

CITY COUNCIL REGULAR MEETING

JOINT SAND CITY COUNCIL AND SUCCESSOR AGENCY OF THE REDEVELOPMENT AGENCY

TUESDAY, JUNE 17, 2025

5:30 PM

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

City Council Regular Meeting - Tuesday, June 17, 2025
5:30 PM

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

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

Webinar ID: 883 4910 0938

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

Webinar ID: 883 4910 0938#

If prompted to enter a participant ID, press #

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

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

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

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

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

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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. Approved the City Council Special Meeting and Regular Meeting Minutes for March 4, 2025
Draft Minutes

5B. Approve a Resolution Authorizing Renewal of a Maintenance Service Agreement with Hope Rehabilitation Services for Fiscal Year 2025-2026
Staff Report
Resolution
Agreement

5C. Approve a Resolution Approving a Three-Year Service Agreement with 4Leaf, Inc. for Comprehensive Building Services, Including Code Enforcement
Staff Report
Resolution and Exhibits
Professional Services Agreement

5D. Receive GreenWaste Recovery Franchise Rate Review for 2025-26
Staff Report
Request for FY 2025-26 Preliminary Budget Direction
GreenWaste Recovery Rate Increase 2025-26 Letter
HF&H Review of GreenWaste Recovery's 2025-26 Rate Request

ReGen Memo

5E. Approve FY 25 Amendments to Exhibits A & B of the MOU Between ReGen Monterey and its Member Jurisdictions Regarding Compliance with California's Senate Bill 1383

Staff Report
Fully Executed MOU
Revised Exhibits A & B for 2026

5F. Approve a Resolution Approving a Water Allocation from the Monterey Peninsula Water Management District Allocation to the City of Sand City to Enable Establishment of a Coffee Roastery and Bakery Uses Approved via CUP 25-001 on Property Known as 1793 Catalina Street (APN 011-243-004) Applicant/Owner: Greg and Sandy Wilson
Staff Report
Resolution
MPWMD Water Release Form

5G. Approve a Resolution Approving a Water Allocation from the Monterey Peninsula Water Management District Allocation to the City of Sand city to Enable Establishment of a Six (6) Room Hotel on Property Known as 1714 Contra Costa Street (APN 011-232-012, 013)
Staff Report
Resolution
Letter to Sand City
Water Release Form

5H. Approve a Resolution Adopting a List of Projects for Fiscal Year 2025-26 Funded by SB 1: The Road Repair and Accountability Act of 2017
Staff Report
Resolution
Exhibit A

6. CONSIDERATION OF ITEMS PULLED FROM CONSENT CALENDAR

7. PRESENTATION

8. PUBLIC HEARING

8A. Approve a Resolution Dismissing an Appeal Filed by Kristin Marcus to Allow an Exception, Pursuant to SCMC Section 18.64.070, to Restrictions Contained in SCMC Section 18.64.060.D, on the Use of Parking Spaces for Outside Storage of Materials and Approving a Conditional Use Permit (CUP 25-002) Pursuant to SCMC 18.72.020 to Allow Temporary Outside Storage of Material on Property Located at 425 and 476 Elder Avenue (APN 011-231-019); Applicant: Kristin Markus (Illusions of Grandeur)

Staff Report
Resolution, Exhibit A Findings for Approval, and Exhibit B Conditions of Approval
Courtesy Notice
Appeal and Letters of Intent
Plans
Site Photos

9. NEW BUSINESS

9A. Adopt a Resolution Approving the Design of the Sand City Multiuse Trail Segment of the Monterey Bay Recreation Trail and Determining that the Project is Categorically Exempt from the Requirements of the California Environmental Quality Act (CEQA) and Categorially Excluded from the Requirements of National Environmental Policy Act (NEPA).
Staff Report
Resolution and Exhibit A
Exhibit B

9B. Approve a Resolution Adopting the City of Sand City's Budget for the Fiscal Year 2025-2026
Staff Report
Resolution
Fiscal Year 2025-2026 Proposed Budget
Fiscal Year 2025-2026 Proposed Budget Book

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

11. ADJOURNMENT

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

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

AGENDA ITEM
5A.

Approved the City Council Special Meeting and Regular Meeting Minutes for March 4, 2025

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

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

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

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.

Vice Mayor Blackwelder recused due to a conflict of interest.

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

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

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

Mayor Carbone stated no reportable action was taken.

4. ADJOURNMENT

Council adjourned the meeting at 4:49 PM.

_____
Kerry Lindstrom, City Clerk

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

City Council Regular Meeting - Tuesday, March 4, 2025 5:30 PM

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

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

1. ROLL CALL

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

Staff: City Manager Vibeke Norgaard
City Attorney Adam Lindgren
Planning Services, Brian Foucht
Administrative Analyst Laura Morales
City Clerk Kerry Lindstrom

2. PLEDGE OF ALLEGIANCE

Public Works Manager Mark Parker led the Pledge of Allegiance.

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

Mayor Carbone:

- Outlined the Mayor's Report and announced that copies were made available to the public.
- Announced the City's Annual BBQ will be held on Saturday, May 17, 2025.

City Manager Vibeke Norgaard:

- Provided the City Manager's Report for the month of February to the City Council and announced that copies were made available to the public.
- Regarding AB413, red curb painting took place and Public Works staff is reviewing to make sure the length of the painted segments is correct.
- The Monterey Peninsula Chamber of Commerce annual awards dinner will take place on March 29, 2025 and Mayor Carbone will be honored as Public Official of the Year.
- A City Council workshop will be held on March 11, 2025.
- The Public Works Safety Committee meeting for March 11, 2025 is cancelled.
- The City has received many complaints on encampments, coordinated efforts of clean up are being made, and the City is doing its best to provide resources to the unhoused.
- Regarding the West End Celebration, Event Santa Cruz now has access to all social media, and the music headliners have been announced. Saturday's headliner is The Expendables, and Sunday's headliner is James Durbin and The Lost Boys.

4. COMMUNICATIONS
No public comment received.

5. CONSENT CALENDAR
Public Comment received from Gabby James.

Upon motion by Vice Mayor Blackwelder and seconded by Councilmember Sofer, Council voted 5-0 to approve the Consent Calendar.

5A. Approved the City Council Special Meeting and Regular Meeting Minutes for January 21, 2025.

5B. Received annual reports for the Solid Waste, Recycling and Organics Collections Services 2024 and the 2024 ReGen Overall Jurisdictions Summary Report.

5C. Approved Resolution SC 25-11 approving Special Event Permit 25-01 for Community Human Services "Banding Together" Fundraiser in the Art Park on April 12, 2025.

5D. Accepted the City/Successor Agency Financial Report from December 2024.

6. CONSIDERATION OF ITEMS PULLED FROM CONSENT CALENDAR
No items were pulled.

7. PRESENTATION
None.

8. PUBLIC HEARING

8A. First Reading of an Ordinance Approving the Second Amendment to the Development Agreement by and Between the City of Sand City and DBO Development No. 30, LLC Relating to the Development Commonly Known as the South of Tioga Project

No public comment received.

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

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.

Upon motion by Councilmember Sofer and seconded by Councilmember Diaz, Council introduced and held first reading of an ordinance approving the second

amendment to the development agreement by and between the City of Sand City and DBO Development No. 30, LLC relating to the development commonly known as the South of Tioga Project.

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.

9. NEW BUSINESS

9A. Consideration of the City of Seaside's Request to the Seaside County Sanitation District (SCSD) to Change Voting Structure from an Equal Share per Member of the JPA to a Weighted Voting in Favor of Seaside; Direction to the City's Representative on SCSD Councilmember Blackwelder Regarding Same

No public comment received.

Upon motion by Councilmember Sofer and seconded by Councilmember Adams, Council voted 5-0 directing the City's Representative on the SCSD, Councilmember Blackwelder, to oppose any change to the current equal voting of member agencies and authorized the City Manager and City Attorney to provide assistance necessary to implement this direction.

9B. Re-Consideration of Acceptance of Public Art and Site Selection-Sculptures ***This item was continued from February 18, 2025***

No public comment received.

Upon motion by Councilmember Adams and seconded by Councilmember Diaz, Council accepted the one piece of donated art referred to by the Art Committee as the "Sand City's Seat" and approved the future bike trail in the TAMC right of way as a site for the installation of the sculpture after the trail is constructed, if confirmed by the City Engineer, Public Works Manager, and City Manager as a feasible and safe location.

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.

9C. Direct the City Manager to Enter Into Contracts for Construction of the Base of the Monument Sign and Installation and Authorize the City Manager to Expend General Fund Revenues for $24,292.71 to Cover the Full Cost of Sign Installation

Plus a $6,000 Contingency

No public comment received.

Upon motion by Vice Mayor Blackwelder and seconded by Councilmember Diaz, Council:

1. Directed the City Manager to enter into contracts, on behalf of the City, for construction of the base of the sign and installation of the City's logo in accordance with plans approved by the Development Review Committee represented in Attachment C; and

2. Authorized the City Manager to expend General Fund revenues in the amount of $24,292.71 to cover the full cost of sign installation to include estimated costs in Attachments D and E, plus a $6,000.00 contingency (approximately 25%) for unanticipated costs of installation, lighting and landscaping.

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.

9D. Consideration and Approval for the Cancellation of March 18, 2025 Regular City Council Meeting

No public comment received.

Upon motion by Councilmember Sofer and seconded by Councilmember Adams, Council approved the cancellation of the March 18, 2025 Regular City Council Meeting.

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.

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

No comments or announcements made.

11. ADJOURNMENT

Council adjourned the meeting at approximately 6:25 PM.

_____
Kerry Lindstrom, City Clerk

AGENDA ITEM
5B.

Approve a Resolution Authorizing Renewal of a Maintenance Service Agreement with Hope Rehabilitation Services for Fiscal Year 2025-2026

City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council
FROM: Vibeke Norgaard, City Manager
SUBJECT: Renewal of Hope Rehabilitation Services Annual Contract FY 25/26
DATE: June 17, 2025

DISCUSSION/ BACKGROUND:

In 1998, the City of Sand City entered into an agreement with Hope Rehabilitation Services Gateway Industries to develop a partnership between the City and this non-profit organization for general maintenance services within City limits. Both the City and Hope Rehabilitation Services have been pleased with the arrangement and have agreed to renew this unique and mutually beneficial relationship for the Fiscal Year 2025-2026. Hope Rehabilitation Services will continue to provide State Compensation Insurance for the crew and supervisor while supplies such as garbage bags, safety vests, and trash pick up devices will be provided or reimbursed by the City of Sand City.

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

FISCAL IMPACT:

The cost for services for FY 25/26 will be $77,188 and has been included in the FY 25/26 Budget.

RECOMMENDATION:

Staff recommends approval of the agreement with Hope Rehabilitation Services.

ATTACHMENTS:

1. Resolution
2. Agreement

CITY OF SAND CITY
RESOLUTION SC 25-_,2025

RESOLUTION OF THE CITY COUNCIL OF SAND CITY AUTHORIZING RENEWAL OF A MAINTENANCE SERVICE AGREEMENT WITH HOPE REHABILITATION SERVICES FOR FISCAL YEAR 2025-2026

WHEREAS, Sand City has previously entered into an agreement with Hope Rehabilitation Services Gateway Industries, Resolution SC 98-56, to develop a partnership between the City and this non-profit organization for general maintenance services within the City limits; and

WHEREAS, the City and Hope Rehabilitation Services have been pleased with the arrangement and have agreed to renew this unique, mutually beneficial relationship for Fiscal Year 2025-2026 as indicated by Attachment B; and

WHEREAS, the functions Hope Rehabilitation Services will perform are general maintenance services, including trash removal, weeding, planting, and light maintenance jobs on an as-needed basis and other special events, as specified by the Sand City Public Works Manager; and

WHEREAS, the cost for services from July 1, 2025 through June 30, 2026, will be $95.00 per hour for four (4) workers and one (1) supervisor for a subtotal of $1,543.75 per work week (3.25 hours/day, 5 days/week), with an annual cost of approximately $77,188 for a twelve month period; and

WHEREAS, Hope Rehabilitation Services will continue to provide State Compensation Insurance for the crew and supervisor while garbage bags, safety vests, and trash pickup devices would be provided or reimbursed by Sand City.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Sand City does hereby approve the following:

1. The attached Agreement is hereby accepted and renewed for an annual costs not to exceed $77,188 for FY 2025-2026.
2. The City Manager is directed and authorizes to execute the attached agreement and contract renewal for this program with Hope Rehabilitation Services for one year, expiring June 30, 2026.

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

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

_____
Mary Ann Carbone, Mayor

ATTEST:

DATED: _____

_____
Kerry Lindstrom, City Clerk

Hope Services
Contingent Staffing Service Agreement

Hope Contacts **Agreement #: City of Sand City FY25-26**

Accounts Receivable: Dixie Lim, dlim@hopeservices.org
30 Las Colinas Lane, San José, CA 95119

Hope Primary Contact for Project
Name: Norma Garcia
Phone: (831) 758-0973
Cell: (831) 794-0243
E-Mail: ngarcia@hopeservices.org

Program Director
Name: Sheryl Hagemann
Phone: (831) 600-1503
Cell: (831) 345-5256
E-Mail: shagemann@hopeservices.org

Part 1 - Company Identification

Company: City of Sand City - Public Works
Primary
Name: Mark Parker
Phone: (831) 394-1386
Cell: (831) 241-8417
E-Mail: mparker@sandcityca.org

Address: 1 Pendergrass Way
City: Sand City, CA
Zip: 93955

Part 2 - Work Dates, Hours and Billing Rate

This agreement is for (check one): ☐ One or more individuals ☒ Group with Hope Supervisor

The work is (check one): ☐ Temporary, less than 1 month ☒ Long term as agreed

Start Date: July 1st , 2025 **End Date**: June 30th , 2026
Work Hours: 8:45a – 12p (3.25 working hours) **Work Days**: M-F
of Workers: 4
Billing Rate: $95.00/hourly

Any hours over 8 in one day or 40 in one week will be billed at 1 ½ time the rate above.

Holidays: The following days are holidays Hope Services observes and shall not be obligated to perform services.

Independence Day 7/4/2025
Labor Day 9/1/2025
Thanksgiving Day 11/27/2025
Day after Thanksgiving 11/28/2025
Christmas Eve 12/24/25
Client Annual Picnic 8/20/2025
Christmas Holiday 12/25/2025
New Year's Day 1/1/2026
Martin Luther King Day 1/19/2026
President's Day 2/16/2026
Memorial Day 5/25/2026

Part 3 - Specific Job Duties

- Litter abatement
- Cleaning of garbage/recycling bins
- Cleaning benches and planter boxes
- Disposing of litter at waste facility
- Other similar tasks as agreed upon by City of Salinas and Hope management

Docusign Envelope ID: 27878CCD-A8C9-4DB0-9D1D-3E1C3F62BDCC

Part 4 - To Be Provided By

Hope and the Company will provide supplies and services as follows:

Company	Hope
Integration of workers into the workplace	Training support
Supplies, tools and equipment required for the job	Payroll burden incl. benefits, insurance, payroll administration
Typical training for the positions	Other disability related training and consulting
	Qualified workers

Part 5 - Additional Supplies/Costs (if any) Will be Paid For or Provided By:

City of Sand City

Part 6 - Payroll and Billing

Hope pay periods are the 1st – 15th and 16th to the last day of each month. The worker(s) is responsible for reporting hours worked to Hope by fax or e-mail using the form provided by Hope and will submit hours to Hope weekly and/or by the 15th and last day of each month. In accordance with Department of Labor standards, overtime will be calculated at one and one half times the regular rate for any hours over 8 in one day and also for any hours worked over 40 in one week.

Hope will bill Company on the 15th and the last day of each month. Invoices are due and payable on receipt. Payment in full for invoices shall be made to Hope within thirty (30) days from invoice date. Invoices that are more than seven (7) days past due are subject to a late charge of one percent (1 %) per month on the amount of the past due balance. Late charges shall be calculated using the U.S. Method, therefore interest will not be compounded on the past due balance. If the Client's account is past due and Hope has notified Client verbally or in writing of the past due balance, Hope may, *upon 30 days' notice*, immediately cease providing any and all further Services without any liability to Client for interruption of pending work.

Implementation of this agreement is contingent on submission by the Company of an on-line credit application (http://fs20.formsite.com/HOPEservices/form10/index.html) and signing of this agreement by both the Company and Hope representatives.

Part 7 - Confidentiality

By signing this contract you agree in accordance with California Welfare and Institutions Code Sections 5328 through 5330, to regard as confidential all information received directly or indirectly concerning any Hope client employed by you. Confidentiality extends to photos and you agree to request a written photo release for any photos displayed showing any Hope client.

Hope agrees that Hope staff will not disclose confidential business information to any party regarding the Company's practices, products or procedures.

Part 8 - Labor Law and Accommodations

All State and Federal Labor laws apply to all employees covered by this contract. On request, Hope will provide consultation relating to disability-related issues, application of labor law to employees with disabilities, and on accommodating persons with disabilities in the workplace.

Part 9 - Liability and Worker's Compensation Coverage

Hope assumes liability for clients and staff and is insured by the Berkshire Hathaway Homestate Companies, Policy HOWC 523981. Certificates of insurance are available upon request. In the event of an emergency or life threatening injury, please call the local emergency services to provide care for any staff provided by Hope. Follow up by informing your Hope representatives as soon as possible. In the case of non-life threatening injury or illness, please contact your Hope representatives as soon as you become aware of the incident.

Docusign Envelope ID: 27878CCD-A8C9-4DB0-9D1D-3E1C3F62BDCC

- **Indemnity Clause:** The Company agrees to indemnify and hold harmless Hope and its employees against any and all claims, damages, losses, and expenses (including reasonable attorney's fees) arising from or related to the Company's negligence or willful misconduct during the course of the agreement. Similarly, Hope agrees to indemnify and hold harmless the Company against any claims, damages, losses, and expenses arising from or related to Hope's negligence or willful misconduct.

Part 10 - Dispute Resolution

In the event of any dispute, controversy, or claim arising out of or relating to this Agreement, the parties agree to first attempt to resolve the dispute through informal negotiations. If the dispute cannot be resolved informally, the parties agree to submit the matter to mediation under the rules of the American Arbitration Association. If the dispute is not resolved through mediation, it shall then be resolved by binding arbitration in accordance with the rules of the American Arbitration Association.

Part 11 – Termination

Either party may terminate this Agreement with or without cause by providing thirty (30) days written notice to the other party. In the event of termination for cause (e.g., material breach of contract), the non-breaching party may terminate the Agreement immediately upon written notice. Upon termination, the Company shall pay for all work performed up until the date of termination.

Part 12 - Force Majeure

Neither party shall be liable for any failure or delay in performance of its obligations under this Agreement due to causes beyond its reasonable control, including but not limited to acts of God, fire, explosion, natural disasters, war, terrorism, governmental action, labor strikes, or any other event or circumstance beyond the reasonable control of the party invoking this clause. The affected party shall notify the other party promptly and make reasonable efforts to resume performance of its obligations as soon as possible.

Part 13 - Governing Law

This Agreement shall be governed by, and construed in accordance with, the laws of the State of California, without regard to its conflicts of law provisions.

Part 14 - Entire Agreement and Amendments

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements, understandings, and communications, whether written or oral. Any amendments or modifications to this Agreement must be in writing and signed by both parties.

Part 15 - Approval (*required for implementation*)

When signed, this agreement will be held valid for a minimum of 90 days (unless temporary as noted in Part 2 above); either party may request renegotiation of the agreement with a 30-day notice.

		Signed by: Vinay Behl 1FDE7D3D55ED442...	6/3/2025
Company or Representative	Date	Hope Services, Vinay Behl CFO	Date

rev. 06-03-25 SAH

AGENDA ITEM
5C.

Approve a Resolution Approving a Three-Year Service Agreement with 4Leaf, Inc. for Comprehensive Building Services, Including Code Enforcement

City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council
FROM: Vibeke Norgaard, City Manager
SUBJECT: Approving Three (3) Year Contract With 4Leaf, Inc for Comprehensive Building Services, including inspections and permitting, and Code Enforcement
DATE: June 17, 2025

DISCUSSION/ BACKGROUND:
On November 17, 2020, the City Council approved resolution SC 20-76 authorizing the approval of the Professional Service Agreement (PSA) with 4Leaf, Inc to provide comprehensive building services, including but not limited to building permit issuance, building inspection services, building plan review, code enforcement, and building official oversight and response, to the City of Sand City. The last amendment to the existing PSA was approved by Resolution 23-08 on February 7, 2023, to amend the term of the agreement to extend to June 30, 2025.

Since the existing agreement is set to expire June 30, 2025, in order for the City to continue to receive City building services from 4Leaf, Inc, a new PSA is needed. Staff requested a proposal from 4Leaf, attached here as Exhibit A, to provide city building services for FY 2025-26, 2026-27, and 2027-28, a 3-year term. Mr. John Kuehl, has served as the City's Chief Building Official for many years that precedes the original PSA with 4Leaf, Inc. He was instrumental in the implementation of iWorq for use in permitting and code enforcement, has profound knowledge of the City's buildings and codes, is well versed in City's current and past projects and has strong relationships with City staff, neighboring cities, and local and regional public agencies.

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

FISCAL IMPACT:
$150,000 for FY 2025-26 has been included in the budget for FY 2025-26. The remaining contract amount of $150,000 per year for the remaining two (2) years of the contract will be allocated in the future budgets for those fiscal years.

RECOMMENDATION:
Staff recommends approval of the Professional Services Agreement with 4Leaf, Inc to provide City Building Services for Fiscal Years 2025-26, 2026-27, and 2027-28.

ATTACHMENTS:

1. Resolution and Exhibits
2. Professional Services Agreement for Non-Construction Project

CITY OF SAND CITY
RESOLUTION SC 25-_,2025

RESOLUTION OF THE CITY COUNCIL OF SAND CITY APPROVING A THREE-YEAR SERVICE AGREEMENT WITH 4LEAF, INC. FOR COMPREHENSIVE BUILDING SERVICES, INCLUDING CODE ENFORCEMENT

WHEREAS, on December 1, 2020, the City Council approved a contract with 4Leaf, Inc. to provide comprehensive building services including but not limited to, building permit issuance, building inspections service, building plan review services, code enforcement, and building official oversight and response (SC 20-76); and

WHEREAS, the most recent amendment to the PSA (SC 23-08) extended the term of the agreement to June 30, 2025; and

WHEREAS, the City finds that continued services with 4Leaf, Inc for comprehensive building services to be in the best interest of the City of Sand City and its inhabitants; and

WHEREAS, the term of the service agreement, hereinafter referred to as the "Agreement" (attached hereto and incorporated herein as Attachment 2) shall be for a period commencing July 1, 2025, and extending to and ending on June 30, 2028, at a cost not to exceed $450,000; and

WHEREAS, the scope of Building Services outlined in Exhibit A of the Agreement, attached hereto and incorporated herein by this reference, providing comprehensive building services, is broad and encompasses tasks requested by the City, including but not necessarily limited to:

- Building plan review
- Building permit processing
- Fire inspections and plan review
- Building inspection services
- Building inspector of record
- Code enforcement

WHEREAS, 4Leaf, Inc. will maintain a current City of Sand City business license**.**

NOW, THEREFORE, BE IT RESOLVED that the City Council of Sand City does hereby authorize the City Manager to enter into an agreement for Comprehensive Building Services with 4Leaf, Inc., at a cost not to exceed $450,000 for Fiscal Years 2025-26, 2026-27, and 2027-28.

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

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

_____
Mary Ann Carbone, Mayor

ATTEST:
DATED: _____

_____
Kerry Lindstrom, City Clerk

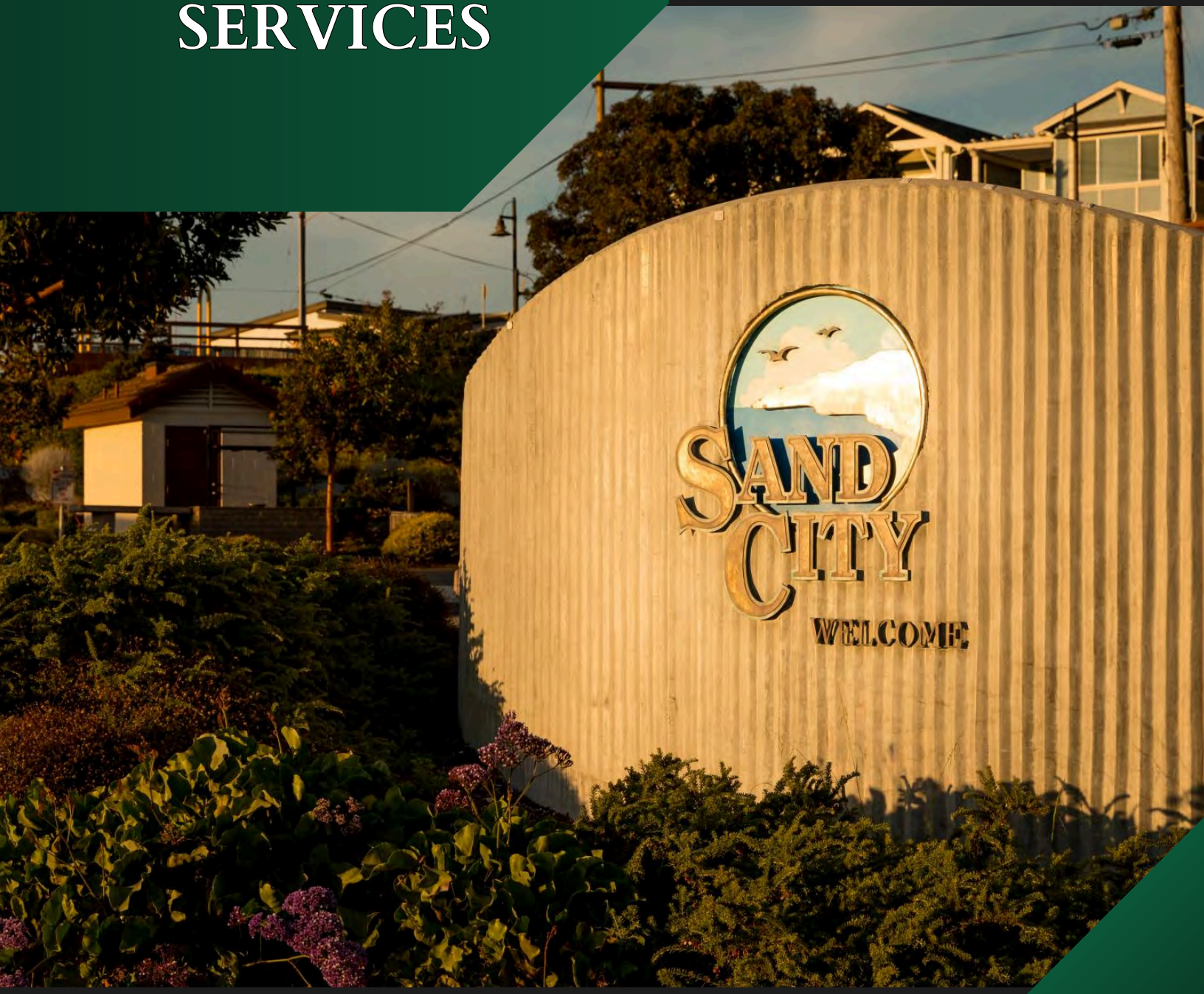
Exhibit A

PROPOSAL TO PROVIDE

PROFESSIONAL SERVICES

TO THE

CITY OF
SAND CITY



4LEAF, INC.
409 WASHINGTON ST., SUITE 100
MONTEREY, CA 93940
(831) 330-1235

MAY 7, 2025

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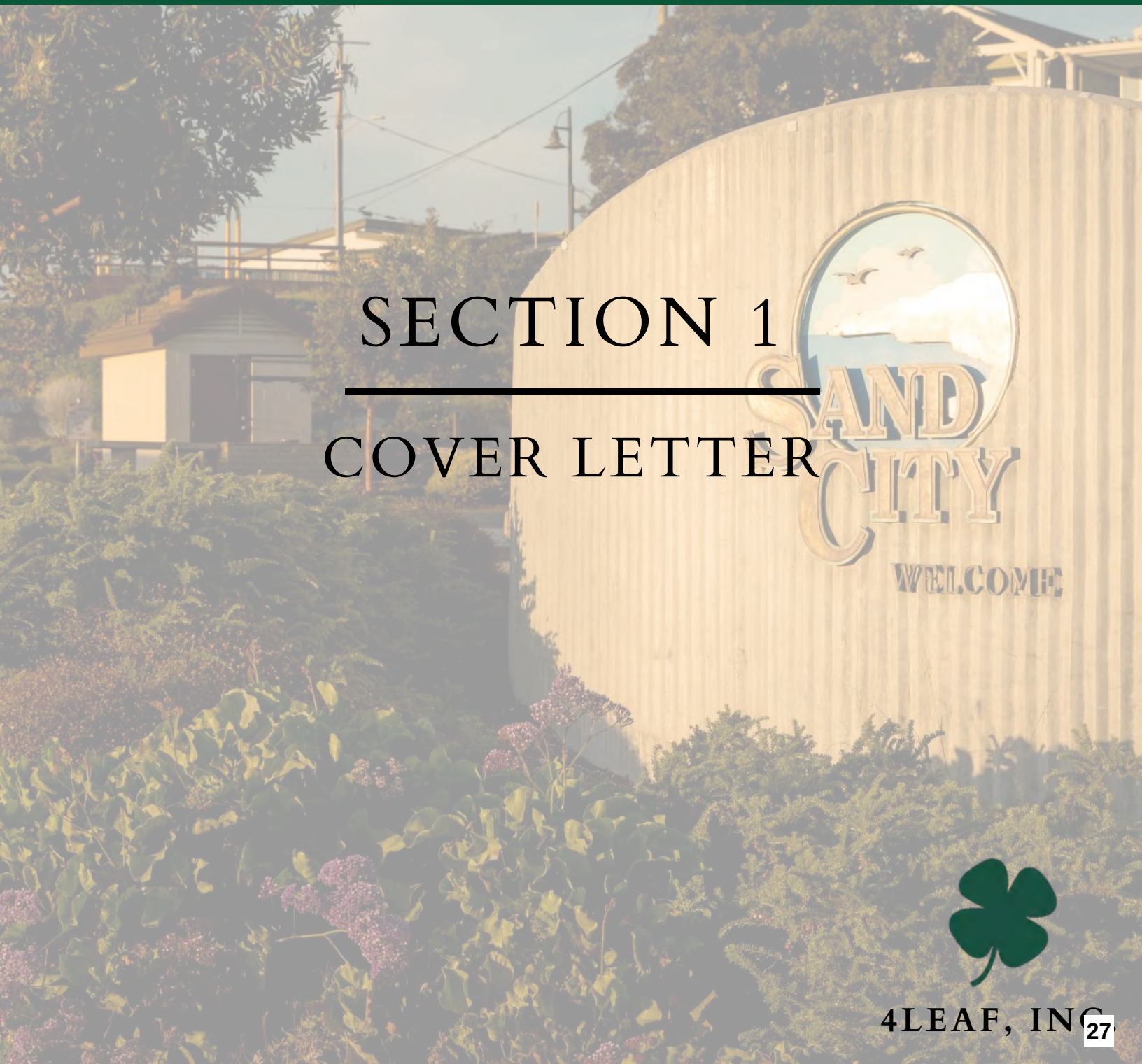
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PROPOSAL TO PROVIDE

PROFESSIONAL SERVICES

TO THE

CITY OF SAND CITY



SECTION 1

COVER LETTER

4LEAF, INC.

City of Sand City
1 Pendergrass Way
Sand City, CA 93955
Attn: Vibeke Norgaard, City Manager

May 7, 2025

RE: Proposal to Continue As-Needed Professional Services to the City of Sand City

4LEAF, Inc. (4LEAF), a California "C" Corporation is pleased to present our qualifications to provide Professional Services to the City of Sand City (City). 4LEAF has provided plan review, inspection, staff augmentation, and other related services to numerous public agencies throughout California for over 24 years. We look forward to the opportunity to provide these services to the City for upcoming projects. 4LEAF is uniquely qualified and is an ideal consultant choice for the following reasons:

☑ Local Consultant

4LEAF has provided professional services to numerous local municipalities within the Monterey Bay Area and as such, our firm has the necessary local staff to address any needs the City may have in an on-site or remote capacity. Our local municipal clients include, but are not limited to:

- City of Pacific Grove
- City of Sand City
- City of Seaside
- City of Carmel-By-The-Sea
- City of Salinas
- City of Hollister
- City of Santa Cruz
- City of Gonzales
- Town of Los Gatos
- City of Saratoga
- County of Monterey
- County of Santa Cruz

☑ Local Area High-Profile Projects (Plan Review & Inspection)

4LEAF is currently performing Plan Review and Inspection Services on several high-profile projects in and near the City. These include:

- **Portola Hotel & Monterey Conference Center (Monterey, CA) -** 4LEAF provided plan review services for the major renovation of the City owned Conference Center which was originally constructed in 1977 under the 1973 Uniformed Building Code. The Conference Center comprises of 102,000 square feet and is interconnected with the Portola Hotel and Spa.
- **South of Tioga (Sand City, CA) –** 4LEAF performed the entirety of the plan review and building inspections for this vital expansion project. This project consists of 356 living units including 52 affordable units. This will be spread between two buildings (one five-story and one seven-story) and will include a 216-room hotel with a rooftop bar.
- **Pacific Grove Hotel (City of Pacific Grove) –** 4LEAF has completed the plan review and is scheduled to perform all building inspections for this three-story and 116 room hotel which includes a restaurant, lobby, and parking lot.
- **The Lodge at Pebble Beach (County of Monterey) -** 4LEAF is in the process of performing plan review for the Renovation, Remodel, and Additions of The Lodge at Pebble Beach. This 100-year-old building spans over 54,000 sq. feet and will undergo renovations to multiple different rooms within the facility.

☑ Adaptable Services

4LEAF is renowned for our accommodation and flexibility and is the most dependable provider of on-call, as-needed Plan Review and Building Inspection Services. Our highly adaptable network of 500 qualified professionals is consistently able to fulfill the unique, localized needs of our many municipal clients. We are committed to tackling staffing challenges head on, providing our clients with 24-hour turnaround staffing placement options and expedited off-site services. Our firm cooperates with our clients to provide personnel that meet their specific and unique requirements. Our scope of services include:

- Plan Review (Building, Civil)
- Permit Technicians (Daily, Full-time)
- Fire (Inspections, Plan Review)
- Inspection Services (Daily, Full-time)
- Inspector of Record (Project specific)
- Code Enforcement (Daily, Full-time)

☑ Key Personnel

John Kuehl, CBO: John is one of 4LEAF's Area Managers in the Monterey Coast where he provides Project Management and Building Official Services for two municipalities (Sand City & Pacific Grove). These complex projects require an industry expert with many years of field and management experience. John will be serving as Project Manager for the Professional Services for the City.

Michael Loomis, SE, CBO, CASp, PMP: As 4LEAF's Director of Structural Engineering, Michael is responsible for managing 4LEAF's Plan Review clientele. He will be responsible for all expedited requests, quality control, and performance of critical plan reviews assigned by the City.

Mark Ellis, CBO: Within the last year, Mark has joined 4LEAF in a managerial capacity where he works directly with 4LEAF personnel on technical advice and department strategy. In addition, Mark assists with recruitment, development, and training on technical code applications for new and existing 4LEAF staff.

☑ Primary Contact

In the event that 4LEAF is awarded the contract by the City of Sand City, the contract will be managed by Craig Tole. He will dedicate his time and resources to fulfill any and all requests communicated by the City. Additionally, the Project Manager will be John Kuehl, CBO, who is currently providing Building Official services for the City and is extremely well-versed in the City's procedures, personnel, and practices.

President	Project Manager	4LEAF Local Office
Kevin J. Duggan Office: (831) 330-1235 Mobile: (925) 462-5959 Email: KDuggan@4leafinc.com	John Kuehl, CBO Office: (831) 330-1235 Mobile: (831) 233-0188 Email: JKuehl@4leafinc.com	409 Washington St., Suite 100 Monterey, CA 93940 Office: (831) 330-1235 Website: 4LEAFINC.COM

We appreciate the opportunity to present the City with our qualifications. Should you have any questions, please do not hesitate to reach out using the contact information provided.

Respectfully submitted,

Kevin J. Duggan
President

Craig Tole
Vice President, Community Development/Executive PM

PROPOSAL TO PROVIDE

PROFESSIONAL SERVICES

TO THE

CITY OF SAND CITY



SECTION 2

ORGANIZATION QUALIFICATIONS

SECTION 2: ORGANIZATION QUALIFICATIONS

4LEAF, Inc. (4LEAF) is a California "C" Corporation that was established in 1999 and incorporated in 2001. Our extensive team of engineers and managers are fully equipped with training and experience to provide complete services including Plan Review, Inspection, CASp, Code Enforcement, Permit Technician assistance, and other related professional and technical services to the City. Our goal is to set the industry standard for excellent customer service, and we have grown to more than 400 personnel throughout California, Arizona, Hawaii, Washington, Nevada, and New England, and we are able to serve any full-time or part-time need the City may have, regardless of scope and duration.

Firm Management

VP, Community Development – Craig Tole
Phone: (925) 580-4055
Email: CTole@4leafinc.com

Dir. of Structural Eng. – Michael Loomis, SE, CBO, CASp
Phone: (831) 620-2305
Email: MLoomis@4leafinc.com

Plan Review Coordinator Manager – Vanessa Morales
Phone: (925) 789-9917
Email: VMorales@4leafinc.com

Project Manager – John Kuehl, CBO
Phone: (831) 233-0188
Email: JKuehl@4leafinc.com

Supervising Inspector – Chris Fowler, CBO, HCAI A
Phone: (925) 453-1992
Email: CFowler@4leafinc.com

Area Liaison – Mark Ellis, CBO
Phone: (831) 330-1235
Email: MEllis@4leafinc.com

Office Locations

Monterey (Local)
409 Washington Steet, #100
Monterey, CA 93940

Pleasanton (HQ)
2126 Rheem Drive
Pleasanton, CA 94588

Sacramento
8896 N. Winding Way
Fair Oaks, CA 95628

Newport Beach
4440 Von Karman, Suite 300
Newport Beach, CA 92660

San Bernardino
424 E. Vanderbilt Way, Suite A
San Bernardino, CA 92408

San Diego
402 W. Broadway, Suite 400
San Diego, CA 92101

Arizona
2 North Central Ave., Suite 1800
Phoenix, AZ 85004

4LEAF Consulting, LLC
157 E. Warm Springs Rd.
Las Vegas, NV 89119

New England
132 Central St., Suite 210
Foxboro, MA 02035

Professionals

Title	# of Staff	Title	# of Staff
ICC Certified Plans Examiners	45+	**ICC Certified Inspectors & IORs**	200+
ICC Permit Technicians	45+	**Registered Engineers (PE, SE)**	20+
Registered Architects	5	**ICC Certified Building Officials**	30+
Code Enforcement Staff (PC832)	85+	**CASp**	15
Construction Managers/Inspectors	40+	**Fire Plans Examiners & Inspectors**	30+

Mission

4LEAF strives to be the best firm by providing our clients with outstanding customer service and first-rate services. We put our philosophy into action by building client relationships and prioritizing the needs of our clients—this has led us to become an industry leader in providing Building & Fire Life Safety Services to both public and private clients. We have worked with municipal departments in the construction, rehabilitation, and repair of public and private buildings and have partnered with design review and preservation boards to determine building improvement criteria and associated project requirements. We have a depth of experience in working with all types of building structures and have performed Inspection and Plan Review services on more than **$50 billion dollars** in construction throughout the past **24 years**.

We have provided plan review and inspection services for thousands of residential projects, tenant improvements, and complex commercial projects including marijuana facilities office campuses, parking garages, hotels/resorts, transportation facilities, city/county-owned buildings, universities, hospitals, sports arenas, infrastructure, essential service facilities, solar projects, and laboratories. In addition, our team has performed inspections and plan reviews for public and private building structures for compliance with life-safety and Americans with Disabilities Act (ADA) accessibility requirements.

4LEAF has also been an industry leader across numerous other disciplines, such as Code Enforcement and Planning. Our Code Enforcement staff is dedicated to preserving and enhancing the quality of life for the residents in our client jurisdictions and work toward a goal of resolving problems efficiently and safely. Enforcing and upholding municipal codes is of utmost importance to us. Our Code Enforcement Division endeavors to improve communities through education, cooperation, and responsive enforcement.

4LEAF's Code Enforcement staff is dedicated to preserving and enhancing the quality of life for the residents in our client jurisdictions and are working toward a goal of resolving problems efficiently and safely. Enforcing and upholding municipal codes (including weed and community preservation, unpermitted construction, unsafe property conditions, hazards to public health, and zoning) is of utmost importance to us. Our Code Enforcement Division endeavors to improve communities through education, cooperation, and responsive enforcement.

We have a proven track record of reviewing and inspecting projects of all sizes and complexities including:

- Type B Commercial Construction
- City/County-Owned Facilities
- Large Campuses
- Fire Recovery Services
- Stadiums/Arenas
- Commercial Office Parks
- Refinery Facilities
- Site Work
- Waterfront
- Multi-Family Projects
- Healthcare Facilities
- Transportation Facilities
- Laboratories
- Power & Energy
- Marijuana Facilities
- Military Projects
- Essential Service Facilities
- Detention Facilities

Large Development Experience

4LEAF is uniquely qualified to work on large development projects of any size. Our team completed Project Inspections for the entire $6 billion Apple Campus 2 Corporate Headquarters in the City of Cupertino, CA where we curated a team of Building Inspectors and Permitting Specialists.



4LEAF also provided the Plan Review and Inspection services for the $2.6 billion Wynn Casino Project in the City of Everett, MA; San Jose State University's Interdisciplinary Science Building in the City of San Jose, CA; and the County Office Building III in the County of San Mateo.






We have the resources to deploy staff to any state and as you can see from the limited examples listed above, we have provided services throughout the country. Our team is well-equipped and qualified to perform services for any project and in any location. By choosing 4LEAF, you are choosing a company that prides itself on quality work, top-notch customer service, experienced staff, and a multitude of project experience. Please review our scope of services and project examples in the sections that follow to gain more understanding about our firm and how we can help achieve the City's project goals.

Snapshot of Services

Plan Review / Inspection	Permitting	Code Enforcement
• LEED Accredited Professionals	• Over-the-counter reviews	• Staff Augmentation Services
• Inspectors of Record	• Intake of plans	• Department Assessments
• Program Analysis & Studies	• Routing for plan review	• Vendor Enforcement
• Correcting Code Deficiencies	• Assignment management	• Blight Enforcement
• Investigating Complaints	• Hosting page turn sessions	• Substandard Housing
• Violation Issuance	• Virtual permit technician services	• Lead Paint
• Jurisdictional Inspectors		• Tobacco Enforcement
• ICC-certified Plan Reviewers	• Prepare approval packages	• Short Term Rentals
• CASp	• Inspection scheduling	• RRP Training
• ICC-certified Building Officials	• Application Processing	• ICC & CACEO Trainings
• Building Dept. Services	• Developing Submittal Forms	• Rental Housing Programs
• Expedited Plan Reviews	• Solar Permitting	• Cannabis Enforcement
• On- and Off-Site Plan Review	• Property Research	• Business License Enforcement
• Property Condition Surveys	• Public interface	• Parking Enforcement
• Industrial, Energy, & Solar	• Special events permits	• Zoning

PROPOSAL TO PROVIDE

PROFESSIONAL SERVICES

TO THE

CITY OF SAND CITY



SECTION 3

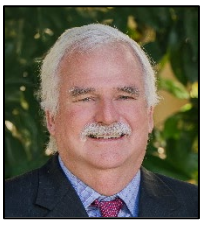
MANAGEMENT & TEAM MEMBERS

SECTION 3: MANAGEMENT & TEAM MEMBERS

As your consultant, 4LEAF understands that our role is to advocate on behalf of the City of Sand City and represent the City's best interests. 4LEAF's team will function as an extension of your staff, seamlessly integrating with the personnel and practices established by the City while adding the perspective and expertise that only 4LEAF can offer. Our goal, which we have successfully accomplished on previous clients' projects, is to integrate our staff with yours and be accepted as an essential part of the City. Our team includes:

Management Team & Key Team Members

John Kuehl, CBO – Project Manager



John is a seasoned Building Official and licensed Inspector with more than 36 years of inspection and construction experience. With 21+ years as the Chief Building Official at the City of Monterey, John is an integral part of our team and has the industry know-how to provide quality deliverables to our clients. Both in and out of the field, John's expertise helps guide his team to complete jobs on time and with top-notch results. Additionally, John is a skilled plans examiner and has mentored numerous industry personnel in the Building Department Services arena.

Office – (831) 330-1235 | Cell – (831) 233-0188 | Email – JKuehl@4leafinc.com

Michael Loomis, SE, CBO, CASp, PMP – Director of Structural Engineering



With more than 27 years of expertise in the industry, Michael has an excellent working knowledge of all types of construction, including architectural, structural, electrical, mechanical, and plumbing systems. Michael is extremely committed and has shown dedication by obtaining multiple certifications through the International Code Council (ICC), and is a Certified Access Specialist, (CASp). Michael has experience managing and overseeing the continual operations of the Building Department and has served as the Building Official for the cities of Salinas, Gonzales, and the Town of Woodside. Michael is an adaptable leader that quickly identifies departmental issues and solves them by utilizing his ample experience.

Office - (831) 330-1235 | Cell - (831) 620-2305 | Email - MLoomis@4leafinc.com

Craig Tole – Vice President, Community Development / Executive Project Manager



Craig has served Community Development Departments for the past 20 years under the supervision of the company President. Among Craig's responsibilities include the day-to-day contact with many of 4LEAF's clients in the Building & Safety, Engineering, and Construction Management industries. Craig has successfully managed a multitude of inspection projects ranging from $1 million to $6 Billion. Craig also manages numerous County IOR programs including San Mateo County PDU, Santa Clara County FAF, Alameda County GSA, and Santa Cruz County GSD.

Office - (831) 330-1235 | Cell - (925) 580-4055 | Email - CTole@4leafinc.com

Christopher Fowler, CBO, HCAI A (OHSPD A) – Supervising Inspector / IOR



Chris has more than 30 years of senior level commercial construction project management experience, with special emphasis on LEED educational and governmental buildings. He has extensive knowledge of and experience in applying, implementing, and enforcing the International Building Codes. Chris has complete understanding and proficiency with all major construction methods and procedures including hands-on management experience as both a general and subcontractor representative and overseer. He has provided nearly 15 years of educational training programs in coordination with the ICC for college curriculums. Chris has ready knowledge of local, state, and federal codes and ordinances such as ICC, UMC, UPC, NFPA, NEC, OSHA, ADA, and health regulations.

Office - (831) 330-1235 | Cell - (925) 453-1992 | Email - CFowler@4leafinc.com

Vanessa Morales – Plan Review Coordinator Manager



Vanessa serves as 4LEAF's Plan Review Coordinator Manager and has years of professional experience in management, recordkeeping, and data auditing. Her background in customer service prepared her to effectively serve the public's needs at the Building Department counter, and her excellent interpersonal skills heightened her capacity to build rapport with clients. Vanessa is proficient in the analysis and interpretation of data, which contributes to her ability to explain rules and regulations to permit applicants clearly and concisely.

Office - (831) 330-1235 | Cell - (925) 789-9917 | Email - VMorales@4leafinc.com

Isolda Lobao – Regional Plan Review Coordinator Lead



Isolda is a dedicated and highly experienced professional with over 15 years of administrative and technical expertise, primarily within the building and permitting sectors. She currently serves as the Plan Review Coordinator Lead for 4LEAF's Monterey office, where she plays a key role in managing internal routing and ensuring the timely and efficient completion of plan reviews. Isolda coordinates with specialized staff to ensure each review is aligned with the unique needs of the client, demonstrating her strong organizational skills and commitment to service excellence.

Office - (831) 330-1235 | Email – ILobao@4leafinc.com

Mark Ellis, CBO – Area Liaison



Mark is local to the Monterey Bay Area and spent more than 10 years as the City of Santa Cruz's Chief Building Official. After over 35 years of public sector experience, Mark now serves as the Area Liaison for 4LEAF, where our local Code Officials are supported by his technical expertise, mentoring and management advice. Mark works to recruit and recommend personnel throughout the counties of Santa Cruz, San Benito, and Monterey. Mark is a respected member and active participant at local ICC chapters and is based out of the new 4LEAF Monterey Office.

Office - (831) 330-1235 | Email – MEllis@4leafinc.com

Plan Review / Permitting Personnel

Scott Martin, PE – Quality Control Manager / Senior Plan Review Engineer

Scott has over 23 years of experience and has performed a multitude of plan reviews for many different project types including commercial structures, residential structures, schools, hospitals, and various municipal reviews for municipal clients. Scott's day-to-day activities include the review of plans submitted to local jurisdictions, creation and submission of plan check letters, and constant communication with all project stakeholders.

Lisa Sarto, CBO, MCP – Building Official / Plans Examiner / Inspector

With over 15 years of construction and technician experience, Lisa is exceedingly well versed in authorizing and optimizing building, permitting, and plan review policies. She is well organized and quality-focused with dedication to proficiency. Due to her abundance of knowledge in inspection and experience in construction related roles such as Construction Manager and Senior Building Inspector, Lisa is fully capable of serving in numerous different capacities within a building department.

Rouhi El-Rabaa, PE, CASp – Senior Plan Review Engineer / Accessibility Specialist

Rouhi is a licensed professional plan review engineer with over seventeen years of experience. He possesses extensive knowledge regarding residential, commercial, and industrial structure plan review. Rouhi can rely on years of practical experience to support project development for a variety of structures. Rouhi has also been fortunate enough to work with a variety of diverse teams and has since become capable of seamlessly integrating into new groups in the pursuit of successful project completion.

Ali Hekmat, SE, PE – Plan Check Engineer

Ali is a tremendously talented and experienced Plan Check Engineer with over four decades of expertise in the industry. Ali is a California registered Professional Civil and Structural Engineer. He is highly skilled in a wide variety of engineering and design software and has proven to be an asset to multiple companies and departments. Ali is a quick-adjusting hard worker who has performed many challenging and complex structural plan reviews, earning him timely promotions to senior leadership positions throughout his professional career.

Gabe Regalado – Plans Examiner / Building Inspector

Gabriel is a Certified Plans Examiner, Combination Building Inspector, and Inspector of Record who is able to enforce codes and zoning requirements using local and California state codes. He possesses strong leadership abilities with years of successfully developing and managing staff skills and placement. Gabriel's extensive background in providing both MEP plan reviews and building inspection makes him adept at successfully and effectively contributing to the productivity of whichever building department he is placed.

Liliana Soto – Permit Technician

Liliana is a highly dedicated permit technician with over 8 years of experience in customer service and administrative work. She is extremely proficient in coordinating and managing various clerical tasks thanks to years of practical experience. Liliana also possesses strong communication skills that have been refined through years of customer service.

William Tran – Permit Technician

William is a detail-oriented professional with a strong background in technical supervision, management, and customer service. His meticulous approach to managing paperwork and maintaining detailed records ensures

accuracy and compliance. William's excellent communication skills, both verbal and written, and his ability to resolve issues efficiently contribute to high levels of customer satisfaction. William's diverse experience and dedication to service excellence make him a valuable asset to any team.

Inspection Personnel

Paul Abadilla – Senior Combination Building Inspector

Paul is an ICC Certified Mechanical, Plumbing, and Building Inspector and a highly talented, qualified professional with an extensive background in building construction and project management. His strong ability to coordinate and liaison with design and construction professionals, local and federal officials, inspectors, tenants, and customers, has resulted in a proven track record of completing difficult projects on schedule and under tight budgets while maintaining high levels of quality control.

Rory Shortreed, HCAI (OSHPD) A – Senior Building Inspector / IOR

Rory has more than 30 years of experience in the construction industry including more than 15 years in the electrical field, 10 of those years as a licensed electrician. Rory's experience includes performing Inspector of Record and resident inspector duties on major construction projects in Northern California. He has also performed duties including electrical installations, supervision, and quality control on numerous projects throughout multiple states; along with quality control observations and inspections at various nuclear power plants.

Kono Soong, CBO – Senior Combination Building Inspector / IOR

Kono is a Certified Building Official and Combination Residential and Commercial Inspector with over 25 years of jurisdictional experience and has experience performing inspection services for the City of Foster City. Kono is experienced with residential, commercial, and industrial construction and has acted as Lead Inspector of Record at the Jackson Rancheria Hotel & Casino.

Andrei Oustinov - Senior Combination Building Inspector / IOR

Andrei is an ICC Certified Combination Inspector and Inspector of Record with over 32 years of experience in all aspects of construction. Combined, his experience includes 20 years of supervisory experience, 17 years of experience in the building inspection field for a public building inspection office, five years of experience as a Senior Inspector, Plan Checker and Supervising Inspector, and 8 years as a Building Inspection Manager.

Mark Hillabrandt – Senior Combination Building Inspector

Mark is a multi-certified Senior Inspector with more than 34 years of building inspection experience. Mark is skilled in interpreting and applying pertinent Federal, State, and local laws, as well as codes and regulations and possesses extensive knowledge in providing inspections over a wide variety of project types including single and multi-family residential, commercial, and industrial structures, and solar PV installations.

Don Salts, CBO, CASp – CASp Plan Review / Inspection

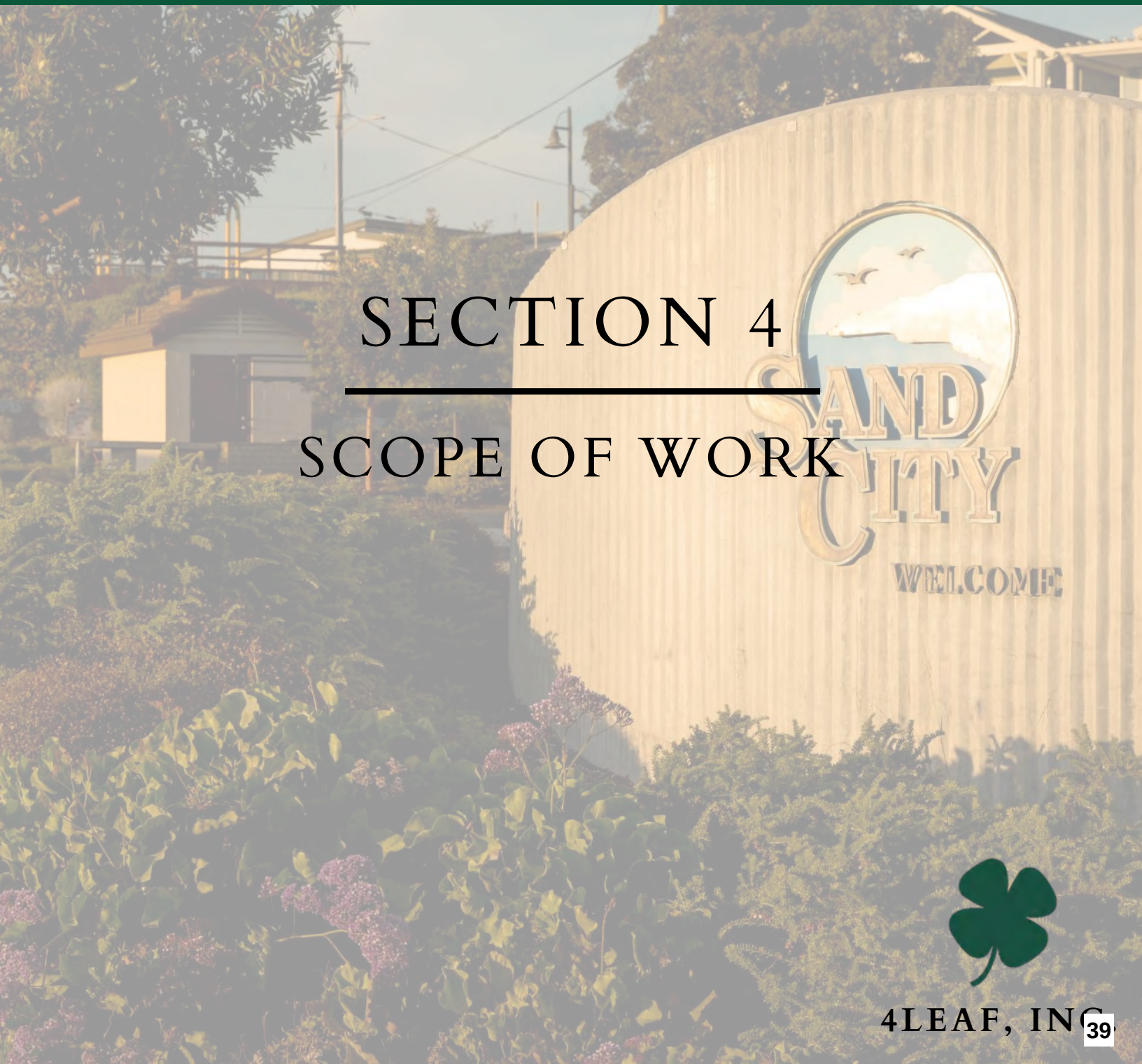
Don is an exceptional CASp Inspector, with more than 35 years of hands-on industry experience. He is equally adept as an individual contributor or in a team environment with senior managerial experience. Don's diverse background and extensive experience make him an ideal fit for various types of projects. Don has a proven track history of ensuring projects are compliant with current codes with a high quality of workmanship.

PROPOSAL TO PROVIDE

PROFESSIONAL SERVICES

TO THE

CITY OF SAND CITY



SECTION 4

SCOPE OF WORK

4LEAF, INC.

SECTION 4: SCOPE OF WORK

Plan Review Services

4LEAF will provide Plan Review for any and all types of structures to ensure compliance with all adopted codes, local ordinances (including Tier 1 of Cal Green, if required) and State and federal laws that pertain to Building and Fire-Life Safety, and for compliance with the adopted International Code Council (ICC) Building, Plumbing, Electrical, Mechanical, National Fire Protection codes and standards, and the Accessibility and Noise and Energy Conservation requirements as mandated by the State of California Title 24, State of California Water Efficient Landscape Ordinance, the State of California Certified Access Specialist (CASp) compliance, and all other applicable ordinances. We provide these services for project types including Single-Family Dwellings, large Multi-Family Mixed-Use Dwelling Units, Commercial, and Industrial.

Approach

We understand that the specific building plan review responsibilities will include, but are not limited to:

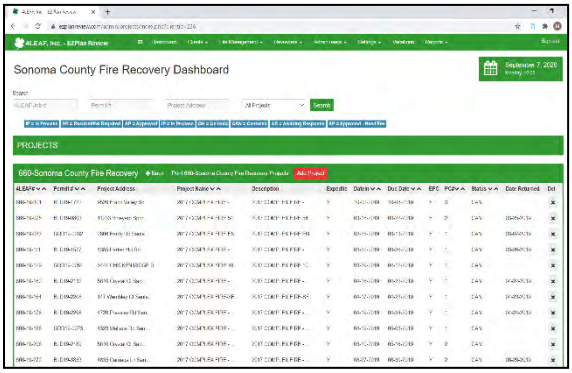
- Examining plans, drawings, specifications, computations documents, soils reports, and additional data;
- Ascertaining whether projects are in accordance with applicable building and fire codes, and City ordinances, including but not limited to Title 24 and Title 25;
- Performing such reviews as structural, MEP, green building, fire and life safety, grading and drainage;
- Reviewing plans to ensure conformity to the required strengths, stresses, strains, loads, and stability
- Reviewing plans to ensure conformity with use and occupancy classification, general building heights and areas, types of construction, fire resistance construction and protection systems, means of egress, accessibility, structural design, soils and foundations; and masonry;
- Providing additional plan review services as requested by the City;
- Conducting all plan review at the City Department or at a site mutually agreed upon in writing and;
- Supplying all plan review staff with all code books and other basic professional references.

On- and Off-Site Review

4LEAF can supply Registered Professional Engineers to the City to work on-site performing structural plan review and non-structural reviews at the jurisdiction's discretion. Our experience includes checking for compliance with the structural, life-safety, accessibility, plumbing, mechanical, electrical, fire, and local codes/ordinances.

4LEAF's EZPlan Review

EZPlan Review is our in-house tracking software that acts as a communication tool between 4LEAF and the jurisdictions we work with. The use of EZPlan makes communication easy. This web portal allows users visualize project due dates, notes, and status updates so that projects can be followed from start to finish. Additionally, 4LEAF provides electronically stamped and uploaded copies of approved project plans, a value which saves clients time and resources. With the use of EZPlan, 4LEAF hopes to provide a level of ease and transparency during the off-site plan review process.



QA/QC Review Process

Task 1 – Project Tracking Set-up

The first step of our process will be to set up the project in our system to enable 4LEAF and the City each to track the progress of the review. Our plan tracking procedures are designed to track each submittal throughout the review process and maintain accurate and comprehensive records for each submittal.

Task 2 - Complete Submittal Review

Upon receiving the plans from the City, 4LEAF will triage (preliminary plan review performed by 4LEAF plan review project lead) the submittal to verify that the submittal received is complete (i.e., all pertinent plans, calculations, reports, and other related documents) in order that we can begin our review. If the submitted package is incomplete, we will communicate with the City to discuss the deficient documents needed to proceed with our review.

Task 3 - Plan Review Assignment

After the triage process is performed and a complete package is verified, the project will be assigned to the most qualified Plans Examiner and a turnaround time will be established. We will log each application into our database the same day the plans are received to assure that they are routed in a timely manner and to allow for daily project tracking.

Task 4 - Plan Review

4LEAF will provide the project contact (Developer, Contractor, Architect, or Engineer) desired by the City with a list of any items needing correction and clarification to comply with applicable building codes, ordinances, and regulations. A correction list will be created based on the missing codes and ordinances.

Task 5 - Quality Control

Prior to submitting the plan review correction list to the City, the designated plan review project lead will review the correction list for adherence to applicable codes and ordinances as well as for accuracy and completeness. After completion of our quality control review a correction list will be e-mailed to a designated staff member at the City or as directed by the City. The correction list and a 4LEAF transmittal form will include the following information: a description of the work, type of construction, occupancy group, square footage, number of floors, and sprinkler requirements.

Task 6 - Plan Review Rechecks

Plans received for rechecks will be reviewed for conformance. Our goal is to actively work with the designers to resolve all unresolved issues after our second review. If it appears that there are complicated issues that might cause a project to go beyond our second review, we will communicate directly with the designer to resolve these concerns.

Task 7 - Project Approval

Once the final plan reviews are completed and ready for approval, 4LEAF will organize the plans and supporting documents per the City processing requirements and return them to the City, along with our letter of completion.

Turn-Around Times

4LEAF has a tremendous reputation for completing projects on-time and under budget. 4LEAF's plan review team is widely recognized for quick turn-around times and prompt service. Off-site plan reviews are performed at our office, with plans transmitted by personal delivery or overnight service. The standard turn-around time is within 10 business days for residential plan reviews and within 10 days for commercial/industrial plan reviews; however, these timeframes are negotiable based on your needs.

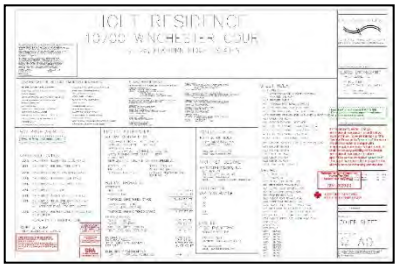
Type of Plans	Transportation	Initial Review	Resubmittal Review	Resubmittal Review #2	Expedited Review	Expedited Resubmittal
*Residential	< 24 Hours (pick up & delivery)	< 10 Days	< 5 Days	< 5 Days	< 5 Days	< 3 Days
**Multi-Family	< 24 Hours (pick up & delivery)	< 10 Days	< 5 Days	< 5 Days	< 5 Days	< 3 Days
Commercial	< 24 Hours (pick up & delivery)	< 10 Days	< 5 Days	< 5 Days	< 5 Days	< 3 Days
***Large Commercial > 15,000 s.f.	< 24 Hours (pick up & delivery)	Negotiable	Negotiable	Negotiable	Negotiable	Negotiable

***Larger complex plan reviews can be negotiated to achieve the best possible pricing. 4LEAF has a proven track record of working with municipalities to provide expedited reviews with special discounted pricing.**

Pick-up of all plans will be performed by 4LEAF staff within 24 hours of the City's phone call or e-mail. 4LEAF prefers to pick-up and deliver the plans in person to communicate information that may be pertinent to the project and maintain consistent communication. At no additional cost, 4LEAF staff will transport the plans to and from the City upon a phone call to the 4LEAF office or simply e-mail pickup@4leafinc.com.

Document Control

When plans and documents are received for review, 4LEAF's Plan Review Manager and Document Control Technician analyze the project, creates a job number, and completes a Job Setup Sheet. This form highlights both the jurisdiction, applicable contact information, and all project specific design criteria and notes. Jobs are then transmitted through 4LEAF's easily accessed EZPlan Review Portal which tracks initial and subsequent reviews and is open for view by the client. The City and their customers can view 4LEAF's plan review control log through 4LEAF's EZPlan Review Portal.



Plans then get distributed for review to a 4LEAF team consisting of Plan Review Engineers, Architect (a licensed state professional) and/or an ICC Certified Plans Examiner, as applicable. Our staff then performs his or her function of analyzing the plans and documentation for effective conformance to the state codes, referenced construction standards, and City amendments. 4LEAF's code review methodology is "The Effective Use of the Codes" reinforced through proprietary and jurisdictional checklists. When complete, the Plan Review Manager overviews the project for quality control purposes and forwards comments or approvals to the client's pre-designated contacts.

Off-Site Electronic Plan Review

Digital plan review allows 4LEAF the ability to review, markup and transport plans of any size electronically. We strongly encourage this service for our clients. This process delivers a high degree of cost effectiveness, time efficiency and a "green" and environmentally friendly system. Through our strong focus on utilizing this digital capability, we offer full access to all 4LEAF engineers and plans examiners company-wide, from any of our office locations. A protected online portal will be established to allow property owners, contractors, developers, businesses, designers, and stakeholders to submit plans electronically for review. Access to the online portal will be given to City staff for immediate access to information regarding project status during the review process.

4LEAF has successfully implemented and used Bluebeam for electronic review of files to help eliminate the use of paper and take the plan review workflow to a whole new level. 4LEAF's offices are equipped with large scale monitors for easy review of plans. Bluebeam Revu combines powerful PDF editing, markup, and collaboration technology with reliable file creation. Bluebeam integrates flawlessly with our Green Line approach for electronic and timely turnarounds resulting in permit issuance within 5-7 business days.

Additional Technologies

Having served more than 400 jurisdictions, 4LEAF and our staff are knowledgeable and have experience working with a variety of different technologies for Electronic Plan Review, Permit Tracking, and Building Inspections. 4LEAF's experience with tracking technologies includes, but is not limited to:

e-PlanSoft™ CRW SYSTEMS ProjectDox EnerGov Accela eTRAKiT Online Permitting System iWorks CORPORATION esri

Permit Technician Services

4LEAF has a proven track record of providing Permit Technician/Counter staff to Building Divisions and Community Development Departments. 4LEAF's provided staff shall review, process, record, coordinate construction projects and serve customers at the public counter, providing information and assistance in written and oral form to the public according to departmental procedures and legal requirements.

Our staff encompasses the right combination of experience, education, and certifications. 4LEAF prides itself on providing experienced and dedicated professionals to work with the City and serve the public at the Building Division counter.

Understanding



4LEAF Permit Technician Staff must be experienced and dedicated to serving the public at the Planning and Building Department counter. 4LEAF has numerous Permit/Counter Technicians on staff, many who are currently assigned to Building Departments throughout the state. All staff will have the materials, resources, tools, and training required to perform the job, including software applications such as Accela, Bluebeam, etc.. Typical Permit Technician duties include:

- Accepting plans for plan check
- Verification that plans are accurate and complete
- Calculating permit fees
- Explaining ordinances and procedures to owners, contractors, developers, architects, and general public

- Assisting with preparation of permit applications
- Receiving plans for Planning and Building permits and route to various agencies (if requested)
- Accepting complaints on code violations, process, and record complaints
- Answering phone calls for field and office staff
- Processing inspection requests
- Maintaining files for building permits
- Operating the Building Department's computerized information system
- Inputting a variety of information, including building permits and inspections
- Completing related duties and responsibilities as assigned by Building Official and Senior staff members

Public Assistance



All building permits and plan reviews will be tracked for expeditious processing, considering legal timelines and response time to the Department's requests from applicants, outside agencies, and other City departments. At a minimum, project milestone estimates and dates shall be tracked. In addition, the City will be tracking data regarding workload, processing times and associated costs of the Department's operations. These performance metrics will be used to evaluate 4LEAF's performance. Some enhanced performances are:

- Questionnaires rating our customer service satisfaction
- Report the response time related to the type of call.
- Monitor and report the response time of 4LEAF staff.

Placement Schedule

Building Department Staff	Interim	Full-Time
Permit Technician (ICC Certified)	< 2 Days	< 5 Days
Assistant Permit Technician/ Counter Staff	< 2 Days	< 5 Days

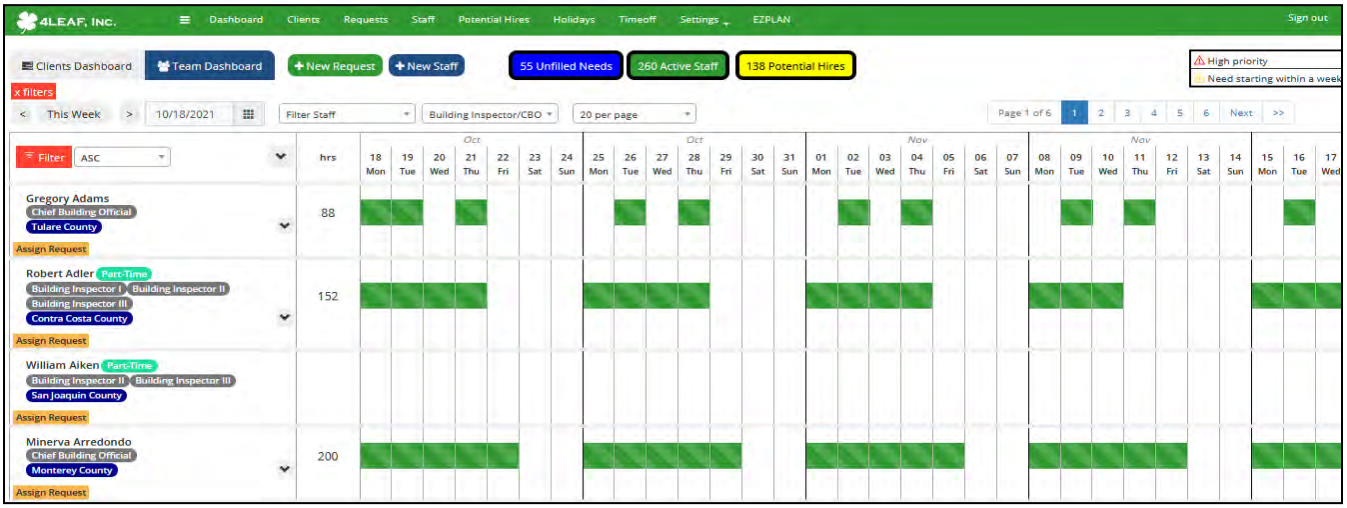
Supplemental Permitting Services – Process Mapping

4LEAF aims to bring departmental processes together by identifying and eliminating obstacles to streamline processes. Our subject-matter experts visit each department within a jurisdiction to conduct an analysis of existing processes, identify how best to streamline separate departmental processes to improve workflow, and provide guidance and recommendations on an improved work plan. 4LEAF implementation staff work both on- and off-site during this process and offer extensive training to existing municipal staff members on the use of a jurisdiction's preferred permitting software.

Inspection Services

4LEAF has a team of more than 200 ICC Certified Building Inspectors, HCAI/DSA Inspectors of Record, Fire Personnel, and Construction Inspectors working on various contracts. 4LEAF has a team committed to work throughout California who will remain for the duration of projects to ensure we capture the goals and performance that have made our inspection system successful.

We maintain the largest database of qualified inspectors of varied qualifications. Inspectors vary from current full-time inspection staff, idle staff (temporarily between assignments), and pre-qualified staff which include inspectors who are available subject to client demand. 4LEAF's inspectors are all ICC Certified and experienced working within a municipal work environment. 4LEAF will provide inspectors with all the necessary tools, equipment, and current code books sufficient to facilitate all required inspections. **4LEAF can provide interim or full-time inspectors same-day or within one business day—**simply call, email, or text our assigned Project Manager for an immediate response. Our on-call database is utilized for all our clients for as-needed requests.



Periodic Inspection Services → Available Next Day

4LEAF can fulfill inspection requests immediately upon request including same day. 4LEAF has a wealth of local and available inspectors ready to serve the City. In addition, 4LEAF has a proven track record of providing such services to a number of different building departments.

Part-Time Inspection Services → Available Next Day

4LEAF will provide the City with part-time inspectors upon request. 4LEAF can provide part-time staff within 24 hours of request for any duration of time. 4LEAF's Project Manager will work closely with the department to identify the right personnel and determine the appropriate work schedule.

Full-Time Inspection Services → Available Two Days or Less

4LEAF can provide full-time inspectors upon request. 4LEAF provides this service regularly to many clients throughout Northern California, Southern California, the Central Valley, Central Coast, Sacramento Valley, Peninsula/South Bay, East Bay, and North Bay.

Project Specific Inspection Services → Available Two Days or Less

4LEAF is often tasked with providing inspection services to large projects on behalf of municipalities. 4LEAF currently handles large-scale projects for such clients as the City of Palo Alto, City of Cupertino, etc. These projects are developer funded into a separate City account which is distributed to 4LEAF using a separate invoice and contract number. This is particularly helpful to fast paced projects looking for continuous inspection services over a short period of time (i.e. 6 - 36 Months).

Inspection Reporting Technology

4LEAF has extensive experience working with various inspection reporting technologies, including elas.™ and GoFormz which 4LEAF used this for all scopes of the Apple 2 Campus **(~$8 Billion)**, and for the Encore Boston Harbor Casino **(~$2.6 Billion)**, San Mateo County Project Development Unit **(~$1.1 Billion)**, and at San Jose State University **(~$1 Billion)**. Innovative technology allows every piece of information collected on a project to be accessible by all staff as every inspection report is stored securely and safely in the cloud. The information can be accessed through a user's web account where any inspection report can be viewed, and reports can be run using stored project data. With inspection technology, 4LEAF inspectors are able to leave detailed notes under the inspections and observations box and instantaneously attach pictures to reports to show the items inspected. By means of an iPad, inspectors sign reports using a mobile signature block and attached pictures of the item inspected that were taken using the iPad.

Innovative Technology Through elas.™

elas.™ was developed by experts in the construction field. This insider knowledge ensures solutions are finely tuned to the unique needs and challenges of the construction industry. Our commitment to continuous innovation keeps **elas**.™ at the forefront of special inspection reporting software. We actively incorporate client feedback and industry best practices to provide the most advanced tools and features available. This dedication ensures your investment in **elas**.™ grows with you, adapting to the ever-changing demands of the construction industry.

Certified Access Specialist (CASp) Capability

4LEAF has fourteen CASp certified professionals on staff and can easily fulfill any CASp related needs that the City of Sand City may have. We have performed CASp inspections, plan review projects, and have consulted on numerous construction projects for accessibility questions and advice. A list of all of our CASp certified professionals may be found below:

CASp Certified Personnel	
Michael Loomis, CASp, SE, CBO, PMP	Howard Conroy, CASp, CBO
Marty Cooper, CASp, CBO	Steven Raney, CASp, CBO
Steve Arnold, CASp, CBO	Jay Shih, CASp, PE, CBO
David Rashe, CASp, CBO	Robert Hall, CASp
Brent Hipsher, CASp, CBO	Clay Salzman, CASp, CBO
Brian Fenty, CASp, CBO	Timothy Griffith, CASp, CBO
Mike Kelly, CASp, HCAI C	Rouhi El-Rabaa, CASp, PE
Don Salts, CASp, CBO	

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SECTION 5

PROPOSED SCHEDULE

4LEAF, INC.

SECTION 5: PROPOSED SCHEDULE

4LEAF understands that time is of the essence for the agreement, and it's anticipated that services may be needed under the agreement sooner rather than later. 4LEAF is well positioned to quickly respond to the City's needs and provide any level of professional services required, regardless of the duration or scope.

4LEAF's Director of Structural Engineering, Michael Loomis, SE, manages 4LEAF's Monterey office. Michael will ensure that the appropriate level of services are provided, provide Quality Control on all plan reviews for the City, and self-perform critical reviews. 4LEAF's Project Manager, John Kuehl, CBO will ensure the City's projects run smoothly and on schedule.

Project Manager

John Kuehl, CBO
Mobile: (831) 233-0188
Email: JKuehl@4leafinc.com

4LEAF's Director

Michael Loomis, S.E., CBO, CASp, PMP
Mobile: (831) 620-2305
Email: MLoomis@4leafinc.com

4LEAF Monterey Office

409 Washington St., Ste #100
Monterey, CA 93940
Office: (831) 330-1235

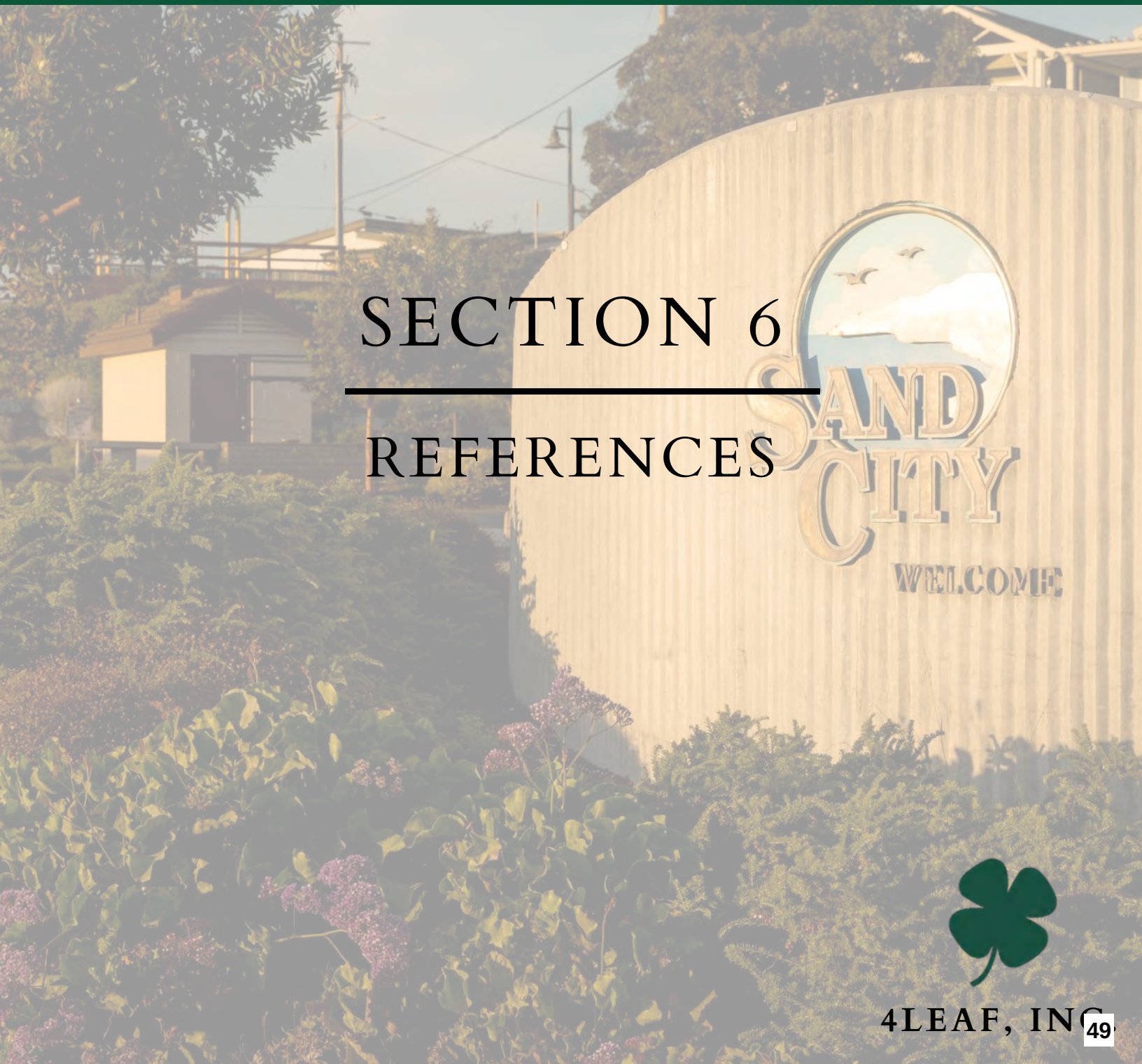


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SECTION 6

REFERENCES

4LEAF, INC.

SECTION 6: REFERENCES

City of Pacific Grove

Inspection, Plan Review, Permitting, and Code Enforcement

4LEAF is currently the City of Pacific Grove's only Building Department Consulting Firm. Our duties include:

- Chief Building Official
- Building Inspection Services
- Project Inspection Services
- Building and Civil Plan Review Services
- Permit Technician/Permit Processing
- Code Enforcement Services
- Planning

4LEAF has been the sole provider of Plan Review and Inspection Service for two major developments to be constructed over the next three years. 4LEAF has been providing inspection services and plan review for each of these projects for the entirety of the project cycle. These developments will utilize 4LEAF's internal management systems EZPlan Review and GoFormz.

Pacific Grove Hotel

4LEAF is providing the plan review, inspection, and Project Management on Pacific Grove's first new construction hotel project since 1983. This luxury four-star hotel will feature 102 guestrooms and suites with ocean views from all four floors, luxury amenities, and elevated Spanish colonial design. Amenities include a chef driven Restaurant and Bar, Day Spa, Expanded Fitness Center, Redwood Saunas with Himalayan Rock Wall, and Two Pro-Style Virtual Golf Simulators.



ATC Hotel and Commercial Project

4LEAF is providing the plan review, inspection, and Project Management on a project to rep lace the existing 165,000 square feet of "factory outlet" and related uses with a new hotel and commercial uses. The hotel and commercial uses would provide 225 guest rooms in two primary guest wings (Family/Group Wing and Executive Wing) with a restaurant and bars, meeting and gathering spaces, spa and fitness center and approximately 20,000 square feet of street retail uses along the Ocean View Boulevard frontage. These street retail uses would retain and incorporate portions of the existing industrial structure.



Client Name:	City of Pacific Grove	**Key Staff:**
Client Contact:	Tori Hannah, City Manager	John Kuehl, CBO – Project Manager
Client Address:	300 Forest Ave, Pacific Grove, CA 93950	Michael Loomis – Dir. Structural Eng.
Client Telephone:	(831) 648-3106	Craig Tole – Executive Project Manager
Project Dates:	2019 – Present	
Client Email:	CityManager@CityofPacificGrove.org	

City of Hollister

Plan Review, Inspection, and Permit Technician Services

4LEAF has been providing full Building Department Services to the City of Hollister since 2012. Currently, 4LEAF provides the City with more than 14 full-time employees at the City's Building and Planning Departments who perform Building Official, Building Permit Issuance, Building Inspector, Code Enforcement, Planning, and Building Plan Checker services**,** essentially all standard functions of a Building Department**.** 4LEAF also provides off-site Plan Check and Fire Plan Check services.

Services provided to the City include:

- Combination inspections to verify with City of Hollister's latest adopted and amended Title 24 California Building Codes, parts, 2,3, 4, 6, 8, and 12 covering structural, fire, life-safety, disables access, energy conversion, plumbing mechanical and electrical installations.
- Off-site plan review. 4LEAF's off-site plan review team completes residential and commercial plan reviews on any projects not performed by on-site personnel. Plans include an initial review and subsequent rechecks. All pick-up or shipping expenses are covered by 4LEAF. All initial plan reviews for residential, commercial, and large commercial are completed within (10) working days of submittal. Subsequent reviews are completed within (5) working days of the resubmittal.
- Preparation of all building permits and related paperwork to be submitted to the City for collection of permit fees.
- Collection of all fees for building inspection and review services at Building Department office and submits to the City's Finance Department all received payments by the close of each business day.
- Fire plan review for alarm permits, fire sprinkler systems, hood system, and underground storage tanks for compliance with all applicable, local, state, and federal codes. Provides all approved plans to the city fire department to make inspections. Collects fees for fire plan checks, fire permits and fire inspections.

Project Highlight:

4LEAF is currently closing out Project Almond which is **Amazon's** signature fulfillment center and office space for the Silicon Valley area. 4LEAF provided two full-time Inspectors of Record and Public Works personnel for the entirety of the project. This included 1 million sq. ft. on a 1,500-acre lot is estimated at more than $50 million.



Client Name: City of Hollister
Contact Contact: Gabriel Martinez, CBO
Client Address: 375 Fifth Street, Hollister, CA 95023
Client Telephone: (831) 636-4355
Project Dates: 2012 – Present
Contact Email: Gabe.Martinez@Hollister.ca.gov

Key Staff:
Craig Tole – Project Manager
Michael Loomis – Dir. Structural Eng.
Kono Soong, CBO – Sr. Inspector
Chris Fowler – Supervising IOR

City of Cupertino

On-Call Building Inspection and Plan Review Services

4LEAF currently performs on-call building inspection and plan review services for the City of Cupertino. 4LEAF has completed numerous residential and commercial projects on behalf of the City. Some of the highlighted projects include:

Apple Park

4LEAF provided the Building, Fire, and Public Works Department Inspection services on the largest private commercial construction project in the Country. 4LEAF was tasked with mobilizing a **project team of more than 20** Building, Fire, and Public Works Inspectors, Project Administration Staff, and Engineering team for this more than **$6 Billion project**. 4LEAF was responsible for coordinating the inspections in relation to the City's permits and ultimately packaging milestones of the project for occupancy approval from the City's Chief Building Official.

- **Main Building –** The Main Building accommodates up to 12,000 employees and comprises approximately 2.8 million square feet.
- **Corporate Fitness Center –** Comprising approximately 100,000 square ft.
- **Corporate Auditorium –** Comprising approximately 120,000 square feet and will hold up to 1,000 people.
- **North and South Parking Structures –** Two above-grade parking structures of approximately 6,000 spaces.
- **Central Utility Plant –** Integrated parking structure and serves all buildings on the Main Building site.
- **Phase 2 Research and Development Buildings –** 600,000 square feet of office, research, and development.





Main Street Cupertino

4LEAF completed the plan review and inspections for the 17.4 acre Downtown Cupertino project that includes 130,000 sq. ft. of retail space, 100,000 sq. ft. of office space, and 160 units of high-end senior Housing. The project in its entirety is valued at over $500 million.



Vallco Town Center

The Vallco Town Center project is a mixed-use development on the site of the former Vallco Shopping Mall in Cupertino, encompassing housing, office space, retail, and a large green roof park, with plans for almost 2,700 housing units. For this $2.2 billion project, 4LEAF is conducting the plan review and inspection.



Client Name:	City of Cupertino
Client Contact:	Sean Hatch, CBO, Chief Building Official
Client Address:	10300 Torre Ave, Cupertino, CA 95014
Client Telephone:	(408) 777-3231
Project Dates:	2010 – Present
Contact Email:	SeanH@Cupertino.org

Key Staff:
Craig Tole – Exec. PM
Chris Fowler – Supervising IOR
Scott Martin – Plan Review Eng.

City of Palo Alto

Building Inspection, Permit Technician, and Plan Review Services

Since 2007, 4LEAF has provided several combination inspectors to assist the City staff with routine daily inspections for commercial and residential properties located throughout Palo Alto. Our inspection services vary from full-time to temporary part-time staff.

On-Site Plans Examiners

Since 2010, 4LEAF has provided on-site plans examiners for the City of Palo Alto. All Plans Examiners are registered Engineers in the State of California and are responsible for reviewing larger projects between $100,000 to $50,000,000 under the direction of the Chief Building Official. In addition, they will also assist the Permit Counter with over-the-counter plan reviews and general questions from the public. Some of the most recently reviewed projects include Skype, Stanford Medical Center, Technology Credit Union, and VMware. 4LEAF is currently reviewing and inspecting the following projects:

Stanford Biomedical Innovation Building – $126 Million

New research laboratory building for Stanford University School of Medicine. Four-story above garage and one below grade for a total of 216,647 SF. Wet-bench research laboratories and associate support spaces, faculty offices and open office spaces workstations, conference rooms and staff amenity spaces.



2600 El Camino Real – $13.5 Million

New four-story 62,616 SF office building over one level of basement garage parking (36,957 SF) office is structurally connected to a two-story above grade parking garage (24,059 SF)



City of Palo Alto Public Safety Building – $84 Million

New three-story, 136,873 SF City of Palo Alto Public Safety Building will have 2 levels of underground parking and will house the Police Department, 911 Emergency Dispatch Center, the Emergency Operations Center, the Office of Emergency Services, and the administration needs of the Fire Department.



