



AGENDA

Tuesday, June 20, 2023

5:00 P.M. Closed Session

6:30 P.M. Open Session

REGULAR MEETING

**CITY COUNCIL, AIRPORT COMMISSION,
MARINA ABRAMS B NON-PROFIT CORPORATION, PRESTON PARK
SUSTAINABLE COMMUNITY NON-PROFIT CORPORATION, SUCCESSOR
AGENCY OF THE FORMER MARINA REDEVELOPMENT AGENCY AND MARINA
GROUNDWATER SUSTAINABILITY AGENCY**

THIS MEETING WILL BE HELD IN PERSON AND VIRTUALLY (HYBRID).

Council Chambers
211 Hillcrest Avenue
Marina, California

TELECONFERENCE LOCATION: ¹

Hampton Inn / Lobby
3231 Peninsula Road
Oxnard, CA 93035

AND

Zoom Meeting URL: <https://zoom.us/j/730251556>

Zoom Meeting Telephone Only Participation: 1-669-900-9128 - Webinar ID: 730 251 556

PARTICIPATION

You may participate in the City Council meeting in person or in real-time by calling Zoom Meeting via the weblink and phone number provided at the top of this agenda. Instructions on how to access, view and participate in remote meetings are provided by visiting the City's home page at <https://cityofmarina.org/>. Attendees can make oral comments during the meeting by using the "Raise Your Hand" feature in the webinar or by pressing *9 on your telephone keypad if joining by phone only.

The most effective method of communication with the City Council is by sending an email to marina@cityofmarina.org. Comments will be reviewed and distributed before the meeting if received by 5:00 p.m. on the day of the meeting. All comments received will become part of the record. Council will have the option to modify their action on items based on comments received.

AGENDA MATERIALS

Agenda materials, staff reports and background information related to regular agenda items are available on the City of Marina's website www.cityofmarina.org. Materials related to an item on this agenda submitted to the Council after distribution of the agenda packet will be made available on the City of Marina website www.cityofmarina.org subject to City staff's ability to post the documents before the meeting.

¹ Note: Pursuant to Government Code Section 54953(b), this meeting will include teleconference participation by Council Member Brian McCarthy from the address above. This Notice and Agenda will be posted at the teleconference location.

VISION STATEMENT

Marina will grow and mature from a small town bedroom community to a small city which is diversified, vibrant and through positive relationships with regional agencies, self-sufficient. The City will develop in a way that insulates it from the negative impacts of urban sprawl to become a desirable residential and business community in a natural setting. **(Resolution No. 2006-112 - May 2, 2006)**

MISSION STATEMENT

The City Council will provide the leadership in protecting Marina's natural setting while developing the City in a way that provides a balance of housing, jobs and business opportunities that will result in a community characterized by a desirable quality of life, including recreation and cultural opportunities, a safe environment and an economic viability that supports a high level of municipal services and infrastructure. **(Resolution No. 2006-112 - May 2, 2006)**

LAND ACKNOWLEDGEMENT

The City recognizes that it was founded and is built upon the traditional homelands and villages first inhabited by the Indigenous Peoples of this region - the Esselen and their ancestors and allies - and honors these members of the community, both past and present.

1. CALL TO ORDER 
2. ROLL CALL & ESTABLISHMENT OF QUORUM: (City Council, Airport Commissioners, Marina Abrams B Non-Profit Corporation, Preston Park Sustainable Communities Nonprofit Corporation, Successor Agency of the Former Redevelopment Agency Members and Marina Groundwater Sustainability Agency)

Liesbeth Visscher, Brian McCarthy, Kathy Biala, Mayor Pro-Tem/Vice Chair
Cristina Medina Dirksen, Mayor/Chair Bruce C. Delgado
3. PUBLIC COMMENT ON CLOSED SESSION:
4. CLOSED SESSION:
 - a. Performance Evaluation of Public Employee, (Govt. Code Section 54957(b)(1) – City Manager

6:30 PM - RECONVENE OPEN SESSION AND REPORT ON ANY ACTIONS TAKEN IN CLOSED SESSION

5. MOMENT OF SILENCE & PLEDGE OF ALLEGIANCE (Please stand)
6. SPECIAL PRESENTATIONS:
 - a. July 4th Fireworks Enforcement
 - b. Recreation Summer Programs
7. COUNCIL AND STAFF ANNOUNCEMENTS:
8. PUBLIC COMMENT: *Any member of the public may comment on any matter within the City Council's jurisdiction that is not on the agenda. This is the appropriate place to comment on items on the Consent Agenda. Action will not be taken on items not on the agenda. Comments are limited to a maximum of three (3) minutes. General public comment may be limited to thirty (30) minutes and/or continued to the end of the agenda. Any member of the public may comment on any matter listed on this agenda at the time the matter is being considered by the City Council. Whenever possible, written correspondence should be submitted to the Council in advance of the meeting, to provide adequate time for its consideration.*

9. CONSENT AGENDA FOR THE SUCCESSOR AGENCY TO THE FORMER MARINA REDEVELOPMENT AGENCY: *Background information has been provided to the Successor Agency of the former Redevelopment Agency on all matters listed under the Consent Agenda, and these items are considered to be routine and non-controversial. All items under the Consent Agenda are normally approved by one motion. Prior to such a motion being made, any member of the public or City Council may ask a question or make a comment about an agenda item and staff may provide a response. If discussion or a lengthy explanation is required, the Council may remove an item from the Consent Agenda for individual consideration. If an item is pulled for discussion, it will be placed at the end of Other Action Items Successor Agency to the former Marina Redevelopment Agency.*
10. CONSENT AGENDA: *These items are considered to be routine and non-controversial. All items under the Consent Agenda may be approved by one motion. Prior to such a motion being made, any member of City Council may ask a question or make a comment about an agenda item and staff may provide a response. If discussion or a lengthy explanation is required, Council may remove the item from the Consent Agenda and it will be placed at the end of Other Action Items.*
 - a. ACCOUNTS PAYABLE: *(Not a Project under CEQA per Article 20, Section 15378)*
 - (1) Accounts Payable Check Numbers 102537-102632, totaling \$777,774.86.
 - b. MINUTES: *(Not a Project under CEQA per Article 20, Section 15378)*
 - (1) May 30, 2023, Special City Council Meeting
 - (2) June 6, 2023, Regular City Council Meeting
 - c. CLAIMS AGAINST THE CITY: None
 - d. AWARD OF BID: None
 - e. CALL FOR BIDS: None
 - f. ADOPTION OF RESOLUTIONS:
 - (1) Adopting Resolution No. 2023-, confirming levy of a special tax for the City of Marina Community Facilities District No. 2007-2 (Locke Paddon) for Fiscal Year 2023-2024 as authorized by Ordinance No. 2007-09; and consider adopting Resolution No. 2023-, certifying City of Marina compliance with State law (Proposition 218) with respect to levying of special taxes for the City of Marina Community Facilities District No. 2007-2 for Fiscal Year 2023-2024 as authorized by Ordinance No. 2007-09.
 - (2) Adopting Resolution No. 2023-, 2023- (SA/MRA), 2023- (NPC), 2023- (PPSC-NPC) and 2023-(MAC), continuing appropriations for Fiscal Year 2023-24; and authorizing The City of Marina to utilize the standard revenue loss allowance under the United States Department of the Treasury Final Rule to comply with the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) under the American Rescue Plan Act (ARPA).
 - (3) Adopting Resolution No. 2023-, establishing appropriations limit for FY 2023-24.
 - g. APPROVAL OF AGREEMENTS: None

- h. ACCEPTANCE OF PUBLIC IMPROVEMENTS: None
- i. MAPS: None
- j. REPORTS: (RECEIVE AND FILE): None
- k. FUNDING & BUDGET MATTERS: None
- l. APPROVE ORDINANCES (WAIVE SECOND READING):
 - (1) Read by Title Only and consider adopting Ordinance No. 2023-, amending the following sections of the Marina Municipal Code (MMC) pertaining to Housing: Sections 17.04, 17.06, 17.08, 17.10, 17.12, 17.16, 17.22, 17.45, 17.48.040 and 17.48.050 and adding new Section 17.51.
- m. APPROVE APPOINTMENTS:
 - (1) Amending “Exhibit A” to Resolution No. 2022-158, approving Mayor’s 2023 recommendation for Mayor Pro Tem and City Council member assignments to various Committees/Commissions/Boards.
- 11. PUBLIC HEARINGS: *In the Council’s discretion, the applicant/proponent of an item may be given up to ten (10) minutes to speak. All other persons may be given up to three (3) minutes to speak on the matter.*
 - a. City Council open a public hearing, take any testimony from the public, and consider introduction of Ordinance No. 2023-, repealing and replacing Marina Municipal Code Chapter 13.22 Marina Municipal Airport and adopting Rules and Regulations and Minimum Operating Standards by reference. ***Public Hearing continued from May 16, 2023***
- 12. OTHER ACTIONS ITEMS OF THE SUCCESSOR AGENCY TO THE FORMER MARINA REDEVELOPMENT AGENCY: *Action listed for each Agenda item is that which is requested by staff. The Successor Agency may, at its discretion, take action on any items. Members of the public may be given up to three (3) minutes to speak.*
- 13. OTHER ACTION ITEMS: *Action listed for each Agenda item is that which is requested by staff. The City Council may, at its discretion, take action on any items. Members of the public may be given up to three (3) minutes to speak.*

Note: No additional major projects or programs should be undertaken without review of the impacts on existing priorities (Resolution No. 2006-79 – April 4, 2006).

 - a. Adopting Resolution No. 2023-, receiving informational presentation of the City’s Pavement Management Program.
 - b. Adopting Resolution No. 2023-, adopting an updated list of projects for Fiscal Year 2023-24 funded by SB 1: The Road Repair and Accountability Act of 2017.
 - c. Adopting Resolution No. 2023-, amending the Rules and Procedures for the Conduct of Meetings.
- 14. COUNCIL & STAFF INFORMATIONAL REPORTS:
 - a. Monterey County Mayor’s Association [Mayor Bruce Delgado]
 - b. Council reports on meetings and conferences attended (Gov’t Code Section 53232).

15. **ADJOURNMENT:**

CERTIFICATION

I, Anita Sharp, Deputy City Clerk, of the City of Marina, do hereby certify that a copy of the foregoing agenda was posted at City Hall and Council Chambers Bulletin Board at 211 Hillcrest Avenue, Monterey County Library Marina Branch at 190 Seaside Circle, City Bulletin Board at the corner of Reservation Road and Del Monte Boulevard on or before 6:30 p.m., Friday, June 16, 2023.

ANITA SHARP, DEPUTY CITY CLERK

City Council, Airport Commission and Redevelopment Agency meetings are recorded on tape and available for public review and listening at the Office of the City Clerk and kept for a period of 90 days after the formal approval of MINUTES.

City Council meetings may be viewed live on the meeting night and at 12:30 p.m. and 3:00 p.m. on Cable Channel 25 on the Sunday following the Regular City Council meeting date. In addition, Council meetings can be viewed at 6:30 p.m. every Monday, Tuesday and Wednesday. For more information about viewing the Council Meetings on Channel 25, you may contact Access Monterey Peninsula directly at 831-333-1267.

Agenda items and staff reports are public record and are available for public review on the City's website (www.cityofmarina.org), at the Monterey County Marina Library Branch at 190 Seaside Circle and at the Office of the City Clerk at 211 Hillcrest Avenue, Marina between the hours of 10:00 a.m. 5:00 p.m., on the Monday preceding the meeting.

Supplemental materials received after the close of the final agenda and through noon on the day of the scheduled meeting will be available for public review at the City Clerk's Office during regular office hours and in a 'Supplemental Binder' at the meeting.

ALL MEETINGS ARE OPEN TO THE PUBLIC. THE CITY OF MARINA DOES NOT DISCRIMINATE AGAINST PERSONS WITH DISABILITIES. Council Chambers are wheelchair accessible. Meetings are broadcast on cable channel 25 and recordings of meetings can be provided upon request. To request assistive listening devices, sign language interpreters, readers, large print agendas or other accommodations, please call (831) 884-1278 or e-mail: marina@cityofmarina.org. Requests must be made at least **48 hours** in advance of the meeting.

Upcoming 2023 Meetings of the City Council, Airport
Commission, Marina Abrams B Non-Profit Corporation,
Preston Park Sustainable Community Nonprofit Corporation,
Successor Agency of the Former Redevelopment Agency and
Marina Groundwater Sustainability Agency
Regular Meetings: 5:00 p.m. Closed Session;
6:30 p.m. Regular Open Sessions

***Wednesday, July 5, 2023**

Tuesday, July 18, 2023

Tuesday, October 3, 2023

Tuesday, October 17, 2023

****Wednesday, August 2, 2023**

Tuesday, August 15, 2023

Tuesday, November 7, 2023

Tuesday, November 21, 2023

***Wednesday, September 6, 2023**
Tuesday, September 19, 2023

Tuesday, December 5, 2023
Tuesday, December 19, 2023

*** Regular Meeting rescheduled due to Monday Holiday**
**** Regular Meeting rescheduled due to National Night Out**

C I T Y H A L L 2 0 2 3 H O L I D A Y S
(City Hall Closed)

Independence Day (City Offices Closed) ----- Tuesday, July 4, 2023
Labor Day ----- Monday, September 4, 2023
Veterans Day (City Offices Closed)----- Friday, November 10, 2023
Thanksgiving Day-----Thursday, November 23, 2023
Thanksgiving Break----- Friday, November 24, 2023
Winter Break----- Monday, December 25, 2023-Friday, December 29, 2023

2023 COMMISSION DATES

Upcoming 2023 Meetings of Design Review Board
3rd Wednesday of every month. Meetings are held at the Council Chambers at 6:30 P.M.
** = Change in location due to conflict with Council meeting

July 20, 2023	September 21, 2023	November 16, 2023
August 17, 2023	October 19, 2023	December 21, 2023

Upcoming 2023 Meetings of Planning Commission
2nd and 4th Thursday of every month. Meetings are held at the Council Chambers at 6:30 P.M.

June 22, 2023	August 10, 2023	October 12, 2023
July 13, 2023	August 24, 2023	October 26, 2023
July 27, 2023	September 14, 2023	November 9, 2023
	September 28, 2023	November 23, 2023
		(Cancelled)
		December 14, 2023

Upcoming 2023 Meetings of Public Works Commission
3rd Thursday of every month. Meetings are held at the Council Chambers at 6:30 P.M.

July 20, 2023	September 21, 2023	November 16, 2023
August 17, 2023	October 19, 2023	December 21, 2023

Upcoming 2023 Meetings of Recreation & Cultural Services Commission
1st Wednesday of every quarter month. Meetings are held at the Council Chambers at 6:30 P.M.

September 1, 2023 December 1, 2023

Upcoming 2023 Meetings of Marina Tree Committee
2nd Wednesday of every quarter month as needed. Meetings are held at the Council
Chambers at 6:30 P.M.

July 13, 2023

October 12, 2023

RECREATION & CULTURAL SERVICES DEPARTMENT
PROGRAM PRESENTATION
SUMMER 2023

Marina City Council
Regular Meeting
June 20, 2023

RECREATION & CULTURAL SERVICES DEPARTMENT



SENIOR PROGRAMS



Getting Stronger
Line Dancing
Belly Dancing
Yoga
Tai Chi
Pickleball
Sewing, Quilting, Knit & Crochet
Social Hour & Games

RECREATION & CULTURAL SERVICES DEPARTMENT



TEEN PROGRAMS



Summer Teen Center Membership
June 6-August 3 (9 weeks)
12:00pm-6:00pm
Grades 6-12

Outdoor Activities
Arts & Crafts
Gaming & Pool Tournaments
Field Trips
Movies
And More

RECREATION & CULTURAL SERVICES DEPARTMENT



SUMMER CAMP

June 5-July 21 (7 weeks)

8:00am-6:00pm

Grades K-5

Games

Swimming

Movies

Aquarium

Dennis the Menace Park



RECREATION & CULTURAL SERVICES DEPARTMENT



SPORTS

Intro to Sports Camp

Jr. Giants Baseball

Dodgeball League

Youth Basketball Camp

Skate Camp

Open Gym-Basketball



RECREATION & CULTURAL SERVICES DEPARTMENT



SPECIAL EVENTS

MULTI-CULTURAL FESTIVAL
SATURDAY, JUNE 24TH
10AM-2PM
VINCE DIMAGGIO PARK



CITY OF MARINA RECREATION AND CULTURAL SERVICES PRESENTS:
MULTI-CULTURAL FESTIVAL PERFORMANCE LINEUP

UPPER GRASS STAGE
9:45 AM Scottish Bagpipes
11:00 AM Hula
11:50 AM Filipino Folk Dance
12:30 PM Japanese Taiko Drumming
1:30 PM Taekwondo Demonstration
2:10 PM Spanish Folklorico Dance

LOWER MAIN STAGE
10:30 AM Vietnamese Cultural Dance (Dance 1)
10:50 AM Chinese Traditional Fan Dance (Dance 1)
11:10 AM Vietnamese Cultural Dance (Dance 2)
11:30 AM Chinese Traditional Fan Dance (Dance 2)
11:50 AM Vietnamese Cultural Dance (Dance 3)
12:10 PM Chinese Traditional Fan Dance (Dance 3)
12:30 PM Chinese Traditional Fan Dance (Dance 4)
12:50 PM Korean Drum and Dance Performance
2:15 PM Tony Miles "One Man Reggae Band"

The poster features a large graphic of a hand with colorful dots on the fingers, a megaphone, and the City of Marina logo in the bottom right corner.

RECREATION & CULTURAL SERVICES DEPARTMENT





Accounts Payable by G/L Distribution Report

Payment Date Range 06/09/23 - 06/09/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 120 - City Mgr/HR/Risk										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6300.010 - Prof Svc Admin - Muni Code										
10149 - Code Publishing Inc. - General Code	GC0010875	MMC Web Update	Paid by Check # 102549		05/30/2023	05/24/2023	05/24/2023		06/09/2023	422.00
Account 6300.010 - Prof Svc Admin - Muni Code Totals							Invoice Transactions 1			\$422.00
Account 6300.465 - Prof Svc Legal - Special Counsel										
11505 - Shartsis Friese LLP	5475393	Professional Services - MPWSP - April 2023	Paid by Check # 102574		05/31/2023	06/01/2023	06/01/2023		06/09/2023	203,699.60
Account 6300.465 - Prof Svc Legal - Special Counsel Totals							Invoice Transactions 1			\$203,699.60
Account 6400.230 - Material & Suppl Fuel - Gas and Diesel										
10416 - Monterey County Petroleum-Sturdy Oil Co.	31371A-IN	City Fuel Enthanol/Diesel	Paid by Check # 102566		05/05/2023	05/15/2023	05/15/2023		06/09/2023	57.58
Account 6400.230 - Material & Suppl Fuel - Gas and Diesel Totals							Invoice Transactions 1			\$57.58
Account 6400.350 - Material & Suppl IT-Computer & Hardware (non-cap)										
10897 - TechRx Technology Services	10955	Laptop Computer System for HR Director	Paid by EFT # 3354		05/31/2023	06/01/2023	06/01/2023		06/09/2023	2,013.93
10897 - TechRx Technology Services	10945	Laptop Computer System for CM Executive Assistant	Paid by EFT # 3354		05/31/2023	06/01/2023	06/01/2023		06/09/2023	1,986.61
Account 6400.350 - Material & Suppl IT-Computer & Hardware (non-cap) Totals							Invoice Transactions 2			\$4,000.54
Sub-Division 00 - Non-Subdiv Totals							Invoice Transactions 5			\$208,179.72
Division 000 - Non-Div Totals							Invoice Transactions 5			\$208,179.72
Department 120 - City Mgr/HR/Risk Totals							Invoice Transactions 5			\$208,179.72
Department 125 - I. T.										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6360.342 - Maint & Repairs IT - System Annual Maint										
10897 - TechRx Technology Services	10964	Veeam Virtual Backup Monthly Subscription - June 2023	Paid by EFT # 3354		06/01/2023	06/01/2023	06/01/2023		06/09/2023	380.00
10897 - TechRx Technology Services	10963	Ninite Monthly Subscription - June 2023	Paid by EFT # 3354		06/01/2023	06/01/2023	06/01/2023		06/09/2023	112.50
10905 - Taygeta Scientific, Inc.	000708-R-0027	Barracuda Spam Firewall - June 2023	Paid by Check # 102578		06/01/2023	05/24/2023	05/24/2023		06/09/2023	475.80
10905 - Taygeta Scientific, Inc.	000423-R-0054	Computer Network Defense - June 2023	Paid by Check # 102578		06/01/2023	05/24/2023	05/24/2023		06/09/2023	2,000.00
Account 6360.342 - Maint & Repairs IT - System Annual Maint Totals							Invoice Transactions 4			\$2,968.30



Accounts Payable by G/L Distribution Report

Payment Date Range 06/09/23 - 06/09/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 125 - I. T.										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6360.345 - Maint & Repairs Citywide Microsoft Ofc Upgrade										
10897 - TechRx Technology Services	10988	Citywide MS Office 365 - June 2023	Paid by EFT # 3354		06/01/2023	06/01/2023	06/01/2023		06/09/2023	1,807.60
Account 6360.345 - Maint & Repairs Citywide Microsoft Ofc Upgrade Totals									Invoice Transactions 1	\$1,807.60
Account 6400.350 - Material & Suppl IT-Computer & Hardware (non-cap)										
10897 - TechRx Technology Services	10944	1.92TB Hard Drive - 10 Quantity@3278.90	Paid by EFT # 3354		05/01/2023	06/01/2023	06/01/2023		06/09/2023	35,823.91
Account 6400.350 - Material & Suppl IT-Computer & Hardware (non-cap) Totals									Invoice Transactions 1	\$35,823.91
Sub-Division 00 - Non-Subdiv Totals									Invoice Transactions 6	\$40,599.81
Division 000 - Non-Div Totals									Invoice Transactions 6	\$40,599.81
Department 125 - I. T. Totals									Invoice Transactions 6	\$40,599.81
Department 130 - Finance										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6300.216 - Prof Svc Fin - Accounting Services										
10511 - Richard B. Standridge	23-11	Service 5/22-6/01/2023	Paid by EFT # 3353		06/02/2023	06/01/2023	06/01/2023		06/09/2023	3,950.00
Account 6300.216 - Prof Svc Fin - Accounting Services Totals									Invoice Transactions 1	\$3,950.00
Account 6400.350 - Material & Suppl IT-Computer & Hardware (non-cap)										
10897 - TechRx Technology Services	10886	Accounting Manager Laptop	Paid by EFT # 3354		04/30/2023	06/02/2023	06/02/2023		06/09/2023	1,440.35
10897 - TechRx Technology Services	10953	New Financial Analyst Laptop and Monitors	Paid by EFT # 3354		05/31/2023	06/02/2023	06/02/2023		06/09/2023	1,571.46
Account 6400.350 - Material & Suppl IT-Computer & Hardware (non-cap) Totals									Invoice Transactions 2	\$3,011.81
Sub-Division 00 - Non-Subdiv Totals									Invoice Transactions 3	\$6,961.81
Division 000 - Non-Div Totals									Invoice Transactions 3	\$6,961.81
Department 130 - Finance Totals									Invoice Transactions 3	\$6,961.81
Department 190 - Citywide Non-Dept										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6300.570 - Prof Svc Other										
11425 - Formation Environmental, LLC	7712	Groundwater Sustainability Plan	Paid by Check # 102554		04/30/2023	05/19/2023	05/19/2023		06/09/2023	3,585.00
10588 - United Site Services	INV-01698822	ADA Rest	Paid by Check # 102580		05/18/2023	05/19/2023	05/19/2023	05/18/2023	06/09/2023	260.35
Account 6300.570 - Prof Svc Other Totals									Invoice Transactions 2	\$3,845.35
Account 6380.150 - Utilities Comm Phone System										
10758 - AT & T CALNET3	20000351	CALNET3-9391023437 (384-0425)	Paid by Check # 102541		05/28/2023	06/06/2023	06/06/2023		06/09/2023	51.91



Accounts Payable by G/L Distribution Report

Payment Date Range 06/09/23 - 06/09/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 190 - Citywide Non-Dept										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6380.150 - Utilities Comm Phone System										
10758 - AT & T CALNET3	20000354	CALNET3-9391023440 (384-0860)	Paid by Check # 102541		05/28/2023	06/06/2023	06/06/2023		06/09/2023	26.37
10758 - AT & T CALNET3	20000355	CALNET3-9391023441 (384-0888)	Paid by Check # 102541		05/28/2023	06/06/2023	06/06/2023		06/09/2023	26.72
10758 - AT & T CALNET3	20000379	CALNET3-9391023463 (384-7854)	Paid by Check # 102541		05/28/2023	06/06/2023	06/06/2023		06/09/2023	26.72
10758 - AT & T CALNET3	20000382	CALNET3-9391023466 (384-8477)	Paid by Check # 102541		05/28/2023	06/06/2023	06/06/2023		06/09/2023	51.90
10758 - AT & T CALNET3	20000384	CALNET3-9391023468 (384-9148)	Paid by Check # 102541		05/28/2023	06/06/2023	06/06/2023		06/09/2023	26.72
10758 - AT & T CALNET3	19998340	CALNET3-9391023471 (582-0100)	Paid by Check # 102541		05/27/2023	06/06/2023	06/06/2023		06/09/2023	55.91
10758 - AT & T CALNET3	19998346	CALNET3-9391023477 (582-9803)	Paid by Check # 102541		05/27/2023	06/06/2023	06/06/2023		06/09/2023	26.72
Account 6380.150 - Utilities Comm Phone System Totals									Invoice Transactions 8	\$292.97
Account 6380.300 - Utilities Gas & Electric										
10463 - Pacific Gas & Electric	May 2023 - 313 -6	PG&E 6793435313-6	Paid by Check # 102571		05/26/2023	06/05/2023	06/05/2023		06/09/2023	6,596.57
10463 - Pacific Gas & Electric	May-June 795-7	PG&E - 4467294795-7	Paid by Check # 102571		05/22/2023	06/06/2023	06/06/2023		06/09/2023	405.33
Account 6380.300 - Utilities Gas & Electric Totals									Invoice Transactions 2	\$7,001.90
Account 6380.500 - Utilities Water & Sewer										
10349 - Marina Coast Water District	000056017 051123	208-A Palm Ave	Paid by Check # 102563		05/11/2023	05/19/2023	05/19/2023		06/09/2023	84.08
Account 6380.500 - Utilities Water & Sewer Totals									Invoice Transactions 1	\$84.08
Account 6400.565 - Material & Suppl Office Supplies										
10469 - Stordok	53547469	Document Shredding Services - City Hall	Paid by Check # 102577		05/23/2023	05/24/2023	05/24/2023		06/09/2023	65.00
10734 - Office Depot-Public Works Dept.	312643968001	Office Supplies	Paid by Check # 102570		05/08/2023	05/19/2023	05/19/2023		06/09/2023	40.74
Account 6400.565 - Material & Suppl Office Supplies Totals									Invoice Transactions 2	\$105.74
Account 6400.635 - Material & Suppl Postage Shipping										
10480 - Pitney Bowes	1023079526	Postage Meter Sealing Solution	Paid by Check # 102572		05/09/2023	05/24/2023	05/24/2023	05/22/2023	06/09/2023	90.67
Account 6400.635 - Material & Suppl Postage Shipping Totals									Invoice Transactions 1	\$90.67
Account 6600.010 - Other Charges Alarm										
10239 - First Alarm	753366	Remote Access New Code Entry - City Hall	Paid by EFT # 3351		05/10/2023	05/24/2023	05/24/2023		06/09/2023	35.00
10239 - First Alarm	736176	City Hall - Labor Charge	Paid by EFT # 3351		02/17/2023	05/26/2023	05/26/2023		06/09/2023	292.50



Accounts Payable by G/L Distribution Report

Payment Date Range 06/09/23 - 06/09/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 190 - Citywide Non-Dept										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6600.010 - Other Charges Alarm										
10239 - First Alarm	731523	Remote Access New Code Entry - City Hall	Paid by EFT # 3351		01/24/2023	05/26/2023	05/26/2023		06/09/2023	35.00
Account 6600.010 - Other Charges Alarm Totals							Invoice Transactions 3			\$362.50
Account 6600.450 - Other Charges Leases & Rents										
10579 - Transportation Agency of Monterey County	2023-00001262	TAMC June 2023	Paid by Check # 102579		06/01/2023	06/01/2023	06/01/2023		06/09/2023	8,858.00
Account 6600.450 - Other Charges Leases & Rents Totals							Invoice Transactions 1			\$8,858.00
Sub-Division 00 - Non-Subdiv Totals							Invoice Transactions 20			\$20,641.21
Division 000 - Non-Div Totals							Invoice Transactions 20			\$20,641.21
Department 190 - Citywide Non-Dept Totals							Invoice Transactions 20			\$20,641.21
Department 210 - Police										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6400.230 - Material & Suppl Fuel - Gas and Diesel										
10416 - Monterey County Petroleum-Sturdy Oil Co.	31371A-IN	City Fuel Ethanol/Diesel	Paid by Check # 102566		05/05/2023	05/15/2023	05/15/2023		06/09/2023	2,188.06
Account 6400.230 - Material & Suppl Fuel - Gas and Diesel Totals							Invoice Transactions 1			\$2,188.06
Account 6500.620 - Training & Travel POST										
11781 - K'Shante Dela Cuadra - Employee	05-14-23	DO NOT MAIL Per Diem - K. Dela Cuadra	Paid by Check # 102559		05/14/2023	05/22/2023	05/22/2023		06/09/2023	266.00
Account 6500.620 - Training & Travel POST Totals							Invoice Transactions 1			\$266.00
Sub-Division 00 - Non-Subdiv Totals							Invoice Transactions 2			\$2,454.06
Division 000 - Non-Div Totals							Invoice Transactions 2			\$2,454.06
Department 210 - Police Totals							Invoice Transactions 2			\$2,454.06
Department 250 - Fire										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6360.070 - Maint & Repairs Bdg Public Safety										
10152 - Collins Electric Co., Inc.	S2230277-1	Reservation Rd & Del Monte Blvd	Paid by Check # 102550		05/17/2023	05/19/2023	05/19/2023		06/09/2023	745.73
Account 6360.070 - Maint & Repairs Bdg Public Safety Totals							Invoice Transactions 1			\$745.73



Accounts Payable by G/L Distribution Report

Payment Date Range 06/09/23 - 06/09/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 250 - Fire										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6400.230 - Material & Suppl Fuel - Gas and Diesel										
10416 - Monterey County Petroleum-Sturdy Oil Co.	31371A-IN	City Fuel Enthanol/Diesel	Paid by Check # 102566		05/05/2023	05/15/2023	05/15/2023		06/09/2023	1,016.95
Account 6400.230 - Material & Suppl Fuel - Gas and Diesel Totals							Invoice Transactions 1			\$1,016.95
Account 6400.796 - Material & Suppl Turnout Equip-Wildland Fires										
10323 - L.N. Curtis & Sons	INV710471	Interface Brush	Paid by Check # 102561		05/31/2023	05/31/2023	05/31/2023		06/09/2023	302.05
Account 6400.796 - Material & Suppl Turnout Equip-Wildland Fires Totals							Invoice Transactions 1			\$302.05
Sub-Division 00 - Non-Subdiv Totals							Invoice Transactions 3			\$2,064.73
Division 000 - Non-Div Totals							Invoice Transactions 3			\$2,064.73
Department 250 - Fire Totals							Invoice Transactions 3			\$2,064.73
Department 310 - Public Works										
Division 311 - Buildings & Grounds										
Sub-Division 00 - Non-Subdiv										
Account 6360.040 - Maint & Repairs Backflow Preventers										
10183 - Marina Backflow Co.	2675	Test on Backflow Devices	Paid by Check # 102562		05/19/2023	05/19/2023	05/19/2023		06/09/2023	845.00
Account 6360.040 - Maint & Repairs Backflow Preventers Totals							Invoice Transactions 1			\$845.00
Account 6360.065 - Maint & Repairs Bdg NonFlagship										
10728 - Ace Hardware-Public Works	085334	Rodents/Pest Control	Paid by Check # 102537		05/19/2023	05/19/2023	05/19/2023		06/09/2023	39.29
10728 - Ace Hardware-Public Works	085329	Tools	Paid by Check # 102537		05/19/2023	05/19/2023	05/19/2023		06/09/2023	49.15
10728 - Ace Hardware-Public Works	085316	Chain Coil	Paid by Check # 102537		05/18/2023	05/19/2023	05/19/2023		06/09/2023	17.44
10728 - Ace Hardware-Public Works	085320	Tools	Paid by Check # 102537		05/19/2023	05/19/2023	05/19/2023		06/09/2023	8.73
10728 - Ace Hardware-Public Works	085345	Snap Quik	Paid by Check # 102537		05/22/2023	05/24/2023	05/24/2023		06/09/2023	30.55
10728 - Ace Hardware-Public Works	085377	Battery	Paid by Check # 102537		05/24/2023	05/24/2023	05/24/2023		06/09/2023	14.19
10728 - Ace Hardware-Public Works	085427	Shop Parts	Paid by Check # 102537		05/30/2023	05/30/2023	05/30/2023		06/09/2023	9.82
10728 - Ace Hardware-Public Works	085426	Tools	Paid by Check # 102537		05/30/2023	05/30/2023	05/30/2023		06/09/2023	49.14



Accounts Payable by G/L Distribution Report

Payment Date Range 06/09/23 - 06/09/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 310 - Public Works										
Division 311 - Buildings & Grounds										
Sub-Division 00 - Non-Subdiv										
Account 6360.065 - Maint & Repairs Bdg NonFlagship										
10728 - Ace Hardware-Public Works	085401	Yard Supplies	Paid by Check # 102537		05/26/2023	05/30/2023	05/30/2023		06/09/2023	56.23
10728 - Ace Hardware-Public Works	0856404	Propane	Paid by Check # 102537		05/26/2023	05/30/2023	05/30/2023		06/09/2023	27.30
10728 - Ace Hardware-Public Works	085262	Shop Supplies	Paid by Check # 102537		05/12/2023	05/31/2023	05/31/2023		06/09/2023	16.38
10728 - Ace Hardware-Public Works	085381	Supplies	Paid by Check # 102537		05/25/2023	05/31/2023	05/31/2023		06/09/2023	190.04
10728 - Ace Hardware-Public Works	085375	Saw Parts	Paid by Check # 102537		05/24/2023	05/31/2023	05/31/2023		06/09/2023	43.69
10728 - Ace Hardware-Public Works	085357	Shop	Paid by Check # 102537		05/23/2023	05/31/2023	05/31/2023		06/09/2023	61.68
10728 - Ace Hardware-Public Works	085428	Key	Paid by Check # 102537		05/30/2023	06/01/2023	06/01/2023		06/09/2023	2.17
10728 - Ace Hardware-Public Works	085429	Shop Supplies	Paid by Check # 102537		05/30/2023	06/01/2023	06/01/2023		06/09/2023	29.46
10728 - Ace Hardware-Public Works	085430	Paint Supplies	Paid by Check # 102537		05/31/2023	06/01/2023	06/01/2023		06/09/2023	67.70
10728 - Ace Hardware-Public Works	085439	Shop Supplies	Paid by Check # 102537		06/01/2023	06/01/2023	06/01/2023		06/09/2023	50.22
10728 - Ace Hardware-Public Works	085141	Keys	Paid by Check # 102537		05/01/2023	06/01/2023	06/01/2023		06/09/2023	34.94
10728 - Ace Hardware-Public Works	085261	Supplies	Paid by Check # 102537		05/12/2023	06/01/2023	06/01/2023		06/09/2023	15.67
10728 - Ace Hardware-Public Works	085305	Bug Spray	Paid by Check # 102537		05/17/2023	06/01/2023	06/01/2023		06/09/2023	6.54
10728 - Ace Hardware-Public Works	085312	Tools	Paid by Check # 102537		05/18/2023	06/01/2023	06/01/2023		06/09/2023	9.82
10728 - Ace Hardware-Public Works	085371	Keys/Shop	Paid by Check # 102537		05/24/2023	06/01/2023	06/01/2023		06/09/2023	20.19
10728 - Ace Hardware-Public Works	085404	Propane Exchange	Paid by Check # 102537		05/26/2023	06/01/2023	06/01/2023		06/09/2023	27.30
10032 - American Floors	18470	City Hall	Paid by Check # 102538		04/20/2023	05/19/2023	05/19/2023		06/09/2023	1,830.55
10035 - Andersen's Lock & Safe, Inc.	43717	Marina PD & 3254 Abdy Way	Paid by Check # 102539		05/22/2023	05/24/2023	05/24/2023		06/09/2023	275.75
10035 - Andersen's Lock & Safe, Inc.	43762	Corner of Reservation and Seaside Cir	Paid by Check # 102539		05/24/2023	05/24/2023	05/24/2023		06/09/2023	121.71
10035 - Andersen's Lock & Safe, Inc.	43719V	220 Cosky Drive Open Gun Safe	Paid by Check # 102539		05/23/2023	05/30/2023	05/30/2023		06/09/2023	210.00



Accounts Payable by G/L Distribution Report

Payment Date Range 06/09/23 - 06/09/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 310 - Public Works										
Division 311 - Buildings & Grounds										
Sub-Division 00 - Non-Subdiv										
Account 6360.065 - Maint & Repairs Bdg NonFlagship										
10035 - Andersen's Lock & Safe, Inc.	43765	3254 Abdy Way & 211 Hillcrest Ave	Paid by Check # 102539		05/31/2023	06/01/2023	06/01/2023		06/09/2023	214.19
10080 - Branch's Janitorial	228592	Custodial Services for May 2023	Paid by Check # 102546		05/23/2023	05/24/2023	05/24/2023		06/09/2023	2,886.35
10181 - Dave's Repair Service	35108	Monthly Site Inspections as Designated Operator	Paid by Check # 102551		05/02/2023	05/15/2023	05/15/2023		06/09/2023	95.00
10349 - Marina Coast Water District	085371	Keys	Paid by Check # 102563		05/24/2023	05/31/2023	05/31/2023		06/09/2023	20.19
Account 6360.065 - Maint & Repairs Bdg NonFlagship Totals									Invoice Transactions 32	\$6,531.38
Account 6360.070 - Maint & Repairs Bdg Public Safety										
10263 - Green Line	80855	Truck Labor Hours	Paid by Check # 102556		05/23/2023	05/24/2023	05/24/2023	05/24/2023	06/09/2023	980.00
Account 6360.070 - Maint & Repairs Bdg Public Safety Totals									Invoice Transactions 1	\$980.00
Account 6360.440 - Maint & Repairs Landscape General										
10250 - Gavilan Pest Control	0153767	3254 Abdy Way Gophers	Paid by Check # 102555		05/23/2023	05/30/2023	05/30/2023		06/09/2023	300.00
Account 6360.440 - Maint & Repairs Landscape General Totals									Invoice Transactions 1	\$300.00
Account 6360.445 - Maint & Repairs Maint - Perc Ponds										
10090 - California Department of Forestry and Fire Pr.	0000001518546	Crew Work Gabilan Camp	Paid by Check # 102547		05/24/2023	05/24/2023	05/24/2023		06/09/2023	680.82
Account 6360.445 - Maint & Repairs Maint - Perc Ponds Totals									Invoice Transactions 1	\$680.82
Account 6380.500 - Utilities Water & Sewer										
10349 - Marina Coast Water District	000056001051123	209-13 Cypress Ave	Paid by Check # 102563		05/11/2023	05/19/2023	05/19/2023		06/09/2023	106.93
10349 - Marina Coast Water District	000056090051923	Locke Paddon Park	Paid by Check # 102563		05/19/2023	05/30/2023	05/30/2023		06/09/2023	125.82
10349 - Marina Coast Water District	000056006051923	188 Seaside Circle	Paid by Check # 102563		05/19/2023	05/30/2023	05/30/2023		06/09/2023	293.39
10349 - Marina Coast Water District	000056061051923	Reservation/Locke Paddon Park	Paid by Check # 102563		05/19/2023	05/30/2023	05/30/2023		06/09/2023	171.42
10349 - Marina Coast Water District	000056042051923	3040 Lake Drive	Paid by Check # 102563		05/19/2023	05/31/2023	05/31/2023		06/09/2023	230.70
10349 - Marina Coast Water District	000056045051923	3100 Preston Drive	Paid by Check # 102563		05/19/2023	05/31/2023	05/31/2023		06/09/2023	436.84
10349 - Marina Coast Water District	000056046051923	3100 Preston Drive	Paid by Check # 102563		05/19/2023	05/31/2023	05/31/2023		06/09/2023	156.44
10349 - Marina Coast Water District	000056094051923	2660 5th Ave	Paid by Check # 102563		05/19/2023	05/31/2023	05/31/2023		06/09/2023	440.92
Account 6380.500 - Utilities Water & Sewer Totals									Invoice Transactions 8	\$1,962.46



Accounts Payable by G/L Distribution Report

Payment Date Range 06/09/23 - 06/09/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 310 - Public Works										
Division 311 - Buildings & Grounds										
Sub-Division 00 - Non-Subdiv										
Account 6400.155 - Material & Suppl Dump Fees										
10043 - Aramark Uniform Service	5110228994	PW Uniforms	Paid by Check # 102540		05/24/2023	05/24/2023	05/24/2023		06/09/2023	158.68
10043 - Aramark Uniform Service	5110228993	PW Uniforms	Paid by Check # 102540		05/24/2023	05/24/2023	05/24/2023		06/09/2023	138.07
10043 - Aramark Uniform Service	5110233203	PW Uniforms	Paid by Check # 102540		05/31/2023	05/31/2023	05/31/2023		06/09/2023	138.07
Account 6400.155 - Material & Suppl Dump Fees Totals							Invoice Transactions 3			<u>\$434.82</u>
Account 6400.230 - Material & Suppl Fuel - Gas and Diesel										
10416 - Monterey County Petroleum-Sturdy Oil Co.	31371A-IN	City Fuel Enthanol/Diesel	Paid by Check # 102566		05/05/2023	05/15/2023	05/15/2023		06/09/2023	86.37
Account 6400.230 - Material & Suppl Fuel - Gas and Diesel Totals							Invoice Transactions 1			<u>\$86.37</u>
Sub-Division 00 - Non-Subdiv Totals							Invoice Transactions 48			<u>\$11,820.85</u>
Division 311 - Buildings & Grounds Totals							Invoice Transactions 48			<u>\$11,820.85</u>
Division 313 - Vehicle Maint										
Sub-Division 00 - Non-Subdiv										
Account 6360.690 - Maint & Repairs Supplies										
10403 - NAPA Auto Parts - former Monterey Auto Supply	4006-982061	Oil Filter	Paid by Check # 102568		05/11/2023	05/25/2023	05/25/2023		06/09/2023	5.43
10403 - NAPA Auto Parts - former Monterey Auto Supply	984273	Oil	Paid by Check # 102568		05/22/2023	05/25/2023	05/25/2023		06/09/2023	174.25
10403 - NAPA Auto Parts - former Monterey Auto Supply	983400	Oil	Paid by Check # 102568		05/18/2023	05/25/2023	05/25/2023		06/09/2023	50.78
10403 - NAPA Auto Parts - former Monterey Auto Supply	4006-981162	Unit 5491 PD	Paid by Check # 102568		05/08/2023	05/25/2023	05/25/2023		06/09/2023	63.31
10403 - NAPA Auto Parts - former Monterey Auto Supply	4006-981149	PD Fuel Filter	Paid by Check # 102568		05/08/2023	05/25/2023	05/25/2023		06/09/2023	23.20
10403 - NAPA Auto Parts - former Monterey Auto Supply	981161	Filter	Paid by Check # 102568		05/08/2023	05/25/2023	05/25/2023		06/09/2023	40.63
Account 6360.690 - Maint & Repairs Supplies Totals							Invoice Transactions 6			<u>\$357.60</u>
Sub-Division 00 - Non-Subdiv Totals							Invoice Transactions 6			<u>\$357.60</u>
Division 313 - Vehicle Maint Totals							Invoice Transactions 6			<u>\$357.60</u>
Department 310 - Public Works Totals							Invoice Transactions 54			<u>\$12,178.45</u>



Accounts Payable by G/L Distribution Report

Payment Date Range 06/09/23 - 06/09/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 410 - Planning										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6400.230 - Material & Suppl Fuel - Gas and Diesel										
10416 - Monterey County Petroleum-Sturdy Oil Co.	31371A-IN	City Fuel Enthanol/Diesel	Paid by Check # 102566		05/05/2023	05/15/2023	05/15/2023		06/09/2023	57.58
Account 6400.230 - Material & Suppl Fuel - Gas and Diesel Totals								Invoice Transactions 1		\$57.58
Account 6400.565 - Material & Suppl Office Supplies										
10734 - Office Depot-Public Works Dept.	311298349001	Stamp	Paid by Check # 102570		05/12/2023	05/30/2023	05/30/2023		06/09/2023	33.86
10456 - Shred-it USA - Stericycle, Inc.	8003987456	Building Plans Shred	Paid by Check # 102575		05/25/2023	05/25/2023	05/25/2023		06/09/2023	418.03
Account 6400.565 - Material & Suppl Office Supplies Totals								Invoice Transactions 2		\$451.89
Sub-Division 00 - Non-Subdiv Totals								Invoice Transactions 3		\$509.47
Division 000 - Non-Div Totals								Invoice Transactions 3		\$509.47
Department 410 - Planning Totals								Invoice Transactions 3		\$509.47
Department 420 - Engineering										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6300.175 - Prof Svc Eng Svc- Rev Funded Plan Check										
10316 - Kimley-Horn & Associates	24827348	Dunes Phase 2	Paid by Check # 102560		04/30/2023	05/19/2023	05/19/2023		06/09/2023	7,582.00
Account 6300.175 - Prof Svc Eng Svc- Rev Funded Plan Check Totals								Invoice Transactions 1		\$7,582.00
Account 6300.570 - Prof Svc Other										
10508 - Regional Government Services	14966	Recruitment Services	Paid by EFT # 3352		04/30/2023	05/24/2023	05/24/2023		06/09/2023	715.00
10508 - Regional Government Services	15040	PW Recruitment	Paid by EFT # 3352		04/30/2023	05/24/2023	05/24/2023		06/09/2023	843.75
Account 6300.570 - Prof Svc Other Totals								Invoice Transactions 2		\$1,558.75
Sub-Division 00 - Non-Subdiv Totals								Invoice Transactions 3		\$9,140.75
Division 000 - Non-Div Totals								Invoice Transactions 3		\$9,140.75
Department 420 - Engineering Totals								Invoice Transactions 3		\$9,140.75



Accounts Payable by G/L Distribution Report

Payment Date Range 06/09/23 - 06/09/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 430 - Building Inspection										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6380.120 - Utilities Comm Mobile & Pager										
10603 - Verizon Wireless	9935240491	Verizon Wireless May 2023 (972476364-0001)	Paid by EFT # 3355		05/18/2023	05/25/2023	05/25/2023		06/09/2023	129.73
Account 6380.120 - Utilities Comm Mobile & Pager Totals							Invoice Transactions	1		\$129.73
Sub-Division 00 - Non-Subdiv Totals							Invoice Transactions	1		\$129.73
Division 000 - Non-Div Totals							Invoice Transactions	1		\$129.73
Department 430 - Building Inspection Totals							Invoice Transactions	1		\$129.73
Department 440 - Economic Dev										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6600.490 - Other Charges Membership Prof Orgs										
10400 - Monterey County Business Council	1119	Partner Membership	Paid by Check # 102565		07/01/2021	05/24/2023	05/24/2023		06/09/2023	500.00
10400 - Monterey County Business Council	1462	Partner Membership	Paid by Check # 102565		07/11/2022	05/24/2023	05/24/2023		06/09/2023	500.00
Account 6600.490 - Other Charges Membership Prof Orgs Totals							Invoice Transactions	2		\$1,000.00
Sub-Division 00 - Non-Subdiv Totals							Invoice Transactions	2		\$1,000.00
Division 000 - Non-Div Totals							Invoice Transactions	2		\$1,000.00
Department 440 - Economic Dev Totals							Invoice Transactions	2		\$1,000.00
Department 510 - Recreation & Culture										
Division 100 - Admin										
Sub-Division 00 - Non-Subdiv										
Account 6300.570 - Prof Svc Other										
10074 - Bob Murray & Associates	10075	Recreation Director Recruitment	Paid by Check # 102545		05/15/2023	05/24/2023	05/24/2023	05/22/2023	06/09/2023	1,454.44
11860 - Dwayne Taylor	5112023	Glorya Jean Tate Pump Track Opening	Paid by Check # 102552		05/11/2023	05/25/2023	05/25/2023		06/09/2023	500.00
11861 - Steve Lee	05-04-23	Glorya Jean Tate Pump Track Opening	Paid by Check # 102576		05/04/2023	05/25/2023	05/25/2023		06/09/2023	26.15
Account 6300.570 - Prof Svc Other Totals							Invoice Transactions	3		\$1,980.59
Account 6400.230 - Material & Suppl Fuel - Gas and Diesel										
10416 - Monterey County Petroleum-Sturdy Oil Co.	31371A-IN	City Fuel Enthanol/Diesel	Paid by Check # 102566		05/05/2023	05/15/2023	05/15/2023		06/09/2023	143.95
Account 6400.230 - Material & Suppl Fuel - Gas and Diesel Totals							Invoice Transactions	1		\$143.95
Account 6400.350 - Material & Suppl IT-Computer & Hardware (non-cap)										
10897 - TechRx Technology Services	10956	Laptop Computer System for Recreation Director	Paid by EFT # 3354		05/31/2023	06/01/2023	06/01/2023		06/09/2023	2,013.93
Account 6400.350 - Material & Suppl IT-Computer & Hardware (non-cap) Totals							Invoice Transactions	1		\$2,013.93



