

REGULAR MEETING

SAND CITY COUNCIL

AND

**SUCCESSOR AGENCY OF THE FORMER
REDEVELOPMENT AGENCY**

AGENDA

SAND CITY COUNCIL CHAMBERS

TUESDAY, FEBRUARY 19, 2019

5:30 P.M.

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

Regular Meeting – February 19, 2019
5:30 P.M.
CITY COUNCIL CHAMBERS
Sand City Hall, 1 Pendergrass Way, Sand City, CA 93955

1. **INVOCATION**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **ANNOUNCEMENTS BY MAYOR AND CITY ADMINISTRATOR**
5. **PUBLIC COMMENT**

Members of the public may address the City Council/Successor Agency on matters not appearing on the City Council/Successor Agency Agenda at this time for up to three minutes. In order that the City Clerk may later identify the speaker in the minutes of the meeting, it is helpful if speakers state their names. Public comments regarding items on the scheduled agenda will be heard at the time the item is being considered by the City Council/Successor Agency.

The City Council Chambers podium is equipped with a portable microphone for anyone unable to come to the podium. If you need assistance, please advise the City Clerk as to which item you would like to comment on and the microphone will be brought to you

6. **CONSENT CALENDAR**

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

- A. Approval of January 22, 2019 Special Council Meeting Minutes
- B. Approval of February 5, 2019 Council Meeting Minutes
- C. Approval of City RESOLUTION Fixing the Employer Contribution at an Equal Amount for Employees and Annuitants under the Public Employees' Medical and Hospital Care Act
- D. Approval of City RESOLUTION Approving the Memorandum of Understanding for the Sand City Police Officers Association effective July 1, 2018

- E. Approval of City Donation/Contribution
Sand City Chamber of Commerce- \$2,500

7. CONSIDERATION OF ITEMS PULLED FROM CONSENT CALENDAR

8. PUBLIC HEARINGS

- A. FIRST READING: ORDINANCE Amending Sand City Municipal Code to Change the Title of City Administrator to City Manager
- B. Consideration of City RESOLUTION to Approve Coastal Development Permit 19-01 for a Production Operation of Food-Grade Flavors for Electric Cigarettes at 1801 Catalina Avenue

9. OLD BUSINESS

- A. Engineering and Public Works Department Summary Report including the Sand City Water Supply Project, Storm Water Management Program, City Projects: West Bay St. Coastal Access Repair Project, Carroll Property Parking, TAMC Parcel Landscaping Project, Calabrese Park Improvement Project, Private Development Projects including the South of Tioga Project, and Grant Updates. Community Development and Planning Department updates by the City Administrator/City Planner

10. NEW BUSINESS

- A. Consideration of City RESOLUTION Approving Classification Titles and Job Specifications
- B. Discussion and Update regarding National Incident Management Training and Sand City's Emergency Operations Plan
- C. Discussion regarding Affordable Housing Mix in R2 Residential Housing Component of the South of Tioga Project
- D. Comments by Council Members on Meetings and Items of interest to Sand City
- E. Upcoming Meetings/Events

11. CLOSED SESSION

- A. City Council/Agency Board to adjourn to Closed Session pursuant to Government Code Section 54956.9 Conference with Legal Counsel regarding:
 - 1) Anticipated Litigation - Initiation of litigation pursuant to

Government Code section 54956.9(d)(4),(1Case)

2) Existing litigation pursuant to Government Code section 54956.9(d)(1): *Monterey Peninsula Water Management District v. State Water Resources Control Board* (Case no 1-10-CV163328, 2010)

3) Real Property Negotiations pursuant to Government Code Section 54956.8(b)

Agency Negotiator: Interim City Administrator

Property: Alta Sand City (APN: 011-181-021-000, 011-155-022-000, 011-155-023-000)

B. City Council/Agency Board to re-adjourn to Open Session to report any action taken at the conclusion of Closed Session in accordance with 54957.1 of the Ralph M. Brown Act

12. ADJOURNMENT

{The March 5, 2019 City Council Meeting has been cancelled}

Next Scheduled Council Meeting:

Tuesday, March 19, 2019

5:30 P.M.

Sand City Council Chambers

1 Pendergrass Way, Sand City

This is intended to be a draft agenda. The City reserves the right to add or delete to this agenda as required.

The current Sand City agenda is available in PDF format on our website at:

www.sandcity.org/agenda

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

AGENDA ITEM

6A

SPECIAL MEETING MINUTES
JOINT SAND CITY COUNCIL AND SUCCESSOR AGENCY
OF THE FORMER REDEVELOPMENT AGENCY

Special Meeting – January 22, 2019

1:00 PM

CITY COUNCIL CHAMBERS

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

Mayor Carbone opened the meeting at 1:02 PM

The Pledge of Allegiance was led by Council Member Blackwelder.

Present: Mayor Mary Ann Carbone
Vice Mayor Blackwelder
Council Member Hawthorne
Council Member Sofer
Council Member Cruz

Staff: Fred Meurer, Interim City Administrator
Vibeke Norgaard, City Attorney
Leon Gomez, City Engineer
Brian Ferrante, Police Chief
Linda Scholink, Administrative Services Director/City Clerk

AGENDA ITEM 3 COMMUNICATIONS

1:03 PM Floor opened for Public Comment.

There was no Public Comment.

1:03 PM Floor closed to Public Comment.

AGENDA ITEM 4 NEW BUSINESS

A. Discussion, Interviews, and Possible Council Action regarding Selection of an Executive Search and Consulting Firm for the Recruitment of the City Administrator

Interim City Administrator, **Fred Meurer**, spoke on his professional relationship with the firms that will be interviewed, Avery Associates and Bill Murray and Associates, and promoted them as two of the most highly respected executive recruiters in the state. He reassured the Council that either choice of proposal would be a good choice for the City. Mr. Meurer commented on the four month time period specified in the proposal as finding the appropriate person, not the speed of the search, is the priority.

Paul Kimura of Avery Associates began his presentation by discussing his over twenty years' experience in the executive search industry. Mr. Kimura gave the background of the company, having started in 1983. He described Avery Associates as a "generalist" recruitment firm in that they do not solely recruit for government agencies. He has found that to be advantageous as it does not limit his capabilities to select clients.

He described a major challenge his firm will face to be a lack of public recognition of Sand City. He described Sand City as a fairly unknown city but one with great potential to be marketed. He described the ideal City Administrator as one who can work as a leader to develop staff capabilities.

The recruitment process would consist of individual meetings with Council Members to better understand the qualities they are looking for and potentially one or two meetings with City staff at the recommendation of the Council. From there, a job description to advertise the position would be created.

The second big step for the firm would be to seek out candidates. They will utilize their own candidates, seek out new candidates, and solicit referrals from those already in the industry. They would also advertise in ICMA. Without such a proactive search, the city would not achieve their desired results.

Following outreach, the firm will go through several levels of vetting, to create a list of candidates to be presented to Council. A process called "behavioral interviewing" will be utilized to understand the way in which the candidates react to situations that they would be confronted with as a City Administrator. The last step of the interview process would be to provide the Council with a variety of candidates, schedule interviews, and provide a list of questions to assist with the final round of interviews. Mr. Kimura would also be present to facilitate these interviews. A second round of interviews would also be possible if necessary.

On behalf of the City, the firm would negotiate terms and conditions with the chosen candidate to draft a formal contract. The time frame for this process would take anywhere from four to six months.

Council Member Hawthorne asked about the number of candidates the Council could expect to be presented to them.

Mr. Kimura responded that they are typically able to get the number between five and seven candidates to ensure the interview process can be completed in one day. An overview of candidates vetted but not recommended could also be provided to the Council on request. Council would also be able to bring their own candidates into the process.

Mr. Muerer requested that Mr. Kimura speak on the process taken if no

candidates are preferred by the Council.

Mr. Kimura expects a positive end result. In the rare occasion that would happen, the firm would continue pursuit.

Mr. Muerer reiterated that Mr. Kimura would bring an array of candidates to attempt to appeal to the varied interest of the individual Council Members.

Mr. Kimura expanded on the comment, saying that the variety of backgrounds of the candidates would require the Council's individual assessment as different values would be weighted differently among members of the Council.

Mr. Muerer explained the techniques utilized by executive hiring firms including citizen panels and employee panels at the request of the City. He assured that Mr. Kimura would oblige the wishes of the Council if they would like certain methods to be used. Mr. Muerer said that the most important thing is confidentiality for candidates and executive hiring firms would consider confidentiality a top priority.

Mr. Kimura added that there is concern that if a candidate is exposed for looking into another city, he may be released from his current position.

Council Member Hawthorne suggested that with this in mind, a panel of citizens during the interview process would be problematic.

Mr. Muerer explained that the selection of citizens for these types of panels would have to be done with careful consideration and would not recommend a citizen panel. He summarized the process Mr. Kimura would employ to include background checks of candidates.

Mr. Kimura said that since the Council works with the Administrator, the firm would ensure that the Council would find the candidates to be easy to work with. A potential way to involve Mr. Muerer more heavily in the selection process would be to have him sit in on the interviews and then to have Mr. Muerer meet with the top two candidates for individual interviews. This would allow for more informal questions as well. These would take place in Closed Session.

Council Member Hawthorne agreed that going about the interviews in this way would make sense since Mr. Muerer, in his experience as a City Manager, would know better what to ask of a candidate.

Mr. Kimura added that while candidates may possess the technical knowledge, their overall fit as a City staff member must be taken into consideration to predict their success as City Administrator.

City Attorney, Vibeke Norgaard suggested that Mr. Muerer's interaction with

City staff would be useful.

Mr. Muerer asked for clarification on Mr. Kimura's process for finding enthusiastic candidates who are not currently looking through the available resources for a new placement.

Mr. Kimura responded that the search process starts by looking at candidates they have already been in contact with and discuss within their team who they would want to approach. They also utilize the social platform, LinkedIn, as the site has an extensive database of potential candidates. In addition, his firm feels that several candidates should be within commuting distance. Mr. Kimura will look at other contract cities, similar to Sand City, to see how candidates from those cities have managed their contracts and if they have been successful in doing so.

Council Member Cruz asked if the search would have primary aim toward local candidates.

Mr. Kimura answered that although the search would be aimed locally, published advertisements have a national reach. It would be important to find a candidate that has knowledge of local issues and concerns. He suggested that candidates without a connection to California will be less appropriate for the position. The desalination wells are an example of an asset that an ideal candidate would have knowledge working with. However, Mr. Kimura does not believe that the ideal candidate must be someone with coastal experience, but someone who is strong with administration, knows the regulatory environment, and can develop a relationship with the Coastal Commission.; somebody who does not necessarily have hands on development experience or capital project experience could potentially be the better fit for the city.

Mayor Carbone spoke on the reality of the search process, saying that the perfect candidate does not exist and that the Council will have to pick and choose which combination of experience and potential will be right. The experience a headhunter would have with the balance would make a contract with a headhunting firm desirable. She also agreed that having Mr. Meurer sit in on interviews would be advantageous.

Mr. Muerer discussed his past experience working with a headhunter who did not heed his advice when it came to the compensation of the open position. This resulted in a failed attempt at filling the position. He then hired Avery Associates to find suitable candidates and Mr. Kimura made the compensation changes that Mr. Meurer suggested. Several candidates came forward, however after watching City Council meetings two of the three candidates withdrew their interest. The third had no municipal experience and could not achieve in quorum in the Council and so also withdrew. The Council ended up choosing a candidate that Avery Associates had not provided them with. Mr. Meurer summarized the

story by describing the selection process as a team effort between the City Council and the chosen executive search team. He then asked Mr. Kimura to explain to the Council what realities they need to be aware of in regard to bringing personnel to the Monterey Bay Area.

Mr. Kimura spoke on the condition of the marketplace and how it often dictates salaries expectations. He recommends a salary of around \$200,000 to attract the right candidates. The high cost of living of the Monterey Bay Area would discourage applicants if the salary were to be lowered. Compensation for relocation would also be expected. Other forms of compensation, such as mortgage assistance should be discussed in the future.

Council Member Hawthorne asked Mr. Kimura to elaborate on the fee structure provided by Avery Associates.

Mr. Kimura explained the breakdown of fees. Avery Associates charges a standard professional services fee in addition to general recruitment expenses which include the development of the brochure for the position, advertising in ICMA, and other direct costs that would incur with recruitment.

Mr. Muerer directed Mr. Kimura to talk about the procedure for travel expenses for candidates.

Mr. Kimura explained that once the candidates are brought to the Council for consideration, the City will either pay all interview costs to include airfare, accommodation, and other transportation or the candidates will pay for the first round of interview expenses and then the City will pay for the second round of expenses. If interview expenses were not to be covered, the Council would have to offer the option of a teleconferenced interview.

Council Member Hawthorne said that the City should avoid teleconferenced interviews.

Council Member Blackwelder spoke on the salary for the position, saying that the current salaries for City employees are comparable with those of nearby cities. As a result, the salary is not a cause for concern- finding someone who can be successful in the position is.

Mr. Muerer added that he mentioned the salary as he would like the headhunters to evaluate the entire salary schedule of City staff as some employees are paid more than their supervisors. It will need to be addressed that some staff are compensated at a higher rate than their counterparts at other cities as a result of the uniqueness of Sand City.

Council Member Blackwelder discussed the Council's experience with the former City Administrator. The Council expected him to be able to grow into the

position as he did not possess the entirety of the skill set necessary for the job. As a result, the Council insists on finding applicants who are well qualified. Council Member Blackwelder would like to find someone with the skills of problem-solving, research, and tenacity.

Mr. Muerer described the reputation of the Monterey Peninsula Unified School District as a potential deterrent for applicants who would relocate. Mr. Muerer said that he is speaking with a representative from the School District to put together a list of the improvements that have been made in recent years.

Council Member Blackwelder reiterated that it would be beneficial for Mr. Meurer to be present for the interview as he would know the behavior to look for in a candidate.

City Attorney, Vibeke Norgaard asked if Mr. Kimura himself will be elected to lead negotiations with the candidates.

Mr. Kimura explained that usually with executive candidates his firm will negotiate the terms of employment but not the contract itself. The issues of salary, benefits, relocation, and severance provisions will be discussed and then turned over to the City to be negotiated by either the City Attorney or an appointed interim. As a representative of the City, Avery Associates will work within the parameters the Council provides.

City Attorney, Vibeke Norgaard stated that the Council will need to appoint the negotiator soon at a City Council meeting.

Mr. Muerer spoke on what Mr. Kimura had said previously in that Mr. Kimura will be honest with the Council if he disagrees with their decisions.

Council Member Blackwelder said that he would like for the Budget/Personnel Committee to discuss salary and desired qualifications prior to the discussion by the City Council. He asked for clarification on the role of negotiator.

City Attorney, Vibeke Norgaard described the negotiator as mediator to be present during closed session interviews. The position was compared to that of current contracted labor negotiator with the Sand City Police Officer's Association, Michael McCarthy.

Council Member Blackwelder suggested that person could be Mr. Meurer.

Mr. Muerer said that the person selected to be negotiator would be announced in the agenda as part of the Brown Act policy to be allowed in Closed Session.

The Council thanked Paul Kimura for his presentation. Mr. Kimura thanked the Council for the opportunity to present and is optimistic that the outcome of the

executive search will be successful.

2:05 PM

Break

2:10 PM

Mr. Muerer introduced Bob Murray of Bob Murray and Associates as they have worked together in the past. The firm holds a strong reputation in California. Mr. Meurer asked Mr. Murray to explain how he would approach the task of finding Sand City a City Administrator.

Mr. Murray began by describing his background with his firm. He founded the firm in 2000 with a focus on the Western United States and specifically California. They work almost exclusively with the public sector to include cities, counties, and special districts. Mr. Murray has been in this profession for over thirty years. He has performed a number of City Manager searches in the area- most recently for the City of Marina. He has also performed searches for Cities of Seaside and Carmel. He spoke about the extensive network he has been able to develop as a result of these searches. He remains active and involved in the community of City Managers and will be attending the League of California Cities' City Managers Conference next month.

As an organization, Murray and Associates stick to several principals; one is client-driven searches. To do this he would require meetings with Council to understand Sand City and its needs. He suggests the Council hold a public forum to assess the needs of the public.

The next step would be to run advertisements on behalf of the City in several publications, develop a full color brochure, and use social media to recruit. In addition, the firm will call those they know would be good candidates and send out letters. From there, Mr. Murray will screen candidates and interview the top ten or twelve using the criteria presented to him by the Council. He will then recommend the top candidates. The firm will perform salary negotiations, reference checks, and background checks on behalf of the City. The main priority of the firm is to find the person that best fits the criteria provided by the Council.

Council Member Hawthorne asked which member of Bob Murray and Associates would be handling the search.

Mr. Murray insisted that he would personally be working on the search. Other members of his staff would assist him, but he would personally conduct the interviews and oversee the process.

Council Member Blackwelder asked how long ago Mr. Murray worked with the

City of Marina as it was not listed on his proposal.

Mr. Murray said he worked with Marina about three and a half years ago. He did not write his proposal himself and would not have omitted the information if he had.

Mr. Muerer informed the Council that the Administrator Mr. Murray helped the City of Marina has actually been there seven years.

Council Member Sofer spoke to clarify that Mr. Murray had found placements for cities in coastal zones.

Mr. Murray affirmed that he has placed City Managers in coastal cities.

Council Member Blackwelder mentioned that the position title is "City Administrator" not "City Manager". He said that the position is one for someone who can work in collaboration with others successfully.

Council Member Hawthorne asked Mr. Murray what the most challenging issue would be for hiring a City Administrator, like housing, water, and others as the job encompasses a variety of topics.

Mr. Murray responded that in general the most challenging thing for a recently recruited City Administrator's is managing the political environment in which the individual would come to work. Beyond that, the complexity of the assignment in Sand City needs a manager capable of managing a city of thirty to forty thousand people, given the projects that are currently underway. In part, another challenge is making the candidates aware of the opportunities available in Sand City. Mr. Murray suggested the Council consider whether or not they would want the new City Administrator to reside in Sand City.

Council Member Sofer said if it would be possible to have them move to Sand City it would be very important to her. She expressed that there was a major blind spot in previous City Managers who did not get out and experience what Sand City is about.

Mr. Murray responded saying a City Administrator should be subject to the recommendations of the Council.

Mr. Murray responded saying that living in Sand City would be advantageous for a City Administrator as the individual would be close to city events and the community.

Council Member Sofer said that she would prefer a candidate who would want to live in the City.

Mr. Murray spoke in agreement.

Mayor Carbone asked Mr. Murray what sort of guarantee he would be able to provide for finding a successful candidate.

Mr. Murray answered that his firm will stick with the City until someone is hired that the Council is pleased with. In the case that the Council does not chose any candidate presented, Mr. Murray will continue to search and bring forward applicants. The firm will also guarantee that if during the City Administrators first year of employment, they choose to or are asked to leave, a search will be performed again. In this instance, the only additional fees would be for what is incurred by additional advertising. In over thirty years, Mr. Murray has only had the situation happen once.

Mr. Muerer asked Mr. Murray to extrapolate on current market conditions for a City Administrator.

Mr. Murray expressed difficulty answering the question. He said that it is popular to bash government and so government positions are hard to fill. He said that the biggest challenge for this recruitment is the size of the community and finding someone with City Administrator experience in a coastal community with such a small population. He continued to speak on the opportunity available for the City Administrator with the projects currently in progress.

A goal of the firm is to find out how each candidate is able to motivate others. A City Administrator needs to build the confidence of those he will work with to encourage them to follow him not because they have to but because they want to.

Mr. Muerer asked Mr. Murray to describe what kind of compensation package the market dictates for the position.

Mr. Murray said that in the Monterey Bay Area, a salary of \$200,000 plus benefits would be appropriate. That would a challenge for a city the size of Sand City; however the tax base of the City would make a salary at that rate possible.

Mr. Meurer thanked Mr. Murray for attending. **Mr. Murray** thanked the Council and wished them the best with their search.

Mr. Meurer said that the City had actually received five proposals. However, one was poorly done, another had never done a City Manager search, and the third was exceptionally more expensive for no more work than was presented to the Council by Avery Associates and Murray and Associates.

Council Member Hawthorne said that while he was pleased with both candidates, one is located considerable far away from Sand City.

Council Member Blackwelder agreed and said that the firms' methods, particularly their use of behavioral-focused questions during interviews, were appropriate for finding a suitable candidate.

Council Member Sofer also agreed and said that advertising via social media can be a useful tool even though it may not attract the kind of candidate she would hope to see.

Mr. Meurer responded that even though Avery Associates may not have spoken much on their use of social media, they will use it.

B. Consideration of City RESOLUTION Authorizing the Interim City Administrator to Enter into a Contract with Executive Search and Consulting Firm for the Recruitment of City Administrator not to exceed \$30,000

The Council discussed the title of City Administrator as opposed to City Manager.

The Council selected Avery Associates to lead the executive search and directed City Staff and Legal Counsel to research the change in title from City Administrator to City Manager.

Motion to approve the City **Resolution** Authorizing the Interim City Administrator to Enter into a Contract with Executive Search and Consulting Firm for the Recruitment of City Administrator not to exceed \$30,000 was made by Council Member Sofer, seconded by Council Member Hawthorne. AYES: Council Members Blackwelder, Carbone, Cruz, Hawthorne, Sofer. NOES: None. ABSENT: None. ABSTAIN: None. Motion carried.

AGENDA ITEM 5 ADJOURNMENT

Motion to adjourn the Special City Council meeting was made by Council Member Hawthorne, seconded by Council Member Blackwelder. There was consensus of the Council to adjourn the meeting at 3:05 PM to the next regularly scheduled Council meeting on Tuesday, February 5, 2019 at 5:30 PM.

AGENDA ITEM

6B

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

Regular Meeting – February 5, 2019
5:30 P.M.
CITY COUNCIL CHAMBERS

Mayor Carbone opened the meeting 5:30 p.m.

The Pledge of Allegiance was led by Commander Vito Graziano

Present: Mayor Mary Ann Carbone
Vice Mayor Blackwelder
Council Member Hawthorne
Council Member Sofer
Council Member Cruz

Staff: Fred Meurer, Interim City Administrator
Vibeke Norgaard, City Attorney
Vito Graziano, Police Commander
Charles Pooler, City Planner
Connie Horca, Deputy City Clerk

AGENDA ITEM 4, ANNOUNCEMENTS BY MAYOR AND CITY ADMINISTRATOR

Mayor Carbone announced that her Mayor's report and several handouts were provided to include the 2019 League of California Cities Strategic goals report, information and application for in home weatherization, and the Governors FY 2019-2020 Budget, and an updated appointments list for Agenda item 6C.

Interim City Administrator Fred Meurer announced that a meeting will be held on February 27th for the City Council to provide an orientation for new Council Members, discuss the process of operating as a team, and to review of the Brown Act. The meeting will also include Mr. Meurer's initial observation of City operations, a mid-year financial review of revenue and expenditures, and overview of the fiscal year 2019-2020 budget. The proposed time for the Council orientation meeting on the 27th is 9:00 a.m. to 1:00 p.m. He further reminded the Council that individual meetings with the executive search firm of Avery and Associates will be held tomorrow.

AGENDA ITEM 5, PUBLIC COMMENT

5:39 P.M. Floor opened for Public Comment.

Cathy Biala from the City of Marina commented that the majority of women on the City Council is quite impressive. The Cal-Am slant well project obtained an Environmental Impact Report (EIR) approval and a CPCN despite the fatal flaws of a project with absolutely no ground water rights, and one that will harm Marina's sole source of potable water and commit its own Peninsula ratepayers to a continued future of untenable water rates. How is it possible that the CPUC failed to hear the fundamental issues of water rights, best science, economic feasibility, and environmental justice issues. Please simply ask four questions; 1) does Cal-Am hold any current valid groundwater rights, 2) does using best science verification take of water cause harm to the Salinas Valley groundwater basin, 3) are there affordable sustainable regional alternatives to this project, and 4) are mandates for environmental justice and human rights to water violated?. The CPUC says it doesn't determine water rights yet they proceeded without verifying any water rights. Please simply ask Cal-Am to produce a document showing allocated ground water rights to our basin. Do not accept Cal-Am's claims that they can obtain future appropriative groundwater rights in lieu of having no current ground water rights. That will never happen. A clearly superior and already completed 3D AEM imaging study was not allowed as evidence. Instead, a grossly inadequate methodology was accepted that claimed no harm to a neighboring community's sole source of water. Please simply ask Marina Coast Water District (MCWD) to show you the 2017 Stanford University 3D AEM imaging study. The CPUC requested Monterey One Water to research an alternative expansion of their recycled water project, but then on September 13th they refused to consider this report and approve the CPCN regardless. Please simply ask to read the Pure Water Monterey expansion document. Not one word of Marina or the Ord community's water demand needs were ever documented in the final EIR because we are not in the same jurisdiction as Cal-Am and therefore Cal and was not required to address our water needs, but we are the area in which the water will be illegally extracted. Marina was blatantly overlooked. Please simply go to the FEIR chapter on water demand assessments to verify this incredible omission. We ask you to invite Monterey One Water and MCWD to host a public informational workshop so that the Council and the public will have all the relevant information.

Janice Perisi, resident of Pacific Grove commented that the issue of economic feasibility was completely bypassed by the CPUC in the approval of the Cal-Am slant well project. CPUC is the very same agency that has approved every rate increase for Cal-Am customers, and giving us the highest water rates in the country. This is the same CPUC that approved every failed Cal-Am project costing millions to its ratepayers. Desalinated water is the most expensive method of water production because it also entails high energy costs which have not been addressed yet. Why should a desalination facility be a monopoly and owned by a 'for' profit corporation rather than a shared venture paid for and benefiting many public agencies in our region. The cost of building the \$320,000,000 plant will inevitably result in attorney fees, mitigation for the damage to the Salinas Valley groundwater basin, and the future cost of ongoing desalinated water will be added to our monthly bills. Desalinated water costs \$6,000 to \$7,000 dollars per acre feet while recycled water cost about \$2,000 per acre feet. Historically, Cal-Am

has pursued smaller business shareholder profits over public welfare. Given the overwhelming success of Measure J, the public must be the decision makers as to whether a commitment to a fatally flawed illegal project will once again encounter the ratepayers for years to come. The viable expansion of the Pure Water Monterey project would have the support of the Peninsula ratepayers, Marina, and MCWD by controlling cost of and avoiding environmental harm, and meeting all milestones for the Carmel River cease and assist order. We wish to engage in a true regional project as opposed to the illegal water grab by investor owned corporation. The CPUC is fully aware of viable water expansion options and failed to give any consideration for the Pure Water Monterey expansion option that could meet Peninsula water needs for the next 20 years. In order to hold open discussion of the Pure One Monterey expansion project, the public and the Council should hear directly from Monterey One Water and MCWD. We need to consider all truly regional and viable short and long-term projects. But we must start now and begin the environmental impact report for the expansion project by September of this year. Time is of the essence.

