



CITY COUNCIL REGULAR MEETING

**JOINT SAND CITY COUNCIL AND
SUCCESSOR AGENCY OF THE
REDEVELOPMENT AGENCY**

TUESDAY, JUNE 3, 2025

5:30 PM

AGENDA
JOINT SAND CITY COUNCIL AND SUCCESSOR AGENCY OF THE REDEVELOPMENT
AGENCY

City Council Regular Meeting - Tuesday, June 3, 2025
5:30 PM

THIS MEETING WILL BE HELD VIRTUALLY AND IN PERSON, IS COMPLIANT WITH ASSEMBLY BILL (“AB”) 2449, SIGNED INTO LAW ON SEPTEMBER 13, 2022, WHICH AMENDS GOVERNMENT CODE SECTION 54953 TO PROVIDE AUTHORITY FOR PUBLIC AGENCIES TO CONTINUE TO HOLD VIRTUAL MEETINGS AND REMAIN IN COMPLIANCE WITH THE BROWN ACT (GOV. CODE §§ 54950 ET SEQ.). TO PARTICIPATE IN THE ZOOM COUNCIL WEBINAR LIVE:

<https://us02web.zoom.us/j/88349100938>

Webinar ID: 883 4910 0938

**To participate telephonically by calling the number below:
(669) 900-6833**

Webinar ID: 883 4910 0938#

If prompted to enter a participant ID, press #

**TO PARTICIPATE IN PERSON:
City Hall Council Chamber
1 Pendergrass Way
Sand City, CA**

How to submit written Public Comments:

If any member of the public would like to provide written comments at the meeting, please do as set forth below.

Written: All comments received before 8:00 am the day of the meeting will be posted on the City’s website as “Correspondence” under the relevant agenda item and provided to the City Council members at the meeting. Please email your comments to: cityclerk@sandcityca.org.

Read Aloud During the Meeting: Email your comments to cityclerk@sandcityca.org. When the Mayor opens the public comment period for the relevant agenda item; please indicate the agenda item and title in your email subject line. If you want your comment read aloud, prominently write “Read Aloud at Meeting” at the top of the email and your comments will be read into the record (not to exceed three minutes at staff’s cadence).

DURING EACH MEETING, members of the public may participate by calling and speaking live during the designated time(s), subject to time limits that may be imposed pursuant to the Brown Act at the number provided above. Please use the "raise your hand" option on Zoom, and the City Clerk will call on your name.

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. ANNOUNCEMENT BY MAYOR, CITY ATTORNEY, AND CITY MANAGER

4. COMMUNICATIONS

Members of the public may address the City Council/Successor Agency on matters not appearing on the City Council/Successor Agency Agenda at this time for up to three minutes. In order that the City Clerk may later identify the speaker in the minutes of the meeting, it is helpful if speakers state their names. Public comments regarding items on the scheduled agenda will be heard at the time the item is being considered by the City Council/Successor Agency. The City Council Chambers podium is equipped with a portable microphone for anyone unable to come to the podium. If you need assistance, please advise the City Clerk as to which item you would like to comment on and the microphone will be brought to you.

5. CONSENT CALENDAR

The Consent Agenda consists of routine items for which City Council approval can be taken with a single motion and vote. A Council member may request that any item be placed on the Regular Agenda for separate consideration.

5A. Approve the City Council Regular Meeting Minutes for May 20, 2025
[Draft Minutes](#)

5B. Approve a Resolution Recognizing and Congratulating Carl G. Sedoryk on his 25-Year Anniversary
[Mayor's Memo](#)
[Resolution](#)

5C. Consideration and Approval of City Council Donations
[Staff Report](#)

5D. Acceptance of City/Successor Agency Financial Report from March
[Staff Report](#)
[Sand City Cash Receipt Report](#)
[Sand City Check Report](#)
[Sand City Successor Agency Check Report](#)

5E. Acceptance of City/Successor Agency Financial Report from April
[Staff Report](#)
[Sand City Cash Receipt Report](#)
[Sand City Check Report](#)

6. CONSIDERATION OF ITEMS PULLED FROM CONSENT CALENDAR

7. PRESENTATION

- 7A. See Monterey Tourism 2030 Plan Presentation: Rob O'Keefe *(10 minutes)*

8. PUBLIC HEARING

9. NEW BUSINESS

- 9A. Approve a Resolution Amending Underground Utility District No. 1 Located on California Avenue to Expand the Limits From Shake Avenue to Contra Costa Street
[Staff Report](#)
[Resolution](#)
[Exhibit A](#)
- 9B. Authorize the City Manager to Sign a Letter in Response to the 2024-2025 Monterey County Civil Grand Jury Report - "Road Safety in Monterey County: Where to Report a Problem"
[Staff Report](#)
[County of Monterey Correspondence](#)
[Monterey County Road Safety Report](#)
[Draft San City Response to 2024-2025 Grand Jury Report](#)
- 9C. Approve a Resolution Adopting the Proposed Five-Year Capital Improvement Plan for Fiscal Years 24-25 Through 28-29 and Approve the Capital Improvement Budget for Fiscal Year 24-25
[Staff Report](#)
[Resolution](#)
[Five Year Capital Improvement Plan](#)
- 9D. Approve a Resolution Establishing and Appropriations Limit for Fiscal Year 2025-2026 Pursuant to Article XII B of the California Constitution
[Staff Report](#)
[Resolution](#)
[Appropriation Calculation \(Exhibit A\)](#)
[Price Factor and Population Information Letter](#)
[Annual Percentage Change Monterey County](#)
- 9E. Approve a Resolution Approving the City's Fiscal Year 2024-25 & 2025-26 General Employees Salary Schedule and the City's 2024-2027 POA Salary Schedule
[Staff Report](#)
[Resolution FY 24-25 Salary Schedule General Employees & POA](#)
[Resolution FY 25-26 Salary Schedule General Employees & POA](#)
[FY 2024-25 Salary Schedule](#)

[FY 2025-26 Salary Schedule](#)

[FY 2024-2027 Police Salary Plan Effective June 1, 2025](#)

[FY 2024-2027 Police Salary Plan Effective July 1, 2025](#)

- 9F. Approve a Resolution Authorizing Health Care Benefit Changes
[Staff Report](#)
[Resolution](#)

- 9G. Consideration and Approval for the Cancellation of the August 5, 2025 Regular City Council Meeting

10. COMMENTS BY COUNCILMEMBERS ON ITEMS OF INTEREST TO SAND CITY

11. ADJOURNMENT

The current agenda is available in PDF format on our website at:
www.sandcity.org

If you have a request for a disability-related modification or accommodation, including auxiliary aids or services, which will allow you to participate in a Sand City public meeting, please call the City Clerk at (831) 394-3054 extension 220, or give your written request to the City Clerk at 1 Pendergrass Way, Sand City, CA 93955 at least 48 hours prior to the scheduled meeting to allow the City Clerk time to arrange for the requested modification or accommodation.

**AGENDA ITEM
5A.**

**Approve the City Council Regular Meeting
Minutes for May 20, 2025**

MINUTES
JOINT SAND CITY COUNCIL AND SUCCESSOR AGENCY OF THE REDEVELOPMENT
AGENCY

City Council Regular Meeting - Tuesday, May 20, 2025
5:30 PM

As allowed by Assembly Bill AB2449, this meeting was conducted in person and by
teleconference.

Mayor Carbone called the meeting to order at 5:30 pm.

1. ROLL CALL

Present: Mayor Carbone
Councilmember Adams
Councilmember Diaz
Councilmember Sofer

Absent: Vice Mayor Blackwelder

Staff: City Manager Vibeke Norgaard
Associate City Attorney Anthony Amara, via teleconference
Police Chief David Honda
Risk Manager Audrey Cray
City Clerk Kerry Lindstrom
Police Administrative Analyst Laura Morales

2. PLEDGE OF ALLEGIANCE

Councilmember Diaz led the Pledge of Allegiance.

3. ANNOUNCEMENT BY MAYOR, CITY ATTORNEY, AND CITY MANAGER

Mayor Carbone made the following announcements: an MST celebration for 10 years of support through Measure Q funds for seniors, veterans and disabled persons would be held the following day in Salinas, upcoming prescribed burns at Fort Ord that would be visible, and a dinner in Hollister on August 11 hosted by the Monterey Bay division of the California League of Cities.

City Manager Vibeke Norgaard announced that copies of the City Manager's report were available. City Manager Vibeke Norgaard made the following announcements: a West End Committee meeting was held, the newest edition of the city newsletter was available, National Public Works Week is from May 18 to May 24, 2025, and the planning manager job listing closes at the end of the month.

4. COMMUNICATIONS

No public comment received.

5. CONSENT CALENDAR

No public comment received.

Upon motion by Councilmember Diaz and seconded by Councilmember Sofer, Vice Mayor

Blackwelder absent, Council voted to approve the Consent Calendar.

Motion carried 4-0-1, by the following vote:

AYES: Mayor Carbone, Councilmembers Adams, Diaz, and Sofer.
NOES: None.
ABSENT: Vice Mayor Blackwelder.
ABSTAIN: None.

5A. Approved the City Council Special Meeting Minutes and Regular Meeting Minutes for February 18, 2025, and the City Council Regular Meeting Minutes for May 6, 2025.

6. CONSIDERATION OF ITEMS PULLED FROM CONSENT CALENDAR

No items were pulled.

7. PRESENTATION

None.

8. PUBLIC HEARING

None.

9. NEW BUSINESS

9A. Hold Second Reading and Adopt an Ordinance Adding Chapter 15.09 to Designate the Fire Hazard Severity Zone(s)

No public comment received.

Upon motion by Councilmember Sofer and seconded by Councilmember Diaz, Vice Mayor Blackwelder absent, Council voted to adopt Ordinance SC 25-03 adding Chapter 15.09 to designate the Fire Hazard Severity Zone(s).

Motion carried 4-0-1 by the following vote:

AYES: Mayor Carbone, Councilmembers Adams, Diaz, and Sofer.
NOES: None.
ABSTAIN: None.
ABSENT: Vice Mayor Blackwelder.

9B. Approve a Resolution Proclaiming the Week of May 18th – May 24th, 2025, as National Public Works Week

No public comment received.

Upon motion by Councilmember Diaz and seconded by Councilmember Sofer, Vice Mayor Blackwelder absent, Council voted to approve Resolution SC 25-19, proclaiming the week of May 18th – May 24th, 2025, as National Public Works Week.

Motion carried 4-0-1 by the following vote:

AYES: Mayor Carbone, Councilmembers Adams, Diaz, and Sofer.
NOES: None.
ABSTAIN: None.
ABSENT: Vice Mayor Blackwelder.

- 9C. Approve a Resolution Authorizing the City Manager to Execute a Memorandum of Understanding (MOU) With the Sand City Police Officer's Association

No public comment received.

Upon motion by Councilmember Sofer and seconded by Councilmember Adams, Vice Mayor Blackwelder absent, Council voted to approve Resolution SC 25-20, authorizing the City Manager to execute a Memorandum of Understanding (MOU) with the Sand City Police Officer's Association.

Motion carried 4-0-1 by the following vote:

AYES: Mayor Carbone, Councilmembers Adams, Diaz, and Sofer.
NOES: None.
ABSTAIN: None.
ABSENT: Vice Mayor Blackwelder.

- 9D. Approve a Resolution Adopting the Proposed Budget Amendment #1 for Fiscal Year 2024-2025

No public comment received.

Upon motion by Councilmember Diaz and seconded by Councilmember Sofer, Vice Mayor Blackwelder absent, Council voted to approve Resolution SC 25-21, adopting the Proposed Budget Amendment #1 for Fiscal Year 2024-2025.

Motion carried 4-0-1 by the following vote:

AYES: Mayor Carbone, Councilmembers Adams, Diaz, and Sofer.
NOES: None.
ABSTAIN: None.
ABSENT: Vice Mayor Blackwelder.

- 9E. Approve the Solicitation of Request for Proposals for the General Plan Update

No public comment received.

Upon motion by Councilmember Sofer and seconded by Councilmember Diaz, Vice Mayor Blackwelder absent, Council voted to approve the solicitation of

request for proposals for the General Plan update.

Motion carried 4-0-1 by the following vote:

AYES: Mayor Carbone, Councilmembers Adams, Diaz, and Sofer.

NOES: None.

ABSTAIN: None.

ABSENT: Vice Mayor Blackwelder.

10. COMMENTS BY COUNCILMEMBERS ON ITEMS OF INTEREST TO SAND CITY

Councilmember Sofer attended the Red Dress Day event on May 3, 2025, and the City Birthday BBQ on May 17, 2025.

11. ADJOURNMENT

Council adjourned the meeting at 6:29 PM.

Kerry Lindstrom, City Clerk

**AGENDA ITEM
5B.**

**Approve a Resolution Recognizing and
Congratulating Carl G. Sedoryk on his 25-
Year Anniversary**



Memo

To: City Council of Sand City
From: Mary Ann Carbone, Mayor
Date: June 3, 2025
Re: Mayor's Proclamations-Resolutions

This is a request for your consideration and approval of the attached resolution listed below:

- Carl G. Sedoryk 25- Year Anniversary Resolution

**CITY OF SAND CITY
RESOLUTION SC 25-____, 2025**

**RESOLUTION OF THE CITY COUNCIL OF SAND CITY RECOGNIZING AND
CONGRATULATING CARL G. SEDORYK ON HIS 25-YEAR ANNIVERSARY**

WHEREAS, Carl G. Sedoryk began his career with Monterey-Salinas Transit in June 2000 as the Assistant General Manager and transitioned into the role of General Manager/CEO in September 2005; and,

WHEREAS, Mr. Sedoryk oversaw many successful MST infrastructure and technology initiatives to better serve passengers and the community including construction of the Marina Transit Exchange, JAZZ bus rapid transit (BRT), RealTime bus arrival system, Mobility Services Center, contactless fare payments, and the future SURF! Busway and BRT; and,

WHEREAS, Mr. Sedoryk implemented new transit services for the popular visitor-serving Monterey Trolley, service to south county cities on line 23 Salinas-King City, the Grapevine Express (line 24 Monterey-Carmel Valley), line 55 Monterey-San Jose Express, military serving lines, line 84 King City-Paso Robles, line 59 Salinas-Gilroy, and a major overhaul of the entire transit system with the Better Bus Network; and,

WHEREAS, during Carl's 25 years, MST has been called up to respond to several emergency events and coordinate with the Monterey County Department of Emergency Management including the COVID-19 pandemic and emergency evacuations from fires and floods; and,

WHEREAS, during his tenure as the General Manager/CEO, MST has received numerous awards for transportation excellence from the American Public Transportation Association, the California Transit Association, and the Transportation Agency for Monterey County; and,

WHEREAS, during his 25 distinguished years at MST, Mr. Sedoryk secured over \$200M in federal, state, and local grant funding for infrastructure, technology, and service initiatives, managed a budget that contributed \$1.5B to the local economy through direct and induced spending, and served more than 100M passengers; and,

WHEREAS, Mr. Sedoryk is widely respected as a passionate advocate for public transportation serving our communities and nationally, as a spirited and principled leader, consistently demonstrating a sense of responsibility for the well-being of MST employees and passengers, while championing safety and fairness as core values.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Sand City does hereby recognize and congratulate Carl G. Sedoryk on his 25-Year Anniversary; and

BE IT FURTHER RESOLVED that the City Council of Sand City expresses its sincerest appreciation for Carl G. Sedoryk and his tireless commitment to the customers and communities of Monterey County and congratulates him on reaching this remarkable milestone of public service.

PASSED AND ADOPTED by the City Council of the City of Sand City this ____, day of _____, 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

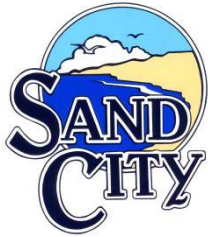
Mary Ann Carbone, Mayor

ATTEST:
DATED: _____

Kerry Lindstrom, City Clerk

**AGENDA ITEM
5C.**

**Consideration and Approval of City
Council Donations**



City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council Members
FROM: Jennifer Pope, Finance Manager
SUBJECT: City Council Donation
DATE: June 3, 2025

BACKGROUND/DISCUSSION:

On May 7th, 2024, the City Council approved a City Council Donation Policy that allows the City Council to donate to local organizations that help provide community services and programs that benefit the community and enrich the well-being of its residents. Donations that exceed \$500 must be brought to the City Council for approval.

Below is a list of donation requests exceeding \$500 that need City Council approval:

- \$1,000 Salvation Army, Sand City – Council Member Jerry Blackwelder
- \$ 750 Supporting Indigenous Communities Group – Mayor Mary Ann Carbone

CEQA:

This action does not constitute a "project" as defined by the California Environmental Quality Act (CEQA) guidelines section 15378.

FISCAL IMPACT:

Funds for City Council donations were appropriated in the FY 24-25 budget.

RECOMMENDATION:

Approve a \$1,000 donation to the Salvation Army in Sand City and a \$750 donation to the Supporting Indigenous Communities Group.

**AGENDA ITEM
5D.**

**Acceptance of City/Successor Agency
Financial Report from March**



City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council/Successor Agency Board Members
FROM: Jennifer Pope, Finance Manager
SUBJECT: March 2025 Financial Report
DATE: June 3, 2025

BACKGROUND/DISCUSSION:

Attached are monthly financial reports for the City of Sand City and the Sand City Successor Agency of the former Redevelopment Agency.

A. City of Sand City Reports

- a. Cash Receipt Report, March 2025 (Attachment 1)
Revenue total - **\$1,062,792**
- b. Check Report, March 2025 (Attachment 2)
Expenditure total - **\$391,454**

B. Sand City Successor Agency for the former Redevelopment Agency Reports

- a. Revenue Report, March 2025
Revenue total - **\$0**
- b. Check Report, March 2025 (Attachment 3)
Expenditures total - **\$20,240**

Transfers

Transfers are shown in the Cash Receipt Report; they are transfers from one bank account to another and should not be considered as revenue or expenditure.

Date	Source	Amount	Description

There were no transfers in March 2025.

CEQA:

This action does not constitute a "project" as defined by the California Environmental Quality Act (CEQA) guidelines section 15378.

FISCAL IMPACT:

There is no fiscal impact with receiving this report.

RECOMMENDATION:

Receive the report.