Accounts Payable by G/L Distribution Report

Payment Date Range 06/09/23 - 06/09/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 510 - Recreation & Culture										
Division 100 - Admin										
Sub-Division 00 - Non-Subdiv										
Account 6600.740 - Other Charges Special Event										
11631 - Medina Dirksen, Cristina - Refund only	05-13-23	Gloria Jean Tate Park Pump Track Opening Reimbursement	Paid by Check # 102564		05/12/2023	05/15/2023	05/15/2023		06/09/2023	393.30
11631 - Medina Dirksen, Cristina - Refund only	05-12-23	Gloria Jean Tate Park Pump Track Opening Reimbursement	Paid by Check # 102564		05/12/2023	05/15/2023	05/15/2023		06/09/2023	152.52
10420 - Monterey County Weekly	05/04/23CCM	Gloria Jean Tate Pump Track Opening Advertisement	Paid by Check # 102567		05/04/2023	05/15/2023	05/15/2023		06/09/2023	325.00
Account 6600.740 - Other Charges Special Event Totals							Invoice Transactions	3		\$870.82
Sub-Division 00 - Non-Subdiv Totals							Invoice Transactions	8		\$5,009.29
Division 100 - Admin Totals							Invoice Transactions	8		\$5,009.29
Department 510 - Recreation & Culture Totals							Invoice Transactions	8		\$5,009.29
Fund 100 - General Fund Totals							Invoice Transactions	110		\$308,869.03



Accounts Payable by G/L Distribution Report

Payment Date Range 06/09/23 - 06/09/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 110 - Vehicle and Equipment										
Department 000 - Non-Dept										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6600.450 - Other Charges Leases & Rents										
11491 - Enterprise FM Trust - Fleet Lease payments only	FBN4759599	Enterprise Fleet Maintenance		Paid by EFT # 3350	06/03/2023	06/05/2023	06/05/2023		06/09/2023	21,327.73
Account 6600.450 - Other Charges Leases & Rents Totals							Invoice Transactions 1			\$21,327.73
Sub-Division 00 - Non-Subdiv Totals							Invoice Transactions 1			\$21,327.73
Division 000 - Non-Div Totals							Invoice Transactions 1			\$21,327.73
Department 000 - Non-Dept Totals							Invoice Transactions 1			\$21,327.73
Fund 110 - Vehicle and Equipment Totals							Invoice Transactions 1			\$21,327.73



Accounts Payable by G/L Distribution Report

Payment Date Range 06/09/23 - 06/09/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 220 - Gas Tax										
Department 000 - Non-Dept										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6380.120 - Utilities Comm Mobile & Pager										
10603 - Verizon Wireless	9935240491	Verizon Wireless May 2023 (972476364-0001)	Paid by EFT # 3355		05/18/2023	05/25/2023	05/25/2023		06/09/2023	479.40
Account 6380.120 - Utilities Comm Mobile & Pager Totals								Invoice Transactions 1		\$479.40
Account 6380.300 - Utilities Gas & Electric										
10463 - Pacific Gas & Electric	May 2023 - 313 -6	PG&E 6793435313-6	Paid by Check # 102571		05/26/2023	06/05/2023	06/05/2023		06/09/2023	636.92
10463 - Pacific Gas & Electric	May 2023 483-6	PG&E - 3982644483-6	Paid by Check # 102571		05/16/2023	06/06/2023	06/06/2023		06/09/2023	14,228.74
Account 6380.300 - Utilities Gas & Electric Totals								Invoice Transactions 2		\$14,865.66
Account 6380.500 - Utilities Water & Sewer										
10349 - Marina Coast Water District	000056049 042723	Imjin Rd (Irrigation/Backflow Accts)	Paid by Check # 102563		04/27/2023	05/15/2023	05/15/2023		06/09/2023	197.34
10349 - Marina Coast Water District	000056028 051923	California at Jerry Ct	Paid by Check # 102563		05/19/2023	05/30/2023	05/30/2023		06/09/2023	76.44
10349 - Marina Coast Water District	000056040 051923	Hilo Ave	Paid by Check # 102563		05/19/2023	05/30/2023	05/30/2023		06/09/2023	28.34
Account 6380.500 - Utilities Water & Sewer Totals								Invoice Transactions 3		\$302.12
Account 6400.155 - Material & Suppl Dump Fees										
10043 - Aramark Uniform Service	5110233204	PW Shop Supplies	Paid by Check # 102540		05/31/2023	05/31/2023	05/31/2023		06/09/2023	77.11
Account 6400.155 - Material & Suppl Dump Fees Totals								Invoice Transactions 1		\$77.11
Account 6400.230 - Material & Suppl Fuel - Gas and Diesel										
10934 - Cardlock Vending, Inc.	15414	Internet/Cell Service	Paid by Check # 102548		05/30/2023	05/31/2023	05/31/2023		06/09/2023	235.00
10416 - Monterey County Petroleum-Sturdy Oil Co.	31371A-IN	City Fuel Enthanol/Diesel	Paid by Check # 102566		05/05/2023	05/15/2023	05/15/2023		06/09/2023	502.17
Account 6400.230 - Material & Suppl Fuel - Gas and Diesel Totals								Invoice Transactions 2		\$737.17
Account 6400.780 - Material & Suppl Traffic Signal										
11248 - Bear Electrical Solutions, Inc.	18931	Traffic Signal Maintenance 211 Hillcrest	Paid by Check # 102543		04/28/2023	05/25/2023	05/25/2023		06/09/2023	747.40
Account 6400.780 - Material & Suppl Traffic Signal Totals								Invoice Transactions 1		\$747.40
Sub-Division 00 - Non-Subdiv Totals								Invoice Transactions 10		\$17,208.86
Division 000 - Non-Div Totals								Invoice Transactions 10		\$17,208.86
Department 000 - Non-Dept Totals								Invoice Transactions 10		\$17,208.86
Fund 220 - Gas Tax Totals								Invoice Transactions 10		\$17,208.86



Accounts Payable by G/L Distribution Report

Payment Date Range 06/09/23 - 06/09/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 223 - FORA Dissolution										
Department 000 - Non-Dept										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6300.570 - Prof Svc Other										
11489 - Wallace Group, Inc.	59414	Blight Removal	Paid by Check # 102583		05/31/2023	06/01/2023	06/01/2023		06/09/2023	128,231.66
Account 6300.570 - Prof Svc Other Totals							Invoice Transactions	1		<u>\$128,231.66</u>
Sub-Division 00 - Non-Subdiv Totals							Invoice Transactions	1		<u>\$128,231.66</u>
Division 000 - Non-Div Totals							Invoice Transactions	1		<u>\$128,231.66</u>
Department 000 - Non-Dept Totals							Invoice Transactions	1		<u>\$128,231.66</u>
Fund 223 - FORA Dissolution Totals							Invoice Transactions	1		<u>\$128,231.66</u>



Accounts Payable by G/L Distribution Report

Payment Date Range 06/09/23 - 06/09/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 232 - Seabreeze AD										
Department 000 - Non-Dept										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6300.180 - Prof Svc Eng Svc- Rev Funded Inspection										
10171 - CSG Consultants	50989	Seabreeze	Paid by EFT # 3349		05/12/2023	05/15/2023	05/15/2023		06/09/2023	507.00
Account 6300.180 - Prof Svc Eng Svc- Rev Funded Inspection Totals							Invoice Transactions	1		<u>\$507.00</u>
Sub-Division 00 - Non-Subdiv Totals							Invoice Transactions	1		<u>\$507.00</u>
Division 000 - Non-Div Totals							Invoice Transactions	1		<u>\$507.00</u>
Department 000 - Non-Dept Totals							Invoice Transactions	1		<u>\$507.00</u>
Fund 232 - Seabreeze AD Totals							Invoice Transactions	1		<u>\$507.00</u>



Accounts Payable by G/L Distribution Report

Payment Date Range 06/09/23 - 06/09/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 233 - Monterey Bay Estates AD										
Department 000 - Non-Dept										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6300.180 - Prof Svc Eng Svc- Rev Funded Inspection										
10171 - CSG Consultants	50991	Monterey Bay Estates	Paid by EFT # 3349		05/12/2023	05/15/2023	05/15/2023		06/09/2023	507.00
Account 6300.180 - Prof Svc Eng Svc- Rev Funded Inspection Totals									Invoice Transactions 1	\$507.00
Account 6380.300 - Utilities Gas & Electric										
10463 - Pacific Gas & Electric	May 2023 - 313 -6	PG&E 6793435313-6	Paid by Check # 102571		05/26/2023	06/05/2023	06/05/2023		06/09/2023	9.71
Account 6380.300 - Utilities Gas & Electric Totals									Invoice Transactions 1	\$9.71
Sub-Division 00 - Non-Subdiv Totals									Invoice Transactions 2	\$516.71
Division 000 - Non-Div Totals									Invoice Transactions 2	\$516.71
Department 000 - Non-Dept Totals									Invoice Transactions 2	\$516.71
Fund 233 - Monterey Bay Estates AD Totals									Invoice Transactions 2	\$516.71



Accounts Payable by G/L Distribution Report

Payment Date Range 06/09/23 - 06/09/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 235 - Cypress Cove II AD										
Department 000 - Non-Dept										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6300.180 - Prof Svc Eng Svc- Rev Funded Inspection										
10171 - CSG Consultants	50992	Cypress Cove II	Paid by EFT # 3349		05/12/2023	05/15/2023	05/15/2023		06/09/2023	676.00
Account 6300.180 - Prof Svc Eng Svc- Rev Funded Inspection Totals									Invoice Transactions 1	\$676.00
Account 6360.441 - Maint & Repairs Landscape Tree & ExtraordinarySvc										
10446 - New Image Landscape Co.	418714	Broken Limb Removal Cardoza	Paid by Check # 102569		05/08/2023	05/19/2023	05/19/2023		06/09/2023	150.00
Account 6360.441 - Maint & Repairs Landscape Tree & ExtraordinarySvc Totals									Invoice Transactions 1	\$150.00
Account 6380.300 - Utilities Gas & Electric										
10463 - Pacific Gas & Electric	May 2023 - 313 -6	PG&E 6793435313-6	Paid by Check # 102571		05/26/2023	06/05/2023	06/05/2023		06/09/2023	9.53
Account 6380.300 - Utilities Gas & Electric Totals									Invoice Transactions 1	\$9.53
Sub-Division 00 - Non-Subdiv Totals									Invoice Transactions 3	\$835.53
Division 000 - Non-Div Totals									Invoice Transactions 3	\$835.53
Department 000 - Non-Dept Totals									Invoice Transactions 3	\$835.53
Fund 235 - Cypress Cove II AD Totals									Invoice Transactions 3	\$835.53



Accounts Payable by G/L Distribution Report

Payment Date Range 06/09/23 - 06/09/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 251 - CFD - Locke Paddon										
Department 000 - Non-Dept										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6380.500 - Utilities Water & Sewer										
10349 - Marina Coast Water District	012016000 051923	199 A Paddon Place	Paid by Check # 102563		05/19/2023	05/30/2023	05/30/2023		06/09/2023	38.22
Account 6380.500 - Utilities Water & Sewer Totals							Invoice Transactions	1		\$38.22
Sub-Division 00 - Non-Subdiv Totals							Invoice Transactions	1		\$38.22
Division 000 - Non-Div Totals							Invoice Transactions	1		\$38.22
Department 000 - Non-Dept Totals							Invoice Transactions	1		\$38.22
Fund 251 - CFD - Locke Paddon Totals							Invoice Transactions	1		\$38.22



Accounts Payable by G/L Distribution Report

Payment Date Range 06/09/23 - 06/09/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 252 - CFD - Dunes No. 2015-1										
Department 000 - Non-Dept										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6300.180 - Prof Svc Eng Svc- Rev Funded Inspection										
10171 - CSG Consultants	50990	Locke Paddon CFD	Paid by EFT # 3349		05/12/2023	05/15/2023	05/15/2023		06/09/2023	132.00
10171 - CSG Consultants	50993	Phase 1C CFD	Paid by EFT # 3349		05/12/2023	05/15/2023	05/15/2023		06/09/2023	169.00
Account 6300.180 - Prof Svc Eng Svc- Rev Funded Inspection Totals							Invoice Transactions	2		<u>\$301.00</u>
Sub-Division 00 - Non-Subdiv Totals							Invoice Transactions	2		<u>\$301.00</u>
Division 000 - Non-Div Totals							Invoice Transactions	2		<u>\$301.00</u>
Department 000 - Non-Dept Totals							Invoice Transactions	2		<u>\$301.00</u>
Fund 252 - CFD - Dunes No. 2015-1 Totals							Invoice Transactions	2		<u>\$301.00</u>



Accounts Payable by G/L Distribution Report

Payment Date Range 06/09/23 - 06/09/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 422 - Capital Projects - Measure X										
Department 000 - Non-Dept										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6300.570 - Prof Svc Other										
11847 - BKF Engineers	23051012	Marina Pavement Management Program	Paid by Check # 102544		05/26/2023	05/25/2023	05/25/2023		06/09/2023	7,087.50
10171 - CSG Consultants	50994	Annual Street Resurfacing	Paid by EFT # 3349		05/12/2023	05/15/2023	05/15/2023		06/09/2023	1,352.00
Account 6300.570 - Prof Svc Other Totals							Invoice Transactions	2		\$8,439.50
Sub-Division 00 - Non-Subdiv Totals							Invoice Transactions	2		\$8,439.50
Division 000 - Non-Div Totals							Invoice Transactions	2		\$8,439.50
Department 000 - Non-Dept Totals							Invoice Transactions	2		\$8,439.50
Fund 422 - Capital Projects - Measure X Totals							Invoice Transactions	2		\$8,439.50



Accounts Payable by G/L Distribution Report

Payment Date Range 06/09/23 - 06/09/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 460 - Airport Capital Projects										
Department 000 - Non-Dept										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6300.570 - Prof Svc Other										
11489 - Wallace Group, Inc.	59338	Airport Project Management	Paid by Check # 102583		05/31/2023	06/06/2023	06/06/2023		06/09/2023	28.63
Account 6300.570 - Prof Svc Other Totals							Invoice Transactions	1		\$28.63
Sub-Division 00 - Non-Subdiv Totals							Invoice Transactions	1		\$28.63
Division 000 - Non-Div Totals							Invoice Transactions	1		\$28.63
Department 000 - Non-Dept Totals							Invoice Transactions	1		\$28.63
Fund 460 - Airport Capital Projects Totals							Invoice Transactions	1		\$28.63



Accounts Payable by G/L Distribution Report

Payment Date Range 06/09/23 - 06/09/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 462 - City Capital Projects										
Department 000 - Non-Dept										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6300.570 - Prof Svc Other										
10268 - Harris & Associates	57642	Imjin Parkway Improvement Plan	Paid by Check # 102557		05/16/2023	05/30/2023	05/30/2023		06/09/2023	22,826.91
11802 - Baker Tilly US, LLP	BT2417275	Analysis of Equestrian Boarding 2023	Paid by Check # 102542		05/08/2023	05/15/2023	05/15/2023		06/09/2023	485.00
11199 - Wald, Ruhnke & Dost Architects, LLP	2301402	Equestrian Center	Paid by Check # 102582		04/30/2023	06/01/2023	06/01/2023		06/09/2023	5,192.42
11489 - Wallace Group, Inc.	59413	California Ave Pedestrian Crossing	Paid by Check # 102583		05/31/2023	06/01/2023	06/01/2023		06/09/2023	6,194.00
11489 - Wallace Group, Inc.	59415	MLK Sculpture CM&I Services	Paid by Check # 102583		05/31/2023	06/01/2023	06/01/2023		06/09/2023	5,715.00
Account 6300.570 - Prof Svc Other Totals							Invoice Transactions	5		\$40,413.33
Sub-Division 00 - Non-Subdiv Totals							Invoice Transactions	5		\$40,413.33
Division 000 - Non-Div Totals							Invoice Transactions	5		\$40,413.33
Department 000 - Non-Dept Totals							Invoice Transactions	5		\$40,413.33
Fund 462 - City Capital Projects Totals							Invoice Transactions	5		\$40,413.33



Accounts Payable by G/L Distribution Report

Payment Date Range 06/09/23 - 06/09/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 555 - Marina Airport										
Department 000 - Non-Dept										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6300.570 - Prof Svc Other										
11489 - Wallace Group, Inc.	59338	Airport Project Management	Paid by Check # 102583		05/31/2023	06/06/2023	06/06/2023		06/09/2023	442.50
Account 6300.570 - Prof Svc Other Totals									Invoice Transactions 1	\$442.50
Account 6360.440 - Maint & Repairs Landscape General										
10275 - Home Depot Credit Service	05-12-23	Home Depot (6035 3225 0395 9813)	Paid by Check # 102558		05/12/2023	05/25/2023	05/25/2023		06/09/2023	524.20
Account 6360.440 - Maint & Repairs Landscape General Totals									Invoice Transactions 1	\$524.20
Account 6360.566 - Maint & Repairs Other Equipment										
11789 - Premo Roofing Company	5729	741 Neeson Rd- Single Ply Roof Repair	Paid by Check # 102573		03/29/2023	05/15/2023	05/15/2023		06/09/2023	4,970.00
10275 - Home Depot Credit Service	05-12-23	Home Depot (6035 3225 0395 9813)	Paid by Check # 102558		05/12/2023	05/25/2023	05/25/2023		06/09/2023	98.26
Account 6360.566 - Maint & Repairs Other Equipment Totals									Invoice Transactions 2	\$5,068.26
Account 6380.150 - Utilities Comm Phone System										
10758 - AT & T CALNET3	20000357	Fire Alarms Bldgs 524 & 533 (9391023443)	Paid by Check # 102541		06/06/2023	06/06/2023	06/06/2023		06/09/2023	51.90
10758 - AT & T CALNET3	20000358	Fire Alarms Bldg 524 533 (9391023444)	Paid by Check # 102541		05/28/2023	07/05/2023	06/06/2023		06/09/2023	51.90
10758 - AT & T CALNET3	20000363	AWOS-Auto Weather Station (9391023449)	Paid by Check # 102541		06/06/2023	06/06/2023	06/06/2023		06/09/2023	28.69
Account 6380.150 - Utilities Comm Phone System Totals									Invoice Transactions 3	\$132.49
Account 6380.300 - Utilities Gas & Electric										
10603 - Verizon Wireless	9935240491	Verizon Wireless May 2023 (972476364-0001)	Paid by EFT # 3355		05/18/2023	05/25/2023	05/25/2023		06/09/2023	26.65
Account 6380.300 - Utilities Gas & Electric Totals									Invoice Transactions 1	\$26.65
Account 6400.230 - Material & Suppl Fuel - Gas and Diesel										
10416 - Monterey County Petroleum-Sturdy Oil Co.	31371A-IN	City Fuel Ethanol/Diesel	Paid by Check # 102566		05/05/2023	05/15/2023	05/15/2023		06/09/2023	86.37
Account 6400.230 - Material & Suppl Fuel - Gas and Diesel Totals									Invoice Transactions 1	\$86.37
Account 6400.232 - Material & Suppl Fuel - Aviation Jet A										
10227 - Epic Aviation	7704177	Jet A Fuel	Paid by Check # 102553		05/26/2023	06/01/2023	06/01/2023		06/09/2023	23,725.19
Account 6400.232 - Material & Suppl Fuel - Aviation Jet A Totals									Invoice Transactions 1	\$23,725.19
Sub-Division 00 - Non-Subdiv Totals									Invoice Transactions 10	\$30,005.66
Division 000 - Non-Div Totals									Invoice Transactions 10	\$30,005.66
Department 000 - Non-Dept Totals									Invoice Transactions 10	\$30,005.66
Fund 555 - Marina Airport Totals									Invoice Transactions 10	\$30,005.66
Grand Totals									Invoice Transactions 149	\$556,722.86



Accounts Payable by G/L Distribution Report

Payment Date Range 06/16/23 - 06/16/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 120 - City Mgr/HR/Risk										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6300.305 - Prof Svc HR - Citywide Recruit/Background										
10872 - Pinnacle Healthcare	447640	Pinnacle Healthcare -	Paid by Check		05/30/2023	06/07/2023	06/07/2023		06/16/2023	202.00
		Pre Emp Px	# 102617							
10872 - Pinnacle Healthcare	448590	Pinnacle Healthcare -	Paid by Check		06/01/2023	06/07/2023	06/07/2023		06/16/2023	202.00
		Pre Emp Px	# 102617							
10872 - Pinnacle Healthcare	442390	Pinnacle Healthcare -	Paid by Check		05/17/2023	06/07/2023	06/07/2023		06/16/2023	202.00
		Pre Emp Px	# 102617							
10872 - Pinnacle Healthcare	444590	Pinnacle Healthcare -	Paid by Check		05/17/2023	06/07/2023	06/07/2023		06/16/2023	202.00
		Pre Emp Px	# 102617							
Account 6300.305 - Prof Svc HR - Citywide Recruit/Background Totals								Invoice Transactions	4	\$808.00
Account 6400.230 - Material & Suppl Fuel - Gas and Diesel										
10416 - Monterey County Petroleum-Sturdy Oil Co.	23830A-IN	Fuel Regular/Ethanol and Diesel	Paid by Check		05/26/2023	06/07/2023	06/07/2023		06/16/2023	120.50
			# 102610							
Account 6400.230 - Material & Suppl Fuel - Gas and Diesel Totals								Invoice Transactions	1	\$120.50
Account 6400.565 - Material & Suppl Office Supplies										
10732 - Office Depot-General Account	313827963001	Office Depot	Paid by Check		05/12/2023	06/07/2023	06/07/2023		06/16/2023	285.83
			# 102614							
Account 6400.565 - Material & Suppl Office Supplies Totals								Invoice Transactions	1	\$285.83
Account 6500.100 - Training & Travel Citywide										
11851 - Jeffrey Kirkham	05-11-23	Reimbursement Travel Charge - Police Chief Candidate Interview	Paid by Check		05/11/2023	05/15/2023	05/15/2023		06/16/2023	2,030.76
			# 102603							
Account 6500.100 - Training & Travel Citywide Totals								Invoice Transactions	1	\$2,030.76
Account 6600.625 - Other Charges Printing Svc										
11790 - Quality Print & Copy	23504	Bus Cards for Alma G and Cyrah C	Paid by Check		06/13/2023	06/13/2023	06/13/2023		06/16/2023	110.79
			# 102618							
Account 6600.625 - Other Charges Printing Svc Totals								Invoice Transactions	1	\$110.79
Sub-Division 00 - Non-Subdiv Totals								Invoice Transactions	8	\$3,355.88
Division 000 - Non-Div Totals								Invoice Transactions	8	\$3,355.88
Department 120 - City Mgr/HR/Risk Totals								Invoice Transactions	8	\$3,355.88
Department 125 - I. T.										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6300.330 - Prof Svc IT - Information Tech Svc										
10897 - TechRx Technology Services	11009	IT Support - May 2023	Paid by EFT #		05/31/2023	06/08/2023	06/08/2023		06/16/2023	8,160.00
			3382							
Account 6300.330 - Prof Svc IT - Information Tech Svc Totals								Invoice Transactions	1	\$8,160.00



Accounts Payable by G/L Distribution Report

Payment Date Range 06/16/23 - 06/16/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 125 - I. T.										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6360.342 - Maint & Repairs IT - System Annual Maint										
10905 - Taygeta Scientific, Inc.	000503-R-0004	Avast Endpoint 1 year renewal	Paid by Check # 102622		06/08/2023	06/08/2023	06/08/2023		06/16/2023	4,938.06
Account 6360.342 - Maint & Repairs IT - System Annual Maint Totals							Invoice Transactions	1		\$4,938.06
Sub-Division 00 - Non-Subdiv Totals							Invoice Transactions	2		\$13,098.06
Division 000 - Non-Div Totals							Invoice Transactions	2		\$13,098.06
Department 125 - I. T. Totals							Invoice Transactions	2		\$13,098.06
Department 130 - Finance										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6300.217 - Prof Svc Fin - Business Lic Services										
10274 - Hinderliter, de Llamas & Associates (HDL)	SIN028182	April 2023 BL Admin Fee	Paid by EFT # 3379		04/30/2023	06/09/2023	06/09/2023		06/16/2023	2,449.14
Account 6300.217 - Prof Svc Fin - Business Lic Services Totals							Invoice Transactions	1		\$2,449.14
Account 6600.625 - Other Charges Printing Svc										
11790 - Quality Print & Copy	23504	Bus Cards for Alma G and Cyrah C	Paid by Check # 102618		06/13/2023	06/13/2023	06/13/2023		06/16/2023	110.79
Account 6600.625 - Other Charges Printing Svc Totals							Invoice Transactions	1		\$110.79
Sub-Division 00 - Non-Subdiv Totals							Invoice Transactions	2		\$2,559.93
Division 000 - Non-Div Totals							Invoice Transactions	2		\$2,559.93
Department 130 - Finance Totals							Invoice Transactions	2		\$2,559.93
Department 150 - City Attorney										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6300.450 - Prof Svc Legal - City Attorney Other Svc										
10315 - Keyser Marston Associates	0037879	Professional Services - Sea Haven Project - May 2023	Paid by Check # 102604		06/12/2023	06/12/2023	06/12/2023		06/16/2023	3,850.00
10315 - Keyser Marston Associates	0037747	Joby CIIP Proff Srvs	Paid by Check # 102604		05/03/2023	06/15/2023	06/15/2023		06/16/2023	2,581.25
Account 6300.450 - Prof Svc Legal - City Attorney Other Svc Totals							Invoice Transactions	2		\$6,431.25
Sub-Division 00 - Non-Subdiv Totals							Invoice Transactions	2		\$6,431.25
Division 000 - Non-Div Totals							Invoice Transactions	2		\$6,431.25
Department 150 - City Attorney Totals							Invoice Transactions	2		\$6,431.25



Accounts Payable by G/L Distribution Report

Payment Date Range 06/16/23 - 06/16/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 190 - Citywide Non-Dept										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6300.230 - Prof Svc Fin - Tax Reporting & Audit										
10274 - Hinderliter, de Llamas & Associates (HDL)	SIN028508	Sales Tax and Audit Srvs	Paid by EFT # 3379		06/09/2023	06/14/2023	06/14/2023		06/16/2023	2,434.62
Account 6300.230 - Prof Svc Fin - Tax Reporting & Audit Totals									Invoice Transactions 1	\$2,434.62
Account 6300.570 - Prof Svc Other										
10315 - Keyser Marston Associates	0037869	Prof Srvs JOBY CIIP May 2023	Paid by Check # 102604		06/08/2023	06/09/2023	06/09/2023		06/16/2023	8,567.50
Account 6300.570 - Prof Svc Other Totals									Invoice Transactions 1	\$8,567.50
Account 6380.500 - Utilities Water & Sewer										
10432 - Monterey One Water - former MRWPCA	12000009 053123	208 Palm Ave	Paid by Check # 102611		05/31/2023	06/05/2023	06/05/2023		06/16/2023	191.60
Account 6380.500 - Utilities Water & Sewer Totals									Invoice Transactions 1	\$191.60
Account 6400.565 - Material & Suppl Office Supplies										
10540 - Sierra Springs & Alhambra	7266038 060923	Water Cooler Rental and Replacement Water	Paid by Check # 102620		06/09/2023	06/12/2023	06/12/2023		06/16/2023	124.90
Account 6400.565 - Material & Suppl Office Supplies Totals									Invoice Transactions 1	\$124.90
Account 6600.452 - Other Charges Leased Copier										
11451 - Monterey Bay Office Products - US Bank	503143117	City Hall Copier Lease Payment - June 2023	Paid by Check # 102608		06/04/2023	06/12/2023	06/12/2023		06/16/2023	380.20
Account 6600.452 - Other Charges Leased Copier Totals									Invoice Transactions 1	\$380.20
Sub-Division 00 - Non-Subdiv Totals									Invoice Transactions 5	\$11,698.82
Division 000 - Non-Div Totals									Invoice Transactions 5	\$11,698.82
Department 190 - Citywide Non-Dept Totals									Invoice Transactions 5	\$11,698.82
Department 210 - Police										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6360.570 - Maint & Repairs Other Svc Agr										
10129 - Cintas Corporation	4158165297	Mat Service - Police/Fire 06/09/23	Paid by Check # 102595		06/09/2023	06/12/2023	06/12/2023		06/16/2023	37.59
Account 6360.570 - Maint & Repairs Other Svc Agr Totals									Invoice Transactions 1	\$37.59
Account 6380.500 - Utilities Water & Sewer										
10349 - Marina Coast Water District	014874000 053123	289 12th Street	Paid by Check # 102607		05/31/2023	06/07/2023	06/07/2023		06/16/2023	240.43
Account 6380.500 - Utilities Water & Sewer Totals									Invoice Transactions 1	\$240.43
Account 6400.230 - Material & Suppl Fuel - Gas and Diesel										
10416 - Monterey County Petroleum-Sturdy Oil Co.	23830A-IN	Fuel Regular/Ethanol and Diesel	Paid by Check # 102610		05/26/2023	06/07/2023	06/07/2023		06/16/2023	4,579.08
Account 6400.230 - Material & Suppl Fuel - Gas and Diesel Totals									Invoice Transactions 1	\$4,579.08



Accounts Payable by G/L Distribution Report

Payment Date Range 06/16/23 - 06/16/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 210 - Police										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6500.620 - Training & Travel POST										
10038 - Andres Rosas	02-26-23	Per Diem - A. Rosas Advanced Social Media Course	Paid by Check # 102628		02/26/2023	05/03/2023	05/03/2023		06/16/2023	128.00
10641 - Carr, Jeffery	04-30-23	Per Diem - J. Carr POST Mgmt Course Mod 1	Paid by Check # 102629		04/30/2023	05/03/2023	05/03/2023		06/16/2023	266.00
Account 6500.620 - Training & Travel POST Totals							Invoice Transactions	2		\$394.00
Sub-Division 00 - Non-Subdiv Totals							Invoice Transactions	5		\$5,251.10
Division 000 - Non-Div Totals							Invoice Transactions	5		\$5,251.10
Department 210 - Police Totals							Invoice Transactions	5		\$5,251.10
Department 250 - Fire										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6300.570 - Prof Svc Other										
10841 - Carmel Fire Protection Associates - Art Black	123200	Letter review & Inspection for 482 Lassen Way	Paid by Check # 102593		05/15/2023	06/07/2023	06/07/2023		06/16/2023	200.00
10841 - Carmel Fire Protection Associates - Art Black	123199	Letter review & Inspection for 484 Lassen Way	Paid by Check # 102593		06/15/2023	06/07/2023	06/07/2023		06/16/2023	200.00
10841 - Carmel Fire Protection Associates - Art Black	123204	Letter review & Inspection for 761 Neeson Rd. 72 Ti	Paid by Check # 102593		05/18/2023	06/07/2023	06/07/2023		06/16/2023	200.00
10868 - Ergometrics & Applied Pers. Research	144064	Testing Materials	Paid by Check # 102597		05/31/2023	06/12/2023	06/12/2023		06/16/2023	1,303.02
10868 - Ergometrics & Applied Pers. Research	144072	Testing Materials	Paid by Check # 102597		05/31/2023	06/12/2023	06/12/2023		06/16/2023	854.99
Account 6300.570 - Prof Svc Other Totals							Invoice Transactions	5		\$2,758.01
Account 6360.360 - Maint & Repairs Janitorial										
10005 - A-1 Sweeping Service	03-31-23	City Street Sweeping (May 2023)	Paid by Check # 102584		05/31/2023	06/05/2023	06/05/2023		06/16/2023	8,522.50
Account 6360.360 - Maint & Repairs Janitorial Totals							Invoice Transactions	1		\$8,522.50
Account 6360.566 - Maint & Repairs Other Equipment										
10599 - Valley Saw & Garden Equipment	339148	Chain Saw	Paid by Check # 102625		06/06/2023	06/05/2023	06/05/2023		06/16/2023	521.02
Account 6360.566 - Maint & Repairs Other Equipment Totals							Invoice Transactions	1		\$521.02
Account 6360.570 - Maint & Repairs Other Svc Agr										
10129 - Cintas Corporation	4158165297	Mat Service - Police/Fire 06/09/23	Paid by Check # 102595		06/09/2023	06/12/2023	06/12/2023		06/16/2023	117.48
Account 6360.570 - Maint & Repairs Other Svc Agr Totals							Invoice Transactions	1		\$117.48



Accounts Payable by G/L Distribution Report

Payment Date Range 06/16/23 - 06/16/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 250 - Fire										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6400.100 - Material & Suppl CSA 74 Funded										
10470 - Peninsula Welding & Medical Supply	244033	Oxygen Compressed FD	Paid by Check # 102616		05/23/2023	06/02/2023	06/02/2023		06/16/2023	122.41
Account 6400.100 - Material & Suppl CSA 74 Funded Totals									Invoice Transactions 1	\$122.41
Account 6400.230 - Material & Suppl Fuel - Gas and Diesel										
10416 - Monterey County Petroleum-Sturdy Oil Co.	23830A-IN	Fuel Regular/Ethanol and Diesel	Paid by Check # 102610		05/26/2023	06/07/2023	06/07/2023		06/16/2023	1,195.07
Account 6400.230 - Material & Suppl Fuel - Gas and Diesel Totals									Invoice Transactions 1	\$1,195.07
Account 6400.740 - Material & Suppl Special Dept Suppl										
10927 - Ace Hardware - Fire Dept.	085475	Cleaning supplies for station 2	Paid by Check # 102585		06/05/2023	06/07/2023	06/07/2023		06/16/2023	25.09
11393 - Carmel Roasters, Inc.	66881	FD Coffee - 2 Boxes	Paid by Check # 102594		06/07/2023	06/07/2023	06/07/2023		06/16/2023	174.80
Account 6400.740 - Material & Suppl Special Dept Suppl Totals									Invoice Transactions 2	\$199.89
Account 6400.796 - Material & Suppl Turnout Equip-Wildland Fires										
10323 - L.N. Curtis & Sons	INV711090	Fire Department	Paid by Check # 102605		06/02/2023	06/02/2023	06/02/2023		06/16/2023	1,988.35
Account 6400.796 - Material & Suppl Turnout Equip-Wildland Fires Totals									Invoice Transactions 1	\$1,988.35
Sub-Division 00 - Non-Subdiv Totals									Invoice Transactions 13	\$15,424.73
Division 000 - Non-Div Totals									Invoice Transactions 13	\$15,424.73
Department 250 - Fire Totals									Invoice Transactions 13	\$15,424.73
Department 310 - Public Works										
Division 311 - Buildings & Grounds										
Sub-Division 00 - Non-Subdiv										
Account 6360.065 - Maint & Repairs Bdg NonFlagship										
10728 - Ace Hardware-Public Works	085409	Tools	Paid by Check # 102587		05/26/2023	06/02/2023	06/02/2023		06/16/2023	59.13
10728 - Ace Hardware-Public Works	085424	Supplies	Paid by Check # 102587		05/30/2023	06/02/2023	06/02/2023		06/16/2023	98.23
10728 - Ace Hardware-Public Works	085456	Key	Paid by Check # 102587		06/02/2023	06/02/2023	06/02/2023		06/16/2023	6.10
10728 - Ace Hardware-Public Works	085473	Fasteners	Paid by Check # 102587		06/05/2023	06/05/2023	06/05/2023		06/16/2023	10.12
10728 - Ace Hardware-Public Works	085442	Spare Key 878	Paid by Check # 102587		06/01/2023	06/05/2023	06/05/2023		06/16/2023	3.27
10728 - Ace Hardware-Public Works	085496	Key	Paid by Check # 102587		06/06/2023	06/05/2023	06/05/2023		06/16/2023	4.35
10728 - Ace Hardware-Public Works	085502	Key	Paid by Check # 102587		06/07/2023	06/07/2023	06/07/2023		06/16/2023	6.10



Accounts Payable by G/L Distribution Report

Payment Date Range 06/16/23 - 06/16/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 310 - Public Works										
Division 311 - Buildings & Grounds										
Sub-Division 00 - Non-Subdiv										
Account 6360.065 - Maint & Repairs Bdg NonFlagship										
10034 - American Supply Co.	0177126	Scout House and Teen Center	Paid by Check # 102588		05/31/2023	06/05/2023	06/05/2023		06/16/2023	105.75
10035 - Andersen's Lock & Safe, Inc.	43730	Abdy & 5th Street	Paid by Check # 102589		06/02/2023	06/05/2023	06/05/2023		06/16/2023	427.91
10152 - Collins Electric Co., Inc.	S2230287-1	Equestrian Center	Paid by Check # 102596		06/01/2023	06/02/2023	06/02/2023		06/16/2023	296.00
10250 - Gavilan Pest Control	0154181	211 Hillcrest Ave Rodents	Paid by Check # 102600		06/01/2023	06/05/2023	06/05/2023		06/16/2023	82.00
11583 - Slakey Brothers	856229374	Compression	Paid by Check # 102621		05/25/2023	06/02/2023	06/02/2023		06/16/2023	61.18
10597 - Valley Fabrication	305509	3/8 x 1 1/2 x 26	Paid by Check # 102624		06/06/2023	06/05/2023	06/05/2023		06/16/2023	20.59
Account 6360.065 - Maint & Repairs Bdg NonFlagship Totals								Invoice Transactions	13	\$1,180.73
Account 6360.070 - Maint & Repairs Bdg Public Safety										
11866 - Zenda Heatino and Sheet Metal, Inc	7449	PD Heater	Paid by Check # 102627		01/27/2023	06/07/2023	06/07/2023		06/16/2023	435.00
Account 6360.070 - Maint & Repairs Bdg Public Safety Totals								Invoice Transactions	1	\$435.00
Account 6360.170 - Maint & Repairs Elevator Svc										
10574 - TK Elevator	3007300021	Full Maintenance	Paid by Check # 102623		06/01/2023	06/02/2023	06/02/2023		06/16/2023	1,438.85
Account 6360.170 - Maint & Repairs Elevator Svc Totals								Invoice Transactions	1	\$1,438.85
Account 6360.440 - Maint & Repairs Landscape General										
10236 - La Sirenita Tree Service	191	235 McCulloch Cir Removal	Paid by Check # 102606		06/01/2023	06/02/2023	06/02/2023		06/16/2023	1,200.00
Account 6360.440 - Maint & Repairs Landscape General Totals								Invoice Transactions	1	\$1,200.00
Account 6380.500 - Utilities Water & Sewer										
10349 - Marina Coast Water District	000056099	9th Street West of 2nd Avenue	Paid by Check # 102607		05/31/2023	06/07/2023	06/07/2023		06/16/2023	177.74
10349 - Marina Coast Water District	000056100	9th Street (Irrigation) Parcels L&M	Paid by Check # 102607		05/31/2023	06/07/2023	06/07/2023		06/16/2023	876.14
Account 6380.500 - Utilities Water & Sewer Totals								Invoice Transactions	2	\$1,053.88
Account 6400.155 - Material & Suppl Dump Fees										
10043 - Aramark Uniform Service	5110237622	PW Uniforms	Paid by Check # 102590		06/07/2023	06/07/2023	06/07/2023		06/16/2023	175.69
Account 6400.155 - Material & Suppl Dump Fees Totals								Invoice Transactions	1	\$175.69
Account 6400.230 - Material & Suppl Fuel - Gas and Diesel										
10416 - Monterey County Petroleum-Sturdy Oil Co.	23830A-IN	Fuel Regular/Ethanol and Diesel	Paid by Check # 102610		05/26/2023	06/07/2023	06/07/2023		06/16/2023	180.75
Account 6400.230 - Material & Suppl Fuel - Gas and Diesel Totals								Invoice Transactions	1	\$180.75
Sub-Division 00 - Non-Subdiv Totals								Invoice Transactions	20	\$5,664.90



Accounts Payable by G/L Distribution Report

Payment Date Range 06/16/23 - 06/16/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 310 - Public Works										
Division 311 - Buildings & Grounds Totals										Invoice Transactions 20
										\$5,664.90
Division 313 - Vehicle Maint										
Sub-Division 00 - Non-Subdiv										
Account 6360.690 - Maint & Repairs Supplies										
10403 - NAPA Auto Parts - former Monterey Auto Supply	984187	Oil	Paid by Check # 102612		05/22/2023	06/05/2023	06/05/2023		06/16/2023	82.72
10403 - NAPA Auto Parts - former Monterey Auto Supply	984275	Oil	Paid by Check # 102612		05/22/2023	06/05/2023	06/05/2023		06/16/2023	58.86
10403 - NAPA Auto Parts - former Monterey Auto Supply	4006-986748	LED Becon	Paid by Check # 102612		06/05/2023	06/05/2023	06/05/2023		06/16/2023	84.31
10465 - Pacific Smog	1294	Smog Inspections	Paid by Check # 102615		06/01/2023	06/05/2023	06/05/2023		06/16/2023	375.75
Account 6360.690 - Maint & Repairs Supplies Totals										Invoice Transactions 4
										\$601.64
Sub-Division 00 - Non-Subdiv Totals										Invoice Transactions 4
										\$601.64
Division 313 - Vehicle Maint Totals										Invoice Transactions 4
										\$601.64
Department 310 - Public Works Totals										Invoice Transactions 24
										\$6,266.54
Department 410 - Planning										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6300.610 - Prof Svc Planning - Consultant										
10268 - Harris & Associates	57819	Harris & Associates April 30, 2023 to May 27, 2023	Paid by Check # 102602		06/01/2023	06/02/2023	06/02/2023		06/16/2023	6,390.00
Account 6300.610 - Prof Svc Planning - Consultant Totals										Invoice Transactions 1
										\$6,390.00
Account 6400.230 - Material & Suppl Fuel - Gas and Diesel										
10416 - Monterey County Petroleum-Sturdy Oil Co.	23830A-IN	Fuel Regular/Ethanol and Diesel	Paid by Check # 102610		05/26/2023	06/07/2023	06/07/2023		06/16/2023	120.50
Account 6400.230 - Material & Suppl Fuel - Gas and Diesel Totals										Invoice Transactions 1
										\$120.50
Account 6400.352 - Material & Suppl IT - Software (non-capitalize)										
10046 - ARC (Former San Jose Blue)	12108713	ARC May 2023	Paid by Check # 102591		05/22/2023	05/31/2023	05/31/2023		06/16/2023	282.96
Account 6400.352 - Material & Suppl IT - Software (non-capitalize) Totals										Invoice Transactions 1
										\$282.96
Sub-Division 00 - Non-Subdiv Totals										Invoice Transactions 3
										\$6,793.46
Division 000 - Non-Div Totals										Invoice Transactions 3
										\$6,793.46
Department 410 - Planning Totals										Invoice Transactions 3
										\$6,793.46



Accounts Payable by G/L Distribution Report

Payment Date Range 06/16/23 - 06/16/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 430 - Building Inspection										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6300.070 - Prof Svc Building Plan Check & Inspection										
10171 - CSG Consultants	B230818	CSG Building Plan Review Services May 2023	Paid by EFT # 3378		06/01/2023	06/13/2023	06/13/2023		06/16/2023	3,099.30
Account 6300.070 - Prof Svc Building Plan Check & Inspection Totals									Invoice Transactions 1	\$3,099.30
Account 6300.100 - Prof Svc Code Enforcement										
11477 - Cheryl Kent - DBA Fastrac	2023-50	Code Enforcement Investigations	Paid by Check # 102630		06/08/2023	06/09/2023	06/09/2023		06/16/2023	2,310.00
Account 6300.100 - Prof Svc Code Enforcement Totals									Invoice Transactions 1	\$2,310.00
Account 6400.565 - Material & Suppl Office Supplies										
10732 - Office Depot-General Account	312936665001	Office Depot Building Supplies	Paid by Check # 102614		05/23/2023	06/05/2023	06/05/2023		06/16/2023	30.58
Account 6400.565 - Material & Suppl Office Supplies Totals									Invoice Transactions 1	\$30.58
Sub-Division 00 - Non-Subdiv Totals									Invoice Transactions 3	\$5,439.88
Division 000 - Non-Div Totals									Invoice Transactions 3	\$5,439.88
Department 430 - Building Inspection Totals									Invoice Transactions 3	\$5,439.88
Department 510 - Recreation & Culture										
Division 100 - Admin										
Sub-Division 00 - Non-Subdiv										
Account 6360.690 - Maint & Repairs Supplies										
10726 - Ace Hardware-Parks&Recreation	085280	account 107	Paid by Check # 102586		05/15/2023	06/13/2023	06/13/2023		06/16/2023	48.03
Account 6360.690 - Maint & Repairs Supplies Totals									Invoice Transactions 1	\$48.03
Account 6400.230 - Material & Suppl Fuel - Gas and Diesel										
10416 - Monterey County Petroleum-Sturdy Oil Co.	23830A-IN	Fuel Regular/Ethanol and Diesel	Paid by Check # 102610		05/26/2023	06/07/2023	06/07/2023		06/16/2023	301.26
Account 6400.230 - Material & Suppl Fuel - Gas and Diesel Totals									Invoice Transactions 1	\$301.26
Sub-Division 00 - Non-Subdiv Totals									Invoice Transactions 2	\$349.29
Division 100 - Admin Totals									Invoice Transactions 2	\$349.29
Division 514 - Sports										
Sub-Division 00 - Non-Subdiv										
Account 6400.656 - Material & Suppl Recr Sports Prog										
10726 - Ace Hardware-Parks&Recreation	085142	account 107	Paid by Check # 102586		05/01/2023	06/13/2023	06/13/2023		06/16/2023	24.01



Accounts Payable by G/L Distribution Report

Payment Date Range 06/16/23 - 06/16/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 510 - Recreation & Culture										
Division 514 - Sports										
Sub-Division 00 - Non-Subdiv										
Account 6400.656 - Material & Suppl Recr Sports Prog										
10726 - Ace Hardware-Parks&Recreation	085169	account 107	Paid by Check # 102586		05/04/2023	06/13/2023	06/13/2023		06/16/2023	(9.82)
Account 6400.656 - Material & Suppl Recr Sports Prog Totals							Invoice Transactions	2		\$14.19
Sub-Division 00 - Non-Subdiv Totals							Invoice Transactions	2		\$14.19
Division 514 - Sports Totals							Invoice Transactions	2		\$14.19
Department 510 - Recreation & Culture Totals							Invoice Transactions	4		\$363.48
Fund 100 - General Fund Totals							Invoice Transactions	71		\$76,683.13



Accounts Payable by G/L Distribution Report

Payment Date Range 06/16/23 - 06/16/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 130 - Library Maintenance										
Department 000 - Non-Dept										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6360.440 - Maint & Repairs Landscape General										
10446 - New Image Landscape Co.	142601	Landscape Maintenance May 2023	Paid by Check # 102613		05/31/2023	06/05/2023	06/05/2023		06/16/2023	675.00
Account 6360.440 - Maint & Repairs Landscape General Totals							Invoice Transactions	1		\$675.00
Sub-Division 00 - Non-Subdiv Totals							Invoice Transactions	1		\$675.00
Division 000 - Non-Div Totals							Invoice Transactions	1		\$675.00
Department 000 - Non-Dept Totals							Invoice Transactions	1		\$675.00
Fund 130 - Library Maintenance Totals							Invoice Transactions	1		\$675.00



Accounts Payable by G/L Distribution Report

Payment Date Range 06/16/23 - 06/16/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 220 - Gas Tax										
Department 000 - Non-Dept										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6380.500 - Utilities Water & Sewer										
10349 - Marina Coast Water District	000056036	2nd Ave/Divarty &	Paid by Check		05/31/2023	06/07/2023	06/07/2023		06/16/2023	177.74
	053123	Intergarrison	# 102607							
10349 - Marina Coast Water District	000056037	2nd Ave	Paid by Check		05/31/2023	06/07/2023	06/07/2023		06/16/2023	177.74
	053123		# 102607							
10349 - Marina Coast Water District	000056095	2nd Ave	Paid by Check		05/31/2023	06/07/2023	06/07/2023		06/16/2023	177.74
	053123		# 102607							
Account 6380.500 - Utilities Water & Sewer Totals							Invoice Transactions	3		\$533.22
Account 6400.155 - Material & Suppl Dump Fees										
10043 - Aramark Uniform Service	5110237623	PW Shop Supplies	Paid by Check		06/07/2023	06/07/2023	06/07/2023		06/16/2023	112.51
			# 102590							
Account 6400.155 - Material & Suppl Dump Fees Totals							Invoice Transactions	1		\$112.51
Account 6400.230 - Material & Suppl Fuel - Gas and Diesel										
10416 - Monterey County Petroleum-Sturdy Oil Co.	23830A-IN	Fuel Regular/Ethanol and Diesel	Paid by Check		05/26/2023	06/07/2023	06/07/2023		06/16/2023	591.31
			# 102610							
Account 6400.230 - Material & Suppl Fuel - Gas and Diesel Totals							Invoice Transactions	1		\$591.31
Account 6400.740 - Material & Suppl Special Dept Suppl										
10540 - Sierra Springs & Alhambra	9696351	Corp Yard	Paid by Check		06/03/2023	06/02/2023	06/02/2023		06/16/2023	106.41
	060323		# 102620							
Account 6400.740 - Material & Suppl Special Dept Suppl Totals							Invoice Transactions	1		\$106.41
Account 6400.750 - Material & Suppl Street Material (non-capitalize)										
10261 - Graniterock/Pavex Construction	2095803	Granitepatch	Paid by Check		06/03/2023	06/07/2023	06/07/2023		06/16/2023	1,652.82
			# 102601							
Account 6400.750 - Material & Suppl Street Material (non-capitalize) Totals							Invoice Transactions	1		\$1,652.82
Sub-Division 00 - Non-Subdiv Totals							Invoice Transactions	7		\$2,996.27
Division 000 - Non-Div Totals							Invoice Transactions	7		\$2,996.27
Department 000 - Non-Dept Totals							Invoice Transactions	7		\$2,996.27
Fund 220 - Gas Tax Totals							Invoice Transactions	7		\$2,996.27