Julie Hoffman President of Marina, commented that in November there was a media blitz that Cal-Am produced and spent a lot of money on. One of its print pieces was called 'think before you ink' that was an initiative against Measure J. In that piece Cal-Am claimed that the State Water Resources Control Board concluded that Cal-Am had the right to pump seawater and would be able to develop appropriative rights to pump and desalinate currently unusable brackish groundwater. If Cal-Am only pumped seawater, that would be no issue or need for any ground water rights but Cal-Am plans to utilize groundwater and it's pumping which absolutely requires groundwater rights. This entire project hinges on gaining appropriative water rights. Appropriative water rights are based on archaic California laws shaped during the gold rush. In a nutshell, if you steal something long enough and if no one challenges you it's yours. Does Cal-Am actually believe no one will challenge this trespass? The State Water Board wrote a clarification letter in September 4, 2018 to the CPUC. This letter essentially says that if Cal-Am were to possess appropriative rights they must demonstrate that. It is quoted that *"establishing that the water project source is surplus to the needs of the ground water users in the Salinas Valley groundwater basin and that operating the project would not injure other lawful users of water"*. Given this, Cal-Am will never get appropriative water rights. There is no surplus groundwater, and seawater intrusion is a growing problem. Monterey County is so concerned about seawater intrusion that in June of 2008 they adopted an urgency ordinance prohibiting new wells in our County to protect the Salinas Valley groundwater basin. Users of this water are actively planning regional compliance to the sustainable Groundwater Management Act of 2014. The issue of ground water rights and sigma mandates were completely ignore by the CPUC in approving the Cal-Am project. This project absolutely infringes on the rights and responsibilities of public water systems of Marina and Ord communities and this will ultimately impact whether this project gets built at all. On January 30 Attorney Mark Del Piero, an expert on groundwater rights in the Salinas Valley groundwater basin definitively told a crowd of 120 people that Cal-Am has, nor ever will have any path to obtaining groundwater rights in this basin. He reminded us that Cal-Am has squandered

millions of dollars of the Peninsulas ratepayer's money to promote an illicit project. Given these facts the communities need local leadership to support another water source for the Peninsula and to begin to research other viable affordable and legal projects.

Susan Schiavone resident of the City of Seaside commented that this Cal-Am project will extract groundwater from a neighboring district without water rights. How would you react if Marina decided to drill a well in your jurisdiction without any water rights? The legal rights issue will be determined at a court of law and likely take years to resolve. As such, this project cannot be dependent upon to deliver water by the December 31, 2021 cease and desist order milestone. Do we need to pay for an illegal project at a cost of over \$320,000,000 that will not deliver the promised water or should we invest in an alternative recycled expansion project of only \$38,000,000 that will produce the needed water. A modified EIR for the expansion project will cost one million and would take about eight months to complete. It can be started right now as the first important step to ensuring water for 2021. Would you support first steps to fund this important first task? Ratepayers had no say in this matter but with Measure J we have said loudly that we want transparency and local control, and we the public can manage and assume responsibility for our future water supply. In August the Peninsula will know whether the Cal-Am buyout is feasible. After the buyout we can choose a more affordable sustainable recycled water project as well as research the two deep ocean desalination projects at Moss Landing as true regional projects that are currently winding their way through the approval processes. Cal-Am wants us to believe that we must begin to build a slant well project now or the sky will fall and that we will have rationing on the Peninsula. This is just not true. Pure Water Monterey's expansion project with contributions from the Marina Coast Water District can meet all of the CDO requirements. Cal-Am's project will likely be tied up in court for years. We must have a safety net and a fallback position already in place and operational by 2021. It would take a bit over two years to complete the expansion but we must begin acting on this option by September this year. Please conduct informational workshops on Pure Water Monterey's expansion as part of the City Council agenda.

City of Marina resident Brian commented that Cal-am asserts that no harm will come to the Salinas Valley groundwater basin from which they intend to extract any available ground water on our behalf. Science is complex, and a layperson often takes the word of experts. But ignoring best science could perpetuate a disaster for the Peninsula. Paying for project's negative impacts on others, and all the costs associated with that impact for litigation and mitigation. He mentioned the CPUC Section 8.2 regarding the use of ground water imaging. The ERT methodology, and incidentally we now have a second generation and more advanced method called AEM Airborne Electromagnetic Imaging. Both of which were never allowed as evidence in CPUC approval processes, for the Cal-Am slant wells project. I quote CPUC, *"the lead agencies consider this additional technology and while they are required to utilize best available science to make conclusions on the potential environmental harm of a project, the use of every possible technology available to evaluate the impacts of the project is not*

required.” Not using the best science for multiple studies on an experimental technology that has never been done successfully anywhere in the world, and of the four scientists who evaluated the test slant well data, two are paid by Cal-Am and one of these; Dennis Williams owns the patents to the new technology. This is the cavalier stance CPUC took evaluating potential real harm to entire neighboring water basin. The AEM study completed by Stanford University is state of the art methodology that generated 3D imaging through 350 flight miles over the Salinas Valley groundwater basin to depths of 1,000 feet. This AEM study was never used in any of the CPUC approval processes for the Cal-Am desalination project. CPUC instead asserted their prerogative to choose between what they called opposing methodologies. Relying instead on 8 random vertical data sets in a highly constricted area with a supermodel to fill in the gaps of the baseline data they collected. This was chosen over the millions of real data points generated by helicopter assisted AEM 3D imaging methodology. The data generated from the AEM study shows harm will be done to the Salinas Valley groundwater basin. Compare this to the scanty data used by Cal-Am to prove no harm to the basin. Please do not accept shoddy science when best practices are available.

Troy Isacawa resident of Carmel commented that we have a difficult situation here in which the Peninsula needs water and Marina Coast Water District needs to protect their water. We have a Cal-Am project that seeks to meet the water needs of the Peninsula by committing their ratepayers to even higher water bills than they currently have, and harming Marina in the process. This is clearly not a win-win solution. The only parties that benefit are Cal-Am shareholders. But there is clearly a solution that will satisfy both the Peninsula ratepayers and the people of Marina. The CPUC requested a study on the Pure Water Monterey expansion and then refused to consider it, and opted on September 13, 2018 to approve the Cal-Am slant well project. However, this recycled water project is worthy of serious consideration because it piggybacks on the \$150,000,000 Pure Water Monterey recycled water project due to come online and produce potable water by July of this year. This project already involves Cal-Am and will create necessary recycled water and replenish the Seaside Basin for years to come. The project the CPUC rejected is an expansion of that same project and will produce additional water for the Peninsula at 1/3 the cost of desalinated water, and can meet all the water cutback milestones required by the cease and desist order for December 31, 2021. This expansion project will cost only \$38,000,000 and will take 27 months to complete. The Cal-Am project will cost \$320,000,000 but because of legal challenges will likely not produce the water needed by 2021. No outrageous escalation of Peninsula water rates, no intrusion into Marina’s sole source of water, and water for the Peninsula, that would be a win-win all around. Remember Measure J won by a landslide, with voters basically saying they will no longer tolerate the absorbant water rates under Cal-Am. The expansion of Pure Water Monterey fits with regional cooperation and sharing the cost risks and benefits. Please invite Monterey One Water and Marina Coast Water District to your City Council meetings to explain the expansion project and its benefits. You must hear directly from them and not filtered through Cal-Am or the CPUC who only want to promote the most costly and detrimental option: The Slant Well project.

6:03 P.M. Floor closed to Public Comment.

The Mayor asked whether Mr. Meurer would like to provide additional comments. Mr. Meurer commented that this is not something that is easily answered and we spent a good portion of a City Council meeting on a lot of these issues. There were two environmental impact reports conducted by the PUC not by Cal-Am. The second report was done because of the concern over the participation of the first report that was done by the inventor. The third document was an environmental impact statement completed by the Sanctuary. The Marina Coast Water District and their issues can be discussed at a separate time. He provided information on why the project failed. The major concern of Measure J is not whether it is public or private ownership but rather how to define "feasible". Mr. Meurer reported on the aquifers where water was being pulled from. A separate in depth discussion is important to involve individuals representing both sides. Currently, the PUC denied the rehearing today it will go to the Supreme Court and the Supreme Court will decide whether the legal arguments are good or not. Measure J will continue and the City will continue to participate in Measure J. There are City representatives serving on the boards of water agencies and the Council is kept aware of the progress on water issues. The passion of Marina is very understandable and should be discussed at a meeting where this issue is agendized.

AGENDA ITEM 6, CONSENT CALENDAR

The Mayor commented that corrections were made to Consent agenda item 6C Exhibit A and that these changes are highlighted. She encouraged those who serve as alternates to review the meeting materials so that they are apprised of what is happening. She requested that the committee appointees report back to the Council on the meetings they attended. The Mayor will keep everyone updated of meetings she has attended and report back to the Council. Council Member Sofer remarked on the good job that was done regarding the letter sent to the Water Management District.

- A. There was no discussion of the January 8, 2019 Special City Council Meeting Minutes.
- B. There was no discussion of the January 15, 2019 Regular City Council Meeting Minutes
- C. There was no discussion of the City **Resolution** continuing and Updating the Appointments to Various Local and Regional Agencies and Boards effective, February 5, 2019.

Motion to approve the Consent Calendar items was made by Council Member Hawthorne, seconded by Council Member Sofer. AYES: Council Members

Blackwelder, Carbone, Cruz, Hawthorne, Sofer. NOES: None. ABSENT: None. ABSTAIN: None. Motion carried.

AGENDA ITEM 7, CONSIDERATION OF ITEMS PULLED FROM CONSENT CALENDAR

There were no items pulled from the Consent Calendar.

AGENDA ITEM 8, OLD BUSINESS

A. Consideration of City RESOLUTION Extending the Expiration Date of the Vesting Tentative Map for the Monterey Bay Shores Eco-Resort Project

City Planner Pooler commented that before the Council is the resolution to grant an extension on the vesting tentative map for the Monterey Bay Shores Ecoresort project. The vesting map was approved by the City Council on December 15, 2015 that followed the Coastal Commission's final approval for the issuance of the coastal development permit for the project. The standard length after approval of a vesting tentative map expires after 24 months. The Subdivision Map Act contains different sections that allows for time extensions or stays on those permits issued on the 24 months. One of these exceptions would be any litigation. The project was involved in 14 months of litigation which basically hit the pause button on the project. The Council granted an extension or rather recognition of the 'stay' which has extended the vesting tentative map to February 14th of this year. Mr. Ghandour is unable to attend tonight due to illness. Staff is recommending approval of the attached draft resolution to extend the expiration date of the vesting tentative map to February 14, 2020.

There was Council discussion regarding situations requiring extensions of the vesting tentative map. Extensions may be granted up to 6 years with a 10 year total. The project should keep moving and the City needs to remain supportive and continue to have patience with the developer. There was further Council discussion regarding the trailers that are located on Mr. Ghandour's property.

6:16 P.M. Floor opened for Public Comment.

There were no comments from the Public.

6:16 P.M. Floor closed to Public Comment.

Motion to approve the City **Resolution** extending the Expiration Date of the Vesting Tentative Map for the Monterey Bay Shores Eco-Resort Project was made by Council Member Blackwelder, seconded by Council Member Hawthorne. AYES: Council Members Blackwelder, Carbone,

Cruz, Hawthorne, Sofer. NOES: None. ABSENT: None. ABSTAIN: None.
Motion carried.

B. Engineering and Public Works Department Summary Report including the Sand City Water Supply Project, Storm Water Management Program, Integrated Water Management Planning Group, City, West Bay St. Coastal Access Repair Project, Calabrese Park Improvement Project, Development Projects including the South of Tioga Project, and Grant Updates. Community Development and Planning Department updates by the City Administrator/City Planner

City Engineer Leon Gomez reported that the desalination plant produced 18.5 acre feet for the month of January. The plant was temporarily inoperable due to maintenance and rehabilitation of the wells for approximately 3-4 days. The City Engineer's office has been in contact with P.G. & E. regarding the Proposition 1 Technical Assistance grant for Contra Costa Street. In order for the streets to qualify under the Rule 28 Program the street has to have a minimum classification as either a minor and/or major collector. Staff will need to iron out some of the issues regarding street classifications with CalTrans.

On January 21, the applicant for the South of Tioga project submitted improvement plans, supporting documents, and final map for Phase 1 of that project. City staff has been reviewing the submittal for completeness. Staff will be getting back with the applicant with an amount for the cost of submittal of the package and any other documents that may be required.

A site inspection of the Monterey Bay Shores project was conducted with John Kuehl of the City of Monterey. The site was reviewed for construction Best Management Practices (BMP's). There are some construction and maintenance repairs that need to be performed, and a few issues with Waste Management that will need to be addressed. Staff took photos and noted the deficiencies, and wrote a letter to the applicant regarding the issues and that he address them within 14 days.

The Seaside Sanitation District project work has been completed. Materials that were uncovered contained elevated levels of copper zinc and other materials. This cannot be disposed of at the local landfill. Storage of this material is still at the Carroll property. Staff has asked the contractor to have the materials removed within two weeks.

Some grading has been conducted at the San Juan Pools site along with minor demolition. No activity has been noted for some time and Staff will contact the applicant regarding its status. There has been no activity as well at the Dayton Property.

There was Council discussion regarding the materials that were

discovered following the Seaside project and whether there was current contact information for the applicant of the Dayton project.

AGENDA ITEM 9, NEW BUSINESS

A. Consideration of City RESOLUTION Authorizing the Interim City Administrator to Execute a Memorandum of Understanding (MOU) to Join the Integrated Regional Water Management Group for the Monterey Peninsula, Carmel Bay, and South Monterey Bay Region

City Engineer Leon Gomez presented the Staff report and MOU regarding the City's participation as part of the Integrated Regional Water Management (IRWM) Planning Group. The purpose of the MOU to recognize a mutual understanding among entities in the Southern Monterey Bay area regarding their joint efforts toward IRWM planning. The understanding would continue to increase coordination, cooperation, and communication for comprehensive management of water resources in the Cities and unincorporated portions of the Monterey Bay region. The lead agency is the Monterey Regional Water Management District. The benefits of joining the Integrated Regional Water Management Group is to promote cross jurisdictional projects with a greater regional impact. A formally adopted IRWM Plan (IRWMP) is required by the State in order to be eligible to apply for grant funds to implement projects. An IRWMP must comply with Proposition 1 requirements and must address at a minimum: water supply, groundwater management, ecosystem restoration, and water quality. It would increase, or promote water quality aquifer recharge on Contra Costa, and would assist in differing costs for the City's potential joint trash capture and diversion project with the City of Seaside, and the West End Stormwater Improvement project. There is no cost to join the IRWMP with the exception of City Staff and City Engineer time to attend the meetings during the project and grant application process. Mr. Gomez provided the history of the Proposition 1 funding that was allocated to the Monterey Peninsula IRWMPG. There is \$3.7 million remaining which the region is vying for between this year and next year. The City's Proposition 1 project is a strong contender. The draft MOU was reviewed by both the City Attorney and City Administrator.

Council Member Hawthorne commented that it would be fiscally advantageous to the City to receive some of the grant funding available. City Administrator Meurer added that by joining the program, the City would have a chance of procuring funds for City projects.

6:32 P.M. Floor opened for Public Comment.

There was no comment from the Public.

6:32 P.M. Floor closed to Public Comment.

Motion to approve the City **Resolution** authorizing the Interim City Administrator to Execute a Memorandum of Understanding (MOU) to Join the Integrated Regional Water Management Group for the Monterey Peninsula, Carmel Bay, and South Monterey Bay Region as made by Council Member Hawthorne, seconded by Council Member Blackwelder. AYES: Council Members Blackwelder, Carbone, Cruz, Hawthorne, Sofer. NOES: None. ABSENT: None. ABSTAIN: None. Motion carried.

B. Discussion and Possible Council Action regarding Changing the Title of City Administrator to City Manager

City Attorney Vibeke Norgaard reported that a resolution is not included because if a change were to be approved, it would happen by Ordinance. Ms. Norgaard briefly explained the differences between the role of a City Administrator and City Manager. Under the City's Municipal Code, the City's advisory committee "oversees" the City administration process. While the City Administrator is the "position responsible for the implementation of City Council policies, the committees "advise and assist" and "work with" the City Administrator in doing so. Under the City's municipal code, the powers currently provided to a City Administrator are equivalent to the powers normally provided to a City Manager. The City's recruitment firm of Avery and Associates suggested that the title of 'manager' is more credible and appealing when searching for a candidate to fill the position.

Council Member Blackwelder provided a history on why the title was changed several years ago from 'manager' to 'administrator", and explained the needs of Sand City in its recruitment for a new City Administrator. Council Member Sofer commented that the title of 'manager' carries more weight and that there should be no change in structure. Council Member Hawthorne added that by changing the name, it would appeal to a broader range of candidates. Council Member Cruz remarked that the title of 'manager' would be more feasible and would carry more weight in the recruitment process.

6:41 P.M. Floor opened for Public Comment.

Sand City resident Roy Meadows commented that he remains impartial to the name change.

6:41 P.M. Floor closed to Public Comment.

There was consensus of the Council to move forward with the name change and to make necessary amendments to the City Municipal Code by Ordinance.

C. Comments by Council Members on Meetings and Items of interest to Sand City

Council Member Sofer reported on her attendance of the League of California's Cities conference for New Council Members. She spoke highly of the sessions and what they had to offer. She also attended a meeting held at the Middlebury Institute and that it would be advantageous for the City to be affiliated with them.

Council Member Hawthorne reported that at the last Arts Committee meeting several ideas were presented for an event during the West End Celebration that would involve something other than a fashion show.

D. Consideration of Cancelling the Tuesday, March 5, 2019 Council meeting due to the absence of the Mayor and Interim City Administrator

Council Member Hawthorne commented that it would be feasible to cancel the March 5th Council meeting due to the Mayor and City Administrator's absence.

There was consensus of the Council to cancel the March 5, 2019 Council meeting.

E. Upcoming Meetings/Events

There were no RSVP's from the City Council. Mayor Carbone reminded the Council that a meeting with Paul Kimura of Avery and Associates will be held in the Council Chambers on March 6, 2019 to discuss what the Council is seeking in regards to a new City Administrator.

AGENDA ITEM 10, CLOSED SESSION

6:48 p.m.

A. City Council/Agency Board adjourned to Closed Session pursuant to Government Code Section 54956.8, Conference with Real Property Negotiator regarding new well construction for desalination facility

**Agency Negotiator: Interim City Administrator
Location: Public Right of Way along Sand Dunes Drive near West Bay Street**

7:17 p.m.

B. The City Council/Agency Board re-adjourned to Open Session to report any action taken at the conclusion of Closed Session in accordance with 54957.1 of the Ralph M. Brown Act

No action was taken. Direction was given to agency negotiator.

AGENDA ITEM 11, ADJOURNMENT

There was consensus of the Council to adjourn the meeting at 7:20 p.m. to the next regularly scheduled Council meeting on Tuesday February 19, 2019.

Connie Horca, Deputy City Clerk

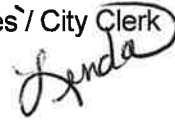
AGENDA ITEM

6C

Memo

To: Honorable Mayor and City Council

From: Linda Scholink, Director of Administrative Services / City Clerk



Date: February 8, 2019

Re: Consideration of Clean up Resolution to Satisfy CalPERS Regarding Health Care Benefits for Sand City

Background:

For many years the City of Sand City has provided health care benefits to employees and annuitants. The processing and dollar amount of these benefits has changed over the years, depending on how the industry has changed over the years. When Obama Care was implemented the cost of health insurance went down under the Pers Health plan. At that time, the City Council wanted to keep the dollar amount constant and implemented the health care incentive for any funds that were available after contributing into the health premium. Since that time, health care premiums have been increasing.

The City Council approved a CalPERS Health resolution previously on December 4th, 2018 to address these concerns. When that resolution was received by the implementation department at CalPERS and they processed it, staff realized that it wasn't exactly correct. It worked fine for the active employees, and the retiree's, but was not correct when they calculated a retiree on a Medicare plan with a dependent who was on the Basic plan. This new Resolution will correct that.

Recommendation:

Staff is recommending that the City Council approve the attached Resolution sent to the City by CalPERS. CalPERS have reviewed all of the individual calculations and feels this Resolution should address each individuals health plan correctly as was the intent of the City Council in the first Resolution.

Financial Impact:

There will be a slight financial impact that will benefit the City, and at the same time implement what the City had intended to do with the first Resolution.

I have attached a spread sheet to display the complexity of the different plans and costs. Staff will be available to answer any questions.

**CITY OF SAND CITY
RESOLUTION SC _____, 2019**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAND CITY
FIXING THE EMPLOYER CONTRIBUTION AT AN EQUAL AMOUNT FOR
EMPLOYEES AND ANNUITANTS UNDER THE PUBLIC EMPLOYEES' MEDICAL
AND HOSPITAL CARE ACT**

WHEREAS, the City of Sand City is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act"); and

WHEREAS, Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and

WHEREAS, Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; and

NOW, THEREFORE, BE IT RESOLVED that the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan or plans up to a maximum of:

Medical	Monthly Employer Contribution	
	Single	Family
001 Current Employee	100% Self (party rate 1 or 4) not to exceed \$1,055.10	100% Self (party rate 1 or 4) plus 50% for 1 dependent not to exceed \$1,582.65
002 Optional Members	100% Self (party rate 1 or 4) not to exceed \$1,055.10	

Plus administrative fees and Contingency Reserve Fund assessments; and

BE IT FURTHER RESOLVED that the City of Sand City has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further resolved that

- a) the participation of the employees and annuitants of the City of Sand City shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that the City of Sand City would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and

Sand City Resolution SC _____, 2019

- b) the executive body appoint and direct, and does hereby appoint and direct the (Interim) City Administrator to file with the Board a verified copy of this resolution, and to perform on behalf of the City of Sand City all functions required of it under the Act; and
- c) the employer contribution under the Act will be effective on April 1, 2019.

