



**CITY COUNCIL REGULAR MEETING**

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

**TUESDAY, MAY 20, 2025**

**5:30 PM**

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

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

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**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](mailto:cityclerk@sandcityca.org).

Read Aloud During the Meeting: Email your comments to [cityclerk@sandcityca.org](mailto: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.

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**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 Special Meeting Minutes and Regular Meeting Minutes for February 18, 2025, and the City Council Regular Meeting Minutes for May 6, 2025

[Draft Minutes](#)

**6. CONSIDERATION OF ITEMS PULLED FROM CONSENT CALENDAR**

**7. PRESENTATION**

**8. PUBLIC HEARING**

**9. NEW BUSINESS**

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

[Staff Report](#)

[Fire Hazard Severity Map](#)

[Draft Ordinance](#)

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

[Staff Report](#)

[Resolution](#)

- 9C. Approve a Resolution Authorizing the City Manager to Execute a Memorandum of Understanding (MOU) With the Sand City Police Officers' Association  
[Staff Report](#)  
[Resolution](#)  
[DRAFT POA MOU](#)  
[POA MOU Redlined](#)
- 9D. Approve a Resolution Adopting the Proposed Budget Amendment #1 for Fiscal Year 2024-2025  
[Staff Report](#)  
[Resolution](#)  
[Budget Amendment #1 for Fiscal Year 2025-2025](#)
- 9E. Approve the Solicitation of Request for Proposals for the General Plan Update  
[Staff Report](#)  
[RFP General Plan Update](#)

## **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](http://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 Special Meeting Minutes and Regular Meeting Minutes for February 18, 2025, and the City Council Regular Meeting Minutes for May 6, 2025**

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

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City Council Special Meeting - Tuesday, February 18, 2025 4:30 PM

As allowed by Assembly Bill AB 2449, this meeting was conducted in person by teleconference.

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Mayor Carbone called the meeting to order at 4:30 PM.

**1. ROLL CALL**

Present: Mayor Carbone  
Vice Mayor Blackwelder  
Councilmember Adams  
Councilmember Diaz  
Councilmember Sofer

Staff: City Manager Vibeke Norgaard  
City Attorney Adam Lindgren  
City Clerk Kerry Lindstrom

**2. COMMUNICATIONS**

No public comment received.

**3. CLOSED SESSION**

No public comment received.

**City Council/Successor Agency Board to adjourn to Closed Session regarding:**

Vice Mayor Blackwelder and Councilmember Diaz recused due to a conflict of interest living within 500' of Item 3A.

3A. Conference with Legal Counsel - Anticipated Litigation: Significant Exposure to Litigation pursuant to Government Code Section 54956.9 (d)(2). Number of cases: One.

3B. Re-adjourn to Open Session to report any action taken at the conclusion of Closed Session in accordance with California Government Code section 54957.1

City Attorney Adam Lindgren reported the Council received updates and provided direction. No reportable action was taken.

**4. ADJOURNMENT**

Council adjourned the meeting at 5:39 PM.

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Kerry Lindstrom, City Clerk

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

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City Council Regular Meeting - Tuesday, February 18, 2025 5:30 PM

As allowed by Assembly Bill AB 2449, this meeting was conducted in person and by  
teleconference.

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

**1. ROLL CALL**

Present: Mayor Carbone  
Vice Mayor Blackwelder  
Councilmember Adams  
Councilmember Diaz  
Councilmember Sofer

Staff: City Manager Vibeke Norgaard  
City Attorney Adam Lindgren  
Planning Services Esme Wahl  
City Clerk Kerry Lindstrom

**2. PLEDGE OF ALLEGIANCE**

Police Chief David Honda led the Pledge of Allegiance.

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

Mayor Carbone:

- Outlined the Mayor's Report and announced copies were made available to the public.
- Attended the AMBAG meeting and received a plaque for her time serving as Chair of the Board.

City Manager Vibeke Norgaard:

- Gave kudos to Audrey Cray and Jennifer Pope for their hard work on the audit.
- Flock camera update: December average daily reads were 28,678 vehicles coming into the City.

**4. COMMUNICATIONS**

Public comment received from Polly Temple, Ashley Temple, and Luke Kilpatrick.

**5. CONSENT CALENDAR**

Public comment received from Brian Clark.

Upon motion by Councilmember Sofer and seconded by Councilmember Adams, Council voted to approve the Consent Calendar.

Motion carried 5-0 by the following vote:

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

5A. Held second reading and adopted Ordinance SC 25-01 amending Title 18, Zoning of the Municipal Code to Implement the City of Sand City 2023-2031 (Sixth Cycle) Housing Element and Provisions of the West End Overlay District and Parking Plan

## **6. CONSIDERATION OF ITEMS PULLED FROM CONSENT CALENDAR**

No items were pulled.

## **7. PRESENTATION**

7A. Code Enforcement Update Presentation: John Kuehl, Building Official

Public comment received from Brian Clark.

Received Code Enforcement Update from John Kuehl, Building Official

## **8. NEW BUSINESS**

8A. Accept the Audited Financial Statements for the Year Ended June 30, 2024, and Independent Auditor's Report

Public comment received from Brian Clark.

Upon motion by Councilmember Sofer and seconded by Councilmember Diaz, Council voted 5-0 to approve Resolution SC 25-08 accepting the audited financial statements for the year ended June 30, 2024, and independent auditor's report.

8B. Approve a Resolution Denying Phase I (Truck and Equipment Storage) of Conditional Use Permit (CUP 23-007) at 725 Dias Avenue and Approve a Resolution Approving a Conditional Use Permit (CUP 23-007) and Site Plan for a Food Truck Park and community event space ("The Yard") at 725 Dias Avenue

Councilmember Sofer recused due to a conflict of interest living within 500' of 725 Dias Avenue.

Public comment received from Luke Kilpatrick, Brian Clark, Marie Goulet, Don DiFede, Noah Reeves, and Jeanne Colletto.

Upon motion by Vice Mayor Blackwelder and seconded by Councilmember Diaz, Councilmember Sofer recused, Council voted to approve Resolution SC 25-09 to

deny Phase I (truck and equipment storage) of Conditional Use Permit (CUP 23-007) at 725 Dias Avenue.

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

AYES: Mayor Carbone, Vice Mayor Blackwelder, Councilmembers Adams and Diaz.

NOES: None.

RECUSED: Councilmember Sofer.

ABSENT: None.

Upon motion by Vice Mayor Blackwelder and seconded by Councilmember Diaz, Councilmember Sofer recused, Council voted to approve Resolution SC 25-10 to approve a Conditional Use Permit (CUP 23-007) and Site Plan for a Food Truck Park and community event space ("The Yard") at 725 Dias Avenue.

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

AYES: Mayor Carbone, Vice Mayor Blackwelder, Councilmembers Adams and Diaz.

NOES: None.

RECUSED: Councilmember Sofer.

ABSENT: None.

8C. Consideration of Acceptance of Public Art and Site Selection of Sculptures

No public comment received.

The Council voted unanimously to continue this item to the March 4, 2025 City Council meeting to allow the Council to view the sculpture before considering its acceptance.

**9. COMMENTS BY COUNCILMEMBERS ON ITEMS OF INTEREST TO SAND CITY**

Councilmember Sofer announced concrete artist Adam Sawatsky will be having a show at the Sylvan Gallery February 22-25, 2025.

**10. ADJOURNMENT**

Council adjourned the meeting at 8:30 PM.

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Kerry Lindstrom, City Clerk

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

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City Council Regular Meeting - Tuesday, May 6, 2025  
5:30 PM

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

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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, via teleconference  
City Attorney Adam Lindgren, via teleconference  
Police Chief David Honda  
HR/Risk Manager Audrey Cray  
City Clerk Kerry Lindstrom  
Police Administrative Analyst Laura Morales

**2. PLEDGE OF ALLEGIANCE**

Police Chief David Honda led the Pledge of Allegiance.

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

Mayor Carbone outlined her Mayor's Report and announced that copies were made available to the public.

City Attorney Adam Lindgren announced he would be attending the League of California Cities conference this week.

**4. COMMUNICATIONS**

Public comment received from James Ogle and Brian Clark.

**5. CONSENT CALENDAR**

Public comment received from Brian Clark.

Upon motion by Councilmember Sofer and seconded by Councilmember Diaz, 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 and Regular Meeting Minutes for April 15, 2025.
- 5B. Approved a mural on the east wall of the Salvation Army Building – 800 Scott Street (APN 011-186-027).
- 5C. Approved Resolution SC 25-17 authorizing a two-year service agreement for financial auditing services by CliftonLarsonAllen, LLP for Fiscal Year 2024-2025 and Fiscal Year 2025-2026 at a cost not to exceed \$119,000.
- 5D. Accepted the City/Successor Agency Financial Reports from February 2025.

**6. CONSIDERATION OF ITEMS PULLED FROM CONSENT CALENDAR**

No items were pulled.

**7. PRESENTATION**

Public comment received from Brian Clark, Monica Lal, and Kevin Dayton.

- 7A. Received a CalAm Facility Update from Josh Stratton.

**8. PUBLIC HEARING**

- 8A. First Reading of an Ordinance of the City of Sand City Adding Chapter 15-09 to Designate the Fire Hazard Severity Zone(s)

Public comment received from Brian Clark.

Upon motion by Councilmember Sofer and seconded by Councilmember Diaz, Vice Mayor Blackwelder absent, Council waived reading of the ordinance in full and read by title only.

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

**AYES:** Mayor Carbone, Councilmember Adams, Diaz, and Sofer.

**NOES:** None.

**ABSENT:** Vice Mayor Blackwelder

**RECUSED:** None.

Upon motion by Councilmember Sofer and seconded by Councilmember Diaz, Vice Mayor Blackwelder absent, Council held the first reading of an Ordinance of the City of Sand City adding chapter 15-09 to designate the Fire Hazard Severity Zone (s).

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

**AYES:** Mayor Carbone, Councilmember Adams, Diaz, and Sofer.  
**NOES:** None.  
**ABSENT:** Vice Mayor Blackwelder  
**RECUSED:** None.

## **9. NEW BUSINESS**

- 9A. Approve a Resolution Approving Special Event Permit 25-02 for the Bicycle Criterium on July 27, 2025 in the West End District

Public comment received from Brian Clark.

Upon motion by Councilmember Diaz and seconded by Councilmember Adams, Vice Mayor Blackwelder absent, Council voted to approve Resolution SC 25-18 approving Special Event Permit 25-02 for the Bicycle Criterium on July 27, 2025 in the West End District.

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

Councilmember Sofer attended the California Climate Policy Summit 2025 and the Red Dress Day event in Seaside.

## **11. ADJOURNMENT**

Mayor Carbone adjourned the meeting at approximately 6:39 PM.

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Kerry Lindstrom, City Clerk

**AGENDA ITEM  
9A.**

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



# ***City of Sand City***

## **STAFF REPORT**

TO: Honorable Mayor and City Council  
FROM: David Honda, Chief of Police  
SUBJECT: Fire Hazard Severity Zone Ordinance, Second Reading  
DATE: May 20, 2025

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### **BACKGROUND/DISCUSSION:**

Assembly Bill 337 (Bates 1992), prompted by the devastating Oakland Hills fire of 1991, called for Cal Fire to evaluate fire hazard severity in local responsibility areas (LRA) and make recommendations to the local jurisdiction where very high fire hazard severity exists. These areas have become known as Fire Hazard Severity Zones (FHSZ). LRA are incorporated cities, urban regions, agricultural lands, and portions of the desert where local government is responsible for wildlife protection.

Cal Fire uses the best available science and data to develop, and field test, a model that serves as a basis for zone assignments. The model evaluates the probability of an area burning and potential fire behavior in that area. Many factors include fire history, vegetation, flame length, blowing embers, proximity to wildland, terrain, and weather.

California Government Code 51178 requires the State Fire Marshal to identify areas in the State as moderate, high, and very high FHSZ based on consistent statewide criteria and the severity of the fire hazard that is expected to prevail in those areas. California Government Code 51179 requires a local agency to designate, by ordinance, very high FHSZ in its jurisdiction within 120 days of receiving recommendations from the State Fire Marshal. California Government Code 51175 then provides direction for the local jurisdiction to take appropriate action.

Assembly Bill 211 (Committee on Budget, 2021), amended Government Code 51179 requiring local agencies to designate by ordinance not only very high FHSZ in their jurisdiction but also moderate and high hazard FHSZ.

On March 10, 2025, Cal Fire released new FHSZ maps for Central California. The new map identified a moderate FHSZ in the coastal area south of Marina State Beach to an area just south of Fort Ord Dunes State Park, a portion of which falls within the jurisdiction of The City of Sand City. Previously, there were no FHSZ located in Sand City jurisdiction. See attached map.

The city posted the FHSZ map for public view and comment on its website as required within 30 days of release by Cal Fire (April 8, 2025).

The next steps that are required are as follows;

- Adopt the FHSZ into local ordinance withing 120 days of release by Cal Fire (by July 7, 2025)
- Transmit a copy of the adopted ordinance to the State Board of Forestry and Fire Protection within 30 days of adoption.

On Tuesday, May 6, 2025, at the scheduled City Council meeting, staff presented the staff report and Council conducted the first reading of the draft ordinance of the proposed Section 15.09.010 Fire Hazard Severity Zone(s).

**CEQA:**

California Government Code 51178 requires the State Fire Marshal to identify areas in the State as moderate, high, and very high FHSZ. Assembly Bill 211 requires the City to designate by ordinance very high, high and moderate hazard FHSZ. This action by the State Fire Marshall and adoption of the related ordinance establishing a moderate FHSZ within the City is Categorically Exempt from the requirements of CEQA pursuant to Guideline Section 15308 (Actions by regulatory agencies for protection of the environment) as this action has the potential to further local regulations for protection against the loss of man-made conditions and surrounding protected habitats defined as part of the environment pursuant to CEQA Guideline Section 15360.

**FISCAL IMPACT:**

There is no financial impact.

**RECOMMENDATION:**

That the City Council adopt an ordinance which will add Section 15.09.010 (Fire Hazard Severity Zone(s)) to title 15 of the Sand City Municipal code.

**ATTACHMENTS:**

1. Fire Hazard Severity Zone map
2. Draft Ordinance

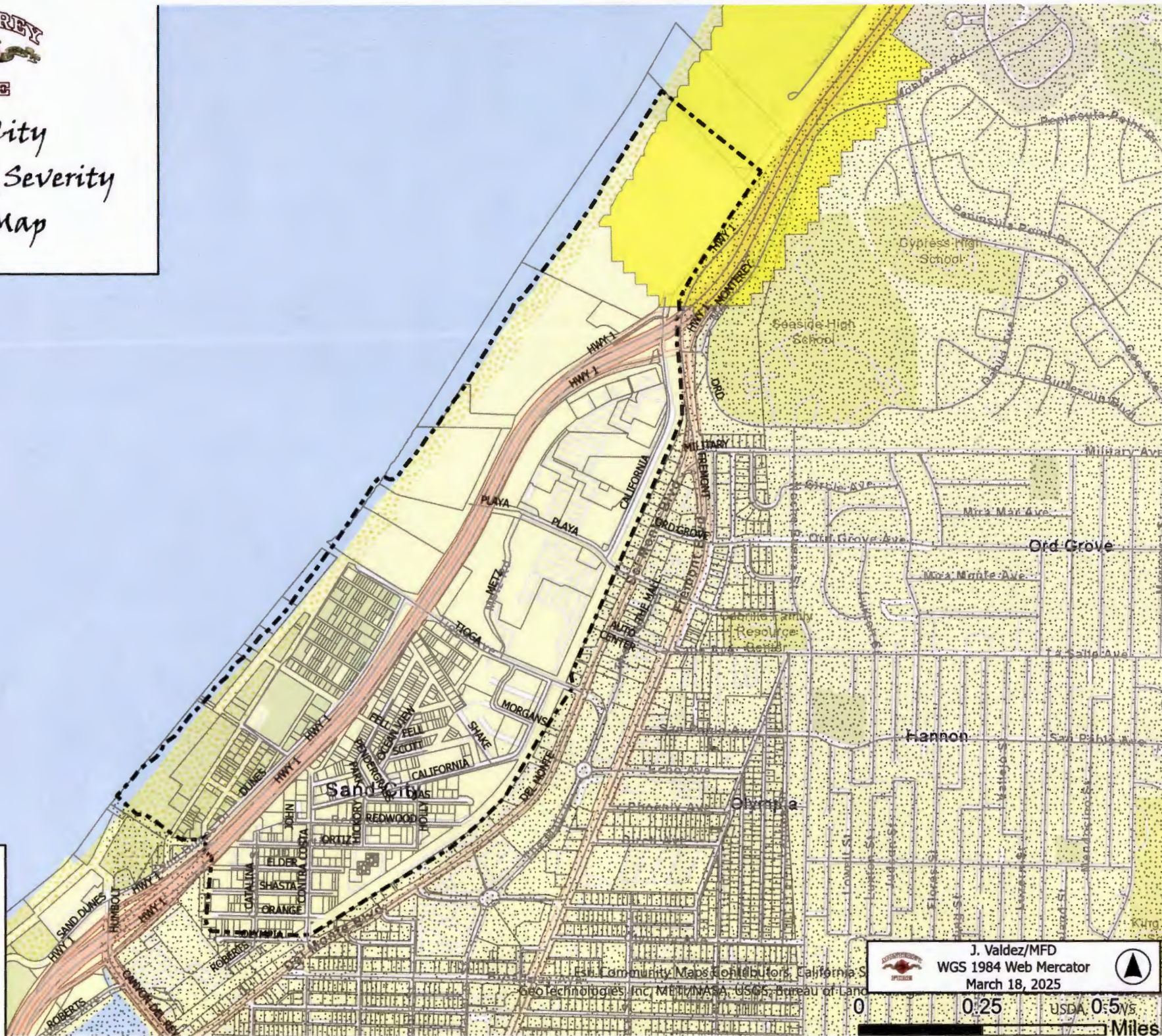



# Sand City Fire Hazard Severity Zones Map

## Legend


2025 FHSZ

- Moderate
- High
- Very High





J. Valdez/MFD  
WGS 1984 Web Mercator  
March 18, 2025



0 0.25 0.5 1 Miles

**CITY OF SAND CITY  
ORDINANCE NO \_\_\_\_\_, 20\_\_**

**ORDINANCE OF THE CITY OF SAND CITY ADDING CHAPTER 15.09 TO  
DESIGNATE THE FIRE HAZARD SEVERITY ZONE(S)**

**WHEREAS**, California Government Code 51178 requires the State Fire Marshal to identify areas in the state as moderate, high, and very high fire hazard severity zones based on consistent statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas; and

**WHEREAS**, Senate Bill 63 (Stern, 2021), amended Government Code 51178 to identify Moderate and High Fire Hazard Severity Zones with the Very High Fire Severity Zones in Local Responsible Areas (LRA) and require the adoption of all three Fire Hazard Severity Zones in the Local Responsibility Areas; and

**WHEREAS**, Government Code 51179 requires local agencies to designate by ordinance, moderate, high, and very high fire hazard severity zones in its jurisdiction

THE CITY COUNCIL OF THE CITY OF SAND CITY DOES ORDAIN AS FOLLOWS:

**SECTION 1:** Chapter 15.09 is hereby added to Title 15 of the Sand City Municipal Code to read in its entirety as follows:

15.09.010. The City hereby designates the Fire Hazard Severity Zone(s) as recommended by the California Department of Forestry and the Fire Protection pursuant to Government Code 51178.

The map approved by the City is hereby incorporated by reference, and entitled "City of Sand City Fire Hazard Severity Zones." The official map is also located electronically on the following website: [Fire Department | Sand City, CA](#)

**SECTION 2: Effective Date**

This Ordinance shall become effective thirty (30) days following its adoption.

**SECTION 3: Codification**

The City Clerk is hereby authorized and directed to codify this Ordinance into the SCMC

**PASSED AND ADOPTED**, by the City Council of Sand City, this \_\_\_\_ day of May, 2025\_\_\_\_ by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

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Mary Ann Carbone, Mayor

ATTEST:

DATED: \_\_\_\_\_

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Kerry Lindstrom, City Clerk

DRAFT

**AGENDA ITEM  
9B.**

**Approve a Resolution Proclaiming the  
Week of May 18th - May 24th, 2025 as  
National Public Works Week**



# ***City of Sand City***

## **STAFF REPORT**

TO: Honorable Mayor and City Council  
FROM: Vibeke Norgaard, City Manager  
SUBJECT: National Public Works Week Proclamation 2025  
DATE: May 20, 2025

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### **BACKGROUND/DISCUSSION:**

Since 1960, the American Public works Association (APWA) has sponsored National Public works Week to educate the public about the value of public works projects throughout North America and to celebrate the thousands of men and women who plan, build, maintain, operate and manage public infrastructure within their communities. This year May 18, 2025 through May 24, 2025, has been designated as National Public Works week.

This year's theme, "People, Purpose, Presence," highlights three cornerstone ideals that motivate public works professionals to serve in their communities every day. Meeting the needs of **people** is what gives public works its sense of **purpose**. Often public works professionals never meet those whose lives have been impacted by their work because when things are going right, no one knows that Public Works is there. Yet, with or without fanfare, public works is ever-**present**, working in the background to advance the quality of life and safety for all whether it be road repair or providing safe drinking water.

While National Public Works Week recognizes the work of Public Works Departments in all communities nationwide, we are especially proud to celebrate the City of Sand City's Public Works Department during this week. Leon Gomez, City Engineer; Mark Parker, Public Works Manager, Maintenance Workers, Fred Menezes and Elliot Booker. We will be celebrating with a lunch at City Hall for City staff, contractors and Council members on June 6, 2025.