Accounts Payable by G/L Distribution Report

Payment Date Range 06/16/23 - 06/16/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 223 - FORA Dissolution										
Department 000 - Non-Dept										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6300.570 - Prof Svc Other										
11489 - Wallace Group, Inc.	59337	Program Management	Paid by Check # 102626		05/31/2023	06/07/2023	06/07/2023		06/16/2023	391.63
Account 6300.570 - Prof Svc Other Totals							Invoice Transactions	1		\$391.63
Sub-Division 00 - Non-Subdiv Totals							Invoice Transactions	1		\$391.63
Division 000 - Non-Div Totals							Invoice Transactions	1		\$391.63
Department 000 - Non-Dept Totals							Invoice Transactions	1		\$391.63
Fund 223 - FORA Dissolution Totals							Invoice Transactions	1		\$391.63



Accounts Payable by G/L Distribution Report

Payment Date Range 06/16/23 - 06/16/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 232 - Seabreeze AD										
Department 000 - Non-Dept										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6360.440 - Maint & Repairs Landscape General										
10446 - New Image Landscape Co.	142601	Landscape Maintenance May 2023	Paid by Check # 102613		05/31/2023	06/05/2023	06/05/2023		06/16/2023	218.00
Account 6360.440 - Maint & Repairs Landscape General Totals							Invoice Transactions	1		\$218.00
Sub-Division 00 - Non-Subdiv Totals							Invoice Transactions	1		\$218.00
Division 000 - Non-Div Totals							Invoice Transactions	1		\$218.00
Department 000 - Non-Dept Totals							Invoice Transactions	1		\$218.00
Fund 232 - Seabreeze AD Totals							Invoice Transactions	1		\$218.00



Accounts Payable by G/L Distribution Report

Payment Date Range 06/16/23 - 06/16/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 233 - Monterey Bay Estates AD										
Department 000 - Non-Dept										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6360.440 - Maint & Repairs Landscape General										
10446 - New Image Landscape Co.	142601	Landscape Maintenance May 2023	Paid by Check # 102613		05/31/2023	06/05/2023	06/05/2023		06/16/2023	468.00
Account 6360.440 - Maint & Repairs Landscape General Totals							Invoice Transactions	1		\$468.00
Sub-Division 00 - Non-Subdiv Totals							Invoice Transactions	1		\$468.00
Division 000 - Non-Div Totals							Invoice Transactions	1		\$468.00
Department 000 - Non-Dept Totals							Invoice Transactions	1		\$468.00
Fund 233 - Monterey Bay Estates AD Totals							Invoice Transactions	1		\$468.00



Accounts Payable by G/L Distribution Report

Payment Date Range 06/16/23 - 06/16/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 235 - Cypress Cove II AD										
Department 000 - Non-Dept										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6360.440 - Maint & Repairs Landscape General										
10446 - New Image Landscape Co.	142601	Landscape Maintenance May 2023	Paid by Check # 102613		05/31/2023	06/05/2023	06/05/2023		06/16/2023	530.00
Account 6360.440 - Maint & Repairs Landscape General Totals							Invoice Transactions	1		\$530.00
Sub-Division 00 - Non-Subdiv Totals							Invoice Transactions	1		\$530.00
Division 000 - Non-Div Totals							Invoice Transactions	1		\$530.00
Department 000 - Non-Dept Totals							Invoice Transactions	1		\$530.00
Fund 235 - Cypress Cove II AD Totals							Invoice Transactions	1		\$530.00



Accounts Payable by G/L Distribution Report

Payment Date Range 06/16/23 - 06/16/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 251 - CFD - Locke Paddon										
Department 000 - Non-Dept										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6360.440 - Maint & Repairs Landscape General										
10446 - New Image Landscape Co.	142601	Landscape Maintenance May 2023	Paid by Check # 102613		05/31/2023	06/05/2023	06/05/2023		06/16/2023	249.00
Account 6360.440 - Maint & Repairs Landscape General Totals							Invoice Transactions	1		\$249.00
Sub-Division 00 - Non-Subdiv Totals							Invoice Transactions	1		\$249.00
Division 000 - Non-Div Totals							Invoice Transactions	1		\$249.00
Department 000 - Non-Dept Totals							Invoice Transactions	1		\$249.00
Fund 251 - CFD - Locke Paddon Totals							Invoice Transactions	1		\$249.00



Accounts Payable by G/L Distribution Report

Payment Date Range 06/16/23 - 06/16/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 422 - Capital Projects - Measure X										
Department 000 - Non-Dept										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6300.570 - Prof Svc Other										
11489 - Wallace Group, Inc.	59337	Program Management	Paid by Check # 102626		05/31/2023	06/07/2023	06/07/2023		06/16/2023	3,574.71
Account 6300.570 - Prof Svc Other Totals							Invoice Transactions	1		<u>\$3,574.71</u>
Sub-Division 00 - Non-Subdiv Totals							Invoice Transactions	1		<u>\$3,574.71</u>
Division 000 - Non-Div Totals							Invoice Transactions	1		<u>\$3,574.71</u>
Department 000 - Non-Dept Totals							Invoice Transactions	1		<u>\$3,574.71</u>
Fund 422 - Capital Projects - Measure X Totals							Invoice Transactions	1		<u>\$3,574.71</u>



Accounts Payable by G/L Distribution Report

Payment Date Range 06/16/23 - 06/16/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 460 - Airport Capital Projects										
Department 000 - Non-Dept										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6300.570 - Prof Svc Other										
11785 - BELFOR USA GROUP, INC	1809980	3200 Imjin Rd Bldg A	Paid by Check # 102592		03/13/2023	05/31/2023	05/01/2023		06/16/2023	5,252.20
11489 - Wallace Group, Inc.	59497	Airport B533 Exterior CM	Paid by Check # 102626		06/01/2023	06/02/2023	06/02/2023		06/16/2023	1,368.00
Account 6300.570 - Prof Svc Other Totals							Invoice Transactions	2		\$6,620.20
Sub-Division 00 - Non-Subdiv Totals							Invoice Transactions	2		\$6,620.20
Division 000 - Non-Div Totals							Invoice Transactions	2		\$6,620.20
Department 000 - Non-Dept Totals							Invoice Transactions	2		\$6,620.20
Fund 460 - Airport Capital Projects Totals							Invoice Transactions	2		\$6,620.20



Accounts Payable by G/L Distribution Report

Payment Date Range 06/16/23 - 06/16/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 462 - City Capital Projects										
Department 000 - Non-Dept										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6300.570 - Prof Svc Other										
11762 - Raimi + Associates, Inc	23-5780	Marina GPU-April 2023	Paid by EFT # 3381		05/30/2023	05/30/2023	05/30/2023		06/16/2023	42,996.85
11489 - Wallace Group, Inc.	59337	Program Management	Paid by Check # 102626		05/31/2023	06/07/2023	06/07/2023		06/16/2023	9,805.57
10462 - Pacific Crest Engineering	12292	California Ave Pedestrian Crossing	Paid by EFT # 3380		05/31/2023	06/07/2023	06/07/2023		06/16/2023	397.50
11489 - Wallace Group, Inc.	59496	Glorya Jean Tate Pump Track & Restroom Improvements	Paid by Check # 102626		06/01/2023	06/02/2023	06/02/2023		06/16/2023	9,327.03
11489 - Wallace Group, Inc.	59488	MLK Sculpture CDs	Paid by Check # 102626		06/01/2023	06/02/2023	06/02/2023		06/16/2023	508.13
11489 - Wallace Group, Inc.	59480	Sea Haven City Park	Paid by Check # 102626		06/01/2023	06/02/2023	06/02/2023		06/16/2023	1,445.75
Account 6300.570 - Prof Svc Other Totals							Invoice Transactions	6		<u>\$64,480.83</u>
Sub-Division 00 - Non-Subdiv Totals							Invoice Transactions	6		<u>\$64,480.83</u>
Division 000 - Non-Div Totals							Invoice Transactions	6		<u>\$64,480.83</u>
Department 000 - Non-Dept Totals							Invoice Transactions	6		<u>\$64,480.83</u>
Fund 462 - City Capital Projects Totals							Invoice Transactions	6		<u>\$64,480.83</u>



Accounts Payable by G/L Distribution Report

Payment Date Range 06/16/23 - 06/16/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 555 - Marina Airport										
Department 000 - Non-Dept										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6300.450 - Prof Svc Legal - City Attorney Other Svc										
10249 - Gatzke Dillon & Ballance	14671	Airport Issues	Paid by Check # 102599		05/31/2023	05/31/2023	05/19/2023		06/16/2023	105.00
Account 6300.450 - Prof Svc Legal - City Attorney Other Svc Totals									Invoice Transactions 1	\$105.00
Account 6360.450 - Maint & Repairs Maint & Repairs										
10728 - Ace Hardware-Public Works	085423	Padlocks, Bulb LED	Paid by Check # 102587		05/26/2023	05/31/2023	05/26/2023		06/16/2023	120.10
10728 - Ace Hardware-Public Works	085514	50:1 FUEL; FASTENERS	Paid by Check # 102587		06/08/2023	06/14/2023	06/14/2023		06/16/2023	62.24
Account 6360.450 - Maint & Repairs Maint & Repairs Totals									Invoice Transactions 2	\$182.34
Account 6360.566 - Maint & Repairs Other Equipment										
11582 - Quinn Power Systems	WON20011804	Polish Fuel tank and started replacement	Paid by Check # 102619		06/08/2023	07/08/2023	06/14/2023		06/16/2023	4,166.93
Account 6360.566 - Maint & Repairs Other Equipment Totals									Invoice Transactions 1	\$4,166.93
Account 6380.500 - Utilities Water & Sewer										
10349 - Marina Coast Water District	Apr-May 56 097	3200 Imjin Rd	Paid by Check # 102607		05/31/2023	06/15/2023	06/13/2023		06/16/2023	568.87
10349 - Marina Coast Water District	Apr-May 56 043	761 Neeson Rd	Paid by Check # 102607		05/31/2023	06/15/2023	06/15/2023		06/16/2023	210.79
10349 - Marina Coast Water District	Apr-May 56 044	781 Neeson Rd	Paid by Check # 102607		05/31/2023	06/15/2023	06/15/2023		06/16/2023	176.98
10349 - Marina Coast Water District	Apr-May 56 051	721 Neeson Rd	Paid by Check # 102607		05/31/2023	06/15/2023	06/15/2023		06/16/2023	225.00
10349 - Marina Coast Water District	Apr-May 56 092	741 Neeson Rd	Paid by Check # 102607		05/31/2023	06/15/2023	06/15/2023		06/16/2023	1,372.64
10349 - Marina Coast Water District	Apr-May 56 096	3271 Imjin Rd	Paid by Check # 102607		05/31/2023	06/15/2023	06/15/2023		06/16/2023	127.00
10432 - Monterey One Water - former MRWPCA	13-000145 053123	3260 Imjin Rd Bldg 514	Paid by Check # 102611		05/31/2023	06/24/2023	06/13/2023		06/16/2023	47.90
10432 - Monterey One Water - former MRWPCA	13-000144 053123	3200 Imjin Rd 507	Paid by Check # 102611		05/31/2023	06/24/2023	06/13/2023		06/16/2023	28.80
10432 - Monterey One Water - former MRWPCA	13-000159 053123	761 Neeson Rd 524	Paid by Check # 102611		05/31/2023	06/24/2023	06/13/2023		06/16/2023	220.40
10432 - Monterey One Water - former MRWPCA	13-000158 053123	711 Neeson Rd 535	Paid by Check # 102611		05/31/2023	06/24/2023	06/13/2023		06/16/2023	47.90
10432 - Monterey One Water - former MRWPCA	13-000152 053123	741 Neeson Rd 527	Paid by Check # 102611		05/31/2023	06/24/2023	06/13/2023		06/16/2023	28.80
10432 - Monterey One Water - former MRWPCA	13-000157 053123	721 Neeson Rd 533	Paid by Check # 102611		05/31/2023	06/24/2023	06/13/2023		06/16/2023	191.60
10432 - Monterey One Water - former MRWPCA	13-000149 053123	791 Neeson Rd	Paid by Check # 102611		05/30/2023	06/24/2023	06/13/2023		06/16/2023	28.80



Accounts Payable by G/L Distribution Report

Payment Date Range 06/16/23 - 06/16/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 555 - Marina Airport										
Department 000 - Non-Dept										
Division 000 - Non-Div										
Sub-Division 00 - Non-Subdiv										
Account 6380.500 - Utilities Water & Sewer										
10432 - Monterey One Water - former MRWPCA	13-000148 053123	781 Neeson Rd 520	Paid by Check # 102611		05/31/2023	06/24/2023	06/13/2023		06/16/2023	47.90
10432 - Monterey One Water - former MRWPCA	13-000153 053123	771 Neeson Rd 529	Paid by Check # 102611		05/31/2023	06/24/2023	06/13/2023		06/16/2023	28.80
Account 6380.500 - Utilities Water & Sewer Totals									Invoice Transactions 15	\$3,352.18
Account 6400.230 - Material & Suppl Fuel - Gas and Diesel										
10416 - Monterey County Petroleum-Sturdy Oil Co.	23830A-IN	Fuel Regular/Ethanol and Diesel	Paid by Check # 102610		05/26/2023	06/07/2023	06/07/2023		06/16/2023	180.75
Account 6400.230 - Material & Suppl Fuel - Gas and Diesel Totals									Invoice Transactions 1	\$180.75
Account 6400.565 - Material & Suppl Office Supplies										
10728 - Ace Hardware-Public Works	085406	Cooler	Paid by Check # 102587		05/26/2023	05/31/2023	05/31/2023		06/16/2023	49.15
Account 6400.565 - Material & Suppl Office Supplies Totals									Invoice Transactions 1	\$49.15
Account 6700.115 - Capital Outlay Building										
11456 - William A. Thayer Construction, Inc	220573-02	Monterey Skydive Hanger Control Upgrade Bldg 2	Paid by EFT # 3383		05/31/2023	06/02/2023	06/02/2023		06/16/2023	56,128.88
Account 6700.115 - Capital Outlay Building Totals									Invoice Transactions 1	\$56,128.88
Sub-Division 00 - Non-Subdiv Totals									Invoice Transactions 22	\$64,165.23
Division 000 - Non-Div Totals									Invoice Transactions 22	\$64,165.23
Department 000 - Non-Dept Totals									Invoice Transactions 22	\$64,165.23
Fund 555 - Marina Airport Totals									Invoice Transactions 22	\$64,165.23
Grand Totals									Invoice Transactions 115	\$221,052.00



DRAFT

Agenda Item: **10b(1)**
City Council Meeting of
June 20, 2023

MINUTES

Tuesday, May 30, 2023

6:00 P.M. Open Session

**SPECIAL BUDGET STUDY SESSION
CITY COUNCIL, AIRPORT COMMISSION,
MARINA ABRAMS B NON-PROFIT CORPORATION, PRESTON PARK
SUSTAINABLE COMMUNITY NON-PROFIT CORPORATION, SUCCESSOR
AGENCY OF THE FORMER MARINA REDEVELOPMENT AGENCY AND MARINA
GROUNDWATER SUSTAINABILITY AGENCY**

THIS MEETING WILL BE HELD IN PERSON AND VIRTUALLY (HYBRID).

Council Chambers
211 Hillcrest Avenue
Marina, California

AND

Zoom Meeting URL: <https://zoom.us/j/730251556>

Zoom Meeting Telephone Only Participation: 1-669-900-9128 - Webinar ID: 730 251 556

PARTICIPATION

You may participate in the City Council meeting in person or in real-time by calling Zoom Meeting via the weblink and phone number provided at the top of this agenda. Instructions on how to access, view and participate in remote meetings are provided by visiting the City's home page at <https://cityofmarina.org/>. Attendees can make oral comments during the meeting by using the "Raise Your Hand" feature in the webinar or by pressing *9 on your telephone keypad if joining by phone only.

The most effective method of communication with the City Council is by sending an email to marina@cityofmarina.org. Comments will be reviewed and distributed before the meeting if received by 5:00 p.m. on the day of the meeting. All comments received will become part of the record. Council will have the option to modify their action on items based on comments received.

1. CALL TO ORDER
2. ROLL CALL & ESTABLISHMENT OF QUORUM: (City Council, Airport Commissioners, Marina Abrams B Non-Profit Corporation, Preston Park Sustainable Communities Nonprofit Corporation, Successor Agency of the Former Redevelopment Agency Members and Marina Groundwater Sustainability Agency)

MEMBER PRESENT: Brian McCarthy, Kathy Biala, Mayor/Chair Bruce C. Delgado
MEMBERS ABSENT: Liesbeth Visscher, Mayor Pro-Tem/Vice Chair Cristina Medina Dirksen,
3. MOMENT OF SILENCE & PLEDGE OF ALLEGIANCE (Please stand)

4. OTHER ACTION:

- a. Budget Study Session Discussion: Fiscal Year 2023-2024 and 2024-2025 Operating and Capital Improvement Budget.

The City Council discussed the Capital Improvement Project (CIP) consolidated list and how to rate or rank them as priorities.

DELGADO/BIALA: THAT WE RECEIVE TONIGHT'S DISCUSSION AND THE PACKET AND THAT WE DIRECT STAFF TO COME BACK WITH A REVISED NEXT VERSION TO INCLUDE:

1. **THAT WE DIRECT STAFF TO GIVE US A CHART, A PICTORIAL CONNECTING WHICH FUNDS CAN BE USED FOR WHICH PROJECTS.**
2. **THAT WE RECOMMEND DECONSTRUCTING THE HAYES CIRCLE DUPLEXES.**
3. **THAT WE CONSIDER A POLICY TO SET-A-SIDE CIP PROJECT FUNDS (LIKE HALF PERCENT A YEAR).**
4. **THAT WE HAVE A POLICY TO PUT PROJECT NUMBERS ON PROJECT THAT ARE LISTED IN BUDGET STAFF REPORTS USING THE CONSOLIDATED PROJECT NUMBER AND NOT THE RANKING NUMBER.**
5. **COME BACK WITH A RESTROOM CLEANING, OPENING AND CLOSING CONTRACT PROPOSAL (PUMP TRACK)**
6. **WE ASK STAFF TO CONSIDER DOING WHAT IT TAKES TO FIX THE ROOF AT THE COUNCIL CHAMBERS AND CITY HALL.**
7. **DIRECT COUNCIL TO HIGHLY PRIORITIZE OUR LANDSCAPE MEDIANS (RESERVATION RD AND DEL MONTE BLVD.), FUNDING THEM.**
8. **THAT WE GET THE FUNDING FOR PARK MAINTENANCE ESPECIALLY OUR BALLFIELDS (PRESTON PARK AND LOS ARBOLES SPORTS COMPLEX) AND PUMP TACK CONDITIONS.**
9. **THAT WE EXTEND THE DEADLINE FOR COUNCIL MEMBERS TO RANK THE PROJECT WITHOUT ANY BIAS TO EXISTING RANKINGS.**
10. **CIP LIST, IF THERE ARE ITEMS ON THE CIP LIST THAT ARE NOT ON THE CONSOLIDATED LIST COULD WE PLEASE ADD THOSE OR AT LEAST HAVE THEM LOOKED AT BY US, SO WE KNOW WHETHER WE ARE COMFORTABLE NOT ADDING IT.**
11. **WRITTEN POLICY – PROCESS FOR ADDING OR DELETING ITEMS TO THE CONSOLIDATED LIST.**
12. **SUPPORT THE GROWTH OF JOBY AT THE AIRPORT AND THAT IT BECOMES RANKED AS #2 ON THE LIST.** Ayes 3; Noes 0; Absents 2(Visscher/Medina Dirksen); Abstained 0. Motion Passes

Public Comments:

- Denise Turley – Asked where the public can find the slideshow presentation that is being talked about. Looking forward to Carmel Avenue opening up into the Preston Park area.
- Doug Yount – Encouraged council to listen to the staff in terms of their ability to pull all of your priorities together and organize them in such a way that it's comprehensive and yet easy to go through in both the CIP and operating budget. Noted that one priority missing is the

continued support for Joby Aviation, Joby is a game changer for the whole region let alone for the City of Marina. Appreciates the discussion on the Arts Village and understand demo versus rehab and what may be more efficient and more strategic there. Spoke about the maintenance of the medians and parkways at the Dunes project and realizes there are a lot of that around the city but prioritizing that maintenance and coming up with a plan for maintenance would be very helpful. Commented on Phase 3 and the removal of the remaining buildings.

5. ADJOURNMENT: The meeting adjourned at 9:15 P.M.

Anita Sharp, Deputy City Clerk

ATTEST:

Bruce C. Delgado, Mayor



DRAFT

Agenda Item: **10b(2)**
City Council Meeting of
June 20, 2023

MINUTES

Tuesday, June 6, 2023

5:00 P.M. Closed Session

6:30 P.M. Open Session

REGULAR MEETING

**CITY COUNCIL, AIRPORT COMMISSION,
MARINA ABRAMS B NON-PROFIT CORPORATION, PRESTON PARK
SUSTAINABLE COMMUNITY NON-PROFIT CORPORATION, SUCCESSOR
AGENCY OF THE FORMER MARINA REDEVELOPMENT AGENCY AND MARINA
GROUNDWATER SUSTAINABILITY AGENCY**

THIS MEETING WILL BE HELD IN PERSON AND VIRTUALLY (HYBRID).

Council Chambers
211 Hillcrest Avenue
Marina, California

AND

Zoom Meeting URL: <https://zoom.us/j/730251556>

Zoom Meeting Telephone Only Participation: 1-669-900-9128 - Webinar ID: 730 251 556

PARTICIPATION

You may participate in the City Council meeting in person or in real-time by calling Zoom Meeting via the weblink and phone number provided at the top of this agenda. Instructions on how to access, view and participate in remote meetings are provided by visiting the City's home page at <https://cityofmarina.org/>. Attendees can make oral comments during the meeting by using the "Raise Your Hand" feature in the webinar or by pressing *9 on your telephone keypad if joining by phone only.

The most effective method of communication with the City Council is by sending an email to marina@cityofmarina.org. Comments will be reviewed and distributed before the meeting if received by 5:00 p.m. on the day of the meeting. All comments received will become part of the record. Council will have the option to modify their action on items based on comments received.

1. CALL TO ORDER
2. ROLL CALL & ESTABLISHMENT OF QUORUM: (City Council, Airport Commissioners, Marina Abrams B Non-Profit Corporation, Preston Park Sustainable Communities Nonprofit Corporation, Successor Agency of the Former Redevelopment Agency Members and Marina Groundwater Sustainability Agency)

MEMBERS PRESENT: Liesbeth Visscher, Brian McCarthy, Kathy Biala, Mayor Pro-Tem/Vice Chair Cristina Medina Dirksen, Mayor/Chair Bruce C. Delgado
3. PUBLIC COMMENT ON CLOSED SESSION:
4. CLOSED SESSION:

- a. Conference with Real Property Negotiations (\$54956.8)
 - i. Property: City Corporation Yard, 2660 5th Avenue, Marina, CA
Negotiating Party: Marina Coast Water District
Negotiator(s): City Manager
Terms: Price and Terms
- b. Performance Evaluation of Public Employee, (Govt. Code Section 54957(b)(1) – City Manager

6:30 PM - RECONVENE OPEN SESSION AND REPORT ON ANY ACTIONS TAKEN IN CLOSED SESSION

Heidi Quinn, Interim City Attorney reported out Closed Session: Council met at 5:00 pm with regard to the two items listed. Council received information, no reportable action was taken.

- 5. **MOMENT OF SILENCE & PLEDGE OF ALLEGIANCE** (Please stand)

- 6. **SPECIAL PRESENTATIONS:**

- a. **CERTIFICATE OF COMMENDATIONS**

- 1) Glen Sales, Building Rescue
- 2) Jeffrey Abraham, Building Rescue
- 3) Ron Dunlap, Building Rescue
- 4) Jack Lundgren, Beach Rescue
- 5) Jeffrey Abraham, Beach Rescue
- 6) Jesse Alvarenga, Beach Rescue
- 7) Mark Sweeney, Beach Rescue
- 8) Mike B. Smith, Beach Rescue
- 9) Steve DeVincenzi, Beach Rescue

- b. **PROCLAMATIONS**

- 1) Jason McCoy, 2022 Firefighter of the Year
- 2) Pride Month

- c. Monterey One Water Rate Shift Presentation

- 7. **COUNCIL AND STAFF ANNOUNCEMENTS:**

Council Member Visscher – Announced on June 10, 2023 from 10:00am-2:00pm is the MST Surf Transit Fair and Family Fun Day at the Marina Transit Exchange, 280 Reservation Road.

Council Member Biala – Announced on June 24th from 10:00am-3:00pm is the Marina Multi-Cultural Festival at Vince DiMaggio Park.

Mayor Delgado – Thanked the volunteers for all their work at the future Marina Park called Hilltop Park. On June 5th attended an open house for Joby Aviation new Corporate Headquarters in Santa Cruz.

Mayor Pro Tem Medina Dirksen – Commented on Marina Police assisting Salinas police officers and Sheriff's department last week. Gave kudo's the Marina Public Works department for mowing the medians; and to the Recreation department for the staff's ability to keep the children occupied with various summer camps.

City Manager Long – Introduced the new Recreation Director, Andrea Willer and Human Resources Director, Belinda Varela.

8. **PUBLIC COMMENT:** *Any member of the public may comment on any matter within the City Council's jurisdiction that is not on the agenda. This is the appropriate place to comment on items on the Consent Agenda. Action will not be taken on items not on the agenda. Comments are limited to a maximum of three (3) minutes. General public comment may be limited to thirty (30) minutes and/or continued to the end of the agenda. Any member of the public may comment on any matter listed on this agenda at the time the matter is being considered by the City Council. Whenever possible, written correspondence should be submitted to the Council in advance of the meeting, to provide adequate time for its consideration.*

- Eileen Hu – Commented on green waste organics and the different pricing for homes versus apartments and SB1383. Noted that if you want organic waste bins from Greenwaste it would cost extra. This should be included as part of the service.
- Logan Jensen – Agrees with previous speaker. Spoke about the difficulty of college students being able to afford to live in this area. Expressed willingness to work for the city.
- Grace Silva-Santella – announced Friends of the Marina library will host three movies, on June 10th at 2:30pm will be Singing in the Rain; on June 21st at 2:30 pm will be Summer of Sole, a documentary that follows the 1969 Harlem Cultural Festival; and on June 24th at 2:30 pm co-sponsored with the Marina Tree and Garden Club, will be the documentary film Honey Land.
- Viktoria Hill – Opposes the proposed cell tower location on California Ave. across from the Sea Haven homes. Did not have the funds to file the appeal and hope council will reconsider putting this cell tower in this area.
- Mike Moeller – Thanked the volunteers who sowed up on June 3rd to help the Friends of the Marna Parks remove the invasive feather grass from the library parking lot. Spoke about the plans for the area around the Martin Luther King Bust Memorial location.
- Denise Turley – Commented on the garbage collection for homes versus apartments and whether you have dumpsters. Supports getting food waste bins for the residents at no additional cost.
- Mia Nguyen – Opposes the proposed cell site on California Ave. Believes this will lower property values.
- Tommy Bolea – Commented on the pump track and all the kids biking around and not wanting to leave. Spoke about Marina having the perfect climate; and also spoke about the energy use in California.

9. **CONSENT AGENDA FOR THE SUCCESSOR AGENCY TO THE FORMER MARINA REDEVELOPMENT AGENCY:** *Background information has been provided to the Successor Agency of the former Redevelopment Agency on all matters listed under the Consent Agenda, and these items are considered to be routine and non-controversial. All items under the Consent Agenda are normally approved by one motion. Prior to such a motion being made, any member of the public or City Council may ask a question or make a comment about an agenda item and staff may provide a response. If discussion or a lengthy*

explanation is required, the Council may remove an item from the Consent Agenda for individual consideration. If an item is pulled for discussion, it will be placed at the end of Other Action Items Successor Agency to the former Marina Redevelopment Agency.

10. CONSENT AGENDA: *These items are considered to be routine and non-controversial. All items under the Consent Agenda may be approved by one motion. Prior to such a motion being made, any member of City Council may ask a question or make a comment about an agenda item and staff may provide a response. If discussion or a lengthy explanation is required, Council may remove the item from the Consent Agenda and it will be placed at the end of Other Action Items.*
 - a. ACCOUNTS PAYABLE: *(Not a Project under CEQA per Article 20, Section 15378)*
 - (1) Accounts Payable Check Numbers 102415-102536, totaling \$1,246,458.33. Successor Agency Accounts Payable Check Number 117, totaling \$6,887.50.
 - b. MINUTES: *(Not a Project under CEQA per Article 20, Section 15378)*
 - (1) May 16, 2023, Regular City Council Meeting
 - c. CLAIMS AGAINST THE CITY: None
 - d. AWARD OF BID: None
 - e. CALL FOR BIDS: None
 - f. ADOPTION OF RESOLUTIONS:
 - (1) Adopting **Resolution No. 2023-53**, approving the creation of utility easement on City property (City Corporation Yard, 2660 5th Avenue).
 - (2) Adopting **Resolution No. 2023-54**, certifying City of Marina compliance with State law (Proposition 218) with respect to special assessment for the Cypress Cove II Landscape Maintenance Assessment District for FY 2023-2024.
 - (3) Adopting **Resolution No. 2023-55**, certifying City of Marina compliance with State law (Proposition 218) with respect to special assessment for the Seabreeze Landscape Maintenance Assessment District for FY 2023-2024.
 - (4) Adopting **Resolution No. 2023-56**, certifying City of Marina compliance with State law (Proposition 218) with respect to special assessment for the Monterey Bay Estates Landscape Maintenance Assessment District for FY 2023-2024.
 - g. APPROVAL OF AGREEMENTS:
 - (1) Adopting **Resolution No. 2023-57**, awarding the City of Marina Municipal Improvements On-Call Contract 2023 to Monterey Peninsula Engineering, of Marina, California for an annual contract amount not to exceed \$1,000,000, and an option for an additional one (1) year extension with a not to exceed annual funding limit of \$1,000,000.
 - (2) Adopting **Resolution No. 2023-58**, amending the Memorandum of Understanding (MOU) regarding cooperative assistance to comply with Senate Bill 1383, Food Waste Reduction and Organics Recycling Regulations, incorporating changes in the annual cost of program activities.

- (3) ~~Adopting Resolution No. 2023, approving the City of Marina Sister Cities Policy; and approve Memorandum of Understanding for Friendship City agreement between City of Marina and Izunokuni, Japan; and approve Memorandum of Understanding for Sister City agreement between City of Marina and Namwon, South Korea. **Pulled by Mayor Pro Tem Medina Dirksen, becomes agenda item 13d.**~~

h. ACCEPTANCE OF PUBLIC IMPROVEMENTS:

- (1) Adopting **Resolution No. 2023-59**, accepting the completion of all projects completed under the City of Marina Municipal Improvements On-Call Contact 2020.

i. MAPS: None

j. REPORTS: (RECEIVE AND FILE): None

k. FUNDING & BUDGET MATTERS: None

l. APPROVE ORDINANCES (WAIVE SECOND READING): None

m. APPROVE APPOINTMENTS: None

Council Member McCarthy had questions on agenda items 10g(2) and 10h(1)

Mayor Pro Tem Medina Dirksen had questions on agenda item 10g(1) and requested to pull agenda item 10g(3).

MCCARTHY/MEDINA DIRKSEN: TO APPROVE THE CONSENT AGENDA MINUS 10g(3). 5-0-0-0 Motion Passes

11. PUBLIC HEARINGS: *In the Council's discretion, the applicant/proponent of an item may be given up to ten (10) minutes to speak. All other persons may be given up to three (3) minutes to speak on the matter.*

- a. Open public hearing, take testimony from the public and consider adopting **Resolution No. 2023-60**, setting of a 6 percent (6%) Fireworks Cost Recovery Fee and adding the fee to the Master Fee Schedule.

Council discussed past and present cost recovery fees and who pays these fees and where what fund they are deposited in; the history of fires related to fireworks and what other cities fees are. Assessment of fees on illegal fireworks

Public Comments:

- Jason Logan –

VISSCHER/BIALA: TO ADOPT RESOLUTION NO. 2023-60, SETTING OF A 6 PERCENT (6%) FIREWORKS COST RECOVERY FEE AND ADDING THE FEE TO THE MASTER FEE SCHEDULE. 5-0-0-0 Motion Passes

- b. Open a public hearing, take testimony from public and introduce Ordinance No. 2023-, amending the following sections of the Marina Municipal Code (MMC) pertaining to Housing: Sections 17.04, 17.06, 17.08, 17.10, 17.12, 17.16, 17.22, 17.45, 17.48.040 and 17.48.050 and adding new Section 17.51.

Council discussed General Plan Article 5 compliance related to the Mid-year Housing Element and any possible changes already set in Housing Element.

Public Comments:

- Denise Turley – Reminded council that Housing Element has incorrect housing numbers for Preston and Abrams Park.

MCCARTHY/MEDINA DIRKSEN: TO INTRODUCE ORDINANCE NO. 2023-, AMENDING THE FOLLOWING SECTIONS OF THE MARINA MUNICIPAL CODE (MMC) PERTAINING TO HOUSING: SECTIONS 17.04, 17.06, 17.08, 17.10, 17.12, 17.16, 17.22, 17.45, 17.48.040 AND 17.48.050 AND ADDING NEW SECTION 17.51. AYES 5; NOES 0; ABSENT 0; ABSTAIN 0. Motion Passes

12. OTHER ACTIONS ITEMS OF THE SUCCESSOR AGENCY TO THE FORMER MARINA REDEVELOPMENT AGENCY: *Action listed for each Agenda item is that which is requested by staff. The Successor Agency may, at its discretion, take action on any items. Members of the public may be given up to three (3) minutes to speak.*
13. OTHER ACTION ITEMS: *Action listed for each Agenda item is that which is requested by staff. The City Council may, at its discretion, take action on any items. Members of the public may be given up to three (3) minutes to speak.*

Note: No additional major projects or programs should be undertaken without review of the impacts on existing priorities (Resolution No. 2006-79 – April 4, 2006).

- a. Receive an informational item on the proposed mural at 3100 Del Monte Blvd and approve the mural design.

Council Discussed: approval from Sabado family for use of portrait of Gerry Low-Sabado, language in the sign ordinance related to a mural, mural ongoing maintenance and funding, definition of anti-graffiti coating, explanation of the mural to the public, utility meters,

Public Comments:

- Randy Sabado – Surprise and honored that the artist chose to paint this particular scene. Family and Chinese community support this project. Spoke about the 12th Annual Walk of Remembrance held in Pacific Grove.
- Mia Nguyen – Supports mural project, as it represents our diversity. Thanked the artist and all involved in the project.
- Jeff Markham – Asked what type of paint would be used to create the mural. Suggested emphasizing the fishing village part of the mural a little bit more.
- Grace Silva-Santella – Think this is a fabulous, exciting piece of public art. Spoke about the public mural at Gloria Jean Tate Park first done by Friends of the Marina Parks, Amy Tackett and Marina Youth Arts project at Vince DiMaggio Park. Excited to see the diversity of public murals in Marina.

BIALA/MEDINA DIRKSEN: THAT WE APPROVE THE PACIFIC ROOT'S MURAL AT 3100 DEL MONTE BOULEVARD AND CONCUR WITH STAFF RECOMMENDATIONS. AYES 4; NOES 1(McCarthy); ABSENT 0; ABSTAIN 0 Motion Passes.

b. MST Bus Surf line Presentation

Council discussed Surf Line routes, fencing designs for safety areas, reduction of ridership impacts, conversion of zero emission vehicles timeline, environmental issues on Local Coastal Permit, bus schedule time saving, clarification on reconversion back to light rail, meaning of bus standing room, figure of hospitality workers in Marina, bus line construction timeframe, lifetime of surf project, Coastal Commission feedback on this project.

Public Comments:

- Mia Nguyen – Asked how riders are counted, what are the specific benefits to Marina and its residents. Expressed concerns about having a bus route installed next to a walking path. Spoke about ridership cost saving.
- Denise Turley – Enjoyed the presentation. Spoke about the people who cannot drive due to medical reasons and love the services provided by MST.
- Jeff Markham – Surf project will bring improvements to our existing public transit infrastructure. Commented on EV Aerotech technology with Joby and Marina as a leader in EV autonomous driving vehicles. Did not note any dedicated EV charging areas and on demand areas for dispatching out to other areas.
- Tommy Bolea – Commented on the railroad tracks running from Santa Cruz to Monterey. Commented on the proposed route for this project. Commented on California’s carbon footprint versus Europe.
- Laura Hoover – Asked if the proposed route would affect the handcar tour installation?
- Grace Silva-Santella – Opposes the project because it does not help with the reduction of construction related vehicles. Perplexed at the current rider number and the projected numbers. Project impacts the ability to walk through central Marina, allowing buses to trigger the light for more time to get through intersections and pedestrians less time.

c. ~~Consider adopting Resolution No. 2023, amending the Rules and Procedures for the Conduct of Meetings.~~ ***Continued to June 18, 2023***

d. Adopting **Resolution No. 2023-61**, approving the City of Marina Sister Cities Policy; and approve Memorandum of Understanding for Friendship City agreement between City of Marina and Izunokuni, Japan; and approve Memorandum of Understanding for Sister City agreement between City of Marina and Namwon, South Korea. ***Pulled by Mayor Pro Tem Medina Dirksen, was agenda item 10g(3).***

Council discussed the definition of Friendship City and Sister City related to the policy and MOU’s in packet, Policy terms and renewals,

MEDINA DIRKSEN/BIALA: TO ADOPT RESOLUTION NO. 2023-61, APPROVING THE CITY OF MARINA SISTER CITIES POLICY; AND APPROVE MEMORANDUM OF UNDERSTANDING FOR FRIENDSHIP CITY AGREEMENT BETWEEN CITY OF MARINA AND IZUNOKUNI, JAPAN; AND APPROVE MEMORANDUM OF UNDERSTANDING FOR SISTER CITY AGREEMENT BETWEEN CITY OF MARINA AND NAMWON, SOUTH KOREA. 5-0-0-0. Motion Passes

Public Comments: None received.

14. COUNCIL & STAFF INFORMATIONAL REPORTS:

- a. Monterey County Mayor's Association [Mayor Bruce Delgado]
- b. Council reports on meetings and conferences attended (Gov't Code Section 53232).

15. ADJOURNMENT: The meeting adjourned at 11:30 P.M.

Anita Sharp, Deputy City Clerk

ATTEST:

Bruce C. Delgado, Mayor

June 12, 2023

Item No. **10f(1)**

Honorable Mayor and Members
of the Marina City Council

City Council Meeting
of June 20, 2023

**CITY COUNCIL TO CONSIDER ADOPTING RESOLUTION NO. 2023-,
CONFIRMING LEVY OF A SPECIAL TAX FOR THE CITY OF
MARINA COMMUNITY FACILITIES DISTRICT NO. 2007-2 (LOCKE
PADDON) FOR FISCAL YEAR 2023-2024 AS AUTHORIZED BY
ORDINANCE NO. 2007-09; AND RESOLUTION NO. 2023-,
CERTIFYING CITY OF MARINA COMPLIANCE WITH STATE LAW
(PROPOSITION 218) WITH RESPECT TO LEVYING OF SPECIAL
TAXS ON BEHALF OF THE CITY OF MARINA COMMUNITY
FACILITIES DISTRICT NO. 2007-2 FOR FISCAL YEAR 2023-2024 AS
AUTHORIZED BY ORDINANCE NO. 2007-09**

RECOMMENDATION:

It is requested that the City Council:

1. Consider adopting Resolution No. 2023-, confirming levy of a special tax for the City of Marina Community Facilities District No. 2007-2 (Locke Paddon) for Fiscal Year 2023-2024 as authorized by Ordinance No. 2007-09, and;
2. Consider adopting Resolution No. 2023-, certifying City of Marina compliance with State law (Proposition 218) with respect to levying of special taxes for the City of Marina Community Facilities District No. 2007-2 for Fiscal Year 2023-2024 as authorized by Ordinance No. 2007-09

BACKGROUND:

Pursuant to a special election held on July 17, 2007, on August 7, 2007, the City Council unanimously passed Ordinance No. 2007-09, forming the City of Marina Community Facilities District No. 2007-2 (commonly referred to as Locke-Paddon CFD, see “**EXHIBIT B**”). Ordinance 2007-09 also authorized an annual special tax levy for the purpose of landscape and park maintenance. The special tax was first levied for fiscal year 2008-09, in the amount of \$898.58 for each of the fifteen (15) assessed properties. Each subsequent year, Ordinance 2007-09 requires the special tax to be increased by two percent (2.00%) from the previous approved Maximum Special Tax.

For fiscal years 2013/14, 2014/15 and 2015/16, the special tax was temporarily reduced to zero. The City Council Resolutions affirmed that for future calculations, the full, authorized, maximum rate would continue to increase per Ordinance 2007-09. Accordingly, the special tax for each fiscal year since inception has been as follows (NOTE: Monterey County requires that rates be divisible by 2 for placement on the rolls, so calculations are rounded each year):

Fiscal Year	Max. Per Parcel Tax	Approved Levy	Total Special Tax
FY 08/09	\$898.58	\$ 898.58	\$ 13,478.70
FY 09/10	\$916.56	\$ 916.56	\$ 13,748.40
FY 10/11	\$934.90	\$ 934.90	\$ 14,023.50
FY 11/12	\$953.60	\$ 953.60	\$ 14,304.00
FY 12/13	\$972.68	\$ 972.68	\$ 14,590.20
FY 13/14	\$992.14	\$ -	\$ -
FY 14/15	\$1,011.98	\$ -	\$ -
FY 15/16	\$1,032.22	\$ -	\$ -
FY 16/17	\$1,052.86	\$ 420.00	\$ 6,300.00
FY 17/18	\$1,073.92	\$ 475.00	\$ 7,125.00
FY 18/19	\$1,095.40	\$ 450.00	\$ 6,750.00
FY 19/20	\$1,117.30	\$ 488.00	\$ 7,320.00
FY 20/21	\$1,139.64	\$ 785.00	\$ 11,775.00
FY 21/22	\$1,162.44	\$ 820.00	\$ 12,300.00
FY 22/23	\$1,185.68	\$ 1,100.00	\$ 16,500.00
FY 23/24	\$1,209.40	\$ 1,100.00	\$ 16,500.00

ANALYSIS:

Each year's special tax is collected by the Monterey County Tax Collector, and then distributed to the City. When received by the City, special taxes are credited in the accounting system to Fund 251 - CFD No. 2007-2 Locke Paddon. Likewise, expenditures and costs incurred on behalf of the District are paid out of Fund 251 expenditure. It is estimated that by June 30, 2022, the unexpended fund balance in Fund 251 (cumulative tax revenue in excess of expenditures since inception) is projected to be approximately \$4,118. Expected landscaping, utilities, extraordinary maintenance, and City service expenditures for this coming fiscal year (2024-25) will be approximately \$16,035 (“**EXHIBIT C**”). Planned extraordinary maintenance will include decorative fence repairs, irrigation repairs and plant replacement.

Due to the age of the site improvements at the District, a fund balance of \$4,582 will be maintained for replacement costs of site improvements as they reach the end of their life expectancy (e.g. street light fixtures, irrigation system) and for tree removal/replacement as needed.

Section 2 of Ordinance 2007-09 requires the CFD Administrator (the City Manager) “...to determine each year, without further action of this Council, the Special Tax...and, without further action of this Council, to provide all necessary and appropriate information to the Monterey County Auditor...necessary to effect the correct and timely billing and collection of the Special Tax...” Upon evaluation of the anticipated expenditures of the District for the upcoming Fiscal Year 23/24, it is the opinion of the CFD Administrator to assess a special tax of \$1,100.00 per parcel to maintain an adequate fund balance for any potential unforeseen extraordinary maintenance projects.

Monterey County will not impose or collect the special tax on the District's behalf unless the City submits, in a form provided by the County, a certification of compliance with State Law (Proposition 218) that includes a hold harmless and indemnification provision for administrative expenses of the County associated with collection of the City's taxes, assessments, fees or charges, other than the Constitutionally authorized 1% ad valorem tax.

Attached is a resolution which, if adopted by the Council will satisfy the County's certification, hold-harmless and indemnification requirements with respect to the City of Marina Community Facilities District No. 2007-2 Special Tax for the 2023-24 fiscal year.

FISCAL IMPACT:

Special assessments finance the CFD's approved landscape maintenance services. Total to be credited to the district is as follows:

Fund 251 Community Facilities District No. 2007-2	\$16,500.00
---	-------------

CONCLUSION:

This request is submitted for City Council consideration and possible action.

Respectfully submitted,

Edrie Delos Santos, P.E.
Senior Engineer
Public Works Department
City of Marina

REVIEWED/CONCUR:

Juan Lopez
Finance Director
City of Marina

Brian McMinn, P.E., P.L.S.
Public Works Director/City Engineer
City of Marina

Layne P. Long
City Manager
City of Marina

RESOLUTION NO. 2023-

A RESOLUTION OF THE CITY OF MARINA CONFIRMING
LEVY OF A SPECIAL TAX FOR THE CITY OF MARINA COMMUNITY FACILITIES
DISTRICT NO. 2007-2 (LOCKE PADDON) FOR FISCAL YEAR 2023-2024 AS
AUTHORIZED BY ORDINANCE NO. 2007-09

WHEREAS, Ordinance 2007-09 authorized the levy of a special tax for the benefit of the City of Marina Community Facilities District 2007-2 starting in Fiscal Year 2008-2009, and increasing each year by two percent (2%); and

WHEREAS the special tax has been levied each fiscal year as authorized, but was temporarily reduced to zero for Fiscal Years 2013/14, 2014/15 and 2015/16; and

WHEREAS the Administrator has calculated the maximum Fiscal Year 2023-2024 special tax to be \$1,209.40, and;

WHEREAS, the CFD administrator having further considered the special tax requirements in accordance with Exhibit A to Ordinance 2007-09, by which Community Facilities District 2007-2 was established and continues, has determined that a special tax for fiscal year 2023-2024 be assessed at \$1,100.00 per parcel.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Marina that:

1. The City does hereby confirm the diagram and assessment as described in the Engineer's Report on file with the City Clerk.
2. The City does hereby order the levy and collection of said assessment, \$1,100.00 per parcel for FY 2023-2024 assessment for the Locke Paddon Community Facilities District No. 2007-2.
3. It is the intention of the City of Marina that any monetary advance made by it during any fiscal year to cover a deficit in the improvement fund of Community Facilities District No. 2007-2 shall be repaid from the next annual assessments levied and collected within Community Facilities District No. 2007-2.
4. The City Clerk is hereby authorized and directed to file a certified copy of said diagram and assessment with the Monterey County Auditor prior to August 1, 2023.

PASSED AND ADOPTED by the City Council of the City of Marina at a regular meeting duly held on the 20th day of June 2023, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ATTEST:

Bruce Delgado, Mayor

Anita Sharp, Deputy City Clerk

RESOLUTION NO. 2023-

A RESOLUTION OF THE CITY OF MARINA CERTIFYING
COMPLIANCE WITH STATE LAW (PROPOSITOIN 218) WITH RESPECT TO
LEVYING OF SPECIAL TAXES ON BEHALF OF CITY OF MARINA COMMUNITY
FACILITIES DISTRICT NO. 2007-2 FOR FISCAL YEAR 2023-2024 AS AUTHORIZED BY
ORDINANCE NO. 2007-09

WHEREAS, the City of Marina “Public Agency” requests that the Monterey County Auditor-Controller enter those general or special taxes, assessments, or property-related Fees or charges identified in Exhibit “A” on the tax roll for collection and distribution by the Monterey County Treasurer-Tax Collector commencing with the property tax bills for fiscal year 2023-2024.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Public Agency hereby certifies that it has, without limitation, complied with all legal procedures and requirements necessary for the levying and imposition of the general or special taxes, assessments, or property-related fees or charges identified in Exhibit “A”, regardless of whether those procedures and requirements are set forth in the Constitution of the State of California, in State statues, or in the applicable law of the State of California.
2. The Public Agency further certifies that, except for the sole negligence or misconduct of the County of Monterey, its officers, employees, and agents, with regards to the handling of the Cd or electronic file identified as Exhibit “A”, the Public Agency shall be solely liable and responsible for defending, at its sole expense, cost, and risk, each and every action, suit, or other proceeding brought against the County of Monterey, its officers, employees, and agents for every claim, demand, or challenge to the levying or imposition of the general or special taxes, assessments, or property –related fees or charges identified in Exhibit “A” and that it shall pay or satisfy any judgment rendered against the County of Monterey, its officers, employees, and agents on every such action, suit, or other proceeding, including all claims for refunds and interest thereon, legal fees and court costs, and administrative expenses of the County of Monterey to correct the tax rolls.