PASSED AND ADOPTED by the City Council of Sand City on this____, day of February, 2019 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

Mary Ann Carbone, Mayor

ATTEST:

Linda K. Scholink, City Clerk

CalPERS 2019 Health Premiums - Regional Rates for Contracting Agencies (08/13/2018)

Party Type Subscriber	COMBINATION											
	BASIC						MEDICAID					
	1	2	3	4	5	6	7	8	9	10	11	12
Single Basic	2-Party Basic	Family Basic	Single (None)	2-Party Medicare	Family Medicare	2+ Medicare	2-Party Medicare	Family Medicare	2+ Medicare & 1+ Basic	2-Party Basic	Family Basic	2+ Medicare & 1+ Medicare
OTHER NORTHERN CALIFORNIA REGION												
Alpine, Butte, Colaveros, Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Plumas, San Benito, Shasta, Sierra, Stanislaus, Tehama, Trinity, Tuolumne	\$866.95	\$1,733.90	\$2,254.07	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Anthem Del Norte EPO	\$592.23	\$1,184.46	\$988.35	\$1,539.80	n/a	n/a	n/a	n/a	n/a	\$1,691.82	\$1,513.10	\$2,049.26
Anthem HMO Select	\$1,334.38	\$2,668.76	\$1,982.65	\$3,469.39	\$574.88	\$536.16	\$1,072.32	\$1,691.82	\$2,492.45	\$1,515.51	\$1,691.82	\$2,492.45
Blue Shield Access+	\$976.81	\$1,953.62	\$1,465.22	\$2,539.71	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Blue Shield EPO	\$976.81	\$1,953.62	\$1,465.22	\$2,539.71	\$647.48	\$485.61	\$971.22	\$1,066.87	\$1,576.75	\$1,117.36	\$1,066.87	\$1,430.61
Kaiser Permanente	\$783.13	\$1,566.26	\$1,174.70	\$2,036.14	\$323.74	\$323.74	\$323.74	\$1,066.87	\$1,576.75	\$1,117.36	\$1,066.87	\$1,430.61
PERS Choice	\$866.95	\$1,733.90	\$1,300.43	\$2,254.07	\$360.41	\$360.41	\$360.41	\$1,066.87	\$1,576.75	\$1,117.36	\$1,066.87	\$1,430.61
PERS Select	\$511.34	\$1,022.68	\$767.01	\$1,329.48	\$360.41	\$360.41	\$360.41	\$1,066.87	\$1,576.75	\$1,117.36	\$1,066.87	\$1,430.61
PERS Care	\$1,085.83	\$2,171.66	\$1,682.65	\$2,823.16	\$394.83	\$394.83	\$394.83	\$1,283.25	\$1,812.16	\$1,441.16	\$1,283.25	\$1,718.55
UnitedHealthcare	n/a	n/a	n/a	n/a	\$299.37	\$449.06	\$898.11	n/a	n/a	n/a	n/a	n/a
Western Health Advantage	\$696.68	\$1,393.36	\$1,045.02	\$1,811.37	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
OTHER SOUTHERN CALIFORNIA REGION												
Fresno, Imperial, Inyo, Kern, Kings, Madera, Orange, Riverside, San Diego, San Luis Obispo, Santa Barbara, Tulare	\$625.07	\$1,250.14	\$937.61	\$1,625.18	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Anthem HMO Select	\$830.89	\$1,661.78	\$1,246.34	\$2,160.31	\$357.44	\$536.16	\$1,072.32	\$1,691.82	\$2,492.45	\$1,213.41	\$1,188.33	\$1,686.86
Blue Shield Access+	\$760.04	\$1,520.08	\$1,140.06	\$1,976.10	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Health Net Salud y Mas	\$427.81	\$855.62	\$641.72	\$1,112.31	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Health Net SmartCare	\$642.71	\$1,285.42	\$964.07	\$1,671.05	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Kaiser Permanente	\$628.63	\$1,257.26	\$942.95	\$1,634.44	\$323.74	\$323.74	\$323.74	\$1,066.87	\$1,576.75	\$1,117.36	\$1,066.87	\$1,430.61
PERS Choice	\$721.11	\$1,442.22	\$1,081.67	\$1,874.89	\$360.41	\$360.41	\$360.41	\$1,066.87	\$1,576.75	\$1,117.36	\$1,066.87	\$1,430.61
PERS Select	\$462.71	\$925.42	\$694.07	\$1,203.05	\$360.41	\$360.41	\$360.41	\$1,066.87	\$1,576.75	\$1,117.36	\$1,066.87	\$1,430.61
PERS Care	\$907.29	\$1,814.58	\$1,360.94	\$2,358.95	\$394.83	\$394.83	\$394.83	\$1,283.25	\$1,812.16	\$1,441.16	\$1,283.25	\$1,718.55
Sharp	\$593.66	\$1,187.32	\$890.49	\$1,543.52	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
UnitedHealthcare	\$646.65	\$1,293.30	\$969.98	\$1,681.29	\$299.37	\$449.06	\$898.11	\$946.02	\$1,334.01	\$986.73	\$946.02	\$1,334.01
OUT OF STATE												
Kaiser Permanente	\$964.68	\$1,929.36	\$1,447.02	\$2,508.17	\$323.74	\$323.74	\$323.74	\$1,066.87	\$1,576.75	\$1,117.36	\$1,066.87	\$1,430.61
PERS Choice	\$630.41	\$1,260.82	\$945.62	\$1,639.07	\$360.41	\$360.41	\$360.41	\$1,066.87	\$1,576.75	\$1,117.36	\$1,066.87	\$1,430.61
PERS Care	\$813.47	\$1,626.94	\$1,220.21	\$2,115.02	\$394.83	\$394.83	\$394.83	\$1,283.25	\$1,812.16	\$1,441.16	\$1,283.25	\$1,718.55
UnitedHealthcare	n/a	n/a	n/a	n/a	\$299.37	\$449.06	\$898.11	n/a	n/a	n/a	n/a	n/a

**CITY OF SAND CITY
RESOLUTION SC 18-109, 2018**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAND CITY
FIXING THE EMPLOYER CONTRIBUTION AT AN EQUAL AMOUNT FOR
EMPLOYEES AND ANNUITANTS UNDER THE PUBLIC EMPLOYEES' MEDICAL
AND HOSPITAL CARE ACT**

WHEREAS, the City of Sand City is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act"); and

WHEREAS, Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and

WHEREAS, Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; and

NOW, THEREFORE, BE IT RESOLVED that the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan or plans up to a maximum of:

Medical	Monthly Employer Contribution		
	Single	Two-Party	Family
001 Current Employee	\$1,055.10	\$1,582.65	\$1,582.65
002 Optional Members	\$1,055.10	\$1,055.10	\$1,055.10

Plus administrative fees and Contingency Reserve Fund assessments; and

BE IT FURTHER RESOLVED that the City of Sand City has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further resolved that

- a) the participation of the employees and annuitants of the City of Sand City shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that the City of Sand City would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and

Sand City Resolution SC 18-109, 2018

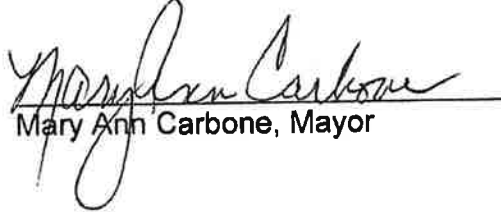
b) the executive body appoint and direct, and does hereby appoint and direct the (Interim) City Administrator to file with the Board a verified copy of this resolution, and to perform on behalf of the City of Sand City all functions required of it under the Act; and

c) the employer contribution under the Act will be effective on February 1, 2019.

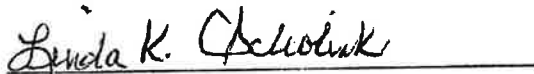
PASSED AND ADOPTED by the City Council of Sand City on this 4th, day of December, 2018 by the following vote:

AYES: Council Members Blackwelder, Carbone, Hawthorne, Hubler
NOES: None
ABSENT: None
ABSTAIN: None

APPROVED:


Mary Ann Carbone, Mayor

ATTEST:


Linda K. Scholink, City Clerk

AGENDA ITEM

6D

Memo

To: Honorable Mayor and City Council
From: Fred Meurer, Interim City Administrator
Prepared: Mike McCarthy, Human Resources Consultant
Date: February 7, 2019
Re: Approve Police Officers Association Memorandum of Understanding

Agenda Title:

ADOPT RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING FOR THE SAND CITY POLICE OFFICERS ASSOCIATION EFFECTIVE JULY 1, 2018

Background:

During this current fiscal year, Council approved various new terms and benefits for the Police Officers Association (POA). Staff drafted a Memorandum of Understanding (MOU) which reflects not only those recently approved terms, but also summarizes a variety of terms and benefits provided to POA-represented employees.

In the past, benefits were summarized in several different locations, including the Personnel Manual, internal benefit summary documents, past resolutions, and in the department policy manual.

Most public agencies create a document called a Memorandum of Understanding, which outlines terms and benefits negotiated in good faith between the public agency and an employee union, and are approved by both parties.

Both parties (the City and POA) have already agreed on all the terms listed in the attached draft MOU; further, the POA and staff have worked together to create the attached MOU, and the POA has notified staff that it approves of the current draft attached.

Financial Impact

There are no financial impacts associated with this action.

Recommendation

Staff recommends that Council adopt the attached resolution.

Attachment: DRAFT 2018-2019 Sand City-Police Officer Association MOU

Cc: Sergeant Jeff Bushnell, POA President

**CITY OF SAND CITY
RESOLUTION SC _____, 2019**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAND CITY
TO ADOPT THE RESOLUTION APPROVING THE MEMORANDUM OF
UNDERSTANDING FOR THE SAND CITY POLICE OFFICERS ASSOCIATION
EFFECTIVE JULY 1, 2018**

WHEREAS, the City of Sand City wishes to ensure that Sand City offers an attractive salary and benefit package that is competitive with other cities on the Monterey Peninsula to retain and attract high quality City employees; and

WHEREAS, terms for the Police Officers Association expired on June 30, 2018; and

WHEREAS, the Sand City Police Officers Associations negotiating team and the Sand City negotiating team met in good faith to discuss terms and conditions for the Police Officer Association; and

WHEREAS, the Sand City Police Officers Association has agreed to all terms outlined in the attached draft Memorandum of Understanding.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sand City that the attached Memorandum of Understanding between the City and the Police Officers Association be approved.

PASSED AND ADOPTED by the City Council of the City of Sand City on this 19th day of February 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

Mary Ann Carbone, Mayor

ATTEST:

Linda K. Scholink,
Director of Administrative Services / City Clerk

Memorandum of Understanding
Between
The City of Sand City
And
The Sand City Police Officer Association

July 1, 2018 through June 30, 2019

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

Parties to this MOU acknowledge and agree that this MOU constitutes the result of meeting and conferring in good faith as required by the Meyers-Milia-Brown Act (Government Code sections 3500-3510) and further acknowledge and agree that all matters upon which parties reached agreement are set forth herein.

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

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

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

1. Term: July 1, 2018 through June 30, 2019

2. Full Understanding, Modification, Waiver

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

2.2. It is agreed and understood that, except as set forth herein, each party hereto voluntarily and unqualifiedly waives its right to negotiate, and agrees that the other party shall not be required to negotiate, with respect to any matter covered herein, until a reasonable period prior to June 30, 2019.

City agrees to notify the POA in writing of any proposal to change wages, hours, or terms and conditions of employment not specifically covered by this MOU and to meet and confer in good faith with POA prior to adopting such proposal. In the event impasse is reached, the City may exercise its rights pursuant to the Meyers Miliias-Brown Act.

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

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

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

3. Severability of Provisions

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

4. Non-Discrimination

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

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

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

5. Americans with Disabilities Act (ADA)

The City is required to comply with the Americans with Disabilities Act (ADA). The ADA is a federal statute designed to remove barriers which prevent qualified individuals with disabilities from enjoying the same employment opportunities that are available to persons without disabilities. This section, and MOU, are subject to all current and future state and federal laws and regulations.

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

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

6. Wages

6.1. Effective July 1, 2018, employees shall receive a 3.0% salary increase

6.2. Effective October 1, 2018, the following additional salary increases shall be provided:

- Officers 3.0%
- Sergeants and Commander 4.0%

7. Longevity Steps

7.1. For those employees who promote into a higher-level classification (e.g. Police Officer promoted to Police Sergeant), the waiting period from Step 6 to Step L1 and the waiting period from Step L1 to Step L2 may be reduced based on the following:

- If the employee has already reached Step L1 as an Officer, then the employee shall only wait one year in moving from Step 6 to Step L1 as a Sergeant.
- If the employee has already reached Step L2 as an Officer, then the employee shall only wait one year in moving from Step L1 to Step L2 as a Sergeant.
- The intent of this provision is for promoted employees to not have extended longevity steps (2- or 3-year period) more than once with the City in the same step, should the employee promote.

8. Education Incentive

8.1. Effective July 1, 2018, the following Educational Incentive Program shall replace the existing program referenced in Personnel Manual Section 5.15 (A) {1-6}:

- For those employees who have earned an Intermediate POST certification: 2.5% of premium pay over base salary.
- For those employees who have earned an Advanced POST certification: 5.0% of premium pay over base salary.

9. Field Training Officer (FTO)

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

10. Bilingual Pay

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

11. Court / Callback Time

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

12. Uniforms and Uniform Allowance

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

13. Shift Differential

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

14. Public Employees Retirement System (PERS):

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

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

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

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

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

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

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

15. Deferred Compensation

The City will match 50% of an employee's contribution (not to exceed \$100 per month by City) to a City authorized Deferred Compensation Plan authorized under Internal Revenue Code Section 457. Specifically, if an employee contributes \$200 per month, the City will provide \$100 per month, for a total of \$300 per month. If an employee contributed \$300 per month, the City will contribute \$100 per month, for a total of \$400 per month. The combined contribution between the City's and employee's contribution to the City's Deferred Compensation Plan(s) cannot exceed the maximum permitted by law.

16. Retiree Medical

The City wishes to provide its employees with medical coverage, not only while working for the City, but to provide for those who retire from the City. The City has updated this program through resolution 18-110.

Please note that the following two resolutions provide overall framework to the program:

16.1. Per Sand City resolution 07-99, the City formalized its Retiree Medical program noted under benefits: "Continuation of existing PERS health insurance benefit upon retirement from the City of Sand City."

16.2. Per Sand City resolution 14-25, the City further clarified its Retiree Medical program with the following language:

"The employer's contribution for each employee or annuitant shall be the amount necessary to pay the full cost of he/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

- Current Employees—100% Self / 50% Dependents Basic/Supplemental, not to exceed 100% Self / 50% Dependents / Northern Region Basic / Supplemental
- Optional Members—100% Self Basic/Supplemental, not to exceed 100% Self Other Northern Region Basic / Supplemental"

16.3. Employees hired on or after November 6, 2018:

- a. Employees hired on or after November 6, 2018 into a classification represented by the Sand City Police Officer Association (current classifications represented are

Police Officer, Police Sergeant, and Police Commander), will not be eligible for the Sand City retiree medical benefit, except for the following:

- i. Lateral Police Officers hired by Sand City into a position represented by the Sand City Police Officer Association prior to October 1, 2023. Lateral Police Officers shall be defined as those who are currently employed as a sworn Peace Officer in a California city, county, state or public agency, who possess a California Basic POST certificate at the time of completing the employment application, and who have passed their current agency's probationary period.
- b. All employees hired prior to November 6, 2018 shall be eligible for the retiree medical benefit.

17. Insurance Coverages

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

17.1. Major Medical

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

- The City shall pay the employer required statutory minimum contribution for employees enrolled in the PERS (PERS-PORAC) health plans as required by the Public Employee Medical and Hospital Care Act (PEMHCA)
- The City will contribute the following amounts to be used to purchase group medical benefits for the employee and or dependents through an approved PERS Health Plan Program. Any unused portions are paid as taxable income.
 - Family \$1582.65
 - 2-Party \$1582.65
 - Single \$1055.10

- Employees who opt out of the City's medical plan and provide proof of alternate group medical insurance, will be entitled to the cash equivalent as provided in Section 17.1. To qualify, employees must provide proof of group coverage annually. Alternative must be acceptable by the City and compliant with the Affordable Care Act.

17.2. Dental / Orthodontia

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

17.3. Vision Care

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

17.4. Life Insurance

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

17.5. Long Term Disability

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

18. No Smoking Policy

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

19. Physical Fitness Incentive

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

- 19.1. Initiation to Fitness Center—The City will contribute one time to the initiation fees for a fitness center up to \$100.
- 19.2. The City will contribute \$30 per month for a single membership.
- 19.3. The City will contribute \$60 per month for a family membership.
- 19.4. In order to be eligible, employees must provide proof of their membership no later than July 15 of each year.
- 19.5. Physical Fitness Incentive is referenced in the Sand City Personnel Manual, Section 5.15 (d).

20. Leaves

- 20.1. Holidays and Holiday Pay are as addressed in the Sand City Personnel Manual, Section 5.10.
- 20.2. Vacation Time Off

Vacation time off, including accrual, scheduling, pay upon separation, and holidays during vacation, are as addressed in Sand City Personnel Manual section 6.02.
- 20.3. Limitations (Cap) on Accumulated Paid Time Off

Limitations (Cap) on Accumulated Paid Time Off are as addressed in Sand City Personnel Manual section 6.13.
- 20.4. Sick Leave

Sick leave provisions are as addressed in Sand City Personnel Manual section 6.03.

20.5. Various Leave Provisions

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

21. Grievances

Grievances are addressed in Sand City Personnel Manual Section 7.

22. Personnel Manual

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

23. Future Negotiations

The parties hereto acknowledge and agree that they have reached settlement regarding all total compensation and non-compensation items, and that said issues are settled through the period expiring June 30, 2019.

24. Signatures

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

For the City of Sand City:

Signature	Title	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

For the Sand City Police Officer Association:

Signature	Title	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

AGENDA ITEM

6E

Memo

To: City Council
From: Linda Scholink, Director of Administrative Services
Date: February 13, 2019
Subject: Review of City Donation/Contribution

Attached is a request from one organization for support and contribution for Fiscal Year 2018-19. After reviewing this request, the following donation is recommended:

- Sand City Chamber of Commerce - \$2,500

If any Council member wants to discuss this request or to propose a different contribution, then this item should be pulled from the consent calendar for discussion with the full Council.

The following finding is specified in the annual City/Successor Agency Budget: *"The Sand City Council finds that it is a valid public purpose and in the best interest of this small city to support and participate in various community programs and activities of the larger Monterey Peninsula area. This support includes not only the City's financial contributions outlined in the attached pages but also the active involvement/participation by council members, city staff, Sand City businesses and citizens. This is Sand City's pledge and commitment of support for the larger regional community in which it is an active and dedicated member".*

SAND CITY CHAMBER OF COMMERCE

505 Broadway Ave. Seaside, California 93955 - (831) 394-6501 Tel (831) 393-0645 Fax

January 17th, 2019

Mayor Mary Ann Carbone
Members of the City Council
1 Sylvan Park
Sand City, CA 93955

Dear Mayor Mary Ann Carbone and Members of the City Council,

On behalf of the Board of Directors of the *Sand City Chamber of Commerce*, I would like to express our sincere appreciation for the support that Sand City has provided throughout the years. We are proud to report that the *Sand City Chamber of Commerce* is striving to improve commerce in the City of Sand City.

Our Approach and Commitment

The Sand City Chamber of Commerce in consideration of Sand City's contribution to the Sand City Chamber of Commerce not only promotes our Chamber Members, but, also promotes the City of Sand City and all of the business community of Sand City.

With those thoughts in mind over two years ago the Sand City Chamber of Commerce created and developed a few websites to help promote most, if not all, Sand City businesses. Here's a list of our special Sand City websites: SandCityShopping.com – SandCityArtWorld.com – SandCityCalifornia.com and MisterSeagull.com. During 2018, these '4' websites had over 25,450 visitors. Our Chamber website, alone, had 49,170 visitors. In 2018 our almost 26 different domains/websites received over 172,000 visitors. Many of these sites help promote Sand City businesses.

Last October, the Sand City Chamber of Commerce produced a new 1-minute television spot for the purpose of promoting Sand City. The spot was aired over 500 times during October, November and December 2018 on MeTV, cable channel 19. We are continuing to run the Sand City spot through March 2019. Late next week the Sand City Chamber will start re-running the Sand City promotion spot for at least 30 days.

Something New – Our Own Television Channel

The Sand City Chamber of Commerce now has its own broadcast, over the air at 19.4, television facility in our Chamber office. You can also see and hear our streaming at www.KMBYTV.com. We are devoting one third of all air time to Chamber Members for FREE.

Last year we received a contribution \$2,500, thank you. This year, in consideration of what we are doing to promote the City of Sand City and its business community we are requesting a contribution of **\$4,000** for the time period of February, 2019 through January, 2020. *I am available to make a presentation at a Sand City Council Meeting.*

We are still offering a FREE 1-year membership to the *Sand City Chamber of Commerce* to any 'new' business obtaining a business license, for their first time, from the City of Sand City.

Thank you with great appreciation,

Jim Vossen - *General Manager – Sand City Chamber of Commerce*

Do the 'smart' thing!

Sign up and advertise
your business on...

KMBY
RADIO & TELEVISION
Serving the Monterey Bay Community

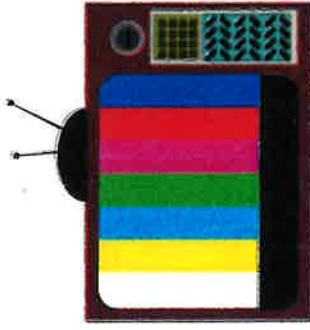
Jim Vossen (831) 236-5994
Jim@JimVossen.com
505 Broadway Avenue
Seaside, CA 93955

Do the 'fun' thing!

Sign up and become
a 'star' on...

KMBY
RADIO & TELEVISION
Serving the Monterey Bay Community

KMBY
RADIO &
TELEVISION



Over the 'Air' at 19.4
On the Internet at:
KMBYRadio.com
& KMBYTV.com
And 'coming soon' – on
your cell phone too.

KMBY RADIO & TELEVISION

KMBY Radio & Television is a brand new project between Jim Vossen, (Monterey Radio & Television), Gary Cocola, (Cocola Broadcasting), and the Seaside, Sand City, Del Rey Oaks & Monterey Chambers of Commerce.

The current plan is to produce and broadcast community based programs that would be available over the air at 19.4, on the Internet and available on a special app on your cell phone. (Cell phone app coming soon.)

We are up and running over the 'air' at 19.4 and streaming on the Internet, and the best part is that we are broadcasting right out of the Chamber's office at 505 Broadway, Seaside, California.

We will be using the facility to help promote members of the 'four' Chambers of Commerce. We will offer, for a low price, extended promotions for our Chambers of Commerce.

We will be offering general advertising to the public plus 1-hour, once-a-week block programming where you can have your own radio or television program.

A LITTLE BIT OF HISTORY

KMBY AM 1240 was once the Rock 'N' Roll Top 40 Radio Station quite a few years back. The call letters KMBY, (Monterey Bay), have bounced around on a couple of radio stations and have finally found a new home. Introducing the new KMBY Radio & Television.

BE A RADIO STAR

Yes, you can be a Radio Star. KMBY will be offering once-a-week one hour time slots for you to have your own radio program/show on KMBY Radio & Television at a very reasonable rate.

BE A TELEVISION STAR

Yes, you can be a Television Star. KMBY will be offering a once-a-week one hour time slots for you to have your own 3-camera television program/show on KMBY Radio & Television at a very reasonable rate.

IN ADDITION

If you wish, we will also put your program/show on YouTube, archive it and provide you with an a CD/DVD. Please call for details.

NOW IS THE TIME TO ACT

This is a very exciting, unique and interesting project. KMBY Radio & Television is going to be available over the 'air' in the Monterey Bay Area, on the Web at www.KMBYRadio.com and www.KMBYTV.com and on a special app on your cell phone. (Cell phone app coming soon.)

We will also be offering spot advertising in a few different ways. One way will be in a simple, non-audio slide show presentation. Another way will be to produce either a 30, 60 or 90 second audio/video ad spot that could be 'aired' at various times throughout the day.

If any of this sounds interesting please call me, Jim Vossen, as soon as possible at (831) 236-5994 or send me an email to Jim@JimVossen.com

AGENDA ITEM

8A

STAFF REPORT

DATE: February 13, 2019

TO: Honorable Mayor and City Council Members

FROM: Vibeke Norgaard, City Attorney,

SUBJECT: Ordinance Amending Title of City Administrator to City Manager

RECOMMENDATION

Introduce and hold a first reading of the ordinance amending Sand City Municipal Code to change the title of City Administrator to City Manager.

BACKGROUND

At the February 5, 2019 Sand City City Council meeting, the City Council directed the City Attorney to prepare an amendment to the Sand City Municipal code in order to change the title of City Administrator of Sand City to that of City Manager.

REVIEW AND ANALYSIS

The Sand City Municipal Code establishes the Office of City Administrator in Chapter 2.50, and sets forth the roles and responsibilities of that office. The existing responsibilities, powers and duties of the City Administrator of Sand City are more closely aligned with the powers and duties usually bestowed upon a City Manager, in particular, the power to "appoint, promote, remove, and demote each officer and employee of the City, excepting the City Attorney and City auditor." SCMC § 2.50.070(C). The City Council may therefore change the title without requiring any underlying change to the responsibilities, powers and duties of the office.

The title is referenced in several sections of the Municipal Code. The ordinance will therefore authorize the City Clerk to change every use of the title in the Municipal Code and in any other places in which it appears, such as in manuals setting forth City policies and procedures.

The second reading of the ordinance will be at the City Council meeting on March 19, 2019 and the ordinance will take effect thirty (30) days after its final passage.

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

FISCAL IMPACT: There is no fiscal impact.

CITY OF SAND CITY

ORDINANCE NO ___, 2019

AN ORDINANCE OF THE CITY OF SAND CITY AMENDING SAND CITY MUNICIPAL CODE TO CHANGE THE TITLE OF CITY ADMINISTRATOR TO CITY MANAGER

WHEREAS, the City Council of Sand City desires to change the Office of City Administrator of Sand City to that of a City Manager; and

WHEREAS, the City of Sand City is a Charter City, and as such may exercise all powers over its municipal affairs, as are conferred by the Constitution and the laws of the State of California; and

WHEREAS, the City Council of Sand City finds that the existing responsibilities, powers and duties of the City Administrator of Sand City are more closely aligned with the powers and duties usually bestowed upon a City Manager; and

WHEREAS, the Sand City Municipal Code establishes the Office of City Administrator in Chapter 2.50; and

WHEREAS, the City Council of Sand City desires a change in the title of City Administrator to that of City Manager, with no changes to the underlying responsibilities, powers and duties assigned to the currently existing Office of City Administrator.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAND CITY DOES ORDAIN AS FOLLOWS:

1. The Office of City Administrator is hereby changed to the Office of City Manager.
2. That the City Clerk is authorized to amend the Sand City Municipal Code to change the title "City Administrator" to "City Manager" wherever the title shall appear within the Sand City Municipal Code.
3. That the City Clerk is further authorized to amend the title "City Administrator" to City Manager" in any policy, procedure and other document in which the title does appear.
4. This ordinance shall take effect thirty (30) days after its final passage.

PASSED AND ADOPTED, at a regular meeting of the City Council of the City of Sand City, this ___ day of February, 2019 by the following votes:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

Mary Ann Carbone, Mayor

ATTEST:

Linda K. Scholink, City Clerk

AGENDA ITEM

8B

CITY OF SAND CITY

STAFF REPORT

JANUARY 25, 2019
(For City Council Review on February 19, 2019)

TO: Mayor and City Council

FROM: Shoshana Wangerin (EMC Planning Group, Inc.)
Charles Pooler, City Planner

SUBJECT: Coastal Development Permit Application for Chris Ramirez/Vapor Vapes at 1801 Catalina Street

BACKGROUND

An application was submitted to the City of Sand City (the "City") by Chris Ramirez (the "Applicant") of Vapor Vapes (proposed business name), for a coastal development permit approval to establish and operate the production of food-grade flavors to be used by electric cigarettes (the "Applicant's Use") within a 1,200 square foot lower level segment of an existing 2-story commercial unit at 1801 Catalina Street, (portion of APN 011-177-029) in Sand City (the "Subject Property"). The site has a coastal zoning designation of Coastal Planned Mixed Use (CZ-MU-P) and a General Plan land use designation of Mixed-Use (MU-D). A coastal development permit is required for new uses within this zoning district. The intended use at the Subject Property qualifies for a categorical exemption, under State CEQA (California Environmental Quality Act) Guidelines, Section 15301.

Site Description:

The Subject Property is a multi-sided trapezoidal shaped parcel of approximately 7,500 square feet abutting the State Highway 1 freeway corridor. This site facilitates an approximate 4,800 square foot 2-story multi-unit commercial building, which facilitates offices and other light manufacturing and service commercial uses. There are no residential dwellings within this building. The Applicant's unit was formerly occupied by an olive oil and vinegar bottling/distribution operation. The Applicant's Use is located within an approximate 1,200 square foot space occupying a portion of the lower floor of the building. There are two (2) parking spaces on-site in front of the building and another nine (9) parking spaces on-site (some of which are not striped) to the area northeast of the building; for a cumulative total of eleven (11) off-street parking spaces. There are an additional five (5) curbside street parking spaces available to the general public abutting the Subject Property's frontage. Existing utilities (i.e. gas, electric, water, sewer, etc.) are available and adequate to service the Proposed Use. Street improvements (i.e. curb, gutter, sidewalk, drive apron) exist along the Subject Property's Ortiz Avenue and Catalina Street frontages.