ATTACHMENTS:

1. Sand City Cash Receipt Report
2. Sand City Check Report
3. Sand City Successor Agency Check Report



City of Sand City

Cash Receipt Report

By Transaction Code

Date Range: 3/1/2025 - 3/31/2025

Transaction Code	Receipt Number	Receipt Date	Transaction Description	Applied Amount
TOT01	R00000289	3/4/2025	TOT Tax	183.00
TOT01	R00000290	3/4/2025	TOT Tax	382.80
UUT	R00000291	3/4/2025	Utility Users Tax	9,926.04
UUT	R00000293	3/4/2025	Utility Users Tax	0.36
UUT	R00000294	3/4/2025	Utility Users Tax	192.28
UUT	R00000296	3/4/2025	Utility Users Tax	3,180.68
UUT	R00000297	3/4/2025	Utility Users Tax	179.73
PAR02	R00000298	3/4/2025	Sand City Parking	75.00
SOU01	R00000299	3/4/2025	South of Tioga Reimbursements	843.95
REN01	R00000300	3/4/2025	Rental Income	3,000.00
PAR02	R00000301	3/4/2025	Sand City Parking	40.00
POL01	R00000302	3/4/2025	Police Report 4560	10.00
POL01	R00000303	3/4/2025	Police Report 4560	10.00
COPS	R00000304	3/4/2025	COPS Grant	8,333.33
RMRA	R00000306	3/4/2025	Road Maintenance & Rehab	936.82
COA01	R00000307	3/4/2025	Coastal Permit	1,575.00
SITE	R00000307	3/4/2025	Site Plan Review	350.00
CEQ01	R00000307	3/4/2025	CEQA Fees	350.00
PLA02	R00000307	3/4/2025	Plan Check Fee- Building	3,360.00
REN01	R00000308	3/4/2025	Rental Income	1,699.59
BL01	R00000309	3/4/2025	Business License	925.88
TUT01	R00000310	3/4/2025	Transaction/Use Tax	528,212.27
TUT01	R00000311	3/4/2025	Transaction/Use Tax	33.40
STAX	R00000312	3/4/2025	Sales Tax Received	446,020.16
SOU01	R00000313	3/4/2025	South of Tioga Reimbursements	18,540.37
UUT	R00000315	3/6/2025	Utility Users Tax	13,017.50
TOT01	R00000316	3/13/2025	TOT Tax	622.92
TOT01	R00000317	3/13/2025	TOT Tax	126.00
TOT01	R00000318	3/13/2025	TOT Tax	117.96
TOT01	R00000320	3/13/2025	TOT Tax	628.34
TOT01	R00000321	3/13/2025	TOT Tax	129.12
UUT	R00000322	3/13/2025	Utility Users Tax	3.21
USB01	R00000323	3/13/2025	US Bank Cal Card Rebate	576.15
REN01	R00000324	3/13/2025	Rental Income	1,000.00
2103	R00000325	3/13/2025	Gas Tax 2103	244.99
2105	R00000325	3/13/2025	Gas Tax -2105 31	190.53
2106	R00000325	3/13/2025	Gas Tax 2106 32	486.24
2107	R00000325	3/13/2025	Gax Tax- 2107 33	181.24
REAP1	R00000326	3/14/2025	REAP Project	11,961.13
UUT	R00000328	3/20/2025	Utility Users Tax	3,896.25

Transaction Code	Receipt Number	Receipt Date	Transaction Description	Applied Amount
UUT	R00000329	3/20/2025	Utility Users Tax	251.64
UUT	R00000330	3/20/2025	Utility Users Tax	10.34
UUT	R00000331	3/20/2025	Utility Users Tax	90.38
UUT	R00000332	3/20/2025	Utility Users Tax	55.80
MISC	R00000333	3/20/2025	Misc revenue	150.84
PAR02	R00000335	3/20/2025	Sand City Parking	40.00
PAR02	R00000337	3/20/2025	Sand City Parking	40.00
POL01	R00000338	3/20/2025	Police Report 4560	10.00
TOT01	R00000339	3/20/2025	TOT Tax	600.95
Total Cash Receipts				<u>1,062,792.19</u>



City of Sand City

Check Report

By Check Number

Date Range: 03/01/2025 - 03/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Mechanics - General-Mechanics Bank - General Pooled Cash						
USB01	U.S. Bank Corp Payment Systems	03/03/2025	Regular	0.00	6,782.87	40440
ALT01	Alternator & Starter Exchange, Inc.	03/14/2025	Regular	0.00	729.55	40441
ATT05	AT&T Mobility	03/14/2025	Regular	0.00	974.23	40442
CAL15	California Consulting, Inc	03/14/2025	Regular	0.00	4,500.00	40443
CLA03	CliftonLarsonAllen, LLP	03/14/2025	Regular	0.00	500.00	40444
CMT02	CMTA	03/14/2025	Regular	0.00	500.00	40445
COM11	Comcast	03/14/2025	Regular	0.00	377.93	40446
COR05	Corodata Records Management	03/14/2025	Regular	0.00	61.45	40447
COR04	Corodata Shredding, Inc	03/14/2025	Regular	0.00	174.52	40448
MON10	County of Monterey- Department of Emergency	03/14/2025	Regular	0.00	17,596.00	40449
CYP04	Cypress Coast Ford	03/14/2025	Regular	0.00	627.67	40450
ELS01	ELS Architecture and Urban Design	03/14/2025	Regular	0.00	1,300.00	40451
EMC02	EMC Planning Group, Inc.	03/14/2025	Regular	0.00	139,837.03	40452
FED01	Federal Express	03/14/2025	Regular	0.00	18.65	40453
FIR03	First Alarm Security and Patrol, Inc	03/14/2025	Regular	0.00	35.00	40454
GRE01	Green Valley Landscape, Inc.	03/14/2025	Regular	0.00	860.00	40455
HAN01	Hana Gardens Seaside	03/14/2025	Regular	0.00	610.31	40456
HDL02	HDL Companies, LLC.	03/14/2025	Regular	0.00	111.06	40457
HEA001	Health Equity	03/14/2025	Regular	0.00	1,046.08	40458
HOM01	Home Depot Credit Service	03/14/2025	Regular	0.00	963.15	40459
KLE03	Kleinfeldt Family BBQ, Inc.	03/14/2025	Regular	0.00	5,172.00	40460
LIN01	Lingo	03/14/2025	Regular	0.00	143.48	40461
MCP01	M.C.P.O.A	03/14/2025	Regular	0.00	245.00	40462
MOB02	Mobile Modular	03/14/2025	Regular	0.00	574.99	40463
MBT01	Monterey Bay Technologies, Inc.	03/14/2025	Regular	0.00	2,700.00	40464
MCW01	Monterey County Weekly	03/14/2025	Regular	0.00	1,510.63	40465
MRW02	Monterey Regional Waste Management District	03/14/2025	Regular	0.00	224.82	40466
PGE01	Pacific Gas & Electric	03/14/2025	Regular	0.00	5,052.26	40467
PET01	Petty Cash- Cashed by Shannon Norton	03/14/2025	Regular	0.00	201.66	40468
PBC01	Pitney Bowes	03/14/2025	Regular	0.00	581.43	40469
PIT01	Pitney Bowes, Inc.	03/14/2025	Regular	0.00	145.07	40470
PUB01	Public Storage	03/14/2025	Regular	0.00	443.20	40471
CEB02	Regents of University of California	03/14/2025	Regular	0.00	604.50	40472
GLA06	Rory Glass	03/14/2025	Regular	0.00	300.00	40473
SNO01	Shannon Norton	03/14/2025	Regular	0.00	25.78	40474
STA03	Star Sanitation, LLC	03/14/2025	Regular	0.00	909.20	40475
STU02	Sturdy Oil Company	03/14/2025	Regular	0.00	1,019.54	40476
TYL02	Tyler Technologies, Inc.	03/14/2025	Regular	0.00	8,196.00	40477
VER01	Verizon Wireless	03/14/2025	Regular	0.00	64.45	40478
VES01	Vestis	03/14/2025	Regular	0.00	568.84	40479
CRA04	Audrey Cray	03/18/2025	Regular	0.00	312.84	40480
BUS05	Jeff Bushnell	03/18/2025	Regular	0.00	224.14	40481
AFL01	Aflac	03/28/2025	Regular	0.00	527.94	40482
CLE01	California Law Enforcement Association	03/28/2025	Regular	0.00	288.00	40483
CSD01	California State Disburse Unit	03/28/2025	Regular	0.00	269.00	40484
HUM02	Humana Insurance Company	03/28/2025	Regular	0.00	4,063.92	40485
SAN01	Sand City Police Officers & Dept. Employees Ass	03/28/2025	Regular	0.00	1,420.00	40486
SUN02	Sun Life Financial	03/28/2025	Regular	0.00	933.92	40487
PERSRETIREMENT	CalPERS Retirement	03/28/2025	Bank Draft	0.00	1,700.85	DFT0000042
PERSRETIREMENT	CalPERS Retirement	03/28/2025	Bank Draft	0.00	2,618.68	DFT0000043
PERSRETIREMENT	CalPERS Retirement	03/28/2025	Bank Draft	0.00	2,659.23	DFT0000044
PERSRETIREMENT	CalPERS Retirement	03/28/2025	Bank Draft	0.00	6,500.81	DFT0000045
PERSRETIREMENT	CalPERS Retirement	03/28/2025	Bank Draft	0.00	6,505.54	DFT0000046
PERSRETIREMENT	CalPERS Retirement	03/28/2025	Bank Draft	0.00	1,984.57	DFT0000047

Check Report

Date Range: 03/01/2025 - 03/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
PERSRETIREMENT	CalPERS Retirement	03/28/2025	Bank Draft	0.00	5,859.40	DFT0000048
PERSRETIREMENT	CalPERS Retirement	03/28/2025	Bank Draft	0.00	785.16	DFT0000049
PERSRETIREMENT	CalPERS Retirement	03/28/2025	Bank Draft	0.00	1,291.43	DFT0000050
PERSRETIREMENT	CalPERS Retirement	03/28/2025	Bank Draft	0.00	10,858.26	DFT0000051
PERSRETIREMENT	CalPERS Retirement	03/28/2025	Bank Draft	0.00	5,377.28	DFT0000052
PERSRETIREMENT	CalPERS Retirement	03/28/2025	Bank Draft	0.00	2,705.76	DFT0000053
PERSRETIREMENT	CalPERS Retirement	03/28/2025	Bank Draft	0.00	9,623.89	DFT0000054
PERSRETIREMENT	CalPERS Retirement	03/28/2025	Bank Draft	0.00	44.00	DFT0000055
PERSHEALTH	CalPERS Health	03/28/2025	Bank Draft	0.00	39,285.58	DFT0000056
CAL16	Calpers 457 Plan	03/28/2025	Bank Draft	0.00	20,820.26	DFT0000057
EDD001	Employment Development Dept	03/28/2025	Bank Draft	0.00	15,684.28	DFT0000058
EFTPS	Electronic Federal Tax Payment System	03/28/2025	Bank Draft	0.00	42,820.62	DFT0000059

Bank Code Mechanics - General Summary

Payment Type	Payable	Discount	Payment
	Count		
Regular Checks	74	0.00	214,328.11
Manual Checks	0	0.00	0.00
Voided Checks	0	0.00	0.00
Bank Drafts	18	0.00	177,125.60
EFT's	0	0.00	0.00
	92	0.00	391,453.71



City of Sand City

Check Report

By Check Number

Date Range: 03/01/2025 - 03/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Mechanics - SA-Mechanics Bank - Successor Agency						
RSG01	RSG	03/19/2025	Regular	0.00	1,500.00	2359
USB02	US Bank- Corporate Trust Services	03/20/2025	Regular	0.00	18,521.49	2360
RSG01	RSG	03/21/2025	Regular	0.00	218.75	2361

Bank Code Mechanics - SA Summary

Payment Type	Payable		Discount	Payment
	Count			
Regular Checks	4		0.00	20,240.24
Manual Checks	0		0.00	0.00
Voided Checks	0		0.00	0.00
Bank Drafts	0		0.00	0.00
EFT's	0		0.00	0.00
	4		0.00	20,240.24

**AGENDA ITEM
5E.**

**Acceptance of City/Successor Agency
Financial Report from April**



City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council/Successor Agency Board Members
FROM: Jennifer Pope, Finance Manager
SUBJECT: April 2025 Financial Report
DATE: June 3, 2025

BACKGROUND/DISCUSSION:

Attached are monthly financial reports for the City of Sand City and the Sand City Successor Agency of the former Redevelopment Agency.

A. City of Sand City Reports

- a. Cash Receipt Report, April 2025 (Attachment 1)
Revenue total - **\$949,359**
- b. Check Report, April 2025 (Attachment 2)
Expenditure total - **\$550,810**

B. Sand City Successor Agency for the former Redevelopment Agency Reports

- a. Revenue Report, April 2025
Revenue total - **\$0**
- b. Check Report, April 2025
Expenditures total - **\$0**

Transfers

Transfers are shown in the Cash Receipt Report; they are transfers from one bank account to another and should not be considered as revenue or expenditure.

Date	Source	Amount	Description

There were no transfers in April 2025.

CEQA:

This action does not constitute a "project" as defined by the California Environmental Quality Act (CEQA) guidelines section 15378.

FISCAL IMPACT:

There is no fiscal impact with receiving this report.

RECOMMENDATION:

Receive the report.

ATTACHMENTS:

1. Sand City Cash Receipt Report
2. Sand City Check Report



City of Sand City

Cash Receipt Report

By Transaction Code

Date Range: 4/1/2025 - 4/30/2025

Transaction Code	Receipt Number	Receipt Date	Transaction Description	Applied Amount
TOT01	R00000341	4/2/2025	TOT Tax	192.00
TOT01	R00000342	4/2/2025	TOT Tax	1,167.60
TOT01	R00000349	4/3/2025	TOT Tax	609.96
UUT	R00000350	4/3/2025	Utility Users Tax	858.36
UUT	R00000351	4/3/2025	Utility Users Tax	183.56
UUT	R00000352	4/3/2025	Utility Users Tax	117.91
UUT	R00000353	4/3/2025	Utility Users Tax	3,294.47
UUT	R00000354	4/3/2025	Utility Users Tax	0.33
UUT	R00000355	4/3/2025	Utility Users Tax	12,358.85
SOU01	R00000356	4/3/2025	South of Tioga Reimbursements	986.86
TUT01	R00000357	4/3/2025	Transaction/Use Tax	352,407.46
STAX	R00000358	4/3/2025	Sales Tax Received	287,221.01
RMRA	R00000359	4/3/2025	Road Maintenance & Rehab	739.55
TRA01	R00000360	4/3/2025	Traffic Safety Fund	67.91
CRI01	R00000360	4/3/2025	Criminal PC1463/City Fines	99.79
POC01	R00000360	4/3/2025	County/Proof of Corr	3.30
P172	R00000360	4/3/2025	1/2 Tax Police/Prop 172	49.70
REV	R00000360	4/3/2025	County/Rev & Recovery	63.97
REF01	R00000361	4/3/2025	Franchise TX RF.4040	8,234.71
CUP01	R00000362	4/3/2025	Conditional Use Permit	700.00
REN01	R00000363	4/3/2025	Rental Income	3,000.00
REN01	R00000364	4/3/2025	Rental Income	1,699.59
TAMCX	R00000365	4/3/2025	TAMC Measure X for Streets	12,945.13
REIMB	R00000366	4/3/2025	Reimbursements	29,065.00
BL01	R00000367	4/3/2025	Business License	689.40
PLHA	R00000368	4/3/2025	PLHA	104,063.00
REIMB	R00000369	4/3/2025	Reimbursements	622.58
PAR02	R00000370	4/4/2025	Sand City Parking	40.00
PAR02	R00000371	4/4/2025	Sand City Parking	40.00
PAR02	R00000372	4/4/2025	Sand City Parking	40.00
PAR02	R00000373	4/4/2025	Sand City Parking	75.00
PAR02	R00000374	4/4/2025	Sand City Parking	40.00
PAR02	R00000375	4/4/2025	Sand City Parking	40.00
VEHR	R00000376	4/4/2025	Vehicle Release	95.00
PAR02	R00000377	4/4/2025	Sand City Parking	75.00
PAR02	R00000379	4/4/2025	Sand City Parking	40.00
PAR02	R00000380	4/4/2025	Sand City Parking	75.00
PLA01	R00000381	4/4/2025	Plan Check Fee 4165	3,048.83
SQU01	R00000382	4/4/2025	Square Fees	(4.51)
TOT01	R00000385	4/17/2025	TOT Tax	919.36

Transaction Code	Receipt Number	Receipt Date	Transaction Description	Applied Amount
TOT01	R00000386	4/17/2025	TOT Tax	361.31
TOT01	R00000387	4/17/2025	TOT Tax	360.00
TOT01	R00000388	4/17/2025	TOT Tax	694.44
TOT01	R00000389	4/17/2025	TOT Tax	175.08
TOT01	R00000390	4/17/2025	TOT Tax	643.24
UUT	R00000392	4/17/2025	Utility Users Tax	2,060.77
UUT	R00000393	4/17/2025	Utility Users Tax	213.09
UUT	R00000396	4/17/2025	Utility Users Tax	98.70
UUT	R00000398	4/17/2025	Utility Users Tax	1,100.07
UUT	R00000399	4/17/2025	Utility Users Tax	2.27
POL01	R00000400	4/17/2025	Police Report 4560	10.00
REN01	R00000401	4/17/2025	Rental Income	1,000.00
PGE01	R00000402	4/17/2025	PG&E- Gas	3,797.22
PGE02	R00000403	4/17/2025	PG&E- Electric	33,636.02
PGE02	R00000404	4/17/2025	PG&E- Electric	15,027.45
PGE01	R00000405	4/17/2025	PG&E- Gas	182.19
2103	R00000406	4/17/2025	Gas Tax 2103	266.66
2105	R00000406	4/17/2025	Gas Tax -2105 31	185.89
2107	R00000406	4/17/2025	Gax Tax- 2107 33	478.45
2107	R00000406	4/17/2025	Gax Tax- 2107 33	255.31
MSTSF	R00000407	4/17/2025	MST SURF Project Reimbursement	27,620.25
COPS	R00000408	4/17/2025	COPS Grant	8,333.33
MISC	R00000409	4/17/2025	Misc revenue	5,000.00
SPE01	R00000410	4/17/2025	Special Events Permit	1,050.00
IRWM	R00000411	4/17/2025	IRWM Grant Reimbursement- Catalina St	430.00
TRA01	R00000412	4/17/2025	Traffic Safety Fund	79.23
CRI01	R00000412	4/17/2025	Criminal PC1463/City Fines	41.71
PTT01	R00000412	4/17/2025	County/Property Tax	847.00
P172	R00000412	4/17/2025	1/2 Tax Police/Prop 172	32.96
REV	R00000412	4/17/2025	County/Rev & Recovery	24.62
SAN01	R00000413	4/17/2025	Sanitation District Impact Fees	12,359.24
WEST	R00000414	4/17/2025	West End Revenue	120.00
TOT01	R00000415	4/18/2025	TOT Tax	751.20
WEST	R00000416	4/18/2025	West End Revenue	50.00
WEST	R00000417	4/18/2025	West End Revenue	50.00
WEST	R00000418	4/18/2025	West End Revenue	50.00
WEST	R00000419	4/18/2025	West End Revenue	120.00
WEST	R00000420	4/18/2025	West End Revenue	50.00
WEST	R00000421	4/18/2025	West End Revenue	50.00
WEST	R00000422	4/18/2025	West End Revenue	50.00
WEST	R00000423	4/18/2025	West End Revenue	70.00
WEST	R00000424	4/18/2025	West End Revenue	50.00
WEST	R00000425	4/18/2025	West End Revenue	50.00
WEST	R00000426	4/18/2025	West End Revenue	50.00
WEST	R00000427	4/18/2025	West End Revenue	120.00
WEST	R00000428	4/18/2025	West End Revenue	150.00