PASSED AND ADOPTED by the City of Marina City Council at a regular meeting duly held on the 20th day of June 2023, by the following vote:

AYES: Council Members:

NOES: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

ATTEST:

Bruce C. Delgado, Mayor

Anita Sharp, Deputy City Clerk

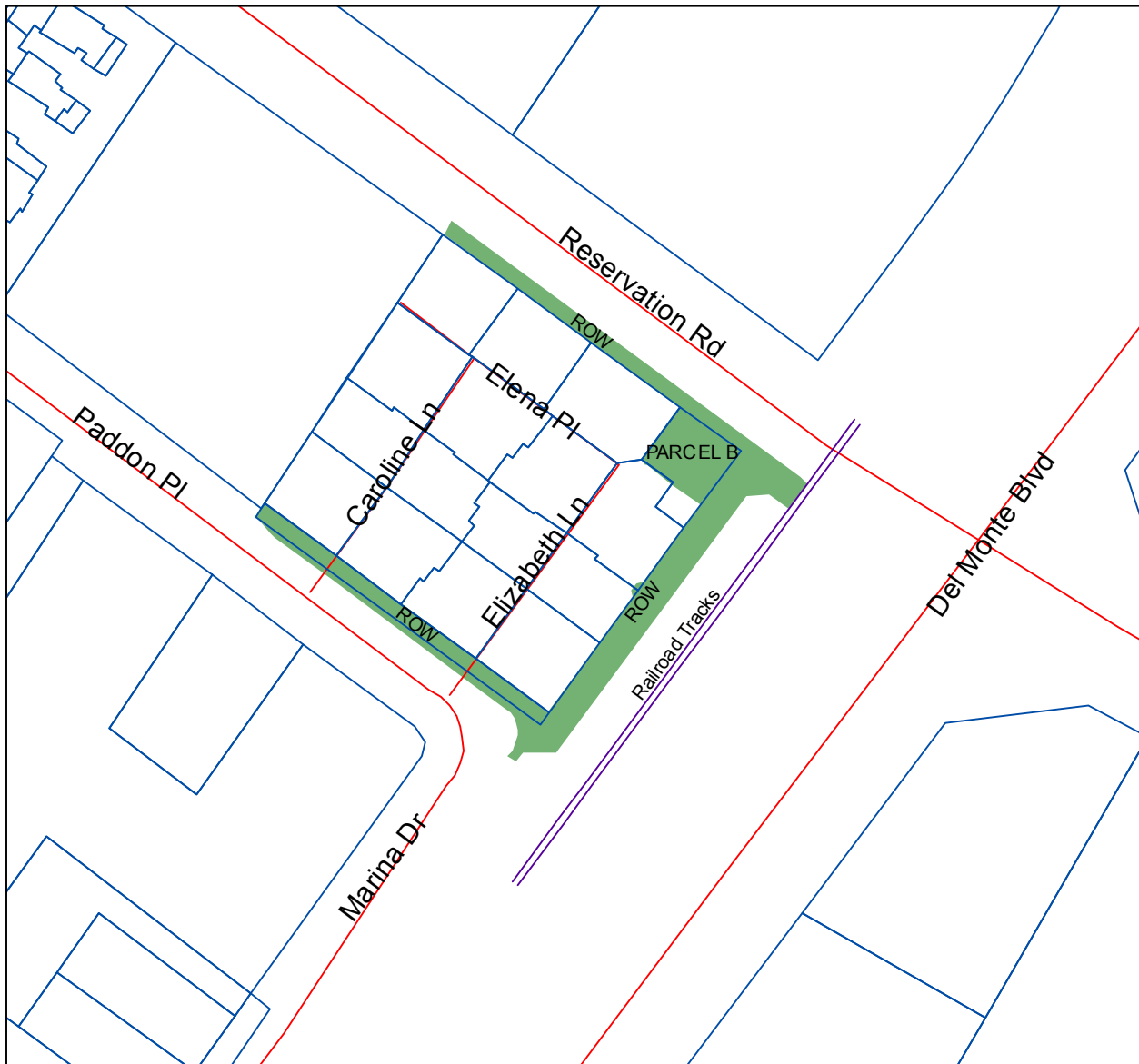
EXHIBIT “A”

**TO
RESOLUTION OF THE CITY OF MARINA, COUNTY
OF MONTEREY, CALIFORNIA, CERTIFYING COMPLIANCE WITH STATE LAW
WITH RESPECT TO THE LEVYING OF SPECIAL TAXES FOR
FISCAL YEAR 2023-2024**

PER-PARCEL SPECIAL TAX:

DIAGRAM & LOT NO.	ASSESSOR'S PARCEL NUMBER	SPECIAL TAX ASSESSMENT
1	033-135-001-000	\$ 1,100.00
2	033-135-002-000	\$ 1,100.00
3	033-135-003-000	\$ 1,100.00
4	033-135-004-000	\$ 1,100.00
5	033-135-005-000	\$ 1,100.00
6	033-135-006-000	\$ 1,100.00
7	033-135-007-000	\$ 1,100.00
8	033-135-008-000	\$ 1,100.00
9	033-135-009-000	\$ 1,100.00
10	033-135-010-000	\$ 1,100.00
11	033-135-011-000	\$ 1,100.00
12	033-135-012-000	\$ 1,100.00
13	033-135-013-000	\$ 1,100.00
14	033-135-014-000	\$ 1,100.00
15	033-135-015-000	\$ 1,100.00

EXHIBIT B CFD DIAGRAM



Locke Paddon Point Landscape Maintenance District

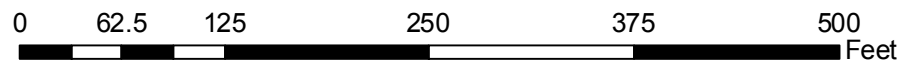
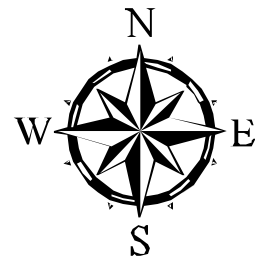


EXHIBIT C
LOCKE-PADDON COMMUNITY FACILITIES DISTRICT
BUDGET SUMMARY

Summary	Estimates FY 2022-2023	Estimates FY 2023-2024	Estimates FY 2024-2025
Beginning Cash Balance, July 1st	\$ 9,741	\$ 4,118	\$ 4,582
(a) Total Special Tax Revenue (15 Parcels)	\$ 12,661	\$ 16,500	\$ 16,500

Expenditures

Contractor Services			
(b) Landscape Maintenance Contract	\$ 2,988	\$ 3,078	\$ 3,170
Utilities	\$ 892	\$ 919	\$ 946
Large Tree Trimming	\$ -	\$ -	\$ -
Extraordinary Maintenance	\$ 8,478	\$ 4,804	\$ 800
Administrative Services			
Supervision	\$ -	\$ -	\$ -
(c) Cost Allocation Charges	\$ 3,926	\$ 5,235	\$ 5,235
Administration (Incl. Engineer's Report)	\$ 2,000	\$ 2,000	\$ 2,000
Total Expenditures	\$ 18,284	\$ 16,035	\$ 12,151

(d) Net Change in Fund Balance	\$ (5,623)	\$ 465	\$ 4,349
---------------------------------------	-------------------	---------------	-----------------

(e) Ending Fund Balance, June 30th	\$ 4,118	\$ 4,582	\$ 8,931
--	-----------------	-----------------	-----------------

(a) Maximum Assessment per Rate of Apportionment is \$1,209.40 per parcel for FY 23/24. Actual Per Parcel Assessment for FY 23/24 is \$1,100.00

(b) Maintenance Costs are shown as increasing per fiscal year by an estimated Consumer Cost Index (CPI) of 3% as allowed by the Contract Specifications.

(c) Cost Allocation Charges adopted in 2018 of \$5,234.94 will be incrementally applied over a four-year period: FY 20/21 = \$1,308.74, FY 21/22 = \$2,617.47, FY 22/23 = \$3,926.21, FY 23/24 = \$5,234.94

(d) Net Change in Fund Balance equals the Total Expenditures subtracted from Total Special Tax Revenue for that Fiscal Year.

(e) End Fund Balance equals the Net Change in Fund Balance plus the Beginning Cash Balance of that Fiscal Year.

June 16, 2023

Item No. **10f(2)**

Honorable Mayor and Members
of the Marina City Council

City Council Meeting
of June 20, 2023

Honorable Chairperson and Members
of the Successor Agency to Marina Redevelopment Agency

Successor Agency Meeting
of June 20, 2023

Chair and Board Members of
Abrams B Non-Profit Corporation

Corporation Meeting
of June 20, 2023

Chair and Board Members of
Preston Park Sustainable Community Non-Profit Corporation

Corporation Meeting
of June 20, 2023

Chair and Board Members of
Airport Commission

Commission Meeting
of June 20, 2023

CITY COUNCIL, SUCCESSOR AGENCY TO THE MARINA REDEVELOPMENT AGENCY, ABRAMS B NON PROFIT CORPORATION BOARD, PRESTON PARK SUSTAINABLE COMMUNITY NON PROFIT CORPORATION BOARD AND AIRPORT COMMISSION CONSIDER ADOPTING RESOLUTION NO. 2023- , 2023- (SA/MRA), 2023- (NPC), 2023- (PPSC-NPC) AND 2023- (MAC) CONTINUING APPROPRIATIONS FOR FISCAL YEAR 2023-24

REQUEST:

It is requested that the City Council, Successor Agency to Marina Redevelopment Agency Board, Abrams B Non-Profit Corporation Board, Preston Park Sustainable Community Non-Profit Corporation Board and Airport Commission consider:

1. Adopting Resolution No. 2023-, 2023- (SA/MRA), 2023- (NPC), 2023- (PPSC-NPC) and 2023- (MAC) continuing appropriations for Fiscal Year 2023-24; and
2. Authorizing The City of Marina to utilize the standard revenue loss allowance under the United States Department of the Treasury Final Rule to comply with the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) under the American Rescue Plan Act (ARPA).

BACKGROUND:

The City Council of the City of Marina, Successor Agency to the Marina Redevelopment Agency Board, Abrams B Non-Profit Corporation Board, Preston Park Sustainable Community Non-Profit Corporation Board and Airport Commission authorize spending through the budget which appropriates funds for each fiscal year. The City's fiscal year is for the period of July 1st through June 30th.

Public meetings were held March 30 and May 30, 2023 to discuss overall city finances, general economic outlook and receive feedback from the City Council and public and to discuss priorities for the current and future budgets.

Additional budget discussions and hearings are continuing to be held and the budget is not anticipated to be adopted by July 1, 2023. The City Council of the City of Marina, Successor Agency to the Marina Redevelopment Agency Board, Abrams B Non-Profit Corporation Board, and Airport Commission will need to consider adopting a resolution to authorize appropriation of applicable entity funds in order to continue to provide City services, pay City obligations and continue approved capital projects.

CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (SLFRF), ALSO KNOWN AS AMERICAN RESCUE PLAN ACT (ARPA):

As part of ARPA, The City of Marina was awarded and has received about \$5.4 million in SLFRF funds. Council previously approved the use of about \$270 thousand of these funds to provide one-time premium pay

to staff who worked through the pandemic as well as one-time loan relief for businesses that participated in the City's small business loan program.

In April 2022 the U.S. Department of the Treasury released its Final Rule that, among other things, allows for smaller cities and jurisdictions, that received less than \$10 million in ARPA funds, to utilize a standard revenue replacement allowance. Under this standard allowance, the final rule presumes that up to \$10 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund government services. This standard allowance offers a simple and convenient way to determine revenue loss, particularly for smaller recipients. The allowance also provides for streamlined reporting and auditing given that the use of funds is now broadened to any service typically provided by recipient governments.

Staff recommends utilizing the standard revenue replacement allowance for the remaining balance of approximately \$5.3 million in SLFRF. Under this action, the City would presume these funds to be used to pay salaries and benefits for all city personnel and departments operating under the General Fund, including Police, Fire, Administration, etc. These funds would effectively provide a one-time revenue source for the City's general fund.

ANALYSIS:

The attached resolution will permit the City to continue to provide city services, pay city obligations and continue approved capital projects at the level established for the fiscal year 2022-23 amended budget until adoption of fiscal years 2023-2024 and 2024-2025 budget. It is anticipated additional budget discussions and activities will be held in July 2023 and a budget will be presented for adoption in July 2023.

FISCAL IMPACT:

Should the City Council of the City of Marina, Successor Agency to the Marina Redevelopment Agency Board, Abrams B Non-Profit Corporation Board, Preston Park Sustainable Community Non-Profit Corporation Board and Airport Commission approve this continuing resolution request, the fiscal impact will be set forth in the FY 2022-23 amended budgets.

Should the City Council of the City of Marina approve the use of the SLFRF standard allowance, general fund revenues that suffered during the pandemic would be replaced and utilized to pay for traditional government services through the end of FY 2022-23.

CONCLUSION:

This request is submitted for City Council, Successor Agency of the Marina Redevelopment Agency Board, Abrams B Corporation Board, Preston Park Corporation Board and Airport Commission consideration and possible action.

Respectfully submitted,

Juan Lopez
Finance Director
City of Marina

REVIEWED/CONCUR:

Layne Long
City Manager
City of Marina

RESOLUTION NO. 2023-
RESOLUTION NO. 2023- (S/A-MRA)
RESOLUTION NO. 2023- (NPC)
RESOLUTION NO. 2023- (PPSC-NPC)
RESOLUTION NO. 2023- (MAC)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARINA, SUCCESSOR AGENCY TO THE MARINA REDEVELOPMENT AGENCY, ABRAMS B NON-PROFIT CORPORATION BOARD, PRESTON PARK SUSTAINABLE COMMUNITY NPC BOARD AND AIRPORT COMMISSION AUTHORIZING CONTINUING APPROPRIATIONS FOR FISCAL YEAR 2023-24

WHEREAS, the City of Marina fiscal year ends on June 30, 2023; and

WHEREAS, the City Council held public meetings on March 30 and May 30 to discuss priorities for the budget for fiscal years 2023-24 and 2024-25; and

WHEREAS, city staff made presentations and addressed City Council and public questions during the above meetings; and

WHEREAS, the City budget process and final adoption will not be completed by the beginning of the fiscal year, July 1, 2023.

WHEREAS, the Final Rule of the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program allows for smaller jurisdictions such as the City of Marina to utilize a standard revenue loss allowance up to \$10,000,000; and

WHEREAS, the City wishes to utilize the SLFRF standard revenue loss allowance to obligate and expend its remaining SLFRF allocation to pay for general government services through fiscal year 2022-23;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Marina, Successor Agency, Abrams B, Preston Park and Airport, as follows:

1. In order to continue to provide city services, pay city obligations and continue approved capital projects, the appropriations of the applicable entity funds are hereby authorized to continue at the levels established for the fiscal year 2022-23 amended budget; and
2. Expenditures shall not exceed the levels established for the fiscal year 2022-23 amended budget; and
3. This resolution shall remain in effect until adoption of fiscal year 2023-24 and 2024-25 budget; and
4. In order to utilize the standard revenue loss allowance of the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program, the City chooses to obligate and expend its remaining funding allocation to pay for general government services, including Public Safety and Administration.

PASSED AND ADOPTED by the City Council of the City of Marina, Successor Agency of the Marina Redevelopment Agency Board, Abrams B Non-Profit Corporation Board, Preston Park Non-Profit Corporation Board and Airport Commission at an adjourned meeting duly held on the 20th day of June 2023, by the following vote:

AYES: COUNCIL/AGENCY MEMBERS:

NOES: COUNCIL/AGENCY MEMBERS:

ABSENT: COUNCIL/AGENCY MEMBERS:

ABSTAIN: COUNCIL/AGENCY MEMBERS:

ATTEST:

Bruce C. Delgado, Mayor/Chair

Anita Sharp, Deputy City Clerk/Board Secretary

June 16, 2023

Item No. **10f(3)**

Honorable Mayor and Members
of the Marina City Council

City Council Meeting
of June 20, 2023

**CITY COUNCIL CONSIDER ADOPTING RESOLUTION NO. 2023-,
ESTABLISHING APPROPRIATIONS LIMIT FOR FY 2023-24**

REQUEST:

It is requested that the City Council:

1. Consider Adopting Resolution No. 2023-, establishing appropriations limit for FY 2023-24.

BACKGROUND:

Article 13B of the California Constitution states that a local government's annual appropriations shall not exceed the appropriations limit of the prior year, adjusted for the change in the cost of living and the change in population. Cost of living and population changes for all local governments are determined by the California Department of Finance.

The appropriations limit creates a restriction on the amount of revenue that can be appropriated in any fiscal year. Only revenues that are "proceeds of taxes" are subject to the limitation as defined by the law. Interestingly, this includes State subventions, which are "money received by a local agency from the State, the use of which unrestricted by the statute providing the subvention (Government Code Section 7903)."

Government Code Section 7910 requires a local government to establish its appropriations limit by resolution each year, for the following fiscal year, at a regularly scheduled or noticed special meeting. The meeting of June 6, 2023 has been noticed via regular agenda posting locations and City website.

ANALYSIS:

As part of the establishment of its annual appropriations limit, the City must formally adopt the two (2) variables used in the calculation as determined by the Department of Finance:

1. Cost-of-living change factor; and
2. Population change factor.

In May 2023, the State of California Department of Finance has determined the change in California's per capita personal income factor as 4.44% ("**EXHIBIT A – Attachment A**"), the change in population for the City of Marina as 2.51% ("**EXHIBIT A – Attachment B**").

These figures combine to produce an appropriations limit calculation factor of 1.0706, which, when applied to the FY 2022-23 appropriations limit of \$31,258,237, produces a FY 2023-24 appropriations limit of \$33,465,519 ("**EXHIBIT B**").

Based upon the above FY 2023-24 appropriation limit of \$33,465,519 and City FY 2023-24 estimated total applicable City local proceed of tax sources, State subventions and/or applicable interest income of approximately \$28.1 million, the City is approximately \$3 million (or 11%) below the limit. Therefore, the City is well within the limit and is compliant with this California State law.

Any challenge to the appropriations limit must be brought to the City of Marina's attention within forty-five (45) days of the effective date of this resolution.

FISCAL IMPACT:

None

CONCLUSION:

This request is submitted for City Council consideration and possible action.

Respectfully submitted,

Juan Lopez
Finance Director
City of Marina

REVIEWED/CONCUR:

Layne P. Long
City Manager
City of Marina

RESOLUTION NO. 2023 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARINA
ESTABLISHING APPROPRIATIONS LIMIT FOR FY 2023-24

WHEREAS, Article XIII B of the California Constitution requires a governmental entity to establish an appropriations limit, and;

WHEREAS, California Government Code Section 7910 requires a local government to establish its appropriations limits by resolution each year, for the following fiscal year, at a regularly scheduled or noticed special meeting, and;

WHEREAS, the City discussed its budget at its regularly scheduled June 6, 2023 meeting, and;

WHEREAS, in May 2023, the State of California Department of Finance determined the change in California's per capita personal income factor ("EXHIBIT A - Attachment A"), the change in population for the City of Marina and the change in population for the County of Monterey ("EXHIBIT A - Attachment B"), and;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Marina establishes appropriations limit for FY 2023-24 at \$33,465,519 ("EXHIBIT B").

BE IT FURTHER RESOLVED that any challenge to the appropriations limit must be brought to the City of Marina's attention within forty-five (45) days of the effective date of this resolution.

PASSED AND ADOPTED by the City Council of the City of Marina at regular meeting duly held on the 20th day of June 2023, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ATTEST:

Bruce C. Delgado, Mayor

Anita Sharp, Deputy City Clerk

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2023, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2023-24. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2023-24 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2023.**

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

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

JOE SPEPHENSHAW
Director
By:

Erika Li
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2023-24 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2023-24	4.44

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2023-24 appropriation limit.

2023-24:

Per Capita Cost of Living Change = 4.44 percent
Population Change = -0.35 percent

Per Capita Cost of Living converted to a ratio: $\frac{4.44 + 100}{100} = 1.0444$

Population converted to a ratio: $\frac{-0.35 + 100}{100} = 0.9965$

Calculation of factor for FY 2023-24: $1.0444 \times 0.9965 = 1.0407$

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
Monterey				
Carmel-By-The-Sea	-0.49	3,048	3,033	3,033
Del Rey Oaks	-0.32	1,545	1,540	1,540
Gonzales	-0.61	8,351	8,300	8,300
Greenfield	1.14	19,693	19,917	19,917
King City	3.71	13,323	13,817	13,817
Marina	2.51	21,527	22,068	22,068
Monterey	-0.49	23,869	23,753	26,845
Pacific Grove	-0.16	14,765	14,741	14,741
Salinas	-0.17	159,745	159,475	159,475
Sand City	0.80	373	376	376
Seaside	0.11	27,647	27,678	29,790
Soledad	0.37	19,262	19,333	26,230
Unincorporated	-0.52	104,324	103,785	104,236
County Total	0.08	417,472	417,816	430,368

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

EXHIBIT B

**CITY OF MARINA
APPROPRIATION LIMIT FOR FISCAL YEAR 2023-24**

The appropriations limit creates a restriction on the amount of revenue which can be appropriated in any fiscal year. Only revenues that are ‘proceeds of taxes,’ as defined by the State code, are subject to the limitation. The basis for calculating the limit began in fiscal year 1978-79 and is calculated each year based on population changes and inflation.

2021/22 Adopted Appropriation Limit					\$	28,804,669
<u>Annual Adjustment</u>						
Change in Population %	0.90%					
Converted to Ratio			1.009			
Change in Per Capita Income %	7.55%					
Converted to Ratio			1.0755			
Combined Factor	1.009	x	1.0755	=		1.0852
2022/23 Appropriation Limit					\$	31,258,237

2022/23 Adopted Appropriation Limit					\$	31,258,237
<u>Annual Adjustment</u>						
Change in Population %	2.51%					
Converted to Ratio			1.0251			
Change in Per Capita Income %	4.44%					
Converted to Ratio			1.0444			
Combined Factor	1.0251	x	1.0444	=		1.0706
2023/24 Appropriation Limit					\$	33,465,519

*** Estimated FY 2023/24**

Taxes	\$	27,102,264
Intergovernmental	\$	312,700
Interest Income	\$	750,000
Total General Fund Revenues	\$	28,164,964
Subject to Limit		
Amount Below Limit (\$)	\$	3,093,273
As a Percent of Total (%)		11%

June 13, 2022

Agenda Item: **10k(1)**

Honorable Mayor and Members
of the Marina City Council

City Council Meeting
of June 20, 2023

**CITY COUNCIL CONSIDER AMENDING “EXHIBIT A” TO
RESOLUTION NO. 2022-158, APPROVING MAYOR’S 2023
RECOMMENDATION FOR MAYOR PRO TEM AND CITY COUNCIL
MEMBER ASSIGNMENTS TO VARIOUS COMMITTEES
/COMMISSIONS /BOARDS**

REQUEST:

It is requested that the City Council consider:

1. Amending “Exhibit A” to Resolution No. 2022-158 approving Mayor’s 2023 recommendation for Mayor Pro Tem and City Council member assignments to various Committees/Commissions/Boards.

BACKGROUND:

On December 20, 2022, the City Council adopted Resolution No. 2022-158, approving the Mayor’s 2023 recommendation for Mayor Pro Tem and City Council member assignments to various Committees/Commissions/Boards.

Appointments to the Monterey Council Convention and Visitors Bureau were Council Member Kathy Biala (Member) and Matt Mogensen (Alternate).

ANALYSIS:

Council Member Biala is unable to attend the Monterey County Convention and Visitors Bureau board meetings and is recommending Council Member Liesbeth Visscher be appointed to this board. (“AMENDED EXHIBIT A”)

FISCAL IMPACT:

None

CONCLUSION:

This request is submitted for City Council consideration and possible action.

Respectfully submitted,

Anita Sharp
Deputy City Clerk
City of Marina

REVIEWED AND CONCUR

Layne P. Long
City Manager
City of Marina

AGENCY

STIPEND

MEMBERS

1) City of Marina Mayor Pro Tem

Cristina Medina-Dirksen

SPECIAL DISTRICTS

1) Monterey Regional Waste Management District
(MRWMD)
3rd Friday, 9:00 a.m., 14201 Del Monte Blvd, Marina
Tim Flanagan, General Manager
PO Box 609
Marina, CA 93933
Ph: 384-5313; Fax: 384-3567
Web Site: www.mrwmd.org

\$100/Mtg

Member: Bruce C. Delgado
4-year term through 2026

2) Northern Salinas Valley Mosquito Abatement District
(NSVMAD)
2nd Tuesday, 12 noon,
Board of Trustees
342 Airport Blvd
Salinas, CA 93905
Ph: 422-6438 (Salinas Office) 373-2483 (Marina Residents); Fax: 422-3337

\$100/Mtg

Member: Nancy Amadeo
4-year term through 2026

3) Monterey-Salinas Transit (MST)
2nd Monday, 10 a.m.,
One Ryan Ranch Rd, Monterey
Carl Sedoryk, General Manager
Monterey CA 93940
Ph: 393-8192; Fax: 899-3954
Web Site: www.mst.org

\$100/Mtg

Member: Liesbeth Visscher

JOINT POWERS AUTHORITIES

- | | | | |
|----|---|-----------------|---|
| 1) | <p>Community Human Services Project (CHS)
 3rd Thursday, 11 a.m.
 Sand City, City Hall, One Sylvan Park
 Robin McCrae, Executive Director
 PO Box 3076
 Monterey, CA 93942-3076
 Ph: 658-3811; Fax: 658-3815
 Web Site: www.chservices.org</p> | No compensation | <p>Member: Brian McCarthy
 Alternate: Kathy Biala</p> |
| 2) | <p>Association of Monterey Bay Area Governments
 (AMBAG)
 2nd Wednesday, 7 p.m., Various Locations
 Maura Twomey, Executive Director
 PO Box 838
 Marina, CA 93933
 Ph: 883-3750; Fax: 883-9155
 E-Mail: info@ambag.org</p> | \$50Mtg | <p>Member: Brian McCarthy
 Alternate: Kathy Biala
 Alternate: Bruce Delgado</p> |
| 3) | <p>Monterey County Regional Taxi Authority
 July 2021
 One Lower Ragsdale Court
 Monterey, CA 93940
 Ph: 831-899-2558
 Website: www.mryrta.org</p> | \$50Mtg | <p>Member: Liesbeth Visscher</p> |

SPECIALLY CONSTRUCTED ORGANIZATIONS

- | | | | |
|----|--|-----------------|---------------------------------|
| 1) | <p>Monterey County Mayors Select Committee
 And Mayors' Association
 1st Friday, 12 noon, Various Locations
 Office of the Mayor
 Monterey City Hall
 Monterey, CA 93940
 Ph: 646-3760; Fax: 646-3702</p> | No Compensation | <p>Member: Bruce C. Delgado</p> |
|----|--|-----------------|---------------------------------|

- | | | | |
|----|--|-----------------|--|
| 2) | Transportation Agency of Monterey County (TAMC)
4 th Wednesday, 9 a.m. (December: 1 st Wednesday)
Salinas Community Center, 940 N Main St
Todd Muck, Executive Director
55-B Plaza Cr
Salinas, CA 93901-2902
Ph: 775-0903; Fax: 775-0897 | No Compensation | Member: Cristina Medina Dirksen
Alternate: Bruce C. Delgado |
| 3) | Transportation Agency of Monterey County (TAMC)
Bicycle & Pedestrian Facilities Advisory Committee
55-B Plaza Cir, Salinas, CA 93901-2902
Ph: 647-7777
1 st Wednesday 6:00 – 8:00 PM | | Willian Greenbaum
2-year term |
| 4) | Monterey County Convention & Visitors Bureau
3 rd Wednesday, 4:00 p.m., various locations
Wave Street
Monterey, CA 93940
Ph: 657-6400
Fax: 648-5373 | No Compensation | Member: Kathy Biala Liesbeth Visscher
Alternate: Matt Mogensen
2-year term |

PARTICIPATION WITH OTHER AGENCIES

- | | | | |
|----|--|-----------------|--|
| 1) | Joint City/Marina Coast Water District
Coordination Committee
1 st Wednesday, 5 p.m., Marina City Hall Conference Room
Remleh Scherzinger, General Manager
11 Reservation Road
Marina, CA 93933
Ph: 384-6131; Fax: 384-2479
E-Mail: jheitzman@mcwd.org | No Compensation | Member: Kathy Biala
Member: Liesbeth Visscher
Alternate: Bruce Delgado |
| 2) | Access Monterey Peninsula (AMP)
3 rd Monday, 12:00 p.m.
Sarah Pierce, Executive Director
465 Tyler Street
Monterey, CA 93940
Ph: 333-1267; Fax: 333-0386
E-Mail: pierce@ampmedia.org | No Compensation | Member: Brian McCarthy |

LIAISON TO CITY COMMISSIONS & COMMITTEES

No Compensation

- 1) Economic Development Commission (EDC)
3rd Thursday, 4:00 p.m., Council Chambers
- 2) Planning Commission (PC)
2nd & 4th Thursday, 6:30 p.m., Council Chambers
- 4) Public Works Commission
3rd Thursday, 6:30 p.m., Council Chambers
- 5) Recreation & Community Services Commission
1st Wednesday, 6:15 p.m., Council Chambers

Council Member: Brian McCarthy

Council Member: Kathy Biala

Council Member: Liesbeth Visscher

Council Member: Cristina Medina Dirksen

AMENDMENT APPROVED at a Regular Meeting of the City Council duly held on June 20, 2023

ATTEST:

Bruce C. Delgado, Mayor

Anita Sharp, Deputy City Clerk

ORDINANCE NO. 2023-07

AN ORDINANCE AMENDING MARINA MUNICIPAL CODE SECTIONS 17.04, 17.06, 17.08, 17.10, 17.12, 17.16, 17.22, AND 17.45, AND REPEALING AND REPLACING SECTIONS 17.48.040 AND 17.48.050 WITH ADOPTION BY REFERENCE OF THE STATE DENSITY BONUS LAW GC §§ 65915-65918 AND ADDING 17.51 – EMPLOYEE HOUSING.

-oOo-

1. The Community Development Department (CDD) for the City of Marina (City), through its regular use and implementation of the Marina Municipal Code (MMC), has discovered several sections that are out of date or may otherwise not conform to State housing law.

2. Through this proposed amendment, staff seeks to modify and add sections to the MMC to simplify the implementation of several state requirements and to incorporate by reference certain housing laws that are frequently changing. Specifically, California statutes pertaining to Supportive Housing (Government Code (GC) §§65650-65656) and Density Bonus (GC §§ 65915-65918) are incorporated by reference to ensure that the City's implementation of these regulations will always be in accordance to state law as it may be amended by the legislature from time to time.

3. Furthermore, the amendments are implementation measures adopted as *Program 3.2: Zoning Ordinance Amendments*, in the City's 5th Cycle Mid-Term Review (2015-2023) that have not yet been implemented. This action adds to the recent amendments undertaken for Reasonable Accommodation and Low-Barrier Navigation Centers that strive to correctly implement adopted Housing Element measures as well as more recent state regulations.

4. An amendment to these Sections of the MMC is needed to provide clarity, transparency, and compliance with state law. The proposed ordinance amendments are referenced herein under SECTION 3. and are provided in a ~~strike through~~ and underline format. Findings for the proposed amendment are included herein.

5. The City of Marina Planning Commission, at a duly noticed public hearing on April 27, 2023, adopted Resolution 2023-11 recommending that the City Council adopt the proposed amendments.

6. The City Council reviewed the proposed amendments and considered the recommendations of the Planning Commission and held a duly noticed public hearing on June 6, 2023.

8. Environmental. In accordance with the California Environmental Quality Act (CEQA), this ordinance is not subject to CEQA pursuant to the State CEQA Guidelines, California Code of Regulations, Title 14, Article 5, Sections 15060(c)(2) and 15061(b)(3) because the activity

will not result in a direct or reasonably foreseeable indirect physical change in the environment and the proposed ordinance is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Therefore, the adoption of this ordinance is exempt from CEQA and no further environmental review is necessary.

NOW, THE CITY COUNCIL OF THE CITY OF MARINA DOES HEREBY ORDAIN
AS FOLLOWS:

SECTION 1. The foregoing recitals are adopted as findings of the City Council as though set forth fully herein.

SECTION 2. The City Council of the City of Marina determines the proposed ordinance amendment is not a project pursuant to CEQA Guideline Sections 15060(c)(2) and 15061(b)(3).

SECTION 3. The City Council hereby adopts the ordinance amendments as follows noting that ~~striketrough~~ and underlined sections refer to those that are recommended for addition or deletion, respectively:

Article 1

17.04

DEFINITIONS

...

17.04.292 Emergency Shelter.

17.04.296 Employee Housing.

“Employee housing” means housing that provides for five (5) or more employees under specified circumstances as defined in the California Employee Housing Act (Public Health & Safety Code Sections 17000-17062.5), as may be amended. Employee housing is privately-operated and does not include government-owned and -operated migrant worker facilities. Employee housing includes living quarters provided in connection with any work, whether or not rent is involved.

Employee housing that provides for six (6) or fewer employees shall be deemed a single-family structure with a residential land use designation for the purposes of this section. For the purpose of all local ordinances, employee housing shall not be included within the definition of a boarding house, rooming house, hotel, dormitory, or other similar term that implies that the employee housing is a business run for profit or differs in any other way from a family dwelling. No conditional use permit, zoning variance, or other zoning clearance shall be required of employee housing that serves six (6) or fewer employees that is not required of a family dwelling of the same type in the same zone. Use of a family dwelling for purposes of employee housing serving six (6) or fewer persons shall not constitute a change of occupancy for purposes of Part 1.5 (commencing with Section 17910) or local building codes. (Health & Safety Code § 17021.5)

17.04.300 Family.

...

Article 2
Chapter 17.06
R-1 OR SINGLE-FAMILY RESIDENTIAL DISTRICT

...

17.06.020 Permitted uses.

Uses permitted in the R-1 districts shall be as follows:

- A. One single-family dwelling per lot;
- B. Accessory dwelling units pursuant to the provisions of Section [17.42.040](#), except in the Coastal Zone where this provision shall not be effective unless and until approved by the California Coastal Commission;
- C. Small residential care homes;
- D. Large family day care homes pursuant to Section [17.42.135](#);
- E. Home occupations pursuant to Section [17.42.110](#);
- F. Transitional housing pursuant to Section [17.04.711](#);
- G. Supportive housing pursuant to Section [17.04.698](#) and subject to the following review timelines per Government Code § 65653(b), as may be amended: The local government shall notify the developer whether the application is complete within thirty (30) days of receipt of an application to develop supportive housing in accordance with this section. The City shall complete its review of the application within sixty (60) days after the application is complete for a project with fifty (50) or fewer units, or within 120 days after the application is complete for a project with more than fifty (50) units;
- H. Employee housing pursuant to Section [17.04.296](#);
- ~~H.I.~~ Other uses accessory and incidental to residential use pursuant to Section [17.42.040](#) and those uses accessory and incidental to a residential use located within the R-1/C-P district, including but not limited to: small family day care and foster home care; rooming and boarding of not more than two persons; the keeping of not more than four dogs and/or cats; and the keeping of domestic chickens pursuant to Section [17.42.160](#).

...

Chapter 17.08
R-2 OR DUPLEX RESIDENTIAL DISTRICT

...

17.08.020 Permitted uses.

Uses permitted in the R-2 districts shall be as follows:

- A. Single-family dwellings;
- B. Accessory dwelling units pursuant to the provisions of Section [17.42.040](#);
- C. Small residential care homes;
- D. Large family day care homes pursuant to Section [17.42.135](#);
- E. Home occupations pursuant to Section [17.42.110](#);
- F. Transitional housing pursuant to Section [17.04.711](#);
- G. Supportive housing pursuant to Section [17.04.698](#) and subject to the following review timelines per Government Code § 65653(b): The City shall notify the developer whether the application is complete within thirty (30) days of receipt of an application to develop supportive housing in accordance with this section. The City shall complete its review of the application within sixty (60) days after the application is complete for a project with fifty (50) or fewer units, or within 120 days after the application is complete for a project with more than fifty (50) units;
- H. Employee housing pursuant to Section [17.04.296](#);
- H.I. Other uses accessory and incidental to residential use pursuant to Section [17.08.040](#), including but not limited to: small family day care and foster home care; rooming and boarding of not more than two persons; the keeping of not more than four dogs and/or cats; and the keeping of domestic chickens pursuant to Section [17.42.160](#).

...

Chapter 17.10

R-3 OR LIMITED MULTI-FAMILY RESIDENTIAL DISTRICT

...

17.10.020 Permitted uses.

Uses permitted in the R-3 districts shall be the following:

- A. Single-family dwellings;
- B. Accessory dwelling units pursuant to the provisions of Section [17.42.040](#);
- C. Small residential care homes;
- D. Large family day care homes pursuant to Section [17.42.135](#);
- E. Home occupations pursuant to Section [17.42.110](#);
- F. Transitional housing pursuant to Section [17.04.711](#);
- G. Supportive housing pursuant to Section [17.04.698](#) and subject to the following review timelines per Government Code § 65653(b): The City shall notify the developer whether the application is complete within thirty (30) days of receipt of an application to develop supportive housing in accordance with this section. The local government shall complete its review of the application within sixty (60) days after the application is complete for a project with fifty (50) or fewer units, or within 120 days after the application is complete for a project with more than fifty (50) units;

H. Employee housing pursuant to Section 17.04.296;

H.I. Other uses accessory and incidental to residential use pursuant to Section 17.10.040, including but not limited to: small family day care and foster home care, rooming and boarding of not more than two persons, the keeping of not more than two dogs and/or cats, and on-site property management.

...

Chapter 17.12

R-4 OR RESIDENTIAL MULTI-FAMILY DISTRICT

...

G. Transitional housing pursuant to Section [17.04.711](#);

H. Supportive housing pursuant to Section [17.04.698](#) and subject to the following review timelines per Government Code § 65653(b): The City shall notify the developer whether the application is complete within thirty (30) days of receipt of an application to develop supportive housing in accordance with this section. The City shall complete its review of the application within sixty (60) days after the application is complete for a project with fifty (50) or fewer units, or within 120 days after the application is complete for a project with more than fifty (50) units;

I. Emergency shelters pursuant to Section [17.04.292](#);

...

Chapter 17.16

C-R COMMERCIAL/MULTIPLE-FAMILY RESIDENTIAL DISTRICT

...

H. Transitional housing pursuant to Section [17.04.711](#);

I. Supportive housing pursuant to Section [17.04.698](#) and subject to the following review timelines per Government Code § 65653(b): City shall notify the developer whether the application is complete within thirty (30) days of receipt of an application to develop supportive housing in accordance with this section. The City shall complete its review of the application within sixty (60) days after the application is complete for a project with fifty (50) or fewer units, or within 120 days after the application is complete for a project with more than fifty (50) units;

J. Emergency shelters pursuant to Section [17.04.292](#).

...

Chapter 17.22

PC OR PLANNED COMMERCIAL DISTRICT

17.22.050 Conditional uses.

The following conditional uses may be permitted when found by the planning commission and the city council to be, by reason of sensitive planning and attractive design, consistent with the purposes and objectives of the planned commercial zone; provided, however, that such uses will not be permitted within the Coastal Zone.

A. Laboratories, research or development installations, specialized light manufacturing institutions, and administrative or executive offices related to such uses, when of a non-nuisance type;

B. Residential uses, including transitional housing and supportive housing, not exceeding ten percent of total floor area of all uses in the district. Supportive housing pursuant to Section 17.04.698 and subject to the following review timelines per Government Code § 65653(b): City shall notify the developer whether the application is complete within thirty (30) days of receipt of an application to develop supportive housing in accordance with this section. The City shall complete its review of the application within sixty (60) days after the application is complete for a project with fifty (50) or fewer units, or within 120 days after the application is complete for a project with more than fifty (50) units;

C. Cannabis retailer;

D. Cannabis manufacturing, cannabis distribution and cannabis testing labs.

Article 4

17.45.040.D.1 and 17.45.040.D.2

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

...

D. The requested accommodation will not require fundamental alteration or frustrate application of the city's zoning or building laws, policies and/or procedures, as defined in the Fair Housing Laws and interpretive case law. The city may consider, ~~but is not limited to,~~ whether granting the accommodation would substantially undermine any express purpose of either the city's general plan or an applicable specific plan and shall apply objective standards to the review of a request for reasonable accommodation as needed. ~~the following factors to determine whether the requested accommodation would or fundamentally alter or frustrate application of the city's zoning or building program:~~

~~1. Whether granting the accommodation would fundamentally alter the character of the neighborhood.~~

~~2. Whether granting the accommodation would result in a substantial increase in traffic or insufficient parking.~~

~~3. Whether granting the accommodation would substantially undermine any express purpose of either the city's general plan or an applicable specific plan.~~

...

Article 5

~~17.48.040 AND 17.48.050~~

DENSITY BONUS

17.48.040 Adoption of State Density Bonus Law by reference

The State Density Bonus law by reference commencing with Government Code §§65915-65918, as may be amended, is adopted by reference. Except as provided in a development agreement

approved by the City Council pursuant to Government Code section 65864, et seq., an applicant for a housing development shall not be entitled to, and shall not be granted:

- A. A density bonus in excess of the maximum density bonus required under the state density bonus law;
- B. A number of concessions in excess of the maximum number of concessions required under the state density bonus law;
- C. Waivers to which the applicant is not otherwise entitled pursuant to the state density bonus law; and
- D. A parking ratio and other provisions for parking more favorable than required under the state density bonus law, except as otherwise permitted pursuant to another provision of this code or other state law.

SECTION 4. Findings. Staff finds the proposed Code amendments compliant with the General Plan and the Marina Municipal Code as follows:

General Plan Compliance

1) General Plan Policy 2.36 - Existing Neighborhoods

Limited opportunities exist for new housing within the City's already established neighborhoods. The available land supply in these areas consists of a limited number of single-family lots scattered throughout existing neighborhoods, multi-family-designated parcels along Del Monte Boulevard north of Reservation Road, and multiple-use commercial areas in which housing is permitted. The latter comprises approximately 18 acres of vacant and economically underutilized land located along Sunset Avenue and Carmel Avenue. The combined capacity of these areas is approximately 200 units.

Evidence: The adoption of the State Density Bonus law, as well as updates to the zoning code for Supportive Housing and Employee Housing, will assist with the implementation of the policy above through infill development of housing for disadvantaged communities.

2) 5th Cycle Interim Housing Element (2015-2023) – Program 3.2 Zoning Ordinance Amendments

Evidence: The updates will help to bring the 5th Cycle Housing Element into compliance with the requirements of State law and will assist the City in the preparation of the 6th Cycle Housing Element for certification by the State Housing and Community Development (HCD) Department as required by law.

Zoning Compliance

3) Lateral consistency with Marina Municipal Code (MMC) Title 17, Article 1. General Provisions (Ch. 17.04 – Definitions), Article 2. Zoning Districts, Uses and Development Standards (Chs. 17.06, 17.08, 17.10), Article 3. Overlay Zones (Ch. 17.38), Article 4. Regulations and Standards Applicable to All Zones, and Article 5. Regulations for Specific Land Uses (Ch. 17.48).

Evidence: The proposed changes to the above sections are intended to bring the MMC in compliance with State law addressing Employee Housing, statutory timelines for Supportive Housing projects, and Density Bonus.

4) Compliance with Section 17.40 – Coastal Zoning

Evidence: The proposed changes will not be in effect in the Coastal zone until such time as a Local Coastal Program (LCP) amendment is approved by the City Council and certified by the California Coastal Commission.

5) Compliance with Section 17.72.010

“This title may be amended by changing the boundaries of districts or by changing any other provision thereof whenever the public necessity and convenience and the general welfare require such amendment by following the procedure of this chapter.”

Evidence: The proposed changes are intended address provisions of the housing sections that are not in compliance with State law or are unclear to the user. The adoption of the State’s Density Bonus regulations by reference will aid in the City’s ongoing compliance with this set of housing regulations that are constantly changing at the State level. The proposed amendments are a public necessity and are undertaken in accordance with the procedure of this chapter.

SECTION 5. Severability. If any portion of this Ordinance is found to be unconstitutional or invalid the City Council hereby declares that it would have enacted the remainder of this Ordinance regardless of the absence of any such invalid part.

SECTION 6. The City Manager is directed to execute all documents and to perform all other necessary acts to implement this Ordinance.

SECTION 7. Effective Date. This Ordinance shall be in full force and effect thirty (30) days after its final passage and adoption.

I HEREBY CERTIFY that the foregoing is a true and correct copy of an Ordinance passed and adopted by the City Council of the City of Marina at a regular meeting duly held the 20th day of June 2023 by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

Bruce C. Delgado, Mayor

ATTEST:

Anita Sharp, Deputy City Clerk

Honorable Mayor and Members
of the Marina City Council

City Council Meeting
of June 20, 2023

CITY COUNCIL/AIRPORT COMMISSION OPEN A PUBLIC HEARING, TAKE ANY TESTIMONY FROM THE PUBLIC, AND CONSIDER INTRODUCTION OF ORDINANCE NO. 2023-, REPEALING AND REPLACING MARINA MUNICIPAL CODE CHAPTER 13.22 MARINA MUNICIPAL AIRPORT AND ADOPTING RULES AND REGULATIONS AND MINIMUM OPERATING STANDARDS BY REFERENCE.

REQUEST:

It is requested that the City Council/Airport Commission consider:

1. Open a public hearing, take any testimony from the public, and consider introduction of Ordinance No. 2023-, repealing and replacing Marina Municipal Code Chapter 13.22 Marina Municipal Airport and adopting Rules and Regulations and Minimum Operating Standards by reference.

BACKGROUND:

The City of Marina (“City”) Municipal Airport (“Airport”) operates under the oversight of the Federal Aviation Administration (FAA). The FAA directs that airport owners, in exchange for federal funding to assist in airport development, should establish Rules and Regulations for users of the airport and Minimum Operating Standards for those wishing to provide aeronautical services on the airport.

Marina Municipal Code (“MMC” or “Code”) Chapter 13.22 provides the regulatory authority and framework for the Airport. The Code was adopted through Ordinance No. 96-1 in 1996 and contains Rules and Regulations and the Minimum Operating Standards for the airport. The FAA has requested that the City review and update the Rules and Regulations and Minimum Operating Standards of the Airport to ensure they are consistent with current FAA regulations and industry standards. In order to facilitate this process, on April 7, 2020, the City Council/Airport Commission approved an agreement with Coffman Associates to update the Airport’s Minimum Operating Standards and Rules and Regulations.

On January 21, 2021, City staff sent a letter and email to all Airport tenants and stakeholders informing them that the draft Rules and Regulations and Minimum Operating Standards are available on the City’s website and informed them of how to participate in a Work Session with the City Council on February 9, 2021.

At the City Council Work Session, staff presented the draft Rules and Regulations and Minimum Operating Standards to the Council and the public. Approximately 10 Airport tenants participated in the meeting and provided their feedback orally and in writing. The feedback received was processed and the documents updated appropriately.

ANALYSIS:

MMC Chapter 13.22, Marina Municipal Airport, currently contains the Rules and Regulations and Minimum Operating Standards for the Airport. In considering the necessary updates, it was found to be more efficient to remove the Rules and Regulations and Minimum Operating Standards from the Code, and instead reference them as standalone documents. By removing these regulations from the Ordinance and incorporated them by reference, the Rules and Regulations and Minimum Operating Standards can be updated regularly as needed to ensure they are current with FAA requirements and industry standards.

The attached Ordinance repeals and replaces MMC Chapter 13.22, entitled Marina Municipal Airport, removes the outdated Rules and Regulations and Minimum Operating Standards, and incorporates by reference the updated Rules and Regulations and Minimum Operating Standards. The updated Rules and Regulations (Exhibit “A”) and Minimum Operating Standards (**EXHIBIT “B”**) are attached to the proposed Ordinance. The Ordinance provides the City Manager to update the Rules and Regulations and Minimum Operating Standards from time to time to ensure the latest industry standards and FAA requirements are met. The Ordinance also continues to contain the enforcement powers of the City Manager and due process rights of the airport users.

Rules and Regulations

The purpose of the Rules and Regulations is to govern the operation and use of civilian facilities and operations at the Airport. They are intended to be in addition to and not in conflict with any Federal, State, or local laws, ordinances, rules, regulations, or policies.

Minimum Operating Standards

The Minimum Operating Standards establish the minimum acceptable qualifications of participants, level and quality of service, and other conditions which will be required of those proposing to conduct commercial aeronautical activities at the Airport. The adoption and enforcement of such Minimum Operating Standards ensures that those individuals, or entities, engaged in commercial aeronautical activities meet certain standards.

ENVIRONMENTAL REVIEW

In accordance with the California Environmental Quality Act (CEQA), this Ordinance is not subject to CEQA pursuant to the State CEQA Guidelines, California Code of Regulations, Title 14, Article 5, Sections 15060(c)(2) and 15061(b)(3) because the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment and the proposed Ordinance is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Therefore, the adoption of this ordinance is exempt from CEQA and no further environmental review is necessary.

FISCAL IMPACT:

There is no anticipated fiscal impact to the Airport Fund or General Fund from this action.

CONCLUSION:

The attached Ordinance repealing and replacing Marina Municipal Code Chapter 13.22, Marina Municipal Airport, and adopting Rules and Regulations and Minimum Operating Standards by reference, updates the outdated Rules and Regulations and Minimum Operating Standards of the current Ordinance to ensure compliance with FAA regulations. Staff recommends that the City Council adopt the Ordinance and adopt the updated Rules and Regulations and Minimum Operating Standards to be incorporated into the Code by reference.

Respectfully submitted,

Matt Mogensen
Assistant City Manager
City of Marina

REVIEWED/CONCUR:

Layne P. Long
City Manager
City of Marina

AN ORDINANCE REPEALING AND REPLACING MARINA MUNICIPAL CODE CHAPTER 13.22
MARINA MUNICIPAL AIRPORT AND ADOPTING RULES AND REGULATIONS AND
MINIMUM OPERATING STANDARDS TO BE INCORPORATED BY REFERENCE

1. The Marina Municipal Airport operates under the oversight of the Federal Aviation Administration (FAA). The FAA directs that airport owners, in exchange for federal funding to assist in airport development, should establish Rules and Regulations for users of the airport and Minimum Operating Standards for those wishing to provide aeronautical services on the airport.

2. Marina Municipal Code (“MMC” or “Code”) Chapter 13.22 provides the regulatory authority and framework for the Marina Municipal Airport (“Airport”). The Code was adopted through Ordinance No. 96-1 and contains the current Rules and Regulations and Minimum Operation Standards.

3. To ensure the efficient, orderly, safe and compliant operations of the Airport, the Rules and Regulations and Minimum Operation Standards require regular updating.