DISCUSSION

Project Description:

The Applicant proposes to establish and operate the production of food-grade flavors to be used by electric cigarettes (also known as “e-cigarettes”). The Applicant will send and receive shipments to facilitate onsite wholesale production and packaging of the food-grade e-cigarette flavorings. Initially, there will be one full time employee (the Applicant himself) and an occasional part-time employee/worker. The applicant maintains two to four drums (55-gallons each drum) of propylene glycol and glycerin and one to four liter sized containers of Nicotine maintained in stock proof containers.

An e-cigarette is a handheld electronic device that heats a liquid to generate aerosol, commonly referred to as ‘vapor’, which is inhaled by the user. The liquid used in e-cigarettes is called E-liquid, made from propylene glycol, glycerin, liquid nicotine, and flavorings. While ingredients vary, up to 95% of E-liquids consist of propylene glycol and glycerin. However, there are e-liquids sold without these ingredients or nicotine. The Propylene glycol and glycerin are used to produce the vapor while flavoring provides the taste and aroma (source: Wikipedia). The Applicant’s use of the Subject Property is to produce flavors and E-liquids for e-cigarettes.

Land Use: The Subject Property has a coastal General Plan land use and Zoning Map designation of “Mixed-Use” with a coastal zone overlay. Section 18.26.040.L of the City’s Zoning Ordinance lists “Light Manufacturing” as “allowable in this zoning district, contingent upon coastal development permit approval. Per the Applicant’s description, activities on-site will consist of the production of food-grade flavors and liquids for the use with electric cigarettes with accessory office and storage. The described activities are compatible for the Mixed-Use zoning and the West End Planning District.

Hours of Operation: The Applicant indicated they will be open Monday-Friday, 9AM to 3PM, and possibly open some weekends. Sand City has typically limited commercial activities in the West End District to occur between 7:00 a.m. to 6:00 p.m. on weekdays and 10:00 a.m. to 5:00 p.m. on Saturdays with exceptions to office or janitorial activities to minimize potential impacts to existing and future neighboring residential units. Staff recommends the permit specify these as the authorized hours of operation and that deliveries would be restricted to these days/hours, with no production or deliveries on Sundays. Office activities should be exempt as that poses no anticipated negative impacts.

Parking: The Subject Property provides two (2) parking spaces on-site in front of the building (see Exhibit D) and another nine (9) parking spaces on-site (some of which are not striped) to the area northeast of the building; for a cumulative total of eleven (11) off-street parking spaces. There are an additional four (4) curbside street parking spaces available to the general public along the Subject Property’s frontage.

Staff would classify the production of food-grade flavors for the use of electric cigarettes as a manufacturing operation, for which the zoning specifies a 1/700 square foot parking ratio requirement per Zoning Code section 18.64.050.K. Though there might

be some wholesale transactions occurring on-site, production will be the primary activity for which parking requirements should be evaluated. The Applicant's floor area is approximately 1,200 square feet, which requires two (2) on-site parking spaces (rounded up from 1.71 spaces). There will be one (1) full-time employee. There is ample parking provided on-site to accommodate the Applicant's Use with remaining spaces to accommodate the other units of this building.

Loading/Unloading: The production of food-grade flavors for the use of electric cigarettes and other purposes, such as the one proposed, may involve routine deliveries or shipments. The Applicant states they will receive inventory materials once every 3 to 6 months, delivered via small Fed-Ex or UPS. Bulk stock/products are delivered via a semi-truck (18-wheeler) once every 6-months. Therefore, staff recommends the permit specify and require that any large trucks making deliveries/shipments to/from the Applicant at the Subject Property only park along the building's Ortiz Avenue frontage to conduct loading/unloading activities, as this is a dead-end road at the 300 block. The permit should also prohibit loading/unloading activities within the Catalina Street right-of-way, as this is a thoroughfare and provides access for parking on the Subject Property and adjacent properties. Furthermore, the permit should require that at least one (1) travel lane on Ortiz Avenue remain open during truck parking and loading/unloading activities. Deliveries via Federal Express, UPS or other such package delivery service in van trucks have very short layover/delivery times and parking impact and are not anticipated to be a problem; and therefore, should be exempt.

Trash/Waste: The Subject Property does not provide a trash enclosure. Trash bins are generally placed on the northern and western ends of the building, utilized by the building's tenants. The Applicant's use is not anticipated to generate excessive waste/debris. If additional bins are needed, the Applicant can obtain those from the City's franchised waste hauler. Staff recommends that the permit require all trash, litter, boxes, crates, pallets, debris, or other used and/or discarded materials generated/used by the Applicant's Use shall either be maintained within the Applicant's unit until collection or be stored in an appropriate waste collection bin or dumpster on the Subject Property until collected. Also, the Applicant should be prohibited from placing trash bins and/or dumpsters within the Subject Property's parking spaces. Any hazardous materials and/or waste used/generated must be legally stored and disposed of in accordance with the regulations of Sand City, the County of Monterey, and the State of California. Staff would encourage the property owner (though not as a requirement of this permit application) to eventually construct a proper trash enclosure on the Subject Property to accommodate bins/dumpsters provided no parking is lost.

Signs: The Applicant does not intend to establish a business sign on the Subject Property. If the Applicant chooses to have a sign in the future, review and approval by the City's Design Review Committee (DRC) is required prior to installation. This should be a condition of land use permit approval.

Impacts: Staff does not anticipate negative impacts from the Applicant's Use at the Subject Property. Noise, dust, and vibrations are not anticipated from this type of

operation. Based on information provided by the Applicant and some initial research by staff, fumes/odors are not anticipated. Deliveries to and from the Subject Property could have detrimental impacts to public traffic circulation or parking access if not properly managed in terms of large truck parking and noise impacts to existing and future residential in terms of hours of loading/unloading activities. As noted in this report (see above under 'Hours of Operation') staff proposes limiting the days and hours for deliveries to and from the Subject Property. Additionally, overnight and/or long-term large truck parking on public streets is prohibited per Municipal Code Chapter 10.08 subject to citations.

Stormwater Control:

The Applicant's use is of an existing building on a developed site, and the Applicant does not identify the need or desire for any construction or pavement improvements to the Subject Property. Therefore, stormwater control regulations do not apply to this application.

Water:

The Applicant's Use qualifies as a Group I category low water use in accordance with the Monterey Peninsula Water Management District (MPWMD). The Applicant's Unit has credit based upon a Group I use; therefore, no water allocation is required. The permit should contain standard language stating that approval of the permit does not grant the Applicant and/or Subject Property's owner any right or privilege to any allocation of water from the City or other Agency and that this operation is subject to the regulations of the MPWMD.

Advisory Agencies:

Information on the proposed use was circulated to the City's advisory agencies. The Seaside County Sanitation District commented that the Applicant needs to confirm sewer service and billing type with Monterey One Water (formerly the Monterey Regional Water Pollution Control Agency). The District also expressed concern of washing and fluids entering the sewer system. As a condition of permit approval, staff recommends the Applicant be required to review his operational practices with Monterey One Water and the Sanitation District, and that the Applicant abide by all of those agency requirements. The Health Department commented that the Applicant needs to contact the California Department of Public Health to obtain a Processed Food Registration (PFR) application and if the applicant conducts retail sales, the Applicant must contact the County Health Department for a valid health permit pending status of the PFR with the California Department of Public Health. Staff recommends these requirements be incorporated into the permit as conditions of approval. No other comments were received at the time of preparing this report.

RECOMMENDATION

Staff recommends **APPROVAL** of the coastal development permit, authorizing the Applicant's Use at the Subject Property, per staff's recommended permit conditions.

Findings for Approval:

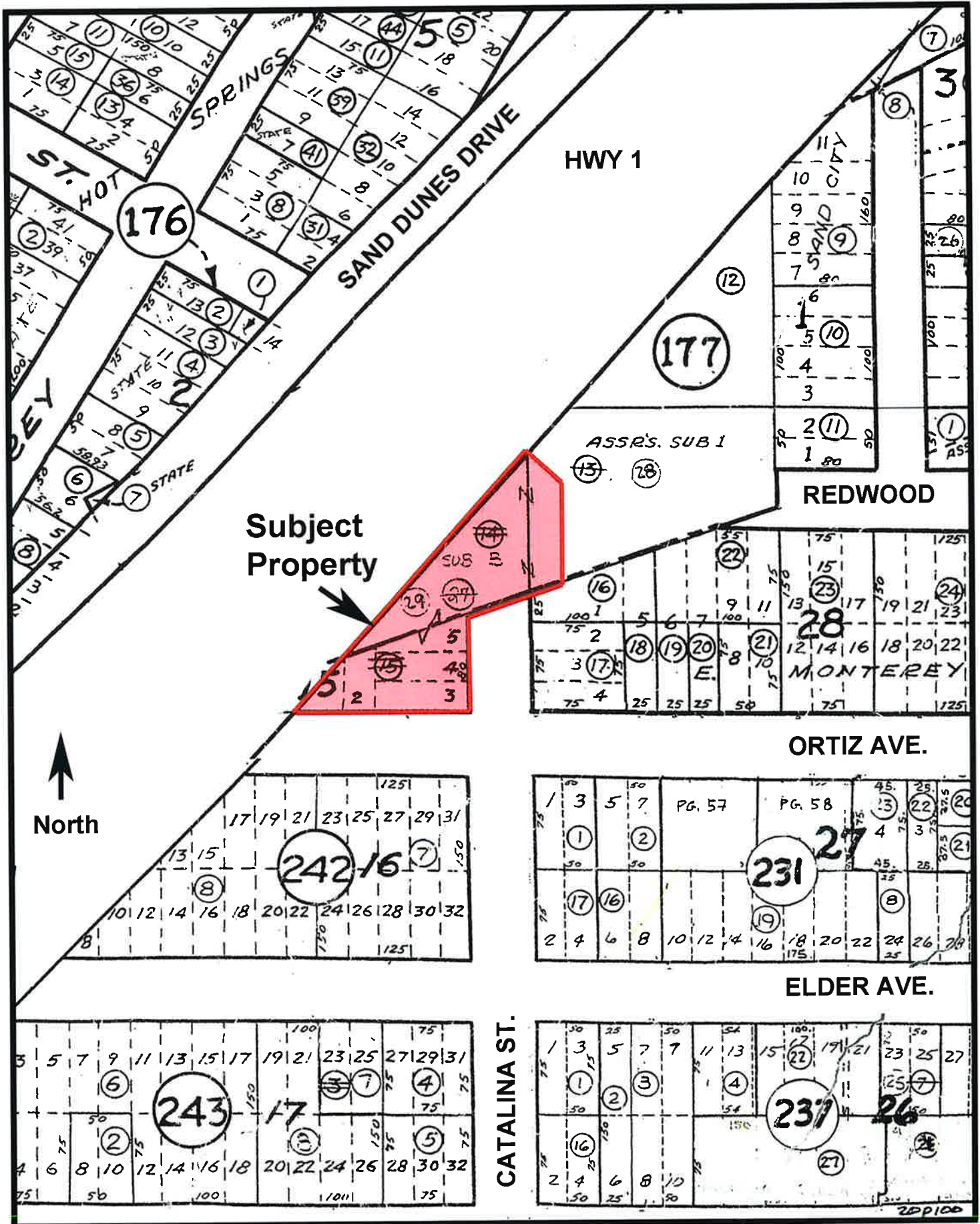
1. The Applicant's Use, at the described scale and intensity and as conditioned, is compatible with the Coastal Planned Mixed-Use (CZ-MU-P) zoning district and the existing neighboring land uses.
2. Adequate utilities are available to facilitate the Applicant's Use at the Subject Property.
3. Sufficient off-street parking is provided to accommodate the Applicant's Use in addition to other potential tenants of the Subject Property.
4. The Applicant's Use of an existing commercial building/unit qualifies for a categorical exemption, under State CEQA Guidelines, Section 15301.
5. According to the Applicant and staff research, the materials and activities proposed are not anticipated to infuse noxious fumes/odors into the building.

Exhibits:

- A. Location Map
- B. Aerial Map
- C. Site Photos
- D. Site Plan
- E. Floor Plans
- F. Flavor Material List
- G. Safety Data Sheets for
 - 1) Glycerin USP,
 - 2) Propylene Glycol USP, &
 - 3) Nicotine

Attachments:

- Draft Resolution to approve a coastal development permit



Location Map

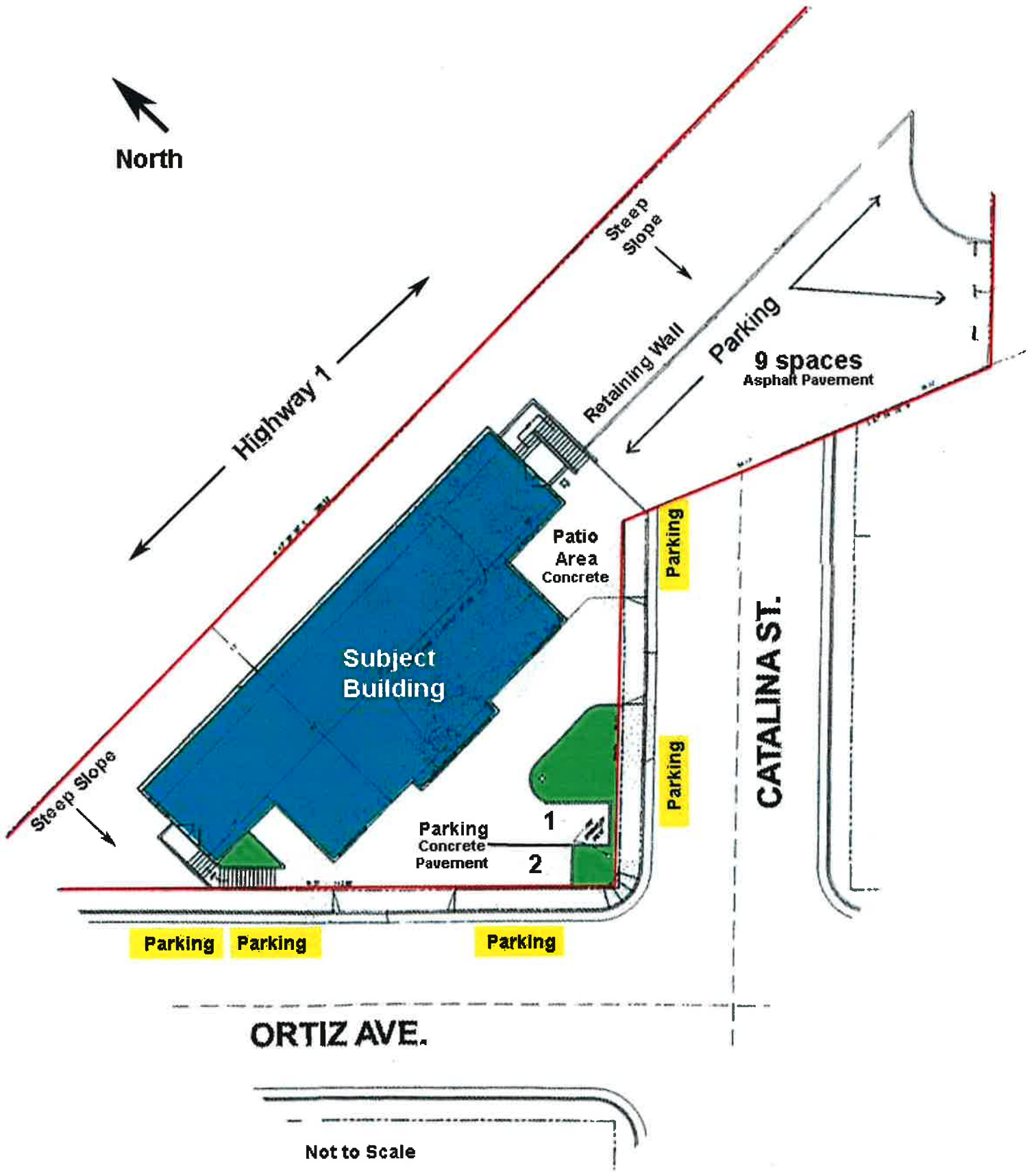
EXHIBIT A



Aerial Map

EXHIBIT B



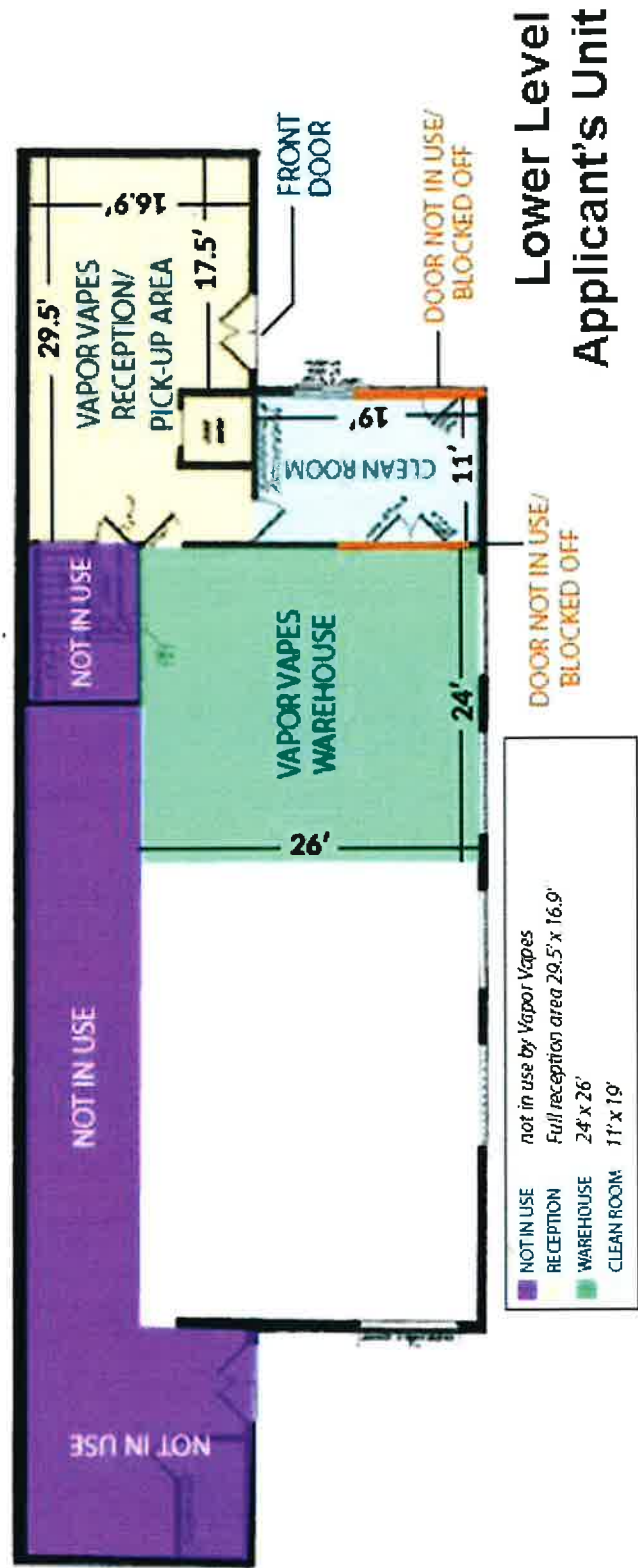
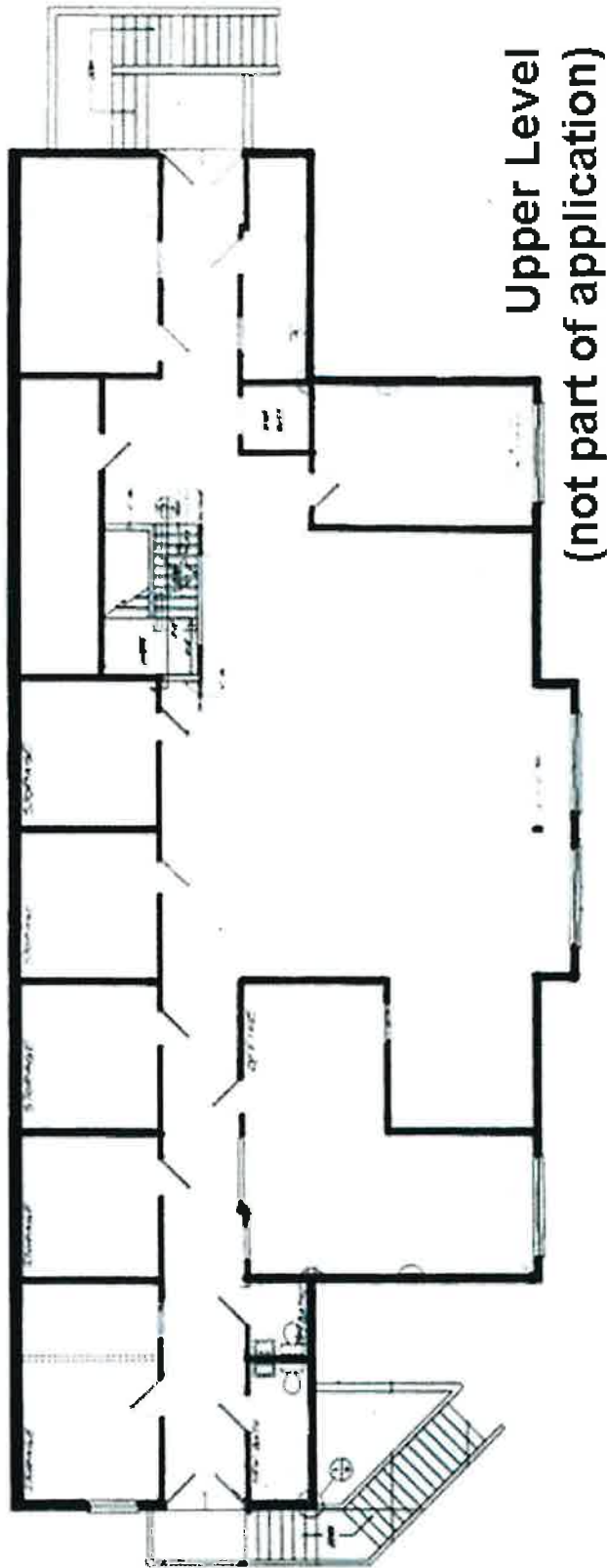


Site Plan

EXHIBIT D

NOTES:

- Vapor Vapes reception/pick-up area:** Customers who opt for local pick-up collect orders from here.
- Vapor Vapes Clean Room:** All Vapor Vapes products are mixed in this sterile environment. Mixing equipment and product is located here. Labels are also created and orders processed and fulfilled in this area.
- Vapor Vapes Warehouse:** See material list. All materials, plastic & glass bottles, labels and extra stock and/or equipment is stored here.
- * Blocked off doors indicated with orange
- ** Interior dimensions indicated in feet/ft (')



FLAVOR MATERIAL LIST

Flavor Bases	ML in Stock
Absinthe II	3900
Acai	467
Almond Amaretto	272
Apple	2837
Apple Candy	1700
Apricot	3316
Banana Nut Bread	750
Bavarian Cream	250
Berry Cereal	3000
Black Cherry	2394
Black Currant	2915
Black Honey	3886
Black Tea	3785
Blackberry	454
Blueberry	2972
Boysenberry	685
Brandy	2870
Bubblegum Juicy	2000
Butterscotch	3766
Candy Apple	1687
Cantaloupe	2615
Cappuccino	453
Chai Tea	479
Cherry Blossom	678
Circus Cotton Candy	2988
Citrus Punch	3369
Clove	314
Coconut Candy	344
Coconut Extra	244
Coffee	703
Cola Cherry	600
Cola Syrup	2600
Cotton Candy	3567
Cranberry	700
Cream Soda	750
Cubano	799
Cucumber	3785
Dairy Milk	2321
Dark Rum	2286
Date	250
Double Chocolate Dark	3851
Dragon Fruit	2808
DX Caramel	2879
DX Frosted Donut	3175
DX Marshmallow	250

Flavor Bases	ML in Stock
Hazelnut	246
Honeydew II	3785
Huckleberry	500
Jackfruit	925
Jamaican Rum	0
Juicy Peach	2914
Kentucky Bourbon	890
Kiwi Double	3340
Lavender	250
Lemon Flavor Water Soluble	3785
Lemonade Cookie	869
Lime	250
Lychee	3300
Mandarin Orange	2598
Mango	2913
Maraschino Cherry	3702
Mary Jane	442
Menthol Crystals Pure	7564
Mexican Liquor	500
Mild Black	1000
Mint Candy	2814
Mocha	3175
Mojito Havana	453
Natural Peach	2214
Nectarine	4302
Orange Cream	205
Organic Strawberry	2100
Pancake	3900
Papaya	497
Passion Fruit	3142
Passion Orange Guava	365
Pear	3239
Peppermint	3730
Philippine Mango	2795
Pie Crust	343
Pina Colada	5444
Pineapple	2000
Plum	2578
Pomegranate	2737
Pomegranate Deluxe	3737
Pumpkin	500
Pumpkin Spice	550
Raspberry Sweet	4465
Red Hot Cinnamon	500
Red Licorice	3900

EXHIBIT F

FLAVOR MATERIAL LIST

Flavor Bases	ML in Stock
DX Milk Chocolate	3451
DX Peanut Butter	3843
DX Red Velvet	500
DX Sweet Cream	2652
DX Tobacco Base	3900
DX Vanilla Cupcake	3024
Eggnog	750
Elderberry	746
Energy Drink	502
Espresso	423
French Vanilla Cream	2226
French Vanilla Deluxe	2871
French Vanilla II	1763
Fruit Circle with Milk	450
Fruit Circles	250
Fruity Sticks	3725
Gingerbread Extra Ginger	736
Graham Cracker	443
Granny Smith Apple	450
Grape Candy	1540
Grape Juice	1790
Grapefruit	48
Greek Yogurt	500
Green Apple	711
Green Tea	3814
Guava	500
Gummy Candy	3052
Hawaiian Drink	4984

Flavor Bases	ML in Stock
Red Oak	1003
Red Type II	1894
Ripe Banana	2388
Ripe Strawberry	3105
Root Beer	500
RY4 Asian	3785
RY4 Double	3650
RY4 Flavor	2694
Saffron	250
Slim Mint Cookie	250
Sour	412
Spearmint	3099
Strawberry	3600
Sweet & Tart	157
Sweet Tea	250
Sweetener	2671
Tangerine	341
Taro	3200
Toasted Almond	897
Turkish	273
Tutti Frutti	550
Vanilla Bean Gelato	2927
Vanilla Bean Ice Cream	2246
Vanilla Swirl	2874
Watermelon	838
Western Blend	3048
Wintergreen	2502



SAFETY DATA SHEET

Glycerin USP

1. Product and Company Identification

- 1.1 Product identifiers**
Product name : Glycerin USP
CAS-No. : 56-81-5
- 1.2 Relevant identified uses of the substance or mixture and uses advised against**
Identified uses : Laboratory chemicals, Manufacture of substances
- 1.3 Details of the supplier of the safety data sheet**

Product Name: Vegetable Glycerin USP
Company Name: Vapor Vapes, Inc
1801 Catalina St,
Seaside, CA 93955
Web site address: vaporvapes.com
Phone Number: +1 800-590-8680

2. Hazards Identification

- 2.1 Classification of the substance or mixture**
Not a hazardous substance or mixture.
- 2.2 GHS Label elements, including precautionary statements**
Not a hazardous substance or mixture.
- 2.3 Hazards not otherwise classified (HNOC) or not covered by GHS - none**

3. Composition/Information on Ingredients

- 3.1 Substances**
Synonyms : 1,2,3-Propanetriol
Glycerol
Glycerin
Formula : C₃H₈O₃
Molecular Weight : 92.09 g/mol
CAS-No. : 56-81-5
EC-No. : 200-289-5

Hazardous components

Component	Classification	Concentration
Glycerol		-

EXHIBIT G.1

4. First Aid Measures

4.1 Description of first aid measures

General advice

Consult a physician. Show this safety data sheet to the doctor in attendance. Move out of dangerous area.

