ...	<b>Borquin</b>	<b>1000 · GEN...</b>		
			Bourquin DD	10010 · SA...	GF:172 PO...	(2,425.50)
			Borquin OT	10009 · OV...	GF:172 PO...	(251.91)
			Borquin FWT	2290 · PAY...	GF:172 PO...	464.18
			Borquin SWT	2225 · STA...	GF:172 PO...	143.94
			Borquin er	10012 · ME...	GF:172 PO...	(41.12)
			Borquin ss/med er	2290 · PAY...	GF:172 PO...	41.12
			Borquin ee	2290 · PAY...		41.12
			Borquin SUI	2225 · STA...	GF:172 PO...	31.20
			Borquin	10130 · ED...	GF:172 PO...	(37.50)
			Borquin	2235 · PER...	GF:172 PO...	48.51
			Borquin ERMTC	10011 · PERS	GF:172 PO...	(121.28)
			Borquin ERMTC	2235 · PER...	GF:172 PO...	121.28
TOTAL						(1,985.96)
3166	4/30/2009	Ronald Langford - Police ...	<b>Langford</b>	<b>1000 · GEN...</b>		
			Langford DD	10010 · SA...	GF:172 PO...	(4,600.00)
			Langford	2290 · PAY...	GF:172 PO...	479.60
			Langford	2225 · STA...	GF:172 PO...	189.13
			Langford SUI	2225 · STA...	GF:172 PO...	53.68
			Langford	10130 · ED...	GF:172 PO...	(50.00)
			Langford PERS	2235 · PER...	GF:172 PO...	92.00
			Langford ERMTC	10011 · PERS	GF:172 PO...	(230.00)
			Langford ERMTC	2235 · PER...	GF:172 PO...	230.00
TOTAL						(3,835.59)

4:09 PM

05/19/09

**CITY OF DEL REY OAKS**  
**Check Detail**  
**April 2009**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Paid Amount</u>
3167	4/30/2009	David M Olmos - Officer (...)	<b>Olmos</b>	<b>1000 · GEN...</b>		
			Olmos DD	10010 · SA...	GF:172 PO...	(2,425.50)
			Olmos OT	10009 · OV...	GF:172 PO...	(713.75)
			Olmos FWT	2290 · PAY...	GF:172 PO...	494.66
			Olmos SWT	2225 · STA...	GF:172 PO...	176.21
			Olmos ss/med er	10012 · ME...	GF:172 PO...	(47.28)
			Olmos ss/med er	2290 · PAY...	GF:172 PO...	47.28
			Olmos ss/med ee	2290 · PAY...	GF:172 PO...	47.28
			Olmos SUI	2225 · STA...	GF:172 PO...	35.87
			Olmos	2235 · PER...	GF:172 PO...	48.51
			Olmos ERMTC	10011 · PERS	GF:172 PO...	121.28
			Olmos ERMTC	2235 · PER...	GF:172 PO...	(121.28)
TOTAL						(2,336.72)
3168	4/30/2009	Ralph E Topps - Officer	<b>Topps</b>	<b>1000 · GEN...</b>		
			Topps DD	10010 · SA...	GF:172 PO...	(2,425.50)
			Topps OT	10009 · OV...	GF:172 PO...	(461.84)
			Topps FWT	2290 · PAY...	GF:172 PO...	172.39
			Topps SWT	2225 · STA...	GF:172 PO...	54.45
			Topps ss/med er	10012 · ME...	GF:172 PO...	(43.62)
			Topps ss/med er	2290 · PAY...	GF:172 PO...	43.62
			Topps ss/med ee	2290 · PAY...	GF:172 PO...	43.62
			Topps SUI	2225 · STA...	GF:172 PO...	33.09
			Topps	2270 · GAR...	GF:172 PO...	1,291.90
			Topps	2235 · PER...	GF:172 PO...	48.51
			Topps ERMTC	10011 · PERS	GF:172 PO...	(121.28)
			Topps ERMTC	2235 · PER...	GF:172 PO...	121.28
TOTAL						(1,243.38)
3169	4/30/2009	Russell V Van Zanten - Off...	<b>Van Zanten</b>	<b>1000 · GEN...</b>		
			Van Zanten DD	10010 · SA...	GF:172 PO...	(2,425.50)
			Van Zanten FWT	2290 · PAY...	GF:172 PO...	315.79
			Van Zanten SWT	2225 · STA...	GF:172 PO...	108.05
			Van Zanten er	10012 · ME...	GF:172 PO...	(36.93)
			Van Zanten ss/med er	2290 · PAY...	GF:172 PO...	36.93
			Van Zanten ss/med ee	2290 · PAY...	GF:172 PO...	36.93
			Van Zanten SUI	2225 · STA...	GF:172 PO...	28.01
			Van Zanten	2235 · PER...	GF:172 PO...	48.51
			Van Zanten ERMTC	10011 · PERS	GF:172 PO...	(121.28)
			Van Zanten ERMTC	2235 · PER...	GF:172 PO...	121.28
TOTAL						(1,888.21)

4:09 PM

05/19/09

**CITY OF DEL REY OAKS**  
**Check Detail**  
 April 2009

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Paid Amount</u>
3170	4/30/2009	Mario A Villarreal - Serge...	<b>Villarreal</b>	<b>1000 · GEN...</b>		
			Villarreal DD	10010 · SA...	GF:172 PO...	(3,095.50)
			Villarreal OT	10009 · OV...	GF:172 PO...	(884.07)
			Villarreal	2290 · PAY...	GF:172 PO...	439.83
			Villarreal	2225 · STA...	GF:172 PO...	146.46
			Villarreal er	10012 · ME...	GF:172 PO...	(60.31)
			Villarreal ss/med er	2290 · PAY...	GF:172 PO...	60.31
			Villarreal ss/med ee	2290 · PAY...	GF:172 PO...	60.31
			Villarreal SUI	2225 · STA...	GF:172 PO...	45.75
			Villarreal	10130 · ED...	GF:172 PO...	(25.00)
			Villareal	2235 · PER...	GF:172 PO...	61.91
			Villareal ERMTC	10011 · PERS	GF:172 PO...	(154.78)
			Villareal ERMTC	2235 · PER...	GF:172 PO...	154.78
TOTAL						(3,250.31)
3171	4/30/2009	Joseph nmn Johnson - PW	<b>Johnson</b>	<b>1000 · GEN...</b>		
			Johnson DD 60%	10010 · SA...	GF:311 PU...	(1,224.00)
			Johnson 40%	10010 · SA...	GF:411 PA...	(816.00)
			Johnson	2290 · PAY...		136.38
			Johnson	2225 · STA...		28.97
			Johnson 60% er	10012 · ME...	GF:311 PU...	(18.56)
			Johnson 40% er	10012 · ME...	GF:411 PA...	(12.37)
			Johnson ss/med er	2290 · PAY...		30.93
			Johnson ss/med ee	2290 · PAY...		30.93
			Johnson SUI	2225 · STA...		23.47
			Johnson	2235 · PER...		40.80
			Johnson ERMTC 60%	10011 · PERS	GF:311 PU...	(61.20)
			Johnson ERMTC 40%	10011 · PERS	GF:411 PA...	(40.80)
			Johnson ERMTC	2235 · PER...		102.00
			Johnson	2275 · AFL...		26.00
			Johnson Pretax	2275 · AFL...		8.75
TOTAL						(1,744.70)
3172	4/30/2009	Terry L. Serrano - PW	<b>Serrano</b>	<b>1000 · GEN...</b>		
			Serrano DD 60%	10010 · SA...	GF:311 PU...	(1,224.00)
			Serrano 40%	10010 · SA...	GF:411 PA...	(816.00)
			Serrano FWT	2290 · PAY...		180.90
			Serrano	2225 · STA...		43.45
			Serrano 60% er	10012 · ME...	GF:311 PU...	(18.49)
			Serrano 40% er	10012 · ME...	GF:411 PA...	(12.33)
			Serrano med/ss er	2290 · PAY...		30.82
			Serrano med/ss ee	2290 · PAY...		30.82
			Serrano SUI	2225 · STA...		23.38

4:09 PM

05/19/09

**CITY OF DEL REY OAKS**  
**Check Detail**  
**April 2009**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Paid Amount</u>
			Serrano	2235 · PER...		40.80
			Serrano ERMTC 60%	10011 · PERS	GF:311 PU...	(61.20)
			Serrano ERMTC 40%	10011 · PERS	GF:411 PA...	(40.80)
			Serrano ERMTC	2235 · PER...		102.00
			Serrano RV fee	3802 · RV ...	GF:411 PA...	50.00
			Serrano Pretax	2275 · AFL...		16.15
		TOTAL				(1,654.50)
<b>3173</b>	<b>4/30/2009</b>	<b>Henry J. Muse - Reserve O...</b>		<b>1000 · GEN...</b>		
			Reserve Muse DD @ 15.33	100103 · R...	GF:172 PO...	(76.65)
			Reserve Muse DD @ 22.33	100103 · R...	GF:172 PO...	(267.96)
			Reserve Muse DD ss med er	2290 · PAY...	GF:172 PO...	5.00
			Reserve Muse DD ss med er	2290 · PAY...	GF:172 PO...	5.00
			Reserve Muse DD ss med er	10012 · ME...	GF:172 PO...	(5.00)
			Reserve Muse DD SUI	2290 · PAY...	GF:172 PO...	3.79
		TOTAL				(335.82)
<b>3174</b>	<b>4/30/2009</b>	<b>Mitesh Patel - Reserve Offi...</b>	<b>Patel</b>	<b>1000 · GEN...</b>		
			Patel	100103 · R...	GF:172 PO...	(178.64)
			Patel er	10012 · ME...	GF:172 PO...	(2.59)
			Patel ss/med er	2290 · PAY...	GF:172 PO...	2.59
			Patel ss/med ee	2290 · PAY...	GF:172 PO...	2.59
			Patel SUI	2225 · STA...	GF:172 PO...	1.97
		TOTAL				(174.08)
<b>3175</b>	<b>4/30/2009</b>	<b>Chris Salopek - Reserve Of...</b>	<b>Salopek</b>	<b>1000 · GEN...</b>		
			Reserve Salopek @ 15.33	100103 · R...	GF:172 PO...	(245.28)
			Reserve Salopek @ 22.33	100103 · R...	GF:172 PO...	(491.26)
			Reserve Salopek FWT	2290 · PAY...	GF:172 PO...	8.03
			Reserve Salopek SWT	2225 · STA...	GF:172 PO...	7.28
			Salopek er	10012 · ME...	GF:172 PO...	(10.68)
			Salopek ss/med er	2290 · PAY...	GF:172 PO...	10.68
			Salopek ss/med ee	2290 · PAY...	GF:172 PO...	10.68
			Salopek SUI	2225 · STA...	GF:172 PO...	8.10
		TOTAL				(702.45)

4:09 PM

05/19/09

**CITY OF DEL REY OAKS**  
**Check Detail**  
**April 2009**

Num	Date	Name	Memo	Account	Class	Paid Amount
3176	4/30/2009	Matthew Young - Reserve ...	Young	1000 · GEN...		
			Reserve Young DD @ 15.33	100103 · R...	GF:172 PO...	(183.96)
			Reserve Young @ 15.33	100103 · R...	GF:172 PO...	(870.87)
			Young er	10012 · ME...	GF:172 PO...	(15.30)
			Young ss/med er	2290 · PAY...	GF:172 PO...	15.30
			Young ss/med ee	2290 · PAY...	GF:172 PO...	15.30
			Young SUI	2225 · STA...	GF:172 PO...	11.60
			Reserve Young RV space	3802 · RV ...	GF:411 PA...	50.00
TOTAL						(977.93)
3177	4/30/2009	Dennis G. Allion - Council ...	Allion	1000 · GEN...		
			City Council Pay	100101 · C...	GF:090 AD...	(100.00)
			Allion	10012 · ME...	GF:090 AD...	(1.45)
			Allion ss/med er	2290 · PAY...	GF:090 AD...	1.45
			Allion ss/med ee	2290 · PAY...	GF:090 AD...	1.45
TOTAL						(98.55)
3178	4/30/2009	Jeff Cecilio - City Council	Cecilio	1000 · GEN...		
			City Council Cecilio	100101 · C...	GF:090 AD...	(100.00)
TOTAL						(100.00)
3179	4/30/2009	Kristin Clark - City Council		1000 · GEN...		
			Council Member Clark FWT	100101 · C...	GF:090 AD...	(100.00)
				2290 · PAY...	GF:090 AD...	100.00
TOTAL						
3180	4/30/2009	Jerry B. Edelen - Council ...		1000 · GEN...		
			FWT	100101 · C...	GF:090 AD...	(100.00)
				2290 · PAY...	GF:090 AD...	100.00
TOTAL						
3181	4/30/2009	Joseph P. Russell - Mayor	Russell	1000 · GEN...		
			Russell	100101 · C...	GF:090 AD...	(225.00)
			Russell	20172 · AD...	GF:090 AD...	(125.00)
TOTAL						(350.00)

**CITY OF DEL REY OAKS**  
**Check Detail**  
**April 2009**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Paid Amount</u>
10626	4/2/2009	BIRKS MONTEREY KE...		1000 · GEN...		
	3/17/2009		PAD LOCK-PARK	20121 · MA...	GF:411 PA...	(26.50)
TOTAL						(26.50)
10627	4/2/2009	BYTE TECHNOLOGY	INV 4627/WEBSITE MAIN.MUNI CODE	1000 · GEN...		
	3/26/2009		INV 4627/WEBSITE MAIN.MUNI CODE	20145 · WE...	GF:090 AD...	(93.75)
TOTAL						(93.75)
10628	4/2/2009	CALIFORNIA-AMERICA...	FEB 20-MAR 20 WATER	1000 · GEN...		
	3/23/2009		69 Carlton Dr	20132 · UTL...	GF:411 PA...	(66.36)
			Quendale Dr/Loch	20132 · UTL...	GF:411 PA...	(19.73)
			Portola Dr/Setter	20132 · UTL...	GF:411 PA...	(19.73)
			650 Canyon Del Rey	20132 · UTL...	GF:150 GO...	(75.30)
			Del Rey Garden Dr.	20132 · UTL...	GF:411 PA...	(19.73)
			Hydrants 25	20132 · UTL...	GF:160 NO...	(31.41)
			Angelus Way	20132 · UTL...	GF:411 PA...	(75.30)
			Los Encinos Dr	20132 · UTL...	GF:411 PA...	(20.00)
			Via Verde/Los Encinos	20132 · UTL...	GF:411 PA...	(49.35)
TOTAL						(376.91)
10629	4/2/2009	CITY OF SEASIDE	STREET SWEEPING MAR 09	1000 · GEN...		
	3/24/2009		STREET SWEEPING MAR 09	20126 · ST...	GF:311 PU...	(1,105.28)
TOTAL						(1,105.28)
10630	4/2/2009	ELECTRICAL DISTRIBU...	EMERGENCY LIGHTS FOR PD	1000 · GEN...		
	3/4/2009		EMERGENCY LIGHTS FOR PD	30181 · AU...	GF:172 PO...	(61.58)
TOTAL						(61.58)
10631	4/2/2009	FEDEX	SHIPPING-FEDERAL BILLING	1000 · GEN...		
	3/26/2009		SHIPPING-FEDERAL BILLING	1600 · DUE...	GF:090 AD...	(37.06)
TOTAL						(37.06)

4:09 PM  
05/19/09

**CITY OF DEL REY OAKS**  
**Check Detail**  
**April 2009**

Num	Date	Name	Memo	Account	Class	Paid Amount
10632	4/2/2009	FORD MOTOR CREDIT ...	LEASE PAYMENT FOR 2 PD UNITS (3rd out of 4 installments)	1000 · GEN...		
	3/19/2009		LEASE PAYMENT FOR 2 PD UNITS (3rd out of 4 installments)	60001 · PRL...	GF:172 PO...	(13,281.72)
TOTAL						(13,281.72)
10633	4/2/2009	HAYASHI & WAYLAND, ...	INTERIM BILLING FOR ACCOUNTING SERVICES RENDERED IN C...	1000 · GEN...		
SAL1...	3/11/2009		INTERIM BILLING FOR ACCOUNTING SERVICES RENDERED IN CON...	30113 · CO...	GF:090 AD...	(5,313.95)
TOTAL						(5,313.95)
10634	4/2/2009	HOME DEPOT CRC	ACCT. # 6035 3220 0248 6219/KIOSKS SUPPLIES/WEED CONTROL	1000 · GEN...		
	3/24/2009		KIOSKS SUPPLIES	20122 · RE...	GF:311 PU...	(59.33)
			WEED CONTROL CITY HALL	20122 · RE...	GF:150 GO...	(35.68)
TOTAL						(95.01)
10635	4/2/2009	MONTEREY COUNTY O...	JAN 09	1000 · GEN...		
	3/5/2009		TAPING AND PLAYBACK FOR JAN 09	20175 · ME...	GF:090 AD...	(808.50)
TOTAL						(808.50)
10636	4/2/2009	MONTEREY COUNTY S...	BILLABLE BILLING FEB 09	1000 · GEN...		
	3/10/2009		BILLABLE BILLING FEB 09	30184 · AC...	GF:172 PO...	(13.79)
TOTAL						(13.79)
10637	4/2/2009	OFFICE DEPOT		1000 · GEN...		
	2/10/2009		STORAGE BOXES, AND BATTERIES	20160 · OF...	GF:090 AD...	(44.98)
			TRASH BAGS, PAPER TOWELS CITY HALL	20121 · MA...	GF:150 GO...	(104.99)
	2/17/2009		GARBAGE BAGS FOR PARK	20121 · MA...	GF:411 PA...	(81.82)
	2/17/2009		P.D. COLOR PRINTER SUPPLIES	20160 · OF...	GF:172 PO...	(88.62)
	2/24/2009		TONER FOR PD COPIER	20160 · OF...	GF:172 PO...	(43.83)
	3/10/2009		TONER FOR PRINTERS, PENS, AND SKUPPLIES FOR PD MARCH 09	20160 · OF...	GF:172 PO...	(229.08)
	3/12/2009		COPY PAPER	20160 · OF...	GF:172 PO...	(18.08)
			COPY PAPER	20160 · OF...	GF:090 AD...	(18.09)
	3/17/2009		MAGNETS FOR KIOSKS	20160 · OF...	GF:311 PU...	(25.30)
			PENS AND MEMO PADS	20160 · OF...	GF:172 PO...	(39.15)
	3/17/2009		MEMORY CARDS FOR PD CAMERAS	20121 · MA...	GF:172 PO...	(32.44)
	3/25/2009		CLIP BOARDS, TAPES, CAR CARRIERS, ETC.-P.D. MARCH 09	20160 · OF...	GF:172 PO...	(72.61)
	3/17/2009		PARK BATHROOM SUPPLIES	20121 · MA...	GF:411 PA...	(59.38)
			SANITIZER SUPPLIES	20160 · OF...	GF:172 PO...	(35.01)

4:09 PM

05/19/09

**CITY OF DEL REY OAKS**  
**Check Detail**  
**April 2009**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Paid Amount</u>
			SANITIZER SUPPLIES	20160 · OF...	GF:311 PU...	(35.01)
			COFFEE SUPPLIES, AND SANITIZER SUPPLIES	20160 · OF...	GF:090 AD...	(59.99)
TOTAL						(988.38)
<b>10638</b>	<b>4/2/2009</b>	<b>PITNEY BOWES PURCH...</b>	<b>POSTAGE</b>	<b>1000 · GEN...</b>		
	3/26/2009		POSTAGE	20168 · PO...	GF:090 AD...	(488.75)
TOTAL						(488.75)
<b>10639</b>	<b>4/2/2009</b>	<b>SBC</b>	<b>PHONE-LOCAL USEAGE, MAR 09</b>	<b>1000 · GEN...</b>		
	3/5/2009		PHONE PD-MAR 09	20140 · TE...	GF:172 PO...	(556.15)
			PHONE CLK-MAR 09	20140 · TE...	GF:090 AD...	(113.17)
			PHONE P.W.-MAR 09	20140 · TE...	GF:311 PU...	(29.00)
TOTAL						(698.32)
<b>10640</b>	<b>4/2/2009</b>	<b>SPCA OF MONTEREY C...</b>	<b>FEB 09 ANIMALS PROCESSED</b>	<b>1000 · GEN...</b>		
	3/5/2009		FEB 09 ANIMALS PROCESSED	30187 · AN...	GF:180 FIR...	(308.00)
TOTAL						(308.00)
<b>10643</b>	<b>4/9/2009</b>	<b>AIKA FITZCHARLES</b>	<b>REFUND OF PARK RENTAL FEE-CANCELLATION</b>	<b>1000 · GEN...</b>		
	4/7/2009		REFUND OF PARK RENTAL FEE-CANCELLATION	3801 · PAR...	GF:411 PA...	(100.00)
TOTAL						(100.00)
<b>10644</b>	<b>4/9/2009</b>	<b>AT&amp;T</b>	<b>PHONE (LONG DISTANCE) FEB/MARCH 09</b>	<b>1000 · GEN...</b>		
	4/7/2009		PHONE	20140 · TE...	GF:172 PO...	(214.59)
			PHONE	20140 · TE...	GF:090 AD...	(57.22)
			PHONE	20140 · TE...	GF:150 GO...	(14.30)
TOTAL						(286.11)
<b>10645</b>	<b>4/9/2009</b>	<b>BYTE TECHNOLOGY</b>		<b>1000 · GEN...</b>		
inv 46...	3/28/2009		INV 4644/WEBSITE MAIN. and INFO. UPDATE	20145 · WE...	GF:090 AD...	(62.50)
inv 46...	4/5/2009		INV 4661/WEBSITE MAIN. and INFO. UPDATE	20145 · WE...	GF:090 AD...	(62.50)
TOTAL						(125.00)

