



CITY OF DEL REY OAKS

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

AGENDA

BUDGET WORKSHOP OF THE DEL REY OAKS CITY COUNCIL

TUESDAY, JUNE 26, 2012 AT 5:00 P.M.

CHARLIE BENSON MEMORIAL HALL, CITY HALL

1. 5:00 P.M. - ROLL CALL - *Council Members*
2. PLEDGE OF ALLEGIANCE
3. PUBLIC COMMENTS:
Anyone wishing to address the City Council on matters not appearing on the Agenda may do so now. The public may comment on any other matter listed on the Agenda at the time the matter is being considered. *There will be a time limit of not more than three minutes for each speaker. No action will be taken on matters brought up under this item and all comments will be referred to staff.*
4. **FISCAL YEAR 2012-2013 PROPOSED BUDGET AND RELATED DOCUMENTS**

Presentation by City Manager Dawson	<i>Discussion/Action Item</i>
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 - A. Adopt the Fiscal Year 2012-2013 City of Del Rey Oaks Budget
 1. Resolution 2012-06, A Resolution of the City Council of the City of Del Rey Oaks Establishing an Appropriations Limit for the Fiscal Year 2012-2013 Pursuant to Article XIII B of the California Constitution
 2. Resolution 2012-07, A Resolution Approving the Expenditure Plan of Funds from the Supplemental Law Enforcement Services Fund
 3. Resolution 2012-08, A Resolution of the City of Del Rey Oaks Establishing a Promotion Fund for the Fiscal Year 2012-2013
 4. Resolution 2012-09, A Resolution Adopting a Fee Schedule for Certain Charges for City Subdivisions, Planning and Related Services and Certain Charges for City Services.
 5. Resolution 2012-10, A Resolution of the City of Del Rey Oaks Establishing Salaries for the Fiscal Year 2012-2013
 6. Employment Agreement for City Manager

AGENDA
REGULAR MEETING OF THE CITY OF DEL REY OAKS CITY COUNCIL
TUESDAY, JUNE 26, 2012 AT 6:00 P.M.
CHARLIE BENSON MEMORIAL HALL, CITY HALL

1. 6:00 P.M. - ROLL CALL - *Council Members*

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4. CONSENT AGENDA:

Action Items

A. MINUTES:

1. May 22, 2012, Goal Setting Workshop and City Council Meeting
2. May 9, 2012 Regular Planning Commission Meeting-Cancelation notice

B. MONTHLY REPORTS:

1. Claims, May 2012
2. Financial, Budget vs. Actual May 2012/Comparison to 2011
3. Fire Department Response Report, May 2012
4. Police Activity Report, May 2012

C. MISCELLANEOUS

1. Resolution 2012-05, A Resolution Calling and Providing for a General Municipal Election to be Held in the City of Del Rey Oaks on Tuesday, November 6, 2012. At said election the seats of Mayor Edelen, Council Member Clark and Council Member Zuccaro will be up for election.

5. PRESENTATION:

A. Monterey Salinas Transit (MST)

Topic: Senior Taxi Discount Services FY 2012-2013

Presenter: Hunter Horvath

B. Transportation Agency of Monterey County

Topic: Tolling Study

Presenter: Debbie Hall

C. Base Realignment and Closure (BRAC)

Topic: Prescribed Burns

Presenter: Kris Dumage

6. OLD BUSINESS: None

7. NEW BUSINESS:

Action Items

- A. Resolution 2012-11, A Resolution of the City of Del Rey Oaks Adopting the Best Management Practices Guidance Series for the Management of Storm Water Runoff

8. STAFF REPORTS:

City Manager Report

9. MAYOR AND COUNCIL REPORTS

10. CORRESPONDENCE:

- A. Monterey Regional Waste Management District, Highlights of the Board Meeting

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

PUBLIC COMMENTS:

Anyone wishing to address the City Council on matters to be heard under closed session may do so now.

- A. Existing litigation pursuant to Government Code Section 54956.9(a), City of Del Rey Oaks v. Federal/JER Associates, LLC et al., Monterey County Superior Court Case No. M107509.

- B. Conference with Real Property Negotiator
Property: 17.7 acres of property located on the north side of Canyon Del Rey Road near Highway 68 (APN 259-011-025).
Negotiating Party: Monterey Regional Parks District
Under Negotiation: Price and Terms of Payment

12. SET NEXT MEETING DATE: Establish **Tuesday, July 24, 2012**, at 6:00 P.M. as the date and time of the Council's next regular meeting.

13. ADJOURNMENT

Information distributed to the Council at the meeting becomes part of the public record. A copy of written material, pictures, etc. must be provided to the secretary for this purpose.

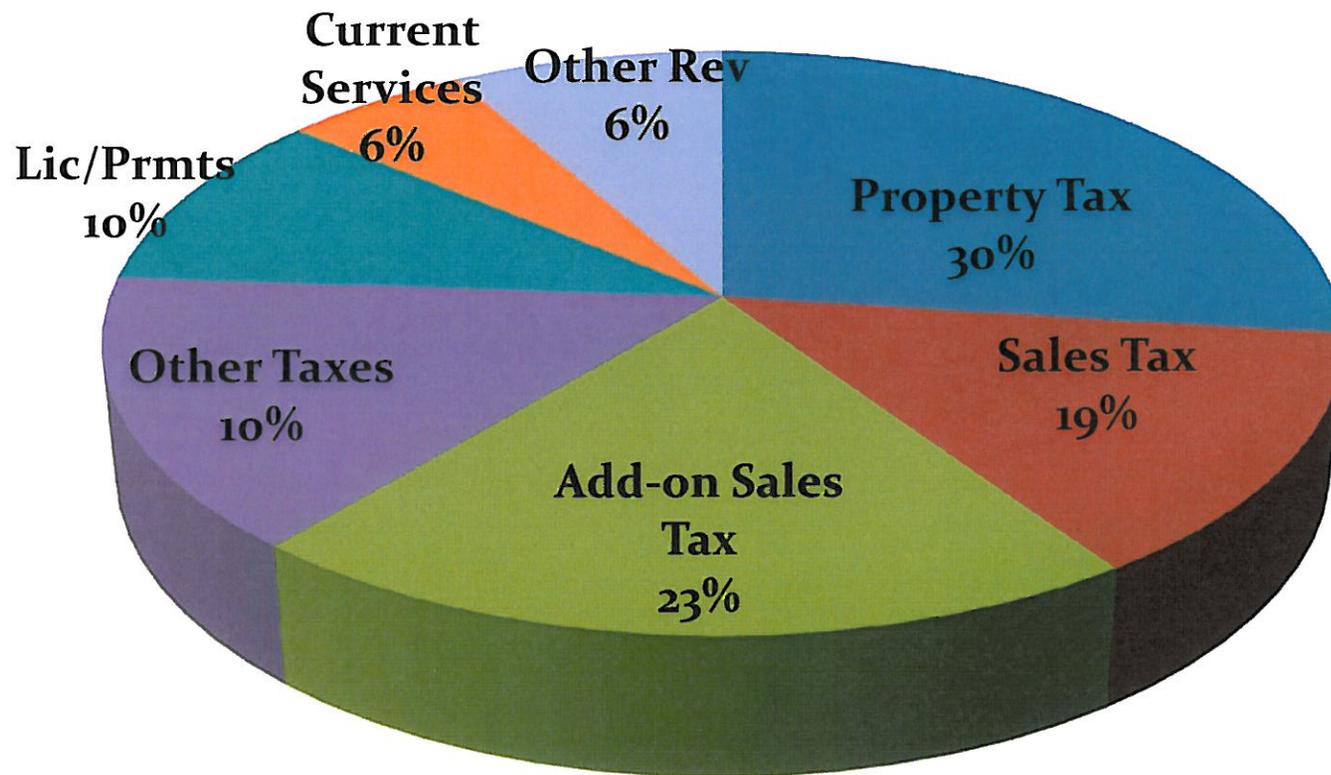
All enclosures and materials regarding these agenda items are available for public review at the Del Rey Oaks City Hall, 650 Canyon Del Rey Road, Del Rey Oaks.



Budget - Sources and Timing

- Revenue by Source
- Revenue Timing
- Revenue Flow Chart
- Expenses by Category
- Expense Timing
- Expense Flow Chart

Revenue Sources



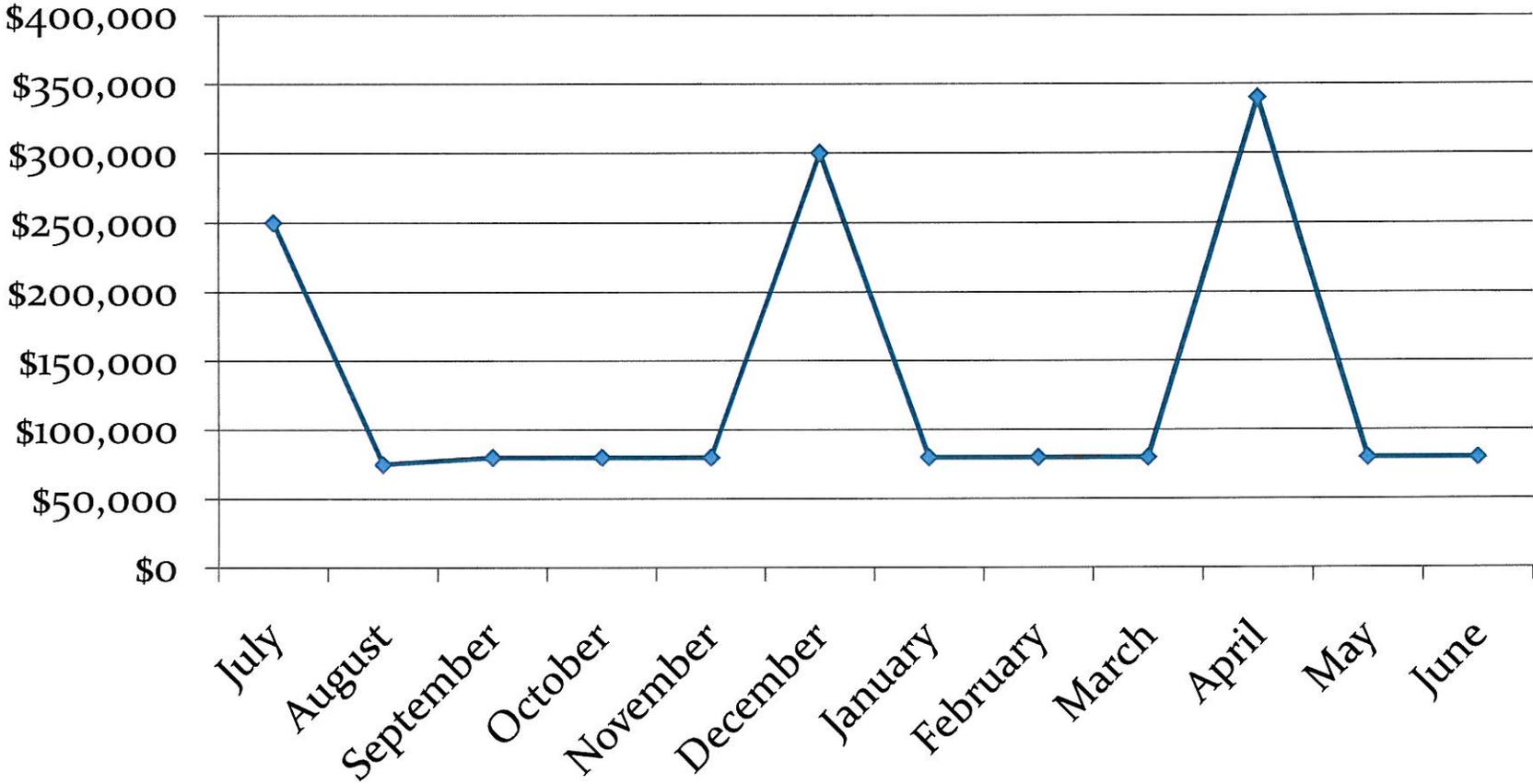


Revenue Timing

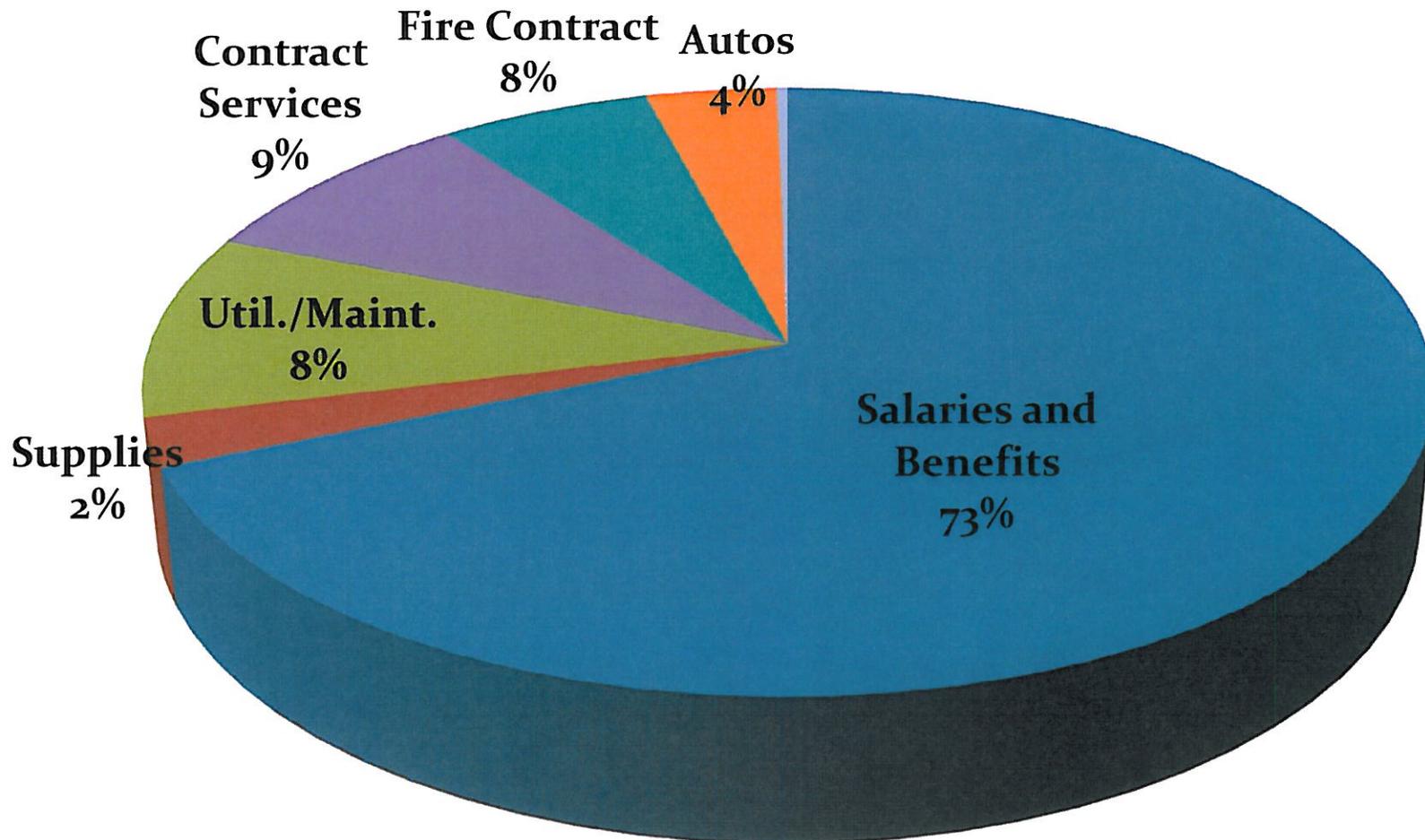
- Property Tax: 50% in December and 50% in April
- Sales and Use Taxes: Monthly
 - 2-3 Month delay
 - ie Apr-May-June (2nd Qtr 2010) received mid Aug
 - Apr – Advance
 - May – Advance
 - June – Actual plus “Clean-up” payment +/-
- Business Licenses: 95% in July
- Franchise Fees: Most in April



REVENUE FLOW CHART



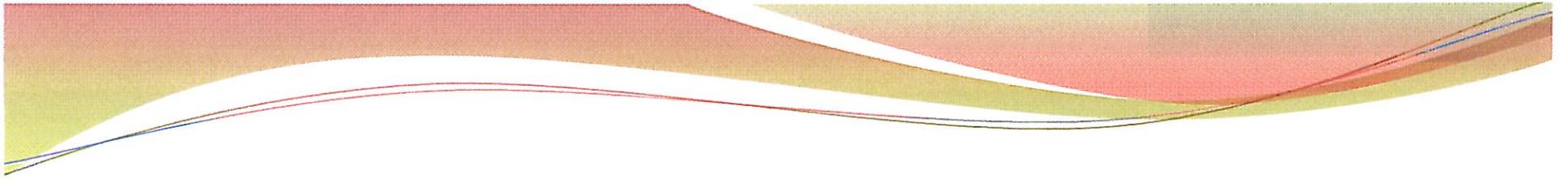
Expenses by Category



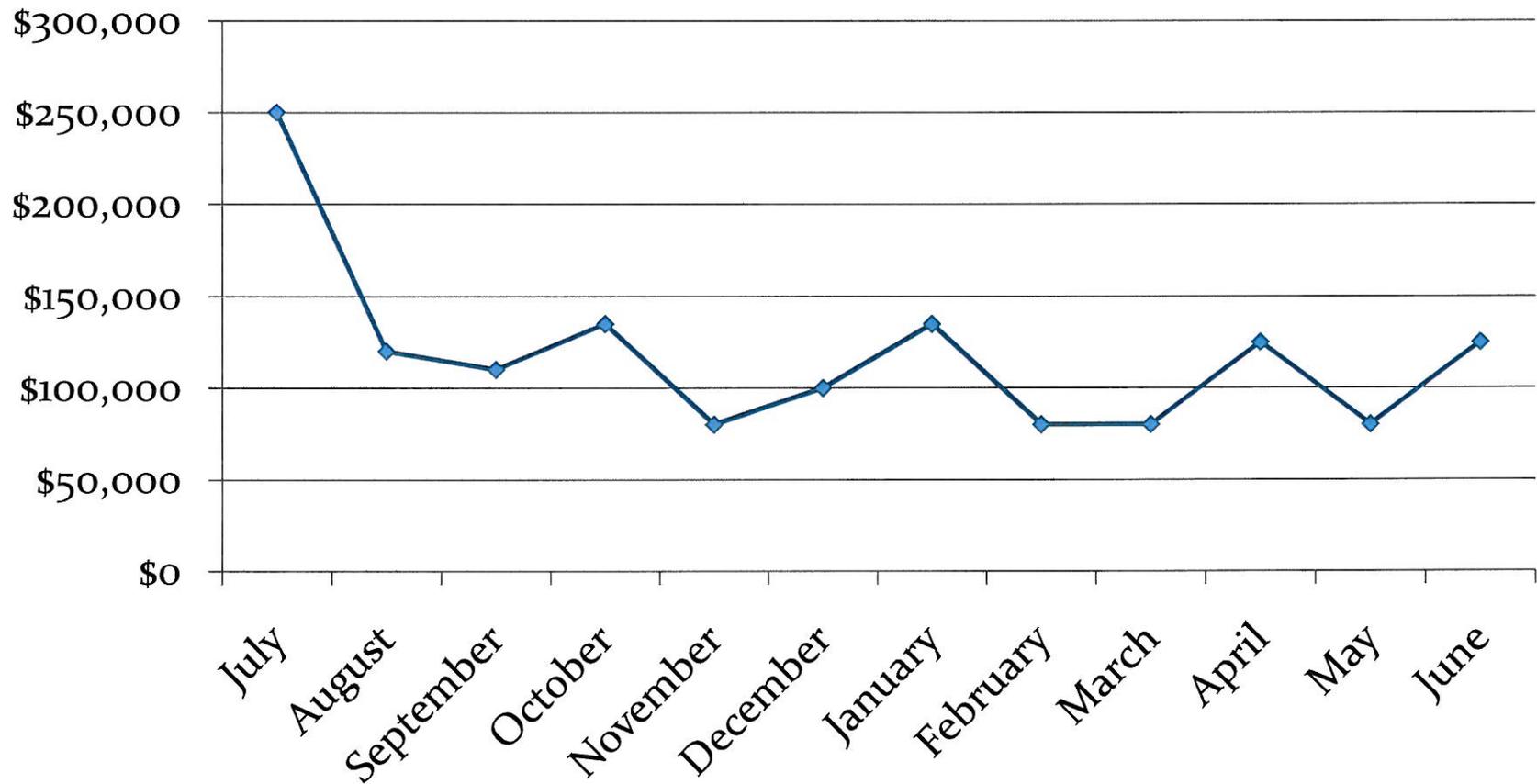


Expense Timing

- County Dispatch Services for Fiscal Year: July
- Insurance Premiums: 35% in July
- Membership Dues: July
- Payroll: Event OT and PD Reserves July/August
- Fire Contract: Quarterly
- Audit Expense: January and February



EXPENSE FLOW CHART

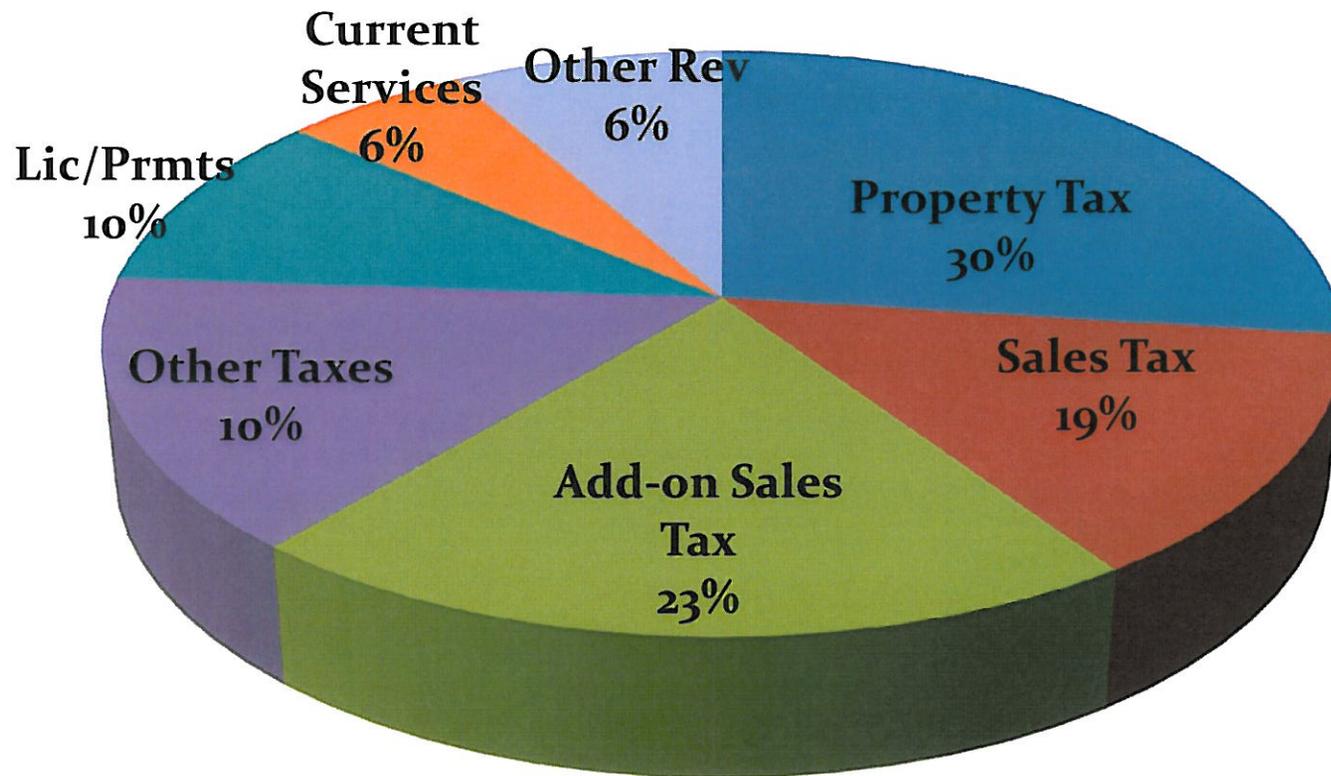




Budget FY 2012/13

- Revenue by Source
- Budget vs Actual 2011-12
- Expenses by Category
- Proposed FY 2012-13 Budget