If inhaled

If breathed in, move person into fresh air. If not breathing, give artificial respiration. Consult a physician.

In case of skin contact

Wash off with soap and plenty of water. Consult a physician.

In case of eye contact

Rinse thoroughly with plenty of water for at least 15 minutes and consult a physician.

If swallowed

Never give anything by mouth to an unconscious person. Rinse mouth with water. Consult a physician.

4.2 Most important symptoms and effects, both acute and delayed

The most important known symptoms and effects are described in the labelling (see section 2.2) and/or in section 11

4.3 Indication of any immediate medical attention and special treatment needed

no data available

5. Fire Fighting Measures

5.1 Extinguishing media

Suitable extinguishing media

Use water spray, alcohol-resistant foam, dry chemical or carbon dioxide.

5.2 Special hazards arising from the substance or mixture

Carbon oxides

5.3 Advice for firefighters

Wear self contained breathing apparatus for fire fighting if necessary.

5.4 Further information

no data available

6. Accidental Release Measures

6.1 Personal precautions, protective equipment and emergency procedures

Use personal protective equipment. Avoid breathing vapours, mist or gas. Ensure adequate ventilation. For personal protection see section 8.

6.2 Environmental precautions

Do not let product enter drains.

6.3 Methods and materials for containment and cleaning up

Soak up with inert absorbent material and dispose of as hazardous waste. Keep in suitable, closed containers for disposal.

6.4 Reference to other sections

For disposal see section 13.

7. Handling and Storage

- 7.1 Precautions for safe handling**
Avoid contact with skin and eyes. Avoid inhalation of vapour or mist.
For precautions see section 2.2.
- 7.2 Conditions for safe storage, including any incompatibilities**
Keep container tightly closed in a dry and well-ventilated place.

Hygroscopic.
- 7.3 Specific end use(s)**
Apart from the uses mentioned in section 1.2 no other specific uses are stipulated

8. Exposure Controls/Personal Protection

8.1 Control parameters

Components with workplace control parameters

Component	CAS-No.	Value	Control parameters	Basis
Glycerol	56-81-5	TWA	10 mg/m ³	USA. ACGIH Threshold Limit Values (TLV)
	Remarks	Upper Respiratory Tract irritation		
		See Appendix D - Substances with No Established RELs		
		TWA	5 mg/m ³	USA. Occupational Exposure Limits (OSHA) - Table Z-1 Limits for Air Contaminants
		TWA	15 mg/m ³	USA. Occupational Exposure Limits (OSHA) - Table Z-1 Limits for Air Contaminants

8.2 Exposure controls

Appropriate engineering controls

Handle in accordance with good industrial hygiene and safety practice. Wash hands before breaks and at the end of workday.

Personal protective equipment

Eye/face protection

Safety glasses with side-shields conforming to EN166 Use equipment for eye protection tested and approved under appropriate government standards such as NIOSH (US) or EN 166(EU).

Skin protection

Handle with gloves. Gloves must be inspected prior to use. Use proper glove removal technique (without touching glove's outer surface) to avoid skin contact with this product. Dispose of contaminated gloves after use in accordance with applicable laws and good laboratory practices. Wash and dry hands.

Full contact

Material: Nitrile rubber
Minimum layer thickness: 0.11 mm
Break through time: 480 min
Material tested: Dermatril®

Splash contact

Material: Nitrile rubber
Minimum layer thickness: 0.11 mm
Break through time: 480 min
Material tested: Dermatril®

data source: KCL GmbH, D-36124 Eichenzell, phone +49 (0)6659 87300, e-mail sales@kcl.de, test method: EN374

If used in solution, or mixed with other substances, and under conditions which differ from EN 374, contact the supplier of the CE approved gloves. This recommendation is advisory only and must be evaluated by an industrial hygienist and safety officer familiar with the specific situation of anticipated use by our customers. It should not be construed as offering an approval for any specific use scenario.

Body Protection

impervious clothing, The type of protective equipment must be selected according to the concentration and amount of the dangerous substance at the specific workplace.

Respiratory protection

Where risk assessment shows air-purifying respirators are appropriate use a full-face respirator with multi-purpose combination (US) or type ABEK (EN 14387) respirator cartridges as a backup to engineering controls. If the respirator is the sole means of protection, use a full-face supplied air respirator. Use respirators and components tested and approved under appropriate government standards such as NIOSH (US) or CEN (EU).

Control of environmental exposure

Do not let product enter drains.

9. Physical and Chemical Properties

9.1 Information on basic physical and chemical properties

a) Appearance	Form: liquid Colour: clear
b) Odour	odourless
c) Odour Threshold	no data available
d) pH	5.5 - 8
e) Melting point/freezing point	Melting point/range: 20 °C (68 °F) - lit.
f) Initial boiling point and boiling range	182 °C (360 °F) at 27 hPa (20 mmHg) - lit.
g) Flash point	160 °C (320 °F) - closed cup
h) Evaporation rate	no data available
i) Flammability (solid, gas)	no data available
j) Upper/lower flammability or explosive limits	Lower explosion limit: 0.9 %(V)
k) Vapour pressure	0.0033 hPa (0.0025 mmHg) at 50 °C (122 °F)
l) Vapour density	3.18 - (Air = 1.0)
m) Relative density	1.25 g/cm ³
n) Water solubility	soluble
o) Partition coefficient: n-octanol/water	no data available
p) Auto-ignition temperature	no data available
q) Decomposition temperature	no data available
r) Viscosity	no data available
s) Explosive properties	no data available
t) Oxidizing properties	no data available

9.2 Other safety information

Surface tension 63.4 mN/m at 20 °C (68 °F)

Relative vapour density 3.18 - (Air = 1.0)

10. Stability and Reactivity**10.1 Reactivity**

no data available

10.2 Chemical stability

Stable under recommended storage conditions.

10.3 Possibility of hazardous reactions

no data available

10.4 Conditions to avoid

no data available

10.5 Incompatible materials

Strong bases, Strong oxidizing agents

10.6 Hazardous decomposition products

Other decomposition products - no data available

In the event of fire: see section 5

11. Toxicological Information**11.1 Information on toxicological effects****Acute toxicity**

LD50 Oral - rat - 12,600 mg/kg

Inhalation: no data available

LD50 Dermal - rabbit - > 10,000 mg/kg

no data available

Skin corrosion/irritation

Skin - rabbit

Result: Mild skin irritation - 24 h

Serious eye damage/eye irritation

Eyes - rabbit

Result: Mild eye irritation - 24 h

Respiratory or skin sensitisation

no data available

Germ cell mutagenicity

no data available

Carcinogenicity

IARC: No component of this product present at levels greater than or equal to 0.1% is identified as probable, possible or confirmed human carcinogen by IARC.

ACGIH: No component of this product present at levels greater than or equal to 0.1% is identified as a carcinogen or potential carcinogen by ACGIH.

NTP: No component of this product present at levels greater than or equal to 0.1% is identified as a known or anticipated carcinogen by NTP.

OSHA: No component of this product present at levels greater than or equal to 0.1% is identified as a carcinogen or potential carcinogen by OSHA.



SAFETY DATA SHEET

Glycerin USP

Reproductive toxicity

no data available

no data available

Specific target organ toxicity - single exposure

no data available

Specific target organ toxicity - repeated exposure

no data available

Aspiration hazard

no data available

Additional Information

RTECS: MA8050000

Prolonged or repeated exposure may cause:, Nausea, Headache, Vomiting

Kidney - Irregularities - Based on Human Evidence

Kidney - Irregularities - Based on Human Evidence

12. Ecological Information

12.1 Toxicity

no data available

12.2 Persistence and degradability

no data available

12.3 Bioaccumulative potential

no data available

12.4 Mobility in soil

no data available

12.5 Results of PBT and vPvB assessment

PBT/vPvB assessment not available as chemical safety assessment not required/not conducted

12.6 Other adverse effects

no data available

13. Disposal Considerations

13.1 Waste treatment methods

Product

Offer surplus and non-recyclable solutions to a licensed disposal company.

Contaminated packaging

Dispose of as unused product.

14. Transport Information

DOT (US)

Not dangerous goods

IMDG

Not dangerous goods

IATA

Not dangerous goods



SAFETY DATA SHEET

Glycerin USP

15. Regulatory Information

SARA 302 Components

SARA 302: No chemicals in this material are subject to the reporting requirements of SARA Title III, Section 302.

SARA 313 Components

SARA 313: This material does not contain any chemical components with known CAS numbers that exceed the threshold (De Minimis) reporting levels established by SARA Title III, Section 313.

SARA 311/312 Hazards

Chronic Health Hazard

Massachusetts Right To Know Components

	CAS-No.	Revision Date
Glycerol	56-81-5	2007-03-01

Pennsylvania Right To Know Components

	CAS-No.	Revision Date
Glycerol	56-81-5	2007-03-01

New Jersey Right To Know Components

	CAS-No.	Revision Date
Glycerol	56-81-5	2007-03-01

California Prop. 65 Components

This product does not contain any chemicals known to State of California to cause cancer, birth defects, or any other reproductive harm.

16. Other Information

16. OTHER INFORMATION

HMIS Rating

Health hazard:	0
Chronic Health Hazard:	*
Flammability:	1
Physical Hazard	0

NFPA Rating

Health hazard:	0
Fire Hazard:	1
Reactivity Hazard:	0

Further information

The information on this SDS was obtained from sources which we believe are reliable. However, the information is provided without any warranty, expressed or implied, regarding its correctness. Some information presented and conclusions drawn herein are from sources other than direct test data on the substance itself. The conditions or methods of handling, storage, use and disposal of the product are beyond our control and may be beyond our knowledge. For this and other reasons, we do not assume responsibility and expressly disclaim liability for loss, damage, or expense arising out of or in any way connected with handling, storage, use or disposal of this product. If the product is used as a component in another product, this SDS information may not be applicable.



SAFETY DATA SHEET

Propylene Glycol USP

1. Product and Company Identification

Recommended use of the chemical and restrictions on use

Identified uses: We recommend that you use this product in a manner consistent with the listed use. If your intended use is not consistent with the stated use, please contact your sales or technical service representative. Uses in Coatings, consumer. Use in Cleaning Agents, consumer. Functional Fluids, consumer. Consumer use in agrochemicals. Other Consumer Uses Humectant and solvent for: Foodstuffs. Flavours. Fragrances. Cosmetics. Pharmaceuticals. Personal care applications. Manufacture of substance, industrial. Distribution of substance, industrial. Formulation & (re)packing of substances and mixtures, industrial. Use in laboratories, industrial. Use as binders and release agents, professional. Not for use in cat food.

Product Name: Propylene Glycol USP
Company Name: Vapor Vapes, Inc
1801 Catalina St,
Seaside, CA 93955
Web site address: vaporvapes.com
Phone Number: +1 800-590-8680

2. Hazards Identification

Hazard classification

This material is not hazardous under the criteria of the Federal OSHA Hazard Communication Standard 29CFR 1910.1200.

Other hazards

No data available

3. Composition/Information on Ingredients

Synonyms: Propylene Glycol
This product is a substance.

Component	CAS-RN	Concentration
Propylene glycol	57-55-6	> 99.8 %

4. First Aid Measures

Description of first aid measures

General advice: If potential for exposure exists refer to Section 8 for specific personal protective equipment.

Inhalation: Move person to fresh air; if effects occur, consult a physician.

Skin contact: Wash off with plenty of water.

Eye contact: Flush eyes thoroughly with water for several minutes. Remove contact lenses after the initial 1-2 minutes and continue flushing for several additional minutes. If effects occur, consult a physician, preferably an ophthalmologist.

Ingestion: No emergency medical treatment necessary.

EXHIBIT G.2



SAFETY DATA SHEET

Propylene Glycol USP

Page 2

Most important symptoms and effects, both acute and delayed: Aside from the information found under Description of first aid measures (above) and Indication of immediate medical attention and special treatment needed (below), any additional important symptoms and effects are described in Section 11: Toxicology Information.

Indication of any immediate medical attention and special treatment needed

Notes to physician: No specific antidote. Treatment of exposure should be directed at the control of symptoms and the clinical condition of the patient.

5. Fire Fighting Measures

Suitable extinguishing media: Water fog or fine spray. Dry chemical fire extinguishers. Carbon dioxide fire extinguishers. Foam. Alcohol resistant foams (ATC type) are preferred. General purpose synthetic foams (including AFFF) or protein foams may function, but will be less effective.

Unsuitable extinguishing media: Do not use direct water stream. May spread fire.

Special hazards arising from the substance or mixture

Hazardous combustion products: During a fire, smoke may contain the original material in addition to combustion products of varying composition which may be toxic and/or irritating. Combustion products may include and are not limited to: Carbon monoxide. Carbon dioxide.

Unusual Fire and Explosion Hazards: Container may rupture from gas generation in a fire situation. Violent steam generation or eruption may occur upon application of direct water stream to hot liquids.

Advice for firefighters

Fire Fighting Procedures: Keep people away. Isolate fire and deny unnecessary entry. Use water spray to cool fire exposed containers and fire affected zone until fire is out and danger of reignition has passed. Fight fire from protected location or safe distance. Consider the use of unmanned hose holders or monitor nozzles. Immediately withdraw all personnel from the area in case of rising sound from venting safety device or discoloration of the container. Burning liquids may be extinguished by dilution with water. Do not use direct water stream. May spread fire. Move container from fire area if this is possible without hazard. Burning liquids may be moved by flushing with water to protect personnel and minimize property damage.

Special protective equipment for firefighters: Wear positive-pressure self-contained breathing apparatus (SCBA) and protective fire fighting clothing (includes fire fighting helmet, coat, trousers, boots, and gloves). If protective equipment is not available or not used, fight fire from a protected location or safe distance.

6. Accidental Release Measures

Personal precautions, protective equipment and emergency procedures: Use appropriate safety equipment. For additional information, refer to Section 8, Exposure Controls and Personal Protection. Keep unnecessary and unprotected personnel from entering the area. Keep personnel out of low areas.

Environmental precautions: Prevent from entering into soil, ditches, sewers, waterways and/or groundwater. See Section 12, Ecological Information.

Methods and materials for containment and cleaning up: Contain spilled material if possible. Small spills: Any absorbent material. Collect in suitable and properly labeled open containers. Wash the spill site with large quantities of water. Large spills: Dike area to contain spill. Pump into suitable and properly labeled containers. See Section 13, Disposal Considerations, for additional information.

7. Handling and Storage

Precautions for safe handling: Product handled hot may require additional ventilation or local exhaust. Spills of these organic materials on hot fibrous insulations may lead to lowering of the autoignition temperatures possibly resulting in spontaneous combustion. See Section 8, EXPOSURE CONTROLS AND PERSONAL PROTECTION.

Conditions for safe storage: Store away from direct sunlight or ultraviolet light. Keep container tightly closed when not in use. Store in a dry place. Protect from atmospheric moisture. Store in the following material(s): Stainless steel. Aluminum. Container lined with phenolic or epoxy-phenolic FDA food contact approved coating. 316 stainless steel. Opaque HDPE plastic container. No special storage conditions required.

Storage stability

Shelf life: Use within 24 Month

8. Exposure Controls/Personal Protection

Control parameters

Exposure limits are listed below, if they exist.

Component	Regulation	Type of listing	Value/Notation
Propylene glycol	US WEEL	TWA	10 mg/m ³

Exposure controls

Engineering controls: Use local exhaust ventilation, or other engineering controls to maintain airborne levels below exposure limit requirements or guidelines. If there are no applicable exposure limit requirements or guidelines, general ventilation should be sufficient for most operations. Local exhaust ventilation may be necessary for some operations.

Individual protection measures

Eye/face protection: Use safety glasses (with side shields). If there is a potential for exposure to particles which could cause eye discomfort, wear chemical goggles.

Skin protection

Hand protection: Chemical protective gloves should not be needed when handling this material. Consistent with general hygienic practice for any material, skin contact should be minimized.

Other protection: No precautions other than clean body-covering clothing should be needed.

Respiratory protection: Respiratory protection should be worn when there is a potential to exceed the exposure limit requirements or guidelines. If there are no applicable exposure limit requirements or guidelines, wear respiratory protection when adverse effects, such as respiratory irritation or discomfort have been experienced, or where indicated by your risk assessment process. In misty atmospheres, use an approved particulate respirator. The following should be effective types of air-purifying respirators: Organic vapor cartridge with a particulate pre-filter.

9. Physical and Chemical Properties

Physical state	Liquid.
Color	Colorless
Odor	Odorless
Odor Threshold	No test data available
pH	Not applicable
Melting point/range	< -20 °C (< -4 °F) EC Method A1
Freezing point	< -20 °C (< -4 °F) EC Method A1
Boiling point (760 mmHg)	184 °C (363 °F) at 752.46 mmHg EC Method A2
Flash point	closed cup 104 °C (219 °F) at 1,000.1 hPa EC Method A9 (PMCC)



SAFETY DATA SHEET

Propylene Glycol USP

Page 4

Evaporation Rate (Butyl Acetate = 1)	0.01 <i>Estimated.</i>
Flammability (solid, gas)	Not applicable to liquids
Lower explosion limit	2.6 % vol <i>Estimated.</i>
Upper explosion limit	12.5 % vol <i>Estimated.</i>
Vapor Pressure	20 Pa at 25 °C (77 °F) <i>EC Method A4</i>
Relative Vapor Density (air = 1)	2.62 <i>Literature</i>
Relative Density (water = 1)	1.03 at 20 °C (68 °F) / 20 °C <i>EC Method A3</i>
Water solubility	100 % at 20 °C (68 °F) <i>EC Method A6</i>
Partition coefficient: n-octanol/water	log Pow: -1.07 <i>Measured</i>
Auto-ignition temperature	> 400 °C (> 752 °F) at 100.01 kPa <i>EC Method A15</i>
Decomposition temperature	No test data available
Dynamic Viscosity	43.4 mPa.s at 25 °C (77 °F) <i>Literature</i>
Kinematic Viscosity	No test data available
Explosive properties	Not explosive
Oxidizing properties	No
Liquid Density	1.03 g/cm ³ at 20 °C (68 °F) <i>Literature</i>
Molecular weight	No data available
Percent volatility	No data available
Pour point	< -57 °C (< -71 °F) <i>Literature</i>

NOTE: The physical data presented above are typical values and should not be construed as a specification.

10. Stability and Reactivity

Reactivity: No data available

Chemical stability: Stable under recommended storage conditions. See Storage, Section 7.
Hygroscopic

Possibility of hazardous reactions: Polymerization will not occur.

Conditions to avoid: No data available

Incompatible materials: Avoid contact with: Strong acids. Strong bases. Strong oxidizers.

Hazardous decomposition products: Decomposition products depend upon temperature, air supply and the presence of other materials. Decomposition products can include and are not limited to: Aldehydes. Alcohols. Ethers. Organic acids.

11. Toxicological Information

Toxicological information appears in this section when such data is available.

Acute toxicity

Acute oral toxicity

Very low toxicity if swallowed. Harmful effects not anticipated from swallowing small amounts.

LD50, Rat, > 20,000 mg/kg



SAFETY DATA SHEET

Propylene Glycol USP

Page 5

Acute dermal toxicity

Prolonged skin contact is unlikely to result in absorption of harmful amounts.

LD50, Rabbit, > 2,000 mg/kg No deaths occurred at this concentration.

Acute inhalation toxicity

At room temperature, exposure to vapor is minimal due to low volatility. Mist may cause irritation of upper respiratory tract (nose and throat).

LC50, Rabbit, 2 Hour, dust/mist, 317.042 mg/l No deaths occurred at this concentration.

Skin corrosion/irritation

Prolonged contact is essentially nonirritating to skin.
Repeated contact may cause flaking and softening of skin.

Serious eye damage/eye irritation

May cause slight temporary eye irritation.
Corneal injury is unlikely.
Mist may cause eye irritation.

Sensitization

Did not cause allergic skin reactions when tested in humans.

For respiratory sensitization:
No relevant data found.

Specific Target Organ Systemic Toxicity (Single Exposure)

Evaluation of available data suggests that this material is not an STOT-SE toxicant.

Specific Target Organ Systemic Toxicity (Repeated Exposure)

In rare cases, repeated excessive exposure to propylene glycol may cause central nervous system effects.

Carcinogenicity

Did not cause cancer in laboratory animals.

Teratogenicity

Did not cause birth defects or any other fetal effects in laboratory animals.

Reproductive toxicity

In animal studies, did not interfere with reproduction. In animal studies, did not interfere with fertility.

Mutagenicity

In vitro genetic toxicity studies were negative. Animal genetic toxicity studies were negative.

Aspiration Hazard

Based on physical properties, not likely to be an aspiration hazard.

12. Ecological Information

Ecotoxicological information appears in this section when such data is available.



SAFETY DATA SHEET

Propylene Glycol USP

Toxicity

Acute toxicity to fish

Material is practically non-toxic to aquatic organisms on an acute basis (LC50/EC50/EL50/LL50 >100 mg/L in the most sensitive species tested).

LC50, Oncorhynchus mykiss (rainbow trout), static test, 96 Hour, 40,613 mg/l, OECD Test Guideline 203

Acute toxicity to aquatic invertebrates

LC50, Ceriodaphnia dubia (water flea), static test, 48 Hour, 18,340 mg/l, OECD Test Guideline 202

Acute toxicity to algae/aquatic plants

ErC50, Pseudokirchneriella subcapitata (green algae), 96 Hour, Growth rate inhibition, 19,000 mg/l, OECD Test Guideline 201

Toxicity to bacteria

NOEC, Pseudomonas putida, 18 Hour, > 20,000 mg/l, Method Not Specified.

Chronic aquatic toxicity

Chronic toxicity to aquatic invertebrates

NOEC, Ceriodaphnia dubia (water flea), semi-static test, 7 d, number of offspring, 13,020 mg/l

Persistence and degradability

Biodegradability: Material is readily biodegradable. Passes OECD test(s) for ready biodegradability. Biodegradation may occur under anaerobic conditions (in the absence of oxygen).

10-day Window: Pass

Biodegradation: 81 %

Exposure time: 28 d

Method: OECD Test Guideline 301F or Equivalent

10-day Window: Not applicable

Biodegradation: 96 %

Exposure time: 64 d

Method: OECD Test Guideline 306 or Equivalent

Theoretical Oxygen Demand: 1.68 mg/mg

Chemical Oxygen Demand: 1.53 mg/mg

Biological oxygen demand (BOD)

Incubation Time	BOD
5 d	69.000 %
10 d	70.000 %
20 d	86.000 %

Photodegradation

Atmospheric half-life: 10 Hour

Method: Estimated.



SAFETY DATA SHEET

Propylene Glycol USP

Bioaccumulative potential

Bioaccumulation: Bioconcentration potential is low (BCF < 100 or Log Pow < 3).

Partition coefficient: n-octanol/water(log Pow): -1.07 Measured

Bioconcentration factor (BCF): 0.09 Estimated.

Mobility in soil

Given its very low Henry's constant, volatilization from natural bodies of water or moist soil is not expected to be an important fate process.

Potential for mobility in soil is very high (Koc between 0 and 50).

Partition coefficient (Koc): < 1 Estimated.

13. Disposal Considerations

Disposal methods: DO NOT DUMP INTO ANY SEWERS, ON THE GROUND, OR INTO ANY BODY OF WATER. All disposal practices must be in compliance with all Federal, State/Provincial and local laws and regulations. Regulations may vary in different locations. Waste characterizations and compliance with applicable laws are the responsibility solely of the waste generator. AS YOUR SUPPLIER, WE HAVE NO CONTROL OVER THE MANAGEMENT PRACTICES OR MANUFACTURING PROCESSES OF PARTIES HANDLING OR USING THIS MATERIAL. THE INFORMATION PRESENTED HERE PERTAINS ONLY TO THE PRODUCT AS SHIPPED IN ITS INTENDED CONDITION AS DESCRIBED IN SDS SECTION: Composition Information.