**CITY OF DEL REY OAKS**  
**Check Detail**  
**April 2009**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Paid Amount</u>
<b>10646</b>	<b>4/9/2009</b>	<b>CITY OF MONTEREY</b>		<b>1000 · GEN...</b>		
	3/26/2009		CARLTON DR. SIGN	20124 · ST...	GF:311 PU...	(47.08)
			SIGNAGE	20124 · ST...	GF:311 PU...	(139.56)
			SIGNAGE AND LETTERING FOR KIOSKS	20125 · WA...	GF:411 PA...	(276.68)
			NO DUMPING SIGN	20121 · MA...	GF:411 PA...	(87.95)
			RV SPACE SIGN	20121 · MA...	GF:411 PA...	(56.23)
	4/7/2009		FEB 09 #33	30182 · AU...	GF:311 PU...	(49.60)
			FEB 09 #32	30170 · AU...	GF:311 PU...	(92.28)
			#60	30170 · AU...	GF:172 PO...	(26.93)
			#61	30170 · AU...	GF:172 PO...	(63.56)
			#62	30170 · AU...	GF:172 PO...	(94.25)
			#63	30170 · AU...	GF:172 PO...	(92.56)
			#65	30170 · AU...	GF:172 PO...	(34.55)
			#68	30170 · AU...	GF:172 PO...	(55.44)
			#80	30170 · AU...	GF:172 PO...	(232.64)
TOTAL						(1,349.31)
<b>10647</b>	<b>4/9/2009</b>	<b>CRYSTAL SPRINGS WA...</b>	<b>ACCT 56258/WATER</b>	<b>1000 · GEN...</b>		
	3/31/2009		WATER	20160 · OF...	GF:090 AD...	(26.66)
			WATER	20160 · OF...	GF:301 PU...	(26.66)
			WATER	20160 · OF...	GF:172 PO...	(26.68)
TOTAL						(80.00)
<b>10648</b>	<b>4/9/2009</b>	<b>DEPT OF CONSERVATL...</b>	<b>smip fee's for Jan 09- March 09</b>	<b>1000 · GEN...</b>		
	4/7/2009		SMIP Jan 09-March 09	30219 · S.M...	GF:190 BL...	(29.20)
TOTAL						(29.20)
<b>10649</b>	<b>4/9/2009</b>	<b>FEDEX</b>	<b>SHIPPING-FEDERAL BILLING</b>	<b>1000 · GEN...</b>		
	3/27/2009		SHIPPING-FEDERAL BILLING	1600 · DUE...	GF:090 AD...	(39.81)
TOTAL						(39.81)
<b>10650</b>	<b>4/9/2009</b>	<b>FIRST CHOICE SERVIC...</b>	<b>SUPPLIES</b>	<b>1000 · GEN...</b>		
	3/31/2009		SUPPLIES	20160 · OF...	GF:090 AD...	(24.07)
			SUPPLIES	20160 · OF...	GF:172 PO...	(24.09)
			SUPPLIES	20160 · OF...	GF:311 PU...	(24.07)
TOTAL						(72.23)

4:09 PM

05/19/09

**CITY OF DEL REY OAKS**  
**Check Detail**  
**April 2009**

Num	Date	Name	Memo	Account	Class	Paid Amount
10651	4/9/2009	GALL'S INC.	1 PAIR OF BOOTS (REPLACEMENT FOR TOPPS)	1000 · GEN...		
	3/23/2009		1 PAIR OF BOOTS (REPLACEMENT FOR TOPPS)	20161 · SP...	GF:172 PO...	(86.75)
TOTAL						(86.75)
10652	4/9/2009	GLOBALSTAR USA	SATELITE PHONE	1000 · GEN...		
	3/16/2009		SATELITE PHONE	20140 · TE...	GF:172 PO...	(24.31)
TOTAL						(24.31)
10653	4/9/2009	JAMES DE CHALK	MARCH BILLING	1000 · GEN...		
	3/31/2009		MARCH BILLING	30126 · JA...	GF:150 GO...	(375.00)
TOTAL						(375.00)
10654	4/9/2009	M&S BUILDING SUPPL...	CITY HALL REPAIR MATERIALS	1000 · GEN...		
	3/25/2009		CITY HALL REPAIR MATERIALS	20121 · MA...	GF:150 GO...	(268.21)
TOTAL						(268.21)
10655	4/9/2009	OFFICE DEPOT		1000 · GEN...		
	3/24/2009		BINDERS FOR CITY COUNCIL MEETINGS	20160 · OF...	GF:090 AD...	(35.16)
	3/24/2009		COPY PAPER-CITY CLERKS OFFICE	20160 · OF...	GF:090 AD...	(36.16)
			COPY PAPER-POLICE DEPT	20160 · OF...	GF:172 PO...	(36.17)
TOTAL						(107.49)
10656	4/9/2009	PERS		1000 · GEN...		
	4/9/2009		70002 3/1/09-3/15/09	2235 · PER...		(331.64)
			75001 3/1/09-3/15/09	2235 · PER...		(1,434.10)
			85% Kim Carvalho	10011 · PERS	GF:090 AD...	(158.68)
			15% Kim Carvalho	10011 · PERS	GF:090 AD...	(28.00)
			85% Karen Minami	10011 · PERS	GF:090 AD...	(130.55)
			15% Karen Minami	10011 · PERS	GF:090 AD...	(23.04)
			60% PW	10011 · PERS	GF:311 PU...	(184.32)
			40% PW	10011 · PERS	GF:411 PA...	(122.87)
			PD	10011 · PERS	GF:172 PO...	(4,293.01)
	4/9/2009		70002 3/16/09-3/31/09	2235 · PER...		(331.64)
			75001 3/16/09-3/31/09	2235 · PER...		(1,434.10)
			85% Kim Carvalho	10011 · PERS	GF:090 AD...	(158.68)
			15% Kim Carvalho	10011 · PERS	GF:090 AD...	(28.00)
			85% Karen Minami	10011 · PERS	GF:090 AD...	(130.55)

4:09 PM

05/19/09

**CITY OF DEL REY OAKS**  
**Check Detail**  
**April 2009**

Num	Date	Name	Memo	Account	Class	Paid Amount
			15% Karen Minami	10011 · PERS	GF:090 AD...	(23.04)
			60% PW	10011 · PERS	GF:311 PU...	(184.32)
			40% PW	10011 · PERS	GF:411 PA...	(122.87)
			PD	10011 · PERS	GF:172 PO...	(4,293.01)
TOTAL						(13,412.42)
<b>10657</b>	<b>4/9/2009</b>	<b>PG&amp;E</b>	<b>GAS 2/13/09-3/16/09 ELEC.2/13/09-3/25/09</b>	<b>1000 · GEN...</b>		
	4/9/2009		equipment building	20131 · UTL...	GF:150 GO...	(51.55)
			city hall	20131 · UTL...	GF:150 GO...	(78.48)
			city hall	20131 · UTL...	GF:150 GO...	(547.27)
			street lighting	30230 · ST...	GF:301 PU...	(1,282.14)
			street lighting	30230 · ST...	GF:301 PU...	(88.70)
			city hall	20131 · UTL...	GF:150 GO...	(7.85)
			city hall	20131 · UTL...	GF:150 GO...	(31.89)
TOTAL						(2,087.88)
<b>10658</b>	<b>4/9/2009</b>	<b>SHELL OIL COMPANY</b>	<b>ACCT 079-056-693-FUEL FOR MARCH. 09</b>	<b>1000 · GEN...</b>		
	3/25/2009		P/W #60 FUEL	30182 · AU...	GF:172 PO...	(27.08)
			P/D #61 FUEL	30182 · AU...	GF:172 PO...	(76.48)
			P/D #62 FUEL	30182 · AU...	GF:172 PO...	(135.36)
			P/D #63 FUEL	30182 · AU...	GF:172 PO...	(194.19)
			MISC FUEL (GREY CROWN VIC-STAFF CAR)	30182 · AU...	GF:090 AD...	(28.13)
			P/D #65 FUEL	30182 · AU...	GF:172 PO...	(113.49)
			P/D #68 FUEL	30182 · AU...	GF:172 PO...	(81.89)
			P/D #80 FUEL	30182 · AU...	GF:172 PO...	(284.42)
			P/D #32 FUEL (INCLUDES FUEL FOR TRACTOR)	30182 · AU...	GF:311 PU...	(166.88)
			P/W #33 FUEL	30182 · AU...	GF:311 PU...	(54.29)
TOTAL						(1,162.21)
<b>10659</b>	<b>4/9/2009</b>	<b>SPCA OF MONTEREY C...</b>	<b>MAR 09 ANIMALS PROCESSED</b>	<b>1000 · GEN...</b>		
	4/6/2009		MAR 09 ANIMALS PROCESSED	30187 · AN...	GF:180 FIR...	(110.00)
TOTAL						(110.00)
<b>10660</b>	<b>4/9/2009</b>	<b>TERMINIX</b>	<b>PEST CONTROL AND MAINTENANCE</b>	<b>1000 · GEN...</b>		
	3/23/2009		PEST CONTROL AND MAINTENANCE	20122 · RE...	GF:311 PU...	(27.50)
			PEST CONTROL AND MAINTENANCE	20122 · RE...	GF:411 PA...	(27.50)
TOTAL						(55.00)

4:09 PM

05/19/09

**CITY OF DEL REY OAKS**  
**Check Detail**  
**April 2009**

Num	Date	Name	Memo	Account	Class	Paid Amount
10661	4/9/2009	UNITED SITE SERVICES	PORTABLE TOILET GABILAN CREW	1000 · GEN...		
	3/25/2009		PORTABLE TOILET GABILAN CREW-PRO RATED FOR THE MONTH O...	20127 · GA...	GF:411 PA...	(168.65)
TOTAL						(168.65)
10662	4/9/2009	UPS	0000447Yr5139	1000 · GEN...		
	3/28/2009		SHIPPING-SUREFIRE P.D. RETURN AND D.O.J. DOCUMENTS	20168 · PO...	GF:172 PO...	(25.28)
TOTAL						(25.28)
10663	4/21/2009	P.E.R.S.-HEALTH	HEALTH PREMIUM MAY 2009	1000 · GEN...		
	4/21/2009		BOURQUIN MAY 09	10014 · HE...	GF:172 PO...	(1,003.18)
			CARVALHO 85%	10014 · HE...	GF:090 AD...	(426.35)
			CARVALHO 15%	10014 · HE...	GF:090 AD...	(75.24)
			JOHNSON 40%	10014 · HE...	GF:411 PA...	(401.27)
			JOHNSON 60%	10014 · HE...	GF:311 PU...	(601.91)
			LANGFORD	10014 · HE...	GF:172 PO...	(1,304.13)
			MINAMI 85%	10014 · HE...	GF:090 AD...	(1,108.51)
			MINAMI 15%	10014 · HE...	GF:090 AD...	(195.62)
			OLMOS	10014 · HE...	GF:172 PO...	(501.59)
			SERRANO 60%	10014 · HE...	GF:411 PA...	(601.91)
			SERRANO 40%	10014 · HE...	GF:311 PU...	(401.27)
			TOPPS	10014 · HE...	GF:172 PO...	(1,304.13)
			VAN ZANTEN	10014 · HE...	GF:172 PO...	(1,254.45)
			VILLARREAL	10014 · HE...	GF:172 PO...	(1,304.13)
			FEE	10014 · HE...	GF:172 PO...	(15.73)
			FEE	10014 · HE...	GF:090 AD...	(15.72)
			FEE	10014 · HE...	GF:311 PU...	(15.73)
TOTAL						(10,530.87)
10664	4/21/2009	PERS	04 2009 1 - RETIREMENT PMT	1000 · GEN...		
	4/16/2009		70002 4/1/09-4/15/09	2235 · PER...		(331.64)
			75001 4/1/09-4/15/09	2235 · PER...		(1,434.10)
			85% Kim Carvalho	10011 · PERS	GF:090 AD...	(158.68)
			15% Kim Carvalho	10011 · PERS	GF:090 AD...	(28.00)
			85% Karen Minami	10011 · PERS	GF:090 AD...	(130.55)
			15% Karen Minami	10011 · PERS	GF:090 AD...	(23.04)
			60% PW	10011 · PERS	GF:311 PU...	(184.32)
			40% PW	10011 · PERS	GF:411 PA...	(122.87)
			PD	10011 · PERS	GF:172 PO...	(4,293.01)
TOTAL						(6,706.21)

**CITY OF DEL REY OAKS**  
**FISCAL YEAR TO DATE REVENUES AND EXPENDITURES**  
**JULY 1, 2008 - APRIL 30, 2009**

	Fiscal YTD Actuals Jul '08 - Apr 09	Fiscal YTD Budget	\$ Over/(Under) YTD Budget	Annual Budget	% of Annual Budget
<b>Revenue</b>					
<b>3100 · PROPERTY TAXES</b>					
3105 · P/T-SECURED	374,623.59	373,580.00	1,043.59	378,500.00	98.98%
3107 · P/T-UNITARY TAX	2,803.42	5,300.00	(2,496.58)	5,300.00	52.9%
3108 · PRIOR UNITARY TAX	24.92	55.00	(30.08)	55.00	45.31%
3110 · P/T-UNSECURED	16,858.50	14,400.00	2,458.50	17,100.00	98.59%
3120 · P/T-SB813	13,234.68	12,200.00	1,034.68	14,140.00	93.6%
3130 · P/T-PRIOR SECURED	17,583.44	19,081.00	(1,497.56)	20,440.00	86.03%
3132 · PRIOR UNSECURED	34.19	50.00	(15.81)	50.00	68.38%
3135 · PROPERTY TAX - VLF	128,961.00	129,500.00	(539.00)	129,500.00	99.58%
3140 · P/T-INT/PENAL	(5,814.27)	1,333.00	(7,147.27)	1,500.00	(387.62%)
<b>Total 3100 · PROPERTY TAXES</b>	<b>548,309.47</b>	<b>555,499.00</b>	<b>(7,189.53)</b>	<b>566,585.00</b>	<b>96.77%</b>
<b>3200 · OTHER TAXES</b>					
3202 · MANDATED COSTS	5,000.00	5,000.00		5,000.00	100.0%
3205 · SALES TAX	211,113.03	222,000.00	(10,886.97)	268,000.00	78.77%
3206 · SALES TAX IN LIEU - 3-FLIP	78,457.17	83,500.00	(5,042.83)	83,500.00	93.96%
3208 · Sales Tax - Add On	320,173.21	335,666.66	(15,493.45)	400,000.00	80.04%
3209 · COP MONIES	50,000.00	50,000.00		88,000.00	56.82%
3210 · PROPERTY TRANSFER TAX	3,935.80	5,750.00	(1,814.20)	6,700.00	58.74%
3220 · GAS FRANCHISES	6,647.67	5,500.00	1,147.67	5,500.00	120.87%
3225 · ELECTRIC FRANCHISES	14,091.72	13,500.00	591.72	13,500.00	104.38%
3235 · GARBAGE FRANCHISES	39,450.73	37,000.00	2,450.73	37,000.00	106.62%
3240 · CABLE TV FRANCHISES	23,754.11	17,250.00	6,504.11	23,000.00	103.28%
3851 · SEWER IMPACT	8,265.88	8,400.00	(134.12)	8,400.00	98.4%
<b>Total 3200 · OTHER TAXES</b>	<b>760,889.32</b>	<b>783,566.66</b>	<b>(22,677.34)</b>	<b>938,600.00</b>	<b>81.07%</b>
<b>3300 · LICENSES &amp; PERMITS</b>					
3301 · BUSINESS LICENSES	103,650.54	106,500.00	(2,849.46)	108,500.00	95.53%
3305 · BUILDING PERMITS	12,401.45	13,128.00	(726.55)	14,500.00	85.53%
3310 · PLAN CHECK FEES	5,604.88	6,332.20	(727.32)	6,800.00	82.43%
3315 · STREET OPENING PERMITS FEES	400.00	500.00	(100.00)	550.00	72.73%
3325 · PLUMBING PERMITS	560.00	876.05	(316.05)	960.00	58.33%
3330 · ELECTRICAL PERMITS	560.00	570.00	(10.00)	570.00	98.25%
3340 · ENVIRON ASSESS FEES/PERMIT				100.00	
3342 · DEVELOPER PYMT FEES/PERMITS				100.00	
3345 · OTHER LICENSES/PERMITS	426.40	222.36	204.04	230.00	185.39%
<b>Total 3300 · LICENSES &amp; PERMITS</b>	<b>123,603.27</b>	<b>128,128.61</b>	<b>(4,525.34)</b>	<b>132,310.00</b>	<b>93.42%</b>
<b>3400 · FINES &amp; FORFEITURES</b>					
3401 · VEHICLE CODE FINES	6,525.65	14,083.34	(7,557.69)	16,900.00	38.61%
3415 · OTHER COURT FINES	524.56	917.16	(392.60)	1,000.00	52.46%
<b>Total 3400 · FINES &amp; FORFEITURES</b>	<b>7,050.21</b>	<b>15,000.50</b>	<b>(7,950.29)</b>	<b>17,900.00</b>	<b>39.39%</b>
3501 · INTEREST EARNED		17,500.00	(17,500.00)	17,500.00	

**CITY OF DEL REY OAKS**  
**FISCAL YEAR TO DATE REVENUES AND EXPENDITURES**  
**JULY 1, 2008 - APRIL 30, 2009**

	Fiscal YTD Actuals Jul '08 - Apr 09	Fiscal YTD Budget	\$ Over/(Under) YTD Budget	Annual Budget	% of Annual Budget
<b>3600 · OTHER AGENCY REVENUE</b>					
3602 · MOTOR VEHICLE IN LIEU	3,018.72	2,500.00	518.72	3,000.00	100.62%
3603 · OFF HIGHWAY		83.34	(83.34)	100.00	
3604 · HOPTR	351.07	750.00	(398.93)	750.00	46.81%
3605 · VEHICLE LICENSE COLLECTION	982.95	1,100.00	(117.05)	1,100.00	89.36%
3620 · PROP 172	7,144.86	9,747.17	(2,602.31)	10,600.00	67.4%
3624 · POST REIMBURSE		100.00	(100.00)	100.00	
3648 · GRANTS		100.00	(100.00)	100.00	
3649 · TRAFFIC CONGESTION RELIEF-AB438	10,487.68	5,000.00	5,487.68	7,000.00	149.82%
3655 · POLICE GRANTS OTHER AGENCIES	1,000.00	1,100.00	(100.00)	1,100.00	90.91%
<b>Total 3600 · OTHER AGENCY REVENUE</b>	<b>22,985.28</b>	<b>20,480.51</b>	<b>2,504.77</b>	<b>23,850.00</b>	<b>96.37%</b>
<b>3700 · CURRENT SERVICES</b>					
3703 · USE PERMITS	2,290.00	3,208.34	(918.34)	3,850.00	59.48%
3704 · MAPS/PUBLICATIONS	55.00	100.00	(45.00)	100.00	55.0%
3705 · SALE-PROPERTY CUR SVC	300.00				100.0%
3706 · RENTAL INCOME	8,000.00	8,000.00	0.00	9,600.00	83.33%
3707 · POLICE REPORTS	587.00	980.00	(393.00)	1,025.00	57.27%
3709 · PROPERTY INSPECTIONS	1,234.73	1,340.00	(105.27)	1,800.00	68.6%
3710 · POLICE SERVICES	5,626.00	6,666.66	(1,040.66)	8,000.00	70.33%
3711 · PUBLIC EVENTS	45,642.15	56,000.00	(10,357.85)	56,000.00	81.5%
3712 · MISCELLANEOUS SERVICES	990.86	1,666.66	(675.80)	2,000.00	49.54%
3715 · PD DONATIONS		100.00	(100.00)	100.00	0.0%
3716 · ELECTIONS	25.00	25.00		25.00	100.0%
3717 · SCRIP TAXI SVC FOR SENIORS	(60.00)	30.00	(90.00)	40.00	(150.0%)
<b>Total 3700 · CURRENT SERVICES</b>	<b>64,690.74</b>	<b>78,116.66</b>	<b>(13,425.92)</b>	<b>82,540.00</b>	<b>78.38%</b>
<b>3800 · PARKS/RECREATION</b>					
3801 · PARK RENTAL	1,800.00	1,500.00	300.00	1,800.00	100.0%
3802 · RV RENTAL PARKS	18,010.00	16,637.50	1,372.50	20,500.00	87.85%
3800 · PARKS/RECREATION - Other		1,500.00	(1,500.00)	1,800.00	
<b>Total 3800 · PARKS/RECREATION</b>	<b>19,810.00</b>	<b>19,637.50</b>	<b>172.50</b>	<b>24,100.00</b>	<b>82.2%</b>
<b>Total Operating Revenue</b>	<b>1,547,338.29</b>	<b>1,600,429.44</b>	<b>(53,091.15)</b>	<b>1,785,885.00</b>	<b>86.64%</b>
<b>3900 · OTHER</b>					
3610 · GAS TAX 2107	10,128.65	15,206.11	(5,077.46)	17,500.00	57.88%
3612 · GAS TAX 2106	7,200.68	8,204.09	(1,003.41)	11,500.00	62.62%
3614 · GAS TAX 2107.5	1,000.00	833.34	166.66	1,000.00	100.0%
3616 · GAS TAX 2105	7,638.62	6,848.91	789.71	11,000.00	69.44%
3625 · 2000 PARK BOND GRANT		4,979.00	(4,979.00)	4,979.00	
3708 · CDBG LOAN REPAYMENTS	52,653.04	52,653.00	0.04	52,653.00	100.0%
3720 · Portola/Carlton (Prop 1B) CIP	400,000.00	400,000.00	0.00	400,000.00	100.0%
3730 · Portola/Work Walkway (MPRPD)		12,500.00	(12,500.00)	12,500.00	
3740 · Stream Blockage (State)		100,000.00	(100,000.00)	100,000.00	
3750 · Portola/Work Street (TAMC)		220,000.00	(220,000.00)	220,000.00	
3760 · City Monument Sign Proceeds	2,000.00	2,000.00		2,000.00	100.0%
<b>Total 3900 · OTHER</b>	<b>480,620.99</b>	<b>823,224.45</b>	<b>(342,603.46)</b>	<b>833,132.00</b>	<b>57.69%</b>
<b>Total Revenue July 1, 2008 - April 30, 2009</b>	<b>2,027,959.28</b>	<b>2,423,653.89</b>	<b>(395,694.61)</b>	<b>2,636,574.00</b>	<b>76.92%</b>