Revenue Sources

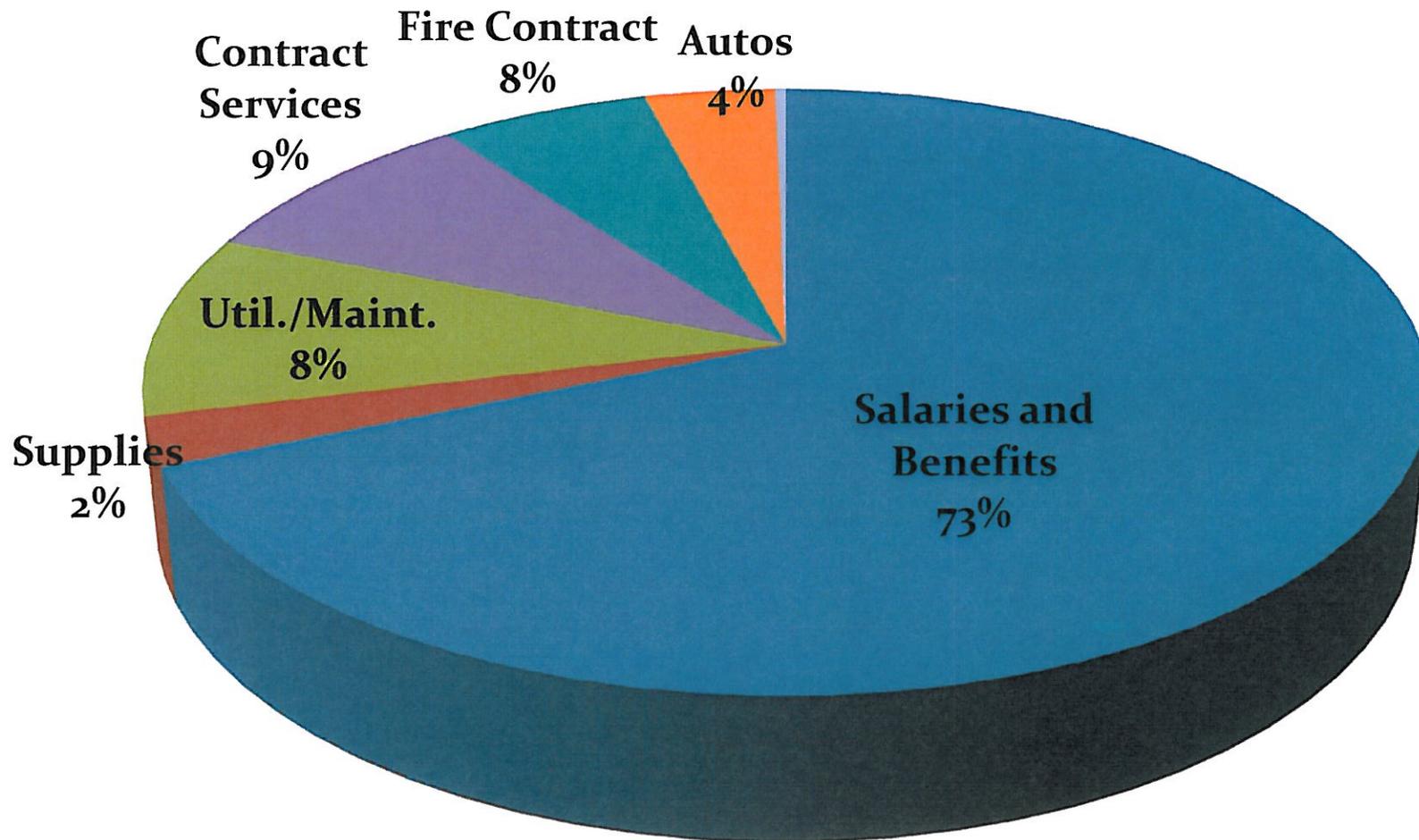


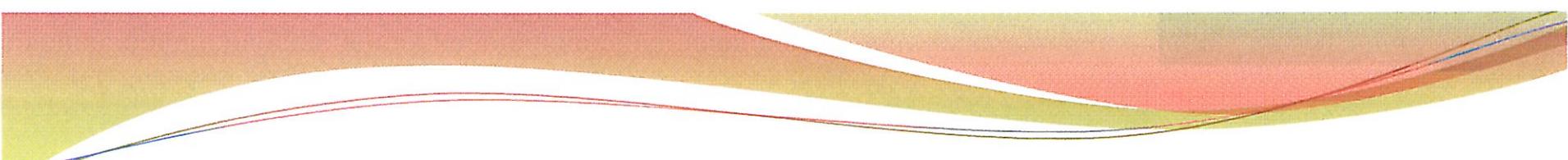


Budget vs Actual FY 2011-12

- **REVENUE:** Budget \$1,899,723 vs \$2,016,940 Plus 6%
 - Property Taxes
 - Budget \$568,929 vs Actual \$552,300 Minus (3%)
 - Sales Taxes
 - Budget \$721,634 vs Actual \$723,679
 - Other Revenue
 - Budget \$609,160 vs Actual \$740,961 Plus 22%

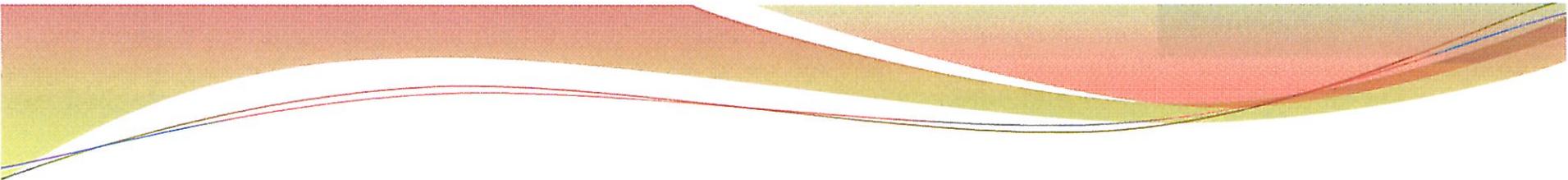
Expenses by Category





Budget vs Actual FY 2010-11

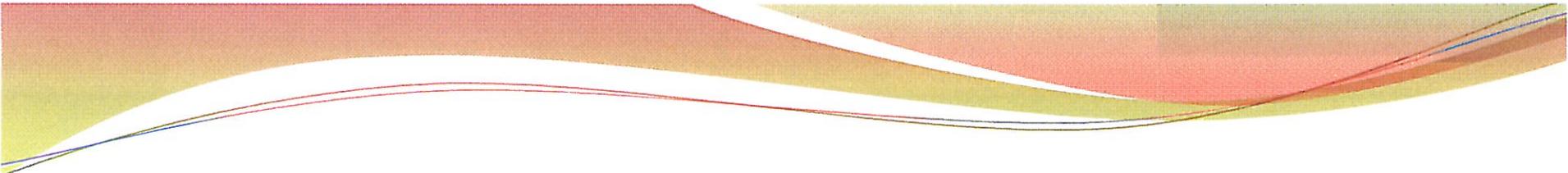
- **EXPENSES:** Budget \$1,901,149 vs Actual \$1,955,369 Plus 3%
 - Salaries & Benefits
 - Budget \$1,453,752 vs \$1,450,310
 - Utilities & Maintenance
 - Budget \$174,796 vs Actual \$172,736 Minus 1%
 - Contract Outside Services
 - Budget \$272,601 vs Actual \$295,053 Plus 8%



Budget FY 2011-12

The Bottom Line for FY 2011-12

- Revenue \$ 2,016,940
- Expense \$ 1,955,369
 - Overall \$61,571 available to Reserves/Capital Projects Fund



Proposed Budget FY 2012-13

- Actual FY 2011-12 Revenue minus 1x revenue
- Overall Expenses slightly higher than FY 2011-12
- Revenue \$1,953,005 and Expenses \$1,931,415
 - Overall \$21,590 Positive Balance

City of Del Rey Oaks FY 2012-13 Budget

Personnel Expenses

2% @55 Safety Members
2% @60 Misc. Members

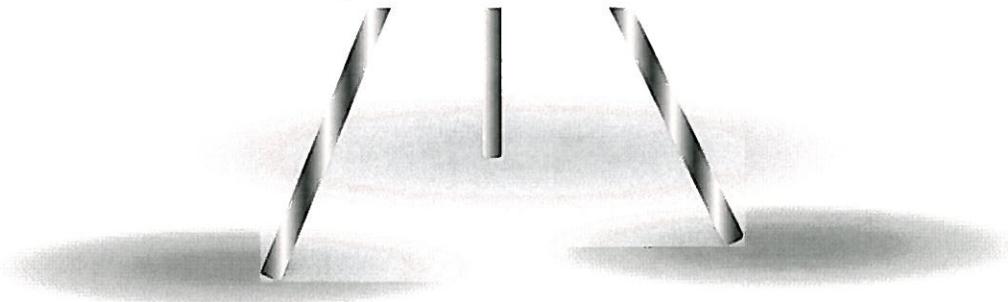
Reduction in Public Works by 1
employee due to Disability Retirement.
Savings = \$55k: (\$75k-\$20K add for
temp help)

Salary increases within existing Salary
Schedule 5%

Contract Increases of 3% COP and
11.5% CM

Total Cost of Increases: **\$ 44K**

Net Savings = \$11K



Salaries/Benefits FY 2012-13

Name	Position	Net Change	Monthly	Annual	CITY		5% by City		Health	Dental	VSP	Medicare	Uniform	TOTAL Month	TOTAL YEAR
					PERS 1	PERS 3									
PD															
Langford - COP	Chief	\$300	\$10,500	\$ 126,000	\$2,919	\$525	\$1,454	\$180	\$25	\$85	\$85	\$85	\$15,773	\$189,276	
Borquin - Sgt	Sergeant	\$268	\$5,616	\$ 67,392	\$1,561	\$281	\$1,119	\$116	\$14	\$85	\$85	\$85	\$8,877	\$106,525	
Olmos - OFF	Officer	\$244	\$5,094	\$ 61,128	\$1,416	\$255	\$549	\$58	\$9	\$85	\$85	\$85	\$7,551	\$90,610	
Young	Officer	\$244	\$5,094	\$ 61,128	\$1,416	\$255	\$1,454	\$180	\$25	\$85	\$85	\$85	\$8,594	\$103,126	
Nguyen	Officer	\$244	\$5,094	\$ 61,128	\$1,416	\$255	\$1,119	\$116	\$14	\$85	\$85	\$85	\$8,184	\$98,206	
Muse	Officer	\$244	\$5,094	\$ 61,128	\$1,416	\$255	\$1,454	\$180	\$25	\$85	\$85	\$85	\$8,594	\$103,126	
Admin															
				\$ -											
Dawson - CM	City Manager	\$1,500	\$12,500	\$ 150,000	\$1,013	\$625	\$1,454	\$180	\$25	\$85	\$0	\$0	\$15,882	\$190,578	
Carvalho - DCC	Deputy CC	\$248	\$5,207	\$ 62,484	\$422	\$260	\$1,119	\$58	\$9	\$85	\$0	\$0	\$7,160	\$85,921	
Minami - DCC	Deputy CC	\$236	\$4,959	\$ 59,508	\$402	\$248	\$1,454	\$180	\$25	\$85	\$0	\$0	\$7,353	\$88,232	
PW															
Serrano	Public Works	(\$4,284)	\$0	\$ -	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Johnson	Public Works	\$202	\$4,284	\$ 51,408	\$347	\$214	\$1,119	\$116	\$14	\$85	\$10	\$10	\$6,189	\$74,270	
													\$0		
Total FT Salaries/Benefits		(\$554)	\$ 63,442	\$ 761,304	\$12,328	\$3,172	\$12,295	\$1,364	\$185	\$1,000	\$520	\$520	\$94,306	\$1,129,870	
													W/C, Reserves, OT, Temp	\$287,981	
PERS Rates:															\$1,417,851
Police 27.8%			PW	(\$48,984)	(\$347)	(\$214)	(\$1,119)	(\$116)	(\$14)	(\$85)	(\$10)	(\$10)	(\$1,905)	(\$71,844)	
Miscellaneous 8.1%															

City of Del Rey Oaks
FY 2012-13 Budget

Revenue	ADOPTED FY 2011-12 Budget (Opt2)	Actuals	% Budget	Proposed FY 2012-13 Budget
3105 · P/T-SECURED	341,618	\$329,470	96%	330,100
3107 · P/T-UNITARY TAX	5,666	\$6,170	109%	6,100
3108 · PRIOR UNITARY TAX	0		0%	0
3110 · P/T-UNSECURED	13,736	\$13,486	98%	13,500
3120 · P/T-SB813	2,850	\$4,206	148%	4,200
3130 · P/T-PRIOR SECURED	16,652	\$10,171	61%	10,000
3132 · PRIOR UNSECURED	0	\$37	0%	0
3135 · PROPERTY TAX - VLF	115,208	\$110,922	96%	112,000
3140 · P/T-INT/PENAL	176	\$202	115%	200
3145 · P/T - ADMINISTRATIVE FEE	-7,946	-\$7,137	90%	-7,145
TOTAL PROPERTY TAXES	487,960	\$467,527	96%	468,955
3202 · MANDATED COSTS	0	\$0		0
3205 · SALES TAX	275,468	\$278,456	101%	280,000
3206 · SALES TAX IN LIEU - 3-FLIP	80,969	\$84,773	105%	85,000
3208 · Sales Tax - Add On	446,166	\$445,223	100%	445,000
3209 · COP MONIES	100,000	\$100,000	100%	100,000
3210 · PROPERTY TRANSFER TAX	3,360	\$3,244	97%	3,500
3220 · GAS FRANCHISES	4,944	\$4,770	96%	5,000
3225 · ELECTRIC FRANCHISES	16,497	\$17,371	105%	17,500
3235 · GARBAGE FRANCHISES	40,467	\$42,320	105%	43,500
3240 · CABLE TV FRANCHISES	24,212	\$22,340	92%	22,000
3245 · WATER FRANCHISES	7,873	\$9,004	114%	9,000
3851 · SEWER IMPACT	8,615	\$8,650	100%	9,000
TOTAL OTHER TAXES	1,008,571	\$1,016,151	101%	1,019,500

City of Del Rey Oaks

FY 2012-13 Budget

	ADOPTED	Actuals	% Budget	Proposed
3301 · BUSINESS LICENSES	174,397	\$170,157	98%	172,000
3305 · BUILDING PERMITS	8,288	\$20,218	244%	20,000
3310 · PLAN CHECK FEES	3,715	\$7,494	202%	7,500
3315 · STREET OPENING PERMITS FEES	630	\$500	79%	500
3325 · PLUMBING PERMITS	1,764	\$700	40%	1,000
3330 · ELECTRICAL PERMITS	735	\$800	109%	1,000
3340 · ENVIRON ASSESS FEES/PERMIT	0	\$99		100
3342 · DEVELOPER PYMT FEES/PERMITS	0	\$0		0
3345 · OTHER LICENSES/PERMITS	500	\$258	52%	500
TOTAL LICENSES & PERMITS	190,028	\$200,226	105%	202,600
3401 · VEHICLE CODE FINES	17,073	\$13,644	80%	17,500
3415 · OTHER COURT FINES	0	\$0		0
TOTAL FINES & FORFEITURES	17,073	\$13,644	80%	17,500
3501 · INTEREST EARNED	2,755	\$775	28%	800
OTHER AGENCY REVENUE				
3602 · MOTOR VEHICLE LICENSE FEE(MVLF)	5,106	\$3,488	68%	3,500
3603 · OFF HIGHWAY	0	\$0		0
3604 · HOPTR	1,276	\$1,177	92%	1,200
3605 · VEHICLE LICENSE COLLECTION	0	\$819		800
3620 · PROP 172	6,410	\$9,809	153%	9,000
3624 · POST REIMBURSE	0	\$0		0
3648 · GRANTS	8,000	\$117,500	1469%	8,000
3649 · TRAFFIC CONGESTION RELIEF-AB438	4,337	\$0	0%	4,500
3655 · POLICE GRANTS OTHER AGENCIES	8,400	\$0	0%	0
TOTAL OTHER AGENCY REVENUE	33,529	\$132,793	396%	27,000
3703 · USE PERMITS	4,436	\$4,130	93%	4,500

City of Del Rey Oaks
FY 2012-13 Budget

	ADOPTED	Actuals	% Budget	Proposed
3704 · MAPS/PUBLICATIONS	163	\$615	378%	450
3706 · RENTAL INCOME	9,824	\$1,701	17%	45,000
3707 · POLICE REPORTS	854	\$1,486	174%	1,200
3709 · PROPERTY INSPECTIONS	1,995	\$1,700	85%	2,000
3710 · POLICE SERVICES	15,398	\$23,233	151%	21,000
3711 · PUBLIC EVENTS	47,544	\$61,850	130%	58,000
3712 · MISCELLANEOUS SERVICES	7,545	\$12,978	172%	12,500
3715 · PD DONATIONS	5,250	\$8,961	171%	5,000
TOTAL CURRENT SERVICES	93,009	\$116,654	125%	149,650
3801 · PARK RENTAL	5,460	\$3,620	66%	5,000
3802 · RV RENTAL PARKS	25,846	\$30,173	117%	25,000
TOTAL PARKS/RECREATION	31,306	\$33,793	108%	30,000
3610 · GAS TAX 2107	18,864	\$18,824	100%	20,000
3612 · GAS TAX 2106	7,618	\$7,521	99%	7,000
3614 · GAS TAX 2107.5	1,050	\$2,002	191%	2,000
3616 · GAS TAX 2105	7,960	\$7,030	88%	8,000
TOTAL GAS TAXES	35,492	\$35,377	100%	37,000
Total Operating Revenues	\$1,899,723	\$2,016,940	106%	\$1,953,005
Expense				
10009 · OVERTIME	20,000	\$14,015	70%	25,000
10010 · SALARIES	843,528	\$855,220	101%	793,851
100101 · COUNCIL MEMBER STIPEND	6,000	\$6,000	100%	6,000
100103 · RESERVES SALARY	30,000	\$23,748	79%	25,000

City of Del Rey Oaks
FY 2012-13 Budget

	ADOPTED	Actuals	% Budget	Proposed
10011 · PERS	157,260	\$152,260	97%	185,000
10012 · MEDICARE	12,000	\$12,211	102%	14,000
10013 · DENTAL EXPENSE	29,019	\$26,577	92%	18,000
10014 · HEALTH INS	165,864	\$162,344	98%	160,000
10015 · VISION INS	1,581	\$1,852	117%	2,500
10016 · WORKERS COMP	175,000	\$186,098	106%	175,000
10120 · UNIFORM ALLOWANCE	5,500	\$5,750	105%	5,500
10130 · WELLNESS INCENTIVE	8,000	\$4,235	53%	8,000
TOTAL SALARIES & BENEFITS	1,453,752	\$1,450,310	100%	1,417,851
20100 · PAYROLL EXPENSE	1,951	\$1,831	94%	1,951
20119 · BANK SERVICE CHARGES	1,583	\$2,380	150%	2,000
20121 · MATERIALS/SUPPLY	21,500	\$15,628	73%	21,500
20123 · AMMUNITION	5,000	\$16,965	339%	7,500
20160 · OFFICE SUPPLIES	12,000	\$9,975	83%	12,000
20161 · SPECIAL SUPPLY POLICE	5,000	\$12,203	244%	25,000
TOTAL SUPPLIES	43,500	\$54,771	126%	66,000
20122 · REPAIR/MAINTENANCE	24,315	\$24,307	100%	25,000
20126 · STREET SWEEPING	0	\$5,013	#DIV/0!	6,000
20127 · GABILAN CREW	2,052	\$4,395	214%	7,500
20131 · UTILITIES/PGE	7,252	\$10,288	142%	10,000
20132 · UTILITIES/WATER	2,470	\$3,213	130%	3,500
20140 · TELEPHONE / INTERNET	13,791	\$8,866	64%	12,000
20145 · WEBSITE DESIGN & MAINTENANCE	4,500	\$760	17%	1,500
20163 · BACKGROUND-TESTING	0	\$0	#DIV/0!	0
20168 · POSTAGE / SHIPPING	1,837	\$2,867	156%	3,500
20170 · TRAVEL/CONFERENCE	11,298	\$8,140	72%	9,000
20171 · MEMBER/DUES/CONTRIBUTIONS	9,573	\$14,325	150%	20,000
20172 · AD/PROMOTION CITY CNCL	2,111	\$3,094	147%	3,500
20173 · LEGAL ADVERT NON-DEPT	215	\$119	55%	215
20174 · BOOK/PERIODICAL	140	\$30	21%	140

City of Del Rey Oaks
FY 2012-13 Budget

	ADOPTED	Actuals	% Budget	Proposed
20175 · MEETING CITY CNCL	952	\$334	35%	952
TOTAL MISCELLANEOUS	80,506	\$85,751	107%	102,807
201761 · PERSONNEL MANUAL	0	\$0		0
20176 · PRINTING / PUBLICATIONS - Other	0	\$0		0
TOTAL	0	\$0		0
20178 · TRAINING POLICE	8,632	\$11,345	131%	10,000
20181 · OTHER PERMITS PW/ENGR	3,735	\$4,200	112%	6,500
30044 · LIABILITY/PROP NON-DPT	25,000	\$25,000	100%	20,000
30113 · CONTRACTUAL AUDIT	25,000	\$28,685	115%	25,000
30115 · DATA PROCESSING	3,850	\$5,692	148%	3,850
30116 · CONTRACTUAL SVCS PLANNING / ENG	2,500	\$11,739	470%	9,000
30119 · CONTRACTUAL SVCS - LEGAL	9,992	\$4,511	45%	12,000
30120 · CONTRL RETAINER LEGAL	10,360	\$10,643	103%	12,000
30126 · JANITORIAL FUND	3,250	\$2,850	88%	3,250
30127 · RADIO DISPATCH POLICE	38,260	\$40,106	105%	45,000
30165 · COMM HUM SERV NON-DEPT	3,057	\$3,100	101%	3,200
TOTAL OUTSIDE SERVICES	133,636	\$147,871	111%	149,800
30181 · AUTO OPS - SUPPLIES / EQUIP	1,160	\$415	36%	1,100
30182 · AUTO OPS - FUEL	18,393	\$25,919	141%	27,500
30190 · AUTO REPAIR/MAINTENANCE	9,357	\$19,017	203%	9,000
600001 - Auto Lease Payments	12,250	\$12,470	102%	9,200
TOTAL AUTOS	41,160	\$57,821	140%	46,800
30183 · FUND JAIL & PRISONER	1,238	\$1,086	88%	1,250
30184 · ACJIS SYSTEM POLICE	5,405	\$5,775	107%	5,405
30187 · ANIMAL REGULATION FIRE	2,724	\$2,308	85%	3,000
301861 · FIRE SEASIDE	116,000	\$125,643	108%	130,000
TOTAL FIRE/Police Misc.	125,367	\$134,812	108%	139,655

City of Del Rey Oaks
FY 2012-13 Budget

	ADOPTED	Actuals	% Budget	Proposed
30219 · S.M.I.P.	51	\$99	194%	51
30230 · STREET LIGHTING	14,163	\$14,146	100%	16,000
30231 · STORM WATER PROJECT - PHASE 4	5,480	\$9,788	179%	8,500
TOTAL Street and Storm Water	19,694	\$24,033	122%	24,551
Total Operating Expenses	\$1,901,149	\$1,955,369	103%	\$1,951,415
<i>Total Revenue - Expenses</i>	(\$1,427)	\$61,571		\$1,590
Capital Outlay Budget 2010-11	Capital Outlay Budget 2011-12			
3627 - 2002 Parks Resources Bond Act	\$0			\$0
3720 - Portola/Carlton (Prop 1B) CIP	\$400,000			\$0
3730 - Portola/Work Walkway (MPRPD)	\$0			\$0
Transfer in to match 3730	\$0			\$0
	\$400,000			\$0
50430 - Portola/Carlton (Prop 1B)	\$400,000			\$0

RESOLUTION NO. 2012-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL REY OAKS ESTABLISHING AN APPROPRIATIONS LIMIT FOR THE FISCAL YEAR 2012-2013 PURSUANT TO ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION

-oOo-

WHEREAS, Article XIII B of the California Constitution provides that the total annual appropriations subject to limitation of each governmental entity, including this City, shall not exceed the appropriation limit of such entity of government for the prior year adjusted for changes in the cost of living or personal income and population, except as otherwise provided for in said Article XIII B and implementing State statutes; and

WHEREAS, pursuant to said Article XIII B of said California Constitution, and 7900 *et seq.* of the California Government Code, the City is required to set its appropriations limit for each fiscal year; and

WHEREAS, the City Council of the City of Del Rey Oaks has interpreted the technical provisions of said Proposition 4 computations and has caused a technical review to be made of the documentation for the City's said appropriation limitation, and has caused the numbers upon which the City's appropriation limit was and is based to be calculated on the basis of increase in city or county population; and

WHEREAS, based on such calculations the City Clerk has determined the said appropriation limit and pursuant to Section 7910 of said California Government Code has made available to the public the documentation used in the determination of said appropriation limit;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Del Rey Oaks, California that said appropriation limit for fiscal year 2012-2013 shall be and is hereby set in the amount of \$3,312,328.43 for said fiscal year.

PASSED AND ADOPTED at a regular meeting of the Del Rey Oaks City Council duly held on June

26, 2012, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

Jerry B. Edelen, Mayor

ATTEST:

Daniel Dawson, City Clerk

CITY OF DEL REY OAKS
 APPROPRIATIONS LIMIT WORKSHEET FOR FY 2012-2013

	AMOUNT	SOURCE
A. LAST YEAR'S LIMIT	\$3,170,746.39	Prior Year
B. ADJUSTMENT FACTORS		
1. Populations	1.0067	State Dept of Finance
2. Inflation	1.0377	State Dept of Finance
	1.0446526	(B1*B2)
Total Adjustment %	\$0.0446526	(B1*B2-1)
C. ANNUAL ADJUSTMENT	\$141,582.04	(B*A)
D. OTHER ADJUSTMENTS:		
Lost Responsibility (-)	0	
Transfer to private (-)	0	
Transfer to fees (-)	0	
Assumed Responsibility (+)	0	
Sub-total	0	
E. TOTAL ADJUSTMENTS	\$141,582.04	(C+D)
F. THIS YEAR'S LIMIT	\$3,312,328.43	(A+E)



May 2012

Dear Fiscal Officer:

Subject: Price and Population Information

Appropriations Limit

The California Revenue and Taxation Code, Section 2227, mandates the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2012, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2012-2013. Enclosure I provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2012-2013 appropriations limit. Enclosure II provides city and unincorporated county population percentage changes, and Enclosure IIA provides county and incorporated areas' summed population percentage change. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. Consult the Revenue and Taxation Code, Section 2228 for further information regarding the appropriations limit. You can access the Code from the following website: "<http://www.leginfo.ca.gov/calaw.html>" check box: "Revenue and Taxation Code" and enter 2228 for the search term to learn more about the various population change factors available to special districts to calculate their appropriations limit. Article XIII B, Section 9(C), of the State Constitution exempts certain special districts from the appropriations limit calculation mandate. Consult the following website: "http://www.leginfo.ca.gov/const/article_13B" for additional information. Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this issue should be referred to their respective county for clarification, or to their legal representation, or to the law itself. No State agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. Revenue and Taxation Code Section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2012.**

Please Note: Prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

ANA J. MATOSANTOS

Director

By:

MICHAEL COHEN

Chief Deputy Director

Enclosures

May 2012

Enclosure I

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost-of-living factor to compute their appropriation limit by a vote of their governing body. The cost-of-living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the 2012-2013 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2012-2013	3.77

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2012-2013 appropriation limit.