14. Transport Information

DOT

Not regulated for transport

Classification for SEA transport (IMO-IMDG):

Not regulated for transport

Transport in bulk according to Annex I or II of MARPOL 73/78 and the IBC or IGC Code

Consult IMO regulations before transporting ocean bulk

Classification for AIR transport (IATA/ICAO):

Not regulated for transport

This information is not intended to convey all specific regulatory or operational requirements/information relating to this product. Transportation classifications may vary by container volume and may be influenced by regional or country variations in regulations.



15. Regulatory Information

Superfund Amendments and Reauthorization Act of 1986 Title III (Emergency Planning and Community Right-to-Know Act of 1986) Sections 311 and 312

This product is not a hazardous chemical under 29CFR 1910.1200, and therefore is not covered by Title III of SARA.

Superfund Amendments and Reauthorization Act of 1986 Title III (Emergency Planning and Community Right-to-Know Act of 1986) Section 313

This material does not contain any chemical components with known CAS numbers that exceed the threshold (De Minimis) reporting levels established by SARA Title III, Section 313.

Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) Section 103

To the best of our knowledge, this product does not contain chemicals at levels which require reporting under this statute.

Pennsylvania Worker and Community Right-To-Know Act:

The following chemicals are listed because of the additional requirements of Pennsylvania law:

Components	CASRN
Propylene glycol	57-55-6

California Proposition 65 (Safe Drinking Water and Toxic Enforcement Act of 1986)

This product contains no listed substances known to the State of California to cause cancer, birth defects or other reproductive harm, at levels which would require a warning under the statute.

United States TSCA Inventory (TSCA)

All components of this product are in compliance with the inventory listing requirements of the U.S. Toxic Substances Control Act (TSCA) Chemical Substance Inventory.

16. Other Information

Product Literature

Additional information on this and other products may be obtained by visiting our web page.

Hazard Rating System

NFPA

Health	Fire	Reactivity
1	1	0

Legend

TWA	8-hr Time Weighted Average
US WEEL	USA. Workplace Environmental Exposure Levels (WEEL)

The information on this SDS was obtained from sources which we believe are reliable. However, the information is provided without any warranty, expressed or implied, regarding its correctness. Some information presented and conclusions drawn herein are from sources other than direct test data on the substance itself. The conditions or methods of handling, storage, use and disposal of the product are beyond our control and may be beyond our knowledge. For this and other reasons, we do not assume responsibility and expressly disclaim liability for loss, damage, or expense arising out of or in any way connected with handling, storage, use, or disposal of this product. If the product is used as a component in another product, this SDS information may not be applicable.

1. Product and Company Identification

Product Name: Liquid Nicotine
Company Name: Vapor Vapes, Inc
 1801 Catalina St,
 Seaside, CA 93955
Web site address: vaporvapes.com
Phone Number: +1 800-590-8680

2. Hazards Identification

Hazard class and label elements of the substance according to GHS(the fourth revised edition):

Hazard class	Acute toxicity, oral	category3
	Acute toxicity, dermal	category2
	Hazardous to the aquatic environment, long-term hazard	category2

Pictogram



Signal

Danger

Hazard statement(s)

H301 Toxic if swallowed
 H310 Fatal in contact with skin
 H411 Toxic to aquatic life with long lasting effects

Precautionary statements

Prevention

P262 Do not get in eyes, on skin, or on clothing.
 P264 Wash thoroughly after handling.
 P270 Do not eat, drink or smoke when using this product.
 P273 Avoid release to the environment.
 P280 Wear protective gloves/protective clothing/eye protection/face protection.

Response

P302+P352 IF ON SKIN: Wash with plenty of water.
 P310 Immediately call a POISON CENTER/doctor.
 P361+P364 Take off immediately all contaminated clothing and wash it before reuse.
 P391 Collect spillage.

Storage

P405 Store locked up.

Disposal

P501 Dispose of contents/container in accordance with local/regional/national/international regulations.

3. Composition/Information on Ingredients

Component	Concentration(%)	CAS No.	EC No.
Nicotine	99%	54-11-5	200-193-3

4. First Aid Measures

After skin contact	Wash off with soap and plenty of water. Consult a physician.
After eye contact	Rinse thoroughly with plenty of water for at least 15 minutes and consult a physician
After ingestion	Never give anything by mouth to an unconscious person. Rinse mouth with water. Consult a physician.
After inhalation	If breathed in, move person into fresh air. If not breathing, give artificial respiration. Consult a physician.

5. Fire Fighting Measures

Hazardous products of combustion	Carbon oxides.
Extinguishing method	Use water spray, alcohol-resistant foam, dry chemical or carbon dioxide.
Special protective equipment	Wear self contained breathing apparatus for fire fighting if necessary.

6. Accidental Release Measures

Personal precautions	Use personal protective equipment. Ensure adequate ventilation. Avoid breathing vapors, mist or gas. Evacuate personnel to safe areas.
Environmental precautions	Prevent further leakage or spillage if safe to do so. Do not let product enter drains. Discharge into the environment must be avoided.
Methods for cleaning up	Pick up and arrange disposal. Keep in suitable, closed containers for disposal.

7. Handling and Storage

Handling	Avoid contact with skin and eyes. Avoid inhalation of vapour or mist.
Storage	Store in cool place. Keep container tightly closed in a dry and well-ventilated place. Containers which are opened must be carefully resealed and kept upright to prevent leakage.

8. Exposure Controls/Personal Protection

Engineering Controls	Safety shower and eye bath. Mechanical exhaust required.
Respiratory protection	Use a full-face supplied air respirator.
Eye protection	Wear chemical goggles.
Hand Protection	Wear impervious chemical resistant gloves
Body protection	Protective work clothing

9. Physical and Chemical Properties

Appearance: Colorless to brown liquid	Odor: No data available
Odor threshold: No data available	pH value: No data available
Melting point/freezing point(☒): No data available	Initial boiling point and boiling range(☒): No data available
Flash point(☒)(closed cup): No data available	Evaporation Rate: No data available
Flammability: No data available	Upper explosive limit%(V/V): No data available
Lower explosive limit%(V/V): No data available	Vapor pressure(MPa): No data available



SAFETY DATA SHEET

Nicotine

Page 3

Vapor density(g/mL): No data available

Relative density(g/cm³): No data available

Solubility: No data available

Octanol / water partition coefficient: No data available

Auto-ignition temperature(°): No data available

Decomposition temperature(°): No data available

Viscosity(m²/s): No data available

10. Stability and Reactivity

Reactive	No data available
Chemical stability	Stable under the condition recommended.
Possibility of hazardous reactions	No data available
Avoid conditions	No data available
Incompatible materials	Acids, Oxidizing agents, Alkali metals, Strong oxidizing agents, Acid chlorides, Acid anhydrides, Reducing agents
Hazardous decomposition products	No data available

11. Toxicological Information

Acute toxicity:

Nicotine: $\frac{5}{0}$ (rat,Oral) 50-60 $\frac{5}{0}$ (rabbit,Dermal)140 mg/kg
LD mg/kg;LD

Skin corrosion/irritation: No data available

Serious eye damage/eye irritation: No data available

Respiratory or skin sensitization: No data available.

Germ cell mutagenicity: No data available

Carcinogenicity: No data available

Reproductive toxicity: No data available

Specific target organ toxicity – single exposure: No data available

Specific target organ toxicity – repeated exposure: No data available

Aspiration hazard: No data available

12. Ecological Information

Biodegradability: No data available

Abiotic degradation: No data available

Bioaccumulation: No data available

Other hazards: Toxic to aquatic life with long lasting effects

13. Disposal Considerations

Property of waste: No data available

Methods of disposal: Dispose of in a manner consistent with federal, state, and local regulations. Burning method is recommended.

Precautions of disposal: No data available.

14. Transport Information

UN number: 1654
 UN proper shipping name: NICOTINE
 Transportation primary hazard class: 6.1
 Transportation secondary hazard class: —
 Packing group: II

15. Regulatory Information

Component	CHINA	TSCA	ENCS	EINECS
Nicotine	☒	☒	☒	☒

Note 1:
 CHINA - China Inventory of Existing Chemical Substances
 TSCA - United States Toxic Substances Control Act Section 8(b) Inventory
 ENCS - Japan Existing and New Chemical Substances
 EINECS - European Inventory of Existing Commercial Chemical Substances

Note 2:
 "☒" Indicates that the substance included in the regulations
 "-" That no data or included in the regulations

16. Other Information

This Safety Data Sheet (SDS) was prepared according to UN GHS (the fourth revised edition) and the information included is based on the present state of our knowledge.

However, the information is provided without any warranty, express or implied, regarding its correctness and is only for users reference.

Users should make their independent judgement of suitability of these information for their particular purposes.

we do not assume responsibility for loss, damage or expense arising out of or in any way connected with the handling, storage, use or disposal of the product.

CITY OF SAND CITY

RESOLUTION SC _____, 2019

**RESOLUTION OF THE CITY COUNCIL OF SAND CITY TO APPROVE
COASTAL DEVELOPMENT PERMIT 19-01 FOR A PRODUCTION
OPERATION OF FOOD-GRADE FLAVORS FOR ELECTRIC CIGARETTES
AT 1801 CATALINA AVENUE**

WHEREAS, Chris Ramirez of Vapor Vapes, Inc. (the "Applicant") submitted applications to the City of Sand City (the "City") for coastal development permit approval to establish and operate a production facility of food-grade flavors to be used by electric cigarettes (the "Applicant's Use") within an approximate 1,200 square foot commercial unit at 1801 Catalina Avenue, (portion of APN 011-177-029) in Sand City (the "Subject Property"); and

WHEREAS, the Applicant's Use, at the scale and intensity described in the application and as conditioned by the City, is considered compatible with the General Plan land use designation of Mixed-Use (MU-D) and coastal zoning designation of Coastal Planned Mixed Use (CZ-MU-P) of the Subject Property; and

WHEREAS, there is sufficient off-street parking available on the Subject Property to satisfy the minimum parking requirements specified by Chapter 18.64 of the zoning code and the City's Local Coastal Program (the "LCP"); and

WHEREAS, the Applicant's Use of an existing commercial building qualifies for a categorical exemption per the regulations of the CEQA (California Environmental Quality Act) Guidelines, Section 15301; and

WHEREAS, the Applicant's Use within the Subject Property's commercial building will not require an allocation of water as a Group I category use under the current regulations of the Monterey Peninsula Water Management District (the "MPWMD"); and

WHEREAS, the City Council of the City of Sand City, on _____, 2019, has found and determined that the Applicant's Use, as identified by the Applicant and appropriately conditioned and restricted, will not adversely affect the character of the surrounding neighborhood, nor be injurious or detrimental to adjoining properties or the rights of the owners therein, and thus Coastal Development Permit 19-01 (hereinafter "CDP 19-01") shall be granted upon the conditions hereinafter set forth; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sand City to hereby grant and issue CDP 19-01 upon the following terms and conditions:

1. CDP 19-01 is not valid, and Applicant's Use of the Subject Property shall not commence unless and until two copies of this Resolution/Permit, signed by the Applicant and the Subject Property's landowner, acknowledging receipt of CDP 19-01

and acceptance of the terms and conditions therein, is returned to the City's Planning Department.

2. Purpose: CDP 19-01 is for the express purpose of authorizing the a production operation of food-grade flavors used by electric cigarettes within an approximate 1,200 square foot section of an existing commercial building at 1801 Catalina Street (portion of APN 011-177-029). Accessory office and storage activities are permitted. There shall be no expansion to the scope or intensity of this operation beyond that use authorized by CDP 19-01, without either an amendment of said Permit or the issuance of a new coastal development permit.
3. Permit Amendment or Termination: If the Applicant's Use approved by CDP 19-01 violates any term, condition, and/or requirement of said Permit, a public hearing may be scheduled by the City to consider either amending or revoking said Permit. The Applicant and Subject Property's owner shall be notified of any such public hearing, and provided an opportunity to address the City Council prior to any City Council action to amend or terminate CDP 19-01.
4. Hours of Activity: Hours of the Applicant's on-site activities shall only occur at the Subject Property between the hours of 7:00 a.m. to 6:00 p.m. Monday through Friday and 10:00 a.m. to 5:00 p.m. on Saturdays. Office activity on the Subject Property by the Applicant may extend beyond the aforementioned hours/days provided that the Applicant's unit is not open to the public.
5. Parking: There shall be a minimum of two (2) on-site parking spaces maintained for the Applicant's Use on the Subject Property. Though available for use, curbside street parking shall not be considered in satisfying Zoning Code required "off-street" parking. Double parking of any sized vehicle that encroaches into a public right-of-way by the Applicant's Use is prohibited.
6. Truck/Trailer Parking: In accordance with Sand City Municipal Code (the "SCMC") Chapter 10.08, the Applicant shall not park or store trucks, trailers, or other vehicles, as listed in Chapter 10.08, within any public street or along any curb at unless in compliance with CDP 19-01 and is actively involved with loading/unloading for a period not to exceed two (2) hours, or may otherwise be subject to City parking citation. Any such vehicles involved with loading/unloading shall be parked in accordance with CDP 19-01.
7. Loading/Unloading: All deliveries/shipments and/or loading/unloading of inventory and/or any other item associated with the Applicant's Use at the Subject Property shall only occur during Permit authorized hours of operation (see Condition No. 4). At no time shall loading/unloading interfere with or impede traffic circulation on any public right-of-way within Sand City. Large trucks involved with shipments/deliveries loading/unloading for the Applicant's Use shall only park along the Subject Property's Ortiz Avenue 300 block frontage, while maintaining one travel lane open at all times. There shall be no loading/unloading activities within the Catalina Street right-of-way. Professional package delivery services such as UPS or Federal Express, with

extremely short delivery times of only a few minutes, are exempt from these restrictions.

8. Storage: The storage of all materials, tools, equipment, inventory, and/or any other item associated with the Applicant's Use of the Subject Property, shall be maintained within the building at all times, unless otherwise authorized by CDP 19-01. The placement of a self-contained portable storage unit/container on-site, beyond the confines of the building, is hereby prohibited; and the need of the Applicant to do so shall be considered by the City as justification that this operation has expanded beyond the Subject Property's ability to sufficiently accommodate the Applicant's operation; and thus be sufficient reason for the City to terminate CDP 19-01.
9. Property Maintenance: The Subject Property shall be maintained in a clean, orderly, weed-free, and litter-free condition. There shall be no storage of waste material or debris outside the building by the Applicant's Use, except as allowed by CDP 19-01. The Applicant and/or the Subject Property's owner shall be responsible for maintenance and upkeep of the Applicant's leased area for the duration of the Applicant's occupation of the Subject Property.
10. General Waste: Trash, litter, boxes, crates, pallets, debris, or other used and/or discarded materials generated/used by the Applicant's Use shall either be kept within the Applicant's unit or stored in an appropriate waste collection bin or dumpster on the Subject Property until collected by the City's franchised waste hauler. Also, the Applicant should be prohibited from placing trash bins and/or dumpsters within the Subject Property's parking spaces. An enclosure may be established on the Subject Property only after approval by the City's Planning Department. The Applicant shall work and coordinate with the City's franchised waste hauler to implement material recycling and recovery as part of this operation's regular routine where feasible.
11. Hazardous Waste: Any and all hazardous materials and/or waste used/generated by the Applicant's Use on the Subject Property shall be legally stored and disposed of in accordance with the regulations of the City, Monterey One-Water, the Seaside County Sanitation District, the County of Monterey, the State of California and/or any other government agency with jurisdiction. The Applicant shall concede to and abide by any direction of the City's Fire Department, the Monterey County Health Department and/or any other government agency with jurisdiction regarding the storage and/or handling of hazardous materials/waste on the Subject Property. Any illegal and/or improper material storage, dumping, and/or disposal shall be adequate grounds for City termination of CDP 19-01.
12. Signs: Any commercial sign on the exterior of the building or anywhere on the Subject Property, identifying the Applicant's Use, shall be reviewed and approved by the Sand City Design Review Committee (DRC) in the issuance of a sign permit prior to the establishment of any sign such as at the Subject Property. Signs attached to the building shall also obtain a City building permit prior to installation of said sign. The Applicant shall not place any free-standing sign anywhere within City limits without City Planning Department approval.

13. Water Runoff: The Applicant's Use shall not create water run-off entering the storm drain system within the City in accordance with Chapter 13.05 of the Sand City Municipal Code regarding Storm Water Management. There shall be no washing of vehicles by the Applicant on the Subject Property.
14. Water: Issuance of CDP 19-01 does not grant the Applicant and/or Subject Property's owner any right or privilege to any allocation of water from the City of Sand City or other entity. The Applicant's Use shall be limited to that water credit currently available to the Subject Property, in accordance with the regulations of the MPWMD. If existing on-site water credit of the Subject Property is deemed insufficient by the MPWMD to accommodate the Applicant's Use, then CDP 19-01 shall be subject to termination by the City.
15. Local/Regional Compliance: All requirements of the City's contracted Building and Fire Departments, the City Engineer, the Sand City Code Enforcement officer(s), the Seaside County Sanitation District, One Water (formerly 'Monterey Regional Water Pollution Control Agency'), and Monterey County Health Department, shall be implemented to the satisfaction of each department and inspector thereof. Police Department requirements pertaining to security, street parking, code enforcement, and law enforcement shall be implemented to the satisfaction of the City's Police Chief.
16. Air District: The Applicant shall be responsible for complying with applicable rules and regulations of the Monterey Bay Air Resources District. Failure to comply shall be sufficient grounds for City termination of CDP 19-01.
17. County & State Health Departments: The Applicant shall contact the California Department of Public Health (the "CDPH") about a Processed Food Registration (PFR) application and approval. If the Applicant sells retail, the Applicant must also obtain a valid health permit from the Monterey County Health Department prior to commencement of any retail sales. All requirements of both health department agencies shall be satisfied for the duration of the Applicant's use at the Subject Property. Failure to comply with these requirements shall be sufficient cause for the City to terminate CDP 19-01.
18. SCSD & Monterey One Water: The Applicant shall abide by all regulations and requirements of the Seaside County Sanitation District (the "SCSD") and Monterey One Water in regards to waste water generated by the Applicant's Use and the sanitary sewer system servicing the Subject Property.
19. Fire Department: The Applicant's Use of the Subject Property, as authorized by CDP 19-01, must conform to storage and operational requirements specified in the California Fire Code and to the satisfaction of the City's Fire Department inspector. The Subject Property shall be available and open for Fire Department and/or City code enforcement inspections. Failure to comply with Fire Inspector and/or code enforcement requirements may be sufficient grounds for City issuance of a 'Cease and Desist' order for closure of the Applicant's Use and City termination of CDP 19-01.

20. Nuisance: The Applicant's Use of the Subject Property shall be conducted in such a way that it does not constitute a nuisance to surrounding properties or occupants thereof. The Applicant shall be considered responsible for the impacts created by the Applicant's Use and activities. The Applicant shall implement all mitigation necessary to inhibit any noise, vibration, dust, fumes, odors, overflow parking, and/or other negative impacts that this operation may or will generate. If the City Council finds at any time that any use of the Subject Property constitutes a nuisance, or is otherwise detrimental to the neighborhood or to the community, such use shall be discontinued or modified as may be required by the City. Failure to effectively implement mitigation required by this Permit, or other direction/notification by the City deemed necessary to abate negative impacts generated by the Applicant's Use, may be adequate grounds for the City to amend or terminate CDP 19-01. Failure to comply with such City direction may result in the amendment or revocation of CDP 19-01.
21. Violation/Termination: If the City determines that any term or condition of CDP 19-01 has been violated, and/or use of the Subject Property constitutes a nuisance or is otherwise detrimental to the neighborhood or the community, written notice shall be issued to the Applicant, that if such violation is not corrected or removed within a specified time, a public hearing may then be scheduled where the City Council may consider amending or revoking CDP 19-01, and may then order said Permit amended or revoked. The Applicant and the Subject Property's owner/manager shall be notified of any such public hearing, and provided an opportunity to address the City Council prior to any action by the City Council to amend or revoke/terminate CDP 19-01.
22. Interpretation: Any questions of intent or interpretation regarding any condition within CDP 19-01 shall be resolved by the City Planning Department.
23. The issuance of CDP 19-01 shall not supersede or override any applicable requirement(s) of any other City, County, State, or Federal agency.
24. Indemnification: To the extent permitted by law, the Applicant and Subject Property's owner shall indemnify and hold harmless the City, its City Council, its officers, employees, and agents (the "indemnified parties") from and against any claim, action, or proceeding brought by a third party against the indemnified parties and the Applicant to attack, set aside, or void any permit or attorney's fees and costs incurred in defense of the litigation. The City may, in its sole discretion, elect to defend any such action with attorneys of its own choice.
25. Business License: The Applicant shall acquire, maintain, and annually renew a Sand City business license for the duration of the Applicant's Use within Sand City. Failure to maintain a current business license may be sufficient grounds for City termination of CDP 19-01.

PASSED AND ADOPTED, Coastal Development Permit (CDP) 19-01 is hereby approved by the City Council of Sand City, this ____ day of February, 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

ATTEST:

Linda K. Scholink, City Clerk

Mary Ann Carbone, Mayor

This is to certify that Coastal Development Permit (CDP) 19-01 contains the conditions specified by the City Council in approving said Permit.

Charles Pooler, City Planner

APPLICANT ACCEPTANCE (CDP 19-01)

Coastal Development Permit (CDP) 19-01 are hereby accepted upon the express terms and conditions hereof, and the undersigned agrees to strictly conform to and comply with each and all of the said terms and conditions.

DATED: _____

BY: _____
Applicant

CONSENT OF OWNER (CDP 19-01)

Consent is hereby granted to the permittee to proceed with the City approved project, in accordance with the terms and conditions of Coastal Development Permit (CDP) 19-01.

DATED: _____

BY: _____
Property Owner

AGENDA ITEM

10A

Memo

To: Honorable Mayor and City Council
From: Fred Meurer, Interim City Administrator
Prepared: Mike McCarthy, Human Resources Consultant
Date: February 7, 2019
Re: Approve New Classification Titles and Specifications

Agenda Title:

RESOLUTION OF THE CITY OF SAND CITY APPROVING CLASSIFICATION
TITLES AND JOB SPECIFICATIONS

Background:

As Council is aware, staff conducted compensation surveys earlier in the fiscal year to provide recommendations to council regarding compensation levels for all non-safety and non-executive employees. The survey work also included job specification analysis and review.

Many of the existing job specifications are dated and are not wholly reflective of the duties provided by the City's current incumbents. As part of the analysis and review of the job specifications, staff met with each incumbent employee, reviewed the current specifications, reviewed similar job specifications from other agencies, and spoke with the employees' supervisors to capture which duties are critical for each specification.

The following summarizes staff recommendations:

- City Planner—Recommendation: Adopt attached job specification.
- Finance / Human Resources Specialist—Recommendation: Adopt attached job specification. Council, by earlier action, approved new title from "Finance Specialist" to "Finance / Human Resources Specialist."
- Deputy City Clerk/Administrative Assistant -Recommendation: Adopt attached job specification.

- Administrative Assistant—Recommendation: Adopt attached job specification.
- Police Records Coordinator / Administrative Assistant—Recommendation: Adopt attached job specification and change title to “Police Records Coordinator.”
- Public Works Foreman—Recommendation: Adopt attached job specification and change title to “Public Works Supervisor.”
- Maintenance Worker II—Recommendation: Adopt attached job specification which describes the Maintenance Worker Series, and defines three new classifications (Maintenance Worker I, II, and III) and adopt Maintenance Worker series classification titles.

The City’s Police Chief oversees the Public Works function as well as the Police Department, and the incumbent’s current title is Police Chief / Public Works Supervisor. Because staff recommendation is to change the existing “Public Works Foreman” title to “Public Works Supervisor,” staff further recommends an additional change.

- Police Chief / Public Works Supervisor—Recommendation: Change title to “Police Chief / Public Works Superintendent.”

Financial Impact

There are no financial impacts associated with this action.

Recommendation

Staff recommends that Council adopt the attached resolution.

Attachments: City Planner Job Specification
 Finance / Human Resources Job Specification
 Deputy City Clerk Job Specification
 Administrative Assistant Job Specification
 Police Records Coordinator Job Specification
 Public Works Supervisor Job Specification
 Maintenance Worker I, II, III Job Specification

**CITY OF SAND CITY
RESOLUTION SC _____, 2019**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAND CITY
APPROVING CLASSIFICATION TITLES AND JOB SPECIFICATIONS**

WHEREAS, the City of Sand City wishes to retain and attract high quality City employees;
and

WHEREAS, the City of Sand City strives to maintain current and updated job specifications
for its employees; and

WHEREAS, the City of Sand City incumbent employees have provided input towards
creating updated job specifications and have reviewed and approved the drafts of each
respective job specification.

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

1. Approve attached City Planner job specification, and
2. Approve attached Finance / Human Resource Specialist job specification, and
3. Approve attached Deputy City Clerk job specification, and
4. Approve attached Administrative Assistant job specification, and
5. Approve job title change from "Administrative Assistant / Police Records
Coordinator" to "Police Records Coordinator," and
6. Approve attached Police Records Coordinator job specification, and
7. Approve job title change from "Public Works Foreman" to "Public Works Supervisor,"
and
8. Approve attached Public Works Supervisor job specification, and
9. Approve attached Maintenance Worker I, II, III job specification, and
10. Approve classification titles referenced in the Maintenance Worker I, II, III job
specification, and
11. Approve job title change from "Police Chief / Public Works Supervisor" to "Police
Chief / Public Works Superintendent."

PASSED AND ADOPTED by the City Council of the City of Sand City on this 19th day of
February 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Mary Ann Carbone, Mayor

ATTEST:

Linda K. Scholink, City Clerk

City of Sand City
CLASS SPECIFICATION
Title: City Planner

Department: Planning
Report: City Administrator / Community Development Director
FLSA Status: Non-Exempt

SUMMARY: Plans, directs, organizes, and supervises professional planning activities including current and advanced planning in the City's Planning Division; coordinates the development and implementation of the General Plan, Local Coastal Program, and Zoning Code for development guidance in the City; and performs related work as required.