Transaction Code	Receipt Number	Receipt Date	Transaction Description	Applied Amount
WEST	R00000429	4/18/2025	West End Revenue	70.00
WEST	R00000430	4/18/2025	West End Revenue	50.00
WEST	R00000431	4/18/2025	West End Revenue	50.00
WEST	R00000432	4/18/2025	West End Revenue	120.00
WEST	R00000433	4/18/2025	West End Revenue	120.00
WEST	R00000434	4/18/2025	West End Revenue	120.00
WEST	R00000435	4/18/2025	West End Revenue	120.00
WEST	R00000436	4/18/2025	West End Revenue	120.00
WEST	R00000437	4/18/2025	West End Revenue	240.00
WEST	R00000438	4/18/2025	West End Revenue	120.00
WEST	R00000439	4/18/2025	West End Revenue	50.00
WEST	R00000440	4/18/2025	West End Revenue	240.00
WEST	R00000441	4/18/2025	West End Revenue	120.00
WEST	R00000442	4/22/2025	West End Revenue	50.00
WEST	R00000443	4/22/2025	West End Revenue	120.00
WEST	R00000444	4/23/2025	West End Revenue	120.00
SIG01	R00000445	4/23/2025	Sign Permit & Master Sign Program	50.00
WEST	R00000446	4/28/2025	West End Revenue	50.00
STRIN	R00000447	4/28/2025	Short Term Rental Inspection Fee	197.00
WEST	R00000448	4/28/2025	West End Revenue	120.00
WEST	R00000449	4/29/2025	West End Revenue	120.00
WEST	R00000450	4/29/2025	West End Revenue	120.00
WEST	R00000451	4/29/2025	West End Revenue	120.00
WEST	R00000452	4/29/2025	West End Revenue	50.00
SITE	R00000453	4/29/2025	Site Plan Review	2,268.83
WEST	R00000454	4/29/2025	West End Revenue	50.00
WEST	R00000455	4/30/2025	West End Revenue	50.00
WEST	R00000456	4/30/2025	West End Revenue	50.00
WEST	R00000457	4/30/2025	West End Revenue	50.00
WEST	R00000458	4/30/2025	West End Revenue	120.00
			Total Cash Receipts	<u>949,359.21</u>



City of Sand City

Check Report

By Check Number

Date Range: 04/01/2025 - 04/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Mechanics - General-Mechanics Bank - General Pooled Cash						
A&R01	A & R Plumbing, Inc	04/01/2025	Regular	0.00	665.00	40488
ALH01	Alhambra	04/01/2025	Regular	0.00	106.36	40489
ASC01	American Supply CO	04/01/2025	Regular	0.00	278.37	40490
ATT03	AT&T	04/01/2025	Regular	0.00	202.72	40491
BOY01	Boyds Asphalt Services	04/01/2025	Regular	0.00	5,660.00	40492
COM11	Comcast	04/01/2025	Regular	0.00	44.11	40493
COR01	Corbin Willits Systems	04/01/2025	Regular	0.00	276.53	40494
EXP04	Express Printing- MP Express	04/01/2025	Regular	0.00	241.84	40495
HAN01	Hana Gardens Seaside	04/01/2025	Regular	0.00	133.51	40496
HDL02	HDL Companies, LLC.	04/01/2025	Regular	0.00	55.53	40497
MBP03	Monterey Bay Pest Control	04/01/2025	Regular	0.00	130.00	40498
MBT01	Monterey Bay Technologies, Inc.	04/01/2025	Regular	0.00	2,231.25	40499
MCW01	Monterey County Weekly	04/01/2025	Regular	0.00	175.50	40500
MON04	Monterey Tire Service, Inc.	04/01/2025	Regular	0.00	34.92	40501
OLD03	Old Fisherman's Grotto	04/01/2025	Regular	0.00	841.23	40502
PET01	Petty Cash- Cashed by Shannon Norton	04/01/2025	Regular	0.00	77.28	40503
PET01	Petty Cash- Cashed by Shannon Norton	04/01/2025	Regular	0.00	-77.28	40503
PRO01	ProExhibits	04/01/2025	Regular	0.00	3,000.01	40504
SHA03	Shamrock Office Solutions	04/01/2025	Regular	0.00	211.76	40505
SLV01	Stephen L. Vagnini	04/01/2025	Regular	0.00	46.17	40506
USB01	U.S. Bank Corp Payment Systems	04/03/2025	Regular	0.00	6,448.70	40507
4LE01	4Leaf, Inc.	04/10/2025	Regular	0.00	6,226.32	40508
A&R01	A & R Plumbing, Inc	04/10/2025	Regular	0.00	470.00	40509
ALT01	Alternator & Starter Exchange, Inc.	04/10/2025	Regular	0.00	372.69	40510
BAR02	Barry's Carpet Service, Inc	04/10/2025	Regular	0.00	250.00	40511
BMI01	BMI	04/10/2025	Regular	0.00	446.00	40512
CAL01	California American Water	04/10/2025	Regular	0.00	647.73	40513
CAL15	California Consulting, Inc	04/10/2025	Regular	0.00	4,500.00	40514
CHA04	California Highway Adoption Co.	04/10/2025	Regular	0.00	350.00	40515
CCM01	CCMF	04/10/2025	Regular	0.00	400.00	40516
COM11	Comcast	04/10/2025	Regular	0.00	201.74	40517
COR05	Corodata Records Management	04/10/2025	Regular	0.00	61.45	40518
CYP04	Cypress Coast Ford	04/10/2025	Regular	0.00	185.09	40519
DMV02	DMV Renewal	04/10/2025	Regular	0.00	54.00	40520
SOF02	Elizabeth A. Sofer	04/10/2025	Regular	0.00	478.20	40521
EMC02	EMC Planning Group, Inc.	04/10/2025	Regular	0.00	21,184.79	40522
GLO02	Global Concepts	04/10/2025	Regular	0.00	19,991.50	40523
GRA12	Graniterock	04/10/2025	Regular	0.00	103.46	40524
GRE01	Green Valley Landscape, Inc.	04/10/2025	Regular	0.00	860.00	40525
HEA001	Health Equity	04/10/2025	Regular	0.00	1,747.50	40526
HDL03	HdL Coren & Cone	04/10/2025	Regular	0.00	2,557.42	40527
HOM01	Home Depot Credit Service	04/10/2025	Regular	0.00	2,508.41	40528
HOP01	Hope Services	04/10/2025	Regular	0.00	13,025.89	40529
LEX01	Lexipol LLC	04/10/2025	Regular	0.00	4,662.00	40530
LCW01	Liebert Cassidy Whitmore	04/10/2025	Regular	0.00	220.00	40531
MEY01	Meyers Nave, Corporation	04/10/2025	Regular	0.00	56,713.00	40532
MOB02	Mobile Modular	04/10/2025	Regular	0.00	574.99	40533
MBT01	Monterey Bay Technologies, Inc.	04/10/2025	Regular	0.00	3,828.50	40534
MCB01	Monterey County Business Council	04/10/2025	Regular	0.00	50.00	40535
MON15	Monterey County Elections Department	04/10/2025	Regular	0.00	1,473.32	40536
MCW01	Monterey County Weekly	04/10/2025	Regular	0.00	1,540.25	40537
MOW01	Monterey One Water	04/10/2025	Regular	0.00	440.38	40538
MRW02	Monterey Regional Waste Management District	04/10/2025	Regular	0.00	654.50	40539
MON04	Monterey Tire Service, Inc.	04/10/2025	Regular	0.00	34.92	40540

Check Report

Date Range: 04/01/2025 - 04/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
PET01	Petty Cash- Cashed by Shannon Norton	04/10/2025	Regular	0.00	216.08	40541
STA03	Star Sanitation, LLC	04/10/2025	Regular	0.00	1,602.70	40542
STU02	Sturdy Oil Company	04/10/2025	Regular	0.00	2,923.01	40543
TLE01	TL Engineering	04/10/2025	Regular	0.00	14,945.25	40544
TYL02	Tyler Technologies, Inc.	04/10/2025	Regular	0.00	270.00	40545
WIN02	Winners Awards	04/10/2025	Regular	0.00	16.39	40546
4LE01	4Leaf, Inc.	04/28/2025	Regular	0.00	15,632.83	40547
A&R01	A & R Plumbing, Inc	04/28/2025	Regular	0.00	1,060.00	40548
ALH01	Alhambra	04/28/2025	Regular	0.00	120.87	40549
ALT01	Alternator & Starter Exchange, Inc.	04/28/2025	Regular	0.00	342.31	40550
ATT04	AT&T	04/28/2025	Regular	0.00	95.38	40551
ATT03	AT&T	04/28/2025	Regular	0.00	202.72	40552
ATT05	AT&T Mobility	04/28/2025	Regular	0.00	974.23	40553
CCP01	CCPS, Inc.	04/28/2025	Regular	0.00	10,436.15	40554
COM11	Comcast	04/28/2025	Regular	0.00	759.49	40555
CSU03	CSU Monterey Bay	04/28/2025	Regular	0.00	5,000.00	40556
CYP04	Cypress Coast Ford	04/28/2025	Regular	0.00	2,050.34	40557
DEL04	Dell Marketing L.P. C/O Dell USA L.P.	04/28/2025	Regular	0.00	494.78	40558
ELS01	ELS Architecture and Urban Design	04/28/2025	Regular	0.00	2,640.00	40559
EMC02	EMC Planning Group, Inc.	04/28/2025	Regular	0.00	46,314.04	40560
esc02	Event Santa Cruz	04/28/2025	Regular	0.00	7,500.00	40561
FIR03	First Alarm Security and Patrol, Inc	04/28/2025	Regular	0.00	1,306.53	40562
GHD01	GHD, Inc	04/28/2025	Regular	0.00	17,973.80	40563
HAR06	Harris & Associates, Inc	04/28/2025	Regular	0.00	37,846.25	40564
HEA001	Health Equity	04/28/2025	Regular	0.00	154.00	40565
BUS05	Jeff Bushnell	04/28/2025	Regular	0.00	224.14	40566
MBT01	Monterey Bay Technologies, Inc.	04/28/2025	Regular	0.00	963.29	40567
MOW01	Monterey One Water	04/28/2025	Regular	0.00	7,230.00	40568
NAP01	Napa Auto Parts	04/28/2025	Regular	0.00	16.37	40569
PGE01	Pacific Gas & Electric	04/28/2025	Regular	0.00	5,815.89	40570
PET01	Petty Cash- Cashed by Shannon Norton	04/28/2025	Regular	0.00	169.31	40571
PUB01	Public Storage	04/28/2025	Regular	0.00	597.00	40572
REN01	Rental Depot	04/28/2025	Regular	0.00	335.00	40573
LDT01	Sandra Tosh Pepe Exempt Trust Established unc	04/28/2025	Regular	0.00	5,000.00	40574
SHA03	Shamrock Office Solutions	04/28/2025	Regular	0.00	108.76	40575
SPC01	SPCA	04/28/2025	Regular	0.00	245.00	40576
STU02	Sturdy Oil Company	04/28/2025	Regular	0.00	1,497.34	40577
TYL03	Tyler Business Forms	04/28/2025	Regular	0.00	243.99	40578
VER01	Verizon Wireless	04/28/2025	Regular	0.00	64.44	40579
ZUM01	Zumar Industries, Inc.	04/28/2025	Regular	0.00	1,410.06	40580
AFL01	Aflac	04/29/2025	Regular	0.00	527.94	40581
CLE01	California Law Enforcement Association	04/29/2025	Regular	0.00	288.00	40582
CSD01	California State Disburse Unit	04/29/2025	Regular	0.00	269.00	40583
HUM02	Humana Insurance Company	04/29/2025	Regular	0.00	4,227.73	40584
SAN01	Sand City Police Officers & Dept. Employees Ass	04/29/2025	Regular	0.00	1,420.00	40585
SUN02	Sun Life Financial	04/29/2025	Regular	0.00	933.92	40586
EDD001	Employment Development Dept	04/30/2025	Bank Draft	0.00	344.59	DFT0000060
EFTPS	Electronic Federal Tax Payment System	04/30/2025	Bank Draft	0.00	530.81	DFT0000061
PERSRETIREMENT	CalPERS Retirement	04/30/2025	Bank Draft	0.00	1,700.85	DFT0000062
PERSRETIREMENT	CalPERS Retirement	04/30/2025	Bank Draft	0.00	2,815.30	DFT0000063
PERSRETIREMENT	CalPERS Retirement	04/30/2025	Bank Draft	0.00	2,858.89	DFT0000064
PERSRETIREMENT	CalPERS Retirement	04/30/2025	Bank Draft	0.00	6,605.82	DFT0000065
PERSRETIREMENT	CalPERS Retirement	04/30/2025	Bank Draft	0.00	6,610.63	DFT0000066
PERSRETIREMENT	CalPERS Retirement	04/30/2025	Bank Draft	0.00	1,984.57	DFT0000067
PERSRETIREMENT	CalPERS Retirement	04/30/2025	Bank Draft	0.00	5,859.40	DFT0000068
PERSRETIREMENT	CalPERS Retirement	04/30/2025	Bank Draft	0.00	785.16	DFT0000069
PERSRETIREMENT	CalPERS Retirement	04/30/2025	Bank Draft	0.00	1,291.43	DFT0000070
PERSRETIREMENT	CalPERS Retirement	04/30/2025	Bank Draft	0.00	10,858.26	DFT0000071
PERSRETIREMENT	CalPERS Retirement	04/30/2025	Bank Draft	0.00	5,398.31	DFT0000072
PERSRETIREMENT	CalPERS Retirement	04/30/2025	Bank Draft	0.00	2,705.76	DFT0000073
PERSRETIREMENT	CalPERS Retirement	04/30/2025	Bank Draft	0.00	9,673.66	DFT0000074

Check Report

Date Range: 04/01/2025 - 04/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
PERSRETIREMENT	CalPERS Retirement	04/30/2025	Bank Draft	0.00	44.00	DFT0000075
PERSHEALTH	CalPERS Health	04/30/2025	Bank Draft	0.00	45,877.11	DFT0000076
CAL16	Calpers 457 Plan	04/30/2025	Bank Draft	0.00	20,820.26	DFT0000077
EDD001	Employment Development Dept	04/30/2025	Bank Draft	0.00	15,009.43	DFT0000078
EFTPS	Electronic Federal Tax Payment System	04/30/2025	Bank Draft	0.00	38,973.82	DFT0000079

Bank Code Mechanics - General Summary

	Payable		
Payment Type	Count	Discount	Payment
Regular Checks	166	0.00	370,139.17
Manual Checks	0	0.00	0.00
Voided Checks	1	0.00	-77.28
Bank Drafts	20	0.00	180,748.06
EFT's	0	0.00	0.00
	186	0.00	550,809.95

**AGENDA ITEM
7A.**

**See Monterey Tourism 2030 Plan
Presentation: Rob O'Keefe (10 minutes)**

**AGENDA ITEM
9A.**

**Approve a Resolution Amending
Underground Utility District No. 1 Located
on California Avenue to Expand the Limits
From Shake Avenue to Contra Costa Street**



City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council
FROM: Leon D. Gomez, P.E., City Engineer
SUBJECT: Resolution of the City Council of the City of Sand City Amending
Underground Utility District No. 1 located on California Avenue to expand
the limits from Shake Avenue to Contra Costa Street
DATE: June 3, 2025

BACKGROUND/DISCUSSION:

Electric Rule 20

In response to local government interest in enhancing the aesthetics of their communities, the California Public Utilities Commission (CPUC) established Electric Tariff Rule 20 (Electric Rule 20) in 1967, which contains three separate programs that provide for the undergrounding of existing overhead utility lines. Pursuant to certain criteria, CPUC rules allow participating cities and counties to establish legislation authorizing the creation of an Underground Utility District (UUD) within which existing overhead electric distribution and telecommunication distribution and service facilities will be converted to underground.

Annually, the Pacific Gas and Electric Company (PG&E) converts many miles of overhead electric facilities to underground. This work is completed by following the Electric Rule 20 guidelines. Electric Rule 20 has three categories: A, B and C. The use of a particular Rule 20 category is determined by the type of area to be undergrounded and who pays for the work. The Rule 20 program allocates a certain amount of monetary credits for cities each year to help fund undergrounding projects. Cities can draw from their work credit allocations to support the cost of undergrounding overhead electric facilities. The table below summarizes the categories under Electric Rule 20.

Table: Electric Rule 20 Categories

Rules	Description of Funding
Electric Rule 20A	Conversion projects under this section of the rules are funded by ratepayers throughout the service territory, but only for projects

	deemed to create a general public benefit by satisfying at least one qualifying criterion.
Electric Rule 20B	Conversion projects under these rules are funded by both ratepayers and property owners. This program provides limited ratepayer subsidies for undergrounding utility lines in areas that do not qualify under Rule 20A.
Electric Rule 20C	Conversion projects under these rules are funded almost entirely by those requesting the underground conversion. This program enables property owners to pay for the cost of underground utility lines which do not qualify under Rule 20A or 20B.