744 San Antonio Rd. – $42 Million

Courtyard by Marriott and an AC Hotel by Marriott. Two, five-story hotels (164,764 SF) hotels offering a combined 294 rooms with surface and underground parking.



ISO 1 Rating

With approximately 13 full-time personnel working at the City of Palo Alto, 4LEAF was instrumental in the program put in place to achieve an ISO 1 Rating. In March of 2015, Palo Alto became the 8th City in the Country out of 14,000 Building Departments to achieve this status.

Client Name:	City of Palo Alto
Client Contact:	George Hoyt, CBO, Chief Building Official
Client Address:	285 Hamilton Ave, Palo Alto, CA
Client Telephone:	(650) 329-2368
Project Dates:	2007 – Present
Contact Email:	George.Hoyt @CityofPaloAlto.org

Key Staff:
Craig Tole – Project Manager
Scott Martin – Plan Review Eng.
Chris Fowler – Supervising IOR

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APPENDIX

RESUMES

4LEAF, INC.

John Kuehl, CBO

Project Manager / Building Official

Experience
36+ years

Certifications
ICC Building Code Specialist
ICC Certified Building Official
ICC Building Plans Examiner
ICC Building Inspector
ICC Mechanical Inspector UMC
ICC Plumbing Inspector UPC
Contractor License #455709

Associations
International Code Council (ICC)
ICC Monterey Bay Chapter
Past President 2017

Experience Summary

John is a seasoned Building Official and licensed Inspector with more than 36 years of inspection and construction experience. With 21+ years as the Chief Building Official at the City of Monterey, John is an integral part of our team and has the industry know-how to provide quality deliverables to our clients. Both in and out of the field, John's expertise helps guide his team to complete jobs on time and with top-notch results. Additionally, John is a skilled plans examiner and has mentored numerous industry personnel in the Building Department Services arena.

John is one of 4LEAF's Area Managers in the Monterey Coast where he provides Project Management and Building Official Services for two municipalities (Sand City & Pacific Grove). These complex projects require an industry expert with many years of field and management experience.

Select Professional Experience

4LEAF, Inc. – Sand City & Pacific Grove, CA
Building Official / Project Manager
2019 – Present
John is currently the Acting Building Official for both the City of Sand City and the City of Pacific Grove. John is responsible for the management of all Department personnel and advises City Management on Building processes. John is also managing two high level projects on behalf of 4LEAF, which include performing Civil and Building scopes for the Pacific Grove Hotel and American Tin Cannery Projects in Pacific Grove, which will convert a waterfront retail space into a hotel development, and the South of Tioga projects in Sand City that will develop two hotels totaling $55 Million.

City of Monterey, CA
Building Technician / Senior Inspector / Building Official
1998 – 2019
John served the City of Monterey for over two decades before retiring as Building Official and Senior Inspector. His responsibilities for the City included inspecting industrial, commercial, and public works projects that required City Building Permits. John also managed the entire Building Division and Inspectors, Plans Examiners, and Counter staff. John was also instrumental in achieving success with Plan Review projects, budgets, and relationships with other City departments including Planning, Fire, and Public Works. John was responsible for many of the high-profile projects in the City including construction along wharf/pier.

Michael Loomis, SE, CBO, CASp, PMP

Director of Structural Engineering

Experience

28+ years

Education

MS, Structural Engineering, Santa Clara University, 2022

BS, Civil Engineering, Santa Clara University, 2022

Additional Coursework: Stanford University, San Jose State University, De Anza College, Foothill College, Skyline College, Monterey Peninsula College, CalPoly San Luis Obispo

Registrations

CA & NV Registered Structural Engineer

CA, TX & FL Registered Civil Engineer

NY Registered Professional Engineer

Certifications

ICC Certified Building Official

ICC California Building Plans Examiner

ICC CALGreen Plans Examiner

ICC Accessibility Inspector/Plans Examiner

ICC California Residential Building Inspector

ICC California Commercial Building Inspector

ICC Building Inspector

ICC Plumbing Inspector

ICC CA Residential Plumbing Inspector

ICC CA Commercial Plumbing Inspector

Certified Access Specialist, CASp

SAP Evaluator (CalOES)

Teaching and Accomplishments

"Accessibility in the Public Right-of-Way" CASI Central, Volume #8, Summer 2019

Adjunct Lecturer (Earthquake Engineering, Timber Design, Strength of Materials) Santa Clara University, Department of Civil Engineering 2008 - 2017

Instructor (various topics) CALBO & ICC 2010 - 2021

Experience Summary

With more than 28 years of expertise in the industry, Michael has an excellent working knowledge of all types of construction, including architectural, structural, electrical, mechanical, and plumbing. Michael is extremely committed and has shown dedication by obtaining multiple certifications through the International Code Council (ICC), and is a Certified Access Specialist, (CASp).

Michael has experience managing and overseeing the continual operations of the Building Department and has served as the Building Official for the cities of Salinas, Gonzales, and the Town of Woodside. Michael is an adaptable leader that quickly identifies departmental issues and solves them by utilizing his ample experience. He prides himself on his ability to solve problems and react well under pressure, while maintaining the effectiveness of his team.

Michael is a Registered Professional Structural Engineer in the states of California and Nevada and is a Registered Professional Civil Engineer in California, Texas, and Florida.

Select Professional Experience

4LEAF, Inc.

Director of Structural Engineering

2024 – Present

Michael is 4LEAF's Director of Structural Engineering for 4LEAF. Michael manages a large area of 4LEAF including the Silicon Valley and Monterey Areas and is responsible for the management of 4LEAF's nationwide technical plan reviews. Michael also performs critical commercial reviews on behalf of 4LEAF. In addition, Michael leads the firm in Plan Review recruitment and training to help bolster 4LEAF's team as well as additional contributions to the Building and Safety industry. Michael is a key contributor to our page-turn sessions for complex projects for Cities, Counties, Universities, and other Large Government agencies such as laboratories, when assigned.

ABS Consulting, Houston, Texas

Director of Engineering, Natural Hazards

2023

- Oversaw technical staff evaluating, monitoring, and mitigating risk from natural hazard events. Staff included engineers, meteorologists, computer programmers and support staff.
- Managed budget for approximately $3.5 million service line. Reduced operating expenses by approximately 10% in the first 12 months.
- Business development and marketing, including developing new service offerings through collaboration with other departments.
- Changed leadership during reorganization. Mentorship of emerging leaders.
- Collaborated with other directors on resource allocation, development of fees and cross-promoting services.
- Hired, trained, reassigned, and addressed redundancies among staff as needed based on team requirements and market conditions.

CSG Consultants, Inc., Foster City, California

Building Services Manager, Building Official, Senior Principal Structural Engineer

2008 – 2023

- Chief Building Official, City of Salinas, City of Gonzales, Town of Woodside. Designated building official as needed for multiple additional jurisdictions.
- Assisted jurisdictions on interpreting and implementing laws and code changes.
- Acted as owner's representative and subject matter expert for design-build and design-bid-build projects at public agencies, performing code analysis and interpretation, value engineering, and technical peer review of complexes for multi-phase projects.
- Oversaw building plan review services for the Northern California Region. The annual department revenue was approximately $6 million including processing almost 2,000 submittals per month. Managed a multidisciplinary team of over 25 staff with 6 direct reports located in 4 regional offices as well as remote workers.
- Set quality standards and ensured accuracy of code and legal interpretations company wide.
- Interfaced with other internal departments regarding resource allocation, proposal writing, and marketing.
- Responded to RFPs and RFQs. Set project budgets and identified project team. Attended interviews for potential jobs.
- Program manager and project manager over dozens of contracts. Managed cross-disciplinary contracts. Ensured project delivery from each service line. Negotiated budgets and scheduled across services lines.
- Worked closely with public agencies to study and resolve complex code issues related to structural design, disabled access, egress, and other critical building systems.
- Multi-discipline plan review for thousands of projects located throughout California.
- Performed site inspections to verify compliance with approved design. Worked with the design team and contractors to develop solutions to field conditions.

GPLA, Inc, Santa Clara, California

Associate / Production Manager

2004 – 2008

- Coordinated workload throughout the organization to meet client expectations.
- Managed a growing team of engineers and technical staff on a wide variety of projects in almost

every region of the country.
- Hired and trained new staff, developed client relationships, issued proposals, and maintained budgets.
- Traveled throughout the county representing the company at project sites, client offices, and at public agencies.
- Worked with the federal government on designs incorporating anti-terrorism and progressive collapse requirements.
- Performed structural design and drafting.

Peoples Associates Structural Engineers, Milpitas, California

Project Engineer

1997 – 2004

- Responsible for the design of hundreds of projects in Northern California.
- Specialized in multi-family light-frame construction, seismic retrofit/rehabilitation, and industrial projects.
- Developed project budgets and schedules. Issued proposals.
- Worked with AHJ, architects, and contractors to drive project success.
- Managed assistant engineers and drafters.
- Addressed field issues and change orders from active construction sites.

Christopher Fowler, CBO, OSHPD A

Supervising Inspector of Record

Experience
30+ years

Education
AA, Business Administration

Certifications
HCAI (OSHPD) A20879
CalOES Safety Assessment Inspector
ICC Fire Inspector II
ICC Accessibility Inspector/Plans Examiner
ICC Building Inspector
ICC Building Plans Examiner
ICC Combination Inspector
ICC California Commercial Building
ICC California Commercial Combination
ICC California Commercial Electrical
ICC California Commercial Mechanical
ICC California Commercial Plumbing
ICC Tall Mass Timber Buildings
ICC Residential Building Inspector
ICC California Residential Electrical
ICC California Residential Mechanical
ICC California Residential Plumbing
ICC Certified Building Code Official
ICC Certified Building Official
ICC California Combination Inspector
ICC Combination Inspector - Legacy
ICC Commercial Combination Inspector
ICC Electrical Inspector
ICC Mechanical Inspector
ICC Mechanical Inspector UMC
ICC Plumbing Inspector
ICC Plumbing Inspector UPC
ICC California Building Plans Examiner
ICC Building Code Specialist
ICC California Residential Building
ICC California Residential Combination
Heartsaver AED-CPR

Professional Affiliations
International Code Council
Southern Nevada Building Officials Association / World Building Officials Association-International Code Council
Served on committees for Las Vegas Area Building and Fire Departments to amend and adopt the International Building Codes

Experience Summary

Christopher Fowler has more than 30 years of senior-level commercial construction project management experience, with special emphasis on LEED educational and governmental buildings. He has extensive knowledge of and experience applying, implementing, and enforcing the International Building Codes. Chris has complete understanding and proficiency with all major construction methods and procedures including hands-on management experience as both a general and subcontractor representative and overseer. He has provided nearly 15 years of educational training programs in coordination with the ICC for college curriculums.

Chris has ready knowledge of local, state, and federal codes and ordinances such as ICC, UMC, UPC, NFPA, NEC, OSHA, ADA, and health regulations. Chris has completed several billion-dollar construction projects including:

- Apple Park: $6 Billion
- VMware Corporate Campus: $1.3 Billion
- Correctional Healthcare Care Facility (OSHPD): $1.2 Billion
- San Mateo County PDU Program (OSHPD included) $1.1 Billion

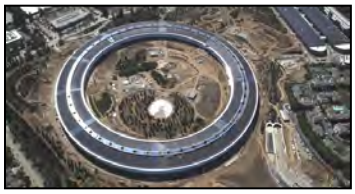
Select Project Experience

4LEAF, Inc.
San Mateo County Project Development Unit (PDU)
Lead Inspector of Record

Chris is currently the Lead Inspector of Record managing the on-site operations of the Project Team with 4LEAF, Inc. The construction includes a **$1.1 Billion** program spanning 18 projects over a nine-year period. To date, 4LEAF has completed or is completing the following:

- San Mateo Medical Center (with OSHPD components)
- Cordilleras
- County Office Building 3
- Skylonda Fire Station
- Navigation Center

4LEAF, Inc.
Apple Park (City of Cupertino)
Lead Inspector of Record



Chris was the Lead Project Inspector of Record managing the on-site operations of the Project Team with 4LEAF, Inc. for this **$6 Billion** project that had an inspection team of up to 23 personnel. The construction spans nearly 180 acres and approximately 4 million Sq. Ft. of construction. The campus includes a 2.8 Million Sq. Ft. Main Building with subterranean parking, Corporate Fitness Center, Corporate Auditorium, two above grade Parking Structures, Central Utility Plant, and 600,000 Sq. Ft. of Research and Development Buildings. Chris was responsible for the coordination of inspections as well as the final approvals on behalf of the Authority Having Jurisdiction. Chris routinely packaged milestones for the City's Chief Building Official for approval.

California Health Care Facility, Stockton, CA
Senior Inspector of Record



Chris served as the Senior OSHPD Inspector of Record for the **$1.2 Billion** and 1.2 million square foot correctional healthcare facility on a 144-acre site. The CHCF-Stockton project provides sub-acute medical and mental health care to approximately 2,870 inmate patients of all security levels. Responsibilities included inspection of civil, ADA compliance, structural, mechanical, pumps, pipelines, plumbing, electrical, fire alarm, fire sprinkler, and site work.

Arab Emirates, Department of Municipal Affairs of Abu Dhabi, United
As Independent Contractor, Chris performed special assignment to ensure that Abu Dhabi's International Buildings Codes were adopted, implemented, and properly applied and enforced throughout the Emirate of Abu Dhabi. Chris developed effective policies and procedures to establish a consistent and proper level of code administration and enforcement operations. He also developed and provided continued training programs in coordination with ICC and the DMA. Chris also assisted DMA personnel in Fire/Life safety and accessibility assessments of existing structures.

County School District, Facilities Division, Las Vegas, NV
Plans Examiner/ Code Compliance Inspector/ Manager
As Senior Plan Reviewer/Code Compliance Inspector/ Manager, Chris's duties included supervising, hiring, planning, training, organizing and evaluating the activities of assigned inspection services personnel to ensure building construction projects were in compliance with all plans, specifications and applicable local, state and federal codes, ordinances and regulations, including change order modifications during the design build phase. Scheduled and monitored all inspections of both new school construction and renovations with annual budget exceeding $250 million.

Chris provided knowledge, skill, and expertise in assessing site area, from initial grading through Certificate of Occupancy, including all construction of buildings, building systems, system commissioning and commercial/common area, as well as building surveys of existing structures for fire/life safety issues. Chris documented observations and assessments both manually and using job progress computerized management tracking programs.

College of Southern Nevada, Las Vegas, NV

Adjunct Professor

As Adjunct Professor in the Building Technology Department, Chris instructed students in the fields of Commercial and Residential Building, Plumbing, Electrical, and Mechanical Codes.

Federal Emergency Management Agency (FEMAGCS), New Orleans, LA

Facility Inspector

Chris served on special assignment to provide post disaster school building damage assessment in greater New Orleans following FEMA response and investigation of Hurricane Katrina.

Vanessa Morales

Plan Review Coordinator Manager

Experience
9+ Years

Skills
Data Entry
Quickbooks
Microsoft Office
Inventory Management

Education
AA Business Administration
Las Positas College

Experience Summary

Vanessa is a highly organized Plan Review Coordinator Manager with years of experience in management, recordkeeping, and data auditing. Her background in customer service prepared her to effectively serve the public's needs at the Building Department counter, and her excellent interpersonal skills heighten her capacity to build rapport with clients. Vanessa is proficient in the analysis and interpretation of data, which contributes to her ability to explain rules and regulations to permit applicants clearly and concisely. Vanessa has a remarkable drive to excel, and she routinely offers motivation and support to colleagues who need extra encouragement.

Select Professional Experience

4LEAF Inc.
Plan Review Coordinator Manager
2021 – Present
Vanessa is a dedicated team member who demonstrates natural leadership qualities in her position as Permitting Manager. She helps operate and maintain Building Departments by assisting customers, reviewing applications and plan submittals, collaborating with other departments and agencies, handling fees, and scheduling inspections. Her responsibilities as Permitting Manager includes:

- Issuing and tracking permits throughout the course of the permitting process.
- Managing incoming and outgoing calls and obtaining appropriate permits for construction a variety of construction projects.
- Assisting applicants throughout the permit application process by answering questions, addressing concerns, and providing guidance.
- Coordinating and scheduling appointments for project inspections.
- Filing blueprints, permits, drawings, and other physical documents in addition to managing, retrieving, organizing, recording, and preserving data electronically.
- Collaborating with designers to develop handouts and other informational material for clients.
- Examining plans, blueprints, and other documents to verify accuracy and completeness according to the build code and assisting building inspectors.
- Serving as a liaison between the public and community development.
- Creating permit files and distributing applications for review, updating, and maintaining permitting records, tracking, and reporting on permit activity, and determining and collecting permit fees.

The North Face - CA
Stock Supervisor
2019 - 2021

- Achieved store sales goals by ensuring associates delivered brand standards, exceptional customer service, and utilized their selling model.
- Provided administrative support and participated in business operations.
- Collaborated with the management team to compose forecasts of sales goals and subsequent courses of action.
- Assessed payroll and made necessary budgeting adjustments.

The North Face - CA
Sales Supervisor
2017 - 2019

- Contributed to the achievement of target shrink percentage.
- Audited business operations according to company standards and devised methods to improve company productivity.
- Implemented training and accountability tools to better support brand standards.
- Followed process protocols, investigated in-transit units to verify receipt and tracked and reported missing units.

V & D Jewelry - CA
Bookkeeper
2016 - 2018

- Recorded transactions and transferred translated data into Quickbooks.
- Provided financial statements upon request and/or regularly scheduled posts.
- Tracked fixed and current expenses and maintained daily records.
- Restructured inventory processes, subsequently improving overall business performance.
- Monitored inventory levels and ensured that the needs of the business were satisfied.

Isolda Lobao

Regional Plan Review Coordinator Lead

Experience

25+ years

Certifications

ICC Permit Technician

Skills

Acella
BlueBeam
New World Permit
QuickBooks
INFOR

Experience Summary

Isolda is a dedicated and highly experienced professional with over 15 years of administrative and technical expertise, primarily within the building and permitting sectors. She currently serves as a Plan Review Coordinator, where she plays a key role in assisting internal routing and ensuring the timely and efficient completion of plan reviews. Isolda coordinates with specialized staff to ensure each review is aligned with the unique needs of the client, demonstrating her strong organizational skills and commitment to service excellence.

Professional Experience

4LEAF, Inc.
Regional Plan Review Coordinator Lead
2025 - Present

- Lead the coordination of the internal routing of plan reviews to ensure alignment with project scope and client-specific requirements.
- Assists in managing the plan review process from intake to completion, ensuring timely and accurate processing.
- Collaborates with multidisciplinary teams to assign reviews to appropriate technical staff based on expertise.
- Maintains strong communication with clients to ensure expectations are met and tailored service is delivered.
- Monitors progress of active reviews and facilitates solutions to streamline workflow and meet project deadlines.
- Supports continuous improvement efforts within the plan review process to enhance efficiency and client satisfaction.

County of Santa Cruz
Senior Building Permit Technician
2020 – 2025

- Managed all facets of the building division permit center activities including front counter inquiries, permit intake, resubmittals, assisting the public with code enforcement guidance, and more.
- Prepared final documents of issuance, calculated fees and verified required documents were present while facilitating effective and friendly communication between developers, property owners, and contractors with various agencies located within the department.

4LEAF, Inc.
Building Permit Technician
2017 – 2020

- Provided information and direction to the public on building issues, applicable local, state, and federal requirements, building codes, ordinances, documents, and more.
- Verified that the required permits, licenses, and insurances had been obtained as well as calculating and processing permits and mitigation fees.

City of Sacramento
Building Permit Technician
2018 – 2019

- Guided applicants in the intake and processing of building permit applications for residential, commercial, and industrial projects within the jurisdiction.
- Processed electronic and physical plans for completeness by ensuring all supporting documents were provided and all applicable fees were invoiced.

Sacred Heart Catholic Church
Office Assistant
2012 – 2017

- Tracked the tuition fees for religious education families and sent out quarterly statements.
- Managed the permanent Sacramental records for the parish and prepared various official documents.

JTA Services Inc.
REO Processor
2008 – 2012

- Provided excellent customer service to both internal and external customers.
- Prioritized attention to detail within a rapidly shifting service-oriented environment.

R&M Pool Service & Supply Inc.
Office Manager
2006 - 2007

- Responsible for the successful operation of an established retail store as well as taking inventory and ordering supplies.
- Frequently interacted with customers with excellent customer service skills focused on ensuring that the needs of the customer were the highest priority.

Pedro's Drywall Inc.
Office Manager
1999 – 2004

- Managed weekly payroll, bank reconciliation's, electric payroll tax deposits, receivable accounts, and payable accounts.
- Maintained record for yearend audits, workman's compensation, payroll insurance, and more.

Mark Ellis, CBO

Area Liaison / Building Official

Experience

30+ years

Education

Butte, Modesto and Santa Ana College with majors in Building Inspection, Building Dept. Administration, and Fire Technology.

Leadership Turlock Graduate (1 Year course on business and government)

Certificates

ICC Building Official
ICC Combination Inspector
ICC Residential Combination Inspector
ICC Combination Dwelling Inspector
ICC Building Inspector
ICC Plumbing Inspector
ICC Mechanical Inspector
ICC Electrical Inspector
ICC Plumbing Inspector UPC

Experience Summary

Mark is an ICC Certified Building Official with more than 30 years of experience working within municipal Building Departments in multiple different capacities. As a Building Official Mark has successfully managed the budget and staff of Building and Safety Departments that included Building Inspection, Plan Review, and Permit Counter. Mark has served as the Building Official for such jurisdictions as the cities of Santa Cruz and Turlock. As a Building Inspector Mark has conducted inspections on many residential, commercial, and industrial buildings and has worked on numerous projects as was a post-earthquake disaster evaluation Responder for the 1994 Northridge earthquake.

Select Professional Experience

4LEAF, Inc.
Area Liaison / Building Official
2024 – Present

Mark is local to the Monterey Bay Area and served 25 years of his career as a Chief Building Official. Mark will serve as an area Liaison for 4LEAF where he will assist local Code Officials on Code interpretations and management advice. In addition, Mark will work to recruit and recommend personnel throughout the Santa Cruz County, San Benito County, and Monterey County areas. Mark will also be a regular attendee and participant at local area chapters and represent 4LEAF in our new Monterey Office.

City of Santa Cruz
Building Official
2010 – 2024

- Responsible for Building & Safety division operations including plan review, inspection and public counter. Administer department budget, coordinate activities with other departments, city manager's office and council. Monterey Chapter ICC President/Building Official of the Year (2014).

- Accomplishments include code adoption and ordinance updates, division reorganization (job descriptions/structure), staff development and maintaining service delivery with 4 (3 key) staff vacancies.
- Provided disaster support to Harbor during tsunami damage recovery. Provided support to neighboring city to mitigate flood damage/loss of residential homes. Provided support to Napa as part of post-earthquake disaster team.

City of Turlock
Chief Building Official
1999 – 2009

- Administration of Building & Safety division during a time of high construction activity and community growth.
- Maintain and enhance professional relationships with design professionals, development community, colleagues and up to 20 division staff.
- 2005 Chairperson, California Building Official's Annual Business Meeting.
- 2004 President, Yosemite Chapter of ICC.
- 1999 – 2000 Instructor, Turlock Development Academy.

City of Turlock
Building Inspector (I, II, Senior, Supervising)
1989 – 1999

- Conduct combination inspections of residential, commercial and industrial buildings and structures, coordinating with builders, owners and designers.
- Emergency response support for Police/Fire (Fire Damage, Vehicle vs Building, etc.).
- Plan Review for compliance with applicable California Building Standards.
- Train, mentor and supervise team (inspectors, plans examiners, admin. staff).
- Responder-1994 Northridge post-earthquake disaster evaluation team.

Prior experience in construction and as a Firefighter (OCFD, CDF-Butte County)

Scott Martin, P. E.

Quality Control Manager / Senor Plan Review Engineer

Experience

26+ years

Education

B.S., Civil Engineering
University of California, Irvine

Certifications

CA Registered Civil Engineer
License # 59091

NV Registered Civil Engineer
License # 019922

ICC, Building Plans Examiner

Professional Affiliations

ICC – International Code Council

Structural Engineers of Northern California (SEAOC)

ASCE

Experience Summary

Scott has more than 26 years of engineering experience and has performed a multitude of plan reviews for many different disciplines including OSHPD 3, DSA Projects, and various municipal reviews for clients throughout California. Scott's day-to-day activities include the review of plans submitted to local jurisdictions, creation and submission of plan check letters, and constant communication with all project stakeholders.

In addition, Scott is often tasked with the education of building code to applicants. He is instrumental in establishing the new templates for all new clients to establish the municipal preferences for commercial and residential plan check and makes an asset to any team, project, and jurisdiction he is assigned.

Select Professional Experience

4LEAF, Inc.
Quality Control Manager / Senior Plan Review Engineer
2014 - Present
Since 2014, Scott has been 4LEAF's Senior Plan Check Engineer with a focus on Structural review. Scott has worked on a plethora of 4LEAF's largest commercial reviews. Currently, Scott reviewed the Zuckerberg Chen School for the City of East Palo Alto, several large Commercial Projects for the County of San Mateo's Project Development Unit including a $120 Million Medical Office Building, two large County facility buildings, and several large reviews for the University of California, Santa Barbara including the $1.5 Billion Munger Hall Project. In addition, Scott is 4LEAF's Lead Quality Control Plan Review Manager where he is responsible for the final reviews of all outgoing projects. Scott also regularly trains 4LEAF personnel (Engineers and non-structural) on various plan review guidelines and code updates.

4LEAF, Inc. (City of Palo Alto)
Structural Plan Check Engineer
2012 - 2013
Starting in December of 2013, Scott accepted a position to perform and manage plan reviews in the Central Valley and Central Coast for many of 4LEAF's clientele. Since 2012, Scott has worked for 4LEAF as a structural plan review engineer and was tasked to the City of Palo Alto where he was often assigned to work with the public and architects to answer building code related questions and to provide excellent customer service. In addition, Scott performed many large-scale plan reviews for the City including:

- Workday Campus (6 Stories) - $50 Million
- Stanford Medical Center (6 Stories) - $32 Million
- VMWare HTE Tenant Improvement - $25 Million
- Hilton Hotel and Underground Parking - $18 Million
- VMWare Parking Structure 2 - $14 Million
- Stanford Hospital Site Development - $13 Million
- 260 California (3 Story mixed-use & underground parking) - $10 M
- Thermal Vacuum Chamber - $9.7 Million
- VMWare Parking Structure (4 Levels) - $6.8 Million
- 4-Story Tenant Improvement for Survey Monkey - $6.1 Million

Willdan Engineering – Fresno, CA
Structural Plan Check Engineer
2007 - 2010
Scott performed structural plan reviews on behalf of Willdan Engineering for numerous jurisdictions throughout California. Scott was tasked with the plan review, creation of the plan check letter, communicating with project stakeholders, and educating the applicants on current building codes and standards. Some of Scott's projects included:

- CSU Humboldt Student Center Expansion; Arcata, CA
- Park Place: Res/Office/Retail over Parking; Paso Robles, CA
- CalRENEW-1 Solar Power Farm; Mendota, CA
- City of Winters Police/Fire Complex; Winters, CA
- UC Davis Hyatt Place Hotel; Davis, CA

Advanced Structural Design, Inc. – Fresno, CA
Project Engineer
1998 - 2007
Scott was a Project Engineer for nearly ten years with Advanced Structural Design out of Fresno. Scott was responsible for engineering design, drafting (AutoCAD & hand), shop drawing review, and coordination with clients.

- Mt. Whitney Classroom Buildings; Visalia CA (DSA #02-107633)
- Plumber's Union Expansion; Fresno, CA
- Oak Valley New Admin; Tulare Co., CA
- Paul Evert's RV Expansion and New Canopies; Fresno, CA
- Grizzlies Stadium; Fresno, CA

Lisa Sarto, CBO, MCP

Building Official / Plans Examiner / Inspector

Experience

15+ years

Education

Certificate of Proficiency, Construction Management/Building Codes Inspections, Laney College, 2021

B.S. Criminal Justice, Purdue University Global, 2012

ICC Certifications

California Residential Building Inspector
California Residential Plumbing Inspector
Certified Building Official
Residential Plans Examiner
California Residential Mechanical Inspector
California Residential Electrical Inspector
Commercial Electrical Inspector
California Residential Combination Inspector
Commercial Building Inspector
Fire Inspector I
Certified Fire Marshal
Commercial Plumbing Inspector
Commercial Mechanical Inspector
Commercial Combination Inspector
Fire Inspector II
Building Plans Examiner
Accessibility Inspector/Plans Examiner
Residential Energy Inspector/Plans Examiner
Residential Electrical Inspector
Residential Plumbing Inspector
Residential Mechanical Inspector
Residential Combination Inspector
Plumbing Inspector
Building Inspector
Electrical Inspector
Mechanical Inspector
Building Code Specialist
Combination Inspector

Experience Summary

With over 15 years of construction and technician experience, Lisa is exceedingly well versed in authorizing and optimizing building, permitting, and plan review policies. She is well organized and quality-focused with a dedication to proficiency. Lisa is a highly skilled Residential and Commercial Combination Inspector familiar with codes, permitting, requirements, and corrective action procedures. Due to her abundance of knowledge in inspection and experience in construction related roles such as Construction Manager and Senior Building Inspector, Lisa is fully capable of managing building and safety staff in order to efficiently and accurately complete projects. Additionally, she is extremely hardworking, is adept at identifying repetitive and specific construction issues, and figuring out solutions. Lisa has exemplary collaboration skills which allow her to effectively communicate with project managers, contractors, and building owners.

Select Professional Experience

4LEAF, Inc.

Building Official / Plans Examiner / Inspector

2024 – Present

Lisa is currently prepared to fulfill available part-time and full-time building official roles. Her duties include the proficient management of inspections, evaluations, construction of structural systems, and overseeing effective implementation of accessibility requirements. Additionally, he oversees many different capacities including Building Inspections, Plans Examination, Permitting, and more. Steven consistently utilizes his effective communication skills and impressive history of coordinating large teams.

Lawrence Livermore National Laboratory (LLNL)

Construction Manager

2023 - 2024

- Collaborated with technical, administrative, and managerial personnel to provide and implement solutions to complex technical issues relating to complex drawings, specifications, and other construction data.

- Performed constructability reviews and suggested creative solutions to complex problems; led preconstruction and/or pre-demolition meetings, weekly coordination meetings, and prepared meeting agendas and minutes.
- Developed project specific quality assurance plans and oversaw the work in real time.
- Facilitated and managed LOTO activities involving multiple hazards associated in a construction environment.

4LEAF, Inc
Senior Building Inspector
2022 – 2023

- Served as a Combination Commercial Inspector in various large commercial projects with the City of Menlo Park. Projects included inspections for 7-story multifamily apartment complexes, buildings for Meta (also known as Facebook), among many others.
- Provided assistance and verified alternate methods of construction to meet the intent of each related code.
- Facilitated pre-construction meetings with contractors, designers, and project managers.

Town of San Anselmo, CA
Senior Building Inspector
2020 – 2022

- Served as the sole inspector for the Town of San Anselmo and performed daily field inspections on building, plumbing, mechanical, and electrical projects.
- Checked plans and specifications for accuracy and compliance with codes and ordinances.
- Conducted resale inspections and issued reports upon sale of all residential properties.
- Reviewed, approved, and issued permits for construction work.

CSG Consultants
Building Inspector
2017 – 2020

- Consulted on various ongoing projects with jurisdictions such as the Cities of Los Altos, Portola Valley, Mill Valley, Burlingame, and Pacifica.
- Conducted inspector of record services for the 20,000 square foot Portola Valley Tennis Club amenities and on multiple 6000+ square foot single-family, luxury homes.
- Maintained inspection records and collaborated with other city departments regarding health, building code, and fire violations.

San Francisco Sheriff
Fingerprint Technician
2009 – 2016

Rouhi El-Rabaa, PE, CASp

Senior Plan Review Engineer / Accessibility Specialist

Experience

17+ years

Education

B.S., Civil Engineering, California State University, Los Angeles

Certifications

ICC Certified Building Plans Examiner

Certified Access Specialist (CASp) CASp-973

Professional Civil Engineer (CA License Number 92565)

Experience Summary

Rouhi is a licensed professional plan review engineer with over seventeen years of experience in civil engineering. He possesses extensive knowledge regarding residential, commercial, and industrial structure plan review. Rouhi can rely on years of practical experience to support project development for a variety of structures. He has also developed exceptional leadership skills that are crucial for providing direction and efficiency to any project. Rouhi has also been fortunate enough to work with a variety of diverse teams and has since become capable of seamlessly integrating into new groups in the pursuit of successful project completion. These skills make Rouhi an excellent asset for any project team that he is assigned to.

Select Professional Experience

4LEAF, Inc.

Senior Plan Review Engineer / Accessibility Specialist

2025 – Present

Rouhi works as a Plan Review Engineer on behalf of 4LEAF performing on-site plan review of structural and non-structural plans in conformance with the California Building Code. Some of his job duties include:

- Reviewing plans and specifications of residential, commercial, industrial, public, or other major developments to ensure compliance with building codes and ordinances.
- Advising architects, designers, contractors, and developers on code and design requirements.
- Assisting building inspectors on difficult or unusual code requirements.
- Responding to inquiries relating to building and housing regulations (including structural, non-structural, plumbing, mechanical, electrical, and zoning matters).

Willdan Engineering

Supervising Plan Check Engineer

2018 – 2025

- Conducted full-scope plan reviews for various disciplines, including architectural, structural, fire-resistive, accessibility, energy, MEP, and green.
- Regularly reviewed plans for single and multi-family residential, hotels, mixed-use, medical, industrial, commercial, assembly, factory-built, structures.

- Performed technical structure calculation review for regular and irregular buildings, podium structures, tilt-up construction, steel buildings, modular buildings, and more.
- Trained staff to recognize proper non-structural and structural design methodologies in plan review.
- Prepared correction letters issued to applicants as hard copy or electronic correspondence.

City of Redlands
Plans Examiner
2017 – 2018

- Plan checked and reviewed non-structural and structural design of residential and commercial projects while ensuring that minimum code was established in the plan review stage.
- Resolved difficult problems with permit applicants and other members of the public regarding the building code compliance and City regulations.
- Coordinated Division processes and undertook or recommended changes to the process in order to facilitate Division operations.
- Prepared and issued comment letter to building permit applicants as well as worked with applicants to obtain building permit approval.

Arcadis Design & Consultancy
Graduate Structural Engineer
2015 – 2017

- Executed in-house plan and design checking as well as established design conformance in line with all issued design development.
- Collaborated with contractors, architects, MEP and site engineers to achieve a common directive.
- Performed detailed review of reinforced concrete structural calculations and advertised alternative approaches.
- Sketched complex concrete steel reinforcement details to be used as expeditious blueprints for urgent site remediation.

L.A. County Department of Public Works
Student Worker
2005 – 2011

- Prepared and proofread official documents for department staff before ensuring that they were recorded into the relevant systems.
- Frequently interacted with members of the public and provided information and resources to answer any potential questions and ensure a smooth experience.
- Operated office machines and equipment in order to sort and arrange materials, deliver mail, proposals, and correspondence, all in a highly efficient and rapid manner.

Ali Hekmat SE, PE

Plan Check Engineer

Experience
44+ years

Education
California State Polytech University
MS. Civil/Structural Engineering
BS. Civil/Structural Engineering

Registrations/Certifications
CA Licensed Professional Engineer
AZ Licensed Professional Engineer
I.C.B.O. Certified Plan Examiner
Plan Check Engineer

Software Skills
Engineering International Design
Primavera Scheduling
Enercalc Design
S-T Risk

Experience Summary

Ali is a tremendously talented and experienced Plan Check Engineer with over four decades of expertise in the industry. Ali is a California registered Professional Civil and Structural Engineer as well as a registered Professional Structural Engineer in Arizona. He is highly skilled in a wide variety of engineering and design software and has proven to be an asset to multiple companies and departments.

Ali is a quick-adjusting hard worker who has performed many challenging and complex structural plan reviews, earning him timely promotions to senior and leadership positions throughout his professional career. Having worked as a supervisor in multiple departments, Ali is a responsible leader who can be relied on to get the job done, and to the greatest of his ability.

Select Professional Experience

4LEAF, Inc.
Plan Check Engineer
2021 - Present
Ali joined 4LEAF as a Plan Check Engineer and is responsible for planning, coordinating, supervising, and participating in the review of construction project plans and structural calculations. Additionally, he participates in the review of commercial and residential structures.

Bureau Veritas Inc. – Santa Ana, CA
Plan Check Engineer
2018 - 2021

- Performed architectural and structural plan checks for residential and commercial buildings to achieve compliance with jurisdictional codes.
- Reviewed construction documents for structural integrity and compliance to latest additions to electrical, mechanical, plumbing, Title 24 Energy, and California Building Codes.
- Residential and commercial planning, architectural, structural design involving steel, concrete, masonry, wood construction.

GHD Engineering Inc. – Irvine, CA
Plan Check Engineer
2016 - 2018

- Worked in the County of Orange as a consultant for plan checking projects. Ensured all projects achieved compliance with code requirements and structural integrity.
- Performed front counter duties where he assisted customers in the Building Department.

VCA Consultant – Orange, CA
Plan Check Engineer
2013 - 2016

- Plan checked and reviewed grading plans of various building projects in the City of Newport Beach to ensure all codes and requirements for structural and non-structural elements were met.
- Performed front counter duties where he assisted customers in the Building Department.

+A Engineering – Fullerton, CA
Project Engineer
1998 - 2013

- Performed planning, architectural, and structural design of residential and commercial projects which included steel, concrete, masonry, and wood construction.
- Engaged in field inspections to assess projects for structural integrity and compliance with building codes and specification.
- Performed engineering evaluations of existing buildings where he checked for construction defects resulting from poor workmanship and/or damage caused by natural disasters, then prepared reports of any observed damages along with repair recommendations. When necessary, he testified as an expert professional in court and arbitration.
- Conducted an engineering evaluation amidst a lawsuit involving a 4-story hospital in San Bernadino where he inspected and reported construction defects and safety issues resulting from poor contractor workmanship and the improper use of material.

City of Pomona Public Works' Building and Safety Division – Pomona, CA
Project Engineer
1995 - 1998

- Plan checked commercial and residential projects for structural integrity and code compliance.
- Performed field inspections of projects under construction for compliance with approved plan and specifications.
- Assisted building inspectors with structural related issues and aided the public and professionals with project approval and permits.

Riverside County Transportation and Land Management Agency – Riverside, CA
Agency Program Supervisor, Field Inspection Supervisor, Senior Plans Examiner
1984 - 1995

- As an Assistant Engineer in the grading division, Ali:

  - Performed plan checks and field inspections of residential and commercial projects concerning drainage, subdivision, site improvement, and quality control of concrete delivered by batch plants.
  - Performed front counter duties relating to permits and illegal grading complaints.
- As a Senior Plan Check Engineer, Ali:
  - Plan checked for a variety of commercial and residential projects, including a 6-story jail with an in-house hospital on the top floor.
  - Managed the Riverside district branch office of Building and Safety.
- As the Agency Program Supervisor, Ali:
  - Tracked projects from initial design stage through final construction while preparing monthly reports of project(s) status and scheduling transportation of small in-house projects.
  - Assisted the Project Engineer in the construction management of a freeway interchange in the county desert area and participated in field observation during bridge construction.

James Persing and Associates – Yuma, AZ
Structural Design Engineer
1983 - 1984

- Conducted structural calculations and construction details for a variety of commercial and residential projects that involved wood, steel, concrete, and masonry construction.
- Participated in the field observation of a 5-story jail with in-house hospital on the fourth floor.
- Worked on a school, medical clinic, and other government buildings.

Wheeler and Grey – Los Angeles, CA
Junior Structural Design Engineer
1980 - 1983

- Performed structural calculations and drafting for small residential and commercial buildings.
- Assisted the project engineer in the structural design and shop drawings review for the concrete support structure for the tramway rails at the Disney World facility and a pedestrian bridge in Los Angeles.

Gabriel Regalado

Plans Examiner / Building Inspector / Inspector of Record

Experience
15+ years

Education
AA, Electronics Engineering Technologies
San Jose State University

Certifications
ICC Commercial Building Inspector
ICC Commercial Plumbing Inspector
ICC Commercial Mechanical Inspector
ICC Residential Building Inspector
ICC Residential Electrical Inspector
ICC Residential Plumbing Inspector
ICC Residential Mechanical Inspector
ICC Commercial Combination Inspector
ICC Residential Combination Inspector
ICC Combination Inspector
ICC Electrical Plans Examiner

Experience Summary

Gabriel is a Certified Plans Examiner and Combination Building Inspector who is able to enforce codes and zoning requirements using local and California state codes. He possesses strong leadership abilities with years of successfully developing and managing staff skills and placement. Gabriel's extensive background in practical and hands-on experience, makes him adept at successfully and effectively interacting with contractors across multiple construction sites. His background has a strong focus in Electrical installations, however during his time with 4LEAF, he has become an incredibly valuable jack of all trades. With Gabriel's skills and strong work ethic, he makes the perfect addition to any team.

Select Project Experience

4LEAF, Inc.
Plans Examiner / Building Inspector / Inspector of Record
2024 - Present
Gabriel has been providing on-call building inspection services to multiple municipalities. Gabriel helps contribute to the productivity of 4LEAF's Building Department by:

- Enforcing that all aspects of architectural projects follow zoning regulations, building codes, and contract specifications according to Federal, State, and Local ordinances.
- Inspecting, evaluating, and determining the structural soundness and quality of buildings and other projects including remodels, add-ons, and other construction.
- Oversees plumbing, heating, and electrical installations to ensure they are conducted safely and according to laws, regulations, and standards.
- Issuing violation notices, stop-work orders, and construction and occupation permits.

ETASV
Instructor
2022 – 2023

- Promoted a positive learning environment by establishing clear expectations and maintaining consistent classroom management techniques.
- Tracked student progress, frequently checking in with struggling students and identifying root causes of problems.
- Boosted student performance by providing individualized support and targeted feedback. Initiated new learning methods, eliminating instructional gaps and improving comprehension.

- Promoted classroom safety, collaboration, and best practices.
- Prepared GIS maps and written reports clearly depicting boundaries, landmarks and notable geographical features and loaded data into Scanifly for design use.
- Assessed individual survey project needs and planned workflows. Learned and used advanced drone inspection software to stay at forefront of industry.
- Completed careful pre-flight checks and post-flight briefings to maintain safety standards.
- Gained strong leadership skills by managing projects from start to finish.
- Improved customer satisfaction by addressing and resolving customer inquiries in timely manner.

IBEW Local 234, International Bropther Of Electrical Workers
Electrician
2020 – 2022

- Interpreted blueprints, schematics and diagrams of project requirements and initiated appropriate electrical installations.
- Enforced production safety and quality by supporting leadership in determining solutions for process issues and inefficiencies.
- Interpreted electrical codes and diagrams to complete electrical repair and installation tasks.
- Read and understood technical drawings, diagrams, flow charts and project documentation to make accurate decisions about electrical system installations and repairs for each assignment.
- Utilized computer-aided design to lay out new electrical systems.

4LEAF, Inc.
Building Inspector / Assistant Building Official
2019 – 2020

- Completed inspections of current construction, refurbishment and repair projects.
- Noted violations and issued documentation such as stop work orders to contractors or owners.
- Provided information about methods and materials to correct problems and bring construction in compliance with ordinances and codes.
- Determined if work was in accordance with all applicable city, state and federal guidelines, as well as applicable discipline-specific codes.
- Kept up-to-date on inspection regulations, codes, ordinances andmtechniques.
- Actively listened to customers, handled concerns quickly and escalated, major issues to supervisor.

City of Watsonville
Building Inspector
2018 – 2019

- Provided information about methods and materials to correct problems and bring construction in compliance with ordinances and codes.
- Reviewed drawings and assessed construction against plans.

- Met with munical building department and other governing agency officials to coordinate approvals.
- Discussed zoning laws, fire regulations and building codes with city and county government agencies.
- Determined if work was in accordance with applicable city, state and federal guidelines, as well as applicable discipline-specific codes.
- Noted violations and issued documentations such as stop work orders to contractors or owners.

Pajaro Valley Electric
Electrical Foreman
2016 – 2018

- Studied and interpreted blueprints to plan construction phases and team assignments.
- Completed tear-down of existing structures and prepared for new construction.
- Coordinated materials to maintain a steady flow and meet productivity objectives.
- Developed and executed layout and installation of electrical wiring and fixtures based on job terms and city regulations.
- Performed preventative maintenance on electrical panels and distribution systems, saving customers 30% off future repair spending.
- Supervised a crew of electrictions and maintained a safe, efficient, and structured work environment.

Sprig Electric
Service Electrician
2015 – 2016

- Accurately completed service reports and warranty forms.
- Provided outstanding customer service.
- Troubleshot electrical system errors with blueprint readings and modern computer programs.
- Designed blueprints and preppd job sites for installation of cables and wiring.
- Tracked income, labor and expenses via Quickbooks spreadsheets, and generated weekly reports.
- Maintained positive relationships with all customers.

Regalado Electric Inc.
Chief Operating Officer
2010 – 2015

- Delivered business stratregy and developed systems and procedures to improve the quality and efficiency of operations.
- Led business planning, developed market strategy and established direct proicusrement of products from Electrical vendors.
- Developed effective business plans to align strategic decisions with long-term objectives.
- Reduced corporate risk by managing shrink processes and controlling inventory levels.

Liliana Soto

Permit Technician

Experience
12+ years

Skills
Microsoft Office
Customer Service
Communication
Bookkeeping
Improvisation

Experience Summary

Liliana is a highly dedicated permit technician with over 12 years of experience in customer service and administrative work. She is extremely proficient in coordinating and managing various clerical tasks thanks to years of practical experience. Liliana also possesses strong communication skills that have been refined through years of customer service. With these skills Liliana can easily interact and coordinate efforts with a diverse array of teams and individuals. With these skills Liliana serves as a capable addition to any team seeking effective solutions and efficient project completion.

Select Professional Experience

4LEAF Inc.
Permit Technician
2025 – Present
Liliana is a dedicated team member who excels in her role as a Permit Technician. She performs a wide variety of technical and clerical duties to support Building Departments by assisting customers, reviewing applications and plan submittals, collaborating with other departments and agencies, handling fees, and scheduling inspections. Her responsibilities as a Permit Technician include:

- Issuing and tracking permits throughout the course of the permitting process.
- Managing incoming and outgoing calls and obtaining appropriate permits for construction a variety of construction projects.
- Assisting applicants throughout the permit application process by answering questions, addressing concerns, and providing guidance.
- Coordinating and scheduling appointments for project inspections.
- Filing blueprints, permits, drawings, and other physical documents in addition to managing, retrieving, organizing, recording, and preserving data electronically.
- Collaborating with designers to develop handouts and other informational material for clients.
- Examining plans, blueprints, and other documents to verify accuracy and completeness according to the build code and assisting building inspectors.
- Creating permit files and distributing applications for review, updating, and maintaining permitting records, tracking, and reporting on permit activity, and determining and collecting permit fees.

Gold Star Buick GMC

Accounts Receivable & Payable

2023 – 2025

- Managed incoming payments and ensured the timely collection of outstanding accounts while maintaining accurate financial records for both the owner and company.
- Communicated bad debt issues with the Office Manager as well as balancing and overseeing commercial credit cards and a general ledger.

Kokoro Sushi

Server

2021 – 2025

- Provided on-call weekend services, which included maintaining a clean and inviting dining room environment so that customers were ensured a great dining experience.
-

Grease Monkeys Customs

Quality Control Manager

2022

- Developed, implemented, and managed the quality management system and acted as the primary resource for problem identification, resolution, and loss reporting.

The Unikool Partners

Accounts Payable

2017 – 2021

- Coded and distributed invoices for approval and performed A/P data entry while also resolving any potential discrepancies on invoices and purchase orders.

William Tran

Permit Technician

Experience
17+ years

Education
General Education Studies
Cal State University, East Bay

Skills
Salesforce CRM
Laboratory Information Management (LIM)
Microsoft Office Suite

Experience Summary

William is a detail-oriented professional with a strong background in technical supervision, management, and customer service. He excels in building rapport with clients, assessing their needs accurately, and providing informed recommendations based on comprehensive knowledge. His meticulous approach to managing paperwork and maintaining detailed records ensures accuracy and compliance. William's excellent communication skills, both verbal and written, and his ability to resolve issues efficiently contribute to high levels of customer satisfaction. William's diverse experience and dedication to service excellence make him a valuable asset to any team.

Select Professional Experience

4LEAF Inc.
Permit Technician
2024 – Present
William is responsible for serving the public at the Building Department counter. Some of his duties include accepting plans for plan check, verifying accuracy and completeness of information, calculating permit fees, filing, and acting as support staff to others in the department. He is very proficient in explaining procedures to homeowners, contractors, developers, architects, and the general public. He operates the Building Department's computerized information system inputting a variety of data. William excels at providing excellent customer service delivery to all his contacts.

Exact Sciences, Redwood City
Various Roles
2007 – 2023
William has served in numerous roles with Exact Sciences in Redwood City, CA since 2007. See some of the most recent roles below.

Exact Sciences, Redwood City
Customer Success Manager
2021 – 2023

- Partnered with field sales personnel to develop, present, and implement strategic initiatives with customer accounts.

- Advocated for customer needs and facilitated the collaboration of cross-functional teams to optimize customer experience.
- Analyzed account data, identified trends, and implemented effective solutions to address clients' critical business issues.
- Developed and implemented ordering programs and processes to meet customers' patient care standards and decrease turn-around times.
- Provided interim territory coverage as a sales representative, on an as-needed basis.

Exact Sciences
Pre-Analytical Laboratory Technician Lead
2020 – 2021

- Coordinated new hire training for existing or newly developed processes and/or instrument/equipment.
- Transcribed pathology reports and outreach to customers regarding specimens potentially outside of testing criteria.
- Investigated system/specimen issues and coordinated with Customer Service and IT to conduct sample retesting as needed.
- Led the Multiple Primary Testing Team (patients testing multiple tumors) for sample processing and case management.
- Identified and contributed to process improvement plans with management and/or process engineers.

Exact Sciences
Pre-Analytical Laboratory Technician II
2016 – 2020

- Sampled accessioning for domestic, international, and multiple primary samples.
- Performed case management and customer outreach for multiple primary testing.
- Conducted data entry and order processing for domestic, international, and multiple primary testing.
- Conducted and recorded laboratory equipment maintenance.
- Assisted with new hire training.

Paul Abadilla

Building Inspector III

Experience
38+ years

Education
Building Inspection Technology Certificate
Monterey Peninsula College – Monterey, CA
AA – General Education
Hartnell College – Salinas, CA

Certifications
ICC Plumbing Inspector
ICC Building Inspector
ICC Mechanical Inspector
ICC Building Plans Examiner

Experience Summary

Paul is an ICC Certified Mechanical, Plumbing, and Building Inspector and a highly talented, qualified professional with an extensive background in building construction and project management. His strong ability to coordinate and liaison with design and construction professionals, local and federal officials, inspectors, tenants, and customers, has resulted in a proven track record of completing difficult projects on schedule and under tight budgets while maintaining high levels of quality control.

Paul has extensive knowledge and grasp on safety and building codes, ordinances, laws and regulations, and the ability to skillfully read, review and analyze written reports and documents for building and construction. He has been recognized as a valued technical resource to project staff on evaluation and construction issues and as a mentor to staff members in developing skills. Paul has excellent interpersonal skills, exceptional problem-solving capabilities, professional attitude, and a firm personality as a leader to manage projects independently, with the highest of industry standards in decision-making and problem solving.

Select Professional Experience

4LEAF, Inc.
Building Inspector III
2022 - Present

- Examines, reviews, approves, and conducts field inspections of residential, commercial, and industrial building plans and determines and ensures compliance with city and state codes and ordinances including California building, plumbing, mechanical, and electrical codes and California Title 24 Energy and Accessibility Standards.
- Analyzes and reviews structural engineering designs and verifies and checks calculations on submitted plans to make appropriate plan check processing.
- Evaluates, reviews, and logs reports and related documentation and information, including engineering reports, soil analysis report, and other related test reports from various agencies.
- Identifies and describes inadequacies and deficiencies with submitted plans, makes corrections and recommendations, records other departmental comments, and notifies applicant.
- Receives and responds to building code, ordinance or plan check inquires or questions and provides advice and recommendations by public telephone or counter customer service within a timely manner.

- Communicates and confers with various agencies including architects, engineers, contractors, and in-house professional departmental staff to resolve issues and problems with proposed project designs and plans.

City of Monterey Building Safety & Inspection Division – Monterey, CA
Senior Building Inspector
1989 - 2021

- Performed routine and more complex structural building inspections requiring the use of considerable independent judgement and initiative to see that construction, alterations, fire protection systems, and maintenance work complied with provision of the building and fire codes and ordinances.
- Verified the quality of materials and the methods of construction for all wood framing, concrete materials, steel erection, lathing, plastering, and other construction work to confirm that the installation is in accordance with city code and industry standards.
- Reviewed, checked, and approved building and site plans for conformance with applicable codes.
- Consulted with architects, developers, and builders to ensure that proposed construction meets building, fire, and all Federal, Stated, and local code requirements.
- Trained and assigned inspection personnel and served as CBO when needed.

Monterey County Planning & Building Dept.
Building Inspector II
1985 - 1989

Ben Turner Construction – Salinas, CA
Carpenter
1984 – 1985

Sears Roebuck & Co – Salinas, CA
Salesman (Power Tools/Heavy Equipment)
1980 - 1984

Rory Shortreed, OSHPD A

Senior Building Inspector / Inspector of Record

Experience

30+ years

Education

College of San Mateo, CA, Building Inspection Technology
Chabot College, Hayward, CA Fire Inspection Technology

Current Certifications

OSHPD A # 20841

Previous Certifications

ICC Commercial Building Inspector
ICBO Reinforced Concrete
ICBO Prestressed, Precast Concrete
ACI Concrete
CPN Nuclear Gauge
CALTRANS – CTM 533, CTM 540, CTM 539, CTM 541

Safety Training

4LEAF Back Safety
4LEAF Slips Trips and Falls
4LEAF Ladder Safety
4LEAF PPE
4LEAF Heat Illness Prevention
Click Safety – Fall Protection Training
DPR Safety Training
LBNL Safety Training

Experience Summary

Rory has more than 30 years of experience in the construction industry including more than 15 years in the electrical field, 10 of those years as a licensed electrician. His specialties include electrical, structural, architectural inspections and materials testing. Rory's experience includes performing Inspector of Record and resident inspector duties on major construction projects in Northern California. He has also performed duties including electrical installations, supervision, and quality control on numerous projects throughout Maine, New Hampshire, Vermont, New York, and Massachusetts; along with quality control observations and inspections at various nuclear power plants in Arkansas, Florida, Illinois, Minnesota, and Maine. His responsibilities usually include electrical, plumbing, mechanical, fire alarm and sprinkler system inspections and testing as well as field observations of construction material installation. Recently Rory has completed projects in the University System including work at University of California, Berkeley and Cal Poly San Luis Obispo.

Select Project Experience

Santa Clara County Facilities and Fleet (4LEAF)
Senior Building Inspector / Inspector of Record
2021 - Present



Rory is the Inspector of Record for Tasman Phase 2 Project for the Santa Clara County Facilities and Fleet project on behalf of 4LEAF. Rory provides the project documentation for this four building project that spans approximately 433,500 Sq. Ft. This $120 million project features offices to accommodate the relocation of County staff and equipment. Three buildings are currently cold shell with intact core systems and the other building has been renovated for swing space and will be converted into permanent space. 4LEAF works with Swinerton Builders and County Project Managers to ensure timely completion of the construction.

San Jose State University, South Parking Structure (4LEAF)
Inspector of Record
2019 - 2021



Rory was the Inspector of Record for the South Campus Parking Structure and Multi-use Sports Field. Rory is currently inspecting the 4 story Parking Garage on the South Campus which includes construction of 487,000 sq. ft. and a multi-use sports field. This post-tensioned concrete structure includes 1,500 parking stalls, three elevator and stair cores, and restrooms. The multi-use sports field includes artificial turf and a surrounding fence. Rory is proficient in documentation and the use of the required California State University system forms. Rory also routinely interfaces with University Project Management.

City of Oakland Building Division (4LEAF)
Inspector of Record
Rory served the City of Oakland on behalf of 4LEAF where he is responsible for eight podium mixed use projects and one high-rise project where he performed Combination Building Inspections and posted results in real-time through the ACCELA Mobile platform. These projects were wood frame construction.

Cal Poly San Luis Obispo, Student Housing South (4LEAF)
Inspector of Record



Rory recently completed the Inspection Services as the Lead Inspector of Record Services on the Student Housing South Project named YakPityutyu after the Northern Chumash Tribe. This $198 Million project included construction of seven, four-five story residential buildings consisting of the addition of 1,475 beds, 29 resident advisor spaces and (2) two-bedroom apartments for professional staff, totaling 383,000 square feet. **Rory inspected underground conduit and 12,000 volt medium voltage cable.** This project also includes a campus welcome center and 483 parking spaces totaling 154,000 square feet. The project also includes site development, site utilities.

Lawrence Berkeley National Laboratory, Computational Research and Theory (CRT) (4LEAF)
Inspector of Record



Rory was the Inspector of Record for this project that included an approximately 140,000 gross-square-foot, $145 million computer facility and associated infrastructure with accommodations for around 300 staff. **Rory inspected underground gas, electric, and water on the CRT and he inspected the installation of HDPE gas, cast iron water, and conduit and 12,000 volt Medium Voltage cable**. Designed to take advantage of the cool Berkeley climate, the CRT is anticipated to set a new standard in energy efficiency for high-performance computing. The CRT will bring together world-class programs within the Computing Sciences Division of the Berkeley Lab for the first time including the National Energy Research Scientific Computing Center, the Computational Research Division, the Scientific Networking Division, Energy Sciences Network, and the Computational Science and Engineering at Berkeley.

Kono Soong, CBO

Senior Combination Building Inspector / Inspector of Record

Experience
25+ years

Education
General Education
Sacramento State University
General Education
University of Hawaii

Certifications
ICC Certified Building Official
ICC Residential Building Inspector
ICC Residential Electrical Inspector
ICC Residential Plumbing Inspector
ICC Residential Mechanical Inspector
ICC Combination Dwelling Inspector
ICC Combination Inspector
ICC Commercial Electrical Inspector
ICC Commercial Plumbing Inspector
ICC Commercial Mechanical Inspector
Building Inspector CSC
Building Inspector UBC
Uniform Codes and California Code
CAL GREEN Inspector
CAL GREEN Plans Examiner
Fire Marshall Fire Inspector 1A
Fire Marshall Fire Inspector 1B
Fire Marshall Fire Inspector 1C
Fire Marshall Fire Inspector 1D

Experience Summary

Kono is a Certified Building Official and Combination Residential and Commercial Inspector with over 25 years of jurisdictional experience, and more than 7 years of field supervisor experience. He has performed many duties within building departments including inspection, plan check and lead Code Enforcement. Kono is experienced with residential, commercial, and industrial construction and has also acted in the capacity as a Lead Inspector of Record at the Jackson Rancheria Hotel & Casino.

Select Professional Experience

4LEAF, Inc.
Senior Combination Building Inspector / Inspector or Record
2023 – Present
Kono has recently rejoined 4LEAF as our Senior Combination Building Inspector and Inspector of Record. Kono will work with various Community Development Departments and Universities on project specific inspection assignments (IOR).

City of Fremont
Building Inspector Supervisor
2016 – 2023
Kono served seven years working as the Building Inspector Supervisor for the City of Fremont. During that time, Kono showed that he can plan, organize and supervise section activities; develop and maintain cooperative working relationships with individuals from diverse cultural and socio-economic backgrounds; resolve disputes concerning code requirements and effecting voluntary compliance; review construction plans and conduct field inspections of buildings including structure and electrical, plumbing, heating, air conditioning, and ventilation systems. His responsibilities included:

- Supervise 16 building inspectors; provide the inspectors with technical expertise, supervise field and office work necessary to conduct the City's building inspection program. Route and assign inspections to the inspectors.

- Respond to queries and resolve problems raised by staff, contractors, engineers, and architects.
- Establish policies, rules and/or regulations, establish and implement policies and procedures, review, and revise inter- and intra- divisional operations processes and procedures.
- Participated in employee selection, evaluations, training of new and seasoned inspectors, and, address performance issues with staff.
- Utilize the computer for tracking projects, writing, and general reports.
- Provide information to any interested party on the City's building inspection and code enforcement program including code provisions, procedures, required submittal and plan processing, and inspection schedules.
- Participate in meetings with architects, engineers, property owners, developers, contractors, City staff members, and others to discuss issues involving activities of the Building Inspection section. Coordinate activities with other divisions, departments, and outside agencies.
- Extensive knowledge of building, plumbing, electrical, mechanical, and related codes and regulations and the methods, materials, techniques, and practices employed in building design, construction, and inspection; the principles of supervision; civil engineering principles as they pertain to building construction; forms, permits, plans, and specifications used in a building inspection and code enforcement program; zoning code and sign ordinance and report writing.

City of Fremont
Building Inspector/Specialist
2013 – 2016

- Perform inspections, plan checks, and related duties in a specialized field of building inspection such as structural, mechanical, plumbing, electrical and fire.
- Provide guidance in new electrical codes, specifications related to new products and reviewed electrical plans.
- Investigate unlisted equipment and suspect substandard installations to determine product equivalency.
- Resolve disputes over interpretation and application of building codes.
- Meet with City officials, business representatives, and the general public to discuss specialized facets of inspection, including procedures and problems. Represents the City at meetings and conferences.
- Establish and perform the Solar Express Plan Review. Reviews and approve building permits.
- Train staff in assigned building inspection specialty.
- Perform combination building inspection duties.
- Maintain building inspection records. Utilize computer for tracking projects, writing and generating reports, and prepare correspondence and reports.

Nevada County
Sr. Combination Building Inspector II
2009 –2013

- Apply a broad and comprehensive scope of knowledge in the independent performance of a wide range of building inspection related activities involving multiple residences and commercial and industrial construction.

- Perform field inspections of new building construction, alterations, additions, and mobile home permits for compliance with applicable codes, regulations and approved plans.
- Prepare correction letters and inspection reports. Consult with contractors, architects and engineers regarding structural safety requirements or building design. Coordinate inspection activities with other departments and agencies.
- Review a wide variety of residential, commercial, and industrial construction plans and documents. Prepare and maintain a variety of records, correspondence, and reports related to inspection activities.

CSG Consultants, Inc., Sacramento, CA
Sr. Combination Building Inspector/Lead Inspector of Record
April 2008 - March 2009

- Assigned to Jackson Rancheria Casino & Hotel Campus $250 million dollar renovation and reconstruction, acting in the capacity as a Building Inspector as well as an Inspector of Record. Responsible for inspecting all phases of new construction and remodel. Six-story parking garage, hotel, and casino.
- Make field inspections of industrial, commercial, and Public Works projects during various stages of construction and remodeling to assure compliance with applicable codes and regulations of the City, County, State and Federal agencies.
- Inspect a variety of electrical installations and other complex and routine electrical system elements. Assure proper and safe installations of routine and complex electrical systems.
- Responsible for finding and reporting construction defects for the current campus. Plans review and attendance of daily meetings with Project Development Supervisor regarding status of production for construction and forensic findings. Also, involved in fire design meetings for the remodeling of the hotel.

City of Folsom, Folsom
Building Inspector II
September 2007 – April 2008

- Primary inspector for a $200 million dollar nineteen building, two-story parking structure shopping mall, head inspector on $20 million dollar four-story hotel.
- Assist in the checking of building plans relative to electrical systems. Conferring with developers, contractors, architects, engineers and the general public in the field and office. Instrumental in implementing new policy's and weekly meetings.
- Research and contract new services for the Community Development. In charge of heading up the building safety week for the ICC in the City of Folsom. Route, quick plan checks, ability to help over the counter plan check.

City of Citrus Heights,
Building Inspector I
August 2006 – September 2007

- Application of building codes for inspections on residential dwellings and commercial buildings; explain and interpret requirements and restrictions.
- Complete and maintain a variety of records, reports, documents, and correspondence relating to field inspections.

Andrei Oustinov

Senior Combination Building Inspector / Inspector of Record

Experience

32+ Years

Education

M.S., Mechanical Engineering, Leningrad Metal Working Engineering Institute, Russia.

Home Inspector Certificate, Madison Area Technical College

Building Inspection Technology, College of San Mateo

Certifications

ICC Certified Building Inspector

ICC Certified Combination Inspector

ICC Certified Electrical Inspector

ICC Certified Mechanical Inspector

ICC Certified Plumbing Inspector

ICC Certified Commercial Combination Inspector

Memberships

Member of California Building Inspectors Group.

Active member of California chapter of IAPMO

Experience Summary

Andrei is an ICC Certified Combination Inspector and Inspector of Record with more than 32 years of hands-on experience in all aspects of construction, including: electrical, plumbing, mechanical, concrete, rough, and finish carpentry. Combined, his experience includes 20 years of supervisory experience, 17 years of experience in the building inspection field for a public building inspection office, five years of experience as a Senior Inspector, Plan Checker and Supervising Inspector, and 8 years as a Building Inspection Manager.

Select Professional Experience

4LEAF, Inc.
Senior Combination Building Inspector / Inspector of Record
2019 - Present

For the past five years, Andrei has worked on behalf of 4LEAF as a Senior Building Inspector and Inspector of Record. He has served the City of Foster City as the Senior Building Inspector. In addition, Andrei has worked in the following 4LEAF contract municipalities: Cupertino, Fremont, Santa Cruz, Newark, Hollister, Signal Hill, Palo Alto, and Gilroy.

4LEAF, Inc.
Inspector of Record

Andrei has recently delivered IOR services to San Jose State University for several campus construction projects. These include the $200 million, 192,895 sq. ft. 10-story high-rise, Campus Village Phase 2 Building, and the $181 million, 164,000 gross square feet state-of-the-art Interdisciplinary Science Building.



4LEAF, Inc.
Inspector of Record
2017 - 2019

For approximately three years, Andrei was an integral part of the Inspection team for the largest commercial project in the United States that spanned nearly 180 acres and approximately and 4 million s.f. of construction. The campus includes a 2.8 million s.f. Main Building with subterranean parking, Corporate Fitness Center, Corporate Auditorium, two above grade Parking Structures, Central Utility Plant, and 600,000 Sq. Ft. of Research and Development Buildings.



City of Santa Clara
Building Inspection Manager/Plans Examiner
2002 - 2017

- Oversaw day to day operations of the Building Inspection Division which included permit review, inspection, code enforcement, and permit issuance functions.
- Planned, organized, directed, and participated in the plan review and design of documents for all projects submitted to the City of Santa Clara for plan check.
- Served as a Technical Adviser and Assistant to the Director of Planning and Inspection. Ensured the enforcement of State and Local ordinances and codes related to commercial and residential buildings including fire protection through building inspection, permit issuance, plan check, and related code enforcement activities.
- Reviewed and interpreted the State Building Codes and proposed and implemented revisions to codes and standards.
- Provided review of proposed alternative "Means and Methods" to the California Building Code when required; Developed and participated in the enforcement of local ordinances that ensure life safety; Rendered decisions on local applications of building code.
- Developed technical code-related informational bulletins, pamphlets, tests, and instructions for the use of the public and in-house staff.
- Prepared or directed the preparation of requests for proposals and consultant services and participated in the selection and management of consultants.
- Represented the department in technical organizations, committees, and attended meetings of regional, state and national importance; Provide information and served as a liaison to representatives from State, Federal, and Local agencies.
- Provided technical expertise to other City departments and divisions. Participated in the development, interpretation, clarification, and communication of applications of policies and operational procedures.
- Managed applications, inspections, and approvals of construction projects for high technology companies such as: Applied Materials, Intel Corporation, and Nvidia. Managed multi-billion construction projects by the Irvine Company (Santa Clara Square, Monticello), San Francisco 49ers (Levi Stadium), Sobrato, Rivermark Development, Kaiser Hospital, and others.

City of Redwood City, CA
Building Inspector
2001 - 2002

Sunrise Builders & Project Management Inc., Campbell, CA
CEO
1999 - 2001

COR Construction, San Jose, CA
Project Manager
1995 - 1999

Mark Hillabrandt

Senior Building Inspector

Experience
34+ years

Education
Cabrillo College

Certifications/Awards
ICC Commercial Building Inspector
ICC Residential Building Inspector
ICC Commercial Plumbing Inspector
UBC Building Inspector
IAPMO

Experience Summary

Mark is a multi-certified Senior Inspector with more than 34 years of experience in the inspection industry. Mark is skilled in interpreting and applying pertinent Federal, State, and local laws, as well as codes and regulations and possesses extensive inspection experience covering a wide variety of project types including single and multi-family residential, commercial, and industrial structures, and solar PV installations.

Select Professional Experience

4LEAF, Inc.
Combination Inspector
2023 - Present
Mark has recently joined 4LEAF as a Senior Building Inspector and shall be responsible for identifying and enforcing a variety of codes, ordinances, and standards violations for conformance with plans and specifications. Jerry's additional duties involve working with specifications, plans, and similar documents; reading and interpreting building construction and engineering plan specifications and codes; and interfacing with architects, engineers, contractors, builders, and homeowners.

Town of Los Gatos
Building Inspector
2006 – 2024

- Performed a wide variety of commercial, multifamily, and single-family residential building inspection duties at various stages of construction, alterations, and repairs for compliance with the building standards codes and local Ordinances.
- Performed on-site inspections of footings and foundations, framing, electrical installations, plumbing and mechanical systems.
- Performed residential and construction inspections as required.

City of Spokane
Building Inspector
2005 – 2006

City of Los Altos
Building Inspector
2003 – 2005

City of Milpitas
Building Inspector
1999 – 2003

Devcon Construction
General Foreman
1994 – 2003

T-Boyd Construction
Carpenter / Finisher
1990 – 1994

US Navy
Active & Reserve
1988 - 2007

Don Salts, CBO, CASp

CASp Plan Review / Inspection

Experience

35+ years

Education

Diablo Valley College Associates Building Inspection Technology
Butte College Building Inspection Technology

Certifications

Certified Access Specialist, DSA #669
ICC Certified Building Official
ICC Building Plans Examiner
ICC Combination Inspector
ICC Building Inspector
ICC Mechanical Inspector
ICC Plumbing Inspector
ICC Electrical Inspector

Experience Summary

Don has more than 35 years of experience in the construction industry. He has worked as a Building Inspector, Building Official, and Plans Examiner. Don's diverse background and extensive experience makes him an ideal fit for various types of projects. Don has a proven track history of ensuring projects are compliant with current codes with a high quality of workmanship.

In addition to his experience, Don has also assisted City's with ADA Transition Plans which includes scheduling work plans, issuing change orders, and coordinating with the contractors to ensure all projects follow the timeline.

Select Professional Experience

4LEAF, Inc.
CASp Plan Review / Inspection
2023 – Present
Don has recently joined 4LEAF as a Combination Building Inspector and Building Official. He has over 35 years of experience in these fields. He last worked in the City of Martinez as the Building Official from 1990 – 2022. He brings experience and dedication to any projects he is part of. Most recently, Don spent approximately one year as the Interim Chief Building Official on behalf of 4LEAF.

City of Martinez
Building Official
1990 – 2022
Don spent over 20 years as the Building Official for the City of Martinez where he helped run the Measure H Project. This project was upwards of $30 million, and Don was responsible for all inspections and plan review. Dons' tasks in the City of Martinez included but not limited to:

- CASP inspections
- Code enforcement and interpretation
- Staff augmentation
- Training new inspectors both residential and commercial
- Surveys for compliance with the ADA, CBC, CRASCA, and DSA.

Diablo Valley College

Professor, Construction Technology

2010 – 2022

- Developed and implemented comprehensive curriculum focusing on construction techniques, tools, safety protocols, and emerging technologies, fostering an engaging learning environment.
- Leveraged hands-on instruction to educate students on blueprint reading, carpentry, masonry, electrical systems, and plumbing, ensuring practical skill development.
- Mentored and guided students in executing real-world construction projects, instilling teamwork, problem-solving, and critical thinking skills.

Craig Tole

Project Manager / Vice President, Community Development

Experience
20+ years

Education
Bachelor of Science, Economics, 2000
Sonoma State University

Industry Affiliations
International Code Council (ICC)
CALBO
CBOAC
APWA

Experience Summary

Craig has overseen 4LEAF's Development Services team for the past 20 years. Among Craig's responsibilities include the day-to-day contact with many of 4LEAF's clients in the Building & Fire Life Safety, Engineering, Construction Management, and Plan Check industries. **Craig has successfully managed a multitude of inspection projects ranging from $1 million to $6 Billion.** Craig also manages numerous Building, Fire, and Code Enforcement clients and is responsible for recruiting, qualifying, and placing staff throughout the organization.

Select Project Experience

4LEAF, Inc. – Apple Campus 2 Project
Executive Project Manager
City of Cupertino, CA



Craig was responsible for consultant building department services to the City of Cupertino Building Department on behalf of 4LEAF. Services include on-site plan review engineering, permitting, plan review, and project inspection services. Craig is the Consultant Project Manager for the **$8 Billion Apple Park.** Craig was responsible for hiring, placement, and supervision of a project team that will reach more than 20 personnel. This project construction spanned nearly 180 acres and approximately 4 million Sq. Ft. of construction. The campus will include a 2.8 Million Sq. Ft. Main Building with subterranean parking, Corporate Fitness Center, Corporate Auditorium, two above grade Parking Structures, Central Utility Plant, and 600,000 Sq. Ft. of Research and Development Buildings.

4LEAF, Inc. – Encore Boston Harbor Project
Inspection Services Project Manager
City of Everett, MA



Craig was the Inspection Services Project Manager for the new $2.4 Billion Wynn Casino Development in Everett, Massachusetts. The project highlights include:

- Luxury Hotel (629 Rooms)
- Gaming Area
- Retail Space, Gym/Spa
- Food & Beverage Outlets
- Convention & Meeting Space
- Parking Garage

4LEAF, Inc. – County of San Mateo's Project Development Unit (PDU)

Executive Project Manager

Redwood City, CA



Craig is responsible for this $1.2 billion program consisting of up to 18 projects over the course of more than five years. 4LEAF is responsible for the combination building inspections, fire inspections, fire plan checks, and inspection reports related to all projects. 4LEAF is currently performing Plan Check and Inspector of Record services for multiple projects on behalf of the County of San Mateo's Project Development Unit, including the new **$150 Million County Office Building III**, and the **$128 Million Cordilleras Health Campus**.

4LEAF, Inc. – Building Department Management / Inspection Services

Project Manager

Pleasanton, CA

Craig is currently the Building Department and Code Enforcement Manager on behalf of 4LEAF. Craig is responsible for all staff augmentation assignments performed for clientele including building official, building inspection, permit technicians/counter services, code enforcement, etc. Craig is responsible for recruiting and placing all building department staff as well as the pick-up and delivery and assignment of plan reviews to appropriate engineers and certified staff. Craig manages including:

- City of Cupertino Building Department
- City of Palo Alto Building Department
- City of Saratoga Building Department
- City of Sunnyvale Building Department
- City of Seaside Building Department
- City of Hollister Building Department
- City of Dublin Building Department
- County of Santa Clara Building Department
- County of Santa Clara, Facilities & Fleet
- County of Monterey Building Department
- County of San Benito Building Department
- County of Alameda, Capital Projects

4LEAF, Inc. – Various Universities and Community College Districts

Project Manager

Craig has managed multiple consultant agreements with the California State School System, University of California, and Community College Districts. These contracts include Construction Management and Inspector of Record services for both On-Call agreements and project specific assignments. Our University clientele includes:

- San Jose State University
- Cal Poly San Luis Obispo
- California State University, Dominguez Hills
- California State University, Stanislaus
- University of California, Merced
- University of California, Santa Barbara
- University of California, San Francisco
- University of California, Davis
- Stanford University School of Medicine
- Stanford University Facilities Department

FEE SCHEDULE

FY2025-2026 FEE SCHEDULE & BASIS OF CHARGES

FOR CITY OF SAND CITY

All Rates are Subject to Basis of Charges

PLAN REVIEW COST STRUCTURE	NOTES
Plan Review Percentage: 75% *(Inclusive of all disciplines except Fire and Civil which are billed on an hourly basis)* **Hourly Plan Review**: $180/hour – Plan Review Services *(Building, Accessibility, Fire & Civil)	Fee includes: ➢ Initial review and two (2) rechecks. Hourly charges apply after three (3) or more reviews. ➢ Shipping, courier, and electronic service.

Building

Chief Building Official $162/hour
Lead Inspector / Project Inspector..... $139/hour
Certified Access Specialist (CASp) Inspector $154/hour
Senior Combination Building Inspector (Building Inspector III) $133/hour
Commercial Building Inspector (Building Inspector II) $121/hour
Residential Building Inspector (Building Inspector I) $104/hour
Inspector of Record (Including DSA / OSHPD)..... $162/hour

Code Enforcement

Code Enforcement Director..... $190/hour
Code Enforcement Manager..... $162/hour
Senior Code Enforcement Officer..... $123/hour
Code Enforcement Officer II..... $113/hour
Code Enforcement Officer I..... $98/hour

Fire

Fire Protection Engineer (FPE) $211/hour
Fire Prevention Officer / Fire Inspector $174/hour

Project Management / Administrative Services

Project Manager..... $175/hour
Principal-in-charge..... $283/hour
Permit Manager $104/hour
Senior Permit Technician (Remote or Onsite) $87/hour
Permit Technician $79/hour
GoFormz Software ..... $50/user monthly

Planning

Housing Policy Director $211/hour
Planning Director $185/hour

Principal/Planning Manager $169/hour
Senior Planner $144/hour
City Clerk $200/hour
Associate Planner $127/hour
Assistant Planner $108/hour
Planning Technician.....$92/hour

Engineering, Public Works Inspection, & Construction Management (Prevailing Wage)

Traffic Engineer..... . $221/hour
Construction Manager..... $187/hour
Certified Access Specialist (CASp) Inspector (Regular time) $154/hour
Certified Access Specialist (CASp) Inspector (Nighttime) $192/hour
Certified Access Specialist (CASp) Inspector (Overtime)..... $231/hour
Certified Access Specialist (CASp) Plans Examiner..... $180/hour
Public Works Inspector (Regular Time) $157/hour
Public Works Inspector (Nighttime).....$177/hour
Public Works Inspector (Overtime) $213/hour
Public Works Inspector Apprentice..... $101/hour

BASIS OF CHARGES

Rates are inclusive of "tools of the trade" such as forms, telephones, and consumables.

- All invoicing will be submitted monthly.
- Staff Augmentation work (excluding plan review) is subject to 4-hour minimum charges unless stated otherwise. Services billed in 4-hour increments.
- Most plan reviews will be done in 10 business days or less and 5 business days or less for re-checks. This is not inclusive of holidays or the day of the pick-up of plans.
- Expedited reviews will be billed at 1.5x the plan review fee listed in the fee schedule. Return time will be within seven (7) days of receipt of the plans from the City.
- Plan review of deferred submittals & revisions will be billed at the hourly rates listed.
- All plan review services will be subject to a $285.00 minimum fee if percentage-based fee or 2-hour minimum charge if hourly rates apply.
- Larger complex plan reviews can be negotiated to achieve the best possible pricing.
- All plan review services will be subject to 2-hour minimum fee.
- All plan review services are billed on a percentage basis and includes the initial review and 2 rechecks.
    - Plan reviews will be billed on an hourly basis only after the initial review and 2 rechecks unless otherwise agreed upon on a case-by-case basis.
    - Fire and Civil Reviews are billed on an hourly basis and are not included in our plan review percentage.
- 4LEAF assumes that these rates reflect the FY2025-2026 contract period. There will be a 3% escalation for FY2026-2027, FY2027-2028.
- Overtime and Premium time will be charged as follows:
    - *Regular time (work begun after 5AM or before 4PM)* *1 x hourly rate*

- *Nighttime (work begun after 4PM or before 5AM)* — *1.25 x hourly rate*
- *Overtime (over 8-hour M-F or Saturdays)* — *1.5 x hourly rate*
- *Overtime (over 8 hours Sat or 1st 8-hour Sun)* — *2 x hourly rate*
- *Overtime (over 8 hours Sun or Holidays)* — *3 x hourly rate*

- Overtime will only be billed with prior authorization of the Director or other designated City personnel.
- All work with less than 8 hours rest between shifts will be charged the appropriate overtime rate.
- Mileage driven during the course of Inspections will be charged at cost plus 20%.
- Payment due on receipt. All payments over 30 days will be assessed a 1.5% interest charge.
- In accordance with California's Meal Break and Rest Break Law requirements, Client will be billed one (1) additional hour per day at the regular rate for each missed meal or rest break due to Client-directed tasks or requirements. Client should allow 4LEAF's non-exempt, hourly employees the opportunity to take their entitled rest and meal breaks during each work shift.

RESOLUTION ATTACHMENT 1
Resolution SC 25- (2025)

CITY OF SAND CITY
PROFESSIONAL SERVICE AGREEMENT FOR NON-CONSTRUCTION PROJECT

This Agreement made this 1st day of July, 2025 (the "Effective Date"), by and between the CITY OF SAND CITY, a municipal corporation, hereinafter referred to as "CITY", and 4Leaf, Inc, hereinafter referred to as "CONSULTANT" (together referred to the "Parties").

In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

I. TERM

The term of the Agreement will begin on the Effective Date of this Agreement and shall end on June 30, 2028, unless sooner terminated pursuant to the provisions of this Agreement. The Agreement may be reviewed and modified upon concurrence of both parties. No modification to the terms of this Agreement shall be valid unless made in writing and signed by the Parties hereto.

II. SERVICES

Subject to the terms and conditions set forth in this Agreement, CONSULTANT shall provide to the CITY the services described in the Scope of Work in Exhibit A, attached hereto and incorporated herein as though set forth in full ("Services"). To the extent that Exhibit A is a proposal from CONSULTANT, such proposal is incorporated only for the description of the scope of services and no other terms and conditions from any such proposal shall apply to this AGREEMENT unless specifically agreed to in writing. Unless otherwise explicitly stated in Exhibit A, CONSULTANT shall at its sole cost and expense furnish all facilities and equipment which may be required for completing the tasks set forth in Exhibit A. CITY shall furnish to CONSULTANT no facilities or equipment, unless the CITY otherwise agrees in writing to provide the same. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, this Agreement shall prevail.

III. PERFORMANCE

CONSULTANT shall perform all the Services in a manner consistent with the standards of CONSULTANT'S profession or, if no such professional standard, in a manner consistent with the standards applicable to said CONSULTANT or type of work. All instruments of service of whatsoever nature which CONSULTANT delivers to CITY pursuant to this AGREEMENT, shall be prepared to comply and conform to the standards of CONSULTANT'S type of work. All such instruments of service shall become the sole and exclusive property of CITY upon delivery of the same.

IV. TIME

CONSULTANT shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in section III (Performance) and to satisfy CONSULTANT'S obligations hereunder.

V. ASSIGNMENT OF PERSONNEL

CONSULTANT shall assign only competent personnel to perform services pursuant to his Agreement. In the event that CITY, in its sole discretion, at any time during the term of the Agreement, desires the reassignment of any such persons, CONSULTANT shall, immediately upon receiving notice from CITY of such desire, reassign such person or persons.

VI. PAYMENT

A. The CITY agrees to pay CONSULTANT monthly for services performed and reimbursable costs, in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. This amount shall not exceed Four Hundred and Fifty Thousand Dollars ($450,000) for the total term of the Agreement unless additional payment is approved as provided in this Agreement. Except as specifically authorized by CITY in writing, CONSULTANT shall not bill CITY for duplicative services performed by more than one person. Fees for work performed by CONSULTANT on an hourly basis shall not exceed the amounts shown on the compensation schedule attached hereto as Exhibit A. Reimbursable expenses are included in the total amount of compensation provided under this Agreement that shall not be exceeded.

B. CONSULTANT shall not be compensated for any services rendered in connection with its performance of this AGREEMENT which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager. CONSULTANT shall be compensated for any additional services in the amounts and in the manner as agreed to by City Manager and CONSULTANT at the time CITY's written authorization is given to CONSULTANT for the performance of said services. The City Manager may approve additional work not to exceed ten percent (10%) of the amount of the AGREEMENT, but in no event shall such sum exceed Fifteen Thousand dollars ($45,000) unless otherwise specified in the AGREEMENT. Any additional work in excess of this amount shall be approved by the City Council of Sand City.

C. CONSULTANT will submit invoices monthly for actual services performed. Invoices shall be submitted on or about the first business day of each month, or as soon thereafter as practical, for services provided in the previous month. Invoices shall include a task summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement. For each work item and task, a copy of the applicable time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the CITY disputes any of CONSULTANT's fees it shall give written notice to CONSULTANT within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. Any final payment under this AGREEMENT shall be made within forty-five (45) days of receipt of an invoice. In no event shall CONSULTANT submit an invoice for an amount in excess of the maximum amount of compensation provided above for either a task or the entire Agreement, unless the Agreement is properly modified in writing prior to the submission of such an invoice.

VII. SUSPENSION OR TERMINATION OF AGREEMENT

A. The CITY may at any time, for any reason, with or without cause, suspend or terminate this AGREEMENT, or any portion hereof, upon written notification to CONSULTANT. Upon receipt of said notice, the CONSULTANT shall immediately cease all work under this AGREEMENT, unless the notice provides otherwise. If the CITY suspends or terminates a portion of this AGREEMENT such suspension or termination shall not make void or invalidate the remainder of this AGREEMENT.

B. CONSULTANT may cancel this Agreement upon 30 days written notice to CITY and shall include in such notice the reasons for cancellation.

C. In the event this AGREEMENT is terminated pursuant to this Section, the CITY shall pay to CONSULTANT the actual value of the work performed up to the time of termination; CITY may however condition payment of such compensation upon CONSULTANT delivering to CITY any and all Documents prepared in connection with this Agreement. Upon termination of the AGREEMENT pursuant to this Section, the CONSULTANT will submit an invoice to the CITY pursuant to Section 6.

D. The parties may amend this Agreement only by a writing signed by all the parties.

E. All obligations arising prior to the termination of this Agreement and all provision of this agreement allocating liability between the CITY and CONSULTANT shall survive the termination of this Agreement.

F. If CONSULTANT materially breaches any of the terms of this Agreement, CITY's remedies shall include, but not be limited to, the following:

a. Immediately terminate the Agreement

b. Retain all Documents and other work product prepared by CONSULTANT pursuant to this Agreement

c. Retain a different consultant to complete the work described in a given task order not finished by Consultant; and/or

VIII. OWNERSHIP OF DOCUMENTS

A. CONSULTANT shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by CITY that relate to the performance of services under this AGREEMENT. CONSULTANT shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. CONSULTANT shall provide free access to the representatives of CITY or its designees at reasonable times to such books and records; shall give CITY the right to examine and audit said books and records; shall permit CITY to make transcripts or copies therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this AGREEMENT. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment. CONSULTANT understands that all such records may be subject to the examination and audit of the State Auditor or as part of any audit of the CITY.

B. Upon completion of, or in the event of termination or suspension of this AGREEMENT, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents, in electronic or other form, prepared in the course of providing the services to be performed pursuant to this AGREEMENT ("Documents") shall become the sole property of the CITY and may be used, reused, or otherwise disposed of by the CITY in connection with the project for which CONSULTANT'S services are provided under this AGREEMENT and without the permission of the CONSULTANT. With respect to computer files, CONSULTANT shall make available to the CITY, at the CONSULTANT's office and upon reasonable written request by the CITY, the necessary computer software and hardware for purposes of accessing, compiling, transferring, copying and/or printing computer files. CONSULTANT hereby grants to CITY all right, title, and interest, including any copyright, in and to the documents, designs, drawings, maps, models, computer files, surveys, notes, and

other documents prepared by CONSULTANT in the course of providing the services under this AGREEMENT.

IX. INDEMNIFICATION AND DEFENSE

A. Indemnity

To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless CITY and any and all of its officials, employees, contractors and agents ("Indemnified Parties") from and against any and all claims, losses, liabilities, damages, costs and expenses, including legal counsel's fees and costs, caused in whole or in part by the negligent, reckless or wrongful act, error or omission of CONSULTANT, its officers, agents, employees or subconsultants (or any agency or individual that CONSULTANT shall bear the legal liability thereof) in the performance of services under this AGREEMENT. CONSULTANT's duty to indemnify and hold harmless CITY shall not extend to the CITY's sole or active negligence. This indemnification obligation is not limited by any limitation on the amount or type of damages available under any applicable insurance coverage and shall survive the expiration or termination of this Agreement with respect to any liability arising during the term of the Agreement. With respect to third party claims against the CONSULTANT, CONSULTANT waives any and all rights of any type to express or implied indemnity against the Indemnified Parties.

B. Duty to defend

In the event the CITY, its officers, employees, agents and/or volunteers are made a party to any action, lawsuit, or other adversarial proceeding arising from the performance of the services encompassed by this AGREEMENT, and upon demand by CITY, CONSULTANT shall defend the CITY at CONSULTANT's cost or at CITY's option, to reimburse CITY for its costs of defense, including reasonable attorney's fees and costs incurred in the defense of such matters to the extent the matters arise from, relate to or are caused by CONSULTANT's negligent acts, errors or omissions. Payment by CITY is not a condition precedent to enforcement of this indemnity.