Sand City has an impressively dedicated and responsive public works crew that, while small in size, is large in its passion and accomplishments. Over the past year, the public works department has shown its can-do hardworking attitude in ways too numerous to list but which range from removing sand from bike trails, filling potholes, maintaining City landscaping, clearing stormwater inlets and removing debris from streets, to managing the implementation of SB1383, the new statewide mandatory organic waste collection law.

### **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, informational only

**RECOMMENDATION:**

Present the National Public Works Week Proclamation 2025

**ATTACHMENTS:**

1. Resolution

**CITY OF SAND CITY  
RESOLUTION SC \_\_\_, 2025**

**RESOLUTION OF THE CITY OF SAND CITY PROCLAIMING THE WEEK OF  
MAY 18<sup>th</sup> – 24<sup>th</sup>, 2025 AS NATIONAL PUBLIC WORKS WEEK**

**WHEREAS**, public works professionals improve and maintain infrastructure, facilities, and services that are of vital importance to the quality of life and well-being of the people of City of Sand City; and

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

**WHEREAS**, it is in the public interest for the citizens, civic leaders, and children in City of Sand City to learn about the importance of public works in their community; and

**WHEREAS**, Sand City has a hard working, dedicated and responsive public works crew that is small in size but large in its accomplishments.

**WHEREAS**, the year 2025 marks the 65<sup>th</sup> annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association.

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of Sand City hereby proclaims the week May 18-24, 2025 as National Public Works Week to honor the City of Sand City Public Works Department and to recognize the substantial contributions the City's public works employees and contractors have made to our health, safety, welfare and quality of life.

**PASSED AND ADOPTED** by the City Council of the City of Sand City on this \_\_\_ day of May, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

\_\_\_\_\_  
Mary Ann Carbone, Mayor

ATTEST:

DATED: \_\_\_\_\_

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Kerry Lindstrom, City Clerk

**AGENDA ITEM  
9C.**

**Approve a Resolution Authorizing the City  
Manager to Execute a Memorandum of  
Understanding (MOU) With the Sand City  
Police Officers' Association**



# ***City of Sand City***

## **STAFF REPORT**

TO: Honorable Mayor and City Council  
FROM: Vibeke Norgaard, City Manager and Audrey Cray, HR/Risk Manager  
SUBJECT: Approving a Memorandum of Understanding with the Sand City Police Officer's Association (POA) and Authorizing the Appropriation of Funds  
DATE: May 20, 2025

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### **BACKGROUND/DISCUSSION:**

The City Manager, along with City negotiator Che Johnson of Liebert Cassidy Whitmore, have met and conferred with the Sand City Police Officer's Association (POA). Consistent with the City Council's guidance, an agreement has been reached and ratified by the POA. A draft of the revised Memorandum of Understanding (MOU) is attached to this staff report as **Exhibit A**.

Following are the highlights of the draft Memorandum of Understanding (MOU):

- The term of the MOU is for three years, from July 2024 to June 30, 2027.
- The City has agreed to a salary increase of 4% effective in FY 24/25, providing retroactive pay from July 1, 2024 - December 31 2024, 3% effective July 1, 2025, and 3% effective July 1, 2026.
- An increase in payment towards the health premium for employee plus one and family plans for employees enrolled in employer-provided healthcare plan to match the current actual cost of the lowest cost health option available. The contribution to employee only and in lieu benefits remains the same.

### **CEQA:**

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

### **FISCAL IMPACT:**

The total net cost to the City to implement the amended MOU for the three-year contract period is approximately \$195,000.

### **RECOMMENDATION:**

Staff recommends that the City Council approve the Memorandum of Understanding with the POA, attached as **Exhibit A**.

### **ATTACHMENTS:**

1. Resolution
2. Draft POA MOU
3. POA MOU Redlined Version

**CITY OF SAND CITY  
RESOLUTION SC 25-\_\_\_\_, 2025**

**RESOLUTION OF THE CITY COUNCIL OF SAND CITY AUTHORIZING THE CITY  
MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING (MOU) WITH  
THE SAND CITY POLICE OFFICERS' ASSOCIATION**

**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 of July 1, 2024 to June 30, 2027, attached hereto as **Exhibit A**.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Sand City that it hereby:

1. Adopts the Memorandum of Understanding with the POA in substantially the same form as that attached as **Exhibit A**, and in a form approved by the City Attorney and that the City Manager is hereby authorized to sign and agree to it.
2. Authorizes the City Manager to make any appropriate budget adjustments to allocate funds to public safety to satisfy the terms of the agreement in the fiscal year 25/26 and fiscal year 26/27 budgets. No budget adjustments are needed for fiscal year 24/25.

**PASSED AND ADOPTED** by the City Council of the City of Sand City this \_\_\_\_, day of May, 2025 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

APPROVED:

\_\_\_\_\_  
Mary Ann Carbone, Mayor

ATTEST:  
DATED: \_\_\_\_\_

\_\_\_\_\_  
Kerry Lindstrom, City Clerk

**Memorandum of Understanding  
Between  
The City of Sand City  
And  
The Sand City Police Officer Association  
July 1, 2024 through June 30, 2027**

This Memorandum of Understanding (MOU) is entered into between representatives of the City of Sand City (hereinafter "City") and representatives of the Police Officer Association (hereinafter "POA"). The City and POA recognize all members of the Sand City Police Department in the rank of Police Officer, Police Sergeant and Commander herein referred to as "employee(s)," are governed by this MOU.

Parties to this MOU acknowledge and agree that this MOU constitutes the result of meeting and conferring in good faith as required by the Meyers-Milias-Brown Act (Government Code sections 3500-3510) and further acknowledge and agree that all matters upon which parties reached agreement are set forth herein. In the event of a conflict between this MOU and the Personnel Manual the language of the MOU shall govern.

The purpose of this Memorandum of Understanding is to set forth the joint recommendation to be submitted by the parties to the City Council of the City of Sand City for implementation and shall not be binding unless and until the City Council:

- A. Approves the provisions contained in this Memorandum;
- B. Adopts the required ordinances and/or resolutions; and
- C. Appropriates the funds required to implement the provisions hereof.

The Police Officers Association is hereby recognized as the exclusively-recognized employee organization for those employees occupying the classifications of Police Officer, Police Sergeant, and Police Commander.

1. **Term:** July 1, 2024 through June 30, 2027

2. **Full Understanding, Modification, Waiver**

2.1. This MOU sets forth the full and entire understanding of the parties regarding the matters set forth herein, and any other prior or existing understanding or agreements by the parties, whether formal or informal, regarding any such matters contained herein are hereby superseded or terminated in their entirety.

2.2. It is agreed and understood that, except as set forth herein, each party hereto voluntarily and unqualifiedly waives its right to negotiate, and agrees that the other party shall not be required to negotiate, with respect to any matter covered herein, until a reasonable period prior to June 30, 2024.

2.3. No agreement, alteration, understanding, variation, waiver, or modification of any of the terms or provision contained herein shall in any manner be binding upon the parties hereto unless made and executed in writing by all parties hereto, approved by the City Council and, if required, ratified by the membership of the Association.

2.4. The waiver of any breach, of any term, or condition of this MOU by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

2.5. **Emergency.** Nothing herein shall limit the authority of the City to make necessary and reasonable changes during emergencies. Emergency shall mean the actual threatened existence and conditions of disaster or of extreme peril to the safety of persons and property within the City caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake, or other conditions, including conditions resulting from war or imminent threat of war. However, the City shall notify the Association of such changes as soon as practicable. Such emergency assignments shall not extend beyond the period of the emergency.

### 3. **Severability of Provisions**

3.1. In the event that a provision of this MOU is declared invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of this MOU shall remain in full force and effect.

### 4. **Non-Discrimination**

The parties agree that they and each of them shall not discriminate against any employee or Organization member on account of any basis prohibited by state or federal law. This section, and MOU, are subject to all current and future state and federal laws and regulations.

4.1. Complaints asserting violation of Article 4 of this MOU may be filed with any city, state or federal agency but are not grievable under the MOU, except as provided for in section 4.2.

4.2. The parties agree that they and each of them shall not discriminate against any employee because of membership or non-membership in the POA or because of any authorized activity on behalf of the POA, or because of the exercise of rights under this MOU.

### 5. **Americans with Disabilities Act (ADA)**

The City is required to comply with the Americans with Disabilities Act (ADA). The ADA is a federal statute designed to remove barriers which prevent qualified individuals with disabilities from enjoying the same employment opportunities that are available to persons without disabilities.

When an individual's disability creates a barrier, ADA requires the City to make reasonable accommodations to remove the barriers. The parties recognize that the City may be required to make accommodations that are contrary to the language or intent of existing provisions of this MOU.

The parties agree that such accommodations shall not constitute a "past practice" or waiver by either party to its right to fully enforce such provisions in the future with regard to persons not subject to the protection of the ADA. Recognizing that circumstances surrounding ADA compliance in individual cases necessarily involves matters which are personal and require the utmost confidentiality, specifics of an individual case shall not be divulged by the City without the written consent of the affected employee. Although an accommodation made by the City pursuant to the ADA shall not be grievable or arbitrable, the impact of such accommodation shall be grievable and arbitrable.

## **6. Wages**

6.1. Effective the first full pay period following City Council approval, a 4% salary increase will be provided to all bargaining unit members.

Additionally, the City shall provide retroactivity for the period of time starting on July 1, 2024 and ending December 31, 2024.

Effective the first full pay period following July 1, 2025, a 3% salary increase will be provided to all bargaining unit members.

Effective the first full pay period following July 1, 2026, a 3% salary increase will be provided to all bargaining unit members.

## **7. Longevity Pay**

7.1. Bargaining unit employees who have worked for the City, or any other law enforcement service at other public entities in the State of California for at least seven (7) years shall receive a 5% longevity increase.

7.2 Bargaining unit employees who have worked for the City or any other law enforcement service at other public entities in the State of California for at least ten (10) years shall receive a 5% longevity increase.

## **8. Peace Officer Standard Training (POST) Certificate Pay**

8.1. Peace Officer Standard Training (POST) Certificate Pay Shall be paid to bargaining unit members who obtain Peace Officer Standard Training (POST) certification as follows:

- For those employees who have earned an Intermediate POST certification: 2.5% of premium pay over base salary. Effective in the first full pay period following ratification and approval of this Agreement the Intermediate POST certification shall be increased by one percent (1%) for a total of 3.5% over base salary.
- For those employees who have earned an Advanced POST certification. 5.0% of premium pay over base salary. Effective in the first full pay period following ratification and approval of this Agreement the Advanced POST certification shall be increased by one percent (1%) for a total of 6.0% over base salary.

POST certificate pay does not stack. Effective upon ratification and approval of this Agreement POA bargaining unit employees are no longer eligible for educational benefits under Personnel Manual section 15.5.

## **9. Field Training Officer (FTO)**

An Officer designated as an FTO shall receive five percent (5.0%) premium pay over base salary for each shift the Officer is assigned to train a new Officer.

## **10. Bilingual Pay**

Bilingual Pay is as addressed in the Sand City Personnel Manual, Section 5.15 (b).

## **11. Court / Callback Time**

Court / Callback Time is as addressed in the Sand City Personnel Manual, Section 5.15 (c)

## **12. Uniforms and Uniform Allowance**

Uniforms and Uniform Allowance provisions are as addressed in the Sand City Personnel Manual, Section 5.16.

## **13. Work Schedules, Overtime and Shift Differential**

### **13.1.1 4-11 Schedule**

The current 4-11 work schedule shall be continued at the discretion of the Police Chief and the City Manager. Bargaining unit employees who work the 4-11 schedule work four consecutive eleven hour days immediately followed by a consecutive four days off. Pursuant to 29 USC section 207(k) of the Fair Labor Standards Act, for purposes of

FLSA overtime, the work period is eight days in length with a statutory overtime threshold of 49 hours in an eight day work period.]

To account for the 11 hour schedule, POA members shall be scheduled by the department for an additional 56 hours of training per year to account for a full 2080 hours in a calendar year of regular scheduled hours. POA members' base salary is based on the 2080 hours.

#### 13.1.2 Overtime Pay

a. The current overtime language in the Personnel Manual remains in effect through June 30, 2020.

b. Effective July 1, 2020, the overtime language in the Personnel Manual shall no longer apply to the POA and this MOU shall govern. Beginning July 1, 2020, overtime at time and a half shall be payable any time a regular, full-time, Police Officer working the 4-11 schedule works in excess of his or her work schedule during the work period.

#### 13.1.3 Compensatory Time Off

Members are permitted to accumulate compensatory time off in lieu of cash overtime at a rate of time and a half (1.5). No member may accumulate in excess of 480 hours of compensatory time off. Comp time shall be accumulated and approved in accordance with Departmental procedures. Employees who are at the comp time accrual cap shall be paid in cash for all overtime.

Effective July 1, 2020 the Comp Time Cap will be reduced to 300 hours. Bargaining unit employees above the cap shall be required to be under the cap no later than the last day of this contract term.

#### 13.1.4 Shift Differential

For employees working the midnight shift (Shift 1) for at least 30 consecutive calendar days or more in a calendar year, that employee will receive a 5.0% premium pay over base salary.

Employees assigned to the swing shift for at least 30 consecutive calendar days or more in a calendar year, that employee shall receive a 2.5% differential pay over base salary for all hours worked during the shift.

### 14. **Public Employees Retirement System (PERS):**

Retirement benefits are referenced in Sand City Personnel Manual, Section 5.17. Below provides a description of the benefit for both "Classic" and "New" employee.

14.1. For "Classic Employees" as defined by PERS, hired by Sand City prior to

January 1, 2013, retirement benefits for employees shall be established by PERS for Local Safety Members 3% at 55 Formula, highest single year.

- Contribution: Currently, the City shall contribute all of the employee and employer contribution.

14.2. For "Classic Employees" as defined by PERS, hired by a PERS agency other than Sand City prior to January 1, 2013, retirement benefits for employees shall be established by PERS for Local Safety Members 2% at 50 Formula, highest single year.

14.2.1 Contribution: Currently, the City shall contribute all of the employee and employer contribution.

14.2.2 Effective as soon as administratively feasible on or after July 1, 2020, "classic employees" shall contribute six percent (6%) towards the employee share of the retirement contribution to CalPERS.

14.2.3 Effective as soon as administratively feasible on or after July 1 2021, "classic employees" shall contribute nine percent (9%) towards the employee share of the retirement contribution to CalPERS.

14.3. For "PEPRA Employees" as defined by PERS, hired on or after January 1, 2013, retirement benefits for employees shall be established by PERS for Local Safety Members 2.7% at 57 Formula, highest three years.

- Contribution: The City shall contribute the employer contribution, and the employee shall contribute the employee contribution.

## **15. Deferred Compensation**

The City will match an employee's contribution (not to exceed \$300 per month by City) to a City authorized Deferred Compensation Plan authorized under Internal Revenue Code Section 457. Specifically, if an employee contributes \$200 per month, the City will provide \$200 per month, for a total of \$400 per month. If an employee contributed \$300 per month, the City will contribute \$300 per month, for a total of \$600 per month. The combined contribution between the City's and employee's contribution to the City's Deferred Compensation Plan(s) cannot exceed the maximum permitted by law.

## **16. Retiree Medical**

The City contracts with the California Public Employees' Retirement System (CalPERS) for participation under the Public Employees' Medical and Hospital Care Act (Government Code Section 22750, et. Seq. ("PEMHCA")), for the purpose of providing medical insurance benefits for employees, and employees who have retired from employment with the City and who constitute "annuitants" as defined by PEMHCA.

(a) City shall pay the employer required PEMHCA statutory minimum contribution for eligible annuitants (as defined by Government Code section 22760) enrolled in the PERS (PERS-PORAC) health plans as required by PEMHCA. In 2025, the PEMHCA statutory minimum is \$158.

(b) In addition to the PEMHCA statutory minimum contribution, for annuitants hired before November 6, 2018 and the Lateral Police Officers set forth below, the City will contribute an additional amount that is equal to the difference between the City's PEMHCA statutory minimum contribution and the following amounts:

- **Family**     **\$1582.65**
- **2-Party**   **\$1582.65**
- **Single**     **\$1055.10**

Lateral Police Officers hired by the City into a position represented by the Sand City Police Officer Association prior to October 1, 2023, who are currently employed as a sworn Peace Officer in a California city, county, state, or public agency, and who possess a California Basic POST certificate at the time of completing the employment application and who have passed their current agency's probationary period, will be eligible for the benefit set forth above.

(c) Annuitants hired on or after November 6, 2018, except the Lateral Police Officers defined above, will **not** be eligible for the Sand City retiree medical benefit above the PEMCHA minimum and will receive only the PEMHCA statutory minimum contribution.

## **17. Insurance Coverages**

The following is a brief summary of insurance benefits. To the extent that the insurance programs detailed below continue to be available, the City will continue to offer these programs. Employees should refer to the plan documents for a complete description of benefits, coverage, and limitations. If, during the term of this MOU, a change in insurance plans or coverage is necessary, the City shall provide notice thirty (30) days in advance if at all possible, and, upon request, meet with the representatives of the POA.

### **17.1. Major Medical**

The City and POA agree to continue in the Public Employees' Medical and Hospital Care Act (PEMHCA).

- The City shall pay the employer required PEMHCA statutory minimum contribution for employees enrolled in the PERS (PERS-PORAC) health plans as required by the Public Employee Medical and Hospital Care Act (PEMHCA).

- In addition to the PEMHCA statutory minimum contribution, the City will contribute an additional amount that is equal to the difference between the City's PEMHCA statutory minimum contribution and the following amounts

·	Family	\$2,635.62
·	2-Party	\$2,027.40
·	Single	\$1,055.10

17.2 Cash in Lieu: Employees who opt out of the City's medical plan and provide proof of alternate group medical insurance, will be entitled to the cash in lieu as provided below. To qualify, employees must provide proof of group coverage annually. Alternative must be acceptable by the City and compliant with the Affordable Care Act.

- No Coverage/Waiving Coverage for employees hired on or after ratification and approval: Cash in lieu shall be \$500 per month for all bargaining unit employees hired on or after June 3, 2020. This amount is not compensation for retirement purposes as defined by the California Public Employees' Retirement System.

- No Coverage/Waiving Coverage for employees hired before June 3, 2020 (Grandfathered Group): Cash in lieu amounts shall be as follows:

o	Family	\$1582.65
o	2-Party	\$1582.65
o	Single	\$1055.10

This amount is not compensation for retirement purposes as defined by the California Public Employees' Retirement System. In the event that an employee in this group becomes covered under the City health insurance plan on or after the date of ratification and approval, and thereafter elects to waive health coverage in the future, the cash in lieu benefit will be reduced to \$500 per month.

### 17.3 Dental / Orthodontia

The City shall pay the full cost for full time employees and family dental insurance administered by a third-party administrator up to the annual maximums described in the plan description.

### 17.4 Vision Care

The City provides vision coverage for full time employees and eligible dependents. Specifics of coverage are available in the plan description.

### 17.5. Life Insurance

The City will provide a \$50,000 Term Life Insurance and Accidental Death and Dismemberment Policy for each full-time employee covered by this MOU.

**17.6. Long Term Disability**

The City shall provide Long Term Disability Coverage to regular salaried employees working 30 or more hours per week. Coverage shall commence after 90 days of disability, and provide up to 60% of salary for up to two years. Employees should refer to the plan documents for a complete description of benefits, coverage, and limitations. If, during the term of this MOU, a change in insurance plans or coverage is necessary, the City shall provide notice thirty (30) days in advance if at all possible, and, upon request, meet with the representatives of the POA.

**18. No Smoking Policy**

Pursuant to State law, smoking of tobacco products is prohibited in all enclosed City facilities including, but not limited to all buildings, out buildings and City vehicles. Only approved smoking areas may be used for such purposes.

**19. Physical Fitness Incentive**

The City understands the value of healthy employees, and wishes to provide the following to further Sand City employees in their fitness goals. Employees understand any fitness routine they take is on personal time.

19.1. Initiation to Fitness Center—The City will contribute one time to the initiation fees for a fitness center up to \$100.

19.2. The City will contribute \$100 per month for a single membership.

19.3. The City will contribute \$150 per month for a family membership.

19.4. In order to be eligible, employees must provide proof of their membership no later than July 15 of each year.

19.5. Physical Fitness Incentive is referenced in the Sand City Personnel Manual, Section 5.15 (d).

**20. Leaves**

## 20.1. Holidays

Holidays are listed in the Sand City Personnel Manual, Section 5.10.

Effective beginning July 1, 2020, bargaining unit employees who work holidays will be paid straight time for regular work hours worked on a holiday plus receive 8 hours of in-lieu holiday time. Bargaining unit employees who do not work a holiday because the holiday falls on their Regular Day Off (RDO) shall also receive 8 hours of in-lieu Compensation time.

Effective upon June 3, 2020 the floating holidays is eliminated.

## 20.2. Vacation Time Off

Vacation time off, including accrual, scheduling, pay upon separation, and holidays during vacation, are as addressed in Sand City Personnel Manual section 6.02 and as modified by this MOU. No bargaining unit member shall be permitted to accrue more than 300 hours of vacation time. An employee who reaches the accrual cap of 300 hours shall cease to earn additional vacation hours until they are under the 300 hour vacation accrual cap.

## 20.3. Limitations (Cap) on Accumulated Paid Time Off

Limitations (Cap) on Accumulated Paid Time Off are as • addressed in Sand City Personnel Manual section 6.13 and as modified by this MOU. Bargaining unit employees are required to be below accumulated paid time off accrual caps no later than June 30, 2022.