2012-2013:

Per Capita Cost of Living Change = 3.77 percent
 Population Change = 0.68 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.77 + 100}{100} = 1.0377$

Population converted to a ratio: $\frac{0.68 + 100}{100} = 1.0068$

Calculation of factor for FY 2012-2013: $1.0377 \times 1.0068 = 1.0448$

$$\frac{.67 + 100}{100} =$$

Enclosure II
Annual Percent Change in Population Minus Exclusions
January 1, 2011 to January 1, 2012 and Total Population, January 1, 2012

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
	2011-2012	1-1-11	1-1-12	1-1-2012
Monterey				
Carmel-By-The-Sea	0.70	3,737	3,763	3,763
Del Rey Oaks	0.67	1,631	1,642	1,642
Gonzales	0.60	8,220	8,269	8,269
Greenfield	0.70	16,396	16,510	16,510
King City	0.66	12,942	13,028	13,028
Marina	1.20	19,758	19,996	19,996
Monterey	0.77	23,707	23,889	28,460
Pacific Grove	0.74	15,107	15,219	15,219
Salinas	0.94	150,989	152,401	152,401
Sand City	0.60	335	337	337
Seaside	1.21	28,642	28,989	33,160
Soledad	0.87	15,773	15,910	26,239
Unincorporated	0.90	100,159	101,059	101,644
County Total	0.91	397,396	401,012	420,668

(*) Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

RESOLUTION NO. 2012-07

A RESOLUTION APPROVING THE EXPENDITURE PLAN OF FUNDS FROM THE SUPPLEMENTAL
LAW ENFORCEMENT SERVICES FUND

-oOo-

WHEREAS, SB 736 provides for the allocation of funds from the Supplemental Law Enforcement Services Fund for distribution to counties through the Citizens' Option for Public Safety (COPS) Program for further distribution to local agencies;

WHEREAS, SB 736 prohibits said distribution by counties until a city provides a spending plan for said funds, which must be spent for front-line law enforcement services;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Del Rey Oaks that it does hereby approve the expenditure of funds received from the Supplemental Law Enforcement Services Fund through the Citizens' Option for Public Safety (COPS) Program, for the following:

1. Continued employment of a full-time police officer who was hired with said funds previously received.
2. Un-programmed overtime for police officers.
3. Un-programmed training for police officers.

PASSED AND ADOPTED by the City Council of the City of Del Rey Oaks at a regular meeting duly held on June 26, 2012 by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

Jerry B. Edelen, Mayor

ATTEST:

Daniel Dawson, City Clerk

RESOLUTION NO. 2012-08

A RESOLUTION OF THE CITY OF DEL REY OAKS ESTABLISHING A PROMOTION FUND FOR
THE FISCAL YEAR 2012-2013

-oOo-

BE IT RESOLVED by the City Council of the City of Del Rey Oaks, as follows:

That for the promotion and advertising of the City for the fiscal year 2012-2013 there is appropriated the sum of \$1,500.00, payable at the monthly rate of \$125.00, which shall be paid to the Mayor, for his discretionary use, as other claims are paid by the City. Said sum shall be paid monthly without itemization. Said sum shall be charged to the Advertising and Promotion Funds of said City.

PASSED AND ADOPTED at a regular meeting of the Del Rey Oaks City Council duly held on June 26, 2012, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

Jerry B. Edelen, Mayor

ATTEST:

Daniel Dawson, City Clerk

RESOLUTION NO. 2012-09

A RESOLUTION ADOPTING A FEE SCHEDULE FOR CERTAIN CHARGES FOR CITY SUBDIVISION,
PLANNING AND RELATED SERVICES AND CERTAIN CHARGES FOR CITY SERVICES

-oOo-

BE IT RESOLVED by the City Council of the City of Del Rey Oaks that attached Exhibit A Planning and Related Fee Schedule for subdivisions, planning and other related services furnished by the City, is hereby adopted, effective July 1, 2012.

PASSED AND ADOPTED by the City Council of the City of Del Rey Oaks at a regular meeting duly held on June 26, 2012, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

Jerry B. Edelen, Mayor

ATTEST:

Daniel J. Dawson, City Clerk

CITY OF DEL REY OAKS FEE SCHEDULE		FEE
Planning		
Architectural Review Committee Review:		
	Commercial	
	Major	(New commercial) \$1,990
	Minor	(Commercial additions, remodels, exterior tenant improvements, \$620
	Residential	
	Major	(New one or two-story buildings, or second-story additions) \$840
	Minor	(One-story additions, exterior alterations to one-story buildings or one-story of a two-story) \$200
Architectural Review Committee Sign Review:		
	Major	(Large monument signs, multiple freestanding signs, pole signs, internally illuminated signs) \$680
	Minor	(All signs not included above) \$120
Architectural Review/Solar Panels		No Fee
Appeal Fees		
	Appeals of Planning Commission Decisions to City Council	\$370
	Appeals of Staff Decisions/Home Occupation Permits	\$170
Environmental Review		
	Environmental Impact Report	contract price + 17%
	Environmental Initial Study Leading to a Negative Declaration (Excludes Fish and Game Fee and technical studies)	\$3,570
	Environmental Exemption	\$60
Use Permits		
	Master	(Projects requiring environmental review and/or multiple permits) \$4,000 deposit
	Major	(Commercial, industrial, multi-family) \$2,990
	Minor	(Single-family residential uses) \$820
Permits		
	Home Occupation (Business) Permit due every year	\$150
	Home Occupational Use Permit Application Fee	\$10
	Permit Extension	\$780
	Reopen Permit	\$850
	Special Permits (Temporary use)	\$280
	Special Sign Permit (Temporary window/banner sign)	\$170
	Investigative fee for work without permit(s)	Cost of the permit
	Missed Inspections or work not complete	\$95/hour
	Electrical/Plumbing/Mechanical Permit	\$120
	Grading Permit Fee	\$120
	Tree Removal/Significant Alteration Permit	\$25
	Residential Property Inspections Reports - Single Family Dwelling	\$150
Variance Permit		
	Master	(Multiple variances for commercial, multi-family or industrial projects) \$1,410
	Major	(One variance {coverage, height, parking adjustments} for commercial, multi-family or industrial sites) \$980
	Minor	(One variance - residential fences, setbacks, parking, etc.) \$820
Engineering		
	Encroachment Permit (Residential)	\$195
	Encroachment Permit (Commercial)	\$300 plus 2% of cost of public improvements requires plan check
	Street Opening Permit (Residential)	\$195
	Street Opening Permit (Commercial)	\$300 plus 2% of cost of public improvements requires plan check
	Driveway, Curb, Gutter, Sidewalk Permit	\$150
	Construction Activity Road Impact Fee	1% of the sum of the building permit's project valuation
	Storm Water Review & Inspection Fee	\$250 plus \$95/hour for plan review & inspection

CITY OF DEL REY OAKS FEE SCHEDULE		FEE
Zoning Permits		
R-1 District		\$100
D District (Condo.)		\$100
Hotel/motel/multi-family		\$200
	1-7 units	\$925
	8-36 units	\$125/unit
	>36 units	Negotiated fee for cost of service
Commercial & Industrial		
	<15,000 sf	\$500+140 K/sf
	>15,000	Negotiated fee for cost of service
Additional meetings		\$400
Reclassification or Rezoning		
	Major text (alterations of existing sections)	\$1,500 Deposit/cost of service
	Minor text (addition of new section)	\$1,000/1st section charged+\$300 for each additional section
Standard Subdivision Map		
	Tentative	\$1,800 + \$100/lot
	Exceptions	\$700/lot w/exceptions
	Minor	\$1,600
	Exceptions	\$700/lot w/exceptions
	Additional meetings for minor text amendments	\$120
Final Map		
	Processing	\$750 + \$60/lot
	Parcel Map	\$600 per map
	Lot Line Adjustment	\$1,000
General Plan Amendment		
	Minor Text (alterations of existing sections)	\$1,000
	Major Text (addition of new sections)	\$1,000 deposit/Cost of services
Map		Cost of service
Printed Material		
	Copies	\$0.20 per page
	R-1 Guidelines	\$10
	Commercial Guidelines	\$10
	Sign Ordinance	\$10
	Subdivision Ordinance	\$10
	Zoning Ordinance Text	\$15
	General Plan Text	\$20
Development Agreement		
<p>Consultant fee, plus 30% of consultant fees to cover normal staff costs, plus 15% of consultant fee as a contingency fund to cover unanticipated costs, plus duplication. These fees shall be considered advances and should the actual cost be less than the fee advanced, the excess shall be returned to the applicant; should the actual cost be more than the fee advanced, the difference shall be paid by the applicant.</p> <p>Applicant shall, in addition to those fees listed in this fee schedule, pay the actual cost of legal advertising.</p> <p>It is the City policy and requirement that processing of development or planning projects be fully cost recoverable. Application fees are intended to reimburse the City for minimal costs incurred for the normal or routine amount of time necessary to process applicant's requests. If additional or other unusual time is required on a particular project, then the developer/applicant will be charged for these additional costs to the City, plus a 30% administrative overhead fee.</p>		

CITY OF DEL REY OAKS FEE SCHEDULE		FEE
SERVICES		
Reports		
	Accident Report	\$20
	Police Report	\$20
Police / Fire Fees		
	Hazardous Materials / Fire Response fee/Traffic Accident - (Fire presence required)	\$2,500
	False Alarm / Fire Response / Fire Alarm - Sprinkler System (Fire presence required)	\$2,500
	Fingerprinting	\$20 per card
	Special Events	\$100 per hour
	Vehicle Repossession	\$25
	Vehicle Storage Release	\$250
	Citation Sign-Off	\$20
	VIN Verification	\$20
	Police Shoulder Patch Request	\$20
False Police Alarm Fees		
	1st alarm within 60 days	No Charge
	2nd alarm within 60 days	\$100
	Subsequent Alarms	\$200
Duplication Fees		
	Duplication of Audio Tape	\$40 Each
	Duplication of DVD (Council Meeting, Etc.)	\$40 Each
	Duplication of DVD / Police Photos	\$40 Each
	Enlargement of Photographs	City's cost including personnel time
Returned Check Fee		
	Stop Payment/NSF	\$35
Miscellaneous Fees		
	Maps	\$5
	Business License Application Fee	\$25
	Dog park annual registration fee (per dog)	\$10
Park Barbeque Reservation Fees:		
	Residents: Groups of 1 to 50	\$50
	Groups of 51 to 100	\$100
	Groups of 101 to 150	\$150
	Non-Residents: Groups of 1 to 50	\$100
	Groups of 51 to 100	\$150
	Groups of 101 to 150	\$200
	Bounce House Permit	\$50
	Temporary Day Use Permit	\$50
Old Town Hall Reservation Fees:		
	Resident : First 3 hours	\$50
	Each additional hour	\$25
	Cleaning Fee	\$10
	Use Permit	\$50
	Refundable Cleaning/Damage Deposit	\$250
	Non-Resident: First 3 hours	\$70
	Each additional hour	\$25
	Cleaning Fee	\$10
	Use Permit	\$50
	Refundable Cleaning/Damage Deposit	\$250
	Non-Profit: First 3 hours	\$40
	Each additional hour	\$15
	Cleaning Fee	\$10
	Use Permit	\$50
	Refundable Cleaning/Damage Deposit	\$250
Recreational Vehicle Storage Facility (plus \$5 key deposit)		
	Resident:	\$65 per month
	Non-Resident:	\$100 per month

RESOLUTION NO. 2012- 10
A RESOLUTION OF THE CITY OF DEL REY OAKS ESTABLISHING
SALARIES FOR THE FISCAL YEAR 2012-2013

BE IT RESOLVED by the City Council of the City of Del Rey Oaks, as follows:
That for the fiscal year 2012-2013, commencing July 1, 2012 the following salary plan is adopted.

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Deputy City Clerk	4,282.00	4,498.00	4,723.00	4,959.00	5,207.00
BI-WEEKLY	1,976.31	2,076.00	2,179.85	2,288.77	2,403.23
HOURLY RATE	24.70	25.95	27.25	28.61	30.04
Police Sergeant	5,348.00	5,616.00	5,895.00	6,190.00	6,501.00
BI-WEEKLY	2,468.31	2,592.00	2,720.77	2,856.92	3,000.46
HOURLY RATE	30.85	32.40	34.01	35.71	37.51
Police Officer	4,189.00	4,400.00	4,619.00	4,850.00	5,094.00
BI-WEEKLY	1,933.38	2,030.77	2,131.85	2,238.46	2,351.08
HOURLY RATE	24.17	25.38	26.65	27.98	29.39
Chief of Police	Per Contract				10,500.00
BI-WEEKLY					4,846.15
HOURLY RATE					60.58
City Manager	Per Contract				12,500.00
BI-WEEKLY					5,769.23
HOURLY RATE					72.12
Public Works Employee 1	3,524.00	3,700.00	3,888.00	4,082.00	4,284.00
BI-WEEKLY	1,626.46	1,707.69	1,794.46	1,884.00	1,977.23
HOURLY RATE	20.33	21.35	22.43	23.55	24.72
Temporary/Part Time Employees	Up to this amount, at the discretion of the City Manager				N/A
BI-WEEKLY					
HOURLY RATE					30.00

1. City Council Members shall be paid the sum of \$100.00 per month for attendance at all regular and special council meetings unless previously granted a leave of absence with pay, or unless excused by the Mayor.

2. That in addition to the foregoing salaries, for the City Manager, Deputy City Clerk, Chief of Police, Police Sergeant, Police Officers, and Public Works Employees the City shall also contribute and pay for the benefit of said employees five percent (5%) of their present seven percent (7%) contribution to each employee's PERS account.

PASSED AND ADOPTED at a regular meeting of the Del Rey Oaks City Council duly held on June 26, 2012, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

Jerry B. Edelen, Mayor

Daniel Dawson, City Clerk

EMPLOYMENT AGREEMENT
FOR
CITY MANAGER

THIS AGREEMENT is made and entered into on February 1, 2012 by and between the City of Del Rey Oaks, a California general law city, hereinafter referred to as "City," and Daniel Dawson, hereinafter referred to as "Employee," as follows:

Recitals

- A. Employee has the requisite skill, training and experience to properly perform the services specified herein as evidenced by his performance during the first ~~2 and a half~~ 3 years as City Manager of Del Rey Oaks.
- B. City desires to retain Employee to continue to provide the services as herein set forth.

Terms and Conditions

In consideration of the mutual provisions contained herein, City and Employee agree to the following terms and conditions:

1. Scope of Services. Employee is hereby hired and retained by the City to serve as the City Manager to perform the functions and duties specified in the Del Rey Oaks Municipal Code and to perform such other legally permissible and proper duties and functions as the City Council may from time-to-time assign. Said other functions and duties shall include, but not be limited to, serving as the City Clerk, and City Treasurer and as may be described in an approved job description for said position, developed through the normal City personnel process.
2. Continuation of Services. Employee will continue work on the services to be provided hereunder and as outlined in the original Contract for Services dated August 3, 2009. Employee agrees to remain in the exclusive employ of City during the term of this agreement; unless said employment is approved by the City Council in an open meeting.
3. Term.
 - a) This Agreement shall be for a ~~Three Five~~-Year Term and shall continue in effect until terminated by either party as described in paragraph 5 of this Agreement.
 - b) Employee understands and agrees that Employee may be terminated at the will of the City at any time with or without cause, subject only to the notice and severance pay provisions set forth in paragraph 5 of this Agreement. Employee agrees that none of the terms of this Agreement abrogate Employee's at-will status or interfere with the right of Employee to resign at any time from the position of Employee, subject only to the notice and severance provisions set forth in paragraph 5 of this Agreement.
4. Compensation.
 - a) For the services to be performed under this Agreement, City hereby recognizes and affirms as a fair market value to Employee, a salary of \$~~12,500~~ ~~14,000~~ per month for full time service and employment. Cost of living adjustments ~~may shall~~ be made on

July 1st of each year using the “CPI for the San Francisco Bay Area – All Consumers” formula.

- b) Employee shall receive the same benefits, including but not limited to vacation, sick leave, holidays, retirement and pension system contributions, medical, dental and vision insurance coverage, as do all other employees of the city, except as otherwise specifically described in this Agreement. However, in the event that Employee negotiates, on behalf of the City, salary increases and/or benefits with the employees of the City, Employee shall ~~not then then not~~ be automatically entitled to the same salary increases and/or benefits, but shall negotiate separately with the City for Employee's salary and benefits. City shall not, at any time ~~during~~ of this Agreement, reduce the compensation or other financial benefits of Employee.
- c) Employee shall be classified as exempt under the Fair Labor Standards Act ~~and shall be a confidential employee for all purposes.~~
- d) On July 1 of each year, Employee shall be credited with two hundred ~~(200)forty (240)~~ hours of Administrative Leave. Any Administrative Leave not taken by the next June 30th shall either be rolled over into the following fiscal year or be paid to Employee at the salary in effect on said June 30th.
- e) In order to insure that lengthy response time will not jeopardize the welfare and safety of the citizens of Del Rey Oaks in an emergency situation, Employee shall reside within a reasonable distance to City Hall. It is agreed that residence within 45 minutes travel time to the City Hall and provision of a City supplied vehicle, including fuel and maintenance, ~~will~~would insure prompt delivery of emergency services. For the purpose of this Section, 45 minute travel time shall include areas within the City limits of Santa Cruz, Hollister and Soledad.
- ~~f) City will, as an added incentive for retention of employee, allow the use of City owned storage/shop building in the vicinity of 899 Rosita Rd. as employee sees fit, for any and all legal purposes, provided that such use does not result in lost revenue to City.~~
- g) City Council shall continue to evaluate the performance of Employee annually after the date of this Agreement and during the entire term of this agreement. Employee shall insure that the matter of the evaluation is placed on the Council closed session agenda not later than thirty (30) days prior to the due date of each evaluation.

5. Termination, Resignation, and Severance Pay.

- a) This agreement may be terminated by either party without cause upon thirty days' prior written notice.
- b) In the event this agreement is terminated by either party, with or without cause, City shall pay Employee a lump sum cash ~~severance~~ payment, ~~severance~~ equal to six months Employee's salary, said amount to be increased by one month for each year's service with the City and other payments due Employee under paragraph 4 (b).
- c) Employee agrees that in the event Employee's employment is terminated, under no circumstances will Employee be able to contest the nature of Employee's at-will employment status, nor will Employee be entitled to raise the remedy of reinstatement in any administrative or legal forum. Employee agrees that the sole issue for resolution

upon termination of Employee's employment agreement will be the extent of severance pay and/or other payments which are due Employee. Employee shall have no other right of action against the City as it relates to termination and severance.

- d) Pending the outcome of any dispute over the amount of severance pay, City may not withhold any severance sums due Employee.
 - e) In the event Employee voluntarily and without the official request of the City resigns his position, Employee shall give written notice to the City at least thirty days in advance of the final date of employment, unless the parties otherwise agree.
6. Personnel Rules. Except as modified by this Agreement, Employee shall be subject to and comply with the City Personnel Policies, receipt of which is hereby acknowledged, including future changes as approved by the City Council.
 7. Modification. This Agreement is not subject to amendment or modification except by a writing signed by the parties hereto.
 8. Entire Agreement. This Agreement contains the entire agreement of the parties with respect to the matters covered by this Agreement, and no other agreement, statement or promise made by or to any party or by or to any employee, officer or agent of any party, which is not contained in this Agreement, shall be binding or valid.
 9. Attorney's Fees. In the event of any controversy, claim or dispute relating to this Agreement, or the breach thereof, the prevailing party shall be entitled to recover from the losing party reasonable expenses, attorney's fees and costs.
 10. Employee's Examination of Agreement. Employee acknowledges that Employee has had the right to examine this Agreement, has been advised that Employee may wish to consult with an attorney prior to entering into this Agreement and has read and understands all of the provision of this Agreement.
 11. Severability. If any provision or any portion thereof contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement or portion thereof, shall be deemed to be severable and shall remain in full force and effect.

IN WITNESS WHEREOF, Employee and the City of Del Rey Oaks, by its duly authorized representative, have executed this Agreement on the date first hereinabove set forth at Del Rey Oaks, California.

CITY OF DEL REY OAKS

EMPLOYEE

Jerry B. Edelen
Mayor

Daniel J. Dawson
City Manager

GOAL SETTING WORKSHOP OF THE CITY OF DEL REY OAKS CITY COUNCIL CONVENEED AT 2:00 P.M. ON TUESDAY, MAY 22, 2012 IN THE CHARLES BENSON MEMORIAL HALL, CITY HALL

Present: Council Members Zuccaro, Clark, Cecilio, Allion, Mayor Edelen

Absent: None

Also present: City Attorney Callihan, City Manager Dawson and Deputy City Clerk Minami

Meeting came to order at 2:00 p.m. and roll call was taken.

PUBLIC COMMENT: None

Deputy City Clerk Minami, left the City Council Chambers

The following areas were discussed at length:

Strengths

- *Cohesive City Council
- *Small City
- *Safeway Store
- *Central location (near Airport)
- *Experienced Staff
- *Stand Alone Police Department
- *Water purveyors
- *360 acre site
- *Commercial and Residential area
- *Parkland
- *Citizen Support
- *17 acre site
- *Weather

Weaknesses

- *Small City
- *Small and Aging Staff
- *Limited Revenue Sources
- *Regional Water
- *Old Baggage
- *No Town Center
- *Aged Infrastructure
- *Canyon Del Rey Rd Divides the City
- *Poles (above ground utilities)

Opportunities

- *360 Acre site
- *Water
- *Golf Driving Range Land
- *Purchased Fire Protection
- *Relations with Airport District

Threats

- *Economy
- *Legal Actions
- *Water
- *No Reserve Funds
- *Uncertain Revenue
- *State Government
- *County Government

4:00p.m.: Adjourned meeting

Next meeting: Tuesday, June 26, 2012 at 5:00 p.m.

Approved:

Signature

Date

**REGULAR MEETING OF THE CITY OF DEL REY OAKS CITY COUNCIL
CONVENED AT 6:00 P.M. ON TUESDAY, MAY 22, 2012 IN THE CHARLES
BENSON MEMORIAL HALL, CITY HALL**

Present: Council Members Zuccaro, Clark, Cecilio, Allion, Mayor Edelen

Absent: None

Also present: City Attorney Callihan, City Manager Dawson and Deputy City Clerk Minami

Meeting came to order at 6:00 p.m. and roll call was taken.

PLEDGE OF ALLEGIANCE: Led by Council Member Cecilio

PUBLIC COMMENT:

Irene Barlich, Del Rey Oaks Resident: A lot of unsavory people and activities along Plumas Drive and would like to see extra Police in the area.

Jeff Haney, Del Rey Oaks Resident: He has video of people carrying machetes, chopping weeds and stealing things on Plumas. Asked for extra Police patrol in the area.

Charlie Cordova, Green Waste: Thanked Dan for inviting him to the City Managers' Group meeting and lunch.

No other Public Comment was received.

CONSENT AGENDA:

A. MINUTES:

1. April 24, 2012, City Council Meeting
2. April 11, 2012 Regular Planning Commission Meeting-Cancelation notice

B. MONTHLY REPORTS:

1. Claims, April 2012
2. Financial, Budget vs. Actual April 2012/Comparison to 2011
3. Fire Department Response Report, April 2012
4. Police Activity Report, April 2012

C. MISCELLANEOUS

1. Receive report on Amendment to the Bylaws of the Monterey Regional Storm Water Management Program Memorandum of Agreement

Motion to approve: *Council Member Clark*

Seconded: *Council Member Allion*

Public Comment: *None*

Motion passed: *4-1 Council Member Zuccaro abstained, wasn't at the April Meeting.*

PRESENTATION:

The Council listened to **Item 5.A.** Pilot Commercial Food Waste Recovery Program Presentation by Waste Management.

Joe Cadellag: Reviews the 6 month pilot program for voluntary food waste recovery from commercial customers in the City of Del Rey Oaks. The launch of the project will entail changes for our commercial businesses. Different containers, training to prevent contamination, and extra service pick up. Ideally, would like to qualify and secure a minimum of 20 customer commitments to launch pilot in July of this year. They would like to launch pilot in August. Review pilot findings in December. They will ask to do a presentation to City Council in January to review pilot finding and secure final approval. They would like to launch official program in February of 2013.

Jeff Lindethal, MRWMD: 94% waste reduction at the Big Sur Marathon. Very successful way to turn organics in the energy. Several businesses are part of the pilot program already and they are pleased.

Council Member Cecilio: How does a business get started?

Joe Cadellag: All restaurants will be receiving letters and will have a free waste assessment, if requested. Carts will be delivered and staff will be trained. Lots of assistance will be available.

Council Member Clark: When will it be available to residential customers?

Joe Cadellag: Wait to see if the commercial pilot program is successful.

Council Member Zuccaro: Thought he read that it is 95% conversion rate to energy?

Jeff Lindethal: Very close to that percentage. Methane gas from land fill turns into electricity within a month.

Mayor Edelen: Cost is a concern, any cost to the City.

Jeff Lindethal: None. For business, initially they *might* have a slightly higher fee. But, once implemented, it will be reduce. Example is Tarpy's, high volume of food scraps. Will cause the garbage fee it be reduced significantly.

Mayor Edelen: Now it's volunteer, but will it be mandatory in the future. Can they promise the Council it won't someday be mandatory.

Jeff Lindethal: Can't foresee the future, but this program is ahead of the curve on alternative energy and it's all very positive.

Richard Julian, Intercontinental Hotel: They started their own system with the help of the City of Monterey and Jeff Lindethal. Initially, it is a little struggle to train and have everyone on board. But it is well worth the effort. Expense has gone down, and it's the "right thing" to do.