4. The purpose of the Rules and Regulations is to govern the operation and use of civilian facilities and operations at the Airport. They are intended to be in addition to and not in conflict with any Federal, State, or local laws, ordinances, rules, regulations, or policies.

5. The Minimum Operating Standards establish the minimum acceptable qualifications of participants, level and quality of service, and other conditions which will be required of those proposing to conduct commercial aeronautical activities at the Airport. The adoption and enforcement of such Minimum Operating Standards ensures that those individuals, or entities, engaged in commercial aeronautical activities meet certain standards.

6. The City Council desires to repeal and replace Marina Municipal Code Chapter 13.22, Marina Municipal Airport, to removes the Rules and Regulations and Minimum Operating Standards and incorporates them by reference to ensure ongoing consistency with the FAA regulations and industry standards. The updated Rules and Regulations (**Exhibit “A”**) and Minimum Operating Standards (**Exhibit “B”**) are attached hereto..

7. The City Council reviewed the proposed ordinance and held a duly noticed public hearing on June 20, 2023.

8. Environmental. In accordance with the California Environmental Quality Act (CEQA), this Ordinance is not subject to CEQA pursuant to the State CEQA Guidelines, California Code of Regulations, Title 14, Article 5, Sections 15060(c)(2) and 15061(b)(3) because the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment and the proposed ordinance is covered by the general rule that CEQA applies only to projects which have the potential for

causing a significant effect on the environment. Therefore, the adoption of this ordinance is exempt from CEQA and no further environmental review is necessary.

NOW, THE CITY COUNCIL OF THE CITY OF MARINA DOES ORDAIN AS FOLLOWS:

SECTION 1. The foregoing recitals are adopted as findings of the City Council as though set forth fully herein.

SECTION 2. The City Council of the City of Marina determines the proposed Ordinance amendment is not a project pursuant to CEQA Guideline Sections 15060(c)(2) and 15061(b)(3).

SECTION 3. The City Council hereby repeals and replaces the entirety of MMC Chapter 13.22 as follows:

Chapter 13.22
MARINA MUNICIPAL AIRPORT
Article I. General Provisions

Sections:

- | | |
|-----------|--|
| 13.22.010 | Adoption of Marina Municipal Airport Rules and Regulations. |
| 13.22.020 | Compliance with Federal Aviation Act and Federal Aviation Regulations. |
| 13.22.030 | Airport Manager shall enforce Rules and Regulations. |
| 13.22.040 | Compliance with applicable rules and laws. |
| 13.22.050 | Duties and powers of the Airport Manager. |
| 13.22.060 | Interference with airport use prohibited. |
| 13.22.070 | Entrance on airport operations area restricted. |
| 13.22.080 | Use of airport for commercial activities. |
| 13.22.090 | Lease or permit required to conduct commercial business. |
| 13.22.100 | Fees, rates, and charges. |
| 13.22.110 | Enforcement |

Article I. General Provisions

13.22.010 Adoption of Marina Municipal Airport Rules and Regulations

The Marina Municipal Airport Rules and Regulations and Minimum Operating Standards are hereby adopted by the city and incorporated by reference into this chapter, and made a part hereof. The

city manager is authorized to amend the Rules and Regulations and Minimum Operating Standards from time to time to ensure compliance with this chapter.

13.22.020 Compliance with Federal Aviation Act and Federal Aviation Regulations.

A. The Federal Aviation Administration (FAA) Act of 1958 authorizes the administrator of the FAA to prescribe air traffic rules and regulations governing the flight of aircraft. The Federal Aviation Regulations promulgated by the administrator cover all flights on or in the vicinity of the airport.

B. Aeronautical operators, aircraft owners, and other users of the airport are required to be familiar with and comply with the Federal Aviation Regulations and, in particular, Part 91, General Operating and Flight Rules, of said regulations. Copies of these Federal Aviation Regulations are available through the nearest Federal Aviation Administration office.

C. All aeronautical activities at the airport and all flying of aircraft departing from or arriving at said airport shall be conducted in conformity with the Federal Aviation Regulations.

13.22.030 Airport Manager shall enforce Rules and Regulations.

The Airport Manager is empowered to oversee the operations of the airport and to apply and enforce the Rules and Regulations and the Marina Municipal Airport Minimum Operating Standards. The Rules and Regulations incorporated by reference shall apply specifically to the airport and are supplemental to the Federal Aviation Regulations.

13.22.040 Compliance with applicable rules and laws.

All persons using the airport shall be subject to, and governed by, the Rules and Regulations and Minimum Operating Standards established by the Airport Manager, and all other applicable provisions of city ordinances and resolutions, county ordinances and resolutions, state and federal laws, and the Federal Aviation Regulations.

13.22.050 Duties and powers of the Airport Manager.

A. The Airport Manager shall represent the city at all times in regard to all airport matters. They shall also have the following duties and powers:

1. The Airport Manager shall at all times have authority to take such actions as may be deemed necessary to safeguard the public in attendance at the airport, including amending the Rules and Regulations and Minimum Operating Standards as necessary to conform with FAA Regulations and

industry standards. Every fixed base operator, aeronautical operator, aircraft owner, or other person employed on or using the airport shall cooperate to enforce the city Rules and Regulations and to see that all persons upon the premises use care to prevent injury to persons or damage to property.

2. The Airport Manager may suspend or restrict any or all operations at the airport whenever such action is deemed necessary in the interest of safety.

3. The Airport Manager may suspend, as a means of safeguarding the airport and the public, the privileges of the airport and its facilities to any person refusing to comply with these Rules and Regulations.

4. The Airport Manager shall have authority to restrict airport operations to such portion(s) of the airport as he/she may deem necessary or desirable. Any part of the airport temporarily unsafe for aircraft operation which is not available for normal use shall be clearly marked in accordance with recommendations of the FAA.

5. The Airport Manager may issue permits or written permission for use of the airport as authorized herein in the Minimum Operating Standards.

6. The Airport Manager, in any contingency or emergency not specifically covered by the Rules and Regulations or minimum operating standards, is authorized to make such decisions as to him/her may seem proper.

B. Any person aggrieved by a decision of the Airport Manager restricting or prohibiting use of the airport and its facilities, or prohibiting or restricting airport operations, may appeal the Airport Manager's decision to the Marina Airport Commission. A notice of appeal stating the grounds therefore shall be filed with the Airport Commission within ten calendar days following the issuance of the Airport Manager's decision. The matter shall be set for hearing by the Airport Commission within sixty calendar days thereafter.

13.22.060 Interference with airport use prohibited.

No person shall unreasonably obstruct, impair, or interfere with the use of the airport by any other person, or unreasonably obstruct, impair, or interfere with the passage and safe, orderly and efficient use of the airport by any other person, vehicle, or aircraft.

13.22.070 Entrance on airport operations area restricted.

No person, except aeronautical operators, duly authorized personnel, or other persons going to or from aircraft personally conducted by aeronautical operators or airport attendants, shall be permitted to enter the airport operations area. Any person or persons so excepted does not have the privilege of unrestricted use of the airport operations area. These privileges are confined to the necessary use of such space in connection with flights or routine duties.

13.22.080 Use of airport for Commercial Activities or Commercial Aeronautical Activities.

Subject to the Rules and Regulations, Minimum Operating Standards, applicable orders, certificates, or permits of the FAA, or its successors, no person shall use the airport or any portion thereof, or any of its improvements or facilities, as a base for revenue-producing commercial business or activities without compliance with the requirements of this chapter, and other provisions of the city of Marina Municipal Code.

13.22.090 Lease, License, permit or Agreement required to conduct Commercial Activities or Commercial Aeronautical Activities.

A. All persons conducting Commercial Activities or Commercial Aeronautical Activities at the Airport shall, as a condition of conducting such activities, obtain a lease, license, permit, and/or agreement with or from the City authorizing such activities pursuant to, and comply with, all applicable requirements concerning such activities as are set forth in the Minimum Operating Standards and the Airport Rules and Regulations. All persons conducting Commercial Activities or Commercial Aeronautical Activities at the Airport shall obtain a city business license.

B. It is unlawful for any person not so authorized by lease, license, permit, and/or agreement with the city to conduct Commercial Activities or Commercial Aeronautical Activities at the airport.

13.22.100 Fees, rates, and charges.

A schedule of fees, rates, and charges for use of airport areas and facilities shall be established from time to time by resolution of the city council.

13.22.110 Enforcement

It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this chapter or the Rules and Regulations incorporated herein.. Failure to comply with

any of the requirements shall constitute a violation of this code and a citation may be issued to the responsible party, and shall be punishable as set forth in Chapters 1.08 and 1.12.

SECTION 4. The updated Rules and Regulations and Minimum Operating Standards, which are incorporated by referenced, are attached hereto as Exhibit A and B, respectively.

SECTION 5. Severability. If any portion of this Ordinance is found to be unconstitutional or invalid the City Council hereby declares that it would have enacted the remainder of this Ordinance regardless of the absence of any such invalid part.

SECTION 6. The City Manager is directed to execute all documents and to perform all other necessary acts to implement this Ordinance.

SECTION 7. Effective Date. This Ordinance shall be in full force and effect thirty (30) days after its final passage and adoption.

I HEREBY CERTIFY a true and correct copy of the foregoing ordinance was introduced at a regular meeting of the Marina City Council/Airport Commission held on May 20, 2023, and passed and adopted by the City Council of the City of Marina at a regular meeting duly held on the 5th day of July 2023 by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ATTEST:

Bruce C. Delgado, Mayor

Anita Sharp, Deputy City Clerk



**MARINA MUNICIPAL AIRPORT
RULES AND REGULATIONS**



Table of Contents

Article 1.	General Provisions and Definitions.....	1
Section 1-1.	Definitions	1
Section 1-2.	Compliance with Federal Aviation Act and Federal Regulations	7
Section 1-3.	Airport Manager Shall Enforce Rules and Regulations	8
Section 1-4.	Compliance with Applicable Rules and Laws	8
Section 1-5.	Duties and Powers of the Airport Manager	8
Section 1-6.	Hours of Airport Operations.....	9
Section 1-7.	Interference with Airport Use Prohibited.....	9
Section 1-8.	Entrance to Airport Operations Area	9
Section 1-9.	Tenant Contact Information	9
Section 1-10.	Rates, Fees, and Charges	9
Article 2.	General Use of Airport	9
Section 2-1.	Purpose and Application of Rules and Regulations	9
Section 2-2.	Conflicting Laws, Ordinance, Regulations, and Contracts	10
Section 2-3.	Use of Airport Facilities	10
Section 2-4.	Closing the Airport and Control During Emergencies	11
Section 2-5.	Reporting of Accidents.....	12
Section 2-6.	Responsible Party.....	12
Section 2-7.	Minimum Operating Standards	12
Section 2-8.	Aircraft Parking	12
Section 2-9.	Aircraft Owner's Performance of Maintenance and Use of Commercial Aeronautical Activities	13
Section 2-10.	Major Aircraft Alterations and Repairs.....	13
Section 2-11.	Aircraft Hangars.....	13
Section 2-12.	Former Military Hangars.....	16
Section 2-13.	Non-Aviation Use of Aircraft Hangars	16
Section 2-14.	Aircraft Tiedowns	17
Section 2-15.	Use of Wash Racks	17
Section 2-16.	Airport Perimeter Road	17
Section 2-17.	Operational and Restricted Areas	18
Section 2-18.	Access Codes	18
Section 2-19.	Airport Smoking Areas	18
Section 2-20.	Maintenance of Premises.....	18
Section 2-21.	Floor and Apron Care	18
Section 2-22.	Waste Containers and Disposal	19
Section 2-23.	Storage	19
Section 2-24.	Storage, Transfer and Cleanup Charges	19
Section 2-25.	Model Aircraft, Kites, Moored/Free Balloons, Rockets, Etc.	19
Section 2-26.	Use of Airships, Dirigibles, Gliders, Ultralight Vehicles and Powered Parachutes.....	20



Section 2-27.	<i>Unmanned Aircraft Systems (UAS)</i>	20
Section 2-28.	<i>Experimental Aircraft</i>	21
Section 2-29.	<i>Commercial Photography</i>	21
Section 2-30.	<i>Advertisements</i>	21
Section 2-31.	<i>Explosives and Radioactive Substances</i>	21
Section 2-32.	<i>Disorderly Conduct and Intoxicating Liquors</i>	22
Section 2-33.	<i>Firearms at the Airport</i>	22
Section 2-34.	<i>Property Damage, Injurious or Detrimental Activities</i>	22
Section 2-35.	<i>Alteration of Airport Property</i>	22
Section 2-36.	<i>Lost Articles</i>	23
Section 2-37.	<i>Abandoned Property</i>	23
Section 2-38.	<i>Flying Clubs</i>	23
Section 2-39.	<i>Payment of Fees</i>	23
Section 2-40.	<i>Dogs and Other Animals</i>	23
Section 2-41.	<i>Based Aircraft Information</i>	23
Article 3.	Fueling, Flammable Fluids, and Safety	24
Section 3-1.	<i>Fuel Safety</i>	24
Section 3-2.	<i>Restrictions on Commercial Fueling Activities</i>	24
Section 3-3.	<i>Storage of Aircraft Fuel Trucks, Trailers and Other Aircraft Refueling Devices</i>	24
Section 3-4.	<i>Aircraft Refueling and Defueling Locations</i>	24
Section 3-5.	<i>Maintenance of Fuel Servicing Vehicles</i>	25
Section 3-6.	<i>Open Flames</i>	25
Section 3-7.	<i>Removal of Gas, Oil, Grease, Etc.</i>	25
Section 3-8.	<i>Lubricating Oils</i>	26
Section 3-9.	<i>Fire Extinguishers</i>	26
Section 3-10.	<i>Movable Aircraft Fuel Storage Tanks and Containers</i>	26
Section 3-11.	<i>Self-Fueling and Fuel Co-ops</i>	27
Section 3-12.	<i>Fueling of Fuel Vehicles</i>	27
Section 3-13.	<i>Vehicle Fuel</i>	27
Section 3-14.	<i>Fuel Farms</i>	27
Article 4.	Aircraft Rules	27
Section 4-1.	<i>Restricted Runway Operations</i>	27
Section 4-2.	<i>Aircraft Wingspan Restrictions</i>	28
Section 4-3.	<i>Requested Noise Abatement Procedures</i>	28
Section 4-4.	<i>Traffic Pattern/Pattern Altitudes</i>	28
Section 4-5.	<i>Disabled Aircraft</i>	29
Section 4-6.	<i>Negligent Operation of Aircraft</i>	29
Section 4-7.	<i>Running of Aircraft Engines, Exhaust, Propeller Blast or Rotor Wash</i>	29
Section 4-8.	<i>Taxiing of Aircraft</i>	29
Section 4-9.	<i>Common Traffic Advisory Frequency</i>	30



Section 4-10.	<i>Aircraft Incident/Accident Reports</i>	<i>30</i>
Section 4-11.	<i>Interfering or Tampering with Aircraft</i>	<i>30</i>
Section 4-12.	<i>Aircraft Demonstration and Public Events.....</i>	<i>30</i>
Section 4-13.	<i>NOTAMS and Airport Advisories</i>	<i>30</i>
Section 4-14.	<i>Tiedown or Storage of Damaged or Dismantled Aircraft</i>	<i>31</i>
Section 4-15.	<i>Airport Movement/Non-Movement Areas</i>	<i>31</i>
Section 4-16.	<i>Aircraft Parking</i>	<i>31</i>
Section 4-17.	<i>Aircraft Engine Runup</i>	<i>31</i>
Section 4-18.	<i>Hand-Propping of Aircraft Engines</i>	<i>31</i>

Article 5. Vehicles, Pedestrians, Bicycles, Etc.32

Section 5-1.	<i>General Requirements</i>	<i>32</i>
Section 5-2.	<i>Licensing, Registration, and Insurance</i>	<i>32</i>
Section 5-3.	<i>Control of Vehicles</i>	<i>32</i>
Section 5-4.	<i>Speed Limits</i>	<i>33</i>
Section 5-5.	<i>Vehicles Operating on Runway and Taxiways</i>	<i>33</i>
Section 5-6.	<i>Airport Perimeter Security</i>	<i>33</i>
Section 5-7.	<i>Authority to Remove Vehicles</i>	<i>33</i>
Section 5-8.	<i>Bicycles and Miscellaneous Vehicles</i>	<i>34</i>
Section 5-9.	<i>Vehicular Accidents</i>	<i>34</i>
Section 5-10.	<i>Careless Operation, Driving While Intoxicated</i>	<i>34</i>
Section 5-11.	<i>Parking Restrictions</i>	<i>35</i>
Section 5-12.	<i>Airport Access During an Accident or Incident.....</i>	<i>35</i>
Section 5-13.	<i>Pedestrians in the Airside Area</i>	<i>35</i>
Section 5-14.	<i>Vehicle Repair</i>	<i>35</i>
Section 5-15.	<i>Automobiles on Operational Areas.....</i>	<i>36</i>
Section 5-16.	<i>Vendor and Delivery Vehicles.....</i>	<i>36</i>
Section 5-17.	<i>Enforcement of Article 5</i>	<i>36</i>
Section 5-18.	<i>Pedestrians Soliciting Rides.....</i>	<i>36</i>
Section 5-19.	<i>Motor Homes, Boats, Trailers, and Recreational Vehicles.....</i>	<i>36</i>



MARINA MUNICIPAL AIRPORT RULES AND REGULATIONS

Purpose

The purpose of these Rules and Regulations is to promote the safe and efficient operations of Marina Municipal Airport and to provide services for aircraft operators, tenants, businesses, and the public. The Rules and Regulations apply to all activities on the airport. City of Marina ("City") staff as designated are responsible for administering these Rules and Regulations.

Article 1. General Provisions and Definitions

Section 1-1. Definitions

Whenever used in these Rules and Regulations, the following capitalized words and phrases, as well as the corresponding noncapitalized words and phrases, shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning. All definitions contained within the Federal Aviation Regulations (14 C.F.R.) Part 1 shall be considered as included herein; to the extent such definitions are not inconsistent with the definitions contained in this Article.

Aeronautical Item: An item that is used to support the operation, maintenance, or storage of the aircraft permitted to be stored in the Hangar, including parts, tools, equipment, and other support items.

Aircraft Accident or Incident: A collision or other contact between a part of an aircraft and another aircraft, vehicle, Person, stationary object, or other thing that results in bodily injury, death, or property damage; or an entry into or emerging from an aircraft or vehicle by a Person that results in bodily injury or death of any Person or property damage.

Air Traffic: Aircraft operations anywhere in the Airspace around the Airport and on the Airport Movement Area.

Air Traffic Control: A service operated by a duly designated authority to direct air traffic movements and promote the safe, orderly, and expeditious flow of air traffic.

Aircraft: A human operated vehicle that is used or intended for use for flight. Includes fixed-wing and rotorcraft vehicles.

Aircraft Fuel: All flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for the purpose of effectively and efficiently operating: (a) an internal combustion engine; or (b) a jet or turbine engine.

Aircraft Maintenance: All maintenance performed on an Aircraft, including Major Aircraft Alterations and Repairs, and Aircraft Preventive Maintenance.



Aircraft Operation: An aircraft arrival at or departure from the Airport.

Aircraft Owner: Any Person holding legal title to an aircraft, as evidenced by an appropriate certificate of title if applicable, or person authorized by the legal title holder to use or possess the aircraft.

Aircraft Parking Area: A Hangar and apron location on the Airport designated by the Airport Manager for the parking and storage of aircraft.

Aircraft Preventive Maintenance: Aircraft Maintenance that is not a Major Aircraft Alteration or Repair, and does not involve complex assembly operations, and is of the types as listed in FAR Part 43 Appendix A, paragraph (C), except that item (22) thereof, replacing prefabricated fuel lines, shall, for the purpose of the Rules and Regulations, be considered a major aircraft repair.

Airport: All of the City-owned or leased real and or personal property comprising the Marina Municipal Airport as it now exists or as may hereafter be expanded and developed, including all of the facilities as shown on the most current FAA-approved Airport Layout Plan.

Airport Grant Agreement: An agreement between the FAA and an airport sponsor through which the airport sponsor received grant money from the FAA in exchange for committing to fulfill certain obligations related to the airport operated by the sponsor.

Airport Manager: The City Manager or their designee.

Airport Movement Area: The Runway, Taxiways, Taxilanes and Aircraft Parking Areas. The designation of areas of the Airport as Airport Movement Areas shall apply at all times.

Airport Operations Area: That portion of airport property on the Airside of the perimeter fence.

Airside: The portion of an Airport that contains the facilities necessary for the operation of aircraft. Generally, everything inside the perimeter fence.

Airspace: Generally, the Airspace surrounding Airport. This includes the Class G Airspace from the surface to 700 feet above the airport elevation (charted in MSL). The Class E Airspace from 700 feet to 2,500 feet above the Airport and the Class C Airspace from 2,500 feet to 4,200 feet which is associated with the Monterey Regional Airport Airspace.

Aviation Use: A permissible use of airport property or facilities that requires access to the runway/taxiway system or is in support of airport operations.

Based Aircraft: An aircraft (1) which the owner physically locates at the Airport with the intent and purpose to remain for an undetermined period; (2) which, whenever absent from the Airport, including for a limited or seasonal duration, its owner intends to return to the Airport for permanent storage; and (3)



whose presence on the Airport is not transitory in nature. Generally Based Aircraft reside at the Airport for at least six months of the year.

Based Commercial Aeronautical Activity Provider: A Commercial Aeronautical Activity Provider that has obtained the appropriate City approval and/or been given Permission by the Airport Manager to conduct its business using an Airport Hangar or other Airport facility as the primary location for its business.

City: The City of Marina, California.

Commercial Activity: The conduct of any aspect of a business, concession, or service in order to provide goods or services to any Person for compensation, including any such activity conducted by a charitable or non-profit organization.

Commercial Aeronautical Activity: Any Commercial Activity that involves, makes possible, or is required for the operation of aircraft or an airport or that contributes to or is required for the safety of such operations. The following activities are “Commercial Aeronautical Activities” within this definition:

- (a) Aircraft sales and services.
- (b) Airframe and powerplant repair services.
- (c) Aircraft rental services.
- (d) Flight training services.
- (e) Aircraft charter or on-demand air taxi services.
- (f) Airfreight, air cargo, or air carrier operation.
- (g) Air ambulance services.
- (h) Airborne mineral exploration.
- (i) Aircraft management services.
- (j) Radio, Instrument or Propeller Repair Services.
- (k) Aerial Applications (Crop-Dusting, Fire Suppression).
- (l) Aviation Fuels and Petroleum Product Sales.
- (m) Sale of Aviation Parts.
- (n) Lease, sublease, or rental permit of any Aircraft Hangar, Shade, Tiedown, or other Parking Space.
- (o) Banner Towing and Aerial Advertising.
- (p) Aerial Photography or Survey.
- (q) Powerline or Pipeline Patrol.
- (r) Aircraft Washing and Cleaning Services.
- (s) Skydiving.
- (t) Any other commercial activity that is directly related to the operation, maintenance, repair, or storage of aircraft or the operation of the Airport.

Commercial Aeronautical Activity Provider: Any person that provides a Commercial Aeronautical Activity on the Airport.



Control Tower: An airport traffic control tower which is authorized by the FAA to control and direct the movement of aircraft. There is not an active Control Tower at the Airport.

Disabled Aircraft: An aircraft that remains on the Airport Movement Area following an Aircraft Accident or Incident or other event that renders it unairworthy or is not moveable under its own power.

Dope: To smear or cover with varnish or other thick liquid.

Drone: An aircraft without a human pilot on board and a component of an unmanned aircraft system (UAS).

FAA: The Federal Aviation Administration.

FAA Certificate of Aircraft Registration: FAA form (AC Form 8050, as amended) that shows aircraft type and current ownership.

FAR: The Federal Aviation Regulations.

Federal Airport Grant Assurance Obligations: Provisions within a Federal Airport Grant Agreement with which the recipient of Federal airport development assistance has agreed to comply in exchange for the assistance provided.

Fixed Base Operator (FBO): A person that conducts the type of Commercial Aeronautical Activity described in Article 7 of the Minimum Operating Standards.

Flying Club: A non-profit entity or organization organized solely for the purpose of providing its members with one or more aircraft for their personal use and enjoyment.

Fuel Handling: The transportation, delivery, and draining of fuel or fuel waste products, and the fueling/defueling of aircraft.

Fuel Co-op: A fuel cooperative organization, which includes any arrangement between a group of persons that provides for the obtaining and distribution of fuel to those persons or to others, other than as a Fixed Base Operator.

Fuel Storage Area: Any portion of the Airport designated temporarily or permanently by the City and Airport as an area in which fuel may be stored or loaded.

General Aviation: All types of civil aviation operations other than those conducted as a Commercial Aeronautical Activity.

Ground Support Equipment (GSE): The support equipment at an airport used to service or support the operation of aircraft on the ground.

Hangar: Aircraft hangars used for aircraft storage, aircraft maintenance, for operating an aviation related business.



Hazardous Materials: Any chemical, substance, material, waste or similar matter defined, classified, listed or designated as harmful, hazardous, extremely hazardous, dangerous, toxic or radioactive, or as a contaminate or pollutant, or other similar term, by, and/or that is subject to regulation under, any federal, state or local environmental or hazardous materials statute, regulation or ordinance presently in effect or that may be promulgated in the future, and as they may be amended from time to time.

Landside: The portion of an airport that provides the facilities necessary for the processing of passengers, cargo, freight, and ground transportation vehicles.

Lease: A contract granting the right to occupy or use property during a certain period in exchange for a specified rent.

Long-Term Airport Use Permit: A Permit that has been approved and issued by the Airport Manager, prior to conducting any commercial business at the Airport. Long-Term Airport Use Permits are intended for businesses operating at the Airport for more than 180 days.

Major Aircraft Alterations and Repairs: Major aircraft alterations and/or repairs of the types listed in FAR Part 43 Appendix A, paragraphs (a) and (b).

Minimum Operating Standards: Those standards adopted by the City as the minimum requirements to be met as a condition for the privilege of conducting Commercial Activities at the Airport, as such standards may be amended from time to time, and containing detailed provisions outlining the minimum building size and other standards acceptable by the Airport for a business operating on the Airport.

Non-Aviation Use: A permissible use of airport property and facilities that does not require access to the runway/taxiway system. Non-Aviation Use of Airport property and/or facilities is permissible in designated areas and is subject to FAA approval.

Non-Tenant Operator: A Commercial Aeronautical Activity Provider with no established office, station or location on Airport property and not having a Lease agreement with the Airport. A Non-Tenant Operator must obtain a Short-Term or Long-Term Airport Use Permit.

NTSB: The National Transportation Safety Board.

NOTAM: Notice to Air Missions.

Operational Area: Any portion of the Airport to which the public is prohibited access by fences or appropriate signs, and that is not leased or demised to anyone for exclusive use, including Runways, Taxiways, Taxilanes, all ramps and apron areas, Aircraft Parking Areas, Fuel Storage Areas, maintenance areas, and any other area of the Airport used or intended to be used for landing, take-off, or surface maneuvering of aircraft, or for embarking or debarking of aircraft passengers.

Park, Parked, or Parking: The standing of an Aircraft or Vehicle, whether occupied or not.



Permission: An approval or authorization granted by the City or the Airport Manager.

Permit: A written document issued by the Airport Manager, authorizing the recipient to conduct one or more Commercial Activities at the Airport. The Permit types are, (a) Short-Term Airport Use Permit, and (b) Long-Term Airport Use Permit.

Person: Any human being, governmental or political subdivision or public agency, public or private corporation, any partnership, firm, association, club, or other organization; any receiver, trustee, assignee, agent, or other legal representative of any of the foregoing; or any other legal entity.

Police Officer: Any commissioned peace officer.

Road or Roadway: Any roadway within the boundaries of the Airport and designated for use by Vehicles, whether improved or unimproved and whether dedicated or not.

Rules and Regulations: The version of this document in effect at any given time.

Runway: The defined rectangular area of the Airport prepared and designated for aircraft landing and takeoff.

Shade: An area used for the storage of aircraft or other items permitted by the Airport Manager or for activities permitted by the Airport Manager that is covered by a roof but no sides.

Short-Term Airport Use Permit: A Permit that has been approved and issued by the Airport Manager, prior to conducting any commercial business at the Airport. Short-Term Airport Use Permits are intended for businesses operating at the Airport for a term of less than 180 days

Specialized Aviation Service Operator (SASO): A person that conducts one or more of the types of Commercial Aeronautical Activities described in Article 8 of the Minimum Operating Standards.

Sublease: A Tenant with an aircraft who has an agreement to store their aircraft in a hangar building that is owned or leased from the Airport by another Tenant. Individual hangar units owned by the Airport, such as T-hangars, cannot be sublet and must be occupied with an aircraft owned by the hangar lessee.

Taxilane: The portion of the Aircraft Parking Areas used for access between Taxiways and aircraft Parking positions. Also includes those paved surfaces leading to hangar areas.

Taxiway: A defined path established for the taxiing of aircraft from one part of the Airport to another. Typically accommodates higher aircraft movement speeds than Taxilanes.

Taxiway/Taxilane Object Free Area: A define surface extending from the centerline to the sides of a Taxiway or Taxilane that must be clear of objects to ensure the safe movement of aircraft.



Traffic Pattern: The traffic flow that is prescribed for aircraft using the Airport. The Airport supports a left Traffic Pattern for Runway 11 and a right Traffic Pattern for Runway 29.

Tenant: Any Person authorized to occupy or use any portion of the Airport on the basis of either a written lease or permit directly with or from the City, or a sublease with an entity that has a lease directly with the City. “Tenant” includes any entity that has an ownership interest in a Hangar located on Airport property, since that ownership interest is subject to both: (a) the lease under which the underlying land was leased from the City, and (b) the sublease under which that land was subleased from the entity (such as a Hangar association) that leased the land directly from the City.

Tiedown: An area used for the storage of aircraft or other items permitted by the Airport Manager or for activities permitted by the Airport Manager that is not covered by a roof. Tiedowns are categorized as Based or Transient with a Based Tiedown being a monthly lease and a Transient Tiedown being available for short term overnight parking and subject to the overnight parking fee.

Ultralight vehicle: A vehicle intended or used for the purpose of flight and defined and operated in accordance with Part 103 of the Federal Aviation Regulations.

Unmanned Aircraft System (UAS): A system for flying an unmanned vehicle that includes the vehicle (commonly referred to as a drone), a controller, and a system of communication between the two.

Vehicle: A device other than an Aircraft in, upon, or by which any Person or property is or may be propelled, moved, or drawn upon a Roadway.

Vehicle Parking Area: Any portion of the Airport designated and made available temporary or permanently by the City for the Parking of Vehicles.

Vehicular Accident: A collision or other contact between a part of one Vehicle and another Vehicle, or a Person, stationary object or other thing that results in bodily injury, death, or property damage; or an entry into or emerging from any Vehicle by a Person that results in bodily injury or death of any Person or property damage.

Section 1-2. Compliance with Federal Aviation Act and Federal Aviation Regulations

1. The Federal Aviation Act of 1958 authorizes the Administrator of the Federal Aviation Administration (FAA) to prescribe air traffic rules and regulations governing the flight of aircraft. The Federal Aviation regulations promulgated by the Administrator cover all flights on or in the vicinity of the Airport.
2. Aeronautical operators, aircraft owners, and other users of the Airport are required to be familiar with and comply with the Federal Aviation Regulations (FAR), including Part 91, General Operating and Flight Rules. Copies of these Federal Aviation Regulations are available through the FAA.
3. All aeronautical activities at the Airport and all flying of aircraft departing from or arriving at the Airport, shall be conducted in conformity with the FARs.



Section 1-3. Airport Manager Shall Enforce Rules and Regulations

The Airport Manager is empowered to oversee the operations of the Airport and to apply and enforce the Rules and Regulations contained herein. The Rules and Regulations contained herein apply specifically to the Airport and are supplemental to the FARs.

Section 1-4. Compliance with Applicable Rules and Laws

1. All persons using the Airport shall be subject to, and governed by, the Rules and Regulations contained herein, and all other applicable provisions of City ordinances and resolutions, County ordinances and resolutions, State and Federal laws and FARs.
2. The City of Marina retains the right to grant exemptions from these Rules and Regulations. Requests for said exemptions shall be made in the form and manner as prescribed by the City.

Section 1-5. Duties and Powers of the Airport Manager

The Airport Manager shall represent the City at all times in regard to all Airport matters. They shall have the following duties and powers:

1. The Airport Manager shall at all times have authority to take such actions as may be deemed necessary to safeguard the public in attendance at the Airport. Every fixed based operator, aeronautical operator, aircraft owner, or other person employed on or using the Airport shall cooperate to enforce these Rules and Regulations and to see that all persons upon the premises use care to prevent injury to persons or damage to property.
2. The Airport Manager may suspend or restrict any or all operations at the Airport whenever such action is deemed necessary in the interest of safety. A NOTAM would be filed as soon as practical in instances where closures (either partially or entirely) are administered.
3. The Airport Manager may suspend, as a means of safeguarding the Airport and the public, the privileges of the Airport and its facilities to any person refusing to comply with these Rules and Regulations.
4. The Airport Manager shall have authority to restrict Airport operations to such portion(s) of the Airport as they may deem necessary or desirable. Any part of the Airport temporarily unsafe for aircraft operation which is not available for normal use shall be clearly marked in accordance with recommendations of the FAA.
5. The Airport Manager may issue permits or written permission for use of the Airport as authorized herein.



6. The Airport Manager in any contingency or emergency not specifically covered by these Rules and Regulations, is authorized to make such decisions as to him/her may seem proper.

Section 1-6. Hours of Airport Operations

The Airport shall be open for public use 24-hours a day and 365 days a year, subject to these Rules and Regulations and subject to the condition of the landing area, as may be determined by the Airport Manager.

Section 1-7. Interference with Airport Use Prohibited

No person shall unreasonably obstruct, impair, or interfere with the use of the Airport by any other person, or unreasonably obstruct, impair, or interfere with the passage and safe, orderly, and effective use of the Airport by any other person, vehicle, or aircraft.

Section 1-8. Entrance to Airport Operations Area

No person, except aeronautical operators, duly authorized personnel, those with business on the airport, and/or other persons going to or from aircraft, shall be permitted to enter the Airport Operations Area.

Section 1-9. Tenant Contact Information

All tenants are required to provide the Airport Manager with current and accurate contact information, including email, phone, and physical mailing address.

Section 1-10. Fees, Rates, and Charges

A schedule of fees, rates, and charges for use of airport areas and facilities shall be established by the City Council from time to time.

Article 2. General Use of Airport

Section 2-1. Purpose and Application of Rules and Regulations

1. The Rules and Regulations are intended to govern the safe, orderly, and efficient operation of the Airport. The Rules and Regulations apply to all Tenants, Commercial Aeronautical Activity Providers, and other Persons using the Airport for any reason.
2. A violation of any specific provision of the Rules and Regulations or Minimum Operating Standards are subject to enforcement by the Airport Manager and may be deemed to be a civil code



infraction pursuant to City of Marina Municipal Code, Title 1-General Provisions, Chapter 1.08-Code Violations-Penalties and Chapter 1.10-Civil Enforcement.

3. Violations of FAR's shall fall under the jurisdiction of the FAA. The Rules and Regulations are intended to be in addition to and not in conflict with any Federal, State, or local laws, ordinances, rules, regulations, or policies.
4. No delay or failure on the part of the City in enforcing any aspect of the Rules and Regulations or the Minimum Operating Standards shall impair the City's enforcement action, nor shall any delay be construed as a waiver of such enforcement action. No single or partial exercise of an enforcement action shall preclude any further exercise of enforcement right, or privilege of the City. No waiver of any aspect of the Rules and Regulations or the Minimum Operating Standards shall be valid unless made in writing and signed by the Airport Manager, and then only to the extent expressly specified in such writing.

Section 2-2. Conflicting Laws, Ordinances, Regulations, and Contracts

1. In any case where a provision of the Rules and Regulations is in conflict with any other provision of the Rules and Regulations, or in conflict with a provision of any zoning, building, fire, safety, health or other ordinance, code, rule, or regulation of the City, the provision that establishes the higher standard for the promotion and protection of the health and safety of the people shall apply.
2. No existing or future City contract, lease agreement or other contractual arrangement, or any payment or performance thereunder, shall excuse any failure of full and complete compliance with the Rules and Regulations. Compliance with the Rules and Regulations shall not excuse any failure of full and complete compliance with any obligations to the City under any existing or future City contract, lease, agreement, or other contractual arrangement.

Section 2-3. Use of Airport Facilities

No Person shall use the Airport or its facilities except in conformity with the Rules and Regulations, the Minimum Operating Standards, applicable requirements of the City of Marina Municipal Code, and all other applicable county, state and federal laws, rules, and regulations.

1. No Person shall engage in any Commercial Aeronautical Activity at the Airport except in conformity with all FARs; the applicable provisions of the City of Marina Municipal Code; and the Rules and Regulations.
2. No Person shall use any portion of the Airport for any Commercial Activities unless such Commercial Activities are conducted by the Person as a Tenant pursuant to a written Commercial



Lease authorizing such Commercial Activity and/or a Permit issued by the Airport Manager authorizing such Commercial Activity.

3. Any Person engaged in any Commercial Activity at the Airport shall obtain one of the following Permits, in addition to a City of Marina business license, as applicable:
 - A. Short-Term Airport Use Permit: The Airport Manager or the Airport Manager may issue a Short-Term Airport Use Permit for Commercial Activities at the Airport to Persons whose Commercial Activities do not require a formal lease, provided that such Permits are effective for no more than 180 days and are immediately terminable by the City for cause. The Airport Manager will determine the terms and fees for such Permits unless such fees have otherwise been established by resolution of the City Council.
 - B. Long-Term Airport Use Permit: The Airport Manager, typically with the recommendation from the Airport Manager, may issue a Long-Term Airport Use Permit for Commercial Activities at the Airport to Persons whose Commercial Activities are anticipated to occur for a duration of more than 180 days. A land or facility lease may or may not be associated with a Long-Term Airport Use Permit.
4. In circumstances where the Commercial Activities can be reasonably determined to fall within more than one permit category, the Airport Manager has the final determination.
5. A person or tenant conducting Commercial Activities on the Airport shall obtain and maintain current a business license from the City of Marina, when applicable.
6. No Person may use the Airport or its facilities or engage in any conduct on or related to the Airport, in any way that would cause the City to be in non-compliance with any of the City's Federal Airport Grant Assurance Obligations.
7. Any potential Tenant signing a Hangar lease from the Airport or a Sublease from an existing Tenant, must store an aircraft in the Hangar. Subsequently, if the Tenant sells or relocates the aircraft, a replacement aircraft owned or managed by the Tenant, must be stored in the Hangar within 30 days. On a case-by-case basis, the Airport Manager may extend this requirement by an additional 30 days, at which point the lease shall be null and void and Hangar available to let to another aircraft owner..

The Airport Manager or their designate is authorized to execute hangar, facility, or tie-down lease arrangements on behalf of the City of Marina.

Section 2-4. Closing the Airport and Control During Emergencies

During an emergency at the Airport, the Airport Manager shall have absolute control of the Airport. In the event that the Airport Manager believes conditions at the Airport are unsafe for Aircraft Operations,



the Airport Manager shall have the authority to close the entire Airport or any part of the Airport, and issue a NOTAM (Notice to Air Missions), as required, describing the closure.

Section 2-5. Reporting of Accidents

Any person involved in an accident at the airport which results in damage or injury to one or more persons or to property shall promptly report such occurrence to the Airport Manager

Section 2-6. Responsible Party

Any Person accessing the Airport shall be responsible for their actions and the actions of any Person to whom they provide access, whether directly or indirectly.

Section 2-7. Minimum Operating Standards

Prior to commencing any Commercial Activity at the Airport, a person must present to the Airport Manager satisfactory information and proof that they meet the Minimum Operating Standards established by the City for engaging in such Commercial Activity.

Section 2-8. Aircraft Parking

1. Based Aircraft Tiedowns shall not be used without the user having obtained an approved Tiedown agreement with the Airport or with a Tenant authorized to provide Tiedowns to other Persons.
2. Transient Tiedowns are for the purpose of short-term or overnight Parking. Transient and overnight aircraft Parking are subject to the published Rates and Fees for the Airport.
3. No Person shall leave an aircraft Parked in Tiedown without first having secured the aircraft so that the aircraft is adequately secured to the pavement.
4. No Person shall Park or allow to remain stationary any aircraft at the Airport except within a designated Aircraft Parking Area. Aircraft must not be Parked so as to block or obstruct Taxiways/Taxilanes, including the Taxiway/Taxilane Object Free Area.
5. If any aircraft is Parked in violation of this section, or, in the determination of the Airport Manager, presents an operational or safety hazard in any area of the Airport, the Airport Manager may cause said aircraft to be moved, at the owner's/operator's expense, and without liability for damage that may result in the course of such moving. The Aircraft may be delivered into the care



of a representative of an FBO or SASO authorized to do business on the Airport or relocated to another location on the Airport.



Section 2-9. Aircraft Owner's Performance of Maintenance and Use of Commercial Aeronautical Activities

1. An Aircraft Owner is permitted to fuel, wash, apply limited touch up small-scale paint or finish, and provide Aircraft Preventive Maintenance only to the owner's own aircraft, and only if the aircraft is based at the Airport, provided that the owner complies with the Rules and Regulations and all applicable laws, FARs and City code provisions. Large-scale painting is prohibited unless otherwise approved.
2. An owner of a Based Aircraft may hire or allow a Person, other than a Based Commercial Aeronautical Activity Provider, to provide any of the services described in Section 2-8 or in Section 2-9 only if such services are provided (i) at the based location of the aircraft at the Airport, and (ii) in conformance with the Rules and Regulations and all applicable laws, FARs and City code provisions.
3. Where the services are provided as a Commercial Aeronautical Activity for the benefit of the Aircraft Owner, the provider must be either (i) a direct employee (or authorized independent contractor) of the Aircraft Owner, or (ii) for certificated aircraft, an FAA certified technical specialist or a mechanic. All such providers must hold a Permit to conduct Commercial Activities.

Section 2-10. Major Aircraft Alterations and Repairs

Major Aircraft Alterations and Repairs may be conducted on the Airport only:

1. By a Based Commercial Aeronautical Activity Provider authorized by the Airport to perform Major Aircraft Alterations or Repairs; or
2. By the owner of the aircraft being altered or repaired, and in accordance with Sections 2-8 through 2-11 of the Rules and Regulations.
3. By the owner of an experimental or kit aircraft that they are assembling for flight, and in accordance with FAA guidelines.

Section 2-11. Aircraft Hangars

Aircraft Hangars usage must comply with FAA Order 5190.6B, Airport Compliance Handbook, and may be used only for the following purposes:

1. Storing and Parking of a Based Aircraft assigned to the Hangar and listed on the Airport Manager's list of Based Aircraft and storing of Aeronautical Items that are approved by the Airport Manager. Aircraft Parked in Aircraft Hangars shall be Parked in a manner so as to be completely contained in the Aircraft Hangar.



2. Performing Aircraft Maintenance on a Based Aircraft assigned to the Hangar and listed on the Airport Manager's list of Based Aircraft, so long as that Maintenance is conducted in accordance with these Rules and Regulations and the FARs.
3. Temporary Parking of Vehicles operated by tenants and their authorized guests, only when the Hangar Tenant is either present on the Airport, or using the aircraft normally stored in the Hangar.

Use of Aircraft Hangar shall be subject to the following restrictions:

1. No welding, doping, painting, fueling, or defueling fuel system maintenance may be performed in an Aircraft Hangar. Any such welding, doping, painting, fueling, or defueling fuel system maintenance may be performed at least 25 feet from any structure or in an Aircraft Maintenance Bay (if available), following coordination with the Airport Manager.
2. No equipment or materials may be stored in Hangars unless used for the operation and maintenance either of the Based Aircraft or of the Hangar. There shall be space for the aircraft in the Aircraft Hangar at all times, even when the aircraft is temporarily not located in the Hangar.
3. Oily rags, oil waste, rags and other rubbish and trash may only be stored in Hangars in containers with self-closing, tight-fitting lids as approved by the Airport Manager.
4. Fueling, Defueling and Fuel System maintenance shall comply with the following:
 - A. Fueling or defueling within Hangar or within 25 feet thereof is prohibited.
 - B. Fuel system maintenance within a Hangar is prohibited.
 - C. Open fuel cells are allowed within a Hangar if they are new and have never held fuel, or existing tanks have been purged of flammable vapors so there are no hazardous vapors off-gassing in the space.
 - D. Evacuating water from a Gascolator or sampling of fuel for testing is not considered fuel system maintenance if quantity of fuel is less than 6 ounces, and waste fuel is disposed of in a flammable liquid storage container approved for such use.

The following items are permitted to be stored in Hangars:

1. All aircraft assigned to the Hangar on the Airport Manager's list of Based Aircraft, including any such aircraft that are being restored or assembled..



2. Aeronautical Items associated with an aircraft in the Hangar, including the parts, tools, equipment, and support items necessary to maintain and operate an aircraft.
3. Prefabricated metal shelving, workbenches, and cabinets (the use of fire-resistant materials is preferred).
4. Vehicles per Section 5-8 used for tugs or transportation on the Airport.
5. A reasonable amount of functional furniture, such as a table and chairs, only for use in the Hangar. Spare aircraft tires, batteries, and battery chargers are permitted if stored in accordance with local fire codes.
6. Other items determined by the Airport Manager to be allowable, based on their function and the personal needs of the occupant.
7. Flammable and Combustible liquids stored inside hangars must comply with the following:
 - A. Flammable liquids (with flash points < 100 degrees Fahrenheit) are limited to 10 gallons maximum. This includes aviation fuel and most volatile solvents.
 - B. Combustible liquids (with flash points > 100 degrees Fahrenheit) are limited to 30 gallons maximum. This includes diesel fuel, hydraulic fluid, motor oil and most lubricating oil.
 - C. The maximum quantity of all material shall not exceed 30 gallons total. For example, if 10 gallons of flammable liquids are stored, then no more than 20 gallons of combustible liquids are allowed.
 - D. Fuels in the tanks of aircraft or aircraft related equipment (tugs, etc.) are exempt from these limitations.
 - E. All flammable or combustible liquids must be stored within safety containers designed for such use, or in the original manufacturers' containers.
 - F. The temporary storage of more than ten (10) gallons of fuel during repairs to fuel tanks/bladders is allowed up to 30 days and provided that the Airport Manager is notified and approves of such temporary storage.
8. Hangars shall be subject to annual, periodic, and emergency inspections by the Airport Manager and/or City Fire Department and/or City Police Department and/or City Code Enforcement to ensure compliance with all laws, ordinances, and the Rules and Regulations. Each occupant shall take reasonable steps to make the Hangar available for such inspections.
9. Initial Hangar leases are only available to potential Tenants that have an aircraft or able to obtain an aircraft within 30 days to store in the Hangar immediately upon execution of the lease. On a case-by-case basis, the Airport Manager may extend this requirement by no more than an



additional 30 days, at which point the lease shall be null and void and the Hangar available to let to another aircraft owner.

10. If at any point during a Hangar lease term, there is no Based Aircraft being stored in a Hangar for a period of 30 consecutive days, the Tenant has 30 days to occupy the Hangar with an aircraft. On a case-by-case basis, the Airport Manager may extend this requirement by 30 days, at which point the lease shall be null and void and the Hangar available to let to another aircraft owner.
11. Oxygen or any combustible or non-combustible compressed gas in a cylinder or portable tank shall be secured. Compressed gas cylinders or tanks shall have pressure relief devices installed and maintained. Cylinders or tanks not in use shall have a transportation safety cap installed.

Section 2-12. Former Military Hangars

Marina Municipal Airport owns Hangars #507, #510, #524, #527, and #533, which are large multi-story buildings that were inherited from the military when the Airport was deeded to the City. These hangars represent a special case in that they are multifunctional with portions capable of being leased for both Aviation and Non-Aviation Uses. All stipulations contained in Section 2-11 apply to the former military hangars with the following clarifications:

1. Portions of the former military hangars, so designated by the Airport Manager, may be leased for non-aviation uses provided the intended use is compatible with airport operations.
2. Non-Aviation Uses of the former military hangars are subject to approval by FAA.

Section 2-13. Non-Aviation Use of Aircraft Hangars

Under the following conditions, Aircraft Hangars may be used for Non-Aviation purposes:

1. The Non-Aviation Use must be temporary in nature and the lease shall be month-to-month.
2. There is no immediate aviation demand for hangar space.
3. The Non-Aviation Use of the hangar must be removed within 30 days when the Tenant is notified by the Airport Manager.
4. The Non-Aviation Use must be compatible with airport operations and it must be approved by the Airport Manager.
5. The proposed Non-Aviation Use is subject to FAA review.

Section 2-14. Aircraft Tiedowns



Aircraft Tiedowns may be used for the following purposes:

1. Storing and Parking of a Based Aircraft assigned to a Tiedown and listed on the Airport Manager's list of Based Aircraft parked in Tiedown shall be parked so as to be completely contained within the aircraft Parking space and not obstruct adjacent Aircraft Parking Area or Taxilanes, except for the purpose of immediate and temporary staging and fueling of such aircraft.
2. Performing Aircraft Maintenance on Based Aircraft assigned to the Tiedown and listed on the Airport Manager's list of Based Aircraft, so long as that maintenance is conducted in accordance with these Rules and Regulations and the FARs.

Use of aircraft Tiedowns shall be subject to the following restrictions:

1. No welding, doping, painting, fueling, or fuel system maintenance may be performed in any Tiedown. Any such welding, doping, painting, fueling, or fuel system maintenance may be performed in in designated locations, following coordination with the Airport Manager.
2. No equipment or materials may be stored outside the aircraft at a Tiedown position. Limitations of storage may be placed by the Airport Manager on a case-by-case basis.
3. Oily rags, oil waste, rags and other rubbish and trash must be removed from the Tiedown position when unattended.
4. Aircraft Tiedowns shall be subject to annual and periodic inspections by the Airport Manager and/or City Fire Department and/or City Police Department and/or City Code Enforcement to ensure compliance with all laws, ordinances and the Rules and Regulations.