## 20.4. Sick Leave

Sick leave provisions are as addressed in Sand City Personnel Manual section 6.03 and as modified by this MOU. Employees hired on or after June 3, 2020 shall not be eligible to cash out sick leave. Bargaining unit employees hired on or before June 3, 2020 “Grandfathered Employees” shall be permitted to cash out sick leave in accordance with the Personnel Code provided that accrued sick leave hours over 400 hours are not subject to the cash out provision. Accrued sick leave balances above 400 hours may only be used as sick leave in accordance with this MOU, City rules and the law.

## 20.5. Various Leave Provisions

Various leaves, including Bereavement Leave, Jury Duty, Leave of Absence Without Pay, Military Leave, Medical Leave, FMLA and CFRA, Time off to Vote, Administrative Leave, and Accumulated Time Off are as addressed in Sand City Personnel Manual Sections 6.04 through 6.14.

21. **Grievances**

Grievances are addressed in Sand City Personnel Manual Section 7.

22. **Personnel Manual**

Parties recognize the City's rights as indicated in the City's Personnel Manual.

23. **Future Negotiations**

The parties hereto acknowledge and agree that they have reached settlement regarding all total compensation and non-compensation items, and that said issues are settled through the period expiring June 30, 2027

24. **Signatures**

This Memorandum of Understanding sets forth the full and complete understanding of the parties hereto.

\_\_\_\_\_  
Eric Azarvand

\_\_\_\_\_  
Che Johnson

\_\_\_\_\_  
Dan Charlton

\_\_\_\_\_  
Vibeke Norgaard

**Memorandum of Understanding**  
**Between**  
**The City of Sand City**  
**And**  
**The Sand City Police Officer Association**  
July 1, ~~2022-2024~~ through June 30, ~~2024~~2027

This Memorandum of Understanding (MOU) is entered into between representatives of the City of Sand City (hereinafter "City") and representatives of the Police Officer Association (hereinafter "POA"). The City and POA recognize all members of the Sand City Police Department in the rank of Police Officer, Police Sergeant and Commander herein referred to as "employee(s)," are governed by this MOU.

Parties to this MOU acknowledge and agree that this MOU constitutes the result of meeting and conferring in good faith as required by the Meyers-Milias-Brown Act (Government Code sections 3500-3510) and further acknowledge and agree that all matters upon which parties reached agreement are set forth herein. In the event of a conflict between this MOU and the Personnel Manual the language of the MOU shall govern.

The purpose of this Memorandum of Understanding is to set forth the joint recommendation to be submitted by the parties to the City Council of the City of Sand City for implementation and shall not be binding unless and until the City Council:

- A. Approves the provisions contained in this Memorandum;
- B. Adopts the required ordinances and/or resolutions; and
- C. Appropriates the funds required to implement the provisions hereof.

The Police Officers Association is hereby recognized as the exclusively-recognized employee organization for those employees occupying the classifications of Police Officer, Police Sergeant, and Police Commander.

1. **Term:** July 1, ~~2022-2024~~ through June 30, ~~2024~~2027

2. **Full Understanding, Modification, Waiver**

2.1. This MOU sets forth the full and entire understanding of the parties regarding the matters set forth herein, and any other prior or existing understanding or agreements by the parties, whether formal or informal, regarding any such matters contained herein are hereby superseded or terminated in their entirety.

2.2. It is agreed and understood that, except as set forth herein, each party hereto voluntarily and unqualifiedly waives its right to negotiate, and agrees that the other party shall not be required to negotiate, with respect to any matter covered herein, until a reasonable period prior to June 30, 2024.

2.3. No agreement, alteration, understanding, variation, waiver, or modification of any of the terms or provision contained herein shall in any manner be binding upon the parties hereto unless made and executed in writing by all parties hereto, approved by the City Council and, if required, ratified by the membership of the Association.

2.4. The waiver of any breach, of any term, or condition of this MOU by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

2.5. **Emergency.** Nothing herein shall limit the authority of the City to make necessary and reasonable changes during emergencies. Emergency shall mean the actual threatened existence and conditions of disaster or of extreme peril to the safety of persons and property within the City caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake, or other conditions, including conditions resulting from war or imminent threat of war. However, the City shall notify the Association of such changes as soon as practicable. Such emergency assignments shall not extend beyond the period of the emergency.

### 3. **Severability of Provisions**

3.1. In the event that a provision of this MOU is declared invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of this MOU shall remain in full force and effect.

### 4. **Non-Discrimination**

The parties agree that they and each of them shall not discriminate against any employee or Organization member on account of any basis prohibited by state or federal law. This section, and MOU, are subject to all current and future state and federal laws and regulations.

4.1. Complaints asserting violation of Article 4 of this MOU may be filed with any city, state or federal agency but are not grievable under the MOU, except as provided for in section 4.2.

4.2. The parties agree that they and each of them shall not discriminate against any employee because of membership or non-membership in the POA or because of any authorized activity on behalf of the POA, or because of the exercise of rights under this MOU.

### 5. **Americans with Disabilities Act (ADA)**

The City is required to comply with the Americans with Disabilities Act (ADA). The ADA is a federal statute designed to remove barriers which prevent qualified individuals with disabilities from enjoying the same employment opportunities that are available to persons without disabilities.

When an individual's disability creates a barrier, ADA requires the City to make reasonable accommodations to remove the barriers. The parties recognize that the City may be required to make accommodations that are contrary to the language or intent of existing provisions of this MOU.

The parties agree that such accommodations shall not constitute a "past practice" or waiver by either party to its right to fully enforce such provisions in the future with regard to persons not subject to the protection of the ADA. Recognizing that circumstances surrounding ADA compliance in individual cases necessarily involves matters which are personal and require the utmost confidentiality, specifics of an individual case shall not be divulged by the City without the written consent of the affected employee. Although an accommodation made by the City pursuant to the ADA shall not be grievable or arbitrable, the impact of such accommodation shall be grievable and arbitrable.

## 6. Wages

6.1. ~~Effective in the first full pay period of July 2022, a 7% salary increase will be provided to all bargaining unit members. Effective the first full pay period following City Council approval, a 4% salary increase will be provided to all bargaining unit members.~~

Additionally, the City shall provide retroactivity for the period of time starting on July 1, 2024 and ending December 31, 2024.

Effective the first full pay period following July 1, 2025, a 3% salary increase will be provided to all bargaining unit members.

Effective the first full pay period following July 1, 2026, a 3% salary increase will be provided to all bargaining unit members.

## 7. Longevity Pay

7.1. Bargaining unit employees who have worked for the City, or any other law enforcement service at other public entities in the State of California ~~in a sworn police officer position in another California City~~ for at least seven (7) ~~consecutive~~ years shall receive a 5% longevity increase.

7.2 Bargaining unit employees who have worked for the City or any other law enforcement service at other public entities in the State of California ~~in a sworn police officer position in another California City~~ for at least ten (10) ~~consecutive~~ years shall receive a 5% longevity increase.

## **8. Peace Officer Standard Training (POST) Certificate Pay**

8.1. Peace Officer Standard Training (POST) Certificate ~~Pay Shall~~Pay Shall be paid to bargaining unit members who obtain Peace Officer Standard Training (POST) certification as follows:

- For those employees who have earned an Intermediate POST certification: 2.5% of premium pay over base salary. Effective in the first full pay period following ratification and approval of this Agreement the Intermediate POST certification shall be increased by one percent (1%) for a total of 3.5% over base salary.
- For those employees who have earned an Advanced POST certification. 5.0% of premium pay over base salary. Effective in the first full pay period following ratification and approval of this Agreement the Advanced POST certification shall be increased by one percent (1%) for a total of 6.0% over base salary.

POST certificate pay does not stack. Effective upon ratification and approval of this Agreement POA bargaining unit employees are no longer eligible for educational benefits under Personnel Manual section 15.5.

## **9. Field Training Officer (FTO)**

An Officer designated as an FTO shall receive five percent (5.0%) premium pay over base salary for each shift the Officer is assigned to train a new Officer.

## **10. Bilingual Pay**

Bilingual Pay is as addressed in the Sand City Personnel Manual, Section 5.15 (b).

## **11. Court / Callback Time**

Court / Callback Time is as addressed in the Sand City Personnel Manual, Section 5.15 (c)

## **12. Uniforms and Uniform Allowance**

Uniforms and Uniform Allowance provisions are as addressed in the Sand City Personnel Manual, Section 5.16.

## **13. Work Schedules, Overtime and Shift Differential**

### **13.1.1 4-11 Schedule**

The current 4-11 work schedule shall be continued at the discretion of the Police Chief and the City Manager. Bargaining unit employees who work the 4-11 schedule work four consecutive eleven hour days immediately followed by a consecutive four days off.

Pursuant to 29 USC section 207(k) of the Fair Labor Standards Act, for purposes of FLSA overtime, the work period is eight days in length with a statutory overtime threshold of 49 hours in an eight day work period. |

To account for the 11 hour schedule, POA members shall be scheduled by the department for an additional 56 hours of training per year to account for a full 2080 hours in a calendar year of regular scheduled hours. POA members' base salary is based on the 2080 hours.

### 13.1.2 Overtime Pay

a. The current overtime language in the Personnel Manual remains in effect through June 30, 2020.

b. Effective July 1, 2020, the overtime language in the Personnel Manual shall no longer apply to the POA and this MOU shall govern. Beginning July 1, 2020, overtime at time and a half shall be payable any time a regular, full-time, Police Officer working the 4-11 schedule works in excess of his or her work schedule during the work period. |

### 13.1.3 Compensatory Time Off

Members are permitted to accumulate compensatory time off in lieu of cash overtime at a rate of time and a half (1.5). No member may accumulate in excess of 480 hours of compensatory time off. Comp time shall be accumulated and approved in accordance with Departmental procedures. Employees who are at the comp time accrual cap shall be paid in cash for all overtime.

Effective July 1, 2020 the Comp Time Cap will be reduced to 300 hours. Bargaining unit employees above the cap shall be required to be under the cap no later than the last day of this contract term.

### 13.1.4 Shift Differential

For employees working the midnight shift (Shift 1) for at least 30 consecutive calendar days or more in a calendar year, that employee will receive a 5.0% premium pay over base salary.

Employees assigned to the swing shift for at least 30 consecutive calendar days or more in a calendar year, that employee shall receive a 2.5% differential pay over base salary for all hours worked during the shift.

## 14. **Public Employees Retirement System (PERS):**

Retirement benefits are referenced in Sand City Personnel Manual, Section 5.17. Below provides a description of the benefit for both "Classic" and "New" employee.

14.1. For "Classic Employees" as defined by PERS, hired by Sand City prior to January 1, 2013, retirement benefits for employees shall be established by PERS for Local Safety Members 3% at 55 Formula, highest single year.

- Contribution: Currently, the City shall contribute all of the employee and employer contribution.

14.2. For "Classic Employees" as defined by PERS, hired by a PERS agency other than Sand City prior to January 1, 2013, retirement benefits for employees shall be established by PERS for Local Safety Members 2% at 50 Formula, highest single year.

14.2.1 Contribution: Currently, the City shall contribute all of the employee and employer contribution.

14.2.2 Effective as soon as administratively feasible on or after July 1, 2020, "classic employees" shall contribute six percent (6%) towards the employee share of the retirement contribution to CalPERS.

14.2.3 Effective as soon as administratively feasible on or after July 1 2021, "classic employees" shall contribute nine percent (9%) towards the employee share of the retirement contribution to CalPERS.

14.3. For "PEPRA Employees" as defined by PERS, hired on or after January 1, 2013, retirement benefits for employees shall be established by PERS for Local Safety Members 2.7% at 57 Formula, highest three years.

- Contribution: The City shall contribute the employer contribution, and the employee shall contribute the employee contribution.

## 15. Deferred Compensation

The City will match ~~50% of~~ an employee's contribution (not to exceed \$~~3~~400 per month by City) to a City authorized Deferred Compensation Plan authorized under Internal Revenue Code Section 457. Specifically, if an employee contributes \$200 per month, the City will provide \$~~2~~400 per month, for a total of \$~~4~~300 per month. If an employee contributed \$300 per month, the City will contribute \$~~3~~400 per month, for a total of \$~~6~~400 per month. The combined contribution between the City's and employee's contribution to the City's Deferred Compensation Plan(s) cannot exceed the maximum permitted by law.

## 16. Retiree Medical

The City contracts with the California Public Employees' Retirement System (CalPERS) for participation under the Public Employees' Medical and Hospital Care Act (Government Code Section 22750, et. Seq. ("PEMHCA")), for the purpose of providing

medical insurance benefits for employees, and employees who have retired from employment with the City and who constitute “annuitants” as defined by PEMHCA.

(a) City shall pay the employer required PEMHCA statutory minimum contribution for eligible annuitants (as defined by Government Code section 22760) enrolled in the PERS (PERS-PORAC) health plans as required by PEMHCA. In 2025<sup>3</sup>, the PEMHCA statutory minimum is \$158<sup>4</sup>.

(b) In addition to the PEMHCA statutory minimum contribution, for annuitants hired before November 6, 2018 and the Lateral Police Officers set forth below, the City will contribute an additional amount that is equal to the difference between the City’s PEMHCA statutory minimum contribution and the following amounts:

- **Family**     **\$1582.65**
- **2-Party**   **\$1582.65**
- **Single**     **\$1055.10**

Lateral Police Officers hired by the City into a position represented by the Sand City Police Officer Association prior to October 1, 2023, who are currently employed as a sworn Peace Officer in a California city, county, state, or public agency, and who possess a California Basic POST certificate at the time of completing the employment application and who have passed their current agency's probationary period, will be eligible for the benefit set forth above.

(c) Annuitants hired on or after November 6, 2018, except the Lateral Police Officers defined above, will **not** be eligible for the Sand City retiree medical benefit above the PEMCHA minimum and will receive only the PEMHCA statutory minimum contribution.

## 17. Insurance Coverages

The following is a brief summary of insurance benefits. To the extent that the insurance programs detailed below continue to be available, the City will continue to offer these programs. Employees should refer to the plan documents for a complete description of benefits, coverage, and limitations. If, during the term of this MOU, a change in insurance plans or coverage is necessary, the City shall provide notice thirty (30) days in advance if at all possible, and, upon request, meet with the representatives of the POA.

### 17.1. Major Medical

The City and POA agree to continue in the Public Employees’ Medical and Hospital Care Act (PEMHCA).

- The City shall pay the employer required PEMHCA statutory minimum contribution for employees enrolled in the PERS (PERS-PORAC) health

plans as required by the Public Employee Medical and Hospital Care Act (PEMHCA).

- In addition to the PEMHCA statutory minimum contribution, the City will contribute an additional amount that is equal to the difference between the City's PEMHCA statutory minimum contribution and the following amounts
  - Family ~~\$2,146.59~~ \$2,635.62
  - 2-Party ~~\$1,651.22~~ \$2,027.40
  - Single ~~\$1,055.10~~

17.2 Cash in Lieu: Employees who opt out of the City's medical plan and provide proof of alternate group medical insurance, will be entitled to the cash in lieu as provided below. To qualify, employees must provide proof of group coverage annually. Alternative must be acceptable by the City and compliant with the Affordable Care Act.

- No Coverage/Waiving Coverage for employees hired on or after ratification and approval: Cash in lieu shall be \$500 per month for all bargaining unit employees hired on or after June 3, 2020. This amount is not compensation for retirement purposes as defined by the California Public Employees' Retirement System.
- No Coverage/Waiving Coverage for employees hired before June 3, 2020 (Grandfathered Group): ~~Cash in lieu amounts shall remain as provided in section 17.1 above. This amount is not compensation for retirement purposes as defined by the California Public Employees' Retirement System. In the event that an employee in this group becomes covered under the City health insurance plan on or after the date of ratification and approval, and thereafter elects to waive health coverage in the future, the cash in lieu benefit will be reduced to \$500 per month.~~ Cash in lieu amounts shall be as follows:

<u>o</u>	<u>Family</u>	<u>\$1582.65</u>
<u>o</u>	<u>2-Party</u>	<u>\$1582.65</u>
<u>o</u>	<u>Single</u>	<u>\$1055.10</u>

This amount is not compensation for retirement purposes as defined by the California Public Employees' Retirement System. In the event that an employee in this group becomes covered under the City health insurance plan on or after the date of ratification and approval, and thereafter elects to waive health coverage in the future, the cash in lieu benefit will be reduced to \$500 per month.

### 17.3 Dental / Orthodontia

The City shall pay the full cost for full time employees and family dental insurance administered by a third-party administrator up to the annual maximums described in the plan description.

#### 17.4 Vision Care

The City provides vision coverage for full time employees and eligible dependents. Specifics of coverage are available in the plan description.

#### 17.5. Life Insurance

The City will provide a \$50,000 Term Life Insurance and Accidental Death and Dismemberment Policy for each full-time employee covered by this MOU.

#### 17.6. Long Term Disability

The City shall provide Long Term Disability Coverage to regular salaried employees working 30 or more hours per week. Coverage shall commence after 90 days of disability, and provide up to 60% of salary for up to two years. Employees should refer to the plan documents for a complete description of benefits, coverage, and limitations. If, during the term of this MOU, a change in insurance plans or coverage is necessary, the City shall provide notice thirty (30) days in advance if at all possible, and, upon request, meet with the representatives of the POA.

#### 18. **No Smoking Policy**

Pursuant to State law, smoking of tobacco products is prohibited in all enclosed City facilities including, but not limited to all buildings, out buildings and City vehicles. Only approved smoking areas may be used for such purposes.

#### 19. **Physical Fitness Incentive**

The City understands the value of healthy employees, and wishes to provide the following to further Sand City employees in their fitness goals. Employees understand any fitness routine they take is on personal time.

19.1. Initiation to Fitness Center—The City will contribute one time to the initiation fees for a fitness center up to \$100.

19.2. The City will contribute \$~~100~~<sup>30</sup> per month for a single membership.

19.3. The City will contribute \$~~150~~<sup>60</sup> per month for a family membership.

19.4. In order to be eligible, employees must provide proof of their membership no later than July 15 of each year.

19.5. Physical Fitness Incentive is referenced in the Sand City Personnel Manual, Section 5.15 (d).

## 20. Leaves

### 20.1. Holidays

Holidays are listed in the Sand City Personnel Manual, Section 5.10.

Effective beginning July 1, 2020, bargaining unit employees who work holidays will be paid straight time for regular work hours worked on a holiday plus receive 8 hours of in-lieu holiday time. Bargaining unit employees who do not work a holiday because the holiday falls on their Regular Day Off (RDO) shall also receive 8 hours of in-lieu Compensation holiday time. ~~Holiday in-lieu time must be used within the fiscal year in which it is earned or it shall be cashed out in June of each year.~~

Effective upon June 3, 2020 the floating holidays is eliminated.

### 20.2. Vacation Time Off

Vacation time off, including accrual, scheduling, pay upon separation, and holidays during vacation, are as addressed in Sand City Personnel Manual section 6.02 and as modified by this MOU. No bargaining unit member shall be permitted to accrue more than 300 hours of vacation time. An employee who reaches the accrual cap of 300 hours shall cease to earn additional vacation hours until they are under the 300 hour vacation accrual cap.

### 20.3. Limitations (Cap) on Accumulated Paid Time Off

Limitations (Cap) on Accumulated Paid Time Off are as • addressed in Sand City Personnel Manual section 6.13 and as modified by this MOU. Bargaining unit employees are required to be below accumulated paid time off accrual caps no later than June 30, 2022.

### 20.4. Sick Leave

Sick leave provisions are as addressed in Sand City Personnel Manual section 6.03 and as modified by this MOU. Employees hired on or after June 3, 2020 shall not be eligible to cash out sick leave. Bargaining unit employees hired on or

before June 3, 2020 “Grandfathered Employees” shall be permitted to cash out sick leave in accordance with the Personnel Code provided that accrued sick leave hours over 400 hours are not subject to the cash out provision. Accrued sick leave balances above 400 hours may only be used as sick leave in accordance with this MOU, City rules and the law.

#### 20.5. Various Leave Provisions

Various leaves, including Bereavement Leave, Jury Duty, Leave of Absence Without Pay, Military Leave, Medical Leave, FMLA and CFRA, Time off to Vote, Administrative Leave, and Accumulated Time Off are as addressed in Sand City Personnel Manual Sections 6.04 through 6.14.

#### 21. **Grievances**

Grievances are addressed in Sand City Personnel Manual Section 7.

#### 22. **Personnel Manual**

Parties recognize the City's rights as indicated in the City's Personnel Manual.

#### 23. **Future Negotiations**

The parties hereto acknowledge and agree that they have reached settlement regarding all total compensation and non-compensation items, and that said issues are settled through the period expiring June 30, ~~2024~~2027

#### 24. **Signatures**

This Memorandum of Understanding sets forth the full and complete understanding of the parties hereto.

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Eric Azarvand

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Che Johnson

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Dan Charlton

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Vibeke Norgaard

**AGENDA ITEM  
9D.**

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



# ***City of Sand City***

## **STAFF REPORT**

TO: Honorable Mayor and City Council Members  
FROM: Vibeke Norgaard, City Manager; Jennifer Pope, Finance Manager  
SUBJECT: Proposed Budget Amendment #1 for Fiscal Year 2024-2025  
DATE: May 20, 2025

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### **BACKGROUND/DISCUSSION:**

The City Council approved the Fiscal Year 2024-2025 Budget on June 4, 2024. It is customary, at this time of the year, to amend the current year's budget to reflect any updates to revenues and expenditures. The City Council's approval is needed to amend the budget. This report recommends budget adjustments to the City's General Fund Budget based on an amended projection of revenue and expenditures. The budget amendment results in an overall projected City budget surplus of \$1,640,330, including a projected excess in operating revenue of \$1,734,111. A resolution reflecting the changes as well as an overview of significant changes are included in this staff report.