Alisa Melina, CHOMP: They started it as part of their 2006 Green Campaign. She is a master gardener and asks the Council to support this pilot program. The only way to turn food scrapes into renewal resource.

Council Member Clark: Any issue with flies?

Joe Cadelag: The carts are made of reinforced metal, specialized for organics. The entire lid doesn't lift up when disposing of scrapes, the middle of the lid has a small opening that serves as a lid to open when disposing. Ultimately, the responsibility falls on the business to make sure lid is closed tight.

Council Member Clark: What will cause contamination?

Joe Cadelag: Any glass, metal or plastic. The truck will not take the cart if it is contaminated. The cart will be considered "garbage" and the garbage truck will pick it up. They will come back in December with the findings from the pilot and then in January ask for final approval.

OLD BUSINESS: None

NEW BUSINESS:

- A. The Council Considered approval of **Item 7.A. Agreement Between The County of Monterey and The City of Del Rey Oaks:** the Federal Department of Housing and Urban Development ("HUD") provides funding through the Community Development Block Grant Program to States and also directly to certain entitlement jurisdictions for economic and community development activities that primarily benefit low and moderate ("low/mod") income individuals.

City Manager Dawson: \$50,000.00 for the next three years. The City can coordinate with agencies such as Meals on Wheels to assist low income seniors.

Council Member Allion: Federal dollars?

City Manager Dawson: Yes.

Council Member Clark: Does it go directly to residents?

City Manager Dawson: It's a Council decision, maybe a grant process?

PUBLIC COMMENT:

Irene Barlich: To bad it can't be handled in house. Seniors houses are falling apart and we as a City needs to help.

Council Member Clark: Del Rey Oaks Citizen Action Group talks about that a lot. Would like to see the Action Group be able to help out.

Council Member Zuccaro: Even though we will approve this tonight, will way it's handled will come back for the decision of the Council.

Motion to approve: *Council Member Clark*

Seconded: *Council Member Zuccaro*

Motion passed: *5-0*

B. Recap of Strategic Planning Process-Goal Setting Discussion:

Mayor Edelen: They followed the “S.W.O.T. analysis” and reviews what was talked about. Everyone was respectful of each other. Best Council in 15 years. One hour before each Council Meeting, they will publicly meet and review goals.

Council Member Allion: Great source of input, and really hopes more of the public attends.

STAFF REPORTS:

City Manager Dawson: Slow month in regard to meetings: attended Water JPA, Waste Water, MBASIA finance committee, Planning Commission, Chaired the MBAMG luncheon that Del Rey Oaks hosted at Tarpy’s, met with Chief Langford, Sergeant Bourquin, and Harris Radio Representatives, had a budget committee meeting with Council Member Allion and met with two separate groups interested in the use of the golf driving range. Will be representing Del Rey Oaks at the FORA public outreach on May 29th at 6:30, everyone should attend.

COUNCIL REPORTS:

Council Member Allion: Attended the Water JPA for the Mayor and Vice Mayor, it was a three hour meeting. Attended MRWMD meeting, controlling cost is hard, with tipping fees and fuel prices. Listened to Dan Walters, a writer with the Sacramento Bee, speak. It was a very depressing speech, our State is a mess and it’s run by ballot measure rather than legislature.

Council Member Clark: Attended the MST board meeting and they received the “Gold Safety Excellence Award” based on the companies safety record. MST will be re-paving of bus stops. The DROCAG ice cream social was a success. The DROCAG garage sale will be held on July 28th.

Council Member Zuccaro: Attended Community Human Service’s meeting, strategic 5 year plan. Genesis house is trying to raise money. Attended AMBAG meeting, looking at federal money for transportation.

Mayor Edelen: Australia for 18 days. Thanked Council Member Allion for going to the JPA meeting. Has been interviewed several times regarding the Safeway employee that was suspended last month, trying to have Safeway do the right thing and give Ryan his job back. Asked the Council to support a proclamation for Ryan, at next month’s meeting. Will be attending TAMC meeting to talk about Debbie Hales contract on May 23rd.

The Mayor announced the correspondence in the packet and the items to be heard in closed session. He opened public comment for the following closed session items:

Existing litigation pursuant to Government Code Section 54956.9(a), City of Del Rey Oaks v. Federal/JER Associates, LLC et al., Monterey County Superior Court Case No. M107509.

Conference with Real Property Negotiator
Property: 17.7 acres of property located on the north side of Canyon Del Rey Road near Highway 68 (APN 259-011-025).
Negotiating Party: Monterey Regional Parks District
Under Negotiation: Price and Terms of Payment

Public Comment: None

6:55 p.m.: Adjourned the meeting for a brief recess prior to closed session

7:00 p.m.: Convened into closed session

7:45 p.m.: Adjourned from closed session into open session and reported the following:

City Manager Dawson:

The Council met in closed session about the items listed, information was given no action was taken on either item.

7:47p.m.: Adjourned meeting to next scheduled meeting date.

Next meeting: Tuesday, June 26th, 2012 at 6:00 p.m.

Approved:

Signature

Date

REGULAR MONTHLY MEETING DEL REY OAKS PLANNING COMMISSION WEDNESDAY, MAY 9TH, 2012 AT 6:00 P.M. CHARLIE BENSON MEMORIAL HALL

Present: Commissioner Larson, Lucido, Hayworth, Weir and Chairman Jaksha
Absent: Commissioner Ventimiglia and Thayer
Also Present: City Manager Dawson and Deputy City Clerk Carvalho

CONSENT AGENDA:

The Commission considered **ITEM 3.A.**, Planning Commission Meeting Minutes, February 10, 2010

Motion by Commissioner Hayworth to approve, seconded by Commissioner Lucido

There were no public comments received

Motion passed 5-0

PUBLIC COMMENT:

Alice Green: 16 Saucito Ave: Very excited about the new opportunity for the Fort Ord property. She stated the autobahn does partnerships and they do certifications and if they work with the City this make us the leader on the peninsula.

BUILDING REPORT:

The Commission accepted **ITEM 5.A.**, Building Activity Report, April 2012

NEW BUSINESS:

The Commission considered **ITEM 6.A.**,

Project Name: Megan O’Neill

File Number: ARC #12-05

Site Location: 830 Rosita Rd

Planning Area: APN #012-561-004-000

Environmental Status: Categorically Exempt

Project Description: Requesting Architectural Review to add a new 4’ x 6’ window to front of single family dwelling, facing the street.

Recommended Action: Analyze provided material, make appropriate findings and give direction to staff.

Megan O’Neill: She recently purchased the home on a short sale. The house is very dark and wanted to put a big picture window to let more light in.

Commissioner Lucido: Seems to be pretty straight forward.

Commissioner Weir: Will it be double pane?

O'Neill: Yes not opening but double pane

Chairman Jaksha: Rather straight forward.

Motion by Commissioner Lucido to approve as presented, seconded by Commissioner Larson.

No public comment was received.

Motion passed 5-0

The Commission considered **ITEM 6.B.,**

Project Name: Iraj Rezai

File Number: ARC #12-06

Site Location: 1064 Via Verde

Planning Area: APN #012-531-016-000

Environmental Status: Categorically Exempt

Project Description: Requesting Architectural Review to complete the front of the single family dwelling. The proposed work was started by previous home owner without Architectural Approval. Includes new door and windows.

Recommended Action: Analyze provided material, make appropriate findings and give direction to staff.

Motion by Commissioner Larson to have Larson, Jaksha, Hayworth and Weir form the quorum. One of the original quorum was not present (Thayer). Commission voted to choose two Commissioners of the remaining five to serve on the panel. Motion seconded by Commissioner Weir

Motion passed 5-0

Commissioner Jaksha: Requested that the clerk give a history.

Deputy City Clerk Carvalho: Previous owner did a lot of work without permits. The new owner is applying to correct previous owner's unfinished work and lift red tags.

Rezai: Can't understand why the previous owner didn't get permits.

Commissioner Hayworth: Glad to see progress and suggested to stay with the earth tones.

Commissioner Weir: Glad to see progress also.

Chairman Jaksha: Can't understand why previous owner didn't get permits as our city is very nice to work with and other cities are very difficult. It will be a showpiece.

Mr. Rezai: Can submit color.

Chairman Jaksha: Not necessary if he stays with earth tones.

Motion by Commissioner Weir to approve, seconded by Commissioner Larson

There was no public comment received

Motion passed 4-0

Commissioner Lucido returned to the dais.

OLD BUSINESS: None

ANNOUNCEMENTS/COMMENTS:

City Manager Dawson: The City owns the golf driving range and if it stays with same use then it will make the commission's job easy. There are some conditions you can put on it such as hours of operations. The 17 acre site has been a discussion topic with the parks district to possibly make this an extension of the frog pond. The chairman of the parks district will go to the board to request approval. On the Fort Ord property the request for qualifications went out today which is asking for developers to show that they have the experience, the funds and the desire to develop this property. Once these come in then there is a committee to discuss their qualifications. After the choice has been made then they will submit a proposal.

Commissioner Larson: What is the timeline?

City Manager Dawson: Anyone interested has 11 days to submit a letter of intent to participate, then they have 60 days to submit a proposal.

Alice Green: Didn't like the last developers, they didn't seem to care about the community at all.

Chairman Jaksha: Can you tell us what can be built out on the Fort Ord property?

City Manager Dawson: Must conform to the FORA use plan which includes producing jobs and housing.

Chairman Jaksha: Long term income?

City Manager Dawson: Yes long term income that will not drain the resources of the police and fire.

Alice Green: Just really thinks this a beautiful place and the whole area is a destination and we need to appeal to younger people.

Chairman Jaksha: There is a constant wrestling match between the developer and the public.

City Manager Dawson: Public Private partnership is the best way to go.

Alice Green: Very happy with everything and just wants to do a cutting edge project on the scale that we have.

Chairman Jaksha: For example The Oaks is very nice.

City Manager Dawson: Our city has the best potential of any city on this peninsula for example Seaside with their 2 million dollar deficit.

Commission Lucido: We have a balancing act with traffic, utilities all this has to balance.

City Manager Dawson: We don't want a new DRO and an old DRO we want a blending. We will have a park right in the middle of DRO. You want the group sitting up there in 50 years saying wow they really thought this through.

Commissioner Lucido: We got a do-over with this project and we need to really do it right.

Commissioner Hayworth: The last project gave us a chance to get our feet wet.

Commissioner Weir: It is exciting.

Alice Green: That's why she's excited!

Chairman Jaksha: Hopefully they will get more people coming in to give their input.

Alice Green: With the wonderful website and the newsletter, information is available.

Chairman Jaksha: Announced that the ice cream social was very nice and the weather was beautiful! He announced that we have all new windows in the chamber and it's very quiet.

City Manager Dawson: Stated they were bought with grant money.

NEXT MEETING: Wednesday, June 13, 2012 at 6:00 p.m.

6:35 p.m. Meeting Adjourned

Approved:

CITY OF DEL REY OAKS
Claims Report
 May 2012

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
ADAMSON INDUSTRIES				
5/2/2012	12906	ADAMSON INDUSTRIES	AMMUNITION	7,125.95
Total ADAMSON INDUSTRIES				7,125.95
AFLAC				
5/2/2012	12907	AFLAC	Premiums-employee paid-INV. 011658 (MAY PREMIUM)	281.80
Total AFLAC				281.80
AMERICAN LOCK & KEY				
5/16/2012	12953	AMERICAN LOCK & KEY	LOCKS	306.76
Total AMERICAN LOCK & KEY				306.76
AT&T CAL NET 2				
5/2/2012	12908	AT&T CAL NET 2	PHONE APRIL 2012	219.26
Total AT&T CAL NET 2				219.26
BAY SERVICE AUTOMOTIVE				
5/2/2012	12909	BAY SERVICE AUTOMOTIVE	AUTO REPAIR PW	1,158.60
5/16/2012	12954	BAY SERVICE AUTOMOTIVE	AUTO REPAIR PD	1,162.51
Total BAY SERVICE AUTOMOTIVE				2,321.11
BAYVIEW BUSINESS SOLUTIONS, INC.				
5/2/2012	12910	BAYVIEW BUSINESS SOLUTIONS, ...	SHIPPING SERVICES	65.56
Total BAYVIEW BUSINESS SOLUTIONS, INC.				65.56
CALIFORNIA-AMERICAN WATER				
5/2/2012	12911	CALIFORNIA-AMERICAN WATER	3/20-4/19/12 WATER	288.88
Total CALIFORNIA-AMERICAN WATER				288.88
CITY OF MONTEREY				
5/2/2012	12912	CITY OF MONTEREY	Fuel Costs/Building and Planning Services	10,291.37
Total CITY OF MONTEREY				10,291.37
CITY OF SALINAS, ATTORNEY SERVICES				
5/2/2012	12913	CITY OF SALINAS, ATTORNEY SE...	MARCH 2012 CITY ATTORNEY SERVICES-INV. 238012	1,043.94
Total CITY OF SALINAS, ATTORNEY SERVICES				1,043.94
CITY OF SEASIDE				
5/2/2012	12914	CITY OF SEASIDE	FIRE CONTRACT OCT. 1-DEC. 31,2011 - 12 RESPONSES @\$211...	25,352.40
Total CITY OF SEASIDE				25,352.40
CO-POWER				
5/16/2012	12955	CO-POWER	JUNE 12 DELTA DENTAL PREMIUM	2,012.82
Total CO-POWER				2,012.82
COMCAST HIGH SPEED INTERNET				
5/2/2012	12915	COMCAST HIGH SPEED INTERNET	INTERNET 4/10-5/9	74.09

CITY OF DEL REY OAKS
Claims Report
May 2012

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Total COMCAST HIGH SPEED INTERNET				74.09
COMMUNITY HUMAN SERVICES				
5/2/2012	12916	COMMUNITY HUMAN SERVICES	JPA 2012-13	3,100.00
Total COMMUNITY HUMAN SERVICES				3,100.00
COSTCO WHOLESALE MEMBER				
5/2/2012	12917	COSTCO WHOLESALE MEMBER	ANNUAL MEMBERSHIP 6/1/12-5/31/13	150.00
Total COSTCO WHOLESALE MEMBER				150.00
CREEGAN & D'ANGELO				
5/16/2012	12956	CREEGAN & D'ANGELO	PROFESSIONAL SERVICES FOR MRSWMP ASSISTANCE INV. ...	484.00
Total CREEGAN & D'ANGELO				484.00
CRIME PREVENTION OFFICERS				
5/2/2012	12918	CRIME PREVENTION OFFICERS	MEMBERSHIP DUES 2012	25.00
Total CRIME PREVENTION OFFICERS				25.00
CRYSTAL SPRINGS WATER CO.				
5/2/2012	12919	CRYSTAL SPRINGS WATER CO.	ACCT 056258/WATER/MARCH 2012	95.25
5/16/2012	12957	CRYSTAL SPRINGS WATER CO.	ACCT 056258/WATER/APRIL 2012	35.00
Total CRYSTAL SPRINGS WATER CO.				130.25
David Nguyen, Officer				
5/15/2012	12952	David Nguyen, Officer	Wellness Benefit	127.00
Total David Nguyen, Officer				127.00
DEPT OF CONSERVATION				
5/2/2012	12920	DEPT OF CONSERVATION	smip fee's for 1/1/12-3/31/12	34.58
Total DEPT OF CONSERVATION				34.58
ELECTRICAL DISTRIBUTORS				
5/2/2012	12921	ELECTRICAL DISTRIBUTORS	MARCH SUPPLIES FOR GOLF DRIVING RANGE	11.66
Total ELECTRICAL DISTRIBUTORS				11.66
ENTERSECT CORPORATION				
5/2/2012	12922	ENTERSECT CORPORATION	POLICE ONLINE SERVICE-MARCH. 2012	79.00
Total ENTERSECT CORPORATION				79.00
FIRST AMERICAN REAL ESTATE SOLUTIONS				
5/2/2012	12923	FIRST AMERICAN REAL ESTATE S...	METRO SCAN- ADDRESS SERVICE-MARCH 2012	104.17
Total FIRST AMERICAN REAL ESTATE SOLUTIONS				104.17
FIRST NATIONAL BANK CHARGE				
5/31/2012	EFT53112	FIRST NATIONAL BANK CHARGE	BANK FEES	230.79
Total FIRST NATIONAL BANK CHARGE				230.79
FORT ORD REUSE AUTHORITY				

CITY OF DEL REY OAKS
Claims Report
 May 2012

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
5/2/2012	12924	FORT ORD REUSE AUTHORITY	INV. #12-53 FY 09-10 interest for JAN, FEB, MARCH (\$2743.10)/F...	10,423.79
Total FORT ORD REUSE AUTHORITY				10,423.79
GLOBALSTAR USA				
5/16/2012	12958	GLOBALSTAR USA	SATELITE PHONE APRIL 2012	27.24
Total GLOBALSTAR USA				27.24
GOLDFARB & LIPMAN				
5/2/2012	12925	GOLDFARB & LIPMAN	ATTORNEY SERVICES	11,454.00
Total GOLDFARB & LIPMAN				11,454.00
HICKS PLUMBING				
5/16/2012	12959	HICKS PLUMBING	INV. 710-GOLF DRIVING RANGE REPAIR	135.00
Total HICKS PLUMBING				135.00
HOME DEPOT CRC				
5/16/2012	12960	HOME DEPOT CRC	ACCT. # 6035 3220 0248 6219	3,759.88
Total HOME DEPOT CRC				3,759.88
HYDRO TURF				
5/2/2012	12926	HYDRO TURF	INV.I584651- LABOR AND EQUIPMENT SHOP LABOR	422.24
Total HYDRO TURF				422.24
I.M.P.A.C.GOVERNM'T SER				
5/16/2012	12961	I.M.P.A.C.GOVERNM'T SER	ACCT. 4246044555649924 APRIL 2012	789.04
Total I.M.P.A.C.GOVERNM'T SER				789.04
INTOXIMETERS, INC.				
5/2/2012	12927	INTOXIMETERS, INC.	031412 POLICE EQUIPMENT	218.09
Total INTOXIMETERS, INC.				218.09
JAMES J. HILL III				
5/2/2012	12928	JAMES J. HILL III	REIMB FOR AMMO-he paid Miwall Corp. for ammunition on 2/21/12	5,261.38
Total JAMES J. HILL III				5,261.38
KELLY-MOORE PAINT CO.INC				
5/2/2012	12929	KELLY-MOORE PAINT CO.INC	PAINTING SUPPLIES	360.46
Total KELLY-MOORE PAINT CO.INC				360.46
KUSTOM SIGNALS, INC.				
5/16/2012	12962	KUSTOM SIGNALS, INC.	TRAFFIC RADAR GUN SERVICE 2012	493.55
Total KUSTOM SIGNALS, INC.				493.55
LEAGUE OF CALIFORNIA CITIES				
5/2/2012	12930	LEAGUE OF CALIFORNIA CITIES	MEMBERSHIP DUES	200.00
Total LEAGUE OF CALIFORNIA CITIES				200.00
Mc GILLOWAY, RAY, BROWN & KAUFMAN				

CITY OF DEL REY OAKS
Claims Report
May 2012

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
5/2/2012	12931	Mc GILLOWAY, RAY, BROWN & K...	BALANCE DUE AUDIT 2009-2010: PER SIGNED AGREEMENT	3,684.86
Total Mc GILLOWAY, RAY, BROWN & KAUFMAN				3,684.86
MONTEREY BAY TECHNOLOGIES				
5/2/2012	12932	MONTEREY BAY TECHNOLOGIES	IT SERVICES RETAINER FOR MARCH 2012	350.00
Total MONTEREY BAY TECHNOLOGIES				350.00
MONTEREY COUNTY CONVENTION & VISITORS BUR				
5/2/2012	12933	MONTEREY COUNTY CONVENTIO...	MEMBERSHIP 2012-13	750.00
Total MONTEREY COUNTY CONVENTION & VISITORS BUR				750.00
MONTEREY COUNTY DISTRICT ATTORNEY				
5/16/2012	12963	MONTEREY COUNTY DISTRICT A...	BLOOD ALCOHOL ANALYSIS 2011-12	136.00
Total MONTEREY COUNTY DISTRICT ATTORNEY				136.00
MONTEREY COUNTY PARKS				
5/2/2012	12934	MONTEREY COUNTY PARKS	RENTAL OF RIFLE RANGE	300.00
Total MONTEREY COUNTY PARKS				300.00
MONTEREY COUNTY SHERIFF				
5/16/2012	12964	MONTEREY COUNTY SHERIFF	QUARTERLY AUTOMATED CRIMINAL JUSTICE INFO	2,960.47
Total MONTEREY COUNTY SHERIFF				2,960.47
MONTEREY COUNTY TAX COLLECTOR				
5/16/2012	12965	MONTEREY COUNTY TAX COLLE...	Assessment fees prop. 218-PARCEL #031-191-011-000/#031-191-0...	1,398.71
Total MONTEREY COUNTY TAX COLLECTOR				1,398.71
MONTEREY PENINSULA REGIONAL WATER AUTH.				
5/2/2012	12935	MONTEREY PENINSULA REGIONA...	JPA 2012 MEMBERSHIP PER ACTICLE 6	5,000.00
Total MONTEREY PENINSULA REGIONAL WATER AUTH.				5,000.00
MRWPCA				
5/16/2012	12966	MRWPCA	ACCT. 09-000306 3/1/12-4/30/12	35.74
Total MRWPCA				35.74
MTRY BAY OFFICE PRODUCTS				
5/16/2012	12967	MTRY BAY OFFICE PRODUCTS	INV. 135847 REPAIR ON CITY CLERKS PRINTER 4/12/12	85.00
Total MTRY BAY OFFICE PRODUCTS				85.00
MTRY COUNTY ELECT. DEPT.				
5/2/2012	12936	MTRY COUNTY ELECT. DEPT.	COST OF NOV. 8, 2012 ELECTION	5,135.81
Total MTRY COUNTY ELECT. DEPT.				5,135.81
MTRY CTY INFORMATION TECH-TELECOMMUNITION				
5/2/2012	12937	MTRY CTY INFORMATION TECH-T...	Field Repair on repeater power supply	107.95
Total MTRY CTY INFORMATION TECH-TELECOMMUNITION				107.95
NEWTON BROS. TIRE AND AUTO SERVICE				

CITY OF DEL REY OAKS
Claims Report
 May 2012

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
5/2/2012	12938	NEWTON BROS. TIRE AND AUTO S...	INV. 161681-#33 4 NEW TIRES	952.65
5/16/2012	12968	NEWTON BROS. TIRE AND AUTO S...	INV. 161886-#32 4 NEW TIRES	925.85
Total NEWTON BROS. TIRE AND AUTO SERVICE				1,878.50
NEXTEL COMMUNICATION				
5/2/2012	12939	NEXTEL COMMUNICATION	NEXTEL RADIO- CLK/PW/PD/CM 3/12/12-4/11/12	442.48
Total NEXTEL COMMUNICATION				442.48
NORTH AMERICAN RESCUE, LLC				
5/16/2012	12969	NORTH AMERICAN RESCUE, LLC	INV. IN88927 TRAUMA KIT	236.04
Total NORTH AMERICAN RESCUE, LLC				236.04
OFFICE DEPOT				
5/2/2012	12940	OFFICE DEPOT	SUPPLIES	271.30
5/16/2012	12970	OFFICE DEPOT	SUPPLIES	191.97
Total OFFICE DEPOT				463.27
OFFICE EQUIPMENT FINANCE SERVICES				
5/2/2012	12941	OFFICE EQUIPMENT FINANCE SER...	LEASE PAYMENT FOR COPIER-APRIL 2012 INV. 201021524	234.88
Total OFFICE EQUIPMENT FINANCE SERVICES				234.88
ORCHARD SUPPLY				
5/16/2012	12971	ORCHARD SUPPLY	SUPPLIES APRIL 2012	119.58
Total ORCHARD SUPPLY				119.58
P.E.R.S.-HEALTH				
5/2/2012	12942	P.E.R.S.-HEALTH	HEALTH PREMIUM MAY 2012	13,200.63
Total P.E.R.S.-HEALTH				13,200.63
PERS				
5/2/2012	12943	PERS	10/11/12-2011/1 & 2----3-2012-1 & 2	69,465.58
Total PERS				69,465.58
PG&E				
5/2/2012	12944	PG&E	GAS 2/12/12-3/14/12 ELEC 2/23/12-3/23/12	2,373.33
5/16/2012	12972	PG&E	GAS 3/14/12-4/12/12 ELEC 3/14/12-4/24/12	2,207.50
Total PG&E				4,580.83
PG&E-GJM&218				
5/2/2012	12945	PG&E-GJM&218	6817283169-2	43.34
Total PG&E-GJM&218				43.34
QuickBooks Payroll Service				
5/14/2012		QuickBooks Payroll Service	Monthly processing fee for May 2012	69.00
5/14/2012		QuickBooks Payroll Service	No state fee for CA for May 2012	
5/14/2012		QuickBooks Payroll Service	Fee for 13 employee(s) paid	19.50
5/14/2012		QuickBooks Payroll Service	Fee for 12 direct deposit(s) at \$1.25 each	15.00
5/14/2012		QuickBooks Payroll Service	Created by Payroll Service on 05/10/2012	27,482.56