Section 2-15. Use of Wash Racks

The City-owned wash rack may be used for the purposes of aircraft washing and polishing. All washing of aircraft with solvents must be done at the wash facility. Waste must be caught with a drip pan and disposed of in accordance with all federal, state, county, and local laws. Tenant is responsible for cleanup and shall notify the Airport Manager if a spill occurs.

Section 2-16. Airport Perimeter Road

The Airport Perimeter Road may be used only by authorized Vehicles, which include all Airport Administration Vehicles, fixed base operator fuel trucks, and other Vehicles with prior written approval from the Airport Manager.

Section 2-17. Operational and Restricted Areas



1. No Person may enter upon the Airport Operations Area, without the Permission of the Airport Manager, except Persons assigned duty therein, authorized representatives of the City, or air-crews and passengers entering for the purpose of enplaning or deplaning, or as otherwise provided for in the Rules and Regulations.
2. No Person may enter the Airside area, except as necessary for the lawful operation or maintenance of an aircraft thereon, or to conduct a Commercial Activity, or to conduct any other activity authorized by the Airport Manager.
3. No Person may enter any area posted as being closed to the public, except as authorized by the Airport Manager.
4. No Person may enter into, remain in, place in, or remove any object from, any Hangar, or other building or facility at the Airport without consent of the Airport Manager or the Person with the legal right of possession of such space, building, or facility.

Section 2-18. Access Codes

Persons who have been provided a code for the purpose of obtaining access to the Airport may use only Airport issued codes, and shall not divulge, duplicate, or otherwise distribute the same to any Person, unless otherwise approved in writing by the Airport Manager. Violation of this requirement may result in the loss of Airport access privileges.

Section 2-19. Airport Smoking Areas

Smoking is not permitted within fifty (50) feet of an aircraft, fuel truck and/or Fuel Storage Area and where specifically prohibited by the City and/or State Law.

Section 2-20. Maintenance of Premises

All Tenants at the Airport shall at all times maintain their premises in serviceable, safe and operable condition and repair, and in a condition of repair, cleanliness and general maintenance consistent with any terms or requirements in a lease, Permit or Agreement with the City and/or as determined by the Airport Manager.

Section 2-21. Floor and Apron Care

All Tenants on the Airport shall keep the floors of Hangars, Tiedowns leased by them, or aprons used in their operations, clean and clear of fuel, oil, grease and other similar materials.

Section 2-21. Waste Containers and Disposal



All Airport Tenants, users, or visitors shall dispose of all waste in waste containers appropriate for that purpose. Containers for recyclable materials shall be used in accordance with the rules posted by the Airport Manager for such use. No petroleum products, industrial waste matter or other Hazardous Materials shall be dumped or otherwise disposed of except in accordance with local, county, state, and federal law. Disposal of Hazardous Materials shall be the responsibility of the originator and must be removed from the Airport and disposed of in accordance with applicable law. If the Airport provides designated disposal sites or containers for waste or Hazardous Materials, these may be utilized by the originator.

Section 2-23. Storage

No Person shall store or stock materials or equipment in such a manner as to be unsightly, constitute a hazard to personnel or property or interfere with their authorized/approved use, as determined by the Airport Manager.

Section 2-24. Storage, Transfer and Cleanup Charges

The City may remove and impose storage, removal and transfer charges upon any property or material unlawfully placed or otherwise deposited at the Airport. The City may clean up any material unlawfully spilled, placed or otherwise deposited at the Airport, and may charge the responsible Person(s) for the cost of the cleanup, any required environmental remediation, and any expenses, fines, or damages incurred by the City as a result thereof.

Section 2-25. Model Aircraft, Kites, Moored/Free Balloon, and Amateur Rockets

No person shall release or fly or cause to be released or flown, within three (3) statute miles of the center of the Airport runway, any model aircraft, kite, moored/free balloon, amateur rocket, or drone which might be ingested by an aircraft engine, might cause a pilot's view of the Airport and approach/departure zone to be obstructed, which could be used to suspend an object capable of endangering airborne aircraft or impairing a pilot's vision, or otherwise interferes with aircraft operations. The provisions of Title 14 Code of Federal Regulations (CFR) Part 101 relating to model aircraft, kites, moored/free balloons, and amateur rockets shall be met.

Persons desiring to operate model aircraft, kites, moored/free balloons, and model rockets on Airport property shall first obtain the written permission of the Airport Manager in accordance with FAA guidelines and regulations.

Section 2-26. Use of Airships, Dirigibles, Gliders, Ultralight Vehicles, and Powered Parachutes



Operators of airships, dirigibles, gliders, ultralight vehicles, and powered parachutes shall at all times comply with these Rules and Regulations and with such special operational procedures and requirements as may be established from time to time by the Airport Manager.

Persons desiring to operate airships, dirigibles, gliders, ultralight vehicles, and powered parachutes at the Airport shall first obtain the written permission and a permit, where applicable, from the Airport Manager. Such permission shall be requested in the manner and form prescribed by the City of Marina.

Ultralight Vehicles are regulated through FAR Part 103. In accordance with FAR Part 103.13, ultralight vehicles shall maintain vigilance to see and avoid conventional aircraft and shall yield the right-of-way to all conventional aircraft.

Section 2-27. Unmanned Aircraft Systems (UAS)

Operators of UAS must follow all Federal, State, and local regulations. 14 CFR Part 107 – Small Unmanned Aircraft Systems includes the following guidelines:

- Always avoid manned aircraft.
- Never operate in a careless or reckless manner.
- Maintain UAS within unaided sight (for example, no binoculars).
- Each UAS must have a dedicated observer.
- Do not fly UAS over people unless they are directly participating in the operation.
- Do not operate UAS from a moving vehicle or aircraft unless over a sparsely populated area and it does not involve the transportation of property for compensation or hire.
- Operate in visual conditions only with visibility of three miles.
- Operate no higher than 400 feet of ground or structure.
- Maximum speed is 100 miles per hour.
- Operate with a maximum payload of 55 pounds.

Persons desiring to operate UAS at the Airport shall first obtain the written permission and a permit, where applicable, from the Airport Manager. Such permission shall be requested in the manner and form prescribed by the City of Marina.

Operators of UAS that are heavier than 55 pounds and/or are involved in a commercial enterprise (i.e., package delivery), operate under 14 CFR Part 135.



Section 2-28. Experimental Aircraft

An experimental aircraft is an aircraft intended for testing new aerospace technologies and design concepts or which is self-made or assembled by aviation amateur(s) (i.e., homebuilt). Operators of experimental aircraft must follow all Federal, state, and local regulations. Applicable federal regulations include 14 CFR Part 21.175 and Part 21.191.

Tenants may utilize a leased hangar space for construction/assembly of their experimental aircraft. It is expected that continual progress toward achieving an airworthy aircraft will be made. The Airport Manager may periodically monitor such progress. Those that lease a hangar with the intent of building/assembling a homebuilt experimental aircraft shall obtain an airworthiness certificate from the FAA within 12 months of signing a hangar lease. The Airport Manager may make exception to the 12-month rule provided substantial progress on the experimental aircraft is being made.

Section 2-29. Commercial Photography

No Person may take still, motion or sound pictures, of or at the Airport, for commercial purposes, without first receiving written Permission from the Airport Manager and paying the fee determined by the Airport Manager for such activity.

Section 2-30. Advertisements

No Person may post, distribute, or display signs, advertisements, circulars, or other printed or written matter at the Airport without first receiving Permission from the Airport Manager and if applicable, in accordance with the City Sign Ordinance via approval from the City's Planning Department.

Section 2-31. Explosives and Radioactive Substances

1. No Person, except an authorized law enforcement officer or member of the Armed Forces of the United States on official duty, may possess any explosives on the Airport.
2. No Person, except an authorized law enforcement officer or member of the Armed Forces of the United States on official duty, may store, handle, use, dispense or transport at, in, or upon the Airport, any radioactive substance or material (except for materials with a minimum of radioactive substances, such as radioactive paint illuminating instrument dials), without prior written Permission from the Airport Manager.



Section 2-32. Disorderly Conduct and Intoxicating Liquors

No Person may:

1. Commit any disorderly, obscene, or unlawful act, or create a nuisance, on the Airport.
2. Become intoxicated on any portion of the Airport.
3. No intoxicated Person may enter upon or loiter on or about the Airport.
4. Violation of this provision may be subject to criminal charges.

Section 2-33. Firearms at the Airport

No person except peace officers and other authorized government representatives, authorized security employees and members of the Armed Forces of the United States acting under proper authority, shall carry firearms, BB or pellet guns, explosives, bows and arrows, or similar devices upon the Airport without permission of the Airport Manager, except that legitimate hunting, sporting and survival equipment may be carried and stored in an unloaded or disabled manner where not otherwise unlawful.

Section 2-34. Property Damage, Injurious or Detrimental Activities

No Person may destroy, deface, injure, or disturb in any way, Airport property or conduct at the Airport activities that are injurious, detrimental, or damaging the Airport or to Airport property or to Commercial Activities at the Airport. Any Person causing, or responsible for causing, any such injury, detriment, or damage shall pay the Airport, upon the Airport's demand, the full cost of repairs. Any Person failing to comply with this section shall be in violation of the Rules and Regulations, and the Airport Manager may prohibit such Person from any or all of the Airport facilities until the Airport has been fully reimbursed for the damage done. Violation of this provision may be subject to criminal charges.

Section 2-35. Alteration of Airport Property

No Person may make any alterations to any signs, buildings, Aircraft Parking areas, leased areas or other Airport property, or erect any buildings or other structures at the Airport without first receiving written Permission. Permanent and/or structural alterations shall require approval of both the Airport Manager and City. Non-structural alterations shall be approved in advance in writing by the Airport Manager. Persons undertaking such alterations or construction shall comply with all building codes and permit procedures of the City and shall deliver to the Airport Manager as-built plans upon completion.



Section 2-36. Lost Articles

Any Person finding lost articles in public areas of the Airport shall return them to the office of the Airport Manager at the earliest possible convenience. Articles unclaimed after sixty days may be turned over to the finder or otherwise disposed of in a lawful manner.

Section 2-37. Abandoned Property

No Person may abandon any property on Airport property or in any building on the Airport.

Section 2-38. Flying Clubs

A Flying Club shall comply with the Rules and Regulations and the Minimum Operating Standards.

Section 2-39. Payment of Fees

All billings by the City or Airport are due and payable upon presentation unless otherwise noted thereon or otherwise provided by the terms of a written lease, Permit, or agreement from or with the City.

Section 2-40. Dogs and Other Animals

No person shall enter the Airport Movement Area with a dog or other animal excepting a guide dog for the blind or hearing-impaired or public safety K-9 animals unless leashed or otherwise constrained. No person in charge of a dog or other animal may permit the animal to wander unattended on any portion of the Airport. Animals on the Airport but outside of the Airport Movement Area must be under the direct supervision and control of the owner. Under no circumstances shall such animals be permitted to become a nuisance or hazard on Airport property. Animal owners are responsible for cleaning up after their pets on the Airport.

Section 2-41. Based Aircraft Information

All Based Aircraft must be registered with the Airport Manager. Tenants shall provide the Airport Manager their name, address, email, and phone number along with the Aircraft Owner's aircraft make, model and a copy of the FAA Certificate of Aircraft Registration or other proof of ownership. All Tenants are required to update changes of Based Aircraft within 30 days of change. The Airport Manager may request confirmation of based aircraft on an as a needed basis.

Section 2-42. Subleasing

Under the following conditions apply to subleasing:



- Where a hangar is owned by a Tenant, the hangar Tenant may sublease space for an aircraft owned by another person or entity. The hangar owner is responsible for ground lease payments to the Airport. The sublease Tenant must abide by the Rules and Regulations and Minimum Operating Standards.
- Where an Airport owned hangar that is designed to store more than one aircraft is leased by a Tenant, the Tenant may sublease space for another aircraft owned by another person or entity. The original hangar Tenant is responsible for the total lease payments to the Airport. The sublease Tenant must abide by the Rules and Regulation and Minimum Operating Standards.
- Where the Tenant leases from the Airport an aircraft storage unit intended for one aircraft (i.e., T-hangar or small box hangar), the Tenant is prohibited from subleasing the aircraft storage unit.

Article 3. Fueling, Flammable Fluids, and Safety

Section 3-1. Fuel Safety

All transportation, storage and other handling of aircraft and Vehicle fuel shall comply with the Marina Municipal Code, Title 15-Buildings and Construction, Chapter 15.32-Fire Code, FAA Advisory Circular 150/5230-4B, *Aircraft Fuel Storage, Handling, Training, and Dispensing on Airports*, as amended, all requirements of the Rules and Regulations, and all other applicable laws and standards.

All persons using the Airport shall comply with Airport Fire Safety Rules contained in the Airport Rules and Regulations and Minimum Operating Standards and with all fire safety laws, ordinances, and regulations. No person shall store or stock material or equipment so as to constitute a fire hazard.

Section 3-2. Restrictions on Commercial Fueling Activities

No Person or company may conduct any commercial fueling activities for aircraft at the Airport except for activities conducted by a Tenant operating as a Fixed Base Operator and in accordance with the express terms of such Tenant's lease with the City.

Section 3-3. Storage of Aircraft Fuel Trucks, Trailers and Other Aircraft Refueling Devices

1. Aircraft refueling Vehicles and other movable Aircraft Fuel containers and refueling devices shall be stored outside when they contain fuel.
2. Aircraft refueling Vehicles shall be Parked in a manner that provides a minimum of ten (10) feet of separation between each aircraft refueling Vehicle and any other Vehicle, aircraft refueling device, or aircraft and not closer than 25 feet from any building or structure.
3. This section does not apply to Vehicle fuel approved containers with a capacity of not more than five (5) gallons, provided no more than one (1) such containers may be located within a single



Vehicle and no more than two (2) such containers may be located in any Hangar. Reference Sections 3-12/3-13.

Section 3-4. Aircraft Refueling and Defueling Locations

All aircraft fueling shall be performed outdoors. Aircraft being fueled shall be positioned so that Aircraft Fuel system vents or fuel tank openings are not closer than twenty-five (25) feet from any building or structure. No aircraft shall be fueled (hot fueling) or defueled at the airport while the aircraft powerplants(s) is running unless authorized by the Airport Manager.

Section 3-5. Maintenance of Fuel Servicing Vehicles

Maintenance and servicing of Aircraft Fuel servicing Vehicles shall be performed outdoors or in a building approved for that purpose by the City Fire Department and Airport Manager.

Section 3-6. Open Flames

There shall be no open flames or lighted open-flame devices in the Airside area, within fifty (50) feet of any aircraft, fuel truck, and/or Fuel Storage Area, or in any other area open flames are specifically prohibited by the City. Lighted open-flame devices shall include, but shall not be limited to, the following:

1. Exposed flame heaters, liquid, solid or gaseous devices, including portable and wheeled gasoline or kerosene heaters, and gas or charcoal cooking grills;
2. Heat producing, welding, or cutting devices, and blowtorches; except as provided for in Section 2-10;
3. Flare pots or other open-flamelights.

Section 3-7. Removal of Gas, Oil, Grease, Etc.

1. In the event of spillage of gasoline, oil, grease, or any material that may be unsightly or detrimental to the Airport, the same shall be removed immediately, either by the operator or owner of the equipment causing the same (the "Equipment Operator"), or by the Tenant, Commercial Aeronautical Service Provider, or other Person responsible for the spillage (the "Responsible Person").
2. In the event of such spillage, and the failure of the Equipment Operator or the Responsible Person to restore the area to its original, safe, and environmentally sound status, the City may clean up any material spilled, placed or otherwise deposited at the Airport, and may charge the



Responsible Person(s) for the cost of the cleanup, any required environmental remediation, and any expenses, fines, or damages incurred by the City as a result thereof.

3. Spillage events may constitute grounds for the Equipment Operator or Responsible Person being denied access to the Airport.
4. In the event of a spillage, the Airport Manager shall be notified of the event by the Responsible Person.



Section 3-8. Lubricating Oils

Lubricating oils that are necessary for minor aircraft maintenance and have a flash point at or above 100° F, may be stored in Hangars or suitable storage devices as approved by the Airport Manager, provided they are stored in their original container and have the original manufacturer's labeling. No more than thirty (30) gallons of such lubricating oils may be stored by any Person, except that an Aircraft Maintenance Shop authorized by the Airport Manager to operate on the Airport may store more than thirty (30) gallons of lubricating oils, in accordance with International Fire Code (IFC), Table 2703.1.1, *Maximum Allowable Quantity per Control Area of Hazardous Materials*.

Section 3-9. Fire Extinguishers

1. All Airport Tenants shall supply and maintain such adequate and readily accessible fire extinguishers as may be required by the City Fire Department. Each fire extinguisher shall carry a suitable tag showing the date of the most recent inspection.
2. Any discharge of any fire extinguisher equipment on Airport property, regardless of the circumstances, shall be reported to the Airport Manager, immediately after use, in accordance with state statutory requirements.
3. At least two (2) fire extinguishers, each having a rating of 20-BC, shall be readily available for use in connection with any aircraft fueling operations.

Section 3-10. Movable Aircraft Fuel Storage Tanks or Containers

Unless otherwise approved by the Airport Manager, movable Aircraft Fuel storage tanks or containers are prohibited at the Airport except for:

1. Aircraft Fuel trucks and trailers constructed, operated, and maintained in all respects as required by law.
2. Permanent fuel tanks in an operable aircraft.
3. Containers not exceeding one-gallon capacity used solely for sampling and testing of fuel, engines and Fuel Handling apparatus.
4. No more than one (1) tank per Person, with a capacity of not more than thirty (30) gallons, used by that Person to fuel their own aircraft, pursuant to a self-fueling Permit.
5. Fuel tank Vehicles authorized by the City, and lawfully transporting fuel for immediate dispensing into a fuel storage tank. Such Vehicles shall access the Airport at a point approved by the Airport Manager and remain under escort by the representative of the Person on the Airport receiving the fuel.



Section 3-11. Self-Fueling and Fuel Co-ops

Except as may be prohibited by other provisions of the Rules and Regulations and any other applicable law, owners of a Based Aircraft who desire to self-fuel their aircraft, shall apply for and receive a self-fueling Permit from the Airport Manager. The preceding sentence does not apply to the use of a self-service fuel facility provided by the Airport or a Fixed Base Operator. Fuel Co-ops are not permitted on the Airport.

Section 3-12. Fueling of Fuel Vehicles

Transferring fuel from vehicle to vehicle on Airport property is prohibited unless the fuel is transferred from an approved fuel loading device.

Section 3-13. Vehicle Fuel

No Person shall possess Vehicle fuel on the Airport except:

1. Within the permanently installed fuel tank of a Vehicle for use by that Vehicle;
2. Within movable containers designed for storage of Vehicle fuel, and:
 - A. Such container shall have a maximum capacity of (5) gallons.
 - B. No more than two (2) such containers shall be located in a single Vehicle.
 - C. No more than two (2) such containers shall be located in any Hangar.
 - D. Within underground or above-ground vehicle fuel storage tanks that have a capacity of not more than two thousand (2,000) gallons and are lawfully installed and maintained in accordance with Section 3-1 of the Rules and Regulations.

Section 3-14. Fuel Farms

Only Fixed Base Operators who have a lease with express terms authorizing them to conduct commercial fueling activities on the Airport will be permitted to install a permanent fuel farm. Any such installation must be approved by the City and Airport Manager.

Article 4. Aircraft Rules

Section 4-1. Runway Operations

1. Except in an emergency, all fixed wing aircraft landings and takeoffs shall be made on the Runway.



2. Except in an emergency, no rotorcraft equipped with skid type landing gear shall perform run-on landings, or any other maneuvers that would cause the skids to slide upon the runway surface.
3. Aircraft are discouraged from making a one hundred eighty-degree turn on the runway after landing.
4. Mid-field takeoffs are discouraged. Except in an emergency, all fixed wing take-offs and landings must be on the designated runway.
5. Landing aircraft shall clear the Runway as soon as practical, consistent with safety, and taxi ahead to the nearest turn-off.
6. Landings and takeoffs shall be made to/from the runway end most closely aligned with the wind indicator at the airport. In calm wind conditions, Runway 29 shall be used.

Section 4.2. Aircraft Wingspan Restrictions

Aircraft shall not be placed in a Hangar, or Tiedown, nor shall aircraft be operated in areas of the Airport, where the aircraft's wingspan exceeds the maximum wingspan designated for that area by the Airport Manager.

Section 4-3. Requested Noise Abatement Procedures

Unless necessary for the safety of aircraft operators or as instructed by flight services, the following noise abatement practices are identified:

1. Avoid noise-sensitive areas near the Airport as practical.
2. Utilize quiet flying procedures recommended by the Aircraft Owners and Pilots Association (AOPA) and the National Business Aviation Association (NBAA).
3. Local Traffic Pattern departures from Runway 11 turn left (north) after takeoff or crosswind leg; Local Traffic Pattern departures from Runway 29 right (north) after takeoff or crosswind leg.

Section 4-4. Traffic Pattern / Pattern Altitudes

All traffic shall be to the left for Runway 11 and to the right for Runway 29. Recommended minimum Traffic Pattern altitudes above ground level (AGL) for Aircraft Operations at the Airport are as follows:

Rotorcraft/Ultralights	500' AGL	(637' MSL)
Piston or Light Aircraft	1000' AGL	(1137' MSL)
Turbine or Heavy Aircraft	1500' AGL	(1637' MSL)



Section 4-5. Disabled Aircraft

Aircraft Owners and pilots shall be responsible for the prompt removal of their Disabled Aircraft and parts thereof from the Airport Operations Area, unless such Aircraft Owners or pilots are required or directed by the Airport Manager, or the FAA, or the NTSB to delay such action pending an investigation of an Aircraft Accident or Incident. In the event of the Aircraft Owner's or pilot's failure to promptly remove such a Disabled Aircraft, the Airport Manager may cause the aircraft to be removed and bill the Aircraft Owner thereof for all charges incurred in the removal of same. The City shall not be responsible for any damage to Disabled Aircraft removed by the Aircraft Owner, the pilot, the City, or other authorized Persons.

Section 4-6. Negligent Operation of Aircraft

No aircraft shall be operated in a careless, negligent, or reckless manner, or in disregard of the rights and safety of others, or in an improperly maintained, or otherwise hazardous, condition, or at a speed or in a manner that endangers, or is likely to endanger, Persons, or property.

Section 4-7. Running of Aircraft Engines, Exhaust, Propeller Blast, or Rotor Wash

1. Aircraft engines shall be run at idle except as may be necessary for safe taxiing operations, taking off, landing, preflight testing, and maintenance testing.
2. All aircraft engine run-ups shall be conducted in areas designated by the Airport Manager for such run-ups. Except in an emergency, all aircraft engine run-ups for maintenance testing purposes shall be conducted between the hours of 7:00 a.m. and 7:00 p.m.
3. At no time shall an aircraft's engine(s) be operated while the aircraft is in a Hangar.
4. No aircraft engine shall be started, or aircraft taxied where the exhaust, propeller blast, or rotor wash may cause injury to Persons or do damage to property or spread debris on Airport areas.
5. No high-power maintenance run-ups are allowed between Aircraft Hangars, near Tiedowns, in Taxilanes, or on Taxiways (other than the portions of Taxiways that act as hold aprons), except at areas designated for high power maintenance run-ups by the Airport Manager.

Section 4-8. Taxiing of Aircraft

No Person shall taxi an aircraft without first taking all necessary precautions to prevent a collision with other aircraft, Persons, or objects. Aircraft shall not be taxied into or out of a Hangar, or other covered area. No Person shall taxi an aircraft except on areas designated for taxiing. If it is impossible to taxi



aircraft in compliance with this section, then the engine must be shut off and the aircraft towed to the new location.

Section 4-9. Common Traffic Advisory Frequency

Aircraft operators should utilize the Common Traffic Advisory Frequency (CTAF), as published in the current Airport/Facility Directory, to broadcast their intentions, as detailed in the *Aeronautical Information Manual, FARs, and FAA Advisory Circulars*.

Section 4-10. Aircraft Incident/Accident Reports

Any Persons involved in an Aircraft operation that results in a personal injury or damage to property occurring on the Airport, within the City, or in the Airspace around the Airport shall provide all pertinent information to the Airport Manager as soon after the Aircraft Accident or Incident as possible. The information shall include the names, address and phone numbers of the Persons involved, and a description of the accident and the cause (if known). When a written copy of an accident report is required to be filed by federal or state law, regulation, or agency, a copy of such report shall also be submitted to the Airport Manager.

Section 4-11. Interfering or Tampering with Aircraft

No Person may interfere or tamper with any aircraft, aircraft parts, instruments, fuel, or tools without prior approval of the Aircraft Owner, or in the event of an emergency, as specifically directed by the Airport Manager.

Section 4-12. Aircraft Demonstrations and Public Events

No aircraft flight or ground demonstrations may be conducted at the Airport without the prior written permission of the Airport Manager. The City reserves the right to temporarily restrict or control activities on the Airport Movement Area and public areas of the Airport for purposes of aerial and ground demonstrations or for any other public purpose. To the extent practicable, such public events will be conducted in such a manner as to minimize the impact upon normal Airport operations. Where appropriate, a NOTAM will be issued as soon as practical.

Section 4-13. NOTAMS and Airport Advisories

The Airport Manager is responsible for the dissemination of NOTAM information. The Airport Manager is authorized to relay airfield conditions, advisories or information concerning outages of airfield lighting to the appropriate FAA Flight Service Station for dissemination as a NOTAM. The City Fire Department, Police Department, and Airport Manager are also authorized to issue a NOTAM.



Section 4-14. Tiedown or Storage of Damaged or Dismantled Aircraft

A damaged or dismantled aircraft shall be repaired, re-assembled, or moved to a location acceptable to the Airport Manager within 60 days unless the Airport Manager permits an alternative arrangement. Barring an alternative arrangement, the damaged or dismantled aircraft is subject to removal at the direction of the Airport Manager and at the Owners expense after 60 days.

Section 4-15. Airport Movement / Non-Airport Movement Areas

Aircraft and other Vehicles should utilize and monitor the Common Traffic Advisory Frequency (CTAF).

Section 4-16. Aircraft Parking

All aircraft shall be parked in designated areas administered by the City.

1. Parking aircraft in areas not designated for such use is not permitted without written consent of the Airport Manager.
2. Parking in taxiways or taxilane object free areas is prohibited and no aircraft shall be parked in such a manner as to obstruct the free movement of other aircraft.
3. No parked aircraft shall be left unattended unless properly secured in a tie-down, with chocks, or within a hangar.

Section 4-17. Aircraft Engine Runup

Aircraft engine runups shall be conducted in designated areas. At no time shall engine runups be performed when any person or object is in the path of propeller slipstream, rotor wash, or jet blast.

Section 4-18. Hand-Propping of Aircraft Engines

Hand propping of aircraft engines is prohibited except when the design of the aircraft is such that this is the only method of starting the engine. When hand-propping is necessary, the operator shall take appropriate actions to ensure the action is taken safely. This may include the application of parking brakes, the choking of the wheels, or tying down the aircraft.

Article 5. Vehicles, Pedestrians, Bicycles, Etc.

Section 5-1. General Requirements



No Person may operate a Vehicle on the Airport Operations Area except in accordance with the Rules and Regulations and all federal, state, and local laws.

1. Vehicles shall access all Airport facilities and businesses from the Landside public parking or appropriate gate areas for said facility of business unless authorized by a Lease, Commercial Activity Permit, or by the Airport Manager.
2. All Vehicles shall yield the right of way to aircraft in motion and emergency Vehicles.
3. All Vehicles, except for ground service and emergency Vehicles, shall remain a safe distance from any aircraft whose engines are running.
4. All Vehicles, upon entering or exiting an Airport access gate, shall wait for the gate to completely close behind them before proceeding to their destination.
5. All vehicles with Airside access shall display an Airport Parking Permit, if so issued by the Airport, so as to make it visible by looking into the vehicle via the windshield.

Section 5-2. Licensing, Registration, and Insurance

1. No Person may operate a motorized Vehicle of any kind on the Airport without a valid state motor vehicle operator's license. The Airport Manager has the discretion to approve on a case-by-case basis the operation of a non-registered vehicle on the Airport.
2. All motorized Vehicles operated on the Airport that are registered for use on public streets shall be covered by the type and amount of Vehicle liability insurance coverage required by state law.
3. All motorized Vehicles operated on the Airport that are not registered for use on public streets shall be covered by appropriate liability insurance coverage.
4. All motorized Vehicles operated and parked on the Airport shall have a current registration as required by state law, unless provided written approval by the Airport Manager

Section 5-3. Control of Vehicles

1. No Person may operate or park a Vehicle at the Airport in a manner prohibited by the Rules and Regulations or by signs, pavement markings, or other signals posted by the City or by the Airport Manager. The Airport Manager has the authority to regulate or prohibit any class or type of Vehicle or other form of transport that operates in the Airside area.
2. No Person may operate or Park a Vehicle in the Airside area unless that Person has valid access privileges.



Section 5-4. Speed Limits

All Vehicles shall be operated on the Airport in strict compliance with all posted speed limits. The maximum speed limit in the Airside for all Vehicles, with the exception of authorized municipal and emergency services Vehicles operated by duly authorized officials in the performance of their official duties, is fifteen (15) miles per hour, or less, if conditions require a lower speed to ensure safe operation.

Section 5-5. Vehicles Operating on Runway and Taxiways

1. Only Vehicles authorized by the Airport Manager may operate on the Airport Operations Area. No Vehicle may be operated on the Runway and Taxiways unless so authorized by the Airport Manager.
2. Any Vehicle authorized to operate on the Airport Runway or Taxiways shall display amber rotating beacon or a 3' x 3' white and orange- checkered flag that complies with FAA Advisory Circular 150/5210-5 and is visible. Exceptions to this rule must be authorized by the Airport Manager.
3. All approved vehicles should remain in continuous communications via CTAF while operating on a Runway or Taxiway.

Section 5-6. Airport Perimeter Security

Persons owning, operating or otherwise responsible for Airport buildings or other structures that contain any portion of the Airport security perimeter (as defined by the Airport Manager), shall operate and maintain all vehicular and pedestrian access points and Airport security perimeter on their property in a manner that is acceptable to the Airport Manager and limits access from their property to the Airport to only those Persons authorized by the Airport Manager to have access.

Section 5-7. Authority to Remove Vehicles

The Airport Manager may cause to be removed from any area of the Airport any Vehicle that is disabled, abandoned, or Parked in violation of the Rules and Regulations, or that presents an operational hazard to any area of the Airport, as determined by the Airport Manager, in their sole discretion, with the

Vehicle operator bearing any expense of removal and the risk of any damage from such removal.

Section 5-8. Bicycles and Miscellaneous Vehicles



1. Bicycles may be operated on the Airport Movement Area for the express purpose of transitioning from one specific location to another, provided that such operation is in accordance with the Rules and Regulations, including those sections pertaining to Vehicles. Under no circumstances shall a bicycle be used on the runway or taxiway. Recreational biking is prohibited. Bicycles utilized after dark must be equipped with reflectors and a light.
2. Unless authorized by the Airport Manager, no Person may operate at the Airport any go-cart, go-ped, skateboard, rollerblade, or other Vehicles not licensed, or otherwise permitted by state law, for operation on a public street or highway, except for City Vehicles or small Vehicles (golf carts, UTV's, ATV's, etc.) used for servicing aircraft or on Airport transportation.

Section 5-9. Vehicular Accidents

The driver of any Vehicle involved in an accident on the Airport that results in injury or death to any Person, or damage to any property, shall immediately stop such Vehicle at the scene of the accident; render reasonable assistance to each Person injured in the accident, including making arrangements for the transporting of the Person to a physician, surgeon or hospital for medical or surgical treatment, if it is apparent that treatment is necessary or if the transporting is requested by the injured Person; and give their name, address and operator's license and registration number to the Person injured, the Airport Manager, and to any Police Officer or witnesses of the accident. The driver of such Vehicle shall make and file a report of such accident as required by state law and provide a copy of that report to the Airport Manager.

Section 5-10. Careless Operation, Driving While Intoxicated

No Vehicle of any kind may be operated at the Airport:

1. In a careless, negligent, or reckless manner, or in disregard of the rights and safety of others, or while the driver would be prohibited by law from operating an automobile upon the public streets of the City due to drug or alcohol impairment or influence, or at a speed or in a manner that endangers, or is likely to endanger, Persons or property;
2. If the Vehicle is constructed, equipped, or loaded so as to endanger, or be likely to endanger, Persons or property, or to result in the load or other materials becoming separated from the Vehicle; or
3. If the Vehicle is not lighted or otherwise clearly visible during hours of darkness or during inclement weather.

Section 5-11. Parking Restrictions



No Person may Park or leave standing any Vehicle, whether occupied or not, except within a designated Vehicle Parking Area or in the hangar when the aircraft is in use. Hangar tenant vehicles may be Parked next to, or in front of, a Hangar so long as the Vehicle does not obstruct aircraft movement. Aircraft Owners and operators may Park their Vehicles only in the Aircraft Parking space designated for their aircraft.

Aircraft owners with tie-down positions must park their vehicles outside the perimeter fence except for loading and unloading.

Vehicles Parked in an Aircraft Parking Area shall be Parked in a manner so as to be completely contained in an Aircraft Parking area and to not obstruct adjacent Aircraft Parking Areas or Taxilanes unless for the purposes of immediate and temporary loading, unloading, or staging of an aircraft.

A Vehicle Parked in an Aircraft Parking Area shall be Parked in a manner that allows the Vehicle to be immediately driven or towed away from any nearby aircraft in case of an emergency.

Section 5-12. Airport Access During an Accident or Incident

Only Persons authorized by law or Persons having the Permission of the Airport Manager may enter the Airside area of the Airport for the purposes of attending, observing, or assisting at the scene of an Aircraft Accident or Incident or Vehicular Accident.

Section 5-13. Pedestrians in the Airside Area

Walking, standing, and loitering in the Airside area are permitted only if such activities are determined by the Airport Manager not to be an operational or safety concern. Guests and family members of Tenants must remain under the control and supervision of the Tenant. Children must always be under the direct control and supervision of the Tenant. The Tenant is responsible for the safety and actions of guests and family members.

Section 5-14. Vehicle Repair

1. No Person may clean or make any repairs to Vehicles (other than Ground Support Equipment) anywhere on the Airport, except minor repairs that enable such Vehicles to be removed from the Airport.
2. No Person may move, or interfere or tamper with, any Vehicle, or take or use any Vehicle part or tool without the written approval of the Vehicle owner, or other evidence of the right to do so satisfactorily presented to the Airport Manager.



Section 5-15. Automobiles on Operational Areas

Automobiles driven by Aircraft Owners or aircraft operators who have been authorized by the Airport Manager to access Airport Movement Areas shall be subject to the following restrictions:

1. Automobiles should enter the Airport through the gate closest to the storage location of the Aircraft Owner's or aircraft operator's aircraft and leave the Airport through the same gate.
2. Automobiles traveling to an Airport location a significant distance away should use landside roads rather than traveling on an Airside apron or roadway.

Section 5-16. Vendor and Delivery Vehicles

All vendor Vehicles, tool trucks, snack trucks, delivery vehicles and the like, are prohibited from operating on Aircraft Movement Area without escort. Deliveries to businesses on the Airside shall be escorted by the receiving Tenant or their representative to the facility location. Delivery vehicles must immediately exit the Airside, by escort, upon completion of the delivery. Delivery vehicles may not park for more than 10 minutes in any Airport parking lot.

Section 5-17. Enforcement of Article 5

1. The first violation of any of the requirements in Article 5 of the Rules and Regulations will result in a verbal warning to the violator, which will be noted in the violator's file.
2. The second offense will result in a Notice of Violation to the violator.
3. The third offense will result in a suspension of the violator's Vehicle driving privileges on the Airport for up to one (1) year. After the suspension period, a written request may be submitted to the Airport Manager requesting the reinstatement of the violator's Vehicle driving privileges.
4. Violations may be subject to a fine.

Section 5-18. Pedestrians Soliciting Rides

No Person may stand or walk in, upon, or adjacent to, a Roadway at the Airport for the purpose of soliciting a ride from a Vehicle, nor may any Person solicit aircraft rides from any area of the Airport.

Section 5-19. Motor Homes, Boats, Trailers, and Recreational Vehicles

Motor homes, boats, utility trailers, and recreational Vehicles shall not be stored anywhere on the Airport unless with the prior written Permission of the Airport Manager.



MARINA MUNICIPAL AIRPORT

MINIMUM OPERATING STANDARDS



Table of Contents

Article 1.	Introduction/Purpose.....	1
Article 2.	Definitions; Application; Waiver.....	1
Section 2-1	Definitions	1
Section 2-2	Application of Minimum Operating Standards	1
Section 2-3	Multiple Activities by One Tenant	2
Section 2-4	Activities Not Covered by Minimum Operating Standards	2
Section 2-5	Waiver or Modification of Standards.....	2
Article 3.	Commercial Activity Application Process	2
Section 3-1	Submittal of the Application	2
Section 3-2	Processing the Application.....	3
Section 3-3	Appeal Process	4
Article 4.	General Contractual Provisions	4
Article 5.	Insurance	5
Section 5-1	General Insurance Requirements.....	5
Section 5-2	General Insurance Adjustments by City	6
Section 5-3	Form; Acceptance by City.....	6
Section 5-4	Indemnification	6
Article 6.	General Operational Requirements	7
Section 6-1	Taxiway Access.....	7
Section 6-2	Right of Entry Reserved	7
Section 6-3	Rates and Charges	7
Section 6-4	Personnel and Invitees; Conduct of Business	7
Section 6-5	Sound Level; Vibrations.....	8
Section 6-6	Nuisance; Waste; Damage.....	8
Section 6-7	Hazardous Conditions	8
Section 6-8	Overloading Floors or Structures	8
Section 6-9	Maintenance and Repairs	8
Section 6-10	Trash.....	9
Section 6-11	Security.....	9
Section 6-12	Interference with Utilities and Systems	9
Section 6-13	Fire Equipment	9
Section 6-14	Vehicle Identification	9



Article 7.	Fixed Base Operators	9
Section 7-1	Requirements for the FBO	9
Section 7-2	Land and Facility Requirements	10
Section 7-3	Hours of Operation	11
Section 7-4	Aircraft Service Equipment	11
Section 7-5	Aviation Fueling Requirements	11
Section 7-6	Insurance	12
Section 7-7	Personnel Qualification Requirements	12
Article 8.	Specialized Aviation Service Operator (SASO)	12
Section 8-1	SASO Activities	12
Section 8-2	General Requirements	12
Section 8-3	Hangar Leasing Services	13
Section 8-4	Aircraft Sales	13
Section 8-5	Aircraft Airframe or Engine Maintenance Service, and Aircraft Parts Sales	14
Section 8-6	Aircraft Rental Services	14
Section 8-7	Flight Schools	15
Section 8-8	Individual Flight Instruction	15
Section 8-9	Aircraft Component & Accessory Maintenance Services and Sales	15
Section 8-10	Aircraft Charter or On-Demand Air Taxi Service	16
Section 8-11	Aerial Application Services (Crop Dusting)	16
Section 8-12	Specialized Commercial Flying Services	17
Section 8-13	Aircraft Management Services	17
Article 9.	Tenant Non-Aviation Use Commercial Activities	18
Section 9-1	Tenant Non-Aviation Use Commercial Activities	18
Article 10.	Long-Term Airport Use Permits for Non-Tenants	18
Section 10-1	Non-Tenant Operators	18
Section 10-2	Requirements	19
Article 11.	Non-Commercial Activities	19
Section 11-1	Flying Clubs	19
Section 11-2	Private Hangars	21



Article 1. Introduction/Purpose

The Federal Aviation Administration (FAA) has determined that it is the prerogative of the airport owner (sponsor) to impose minimum operating standards to establish the threshold entry criteria for those wishing to engage in providing products and services to the public on an airport. Airports receiving Federal funding provide the assurance that they will make the airport available for public use on fair and reasonable terms and without unjust discrimination to all types, kinds and classes of commercial use. This assurance is met through the adoption and enforcement of these Minimum Operating Standards.

The Minimum Operating Standards establish the minimum acceptable qualifications of participants, level and quality of service, and other conditions which are required of those currently or proposing to conduct Commercial Activities on the Airport. These requirements are intended to:

1. Protect the public interest by establishing reasonable standards for businesses on the airport, including level of service, staffing, facilities, training, licensing, environmental compliance, and insurance criteria; and
2. Provide consistent, fair and reasonable terms for the conduct of all businesses on the airport without unjust discrimination and without exposure to unfair or irresponsible competition.

The uniform application of these standards relates primarily to the public interest by discouraging substandard entrepreneurs and mandating insurance coverage levels, thereby protecting the airport, airport patrons, and established airport businesses.

Article 2. Definitions; Application; Waiver

Section 2-1. Definitions

All definitions contained in the Marina Municipal Airport Rules and Regulations are incorporated by reference into these Minimum Operating Standards. For purposes of these Minimum Operating Standards, all references to the "Rules and Regulations" when capitalized, are to the Marina Municipal Airport Rules and Regulations.

Section 2-2. Application of Minimum Operating Standards

1. All persons conducting Commercial Activities or Commercial Aeronautical Activities at the Airport shall, as a condition of conducting such activities, obtain a lease, license, Permit, and/or agreement with or from the City authorizing such activities pursuant to Article 3, and comply with all applicable requirements concerning such activities as are set forth in these Minimum Operating Standards.



2. These Minimum Operating Standards shall be deemed to be a part of each Tenant's lease, Permit and/or agreement with or from the City unless any such provisions are waived or modified by the City pursuant to Section 2-5. The mere omission of any particular standard from a Tenant's written lease, Permit and/or agreement with the City shall not constitute a waiver or modification of such standard in absence of clear and convincing evidence that the City intended to waive or modify such standard.

Section 2-3. Multiple Activities by One Tenant

Whenever a Tenant conducts multiple activities at the Airport pursuant to one lease, license, Permit and/or agreement with or from the City, such Tenant must comply with the minimum standards set forth herein for each separate activity being conducted. If the minimum standards for one of the Tenant's activities are inconsistent with the minimum standards for another of the Tenant's activities, then the minimum standards which are most beneficial to the City, as determined by the Airport Manager, shall apply.

Section 2-4. Activities Not Covered by Minimum Operating Standards

Any activities for which there are no specific minimum standards set forth herein shall be subject to such standards and provisions as are developed by the City on a case-by-case basis and are set forth in such Tenant's written lease, license, Permit and/or agreement with or from the City.

Section 2-5. Waiver or Modification of Standards

The Airport Manager may, at his or her discretion, waive or modify any portion of these Minimum Operating Standards for the benefit of any governmental agency performing non-profit public services, performing emergency medical services to the public by means of aircraft or performing fire prevention or fire-fighting operations. The City Council may waive or modify any portion of these Minimum Operating Standards for non-governmental entities when it determines, in its discretion, that such waiver or modification is in the best interests of the City and all parties concerned and will not result in any competitive inequities among Tenants at the Airport.

Article 3. Commercial Activity Application Process

Section 3-1. Submittal of the Application

Any Person, who desires to conduct a Commercial Activity on the Airport, shall submit a written application to the Airport Manager for a lease, license, Permit, and/or agreement with or from the City authorizing such conduct prior to conducting such activities. Prior to submitting an application, the applicant should discuss all aspects of the application and the proposed operation with the Airport Manager. The applicant shall submit the following required information or documentation in the application:



1. A detailed description of the scope of the intended operations, including all services to be offered;
2. The amount of land, office space, and/or aircraft storage areas required for the operation;
3. A detailed description of any improvements or modifications to be constructed or made to airport property, including cost estimates and a construction timetable;
4. The proposed hours of operation;
5. Documentation of the applicant's financial capabilities to construct any improvements and to conduct any proposed activities;
6. A detailed description and/or evidence of the applicant's technical abilities and experience in conducting the proposed activities, including personal references and FAA certificates, if applicable;
7. The commencement date for the applicant's activities and the term of the lease, license, Permit or agreement sought, including all option periods;
8. If the applicant is a corporation, a copy of the Articles of Incorporation as filed with the Corporation Commission;
9. If the applicant is a limited liability company, a copy of the Articles of Organization filed with the Corporation Commission;
10. If the applicant is a limited partnership, a copy of the certificate of limited partnership filed with the Secretary of State;
11. If the applicant is a general partnership, a copy of the written partnership agreement, if any.

The Airport Manager may require the applicant to provide additional information which is necessary to ensure compliance with the Rules and Regulations and these Minimum Operating Standards.

Section 3-2. Processing the Application

The Airport Manager will be responsible for processing the applications for a lease, license, Permit and/or agreement with or from the City authorizing the conduct of a Commercial Activity at the Airport, subject to the approval of the City Council, if necessary. The Airport Manager will review the application, determine if it is complete, request more information if needed, and make a decision within 30 days. The Airport Manager may deny any application if it is determined that any of the following apply:

1. The applicant does not meet the qualifications and standards set forth in the Rules and Regulations or these Minimum Operating Standards;



2. The proposed activities are likely to create a safety hazard at the Airport;
3. The activities will require the City to spend funds, or to supply labor or materials as a result of the applicant's activities, or will result in a net financial loss to the City or Airport;
4. No appropriate space or land, as determined by the Airport Manager, is available to accommodate the proposed activities;
5. The proposed activities are not consistent with the Airport's Master Plan and/or Airport Layout Plan;
6. The proposed activities are likely to result in a congestion of aircraft or buildings, a reduction in airport capacity, or an undue interference with airport operations or the operations of any existing airport users;
7. The applicant or any of its principals has knowingly made any false or misleading statements in the course of applying for a lease, license, Permit or agreement;
8. The applicant or any of its principals has a record of violating the Rules and Regulations, these Minimum Operating Standards, the FAR or any other applicable laws, rules or regulations;
9. The applicant does not have the technical or financial capabilities to properly conduct the proposed activities.

Section 3-3. Appeal Process

The Airport Manager will make the final decision on all applications to provide commercial activities on the Airport. The applicant may file an appeal to the City Council within ten (10) days of receiving written notice of denial.

Article 4. General Contractual Provisions

All leases, Permits, and/or agreements authorizing Tenants to use the Airport shall contain the following provisions and conform to the airport leasing policy:

1. The Tenant's rights to engage in specific activities at the Airport are non-exclusive.
2. The Tenant shall defend and indemnify the City and its elected or appointed officials, agents, boards, commissions and employees from all loss, damages or claims for personal injury or death or for property damage or loss, or for any other damages or loss arising out the Tenant's or its invitees' use of the Airport.



3. A termination clause allowing the City to terminate the Tenant's lease, license, Permit and/or agreement no later than 30 days after notice of default is given to the Tenant, if the Tenant fails to cure its default within the 30-day period; and allowing the City to terminate the Tenant's lease, license, Permit and/or agreement immediately if the Tenant fails to maintain the required insurance.
4. The Tenant shall make no improvements or modifications to Airport property without the prior written consent of the City and without posting appropriate payment and performance bonds. Before commencing any improvements or modifications, the Tenant shall submit detailed construction plans and specifications to the City, and upon completion of the construction, the Tenant shall provide the City with two complete sets of detailed plans and specifications of the work as completed. All improvements and modifications shall be constructed in a good and workmanlike manner. All improvements or modifications made to Airport property shall become the property of the City, at no cost to the City, upon the termination of the Tenant's lease, license, Permit and/or agreement.
5. The Tenant shall not sublease or assign any of its rights under the lease, license, Permit and/or agreement with or from the City without the written consent of the City. The Airport Manager may require any potential sublessee or assignee to submit to the City biographical and financial information at least 30 days prior to a proposed assignment.
6. All provisions that the FAA or the City's Federal Airport Grant Assurance Obligations require to be included shall be included.

Article 5. Insurance

Section 5-1. General Insurance Requirements

Unless otherwise specified in Articles 6 through 9, each Person conducting a Commercial Activity shall at all times maintain in effect the following types of insurance as applicable to the business to be conducted and in accordance with the minimum insurance requirements for Commercial Aeronautical Activity Providers, as determined by the City:

1. Comprehensive general liability insurance, on an occurrence basis for bodily injury and property damage, including products-completed operations, personal injury and advertising injury. The aggregate limit must be twice the per occurrence limit. Coverage must include damage to premises rented (fire damage liability). Airport premises liability may be used in place of comprehensive general liability;
2. Automobile liability insurance combined single limit includes coverage for bodily injury and property damage covering any auto, owned, non-owned or hired;



3. Worker's compensation limits based upon statutory requirement and employer's liability coverage;
4. Aircraft liability insurance, on per occurrence basis covering injury or damage to the property of others caused from the operation of an aircraft owned or leased;
5. Hangar keeper's liability insurance on a per occurrence basis for damage to aircraft belonging to others in the care, custody and control or for the repair of safekeeping;
6. Pollution liability on an occurrence basis that includes bodily injury or property damage arising out of the actual or alleged release, dispersal, discharge, etc. of pollutants;
7. Property insurance on an all-risk basis for any tenant improvements or betterments with no coinsurance penalty provision;
8. City of Marina is to be named as an additional insured on all required coverage's and the coverage shall be primary and non-contributory with respect to all other sources including any City insurance or self-insurance.

Section 5-2. General Insurance Adjustments by City

1. In addition to the types of insurance required by Section 5-1, each Tenant shall at all times maintain such other insurance as the City may reasonably determine to be necessary for such Tenant's activities, or as the FAA may determine is required under the City's Federal Airport Grant Assurance Obligations.
2. Minimum insurance requirements may be adjusted on a case-by-case basis by the City.