### **Revenue**

The adopted revenue budget for FY 24-25 is \$13,436,676. The City's revenues are now expected to exceed that projection: The proposed amendment to the revenue budget for FY 24-25 reflects this increase in revenues by projecting \$15,847,068, an estimated increase of \$2,410,392.

### **Operating Revenue:**

Staff projections included an estimated increase in operating revenues of approximately \$592,796 when compared to the adopted budget. Some of the larger changes include \$285,500 in greater than anticipated interest income primarily from Local Agency Investment Fund (LAIF) and the City Money Market account due to an increase in interest rates, \$242,850 from an one-time Owner Participation Agreement payment negotiated by the City, \$147,723 in Measure X funding, an increase in Business License Tax of \$42,000 due to partnering with a consultant for business license administration and an online payment portal, and \$24,000 in rental income from new leases of the 501 Ortiz property which the City took possession of in December 2024. There is also a decrease in budgeted revenue of \$189,909 from Sales, Use, and Transaction Tax estimates due to ongoing economic challenges and unsurety.

**Other Revenue:**

Staff projections also include an estimated increase in grant revenue of approximately \$1,817,596. This includes \$100,000 in grant funding obtained from the Monterey Bay Air Resources District (MBARD). It also includes an increase of \$393,038 in carry forward grant funding from FY 23-24 from the Rural Energy for America Program (REAP) grant (\$53,177), Coastal Conservancy grant (\$50,000), Permanent Local Housing Allocation (PLHA) grant (\$84,861), and prior Monterey Bay Air Resources District (MBARD) grant (\$205,000). The increase in revenue also includes \$439,956 in environmental enhancement fees.

On December 12, 2024, the City took ownership of the property located at 501 Ortiz Avenue. Staff included a carry forward of \$586,781 in revenue from the Housing Account and \$84,861 in PLHA grant funding for the purchase of the property.

There is also an increase in revenue due to reimbursement agreements made with developers for the South of Tioga project and the MST SURF! project. These revenues are reimbursements for services provided for the projects and are therefore offset by expenditures.

**Expenditure**

In addition to the projected increase in revenue, the amendment reflects an increase in expenditures for FY 24-25. The adopted expenditure budget for FY 24-25 is \$12,161,861. The proposed amendment to the expenditure budget for FY 24-25 is \$14,206,738, an estimated increase of \$2,044,877, of which \$510,512 is an increase in operating expenditures.

**Operating Expenditures:**

The proposed budget amendment contains several changes to the operating expenditures. Staff projections included an estimated increase in operating expenditures of \$510,512 when compared to the adopted budget. Including \$180,000 for long-range planning and special projects that was approved by Council in November 2024, \$20,000 for recruitment of a planning manager, and \$132,000 in additional contract services, \$30,000 in insurance costs for claims from the Sand City flood, \$23,100 for maintenance of City parks, \$15,000 for street sweeper repairs, and \$15,000 for new Council Chamber chairs. There was also a reduction of \$30,000 for contracted services in finance as financial consulting services were not needed. For the Police Department there was an increase of \$32,000 for annual Flock Safety maintenance and support fees, \$15,000 for overtime, \$10,500 for safety equipment, and \$10,000 for ongoing investigations.

**Other Expenditures:**

Non-operating expenditures has an estimated increase of \$1,534,365 compared to the adopted budget. The increase includes approximately \$91,000 for body worn cameras and records management software for the Police Department. It includes new project costs for the Sand City monument sign (\$42,000), new workspace furniture for the City Clerk and Finance Manager (\$20,000), and a pavement management study (\$12,000). This increase is also due to the fact that approximately \$384,820 from FY 23-24 is proposed to be carried forward to FY 24-25.

As stated in the revenue section, the City acquired property at 501 Ortiz Avenue. Staff has included additional expenditures of \$586,781 from the Housing Account and \$109,000 from the PLHA grant to the budget amendment for the purchase of this property.

There is also an increase in expenditures due to two large projects that required reimbursement agreements, South of Tioga and MST SURF!. These expenditures are reimbursed by the developer of the project and are therefore offset entirely by revenue.

**CEQA:**

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

**FISCAL IMPACT:**

The proposed amended budget for FY 24-25 has a total revenue of \$15,847,068 and total proposed expenditures of \$14,206,738 resulting in an estimated surplus of \$1,640,330.

**RECOMMENDATION:**

Staff recommends approval of the Proposed Budget Amendment #1 for Fiscal Year 24-25, which was considered and recommended for City Council approval at the May 13, 2025, Budget and Personnel Committee meeting.

**ATTACHMENTS:**

1. Resolution
2. Budget Amendment #1 for Fiscal Year 2024-2025

**CITY OF SAND CITY**

**RESOLUTION SC 25-\_\_\_\_\_, 2025**

**RESOLUTION OF THE CITY COUNCIL OF SAND CITY ADOPTING THE  
PROPOSED BUDGET AMENDMENT #1 FOR FISCAL YEAR 2024-2025**

**WHEREAS**, The City Council approved the Fiscal Year 2024-2025 Budget on June 4, 2024; and

**WHEREAS**, it is customary to amend the budget to adjust revenue and expenditures to reflect updated information since the adoption of the Fiscal Year 2024 - 2025 Budget; and

**WHEREAS**, the Budget and Personnel Committee of the City of Sand City has reviewed the Proposed Budget Amendment #1 for Fiscal Year 2024-2025 and has considered the operational needs of the City for the rest of the fiscal year; and

**WHEREAS**, the Budget and Personnel Committee, along with staff, is recommending the Proposed Budget Amendment (Exhibit A); and

**WHEREAS**, the City Council of Sand City finds the Fiscal Year 2024-2025 Proposed Budget Amendment satisfactory to commence the operations and capital improvement program of the City for the rest of the fiscal year.

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

1. The FY 2024-2025 Proposed Budget Amendment #1 (Exhibit A) is hereby adopted by City Council.
2. City staff is authorized to continue City operations as generally prescribed in the 2024-2025 Proposed Budget Amendment #1 and is directed to follow the general financial guidelines outlined therein.

**PASSED AND ADOPTED** by the Sand City Council on this XX day of May 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

\_\_\_\_\_  
Mary Ann Carbone, Mayor

\_\_\_\_\_  
Kerry Lindstrom, City Clerk

DRAFT

CITY BUDGET SUMMARY					
Description	FY 23/24 Actuals	FY 24/25 Actuals through 3/14/25	FY 24/25 Adopted Budget	FY 24-25 Proposed Amended Budget	Difference
Operating Revenue	\$11,286,689	\$6,289,047	\$10,352,829	\$10,945,625	\$592,796
Non Operating Revenue	\$852,467	\$1,012,620	\$3,083,847	\$4,901,443	\$1,817,596
<b>SUB TOTAL</b>	<b>\$12,139,156</b>	<b>\$7,301,667</b>	<b>\$13,436,676</b>	<b>\$15,847,068</b>	<b>\$2,410,392</b>
Operating Expenditures	\$7,924,626	\$5,921,544	\$8,701,002	\$9,211,514	\$510,512
Non Operating Expenditures	\$1,232,438	\$843,510	\$3,460,859	\$4,995,224	\$1,534,365
<b>SUB TOTAL</b>	<b>\$9,157,064</b>	<b>\$6,765,054</b>	<b>\$12,161,861</b>	<b>\$14,206,738</b>	<b>\$2,044,877</b>
<b>DIFFERENCE</b>	<b>\$2,982,092</b>	<b>\$536,613</b>	<b>\$1,274,815</b>	<b>\$1,640,330</b>	<b>\$365,515</b>

## City Revenue Budget Summary

Description	FY 23/24 Actuals	FY 24-25 Actuals through 3/14/2025	FY 24-25 Adopted Budget	FY 24/25 Proposed Amended Budget	Budget Difference
<b>OPERATING REVENUES</b>					
Property Taxes	152,734.60	83,867.02	137,962.00	137,985.00	23.00
Sales/Use Taxes	3,702,058.95	1,897,899.81	3,643,909.00	3,545,000.00	(98,909.00)
Transaction Tax	4,708,704.84	2,418,746.71	4,631,000.00	4,540,000.00	(91,000.00)
TOT Tax	119,356.03	57,405.75	120,000.00	120,000.00	-
Franchise Fees/Users Tax	400,182.53	213,577.72	320,500.00	323,800.00	3,300.00
Business License	844,415.43	582,395.73	710,100.00	750,500.00	40,400.00
Planning Revenues	4,544.00	9,260.00	11,925.00	14,000.00	2,075.00
Building Revenues	36,618.95	14,056.08	27,150.00	27,150.00	-
Police Revenues	18,915.11	12,571.24	17,700.00	19,800.00	2,100.00
Public Works Revenues	76,122.07	182,386.02	44,533.00	192,685.40	148,152.40
Interest	519,329.16	350,496.19	235,600.00	521,100.00	285,500.00
Rental	17,236.90	27,296.31	19,000.00	43,000.00	24,000.00
ROPS Residual	256,040.61	726.72	230,000.00	221,055.00	(8,945.00)
SA Admin Fees Reimbursement	155,727.58	0.00	0.00	0.00	-
Misc. Revenues	7,687.59	275,019.82	4,550.00	289,650.00	285,100.00
Recurring Grants	213,166.61	156,341.81	191,900.00	192,900.00	1,000.00
Cal-Am	53,848.00	7,000.00	7,000.00	7,000.00	-
<b>SUBTOTAL OPERATING REVENUE</b>	<b>11,286,688.96</b>	<b>6,289,046.93</b>	<b>10,352,829.00</b>	<b>10,945,625.40</b>	<b>592,796.40</b>
<b>OTHER REVENUE SOURCES</b>					
Special Project Revenues	474,202.42	270,358.89	122,700.00	420,520.00	297,820.00
Housing Account	0.00	0.00	0.00	586,781.28	586,781.28
Environmental Enhancement	0.00	439,956.00	0.00	439,956.00	439,956.00
Grants	378,264.13	302,305.42	2,961,147.00	3,454,185.39	493,038.39
<b>SUBTOTAL OTHER REVENUE</b>	<b>852,466.55</b>	<b>1,012,620.31</b>	<b>3,083,847.00</b>	<b>4,901,442.67</b>	<b>1,817,595.67</b>
<b>TOTAL REVENUE</b>	<b>12,139,155.51</b>	<b>7,301,667.24</b>	<b>13,436,676.00</b>	<b>15,847,068.07</b>	<b>2,410,392.07</b>

City of Sand City							
Recommended Revenue Budget Amendment FY 2024 - 2025							
			FY 23/24	FY 24/25	FY 24/25 Actuals	Budget to Actuals	FY 24/25
Account	Dept	Account Description	Actuals	Adopted Budget	as of 3/14/25	Variance	Proposed Amended Budget
NON DEPARTMENTAL							
4005	000	Curr Prop Taxes	91,713.00	76,450.00	\$ 51,793.68	24,656.32	76,450.00
4006	000	RPTTF Residual	256,040.61	230,000.00	\$ 726.72	229,273.28	221,055.00
4008	000	SA Admin Fees Reimbursement	155,727.58	-	\$ -	-	-
4010	000	Prior Year Prop	1,482.08	1,000.00	\$ 547.39	452.61	1,000.00
4012	000	Vehicle License Fee	41,038.76	43,512.00	\$ 22,365.18	21,146.82	43,535.00
4013	000	MBASIA Claims	1,763.61	-	\$ 2,320.70	(2,320.70)	3,000.00
4015	000	SB 813	17,005.86	14,000.00	\$ 7,202.48	6,797.52	14,000.00
4020	000	Prop Tax Transf	1,166.28	2,500.00	\$ 1,913.45	586.55	2,500.00
4025	000	Utility Users Tax	238,217.52	180,000.00	\$ 173,437.21	6,562.79	180,000.00
4030	000	Sales/Use Tax	3,702,058.95	3,643,909.00	\$ 1,897,899.81	1,746,009.19	3,545,000.00
4032	000	Transaction Tax	4,708,704.84	4,631,000.00	\$ 2,418,746.71	2,212,253.29	4,540,000.00
4033	000	State CASP Fee	1,552.00	1,600.00	\$ -	1,600.00	-
4034	000	TOT Tax	119,356.03	120,000.00	\$ 57,405.75	62,594.25	120,000.00
4035	000	Cable Franchise	7,817.05	5,000.00	\$ 2,694.98	2,305.02	5,000.00
4040	000	Refuse Franchise	79,473.47	60,000.00	\$ 37,445.53	22,554.47	60,000.00
4041	000	AB939/SB1383	9,915.57	12,500.00	\$ -	12,500.00	12,500.00
4042	000	CalAm Franchise Fee	5,000.00	10,000.00	\$ -	10,000.00	10,000.00
4045	000	PG & E Gas	4,322.69	4,500.00	\$ -	4,500.00	4,300.00
4050	000	PG & E Electric	42,756.99	36,500.00	\$ -	36,500.00	40,000.00
4055	000	Bus. License	842,749.93	708,000.00	\$ 582,395.73	125,604.27	750,000.00
4060	000	B. L. Late Fee	113.50	500.00	\$ -	500.00	500.00
4340	000	HOPTR Tax	328.62	500.00	\$ 44.84	455.16	500.00
4350	000	Seaside Sanitation	12,679.24	12,000.00	\$ -	12,000.00	12,000.00
4410	000	Int. General	21,144.69	1,000.00	\$ 58,967.18	(57,967.18)	65,000.00
4411	000	OPEB Interest	2,416.05	600.00	\$ -	600.00	600.00
4413	000	Housing Interes	28,814.98	14,000.00	\$ 15,343.97	(1,343.97)	15,500.00
4414	000	Int GASB 87	3,023.60	-	\$ -	-	-
4420	000	Int. LAIF	454,665.75	200,000.00	\$ 268,567.15	(68,567.15)	400,000.00
4425	000	LAIF Gain/Loss GASB 31 FMV	(55,159.96)	-	\$ -	-	-
4450	000	TVI CD Interest	64,424.05	20,000.00	\$ 7,617.89	12,382.11	40,000.00
4500	000	West End Revenue	60,642.00	49,500.00	\$ 12,210.00	37,290.00	49,500.00
4502	000	Mural Festival	-	2,200.00	\$ -	2,200.00	-
4504	000	Art Park Events	850.00	1,000.00	\$ 200.00	800.00	1,000.00
4529	000	MST SURF Proj	39,489.17	5,000.00	\$ 179,015.94	(174,015.94)	180,000.00
4530	000	S of Tioga Reim	373,221.25	50,000.00	\$ 48,929.09	1,070.91	160,000.00
4531	000	S of Tioga R2 - Fairfield	-	-	\$ -	-	-
4532	000	S of Tioga	-	-	\$ -	-	-
4533	000	CAL AM Reimb	-	-	\$ -	-	-
4550	000	Copies Fee	-	50.00	\$ -	50.00	50.00
4705	000	City Property Sales	-	-	\$ 6,250.00	(6,250.00)	6,250.00
4710	000	Mitigation	-	1,500.00	\$ -	1,500.00	1,500.00
4729	000	MBASIA/Fitness/Safety/HR	7,500.00	7,500.00	\$ 845.00	6,655.00	8,500.00
4730	000	MISC Rev	1,507.74	2,000.00	\$ 252,992.25	(250,992.25)	262,850.00

City of Sand City								
Recommended Revenue Budget Amendment FY 2024 - 2025								
Account	Dept	Account Description	FY 23/24 Actuals	FY 24/25 Adopted Budget	FY 24/25 Actuals as of 3/14/25	Budget to Actuals Variance	FY 24/25 Proposed Amended Budget	Budget Difference
4732	000	Reimbursements	2,541.08	-	\$ 12,615.50	(12,615.50)	15,000.00	15,000.00
4736	000	US Bank CalCard	1,875.16	1,000.00	\$ 841.37	158.63	1,000.00	-
4740	000	Rental Income	17,236.90	19,000.00	\$ 27,296.31	(8,296.31)	43,000.00	24,000.00
4833	000	CAL AM Lease	53,848.00	7,000.00	\$ 7,000.00	-	7,000.00	-
DEPARTMENT TOTAL			11,419,024.64	10,174,821.00	\$ 6,155,631.81	4,019,189.19	10,898,090.00	723,269.00
COMMUNITY DEVELOPMENT/PLANNING								
4116	500	STR Application	394.00	2,875.00	\$ 957.00	1,918.00	2,875.00	-
4120	500	Coastal Permit	-	1,575.00	\$ 1,575.00	-	1,575.00	-
4125	500	CUP	2,000.00	2,800.00	\$ 3,500.00	(700.00)	4,600.00	1,800.00
4126	500	Temporary CUP	350.00	525.00	\$ 1,300.00	(775.00)	1,300.00	775.00
4145	500	Site Permits	100.00	350.00	\$ 1,050.00	(700.00)	1,050.00	700.00
4155	500	Design Review	-	700.00	\$ 50.00	650.00	700.00	-
4156	500	Sign Permit	-	100.00	\$ 478.00	(378.00)	550.00	450.00
4159	500	CEQA Fees	-	-	\$ 350.00	(350.00)	350.00	350.00
4219	500	Parking Permits	1,700.00	3,000.00	\$ -	3,000.00	1,000.00	(2,000.00)
DEPARTMENT TOTAL			4,544.00	11,925.00	\$ 9,260.00	2,665.00	14,000.00	2,075.00
BUILDING								
4115	501	Bldg. Permit	22,069.71	13,500.00	\$ 3,741.54	9,758.46	13,500.00	-
4164	501	STR Inspection	1,182.00	3,150.00	\$ 1,175.00	1,975.00	3,150.00	-
4165	501	Plan Check Fees	13,367.24	10,500.00	\$ 9,139.54	1,360.46	10,500.00	-
DEPARTMENT TOTAL			36,618.95	27,150.00	\$ 14,056.08	13,093.92	27,150.00	-
PUBLIC SAFETY								
4069	601	CLEEP Grant	202,825.62	180,000.00	\$ 152,996.81	27,003.19	180,000.00	-
4210	601	City Fines	4,202.00	4,200.00	\$ 1,668.31	2,531.69	4,200.00	-
4211	601	Vehicle release	760.00	1,000.00	\$ -	1,000.00	1,000.00	-
4221	601	Sand City Parking	8,949.34	7,500.00	\$ 6,345.00	1,155.00	7,500.00	-
4325	601	Motor Vehicle	-	500.00	\$ 95.00	405.00	500.00	-
4330	601	Prop 172	2,725.49	500.00	\$ 222.39	277.61	500.00	-
4335	601	Post Reimburse	1,900.43	2,000.00	\$ 4,020.54	(2,020.54)	4,100.00	2,100.00
4515	601	Dog Licensing	-	100.00	\$ -	100.00	100.00	-
4524	601	Asset Forfeitur	-	1,500.00	\$ -	1,500.00	1,500.00	-
4560	601	Special Police	335.00	400.00	\$ 220.00	180.00	400.00	-
4639	601	Officer Wellness Grant	-	-	\$ -	-	-	-
4647	601	Bullet Proof Vest Grant	340.99	1,900.00	\$ -	1,900.00	1,900.00	-
4730	601	Other	25.00	-	\$ -	-	-	-
4732	601	Reimbursements	17.85	-	\$ -	-	-	-
4836	601	CSA74-GRANT EMS	2,500.00	2,500.00	\$ 2,500.00	-	2,500.00	-
DEPARTMENT TOTAL			224,581.72	202,100.00	\$ 168,068.05	34,031.95	204,200.00	2,100.00
PUBLIC WORKS								
4150	700	Bldg Dev. Fees	-	500.00	\$ -	500.00	500.00	-

City of Sand City								
Recommended Revenue Budget Amendment FY 2024 - 2025								
Account	Dept	Account Description	FY 23/24 Actuals	FY 24/25 Adopted Budget	FY 24/25 Actuals as of 3/14/25	Budget to Actuals Variance	FY 24/25 Proposed Amended Budget	Budget Difference
4160	700	Engineering Fees	17,600.00	18,000.00	\$ 14,785.00	3,215.00	18,000.00	-
4205	700	CA Code Fines	1,580.71	750.00	\$ 408.89	341.11	750.00	-
4305	700	Gas Tax Funds	15,513.57	15,660.00	\$ 12,489.52	3,170.48	15,974.00	314.00
4302	700	Measure X	-	-	\$ 147,723.40	(147,723.40)	147,723.40	147,723.40
4306	700	RMRA-Road Maint	41,427.79	9,623.00	\$ 6,979.21	2,643.79	9,738.00	115.00
DEPARTMENT TOTAL			76,122.07	44,533.00	\$ 182,386.02	(137,853.02)	192,685.40	148,152.40
GRANTS								
4684	802	CA Dept of Parks & Rec Grant	140,279.00	-	\$ -	-	-	-
4607	802	LEAP Grant	65,000.00	-	\$ -	-	-	-
4608	802	REAP Grant	26,722.61	-	\$ 17,638.08	(17,638.08)	53,177.39	53,177.39
4609	802	PLHA Grant	67,139.00	131,647.00	\$ 1,000.00	130,647.00	216,508.00	84,861.00
4611	802	Coastal Conservancy Grant	-	423,000.00	\$ 163,512.64	259,487.36	473,000.00	50,000.00
4612	802	Multi Use Trail - MBARD Grant	-	-	\$ -	-	305,000.00	305,000.00
4613	802	Cannabis Grant	-	115,000.00	\$ 76,535.00	38,465.00	115,000.00	-
4682	802	Prop 1 SW IRWM - Catalina	-	652,000.00	\$ 43,619.70	608,380.30	652,000.00	-
4683	802	PROP 1 SW	79,123.52	1,639,500.00	\$ -	1,639,500.00	1,639,500.00	-
DEPARTMENT TOTAL			378,264.13	2,961,147.00	\$ 302,305.42	2,658,841.58	3,454,185.39	493,038.39
HOUSING ACCOUNT								
1006		Housing Account	-	-	\$ -	-	586,781.28	586,781.28
DEPARTMENT TOTAL			-	-	\$ -	-	586,781.28	586,781.28
ENVIRONMENTAL ENHANCEMENT								
4755	000	Environmental Enhancement Fees	-	-	\$ 439,956.00	(439,956.00)	439,956.00	439,956.00
DEPARTMENT TOTAL			-	-	\$ 439,956.00	(439,956.00)	439,956.00	439,956.00
COMMUNITY OUTREACH								
4706	502	Habitat Revenue	-	15,000.00	\$ 30,000.00	(15,000.00)	30,000.00	15,000.00
4410	000	Edgewater Account Intertest	-	-	\$ 3.86	(3.86)	20.00	20.00
DEPARTMENT TOTAL			-	15,000.00	\$ 30,003.86	(15,003.86)	30,020.00	15,020.00
GRAND TOTAL EXPENDITURES			12,139,155.51	13,436,676.00	7,301,667.24	6,135,008.76	15,847,068.07	2,410,392.07