ESSENTIAL JOB FUNCTIONS:

(May include, but are not limited to, the following):

- Develops and implements divisional goals, objectives, policies and procedures.
- Plans, organizes and directs Planning Division activities including the interpretation and application of environmental laws, land use development principles and the conduct of specialized studies.
- Plans, organizes, and directs Building Division activities, such as building record administration, plan check routing and tracking, and related fee collection.
- Recommends approval or disapproval of all land use and development projects throughout the City.
- Supervises the work of outside consulting services or outside contracting agencies providing planning or code enforcement work for the City; may also supervise internal staff assigned to planning or building activities.
- Represents the division and City to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Researches and prepares technical and administrative reports; prepares written correspondence.
- Provides technical expertise for policy evaluations, site planning, architectural and land use project reviews for staff, applicants, residents, property owners, businesses, and outside agencies.
- Prepares and presents technical reports and studies to the City Administrator / Community Development Director, City Council, various City committees, business and civic groups.
- Calculates water credit allocations and coordinates with outside water agencies.
- Oversees code enforcement activities in conjunction with other City departments and may issue violation notices.
- Coordinate activities for recycling, taxi vouchers, and parking permits.
- Coordinate with State and Federal governments and other City departments and independent private agencies.
- Reviews land use and development proposals for compliance with City policy and sound planning principles.

- Directs and/or participates in the review and processing of the City's zoning, subdivision and related land development regulations and formulates proposals for modifications to meet changing circumstances.
- Prepares, publishes, and oversees the posting of public hearing notices.
- Coordinates the interests of private developers with those of the general public to encourage the most suitable development for the City.
- Keeps abreast of professional developments in the field of City planning by outside reading and study and attendance at professional meetings and conferences.

WORKING CONDITIONS / PHYSICAL REQUIREMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires near and far vision in reading reports and work-related documents and using a computer. Acute hearing is required when providing phone and personal customer service. The need to lift, drag and push files, paper, and documents weighing up to 25 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

MINIMUM QUALIFICATIONS:

Education and Experience

A Bachelor's degree from an accredited college or university in Planning or closely related field, AND

Five years of public sector land use planning experience, including at least two years of managing major planning projects.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Advanced principles and practices of urban and regional planning, legislation, zoning and subdivision laws, design review, CEQA, Coastal Act, Planning Act, and Subdivision Map Act.
- Current developments in the planning field
- Land use concepts, population density and growth problems, and sea level rise.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Preparation, publishing, posting, and distribution of public hearing notices.
- Pertinent local, State and Federal rules, regulations and laws.
- Principles and practices of organizational analysis and management.
- Budgeting procedures and techniques.
- Office methods, procedures, software, and equipment.

Ability to:

- Organize and direct the Planning and Building Division operations.

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Interpret and apply City and department policies, procedures, rules, and regulations.
- Prepare and present technical and administrative reports, correspondence, and other documents.
- Operate a computer using word processing and business software and other office equipment.
- Communicate effectively, orally and in writing.
- Be innovative and influential in highly visible / controversial projects.
- Establish, maintain, and promote positive and effective working relationships with employees, other agencies, public officials and the public.
- Work with City officials, employees and the public concerning matters that involve a high degree of sensitivity.
- Observe safety principles and work in a safe manner.
- Engage major civic groups in the development and implementation of city plans.

Licenses/Certificates: Possession at time of hire and continued maintenance of a valid California Class C driver's license, insurance, and a safe driving record.

CLASSIFICATION HISTORY: Created January 2017. Revised February 2019.

City of Sand City
CLASS SPECIFICATION
Title: Finance / Human Resources Specialist

Department: Finance
Report: Director of Administrative Services / City Clerk
FLSA Status: Non-Exempt

SUMMARY: Performs a variety of technical financial duties in support of one or more specialized areas, including but not limited to: finance administration, accounts payable and receivable, budgeting, and fiscal impact analysis; performs administrative tasks related to human resources; and performs related work as required.

ESSENTIAL JOB FUNCTIONS:

(May include, but are not limited to, the following):

- Assists in the development and implementation of programs, practices and procedures in support of Finance and Human Resources operations.
- Maintains strict confidentiality of all City and personnel records.
- Responsible for inputting accounts payable and receivable.
- Coordinates destruction of records in accordance with State Law and records retention policy.
- Processes payroll and responsible for verifying and producing 1099 reports (not 3rd party) and third-party payroll vendor W2s.
- Administers business license renewals, receipt and processing.
- Track vehicle information and records.
- Supports and provides necessary reports for budget preparation.
- Creates variety of fiscal reports, including state annual report and quarterly fiscal reports.
- Creates and maintains CalPERS reports, both internally and externally.
- Tracks and maintains City grants, ledgers, and contracts.
- Tracks and maintains City and Successor agency bank accounts.
- Performs basic spreadsheet and related analyses to make mathematical calculations and queries.
- Works closely with auditors.
- Oversees and processes City insurance renewals.
- Oversees and processes ledgers and inventories related to City's fixed assets and City's equipment.
- Receives and responds to inquiries, requests and concerns from the public.
- Prepares documents, reports, correspondence, and memoranda, in assigned areas of responsibility.
- May coordinate or support special projects and/or projects of special events sponsored by the City.
- Update and maintain personnel files.
- Create, maintain and coordinate new hire packets and separation packets.
- Processes updates to benefits for all employees.
- Manages and tracks employee training.
- Create and process personnel action forms and timecards.

- Process workers' compensation forms.
- Track monthly and annual police department overtime.
- Track and process monthly employee wage garnishments.
- Keeps abreast of professional developments in the Finance and Human Resources fields by outside reading and study and attendance at professional meetings, training sessions, and/or conferences.
- Primary assistant to Director of Administrative Services.
- General office support as necessary, including answering phones, greeting walk-ins, or processing mail.

WORKING CONDITIONS / PHYSICAL REQUIREMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires near and far vision in reading reports and work-related documents and using a computer. Acute hearing is required when providing phone and personal customer service. The need to lift, drag and push files, paper, and documents weighing up to 25 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

MINIMUM QUALIFICATIONS

Education and Experience

The minimum qualifications for education and experience can be met in the following way:

- A high school diploma or GED equivalent, AND
- Three years of increasingly responsible accounting or finance work experience. A relevant bachelor's degree in accounting or related field may be substituted for one year of experience.
- Public sector experience desired.
- An Associates degree in a relevant field is desired.

KNOWLEDGE, SKILLS, AND ABILITIES

- Basic principles and practices of public administration and public budgeting/finance.
- Basic concepts for research and statistical analysis.
- Office methods, procedures, software and equipment.
- Principles of customer service.
- Create, maintain and manipulate basic spreadsheets and databases.
- Interpret and apply a wide variety of rules, regulations, contracts, policies and procedures.
- Collect and compile a wide variety of standardized data.
- Apply fundamental concepts to practical applications.
- Identify and obtain information from outside sources.
- Reason logically, draw valid conclusions and make appropriate procedural recommendations.
- Perform mathematical calculations with accuracy and speed.
- Learn to utilize the City's financial system databases to extract and analyze data.

- Operate a computer using word processing and business software and other office equipment.
- Communicate effectively, both orally and in writing.
- Establish, maintain, and promote positive and effective working relationships with employees, other agencies, public officials and the public.
- Demonstrate initiative and exercise good judgment in the performance of duties.
- Work independently and as a team member; recognize and set priorities and meet deadlines.
- Observe safety principles and work in a safe manner.

Licenses/Certificates: Possession at time of hire and continued maintenance of a valid California Class C driver's license, automobile insurance and a safe driving record.

CLASSIFICATION HISTORY: Position created in November 2018; Job Specification approved in February 2019.

City of Sand City
CLASS SPECIFICATION
Title: Deputy City Clerk /Administrative Assistant

Department: Administration
Report: Director of Administrative Services / City Clerk
FLSA Status: Non-Exempt

SUMMARY: Provides varied administrative and technical assistance in support of City Clerk activities, including City Council agenda preparation, minutes preparation, and responding to Public Records Requests; performs the duties of the City Clerk in his or her absence; answers phones and greets walk-ins; provides clerical support to City Council, City Administrator and Department Heads; and performs related work as required.

ESSENTIAL JOB FUNCTIONS:

(May include, but are not limited to, the following):

- Coordinates the compilation of agenda items for City Council Meetings and prepare Council Agenda packets; directs the assembly and distribution of packets for City Council meetings.
- Attends City Council meetings, as required.
- Under the direction of the City Clerk, assist in administering the State campaign and disclosure laws and the City's Conflict of Interest Code.
- Assist in conducting municipal elections.
- Processes requests from the City Council, the City staff and the public for research and information regarding City codes, ordinances and established policies and procedures.
- Assists the City Clerk with special projects, as assigned.
- Reviews and proofreads all written staff reports to make sure they conform to appropriate meeting templates.
- Creates proclamations signed by Mayor.
- Creates award certificates.
- Post notices for meetings (Administrative Assistant and City Administrator also post notices).
- Types minutes from Council meetings and Personnel and Budget committee meetings.
- Responsible for Fair Political Practices Commission (FPPC) filings
- Receives and responds to inquiries, requests and concerns from the public.
- Prepares documents, reports, correspondence, and memoranda, in assigned areas of responsibility.
- May coordinate or support special projects and/or projects of special events sponsored by the City.
- Coordinates destruction of records in accordance with State Law and records retention policy.
- Oversees record retention schedule.
- General office support as necessary, including answering phones, greeting walk-ins, or processing mail.
- Research archival projects
- Conduct annual verification of employee benefits

- Keeps abreast of professional developments in the Municipal Clerk field by outside reading and study and attendance at professional meetings, training sessions, and/or conferences

WORKING CONDITIONS / PHYSICAL REQUIREMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires near and far vision in reading reports and work-related documents and using a computer. Acute hearing is required when providing phone and personal customer service. The need to lift, drag and push files, paper, and documents weighing up to 25 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

MINIMUM QUALIFICATIONS

Education and Experience

The minimum qualifications for education and experience can be met in the following way:

- A high school diploma or GED equivalent, AND
- Three years of clerical experience, AND
- One year of experience in records management and Council and/or Board support functions.

A relevant bachelor's degree may be substituted for one year of clerical experience. Public sector experience desired.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of local government functions and administration.
- Applicable Federal, State and municipal laws, regulations, policies and procedures including Political Reform Act reporting requirements.
- Legal requirements related to public agency meeting notices and proceedings and related record keeping and maintenance.
- Principles, practices and procedures of record management, including retention of records, electronic imaging and automated information retrieval systems.
- Basic principles of planning and administering municipal elections.
- Research methods and report writing techniques.
- Principles of customer service delivery.
- Office methods, procedures, software and equipment.

Ability to:

- Develop and implement improvements in office operations, procedures, policies or methods.

City of Sand City
CLASS SPECIFICATION
Title: Administrative Assistant

Department: Administration
Report: Director of Administrative Services / City Clerk
FLSA Status: Non-Exempt

SUMMARY: Under general supervision, provides clerical support to City Council, City Administrator and Department Heads; serves as primary back-up for planning, administration and finance departments; serves as primary public contact at City Hall; maintains a variety of forms and records; prepares reports and written correspondence; operates standard office equipment; accepts payment of fees; and performs related work as required.

ESSENTIAL JOB FUNCTIONS:

(May include, but are not limited to, the following):

- Receives and responds to inquiries, requests and concerns from the public.
- Prepares documents, reports, correspondence, and memoranda, in assigned areas of responsibility.
- May coordinate or support special projects and/or projects of special events sponsored by the City.
- General office support, including answering phones, greeting walk-ins, or processing mail.
- Maintains files, forms, records, etc.
- Assembles Council and various committee agendas and packets.
- Creates meeting notices and posts meeting times.
- Maintains website.
- Designs, edits, writes and distributes City newsletter.
- Checks forms, records, reports and other materials for accuracy, completeness and confirmation with established procedures.
- Maintains office supplies.

WORKING CONDITIONS / PHYSICAL REQUIREMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires near and far vision in reading reports and work-related documents and using a computer. Acute hearing is required when providing phone and personal customer service. The need to lift, drag and push files, paper, and documents weighing up to 25 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

MINIMUM QUALIFICATIONS

Education and Experience

The minimum qualifications for education and experience can be met in the following way:

- A high school diploma or GED equivalent, AND
- Two years of clerical experience.

A relevant bachelor's degree may be substituted for one year of clerical experience.
Public sector experience desired.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of local government functions and administration.
- Principles, practices and procedures of record management, including retention of records, electronic imaging and automated information retrieval systems.
- Research methods and report writing techniques.
- Principles of customer service delivery.
- Office methods, procedures, software and equipment.
- Proper English usage, grammar, punctuation and spelling.
- Business letter writing and report preparation.

Ability to:

- Develop and implement improvements in office operations, procedures, policies or methods.
- Interpret, explain and apply applicable laws, policies and procedures.
- Research and analyze complex administrative issues.
- Conduct in-house research to respond accurately to staff, elected officials and public requests for information.
- Operate a computer using word processing and business software and other office equipment.
- Organize and set priorities within areas of assigned responsibility; complete assignments in a timely and accurate manner.
- Communicate effectively, orally and in writing.
- Establish and maintain and promote positive and effective working relationships with employees, other agencies and the public.
- Understand and follow written and oral instructions.
- Work independently and as a team member; recognize and set priorities and meet deadlines.
- Observe safety principles and work in a safe manner.
- Sort and categorize materials.
- Read and interpret forms.
- Compose general correspondence and letters and take meeting minutes.
- Develop and maintains filing systems.
- Demonstrate initiative and exercise good judgment in the performance of duties.

Licenses/Certificates: Possession at time of hire and continued maintenance of a valid California Class C driver's license, automobile insurance and a safe driving record.

CLASSIFICATION HISTORY: Created August 27, 2007; updated February 2, 2018; revised February 2019.

City of Sand City
CLASS SPECIFICATION
Title: Police Records Coordinator

Department: Police
Report: Police Chief / Public Works Superintendent
FLSA Status: Non-Exempt

SUMMARY: Performs a wide variety of administrative, technical, and clerical records support duties in the Police Department, including the maintenance of records and files in accordance with State legal requirements, processing of data and reports, critical time-sensitive data entry, providing support to sworn personnel, and providing information to the public, outside agencies and departmental staff; and performs related work as required.

ESSENTIAL JOB FUNCTIONS:

(May include, but are not limited to, the following):

- Receives and processes requests for reports; ensures release of information, complies with State laws; copies, redacts, and collates reports; compiles criminal histories of defendants.
- Inputs a variety of critical and general Public Safety related materials through law enforcement computer systems and checks output for accuracy.
- Conducts required California Law Enforcement Telecommunications System (CLETS) entries, modifications and cancellations in accordance with applicable laws, statutes, and Department of Justice requirements; prepares related paperwork for authorized release transactions.
- Carefully reviews computer data for accuracy; corrects errors within required timeframes to ensure compliance with State and local computer system mandates.
- Meets the public, accepts payments of fees and conducts transactions with employees or the public which entail providing information, explaining regulations, and following procedures, regulations, and policies.
- Provides authorized information to the public, other agencies, and other employees, both in person and by phone. Searches records to obtain information.
- Prepares documents and reports for the District Attorney.
- Creates weekly incident reports.
- Provides statistical reports to State and Federal entities.
- Prepares documents, reports, correspondence, and memoranda, in assigned areas of responsibility.
- General office support, including answering phones, greeting walk-ins, or processing mail.
- Checks forms, records, reports and other materials for accuracy, completeness and confirmation with established procedures.
- Maintains office supplies.

WORKING CONDITIONS / PHYSICAL REQUIREMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires

grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires near and far vision in reading reports and work-related documents and using a computer. Acute hearing is required when providing phone and personal customer service. The need to lift, drag and push files, paper, and documents weighing up to 25 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

MINIMUM QUALIFICATIONS

Education and Experience

The minimum qualifications for education and experience can be met in the following way:

- A high school diploma or GED equivalent, AND
- Three years record-keeping work experience in a Police Department.

A relevant bachelor's degree may be substituted for one year of experience.

Completion of POST certified courses in Records Management are desirable.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Proper English grammar, punctuation and spelling.
- Alpha and numeric filing and retrieval systems.
- Office methods, procedures, software and equipment.
- Principles of customer service.
- California law enforcement statutes and the most commonly used law enforcement terminology.
- CLETS and Criminal Justice Information Control (CJIC) computer systems and/or similar law enforcement data base systems.
- Pertinent local, State and Federal laws, ordinances and rules

Ability to:

- Learn, understand, and appropriately use law enforcement codes and terminology.
- Learn and apply the standards and methods of law enforcement records distribution.
- Read, understand and review documents for accuracy and relevant information.
- Work with continuous and multiple interruptions and regain focus on task at hand following interruption.
- Seek clarification from appropriate sources when faced with lack of sufficient information to complete assignment.
- Perform basic mathematical calculations.
- Understand and follow written and oral instructions as given.
- Communicate effectively, orally and in writing.
- Operate a computer using word processing and business software and other office equipment.

- Establish and maintain and promote positive and effective working relationships with employees, other agencies and the public.
- Demonstrate initiative and exercise good judgment in the performance of duties.
- Learn the operation, policy and procedures of the Police Department.
- Work independently and as a team member; recognize and set priorities and meet deadlines.
- Observe safety principles and work in a safe manner.
- Demonstrate attention to detail.
- Maintain confidentiality as required in the performance of duties.
- Independently understand, and appropriately use law enforcement codes and terminology.
- Independently apply the standards and methods of law enforcement records distribution.
- Independently and effectively interact with staff from outside agencies, such as the District Attorney, DOJ, DMV, and various jail facilities, to perform duties.

Willingness to:

- Modify work schedule as necessary to accommodate special circumstances (infrequent) that may arise.
- Successfully complete a comprehensive personal background investigation.
- Wear a uniform.

Licenses/Certificates: Possession at time of hire and continued maintenance of a valid California Class C driver's license, automobile insurance and a safe driving record.

CLASSIFICATION HISTORY: Created February 8, 2000; revised July 1, 2000; revised January 1, 2004; revised February 2019.

City of Sand City
CLASS SPECIFICATION
Title: Public Works Supervisor

Department: Public Works
Report: Police Chief / Public Works Superintendent
FLSA Status: Non-Exempt

SUMMARY: Supervises the Maintenance Worker series (I, II, II) engaged in the maintenance, repair, and upkeep of streets, sewers, storm drains, parks, beaches, bike paths, and public facilities. Provides "hands-on" support for crew engaged in such activities. Performs administrative work including department budget oversight, ordering supplies, overseeing department-related contract workers. Incumbent may operate a wide range of hand, mechanical and power tools, as well as a variety of light and heavy vehicles, trucks and equipment relevant to work performed, ensuring compliance with safe working practices. Responds to emergency calls. Performs related work as required. May work Saturdays, Sundays, holidays and nights.

DISTINGUISHING CHARACTERISTICS

The Public Works Supervisor is the supervisory classification in the Public Works Division. The incumbent exercise direct supervision over incumbents in the maintenance worker series, contract crews and volunteers. Incumbents in this classification require a greater degree of technical knowledge than those in lower classifications, and are called upon to exercise greater degrees of responsibility and judgment. The Public Works Supervisor is distinguished from the Maintenance Worker III in that the former is responsible for the supervision of daily operations and personnel and reports directly to the Police Chief / Public Works Superintendent.

ESSENTIAL JOB FUNCTIONS:

(May include, but are not limited to, the following):

- Supervises, monitors and coordinates the activities of crews engaged in the maintenance, repair, and upkeep of streets, sewers, storm drains, parks, beaches bike paths, and public facilities.
- Recommends and assists in the implementation of goals and objectives; implements policies and procedures.
- Plans, prioritizes, assigns, supervises and reviews the work of staff; participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; and implements disciplinary procedures as instructed.
- Operates equipment such as air compressors, pneumatic hammers, power activated hammers, chain saws, leaf blowers, concrete saws, pipe cutters, sprayers, compactors, forklifts, painting and spraying equipment and rollers.
- May operate equipment such as backhoes, street sweeper, power broom, and trucks.
- May demonstrate and train staff on the most complex duties related to repair and maintenance of City sidewalks, curb and gutter, street lights, and streets, including pavement, traffic signs, traffic markings and other structures.

- Maintains daily and monthly logs and records of work performed and materials used; completes work orders and routine reports as required; utilizes and maintains computer programs and databases.
- Evaluates maintenance operations and suggests improvements and modifications; prepares various reports on operations activities.
- Coordinates with contractors in providing contract services.
- Monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for purchasing equipment.
- Tactfully responds to questions and comments from the public, requests for service, and provides information to the public.
- Responsible for ensuring the safety of workers, equipment and the public at a work site.
- Uses general carpentry and mechanical hand tools such as brooms, rakes, shovels, ladders, hammers, screwdrivers, pliers, saws, drills and wrenches.
- Participates in, or performs, a variety of semi-skilled tasks such as cleaning catch basins and plugged sewers; repairing and unplugging sewer laterals, mains and storm drains; repairing and replacing water lines; repairing and patching street surfaces; and installing and repairing chain-link fences.
- Performs labor in the planting, cultivating, trimming, removing, watering, and spraying of lawns, plants and other vegetation.
- Performs duties with respect to vehicle, pedestrian, bike lane, and general traffic safety in work areas; sets up cones and barricades for traffic and safety control; may perform as a flag person.
- Performs labor in the erecting of tree supports, building of park benches, barbecue pits, retaining walls and other items.
- Installs and repairs sprinkler lines and irrigation systems.
- Hold regular departmental safety and training meetings.

WORKING CONDITIONS

Position requires sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when operating assigned equipment. Acute hearing is required in both the field and the office. The ability to lift, carry and push tools, equipment and supplies weighing up to 50 pounds, such as a jackhammer, is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, heat, and cold. The incumbent may be exposed to fumes, dust chemicals, biohazard materials and air contaminants. The nature of the work may also require the incumbent to climb ladders, use power and noise producing tools and equipment, work in confined spaces, drive motorized vehicles and work in heavy vehicle traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS:

Education and Experience

A high school diploma or GED equivalent, AND

Five years of experience in the maintenance and repair of streets, sewers, parks and public facilities, with at least three years in a supervisory capacity. Public sector public works experience desired.

KNOWLEDGE, SKILLS, AND ABILITIES

- Safely perform heavy manual labor and safely operate power tools and equipment.
- Safely handle toxic materials.
- Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Develops and maintains effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- Makes effective decisions and achieves desired results in the midst of major changes in responsibilities, work processes, timeframes, performance expectations, organizational culture, or work environment.
- Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.
- Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).
- Work effectively alone and as a member of a crew.
- Ability to operate City's street-sweeper, and willingness to fill in for overtime shifts as needed for street-sweeping.
- Willingness to perform on-call duty assignment and call-back work as required.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.

Licenses/Certificates: Possession at time of hire and continued maintenance of a valid California Class C driver's license, insurance, and a safe driving record.

PHYSICAL REQUIREMENTS: Lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment; reach (extension and overhead), twist, turn, pivot, grasp up to 25 pounds, ability to crouch (bend at waist), stoop (bend at knees), climb (e.g. stairs), sit, stationary standing (for prolonged periods), ability to be mobile (from site to site and in office), speak with an understandable voice and sufficient volume to be heard at normal conversational distances, on phone or addressing groups.

CLASSIFICATION HISTORY: Formerly titled Public Works Foreman: Created August 31, 1997; Revised March 30, 1998, Revised May 1, 2000, Revised July 19, 2016; Revised February 2019.

- Interpret, explain and apply applicable laws, policies and procedures.
- Research and analyze complex legal or administrative issues.
- Conduct in-house research to respond accurately to staff, elected official and public requests for information.
- Operate a computer using word processing and business software and other office equipment.
- Organize and set priorities within areas of assigned responsibility; complete assignments in a timely and accurate manner.
- Communicate effectively, orally and in writing.
- Establish and maintain and promote positive and effective working relationships with employees, other agencies and the public.
- Understand and follow written and oral instructions.
- To reason logically, draw valid conclusions, and make appropriate procedural recommendations.
- Work independently and as a team member; recognize and set priorities and meet deadlines.
- Observe safety principles and work in a safe manner.

Willingness to:

Work occasional extended hours to complete work or attend off-hours meetings.

Licenses/Certificates:

- Possession at time of hire and continued maintenance of a valid California Class C driver's license, automobile insurance and a safe driving record.
- Certification as a Municipal City Clerk within two years of appointment.
- Notary Public Certification within six months of appointment, and maintain Notary Public certification throughout classification tenure.

CLASSIFICATION HISTORY: Created April 19, 2005; revised January 3, 2006; revised March 6, 2008; revised February 2019.

City of Sand City
CLASS SPECIFICATION
Title: Maintenance Worker I / II / III

Department: Public Works
Report: Public Works Supervisor
FLSA Status: Non-Exempt

SUMMARY: Performs work in the maintenance, repair, and upkeep of streets, sewers, storm drains, parks, beaches, bike paths, and public facilities. Incumbents may operate a wide range of hand, mechanical and power tools, as well as a variety of light and heavy vehicles, trucks and equipment relevant to work performed, ensuring compliance with safe working practices. Performs related work as required. May work Saturdays, Sundays, holidays and nights.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I is the entry level classification in the Maintenance Worker classification series. Incumbents receive regular instruction and training. Under supervision and in a training capacity, incumbents are assigned routine maintenance tasks while learning the basic construction and maintenance trades as necessary for the specific duties to which assigned. Incumbents generally work as a member of a team, but may be given independent assignments. This class is distinguished from the Maintenance Worker II in that the latter class performs the more complex work assigned to the series, and may serve as a lead worker over volunteer or contract crews.

Maintenance Worker II is the fully trained working level class in the Maintenance Worker classification series. Under minimal supervision, incumbents perform a broad range of duties in the basic construction and maintenance trades as necessary for a wide variety of assignments. Incumbents work as a member of a crew, or may be given independent assignments and may, serve as a lead worker over volunteer or contract crews. Incumbents may be subject to call-back for after hour emergencies. This class is distinguished from the Maintenance Worker III in that the latter class may act as the Public Works supervisor in his or her absence, and may perform a variety of administrative tasks, including report writing, scheduling, and record keeping.