A Rule 20A project is initiated by a city or county and typically occurs in areas of a community that are used by the public, such as public rights-of-way (ROW). A city, county or municipal agency determines the potential project location, and the boundary is discussed with PG&E and other utilities. The governing body of a city or county must determine, in consultation with PG&E and after holding public hearings on the subject, that undergrounding is in the general public interest for one or more of the following qualifying reasons:

- Such undergrounding will avoid or eliminate an unusually heavy concentration of overhead electric facilities
- The street, road or right-of-way is extensively used by the General Public and carries a heavy volume of pedestrian or vehicle traffic
- The street, road or right-of-way adjoins or passes through a civic area, public recreation area or an area of unusual scenic interest to the public
- The street, road or right-of-way is considered an arterial street or major collector as defined in the Governor's Office of Planning and Research General Plan Guidelines

A Rule 20B project is typically in conjunction with larger developments and the majority of costs are paid by the developer or applicant. Undergrounding within Rule 20B is done when the area does not fit the Rule 20A criteria but involves both sides of the street for at least 600 feet. Under Rule 20B, the applicant is responsible for the installation of the conduit, substructures and boxes. The applicant pays for the installation cost of the underground electric system, less a credit for an equivalent overhead system, plus the taxes, if applicable. An example of this category is the West End South of Tioga Development, in which the developer undergrounded existing overhead electric facilities along Tioga Avenue and California Avenue, at their cost.

A Rule 20C project is usually a small project that involves one or more property owners. The costs are almost entirely borne by the applicants. Undergrounding within the provisions

of Rule 20C occurs when neither Rule 20A nor Rule 20B applies. Under Rule 20C, the applicant pays the entire cost of the electric undergrounding, less a credit for salvage.

Underground Utility District No. 1

On June 17, 1975, the City Council of the City of Sand City (City) a held a duly noticed Public Hearing and adopted Resolution No. 189 establishing UUD No. 1 on California Avenue in accordance with Sand City Municipal Code (SCMC) Title 12 Public Property, Public Works and Public Utilities, Chapter 12.08 Underground Utility Districts, and determined that the public necessity, health, safety, and welfare required the removal of poles, overhead wires and associated overhead structures, and the underground installation of wires and facilities for supplying electric, communication, or similar or associated service.

The limits of UUD No. 1 are located within the California Avenue ROW, from Orland Avenue to Hickory Street, a portion of which has been undergrounded by the West End South of Tioga development which included the abandonment of Orland Avenue. As a result, UUD No. 1 must be amended to meet the Electric Rule 20 criteria.

The City's contract city engineer, Harris & Associates (Harris), evaluated the need to amend UUD No. 1 and reviewed the California Avenue corridor to determine the locations of existing overhead electric facilities, poles, and equipment that could be undergrounded in accordance with the Electric Rule 20 criteria. Harris determined that amending the boundary of UUD No. 1 from Shake Avenue to Contra Costa Street would meet the criteria and allow the City to remain active under the Electric Rule 20 program.

As a result, staff recommends that the City Council amend UUD No. 1 located on California Avenue to expand the limits from Shake Avenue to Contra Costa Street as depicted on Exhibit A to the attached Resolution. City Hall, the Police Department, Calabrese Park (a city park) and the City's Community Garden are located along California Avenue, and the amendment to UUD No. 1 meets the Electric Rule 20 criteria as follows:

- 1) The undergrounding to be accomplished will avoid or eliminate an unusually heavy concentration of overhead electric facilities.
- 2) The street, road, or right-of-way is extensively used by the general public and carry a heavy volume of pedestrian or vehicular traffic.
- 3) The street, road, or right-of-way adjoins or passes through
 - (a) a civic area
 - (b) a public recreation area
 - (c) an area of unusual scenic interest to the general public

- 4) The street, road, or right-of-way is considered an arterial street or major collector as defined in the Governor's Office of Planning and Research General Plan Guidelines. In this case, California Avenue is identified as a Major Collector in the City's General Plan, Circulation Element.

Exhibit A showing the amended UUD No. 1 boundary has been reviewed and approved by PG&E.

Adoption of a resolution to amend UUD No. 1 in the area in which both the existing and new facilities are and will be located requiring, among other things:

- 1) That all existing overhead communication and electric distribution facilities in such district shall be removed
- 2) That each property served from such electric overhead facilities shall have installed in accordance with PG&E's rules for underground service, all electrical facility changes on the premises necessary to receive service from the underground facilities of PG&E as soon as it is available, and
- 3) Authorizing PG&E to discontinue its overhead service

Electric Rule 20A Work Credits

Each year the City is notified by PG&E regarding the allocation of work credits for conversion of overhead electric distribution lines and facilities to underground, known as Rule 20A allocations. On April 1, 2025, the City received e-mail correspondence from PG&E entitled, "*Rule 20A Work Credit Statement: Period 1/1/2024 through 12/31/2024*". This correspondence notified the City that as of 12/31/2024, the City has 221,664 in Rule 20A work credits.

Sand City is considered an "active community" under the Electric Rule 20 criteria. An active community is defined as a community that:

1. Formally adopts an underground district resolution or ordinance which expires at completion of the work within the district boundaries, or
2. Has started or completed construction of an undergrounding conversion project within the last 8 years, defined as 2011 or later, or
3. Has received Rule 20A allocations from the utility for only 5 years or few due to recent incorporation.

If a community becomes inactive, its share of work credits may be reallocated to other, active communities to support their undergrounding projects.

CEQA:

The proposed project is to underground existing overhead utility lines within existing City rights-of-way and areas immediately adjacent, as needed. Adoption of a Resolution amending UUD No. 1 is exempt from the provisions of the California Environmental Quality Act (CEQA) under Section 15302(d) (conversion of overhead lines to underground including the connection to existing overhead electrical distribution lines where the surface is restored to pre-project conditions). Therefore, no environmental review is necessary.

FISCAL IMPACT:

As noted herein, the amendment to UUD No. 1 will expand the limits from Shake Avenue to Contra Costa Street, a total distance of approximately 1,400 feet. About 500 feet of this distance, between Holly Street and Hickory Street, has already been undergrounded, leaving approximately 900 feet of existing overhead electric facilities to underground. Using a cost of \$1,400 per lineal foot, the estimated cost to underground the remaining 900 feet along California Avenue is \$1,260,000. Using the City's available work credits, the remaining cost would be as follows:

Estimated cost to underground the amended UUD No. 1:	\$1,260,000
Work Credits as of 12/31/24:	<u>\$221,664</u>
Remaining:	\$1,038,336

To move forward with this undergrounding project, the City would utilize its allocation of work credits and fund the remaining cost by other means. Future undergrounding within the UUD shall be completed as expediently as possible, considering the availability of funding, labor, materials and equipment necessary, and the project would be brought back to city council for approval before commencing any work.

RECOMMENDATION:

It is recommended that the City Council of the City of Sand City consider and adopt Resolution No. XXXX, Amending Underground Utility District No. 1 located on California Avenue to expand the limits from Shake Avenue to Contra Costa Street.

ATTACHMENTS:

1. Resolution
2. Exhibit A

**CITY OF SAND CITY
RESOLUTION SC 25-____, 2025**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAND CITY
AMENDING UNDERGROUND UTILITY DISTRICT NO. 1 LOCATED ON CALIFORNIA
AVENUE TO EXPAND THE LIMITS FROM SHAKE AVENUE TO CONTRA COSTA
STREET**

WHEREAS, the City of Sand City ("City") is a municipal corporation exercising governmental functions and powers, organized and existing under the laws of State of California; and

WHEREAS, in response to local government interest in enhancing the aesthetics of their communities, the California Public Utilities Commission (CPUC) established Electric Tariff Rule 20 (Electric Rule 20) in 1967, which contains three separate programs that provide for the underground of existing overhead utility lines; and

WHEREAS, pursuant to certain criteria, CPUC rules allow participating cities and counties to establish legislation authorizing the creation of an Underground Utility District (UUD) within which existing overhead electric distribution and telecommunication distribution and service facilities will be converted to underground; and

WHEREAS, on June 17, 1975, the City Council of the City of Sand City (City) a held a duly noticed Public Hearing and adopted Resolution No. 189 establishing UUD No. 1 on California Avenue in accordance with Sand City Municipal Code (SCMC) Title 12 Public Property, Public Works and Public Utilities, Chapter 12.08 Underground Utility Districts, and determined that the public necessity, health, safety, and welfare required the removal of poles, overhead wires and associated overhead structures, and the underground installation of wires and facilities for supplying electric, communication, or similar or associated service, and;

WHEREAS, the limits of UUD No. 1 are located on California Avenue from Orland Avenue to Hickory Street, a portion of which has been undergrounded by recent development which included the abandonment of Orland Avenue, requiring the district boundary to be amended to meet the Electric Rule 20 criteria; and

WHEREAS, the City desires to amend UUD No. 1 located on California Avenue to expand the limits from Shake Avenue to Contra Costa Street as depicted on Exhibit A, attached hereto and incorporated herein by reference, and City Hall, the Police Department, Calabrese Park (a city park) and the City's Community Garden are located along California Avenue, and that said amendment meets the Electric Rule 20 criteria as follows:

- 1) The undergrounding to be accomplished will avoid or eliminate an unusually heavy concentration of overhead electric facilities.
- 2) The street, road, or right-of-way is extensively used by the general public and carry a heavy volume of pedestrian or vehicular traffic.
- 3) The street, road, or right-of-way adjoins or passes through
 - (a) a civic area
 - (b) a public recreation area
 - (c) an area of unusual scenic interest to the general public

- 4) The street, road, or right-of-way is considered an arterial street or major collector as defined in the Governor's Office of Planning and Research General Plan Guidelines.

WHEREAS, on June 3, 2025, a Public Hearing was duly noticed and held at the hour of 5:30 p.m. in the Council Chambers of the City of Sand City, 1 Pendergrass Way, Sand City, California, to consider this amendment to UUD No. 1, and notice of such hearing has been given to all affected property owners as shown on the last equalized assessment roll and utilities concerned by mail of the time and place of such hearing at least 15 days prior to the date thereof; and;

WHEREAS, the City Council has determined that adoption of this resolution to amend UUD No. 1 in the area in which both the existing and new facilities are and will be located requiring, among other things:

- 1) That all existing overhead communication and electric distribution facilities in such district shall be removed
- 2) That each property served from such electric overhead facilities shall have installed in accordance with PG&E's rules for underground service, all electrical facility changes on the premises necessary to receive service from the underground facilities of PG&E as soon as it is available, and
- 3) Authorizing PG&E to discontinue its overhead service

NOW, THEREFORE, BE IT RESOLVED that the City Council of Sand City hereby finds, determiners, resolves and orders, on the basis of the facts set forth in the agenda report presented to it and any testimony received at the meeting at which this matter was considered, as follows:

Section 1. The foregoing recitals are true and correct.

Section 2. The City Council finds and determines that the Project is exempt from the provisions of the California Environmental Quality Act (CEQA) under Section 15302(d) and, therefore, no environmental review is necessary.

Section 3. The amended boundaries of UUD No. 1, as described herein and more particularly depicted on Exhibit A attached hereto, are hereby approved.

Section 4. Within 10 days after the effective date of this Resolution, the City Clerk is authorized and directed to notify all affected utilities and all persons owning real property within the UUD of the adoption of this Resolution by mailing a copy of this Resolution, together with a copy of SCMC Chapter 12.08 Underground Utility Districts, to all affected utilities and all affected property owners, as such property owners are shown on the last equalized assessment roll.

Section 5. The City Clerk shall further notify such affected property owners of the necessity that, if they or any person occupying such property desire to continue to receive electric, communication, or similar or associated service, they or such occupant shall provide all necessary facility changes on their premises as to receive such service from the lines of the supplying utility or utilities at a new location subject to applicable rules, regulations and tariffs of the respective utility or utilities on file with the commission.

PASSED AND ADOPTED by the City Council of the City of Sand City this ____, day of ____, 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

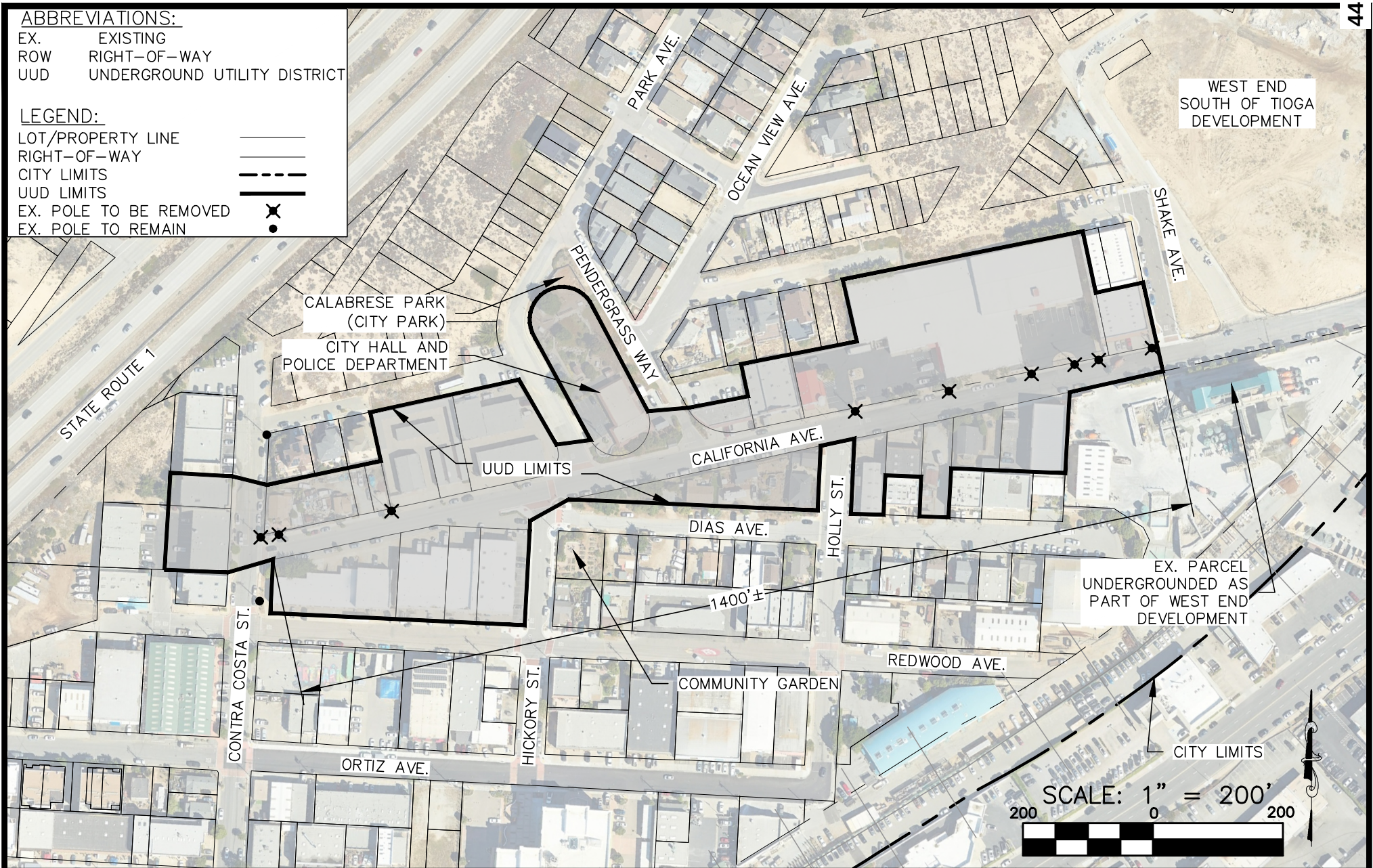
Mary Ann Carbone, Mayor

ATTEST:
DATED: _____

Kerry Lindstrom, City Clerk

ABBREVIATIONS:
 EX. EXISTING
 ROW RIGHT-OF-WAY
 UUD UNDERGROUND UTILITY DISTRICT

LEGEND:
 LOT/PROPERTY LINE
 RIGHT-OF-WAY
 CITY LIMITS
 UUD LIMITS
 EX. POLE TO BE REMOVED
 EX. POLE TO REMAIN



1 PENDERGRASS WAY,
 SAND CITY, CA 93955

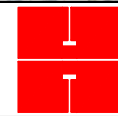
DRAWN BY: CMC

REVIEWED BY: LG

DATE: 5/16/25

SHEET TITLE:

EXHIBIT A
 AMENDED UNDERGROUND UTILITY DISTRICT
 NO. 1 ON CALIFORNIA AVENUE



Harris & Associates

60 W. Alisal Street, Suite 200, Salinas, CA 93901
 p: 831.789.8670 * www.WeAreHarris.com

**AGENDA ITEM
9B.**

**Authorize the City Manager to Sign a
Letter in Response to the 2024-2025
Monterey County Civil Grand Jury Report -
"Road Safety in Monterey County: Where
to Report a Problem"**



City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council
FROM: Vibeke Norgaard, City Manager
SUBJECT: Response to 2024-2025 Monterey County Civil Grand Jury Report
DATE: June 3, 2025

BACKGROUND/DISCUSSION:

The City of Sand City received correspondence from the Office of the County Counsel, County of Monterey, regarding the 2024-2025 Monterey County Civil Grand Jury Report – Road Safety in Monterey County: Where to Report a Problem. Pursuant to California Penal Code Section 933, the City must submit comments on the report within ninety (90) days following the transmittal.

The report indicates the City is responsible for Findings F1 & F2 and Recommendations R1 & R2. The City Manager has drafted a response to the Grand Jury's report.

CEQA:

This action does not constitute a "project" as defined by the California Environmental Quality Act (CEQA) guidelines section 15378.

FISCAL IMPACT:

No fiscal impact.

RECOMMENDATION:

Authorize the City Manager to sign a letter (attachment 3) in response to the 2024-2025 Monterey County Civil Grand Jury Report – Road Safety in Monterey County: Where to Report a Problem.

ATTACHMENTS:

1. Office of the County Counsel, County of Monterey Correspondence
2. Monterey County Road Safety Report
3. Draft-Sand City Response to 2024-2025 Grand Jury Report

County of Monterey

OFFICE OF THE COUNTY COUNSEL

168 WEST ALISAL STREET, 3RD FLOOR, SALINAS, CALIFORNIA 93901-2439
(831) 755-5045 FAX: (831) 755-5283



SUSAN K. BLITCH
COUNTY COUNSEL

CONFIDENTIAL **IMMEDIATE ATTENTION REQUIRED**

April 28, 2025

Via Electronic Mail
Sand City Council
c/o City Clerk cityclerk@sandcityca.org
1 Pendergrass Way
Sand City, CA 93955

Re: 2024-2025 Monterey County Civil Grand Jury Final Report – “Road Safety in Monterey County: Where to Report A Problem”

Dear Members of the Sand City Council:

On behalf of the 2024-25 Monterey County Civil Grand Jury, and pursuant to Penal Code section 933.05(f), I am enclosing for your review the Grand Jury’s Final Report entitled “Road Safety in Monterey County: Where to Report A Problem”, which has been approved for publication.