Section 5-3. Form; Acceptance by City

All insurance shall be in a form, and from a company, acceptable to the City, shall name the City as an additional insured, shall require 30 days written notice to the City before modification or termination and shall include contractual liability coverage for the Tenant's obligations of indemnity.

Section 5-4. Indemnification

1. Each Person conducting a Commercial Activity shall defend, indemnify and hold harmless the City and its elected or appointed officials, agents, boards, commissions and employees (hereinafter referred to collectively as the "City" in this Section) from all loss, damages, or claims of whatever nature, including attorney's fees, expert witness fees and costs of litigation, which arise out of any act or omission of Operator or its agents, employees and invitees (hereinafter referred to collectively as "Operator" in this Section) in connection with operations at the Airport and which result directly or indirectly in the injury to or death of any persons or the damage to or loss of



any property, or any other damage or loss arising out of the failure of Operator to comply with any provisions of this document.

2. The Operator shall, in all instances, except for loss, damages or claims resulting from the sole negligence of the City, indemnify the City against all such loss, damages or claims, regardless of whether the loss, damages or claims are caused in part by the negligence, gross negligence or fault of the City. The City shall give Operator prompt notice of any claim made or suit instituted which may subject Operator to liability under this Section, and Operator shall have the right to compromise and defend the same to the extent of its own interest. The City shall have the right, but not the duty, to participate in the defense of any claim or litigation with attorneys of the City's selection without relieving Operator of any obligations hereunder.
3. Operator obligations hereunder shall survive any termination of Operator's activities at the Airport. The Operator agrees to waive all rights of subrogation against the City arising from the Operator's use, occupancy, or operations at the Airport.

Article 6. General Operational Requirements

Section 6-1. Taxiway Access

If paved access from a Tenant's premises to the Airport's taxiway system is essential for their business operation and not already provided, each Tenant conducting aeronautical activities shall provide such access. Such taxiway access shall meet all applicable Airport and FAA standards for the largest aircraft type anticipated to use the leased premises.

Section 6-2. Right of Entry Reserved

The City reserves the right at all reasonable times to enter upon each Commercial Aeronautical Activity Provider's premises for any lawful purpose, provided that such entry does not unreasonably interfere with the Commercial Aeronautical Activity Provider's use of the premises.

Section 6-3. Rates and Charges

Each Commercial Aeronautical Activity Provider may determine the rates and charges for all of its activities and services, provided that such rates and charges shall be consistent with the City's Federal Airport Grant Assurance Obligations, reasonable, and equally and fairly applied to all of the Commercial Aeronautical Activity Provider customers.

Section 6-4. Personnel and Invitees; Conduct of Business



Each Commercial Aeronautical Activity Provider shall at all times designate a manager to supervise its operations at the Airport and designate personnel who are available outside of normal business hours to respond to emergency situations. Each Commercial Aeronautical Activity Provider shall employ a sufficient number of trained, on-duty personnel to provide for the efficient and proper compliance with its obligations under its lease, license, Permit and/or agreement and the Rules and Regulations and these Minimum Operating Standards.

Section 6-5. Sound Level; Vibrations

Each Commercial Aeronautical Activity Provider shall take all measures to keep the sound level of its operations as low as reasonably possible and to reduce to a minimum, vibrations that could tend to damage any equipment, structure or building or create a nuisance to other airport tenants.

Section 6-6. Nuisance; Waste; Damage

No Commercial Aeronautical Activity Provider shall conduct or permit any activities which may result in nuisance, waste or damage to or at the Airport.

Section 6-7. Hazardous Conditions

No Commercial Aeronautical Activity Provider shall do or permit to be done on its premises any act which:

1. May constitute a hazardous condition in connection with the operations permitted by the Tenant's lease, license, Permit and/or agreement; or
2. Will invalidate or conflict with any fire or casualty insurance policies or regulations, or the Marina Fire Code.

Section 6-8. Overloading Floors or Structures

No Commercial Aeronautical Activity Provider shall overload any floor, structure, structural member or paved areas on the Airport.

Section 6-9. Maintenance and Repairs

Each Commercial Aeronautical Activity Provider shall keep its premises in a neat and orderly condition and in good repair and shall keep the floor of its premises and the apron and ramp areas used in its operations clean and clear of oil, grease, other materials, stains or foreign object debris (FOD).



Section 6-10. Trash

Each Commercial Aeronautical Activity Provider shall, in disposing of its trash and refuse, use a system of refuse disposal approved by the City.

Section 6-11. Security

Each Commercial Aeronautical Activity Provider shall take necessary measures to ensure security in accordance with the guidelines and regulations of, any Airport security program.

Section 6-12. Interference with Utilities and Systems

No Commercial Aeronautical Activity Provider shall interfere with the effectiveness or accessibility of any public utility system, drainage system, sewage system, fire protection system, sprinkler system, alarm system or fire hydrant or fire hoses.

Section 6-13. Fire Equipment

Each Commercial Aeronautical Activity Provider shall supply and maintain such adequate and readily accessible fire extinguishers and equipment as may be required by the Fire Codes or by the City of Marina Fire Chief.

Section 6-14. Vehicle Identification

Any vehicle operated by a Commercial Aeronautical Activity Provider that is used in the Airside Area must bear identification designating the Commercial Aeronautical Activity Provider to whom the vehicle is assigned. Letters and/or identification shall be clearly visible and displayed in a manner that is acceptable to the Airport Manager.

Article 7. Fixed Base Operators

Section 7-1. Requirements for any FBO

A Fixed Base Operator (FBO) shall comply with the standards contained in Article 6. An FBO shall comply with all applicable provisions of the Marina City Code; Rules and Regulations; Minimum Operating Standards; Federal, State and local laws, rules, regulations, and ordinances; and the City's Federal Airport



Grant Assurance Obligations. An FBO shall engage in a wider range of Commercial Aeronautical Activities than a SASO (defined in Article 8), which shall include the following:

1. Aircraft fueling and line services;
2. Major Aircraft Alterations and Repairs. (An FBO may subcontract in order to provide the major aircraft powerplant and accessory repair services required of it);
3. Sales of aircraft parts and accessories;
4. Removal of disabled aircraft from operational areas;
5. Providing customary facilities, amenities, and services to general aviation users, including, at a minimum, the following: public restrooms, waiting lounges, conference rooms, crew lounges and flight planning services.

A Waiver to any of the FBO services listed in Section 7.1 may be considered on a case-by-case by the Airport Manager.

Section 7-2. Land and Facility Requirements

An FBO shall lease from the Airport an area large enough to support various FBO functions such as aircraft storage in a hangar, line services, transient apron parking, vehicle parking lot, public customer office functions, waiting lounge, pilot lounge, and flight planning services. An FBO may lease existing Airport facilities for this purpose or lease undeveloped land for the construction of such facilities. This area shall accommodate the following:

1. Airplane Design Group II aircraft (wingspan up to 79 feet);
2. Transient aircraft parking;
3. Circulation Taxilanes;
4. Adequate area to simultaneously accommodate transient activities while emptying aircraft from storage hangars and staging based aircraft;
5. Hangar space with dedicated space for aircraft maintenance and repair and aircraft storage;
6. Shop space to support aircraft maintenance and repair activities including the storage of parts and accessories.
7. Fuel delivery truck for Jet A.

A Waiver to any of the FBO services listed in Section 7.2 may be considered on a case-by-case by the Airport Manager.



Section 7-3. Hours of Operation

The airport shall be open for public use at all reasonable hours of the day and night, subject to these rules and regulations and subject to the condition of the landing area, as may be determined by the airport manager.. Aircraft mechanical services shall be available within 72 hours.

Section 7-4. Aircraft Service Equipment

The FBO shall maintain tools, jacks, tugs, towing equipment, tire-repair equipment, ground power units, emergency starting equipment, portable compressed air tanks, oxygen cart and supplies, fire extinguishers, chocks, ropes and tie-down supplies as are necessary for the servicing of aircraft types expected to use the Airport. The FBO shall provide appropriate recovery services and equipment necessary to promptly remove Disabled Aircraft from the Airport Movement Area. Large or heavily damaged Aircraft that the FBO determines it cannot safely remove shall be referred by the FBO to a qualified aircraft recovery service for removal. The FBO shall notify the Airport Manager in the event of an aircraft accident.

A Waiver to any of the FBO services listed in Section 7.4 may be considered on a case-by-case by the Airport Manager.

Section 7-5. Aviation Fueling Requirements

1. The FBO shall comply with the National Fire Protection Association's codes and standards, as amended, FAA Advisory Circular 150/5230-4B, *Aircraft Fuel Storage, Handling, Training, and Dispensing on Airports*, as amended, all requirements of the Rules and Regulations, the Airport Minimum Operating Standards, and all other applicable laws related to aircraft fuel handling, dispensing and storage.
2. If the FBO desires to build static fuel tank storage facilities for aviation fuels, the minimum capacities are 10,000 gallons of aviation gasoline and 10,000 gallons of turbine fuel, in an area to be designated by the Airport Manager. The FBO shall not construct or modify any fuel storage or distribution facilities without the written consent of the City and without complying with all City safety standards. The City shall have the right to inspect such facilities periodically to assure compliance with all standards.
3. The FBO shall provide mobile dispensing equipment and trucks sufficient to serve the needs of the Airport. All such equipment shall meet all applicable safety standards. The metering devices shall be inspected, checked, and certified by appropriate state and/or county officials. The City



shall have the right to inspect such equipment periodically to assure compliance with all standards.

4. The FBO shall require all of its fuel-handling personnel to attend training courses and to receive periodic refresher training as required by the Airport Manager and City Fire Department. The operator shall develop a standard operating procedure for aviation fueling activities and provide a current copy of the same to the Airport Manager. The City and the FAA shall have the right to periodically conduct inspections and surveillance of the operator's activities and personnel to ensure adherence to safe practices.

Section 7-6. Insurance

The FBO shall maintain the types and amounts of insurance required by Section 5-1, except that the FBO shall at all times maintain comprehensive general public liability and property damage insurance in the amount of at least \$1,000,000 combined single limit per occurrence.

Section 7-7. Personnel Qualification Requirements

The FBO shall have on-staff a manager with applicable industry experience and is approved by the Airport Manager. The Airport Manager shall be notified of change in FBO management.

Article 8. Specialized Aviation Service Operator (SASO)

Specialized Aviation Service Operators are often needed and encouraged by the Airport to meet the demands of Commercial Aeronautical Activities on the Airport.

Section 8-1. SASO Activities

The SASO is an entity that engages in one or more of those Commercial Aeronautical Activities as defined in Article 1 of the Rules and Regulations, or described in this Article 8, or as stated in the Long-Term Airport Use Permit.

Section 8-2. General Requirements

In addition to any other requirements of these Minimum Operating Standards and the Rules and Regulations, the SASO must comply with both the special requirements related to the specific activities described in this Article 8, and the general requirements set forth below:



1. The SASO, except for Hangar Leasing Service Providers as described in Section 8-3, shall have on-staff a manager with applicable industry experience and is approved by the Airport Manager. The Airport Manager shall be notified of any change in SASO management.
2. The SASO, except for Hangar Leasing Service Providers as described in Section 8-3, shall either build or lease at the Airport, from the City or another Airport tenant, sufficient business space for the type of services being provided by the SASO, as determined by the Airport Manager.
3. The SASO shall at all times maintain the types and amounts of insurance required by Article 5 for any of its activities which may be covered by such types of insurance.
4. The SASO shall comply with all applicable provisions of the Marina City Code; Rules and Regulations; Airport Minimum Operating Standards; Federal, State and local laws, rules, regulations, and ordinances; and the City's Federal Airport Grant Assurance Obligations.
5. These requirements may be satisfied by an approved sublease of such space from an existing full service FBO or other Lease holder.

Section 8-3. Hangar Leasing Services

A Hangar Leasing Services Operator is any entity that leases hangars to aircraft owners or operators solely for aircraft and/or aeronautical storage purposes. Hangar Leasing Service Operators shall comply with the following minimum standards:

1. The operator shall lease at the Airport sufficient business space for the type of services being provided by the operator, as determined by the Airport Manager.
2. The Hangar Leasing Services Operator may construct Hangars following completion of an Airport ground lease with the City. The planned Hangars must have Airport Manager approval as to size and location.
3. The Hangar Leasing Services Operator shall submit construction plans and specifications for any hangars to be constructed, including minimum hangar sizes and architectural design plans, subject to the written approval of the City.
4. The operator shall provide to the Airport Manager a tenant list that includes the tenant(s) name, address, phone number, email address, and aircraft type, model, N-number and assigned hangar unit. The operator shall provide to the Airport Manager an updated tenant list upon change in tenancy or aircraft being stored.

Section 8-4. Aircraft Sales



An Aircraft Sales Operator engages in the sale or brokerage of new and/or used aircraft (either on a retail or wholesale basis). An Aircraft Sales Operator shall comply with the following standards:

1. The operator shall lease at the Airport sufficient business space for the type of services being provided by the operator, as determined by the Airport Manager.
2. An operator engaged in the sale of aircraft shall comply with the provisions of FAR, Part 47, Subpart C and shall possess a valid "Dealer's Aircraft Registration Certificate", FAA form 8050.
3. The operator shall maintain an approved Aircraft Dealers Certificate from the State of California.

Section 8-5. Aircraft Airframe or Engine Maintenance Service, and Aircraft Parts Sales

An Aircraft Airframe or Engine Maintenance Service provides one or more of the following services: airframe or engine overhaul; repair services on airframe or engines, including jet aircraft and helicopters; and sales of aircraft parts. An Aircraft Airframe or Engine Maintenance Service shall comply with the following standards:

1. The operator shall lease at the Airport sufficient business space for the type of services being provided by the operator, as determined by the Airport Manager.
2. The operator shall provide sufficient shop space, equipment, supplies and availability of parts equivalent to that required for certification by the FAA as an FAA-approved repair station.
3. The operator shall employ and have available during normal business hours at least one individual who is currently certified by the FAA with ratings appropriate to the work being performed, and who holds an airframe, power plant or aircraft inspector rating; or an individual working on behalf of the holder of a current FAR Part 145 Certificate.
4. Major maintenance activities may be performed only in hangars or other structures where the conduct of such major maintenance would comply with the operator's specific lease agreement, the applicable City Fire Codes, the Rules and Regulations and the Minimum Operating Standards.

Section 8-6. Aircraft Rental Services

An Aircraft Rental Services Operator engages in the rental or leasing of aircraft to the public. An Aircraft Rental Services Operator shall comply with the following standards:

1. The operator shall have available for lease a minimum of (1) one fixed wing or (1) one rotary wing aircraft.



2. The operator shall employ and have available during normal business hours at least one individual with the appropriate experience and certifications including a current FAA commercial pilot certificate with appropriate ratings, as necessary.

Section 8-7. Flight Schools

A Flight Training Operator engages in instructing pilots in dual and solo flight training, in fixed wing or rotary wing aircraft, and provides such related ground school instruction as is necessary to adequately prepare a pilot to take a written examination and flight check ride for the categories of pilot's licenses and ratings involved. A Flight Training Operator shall comply with the following standards:

1. The operator shall have available for use a minimum of (1) one fixed wing or (1) one rotary wing Aircraft or qualified simulator.
2. The operator shall provide or utilize adequate classroom facilities for the amount and type of training involved, and shall provide mock-ups, pictures, slides, film strips, movies, video tapes and/or other training aids necessary for effective ground school instruction. All materials, supplies and training methods must meet FAA requirements for the type of FAA certificate required in order to be able to provide the training offered.
3. The operator shall employ and have available during normal business hours at least one instructor who is currently certified by the FAA to provide the type of training offered.

Section 8-8. Individual Flight Instruction

It is permissible for an FAA certified flight instructor to provide flight instruction to another individual outside of a formal flight school business (reference Section 8-7). Additional flight instruction guidelines outlined in Article 10 apply.

1. The flight instructor is limited to working with no more than three student pilots within a calendar year.
2. The flight instructor shall follow permit requirements outlined in Article 10 and provide proof of their flight instructor certification to the Airport Manager.
3. The Airport Manager may make exception to these guidelines where warranted.

Section 8-9. Aircraft Component & Accessory Maintenance Service and Sales

An Aircraft Component & Accessory Maintenance Service and Sales Operator engages in the business of repairing or overhauling aircraft radios, avionics, instruments, propellers, accessories, upholstery, painting and/or similar aircraft components. An Aircraft Component & Accessory Maintenance Service and Sales Operator may sell new or used parts and components necessary for such repairs.



An Aircraft Component & Accessory Repair Service and Sales Operator shall comply with the following standards:

1. The operator shall lease at the airport sufficient business space as determined by the Airport Manager. This includes a direct lease with the Airport or a sublease from an existing FBO or another appropriate Airport tenant.
2. The operator shall employ and have available during normal business hours at least one individual experienced in the industry and is currently certified by the FAA with ratings appropriate to the services offered.
3. The operator may use for Major Aircraft Alterations and Repair activities only such hangars or other structures as are approved for such use by the Airport Manager based on the terms of the applicable lease agreement and City fire codes.

Section 8-10. Aircraft Charter or On-Demand Air Taxi Service

An Aircraft Charter or On-Demand Air Taxi Service Operator engages in the business of providing air transportation of persons or property to the general public for hire, as either a charter operator or on-demand air taxi, as defined by the FAA. An Aircraft Charter or On-Demand Air Taxi Service Operator shall meet the following standards:

1. The operator shall employ and have available during normal business hours at least one individual who holds current FAA commercial pilot and medical certificates and ratings appropriate for the operator's flight activities. All flight crews shall be properly rated for the aircraft operated. After a reasonable notice period, as determined by the Airport Manager, the operator shall provide reasonable assurance, as determined by the Airport Manager, of the continued availability of qualified operating crews.
2. The operator shall own or lease exclusively by written agreement aircraft equipped for, and capable of use in instrument conditions, and with a valid airworthiness certificate and maintained in an airworthy condition. All aircraft shall meet the requirements of the FAR operators' certificate (e.g., Part 91(k), 121, 135).
3. The operator shall have a current FAR operators' certificate (e.g., Part 91(k), 121, 135).

Section 8-11. Aerial Application Services (Crop Dusting)

An Aerial Application Operator engages in the crop dusting and agricultural spraying business with the use of specifically equipped aircraft. An Aerial Application Operator shall meet the following standards:



1. The operator shall be available “on-call” during all reasonable hours during the normal aerial application season.
2. The operator shall employ and have available at least one individual who holds a current FAA commercial pilot certificate, properly rated for the aircraft to be used, and an agricultural aircraft operator certificate issued under Part 137 of the FAR.
3. The operator shall own or lease at least one aircraft that has a valid airworthiness certificate, is maintained in an airworthy condition, and meets all the requirements of Part 137 of the FAR. Such aircraft shall be based upon the operator’s leased premises at the Airport.
4. The operator shall provide a segregated chemical storage area protected from public access and located at the Airport such that it will provide the greatest safeguards to the public. The operator shall provide tank trucks for the handling of liquid spray and mixing liquids and shall provide adequate ground equipment for handling and loading of dusting materials. Due to the potential hazard posed by the chemicals and corrosives used in agricultural spraying and aerial applications, operator’s leasehold must be utilized for that sole purpose, and may not be combined with a facility providing any other aeronautical service. The operator shall be responsible for supplying waste disposal systems as mandated by all governmental entities under all applicable environmental protection laws, rules and regulations.

Section 8-12. Specialized Commercial Flying Services

A Specialized Commercial Flying Services Operator engages in air transportation for hire for any of the following purposes: nonstop sightseeing flights that begin and end at the Airport, banner towing and aerial advertising, aerial photography or survey, power line or pipeline patrol, fire-fighting or fire patrol, air ambulance service, airborne mineral exploration, or any other commercial operations specifically excluded from Part 135. A Specialized Commercial Flying Service Operator shall meet the following standards:

1. The operator shall employ and have available during normal business hours at least one individual who holds a current commercial pilot certificate with appropriate ratings for the aircraft to be flown.
2. The operator shall own or lease at least one aircraft that has a valid airworthiness certificate, is maintained in an airworthy condition, and is suitably equipped for the type of operation involved. Such aircraft shall be based upon the operator’s premises at the Airport.

Section 8-13. Aircraft Management Services

An Aircraft Management Services Operator means a Person performing one or more of the following services in the management of another Person’s aircraft: pilot staffing, records management, aircraft charter brokerage, and other aircraft-related services, not including services detailed in any other sections of these Minimum Operating Standards. Aircraft management does not include the control



of, or operation of, aircraft under FAR Part 135. An Aircraft Management Services Operator shall meet the following standards:

1. The operator shall lease at the Airport sufficient business space for the type of services being provided by the operator, as determined by the Airport Manager.
2. If any of the services offered by the operator require FAA certification, the operator shall employ and have available during normal business hours at least one individual who is currently certified by the FAA with ratings appropriate to the services offered.

Article 9. Tenant Non-Aviation Use Commercial Activities

Section 9-1. Tenant Non-Aviation Use Commercial Activities

Certain Non-Aviation Use Commercial Activities are permissible on Airport property in designated locations. Non-Aviation Use Commercial Activities must be compatible with Airport activities and must not infringe on the operation of the Airport. Non-Aviation Use Commercial Activities exclude any noise sensitive land uses such as residential development, churches, hospitals, schools (other than flight schools), etc. The Airport Managers shall determine if a proposed development is compatible with airport operations. Non-Aviation Use Commercial Activities shall:

1. At all times maintain in effect the types and minimum amounts of insurance specified in Article 5, for any of its activities at the Airport that may be covered by such insurance.
2. Enter into a ground lease or a facility lease with the Airport and pay the market rate for the lease.
3. Be subject to FAA approval prior to establishment.

Article 10. Long-Term Airport Use Permits for Non-Tenants

Section 10-1. Non-Tenant Operators

A Non-Tenant Operator is a Person who is not a Tenant, but who conducts a Commercial Activity on the Airport. The term Non-Tenant Operator includes, but is not limited to, rental car concessionaires, mobile certified mechanics, independent flight instructors, aircraft washing and cleaning, mobile oil recyclers, and others who perform commercial aeronautical or nonaeronautical activities without permanent facilities on the Airport. The term Non-Tenant Operator does not include any commercial transport provider engaged in providing goods, commodities or services to the Airport, any Federal, State, or local government agency operating at the Airport, or any FBO or SASO.



All Non-Tenant Operators, including without limitation the following, shall obtain, prior to conducting any Commercial Activity on the Airport, a Long-Term Airport Use Permit authorizing the conduct of such Commercial Activity:

1. A Person conducting a Commercial Activity who supplies or directly provides goods, commodities, services or facilities to the general public at the Airport as a regular business activity.
2. A Person conducting a Commercial Activity who uses or enters upon the Airport in furtherance of its business interests and/or to deliver services or goods to customers of that business.
3. Any Person engaged in any Commercial Activity at the Airport shall obtain one of the following Permits, in addition to a City of Marina business license, as applicable:
 - A. Short-Term Airport Use Permit: The Airport Manager or the Airport Manager may issue a Short-Term Airport Use Permit for Commercial Activities at the Airport to Persons whose Commercial Activities do not require a formal lease, provided that such Permits are effective for no more than 180 days and are immediately terminable by the City for cause. The Airport Manager will determine the terms and fees for such Permits unless such fees have otherwise been established by resolution of the City Council.
 - B. Long-Term Airport Use Permit: The Airport Manager, typically with the recommendation from the Airport Manager, may issue a Long-Term Airport Use Permit for Commercial Activities at the Airport to Persons whose Commercial Activities are anticipated to occur for a duration of more than 180 days. A land or facility lease may or may not be associated with a Long-Term Airport Use Permit.

Section 10-2. Requirements

An applicant for a Long-Term Airport Use Permit must comply with the following requirements, and remain in compliance with these requirements once it obtains a Long-Term Airport Use Permit:

1. Provide to the Airport Manager copies of the applicant's FAA licenses, and/or ratings.
2. Provide to the Airport Manager an original copy of a certificate of insurance evidencing that applicant has insurance of the types, and in the minimum amounts, required under Article 5, and meeting the current insurance requirements set forth by the City, and naming the City as an additional insured.
3. Provide to the Airport Manager evidence that the applicant has a current business license from the City of Marina.
4. Comply with all applicable provisions of the Marina City Code; Rules and Regulations; Airport Minimum Operating Standards; Federal, State and local laws, rules, regulations, and ordinances; and the City's Federal Airport Grant Assurance Obligations.



5. Pay all applicable fees set for the pertinent Long-Term Airport Use Permit listed on the schedule of Airport Rates and Fees available from the Airport Administration Office.

Article 11. Non-Commercial Activities

Section 11-1. Flying Clubs

A Flying Club is a non-profit entity or organization organized for the purpose of providing its members with one or more aircraft for their personal use and enjoyment only. A Flying Club shall meet the following standards:

1. At the time of applying for a lease, license, Permit and/or agreement with or from the City to operate at the Airport, the Flying Club shall furnish the Airport Manager with a copy of its articles of incorporation, if it is a corporation; a copy of its articles of organization, if it is a limited liability company; a copy of its certificate of limited partnership, if it is a limited partnership; a copy of its partnership agreement, if it is a general partnership; the Flying Club's roster or list of members, including names of officers and directors; evidence of required insurance; a description of all aircraft used at the Airport; evidence that such aircraft have a valid airworthiness certificate; evidence of ownership of, or leasehold interest in, such aircraft; and any operating rules of the Flying Club.
2. The Flying Club's books and records shall be available for inspection and copying by the Airport Manager at any reasonable time. The Flying Club shall update its roster or list of members and provide the Airport Manager with such updated roster or list no later than June 30 and December 31 of each year, or at such other times as may be requested by the Airport Manager.
3. All aircraft used by the Flying Club at the Airport shall be owned by the Flying Club or exclusively leased by the Flying Club exclusively through a written lease, and all ownership or lease rights to such aircraft must be vested on a pro-rata basis in all of its members. The property rights of its members shall be equal, and no part of any revenues received by the Flying Club shall be used to provide any direct benefit to any particular member or members (e.g., by salary or bonus). The Flying Club shall not derive greater revenue from the use of its aircraft than the amount necessary to defray the Flying Club's administrative expenses and the cost of the operation, maintenance and replacement of its aircraft and facilities.
4. The Flying Club's aircraft shall not be used by anyone other than its members, and shall not be used by anyone for hire, charter or on-demand air taxi operations. Flight instruction may be provided in the Flying Club's aircraft by one club member to another member, and the club member providing such instruction may be compensated by being awarded either a credit against the payment of Flying Club dues or additional flight time in the aircraft owned by the Flying Club.



5. Any qualified mechanic who is a registered member of the Flying Club and part owner of the aircraft owned by the Flying Club may perform maintenance work on those aircraft. The Flying Club may not pay, or become obligated to pay, for such maintenance work, but such mechanics may be compensated by being awarded either a credit against the payment of Flying Club dues or additional flight time in the aircraft owned by the Flying Club.
6. The Flying Club and its members are prohibited from leasing, selling, trading or bartering any goods or services to or with any non-members of the club, except that The Flying Club may sell or exchange its aircraft and equipment for replacement or liquidation purposes.
7. The Flying Club shall comply with all applicable provisions of the Marina City Code; Rules and Regulations, Airport Minimum Operating Standards; Federal, State, and local laws, rules, regulations, and ordinances; and the City's Federal Airport Grant Assurance Obligations.
8. A Flying Club that violates these requirements, or that permits one or more members to do so, may be required to terminate all operations as a Flying Club at the Airport, at the Airport Manager's discretion.

Section 11-2. Private Hangars

An applicant may request a land leasehold upon which to build and use private (non-commercial) hangars. The following standards apply to private hangars:

1. The Private Hangar developer shall review the development plans with the Airport Manager. The Airport Manager will review such plans for conformity to the current overall airport plans, for location, size, and style of the Hangar.
2. The private hangar Tenant shall lease at the Airport sufficient land, if available, as approved by the City, for each of its hangar(s).
3. The private hangars shall be used only for those purposes which are specified for Hangars in the Rules and Regulations.
4. The only aircraft that may be stored in private hangars are aircraft that are owned or leased by the private hangar Tenant, or by one of the following persons associated with the Tenant:
 - A. A person who is a general partner of a Tenant which is a partnership;
 - B. A person who is a manager of a Tenant which is a limited liability company, or if there is no designated manager, a member of such Tenant;
 - C. The president of a Tenant which is a corporation;
 - D. The chief executive officer of a Tenant which is any other legal entity.



5. The private hangar Tenant shall not sublease any assignment of its leasehold interest without prior approval of the City pursuant to Article 4.
6. The private hangar Tenant shall not sublease a hangar without notification to the Airport Manager.
7. All insurance provisions contained in Article 5 shall apply to the private hangar Tenant, except that the Tenant shall not be required to maintain any automobile liability insurance (except as required by State law), aircraft liability insurance, or hangar keeper's liability insurance in connection with the land leasehold upon which the Tenant builds and uses private hangars.
8. The private hangar Tenant shall comply with all applicable provisions of the Marina City Code; Rules and Regulations, Airport Minimum Operating Standards; Federal, State, and local laws, rules, regulations, and ordinances; and the City's Federal Airport Grant Assurance Obligations.
9. The private hangar tenant shall provide to the Airport Manager a tenant list that includes the tenant(s) name, address, phone number and aircraft type, model, N-number, and assigned hangar unit. The operator shall provide to the Airport Manager an updated tenant list upon any change in tenancy or aircraft being stored.

June 15, 2023

Item No. **13a**

Honorable Mayor and Members
of the Marina City Council

City Council Meeting
of June 20, 2023

**CITY COUNCIL CONSIDER ADOPTING RESOLUTION NO. 2023-,
RECEIVING INFORMATIONAL PRESENTATION OF THE CITY'S
PAVEMENT MANAGEMENT PROGRAM**

REQUEST:

It is requested that the City Council consider:

1. Adopting Resolution No. 2023-, receiving informational presentation of the City's Pavement Management Program.

BACKGROUND:

This presentation of the City's Pavement Management Program will present to the public the Program's proposed 3-year planned maintenance schedule.

ANALYSIS:

The Pavement Management Program presentation consists of the following:

1. Program Overview
2. Work Plan for FY 23/24, 24/25 and 25/26 Objectives

CONCLUSION:

This request is submitted for City Council consideration.

Respectfully submitted,

Edrie Delos Santos, P.E.
Senior Engineer
Public Works Department
City of Marina

REVIEWED/CONCUR:

Brian McMinn, P.E., P.L.S.
Public Works Director/City Engineer
City of Marina

Layne P. Long
City Manager
City of Marina

RESOLUTION NO. 2023-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARINA
RECEIVING INFORMATIONAL PRESENTATION OF THE CITY'S
PAVEMENT MANAGEMENT PROGRAM

WHEREAS, this presentation of the City's Pavement Management Program will present to the public the Program's proposed 3-year planned maintenance schedule; and

WHEREAS, the Pavement Management Program presentation consists of the following: Program Overview, and the Work Plan for FY 23/24, 24/25 and 25/26 Objectives; and

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Marina does hereby receives the informational presentation of the of the City's Pavement Management Program.

PASSED AND ADOPTED, at a regular meeting of the City Council of the City of Marina, duly held on the 20th day of June 2023 by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

Bruce C. Delgado, Mayor

ATTEST:

Anita Sharp, Deputy City Clerk

EXHIBIT A **STREETS SELECTED FOR TREATMENT - FY 23/24**

Scenario: FY 23/24
Streets Selected for Treatment

Street Name	Begin Location	End Location	Area	PCI Before	PCI After	Cost	Treatment
ABDY WAY	SW END	CARDOZA AVE	16280	1	100	211,640.00	Full Reconstruction
ABDY WAY	CARDOZA AVE	HEALY AVE	46472	21	100	697,080.00	Full Reconstruction
ANDREW CIR	LYNSCOTT DR	END	10950	0	100	164,250.00	Full Reconstruction
COSKY DR	DEL MONTE BLVD	MICHAEL DR	35298	0	100	529,470.00	Full Reconstruction
COSKY DR	MICHAEL DR	COSKY DR	51480	7	100	772,200.00	Full Reconstruction
CRIVELLO RD	Lynscott Dr	END	23715	0	100	355,725.00	Full Reconstruction
DREW ST	WEST ABDY WY	480' N/O ADBY WY	11520	11	100	172,800.00	Full Reconstruction
ELBA CIR	Everett Cir	END	8350	2	100	125,250.00	Full Reconstruction
ELLEN CT	Reservation Rd	END	24614	0	100	369,210.00	Full Reconstruction
EUCALYPTUS ST	Reservation Rd	Private Road	12150	19	100	182,250.00	Full Reconstruction
EVERETT CIR	Carmel Ave	END	18817	16	100	282,255.00	Full Reconstruction
EVERETT DR	Carmel Ave	Vaughan Ave	33015	0	100	495,225.00	Full Reconstruction
GLORIA CIR	Sunrise Cir	END	11575	0	100	173,625.00	Full Reconstruction
GRANT ST	Owen Ave	Talcott Ave	17918	21	100	268,770.00	Full Reconstruction
HIBBING CIR	Zanetta Dr	END	18848	6	100	282,720.00	Full Reconstruction
JEAN CIR	Jean St	END	6775	5	100	101,625.00	Full Reconstruction
JERRY CT	California Ave	END	3915	8	100	58,725.00	Full Reconstruction
LARSON CT	Reindollar Ave	END	10850	20	100	162,750.00	Full Reconstruction
MARINA DR	Paddon Pl	Palm Ave	54054	6	100	810,810.00	Full Reconstruction
MARSAN CT	Salinas Ave	WEST END	4400	0	100	66,000.00	Full Reconstruction
MICHAEL DR	BEACH RD	BEGONIA CIR	8880	21	100	133,200.00	Full Reconstruction
O'SULLIVAN CT	California Ave	END	3888	2	100	58,320.00	Full Reconstruction
PEPPERTREE PL	Cardoza Ave	END	6696	17	100	100,440.00	Full Reconstruction
WHITE CIR	Whitney Pl	END	8750	11	100	131,250.00	Full Reconstruction
MICHAEL DR	BEGONIA CIR	141'N/O HARBEN CIR	50431	10	100	756,465.00	Full Reconstruction
MORTIMER LN	Del Monte Blvd	END	36995	0	100	554,925.00	Full Reconstruction
PADDON PL	Lake Dr	Marina Dr	26877	0	100	403,155.00	Full Reconstruction
PLEASANT CIR	Carmel Ave	END	18693	1	100	280,395.00	Full Reconstruction
REDWOOD CIR	Carmel Ave	NORTH END	19561	9	100	293,415.00	Full Reconstruction
RIDGEVIEW AVE	Bostick Ave	Bayer Dr	15910	8	100	238,650.00	Full Reconstruction
WHITNEY PL	CRESCENT AVE	WHITE CIR	8029	18	100	120,435.00	Full Reconstruction
WHITNEY PL	WHITE CIR	END	8268	8	100	124,020.00	Full Reconstruction
ZANETTA DR	Hillcrest Ave	Carmel Ave	42036	0	100	630,540.00	Full Reconstruction

Full Reconstruction Subtotal: 10,107,590.00

EXHIBIT AScenario: FY 23/24
Streets Selected for Treatment**STREETS SELECTED FOR TREATMENT - FY 23/24**

Street Name	Begin Location	End Location	Area	PCI Before	PCI After	Cost	Treatment
AARON WAY	CARDOZA AVE	ABDY WY	26580	82	89	11,146.75	Slurry Seal
ALPHA ST	IMJIN RD	END	6270	67	76	2,629.42	Slurry Seal
BAYER DR	MELVILLE RD	END	15688	85	92	6,579.01	Slurry Seal
BRAVO ST	IMJIN RD	END	6192	69	78	2,596.71	Slurry Seal
CHARLIE ST	IMJIN RD	EAST END	9450	63	73	3,963.01	Slurry Seal
COSTA DEL MAR RD	DE FOREST RD	CRESCENT AVE	31746	83	90	13,313.19	Slurry Seal
COSTA DEL MAR RD	CRESCENT AVE	END	7161	82	89	3,003.08	Slurry Seal
DIANA PL	Lynscott Dr	END	7975	85	92	3,344.44	Slurry Seal
ELEVENTH ST	Twelfth St	Thirteen St	16244	63	73	6,812.18	Slurry Seal
ELM AVE	Palm Ave	Carmel Ave	12448	63	73	5,220.27	Slurry Seal
ESTRELLA DEL MAR WAY	Quebrada Del Mar Rd	END	25086	82	89	10,520.21	Slurry Seal
FERRIS AVE	Sunrise Cir	Jean St	20739	84	91	8,697.23	Slurry Seal
GARY CIR	Ferris Ave	END	3800	82	89	1,593.59	Slurry Seal
GEORGE WY	Vista Del Camino Cir	De Forest Rd	9889	83	90	4,147.11	Slurry Seal
GRANT ST	Seeno Cir	Owen Ave	8835	84	91	3,705.10	Slurry Seal
HARRIS CT	Owen Ave	END	8125	84	91	3,407.35	Slurry Seal
HILO AVE	Lake Dr	Ninol Dr	36408	64	74	15,268.27	Slurry Seal
ISLA DEL SOL WY	Quebrada Del Mar Rd	Estrella Del Mar Way	13912	83	90	5,834.22	Slurry Seal
LYNSCOTT DR	Carmel Ave	Reservation Rd	60125	82	90	25,214.38	Slurry Seal
MARINA DR	Palm Ave	SOUTH END	29760	63	73	12,480.33	Slurry Seal
MARINA DR	BEACH RD	125 S/O LILLIAN PL	28315	82	89	11,874.35	Slurry Seal
MARTIN CIR	S CDS	VISTA DEL CAMINO	12741	85	92	5,343.14	Slurry Seal
MELVILLE AVE	Jean St	Bayer Dr	16275	85	91	6,825.18	Slurry Seal
MICHAEL DR	E END @ MICHELLE CT	137' N/O SEAN CT	17390	85	91	7,292.77	Slurry Seal
MICHELLE CT	Michael Dr	END	14477	81	89	6,071.16	Slurry Seal
NEESON RD	IMJIN PARKWAY	163 W/O ELM ST	12818	61	71	5,375.43	Slurry Seal
OWEN AVE	Grant St	Reindollar Ave	16988	86	92	7,124.19	Slurry Seal
SAN PABLO CT	Marina Dr	END	6831	85	92	2,864.69	Slurry Seal
SEASIDE CIR	Reservation Rd	END	36960	63	73	15,499.76	Slurry Seal
SEENO CIR	Grant St	END	7325	83	90	3,071.86	Slurry Seal

Slurry Seal Subtotal: 220,818.39
Program Year 23/24 Total: 10,328,408.39

EXHIBIT A
STREETS SELECTED FOR TREATMENT - FY 24/25

Scenario: FY 24/25
Streets Selected for Treatment

Street Name	Begin Location	End Location	Area	PCI Before	PCI After	Cost	Treatment
BEACH RD	RESERVATION RD	436' W/O MARINA DR	24492	42	100	134,706.00	2" OVERLAY
BELLE DR	CARDOZA AVE	END	22537	40	100	93,904.17	2" OVERLAY
CALIFORNIA AVE	CARMEL AVE	RESERVATION RD	75264	63	100	317,781.33	2" OVERLAY
CARMEL AVE	SEACREST AVE	ZANETTA DR	40040	44	100	220,220.00	2" OVERLAY
CRESCENT ST	Patton Parkway	Reindollar Ave	26862	46	100	111,925.00	2" OVERLAY
DE FOREST RD	Reservation Rd	304 N/O OAK CIR	65712	50	100	361,416.00	2" OVERLAY
DE FOREST RD	304 N/O OAK CIR	Beach Rd	38776	45	100	213,268.00	2" OVERLAY
DUNES CT	Reservation Rd	North City Limit	94826	46	100	395,108.33	2" OVERLAY
EDDY ST	CONCORD CT	SOUTH CDS	7272	46	100	30,300.00	2" OVERLAY
EXETER PL	California Ave	END	13826	47	100	57,608.33	2" OVERLAY
FEHRING PL	Messinger Dr	END	7192	45	100	29,966.67	2" OVERLAY
FITZGERALD CIR	Beach Rd	END	21421	40	100	89,254.17	2" OVERLAY
FOREST CIR	Bayer St	END	14849	48	100	61,870.83	2" OVERLAY
GREENBROOK PL	Lakewood Dr	END	7695	46	100	32,062.50	2" OVERLAY
HILLCREST AVE	WEST END	138' W/O OWEN AVE	29341	70	100	123,884.22	2" OVERLAY
HILLCREST AVE	VAUGHNAN AVE	120 E/O OTTO DR	36852	50	100	202,686.00	2" OVERLAY
JOHNSON PL	Tallmon St	END	6825	48	100	28,437.50	2" OVERLAY
KAILUA CR	Ninole Dr	END	9455	45	100	39,395.83	2" OVERLAY
LAKE DR	MESSINGER DR	RESERVOIR RD	43993	45	100	241,961.50	2" OVERLAY
LAKEWOOD DR	DREW ST	CARDOZA AVE	24640	43	100	102,666.67	2" OVERLAY
LAKEWOOD DR	CARDOZA AVE	ABDY WY	24320	44	100	101,333.33	2" OVERLAY
LAVELL CT	Salinas Ave	END	5925	48	100	24,687.50	2" OVERLAY
LEWIS PL	Barrett Ln	END	29605	44	100	123,354.17	2" OVERLAY
LIBERTY CT	INDEPENDENCE AVE	LIBERTY CT	7223	46	100	30,095.83	2" OVERLAY
LIEVRY WAY	Parson Cir	END	21793	49	100	90,804.17	2" OVERLAY
MAGYAR PL	Messinger Dr	END	11501	44	100	47,920.83	2" OVERLAY
MESSINGER DR	SHOEMAKER PL	LAKE DR (N)	28120	41	100	117,166.67	2" OVERLAY
PENINSULA DR	VISTA DEL CAMINO	EUCALYPTUS ST	14477	41	100	60,320.83	2" OVERLAY
REDWOOD DR	Reindollar Ave	Hillcrest Ave	18828	47	100	78,450.00	2" OVERLAY
SILVERWOOD PL	Cardoza Ave	END	8964	45	100	37,350.00	2" OVERLAY
SUNRISE PL	Sunrise Ave	END	17760	45	100	74,000.00	2" OVERLAY
TAMARA CT	California Ave	END	3052	50	100	12,716.67	2" OVERLAY
TWELFTH ST	Eleventh St	Fourth Ave	57913	46	100	318,521.50	2" OVERLAY
VISTA DEL CAMINO	Reservation Rd	PENINSULA DR	37820	47	100	208,010.00	2" OVERLAY
WEBER CIR	Zanetta Dr	END	9450	49	100	39,375.00	2" OVERLAY
WINDSOR CT	California Ave	END	13981	46	100	58,254.17	2" OVERLAY
HAYES CIR	Third Ave	Booker St	36477	50	100	156,547.12	2" OVERLAY
KENNEDY CT	Reindollar Ave	SOUTH END	26505	50	100	113,750.62	2" OVERLAY
NEESON RD	INDIA ST	W END	32700	48	100	140,337.50	2" OVERLAY
ORA CT	Cardoza Ave	END	8910	50	100	38,238.75	2" OVERLAY
REINDOLLAR AVE	MAX CIR	VAUGHN AVE	42550	47	100	241,045.75	2" OVERLAY

2" Overlay Subtotal: 5,000,703.46

EXHIBIT A

Scenario: FY 24/25
Streets Selected for Treatment

STREETS SELECTED FOR TREATMENT - FY 24/25

Street Name	Begin Location	End Location	Area	PCI Before	PCI After	Cost	Treatment
PARK CIR	De Forest Rd	END	14175	23	100	167,091.75	Full Reconstruction
INDEPENDENCE AVE	Reindollar Ave	SOUTH END	27094	24	100	319,378.05	Full Reconstruction
EDDY CIR	Reindollar Ave	NORTH END	7975	24	100	91,269.44	Full Reconstruction
EIGHTH ST CUTOFF	Sixth Ave	INTERGARRISON RD	36204	0	100	414,334.67	Full Reconstruction
FOURTH AVE	Imjin Parkway	Twelfth St	21375	10	100	244,625.00	Full Reconstruction
MacARTHUR DR	Abrams Dr	17th Reg Ct Including Kwajalein Ct	39192	1	100	448,530.67	Full Reconstruction
MILRAY CT	Redwood Dr	END	5184	25	100	59,328.00	Full Reconstruction
REAMS CT	Belle Dr	END	4320	24	100	49,440.00	Full Reconstruction

Full Reconstruction Subtotal: 1,793,997.58

Street Name	Begin Location	End Location	Area	PCI Before	PCI After	Cost	Treatment
HILLCREST AVE	120 E/O OTTO DR	REDWOOD DR	17242	68	77	9,866.26	MICROSURFACING
IMJIN PARKWAY	SR 1	SECOND AVE	46398	84	91	18,584.98	MICROSURFACING
IMJIN PARKWAY	SECOND AVE	THIRD AVE	39900	84	91	15,982.17	MICROSURFACING
IMJIN PARKWAY	THIRD AVE	FOURTH AVE	35790	84	91	14,335.88	MICROSURFACING
IMJIN PARKWAY	FOURTH AVE	CALIFORNIA AVE	34620	84	91	13,867.23	MICROSURFACING
IMJIN PARKWAY	CALIFORNIA AVE	ABRAMS DR (W)	40440	84	91	16,198.47	MICROSURFACING
IMJIN PARKWAY	ABRAMS DR (W)	IMJIN RD	31200	84	91	12,497.33	MICROSURFACING
IMJIN PARKWAY	IMJIN RD	ABRAMS DR (W)	29120	84	91	11,664.18	MICROSURFACING
IMJIN PARKWAY	ABRAMS DR (W)	CALIFORNIA AVE	40440	86	92	16,198.47	MICROSURFACING
IMJIN PARKWAY	THIRD AVE	SECOND AVE	39900	82	90	16,461.63	MICROSURFACING
IMJIN PARKWAY	SECOND AVE	SR 1	36630	78	86	15,112.52	MICROSURFACING
IMJIN RD	RESERVATION RD	UNIVERSITY DR	56000	62	72	31,111.11	MICROSURFACING
LAKE DR	LAKE CT	270 S/O PALM AVE	25110	80	87	10,057.95	MICROSURFACING
PATTON PARKWAY	W END	CRESCENT AVE	20160	85	92	8,075.20	MICROSURFACING
PATTON PARKWAY	CRESCENT AVE	1165' W/O CALIFORNIA AVE	38425	85	92	15,391.35	MICROSURFACING
PATTON PARKWAY	1165' W/O CALIFORNIA AVE	CALIFORNIA AVE	25630	85	92	10,266.24	MICROSURFACING
PAUL DAVIS DR	Healy Ave	Marina Greens Dr	42365	80	87	16,969.54	MICROSURFACING
REINDOLLAR AVE	SUNSET AVE	MAX CIR	47730	64	74	26,516.67	MICROSURFACING
RESERVATON RD	STATE BEACH LOT	DUNES DR	15714	66	75	8,730.00	MICROSURFACING
RESERVATON RD	BEACH RD	SEASIDE CT	85360	64	74	47,422.22	MICROSURFACING
RESERVATON RD	630' E/O CRESCENT AVE	CALIFORNIA AVE	76604	65	75	42,557.78	MICROSURFACING
RESERVATON RD	SALINAS AVE	CALIFORNIA AVE	101640	66	75	56,466.67	MICROSURFACING
RESERVATON RD	CALIFORNIA AVE	630' E/O CRESCENT AVE	76604	69	78	42,557.78	MICROSURFACING
RESERVATON RD	MBEST DR	IMJIN PKWY	80040	66	75	44,466.67	MICROSURFACING
RESERVATON RD	ROBIN DR	SEASIDE CT	31084	85	92	12,450.87	MICROSURFACING
RESERVATON RD	630' E/O CRESCENT AVE	CRESCENT AVE	23940	82	89	9,589.30	MICROSURFACING
SECOND AVE	GENERAL STILLWELL DR	415 S/O GENERAL STILLWELL DR	9130	64	74	5,072.22	MICROSURFACING
THIRD AVE	TENTH ST	IMJIN PKWY	40936	68	77	22,742.22	MICROSURFACING

Microsurfacing Subtotal: 571,212.91

Program Year 24/25 Total: 7,365,913.95

EXHIBIT A **STREETS SELECTED FOR TREATMENT - FY 25/26**

Scenario: FY 25/26
Streets Selected for Treatment

Street Name	Begin Location	End Location	Area	PCI Before	PCI After	Cost	Treatment
BAYER ST	CARMEL AVE	RESERVATION RD	55648	19	100	721,562.88	Full Reconstruction
CARMEL AVE	DEL MONTE BLVD	SUNSET AVE	34600	8	100	448,642.82	Full Reconstruction
CARMEL AVE	SUNSET AVE	SEACREST AVE	28400	6	100	368,250.18	Full Reconstruction
CARMEL AVE	ZANETTA DR	CRESCENT AVE	45660	8	100	592,052.93	Full Reconstruction
PALM AVE	DEL MONTE BLVD	ELM AVE	14560	21	100	188,793.05	Full Reconstruction

Full Reconstruction Subtotal: 2,319,301.86

Street Name	Begin Location	End Location	Area	PCI Before	PCI After	Cost	Treatment
BEACH RD	347' E/O MELANIE RD	DEFOREST RD	23730	70	100	106,295.11	2" OVERLAY
CARMELO CIR	CARMEL AVE	END	18197	50	100	80,438.32	2" OVERLAY
DEL MONTE BLVD	518' N/O BEACH RD	BEACH RD	12950	62	100	60,297.43	2" OVERLAY
ECHO ST	Neeson Rd	Delta St	8358	48	100	36,945.84	2" OVERLAY
LAKE DR	270 S/O PALM AVE	PALM AVE	10260	49	100	59,866.59	2" OVERLAY
NEESON RD	163 W/O ELM ST	INDIA ST	30075	49	100	132,944.03	2" OVERLAY
RESERVATON RD	Del Monte Blvd	Seacrest Ave	43200	63	100	201,146.64	2" OVERLAY

2" Overlay Subtotal: 677,933.96

Street Name	Begin Location	End Location	Area	PCI Before	PCI After	Cost	Treatment
BARRETT LN	CARMEL AVE	END	12025	66	76	26,722.22	CAPE SEAL WITH DIGOUTS
FREDRICK CIR	Hillcrest Ave	END	7575	61	72	17,858.48	CAPE SEAL WITH DIGOUTS

Cape Seal Subtotal: 44,580.70

Street Name	Begin Location	End Location	Area	PCI Before	PCI After	Cost	Treatment
BEACH RD	DEL MONTE BLVD	347' E/O MELANIE RD	72261	90	95	29,812.88	MICROSURFACING
CALIFORNIA AVE	IMJIN PKWY	MARINA HEIGHTS DR	51376	88	94	21,196.31	MICROSURFACING
CALIFORNIA AVE	MARINA HEIGHTS DR	PATTON PKWY	44712	88	94	18,446.93	MICROSURFACING
CALIFORNIA AVE	PATTON PKWY	REINDOLLAR AVE	35122	88	94	14,490.36	MICROSURFACING
CARMEL AVE	CRESCENT AVE	VAUGHAN AVE	17131	88	94	7,067.77	MICROSURFACING
CARMEL AVE	CALIFORNIA AVE	316 E/O CALIFORNIA AVE	11692	89	95	4,823.79	MICROSURFACING
CRESCENT AVE	CARMEL AVE	RESERVATION RD	68625	88	94	28,312.77	MICROSURFACING
CRESCENT AVE	RESERVATION RD	141 FT S/O SIRENA DEL MAR	113948	88	94	47,011.78	MICROSURFACING
CRESCENT AVE	141 FT S/O SIRENA DEL MAR	NORTH END	44896	88	94	18,522.84	MICROSURFACING
FIFTH AVE	S END	EIGHTH ST	37440	72	81	15,446.70	MICROSURFACING
HILLCREST AVE	Zanetta Dr	Vaughan Ave	64565	86	92	26,637.73	MICROSURFACING
REINDOLLAR AVE	Vaughan Ave	Ellen Ct	20192	88	94	8,330.66	MICROSURFACING
REINDOLLAR AVE	Ellen Ct	California Ave	48507	88	94	20,012.64	MICROSURFACING
RESERVATON RD	DEL MONTE BLVD	SEACREST AVE	43200	76	84	17,823.12	MICROSURFACING
RESERVATON RD	CRESCENT AVE	630' E/O CRESCENT AVE	20790	75	84	8,577.38	MICROSURFACING
SECOND AVE	INTER-GARRISON RD	SOUTH CITY LIMIT	19248	70	79	7,941.19	MICROSURFACING
VAUGHAN AVE	Reindollar Ave	Hillcrest Ave	23374	88	94	9,643.46	MICROSURFACING

Microsurfacing Subtotal: 304,098.31

EXHIBIT A
STREETS SELECTED FOR TREATMENT - FY 25/26

Scenario: FY 25/26
Streets Selected for Treatment

Street Name	Begin Location	End Location	Area	PCI Before	PCI After	Cost	Treatment
ALEXIS CT	REINDOLLAR AVE	END	9585	61	71	4,019.62	SLURRY SEAL
BEGONIA CIR	MICHAEL DR	END	14787	60	71	6,201.16	SLURRY SEAL
BOSTICK AVE	113' N/O LARSON CT	ALEXIS CT	18352	62	72	7,696.20	SLURRY SEAL
BOSTICK AVE	ALEXIS CT	CARMEL AVE	16095	83	90	6,749.69	SLURRY SEAL
DOLPHIN CIR	Cardoza Ave	LOOP END	59052	83	90	24,764.40	SLURRY SEAL
HARBEN CIR	Michael Dr	END	15469	68	77	6,487.17	SLURRY SEAL
KING CIR	Reindollar Ave	SOUTH END	27125	83	90	11,375.30	SLURRY SEAL
NINOLE DR	SOUTH END	Hilo Ave NORTH	25419	69	78	10,659.86	SLURRY SEAL
PACIFIC CT	Abdy Way	END	12028	82	89	5,044.13	SLURRY SEAL
SEAL CT	Cove Way	END	9984	62	72	4,186.95	SLURRY SEAL
SELLS CT	Michael Dr	END	4590	70	79	1,924.89	SLURRY SEAL
STEVEN CT	Belle Dr	END	15407	60	71	6,461.17	SLURRY SEAL
TRACY CT	Aaron Way	END	8621	61	71	3,615.35	SLURRY SEAL
VAUGHAN AVE	Hillcrest Ave	Carmel Ave	23126	84	91	9,698.26	SLURRY SEAL

Slurry Seal Subtotal: 108,884.17

Program Year 25/26 Total: 3,454,799.00

Honorable Mayor and Members
of the Marina City Council

City Council Meeting of
June 20, 2023

**CITY COUNCIL CONSIDER ADOPTING RESOLUTION NO. 2023-,
ADOPTING AN UPDATED LIST OF PROJECTS FOR FISCAL YEAR
2023-24 FUNDED BY SB 1: THE ROAD REPAIR AND
ACCOUNTABILITY ACT OF 2017**

RECOMMENDATION:

It is recommended that the City Council consider adopting Resolution No. 2023-, adopting an updated list of projects for Fiscal Year 2023-24 funded by SB 1: The Road Repair and Accountability Act of 2017.