## City Expenditure Budget Summary

Description	FY 23/24 Actuals	FY 24-25 Actuals through 3/14/25	FY 24-25 Adopted Budget	Proposed Amended Budget FY 24/25	Budget Difference
<b>OPERATING EXPENSES</b>					
City Council	\$101,175	\$81,222	\$127,880	\$151,562	\$23,683
Administration	\$760,804	\$570,542	\$816,410	\$833,334	\$16,924
Finance	\$573,858	\$402,852	\$546,795	\$530,054	-\$16,740
Attorney	\$277,610	\$119,758	\$375,000	\$375,000	\$0
Planning	\$485,764	\$358,722	\$499,873	\$832,090	\$332,217
Building	\$40,690	\$39,150	\$104,790	\$119,790	\$15,000
Police	\$3,879,905	\$2,423,422	\$3,597,205	\$3,659,779	\$62,575
Fire	\$346,268	\$354,578	\$358,387	\$358,387	\$0
Public Works/Engineering	\$966,798	\$555,864	\$1,047,366	\$1,078,428	\$31,062
Parks	\$19,528	\$32,715	\$47,230	\$70,330	\$23,100
Government Buildings	\$66,559	\$65,574	\$87,853	\$77,615	-\$10,237
Community Outreach/Economic Development	\$262,500	\$158,710	\$243,369	\$238,419	-\$4,950
Non-Departmental	\$143,167	\$758,438	\$848,847	\$886,725	\$37,879
<b>SUBTOTAL FOR OPERATING EXPENSES</b>	<b>\$7,924,626</b>	<b>\$5,921,544</b>	<b>\$8,701,002</b>	<b>\$9,211,514</b>	<b>\$510,512</b>
<b>OTHER EXPENSES</b>					
Capital Outlay	\$564,117	\$509,735	\$2,906,147	\$3,452,258	\$546,111
Housing Account	\$0	\$0	\$0	\$586,781	\$586,781
Special Projects	\$668,321	\$333,775	\$554,712	\$956,185	\$401,473
<b>SUBTOTAL OTHER EXPENSES</b>	<b>\$1,232,438</b>	<b>\$843,510</b>	<b>\$3,460,859</b>	<b>\$4,995,224</b>	<b>\$1,534,365</b>
<b>TOTAL EXPENSES</b>	<b>\$9,157,064</b>	<b>\$6,765,054</b>	<b>\$12,161,861</b>	<b>\$14,206,738</b>	<b>\$2,044,877</b>

City of Sand City								
Recommended Expenditure Budget Amendment FY 2024 - 2025								
Account	Dept	Account Description	FY 23/24 Actuals	FY 24/25 Adopted Budget	FY 24/25 Actuals as of 3/14/2025	budget to Actuals variance	FY 24/25 Proposed Budget Amendment	Budget Difference
NON DEPARTMENTAL								
5105	000	Health Benefits Admin Fee	\$ 1,535.52	\$ 824.00	\$ 879.85	\$ (55.85)	\$ 1,080.00	\$ 256.00
5107	000	Health Benefits Admin Fee & Health Retirees	\$ -	\$ 182,948.60	131,230.19	\$ 51,718.41	\$ 182,948.60	\$ -
5102	000	CalPERS Annual Survivor	\$ -	\$ 649.00	\$ 374.99	\$ 274.01	\$ 649.00	\$ -
5112	000	CA SUI/EDD	\$ -	\$ -	\$ (130.16)	\$ 130.16	\$ 130.16	\$ 130.16
5113	000	EAP Program	\$ 1,615.20	\$ 1,700.00	\$ 1,924.80	\$ (224.80)	\$ 1,924.80	\$ 224.80
5200	000	CalPERS Unfunded Accrued Liability	\$ -	\$ 489,410.00	\$ 490,756.80	\$ (1,346.80)	\$ 490,756.80	\$ 1,346.80
5301	000	Service Cont.	\$ -	\$ 14,420.00	\$ 2,922.20	\$ 11,497.80	\$ 10,000.00	\$ (4,420.00)
5307	000	Technical Spprt	\$ 15,786.42	\$ 20,000.00	11,678.06	\$ 8,321.94	\$ 20,000.00	\$ -
5401	000	MUNI CODE	\$ 2,351.00	\$ 3,100.00	\$ 1,245.00	\$ 1,855.00	\$ 3,100.00	\$ -
5402	000	MEMBERSHIPS PA	\$ 6,258.82	\$ 10,000.00	8,616.25	\$ 1,383.75	\$ 10,000.00	\$ -
5403	000	MEMBERSHIPS VOL	\$ 7,979.00	\$ 10,000.00	\$ 8,957.60	\$ 1,042.40	\$ 10,000.00	\$ -
5404	000	Arts Council	\$ 1,390.71	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 1,000.00	\$ (9,000.00)
5405	000	Advertising	\$ -	\$ 20,600.00	16,831.28	\$ 3,768.72	\$ 20,600.00	\$ -
5406	000	Dues/Subscrptn	\$ 474.66	\$ 750.00	1,229.98	\$ (479.98)	\$ 1,500.00	\$ 750.00
5409	000	GASB 68	\$ 2,100.00	\$ 2,266.00	\$ 2,100.00	\$ 166.00	\$ 2,100.00	\$ (166.00)
5410	000	Trainings/Meetings	\$ -	\$ 1,030.00	101.74	\$ 928.26	\$ 1,030.00	\$ -
5417	000	Donations	\$ 7,768.68	\$ 6,695.00	\$ 2,500.00	\$ 4,195.00	\$ 6,000.00	\$ (695.00)
5421	000	Misc. Expense	\$ 10,046.12	\$ 2,060.00	6,736.27	\$ (4,676.27)	\$ 8,000.00	\$ 5,940.00
5422	000	Official Bonds	\$ 1,276.00	\$ 1,339.00	\$ 1,381.00	\$ (42.00)	\$ 1,381.00	\$ 42.00
5424	000	Bank Charges	\$ 29.72	\$ 500.00	\$ 78.95	\$ 421.05	\$ 500.00	\$ -
5427	000	Claims Payments	\$ -	\$ -	\$ 27,498.11	\$ (27,498.11)	\$ 30,000.00	\$ 30,000.00
5502	000	Equip. Maint.	\$ 8,458.03	\$ 1,030.00	\$ 330.73	\$ 699.27	\$ 1,030.00	\$ -
5503	000	Auto Maint.	\$ -	\$ 6,180.00	828.43	\$ 5,351.57	\$ 6,180.00	\$ -
5600	000	Office Phones	\$ 2,559.97	\$ 1,545.00	841.65	\$ 703.35	\$ 1,545.00	\$ -
5601	000	Utilities	\$ 31,703.92	\$ 25,750.00	25,120.86	\$ 629.14	\$ 25,750.00	\$ -
5605	000	Internet/Web	\$ 3,305.53	\$ 3,090.00	2,119.24	\$ 970.76	\$ 3,090.00	\$ -
5700	000	Office Supplies	\$ 28,399.25	\$ 25,750.00	8,650.49	\$ 17,099.51	\$ 25,750.00	\$ -
5705	000	Equip. Purchase	\$ 10,128.81	\$ 6,180.00	2,936.85	\$ 3,243.15	\$ 6,180.00	\$ -
5707	000	Computer Equip/Software/Online Applications	\$ -	\$ 1,030.00	696.78	\$ 333.22	\$ 14,500.00	\$ 13,470.00
DEPARTMENT TOTAL			\$ 143,167.36	\$ 848,846.60	\$ 758,437.94	\$ 90,408.66	\$ 886,725.36	\$ 37,878.76
CITY COUNCIL								
5000	100	Salaries	\$ -	\$ 50,000.00	23,650.00	\$ 26,350.00	\$ 50,000.00	\$ -
5004	100	Auto Allowance	\$ 22,500.00	\$ 2,400.00	1,600.00	\$ 800.00	\$ 2,400.00	\$ -
5006	100	Exercise Prgm	\$ 7,170.00	\$ 7,800.00	4,900.00	\$ 2,900.00	\$ 7,800.00	\$ -
5102	100	Dental	\$ 4,317.68	\$ 4,689.00	2,568.76	\$ 2,120.24	\$ 4,689.00	\$ -
5103	100	VISION COVERAGE	\$ 744.96	\$ 775.00	510.83	\$ 264.17	\$ 775.00	\$ -
5106	100	Pers Retire EE	\$ -	\$ 4,315.70	414.72	\$ 3,900.98	\$ 4,315.70	\$ -
5108	100	PERS	\$ 3,218.98	\$ 4,882.00	3,460.89	\$ 1,421.11	\$ 4,882.00	\$ -
5109	100	PERS SURVIVOR	\$ 47.52	\$ 86.00	\$ -	\$ 86.00	\$ -	\$ (86.00)
5110	100	DEFERRED COMP	\$ 13,500.00	\$ 14,400.00	10,300.00	\$ 4,100.00	\$ 14,800.00	\$ 400.00
5111	100	FICA/Medicare	\$ 1,109.80	\$ 873.00	1,037.04	\$ (164.04)	\$ 1,911.00	\$ 1,038.00
5112	100	CA SUI/ETT	\$ 666.12	\$ 888.00	\$ -	\$ 888.00	\$ -	\$ (888.00)
5406	100	Dues/Subscriptions	\$ 2,400.00	\$ -	1,621.53	\$ (1,621.53)	\$ 1,621.53	\$ 1,621.53
5410	100	Train/Meetings	\$ 15,416.69	\$ 15,450.00	15,805.87	\$ (355.87)	\$ 20,000.00	\$ 4,550.00
5411	100	Elections	\$ -	\$ 3,450.00	\$ -	\$ 3,450.00	\$ 3,450.00	\$

City of Sand City								
Recommended Expenditure Budget Amendment FY 2024 - 2025								
Account	Dept	Account Description	FY 23/24 Actuals	FY 24/25 Adopted Budget	FY 24/25 Actuals as of 3/14/2025	budget to Actuals variance	FY 24/25 Proposed Budget Amendment	Budget Difference
5419	100	Liability Ins.	\$ 1,183.04	\$ 3,446.00	3,215.34	\$ 230.66	\$ 3,446.00	\$ -
5423	100	Work. Comp. Ins	\$ 4,078.83	\$ 7,627.00	7,031.01	\$ 595.99	\$ 7,627.00	\$ -
5600	100	Office Phones	\$ 3,511.17	\$ 2,472.00	2,097.85	\$ 374.15	\$ 2,755.00	\$ 283.00
5703	100	Council Meeting	\$ 121.10	\$ 1,236.00	295.00	\$ 941.00	\$ 1,000.00	\$ (236.00)
5705	100	Equip. Purchase	\$ 4,887.50	\$ 3,090.00	1,283.80	\$ 1,806.20	\$ 18,090.00	\$ 15,000.00
5707	100	Computer Equipment	\$ -	\$ -	1,428.94	\$ (1,428.94)	\$ 2,000.00	\$ 2,000.00
DEPARTMENT TOTAL			\$ 101,174.65	\$ 127,879.70	\$ 81,221.58	\$ 46,658.12	\$ 151,562.23	\$ 23,682.53
ADMINISTRATION								
5000	200	Salaries	\$ 371,190.89	\$ 446,775.89	303,265.00	\$ 143,510.89	\$ 455,076.00	\$ 8,300.11
5004	200	Auto Allowance	\$ 3,600.00	\$ 3,600.00	2,100.00	\$ 1,500.00	\$ 3,600.00	\$ -
5006	200	Exercise Prgm	\$ 1,180.00	\$ 3,000.00	1,725.00	\$ 1,275.00	\$ 3,000.00	\$ -
5009	200	PAID TIME OFF	\$ 11,859.88	\$ 10,300.00	29,066.82	\$ (18,766.82)	\$ 29,066.82	\$ 18,766.82
5012	200	Over Time Pay	\$ -	\$ -	75.00	\$ (75.00)	\$ -	\$ -
5100	200	L.T.D.	\$ 4,077.88	\$ 3,791.43	2,954.83	\$ 836.60	\$ 4,191.43	\$ 400.00
5102	200	Dental	\$ 6,474.55	\$ 6,924.00	4,601.49	\$ 2,322.51	\$ 6,924.00	\$ -
5103	200	VISION COVERAGE	\$ 589.09	\$ 1,043.00	699.64	\$ 343.36	\$ 1,043.00	\$ -
5104	200	Life Ins.	\$ 306.00	\$ 540.00	342.08	\$ 197.92	\$ 590.00	\$ 50.00
5105	200	Health Benefits	\$ 57,785.01	\$ 68,521.78	44,864.84	\$ 23,656.94	\$ 68,521.78	\$ -
5108	200	PERS	\$ 47.52	\$ 43,139.00	17,320.19	\$ 25,818.81	\$ 43,139.00	\$ -
5109	200	PERS SURVIVOR	\$ 9,500.00	\$ 88.99	\$ -	\$ 88.99	\$ -	\$ (88.99)
5110	200	DEFERRED COMP	\$ 5,166.22	\$ 10,800.00	5,200.09	\$ 5,599.91	\$ 10,800.00	\$ -
5111	200	FICA/Medicare	\$ -	\$ 6,733.11	4,419.10	\$ 2,314.01	\$ 6,733.11	\$ -
5112	200	CA SUI/ETT	\$ 340.34	\$ 467.62	-	\$ 467.62	\$ 467.62	\$ -
5300	200	Contract Svcs.	\$ 51,000.00	\$ 51,000.00	40,410.15	\$ 10,589.85	\$ 51,000.00	\$ -
5301	200	Service Cont.	\$ 13,368.73	\$ 13,390.00	5,314.68	\$ 8,075.32	\$ 13,390.00	\$ -
5305	200	ADP/SHREDDING	\$ 5,761.41	\$ 2,575.00	1,260.52	\$ 1,314.48	\$ 2,575.00	\$ -
5406	200	Dues/Subscrptn	\$ 8,774.37	\$ 7,004.00	5,415.29	\$ 1,588.71	\$ 5,500.00	\$ (1,504.00)
5410	200	Train/Meetings	\$ 24,226.97	\$ 17,510.00	15,258.37	\$ 2,251.63	\$ 17,510.00	\$ -
5419	200	Liability Ins.	\$ 23,351.94	\$ 29,892.00	26,420.06	\$ 3,471.94	\$ 27,892.00	\$ (2,000.00)
5423	200	Work. Comp. Ins	\$ 80,512.31	\$ 66,169.00	57,772.86	\$ 8,396.14	\$ 59,169.00	\$ (7,000.00)
5600	200	Office Phones	\$ 2,988.47	\$ 1,545.00	657.06	\$ 887.94	\$ 1,545.00	\$ -
5705	200	Equip. Purchase	\$ 3,268.21	\$ 1,000.00	510.07	\$ 489.93	\$ 1,000.00	\$ -
5707	200	Computer Equip	\$ -	\$ 20,600.00	888.89	\$ 19,711.11	\$ 20,600.00	\$ -
DEPARTMENT TOTAL			\$ 760,804.24	\$ 816,409.82	\$ 570,542.03	\$ 245,867.79	\$ 833,333.76	\$ 16,923.94
FINANCE								
5000	300	Salaries	\$ 195,105.15	\$ 210,872.93	137,583.62	\$ 73,289.31	\$ 206,072.93	\$ (4,800.00)
5006	300	Exercise Prgm	\$ 3,310.00	\$ 3,600.00	2,625.00	\$ 975.00	\$ 3,900.00	\$ 300.00
5012	300	Overtime Pay	\$ -	\$ -	75.00	\$ (75.00)	\$ -	\$ -
5100	300	L.T.D.	\$ 1,052.16	\$ 2,446.00	1,078.61	\$ 1,367.39	\$ 2,446.00	\$ -
5102	300	Dental	\$ 2,381.50	\$ 4,422.00	3,475.48	\$ 946.52	\$ 4,722.00	\$ 300.00
5103	300	VISION COVERAGE	\$ 338.40	\$ 692.00	512.45	\$ 179.55	\$ 742.00	\$ 50.00
5104	300	Life Ins.	\$ 461.07	\$ 432.00	323.92	\$ 108.08	\$ 472.00	\$ 40.00
5105	300	Health Benefits	\$ 39,566.25	\$ 39,123.52	25,322.38	\$ 13,801.14	\$ 39,124.00	\$ 0.48
5108	300	PERS	\$ 21,637.48	\$ 24,739.57	28,875.47	\$ (4,135.90)	\$ 24,739.57	\$ -
5109	300	PERS SURVIVOR	\$ 47.52	\$ 59.33	\$ -	\$ 59.33	\$ -	\$ (59.33)

City of Sand City								
Recommended Expenditure Budget Amendment FY 2024 - 2025								
Account	Dept	Account Description	FY 23/24 Actuals	FY 24/25 Adopted Budget	FY 24/25 Actuals as of 3/14/2025	budget to Actuals variance	FY 24/25 Proposed Budget Amendment	Budget Difference
5110	300	DEFERRED COMP	\$ 5,200.00	\$ 7,200.00	5,199.91	\$ 2,000.09	\$ 7,200.00	\$ -
5111	300	FICA/Medicare	\$ 4,306.22	\$ 2,840.74	3,203.17	\$ (362.43)	\$ 4,840.74	\$ 2,000.00
5112	300	CA SUI/ETT	\$ 312.63	\$ 429.33	-	\$ 429.33	\$ -	\$ (429.33)
5300	300	Contract Svcs.	\$ 128,839.73	\$ 53,000.00	21,600.00	\$ 31,400.00	\$ 23,000.00	\$ (30,000.00)
5304	300	Audit	\$ 61,000.00	\$ 53,500.00	57,000.00	\$ (3,500.00)	\$ 57,000.00	\$ 3,500.00
5307	300	Technical Spprt	\$ 6,666.23	\$ -	276.53	\$ (276.53)	\$ 500.00	\$ 500.00
5308	300	HDL/BL/PROP/SAL	\$ 32,914.03	\$ 36,050.00	10,994.75	\$ 25,055.25	\$ 36,050.00	\$ -
5313	300	Software App	\$ 25,278.00	\$ 48,142.20	62,564.82	\$ (14,422.62)	\$ 65,000.00	\$ 16,857.80
5406	300	Dues/Subscrip	\$ 42.23	\$ 515.00	427.72	\$ 87.28	\$ 515.00	\$ -
5410	300	Train/Meetings	\$ 5,944.53	\$ 8,240.00	2,660.97	\$ 5,579.03	\$ 8,240.00	\$ -
5419	300	Liability Ins.	\$ 7,095.64	\$ 14,109.00	12,219.42	\$ 1,889.58	\$ 13,109.00	\$ (1,000.00)
5423	300	Work. Comp. Ins	\$ 24,464.17	\$ 31,231.00	26,720.25	\$ 4,510.75	\$ 27,231.00	\$ (4,000.00)
5705	300	Equip. Purchase	\$ 10.00	\$ 2,575.00	-	\$ 2,575.00	\$ 2,575.00	\$ -
5707	300	Computer Equipment	\$ -	\$ 2,575.00	112.43	\$ 2,462.57	\$ 2,575.00	\$ -
DEPARTMENT TOTAL			\$ 573,857.94	\$ 546,794.62	\$ 402,851.90	\$ 143,942.72	\$ 530,054.24	\$ (16,740.38)
ATTORNEY								
5300	400	OUTSIDE ATTORNY	\$ 272,401.29	\$ 375,000.00	119,758.10	\$ 255,241.90	\$ 375,000.00	\$ -
DEPARTMENT TOTAL			\$ 277,610.31	\$ 375,000.00	\$ 119,758.10	\$ 255,241.90	\$ 375,000.00	\$ -
COMMUNITY DEVELOPMENT/PLANNING								
5107	500	Health Retirees	\$ 20,864.75	\$ -	3,454.64	\$ (3,454.64)	\$ -	\$ -
5300	500	Contract Svcs.	\$ 440,018.14	\$ 450,000.00	337,898.85	\$ 112,101.15	\$ 782,000.00	\$ 332,000.00
5306	500	IWORQ	\$ 2,041.67	\$ 1,699.50	1,701.00	\$ (1.50)	\$ 1,701.00	\$ 1.50
5405	500	Advertising	\$ -	\$ -	292.50	\$ (292.50)	\$ 292.50	\$ 292.50
5410	500	Training/Meeting	\$ -	\$ -	177.10	\$ (177.10)	\$ 250.00	\$ 250.00
5600	500	Office Phones	\$ 1,270.15	\$ 927.00	197.65	\$ 729.35	\$ 600.00	\$ (327.00)
5355	500	Façade Program	\$ -	\$ 47,246.00	15,000.00	\$ 32,246.00	\$ 47,246.00	\$ -
DEPARTMENT TOTAL			\$ 485,763.74	\$ 499,872.50	\$ 358,721.74	\$ 141,150.76	\$ 832,089.50	\$ 332,217.00
BUILDING								
5300	501	Contract Svcs.	\$ -	\$ 100,000.00	34,551.00	\$ 65,449.00	\$ 115,000.00	\$ 15,000.00
5306	501	IWORQ	\$ 2,800.00	\$ 4,789.50	4,599.00	\$ 190.50	\$ 4,789.50	\$ -
DEPARTMENT TOTAL			\$ 40,689.94	\$ 104,789.50	\$ 39,150.00	\$ 65,639.50	\$ 119,789.50	\$ 15,000.00
PUBLIC SAFETY								
5000	601	Salaries	\$ 1,463,825.07	\$ 1,683,226.39	899,056.04	\$ 784,170.35	\$ 1,503,226.39	\$ (180,000.00)
5003	601	Reserves	\$ 25,257.72	\$ 25,750.00	19,419.43	\$ 6,330.57	\$ 25,750.00	\$ -
5005	601	SPECIAL SKILLS	\$ 16,822.96	\$ 1,236.00	146,984.93	\$ (145,748.93)	\$ 181,236.00	\$ 180,000.00
5006	601	Exercise Prgm	\$ 6,450.00	\$ 6,600.00	5,600.00	\$ 1,000.00	\$ 8,400.00	\$ 1,800.00
5007	601	Uniform Allow.	\$ 10,351.03	\$ 9,270.00	6,745.54	\$ 2,524.46	\$ 9,270.00	\$ -
5008	601	PD Education	\$ 70,398.18	\$ 82,392.79	45,300.50	\$ 37,092.29	\$ 82,392.79	\$ -
5009	601	PAID TIME OFF	\$ 268,017.09	\$ 288,400.00	137,435.15	\$ 150,964.85	\$ 288,400.00	\$ -
5010	601	HOLIDAY	\$ 12,668.23	\$ 15,450.00	938.12	\$ 14,511.88	\$ 15,450.00	\$ -
5012	601	Overtime	\$ 57,247.37	\$ 70,000.00	66,630.67	\$ 3,369.33	\$ 85,000.00	\$ 15,000.00
5014	601	Advance Disability Payment	\$ -	\$ -	29,065.00	\$ (29,065.00)	\$ -	\$ -
5017	601	Shift Differential	\$ -	\$ -	3,809.36	\$ (3,809.36)	\$ 8,724.60	\$ 8,724.60