This report constitutes a Final Report for purposes of Penal Code section 933. Pursuant to that section, you must submit comments on the report to the:

Honorable, Stephanie Hulsey
Judge of the Superior Court
c/o Office of the County Counsel
Attention: Sandra Ontiveros
168 W. Alisal Street, 3rd FL
Salinas, CA 93901

within ninety (90) days following its transmittal. You are responsible for Findings F6 and Recommendation R6. With respect to each finding, the Council shall indicate one of the following:

- 1) That the Council agrees with the finding; or
- 2) That the Council disagrees wholly or partially with the finding, in which case the Council must specify the portion of the finding that is disputed and shall include in the response an explanation of the reasons for the disagreement.

With respect to each recommendation, the Council must report one of the following actions:

Road Safety in Monterey County: Where to Report A Problem

April 28, 2025

Page 2

- 1) That the recommendation has been implemented, with a summary regarding the implemented action;
- 2) That the recommendation has not yet been implemented, but will be implemented in the future, with a timeframe for implementation; or
- 3) That the recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the Council (this timeframe not to exceed six months from the date of publication).
- 4) The recommendations will not be implemented because it is not warranted or is not reasonable, with an explanation therefore.

Pursuant to Penal Code Section 933.05(f) the contents of this report may not be disclosed prior to its public release, which will occur no earlier than 48 hours following delivery.

Thank you for your attention to these matters; the Civil Grand Jury looks forward to your response.

Sincerely,

By: 

Sandra Ontiveros
Civil Grand Jury Liaison

so

Enclosure

cc: Civil Grand Jury

Mary Anne Carbone, Mayor maryanne@sandcityca.org

Vibeke Norgaard, City Manager vibeke@sandcityca.org

ROAD SAFETY IN MONTEREY COUNTY:

WHERE TO REPORT A PROBLEM



Source: Photo of Fern Canyon Road, near Carmel Highlands, posted 2/13/25 on Monterey County Facebook page. The road was subsequently closed.

SUMMARY

From time to time, all drivers in Monterey County have observed safety and maintenance issues with the roads. Should they wish to report a potentially hazardous condition, it is not always obvious which entity they should notify to express their concerns. Roads in Monterey County are owned and maintained by different jurisdictions, most often with overlapping responsibilities. Processes for road improvement projects and traffic safety are lengthy, complicated, and not easily understood. The public is often confused about which entity to contact regarding traffic safety concerns or road maintenance, and even

how to submit customer service requests. Each entity uses a different interface for gathering data regarding traffic safety and maintenance concerns. Forms to request service can be found on most entities' websites but replies to the citizens filing the complaints are inconsistently handled.

The 2024-25 Civil Grand Jury (CGJ) received a complaint from a citizen regarding a major injury accident where the motorist was attempting a legal crossing of the road centerline into a highly trafficked driveway. A vehicle traveling in the same direction failed to stop and hit the stationary car. This resulted in hospitalization and surgery for the complainant. The CGJ examined the citizen inquiry and follow-up processes for these entities:

- Transportation Agency for Monterey County (TAMC)
- California Department of Transportation (Caltrans)
- Monterey County Public Works Division (MCPWD) within the Public Works, Facilities, and Parks Department (MCPWFP).

Researching options for addressing this complaint, the CGJ discovered the public is largely unaware of where and how to submit a request for road improvements and traffic safety concerns. In its findings, the jury identified inconsistent reporting options and a lack of updated traffic collision information. This report will include the following recommendations:

- Publish information regarding the role of TAMC, Caltrans, and MCPWD.
- Update the collision map on TAMC's website thereby improving the public's awareness of challenging conditions and dangerous intersections.
- Inform the public about *Monterey County uConnect*, a mobile device app providing information on a wide variety of topics, including reporting road and traffic concerns in the unincorporated areas of the County.

These simple measures will better inform the community and provide citizens with a sense of partnership with entities in improving our roads and highways.

BACKGROUND

The Civil Grand Jury (CGJ) began to investigate road safety and maintenance in Monterey County after receiving a complaint regarding a left-turn lane on a State highway in Monterey County. There is no left-turn pocket at that location, just the road centerline that has been the scene of multiple accidents. The investigation revealed that road safety projects such as the construction of turn lanes, protective turn pockets, traffic signals, or roundabouts are lengthy and complex processes. These projects involve private property issues, engineering studies, environmental impact, cooperation between jurisdictions, sufficient funding in a time of scarce resources, public hearings, hiring of skilled contractors, and, finally, breaking ground and beginning construction.

Many factors go into prioritizing which projects are funded. These include data regarding collisions and incidents. This information is difficult for the public to locate and compile. Other considerations include grant awards, state funding, and voter approval of measures to fund jurisdictional improvements.

The CGJ also found confusion regarding which entity is responsible for which roads within Monterey County and how best to contact the correct public organization (State or local) regarding a road safety or maintenance concern.

The following entities are responsible for traffic safety in Monterey County and collaborate closely with local municipalities to complete of traffic projects. Each entity will be examined in further detail in later sections of this report.

TAMC

TAMC, Monterey County's regional transportation planning agency, is a State-designated agency responsible for financial and logistical planning of transportation projects. The mission of TAMC is to "develop and maintain a multimodal transportation system that

enhances mobility, safety access, environmental quality, and economic activities in Monterey County”. TAMC is not responsible for road repairs or physical road enhancements. (tamcmonterey.org, Feb. 16, 2025)

Caltrans

Caltrans is responsible for more than 50,000 miles of highways and freeways in California. It also provides inter-city rail services, airports, and hospital heliports, and collaborates closely with local agencies. According to the Caltrans website, “Caltrans carries out its mission with six primary programs: Aeronautics, Highway Transportation, Mass Transportation, Transportation Planning, Administration and the Equipment Service Center. Caltrans’ vision is to achieve a thriving and connected California.” (dot.ca.gov, Feb. 16, 2025)

Monterey County Public Works Division

The mission of MCPWD is to promote economic vitality and enhance the quality of life for the citizens of Monterey County by providing safe and efficient public roads, bridges, and public facilities. MCPWD is responsible for road repair and construction of physical road enhancements on County roads. (countyofmonterey.gov/government/departments-i-z/public-works-facilities-parks/ public-works)

TAMC, Caltrans, and MCPWD, including each city within the county of Monterey, is the focus of this report, which includes the following information:

- How to submit a concern or a complaint
- Where to find up-to-date information about projects
- How to access mobile apps available for the unincorporated areas of Monterey County and two other cities within the county

METHODOLOGY

The Civil Grand Jury investigated road safety and maintenance in Monterey County. The CGJ interviewed knowledgeable representatives of several different entities and departments responsible for the topics under investigation. In addition, the CGJ gathered and analyzed internal documentation provided by some representatives. Jurors made field visits to relevant locations of interest to gain firsthand insights.

DISCUSSION

Many entities are responsible for road safety and maintenance in Monterey County. The chart below indicates which entity is responsible for which types of roads and services:

Entities Responsible for Road Maintenance and Repair

Entity Name	Area of Responsibility	State or Local Agency
Public Works Department of each city	Road safety and maintenance within the various municipalities of Monterey County	Local - City
Monterey County Public Works Division (MCPWD)	Road safety and maintenance in the unincorporated areas of Monterey County (see list of areas below)	Local - County
California Department of Transportation (Caltrans)	Road safety and maintenance of State Highways in Monterey County including Hwy 1, Hwy 101, Hwy 68, Hwy 156, State Routes 218, 183	State
Transportation Agency for Monterey County (TAMC)	Planning and funding major road improvement projects within Monterey County	Local - County
California Highway Patrol (CHP)	Ensuring traffic laws are enforced on California roads. Also collects collision data utilized by other entities	State

MCPWD is responsible for providing services to the following unincorporated communities:

- North County: Pajaro, Moss Landing, Las Lomas, Aromas, Elkhorn, Castroville and Prunedale
- Salinas Valley: Boronda, Spreckels, Toro Park, East Garrison, San Benancio, and Corral de Tierra
- Coastal Area: Carmel Valley, Cachagua, Big Sur
- South County: Chualar, Pine Canyon, Lockwood, Bradley, San Lucas, San Ardo

Del Monte Forest is supported by Pebble Beach Corporation Road Department.

Public Works Departments within Each City in Monterey County

Each of the 12 incorporated cities in Monterey County has its own public works department responsible for the safety and maintenance of that city's roads. Many cities utilize an online portal on their websites for the public to submit information or concerns regarding traffic safety and maintenance issues. The table below identifies each city, its public works department website and phone number, and how to submit a request for service or report a problem.

How to Request Service or Report a Problem Regarding Road Safety and/or Road Maintenance

City Name Public Works Department Phone Number	The Website Home Page has a Link to Service Request Form?	Mobile App Available to Request Service or Report a Problem? (Y/N)
Carmel (831) 620-2070	Yes -- Link to the Form Click: Report a Problem	No
Del Rey Oaks (831) 713-0171 (831) 394-8511 (emergency/safety issues)	No. It is on the Public Works page. Link to the Form	No

Gonzales (831) 675-5000 (City Hall) (outside of city business hours call (831) 755-5111)	Yes -- Link to the Form Click "Service Request"	No
Greenfield (831) 674-2635	Yes -- Link to the Form Click "Report a Concern"	No
King City (831) 386-5927	Yes -- Link to the Form Click "How Do I"	No
Marina (831) 884-1212	Yes -- Link to the Form Click "Service Requests"	No
Monterey (831) 646-3920	Yes -- Link to the Form Click "Service Requests"	No
Pacific Grove (831) 648-5722	Yes -- Link to the Form Click "Service Request"	No
Salinas (831) 758-7421	Yes -- Link to the Form Click "Report an Issue"	Yes The mobile app is called <i>SalinasConnect</i>
Sand City (831) 394-3054	No	No
Seaside (831) 899-6825	Yes -- Link to the Form Click "SeeClickFix"	Yes The mobile app is called <i>SeeClickFix*</i>
Soledad (831) 223-5176	Yes -- Link to the Form Click "Report an Issue or a suggestion"	Yes The mobile app is called <i>It's Happening in Soledad</i>
Monterey County (831) 755-4925	No	Yes The mobile app is called <i>Monterey County uConnect</i>

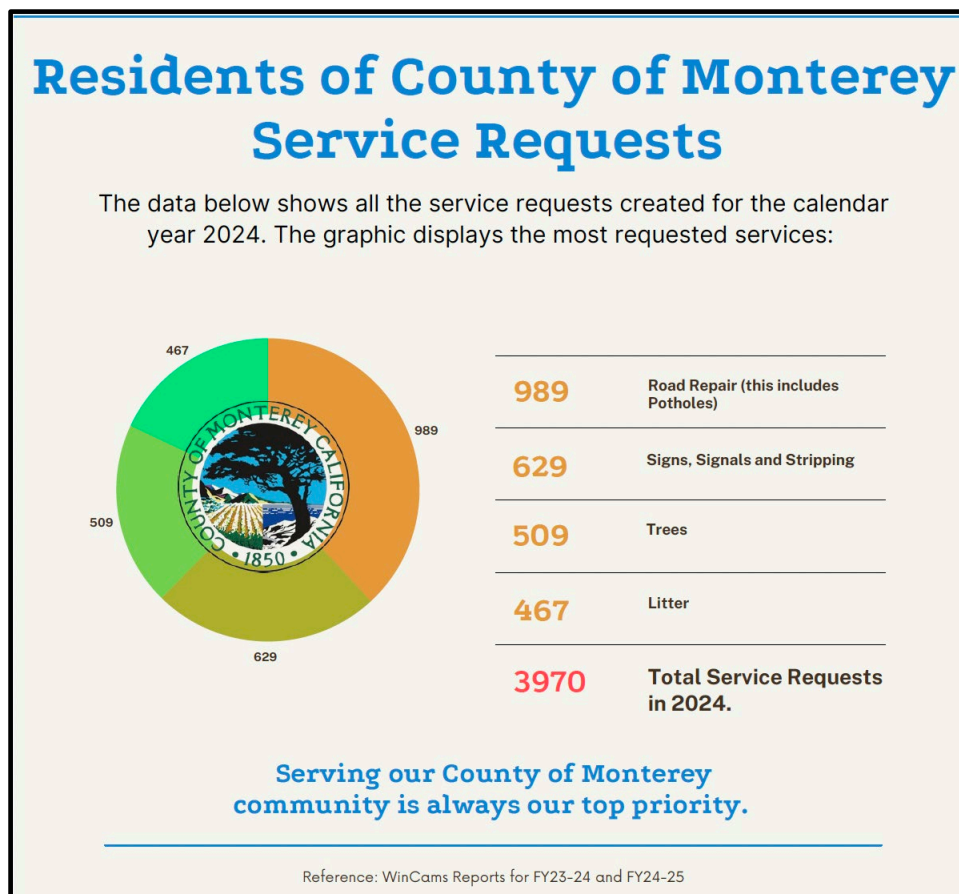
Note: the links in this table were accurate as of March 20, 2025, and are shown in the Bibliography at the end of this report.

**SeeClickFix is only available to cities that subscribe to this third-party service.*

Monterey County Public Works Division (MCPWD)

According to the Monterey County website, the Monterey County Public Works Division (MCPWD) provides services to ensure reasonable and safe road development, plan for future needs, manage infrastructure and County facilities, and protect natural resources. Several divisions exist within MCPWD. The Public Works Division includes Divisions of Road and Bridge Engineering, Stormwater and Floodplain Management, Traffic Engineering, Road and Bridge Maintenance, and several other divisions. Members of the public who have a road traffic safety or maintenance concern regarding a road in the unincorporated areas of the County must call or email a request for service or call 911 in case of an emergency. MCPWD receives 3,000 to 4,000 customer service requests annually and logs them into a database.

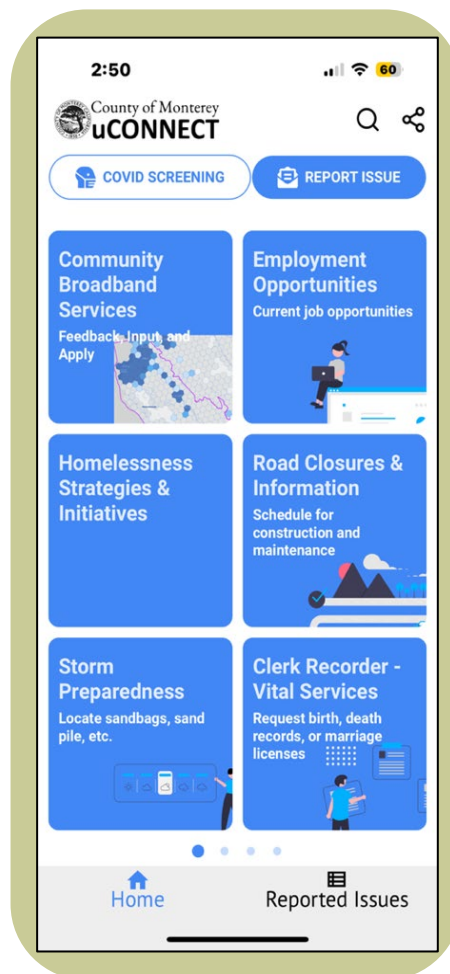
Monterey County Service Requests, Calendar Year 2024



Source: Monterey County Public Works, Facilities, and Parks Department

Mobile Apps for Reporting Traffic Safety and Maintenance Concerns

The CGJ identified three entities that utilize apps that can be downloaded to mobile devices: Cities of Soledad and Salinas as well as Monterey County. The *Monterey County uConnect* app may be used for reporting many different issues and has a wealth of other information in addition to reporting a concern.



Home page of *Monterey County uConnect* app

Source: Monterey County Public Works, Facilities, and Parks Department

The home page of the app has a “Report Issue” button that opens a dropdown menu listing a range of issues related to road maintenance concerns in the unincorporated areas of the County including dead animals, debris removal, flooding, guardrail, illegal

parking, potholes, road repair, sign/signal/stripping, streetlights, and tree/weed removal. The app is an easy way for the public to report an issue while traveling in the unincorporated areas of the county. However, there is no reference to the *Monterey County uConnect* app on the MCPWD website. Further, it is not easy to find information about the *Monterey County uConnect* app on any of the County departments' websites.

The Cities of Soledad and Salinas mobile apps function in a way similar to the Monterey County app for reporting road safety and maintenance issues.

Another app available for download to mobile devices is called *SeeClickFix*. The app, developed by an outside vendor, works with many municipalities throughout the U.S. to manage citizen reports regarding road safety and maintenance issues. The City of Seaside uses *SeeClickFix* as a mobile app and has incorporated it into its website. The CGJ is not aware of other vendors offering similar services. Many cities use the 311 referral system to report road safety issues. It functions similarly to the 211 system available in Monterey County for requesting information regarding social services.

California Department of Transportation (Caltrans)

According to its website, Caltrans manages more than 50,000 miles of California's highway and freeway lanes, provides inter-city rail services, permits more than 400 public-use airports and special-use hospital heliports, and works with local agencies. Caltrans carries out its mission with six primary programs: Aeronautics, Highway Transportation, Mass Transportation, Transportation Planning, Administration, and the Equipment Service Center. California is divided into 12 districts, Monterey County is in District 5 along with San Benito, San Luis Obispo, Santa Cruz and Santa Barbara Counties. A total of 888 Caltrans employees are assigned to District 5.

Caltrans has a comprehensive customer service request portal on its website that is monitored and tracked. During the three-year period from February 2022 to February 2025, a total of 1,063 Customer Service Requests were received regarding State

highways in Monterey County according to documentation provided by Caltrans. The CGJ found that requesting parties routinely receive feedback regarding their inquiries.

Transportation Agency for Monterey County (TAMC)

TAMC is the state-designated regional transportation planning agency for Monterey County. It provides long-range planning and projections of future needs. TAMC's mission is to develop and maintain a multimodal transportation system that enhances mobility, safety, access, environmental quality, and economic activities in Monterey County. TAMC achieves this by preparing extensive plan documents, with public input, and by applying for, receiving, and disbursing funds for transportation projects countywide. It does not "own" any roads in the county but works collaboratively with multiple jurisdictions who do own them.