**CITY OF DEL REY OAKS**  
**FISCAL YEAR TO DATE REVENUES AND EXPENDITURES**  
**JULY 1, 2008 - APRIL 30, 2009**

	Fiscal YTD Acutals Jul '08 - Apr 09	Fiscal YTD Budget	\$ Over/(Under) YTD Budget	Annual Budget	% of Annual Budget
<b>Expenditures</b>					
<b>10000 · S/B</b>					
10009 · OVERTIME	38,838.82	52,680.83	(13,842.01)	58,000.00	66.96%
10010 · SALARIES	541,694.14	546,666.66	(4,972.52)	656,000.00	82.58%
100101 · COUNCIL MEMBER STIPEND	5,125.00	5,000.00	125.00	6,000.00	85.42%
100102 · CITY MANAGER SALARY	72,000.00	73,333.34	(1,333.34)	88,000.00	81.82%
100103 · RESERVES SALARY	42,342.24	41,666.66	675.58	50,000.00	84.68%
10011 · PERS	117,861.00	108,375.61	9,485.39	144,000.00	81.85%
10012 · MEDICARE	8,171.94	8,333.34	(161.40)	10,000.00	81.72%
10013 · DENTAL EXPENSE	20,312.95	20,500.00	(187.05)	24,600.00	82.57%
10014 · HEALTH INS	105,473.85	106,166.66	(692.81)	127,400.00	82.79%
10015 · VISION INS	1,987.04	1,997.94	(10.90)	2,600.00	76.43%
10016 · WORKERS COMP	67,037.37	65,998.00	1,039.37	67,000.00	100.06%
10018 · WELLNESS PROGRAM	5,000.00	5,000.00		5,000.00	100.0%
10120 · UNIFORM ALLOWANCE	3,750.00	4,750.00	(1,000.00)	7,000.00	53.57%
10125 · EMPLOYEE SERVICE AWARD				50.00	
10130 · EDUCATIONAL INCENTIVE	2,250.00	2,375.00	(125.00)	2,850.00	78.95%
<b>Total 10000 · S/B</b>	<b>1,031,844.35</b>	<b>1,042,844.04</b>	<b>(10,999.69)</b>	<b>1,248,500.00</b>	<b>82.65%</b>
20100 · PAYROLL EXPENSE	3,078.52	3,500.00	(421.48)	4,200.00	73.3%
20119 · BANK SERVICE CHARGES	755.45	833.34	(77.89)	1,000.00	75.55%
<b>20120 · -SUPPLIES</b>					
20121 · MATERIALS/SUPPLY	8,000.97	13,280.70	(5,279.73)	14,100.00	56.74%
20123 · AMMUNITION	7,681.65	5,852.96	1,828.69	8,000.00	96.02%
20124 · STREET MATERIAL PW/STR	472.96				
20125 · WALKWAY MATERL PW/STRT	309.03				
20159 · Office Supplies - RDA	53.96				
20160 · OFFICE SUPPLIES	14,498.49	14,166.66	331.83	17,000.00	85.29%
20161 · SPECIAL SUPPLY POLICE	8,153.83	7,666.66	487.17	9,200.00	88.63%
<b>Total 20120 · -SUPPLIES</b>	<b>39,170.89</b>	<b>40,966.98</b>	<b>(1,796.09)</b>	<b>48,300.00</b>	<b>81.1%</b>
20122 · REPAIR/MAINTENANCE	11,438.06	17,916.66	(6,478.60)	21,500.00	53.2%
20126 · STREET SWEEPING	12,131.88	11,000.00	1,131.88	13,200.00	91.91%
20127 · GABILAN CREW	1,230.08	2,083.34	(853.26)	2,500.00	49.2%
20131 · UTILITIES/PGE	6,143.49	5,994.20	149.29	7,500.00	81.91%
20132 · UTILITIES/WATER	3,276.50	8,750.00	(5,473.50)	10,500.00	31.21%
20140 · TELEPHONE / INTERNET	15,513.33	13,166.66	2,346.67	15,800.00	98.19%
20145 · WEBSITE DESIGN & MAINTENANCE	1,906.00	1,125.00	781.00	1,350.00	141.19%
20163 · BACKGROUND-TESTING	191.53	550.00	(358.47)	550.00	34.82%
20168 · POSTAGE / SHIPPING	3,146.67	3,500.00	(353.33)	4,200.00	74.92%
20170 · TRAVEL/CONFERENCE	510.04	1,250.00	(739.96)	1,500.00	34.0%
20171 · MEMBER/DUES/CONTRIBUTIONS	20,367.70	25,000.00	(4,632.30)	28,500.00	71.47%
20172 · AD/PROMOTION CITY CNCL	1,250.00	1,250.00		1,500.00	83.33%
20173 · LEGAL ADVERT NON-DEPT	906.39			1,500.00	
20174 · BOOK/PERIODICAL	360.35	75.00	285.35	75.00	480.47%
20175 · MEETING CITY CNCL	6,959.87	5,500.00	1,459.87	6,600.00	105.45%
<b>20176 · PRINTING / PUBLICATIONS</b>					
201761 · PERSONNEL MANUAL	3,825.00	3,187.50	637.50	3,825.00	100.0%
20176 · PRINTING / PUBLICATIONS - Other	3,648.28	5,083.34	(1,435.06)	6,100.00	59.81%
<b>Total 20176 · PRINTING / PUBLICATIONS</b>	<b>7,473.28</b>	<b>8,270.84</b>	<b>(797.56)</b>	<b>9,925.00</b>	<b>75.3%</b>
20177 · PROF DEVELOP CITY CLRK	1,287.50	1,000.00	287.50	1,200.00	107.29%

**CITY OF DEL REY OAKS**  
**FISCAL YEAR TO DATE REVENUES AND EXPENDITURES**  
**JULY 1, 2008 - APRIL 30, 2009**

	Fiscal YTD Actuals Jul '08 - Apr 09	Fiscal YTD Budget	\$ Over/(Under) YTD Budget	Annual Budget	% of Annual Budget
20178 · TRAINING POLICE	1,446.43			3,000.00	
20180 · RECRUITMENT EXPENSE	100.00			2,000.00	
20181 · OTHER PERMITS PW/ENGR	3,600.00	4,900.00	(1,300.00)	4,900.00	73.47%
20191 · EQUIPMENT MAINT	1,020.00				
30044 · LIABILITY/PROP NON-DPT	17,961.25	21,600.00	(3,638.75)	21,600.00	83.15%
30113 · CONTRACTUAL AUDIT	12,254.58	5,000.00	7,254.58	27,400.00	44.73%
30114 · CONTRACTUAL - ACCOUNTING	347.83	500.00	(152.17)	500.00	69.57%
30115 · DATA PROCESSING	1,012.50	3,100.00	(2,087.50)	3,100.00	32.66%
30116 · CONTRACTUAL SVCS PLANNING / ENG	25,081.04	30,000.00	(4,918.96)	32,000.00	78.38%
30119 · CONTRACTUAL SVCS - LEGAL	40,912.50	27,500.00	13,412.50	33,000.00	123.98%
30120 · CONTRL RETAINER LEGAL	8,190.00	9,166.66	(976.66)	11,000.00	74.46%
30125 · ERAF					
30126 · JANITORIAL FUND	3,300.00	3,416.66	(116.66)	4,100.00	80.49%
30127 · RADIO DISPATCH POLICE				18,937.00	
30129 · FEES NON-DT		1,000.00	(1,000.00)	2,250.00	
30164 · ELECTIONS					
30165 · COMM HUM SERV NON-DEPT	3,057.00	3,057.00		3,057.00	100.0%
30170 · AUTO OPERATION					
30181 · AUTO OPS - SUPPLIES / EQUIP	7,901.76	7,333.34	568.42	8,800.00	89.79%
30182 · AUTO OPS - FUEL	16,488.33	19,166.66	(2,678.33)	23,000.00	71.69%
30190 · AUTO REPAIR/MAINTENANCE	19,969.69	25,000.00	(5,030.31)	30,000.00	66.57%
<b>Total 30170 · AUTO OPERATION</b>	<b>44,359.78</b>	<b>51,500.00</b>	<b>(7,140.22)</b>	<b>61,800.00</b>	<b>71.78%</b>
30183 · FUND JAIL & PRISONER	1,300.00	1,100.00	200.00	1,100.00	118.18%
30184 · ACJIS SYSTEM POLICE	1,074.06	866.66	207.40	1,400.00	76.72%
30186 · FIRE CONTRACT					
301861 · FIRE SEASIDE	75,438.55	131,193.19	(55,754.64)	131,193.19	57.5%
301862 · FIRE MONTEREY	34,806.81	34,806.81		34,806.81	100.0%
60000 · INTEREST EXPENSE - ND		240.00	(240.00)	240.00	
<b>Total 30186 · FIRE CONTRACT</b>	<b>110,245.36</b>	<b>166,240.00</b>	<b>(55,994.64)</b>	<b>166,240.00</b>	<b>66.32%</b>
30187 · ANIMAL REGULATION FIRE	2,046.00	2,083.34	(37.34)	2,500.00	81.84%
30219 · S.M.I.P.	150.03	450.00	(299.97)	450.00	33.34%
30220 · SB 1473	(15.00)				
30230 · STREET LIGHTING	13,522.92	14,192.20	(669.28)	17,200.00	78.62%
30231 · STORM WATER PROJECT - PHASE1&2	4,836.00	1,400.00	3,436.00	1,400.00	345.43%
30611 · FT ORD RELATED EXPENSE	947.38				
<b>Total Operating Expenditures</b>	<b>1,465,691.54</b>	<b>1,541,648.58</b>	<b>(80,362.24)</b>	<b>1,848,834.00</b>	<b>79.28%</b>
50400 · CAPITAL OUTLAY					
50410 · ADMINISTRATION COMPUTERS	9,987.49	10,000.00	(12.51)	10,000.00	99.88%
50420 · MONUMENT SIGN	172.00	24,000.00	(23,828.00)	24,000.00	0.72%
50430 · PORTOLA / CARLTON (PROP 1B)		400,000.00	(400,000.00)	400,000.00	
50440 · PORTOLA / WORK WALKWAY (MPRPD)		25,000.00	(25,000.00)	25,000.00	
50450 · 2000 PARKS BOND ACT		7,353.00	(7,353.00)	7,353.00	
50470 · STREAM BLOCKAGE (STATE GRANT)		100,000.00	(100,000.00)	100,000.00	
50480 · PORTOLA / WORK STREET (TAMC)		220,000.00	(220,000.00)	220,000.00	
50490 · CITY HALL BUILDING IMPROVEMENTS		1,300.00	(1,300.00)	1,300.00	
<b>Total 50400 · CAPITAL OUTLAY</b>	<b>10,159.49</b>	<b>787,653.00</b>	<b>(777,493.51)</b>	<b>787,653.00</b>	<b>1.29%</b>
60001 · PRINCIPAL PAYMENTS	21,381.81				
<b>Total Expenditures</b>	<b>1,497,232.84</b>	<b>2,329,301.58</b>	<b>(857,855.75)</b>	<b>2,636,247.00</b>	<b>56.79%</b>
<b>Total Revenue Less Expenditures</b>	<b>530,726.44</b>	<b>94,352.31</b>	<b>462,161.14</b>	<b>327.00</b>	

<b>CITY OF DEL REY OAKS AND RDA</b>			
<b>CASH BALANCES</b>			
<b>AS OF APRIL 30, 2009</b>			
<b>CITY OF DEL REY OAKS CASH BALANCES AS OF APRIL 30, 2009</b>			
		<b>1000 · GENERAL CHECKING</b>	<b>\$ 373,894.53</b>
		<b>1008 · LAIF CITY ACCOUNT</b>	<b>\$ 624,619.50</b>
		<b>10080 · LAIF ANTICIPATION BOND ACT</b>	<b>\$ 1,038.00</b>
		<b>Total City Checking/Savings</b>	<b>\$ 999,552.03</b>
<b>REDEVELOPMENT AGENCY CASH BALANCES AS OF APRIL 30, 2009</b>			
		<b>10-1001 · GENERAL CHECKING</b>	<b>\$ 51,705.49</b>
		<b>10-1003 · DUFFY EIR/CEQA CHECKING</b>	<b>\$ 16,677.62</b>
		<b>10-1002 · LAIF RDA ACCOUNT</b>	<b>\$ 21,119.66</b>
		<b>Total RDA Checking/Savings</b>	<b>\$ 89,502.77</b>
<b>GRAND TOTAL CASH BALANCES</b>			<b>\$ 1,089,054.80</b>



**FIRE DEPARTMENT**

1635 Broadway Avenue  
Seaside, CA 93955

Telephone (831) 899-6790  
FAX (831) 899-6261  
TDD (831) 899-6207

May 5, 2009

Chief Langford  
Del Rey Oaks City Hall  
650 Canyon Del Rey  
Del Rey Oaks, CA 93940

RECEIVED  
MAY 07 2009  
DEL REY OAKS  
CITY CLERK

Dear Chief Langford:

Enclosed is a copy of the response reports for the Seaside Fire Department response to Del Rey Oaks for the period of April 1, 2009 thru April 30, 2009.

The City of Del Rey Oaks is being billed for the following incident numbers:

- Incident #
- 09-0000586
- 09-0000592
- 09-0000602
- 09-0000615
- 09-0000624
- 09-0000659
- 09-0000682
- 09-0000699
- 09-0000742
- 09-0000744

There are ten calls for the month of April. If you have any questions, please contact me.

Sincerely,

A handwritten signature in cursive script that reads "Kathryn Pernet".

Kathryn Pernet  
Sr. Administrative Assistant

CC: File

## Seaside Fire

## Incident List by Alarm Date/Time

Alarm Date Between {04/01/2009} And {04/30/2009}  
and District = "029"

Incident-Exp#	Alm Date	Alm Time	Location	Incident Type
09-0000567-000	04/02/2009	12:36:00	999 PALOMA RD /Del Rey Oa	611 Dispatched & cancelled en ro
09-0000569-000	04/02/2009	14:46:00	999 PALOMA RD /Del Rey Oa	611 Dispatched & cancelled en ro
09-0000586-000	04/05/2009	15:01:00	815 CANYON DEL REY BLVD /	321 EMS call, excluding vehicle
09-0000592-000	04/07/2009	10:24:00	650 CANYON DEL REY BLVD	400 Hazardous condition, Other
09-0000602-000	04/08/2009	17:19:00	CANYON DEL REY BLVD & CAR	322 Motor vehicle accident with
09-0000615-000	04/10/2009	12:52:00	815 CANYON DEL REY BLVD /	324 Motor Vehicle Accident with
09-0000621-000	04/11/2009	06:59:00	27 QUENDALE AVE /Del Rey	611 Dispatched & cancelled en ro
09-0000622-000	04/11/2009	14:22:00	815 CANYON DEL REY BLVD /	611 Dispatched & cancelled en ro
09-0000624-000	04/11/2009	16:43:00	11 BAXTER PL /Del Rey Oak	321 EMS call, excluding vehicle
09-0000639-000	04/14/2009	12:09:00	6 OSIO WAY /Del Rey Oaks,	611 Dispatched & cancelled en ro
09-0000656-000	04/17/2009	14:37:00	815 CANYON DEL REY BLVD /	611 Dispatched & cancelled en ro
09-0000659-000	04/17/2009	19:59:00	815 CANYON DEL REY BLVD /	321 EMS call, excluding vehicle
09-0000682-000	04/21/2009	00:56:00	122 QUAIL RUN CT /Del Rey	321 EMS call, excluding vehicle
09-0000699-000	04/23/2009	19:42:00	815 CANYON DEL REY BLVD /	400 Hazardous condition, Other
09-0000738-000	04/28/2009	15:35:00	CANYON DEL REY BLVD & FRE	6111 Cancelled upon arrival, no
09-0000742-000	04/29/2009	12:20:00	815 CANYON DEL REY BLVD /	500 Service Call, other
09-0000744-000	04/30/2009	01:51:00	62 CARLTON DR /Del Rey Oa	321 EMS call, excluding vehicle

Total Incident Count 17

Billed to  
Safeway

10

DEL REY OAKS POLICE DEPARTMENT  
 REPORT TO CITY COUNCIL  
 May 21, 2009

**STATISTICAL INFORMATION:**

	APRIL 09	TO DATE 09	APRIL 08
Arrests: (Felony / Misd)	04	14	10
Crime Reports Filed	27	77	50
Traffic Citations Issued	28	100	72
Parking Citations Issued	01	01	04
Burglaries (Residential, Commercial, Veh.)	00	05	05
Grand & Petty Thefts	08*	16	09
Fire & Medical Emergencies	SEE SFD REPORT		00
Assaults / Disturbances / DV	00	01	01
Towed & Stored Vehicles	11	16	06
Alarms	00	00	00
DUI Enforcement	00	01	01
Traffic Accidents	06	15	09
Municipal Code Citations Issued	00	02	02
Warrants Served	00	02	02

\* Petty Theft / Shoplifting from Safeway

  
 R.J. Langford  
 Chief of Police

**WELLINGTON**

LAW OFFICES

KENNETH D. BUCHERT  
ROBERT W. RATHIE  
GEORGE C. THACHER  
ROBERT R. WELLINGTON

857 CASS STREET, SUITE D  
MONTEREY, CALIFORNIA 93940  
TELEPHONE (831) 373-8733  
FACSIMILE (831) 373-7106  
E-MAIL - [ATYS@WELLINGTONLAW.COM](mailto:ATYS@WELLINGTONLAW.COM)

May 12, 2009

Memo to: City Council

From: Ken Buchert, Assistant City Attorney

Re: Consider Adopting Ordinance No. \_\_\_ Amending Title 17  
(Zoning Ordinance) of the Municipal Code Relating to  
Lot Coverage and Site Assessment Requirements

At the meeting of April 28, 2009, the Council adopted, for first reading, Ordinance No. \_\_\_ Amending Title 17 (Zoning Ordinance) of the Municipal Code Relating to Lot Coverage and Site Assessment Requirements. A copy of the memo to the Council regarding the first reading is attached including, for convenience purposes only, the "redline" version of the changes.

It is recommended that the Council consider adopting the enclosed Ordinance No. \_\_\_ Amending Title 17 (Zoning Ordinance) of the Municipal Code Relating to Lot Coverage and Site Assessment Requirements.

K.D.B.