CITY OF DEL REY OAKS
Claims Report
 May 2012

Date	Num	Name	Memo	Amount
5/14/2012		QuickBooks Payroll Service	Created by Payroll Service on 05/10/2012	4,364.00
5/14/2012		QuickBooks Payroll Service	Created by Payroll Service on 05/10/2012	520.83
5/14/2012		QuickBooks Payroll Service	Created by Payroll Service on 05/10/2012	520.83
5/14/2012		QuickBooks Payroll Service	Created by Payroll Service on 05/10/2012	1,349.22
5/14/2012		QuickBooks Payroll Service	Created by Payroll Service on 05/10/2012	359.19
5/30/2012		QuickBooks Payroll Service	Fee for 14 employee(s) paid	21.00
5/30/2012		QuickBooks Payroll Service	Fee for 12 direct deposit(s) at \$1.25 each	15.00
5/30/2012		QuickBooks Payroll Service	Created by Payroll Service on 05/29/2012	27,016.06
5/30/2012		QuickBooks Payroll Service	Created by Payroll Service on 05/29/2012	4,131.00
5/30/2012		QuickBooks Payroll Service	Created by Payroll Service on 05/29/2012	506.41
5/30/2012		QuickBooks Payroll Service	Created by Payroll Service on 05/29/2012	506.41
5/30/2012		QuickBooks Payroll Service	Created by Payroll Service on 05/29/2012	1,238.65
5/30/2012		QuickBooks Payroll Service	Created by Payroll Service on 05/29/2012	349.25
5/30/2012		QuickBooks Payroll Service	Fee for 5 employee(s) paid	7.50
5/30/2012		QuickBooks Payroll Service	Fee for 2 direct deposit(s) at \$1.25 each	2.50
5/30/2012		QuickBooks Payroll Service	Created by Payroll Service on 05/29/2012	303.39
5/30/2012		QuickBooks Payroll Service	Created by Payroll Service on 05/29/2012	0.60
5/30/2012		QuickBooks Payroll Service	Created by Payroll Service on 05/29/2012	93.35
5/30/2012		QuickBooks Payroll Service	Created by Payroll Service on 05/29/2012	9.06
5/30/2012		QuickBooks Payroll Service	Created by Payroll Service on 05/29/2012	9.06
5/30/2012		QuickBooks Payroll Service	Created by Payroll Service on 05/29/2012	38.75
5/30/2012		QuickBooks Payroll Service	Created by Payroll Service on 05/29/2012	26.25
5/30/2012		QuickBooks Payroll Service	Created by Payroll Service on 05/29/2012	6.25
5/30/2012		QuickBooks Payroll Service	Fee for 1 employee(s) paid	1.50
5/30/2012		QuickBooks Payroll Service	Fee for 1 direct deposit(s) at \$1.25 each	1.25
5/30/2012		QuickBooks Payroll Service	Created by Payroll Service on 05/29/2012	1,468.61
5/30/2012		QuickBooks Payroll Service	Created by Payroll Service on 05/29/2012	24.00
5/30/2012		QuickBooks Payroll Service	Created by Payroll Service on 05/29/2012	22.19
5/30/2012		QuickBooks Payroll Service	Created by Payroll Service on 05/29/2012	22.19
5/30/2012		QuickBooks Payroll Service	Created by Payroll Service on 05/29/2012	15.30
5/31/2012		QuickBooks Payroll Service	Monthly processing fee for June 2012	69.00
5/31/2012		QuickBooks Payroll Service	No state fee for CA for June 2012	
5/31/2012		QuickBooks Payroll Service	Fee for 1 employee(s) paid	1.50
5/31/2012		QuickBooks Payroll Service	Fee for 1 direct deposit(s) at \$1.25 each	1.25
5/31/2012		QuickBooks Payroll Service	Created by Payroll Service on 05/30/2012	1,093.23
5/31/2012		QuickBooks Payroll Service	Created by Payroll Service on 05/30/2012	52.00
5/31/2012		QuickBooks Payroll Service	Created by Payroll Service on 05/30/2012	17.06
5/31/2012		QuickBooks Payroll Service	Created by Payroll Service on 05/30/2012	17.06
5/31/2012		QuickBooks Payroll Service	Created by Payroll Service on 05/30/2012	2.93
5/31/2012		QuickBooks Payroll Service	Created by Payroll Service on 05/30/2012	11.77
Total QuickBooks Payroll Service				71,801.46
RENTAL DEPOT				
5/16/2012	12973	RENTAL DEPOT	REBUILD CARB. AND STARTER ASSEMBLY FOR WEED EAT...	110.51
Total RENTAL DEPOT				110.51
SHELL OIL COMPANY				
5/16/2012	12974	SHELL OIL COMPANY	ACCT 079-056-693-FUEL FOR APRIL 2012	174.23

CITY OF DEL REY OAKS
Claims Report
 May 2012

Date	Num	Name	Memo	Amount
Total SHELL OIL COMPANY				174.23
SHRED-IT				
5/16/2012	12975	SHRED-IT	SHREDDING SERVICE-APRIL 2012/INV.9400230969	52.50
Total SHRED-IT				52.50
SPCA OF MONTEREY COUNTY				
5/2/2012	12946	SPCA OF MONTEREY COUNTY	MARCH 2012 ANIMAL SERVICES	183.68
Total SPCA OF MONTEREY COUNTY				183.68
TERMINIX				
5/2/2012	12947	TERMINIX	PEST CONTROL	61.00
Total TERMINIX				61.00
UNITED SITE SERVICES				
5/2/2012	12948	UNITED SITE SERVICES	PORTABLE TOILET GAB CREW 3/26-4/22/12	176.75
5/16/2012	12976	UNITED SITE SERVICES	PORTABLE TOILET GAB CREW 4/23/12-5/30/12	117.74
Total UNITED SITE SERVICES				294.49
VALLEY SAW & GARDEN EQUIP				
5/2/2012	12949	VALLEY SAW & GARDEN EQUIP	EQUIPMENT/SUPPLIES FOR GAB CREW PROJECTS	602.92
Total VALLEY SAW & GARDEN EQUIP				602.92
VSP				
5/2/2012	12950	VSP	VISION PLAN MAY 2012	160.64
Total VSP				160.64
YOUNG, MATT				
5/16/2012	12977	YOUNG, MATT	REIM. COST OF SUPPLIES FOR PD UNIT	22.70
Total YOUNG, MATT				22.70
TOTAL				271,478.86

CITY OF DEL REY OAKS
FISCAL YEAR 2011/2012 BUDGET VS ACTUAL
11 Months Ended May 31, 2012

	Actual Total FY 2011-2012	Budget FY2011-2012	% of Amount Budget
Revenue			
PROPERTY TAXES			
P/T-SECURED	\$ 327,967.74	\$ 341,618.00	96%
P/T-UNITARY TAX	\$ 6,169.53	\$ 5,666.00	109%
P/T-UNSECURED	\$ 13,486.13	\$ 13,736.00	98%
P/T-SB813	\$ 4,205.18	\$ 2,850.00	148%
P/T-PRIOR SECURED	\$ 11,707.55	\$ 16,652.00	70%
PROPERTY TAX - VLF	\$ 110,922.00	\$ 115,208.00	96%
P/T-INT/PENAL	\$ 191.52	\$ 176.00	109%
P/T - ADMINISTRATIVE FEE	\$ (7,137.00)	\$ (7,946.00)	90%
TOTAL PROPERTY TAXES	467,512.65	487,960.00	95.81 %
OTHER TAXES			
SALES TAX	\$ 224,751.85	\$ 275,468.00	82%
SALES TAX IN LIEU - 3-FLIP	\$ 84,772.94	\$ 80,969.00	105%
Sales Tax - Add On	\$ 358,852.15	\$ 446,166.00	80%
COP MONIES	\$ 100,000.00	\$ 100,000.00	100%
PROPERTY TRANSFER TAX	\$ 3,452.89	\$ 3,360.00	103%
GAS FRANCHISES	\$ 5,149.01	\$ 4,944.00	104%
ELECTRIC FRANCHISES	\$ 17,370.90	\$ 16,497.00	105%
GARBAGE FRANCHISES	\$ 38,362.22	\$ 40,467.00	95%
CABLE TV FRANCHISES	\$ 23,944.60	\$ 24,212.00	99%
WATER FRANCHISES	\$ 9,004.19	\$ 7,873.00	114%
SEWER IMPACT	\$ -	\$ 8,615.00	0%
TOTAL OTHER TAXES	865,660.75	1,008,571.00	85.83 %
LICENSES & PERMITS			
BUSINESS LICENSES	\$ 170,464.93	\$ 174,397.00	98%
BUILDING PERMITS	\$ 20,217.50	\$ 8,288.00	244%
PLAN CHECK FEES	\$ 7,493.95	\$ 3,715.00	202%
STREET OPENING PERMITS FEES	\$ 500.00	\$ 630.00	79%
PLUMBING PERMITS	\$ 700.00	\$ 1,764.00	40%
ELECTRICAL PERMITS	\$ 800.00	\$ 735.00	109%
SB 1473 STATE SURCHG ON PERMITS	\$ 80.50	\$ -	
OTHER LICENSES/PERMITS	\$ 202.03	\$ 500.00	40%
TOTAL LICENSES & PERMITS	200,458.91	190,029.00	105.49 %
FINES & FORFEITURES			
VEHICLE CODE FINES	\$ 13,643.99	\$ 17,073.00	80%
TOTAL FINES & FOREITURES	13,643.99	17,073.00	79.92 %
INTEREST EARNED			
INTEREST EARNED	\$ 774.55	\$ 2,755.00	28%
TOTAL INTEREST EARNED	774.55	2,755.00	28.11 %

CITY OF DEL REY OAKS
FISCAL YEAR 2011/2012 BUDGET VS ACTUAL

11 Months Ended May 31, 2012

OTHER AGENCY REVENUE			
MOTOR VEHICLE LICENSE FEE(MVLF)	\$ 3,487.71	\$ 5,106.00	68%
HOPTR	\$ 1,177.66	\$ 1,276.00	92%
PROP 172	\$ 9,809.04	\$ 6,410.00	153%
GRANTS	\$ 117,045.47	\$ 8,000.00	1463%
TRAFFIC CONGESTION RELIEF-AB438	\$ -	\$ 4,337.00	0%
POLICE GRANTS OTHER AGENCIES	\$ -	\$ 8,400.00	0%
TOTAL OTHER AGENCY REVENUE	131,519.88	33,529.00	392.26 %
CURRENT SERVICES			
USE PERMITS	\$ 4,080.00	\$ 4,436.00	92%
MAPS/PUBLICATIONS	\$ 615.00	\$ 163.00	377%
RENTAL INCOME	\$ 1,701.00	\$ 9,824.00	17%
POLICE REPORTS	\$ 1,486.00	\$ 854.00	174%
PROPERTY INSPECTIONS	\$ 1,700.00	\$ 1,995.00	85%
POLICE SERVICES	\$ 22,982.70	\$ 15,398.00	149%
PUBLIC EVENTS	\$ 61,850.00	\$ 47,544.00	130%
MISCELLANEOUS SERVICES	\$ 12,977.97	\$ 7,545.00	172%
PD DONATIONS	\$ 8,961.05	\$ 5,250.00	171%
TOTAL CURRENT SERVICES	116,353.72	93,009.00	125.10 %
PARKS/RECREATION			
PARK RENTAL	\$ 3,570.00	\$ 5,460.00	65%
RV RENTAL PARKS	\$ 27,567.50	\$ 25,846.00	107%
TOTAL PARKS & RECREATION	31,137.50	31,306.00	99.46 %
OTHER			
GAS TAX 2107	\$ 11,355.58	\$ 18,864.00	60%
GAS TAX 2106	\$ 7,521.96	\$ 7,618.00	99%
GAS TAX 2107.5	\$ -	\$ 1,050.00	0%
GAS TAX 2105	\$ 7,029.60	\$ 7,960.00	88%
TOTAL OTHER	25,907.14	35,492.00	72.99 %
Total Revenue	\$ 1,852,969.09	1,899,724.00	98%

CITY OF DEL REY OAKS
FISCAL YEAR 2011/2012 BUDGET VS ACTUAL
11 Months Ended May 31, 2012

Expenditures			
Payroll & Benefits			
OVERTIME	\$ 14,015.47	\$ 20,000.00	70%
PAYROLL	\$ 780,783.43	\$ 843,528.00	93%
COUNCIL MEMBER STIPEND	\$ 5,500.00	\$ 6,000.00	92%
RESERVES PAYROLL	\$ 23,747.97	\$ 30,000.00	79%
PERS	\$ 120,516.96	\$ 157,260.00	77%
MEDICARE	\$ 12,193.99	\$ 12,000.00	102%
DENTAL EXPENSE	\$ 22,372.33	\$ 29,019.00	77%
HEALTH INS	\$ 142,858.99	\$ 165,864.00	86%
VISION INS	\$ 1,939.16	\$ 1,581.00	123%
WORKERS COMP	\$ 171,660.47	\$ 175,000.00	98%
WELLNESS PROGRAM	\$ 4,234.94	\$ 8,000.00	53%
UNIFORM ALLOWANCE	\$ 5,750.00	\$ 5,500.00	105%
TOTAL PAYROLL & BENEFITS	\$ 1,305,573.71	\$ 1,453,752.00	90%
Payroll Expenses			
Payroll Expenses	\$ 1,831.43	\$ 1,951.00	94%
TOTAL PAYROLL EXPENSES	\$ 1,831.43	\$ 1,951.00	94%
Bank Service Charges			
Bank Service Charges	\$ 2,400.55	\$ 1,583.00	152%
TOTAL BANK SERVICE CHARGES	\$ 2,400.55	\$ 1,583.00	152%
SUPPLIES			
MATERIALS/SUPPLY	\$ 17,804.57	\$ 21,500.00	83%
AMMUNITION (PD Donation Pd for most)	\$ 16,964.92	\$ 5,000.00	339%
OFFICE SUPPLIES	\$ 10,761.15	\$ 12,000.00	90%
SPECIAL SUPPLY POLICE	\$ 12,887.28	\$ 5,000.00	258%
TOTAL SUPPLIES	\$ 58,417.92	\$ 43,500.00	134%
UTILITIES & SERVICES			
REPAIR/MAINTENANCE	\$ 27,460.76	\$ 24,315.00	113%
STREET SWEEPING	\$ 7,563.41	\$ -	
GABILAN CREW	\$ 4,394.68	\$ 2,052.00	214%
UTILITIES/PGE	\$ 11,283.44	\$ 7,252.00	156%
UTILITIES/WATER	\$ 3,624.91	\$ 2,470.00	147%
TELEPHONE / INTERNET	\$ 9,666.73	\$ 13,791.00	70%
WEBSITE DESIGN & MAINTENANCE	\$ 760.00	\$ 4,500.00	17%
POSTAGE / SHIPPING	\$ 3,154.71	\$ 1,837.00	172%
TRAVEL/CONFERENCE	\$ 9,541.69	\$ 11,298.00	84%
MEMBER/DUES/CONTRIBUTIONS	\$ 15,995.08	\$ 9,573.00	167%
AD/PROMOTION CITY CNCL	\$ 3,669.30	\$ 2,111.00	174%
LEGAL ADVERT NON-DEPT	\$ 119.00	\$ 215.00	55%
MEETING CITY CNCL	\$ 334.32	\$ 952.00	35%
BOOK/PERIODICAL	\$ 30.31	\$ 140.00	22%
TOTAL UTILITIES & SERVICES	\$ 97,598.34	\$ 80,506.00	121%

CITY OF DEL REY OAKS
FISCAL YEAR 2011/2012 BUDGET VS ACTUAL

11 Months Ended May 31, 2012

OUTSIDE SERVICES			
TRAINING POLICE	\$ 11,420.14	\$ 8,632.00	132%
OTHER PERMITS PW/ENGR	\$ 4,200.00	\$ 3,735.00	112%
LIABILITY/PROP NON-DPT	\$ 7,526.08	\$ 25,000.00	30%
CONTRACTUAL AUDIT	\$ 28,684.86	\$ 25,000.00	115%
DATA PROCESSING	\$ 6,391.58	\$ 3,850.00	166%
CONTRACTUAL SVCS PLANNING	\$ 12,532.30	\$ 2,500.00	501%
CONTRACTUAL SVCS - LEGAL	\$ 4,510.75	\$ 9,992.00	45%
CONTRL RETAINER LEGAL	\$ 12,693.01	\$ 10,360.00	123%
JANITORIAL FUND	\$ 3,150.00	\$ 3,250.00	97%
RADIO DISPATCH POLICE	\$ 40,106.00	\$ 38,260.00	105%
COMM HUM SERV NON-DEPT	\$ 6,200.00	\$ 3,057.00	203%
TOTAL OUTSIDE SERVICES	\$ 137,414.72	\$ 133,636.00	103%
AUTO OPERATION			
AUTO OPS - SUPPLIES / EQUIP	\$ 1,180.19	\$ 1,160.00	102%
AUTO OPS - FUEL	\$ 28,585.44	\$ 18,393.00	155%
AUTO REPAIR/MAINTENANCE	\$ 19,411.38	\$ 9,357.00	207%
AUTO LEASE PAYMENTS	\$ 12,469.06	\$ 12,250.00	102%
TOTAL AUTO OPERATION	\$ 61,646.07	\$ 41,160.00	150%
POLICE AND FIRE			
FUND JAIL & PRISONER	\$ 1,476.34	\$ 1,238.00	119%
ACJIS SYSTEM POLICE	\$ 5,775.42	\$ 5,405.00	107%
ANIMAL REGULATION FIRE	\$ 2,596.24	\$ 2,724.00	95%
FIRE SEASIDE	\$ 125,643.00	\$ 116,000.00	108%
TOTAL POLICE & FIRE	\$ 135,491.00	\$ 125,367.00	108%
STREETS & STORM WATER			
S.M.I.P.	\$ 99.44	\$ 51.00	195%
SB 1473	\$ 39.60	\$ -	
STREET LIGHTING	\$ 15,576.95	\$ 14,163.00	110%
STORM WATER PROJECT - PHASE 4	\$ 9,788.00	\$ 5,480.00	178.61 %
TOTAL STREETS & STORM WATER	\$ 25,503.99	\$ 19,694.00	130%
TOTAL EXPENDITURES	\$ 1,825,877.73	\$ 1,901,149.00	96%
Total Revenue	\$ 1,852,969.09		
Total Expenditures	\$ 1,825,877.73		
Total Operating Revenue Less Expenditures this fiscal year to date	\$ 27,091.36		

CITY OF DEL REY OAKS
FISCAL YEAR 2011/2012 BUDGET VS ACTUAL

11 Months Ended May 31, 2012

CAPITAL OUTLAY FOR FISCAL YEAR 2011-2012			
Other Income			
Portola/Carlton (Prop 1B) CIP	0.00	400,000.00	0.00 %
Total Other Income	\$ -	\$ 400,000.00	0%
Other Expenses			
PORTOLA / CARLTON (PROP 1B)	\$ 17,908.50	\$ 400,000.00	4%
Total Other Expenses	\$ 17,908.50	\$ 400,000.00	4%

**CITY OF DEL REY OAKS
CASH FUNDS BALANCE REPORT
AS OF MAY 31, 2012**

CITY OF DEL REY OAKS		
CASH BALANCES AS OF MAY 31, 2012		
	1000 · GENERAL CHECKING	\$78,770.88
	1008 · LAIF CITY - 246	\$135,050.62
	Total City Checking/Savings	\$213,821.50
FORMER REDEVELOPMENT AGENCY		
CASH BALANCES AS OF MAY 31, 2012		
	10-1001 · GENERAL CHECKING	\$0.00
	10-1003 · DUFFY EIR/CEQA CHECKING	\$0.00
	10-1002 · LAIF RDA ACCOUNT	\$414.00
	Total RDA Checking/Savings	\$414.00
GRAND TOTAL CASH BALANCES		\$214,235.50

CITY OF DEL REY OAKS
FISCAL YEAR 2010/2011 BUDGET VS ACTUAL
11 Months Ended May 31, 2011

	Actual Total FY 2010-1011	Budget FY2010-2011	%of Amount Budget
Revenue			
PROPERTY TAXES			
P/T-SECURED	\$ 341,618.18	\$ 353,304.00	96.69 %
P/T-UNITARY TAX	\$ 5,666.20	\$ 5,533.00	102%
P/T-UNSECURED	\$ 13,735.95	\$ 14,452.00	95%
P/T-SB813	\$ 2,849.99	\$ 2,662.00	107%
P/T-PRIOR SECURED	\$ 16,652.46	\$ 21,742.00	77%
PRIOR UNSECURED	\$ -	\$ 84.00	0%
PROPERTY TAX - VLF	\$ 115,208.00	\$ 121,084.00	95%
P/T-INT/PENAL	\$ 175.98	\$ 328.00	54%
P/T - ADMINISTRATIVE FEE	\$ (7,946.05)	\$ (7,500.00)	106%
SALES TAX IN LIEU - 3-FLIP	\$ 68,693.74	\$ 77,000.00	89%
TOTAL PROPERTY TAXES	\$ 556,654.45	\$ 588,689.00	95%
OTHER TAXES			
MANDATED COSTS	\$ -	\$ 4,000.00	0%
SALES TAX	\$ 204,540.76	\$ 255,000.00	80%
Sales Tax - Add On	\$ 329,230.41	\$ 388,000.00	85%
COP MONIES	\$ 80,506.10	\$ 100,000.00	81%
PROPERTY TRANSFER TAX	\$ -	\$ 5,000.00	0%
GAS FRANCHISES	\$ 4,708.94	\$ 7,000.00	67%
ELECTRIC FRANCHISES	\$ 15,711.34	\$ 15,500.00	101%
GARBAGE FRANCHISES	\$ 38,539.80	\$ 40,000.00	96%
CABLE TV FRANCHISES	\$ 24,212.28	\$ 25,000.00	97%
WATER FRANCHISES	\$ 7,498.35	\$ 9,000.00	83%
SEWER IMPACT	\$ 8,205.24	\$ 8,500.00	97%
TOTAL OTHER TAXES	\$ 713,153.22	\$ 857,000.00	83%
LICENSES & PERMITS			
BUSINESS LICENSES	\$ 166,092.13	\$ 190,000.00	87%
BUILDING PERMITS	\$ 7,893.11	\$ 15,000.00	53%
PLAN CHECK FEES	\$ 3,537.89	\$ 7,500.00	47%
STREET OPENING PERMITS FEES	\$ 600.00	\$ 2,500.00	24%
PLUMBING PERMITS	\$ 1,680.00	\$ 1,000.00	168%
ELECTRICAL PERMITS	\$ 700.00	\$ 1,000.00	70%
ENVIRON ASSESS FEES/PERMIT	\$ -	\$ 1,000.00	0%
DEVELOPER PYMT FEES/PERMITS	\$ -	\$ 500.00	0%
OTHER LICENSES/PERMITS	\$ 244.83	\$ 500.00	49%
TOTAL LICENSES & PERMITS	\$ 180,747.96	\$ 219,000.00	83%
FINES & FORFEITURES			
VEHICLE CODE FINES	\$ 16,259.80	\$ 15,000.00	108%
OTHER COURT FINES	\$ -	\$ 1,000.00	0%
TOTAL FINES & FOREITURES	\$ 16,259.80	\$ 16,000.00	102%
INTEREST EARNED			

CITY OF DEL REY OAKS
FISCAL YEAR 2010/2011 BUDGET VS ACTUAL
11 Months Ended May 31, 2011

INTEREST EARNED	\$	2,624.03	\$	12,000.00	22%
TOTAL INTERES EARNED	\$	2,624.03	\$	12,000.00	22%

CITY OF DEL REY OAKS
FISCAL YEAR 2010/2011 BUDGET VS ACTUAL
11 Months Ended May 31, 2011

OTHER AGENCY REVENUE			
OTHER AGENCY REVENUE	\$ 5.00	\$ -	
MOTOR VEHICLE LICENSE FEE(MVLF)	\$ 4,862.63	\$ 3,000.00	162%
OFF HIGHWAY	\$ -	\$ 100.00	0%
HOPTR	\$ 1,215.23	\$ 1,200.00	101%
VEHICLE LICENSE COLLECTION	\$ -	\$ 1,000.00	0%
PROP 172	\$ 6,104.67	\$ 8,000.00	76%
GRANTS	\$ 101,680.00	\$ 25,000.00	407%
TRAFFIC CONGESTION RELIEF-AB438	\$ 4,129.61	\$ 10,000.00	41%
POLICE GRANTS OTHER AGENCIES	0.00	1,000.00	0.00 %
TOTAL OTHER AGENCY REVENUE	\$ 117,997.14	\$ 49,300.00	239%
CURRENT SERVICES			
CURRENT SERVICES	\$ 300.00	\$ -	
USE PERMITS	\$ 4,225.00	\$ 3,000.00	141%
MAPS/PUBLICATIONS	\$ 155.40	\$ 100.00	155%
RENTAL INCOME	\$ 9,355.50	\$ 9,600.00	97%
POLICE REPORTS	\$ 813.00	\$ 1,400.00	58%
PROPERTY INSPECTIONS	\$ 1,900.00	\$ 1,300.00	146%
POLICE SERVICES	\$ 14,664.70	\$ 10,000.00	147%
PUBLIC EVENTS	\$ 45,280.00	\$ 80,000.00	57%
MISCELLANEOUS SERVICES	\$ 7,185.78	\$ 1,000.00	719%
PD DONATIONS	\$ 5,000.46	\$ 1,500.00	333%
ELECTIONS	834.00	0.00	
TOTAL CURRENT SERVICES	\$ 89,713.84	\$ 107,900.00	83%
PARKS/RECREATION			
PARK RENTAL	\$ 2,600.00	\$ 10,000.00	26%
RV RENTAL PARKS	\$ 24,615.00	\$ 26,000.00	95%
TOTAL PARKS & RECREATION	\$ 27,215.00	\$ 36,000.00	76%
OTHER			
GAS TAX 2103	\$ 837.28	\$ -	
GAS TAX 2107	\$ 17,966.18	\$ 13,500.00	133%
GAS TAX 2106	\$ 7,255.38	\$ 9,000.00	81%
GAS TAX 2107.5	\$ 1,000.00	\$ 900.00	111%
GAS TAX 2105	\$ 7,580.67	\$ 9,000.00	84%
TOTAL OTHER	34,639.51	32,400.00	106.91 %
Total Revenue	\$ 1,739,004.95	\$ 1,918,289.00	91%