Many factors go into prioritizing which projects are funded. Collision data is just one tool used to determine road safety improvement projects. Up-to-date information regarding collisions in Monterey County is difficult for the public to obtain because multiple agencies collect and analyze such data often in different ways. One such source is the Statewide Integrated Traffic Record System (SWITRS) that utilizes information gathered by the California Highway Patrol (CHP). Data are updated quarterly, most recently in December 2024, and is viewable on the Transportation Injury Mapping System (TIMS) published by UC Berkeley. One of the most comprehensive Collision Data Maps for Monterey County residents may be found on TAMC's website, yet it has not been updated since 2018.

In 2023, it was announced that TAMC would receive \$640,000 in federal funding to develop a Monterey County Vision Zero Plan, a comprehensive county-wide safety action plan developed in collaboration with partner agencies and other stakeholders to promote coordinated solutions to reduce fatalities and injuries due to traffic collisions in Monterey County. This funding could be used to update the Collision Data Map on TAMC's website so that the public can find information regarding collisions in areas of interest.

According to officials at TAMC, its website receives few visits, and public participation at its meetings is sporadic. The Contact Us page invites the public to request meeting agendas, and the Public Outreach page invites the public to complete a survey asking questions about how people would prefer to be informed about TAMC's activities. Only one response was received during the last two years. For the form to be more useful to both TAMC and the public, the survey could be expanded to include a section providing the opportunity to submit a concern about a road and/or traffic safety issue.

Public involvement is essential for the planning, safety, and maintenance of roads. Monterey County residents and visitors benefit when it is easy for them to participate and report unsafe conditions.



A Curve in Carmel Valley Road

Source: Image by Parker Siebold, Monterey County Weekly

FINDINGS

It is unclear to the public which entity to contact with concerns regarding traffic safety, road maintenance, and/or road development projects, leading to confusion and frustration for the public.

- F1. The cities of Del Rey Oaks and Sand City do not have links to an online service request on the home pages of their websites, making it difficult for citizens to report an issue.
- F2. Sand City's online public complaint form is tailored to complaints against a business or person. There is no separate service request form for reporting road safety or maintenance issues.
- F3. The City of Pacific Grove appears to have a mobile app, but it is not available at the Apple App Store.
- F4. The purpose of the *SeeClickFix* button on the home page of the City of Seaside's website is unclear.
- F5. MCPWD does not have an online "Request for Service" form on its website for road safety and repair issues, making it more difficult for the County residents to report a problem.
- F6. The availability of the Salinas, Soledad, and *Monterey County uConnect* mobile apps are largely unknown to the public, rendering them of little use.
- F7. The Collision Data Map on TAMC's website was last updated in 2018 and does not provide up-to-date information for Monterey County residents.
- F8. TAMC's outreach survey could be made more useful to TAMC and the public by incorporating a section where the public may report unsafe traffic or road conditions.
- F9. Caltrans, TAMC, and the Monterey County Department of Public Works collaborate effectively with local municipalities to complete road and traffic projects.

RECOMMENDATIONS

- R1. The cities of Del Rey Oaks and Sand City add a link to the online service request form to the home pages of their websites by 7/31/25.

- R2. Sand City amend its public complaint form to include requests for service regarding road safety and maintenance issues by 9/30/25.
- R3. The City of Pacific Grove activate its mobile app on the Apple Store by 9/30/25.
- R4. The City of Seaside rename the button on the home page from *SeeClickFix* to “Report an Issue” and reference the availability of the *SeeClickFix* mobile app by 7/31/25.
- R5. Monterey County create a direct link to an electronic “Request for Service” form on its website for road repair or safety issues by 10/31/25.
- R6. Monterey County and the cities of Salinas and Soledad promote their service request apps by prominently displaying information regarding their availability on the Public Works webpages, on other relevant pages of their websites, and through social media by 12/31/25.
- R7. TAMC update the Collision Data Map to include data from 2018 to the present on its website by 12/31/25.
- R8. TAMC expand the public outreach survey on its website to solicit public feedback and invite questions from the public regarding its plans and projects as well as traffic and road safety concerns by 9/30/25.

REQUEST FOR RESPONSES

The following responses are required pursuant to Penal Code Sections 933 and 933.05:
From the following governing bodies within 90 days of the publication of this report:

- Monterey County Board of Supervisors
 - Findings: F5-F6, F9
 - Recommendations: R5-R6
- Del Rey Oaks City Council
 - Finding: F1
 - Recommendation: R1
- Pacific Grove City Council
 - Finding: F3
 - Recommendation: R3
- Salinas City Council
 - Finding: F6

- Recommendation: R6
- Sand City Council
 - Findings: F1-F2
 - Recommendations: R1-R2
- Seaside City Council
 - Finding: F4
 - Recommendation: R4
- Soledad City Council
 - Finding: F6
 - Recommendation: R6
- Transportation Agency for Monterey County (TAMC)
 - Findings: F7-F9
 - Recommendations: R7-R8

INVITED RESPONSES

From the following individuals:

- Director, Monterey County Public Works, Facilities, and Parks Department
 - Findings: F5-F6, F9
 - Recommendations: R5-R6
- Executive Director, TAMC
 - Findings: F7-F9
 - Recommendations: R7-R8

DISCLAIMER

Two grand jurors recused themselves from all meetings and discussions regarding this report and abstained from voting for its approval.

Reports issued by the Grand Jury do not identify individuals interviewed. Penal Code section 929 requires that reports of the Civil Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Civil Grand Jury.

GLOSSARY & ACRONYMS

Caltrans	California Department of Transportation
CGJ	Civil Grand Jury
CHP	California Highway Patrol
CSR	Customer Service Request
MCPWFP	Monterey County Public Works Facilities and Parks Department
MCPWD	Monterey County Public Works Division
SWITRS	Statewide Integrated Traffic Record System
TAMC	Transportation Agency for Monterey County
TIMS	Transportation Injury Mapping System

BIBLIOGRAPHY

Caltrans Customer Service Request Portal

<https://csr.dot.ca.gov/>

Monterey County IT Department Webpage regarding *Monterey County uConnect*

<https://www.countyofmonterey.gov/government/departments-i-z/information-technology/uconnect>

Caltrans Facts, 2024

<https://dot.ca.gov/-/media/dot-media/programs/research-innovation-system-information/documents/caltrans-fact-booklets/caltransfacts2024-a11y.pdf>

California Crash Reporting System (CCRS)

<https://data.ca.gov/dataset/ccrs/resource/f775df59-b89b-4f82-bd3d-8807fa3a22a0?filters=County%20Code%3A27>

SeeClickFix App Information

https://pria-academy.org/ICT/pdf/Primer_SeeClickFix.pdf

Safewise Website Regarding 311 Service

<https://www.safewise.com/blog/what-is-311/>

Open311

<https://www.open311.org/learn/>

211 Service in Monterey County
<https://211montereycounty.org/>

Transportation Injury Mapping System (TIMS) fatalities by county
<https://tims.berkeley.edu/summary.php>

TAMC Collision Data Map 2013-2018
<https://www.tamcmonterey.org/collision-data-map>

County and City Public Works Service Request Links Referenced in the “Report a Problem” Table

County of Monterey
<https://www.countyofmonterey.gov/government/departments-i-z/public-works-facilities-parks>

Carmel
<https://ci.carmel.ca.us/contact>

Del Rey Oaks
<https://www.delreyoaks.org/publicworks/page/public-works-service-request>

Gonzales
<https://gonzalesca.gov/service-request-form>

Greenfield
<https://ci.greenfield.ca.us/FormCenter/Miscellaneous-8/Citizen-Request-Form-76>

King City
https://www.citizenserve.com/Portal/PortalController?Action=showGeneral&ctzPagePrefix=Portal_&installationID=367

Marina
<https://www.cityofmarina.org/requesttracker.aspx>

Monterey
<https://www.mymontereyportal.org/submit-service-request>

Pacific Grove
<https://pacificgroveca.qscend.com/311/request/add>

Salinas
<https://salinasca.qscend.com/311/request/add>

Sand City
<https://www.sandcity.org/contact-us/public-complaint-form>

Seaside

https://seeclickfix.com/web_portal/LzEcqTL3af2AJMmzXZWivD28/report/category

Soledad

<https://www.cityofsoledad.com/report-issue/>



City of Sand City
1 Pendergrass Way
Sand City, CA 93955

June 4, 2025

Honorable Stephanie E. Hulsey
Judge of the Superior Court
c/o Office of the County Counsel
168 W. Alisal Street, 3rd Floor
Salinas, CA 93901

Re: 2024-2025 Monterey County Civil Grand Jury Report – “Road Safety in Monterey County: Where to Report a Problem”

Dear Judge Hulsey,

This letter is in response to the 2024-2025 Monterey County Civil Grand Jury Report – “Road Safety in Monterey County: Where to Report a Problem”. This letter shall serve as the Mayor and City Council (collectively, the “City Council”) of Sand City’s (“City”) response to that report, pursuant to California Penal Code section 933.

As requested by the Grand Jury, the City reviewed the report and provides the responses below to the findings and recommendations set forth therein. We note that County Counsel’s transmittal letter mistakenly says the City is responsible for responding to Finding F6 and Recommendation R6 – rather, the report identifies the City’s responsibilities under Findings F1, F2 and Recommendations R1, R2. Please inform the City Manager’s office if additional responses are required. The City Council of Sand City authorized the following responses to the Grand Jury’s Report at its June 3, 2025 City Council meeting:

Findings of the Grand Jury Investigation:

Finding F1. The cities of Del Rey Oaks and Sand City do not have links to an online service request on the home pages of their websites, making it difficult for citizens to report an issue.

Response: The City Council agrees with the finding as it relates to Sand City. While the City does have a link to an online complaint form on its website, it agrees that there is not a separate link to an online service request for reporting road safety or maintenance issues.

F2. Sand City's online public complaint form is tailored to complaints against a business or person. There is no separate service request form for reporting road safety or maintenance issues.

Response: The City Council agrees with the finding. While the City does have a link to an online complaint form on its website, it agrees that the existing complaint form is focused on complaints against a business or person.

RECOMMENDATIONS:

R1. The cities of Del Rey Oaks and Sand City add a link to the online service request form to the home pages of their websites by 7/31/2025.

Response: The City will implement this recommendation. The City is in the process of redesigning its entire website which is expected to be completed in the summer of 2025. The City will include a link to an online service request form to report road safety or maintenance issues on its new site.

R2. Sand City amend its public complaint form to include requests for service regarding road safety and maintenance issues by 9/30/2025.

Response: The City has implemented this recommendation. Upon receiving the report, the City has already adjusted its website to make it clear that requests for service regarding road safety and maintenance issues may be reported on the form.

Please contact me if you have any questions or require additional information.

Sincerely,

Vibeke Norgaard
City Manager, Sand City

**AGENDA ITEM
9C.**

**Approve a Resolution Adopting the
Proposed Five-Year Capital Improvement
Plan for Fiscal Years 24-25 Through 28-29
and Approve the Capital Improvement
Budget for Fiscal Year 24-25**



City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council Members
FROM: Vibeke Norgaard, City Manager; Jennifer Pope, Finance Manager
SUBJECT: Five Year Capital Improvement Plan (CIP)
DATE: June 3, 2025

BACKGROUND/DISCUSSION:

On April 15, 2025, City Council reviewed and approved the Five Year Capital Improvement Plan and the FY 24-25 CIP Budget. The Five-Year CIP has now been noticed and is being brought back to Council for final adoption.

The City reviews and adopts a Capital Improvement Plan every five years. The current Five-Year Capital Improvement Plan (CIP) was adopted on February 4, 2020, and expired on June 30, 2024. In preparation for a new CIP, the City Manager requested input from department heads and staff for capital improvement needs for the City for the next five years. The information was compiled and on March 11, 2025, a special Council Meeting was held to discuss goals for the five-year Capital Improvement Program. The meeting included an overview of possible projects along with a discussion of City Council priorities and goals. The feedback that staff received was incorporated into a five-year CIP list.

The detailed list of CIP projects is attached. Projects included in the FY 24-25 CIP budget are highlighted. The CIP budget will be reviewed annually and updated as part of the annual budget process.

CEQA:

This action does not constitute a "project" as defined by the California Environmental Quality Act (CEQA) guidelines section 15378.

FISCAL IMPACT:

The amended budget for FY 24-25 includes an allocation of \$3,976,134 for the CIP. The CIP will be reviewed annually during the budget process to allow for modifications.

RECOMMENDATION:

Staff recommends approval of the five-year Capital Improvement Plan.

ATTACHMENTS:

1. Resolution
2. Five-Year Capital Improvement Plan, FY 24-25 through 28-29

**CITY OF SAND CITY
RESOLUTION SC 25-____, 2025**

**RESOLUTION OF THE CITY COUNCIL OF SAND CITY ADOPTING THE PROPOSED
FIVE-YEAR CAPITAL IMPROVEMENT PLAN FOR
FISCAL YEARS 24-25 THROUGH 28-29.**

WHEREAS, on March 11, 2025, staff held a goal setting workshop with City Council to discuss the City Capital Improvement Plan and Special Projects for Fiscal Year 24-25 through 28-29; and

WHEREAS, City staff is recommending the proposed Capital Improvement Plan and Special Projects for Fiscal Year 24-25 through 28-29; and

WHEREAS, the City Council recognizes that the proposed Capital Improvement Plan budget is subject to further adjustments as the fiscal year progresses; and

WHEREAS, economic conditions and pending grant applications may impact the City and may require adjustments to the Capital Improvement Plan and budget for each fiscal year of the five-year plan; and

WHEREAS, the City Council of Sand City finds the Fiscal Year 24-25 Capital Improvement Plan budget is satisfactory and staff may commence and continue the Capital Projects for the current fiscal year.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Sand City does hereby;

1. Adopt the proposed five-year Capital Improvement Plan for Fiscal Year 24-25 through 28-29.

PASSED AND ADOPTED by the City Council of the City of Sand City this ____, day of _____, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Mary Ann Carbone, Mayor

ATTEST:

DATED: _____

Kerry Lindstrom, City Clerk

CITY OF SAND CITY
FIVE YEAR CAPITAL IMPROVEMENT PLAN
FY 24-25 through FY 28-29

FY 24/25 projects in progress
FY 24/25 requested addition via budget amendment
Non discretionary projects budgeted for FY 24/25

No.	Status	Project Title	Project Detail	Project Type	Multi-Year	Estimated Project Cost	Funding Source	Budgeted for FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
1.	In propress	Stormwater Improvement Construction Contra Costa	Construction project in accordance with 100% plans	PW/Eng	Multi-Year	\$2,735,202 \$304,000	CA State Water Resources Control Board General Fund (City required match)	\$1,628,746	\$1,022,057 \$304,000	N/A	N/A	N/A
2	In progress	Stormwater Improvement Construction Catalina	Construction project in accordance with 100% plans	PW/Eng	Multi Year	\$1,097,400	CA Department of Water Resources	\$641,195	\$405,418	N/A	N/A	N/A
3.	In progress	Coastal Trail	Establish fund to fund the establishment of the trail; funds to be used for planning/ construction matching funds; environmental enhancement; legal work	Planning	Multi-Year	\$473,000 \$70,000 \$500,000 \$3,341,000	CA State Coastal Conservancy Community Development Block Grants General Fund Unfunded	\$473,000	\$70,000 \$125,000	\$125,000	\$125,000	\$125,000
4.	In progress	Multi Use Trail	Finish 100% plans; required environmental work and construct the TAMC ROW- Class 1 bike trail, greenspace and parking.	Planning Engineering	Multi-Year	\$305,000.00 \$1,900,000 \$4,325,675	Monterey Bay Air Resources District Association of Monterey Bay Area Governments Unfunded	\$305,000	\$237,675	\$674,000	\$988,325	N/A
5.	In progress	Art Park	Construction of community space; artists space; affordable housing	Planning	Multi-Year	\$67,000 \$276,947 \$250,000	CA Dept of Housing and Community Development CA Dept of Housing and Community Development General Fund	\$67,000 \$276,947	\$100,000	\$50,000	\$50,000	\$50,000
6.	In progress	Facade Enhancement and Rehabilitation	Extend program to Assist business and property owners for exterior facade and internal rehabilitation projects if income qualify. \$5K per project.	Planning	25-26	\$47,246	ARPA Funds	\$47,246	N/A	N/A	N/A	N/A
7.	In progress	Mural Festival	Continue to Fund the creation of murals within the City; continue mural festival.	Community Development	25-26	80,000	General Fund	\$80,000				
8.	New	Street Striping	Update Striping of city streets	PW	24-25	\$25,000	General Fund	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
9.	New	2025 Pavement Management Program Update Field Surveys.	Updated condition assessments of street network, to determine updated Pavement Condition Index	PW/Eng.	24-25	\$12,000	General Fund	\$12,000	N/A	N/A	N/A	N/A
10.	New	Council Chamber Chairs	Replace Council Chambers' audience chairs and meeting chairs.	Admin	24-25	\$15,000	General Fund	\$15,000	N/A	N/A	N/A	N/A
11.	In progress	General Plan Amendment	Update to general plan	Planning	Multi-Year	\$750,000	General Fund	\$300,000	\$250,000	\$200,000	N/A	N/A
12.	In progress	Edgewater Habitat Rehabilitation	Restore Edgewater habitat	Planning/PW	Multi-Year	TBD	Habitat Fund	\$50,000	\$50,000	\$50,000	\$50,000	N/A
13.	New	PD Records Management	New records management system	PD	24-25	\$20,000	General Fund	\$20,000	N/A	N/A	N/A	N/A
14.	New	Body-Worn Cameras; Car Cameras; Radio		PD	Multi-Year	75,000	General Fund	\$35,000	\$10,000	\$10,000	\$10,000	\$10,000
15.	New	Parking Signage – Timed Parking	Design/ implement new parking programs per parking plan; Review of potential locations for no overnight parking or timed parking and development of resident and business permit system. Study needed on hot spots to develop.	Planning/PW	25-26	TBD	General Fund	TBD	TBD	TBD	TBD	TBD
16.	New	Parking Construction	Restripe/reconfigure existing streets and street ends to provide parking (Holly street; Elder; Shasta; Orange Avenue; add parking to corporation yard)	Planning/PW Engineering	25-26	\$350,000	General Fund	N/A	\$350,000	N/A	N/A	N/A
17.	New	PD Parking Lot	Repair of behind city hall parking lot	PW/Eng.	26-27	\$6,000	General Fund	N/A	N/A	\$6,000	N/A	N/A
18.	New	PD Tasers		PD	25-26 Multi-Year	\$109,000	General Fund	N/A	\$57,000	\$13,000	\$13,000	\$13,000
19.	New	Memorial/Lookout Area Improvements	Improve area along upper ridge/bike trail, install fencing/safety barrier near cliff edge, install bike rack; environmental review.	Planning/PW	TBD	TBD	General Fund	TBD	TBD	TBD	TBD	TBD
20.	New	City Hall Lobby/Front Desk Safety Improvement	Improve front desk area of City Hall	Admin	26-27	\$16,000	General Fund	N/A	N/A	\$16,000	N/A	N/A
21.	New	City Hall Parking Lot Improvements	Rehabilitation of asphalt pavement at parking lot in front of city hall; include sewer line replacement	PW/Eng.	26-27	\$65,000	General Fund	N/A	N/A	\$65,000	N/A	N/A
22.	New	Implement Pavement Management Program	Update condition of city streets. City engineer recommends \$412k/year for 5 years for PCI of 71; Start with rehabilitation of Playa Ave. from California Ave. to Metz Road including signing and striping, and related features. Timing depends on MST.	PW/Eng.	25-26 Multi-Year	\$2,060,000	General Fund	N/A	\$412,000	\$412,000	\$412,000	\$412,000
23.	New	East Dunes- City Wide ITP	Potential purchase of properties to establish habitat; establishment of endowment City wide ITP would enable construction of city projects w/o obtaining an individual ITP.	Planning	25-26 Multi-Year	\$250,000	General Fund	N/A	\$100,000	\$50,000	\$50,000	\$50,000