KDB:ms  
Enclosures

**WELLINGTON**  
LAW OFFICESKENNETH D. BUCHERT  
ROBERT W. RATHIE  
GEORGE C. THACHER  
ROBERT R. WELLINGTON857 CASS STREET, SUITE D  
MONTEREY, CALIFORNIA 93940  
TELEPHONE (831) 373-8733  
FACSIMILE (831) 373-7106  
E-MAIL - [ATTYS@WELLINGTONLAW.COM](mailto:ATTYS@WELLINGTONLAW.COM)

April 22, 2009

Memo to: City Council

From: Ken Buchert, Assistant City Attorney

Re: Consider Adopting Ordinance No. \_\_\_ Amending Title 17  
(Zoning Ordinance) of the Municipal Code Relating to  
Lot Coverage and Site Assessment Requirements

As you know, the Planning Commission has been working on developing changes to the Zoning Ordinance that would implement the Lot Coverage and Site Assessment Requirements that it previously developed. At its meeting of March 11, 2009, the Planning Commission adopted a Resolution Recommending that the City Council Amend Title 17 (Zoning Ordinance) of the Municipal Code Relating to Lot Coverage and Site Assessment Requirements.

At the City Council meeting of March 24, 2009, the Council considered the Planning Commission Resolution and set this matter for a public hearing and consideration of an ordinance making the necessary changes to the Zoning Ordinance for April 28, 2009. Notice of the Public Hearing was published in the Monterey County Herald on April 16, 2009 and posted on the City kiosks and the City website.

Enclosed is an Ordinance Amending title 17 (Zoning Ordinance) of the Municipal Code Relating to Lot Coverage and Site Assessment Requirements to make the necessary changes to implement those requirements. At the public hearing, the Council will consider the input from the public, make further changes to those amendments proposed by the Planning Commission and then consider adopting the ordinance for first reading.

The proposed amendments to the Municipal Code relating to Lot Coverage would provide for the maximum size of a residence on a lot in relation to the size of the lot. Particularly noteworthy, the proposed amendments eliminate the existing prohibition in the R-1 district of two-story houses (with approvals of second stories coming through granting of variances) with the size now being controlled by a height limitation of 30 feet as well as the Lot Coverage restrictions. The proposed amendments relating to Site Assessment Requirements are designed assist the public and the City in identifying physical features related to and/or affected by a proposed project and would place specific requirements on the contents of applications and related documents for the

City Council  
April 22, 2009  
Page 2

project.

It is recommended that the Council open the public hearing, consider the input from the public, make further changes to those amendments proposed by the Planning Commission and then consider adopting, for first reading Ordinance No. \_\_\_ Amending Title 17 (Zoning Ordinance) of the Municipal Code Relating to Lot Coverage and Site Assessment Requirements.

K.D.B.

KDB:ms  
Enclosure

**PROPOSED CHANGES TO ZONING ORDINANCE TO IMPLEMENT THE BUILDING SIZE LIMITATIONS AND SITE ASSESSMENT REQUIREMENTS**

17.04.150 Definitions

“Height of building” means the vertical distance from the average level of the highest and lowest point of that portion of the lot covered by the building to ~~the ceiling of~~ the topmost point of the roofstory.

**Chapter 17.08 R-1 Districts**

17.08.030 Building height limits.

In the R-1 districts, buildings ~~s height shall not exceed thirty feet in height except as otherwise permitted by this Title 17. is limited to one and one half stories, but not exceeding twenty five (25) feet in height.~~

17.08.040 Building site area requirements.

In the R-1 districts, each dwelling, together with its accessory buildings, shall comply with the following site requirements and restrictions:

A. Shall be located on a building site in one ownership having an area of not less than six thousand (6,000) square feet: provided, that any parcel of land of a small area under one ownership at the time of the adoption of the ordinance codified in this chapter, shown as a lot on any subdivision map filed in the office of the county recorder of the County of Monterey, prior to the adoption of the ordinance codified in this chapter, when the owner thereof owns no adjoining land, may be used as a building site for one dwelling by the owner of such parcel of land or by his successor in interest, when all other regulations for the district are complied with. In no case shall, there be more than one dwelling on any one lot except as otherwise provided in Section 17.04.060.

B. The maximum building size shall be as follows:

<u>Lot Sizes:</u> <u>(square feet (“s.f.”))</u>	<u>Maximum Building Footprint</u> <u>(House 1<sup>st</sup> Floor &amp; Garage) /</u> <u>% of Total Site Area</u>	<u>Floor Area Ratio (F.A.R.) /</u> <u>Total of All Floor Level Garage /</u> <u>% of Total Site Area</u>
<u>6,000</u>	<u>2,400 s.f. / 40%</u>	<u>2,700 s.f. / F.A.R. 45%</u>
<u>7,000</u>	<u>2,660 s.f. / 38%</u>	<u>3,010 s.f. / F.A.R. 43%</u>
<u>8,000</u>	<u>2,880 s.f. / 36%</u>	<u>3,280 s.f. / F.A.R. 41%</u>
<u>9,000</u>	<u>3,060 s.f. / 34%</u>	<u>3,510 s.f. / F.A.R. 39%</u>
<u>10,000</u>	<u>3,200 s.f. / 32%</u>	<u>3,700 s.f. / F.A.R. 37%</u>
<u>11,000</u>	<u>3,410 s.f. / 31%</u>	<u>3,960 s.f. / F.A.R. 36%</u>

12,000	3,600 s.f. / 30%	4,200 s.f. / F.A.R. 35%
13,000	3,770 s.f. / 29%	4,420 s.f. / F.A.R. 34%
14,000	3,920 s.f. / 28%	4,620 s.f. / F.A.R. 33%
15,000	4,050 s.f. / 27%	4,800 s.f. / F.A.R. 32%
16,000	4,160 s.f. / 26%	4,960 s.f. / F.A.R. 31%
17,000	4,250 s.f. / 25%	5,100 s.f. / F.A.R. 30%
18,000	4,520 s.f. / 24%	5,220 s.f. / F.A.R. 29%
19,000	4,370 s.f. / 23%	5,320 s.f. / F.A.R. 28%
20,000	4,400 s.f. / 22%	5,400 s.f. / F.A.R. 27%
21,000	4,410 s.f. / 21%	5,460 s.f. / F.A.R. 26%
22,000	4,510 s.f. / 20.5%	5,610 s.f. / F.A.R. 25.5 %
23,000 to	4,600 s.f. / 20%	5,750 s.f. / F.A.R. 25%
1 acre + (43,560 s.f.+)	8,712 s.f. / 20%	10,890 s.f. / F.A.R. 25%

Note: Any accessory building, including but not limited to sheds, or combination thereof, as permitted under Municipal code section 17.36.010 A, consisting of 120 square feet or less shall not count against the floor area, however, any such building(s) in excess of 120 square shall have all of its area included in the maximum building footprint.

17.08.060 Side yard requirements. (No change except to correct a typo in sub-section C)

In the R-1 districts, each lot shall have side yards each having a width of not less than ten percent of the lot width but not less than six feet, except as follows:

A. On any parcel of land of an average width of less than sixty (60) feet, which parcel was under one ownership at the time of, or is shown as a lot on any subdivision map filed in the office of the county recorder of the County of Monterey prior to the adoption of the ordinance codified in this chapter, when the owner thereof owns no adjoining land, the width of each side yard may be reduced to ten percent of the width of each parcel, but in no case to be less than five feet;

B. On a corner lot adjacent to a key lot the side yard on the street side of such lot shall have a width of not less than fifty (50) percent of the front yard depth required for the lots to the rear of such corner lot, to a maximum of ten feet for such side yard, but this regulation shall not be so applied as to reduce the buildable width, after providing the required interior side yard, of any such corner lot to less than fifteen (15) feet;

C. In case a dwelling is so located on a lot that the front or rear thereof faces any side lot line, such dwelling shall not be less than fifteen (15) feet from such lot line. ~~(Prior code § 11-204.1(e))~~

**17.08.090 Garage requirements**

In the R-1 districts:

A. Each building constructed as a dwelling house shall have not less than two hundred eighty-eight (288) square feet of floor area for garage purposes, either as an accessory building or as a part of the main structure on said lot and no carports shall be permitted in any R-1 district in the city. (No change in text, typo corrected to indicate 288 square feet)

B. (No Change)

**Chapter 17.12 R-2 Districts** (No changes required because requirements are the same as R-1 Districts)

**Chapter 17.36 General Use Regulations**

17.36.010 B. Height.

~~2. (Deleted in its entirety because section 17.08.030 and the new 17.08.040 B. now controls) In R-1 districts, dwellings may be increased in height not to exceed ten feet and to a total of not exceeding three stories when two side yards of width of not less than fifteen (15) feet each are provided.~~

2. (No change except renumbering because of deletion of No. 2)

34. Subject to other provisions of law and this Title 17, towers, flag poles, gables, spires, penthouses, scenery lofts, monuments, chimneys, cupolas, water tanks and similar structures and necessary mechanical appurtenances may be built and used to a greater height than the limit established for the district in which the building is located, subject to securing a use permit; provided, that no exception shall cover any level above the height limit more than fifteen (15) percent in area of the lot and that no such structure shall be used for sleeping or eating quarters or for any commercial purpose other than such as may be incidental to the permitted uses of the main building.

**Chapter 17.536 Design Review**

17.56.010 Design Review board.

The planning commission shall be the design review board. A committee of the board may be appointed to review plans and make recommendations to the board prior to any presentation to the design review board (planning commission) regarding aesthetics and visual appearance. The board shall review all applications as described in section 17.56.030 and no building or other required permit as set forth above shall be issued prior to approval by the board.

17.56.040 Procedure.

The following shall apply with regard to the design review process:

A. Plans of the exterior architectural design and appearance of all buildings and structures, plot plans, landscape plans, advertising sign plans, parking area plans and building setback plans shall be subject to the approval of the design review board in order that the proposed buildings, structures, signs and landscaping will be in harmony with other structures and improvements in the area, and not of undesirable or unsightly appearance. ~~No building or other required permit as set forth above shall be issued prior to design approval.~~

B. Site Assessment and Flagging Requirements:

1. General: In order for the Planning Commission/Design Review Board to properly consider a project and identify any physical features related to and/or affected by a proposed project, the following "Site Assessment" and "Flagging" must be completed as part of the application and consideration of a project or structure. A Site Survey and/or Site Topographic Survey, as described herein, may be required to comply with this Site Assessment policy. Applications/packages not conforming to these requirements will be rejected.

2. Project Drawings If an applicant can demonstrate that the project can be fully explained and evaluated without submittal of a Site Survey and/or Topographic Survey identified in this Policy, the Planning Commission may waive one or more of the required elements set forth in this Policy. Any request for such a waiver shall be submitted with the application for the project or structure. Staff may approve such waivers subject to final approval by the Planning Commission provided, however, if the Planning Commission does not approve the waiver and any identified requirements are not contained in the application, the application shall not be heard by the Commission and the item will be continued to a later meeting.

3. Site Survey: A Site Survey shall be required for all Variance applications and any new construction. A Site Survey is also required for any construction that is proposed within three foot (3'-0") of a minimum setback or where the owner believes the setback to be. A Site Survey shall locate and indicate all buildings, structures, trees and improvements in relationship to property lines and shall also include a benchmark for determining elevation, spot elevations at the property corners and spot elevations at building corners.

4. Topographic Survey: A Topographic Survey is required for variance applications and construction that can reasonably be expected to involve assessment of slope, topographic findings in support of a variance, considerations of building height or its potential impact on views, and building height that is proposed within three feet (3'-0) of a maximum allowed height. A Topographic Survey will include all the information in a Site Survey, along with topographic contour lines at one foot (1') intervals and building height elevations for plate and ridge of roof elevations.

5. Survey Standards: All surveys will be prepared, stamped and signed by a State of California licensed land surveyor or civil engineer (pre 1982). Although the original drawing size and scale may vary depending upon the limits of the site, the level of detail and other

factors, copies of Site Surveys shall be presented on not less than 11"x17" bond paper. In addition to the requirements of section 17.56.040 B. 4 above, drawings shall clearly show property lines, adjacent street paving edges, all trees (6" diameter and greater) on site and in the adjacent areas, all easements and or deed restrictions, all fences and walls.

6. **Flagging:** For new structures, including but not limited to requests for sheds, fences and retaining walls, addition of a story to an existing structure, change to the existing roofline or change to the existing building footprint, once an application is scheduled for a Planning Commission meeting the property shall be "flagged" or outlined with "netting" to show the proposed change. Flagging/netting shall be at the applicant's expense and shall be shown by orange colored netting and ribbon in bright contrasting color in sufficient detail to show the proposed changes and shall be installed on the property not later seven (7) days prior to the scheduled Planning Commission meeting date. Applications for property not flagged pursuant to this section shall not be considered by the Planning Commission. Within seven (7) days of the expiration of any appeal period of a final action by the Planning Commission or final action by the City Council on appeal or ninety (90) days after the last consideration by the Planning Commission, all flagging/netting shall be removed by applicant.

CB. In the event it is determined that such proposed structures are inharmonious or unsightly in appearance, the design review board shall confer, at an open public meeting, with the applicant in an endeavor to have the plans changed so that the structures will be harmonious and attractive in appearance. The design review board may approve or disapprove all or any part of the plans or may approve subject to specified changes, additions or conditions. Disapproved plans may be resubmitted after revision. In case the applicant or any other affected person is not satisfied with the action of the design review board he or she may within twenty (20) days after such action, appeal in writing to the city council. The city council shall hold a public hearing on said appeal and shall render its decision thereon within thirty (30) days after the filing thereof. Upon approval by the city council, the building or other permit shall be issued, provided all other requirements of law have been complied with.

DE. Additional regulations and procedures to assist the design review board in the implementation of this section may be adopted from time to time by the board.

ORDINANCE NO. 265

AN ORDINANCE AMENDING TITLE 17 (ZONING ORDINANCE) OF  
THE MUNICIPAL CODE RELATING TO  
LOT COVERAGE AND SITE ASSESSMENT REQUIREMENTS

-oOo-

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

1. Title 17 Amended. Title 17 of the Municipal Code, entitled  
“Zoning” and referred to therein as “Zoning Ordinance,” is hereby amended as  
shown on the attached five (5) pages, marked Exhibit "A" and incorporated herein  
by this reference thereto.

2. Effective Date. This ordinance shall take effect and be in force  
thirty (30) days from and after its final passage.

3. Posting of Ordinance. Within fifteen (15) days after the passage of  
this ordinance, the City Clerk shall cause it to be posted in the three (3) public  
places designated by resolution of the City Council.

The foregoing ordinance was introduced at a regular meeting of the City  
Council of the City of Del Rey Oaks duly held on April 28, 2009, and was passed  
and adopted at a regular meeting duly held on May 26, 2009, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

---

Joseph P. Russell, Mayor

ATTEST:

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Dewey D. Evans, City Clerk

**EXHIBIT “A”**

**CHANGES TO ZONING ORDINANCE TO IMPLEMENT THE BUILDING SIZE LIMITATIONS AND SITE ASSESSMENT REQUIREMENTS**

17.04.150 Definitions

“Height of building” means the vertical distance from the average level of the highest and lowest point of that portion of the lot covered by the building to the topmost point of the roof.

**Chapter 17.08 R-1 Districts**

17.08.030 Building height limits.

In the R-1 districts, buildings shall not exceed thirty feet in height except as otherwise permitted by this Title 17.

17.08.040 Building site area requirements.

In the R-1 districts, each dwelling, together with its accessory buildings, shall comply with the following site requirements and restrictions:

A. Shall be located on a building site in one ownership having an area of not less than six thousand (6,000) square feet: provided, that any parcel of land of a small area under one ownership at the time of the adoption of the ordinance codified in this chapter, shown as a lot on any subdivision map filed in the office of the county recorder of the County of Monterey, prior to the adoption of the ordinance codified in this chapter, when the owner thereof owns no adjoining land, may be used as a building site for one dwelling by the owner of such parcel of land or by his successor in interest, when all other regulations for the district are complied with. In no case shall, there be more than one dwelling on any one lot except as otherwise provided in Section 17.04.060.

B. The maximum building size shall be as follows:

Lot Sizes: (square feet (“s.f.”))	Maximum Building Footprint (House 1 <sup>st</sup> Floor & Garage) / % of Total Site Area	Floor Area Ratio (F.A.R.) / Total of All Floor Level Garage / % of Total Site Area
6,000	2,400 s.f. / 40%	2,700 s.f. / F.A.R. 45%
7,000	2,660 s.f. / 38%	3,010 s.f. / F.A.R. 43%
8,000	2,880 s.f. / 36%	3,280 s.f. / F.A.R. 41%
9,000	3,060 s.f. / 34%	3,510 s.f. / F.A.R. 39%
10,000	3,200 s.f. / 32%	3,700 s.f. / F.A.R. 37%
11,000	3,410 s.f. / 31%	3,960 s.f. / F.A.R. 36%
12,000	3,600 s.f. / 30%	4,200 s.f. / F.A.R. 35%
13,000	3,770 s.f. / 29%	4,420 s.f. / F.A.R. 34%

14,000	3,920 s.f. / 28%	4,620 s.f. / F.A.R. 33%
15,000	4,050 s.f. / 27%	4,800 s.f. / F.A.R. 32%
16,000	4,160 s.f. / 26%	4,960 s.f. / F.A.R. 31%
17,000	4,250 s.f. / 25%	5,100 s.f. / F.A.R. 30%
18,000	4,520 s.f. / 24%	5,220 s.f. / F.A.R. 29%
19,000	4,370 s.f. / 23%	5,320 s.f. / F.A.R. 28%
20,000	4,400 s.f. / 22%	5,400 s.f. / F.A.R. 27%
21,000	4,410 s.f. / 21%	5,460 s.f. / F.A.R. 26%
22,000	4,510 s.f. / 20.5%	5,610 s.f. / F.A.R. 25.5 %
23,000 to 1 acre + (43,560 s.f.+)	4,600 s.f. / 20% 8,712 s.f. / 20%	5,750 s.f. / F.A.R. 25% 10,890 s.f / F.A.R. 25%

Note: Any accessory building, including but not limited to sheds, or combination thereof, as permitted under Municipal code section 17.36.010 A, consisting of 120 square feet or less shall not count against the floor area, however, any such building(s) in excess of 120 square shall have all of its area included in the maximum building footprint.

**17.08.060** Side yard requirements. (No change except to correct a typo in sub-section C)

In the R-1 districts, each lot shall have side yards each having a width of not less than ten percent of the lot width but not less than six feet, except as follows:

A. On any parcel of land of an average width of less than sixty (60) feet, which parcel was under one ownership at the time of, or is shown as a lot on any subdivision map filed in the office of the county recorder of the County of Monterey prior to the adoption of the ordinance codified in this chapter, when the owner thereof owns no adjoining land, the width of each side yard may be reduced to ten percent of the width of each parcel, but in no case to be less than five feet;

B. On a corner lot adjacent to a key lot the side yard on the street side of such lot shall have a width of not less than fifty (50) percent of the front yard depth required for the lots to the rear of such corner lot, to a maximum of ten feet for such side yard, but this regulation shall not be so applied as to reduce the buildable width, after providing the required interior side yard, of any such corner lot to less than fifteen (15) feet;

C. In case a dwelling is so located on a lot that the front or rear thereof faces any side lot line, such dwelling shall not be less than fifteen (15) feet from such lot line.

**17.08.090** **Garage requirements**

In the R-1 districts:

A. Each building constructed as a dwelling house shall have not less than two hundred eighty-eight (288) square feet of floor area for garage purposes, either as an accessory building or as a

part of the main structure on said lot and no carports shall be permitted in any R-1 district in the city. (No change in text, typo corrected to indicate 288 square feet)

B. (No Change)

### **Chapter 17.36 General Use Regulations**

17.36.010 B. Height.

(Deleted in its entirety because section 17.08.030 and the new 17.08.040 B. now controls) 2. (No change except renumbering because of deletion of No. 2)

3. Subject to other provisions of law and this Title 17, towers, flag poles, gables, spires, monuments, chimneys, cupolas, water tanks and similar structures and necessary mechanical appurtenances may be built and used to a greater height than the limit established for the district in which the building is located, subject to securing a use permit; provided, that no exception shall cover any level above the height limit more than fifteen (15) percent in area of the lot and that no such structure shall be used for sleeping or eating quarters or for any commercial purpose other than such as may be incidental to the permitted uses of the main building.

### **Chapter 17.56 Design Review**

17.56.010 Design Review board.

The planning commission shall be the design review board. A committee of the board may be appointed to review plans and make recommendations to the board prior to any presentation to the design review board (planning commission) regarding aesthetics and visual appearance. The board shall review all applications as described in section 17.56.030 and no building or other required permit as set forth above shall be issued prior to approval by the board.

17.56.040 Procedure.

The following shall apply with regard to the design review process:

A. Plans of the exterior architectural design and appearance of all buildings and structures, plot plans, landscape plans, advertising sign plans, parking area plans and building setback plans shall be subject to the approval of the design review board in order that the proposed buildings, structures, signs and landscaping will be in harmony with other structures and improvements in the area, and not of undesirable or unsightly appearance.

B. Site Assessment and Flagging Requirements:

1. **General:** In order for the Planning Commission/Design Review Board to properly consider a project and identify any physical features related to and/or affected by a proposed project, the following "Site Assessment" and "Flagging" must be completed as part of

the application and consideration of a project or structure. A Site Survey and/or Site Topographic Survey, as described herein, may be required to comply with this Site Assessment policy. Applications/packages not conforming to these requirements will be rejected.