BACKGROUND:

On April 28, 2017 the Governor signed Senate Bill 1 (Beall, Chapter 5, Statutes of 2017), which is known as the Road Repair and Accountability Act of 2017. To address basic road maintenance, rehabilitation and critical safety needs on both the state highway and local streets and road system, Senate Bill 1 (SB 1): increases per gallon fuel excise taxes; increases diesel fuel sales taxes and vehicle registration fees; and provides for inflationary adjustments to tax rates in future years.

The Road Repair and Accountability Act of 2017 provides \$5.2 billion annually and is a significant investment in California's transportation infrastructure. The bill provides \$15 billion for local streets and roads over the next ten years. Monterey County's share of the local streets and roads funding is approximately \$16.2 million in fiscal year 2022/23.

Beginning November 1, 2017, the State Controller deposits various portions of this new funding into the newly created Road Maintenance and Rehabilitation Account (RMRA). A percentage of this new RMRA funding is apportioned by formula to eligible cities and counties for basic road maintenance, rehabilitation, and critical safety projects on the local streets and roads system.

Prior to receiving an apportionment of RMRA funds from the State Controller in a fiscal year, a city or county must submit to the California Transportation Commission a list of projects proposed to be funded with these funds. All projects proposed to receive funding must be adopted by resolution by the applicable city council or county board of supervisors at a regular public meeting. The list of projects 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. This report is due to the California Transportation Commission by July 1st of each year.

In addition to the project list report, for each fiscal year in which RMRA funds are received and expended, cities and counties must submit documentation to the California Transportation Commission that details the expenditure of all RMRA funds, including a description and location of each completed project, the amount of funds expended on the project, the completion date, and the estimated useful life of the improvement. This report on expenditures is due to the California Transportation Commission by October 1st of each year.

ANALYSIS:

As part of the City's Pavement Management Program's annual street maintenance project budget, the City has developed a fiscal year project list that will utilize the RMRA funds to supplement the financing of project administration and construction. This project list is substantially consistent with funding appropriations previously approved by the Council for Capital Improvement Program (CIP) Annual Street Resurfacing. The City Council can add more streets to the Annual Street Resurfacing street segment list at a later date as a result of the budget approval process for Fiscal Year 23/24.

The proposed list ("EXHIBIT A") is a representation of the City's intent for roadway maintenance projects to the California Transportation Commission to fulfill its annual reporting requirements and can be amended after submission. This action only pertains to the proposed expenditure of RMRA funds for the fiscal year 2023-2024. Once adopted, staff will enter the project list into the State SB1 Programs Project Intake website prior to the July 1st deadline.

FISCAL IMPACT:

Should the City Council approve this request, the entry of the City's proposed project list will allow the City to receive an estimated \$527,812 of SB 1 revenue. The submission of the project list is a declaration of intent to the California Transportation Commission that the City will dedicate the RMRA funds towards roadway maintenance.

CONCLUSION:

This request is submitted for City Council consideration and possible action.

Respectfully submitted,

Edrie Delos Santos, P.E.
Senior Engineer
Public Works Department
City of Marina

REVIEWED/CONCUR:

Brian McMinn, P.E., P.L.S.
Public Works Director/City Engineer
City of Marina

Layne P. Long
City Manager
City of Marina

RESOLUTION NO. 2023-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARINA
ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2023-24 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 our 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 City, will receive an estimated \$527,812 in RMRA funding in Fiscal Year 2023-24 from SB 1; and

WHEREAS, this is the seventh 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 traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City has presented pavement rehabilitation scenarios at public meetings to ensure public input into our community's project list; and

WHEREAS, the City used a Pavement Management System to develop the SB 1 project list 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 20 lane miles throughout the City this year and similar projects into the future; and

WHEREAS, the 2018 California Statewide Local Streets and Roads Needs Assessment found that the City's streets and roads are in an "at-risk" condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into a "good" condition; 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 IT IS HEREBY RESOLVED, ORDERED AND FOUND by the City Council of the City of Marina, State of California, as follows:

1. The foregoing recitals are true and correct.
2. The following list of newly proposed projects will be funded in-part or solely with Fiscal Year 2023-24 Road Maintenance and Rehabilitation Account revenues:

Project Title: APR1801 Annual Street Resurfacing, Phase 1
Project Description: Phase 1 – Full Reconstruction
Project Location: Various Locations (See Exhibit A)
Estimated Project Schedule: Start (04/24)– Completion (08/24) based on the component being funded with RMRA funds
Estimated Project Useful Life: 25yrs

Project Title: APR1801 Annual Street Resurfacing, Phase 2
Project Description: Phase 2 – Slurry Sealing
Project Location: Various Locations (See Exhibit A)
Estimated Project Schedule: Start (05/24)– Completion (07/24) based on the component being funded with RMRA funds
Estimated Project Useful Life: 10yrs

PASSED AND ADOPTED by the City Council of the City of Marina at a regular meeting held on the 20th day of June 2023 by the following vote:

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

ATTEST:

Bruce C. Delgado, Mayor

Anita Sharp, Deputy City Clerk

EXHIBIT A **SB 1 PROJECT LIST FOR CTC**

Scenario: FY 23/24
Streets Selected for Treatment

Project Description: The Annual Street Resurfacing Projects will be constructed in two project phases, to include:
(1) Full Reconstruction of Failed Streets, and (2) Slurry Treatment of existing pavement.

Location: Several locations throughout the City have been identified as in need of these improvements. Segments from Abdy Way, Peppertree Circle, and Barrett Lane are being considered to receive the proposed treatments in the annual projects.

Usefull Life: Reconstruction, 20 to 25 years; Microsurfacing and Slurry Seal, 5 to 10 years

Completion: Project Phase 1: April through August 2024 Project Phase 2: May through July 2024

RoadName	BegLocation	EndLocation	Treatment	Useful Life (Yrs)	PCI Prior	PCI Treated	TreatmentCost	Cost
ABDY WAY	SW END	CARDOZA AVE	Full Reconstruction	25	1	100	117	211,640.00
ABDY WAY	CARDOZA AVE	HEALY AVE	Full Reconstruction	25	21	100	117	697,080.00
ANDREW CIR	LYNSCOTT DR	END	Full Reconstruction	25	0	100	117	164,250.00
COSKY DR	DEL MONTE BLVD	MICHAEL DR	Full Reconstruction	25	0	100	117	529,470.00
COSKY DR	MICHAEL DR	COSKY DR	Full Reconstruction	25	7	100	117	772,200.00
CRIVELLO RD	Lynscott Dr	END	Full Reconstruction	25	0	100	117	355,725.00
DREW ST	WEST ABDY WY	480' N/O ADBY WY	Full Reconstruction	25	11	100	117	172,800.00
ELBA CIR	Everett Cir	END	Full Reconstruction	25	2	100	117	125,250.00
ELLEN CT	Reservation Rd	END	Full Reconstruction	25	0	100	117	369,210.00
EUCALYPTUS ST	Reservation Rd	Private Road	Full Reconstruction	25	19	100	117	182,250.00
EVERETT CIR	Carmel Ave	END	Full Reconstruction	25	16	100	117	282,255.00
EVERETT DR	Carmel Ave	Vaughan Ave	Full Reconstruction	25	0	100	117	495,225.00
GLORIA CIR	Sunrise Cir	END	Full Reconstruction	25	0	100	117	173,625.00
GRANT ST	Owen Ave	Talcott Ave	Full Reconstruction	25	21	100	117	268,770.00
HIBBING CIR	Zanetta Dr	END	Full Reconstruction	25	6	100	117	282,720.00
JEAN CIR	Jean St	END	Full Reconstruction	25	5	100	117	101,625.00
JERRY CT	California Ave	END	Full Reconstruction	25	8	100	117	58,725.00
LARSON CT	Reindollar Ave	END	Full Reconstruction	25	20	100	117	162,750.00
MARINA DR	Paddon Pl	Palm Ave	Full Reconstruction	25	6	100	117	810,810.00
MARSAN CT	Salinas Ave	WEST END	Full Reconstruction	25	0	100	117	66,000.00
MICHAEL DR	BEACH RD	BEGONIA CIR	Full Reconstruction	25	21	100	117	133,200.00
O'SULLIVAN CT	California Ave	END	Full Reconstruction	25	2	100	117	58,320.00
PEPPERTREE PL	Cardoza Ave	END	Full Reconstruction	25	17	100	117	100,440.00
WHITE CIR	Whitney Pl	END	Full Reconstruction	25	11	100	117	131,250.00
MICHAEL DR	BEGONIA CIR	141'N/O HARBEN CIR	Full Reconstruction	25	10	100	117	756,465.00
MORTIMER LN	Del Monte Blvd	END	Full Reconstruction	25	0	100	117	554,925.00
PADDON PL	Lake Dr	Marina Dr	Full Reconstruction	25	0	100	117	403,155.00
PLEASANT CIR	Carmel Ave	END	Full Reconstruction	25	1	100	117	280,395.00
REDWOOD CIR	Carmel Ave	NORTH END	Full Reconstruction	25	9	100	117	293,415.00
RIDGEVIEW AVE	Bostick Ave	Bayer Dr	Full Reconstruction	25	8	100	117	238,650.00
WHITNEY PL	CRESCENT AVE	WHITE CIR	Full Reconstruction	25	18	100	117	120,435.00
WHITNEY PL	WHITE CIR	END	Full Reconstruction	25	8	100	117	124,020.00
ZANETTA DR	Hillcrest Ave	Carmel Ave	Full Reconstruction	25	0	100	117	630,540.00
Project/Phase 1 - Reconstruction Total:							10,107,590.00	

EXHIBIT A
SB 1 PROJECT LIST FOR CTC

Scenario: FY 23/24
Streets Selected for Treatment

RoadName	BegLocation	EndLocation	Treatment	Useful Life (Yrs)	PCI Prior	PCI Treated	TreatmentCost	Cost
AARON WAY	CARDOZA AVE	ABDY WY	Slurry Seal	10	82	89	4	11,146.75
ALPHA ST	IMJIN RD	END	Slurry Seal	10	67	76	4	2,629.42
BAYER DR	MELVILLE RD	END	Slurry Seal	10	85	92	4	6,579.01
BRAVO ST	IMJIN RD	END	Slurry Seal	10	69	78	4	2,596.71
CHARLIE ST	IMJIN RD	EAST END	Slurry Seal	10	63	73	4	3,963.01
COSTA DEL MAR RD	DE FOREST RD	CRESCENT AVE	Slurry Seal	10	83	90	4	13,313.19
COSTA DEL MAR RD	CRESCENT AVE	END	Slurry Seal	10	82	89	4	3,003.08
DIANA PL	Lynscott Dr	END	Slurry Seal	10	85	92	4	3,344.44
ELEVENTH ST	Twelfth St	Thirteen St	Slurry Seal	10	63	73	4	6,812.18
ELM AVE	Palm Ave	Carmel Ave	Slurry Seal	10	63	73	4	5,220.27
ESTRELLA DEL MAR WAY	Quebrada Del Mar Rd	END	Slurry Seal	10	82	89	4	10,520.21
FERRIS AVE	Sunrise Cir	Jean St	Slurry Seal	10	84	91	4	8,697.23
GARY CIR	Ferris Ave	END	Slurry Seal	10	82	89	4	1,593.59
GEORGE WY	Vista Del Camino Cir	De Forest Rd	Slurry Seal	10	83	90	4	4,147.11
GRANT ST	Seeno Cir	Owen Ave	Slurry Seal	10	84	91	4	3,705.10
HARRIS CT	Owen Ave	END	Slurry Seal	10	84	91	4	3,407.35
HILO AVE	Lake Dr	Ninol Dr	Slurry Seal	10	64	74	4	15,268.27
ISLA DEL SOL WY	Quebrada Del Mar Rd	Estrella Del Mar Way	Slurry Seal	10	83	90	4	5,834.22
LYNSCOTT DR	Carmel Ave	Reservation Rd	Slurry Seal	10	82	90	4	25,214.38
MARINA DR	Palm Ave	SOUTH END	Slurry Seal	10	63	73	4	12,480.33
MARINA DR	BEACH RD	125 S/O LILLIAN PL	Slurry Seal	10	82	89	4	11,874.35
MARTIN CIR	S CDS	VISTA DEL CAMINO	Slurry Seal	10	85	92	4	5,343.14
MBEST DR	Reservation Rd	NORTH END	Slurry Seal	10	82	89	4	13,645.33
MELVILLE AVE	Jean St	Bayer Dr	Slurry Seal	10	85	91	4	6,825.18
MICHAEL DR	E END @ MICHELLE CT	137' N/O SEAN CT	Slurry Seal	10	85	91	4	7,292.77
MICHELLE CT	Michael Dr	END	Slurry Seal	10	81	89	4	6,071.16
NEESON RD	IMJIN PARKWAY	163 W/O ELM ST	Slurry Seal	10	61	71	4	5,375.43
OWEN AVE	Grant St	Reindollar Ave	Slurry Seal	10	86	92	4	7,124.19
SAN PABLO CT	Marina Dr	END	Slurry Seal	10	85	92	4	2,864.69
SEASIDE CIR	Reservation Rd	END	Slurry Seal	10	63	73	4	15,499.76
SEENO CIR	Grant St	END	Slurry Seal	10	83	90	4	3,071.86
WILSON CT	Abrams Dr	SOUTH END	Slurry Seal	10	78	86	4	10,105.04

Project/Phase 2 - Slurry Seal Total: 244,568.76

FY 23/24 Program (Phase 1 & 2) Total: 10,352,158.76

Honorable Mayor and Members
of the Marina City Council

City Council Meeting
of June 20, 2023

**CITY COUNCIL CONSIDER ADOPTING RESOLUTION 2023- ,
AMENDING THE CITY'S RULES AND PROCEDURES FOR THE
CONDUCT OF MEETINGS**

REQUEST:

It is requested the City Council consider:

1. Adopting Resolution No. 2023- , which further amends the Rules and Procedures for the Conduct of Meetings (**EXHIBIT 1**).

BACKGROUND:

On December 12, 1980, the City Council adopted Resolution No. 80-71, "Establishing the Rules and Procedures for the Conduct of Meetings of the City Council" ("Rules and Procedures"). The Rules and Procedures govern Council conduct, and include provisions for setting meetings, order of the agendas, Council debate, and conflicts of interest. Council directed staff to bring forward proposals regarding the Rules and Procedures to increase public engagement and improve meeting efficiency. At its meeting on November 15, 2022, the Council approved Resolution 2022-138, authorizing revisions to the Rules and Procedures. A link to the staff report can be found at: https://www.cityofmarina.org/AgendaCenter/ViewFile/Agenda/_11152022-377.

DISCUSSION:

The City Council has been successfully implementing the new Rules and Procedures, and some additional changes have been proposed to increase meeting efficiency, and address new concerns.

A. Paragraph 7 – Council Correspondence

From time to time, Council Members have prepared written comments or presentations in regard to meeting agenda items. Providing materials in advance of the meeting would allow City staff the opportunity to make copies, review and/or respond if needed, and ensure any technical difficulties are addressed. Proposed language regarding such a policy is shown in italicized text as follows:

7. Council Correspondence.

- c) *Council members providing written comments or materials regarding agenda items must provide such materials to the City Clerk no later than 10:00 a.m. the day of the Council meeting.*

Council Members must keep in mind that their written comments should not be distributed to other Council Members outside of the public meeting.

Paragraph 8 - Consideration and Sequence of Agenda Items

In November, Council also approved changes to 8 c) regarding the sequence of an agenda item. Once the agenda item is presented by staff and the applicant/proponent, if any, the matter should be referred to the public for comment. Prior to public comment, the Council agreed that the only questions from Council would be “technical questions” that are imperative to understanding of the presentation and matter before Council, e.g., “*Is the contract for two or three years?*” or “*Is the not-to-exceed amount of \$50,000 correct?*” All other questions (and discussion) by Council should be deferred until after the public has had the opportunity to provide input. In practice, the questions typically segue into extended discussion prior to soliciting the public comment. Proposed modifications to the sequence are shown in strike-out text below:

- c) The following shall be the procedure for consideration and sequence of each Agenda Item, including Public Hearings:
 - 1. Mayor Introduces the Agenda Item
 - 2. City Manager/Executive Director (or designee/Council Member) Presents Staff Report
 - 3. Applicant/proponent, when appropriate, up to ten (10) minutes (at Presiding Officer’s discretion)
 - 4. ~~City Council Clarifying Technical Questions of Staff and Applicant/Proponent~~
 - 4. *Public Comments*
 - 5. Mayor Closes Public Hearing/Public Comments
 - 6. Council Discussion
 - 7. *Council Motion and Brief Comment (1 minute each)*
 - 8. Council Vote

B. Paragraph 9 – Preparation of the Minutes

Council approved “action” minutes, which is recommended by Robert’s Rules of Order. Action minutes will reduce staff time and effort required to prepare detailed minutes, which are no longer needed given current Council meetings are recorded and available through AMP and YouTube. Paragraph 9 of the Rules was modified accordingly. Council directed staff to come back with guidelines and samples for action minutes. A sample is attached as **EXHIBIT 2**. Guidelines can be developed as experience is gained in creating action minutes.

C. Paragraph 13 – Debate

To enhance equitable debate, and manage time more efficiently, Council approved a modification to the Rules to limit the initial comment period by Councilmembers to five (5) minutes. However, Council may have intended the five (5)-minute limit to apply to those Councilmembers participating in additional rounds of discussion. Proposed deletions are noted in strikeout font; proposed additions are in italicized, underlined text:

13. Rules of Debate.

- g) Limitation of Debate. No Council Member shall be allowed to speak more than once upon any particular subject until every other Council Member desiring to do so shall have spoken. During each ~~the initial~~ round of discussion, each Council Member shall be allowed to speak for up to five (5) minutes.

D. New Rule – Ex Parte Disclosure

Rules regulating disclosure of ex parte communications to decision makers have arisen from concerns regarding fairness and due process rights. An ex parte communication is any material or substantive oral or written communication with a Council Member that is relevant to an adjudicatory or quasi-judicial proceeding (such as a public hearing) that takes place outside of a noticed proceeding open to all parties. The same concerns do not apply with purely legislative proceedings such as adopting an ordinance.

Generally, quasi-judicial proceedings are identified by whether a) the matter requires advance notice and hearing; b) the decision must be based upon specific findings of fact; and c) the decision applies law to specific facts to make a determination of a specific person's rights or interests.

Ex parte communications include oral and written information, but can also include other input, such as information obtained during a site visit. Non-substantive communications that do not include factual information to influence a Council Member do not violate due process.

Case law makes clear that pre-hearing disclosure of ex parte communications protects the due process rights of the non-present parties to the matter. The disclosure should be complete and detailed. Ex parte communications between the Council's closure of public hearing and decision should be prohibited, i.e., the decision is delayed to a future meeting for example.

Language could be added to the Rules as a stand-alone rule, following conflicts of interest, and in regards to public hearings.

Proposed additions are shown in italicized text:

21. Ex Parte Communications for Quasi-Judicial Matters. On quasi-judicial matters, Councilmembers shall verbally disclose off the record contacts relating to the item, after the item is called and before Council consideration of the matter. Disclosure shall include the identity of an individual(s) with whom the Council Member had contact, and the nature of the contact. Written ex parte communications must be forwarded to the City Clerk so they can be provided to the entire Council and to the public.

301. Public Hearings. The following rules shall apply to all public hearings, except when proceedings are held under general laws of the State of California that require different procedures

- a) The Mayor shall state the subject matter of the hearing and declare the public hearing open. Before doing so, they may determine whether or not there are proponents or opponents who wish to make presentations, how many persons wish to be heard, or other matters which may affect the conduct of the proceedings. The Mayor may impose and announce reasonable time limits on presentations or oral arguments by the public.
- b) The City Manager or appropriate staff member shall give a factual summary of the matter.
- c) *Council Members shall disclose any ex parte communications.*

...

CEQA:

Adoption of Resolution 2023- , which amends the City’s Rules and is not subject to California Environmental Quality Act (CEQA) as it is not a “project” pursuant to Section 15378 of the CEQA Guidelines.

FISCAL IMPACT:

None identified.

CONCLUSION:

This request is submitted for City Council consideration and potential action.

Respectfully submitted,

Heidi A. Quinn

Heidi Quinn
Interim City Attorney
City of Marina

RESOLUTION NO. 2023-**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARINA
AMENDING THE RULES AND PROCEDURES FOR THE CONDUCT OF
MEETINGS**

WHEREAS, at the regular meeting of December 12, 1980, the City Council adopted Resolution No. 80-71 Establishing the Rules and Procedures for the Conduct of Meetings of the City Council (“Rules and Procedures”);

WHEREAS, the City Council previously amended the Rules and Procedures by adopting Resolution Nos. 85-1, 90-09, 91-17, 92-30, 94-15, 98-03, 99-01, 2001-106, 2009-41, 2011-32, 2011-33, 2011-65, and 2019-107 (collectively, “Amendments”);

WHEREAS, at its meeting on November 15, 2022, the Council approved Resolution 2022-138 authorizing revisions to the Rules and Procedures;

WHEREAS, staff proposes further modifications to Rules and Procedures, as provided in Exhibit A attached hereto, specifically to Paragraph 7 regarding Council Correspondence, Paragraph 8 regarding the Consideration and Sequence of Agenda Items, Paragraph 13 regarding Debate, and new Paragraph 21 regarding Ex Parte Disclosures; and

WHEREAS, amendment of the Rules and Procedures is not subject to California Environmental Quality Act (CEQA) as it is not a “project” pursuant to Section 15378 of the CEQA Guidelines.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MARINA DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Rules and Procedures. The Rules and Procedures shall be modified as set forth in Exhibit A, RULES AND PROCEDURES FOR THE CONDUCT OF THE MEETINGS OF THE MARINA CITY COUNCIL AND AMENDMENTS, attached hereto and incorporated by reference.

Section 3. Effective Date of Resolution. This Resolution shall take effect on immediately upon its passage and adoption.

PASSED AND ADOPTED by the City Council of the City of Marina at a regular meeting held this 20th day of June 2023, by the following vote:

AYES, COUNCIL MEMBERS:

NOES, COUNCIL MEMBERS:

ABSENT, COUNCIL MEMBERS:

ABSTAIN, COUNCIL MEMBERS:

Bruce C. Delgado, Mayor

ATTEST:

Anita Sharp, Deputy City Clerk

**PROPOSED RULES AND PROCEDURES FOR
THE CONDUCT OF THE MEETINGS OF THE MARINA CITY COUNCIL
AND AMENDMENTS**

1. Purpose. The purpose of these Rules is to establish the procedure for the presentation and determination of matters coming before the Marina City Council, to provide for the fair and efficient consideration of said matters, and to insure that the public is fully informed of the matters coming before the City Council and has an opportunity to witness the deliberations of the members thereof in the conduct of public business, and that proper public involvement in the deliberations of the council be encouraged.

2. Regular Meetings. The City Council shall hold regular meetings on the first and third Tuesday of each month convening at the hour of 5:00 p.m. if there is to be a closed session and convening in open session at the hour of 6:30 p.m. in the Council Chambers of City Hall, 211 Hillcrest Avenue in the City, or such other place within the City limits to which said meeting may be adjourned. If by reason of fire, flood or other emergency it shall be unsafe to meet in City Hall, the meetings may be held for the duration of the emergency at such other place and at such hour as is designated by the Mayor or, if he should fail to act, by three members of the City Council. When the day for any regular meeting falls on a legal holiday, no meeting shall be held on such holiday, but a regular meeting shall be held at the same hour on the following business day.

3. Study Sessions. The City Council shall meet in a study session on the first and third Tuesdays of each month at the hour of 7:00 o'clock p.m. in the Council Chamber of the City Hall, or at such other place as may be determined by the Council, for the purpose of hearing reports from the staff and reviewing, discussing and debating matters of interest to the City. Such sessions shall be open to the public and press. No official action shall be taken at a study session; provided, however, that nothing herein shall be deemed to prevent the taking of an informal vote on any matter under discussion. The participation of the public in such sessions shall be subject to the discretion of the presiding officer.

4. Special Meetings. Special meetings may be called at any time by the mayor, or by three members of the City Council, by delivering personally or by mail written notice to each Council Member and to each local newspaper of general circulation, radio or television station requesting notice in writing. Such notice must be delivered personally or by mail at least twenty-four hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meetings. Such written notice may be dispensed with as to any Council Member who at or prior to the time the meeting convenes files with the City Clerk a written waiver of notice. Such waiver may be given by telegram. Such written notice may also be dispensed with as to any Council Member who is actually present at the meeting at the time it convenes.

5. Meetings to be Public - Exception for Executive Sessions. All regular and special meetings of the City Council shall be public; provided, however, the City Council may hold executive sessions during a regular or special meeting, from which the public may be excluded, for the purpose of considering the matters referred to in §§54957-54957.6 of the Government Code of the State of California, as may be amended.

Adopted by Resolution No. 2023-

No member of the City Council, employee of the City, or any other person present during an executive session of the Council shall disclose to any person the content or substance of any discussion which took place during said executive session unless the City Council shall authorize the disclosure of such information by majority vote.

6. Agenda. All reports, communications, ordinances, resolutions, contract documents or other matters to be submitted to the Council at a regular meeting shall be delivered to the City Clerk not later than 12:00 o'clock noon on the Wednesday preceding the meeting. The City Clerk shall prepare an agenda of all such matters according to the order of business (paragraph 8 herein below). The agenda shall be delivered or otherwise made available to the Council Members on the Friday preceding the Tuesday Council meeting to which it pertains, and shall be made available to the public no later than 10:00 o'clock a.m. on the Monday preceding the meeting. All matters shall be considered by the Council in the order listed on the agenda, to the extent of time available; provided, however, that the order of the agenda may be changed at any time by the unanimous consent of all Council Members then present at a meeting. Agenda items not considered or completed for lack of time shall become agenda items at the following meeting in accordance with the foregoing policies. No matters other than those on the agenda shall be finally acted upon by the Council; provided, however, that a matter deemed to be an emergency by any Council Member, the City Manager or the City Attorney, or a matter which would become moot if not acted upon at the council meeting at which it is brought up, with an explanation of the emergency or other necessity for bringing it up stated in open council meeting, may be placed upon the agenda by a motion, seconded and carried, and then may be considered and acted upon by the Council.

7. Council Correspondence.

a) Availability to the Public. Correspondence addressed to the City Council which is received by the City Clerk or any other officer or employee of the City *becomes a disclosable public record, unless subject to an exemptions under the California Public Records Act, as soon as it is received*. Correspondence received in the City Clerk's office or other offices after 12:00 o'clock noon on the Wednesday preceding a regular meeting shall not be placed on the agenda unless it concerns a matter to be considered by the Council at the next regular meeting or is determined by the Mayor or the City Manager to be an urgent matter which should be brought to the immediate attention of the Council. Correspondence shall not be read aloud at a Council meeting unless requested by a majority vote of the Council.

b) Authority of City Manager. The City Manager is authorized to open and examine all mail or other written communications addressed to the City Council and to give it immediate attention to the end that all administrative business referred to in said communications and not necessarily requiring Council action may be acted upon between Council meetings.

c) Council members providing written comments or materials regarding agenda items must provide such materials to the City Clerk no later than 10:00 a.m. the day of the Council meeting.

Adopted by Resolution No. 2023-

8. Order of Business and Consideration and Sequence of Agenda Items.

a) The business of the Council shall be taken up for consideration and disposition in the following order:

1. Call to Order 5:00 p.m. (if there is to be a Closed Session)
2. Roll Call and Establishment of Quorum
3. Closed Session (if any)
4. Open Regular Session (6:30 p.m.) - Report Any Action taken in Closed Session
5. Moment of Silence & Pledge of Allegiance
6. Special Presentations
7. Council and Staff Announcements
8. Public Comment – up to a maximum of three (3) minutes
9. Consent Agenda
10. Public Hearings
11. Other Council Action Items
12. Council & Staff Informational Reports
13. Adjournment

b) The Mayor, at their discretion and subject to majority vote overruling them, may re-arrange agenda items, provided that any items ‘pulled’ from Item 9, ‘Consent Agenda’ shall be considered following the last item of Item 11, ‘Other Council Action Items’.

c) The following shall be the procedure for consideration and sequence of each Agenda Item, including Public Hearings:

1. Mayor Introduces the Agenda Item
2. City Manager/Executive Director (or designee/Council Member) Presents Staff Report
3. Applicant/proponent, when appropriate, up to 10 minutes (at Presiding Officer’s discretion)
4. Public Comments
5. Mayor Closes Public Hearing/Public Comments
6. Council Discussion
7. Council Motion and Brief Comment (1 minute each)
8. Council Vote

9. Preparation of Minutes. The City Clerk shall have exclusive responsibility for preparation of action minutes, and any directions for changes in the minutes shall be made only by majority action of the City Council.

10. Reading of Minutes. Unless the reading of the minutes of a Council meeting is ordered by a majority vote of the Council, such minutes may be approved without reading if the City Clerk has previously furnished each Council Member with a copy.

Adopted by Resolution No. 2023-

11. Presiding Officer. The Mayor shall be the Presiding Officer at all meetings of the City Council. In the absence of the Mayor, the Mayor Pro Tempore shall preside. In the absence of both the Mayor and Mayor Pro Tempore, the City Clerk shall call the Council to order, whereupon a temporary Presiding Officer shall be elected by the Council Members present to serve until the arrival of the Mayor or Mayor Pro Tempore or until adjournment. Wherever in these Rules the term Mayor is used, it shall apply equally to the Presiding Officer as defined in this section.

12. Powers and Duties of Presiding Officer.

a) Participation. The Presiding Officer may move, second, debate and vote from the Chair.

b) Question to be Stated. The Presiding Officer or such member of the City staff as they may designate shall verbally restate each question immediately prior to calling for the vote. Following the vote the City Clerk shall announce whether the question carried or was defeated. The Presiding Officer in their discretion may publicly explain the effect of a vote for the audience, or may direct a member of the City staff to do so, before proceeding to the next item of business.

c) Signing of Documents. The Presiding Officer shall sign all ordinances, resolutions, contracts, and other documents necessitating their signature which were adopted in their presence, unless they are unavailable, in which case the signature of an alternate Presiding Officer may be used.

d) Sworn Testimony. The Presiding Officer may require any person addressing the City Council to be sworn as a witness and to testify under oath, and the Presiding Officer shall so require if directed to do so by a majority vote of the Council.

13. Rules of Debate.

a) Getting the Floor. Every Council Member desiring to speak shall first address the Chair, gain recognition by the Presiding Officer, and shall confine themselves to the question under debate, avoiding personalities and indecorous language.

b) Questions to Staff. Every Council Member desiring to question the City staff shall, after recognition by the Presiding Officer, address their questions to the City Manager, the City Attorney, or to such other department head or member of the City staff as may be appropriate.

c) Interruptions. A Council Member, once recognized, shall not be interrupted when speaking unless called to order by the Presiding Officer, unless a point of order or personal privilege is raised by another Council Member, or unless the speaker chooses to yield to a question by another Council Member. If a Council Member while speaking is called to order, they shall cease speaking until the question of order is determined and, if determined to be in order, may then proceed. Members of the City staff, after recognition by the Presiding Officer, shall hold the floor until completion of their remarks or until recognition is withdrawn by the Presiding Officer.

d) Points of Order. The Presiding Officer shall determine all points of order subject to the right of any Council Member to appeal to the Council. The Presiding Officer may consult with

Adopted by Resolution No. 2023-

the City Manager or the City Attorney in connection with determining a point of order, or may refer the question involved to either one for determination. If an appeal is taken, the question shall be, "Shall the decision of the Presiding Officer be sustained?" A majority vote shall conclusively determine such question of order.

e) Point of Personal Privilege. The right of a Council Member to address the Council on a question of personal privilege shall be limited to cases in which their integrity, character or motives are questioned or where the welfare of the Council is concerned. A Council Member raising a point of personal privilege may interrupt another Council Member who has the floor only if the Presiding Officer recognizes the privilege.

f) Privilege of Closing Debate. The Council Member moving the adoption of an ordinance, resolution or motion shall have the privilege of closing debate.

g) Limitation of Debate. No Council Member shall be allowed to speak more than once upon any particular subject until every other Council Member desiring to do so shall have spoken. During each round of discussion, each Council Member shall be allowed to speak for up to five (5) minutes.

14. Ordinances, Resolution and Motions--Precedents. When an ordinance, resolution or motion is properly brought before the Council and seconded by another Council Member, no other action shall be considered except a point of order, or a motion to adjourn to table, to table to a certain time, to close debate, to refer or to amend. Such items shall have precedence in the order stated in the preceding sentence. Points of order shall be ruled upon by the Presiding Officer, provided that such ruling may be overridden by a majority of the Council. All of such motions, except motions to amend, shall be put to a vote without debate and decided by a majority.

Any of the foregoing motions shall be in order at any time the speaker is duly recognized, except when repeated without intervening business or discussion, or if made when the motion to close debate has been adopted or while a vote is being taken.

a) Motion to Table. If a motion to table (without time certain) passes, consideration of the matter may be resumed only upon the motion of a member voting with the majority on the motion to table.

b) Motion to Close Debate. When a motion to close debate is duly made and seconded, there shall be no further debate. If the question carries, the Presiding Officer shall put pending amendment to a vote, without debate, in the inverse order of their introduction before putting the main question. If the question is decided negatively, the main question and its amendments remain before the council

c) Reconsideration. Providing that no intervening rights will be prejudiced, any Council Member who voted with the majority on a question may move the reconsideration of that question at the same meeting in which the original decision was made or at the next following meeting. After a motion for reconsideration has been acted upon, no other similar motion shall be made without unanimous consent.

Adopted by Resolution No. 2023-

15. Voting. Three affirmative votes are required to enact an ordinance or to adopt a resolution or motion granting a franchise or authorizing the payment or expenditure of money or incurring of a debt. The majority of a quorum is required to adopt other resolutions or motions. A “majority” refers to a majority of the quorum present.

Every ordinance shall be adopted by a roll call vote. All other matters may be referred to a vote unless a roll call is requested by any Council Member. On all matters for which a voice vote is authorized, the Presiding Officer may ask for, “objections to the question?” If no objection is expressed, the Presiding Officer shall, “so order,” and the minutes shall record a unanimous vote in favor. If any Council Member objects to the procedure, a roll call vote shall be call in the normal manner.

After a vote has been announced, and except for comments pursuant to Rule 22, no Council member shall comment or continue to debate the vote.

16. Failure to Vote. Every Council Member should vote unless disqualified by reason of a conflict of interest. A Council Member who abstains from voting in effect consents that a majority of the quorum may decide the question voted upon.

17. Silence Constitutes Affirmative Vote. Unless a member of the Council states that they are not voting, their silence shall be recorded as an affirmative vote.

18. Tie Vote. Tie votes shall be lost motions and may be reconsidered.

19. Changing Vote. A member may change their vote only if they make a timely request to do so immediately following the announcement of the vote by the City Clerk and prior to the time that the next item in the order of business is taken up. A Council Member who publicly announces that they are abstaining from voting on a particular matter shall not subsequently be allowed to withdraw their abstention.

20. Disqualification for Conflict of Interest. Any Council Member who is disqualified from voting on a particular matter by reason of a conflict of interest shall publicly state or have the Presiding Officer state the nature of such disqualification in open meeting. Where no clearly disqualifying conflict of interest appears, the matter of disqualification may, at the request of the Council Member affected, be decided by the other Council Members or the City Attorney. A Council Member who is disqualified by reason of a conflict in interest in any matter shall not remain in their seat during the debate and vote on such matter, but shall request and be given the permission of the Presiding Officer to step down from the Council table. The Council Member stating such disqualification shall not be counted as a part of a quorum and shall be considered absent for the purpose of determining the outcome of any vote on such matter.

21. Ex Parte Communications for Quasi-Judicial Matters. On quasi-judicial matters, Councilmembers shall verbally disclose off the record contacts relating to the item, after the item is called and before Council consideration of the matter. Disclosure shall include the identity of an individual(s) with whom the Council Member had contact, and the nature of the contact. Written

Adopted by Resolution No. 2023-

ex parte communications must be forwarded to the City Clerk so they can be provided to the entire Council and to the public.

22. Remarks of Council Member and Synopsis of Debate. A Council Member may request through the Presiding Officer the privilege of having an abstract of their statement on any subject under consideration by the Council entered in the minutes. If the Council consents thereto, such statement shall be entered in the minutes.

23. Protest against Council Action. Any Council Member shall have the right to have the reasons for their dissent from, or protest against, any action of the Council entered in the minutes. Such dissent or protest to be entered in the minutes shall be made in the following manner: “I would like the minutes to show that I am opposed to this action for the following reasons...”.

24. Rules of Order. Except as otherwise provided in these Rules, other rules adopted by the City Council or applicable provisions of State law, the procedures of the Council shall be governed, to the extent applicable, by the latest revised edition of Robert’s Rules of Order.

25. Failure to Observe Rules of Order. Rules adopted to expedite the transaction of the business of the Council in an orderly fashion are deemed to be procedural only and the failure to strictly observe such rules shall not affect the jurisdiction of the Council or invalidate any action taken at a meeting that is otherwise held in conformity with law.

26. Ordinances, Resolutions and Contracts.

a) All ordinances Shall be Prepared by the City Attorney. No ordinance shall be prepared for presentation to the Council unless ordered by a majority vote of the Council, or requested by the Mayor, or City Manager, or prepared by the City Attorney on their own initiative.

b) Prior Approval by Administrative Staff. All ordinances, resolutions and contract documents shall, before presentation to the Council, have been approved as to form and legality by the City Attorney and shall have been examined and approved for administration by the City Manager or their authorized representative.

27. Reading of Ordinances and Resolutions. At the time of adoption of an ordinance or a resolution, it shall be read in full unless, after the reading of the title thereof, the further reading thereof is waived by unanimous consent of the Council Members present. Such consent may be expressed by a statement by the Presiding Officer that “if there is no objection, the further reading of the ordinance or resolution shall be waived.” If any Council Member so requests, the ordinance or resolution shall be read in full.

28. Addressing the Council.

a) Manner of Addressing Council. Each person desiring to address the Council shall, unless time is limited or otherwise specifically provided for in these rules or is granted by majority vote of the Council, limit their remarks to three (3) minutes, *which may be limited at the discretion*

Adopted by Resolution No. 2023-

of the Mayor depending on time available and the number of speakers. All remarks shall be addressed to the Council as a whole and not to any member thereof.

b) Spokesman for Group of Persons. In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address the Council on the same subject matter, it shall be proper for the Presiding Officer to request that a spokesperson be chosen by the group to address the Council and, in case additional information or matters are to be presented by any other member of said group, to limit the number of such persons addressing the Council.

c) After Motion. After a motion has been made or a public hearing has been closed, no member of the public shall address the Council from the audience on the matter under consideration without first securing permission to do so by the City Council.

29. Rules of Decorum.

a) Council Members. While the Council is in session, the Members must preserve order and decorum, and a Member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council nor disturb any Member while speaking or refuse to obey the orders of the Presiding Officer.

b) Employees. Members of the City staff and employees shall observe the same rules of order and decorum as are applicable to the City Council.

c) Persons Addressing the Council. Any person making impertinent, slanderous or profane remarks, or who becomes boisterous while addressing the Council, shall be called to order by the Presiding Officer and, if such conduct continues, may at the discretion of the Presiding Officer be barred from further audience before the Council during that meeting, unless permission to continue be granted by a majority of the Council.

d) Members of the Audience. Any person in the audience who engages in disorderly conduct such as hand clapping, stamping of feet, whistling, using profane language, yelling, and similar demonstrations, which conduct disturbs the peace and good order of the meeting, or who refuses to comply with the lawful orders of the Presiding Officer, shall be guilty of an infraction, and upon instructions from the Presiding Officer, it shall be the duty of the Sergeant at Arms to remove any such person from the Council Chamber and to place him under arrest or otherwise cause him to be prosecuted under the law.

30. Enforcement of Decorum. The Director of Public Safety or such member or members of the Public Safety Department as they may designate, shall be Sergeant at Arms of the City Council and shall carry out all orders given by the Presiding Officer for the purpose of maintaining order and decorum at the Council meetings. Any Council Member may move to require the Presiding Officer to enforce the rules, and the affirmative vote of a majority of the Council shall require him to do so.

Adopted by Resolution No. 2023-

31. Public Hearings. The following rules shall apply to all public hearings, except when proceedings are held under general laws of the State of California which require different procedures

- a) The Mayor shall state the subject matter of the hearing and declare the public hearing open. Before doing so, they may determine whether or not there are proponents or opponents who wish to make presentations, how many persons wish to be heard or other matters which may affect the conduct of the proceedings. The Mayor may impose and announce reasonable time limits on presentations or oral arguments by the public.
- b) The City Manager or appropriate staff member shall give a factual summary of the matter.
- c) Council Members shall disclose any ex parte communications.
- d) The proponents shall be heard. (Written correspondence shall be summarized by the Clerk.)
- e) The opponents shall be heard. (Written correspondence shall be summarized by the Clerk.)
- f) Each side shall be given a reasonable time for rebuttal. Additional speakers must limit their remarks to providing new information that was not already covered by other speakers.
- g) Prior to the close of the public hearing, the Mayor shall give those persons wishing to place their names on the record as being for or against, without presenting an oral argument, an opportunity to do so.
- h) The public hearing shall be declared closed.
- i) The Council shall discuss and determine the matter.
- j) After the public hearing is closed, the public shall not be recognized to speak except to answer any question not covered in the public hearing, and provided that whenever any such answer is given, the opposing side shall be given an opportunity to present facts in rebuttal of the answer given.

32. Policy on Public Input. It is the declared policy of the City Council that any member of the public wishing to be heard on a matter under consideration by the City Council shall be given a reasonable opportunity to do so. Prior to the vote on any issue, the Mayor shall determine whether or not anyone present wishes to be heard. The Mayor may establish reasonable time limits for oral presentations and shall limit the presentation to the matter before the City Council at that time.

33. Absences from Council Meetings. Pursuant to Government Code §36513, if a City Council Member is absent without permission from all regular Council meetings for 60 days consecutively from the last regular meeting he attended, their office becomes vacant and shall be filled by the

Adopted by Resolution No. 2023-

Council as any other vacancy. In addition, should any Council Member be absent from two (2) consecutive regular Council meetings, or from three (3) regular Council meetings in any six-month period, without permission from (i.e., not excused for good cause) the Council, the Council may determine that the best interests of the City would be served by said Council Member's resignation, and may request such resignation in a letter authorized by vote of the Council.

34. Automatic Adjournment. Unless otherwise adjourned, all meetings of the City Council shall automatically be adjourned at 10:00 o'clock p.m., except that a majority may by one or more motions act to extend the automatic adjournment to not later than a specified time, or for completion of a particular item or items, as specified in the motion to extend the time of adjournment.

35. Amendment of Rules. These rules may be amended by an affirmative vote of a majority of a quorum; provided, however, that except as to rules relating to adjournment, where a provision of these rules requires action by a specific affirmative vote which is greater than a majority of a quorum, then amendment to that rule requires the same vote required for the rule proposed to be amended.

Exhibit 2 - Proposed Guidelines for Action Minutes

Action minutes record what is done, not what is said. Detailed minutes of discussion can be subjective and aren't necessary given meetings are recorded.

Public hearings, Council study sessions and committee meeting minutes may include more detail.

What to Include:

- Each main motion and its disposition (passed, failed, referred, postponed, etc.).
- Include all points of order, appeals, and the result. If a motion does not receive a second, it need not be noted.
- Reasons for the decision can be included in the “whereas” clauses of Resolutions and Ordinances rather than stated on the record.
- Amendments to a motion must be tracked but each amendment does not need to be included; rather the final text of the motion can provide, “After discussion and amendment, the following motion was approved . . .”
- The final vote must be recorded and indicate how each Council Member voted.

What Doesn't Need to be Included:

- Minor procedural motions such as approving the agenda or calling the question
- Withdrawn motions
- Written summaries of oral reports.
- Detailed public comment. It is sufficient to say that “public comment was provided.”

Notes:

A person does not have to have been present at a meeting in participate in approval of the minutes

Minutes should not be approved at a special meeting but held until the next regular meeting.

Approved minutes may be changed at any time using the motion “to amend something previously adopted.” The changes are noted on the minutes being changed, and signed.