24.	New	Electric Police Motorcycle	New patrol vehicle for traffic enforcement, trail patrol accessibility, and lower carbon footprint	PD	26-27	\$30,000	General Fund	N/A	N/A	\$30,000	N/A	N/A
25.	New	PD Office Remodel	Office remodel	PD	27-28	\$50,000	General Fund	N/A	N/A	N/A	\$50,000	N/A
26.	New	PD HVAC System	HVAC system	PD	27-28	\$35,000	General Fund	N/A	N/A	N/A	\$35,000	N/A
27.	New	PD Patrol Vehicles	Replace two patrol vehicles \$70,000 per vehicle including all buildup charges)	PD	27-28	\$140,000	General Fund	N/A	N/A	N/A	\$140,000	N/A
28.	New	Replace Public Works Vehicle	Replace 2006 (19 yrs. old) Ford utility bed truck	PW	25-26	\$70,000	General Fund	N/A	\$70,000	N/A	N/A	N/A
29.	New	Replace Public Works Vehicle	Replace 2013 (12 yrs. old) *Toyota Pickup truck	PW	25-26	\$50,000	General Fund	N/A	\$50,000	N/A	N/A	N/A
30.	New	PD Locker Room	Replace locker room for police officers	PD	28-29	TBD	General Fund	TBD	TBD	TBD	TBD	TBD
31.	New	Replace City vehicle	Replace 2006 (19 yrs. old) Ford Expedition and 2014 (11 yrs. old) Toyota Camry (silver sedan) with a Toyota Highlander EV	Admin	25-26	\$50,000	General Fund	N/A	\$50,000	N/A	N/A	N/A
32.	New	PD ATV	Replace existing Polaris ATV. Current ATV is no longer serviceable due to rust.	PD	25-26	\$35,000	General Fund	N/A	\$35,000	N/A	N/A	N/A
33.	New	Replace Street Sweeper	Replace 10 yrs. Old Street Sweeper	PW	28-29	\$300,000	General Fund	N/A	N/A	N/A	N/A	\$300,000
34.	New	PW Building	Update to PW building and build a carport at 320 Elder	PW	26-27	\$350,000	General Fund	N/A	N/A	\$350,000	N/A	N/A
35.	New	Electric Vehicles infrastructure	Includes purchasing vehicles and charging stations	PW	25-26	TBD	General Fund	TBD	TBD	TBD	TBD	TBD
TOTAL Annual CIP								\$3,976,134	\$3,723,150	\$2,076,000	\$1,948,325	\$985,000

General Fund	\$487,000.00	\$1,497,475	\$1,352,000	\$910,000	\$985,000
Habitat Fund	\$50,000	\$50,000	\$50,000	\$50,000	\$0
Grant Funded	\$3,439,134	\$2,175,675	\$674,000	\$988,325	
Total	\$3,976,134	\$3,723,150	\$2,076,000	\$1,948,325	\$985,000

**AGENDA ITEM
9D.**

**Approve a Resolution Establishing and
Appropriations Limit for Fiscal Year 2025-
2026 Pursuant to Article XII B of the
California Constitution**



City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council Members
FROM: Jennifer Pope, Finance Manager
SUBJECT: Resolution Setting the Appropriations Limit for FY 2025-2026
DATE: June 3, 2025

BACKGROUND/DISCUSSION:

Article XIII B of the California Constitution provides that the total annual appropriations subject to limitations of each governmental entity, including this City, shall not exceed the appropriations limit of such entity of government for the prior year, adjusted for changes in population and inflation mandated by Proposition 4 (1979) and Proposition 111 (1990), except as otherwise provided in Article XIII B and implementing state statutes. Pursuant to Article XIII B of the California Constitution, and section 7900 et seq of the California Government Code, the City is required to calculate and set its appropriations limit for each fiscal year.

Pursuant to Section 7910 of the California Government Code, the City has made available to the public the documentation used to determinate the appropriations limit. An appropriation limit of \$18,349,043 was established for Fiscal Year 2024-2025. The new appropriations limit for Fiscal Year 2025-2026 has been calculated at \$19,477,509, using the inflation factor and annual percentage change in population as required by state law.

CEQA:

This action does not constitute a "project" as defined by the California Environmental Quality Act (CEQA) guidelines section 15378.

FISCAL IMPACT:

There is no fiscal impact.

RECOMMENDATION:

Approve a resolution setting the Appropriations Limit for Fiscal Year 2025-2026; or discuss and take other action related to this item.

ATTACHMENTS:

1. Resolution
2. Appropriation Calculation (Exhibit A)
3. Price Factor and Population Information Letter
4. Annual Percentage Change Monterey County

**CITY OF SAND CITY
RESOLUTION SC 25-____, 2025**

**RESOLUTION OF THE CITY COUNCIL OF SAND CITY ESTABLISHING AN
APPROPRIATIONS LIMIT FOR FISCAL YEAR 2025-2026 PURSUANT TO ARTICLE
XIII B OF THE CALIFORNIA CONSTITUTION**

WHEREAS, Article XIII B of the California Constitution provides that the total annual appropriations subject to limitations of each governmental entity, including this City, shall not exceed the appropriations limit of such entity of government for the prior year adjusted for changes in population and inflation mandated by Proposition 4 (1979) and Proposition 111 (1990), except as otherwise provided in said Article XIII B and implementing state statutes; and

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

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

WHEREAS, an appropriations limit of \$18,349,043 was calculated and established for Fiscal Year 2024-2025, and a new appropriations limit for Fiscal Year 2025-2026 has been calculated as \$19,477,509 illustrated on Exhibit A, and incorporated herein by this reference, using the inflation factor and population increase factor allowed by state law.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Sand City that the appropriations limit for Fiscal Year 2025-2026 shall be and is hereby established in the amount of \$19,477,509.

PASSED AND ADOPTED, at a regular meeting of the City Council of the City of Sand City, this XX day of June 2025 by the following votes:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

Mary Ann Carbone, Mayor

ATTEST:
DATED: _____

Kerry Lindstrom, City Clerk

EXHIBIT A

**CITY OF SAND CITY
APPROPRIATIONS LIMIT CALCULATION
FISCAL YEAR 2025-2026**

A. LAST YEAR'S LIMIT \$18,349,043

B. ADJUSTMENT FACTORS

1. Sand City Population Growth Ratio = $\frac{-0.27 + 100}{100}$ = .9973

2. Inflation Ratio (Per Capita Income) = $\frac{6.44 + 100}{100}$ = 1.0644

C. Annual Ratio (increase) = 1.0644 x .9973 = 1.0615

D. THIS YEAR'S LIMIT (FY 2025-2026)
(\$18,349,043 X 1.0615 = \$19,477,509) \$19,477,509

May 2025

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code Section 2227 requires the Department of 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, 2025, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2025-26. Attachment A 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 2025-26 appropriations limit. Attachment B provides the city and unincorporated county population percentage change along with the population percentage change for counties and their summed incorporated areas. 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. California Revenue and Taxation Code Section 2228 provides additional information regarding the appropriations limit. Article XIII B, Section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

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 requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California 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, 2025.**

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

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

JOE STEPHENSHAW
Director
By:

ERIKA LI
Chief Deputy Director

Attachment

- 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 fiscal year 2025-26 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2025-26	6.44

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2025-26 appropriation limit.

2025-26:

Per Capita Cost of Living Change = 6.44 percent
Population Change = 0.28 percent

Per Capita Cost of Living converted to a ratio: $\frac{6.44 + 100}{100} = 1.0644$

Population converted to a ratio: $\frac{0.28 + 100}{100} = 1.0028$

Calculation of factor for FY 2025-26: $1.0644 \times 1.0028 = 1.0674$

FISCAL YEAR 2025-26
Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2024 to January 1, 2025 and Total Population January 1, 2025

City	County	Percent Change 24-25	Population Minus Exclusions 1-1-24	Population Minus Exclusions 1-1-25	Total Population 1-1-25
Carmel-by-the-Sea City	Monterey	-0.23	3,056	3,049	3,049
Del Rey Oaks City	Monterey	-0.32	1,551	1,546	1,546
Gonzales City	Monterey	-0.30	8,459	8,434	8,434
Greenfield City	Monterey	1.18	20,543	20,785	20,785
King City	Monterey	1.09	14,189	14,344	14,344
Marina City	Monterey	1.12	22,831	23,086	23,086
Monterey City	Monterey	-0.33	24,282	24,202	27,273
Pacific Grove City	Monterey	-0.43	14,935	14,871	14,871
Salinas City	Monterey	-0.24	161,039	160,645	160,645
Sand City	Monterey	-0.27	374	373	373
Seaside City	Monterey	1.35	26,367	26,724	32,019
Soledad City	Monterey	1.80	20,005	20,366	27,310
Balance of County	Monterey	-0.14	105,111	104,962	105,096
Incorporated	Monterey	0.25	317,631	318,425	333,735
County Total	Monterey	0.15	422,742	423,387	438,831

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and ve

**AGENDA ITEM
9E.**

**Approve a Resolution Approving the City's
Fiscal Year 2024-25 & 2025-26 General
Employees Salary Schedule and the City's
2024-2027 POA Salary Schedule**



City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council
FROM: Vibeke Norgaard, City Manager and Audrey Cray, HR/Risk Manager
SUBJECT: Resolution to Approve Fiscal Year 2024-2025 & 2025-2026 Salary Schedule for General Employees and 2024-2027 Salary Schedule for POA
DATE: June 03, 2025

BACKGROUND/DISCUSSION:

State law requires that Cities contracting with CalPERS adopt a publicly available pay schedule that identifies the title for every employee position at the City, shows the pay rate for each position, and indicates the effective date of any revisions. (2 CCR 570.5(a)(1)-(8)). The schedule is required to be posted on the City's website. The City established a pay schedule in 1991 (Resolution SC-29, 1991) and has updated it by resolution.

On April 15, 2025, the City Council held a closed session to consider the salaries of the City's non-POA regular employees as that term is defined in the Sand City Personnel manual section A(3)(c) ("Miscellaneous Employees") which also includes the hourly Reserve Officer as the position is not represented in the POA MOU. The Council authorized a COLA of 4% to be granted to the City's Miscellaneous Employees effective in the first full pay period after the approval of the resolution, a 3% COLA effective FY 25/26 and another 3% COLA effective FY 26/27. The updated Salary Schedule for 26/27 will come before the City Council at a date closer to July 2026.

On May 20, 2025, the Council approved a memorandum of understanding (MOU) with the Sand City Police Officer's Association. The MOU has been executed. This action is to revise the publicly available salary schedule to reflect the salary changes approved by the Council.

The proposed FY 2024-2025 General Employees Salary Schedule reflects the following changes:

- 4% COLA for all Non Sworn positions effective June 1, 2025. (This proposal does not include an increase to the salaries of the City Manager and Chief of Police who have separate contracts),

- The amendment to the salary schedule also updates the City Manager's Salary to reflect her current contract approved on July 1st, 2024

The proposed FY 2025-2026 General Employees Salary Schedule reflects the following changes:

- 3% COLA for all Non-Sworn positions, effective July 1, 2025. (This proposal does not include an increase to the salaries of the City Manager and Chief of Police who have separate contracts).

The proposed FY 2024-2027 POA Salary Schedule reflects the following changes:

- 4% COLA for Hourly Reserve Officer for remainder of FY 24/25 effective June 1, 2025
- 3% COLA for Hourly Reserve Officer for FY 25/26 effective July 1, 2025
- 4% COLA for positions covered under POA MOU effective June 1, 2025 (with approved retroactive pay for July 1, 2024- December 31, 2024)
- 3% COLA for position covered under POA MOU effective July 1, 2025

CEQA:

This action does not constitute a "project" as defined by the California Environmental Quality Act (CEQA) guidelines section 15378.

FISCAL IMPACT:

The cost to the City's FY 24/25 budget is \$3,896.00 and is included in the approved FY 24/25 budget. The cost to the City for 3% COLA in FY 25/26 and FY 26/27 will be \$95,845 and \$95,901.31 respectively and will be included in the budget during the normal budget process for those Fiscal Years.

RECOMMENDATION:

It is recommended that the Council approve the FY 2024-25 & FY 2025-26 General Employees Salary Schedule and the FY 2024-2027 POA Salary Schedule Resolution.

ATTACHMENTS:

1. Resolution FY 24/25
2. Resolution FY 25/26
3. 2024-25 General Employees Salary Schedule
4. 2025-26 General Employees Salary Schedule
5. 2024-27 POA Salary Schedule FY 24/25
6. 2024-27 POA Salary Schedule FY 25/26

**CITY OF SAND CITY
RESOLUTION SC 25-____, 2025**

**RESOLUTION OF THE CITY COUNCIL OF SAND CITY APPROVING THE CITY'S
FISCAL YEAR 2024-25 GENERAL EMPLOYEES SALARY SCHEDULE AND THE
CITY'S 2024-2027 POA SALARY SCHEDULE**

WHEREAS, California Code of Regulations, Title 2, Section 570.5 requires that governing bodies of local agencies contracting with CalPERS adopt a publicly available pay schedule; and

WHEREAS, the City of Sand City established a salary schedule for General City employees by Resolution SC-29, 1991 and revised the salary schedule in Resolutions SC 94-08, 1984; 97-66, 1997; 99-51, 1999; 01-61, 2001; 02-53, 2002; 05-49, 2005; 07-99, 2007; 10-75, 2010; 15-46, 2015; 18-87, 2018; 18-92, 2018; 18-92, 2018; 20-86, 2020; 21-46, 2021; 22-13, 2022; 23-23, 2023; 23-35, 2023; 23-52, 2023; 24-25, 2024; 24-57, 2024 and 25-15, 2025; and

WHEREAS, the City of Sand City established a salary schedule for POA employees by Resolution SC-29, 1991 and revised the salary schedule in Resolutions SC 94-08, 1984; 97-66, 1997; 99-51, 1999; 01-61, 2001; 02-53, 2002; 05-49, 2005; 07-99, 2007; 10-75, 2010; 15-46, 2015; 18-87, 2018; 20-86, 2020; 21-46, 2021; 23-26, 2023; and 24-25, 2024; 24-43, 2024 and 24-45, 2024; and

WHEREAS, the City Council of Sand City ("Council") desires to ensure that Sand City's salaries and benefits are competitive with other cities on the Monterey Peninsula to attract and retain high quality City employees; and

WHEREAS, the City of Sand City and the Sand City Police Officers' Association (POA) have met and conferred in good faith in accordance with California Government Code section 3500, et seq. (the Meyers-Milias-Brown Act); and

WHEREAS, the meetings have resulted in negotiated terms for a three-year extension of the Memorandum of Understanding (MOU) for the period July 1, 2024-June 30, 2027, attached hereto as Exhibit A.

WHEREAS, on April 15, 2025, the City Council held a closed session to consider the salaries of the City's non-POA regular employees as that term is defined in the Sand City Personnel Manual section A(3)(c); and

WHEREAS, the Council desires to provide both POA employees and above mentioned Miscellaneous Employees, not including Police Chief and City Manager who have separate contracts, a four percent (4%) cost-of-living adjustment ("COLA") to their base salaries for the remainder of FY 24/25, a three percent (3%) COLA for FY 25/26 and a three percent (3%) COLA for FY 26/27.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Sand City as follows:

1. A four percent (4%) cost of living adjustment is granted to all Miscellaneous Employees, not including Police Chief and City Manager who have separate contracts, effective June 1, 2025.
2. A four percent (4%) cost of living adjustment is granted to all POA employees, effective June 1, 2025.
3. The City Council hereby approves the attached revised 2024-25 General Employees salary schedule and 2024-2027 POA salary schedule reflecting the 4% cost of living adjustment.

PASSED AND ADOPTED by the City Council of the City of Sand City this 3rd, day of June, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Mary Ann Carbone, Mayor

ATTEST:

DATED: _____

Kerry Lindstrom, City Clerk

**CITY OF SAND CITY
RESOLUTION SC 25-____, 2025**

**RESOLUTION OF THE CITY COUNCIL OF SAND CITY APPROVING THE CITY'S
FISCAL YEAR 2025-26 GENERAL EMPLOYEES SALARY SCHEDULE AND THE
CITY'S 2024-2027 POA SALARY SCHEDULE**

WHEREAS, California Code of Regulations, Title 2, Section 570.5 requires that governing bodies of local agencies contracting with CalPERS adopt a publicly available pay schedule; and

WHEREAS, the City of Sand City established a salary schedule for General City employees by Resolution SC-29, 1991 and revised the salary schedule in Resolutions SC 94-08, 1984; 97-66, 1997; 99-51, 1999; 01-61, 2001; 02-53, 2002; 05-49, 2005; 07-99, 2007; 10-75, 2010; 15-46, 2015; 18-87, 2018; 18-92, 2018; 18-92, 2018; 20-86, 2020; 21-46, 2021; 22-13, 2022; 23-23, 2023; 23-35, 2023; 23-52, 2023; 24-25, 2024; 24-57, 2024; 25-15, 2025; 25-XX, 2025; and

WHEREAS, the City of Sand City established a salary schedule for POA employees by Resolution SC-29, 1991 and revised the salary schedule in Resolutions SC 94-08, 1984; 97-66, 1997; 99-51, 1999; 01-61, 2001; 02-53, 2002; 05-49, 2005; 07-99, 2007; 10-75, 2010; 15-46, 2015; 18-87, 2018; 20-86, 2020; 21-46, 2021; 23-26, 2023; and 24-25, 2024; 24-43, 2024, 24-45, 2024; 25-XX, 2025; and

WHEREAS, the City Council of Sand City ("Council") desires to ensure that Sand City's salaries and benefits are competitive with other cities on the Monterey Peninsula to attract and retain high quality City employees; and

WHEREAS, the City of Sand City and the Sand City Police Officers' Association (POA) have met and conferred in good faith in accordance with California Government Code section 3500, et seq. (the Meyers-Milias-Brown Act); and

WHEREAS, the meetings have resulted in negotiated terms for a three-year extension of the Memorandum of Understanding (MOU) for the period July 1, 2024-June 30, 2027, attached hereto as Exhibit A.