**2. Project Drawings** If an applicant can demonstrate that the project can be fully explained and evaluated without submittal of a Site Survey and/or Topographic Survey identified in this Policy, the Planning Commission may waive one or more of the required elements set forth in this Policy. Any request for such a waiver shall be submitted with the application for the project or structure. Staff may approve such waivers subject to final approval by the Planning Commission provided, however, if the Planning Commission does not approve the waiver and any identified requirements are not contained in the application, the application shall not be heard by the Commission and the item will be continued to a later meeting.

**3. Site Survey:** A Site Survey shall be required for all Variance applications and any new construction. A Site Survey is also required for any construction that is proposed within three foot (3'-0") of a minimum setback or where the owner believes the setback to be. A Site Survey shall locate and indicate all buildings, structures, trees and improvements in relationship to property lines and shall also include a benchmark for determining elevation, spot elevations at the property corners and spot elevations at building corners.

**4. Topographic Survey:** A Topographic Survey is required for variance applications and construction that can reasonably be expected to involve assessment of slope, topographic findings in support of a variance, considerations of building height or its potential impact on views, and building height that is proposed within three feet (3'-0) of a maximum allowed height. A Topographic Survey will include all the information in a Site Survey, along with topographic contour lines at one foot (1') intervals and building height elevations for plate and ridge of roof elevations.

**5. Survey Standards:** All surveys will be prepared, stamped and signed by a State of California licensed land surveyor or civil engineer (pre 1982). Although the original drawing size and scale may vary depending upon the limits of the site, the level of detail and other factors, copies of Site Surveys shall be presented on not less than 11"x17" bond paper. In addition to the requirements of section 17.56.040 B. 4 above, drawings shall clearly show property lines, adjacent street paving edges, all trees (6" diameter and greater) on site and in the adjacent areas, all easements and or deed restrictions, all fences and walls.

**6. Flagging:** For new structures, including but not limited to requests for sheds, fences and retaining walls, addition of a story to an existing structure, change to the existing roofline or change to the existing building footprint, once an application is scheduled for a Planning Commission meeting the property shall be "flagged" or outlined with "netting" to show the proposed change. Flagging/netting shall be at the applicant's expense and shall be shown by orange colored netting and ribbon in bright contrasting color in sufficient detail to show the proposed changes and shall be installed on the property not later seven (7) days prior to the scheduled Planning Commission meeting date. Applications for property not flagged pursuant to this section shall not be considered by the Planning Commission. Within seven (7) days of the expiration of any appeal period of a final action by the Planning Commission or final action by

the City Council on appeal or ninety (90) days after the last consideration by the Planning Commission, all flagging/netting shall be removed by applicant,

C. In the event it is determined that such proposed structures are inharmonious or unsightly in appearance, the design review board shall confer, at an open public meeting, with the applicant in an endeavor to have the plans changed so that the structures will be harmonious and attractive in appearance. The design review board may approve or disapprove all or any part of the plans or may approve subject to specified changes, additions or conditions. Disapproved plans may be resubmitted after revision. In case the applicant or any other affected person is not satisfied with the action of the design review board he or she may within twenty (20) days after such action, appeal in writing to the city council. The city council shall hold a public hearing on said appeal and shall render its decision thereon within thirty (30) days after the filing thereof. Upon approval by the city council, the building or other permit shall be issued, provided all other requirements of law have been complied with.

D. Additional regulations and procedures to assist the design review board in the implementation of this section may be adopted from time to time by the board.

## CITY OF DEL REY OAKS

**TO:** Mayor and City Council

**FROM:** Dewey D Evans, Interim City Manager

**DATE:** May 26, 2009

**SUBJECT:** Request for Proposals for Professional Auditing Services

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**PURPOSE:**

To obtain the professional services of a Certified Public Accounting Firm (CPA) to conduct a comprehensive audit of the City's and the Redevelopment Agency's financial records for the fiscal year ending June 30, 2009, with an option of auditing its financial records for an additional two years.

**RECOMMENDATION:**

That the City Council approve the attached "Request for Proposal for Professional Auditing Services" for the Fiscal Year ending June 30, 2009 with an option to audit the subsequent two years.

**DISCUSSION:**

The City and the City's Redevelopment Agency have been audited the last several years by the firm of Hayashi & Wayland a Salinas CPA firm. Although the audits have gone well and the City has been very please with the services rendered, it is prudent and wise to periodically have the City's financial records audited by other CPA firms. This periodic changing of auditors is just good business and should become part of the City's financial policies. I would recommend that the City change its auditors every three years in order to get a fresh perspective and in some cases a new approach to reviewing the City's financial records..

**ATTACHMENTS:**

(One)—Request for Proposals for Professional Auditing Services

City of Del Rey Oaks  
Request for Proposals for Professional Auditing Services

I. INTRODUCTION

The City of Del Rey Oaks requests proposals from qualified certified public accounting firms to audit its financial statements, and the financial statements of the Del Rey Oaks Redevelopment Agency, a component unit, as of and for the fiscal year ending June 30, 2009, with the option of auditing its financial statements for two (2) subsequent years as discussed below.

There is no expressed or implied obligation for the City to reimburse firms for any expenses incurred in responding to this request for proposals. Materials submitted by respondents are subject to public inspection under the California Public Records Act (Government Code Sec. 6250 et seq), and language purporting to render a proposal confidential or proprietary will be disregarded.

To be considered, five (5) copies of the proposal, in sealed envelopes clearly marked on the outside, "Proposal for Auditing Services" must be received at Del Rey Oaks City Hall no later than 5:00 p.m. Friday, June 30, 2009.

Upon submission, all property rights, including publication rights of all reports produced by the proposer in connection with services performed under this agreement, shall vest in the City. The proposer shall not publish or release any of the results of its examination without written permission of the City.

During the evaluation process the City reserves the right, where it serves the City's best interests, to request additional information or clarifications from the proposers. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.

Upon notification that it has been selected as the top proposer, the selected firm shall promptly submit to the City for review, a draft audit contract. It is anticipated that the contract will be executed by both parties no later than July 31, 2009. The City reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any proposal, and to accept or reject any items or combination of items.

It is the intent of the City to contract for the services requested herein for a term of three (3) years, subject to annual recommendation to the City Council by the City Manager. The City Manager's recommendation will be based on satisfactory performance by the selected firm during the previous year's audit and availability of an annual budget appropriation

The proposal package must present separate all-inclusive audit fees for each of the three years of the contemplated contract term. Each year's all-inclusive audit fees must include, but identify separately, the City and the Del Rey Oaks Redevelopment Agency audit fees.

## II. NATURE OF SERVICES REQUIRED

### A. General Requirements

1. Entrance conference. Before commencing any field work the auditor shall schedule an entrance conference for the purpose of discussing any perceived audit issues or problems, asking and answering questions, clarifying responsibilities and developing an audit strategy. The entrance conference shall also serve to establish overall City and auditor liaisons, identify other significant contact persons, agree on timing of procedures and make arrangements for work space and other needs of the auditor.
2. Progress reports. At the discretion of the City Manager, periodic progress reports may be requested. In addition to requested reports, auditor shall immediately notify the City Manager of any problems or issues that are encountered.
3. Exit conference. Upon completion of field work, and before issuing any audit report or management letter, auditor shall schedule an exit conference with the City Manager and other City Staff and/or consultants as deemed appropriate by the City. The purpose of the exit conference is to discuss observations, findings and recommendations, and to discuss matters to be included in the management letter.
4. Report deadline. Ten (10) copies of the City's and Agency's bound financial statements, and ten (10) copies of the Single Audit Report, shall be submitted to the City Manager no later than November 30, 2009 along with a draft of the management letter. The final management letter shall be submitted no later than December 18, 2009.
5. Business License. The auditor shall purchase a City business license before commencing field work.

### B. Scope of Work to be Performed

The City's goal is to provide the public and its constituents with financial statements that present complete, accurate and understandable information about the City's financial condition. Accordingly, the auditor will be required to:

1. Audit, and issue a report on the fair presentation of the General Purpose Financial Statements of the City in conformity with generally accepted accounting principles (GAAP).
2. Audit, and issue a report on the fair presentation of the discreet financial statements of the Del Rey Oaks Redevelopment Agency, a component unit of the City, in conformity with generally accepted accounting principles. Perform compliance tests in accordance with Guidelines for Compliance Audits of California Redevelopment Agencies published by the California State Controller's Office, and issue required Compliance Reports thereon.

3. Test compliance with the Single Audit Act as amended, and applicable laws and regulations, and issue appropriate compliance reports and recommendations thereon.
4. Prepare a Management Letter for both the City and the Redevelopment Agency.
5. Prepare and submit annual State Controller Reports of Financial Transactions for the City and the Del Rey Oaks Redevelopment Agency. These reports must be submitted electronically or in hard copy as required, on or before the statutory filing deadline(s) established by the California State Controller. The costs of preparing and submitting these reports must be set forth as separate components, but included in the total of the all-inclusive fee for each year of the audit proposal.
6. Review general purpose financial statements (or comprehensive annual financial report) and consult with finance staff, if requested, in preparation for submission to California Society of Municipal Finance Officers (CSMFO) Certificate of Achievement for Excellence in Financial Reporting program.
7. Immediately communicate to the City Manager any reportable conditions discovered during the course of the audit. A reportable condition is any significant deficiency in the design or operation of the internal control structure that could adversely affect the City's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements.
8. Immediately report in writing, to the City Manager as appropriate in the circumstances, any irregularity or illegal acts, or suspicion or indication of irregularity or illegal acts, of which the auditor becomes aware.

#### C. Applicable Auditing Standards

The audit shall be performed in accordance with:

1. Generally Accepted Auditing Standards promulgated by the American Institute of Certified Public Accountants
2. Standards applicable to financial audits set forth in Government Auditing Standards issued by the Comptroller General of the United States
3. Provisions of the Single Audit Act as amended in 1996
4. Provisions of the U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations

#### D. Working Paper Retention and Access

All audit working papers and reports must be retained, at the auditor's expense, for a minimum of five years (or the retention timeframe established by applicable professional

standards, whichever is longer) unless the firm is notified in writing by the City of the need to extend the retention period. The working papers are subject to review by federal and state agencies and other individuals designated by the City. Accordingly, the working papers shall be made available upon request.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors reasonable access to review working papers.

### III. DESCRIPTION OF THE CITY

#### A. Contact person

Questions or requests for additional information should be directed to:

Dewey D Evans, City Manager  
2600 Garden Road, Suite #228  
Monterey, California 93940  
[citymanager@delreyoaks.org](mailto:citymanager@delreyoaks.org)  
(831) 641-0113

#### B. Background Information

Incorporated in 1953, Del Rey Oaks is a general law city with a population of approximately 1,653, governed by an elected Mayor and a four-member City Council. The City Council meets on the fourth Tuesday of each month. General management and operational oversight is provided by an appointed City Manager. The City employs approximately 10 employees with an annual payroll of approximately \$800,000.

Del Rey Oaks provides a full range of municipal services, including:

- a. Public Safety (police and fire)
- b. Planning
- d. Public Works and Facilities Maintenance
- e. Redevelopment (Del Rey Oaks Redevelopment Agency is a component Unit of the City)

The 2008-2009 fiscal year appropriations budget (including component units) is approximately \$2,750,000.

#### C. Accounting, Fund Structure and Budgeting

Financial and accounting records are maintained at City Hall by the Deputy City Clerk.

Accounting transactions are recorded in a computerized accounting program produced by Intuit Quickbooks Pro 2007 running on a Microsoft NT Local Area Network platform. The City organizes and maintains its accounting records on the basis of funds and account

groups, each of which is considered a separate accounting entity. At June 30, 2009, the following funds were set up in the system:

Fund Type  
 General Fund  
 Special Revenue Funds (City)  
 Capital Projects Funds  
 Debt Service Funds  
 Redevelopment Funds

The City's general fund is organized into approximately ten (10) functional departments comprising legislative, administrative, finance, public safety, planning, recreation and public works activities. Special revenue and redevelopment funds are organized by project or function as appropriate. In addition to Intuit QuickBooks Pro 2007 accounting software, certain supporting functions are performed on server-based personal computers running Windows-based database and spreadsheet programs, as well as the following proprietary software:

P.E.R.S. reporting	CalPERS Payroll Reporting System Version 1.0.30 via Automated Communications Exchange System (ACES)
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To facilitate cash management and investing and maximize earnings, idle cash is invested with the California State Treasurer's Local Agency Investment Fund and with local financial institutions in accordance with the City Investment Policy.

The City contracts with the California Public Employees Retirement System (CalPERS) for retirement benefits for eligible employees.

The City contracts with Pinnacle Business Services for payroll processing and payroll tax reporting and remitting using a Pinpay web-based program. Summary payroll data are posted to the accounting system twice monthly. Payroll and selected personnel data are maintained in the Pinpay database and in the City accounting program. Third parties administer risk management and workers compensation, as well as cafeteria, deferred compensation and other employee benefit plans.

For the year ended June 30, 2008, the City prepared its financial statements in compliance with the GASB-34 reporting model. The City has not yet fully implemented GASB-34 infrastructure historical cost reporting requirements, which will apply to the City for 2008-09.

#### D. Availability of Prior Reports and Work Papers

The City's most recent audits, including for the year ended June 30, 2008, were conducted by Hayashi and Wayland in Salinas, California. Working papers of the previous audits are the property of the auditor, who should be contacted by the successful proposer.

#### IV. TIME REQUIREMENTS

##### 1. Proposal Calendar

Following is a list of key proposal event dates (subject to change as necessary by the City):

<u>Date</u>	<u>Activity</u>
May 26, 2009	Request for Proposal approved by City Council
June 30, 2009	Audit proposals submitted to City by 5:00 p.m.
July 28, 2009	City Council awards audit contract to successful proposer
July 31, 2009	Audit contract executed by City and auditor
August 3, 2009	Auditor can commence interim field work if desired (see below)
November 30, 2009	Audit Report deadline with draft management letter
December 18, 2009	Final management letter deadline

##### 2. Date Audit May Commence

The City will have management and finance personnel available to meet with the audit firm on August 3, 2009 in anticipation that the selected firm will commence the audit work and internal control review.

##### 3. Date Report is Due

City Management intends to present the audited financial statements to the Del Rey Oaks City Council at its regularly scheduled meeting in December (December 15, 2009). Therefore, as stated at II.A.4., above, all audit procedures must be completed and bound financial statements, including the auditor's report, submitted no later than November 30, 2009.

#### V. REPORT PREPARATION

City staff or contracted agents will compile the financial statements, notes to financial statements, Required Supplementary Information, Supplementary Information and Management Discussion and Analysis. The City will make schedules available to the auditor in hard copy and/or electronically as most appropriate. The auditor is responsible for the final check of numbers, presentation of notes and other disclosures, and shall duplicate, bind with covers of the City's and Agency's design, and deliver ten (10) copies of the final reports no later than November 30, 2009.

The City is open to discussions regarding the division of these activities in order to achieve the greatest cost-effectiveness for both the City and the auditor, but any deviation from the above requirements must be clearly identified in the proposal. NOTE: if the auditor prefers to prepare the financial statements in their entirety, the cost proposal should clearly identify the portion of the total cost attributable to that service.

## VI. PROPOSAL REQUIREMENTS

Firms proposing to perform the work are requested to adhere strictly to the instructions contained in this attachment. This is intended to provide the review committee with a uniform presentation of information from each firm.

### FORMAT

Five (5) copies of the proposal, bound in any convenient fashion, are to be submitted. The outside cover should state the firm's name, date of the proposal, and title "Proposal to Perform Auditing Services for Fiscal Year 2008/2009."

The proposal should be indexed into the following section headings:

- Section I: The Firm
- Section II: Proposals for Auditing Services
- Section III: Resumes of Key Personnel
- Section IV: Appendix:
  - a) Client References
  - b) Salary and Overhead Rate Schedules

A tab should be affixed to the first page of each section for ease in locating each section.

### CONTENT

The above-listed sections shall include the following information:

**SECTION I:** A brief description of the firm, including a small company brochure, if available, or excerpts from a larger brochure, which focus only on the services under consideration in the proposal. A description of the firm's overall staff size and makeup (by discipline type), as well as a similar description of the staff size and makeup in the office or offices in which the firm would propose to perform the work for this project.

**SECTION II:** A concise introductory section describing the size and makeup of the team the firm would propose to utilize to perform the auditing work and the approach the firm would recommend to follow during this phase of the work. List the personnel proposed to work on the fieldwork phase, and which office(s) they are located. Once submitted, changes in key personnel for the audit require prior City approval. Also, list several similar audits the firm has worked on and briefly describe them, stressing their similarities to City's project.

Finally, a brief statement as to the anticipated cost of the services to be provided. It is recognized that the Scope of Work is not precisely defined and that a range of costs will probably have to be projected, based on the firm's previous experience in performing similar work on similar projects. This final statement should also contain the firm's recommendation as to the type of contract to be used for the service.

SECTION III: Included resumes for all key personnel identified in Section II, stating clearly in which office each individual works.

SECTION IV: (a) For each previous project on which the firm has worked, and which is described in Sections I and II provide a draft client contact reference, consisting of name, address, and telephone number. City is particularly interested in the firm's municipal/governmental accounting experience; therefore, it is recommended that the firm supply project descriptions and references from cities or counties.

(b) A listing of the current salary ranges for the types of personnel and support services that the firm would propose to utilize to perform the work. This should also include a statement as to how principal's time is charged to such work and at what rates.

The City requires, absent unforeseen circumstances, that at least 50% of the audit team, especially the audit manager and field staff be returning members of the prior year's audit team.

The City requests total cost estimates be stated on a "not-to-exceed" basis. Fees for any additional services requested after the audit contract is signed, will be negotiated at the time they are requested.

## VII. SELECTION OF FIRM

The City will select a firm based upon the recommendation of the Selection Committee which shall be appointed by the Mayor. As stated elsewhere, the City expects the Selection Committee to identify and recommend a firm no later than July 17, 2009. Following notification of the firm selected, it is expected that a contract will be approved by the City Council on July 28, 2009 and executed by both parties no later than July 31, 2009.

**CITY OF DEL REY OAKS**

TO: Mayor and City Council Members

FROM: Dewey D Evans, Interim City Manager

DATE: May 26, 2009

SUBJECT: City of Del Rey Oaks Records Retention Policy

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**RECOMMENDATION:**

It is recommended that the City Council consider approval of the City of Del Rey Oaks Records Retention Policy.

**BACKGROUND:**

During previous audits of the City of Del Rey Oaks financial records, the auditor, Hayashi and Wayland, noted in management letters that the City was in need of a records retention policy to aid in organizing and maintaining records to improve internal control of City financial and operating records.

**DISCUSSION:**

A draft Records Retention Policy was developed using a functioning, effective retention schedule used by a Southern California government entity obtained during retention training held by the California Special Districts Association. Modifications were made to tailor the policy to address the specifications of the City of Del Rey Oaks. Subsequent revisions were made based on input from the City's legal counsel upon review, and the proposed policy is submitted for Council consideration of input and approval.

**FISCAL IMPACT:**

Minor fiscal impact: Organization and reduction of City records may aid in expediting the annual auditing process, reducing the City audit expense, and may generally streamline and reduce the amount of time clerical staff spends trying to locate documents allowing time to be better spent accomplishing other City tasks, and could enhance internal controls to improve fiduciary oversight.

**ATTACHMENTS:**

Proposed City of Del Rey Oaks Records Retention Policy

CITY OF DEL REY OAKS

# Records Retention Policy

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April 1, 2009

## **Records Retention Policy**

### Table of Contents

Introduction	3
Authority	4
Definitions	4
Retention Categories and Time Frames	5
Records That Can Never Be Thrown Away	7
Appraisal and Scheduling	8
Records Retention Schedule	9

## **Introduction**

The City of Del Rey Oaks (“City”) generates paper and electronic records, defined as “writings.” A record may be as obvious as a memorandum, an e-mail, a contract or correspondence, or something not as obvious, such as a computerized desk calendar, an appointment book or an expense record.

The law requires the City to maintain certain types of government records, usually for a specified period of time.

From time to time the City establishes retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as audit efficiency and cost management. Several categories of documents that bear special consideration are identified below. While minimum retention periods are suggested, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention identified above, as well as any other pertinent factors.

## Authority

California Public Records Act (Government Code, Section 6250 et seq.)  
 Government Code, Section 12236  
 California State Assembly Bill 474

## Definitions

**Active Records** — As a measure of activity for records that are referred to at least once a month per cubic foot of records. Also — As a retention period for a Perpetual Record that remains "active" until some event occurs to change its status, at which time it has fulfilled its function. (See also Perpetual Record)

**Administrative Records** — Records commonly found in all offices and typically retained only for short time periods — less than five years. Examples include subject, chronological, budget, and policy files.