City of Sand City								
Recommended Expenditure Budget Amendment FY 2024 - 2025								
Account	Dept	Account Description	FY 23/24 Actuals	FY 24/25 Adopted Budget	FY 24/25 Actuals as of 3/14/2025	budget to Actuals variance	FY 24/25 Proposed Budget Amendment	Budget Difference
5100	601	L.T.D.	\$ 5,469.08	\$ 5,872.00	4,362.72	\$ 1,509.28	\$ 5,872.00	\$ -
5102	601	Dental	\$ 21,248.04	\$ 23,597.00	15,307.51	\$ 8,289.49	\$ 23,597.00	\$ -
5103	601	VISION COVERAGE	\$ 3,094.09	\$ 3,254.00	2,202.03	\$ 1,051.97	\$ 3,254.00	\$ -
5104	601	Life Ins.	\$ 2,322.00	\$ 2,376.00	1,674.00	\$ 702.00	\$ 2,376.00	\$ -
5105	601	Health Benefits	\$ 272,271.76	\$ 264,418.51	158,229.03	\$ 106,189.48	\$ 264,418.51	\$ -
5106	601	Pers Retire EE	\$ -	\$ 12,125.16	1,101.64	\$ 11,023.52	\$ 12,125.16	\$ -
5108	601	PERS	\$ 363,766.13	\$ 356,083.36	247,226.84	\$ 108,856.52	\$ 356,083.36	\$ -
5109	601	PERS SURVIVOR	\$ 306.96	\$ 326.30	\$ -	\$ 326.30	\$ -	\$ (326.30)
5110	601	DEFERRED COMP	\$ 48,450.00	\$ 43,200.00	27,100.00	\$ 16,100.00	\$ 43,200.00	\$ -
5111	601	FICA/Medicare	\$ 28,075.44	\$ 32,107.16	19,515.57	\$ 12,591.59	\$ 32,107.16	\$ -
5112	601	CA SUI/ETT	\$ 1,398.69	\$ 1,758.21	132.80	\$ 1,625.41	\$ 132.80	\$ (1,625.41)
5300	601	Contract Services	\$ -	\$ -	\$ -	\$ -	\$ 32,500.00	\$ 32,500.00
5301	601	NGEN MAINTENANC	\$ 21,047.52	\$ 22,622.70	24,436.00	\$ (1,813.30)	\$ 24,436.00	\$ 1,813.30
5307	601	Technical Spprt	\$ 19,519.85	\$ 21,630.00	14,345.00	\$ 7,285.00	\$ 21,630.00	\$ -
5309	601	Animal Reg/Vet	\$ 3,864.00	\$ 6,000.00	1,225.00	\$ 4,775.00	\$ 6,000.00	\$ -
5310	601	Comm & CJIS	\$ 44,580.16	\$ 42,266.05	28,980.96	\$ 13,285.09	\$ 42,266.05	\$ -
5311	601	911 CENTER	\$ 41,150.53	\$ 46,095.00	45,192.00	\$ 903.00	\$ 45,192.00	\$ (903.00)
5312	601	ARRESTS/INVEST	\$ 4,479.61	\$ 5,150.00	11,506.32	\$ (6,356.32)	\$ 15,150.00	\$ 10,000.00
5313	601	COMPUTER/MAINT/SOFTWARE	\$ 15,442.82	\$ 16,480.00	16,297.30	\$ 182.70	\$ 21,480.00	\$ 5,000.00
5406	601	Dues/Subscrptn	\$ 1,992.00	\$ 2,369.00	2,314.00	\$ 55.00	\$ 2,369.00	\$ -
5410	601	Train/Meetings	\$ 10,446.23	\$ 11,330.00	4,819.99	\$ 6,510.01	\$ 11,330.00	\$ -
5412	601	Emplmnt Screen	\$ 343.00	\$ 3,500.00	2,451.00	\$ 1,049.00	\$ 3,500.00	\$ -
5413	601	SRU Annual Fee	\$ 5,000.00	\$ 5,000.00	5,000.00	\$ -	\$ 5,000.00	\$ -
5419	601	Liability Ins.	\$ 93,953.34	\$ 111,405.00	118,889.69	\$ (7,484.69)	\$ 118,889.69	\$ 7,484.69
5420	601	Rental Payments	\$ 3,349.85	\$ 5,768.00	5,174.91	\$ 593.09	\$ 5,768.00	\$ -
5423	601	Work. Comp. Ins	\$ 323,930.27	\$ 246,609.00	259,976.50	\$ (13,367.50)	\$ 259,976.50	\$ 13,367.50
5425	601	EOC Expenses	\$ 5,000.00	\$ 5,000.00	-	\$ 5,000.00	\$ 5,000.00	\$ -
5502	601	Equip. Maint.	\$ -	\$ 5,150.00	-	\$ 5,150.00	\$ 5,150.00	\$ -
5503	601	Auto Maint.	\$ 36,075.65	\$ 22,660.00	6,800.57	\$ 15,859.43	\$ 17,660.00	\$ (5,000.00)
5505	601	AUTO DETAILING	\$ 522.00	\$ 3,100.00	23.95	\$ 3,076.05	\$ -	\$ (3,100.00)
5600	601	Office Phones	\$ 11,321.27	\$ 12,360.00	4,793.23	\$ 7,566.77	\$ 8,500.00	\$ (3,860.00)
5604	601	Nighthawk WiFi	\$ 2,897.28	\$ 3,090.00	2,314.22	\$ 775.78	\$ 3,090.00	\$ -
5605	601	Internet/Web	\$ 2,921.67	\$ 3,193.00	2,028.66	\$ 1,164.34	\$ 3,193.00	\$ -
5701	601	Police Supplies	\$ 3,919.04	\$ 6,489.00	3,078.74	\$ 3,410.26	\$ 5,989.00	\$ (500.00)
5702	601	Auto Fuel	\$ 29,031.75	\$ 24,720.00	11,707.73	\$ 13,012.27	\$ 20,220.00	\$ (4,500.00)
5704	601	DOJ- VESTS POL	\$ 601.41	\$ 4,600.00	-	\$ 4,600.00	\$ -	\$ (4,600.00)
5705	601	Equipment	\$ 1,539.10	\$ 10,300.00	10,704.11	\$ (404.11)	\$ 12,599.30	\$ 2,299.30
5706	601	RANGE FEES/SUP	\$ 1,575.00	\$ 10,000.00	525.00	\$ 9,475.00	\$ 4,000.00	\$ (6,000.00)
5707	601	Equip/Computer	\$ 34,862.41	\$ 12,875.00	2,999.93	\$ 9,875.07	\$ 7,875.00	\$ (5,000.00)
DEPARTMENT TOTAL			\$ 3,879,904.71	\$ 3,597,204.63	\$ 2,423,421.69	\$ 1,173,782.94	\$ 3,659,779.31	\$ 62,574.68
FIRE DEPARTMENT								
5300	602	Fire Contract	\$ 346,268.00	\$ 358,387.00	354,578.00	\$ 3,809.00	\$ 358,387.00	\$ -
DEPARTMENT TOTAL			\$ 346,268.00	\$ 358,387.00	\$ 354,578.00	\$ 3,809.00	\$ 358,387.00	\$ -
PUBLIC WORKS								
5000	700	Salaries	\$ 251,647.42	\$ 271,869.53	170,237.61	\$ 101,631.92	\$ 283,869.53	\$ 12,000.00

City of Sand City								
Recommended Expenditure Budget Amendment FY 2024 - 2025								
Account	Dept	Account Description	FY 23/24 Actuals	FY 24/25 Adopted Budget	FY 24/25 Actuals as of 3/14/2025	budget to Actuals variance	FY 24/25 Proposed Budget Amendment	Budget Difference
5005	700	Special Skills	\$ -	\$ -	7,315.59	\$ (7,315.59)	\$ 12,000.00	\$ 12,000.00
5006	700	Exercise Prgm	\$ 2,880.00	\$ 3,000.00	2,000.00	\$ 1,000.00	\$ 3,000.00	\$ -
5007	700	Uniform Allow.	\$ 4,157.63	\$ 3,090.00	1,165.83	\$ 1,924.17	\$ 3,090.00	\$ -
5009	700	PAID TIME OFF	\$ 2,049.17	\$ 2,575.00	-	\$ 2,575.00	\$ 2,575.00	\$ -
5012	700	Overtime	\$ 5,375.55	\$ 6,180.00	1,459.70	\$ 4,720.30	\$ 3,000.00	\$ (3,180.00)
5100	700	L.T.D.	\$ 2,541.98	\$ 2,741.00	1,827.20	\$ 913.80	\$ 2,741.00	\$ -
5102	700	Dental	\$ 5,244.08	\$ 5,673.00	5,843.08	\$ (170.08)	\$ 7,661.44	\$ 1,988.44
5103	700	VISION COVERAGE	\$ 712.92	\$ 795.00	869.06	\$ (74.06)	\$ 1,145.00	\$ 350.00
5104	700	Life Ins.	\$ 648.00	\$ 648.00	468.00	\$ 180.00	\$ 648.00	\$ -
5105	700	Health Benefits	\$ 48,305.11	\$ 52,164.35	33,763.20	\$ 18,401.15	\$ 52,164.35	\$ -
5106	700	Pers Retire EE	\$ 4,116.69	\$ 11,772.00	(1,225.18)	\$ 12,997.18	\$ 11,772.00	\$ -
5108	700	PERS	\$ 47,837.59	\$ 35,002.49	39,735.89	\$ (4,733.40)	\$ 35,002.49	\$ -
5109	700	PERS SURVIVOR	\$ 71.28	\$ 88.99	\$ -	\$ 88.99	\$ 88.99	\$ -
5110	700	DEFERRED COMP	\$ 8,000.00	\$ 10,800.00	5,600.00	\$ 5,200.00	\$ 10,800.00	\$ -
5111	700	FICA/Medicare	\$ 4,353.40	\$ 5,063.48	3,005.24	\$ 2,058.24	\$ 5,063.48	\$ -
5112	700	CA SUI/ETT	\$ 281.76	\$ 38,694.01	-	\$ 38,694.01	\$ -	\$ (38,694.01)
5300	700	Contract Svcs.	\$ 164,162.25	\$ 5,000.00	53,805.00	\$ (48,805.00)	\$ 77,000.00	\$ 72,000.00
5321	700	HOPE SERVICES	\$ 72,855.65	\$ 72,000.00	-	\$ 72,000.00	\$ -	\$ (72,000.00)
5406	700	Dues/Subscrptn	\$ -	\$ 1,133.00	691.00	\$ 442.00	\$ 1,133.00	\$ -
5408	700	PERMITS/LICENSE	\$ 13,644.00	\$ 10,300.00	6,552.00	\$ 3,748.00	\$ 10,300.00	\$ -
5410	700	Train/Meetings	\$ 1,557.27	\$ 5,150.00	2,497.55	\$ 2,652.45	\$ 5,150.00	\$ -
5414	700	ADOPT A HWY	\$ 4,200.00	\$ 4,542.30	2,800.00	\$ 1,742.30	\$ 4,542.30	\$ -
5419	700	Liability Ins.	\$ 15,917.04	\$ 18,190.00	18,475.48	\$ (285.48)	\$ 18,475.48	\$ 285.48
5423	700	Work. Comp. Ins	\$ 54,878.43	\$ 40,265.00	40,400.39	\$ (135.39)	\$ 40,400.39	\$ 135.39
5502	700	Equip. Maint.	\$ -	\$ 5,150.00	3,199.54	\$ 1,950.46	\$ 20,150.00	\$ 15,000.00
5503	700	Auto Maint.	\$ 11,525.68	\$ 15,450.00	9,523.06	\$ 5,926.94	\$ 15,450.00	\$ -
5504	700	Pest control	\$ 650.00	\$ 824.00	820.00	\$ 4.00	\$ 1,560.00	\$ 736.00
5506	700	STORM WATER MAT	\$ -	\$ 20,600.00	-	\$ 20,600.00	\$ 20,600.00	\$ -
5507	700	St. Lighting	\$ 15,812.54	\$ 14,420.00	21,386.08	\$ (6,966.08)	\$ 30,000.00	\$ 15,580.00
5508	700	St. Maintenance	\$ 6,816.03	\$ 66,950.00	-	\$ 66,950.00	\$ 66,950.00	\$ -
5509	700	URBAN RUNOFF	\$ 7,120.00	\$ -	\$ -	\$ -	\$ -	\$ -
5600	700	Office Phones	\$ 1,738.00	\$ 1,545.00	1,081.89	\$ 463.11	\$ 1,545.00	\$ -
5602	700	REFUSE/TRASH	\$ 5,389.29	\$ 9,270.00	3,529.14	\$ 5,740.86	\$ 9,270.00	\$ -
5605	700	Internet/Web	\$ 1,548.16	\$ 1,236.00	1,648.99	\$ (412.99)	\$ 1,750.00	\$ 514.00
5701	700	Flags/Banners	\$ 2,366.86	\$ 5,623.80	-	\$ 5,623.80	\$ 5,623.80	\$ -
5701	700	SUPPLIES	\$ 3,045.84	\$ 5,150.00	8,146.90	\$ (2,996.90)	\$ 9,150.00	\$ 4,000.00
5702	700	Auto Fuel	\$ -	\$ 13,390.00	5,342.10	\$ 8,047.90	\$ 13,390.00	\$ -
5705	700	Equip. Purchase	\$ 15,023.41	\$ 7,210.00	299.93	\$ 6,910.07	\$ 7,210.00	\$ -
5707	700	Computer Equipment	\$ -	\$ 1,030.00	-	\$ 1,030.00	\$ 1,030.00	\$ -
5708	700	EQUIPMENT RENTAL	\$ 590.00	\$ 1,545.00	490.00	\$ 1,055.00	\$ 1,545.00	\$ -
5709	700	STREET SIGNS	\$ 2,146.88	\$ 4,635.00	2,417.64	\$ 2,217.36	\$ 11,635.00	\$ 7,000.00
DEPARTMENT TOTAL			\$ 966,797.75	\$ 780,765.95	\$ 455,171.91	\$ 325,594.04	\$ 808,481.25	\$ 27,715.30
PARKS								
5300	701	Contract Svcs.	\$ 5,700.00	\$ 5,000.00	21,689.37	\$ (16,689.37)	\$ 28,100.00	\$ 23,100.00
5511	701	Park&Rec F. Imp	\$ 6,772.63	\$ 15,450.00	8,082.81	\$ 7,367.19	\$ 15,450.00	\$ -
5501	701	Parks Maintenance		\$ 2,575.00	447.87	\$ 2,127.13	\$ 2,575.00	\$ -

City of Sand City								
Recommended Expenditure Budget Amendment FY 2024 - 2025								
Account	Dept	Account Description	FY 23/24 Actuals	FY 24/25 Adopted Budget	FY 24/25 Actuals as of 3/14/2025	budget to Actuals variance	FY 24/25 Proposed Budget Amendment	Budget Difference
5502	701	Equip. Maint.	\$ 169.65	\$ 2,575.00	610.31	\$ 1,964.69	\$ 2,575.00	\$ -
5603	701	IRRIGATION/LAND		\$ 10,300.00	\$ -	\$ 10,300.00	\$ 10,300.00	\$ -
5701	701	Parks Supplies	\$ 3,221.57	\$ 5,150.00	1,446.27	\$ 3,703.73	\$ 5,150.00	\$ -
5705	701	Equip. Purchase	\$ 3,664.39	\$ 6,180.00	437.91	\$ 5,742.09	\$ 6,180.00	\$ -
DEPARTMENT TOTAL			\$ 19,528.24	\$ 47,230.00	\$ 32,714.54	\$ 14,515.46	\$ 70,330.00	\$ 23,100.00
ENGINEERING								
5300	702	Contract Services	\$ -	\$ 260,000.00	95,366.25	\$ 164,633.75	\$ 263,347.00	\$ 3,347.00
5420	702	STORAGE	\$ -	\$ 6,600.24	5,325.45	\$ 1,274.79	\$ 6,600.00	\$ (0.24)
DEPARTMENT TOTAL			\$ -	\$ 266,600.24	\$ 100,691.70	\$ 165,908.54	\$ 269,947.00	\$ 3,346.76
GOVERNMENT BUILDINGS								
5415	703	SECURITY	\$ 1,957.29	\$ 19,055.00	4,205.84	\$ 14,849.16	\$ 10,000.00	\$ (9,055.00)
5418	703	Fire/Theft	\$ 46,670.15	\$ 50,000.00	48,425.46	\$ 1,574.54	\$ 48,425.46	\$ (1,574.54)
5500	703	Maint/Repairs	\$ 17,682.73	\$ 18,540.00	12,352.51	\$ 6,187.49	\$ 18,540.00	\$ -
5700	703	Office Supplies	\$ 249.17	\$ 257.50	589.83	\$ (332.33)	\$ 650.00	\$ 392.50
DEPARTMENT TOTAL			\$ 66,559.34	\$ 87,852.50	\$ 65,573.64	\$ 22,278.86	\$ 77,615.46	\$ (10,237.04)
COMMUNITY OUTREACH								
5302	502	West End	\$ 95,233.54	\$ 95,000.00	65,221.56	\$ 29,778.44	\$ 95,000.00	\$ -
5405	502	Advertising	\$ 15,754.75	\$ 15,450.00	3,110.00	\$ 12,340.00	\$ 10,000.00	\$ (5,450.00)
5410	502	Train/Meetings	\$ 828.56	\$ 1,030.00	134.15	\$ 895.85	\$ 1,030.00	\$ -
5416	502	City Events	\$ 35,320.02	\$ 41,200.00	23,892.94	\$ 17,307.06	\$ 41,200.00	\$ -
5500	502	Maint/Repairs	\$ 4,925.35	\$ 6,489.00	2,209.35	\$ 4,279.65	\$ 6,489.00	\$ -
5510	502	Art Park	\$ 5,934.95	\$ 4,200.00	3,843.15	\$ 356.85	\$ 4,200.00	\$ -
6002	502	Bike Trail Elec	\$ 4,219.42	\$ -	298.40	\$ (298.40)	\$ 500.00	\$ 500.00
6207	502	Mural Festival	\$ 100,000.00	\$ 80,000.00	60,000.00	\$ 20,000.00	\$ 80,000.00	\$ -
DEPARTMENT TOTAL			\$ 262,499.94	\$ 243,369.00	\$ 158,709.55	\$ 84,659.45	\$ 238,419.00	\$ (4,950.00)
CAPITAL Projects/Outlay								
6000	900	Capital Project - Catalina	\$ -	\$ 652,000.00	\$ 10,805.25	\$ 641,194.75	\$ 652,000.00	\$ -
6000	900	Capital Project - Contra Costa	\$ -	\$ 1,639,500.00	10,753.75	\$ 1,628,746.25	\$ 1,639,500.00	\$ -
6000	601	Capital Outlay - Police Department	\$ 139,202.24	\$ 35,000.00	\$ 115,916.60	\$ (80,916.60)	\$ 133,998.46	\$ 98,998.46
6000	701	Capital Outlay - Art Park Imp		\$ 25,000.00	\$ -	\$ 25,000.00	\$ 25,000.00	\$ -
6000	700	Capital Outlay - Public Works	\$ (287.00)	\$ -	\$ -	\$ -	\$ 42,292.71	\$ 42,292.71
6001	902	Capital Project - Coastal Trail	\$ 22,801.61	\$ 423,000.00	193,058.95	\$ 229,941.05	\$ 423,000.00	\$ -
6002	902	Capital Project - Bike Trail	\$ 29,182.44	\$ -	98,162.14	\$ (98,162.14)	\$ 275,817.56	\$ 275,817.56
6003	902	Capital Project - Affordable Housing - PLHA	\$ 42,997.50	\$ 131,647.00	81,037.82	\$ 50,609.18	\$ 240,649.50	\$ 109,002.50
6000	000	Capital Outlay - City Hall Imp	\$ 17,666.56	\$ -	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00
DEPARTMENT TOTAL			\$ 564,116.84	\$ 2,906,147.00	\$ 509,734.51	\$ 2,396,412.49	\$ 3,452,258.23	\$ 546,111.23
SPECIAL PROJECTS								
6100	000	S of Tioga Reimbursements	\$ 337,153.45	\$ -	\$ 51,964.53	\$ (51,964.53)	\$ 160,000.00	\$ 160,000.00
6101	000	MST SURF Proj	\$ 51,633.42	\$ -	138,971.72	\$ (138,971.72)	\$ 180,000.00	\$ 180,000.00
6201	800	Digital Records	\$ 10,914.27	\$ 40,000.00	488.00	\$ 39,512.00	\$ 20,000.00	\$ (20,000.00)
6203	800	Housing Element	\$ 216,024.38	\$ 50,000.00	76,824.09	\$ (26,824.09)	\$ 85,000.00	\$ 35,000.00
6204	800	General Plan	\$ -	\$ 300,000.00	-	\$ 300,000.00	\$ 300,000.00	\$ -