C. California Civil Code Section 2782.8

Notwithstanding the foregoing, to the extent that the CONSULTANT's services are subject to California Civil Code Section 2782.8, the above

indemnity, including the cost to defend, shall be limited to the extent required by California Civil Code Section 2782.8.

X. INSURANCE

CONSULTANT shall maintain prior to the beginning of and for the duration of this AGREEMENT insurance coverage as specified in Exhibit C attached to and part of this AGREEMENT.

XI. INDEPENDENT CONSULTANT

A. CONSULTANT is and shall at all times remain as to the CITY a wholly independent consultant and/or independent contractor and not an employee of CITY. The personnel performing the services under this AGREEMENT on behalf of CONSULTANT shall at all times be under CONSULTANT's exclusive direction and control. Neither CITY nor any of its officers, employees, or agents shall have control over the conduct of CONSULTANT or any of CONSULTANT's officers, employees, subcontractors or agents, except as set forth in this AGREEMENT. CONSULTANT shall not at any time or in any manner represent that it or any of its officers, employees, subcontractors or agents are in any manner officers, employees, or agents of the CITY. CONSULTANT shall not incur or have the power to incur any debt, obligation, or liability whatever against CITY, or bind CITY in any manner.

B. No employee benefits shall be available to CONSULTANT in connection with the performance of this AGREEMENT. Except for the fees paid to CONSULTANT as provided in the AGREEMENT, CITY shall not pay salaries, wages, or other compensation to CONSULTANT for performing services hereunder for CITY. CITY shall not be liable for compensation or indemnification to CONSULTANT for injury or sickness arising out of performing services hereunder.

C. CONSULTANT represents that CONSULTANT possesses distinct skills in performing the Services. CITY has relied upon said representation as a material inducement to enter into this Agreement. CONSULTANT shall, therefore, provide properly skilled and technical personnel to perform all Services under this AGREEMENT.

XII. LEGAL RESPONSIBILITIES

The CONSULTANT shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this AGREEMENT. The

CONSULTANT shall at all times observe and comply with all such laws and regulations. The CITY, and its officers, consultants and employees, shall not be liable at law or in equity occasioned by failure of the CONSULTANT to comply with this Section.

XIII. UNDUE INFLUENCE/CONFLICT OF INTEREST

CONSULTANT declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of the CITY in connection with the award, terms or implementation of this AGREEMENT, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the CITY has or will receive compensation, directly or indirectly, from CONSULTANT, or from any officer, employee or agent of CONSULTANT, in connection with the award of this AGREEMENT or any work to be conducted as a result of this AGREEMENT. Violation of this Section shall be a material breach of this AGREEMENT entitling the CITY to any and all remedies at law or in equity. CONSULTANT may not serve other clients whose activities within the corporate limits of CITY or whose business regardless of location would place CONSULTANT in a "conflict of interest" as that term is defined in the Political Reform Act, California Government Code section 81000 et seq.

In accordance with the Levine Act, Government Code Section 84308 et seq., no person who is a director, officer, partner, trustee or employee or consultant of the Developer has not contributed over five hundred dollars ($500), as that amount may be amended, over the last twelve (12) months, and will not contribute for twelve (12) months following a final decision on this Agreement, to any public official of the City.

XIV. NO BENEFIT TO ARISE TO LOCAL EMPLOYEES

No member, officer, or employee of CITY, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the Project during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any Agreement or sub-Agreement, or the proceeds thereof, for work to be performed in connection with the Project performed under this AGREEMENT.

XV. INSPECTION. CONSULTANT shall provide the CITY every reasonable opportunity to ascertain that the Services are being performed in accordance with the requirements and intentions of this AGREEMENT. All work done and materials furnished, if any, shall be subject to inspection and approval by the CITY. The inspection of such work shall not relieve CONSULTANT of any of its obligations pursuant to this Agreement.

XVI. RELEASE OF INFORMATION/CONFLICTS OF INTEREST

A. All information gained by CONSULTANT in performance of this AGREEMENT shall be considered confidential and shall not be released by CONSULTANT without CITY's prior written authorization. CONSULTANT, its officers, employees, agents, or subconsultants, shall not without written authorization from the City Manager, or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this AGREEMENT or relating to any project or property located within the CITY. Response to a subpoena or court order shall not be considered "voluntary" provided CONSULTANT gives CITY notice of such court order or subpoena.

B. CONSULTANT shall promptly notify CITY should CONSULTANT, its officers, employees, agents, or subconsultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this AGREEMENT and the work performed there under or with respect to any project or property located within the CITY, unless the CITY is a party to any lawsuit, arbitration, or administrative proceeding connected to such Discovery, or unless CONSULTANT is prohibited by law from informing the CITY of such Discovery. CITY retains the right, but has no obligation, to represent CONSULTANT and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless CITY is a party to the lawsuit, arbitration, or administrative proceeding and is averse to CONSULTANT in such proceeding, CONSULTANT agrees to cooperate fully with CITY and to provide the opportunity to review any response to discovery requests provided by CONSULTANT. However, CITY's right to review any such response does not imply or mean the right by CITY to control, direct, or rewrite said response.

XVII. CONSULTANT NO AGENT. Except as CITY may specify in writing, CONSULTANT shall have no authority, express or implied, to act on behalf of CITY in any capacity whatsoever as an agent. CONSULTANT shall have no authority, express or implied, pursuant to this AGREEMENT to bind CITY to any obligation whatsoever.

XVIII. NOTICES

Any notices which either party may desire to give to the other party under this AGREEMENT must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To CITY:	City of Sand City 1 Pendergrass Way Sand City, CA 93955 Attention: Vibeke Norgaard, City Manager
To CONSULTANT:	4Leaf, Inc 409 Washington St, Suite 100 Monterey, Ca 93940 Attention: Kevin Duggan, President

XIX. ASSIGNMENT

The CONSULTANT shall not assign the performance of this AGREEMENT, nor any part thereof, nor any monies due hereunder, without prior written consent of the CITY. Because of the personal nature of the services to be rendered pursuant to this AGREEMENT, only CONSULTANT shall perform the services described in this AGREEMENT. Upon termination of this Agreement, CONSULTANT's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between CITY and the CONSULTANT.

Before CONSULTANT retains or contracts with any subcontractor, CONSULTANT shall provide CITY with the identity of the proposed CONSULTANT, a copy of the proposed written contract between CONSULTANT and such subcontractor which shall include an indemnity provision similar to the one provided herein and identifying CITY as an indemnified party, or an incorporation of the indemnity provision provided herein, and proof that such proposed subcontractor carries insurance at least equal to that required by this AGREEMENT or obtain a written waiver from CITY for such insurance.

XX. LICENSES

At all times during the term of this AGREEMENT, CONSULTANT, its employees, agents, and any subcontractors shall have in full force and effect, all licenses, permits, qualifications and approvals required of it by law for the performance of the services described in this AGREEMENT. In addition, CONSULTANT and any subcontractors shall obtain and maintain during the term of this Agreement a valid Sand City business license.

XXI. GOVERNING LAW

The CITY and CONSULTANT understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this AGREEMENT and also govern the interpretation of this Agreement. Any litigation concerning this AGREEMENT shall be brought and maintained in the

Superior Court of the State of California in and for the County of Monterey or in the United States District Court for the Central District of California.

XXII. ENTIRE AGREEMENT

This AGREEMENT contains the entire understanding between the parties relating to the obligations of the parties described in this AGREEMENT. All prior or contemporaneous Agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this AGREEMENT or with respect to the terms and conditions of this AGREEMENT, are merged into this AGREEMENT and shall be of no further force or effect. Each party is entering into this AGREEMENT based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

XXIII. SEVERABILITY/NO IMPLIED WAIVER OF BREACH

If a court of competent jurisdiction finds that any provision of this Agreement is invalid, void or unenforceable, the provisions not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement**.**

The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any breach of that term or any other term of this Agreement.

XXIV. AMENDMENT. This AGREEMENT may be amended only by a written instrument executed by both Parties.

XXV. LITIGATION. If litigation ensues between CITY and a third-party which pertains to the subject matter of CONSULTANT'S services hereunder, CONSULTANT, upon request from CITY, agrees to testify therein at a reasonable and customary fee.

XXVI. CONSTRUCTION. This Agreement is the product of negotiation and compromise on the part of both Parties and that the Parties agree that, notwithstanding Civil Code Section 1654, any uncertainty in the AGREEMENT shall not be construed against the drafter of the AGREEMENT.

XXVII. MEDIATION. The Parties agree to make a good faith attempt to resolve any dispute arising out of this AGREEMENT through mediation prior to commencing litigation. The Parties shall mutually agree upon the mediator and shall divide the costs of mediation equally.

XXVIII. HEADINGS. The headings used in this AGREEMENT are for convenience only and are not intended to affect the interpretation or construction of any provisions herein.

XXIX. **SURVIVAL.** All obligations arising prior to the termination of this AGREEMENT and all provisions of this AGREEMENT allocating liability between CITY and CONSULTANT shall survive the termination or completion of this AGREEMENT for the fullest period of time allowed by law.

XXX. **ATTORNEYS FEES**

If a party to this AGREEMENT brings any action to enforce or interpret this AGREEMENT, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled.

XXXI. **AUTHORITY TO EXECUTE THIS AGREEMENT**

The person or persons executing this AGREEMENT on behalf of CONSULTANT warrants and represents that he/she has the authority to execute this AGREEMENT on behalf of the CONSULTANT and has the authority to bind CONSULTANT to the performance of its obligations hereunder. This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed the day and year first above written.

CONSULTANT

By:_____
(Signature)

_____
(Typed Name)

_____
(Title)

CITY OF SAND CITY

_____
Vibeke Norgaard, City Manager

ATTEST:

_____
Kerry Lindstrom, City Clerk

_____
Audrey Cray, Risk Manager

APPROVED AS TO FORM:

By: _____
Adam Lindgren, City Attorney

Attachments:	Exhibit A	Consultant's Proposal
	Exhibit B	Fee Schedule
	Exhibit C	Insurance Requirements

EXHIBIT A

CONSULTANT'S PROPOSAL

EXHIBIT B

FEE SCHEDULE

EXHIBIT C

INSURANCE REQUIREMENTS

Without limiting CONSULTANT's indemnification of CITY, and prior to commencement of Work, CONSULTANT shall obtain, provide and maintain at its own expense during the term of this AGREEMENT, policies of insurance of the type and amounts described below and, in a form, satisfactory to CITY.

General liability insurance. CONSULTANT shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. CONSULTANT shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Work to be performed under this AGREEMENT, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than $1,000,000 combined single limit for each accident.

Professional liability (errors & omissions) insurance. CONSULTANT shall maintain professional liability insurance that covers the Services to be performed in connection with this AGREEMENT, in the minimum amount of $1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this AGREEMENT and CONSULTANT agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this AGREEMENT.

Workers' compensation insurance. CONSULTANT shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least $1,000,000).

CONSULTANT shall submit to CITY, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of CITY, its officers, agents, employees and volunteers.

Umbrella or excess liability insurance. [Optional depending on limits required]. CONSULTANT shall obtain and maintain an umbrella or excess liability insurance policy with limits that will provide bodily injury, personal injury and property damage liability coverage at least as broad as the primary coverages set forth above, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop down feature requiring the policy to respond if any primary insurance that would otherwise have applied proves to be uncollectible in whole or in part for any reason;
- Pay on behalf of wording as opposed to reimbursement;
- Concurrency of effective dates with primary policies;
- Policies shall "follow form" to the underlying primary policies; and
- Insureds under primary policies shall also be insureds under the umbrella or excess policies.

Other provisions or requirements

Proof of insurance. CONSULTANT shall provide certificates of insurance to CITY as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with CITY at all times during the term of this contract. CITY reserves the right to require complete, certified copies of all required insurance policies, at any time.

Duration of coverage. CONSULTANT shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Work hereunder by CONSULTANT, his agents, representatives, employees or subconsultants.

Primary/noncontributing. Coverage provided by CONSULTANT shall be primary and any insurance or self-insurance procured or maintained by CITY shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of CITY before the CITY's own insurance or self-insurance shall be called upon to protect it as a named insured.

City's rights of enforcement. In the event any policy of insurance required under this AGREEMENT does not comply with these specifications or is canceled and not replaced, CITY has the right but not the duty to obtain the insurance it deems necessary and any premium paid by CITY will be promptly reimbursed by CONSULTANT or CITY will withhold amounts sufficient to pay premium from CONSULTANT payments. In the alternative, CITY may cancel this AGREEMENT.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive subrogation against CITY, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow CONSULTANT or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. CONSULTANT hereby waives its own right of recovery against CITY, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of contract provisions (non estoppel). CONSULTANT acknowledges and agrees that any actual or alleged failure on the part of the CITY to inform CONSULTANT of non-compliance with any requirement imposes no additional obligations on the CITY nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the CITY requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the CITY.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to CITY with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

Additional insured status. General liability policies shall provide or be endorsed to provide that CITY and its officers, officials, employees, and agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to CITY and approved of in writing.

Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant’s insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer’s limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass through clause. CONSULTANT agrees to ensure that its subconsultants, subcontractors, and any other party involved with the project who is brought onto or

involved in the project by CONSULTANT, provide the same minimum insurance coverage and endorsements required of CONSULTANT. CONSULTANT agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. CONSULTANT agrees that upon request, all Agreements with consultants, subcontractors, and others engaged in the project will be submitted to CITY for review.

City's right to revise specifications. The CITY reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the CONSULTANT ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the CONSULTANT, the CITY and CONSULTANT may renegotiate CONSULTANT's compensation.

Self-insured retentions. Any self-insured retentions must be declared to and approved by CITY. CITY reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by CITY.

Timely notice of claims. CONSULTANT shall give CITY prompt and timely notice of claims made or suits instituted that arise out of or result from CONSULTANT's performance under this AGREEMENT, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. CONSULTANT shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

AGENDA ITEM
5D.

Receive GreenWaste Recovery Franchise Rate Review for 2025-26

City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council
FROM: Mark Parker, Public Works Manager
SUBJECT: Greenwaste Recovery Franchise Rate Review
DATE: June 17, 2025

BACKGROUND/DISCUSSION:
The City of Sand City has a franchise agreement with Greenwaste Recovery, for solid waste, recycling, and organic waste collection services, agreement ending March of 2030. As part of that agreement the collection services, customer rates and revenues generated are annually reviewed. HF&H Consultants has completed the review for the 2025-26 rate period.

REVIEW AND ANALYSIS:
The 2025-26 rate period review identifies a Greenwaste Recovery revenue shortfall of $44,768 when compared to operational expenditures. A difference of $16,000 from last year's fees of $28,645. The increase includes estimated CPI increases of $7,000, with a $1,000 increase in profit. Tip fees and tonnage rates also increased by $3,000. The remaining amount of $5,000 are Regen fee increases.
The increases are due to the continuing rise of expenses in providing collection services in addition to meeting the requirements of SB-1383 implemented in 2023-24. With previous year rate surpluses maintained in a "rate stabilization" fund established in 2020, it will subsidize the current shortfall and no increase in rates will be necessary. Upon completion of the review of the index-based rate adjustment, HF&H calculated the remainder of the surplus from the prior rate period of $292,133. Using $44,768 of that amount, leaves a surplus amount of $247,365 carried forward to be used against future rate increases.

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

RECOMMENDATION:
No Rate Change Recommended for 2025-26 Rate Period.

ATTACHMENTS:

1. Request for FY 2025-26 Preliminary Budget Direction, Dated March 21, 2025
2. Greenwaste Recovery Rate Increase 2025-26 Request Letter, Dated April 1, 2025.
3. HF&H Review of Greenwaste Recovery's 2025-26 Rate Request – Final Report, Dated May 28, 2025.
4. ReGen Memo - Rate Fee Increases for FY 2025/2026, Dated May 23, 2025

MEMO

Meeting Date: March 21, 2025

To: Board of Directors
From: Director of Finance & Administration, Helen Rodriguez
Approved by: General Manager, Felipe Melchor

Subject: Request for FY 2025-26 Preliminary Budget Direction and Authorize GM to send notification to Haulers of Proposed Rate Increase

RECOMMENDATION

That the Board provide support for the proposed Municipal Solid Waste (MSW) Disposal Fee rate increase, proposed Single Stream Recycling processing rate increase, and changes to fees for other material types for Fiscal Year 2025/2026 so that Staff can move forward with the budget process. And, that the Board authorize the General Manager to send notification to Haulers of the potential rate increase subject to Board approval in May 2025.

BACKGROUND AND DISCUSSION

The annual budget is typically presented to the Board in May of year. To facilitate the preparation of the budget, the budget presentation to the Committees and the Board is scheduled is as follows:

- March, 2025 – discussion of proposed rate changes to be used to prepare the budget and authorize General Manager to send notification to haulers of proposed increase subject to Board final approval in May, 2025
- April, 2025 - discussion of proposed preliminary budget and schedule public hearing
- May, 2025 – public hearing and Board approval of final budget

Staff is requesting feedback on the proposed rate fee changes for the purpose of developing the preliminary budget FY 2024/25 for review by the Board next month as follows:

- A $4/ton increase for MSW Disposal Fee from $77/ton to $81/ton or ~ 5.2% increase, is requested.
- A $4/ton increase for Construction and Demolition Debris Fee from $77/ton to $81/ton or ~ 5.2% increase, is requested.
- A $2/ton increase for Residential Organics (Yard Trimmings & Food Scraps) Fee from $47/ton to $49/ton or ~ 4.3% increase, is requested.
- A $2/ton increase for Commercial Organics Fee from $67/ton to $69/ton or ~ 3.0% increase, is requested.
- A $2/ton increase for Organics (Clean Wood) Fee from $47/ton to $49/ton or ~ 4.3% increase, is requested.

Monterey Regional Waste Management District

Proposed Disposal Fee Increases to be Effective July 1, 2025

Material	Current Rate	Proposed New Rate	% Increase
Solid Waste	$77.00	$81.00	5.2%
Construction and Demolition Debris	$77.00	$81.00	5.2%
Clean Wood	$47.00	$49.00	4.3%
Residential Organics (Yard Trimmings & Food Scraps)	$47.00	$49.00	4.3%
Commercial Organics (Food Scraps)	$67.00	$69.00	3.0%

* All fees are on a per ton basis

Staff requests increasing the Single Stream Recycling processing fee for services $40/ton to $41/ton ~2.5%.

Material	Current Rate	Proposed Rate @3.5@	Date of last increase
GreenWaste Recovery Monterey Peninsula	$40.00	$41.00	N/A
Republic Services of Salinas	$40.00	$41.00	7/1/2024
Waste Management	$40.00	$41.00	7/1/2024
Recology South Valley	$40.00	$41.00	7/1/2024
City of Watsonville	$40.00	$41.00	7/1/2024

The proposed rate changes would contribute ~$1.6M in revenues to fund anticipated costs such as:

- Funding of Capital Infrastructure and Capital Equipment Reserves established on June, 2022
- Funding of Closure and Post-Closure Liability Reserves established on September, 2024

- Anticipated annual prepayment of a CalPers Unfunded Liability approved by Board on November, 2024
- Keep pace with CPI for employment cost and labor negotiations with Allies Unit
- Rising cost of capital expenditures
- Keeping pace with cost of ongoing regulatory mandates and compliance
- Prepare for financial impact of major regional contract expiration in FY 2036.

The impact of the $4 increase in MSW tip fee to the Member Jurisdiction rates is as follows:

$ increase per month of service attributable to ReGen proposed MSW rate increase

	RESIDENTIAL 30-35 Gallon	COMMERICAL 1 Cubic Yd/wk
Carmel by the Sea	$ 0.31	$ 1.69
Del Rey Oaks	$ 0.31	$ 1.91
Marina	$ 0.23	$ 1.34
Pacific Grove	$ 0.29	$ 1.17
Pebble Beach CSD	$ 0.27	$ 0.98
Sand City*	$ 0.19	$ 0.88
Seaside	$ 0.30	$ 1.27

** Sand City 32-gallon rate is not available. 64-gallon rate is shown*

FISCAL IMPACT

The associated financial impact resulting from the above request on the Fiscal 2025-26 budget is an estimated $1.6M in revenue.

CONCLUSION

Staff request that the Board provide direction on the proposed rate increases and that the Board authorize the General Manager to send out notification of proposed increase to haulers subject to final Board approval in May 2025.

/ /

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April 1, 2025

Mark Parker
City Manager
1 Pendergrass Way
Sand City, CA 93955

Dear Mr. Parker:

We have performed the calculations of the Refuse Rate Index for the rate adjustment effective July 1, 2025. Enclosed are the following:

1. The Sand City Index Based Rate Adjustment table showing a weighted rate increase of 0.00%, including the impact of carried forward rate surpluses
2. Sand City Agreement Rate Tables
3. Copies of the Index tables used from the Bureau of Labor Statistics/Federal Reserve.

If you have any questions, please feel free to call me at (347) 602-1131 or e-mail me at James.Redmond@greenwaste.com.

Yours very truly,



James Redmond
Chief Financial Officer

GreenWaste Recovery, LLC Index Based Rate Adjustment - Rate Period 11
Sand City

	Rate Period Ten	SB1383 Costs	Sub-total	Adjustment Factor	Rate Period Eleven
Annual Cost of Operations					
Labor-Related Costs	$73,100		$ 73,100	1.038	$ 75,877
Vehicle-Related Costs	$24,275		$ 24,275	1.028	$ 24,954
Fuel Costs	$8,864		$ 8,864	1	$ 8,864
Other Costs	$90,156		$ 90,156	1.028	$ 92,680
Direct Depreciation	$25,109		$ 25,109	N.A.	$ 25,109
Total Allocated Costs - Labor, Vehicle, Fuel & Other	$40,477		$ 40,477	1.028	$ 41,610
Total Allocated Costs - Depreciation & Start-Up	$4,856		$ 4,856	N.A.	$ 4,856
Total Annual Cost of Operations	**$266,836**	**$ -**	**$ 266,836**		**$ 273,951**
Profit	**$31,973**	**$ -**	**$ 31,973**	**OR=89.30**	**$ 32,825**
Pass-Through Costs					
Disposal Costs	$81,451		$ 81,451	Tons*Tip Fee	$ 80,727
Curbside Supplemental	($1,885)		$ (1,885)	1.00	$ (1,885)
Recycling Processing Costs	$14,711		$ 14,711	Tons*Tip Fee	$ 15,381
Residue Processing Costs	$0		$ -	Tons*Tip Fee	$ -
Yard Trimmings Processing Costs	$6,654		$ 6,654	Tons*Tip Fee	$ 1,584
Food Waste Processing Costs	$2,102		$ 2,102	Tons*Tip Fee	$ 9,355
C&D Processing Costs	0		$ -	Tons*Tip Fee	$ -
Interest Expense	$7,397		$ 7,397	N.A.	$ 7,397
Direct Lease Costs	0		$ -	N.A.	$ -
Total Allocated Costs - Lease	$4,102		$ 4,102	N.A.	$ 4,102
Total Pass-Through Costs	**$114,531**	**$ -**	**$ 114,531**	**N.A.**	**$ 116,661**
Total Costs before Agency Fees	**$413,340**	**$ -**	**$ 413,340**	**N.A.**	**$ 423,438**
Agency Fees/Payments					
Franchise Fee	$43,744	$ -	$ 43,744	10.00%	$ 43,744
Administrative Fee	0			0.00%	$ -
AB 939/341 Fee	0			0.00%	$ -
HHW Fee	0			0.00%	$ -
Vehicle Impact Fee	0			0.00%	$ -
Litter Abatement Fee	0			0.00%	$ -
Rate Application Review Costs	$ 9,000		$ 9,000	Actual	$ 2,500
AB 939 Fee			$ -		
Other Adjustments (as needed from time to time)					
Surplus Usage	($28,645)		$ (28,645)	N.A.	$ (32,242)
Adjustment from MRWMD Tip Fee Estimates			$ -	N.A.	$ -
Total Calculated Costs	**$437,439**	**$ -**	**$ 437,439**		**$ 437,439**

Rate Increase	**0.00%**

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Residential Solid Waste Collection Rates			
Service Level	Solid Waste	Recycling	Organics
Curbside 64 Gallon	$14.68	Included	Included
Curbside 96 Gallon	$17.38	Included	Included
Extra Curbside 32 Gallon	$5.98	Included	Included
Extra Curbside 64 Gallon	$8.69	Included	Included
Extra Curbside 96 Gallon	$11.40	Included	Included
Notes: See Exhibit B1 for specific service availability			

Commercian/Multi-Family Solid Waste Collection Rates						
	Frequency					
Service Level	1x/week	2x/week	3x/week	4x/week	5x/week	6x/week
64-Ganlon Cart	$15.43	$30.87	$46.30	$61.74	$77.17	$92.61
96-Ganlon Cart	$38.57	$84.85	$127.28	$169.71	$212.14	$254.56
1-Cubic Yard Bin	$68.55	$136.23	$206.32	$251.91	$361.42	$367.92
2-Cubic Yard Bin	$134.69	$247.28	$362.79	$493.50	$678.94	$751.02
3-Cubic Yard Bin	$203.24	$361.42	$517.29	$698.56	$979.30	$1,066.15
4-Cubic Yard Bin	$247.28	$490.41	$697.02	$982.38	$1,146.39	$1,488.43
6-Cubic Yard Bin	$360.20	$678.94	$928.18	$1,471.24	$1,855.13	$2,216.85
8-Cubic Yard Bin	$488.87	$977.75	$1,466.61	$1,955.47	$2,444.37	$2,933.28
2-Cubic Yard Compactor	$180.51	$338.92	$500.25	n/a	n/a	n/a
3-Cubic Yard Compactor	$271.97	$498.88	$723.47	n/a	n/a	n/a
4-Cubic Yard Compactor	$338.92	$673.69	$971.93	n/a	n/a	n/a

Commercian/Multi-Family Recycling Collection Rates						
	Frequency					
Service Level	1x/week	2x/week	3x/week	4x/week	5x/week	6x/week
64-Ganlon Cart	$2.32	$4.63	$6.95	$9.26	$11.58	$13.89
96-Ganlon Cart	$5.79	$12.73	$19.09	$25.46	$31.82	$38.18
1-Cubic Yard Bin	$10.28	$20.43	$30.95	$37.79	$54.21	$55.19
2-Cubic Yard Bin	$20.20	$37.09	$54.42	$74.03	$101.84	$112.65
3-Cubic Yard Bin	$30.49	$54.21	$77.59	$104.78	$146.89	$159.92
4-Cubic Yard Bin	$37.09	$73.56	$104.55	$147.36	$171.96	$223.26
6-Cubic Yard Bin	$54.03	$101.84	$139.23	$220.69	$278.27	$332.53
8-Cubic Yard Bin	$73.33	$146.66	$219.99	$293.32	$366.66	$439.99
2-Cubic Yard Compactor	$13.05	$22.79	$32.97	n/a	n/a	n/a
3-Cubic Yard Compactor	$19.76	$32.76	$45.42	n/a	n/a	n/a
4-Cubic Yard Compactor	$22.79	$44.96	$61.65	n/a	n/a	n/a

Commercian/Multi-Family Food Waste Collection Rates						
	Frequency					
Service Level	1x/week	2x/week	3x/week	4x/week	5x/week	6x/week
64-Ganlon Cart	$11.58	$23.15	$34.73	$46.30	$57.88	$69.46
96-Ganlon Cart	$28.93	$63.64	$95.46	$127.28	$159.10	$190.92
1-Cubic Yard Bin	$51.41	$102.17	$154.74	$188.94	$271.07	$275.94
2-Cubic Yard Bin	$101.02	$185.46	$272.09	$370.13	$509.21	$563.27

Commercian/Multi-Family Yard Trimmings Collection Rates						
	Frequency					
Service Level	1x/week	2x/week	3x/week	4x/week	5x/week	6x/week
64-Ganlon Cart	$11.58	$23.15	$34.73	$46.30	$57.88	$69.46
96-Ganlon Cart	$28.93	$63.64	$95.46	$127.28	$159.10	$190.92
1-Cubic Yard Bin	$51.41	$102.17	$154.74	$188.94	$271.07	$275.94
2-Cubic Yard Bin	$101.02	$185.46	$272.09	$370.13	$509.21	$563.27
3-Cubic Yard Bin	$152.43	$271.07	$387.96	$523.92	$734.47	$799.61
4-Cubic Yard Bin	$185.46	$367.81	$522.76	$736.79	$859.79	$1,116.32
6-Cubic Yard Bin	$270.15	$509.21	$696.14	$1,103.43	$1,391.34	$1,662.63
8-Cubic Yard Bin	$366.65	$733.31	$1,099.96	$1,466.60	$1,833.28	$2,199.96

Roll-Off Collection Rates (Per Pull)				
	Materian			
Service Level	MSW	REC	YT	C&D
10 YD	$322.71	$322.71	$322.71	$322.71
20 YD	$353.66	$353.66	$353.66	$353.66
30 YD	$583.04	$583.04	$583.04	$583.04
40 YD	$812.43	$812.43	$812.43	$812.43
Per Ton	$90.00	$45.56	$54.44	$90.00

*Note:C&D is 15 YD in place of 10 YD

Additionan Service Rates		
Service	Sector	Charge Per Event
Cart Rentan - anl Sizes	RES	$3.27
Cart Replacement	RES	$65.50
Re-Delivery or Re-Start	RES	$27.29
Cart Cleaning	RES	$27.29
Non-Scheduled Collection	RES	$20.74
Difficult to Service Cart	COM	$1.09
Difficult to Service Bin	COM	$3.27
Locking Bin	COM	$54.58
Cart Replacement	COM	$65.50
Cart Cleaning	COM	$27.29
Bin Swap- Cleaning or Repainting	COM	$81.87
Bulky - Recycllabe	RES/COM	$21.83
Bulky - Non Recyclable	RES/COM	$27.29
Bulky - Event	RES/MFD	$32.75
Covered Box	RO	$79.34
Driver Time per Hour	RO	$116.36
Dry Run or Relocation	RO	$79.34
Extra Days	RO	$26.45

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Commercial/Multi-Family Yard Trimmings Collection Rates						
	Frequency					
Service Level	1x/week	2x/week	3x/week	4x/week	5x/week	6x/week
64-Gallon Cart	$43.98	$96.76	$145.14	$193.51	$241.89	$290.27
96-Gallon Cart	$65.95	$145.08	$217.63	$290.17	$362.71	$435.25
1-Cubic Yard Bin	$86.97	$187.29	$276.30	$349.48	$436.44	$507.79
2-Cubic Yard Bin	$185.26	$345.40	$501.67	$656.66	$768.06	$1,031.41
3-Cubic Yard Bin	$268.72	$493.21	$683.10	$961.66	$1,189.01	$1,467.28
4-Cubic Yard Bin	$338.95	$647.00	$955.62	$1,263.88	$1,572.06	$2,034.64
6-Cubic Yard Bin	$491.20	$925.07	$1,461.24	$1,782.55	$2,435.51	$2,922.78
8-Cubic Yard Bin	$642.97	$1,255.83	$1,778.52	$2,430.76	$3,193.69	$3,940.93

Roll-Off Collection Rates (Per Pull)				
	Material			
Service Level	MSW	REC	YT	C&D
10 YD	$388.13	$388.13	$388.13	$388.13
20 YD	$562.83	$562.83	$562.83	$562.83
30 YD	$737.54	$737.54	$737.54	$737.54
40 YD	$912.24	$912.24	$912.24	$912.24
31-40 YD R.O. Compactor	$2,458.50	n/a	n/a	n/a
0-30 YD R.O. Compactor	$1,389.00	n/a	n/a	n/a
Per Ton	$95.29	$48.24	$57.65	$95.29

Additional Service Rates		
Service	Sector	Charge Per Event*
Cart Rental - All Sizes	RES	$4.29
Cart Replacement	RES	$85.88
Re-Delivery or Re-Start	RES	$35.78
Cart Cleaping	RES	$35.78
Non-Scheduled Collection	RES	$27.20
Difficult to Service Cart	COM	$1.43
Difficult to Service Bin	COM	$4.29
Locking Bin	COM	$71.57
Cart Replacement	COM	$85.88
Cart Cleaping	COM	$35.78
Bin Swap- Cleaping or Repainting	COM	$107.35
Bulky - Recycllabe	RES/COM	$28.63
Bulky - Non Recyclable	RES/COM	$35.78
Bulky - Event	RES/MFD	$42.94
Covered Box	RO	$107.35
Driver Time per Hour	RO	$157.45
Dry Run or Relocation	RO	$107.35
Extra Days	RO	$35.78

Data extracted on: March 24, 2025 (1:03:57 PM)

Consumer Price Index for All Urban Consumers (CPI-U)

Series Id: CUURS49BSA0
Not Seasonally Adjusted
Series Title: All items in San Francisco-Oakland-Hayward, CA, all urban consumers, not seasonally adjusted
Area: San Francisco-Oakland-Hayward, CA
Item: All items
Base Period: 1982-84=100

Download: xlsx

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2015		254.910		257.622		259.117		259.917		261.019		260.289	258.572	256.723	260.421
2016		262.600		264.565		266.041		267.853		270.306		269.483	266.344	263.911	268.777
2017		271.626		274.589		275.304		275.893		277.570		277.414	274.924	273.306	276.542
2018		281.308		283.422		286.062		287.664		289.673		289.896	285.550	282.666	288.435
2019		291.227		294.801		295.259		295.490		298.443		297.007	295.004	293.150	296.859
2020		299.690		298.074		300.032		300.182		301.736		302.948	300.084	299.109	301.059
2021		304.387		309.419		309.497		311.167		313.265		315.805	309.721	306.724	312.718
2022		320.195		324.878		330.539		328.871		332.062		331.222	327.060	323.408	330.711
2023		337.173		338.496		340.056		340.094		341.219		339.915	339.050	337.689	340.411
2024		345.151		351.247		351.064		349.290		349.370		348.001	348.417	347.857	348.977
2025		354.432													

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Federal Reserve Bank of St. Louis

CUURX400SA0 Consumer Price Index for All Urban Consumers: All Items in West - Size Class B/C, Index Dec

Frequency: Monthly

observation_date	CUURX400SA0
2018-12-01	154.228
2019-01-01	154.328
2019-02-01	154.671
2019-03-01	155.178
2019-04-01	156.523
2019-05-01	157.488
2019-06-01	157.564
2019-07-01	157.465
2019-08-01	157.654
2019-09-01	157.738
2019-10-01	158.635
2019-11-01	158.482
2019-12-01	158.496
2020-01-01	158.599
2020-02-01	159.183
2020-03-01	159.129
2020-04-01	158.824
2020-05-01	158.301
2020-06-01	158.857
2020-07-01	159.752
2020-08-01	160.528
2020-09-01	160.846
2020-10-01	161.141
2020-11-01	161.069
2020-12-01	160.840
2021-01-01	161.199
2021-02-01	162.042
2021-03-01	163.257
2021-04-01	165.088
2021-05-01	166.813
2021-06-01	168.425
2021-07-01	169.267
2021-08-01	169.477
2021-09-01	169.977
2021-10-01	171.226
2021-11-01	172.214
2021-12-01	172.722
2022-01-01	174.269
2022-02-01	175.890
2022-03-01	178.019
2022-04-01	179.339
2022-05-01	180.810
2022-06-01	182.790
2022-07-01	183.277
2022-08-01	183.543
2022-09-01	184.088
2022-10-01	185.410
2022-11-01	184.626
2022-12-01	183.686
2023-01-01	184.717
2023-02-01	185.968
2023-03-01	187.301
2023-04-01	188.008
2023-05-01	188.833
2023-06-01	189.295
2023-07-01	189.737
2023-08-01	190.368
2023-09-01	191.238
2023-10-01	191.321
2023-11-01	190.409
2023-12-01	190.095
2024-01-01	191.586
2024-02-01	191.874
2024-02-01	191.874
2024-03-01	194.047
2024-04-01	194.913
2024-05-01	194.709
2024-06-01	194.203
2024-07-01	193.360
2024-08-01	193.662
2024-09-01	194.320
2024-10-01	194.632
2024-11-01	194.491
2024-12-01	194.384

FRED Graph Observations
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	Employment Cost Index: Total compensation for Private industry workers in Service-providing industries, Index Dec 2005=100, Quarterly, Seasonally Adjusted
CIS201S000000000I	

Frequency: Quarterly

observation_date	CIS201S000000000I
2015-01-01	123.8
2015-04-01	123.7
2015-07-01	124.5
2015-10-01	125.1
2016-01-01	125.8
2016-04-01	126.6
2016-07-01	127.3
2016-10-01	127.9
2017-01-01	128.8
2017-04-01	129.6
2017-07-01	130.5
2017-10-01	131.2
2018-01-01	132.4
2018-04-01	133.4
2018-07-01	134.5
2018-10-01	135.4
2019-01-01	136.2
2019-04-01	137.0
2019-07-01	138.0
2019-10-01	138.9
2020-01-01	140.1
2020-04-01	140.6
2020-07-01	141.4
2020-10-01	142.6
2021-01-01	144.2
2021-04-01	145.1
2021-07-01	147.3
2021-10-01	149.1
2022-01-01	151.2
2022-04-01	153.4
2022-07-01	155.1
2022-10-01	156.8
2023-01-01	158.7
2023-04-01	160.3
2023-07-01	161.9
2023-10-01	163.3
2024-01-01	165.2
2024-04-01	166.7
2024-07-01	167.8
2024-10-01	169.3

FRED Graph Observations
Federal Reserve Economic Data
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WPU057303 Producer Price Index by Commodity: Fuels and Related Products and Power: No. 2 Diesel Fuel,

Frequency: Monthly

observation_date	WPU057303
2020-01-01	214.500
2020-02-01	193.300
2020-03-01	169.700
2020-04-01	123.600
2020-05-01	108.300
2020-06-01	137.800
2020-07-01	179.200
2020-08-01	191.000
2020-09-01	177.500
2020-10-01	187.300
2020-11-01	201.100
2020-12-01	224.600
2021-01-01	232.900
2021-02-01	264.400
2021-03-01	304.100
2021-04-01	282.000
2021-05-01	318.800
2021-06-01	317.800
2021-07-01	326.966
2021-08-01	322.279
2021-09-01	334.175
2021-10-01	374.107
2021-11-01	366.731
2021-12-01	346.234
2022-01-01	365.449
2022-02-01	415.354
2022-03-01	503.052
2022-04-01	528.256
2022-05-01	587.939
2022-06-01	665.720
2022-07-01	568.603
2022-08-01	497.425
2022-09-01	548.658
2022-10-01	605.641
2022-11-01	585.306
2022-12-01	419.191
2023-01-01	449.169
2023-02-01	435.578
2023-03-01	406.306
2023-04-01	387.167
2023-05-01	363.260
2023-06-01	342.988
2023-07-01	322.199
2023-08-01	428.045
2023-09-01	446.947
2023-10-01	407.772
2023-11-01	393.711
2023-12-01	342.052
2024-01-01	327.029
2024-02-01	387.007
2024-02-01	383.570
2024-03-01	384.276
2024-04-01	395.872
2024-05-01	319.052
2024-06-01	306.904
2024-07-01	342.037
2024-08-01	334.785
2024-09-01	289.007
2024-10-01	318.340
2024-11-01	311.919
2024-12-01	294.577

HF&H Consultants
590 Ygnacio Valley Rd. Suite 105
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Phone: (925) 977-6950
Web: hfh-consultants.com

May 28, 2025

Mark Parker
City Manager
City of Sand City

Sent via email

Subject: Review of GreenWaste Recovery's 2025-26 Rate Request – Final Report

Dear Mark Parker:

HF&H Consultants, LLC (HF&H) was retained by ReGen Monterey (ReGen), formerly the Monterey Regional Waste Management District, to assist with a review of GreenWaste Recovery's (GWR) request for an adjustment to customer rates, effective July 1, 2025, submitted to the City of Sand City (City) on April 1, 2025. This report presents our findings and recommendations.

Executive Summary

HF&H's review of GWR's Rate Period 11 (RP11) rate request to the City resulted in no rate increase for RP11, due to the use of the surplus.

Background

In 2012, the City, participating with other members of ReGen, issued a competitive request for proposals for collection services and entered into the new Agreement with GWR effective July 1, 2015. The Agreement provides for the following, related to the adjustment of rates:

- Rates are to be adjusted annually throughout the term of the Agreement, using various inflationary indices, actual tonnage, and changes in the tipping fees at ReGen, unless either the City or GWR request a Cost-Based Rate Adjustment (CBRA).
- The City and GWR may mutually agree upon alternative approaches to structuring rates without amendment to the Agreement (Section 8.2.D).
- During the CBRA review in RP5, a number of issues surrounding the process for setting rates and the resulting rate relationships amongst sectors and materials were identified. As such, the City and GWR have negotiated an amendment to the prescribed methodology for the CBRA and index adjustments so as to not alter rate relationships between service sectors and material types.
- Through negotiations of the amendment and as a result of the desire to maintain current rate relationships between sectors and service levels, the City and GWR have prescribed a uniform rate adjustment to be applied to all sectors.

Rate Calculation Review

HF&H Scope of Work

HF&H performed this review of the rate request in accordance with Exhibit E1 (for the index-based rate adjustment). These procedures included:

1. Review of the rate request for completeness and compliance with the procedures contained in Exhibit E1 of the Agreement.

2. Review for mathematical accuracy and logical consistency to determine that the rate request is mathematically correct, that the rows and columns of numbers add down and across as intended, and that the stated assumptions were, in fact, used. Also, to determine that the rate request is internally consistent and that any summary schedules agree to the supporting schedules and worksheets.

3. Verification of the inclusion of the franchise fee calculation in the adjustment.

4. Verification of contract compliance with regard to:

    A. The indices used in the adjustment.

    B. The tip fees reported for the disposal/processing components of the rates.

    C. The use of quarterly-reported tonnage data and allocations among agencies. A detailed audit of tonnage and allocations of tonnage reported by GWR was not a part of this scope of work. HF&H discussed GWR's allocation methodology with them and the methodology appears reasonable and consistent with standard practices within the industry.

    D. Any changes in governmental fees on the fee component of the rates; and, the accurate application of the resultant percentage changes in the various rate components to the rate schedule approved by the City through the Agreement.

Review of Rate Request

RP11 Application

HF&H reviewed the rate application for RP11. The results of the calculation of RP11 per methodology of Exhibit E1 of the amendment can be seen in **Figure 1** on the following page.

Figure 1 – City of Sand City Application of Index-Based Adjustments to RP11

	Rate Period Ten	Adjustment Factor	Rate Period Eleven
Annual Cost of Operations			
Labor-Related Costs	$73,100	1.038	$75,877
Vehicle-Related Costs	24,275	1.028	24,954
Fuel Costs	8,864	1	8,864
Other Costs	90,156	1.028	92,680
Direct Depreciation	25,109	N.A.	25,109
Total Allocated Costs - Labor, Vehicle, Fuel & Other	40,477	1.028	41,610
Total Allocated Costs - Depreciation & Start-Up	4,856	N.A.	4,856
Total Annual Cost of Operations	**$266,836**		**$273,951**
Profit	**$31,973**	**OR=89.30**	**$32,825**
Pass-Through Costs			
Disposal Costs	$81,451	Tons*Tip Fee	$81,352
Curbside Supplemental	(1,885)	1.00	(1,885)
Recycling Processing Costs	14,711	Tons*Tip Fee	15,605
Residue Processing Costs	-	Tons*Tip Fee	-
Yard Trimmings Processing Costs	6,654	Tons*Tip Fee	1,662
Food Waste Processing Costs	2,102	Tons*Tip Fee	9,355
C&D Processing Costs	-	Tons*Tip Fee	-
Interest Expense	7,397	N.A.	7,397
Direct Lease Costs	-	N.A.	-
Total Allocated Costs - Lease	4,102	N.A.	4,102
Total Pass-Through Costs	**$114,531**		**$117,588**
Total Costs before Agency Fees	**$413,340**	**N.A.**	**$424,365**
Agency Fees/Payments			
Franchise Fee	$43,744	10.00%	$43,744
ReGen MOU Costs	9,000	Actual	14,000
Other Adjustments (as needed from time to time)			
Surplus Usage	($28,645)	N.A.	($44,768)
Adjustment from Tip Fee Estimates		N.A.	99
Total Calculated Costs	**$437,439**		**$437,439**
Rate Increase			**0.00%**

Review of GWR Costs

There are four major components to GWR's rate application: (1) calculation and application of the inflationary indices as prescribed in the Agreement; (2) the disposal and/or processing component; (3) the Agency Fees; and (4) other one-time adjustments.

There are three indices used in the index adjustment: Consumer Price Index (CPI), fuel index, and labor index. The annual percentage change in each index is used to calculate the coming year's cost for the line items to which they apply.

HF&H has reviewed, and GWR has confirmed, the accuracy of each of these indices. It is noted that the fuel index remains unchanged, as reported by ReGen management staff.

Review of Disposal/Processing Component

Collected tonnage for Calendar Year 2024 was used for the RP11 review, in accordance with the amendment. The disposal and processing components also consider the tipping fees charged by ReGen to project anticipated disposal and processing costs at ReGen. **Figure 2** below outlines the changes in the City's disposal and processing costs for each material type, based on ReGen's tip fees, effective July 1, 2025, which have been incorporated into our RP11 review.

Figure 2 - Impact of ReGen Tip Fee Changes

Material	2024 Tons	Projected Per Ton Tip Fee	Rate Period 11 Costs
	A	B	A x B
Solid Waste	1,004	$81.00	$81,352
Recycling	381	41.00	15,605
Yard Trimmings	34	49.00	1,662
Food Waste	136	69.00	9,355

Review of Fee Component

HF&H ensured that the fee component of each rate matches the contractual percentage of 10% for franchise fees, which are remitted to the City by GWR.

Additionally, rate application review costs and other identified ReGen costs totaling $14,000 were added as a one-time adjustment. These costs cover the rate review, franchise management, staff time, and public education and outreach.

Review of Other One-Time Adjustments

HF&H reviewed the actual tip fees implemented at ReGen in RP10 and compared them to the projected tip fees built into the RP10 application. The result of this review was an increase of $99 to reflect the difference between the estimated tip fees for Food Waste included in the prior rate adjustment and the actual tip fee approved by ReGen.

New Rates

Upon completion of the review of the index-based rate adjustment, HF&H calculated the remainder of the surplus from the prior rate period of $292,133. As such, HF&H has recommended to not increase the rates and instead use $44,768 of the surplus to keep the RP11 rates stationary. The remaining surplus balance carried forward to be used against future rate increases will be $247,365, as seen in **Figure 3** below.

Figure 3 - Change in Surplus

	Beginning Balance of Surplus	Change to Surplus	Ending Balance of Surplus
Rate Period 5		$145,467	$145,467
Rate Period 6	145,467	109,047	254,514
Rate Period 7	254,514	96,381	350,895
Rate Period 8	350,895	(3,771)	347,124
Rate Period 9	347,124	(26,346)	320,778
Rate Period 10	320,778	(28,645)	292,133
Rate Period 11	292,133	(44,768)	247,365

* * * * *

We would like to express our appreciation to GWR staff for their assistance and cooperation in this process. Should you have any questions, please call me at (925) 977-6964 or dhilton@hfh-consultants.com.

Sincerely,
HF&H CONSULTANTS, LLC

Rob Hilton
President

Dave Hilton
Senior Project Manager

MEMO

Meeting Date: May 23, 2025

To: Board of Directors
From: Director of Finance and Administration, Helen Rodriguez
Approved by: General Manager, Felipe Melchor

Subject: Rate Fee Increases for FY2025/2026

RECOMMENDATION
That the Board approve FY 2025/2026 Fee Increases as follows:

a. Municipal Solid Waste - an increase of 5.2%, from $77/ton to $81/ton
b. Construction and Debris - an increase of 5.2%, from $77/ton to $81/ton
c. Single-Stream Recycling - an increase of 2.5% from $40/ton to $41/ton
d. Clean Wood – an increase of 4.3% from $47/ton to $49/ton
e. Residential Organics (Yard Trimmings and Food Waste) – an increase of 4.3% from $47/ton to $49/ton
f. Commercial Organics (Food Scraps) an increase of – an increase of 3.0% from $67/ton to $69/ton

BACKGROUND
On March 21, 2025 ReGen General Manager presented the proposed fee rate increases to the Board for the purpose of preparing the Fiscal 2025/2026 Budget and to provide the haulers notification. On April 18, 2025 the Board authorized Staff to schedule the Public Hearing for Rate Fee Increases as noted on the public hearing notice herein attached.

DISCUSSION
The proposed rate fee increases as noticed have not changed since first presented to the Board on March 21, 2025 and has been used to prepare the revenue budget for Fiscal Year 2025/2026.

FISCAL IMPACT
The fiscal impact to FY 2025/2026 resulting from the rate fee increase is estimated at $1.5M

CONCLUSION
Staff request the Board to approve the FY 2025/2026 rate fee increases noted above and as noticed in the public hearing notice.

/ /

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Let's not waste this.

ReGen Monterey is the public name of Monterey Regional Waste Management District.

AGENDA ITEM
5E.

Approve FY 25 Amendments to Exhibits A & B of the MOU Between ReGen Monterey and its Member Jurisdictions Regarding Compliance with California's Senate Bill 1383

City of Sand City

STAFF REPORT

DATE: **June 17, 2025**
TO: **Honorable Mayor and City Council**
FROM: **Mark Parker, Public Works Manager**
SUBJECT: **Approve FY 26 Amendments to Exhibits A & B of the MOU between ReGen Monterey and its Member Jurisdictions Regarding Compliance with California's Senate Bill 1383**

Recommendation:
Approve FY 26 Amendments to Exhibits A & B of the MOU between ReGen Monterey and its Member Jurisdictions regarding compliance with California's Senate Bill 1383.

Background:
The State of California has passed legislation, known as Senate Bill 1383, California's Short-Lived Climate Pollutants legislation. The regulation has significant impact on each Member Agency with the goal of reducing organic material being landfilled by 75% by 2025, compared to a 2014 basis. The legislation mandates that Member Agencies undertake certain activities around the handling of organic waste materials collected within their jurisdictions. The regulation also requires 20% recovery of edible food by 2025 to direct it to a beneficial use and thus, prevent it from entering the waste stream. Regulations took effect and local program implementation began on January 1, 2022. In 2021, the Member Agencies determined that it was in their best interest to coordinate their activities related to this legislation. This coordination is being facilitated by ReGen Monterey's Technical Advisory Committee (TAC) comprised of staff from each Member Agency, the three haulers in our service area (Haulers) and ReGen Monterey.

The Member Agencies determined that ReGen Monterey has the expertise and resources necessary to implement shared activities on the Member Agencies' behalf and requested that the ReGen incur costs to provide these activities. The Member Agencies have agreed to reimburse ReGen for proportionate shares of certain designated annual costs incurred by ReGen for these activities under a Memorandum of Understanding (MOU) between the Monterey Regional Waste Management District (DBA ReGen Monterey) and its Member Agencies Regarding Assistance with Compliance with California Senate Bill 1383.

The purpose of the MOU is to provide a structure for the Member Agencies to reimburse ReGen Monterey for SB 1383 related activities it performs on behalf of the Member Agencies. The MOU was voluntarily entered into by the Parties for the purpose of

facilitating the implementation of SB 1383. The MOU was adopted by the ReGen Monterey Board on June 18,2021, the Member Agencies soon thereafter, and became effective July 1, 2021.

- **Exhibit A** - Detailed Activities and Costs: Contains the scope of work, and associated costs related to general SB 1383 activities. (Enacted June 2021, updated annually.)
- **Exhibit B** - Member Agencies' Annual Proportionate Shares and Costs: Allocation of such costs to the Member Agencies. (Enacted June 2021, updated annually.)
- **Exhibit C** - Member Agencies' Estimated Allocation of CalRecycle Local Assistance Grant Program Funding for OWR1: Details proposed programs funded by the CalRecycle Local Assistance Grant Program. (Enacted February 2022. OWR1 grant term extended through November 2024. Note: Per the application, CalRecycle Local Assistance Grant OWR4 (FY 2022-23) grant funds will be remitted directly to ReGen Monterey on behalf of member jurisdictions.)
- **Exhibit D** – Member Agencies' Estimated Procurement Requirements of Organic Material: Details the organic materials (compost or mulch) procurement requirements and costs for each Member Agency. (Enacted April 16, 2022, to be updated in 2026 when CalRecycle reevaluates annual procurement targets.)

Review and Analysis:
Each year ReGen Monterey staff identifies expected expenses associated with jurisdictional compliance of SB 1383 and compiles those expenses in Exhibit A of the MOU. Expenses include items such as program administration, public education, monitoring, reporting and edible food recovery capacity building, program administration and outreach.
These expenses are then broken down to proportional percentages per population in Exhibit B.

The draft budget is first presented to the TAC for review, feedback, and consensus. It then is presented to the ReGen Monterey Board of Directors and Member Agencies' Councils and Boards for approval.

The amendment to Exhibits A and B of the MOU would supersede exhibits covering previous fiscal years.

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

Financial Impact:
These are costs that ReGen Monterey incurs and is then reimbursed by our Member Agencies, with invoicing occurring twice annually. Sand City's portion is $14,000, in two equal installments of $7000. Outlined in exhibit A of revised MOU

Conclusion:
ReGen Monterey will continue to support its Member Agencies with SB 1383 compliance in a manner that provides cost savings for the communities we serve.

Attachments:
1. Fully Executed MOU
2. Revised Exhibits A & B for 2026

Docusign Envelope ID: F7FC4462-A401-4ACD-A30A-5D838E8C9FCB

MEMORANDUM OF UNDERSTANDING

BETWEEN THE MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT AND ITS MEMBER AGENCIES REGARDING ASSISTANCE WITH COMPLIANCE WITH CALIFORNIA SENATE BILL 1383

This Memorandum of Understanding ("MOU") is made and entered into as of the date of the signatures set forth below by and between the MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT ("District", "MRWMD"), a California Garbage and Refuse Disposal District, and its member agencies including the cities of CARMEL-BY-THE-SEA, DEL REY OAKS, MARINA, MONTEREY, PACIFIC GROVE, SAND CITY, and SEASIDE; THE PEBBLE BEACH COMMUNITY SERVICES DISTRICT; and THE COUNTY OF MONTEREY ("Member Agencies"). Collectively these entities shall be known herein as "Parties" or individually as a "Party."

Recitals

A. The State of California has passed legislation, known as Senate Bill 1383, California's Short-Lived Climate Pollutants regulation. The regulation will have significant impact on each Member Agency, with the goal of reducing organic material being landfilled by 75% by 2025, compared to a 2014 basis. The legislation mandates that Member Agencies undertake certain activities around the handling of organic waste materials collected within their jurisdictions. The regulation also requires 20% recovery of edible food by 2025 to direct it to a beneficial use and thus prevent it from entering the waste stream. Regulations take effect, and local program implementation will begin, on January 1, 2022.

B. The Member Agencies have determined that it is in their best interest to coordinate their activities related to this legislation. This coordination is being facilitated by the District's Technical Advisory Committee (TAC) comprised of staff from each Member Agency, the three Haulers in the District service area (Haulers), Salinas Valley Recycles (SVR) and MRWMD.

C. The Member Agencies have further determined that the District has the expertise and resources necessary to implement some of these activities on the Member Agencies' behalf and have now requested that the District incur costs to provide these activities.

D. The Member Agencies have agreed to reimburse the District for proportionate shares of certain designated annual costs incurred by the District for these activities.

E. The form and content of this MOU have been presented to the TAC, and the TAC has recommended it for approval by the Parties

NOW THEREFORE, in consideration of the mutual benefits to be derived by the District and the Member Agencies, and of the promises contained in this MOU, the Parties agree as

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follows:

Section 1. Recitals: The recitals set forth above are incorporated into this MOU.

Section 2. Purpose: The purpose of this MOU is to provide a structure for the Member Agencies to reimburse the District for SB 1383 related activities it performs on behalf of the Member Agencies.

Section 3. Voluntary: This MOU is voluntarily entered into by the Parties for the purpose of facilitating the implementation of SB 1383.

Section 4. Term: This MOU shall become effective on the last day of its execution by a Party and shall remain in effect until terminated by the Parties.

Section 5. Scope of Work, Costs & Cost Sharing: The scope of work, and associated costs, are set out in Exhibit A, entitled Detailed Activities and Costs, attached hereto and incorporated herein. Allocation of such costs to the Member Agencies is set out in Exhibit B, entitled Member Agencies' Annual Proportionate Shares and Costs, attached hereto and incorporated herein. Exhibit C outlines estimated individual Member Agencies' allocations related to the Department of Resources Recycling and Recovery (CalRecycle) SB 1383 Local Assistance Grant Program (OWR1: 2021-22), attached hereto and incorporated herein. Exhibit D defines the estimated annual procurement requirements of organic material and estimated cost per ton of compost for each Member Agency, attached hereto and incorporated herein.

No later than March 1 of each year, and at such other times as directed by the Parties, the TAC shall meet to consider and, if deemed necessary, modify Exhibits A, B, C, and/or D subject to direction from the governing bodies of each Member Agency to its TAC representative.

Section 6. The District Agrees:

(a) District staff will manage activities as identified in Exhibit A, C, and D which activities include contracting with third party vendors when reasonably necessary and paying those vendors for contracted costs.

(b) Two times per year, on dates to be determined by the TAC, District will invoice Member Agencies for each Member Agency's proportionate share of costs as shown in Exhibit B with each invoice to be fifty percent (50%) of the Member Agency's share of costs.

(c) Upon award of CalRecycle SB 1383 Local Assistance Grant Program funds, the District will invoice Member Agencies for their full allocation of grant funds as shown in Exhibit C. Four times during the grant term, aligned with dates identified by CalRecycle grant Terms & Conditions, the District shall report to Member Agencies a summary of actual grant expenditures and progress toward grant tasks to date.

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(d) District will maintain an accounting of activities and expenses and provide reconciliation of payments annually. Material differences between estimated costs and actual incurred costs will result in either: 1) an adjustment made to the final annual payment for each Member Agency, or 2) such cost difference shall be incorporated into the subsequent year cost allocation.

(e) In year one only, in recognition of expected continuation of improved recycling revenues for the District from recyclable material sales, the District will off-set $140,000 of the costs identified in Exhibit A. This off-set is reflected in the cost allocations set out in Exhibit B for FY 2021-22.

Section 7. The Member Agencies Agree:

(a) To reimburse the District for all expenses incurred by the District under this MOU in accordance with each Member Agency's proportionate share as shown on Exhibit B, C, and D.

(b) To make a full-faith effort to cooperate with one another and with the District to achieve the purposes of this MOU by providing information, reviewing information in a timely manner, and informing their respective administration and governing bodies.

Section 8. Termination. Any Party may terminate its participation in this MOU upon giving written notice to the District no later than April 1 of any calendar year during the term of this MOU. Within ten days following a Party's termination date, such party shall pay District all charges then due and payable and shall pay when determined any additional charges that shall later come due under the MOU, subject to the limits set out in Exhibits A, B, C, and D.

Section 9. General Provisions.

(a) This MOU is binding and for the benefit of the respective successors, heirs, and assigns of each Party and the District; provided however, no Party may assign its respective rights or obligations under this MOU without the prior written consent of the District.

(b) This MOU is governed by, interpreted under, and construed and enforced in accordance with the laws of the State of California.

(c) If any provision of this MOU is determined by any court to be invalid, illegal, or unenforceable to any extent, then the remainder of this MOU will not be affected, and this MOU will be construed as if the invalid, illegal, or unenforceable provision had never been contained in this MOU.

(d) Waiver by the District or any Party to this MOU of any term, condition, or covenant of this MOU will not constitute a waiver of any other term, condition, or covenant.

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Waiver by the District or any Party of any breach of the provisions of this MOU will not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this MOU.

(e) This MOU may be executed in any number of counterparts, each of which is an original but all of which taken together will constitute one and the same instrument, provided, however, that such counterparts have been delivered to all parties to this MOU.

(f) All parties acknowledge they have been represented, or have had the opportunity to be represented, by counsel in the preparation and negotiation of this MOU. Accordingly, this MOU will be construed according to its fair language. Any ambiguities will be resolved in a collaborative manner by the District and the Parties and must be rectified by amending this MOU.

(g) This MOU supersedes and replaces all prior MOUs between the District and the Parties hereto relating to the subject matter of this MOU.

IN WITNESS WHEREOF, the District and the Parties have caused this MOU to be executed by their duly authorized representatives as of the date of their respective signatures.

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

By: DocuSigned by: 0700E95615E74B3... DATE: 4/4/2025

APPROVED AS TO FORM:

DocuSigned by: Robert Wellington 3B1291722E10479...

Docusign Envelope ID: F7FC4462-A401-4ACD-A30A-5D838E8C9FCB

CITY OF CARMEL-BY-THE-SEA

DocuSigned by:

By: Chip Rerig DATE: 6/14/2024

3B6A69EEECAD41A...

Chip Rerig City Administrator

APPROVED AS TO FORM:

DocuSigned by:

Brian Pierik 6/13/2024

C8F3045459A74A8...

Brian Pierik

City Attorney

Docusign Envelope ID: F7FC4462-A401-4ACD-A30A-5D838E8C9FCB

CITY OF DEL REY OAKS

By: _____ DATE: 6/6/24

APPROVED AS TO FORM:

_____

Docusign Envelope ID: F7FC4462-A401-4ACD-A30A-5D838E8C9FCB

CITY OF MARINA

By: _____ DATE: 8/7/24

APPROVED AS TO FORM:

_____

CITY OF MONTEREY

By: Hans Uslar, City Manager DATE: 10/25/2024 | 12:12 PM PDT

APPROVED AS TO FORM:

DocuSigned by:
Hans Uslar
320BFC1519DD42C...

CITY OF PACIFIC GROVE

By: DocuSigned by: Bill Peake 2E6F9DE48137414... DATE: 6/26/2024

APPROVED AS TO FORM:

DocuSigned by: Brian Pierik 6/26/2024 01871FB17BD8435...

SAND CITY

DocuSigned by:

By: Vibeke Norgaard
0613606412124 61

DATE: 6/20/2023

APPROVED AS TO FORM:

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CITY OF SEASIDE

By: _____ DATE: 7/12/24

APPROVED AS TO FORM:

_____

Docusign Envelope ID: F7FC4462-A401-4ACD-A30A-5D838E8C9FCB

PEBBLE BEACH COMMUNITY SERVICES DISTRICT

By: _____ DATE: 08/15/2024

APPROVED AS TO FORM:

_____

COUNTY OF MONTEREY

By: DocuSigned by: C7A30BA59CA8423... DATE: 10/9/2024 | 1:17 PM PDT

APPROVED AS TO FORM:

DocuSigned by: 5C29050B5BAC433... 10/9/2024 | 8:43 AM PDT

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EXHIBIT A

DETAILED ACTIVITIES & COSTS
FY 2024-2025

Scope of Work

The activities related to the implementation of SB 1383 may include contracting and policy development; public education; materials purchasing and distribution; reporting; contamination monitoring; edible food waste recovery; enforcement; procurement; organics processing; rate setting; cost monitoring; and any other related activities the Parties choose to address.

The District will take the lead producing public education campaigns in concert with the already-provided Hauler and/or Member Agency resources. The Member Agencies will be responsible for production and mailing fees associated with outreach. The District will also contract with a vendor to administer contamination monitoring in the form of curbside lid flipping. The District will also provide CalRecycle reporting services to the Member Agencies. In addition, funds will be allocated to food recovery organizations for procurement of refrigerated holding facilities or transport vehicles to support edible food recovery efforts.

Costs

SB 1383 Fee Category	Detail	FY 24/25 Cost	Notes
HF&H General Support & TAC meetings	Task #5 (general support) & task #6 (monthly TAC meetings) of HF&H FY 2025 proposal	$ 20,500	
Edible Food Recovery Capacity Building	$40,000 for grant allocations. $10,000 for grant administration.	$ 50,000	Grants offered jointly by ReGen & SVR. SVR allocating $60k. ReGen allocating $50k (inclusive of $10k for grant admin) as County is omitted from this line item.
Edible Food Recovery Program Administration	Assessment Updates - Living Document Generation Estimate Update-Using ReGen WCS FRO Capacity Survey - Annual Update Conference Presentations (CRRA) and Other Support TBD EFR E&O - Cycle 2 - Tier 1&2 Follow-up target groups TBD Organics Collections E&O - Target Groups TBD School Food Waste Reductions - Targeted Groups TBD Total split 50/50 with Salinas Valley Recycles	$ 25,000	ReGen member agency portion only. Split 50/50 with SVR. Omits County of Monterey.
Edible Food Generator Inspections for Tier 1 & 2		$ 4,000	Omits County of Monterey.
Public Education	Design/creation of public education materials. Does not include production or distribution of materials created.	$ 20,000	
Contamination Monitoring (Lid Flipping)		$ 15,000	Omits County of Monterey due to WM Smart Truck.
Recyclist Fees	Cloud-based recordkeeping and reporting system shared by haulers, jurisdictions and processor.	$ 12,912	Omits County & City of Monterey, who subscribe separately.
ReGen Monterey Staff Time	Coordination and Hosting of Monthly TAC Meetings Hosting and/or participating in TAC Subcommittees SB 1383 Program Coordination and Development of Pub Edu CalRecycle Reporting Outreach at Community Events School Outreach & Compliance Coordination with Sustainability Groups	$ 50,000	
Total		**$ 197,412**	

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EXHIBIT A

DETAILED ACTIVITIES & COSTS
FY 2024-2025 (CONTINUED)

HF&H Franchise Management Fees

Task #	Detail	FY 2025	
1	Review Contractor's Quarterly Reports	$	12,500.00
2	Review Contractor's Annual Report	$	2,500
3	Review Franchise Fee Payments	$	2,500
4	Review Contractor's Annual Rate Adjustments	$	50,000
7	Develop New Reporting Templates	$	8,000
8	Monitor Contract Compliance	$	24,000
	Total	**$**	**99,500**

These fees are charged to ReGen Monterey by HF&H and are to be billed to the GreenWaste Recovery member jurisdictions only (omitting the City and County of Monterey).

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EXHIBIT B

MEMBER AGENCIES' ANNUAL PROPORTIONATE SHARES & COSTS*
FY 2024-2025

	Population			
	#	%	Per Agency Cost/Year	With Minimums
Carmel	3,830	2.4%	$ 11,018	$ 11,225
DRO	1,525	1.0%	$ 4,387	$ 9,000
Marina	21,981	13.7%	$ 63,233	$ 59,982
PG	15,522	9.7%	$ 44,653	$ 42,357
PBCSD	4,531	2.8%	$ 13,034	$ 12,821
Sand City	310	0.2%	$ 892	$ 9,000
Seaside	33,956	21.2%	$ 97,682	$ 92,660
Monterey City	28,352	17.7%	$ 47,013	$ 44,867
County	50,128	31.3%	$ 15,000	$ 15,000
TOTAL	**160,135**		**$ 296,912**	**$ 296,912**

*Member Agencies' proportionate costs subject to adjustment annually in accordance with any change in scope and total costs. Costs "with minimums" will be utilized.

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EXHIBIT C

MEMBER AGENCIES' ESTIMATED ALLOCATION OF CALRECYCLE LOCAL ASSISTANCE GRANT PROGRAM FUNDING (OWR1: 2021-22)**

The Member Agencies of Carmel, Del Rey Oaks, Marina, Monterey, Sand City, Seaside, Pacific Grove, and the Pebble Beach Community Services District (PBCSD) join the Local Assistance Grant Program as a regional collaborative project for the implementation of regulation requirements associated with SB 1383, in coordination with other jurisdictions of the Monterey County region to maximize project impact and cost-effectiveness across the countywide area. This regional grant-funded project will be coordinated through the two local waste management governmental agencies within Monterey County, Monterey Regional Waste Management (MRWMD), and Salinas Valley Solid Waste Authority (SVSWA).

The Member Agencies, along with each of the MRWMD and SVSWA member agencies are applying individually to this grant program using a unified regional project design, budget and implementation approach. All participating jurisdictions' individual grant funding will be pooled together and expended in a cooperative manner by their agencies' respective waste districts, MRWMD and SVSWA. The County of Monterey is applying separately and will manage its budget and project implementation independently, in coordination with broader regional planning efforts.

Based on current regional needs and findings to date related to SB 1383 in Monterey County, the following four major components will comprise the principal focus areas of program expenditures under the proposed regional project approach:

1) Grant Management, Tracking & Reporting
2) Agency Procurement Support
3) Edible Food Recovery Implementation and Capacity Building
4) Organics & Edible Food Recovery Education, Outreach and Technical Assistance

Each element will be informed by regional coordination through the established MRWMD and SVSWA Technical Advisory Committee forums, Capacity Planning Assessments and related studies completed or in process throughout the region, and new data and information obtained through program implementation trials, stakeholder feedback and best practices as identified. All expenditures will be incurred jointly, facilitated through each respective waste agency, and tracked and reported by each jurisdiction, based on the percentage of grant funds received by each agency compared to the full funding received collectively by all participating member agencies. CalRecycle, based on per capita calculations, using the Department of Finance's January 2021 population statistics, estimates jurisdictions' proportionate grant allocations. A summary of individual and collective agency grant allocations is presented below as **Table 1**.

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Table 1. Thirteen Agency Collaborative Approach Budget Summary

Agencies	Estimated Funding	% of District Subtotal	% of Region Total	Waste District
Carmel-by-the-Sea	$20,000	9%	4%	MRWMD
Del Rey Oaks	$20,000	9%	4%	MRWMD
Marina	$29,771	14%	6%	MRWMD
Monterey	$38,247	18%	7%	MRWMD
Pacific Grove	$21,398	10%	4%	MRWMD
Sand City	$20,000	9%	4%	MRWMD
Seaside	$43,151	20%	8%	MRWMD
Pebble Beach Community Services District	$20,000	9%	4%	MRWMD
Subtotal (MRWMD):	**$212,566**	**100%**	**41%**	
Gonzales	$20,000	6%	4%	SVSWA
Greenfield	$25,157	8%	5%	SVSWA
King City	$20,665	7%	4%	SVSWA
Salinas	$211,143	68%	40%	SVSWA
Soledad	$33,095	11%	6%	SVSWA
Subtotal (SVSWA):	**$310,060**	**100%**	**59%**	
TOTAL (13 Agency Regional Approach):	**$522,626**		**100%**	

** Working in coordination with the designated CalRecycle grant manager or other agency representatives as appropriate, the region may adjust these proposed expenditure areas, amounts, or priorities, consistent with grant expenditure eligibility requirements, as needed during the course of the grant term based on the needs of the region.

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EXHIBIT D
MEMBER AGENCIES' ESTIMATED PROCURMENT REQUIRMENTS OF ORGANIC MATERIAL

The list below indicates the annual recovered organic waste product procurement targets for each jurisdiction (city, county, or city and county) that will be in effect from January 1, 2022, through December 31, 2026 per CalRecycle.

Member Jurisdiction	Population (1/1/21 estimate)	% of Population	Annual Procurement Target (Tons of Organic Waste)	Tons of Compost (.58)	Cost /Ton Compost	Cost of Compost
Carmel-by-the-Sea	4,023	1%	322	187	$ 28.00	$ 5,229.28
Del Rey Oaks	1,670	0%	134	78	$ 28.00	$ 2,176.16
Marina	21,920	7%	1,754	1,017	$ 28.00	$ 28,484.96
Monterey	28,382	8%	2,271	1,317	$ 28.00	$ 36,881.04
Pacific Grove	15,536	5%	1,243	721	$ 28.00	$ 20,186.32
Sand City	385	0%	31	18	$ 28.00	$ 503.44
Seaside	32,121	10%	2,570	1,491	$ 28.00	$ 41,736.80
Pebble Beach CSD	4531	1%	362	210	$ 28.00	$ 5,878.88
Unincorporated County*						$ -
Total MRWMD	**108,568**	**32%**	**8,687**	**5,038**		**$ 141,076.88**

*Unincorporated County not participating in procurement portion of MOU
All product quoted as unbagged F.O.B MRWMD site.
Transportation costs are not included.

EXHBIT A

DETAILED ACTIVITIES & COSTS
FY 2025-2026

Scope of Work

The activities related to the implementation of SB 1383 may include contracting and policy development; public education; materials purchasing and distribution; reporting; contamination monitoring; edible food waste recovery; enforcement; procurement; organics processing; rate setting; cost monitoring; and any other related activities the Parties choose to address.

The District will take the lead producing public education campaigns in concert with the already provided Hauler and/or Member Agency resources. The Member Agencies will be responsible for production and mailing fees associated with outreach. The District will also contract with a vendor to administer contamination monitoring in the form of curbside lid flipping. The District will also provide CalRecycle reporting services to the Member Agencies. In addition, funds will be allocated to food recovery organizations for procurement of refrigerated holding facilities or transport vehicles to support edible food recovery efforts.

Costs

SB 1383 Fee Category	Detail	FY 25/26 Budget	Notes
HF&H General Support & TAC meetings	Task #5 (general support) & task #6 (monthly TAC meetings) of HF&H FY 2026 proposal	$ 20,500	
Edible Food Recovery Capacity Building	$50,000 for ReGen portion of grant allocations $10,500 for grant administration	$ 60,500	Grants offered jointly by ReGen & SVR. County is omitted from this line item.
Edible Food Recovery Program Administration	Assessment Updates - Living Document FRO Annual Capacity Survey Updates Other support (TBD): Edible Food Outreach - Follow-up target groups Organics Collections Outreach - Follow-up target groups School Food Waste Reductions - Targeted groups Conference presentations	$ 17,700	ReGen member agency portion only. Split 50/50 with SVR.
Edible Food Generator Inspections for Tier 1 & 2		$ 4,838	Omits County of Monterey as they perform their own inspections
Public Education	Design/creation of public education materials. Does not include production or distribution of materials created.	$ 10,000	
Contamination Monitoring (Lid Flipping)		$ 18,000	Omits County of Monterey due to WM Smart Truck.
Recyclist Fees	Cloud-based recordkeeping and reporting system shared by haulers, jurisdictions and processor.	$ 13,665	Omits County & City of Monterey, who subscribe separately.
ReGen Monterey Staff Time	Coordination and Hosting of Monthly TAC Meetings Hosting and/or participating in TAC Subcommittees SB 1383 Program Coordination and Development of Pub Edu CalRecycle Reporting Outreach at Community Events School Outreach & Compliance Coordination with Sustainability Groups	$ 60,000	
Total		**$ 205,203**	

HF&H Franchise Management Fees			These fees are charged to ReGen Monterey by HF&H and are to be billed to the GreenWaste Recovery member jurisdictions only (omitting the City and County of Monterey).
Task #	**Detail**	**FY 25/26 Budget**	
1. Review Contractor's Quarterly Reports		$16,000	
2. Review Contractor's Annual Report		$3,000	
3. Review Franchise Fee Payments		$2,500	
4. Review Contractor's Annual Rate Adjustments		$50,000	
8. Monitor Contract Compliance		$24,000	
One-time catch-up from Q1 & Q2 2023 when billing switched from CY to FY to match MOU		$26,059	
Total		**$121,559**	

Exhibit A Total	**$ 326,762**

EXHBIT B

MEMBER AGENCIES' ANNUAL PROPORTIONATE SHARES & COSTS*
FY 2025-2026

County Participation in Entire MOU

	Population			
	#	%	Per Agency Cost/Year	With $5,000 Minimum
Carmel	3,830	2.4%	$ 4,908	$ 5,000
DRO	1,525	1.0%	$ 1,954	$ 5,000
Marina	21,981	13.7%	$ 28,167	$ 27,151
PG	15,522	9.7%	$ 19,890	$ 19,173
PBCSD	4,531	2.8%	$ 5,806	$ 5,000
Sand City	310	0.2%	$ 397	$ 5,000
Seaside	33,956	21.2%	$ 43,513	$ 41,942
Monterey City	28,352	17.7%	$ 36,331	$ 35,020
County	50,128	31.3%	$ 64,236	$ 61,918
TOTAL	160,135		$ 205,203	$ 205,203

Edible Food Activities

	Population			
	#	%	Per Agency Cost/Year	With $4,000 Minimum
Carmel	3,830	3.5%	$ 2,026	$ 4,000
DRO	1,525	1.4%	$ 807	$ 4,000
Marina	21,981	20.0%	$ 11,629	$ 9,294
PG	15,522	14.1%	$ 8,212	$ 6,563
PBCSD	4,531	4.1%	$ 2,397	$ 4,000
Sand City	310	0.3%	$ 164	$ 4,000
Seaside	33,956	30.9%	$ 17,965	$ 14,357
Monterey	28,352	25.8%	$ 15,000	$ 11,987
County	50,128		$ 20,000	$ 20,000
TOTAL	160,135		$ 78,200	$ 78,200

Remainder of Costs

	Population			
	#	%	Per Agency Cost/Year	With $4,000 Minimum
Carmel	3,830	3.5%	$ 4,422	$ 4,213
DRO	1,525	1.4%	$ 1,761	$ 4,000
Marina	21,981	20.0%	$ 25,377	$ 24,182
PG	15,522	14.1%	$ 17,920	$ 17,076
PBCSD	4,531	4.1%	$ 5,231	$ 4,985
Sand City	310	0.3%	$ 358	$ 4,000
Seaside	33,956	30.9%	$ 39,202	$ 37,356
Monterey City	28,352	25.8%	$ 32,732	$ 31,191
County			$ -	$ -
TOTAL	110,007		$ 127,003	$ 127,003

Total County in EFR Only (Before other HFH Costs)

	Population			
	#	%	Per Agency Cost/Year	With $8,000 Minimum
Carmel	3,830	2.4%	$ 6,448	$ 8,213
DRO	1,525	1.0%	$ 2,567	$ 8,000
Marina	21,981	13.7%	$ 37,006	$ 33,475
PG	15,522	9.7%	$ 26,132	$ 23,639
PBCSD	4,531	2.8%	$ 7,628	$ 8,985
Sand City	310	0.2%	$ 522	$ 8,000
Seaside	33,956	21.2%	$ 57,167	$ 51,713
Monterey City	28,352	17.7%	$ 47,732	$ 43,178
County	50,128	31.3%	$ 20,000	$ 20,000
TOTAL	160,135		$ 205,203	$ 205,203

Contract Management

	Population			
	#	%	Per Agency Cost/Year	With $6,000 Minimum
Carmel	3,830	4.7%	$ 5,702	$ 6,000
DRO	1,525	1.9%	$ 2,270	$ 6,000
Marina	21,981	26.9%	$ 32,723	$ 29,956
PG	15,522	19.0%	$ 23,107	$ 21,153
PBCSD	4,531	5.5%	$ 6,745	$ 6,175
Sand City	310	0.4%	$ 461	$ 6,000
Seaside	33,956	41.6%	$ 50,550	$ 46,275
TOTAL	81,655		$ 121,559	$ 121,559

Total Costs - Full County Participation

	Population			
	#	%	Per Agency Cost/Year	With Minimums
Carmel	3,830	2.4%	$ 10,610	$ 11,000
DRO	1,525	1.0%	$ 4,224	$ 11,000
Marina	21,981	13.7%	$ 60,890	$ 57,106
PG	15,522	9.7%	$ 42,998	$ 40,326
PBCSD	4,531	2.8%	$ 12,551	$ 11,175
Sand City	310	0.2%	$ 859	$ 11,000
Seaside	33,956	21.2%	$ 94,062	$ 88,217
Monterey City	28,352	17.7%	$ 36,331	$ 35,020
County	50,128	31.3%	$ 64,236	$ 61,918
TOTAL	160,135		$ 326,762	$ 326,762

Member agencies will be invoiced an annual amount not to exceed column below titled "with minimums."

Total Costs - County in EFR Only

	Population			
	#	%	Per Agency Cost/Year	With Minimums
Carmel	3,830	2.4%	$ 12,150	$ 14,213
DRO	1,525	1.0%	$ 4,838	$ 14,000
Marina	21,981	13.7%	$ 69,729	$ 63,431
PG	15,522	9.7%	$ 49,240	$ 44,792
PBCSD	4,531	2.8%	$ 14,373	$ 15,160
Sand City	310	0.2%	$ 983	$ 14,000
Seaside	33,956	21.2%	$ 107,717	$ 97,988
Monterey City	28,352	17.7%	$ 47,732	$ 43,178
County	50,128	31.3%	$ 20,000	$ 20,000
TOTAL	160,135		$ 326,762	$ 326,762

*Member Agencies' proportionate costs subject to adjustment annually in accordance with any change in scope and total costs.

AGENDA ITEM
5F.

Approve a Resolution Approving a Water Allocation from the Monterey Peninsula Water Management District Allocation to the City of Sand City to Enable Establishment of a Coffee Roastery and Bakery Uses Approved via CUP 25-001 on Property Known as 1793 Catalina Street (APN 011-243-004) Applicant/Owner: Greg and Sandy Wilson

City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council

FROM: Matt Papurello, Contract City Planner

SUBJECT: Application for additional water credits (; IWORQ Permit #25002 CUP # 25-001) for use on property located at Address (APN: 011-243-004); Applicant: Greg & Sandy Wilson.

DATE: June 17th, 2025

DISCUSSION:

A. BACKGROUND

An application was submitted by Greg & Sandy Wilson (The Applicant) for a Conditional Use Permit to establish two new uses within the subject building, an existing one and partial two-story, approximately 46,000 sq. ft. building located at the southeast corner of Catalina and Elder Streets, as follows:

1. A wholesale bakery, operated by the owners of the building, located within 1,100 sq. ft. of the first floor of the building. A walk-up retail window will be open for a few unspecified hours in conjunction with the coffee roastery located within the adjacent space.

2. A coffee roastery, packaging, warehouse, and wholesale delivery use within approximately 2,500 sq. ft of the first floor of the building.

The MPWMD categorizes the 2,450 sq. ft. coffee roastery (Unit B) as a Group I use requiring an allocation calculated at .00007 AF/ sq. ft., The 1,100 sq. ft. bakery (Unit A) is categorized as a Group II use requiring 0.0002 AF/ sq ft.

The proposed intensification of use for Unit A requires an additional allocation of 0.143 AF of water for the Property at 1793 Catalina Street.

B. FISCAL IMPACT:

There will be minimal cost associated with the water allocation, other than staff time.

C. RECOMMENDATION:

Staff recommends that the City Council approve the water allocation, attached as Exhibit 2:

D. ATTACHMENTS:

1: Resolution approving an allocation of water
1. MPWMD Water Release Form

CITY OF SAND CITY
RESOLUTION SC 25-___, 2025

RESOLUTION OF THE CITY COUNCIL OF SAND CITY APPROVING A WATER ALLOCATION FROM THE MONTEREY PENINSULA WATER MANAGEMENT DISTRICT ALLOCATION TO THE CITY OF SAND CITY TO ENABLE ESTABLISHMENT OF A COFFEE ROASTERY AND BAKERY USES APPROVED VIA CUP 25-001 ON PROPERTY KNOWN AS 1793 CATALINA STREET (APN 011-243-004) APPLICANT/OWNER: GREG AND SANDY WILSON

WHEREAS, An application was submitted by Greg & Sandy Wilson (The Applicant) for a Conditional Use Permit to establish two new uses within the subject building, an existing one and partial two-story, approximately 46,000 sq. ft. building located at the southeast corner of Catalina and Elder Streets; and

WHEREAS, the proposed businesses are as follows: 1. A wholesale bakery, operated by the owners of the building, located within 1,100 sq. ft. of the first floor of the building. A walk-up retail window will be open for a few unspecified hours in conjunction with the coffee roastery located within the adjacent space. 2. A coffee roastery, packaging, warehouse, and wholesale delivery use within approximately 2,500 sq. ft of the first floor of the building; and

WHEREAS, The MPWMD categorizes the 2,450 sq. ft. coffee roastery (Unit B) as a Group I use requiring an allocation calculated at .00007 AF/ sq. ft., The 1,100 sq. ft. bakery (Unit A) is categorized as a Group II use requiring 0.0002 AF/ sq ft. The proposed intensification of use for Unit A requires an additional allocation of 0.143 AF of water for the Property at 1793 Catalina Street.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Sand City does hereby approve the water allocation of 0.143 AF from the Monterey Peninsula Water Management District allocation to the City of Seaside for the uses specified in CUP 25-001 on the Property at 1793 Catalina Street (APN 011-243-004)

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

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

_____
Mary Ann Carbone, Mayor

ATTEST:
DATED: _____

_____
Kerry Lindstrom, City Clerk

Attachment 1

Water Release Form

MONTEREY PENINSULA WATER MANAGEMENT DISTRICT
NON-RESIDENTIAL WATER RELEASE FORM AND WATER PERMIT APPLICATION
NOTE: When approved and signed by the Jurisdiction this form must be submitted with final and complete Construction Plans to:
5 Harris Court, Bldg. G ~ Monterey, CA 93940 ~ (831) 658-5601 ~ www.mpwmd.net
Completing the Water Release Form & Water Permit Application does not guarantee issuance of a Water Permit.
ALL SPACES BELOW MUST BE COMPLETED OR THE APPLICATION MAY NOT BE PROCESSED. *(Please print firmly)*

1. OWNERSHIP INFORMATION:
Name: GREG WILSON
Daytime telephone: _____
Mailing Address: 1033 BRONCHO RD, PEBBLE BEACH
E-Mail Address: GREGEWILSON@ME.COM

2. AGENT/REPRESENTATIVE INFORMATION:
Name: JON RASMUSSEN
Daytime telephone: 831-620-5235
Mailing Address: 8 HARRIS CT. STE A4
E-Mail Address: JON@CRAFTDESIGNBUILD.COM

3. PROPERTY INFORMATION:
Year building was constructed? _____ Existing Square-footage 4,660 Proposed Square-footage 4,660
Address: 1793 CATALINA ST, SAND CITY **Assessor Parcel Number** 011 - 243 - 004
Water Company serving parcel: SAND CITY Is a water meter needed? (Circle one) YES/(NO) (How Many _____)
NOTE: Separate water meters are required for each User. Cal-AM Account Number: _____

4. Type of Non-Residential Use: BAKERY

5. Project Description (Be thorough and detailed):
CONVERSION OF EXISTING OFFICE USE BUILDING TO A PRODUCTION BAKERY AND COFFEE ROASTERY

Any change in Use/Expansion of Use requires a Water Permit. Deed Restriction Required for all Water Permits. Mandatory Retrofit Upon Expansion of Use.

Existing Group I *(All Uses before project)*
Users in this category are low water uses where water is primarily used for employee hygiene and minimal janitorial uses. Examples are shown below.

Type of Use	SqFt	Factor	Capacity
Auto Uses		x 0.00007 =	
Bank		x 0.00007 =	
Dry Cleaner (No Onsite Laundry)		x 0.00007	
Gym		x 0.00007	
Nail Salon		x 0.00007 =	
Office	4,660	x 0.00007 =	.3262
Retail		x 0.00007	
Supermarket		x 0.00007	
Warehouse		x 0.00007	
Tasting Room (ABC Type 2)		x 0.00007 =	

Post Project Group I *(All Uses after project)*

Type of Use	SqFt	Factor	Capacity
Auto Uses		x 0.00007 =	
Bank		x 0.00007 =	
Dry Cleaner (No Onsite Laundry)		x 0.00007	
Gym		x 0.00007	
Nail Salon		x 0.00007 =	
Office		x 0.00007 =	
Retail		x 0.00007	
Supermarket		x 0.00007	
Warehouse	1,100	x 0.00007	.077
Tasting Room (ABC Type 2)		x 0.00007 =	

Existing Group II *(All Uses before project)*
Users in this category prepare and/or sell food/beverages that are primarily provided to customers in/on disposable tableware. Food with high moisture content and liquid food may be served on reusable tableware. Glassware may be used to serve beverages. Users in this category are not full-service restaurants.