**Archival Records** - Records with enduring value because they reflect significant historical events, document the history and development of an agency, or provide valuable research data.

**Discovery** — The pretrial disclosure of pertinent facts or documents by one or both parties to a civil action or proceeding. Anything requested during discovery must be disclosed if it exists — even non-records and records that should have been destroyed earlier. Discovery effectively freezes selected holdings until released by opposing attorney or the court.

**Local Government**— Government Code, Section 6252 states: "'Local Agency' includes a county; city, whether general law or chartered; city and county; school City; municipal corporation; City; political subdivision; or any board, commission or agency thereof; other local public agency; or nonprofit entities that are legislative bodies of a local agency pursuant to subdivisions (c) and (d) of Government Code, Section 54952."

**Non-Records** - Material not usually included within the definition of records, such as unofficial copies of documents kept only for convenience or reference, working papers, appointment logs, and stocks of publications and processed documents intended solely for reference or exhibition. Also, documents such as rough notes, calculations or drafts assembled or created and used in the preparation or analysis of other documents. (See also Discovery)

**Permanent Records** — Records that are required in perpetuity, usually identified by statute or other written guidance. Examples include minutes, resolutions, and ordinances.

**Perpetual Records** — Records retained for an indefinite period of time and then stored or destroyed after some event takes place. Examples include personnel files which are kept until a person leaves the City, policy files kept until the policy is changed, contract files kept until the contract terminates, etc.

**Public Records** - Any information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

**Records** - All papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, punched cards, and other documents produced, received, owned or used by an agency, regardless of physical form or characteristics.

**Records Retention Schedule** - A list of all records produced or maintained by an agency and the actions taken with regards to those records. A retention schedule is an agency's legal authority to receive, create, retain, and dispose of official public records. It assists the agency by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, fiscal, or legal value. In the event of litigation, courts accept a retention schedule as establishing an agency's "normal course of doing business".

**Retention Period** — The length of time a record must be retained to fulfill its administrative, fiscal and/or legal function. Then a record should be disposed of as soon as possible in accordance with an approved Records Retention Schedule.

### **Retention Categories and Time Frames**

A records inventory is to be maintained to indicate what records the City has, where the records are kept, the volume, and how the records are used. The inventory is necessary to establish a retention schedule. The City's record inventory is maintained by the City Clerk and is in Excel spreadsheet format listing by category listing the name of each folder descriptive of the documents within and including the date range of contents, entitled, "DRO Master Index File Complete."

A record series is a group of similar records arranged under a single filing system or kept together as a unit. A series deals with a particular subject (budget, personnel, etc.), result from the same activity (arrest reports, property assessments, etc.), or have a special form (blueprints, maps, etc.). The title of each record series should be as accurate as possible since future references to the records will be by the record series name. Avoid vague titles such as "City Papers," "Official Documents," or "Vital Correspondence."

Documents within each folder in each category are to be arranged chronologically with the oldest dated document at the back of the file proceeding to more current document at the front of the file folder.

Duplicate documents should be culled from files and the originals maintained with copies being disposed of. Undated hand written notes should also be discarded unless deemed of significant importance.

Several categories of documents that bear special consideration are identified in the attached Records Retention Schedule. While minimum retention periods are suggested, the retention of the documents identified and of documents not included in the identified categories should be

determined by the pertinent factors of the specific situation. Below is a listing of general types of documents and retention periods for an overview:

- (a) Tax Records. Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of deductions, agency costs, accounting procedures, and other documents concerning the City's revenues. Tax records should be retained for at least six years from the date of filing the applicable return.
- (b) Employment Records/Personnel Records. State and federal statutes require the City to keep certain recruitment, employment and personnel information. The City should also keep personnel files that reflect performance reviews and any complaints brought against the City or individual employees under applicable state and federal and City statutes. The City should also keep all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel in the employee's personnel file. Employment and personnel records should be retained for six years.
- (c) Council and Council Committee Materials. Meeting minutes should be retained in perpetuity in the City's records. A clean copy of all Council and Council Committee materials should be kept for no less than three years by the City.
- (d) Press Releases/Public Filings. The City should retain permanent copies of all press releases and publicly filed documents under the theory that the City should have its own copy to test the accuracy of any document a member of the public can theoretically produce against the City.
- (e) Legal Files. Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years.
- (f) Leases, Licenses, and Agreements. The City should keep final copies of lease, license, and agreements for at least three years beyond the life of the agreement.
- (g) Contracts. Final, execution copies of all contracts entered into by the City should be retained. The City should retain copies of the final contracts for at least three years beyond the life of the agreement, and longer in the case of publicly filed contracts.
- (h) Electronic Mail. E-mail that needs to be saved should be either:
  - i) printed in hard copy and kept in the appropriate file; or
  - ii) downloaded to a computer file and kept electronically or on disk as a separate file.

The retention period depends upon the subject matter of the e-mail; most emails can and should be disposed of promptly after printing or downloading any to be retained.

**Records that can never be thrown away:**

- (1) Records relating to formation, change, or reorganization of the City.
- (2) An ordinance adopted by the City (unless the ordinance was repealed or became otherwise invalid or unenforceable more than five years ago).
- (3) Minutes of any meeting of the legislative body of the City.
- (4) Records relating to any pending claim or litigation or any settlement or other disposition of litigation within the past two years.
- (5) Records that are the subject of any pending request made pursuant to the California Public Records Act, whether or not the City maintains that the record is exempt from disclosure, until the request has been granted or two years have elapsed since the City provided written notice to the requester that the request has been denied.
- (6) Records relating to any **pending construction** that the City has not accepted or as to which a **stop notice claim** legally may be presented.
- (7) Records relating to any of the City's non-discharged debt.
- (8) Records relating to the title to real property in which the City has an interest.
- (9) Records relating to any non-discharged contract **to** which the City is a party.
- (10) Records that have not fulfilled the administrative, fiscal, or legal purpose for which they were created or received.
- (11) An unaccepted bid or proposal that is less than two years **old** for the construction or installation of any building, structure, or other public work.
- (12) Records less than seven years old that specify the amount of compensation paid to City employees or officers or to independent contractors providing personal or professional services to the City, or that relate to expense reimbursement to City officers or employees or to the use of City paid **credit** cards or any travel compensation mechanism.

### **Appraisal and Scheduling**

The City Clerk shall:

- establish and maintain a reasonable retention period for documents
- Identify records that can be destroyed immediately
- Identify records that should be transferred to low cost storage
- Identify vital and/or confidential records to be stored in a secure location
- Identify records with historic and/or research value
- Determine the method of disposal

Failure to comply with this Document Retention Policy may result in punitive action against City employees, including suspension or termination. Questions about this policy should be referred to the City Manager who is in charge of administering, enforcing and updating this policy.

I have read and understand this Policy including attachments.

---

City Employee Signature

**CITY OF DEL REY OAKS**  
**RECORDS RETENTION SCHEDULE**

**CITATIONS**

B&amp;P - Business and Professions

H&amp;S - Health &amp; Safety

CAC - California Administrative Code

HUD - Housing and Urban  
Development

CCP - Code of Civil Procedure

OSHA - Occupational Safety &  
Health Act

CCR - Code of California Regulations

PC - Penal Code

CEQA - California Environmental Quality Act

POST - Police Officers Standars  
Training

CFR - Code of Federal Regulations

UFC - Uniform Fire Code

EC - Election Code

USC - United States Code

FMLA - Family &amp; Medical Leave Act, 1993

WIC - Welfare &amp; Institutions Code

GC - Government Code

**LOCAL GOVERNMENT - RECORDS MANAGEMENT GUIDELINES**

**LEGEND**

AC = Active

AD = Adoption

AU = Audit

CL - Closed/Completion

CU = Current Year

DOB = Date of Birth

E = Election

L = Life

P = Permanent

S = Supersede

T = Termination

**Records Retention Schedule**

Record Series	Retention	Citation	Descriptor
<b>ACCOUNTING</b>			
Accounts Payable	AUDIT + 4	GC34090	Invoices, check copies, supporting documents
Accounts Receivable	AUDIT + 4	GC 34090	
Applications	CL + 2	GC34090	Utility connections, disconnects, registers, service
Assessment Districts	P	GC 34090	Collection information; Original documentation files with municipal clerk
Bank Reconciliation	AU + 5	GC34090; 26 CFR 16001-1	Statements, summaries for receipts, disbursements & reconciliation
Billing Records	AU + 2	GC34090	Customer name, service address, meter reading, usage, payments, applications/cancellations
Budget	AU + 2	GC 34090	
Budget adjustments, journal entries	AU + 2	GC34090	Account transfers
Checks	AU + 5	GC34090; CCP 337	Includes payroll, canceled & voided checks

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## Records Retention Schedule

Record Series	Retention	Citation	Descriptor
Deposits, Receipts	AU + 4	GC 34090; CCP 337	Checks, coins, currency
Invoices	AU + 2	GC34090	Copies sent for fees owed, billing, related documents
Journals			
Utility Billing	CU + 2	GC34090	Billing including monthly activity
Ledger, General	P	GC34090; *	* CCP 337
Voucher	AU + 4	GC34090; CCP 337	Account postings with supporting documents
Taxes, Receivable	AU + 3	CCP338	
Warrant Register	AU + 2	GC 34090.7	
<b>BANKING</b>			
Bank Statements	AU + 2	FC 3368, 30210; GC 43900 et seq.	Financing authority
Bonds			
Account Statements	CL + 10	GC34090; CCP 337.5	Monthly statement of transactions.
Administration	CL + 10	GC34090; CCP 337.5	Supporting documents
Bonds and Coupons	CL + 2	GC34090; 53921	Paid/canceled
<b>AUDIT</b>			
Annual Financial Report	CL + 2	GC34090	Independent auditor analysis
Bonds	CL + 10	GC34090; CCP 337.5	Final bond documentation
Budget	P	GC34090	Annual operating budget approved by Legislative Body
Budget Operating (copies)	S	GC34090	Departmental Reference
Hearing or Review	AU + 2	GC34090; OMB A-128	Documentation created and or received in connection with an audit hearing or review
Reports	AU + 4	GC34090; OMB A-128	Internal and/or external
Reviews, Internal/External Periodic	CU	GC34090; GC6250	Daily, weekly, monthly, quarterly or other summary, review, evaluation, log, list, statistics, except a report
Audit Reports	P	GC 34090	
<b>PURCHASING</b>			
Bids, RFQ's, RFP's Successful Unsuccessful	AU + 4 AU + 5 CU + 2	GC34090; CCP 337; *	Requests for Qualifications; Requests for Proposals regarding goods and services * GC 25105-1; GC 34090
Requisitions			
Purchase Orders	AU + 4	GC34090; CCP 337	Original documents
Stores	CU + 2	GC34090	Completed forms for ordering
Vendor Register	P	GC34090	Alpha vendor listing of purchase orders, invoices, account numbers and check date
<b>LICENSE</b>			
Business	T + 4	GC34090; CCP 337	Paid & reports

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## Records Retention Schedule

Record Series	Retention	Citation	Descriptor
<b>REPORTS</b>			
Deferred Compensation	T + 5	GC34090; 26 CFR 16001- 1*	Records of employee contributions and city payments *29 CFR 1627.3(2)
Federal and State Tax	AU + 4	GC34090; 29USC 436 *	Forms 1096, 1099, W-4' s and W-2's *26 CFR 31.6001.1-4; IRS REG 31.6001-1(e)(2);R&T 19530;29 CFR 516.5.516.6
Financial, Annual	AU + 7	GC 34090.7	
Investment Transactions	P	GC34090; CCP 337; GC 53607	Summary of transactions, inventory & earnings report
Labor Distribution	AU + 2	GC34090	Costs by employee & program
Meter Reading	CU + 2	GC34090	
State Controller	P	GC34090	Controller may destroy after 5 years
Utility Rebates	CU + 2	GC34090	
<b>PUBLIC FINANCING AUTHORITY</b>			
Administration	P	GC 34090	
Financial Records	P	GC 34090, 40802, 53901	
Management Reports	2	GC 34090	
Budget Operating (copies)	S	GC34090	Departmental Reference
Budget, Proposed	CU + 2	GC34090	Presented to Council
Adopted	P	GC 34090	
<b>FIXED ASSETS</b>			
Inventory	AU + 4	GC34090; 26 CFR 301 651(F)	Reflects purchase date, cost, account number
Surplus Property			
Auction	AU + 2	GC34090	Listing of property
Disposal	AU + 4	GC34090; CCP 337	Sealed bid sales of equipment
Vehicle Ownership & Title	L	VC 9900 et seq.	Title transfers when vehicle sold
<b>HUMAN RESOURCES</b>			
Benefit Plan Claims	P	GC6250 et seq; OMB A-129 29 CFR 1602.30; 32; Lab Rel Sec 1174*	May include dental, disability, education, health, life and vision including dependent care and Employee Assistance *29 CFR 1637.3; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113
Benefit Plan Enrollment, Denied	CL + 4	GC34090; OMB A-128	
Bond, Personnel Fidelity	T + 2	GC34090	Employee Fidelity Bonds
Employee Handbook	S + 2	GC 34090	
Employee Programs	CL + 2	GC 34090; GC 12946	General <u>employee information including benefitplans</u> Includes EAP and Recognition
Employee Rights General Employees Safety (Police)	T + 2 T + 5	GC12946; 29 CFR 1602; 29 USC 211 (e); 203(m); 207(g)	May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions
Hourly Employees	T + 6	GC12946; GC34090*	*29 CFR 1627.3, Labor Relations Section 1174
Immigrant		Immigration Reform /Control Act 1986 Pub. L 99-603	I-9's

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## Records Retention Schedule

Record Series	Retention	Citation	Descriptor
Medical Leave	CL + 30	FMLA 1993 US OSHA; 29 CFR; 1910.20*	May include Family leave; certifications; tests; W-4's; *29 CFR 1602.30.32; 49 CFR 193-9;
Motor Vehicle Pulls (DMV)	CL + 7	GC12946, *	*CA 91009; 8 USC 1324 (a)
Negotiation	P	29 USC Sections 211(c), 203(m), 207(g)	Notes, notebooks, correspondence, contracts, and Memorandums of Agreements
Non-Safety Employees	T + 3	Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq; 29 CFR; GC 12946, 34090*	Non-safety employees may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations-pre-employee medicals; fingerprints; identification cards (ID=s) *1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)
Personnel Records (copies)	CU + 2	GC34090; GC6250	Attendance; evaluations; drafts; worksheets; postings
PERS, Social Security, SSI	P	29 CFR 1627.3(2); GC 12946, 34090	EEOC/ADEA
Recruitment	CL + 3	Reference: GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR 1627.3	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database
Reports	CU + 2	GC34090	Employee statistics, benefit activity; liability loss
Safety Employees	T + 5	Reference: 29 CFR 16273; CCR Sec 1174; 29 CFR 1607.4; *	Police, fire, emergency employees may include; Release Authorizations; Certifications Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations-pre employee medicals *29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)
Surveys and Studies	CU + 2	GC 12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14	Includes classification, wage rates •
Training Records Non-Safety	CU + 7	GC6250 et seq	Employee applications, volunteer program training, class training materials, internships;
Personnel (by name)	T + 7	GC34090	Paperwork documenting officers internal and external training
Safety	CU + 2	GC34090	Certifications/designations
Vehicle Mileage Reimbursement Rates	S + 2	GC 34090	Annual mileage reimbursement rates
<b>RISK MANAGEMENT</b>			
Accident Reports - City Assets	CL + 7	29 CFR 1904.2; 29;*	Reports and related records * CFR 1904.6
Bonds, Insurance	P	CCP 337.2; 343	Bonds and insurance policies insuring city property and other assets
Claims, Damage	CL + 5	GC34090; GC25105.5	Paid/Denied
Incident Reports	CL + 7	29 CFR 1904.2; 29 CFR 1904.6	Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement)

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## Records Retention Schedule

Record Series	Retention	Citation	Descriptor
Insurance, ACCEL JT Powers Agreement	P	GC34090	(Authority California Cities Excess Liability Insurance) B Accreditation/ MOU=s/agreement/agendas
Insurance, Certificates	P	GC34090	Insurance certificates filed separately from contracts, includes insurance filed by licensees
Insurance, Liability/Property	P	GC34090	May include liability, property, Certificates of Participation, deferred, use of facilities
Insurance, Workers Compensation	P	GC6410; 29 CFR 1910.20	Indemnity; PERS - working files - originals with Administrator
Photographs, Negatives, Film	CL + 2	GC34090	
Risk Management Reports	CL + 5	OMB 1220- 0029; 29 CFR1904.4; GC 34090	Federal OSHA Forms; Loss Analysis Report; Safety Reports ; Actuarial Studies
Workers Compensation	P	CCR 14311; 15400.2; CA Labor Code 110-139.6	Claim Files, Reports, Incidents (working files) originals filed with Administrator
<b>ELECTIONS</b>			
Affidavit index	CL + 5	EC 17001	
Applications, Absentee Ballots and Envelopes	E + .5	EC 17505; EC 17302	From date of election
Assisted, Challenged Voters List	E .5	EC 17304	From date of election
Ballots	E .5	EC 17302	From date of election; ballots submitted to precincts/City Clerk that were not used - unless contested (EC 17302(c)) retention by court order
Ballots Prop. 218 (Assessment Districts)	P	California Constitution Art. XIII	Property related fees (Assessment Ballot proceeding)
Calendar	E + 2	GC 34090	
Canvass	P	GC 22932; EC 17130; EC 2653	Notifications and Publication of Election; Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results
Certificates of Election	T + 4	GC 81009(a) (d)	Certificates of election; Original reports and statements
Charter Amendments/ Measures	P	GC34458-60; GC34090	Chapter designations by Secretary of State following adoption of voters
Fair Political Practices			
Administration/ Campaign Statements and Conflict of Interest	CU + 5		FPPC Opinions
Campaign disclosure, Elected	P	GC81009(b) (g)	FPPC Filings
Campaign disclosure, Not Elected	E + 5	GC81009(b)	FPPC Filings
Campaign disclosure - Unsuccessful (all other committees)	E + 7	GC81009	FPPC Filings
Candidate Statements	E + 4		Sample ballot retained permanently.
History	P	GC 34090	History of elections, sample ballots, certificates of destruction, other resolutions re: elections
Statement of economic interest - Elected Officials	T + 7	GC 81009(e)	FPPC Filings

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## Records Retention Schedule

Record Series	Retention	Citation	Descriptor
Statement of economic interest - Not Elected	E + 5	GC 81009(b)	FPPC Filings
Lobbyist Registration	P	EC 81009(b)	Statements
Maps, Precincts/Voter Information	E + 2	GC 34090; EC 17501; EC 17301	
Nomination Papers Successful Unsuccessful	E + 4 E + 2	EC 17100 GC 81009(b)	
Notifications and Publications	E + 2	GC 34090	Proof of publication or posting, certification and listing of notice of posting; copy of newspaper notice and certification of offices to be voted for at forthcoming election
Oaths of Office	T + 6	GC34090; 29 USC 1113	Elected Officials
Petitions	0.75	EC 17200, 17400; GC 7253.5; EC 14700 + GC 3756:8	From date of filing or election; Initiative, referendum, recall, Charter Amendments
Precinct Records	E + .5	EC 17503	From date of election: Precinct official material; declaration of intention, precinct board member applications, orders appointing members of precinct boards and designating polling places Includes notice of appointment of office and record of service
Roster (Of Voters)	E + 5	EC 17300	From date of election; initiative, referendum recall, general municipal election, Charter Amendments
Voter Affidavits	CL + 5	EC 17000	
Voter Registration Signature Copy	CU + 5	EC 17000	Fire, special or school district
<b>LEGAL/ LEGISLATIVE</b>			
Agendas	CU + 2	GC34090	Original agendas and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Council, Boards and Commissions
Agenda Reports (Master, Subject Files)	CU + 2	GC34090 (d)	Documentation received, created and/or submitted to Council
Appeals, Civil	CU + 3	CCP 583.320(a)( 3); GC 34090	
Applications, Boards, Commissions, Committees	CL + 2	GC34090	Not se lected
Applications, Boards, Commissions, Committees	T + 5	GC34090; GC40801	Selected
Articles of Incorporation	P	GC34090; CCP 337.2	
Case Log	CL + 7	CCP 337.2; — 343	From Close of cases listed; Chronological listing of cases
Case Records - (High Profile)	P	GC6254	Significant cases which have importance/or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs
Case Records	CO + 7	42 USC s1983	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)