City of Sand City								
Recommended Expenditure Budget Amendment FY 2024 - 2025								
Account	Dept	Account Description	FY 23/24 Actuals	FY 24/25 Adopted Budget	FY 24/25 Actuals as of 3/14/2025	budget to Actuals variance	FY 24/25 Proposed Budget Amendment	Budget Difference
6205	800	Cannabis Grant	\$ 2,829.15	\$ 114,712.00	38,178.05	\$ 76,533.95	\$ 114,712.00	\$ -
6206	800	REAP 2.0 Grant - Website	\$ 38,527.34	\$ -	21,590.64	\$ (21,590.64)	\$ 46,472.66	\$ 46,472.66
DEPARTMENT TOTAL			\$ 668,320.81	\$ 504,712.00	\$ 328,017.03	\$ 176,694.97	\$ 906,184.66	\$ 401,472.66
HOUSING ACCOUNT								
1006		Housing Account	\$ -	\$ -	\$ -	\$ -	\$ 586,781.28	\$ 586,781.28
DEPARTMENT TOTAL			\$ -	\$ -	\$ -	\$ -	\$ 586,781.28	\$ 586,781.28
EDGEWATER HABITAT								
6202	800	Habitat Expense	\$ -	\$ 50,000.00	5,758.30	\$ 44,241.70	\$ 50,000.00	\$ -
DEPARTMENT TOTAL			\$ -	\$ 50,000.00	\$ 5,758.30	\$ 44,241.70	\$ 50,000.00	\$ -
			\$ 9,157,063.81	\$ 12,161,861.06	\$ 6,765,054.16	\$ 5,396,806.90	\$ 14,206,737.78	\$ 2,044,876.72

**AGENDA ITEM  
9E.**

**Approve the Solicitation of Request for  
Proposals for the General Plan Update**



# ***City of Sand City***

## **STAFF REPORT**

TO: Honorable Mayor and City Council  
FROM: Audrey Cray, HR/Risk Manager  
SUBJECT: Approve the Solicitation of Request for Proposals (RFP) for the General Plan Update  
DATE: May 20, 2025

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### **BACKGROUND/DISCUSSION:**

Under the provisions of Government Code 65300, each city and county shall prepare and adopt a comprehensive, long-term general plan for the physical development of a city and county. The general plan consists of a statement of development policies and includes the following seven mandatory elements: land use, circulation, housing, conservation, open space, noise, safety, and an optional environmental justice element. The City of Sand City adopted its first general plan in 1963 and the last comprehensive update in 2002.

Although California law does not have any specific time requirement that City's should update their general plan, the State Office of Planning and Research (OPR) recommends comprehensively updating a general plan every 10-15 years in order to capture changes in community values, economic conditions, and emerging challenges. There have been situations where Cities have been sued for not having an updated General Plan. One element of the General Plan, the City's Housing Element, has already been completed in 2024 for the planning period between 2023-2031.

It is important for the City to have an up-to-date general plan as it allows the City to stay focused on the changing needs of the community, encompass current community values, define the vision for land use and development, and to update relevant technical information. General plan updates open the opportunity to engage with the community, confirm the long-term vision for the City and to effectively update, analyze, and evaluate all parts of the document.

### **Request for Proposal**

Staff is recommending the initiation of a request for proposal (RFP) to retain the services of a consulting firm to assist with the preparation of a comprehensive general plan update per State general plan laws, to facilitate community outreach meetings and workshops, conduct environmental review per the California Environmental Quality Act (CEQA) requirements and identify any internal inconsistencies with existing plans, city codes, and maps.

**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 this item although \$300,000 has been included in the FY 24/25 budget for the General Plan. Staff will bring back a proposed contract to update the General Plan, the fiscal impact will be analyzed at that time.

**RECOMMENDATION:**

It is recommended that the City Council approve the Request for Proposals (RFP) for the General Plan Update and authorize solicitation of proposals.

**ATTACHMENTS:**

1. RFP General Plan Update



CITY OF SAND CITY REQUEST  
FOR PROPOSALS (RFP)RFP-25-XX  
GENERAL PLAN UPDATE

Release Date:	July 1, 2025
Closing Date:	July 31, 2025, at 5:00 p.m. PST
RFP Number:	#25-XX General Plan Update
Contact Person:	Audrey Cray HR/Risk Manager City of Sand City 1 Pendergrass Way Sand City, CA 93955 831-394-3054 or by email at <a href="mailto:acray@sandcityca.org">acray@sandcityca.org</a>

To be considered, three (3) bound copies and one (1) electronic copy of a proposal must be received by 5:00 PM PST, July 31, 2025, in a sealed envelope plainly marked with the proposal title, RFP number, proposer name, and time and date of the proposal opening. Please send proposals to:

City Clerk  
City of Sand City  
1 Pendergrass Way  
Sand City, Ca 93955

The City will not be responsible for late or lost proposals or accept proposals that fail to be delivered to the specified physical address by the specified date and time.

## **I. INTRODUCTION**

The City of Sand City (“City”) is updating its General Plan and invites qualified consulting firms (“Consultant”) to respond to this Request for Proposals (RFP). The effort will include comprehensively updating the City’s existing 2002-2017 General Plan and adding new relevant topics such as best planning practices and complying with legislative mandates. The update process will be a collaborative multi-year engagement with stakeholders, community members, interested citizens, decisionmakers, and City staff. Stakeholders may include independent experts, academic institutions, artists, designers, non-profits and experts drawn from the community whose work will add value to the General Plan Update.

The purpose of this RFP is to identify and select a consulting firm with a proven track record of accomplishments in preparing a comprehensive General Plan update and related environmental review in conformance with the California Environmental Quality Act (CEQA) necessary for approval of the General Plan. The Consultant for this project should be multi-disciplinary and shall include expertise in all appropriate areas of the General Plan as outlined in the most recent Office of Planning and Research (OPR) General Plan Guidelines.

The General Plan Update is intended to address land use opportunities that should be explored based on comments received from the community, compatibility, and strategic locations that will promote thoughtful and intentional growth, development, and enhancements. The General Plan update should also address how current and future technology, such as telecommuting, video conferencing, same-day retail delivery, etc., might affect the livability of the community and how infrastructure, parking lots, and community access might be affected. The proposal must include an approach, estimated timeline, costs for all proposed tasks, list all project consultants, and address all the components of the Scope of Work.

## **II. DESCRIPTION OF THE CITY**

### **A. The City of Sand City**

The City of Sand City is a relatively small city located on the Monterey Peninsula. Of its 2.9 square miles, approximately .5 acres are on land and 2.4 acres are in the bay. The City is bounded by the former site of the Fort Ord Military Base on the north, the City of Seaside on the south and east, and Monterey Bay on the west. Sand City has the distinction of being one of those select cities in the State with coastal frontage, including a coastline approximately 1.5 miles long.

Since its incorporation in May of 1960, Sand City has served the Monterey Peninsula as an active employment center. The nature of the City’s employment, however, has historically been unlike that of neighboring communities. Heavy commercial, manufacturing, and resource extraction industries dominated Sand City’s early economy and provided a basis for its initial development but is now a regional retail hub.

The dominance of industrial and commercial land uses within the city has also created some unusual

demographic characteristics, as evidenced by the limited size of its residential population. According to the United States Census data for 2022, the resident population of Sand City consisted of 319 persons. The daytime population of employees and shoppers is estimated to exceed 10,000.

**B. The Planning Division Staff:**

The Planning Division is one of the main departments at the City of Sand City, however it currently does not consist of an FTE but rather handled through external contracts with experienced community development consultants. The City is in the process of recruiting a Planning Manager.

**C. City Budget**

The City's FY 2024-25 operating expenditure budget for all funds combined is approximately \$8.7 million.

### **III. CURRENT POLICIES AND PROGRAMS**

The City of Sand City's 2002-2017 General Plan identifies numerous goals and objectives. The General Plan reflects the City's own vision statement for the future, a plan that helps its residents and businesses document how they want to grow, develop and prosper. The 2002 General Plan imposes new design principles, planting and community greening strategies, traffic management proposals, and a host of other strategies designed to make Sand City a more vibrant, livable and beautiful community. These new concepts continue to be innovative elements to date.

The City's Housing Element, in conformance with State housing mandates, has been updated every eight years. The 2023-2031 Housing Element was certified by the Department of Housing and Community Development (HCD) in July 2024. The 2023-2031 Housing Element provides an assessment of current and future housing needs, and the constraints in and resources for meeting those needs and provides a comprehensive strategy that establishes housing goals, policies, and programs. The Housing Element includes five (5) goals to enable the construction of quality housing, and fifty (50) housing programs designed to address the City's identified housing needs and overcome identified constraints.

During the current 6<sup>th</sup> Housing Element cycle, Sand City's Regional Housing Needs Assessment (RHNA) allocation is 260 units. In the last Housing Element cycle, Sand City issued six housing permits, which was a fraction of Sand City's RHNA which called for the construction of 55 new housing units. One of the new policy directions being taken by Sand City is the decision to become a "Prohousing" community. This program enables the California Department of Housing and Community Development (HCD) to designate jurisdictions throughout the state as Prohousing when they demonstrate policies and planning that accelerate the production of housing. One of the tasks being sought in this RFP is to promote the construction of affordable housing by evaluating existing policies, land uses, and infrastructure.

Below are key issues identified by the community that the 2002 General Plan aimed to address:

- Revitalization of Sand City's Old Town to create a "live-work" environment with a variety of

- carefully planned mix of uses, essentially promoting mixed use development;
- Large scale commercial and service needs of Sand City residents and surrounding communities, and how that might develop over the next 20 years;
  - Prioritize the development of parking in the west end district;
  - Create new and expand existing residential neighborhoods
  - Address Sand City's coastline to create an improved recreational open space and environment for residents and visitors; and
  - Develop public access that connect Sand City to the region and develop trails along Sand City's shoreline

The 2002 General Plan includes texts and maps that propose the future character of Sand City through a variety of goals, targets, actions and implementation strategies. These goals, targets and actions remain relevant today. Key among these is the following:

**Broad Themes:**

- **Economic Diversification:** Sand City is entering the new millennium as a city in transition. Historic elements of the community's economy, including heavy industrial uses and resource extraction industries, have been diminished or been eliminated, paving the way for the establishment of a more diversified economic base and reconsideration of historic land use patterns.
- **Enhanced Community Appearance and Image:** The lack of early design and development standards, together with the historic predominance of more intensive land uses, has had a significant impact on Sand City's appearance. The City is committed to reversing this trend and improving its overall appearance in recent discussion of redevelopment efforts and policy language contained within the Land Use Element.
- **Organized and Well-Planned Growth:** One of the key components of the quality of life experienced within a community is the adequacy of the public facilities, services, and amenities that are provided. Through redevelopment activities and the development review process, the City can ensure the existing substandard infrastructure is gradually upgraded, and that the demands generated by new development are considered and adequately accommodated.
- **Elimination of Land Use Conflicts:** Early patterns of development within the City did not fully consider issues of land use transitions, particularly in the Old Town area, are designed gradually to eliminate conflicts and encourage a more appropriate mix of uses.
- **Adding Residential to the land use mix:** Except for some concentrated development in the central portion of the East Dunes area, and the potential to expand that neighborhood, including the two residential parcels in the South of Tioga Project, the implementation of the mixed use zoning, including residential above commercial uses, represent the best opportunities in the City for the development of a residential base.

In 2019, the Sand City Council adopted a Vibrancy Plan with the purpose of providing a vision and implementation tools for City staff and Council in developing a road map for advancement of the City’s diversity and unique identity, while promoting the arts community, residents, businesses, and local government to collaborate and establish a connected community. The Vibrancy Plan is seen as both providing detail to the policies of the 2002 General Plan and also forming the cornerstone for the next General Plan update.

#### IV. AVAILABLE RESOURCES

Document/Source	Location
City of Sand City 2002 General Plan	<a href="https://www.sandcity.org/home/showpublisheddocument/3866/638185571722736790">https://www.sandcity.org/home/showpublisheddocument/3866/638185571722736790</a>
City of Sand City 6 <sup>th</sup> Cycle Housing Element (2023- 2031)	<a href="https://www.sandcity.org/home/showpublisheddocument/4074/638573085815730000">https://www.sandcity.org/home/showpublisheddocument/4074/638573085815730000</a>
City of Sand City Zoning Map	<a href="https://www.sandcity.org/home/showpublisheddocument/56/637190883636130000">https://www.sandcity.org/home/showpublisheddocument/56/637190883636130000</a>
City of Sand City’s Vibrancy Plan	<a href="https://www.sandcity.org/home/showpublisheddocument/3703/638013369670300000">https://www.sandcity.org/home/showpublisheddocument/3703/638013369670300000</a>
City of Sand City Zoning Code with recent amendments	<a href="https://ecode360.com/SA5005">https://ecode360.com/SA5005</a>
City of Sand City Parking Plan	<a href="https://www.sandcity.org/home/showpublisheddocument/3934/638333339489630000">https://www.sandcity.org/home/showpublisheddocument/3934/638333339489630000</a>

#### V. ANTICIPATED SCHEDULE FOR RFP

The following is the anticipated schedule of key dates for the proposal process. The City welcomes input from the applicant regarding this schedule. The City also reserves the right to modify the schedule and will make every effort to provide reasonable notice to proposers in the event of schedule changes.

RFP Issued	July 1, 2025
Deadline to submit written questions	July 17, 2025
Responses to questions issued	July 22, 2025
Proposals due	July 31, 2025 by 5:00 p.m. PST
Interviews	Week of August 18, 2025
Contract approved by City Council	September 2, 2025
Project Kickoff	September 16, 2025
Technical Studies/Issues Analysis	November 15, 2025

Begin Community Outreach/Engagement	November 2025*
Preliminary Reports complete	March 2026
SB 18 and AB 53 consultation complete	March 2026
Provide Administrative draft to City staff and consult with staff	July 2026
Draft to City Council	August 2026
Public release of draft	August 2026
Begin Environmental Review	August 2026
Complete Final Draft General Plan and Environmental report	March/April 2027
Final Draft Public Hearing – CC	May 2027
Resolution adopting general plan and certifying EIR	May 2027

\*Community outreach will occur at several stages throughout project.

There will be no pre-bid meeting for this proposal. Any questions regarding this RFP must be sent by 5:00 p.m. on Friday, July 17, 2025. Requests for clarification/questions received after this deadline will not be answered. Such requests for clarification should be kept to a minimum due to the short response time for proposals. Clarifications/questions regarding the RFP should be directed in writing via email or letter only to the designated contact person. Only questions that have been resolved in writing will be binding. Telephone communication with City staff is not encouraged but will be permitted. Oral and other interpretations or clarifications will be without legal or contractual effect. Questions and responses will be made available to all potential proposers. All proposals will be opened and declared publicly. Proposers or their representatives are invited to be present at the opening of the proposals.

## **VI. SCOPE OF SERVICES REQUESTED**

### **A. Scope of Services to be Performed**

The City is seeking a qualified firm (“Consultant”) that has extensive experience in preparing General Plans, a proven ability to assess a city’s current conditions, a demonstrated understanding of the region (the Monterey Peninsula) including an understanding of the City’s local coastal plan and how it integrates with the general plan, and knowledge of State and Federal regulations as they apply to the completion of General Plan Updates and CEQA compliance. The precise scope of services in the Professional Services Agreement will be negotiated between the City and Consultant. In addition to the scope of services outlined in this RFP for the Consultant to perform, interested firms can also develop their own specific scope of services for deliverables and schedule based on the information found in this request, and following the most up-to-date industry practices. This includes providing

a proposal for either a comprehensive or focused update, anticipated timelines, and costs associated with both options.

It is anticipated that this update may result in changes to the City's Land Use Map. The Consultant should be knowledgeable and competent in environmental analysis and CEQA compliance documents. The Consultant will also be expected to attend all CEQA and General Plan Update-related meetings, including community meetings or workshops of the City Council in person for some of the Elements, the scope of services may be an update rather than a complete rewrite of an entire element. The General Plan Update would require the preparation of a new Environmental Justice Element pursuant to SB 1000.

B. Project Management shall include:

1. Management and supervision of the consultant team.
2. Coordination, contact, and consultation with responsible agencies and affected organizations, including the distribution of pertinent documentation.
3. Obtaining information and documentation as needed.
4. Coordination with the City's project team; periodic meetings with City staff should be scheduled in order to address staff concerns, apprise staff of procedural requirements, and discuss progress towards completion of the work program.
5. Ensuring compliance with the requirements of State General Plan Law and other pertinent legislation.
6. Project Initiation. The consultant will attend a kickoff meeting with City staff to further define roles and responsibilities, and paths of communication; to review and receive available project information; and to refine the work program.

C. Consistency with State Laws

The City's General Plan must address, but is not limited to the following:

- Climate Change and Greenhouse Gas (GHG) Emissions (AB 32, 2006)
- Local Hazard Mitigation Plan Integration (GHG) Emissions (AB 32, 2006)
- Flood Control (AB 162, 2007; SB 5, 2007; AB 70, 2007; AB 156, 2007)
- Sustainable Communities (SB 375, 2008; SB 575, 2009)
- Complete Streets Act (AB 1358, 2008)
- Fire Hazards (SB 1207, 2010; SB 1241, 2014)
- Expedited Infill Development (SB 226, 2011)
- Transportation Impacts (SB 743, 2013)
- Property and Business Improvement Districts and Infrastructure Financing Districts (SB 1462, 2014)
- Sustainable Groundwater Management Act (AB 1739, 2014)

- Tribal Cultural Resources (AB 52, 2014)
- Climate Change Adaptation (SB 379, 2015)
- 2030 GHG Emissions Target (SB 32, 2016)
- Planning for Healthy Communities Act (SB 1000, 2016)
- Hazard Mitigation Planning and Safety Element (AB 747, 2019; SB 99, 2019)
- Climate Pollution Reduction in Low-Income Homes Initiative (SB 1035, 2018)
- Active Transportation Requirements for Circulation Plans (SB 932, 2022)
- Open Space and Habitat connectivity (SB 1425; AB 1889)

#### D. Public Engagement

A proposal for public engagement should reflect Sand City's small population. The engagement is likely to be best accomplished through workshops with the City Council.

#### E. California Environmental Quality Act (CEQA)

The environmental review will generally analyze the broad environmental effects of implementing the changes in the comprehensive or focused General Plan Update. At a minimum, the scope of services will include completion of the CEQA compliance process and required documentation and noticing for the project, pursuant to § 16053 of the State CEQA Guidelines, which includes preparation of all required notices and environmental impact assessments, any necessary consultations with resource agencies, and identification of applicable permits and approvals required, if any, in concert with the preparation of the updated General Plan Elements as required by the most recent OPR General Plan Guidelines.

The Consultant shall be responsible for all CEQA work on the General Plan Update. Any resulting mitigation measures shall be accompanied by a mitigation and monitoring program prepared by the Consultant and/or self-mitigation plan. The Consultant shall prepare a comprehensive Environmental Impact Report (EIR) for the work contemplated in the RFP in accordance with the latest procedural and substantive requirements of CEQA. Timing for the preparation of the comprehensive or focused General Plan Update and the EIR shall be overlapping so that the information collection can be used for both documents. This will ensure the preparation of both documents will be parallel and consistent.