Type of Use	SqFt	Factor	Capacity
Bakery		x 0.0002	
Bar (ABC License-Indoor/Outdoor)		x 0.0002 =	
Catering		x 0.0002 =	
Coffee House		x 0.0002 =	
Deli		x 0.0002	
Ice Cream Shop/Sandwich Shop		x 0.0002 =	
Pizza		x 0.0002 =	

Post Project Group II *(All Uses after project)*

Type of Use	SqFt	Factor	Capacity
Bakery	3,560	x 0.0002	.712
Bar (ABC License-Indoor/Outdoor)		x 0.0002 =	
Catering		x 0.0002 =	
Coffee House		x 0.0002 =	
Deli		x 0.0002	
Ice Cream Shop/Sandwich Shop		x 0.0002 =	
Pizza		x 0.0002 =	

Existing Group III *(All Uses before project)*

Type of Use	Quantity/SF	Factor	Capacity
Assisted Living (more than 6 beds)		x 0.085 bed =	
Dry Cleaner (with Onsite Laundry)		x 0.0002 sf =	
Beauty Shop /Dog Grooming		x 0.0567 station	
Child/Dependent Adult Day Care		x 0.0072 person =	
Dormitory		x 0.020 bed =	
Laundromat		x 0.12 machine =	
Motel/Hotel/Bed &Breakfast		x 0.064 room	
w/Large Tub (add to room)		x 0.03 tub =	
w/Each Showerhead beyond one		x 0.02 per head =	
Irrigated area (within 10 ft. of bldg.)		x ETWL[1] =	
Plant Nursery		x 0.00009 sf	
Public Toilet		x 0.058 toilet	
Public Urinal		x 0.036 urinal =	
Zero Water Consumption Urinal		No value	
Recreational Vehicle (RV) Hookup		x 0.064 af =	
Restaurant (Includes Bar/Brewpub Seat)		x 0.02 seat	
Ext. Seats above Allowance		x 0.01 seat =	
Ext. Seats within Allowance		x No value =	
Restaurant (24-Hour and Fast Food)		x 0.038 seat =	
School/Church		x 0.00007 sf	
Self-Storage		x 0.0008 unit =	
Skilled Nursing/Alzheimer's Care		x 0.120 bed	
Spa		x 0.05 spa =	
Swimming Pool (each 100 sq-ft of pool surface)		x 0.02 af	
Theater		x 0.0012 seat	
EXISTING Capacity		**TOTAL**	.3262

Post Project Group III *(All Uses after project)*

Type of Use	Quantity/SF	Factor	Capacity
Assisted Living (more than 6 beds)		x 0.085 bed =	
Dry Cleaner (with Onsite Laundry)		x 0.0002 sf =	
Beauty Shop/Dog Grooming		x 0.0567 station	
Child/Dependent Adult Day Care		x 0.0072 child =	
Dormitory		x 0.020 bed =	
Laundromat		x 0.12 machine =	
Motel/Hotel/Bed & Breakfast		x 0.064 room	
w/Large Tub (add to room)		x 0.03 tub =	
w/Each Showerhead beyond one		x 0.02 per head =	
Irrigated area (within 10 ft. of bldg.)		x ETWL =	
Plant Nursery		x 0.00009 sf	
Public Toilet		x 0.058 toilet	
Public Urinal		x 0.036 urinal =	
Zero Water Consumption Urinal		no value	
Recreational Vehicle (RV) Hookup		x 0.064 af =	
Restaurant (Includes Bar/Brewpub Seat)		x 0.02 seat	
Ext. Seats above Allowance		x 0.01 seat =	
Ext. Seats within Allowance		x No Value =	
Restaurant (24-Hour and Fast Food)		x 0.038 seat =	
School/Church		x 0.00007 sf	
Self-Storage		x 0.0008 unit =	
Skilled Nursing/Alzheimer's Care		x 0.120 bed	
Spa		x 0.05 spa =	
Swimming Pool (each 100 sq-ft of pool surface)		x 0.02 af	
Theater		x 0.0012 seat	
PROPOSED Capacity		**TOTAL** =	.789

Group IV – Modified Uses
Reduced water Capacity and have received a Water Use Credit or modified factor from the District
New/Refurbished Landscape – Refer to District Rule 142.1 "Water Efficient Landscape Requirements"

PROPOSED WATER CAPACITY (DIFFERENCE BETWEEN EXISTING CAPACITY –POST PROJECT CAPACITY) .4628
NOTE: Water Factors are subject to change by Board action. *(Jurisdiction must authorize water for positive result)*

In completing this Water Release Form, the undersigned (as owner or as agent for the property owner) acknowledges that any discrepancy or mistake may cause rejection or delay in processing of the application. Additionally, the undersigned is responsible for accurately accounting for the type of Non-Residential use. Changes of Use or Expansions completed without a Water Permit may result in additional fees and penalties, the imposition of a lien on the property, and the deduction of water from the local Jurisdiction's Allocation.

I certify, under penalty of perjury, that the information provided on this Water Release Form & Permit Application is to my knowledge correct, and the information accurately reflects the changes presently planned for this property.

Digitally signed by Jon Rasmussen
Location: Monterey
Reason: I am approving this document
Date: 2025.02.10 14:01:27-08'00'

Signature of Owner/Agent **Date**

AUTHORIZATION FOR WATER PERMIT JURISDICTION USE ONLY
___ *Al Paralta Allocation* ___ *Al Public Credits* ___ *Al Pre-Paralta Credits* ___ *WDS (Private Well)* ___ *No water needed* ___ *Entitlement*
Notes: _____ **Authorized by:** _____ **Date:** _____

[1] See MPWMD Rule 142.1 *This form expires on the same date as any discretionary or building permit issued for this Project by the Jurisdiction*

Rev. 2021

AGENDA ITEM
5G.

Approve a Resolution Approving a Water Allocation from the Monterey Peninsula Water Management District Allocation to the City of Sand city to Enable Establishment of a Six (6) Room Hotel on Property Known as 1714 Contra Costa Street (APN 011-232-012, 013)

City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council

FROM: Matt Papurello, Contract City Planner

SUBJECT: Application for additional water credits to enable establishment of a six (6) room hotel approved via CUP 23-006 on property located at 1714 contra Costa Street (APN's 011-232-013, 012); Applicant: Mark Cristofalo.

DATE: June 17th, 2025

DISCUSSION:

A. BACKGROUND

Conditional Use Permit CUP 23-006 was approved by City Council on December 16th, 2024 to establish the six (6) room Wonderwall Boutique Hotel on the subject site.

The available on-site water credit is not sufficient to accommodate the proposed use and further water allocation through City Council approval is required.

The subject property has a historical water use of 0.182-acre feet. The proposed use as determined by MPWMD needs a water allocation of 0.384-acre feet. The applicant is requesting an additional water allocation of 0.202-acre feet from the MPWMD Allocation to the City of Sand City to cover their remaining water requirements.

Water supply for the project is regulated by the Monterey Peninsula Water Management District (MPWMD).

B. FISCAL IMPACT:

There will be minimal cost associated with the water allocation, other than staff time.

C. RECOMMENDATION

Staff recommends that the City Council approve the water allocation referenced as attachment 1:

D. ATTACHMENTS

1. Resolution Approving Water Allocation
2. Letter to Sand City
2: Water Release Form

CITY OF SAND CITY
RESOLUTION SC 25-___, 2025

RESOLUTION OF THE CITY COUNCIL OF SAND CITY APPROVING A WATER ALLOCATION FROM THE MONTEREY PENINSULA WATER MANAGEMENT DISTRICT ALLOCATION TO THE CITY OF SAND CITY TO ENABLE ESTABLISHMENT OF A SIX (6) ROOM HOTEL ON PROPERTY KNOWN AS 1714 CONTRA COSTA STREET (APN 011-232-012, 013)

WHEREAS, an application was submitted by Mark Cristafalo for a Conditional Use Permit (CUP 23-006) to a six (6) room hotel and lounge on the subject property; and

WHEREAS, the subject property has a historical water use of 0.182-acre feet. The proposed use as determined by MPWMD needs a water allocation of 0.384-acre feet. The applicant is requesting an additional water allocation of 0.202-acre feet from the Sand City Water Allocation to cover their remaining water requirements. The current source of water to be supplied to the project is from City of Sand City desalination plant "entitlement".

NOW, THEREFORE, BE IT RESOLVED that the City Council of Sand City does hereby approve an allocation of 0.202-acre feet from the MPWMD Allocation to the City of Sand City for the subject use.

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

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

_____
Mary Ann Carbone, Mayor

ATTEST:
DATED: _____

_____
Kerry Lindstrom, City Clerk

James
Newhall
Smith
ARCHITECT

RECEIVED

APR 30 2025

CITY OF SAND CITY

04-29-25

Wonderwall Hotel
1714 Contra Costa
Sand City, CA.

To: City of Sand City
City Council

We have an approved Conditional Use Permit for the above project.

This project includes partially demolishing an existing commercial building, remodeling and adding a second story for a 6 bedroom boutique hotel with a semi-detached lounge and courtyard with 6 parking spaces.

The existing commercial building has a historical water use of 0.182 acre feet (classified a Group 1- Low Water Use) and our proposed project would require 0.384 (also considered Group 1- Low Water Use). See the attached Non-Residential Water Release Form.

Our Planning permit, CUP23-006, has been conditionally approved, given the additional water is allocated from the City Council.

We are respectfully asking the City Council for an additional water allocation of 0.202 for our project.

Respectfully,

James N Smith

27880 DORRIS DR. SUITE 200 CARMEL VALLEY, CALIFORNIA 93923
831-915-9518 JAMES@JNSARCH.COM

MONTEREY PENINSULA WATER MANAGEMENT DISTRICT

NON-RESIDENTIAL WATER RELEASE FORM AND WATER PERMIT APPLICATION

NOTE: When approved and signed by the Jurisdiction this form must be submitted with final and complete Construction Plans to:
5 Harris Court, Bldg. G ~ Monterey, CA 93940 ~ (831) 658-5601 ~ www.mpwmd.net

Completing the Water Release Form & Water Permit Application does not guarantee issuance of a Water Permit.

ALL SPACES BELOW MUST BE COMPLETED OR THE APPLICATION MAY NOT BE PROCESSED. *(Please print firmly)*

1. OWNERSHIP INFORMATION:

Name: CASA CIPRE LLC
Daytime telephone: 831.402.9970
Mailing Address: 1714 Contra Costa St, Sand City CA
E-Mail Address: MARKO.MARKCRISTOFALO.COM 93955

2. AGENT/REPRESENTATIVE INFORMATION:

Name: MARK CRISTOFALO
Daytime telephone: 831 402 9970
Mailing Address: 1714 Contra Costa St, Sand City CA 93955
E-Mail Address: MARKO.MARKCRISTOFALO.COM

3. PROPERTY INFORMATION:

Year building was constructed? 1965 Existing Square-footage 2,600 Proposed Square-footage 2,600
Address: 1714 Contra Costa Street, Sand City, CA 93955 **Assessor Parcel Number** 011-232-013
Water Company serving parcel: Cal Am Is a water meter needed? (Circle one) YES (NO) (How Many)
NOTE: Separate water meters are required for each User. Cal-AM Account Number: 1015-22002134 2598

4. Type of Non-Residential Use: OFFICE (old) convert to Hotel (new)

5. Project Description (Be thorough and detailed): REMODEL AND RENOVATE EXISTING OFFICE TO 6 ROOM BOUTIQUE HOTEL.

Any change in Use/Expansion of Use requires a Water Permit. Deed Restriction Required for all Water Permits. Mandatory Retrofit Upon Expansion of Use.

Existing Group I *(All Uses before project)*

Users in this category are low water uses where water is primarily used for employee hygiene and minimal janitorial uses. Examples are shown below.

Type of Use	SqFt	Factor	Capacity
Auto Uses		x 0.00007 =	
Bank		x 0.00007 =	
Dry Cleaner (No Onsite Laundry)		x 0.00007 =	
Gym		x 0.00007 =	
Nail Salon		x 0.00007 =	
Office	2,600	x 0.00007 =	0.182
Retail		x 0.00007 =	
Supermarket		x 0.00007 =	
Warehouse		x 0.00007 =	
Tasting Room (ABC Type 2)		x 0.00007 =	

Post Project Group I *(All Uses after project)*

Type of Use	SqFt	Factor	Capacity
Auto Uses		x 0.00007 =	
Bank		x 0.00007 =	
Dry Cleaner (No Onsite Laundry)		x 0.00007 =	
Gym		x 0.00007 =	
Nail Salon		x 0.00007 =	
Office		x 0.00007 =	
Retail		x 0.00007 =	
Supermarket		x 0.00007 =	
Warehouse		x 0.00007 =	
Tasting Room (ABC Type 2)		x 0.00007 =	

Existing Group II *(All Uses before project)*

Users in this category prepare and/or sell food/beverages that are primarily provided to customers in/on disposable tableware. Food with high moisture content and liquid food may be served on reusable tableware. Glassware may be used to serve beverages. Users in this category are not full-service restaurants.

Type of Use	SqFt	Factor	Capacity
Bakery		x 0.0002 =	
Bar (ABC License-Indoor/Outdoor)		x 0.0002 =	
Catering		x 0.0002 =	
Coffee House		x 0.0002 =	
Deli		x 0.0002 =	
Ice Cream Shop/Sandwich Shop		x 0.0002 =	
Pizza		x 0.0002 =	

Post Project Group II *(All Uses after project)*

Type of Use	SqFt	Factor	Capacity
Bakery		x 0.0002 =	
Bar (ABC License-Indoor/Outdoor)		x 0.0002 =	
Catering		x 0.0002 =	
Coffee House		x 0.0002 =	
Deli		x 0.0002 =	
Ice Cream Shop/Sandwich Shop		x 0.0002 =	
Pizza		x 0.0002 =	

Existing Group III *(All Uses before project)*

Type of Use	Quantity/SF	Factor	Capacity
Assisted Living (more than 6 beds)		x 0.085 bed =	
Dry Cleaner (with Onsite Laundry)		x 0.0002 =	
Beauty Shop /Dog Grooming		x 0.0567 station =	
Child/Dependent Adult Day Care		x 0.0072 person =	
Dormitory		x 0.020 bed =	
Laundromat		x 0.12 machine =	
Motel/Hotel/Bed &Breakfast		x 0.064 room =	
w/Large Tub (add to room)		x 0.03 tub =	
w/Each Showerhead beyond one		x 0.02 per head =	
Irrigated area (within 10 ft. of bldg.)		x ETWU[1] =	
Plant Nursery		x 0.00009 sf =	
Public Toilet		x 0.058 toilet =	
Public Urinal		x 0.036 urinal =	
Zero Water Consumption Urinal		No value =	
Recreational Vehicle (RV) Hookup		x 0.064 =	
Restaurant (Includes Bar/Brewpub Seat)		x 0.02 seat =	
Ext. Seats above Allowance		x 0.01 seat =	
Ext. Seats within Allowance		x No value =	
Restaurant (24-Hour and Fast Food)		x 0.038 seat =	
School/Church		x 0.00007 sf =	
Self-Storage		x 0.0008 unit =	
Skilled Nursing/Alzheimer's Care		x 0.120 bed =	
Spa		x 0.05 spa =	
Swimming Pool (each 100 sq ft of pool surface)		x 0.02 sf =	
Theater		x 0.0012 seat =	
***EXISTING* Capacity**		**TOTAL** =	0.182

Post Project Group III *(All Uses after project)*

Type of Use	Quantity/SF	Factor	Capacity
Assisted Living (more than 6 beds)		x 0.085 bed =	
Dry Cleaner (with Onsite Laundry)		x 0.0002 =	
Beauty Shop/Dog Grooming		x 0.0567 station =	
Child/Dependent Adult Day Care		x 0.0072 child =	
Dormitory		x 0.020 bed =	
Laundromat		x 0.12 machine =	
Motel/Hotel/Bed & Breakfast	6	x 0.064 room =	0.384
w/Large Tub (add to room)		x 0.03 tub =	
w/Each Showerhead beyond one		x 0.02 per head =	
Irrigated area (within 10 ft. of bldg.)		x ETWU =	
Plant Nursery		x 0.00009 sf =	
Public Toilet		x 0.058 toilet =	
Public Urinal		x 0.036 urinal =	
Zero Water Consumption Urinal		no value =	
Recreational Vehicle (RV) Hookup		x 0.064 =	
Restaurant (Includes Bar/Brewpub Seat)		x 0.02 seat =	
Ext. Seats above Allowance		x 0.01 seat =	
Ext. Seats within Allowance		x No Value =	
Restaurant (24-Hour and Fast Food)		x 0.038 seat =	
School/Church		x 0.00007 sf =	
Self-Storage		x 0.0008 unit =	
Skilled Nursing/Alzheimer's Care		x 0.120 bed =	
Spa		x 0.05 spa =	
Swimming Pool (each 100 sq ft of pool surface)		x 0.02 sf =	
Theater		x 0.0012 seat =	
PROPOSED Capacity		**TOTAL** =	0.384

Group IV – Modified Uses

Reduced water Capacity and have received a Water Use Credit or modified factor from the District
New/Refurbished Landscape – Refer to District Rule 142.1 "Water Efficient Landscape Requirements"

PROPOSED WATER CAPACITY (DIFFERENCE BETWEEN EXISTING CAPACITY –POST PROJECT CAPACITY) = ____

NOTE: Water Factors are subject to change by Board action. *(Jurisdiction must authorize water for positive result)*

In completing this Water Release Form, the undersigned (as owner or as agent for the property owner) acknowledges that any discrepancy or mistake may cause rejection or delay in processing of the application. Additionally, the undersigned is responsible for accurately accounting for the type of Non-Residential use. Changes of Use or Expansions completed without a Water Permit may result in additional fees and penalties, the imposition of a lien on the property, and the deduction of water from the local Jurisdiction's Allocation.

I certify, under penalty of perjury, that the information provided on this Water Release Form & Permit Application is to my knowledge correct, and the information accurately reflects the changes presently planned for this property.

Signature of Owner/Agent **Date** 10.10.23

AUTHORIZATION FOR WATER PERMIT – JURISDICTION USE ONLY

___ *AF Paralta Allocation* ___ *AF Public Credits* ___ *AF Pre-Paralta Credits* ___ *WDS (Private Well)* ___ *No water needed* ___ *Entitlement*

Notes: **Authorized by:** **Date:**

[1] See MPWMD Rule 142.1 *This form expires on the same date as any discretionary or building permit issued for this Project by the Jurisdiction*

AGENDA ITEM
5H.

Approve a Resolution Adopting a List of Projects for Fiscal Year 2025-26 Funded by SB 1: The Road Repair and Accountability Act of 2017

City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council
FROM: Leon D. Gomez, P.E., City Engineer
SUBJECT: Approve a resolution adopting a list of projects for Fiscal Year 2025-26 funded by SB 1: the Road Repair and Accountability Act of 2017
DATE: June 17, 2025

BACKGROUND/DISCUSSION:

Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide. SB 1 includes accountability and transparency provisions to ensure that the residents of a given City or County are aware of the projects proposed for funding in their communities and which projects have been completed each Fiscal Year (FY).

In order to qualify and receive funding under the SB 1 program, the City of Sand City (City) must adopt by resolution, a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA) created by SB 1. The resolution must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the project's improvements.

The RMRA provides that local streets and roads funding be used for road maintenance and rehabilitation, safety projects, railroad grade separations, traffic control devices, complete street components that include active transportation purposes, pedestrian and bicycle safety projects, transit facilities, and drainage and stormwater capture projects in conjunction with any other allowable project.

The City began receiving monthly apportionments under the SB 1 RMRA program in FY 2017-18. Table 1 below summarizes the apportionments the City has received since the inception of the program and includes projected apportionment the City will receive in FY 2025-26.

Table 1: SB 1 RMRA Funding Apportionments by Fiscal Year

Fiscal Year	Program Year	Apportionments[1]
2017-18	1	$2,250.06
2018-19	2	$7,225.25

2019-20	3	$6,876.00
2020-21	4	$7,137.34
2021-22	5	$7,718.22
2022-23	6	$8,302.11
2023-24	7	$7,133.57
2024-25	8	$9,738 (projected)
2025-26	9	$10,265 (projected)
	Total	$66,645.55
Calabrese Park Project Expenditure		-$31,207
	Remaining	$35,438.55

1 – Fiscal year apportionments are distributed monthly beginning in September and continue through August of the following year for a total of 12 disbursements. The total apportionments by FY were checked against the values provided by the California State Controller's Office (SCO).
2 – The amounts projected for FY 2024-25 and 2025-26 are provided by California City Finance, a 3rd party contractor.

Historically, the City has elected to "bank" RMRA funds for several years to apply them to an eligible project. In FY 2023-24, the city used $31,207 in funds to pay for eligible expenses related to the Calabrese Park Improvement Project. As shown in the table above, accounting for that expenditure and adding the projected apportionments for FY 2025-26, which are $10,265, it is estimated that the City will have $35,438.55 remaining.

City staff has identified a list of projects for FY 2025-26 to apply RMRA funding. The project locations are shown on **Resolution Exhibit A** and described as follows:

1. Holly Street Improvements: rehabilitation of existing pavement along Holly Street from California Avenue to Ortiz Avenue including signing, striping, and pedestrian safety improvements, and restoration of stamped asphalt concrete pavement crosswalks.
2. Stamped Asphalt Concrete (AC) Pavement Crosswalk Restoration: repair and/or restore existing stamped asphalt concrete (AC) pavement crosswalks at California Avenue and Contra Costa Street, Ortiz Avenue at Hickory Street, and Holly Street at Redwood Avenue. The stamped AC pavement crosswalks provide high-visibility crossings that support pedestrians and bicyclists safely crossing the street and provide decorative elements to the streetscape.
3. Pendergrass Way and Ocean View Avenue Safety Improvements: new curb, gutter, sidewalk and crosswalks along Pendergrass Way and Ocean View Avenue to improve pedestrian safety and provide a connection to a future coastal access trail.

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

FISCAL IMPACT:
During FY 2025-26 the City is projected to receive approximately $10,265 in RMRA SB 1 funding apportionments that it will apply to one or more of the projects identified in the FY 2025-26 project list identified above.

When SB 1 RMRA funds are utilized for an eligible project, the City is required to perform annual reporting. Therefore, it should be anticipated that city staff and/or contract City Engineer time and effort will be required to prepare and submit the required reporting information.

RECOMMENDATION:
It is recommended that the city council approve a resolution adopting a list of projects for Fiscal Year 2025-26 funded by SB 1: the Road Repair and Accountability Act of 2017.

ATTACHMENTS:
1. Resolution
2. Exhibit A

CITY OF SAND CITY
RESOLUTION SC ____, 2025

RESOLUTION OF THE CITY COUNCIL OF SAND CITY ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2025-26 FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of the City of Sand City (City) are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City must adopt by resolution, a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA) created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the RMRA provides that local streets and roads funding be used for road maintenance and rehabilitation, safety projects, railroad grade separations, traffic control devices, complete street components that include active transportation purposes, pedestrian and bicycle safety projects, transit facilities, and drainage and stormwater capture projects in conjunction with any other allowable project; and

WHEREAS, the City will receive an estimated $10,265 in RMRA funding in Fiscal Year (FY) 2025-26 from SB 1; and

WHEREAS, this is the 9th year in which the City is receiving SB 1 funding and will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the travelling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City has undergone a robust public process to ensure public input into our community's transportation priorities/project list by conducting public surveys; and

WHEREAS, the City used a Pavement Management System to develop the SB 1 project list, and reviewed safety concerns at various locations, to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities' priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City maintain and rehabilitate streets/roads, implement safety improvements, and increase access and mobility for the public throughout the City this year and into the future; and

WHEREAS, the 2023 California Statewide Local Streets and Roads Needs Assessment identified the City's streets and roads in at-risk condition and this revenue will help the City increase the overall quality of our road system and over the next decade will improve the condition of the City's streets and roads; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials, and practices, will have significant positive co-benefits statewide.

NOW, THEREFORE, BE IT HEREBY RESOLVED, ORDERED AND FOUND by the City Council of the City of Sand City, State of California, as follows:

1. The foregoing recitals are true and correct.
2. The following list of proposed projects will be funded in-part or solely with Fiscal Year 2025-26 Road Maintenance and Rehabilitation Account revenues:

   Project Title: Holly Street Improvements

   Project Description: rehabilitation of existing pavement along Holly Street from California Avenue to Ortiz Avenue including signing, striping, and pedestrian safety improvements, and restoration of stamped asphalt concrete pavement crosswalks.

   Project Location: Holly Street from California Avenue. to Ortiz Avenue as shown on Exhibit A.

   Estimated Project Schedule: September – December 2025.

   Estimated Project Useful Life: 15-20 Years

3. The following previously proposed and adopted projects may also utilize Fiscal Year 2025-26 Road Maintenance and Rehabilitation Account revenues in their delivery. With the relisting of these projects in the adopted fiscal year resolution, the City is reaffirming to the public and the State our intent to fund these projects with RMRA revenues:

   Project Title: Stamped Asphalt Concrete (AC) Pavement Crosswalk Restoration

   Project Description: repair and/or restore existing stamped asphalt concrete (AC) pavement crosswalks at California Avenue and Contra Costa Street, Ortiz Avenue at Hickory Street, and Holly Street at Redwood Avenue. The stamped AC pavement crosswalks provide high-visibility crossings that support pedestrians and bicyclists safely crossing the street and provide decorative elements to the streetscape.

   Project Location: California Avenue and Contra Costa Street, Ortiz Avenue at Hickory Street, and Holly Street at Redwood Avenue as shown on Exhibit A.

Estimated Project Schedule: March – May 2026.

Estimated Project Useful Life: 15-20 Years

Project Title: Pendergrass Way and Ocean View Avenue Safety Improvements

Project Description: new curb, gutter, sidewalk and crosswalks along Pendergrass Way and Ocean View Avenue to improve pedestrian safety and provide a connection to a future coastal access trail.

Project Location: portions of Pendergrass Way and Ocean View Ave. as shown on Exhibit A

Estimated Project Schedule: May – June 2026.

Estimated Project Useful Life: 15-20 Years

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

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

_____
Mary Ann Carbone, Mayor

ATTEST:
DATED: _____

_____
Kerry Lindstrom, City Clerk

EXHIBIT A
FY 2025-26 PROPOSED PROJECT LIST FOR SB 1 RMRA



Holly Street Improvements: rehabilitation of existing pavement along Holly Street from California Avenue to Ortiz Avenue including signing, striping, and pedestrian safety improvements, and restoration of stamped asphalt concrete pavement crosswalks.

Stamped Asphalt Pavement Crosswalk Restoration: repair and/or restore existing stamped asphalt concrete (AC) pavement crosswalks at California Avenue and Contra Costa Street, Ortiz Avenue at Hickory Street, and Holly Street at Redwood Avenue. The stamped AC pavement crosswalks provide high-visibility crossings that support pedestrians and bicyclists safely crossing the street and provide decorative elements to the streetscape.

Pendergrass Way and Ocean View Avenue Safety Improvements: new curb, gutter, sidewalk and crosswalks along Pendergrass Way and Ocean View Avenue to improve pedestrian safety and provide a connection to a future coastal access trail.

AGENDA ITEM
8A.

Approve a Resolution Dismissing an Appeal Filed by Kristin Marcus to Allow an Exception, Pursuant to SCMC Section 18.64.070, to Restrictions Contained in SCMC Section 18.64.060.D, on the Use of Parking Spaces for Outside Storage of Materials and Approving a Conditional Use Permit (CUP 25-002) Pursuant to SCMC 18.72.020 to Allow Temporary Outside Storage of Material on Property Located at 425 and 476 Elder Avenue (APN 011-231-019); Applicant: Kristin Markus (Illusions of Grandeur)

City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council
FROM: Brian Foucht, Contract City Planner
SUBJECT: 1) Appeal to allow an exception, pursuant to SMC Section 18.64.070, of restrictions, pursuant to SMC Section 18.64 060.D, on the use of parking spaces for storage of materials and placement of structures on property; and 2) Conditional Use Permit (CUP 25-002) pursuant to SMC 18.72.020 to allow outside storage of material on property located at 425 and 479 Elder Avenue (APN 011-231-019); Applicant: Kristin Markus (Illusions of Grandeur)
DATE: June 17, 2025

DISCUSSION:

A. BACKGROUND

The subject building on the site is a 9,728 sq. ft. building used as a warehouse for the Illusions of Grandeur business located on the subject site. Sand City Code Enforcement staff issued a Courtesy Notice to the owner of the subject property in January, 2025, notifying the owner of the requirement for Conditional Use Permit for placement of storage containers on the subject site. Planning staff conducted a site inspection and noted that storage containers were placed between the building and the right of way, within on-site parking spaces accessed directly from Elder Ave. The subject permit is therefore two-fold:

1) Appeal of a staff determination that placement of storage containers conflicts with the parking ordinance; and

2) Conditional Use Permit for Outside Storage.

B. APPEAL

Code Enforcement staff issued a Courtesy Notice (Attachment 2) requiring the applicant to obtain a Conditional Use Permit (CUP) for outside storage of materials related to the business. The applicant submitted an incomplete application and was notified of the need for plans, Letter of Intent, and the required fee. The notification to the applicant regarding the incomplete application also included reference to inconsistency of the proposal with Zoning Code regulations prohibiting uses and activities within required parking spaces and appeal provisions, as follows:

> *§ 18.64.060.D Development and Maintenance of Parking Areas.*
> *Parking Space Use. Off-street parking areas shall not be used for the repair, servicing or storage of materials, machinery or trailers; the sale of any goods or services; or, as a work area. No structure is permitted in any off-street parking area.*
>
> *§ 18.64.070 Exception—Appeal.*
> *Except in the coastal zone, the City Council may authorize, on appeal, a modification, reduction or waiver of the foregoing requirements only if it should find that in the particular case appealed, the nature of the use, or the exceptional shape or size of the property or other exceptional situation or condition, justifies such action.*

The applicant submitted the subject appeal (Attachment 3) along with information regarding the number of available parking spaces, the maximum number of employees typically on the site and the size of the building. The following Zoning Ordinance sections specify required dimensions and the number of required spaces:

> § 18.64.040 **Off-Street Parking—Size and Access.**
> *Each off-street parking space shall be of usable shape, arrangement and condition and shall be not less than eight and one-half (8-1/2) feet by 17 feet….*
>
> *…**S.** Wholesale establishments, warehouses or utility buildings, one space for each 1,000 square feet of gross floor area or one parking space for each two employees on the maximum shift, whichever is greater. Self-storage facilities, including mini-storage shall require one space for every 50 rental storage units.*

The applicant's correspondence (Attachment 4, Letters of Intent) states that the business has eight (8) regular employees, and the warehouse space is slightly more than 9,000 square feet. The site plan provided (Attachment 4) illustrates that, at – least, nine (9) spaces are provided, notwithstanding the use of one (1) space to accommodate on site

trash bins and the use of two (2) spaces for intermittent access to a roll up door that would otherwise be available. Therefore, the evidence provided by the applicant demonstrates that two or three parking spaces occupied by storage containers do not constitute required parking for the business.

Based on this evidence staff will recommend that the City Council dismiss the appeal based on a finding that evidence submitted by the applicant demonstrates that circumstances warranting an appeal are no longer present.

A Conditional Use Permit is nonetheless required for outdoor storage, summarized in the following section C.

C. CONDITIONAL USE PERMIT (CUP)

1. General Plan and Vibrancy Plan

   Vibrancy Plan Section 3.1; LU-1a recommends a shift in land uses "away from construction, trades, automotive, heavy industrial, transportation, warehousing, and storage."…

   "…These uses, although long-established within the Vibrancy Plan Area and valued by the City, do not generate significant daytime activity or provide nightlife for residents or visitors. Many have few employees on site (many of the contracting business employees leave for most of the day in fleet vehicles), and do not contribute to daytime demand for eating places and other services attractive to on-site workers or residents. Some involve operations, such as truck loading, that are not compatible with a pedestrian environment. "

   "… The City should also carefully consider that the existing businesses, and the existing warehouse character of the Vibrancy Area, provide a unique quality and ambiance that should be maintained, even if uses in the Vibrancy area transition away from service commercial businesses. "

   Vibrancy Plan LU-1d, recommends that the transition focus on a core area. The subject site is outside the core area. Nonetheless, the expansion of warehouse uses utilizing outdoor storage is inconsistent with the overall Vibrancy Plan objective expressed in Section 3.5 Streetscape and Aesthetics regarding the appearance of new buildings. Policy SA-1. recommends improvement of attractiveness of building façades. The prevalent use of outside trailers and

storage containers to augment warehouse uses is inconsistent with these objectives and is inconsistent with the overall warehouse character of the Vibrancy Plan area.

2. Zoning Ordinance

A CUP is required for the storage of materials outside the building pursuant to the following Municipal Code section:

§ 18.72.020 Outside Storage—Discretionary Permit Approval Required.
No person shall have outside storage of any object or material on property zoned as commercial, manufacturing, mixed-use or planned unit development unless said storage is allowed as part of an approved use permit, coastal development permit, site plan, design, permit or other discretionary approval related to the associated business activity. Outside storage, as a principal use on non-residentially zoned property shall also require use permit approval by the City Council in all zoning districts. Outside storage as a principal use within residentially zoned properties shall not be allowed.

Storage containers are not defined as structures or buildings by the Zoning Ordinance and therefore constitute “outdoor storage”. In addition to storage containers, the applicant also frequently has kept a variety of other materials and conducted a variety of activities related to fabricating and staging material for events within areas outside the building. Some of these activities are within areas available and necessary to meet parking requirements.

The subject application originates from a Code Enforcement Courtesy Notice requesting the applicant 1) to remove storage containers from portions of the sidewalk fronting the business and 2) to obtain a CUP for outdoor storage within containers and out in the open.

Unpermitted outside storage of material in storage containers, within trailers or simply outside the building is the subject of a comprehensive Code Enforcement program wherein over 30 similar instances have been documented, most within the MU-P District. No action has been taken on these cases pending the precedent that may be established by the subject CUP.

In this case, the applicant has submitted letters of intent that describe the reasons for outdoor storage (Attachment 5). Which can be summarized simply as, the

business has outgrown the available interior space, and containers have been used on the site in this manner for several years to provide the needed flexibility for events.

Under the circumstances of this particular case, including the maintenance of required parking and the length of time outside storage has existed on the property, staff will recommend approval of the Conditional Use Permit only for a limited term.

D. CALIFORNIA ENVIRONMENTAL EQUALITY ACT (CEQA):

CEQA DETERMINATION: The continued use of commercial warehouse space is Exempt from CEQA (California Environmental Quality Act) Guidelines, Section 15301 (Existing Facilities).

E. FISCAL IMPACT:

There will be minimal cost associated with the Conditional Use Permit, other than staff time.

F. RECOMMENDATION

Staff recommends the City Council adopt a Resolution in Attachment 1 as follows:

a. Dismiss the appeal based on findings and evidence contained in Attachment 1, Exhibit 1A that circumstances warranting an appeal are not present; and

b. Determine that the subject project is exempt from CEQA pursuant to CEQA Guidelines Section 15301 15303 pursuant to findings contained therein;

c. Approve Conditional Use Permit CUP25-002, based on findings and evidence contained in Attachment 1, Exhibit1A and subject to Conditions of Approval in Exhibit 1B.

G. ATTACHMENTS

1. Resolution approving CUP25-002.
   Exhibit A Findings for Approval
   Exhibit B Conditions of Approval

2. Courtesy Notice
3. Appeal and Letters of Intent:
4. Plans
5. Site Photos

CITY OF SAND CITY
RESOLUTION SC ___, 2025

RESOLUTION OF THE CITY COUNCIL OF SAND CITY DISMISSING AN APPEAL FILED BY KRISTIN MARCUS TO ALLOW AN EXCEPTION, PURSUANT TO SMC SECTION 18.64.070, TO RESTRICTIONS CONTAINED IN SMC SECTION 18.64 060.D, ON THE USE OF PARKING SPACES FOR OUTSIDE STORAGE OF MATERIALS AND APPROVING A CONDITIONAL USE PERMIT (CUP 25-002) PURSUANT TO SMC 18.72.020 TO ALLOW TEMPORARY OUTSIDE STORAGE OF MATERIAL ON PROPERTY LOCATED AT 425 AND 479 ELDER AVENUE (APN 011-231-019); APPLICANT: KRISTIN MARKUS (ILLUSIONS OF GRANDEUR)

WHEREAS, a Courtesy Notice (Attachment 2 of Staff Report dated June 17, 2025) as issued to the applicant on January 10, 2025 regarding unpermitted outside storage on the site in conflict with SMC §18.17.020 requiring a Conditional Use Permit for such uses;

WHEREAS, an application to establish permanent outside storage on the subject site pursuant to SMC §18.17.020 was submitted by Kristin Marcus on February 14, 2025, and thereafter on March 11, 2025 was deemed incomplete and not accepted for filing with respect to the absence of plans, Letter of Intent, filing fee, and impermissible use of parking spaces required for the business for outside storage referenced in SMC §18.64.D. The applicant was notified of appeal provisions necessary to obtain City Council relaxation of these restrictions provided in §18.64.070 (Attachment 2 of Staff Report dated June 17, 2025); and

WHEREAS, an Appeal, of parking requirements, via Letters of Intent dated March 18, 2025 and May 27, 2025, was submitted by Kristin Marcus on together with site plan, and information from the applicant regarding the size of warehouse space, the number of employees, and the available number of parking spaces available considering the placement of storage containers and trash bins on the subject site (Attachment 3 of Staff Report dated June 17, 2025);

WHEREAS, information provided regarding the size of the building and the available number of parking spaces demonstrates compliance of the existing business with the number of parking spaces required in SMC §18.64.040.S; in particular at least nine (9) parking spaces are available for the approximately 9,000 square feet warehouse space, consistent 1 space for each 1,000 square feet of gross square floor area. The foregoing information renders the appeal unnecessary. (Attachments 3 and 4 of Staff Report dated June 17, 2025);

WHEREAS, In addition to the Appeal recommended for dismissal, the applicant has applied to establish permanent installation of storage containers outside the buildings on the subject site and Zoning Ordinance *§ 18.72.020 Outside Storage—Discretionary Permit Approval Required. No person shall have outside storage of any object or material on property zoned as commercial, manufacturing, mixed-use or planned unit development unless said storage is allowed as part of an approved use permit …*

WHEREAS, the proposed use of the existing building at the subject location is Exempt from the requirements of CEQA (California Environmental Quality Act) pursuant to Guidelines, Section 15301 (Existing Facilities);

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Sand City dismisses the Appeal based on Finding 1 and related Evidence contained in Exhibit A attached and incorporated herein by reference;

BE IT FURTHER RESOLVED, the City Council of the City of Sand City does hereby Approve CUP 25-002 pursuant to Findings in Exhibit A and subject to Conditions of Approval in Exhibit B attached and incorporated herein by reference.

PASSED AND ADOPTED by the City Council of the City of Sand City this 17th day of June 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

_____
Mary Ann Carbone, Mayor

ATTEST:
DATED: _____

_____
Kerry Lindstrom, City Clerk

EXHIBIT A
CITY OF SAND CITY
FINDINGS AND EVIDENCE

APPEAL TO ALLOW AN EXCEPTION PURSUANT TO SMC SECTION 18.64.070
And
CONDITIONAL USE PERMIT CUP25-002

Findings for Appeal:

The City Council finds that:

1. **Finding For Appeal:** the existing information provided regarding the size of the building and the available number of parking spaces demonstrates compliance of the existing business with the number of parking spaces required in SMC §18.64.040.S; in particular at least nine (9) parking spaces are available for the approximately 9,000 square feet warehouse space, consistent 1 space for each 1,000 square feet of gross square floor area. The City Council has dismissed the appeal as unnecessary due to demonstrated compliance with the parking ordinance requirements regarding number and size of existing parking spaces on the site;

   Evidence: the staff report dated June 17, 2025 and the site plan, Letters of Intent and photographs referenced as Attachments 3 and 4.

2. **Finding For CEQA Exemption:** The proposed project is exempt from the requirements of the California Environmental Quality Act. The intended use on this property qualifies for a categorical exemption, under California Environmental Quality Act (CEQA) Guidelines Section 15301 Existing Facilities. .

   Evidence: The proposed project involves the placement of four (4) storage containers as shown on the site plan attached to the staff report dated June 17, 2025. Warehouse uses are consistent with the General Plan designation and zoning classification and related regulations for the area. The site is fully surrounded by urban uses, is less than 10,000 square feet, and, involves no hazardous substances.

3. **Finding For Conditional Use Permit:** The City Council finds that the proposed outside storage use, as conditioned, conforms to the requirements and the intent of the General Plan, Vibrancy Plan, and Zoning Ordinance. Conditions stipulated by the City Council will be met, and such use will not, under the circumstances of the particular case, constitute a nuisance or be detrimental to the public welfare of the community, the City Council shall approve the issuance of a conditional use permit.

   Vibrancy Plan Section 3.1; LU-1a recommends a shift in land uses “away from construction, trades, automotive, heavy industrial, transportation, warehousing, and storage…”

Vibrancy Plan Section 3.1; LU-1d, recommends that the transition focus on a core area. The subject site is outside the core area. Nonetheless, the expansion of warehouse uses utilizing outdoor storage is inconsistent with the overall Vibrancy Plan objective expressed in Section 3.5 Streetscape and Aesthetics regarding the appearance of new buildings. Policy SA-1. recommends improvement of attractiveness of building façades. The prevalent use of trailers and storage containers to augment warehouse uses is inconsistent with these objectives and is inconsistent with the overall warehouse character of the Vibrancy Plan area. This is particularly the case where outdoor storage in the Vibrancy Plan area is intended to be permanent, as is the case with the proposed project. The proposed project can only be found to be consistent with Vibrancy Plan objectives where it is of limited extent and duration and does not conflict with on-site parking requirements.

Evidence: Conditions of CUP approval limit the proposed use to four (4) metal storage containers (outside storage) placed between the building and the Elder Avenue right of way as illustrated on the site plan contained in attachment 4 and further depicted in photographs in attachment 5 of the staff report dated June 17, 2025.

Conditions of approval require that at least nine (9) on-site parking spaces are required to be maintained free of any obstruction Monday – Friday from 7AM – 6PM.

Conditions of Approval further limit the duration of any outside storage, including storage containers, to ninety (90) days from the date of approval of the subject CUP. As conditioned to limit the number, location and duration of outdoor storage, CUP 25-002 conforms to the policy direction of the General Plan and the requirements and the intent of the City's Vibrancy Plan and zoning code.

Evidence: *The submitted site plan and the applicants' letters of intent and the staff report dated June 17,2025, together with attachments,*

EXHIBIT B

CITY OF SAND CITY
CONDITIONAL USE PERMIT CUP25-002 CONDITIONS FOR APPROVAL

A. Permit Terms:

1. Purpose: Conditional Use Permit CUP 25-002 is for the express purpose of authorizing use of a portion of the site for outside storage as illustrated on the Site Plan attached to the staff report dated June 17, 2025.

2. Validity: Conditional Use Permit CUP25-002, is not valid, and project use(s) shall not commence, until two (2) copies of this Resolution/Permit, signed by the permittee and landowner, acknowledging receipt of the Resolution/Permit and acceptance of the terms and conditions, are returned to the City's Planning Department. Failure of the applicant to return the two (2) copies of the signed Resolution/Permit within thirty (30) days from the date of City Council approval shall cause said Conditional Use Permit to become null and void unless good cause to grant an extension is approved by the City Manager.

3. Violation: If the City determines any term, condition, and/or requirements of Conditional Use Permit CUP25-002 has been violated, written notice shall be issued to the property owner, that if such violation is not corrected or removed within a specified time, a public hearing may then be scheduled where the City Council may consider amending or revoking the Conditional Use Permit CUP25-002 and may then order said Permits amended or revoked. The Applicant and owner of the Subject Property shall be notified of any such public hearing, and provided an opportunity to address the City Council prior to any action by the City Council to terminate CUP25-002.

4. Indemnification: The property owner agrees, as a condition of the approval of this discretionary development permit, to defend with counsel approved by the City, indemnify, and hold harmless the City of Sand City, its agents, officers, and employees from any legal claims or actions that seek to challenge, void, or annul the permit approval, as outlined in applicable laws. The property owner will reimburse the City for any court costs and attorney's fees the City is required to pay as a result of such actions.

B. General Compliance

5. All requirements of the City’s Planning, Building, Fire, Public Works, and Engineering Departments, and the requirements of any Agencies with Jurisdiction (AWJ) over the project, including but not limited to: California American Water, Monterey Peninsula Water Management District, Seaside County Sanitation District (SCSD), Monterey One Water, and the Monterey County Health Department shall be implemented to the satisfaction of each agency/department. All requirements of AWJ over the project shall be met to the satisfaction of the City prior to issuance of any building permits and/or certificates of occupancy for the project.

C. Special Conditions

Planning Department

6. Outside storage on the site shall be limited to four (4) storage containers configured and located as depicted on the site plan referenced in Condition 1. Outside storage of other material associated with the business is excluded from this Conditional Use Permit and is therefore prohibited.

7. All operations associated with the business shall be maintained within the building at all times, with the exception of activities associated with loading, unloading and transfer of materials for storage inside the building and off – site activities.

8. All storage containers shall be removed from the site within ninety (90) days of the date of Conditional Use Permit approval.

9. A minimum of nine (9) parking spaces with a minimum clearance of dimension of 8.5’ width and length sufficient to avoid vehicles overhanging the right of way shall be unobstructed by placement of material or activities and available for employee and customer parking.

10. Within 10 days following approval of the CUP the applicant shall submit a completed Hazardous Materials Questionnaire documenting that no hazardous materials are located with storage containers. Any hazardous materials noted on the questionnaire shall be removed within 15 days of the date of approval of the subject Conditional Use Permit.

January 10, 2025

Illusions of Grandeur Inc
PO Box 222560
Carmel, CA 93922-2560

COURTESY NOTICE

SUBJECT: Shipping containers placed in the front parking area
SUBJECT ADDRESS: 479 Elder Ave
Sand City, CA 93955
PARCEL(S): 011.231.019.000

Dear Illusions of Grandeur:

Our records indicate that you are the tenant of the above-referenced property. The City of Sand City is working on a city-wide parking plan. In doing this we have identified the above-mentioned property to be using designated parking spaces to place shipping containers in front of the property. This action requires a conditional use permit through the Planning Department.

Code Section Violations

1. **Sand City Municipal Code 18.72.020** requires a Conditional Use permit to have outside storage in front of the property.

Corrective Action Required:

As such you must by:

February 12, 2025: Submit to the Planning Department a permit application for the placement of shipping containers in front of the property.

OR

Remove the shipping containers

If the above violation(s) has not been corrected, you may be subject to the imposition of penalties per Chapter 1.22 of the Sand City Municipal Code.

Correcting the issue(s) within the time specified above will help you avoid fines, costs and penalties. Unaddressed and uncorrected violations will be subject to an Administrative Citation and all subsequent fines, costs and penalties.

If you have questions regarding this notice or cannot correct the issue within the time specified, please contact our office immediately.

Your prompt attention to this matter is appreciated. Should you have any questions contact Code Enforcement Inspector John Kuehl at (831) 233-0188.

Sincerely,

John Kuehl
Building Official / Code Compliance Officer
(831)233-0188
jkuehl@4leafinc.com

Cc; City Manager
Planning Department
Property owner

May 27, 2025

To the Sand City council:

Attached is the site plan with the measurements of the containers included.

Illusions of Grandeur, Inc. is located on 425 and 479 Elder Street in Sand City, CA. We currently have eight full time employees.

As shown by the site map, we have had to bring in four storage containers as we have outgrown our current space and are locked into a five year lease. Two of the containers (A and B) are located behind a utility pole so there would not be parking there regardless. Two of the containers (B and C) are at the far end of the 425 Elder building. Each of the containers is 8' by 20'. We have tried to accommodate the city's request by renting a forklift and moving the containers B and C back from the sidewalk on which they were encroaching by 4"-6" max.

As you see from the site map, we have plenty of parking for the current number of employees. We do not use the parking space on the far end of the 479 property as there is a roll up door there and we use it for loading and unloading for our events. In an emergency, however, we could use the parking spaces if needed.

March 18, 2025

Re: Letter of Intent to submit to the City of Sand City planning department

I am writing to appeal to the city of Sand City and the residents / businesses that are neighbors to explain the reason for appealing the rejection of the conditional use permit regarding the pods on the property we rent. The property is located at 425 and 479 Elder Avenue. Attached is a floor plan of the space we use for the warehouse, offices and conference room.

Illusions of Grandeur is an event design business that has been in business since 1985. Our client base includes all the major hotels, the AT&T pro-am tournament, and various corporate clients that come for annual conferences, the Concours de Elegance, or races at Laguna Seca among others. We have rented this space since 1993 (479) and took over 425 in 2017. These buildings contain things like chairs,bar stools, specialty tables, furniture for events, props, chandeliers, fabric panels, linens, and lighting equipment. We have a room full of floral containers, votives, and a cooler for floral. Our schedule, frequency and method of shipment and deliveries changes depending on the business we have but for the most part, things are delivered here Monday through Friday during business hours.

Because of the nature of the business, our hours vary greatly. The offices are open from 8:30 to 5:00 PM Monday through Friday, however when we have events on Weekends or have to go back in the evening, there are people here. We have seven full time employees, three part time employees and on call labor when we have multiple events going on. We have two trucks used for transporting our inventory to the events. One is a 16 foot box truck and the other is a 26 foot truck.

We have outgrown our space and rather than relocate to Salinas, Castroville or Marina we have selected to stay in Sand City particularly because of the "mixed use" vibe and the proximity to the hotels. We decided the best way to do this was to purchase pods which we placed in areas where parking was unavailable due to how the sidewalk was poured (479) and 425 where we did technically take a parking space but given we have 12 parking spaces on the property and only have 7 full time employees, we needed the "warehouse" space more than the parking space. We have had the pods on 479 for at least 10 years and on 425 off and on since 2018. We have had them at 425 permanently since 2021.

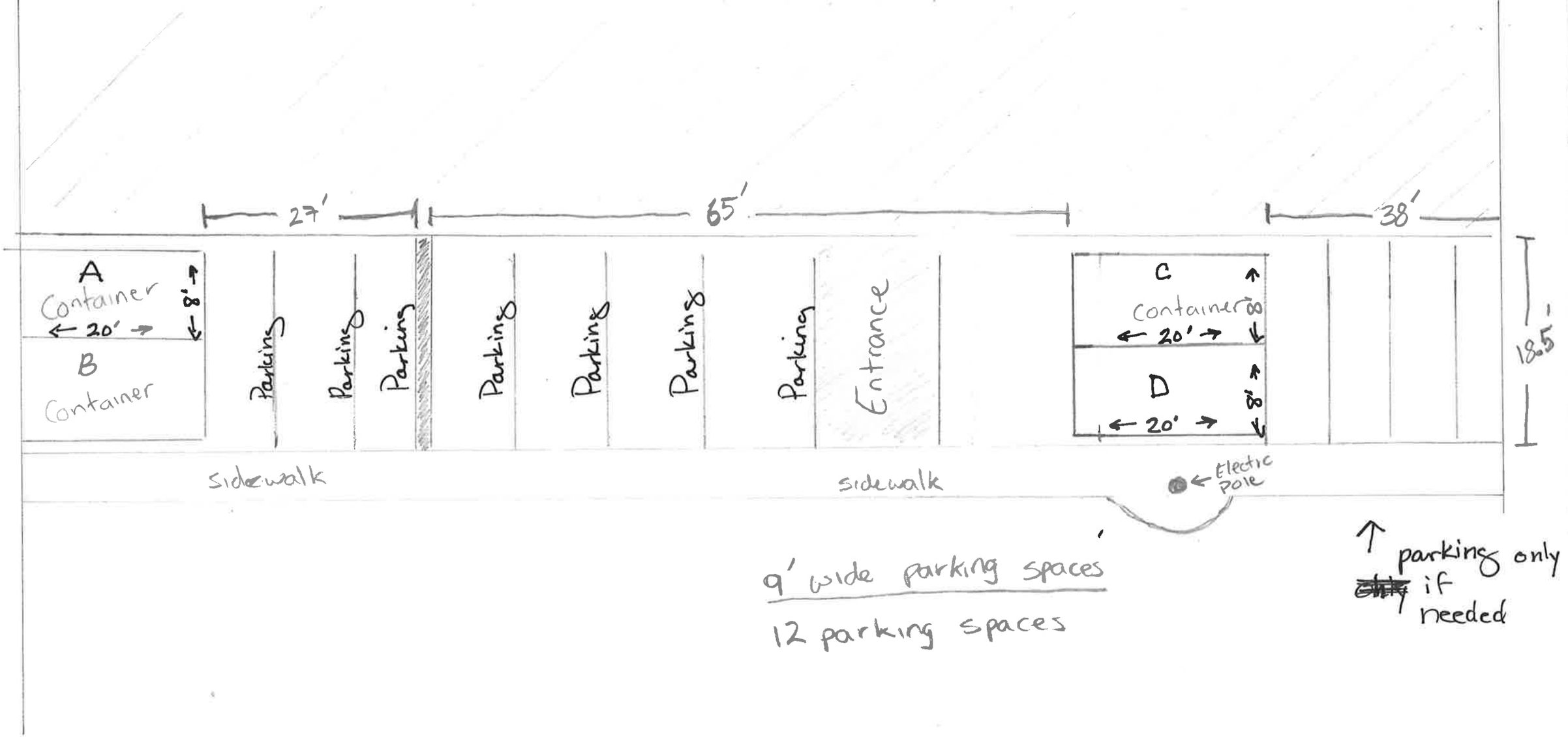
We pay our annual taxes to Sand City which have increased year after year as has our rent. We just signed a five year extension on our lease which we may not have done had we known this was going to be an issue.

In speaking with Mr. Papurello of the planning commission, it seems that one issue is that the pods located on 425 are partially on the sidewalk. We did look at this following that conversation and he is correct. They extend over the sidewalk about 1 foot. Knowing this was an issue we cut all the greenery behind the pods on 425, rented a forklift and moved the pods back so they are completely off the sidewalk.

I am happy to provide any additional information you may need and appreciate your consideration of this request.

Attached is a copy of the rendering of the warehouses we rent along with work areas, store spaces, office spaces, conference area, floral area and restrooms. Also, photographs of the parking area in front of the buildings are also included.

I welcome anyone that is concerned about the pods and our need for them to make an appointment to come by the space and walk through to see what we have going on.


27'
65'
38'
A
Container
20'
8'
B
Container
Parking
Parking
Parking
Parking
Parking
Parking
Parking
Entrance
C
Container
20'
8'
D
20'
8'
18.5'
sidewalk
sidewalk
Electric pole
9' wide parking spaces
12 parking spaces
parking only if needed


ILLUSIONS
479
16' x 63' wide


ILLUSIONS
479


16' x 33' wide


FXLU 186211 4
2261
MAX.GR.
TARE
NET
CU. CAP.
EXIT
425
16' x 27' wide

AGENDA ITEM
9A.

Adopt a Resolution Approving the Design of the Sand City Multiuse Trail Segment of the Monterey Bay Recreation Trail and Determining that the Project is Categorically Exempt from the Requirements of the California Environmental Quality Act (CEQA) and Categorially Excluded from the Requirements of National Environmental Policy Act (NEPA).

City of Sand City

STAFF REPORT

TO: Mayor and City Council
FROM: Zane Mortensen, Contract Associate City Planner/EMC Planning
SUBJECT: Sand City Multiuse Trail – Conceptual Plans
DATE: **June 17, 2025**

BACKGROUND:

In 2023, City Staff and EMC Planning Group (EMC) applied for the Monterey Bay Air Resources District's (MBARD) Clean Air Management Program grant funding to support planning efforts for the construction of a Multiuse Trail in the City of Sand City (the "City"). On March 19th, 2024, MBARD approved grant funding in the amount of $205,000 for the City to prepare preliminary plans and a conceptual design for an approximately 1-mile pedestrian and bicycle trail segment within the TAMC railway corridor, extending through both Sand City and the City of Seaside. On May 8th, 2024, the Association of Monterey Bay Governments (AMBAG) approved grant funding in the amount of $1,960,000. EMC and City staff continue to work closely with the City's grant writer to seek additional funding to cover the full cost of construction and implementation of the trail project referred to as the 'Sand City Multiuse Trail'.

PROJECT GOALS:

The Monterey Bay Coastal Recreation Trail spans 18-miles from Pacific Grove to Castroville. However, there is a gap in the trail system within the City from the intersection of Canyon Del Rey Boulevard (State Route 218) and Del Monte Avenue to the State Route 1 onramp at the City's northern boundary. As a result, trail users are diverted approximately 2-miles onto City streets crossing State Route 1 and behind the Sand Dollar shopping center before reconnecting with the regional trail system.

The Sand City Multiuse trail aims to close that gap in the regional trail system. The City will build the Multiuse Trail from Canyon Del Rey to Playa Avenue and Monterey Salinas Transit will build the Multiuse Trail from Playa Avenue to the City's northern boundary. The trail project will significantly improve trail connectivity for Sand City residents and visitors, enhancing access to parks, schools, workplaces, and other destinations, as well as provide a military readiness facility for the various military institutions (e.g. Presidio of Monterey, Navy School, U.S. Coast Guard Station, etc.) that are located along the trail. The project

will be designed to meet ADA accessibility standards, ensuring that the trial provides access for people of all abilities. The trail also makes it easier for people to walk and bike to public transportation, reducing the need for car trips, and supporting a more sustainable transportation network. By promoting non-motorized travel, the project will help lower air pollution and greenhouse gas emissions.

The project also includes trailside parking facilities that offer convenient access to both existing and future transit hubs. This will enhance the overall convenience and safety for those using non-motorized travel options to connect with public transit.

The proposed trail alignment will run directly alongside the recently approved 214-room hotel (under construction and scheduled to open in early 2026) and 356-unit multi-family residential project, known as the South of Tioga development, which includes 52 deed-restricted affordable units. The implementation of the Multiuse Trail will offer future residents and visitors a safe, dedicated access to the regional trail system.

Completing this Regional Trail is consistent with the following General Plan and Local Coastal Program Land Use Plan policies:

> *3.2.5 All streets, pedestrian paths and bike paths should be part of a fully-connected system of interesting routes to all city destinations. The design of these routes should encourage pedestrian and bicycle use and should be defined by landscaping and energy-efficient lighting.*
>
> *3.4.2 Pursue public transit, ride sharing, carpooling, bicycle and pedestrian access, park-and-ride facilities, and other transportation demand management strategies as preferred alternatives over transportation construction projects where feasible. Bicycle and pedestrian facilities should be provided as part of construction of, or improvements to, all major roadways where feasible.*
>
> *3.6.4 Consider and include the incorporation of on-street parking improvements (i.e. curbs, pavement markings, signage, etc.) as appropriate within City and/or developer-initiated street improvement projects.*
>
> *3.7.1 Facilitate the coast-side completion of the remaining segment of the coastal bicycle trail connecting Marina to the Monterey Peninsula in conjunction with project approvals in the North of Tioga Coastal district;* and
>
> Sand City Local Coastal Program, Land Use Plan Policy 6.4.3.c) Circulation Designations requires the City to "*Plan and develop, provided that adequate funding is available, a public pedestrian/bike path along the existing and proposed Sand Dunes Drive right-of-way to connect to the regional bike path system in Fort Ord and Seaside/Monterey.*

The trail is considered a priority coastal-dependent use (Coastal Act Sections 30101; 30255), as it is directly tied to and benefits from the coastal environment of Monterey Bay, providing recreational, transportation, and scenic access along the shoreline.

DISCUSSION:

City Staff has been working with its consultant team, which includes EMC Planning Group, BFS Landscape Architects, Harris Engineers, Polaris Land Surveying, and TL Engineering, to prepare technical studies and conceptual design plans for the project. The draft conceptual plans include the proposed trail alignment, pedestrian crossings, vehicle intersection safety improvements, locations of wayfinding signage, lighting, outdoor seating, exercise areas, and trailside parking facilities.

The Multiuse Trail Plans have been prepared after a number of project site visits, technical studies, and stakeholder engagement. Various technical studies have been completed to help the consultant team understand the site constraints and to ultimately inform the trail alignment so that the trail will be sited and designed in a way which is sustainable over time. The constraints that the consultant team has considered include: site topography, special-status species, existing trees, property boundaries, existing use, trail lighting, regional connectivity, and safe pedestrian/cyclist access. The trail alignment and project components were developed based on the findings of these technical studies.

The MST SURF! project will integrate with the bike trail by creating a safe and accessible connection across Playa Avenue and California Avenue, as well as extend the trail north to the City limit. As part of the City's requirements for the MST SURF! project design, intersection improvements will be made to enhance pedestrian and cyclist safety, including updated crosswalks, signals, and signage. These enhancements will ensure a continuous, secure route for users, linking the MST SURF! development to the bike trail, greatly improving overall regional connectivity.

An overview of the trail specifications and 30% project design has been prepared for a presentation at the June 17th City Council meeting. The presentation will provide a walkthrough of the trail alignment and an overview of key project components.

PROJECT DESCRIPTION:

Trail Alignment

The proposed multiuse trail system will span approximately one mile within the TAMC railway corridor, connecting the existing recreational trail system at the Del Monte Boulevard and Canyon Del Rey Boulevard intersection in the City of Seaside to the future MST SURF! station located at the intersection of Playa Avenue and California Avenue. The

trail will also offer direct access to the West End District at Holly Street/Ortiz Avenue and Redwood Avenue, as well as connections to the Coastal Trail along Tioga Avenue.

For most of the alignment, the trail will consist of two distinct paths—one 8-foot-wide path designated for pedestrians and a 12-foot-wide path designated for cyclists—designed to provide a safer and more efficient experience for all users. A 12 mile per hour speed limit will be applied for all cyclist travel to ensure trail safety and maintain regulatory consistency with the existing regional trail network. The trail also features ample landscaping, creating a green belt along the Sand City/Seaside City limit line, enhancing both the aesthetics and environmental value of the area.

The project will improve pedestrian safety at key intersections, ensuring safer crossings. Parking facilities are strategically placed throughout the design to provide easy access to the trail and nearby transit hubs, ultimately reducing traffic congestion across the City by promoting non-motorized and public transportation options. City Resolution, Exhibit B (Attachment 1), 30% Project Design (Civil, Landscaping/Irrigation, and Lighting), illustrates the trail alignment.

Trail Alignment within the City of Sand City

The majority of the proposed trail, approximately 0.8 miles, lies within the City's limits, extending from the future MST SURF! project site at the intersection of Playa and California Avenue to the city's southern boundary at Olympia Avenue.

Pedestrians and cyclists headed south will access the trail at the southeast corner of the Playa and California Avenue intersection, just south of the planned rapid bus transit station. Upon entering the railway corridor, the trail splits into two designated pathways, with cyclists directed to the east and pedestrians to the west. The paths merge again to guide users toward the established crossing at Tioga Avenue. Past Tioga Avenue, the trails separate once more after reentering the railway corridor, running parallel to one another for approximately 0.6 miles until reaching Contra Costa Street. The pathways then merge once again to guide users safely across Contra Costa Street, continuing to the City limits at Olympia Avenue.

Trail Alignment within the City of Seaside

The southern most end of the proposed trail, approximately 0.2 miles, will be located within the City of Seaside, running from the City limit at Olympia Avenue to the existing Monterey Bay Coastal Recreation Trail at the intersection of Del Monte Avenue and Canyon Del Rey Boulevard (State Route 218). Due to the topography of the railway corridor in Seaside, the pedestrian and cyclist trails merge for approximately 0.1-miles until reaching the northwest corner of what is currently the Starbucks property. At this point, the trails diverge, providing access to both Canyon Del Rey Boulevard (State Route 218) and Del Monte Avenue.

Trail signage and embedded sidewalk markers will be installed along Del Monte Avenue and Canyon Del Rey Boulevard, directing pedestrians and cyclists to the established crossing, ensuring safe access to the regional trail system. The design will incorporate “Protected Intersection” features at Canyon Del Rey (State Route 218) and Del Monte. These features include the construction of bulb outs and curb extensions, expanded or improved sidewalks, physical barriers separating traffic and cyclists, as well as directional signage, sidewalk markers, crosswalk painting for better navigation, and improved signalization.

Trail Lighting

The proposed multiuse trail will feature strategically placed lighting along its entire length, enhancing safety and accessibility for all users during early morning and evening hours. Lighting will improve visibility, reducing the risk of accidents for pedestrians and cyclists and creating a safer environment for trail users after dark. Additionally, well-lit trails have been shown to deter unwanted activity, increasing the sense of security for the community. This lighting will also support extended usage of the trail, encouraging more people to choose walking or cycling as alternatives to car travel.

Trailside Parking Facilities

The preliminary project design includes a total of 150 new parking spaces incorporated at the following locations:

- Forty-five (45) parking spaces between Playa Avenue and Tioga Avenue. Parking will facilitate one way vehicle traffic with motorist entering from Tioga Avenue and exiting onto Playa Avenue;
- Fifteen (15) parking spaces adjacent to California Avenue directly east of the South of Tioga development area. Parking will facilitate one way vehicle traffic with motorist entering from and exiting on California Avenue; and
- Ninety (90) parking spaces from the southern boundary of the Granite Rock property to Contra Costa Street. Parking will facilitate one way vehicle traffic, with motorist entering from Contra Costa Street and exiting onto either Holly Street/Ortiz Avenue or Redwood Avenue.

Intersection Improvements

When designing the trail, careful consideration was given to pedestrian crossings at intersections to ensure safety and accessibility, including the following factors:

- Visibility of pedestrians for drivers
- Adequate signage and signals
- Crosswalk markings and lighting
- Timing of traffic signals for pedestrian flow
- Implementation of bulb outs and curb extensions
- Accessibility for people with disabilities
- Potential for traffic calming measures
- Installation of rapid flashing beacons
- Implementation of raised crosswalks
- Access to public transit stops

Trailside Gathering and Exercise Areas

There are three gathering areas proposed along the trail system within the City. These seating areas are positioned adjacent to the trail but outside the established path of travel, ensuring safety and accessibility. One area is near the City's entrance between Olympia Avenue and Contra Costa Street. A second, larger picnic-style seating area is located behind the Redwood Business Center, and a third area is situated directly east of the South of the Tioga development area. The various gathering areas will include amenities such as lighting, informational signage, bicycle parking and a repair stations, trash receptacles, and a variety of seating options, including benches and picnic tables. These spaces will create natural gathering points along the trail, enhancing the overall user experience by providing areas for rest and community engagement.

In addition to seating, the trail system will feature five outdoor exercise areas strategically placed along the alignment. Each exercise area will be equipped with a mix of lower-body and upper-body workout equipment, such as pull-up bars, parallel bars, sit-up benches, and leg presses, offering a variety of exercises for users of all fitness levels. The equipment will be constructed from weather-resistant materials, ensuring durability and functionality while minimizing maintenance needs. These outdoor exercise zones not only promote health and wellness by encouraging physical activity along the trail but also provide an accessible fitness option for the community. By integrating these exercise areas, the project creates an engaging and active environment that supports both recreational and fitness-oriented trail use.

TECHNICAL STUDIES:

Aerial Surveys

Aerial site surveys were conducted by the City's land surveyor (Lynn Kovach, Polaris Land Surveyors) as part of the trail project to capture detailed, high-resolution imagery and data from above the proposed trail alignment. These surveys provided a comprehensive view of the project boundaries, topography, and existing land use, enabling the project team to identify potential site constraints such as elevation changes, vegetation, and nearby infrastructure. This data is essential in planning the trail's alignment, ensuring that both pedestrian and cyclist paths are designed safely and efficiently. The aerial surveys also helped inform decisions regarding landscaping, signage placement, and parking facilities.

Focused Plant Surveys

Focused plant surveys were conducted on May 7 and May 8, 2024, to assess the presence of sensitive and protected plant species along the proposed trail alignment. During these surveys, one area containing Spine Flower was identified along the trail corridor. The trail alignment was designed and adjusted to avoid this location, thereby minimizing potential impacts to this threatened plant species.

Archaeology:

The proposed trail alignment was reviewed by EMC Planning Group's in-house archaeologist to assess the presence of cultural resources. Portions of the right of way may contain remnants of the Southern Pacific Railroad, Monterey Branch Line. Based on the JRP Historical Consulting report, "HRIER: Monterey Peninsula Light Rail Transit Project, 2010, the railroad does not convey integrity and would not be eligible for the National Register of Historic Places or the California Register of Historic Resources.

Community and Stakeholder Engagement

The project was initially presented to the Sand City Council on December 16, 2023, for direction and authorization to proceed with the conceptual project design. A formal presentation of the conceptual project design was subsequently made to the City Council on November 5, 2024, providing a detailed overview of the trail alignment, features, and anticipated benefits. Since receiving the City Council's approval to advance the project, ongoing stakeholder engagement has been central to its development. This engagement has included meetings with the City of Seaside and preliminary coordination with TAMC staff. The project has been presented to the TAMC Rail Committee on January 8, 2024, and the TAMC Board of Directors on February 28, 2024, as well as a 10% design review with TAMC staff on December 19, 2024. Engagement efforts have also included meetings with City of Seaside staff on July 18th, 2024, February 5th, 2025 and March 21st, 2025.

Engagement with local businesses within the project corridor has also been a key component. Meetings were held with these businesses between May - October 2024.

These meetings provided opportunities to gather valuable input from stakeholders directly adjacent to the trail alignment.

Extensive community engagement efforts have also taken place. The project has been featured in all Sand City Quarterly Newsletter's since it's initiation, including a QR code linking to an online survey designed to collect community feedback on the trail design features and amenities. Community outreach events were hosted at both the 2023 and 2024 West End Festival, as well as the City's 2025 Annual BBQ, on June 6, 2025, during the 831 Night Market and providing an opportunity for residents to learn more about the project and share their thoughts. These engagement activities not only ensure that the trail is designed to best meet the needs and expectations of the community, but also help build broad public support and enthusiasm for the project. Furthermore, public engagement enhances the project's competitiveness for future grant funding opportunities, demonstrating a commitment to inclusivity, accessibility, and community-driven design.

Overall, the project has received strong support and enthusiasm from relevant stakeholders, with letters of support from MST; TAMC; the cities of Del Rey Oaks, Monterey, Pacific Grove, Seaside, and Marina; California State University Monterey Bay; the Monterey Peninsula Unified School District; the Monterey County Board of Supervisors; Supervisor Askew; Senator John Laird; and Congressman Jimmy Panetta.

NEXT STEPS:

The City will work with TAMC and the City of Seaside to enter into use-agreements. The City is preparing an RFP for A&E services to take the project from 30% through construction.

As the project advances, the focus will shift from refining the Multiuse Trail design to delivering a fully engineered, construction-ready set of plans.

The next steps will include City issuance of a Coastal Development Permit (CDP) and advancing the project design through the planning process, moving from 30% to 100% design completion. This comprehensive approach will involve the preparation of detailed trail project plans, traffic design elements, and technical specifications necessary for construction. Stakeholder engagement and collaboration with the City of Seaside, TAMC, and local businesses will continue to be integral throughout the design development to construction document phase. Regular, ongoing coordination with project stakeholders will ensure the successful completion of the planning and design phase and minimize obstacles to the future implementation of the project.

Once the design reaches 100% completion, the City will initiate the bid phase to secure a qualified construction contractor, followed by the initiation of construction based on finding

availability. Based on the availability of finding, the Multiuse Trail project may be built in phases or all at one time.

CEQA:

The environmental review for the project includes the preparation of environmental documentation under both the California Environmental Quality Act (CEQA) (State level) and the National Environmental Policy Act (NEPA) (Federal level). The trail alignment has been carefully designed to avoid sensitive resources, including areas identified as containing threatened plant species such as Spine Flower, minimizing potential environmental impacts. These attributes enable consideration of a CEQA Categorical Exemption in accordance with CEQA Guideline Section 15304 (h) (Creation of bike lanes within existing rights of way). These same attributes enable consideration of a NEPA Categorical Exclusion (CX), as the project is listed as "Road or trail construction and repair on existing rights-of-ways or on previously disturbed areas" which is among the "types of actions that normally qualify for CX" (CFR 651.30 CX Actions; 651.29. Further, by constructing this missing link in the Monterey Peninsula's Regional Trail System it will make it easier for people to walk and bike to jobs, public transit and other activities reducing car trips. By constructing non-motorized travel, it will support the use of local military institutions mission, and lower air pollution and green-house gas emissions.

Findings for CEQA Categorical Exemption and NEPA Categorical Exclusion are contained in Exhibit A of the attached resolution.

RECOMMENDATION:

Receive a presentation of the 30% design plans and:

1. Direct the City Manager to take all actions necessary to move the project to completion;

2. Consider the Environmental Documentation for both CEQA (State level) and NEPA (Federal level) for the Multiuse Trail in Sand City and Seaside;

3. Adopt the Resolution approving the CEQA Categorial Exemption and NEPA Categorial Exclusion (Environmental Documentation) and approve the Multiuse Trail Project as described herein and illustrated on the Plan Set attached to the Resolution as Exhibit B and incorporated herein by reference;

FISCAL IMPACTS:

The cost of the conceptual project design and environmental review is covered by grant funding received through the MBARD Clean Air Management Program. City Staff is working with AMBAG to reprogram funding secured through the AMBAG Carbon Reduction Program to cover the costs associated with final engineering and planning to complete the project's 100% design and initiate the construction phase. While funding has not yet been secured to cover the full cost of the project's construction. City staff, along with EMC Planning Group and California Consulting (the City's grant consultant), will continue to pursue additional funding opportunities to cover the remaining construction costs and fully fund the project.

ATTACHMENTS:

Attachment 1: Resolution Approving 30% Project Design (Civil, Landscaping/Irrigation, and Lighting)

Resolution Exhibit A: Findings for CEQA and NEPA Determination; General Plan and Local Coastal Program Land Use Plan Consistency

Resolution Exhibit B: Project illustrations, Plan Set

ATTACHMENT 1

CITY OF SAND CITY
RESOLUTION SC 25-___, 2025

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAND CITY APPROVING THE SAND CITY MULTIUSE TRAIL SEGMENT OF THE MONTEREY BAY COASTAL RECREATION TRAIL

WHEREAS, on March 19, 2024, The Monterey Bay Air Resources District (MBARD) approved a grant from the Clean Air Management Program in the amount of $205,000 for the City to prepare preliminary plans and a conceptual design for an approximately 1-mile pedestrian and bicycle trail segment within the TAMC (Sand City) and the City of Seaside railway corridor, extending through both Sand City and the City of Seaside; and

WHEREAS, on May 8, 2024 the Association of Monterey Bay Governments (AMBAG) approved grant funding in the amount of $1,960,000 for the project; and

WHEREAS, the proposed Multiuse Trail segment, depicted in attached Exhibit B, will span approximately one mile within the Transportation Agency for Monterey County (TAMC) and Seaside railway corridor, connecting the existing recreational trail system at the Del Monte Boulevard and Canyon Del Rey Boulevard intersection in the City of Seaside to the future MST SURF! station located at the intersection of Playa Avenue and California Avenue. Improvements include three gathering areas, five outdoor exercise areas, and 150 parking spaces on streets corresponding with the trail alignment; and

WHEREAS, the proposed Multiuse Trail within the TAMC and Seaside corridor would enhance public access to the SURF! Express busway project, therefore reducing vehicle trips through promoting active transportation modes. The multiuse trail project will provide safe first and last mile connections for transit riders; and

WHEREAS, the SURF! busway project will construct a Multiuse Trail segment parallel to California Avenue, north of Playa Avenue, and will close the gap in the existing Monterey Bay Recreational Trail from Playa Avenue to Sand City's Northern City limit line; and

WHEREAS, the Sand City Multiuse Trail will be located in close proximity to the Presidio of Monterey, the Defense Language Institute Foreign Language Center (DLIFLC), Naval Postgraduate School (NPS), Fleet Numerical Meteorology and Oceanography Center (FNMOC), the Naval Research Laboratory (NRL), and U.S. Coast Guard Station Monterey, as well as designated military housing. This proximity of the completed trail to these defense resources supports installation resilience, personnel readiness, and operational readiness valued by our military institutions and our community at-large; and

WHEREAS, the design and alignment of the Multiuse Trail is consistent with the City's General Plan and Local Coastal Program Land Use Plan policies as referenced in Exhibit A, attached hereto and incorporated herein by reference; and

WHEREAS, the City of Sand City has conducted an extensive stakeholder and community engagement program to establish design characteristics and alignment; and

WHEREAS, the trail alignment has been carefully designed to avoid sensitive resources and qualifies for a CEQA (State) Categorial Exemption in accordance with CEQA Guidelines Section 15304(h) and a NEPA (Federal) Categorial Exclusion (CFR 651.29 & .30 CX Action); and

WHEREAS, the City of Sand City will consider a Coastal Development Permit (CDP) as a next step in completing the 30% Design Plans, included in Exhibit B, as they are advanced to construction drawings (100% Plans). The CDP action before the City Council will reference the completed CEQA and NEPA documentation referenced herein; and

WHEREAS, the City Council has reviewed the Staff Report dated June 17, 2025, this Resolution, and the findings and evidence contained in the Staff Report as Exhibit A, attached to this Resolution, and incorporated herein by reference.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Sand City does hereby determine, based on findings contained in Exhibit A and the 30% Design Plan contained in Exhibit B, that the environmental status of the project referenced herein, pursuant to CEQA and NEPA is as follows:

a) Categorically Exempt from the requirements of CEQA pursuant to CEQA Guideline Section 15304 (h) – The creation of bike lanes on existing rights of way; and

b) The project meets the screening criteria contained in CFR Section 651.29 & .30 required for use to Categorically Exclude the project from the requirements of NEPA pursuant to Appendix B to Part 651, Section II (c) (3) - Construction and Demolition; Road or train construction and repair on existing rights of ways or on previously disturbed areas.

BE IT FURTHER RESOLVED that the City Council of the City of Sand City does hereby approve the design of the Sand City Multiuse Trail segment of the Monterey Bay Coastal Recreation Trail depicted in Exhibit B, based on findings contained herein the Staff Report and Exhibit A and B attached hereto, all of which is incorporated herein by reference.

BE IT FURTHER RESOLVED that the City Council of the City of Sand City does hereby direct the City Manager to implement the recommendations contained in the Staff Report,

along with other reasonable actions to advance the implementation and construction of the Sand City/Seaside Multiuse Trail.

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

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

_____
Mary Ann Carbone, Mayor

ATTEST:
DATED: _____

_____
Kerry Lindstrom, City Clerk

EXHIBIT A

FINDINGS FOR APPROVAL
THE SAND CITY MULTIUSE TRAIL
SEGMENT OF THE MONTEREY BAY COASTAL RECREATION TRAIL

A. CEQA Findings:

The subject project involves the construction of a multiuse trail suitable for use by both bicyclists and pedestrians more specifically described in the City Council Staff report dated June 17, 2025 and the 30% Design Plan set attached hereto as Exhibit B and incorporated herein by reference. The proposed project involves new construction for multi-use trail purposes (alternative means of transportation) within an existing disturbed right of way under the ownership of the Transportation Agency of Monterey County (TAMC) and the City of Seaside.

The CEQA Guideline Section 15304 (h) (Class 4) categorically exempts “the creation of bike lane projects within existing rights of ways” from CEQA requirements.

Although such exemptions are qualified by CEQA Guideline Section 15300.2, no such qualifying exceptions exist in this case. Qualifying exceptions come into play where an otherwise categorically exempt project may be located in a particularly sensitive environment, thereby resulting in potentially significant impacts. Projects that may impact an “…environmental resource of critical concern where designated, precisely mapped and officially adopted pursuant to local, State or Federal laws cannot be included in this class. In addition, projects resulting in a cumulative impact or reasonably resulting in a significant effect on the environment are also excluded from this exempt class.

In the case of the Multiuse Trail project, the project qualifies for this Categorical Exemption (Class 4), and none of the exceptions apply. Findings for that conclusion are that the Multiuse Trail is located on a fully disturbed, obsolete railway corridor. There is commercial development on all sides of the proposed trail, including a large shopping center, auto dealers, auto storage and repair shops, a hotel under construction, office buildings, construction retail and storage yards, retail businesses, and general storage.

The City Council finds that these existing conditions (i.e. a previously disturbed, obsolete rail corridor surrounded by commercial uses), do not contain environmental resources of critical concern, and development of the subject trail segment will not result in cumulative or potentially significant impacts.

Evidence: The staff report dated June 17, 2025 including technical studies (focused plant surveys and archaeological assessment) referenced therein, plans and diagrams contained in Exhibit B of the subject resolution.

B. NEPA Findings:

CFR Appendix B to Part 651, Section ll lists projects that are Categorically Excluded from NEPA requirements. Section (c) (3) of this section references "*Road or trail construction and repair on existing rights of ways or on previously disturbed areas*." Prior to making use of this Exclusion, the subject project must meet three screening conditions, to the satisfaction of the Dept of the Army Environmental Officer:

1. The project has not been segmented; i.e., the scope of City Council approval must consider connected, cumulative and similar actions. The City Council finds that the scope of the project and the approval has not been broken down into smaller discrete parts; rather approval of the whole project is under consideration.

2. Among the following applicable potential Exceptional Circumstances, due to the disturbed nature of the obsolete rail corridor and the overall benefit to the community and military resources referenced in the subject resolution, none of the circumstances based on a general finding will occur with construction of the project based on a general finding:

    1. Reasonable likelihood of significant effects on public health safety or the environment or significant environmental effects;
    2. Reasonable likelihood of direct or cumulative environmental effects;
    3. Reasonable likelihood of violating local, State or Federal Laws;
    4. Environmental controversy (the project has documented support from local and regional agencies);
    5. Uncertain effects, unique or unknown risks;
    6. Establishes a precedent likely to result in future or subsequent effects; and
    7. A degrading effect on a degraded condition.

    In particular the City Council finds that the proposed project will establish a definitive community benefit by all of the following attributes:

    - Improves a degraded, under underutilized public facility (obsolete rail corridor)
    - Enables completion of a regional active transportation facility to reduce vehicle miles travelled, improve air quality by reducing greenhouse gas emissions.
    - Is supported by local, State and Federal agencies;
    - Promotes health, safety, and wellness through promoting alternative means of transportation, including active transportation enhancement and accessory uses;

- Provides a resource that will benefit national security by enabling enhanced defense readiness, and increase visual and physical access to coastal recreation resources.

Evidence: The staff report dated June 17, 2025; technical documents referenced in the Staff Report dated June 17, 2025 (focused plan surveys and archaeological assessment), plans and diagrams contained in Exhibit B of the subject resolution.

C. Findings for General Plan and Local Coastal Program Consistency

The City Council Finds that approval of the subject project will enable completion of a Multiuse Trail of significant regional transportation, recreation and environmental importance. The project is consistent with the following General Plan and Local Coastal Program Land Use Plan policies:

3.2.5 All streets, pedestrian paths and bike paths should be part of a fully-connected system of interesting routes to all city destinations. The design of these routes should encourage pedestrian and bicycle use and should be defined by landscaping and energy-efficient lighting.

3.4.2 Pursue public transit, ride sharing, carpooling, bicycle and pedestrian access, park-and-ride facilities, and other transportation demand management strategies as preferred alternatives over transportation construction projects where feasible. Bicycle and pedestrian facilities should be provided as part of construction of, or improvements to, all major roadways where feasible.

3.6.4 Consider and include the incorporation of on-street parking improvements (i.e. curbs, pavement markings, signage, etc.) as appropriate within City and/or developer-initiated street improvement projects.

3.7.1 Facilitate the coast-side completion of the remaining segment of the coastal bicycle trail connecting Marina to the Monterey Peninsula in conjunction with project approvals in the North of Tioga Coastal district; and

Sand City Local Coastal Program, Land Use Plan Policy 6.4.3.c) Circulation Designations requires the City to "*Plan and develop, provided that adequate funding is available, a public pedestrian/bike path along the existing and proposed Sand Dunes Drive right-of-way to connect to the regional bike path system in Fort Ord and Seaside/Monterey.* (This policy would allow this connection on the TAMC/Seaside corridor without having to navigate unsafe travel locations along Canyon Del Rey, Sand Dunes Drive, Tioga Avenue, the Cosco Shopping Center and North along the East side of State Route I to reconnect with the Regional Trail).

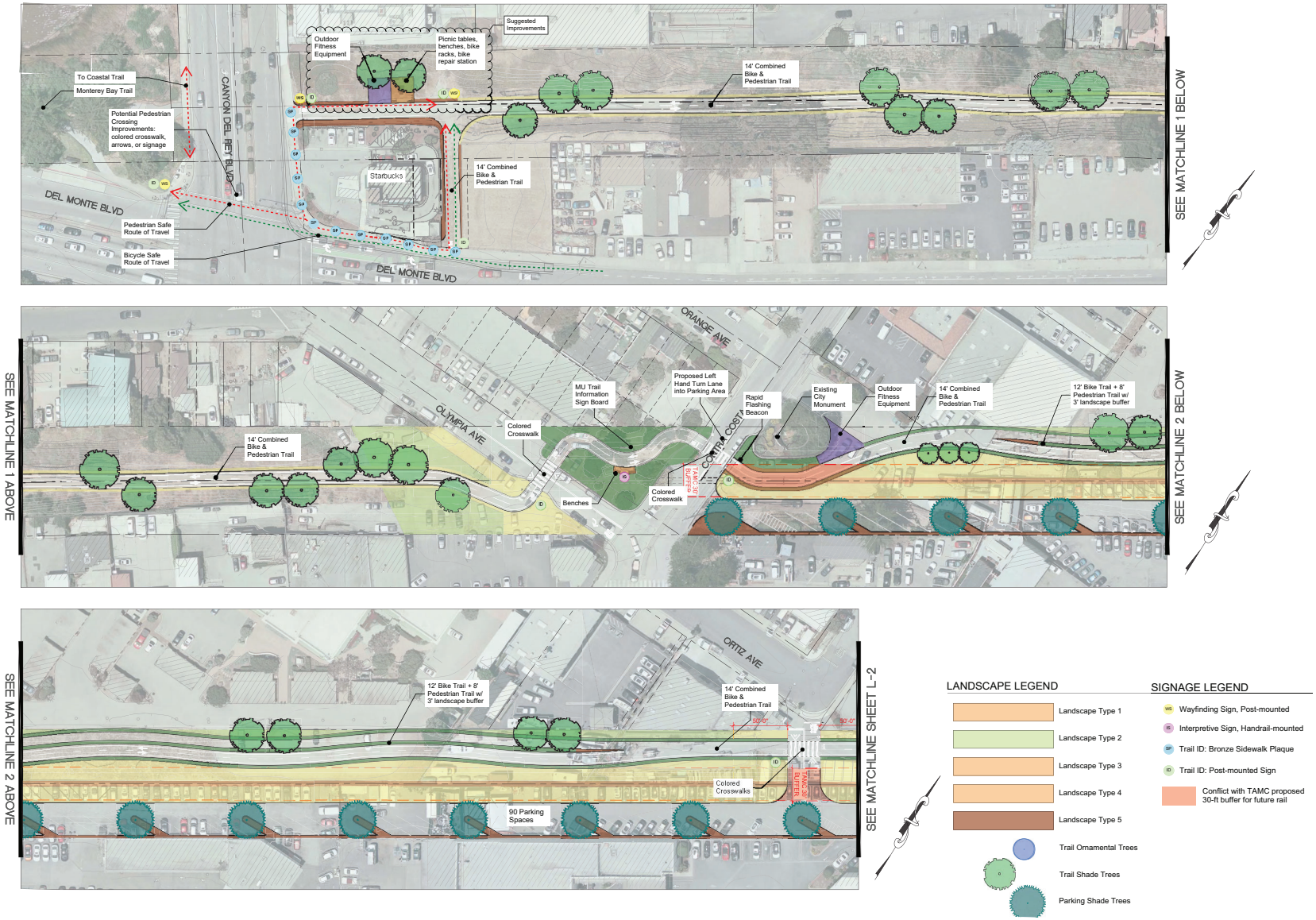
The City Council Finds that the Monterey Bay Coastal Recreation Trail, stretches 18 miles from Castroville in the north to Pacific Grove in the south. Completion of the Sand City segment will enable commuters, residents, and visitors to experience a continuous access through Monterey Peninsula. In addition to serving as a coastal recreation and public access resource, the Multiuse Trail is an economic resource, facilitating business, military and commuter activities.

The City Council finds that the trail is considered a priority coastal-dependent use (Coastal Act Sections 30101; 30255), as it is directly tied to and benefits from the coastal environment of Monterey Bay, providing recreational, transportation, and scenic access along the shoreline, as well as reducing air quality impacts and lowering green houser gases.

The Multiuse Trail system runs in close proximity to the Presidio of Monterey, Defense Language Institute Foreign Language Center (DLIFLC), Naval Postgraduate School (NPS), Fleet Numerical Meteorology and Oceanography Center (FNMOC), the Naval Research Laboratory (NRL), the Presidio of Monterey, the Defense Language Institute Foreign Language Center (DLIFLC), and U.S. Coast Guard Station Monterey, creating a strategic opportunity to support installation resilience, personnel readiness, and operational effectiveness. The Sand City Multiuse Trail Project creates a mission-supportive, community-integrated transportation and health asset that enhances readiness, improves access and quality of life for military families, and supports the operational excellence of the region's defense institutions.

Evidence: The staff report dated June 17, 2025; technical documents referenced in the staff report dated June 17, 2025 including focused plant surveys and archaeological assessment, plans and diagrams contained in Exhibit B of the subject resolution; Sand City General Plan and Local Coastal Program Land Use Plan.