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Record Series	Retention	Citation	Descriptor
Contracts and Agreements Excl. Capital Improvement	T + 5	CCP 337.2, 343; B&P7042.5; *	Includes leases, equipment, services or supplies *PU7685; 48 CFR:2; GC53066
Incl. Capital Improvement	P	2.08.110;*	Construction *GC37090a; 4004; H&S 19850
Index, Attorney Case	L	GC6254	Including notations on activities related to case
Legal Advertising	CU + 4	CCP 343, 349 et seq.; GC 911.2; GC 34090	Includes public notices, legal publications
Logs, Attorney Service Request	CU + 2	GC34090	Service request, summaries of monthly requests
Minutes	P	GC34090(d) ; GC36814; GC40801	Official minutes and hearing proceedings of governing body or board, commission or committee
Notices, Meeting	CU + 2	GC 34090_7, 54960.1(c)( 1)	Special meetings
Opinions	S + 2	GC34090; GC6254	Confidential
Ordinances	P	GC34090(d) 40806	Charter amendments; municipal code
Petitions	CU + 1	GC50115; GC6253	Submitted to legislative bodies
Resolutions	P	GC34090(d) 40801	Legislative actions
Tapes, AudioNideo	CU + 3 mos.	GC 34090.7	When used for minute preparation and may have historical value.
<b>PROPERTY</b>			
Abandonment	P	GC34090a	Buildings, Condemnation, Demolition
Acquisition/ Disposition Disposition	CL + 10	GC34090a; GC6254	Supporting documents re: sale, purchase, exchange, lease or rental of property by City
Annexation Case Files	P	GC34090a	Reports, agreements, public notices
Appraisals	CL + 2	GC34090; GC6254(h)	Exempt until final acquisition or contract agreement obtained
Deeds & Promissory Notes	P	GC34090a *	* 24 CFR 570.502(b)(3); 24 CFR 8.42 & OMB Circ. SA- 110
Maps, City Boundary	P	GC34090d	Recorded maps, surveys, monuments
Lot Split Cases	P	GC34090	
Relocation Files	CL + 2	GC34090	e.g., Redevelopment
<b>CODE ENFORCEMENT</b>			
Abandoned Vehicles	CL + 2	GC34090d	
Case Files	CL + 2	GC34090d	Building, housing and mobile home code violation records including inspections; public nuisance rubbish and weed abatement, vehicle abatement, citations, massage parlor permits, general
Liens & Releases, Supporting Recorded	CL + 2 P	GC34090	Utilities, abatement, licenses
Logs	CU + 2	GC34090d	Lien Recovery, citations, complaints
Regulations	S + 2	GC34090d	Includes rules
Reports, Federal and State	P	GC34090a	Code enforcement statistics; may contain records affecting title to real property or liens thereon
Violations, Building, Property & Zoning	CL + 2	GC34090d	Supporting code enforcement activity

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Record Series	Retention	Citation	Descriptor
<b>CITY CLERK</b>			
Assessment Districts	P	GC 34090	Original documentation
Inventory, Records	CU + 2	GC34090; 80 OPS Atty. Gen. 106	Inventory of non-current or inactive records holdings and location, indices. Tapes may be recycled.
Municipal Code	P	GC 34090	Supplements included
Public Records Request	CL + 2	GC 34090	
Records Management	CL + 2	GC34090	Document includes retrieval, transfers - inactive
Records Management Disposition Certification	P	GC34090	Documentation of final disposition or records
Records Retention Schedules	S + 4	CCP 343	
<b>POLICIES &amp; PROCEDURES</b>			
General Administrative	S + 2	GC34090; 40801	All city policies and procedures
Policy, Council, Proclamations	S + 2	GC34090	Policies, directives rendered by Council not assigned a resolution or ordinance number
<b>PUBLIC INFORMATION</b>			
Brochures, publications, newsletter, bulletins	S + 2	GC 34090	
Calendar, City	CU + 2	GC 34090	
Media Relations	CU + 2	GC 34090	Includes cable, newspaper, radio, message boards, presentations.
<b>HOUSING</b>			
Bonds	CL + 4	CCP 337	Revenue Bond Documentation
Programs	CL + 3	24 CFR 570.502(b)(3); 24 CFR 85.42 & OMB Cir. A110, #C	Includes comprehensive Housing Authority Strategy, Meeting Credit Certificate, Housing bond advisory, HOME, in-Lieu Housing Mitigation, Low/Moderate Housing, Rental Housing Assistance
Redevelopment Budgets Bond Issues	P P	GC 34090, 40802, 53901 GC43900 et seq.	Includes annual audit
<b>COMMUNITY SERVICES</b>			
Libraries	CU + 2	GC 34090	Books, art, gifts, donations, exhibits, theatre, music, special events, etc.
Plaques	P		Historic value
Sports Organization	S + 2		
<b>GENERAL SUBJECT</b>			
Administration	P	GC 34090	
Biographies	CU + 2	GC34090	
Classifications and Appointments	P	GC 34090; GC 12946; 29 CFR 516.6(2); 29 CFR 1602.4	Includes supplemental Personnel records. Wage rate tables 2 years.
Correspondence/ Originating Department	CU + 2	GC34090(d)	If not attached to agreement or project file

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Record Series	Retention	Citation	Descriptor
Goals & Objectives	CU + 2	GC34090	Departmental goals & objectives
Policies & Procedures, Departmental	S + 5	GC34090(d)	Retain while current
Promotional Marketing			
External	CU + 7		
Internal	2		
Reports			
Departmental	CU + 2	GC34090	Special/or final summary, review or evaluation
Staff	CU + 2	GC34090	Non-agenda related, includes supporting documentation
Special Projects	CU + 2	GC34090	
Support Services	CU + 2	GC34090	Reproduction; printing; postal/mailling services, other internal resources
Travel Records	CU + 2	GC34090	
<b>GRANTS</b>			
Community Development Block Grant and Urban Development	T + 4	GC34090; 24 CFR 570.502 24 CFR85.42*	Applications, reports, contracts, supporting documents; *OMB Cir. A-102, A-110, A-128
Federal and State	CL + 5	GC34090	Refer to grant application close-out procedure
Financial Records	CL + 5	GC34090	Refer to grant application close-out procedure
Unsuccessful	CL + 2	GC34090	<u>Applications not entitled</u>
<b>INFORMATION SERVICES</b>			
Internet, World Wide Web	S + 2	GC34090	Management/Policies and supporting documentation
Inventory, Information Systems	S + 2	GC34090	Hardware/Software Inventory logs; systems manuals
Network Information Systems (LAN/WAN)	CU + 4	GC34090; CCP 337.2; 343	Configuration maps and plans
Program Files and Directories	CU + 2 CU + (2 mos.) CU + 1 CU + .5	GC34090; GC34090.7	Annual backup Daily backup Monthly backup Weekly backup
Tapes Information Systems	CU + 2	GC34090	System Generation
<b>UTILITIES</b>			
Facilities	T + 2	GC34090	If city owned
Gas & Electric Rates	S + 2	GC34090	
Underground	P	GC34090	GC4003, GC4004; H&S 19850
<b>WATER</b>			
Connection Records	P	GC34090	Maps, water line connections
Flood Control			
Drainage Facilities	P	GC34090	Includes dams, lakes, basins, creeks
Flood Zones	P	GC34090	Includes flood maps
Insurance Programs	S + 2	GC34090	Includes copies of policies, rules, programs
Policies/ Procedures	S + 2	GC34090	Rules and Regulations
Reports! Studies	CL + 2	GC34090	
Grants (see <i>Admin.</i> )			

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## Records Retention Schedule

Record Series	Retention	Citation	Descriptor
inventory, Equipment	CU + 2	GC34090	
Locations	P	GC34090	Mains, valves, hydrants, wells
Maintenance and Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Service	CU + 2	GC34090	Includes work orders, entry cards, manholes, service to property owners
Maps	P	GC34090	Line location; easements
Master Plans	CU + 2	GC34090	Copies
Meter Operations	CU + 2	GC34090	Reader reports, orders, tests Maintenance Reports
Permits			
National Pollutant Discharge Elimination System (NPDES)	P	40 CFR 122.28	Municipalities of 100,000/more, compliance with Clean Water Act re: pollutants
Others	CU + 2	GC34090	May depend on terms of state or federal agency
Policies and Procedures	S + 2	GC34090	Includes rules and regulations
Rates	S + 2	GC34090	
Reports			
Valve Main Records	P	GC34090	
<b>PLANNING</b>			
Benchmark Data	CU + 2	GC34090d	Horizontal, vertical & control
Bids & Proposals (Unsuccessful)	CL + 2	GC34090d	
Bonds Development	CL + 10	CCP 337.5	Housing; Industrial Development
Security	CL + 2	GC34090	Documentation created and or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work
Code Books	P	GC34090e	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements
Contractor	CU + 2	GC34090d	Current listing
Correspondence	CU + 2	GC34090d	Working documentation
Development Conditions	L	GC34090	Mitigation measures; filed with case files
Development Agreements	P	CCP337, 337.1(a), 337.15; GC34090; 48 CFR 4.703	Infrastructure contracts, franchises. Original maintained for 7 years.
Development Standards	P	GC34090a	Landscape mediums, parkway landscape development, public works construction
Drawings, Project Plan	CU + 2	GC34090d	Does not include those usually filed with case or project
Franchises	P	GC65864, 65869.5, 34090*	Including subdivision agreements, contracts for sale or purchase of property, cable, grant of easements and/pr involving construction of improvements *CCP 337.2, 343; AC16023
General Subject Files	CU + 2	GC34090d	Internal working files including correspondence

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## Records Retention Schedule

Record Series	Retention	Citation	Descriptor
Grants, Community/Urban Development (includes CDBG)	CL + 4	24CFR 570.502(b) (3); 241CFR 85.42 & OMB Cir. A110, Attach. C; *	Project files, contracts, proposals, statements, reports, sub-recipient docket, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB Cir. A-102 & 128, HUD regulations
Historic Preservation Inventory	2	GC34090d	Historic structures & landmarks
Incident Files	2	GC34090d	Emergency Call Outs
Land Uses, nonconforming	P	GC34090a	Building or site usage which does not conform to current standards
Logs	CU + 5		Logs, registers or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily, plan check, utility
Maps & Plats	P	GC34090a	Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, etc.
Master Plans, Annual	S + 2	GC34090	Special or long range program plan for municipalities — coordination of services; strategic planning
Permits, Construction	P	GC34090a; 1-18'S19850; 4003; 4004	Plans, building, signs, grading, encroachment, including blueprints and specifications
Permits, Other	CL + 2	GC34090d	Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc.
Photographs	S + 2	GC34090d	Aerial photographs
Projects, Not Completed or Denied	CL + 2	GC34090d	Building, engineering, planning
Reports	CU + 2	GC34090	Activity, periodic
Seismic Retrofit Program	P	GC34090a	Includes Certificates of Compliance
Street Names and House Numbers	P	GC34090a	Street dedications, closings, address assignment/changes
Studies, Special Projects & Areas	CL + 2	GC34090d	Engineering, joint powers, noise, transportation
Surveys	P	GC34090a	Recording data and maps
<b>BUILDING</b>			
Blueprints, Specifications	CL + 2	GC34090d	Submitted by contractors with application for permit and builds for Certificate of Occupancy
Certificates	L	GC34090a	Compliance, elevation, occupancy which affect real property
Construction (Approved)	P	GC34090a; 4003; 4004; H&S 19850, 19853	New commercial and residential construction, tenant improvements room additions, spa, signs, block wall, remodel including security bonds
Inspection	CL + 2	GC34090d	Correspondence, fees, appeal requests, reports

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Records Retention Schedule			
Record Series	Retention	Citation	Descriptor
Permits	P	GC34909a; H&S 19850; 4003;4004	Plans, building, signs, grading, encroachment permits
Signs (Temporary)	S + 2	GC34090d	Home occupations, off-premise signs
<b>ENGINEERING</b>			
Capital Improvement Projects	CL + 10	CC337.15	Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, etc.
Construction Tracking, Daily	P	CC337.15	Assesses value of real property
Drawings, Traffic Control Plan	P	GC34090a	Signs, signing & striping, road construction
Flood Control	CL + 2	GC34090d	Storm Drains
Special Districts	P	GC34090a	Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction
Street/Alley (Abandonment/ Vacation)	CL + 2	GC34090d	Relinquishment of rights and fee title
Traffic Signals	CL + 2	GC34090d	Counts, collisions, accidents
<b>ENVIRONMENTAL QUALITY</b>			
Air Quality (AQMD)	CU + 7	CCP 338(k); GC34090	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative
Asbestos	P	GC34090a	Documents abatement projects, public buildings
California Environmental Quality Act (CEQA)	P	GC34090a + CEQA Guidelines	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations, Ride sharing, trip reduction
Congestion Management	CU + 2	GC34090d	Correspondence, consultants, issues, conservation
Environmental Review	CL + 2	GC34090d	Pesticide applications, inspections & sampling, documents
Pest Control	CU + 2	GC34090d	Analysis, construction recommendations
Soil	CL + 2	GC34090d	Final Reports
Soil Reports	P	GC34090d	
<b>MUNICIPAL FACILITY</b>			
Capital improvements, Construction	P	2.083110; GC34090a; 4004; I-I&S 19850; GC34090a	Contains records re: Planning, design, construction, conversion or modification of local government-owned facilities, structures & systems
Facility Rentals/Use	CU + 2	GC34090	Permits, contracts, diagrams, schedules, insurance binders
Maintenance & Operations	CU + 2	GC34090d	Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal
Case files, Planning and Zoning	P	GC34909a; H&S 19850; 4003;4004	Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments or other planning-related matters brought before legislative body-Retain during life of structure
Certificates	L	GC34090	

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## Records Retention Schedule

Record Series	Retention	Citation	Descriptor
Flood Records	CU + 2	GC34090	
General Plan and Elements	P	GC34090	Includes sphere of influence
General Plan Amendments Approved Denied	CL + 2 CU + 3	GC34090 GC65103; *	* GC50110
Interpretations	CU + 2	GC34090	
Maps, Plans, Drawings, Exhibits, Photos	P	GC34090; H&S 19850; GC34090.7	Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans
<b>PARKS</b>			
Agendas, Board	CU + 2	GC34090	
Grants (refer to Admin.)			
Inventory, Equipment	AU + 2	GC34090	Warranties, purchase orders
Landscape	CU + 2	GC34090	Drawings, contracts, complaints, specifications, photos, reports
Maintenance! Operations	C + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Maps	P	GC34090	Irrigation, plot plans
Minutes, Board	P	GC34090	
Photographs	S + 2	GC34090	
Plans, Proposed	CU + 2	GC34090	Future plans, new sites, expansions
Policies and Procedures	S + 2	GC34090	Includes rules and regulations
Railroad Right-of-way	CL + 3	36 CFR 64.11	Land acquisitions, correspondence, improvements, statutory records
Reports			
Accident	CL + 2	GC34090	Patrons, employees
Others	CL 2	GC34090	
Studies	CL + 2	GC34090	Future sites, expansions
Resolutions, Board	P	GC34090	
Schedules, Class & Events	CU + 2	GC34090	Enrollment, liability releases, evaluations, attendance, flyers
<b>SANITATION/ SOLID WASTE/ WASTEWATER</b>			
Maps, Septic Tank	P	GC34090	Location maps
Rates	CU + 2	GC34090	
Recycling Programs	S + 2	GC34090	
Regulations	S + 2	GC34090	Includes legislation
Reports			
Studies	CL + 2	GC34090	
Tonnage	CU + 2	GC34090	
<b>STREETS / ALLEYS</b>			
Abandonment! Vacations	P	GC34090	
Closures	P	GC34090	

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Records Retention Schedule			
Record Series	Retention	Citation	Descriptor
Easements, Dedications, Rights-ofWay	P	GC34090	
Field Books	P	GC34090	
Grants (see Admin.)			
Intersection Records	CU + 2	GC34090	Includes correspondence, volume counts, accident history
Inventory, Traffic Control Device	S + 2	GC34090	Signs, lights
Landscaping	CU + 2	GC34090	Plants, tree maintenance, work orders
Lighting	CU + 2	GC34090	Maintenance, work orders
Maintenance/ Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping
Maps	P	GC34090	Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, sewers
Master Plans	CU + 2	GC34090	Copies
Parking			
Lots	CU + 2	GC34090	
Regulations	S + 2	GC34090	
Reports/Studies	CL + 2	GC34090	
Permits			
Encroachment	P	GC34090	
Improvement	CL + 2	GC34090	May include curbs, sidewalks; Applications for excavation, fill, alterations
Oversize Load	CL + 2	GC34090	
Parking	CL + 2	GC34090	Residential
Paving	CL + 2	GC34090	
Use (Temporary)	CU + 2	GC34090	Includes Special Events
Photographs	S + 2	GC34090	Includes aerials
Plans, Capital Improvement, Projects	P	GC34090	Streets, curbs, gutters, sidewalks, storm drains
Policies and Procedures	S + 2	GC34090	Includes rules, regulations, standards
Naming and numbering	P	GC34090	
Speed Limits	S + 2	GC34090	
Programs			
Federal Aid Urban	CL +	23 CFR 633 (a) & (c)	
Traffic Safety	S + 2	GC34090	Drivers Education, Pedestrian Safety, Bicycle Lanes
Reports			
Bridges & Overpasses	L	GC34090	Life of structure
Inspection	CU + 2	GC34090	Includes intersection, sidewalks. Bridges and Overpasses, keep life of structure
Studies	CL + 2	GC34090	Traffic volume, accident history, requests, statistics, drawings supporting traffic devices
Traffic Count	CL + 2	GC34090	Evaluation of traffic volume
Vehicle Accident	CL + 2	GC34090	
Routes, School Bus & Truck	S + 2	GC34090	Truck routes, access ramps, rest areas
Signage	L + 2	GC34090	Log books, index register cards, inventory lists, records of traffic signs

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Records Retention Schedule			
Record Series	Retention	Citation	Descriptor
Traffic Signals	L		Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance.
Weigh Scales	S + 2	GC34090	
<b>EMERGENCY MANAGEMENT</b>			
Mutual Aid, Strategic Plans	S + 2	GC34090	
<b>PUBLIC SAFETY SERVICES</b>			
Chemicals/ Film Inventories			
Equipment Inventory/Sign out Cards- Photo Lab			
Operations Files - Photo Lab	T		Retain until equipment no longer owned/used by department; Manuals, instructions, procedures for use/operations of photographic equipment
Grievance Files	CL + 2	GC34090	Grievance filed by employees, supporting documentation
Investigations, Background	CL + 2	GC34090	Non hired
Background Hired	P		Include original reports re: PC 832.5 investigations
Parades & Special Events File	CL + 2	GC34090	Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation
Permits Alcoholic Beverage Control License	L + 2	GC34090	Approval process
Concealed Weapons Permits and Applications	CL + 2	GC34090	
Photographs Personnel	S + 2	GC34090	
Negative Log	CU + 2	GC34090	
Negatives, Misc.	CU + 2	GC34090	Not case-related (Public relations, promotions, events, ceremonies, staff photos)
Press Releases	CU + 2	GC34090	
Press, Video Programs (Community Relations)	CU + 2	GC34090	Collection of videos of programs and events; outside press coverage of department
Property Files	CU + 2	GC34090	Original reports and supplemental documentation (Lost, Found, Safekeeping)
Property, Pawn Broker/Secondhand	CU + 2	GC34090	Sales, slips. Dealer required to file duplicate with agency
Reports Dealer of Gun Sales, Duplicate	CU + 6 mos.	GC34090.7	Original maintained by DOJ. Dealer required to file duplicate with agency
Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing	CU (See descriptor)		Destroy after law enforcement actions described in PC 273.5, 273.6, 646.9, 12028.5, 13700 and Family Code Sections 6380-6383 are fulfilled and effective date of restraining order has expired.
Rosters (Divisional)	S + 2	GC34090	Personnel assigned to division.
Schedules Daily	CU + 2	GC34090	Schedules of Officers on duty

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Records Retention Schedule			
Record Series	Retention	Citation	Descriptor
Watch Assignment/ Timekeeping Records	CU + 2	GC34090	
Speaker Requests	CU + 2	GC34090	Community and business requests for public appearances, speakers Daily tests of development chemicals/processes for quality control.
Tests, Densitometer Results (Photo Lab)	T + 2	GC34090	
Training Bulletins	P		
Event Files	CU + 2	GC34090	Correspondence, brochures, promotional materials, info on speakers, guests, supporting documents
Lesson Plans, Range	CL + 15		Scope, content, time period of courses
Personnel (by name)	T + 7	GC34090	Paperwork documenting officers' internal and external training
Schedules, Range	CU + 2	GC34090	Daily, weekly, monthly schedules of training events at range
Volunteer Card Files	T + 2	GC34090	Volunteers' identification, contact information
<b>PAYROLL</b>			
Adjustments	AU + 4	GC 34090 29 CFR 516.5 — 516.6	Audit purposes
Employee Time Sheets	AU + 6	GC34090; 29 CFR 516.2*	Signed by employee for audit & FEMA Reports *20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d)
PERS Employee deduction Reports	T + 4	GC34090; CAC 22-1085-2	Record of deductions (PERS Public Employee Retirement System) *26CFR 31.6001-1;29 CFR 516.5, 516.6, LC 1174(d)
Register	P	GC34090; GC37207	Labor costs by employee & program
Salary Records	T + 3	GC34090; 29 CFR 516.2	Deduction authorization, beneficiary designations, unemployment claims, garnishments

# City of Del Rey Oaks Staff Report

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**To:** Mayor Russell & City Council Members

**CC:**

**From:** Ron Langford, Chief of Police 

**Date:** 5/21/2009

**Re:** Proposed Del Rey Oaks Ordinance – Administrative Fines

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Since this item was brought to the City Council in April of this year, the City Attorney's Office, the City Manager, and I have been working to produce the proposed Administrative Fines Ordinance for your review.