WHEREAS, on April 15, 2025, the City Council held a closed session to consider the salaries of the City's non-POA regular employees as that term is defined in the Sand City Personnel Manual section A(3)(c); and

WHEREAS, the Council desires to provide both POA employees and above mentioned Miscellaneous Employees, not including Police Chief and City Manager who have separate contracts, a four percent (4%) cost-of-living adjustment ("COLA") to their base salaries for the remainder of FY 24/25, a three percent (3%) COLA for FY 25/26 and a three percent (3%) COLA for FY 26/27.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Sand City as follows:

1. A three percent (3%) cost of living adjustment is granted to all Miscellaneous Employees, not including Police Chief and City Manager, effective July 1, 2025.

2. A three percent (3%) cost of living adjustment is granted to all POA employees, effective July 1, 2025.
3. The City Council hereby approves the attached revised 2025-26 General Employees salary schedule and 2024-2027 POA salary schedule reflecting the 3% cost of living adjustment.

PASSED AND ADOPTED by the City Council of the City of Sand City this 3rd, day of June, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Mary Ann Carbone, Mayor

ATTEST:

DATED: _____

Kerry Lindstrom, City Clerk

2024-2025 General Employees

Range Placement Table
5% Between Steps
Effective June 1, 2025

Range #	Recommended Title	Pay Period	Step 1	Step 2	Step 3	Step 4	Step 5	Maxium Step 6
36	Maintenance Worker II	Hourly	26.5034	27.8285	29.2200	30.6810	32.2150	33.8258
		Monthly	4,593.92	4,823.62	5,064.80	5,318.04	5,583.94	5,863.13
		Annual	55,127.03	57,883.38	60,777.55	63,816.43	67,007.25	70,357.61
39	Accounting Technician	Hourly	29.0841	30.5383	32.0652	33.6685	35.3519	37.1195
		Monthly	5,041.25	5,293.31	5,557.98	5,835.87	6,127.67	6,434.05
		Annual	60,494.97	63,519.72	66,695.70	70,030.49	73,532.01	77,208.61
40	Maintenance Worker III	Hourly	28.5760	30.0048	31.5050	33.0802	34.7343	36.4710
		Monthly	4,953.17	5,200.82	5,460.87	5,733.91	6,020.60	6,321.63
		Annual	59,438.00	62,409.90	65,530.39	68,806.91	72,247.26	75,859.62
46	Records Administrative Analyst	Hourly	34.5728	36.3014	38.1165	40.0223	42.0234	44.1246
		Monthly	5,992.62	6,292.25	6,606.86	6,937.20	7,284.06	7,648.26
		Annual	71,911.38	75,506.95	79,282.30	83,246.41	87,408.73	91,779.17
48	Deputy City Clerk	Hourly	35.6441	37.4263	39.2976	41.2625	43.3256	45.4919
		Monthly	6,178.31	6,487.22	6,811.58	7,152.16	7,509.77	7,885.26
		Annual	74,139.69	77,846.67	81,739.00	85,825.95	90,117.25	94,623.11
50	Public Works Manager*	Hourly	44.4100	46.6305	48.9620	51.4101	53.9807	56.6797
		Monthly	7,697.74	8,082.62	8,486.75	8,911.09	9,356.65	9,824.48
		Annual	92,372.84	96,991.48	101,841.06	106,933.11	112,279.77	117,893.75
52	Finance Manager*	Hourly	44.4100	46.6305	48.9620	51.4101	53.9807	56.6797
		Monthly	7,697.74	8,082.62	8,486.75	8,911.09	9,356.65	9,824.48
		Annual	92,372.84	96,991.48	101,841.06	106,933.11	112,279.77	117,893.75
71	Risk Manager/* Human Resources	Hourly	44.4100	46.6305	48.9620	51.4101	53.9807	56.6797
		Monthly	7,697.74	8,082.62	8,486.75	8,911.09	9,356.65	9,824.48
		Annual	92,372.84	96,991.48	101,841.06	106,933.11	112,279.77	117,893.75
54	Planning Manager	Hourly	57.2510	60.1135	63.1192	66.2751	69.5889	73.0683
		Monthly	9,923.50	10,419.67	10,940.66	11,487.69	12,062.08	12,665.18
		Annual	119,082.00	125,036.10	131,287.90	137,852.30	144,744.91	151,982.16
57	City Clerk*	Hourly	44.4630	46.6862	49.0205	51.4715	54.0451	56.7473
		Monthly	7,706.92	8,092.27	8,496.88	8,921.72	9,367.81	9,836.20
		Annual	92,483.04	97,107.19	101,962.55	107,060.68	112,413.71	118,034.40
72	Dir. Of Community Dev/* Assistant City Manager	Hourly	70.9742	74.5229	78.2490	82.1615	86.2696	90.5830
		Monthly	12,302.19	12,917.30	13,563.17	14,241.32	14,953.39	15,701.06
		Annual	147,626.29	155,007.61	162,757.99	170,895.89	179,440.68	188,412.72

Employees not on step plan	Pay Period	Rate
City Manager*	Monthly	22,777.74
	Annual	273,332.91
City Attorney*	Monthly	16,032.89
	Annual	192,394.65

*Denotes exempt positions

Amended: Resolution SC - 29, 1991; 94-08, 1994; 97-66, 1997; 99-51, 1999; 01-61, 2001; 02-53, 2002; 05-49, 2005; 07-99, 2007; 10-75, 2010; 15-46, 2015; 18-87, 2018; 18-92, 2018; 20-86, 2020; 21-46, 2021; 22-13, 2022; 23-23, 2023; 23-35, 2023; 23-52, 2023; 24-25, 2024; 24-45; 24-57; 25-15, 25-____2025 Effective June 03, 2025

5/28/2025

2025-2026 General Employees

Range Placement Table
5% Between Steps
Effective July 1, 2025

Range #	Recommended Title	Pay Period	Step 1	Step 2	Step 3	Step 4	Step 5	Maxium Step 6
36	Maintenance Worker II	Hourly	27.2985	28.6634	30.0966	31.6014	33.1815	34.8405
		Monthly	4,731.74	4,968.32	5,216.74	5,477.58	5,751.46	6,039.03
		Annual	56,780.84	59,619.88	62,600.88	65,730.92	69,017.47	72,468.34
39	Accounting Technician	Hourly	29.9566	31.4545	33.0272	34.6786	36.4125	38.2331
		Monthly	5,192.48	5,452.11	5,724.71	6,010.95	6,311.50	6,627.07
		Annual	62,309.82	65,425.31	68,696.58	72,131.40	75,737.97	79,524.87
40	Maintenance Worker III	Hourly	29.4332	30.9049	32.4501	34.0727	35.7763	37.5651
		Monthly	5,101.76	5,356.85	5,624.69	5,905.93	6,201.22	6,511.28
		Annual	61,221.14	64,282.19	67,496.30	70,871.12	74,414.67	78,135.41
46	Records Administrative Analyst	Hourly	35.6100	37.3905	39.2600	41.2230	43.2841	45.4483
		Monthly	6,172.39	6,481.01	6,805.06	7,145.32	7,502.58	7,877.71
		Annual	74,068.72	77,772.16	81,660.77	85,743.81	90,031.00	94,532.55
48	Deputy City Clerk	Hourly	36.7134	38.5491	40.4765	42.5004	44.6254	46.8566
		Monthly	6,363.66	6,681.84	7,015.93	7,366.73	7,735.06	8,121.82
		Annual	76,363.88	80,182.07	84,191.17	88,400.73	92,820.77	97,461.81
50	Public Works Manager*	Hourly	45.7423	48.0294	50.4309	52.9525	55.6001	58.3801
		Monthly	7,928.67	8,325.10	8,741.36	9,178.43	9,637.35	10,119.21
		Annual	95,144.03	99,901.23	104,896.29	110,141.10	115,648.16	121,430.57
52	Finance Manager*	Hourly	45.7423	48.0294	50.4309	52.9525	55.6001	58.3801
		Monthly	7,928.67	8,325.10	8,741.36	9,178.43	9,637.35	10,119.21
		Annual	95,144.03	99,901.23	104,896.29	110,141.10	115,648.16	121,430.57
71	Risk Manager/* Human Resources	Hourly	45.7423	48.0294	50.4309	52.9525	55.6001	58.3801
		Monthly	7,928.67	8,325.10	8,741.36	9,178.43	9,637.35	10,119.21
		Annual	95,144.03	99,901.23	104,896.29	110,141.10	115,648.16	121,430.57
54	Planning Manager	Hourly	58.9685	61.9169	65.0128	68.2634	71.6766	75.2604
		Monthly	10,221.20	10,732.26	11,268.88	11,832.32	12,423.94	13,045.14
		Annual	122,654.46	128,787.18	135,226.54	141,987.87	149,087.26	156,541.62
57	City Clerk*	Hourly	45.7969	48.0867	50.4911	53.0156	55.6664	58.4497
		Monthly	7,938.13	8,335.03	8,751.79	9,189.37	9,648.84	10,131.29
		Annual	95,257.53	100,020.41	105,021.43	110,272.50	115,786.12	121,575.43
72	Dir. Of Community Dev/* Assistant City Manager	Hourly	73.1034	76.7586	80.5965	84.6263	88.8576	93.3005
		Monthly	12,671.26	13,304.82	13,970.06	14,668.56	15,401.99	16,172.09
		Annual	152,055.08	159,657.84	167,640.73	176,022.77	184,823.90	194,065.10

Employees not on step plan	Pay Period	Rate
City Manager*	Monthly	22,777.74
	Annual	273,332.91
City Attorney*	Monthly	16,032.89
	Annual	192,394.65

*Denotes exempt positions

Amended: Resolution SC - 29, 1991; 94-08, 1994; 97-66, 1997; 99-51, 1999; 01-61, 2001; 02-53, 2002; 05-49, 2005; 07-99, 2007; 10-75, 2010; 15-46, 2015; 18-87, 2018; 18-92, 2018; 20-86, 2020; 21-46, 2021; 22-13, 2022; 23-23, 2023; 23-35, 2023; 23-52, 2023; 24-25, 2024; 24-45; 24-57; 25-15, 25-____2025 Effective June 03, 2025

5/28/2025

2024-27 Police Officers

Range Placement Table

5% Between Steps

Effective June 1, 2025

Range #	Recommended Title	Pay Period	Step 1	Step 2	Step 3	Step 4	Step 5	Maxium Step 6
36	Reserves	Hourly	29.87	31.36	32.93	34.58	36.31	38.12
50	Police Officer 1	Hourly	50.4625	52.9856	55.6349	58.4167	61.3375	64.4044
		Monthly	8,746.84	9,184.18	9,643.39	10,125.56	10,631.83	11,163.43
		Annual	104,962.04	110,210.14	115,720.65	121,506.68	127,582.02	133,961.12
56	Police Sergeant	Hourly	59.0891	62.0436	65.1458	68.4031	71.8232	75.4144
		Monthly	10,242.12	10,754.22	11,291.93	11,856.53	12,449.36	13,071.83
		Annual	122,905.41	129,050.68	135,503.22	142,278.38	149,392.30	156,861.91
62	Police Commander	Hourly	68.5253	71.9516	75.5492	79.3266	83.2930	87.4576
		Monthly	11,877.73	12,471.61	13,095.19	13,749.95	14,437.45	15,159.32
		Annual	142,532.71	149,659.34	157,142.31	164,999.43	173,249.40	181,911.87
Amended: Resolution SC - 29, 1991; 94-08, 1994; 97-66, 1997; 99-51, 1999; 01-61, 2001; 02-53, 2002; 05-49, 2005; 07-99, 2007; 10-75, 2010; 15-46, 2015; 18-87, 2018; 18-92, 2018; 20-86, 2020; 21-46, 2021; 23-26, 2023; 24-25,2024; 24-43,2024; 24-45, 2024 and 25-____ Effective Date: 06/03/2025								
Exempt Employees: Police Chief Monthly \$16,644.54 Annual \$199,734.50								

5/29/2025

2024-27 Police Officers

Range Placement Table

5% Between Steps

Effective July 1, 2025

Range #	Recommended Title	Pay Period	Step 1	Step 2	Step 3	Step 4	Step 5	Maxium Step 6
36	Reserves	Hourly	30.76	32.30	33.92	35.61	37.39	39.26
50	Police Officer 1	Hourly	51.9764	54.5752	57.3040	60.1692	63.1776	66.3365
		Monthly	9,009.24	9,459.70	9,932.69	10,429.32	10,950.79	11,498.33
		Annual	108,110.90	113,516.45	119,192.27	125,151.88	131,409.48	137,979.95
56	Police Sergeant	Hourly	59.0891	62.0436	65.1458	68.4031	71.8232	75.4144
		Monthly	10,242.12	10,754.22	11,291.93	11,856.53	12,449.36	13,071.83
		Annual	122,905.41	129,050.68	135,503.22	142,278.38	149,392.30	156,861.91
62	Police Commander	Hourly	70.5811	74.1102	77.8157	81.7064	85.7918	90.0814
		Monthly	12,234.06	12,845.76	13,488.05	14,162.45	14,870.57	15,614.10
		Annual	146,808.69	154,149.12	161,856.58	169,949.41	178,446.88	187,369.22
Amended: Resolution SC - 29, 1991; 94-08, 1994; 97-66, 1997; 99-51, 1999; 01-61, 2001; 02-53, 2002; 05-49, 2005; 07-99, 2007; 10-75, 2010; 15-46, 2015; 18-87, 2018; 18-92, 2018; 20-86, 2020; 21-46, 2021; 23-26, 2023; 24-25,2024; 24-43,2024; 24-45, 2024 and 25-____ Effective Date: 06/03/2025								
Exempt Employees: Police Chief Monthly \$16,644.54 Annual \$199,734.50								

5/29/2025

**AGENDA ITEM
9F.**

**Approve a Resolution Authorizing Health
Care Benefit Changes**



City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council
FROM: Vibeke Norgaard, City Manager and Audrey Cray, HR/Risk Manager
SUBJECT: Resolution of the City Council to Authorize Health Care Benefit Changes
DATE: June 03, 2025

BACKGROUND/DISCUSSION:

On April 15, 2025, the City Council held a closed session to consider the health benefits for all benefit eligible employees. At this closed session meeting, City Council recognized the importance of providing its valued employees with a benefit that ensures the employee and their immediate family members receive quality healthcare. Therefore, the City Council agreed to increase the monthly employer paid health benefit contribution, effective June 1, 2025, to be as follows:

Employee Only:	\$1,055.10
Employee + 1:	\$2,027.40
Employee + Family:	\$2,635.62

The above amounts include the statutory minimum contribution under the Public Employees' Medical and Hospital Care Act ("PEMHCA").

CASH IN LIEU

This change to the City health contribution does not impact the Cash in Lieu amounts that employees receive for opting out of City of Sand City health coverage. The Cash in Lieu amounts for all benefit eligible employees, not including optional members who do not receive in lieu benefits or members of the Sand City Police Officers Association who are covered under POA MOU section 17.2, to be as follows:

Employee Only:	\$1,055.10
Employee + Family:	\$1,582.65

On May 20, 2025, the Council approved a memorandum of understanding (MOU) with the Sand City Police Officer's Association. This health provision was also identified in the recently adopted MOU in Section 17.

CEQA:

This action does not constitute a "project" as defined by the California Environmental Quality Act (CEQA) guidelines section 15378.

FISCAL IMPACT:

The cost to the City's FY 24/25 budget is \$8,698.20 and is included in the FY 24/25 budget. The annual cost to the City for future Fiscal Years is \$52,189.20 and will be included in each respective budget during the normal budget process.

RECOMMENDATION:

It is recommended that the Council approve the changes to the Health Care Benefit for all benefit eligible employees who are not opting out of the City sponsored health coverage.

ATTACHMENTS:

1. Resolution

**CITY OF SAND CITY
RESOLUTION SC 25-____, 2025**

**RESOLUTION OF THE CITY COUNCIL OF SAND CITY AUTHORIZING HEALTH
CARE BENEFIT CHANGES**

WHEREAS, the City of Sand City, a charter city, provides a health care benefit to its employees and its optional members (the City Council); and

WHEREAS, the City of Sand City further finds that the health care benefit offered to its employees and optional members be adjusted to accommodate the change in the cost of health premiums; and

WHEREAS, the City of Sand City does not desire to make any changes to the existing Cash in Lieu benefit of \$1,055.10 for Employee Only and \$1,582.65 for Family; and

WHEREAS, the City of Sand City does not desire to make any changes to the existing benefit given to PERS annuitants; and

WHEREAS, the City's monthly employer contribution for health care benefits as of June 1, 2025 will be a flat dollar amount of \$1,055.10 for Employee Only, a flat dollar amount of \$2,027.40 for Employee + 1 Dependent, and a flat dollar amount of \$2,635.62 for Family; and

WHEREAS, the above amounts are inclusive of the Public Employees' Medical and Hospital Care Act ("PEMHCA") statutory minimum contribution; and

WHEREAS, the City still wants to provide a health incentive to the active members who are not using the entire flat amount for their health insurance,

NOW, THEREFORE, BE IT RESOLVED by the City Council of Sand City that it hereby approves the employer contribution for each benefit eligible employee shall be up to a maximum of \$1,055.10 for Employee Only, \$2,027.40 for Employee + 1 Dependent, and \$2,635.62 for Family.

PASSED AND ADOPTED by the City Council of the City of Sand City this 3rd, day of June, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Mary Ann Carbone, Mayor

ATTEST:
DATED: _____

Kerry Lindstrom, City Clerk

**AGENDA ITEM
9G.**

**Consideration and Approval for the
Cancellation of the August 5, 2025 Regular
City Council Meeting**