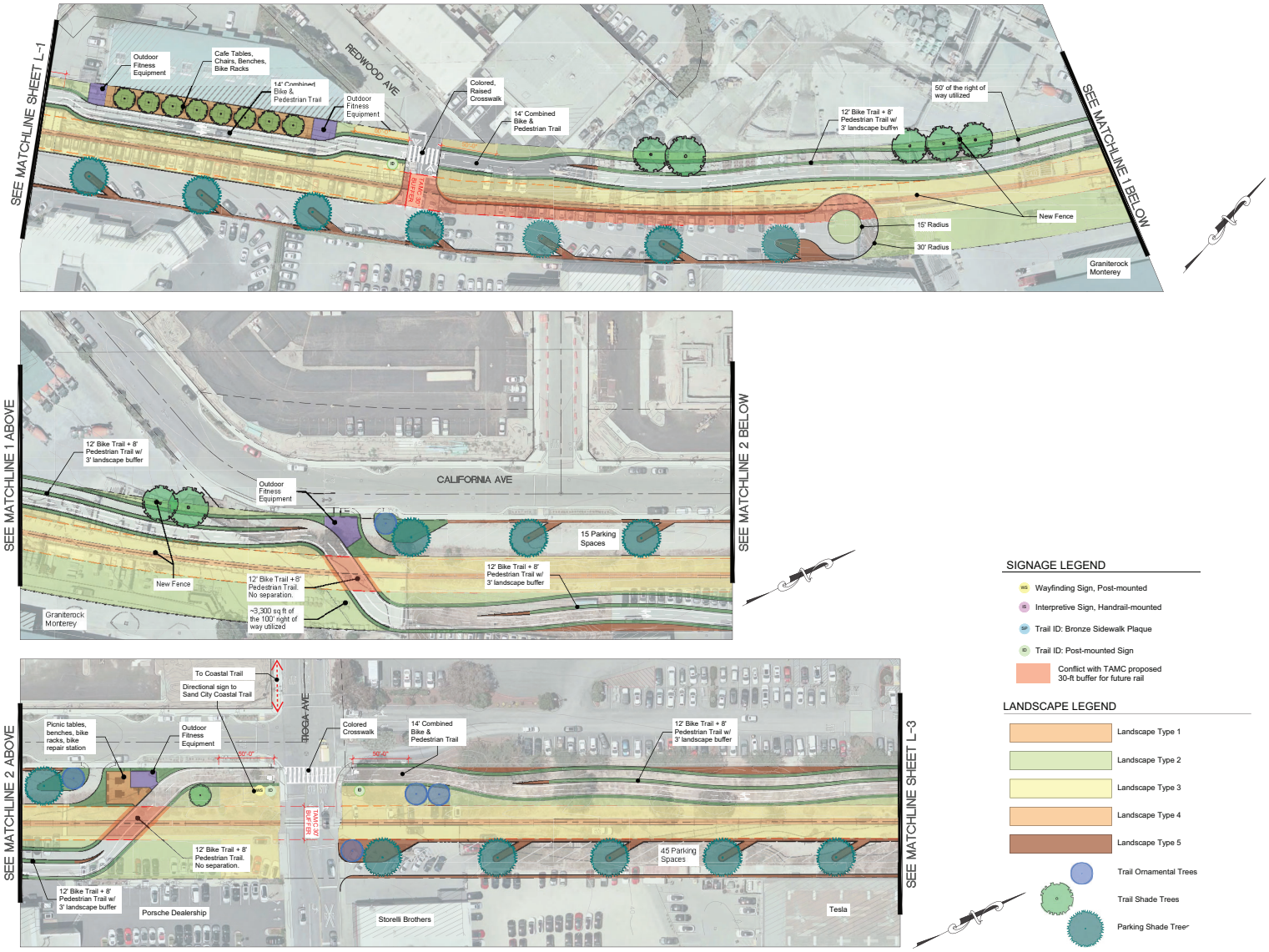
EXHIBIT B



Source: BFS Landscape Architects 2025

Figure 1

Sand City Multiuse Trail Sections 1-3

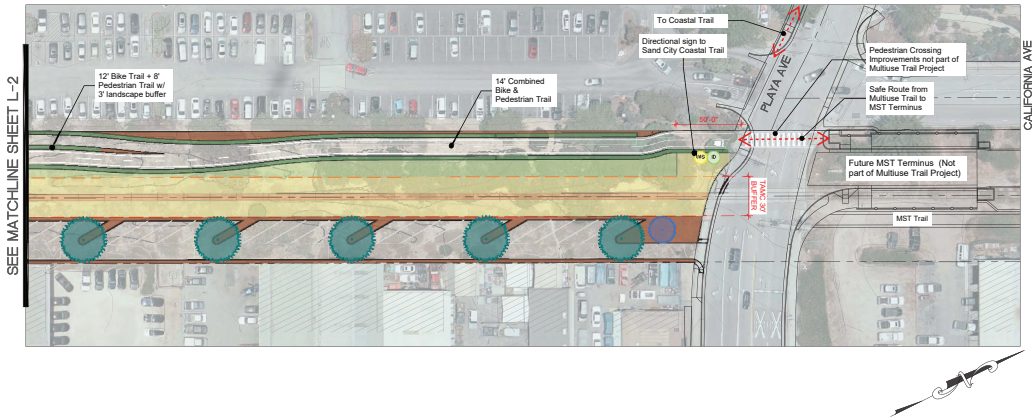


0 145 feet

Source: BFS Landscape Architects 2025

Figure 2

Sand City Multiuse Trail Sections 4-6



LANDSCAPE LEGEND

- Landscape Type 1
- Landscape Type 2
- Landscape Type 3
- Landscape Type 4
- Landscape Type 5
- Trail Ornamental Trees
- Trail Shade Trees
- Parking Shade Trees

SIGNAGE LEGEND

- Wayfinding Sign, Post-mounted
- Interpretive Sign, Handrail-mounted
- Trail ID: Bronze Sidewalk Plaque
- Trail ID: Post-mounted Sign
- Conflict with TAMC proposed 30-ft buffer for future rail

TREE LEGEND

Trail Ornamental Trees



ARBUTUS UNEDO
STRAWBERRY TREE



CEANOTHUS THYRSIFLORUS
BLUEBLOSSOM

TREE LEGEND

Trail Shade Trees



MELALEUCA QUINQUENERVIA
PAPERBARK TREE



TRISTANIA LAURINA 'ELEGANT'
ELEGANT WATER GUM

TREE LEGEND

Parking Shade Trees



LAGUNARIA PATERSONIA
PRIMROSE TREE



LOPHOSTEMON CONFERTUS
BRISBANE BOX



MELALEUCA LINARIIFOLIA
FLAX-LEAF PAPERBARK

LANDSCAPE LEGEND

- Landscape Type 1: Container planting - Very low (<24") woody shrubs and groundcovers (prunable, establishment period irrigated)
- Landscape Type 2: Hydroseed - Low (<36") perennials, forbs, non-woody groundcovers (mowable, non-irrigated)
- Landscape Type 3: Hydroseed - Very low (<24") grasses, perennials, forbs, wildflowers (mowable, non-irrigated)

LANDSCAPE LEGEND

- Landscape Type 4: Hydroseed - California Poppy and California Buttercup (maintained with string trimmers, non-irrigated). 5-ft wide inside existing railway tracks. 5-ft wide at buried railway tracks removed along with asphalt paving
- Landscape Type 5: Recycled Wood Mulch, no color added









ESCHSCHOLZIA CALIFORNICA
CALIFORNIA POPPY

0 145 feet

Source: BFS Landscape Architects 2025

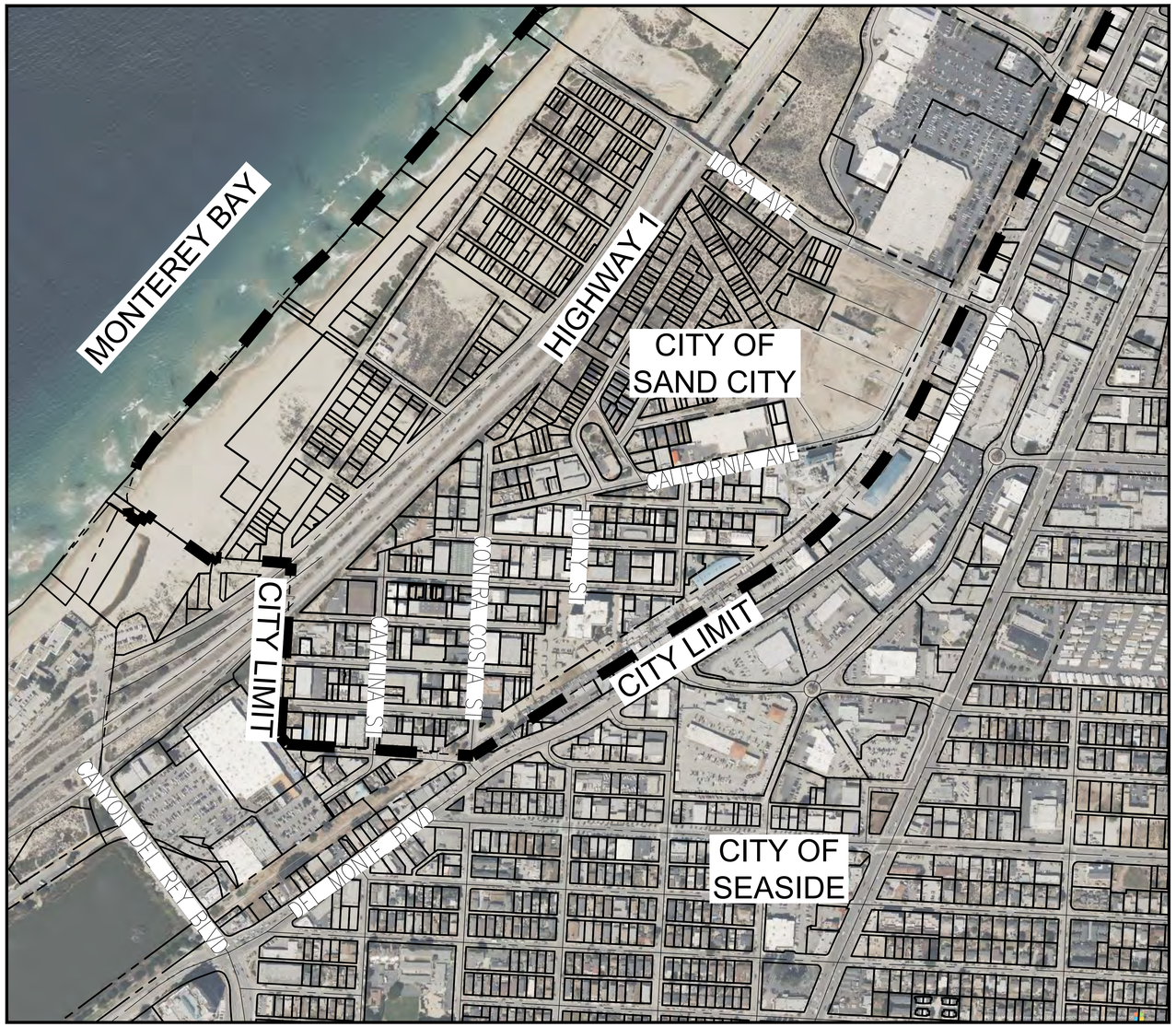
Figure 3

Sand City Multiuse Trail Section 7 and Tree Legend

Sand City Multiuse Trail

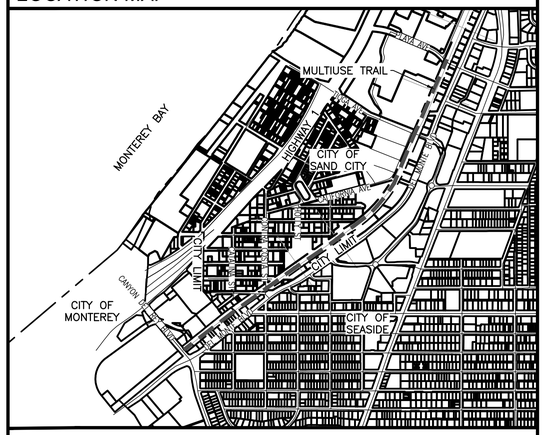
MULTIUSE TRAIL PROJECT

CITY OF SAND CITY, MONTEREY COUNTY, CALIFORNIA
PROJECT NO. 1240127001
MAY 2025
30% SUBMITTAL



GENERAL MAP
SCALE: 1"=300'

LOCATION MAP



PROJECT TEAM

OWNER	CITY OF SAND CITY 1 PENDERGRASS WAY SAND CITY, CA 93955 VIBEKE NORGAARD, CITY MANAGER TEL. 831-394-3054
CIVIL ENGINEER	HARRIS & ASSOCIATES 60 W ALISAL ST, SUITE 200 SALINAS, CA 93901 ELIZABETH REYES, P.E. TEL. 949-536-2516
TRAFFIC AND LIGHTING	TL ENGINEERING 314 COLVILLE DR SAN JOSE, CA 95123 LEO TRUJILLO, P.E., T.E. TEL. 209-829-1553
LANDSCAPE ARCHITECT	BFS LANDSCAPE ARCHITECTS 1580 W EL CAMINO REAL, SUITE 12 MOUNTAIN VIEW, CA 94040 ADIT PAL TEL. 650-326-6622
SURVEY	POLARIS LAND SURVEYING P.O. BOX 1378 CARMEL VALLEY, CA 93924 LYNN A. KOVACH, PLS TEL. 831-659-9564

SHEET INDEX

SHEET NO.	DRAWING NO.	TITLE
1	C1.0	COVER SHEET
2	C2.1	GENERAL NOTES
3	C2.2	INDEX MAP
4-6	C3.1-C3.3	DEMOLITION PLANS
7-21	C4.1-C4.15	MULTIUSE TRAIL PLAN & PROFILE
22-26	C4.16-C4.20	PARKING LOT IMPROVEMENTS
27-29	C5.1-C5.3	SIGNING AND STRIPING
XX-XX	LX-LX	LIGHTING
XX-XX	LS1.1-LS1.9	LANDSCAPE IMPROVEMENTS

ABBREVIATIONS

AB	AGGREGATE BASE	MAX	MAXIMUM
AC	ASPHALT CONCRETE	MID	MIDDLE
BC	BEGINNING OF CURVE	MIN	MINIMUM
BEG	BEGIN	MRSWMP	MONTEREY REGIONAL STORMWATER MANAGEMENT PROGRAM
BFP	BACK FLOW PREVENTER		
BLDG	BUILDING	NG	NATURAL GROUND
BMP	BEST MANAGEMENT PRACTICE	NPDES	NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM
BO	BLOW OFF VALVE		
BOW	BACK OF WALK	OB	OVERBUILD
CB	CATCH BASIN	OH	OVERHEAD ELECTRIC
CG&S	CURB, GUTTER, & SIDEWALK	PCC	PORTLAND CEMENT CONCRETE
CL	CENTERLINE	PCR	POST-CONSTRUCTION REQUIREMENTS
CO	CLEAN OUT		
CONC	CONCRETE	PL	PROPERTY LINE
COR	CORNER	PRC	POINT OF RETURN CURVE
C.O.S.	CITY OF SEASIDE	PT	POINT OF TANGENCY
CR	CROWN	PUE	PUBLIC UTILITY EASEMENT
DI	DROP INLET/DITCH INLET	PVC	POLYVINYL CHLORIDE
DW	DRIVEWAY	RCP	REINFORCED CONCRETE PIPE
DWG	DRAWING	ROW	RIGHT OF WAY
EC	END OF CURVE	SB	SOUND BARRIER
EM	EASEMENT	SC	SAW CUT
EP	EDGE OF PAVEMENT	SWCP	STORMWATER CONTROL PLAN
ER	END OF RETURN	SCSD	SEASIDE COUNTY SANITATION DISTRICT
(E)	EXISTING		
(F)	FUTURE	SDMH	STORM DRAIN MANHOLE
FC	FACE OF CURB	SLB	SLAB
FF	FINISH FLOOR	S.L.D.	SEE LANDSCAPE DRAWINGS
FG	FINISH GRADE	SO	SIDE OPENINGS
FH	FIRE HYDRANT	SS	SANITARY SEWER
FL	FLOW LINE	SSMH	SANITARY SEWER MANHOLE
GB	GRADE BREAK	STA	STATION
GRT	GRATE	STD	STANDARD
HGL	HYDRAULIC GRADE LINE	TB	TOP OF BANK
HL	HINGE LINE	TBR	TO BE REMOVED
ICV	IRRIGATION CONTROL VALVE	TC	TOP OF CURB
INV	INVERT	TI	TRAFFIC INDEX
JP	JOINT POLE	TW	TOP OF WALL
JT	JOINT TRENCH	TYP	TYPICAL
L	LENGTH	UG	UNDERGROUND GAS
LID	LOW IMPACT DEVELOPMENT	UT	UNDERGROUND TELEPHONE
LL	LOT LINE	W	WATER
LP	LOW POINT	WV	WATER VALVE
LS	LANDSCAPE		

CONTRACTOR MUST POTHOLE ALL EXISTING UTILITIES AS FIRST ORDER OF WORK PRIOR TO CONSTRUCTION OF PROPOSED IMPROVEMENTS.

811 Know what's below. Call before you dig.

REVISIONS

NO.	DATE	INITIAL	DESCRIPTION
1			NOT FOR CONSTRUCTION
2			
3			DRAFT SUBMITTAL
4			
5			

Harris & Associates
60 W Alisal Street, Suite 200, Salinas, CA 93901
p: 831.233.9242 * WeAreHarris.com

NOT FOR CONSTRUCTION
REGISTERED PROFESSIONAL ENGINEER * ELIZABETH G. REYES * NO. C58910 * RENEW 9-30-26 * CIVIL * STATE OF CALIFORNIA

CITY OF SAND CITY
1 PENDERGRASS WAY, SAND CITY, CA 93955

PROJECT TITLE
MULTIUSE TRAIL PROJECT

SHEET DESCRIPTION
COVER SHEET

DESIGNED BY:	IB
DATE:	5/15/25
SCALE:	AS NOTED
PROJECT NO.	1240127001
DRAWING NO.	C1.0
SHEET	1 OF XX

GENERAL NOTES

GENERAL

1. ALL WORK AND MATERIALS SHALL COMPLY WITH THE SPECIFICATIONS, STANDARDS AND ORDINANCES OF THE CITY OF SAND CITY, CITY OF SEASIDE, AND THE STATE STANDARD SPECIFICATIONS, CITY STANDARD DRAWINGS AND DETAILS ARE AVAILABLE ONLINE.
2. ALL EXISTING IMPROVEMENTS, INCLUDING BUT NOT LIMITED TO LANDSCAPING, FENCES, DRIVEWAYS, ACCESS ROADS, CURB, GUTTER, SIDEWALK, CULVERTS, DRAINS, AND MONUMENTS, SHALL BE RESTORED TO THE CONDITION IN WHICH THEY WERE, OR BETTER, BEFORE EXCAVATION WAS MADE. SEPARATE PAYMENT FOR RESTORATION OF EXISTING IMPROVEMENTS TO THEIR ORIGINAL CONDITION WILL NOT BE MADE. COMPENSATION FOR THIS TASK SHALL BE CONSIDERED AS INCLUDED IN THE VARIOUS BID ITEMS OF WORK INVOLVED. SOME EXISTING IMPROVEMENTS MAY NOT BE INCLUDED ON PLANS. CONTRACTOR SHALL INSPECT THE SITE IN ORDER TO SATISFY HIMSELF/HERSELF OF THE ACTUAL EXISTING SITE CONDITIONS.
3. VEGETATION AND IMPROVEMENTS SHALL BE REMOVED ONLY WHEN DIRECTED IN WRITING BY THE ENGINEER. NO TREES, VEGETATION OR IMPROVEMENTS (INCLUDING FENCES) SHALL BE REMOVED WITHOUT THE PRIOR WRITTEN CONSENT AND APPROVAL OF THE ENGINEER OR UNLESS OTHERWISE SPECIFIED IN THIS PLAN SET.
4. ALL EXISTING UTILITIES AND IMPROVEMENTS THAT BECOME DAMAGED DURING CONSTRUCTION SHALL BE COMPLETELY RESTORED BY THE CONTRACTOR AT CONTRACTOR'S EXPENSE TO THE SATISFACTION OF THE CITY.
5. CONTRACTOR SHALL BE RESPONSIBLE FOR DESIGN, INSTALLATION, AND REMOVAL OF ALL REQUIRED SHORING, SHEETING, AND BRACING, PER STATE AND FEDERAL REQUIREMENTS.
6. CONTRACTOR SHALL AT ALL TIMES HAVE AT THE JOB SITE SUFFICIENT PUMPING EQUIPMENT READY FOR IMMEDIATE USE. THE TRENCHES AND EXCAVATIONS SHALL BE KEPT ENTIRELY FREE OF WATER. WATER SHALL BE DISPOSED OF IN SUCH A MANNER AS WILL NOT CAUSE INJURY TO PUBLIC OR PRIVATE PROPERTY, NOR BE A MENACE TO PUBLIC HEALTH.
7. NO OPEN TRENCHES SHALL BE ALLOWED AT THE END OF ANY CONSTRUCTION WORK DAY. ALL EXCAVATIONS SHALL BE FILLED IN WITH TEMPORARY PAVING AT THE END OF EACH WORK DAY.
8. CONTRACTOR SHALL CONFINE HIS OPERATIONS AND ACTIVITIES WITHIN THE PROJECT LIMITS CONSISTING OF EASEMENTS, ROAD RIGHT-OF-WAY, AND RIGHTS OF ENTRY AS SHOWN ON THE PLANS AND AS DIRECTED BY THE ENGINEER.
9. THE EXACT LOCATION OF PROPOSED FACILITIES MAY BE FIELD ADJUSTED IF PROPOSED BY THE CONTRACTOR AND APPROVED BY THE ENGINEER PRIOR TO INSTALLATION.
10. IF ARCHAEOLOGICAL MATERIALS ARE UNCOVERED DURING GRADING, TRENCHING, OR OTHER EXCAVATION, EARTHWORK WITHIN 100 FEET OF THIS AREA SHALL BE STOPPED UNTIL A PROFESSIONAL ARCHAEOLOGIST WHO IS CERTIFIED BY THE SOCIETY FOR CALIFORNIA ARCHAEOLOGY (SCA) OR THE SOCIETY OF PROFESSIONAL ARCHAEOLOGISTS (SOPA) HAS HAD AN OPPORTUNITY TO EVALUATE THE SIGNIFICANCE OF THE FIND AND SUGGEST APPROPRIATE MITIGATION MEASURES, IF THEY ARE DEEMED NECESSARY.
11. ALL SEWER MAINS AND SERVICES SHALL BE SEPARATED FROM WATER MAINS AND SERVICES PER STATE HEALTH DEPARTMENT STANDARDS.
12. CONTRACTOR IS RESPONSIBLE FOR IDENTIFYING AND ACQUIRING LAYDOWN AREA TO BE USED FOR STAGING AND MATERIAL STORAGE DURING CONSTRUCTION.
13. FACILITIES DISTURBED DURING CONSTRUCTION SHALL BE RE-INSTALLED IN ACCORDANCE WITH RESPECTIVE CITY STANDARD DETAILS. THE EXACT LOCATION MAY BE FIELD ADJUSTED IF REQUESTED BY THE CONTRACTOR AND APPROVED BY THE ENGINEER PRIOR TO INSTALLATION.

PERMITS

1. THE CONTRACTOR SHALL NOTIFY CITY INSPECTOR AT LEAST 48 HOURS IN ADVANCE OF ANY WORK THAT WILL REQUIRE INSPECTION BY THE RESPECTIVE UTILITY COMPANIES. THIS SHALL INCLUDE, BUT NOT BE LIMITED TO, NATURAL GAS, ELECTRICAL, TELEPHONE, AND CABLE TELEVISION, FIBER OPTICS CABLES, ETC.
2. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO OBTAIN ALL NECESSARY PERMITS AND LICENSES TO PERFORM THE IMPROVEMENTS IN THESE PLANS FROM THE APPROPRIATE AGENCIES AND TO COMPLY WITH THE AGENCIES' REQUIREMENTS. THE CONTRACTOR MUST COMPLY WITH ALL APPLICABLE NATIONAL, STATE, AND LOCAL LAWS.
3. ANY WORK WITHIN PROPERTY BELONGING TO THE STATE OF CALIFORNIA DEPARTMENT OF PARKS AND RECREATION SHALL BE IN ACCORDANCE WITH THE EXECUTED RIGHT OF ENTRY (ROE) PERMIT BETWEEN THE STATE OF CALIFORNIA DEPARTMENT OF PARKS AND RECREATION AND THE CITY OF SAND CITY. CONTRACTOR SHALL OBTAIN A COPY OF THE EXECUTED ROE PERMIT ON SITE AT ALL TIMES DURING THE COURSE OF CONSTRUCTION.

SAFETY

1. SAFETY MEASURES: AT ALL TIMES, INCLUDING NON-WORKING HOURS, THE CONTRACTOR SHALL BE SOLELY AND COMPLETELY RESPONSIBLE FOR CONDITIONS OF THE JOB SITE, CONTRACTOR'S OPERATION, AND/OR MATERIALS AND EQUIPMENT STORED IN THE STAGING AREAS, INCLUDING SAFETY OF PERSONS AND PROPERTY, AND FOR ALL NECESSARY INDEPENDENT ENGINEERING REVIEWS OF THE CONDITIONS. THE ENGINEER'S JOB SITE REVIEW IS NOT INTENDED TO INCLUDE REVIEW OF THE ADEQUACY OF THE CONTRACTOR'S SAFETY MEASURES.
2. WARNING! THE EXISTING SANITARY SEWERS ARE KNOWN TO HAVE HIGH CONCENTRATIONS OF TOXIC AND/OR EXPLOSIVE GASES. OTHER PIPELINES MAY ALSO HAVE TOXIC AND/OR EXPLOSIVE GASES. SEWER WASTEWATER MAY CONTAIN INFECTIOUS AND/OR CONTAGIOUS DISEASES AND THE CONTRACTOR SHALL OBSERVE ALL NECESSARY PRECAUTIONS.
3. MANHOLE ENTRY AND/OR ENTRY TO ANY EXCAVATION GREATER THAN FOUR (4) FEET DEEP SHALL BE IN FULL COMPLIANCE WITH THE CONFINED SPACE ENTRY REQUIREMENTS OF CALIFORNIA AND FEDERAL OSHA.

TRAFFIC CONTROL

1. THE CONTRACTOR SHALL PROVIDE ADEQUATE TRAFFIC CONTROLS INCLUDING FLAG PERSONS AND CHANGEABLE MESSAGE SIGNS. THE CONTRACTOR SHALL PREPARE AND SUBMIT TO THE CITY A PROJECT SPECIFIC TRAFFIC CONTROL PLAN PER SPECIFICATIONS FOR REVIEW AND APPROVAL PRIOR TO THE START OF WORK. THE TRAFFIC CONTROL PLAN SHALL BE PREPARED BY A REGISTERED CIVIL ENGINEER OR A LICENSED TRAFFIC ENGINEER IN THE STATE OF CALIFORNIA. THE CITY RESERVES THE RIGHT TO REQUIRE MODIFICATIONS TO THE APPROVED PLAN IN THE FIELD. WORK SHALL NOT BEGIN UNTIL ADEQUATE TEMPORARY BARRICADES, BARRIERS, FENCES, WARNING SIGNS, LIGHTS, OR OTHER SUCH TRAFFIC AND PEDESTRIAN WARNING AND CONTROL DEVICES ARE INSTALLED AS REQUIRED BY THE TRAFFIC CONTROL PLAN.
2. ACCESS TO EACH PROPERTY SHALL BE PROVIDED AT ALL TIMES. IF DURING THE COURSE OF CONSTRUCTION IT BECOMES NECESSARY TO RESTRICT ACCESS TO A GIVEN PROPERTY IN ORDER TO COMPLETE PROJECT IMPROVEMENTS, CONTRACTOR SHALL COORDINATE WITH PROPERTY OWNER AFTER OBTAINING APPROVAL FROM THE CITY.
3. CONTRACTOR SHALL MAINTAIN CONTINUOUS PEDESTRIAN ACCESS TO ALL ADJACENT PROPERTIES THROUGHOUT DURATION OF CONSTRUCTION. CONTRACTOR SHALL PROVIDE TEMPORARY WALKWAY FACILITIES AND GUIDANCE SIGNAGE TO DIRECT THE PUBLIC THROUGH OR AROUND ACTIVE CONSTRUCTION.
4. CONTRACTOR SHALL TAKE SPECIAL MEASURES TO CLEAN UP THE CONSTRUCTION SITE AND PROVIDE SMOOTH TRANSITION TO ALL ACTIVE CONSTRUCTION AREAS.
5. NO MATERIALS OR EQUIPMENT SHALL BE STORED WITHIN THE PUBLIC RIGHT-OF-WAY.

STREET SURFACE NOTES

1. REPLACEMENT ASPHALT CONCRETE THICKNESS SHALL MATCH EXISTING.
2. THE CONTRACTOR SHALL NOT ORDER NOR PLACE ANY PORTLAND CEMENT CONCRETE OR ASPHALT CONCRETE PAVING UNTIL THE FORMS AND SUBGRADE AND/OR AGGREGATE BASE HAVE BEEN INSPECTED BY THE CITY AND APPROVED BY THE CITY.
3. EDGE OF EXISTING ASPHALT PAVEMENT SHALL BE TACK COATED PRIOR TO CONSTRUCTION OF NEW ADJACENT ASPHALT PAVEMENT.
4. THE FINAL OR SURFACE LAYER OF ASPHALT CONCRETE SHALL NOT BE PLACED UNTIL ALL ON-SITE IMPROVEMENTS HAVE BEEN COMPLETED AND UNTIL ALL UNACCEPTABLE CONCRETE WORK HAS BEEN REMOVED AND REPLACED, UNLESS OTHERWISE APPROVED BY THE CITY.

POLLUTION PREVENTION

1. THE CONTRACTOR SHALL COMPLY WITH THE CITY'S NON-POINT SOURCE POLLUTION PREVENTION ORDINANCE AND THE STORM WATER POLLUTION PREVENTION PLAN BEST MANAGEMENT PRACTICES (BMP) FOR THIS PROJECT.

UTILITIES

1. THE HORIZONTAL AND VERTICAL LOCATIONS AND TYPES OF EXISTING UTILITIES SHOWN ON THE IMPROVEMENT PLANS ARE BASED ON SURVEY AND INFORMATION FURNISHED BY SERVICING AGENCIES AND ARE TO BE SUPPLEMENTED BY ACTUAL FIELD INVESTIGATIONS AND VERIFICATIONS BY CONTRACTOR. CONTRACTOR SHALL DETERMINE DEPTHS AND EXACT LOCATIONS OF EXISTING SERVICES WHETHER SHOWN ON THE PLANS OR NOT. CONTRACTOR SHALL AVOID DAMAGES TO EXISTING UTILITIES ENCOUNTERED. ANY DAMAGE TO EXISTING FACILITIES CAUSED BY THE CONTRACT SHALL BE PREPARED AT THE CONTRACTOR'S EXPENSE. ANY ADDITIONAL COSTS IF INCURRED, AS A RESULT OF CONTRACTOR'S FAILURE TO VERIFY LOCATIONS OF EXISTING UTILITIES PRIOR TO BEGINNING OF CONSTRUCTION IN THEIR VICINITY, SHALL BE BORNE BY THE CONTRACTOR. CONTRACTOR SHALL NOTIFY THE UTILITY AGENCIES AND UNDERGROUND SERVICE ALERT (USA) AT (900) 227-2600 AT LEAST TWO (2) WORKING DAYS PRIOR TO EXCAVATING.
2. THE CONTRACTOR SHALL EXERCISE NECESSARY CAUTION WHEN WORKING NEAR ALL EXISTING UTILITIES. ALL EXISTING UTILITIES, IMPROVEMENTS, STREETS, STREET MARKINGS & REFLECTORS, AND SIDEWALKS THAT BECOME DAMAGED DURING CONSTRUCTION OR ANY ACTIVITY BY CONTRACTOR OR CONTRACTOR'S REPRESENTATIVE IN ASSOCIATION WITH THIS WORK SHALL BE COMPLETELY RESTORED IN ACCORDANCE WITH STANDARDS AND REQUIREMENTS OF THE FACILITIES' OWNER, TO THE SATISFACTION OF THE CITY, AT THE CONTRACTOR'S EXPENSE AT NO ADDITIONAL COST TO BOTH THE OWNER AND THE CITY.
3. EXISTING SERVICES TO THE PROPERTIES MUST BE MAINTAINED BY CONTRACTOR AT ALL TIMES DURING CONSTRUCTION. CONTRACTOR SHALL NOTIFY THE PROPERTY OWNERS OF ANY INTERRUPTION OF SERVICES PRIOR TO ANY WORK ON EXISTING UTILITY LINES.
4. THE CONTRACTOR SHALL PROVIDE ACCESS TO UTILITY COMPANIES FOR MAINTENANCE AND WORK ON THEIR UTILITIES DURING THE COURSE OF THE WORK.
5. ALL VALVE BOXES AND MANHOLES,IF ANY, SHALL BE ADJUSTED TO GRADE, UNLESS OTHERWISE NOTED.

SURVEY MONUMENTS

1. THE CONTRACTOR IS RESPONSIBLE FOR THE PRESERVATION AND OR PERPETUATION OF ALL EXISTING MONUMENTS AND STAKES WITHIN THE CONTRACTOR'S AREA OF WORK. THE CONTRACTOR SHALL NOT DISTURB OR REMOVE ANY MONUMENTS OR STAKES WITHOUT THE WRITTEN PERMISSION OF THE CITY ENGINEER, AND SHALL BEAR THE EXPENSE OF RESETTING ANY MONUMENTS OR STAKES WHICH MAY BE DISTURBED OR REMOVED WITH OR WITHOUT PERMISSION. THE CONTRACTOR SHALL PROVIDE A MINIMUM OF 15 WORKING DAYS NOTICE TO THE CITY ENGINEER PRIOR TO DISTURBANCE OR REMOVAL OF EXISTING MONUMENTS OR STAKES. THE CONTRACTOR SHALL UTILIZE THE SERVICES OF A CALIFORNIA LICENSED LAND SURVEYOR TO RESET ALL DISTURBED OR REMOVED MONUMENTS AND STAKES OR PROVIDE WITNESS MONUMENTS, PREPARE ALL REQUIRED DOCUMENTATION AND RECORDS, AND FILE THE REQUIRED DOCUMENTATION AND RECORDS WITH THE MONTEREY COUNTY SURVEYOR.

SAND CITY

REVISIONS

NO.	DATE	INITIAL	DESCRIPTION
1			NOT FOR CONSTRUCTION
2			
3			DRAFT SUBMITTAL

Harris & Associates
60 W Alisal Street, Suite 200, Salinas, CA 93901
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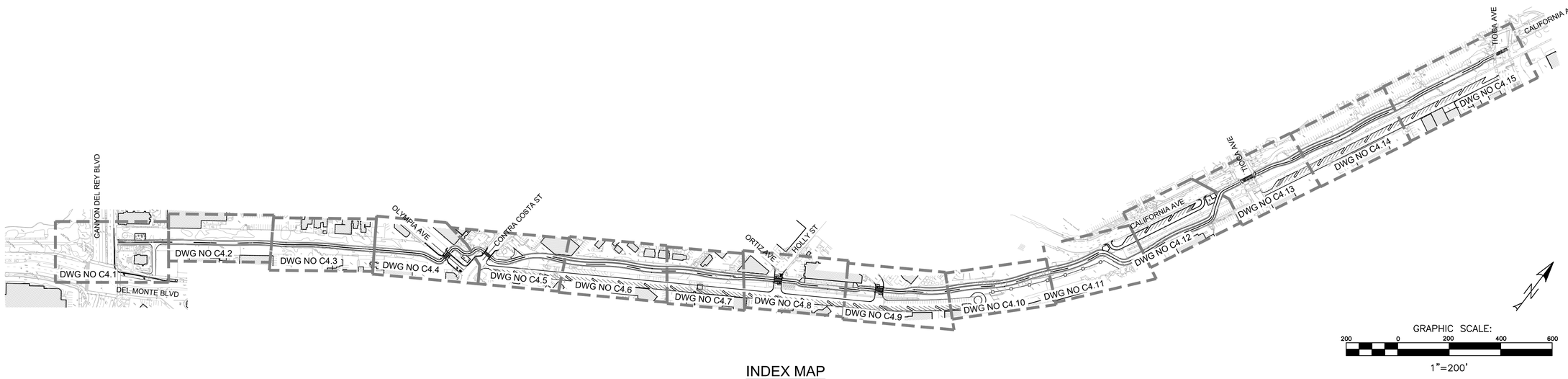
PROFESSIONAL ENGINEER * ELIZABETH G. REYES * NO. C80910 RENEW 9-30-26 * CIVIL * STATE OF CALIFORNIA * REGISTERED
NOT FOR CONSTRUCTION

CITY OF SAND CITY
1. PENDERGRASS WAY, SAND CITY, CA 93955

PROJECT TITLE
MULTIUSE TRAIL PROJECT

SHEET DESCRIPTION
GENERAL NOTES

DESIGNED BY:	IB
DATE:	5/15/25
SCALE:	AS NOTED
PROJECT NO.	1240127001
DRAWING NO.	C2.1
SHEET	2 OF XX



INDEX MAP

SAND CITY

REVISIONS NO.	DATE	INITIAL	DESCRIPTION
			NOT FOR CONSTRUCTION
			DRAFT SUBMITTAL

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60 W Alisal Street, Suite 200, Salinas, CA 93901
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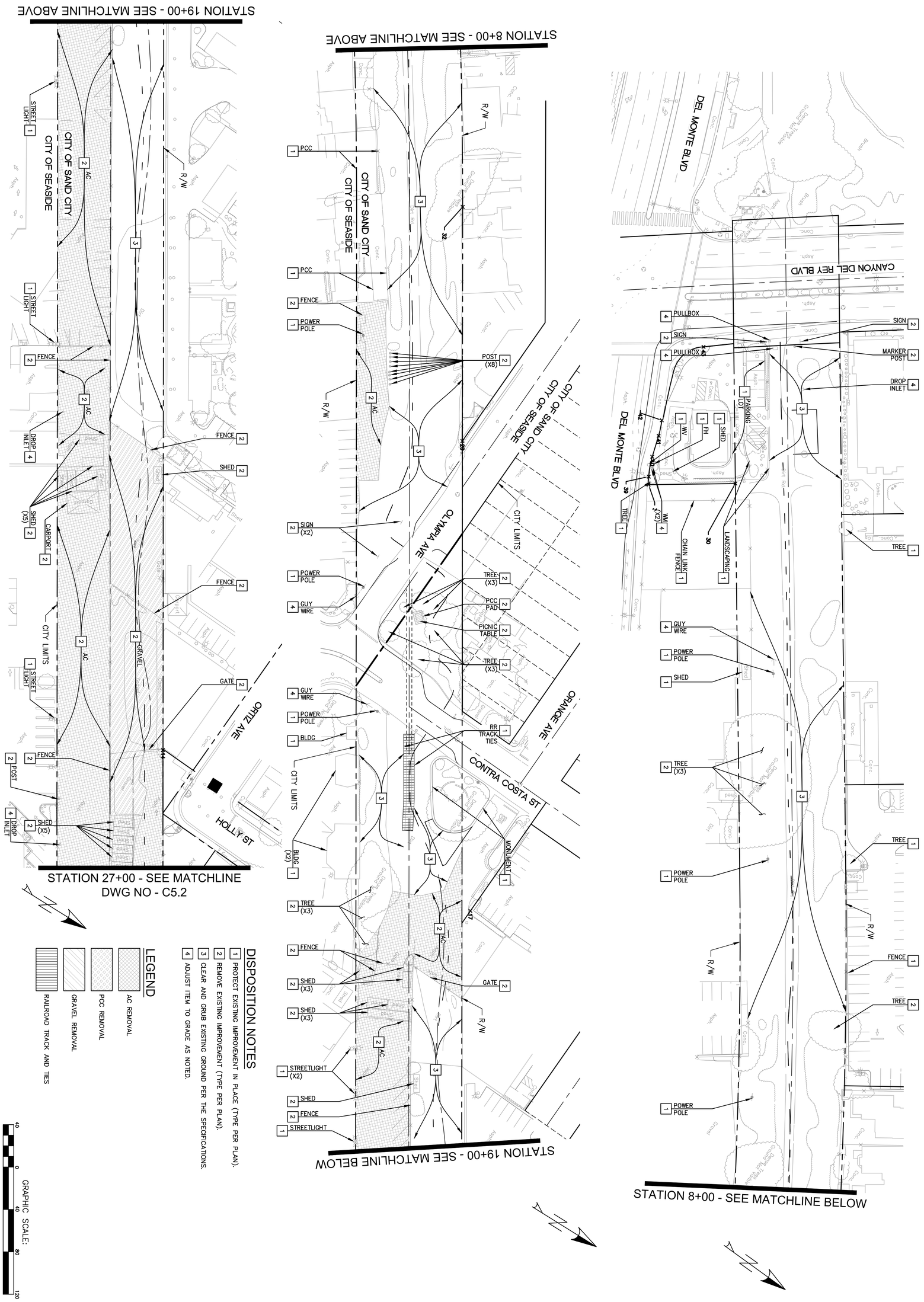
REGISTERED PROFESSIONAL ENGINEER
ELIZABETH G. REYES
NO. C90210
RENEW 9-30-2026
STATE OF CALIFORNIA CIVIL
NOT FOR CONSTRUCTION

CITY OF SAND CITY
1 PENDERGRASS WAY, SAND CITY, CA 93955

PROJECT TITLE
MULTIUSE TRAIL PROJECT

SHEET DESCRIPTION
INDEX MAP

DESIGNED BY:	IB
DATE:	5/15/25
SCALE:	AS NOTED
PROJECT NO.	1240127001
DRAWING NO.	C2.2
SHEET	3 OF XX



LEGEND

- AC REMOVAL
- PCC REMOVAL
- GRAVEL REMOVAL
- RAILROAD TRACK AND TIES

DISPOSITION NOTES

1. PROTECT EXISTING IMPROVEMENT IN PLACE (TYPE PER PLAN).
2. REMOVE EXISTING IMPROVEMENT (TYPE PER PLAN).
3. CLEAR AND GRUB EXISTING GROUND PER THE SPECIFICATIONS.
4. ADJUST ITEM TO GRADE AS NOTED.

GRAPHIC SCALE: 1"=40'

DESIGNED BY:	IB
DATE: 5/15/25	
SCALE: AS NOTED	
PROJECT NO.	124012001
DRAWING NO.	C3.1
SHEET	4 OF XX

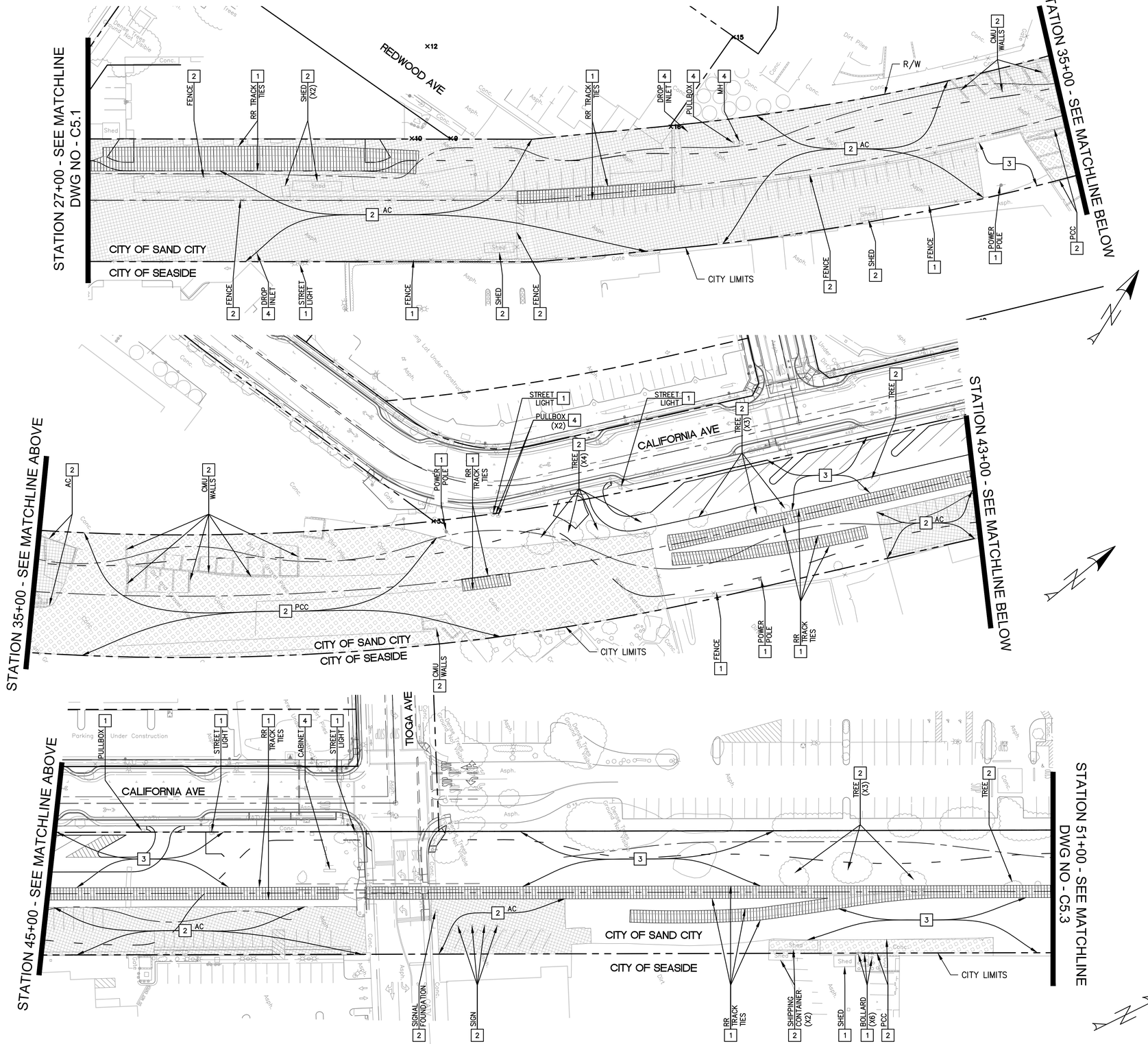
CITY OF SAND CITY
1 PENDERGRASS WAY, SAND CITY, CA 93955
PROJECT TITLE
MULTIUSE TRAIL PROJECT
SHEET DESCRIPTION
SIGNING AND STRIPING

NOT FOR CONSTRUCTION
REGISTERED PROFESSIONAL ENGINEER ELIZABETH G. REYES NO. 19010 RENEW 9-30-26 CIVIL STATE OF CALIFORNIA

Harris & Associates
60 W Alisal Street, Suite 200, Salinas, CA 93901
p: 831.233.9242 * WeAreHarris.com

REVISIONS			
NO.	DATE	INITIAL	DESCRIPTION
			NOT FOR CONSTRUCTION
			DRAFT SUBMITTAL

SAND CITY



DISPOSITION NOTES

1. PROTECT EXISTING IMPROVEMENT IN PLACE (TYPE PER PLAN).
2. REMOVE EXISTING IMPROVEMENT (TYPE PER PLAN).
3. CLEAR AND GRUB EXISTING GROUND PER THE SPECIFICATIONS.
4. ADJUST ITEM TO GRADE AS NOTED.

LEGEND

- AC REMOVAL
- PCC REMOVAL
- GRAVEL REMOVAL
- RAILROAD TRACK AND TIES

GRAPHIC SCALE:
40 0 40 80 120
1"=40'

REVISIONS

NO.	DATE	INITIAL	DESCRIPTION
1			NOT FOR CONSTRUCTION
2			
3			DRAFT SUBMITTAL

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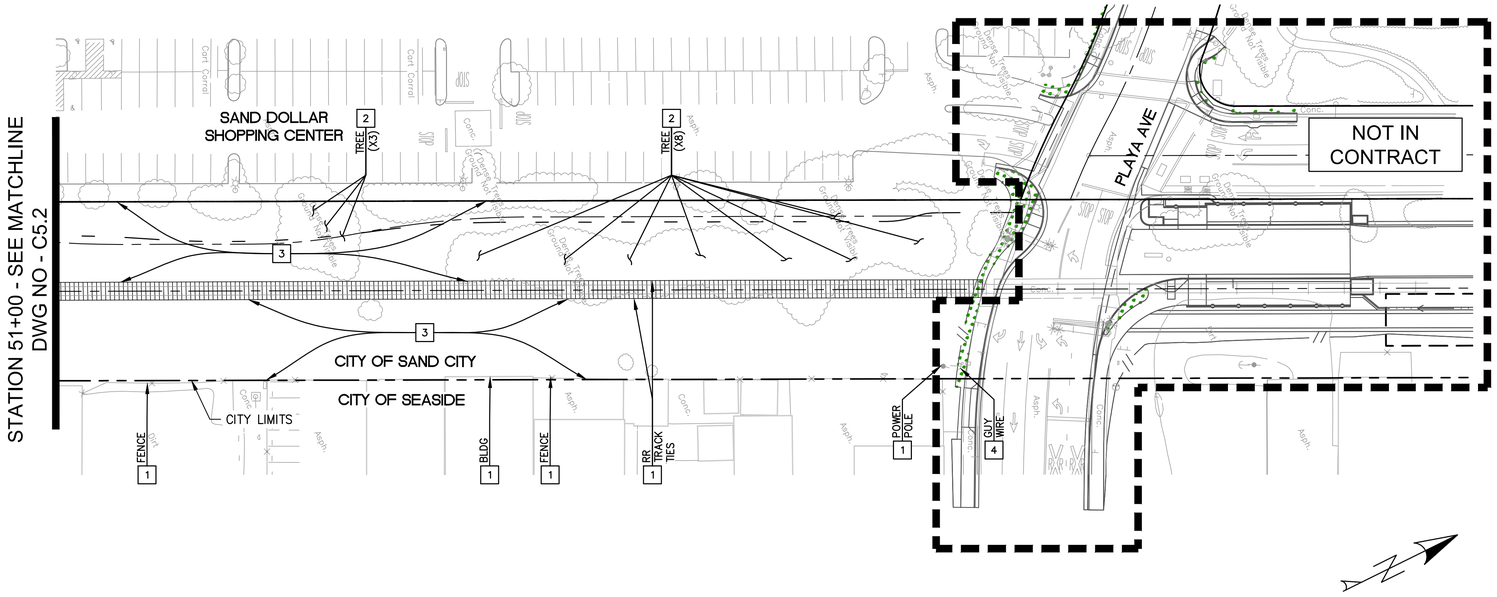
REGISTERED PROFESSIONAL ENGINEER
ELIZABETH G. REYES
NO. C89910 CIVIL
RENEW 9-30-26
STATE OF CALIFORNIA
NOT FOR CONSTRUCTION

CITY OF SAND CITY
1 PENDERGRASS WAY, SAND CITY, CA 93955

PROJECT TITLE
MULTIUSE TRAIL PROJECT

SHEET DESCRIPTION
SIGNING & STRIPING

DESIGNED BY:	IB
DATE:	5/15/25
SCALE:	AS NOTED
PROJECT NO.	1240127001
DRAWING NO.	C3.2
SHEET	5 OF XX



DISPOSITION NOTES

1. PROTECT EXISTING IMPROVEMENT IN PLACE (TYPE PER PLAN).
2. REMOVE EXISTING IMPROVEMENT (TYPE PER PLAN).
3. CLEAR AND GRUB EXISTING GROUND PER THE SPECIFICATIONS.
4. ADJUST ITEM TO GRADE AS NOTED.

LEGEND

- AC REMOVAL
- PCC REMOVAL
- GRAVEL REMOVAL
- RAILROAD TRACK AND TIES

GRAPHIC SCALE:

40 0 40 80 120

1"=40'

REVISIONS

NO.	DATE	INITIAL	DESCRIPTION
1			NOT FOR CONSTRUCTION
2			
3			DRAFT SUBMITTAL

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NOT FOR CONSTRUCTION
REGISTERED PROFESSIONAL ENGINEER
ELIZABETH G. REYES
NO. C80810
RENEW 9-30-2026
CIVIL
STATE OF CALIFORNIA

CITY OF SAND CITY
1 PENDERGRASS WAY, SAND CITY, CA 93955

PROJECT TITLE
MULTIUSE TRAIL PROJECT

SHEET DESCRIPTION
SIGNING & STRIPING

DESIGNED BY:	IB
DATE:	5/15/25
SCALE:	AS NOTED
PROJECT NO.	1240127001
DRAWING NO.	C3.3
SHEET	6 OF XX

PROFILE SCALE:
HORIZONTAL: 1" = 20'
VERTICAL : 1" = 4'

CONSTRUCTION NOTES

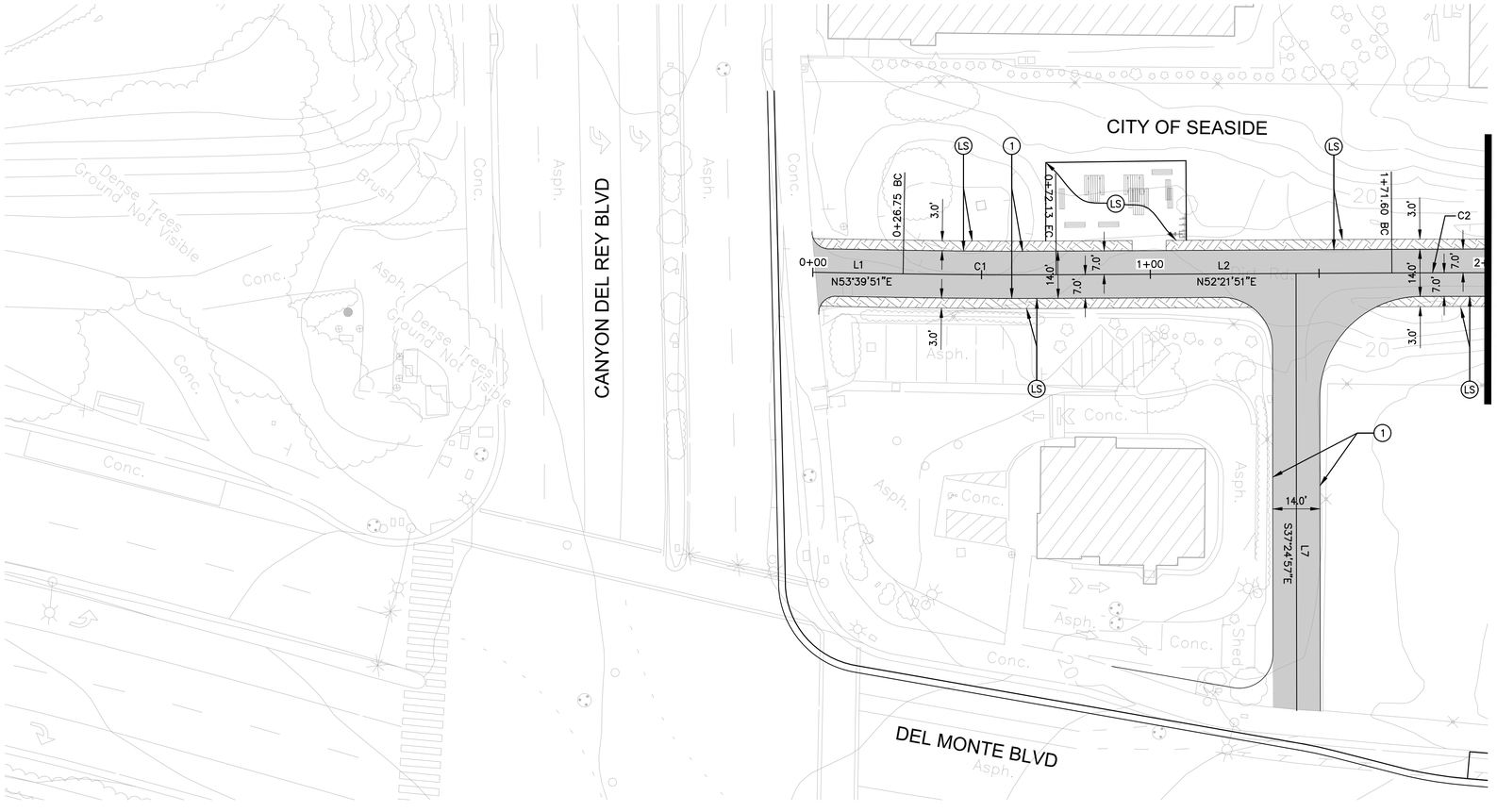
(P) PROTECT EXISTING IMPROVEMENT IN PLACE.

(LS) SEE PROPOSED LANDSCAPING IMPROVEMENT PLAN SHEETS XX–XX.

(SL) SEE PROPOSED LIGHTING IMPROVEMENT PLAN SHEETS XX–XX.

(1) CONSTRUCT 4–INCH FULL DEPTH ASPHALT CONCRETE, GRADE PG XX–XX OVER COMPACTED NATIVE TO 95% RELATIVE COMPACTION. SCARIFY AND RECOMPACT SUB BASE (6–IN MINIMUM).

PROFILE



PLAN

LEGEND

PROPOSED ASPHALT CONCRETE PAVEMENT PER CN 1

LANDSCAPE BUFFER (SEE LANDSCAPING PLANS SHEETS XX–XX)

RIGHT OF WAY

CITY LIMITS

CL CURVE AND LINE TABLE				
SEGMENT	LENGTH	BEARING	DELTA	RADIUS
C1	45.38'		1°18'00"	2000.00'
C2	169.00'		2°06'06"	4607.00'
L1	26.75'	N53°39'51"E		
L2	99.47'	N52°21'51"E		
L7	129.61'	S37°24'57"E		

GRAPHIC SCALE:
20 0 20 40 60
1"=20'

SAND CITY

REVISIONS			
NO.	DATE	INITIAL	DESCRIPTION
1			NOT FOR CONSTRUCTION
2			
3			DRAFT SUBMITTAL

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REGISTERED PROFESSIONAL ENGINEER
ELIZABETH G. REYES
NO. C80210
RENEW 9-30-26
CIVIL
STATE OF CALIFORNIA
NOT FOR CONSTRUCTION

CITY OF SAND CITY
1 PENDERGRASS WAY, SAND CITY, CA 93955
PROJECT TITLE
MULTIUSE TRAIL PROJECT
SHEET DESCRIPTION
PLAN & PROFILE

DESIGNED BY:	IB
DATE:	5/15/25
SCALE:	AS NOTED
PROJECT NO.	1240127001
DRAWING NO.	C4.1
SHEET	7 OF XX

PROFILE SCALE:
HORIZONTAL: 1" = 20'
VERTICAL : 1" = 4'

CONSTRUCTION NOTES

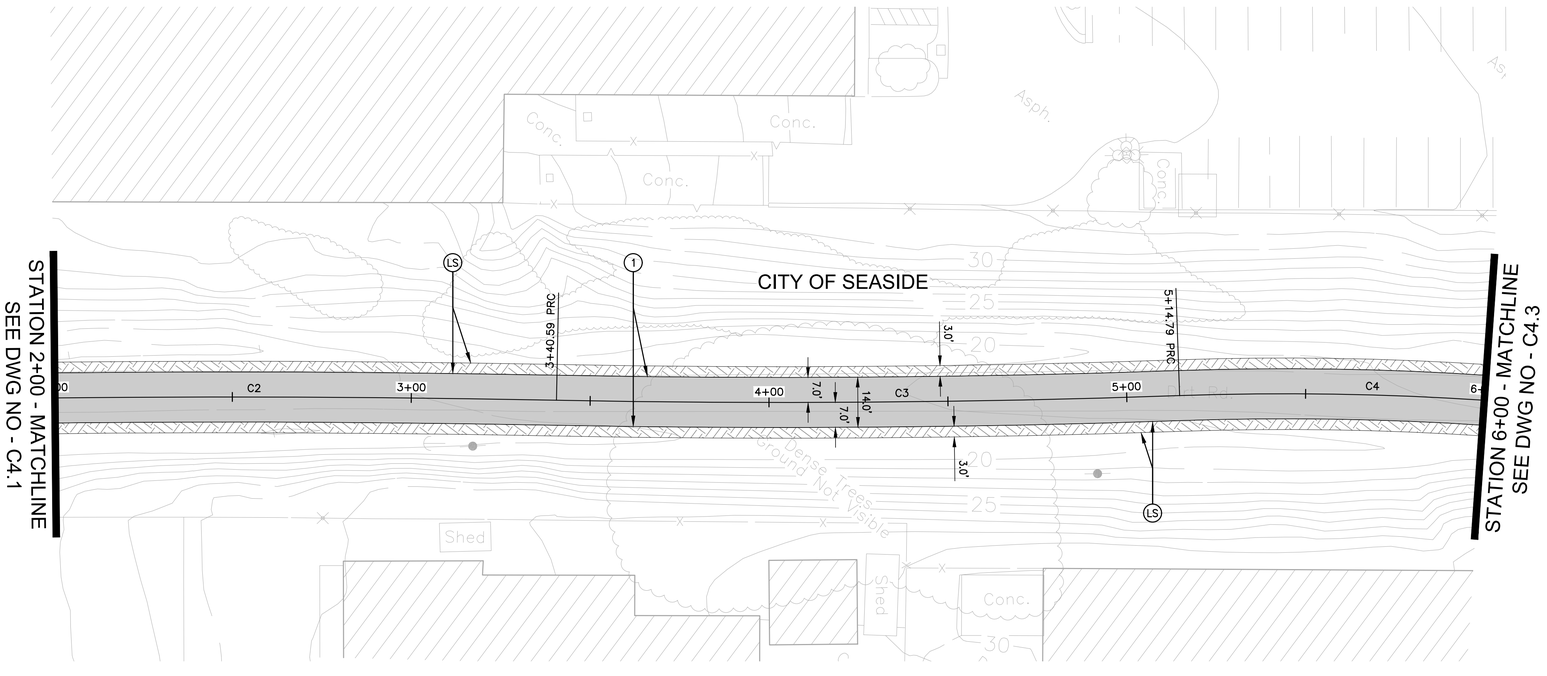
(P) PROTECT EXISTING IMPROVEMENT IN PLACE.

(LS) SEE PROPOSED LANDSCAPING IMPROVEMENT PLAN SHEETS XX–XX.

(SL) SEE PROPOSED LIGHTING IMPROVEMENT PLAN SHEETS XX–XX.

(1) CONSTRUCT 4–INCH FULL DEPTH ASPHALT CONCRETE, GRADE PG XX–XX OVER COMPACTED NATIVE TO 95% RELATIVE COMPACTION. SCARIFY AND RECOMPACT SUB BASE (6–IN MINIMUM).

PROFILE



PLAN

LEGEND

PROPOSED ASPHALT CONCRETE PAVEMENT PER CN 1

LANDSCAPE BUFFER (SEE LANDSCAPING PLANS SHEETS XX–XX)

RIGHT OF WAY

CITY LIMITS

CL CURVE AND LINE TABLE				
SEGMENT	LENGTH	BEARING	DELTA	RADIUS
C2	169.00'		2°06'06"	4607.00'
C3	174.19'		3°07'54"	3187.00'
C4	107.76'		7°15'19"	851.00'

GRAPHIC SCALE:
20 0 20 40 60
1"=20'

REVISIONS

NO.	DATE	INITIAL	DESCRIPTION
1			NOT FOR CONSTRUCTION
2			
3			DRAFT SUBMITTAL
4			

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REGISTERED PROFESSIONAL ENGINEER * ELIZABETH G. REYES * NO. C86010 RENEW 9-30-26 * CIVIL * STATE OF CALIFORNIA
NOT FOR CONSTRUCTION

CITY OF SAND CITY
1 PENDERGRASS WAY, SAND CITY, CA 93955
PROJECT TITLE
MULTIUSE TRAIL PROJECT
SHEET DESCRIPTION
PLAN & PROFILE

DESIGNED BY:	IB
DATE:	5/15/25
SCALE:	AS NOTED
PROJECT NO.	1240127001
DRAWING NO.	C4.2
SHEET	8 OF XX

PROFILE SCALE:
HORIZONTAL: 1" = 20'
VERTICAL : 1" = 4'

CONSTRUCTION NOTES

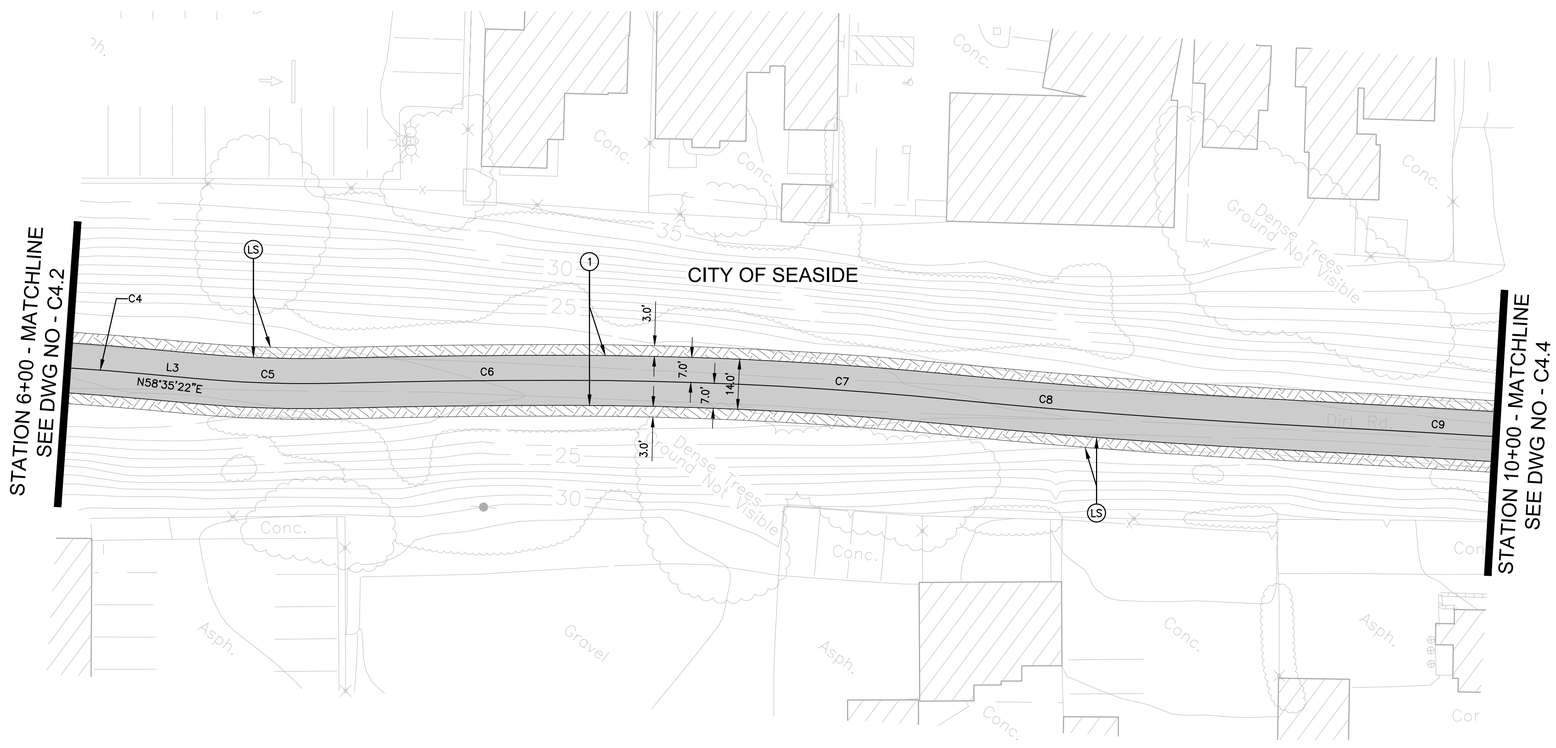
(P) PROTECT EXISTING IMPROVEMENT IN PLACE.

(LS) SEE PROPOSED LANDSCAPING IMPROVEMENT PLAN SHEETS XX–XX.

(SL) SEE PROPOSED LIGHTING IMPROVEMENT PLAN SHEETS XX–XX.

(1) CONSTRUCT 4–INCH FULL DEPTH ASPHALT CONCRETE, GRADE PG XX–XX OVER COMPACTED NATIVE TO 95% RELATIVE COMPACTION. SCARIFY AND RECOMPACT SUB BASE (6–IN MINIMUM).

PROFILE



PLAN

LEGEND

PROPOSED ASPHALT CONCRETE PAVEMENT PER CN 1

LANDSCAPE BUFFER (SEE LANDSCAPING PLANS SHEETS XX–XX)

RIGHT OF WAY

CITY LIMITS

CL CURVE AND LINE TABLE				
SEGMENT	LENGTH	BEARING	DELTA	RADIUS
C4	107.76'		7°15'19"	851.00'
C5	39.98'		6°47'53"	337.00'
C6	63.67'		1°36'46"	2262.00'
C7	108.91'		5°36'23"	1113.00'
C8	89.17'		2°37'32"	1946.00'
C9	119.59'		0°32'42"	12570.00'
L3	13.58'	N58°35'22"E		

GRAPHIC SCALE:
20 0 20 40 60
1"=20'

SAND CITY

REVISIONS

NO.	DATE	INITIAL	DESCRIPTION
1			NOT FOR CONSTRUCTION
2			
3			DRAFT SUBMITTAL

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REGISTERED PROFESSIONAL ENGINEER * ELIZABETH G. REYES * NO. C86010 * RENEW 9-30-26 * CIVIL * STATE OF CALIFORNIA
NOT FOR CONSTRUCTION

CITY OF SAND CITY
1. PENDERGRASS WAY, SAND CITY, CA 93955
PROJECT TITLE
MULTIUSE TRAIL PROJECT

SHEET DESCRIPTION
PLAN & PROFILE

DESIGNED BY:	IB
DATE:	5/15/25
SCALE:	AS NOTED
PROJECT NO.	1240127001
DRAWING NO.	C4.3
SHEET	9 OF XX

PROFILE SCALE:
HORIZONTAL: 1" = 20'
VERTICAL : 1" = 4'

CONSTRUCTION NOTES

(P) PROTECT EXISTING IMPROVEMENT IN PLACE.

(LS) SEE PROPOSED LANDSCAPING IMPROVEMENT PLAN SHEETS XX–XX.

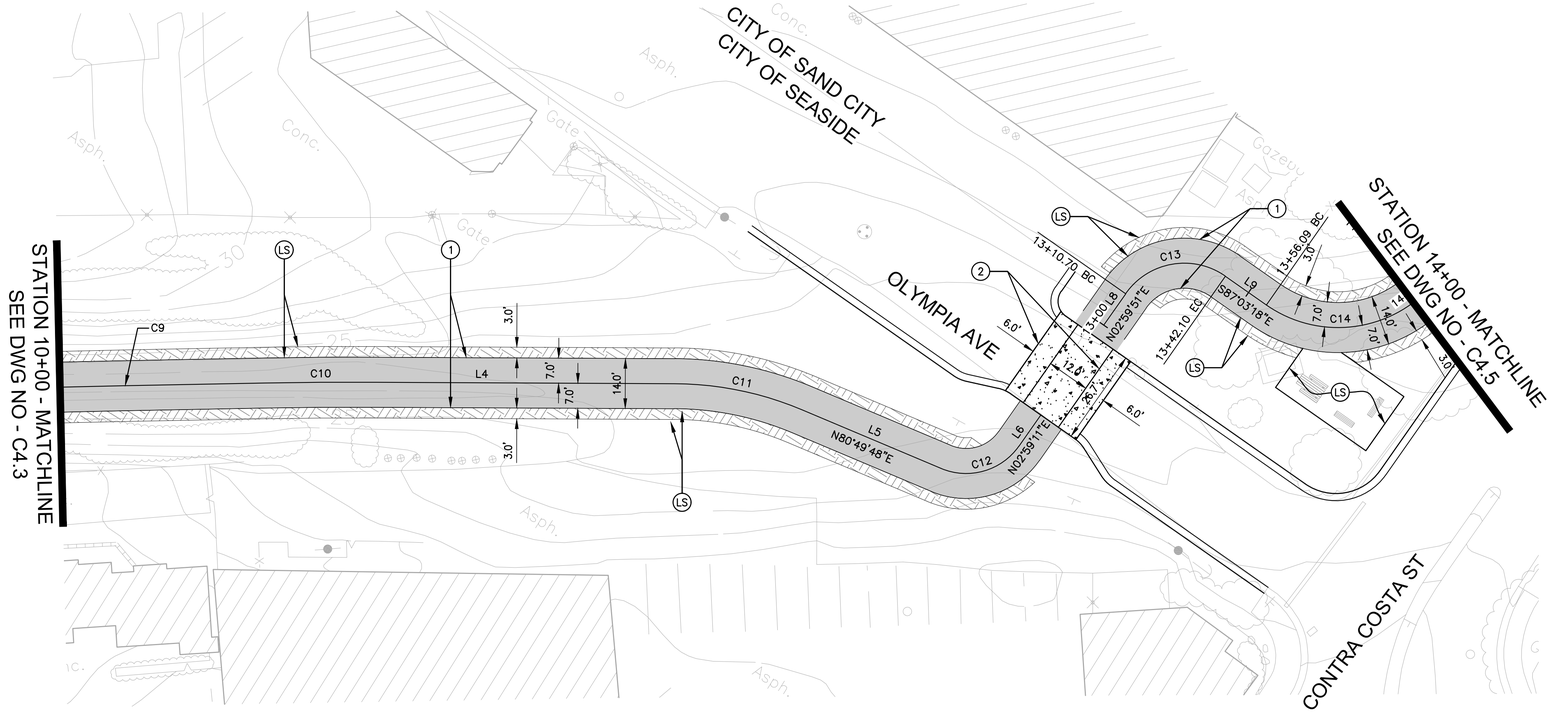
(SL) SEE PROPOSED LIGHTING IMPROVEMENT PLAN SHEETS XX–XX.

(1) CONSTRUCT 4–INCH FULL DEPTH ASPHALT CONCRETE, GRADE PG XX–XX OVER COMPACTED NATIVE TO 95% RELATIVE COMPACTION. SCARIFY AND RECOMPACT SUB BASE (6–IN MINIMUM).

(2) CONSTRUCT RAISED CONCRETE CROSSWALK. SEE SIGNING AND STRIPING PLANS FOR CROSSWALK STRIPING DETAILS.

PROFILE

PLAN



LEGEND

PROPOSED ASPHALT CONCRETE PAVEMENT PER CN 1

LANDSCAPE BUFFER (SEE LANDSCAPING PLANS SHEETS XX–XX)

RIGHT OF WAY

CITY LIMITS

CL CURVE AND LINE TABLE				
SEGMENT	LENGTH	BEARING	DELTA	RADIUS
C9	119.59'		0°32'42"	12570.00'
C10	30.97'		1°17'53"	1367.00'
C11	36.69'		22°36'06"	93.00'
C12	24.46'		77°50'37"	18.00'
C13	31.40'		89°56'50"	20.00'
C14	51.19'		83°47'44"	35.00'
L4	83.33'	N58°13'42"E		
L5	42.18'	N80°49'48"E		
L6	10.62'	N02°59'11"E		
L8	10.70'	N02°59'51"E		
L9	13.99'	S87°03'18"E		

GRAPHIC SCALE:
20 0 20 40 60
1"=20'

REVISIONS

NO.	DATE	INITIAL	DESCRIPTION
1			NOT FOR CONSTRUCTION
2			
3			DRAFT SUBMITTAL

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REGISTERED PROFESSIONAL ENGINEER
ELIZABETH G. REYES
NO. C80610
RENEW 9-30-26
STATE OF CALIFORNIA
CIVIL
NOT FOR CONSTRUCTION

CITY OF SAND CITY
1 PENDERGRASS WAY, SAND CITY, CA 93955
PROJECT TITLE
MULTIUSE TRAIL PROJECT
SHEET DESCRIPTION
PLAN & PROFILE

DESIGNED BY: IB
DATE: 5/15/25
SCALE: AS NOTED
PROJECT NO.
1240127001
DRAWING NO.
C4.4
SHEET 10 OF XX

PROFILE SCALE:
HORIZONTAL: 1" = 20'
VERTICAL : 1" = 4'

CONSTRUCTION NOTES

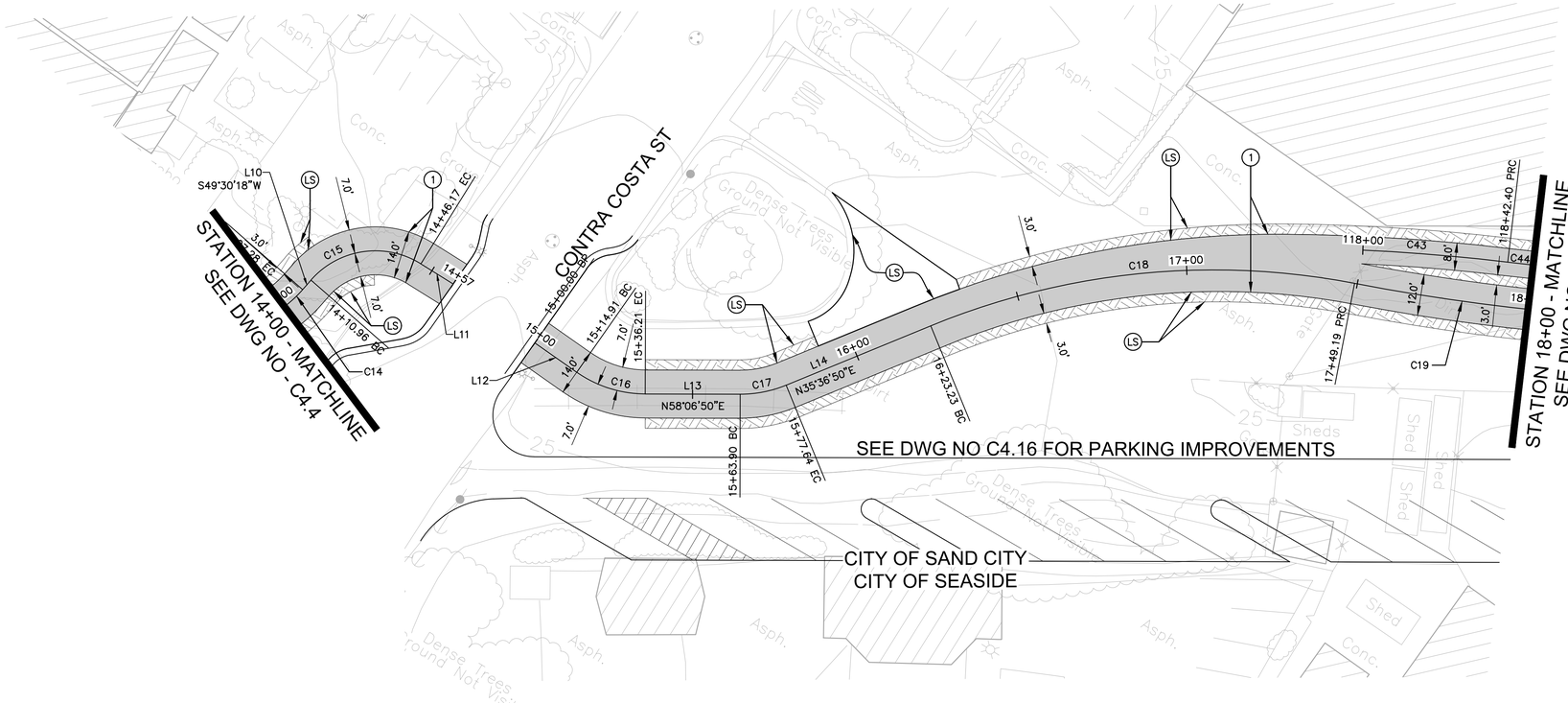
(P) PROTECT EXISTING IMPROVEMENT IN PLACE.

(LS) SEE PROPOSED LANDSCAPING IMPROVEMENT PLAN SHEETS XX–XX.

(SL) SEE PROPOSED LIGHTING IMPROVEMENT PLAN SHEETS XX–XX.

(1) CONSTRUCT 4–INCH FULL DEPTH ASPHALT CONCRETE, GRADE PG XX–XX OVER COMPACTED NATIVE TO 95% RELATIVE COMPACTION. SCARIFY AND RECOMPACT SUB BASE (6–IN MINIMUM).

PROFILE



PLAN

LEGEND

PROPOSED ASPHALT CONCRETE PAVEMENT PER CN 1

LANDSCAPE BUFFER (SEE LANDSCAPING PLANS SHEETS XX–XX)

RIGHT OF WAY

CITY LIMITS

CL CURVE AND LINE TABLE				
SEGMENT	LENGTH	BEARING	DELTA	RADIUS
C14	51.19'		83°47'44"	35.00'
C15	35.22'		80°42'40"	25.00'
C16	21.30'		34°51'58"	35.00'
C17	13.74'		22°30'00"	35.00'
C18	125.95'		33°15'21"	217.00'
C19	185.00'		17°24'20"	609.00'
C43	42.40'		4°06'37"	591.00'
C44	138.33'		13°17'55"	596.00'
L10	3.68'	N09°08'58"E		
L11	11.11'	N89°51'38"E		
L12	14.91'	S87°01'12"E		
L13	27.69'	N58°06'50"E		
L14	45.59'	N35°36'50"E		

GRAPHIC SCALE:
20 0 20 40 60
1"=20'

SAND CITY

REVISIONS			
NO.	DATE	INITIAL	DESCRIPTION
1			NOT FOR CONSTRUCTION
2			
3			DRAFT SUBMITTAL

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REGISTERED PROFESSIONAL ENGINEER
ELIZABETH G. REYES
NO. C86010
RENEW 9-30-26
CIVIL
STATE OF CALIFORNIA
NOT FOR CONSTRUCTION

CITY OF SAND CITY
1 PENDERGRASS WAY, SAND CITY, CA 93955
PROJECT TITLE
MULTIUSE TRAIL PROJECT
SHEET DESCRIPTION
PLAN & PROFILE

DESIGNED BY:	IB
DATE:	5/15/25
SCALE:	AS NOTED
PROJECT NO.	1240127001
DRAWING NO.	C4.5
SHEET	11 OF XX

PROFILE SCALE:
HORIZONTAL: 1" = 20'
VERTICAL : 1" = 4'

CONSTRUCTION NOTES

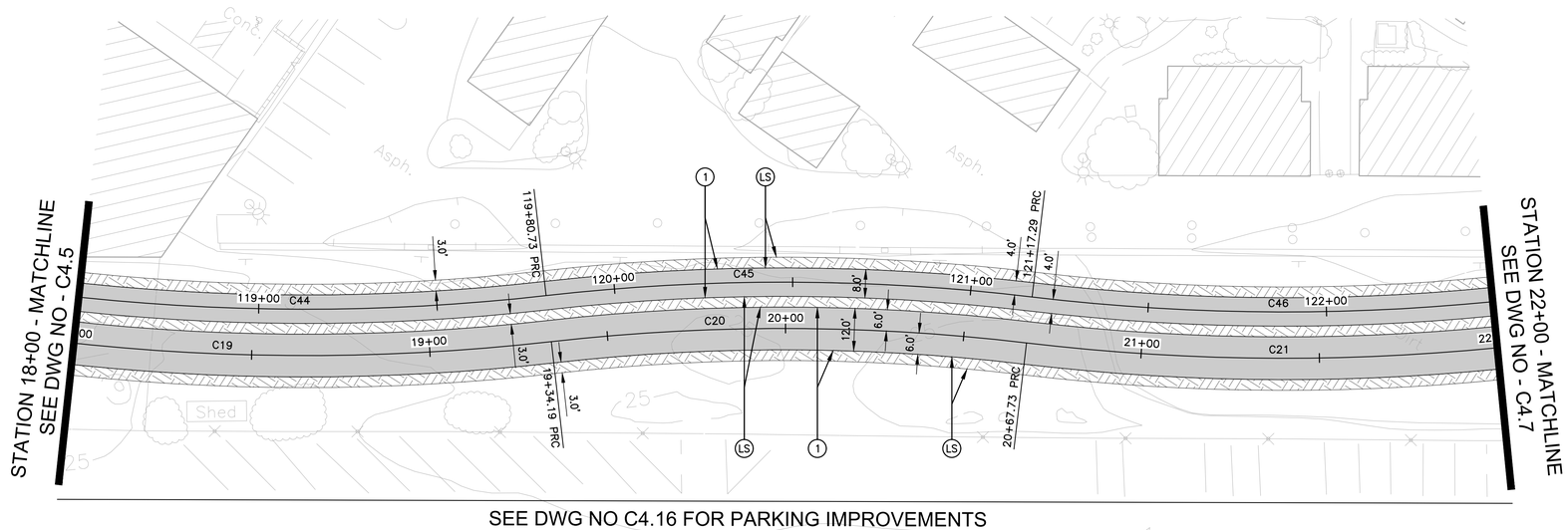
(P) PROTECT EXISTING IMPROVEMENT IN PLACE.

(LS) SEE PROPOSED LANDSCAPING IMPROVEMENT PLAN SHEETS XX–XX.

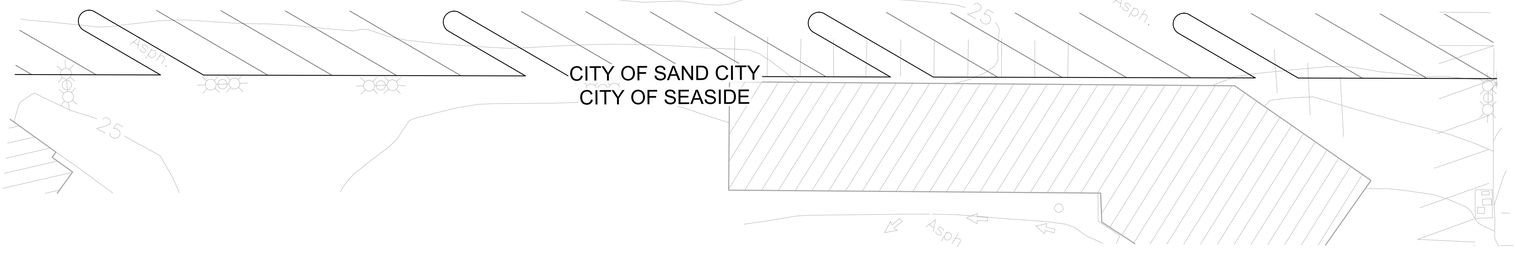
(SL) SEE PROPOSED LIGHTING IMPROVEMENT PLAN SHEETS XX–XX.

(1) CONSTRUCT 4–INCH FULL DEPTH ASPHALT CONCRETE, GRADE PG XX–XX OVER COMPACTED NATIVE TO 95% RELATIVE COMPACTION. SCARIFY AND RECOMPACT SUB BASE (6–IN MINIMUM).

PROFILE



SEE DWG NO C4.16 FOR PARKING IMPROVEMENTS



PLAN

LEGEND

PROPOSED ASPHALT CONCRETE PAVEMENT PER CN 1

LANDSCAPE BUFFER (SEE LANDSCAPING PLANS SHEETS XX–XX)

RIGHT OF WAY

CITY LIMITS

CL CURVE AND LINE TABLE				
SEGMENT	LENGTH	BEARING	DELTA	RADIUS
C19	185.00'		17°24'20"	609.00'
C20	133.54'		13°18'24"	575.00'
C21	141.44'		13°18'23"	609.00'
C44	138.33'		13°17'55"	596.00'
C45	136.56'		13°18'24"	588.00'
C46	138.42'		13°18'23"	596.00'

GRAPHIC SCALE:
20 0 20 40 60
1"=20'

SAND CITY

REVISIONS			
NO.	DATE	INITIAL	DESCRIPTION
1			NOT FOR CONSTRUCTION
2			
3			DRAFT SUBMITTAL

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NOT FOR CONSTRUCTION
PROFESSIONAL ENGINEER * ELIZABETH G. REYES * NO. C 78010 RENEW 9-30-25 * CIVIL * STATE OF CALIFORNIA

CITY OF SAND CITY
1. PENDERGRASS WAY, SAND CITY, CA 93955
PROJECT TITLE
MULTIUSE TRAIL PROJECT
SHEET DESCRIPTION
PLAN & PROFILE

DESIGNED BY:	IB
DATE:	5/15/25
SCALE:	AS NOTED
PROJECT NO.	1240127001
DRAWING NO.	C4.6
SHEET	12 OF XX

PROFILE SCALE:

HORIZONTAL: 1" = 20'
VERTICAL : 1" = 4'

CONSTRUCTION NOTES

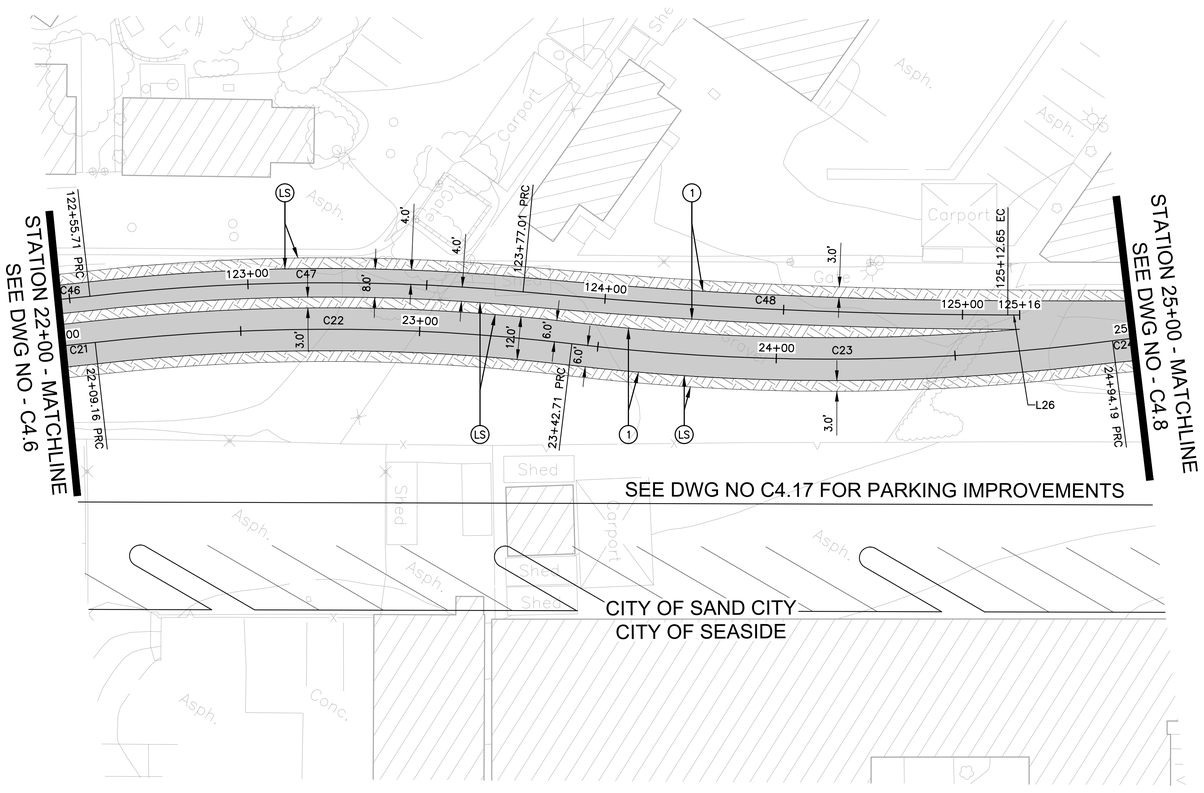
(P) PROTECT EXISTING IMPROVEMENT IN PLACE.