CITY OF DEL REY OAKS
FISCAL YEAR 2010/2011 BUDGET VS ACTUAL

11 Months Ended May 31, 2011

Expenditures			
Payroll & Benefits			
OVERTIME	\$ 24,822.49	\$ 25,000.00	99%
PAYROLL	\$ 832,058.87	\$ 826,000.00	101%
COUNCIL MEMBER STIPEND	\$ 5,597.45	\$ 6,000.00	93%
RESERVES PAYROLL	\$ 30,607.56	\$ 31,710.00	97%
PERS	\$ 177,371.77	\$ 165,000.00	108%
MEDICARE	\$ 13,298.24	\$ 11,000.00	121%
DENTAL EXPENSE	\$ 20,608.40	\$ 26,750.00	77%
HEALTH INS	\$ 133,751.61	\$ 132,500.00	101%
VISION INS	\$ 1,581.18	\$ 2,800.00	56%
WORKERS COMP	\$ 127,683.32	\$ 136,400.00	94%
WELLNESS PROGRAM	\$ 6,081.00	\$ 13,200.00	46%
UNIFORM ALLOWANCE	\$ 5,500.00	\$ 5,000.00	110%
TOTAL PAYROLL & BENEFITS	\$ 1,378,961.89	\$ 1,381,360.00	100%
Payroll Expenses			
Payroll Expenses	\$ 1,951.33	\$ 500.00	390%
TOTAL PAYROLL EXPENSES	\$ 1,951.33	\$ 500.00	390%
Bank Service Charges			
Bank Service Charges	\$ 1,723.34	\$ 500.00	345%
TOTAL BANK SERVICE CHARGES	\$ 1,723.34	\$ 500.00	345%
-SUPPLIES			
MATERIALS/SUPPLY	\$ 43,872.40	\$ 43,500.00	101%
REPAIR/MAINTENANCE	\$ 24,314.53	\$ 20,000.00	122%
OFFICE SUPPLIES	\$ 2,924.89	\$ 3,089.00	95%
PRINTING / PUBLICATIONS	\$ 1,875.03	\$ 500.00	375%
TOTAL SUPPLIES	\$ 72,986.85	\$ 67,089.00	109%
UTILITIES & SERVICES			
STREET SWEEPING	\$ 12,181.10	\$ 1,200.00	1015%
GABILAN CREW	\$ 2,051.80	\$ 2,000.00	103%
UTILITIES/PGE	\$ 7,251.81	\$ 7,500.00	97%
UTILITIES/WATER	\$ 2,470.09	\$ 5,000.00	49%
TELEPHONE / INTERNET	\$ 13,791.38	\$ 15,000.00	92%
WEBSITE DESIGN & MAINTENANCE	\$ 4,500.00	\$ 1,500.00	300%
POSTAGE / SHIPPING	\$ 1,837.10	\$ 4,113.00	45%
TRAVEL/CONFERENCE	\$ 11,298.31	\$ 9,500.00	119%
MEMBER/DUES/CONTRIBUTIONS	\$ 9,572.59	\$ 14,500.00	66%
AD/PROMOTION CITY CNCL	\$ 2,110.93	\$ 1,500.00	141%
LEGAL ADVERT NON-DEPT	\$ 215.00	\$ 1,000.00	22%
MEETING CITY CNCL	\$ 952.31	\$ 1,000.00	95%
BOOK/PERIODICAL	\$ 140.00	\$ 100.00	140%
RADIO DISPATCH POLICE	\$ 38,259.50	\$ 42,500.00	90%

CITY OF DEL REY OAKS
FISCAL YEAR 2010/2011 BUDGET VS ACTUAL
11 Months Ended May 31, 2011

ELECTIONS	\$	2,266.73	\$	-	
COMM HUM SERV NON-DEPT	\$	3,057.00	\$	3,500.00	87%
TOTAL UTILITIES & Services	\$	111,955.65	\$	109,913.00	102%

CITY OF DEL REY OAKS
FISCAL YEAR 2010/2011 BUDGET VS ACTUAL
11 Months Ended May 31, 2011

OUTSIDE SERVICES			
TRAINING POLICE	\$ 8,631.94	\$ 8,000.00	108%
OTHER PERMITS PW/ENGR	\$ 3,735.30	\$ 2,000.00	187%
EQUIPMENT MAINT	\$ 3,986.50	\$ 21,500.00	19%
LIABILITY/PROP NON-DPT	\$ 16,032.76	\$ 25,000.00	64%
CONTRACTUAL AUDIT	\$ 20,925.00	\$ 25,000.00	84%
DATA PROCESSING	\$ 3,850.00	\$ 3,500.00	110%
CONTRACTUAL SVCS PLANNING	\$ 4,559.35	\$ 25,000.00	18%
CONTRACTUAL SVCS - LEGAL	\$ 9,991.67	\$ 20,000.00	50%
CONTRL RETAINER LEGAL	\$ 10,359.76	\$ 12,000.00	86%
CONTRACTUAL SVCS ENGINEERING	\$ 1,550.00	\$ -	
CONTRACTUAL SVCS INSPECTION	\$ 968.26	\$ -	
JANITORIAL FUND	\$ 3,250.00	\$ 4,200.00	77%
TOTAL OUTSIDE SERVICES	\$ 87,840.54	\$ 146,200.00	60%
AUTO OPERATION			
AUTO OPS - SUPPLIES / EQUIP	\$ 1,159.59	\$ 5,000.00	23%
AUTO OPS - FUEL	\$ 18,393.42	\$ 25,000.00	74%
AUTO REPAIR/MAINTENANCE	\$ 9,357.25	\$ 19,000.00	49%
AUTO LEASE PAYMENTS	20,330.08	20,000.00	101.65 %
TOTAL AUTO OPERATION	\$ 49,240.34	\$ 69,000.00	71%
POLICE AND FIRE			
FUND JAIL & PRISONER	\$ 1,237.81	\$ 1,000.00	124%
ACJIS SYSTEM POLICE	\$ 5,404.62	\$ 1,527.00	354%
FIRE SEASIDE	\$ 140,885.71	\$ 116,000.00	121%
ANIMAL REGULATION FIRE	\$ 2,723.70	\$ 2,500.00	109%
TOTAL POLICE & FIRE	\$ 150,251.84	\$ 121,027.00	124%
STREETS & STORM WATER			
S.M.I.P.	\$ 51.24	\$ 200.00	26%
SB 1473	\$ 6.40	\$ -	
STREET LIGHTING	\$ 14,162.99	\$ 17,000.00	83%
STORM WATER PROJECT - PHASE1&2	\$ 5,480.00	\$ 5,500.00	100%
TOTAL STREETS & STORM WATER	\$ 19,700.63	\$ 22,700.00	87%
TOTAL EXPENDITURES	\$ 1,874,612.41	\$ 1,918,289.00	98%
Total Revenue	\$ 1,739,004.95		
Total Expenditures	\$ 1,874,612.41		
Total Operating Revenue Less Expenditures this fiscal year to date	\$ (135,607.46)		

CITY OF DEL REY OAKS
FISCAL YEAR 2010/2011 BUDGET VS ACTUAL
 11 Months Ended May 31, 2011

CAPTIAL OUTLAY FOR FISCAL YEAR 2010-2011			
Other Income			
2002 Parks Resources Bond Act	\$ -	\$ 99,255.00	0%
Portola/Carlton (Prop 1B) CIP	\$ -	\$ 400,000.00	0%
Portola/Work Walkway (MPRPD)	0.00	12,500.00	0.00 %
Total Other Income	\$ -	\$ 511,755.00	0%
Other Expenses			
PORTOLA / CARLTON (PROP 1B)	\$ -	\$ 400,000.00	0%
PORTOLA / WORK WALKWAY (MPRPD)	\$ 819.54	\$ 12,500.00	7%
2002 PARKS RESOURCES BOND ACT	87,295.74	99,255.00	87.95 %
Total Other Expenses	\$ 88,115.28	\$ 511,755.00	17%



FIRE DEPARTMENT

1635 Broadway Avenue
Seaside, CA 93955

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

June 1, 2012

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

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 May 1, 2012 through May 31, 2012.

The City of Del Rey Oaks will be billed for the following incident numbers:

Incident #
12-0000824
12-0000836
12-0000845
12-0000864
12-0000869
12-0000873
12-0000877
12-0000901
12-0000906
12-0000907
12-0000950

There are a total of eleven fire calls for the month of May. If you have any questions, please contact me.

Sincerely,

A handwritten signature in cursive script that reads "M. Failauga".

Melissa Failauga
Facility Receptionist
CC: File

Seaside Fire Department

Incident List by Alarm Date/Time

Alarm Date Between {05/01/2012} And {05/31/2012}
and District = "029 "

Incident-Exp#	Alm Date	Alm Time	Location	Incident Type
12-0000824-000	05/07/2012	16:11:00	106 CARLTON DR /Del Rey O	542 Animal rescue
12-0000836-000	05/09/2012	06:40:00	33 CARLTON DR /Del Rey Oa	321 EMS call, excluding vehicle
12-0000845-000	05/10/2012	12:27:00	815 CANYON DEL REY BLVD /	321 EMS call, excluding vehicle
12-0000864-000	05/13/2012	16:17:00	GENERAL JIM MOORE BLVD &	324 Motor Vehicle Accident with
12-0000869-000	05/13/2012	20:07:00	2999 Highway 68	321 EMS call, excluding vehicle
12-0000873-000	05/14/2012	13:37:00	55 CARLTON DR /Del Rey Oa	321 EMS call, excluding vehicle
12-0000874-000	05/14/2012	15:31:00	815 CANYON DEL REY BLVD /	6111 Cancelled upon arrival, no
12-0000877-000	05/15/2012	08:04:00	1013 PALOMA RD /Del Rey O	321 EMS call, excluding vehicle
12-0000901-000	05/17/2012	20:03:00	1113 ROSITA RD	321 EMS call, excluding vehicle
12-0000906-000	05/18/2012	13:08:00	435 CANYON DEL REY BLVD	321 EMS call, excluding vehicle
12-0000907-000	05/18/2012	14:02:00	12 OSIO WAY /Del Rey Oaks	321 EMS call, excluding vehicle
12-0000950-000	05/25/2012	19:17:00	455 QUAIL RUN CT /Del Rey	321 EMS call, excluding vehicle

Total Incident Count *12 11 Calls total*



Del Rey Oaks Police Department
 Monthly Report of Activity
 May - 2012
 Completed By: Ron Langford, COP

ARRESTS:

YEAR to DATE

<i>Felony Arrests</i>	01	
<i>Misdemeanor Arrests</i>	05	
<i>Warrant Arrests (OJ)</i>		
TOTAL ARRESTS	06	23

ASSAULTS:

YEAR to Date

<i>Simple Assault</i>		
<i>Domestic Violence</i>		
<i>Weapon Involved</i>		
TOTAL ASSAULTS	00	03

REPORTS FILED:

15	81
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TRAFFIC ACCIDENTS:

<i>Non-Injury Accidents</i>	02	
<i>Injury Accidents</i>		
TOTAL ACCIDENTS	02	11

BURGLARIES:

<i>Residential</i>	01	
<i>Commercial</i>		
<i>From Locked Vehicle</i>		
<i>Other</i>		
TOTAL BURGLARIES	01	03

TOWED & STORED VEHICLES:

02	14
-----------	-----------

GRAND & PETTY THEFTS:

<i>Residential</i>		
<i>Commercial</i>		
<i>Shoplifting</i>	03	
<i>From Motor Vehicle</i>		
<i>Other</i>		
TOTAL THEFTS	03	09

ALARMS:

<i>Residential</i>		
<i>Commercial</i>		
TOTAL ALARMS	00	00

DUI ENFORCEMENT:

02	11

CITATIONS ISSUED:

<i>Traffic Citations Issued</i>	27	
<i>Parking Citations Issued</i>		
<i>Admin Citations Issued</i>	01	
TOTAL CITATION ISSUED	28	236

RESOLUTION NO. 2012-05

A RESOLUTION CALLING AND PROVIDING FOR A GENERAL
MUNICIPAL ELECTION TO BE HELD IN THE CITY OF
DEL REY OAKS ON TUESDAY, NOVEMBER 6, 2012

-oOo-

WHEREAS, pursuant to Elections Code §10200 *et seq.* it is necessary for the City Council of the City of Del Rey Oaks to call for an election to be held on November 6, 2012, for the purpose of electing successors to the terms of office of the Mayor and City Council members which will expire in 2014; and

WHEREAS, pursuant to Elections Code §13307 it is incumbent upon this City Council to determine who will pay the costs of the candidates' statements and to fix the maximum number of words to be submitted on said statements; and

WHEREAS, for the ease and convenience of the registered voters within this City, and in order to take advantage of any possible reduction in election costs, it is desirable that this City election be consolidated with any other election to be held on the same day.

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

1. A general municipal election is hereby ordered and will be held in the City of Del Rey Oaks on Tuesday, the 6th day of November, 2012.
2. At said election the voters shall elect a Mayor for a term of two (2) years, and two (2) City Council members for the term of four (4) years each.
3. Pursuant to Elections Code §13307 it is hereby determined that each candidate will pay the cost of that candidate's statement, and that said statements shall not exceed two hundred (200) words in length.

4. The Registrar of Voters is hereby authorized to bill each candidate in advance for the cost associated with printing his or her candidate's statement. If by the close of the nominating period a candidate has failed to meet this advanced billing, said candidate's statement will not be printed for distribution with the sample ballot.

5. Pursuant to Elections Code §15260, if this election is to be conducted using a voting machine system, the City Council hereby designates the Monterey County Courthouse in Salinas as the central counting place.

6. Pursuant to Elections Code §10262, the City Council shall meet no later than the third Friday following presentation of the returns to canvass the returns and to install the newly elected officers.

7. The City Clerk is hereby authorized and directed to contract with the County Registrar of Voters for the administration of the election.

PASSED AND ADOPTED by the City Council of the City of Del Rey Oaks at a regular meeting duly held on June 26, 2012, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

Jerry B. Edelen, Mayor

ATTEST:

Daniel J. Dawson, City Clerk

SERVICE AGREEMENT FOR THE PROVISION OF ELECTION
SERVICES BETWEEN THE CITY OF DEL REY OAKS AND MONTEREY COUNTY
REGISTRAR OF VOTERS

This agreement, entered into this ____ day of _____, 2012, by and between the The City of Del Rey Oaks and Monterey County Registrar of Voters (hereinafter referred to as Registrar of Voters);

WHEREAS, it is necessary and desirable that the Registrar of Voters be retained for the purpose of conducting an election hereinafter described for the The City of Del Rey Oaks (hereinafter referred to as City);

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

SERVICES TO BE PERFORMED BY THE THE CITY OF DEL REY OAKS:

- 1) No later than the 88th day prior to the election the The City of Del Rey Oaks will request the Board of Supervisors through the Registrar of Voters to conduct an election for the The City of Del Rey Oaks on November 6, 2012, and will request services of the Registrar of Voters. This section is applicable only if additional matters will be placed on the ballot, and a resolution is required.
- 2) The City will publish the Notice of Election and the Notice to File Declarations of Candidacy for the offices to be voted on, and/or the Notice to File Arguments For or Against any measure.
- 3) The City will submit to the Registrar of Voters the exact number of offices to be voted on and the names and ballot designations of the candidates for those offices, and/or the exact ballot wording to be voted on by the 88th day prior to the election, or by the 83rd day prior to the election if Elections Code §§ 10225, 10229, and 10407 become applicable.
- 4) The City Clerk will prepare and deliver to the printer the ballot pamphlet information containing, as applicable, candidate statements, ballot measure, tax rate statement, impartial analysis, arguments for or against and rebuttals thereto. The last day for primary arguments (300 words) to be submitted is August 17, 2012. The last day for rebuttal arguments (250 words) and impartial analysis is August 27, 2012.
- 5) The City will review and sign off on the sample ballot and official ballot wording for the City's Candidates/Measures.

SERVICES TO BE PERFORMED BY REGISTRAR OF VOTERS:

- 1) The Registrar of Voters will select the sample and official ballot printer(s).
- 2) The Registrar of Voters will prepare and deliver to the printer the official ballot information.
- 3) The Registrar of Voters will issue, receive and process absentee ballots.

- 4) The Registrar of Voters will set up all polling place locations, hire polling place workers and conduct the election.
- 5) The Registrar of Voters will prepare a Canvass of Votes Cast and submit a Certificate of Registrar of Voters to the The City of Del Rey Oaks.
- 6) The Registrar of Voters will conduct other various and miscellaneous election activities as required including but not limited to all those required of the City's Election Official, other than those described under "Services to be Performed by the The City of Del Rey Oaks".

TERMS:

This agreement shall be in effect for the performance of all services incident to the preparation and conduct of the election to be held on November 6, 2012.

In the event the Registrar of Voters is unable to perform services required under this Agreement, as a result of employer/employee relation conditions, vendor conditions or other conditions beyond the control of the Registrar of Voters, the Registrar of Voters will be relieved of all obligations under this Agreement. The Registrar of Voters may terminate this agreement after giving 72 hours written notice and the Registrar of Voters will be relieved of all obligations.

This agreement can be mutually terminated upon a 30 day written notice.

CONSIDERATION:

In consideration of the performance of services and supplies provided by the Registrar of Voters, the The City of Del Rey Oaks shall pay to the Registrar of Voters a sum equal to the actual cost of such services and supplies.

The The City of Del Rey Oaks shall make payment within 30 days of receipt of invoice from Registrar of Voters.

CITY:

Signature: _____ Date: _____

Print Name: _____

Title: _____

COUNTY:

Signature: _____ Date: _____

Print Name: _____

Title: _____



Memorandum

To: Member Agencies
From: Debra L. Hale, Executive Director
Subject: Tolling Evaluation and Applicability to the Route 156 West Corridor

The Transportation Agency recognizes the congestion relief, safety and local access benefits of the proposed widening and other improvements to Highway 156 between Castroville and Prunedale. The Agency has made this project its top underfunded highway priority. Tolling is being considered as an option for paying for the project to allow its construction in the near-term.

TAMC staff is presenting an overview of the use of tolling to finance state highway projects to all interested member agencies.

DISCUSSION:

Overall, the Route 156 West Corridor Project will:

- Improve safety along the corridor and facilitate access to the Oak Hills community;
- Provide traffic congestion relief for 32,000 vehicles per weekday;
- Support visitor travel and goods movement in this heavily-traveled corridor.

Specifically, Phase I of the Route 156 West Corridor Project will construct four new lanes from Castroville Blvd. to near the US101/156 interchange. The existing Highway 156 will become a county frontage road that runs from Castroville Blvd. to Highway 156. A new interchange will be constructed at Castroville Blvd. and Hwy 156. A small frontage road will be constructed at Meridian to Meridian Spur to remove local traffic from Highway 156. Phase 2 will reconstruct the US 101/ Highway 156 interchange and reroute the traffic from San Miguel Canyon Road through that new interchange. **Attachment 1** is a project description and map.

One option to pay for construction of the State Route 156 Widening project is congestion pricing/tolling. The Transportation Agency contracted with Samer Madanat, a professor of engineering and Director of the Institute of Transportation Studies at University of California, Berkeley, to evaluate the potential for using tolling to fund the SR 156 Widening project. Professor Madanat's analysis concludes congestion pricing/tolling is a viable funding option for funding Phase 1 of the project, at a price of \$1-2 per vehicle over 10 to 20 years, in two directions, with all vehicles paying.

The Transportation Agency has reviewed the tolling proposal with its Board of Directors, the Monterey County Hospitality Association and the homeowners associations along the corridor. Some of the questions related to tolling can currently be answered; others will require a specific set

of studies. **Attachment 2** is a set of frequently asked questions (and answers). The following questions require additional study:

- Who will pay the toll?
 - Everyone
 - Everyone during peak periods
 - Visitors only; local discount pass
- How high will the toll need to be under these scenarios?
 - to pay for Phase 1 construction;
 - plus a portion of the Highway 101/156 interchange construction; or all of Phase 2;
 - plus a full interchange at Castroville Boulevard;
 - plus operations, maintenance and administrative costs; and,
 - to collect the toll in one direction as compared to two directions.
- How much will need to be set aside to pay for state and local administration costs?
- How much will traffic divert to other streets or highways from the toll road, and how can we best deter this spillover traffic?
- How long will the toll be in place—20 years? 30 years?
- How will the project benefit the region's economy?

TAMC will consider issuing a request for consultant proposals to conduct a traffic and revenue study and economic analysis. The Transportation Agency and Caltrans expect to decide jointly whether or not to move forward with the tolling proposal by the end of 2012. If the decision is made to move forward, construction on Phase 1 could begin as early as 2016.

The Transportation Agency has directed staff to carry out a public outreach plan to gain public input on the tolling proposal. That plan includes public workshops in June, presentations at City Council meetings in June and July, and a follow up set of presentations after the study is done.

FINANCIAL IMPACT:

The estimated cost for the traffic and revenue tolling study will range from \$60,000 to \$75,000. Caltrans has agreed to share in the cost. Widening of Highway 156 and construction of a full interchange at Castroville Boulevard, Phase 1, is estimated to cost \$104.2 million. Construction of a new interchange at US 101 with a rerouting of the San Miguel Canyon interchange, Phase 2, is estimated to cost an additional \$150 million. Currently TAMC has nearly \$44 million in state funds allocated to the project, which leaves an unfunded gap of \$60 million for Phase 1. Adding in Phase 2 would raise the unfunded cost to \$210 million. Waiting for traditional funding sources from the state would delay the project construction from 10 to 20 years.

Highway 156 West Corridor – Phase 1



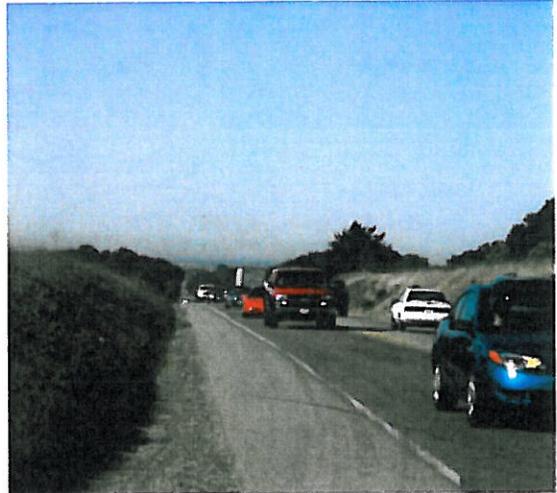
Highway 156 - Phase I New Four Lane to US 101

PROJECT DESCRIPTION



The internationally known Monterey Peninsula is accessible only via two-lane roads. One of those is Highway 156, heavily congested during the summer and for special events. As a result, Hwy 156 is a major interregional bottleneck. Phase I would construct 4 new lanes from Castroville Blvd to near the US101/156 interchange. The existing Hwy 156 would become a county frontage road that runs from Castroville Blvd to Hwy 156. A new interchange would be constructed at Castroville Blvd and Hwy 156. A small frontage road would be constructed at Meridian to Meridian Spur to remove local traffic from Hwy 156.

A future Phase 2 would improve the US 101/Hwy 156 interchange.



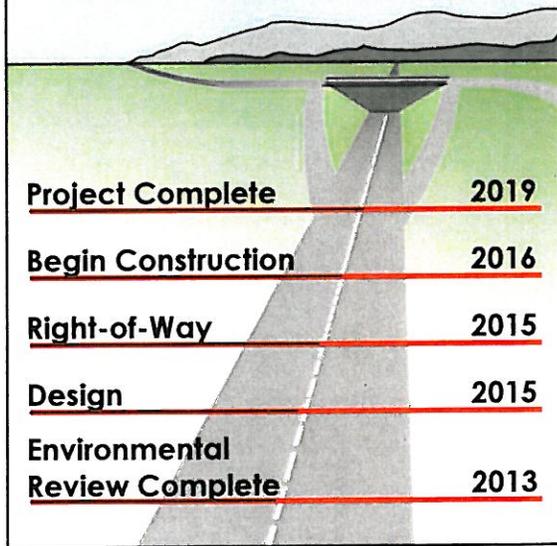
Looking westbound on Highway 156

PROJECT BENEFITS



- ▶ Provides traffic congestion relief for 32,000 vehicles per weekday
- ▶ Supports \$2 billion per year visitor economy
- ▶ #1 transportation priority for the hospitality industry
- ▶ Facilitates movement of valuable goods to market, supports \$3.8 billion per year agricultural industry
- ▶ Improves safety at intersections and local access

PHASE 1 PROJECT SCHEDULE



Estimated schedule - subject to funding

COST ESTIMATE



Phase 1 Total Project Cost: \$104.2 million

In partnership with:



Transportation Agency for Monterey County Updated March 2011
55-B Plaza Circle, Salinas, CA 93901 • (831) 775-0903 • www.tamcmonterey.org



RESOLUTION NO. 2012-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL REY OAKS
ADOPTING THE BEST MANAGEMENT PRACTICES GUIDANCE SERIES FOR THE
MANAGEMENT OF STORM WATER RUNOFF

-oOo-

WHEREAS, The City of Del Rey Oaks is a unique community that prides itself on its hometown character and environmental resources; and

WHEREAS, the City operates under the General Permit issued to the Monterey Regional Storm Water Permit Participants Group by the Regional Water Quality Control Board (RWQCB); and

WHEREAS, the Best Management Practices Guidance Series (BMPPGS) is found in Appendix E of the Monterey Regional Storm Water Management Program; and

WHEREAS, the Guidance Series describes Best Management Practices designed to reduce the discharge of pollutants from the municipal separate storm sewer systems to the "maximum extent practicable," to protect water quality, and to satisfy the appropriate water quality requirements of the Clean Water Act; and

WHEREAS, the City of Del Rey Oaks has been implementing these BMPs as part of its permitting process; and

WHEREAS the BMPPGS will supplement the City's existing requirements regarding storm water management.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Del Rey Oaks does hereby adopt the attached Best Management Practices Guidance Series.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Del Rey Oaks this 26th day of June, 2012, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:

Jerry B. Edelen, Mayor

ATTEST: _____
Daniel Dawson, City Clerk

BEST MANAGEMENT PRACTICE GUIDANCE SERIES

As described in the County of Monterey's Ordinance No. 5154 entitled "An Ordinance of the County of Monterey, State of California, Adding Chapter 16.14 to the Monterey County Code to Regulate Discharges to the County's Storm Drain System," the County has adopted this *Best Management Practice Guidance Series* containing Best Management Practices (BMPs) for any activity, operation, or facility which may cause or contribute to pollution or contamination of storm water, the storm drain system, or waters of the United States.