As I indicated to the City Council in April, this ordinance provides the "Del Rey Oaks Enforcement Officials" with another enforcement tool to enforce the Del Rey Oaks Municipal Code. This template keeps the enforcement process, including the fine structure, and hearings as an internal City matter, rather than processing a violation through the Court system and incurring the costs associated with that process. However, it does not preclude the City's ability to take an action through the criminal court process, or any other civil action currently available to the City.

I will be available at the City Council meeting to answer any questions that you may have on the enforcement process that would be considered when and if the Ordinance is passed.

**Recommendation:**

Pass the 1<sup>st</sup> reading of the Administrative Fines Ordinance.

## ORDINANCE NO. 266

AN ORDINANCE ADDING CHAPTER 1.20 TO THE MUNICIPAL CODE  
TO CREATE A PROCEDURE FOR IMPOSING AND COLLECTING  
ADMINISTRATIVE FINES FOR VIOLATIONS OF  
THE DEL REY OAKS MUNICIPAL CODE

-o0o-

WHEREAS, the City desires to enforce the Del Rey Oaks Municipal Code and the City's ordinances in the most efficient manner possible, and this Ordinance sets forth an administrative procedure for the enforcement of the Del Rey Oaks Municipal Code and the City's ordinances, and the imposition and collection of fines for violations pursuant to California Code of Civil Procedure Section 1094.6 and Government Code Section 53069.4; and

WHEREAS, in adopting this Ordinance, the City Council desires to reduce, to the greatest extent possible, the costs expended by all parties during enforcement prosecutions, thereby reducing the burden on the City, the accused offender, and the already taxed judicial system. The City Council further desires to provide those accused of violating the Del Rey Oaks Municipal Code or the City's ordinances with the due process rights of a fair hearing before an impartial decision maker.

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

1. Chapter 1.20 added. Chapter 1.20, entitled "Administrative Fines" is hereby added to the Del Rey Oaks Municipal Code to read in its entirety as set forth on the attached six (6) pages, marked Exhibit A and incorporated herein by this reference thereto.
2. Effective Date. This ordinance shall take effect and be in force thirty (30) days from and after its final passage.
3. Posting of Ordinance. Within fifteen (15) days after the passage of this ordinance, the City Clerk shall cause it to be posted in the three (3) public places designated by resolution of the City Council.

4. Severability. If any provision, clause, sentence, or paragraph of this Article or the application thereof to any person, establishment, or circumstance shall be held invalid, such invalidity shall not affect the other provisions or applicable of this Article which can be given effect without the invalid provision or application, and to this end, the provisions of this Article are hereby declared to be severable

The foregoing ordinance was introduced at a regular meeting of the City Council of the City of Del Rey Oaks duly held on May 26, 2009, and was passed and adopted at a regular meeting duly held on June 23, 2009, by the following vote:

AYES:

NOES:

ABSENT:

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Joseph P. Russell, Mayor

ATTEST:

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Dewey Evans, City Clerk

## EXHIBIT "A"

## CHAPTER 1.20

## ADMINISTRATIVE FINES

## Sections:

1.20.010	Purpose.
1.20.020	Definitions.
1.20.030	Enforcement authority.
1.20.040	Scope.
1.20.050	Administrative citation.
1.20.060	Correction notice.
1.20.070	Offender's obligations.
1.20.080	Administrative fine.
1.20.090	Administrative hearing.
1.20.100	Judicial review.
1.12.110	Failure to comply.

## 1.20.010 Purpose.

It is the purpose and intent of this chapter to provide an alternative method of enforcement for violations of the Del Rey Oaks Municipal Code. Use of this chapter shall be at the sole discretion of the City.

## 1.20.020 Definitions.

For the purposes of this chapter:

"Enforcement official" means any officer or agent or employee with the authority to enforce the Del Rey Oaks Municipal Code.

"Offender" means any individual, any individual who is the owner or occupant of real property, or any individual who is the owner or authorized agent of any business, company, entity, who causes or maintains a violation of the Del Rey Oaks Municipal Code.

## 1.12.030 Enforcement authority.

Any person violating any provision of the Del Rey Oaks Municipal Code may be issued an administrative citation as provided in this chapter. A violation of this code includes, but is not limited to, all violations of the Municipal Code, the uniform codes adopted by the City Council, and the failing to comply with any condition imposed by any entitlement, agreement, or environmental document issued or approved under the provisions of this code.

## 1.20.040 Scope.

The procedures established in this chapter shall supplement and be in addition to any

criminal, civil or other remedy established by law or under the provisions of this code which may be pursued to address Municipal Code violations.

#### 1.12.050 Administrative citation.

A. Issuance of Administrative Citation. An enforcement official may, upon discovering that a person has committed a violation of the Municipal Code ("Municipal Code violation"), issue an administrative citation on a form approved by the City Manager to the offender for violations of the Municipal Code in the following manner:

1. Personal Service. In any case where an administrative citation is issued:

a. The enforcement official shall attempt to locate and personally serve the offender and obtain the signature of the offender on the administrative citation.

b. If the person served with the administrative citation refuses or fails to sign the administrative claim, the failure or refusal shall not affect the validity of the administrative citation or of subsequent proceedings.

2. Service of Citation by Mail. If the enforcement official is unable to personally serve the offender, the administrative citation shall be mailed to the responsible person by certified mail, postage prepaid with a requested return receipt. Simultaneously, the citation may be sent by first class mail. If the citation is sent by certified mail and returned unsigned, then service shall be deemed effective pursuant to first class mail, provided the citation sent by first class mail is not returned.

3. Service of Citation by Posting Notice. If the enforcement official does not succeed in personally serving the offender, or fails to send the administrative citation by certified or regular mail, the enforcement official shall post the administrative citation on any real property within the City in which the City has knowledge that the offender has a legal interest, and such posting shall be deemed effective service.

B. Administrative Citation Contents. To the extent the following information is reasonably available to the enforcement official, the administrative citation shall:

1. State the date the administrative citation is issued and the date of the violation or, if that date is unknown, the date the violation is identified;

2. State the offender's name, current residential address, and mailing address;

3. Refer to code section(s) violated and describe how the offender violated the code section(s);

4. State the date, approximate time, and address or definite description of the location where the violation(s) was discovered by the enforcement official;

5. State the amount of fine imposed for the violation ("administrative fine");

6. Explain how the offender may pay the fine, including the location and manner, as well as the time period by which the fine must be paid and the consequences of failure to pay the fine;

7. Explain the procedure for obtaining an administrative hearing, specifically, notice that the offender must make a written request within fifteen working days from the date the administrative citation is issued and that the offender will be notified by mail of the date of the hearing;

8. Include a warning that a failure to pay the fine or a failure to request and appear at an administrative hearing may result in the penalties described in Section 1.20.110(B);

9. Include the name and signature of the enforcement official.

## 1.20.060 Correction notice.

A. Applicability of this Section. This Section 1.20.060 shall only apply when the Municipal Code violation pertains to building, plumbing, electrical, or other similar structural or zoning issues that do not create an immediate danger to health or safety (hereinafter "correction condition").

B. Correction Period. An offender shall have at least ten calendar days to correct or otherwise remedy a correction condition prior to the issuance of an administrative citation and the imposition of a fine. A correction period longer than ten calendar days may be granted if deemed necessary by the enforcement official.

C. Correction Notice. Upon discovery of a correction condition, the enforcement official shall issue a written correction notice to the offender by personal service or by registered or certified mail to the offender's last known address. Such notice shall refer to the code section(s) violated and describe how the offender violated the code section(s). The correction notice shall also describe the action necessary to correct the violation and state the final date by which the correction must be completed, which shall not be less than ten calendar days from the date the correction notice is issued. In addition, the correction notice shall include a warning that failure to correct the violation may result in the imposition of an administrative fine and shall state the amount of the fine imposed for the violation.

D. Procedure Upon Expiration of Correction Period. If the offender remedies the correction condition within the period set forth in the correction notice, the enforcement official may issue the offender a notice of compliance. If the offender does not remedy the correction condition within the period set forth in the correction notice, the enforcement official may issue the offender an administrative citation pursuant to Section 1.20.050.

## 1.20.070 Offender's obligations.

Within fifteen working days from the date the administrative citation is issued, an offender shall pay the fine amount designated on the administrative citation. The issuance date shall mean the date the administrative citation is released from the City's possession by any of the methods specified in Section 1.20.050(A).

## 1.20.080 Administrative fine.

A. The amounts of the fines for code violations imposed pursuant to this chapter shall be set forth in the schedule of fines established by resolution of the City Council.

B. The schedule of fines shall specify any increased fines for repeat violations of the same code provision by the same person within thirty-six months from the date of an administrative citation.

C. The schedule of fines shall specify the amount of any late payment charges imposed for the payment of a fine after its due date.

D. Payments. The administrative fine must be paid directly to the City of Del Rey Oaks within fifteen working days from the date the administrative citation is issued even though the offender requests a hearing pursuant to Section 1.20.090. Payment of a fine shall not excuse or discharge the failure to correct the violation(s) nor shall it bar further enforcement action by the City.

E. No Waiver. Under no circumstances shall the payment of the administrative fine constitute a waiver of the offender's right to a hearing. Therefore, even though an offender pays the administrative fine as required by subsection C of this section, the offender may also obtain a hearing to protest the imposition of the administrative fine, provided that the offender makes a timely request for a hearing, pursuant to Section 1.20.090.

F. Obligation to Correct Violation. Nothing in this chapter shall be interpreted to mean that because an offender has paid the administrative fine that he or she is not required to correct the Municipal Code violation. If the offender fails to correct the violation(s), subsequent administrative citations may be issued for the same violation(s). The amount of the fine for failure to correct the violation shall increase at a rate specified pursuant to this section.

#### 1.20.090 Administrative hearing.

A. Purpose. It is the purpose and intent of the City to afford due process of law to any person who is issued an administrative citation. Due process of law includes adequate notice, an opportunity to participate in a hearing, and an adequate explanation of the reasons justifying the administrative fine.

B. Request for Hearing. In order to request a hearing, the offender shall, within fifteen working days from the date the administrative citation is issued, submit a written request, together with payment of the fine. Any administrative fine which has been paid shall be refunded if it is determined, after a hearing, that the person charged in the administrative citation is not responsible for the violation(s) or that there was no violation(s) as charged in the administrative citation.

C. Notification of Hearing. At least fifteen working days prior to the date of the hearing, the City shall, by certified mail or personal service, give notice to the offender of the time, date and location of the hearing.

##### D. Hearing Officer.

1. The City Manager shall appoint a hearing officer to hear all facts and testimony presented and deemed appropriate ("hearing officer").

2. The employment, performance, evaluation, compensation and benefits of the hearing officer, if any, shall not be directly or indirectly conditioned upon the amount of the administrative citation fines upheld by the hearing officer.

3. Any person designated to serve as a hearing officer is subject to disqualification for bias, prejudice, interest, or for any other reason, as determined by the City Manager. Any offender challenging the hearing officer's impartiality shall file a statement with the City Manager setting forth the grounds for disqualification. The question of disqualification shall be determined in writing by the City Manager within ten days following the date on which the disqualification statement is filed.

##### E. Administrative Hearing Procedures.

1. No hearing to contest an administrative citation before a hearing officer shall be held unless and until a request for hearing form has been completed and submitted, and, the fine has been paid in advance.

2. The City Manager shall establish a schedule for all hearings. A hearing before the hearing officer shall be set for a date that is not less than fifteen days from the date that the request for hearing is filed in accordance with the provisions of this chapter. The person requesting the hearing shall be notified of the time and place set for the hearing at least ten days

prior to the date of the hearing.

3. The hearing officer shall only consider evidence that is relevant to whether the violation(s) occurred and whether the recipient of the administrative citation caused or maintained the violation(s) specified in the administrative citation.

4. The recipient of an administrative citation contesting the administrative citation shall be given the opportunity to testify, cross-examine witnesses, and present witnesses and evidence concerning the administrative citation.

5. The administrative citation and any additional documents submitted by the enforcement official shall constitute prima facie evidence of the respective facts contained in those documents.

6. Not less than five days prior to the hearing, the recipient of an administrative citation shall be provided with copies of the citation(s), reports and other documents submitted or relied upon by the enforcement official. No other discovery is permitted. Formal rules of the California Evidence Code and discovery shall not apply, except that irrelevant and unduly repetitious evidence may be excluded at the hearing officer's discretion.

7. The hearing officer may continue the hearing and request additional information from the enforcement official or the recipient of the administrative citation prior to issuing a written decision.

8. The offender, at the individual's expense, and the enforcement officer may be represented by legal counsel at the hearing.

#### F. Administrative Order.

1. Within ten working days of the hearing's conclusion, the hearing officer shall provide the offender with its decision in writing ("administrative order"). The hearing officer shall provide the offender with the administrative order by personal service or by registered or certified mail to the offender's last known address.

2. The administrative order shall contain the hearing officer's findings of fact and conclusions and the procedure described in Section 1.120.050 for seeking judicial review. The decision of the hearing officer shall be final.

3. A decision in favor of the offender shall constitute a dismissal of the Municipal Code violation. The City shall return any moneys paid by the offender towards the dismissed Municipal Code violation fine.

4. If the hearing officer renders a decision in favor of the City, the offender must comply with the administrative order, or seek judicial review of the administrative order pursuant to Section 1.20.100.

#### G. Failure to Attend Administrative Hearing.

1. Waiver of Right to Hearing. The offender's failure to appear at a hearing shall constitute a waiver of the right to a hearing. An offender's failure to appear at the hearing shall be presumed an admission of guilt to the Municipal Code violation charges as indicated on the administrative citation.

2. Good Cause. Upon a showing of good cause by the offender, as determined by the hearing officer, the hearing officer may excuse the offender's failure to appear at the hearing and reschedule the hearing. Under no circumstances shall the hearing be rescheduled more than one time. Nothing in this subsection shall be interpreted to mean the offender is excused from the requirement of paying the administrative fine or appearing at a hearing.

3. Penalty. If the offender fails to appear at the hearing, the offender may be subject to the penalty set forth in Section 1.20.110.

## 1.20.100 Judicial review.

If an administrative order is rendered in favor of the City, the offender may seek judicial review of the administrative order in the Monterey County superior court, by doing one of the following:

A. Appeal the administrative order pursuant to California Government Code Section 53069.4 within twenty calendar days after service of the administrative order. Pursuant to Section 53069.4, the appealing party shall serve a copy of the appeal notice in person or by first class mail upon the City. Appeal notices shall be sent to the City clerk. If no appeal is filed within the twenty calendar day period, the decision shall be deemed confirmed; or

B. File a petition for a writ of mandate pursuant to California Code of Civil Procedure Section 1094.5 et seq. within ninety calendar days after service of the administrative order.

## 1.20.110 Failure to comply.

A. Event Defined. As used in this Section 1.20.110, the term "event" means any of the following occurrences:

1. The offender fails to pay the administrative fine within fifteen working days from the date the administrative citation is issued;
2. The offender requests a hearing and fails to appear;
3. The offender fails to either comply with the administrative order or seek judicial review of the administrative order.

B. Penalty Fine. The occurrence of an event may result in the City increasing the administrative fine, not to exceed the maximum amounts established pursuant to Section 1.20.080 ("penalty fine").

C. Account Receivable. Upon the occurrence of an event, the City may treat the administrative fine or penalty fine, whichever is applicable, as an account receivable, subject to the City's established policy for delinquent accounts receivable.

D. Violation. An event as described in subsection (A)(1) of this section shall constitute a separate violation of the Municipal Code which may be redressed through criminal, civil or other remedy established by law or under the provisions of this code.

E. Collection. The City may use all appropriate legal means to collect the fines imposed pursuant to this chapter. The City may also recover its collection costs, including reasonable attorneys' fees according to proof.

www.chservices.org  
831.658.3811 phone  
831.658.3815 fax

Administration Office  
P.O. Box 3076  
Monterey, CA 93942-3076



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**HIGHLIGHTS OF  
REGULAR BOARD MEETING  
April 16, 2009**

1. *Safe Place presented the Runaway & Homeless Youth Program to the Board of Directors. The program combines street outreach services with in-clinic counseling. The program works to reunify kids with their families or find other homes where they can feel safe and secure while preparing for adulthood. Groups being offered at the program include Seven Challenges (addresses substance abuse), LGBTQ (Lesbian, Gay, Bi-sexual, Transgender and Questioning individuals), Anger Management and a Teen Advisory Board (TAB). Once a week homeless and street youth are invited to join in dinner, recreation and counseling at the Drop-In Center hosted at the Monterey Youth Center. Meals are provided by donations from local restaurateurs.*
2. *Resource Development Coordinator Jenelle Montoya reviewed the Cycle of Fundraising for the Board of Directors. Each planning checkpoint of the cycle will be reviewed with more detail at upcoming board meetings. A full development report was included in the packet.*
3. *Harvey Kuffner reported that the Finance Committee met earlier in the week. A meeting with Len Foster of the Health Department is scheduled for April 17, 2009 to discuss a rate adjustment proposal for the Out-patient Mental Health Contract for fiscal year 08/09. The current rate is \$95 per unit and was based on the county's projection of high service levels, which did not materialize this year. An amendment to the agency AOD (Alcohol and Other Drug) contract will provide some relief to the current cash flow issues. Attempts to secure a loan have not successful, but staff will continue to pursue. Construction for the rehabilitation at 544 Pearl Street is complete and paid for; occupancy should take place by the end of April 2009.*
4. *Highlights from the Executive Director's report include:*
  - *A presentation was made to the City of Salinas regarding our recent application for \$15,000 from CDBG funds for our SuperParents program. City staff is not recommending funding, yet a committee of city councilmember's will weigh in on the recommendations. At the encouragement of the Mayor, the Executive Director will work with the City's JPA representative to garner support for the grant.*
  - *The Executive Director, Finance Director and Director of Substance Abuse Services met with Behavioral Health Staff for preliminary discussions regarding the substance abuse contracts for FY 2009/10. Genesis House can expect static funding for the co-ed, perinatal and Prop. 36 contracts and a 20% reduction in the Prop. 36 perinatal program. DAISY and Off Main Clinic will also remain static.*
5. *The board approved the personnel committee's recommendation that Harvey Kuffner serve as Vice Chair for the remainder of this fiscal year.*

***A board retreat is scheduled for May 1, 2009 and will be held at the Shoreline Occupational Center from 9am – 4pm.***

***The next board meeting is scheduled for May 21, 2009 and will be held at the Oldemeyer Center immediately preceding the Annual Genesis House Graduation Ceremony.***

BOARD OF DIRECTORS

LEO LASKA  
CHAIR

SUE MCCLOUD  
VICE CHAIR

GARY BALES  
DAVID PENDERGRASS  
JOSEPH P. RUSSELL  
LIBBY DOWNEY  
JANE PARKER  
IAN OGLESBY  
BRUCE DELGADO



# MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

*Home of the Last Chance Mercantile*

## MEMORANDUM

RECEIVED

APR 23 2009

DEL REY OAKS  
CITY CLERK

DATE: April 21, 2009  
TO: Del Rey Oaks City Council  
FROM: Joseph Russell  
SUBJECT: Highlights of the April 17, 2009 Board Meeting

The highlights of the meeting are as follows:

- 1) Director Gary Bales, Pacific Grove representative, was recognized for his 40 years of continuous service on the District Board. He was appointed to the District Board in April 1969. He was presented with proclamations and resolutions from Congressman Sam Farr, Senator Abel Maldonado, Assemblyman Bill Monning, California Integrated Waste Management Boardmember John Laird, and Pacific Grove Mayor Pro Tem Vicki Stilwell. The Board adopted a Resolution of Appreciation for Director Bales recognizing his long tenure, sound advice and steady leadership during his service.
- 2) A report of the March 24, 2009 Finance Committee Meeting and of the April 6, 2009 Ad Hoc Personnel Committee was provided by Chair Laska summarizing discussion and recommendations of the committees.
- 4) The Board reviewed the Local Agency Formation Commission's Proposed Fiscal Year 2009/10 Budget and Work Plan. The District's contribution will be \$36,574 compared to a \$40,614 contribution for FY 2008/09. The contributions for Special Districts are set by State Law under an agreed upon formula.
- 5) The General Manager was authorized to sign an interim (6 to 18 months) agreement with Pacific Gas & Electric (PG&E) which will provide an average of 10 cents per kilowatt-hour for the short term sale of renewable power produced by two of the four District engine/generators which convert landfill gas to renewable power. Staff is still working on a ten year agreement to sell renewable power to PG&E.

If you have any questions or would like more information, please contact General Manager William Merry at 384-5313, or me.

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Joseph Russell, Director  
Monterey Regional Waste Management District