(LS) SEE PROPOSED LANDSCAPING IMPROVEMENT PLAN SHEETS XX–XX.

(SL) SEE PROPOSED LIGHTING IMPROVEMENT PLAN SHEETS XX–XX.

(1) CONSTRUCT 4–INCH FULL DEPTH ASPHALT CONCRETE, GRADE PG XX–XX OVER COMPACTED NATIVE TO 95% RELATIVE COMPACTION. SCARIFY AND RECOMPACT SUB BASE (6–IN MINIMUM).

PROFILE



PLAN

LEGEND

PROPOSED ASPHALT CONCRETE PAVEMENT PER CN 1

LANDSCAPE BUFFER (SEE LANDSCAPING PLANS SHEETS XX–XX)

RIGHT OF WAY

CITY LIMITS

CL CURVE AND LINE TABLE				
SEGMENT	LENGTH	BEARING	DELTA	RADIUS
C21	141.44'		13°18'23"	609.00'
C22	133.54'		13°18'24"	575.00'
C23	151.48'		14°15'06"	609.00'
C24	62.33'		7°35'52"	470.00'
C46	138.42'		13°18'23"	596.00'
C47	121.31'		11°49'13"	588.00'
C48	135.64'		5°10'02"	1504.00'
L26	3.33'	N58°07'03"E		

GRAPHIC SCALE:

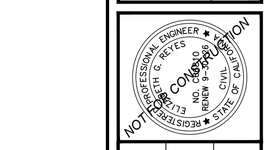
20 0 20 40 60

1"=20'

SAND CITY

REVISIONS			
NO.	DATE	INITIAL	DESCRIPTION
1			NOT FOR CONSTRUCTION
2			
3			DRAFT SUBMITTAL

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CITY OF SAND CITY
1 PENDERGRASS WAY, SAND CITY, CA 93955

PROJECT TITLE
MULTIUSE TRAIL PROJECT

SHEET DESCRIPTION
PLAN & PROFILE

DESIGNED BY:	IB
DATE:	5/15/25
SCALE:	AS NOTED
PROJECT NO.	1240127001
DRAWING NO.	C4.7
SHEET	13 OF XX

PROFILE SCALE:
HORIZONTAL: 1" = 20'
VERTICAL : 1" = 4'

CONSTRUCTION NOTES

(P) PROTECT EXISTING IMPROVEMENT IN PLACE.

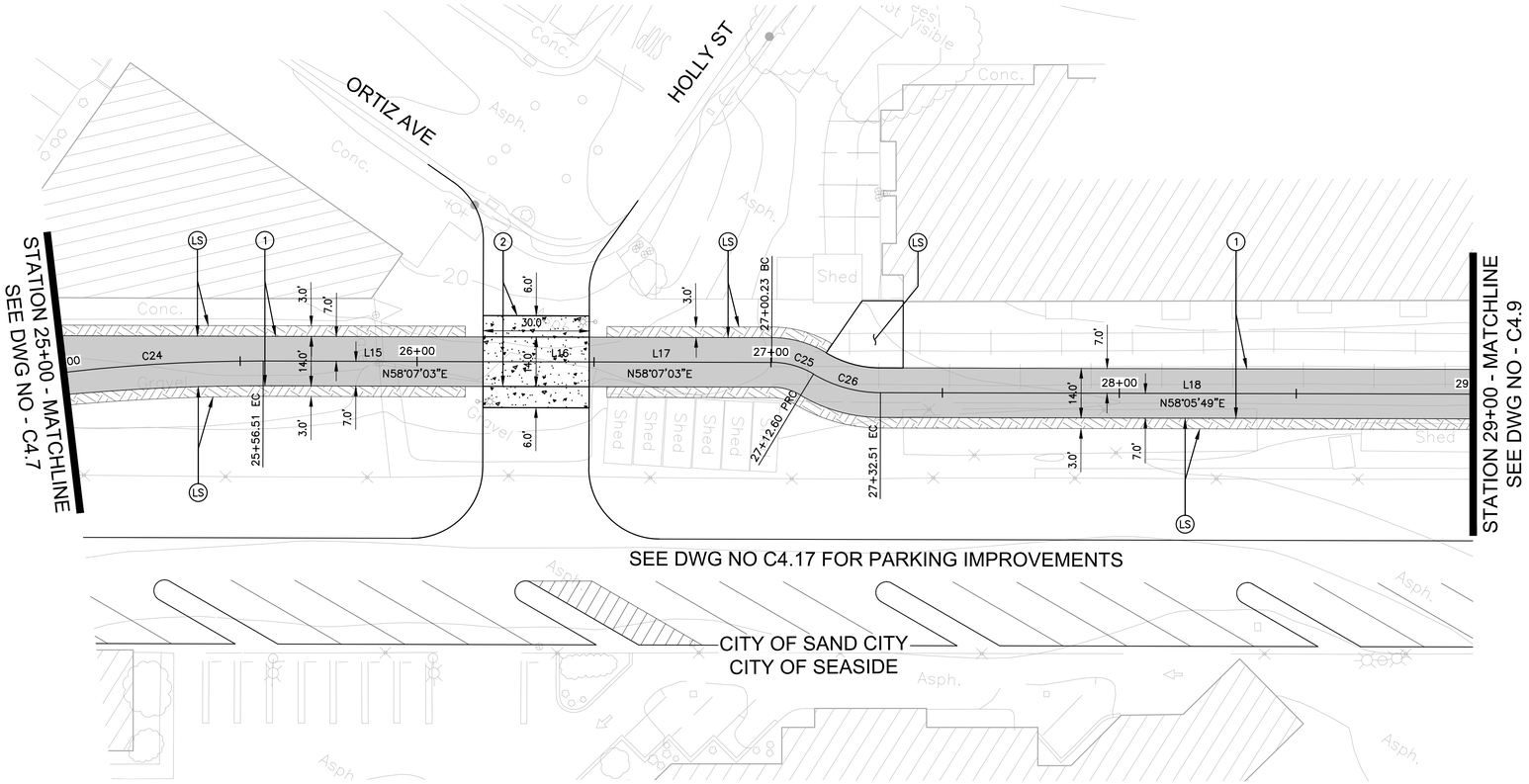
(LS) SEE PROPOSED LANDSCAPING IMPROVEMENT PLAN SHEETS XX–XX.

(SL) SEE PROPOSED LIGHTING IMPROVEMENT PLAN SHEETS XX–XX.

(1) CONSTRUCT 4–INCH FULL DEPTH ASPHALT CONCRETE, GRADE PG XX–XX OVER COMPACTED NATIVE TO 95% RELATIVE COMPACTION. SCARIFY AND RECOMPACT SUB BASE (6–IN MINIMUM).

(2) CONSTRUCT RAISED CONCRETE CROSSWALK. SEE SIGNING AND STRIPING PLANS FOR CROSSWALK STRIPING DETAILS.

PROFILE



PLAN

LEGEND

PROPOSED ASPHALT CONCRETE PAVEMENT PER CN 1

LANDSCAPE BUFFER (SEE LANDSCAPING PLANS SHEETS XX–XX)

RIGHT OF WAY

CITY LIMITS

CL CURVE AND LINE TABLE				
SEGMENT	LENGTH	BEARING	DELTA	RADIUS
C24	62.33'		7°35'52"	470.00'
C25	12.37'		30°48'56"	23.00'
C26	19.91'		30°50'09"	37.00'
L15	62.13'	N58°07'03"E		
L16	30.00'	N58°07'03"E		
L17	51.58'	N58°07'03"E		
L18	200.28'	N58°05'49"E		

GRAPHIC SCALE:
20 0 20 40 60
1"=20'

SAND CITY

REVISIONS

NO.	DATE	INITIAL	DESCRIPTION
△			NOT FOR CONSTRUCTION
△			
△			DRAFT SUBMITTAL
△			

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REGISTERED PROFESSIONAL ENGINEER
ELIZABETH G. REYES
NO. C 93955
RENEW 9-30-26
CIVIL
STATE OF CALIFORNIA
NOT FOR CONSTRUCTION

CITY OF SAND CITY
1 PENDERGRASS WAY, SAND CITY, CA 93955

PROJECT TITLE
MULTIUSE TRAIL PROJECT

SHEET DESCRIPTION
PLAN & PROFILE

DESIGNED BY:	IB
DATE:	5/15/25
SCALE:	AS NOTED
PROJECT NO.	1240127001
DRAWING NO.	C4.8
SHEET	14 OF XX

PROFILE SCALE:

HORIZONTAL: 1" = 20'
VERTICAL : 1" = 4'

CONSTRUCTION NOTES

(P) PROTECT EXISTING IMPROVEMENT IN PLACE.

(LS) SEE PROPOSED LANDSCAPING IMPROVEMENT PLAN SHEETS XX–XX.

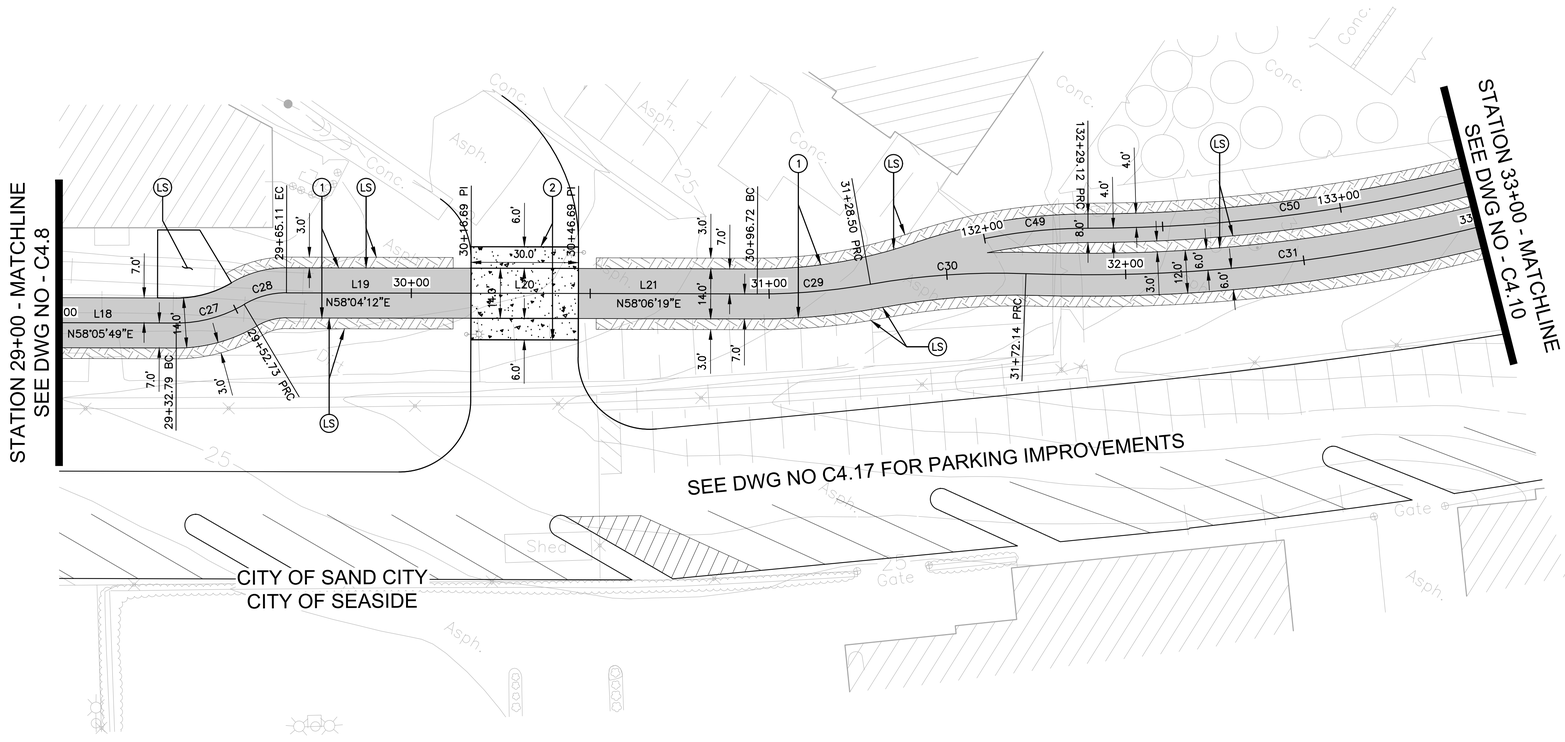
(SL) SEE PROPOSED LIGHTING IMPROVEMENT PLAN SHEETS XX–XX.

(1) CONSTRUCT 4–INCH FULL DEPTH ASPHALT CONCRETE, GRADE PG XX–XX OVER COMPACTED NATIVE TO 95% RELATIVE COMPACTION. SCARIFY AND RECOMPACT SUB BASE (6–IN MINIMUM).

(2) CONSTRUCT RAISED CONCRETE CROSSWALK. SEE SIGNING AND STRIPING PLANS FOR CROSSWALK STRIPING DETAILS.

PROFILE

PLAN



LEGEND

PROPOSED ASPHALT CONCRETE PAVEMENT PER CN 1

LANDSCAPE BUFFER (SEE LANDSCAPING PLANS SHEETS XX–XX)

RIGHT OF WAY

CITY LIMITS

CL CURVE AND LINE TABLE				
SEGMENT	LENGTH	BEARING	DELTA	RADIUS
C27	19.93'		30°52'11"	37.00'
C28	12.38'		30°50'34"	23.00'
C29	31.79'		10°07'05"	180.00'
C30	43.64'		12°08'16"	206.00'
C31	147.06'		18°33'36"	454.00'
C49	29.12'		11°25'36"	146.00'
C50	126.12'		16°20'56"	442.00'
L18	200.28'	N58°05'49"E		
L19	51.59'	N58°04'12"E		
L20	30.00'	N58°06'19"E		
L21	50.02'	N58°06'19"E		

GRAPHIC SCALE:
20 0 20 40 60
1"=20'

SAND CITY

REVISIONS			
NO.	DATE	INITIAL	DESCRIPTION
1			NOT FOR CONSTRUCTION
2			
3			DRAFT SUBMITTAL

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PROFESSIONAL ENGINEER * ELIZABETH G. REYES * NO. C86010 RENEW 9-30-26 * CIVIL * STATE OF CALIFORNIA
REGISTERED
NOT FOR CONSTRUCTION

CITY OF SAND CITY
1 PENDERGRASS WAY, SAND CITY, CA 93955
PROJECT TITLE
MULTIUSE TRAIL PROJECT
SHEET DESCRIPTION
PLAN & PROFILE

DESIGNED BY:	IB
DATE:	5/15/25
SCALE:	AS NOTED
PROJECT NO.	1240127001
DRAWING NO.	C4.9
SHEET	15 OF XX

PROFILE SCALE:
HORIZONTAL: 1" = 20'
VERTICAL : 1" = 4'

CONSTRUCTION NOTES

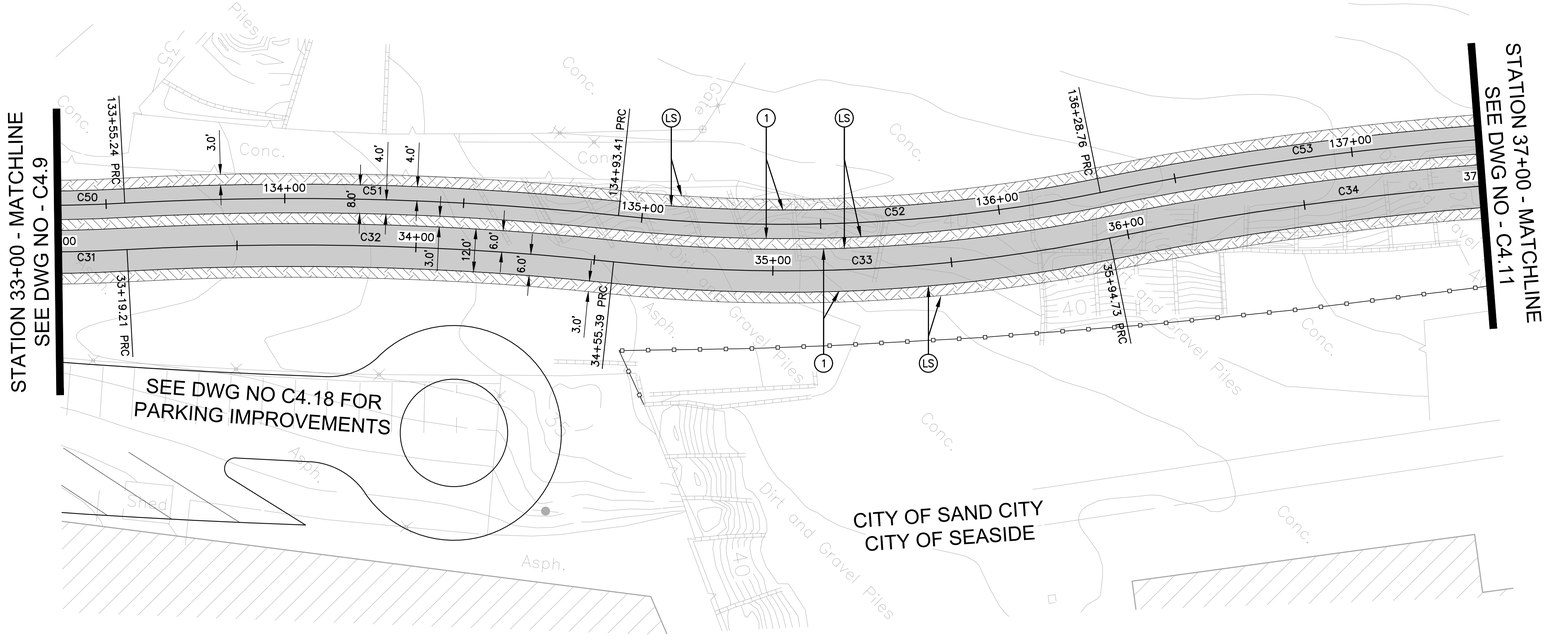
(P) PROTECT EXISTING IMPROVEMENT IN PLACE.

(LS) SEE PROPOSED LANDSCAPING IMPROVEMENT PLAN SHEETS XX–XX.

(SL) SEE PROPOSED LIGHTING IMPROVEMENT PLAN SHEETS XX–XX.

(1) CONSTRUCT 4–INCH FULL DEPTH ASPHALT CONCRETE, GRADE PG XX–XX OVER COMPACTED NATIVE TO 95% RELATIVE COMPACTION. SCARIFY AND RECOMPACT SUB BASE (6–IN MINIMUM).

PROFILE



PLAN

LEGEND

PROPOSED ASPHALT CONCRETE PAVEMENT PER CN 1

LANDSCAPE BUFFER (SEE LANDSCAPING PLANS SHEETS XX–XX)

RIGHT OF WAY

CITY LIMITS

CL CURVE AND LINE TABLE				
SEGMENT	LENGTH	BEARING	DELTA	RADIUS
C31	147.06'		18°33'36"	454.00'
C32	136.19'		9°11'27"	849.00'
C33	139.33'		17°32'44"	455.00'
C34	136.09'		9°11'03"	849.00'
C50	126.12'		16°20'56"	442.00'
C51	138.17'		9°11'02"	862.00'
C52	135.35'		17°32'44"	442.00'
C53	138.17'		9°11'03"	862.00'

GRAPHIC SCALE:
20 0 20 40 60
1"=20'

SAND CITY

REVISIONS			
NO.	DATE	INITIAL	DESCRIPTION
1			NOT FOR CONSTRUCTION
2			
3			DRAFT SUBMITTAL

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NOT FOR CONSTRUCTION

CITY OF SAND CITY
1 PENDERGRASS WAY, SAND CITY, CA 93955
PROJECT TITLE
MULTIUSE TRAIL PROJECT
SHEET DESCRIPTION
PLAN & PROFILE

DESIGNED BY:	IB
DATE:	5/15/25
SCALE:	AS NOTED
PROJECT NO.	1240127001
DRAWING NO.	C4.10
SHEET	16 OF XX

PROFILE SCALE:

HORIZONTAL: 1" = 20'
VERTICAL : 1" = 4'

CONSTRUCTION NOTES

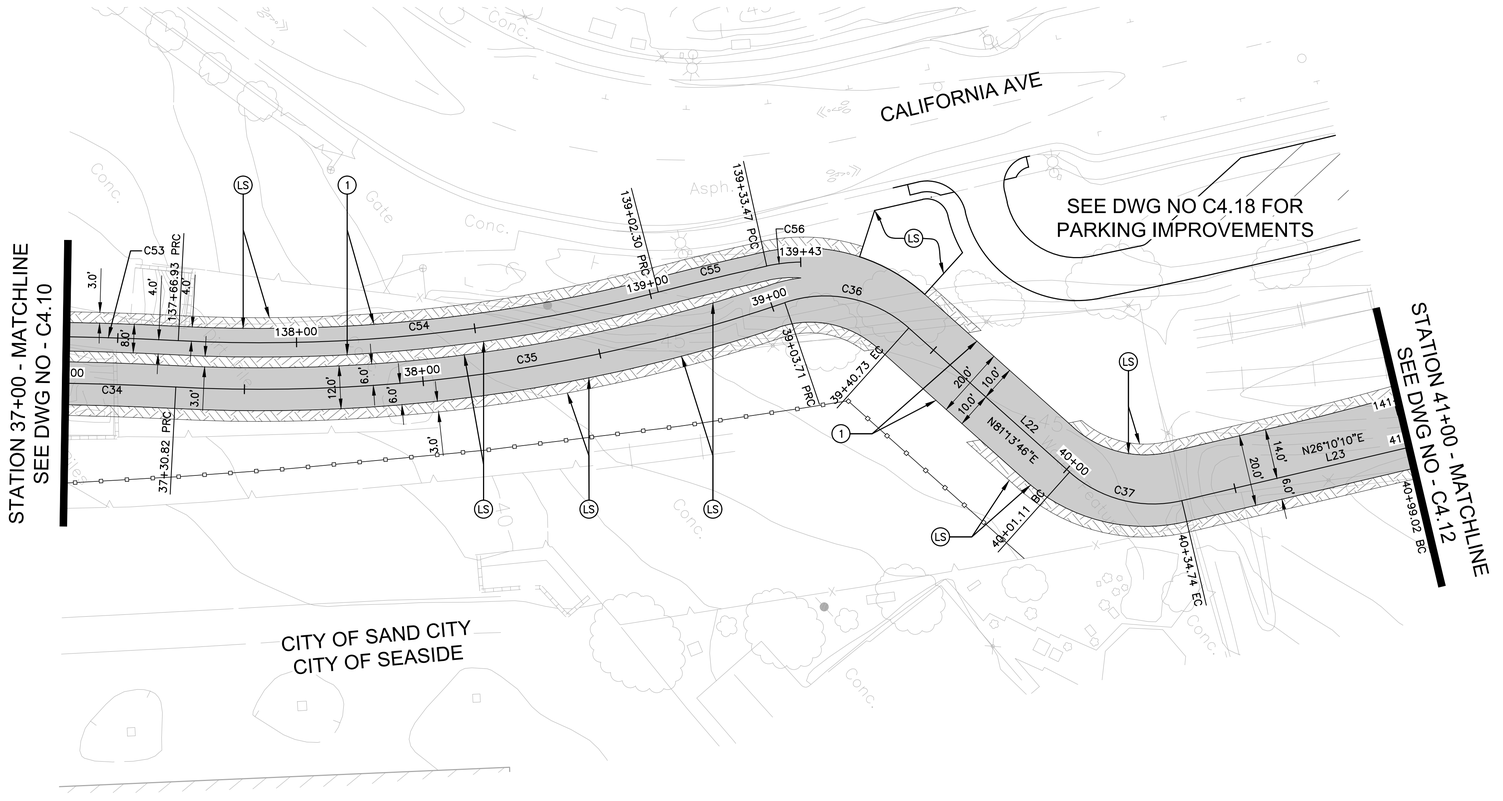
(P) PROTECT EXISTING IMPROVEMENT IN PLACE.

(LS) SEE PROPOSED LANDSCAPING IMPROVEMENT PLAN SHEETS XX–XX.

(SL) SEE PROPOSED LIGHTING IMPROVEMENT PLAN SHEETS XX–XX.

(1) CONSTRUCT 4–INCH FULL DEPTH ASPHALT CONCRETE, GRADE PG XX–XX OVER COMPACTED NATIVE TO 95% RELATIVE COMPACTION. SCARIFY AND RECOMPACT SUB BASE (6–IN MINIMUM).

PROFILE



PLAN

LEGEND

PROPOSED ASPHALT CONCRETE PAVEMENT PER CN 1

LANDSCAPE BUFFER (SEE LANDSCAPING PLANS SHEETS XX–XX)

RIGHT OF WAY

CITY LIMITS

CL CURVE AND LINE TABLE				
SEGMENT	LENGTH	BEARING	DELTA	RADIUS
C34	136.09'		9°11'03"	849.00'
C35	172.90'		21°46'19"	455.00'
C36	37.02'		60°36'25"	35.00'
C37	33.63'		55°03'36"	35.00'
C53	138.17'		9°11'03"	862.00'
C54	135.36'		17°32'50"	442.00'
C55	31.17'		2°04'19"	862.00'
C56	9.59'		11°41'13"	47.00'
L22	60.37'	N81°13'46"E		
L23	64.27'	N26°10'10"E		

GRAPHIC SCALE:

20 0 20 40 60

1"=20'

SAND CITY

REVISIONS

NO.	DATE	INITIAL	DESCRIPTION
1			NOT FOR CONSTRUCTION
2			
3			DRAFT SUBMITTAL

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NOT FOR CONSTRUCTION

CITY OF SAND CITY
1 PENDERGRASS WAY, SAND CITY, CA 93955

PROJECT TITLE
MULTIUSE TRAIL PROJECT

SHEET DESCRIPTION
PLAN & PROFILE

DESIGNED BY:	IB
DATE:	5/15/25
SCALE:	AS NOTED
PROJECT NO.	1240127001
DRAWING NO.	C4.11
SHEET	17 OF XX

PROFILE SCALE:
HORIZONTAL: 1" = 20'
VERTICAL : 1" = 4'

CONSTRUCTION NOTES

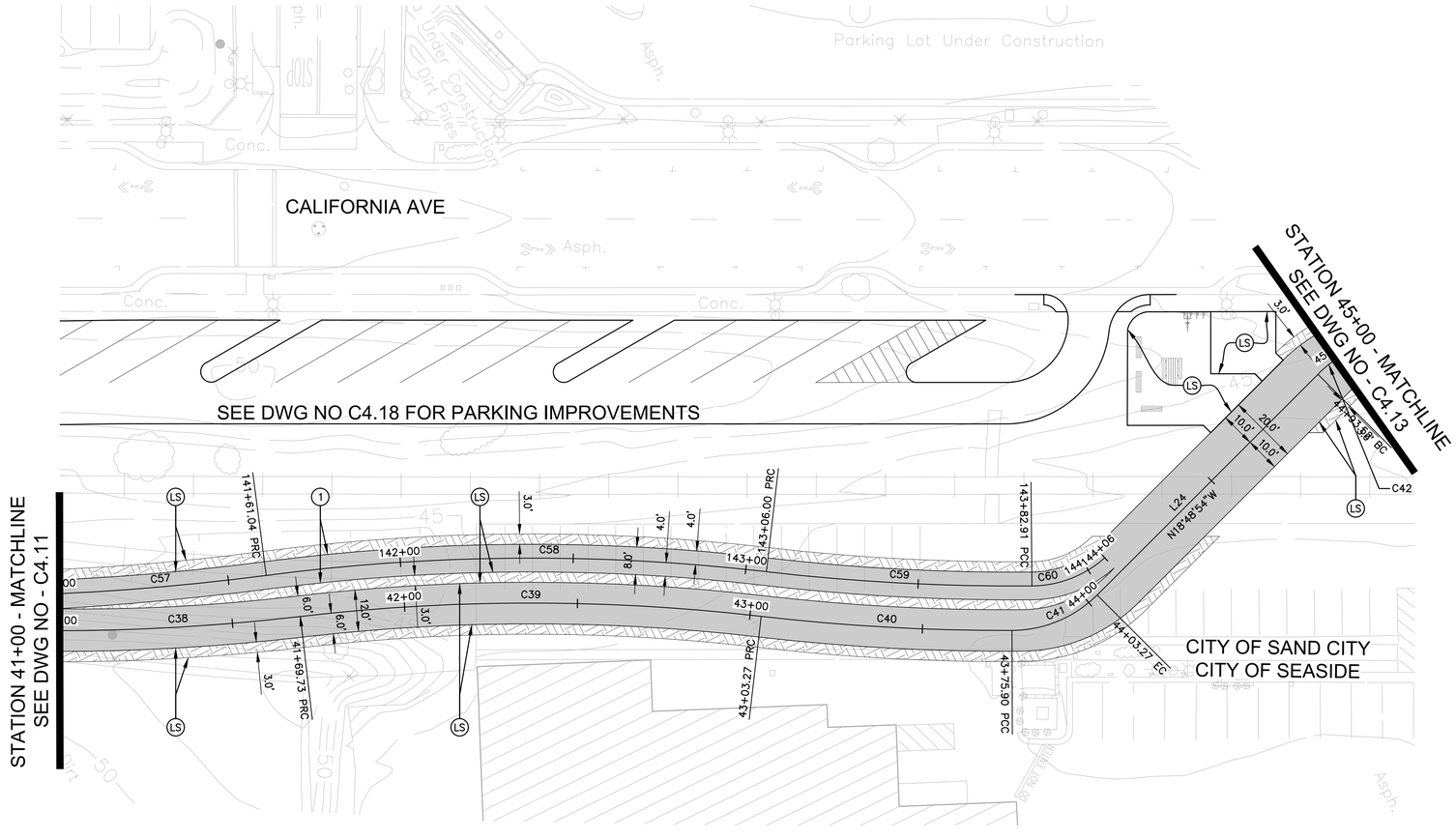
(P) PROTECT EXISTING IMPROVEMENT IN PLACE.

(LS) SEE PROPOSED LANDSCAPING IMPROVEMENT PLAN SHEETS XX–XX.

(SL) SEE PROPOSED LIGHTING IMPROVEMENT PLAN SHEETS XX–XX.

(1) CONSTRUCT 4–INCH FULL DEPTH ASPHALT CONCRETE, GRADE PG XX–XX OVER COMPACTED NATIVE TO 95% RELATIVE COMPACTION. SCARIFY AND RECOMPACT SUB BASE (6–IN MINIMUM).

PROFILE



PLAN

LEGEND

PROPOSED ASPHALT CONCRETE PAVEMENT PER CN 1

LANDSCAPE BUFFER (SEE LANDSCAPING PLANS SHEETS XX–XX)

RIGHT OF WAY

CITY LIMITS

CL CURVE AND LINE TABLE				
SEGMENT	LENGTH	BEARING	DELTA	RADIUS
C38	70.72'		6°39'11"	609.00'
C39	133.54'		13°18'22"	575.00'
C40	72.63'		6°50'00"	609.00'
C41	27.37'		44°48'15"	35.00'
C42	29.83'		44°58'55"	38.00'
C57	61.04'		4°58'03"	704.00'
C58	144.97'		14°07'33"	588.00'
C59	76.90'		7°07'06"	619.00'
C60	23.07'		41°18'50"	32.00'
L24	90.25'	N18°48'54"W		

GRAPHIC SCALE:
20 0 20 40 60
1"=20'

SAND CITY

REVISIONS

NO.	DATE	INITIAL	DESCRIPTION
△			NOT FOR CONSTRUCTION
△			
△			DRAFT SUBMITTAL
△			

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NOT FOR CONSTRUCTION

CITY OF SAND CITY
1 PENDERGRASS WAY, SAND CITY, CA 93955
PROJECT TITLE
MULTIUSE TRAIL PROJECT
SHEET DESCRIPTION
PLAN & PROFILE

DESIGNED BY:	IB
DATE:	5/15/25
SCALE:	AS NOTED
PROJECT NO.	1240127001
DRAWING NO.	C4.12
SHEET	18 OF XX

PROFILE SCALE:

HORIZONTAL: 1" = 20'
VERTICAL : 1" = 4'

CONSTRUCTION NOTES

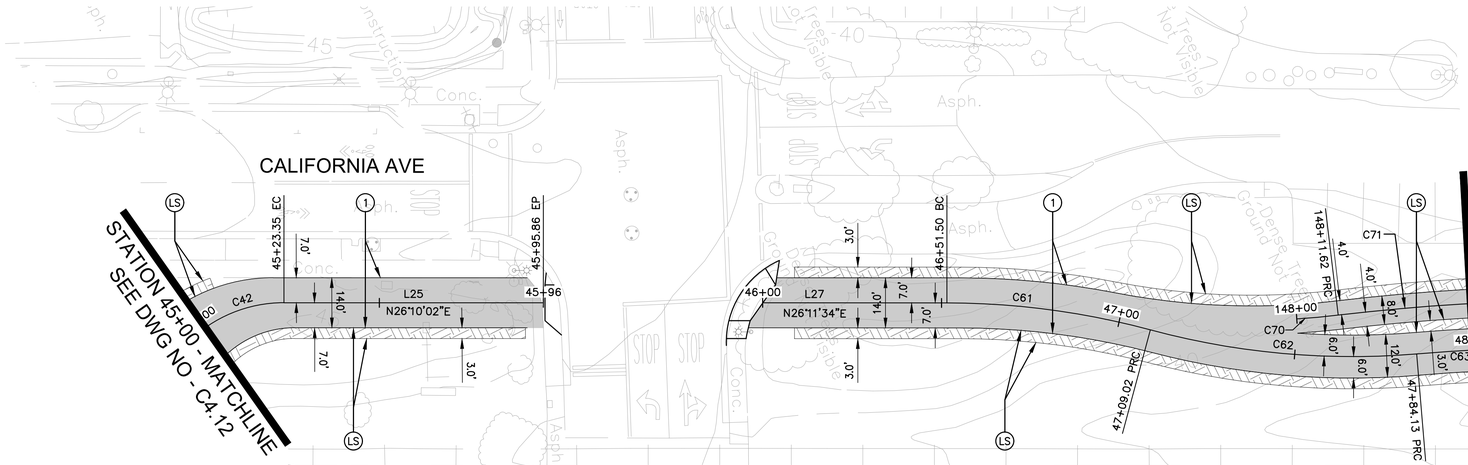
(P) PROTECT EXISTING IMPROVEMENT IN PLACE.

(LS) SEE PROPOSED LANDSCAPING IMPROVEMENT PLAN SHEETS XX–XX.

(SL) SEE PROPOSED LIGHTING IMPROVEMENT PLAN SHEETS XX–XX.

(1) CONSTRUCT 4–INCH FULL DEPTH ASPHALT CONCRETE, GRADE PG XX–XX OVER COMPACTED NATIVE TO 95% RELATIVE COMPACTION. SCARIFY AND RECOMPACT SUB BASE (6–IN MINIMUM).

PROFILE



PLAN

LEGEND

PROPOSED ASPHALT CONCRETE PAVEMENT PER CN 1

LANDSCAPE BUFFER (SEE LANDSCAPING PLANS SHEETS XX–XX)

RIGHT OF WAY

CITY LIMITS

CL CURVE AND LINE TABLE				
SEGMENT	LENGTH	BEARING	DELTA	RADIUS
C42	29.83'		44°58'55"	38.00'
C61	57.52'		15°02'57"	219.00'
C62	75.11'		19°49'58"	217.00'
C63	114.77'		11°26'12"	575.00'
C70	11.62'		3°15'47"	204.00'
C71	138.34'		13°28'47"	588.00'
L25	72.50'	N26°10'02"E		
L27	51.50'	N26°11'34"E		

GRAPHIC SCALE:
20 0 20 40 60
1"=20'

SAND CITY

REVISIONS			
NO.	DATE	INITIAL	DESCRIPTION
△			NOT FOR CONSTRUCTION
△			
△			DRAFT SUBMITTAL
△			

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PROFESSIONAL ENGINEER * ELIZABETH G. REYES * NO. C86010 * RENEW 9-30-26 * REGISTERED * CIVIL * STATE OF CALIFORNIA
NOT FOR CONSTRUCTION

CITY OF SAND CITY
1 PENDERGRASS WAY, SAND CITY, CA 93955
PROJECT TITLE
MULTIUSE TRAIL PROJECT
SHEET DESCRIPTION
PLAN & PROFILE

DESIGNED BY:	IB
DATE:	5/15/25
SCALE:	AS NOTED
PROJECT NO.	1240127001
DRAWING NO.	C4.13
SHEET	19 OF XX

PROFILE SCALE:

HORIZONTAL: 1" = 20'
VERTICAL : 1" = 4'

CONSTRUCTION NOTES

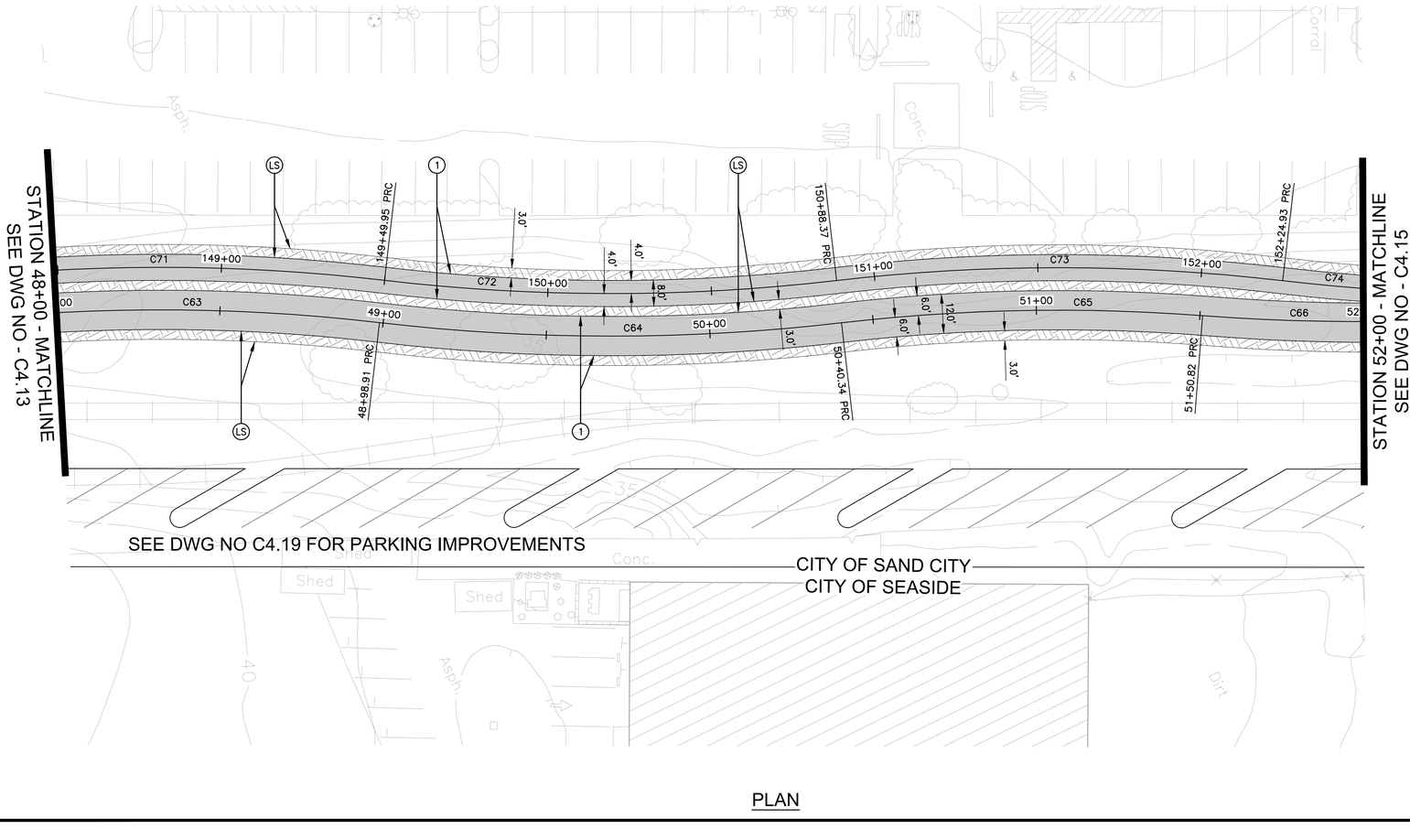
(P) PROTECT EXISTING IMPROVEMENT IN PLACE.

(LS) SEE PROPOSED LANDSCAPING IMPROVEMENT PLAN SHEETS XX–XX.

(SL) SEE PROPOSED LIGHTING IMPROVEMENT PLAN SHEETS XX–XX.

(1) CONSTRUCT 4–INCH FULL DEPTH ASPHALT CONCRETE, GRADE PG XX–XX OVER COMPACTED NATIVE TO 95% RELATIVE COMPACTION. SCARIFY AND RECOMPACT SUB BASE (6–IN MINIMUM).

PROFILE



PLAN

LEGEND

PROPOSED ASPHALT CONCRETE PAVEMENT PER CN 1

LANDSCAPE BUFFER (SEE LANDSCAPING PLANS SHEETS XX–XX)

RIGHT OF WAY

CITY LIMITS

CL CURVE AND LINE TABLE				
SEGMENT	LENGTH	BEARING	DELTA	RADIUS
C63	114.77'		11°26'12"	575.00'
C64	141.43'		13°18'23"	609.00'
C65	110.48'		11°00'30"	575.00'
C66	129.84'		12°12'56"	609.00'
C71	138.34'		13°28'47"	588.00'
C72	138.42'		13°18'23"	596.00'
C73	136.56'		13°18'23"	588.00'
C74	31.46'		3°01'26"	596.00'

GRAPHIC SCALE:
20 0 20 40 60
1"=20'

REVISIONS

NO.	DATE	INITIAL	DESCRIPTION
1			NOT FOR CONSTRUCTION
2			
3			DRAFT SUBMITTAL
4			

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REGISTERED PROFESSIONAL ENGINEER
ELIZABETH G. REYES
NO. C86010
RENEW 9-30-26
CIVIL
STATE OF CALIFORNIA

CITY OF SAND CITY
1 PENDERGRASS WAY, SAND CITY, CA 93955
PROJECT TITLE
MULTIUSE TRAIL PROJECT
SHEET DESCRIPTION
PLAN & PROFILE

DESIGNED BY:	IB
DATE:	5/15/25
SCALE:	AS NOTED
PROJECT NO.	1240127001
DRAWING NO.	C4.14
SHEET	20 OF XX

PROFILE SCALE:
HORIZONTAL: 1" = 20'
VERTICAL : 1" = 4'

CONSTRUCTION NOTES

(P) PROTECT EXISTING IMPROVEMENT IN PLACE.

(LS) SEE PROPOSED LANDSCAPING IMPROVEMENT PLAN SHEETS XX–XX.

(SL) SEE PROPOSED LIGHTING IMPROVEMENT PLAN SHEETS XX–XX.

(1) CONSTRUCT 4–INCH FULL DEPTH ASPHALT CONCRETE, GRADE PG XX–XX OVER COMPACTED NATIVE TO 95% RELATIVE COMPACTION. SCARIFY AND RECOMPACT SUB BASE (6–IN MINIMUM).

LEGEND

PROPOSED ASPHALT CONCRETE PAVEMENT PER CN 1

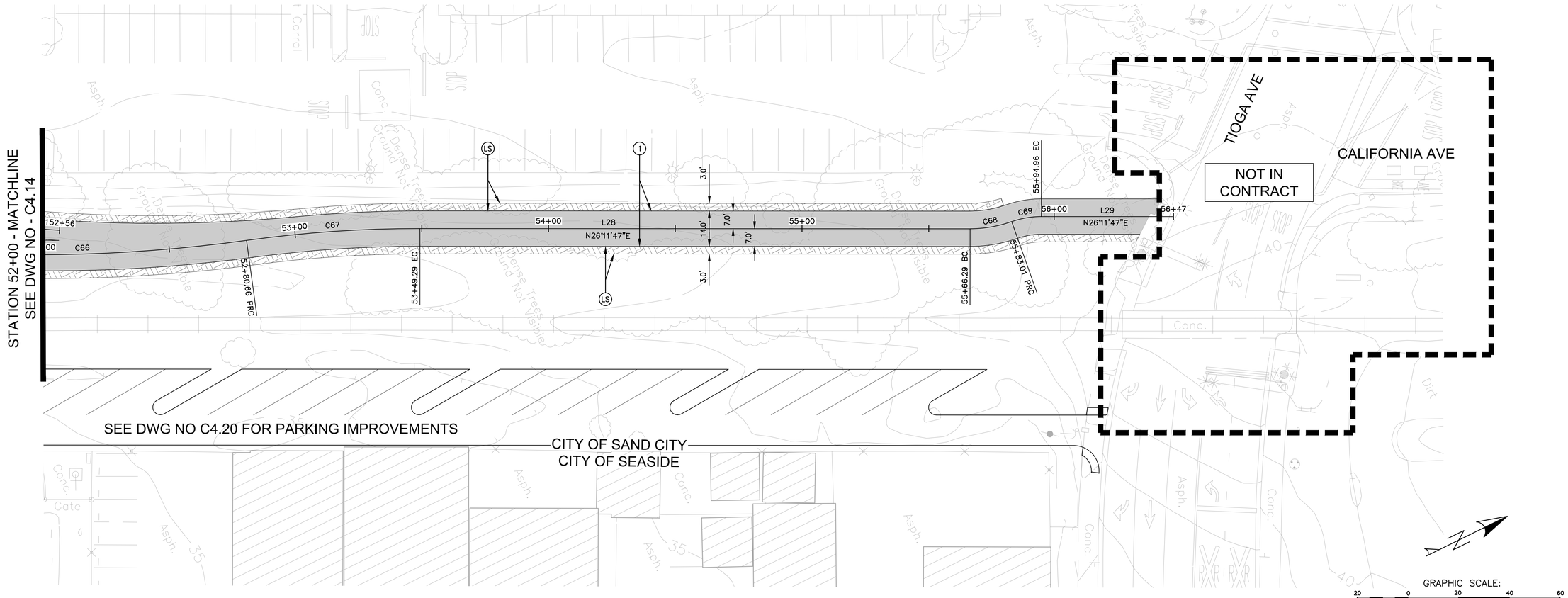
LANDSCAPE BUFFER (SEE LANDSCAPING PLANS SHEETS XX–XX)

RIGHT OF WAY

CITY LIMITS

CL CURVE AND LINE TABLE				
SEGMENT	LENGTH	BEARING	DELTA	RADIUS
C66	129.84'		12°12'56"	609.00'
C67	68.63'		7°51'51"	500.00'
C68	16.73'		19°33'29"	49.00'
C69	11.95'		19°33'29"	35.00'
C74	31.46'		3°01'26"	596.00'
L28	217.00'	N26°11'47"E		
L29	52.13'	N26°11'47"E		

PROFILE



PLAN

REVISIONS

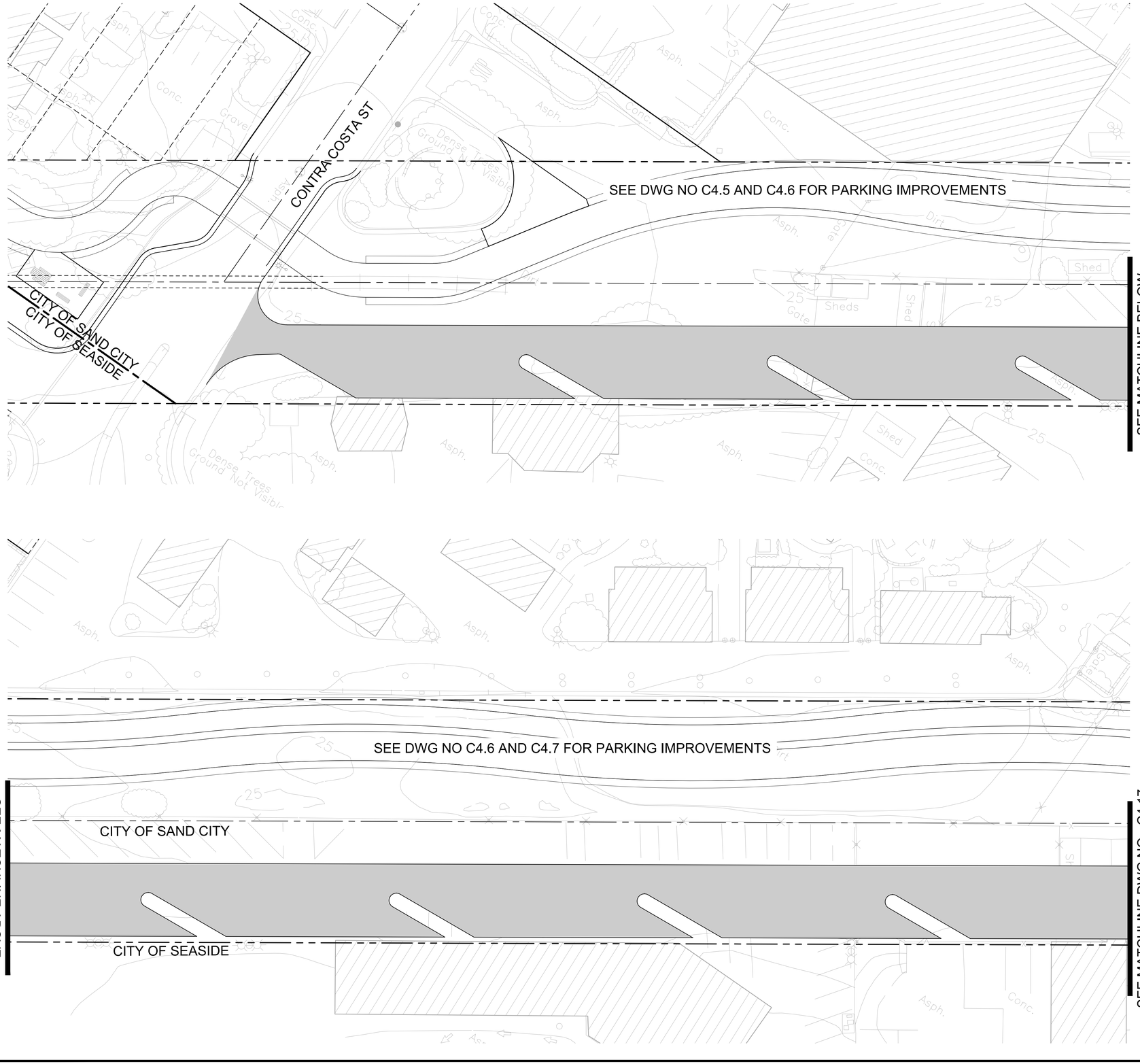
NO.	DATE	INITIAL	DESCRIPTION
1			NOT FOR CONSTRUCTION
2			
3			DRAFT SUBMITTAL
4			

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NOT FOR CONSTRUCTION
REGISTERED PROFESSIONAL ENGINEER * KENNETH G. REYES * NO. C 58160 * RENEW 9-30-26 * CIVIL * STATE OF CALIFORNIA

CITY OF SAND CITY
1 PENDERGRASS WAY, SAND CITY, CA 93955
PROJECT TITLE
MULTIUSE TRAIL PROJECT
SHEET DESCRIPTION
PLAN & PROFILE

DESIGNED BY:	IB
DATE:	5/15/25
SCALE:	AS NOTED
PROJECT NO.	1240127001
DRAWING NO.	C4.15
SHEET	21 OF XX



SAND CITY

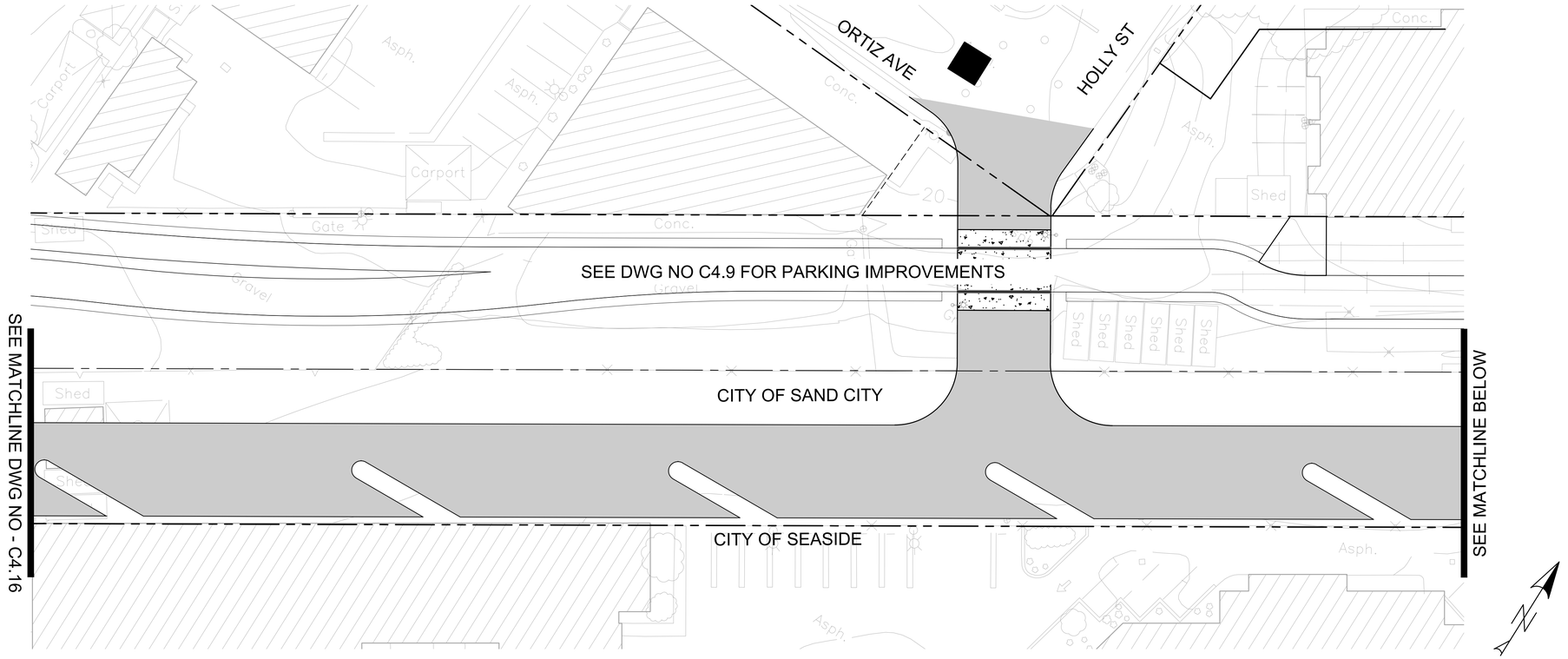
REVISIONS			
NO.	DATE	INITIAL	DESCRIPTION
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2			
3			DRAFT SUBMITTAL
4			
5			

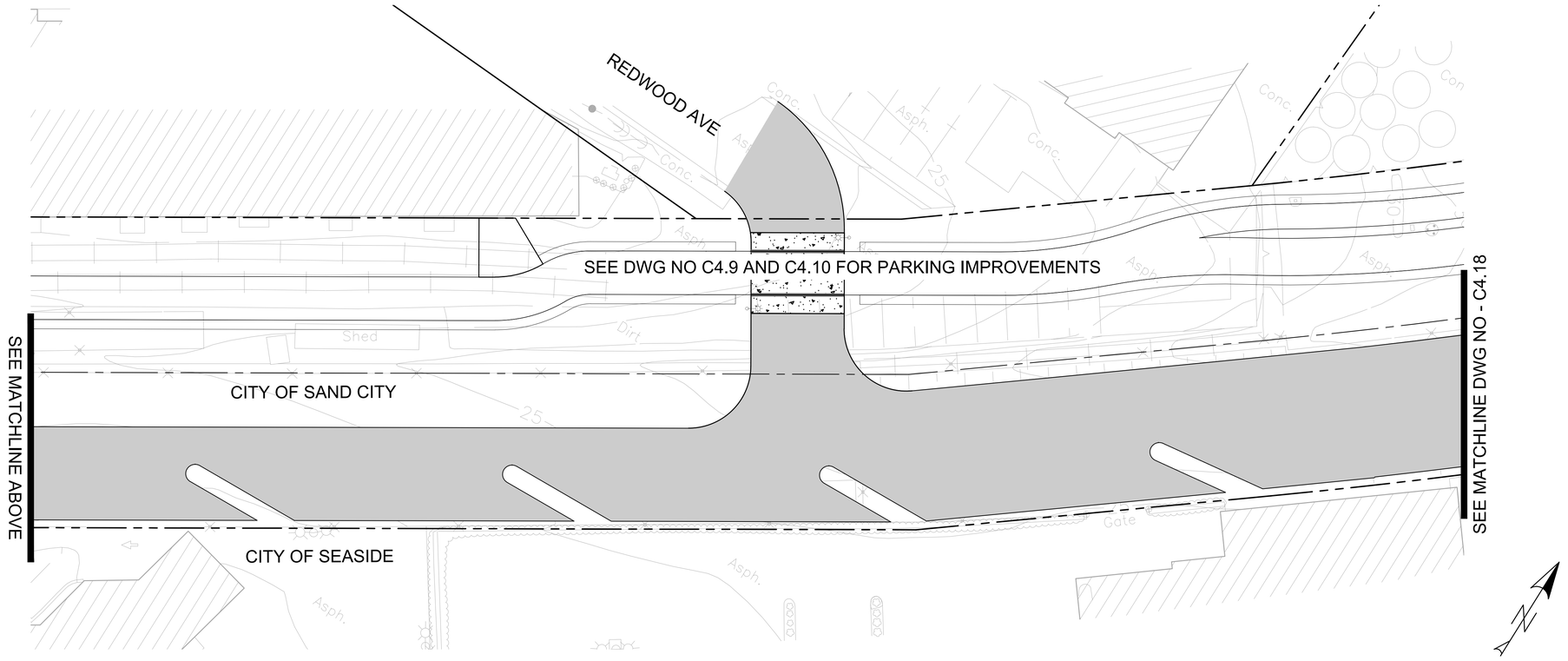
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REGISTERED PROFESSIONAL ENGINEER
ELIZABETH G. REYES
NO. C86210
RENEW 9-30-26
CIVIL
STATE OF CALIFORNIA
NOT FOR CONSTRUCTION

CITY OF SAND CITY
1 PENDERGRASS WAY, SAND CITY, CA 93955
PROJECT TITLE
MULTIUSE TRAIL PROJECT
SHEET DESCRIPTION
PARKING LOT IMPROVEMENTS

DESIGNED BY:	IB
DATE: 5/15/25	
SCALE: AS NOTED	
PROJECT NO.	1240127001
DRAWING NO.	C4.16
SHEET	22 OF XX





GRAPHIC SCALE:
20 0 20 40 60
1"=20'

SAND CITY

REVISIONS

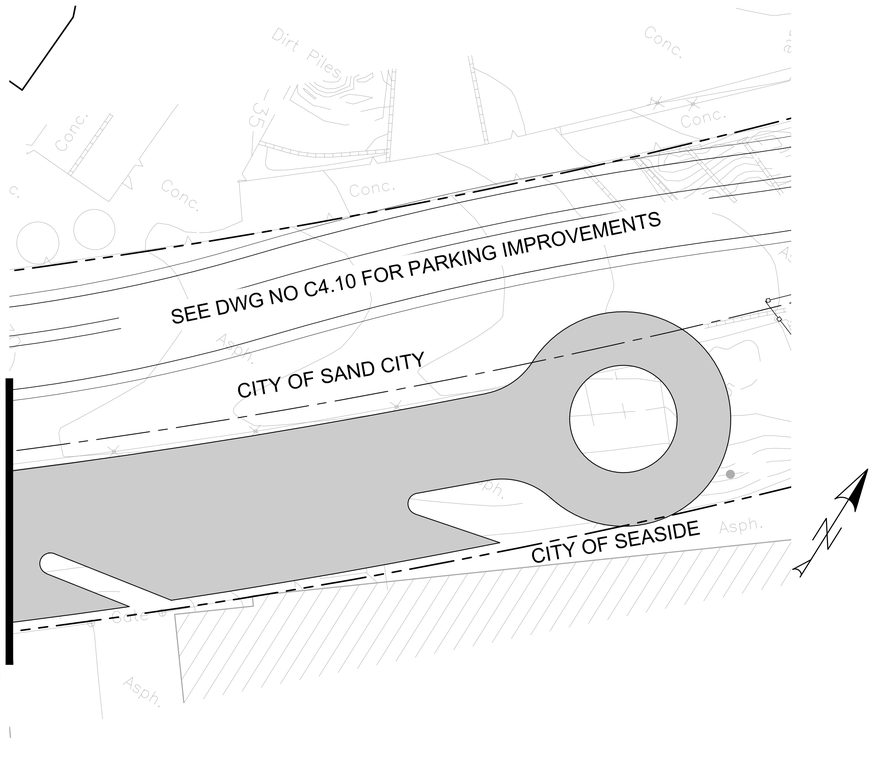
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			DRAFT SUBMITTAL

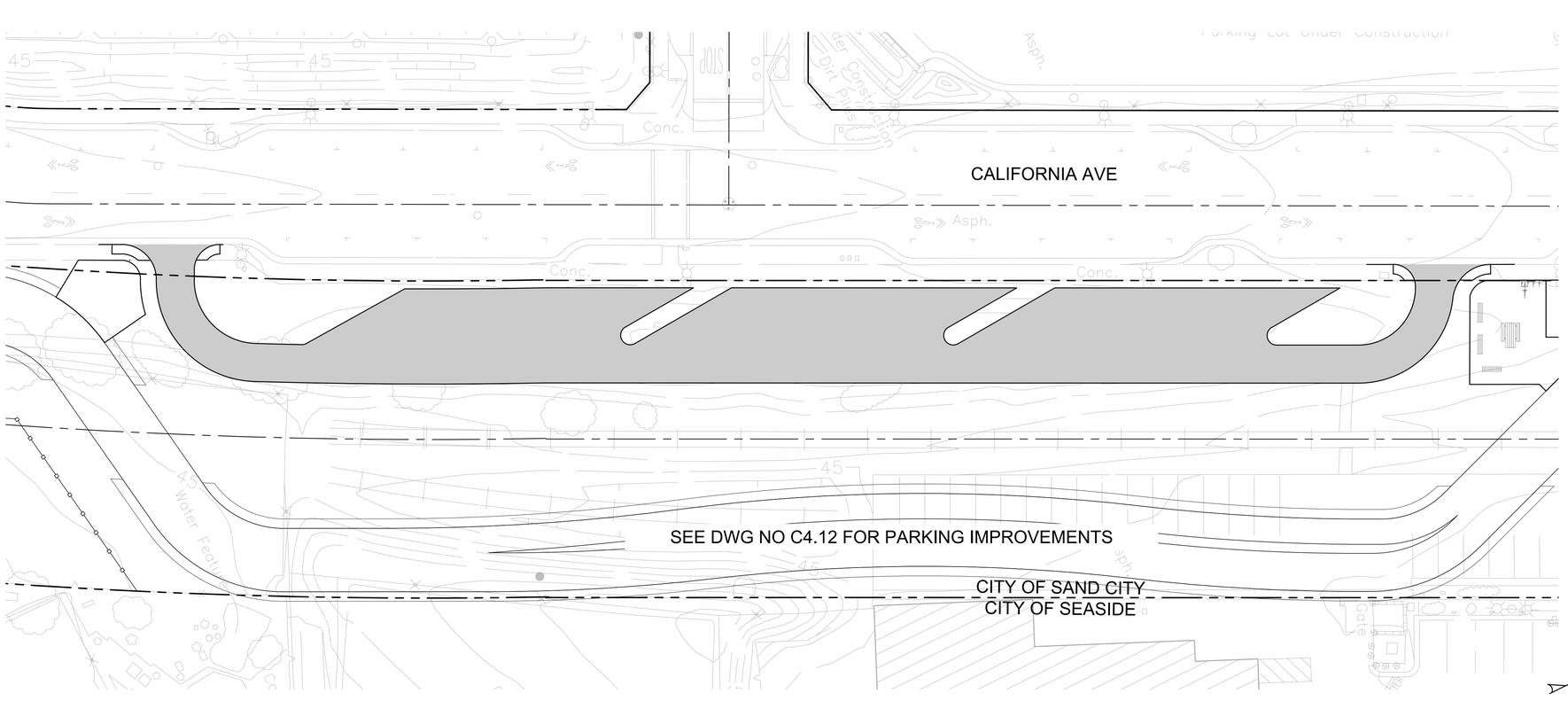
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NOT FOR CONSTRUCTION
REGISTERED PROFESSIONAL ENGINEER
ELIZABETH G. REYES
NO. C86010
RENEW 9-30-26
STATE OF CALIFORNIA CIVIL

CITY OF SAND CITY
1 PENDERGRASS WAY, SAND CITY, CA 93955
PROJECT TITLE
MULTIUSE TRAIL PROJECT
SHEET DESCRIPTION
PARKING LOT IMPROVEMENTS

DESIGNED BY:	IB
DATE:	5/15/25
SCALE:	AS NOTED
PROJECT NO.	1240127001
DRAWING NO.	C4.17
SHEET	23 OF XX





GRAPHIC SCALE:
20 0 20 40 60
1"=20'

SAND CITY

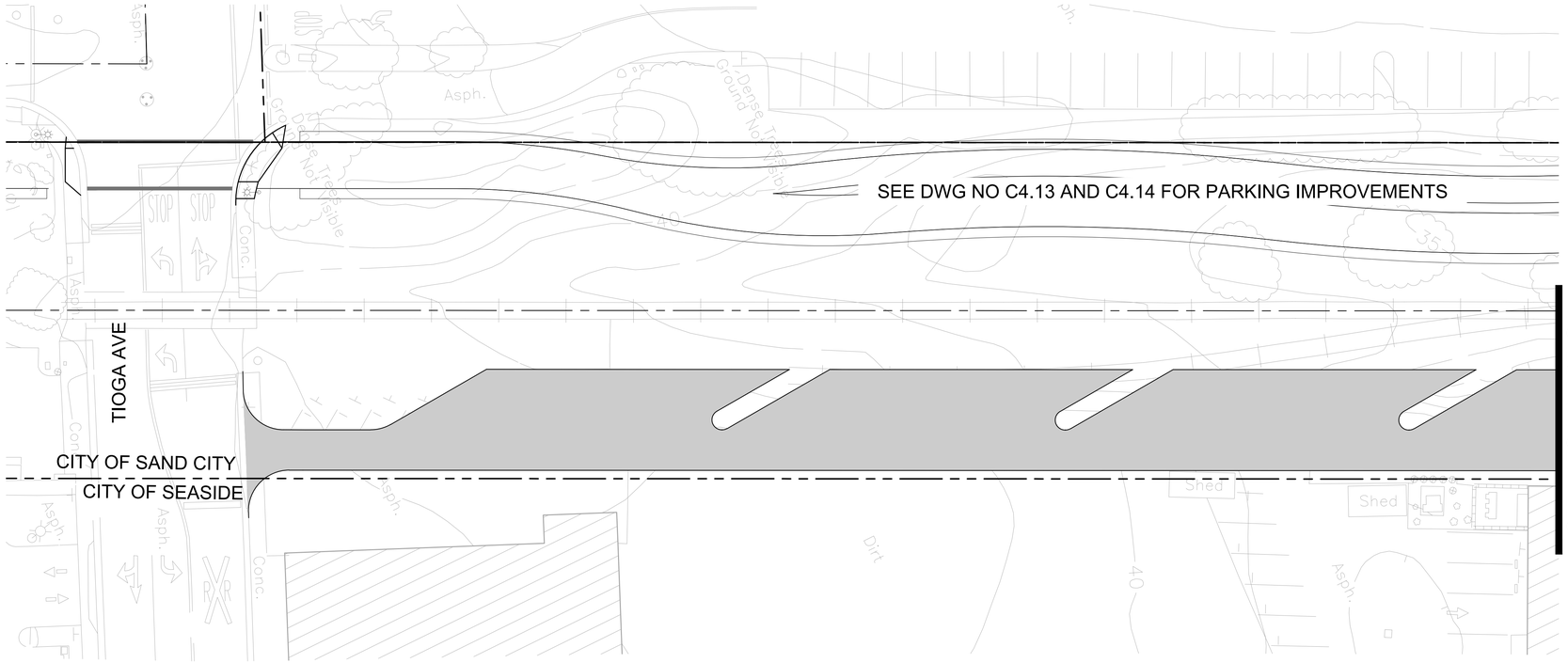
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△			DRAFT SUBMITTAL
△			

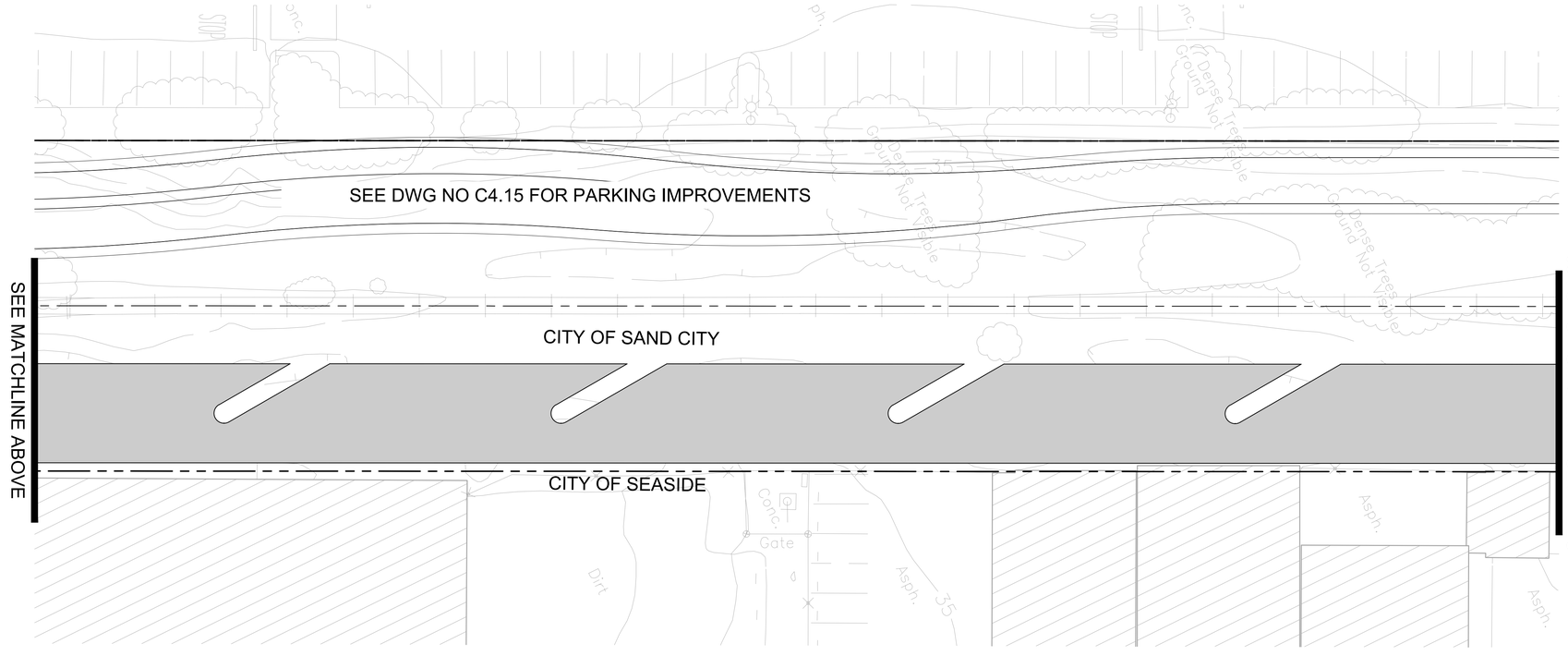
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NOT FOR CONSTRUCTION

CITY OF SAND CITY
1 PENDERGRASS WAY, SAND CITY, CA 93955
PROJECT TITLE
MULTIUSE TRAIL PROJECT
SHEET DESCRIPTION
PARKING LOT IMPROVEMENTS

DESIGNED BY:	IB
DATE:	5/15/25
SCALE:	AS NOTED
PROJECT NO.	1240127001
DRAWING NO.	C4.18
SHEET	24 OF XX





GRAPHIC SCALE:
20 0 20 40 60
1"=20'

REVISIONS

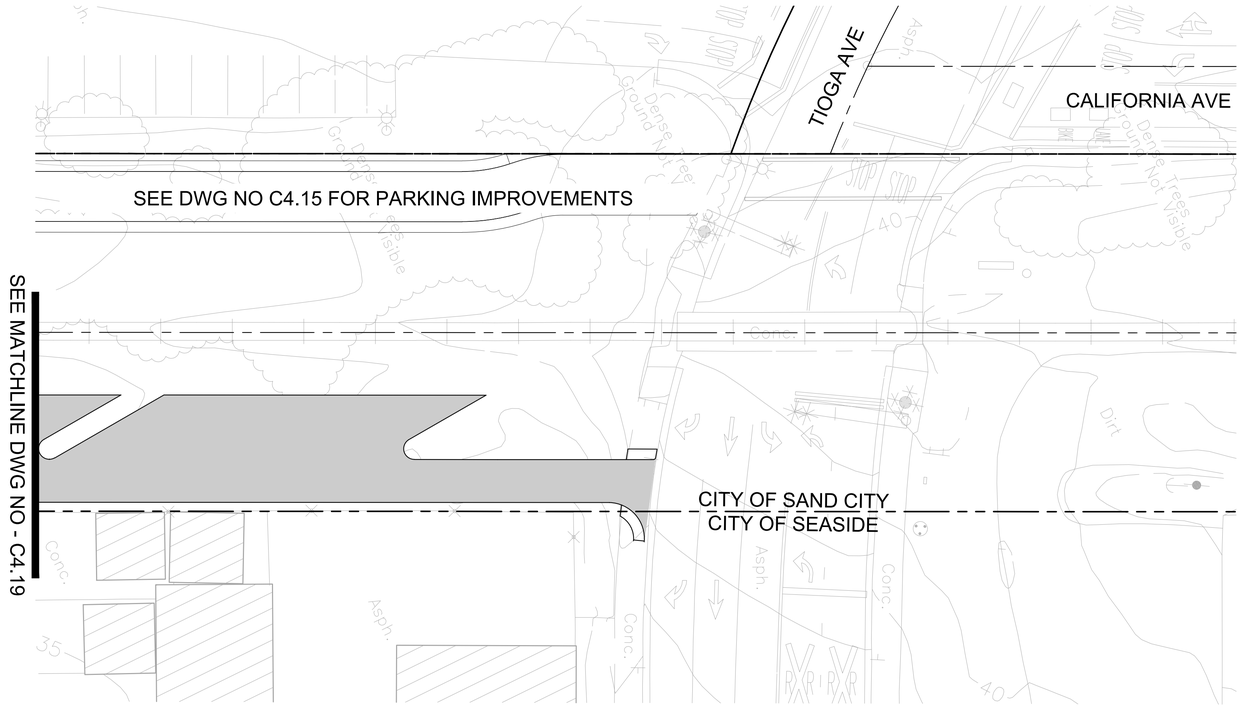
NO.	DATE	INITIAL	DESCRIPTION
△			NOT FOR CONSTRUCTION
△			
△			DRAFT SUBMITTAL
△			
△			

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60 W Alisal Street, Suite 200, Salinas, CA 93901
p: 831.233.9242 * WeAreHarris.com

REGISTERED PROFESSIONAL ENGINEER
ELIZABETH G. REYES
NO. C86010
RENEW 9-30-26
CIVIL
STATE OF CALIFORNIA
NOT FOR CONSTRUCTION

CITY OF SAND CITY
1 PENDERGRASS WAY, SAND CITY, CA 93955
PROJECT TITLE
MULTIUSE TRAIL PROJECT
SHEET DESCRIPTION
PARKING LOT IMPROVEMENTS

DESIGNED BY:	IB
DATE:	5/15/25
SCALE:	AS NOTED
PROJECT NO.	1240127001
DRAWING NO.	C4.19
SHEET	25 OF XX



GRAPHIC SCALE:

20 0 20 40 60

1"=20'

SAND CITY

REVISIONS			
NO.	DATE	INITIAL	DESCRIPTION
△			NOT FOR CONSTRUCTION
△			
△			DRAFT SUBMITTAL
△			
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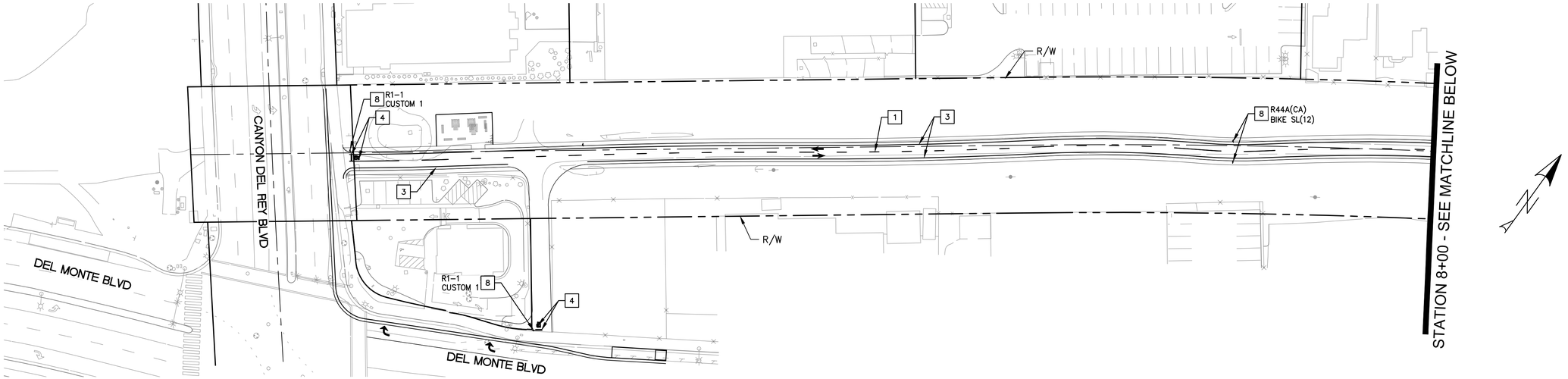
REGISTERED PROFESSIONAL ENGINEER
ELIZABETH G. REYES
NO. C85910
RENEW 9-30-2026
STATE OF CALIFORNIA CIVIL
NOT FOR CONSTRUCTION

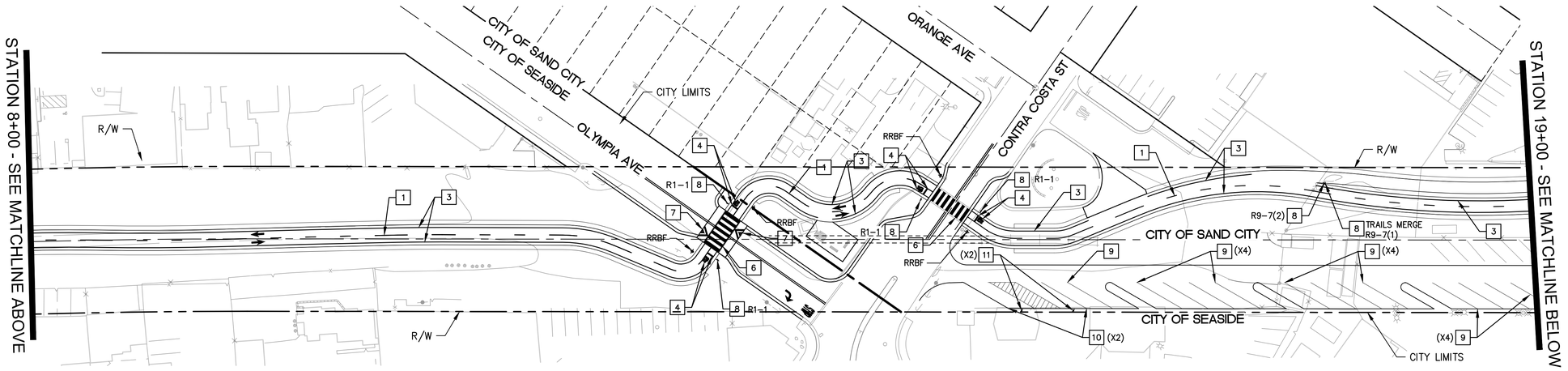
CITY OF SAND CITY
1 PENDERGRASS WAY, SAND CITY, CA 93955

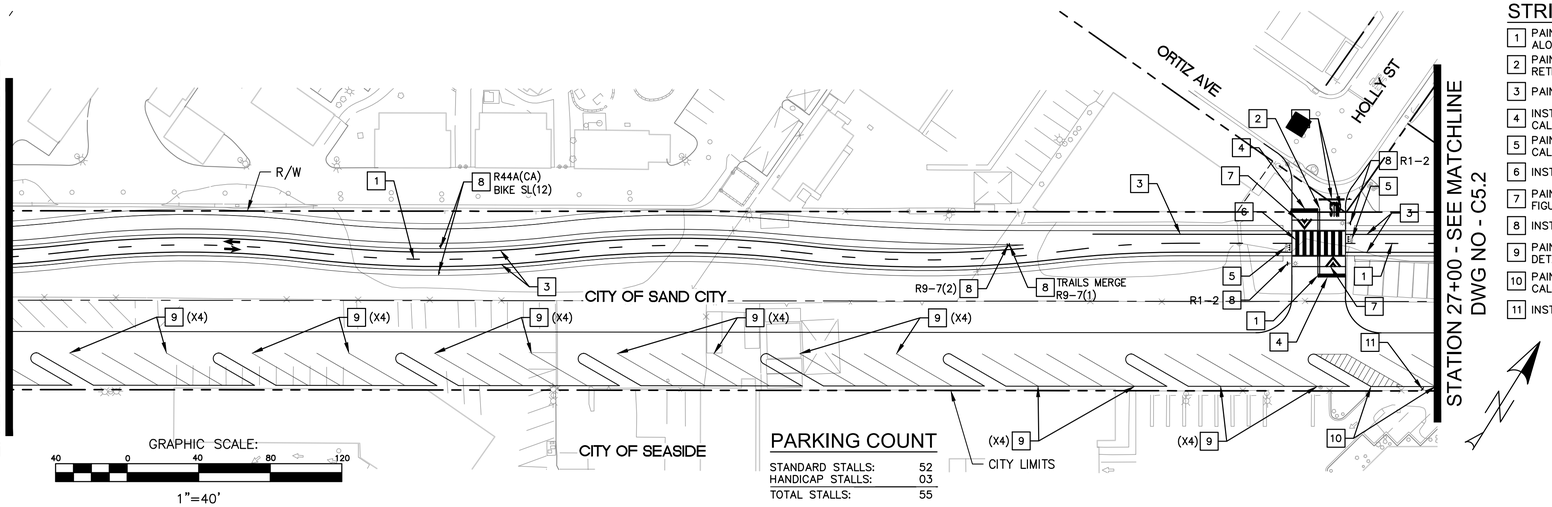
PROJECT TITLE
MULTIUSE TRAIL PROJECT

SHEET DESCRIPTION
PARKING LOT IMPROVEMENTS

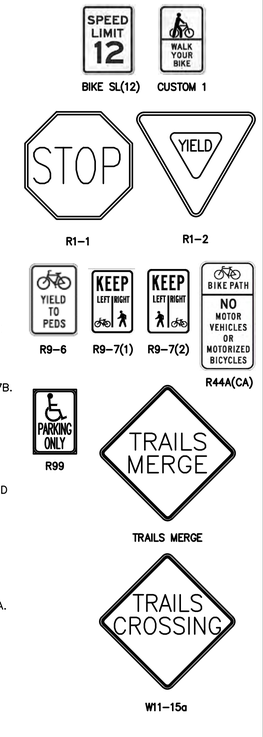
DESIGNED BY:	IB
DATE:	5/15/25
SCALE:	AS NOTED
PROJECT NO.	1240127001
DRAWING NO.	C4.20
SHEET	26 OF XX







SIGN LEGEND



STRIPING CONSTRUCTION NOTES

1. PAINT 4-INCH WIDE, 3' LONG, WITH 9' GAP YELLOW SKIP CENTERLINE STRIPE ALONG CENTER OF THE BIKE TRAIL.
2. PAINT 6-INCH WIDE, SOLID DOUBLE YELLOW CENTERLINE STRIPE WITH RETROREFLECTIVE MARKERS PER CALTRANS STD DETAIL 22.
3. PAINT 4-INCH WIDE WHITE EDGELINE STRIPING PER CALTRANS STD DETAIL 27B.
4. INSTALL 12-INCH WIDE WHITE LIMIT LINE AND 'STOP' PAVEMENT LEGEND PER CALTRANS STD PLAN A24D.
5. PAINT WHITE YIELD LINE STRIPING AND 'YIELD' PAVEMENT LEGEND PER CALTRANS STD PLAN A24G.
6. INSTALL CONTINENTAL CROSSWALK PER CALTRANS STD PLAN A24F.
7. PAINT 12-INCH WIDE, WHITE SPEED TABLE MARKINGS PER SECTION 3B.29 AND FIGURE 3B-27 OF MUTCD 11TH EDITION GUIDELINES.
8. INSTALL SIGN AND POST AS INDICATED.
9. PAINT 3-INCH DOUBLE WHITE STRIPE PARKING STALL PER PARKING STALL DETAIL ON PLAN SHEET C5.3. STALL WIDTH AND DEPTH PER PLAN.
10. PAINT ACCESSIBLE PARKING STALL AND ACCESSIBLE AISLE STRIPING PER CALTRANS STD PLAN A90A.
11. INSTALL NEW R99C (CA) SIGN ON NEW POST PER CALTRANS STD PLAN A90A.