Where Best Management Practice requirements are promulgated by the County or any federal, State of California, or regional agency for any activity, operation, or facility which would otherwise cause the discharge of pollutants to the storm drain system or to waters of the United States, every person undertaking such activity or operation, or owning or operating such facility shall comply with such requirements.

The Director of Public Works will report to the Board of Supervisors annually on the status of implementation of BMPs and any new BMPs to be developed for inclusion in the *Best Management Practice Guidance Series*.

Notwithstanding the presence or absence of requirements promulgated in this *Best Management Practice Guidance Series*, any person engaged in activities or operations, or owning facilities or property which will or may result in pollutants entering storm water, the storm drain system, or the waters of the United States shall implement Best Management Practices to the extent they are technologically achievable to prevent and reduce such pollutants. The owner or operator of a commercial or industrial establishment shall provide reasonable protection from accidental discharge of prohibited materials or other wastes into the municipal storm drain system or watercourses. Facilities to prevent accidental discharge of prohibited materials or other wastes shall be provided and maintained at the owner or operator's expense.

CONSTRUCTION SITES

This guidance specifies Best Management Practices (BMPs) for construction sites that shall be employed to protect water quality during construction. At a minimum, every construction site shall employ applicable BMPs outlined below. Additional best management practices, measures and controls shall be employed as applicable and to the maximum extent practicable to prevent pollutants from entering stormwater runoff. For additional details on items shown with an asterisk (*), see Section 4 "Sources of Additional Information in this Guidance Series."

Section 1.0

Construction Site Planning BMPs

1.1 Site Plan

- 1.1.1 Plan the development to fit the topography, soils, drainage pattern and natural vegetation of the site.
- 1.1.2 Remove existing vegetation only when absolutely necessary.
- 1.1.3 Delineate clearing limits, easements, setbacks, sensitive or critical areas, trees, drainage courses, and buffer zones to prevent excessive or unnecessary disturbances and exposure.
- 1.1.4 Avoid construction on steep slopes*
- 1.1.5 Minimize cuts and fills*
- 1.1.6 Align temporary and permanent roads and driveways along slope contours*

1.2 Other Measures

- 1.2.1 Phase grading operations to reduce disturbed areas and time of exposure
- 1.2.2 Avoid excavation and grading during wet weather
- 1.2.3 Winterize construction site*

Section 2.0

Erosion and Sediment Control BMPs

2.1 Soil Cover

- 2.1.1 Install cover materials such as vegetative debris, mulch, crushed stone, geotextile fabric, erosion control blankets*
- 2.1.2 Use soil stabilizers as appropriate*
- 2.1.3 Use temporary seeding and planting to reduce erosion potential*

2.2 Tracking Control (for sites where on-site room allows for these measures)

- 2.2.1 Construct stabilized access roads and entrances*
- 2.2.2 Construct entrance/exit tire wash*
- 2.2.3 When cleaning sediments from streets, driveways and paved areas on construction sites, use dry sweeping methods where possible. If water must be used to flush pavement, collect runoff in temporary storage tanks to settle out sediments prior to discharge to the storm drains, and protect storm drain inlets.

2.3 Structures to Control and Convey Runoff

- 2.3.1 Earth dikes, drainage swales and ditches*
- 2.3.2 Slope drains and subsurface drains*
- 2.2.3 Velocity dissipation devices*
- 2.3.4 Flared culvert end sections*
- 2.3.5 Check dams*

2.4 Other Measures

- 2.4.1 Slope roughening/terracing/rounding*
- 2.4.2 Level spreader*

2.5 BMPs to Capture Sediment

- 2.5.1 Use terracing, riprap, sand bags, rocks, straw bales, and/or temporary vegetation on slopes to reduce runoff velocity and trap sediments. Do not use asphalt rubble or other demolition debris for this purpose.
- 2.5.2 Protect storm drain inlets from sediment-laden runoff. Storm drain inlet protection devices include sand bag barriers, filter fabric fences, block and gravel filters, and excavated drop inlet sediment traps.*
- 2.5.3 When dewatering the site, remove sediment from the discharge using filtration methods. Mobile units specifically designed for construction site dewatering can be rented for this purpose.

2.6 Other Controls (as required)

- 2.6.1 Silt fence*
- 2.6.2 Straw bale barrier (other than at storm drain inlets)*
- 2.6.3 Sand bag barrier*
- 2.6.4 Brush or rock filter*
- 2.6.5 Sediment trap*
- 2.6.6 Temporary sediment basin*

*For additional details, see Section 4.0 "Sources of Additional Information" below.

Section 3.0

General Site and Materials Management

3.1 All Construction Sites

- 3.1.1 Identify all storm drains, drainage swales and creeks located near the construction site and make sure all subcontractors are aware of their locations to prevent pollutants from entering them.
- 3.1.2 Clean up leaks, drips, and other spills immediately.
- 3.1.3 Refuel vehicles and heavy equipment in one designated location.
- 3.1.4 Wash vehicles at an appropriate off-site facility. If equipment must be washed on-site, do not use soaps, solvents, degreasers, or steam cleaning equipment, and prevent wash water from entering the storm drain.
- 3.1.5 Never wash down pavement or surfaces where materials have spilled. Use dry cleanup methods whenever possible.

3.1.6 Avoid contaminating clean runoff from areas adjacent to your site by using berms and/or temporary or permanent drainage ditches to divert water flow around the site.

3.1.7 Keep materials out of the rain. Schedule clearing or heavy earth moving activities for periods of dry weather. Cover exposed piles of soil, construction materials and wastes with plastic sheeting or temporary roofs. Before it rains, sweep and remove materials from surfaces that drain to storm drains, creeks, or channels.

3.1.8 Place trash cans around the site to reduce litter. Dispose of non-hazardous construction wastes in covered dumpsters or recycling receptacles. Recycle leftover materials whenever possible.

3.1.9 Dispose of all wastes properly. Materials that can not be reused or recycled must be taken to an appropriate landfill or disposed of as hazardous waste.

3.1.10 Cover open dumpsters with plastic sheeting or a tarp during rainy weather. Secure the sheeting or tarp around the outside of the dumpster. If your dumpster has a cover, close it.

3.1.11 Train your employees and inform subcontractors about the stormwater requirements and their own responsibilities.

3.2 Construction Projects Involving Paint Work

3.2.1 Non-hazardous paint chips and dust from dry stripping and sand blasting may be swept up or collected in plastic drop cloths and disposed of as trash. Chemical paint stripping residue and chips and dust from marine paints or paints containing lead or tributyl tin must be disposed of as a hazardous waste.

3.2.2 When stripping or cleaning building exteriors with high-pressure water, cover or berm storm drain inlets. If possible (and allowed by your local wastewater authority), collect (mop or vacuum) building cleaning water and discharge to the sanitary sewer.

3.2.3 Never clean brushes or rinse paint containers into a street, gutter, storm drain, or creek.

3.2.4 For water-based paints, paint out brushes to the extent possible and rinse to a drain leading to the sanitary sewer (i.e., indoor plumbing).

3.2.5 For oil-based paints, paint out brushes to the extent possible, and filter and reuse thinners and solvents. Dispose of unusable thinners and residue as hazardous waste.

3.2.6 Recycle, return to supplier or donate unwanted water-based (latex) paint.

3.2.7 Dried latex paint may be disposed of in the garbage.

3.2.8 Unwanted oil-based paint (that is not recycled), thinners, and sludges must be disposed of as hazardous waste.

3.3 Construction Projects Involving Cement and Concrete Work

3.3.1 Avoid mixing excess amounts of fresh concrete or cement mortar on-site.

3.3.2 Store dry and wet materials under cover, protected from rainfall and runoff.

3.3.3 Wash out concrete transit mixers only in designated wash-out areas where the water will flow into settling ponds or onto dirt or stockpiles of aggregate base or sand. Pump water from settling ponds to the sanitary sewer, where allowed. Whenever possible, recycle washout by pumping back into mixers for reuse. Never dispose of washout into the street, storm drains, drainage ditches, or creeks.

3.3.4 Whenever possible, return contents of mixer barrel to the yard for recycling. Dispose of small amounts of excess concrete, grout, and mortar in the trash.

3.4 Construction Projects Involving Roadwork/Pavement Construction

3.4.1 Apply concrete, asphalt, and seal coat during dry weather to prevent contaminants from contacting stormwater runoff.

3.4.2 Cover storm drain inlets and manholes when paving or applying seal coat, slurry seal, fog seal,

etc.

3.4.3 Always park paving machines over drip pans or absorbent materials, since they tend to drip continuously.

3.4.4 When making saw-cuts in pavement, use as little water as possible. Cover each storm drain inlet completely with filter fabric during the sawing operation and contain the slurry by placing straw bales, sandbags, or gravel dams around the catch basins. Use a wet-dry vacuum to pick up slurry prior to drying or after the liquid drains or evaporates, shovel or vacuum the slurry residue from the pavement or gutter and remove from site.

3.4.5 Wash down exposed aggregate concrete only when the wash water can: (1) flow onto a dirt area; (2) drain onto a bermed surface from which it can be pumped and disposed of properly; or (3) be vacuumed from the area along the curb where sediment has accumulated by blocking a storm drain inlet.

3.4.6 Allow aggregate rinse to settle, and pump the water to the sanitary sewer if allowed by your local wastewater authority.

3.4.7 Never wash sweepings from exposed aggregate concrete into a street or storm drain. Collect and return to aggregate base stockpile, or dispose with trash.

3.4.8 Recycle broken concrete and asphalt.

Section 4.0

Sources of Additional Information

Additional information on Construction Site Controls is available in the publications listed below.

4.1 California Stormwater Quality Association (2003) Storm Water Best Management Practice Handbook - Construction.

4.2 Association of Bay Area Governments. 1995. Manual of Standards for Erosion and Sediment Control Measures. A comprehensive field guide for controlling soil erosion in California.

4.3 BASMAA. 1996. Start at the Source — Residential Site Planning and Design Guidance Manual.

4.4 Caltrans. (2003) Storm Water Quality Handbooks – Construction Contractors Guide and Specifications. May.

4.5 California RWQCB, San Francisco Region, Erosion and Sediment Control Field Manual (most recent edition).

4.6 Caltrans (2003), Storm Water Quality Handbooks – Project Planning and Design Guide.

NEW DEVELOPMENT AND REDEVELOPMENT

The focus of this guidance is post-construction BMPs for new development or redevelopment projects. Post-construction BMPs are grouped into three types:

- **Site Planning Measures** that avoid or reduce disturbance of the site and limit the addition of impervious surfaces;
- **Pollution Prevention and Source Control Measures** that reduce or eliminate potential future sources of pollutants; and
- **Treatment Control Measures** that treat polluted runoff from new development/redevelopment sites.

This guidance is focused strictly on specific controls that can be incorporated into individual development projects to avoid or reduce the pollutants from the particular project. Where appropriate, pros and cons are described along with typical conditions under which these controls have been found to be effective.

The best opportunities for post-construction controls are available in larger projects or when implemented on a regional basis, and most of this guidance emphasizes controls that can be introduced in larger new development/redevelopment projects through the discretionary approval process. The second section of this guidance presents a list of controls that can be employed for small infill-type projects which are subject only to the ministerial approval process where the opportunities are limited.

Projects requiring discretionary approval from the local jurisdiction include almost all projects except minor infill development. This discretionary approval process is commonly the design review process, although other discretionary approvals such as a use permit or a subdivision map approval may also be triggered depending on the characteristics of the project.

Projects requiring ministerial approval are small improvement projects that conform to the site zoning requirements and include either a new single-family unit or minor modifications to an existing single family unit or a single structure. Such projects typically do not need discretionary approval, but will in all cases need a ministerial permit, such as a building or a grading permit.

Post-Construction BMPs for Projects Requiring Discretionary Approvals

Site Planning BMPs

This group of post-construction controls includes site planning to protect sensitive resources at or near the site and the use of alternate paving and cover materials to reduce the amount of impervious surfaces added by a new development. Studies have shown that in single-family residential areas, streets are the primary producers of runoff, and sidewalks and lawns, if properly vegetated, are a minor source. In multi-family developments, streets, parking lots and roofs generate similar quantities of runoff. In commercial/industrial areas, parking lots and roofs are the main generators of runoff. It follows then that to reduce impervious surfaces, in single-family residential areas reduction of street width and driveway lengths should be the primary strategy, while in multi-family developments and industrial/commercial areas, strategies should focus on reducing parking lots and the footprint of buildings. *For more information on site planning, refer to "Start at the Source Residential Site Planning and Design*

Guidance Manual for Stormwater Quality Protection”, available from BASMAA.

Site planning BMPs that minimize impervious surface and maximize infiltration are described below:

- **Cluster development** - Concentrate the development on a limited portion of the site and leave the remaining portion undisturbed. This should be used where appropriate without creating other hazards such as those of access during emergencies.
- **Preserve natural drainages** - This measure includes not filling in the natural drainage features at the site, maintaining invert/streambeds to maximize capacity, and providing vegetated setbacks or buffer strips outside of the maximum water surface level. Main concerns are related to safety especially of children and future need for mosquito/pest control.
- **Reduce sidewalk widths, especially in low-traffic areas** - This control provides limited runoff reduction benefits, and reduction of width may not be possible due to Americans with Disabilities Act (ADA) requirements.
- **Avoid curb and gutter along driveways and streets where appropriate** - This is recommended in areas where flooding and ponding of water creating mosquito habitat is not a problem. Replace with swales.
- **Use alternate paving materials/porous/permeable materials, where appropriate** - This measure includes use of alternate paving materials (e.g., porous asphalt, pervious concrete, pavers), landscaping, mulch, gravel and cobbles where appropriate to provide ground cover, and reduce the use of asphalt or other impervious pavement. Pavers are recommended for driveways, walkways, and patios in single-family residences where the site does not generate highly polluted runoff (that could contaminate groundwater if it were to infiltrate) and where ADA requirements do not have to be met. In non-residential areas, pavers are recommended for emergency access roads, overflow parking areas, and non-handicapped parking stalls. (Note: Some types of alternate paving materials may not be suitable where heavy loads (e.g. truck movement) are anticipated.) *For more information on alternate paving materials, see Post-Construction Controls for New Development Fact Sheets available from BASMAA.*
- **Reduce the length of driveways or infiltrate driveway runoff** - This control applies mainly to single-family residential units. If reduction of the driveway length is not possible, grade and construct driveway so that runoff from driveway is directed to the adjacent landscaped areas.
- **Reduce street width by eliminating on-street parking (where such actions do not pose a safety hazard)** - This measure can be generally used in new residential areas. In addition to reducing the impervious area, this control has the added benefit of removing cars from streets and making street sweeping easier and more effective. If on-street parking in residential areas is eliminated, the developer must provide adequate off-street visitor parking.
- **Reduce alley width or use alternate materials for paving alleys** - If alleys are included in a proposed development, width should be minimized or alternate paving materials should be used.
- **Set aside open space** - This control is recommended for all developments (residential and non-residential). The main concern with open space relates to maintenance, weed control, and fire prevention. This group includes controls that can be incorporated into new development/redevelopment projects to avoid pollution in the long run by eliminating sources.

Pollution Prevention and Source Control BMPs

This group of BMPs includes controls that can be incorporated into new development/redevelopment projects to avoid pollution by eliminating sources.

- **Provide green areas where pets can be exercised** - Pet excrement is a major source of bacteria in urban runoff. Provide green areas in new residential developments where people can walk their pets and keep pet excrement away from sidewalks and streets.
- **Install landscaping or other cover** - Clearing and grading of surfaces in new development can increase potential for erosion. Install landscaping or other cover materials to minimize erosion from graded surfaces. Use of native plant materials is recommended because native plants require less maintenance and irrigation, and are typically more resistant to fires than non-native grasses. Native plants do take longer to cover slopes, therefore during the first few years, supplemental protection (erosion blanket, mulch, etc.) will be necessary.
- **Incorporate low-maintenance landscaping** - At sites where erosion may not be a concern but landscaping is proposed as part of the development, use low-maintenance landscaping that does not require frequent fertilizer, pesticide and herbicide application. Assistance in identifying the types of trees, shrubs, and ground cover that would work in the community, based on local climatic and soil conditions, can be obtained from garden centers, landscapers, and other sources.
- **Label storm drains to discourage dumping** - Label all storm drain inlets and catch basins within the project area with prohibitive language (such as: "NO DUMPING - DRAINS TO BAY") and/or graphical icons to discourage illegal dumping. Signs and prohibitive language and/or graphical icons, which prohibit illegal dumping, must be posted at public access points along channels and creeks within the project area. Legibility of stencils and signs must be maintained.
- **Where possible, eliminate gutters/roof drains or direct runoff to landscaped areas** - Roof drains can be eliminated only in one to two-story buildings. Where these cannot be eliminated, direct the downspout of the gutter to a landscaped area or into an infiltration trench. Install several gutters to distribute the flow.
- **Construct designated vehicle wash area** - In new residential developments involving more than 50 units, construct a designated vehicle wash area so that the runoff from vehicle washing can be properly treated and/or disposed. Contact the local wastewater authority to determine if the discharge can be plumbed to the sanitary sewer. If not, provide appropriate treatment and disposal of this runoff.
- **Where possible use underground parking and the construction of multi-storied parking structures** - For commercial projects build underground or multi-story parking structures so that not only is impervious surface minimized but the parking surfaces are under a roof and not exposed to storm water.
- **Where possible use cooperative or shared parking** - For commercial areas this may be a cooperative effort between commercial entities or between commercial entities and the County.
- **Use alternate paving materials for parking lots** - This control is recommended for overflow parking areas and for less frequently used parking spaces (typically these are spaces along the periphery of the parking lot that will not have to meet ADA requirements and due to low usage there will be less concern regarding pollution of groundwater through infiltration of stall runoff).
- **Use measures to reduce building footprint and increase use of taller structures (where appropriate)** - This control is recommended for commercial and municipal structures, where it would also be consistent with other County planning and building requirements.
- **Berm waste storage areas** - Grade and pave outdoor waste receptacle areas to prevent run-on of storm water, and install a low containment berm around it. Alternately, construct a covered enclosure with wash-down capabilities plumbed into the sanitary sewer, after first contacting the local wastewater authority to verify that this practice will be acceptable.
- **Install valves on storm drain inlets in loading dock areas** - At commercial/industrial facilities where loading docks are proposed, install a valve(s) to control runoff in the event of spills.

Treatment BMPs

This group of BMPs includes controls that can be built at new development and redevelopment sites to capture and treat the polluted runoff before it enters the County's storm drain system or other receiving waters. Those BMPs which are feasible for the proposed development should be incorporated into its design.

Treatment control design standards, depending on the type of units, are based on either treating a given volume of runoff (e.g., first 0.5 inch of runoff) or a peak flowrate associated with a design storm. The volume approach is often utilized for small catchments where there tends to be a "first flush" condition (e.g., a parking lot). Design storms for storm water controls may be small (e.g. recurrence intervals of 3 months to 2 years) compared to flood control designs standards because of the need to minimize the size and cost of the unit, and because most runoff is associated with the more frequent smaller events. Treatment controls must be designed such that volumes and flows in excess of the design standard bypass the unit, otherwise there is the possibility of aggravating flooding and also causing resuspension of previously captured sediments or other constituents. Also, all of the treatment BMPs described below require some inspection, maintenance, and disposal of solids to ensure optimum performance and often to avoid flooding.

- **Rooftop Catchment Systems** - These are rooftops which can sometimes be designed into large commercial and industrial sites to pool stormwater which, following the storm, evaporates. This effectively eliminates rooftop runoff from the storm drain system, and thereby reduces the hydraulically-connected impervious area. Another function of these systems is to slow down the runoff to reduce peaks. Problems with rooftop catchment systems are mainly related to leakage.
- **Vegetated Filter Strips** - Vegetated filter strips, buffer strips, or riparian buffer zones are strips of vegetation placed between receiving waters (e.g., along streams) and pollutant sources. The effectiveness of the strips depend primarily on the width of the strip, and the vegetation type and condition. Strips of 100-300 feet in width are often considered. Such strips have been successfully applied to urban, agricultural, and forestry situations. Vegetation type selection must take into account the climate and usually should be drought-resistant. Maintenance is primarily annual cutting. Such strips are recommended for developments located along receiving waters such as streams, rivers and lakes, but outside the flood control boundary.
- **Vegetated Swales** - Swales are shallow low gradient channels that are vegetated. They are commonly applied in rural residential areas in lieu of traditional curb/gutters and underground stormwater drainage pipes. Water quality improvement is achieved primarily through filtration, and performance is dependent on the swale hydraulic capacity and vegetation type and condition. Influent water should be relatively free of coarse sediment to avoid burying the vegetation. Where sediment loads are of concern, sediment settling basins can be provided upstream of the swales. Maintenance consists primarily of vegetation management and settling basin cleanouts. Swales are generally recommended for low-density residential developments located in relatively flat terrain.
- **Infiltration Basins** - Infiltration basins store and infiltrate stormwater into the surficial groundwater aquifer. Performance is critically dependent on soil porosity and adequate depth to groundwater. Such conditions are typical of inland valleys, in contrast to low lying coastal areas. In order to maintain recharge rates, influent water may require pretreatment to remove sediments. Infiltration basins are effective at reducing runoff rates and volumes and can provide water supply benefits through aquifer recharge. Maintenance primarily consists of periodic removal of accumulated trash, debris and sediments to maintain recharge rates. Infiltration basins are generally recommended in areas where the depth to groundwater is relatively high and the soils are highly

pervious. Where such conditions exist, this technology is generally applicable to the entire range of urban development, although the potential for groundwater contamination is often of concern in industrial areas.

- **Infiltration Trenches** - Infiltration trenches are shallow drains filled with high porosity materials (e.g. gravel). Stormwater discharged to these trenches is stored during the runoff event and infiltrates into the groundwater during dry weather periods. As with infiltration basins, performance requires porous subsoils and adequate depth to the groundwater table. The acceptability and designs of infiltration trenches must take into consideration the potential for infiltrating water to adversely affect soil strength around foundations. Infiltration trenches are generally not recommended for roof runoff near buildings because of building code requirements; but can be effective as part of the overall open channel drainage system.

- **Dry Detention Ponds/Basins** - These are basins designed to temporarily store and treat storm water prior to gradually releasing it downstream. Such basins can provide flood control and storm water treatment benefits. Treatment performance depends on storage volume (12-24 hours of residence time is considered a good rule of thumb), and good circulation (avoidance of short circuiting). A major factor limiting good performance is that, during larger storm runoff events, water entering a dry basin may resuspend previously settled material in which case the ponds may act as a source of sediment and associated chemicals. In general dry basins are not as effective as wet basins (discussed below), however, in certain arid areas, wet basins are not feasible. Performance of dry basins can be improved by incorporating slow release outlet structures. Such basins are generally applicable to residential, commercial, and industrial development in areas where there is insufficient runoff to maintain wet basins.

- **Retention Ponds/Wet Basins** - These are basins that contain a permanent pool of water. Such ponds can provide flood control, ecological, and water quality benefits. The performance of wet basins depends on the size of the basin, watershed characteristics, and influent conditions. The primary treatment process in retention ponds is settling. Maintenance is required for removing debris, vegetation management, and maintaining the inlet and outlet structures. Accumulation rates in such basins typically require that accumulated sediment be removed about once every 10-20 years. Retention ponds are generally applicable to most urban situations, as long as there is adequate space for the facility and acceptable geological conditions.

- **Constructed/Restored Wetlands** - In addition to providing flood control and water supply benefits through artificial recharge of groundwater, constructed wetlands designed for stormwater management provide water quality benefits through a number of processes including sedimentation, filtration, absorption, biological processes, and nutrient uptake. Pollutant removal performance depends on the size of the wetland relative to the watershed, the design of the wetland, and the type and composition of wetland vegetation. Wetlands also provide additional ecological and recreational benefits. If a significant amount of sedimentation is anticipated, a deep settling basin could be constructed (which the water would enter prior to reaching the wetland). The basin would require periodic maintenance to remove accumulated sediment. Constructed wetlands require maintenance, especially in the first 5-10 years during which vegetation is growing and natural seeding is occurring. Providing suitable hydrologic conditions for vegetation growth and water treatment is key to successful performance of constructed wetlands. Constructed wetlands are generally applicable to most urban situations, as long as there is adequate space for the facility, an adequate source of water, and appropriate soils. In California, such wetlands would likely be seasonal in nature. The cost of urban lands often preclude this type of treatment in the more densely developed portions of urban areas.

A variation of this control is the use of existing wetlands for urban runoff treatment. Existing

wetlands at or downstream of a new development/redevelopment project can be enhanced to improve hydrology, and runoff from the development project can be directed to the wetlands. Note that the dry detention ponds/basins, retention ponds/wet basins, and the constructed wetlands need to be periodically monitored for accumulation of toxic materials, and provisions made for cleanout and disposal pretreatment may be added (to remove heavy sediment trash and debris) to reduce maintenance. If a significant amount of sediment is anticipated, a deep settling basin could be constructed. This would also need to be periodically cleaned out to maintain capacity.