## VII. GENERAL PLAN UPDATE

The following describes eight (8) principal components of the General Plan Update:

- A. Technical Studies and Preliminary Report Preparation. The City requires preparation of a Preliminary Report.
  1. The consultant shall work with City to determine what technical documentation is needed.
  2. One (1) hard copy and one (1) electronic copy in Microsoft Word format of the

3. Pertinent technical data should accompany the Preliminary Report submission for City review.

B. Administrative Draft and draft General Plan Update Preparation

The general plan update should build off the existing 2002-2017 City General Plan, the 2019 Vibrancy plan, the 2023 parking plan, the objective design standards, and other plans and projects that have been completed or are in process (e.g., South of Tioga project, the Independent, shopping centers, the multi-use trail, the coastal trail, the art park, the stormwater improvement project, etc.).

The following are Mandatory Elements in the general plan update (Housing element has been completed and will not be included in the General Plan Update (GPU)):

1. Land Use Element
2. Circulation Element
3. Conservation Element
4. Open Space Element
5. Safety Element (including Fire Hazard Planning /Wildland-Urban Interface)
6. Environmental Justice Element
7. Noise Element
8. Air Quality

One (1) hard copy and one (1) electronic copy in Microsoft Word format of the Draft General Plan shall be provided for staff distribution and review.

The consultant shall work with the City to place the draft GPU on the City's website and make it available at City Hall and other required locations. The Consultant shall also submit the draft element to any required state agencies such as the department of Conservation.

- C. Environmental Documentation Required. The consultant will produce all environmental documents required for this project by the California Environmental Quality Act (CEQA) and prepare these documents for public review and comment as necessary. The proposal should break down pricing for a variety of potential environmental documents (e.g., MND/EIR), as it unclear whether an EIR will be required. The consultant shall provide one (1) hard copy and one (1) electronic copy in Microsoft Word format of the environmental documents. It shall be the responsibility of the consultant to perform environmental noticing and distribution including providing copies of the Draft document to interested agencies for their review.

D. Attendance at Public Meetings.

1. City Council Presentation & Community Workshop

- a. The consultant shall participate in one (1) public hearing before the City Council related to preparation of the Draft General Plan Update , (1) community workshop, and (1) additional community outreach event.
- b. The consultant shall participate in one (1) public hearing before the City Council related to approval of the Final General Plan Update and environmental documentation.
- c. The consultant shall provide one (10) hard copies and one (1) electronic copy in Microsoft Word format of the Draft Final General Plan Update and environmental documentation for the public hearing before the City Council.

E. Tribal consultation

F. Prepare needed documentation for consultation under as required by SB18 and AB52.

G. Final General Plan Update Preparation.

1. Deliver one (1) hard copy and one (1) electronic copy in Microsoft Word format of the Final General Plan Update to City. The consultant shall provide the City with a .pdf version of the Final General Plan Update for record keeping.
2. Note that the number of requested copies is preliminary and may be adjusted as necessary. Efforts will be made to minimize the use of paper throughout the process. All work products being presented to the public must be provided in both paper and electronic formats. Electronic files must include all graphics and exhibits and be formatted to allow posting on City's website.

## **VIII. DELIVERABLES**

As part of the City's commitment to a paperless organization, all deliverables to be used for internal staff distribution shall be submitted electronically in both Microsoft Word and PDF format in a manner to be determined by the City and Consultant. Paper copies should also be available for City Manager and City Council review. The electronic format should be easily viewed on a desktop or smartphone with no compatibility issues.

The appropriate type of environmental review for a comprehensive or focused update is determined primarily by the policies and programs contained in the General Plan. The decision regarding the appropriate CEQA documentation will be made by the City as Lead Agency.

- Maps and graphics for a kickoff meeting and all community and public hearing meetings

- Existing Conditions Report containing a summary of findings, date, assumptions, and a draft outline of the preliminary General Plan.
- Based on the Existing Conditions Report, and certified Housing Element, identify potential City opportunities for housing and economic development. The report should also contain preliminary policies and land use recommendations and implementation measures.
- Administrative Draft General Plan Update
- Draft General Plan Update
- Final General Plan Update
- Administrative Draft Environmental Document
- Draft Environmental Document
- Final Environmental Document
- Facts and Findings and Statement of Overriding Considerations (if applicable)
- Mitigation Monitoring and Report Program (MMRP)
- GIS shapefiles (.shp)

## IX. PROPOSAL TERMS

### A. General Information

#### 1. Expenses

There is no expressed or implied obligation for the City to reimburse the responding firms for any expenses incurred in preparing proposals in response to this request.

#### 2. Federal Non-Debarment, Non-Discrimination, Conflict of Interest

- a. The selected firm must not be on the federal debarred list.
- b. The selected firm must comply with all local, state, and federal laws relating to non-discrimination.
- c. The selected firm must not have any real or apparent conflicts of interest either with the City, City staff or City Councilmembers or with any of its own vendors relating to this proposal.

#### 3. Proposals Submitted

- a. Materials submitted by respondents are subject to public inspection under the California Public Records Act (Government Code Sec. 6250 et seq.), unless an exemption applies.
- b. The City reserves the right to retain all proposals submitted and to use any ideas in a proposal, regardless of whether that proposal is selected. Submitted proposals are not to be copyrighted.
- c. Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals, unless clearly and specifically noted in the submitted proposal and confirmed in the contract between the City and the firm selected. The Consultant by submitting a response to this RFP waives all right to

protest or seek any legal remedies whatsoever regarding any aspect of this RFP. The City may choose to interview one or more of the firms regarding this RFP.

- d. No individual or business entity of any kind shall be allowed to make or file, or to be interested in more than one proposal, except an alternative proposal when specifically requested; however, an individual or business entity that has submitted a sub-proposal to a proposer submitting a proposal, or who has quoted prices on materials to such proposer, is not thereby disqualified from submitting a sub-proposal or from quoting prices to other proposers submitting proposals.

#### 4. Rights of City

This RFP does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in the presentation and submission of proposals or in anticipation of a contract.

The City reserves the right to amend the RFP prior to the final proposal submittal date. Any amendments will be issued to all prospective firms who have registered their intent to respond with the City and will also be posted on the City's website.

The City may, but need not, request additional information or clarifications from a prospective firm. Such request will establish a date by which the firm may submit a

supplement to its proposal. Any supplement received by the date established will be deemed an integral part of the firm's proposal.

The City reserves the right to:

- a. Make a selection based on its sole discretion / evaluation of proposals;
- b. Reject any or all proposals prior to the execution of the contract(s), with no penalty to the City of Sand City;
- c. Waive non-material irregularities or information in the RFP;
- d. Accept or reject any item or combination of items;
- e. Modify or cancel the RFP;
- f. Remedy technical errors in the RFP process;
- g. Accept other than the lowest offer;
- h. Waive minor irregularities or technical deficiencies in submitted proposals.
- i. Postpone proposal openings for its own convenience.
- j. Change the RFP schedule or issue addenda to the RFP at any time.
- k. Cancel or reissue the RFP.
- l. Retain all proposals for a period of 60 days for examination and comparison.
- m. Determine the competence and responsibility, professionally and/or financially, of proposers.
- n. Negotiate with more than one firm should negotiations with the selected firm be terminated or to negotiate with more than one firm simultaneously.
- o. Void the proposal response and eliminate the firm(s) from further consideration for any material misrepresentations made by the firm(s).

5. Indemnification

Consultant shall indemnify, and hold harmless City, its officers, employees and agents, from and against loss, injury, liability, or damages to the extent caused by any negligent act or

omission to act by Consultant or Consultant's officers, employees, or agents. Consultant's duty to indemnify does not extend to the damages or liability caused by City's negligence or willful misconduct.

6. Insurance

Consultant shall provide the following coverages:

(a) Commercial general liability insurance written on an occurrence basis, in the amount of \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. The insurance policy shall be amended to provide that the general aggregate limit applies separately to the work under this Agreement, or the general aggregate limit shall be twice the required per occurrence limit.

(b) Business automobile liability insurance shall be provided for all owned, non-owned, and hired automobiles, in the amount of \$1,000,000 combined single limit per accident for bodily injury and property damage.

(c) Workers' Compensation insurance as required by the Labor Code of the State of California with the statutory limits required by the Labor Code and Employers Liability for \$1,000,000 per accident for bodily injury or disease. Consultant and subcontractors shall cover or insure their employees working on or about the site, regardless of whether such coverage or insurance is mandatory or merely elective under the law.

(d) Professional liability insurance covering loss resulting from errors or omissions of the Consultant with a liability limit of \$1,000,000 per claim and in the aggregate.

(e) Consultant shall comply with all insurance provisions as contained in the Professional Services Agreement.

B. Contract Performance

1. Ability to Perform

The Firm warrants that it possesses, or has arranged through subcontracts, all capital and other equipment, labor, materials, and licenses necessary to carry out and complete the work hereunder in compliance with any and all federal, state, county, city, and special district laws, ordinances, and regulations.

2. Work Delays

Should the Firm be obstructed or delayed in the work required to be done hereunder by changes in the work or by any default, act, or omission of the City, or by strikes, fire, earthquake, or any other Act of God, or by the inability to obtain materials, equipment, or labor due to federal government restrictions arising out of defense or war programs, then the time of completion may, at the City's sole option, be extended for such periods as may be agreed upon by the City and the Firm. In the event that there is insufficient time to grant such

extensions prior to the completion date of the contract, the City may, at the time of acceptance of the work, waive liquidated damages that may have accrued for failure to complete on time, due to any of the above, after hearing evidence as to the reasons for such delay, and making a finding as to the causes of same.

3. Inspection

The Firm shall furnish City with every reasonable opportunity for City to ascertain that the services of the Firm are being performed in accordance with the requirements and intentions of this contract. All work done and all materials furnished, if any, shall be subject to the City's inspection and approval. The inspection of such work shall not relieve Firm of any of its obligations to fulfill its contract requirements.

4. Audit

The City shall have the option of inspecting and/or auditing all records and other written materials used by Firm in preparing its invoices to City as a condition precedent to any payment to Firm.

5. Copies of Reports and Information

If the City requests additional copies of reports, drawings, specifications, or any other material in addition to what the Firm is required to furnish in limited quantities as part of the work or services under these specifications, the Firm shall provide such

additional copies as requested, and City shall compensate the Firm for the costs of duplicating of such copies at the Firm's direct expense.

6. Attendance at Meetings and Hearings

As part of the work scope and included in the contract price is attendance by the Firm at up to 8 public hearings before the Planning Commission and City Council as well as at least three (or more) public meetings to collect community input, and present and discuss its findings and recommendations. Firm shall attend as many "working" meetings with staff as necessary in performing work scope tasks.

Following the selection of the successful consultant, contract negotiations will include a review and approval of the contract by the City Attorney, who may ask for specific modifications.

## **X. BASIS FOR COMPENSATION**

- A. The City will receive competitive proposals from firms having specific experience and qualifications in the areas identified in this RFP. Under competitive negotiation procedures, the terms of the service contract, the price of the service, the method of service delivery, and the conditions of performance are all negotiable. A negotiated contract will be awarded to the firm that best meets the proposed needs at a reasonable price, not necessarily at the lowest price.

The City will pay the consultant for those services described in Section VI (Scope of Services) the not-to-exceed amount contained within the agreement. For additional services required after

the inception of the agreement, written approval by the City is required in advance of such services being rendered, for which a fee will be paid based on the firm's quoted hourly rates.

- B. The firm may submit itemized bills for their services at the end of each calendar month period in which accumulated unbilled charges exceed \$1,000.00. The City will promptly review and act upon these bills.

## **XI. PROPOSAL REQUIREMENTS**

Respondents are asked to submit one electronic copy and three (3) copies of their proposals in an 8 ½" x 11" format, in sufficient detail to allow for a thorough evaluation and comparative analysis.

The following minimum information should be provided in each proposal and will be utilized in evaluating each proposal submitted. To expedite the evaluation of proposals, the proposal must be no longer than 30 pages (not including resumes). The content and sequence of the information contained in each copy of the proposal shall be separated into sections as follows:

### **PROPOSAL FORMAT AND CONTENTS**

- A. Cover Letter - Provide an original cover letter signed by an officer authorized to contractually bind your firm. The cover letter should also include: the identification of the firm, including the name, address and telephone number of the firm; proposed working relationship among the firm and any subfirm(s), if applicable; name, title, address and telephone number of a contact person during the proposal evaluation period; the name and contact information for the individual who will serve as project manager; and, a statement to the effect that the proposal shall remain valid for a period of not less than ninety (90) days from the date of submittal. Include a brief understanding of the work to be done and commitment to perform the work. Describe why you are best qualified to perform the requested services.
- B. Firm Qualifications - Provide a brief overview of the firm(s) profile, including size and organization, function, capabilities, and philosophy, focusing on the specific needs identified in this proposal. The proposal should document the specific communities in which the consultant has done Housing Element updates and drafted ordinances, their qualifications in working with various municipal departments, commissions, elected officials, and community members, and a description of any special services, expertise, or abilities that the firm(s) can utilize in the performance of the services described herein.
- C. Firm Experience - Provide a listing of at least three (3) cities within which work or selected tasks have been performed within the past five (5) years that are of a similar nature to the services requested herein. Name and description of the project shall be provided, and a specific reference person to contact.
- D. Project Leadership - Designate the individual who will be the primary point person with City staff and oversee the scope of work. Describe the Project leader's qualifications, outline their

primary responsibilities, and provide examples of relevant projects of similar scope and size that demonstrate the Project leader's ability to successfully oversee projects that are completed on time and within the budget.

- E. Project Team - Include precise designation of responsible principals and project manager, the designation of an alternate project manager in the event of illness or other occurrence prevents the project manager from overseeing the contract. Provide an organization chart that identifies the key members of the project team, their firm, title, and assigned role within the project team. Briefly summarize the major responsibilities of each team member and the primary tasks they will be working on. Include resumes for all team members that highlight relevant projects and qualifications to complete the tasks assigned. The City of Sand City reserves the right to accept the proposal team in full or to restructure teams as necessary for the best possible result.
- F. Sub-Consultants - List all sub-consultants proposed for this project and include their qualifications and specific responsibilities.
- G. Approach and Work Plan – Provide a written narrative describing the consultant team's approach and work plan for completing the scope of work. On a per task basis, the narrative should identify the designated team member(s) responsible for completing the work, deliverables, public outreach program, and the timeframe for completion. Include an explanation of any division of work proposed between the consultant and the City.
- H. Fees - Provide a fee proposal for the Scope of Work that outlines the number of hours and fee associated with each task (and subtask) and provide a list of hourly rates for all team members. All prices should reflect "not to exceed" amounts per item.
- I. Ownership of City-Related Documents - All proposals, inquiries, responses, or correspondence related to or in reference to this request for proposals, and all reports, charts, displays, schedules, exhibits, and other documentation submitted by the consultant will become the property of the City when received. The City of Sand City is subject to California law regarding the disclosure of public records. Consultants must clearly identify any information they regard as proprietary in the proposal. Any such information should be marked "Proprietary" or "Confidential." Information that is proprietary within the meaning of California law will be withheld from any public records requests. All other information is subject to disclosure. All property rights, including publication rights of all reports produced by proposer in connection with services performed under this agreement shall be vested in the City of Sand City.
- J. Professional Services Agreement - Upon identification of a preferred provider, the City will request a Professional Service Agreement subject to negotiation of precise work program, terms of payment, and other City requirements of the City Attorney. The proposer to whom award is made shall execute a Professional Service Agreement with the City within ten (10) calendar days after notice of the award has been sent by mail to it at the address given in its proposal. A copy of the City's standard Professional Service Agreement has been attached to

the RFP for reference.

- K. Exceptions/Deviations - State any exceptions to or deviations from the requirements of this
- L. RFP, Segregating "technical" exceptions from "contractual" exceptions. Where Proposer(s) wishes to propose alternative approaches to meeting the City's technical or contractual requirements, these should be thoroughly explained. If no contractual exceptions are noted, Proposer(s) will be deemed to have accepted the contract requirements.
- M. City's Obligation to Award a Contract - Issuance of this RFP and receipt of proposals does not commit the City of Sand City to award a contract.

## PROJECT SCHEDULE/WORK PLAN

The Consultant is to provide a detailed Project Schedule/Work Plan which includes a list of required key tasks, activities, duration and milestones to complete the comprehensive or focused General Plan Update and CEQA documentation. Timeframes should be stated in terms of the number of calendar days required to complete the specified tasks using the City's Notice to Proceed as the start date. The schedule should track the independent timing for each of the major work components and different documents to be developed, reviewed, and adopted. The schedule should include the public participation process, interviews, community workshops, and public hearings. City staff will discuss the Project Schedule/Work Plan with the selected Consultant prior to the execution of a contract for the project.

## XII. EVALUATION PROCESS

In reviewing the proposals, a city review team will use the following criteria (not in ranked order):

- Experience and qualifications of the specific individuals who will work on the project, including successful experience drafting General Plans and housing related ordinances, preparing graphically appealing guidebooks, website development, understanding of unique California coastal issues, public outreach and doing environmental reviews as required by CEQA.
- Amount and quality of time key personnel will be involved in their respective portions of the project.
- Qualifications of key personnel, including principal(s), project manager(s), and other individuals pertinent to the project's success.
- Team members' experience and demonstrated ability to work well with community groups, and City staff.
- References (particularly local government references) and relevant work performed for those references.
- Consultant's knowledge of best practices in General Plan preparation.
- Consultant's understanding of the Scope of Services.
- Consultant's detailed work plan to complete services.
- Overall quality of response to RFP - How thoroughly the proposal responds to the issues,

concerns, and evaluation criteria contained in this RFP.

- The specific method and techniques including software to be employed by the consultant on the project.
- Overall project timeframe.
- Demonstrated ability to provide clear and compelling presentations to community members, commission members, and elected officials.
- Demonstrated ability to deliver reports that exhibit excellent writing quality and use of high-quality graphic design that communicate clearly and are engaging and accessible to the general public.
- Demonstrated ability to produce a timely and high quality product within budget.
- Interview presentation.
- Proposed cost estimate.
- Cost-effectiveness as demonstrated by a clear and consistent commitment to cost containment and fair play with respect to the needs of customers.
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Those firms ranked highest will be asked to make oral presentations to supplement the proposal. These presentations would be held subsequent to the receipt of the proposals and will be part of the process for determining the qualifications of the proposers. This presentation will provide consultants the opportunity to detail their work plan, experience and approach to ensure thorough and mutual understanding. All expenses incurred by the consultant for participating in the presentations will be the responsibility of the proposer. The oral presentation may result in the rejection of the proposal by the City. The selected teams will be notified the week of August 4, 2025, to schedule an interview. Interviews are expected to take place during the week of August 18, 2025. After a consultant is selected, the City staff will initiate final contract negotiation. If an agreement on the fee cannot be reached, the City reserves the right to end negotiations and enter negotiations with another firm. It is anticipated that total screening, interviews, selection process, and contract signatures will be completed by September 7, 2025. The project initiation meeting is anticipated to take place on September 16, 2025.

ATTACHMENTS:

- A. Fee Schedule
- B. Hourly Rates
- C. References
- D. Professional Services Agreement (sample)

ATTACHMENT A:  
FEE SCHEDULE

Proposing Firm:

Contact Name:

Scope of Work	FY26	FY27

The City reserves the right to select some, all, or none of the items above as part of the final contract.

**Costs**

List the costs for all tasks and subtasks described in the plan of work. Include a budget describing total costs and billing rates for staff time and materials. The project will require meetings with City staff and other public hearings. The Consultant will be required to attend at least two Planning Commission meetings, and three City Council meetings for the Housing Element Update and two Planning Commission meetings, and three City Council meetings for the Density Bonus and Inclusionary Housing Ordinances. Estimates for the meetings should be included in the proposal.

**CERTIFICATION**

I, the undersigned, certify that I am duly authorized to represent the responding firm and am empowered to submit this proposal. In addition, I certify that I am authorized to contract with the City of Sand City on behalf of the firm.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

ATTACHMENT B:  
HOURLY RATES

Proposing Firm:

Contact Name:

Position	FY26 Hourly Rate	FY27 Hourly Rate

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

ATTACHMENT C:  
REFERENCES

If available, please provide any samples of context work that has been completed by your firm.

Describe fully the last three contracts performed by your firm that demonstrate your ability to provide the services included with the scope of specifications. Attach additional pages if required. The City reserves the right to contact each of the references listed for additional information regarding your firm's qualifications.

Reference No. 1

Customer Name	
Contact Individual	
Telephone & Email	
Street Address	
City, State, Zip Code	
Description of services provided including contract amount, when provided and project outcome	

Reference No. 2

Customer Name	
Contact Individual	
Telephone & Email	
Street Address	
City, State, Zip Code	
Description of services provided including contract amount, when provided and project outcome	

Reference No. 3

Customer Name	
Contact Individual	
Telephone & Email	
Street Address	
City, State, Zip Code	
Description of services provided including contract amount, when provided and project outcome	

The proposer shall state whether it or any of its officers or employees who have a proprietary interest in it, has ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of the violation of law, a safety regulation, or for any other reason, including but not limited to financial difficulties, project delays, or disputes regarding work or product quality, and if so to explain the circumstances.

- Do you have any disqualification as described in the above paragraph to declare?

Yes ☐

No ☐

- If yes, explain the circumstances.


Executed on \_\_\_\_\_ at \_\_\_\_\_ under penalty of perjury  
of the laws of the State of California, that the foregoing is true and correct.

\_\_\_\_\_  
Signature of Authorized Proposer Representative