PARKING COUNT

STANDARD STALLS:	52
HANDICAP STALLS:	03
TOTAL STALLS:	55

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REVISIONS

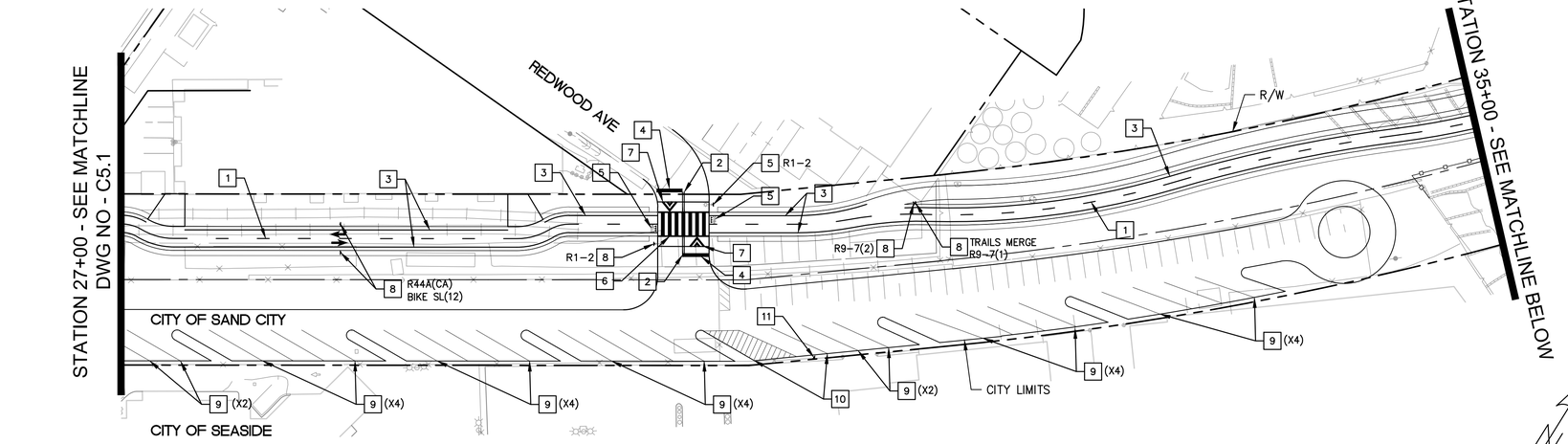
NO.	DATE	INITIAL	DESCRIPTION
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2			
3			DRAFT SUBMITTAL

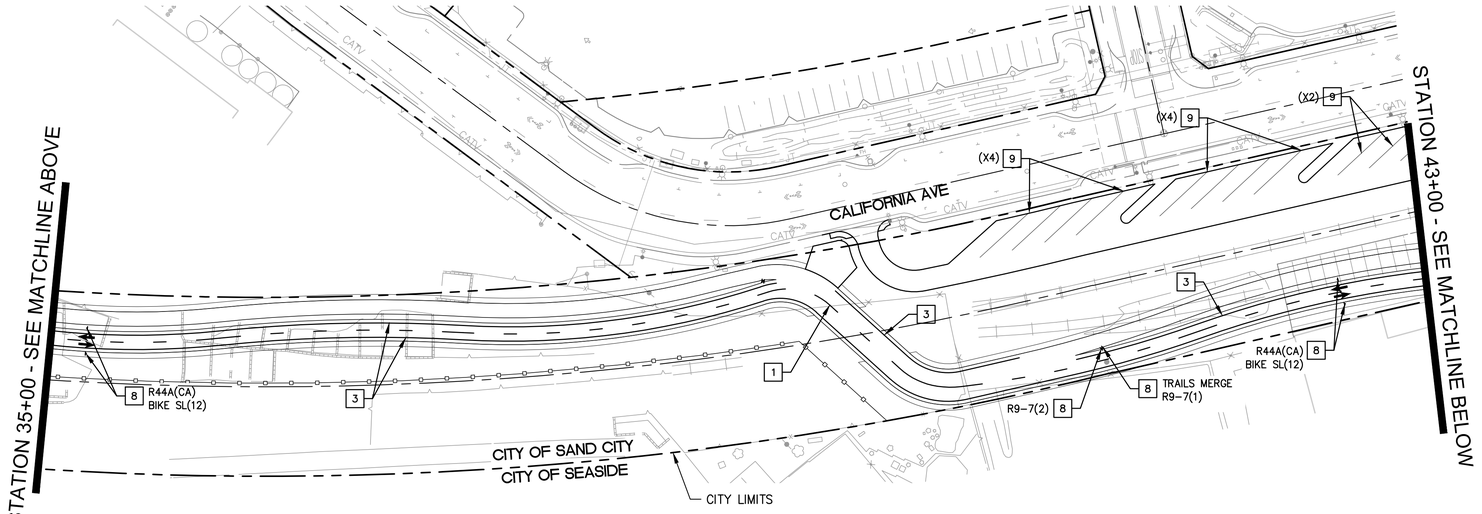
PROFESSIONAL ENGINEER * ELIZABETH G. REYES * NO. C86210 RENEW 9-30-2026 * REGISTERED CIVIL STATE OF CALIFORNIA
NOT FOR CONSTRUCTION

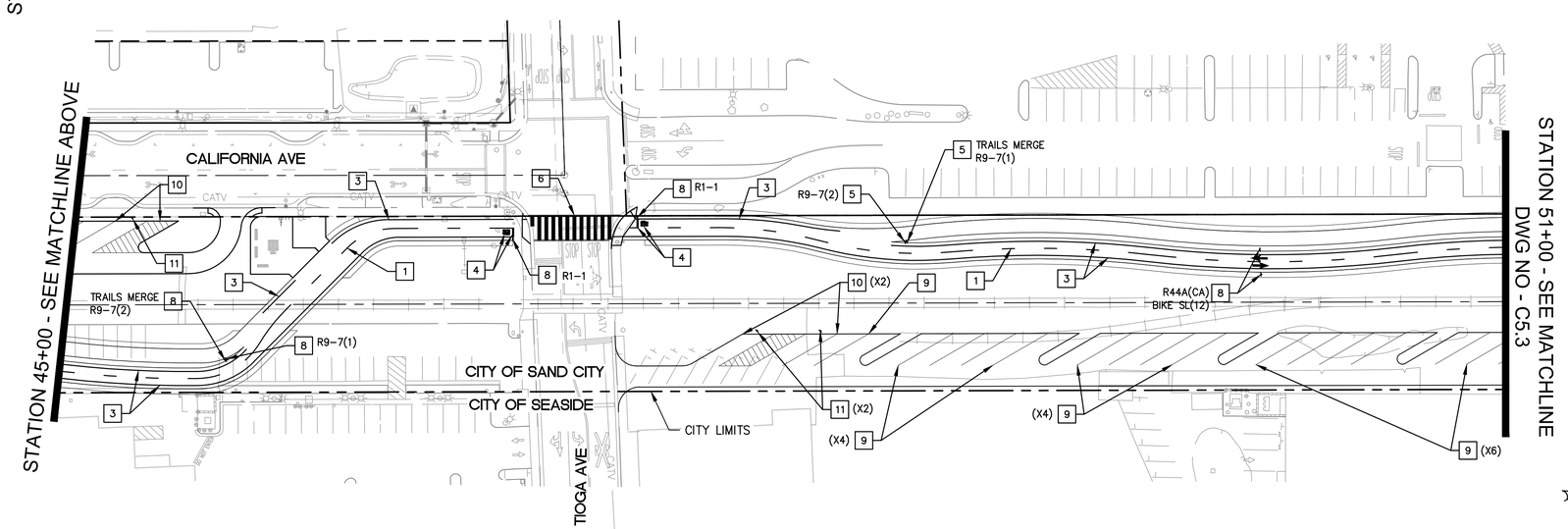
CITY OF SAND CITY
1. PENDERGRASS WAY, SAND CITY, CA 93955
PROJECT TITLE
MULTIUSE TRAIL PROJECT

SHEET DESCRIPTION
SIGNING AND STRIPING

DESIGNED BY:	IB
DATE:	5/15/25
SCALE:	AS NOTED
PROJECT NO.	1240127001
DRAWING NO.	C5.1
SHEET	27 OF XX



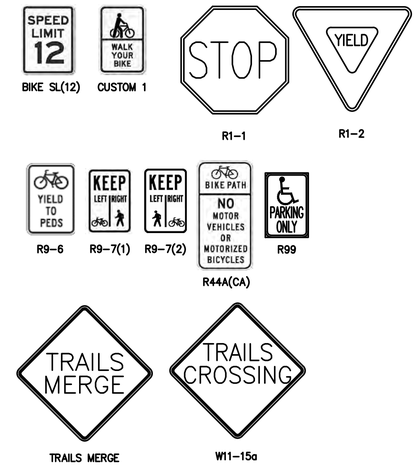




STRIPING CONSTRUCTION NOTES

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11. INSTALL NEW R99C (CA) SIGN ON NEW POST PER CALTRANS STD PLAN A90A.

SIGN LEGEND



PARKING COUNT

STANDARD STALLS:	63
HANDICAP STALLS:	04
TOTAL STALLS:	67

GRAPHIC SCALE:
40 0 40 80 120
1"=40'

REVISIONS

NO.	DATE	INITIAL	DESCRIPTION
			NOT FOR CONSTRUCTION
			DRAFT SUBMITTAL

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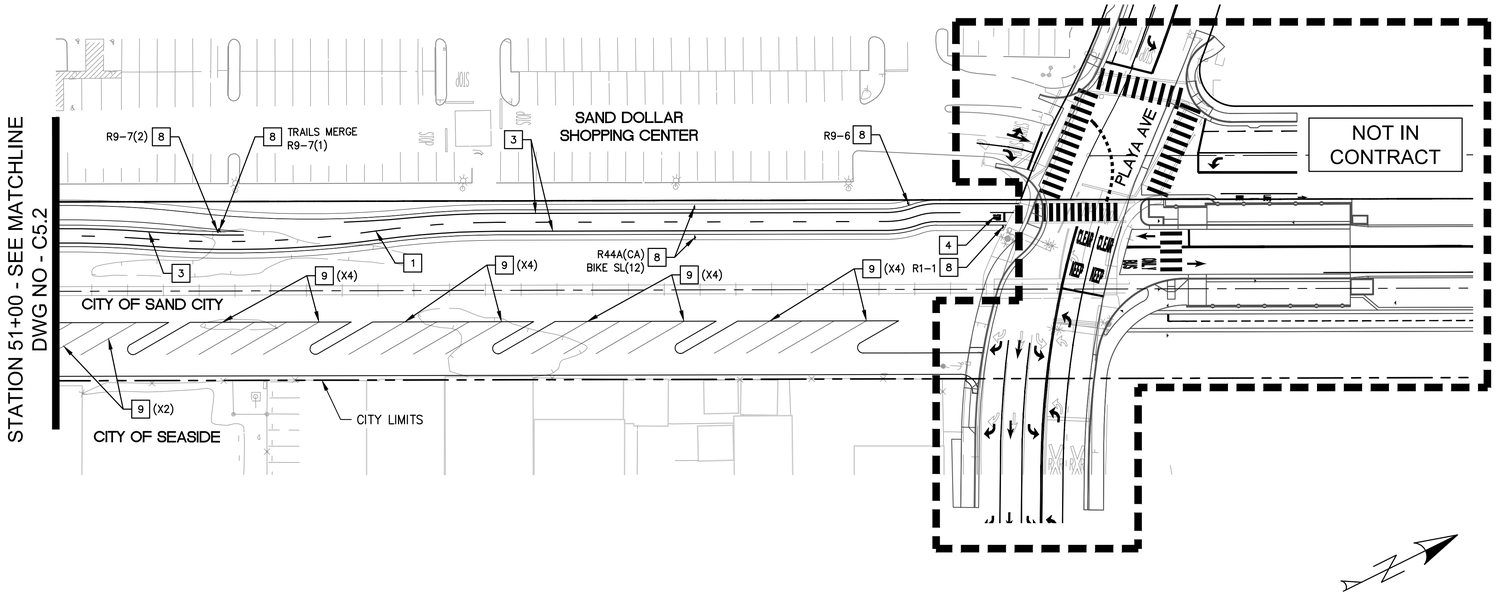
NOT VALID WITHOUT ORIGINAL SIGNATURE
REGISTERED PROFESSIONAL ENGINEER * KENNETH G. REYES * NO. C 39955 * RENEW 9-30-26 * CIVIL * STATE OF CALIFORNIA

CITY OF SAND CITY
1 PENDERGRASS WAY, SAND CITY, CA 93955

PROJECT TITLE
MULTIUSE TRAIL PROJECT

SHEET DESCRIPTION
SIGNING & STRIPING

DESIGNED BY:	IB
DATE:	5/15/25
SCALE:	AS NOTED
PROJECT NO.	1240127001
DRAWING NO.	C5.2
SHEET	28 OF XX

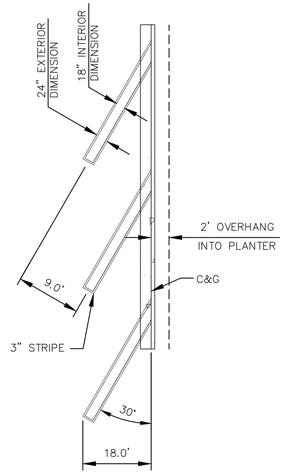


STRIPING CONSTRUCTION NOTES

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7. PAINT ACCESSIBLE PARKING STALL AND ACCESSIBLE AISLE STRIPING PER CALTRANS STD PLAN A90A.
8. INSTALL NEW R99C (CA) SIGN ON NEW POST PER CALTRANS STD PLAN A90A.

PARKING COUNT

STANDARD STALLS:	23
HANDICAP STALLS:	00
TOTAL STALLS:	23



PARKING STALL DETAIL

GRAPHIC SCALE:
40 0 40 80 120
1"=40'

REVISIONS

NO.	DATE	INITIAL	DESCRIPTION
1			NOT FOR CONSTRUCTION
2			
3			DRAFT SUBMITTAL
4			

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p: 831.233.9242 * WeAreHarris.com

REGISTERED PROFESSIONAL ENGINEER
ELIZABETH G. REYES
NO. C86210
RENEW 9-30-2026
STATE OF CALIFORNIA CIVIL
NOT FOR CONSTRUCTION

CITY OF SAND CITY
1 PENDERGRASS WAY, SAND CITY, CA 93955

PROJECT TITLE
MULTIUSE TRAIL PROJECT

SHEET DESCRIPTION
SIGNING & STRIPING

DESIGNED BY:	IB
DATE:	5/15/25
SCALE:	AS NOTED
PROJECT NO.	1240127001
DRAWING NO.	C5.3
SHEET	29 OF XX

AGENDA ITEM
9B.

Approve a Resolution Adopting the City of Sand City's Budget for the Fiscal Year 2025-2026

City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council Members
FROM: Vibeke Norgaard, City Manager, Jennifer Pope, Finance Manager, & Audrey Cray, HR/Risk Manager
SUBJECT: Approval of the Proposed Budget for Fiscal Year 2025-2026
DATE: June 17, 2025

BACKGROUND/DISCUSSION:

In accordance with the Sand City Municipal Code Section 2.50.070 (H), we are pleased to present the proposed Fiscal Year 2025-2026 budget. The proposed budget was developed with input from all City departments and is based on conservative projections for growth in the forthcoming year.

City Budget Summary

The projected total revenue for Fiscal Year 25-26 is approximately $13.7 million and includes $11.2 million in operation revenue and $2.6 million in special projects and grants. The Fiscal Year 25-26 proposed total expenditure budget is approximately $13.7 million, $9.9 million in operating expenditures and $3.9 million in capital improvements and special projects. The projected budget includes a surplus in operating revenue of $1,348,105 that will be used along with $380,875 in general fund reserves for the FY 25-26 Capital Improvement Projects.

Description	FY 23/24 Actuals	FY 24-25 Amended Budget	FY 25-26 Proposed Budget	Prior Year Difference
Operating Revenue	$11,286,689	$10,945,625	$11,198,483	$252,858
Operating Expenditures	$7,931,884	$9,211,514	$9,850,378	$638,864
Surplus/Deficit	**$3,354,805**	**$1,734,111**	**$1,348,105**	**-$386,006**
Non-Operating Revenue				
Grants	$378,264	$3,454,185	$2,039,150	-$1,415,035
General Fund Reserves for CIP	$0	$0	$380,875	$380,875
Special Projects	$474,202	$1,447,257	$130,020	-$1,317,237
Total Non-Operating Revenue	$852,467	$4,901,443	$2,550,045	-$2,351,398
Non-Operating Expenditures				
Capital Projects	$94,982	$3,230,967	$2,926,150	-$304,817
Capital Outlay	$469,135	$221,291	$422,000	$200,709
Special Projects	$668,321	$1,542,966	$550,000	-$992,966
Total Non-Operating Expenditures	$1,232,438	$4,995,224	$3,898,150	-$1,097,074
Surplus/Deficit	**-$379,971**	**-$93,782**	**-$1,348,105**	**-$1,254,323**
Total Op and Non-Op Surplus/Deficit	**$2,974,833**	**$1,640,329**	**$0**	**-$1,640,329**

Description	FY 23/24 Actuals	FY 24-25 Amended Budget	FY 25-26 Proposed Budget	Prior Year Difference
Operating Revenue	$11,286,689	$10,945,625	$11,198,483	$252,858
Operating Expenditures	$7,931,884	$9,211,514	$9,850,378	$638,864
Surplus/Deficit	**$3,354,805**	**$1,734,112**	**$1,348,105**	**-$386,007**

Operating Revenue:

The proposed operating revenue for FY 25-26 is $11.2 million, an increase of approximately $252,858 from Fiscal Year 24-25.

As the economy continues to be unpredictable, the proposed budget presents a conservative increase in operating revenue for FY 25-26. Staff's projections include an estimated increase in operating revenue of approximately $252,858 when compared to Fiscal Year 24-25. Some of the larger changes include an increase of $271,664 in Sales and Transaction Use Tax, $250,000 in Transient Occupancy Tax for the new hotel that will open in January 2026, and a $205,000 disbursement from the City CalPERS CERBT account.

Staff is projecting a $65,000 decrease in interest revenue and a $50,000 decrease in business license tax. The proposed budget also reflects a $60,000 decrease in miscellaneous revenue when compared to the prior fiscal year which is in part due to the fact that the prior fiscal year's budget reflected a one-time payment for public improvement costs on California Avenue which is not expected in FY 25-26. Further, in FY 24-25 the City negotiated a decrease in the Measure X Maintenance of Effort (MOE) which resulted in the City receiving three years of Measure X funding. In FY 25-26 the Measure X revenue will instead be the amount allotted for one year resulting in a 56% decrease in Public Works revenue.

City Revenue Budget Summary					
Description	FY 23/24 Actuals	FY 24-25 Amended Budget	FY 25-26 Proposed Budget	Prior Year Increase (Decrease)	Percent Change
OPERATING REVENUES					
Property Taxes	$152,735	$137,985	$138,767	$782	1%
Sales/Use Taxes	$3,702,059	$3,545,000	$3,679,759	$134,759	4%
Transaction Tax	$4,708,705	$4,540,000	$4,676,905	$136,905	3%
TOT Tax	$119,356	$120,000	$370,000	$250,000	208%
Franchise/Users Tax	$400,183	$323,800	$331,800	$8,000	2%
Business License	$844,415	$750,500	$700,200	-$50,300	-7%
Planning Revenues	$4,544	$14,000	$15,000	$1,000	7%
Building Revenues	$36,619	$27,150	$27,150	$0	0%
Police Revenues	$18,915	$19,800	$19,800	$0	0%
Public Works Revenues	$76,122	$192,685	$85,182	-$107,503	-56%
Interest	$519,329	$521,100	$456,000	-$65,100	-12%
Rental	$17,237	$43,000	$43,000	$0	0%
ROPS Residual	$256,041	$221,055	$225,000	$3,945	2%
SA Admin Fees Reimbursement	$155,728	$0	$0	$0	0%
Misc. Revenues	$7,688	$289,650	$230,020	-$59,630	-21%
Recurring Grants	$213,167	$192,900	$192,900	$0	0%
Cal-Am	$53,848	$7,000	$7,000	$0	0%
TOTAL OPERATING REVENUE	**$11,286,689**	**$10,945,625**	**$11,198,483**	**$252,858**	**2%**

Operating Expenditures:

The proposed operating expenditure budget for FY 25-26 is $9.9 million, an estimated increase of $638,864 from the previous year.

The City anticipates an increase in operating expenditure for FY 25-26. Staff's projections include an estimated increase in operating expenditures of approximately $638,864 when compared to the Fiscal Year 24-25 budget. The increase is in part due to an increase in Police Department and Administrative Services salaries and benefits as well as increases in workers' comp and liability insurance. It also reflects an increase in non-departmental expenses due to an increase in CalPERS unfunded liability. Staff is also projecting a decrease in planning expenditures as the City is in the process of hiring a new Planning Manager which is expected to reduce costs for contracted services. There is also a decrease of $47,246 as a result of the Façade Improvement Program concluding in FY 24-25. The budget also reflects a projected $35,103 increase in building fees due to a significant increase in capital improvement and special projects moving forward.

City Expenditure Budget Summary

Description	FY 23/24 Actuals	FY 24-25 Amended Budget	FY 25-26 Proposed Budget	Prior Year Increase (Decrease)	Percent Change
OPERATING EXPENSES					
City Council	$101,175	$151,562	$162,113	$10,550	7%
Administration	$760,804	$833,334	$914,591	$81,257	10%
Finance	$581,116	$530,054	$538,685	$8,631	2%
Attorney	$277,610	$375,000	$386,250	$11,250	3%
Planning	$485,764	$832,090	$786,636	-$45,453	-5%
Building	$40,690	$119,790	$154,893	$35,103	29%
Police	$3,879,905	$3,659,779	$4,019,039	$359,259	10%
Fire	$346,268	$358,387	$364,151	$5,764	2%
Public Works	$966,798	$1,078,428	$1,133,550	$55,122	5%
Parks	$19,528	$70,330	$66,384	-$3,947	-6%
Government Buildings	$66,559	$77,615	$77,765	$150	0%
Community Outreach/Econ Dev	$262,500	$238,419	$243,172	$4,753	2%
Non-Departmental	$143,167	$886,725	$1,003,151	$116,425	13%
TOTAL OPERATING EXPENSES	**$7,931,884**	**$9,211,514**	**$9,850,378**	**$638,864**	**7%**

City Non-Operating Budget Summary				
Description	**FY 23/24 Actuals**	**FY 24-25 Amended Budget**	**FY 25-26 Proposed Budget**	**Prior Year Difference**
Non-Operating Revenue				
Grants	$378,264	$3,454,185	$2,039,150	-$1,415,035
General Fund Reserves for CIP	$0	$0	$380,875	$380,875
Special Projects	$474,202	$1,447,257	$130,020	-$1,317,237
	$852,467	$4,901,443	$2,550,045	-$2,351,398
Non-Operating Expenditures				
Capital Projects	$94,982	$3,230,967	$2,926,150	-$304,817
Capital Outlay	$469,135	$221,291	$422,000	$200,709
Special Projects	$668,321	$1,542,966	$550,000	-$992,966
Total Non-Operating Expenditures	$1,232,438	$4,995,224	$3,898,150	-$1,097,074
Surplus/Deficit	**-$379,971**	**-$93,782**	**-$1,348,105**	**-$1,254,324**

Non-Operating Revenue:

Staff's projections include an estimated $2.4 million decrease in Special Projects and Grant revenue when compared to the previous fiscal year. A decrease of approximately $1.4 million in grant funding for FY 25-26 is because the City's FY 24-25 budget reflected grant funding for the multiple projects the City initiated such as: REAP ($53,000), PLHA ($216,500), Coastal Conservancy for the Coastal Trail ($473,000), AMBAG for the multi-use trail ($305,000), and Cannabis Retail ($115,000). Staff have applied for several additional grants which could be awarded in FY 25-26. If awarded, those grants will be reflected in a mid-year budget amendment. The budget also reflects a decrease in special project revenue due to one-time special project funding that was received in FY 24-25, $586,781 for the purchase of the Ortiz property and $439,956 from an environmental enhancement fee for the MST SURF project. The budget also includes a transfer of $380,875 from the General Fund Reserve for FY 25-26 capital improvement projects.

Non-Operating Revenue Budget Summary				
Description	**FY 23/24 Actuals**	**FY 24-25 Amended Budget**	**FY 25-26 Proposed Budget**	**Prior Year Increase (Decrease)**
NON-OPERATING REVENUE				
Grants	$378,264	$3,454,185	$2,039,150	-$1,415,035
General Fund Reserve	$0	$0	$380,875	$380,875
Special Project	$474,202	$1,447,257	$130,020	-$1,317,237
NON-OPERATING REVENUE	**$852,467**	**$4,901,443**	**$2,550,045**	**-$2,351,398**

Non-Operating Expenditures:

The budget proposes a $1.1 million decrease in non-operating expenditures due to the FY 24-25 purchase of the Ortiz property, the projected completion of the website project

and the cannabis retail project in FY 24-25. At the April 15, 2025, Council Meeting, City Council approved a five-year Capital Improvement Plan (CIP) that included a budget for FY 25-26 CIP projects. The City Council provided approval of the noticed CIP on June 3, 2025. These projects are included in the non-operating expenditures. The surplus from the operating budget is proposed to be used for the capital improvement projects that were approved in the five-year CIP plan for FY 25-26. General Fund Reserve will be used for the remainder of the CIP projects.

City Non-Operating Expenditure Budget Summary				
Description	**FY 23/24 Actuals**	**FY 24-25 Amended Budget**	**FY 25-26 Proposed Budget**	**Prior Year Increase (Decrease)**
NON-OPERATING EXPENDITURES				
Capital Projects	$94,982	$3,230,967	$2,926,150	-$304,817
Capital Outlay	$469,135	$221,291	$422,000	$200,709
Special Projects	$668,321	$1,542,966	$550,000	-$992,966
SUBTOTAL OTHER EXPENSES	**$1,232,438**	**$4,995,224**	**$3,898,150**	**-$1,097,074**

At the June 5, 2025, Budget and Personnel Committee meeting, the committee reviewed the Proposed Budget for FY 25-26 and approved staff's recommendation to bring the proposed budget to the City Council for consideration and approval. There were two minor adjustments following the Budget and Personnel Committee meeting: the Public Works budget was adjusted for an increase to the City's portion of the jurisdictional SB-1383 implementation program and a minor adjustment was made to the General Fund Reserve that will be needed for the FY 25-26 CIP.

FISCAL IMPACT:
The total revenue for the proposed Fiscal Year 2025-2026 budget is $13.7 million and the total proposed expenditure is $13.7 million.

RECOMMENDATION:
Staff recommends the approval of the Proposed Fiscal Year 2025-2026 Budget.

ATTACHMENTS:

1. Resolution
2. Fiscal Year 2025-2026 Proposed Budget
3. Fiscal Year 2025-2026 Proposed Budget Book

CITY OF SAND CITY
RESOLUTION SC 25- __, 2025

RESOLUTION OF THE CITY COUNCIL OF SAND CITY ADOPTING THE CITY OF SAND CITY'S BUDGET FOR THE FISCAL YEAR 2025-2026.

WHEREAS, the Budget and Personnel Committee and the City Council of Sand City have reviewed the Proposed Budget for Fiscal Year 2025-2026; and

WHEREAS, the Budget and Personnel Committee has recommended the proposed budget (Exhibit A), be considered for adoption by the City Council; and

WHEREAS, the City Council recognizes that the proposed budget is subject to further review and amendments at appropriate times as the fiscal year progresses; and

WHEREAS, certain general economic conditions may impact the City which may require changes to the City Budget throughout the year: and

WHEREAS, the City Council of Sand City finds the Fiscal Year 2025-2026 Proposed Budget satisfactory to commence the operations and capital improvement programs of the City in the next fiscal year.

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

1. The Proposed City Budget for Fiscal Year 2025-2026 (Exhibit A) is hereby adopted.

2. City staff is authorized to continue City operations as generally prescribed in the 2025-2026 Proposed Budget and is directed to follow the general financial guidelines outlined therein.

PASSED AND ADOPTED by the Sand City Council on this ___ day of June 2024 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

_____
Mary Ann Carbone, Mayor

ATTEST:

DATED: _____

_____
Kerry Lindstrom, City Clerk

CITY OPERATING BUDGET SUMMARY

Description	FY 23/24 Actuals	FY 24-25 Amended Budget	FY 25-26 Proposed Budget	Prior Year Difference
Operating Revenue	$11,286,689	$10,945,625	11,198,483	$252,858
Operating Expenditures	$7,931,884	$9,211,514	9,850,378	$638,864
Surplus/Deficit	**$3,354,805**	**$1,734,112**	**1,348,105**	**-$386,007**

CITY NON-OPERATING BUDGET SUMMARY

Description	FY 23/24 Actuals	FY 24-25 Amended Budget	FY 25-26 Proposed Budget	Prior Year Difference
Non-Operating Revenue				
Grants	$378,264	$3,454,185	2,039,150	-$1,415,035
General Fund Reserves for CIP	$0	$0	380,875	$380,875
Special Projects	$474,202	$1,447,257	130,020	-$1,317,237
	$852,467	$4,901,443	2,550,045	-$2,351,398
Non-Operating Expenditures				
Capital Projects	$94,982	$3,230,967	2,926,150	-$304,817
Capital Outlay	$469,135	$221,291	422,000	$200,709
Special Projects	$668,321	$1,542,966	550,000	-$992,966
Total Non-Operating Expenditures	$1,232,438	$4,995,224	3,898,150	-$1,097,074
Surplus/Deficit	**-$379,971**	**-$93,782**	**-1,348,105**	**-$1,254,324**

Total Operating and Non-Operating	**$2,974,833**	**$1,640,330**	**0**	**-$1,640,330**

City Revenue Budget Summary

Description	FY 23-24 Actuals	FY 24-25 Amended Budget	FY 25-26 Proposed Budget	Budget Difference	Percentage Change
OPERATING REVENUES					
Property Taxes	$152,735	$137,985	$138,767	$782	1%
Sales/Use Taxes	$3,702,059	$3,545,000	$3,679,759	$134,759	4%
Transaction Tax	$4,708,705	$4,540,000	$4,676,905	$136,905	3%
TOT Tax	$119,356	$120,000	$370,000	$250,000	208%
Franchise Fees/Users Tax	$400,183	$323,800	$331,800	$8,000	2%
Business License	$844,415	$750,500	$700,200	-$50,300	-7%
Planning Revenues	$4,544	$14,000	$15,000	$1,000	7%
Building Revenues	$36,619	$27,150	$27,150	$0	0%
Police Revenues	$18,915	$19,800	$19,800	$0	0%
Public Works Revenues	$76,122	$192,685	$85,182	-$107,503	-56%
Interest	$519,329	$521,100	$456,000	-$65,100	-12%
Rental	$17,237	$43,000	$43,000	$0	0%
ROPS Residual	$256,041	$221,055	$225,000	$3,945	2%
SA Admin Fees Reimbursement	$155,728	$0	$0	$0	0%
Misc. Revenues	$7,688	$289,650	$230,020	-$59,630	-21%
Recurring Grants	$213,167	$192,900	$192,900	$0	0%
Cal-Am	$53,848	$7,000	$7,000	$0	0%
SUBTOTAL OPERATING REVENUE	**$11,286,689**	**$10,945,625**	**$11,198,483**	**$252,858**	**2%**
NON-OPERATING REVENUE					
Grants	$378,264	$3,454,185	$2,039,150	-$1,415,035	-41%
Housing Account	$0	$586,781	$0	-$586,781	-100%
Environmental Enhancement	$0	$439,956	$0	-$439,956	-100%
General Fund Reserve (CIP)	$0	$0	$380,875	$380,875	0%
Special Project Revenues	$474,202	$420,520	$130,020	-$290,500	-69%
SUBTOTAL NON- OPERATING REVENUE	**$852,467**	**$4,901,443**	**$2,550,045**	**-$2,351,398**	**-48%**
TOTAL REVENUE	**$12,139,156**	**$15,847,068**	**$13,748,528**	**-$2,098,540**	**-13%**

City of Sand City						
Proposed Revenue Budget FY 2025 - 2026						
			FY 23/24	FY 24/25	FY 25/26	Prior Year
Account	Dept	Account Description	Actuals	Amended Budget	Proposed Budget	Difference
NON DEPARTMENTAL						
4005	000	Curr Prop Taxes	$ 91,713	$ 76,450	$ 76,450	$ -
4006	000	RPTTF Residual	$ 256,041	$ 221,055	$ 225,000	$ 3,945
4008	000	SA Admin Fees Reimbursement	$ 155,728	$ -	$ -	$ -
4010	000	Prior Year Prop	$ 1,482	$ 1,000	$ 1,000	$ -
4012	000	Vehicle License Fee	$ 41,039	$ 43,535	$ 44,667	$ 1,132
4013	000	MBASIA Claims	$ 1,764	$ 3,000	$ -	$ (3,000)
4015	000	SB 813	$ 17,006	$ 14,000	$ 14,000	$ -
4020	000	Prop Tax Transf	$ 1,166	$ 2,500	$ 2,500	$ -
4025	000	Utility Users Tax	$ 238,218	$ 180,000	$ 180,000	$ -
4030	000	Sales/Use Tax	$ 3,702,059	$ 3,545,000	$ 3,679,759	$ 134,759
4032	000	Transaction Tax	$ 4,708,705	$ 4,540,000	$ 4,676,905	$ 136,905
4033	000	State CASP Fee	$ 1,552	$ -	$ -	$ -
4034	000	TOT Tax	$ 119,356	$ 120,000	$ 370,000	$ 250,000
4035	000	Cable Franchise	$ 7,817	$ 5,000	$ 5,000	$ -
4040	000	Refuse Franchise	$ 79,473	$ 60,000	$ 65,000	$ 5,000
4041	000	AB939/SB1383	$ 9,916	$ 12,500	$ 12,500	$ -
4042	000	CalAm Franchise Fee	$ 5,000	$ 10,000	$ 10,000	$ -
4045	000	PG & E Gas	$ 4,323	$ 4,300	$ 4,300	$ -
4050	000	PG & E Electric	$ 42,757	$ 40,000	$ 40,000	$ -
4055	000	Business License	$ 842,750	$ 750,000	$ 700,000	$ (50,000)
4060	000	Business License Late Fee	$ 114	$ 500	$ 200	$ (300)
4340	000	HOPTR Tax	$ 329	$ 500	$ 150	$ (350)
4350	000	Seaside Sanitation	$ 12,679	$ 12,000	$ 15,000	$ 3,000
4410	000	Int. General	$ 21,145	$ 65,000	$ 60,000	$ (5,000)
4411	000	OPEB Interest	$ 2,416	$ 600	$ 500	$ (100)
4413	000	Housing Interes	$ 28,815	$ 15,500	$ 500	$ (15,000)
4414	000	Int GASB 87	$ 3,024	$ -	$ -	$ -
4420	000	Int. LAIF	$ 454,666	$ 400,000	$ 350,000	$ (50,000)
4425	000	LAIF Gain/Loss GASB 31 FMV	$ (55,160)	$ -	$ -	$ -
4450	000	TVI CD Interest	$ 64,424	$ 40,000	$ 45,000	$ 5,000
4500	000	West End Revenue	$ 60,642	$ 49,500	$ 49,500	$ -
4502	000	Mural Festival	$ -	$ -	$ -	$ -
4504	000	Art Park Events	$ 850	$ 1,000	$ 500	$ (500)
4529	000	MST SURF Proj	$ 39,489	$ 180,000	$ 30,000	$ (150,000)
4530	000	S of Tioga Reim	$ 373,221	$ 160,000	$ 35,000	$ (125,000)
4550	000	Copies Fee	$ -	$ 50	$ 20	$ (30)
4705	000	City Property Sales	$ -	$ 6,250	$ -	$ (6,250)
4710	000	Mitigation	$ -	$ 1,500	$ 1,500	$ -
4729	000	MBASIA/Fitness/Safety/HR	$ 7,500	$ 8,500	$ 8,500	$ -
4730	000	MISC Rev	$ 1,508	$ 262,850	$ 20,000	$ (242,850)
4732	000	Reimbursements	$ 2,541	$ 15,000	$ 2,500	$ (12,500)
4736	000	US Bank CalCard	$ 1,875	$ 1,000	$ 1,000	$ -
4740	000	Rental Income	$ 17,237	$ 43,000	$ 43,000	$ -
4771	000	CERBT Disbursement	$ -	$ -	$ 205,000	$ 205,000
4833	000	CAL AM Lease	$ 53,848	$ 7,000	$ 7,000	$ -
DEPARTMENT TOTAL			**$ 11,419,025**	**$ 10,898,090**	**$ 10,981,951**	**$ 83,861**
COMMUNITY DEVELOPMENT/PLANNING						
4116	500	STR Application	$ 394	$ 2,875	$ 2,875	$ -
4120	500	Coastal Permit	$ -	$ 1,575	$ 1,575	$ -
4125	500	CUP	$ 2,000	$ 4,600	$ 4,600	$ -
4126	500	Temporary CUP	$ 350	$ 1,300	$ 1,300	$ -
4145	500	Site Permits	$ 100	$ 1,050	$ 1,050	$ -
4155	500	Design Review	$ -	$ 700	$ 700	$ -
4156	500	Sign Permit	$ -	$ 550	$ 550	$ -
4159	500	CEQA Fees	$ -	$ 350	$ 350	$ -
4160	500	Special Events Permits	$ -	$ -	$ 1,000	$ 1,000
4219	500	Parking Permits	$ 1,700	$ 1,000	$ 1,000	$ -

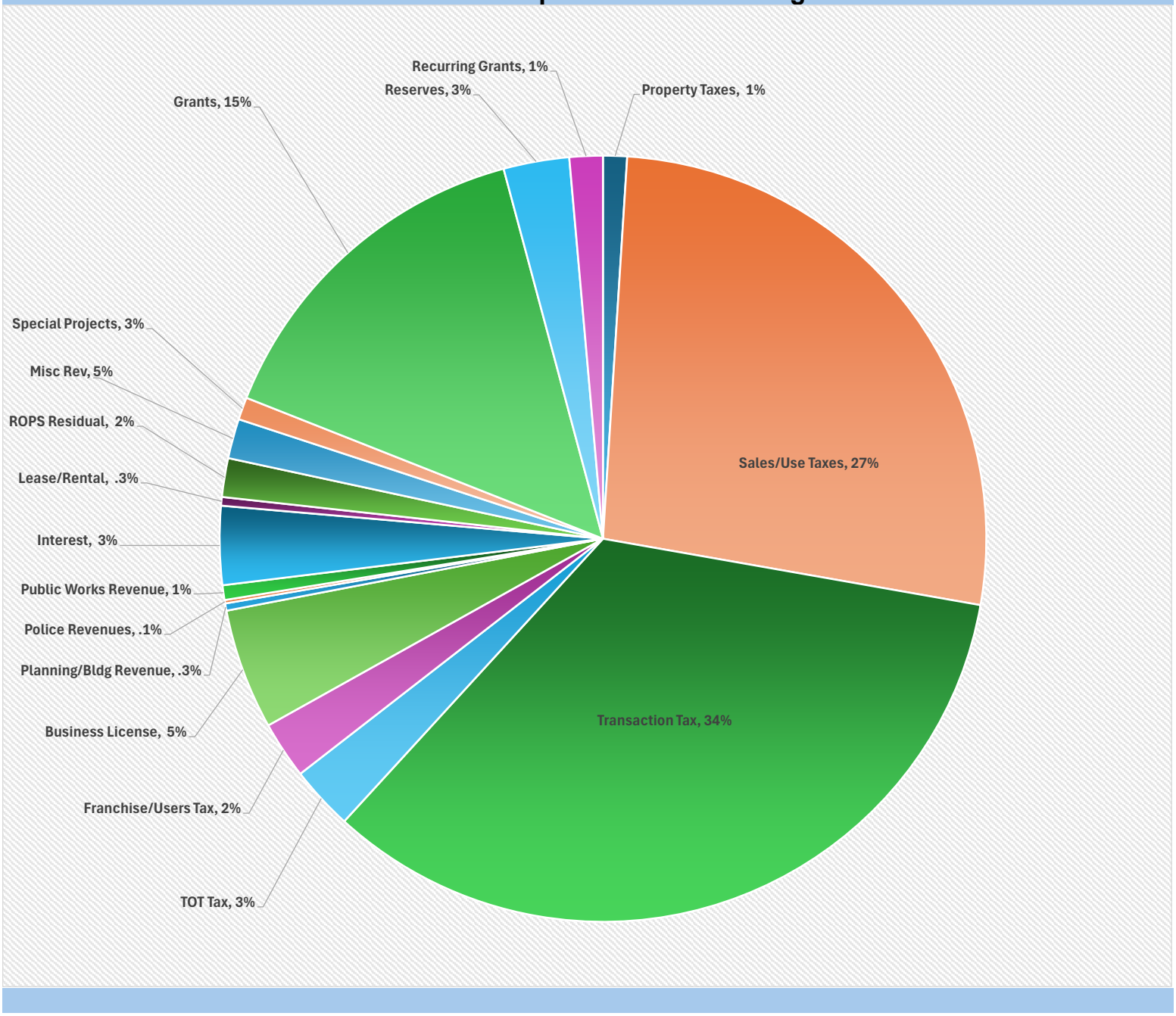
City of Sand City

Proposed Revenue Budget FY 2025 - 2026

Account	Dept	Account Description	FY 23/24 Actuals	FY 24/25 Amended Budget	FY 25/26 Proposed Budget	Prior Year Difference
DEPARTMENT TOTAL			**$ 4,544**	**$ 14,000**	**$ 15,000**	**$ 1,000**
BUILDING						
4115	501	Building Permits	$ 22,070	$ 13,500	$ 13,500	$ -
4164	501	STR Inspection	$ 1,182	$ 3,150	$ 3,150	$ -
4165	501	Plan Check Fees	$ 13,367	$ 10,500	$ 10,500	$ -
DEPARTMENT TOTAL			**$ 36,619**	**$ 27,150**	**$ 27,150**	**$ -**
PUBLIC SAFETY						
4069	601	CLEEP Grant	$ 202,826	$ 180,000	$ 180,000	$ -
4210	601	City Fines	$ 4,202	$ 4,200	$ 4,200	$ -
4211	601	Vehicle release	$ 760	$ 1,000	$ 1,000	$ -
4221	601	Sand City Parking	$ 8,949	$ 7,500	$ 7,500	$ -
4325	601	Motor Vehicle	$ -	$ 500	$ 500	$ -
4330	601	Prop 172	$ 2,725	$ 500	$ 500	$ -
4335	601	Post Reimburse	$ 1,900	$ 4,100	$ 4,100	$ -
4515	601	Dog Licensing	$ -	$ 100	$ 100	$ -
4524	601	Asset Forfeitur	$ -	$ 1,500	$ 1,500	$ -
4560	601	Special Police Reports	$ 335	$ 400	$ 400	$ -
4639	601	Officer Wellness Grant	$ -	$ -	$ -	$ -
4647	601	Bullet Proof Vest Grant	$ 341	$ 1,900	$ 1,900	$ -
4730	601	Other	$ 25	$ -	$ -	$ -
4732	601	Reimbursements	$ 18	$ -	$ -	$ -
4836	601	CSA74-Grant EMS	$ 2,500	$ 2,500	$ 2,500	$ -
DEPARTMENT TOTAL			**$ 224,582**	**$ 204,200**	**$ 204,200**	**$ -**
PUBLIC WORKS						
4150	700	Building Development Fees	$ -	$ 500	$ 500	$ -
4160	700	Engineering Fees	$ 17,600	$ 18,000	$ 18,000	$ -
4205	700	CA Code Fines	$ 1,581	$ 750	$ 750	$ -
4305	700	Gas Tax Funds (HUTA)	$ 15,514	$ 15,974	$ 15,988	$ 14
4302	700	Measure X	$ -	$ 147,723	$ 40,000	$ (107,723)
4306	700	Road Maintenance Rehab (RMRA)	$ 41,428	$ 9,738	$ 9,944	$ 206
DEPARTMENT TOTAL			**$ 76,122**	**$ 192,685**	**$ 85,182**	**$ (107,503)**
GRANTS						
4684	802	CA Dept of Parks & Rec Grant	$ 140,279	$ -	$ -	$ -
4607	802	LEAP Grant	$ 65,000	$ -	$ -	$ -
4608	802	REAP Grant	$ 26,723	$ 53,177	$ -	$ (53,177)
4609	802	PLHA Grant	$ 67,139	$ 216,508	$ -	$ (216,508)
4611	802	Coastal Trail Costal Conservancy/CDBG	$ -	$ 473,000	$ 70,000	$ (403,000)
4612	802	Multi Use Trail - MBARD/AMBAG Grant	$ -	$ 305,000	$ 237,675	$ (67,325)
4613	802	Cannabis Grant	$ -	$ 115,000	$ -	$ (115,000)
4682	802	Prop 1 SW IRWM - Catalina	$ -	$ 652,000	$ 405,418	$ (246,582)
4683	802	PROP 1 SW - Contra Costa	$ 79,124	$ 1,639,500	$ 1,326,057	$ (313,443)
DEPARTMENT TOTAL			**$ 378,264**	**$ 3,454,185**	**$ 2,039,150**	**$ (1,415,035)**
GENERAL FUND RESERVE (CIP)						
		General Fund Reserve for CIP			$ 380,875	$ 380,875
GF RESERVE TOTAL					**$ 380,875**	**$ 380,875**
HOUSING ACCOUNT						
1006		Housing Account	$ -	$ 586,781	$ -	$ (586,781)
HOUSING ACCOUNT TOTAL			**$ -**	**$ 586,781**	**$ -**	**$ (586,781)**
ENVIRONMENTAL ENHANCEMENT						
4755	000	Environmental Enhancement Fees	$ -	$ 439,956	$ -	$ (439,956)
ENVIRONMENTAL ENHANCEMENT TOTAL			**$ -**	**$ 439,956**	**$ -**	**$ (439,956)**

City of Sand City						
Proposed Revenue Budget FY 2025 - 2026						
			FY 23/24	FY 24/25	FY 25/26	Prior Year
Account	Dept	Account Description	Actuals	Amended Budget	Proposed Budget	Difference
EDGEWATER HABITAT						
4706	502	Habitat Revenue	$ -	$ 30,000	$ 15,000	$ (15,000)
4410	000	Edgewater Account Intertest	$ -	$ 20	$ 20	$ -
HABITAT TOTAL			$ -	$ 30,020	$ 15,020	$ (15,000)
GRAND TOTAL EXPENDITURES			$ 12,139,156	$ 15,847,068	$ 13,748,528	$ (2,098,540)

2025 - 2026 Proposed Revenue Budget



City Expenditure Budget Summary

Description	FY 23/24 Actuals	FY 24/25 Amended Budget	FY 25-26 Proposed Budget	Prior Year Difference	Percentage Change
OPERATING EXPENSES					
City Council	$101,175	$151,562	$162,113	$10,550	7%
Administration	$760,804	$833,334	$914,591	$81,257	10%
Finance	$581,116	$530,054	$538,685	$8,631	2%
Attorney	$277,610	$375,000	$386,250	$11,250	3%
Planning	$485,764	$832,090	$786,636	-$45,453	-5%
Building	$40,690	$119,790	$154,893	$35,103	29%
Police	$3,879,905	$3,659,779	$4,019,039	$359,259	10%
Fire	$346,268	$358,387	$364,151	$5,764	2%
Public Works/Engineering	$966,798	$1,078,428	$1,133,550	$55,122	5%
Parks	$19,528	$70,330	$66,384	-$3,947	-6%
Government Buildings	$66,559	$77,615	$77,765	$150	0%
Community Outreach/Economic Development	$262,500	$238,419	$243,172	$4,753	2%
Non-Departmental	$143,167	$886,725	$1,003,151	$116,425	13%
SUBTOTAL FOR OPERATING EXPENSES	**$7,931,884**	**$9,211,514**	**$9,850,378**	**$638,864**	**7%**
NON-OPERATING EXPENSES					
Capital Outlay	$564,117	$3,452,258	$3,348,150	-$104,108	-3%
Housing Account	$0	$586,781	$0	-$586,781	-100%
Special Projects	$668,321	$956,185	$550,000	-$406,185	-42%
SUBTOTAL NON-OPERATING EXPENSES	**$1,232,438**	**$4,995,224**	**$3,898,150**	**-$1,097,074**	**-22%**
TOTAL EXPENSES	**$9,164,322**	**$14,206,738**	**$13,748,528**	**-$458,210**	**-3%**

City of Sand City						
Proposed Expenditure Budget FY 2025 - 2026						
			FY 23/24	FY 24/25	FY 25/26	Prior Year
Account	Dept	Account Description	Actuals	Amendment Budget	Proposed Budget	Difference
NON DEPARTMENTAL						
5105	000	Health Benefits	$ 1,536	$ 1,080	$ 742	$ (338)
5107	000	Health Benefits - Retirees	$ -	$ 182,949	$ 186,430	$ 3,481
5109	000	CalPERs Annual Survivor	$ -	$ 649	$ 670	$ 21
5112	000	CA SUI/EDD	$ -	$ 130	$ -	$ (130)
5113	000	EAP Program	$ 1,615	$ 1,925	$ 1,983	$ 58
5200	000	CalPERS Unfunded Accrued Liability	$ -	$ 490,757	$ 603,286	$ 112,530
5301	000	Maintenance/Service Contracts	$ -	$ 10,000	$ 15,450	$ 5,450
5307	000	Technical Support	$ 15,786	$ 20,000	$ 20,600	$ 600
5313	000	Computer Maintenance Contracts	$ -	$ -	$ 7,500	$ 7,500
5401	000	Municipal Code Updates	$ 2,351	$ 3,100	$ 3,193	$ 93
5402	000	Memberships Public Agencies	$ 6,259	$ 10,000	$ 11,845	$ 1,845
5403	000	Memberships Voluntary	$ 7,979	$ 10,000	$ 10,300	$ 300
5404	000	Arts Committee	$ 1,391	$ 1,000	$ 10,300	$ 9,300
5405	000	Advertising	$ -	$ 20,600	$ 20,600	$ -
5406	000	Dues/Subscrptions/Publications	$ 475	$ 1,500	$ 1,545	$ 45
5409	000	GASB 68 Reports	$ 2,100	$ 2,100	$ -	$ (2,100)
5410	000	Trainings/Meetings	$ -	$ 1,030	$ 1,000	$ (30)
5417	000	Donations	$ 7,769	$ 6,000	$ 6,000	$ -
5421	000	Miscellaneous Expense	$ 10,046	$ 8,000	$ 4,120	$ (3,880)
5422	000	Public Official Bonds	$ 1,276	$ 1,381	$ 1,545	$ 164
5424	000	Bank Charges	$ 30	$ 500	$ 515	$ 15
5427	000	Claims Payments	$ -	$ 30,000	$ 10,300	$ (19,700)
5502	000	Equipment Maintenance	$ 8,458	$ 1,030	$ 1,030	$ -
5503	000	Auto Maintenance	$ -	$ 6,180	$ 3,605	$ (2,575)
5600	000	Office Phones	$ 2,560	$ 1,545	$ 1,591	$ 46
5601	000	Utilities	$ 31,704	$ 25,750	$ 32,651	$ 6,901
5605	000	Internet Service	$ 3,306	$ 3,090	$ 9,270	$ 6,180
5700	000	Office Supplies	$ 28,399	$ 25,750	$ 28,840	$ 3,090
5705	000	Equipment Purchases	$ 10,129	$ 6,180	$ 5,150	$ (1,030)
5707	000	Computer Equipment	$ -	$ 14,500	$ 3,090	$ (11,410)
DEPARTMENT TOTAL			**$ 143,167**	**$ 886,725**	**$ 1,003,151**	**$ 116,425**
CITY COUNCIL						
5000	100	Salaries	$ -	$ 50,000	$ 53,148	$ 3,148
5004	100	Auto Allowance	$ 22,500	$ 2,400	$ 2,472	$ 72
5006	100	Fitness Pay	$ 7,170	$ 7,800	$ 6,180	$ (1,620)
5102	100	Dental	$ 4,318	$ 4,689	$ 3,646	$ (1,043)
5103	100	Vision	$ 745	$ 775	$ 569	$ (206)
5104	100	Life Ins.	$ 144	$ -	$ -	$ -
5105	100	Health Benefits	$ -	$ -	$ -	$ -
5106	100	Pers EE Portion Paid by Employer	$ -	$ 4,316	$ 5,262	$ 947
5108	100	CalPERS Employer	$ 3,219	$ 4,882	$ 6,186	$ 1,304
5109	100	CalPERs Annual Survivor	$ 48	$ -	$ -	$ -
5110	100	Deferred Compensation	$ 13,500	$ 14,800	$ 18,540	$ 3,740
5111	100	FICA/Medicare	$ 1,110	$ 1,911	$ 1,957	$ 46
5112	100	CA SUI/EDD	$ 666	$ -	$ -	$ -
5200	100	CalPERS Unfunded Accrued Liability	$ 16,157	$ -		$ -
5406	100	Dues/Subscrptions/Publications	$ 2,400	$ 1,622	$ 2,060	$ 438
5410	100	Trainings/Meetings	$ 15,417	$ 20,000	$ 25,000	$ 5,000
5411	100	Elections	$ -	$ 3,450	$ -	$ (3,450)
5419	100	Liability Insurance	$ 1,183	$ 3,446	$ 5,241	$ 1,795
5423	100	Workers Compensation Insurance	$ 4,079	$ 7,627	$ 10,474	$ 2,847
5600	100	Office Phones	$ 3,511	$ 2,755	$ 2,838	$ 83
5703	100	Council Meeting	$ 121	$ 1,000	$ 1,030	$ 30
5705	100	Equipment Purchases	$ 4,888	$ 18,090	$ 15,450	$ (2,640)
5707	100	Computer Equipment	$ -	$ 2,000	$ 2,060	$ 60
DEPARTMENT TOTAL			**$ 101,175**	**$ 151,562**	**$ 162,113**	**$ 10,550**
ADMINISTRATION						
5000	200	Salaries	$ 371,191	$ 455,076	$ 503,229	$ 48,153
5002	200	TEMP STAFFING	$ -	$ -	$ -	$ -
5004	200	Auto Allowance	$ 3,600	$ 3,600	$ 3,708	$ 108
5006	200	Fitness Pay	$ 1,180	$ 3,000	$ 4,017	$ 1,017
5009	200	Paid Time Off	$ 11,860	$ 29,067	$ 15,450	$ (13,

City of Sand City						
Proposed Expenditure Budget FY 2025 - 2026						
			FY 23/24	FY 24/25	FY 25/26	Prior Year
Account	Dept	Account Description	Actuals	Amendment Budget	Proposed Budget	Difference
5012	200	Over Time Pay	$ -	$ -	$ -	$ -
5018	200	Service Award	$ -	$ -	$ -	$ -
5100	200	L.T.D.	$ 4,078	$ 4,191	$ 3,791	$ (400)
5102	200	Dental	$ 6,475	$ 6,924	$ 7,519	$ 595
5103	200	Vision	$ 589	$ 1,043	$ 1,074	$ 31
5104	200	Life Ins.	$ 306	$ 590	$ 618	$ 28
5105	200	Health Benefits	$ 57,785	$ 68,522	$ 71,699	$ 3,178
5106	200	PERS Retiree EE	$ 32,767	$ -	$ -	$ -
5107	200	HEALTH-RETIREES	$ 41,762	$ -	$ -	$ -
5108	200	CalPERS Employer	$ 48	$ 43,139	$ 49,261	$ 6,122
5109	200	CalPERs Annual Survivor	$ 9,500	$ -	$ -	$ -
5110	200	Deferred Compensation	$ 5,166	$ 10,800	$ 11,124	$ 324
5111	200	FICA/Medicare	$ -	$ 6,733	$ 7,628	$ 895
5112	200	CA SUI/EDD	$ 340	$ 468	$ -	$ (468)
5200	200	CalPERS Unfunded Accrued Liability	$ 581	$ -		$ -
5300	200	Contract Services	$ 51,000	$ 51,000	$ 62,830	$ 11,830
5301	200	Maintenance/Service Contracts	$ 13,369	$ 13,390	$ 14,420	$ 1,030
5305	200	ADP/SHREDDING	$ 5,761	$ 2,575	$ 2,652	$ 77
5307	200	Technical Spprt	$ 325	$ -		$ -
5406	200	Dues/Subscrptions/Publications	$ 8,774	$ 5,500	$ 5,665	$ 165
5410	200	Trainings/Meetings	$ 24,227	$ 17,510	$ 20,000	$ 2,490
5412	200	Employment Screening	$ -	$ -	$ -	$ -
5419	200	Liability Insurance	$ 23,352	$ 27,892	$ 39,793	$ 11,901
5423	200	Workers Compensation Insurance	$ 80,512	$ 59,169	$ 79,537	$ 20,368
5600	200	Office Phones	$ 2,988	$ 1,545	$ 1,545	$ -
5705	200	Equipment Purchases	$ 3,268	$ 1,000	$ 1,030	$ 30
5707	200	Computer Equipment	$ -	$ 20,600	$ 8,000	$ (12,600)
DEPARTMENT TOTAL			**$ 760,804**	**$ 833,334**	**$ 914,591**	**$ 81,257**
FINANCE						
5000	300	Salaries	$ 195,105	$ 206,073	$ 228,309	$ 22,236
5006	300	Fitness Pay	$ 3,310	$ 3,900	$ 4,635	$ 735
5012	300	Overtime Pay	$ -	$ -	$ -	$ -
5100	300	L.T.D.	$ 1,052	$ 2,446	$ 2,519	$ 73
5102	300	Dental	$ 2,382	$ 4,722	$ 4,803	$ 81
5103	300	Vision	$ 338	$ 742	$ 713	$ (29)
5104	300	Life Ins.	$ 461	$ 472	$ 494	$ 22
5105	300	Health Benefits	$ 39,566	$ 39,124	$ 39,124	$ (0)
5107	300	HEALTH-RETIREES	$ -	$ -	$ -	$ -
5108	300	CalPERS Employer	$ 21,637	$ 24,740	$ 26,832	$ 2,092
5109	300	CalPERs Annual Survivor	$ 48	$ -	$ -	$ -
5110	300	Deferred Compensation	$ 5,200	$ 7,200	$ 7,416	$ 216
5111	300	FICA/Medicare	$ 4,306	$ 4,841	$ 3,027	$ (1,814)
5112	300	CA SUI/EDD	$ 313	$ -	$ -	$ -
5300	300	Contract Services	$ 128,840	$ 23,000	$ 23,500	$ 500
5304	300	Audit	$ 61,000	$ 57,000	$ 59,500	$ 2,500
5307	300	Technical Support	$ 6,666	$ 500	$ 515	$ 15
5308	300	HDL/BL/PROP/SAL	$ 32,914	$ 36,050	$ 37,132	$ 1,082
5313	300	Computer Maintenance Contracts	$ 25,278	$ 65,000	$ 26,780	$ (38,220)
5406	300	Dues/Subscrptions/Publications	$ 42	$ 515	$ 1,000	$ 485
5410	300	Trainings/Meetings	$ 5,945	$ 8,240	$ 15,000	$ 6,760
5419	300	Liability Insurance	$ 7,096	$ 13,109	$ 17,368	$ 4,259
5423	300	Workers Compensation Insurance	$ 24,464	$ 27,231	$ 34,715	$ 7,484
5705	300	Equipment Purchases	$ 7,268	$ 2,575	$ 2,652	$ 77
5707	300	Computer Equipment	$ -	$ 2,575	$ 2,652	$ 77
DEPARTMENT TOTAL			**$ 581,116**	**$ 530,054**	**$ 538,685**	**$ 8,631**
ATTORNEY						
5107	400	HEALTH-RETIREES	$ 5,209	$ -		$ -
5300	400	Contract Services/Legal Services	$ 272,401	$ 375,000	$ 386,250	$ 11,250
DEPARTMENT TOTAL			**$ 277,610**	**$ 375,000**	**$ 386,250**	**$ 11,250**
COMMUNITY DEVELOPMENT/PLANNING						
5000	500	Salaries	$ -	$ -	$ 161,058	$ 161,058
5006	500	Fitness Pay	$ -	$ -	$ 1,854	$ 1,

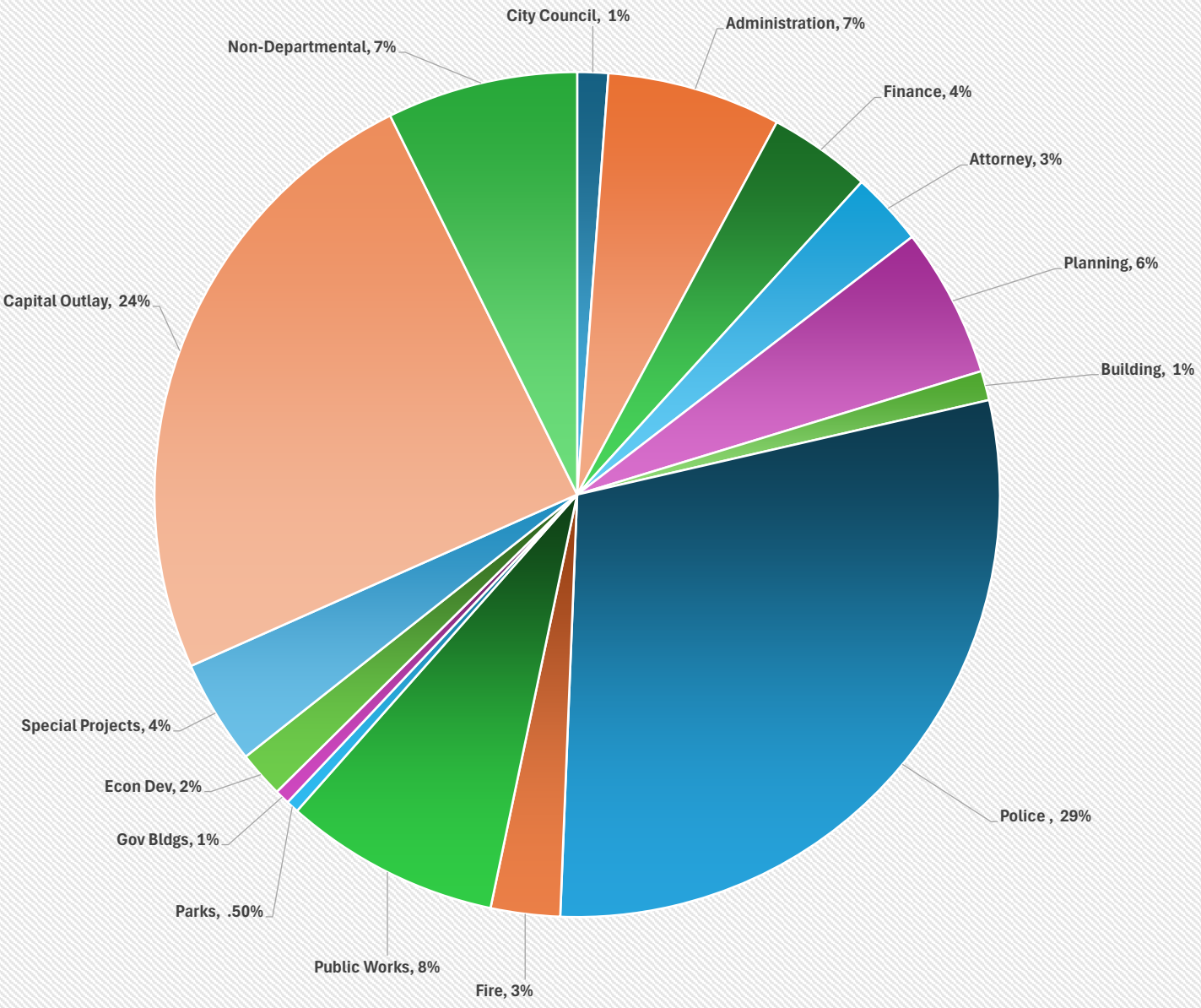
City of Sand City						
Proposed Expenditure Budget FY 2025 - 2026						
			FY 23/24	**FY 24/25**	**FY 25/26**	**Prior Year**
Account	**Dept**	**Account Description**	**Actuals**	**Amendment Budget**	**Proposed Budget**	**Difference**
5012	500	Overtime Pay	$ -	$ -	$ -	$ -
5100	500	L.T.D.	$ -	$ -	$ 1,452	$ 1,452
5102	500	Dental	$ -	$ -	$ 2,716	$ 2,716
5103	500	Vision	$ -	$ -	$ 361	$ 361
5104	500	Life Ins.	$ -	$ -	$ 247	$ 247
5105	500	Health Benefits	$ -	$ -	$ 32,576	$ 32,576
5107	500	HEALTH-RETIREES	$ -	$ -	$ -	$ -
5107	500	Health Benefits - Retirees	$ 20,865	$ -	$ -	$ -
5108	500	CalPERS Employer	$ -	$ -	$ 20,600	$ 20,600
5109	500	CalPERs Annual Survivor	$ -	$ -	$ -	$ -
5110	500	Deferred Compensation	$ -	$ -	$ 3,708	$ 3,708
5111	500	FICA/Medicare	$ -	$ -	$ 2,646	$ 2,646
5300	500	Contract Services	$ 440,018	$ 782,000	$ 510,383	$ (271,617)
5306	500	IWORQ	$ 2,042	$ 1,701	$ 1,751	$ 50
5405	500	Advertising	$ -	$ 293	$ -	$ (293)
5410	500	Trainings/Meetings	$ -	$ 250	$ 5,000	$ 4,750
5419	500	Liability Insurance	$ -	$ -	$ 12,894	$ 12,894
5423	500	Workers Compensation Insurance	$ -	$ -	$ 25,772	$ 25,772
5600	500	Office Phones	$ 1,270	$ 600	$ 618	$ 18
5707	500	Computer Equipment	$ -	$ -	$ 3,000	$ 3,000
5355	500	Façade Program	$ -	$ 47,246	$ -	$ (47,246)
DEPARTMENT TOTAL			**$ 485,764**	**$ 832,090**	**$ 786,636**	**$ (245,718)**
BUILDING/CODE COMPLIANCE						
5300	501	Contract Services	$ -	$ 115,000	$ 150,000	$ 35,000
5306	501	IWORQ	$ 2,800	$ 4,790	$ 4,893	$ 103
DEPARTMENT TOTAL			**$ 40,690**	**$ 119,790**	**$ 154,893**	**$ 35,103**
PUBLIC SAFETY						
5000	601	Salaries	$ 1,463,825	$ 1,503,226	$ 1,723,145	$ 219,918
5003	601	Reserves	$ 25,258	$ 25,750	$ 56,906	$ 31,156
5005	601	Special Skills	$ 16,823	$ 181,236	$ 1,236	$ (180,000)
5006	601	Fitness Pay	$ 6,450	$ 8,400	$ 6,798	$ (1,602)
5007	601	Uniform Allow.	$ 10,351	$ 9,270	$ 9,270	$ -
5008	601	PD Education	$ 70,398	$ 82,393	$ 82,340	$ (53)
5009	601	Paid Time Off	$ 268,017	$ 288,400	$ 206,000	$ (82,400)
5010	601	Holiday	$ 12,668	$ 15,450	$ 58,710	$ 43,260
5012	601	Overtime	$ 57,247	$ 85,000	$ 80,000	$ (5,000)
5014	601	Advance Disability Payment	$ -	$ -	$ -	$ -
5017	601	Shift Differential	$ -	$ 8,725	$ 20,600	$ 11,875
5100	601	L.T.D.	$ 5,469	$ 5,872	$ 6,048	$ 176
5102	601	Dental	$ 21,248	$ 23,597	$ 25,619	$ 2,022
5103	601	Vision	$ 3,094	$ 3,254	$ 3,352	$ 98
5104	601	Life Ins.	$ 2,322	$ 2,376	$ 2,719	$ 343
5105	601	Health Benefits	$ 272,272	$ 264,419	$ 290,339	$ 25,921
5106	601	Pers EE Portion Paid by Employer	$ -	$ 12,125	$ 12,183	$ 58
5107	601	HEALTH-RETIREES	$ 108,729	$ -	$ -	$ -
5108	601	CalPERS Employer	$ 363,766	$ 356,083	$ 351,190	$ (4,894)
5109	601	CalPERs Annual Survivor	$ 307	$ -	$ -	$ -
5110	601	Deferred Compensation	$ 48,450	$ 43,200	$ 44,496	$ 1,296
5111	601	FICA/Medicare	$ 28,075	$ 32,107	$ 33,736	$ 1,628
5112	601	CA SUI/EDD	$ 1,399	$ 133	$ 155	$ 22
5200	601	CalPERS Unfunded Accrued Liability	$ 194,951	$ -	$ -	$ -
5119	601	Longevity		$ -	$ 116,173	$ 116,173
5300	601	Contract Services	$ -	$ 32,500	$ 42,500	$ 10,000
5301	601	Maintenance/Service Contracts (NGEN for PD)	$ 21,048	$ 24,436	$ 22,938	$ (1,498)
5307	601	Technical Support	$ 19,520	$ 21,630	$ 20,600	$ (1,030)
5309	601	Animal Reg/Vet	$ 3,864	$ 6,000	$ 5,150	$ (850)
5310	601	Criminal Justice Information System	$ 44,580	$ 42,266	$ 45,000	$ 2,734
5311	601	911 Center Operations	$ 41,151	$ 45,192	$ 51,301	$ 6,109
5312	601	Arrests/Investigations	$ 4,480	$ 15,150	$ 10,300	$ (4,850)
5313	601	Computer Maintenance Contracts	$ 15,443	$ 21,480	$ 22,145	$ 665
5406	601	Dues/Subscrptions/Publications	$ 1,992	$ 2,369	$ 4,630	$ 2,261
5410	601	Trainings/Meetings	$ 10,446	$ 11,330	$ 20,000	$ 8,670
5412	601	Emplmnt Screen	$ 343	$ 3,500	$ 3,605	$

City of Sand City						
Proposed Expenditure Budget FY 2025 - 2026						
			FY 23/24	FY 24/25	FY 25/26	Prior Year
Account	Dept	Account Description	Actuals	Amendment Budget	Proposed Budget	Difference
5413	601	SRU Annual Fee	$ 5,000	$ 5,000	$ 5,000	$ -
5415	601	SECURITY	$ 11,338	$ -	$ -	$ -
5419	601	Liability Insurance	$ 93,953	$ 118,890	$ 153,610	$ 34,720
5420	601	Rental Payments	$ 3,350	$ 5,768	$ 6,180	$ 412
5423	601	Workers Compensation Insurance	$ 323,930	$ 259,977	$ 316,243	$ 56,266
5425	601	EOC Expenses	$ 5,000	$ 5,000	$ 5,150	$ 150
5502	601	Equipment Maintenance	$ -	$ 5,150	$ 5,305	$ 155
5503	601	Auto Maint.	$ 36,076	$ 17,660	$ 23,340	$ 5,680
5505	601	Auto Detailing	$ 522	$ -	$ 3,193	$ 3,193
5600	601	Office Phones	$ 11,321	$ 8,500	$ 12,731	$ 4,231
5604	601	Nighthawk WiFi	$ 2,897	$ 3,090	$ 3,183	$ 93
5605	601	Internet/Web	$ 2,922	$ 3,193	$ 3,289	$ 96
5701	601	Police Supplies	$ 3,919	$ 5,989	$ 6,684	$ 695
5702	601	Auto Fuel	$ 29,032	$ 20,220	$ 25,462	$ 5,242
5704	601	DOJ- Vests	$ 601	$ -	$ 4,738	$ 4,738
5705	601	Equipment Purchases	$ 1,539	$ 12,599	$ 15,450	$ 2,851
5706	601	Range Fees/SUP	$ 1,575	$ 4,000	$ 10,300	$ 6,300
5707	601	Computer Equipment	$ 34,862	$ 7,875	$ 40,000	$ 32,125
6211	601	CSA74 EMS GRANT EMS	$ 2,429	$ -		$ -
NA	601	W/C WAGES	$ 130,153	$ -		$ -
NA	601	PERS REPLACEMNT	$ -	$ -		$ -
NA	601	POST Training	$ -	$ -		$ -
NA	601	MOBILE LICENSE	$ -	$ -		$ -
NA	601	LIABILITY-AON	$ 979	$ -		$ -
NA	601	EQUIP LEASE-PRN	$ 32,768	$ -		$ -
NA	601	EQUIP LEASE-INT	$ 1,752	$ -		$ -
DEPARTMENT TOTAL			**$ 3,879,905**	**$ 3,659,779**	**$ 4,019,039**	**$ 359,259**
FIRE DEPARTMENT						
5300	602	Fire Contract	$ 346,268	$ 358,387	$ 364,151	$ 5,764
DEPARTMENT TOTAL			**$ 346,268**	**$ 358,387**	**$ 364,151**	**$ 5,764**
PUBLIC WORKS						
5000	700	Salaries	$ 251,647	$ 283,870	$ 292,381	$ 8,511
5005	700	Special Skills	$ -	$ 12,000	$ -	$ (12,000)
5006	700	Fitness Pay	$ 2,880	$ 3,000	$ 3,090	$ 90
5007	700	Uniform Allow.	$ 4,158	$ 3,090	$ 3,183	$ 93
5009	700	Paid Time Off	$ 2,049	$ 2,575	$ 2,652	$ 77
5012	700	Overtime	$ 5,376	$ 3,000	$ 3,090	$ 90
5100	700	L.T.D.	$ 2,542	$ 2,741	$ 2,823	$ 82
5102	700	Dental	$ 5,244	$ 7,661	$ 6,161	$ (1,500)
5103	700	Vision	$ 713	$ 1,145	$ 819	$ (326)
5104	700	Life Ins.	$ 648	$ 648	$ 742	$ 94
5105	700	Health Benefits	$ 48,305	$ 52,164	$ 52,164	$ -
5106	700	Pers EE Portion Paid by Employer	$ 4,117	$ 11,772	$ 28,201	$ 16,429
5108	700	CalPERS Employer	$ 47,838	$ 35,002	$ 34,134	$ (868)
5109	700	CalPERs Annual Survivor	$ 71	$ 89	$ -	$ (89)
5110	700	Deferred Compensation	$ 8,000	$ 10,800	$ 11,124	$ 324
5111	700	FICA/Medicare	$ 4,353	$ 5,063	$ 5,177	$ 113
5112	700	CA SUI/EDD	$ 282	$ -	$ -	$ -
5200	700	CalPERS Unfunded Accrued Liability	$ 172,022	$ -		$ -
5119	601	Longevity	$ -	$ -	$ 15,037	$ 15,037
5300	700	Contract Services	$ 164,162	$ 77,000	$ 79,310	$ 2,310
5321	700	Hope Services	$ 72,856	$ -	$ -	$ -
5306	700	IWORQ	$ -	$ -		$ -
5307	700	Technical Spprt	$ 535	$ -		$ -
5406	700	Dues/Subscrptions/Publications	$ -	$ 1,133	$ 1,030	$ (103)
5408	700	Permits/Licenses	$ 13,644	$ 10,300	$ 10,609	$ 309
5410	700	Trainings/Meetings	$ 1,557	$ 5,150	$ 5,150	$ -
5414	700	Adopt A Highway	$ 4,200	$ 4,542	$ 4,635	$ 93
5415	700	SECURITY	$ 129	$ -	$ -	$ -
5419	700	Liability Insurance	$ 15,917	$ 18,475	$ 25,225	$ 6,749
5420	700	STORAGE	$ 4,903	$ -	$ -	$ -
5423	700	Workers Compensation Insurance	$ 54,878	$ 40,400	$ 50,420	$ 10,019
5502	700	Equipment Maintenance	$ -	$ 20,150	$ 10,300	$ (9,850)

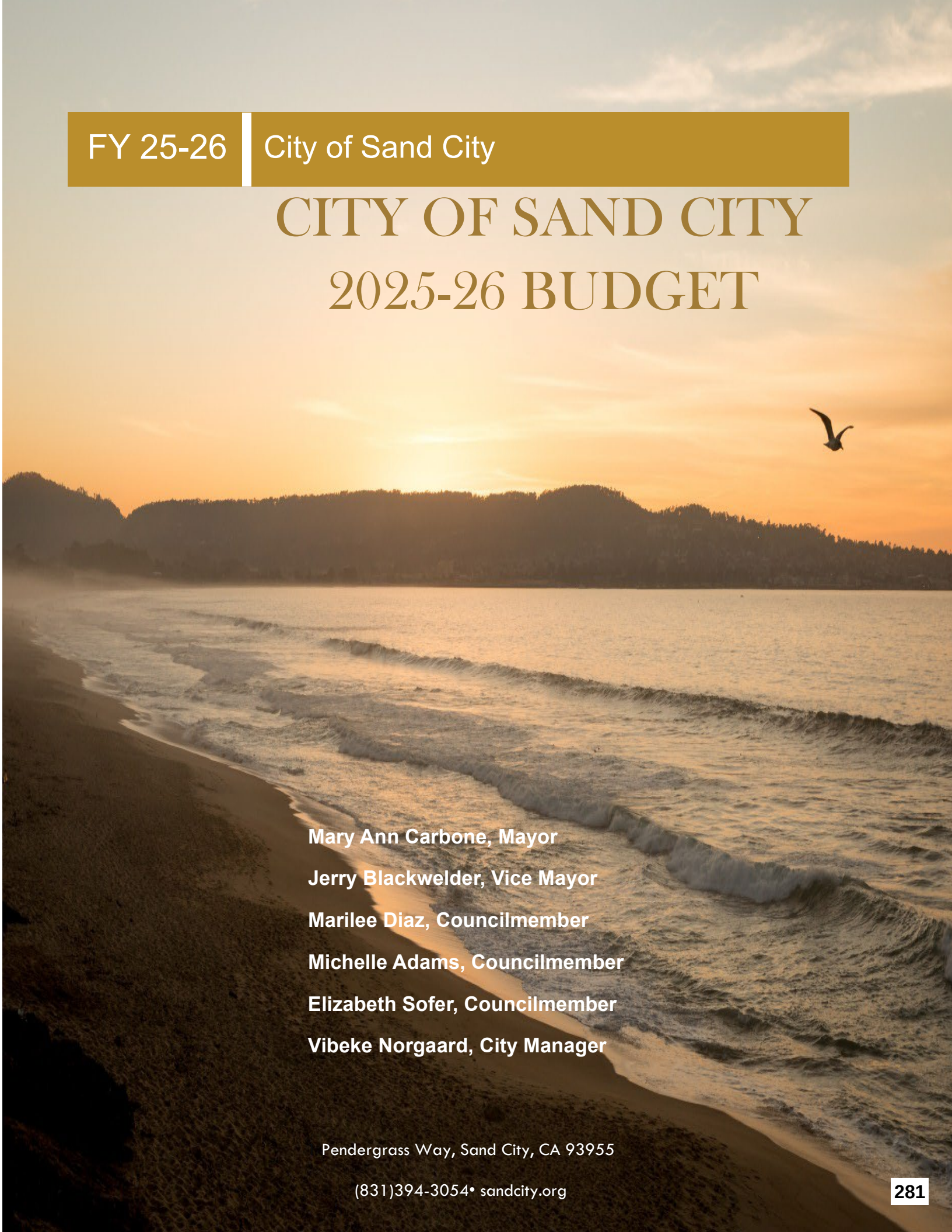
City of Sand City						
Proposed Expenditure Budget FY 2025 - 2026						
			FY 23/24	**FY 24/25**	**FY 25/26**	**Prior Year**
Account	**Dept**	**Account Description**	**Actuals**	**Amendment Budget**	**Proposed Budget**	**Difference**
5503	700	Auto Maintenance	$ 11,526	$ 15,450	$ 15,450	$ -
5504	700	Pest control	$ 650	$ 1,560	$ 1,545	$ (15)
5506	700	Stormwater Maintenance	$ -	$ 20,600	$ 21,218	$ 618
5507	700	Street Lighting	$ 15,813	$ 30,000	$ 30,900	$ 900
5508	700	Street Maintenance	$ 6,816	$ 66,950	$ 51,500	$ (15,450)
5509	700	Urban Runoff	$ 7,120	$ -	$ 51,000	$ 51,000
5600	700	Office Phones	$ 1,738	$ 1,545	$ 1,751	$ 206
5602	700	Refuse/Trash	$ 5,389	$ 9,270	$ 14,000	$ 4,730
5605	700	Internet/Web	$ 1,548	$ 1,750	$ 2,060	$ 310
5701	700	Flags/Banners	$ 2,367	$ 5,624	$ 6,180	$ 556
5701	700	Supplies	$ 3,046	$ 9,150	$ 10,300	$ 1,150
5702	700	Auto Fuel	$ -	$ 13,390	$ 10,300	$ (3,090)
5705	700	Equipment Purchase	$ 15,023	$ 7,210	$ 5,150	$ (2,060)
5707	700	Computer Equipment	$ -	$ 1,030	$ 2,575	$ 1,545
5708	700	Equipment Rental	$ 590	$ 1,545	$ 1,545	$ -
5709	700	Street Signs	$ 2,147	$ 11,635	$ 8,240	$ (3,395)
DEPARTMENT TOTAL			**$ 966,798**	**$ 808,481**	**$ 881,171**	**$ 72,690**
PARKS						
5300	701	Contract Services	$ 5,700	$ 28,100	$ 28,840	$ 740
5511	701	Park/Landscape Improvements	$ 6,773	$ 15,450	$ 15,914	$ 464
5501	701	Parks Maintenance		$ 2,575	$ 2,575	$ -
5502	701	Equipment Maintenance	$ 170	$ 2,575	$ 2,575	$ -
5603	701	Irrigation/Landscape		$ 10,300	$ 5,150	$ (5,150)
5701	701	Park Supplies	$ 3,222	$ 5,150	$ 5,150	$ -
5705	701	Equipment Purchases	$ 3,664	$ 6,180	$ 6,180	$ -
DEPARTMENT TOTAL			**$ 19,528**	**$ 70,330**	**$ 66,384**	**$ (3,947)**
ENGINEERING						
5300	702	Contract Services	$ -	$ 263,347	$ 245,000	$ (18,347)
5420	702	Storage Rental	$ -	$ 6,600	$ 7,379	$ 779
DEPARTMENT TOTAL			**$ -**	**$ 269,947**	**$ 252,379**	**$ (17,568)**
GOVERNMENT BUILDINGS						
5415	703	Security/Alarms	$ 1,957	$ 10,000	$ 10,300	$ 300
5418	703	Fire/Theft Insurance	$ 46,670	$ 48,425	$ 51,500	$ 3,075
5500	703	Building Maintenance	$ 17,683	$ 18,540	$ 15,450	$ (3,090)
5700	703	Office Supplies	$ 249	$ 650	$ 515	$ (135)
DEPARTMENT TOTAL			**$ 66,559**	**$ 77,615**	**$ 77,765**	**$ 150**
COMMUNITY OUTREACH						
5302	502	West End	$ 95,234	$ 95,000	$ 97,850	$ 2,850
5405	502	Advertising	$ 15,755	$ 10,000	$ 10,300	$ 300
5406	502	Dues/Subscrptn	$ 283	$ -		$ -
5410	502	Trainings/Meetings	$ 829	$ 1,030	$ 1,061	$ 31
5416	502	City Events	$ 35,320	$ 41,200	$ 42,436	$ 1,236
5500	502	Building Maintenance	$ 4,925	$ 6,489	$ 6,684	$ 195
5510	502	Park Maintenance	$ 5,935	$ 4,200	$ 4,326	$ 126
6002	502	Bike Trail Elec	$ 4,219	$ 500	$ 515	$ 15
6207	502	Mural Festival	$ 100,000	$ 80,000	$ 80,000	$ -
DEPARTMENT TOTAL			**$ 262,500**	**$ 238,419**	**$ 243,172**	**$ 4,753**
CAPITAL OUTLAY/PROJECTS						
6000	900	Storm Water Improvements - Catalina	$ -	$ 652,000	$ 405,418	$ (246,582)
6000	900	Storm Water Improvements - Contra Costa	$ -	$ 1,639,500	$ 1,326,057	$ (313,443)
6000	704	Capital Outlay - Streets	$ -	$ -	$ 762,000	$ 762,000
6000	601	Capital Outlay - Police Department	$ 139,202	$ 133,998	$ 152,000	$ 18,002
6000	701	Capital Outlay - Art Park Imp		$ 25,000	$ 100,000	$ 75,000
6001	902	Capital Outlay - Public Works	$ (287)	$ 42,293	$ 120,000	$ 77,707
6001	902	Capital Project - Coastal Trail	$ 22,802	$ 423,000	$ 195,000	$ (228,000)
6002	902	Capital Project - Bike Trail	$ 29,182	$ 275,818	$ 237,675	$ (38,143)
6003	902	Capital Project - Affordable Housing - PLHA	$ 42,998	$ 240,650	$ -	$ (240,650)
NA		Capital Outlay	$ -	$ -		$ -
NA		FEMA Grant-West Bay	$ 311,860	$ -		$ -
NA		Contract Services - Parking Plan	$ 693	$ -		$

City of Sand City						
Proposed Expenditure Budget FY 2025 - 2026						
			FY 23/24	**FY 24/25**	**FY 25/26**	**Prior Year**
Account	**Dept**	**Account Description**	**Actuals**	**Amendment Budget**	**Proposed Budget**	**Difference**
6000	902	Capital Outlay - City Hall Imp	$ 17,667	$ 20,000	$ 50,000	$ 30,000
DEPARTMENT TOTAL			**$ 564,117**	**$ 3,452,258**	**$ 3,348,150**	**$ (104,108)**
SPECIAL PROJECTS						
6100	000	S of Tioga Reimbursements	$ 337,153	$ 160,000	$ 35,000	$ (125,000)
6101	000	MST SURF Reimbursements	$ 51,633	$ 180,000	$ 30,000	$ (150,000)
6102	000	R2 - Fairfield Reimbursements	$ -	$ -	$ -	$ -
6201	800	Digital Records	$ 10,914	$ 20,000	$ -	$ (20,000)
6203	800	Housing Element	$ 216,024	$ 85,000	$ 85,000	$ -
6204	800	General Plan	$ -	$ 300,000	$ 250,000	$ (50,000)
6205	800	Retail Cannabis	$ 2,829	$ 114,712	$ -	$ (114,712)
6206	800	Website - REAP 2.0 Grant	$ 38,527	$ 46,473	$ -	$ (46,473)
6207	800	East Dunes City Wide ITP	$ -	$ -	$ 100,000	$ 100,000
NA	800	S OF TIOGA BI	$ 11,239	$ -		$ -
DEPARTMENT TOTAL			**$ 668,321**	**$ 906,185**	**$ 500,000**	**$ (406,185)**
HOUSING ACCOUNT						
1006		Housing Account	$ -	$ 586,781	$ -	$ (586,781)
DEPARTMENT TOTAL			**$ -**	**$ 586,781**	**$ -**	**$ (586,781)**
ENVIRONMENTAL ENHANCEMENT						
		Environmental Enhancement	**$ -**	**$ -**	**$ -**	**$ -**
DEPARTMENT TOTAL			**$ -**	**$ -**	**$ -**	**$ -**
EDGEWATER HABITAT						
6202	800	North of Playa Habitat Conservation	$ -	$ 50,000	$ 50,000	$ -
DEPARTMENT TOTAL			**$ -**	**$ 50,000**	**$ 50,000**	**$ -**
		TOTALS	**$ 9,164,322**	**$ 14,206,738**	**$ 13,748,528**	**$ (658,475)**

2025 - 2026 Proposed Expenditure Budget



CITY OF SAND CITY
2025-26 BUDGET



Mary Ann Carbone, Mayor

Jerry Blackwelder, Vice Mayor

Marilee Diaz, Councilmember

Michelle Adams, Councilmember

Elizabeth Sofer, Councilmember

Vibeke Norgaard, City Manager

Pendergrass Way, Sand City, CA 93955

(831)394-3054• sandcity.org

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Prepared by Jennifer Pope, Finance Manager & Audrey Cray, HR/Risk Manager

City of Sand City 2025-26 Budget

CITY OF SAND CITY



Introduction

City Manager's Message

Honorable Mayor, City Council, and Residents of Sand City,

The Fiscal Year 2025-2026 ("FY 25-26") proposed budget is presented for your consideration and recommended adoption on June 17, 2025. The proposed budget communicates what we think is the most fiscally responsible approach to funding operations and capital investments in order to best serve the needs of the Sand City community. The budget is presented to you this year in the budget-book format we developed last year. The format is intended to make the budget more accessible and transparent.

We will start the fiscal year with another relatively strong projected financial outlook, as well as a highly competent and efficient team which is eager to improve the Sand City community.

In fiscal year 24-25, much of our capacity was spent on major City projects such as developing plans and locating funding for the Multi-use Bike Trail project and the Coastal Trail project; the affordable housing vision at the Art Park; the stormwater improvement project; initiating a façade improvement program; and shepherding the construction of the first hotel in Sand City projected to open in FY 25-26. We have also focused on maintaining and improving the day-to-day municipal services that benefit the community such as street improvements, code enforcement and the continuation of our City-sponsored arts programs such as the mural festival and the West End festival. Further, in the prior fiscal year, we succeeded in improving services to our residents by implementing several technological efficiencies that have moved the City away from antiquated paper-based systems in accounting, as well as other departmental functions by implementing new software and systems in accounting, business licenses and payroll.

In our drafting of the Fiscal Year 25-26 budget, we have taken into account various factors at the global, national, state and local levels that have the potential to impact our City's

financial health. We continue to face economic uncertainty and volatility in financial markets. National and international events can affect budgeted revenue by impacting businesses and hotel visitors and consequently, the tax revenue generated in the City. With these unknown variables in mind, we have produced a budget that is conservative from a revenue perspective.

In summary, the FY 25-26 budget projects a total of $13.7 million in revenue which includes $11.2 million in operating revenue and $2.5 million in special projects and grants revenue. The total expenditures projected in the FY 25-26 budget also total $13.7 million, $9.8 million in operating expenditures and $3.9 million in capital improvements and special projects. The budget projects a surplus in operating revenue of $1,352,835 that will be used along with $376,145 in general fund reserves towards the FY 25-26 Capital Improvement Projects (CIP).

CITY BUDGET SUMMARY

Description	FY 23/24 Actuals	FY 24-25 Amended Budget	FY 25-26 Proposed Budget	Prior Year Difference
Operating Revenue	$11,286,689	$10,945,625	$11,198,483	$252,858
Operating Expenditures	$7,931,884	$9,211,514	$9,850,378	$638,864
Surplus/Deficit	**$3,354,805**	**$1,734,111**	**$1,348,105**	**-$386,006**
Non-Operating Revenue				
Grants	$378,264	$3,454,185	$2,039,150	-$1,415,035
General Fund Reserves for CIP	$0	$0	$380,875	$380,875
Special Projects	$474,202	$1,447,257	$130,020	-$1,317,237
Total Non-Operating Revenue	$852,467	$4,901,443	$2,550,045	-$2,351,398
Non-Operating Expenditures				
Capital Projects	$94,982	$3,230,967	$2,926,150	-$304,817
Capital Outlay	$469,135	$221,291	$422,000	$200,709
Special Projects	$668,321	$1,542,966	$550,000	-$992,966
Total Non-Operating Expenditures	$1,232,438	$4,995,224	$3,898,150	-$1,097,074
Surplus/Deficit	**-$379,971**	**-$93,782**	**-$1,348,105**	**-$1,254,323**
Total Op and Non-Op Surplus/Deficit	**$2,974,833**	**$1,640,329**	**$0**	**-$1,640,329**

Revenues:

The proposed operating revenue for FY 25-26 is $11.2 million, an increase of approximately $252,858 from Fiscal Year 24-25.