- **Filtration Systems** - Filtration systems convey stormwater through filter media (e.g., sand, compost, charcoal) to treat the storm water. The chemicals treated vary depending on the type of media and may include fine sediment, colloidal material, hydrocarbons, organics, nutrients and dissolved metals. Such systems come in many sizes and designs including: (1) inserts placed in individual storm drain inlets, (2) linear units that treat stormwater from small impervious areas such as parking lots, and (3) large 1-2 acre sand filters that treat runoff from urban catchments. Filters are effective as long as the capacity of the filter is not exceeded, and the filter is not allowed to clog. Filter inserts are particularly problematic in this regard, and recent testing and evaluation questions their applicability where material in runoff will clog or block the filter. In stormwater applications filter systems are required to remove blocking materials (leaves, trash, debris, sediments, oil and grease) and storage to better manage flowrates. Experience to date with filter type inserts for drain inlets suggest that the units are easily clogged with sediment and debris, with resultant bypassing of most of the flows. Therefore, inserts are not recommended unless require frequent inspection and cleaning is performed. Filtration systems will have limited application in small well-maintained parking lots.

- **Oil/Grit Separators** - Oil/grit (gravity) separators are usually multi-chambered treatment units that are placed underground and treat stormwater from a drainage catchment. The individual chambers often are designed to trap grit and floatables, and adsorb hydrocarbons. Flows in excess of the design capacity should be diverted around the unit, otherwise there is the possibility that sediment previously trapped in the chambers will be resuspended and flushed downstream. Inspection and maintenance is required to ensure that the units are not filling up with sediment, as accumulation can affect performance. Traditional gravity oil/water separators that utilize skimming devices and coalescing plates (to increase droplet size and capture) are generally not applicable to stormwater conditions where total hydrocarbon concentrations are generally less than 10 mg/l. The performance of oil/grit separators varies depending on the chosen design. Research should be done before selecting any separators to verify that they will perform as desired. In general, oil/grit separators are useful only at sites where there are chances that oil spills could occur and to a limited degree at development sites that have high oil and grease loadings such as petroleum storage yards and vehicle storage facilities.

Post-Construction BMPs for Projects Requiring Ministerial Approvals

- **Incorporate low-maintenance landscaping** - Use low-maintenance drought-tolerant landscaping that does not require frequent fertilizer, pesticide and herbicide application.
- **Label storm drains to discourage dumping** - Label all storm drain inlets and catch basins within the project area with prohibitive language (such as: "NO DUMPING – DRAINS TO BAY") and/or graphical icons to discourage illegal dumping. Signs and prohibitive language and/or graphical icons, which prohibit illegal dumping, must be posted at public access points along channels and creeks within the project area. Legibility of stencils and signs must be maintained.

- **Where possible, direct gutters to landscaped areas** - Roof drains may be eliminated only in one to two-story buildings. Where these cannot be eliminated, direct the downspout of the gutter to landscaped area or into an infiltration trench. Install several gutters to distribute the flow. Note that roof drains may be eliminated in residential and some commercial areas only, and should not be eliminated in industrial areas.
- **Use alternate paving materials/porous/permeable materials, where appropriate** - Use alternate paving materials (pavers), landscaping, mulch, gravel and cobbles where appropriate to provide ground cover, and reduce the use of asphalt or other impervious pavement. Pavers are recommended for driveways, walkways, and patios in single-family residences where the site does not generate highly polluted runoff (that could contaminate groundwater if it were to infiltrate) and where ADA requirements do not have to be met. In non-residential areas, pavers are recommended for emergency access roads, overflow parking areas, and non-handicapped parking stalls. These are not recommended where heavy loads (e.g. truck movement) are anticipated. For more information on alternate paving materials, see Post-Construction Controls for New Development Fact Sheets available from BASMAA.

Providing Proof of Ongoing BMP Maintenance

As part of project review, if a project applicant is required to include Structural or Treatment Control BMPs in project plans, the County will require that the applicant provide verification of maintenance provisions through such means as may be appropriate, including, but not limited to legal agreements, covenants, CEQA mitigation requirements and/or Conditional Use Permits.

For all properties, the verification will include the developer's signed statement, as part of the project application, accepting responsibility for all structural and treatment control BMP maintenance until the time the property is transferred and, where applicable, a signed agreement from the public or private entity assuming responsibility for Structural or Treatment Control BMP maintenance. A sample agreement is included in Attachment A at the end of this section.

The transfer of property to a private or public owner shall have conditions requiring the recipient to assume responsibility for maintenance of any Structural or Treatment Control BMP included in the sales or lease agreement for that property. The condition of transfer shall include a provision that the property owners conduct maintenance inspection of all Structural or Treatment Control BMPs at least once a year and retain proof of inspection. For residential properties where the Structural or Treatment Control BMPs are located within a common area which will be maintained by a homeowner's association, language regarding the responsibility for maintenance shall be included in the projects conditions, covenants and restrictions (CC&Rs).

Printed educational materials will be required to accompany the first deed transfer to highlight the existence of the requirement and to provide information on what storm water management facilities are present, signs that maintenance is needed, and how the necessary maintenance can be performed. The transfer of this information shall also be required with any subsequent sale of the property.

Sources of Additional Information

For additional information on post-construction controls for new development and redevelopment

projects, see the following:

Bay Area Stormwater Management Agencies Association. 1996. Start at the Source. Residential Site Planning and Design Guidance Manual for Stormwater Quality Protection.

City of Olympia. 1994. Impervious Surface Reduction Study. Conducted by the Public Works Department. Water Resources Program. November. (for information on reducing impervious surfaces such as street widths, sidewalks, and parking facilities).

Wilson, A. 1994. "Stormwater Management, Environmentally Sound Approaches", published in the Environmental Building News, Vol. 3, No. 5, September/October. (for a general discussion of new development controls).

City of San Rafael. 1991. Hillside Residential Design Guidelines Manual. Prepared by Gast Hjlmer Associates. (for more information on designing and building residential developments in hilly areas).

Bay Area Stormwater Management Agencies Association (BASMAA). 1997. Compilation of New Development Stormwater Treatment Controls in the San Francisco Bay Area. June. (For treatment controls)

California State Stormwater Quality Task Force. 1993. California Stormwater Best Management Practice Handbook - Municipal. March. (For treatment controls)

US Environmental Protection Agency. 1993. Guidance Specifying Management Measures for Sources of Nonpoint Pollution in Coastal Waters, Issued Under Authority of Section 6217(g) of the Coastal Zone Act Reauthorization Amendments of 1990. EPA 840-B-92-002. January.

Center for Watershed Protection, Watershed Protection Techniques, A Quarterly Bulletin on Urban Watershed Restoration and Protection Tools.

Center for Watershed Protection. 1996. Design of Stormwater Filtering Systems, prepared for Chesapeake Research Consortium, December.

Center for Watershed Protection. 1995. Site Planning for Urban Stream Protection, prepared by T. Schueler for Metropolitan Washington Council of Governments. (For information on cluster development, stream protection buffers, street reduction controls)

MANDATORY DESIGN STANDARDS

All discretionary development and redevelopment projects that fall into one of the following categories are subject to the Design Standards set forth below. These categories are:

1. Single-Family Hillside Residences
2. 100,000 Square Foot Commercial Developments
3. Automotive Repair Shops
4. Retail Gasoline Outlets
5. Restaurants
6. Home Subdivisions with 10 or more housing units
7. Parking lots 5,000 square feet or more or with 25 or more parking spaces and potentially exposed to storm water runoff.

1. Design Standards Applicable to All Categories:

a. Peak Storm Water Runoff Discharge Rates. Post-development peak storm water runoff discharge rates shall not exceed the estimated pre-development rate for developments where the increased peak storm water discharge rate will result in increased potential for downstream erosion.

b. Conserve Natural Areas. If determined appropriate by the County, the following items must be implemented in the site layout during the subdivision design and approval process, consistent with applicable General Plan and Local Area Plan policies:

- 1) Concentrate or cluster Development on portions of a site while leaving the remaining land in a natural undisturbed condition.
- 2) Limit clearing and grading of native vegetation at a site to the minimum amount needed to build lots, allow access, and provide fire protection.
- 3) Maximize trees and other vegetation at each site by planting additional vegetation, clustering tree areas, and promoting the use of native and/or drought tolerant plants.
- 4) Promote natural vegetation by using parking lot islands and other landscaped areas.
- 5) Preserve riparian areas and wetlands.

c. Minimize Storm Water Pollutants of Concern. The development must be designed so as to minimize, to the maximum extent practicable, the introduction of pollutants of concern that may result in significant impacts, generated from site runoff of directly connected impervious areas (DCIA), to the storm water conveyance system as approved by the building official. Pollutants of concern consist of any pollutants that exhibit one or more of the following characteristics: current loadings or historic deposits of the pollutant are impacting the beneficial uses of a receiving water, elevated levels of the pollutant are found in sediments of a receiving water and/or have the potential to bioaccumulate in organisms therein, or the detectable inputs of the pollutant are at concentrations or loads considered potentially toxic to humans and/or flora and fauna. In meeting this specific requirement, "minimization of the pollutants of concern" will require the incorporation of a BMP or combination of BMPs best suited to maximize the reduction of pollutant loadings in that runoff to the Maximum Extent Practicable.

d. Protect Slopes and Channels. Project plans must include BMPs consistent with local codes, ordinances, or other regulatory mechanism and these Design Standards to decrease the potential of slopes and/or channels from eroding and impacting storm water runoff:

- 1) Convey runoff safely from the tops of slopes and stabilize disturbed slopes.
- 2) Utilize natural drainage systems to the maximum extent practicable.
- 3) Stabilize permanent channel crossings.
- 4) Vegetate slopes with native or drought tolerant vegetation, as appropriate.
- 5) Install energy dissipaters, such as riprap, at the outlets of new storm drains, culverts, conduits, or channels that enter unlined channels in accordance with applicable specifications to minimize erosion, with the approval of all agencies with jurisdiction, e.g., the U.S. Army Corps of Engineers and the California Department of Fish and Game.

e. Provide Storm Drain System Stenciling and Signage. All storm drain inlets and catch basins within the project area must be stenciled with prohibitive language (such as: “NO DUMPING – DRAINS TO BAY”) and/or graphical icons to discourage illegal dumping. Signs and prohibitive language and/or graphical icons, which prohibit illegal dumping, must be posted at public access points along channels and creeks within the project area. Legibility of stencils and signs must be maintained.

f. Properly Design Outdoor Material Storage Areas. Outdoor material storage areas refer to storage areas or storage facilities solely for the storage of materials. Where proposed project plans include outdoor areas for storage of materials that may contribute pollutants to the storm water conveyance system, the following Structural or Treatment BMPs are required:

- 1) Materials with the potential to contaminate storm water must be: (a) placed in an enclosure such as, but not limited to, a cabinet, shed, or similar structure that prevents contact with runoff or spillage to the storm water conveyance system; or (b) protected by secondary containment structures such as berms, dikes, or curbs.
- 2) The storage area must be paved and sufficiently impervious to contain leaks and spills.
- 3) The storage area must have a roof or awning to minimize collection of storm water within the secondary containment area.

g. Properly Design Trash Storage Areas. A trash storage area refers to an area where a trash receptacle or receptacles (dumpsters) are located for use as a repository for solid wastes. All trash storage areas must meet the following Structural or Treatment Control BMP requirements (individual single family residences are exempt from these requirements):

- 1) Trash container areas must have drainage from adjoining roofs and pavement diverted around the area(s).
- 2) Trash container areas must be screened or walled to prevent off-site transport of trash.

h. Provide Proof of Ongoing BMP Maintenance. If a project applicant has included or is required to include, Structural or Treatment Control BMPs in project plans, the applicant shall provide verification of maintenance provisions through such means as may be considered appropriate by the County, including but not limited to legal agreements, covenants, CEQA mitigation requirements and/or Conditional Use Permits. For all properties, the verification will include the developer’s signed statement, as part of the project application, accepting responsibility for all structural and treatment control BMP maintenance until the time the property is transferred and, where applicable, a signed agreement from the public entity

assuming responsibility for Structural or Treatment Control BMP maintenance. The transfer of property to a private or public owner must have conditions requiring the recipient to assume responsibility for maintenance of any Structural or Treatment Control BMP to be included in the sales or lease agreement for that property, and will be the owner's responsibility. The condition of transfer shall include a provision that the property owners conduct maintenance inspection of all Structural or Treatment Control BMPs at least once a year and retain proof of inspection. For residential properties where the Structural or Treatment Control BMPs are located within a common area which will be maintained by a homeowner's association, language regarding the responsibility for maintenance must be included in the project's conditions, covenants and restrictions (CC&Rs). Printed educational materials will be required to accompany the first deed transfer to highlight the existence of the requirement and to provide information on what storm water management facilities are present, signs that maintenance is needed, how the necessary maintenance can be performed, and assistance that the County may be able to provide. The transfer of this information shall also be required with any subsequent sale of the property. If Structural or Treatment Control facilities are located within a public area proposed for transfer, they will be the responsibility of the developer until they are accepted for transfer by the public agency. Structural or Treatment Control facilities proposed for transfer must meet design standards adopted by the public entity for the facilities installed and shall be approved by the public agency prior to its installation.

i. Properly Design Structural and Treatment Control Facilities. Structural and treatment control facilities shall be designed based on either a volumetric or flow based treatment control design standard, or both, as described below to mitigate (infiltrate, filter or treat) storm water runoff:

1) Volumetric Treatment Control Design Standard:

a) The 85th percentile 24-hour runoff event determined as the maximized capture storm water volume for the area, from the formula recommended in Urban Runoff Quality Management, WEF Manual of Practice No. 23/ ASCE Manual of Practice No. 87, (1998); or

b) The volume of annual runoff based on unit basin storage water quality volume, to achieve 80 percent or more volume treatment by the method recommended in California Stormwater Best Management Practices Handbook – Industrial/ Commercial, (2003); or

c) The volume of runoff produced from a historical-record based reference 24-hour rainfall criterion for "treatment" that achieves approximately the same reduction in pollutant loads achieved by the 85th percentile 24-hour runoff event.

2) Flow Based Treatment Control Design Standard:

a) The flow of runoff produced from a rain event equal to at least two times the 85th percentile hourly rainfall intensity for the area; or

b) The flow of runoff produced from a rain event that will result in treatment of the same portion of runoff as treated using volumetric standards above.

Limited Exclusion: Restaurants and Retail Gasoline Outlets, where the land area for development or redevelopment is less than 5,000 square feet, are excluded from the numerical Structural or Treatment Control BMP design standard requirement only.

2. Provisions Applicable to Individual Priority Project Categories:

a. 100,000 Square Foot Commercial Developments:

1) Properly Design Loading/Unloading Dock Areas:

- a) Cover loading dock areas or design drainage to minimize run-on and runoff of storm water.
 - b) Direct connections to storm drains from depressed loading docks (truck wells) are prohibited.
- 2) Properly Design Repair/Maintenance Bays:
- a) Repair/maintenance bays must be indoors or designed in such a way that doesn't allow storm water runon or contact with storm water runoff.
 - b) Design a repair/maintenance bay drainage system to capture all washwater, leaks and spills. Connect drains to a sump for collection and disposal. Direct connection of the repair/maintenance bays to the storm drain system is prohibited. If required by local wastewater authority, obtain an Industrial Waste Discharge Permit.
- 3) Properly Design Vehicle/Equipment Wash Areas:
- a) Self-contained and/ or covered areas must be equipped with a clarifier, or other pretreatment facility, and
 - b) Properly connected to a sanitary sewer or other appropriately permitted disposal facility.

b. Restaurants:

- 1) Properly Design Equipment/Accessory Wash/Steam Clean Areas:
- a) These areas must be self-contained, equipped with a grease trap, and properly connected to a sanitary sewer.
 - b) If the wash area is to be located outdoors, it must be covered, paved, have secondary containment, and be connected to the sanitary sewer or other appropriately permitted disposal facility.

c. Retail Gasoline Outlets:

- 1) Properly Design Fueling Area:
- a) The fuel dispensing area must be covered with an overhanging roof structure or canopy. The canopy's minimum dimensions must be equal to or greater than the area within the grade break. The canopy must not drain onto the fuel dispensing area, and the canopy downspouts must be routed to prevent drainage across the fueling area.
 - b) The fuel dispensing area must be paved with Portland cement concrete (or equivalent smooth impervious surface), and the use of asphalt concrete shall be prohibited.
 - c) The fuel dispensing area must have a 2% to 4% slope to prevent ponding, and must be separated from the rest of the site by a grade break that prevents runoff of storm water to the extent practicable.
 - d) At a minimum, the concrete fuel dispensing area must extend 6.5 feet (2.0 meters) from the corner of each fuel dispenser, or the length at which the hose and nozzle assembly may be operated plus 1 foot (0.3 meter), whichever is less.

d. Automotive Repair Shops:

- 1) Properly Design Fueling Area:
- a) The fuel dispensing area must be covered with an overhanging roof structure or canopy. The canopy's minimum dimensions must be equal to or greater than the area within the grade break. The canopy must not drain onto the fuel dispensing

area, and the canopy downspouts must be routed to prevent drainage across the fueling area.

b) The fuel dispensing area must be paved with Portland cement concrete (or equivalent smooth impervious surface), and the use of asphalt concrete shall be prohibited.

c) The fuel dispensing area must have a 2% to 4% slope to prevent ponding, and must be separated from the rest of the site by a grade break that prevents runoff of storm water to the extent practicable.

d) At a minimum, the concrete fuel dispensing area must extend 6.5 feet (2.0 meters) from the corner of each fuel dispenser, or the length at which the hose and nozzle assembly may be operated plus 1 foot (0.3 meter), whichever is less.

2) Properly Design Repair/Maintenance Bays:

a) Repair/maintenance bays must be indoors or designed in such a way that doesn't allow storm water run-on or contact with storm water runoff.

b) Design a repair/maintenance bay drainage system to capture all wash-water, leaks and spills. Connect drains to a sump for collection and disposal. Direct connection of the repair/maintenance bays to the storm drain system is prohibited. If required by local wastewater authority, obtain an Industrial Waste Discharge Permit.

3) Properly Design Vehicle/Equipment Wash Areas:

a) These areas must be self-contained and/or covered, equipped with a clarifier, or other pretreatment facility, and properly connected to a sanitary sewer or other appropriately permitted disposal facility.

4) Properly Design Loading/Unloading Dock Areas:

a) Cover loading dock areas or design drainage to minimize run-on and runoff of storm water.

b) Direct connections to storm drains from depressed loading docks (truck wells) are prohibited.

e. Parking Lots:

1) Properly Design Parking Areas:

a) Reduce impervious land coverage of parking areas.

b) Infiltrate or treat runoff.

2) Properly Design To Limit Oil Contamination and Perform Maintenance:

a) Treat to remove oil and petroleum hydrocarbons at parking lots that are heavily used (e.g. fast food outlets, lots with 25 or more parking spaces, sports event parking lots, shopping malls, grocery stores, discount warehouse stores).

b) Ensure adequate operation and maintenance of treatment systems particularly sludge and oil removal, and system fouling and plugging prevention control.

3. Waiver.

At its discretion and for good cause, the County may waive one or more of the requirements set forth in this Section if impracticability for a specific property can be established. A waiver of impracticability shall be granted only when all other Structural or Treatment Control BMPs have been considered and rejected as infeasible. Recognized situations of impracticability include, (i) extreme limitations of space for treatment on a redevelopment project, (ii) unfavorable or unstable soil conditions at a site to attempt infiltration, and (iii) risk of ground water contamination because a known unconfined aquifer lies beneath the land surface or an existing or potential underground source of drinking water is

less than 10 feet from the soil surface. A waiver may be revoked for cause and with proper notice.

4. Limitation on Use of Infiltration BMPs.

Three factors significantly influence the potential for storm water to contaminate ground water. They are (i) pollutant mobility, (ii) pollutant abundance in storm water, (iii) and soluble fraction of pollutant. The risk of contamination of groundwater may be reduced by pretreatment of storm water. In addition, the distance of the groundwater table from the infiltration BMP may also be a factor determining the risk of contamination. A water table distance separation of ten feet depth in California presumptively poses negligible risk for storm water not associated with industrial activity or high vehicular traffic.

Site specific conditions must be evaluated when determining the most appropriate BMP. Additionally, monitoring and maintenance must be provided to ensure groundwater is protected and the infiltration BMP is not rendered ineffective by overload. This is especially important for infiltration BMPs for areas of industrial activity or areas subject to high vehicular traffic [25,000 or greater average daily traffic (ADT) on main roadway or 15,000 or more ADT on any intersecting roadway]. In some cases pretreatment may be necessary.

5. Alternative Certification for Storm Water Treatment Mitigation.

In lieu of conducting a detailed BMP plan review to verify Structural or Treatment Control BMP adequacy, the County may, at its discretion, elect to accept a signed certification from a Civil Engineer or a Licensed Architect registered in the State of California, that the plan meets the criteria established herein. Certifying person(s) will have to demonstrate to the County's satisfaction that they have been trained on BMP design for water quality not more than two years prior to the signature date. Training conducted by an organization with storm water BMP design expertise (e.g., a University, American Society of Civil Engineers, American Society of Landscape Architects, American Public Works Association, or the California Water Environment Association) may be considered qualifying."

Attachment A

**Agreement Regarding Maintenance of Structural or Treatment Control
BMPs (Best Management Practices)**

for APN No. _____

_____, being the owner of the real property located at _____, in the unincorporated urban area of the County of Monterey, California, consent and agree to inspect and maintain annually, prior to October 15 of each year, the Structural or Treatment Control BMPs (such as silt and/or grease traps or detention systems) on the subject property as shown on the improvement plans dated _____, on file with the County of Monterey. I agree to forward a letter providing proof of inspection and maintenance to the Monterey County Department of Public Works prior to October 15 of each year.

In order to transfer the property to a private or public owner, I shall require the recipient to assume responsibility for maintenance of any Structural or Treatment Control BMPs in the sales or lease agreement for said property. The condition of transfer shall include a provision that the new property owner agrees to forward a letter providing proof of BMP inspection and maintenance to the Monterey County Department of Public Works prior to October 15 of each year.

Printed educational materials will be required to accompany the first deed transfer to highlight the existence of the requirement and to provide information on what storm water management facilities are present, signs that maintenance is needed, and how the necessary maintenance can be performed. The transfer of this information shall also be required with any subsequent sale of the property.

I have read the above agreement and understand it.

Owner

Date

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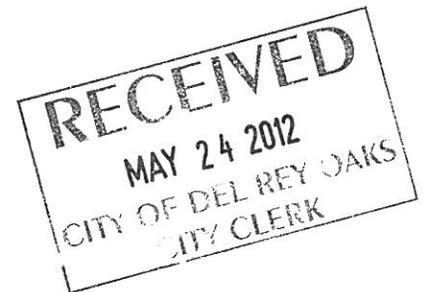
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SENIOR ENGINEER

ROBERT WELLINGTON
COUNSEL

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Monterey is the Best Choice. Guaranteed.

MEMORANDUM



DATE May 22, 2012
TO: Del Rey Oaks City Council
FROM: Dennis Allion
SUBJECT: Highlights of the May 18, 2012 Board Meeting

The highlights of the meeting are as follows:

- 1) On a split vote of 8 to 1, the Board approved a 10% salary range adjustment for the Public Education Coordinator classification and approved a corresponding amendment to the Operating Engineers (OE3) Support Unit MOU. This matter was required to be addressed under the three-year Agreements negotiated in 2011 with OE3.
- 2) Chair Laska provided the Board with summary of the April 25th Finance Committee meeting, where discussion centered on Fiscal Year (FY) 2012/13 Preliminary Budget and the proposed Upgrades to the Materials Recovery Facility (MRF).
- 3) Following deference by the Board at the April meeting in order for staff to provide financial pro-forma and other related information to the Finance Committee, and following subsequent discussion by the Finance Committee and the Board, the Board authorized staff to proceed with the process to prepare design plans and specifications to upgrade the MRF to include replacement of existing Construction & Demolition (C&D) sort line, and installation of a new sort line to process mixed commercial waste and multi-family waste at an estimated cost of \$17 million. The Board authorized including the \$17 million capital cost in the Preliminary Budget for FY 2012/13. The proposed upgrades will increase efficiencies in existing MRF operations, increase community diversion levels to remain in compliance with State mandates, divert additional organics from the waste stream for conversion to renewable energy, resulting in landfilling less waste. Staff anticipates bringing a recommendation to the Board, at or before the September Board meeting, for the next step in the process.

The project as proposed would be financed by the District, using regional waste revenue as a down payment and to reduce the amount to be borrowed. The proposed debt payment would be less than the current debt payment, and would replace it when it is paid off in March 2013. The upgraded MRF would operate more efficiently than the existing MRF and would generate more revenue from recovered recyclables. Preliminary estimates indicate that the facility could be constructed and operated with no increases to the landfill tipping fees.

- 4) The Board adopted the Preliminary Budget for FY 2012/13. The Preliminary Budget includes \$20,475,000 in revenues. It also includes operating expenses of \$19,128,000 with a net income of \$1,423,000. Capital outlay is projected at \$7,387,000 and principal payments on bond and lease obligations are \$625,000. The revenue bonds will be paid off March 2013. Unrestricted cash will decrease by \$3,519,000, primarily because of the expense of the construction of new Landfill Module 5 liner. Staff will continue to implement cost saving measures and search for areas of revenue enhancement.

- 5) A construction contract was awarded to the low bidder, Raminha Construction of Atascadero, CA, in the amount of \$2,977,685 for construction of the Landfill Module 5 liner. The Board also authorized the execution of an agreement for construction quality assurance services for the Module 5 liner project with RMC Geoscience of Petaluma, CA, in the amount of \$299,817. Module 5 will have a waste capacity of approximately 5,000,000 tons and, at an average landfill disposal rate of 320,000 tons per year, will have a service life of approximately 15 years (to the year 2027). Construction will begin immediately, creating approximately 20 construction jobs, and will be completed by the end of 2012.
- 6) The Board adopted Resolution 2012-03 approving an amendment to the CalPERS contract (currently 2% at 55) to provide Section 20475, which provides a different level of benefits (2% at 60) for new employees hired after June 1, 2012.

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

Dennis Allion, Director
Monterey Regional Waste Management District