Maintenance Worker III (Working Title: Senior Maintenance Worker) is the senior-level class in the Maintenance Worker classification series responsible for performing the full range of tasks for assigned maintenance operations and programs. Incumbents work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This classification may act as the Public Works Supervisor in his or her absence and may perform a variety of administrative functions, including report writing, scheduling, and record keeping. This classification may serve as a supervisor over volunteer or contract crews. Incumbents may be subject to call-back for after hour emergencies.

ESSENTIAL JOB FUNCTIONS, for Maintenance Worker Series:

(May include, but are not limited to, the following):

- Loads, unloads and operates pick-ups and trucks to transport maintenance supplies and materials.
- Uses general carpentry and mechanical hand tools such as brooms, rakes, shovels, ladders, hammers, screwdrivers, pliers, saws, drills and wrenches.
- Operates equipment such as air compressors, pneumatic hammers, power activated hammers, chain saws, leaf blowers, concrete saws, pipe cutters, sprayers, compactors, forklifts, painting and spraying equipment and rollers.
- May operate equipment such as backhoes, street sweeper, power broom, and trucks.
- Performs routine maintenance and repair of hand and power tools.
- Responsible for the safe operation of equipment and tools used.
- Understand and carry out oral and written directions.
- May prepare and keep written records and make material and equipment requests.
- Participates in, or performs, a variety of semi-skilled tasks such as cleaning catch basins and plugged sewers; repairing and unplugging sewer laterals, mains and storm drains; repairing and replacing water lines; repairing and patching street surfaces; and installing and repairing chain-link fences.
- Performs labor in the planting, cultivating, trimming, removing, watering, and spraying of lawns, plants and other vegetation.
- Performs duties with respect to vehicle, pedestrian, bike lane, and general traffic safety in work areas; sets up cones and barricades for traffic and safety control; may perform as a flag person.
- Picks up, receives, inventories, issues, and delivers parts, tools, machines, equipment and supplies.
- Cleans and lubricates machinery, engines, and equipment using steam and solvents.
- May provide information and deal with the public.
- Picks-up garbage and litter around the City facilities and auxiliary areas.
- Performs labor in the erecting of tree supports, building of park benches, barbecue pits, retaining walls and other items.
- Installs and repairs sprinkler lines and irrigation systems.
- Set up Council Chambers for meetings and events.
- Performs graffiti abatement.
- Perform basic janitorial services, including but not limited to, cleaning bathrooms, floors, kitchen areas, sweeping, mopping, and emptying garbage and recycling bins.

WORKING CONDITIONS

Position requires sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when operating assigned equipment. Acute hearing is required in both the field and the office. The ability to lift, carry and push tools, equipment and supplies weighing up to 50 pounds, such as a jackhammer, is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, heat, and cold. The incumbent may be exposed to fumes, dust chemicals, biohazard materials and air contaminants. The nature of the work may also require the incumbent to climb ladders, use power and noise producing tools and equipment, work in confined spaces, drive motorized vehicles and work in heavy vehicle traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS:

Education and Experience

The minimum qualifications for education and experience can be met in the following way:

Maintenance Worker I

A high school diploma or GED equivalent, AND

One year of experience in the maintenance and repair of streets, sewers, parks, or public facilities Public sector experience desired.

Maintenance Worker II

A high school diploma or GED equivalent, AND

Two years of experience performing duties comparable to those of the City's Maintenance Worker I classification.

Maintenance Worker III

A high school diploma or GED equivalent, AND

Four years of experience performing duties comparable to those of the City's Maintenance Worker II classification, AND

Two years of supervisory experience in maintenance.

KNOWLEDGE, SKILLS, AND ABILITIES

Maintenance Worker I

- Safely perform heavy manual labor.
- Learn the operation of power tools and equipment and the performance of a variety of semi-skilled tasks.
- Learn to safely handle toxic materials.
- Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- Makes effective decisions and achieves desired results in the midst of major changes in responsibilities, work processes, timeframes, performance expectations, organizational culture, or work environment.

- Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.
- Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).

Licenses/Certificates: Possession at time of hire and continued maintenance of a valid California Class C driver's license and a safe driving record.

Maintenance Worker II

Working level as required for the Maintenance Worker I, plus the following:

- The basic techniques, equipment and materials used in the maintenance of streets, sewers, storm drains, parks, beaches, bike paths, and public facilities, as required by the program to which assigned.
- Work effectively alone and as a member of a crew.
- Ability to operate City's street-sweeper, and willingness to work overtime shifts as needed for street-sweeping.
- Willingness to perform on-call duty assignment and call-back work as required.

Licenses/Certificates: Possession at time of hire and continued maintenance of a valid California Class C driver's license and a safe driving record.

Maintenance Worker III

Working level as required for the Maintenance Worker II, plus the following:

- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Work effectively alone and as a member of a crew, or as Crew leadworker.
- Ability to act as Public Works Supervisor in his or her absence.
- Willingness to perform on-call duty assignment and call-back work as required.

Licenses/Certificates: Possession at time of hire and continued maintenance of a valid California Class C driver's license and a safe driving record.

PHYSICAL REQUIREMENTS: Lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment; reach (extension and overhead), twist, turn, pivot, grasp up to 25 pounds, ability to crouch (bend at waist), stoop (bend at knees), climb (e.g. stairs), sit, stationary standing (for prolonged periods), ability to be mobile (from site to site and in office), speak with an understandable voice and sufficient volume to be heard at normal conversational distances, on phone or addressing groups.

CLASSIFICATION HISTORY: Created December 27, 1994; Revised February 9, 2000; Revised February 2019

AGENDA ITEM

10B



City of Sand City

Agenda
Item

10B

Staff Report

DATE: February 13, 2019
TO: Mayor Carbone and City Council
FROM: Chief Brian Ferrante
SUBJECT: Emergency Operations Update

RECOMMENDATION

Please review the following information and subsequent presentation for updates on Sand City Emergency Operations Planning and Training

BACKGROUND

The City of Sand City Emergency Operations Plan was last updated in 2005. The plan at that time was well prepared and served the City well. However, experience in emergency operations, planning, and response has evolved since that time. Training needs have evolved as well. Updated training is now available for persons involved in the emergency operations process to include the Incident Command System, National Incident Management System, and WebEOC.

REVIEW AND ANALYSIS

It has been nearly 15 years since the City's Emergency Operations Plan has been updated. The process for responding to large and small scale incidents has evolved and expanded. As the City develops its new Emergency Operations Plan, City staff will be required to attend updated training and familiarization with new processes and procedures. The City has also entered into a collaborative agreement with surrounding jurisdictions for operation of a Regional Emergency Coordination Center (RECC). Participating agencies include CSUMB, Seaside, Marina, and Sand City. This state of the art facility is located on the CSUMB campus and is managed by CSUMB staff. By participating in the RECC, each of the cities involved has the ability to operate and staff the RECC on an ongoing basis during a crisis. Personnel

assigned to the RECC in an emergency will need to be trained to man specific stations to meet the needs of the specific event. This training will include WebEOC which is the means of entering and sharing information on the event. Other mandated training will be ICS100 and ICS700, which are FEMA required courses to familiarize the user with the Incident Command System and the National Incident Management System. Combined, these trainings are necessary to familiarize the user with the processes necessary to manage events within an emergency operations center.

Another change to the Emergency Management approach since 2005 is the addition of the Whole Community mandate wherein the City needs to ensure that the community is involved in the response to major emergency events. This includes partnerships with businesses, residents, service providers, other organizations and jurisdictions. An example of this partnership would be the inclusion of Monterey Community Response Team (CERT). CERT could provide training and help organize Sand City residents to respond to a variety of emergencies.

ENVIRONMENTAL (CEQA) CLEARANCE

None

FISCAL IMPACT

Minimal to None

CONCLUSION

The presentation will explain the needs of the City moving forward with the Emergency Management Process.

AGENDA ITEM

10C

MEMORANDUM

TO: City Council
FROM: Fred Meurer, Interim City Administrator
DATE: February 13, 2019
SUBJECT: Affordable Housing Mix in R2 Residential Housing Component of the South of Tioga Project

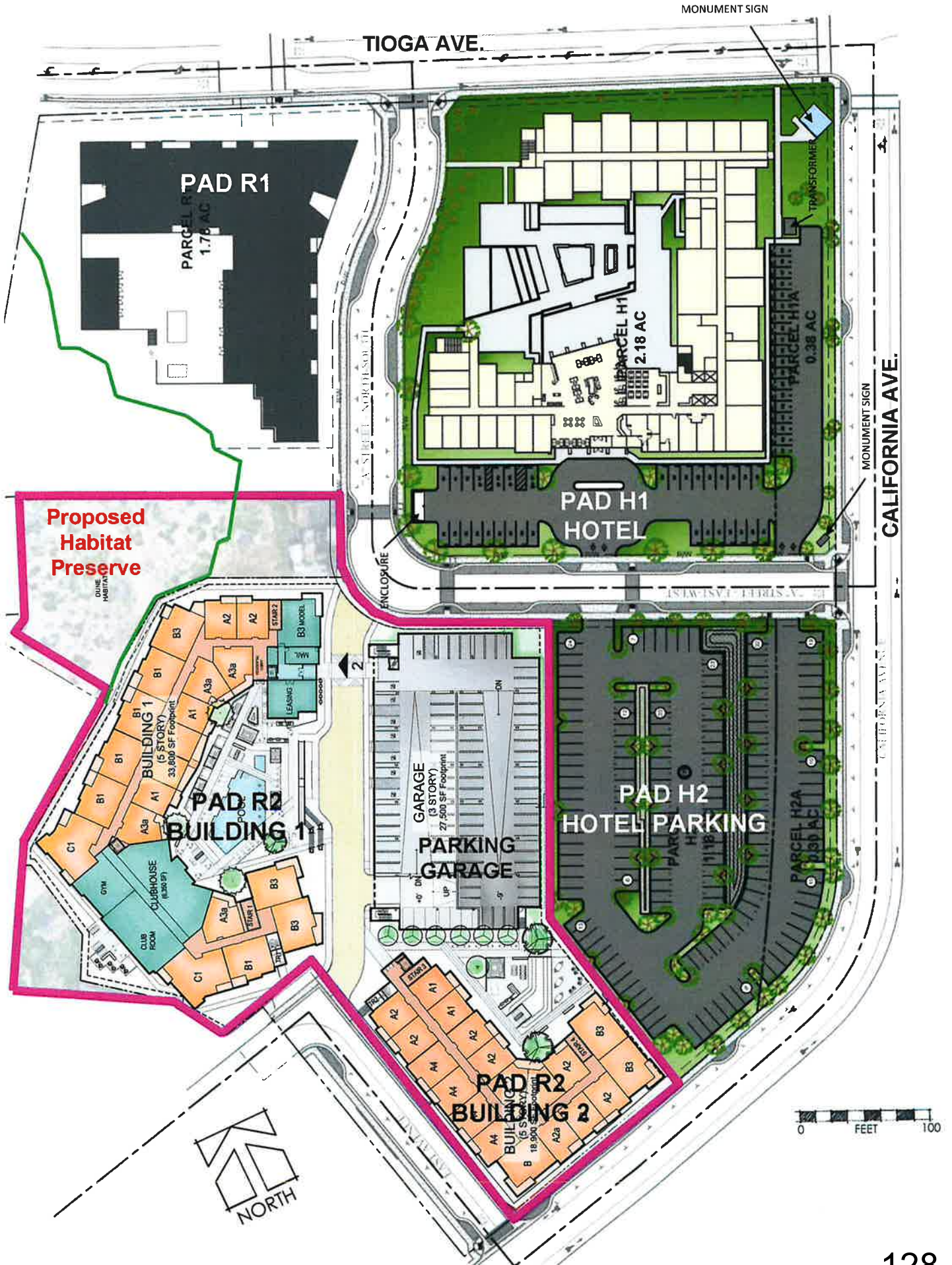
The developer for the R2 portion of the South of Tioga project has approached the City with a proposal to change the affordability mix of the 46 affordable housing units required by the vesting tentative map.

The developer has requested that the City allow him to designate all 46 units as very low income units. He argues that this is a much greater benefit to the City than the current distribution of housing required in the Vesting Tentative Map. The map requires a total of 52 affordable units predominately located in R2. The distribution is specified as 1 extremely low, 3 extremely low for seniors, 5 very low, 7 low, 18 moderate and 18 workforce units.

The City staff will be meeting with the DBO Company representatives and the R2 developer representatives Thursday afternoon to discuss the rationale for their request. We want to be better able to discuss the pros and cons with the City Council at the February 19 meeting.

After the meeting with the developers, staff will develop a supplementary packet that will be distributed at the City Council and discussed in more depth there.

Fred Meurer



**Proposed
Habitat
Preserve**

**PARCEL R1
1.76 AC**

**PARCEL H1
2.18 AC**

**PARCEL H2A
1.50 AC**

CALIFORNIA AVE.

TIOGA AVE.

MONUMENT SIGN

MONUMENT SIGN

0 FEET 100



**PARCEL R2
BUILDING 1**

**GARAGE
(3 STORY)
27,500 SF Footprint**

**PARKING
GARAGE**

**PARCEL H2
HOTEL PARKING**

**PARCEL R2
BUILDING 2**

**CLUBHOUSE
(4,300 SF)**

CLUB ROOM

GYM

POOL

STAIRS

ELEVATOR

LEASING

MODEL

DINE HABITAT

ENCLOSURE

TRANSFORMER

PARCEL H2A

PARCEL H2B

PARCEL H2C

PARCEL H2D

PARCEL H2E

PARCEL H2F

PARCEL H2G

PARCEL H2H

PARCEL H2I

PARCEL H2J

PARCEL H2K

PARCEL H2L

PARCEL H2M

PARCEL H2N

PARCEL H2O

PARCEL H2P

PARCEL H2Q

PARCEL H2R

PARCEL H2S

PARCEL H2T

PARCEL H2U

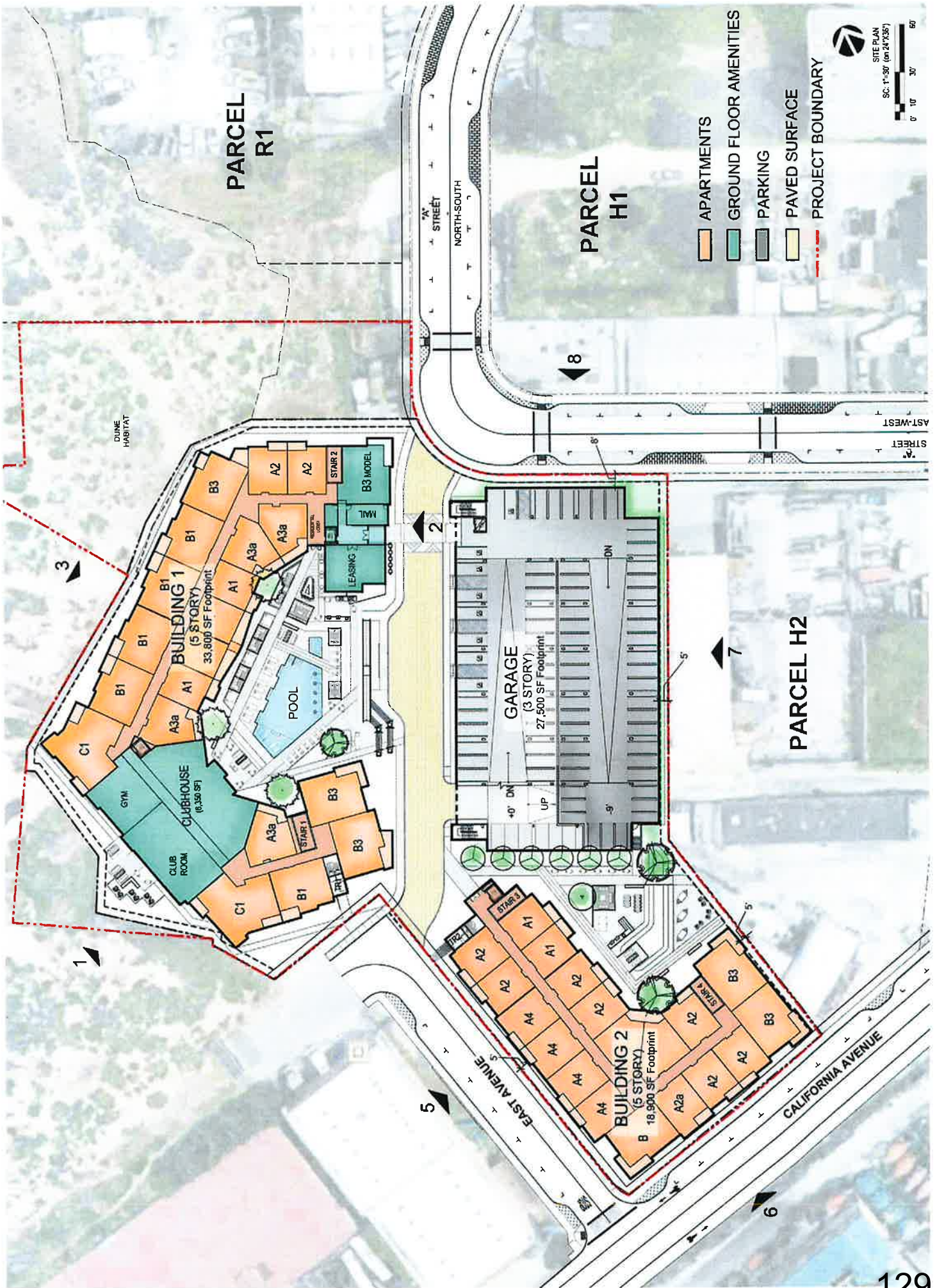
PARCEL H2V

PARCEL H2W

PARCEL H2X

PARCEL H2Y

PARCEL H2Z



THE BAY CLUB APARTMENTS: Project Info

11/30/2018 HPA #2017333

PROJECT BOUNDARY TOTAL: 3.7 AC (3.09 AC Total Disturbed Area)
 PROJECT DENSITY, WITHIN OVERALL BOUNDARY: 62.4 DU/AC (74.8 DU/AC on Total Disturbed Area)
 Two 5-STORY RESIDENTIAL and One 3-STORY PARKING GARAGE

UNIT NAME	Net SF EA	BALC	Gross SF EA	# EACH	Market Rate	Affordable(V/L)	Net TOTAL	Gross TOTAL
A1 affordable	629	64	693	30	45	30	18,870	20,790
A2	689	64	753	45			31,005	33,885
A2a	720	64	784	13	13		9,360	10,192
A3	702	92	794	10	10		7,020	7,940
A3a	754	110	864	28	28		21,112	24,192
A4	751	64	815	24	24		18,024	19,560
B1	966	81	1047	19	19	14	18,354	19,893
B1 affordable	966	81	1047	14			13,524	14,658
B3	1060	150	1210	38	38		40,280	45,980
C1	1430	185	1615	8	8	2	11,440	12,920
C1 affordable	1430	185	1615	2			2,860	3,230
				231	185	46	191,849	213,240

COMMON AREAS

CLUB HOUSE	6,350 SF
MAIL ROOM	400 SF
PARCEL ROOM	150 SF
LEASING OFFICE	980 SF
MODEL UNIT	1,060 SF
OPEN SPACE BUILDING 1	22,000 SF
OPEN SPACE BUILDING 2	10,000 SF

PARKING

Standard Stalls	(8.5'X19')	290
Compact Stalls	(8.5'X16.5')	30
Accessible Stalls	MIN2%	8
		328



Sheet Index:

- A-0 – Project Information
- A-1 – Illustrative Site Plan
- C1.1 – Conceptual Grading and Drainage Plan
- C2.1 – Erosion and Sediment Control Plan
- A-2 – Building 1: Ground Floor
- A-3 – Building 1: Typical Upper Floor
- A-4 – Building 1: Roof Terrace and Exiting
- A-5 – Building 2 and Garage: Ground Floor
- A-6 – Building 2 and Garage: Typical Upper Floor
- A-7 – Building 1 Elevations and Typical Building Section
- A-8 – Building 2 and Garage Elevations
- A-9 – Colors and Materials
- L1.00 – Landscape Cover Sheet
- L1.01 – Landscape Plan
- L1.02 – Landscape Plan
- L1.03 – Plant Palette Board
- L1.04 – Illustrative Landscape Plan (Pool Courtyard)
- L1.05 – Illustrative Landscape Plan (Secondary Courtyard & Sky Deck)

AGENDA ITEM

10E



Name: Monterey Signs Ribbon Cutting

Date: February 28, 2019

Time: 5:00 PM - 7:00 PM PST



Share: (<http://www.montereychamber.com/>)

[Back to Calendar](#)

Location:
855 Broadway Ave., Seaside

Date/Time Information:
Thursday, February 28
5-7 pm

Fees/Admission:
Free!

Set a Reminder:

Enter your email address below to receive a reminder message.

Enter Email Address

-- Select Days Before Event --

Go

[Back to Calendar](#)

Event Description:

Join us for a ribbon cutting at Monterey Signs to congratulate them on their new, remodeled building! There will be food, Scheid wine, and networking opportunities.

- [Business Directory](http://www.montereychamber.com/list/) (<http://www.montereychamber.com/list/>)
- [Events Calendar](http://www.montereychamber.com/events/) (<http://www.montereychamber.com/events/>)
- [Hot Deals](http://www.montereychamber.com/hotdeals/) (<http://www.montereychamber.com/hotdeals/>)
- [Job Postings](http://www.montereychamber.com/jobs/) (<http://www.montereychamber.com/jobs/>)
- [Contact Us](http://www.montereychamber.com/contact/) (<http://www.montereychamber.com/contact/>)
- [Weather](http://www.montereychamber.com/weather/) (<http://www.montereychamber.com/weather/>)

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Monterey Peninsula Chamber of Commerce

📍 243 El Dorado Street, Suite 200, Monterey, CA 93940 (<https://maps.google.com?q=243+El+Dorado+Street%2c+Suite+200+Monterey+CA+93940>)

☎ 831.648.5350 (tel:831-648-5350)

✉ info@montereychamber.com (<mailto:info@montereychamber.com>)



(<http://www.facebook.com/MontereyPeninsulaChamber/>) (<https://twitter.com/montereychamber>)



(<https://www.instagram.com/montereypeninsulachamber/>)

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Name: Seaside Goodwill Store Grand Reopening and Ribbon Cutting

Date: March 22, 2019

Time: 9:45 AM - 12:00 PM PDT

Event Description:

Join us to celebrate the Grand ReOpening of the Goodwill Seaside Store! The ribbon cutting will be held at 9:45 am, and be the first to shop at 10 am.



Share: (<http://www.montereychamber.com/events/2019/03/22/seaside-goodwill-store-grand-reopening-ribbon-cutting/>)

[Back to Calendar](#)

Location:
Seaside Goodwill Store
729 Obama Way, Seaside

Date/Time Information:
9:45 am - 12:00 pm

Contact Information:
Marci Bracco
Send an Email
(mailto:marci@chatterboxpublicrelations.com?subject=Seaside%20Goodwill%20Store%20Grand%20Reopening%20and%20Ribbon%20Cutting)

Fees/Admission:
Free!

Set a Reminder:

Enter your email address below to receive a reminder message.

Enter Email Address

-- Select Days Before Event --

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Monterey Peninsula Chamber of Commerce

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Name: 11th Annual Awards Dinner

Date: March 23, 2019

Time: 6:00 PM - 10:00 PM PDT

[Register Now](http://www.montereychamber.com/events/register/5326)
(<http://www.montereychamber.com/events/register/5326>)



Event Description:

The Monterey Peninsula Chamber of Commerce (MPCC) will honor three distinguished citizens at MPCC's 11th Annual Awards Dinner on Saturday, March 23, 6-10pm, at Monterey Marriott, 350 Calle Principal, Monterey. Presented by Monterey County Bank, this signature event is expected to draw over 400 Chamber members, local business people and community leaders from throughout the region to celebrate outstanding contributions to the community.

**Business of the Year to be announced during the event.

Presented by:



Event Media:



(<https://chambermaster.blob.core.windows.net/images/events/2711/2711/E/>)

Share: (<http://www.montereychamber.com/>)

[Back to Calendar](#)

Location:

Monterey Marriott
350 Calle Principal
Monterey, CA 93940
[View a Map](http://maps.google.com/maps?ht=en&q=350+Calle+Principal,+Monterey,+California+93940) (<http://maps.google.com/maps?ht=en&q=350+Calle+Principal,+Monterey,+California+93940>)

Date/Time Information:

Saturday, March 23, 2019
6-10pm

Contact Information:

Monterey Peninsula Chamber
Send an Email (<mailto:info@montereychamber.com?subject=11th%20Annual%20Awards%20Dinner>)

Fees/Admission:

Tickets: \$175/person; \$1,750/table of 10

Set a Reminder:

Enter your email address below to receive a reminder message.

Enter Email Address

-- Select Days Before Event --

[Back to Calendar](#)

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Share: (<http://www.montereychamber.com/>)

Name: Chamber 101 - Member Orientation

Date: March 28, 2019

Time: 5:00 PM - 6:30 PM PDT

[Register Now \(http://www.montereychamber.com/events/register/5744\)](http://www.montereychamber.com/events/register/5744)

Event Description:

Are you a new or prospective member? How about an existing member who is looking to refresh or reengage with MPCC? Join us for Chamber 101! Meet the Board of Directors and other members, just like you! Listen to what our committees are doing in our community. Bring a stack of business cards for speed networking.

[Back to Calendar](#)

Location:

Embassy Suites by Hilton Monterey Bay - Seaside
1441 Canyon Del Rey Blvd.
Seaside, CA 93955

Date/Time Information:

Thursday, March 28, 2019
5:00 - 6:30 PM

Fees/Admission:

Free

Set a Reminder:

Enter your email address below to receive a reminder message.

[Back to Calendar](#)

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