Staff's projections include an estimated increase in operating revenue of approximately $252,858 when compared to Fiscal Year 24-25. Some of the larger changes include an increase of $271,664 in Sales and Transaction Use Tax, $250,000 in Transient Occupancy Tax for the new hotel that is expected to open in January 2026, and a $205,000 disbursement from the City CalPERS CERBT account.

The budget also reflects a $65,000 projected decrease in interest revenue and a $50,000 decrease in business license tax, a $60,000 decrease in miscellaneous revenue when compared to the prior fiscal year which is in part due to the fact that the prior fiscal year's budget reflected a one-time payment for public improvement costs on California Avenue which is not expected in FY 25-26. Further, in FY 24-25 the City negotiated a decrease in the Measure X Maintenance of Effort (MOE) which resulted in the City receiving three years of Measure X funding. In FY 25-26 the Measure X revenue will instead be the amount allotted for one year resulting in a 56% decrease in Public Works revenue.

On the non-operating revenue front, Staff's projections include an estimated $2.4 million decrease in Special Projects and Grant revenue when compared to the previous fiscal year. A decrease of approximately $1.4 million in grant funding for FY 25-26 is due to the City's FY 24-25 budget reflecting grant funding for the multiple projects the City initiated such as: REAP ($53,000), PLHA ($216,500), Coastal Conservancy for the Coastal Trail ($473,000), AMBAG for the multi-use trail ($305,000), and Cannabis Retail ($115,000). The budget also reflects a decrease in special project revenue due to one-time special project funding that was received in FY 24-25, $586,781 for the purchase of the Ortiz property and $439,956 from an environmental enhancement fee for the MST SURF project. The budget also includes a transfer of $376,145 from the General Fund Reserve for FY 25-26 capital improvement projects.

Revenue Budget Summary

City Revenue Budget Summary					
Description	**FY 23/24 Actuals**	**FY 24-25 Amended Budget**	**FY 25-26 Proposed Budget**	**Prior Year Increase (Decrease)**	**Percent Change**
OPERATING REVENUES					
Property Taxes	$152,735	$137,985	$138,767	$782	1%
Sales/Use Taxes	$3,702,059	$3,545,000	$3,679,759	$134,759	4%
Transaction Tax	$4,708,705	$4,540,000	$4,676,905	$136,905	3%
TOT Tax	$119,356	$120,000	$370,000	$250,000	208%
Franchise/Users Tax	$400,183	$323,800	$331,800	$8,000	2%
Business License	$844,415	$750,500	$700,200	-$50,300	-7%
Planning Revenues	$4,544	$14,000	$15,000	$1,000	7%
Building Revenues	$36,619	$27,150	$27,150	$0	0%
Police Revenues	$18,915	$19,800	$19,800	$0	0%
Public Works Revenues	$76,122	$192,685	$85,182	-$107,503	-56%
Interest	$519,329	$521,100	$456,000	-$65,100	-12%
Rental	$17,237	$43,000	$43,000	$0	0%
ROPS Residual	$256,041	$221,055	$225,000	$3,945	2%
SA Admin Fees Reimbursement	$155,728	$0	$0	$0	0%
Misc. Revenues	$7,688	$289,650	$230,020	-$59,630	-21%
Recurring Grants	$213,167	$192,900	$192,900	$0	0%
Cal-Am	$53,848	$7,000	$7,000	$0	0%
TOTAL OPERATING REVENUE	**$11,286,689**	**$10,945,625**	**$11,198,483**	**$252,858**	**2%**

Expenditures:

The proposed operating expenditure budget for FY 25-26 is $9.8 million, an estimated increase of $634,134 from the previous year. The anticipated increase in operating expenditure for FY 25-26 is in part due to an increase in Police Department and Administrative Services salaries and benefits as well as increases in workers comp and liability insurance. It also reflects an increase in Non-departmental expenses due to an increase in CalPERS unfunded liability. Staff is also projecting a decrease in planning expenditures as the City is in the process of hiring a new Planning Manager which is expected to reduce costs for contracted services, a decrease of $47,246 as a result of the Façade Improvement Program which concluded in FY 24-25 as well as a projected $35,103 increase in building fees due to a significant increase in capital improvement and special projects moving forward.

The budget proposes a $1.1 million decrease in non-operating expenditures due to the FY 24-25 purchase of the Ortiz property, the projected completion of the website project early in the new fiscal year, and the completion of the cannabis retail project in early FY 25-26.

Expenditure Budget Summary

City Expenditure Budget Summary					
Description	**FY 23/24 Actuals**	**FY 24-25 Amended Budget**	**FY 25-26 Proposed Budget**	**Prior Year Increase (Decrease)**	**Percent Change**
OPERATING EXPENSES					
City Council	$101,175	$151,562	$162,113	$10,550	7%
Administration	$760,804	$833,334	$914,591	$81,257	10%
Finance	$581,116	$530,054	$538,685	$8,631	2%
Attorney	$277,610	$375,000	$386,250	$11,250	3%
Planning	$485,764	$832,090	$786,636	-$45,453	-5%
Building	$40,690	$119,790	$154,893	$35,103	29%
Police	$3,879,905	$3,659,779	$4,019,039	$359,259	10%
Fire	$346,268	$358,387	$364,151	$5,764	2%
Public Works	$966,798	$1,078,428	$1,133,550	$55,122	5%
Parks	$19,528	$70,330	$66,384	-$3,947	-6%
Government Buildings	$66,559	$77,615	$77,765	$150	0%
Community Outreach/Econ Dev	$262,500	$238,419	$243,172	$4,753	2%
Non-Departmental	$143,167	$886,725	$1,003,151	$116,425	13%
TOTAL OPERATING EXPENSES	**$7,931,884**	**$9,211,514**	**$9,850,378**	**$638,864**	**7%**

Capital Improvement Plan

On June 3, 2025, City Council approved a five-year Capital Improvement Plan that included a budget for FY 25-26 CIP projects. These projects are included in the non-operating expenditures. The surplus from the operating budget is proposed to be used for the capital improvement projects that were approved in the five-year CIP plan for FY 25-26. General Fund Reserve will be used for the remainder of the CIP projects.

Finally, I express my gratitude to the City Council for its vision and continued leadership. With your guidance and support, the City will have another great year operating within a fiscally responsible spending plan that reflects thoughtful goals, and funds municipal services that positively benefit the community. And thank you team Sand City for your hard work this past year and your continued eagerness to make Sand City the magnificent little City that it is.

Respectfully submitted,

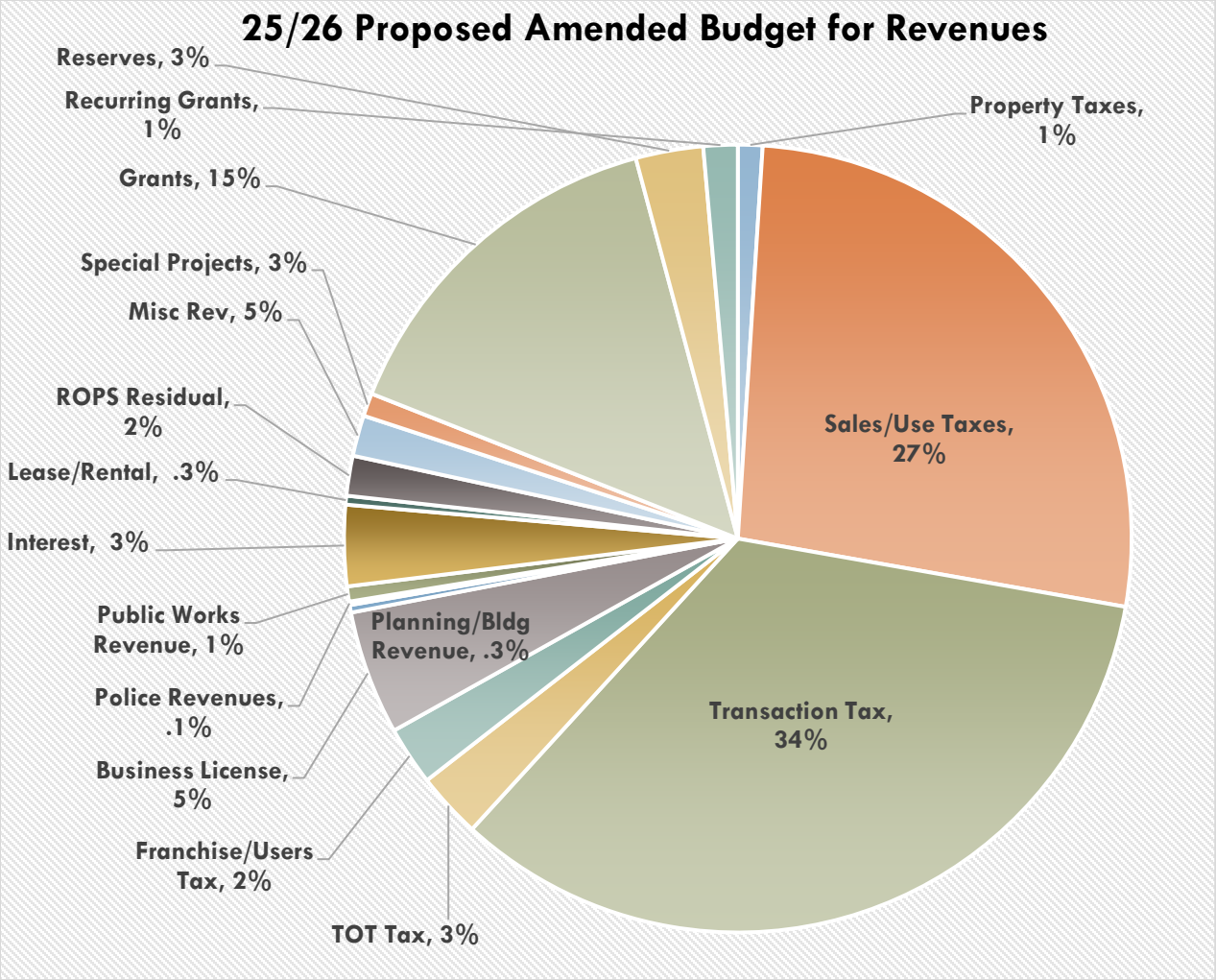


Vibeke Norgaard

City Manager

Revenues

The Fiscal Year 2025-2026 Proposed Budget includes $11,198,483 in recurring revenue and $13,748,528 in total revenue. As illustrated in the chart below, the major source of revenue is tax revenue at 72%.



Operating Revenue

Tax Revenue, at a proposed amount of $9,897,431 for Fiscal Year 2025-2026 consists of property taxes, franchise/utility users taxes, sales and use taxes, and transaction taxes, among others.

- *Franchise Utility Users Tax* is a five percent (5%) fee on those who provide garbage, electric, gas, and cable services. In Sand City, these are Greenwaste, Pacific Gas and Electric Company, CalAm, and Comcast.

- Conservative forecast of $370,000 in Transient Occupancy Tax (TOT) to include the dual brand Marriott Hotel expected to open in Quarter 3 of FY 2025-2026.

Business License Revenue accumulates from the fee for business license applications and renewals for all businesses located in Sand City and all businesses providing supplies or services in Sand City. In Fiscal Year 2025-2026, Business License revenue is collected by HDL and sent to the City of Sand City. This ensures accurate tax reporting and oversight.

Interest Revenue stems from various bank accounts, Certificates of Deposit, and investment accounts.

Other Miscellaneous Revenue encompasses all items that do not fall into the other categories such as impact, mitigation fees, copies of documents, and West End Celebration revenue for donations and exhibitor fees.

Departmental Revenue is revenue that is created from the departments of Planning, Public Safety, and Public Works. Planning revenue ($10,075) comes from the fees associated with coastal development permits, conditional use permits, temporary conditional use permits, site permits, design review, plan check, and parking permits. Building revenue ($27,150) comes from the fees of building permits and Short-Term Rental inspections. Public Safety ($19,800) revenue arises from City fines, parking violation fines, motor vehicle fines, State allocated funding, dog licensing, asset forfeiture, unclaimed property, and police reports. Public Works ($195,182) revenue derives from engineering fees; a combination of taxes, State allocated funding, and California code fines.

Recurring Grants includes the Department of Justice Community Oriented Policing Services (COPS) grant, the Bureau of Justice Assistance Bulletproof Vest Partnership (BVP) grant, the California Department of Resources Recycling and Recovery (CalRecycle) grant, the Monterey Bay Area Insurance Authority (MBASIA) Safety and Fitness grant, and County Service Agreement (CSA) 74 funds acquired through the Monterey County Emergency Medical Services (EMC) Agency.

The *California American Water (CalAm) Lease* was entered into in 2009 as an amended and restated lease agreement whereby CalAm leases and operates the desalination facility plant. CalAm will hold the lease property for a term of thirty (30) years. The minimum future rental under the lease as of June 30, 2025, is $7,000 per year through Fiscal Year 2038-2039.

Other Revenue

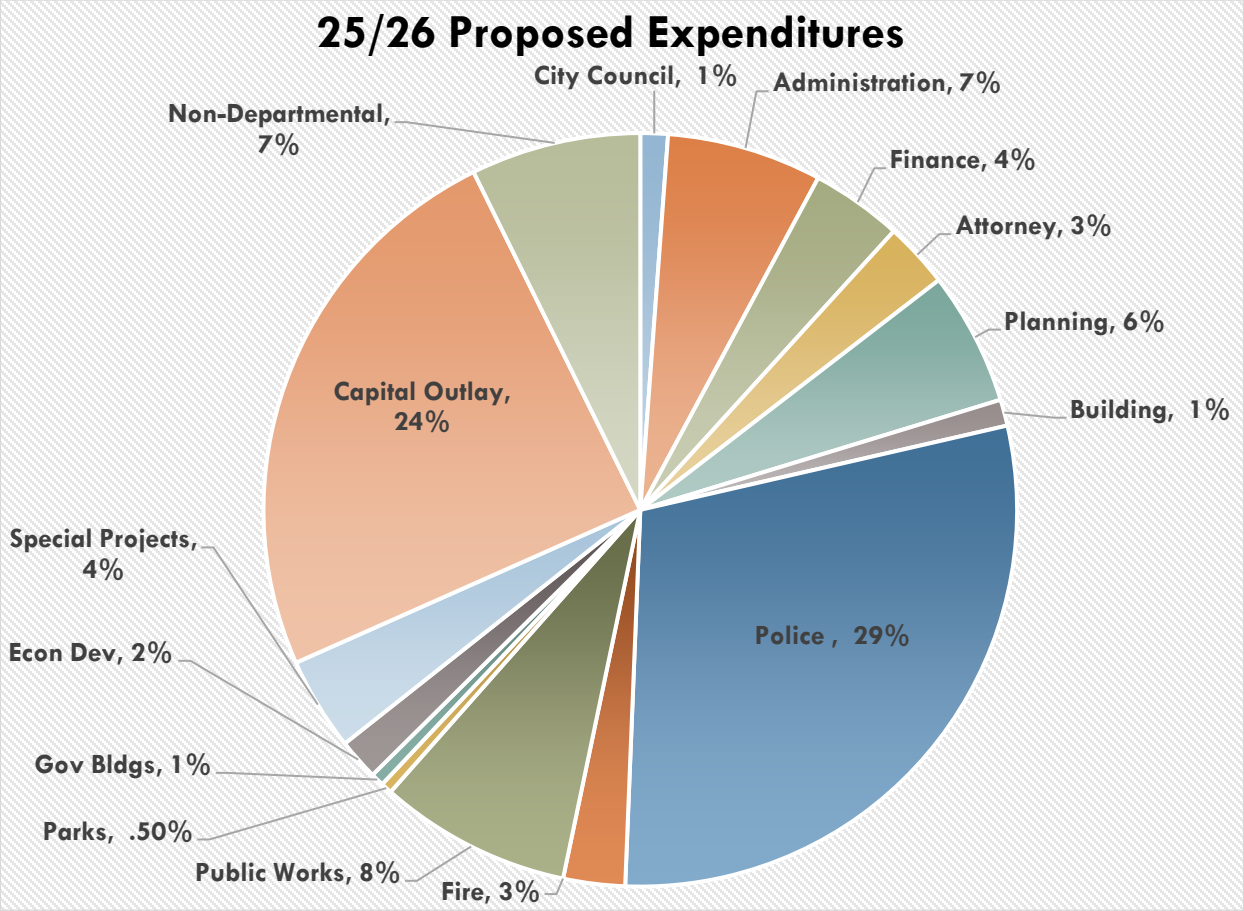
Special Projects Revenue includes developer reimbursement costs that fall under a Reimbursement Agreement with the City of Sand City.

Grants Revenue includes non-recurring grant revenue from the California Coastal Conservancy, Monterey Bay Air Resources District (MBARD), Association of Monterey Area Governments (AMBAG), and Prop 1 SW Grants. See Grants for more information related to these revenue sources.

Account Description	FY 23/24 Actuals	FY 24-25 Amended Budget	FY 25-26 Proposed Budget
OPERATING REVENUES			
Property Taxes	$152,735	$137,985	$138,767
Sales/Use Taxes	$3,702,059	$3,545,000	$3,679,759
Transaction Tax	$4,708,705	$4,540,000	$4,676,905
TOT Tax	$119,356	$120,000	$370,000
Franchise/Users Tax	$400,183	$323,800	$331,800
Business License	$844,415	$750,500	$700,200
Planning Revenues	$4,544	$14,000	$15,000
Building Revenues	$36,619	$27,150	$27,150
Police Revenues	$18,915	$19,800	$19,800
Public Works Revenues	$76,122	$192,685	$85,182
Interest	$519,329	$521,100	$456,000
Rental	$17,237	$43,000	$43,000
ROPS Residual	$256,041	$221,055	$225,000
SA Admin Fees Reimbursement	$155,728	$0	$0
Misc. Revenues	$7,688	$289,650	$230,020
Recurring Grants	$213,167	$192,900	$192,900
Cal-Am	$53,848	$7,000	$7,000
SUBTOTAL OPERATING REVENUE	**$11,286,689**	**$10,945,625**	**$11,198,483**
OTHER REVENUE SOURCES			
Special Project Revenues	$378,264	$3,454,185	$2,039,150
Housing Account	$0	$586,781	$0
Environmental Enhancement	$0	$439,956	$0
General Fund Reserve (CIP)	$0	$0	$380,875
Grants	$474,202	$420,520	$130,020
SUBTOTAL OTHER REVENUE	**$852,467**	**$4,901,443**	**$2,550,045**
TOTAL REVENUE	**$12,139,156**	**$15,847,068**	**$13,748,528**

Expenditures

The Fiscal Year Proposed Budget includes $9,850,378 in operating expenditures and total expenditures of $13,748,528.



Operating Expenditures

Operating Expenditures for each department include salaries and benefits, supplies, Small equipment purchases, telephones, contract services, memberships, and meeting/training.

Non-Department Expenditures is comprised of expenses utilized citywide. This covers expenses for memberships, municipal code updates, committees, health benefit surcharges, LAFCO, Unfunded Accrued Liability (CalPERS), donations and contributions, advertising, office supplies, telephones, physical exams and vaccinations, and utilities.

Community Outreach describes expenses for the West End Celebration event, contract services for the community garden, electricity on the recreation trail, miscellaneous City events, maintenance for the recreation trail and the community garden, and City Council outreach.

Other Expenditures

Other Expenditures are funded though Grant Revenues for Fiscal Year 2025-2026.

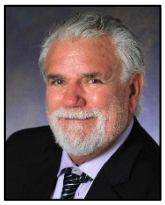
Capital Outlay expenditures include ongoing Capital Improvement Projects (CIP) and Capital Outlay purchases. Fiscal Year 2025-2026 ongoing CIP includes Stormwater Improvement Projects for Contra Costa and Catalina, Pavement Management Program, Parking Construction, Coastal Trail Development, Bike Trail, and an affordable housing project. Capital Outlay expenditures include replacement of utility trucks for the Public Works Department, replacement of ATV for beach rescue, and upgraded tasers for the Police Department.

Special Project expenditures include projects relating to updating the Municipal Code with changes from 6th Cycle Housing Element, Habitat Expense for North of Playa, and the General Plan update.

Account Description	FY 23/24 Actuals	FY 24/25 Amended Budget	FY 25/26 Proposed Budget
OPERATING EXPENSES			
City Council	$101,175	$151,562	$162,113
Administration	$760,804	$833,334	$914,591
Finance	$581,116	$530,054	$538,685
Attorney	$277,610	$375,000	$386,250
Planning	$485,764	$832,090	$786,636
Building	$40,690	$119,790	$154,893
Police	$3,879,905	$3,659,779	$4,019,039
Fire	$346,268	$358,387	$364,151
Public Works/Engineering	$966,798	$1,078,428	$1,133,550
Parks	$19,528	$70,330	$66,384
Government Buildings	$66,559	$77,615	$77,765
Community Outreach/Economic Developm	$262,500	$238,419	$243,172
Non-Departmental	$143,167	$886,725	$1,003,151
SUBTOTAL FOR OPERATING EXPENSES	**$7,931,884**	**$9,211,514**	**$ 9,850,378**
OTHER EXPENSES			
Capital Outlay	$564,117	$3,452,258	$3,348,150
Housing Account	$0	$586,781	$0
Special Projects	$668,321	$956,185	$550,000
SUBTOTAL OTHER EXPENSES	**$1,232,437.65**	**$4,995,224.17**	**$ 3,898,150**
TOTAL EXPENSES	**$9,164,322**	**$14,206,738**	**$ 13,748,528**

OPERATING BUDGET

City Council




Description

The City Council is responsible to the citizens of Sand City for the proper and orderly government of the City. As the legislative body, the Council enacts the laws that govern the activities of the City.

The Council is composed of five members elected by the registered voters of Sand City. Councilmember terms last four years and the Mayoral term lasts two. The Council appoints the City Manager, City Attorney, and members of advisory committees. The Council chooses one of its members as Vice Mayor, who can preside at a Council meeting in the absence of the Mayor.

The Council receives recommendations on proposed legislation from the City Manager and City Attorney. In each legislative enactment, comments from citizens and organizations are heard and considered.

The Council is also responsible for adopting the City's annual budget and authorizes the expenditure of funds for items in the budget. Plans and specifications for public works are approved by the Council.

Budget Summary

The main notable expenditures include:

- An increase to the Salaries line items of $3,148 to account for a full year of increased Elected Official stipends.
- A $3,740 increase to the Deferred Compensation line item due to additional Councilmembers electing the Deferred Compensation benefit.
- An increase of $5,000 to Trainings/Meetings for FY 2025-2026.

Council Expenditures

Account Number	Account Description	FY 23/24 Actual Expenses	FY 24/25 Amended Budget	FY 25/26 Proposed Budget
5000	Salaries	$0.00	$50,000.00	$53,148
5004	Auto Allowance	$22,500.00	$2,400.00	$2,472
5006	Fitness Pay	$7,170.00	$7,800.00	$6,180
5102	Dental	$4,317.68	$4,689.00	$3,646
5103	Vision	$744.96	$775.00	$569
5104	Life Ins	$144.00	$0.00	$0
5105	Health Benefits	$0.00	$0.00	$0
5106	Pers EE Portion Paid by Emp	$0.00	$4,315.70	$5,262
5108	CalPERS Employer	$3,218.98	$4,882.00	$6,186
5109	CalPERs Annual Survivor	$47.52	$0.00	$0
5110	Deferred Compensation	$13,500.00	$14,800.00	$18,540
5111	FICA/Medicare	$1,109.80	$1,911.00	$1,957
5112	CA SUI/EDD	$666.12	$0.00	$0
5200	CalPERS Unfunded Accrued	$16,157.26	$0.00	$0
5406	Dues/Subscrptions/Publicatio	$2,400.00	$1,621.53	$2,060
5410	Trainings/Meetings	$15,416.69	$20,000.00	$25,000
5411	Elections	$0.00	$3,450.00	$0
5419	Liability Insurance	$1,183.04	$3,446.00	$5,241
5423	Workers Compensation Insur	$4,078.83	$7,627.00	$10,474
5600	Office Phones	$3,511.17	$2,755.00	$2,838
5703	Council Meeting	$121.10	$1,000.00	$1,030
5705	Equipment Purchases	$4,887.50	$18,090.00	$15,450
5707	Computer Equipment	$0.00	$2,000.00	$2,060
	DEPARTMENT TOTAL	**$101,173**	**$151,562**	**$162,113**

City Attorney



Description

The City Attorney of Sand City represents the City in all municipal affairs. The role of the City Attorney is to provide legal services to the City Council, committees, and staff. This includes offering advice that is reliable, timely, and useful. The City Attorney also defends the City in litigation and administrative actions; drafts and/or reviews ordinances, resolutions, contracts, permits and other legal documents and agenda items; prepares formal and informal opinions; and represents the City before various State and Federal agencies when needed. The City Attorney also prosecutes criminal infractions and misdemeanors involving violations of the Sand City Municipal Code and advises on meeting procedures, including the Brown Act.

2024-25 Accomplishments

- Employment legal advice
- Advice and drafting of documents related to the construction of South of Tioga Development project, including the hotel
- Advice on Code Enforcement activities
- Advice and assistance on stormwater improvement project
- Drafting of resolutions and ordinances
- Litigation and violation notices from state agencies, including Successor Agency litigation and assisting in management of flood claims.
- Negotiations and drafting agreements for Art Park and housing project, bike trail project and other major City projects.
- Assist in implementing City cannabis program.

2025-2026 Initiatives

- Continuing to provide litigation representation of the City to protect City interests and resources.
- Employment law update and compliance issues.

- Assisting staff on Major CIP projects including multi-use trail and coastal trail
- Supporting collaborative options to expand bluff protections and restoration.
- Revise camping ordinance to comply with legal decisions.
- Continue to Assist staff in implementation of new code enforcement ordinance.

City Attorney Expenditures

Account	Account Description	FY 23/24 Actual Expenses	FY 24/25 Amended Budget	FY 25/26 Proposed Budget
5107	Health Retirees	$5,209	$0	$0
5300	Contract Services	$272,401	$375,000	$386,250
	DEPARTMENT TOTAL	**$277,610**	**$375,000**	**$386,250**

Administration



Description

The Administration Department consists of the City Manager, City Clerk, and half of the cost of the HR/Risk Manager, and Administrative Assistant positions.

The *City Manager* is responsible for the efficient administration of the City government. The City Manager provides strategic leadership and guidance to City operations and services through several areas:

The City Council sets policy direction for the City and confers that direction through legislative actions. To support the Council's work, the City Manager prepares staff reports in collaboration with City departments, including analysis and recommended City Council action, and implements City Council actions. Working with other City Managers and other agencies, the City Manager also tackles cross-jurisdictional issues that affect the region.

Each year, the City takes on special projects that, due to their scale and scope, require extensive interdepartmental coordination, community outreach, and engagement with neighboring communities and public agencies. The City Manager manages these special projects to ensure efficient and effective coordination, cost-savings, implementation, and achievement of the City's goals. Some projects are planned and identified as City Council priorities in one year or another and others arise as the City responds to unfolding events and community concerns.

The City Manager provides strategic leadership and guidance to the City's Department Heads to ensure the provision of high-quality, cost-effective and focused services to the community. The City Manager ensures City operations demonstrate transparency and fiduciary responsibility to the public. In this capacity, the City Manager also provides timely, accurate, and results-oriented operational reports. Through the development of the budget, the City Manager ensures resources are allocated to the City Council's policies and priorities.

The City Manager also supervises and maintains a highly qualified, engaged, and effective workforce to successfully achieve the City's goals and objectives. Towards that

end, the City Manager cultivates a strong service culture and provides ongoing, informative communication with City employees regarding key objectives, challenges, and accomplishments.

The City Manager maintains collaborative relationships with businesses and residents to facilitate desired economic activity. In addition to addressing issues with individual businesses, local and regional associations serve as leaders and partners in this endeavor.

The City Manager also has the ultimate responsibility for the preparation of the City's budget and supervises the day-to-day operations of all City departments and supervises all department heads. The City Manager also develops fiscal plans, communicates with the press, and maintains a unique understanding of how all City operations, goals and initiatives function together. The City Manager serves as the City Treasurer/ Finance Officer and Executive Director of the former Redevelopment Agency. The Manager represents the City with public agencies, private organizations, boards, commissions, City residents, businesses, and property owners.

2024-25 Accomplishments

Most of the accomplishments listed here are the result of a team effort by the entire Sand City team, or individual departments, under the overall guidance and leadership provided by the City Manager:

- Significant progress was made on three major CIP infrastructure projects:
    - the multi-use bike trail project to 30% plans;
    - the coastal trail close to 30%;
    - the Stormwater Improvement Project plans are completed (100% plans) and bid documents are being prepared.

- The Art Park affordable housing project also moved ahead with several important milestones: the City purchased the property adjacent to the City's Art park and worked with a consultant to produce initial concept renderings for the site.
- City Hall offices were remodeled to maximize efficiency for newly hired staff.
- City Hall continued to deliver services in an efficient and effective manner.
- Pursued and obtained several grants for major City projects.
- Provided guidance, direction, and oversight for the upgrade to the City's website with a large economic development component.
- Improved the efficiency of the internal city hall systems by implementing new accounting and payroll software.
- Implemented our new donations policy to govern use of public funds for donations to community serving nonprofits.

- Inspected, permitted, supported and navigated the construction of a major private development project resulting in the construction of the City's first hotel.
- Began implementing the programs established in the City's newly certified 6th Cycle Housing Element, including taking a zoning code amendment to Council.
- Initiated a widespread code enforcement operation to address municipal code violations.
- Conducted CIP community workshops and brought a five-year CIP to Council for its approval.
- Issued an RFP and navigated a transition to a new West End Festival coordinator.
- Developed and implemented a façade improvement program for businesses and residents.
- Provided economic development leadership by working closely with local restaurateurs and commercial lessors to assist them in locating businesses attractive to Sand City.
- Made progress on the city-wide incidental take permit (ITP).

2025-26 Priorities:

- Hire and train a new Planning Manager.
- Explore and apply for grant opportunities for Council's CIP projects.
- Implement programs in Housing Element and seek pro-housing designation.
- Issue RFP for general plan update and begin process.
- Issue RFP for multi-use/bike trail project and bring plans to 100%, locate and apply for implementation funds for construction.
- Obtain agreement with several agencies and other third parties to improve coastal access and aesthetics.
- Implement the City's parking plan.
- Apply for city-wide ITP to enable east dunes development.
- Complete website redesign.
- Bring Coastal Trail to 100%, locate implementation funds for construction.
- Continue economic development work to attract business to Sand City.

The *City Clerk's* office organizes and oversees clerk related activities associated with the City Council and Successor Agency of the former Redevelopment Agency and receives and files all petitions, appeals, and lawsuits. The City Clerk's department serves as the City representative point of contact, the custodian of the City Seal, and ensures that internal requests and external public records requests for information of City records are appropriately handled. The City Clerk serves as the Elections Official and oversees the

receipt of Fair Political Practices regulations, statements of economic interest, campaign disclosure statements, and other legal documents.

The *HR/Risk Manager* oversees employee relations, secures regulatory compliance in accordance with FLSA and the DOL as well as safety compliance in accordance with CalOSHA. The HR/Risk Manager also administers employee-related services such as pay, benefits and applicable training to City Employees.

2024-25 Accomplishments of City Clerk & HR/Risk Manager:

- Facilitated the 2024 Municipal Election for Mayor and two (2) Councilmembers
- Facilitated the 2024 Conflict of Interest Code Biennial Update.
- Compiled thirty (30) agenda packets for a total of fifty-seven (57) resolutions and four (4) ordinances.
- Performed annual Fair Political Practices Commission Form 700 filings for thirty-two (32) Form 700 filers (including City staff, elected officials, and City Committee Members).
- Managed the City Hall re-design of the City Clerk's office and Finance Manager's Office.
- Continued destruction of obsolete City records per the record retention policy.
- Organized the storage unit and continued with the disposal of non-essential records.
- Participated in the redesign of the City website.
- Transitioned payroll to in-house through new ERP Pro software.

2025-26 Initiatives of City Clerk & HR/Risk Manager:

- Update the City's records retention schedule.
- Organize the storage unit and proceed with disposing of non-essential records.
- Provide cross-training to Records Administrative Analyst for workforce sustainability and scheduling flexibility.
- Update the City's policies and procedures including the Personnel Manual, City's Illness & Injury Prevention Plan, Conflict of Interest Code, and Covid Prevention Policy.
- Implement a Schedule of Benefits for Non-POA Employees

Budget Summary

Main notable expenditures include:

- An increase to both Workers Compensation and Liability line items due to increased claims and payroll.
- Increase in Salaries and associated benefits to account for City Council approved increases to City Manager salary as well as the City Council approved 4% COLA effective June 1, 2025, and 3% COLA effective July 1, 2025

Administration Expenditures

Account	Account Description	FY 23/24 Actual Expenses	FY 24/25 Amended Budget	FY 25/26 Proposed Budget
5000	Salaries	$371,191	$455,076	$503,229
5002	TEMP STAFFING	$0	$0	$0
5004	Auto Allowance	$3,600	$3,600	$3,708
5006	Fitness Pay	$1,180	$3,000	$4,017
5009	Paid Time Off	$11,860	$29,067	$15,450
5012	Over Time Pay	$0	$0	$0
5018	Service Award	$0	$0	$0
5100	L.T.D.	$4,078	$4,191	$3,791
5102	Dental	$6,475	$6,924	$7,519
5103	Vision	$589	$1,043	$1,074
5104	Life Ins.	$306	$590	$618
5105	Health Benefits	$57,785	$68,522	$71,699
5106	PERS Retiree EE	$32,767	$0	$0
5107	HEALTH-RETIREES	$41,762	$0	$0
5108	CalPERS Employer	$48	$43,139	$49,261
5109	CalPERs Annual Survivor	$9,500	$0	$0
5110	Deferred Compensation	$5,166	$10,800	$11,124
5111	FICA/Medicare	$0	$6,733	$7,628
5112	CA SUI/EDD	$340	$468	$0
5200	CalPERS Unfunded Accrue	$581	$0	$0
5300	Contract Services	$51,000	$51,000	$62,830
5301	Maintenance/Service Contra	$13,369	$13,390	$14,420
5305	ADP/SHREDDING	$5,761	$2,575	$2,652
5307	Technical Spprt	$325	$0	$0
5406	Dues/Subscrptions/Publicat	$8,774	$5,500	$5,665
5410	Trainings/Meetings	$24,227	$17,510	$20,000
5412	Employment Screening	$0	$0	$0
5419	Liability Insurance	$23,352	$27,892	$39,793
5423	Workers Compensation Insu	$80,512	$59,169	$79,537
5600	Office Phones	$2,988	$1,545	$1,545
5705	Equipment Purchases	$3,268	$1,000	$1,030
5707	Computer Equipment	$0	$20,600	$8,000
	DEPARTMENT TOTAL	**$760,804**	**$833,334**	**$914,591**

Finance



Description

The goals of the Finance Department are to provide the necessary financial information to allow the City Council, City Manager and City Staff to make informed decisions for the City, to ensure the safety and security of the City's assets, to develop and follow sound financial strategies for decisions, and to actively support the business community.

The Finance Department is responsible for the overall management and supervision of the accounting department. This department is also responsible for the purchasing functions which include the processing of all City purchase orders and development and maintenance of purchasing policies and procedures. In addition, the Budget function falls under the Finance Department to include coordinating the budget process, budget control and compliance, and developing budget reports and procedures. The Finance Manager is often requested to produce statistical information, analyze past operations, and estimate the cost of future endeavors.

The Finance Department includes all functions related to accounting including expenditures, revenues, and other transactions in accordance with Generally Accepted Accounting Principles in a timely and accurate manner. Staff also coordinate and ensure that all payroll and payroll taxes are paid and accurately follow up with all employee benefit plans.

In addition, the Finance Department also serves as the Revenue Department. The Accounting Technician is responsible for the receipt and accounting of all monies received by the City. This department oversees bank reconciliation and the investment of excess funds in an equitable and safe way.

The department works with HDL on Business License Administration. HDL maintains individual business information, audits payments, and annually coordinates the license renewal process.

The Finance Manager serves as the audit liaison for all financial, compliance, and grant related audits.

2024-25 Accomplishments

- Implementation of ERP Pro financial software including General Ledger, Cashiering, Accounts Payable, Project Accounting, Payroll and Purchasing.
- Implementation of electronic time sheets and an Employee Access Portal
- Set up Positive Pay with the Bank to prevent fraud
- Initiation of a business license audit
- Increased investment income
- Established a new and more comprehensive Chart of Accounts
- Updated the Employee Travel Policy
- Updated the Council Reimbursement Policy
- Established a Council Donation Policy
- Received an unmodified independent auditor's report
- Worked with consultant to prepare an actuarial study and report
- Production and distribution of FY 25/26 Budget Book

2025-26 Initiatives

- Implement Purchasing Policy and Procedures Manual
- Update Investment policy
- Create an internal Grant Management Procedure

Budget Summary

Main notable expenditures include:

- A reduction to Maintenance Contracts due to the completion of the ERP Pro implementation in FY 24/25.
- Slight increase to Workers Compensation and Liability line items due to increase in claims cost and payroll.

Finance Expenditures

Account	Account Description	FY 23/24 Actual Expenses	FY 24/25 Amended Budget	FY 25/26 Proposed Budget
5000	Salaries	$195,105	$206,073	$228,309
5006	Fitness Pay	$3,310	$3,900	$4,635
5012	Overtime Pay	$0	$0	$0
5100	L.T.D.	$1,052	$2,446	$2,519
5102	Dental	$2,382	$4,722	$4,803
5103	Vision	$338	$742	$713
5104	Life Ins.	$461	$472	$494
5105	Health Benefits	$39,566	$39,124	$39,124
5107	HEALTH-RETIREES	$0	$0	$0
5108	CalPERS Employer	$21,637	$24,740	$26,832
5109	CalPERs Annual Survivor	$48	$0	$0
5110	Deferred Compensation	$5,200	$7,200	$7,416
5111	FICA/Medicare	$4,306	$4,841	$3,027
5112	CA SUI/EDD	$313	$0	$0.00
5200	CalPERS Unfunded Accrued Liability	$290	$0	$0.00
5300	Contract Services	$128,840	$23,000	$23,500
5304	Audit	$61,000	$57,000	$59,500
5307	Technical Support	$6,666	$500	$515
5308	HDL/BL/PROP/SAL	$32,914	$36,050	$37,132
5313	Computer Maintenance Contracts	$25,278	$65,000	$26,780
5406	Dues/Subscrptions/Publications	$42	$515	$1,000
5410	Trainings/Meetings	$5,945	$8,240	$15,000
5419	Liability Insurance	$7,096	$13,109	$17,368
5423	Workers Compensation Insurance	$24,464	$27,231	$34,715
5705	Equipment Purchases	$7,268	$2,575	$2,652
5707	Computer Equipment	$0	$2,575	$2,652
N/A	Property Tax Fees	$7,595	$0	$0
	DEPARTMENT TOTAL	**$581,116**	**$530,054**	**$538,685**

Non-Departmental

Description

Non-Departmental costs are expenses spread across the entire organization for items that benefit all Departments. Non-Departmental items include public agency memberships with the Association of Monterey Bay Governments, the League of California Cities, the Local Agency Formation Commission (LAFCO), the Monterey County Mayors Association, the Monterey Regional Waste Management District, Monterey One Water, the Transportation Agency of Monterey County, the Monterey Peninsula Regional Water Authority, Monterey Salinas Transit, and the Seaside Groundwater Basin Watermaster; voluntary memberships with Community Human Services, the Monterey County Convention and Visitors Bureau, the Monterey County Business Council, and the Monterey Peninsula Chamber of Commerce; record management and agenda management software; asset management software; Municipal Code publishing; Art Committee funding; IT support; donations and contributions advertising in the Monterey County Weekly; equipment maintenance; office supplies; CalPERS Unfunded Accrued Liability and City Hall utilities.

Information Technology (IT) provides innovative and secure technological solutions that support City departments in delivering quality services to the community. The purpose of IT is to provide a broad range of high-quality technology solutions to employees, departments, Councilmembers, and the community and to continuously support and improve essential infrastructure for enabling daily operations of the City. This service is contracted with Monterey Bay Technologies.

Non-Departmental Revenues

Account	Account Description	FY 23/24 Actual Revenue	FY 24/25 Amended Budget	FY 25/26 Proposed Budget
4005	Curr Prop Taxes	$91,713	$76,450	$76,450
4006	RPTTF Residual	$256,041	$221,055	$225,000
4008	SA Admin Fees Reimbursement	$155,728	$0	$0
4010	Prior Year Prop	$1,482	$1,000	$1,000
4012	Vehicle License Fee	$41,039	$43,535	$44,667
4013	MBASIA Claims	$1,764	$3,000	$0
4015	SB 813	$17,006	$14,000	$14,000
4020	Prop Tax Transf	$1,166	$2,500	$2,500
4025	Users Tax	$238,218	$180,000	$180,000
4030	Sales/Use Tax	$3,702,059	$3,545,000	$3,679,759
4032	Transaction tax	$4,708,705	$4,540,000	$4,676,905
4033	State CASP Fee	$1,552	$0	$0
4034	TOT Tax	$119,356	$120,000	$370,000
4035	Cable Franchise	$7,817	$5,000	$5,000
4040	Refuse Franchise	$79,473	$60,000	$65,000
4041	AB939/SB1383	$9,916	$12,500	$12,500
4042	CalAm Franchise Fee	$5,000	$10,000	$10,000
4045	PG & E Gas	$4,323	$4,300	$4,300
4050	PG & E Electric	$42,757	$40,000	$40,000
4055	Bus. License	$842,750	$750,000	$700,000
4060	B. L. Late Fee	$114	$500	$200
4340	HOPTR Tax	$329	$500	$150
4350	Seaside Sanitation	$12,679	$12,000	$15,000
4410	Int. General	$21,145	$65,000	$60,000
4411	OPEB Interest	$2,416	$600	$500
4413	Housing Interes	$28,815	$15,500	$500
4414	Int GASB 87	$3,024	$0	$0
4420	Int. LAIF	$454,666	$400,000	$350,000
4425	LAIF Gain/Loss GASB 31 FMV	-$55,160	$0	$0
4450	TVI CD Interest	$64,424	$40,000	$45,000
4500	West End Revenue	$60,642	$49,500	$49,500
4502	Mural Festival	$0	$0	$0
4504	Art Park Events	$850	$1,000	$500
4506	MST SURF Proj	$39,489	$180,000	$30,000
4530	S of Tioga Reim	$373,221	$160,000	$35,000
4531	S of Tioga PC	$0	$0	$0
4532	S of Tioga BP	$0	$0	$0
4533	CAL AM Reimb	$0	$0	$0
4550	Copies Fee	$0	$50	$20
4705	City Property Sales	$0	$6,250	$0
4710	Mitigation	$0	$1,500	$1,500
4729	MBASIA/Fitness/Safety HR	$7,500	$8,500	$8,500
4730	Misc Rev	$1,508	$262,850	$20,000
4732	Reimbursements	$2,541	$15,000	$2,500
4736	US Bank CalCard	$1,875	$1,000	$1,000
4740	Rental Income	$17,237	$43,000	$43,000
4771	CERBT Disbursement	$0	$0	$205,000
4833	CAL AM Lease	$53,848	$7,000	$7,000
	DEPARTMENT TOTAL	**$11,419,025**	**$10,898,090**	**$10,981,951**

Budget Summary

Main notable expenditures include:

- Increase to CalPERS Unfunded Accrued Liability due to updated actuarial.
- Increase to Computer Maintenance Contracts for software maintenance.

Non-Departmental Expenditures

Account	Account Description	FY 23/24 Actual Expenses	FY 24/25 Amended Budget	FY 25/26 Proposed Budget
5105	Health Benefits	$1,535.52	$1,080.00	$742
5107	Health Benefits - Retirees	$0.00	$182,948.60	$186,430
5109	CalPERs Annual Survivor	$0.00	$649.00	$670
5112	CA SUI/EDD	$0.00	$130.16	$0
5113	EAP Program	$1,615.20	$1,924.80	$1,983
5200	CalPERS Unfunded Accrued Liability	$0.00	$490,756.80	$603,286
5301	Maintenance/Service Contracts	$0.00	$10,000.00	$15,450
5307	Technical Support	$15,786.42	$20,000.00	$20,600
5313	Computer Maintenance Contracts	$0.00	$0.00	$7,500
5401	Municipal Code Updates	$2,351.00	$3,100.00	$3,193
5402	Memberships Public Agencies	$6,258.82	$10,000.00	$11,845
5403	Memberships Voluntary	$7,979.00	$10,000.00	$10,300
5404	Arts Council	$1,390.71	$1,000.00	$10,300
5405	Advertising	$0.00	$20,600.00	$20,600
5406	Dues/Subscrptions/Publications	$474.66	$1,500.00	$1,545
5409	GASB 68 Reports	$2,100.00	$2,100.00	$0
5410	Trainings/Meetings	$0.00	$1,030.00	$1,000
5417	Donations	$7,768.68	$6,000.00	$6,000
5421	Miscellaneous Expense	$10,046.12	$8,000.00	$4,120
5422	Public Official Bonds	$1,276.00	$1,381.00	$1,545
5424	Bank Charges	$29.72	$500.00	$515
5427	Claims Payments	$0.00	$30,000.00	$10,300
5502	Equipment Maintenance	$8,458.03	$1,030.00	$1,030
5503	Auto Maintenance	$0.00	$6,180.00	$3,605
5600	Office Phones	$2,559.97	$1,545.00	$1,591
5601	Utilities	$31,703.92	$25,750.00	$32,651
5605	Internet Service	$3,305.53	$3,090.00	$9,270
5700	Office Supplies	$28,399.25	$25,750.00	$28,840
5705	Equipment Purchases	$10,128.81	$6,180.00	$5,150
5707	Computer Equipment	$0.00	$14,500.00	$3,090
	DEPARTMENT TOTAL	**$143,166**	**$886,725**	**$1,003,151**

Community Development





Description

The Sand City Community Development Department consists of the Planning and Building Departments.

The Planning Department is primarily responsible for coordinating interagency review and analysis of land use and development entitlements for consistency with the City's General Plan, Zoning Ordinance, and Subdivision Ordinance. The Department assists with code enforcement actions and assists other departments and agencies to implement special projects and capital improvements. Long-term planning conducted by the Planning Department includes updates to the General Plan, Local Coastal Program Housing Element of the General Plan, and Zoning Ordinance (Municipal Code Title 18), and grant funding for a variety of projects that benefit the Community. The Planning Department also prepares and administers the City's Design Review Committee (DRC) with agendas, reports, action minutes, and presentations. Finally, the Planning Department advises the City Manager regarding compliance with State planning and zoning laws, the Coastal Act, and the California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA).

2023-24 Accomplishments

The City's planning department provides the following general services to the City and the public:

- Provide routine staff support for the City and the public in-person, on the telephone and electronically on matters related to planning, zoning and development review.
- Prepare public hearing notices, staff reports and resolutions for City Council consideration on matters related to General Plan Amendments, Zoning Ordinance updates, and entitlements.

- Coordinate inter-departmental and inter-agency review of zoning permits and development entitlements.
- Prepare, for City Council review, Annual General Plan and Housing Element Progress Reports.
- Compile an on-call list of specialists in the areas of transportation, biology, archaeology, air quality, etc.
- Coordinate preparation of documents related to the CEQA/NEPA status of projects, including related technical reports (biological, archaeological, air quality, etc), and arrange preparation of such reports as necessary to inform the environmental review process.
- Prepare and apply for City grant funding to implement the General Plan and Local Coastal Program programs.

The City currently contracts with EMC Planning Group (EMC) for Planning Services. The level of service and planning bandwidth has increased greatly since the City moved from having one City Planner to utilizing the wide array of services provided by the EMC Planning Group team. Beginning in first quarter of FY25-26, the City will again transition planning services by hiring a Planning Manager. The role of EMC Planning Group will be adjusted accordingly. Nonetheless, the extent of Planning programs will continue to apace during the next fiscal year, including initiatives related to coastal access and resource conservation, new resort development, affordable housing, Vibrancy and Parking Plan implementation, the comprehensive General Plan update and Zoning Ordinance amendments necessary to accommodate State planning mandates and General Plan implementation.

In addition to the general planning services set forth above, in fiscal year 24-25 EMC Planning Group has accomplished a number of special projects including:

- Coordinated the initial conceptual design (10%) of the TAMC right of way Bike Trail to connect Playa Avenue to Contra Costa and beyond through Seaside and to Monterey; presented this design to TAMC; applied for and obtained grants to plan and partially implement this project; coordinated 30% plans for the Bike Trail Project.
- Coordinated the initial conceptual design of the Coastal trail improving access to the City's coastline; applied for and obtained Coastal Conservancy grant for planning the trail.
- Worked with all departments to develop and obtain Council approval of an updated fee schedule to increase City's ability to recoup its costs associated with City services.
- Developed an initial vision for Council to consider the short term and the long-term use of the City's Art Park; assisted in the acquisition of a private parcel to add to the Art Park.

- Studied and advised City regarding MST's SURF! Busway study impacts to Sand City vehicle, pedestrian, and bicycle circulation and the City's shopping centers and biological resources, processing MST's CDP application.
- Prepared and administered a number of grant applications.
- Worked with City Manager on Cal Am seawall removal and habitat mitigation; created a plan to remove the seawall and debris on the beach north of Tioga Avenue.
- Continued planning support to the West End Stormwater Project.
- East Dunes residential project, habitat preservation, and Incidental Take Permit; (working towards securing a City-wide Incidental Take Permit to create a developable residential area in the East Dunes in exchange for a habitat conservation area).
- Planning of Edge Water Habitat Restoration.
- Ensuring the South of Tioga Park Completion.
- Drafting the City's Housing Element and working with Council and HCD towards certification.
- Working with consultant to prepare Objective Design Standards for the City.
- Finalized the City's parking plan and work with City staff to include specific parking, projects in the annual Capital Improvement Program (CIP) for eventual implementation.
- Prepared quarterly newsletters for residents and business in Sand City.
- Assisted City with design concepts for Tioga Avenue City Monument Sign Design and police car redesign.
- Organized the City's planning files from the former system to a better system that allows current and future planners to locate files.
- Prepared procedures for the processing of permits to ensure all required steps are taken and the process is streamlined.
- Drafted regulations and coordinated establishment of a permit process for new cannabis retail sales;
- Completed an application to the State Dept of Housing and Community Development (HCD) for Pro-Housing designation to enable the City to secure financial resources to support affordable housing development within the City

2025-26 Initiatives

Several initiatives are in the pipeline for fiscal year 25-26, including completing initiatives that were started in fiscal year 24-25:

- Continue to apply for grant funding for construction of the City's TAMC right of way pedestrian bike path (this will continue into the next fiscal year).

- Prepare plans for the City's coastal trail and apply for implementation grants (this will continue into the next fiscal year).
- Redesigning the City's website -- creating economic development pages.
- Implementing a Cannabis Retail Licensing Program.
- Working with design firm to develop feasibility study and concept rendering for the City's art park.
- Continue working with the City Engineer and design team to complete construction drawings and implement construction of street, storm water management, landscaping, and parking improvements along Catalina and Contra Costa Streets.
- Implement the General Plan Certified Housing Element, per State law, and will now continue with the implementation of the Housing Element.
- Begin General Plan update to include CEQA review/documentation, including zoning code update. This will be a multi-year project.
- Work with the City Manager, Code Enforcement, and Police Chief in developing an effective code enforcement program.

Budget Summary

Main notable expenditures include:

- An increase in Salaries and associated benefits line item for the addition of a FT Planning Manager.
- A decrease to Contract Service line item for EMC contract services for all general services offset by the increase to salaries and benefits.

Planning Revenues

Account	Account Description	Actual Revenue	Amended Budget	Proposed Budget
4116	STR Application	$394	$2,875	$2,875
4120	Coastal Permit	$0	$1,575	$1,575
4125	CUP	$2,000	$4,600	$4,600
4126	Temporary CUP	$350	$1,300	$1,300
4145	Site Permits	$100	$1,050	$1,050
4155	Design Review	$0	$700	$700
4156	Sign Permit	$0	$550	$550
4159	CEQA Fees	$0	$350	$350
4160	Special Events Permits	$0	$0	$1,000
4219	Parking Permits	$1,700	$1,000	$1,000
	DEPARTMENT TOTAL	**$4,544**	**$14,000**	**$15,000**

Planning Expenditures

Account	Account Description	FY 23/24 Actual Expenses	FY 24/25 Amended Budget	FY 25/26 Proposed Budget
5000	Salaries	$0.00	$0.00	$161,058
5006	Fitness Pay	$0.00	$0.00	$1,854
5012	Overtime Pay	$0.00	$0.00	$0
5100	L.T.D.	$0.00	$0.00	$1,452
5102	Dental	$0.00	$0.00	$2,716
5103	Vision	$0.00	$0.00	$361
5104	Life Ins.	$0.00	$0.00	$247
5105	Health Benefits	$0.00	$0.00	$32,576
5107	HEALTH-RETIREES	$0.00	$0.00	$0
5107	Health Benefits - Retirees	$20,864.75	$0.00	$0
5108	CalPERS Employer	$0.00	$0.00	$20,600
5109	CalPERs Annual Survivor	$0.00	$0.00	$0
5110	Deferred Compensation	$0.00	$0.00	$3,708
5111	FICA/Medicare	$0.00	$0.00	$2,646
5300	Contract Services	$440,018.14	$782,000.00	$510,383
5306	IWORQ	$2,041.67	$1,701.00	$1,751
5405	Advertising	$0.00	$292.50	$0
5410	Trainings/Meetings	$0.00	$250.00	$5,000
5419	Liability Insurance	$0.00	$0.00	$12,894
5423	Workers Compensation Insurar	$0.00	$0.00	$25,772
5600	Office Phones	$1,270.15	$600.00	$618
5707	Computer Equipment	$0.00	$0.00	$3,000
5355	Façade Program	$0.00	$47,246.00	$0
NA	Advertising	$21,569.03	$0.00	$0
NA	Liability Ins.	$0.00	$0.00	$0
	DEPARTMENT TOTAL	**$485,763**	**$832,090**	**$786,636**

Building Department

The *Building Department* is responsible for conducting construction plan review, building/fire code enforcement, and site inspections of all developments to ensure compliance with Building, Fire, and other relevant building codes (Cal-Green, Plumbing, Electrical, etc.).

The Building/Code Compliance Department has been active in FY 2024-2025. A few highlights of this Fiscal Year's activity showcase the increased development happening in the City of Sand City. In FY 2024-2025, The Marriott Dual Brand Hotel is getting closer to completion with an expected opening in early 2026.

The building department continues to be busy with numerous applications such as the proposed Wonderwall Hotel, additional apartments located on the ground floor of the Independent, a new bakery, a new delicatessen, short-term rental re-inspections, and

more. Lastly, Code Compliance has been actively working to gain voluntary compliance through communications prior to starting the administrative process approved by City Council.

Budget Summary (Building)

- An increase overall to account for the amount of the approved Contract Services with 4Leaf for Building services due including increased Code Enforcement work.

Building Revenues

Account	Account Description	FY 23/24 Actual Revenue	FY 24/25 Amended Budget	FY 25/26 Proposed Budget
4115	Bldg. Permit	$22,070	$13,500	$13,500
4164	STR Inspection	$1,182	$3,150	$3,150
4165	Plan Check Fees	$13,367	$10,500	$10,500
	DEPARTMENT TOTAL	**$36,619**	**$27,150**	**$27,150**

Building Expenditures

Account	Account Description	FY 23/24 Actual Expenses	FY 24/25 Amended Budget	FY 25/26 Proposed Budget
5300	Contract Services	$0	$115,000	$150,000
5306	IWORQ	$2,800	$4,790	$4,893
N/A	Building Insp	$37,890	$0	$0
	DEPARTMENT TOTAL	**$40,689**	**$119,790**	**$154,893**

Public Works



Description

The Public Works Department is responsible for the maintenance of City facilities and buildings, public streets and the storm drain system, public spaces, parks, bike trails and walking paths, as well as City-wide planning efforts to realize the City's goals, policies, and initiatives.

Sand City Public Works performs a wide variety of tasks from planting and trimming City trees; maintaining the two City Parks and the Community garden, the recreation trail, City buildings, vehicles, equipment, and grounds to providing a safe, effective, and long-lasting road system; repairing sidewalks, streets, and signs; ensuring clean streets, pothole repair; sign and pavement marking maintenance; street sweeping, including sand removal, repairs on vehicles and equipment; graffiti abatement; litter control; hanging and removing City banners; installing no parking signs as needed; maintaining storm water drainage; and doing so in an efficient, cost-effective manner without detrimental effects to the environment.

Public Works' functions include administrative duties (quarterly storm water reports; Council staff reports; Public Works monthly report; safety meetings; well usage reporting; overseeing the Hope Crew); implementation of State Mandated organic waste collection; environmental duties; implementation of the State mandated storm water program; tracking of the City's use of pesticides, herbicides, and fertilizers; as well as sweeper spoils and reporting any illicit discharges.

In addition, the Public Works department supports the City's special events such as the City Barbecue, Tree Lighting, West End event, Mural Fest and the monthly 831 Night Market.

2024-25 Accomplishments

Public Works:

- Public Works continues implementation of the SB-1383/CalRecycle mandates and related reporting.
- PWs addressed numerous cleanups of transient camps and associated debris. Numerous vagrant shopping carts were another all-year task
- Landscaping and improvements to Calabrese Park
- Staff performed the annual stormwater maintenance program, inspecting 43 and cleaning 12 stormwater drain catch basins of debris
- Public Works staff filled potholes in the city streets and bike path, throughout Sand City
- PWs staff Installed new fencing and gates to the City's community garden
- Public Works implemented the AB-413 daylighting of crosswalks (20 red curbs painted)
- Built a new 12' x 20' roof/overhang off of one of the Conex's for barricade & sign storage
- Assisted with the set-up of the new finance/city clerk office areas
- Staff completed and submitted four (4) storm water quarterly reports to the City Engineer
- Staff installed (14) new speed limit signs
- Staff weeded and cleaned up the Community Garden and landscape

2025-26 Initiatives

- Continue with maintenance and improvements to the City's infrastructure with minimal budgetary impact.
- Implement the new City Park and street landscape into the Public Works maintenance program
- Continue with repainting of red/blue curbs to include West Bay and Tioga avenues
- Continue with keeping both sections of the bike paths free of sand
- Improvements to the PWs storage areas will continue
- New landscaping at the front of City Hall, after the new parking lot installation

Budget Summary

Main notable expenditures include:

- An increase of $20,511 to Salaries to reflect a City Council approved 4% COLA effective June 1, 2025 and a 4% COLA effective July 1, 2025.

- An increase of $10,155 to Workers Compensation due to an increase in claims and payroll.
- A decrease of $15,450 to Street Maintenance due to AB413 striping was completed in FY 24/25.
- An increase of $51,000 to Urban Runoff for Annual Maintenance and Cleaning.

Public Works Revenues

Account	Account Description	FY 23/24 Actual Revenue	FY 24/25 Amended Budget	FY 25/26 Proposed Budget
4150	Building Development Fees	$0	$500	$500
4160	Engineering Fees	$17,600	$18,000	$18,000
4205	CA Code Fines	$1,581	$750	$750
4305	Gas Tax Funds (HUTA)	$15,514	$15,974	$15,988
4302	Measure X	$0	$147,723	$40,000
4306	Road Maintenance (RMRA)	$41,428	$9,738	$9,944
	DEPARTMENT TOTAL	**$76,122**	**$192,685**	**$85,182**

Public Works Expenditures

Account	Account Description	FY 23/24 Actual Expenses	FY 24/25 Amended Budget	FY 25/26 Proposed Budget
5000	Salaries	$251,647	$283,870	$292,381
5005	Special Skills	$0	$12,000	$0
5006	Fitness Pay	$2,880	$3,000	$3,090
5007	Uniform Allow.	$4,158	$3,090	$3,183
5009	Paid Time Off	$2,049	$2,575	$2,652
5012	Overtime	$5,376	$3,000	$3,090
5100	L.T.D.	$2,542	$2,741	$2,823
5102	Dental	$5,244	$7,661	$6,161
5103	Vision	$713	$1,145	$819
5104	Life Ins.	$648	$648	$742
5105	Health Benefits	$48,305	$52,164	$52,164
5106	Pers EE Portion Paid by Emp	$4,117	$11,772	$28,201
5108	CalPERS Employer	$47,838	$35,002	$34,134
5109	CalPERs Annual Survivor	$71	$89	$0
5110	Deferred Compensation	$8,000	$10,800	$11,124
5111	FICA/Medicare	$4,353	$5,063	$5,177
5112	CA SUI/EDD	$282	$0	$0
5200	CalPERS Unfunded Accrued	$172,022	$0	$0
5119	Longevity	$0	$0	$15,037
5300	Contract Services	$164,162	$77,000	$79,310
5321	Hope Services	$72,856	$0	$0
5306	IWORQ	$0	$0	$0
5307	Technical Spprt	$535	$0	$0
5406	Dues/Subscrptions/Publicatic	$0	$1,133	$1,030
5408	Permits/Licenses	$13,644	$10,300	$10,609
5410	Trainings/Meetings	$1,557	$5,150	$5,150
5414	Adopt A Highway	$4,200	$4,542	$4,635
5415	SECURITY	$129	$0	$0
5419	Liability Insurance	$15,917	$18,475	$25,225
5420	STORAGE	$4,903	$0	$0
5423	Workers Compensation Insu	$54,878	$40,400	$50,420
5502	Equipment Maintenance	$0	$20,150	$10,300
5503	Auto Maintenance	$11,526	$15,450	$15,450
5504	Pest control	$650	$1,560	$1,545
5506	Stormwater Maintenance	$0	$20,600	$21,218
5507	Street Lighting	$15,813	$30,000	$30,900
5508	Street Maintenance	$6,816	$66,950	$51,500
5509	Urban Runoff	$7,120	$0	$51,000
5600	Office Phones	$1,738	$1,545	$1,751
5602	Refuse/Trash	$5,389	$9,270	$14,000
5605	Internet/Web	$1,548	$1,750	$2,060
5701	Flags/Banners	$2,367	$5,624	$6,180
5701	Supplies	$3,046	$9,150	$10,300
5702	Auto Fuel	$0	$13,390	$10,300
5705	Equipment Purchase	$15,023	$7,210	$5,150
5707	Computer Equipment	$0	$1,030	$2,575
5708	Equipment Rental	$590	$1,545	$1,545
5709	Street Signs	$2,147	$11,635	$8,240
	DEPARTMENT TOTAL	**$966,798**	**$808,481**	**$881,171**

Engineering

The *City Engineer,* under the direction of the City Manager, and in collaboration with other City departments, contractors, consultants and the community, plans and manage coordinates, supervises and reviews the design and construction of City infrastructure and public facilities.

The Engineering Department provides the following services:

- Manages and implements civil improvement projects outlined in the City's Capital Improvement Program (CIP).
- Issues calls for Bids and Request for Proposals (RFP).
- Evaluates and negotiates contracts and provides recommendations for award.
- Manages the City s' Encroachment Permit Program, which regulates any work or impacts to the public right-of-way.
- Manages the City's Municipal Storm Water Permit and Program.
- Represents the City on local and regional Technical Advisory Committees.
- Prepares reports for, and assists with, various transportation funding programs.
- Coordinates with utility provides for water, sewer, gas, electric, and communications services.
- Reviews proposed developments and site improvements for adherence to City standards and local, state and federal requirements, codes and regulations, and best engineering practices.
- In collaboration with the City Surveyor, reviews Final Maps, Parcel Maps, Lot Mergers, Lot Line Adjustments, Easements, and related documents.
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The City's *Land Surveyor* reviews all land use maps, lot line adjustments, lot mergers, legal descriptions, and related materials. The City contracts with Polaris Land Surveying, LLC for Land Surveying services.

2024-25 Accomplishments

In Fiscal Year 2024-25, the Engineering Department provided the following services:

- West End South of Tioga Development Phase 1 Off-site Improvements: provided condition compliance and construction support services during completion of the public improvements along Tioga Avenue, California Avenue, Morgan's Way, and Shake Avenue, performed final inspection and recommended acceptance of the improvements to the City.

- Marriott Dual Brand Hotel: provided development review and plan check services for review of the Stormwater Control Plans for the hotel, Esselen-Ohlone Park, and coordinated with the City's building department during the construction phase, coordinated encroachment permits for gas tie-in and PG&E electrical services with the contractor, CSI.
- Monterey-Salinas Transit (MST) SURF! Bus Rapid Transit (BRT) Project: provided development review and plan check services for the improvement plans and supporting documents, coordinated with the City's building, planning, and public works departments to track conditions of approval, participated in meetings with MST, TAMC, and local stakeholders.
- Multiuse Trail Project: coordination with the city's planning department and the design team to develop the 30% project design.
- Coastal Trail Project: provided record information to the design team to support the design of the project.
- Provided project management of the West End Stormwater Improvement Project on Contra Costa Street and Catalina Street and managed the grants awarded for same.
- Developed plans and obtained bids for the Tioga Ave. at Sand Dunes Dr. striping and Carroll Building ADA striping projects.
- Administration and management of the city's Encroachment Permit program including the issuance of 30+ permits and established an annual encroachment permit with PG&E to cover routine categories of work and ensure 100% cost recovery.
- Updated the City's Pavement Management Program (PMP) including development of a draft 5-year maintenance program based on available funding.
- Provided engineering and technical support to respond to Public Records Requests.
- Provide engineering support services for various grant applications.
- Development review and plan check services for a number of smaller projects including the Wonderwall Hotel, B.E. Bakery, Yard Food Truck Hub, and Smooth Coffee.
- Management of the City's National Pollutant Discharge Elimination System (NPDES) Municipal Storm Water Program and prepared the City's Annual Storm Water Report.
- Engineering support services for the Sand City Water Supply Project (SCWSP) Phase 1 New Intake Wells and coordination with California-American Water.
- Serves as the City's representative on the Seaside Groundwater Basin Watermaster and TAMC Technical Advisory Committee (TAC).

2025-26 Initiatives

- Design and construct street maintenance and rehabilitation (M+R) projects on Holly Street, California Ave. at Edgewater Center, Playa Avenue.
- Implement additional parking based on the West End Parking Plan.
- Decorative crosswalk refresh at various locations to improve
- Provide engineering support services for the MST SURF! Bus Rapid Transit and Marriott Dual Brand Hotel projects.
- Utilize transportation funding programs such as Measure X, SB 1, and RSTP, to support street, pedestrian and bicyclist safety improvements.
- Supervise bidding and construction of the stormwater improvement project.
- Continue to assist City in grant applications for CIP projects.

Budget Summary

- Slight decrease in Contract Services line item due a onetime traffic study of $18,000 that occurred in FY 24/25.

Engineering Expenditures

Account	Account Description	FY 23/24 Actual Expenses	FY 24/25 Amended Budget	FY 25/26 Proposed Budget
5300	Contract Services	$0	$263,347	$245,000
5420	Storage Rental	$0	$6,600	$7,379
	DEPARTMENT TOTAL	**$0**	**$269,947**	**$252,379**

Public Safety



Description

The Chief of Police manages the Police Department and acts as the Emergency Operations Center coordinator.

The *Police Department* is responsible for law enforcement and crime prevention within the City. The Mission of the Sand City Police Department is to work in partnership with the community to provide exceptional police services that improve the quality of life for our residents, businesses, and visitors. The Department works in partnerships with Seaside, Marina, and California State University Monterey Bay (CSUMB) to operate and support a Regional Emergency Coordination Center. The Department also participates in the Peninsula Regional Special Response Unit (SRU).

The *Fire Department* is primarily responsible for saving lives and protecting property through the prevention and control of fires. Fire service has been provided under a contract with the City of Monterey since 1995. The City's ambulance service is through the American Medical Response (AMR) service.

2024-25 Accomplishments

- The SCPD implemented a new Body Worn Camera (BWC) system along with 2 new in-vehicle cameras, improving our ability to capture real time footage, improving efficiency through cloud-based storage, and reduce staff time by partnering with the District Attorney's Office to allow joint access to specific criminal cases.
- The SCPD implemented a new law enforcement software system called LEFTA Systems to improve the process for monitoring training requirements, community complaints, internal investigations, pursuit and use of force policy compliance, and other state mandated reports.
- The SCPD hosted a state-wide training review of the Santa Clara County Valley Transit Authority active shooter tragedy. Presented at the CSUMB conference auditorium, agencies from across the state attended.

- The SCPD successfully passed the annual state hiring and training audit by the California State Commission on Peace Officer Standards and Training (POST).
- SCPD in partnership with the American Red Cross and Vitalant Blood Donation services will have completed a five community blood drives by the end of the current fiscal year.
- The SCPD conducted a Holiday Crime Prevention presentation to our retail partners to help educate them on recent crime trends and the actions that would be beneficial in reducing crime and apprehending the offenders.
- The SCPD partnered with Target and the local Boys and Girls Club to provide holiday gift and shopping opportunities to children who are less fortunate
- The SCPD with City staff completed the first phase of a series of emergency operations training in conjunction with the Emergency Operations Center (EOC) at CSUMB. Moving forward we will conduct annual refresher training.

2025-26 Initiatives

- The SCPD plans to implement two on-line programs to increase the officers' ability to access training on current events, law changes, and changes in case law increasing their knowledge base and decreasing potential liability. The *Briefing Room* allows officers to log-in and review current cases with interactive Q&A. *Legal Updates.com* provides current updates to current law and statutory updates as they occur.
- Implement an Evidence & Property policy manual to help manage the process of seizing, receiving, storing, and retrieving property and evidence while maintaining the integrity of the system, coming into compliance with state and federal regulations, and reducing potential liability.
- Begin the process of implementing new Records Management System (RMS) to transition from the old system to a new, more efficient, and more cost-effective RMS.
- The SCPD will continue to utilize, improve, and leverage technology to assist us in providing excellent service to our community in a more efficient and effective manner.

Budget Summary

Main notable expenditures include:

- An increase in Salaries due to a City Council approved 4% COLA effective June 1, 2025 and a 3% COLA effective July 1, 2025.
- An increase to Workers Compensation and Liability line items due to increased claims and payroll.
- An increase of $31,156 to Reserves as a request from the Chief to hire an additional Reserve Officer.
- An increase of $32,000 to Computer Equipment for the purchase of laptops for patrol vehicles.

Public Safety Revenues

Account	Account Description	FY 23/24 Actual Revenue	FY 24/25 Amended Budget	FY 25/26 Proposed Budget
4069	CLEEP Grant	$202,826	$180,000	$180,000
4210	City Fines	$4,202	$4,200	$4,200
4211	Vehicle release	$760	$1,000	$1,000
4221	Sand City Parking	$8,949	$7,500	$7,500
4325	Motor Vehicle	$0	$500	$500
4330	Prop 172	$2,725	$500	$500
4335	Post Reimburse	$1,900	$4,100	$4,100
4515	Dog Licensing	$0	$100	$100
4524	Asset Forfeitur	$0	$1,500	$1,500
4560	Special Police	$335	$400	$400
4639	Officer Wellness Grant	$0	$0	$0
4647	Bullet Proof Vest Grant	$341	$1,900	$1,900
4730	Other	$25	$0	$0
4732	Reimbursements	$18	$0	$0
4836	CSA74-GRANT EMS	$2,500	$2,500	$2,500
	DEPARTMENT TOTAL	**$224,582**	**$204,200**	**$204,200**

Public Safety Police Expenditures

Account	Account Description	FY 23/24 Actual Expenses	FY 24/25 Amended Budget	FY 25/26 Proposed Budget
5000	Salaries	$1,463,825	$ 1,503,226	$1,723,145
5003	Reserves	$25,258	$ 25,750	$56,906
5005	Special Skills	$16,823	$ 181,236	$1,236
5006	Fitness Pay	$6,450	$ 8,400	$6,798
5007	Uniform Allow.	$10,351	$ 9,270	$9,270
5008	PD Education	$70,398	$ 82,393	$82,340
5009	Paid Time Off	$268,017	$ 288,400	$206,000
5010	Holiday	$12,668	$ 15,450	$58,710
5012	Overtime	$57,247	$ 85,000	$80,000
5014	Advance Disability Payment	$0	$ -	$0
5017	Shift Differential	$0	$ 8,725	$20,600
5100	L.T.D.	$5,469	$ 5,872	$6,048
5102	Dental	$21,248	$ 23,597	$25,619
5103	Vision	$3,094	$ 3,254	$3,352
5104	Life Ins.	$2,322	$ 2,376	$2,719
5105	Health Benefits	$272,272	$ 264,419	$290,339
5106	Pers EE Portion Paid by Employe	$0	$ 12,125	$12,183
5107	HEALTH-RETIREES	$108,729	$ -	$0
5108	CalPERS Employer	$363,766	$ 356,083	$351,190
5109	CalPERs Annual Survivor	$307	$ -	$0
5110	Deferred Compensation	$48,450	$ 43,200	$44,496
5111	FICA/Medicare	$28,075	$ 32,107	$33,736
5112	CA SUI/EDD	$1,399	$ 133	$155
5200	CalPERS Unfunded Accrued Liab	$194,951	$ -	$0
5119	Longevity	$0	$ -	$116,173
5300	Contract Services	$0	$ 32,500	$42,500
5301	Maintenance/Service Contracts (N	$21,048	$ 24,436	$22,938
5307	Technical Support	$19,520	$ 21,630	$20,600
5309	Animal Reg/Vet	$3,864	$ 6,000	$5,150
5310	Criminal Justice Information Syste	$44,580	$ 42,266	$45,000
5311	911 Center Operations	$41,151	$ 45,192	$51,301
5312	Arrests/Investigations	$4,480	$ 15,150	$10,300
5313	Computer Maintenance Contracts	$15,443	$ 21,480	$22,145
5406	Dues/Subscrptions/Publications	$1,992	$ 2,369	$4,630
5410	Trainings/Meetings	$10,446	$ 11,330	$20,000
5412	Emplmnt Screen	$343	$ 3,500	$3,605
5413	SRU Annual Fee	$5,000	$ 5,000	$5,000
5415	SECURITY	$11,338	$ -	$0
5419	Liability Insurance	$93,953	$ 118,890	$153,610
5420	Rental Payments	$3,350	$ 5,768	$6,180
5423	Workers Compensation Insurance	$323,930	$ 259,977	$316,243
5425	EOC Expenses	$5,000	$ 5,000	$5,150
5502	Equipment Maintenance	$0	$ 5,150	$5,305
5503	Auto Maint.	$36,076	$ 17,660	$23,340
5505	Auto Detailing	$522	$ -	$3,193
5600	Office Phones	$11,321	$ 8,500	$12,731
5604	Nighthawk WiFi	$2,897	$ 3,090	$3,183
5605	Internet/Web	$2,922	$ 3,193	$3,289
5701	Police Supplies	$3,919	$ 5,989	$6,684
5702	Auto Fuel	$29,032	$ 20,220	$25,462
5704	DOJ- Vests	$601	$ -	$4,738
5705	Equipment Purchases	$1,539	$ 12,599	$15,450
5706	Range Fees/SUP	$1,575	$ 4,000	$10,300
5707	Computer Equipment	$34,862	$ 7,875	$40,000
NA	Prior Charges	$168,081	$ -	$0
	DEPARTMENT TOTAL	**$3,879,905**	**$3,659,779**	**$4,019,039**

City Fire Department Expenditures

Account	Account Description	FY 23/24 Actual Expenses	FY 24/25 Amended Budget	FY 25/26 Proposed Budget
5300	Fire Contract	$346,268	$358,387	$364,151
	DEPARTMENT TOTAL	**$346,268**	**$358,387**	**$364,151**

Community Outreach





Description

The City funds several Community Outreach and economic development efforts that provide art, music, and other forms of culture to the community, and the region beyond, at no charge. These endeavors enhance the quality of life for residents and promote the City as an artistic and cultural destination, including:

- the annual West End Celebration
- the annual we. Mural festival

The City also operates a community art park which serves as a performance venue and is rented for a nominal fee by community members and non-profits for events for music, theatrical and other cultural activities.

It is important to the City of Sand City to also maintain the beautiful coastal habitats within the City as that will enhance life for all residents and visitors alike.

In addition, the City holds several annual events that are open to the public and provide music, activities, and refreshments to the entire community at no charge such as the City's Birthday Barbeque and the Holiday Season Tree Lighting Ceremony.

Community Outreach Revenues

Account	Account Description	Actual Revenue	Amended Budget	Proposed Budget
4410	Edgewater Account Interest	$0	$20	$20
4706	Habitat Revenue	$0	$30,000	$15,000
4755	Environmental Enhancement Fees	$0	$439,956	$0
	DEPARTMENT TOTAL	**$0**	**$469,976**	**$15,020**

Community Outreach Expenditures

Account	Account Description	FY 23/24 Actual Expenses	FY 24/25 Amended Budget	FY 25/26 Proposed Budget
5302	West End	$95,234	$95,000	$97,850
5405	Advertising	$15,755	$10,000	$10,300
5406	Dues/Subscrptn	$283	$0	$0
5410	Trainings/Meetings	$829	$1,030	$1,061
5416	City Events	$35,320	$41,200	$42,436
5500	Building Maintenance	$4,925	$6,489	$6,684
5510	Park Maintenance	$5,935	$4,200	$4,326
6002	Bike Trail Elec	$4,219	$500	$515
6207	Mural Festival	$100,000	$80,000	$80,000
	DEPARTMENT TOTAL	**$262,500**	**$238,419**	**$243,172**

Government Buildings



Description

The Government Buildings section of the budget covers the maintenance, supplies for and security of several properties owned by the City: the City Hall building and the Public Works offices.

Budget Summary

- A small decrease to Building Maintenance by $3,090 for FY 2025-2026.

Government Buildings Expenditures

Account	Account Description	FY 23/24 Actual Expenses	FY 24/25 Amended Budget	FY 25/26 Proposed Budget
5415	Security/Alarms	$1,957	$10,000	$10,300
5418	Fire/Theft Insurance	$46,670	$48,425	$51,500
5500	Building Maintenance	$17,683	$18,540	$15,450
5700	Office Supplies	$249	$650	$515
	DEPARTMENT TOTAL	**$66,559**	**$77,615**	**$77,765**

Parks





Description

The City provides for the beautification and maintenance of several public open spaces including Calabrese Park, the Recreation Trail, the Community Garden, the Esselen-Ohlone Park and the parklets at the entrances to the City, as well as parklets and landscaping in a new development in the City. The City's public works staff maintain the parks.

Budget Summary

- A decrease to Irrigation/Landscape of $5,150 for FY 2025-2026.

Parks Expenditures

Account	Account Description	FY 23/24 Actual Expenses	FY 24/25 Amended Budget	FY 25/26 Proposed Budget
5300	Contract Services	$5,700	$28,100	$28,840
5511	Park/Landscape Improvements	$6,773	$15,450	$15,914
5501	Parks Maintenance	$0	$2,575	$2,575
5502	Equipment Maintenance	$170	$2,575	$2,575
5603	Irrigation/Landscape	$0	$10,300	$5,150
5701	Park Supplies	$3,222	$5,150	$5,150
5705	Equipment Purchases	$3,664	$6,180	$6,180
	DEPARTMENT TOTAL	**$19,529**	**$70,330**	**$66,384**

Capital Outlay, Capital Improvement & Special Projects

Description

Several Capital improvement and outlay projects are budgeted for including the Catalina – Contra Costa stormwater improvement project. Capital improvements include street repairs, the construction of parking spaces, and other major projects. Capital outlay describes pieces of equipment, software, and the like that depreciate over time such as vehicles.

Budget Summary

- Two Capital Improvement Projects for Stormwater Improvements are scheduled to be completed in FY 2025-26. These projects have an offsetting revenue source from a State Water Resource Control Board Proposition 1 Grant.
- The Police Department has budgeted $57,000 in Capital Outlay for the purchase of new Police Department tasers.
- Continued work will be occurring in FY 25/26 for affordable housing at the Art Park. $100,000 has been budgeted in FY 25/26 for this work.
- The capital Improvement project will be underway in FY 2024-2025 to the planning of a new coastal trail. $195,000 has been budgeted for the expenditures related to the planning portion, which will be fully funded by a grant from the Coastal Conservancy.
- The Bike Trail has $237,675 in the budget for FY 2025-2026 The City expects an amendment to this item once it obtains final award of several grants it has applied for.

CAPITAL OUTLAY & IMPROVEMENT PROJECTS

Account	Account Description	FY 23/24 Actual Expenses	FY 24/25 Amended Budget	FY 25/26 Proposed Budget
6000	Storm Water Improvements - Catalina	$0	$652,000	$405,418
6000	Storm Water Improvements - Contra Costa	$0	$1,639,500	$1,326,057
6000	Capital Outlay - Streets	$0	$0	$762,000
6000	Capital Outlay - Police Department	$139,202	$133,998	$152,000
6000	Capital Outlay - Art Park Imp	$0	$25,000	$100,000
6001	Capital Outlay - Public Works	-$287	$42,293	$120,000
6001	Capital Project - Coastal Trail	$22,802	$423,000	$195,000
6002	Capital Project - Bike Trail	$29,182	$275,818	$237,675
6003	Capital Project - Affordable Housing - PLHA	$42,998	$240,650	$0
N/A	Capital Outlay	$0	$0	$0
N/A	FEMA Grant-West Bay	$311,860	$0	$0
N/A	Contract Services - Parking Plan	$693	$0	$0
6000	Capital Outlay - City Hall Imp	$17,667	$20,000	$50,000
	DEPARTMENT TOTAL	**$564,117**	**$3,452,259**	**$3,348,150**

Several special projects are included in the budget, while some will continue to be implemented in FY 25-26 with a carryover from the prior fiscal year**.** The City hopes to restore the habitat behind the City shopping centers; although the 6th Cycle Housing Element has been completed and certified, additional work will be needed to make updates to the Municipal code for those changes; further, the City is required to update its general plan.

SPECIAL PROJECTS

Account	Account Description	FY 23/24 Actual Expenses	FY 24/25 Amended Budget	FY 25/26 Proposed Budget
6100	S of Tioga Reimbursements	$337,153	$160,000	$35,000
6101	MST SURF Reimbursements	$51,633	$180,000	$30,000
6102	R2 - Fairfield Reimbursements	$0	$0	$0
6201	Digital Records	$10,914	$20,000	$0
6203	Housing Element	$216,024	$85,000	$85,000
6204	General Plan	$0	$300,000	$250,000
6205	Retail Cannabis	$2,829	$114,712	$0
6206	Website - REAP 2.0 Grant	$38,527	$46,473	$0
6207	East Dunes City Wide ITP	$0	$0	$100,000
NA	S OF TIOGA BI	$11,239	$0	$0
	DEPARTMENT TOTAL	**$668,319**	**$906,185**	**$500,000**

GRANTS

Recurring Grants

COPS Grant

This fund accounts for the expenditures for the Department of Justice Community Oriented Policing Services (COPS) grant for public safety. In FY 23-24, the projected COPS revenue of $150,000 was transferred to the General Fund for Police Department salaries for eligible positions.

There are no line items for expenses shown in “Recurring Grants Expenditures” as the funding is put toward salaries and is reflected in the Police Department budget.

Bulletproof Vest Partnership (BVP) Grant

The Bureau of Justice Assistance (BJA) initially awarded Sand City the Bulletproof Vest Partnership solicitation in Fiscal Year 2008-2009 and has continued the award since. The funding may be used for National Institute of Justice (NIJ) compliant armored vests and only one vest may be purchased per officer in a replacement cycle. Fifty percent (50%) of funding can be used to pay for this tactical-level armor.

MBASIA Safety/ Fitness Grant

Funding has been allocated by the Monterey Bay Area Self Insurance Authority (MBASIA) to be used for Safety Services. This funding can be used for items such as office mats, fire extinguishers, ergonomic keyboards, first aid kits, Public Works boots, Public Works safety vests, immunizations, orange street cones, Public Works hard hats, emergency kits for vehicles, and flashlights.

This grant also allocates funding for a fitness program reimbursement. The funding is used by the City to maintain a Health and Wellness Program, which provides an incentive to motivate employees toward healthy lifestyle choices. The program reimburses regular employees for a one-time initiation fee and a $150 monthly incentive per employee enrolled in a fitness plan.

The City has received this grant since Fiscal Year 2013-2014.

CSA 74 Emergency Medical Services Grant

On July 20, 2010, the Emergency Medical Care Committee (EMCC) approved the establishment of a $1.5 million reserve and the disbursement of available CSA 74 funds (after funding the EMS Agency’s budget) to approved jurisdictions using the same formula as the annual 9-1-1 dispatch billing. This formula uses assessed values, population counts, and workload numbers to compute a weighted average percentage. This

percentage is then used to distribute the available fund balance after the fiscal year has closed. The Monterey County Emergency Medical Services (EMS) Agency acquired these County Service Agreement (CSA) 74 funds that are available to participating agencies supporting Monterey County emergency medical services training and equipment expenditures.

Available County Service Agreement (CSA) 74 funds are to support Monterey County emergency medical services training and equipment expenditures. Distributed CSA74 funds can only be used for direct EMS training and equipment expenses.

There is no line item for expenses shown in “Recurring Grant Expenditures” as the funding is reflected in the budgets of various departments.

Non-Recurring Grants

These grants are those that are not expected on a regular basis and are typically one-time grant revenue. Expenditures for these items are shown in Capital Expenditures or Special Projects, however, revenues for these items are shown below.

Coastal Conservancy Grant

The State of California Coastal Conservancy provides grant funding for a wide variety of projects along the California coast, San Francisco Bay, and in coastal watersheds to increase availability of beaches, parks, and trails for the public, protect and restore natural lands and wildlife habitat, preserve working lands, and increase community resilience to the impacts of climate change. The City of Sand City was awarded $473,500 to plan and design a new coastal trail, parking improvements and a restoration plan. Of that amount, $70,000 will be carried forward in FY 2025-2026

Monterey Bay Air Resources District (MBARD)

This grant serves to work in accordance with Assembly Bill 2766 Motor Vehicle Emission Reduction Program. The City of Sand City was awarded $205,000 to plan and design a Multiuse Trail and Bike Lane Improvements to meet AB 2766 emission reduction requirements.

State Water Resource Control Board (SWRCB) Proposition 1 Grant

The SWRCB's Integrated Regional Water Management (IRWB) grant program provides funding for projects that help meet the long-term water needs of the state. The City of Sand City was awarded two separate awards for storm water improvement projects along Catalina St and Contra Costa in the amount of $1,097,400 and $2,375,202 respectively.

Non-Recurring Grant Revenues

Account	Account Description	FY 23/24 Actual Revenue	FY 24/25 Amended Budget	FY 25/26 Proposed Budget
4684	CA Dept of Parks & Rec Grant	$140,279	$0	$0
4607	LEAP Grant	$65,000	$0	$0
4608	REAP Grant	$26,723	$53,177	$0
4609	PLHA Grant	$67,139	$216,508	$0
4611	Coastal Conservancy Grant	$0	$473,000	$70,000
4612	Multi Use Trail - MBARD/AMBAG Grant	$0	$305,000	$237,675
4613	Cannabis Grant	$0	$115,000	$0
4682	Prop 1 SW IRWM - Catalina	$0	$652,000	$405,418
4683	PROP 1 SW - Contra Costa	$79,124	$1,639,500	$1,326,057
	DEPARTMENT TOTAL	**$378,265**	**$3,454,185**	**$2,039,150**

Appropriations Limit

Description

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

Pursuant to Article XIIIB of the California Constitution, and Section 7900 et seq. of the California Government Code, the City is required to calculate and set its appropriations limit for each fiscal year. Based on such calculations the City had determined said appropriations limit and pursuant to Section 7910 of the California Government Code has made available to the public the documentation used in the determination of the appropriations limit.

An appropriations limit of $18,349,034 was calculated and established for Fiscal Year 2024-2025, and a new appropriations limit for Fiscal Year 2025-2026 has been calculated as $19,477,509 using the inflation factor and population increase factor allowed by state law.

Appropriations Limit Calculation	
Fiscal Year 2025-2026	
Fiscal Year 2024-2025 Limit	$18,349,034
Adjustment Factors	
Population Growth Ratio = $\frac{-0.27 + 100}{100}$	0.9973
Inflation Ratio (per capita income) = $\frac{6.44 + 100}{100}$	1.0644
Annual Ratio = 1.0644 x 0.9973	1.0615
Fiscal Year 2025-2026 Limit	
$18,349,043 x 1.0615 = $19,477,509	**$19,477,509**



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